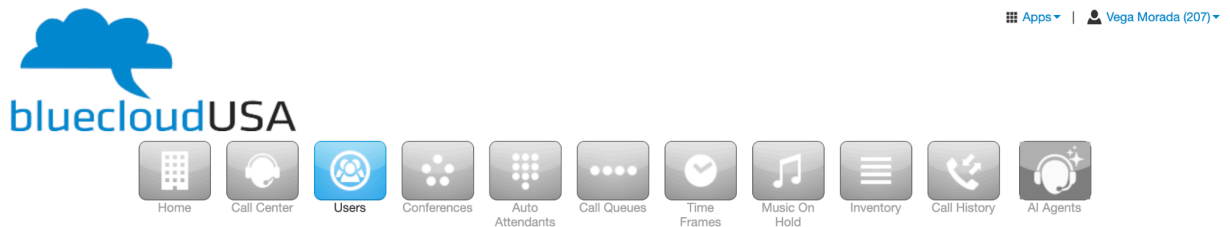




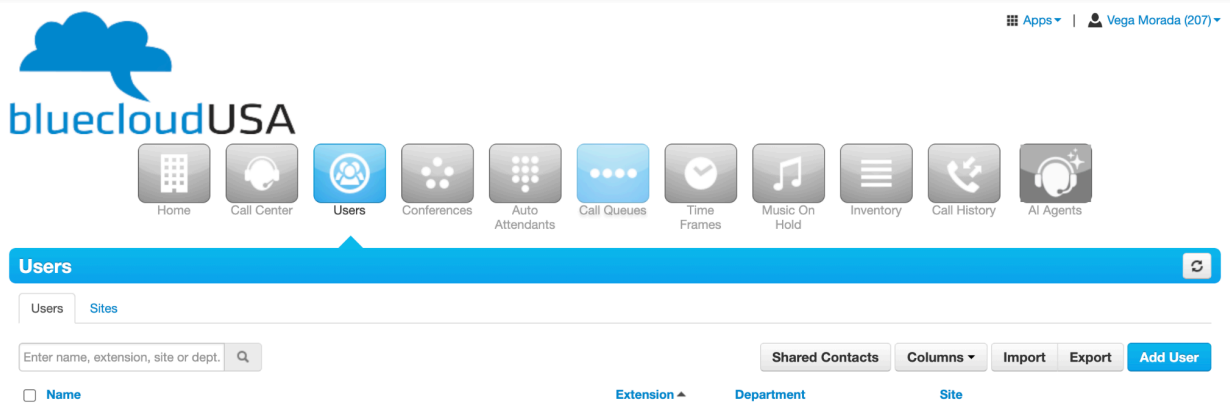
Call Forwarding

Forwarding Users (Admin)

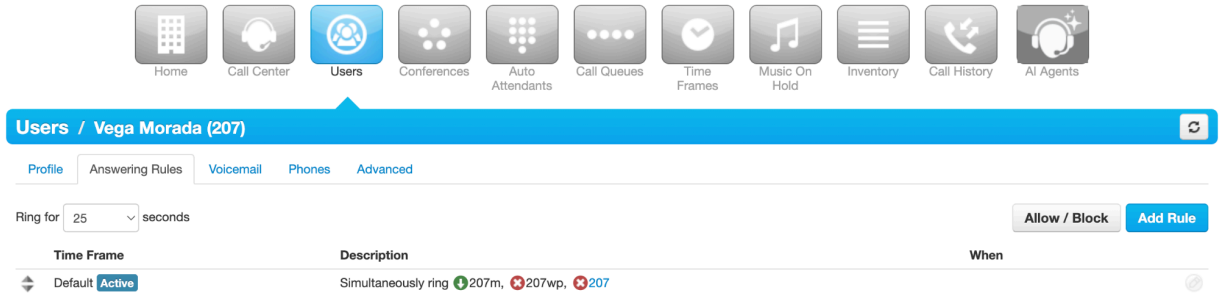
Managers will begin the forwarding process by first logging into the portal and selecting the manage organization option, and then clicking on the users tab.



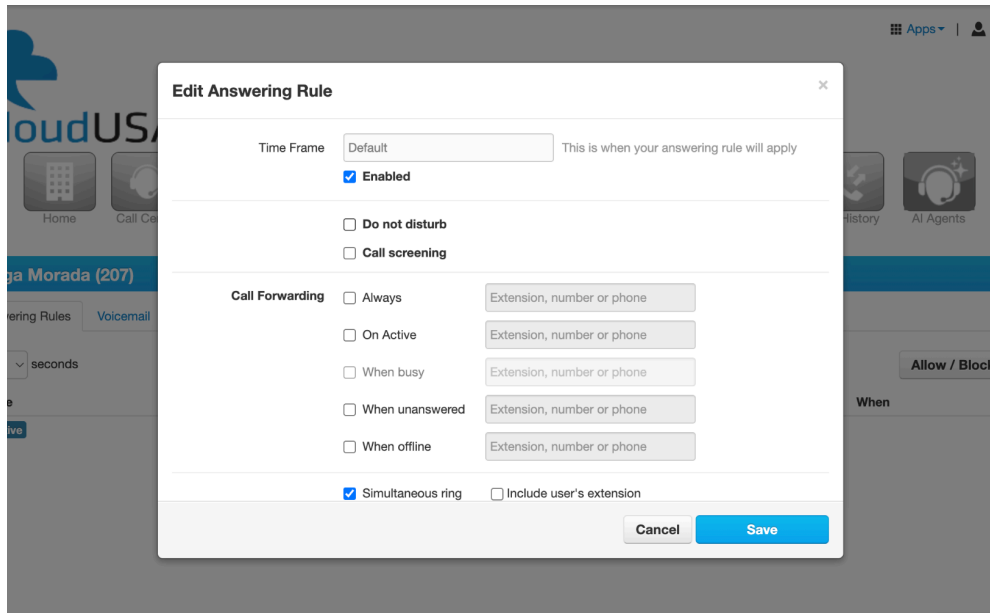
From there, the admin will then select the user that they are looking to forward calls to, this can be done by scrolling through the user list, or using the search tab.



Click on the user's name you are looking to edit. Once on the user's page, you will click on the answering rules tab at the top of the screen, and bring up the below page.



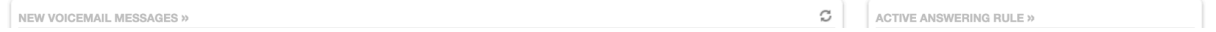
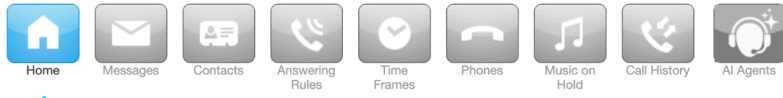
Admins then have various options of whether to just set up a forward on the default time frame, or add an additional rule to tie in with a previously created time frame. Click on the pencil button to edit a rule.



When editing a rule, admins have various choices for how to enable call forwarding. To finalize changes, click save.

Call Forwarding Users

Users will be able to alter answering rules the same way as admins, Once logged in see the below choices and select Answering Rules.



Users will then have the same choices as previously shown for admins to forward calls to their personal extension.