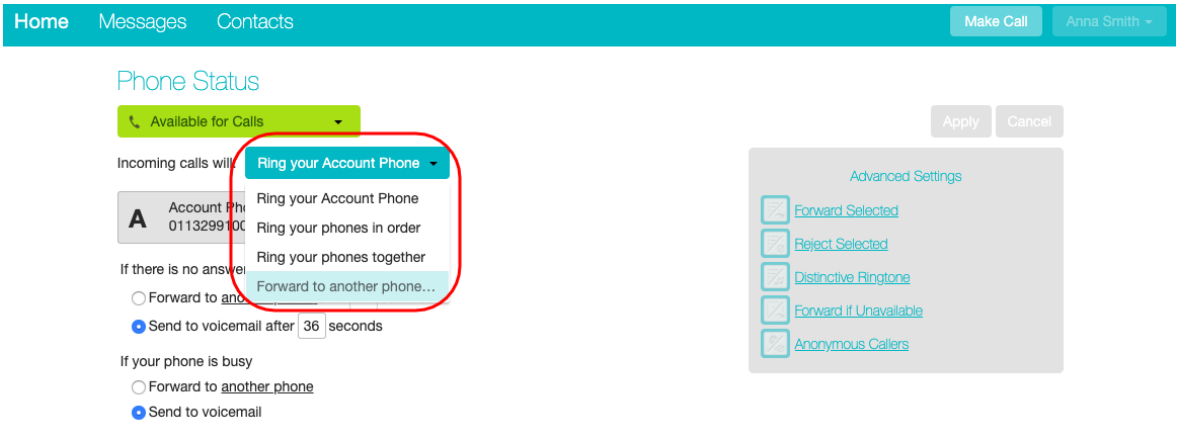
How Do I Forward My Calls To Another Phone Number?

You can setup Pod Connect so all inbound calls are forwarded to different phone number. You can achieve this is 2 different ways:

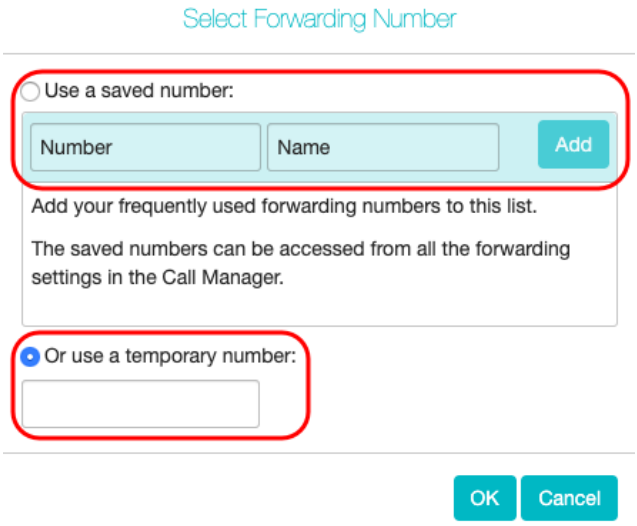
INFO: You must enter your call forwarding number exactly as you would dial it. If you use 9 for an outside line you must also use this here.

From the CommPortal:

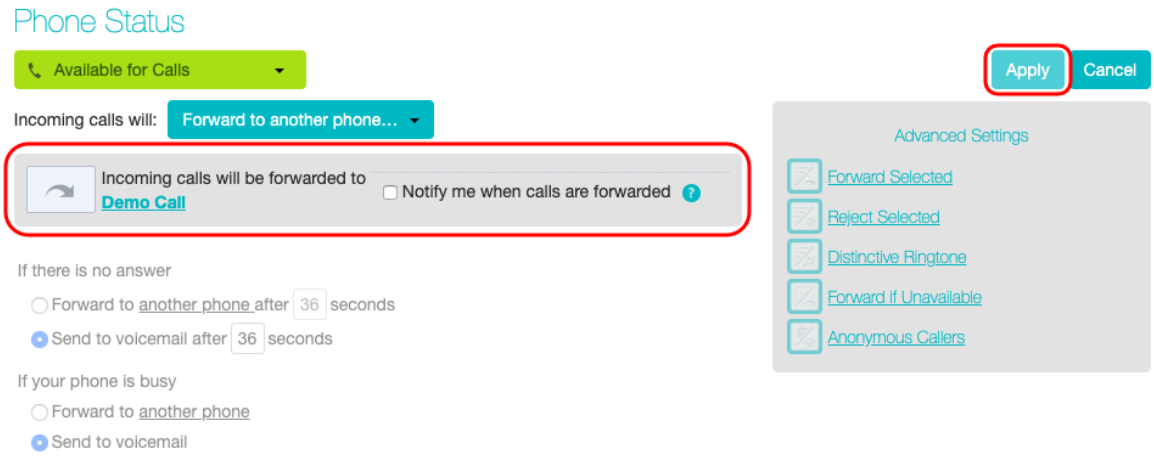
- Login to the CommPortal with your username (phone number) and password.
- Click on the **Incoming Calls Will** menu and select **Forward to another phone...**



- If this is the first time you have setup call forward you will see the following window. From here you can do either of the following:
  - If you have no numbers saved you can add them to the**frequently used forwarding numbers** them here, enter the full **Phone Number**, then the **Name.**
  - Click **Add**
  - Select **Used a saved number** and the number you have added.
  - Click
  - Or you can just add a one of number in the**Or use a temporary number** box, click **OK**



- The **Phone Status** page will now change, to either show the phone number or name that you have configured. You must now click **Apply**.

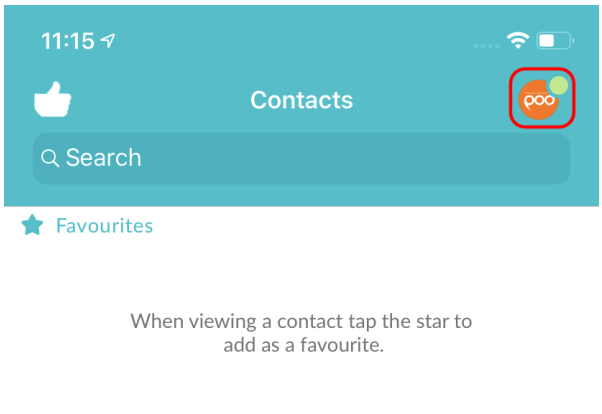




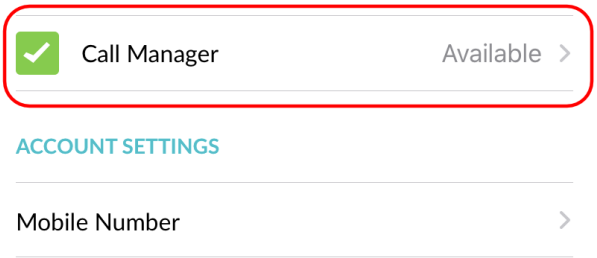
TIP: Further information on call forwarding settings can be found in CommPortal End Guide - Incoming Call Settings.

From Pod Connect for Mobile

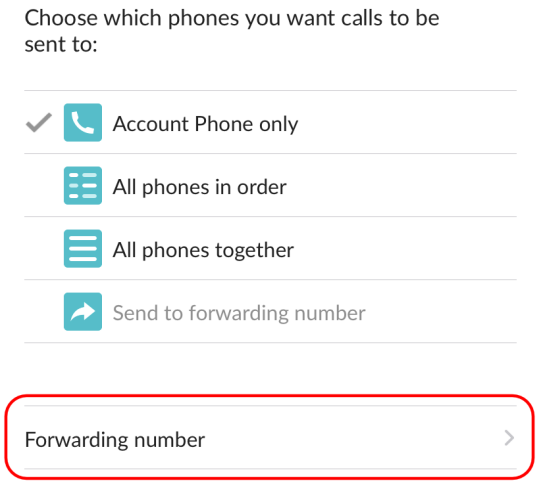
- From Pod Connect mobile tap on your profile.



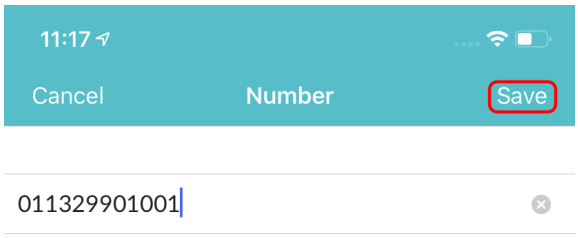
- Tap on **Call Manager**



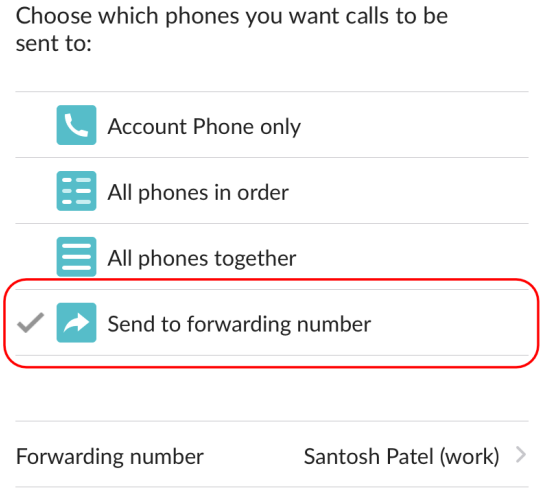
- If you don't already have a forwarding number saved you will need to add one. Tap on **Forwarding Number**



- Tap on either **Enter Phone Number** or **Select From Contacts** - After entering a phone number tap on **Save.**

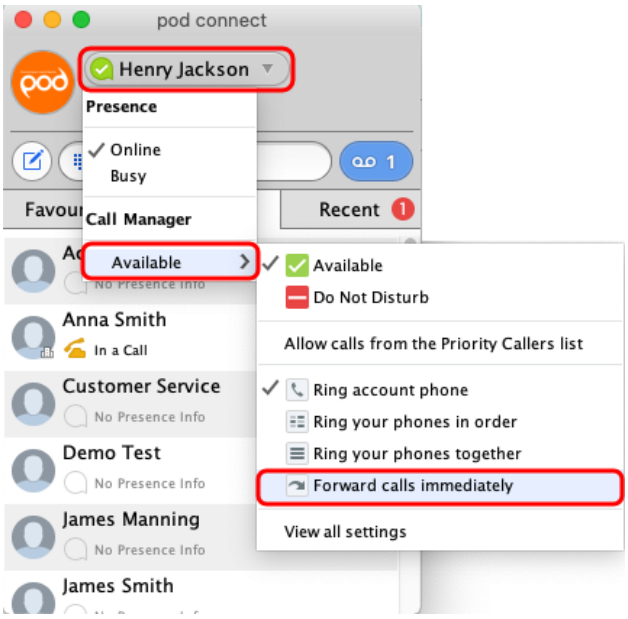


- Now tap on **Send to forwarding number** - Your calls will now be forwarded.

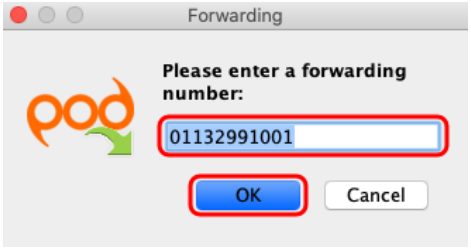


From Pod Connect for Desktop

- From **Pod Connect for Desktop** click on your **Name > Available > Forward calls immediately**



- In the popup window enter the phone number you would like all calls to be forwarded to, the click **OK**.



- Your calls will now be forwarded.

Revision #4
★ Created Mon, Mar 23, 2020 9:26 AM by Admin
Updated Fri, May 27, 2022 1:07 PM by Admin