

# 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 in 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...**

Home Messages Contacts Make Call Anna Smith ▾

### Phone Status

Available for Calls ▾

Incoming calls will ▾ Ring your Account Phone ▾

- Account Phone: 0113299100
- Ring your Account Phone
- Ring your phones in order
- Ring your phones together
- Forward to another phone...

If there is no answer:

- ☐ Forward to another phone
- ☒ Send to voicemail after 36 seconds

If your phone is busy:

- ☐ Forward to another phone
- ☒ Send to voicemail

#### Advanced Settings

- ☐ Forward Selected
- ☐ Reject Selected
- ☐ Distinctive Ringtone
- ☐ Forward if Unavailable
- ☐ Anonymous Callers

Apply Cancel

- 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**

### Select Forwarding Number

☐ Use a saved number:

Add your frequently used forwarding numbers to this list.

The saved numbers can be accessed from all the forwarding settings in the Call Manager.

☒ Or use a temporary number:

OK Cancel


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

## Phone Status

Available for Calls

ApplyCancel

Incoming calls will: Forward to another phone...

 Incoming calls will be forwarded to [Demo Call](#) ☐ Notify me when calls are forwarded ?

If there is no answer

- ☐ Forward to [another phone](#) after  seconds
- ☒ Send to voicemail after  seconds

If your phone is busy

- ☐ Forward to [another phone](#)
- ☒ Send to voicemail

Advanced Settings

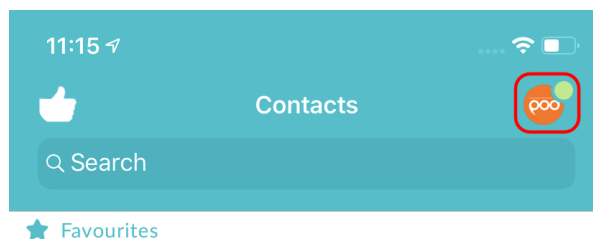
- ☒ [Forward Selected](#)
- ☒ [Reject Selected](#)
- ☒ [Distinctive Ringtone](#)
- ☒ [Forward if Unavailable](#)
- ☒ [Anonymous Callers](#)



**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.



★ Favourites

When viewing a contact tap the star to add as a favourite.

- Tap on **Call Manager**

☒ Call Manager Available >

ACCOUNT SETTINGS

Mobile Number >





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

Choose which phones you want calls to be sent to:


- ☒ Account Phone only
- ☐ All phones in order
- ☐ All phones together
- ☐ Send to forwarding number

Forwarding number

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

11:17    

Cancel Number **Save**

011329901001 

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

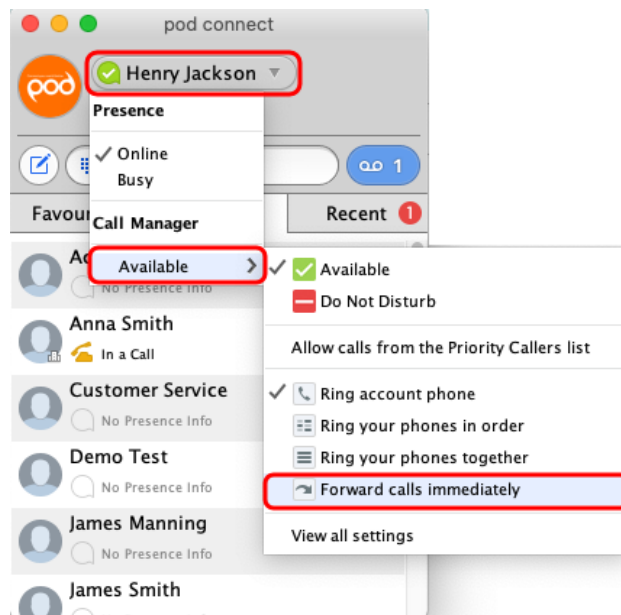
Choose which phones you want calls to be sent to:

- ☐ Account Phone only
- ☐ All phones in order
- ☐ All phones together
- ☒ Send to forwarding number

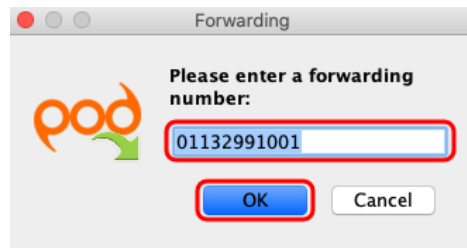
Forwarding number Santosh Patel (work) 

### 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, then click **OK**.



- Your calls will now be forwarded.

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🔄 Revision #4

★ Created Mon, Mar 23, 2020 9:26 AM by [Admin](#)

✎ Updated Fri, May 27, 2022 1:07 PM by [Admin](#)