

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...**



- 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**.

Phone Status

Available for Calls 

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](#)

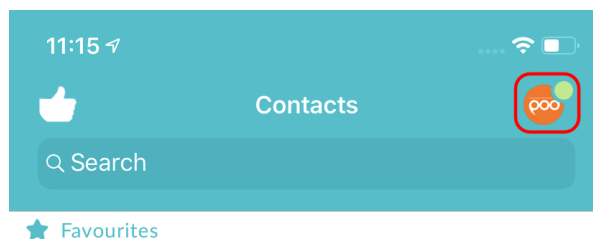
Apply **Cancel**



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.




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**.

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Cancel Number **Save**

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

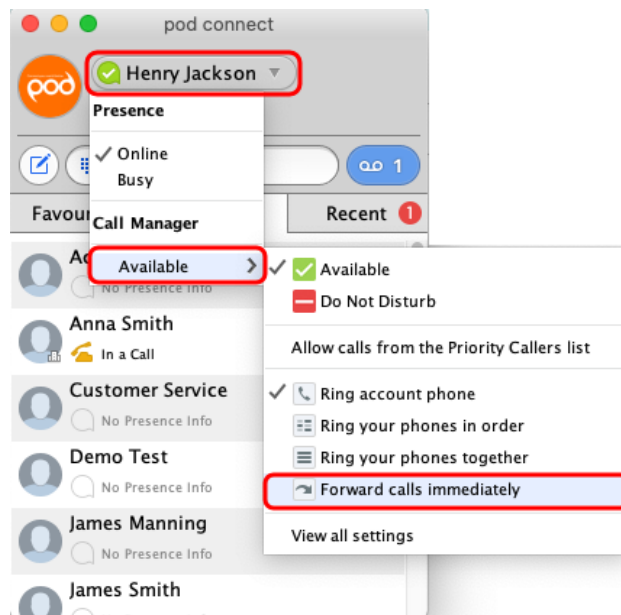
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Forwarding number Santosh Patel (work) 

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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