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**.

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 [36] seconds
◉ Send to voicemail after [36] seconds

If your phone is busy
○ Forward to another phone
◉ Send to voicemail

Apply   Cancel

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.

11:15

Contacts

🔍 Search
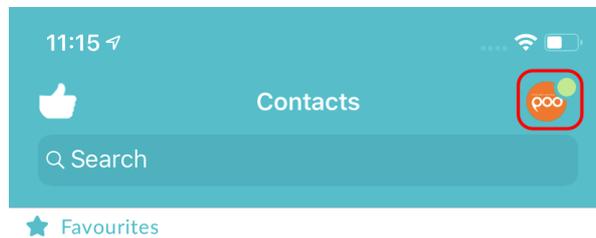
⭐ Favourites

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

- Tap on **Call Manager**

✅ Call Manager   Available ›

ACCOUNT SETTINGS

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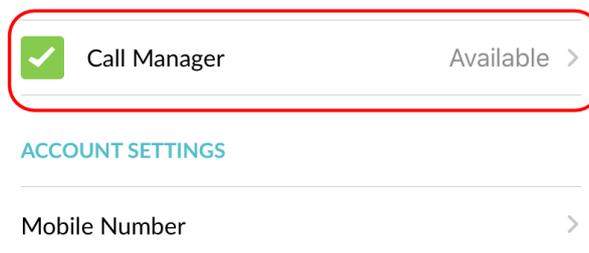
- If you don't already have a forwarding number saved you will need to add one. Tap on **Forwarding Number**

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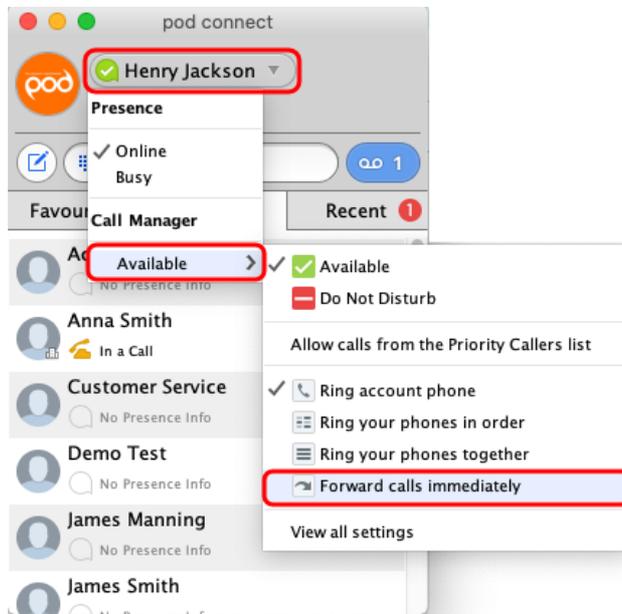
- In the popup window enter the phone number you would like all calls to be forwarded to, the click **OK**.

- Your calls will now be forwarded.