

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

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

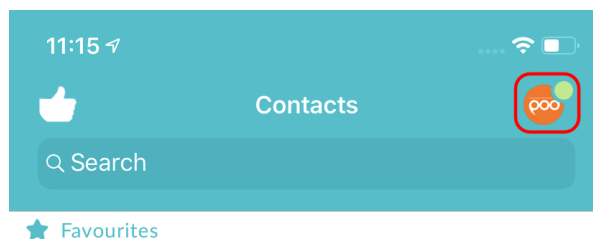
- ☒ [Forward Selected](#)
- ☒ [Reject Selected](#)
- ☒ [Distinctive Ringtone](#)
- ☒ [Forward if Unavailable](#)
- ☒ [Anonymous Callers](#)



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.



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.

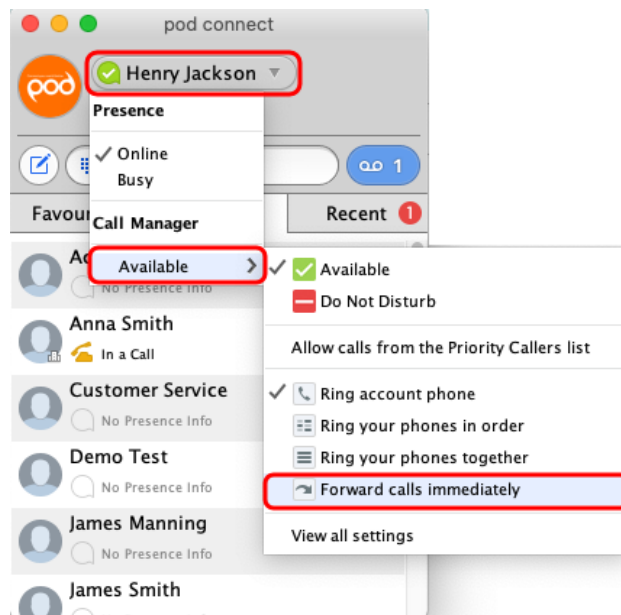
Choose which phones you want calls to be sent to:

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

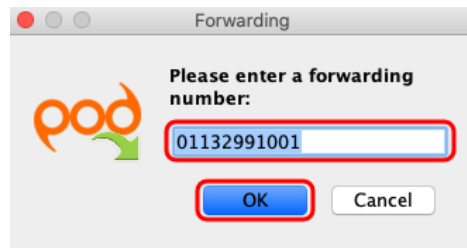
Forwarding number Santosh Patel (work) >

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.

🔄 Revision #4

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

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