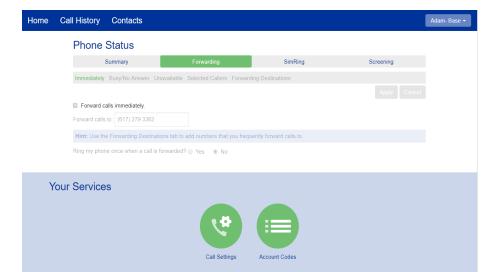


## Forwarding a Call

## **Base Seat**

## Adam- Base 🗸 Home Call History Contacts Phone Status Forwarding SimRing Screening Summary of Configured Services Calls that you receive will be processed according to the following rules. · Calls from (617) 279 3362 and (617) 268 4561 will be rejected. · All other calls will ring your phone. \* When busy, calls will be forwarded to (617) 279 3362. On no answer, calls will be forwarded to (617) 279 3362. · When unavailable, calls will be forwarded to (617) 837 5040. Your Services Call Settings Personal Details Security Support Adam- Base Change Password <u>Help</u> store 1234 Admin for store 1234 Change Call Services PIN Change Voicemail PIN Send Feedback **Devices**



Log into the individual user portal (or access the individual user settings from the Admin portal)

Go to the "Forwarding" tab

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the left

Go to the "Immediately" sub tab on

lome	Call History	Contacts					Adam- Base
	Phone Status						
	Summary		Forwarding		SimRing	Screening	
	Immediately B	usy/No Answer	Unavailable	Selected Callers	Forwarding Destinations	3	
	Forward calls	immediately.					
	Forward calls to:	(617) 279 336	2				
	Hint: Use the Forwarding Destinations tab to add numbers that you frequently forward calls to.						
	Ring my phone c	once when a call	is forwarded?	Yes 💿 No			

Check the box next to

"Forward calls immediately."

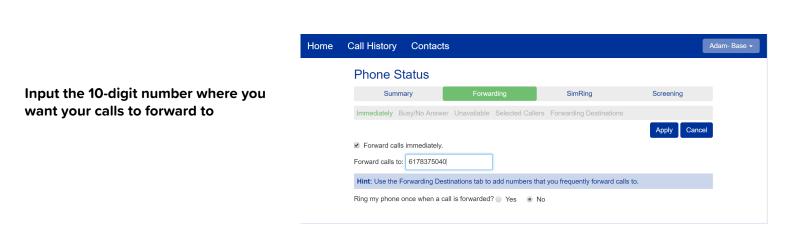
Immediately Busy/No Answer Unavailable Selected Callers Forwarding Destinations

Apply Cancel

Hint: Use the Forward calls to: .

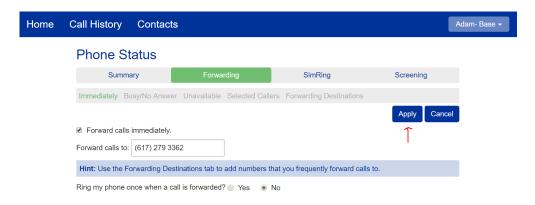
Hint: Use the Forwarding Destinations tab to add numbers that you frequently forward calls to.

Ring my phone once when a call is forwarded? Yes No



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Select "Apply"

Your calls are now forwarding immediately!

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