



Forwarding Calls

Business Seat

Log into the Individual User CommPortal (or access the individual user settings from the Administrator CommPortal)

Home Messages and Calls (2) Contacts Make Call Business - Rody

Phone Status

Available for Calls Apply Cancel

Incoming calls will: Ring your Account Phone

A Account Phone (617) 249 9969

If there is no answer

- Forward to rody after 18 seconds
- Send to voicemail after 24 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

Your Services

- Call Settings
- Message Settings
- Notifications
- Reminders
- Account Codes

Personal Details: Business - Rody, Rody Dept., Admin for Rody Dept., Devices

Security: [Change Password](#), [Change Call Services PIN](#), [Change Voicemail PIN](#)

Support: [Help](#), [Send Feedback](#)

Click the drop-down menu next to "Incoming calls will:"

Choose "Forward to another phone..."

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Phone Status

Available for Calls

Incoming calls will: Forward to another phone...

Incoming calls will be forwarded to [\(617\) 279 3362](#) Notify me when calls are forwarded

- If there is no answer
- Forward to (617) 249 9968 after 18 seconds
 - Send to voicemail after 24 seconds

- If your phone is busy
- Forward to another phone

Advanced Settings

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

Click on the hyperlink labeled "another phone"

Input the number (and name) where you want your calls to forward to

Click "Add"

Click "OK"

(If you have not added a number into your system yet, you are able to add one at this time)

Select Forwarding Number

Use a saved number:

6178375040 Cell Phone Add

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:

6172793362

OK Cancel



Phone Status

Available for Calls

Incoming calls will: Forward to another phone...

Incoming calls will be forwarded to [Cell Phone](#) Notify me when calls are forwarded

If there is no answer

- Forward to (617) 249 9968 after 18 seconds
- Send to voicemail after 24 seconds

If your phone is busy

- Forward to another phone
- Send to voicemail

Apply Cancel

Advanced Settings

- Forward Selected
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Once satisfied, click "Apply"

