

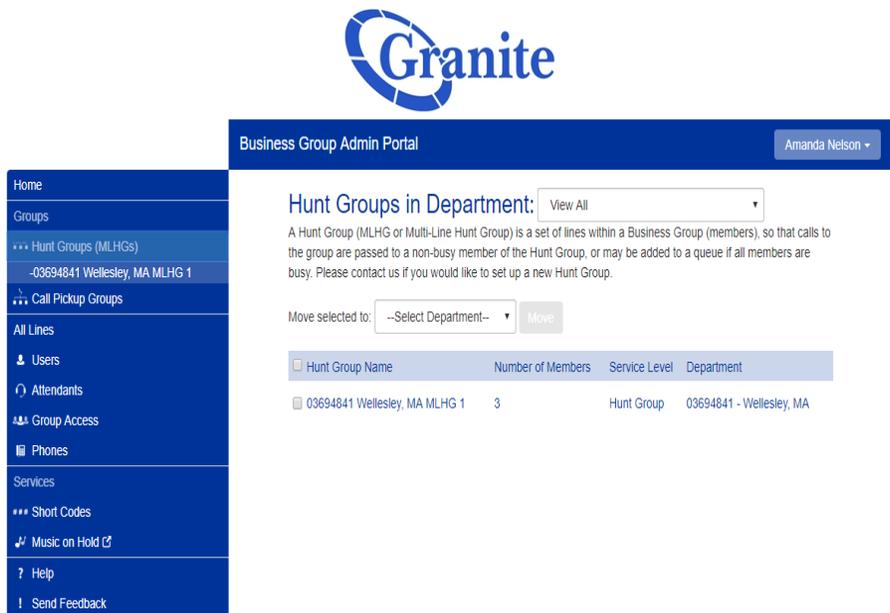


Forwarding a MLHG Pilot-Admin Portal

Log into the admin portal



Under “**Groups**” on the left hand side go to “**Hunt Groups (MLHGs)**” or click “**Hunt Groups (MLHG)**” under the “**Groups**” header on the admin home screen.





Forwarding a MLHG Pilot-Admin Portal

Click the hyperlinked “**Hunt Group Name**” that you would like to forward.

The screenshot shows the Granite Business Group Admin Portal. The left sidebar contains a navigation menu with options: Home, Groups (with sub-items: Hunt Groups (MLHGs), -03694841 Wellesley, MA MLHG 1, Call Pickup Groups), All Lines, Users, Attendants, Group Access, Phones, Services (with sub-items: Short Codes, Music on Hold, Help), and Send Feedback. The main content area displays the title "Business Group Admin Portal" and the user "Amanda Nelson". Below this, it shows "Hunt Group 03694841 Wellesley, MA MLHG 1 in Department: 03694841 - Wellesley, MA". There are three tabs: "Hunt Group Pilots" (active), "Hunt Group Members", and "Settings". A table lists the telephone number (781) 591 3521 with extension 7815913521.

Click the hyperlinked Telephone Number of the Pilot you would like to forward.

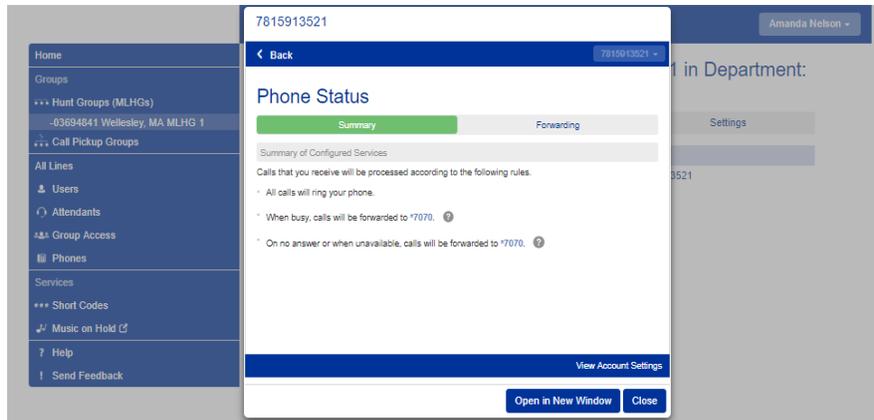
The screenshot shows the Granite Business Group Admin Portal. The left sidebar is the same as in the previous screenshot. The main content area displays the title "Business Group Admin Portal" and the user "Amanda Nelson". Below this, it shows "Phone Status" with the message "No summary available, follow the link for details." and a "Go to Call Manager" button. There are two buttons: "Call Settings" and "Queue". At the bottom, there are "View Account Settings", "Open in New Window", and "Close" buttons.



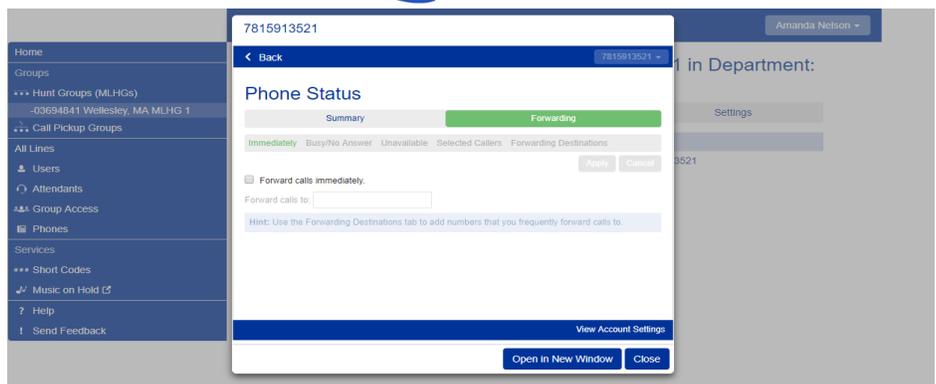
Forwarding a MLHG Pilot-Admin Portal



Click on “Go to Call Manager”



Click on the “Forwarding” tab.





Forwarding a MLHG Pilot-Admin Portal

Check the box next to the words **“Forward calls immediately”**

Back 7815913521

Phone Status

Summary Forwarding

Immediately Busy/No Answer Unavailable Selected Callers Forwarding Destinations

Forward calls immediately.

Forward calls to:

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

Apply Cancel

View Account Settings

Open in New Window Close

Input the number you would like to have the calls forwarded to.

Then click **“Apply”**

Now all calls that come in on the MLHG Pilot will be forwarded to the number you selected!

Back 7815913521

Phone Status

Summary Forwarding

Immediately Busy/No Answer Unavailable Selected Callers Forwarding Destinations

Forward calls immediately.

Forward calls to:

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

Apply Cancel

View Account Settings

Open in New Window Close