



Forwarding a Call- Executive Seat

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

Under 'Summary' tab select the “Forward to” field under “When I receive a call”





Input the number you would like to forward your calls to.

Home Messages and Calls Contacts Make Call

Phone Status

Summary Rules Weekly Schedule Special Days Apply Cancel

When I receive a call Additional options

Ring my phone

Forward to (401) 595 1069

Send to voicemail

Use my Normal rules (or set up new rules)

Handle depending on the time or day

Set a weekly schedule to apply different rules based on time, or day of the week.

These options apply in all cases where you've chosen to have your phone ring.

If I don't answer:

Forward to enter a number

Send to voicemail

Reject the call

If I'm in a call:

Forward to enter a number

Send to voicemail

Reject the call

What audio should callers hear before their call is answered?

Use default ringback

Use custom ringback record

Then click "Apply"

Your calls will now be hard forwarded to the number that you input!

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