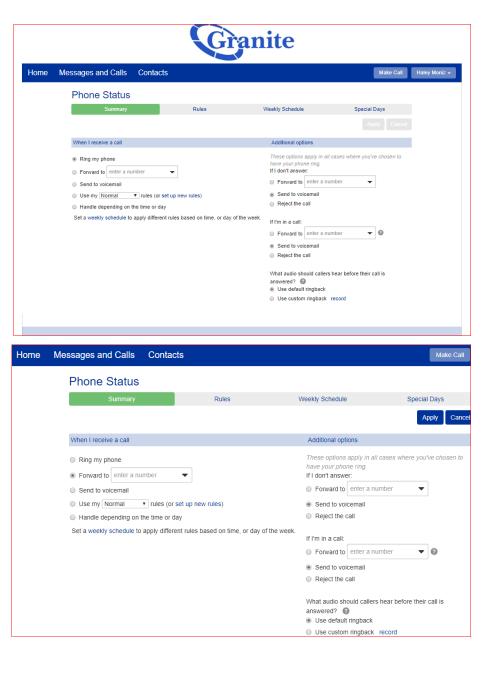


Forwarding a Call- Executive Seat

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"



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

Home	Messages and Calls Co	ontacts		Make Call
	Phone Status			
	Summary	Rules	Weekly Schedule	Special Days
				Apply Cancel
	When I receive a call		Additional options	
	 Handle depending on the tir 	les (or set up new rules)	If I'm in a call: Forward to enter a number Send to volcemail Reject the call What audio should callers hear b answered?	•
			 Use default ringback Use custom ringback record 	

Home	Messages and Calls C	Contacts		Make Call	
	Phone Status				
	Summary	Rules	Weekly Schedule	Special Days	
	When I receive a call		Additional options		
	When I receive a call Ring my phone Forward to (401) 595 1069 Send to voicemail Use my Normal		These options apply in all can have your phone ring. If I don't answer. Forward to enter a numb Send to voicemail Reject the call Forward to enter a numb Send to voicemail Send to voicemail Reject the call	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 Wek. 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	
			 Use default ringback Use custom ringback rec 	cord	

Then click "Apply"

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

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