

Granite

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.

	Business Group Admin Portal			Amand
Home	Liunt Oreune in Dene	etuna anti-		
Groups	Hunt Groups in Depai	Crewe) is a set of linear wi	lhis a Rusiassa (The second secon
Hunt Groups (MLHGs)	the group are passed to a non-busy mer	mber of the Hunt Group, or	may be added to	o a queue if all members are
-03694841 Wellesley, MA MLHG 1	busy. Please contact us if you would like	to set up a new Hunt Gro	up.	
🚠 Call Pickup Groups				
All Lines	Move selected to:Select Department	Nove		
L Users	Hunt Group Name	Number of Members	Service Level	Department
O Attendants	03694841 Wellesley, MA MLHG 1	3	Hunt Group	03694841 - Wellesley MA
ALL Group Access		Ŭ	num oroup	ooosioin viencoicy, mix
Phones				
Services				
*** Short Codes				
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? Help				
! Send Feedback				







Business Group Admin Portal

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

Home
Groups
Hunt Groups (MLHGs)
-03694841 Wellesley, MA MLHG 1
Call Pickup Groups
All Lines
L Users
O Attendants
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Phones
Services
*** Short Codes
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? Help
! Send Feedback

Hunt Group 03694847	Wellesley,	MA MLHG	1 in	Department:
03694841 - Wellesley	, MA			

Amanda Nelson -

Hunt Group Pilots	Hunt Group Members	Settings
Telephone Number	Ext.	Name
(781) 591 3521		7815913521

	Granite	
	Home 781591352	Amanda Nelson -
Home Groups ••• Hunt Groups (MLHGs) • 03694841 Wellesley, MA MLHG 1	Phone Status No summary available, follow the link for details. Go to Call Mana	1 in Department:
Call Pickup Groups All Lines Users Attendants		3521
	Your Services	
 ✓ Music on Hold C⁴ ? Help ! Send Feedback 	Call Settings Queue View Account Se	tings DSE

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



	Gran	ite	
	7815913521		Amanda Nelson -
Home Groups	 Back Phone Status 	781591352	1 in Department:
-03694841 Wellesley, MA MLHG 1	Summary Summary of Configured Services Calls that you receive will be processed according to the follow	Forwarding ng rules.	Settings
Users Attendants Group Access	All calls will ring your phone. When busy, calls will be forwarded to "7070. On no answer or when unavailable, calls will be forwarded to	*7070. 🕢	
III Phones Services *** Short Codes			
₩ Music on Hold (2) ? Help ! Send Feedback		View Account Set	sings
		Open in New Window Cl	ose

Click on "Go to Call Manager"



	7815913521	Amanda Nelson -
2	< Back 7815913521 -	1 in Donortmont
os		i in Department.
unt Groups (MLHGs)	Phone Status	
3694841 Wellesley, MA MLHG 1	Summary Forwarding	Settings
air Pickup Groups	Immediately Busy/No Answer Unavailable Selected Callers Forwarding Destinations	
sers	Apply Cancel	3521
ttendants	Forward calls immediately.	
roup Access	Forward calls to:	
hones	Hint: Use the Forwarding Destinations tab to add numbers that you frequently forward calls to.	
ces		
hort Codes		
lusic on Hold 🗹		
elp		
end Feedback	View Account Settings	
	Open in New Window Close	

Click on the **"Forwarding**" tab.



Check the box next to the words "Forward calls immediately"

< Back		7815	913521 👻
Phone Status			
Summary		Forwarding	
Immediately Busy/No Answer	Unavailable Selected Callers	Forwarding Destinations	
Forward calls immediately. Forward calls to: Hint: Use the Forwarding Destine	nations tab to add numbers that	Apply you frequently forward calls to	Cancel
		View Accou	nt Settings
		Open in New Window	Close



Then click "Apply"

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

< Back				781:	5913521 👻
Phone	Status				
	Summary			Forwarding	
Immediately	Busy/No Answer	Unavailable	Selected Callers	Forwarding Destinations	
_				Apply	Cancel
Forward ca	alls immediately.				
Forward calls	to: 6172793362)		
Hint: Use the	e Forwarding Destir	nations tab to a	add numbers that y	ou frequently forward calls to) .
				View Acco	unt Settings
				Open in New Window	Close