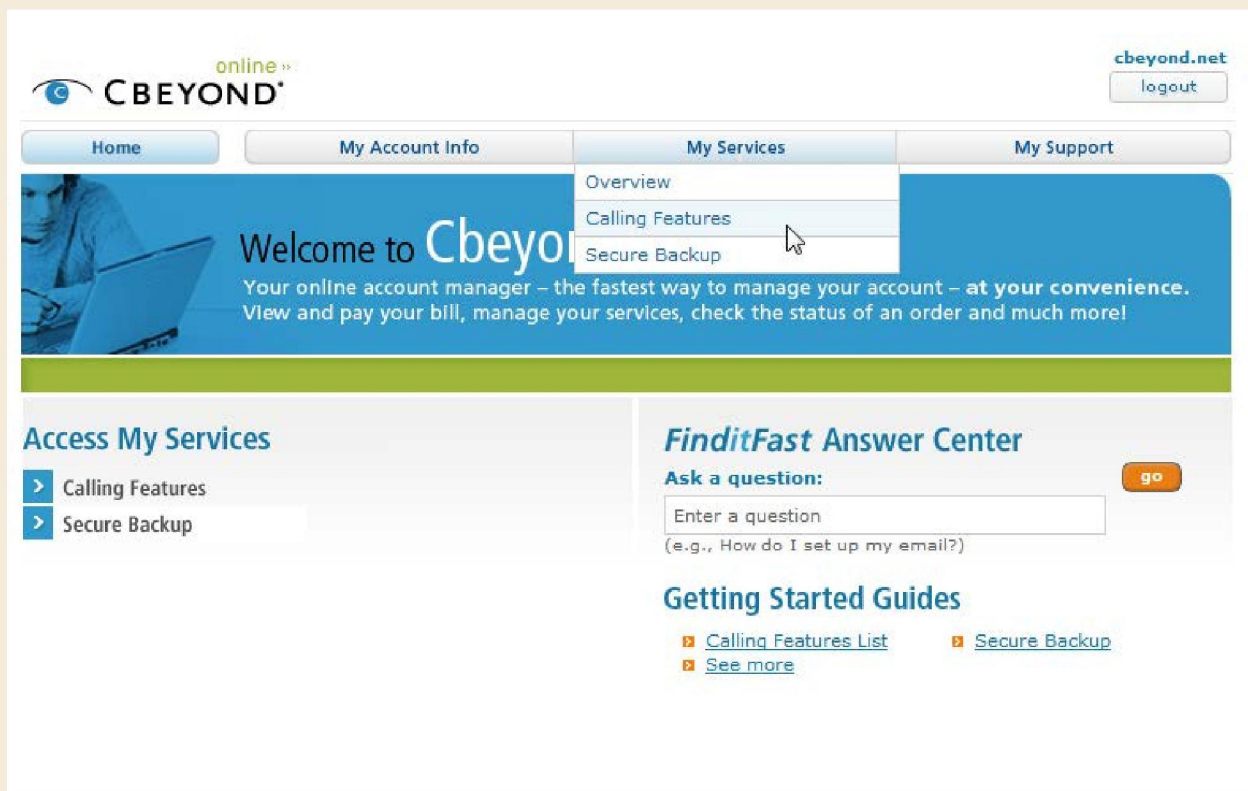## ❖ CALL FORWARDING INSTRUCTIONS ❖

3486 - TotalCloud Phone System Call Forwarding Overview and Setup Instructions

Call Forwarding allows you to forward your calls to another number. You can either always forward your calls or only forward them under certain conditions.
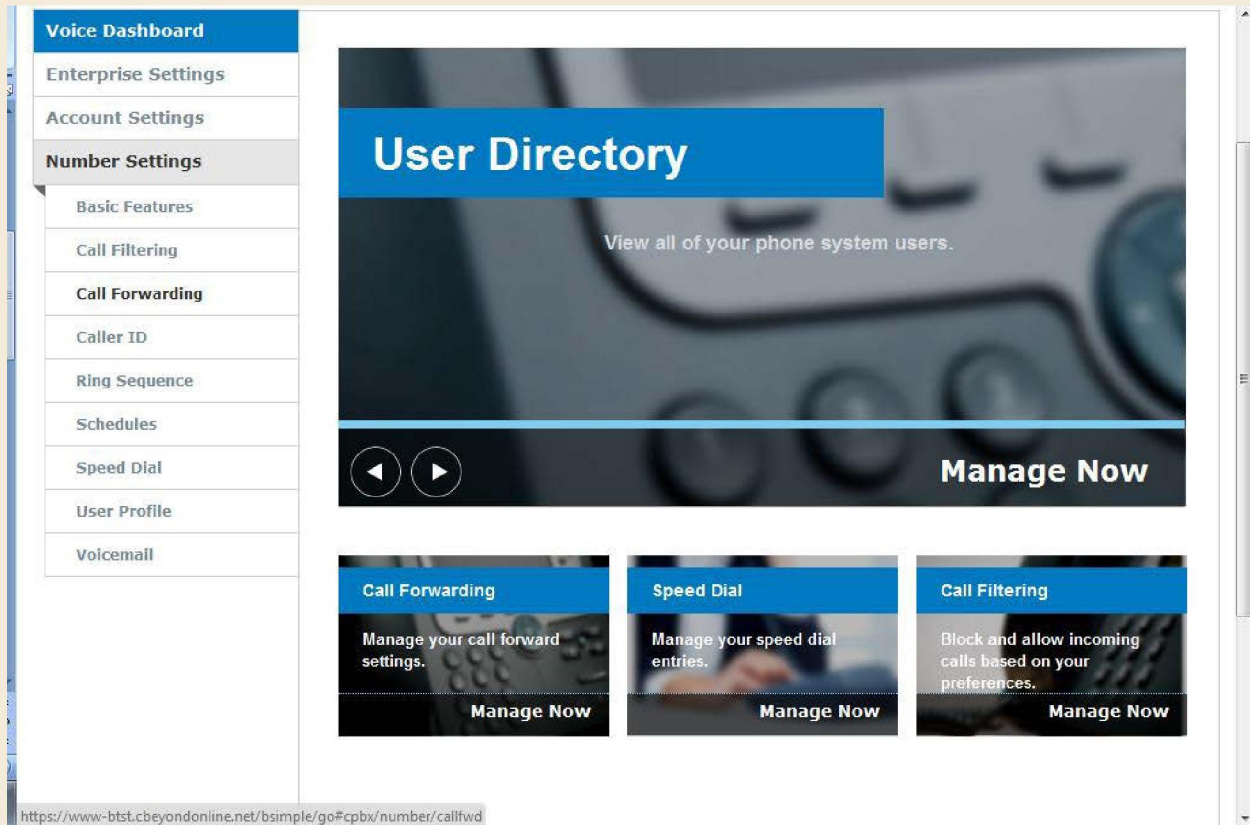
To Always Forward your Calls:

Log into CbeyondOnline

Go to **My Services/Calling Features**.

Go to **Number Settings** and then **Call Forwarding**

Select **Always Forward My Calls** and enter the phone number where you want them forwarded.

Check the box if you want a short ring to be played on your phone when calls are forwarded.

✦ CALL FORWARDING INSTRUCTIONS ✦

Click **Save**

To forward your calls under certain conditions:

Repeat Steps 1-3 from above

Select Forward **My Calls Under Certain Conditions**

Turn on the features that you desire and enter the number that you would like the calls to be forwarded to. You can forward your calls when the line is busy, when there is no answer, and during certain time periods based on a schedule.

If you select that you want your calls to be forwarded during certain time periods you can either choose to have them forwarded based on an existing schedule or on a new schedule that you can create.

Click **Save** once you have finished

To Never Forward your calls

Repeat Steps 1-3 from above

Select **Never Forward My Calls**

Voice Dashboard

Enterprise Settings

Account Settings

Number Settings

Basic Features

Call Filtering

Call Forwarding

Caller ID

Ring Sequence

Schedules

Speed Dial

User Profile

Voicemail

Your Account
159974(Cory's PBX ATL Location 7)

Your Number
1014 | (734) 985-2685 | Alpha12 Test12 | 159974(Cory's PBX ATL Loc...

Call Forwarding

Help ▼

Call Forwarding allows you to forward your calls. You can use our Guided Setup Wizard or for more options, switch to the Advanced View.

⦿ **Never Forward My Calls**

○ Always Forward My Calls

Forward to: 8766788765. Send a short ring to my phone when calls are forwarded.

○ Forward My Calls Under Certain Conditions

During certain time periods... Forward to: 5555551234. Send a short ring to my phone when calls are forwarded.

Click **Save**