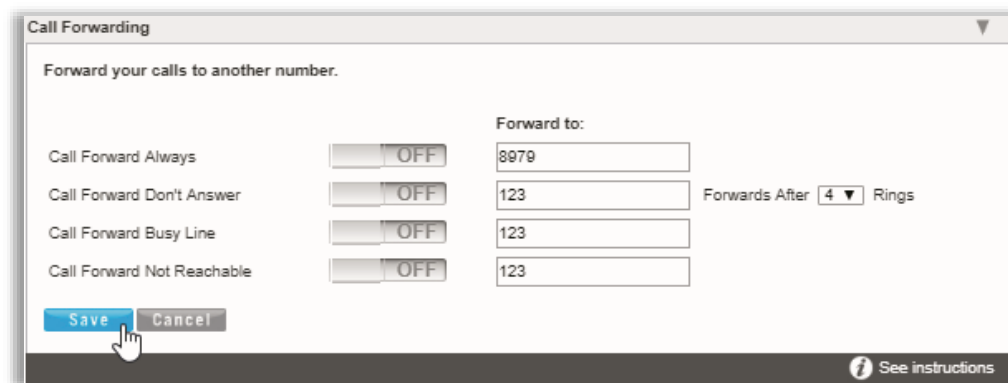Voice Services users may have access to manage their Call Forwarding service. This service lets users to set up simple forwarding numbers to work *Always*, when you *Don't Answer*, have a *Busy Line*, or when you're *Not Reachable*, allowing calls to reach a number or extension you specify when you can't answer.

Set Up

1. Sign into the **Voice Services Portal** website.
2. Open **Settings** (or click on the View All Features link in the Basic Features card in the Dashboard).
3. Scroll down to **Call Forwarding**.
4. Click on the adjacent *View/Edit* drop-down arrow.
5. Click on the toggle next to the appropriate Call Forwarding option(s) to turn **ON** or **Off**.
6. **Forward To**: Enter the 10-digit number or extension (no spaces or special characters) in the adjacent Forward To: field for the option(s) selected.
7. **Forward After x Rings**: Use the drop-down menu to select the number of rings before a call is forwarded.
8. Click the Save button to submit the changes and close the Edit view.

Use

Once setup and enabled for use, Call Forwarding may be managed from your device using the following **Star Codes**:

	ON	OFF
Call Forward - Always	*72	*73
Call Forward - Busy	*90	*91
Call Forward - Don't Answer	*92	*93
Call Forward - Not Reachable	*94	*95