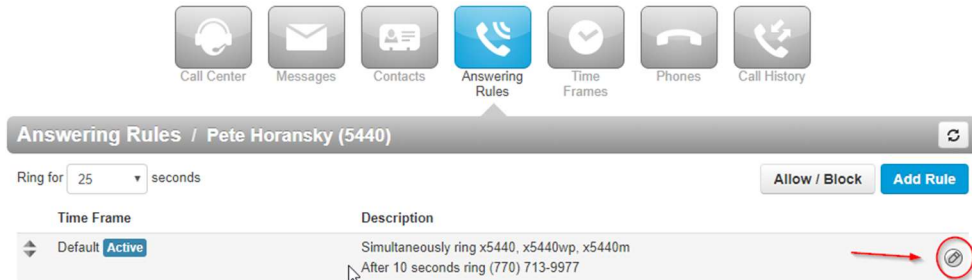


## Forward your calls to another number (cell phone):

1. Click on **Answering Rules** at the top of the page.
2. Click on the pencil icon on the far right



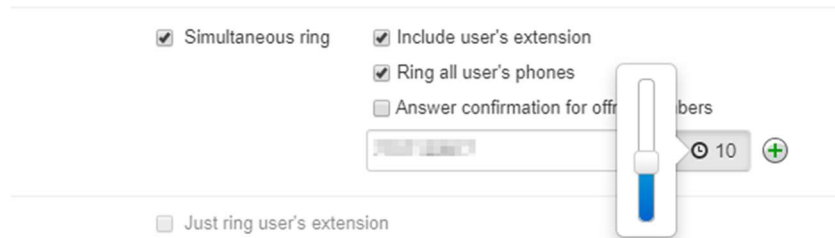
3. From this screen you can set up **Do not disturb**, **Call Forwarding**, or **Simultaneous Ring**

### a. **Call Forwarding:**

- i. Check the box next to the **Call Forwarding** type or your choice.
- ii. Put in the phone number to which you would like the calls forwarded.
- iii. Click **Save** at the bottom.

### b. **Simultaneous Ring:**

- i. If you would like the calls to ring to all your phones and a cell phone input the phone number in the box.
- ii. If you would like there to be a delay before it rings to your cell phone, click on the icon on the right to select the number of seconds before it rings to your cell phone



- iii. Click **Save** at the bottom.