## How To Set Up Call Forwarding with On-Call Number

- 1. Log into the Partner Portal at <u>https://cp.serverdata.net/Portal/User/Login</u>
- 2. Once logged in click on Elevate.



3. Click on Resources and Utilities on the bottom to the left:



4. Click on the **On-Call Number** under "Name" or hit **Create** to create one.

	HOME USERS SERVICE	S 🛩 ACCOUNT 🛩			
Elevate	5				
General	Utilize this section to create, man	age and delete resources and utilities			
Subscription		Header go to Unline Horechig.			
Users	- Chair				
Phone Numbera	Starth	All locations w. All types	~		
Auto Attendant	Name	Туре	Extension	Phone number	Location
Contact Center	2				
Devices	On-Call Number	Virtual extension	2004		Main company address
Resources & Utilities	Deteta				1-30

5. Click on **"Route To"** option under General:



6. Click on the Route To text box on right under Phone number. Type in the phone number or chose from the drop down a contact you wish to have as the forwarded number.

Elevate						
General	€ To resources & utilities					
Subscription	On-Call Number					
Users	General	Route to				
Phone Numbers	Route to	Route to	Phone number			
Auto Attendant	Outbound caller id		+1 🗸			
Groups		Two-stage dialing $$	+ Add			
Contact Center			Two-stage dialing allows for the sending of additional DTMF commands after the route-to phone number answers. The entire dial sequence is limited to 40 characters total, including the phone number.			
Locations		Music on hold ①	Disable			
Devices			Disables hold music from Elevate phones when calling through the Virtual Extension.			
Resources & Utilities		Timeout time	999 seconds			
Settings		Timeout to	Hang up 🗸			
Call Report		Save changes				

7. Click **Save changes** and the number will now be updated and forwarded correctly.

General	On-Call Number					
Subscription	Capacal	Route to				
Users	General	Use this page to change the routing options and set timeout settings.				
Phone Numbers	Route to	Route to	Phone number	~		
Auto Attendant	Outbound caller id		+1 💙			
Groups		Two-stage dialing ①	+ Add	and a stadium		
Contact Center			route-to phone number answers. total, including the phone number	ending of addition: The entire dial seq r.		
Locations		Music on hold ①	Disable			
Devices			Disables hold music from Elevate	phones when callir		
Resources & Utilities		Timeout time	999 seconds			
Settings		Timeout to	Hang up	~		
Call Report		Save changes				
Quality						