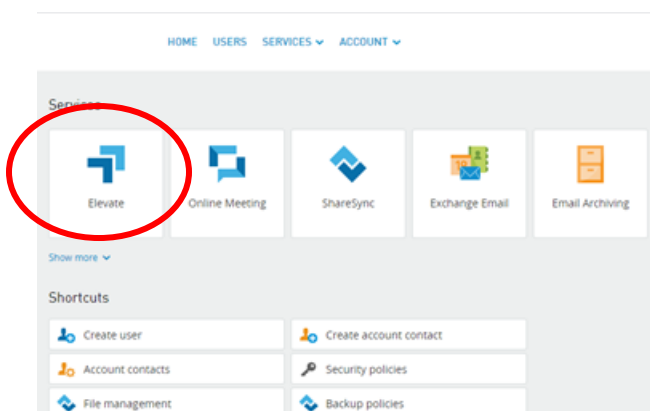
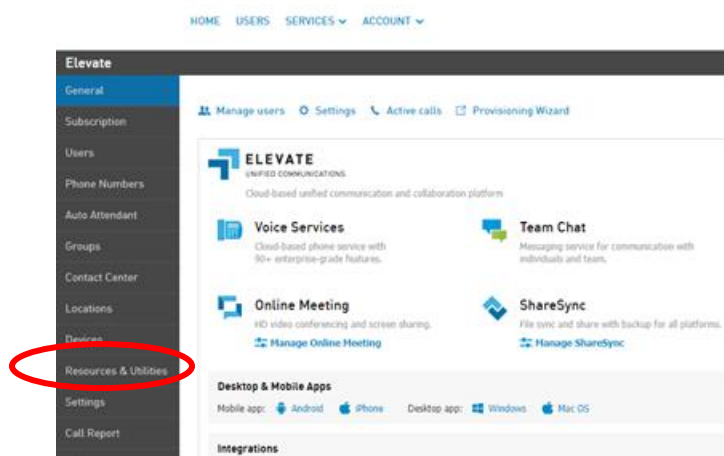


# How To Set Up Call Forwarding with On-Call Number

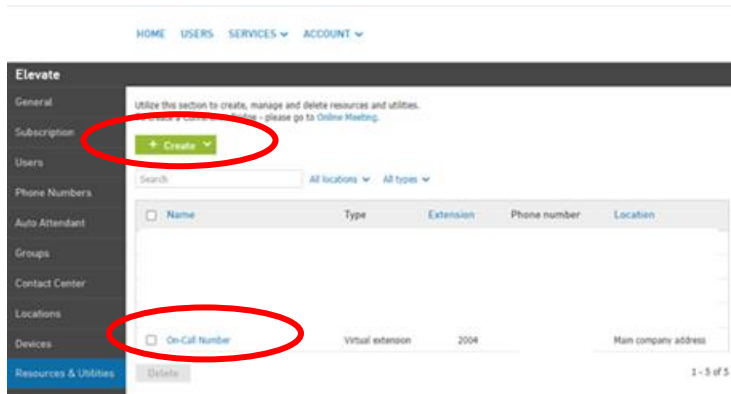
1. Log into the Partner Portal at <https://cp.serverdata.net/Portal/User/Login>
2. Once logged in click on **Elevate**.



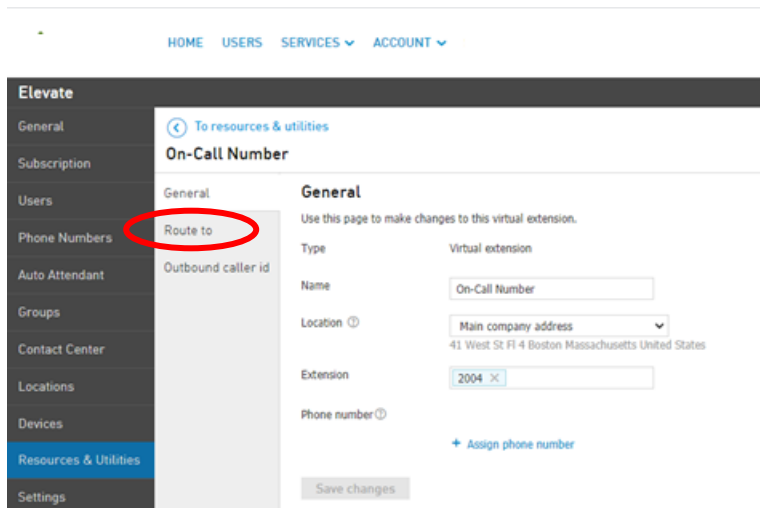
3. Click on **Resources and Utilities** on the bottom to the left:



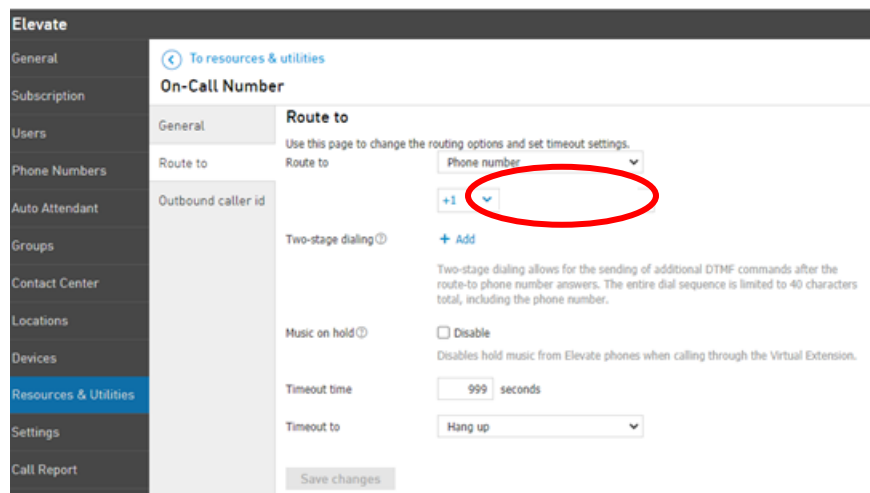
4. Click on the **On-Call Number** under “Name” or hit **Create** to create one.



5. Click on “Route To” option under General:

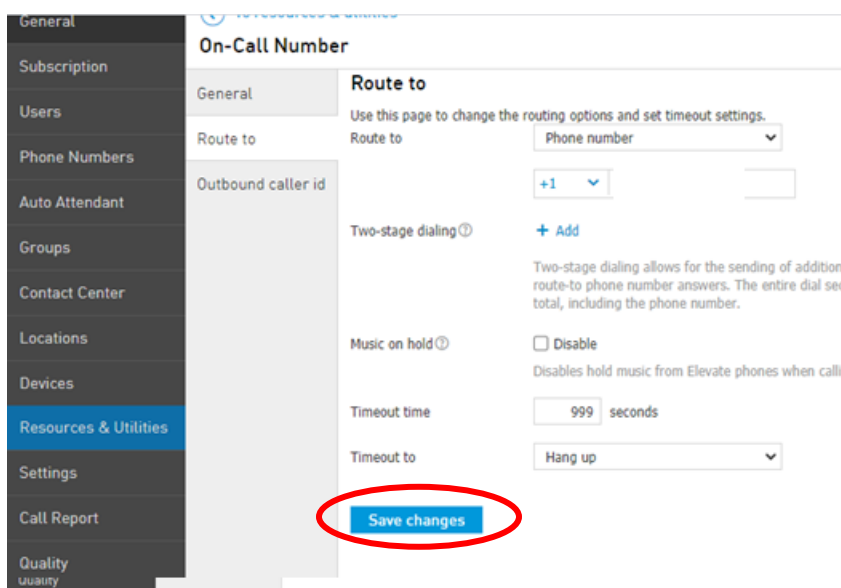


6. Click on the Route To text box on right under Phone number. Type in the phone number or chose from the drop down a contact you wish to have as the forwarded number.



The screenshot shows the 'Elevate' interface with the 'On-Call Number' configuration page. The left sidebar lists various settings categories, with 'Resources & Utilities' selected. The main content area is titled 'On-Call Number' and includes a 'Route to' section. This section has a dropdown menu set to 'Phone number' and a '+1' button, both of which are circled in red. Below this, there are options for 'Two-stage dialing', 'Music on hold', 'Timeout time', and 'Timeout to'. A 'Save changes' button is located at the bottom of the configuration area.

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



This screenshot shows the same 'On-Call Number' configuration page as the previous one. In this view, the 'Save changes' button at the bottom of the configuration area is circled in red, indicating the final step in the process.