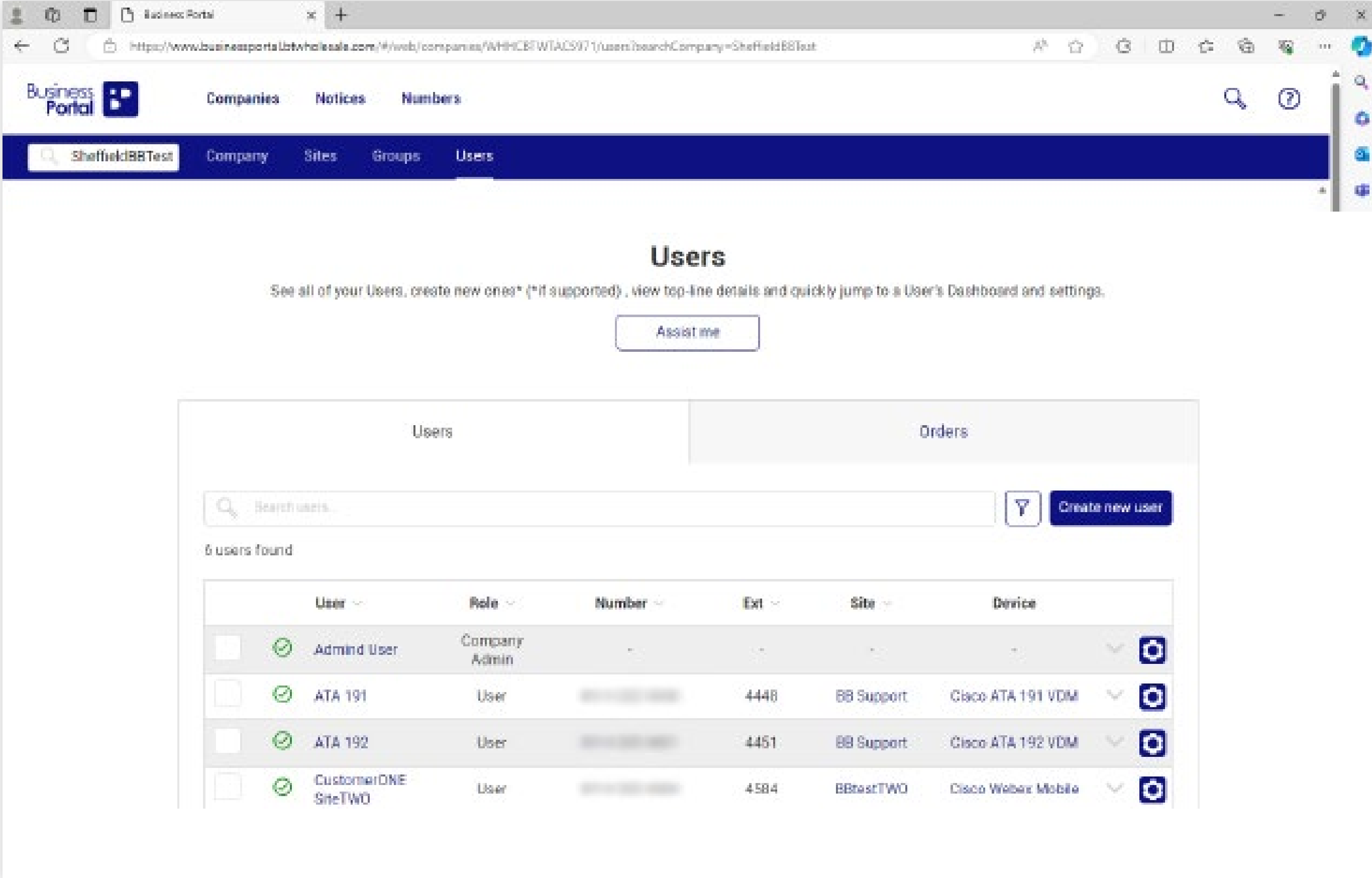xln | cloud voice

How to add a divert (user level)

How to add a divert (user level)

- To set up a call divert, dial *72 followed by the number you wish to use. To turn it off, dial *73.

- You can also manage this feature using the 'Business Portal'. You will receive an email containing your log in details to the business portal, close to your go live date. When you log in, your account will load automatically as shown.
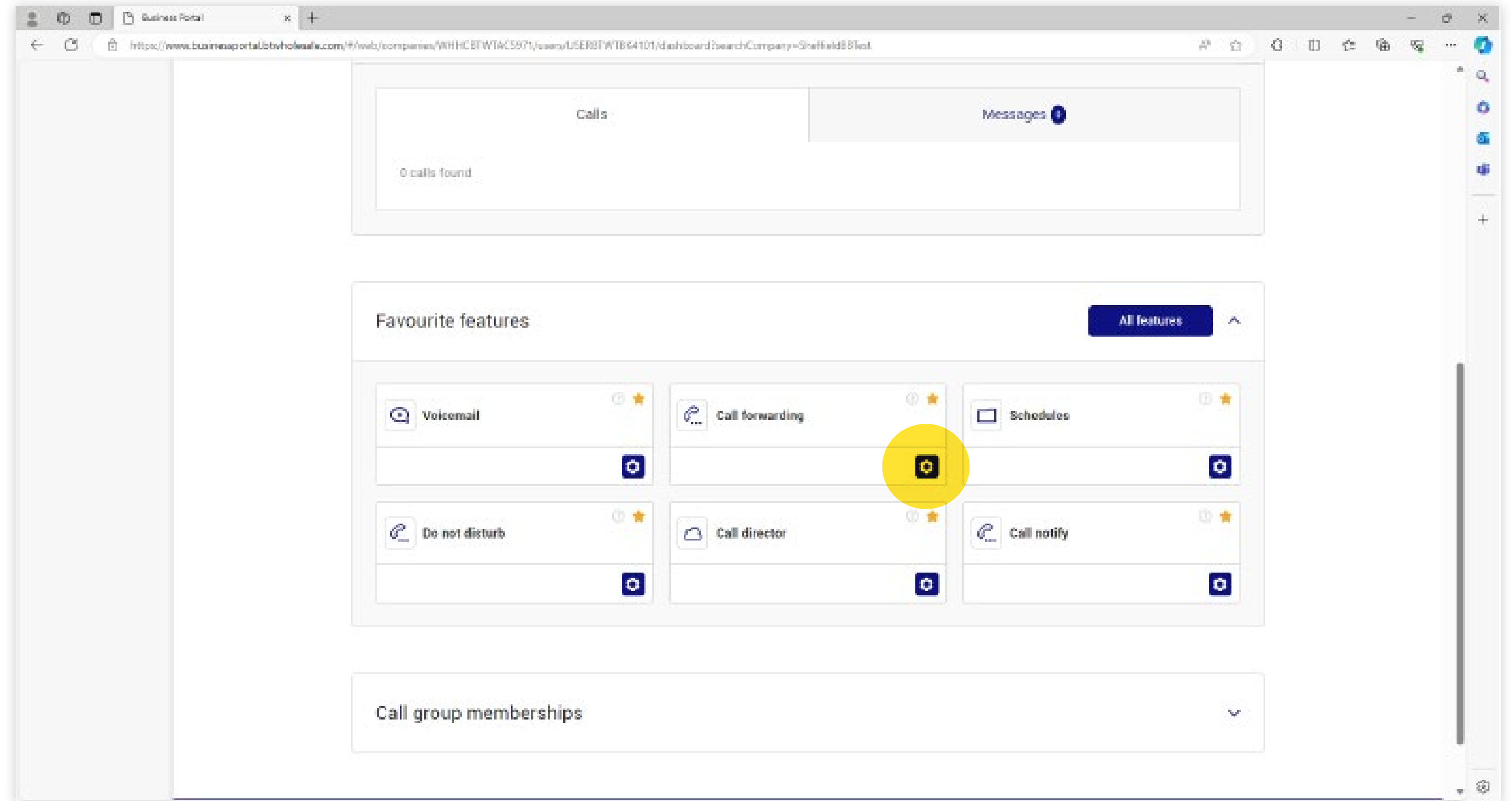
How to add a divert (user level)

- The next step is to scroll down the page, until you see the '**Call forwarding**' heading.

- Click on the '**Call forwarding**' cog, as highlighted, to take you to the next screen.

How to add a divert (user level)

- To add a divert, check the box titled '**Forward all calls is off**', enter the number that you would like to divert your calls to.

- Click the '**Save**' button, as highlighted.

- To remove the call divert, check the box labelled '**Forward all calls is ON.**'

- Click the '**Save**' button, as highlighted.