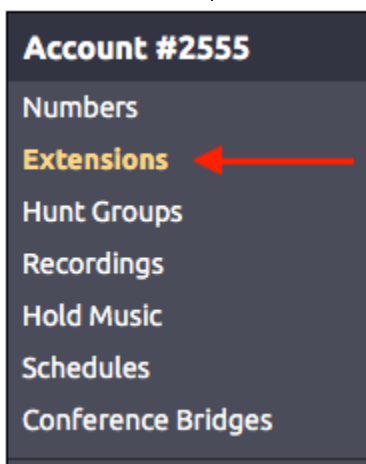


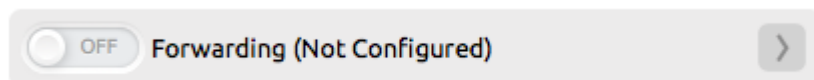
# Forwarding Your Extension to a Mobile Phone

## Step-by-step guide

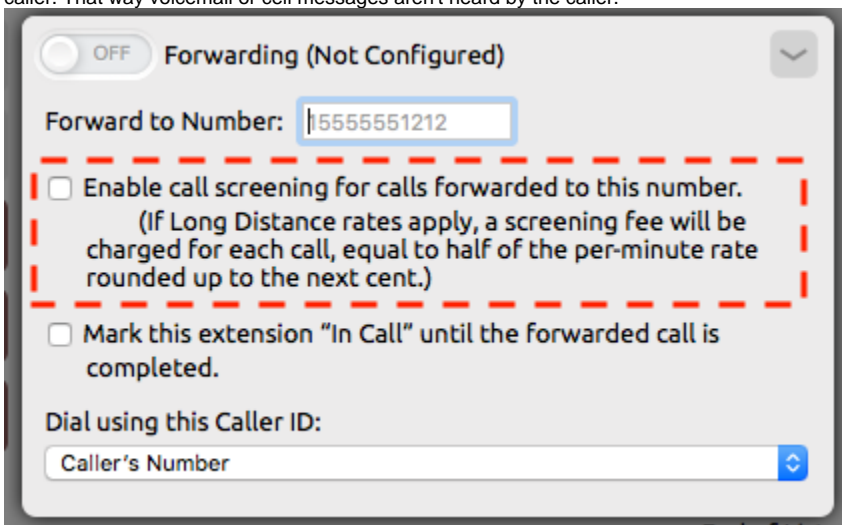
1. From the NocTel control panel click on **Extensions**.



2. Next, click on the extension you would like to forward.
3. Look for the option '**Forwarding (Not Configured)**' and click on the arrow to the right.



4. Using the example format '+15555551212' enter the number you would like the selected extension to forward calls to.
5. The first check box will allow you to setup call screening. When you get a call, it prompts you to press 1 to accept the call before it connects the caller. That way voicemail or cell messages aren't heard by the caller.

A screenshot of the 'Forwarding (Not Configured)' configuration form. At the top, there is a toggle switch for 'Forwarding (Not Configured)' which is currently 'OFF'. Below this is a text input field labeled 'Forward to Number:' containing the number '15555551212'. Below the input field are two checkboxes. The first checkbox is labeled 'Enable call screening for calls forwarded to this number. (If Long Distance rates apply, a screening fee will be charged for each call, equal to half of the per-minute rate rounded up to the next cent.)'. The second checkbox is labeled 'Mark this extension "In Call" until the forwarded call is completed.' Below these checkboxes is a section labeled 'Dial using this Caller ID:' with a dropdown menu currently showing 'Caller's Number'. A red dashed box highlights the first checkbox and its description.

6. The second check box will show the extension as "In Call" while the forwarding process is happening for each incoming call.<sup>1</sup>

Forwarding (Not Configured)

Forward to Number: 15555551212

☐ Enable call screening for calls forwarded to this number.  
(If Long Distance rates apply, a screening fee will be charged for each call, equal to half of the per-minute rate rounded up to the next cent.)

☐ Mark this extension "In Call" until the forwarded call is completed.

Dial using this Caller ID:

Caller's Number

7. In the drop down field 'Dial using this Caller ID:' you can select how the callers number is forwarded through the system and to the mobile phone.
8. When all settings are complete click the small slider at the top of the window that indicates 'Off', it will slide to 'On' and turn blue.

ON Forward To: +1 555.555.1212



## Related articles

- [Forwarding Your Extension to a Mobile Phone](#)