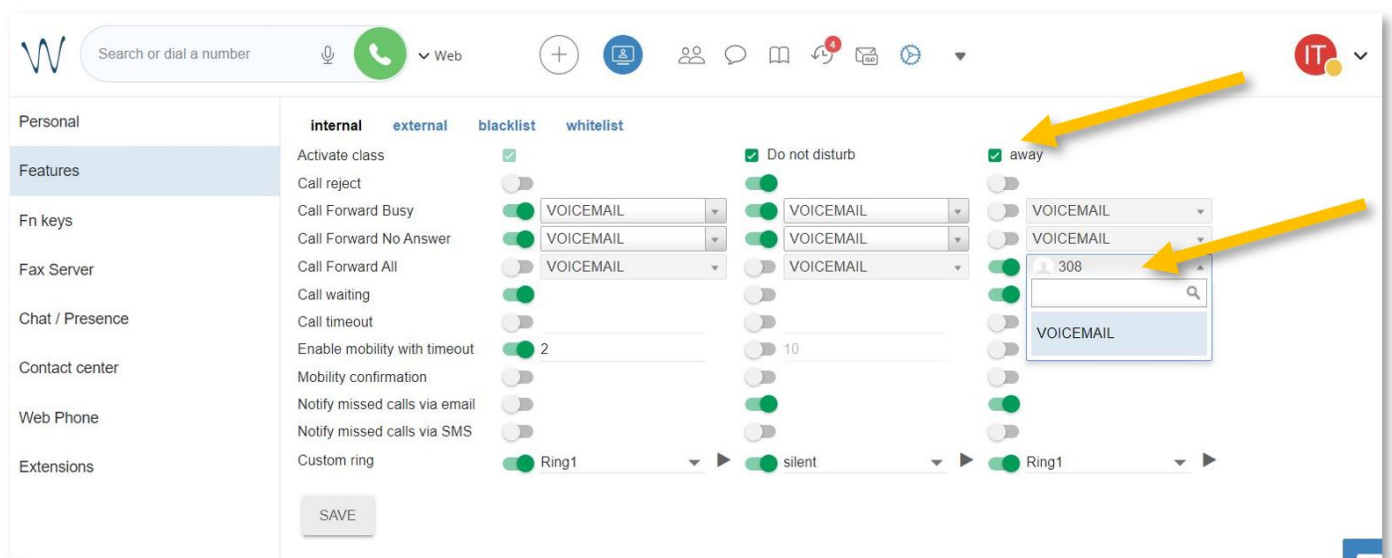


Forward calls when away

To forward calls to another extension, your mobile phone, or your voicemail.

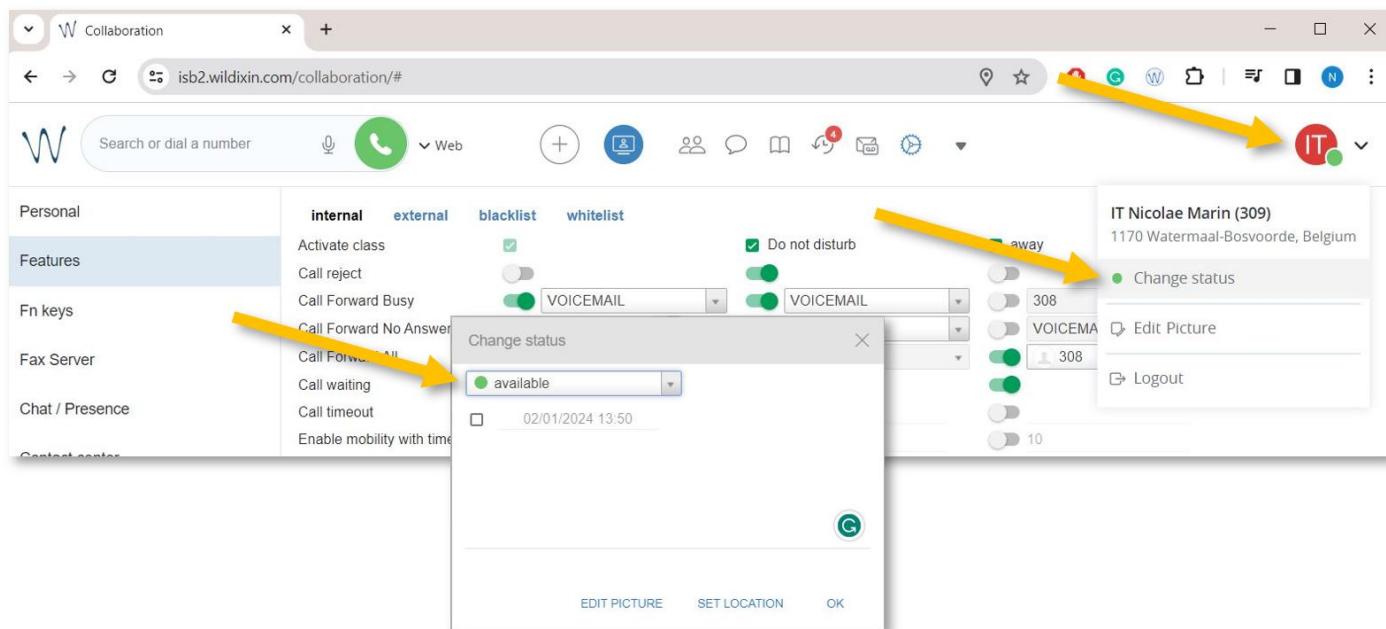
To activate the forwarding function while away from your office or on vacation, open <https://isb2.wildixin.com/collaboration/> login and go to settings.

Select the Features tab and activate the **away** class. Make sure that **Call reject** is off, turn on **Call Forward All**, and choose the destination. If **Voicemail** is selected, everybody who calls will be redirected to your voicemail; input an extension or even your mobile phone, and all your calls will be forwarded to it. Do not forget to press **Save**.



Important step. Change your status to away to activate the new settings.

Click on your account bubble in the upper right and select **Change Status**. In the pop-up window, change your status to away. Press **OK**. You can also set up the end date and your status and settings will change automatically back to available.



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