

## GWI Hosted PBX System Administrators.

### Forwarding Your Hosted PBX Phone to Your Cell Phone or Home Phone.

#### From your desk phone:

With your phone hung up and idle, dial \*72+ the number you want to receive the calls.

Example: \*725551212 or if it is an out of state number \*726035551212

Lift the handset or press the speakerphone key and you will hear a stutter tone confirmation.

To cancel forwarding, dial \*73, lift the handset or press the speakerphone key and you will hear a stutter tone confirmation.

#### From the GWI CommPortal:

Open a web browser and enter the following address: [portal.gwi.net](http://portal.gwi.net)

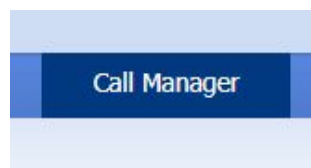
#### Business Voice Services Portal



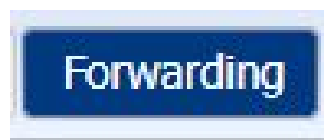
Enter your 10 digit DID and your password.

DID is your personal phone number which should be displayed on your phone.

Next, click on the Call Manager tab



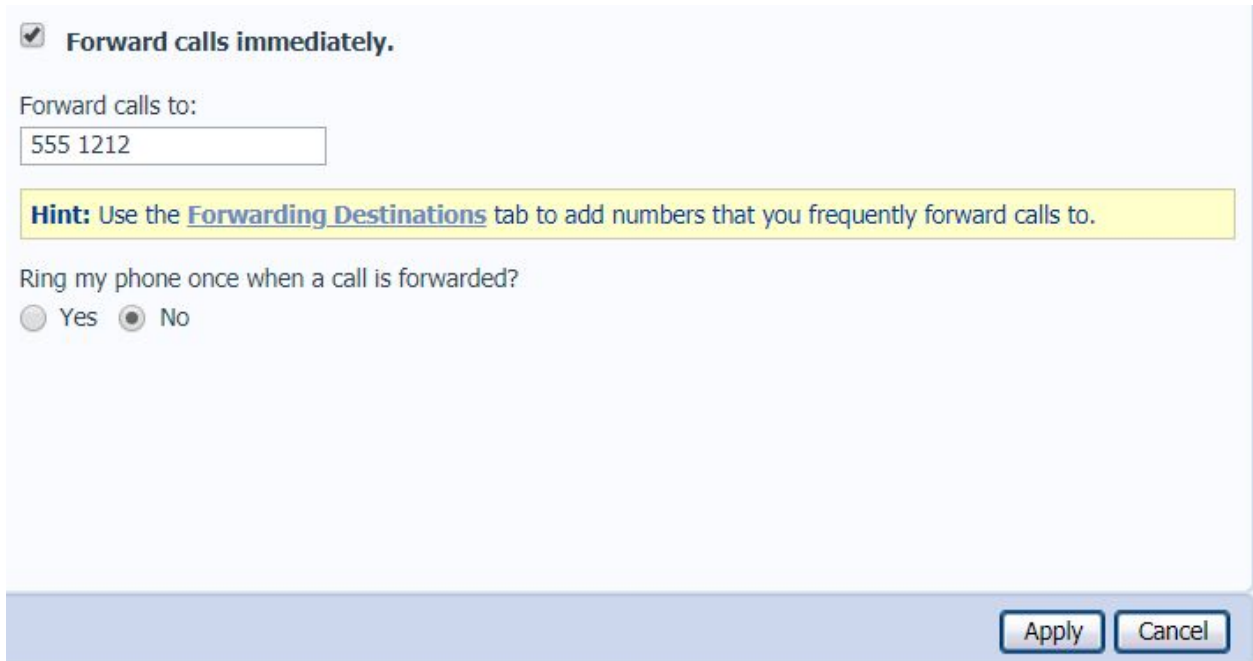
Next, click the Forwarding tab



Check the box next to Forward calls immediately

Enter the number you want to receive calls at

Click Apply



**Forward calls immediately.**

Forward calls to:

**Hint:** Use the [Forwarding Destinations](#) tab to add numbers that you frequently forward calls to.

Ring my phone once when a call is forwarded?  
 Yes  No

To cancel, simply uncheck the box Forward calls immediately. Click Apply

## Forwarding your Voicemail to your Email

If you need to receive your work voicemails via your email, follow these steps:

From the GWI CommPortal:

Open a web browser and enter the following address: [portal.gwi.net](http://portal.gwi.net)

### Business Voice Services Portal



Phone Settings

Please log in below.

Number:

Password:

Remember me on this computer.

If you have forgotten your password, please contact customer support.

Enter your 10 digit DID and your password.

DID is your personal phone number which should be displayed on your phone.

Click on Settings:

Settings

Click on Messages:

Messages

Check the box next to Forward messages as emails and Leave original in Inbox, Leave original in Inbox unchecked to avoid a full voicemail inbox.

Click on add an email address, add your email address then click Add then click Apply.

Forward messages as emails

[add an email address](#)

Leave original in Inbox

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Email Address:

