



# SIP Trunk DID Forwarding

## Quick Reference Guide



The DID Forwarding service allows an administrator to change the routing of individual direct inward dial (DID) numbers through an online portal. Please note that forwarding calls via the portal will override any native PBX settings that may be in place.

### Portal Access

Point any browser to the following link then input the administrator credentials. Please contact Telesystem for this information if you do not have it already.

**Link:** <https://admin.euserportal.com/>

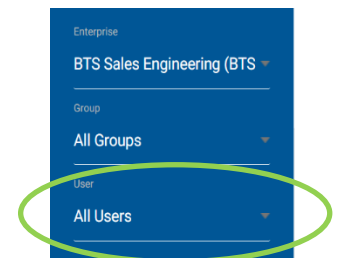
**Username:** *username for account access*

**Password:** *password for account access*

### Managing DID Forwarding

To manage the forwarding on a DID, follow the steps below after logging in.

1. Find the line you want to manage by clicking the User drop down box on the top left. Select the phone number you want to change from its list.



2. Turn the forwarding On or Off as follows:

- To turn the feature On:

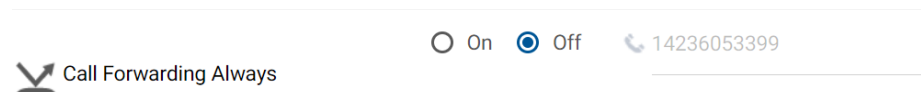
- Select the **On** radio button
- **Input** the destination phone number

- *Input the telephone number as 1+telephone number as shown in the example to the right.*



- To turn the feature Off:

- Select the **Off** radio button



3. Click  to apply the change.