



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://pbx.telesystem.us/commportal/bg>

Number: ten digit telephone number that has been given access

Password: password for account access

When logged in, all managed DID numbers will display in the portal *All Lines* view as follows.

Telephone Number Ext.	Name	Department
(484) 760 4576		
(484) 760 4577		

Managing DID Forwarding

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

1. In the *All Lines* view, select the desired phone number by clicking on its line.
2. Click on the *Forwarding* tab
3. Turn the forwarding On/Off as follows:
 - To turn the feature On:
 - Check *Forward calls immediately*
 - Input the desired destination phone number in the *Forward calls to* text box.
 - To turn the feature Off:
 - Uncheck *Forward calls immediately*
4. Click **Apply** to save.

Phone Status

Summary Forwarding Screening

Immediately Busy/No Answer Selected Callers Forwarding Destinations

Forward calls immediately.

Forward calls to: 6103559700

Apply Cancel