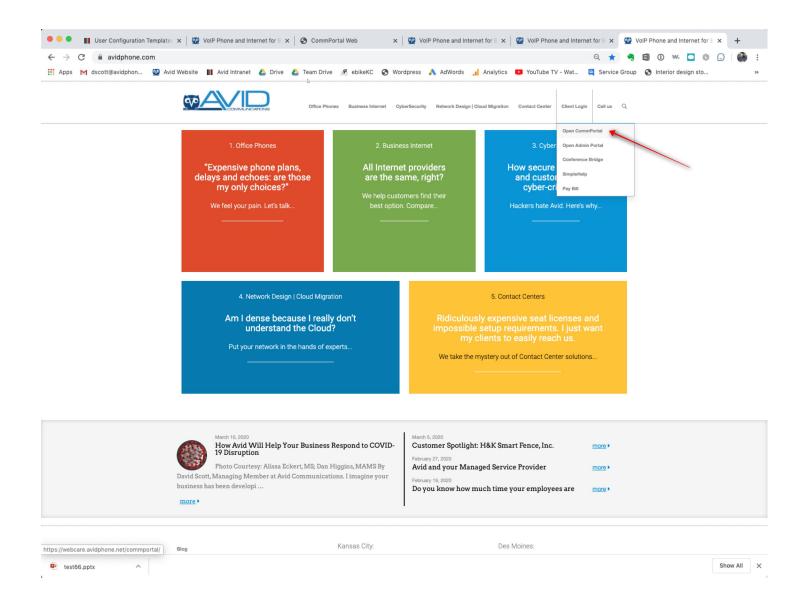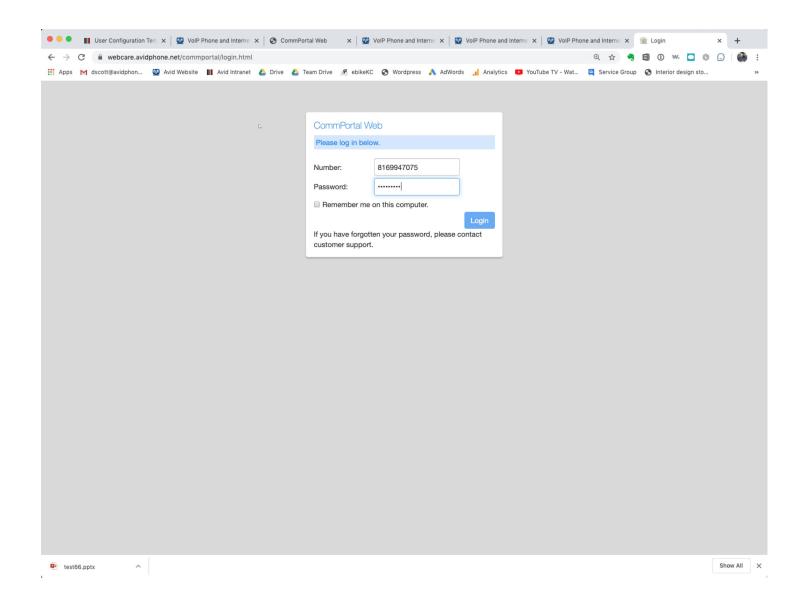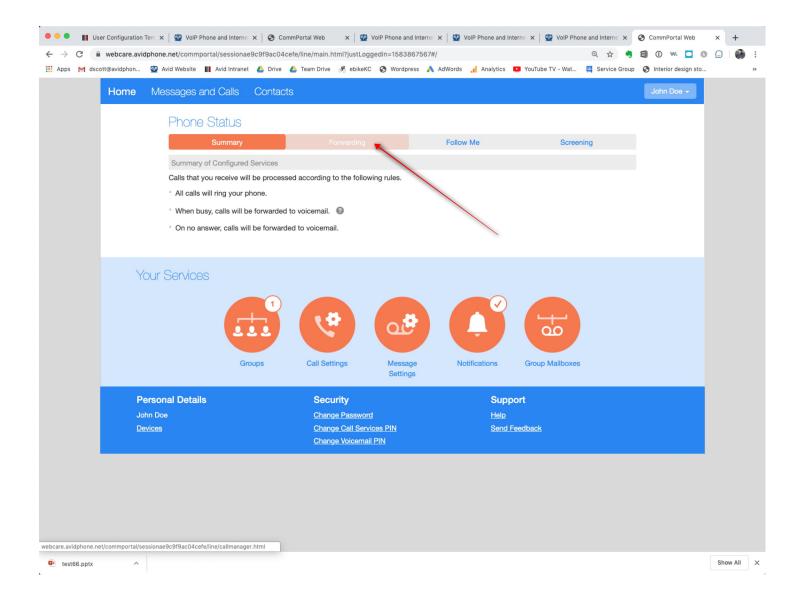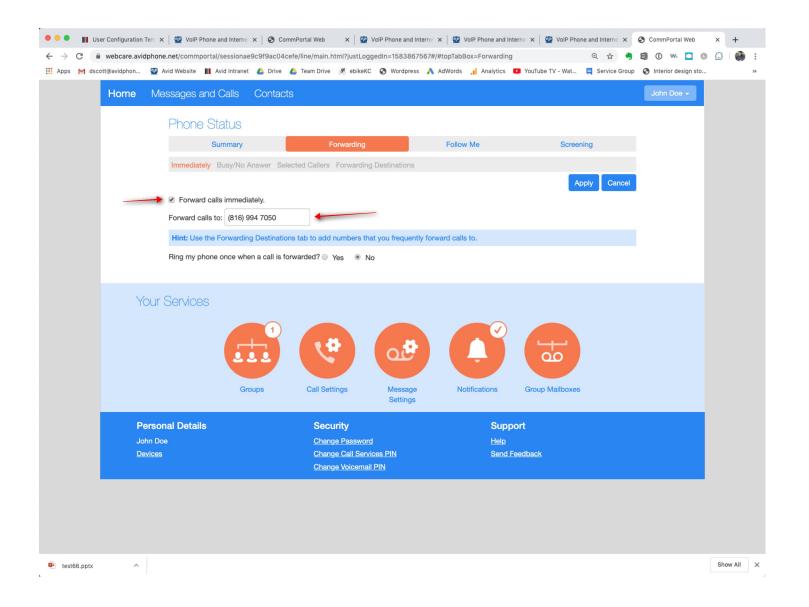Go to www.avidphone.com

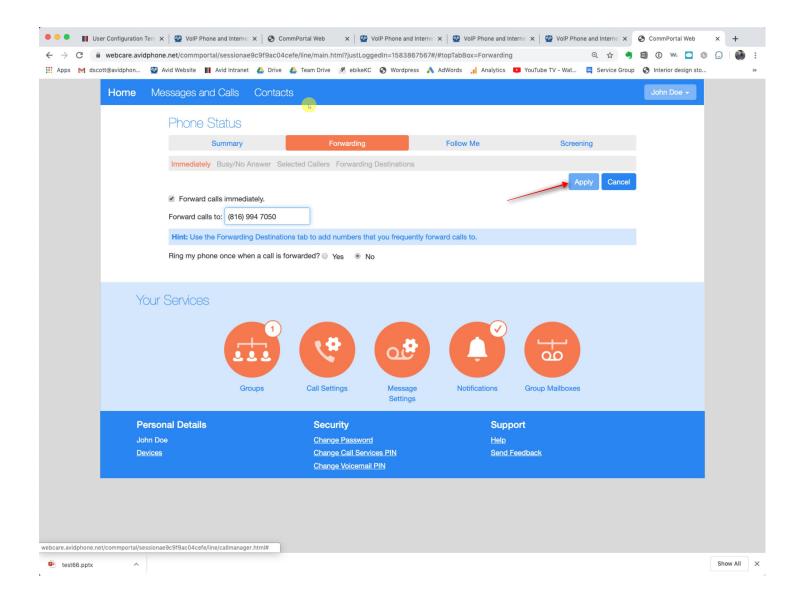Select "Client Login" and then choose "Open CommPortal"

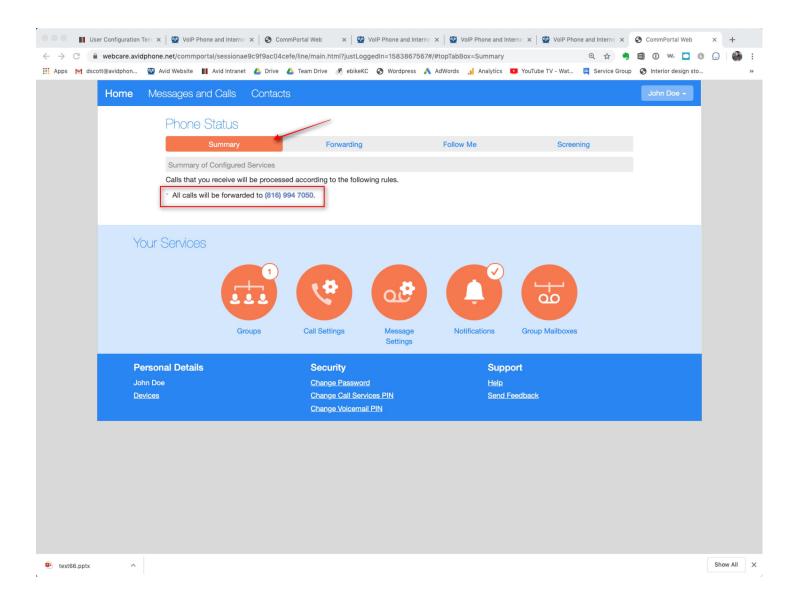Enter your work phone number and your CommPortal password

Select the "Forwarding" tab

Check "Forward calls immediately" and enter the "Forward calls to:" number.

Click "Apply"

Click on the "Summary" tab and verify that the forwarding is active.

Thank you!