

# Flowroute **Call Forwarding.** Everything You **Need to Know.**



## How do I turn on call forwarding on a Flowroute phone?

#### How To Activate Immediate Call Forwarding:

- 1. Log into your Flowroute Manage portal.
- 2. On the menu, click Interconnection, then click Inbound Routes.
- 3. In the Enter Route field, enter the 10-digit phone number you want to forward to, including a 1 in front of the number.
- 4. From the drop down list, select Phone Number.
- 5. Click Add Route.
- 6. Click the DIDS menu.
- 7. In the checkbox to the left of the DID column, select each of the DIDs you want to forward to a route.
- 8. Click Choose a DID Action, then click Set Route.
- 9. Click Apply Action.
- 10. From the Search for a Route search box, select the route you added above.
- 11. Click Set Route.

## How do I turn off call forwarding on a Flowroute phone?

#### How To Deactivate:

- 1. Log into your Flowroute Manage portal.
- 2. On the menu, click Interconnection, then click Inbound Routes.
- 3. Locate the Route you previously created to forward calls.
- 4. Select the Route, and click Delete.

#### 1. Get started

Start by forwarding your calls to SAS.

#### 2. Check it

Call your business from another phone to ensure you're forwarded.

#### 3. Have issues

Call your forward number directly to check if the line is working, and try to forward your calls again.

#### 4. We're here

Call 866-688-8912 or visit www.specialtyansweringservice.net



#### Hello

Call forwarding is how you get your businesses telephone calls to SAS



### Easy

No installation necessary - call forwarding is probably already active on your line



### Goodbye

Cancel call forwarding when you're ready to answer your own calls again

# Flowroute Call Forwarding FAQs.



