



Forward Inbound Call to Cell Phone

Log in to portal mypbx.fonelogix.com using your username and password

Select **SERVICES** from menu bar across top of page

Select **EXTENSIONS** from side bar menu

Select your extension number from list of extensions

Under the Routing & Configuration heading, make sure the Call Routing tab is selected

Look at the Inbound Dialing Rules Section (Read the notes listed there)

Use the v (down arrow) in the selection boxes to choose your selection. To forward a call to your cell, select Outside Number and fill in your cell number in the second box **WITHOUT** any dashes or ()'s, ie. 7704558555

Scroll to top or bottom of page and select **SAVE**

Remember this action will stay active until you change it back