



Call Forwarding

You can set up two types of call forwarding using the AT&T Business ReadySM Forward All Calls feature. To choose a specific destination for your calls, use the **Forward All Calls** or **Forward Unanswered Calls** options. The **Forward Unanswered Calls** option forwards calls only when you're away or not answering your phone. By default, the **Forward Unanswered Calls** option rings three times before forwarding callers to your voicemail.

Note: Before you can turn on call forwarding, set up phone numbers where you want calls to be sent. For information about how to set up phone numbers, view [My Numbers](#).

Turn on or turn off call forwarding for all calls

1. Log in to [AT&T Business Ready](#) with the username and password you received from your administrator. The Business Ready User Dashboard appears.
2. Click **My Features**.
3. At the left, click **Forward All Calls**.
4. Do one of the following:
 - To turn on call forwarding, check the **Forward all calls to Phone #** box, and then select a destination phone number from the list.
 - To turn off call forwarding, uncheck the **Forward all calls to Phone #** box.
5. With call forwarding turned on, you can have a ring reminder played on your phone that alerts you to forwarded calls. To turn on a ring reminder, select **Ring reminder**. If you don't want to a ring reminder, select **No reminder**.

Turn on or turn off call forwarding for unanswered calls

1. Log in to [AT&T Business Ready](#) with the username and password you received from your administrator. The Business Ready User Dashboard appears.
2. At the left, click **Forward Unanswered Calls**.
3. Do one of the following:
 - To redirect unanswered calls to a specific phone number, click **Forward to number**, and use the up and down arrows to choose the number of rings you want the caller to hear before the call is forwarded. Then, from the menu that appears, select the phone number where you want calls forwarded.



- To redirect unanswered calls to your voicemail, click **Forward to my Voice Mail**. Use the up and down arrows to choose the number of rings you want the caller to hear before they're forwarded to voicemail.

✓ Forward unanswered calls after 3 rings to Voice Mail.

If I do not answer after rings

- Forward to number
- Forward to my Voice Mail