

# How to forward your 3CX phone to your mobile.

What you will need

- Your 3cx extension number
- Your 3CX web client password
  - o If you do not have or remember your password Contact Itsupport at 7177915250 or [itsupport@ucpcentralpa.org](mailto:itsupport@ucpcentralpa.org)

1. Log into the 3cx Web client via citrix.  
<https://ucpcentralpa.sotiris3cx.com:5001/webclient>
2. Put in your extension number and password



3. From the main page select settings.
4. Select Call forwarding and then Select the option after Do not Disturb

General	Available	Available 1
Personalize	Away	Custom status message
Call Forwarding	Do Not Disturb	
Greetings	Available 1	Custom Profile Name
Integration	Out of Area	Available 1
Scan QR Code	Exceptions	Unanswered Calls
BLF Settings		No Answer Timeout 5 in seconds
		Forward External Calls to

Details

- People
- Contacts
- Chat
- Call History
- Voicemail
- Schedule Conference
- WebMeeting
- Switchboard
- Settings**
- Help

5. Give the profile a name
6. Set time out to 5 seconds
7. And Forward all external and internal calls to mobile

**Unanswered Calls**

No Answer Timeout 5 in seconds

Forward External Calls to

My Mobile

Rebound

Forward Internal Calls to:

My Mobile

Rebound

8. Click on general and put in your mobile number

**User Information**

First Name

Ryan

Last Name

Moskalczak

Mobile

5703514126

9. Set your presence to your new one. Don't forget to change it back when you are back in the office.

