To forward your lines please use the following instructions:

1. Go to www.claritytel.com.
2. In the Dashboard Login Section at the top of the page in the **Username** field type in the main line number (no dashes or spaces).
3. In the **Password** field type in the last 4-digits of the main number.
4. Click **LOGIN**.
5. Go to **PROFILE - PBX - CALL FLOWS**.
6. Click **CREATE NEW**.
7. Name call flow **CALL FOWARD**.
8. Click **ACTIVE** drop-down and select **ACTIVE**.
9. Click in the **ADD** box.
10. Select **PLACE CALL TO PSTN NUMBER** in Call Flow Token drop down.
11. Put in 10-digit number where you want the lines forwarded in the **OPTION 1** Field.
12. Change **OPTION 2** field to **9**.
13. Click **UPDATE** at bottom the page.
14. Line will then be forwarded. Repeat steps for each office.