**Forwarding calls from a group in magnet voice**

1. Log onto the system as the administrator
2. Go to the group settings drop down menu and then choose groups
3. You will then see a list of the groups that are currently on your system
4. Click the go button underneath the portal heading on the specific group that you are going to forwards calls from
5. You will then be brought to the groups portal page
6. And then click the call forwarding button on the top of the page
7. You will then be brought to a page with all of the call forwarding options for this groups
8. All of the options are disabled by default and if you wish to change these you just select where you want the forwarded calls to go from the drop down menu
9. Can then choose the instance in which the calls are forwarded, you can choose, forward all calls, forward on no answer, forward on busy and forward on no registration