

Guide- How To Route Phone Numbers

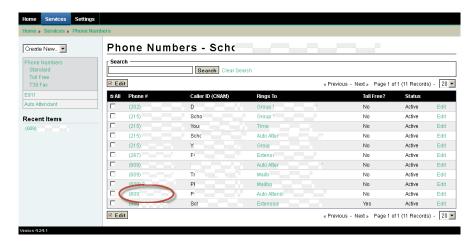
Visit www.hopdial.com and click the "My Hopdial" button at the top.

Login using your credentials:

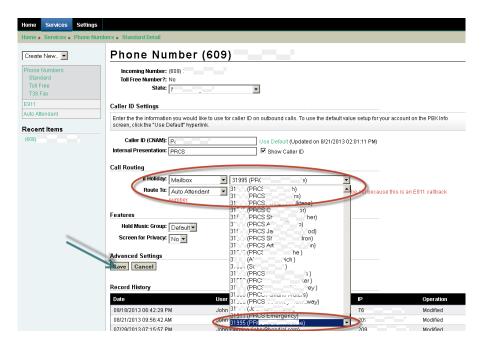
USER: (your username)

PASS: (password set for the account)

Once inside the portal, click "Telephone Numbers" under "Common Tasks" to reach a page similar to the below. From this page, click the phone number that you wish to modify the routing for:



From here you can modify the "Call Routing" for that phone number. To switch incoming calls to be routed to the recorded message on the hotline, simply select "Mailbox" under both the "If Holiday" and "Route To" options, and the mailbox for the hotline, 31995, as shown below:



BE SURE TO PRESS "SAVE" WHEN FINISHED. You may then logout (top right).