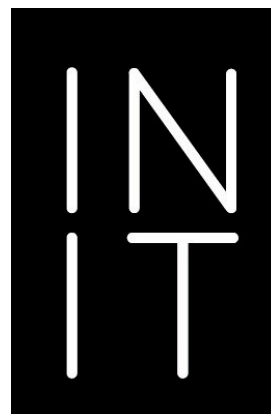
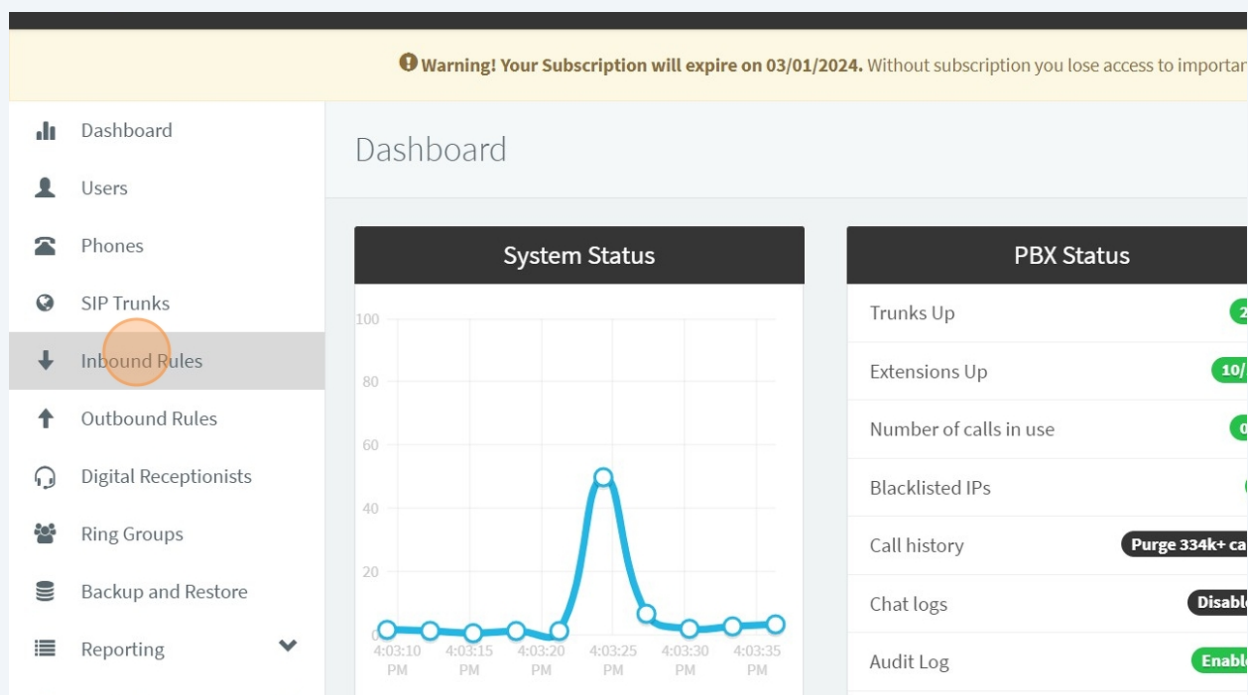


# Setup forwarding for an extension in 3CX



1 Navigate to the 3CX Admin Console

2 Click "Inbound Rules"



### 3 Click the rule you want to modify

**Inbound Rules**

[+ Add DID Rule](#) [+ Add CID Rule](#) [Edit](#) [Delete](#) [Move Up](#) [Move Down](#) [Import](#) [Export](#)

Search ...

<input type="checkbox"/>	Type	Name	Trunk	DID/DDI Number	In Office
<input type="checkbox"/>	DID	Barclay	Woodington Properties	18123312666	107 Bar
<input type="checkbox"/>	DID	Barclay Temp	Woodington Properties	18122333067	198 Bar Office
<input type="checkbox"/>	DID	Woodland - Temp	Woodington Properties	18124610011	399 Wood All
<input type="checkbox"/>	DID	Woodington - Temp	Woodington Properties	18124610014	299 Wood All
<input type="checkbox"/>	DID	Crossing - Temp	Woodington Properties	18124610063	499 Cro

### 4 Select the new destination for calls during office hours and/or outside office hours

**Destination for calls during office hours**

Extension

107 Barclay Office

**Destination for calls outside office hours**

Extension

299 Woodington - Ring All

☒ Set up Specific Office Hours for this rule

**Office Hours**

Monday	Tuesday	Wednesday	Thursday	Friday
08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00	08:00 - 12:00
<a href="#">Configure</a>	<a href="#">Configure</a>	<a href="#">Configure</a>	<a href="#">Configure</a>	<a href="#">Configure</a>

☐ Apply these office hours even if it's a global holiday

5

Click "OK"

The screenshot shows the 3CX web interface. At the top, there is a dark header with the 3CX logo and a yellow warning banner that reads: "Warning! Your Subscription will expire on 03/01/2024. Without subscription you lose access to important features." Below the header is a left sidebar with a menu containing: Dashboard, Users, Phones, SIP Trunks, Inbound Rules, Outbound Rules, Digital Receptionists, Ring Groups, and Backup and Restore. The main content area displays the configuration for a route named "Barclay". At the top of this section are two buttons: "OK" (highlighted with an orange circle) and "Cancel". Below the buttons is a form with two sections: "General" and "Route calls to". The "General" section contains two fields: "Name" with the value "Barclay" and "DID/DDI" with the value "18123312666". The "Route calls to" section is partially visible at the bottom.