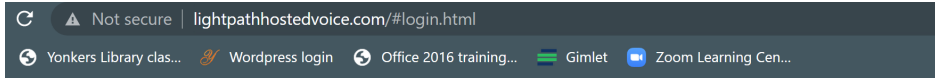


# Remote phone forwarding guide

Forwarding from your desk phone to another phone number is possible through the phone web portal. Please see the instructions below and if you need additional assistance, please email us at [helpdesk@ypl.org](mailto:helpdesk@ypl.org).

1. Go to <https://lightpathhostedvoice.com/> and enter in your direct number and password.  
Please Note: If you do not have the login information, please send an email [helpdesk@ypl.org](mailto:helpdesk@ypl.org) and your DID and temporary password will be emailed to you.



CommPortal Web

Please log in below.

Number:

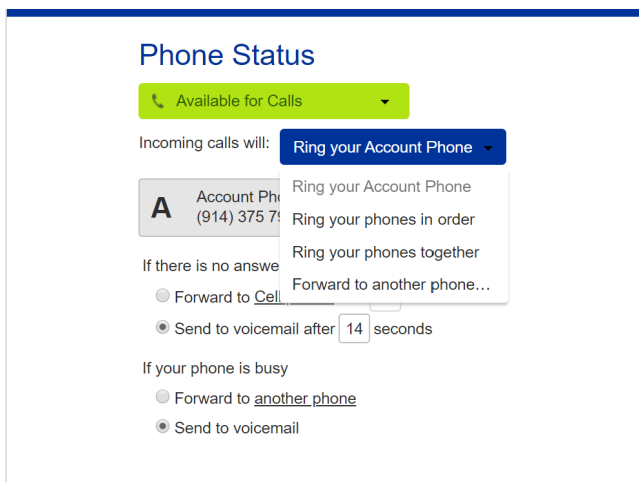
Password:

[Reset Password](#)

Remember me on this computer.

For instruction guides and videos see our [Resources Page](#)

2. After logging in, click on the Ring your Account Phone drop down menu and select the Forward to another phone option



3. A dialog box will appear where you have the option to select a saved number or use a temporary number, select “use a temporary number” and type in your phone number starting with 9 and the local number or full number if it is located outside of the local area code. Click ok

### Select Forwarding Number

Use a saved number:

Number	Name	Add
93296088	Cell phone	X

Or use a temporary number:

4. You should see a confirmation change box like the one below. **Click on Apply to confirm and save the changes.**

Incoming calls will:

Notify me when calls are forwarded

If there is no answer

Forward to Cell phone after  seconds

Send to voicemail after  seconds

If your phone is busy

Forward to another phone

Send to voicemail

Advanced Settings

[Forward Selected](#)

[Reject Selected](#)

[Distinctive Ringtone](#)

[Forward if Unavailable](#)

[Anonymous Callers](#)

Numbers

Riverfront Library

Numbers (DID)	Extension
9143761083	495
9144574140	409
9144574114	425
9144574107	436
9143765916	447
9143757962	416
9143757968	402
9143757953	404
9144574143	405
9144574142	406
9143757952	407
9143757950	410
9144574118	411
9144574119	412
9143757957	418
9143757942	419
9143757956	420
9143757964	421
9144574117	422
9143757940	424
9144574116	427
9143757958	428
9144574113	431
9143757941	432
9143757947	433
9143757945	434
9144574106	435
9144574108	440
9144574109	441
9144574111	442
9144574112	443
9143757946	444
9143765812	446
9143766564	448
9143768935	449
9143757963	450
9143765500	453
9143757951	456
9143757935	457
9143765481	458
9143757966	461
9143763549	462
9143764696	465

9143764815	466
9143764818	467
9143765004	472
9143765231	476
9143763342	480
9143757959	482
9143757960	483
9143757961	485
9143761291	486
9143761460	487
9143762022	488
9143762803	489
9143762808	490
9133762870	491
9143763108	492
9143763270	493
9143757967	494

Will and Crestwood branch

Numbers (DID)	Extension
9143371500	300
9144571871	313
9144571856	338
9144571817	341
9144571818	342
9144571819	343
9144571815	345
9144571812	354
9143087890	359
9143087891	504
9143087892	505
9143087893	362
9143496998	363
9144571814	347
9143087887	301
9143087888	302
9143087889	303
9143375963	304
9144571876	305
9144571877	306
9143375973	307
9144571875	308
9144571873	310
9144571874	311
9144571870	312
9144571872	315
9144571868	317

9144571869	320
9144571862	321
9144571863	322
9144571864	323
9144571865	324
9144571866	325
9144571867	326
9147931741	327
9144571861	328
9144571859	329
9144571860	332
9144571858	333
9144571857	334
9143371946	335
9144571855	337
9144571821	339
9147719616	340
9144571820	344
9144571816	346
9144571809	348
9144571810	351
9144571811	353
9143087885	356
9143087886	357
9147793774	360
9143087884	361