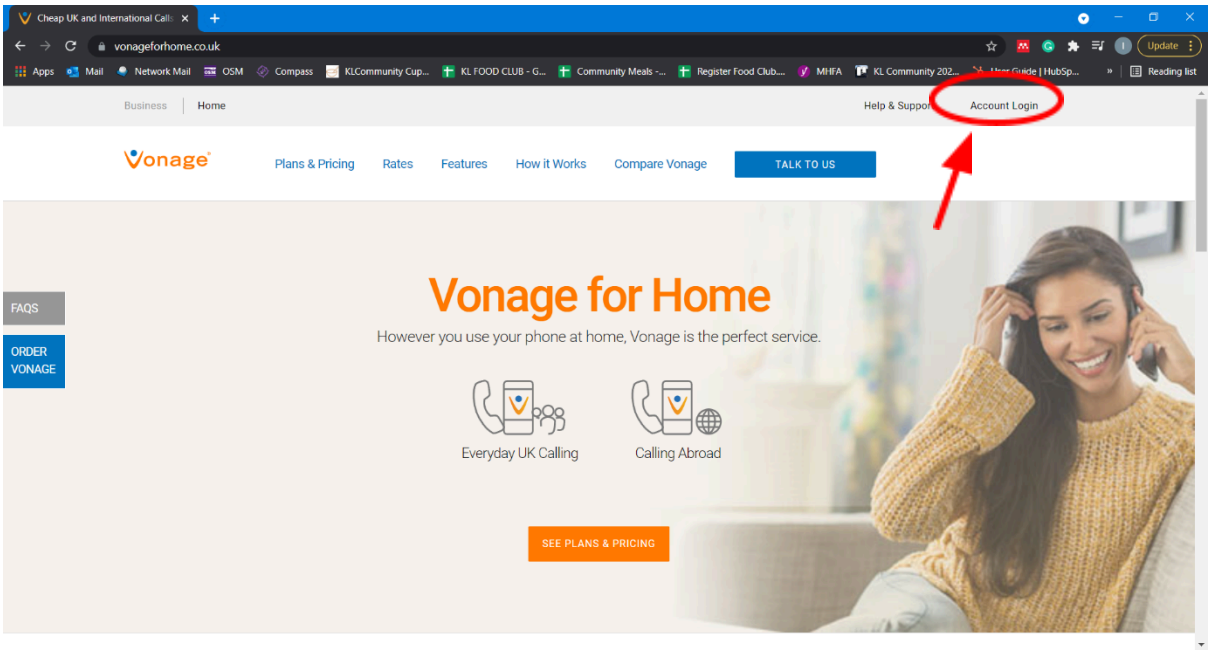
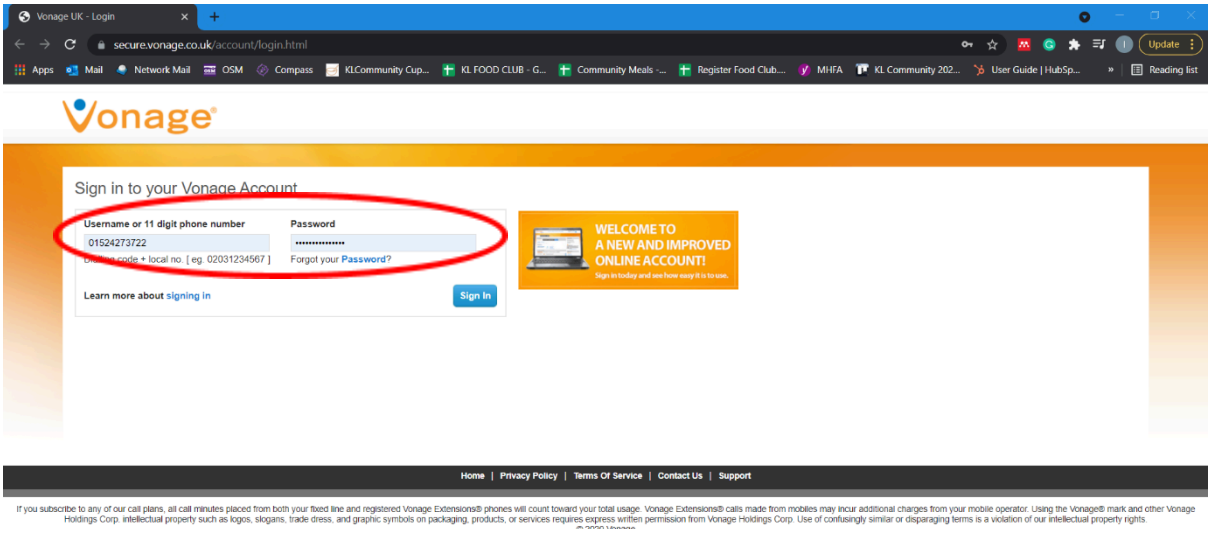
Kirkby Lonsdale Community Hub – instructions for diverting Hub phone 015242 36404 to different numbers

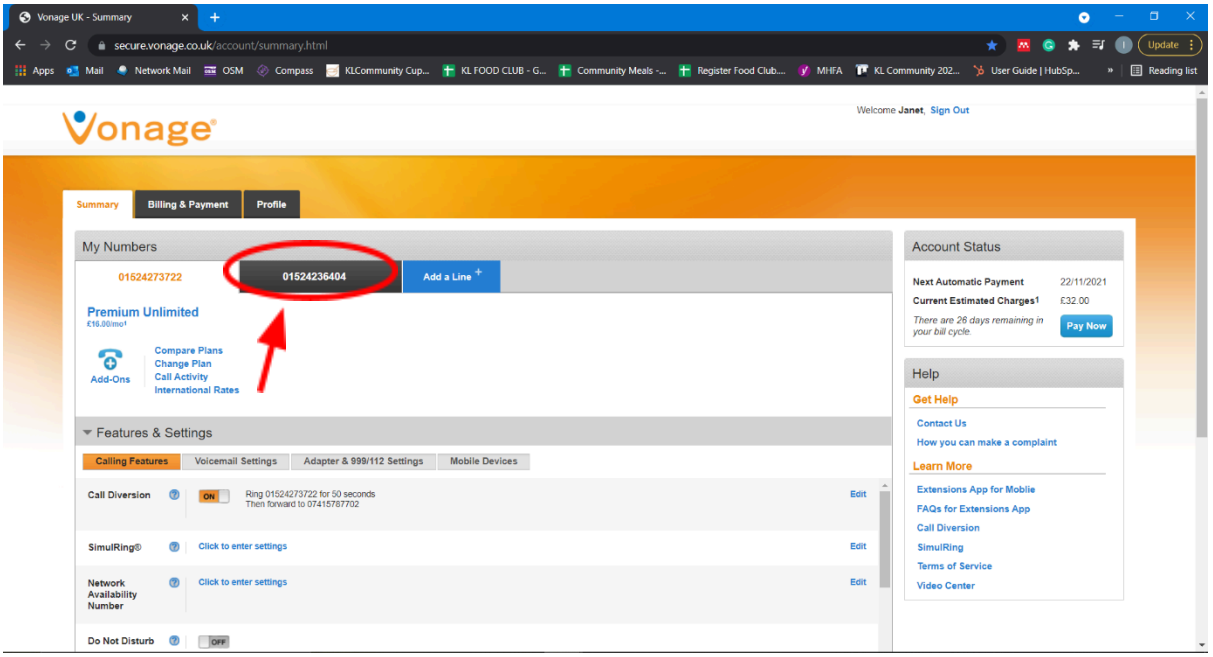
1. Go to www.vonageforhome.co.uk



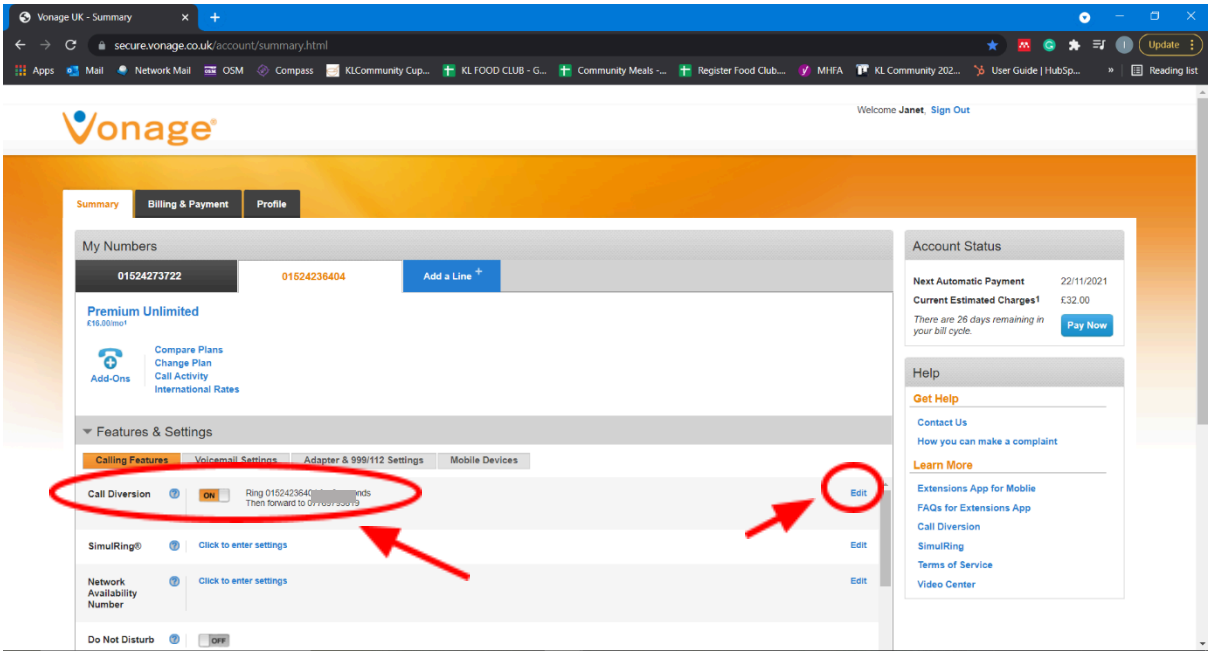
2. Click on Account Login on top right hand of page
3. In the left hand box where it says 'Username or 11 digit phone number' enter 01524236404 (exactly like that – no spaces)



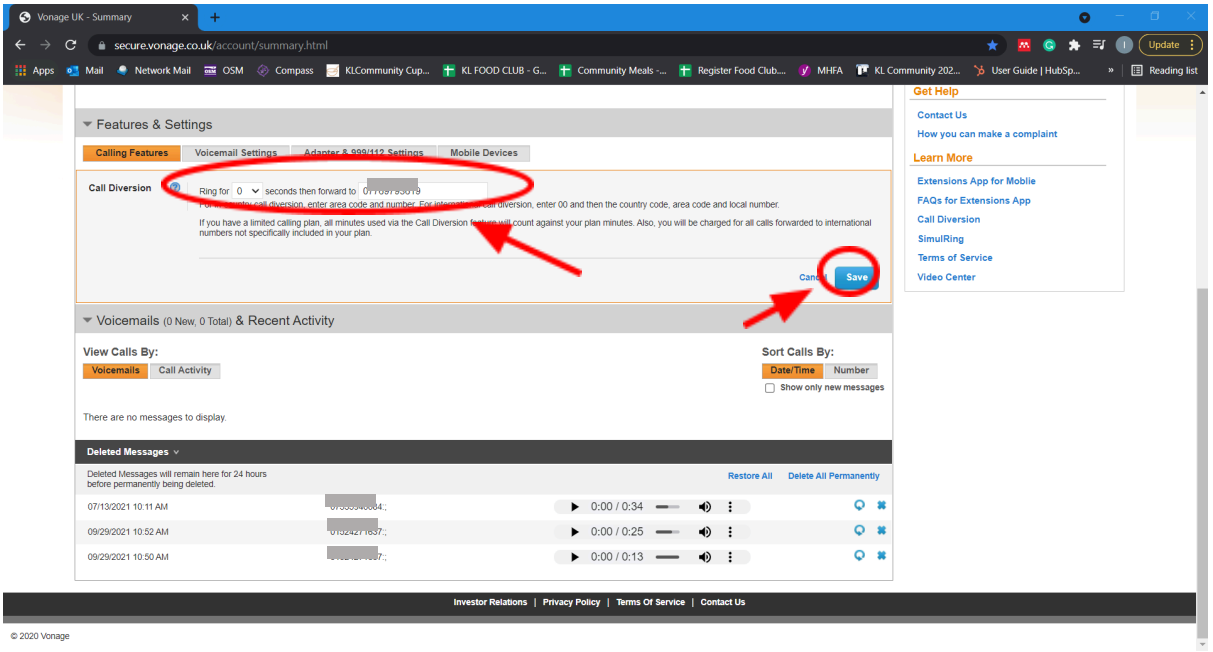
4. In right hand box where it says 'Password' enter KLCCHub2025 (exactly like that – no spaces)
5. Click 'sign in'
6. This will take you to a new screen which says 'Welcome Janet' at the top right. Near the top of the screen is a section titled 'My Numbers'. Click on 015242 36404 – box is black background with white lettering. [Do not click on the box with orange lettering saying 015242 73722]



7. This takes you to a different screen where 015242 36404 is now shown as orange letters on a white background
8. A little way down the screen is a section marked 'Features and settings' where the box 'Calling Features' is an orange background with black lettering and immediately below is a line called 'Call Diversion' to the right of which it says 'Ring 015242 36404 for 0 seconds Then forward to 07xxxxxxxxx' where that number is the number the phone is currently diverted to.



9. Click on the small blue Edit box to the right of this.
10. This takes you to another screen which says 'Ring for 0 seconds and then forward to [in this box enter the mobile number you want the Hub line to be forwarded to] and click the blue box with white lettering marked 'Save'



11. Double check on the next screen that the number has been forwarded to the correct number
12. In the top right hand corner of screen where it says 'Welcome Janet, Sign Out' click on the 'Sign Out' which takes you back to the log in screen (stage 3 above)
13. NB our Hub number 015242 36404 is held on Janet Bradshaw's Vonage account

At the end of your duty please divert the Hub number back to the central Hub number 07949748286.

Please call Jo Mugford, Coordinator, for any help or queries on this process: 07771 914446