

Using Call Forwarding to Turn Missed Calls into Booked Appointments [New]

If you're a busy professional, in a meeting, on another call, or away from the office, you can use **Phone Booking** alongside conditional call forwarding to ensure that you never miss an opportunity to connect with your customer.

Instead of a missed call or a simple voicemail, callers will be automatically forwarded to your **Phone Booking Number** to schedule a meeting with you.

This is especially useful for:

- **After-Hours Coverage:** Your customers can still schedule a meeting 24/7, even when your office is closed.
- **Handling Busy Times:** Automatically gives callers a convenient scheduling option when you are busy or unable to pick up.

How to Set Up Conditional Call Forwarding

To automatically route calls to your Phone Booking Number when you can't take them, you must set up **conditional call forwarding**.

This process needs to be done directly through your **mobile phone settings** or your **service provider**, as the exact steps vary by carrier.

You will need to specify your Phone Booking Number as the destination and select the specific conditions that trigger the redirect, such as:

- **When You're on Another Call:** If your line is busy or currently in use.
- **When You Can't Answer:** If the call rings for a specified time or number of rings without being picked up.
- **When Your Phone is Off:** If your device is powered down, out of range, or otherwise unavailable.

Call Forwarding Costs for Phone Booking

Before implementing call forwarding, be aware of potential charges.

- **Standard Rates Apply:** The Phone Booking Number is not toll-free.
 - **Check Your Plan:** Forwarding calls to Phone Booking may incur charges based on your existing phone plan or service provider.
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