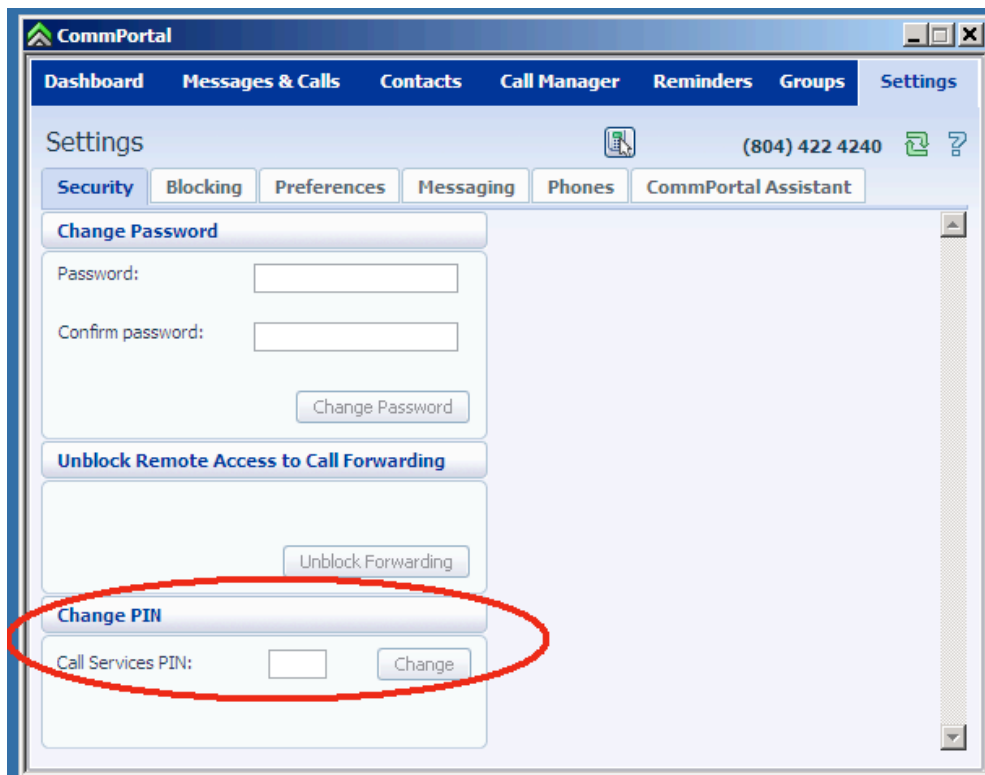




Remote call forwarding *this feature is only available for users with the UM Call Manager package*

The user must login to the CommPortal and set a PIN to access this feature. The pin is not set (activated) by default. The user can set the PIN through the CommPortal in the Settings tab.



How to remote call forward your phone

1. Dial the access number for your area
2. Enter your phone number plus # (xxx-xxx-xxxx #)
3. Enter your PIN (xxxx #)
4. Enter *72
5. Enter the number you want to forward your phone to. (xxx-xxx-xxxx)
6. Listen for an interrupted dial tone then the call will automatically disconnect.

7. Test it by calling your desk phone to be sure it forwards correctly.
8. To deactivate the feature, simply follow the same steps as above but enter *73 for Step 4.
9. Listen for an interrupted dial tone then the call will automatically disconnect.
10. Test it by calling your desk phone to be sure the forwarding feature was deactivated.

Midwest Meta Remote Access CF MI, OH
TFN 8883110142

[Mid Atlantic Meta](#) Remote Access CF NY, NJ, PA, DE, MD, DC, VA
TFN 8888679559

[Southeast Meta](#) Remote Access CF GA, LA, MS, AL, NC, FL, TN,
KY
TFN 8883112713

How to determine if you have the UM Call Manager package

Logging in

To log in to CommPortal at <http://sdp.cavtel.net/> the subscriber enters his or her telephone number and Password

Click on the Call Manager Tab: if it looks like this you have the UM Call Manager package

