

◆ CALL FORWARDING INSTRUCTIONS ◆

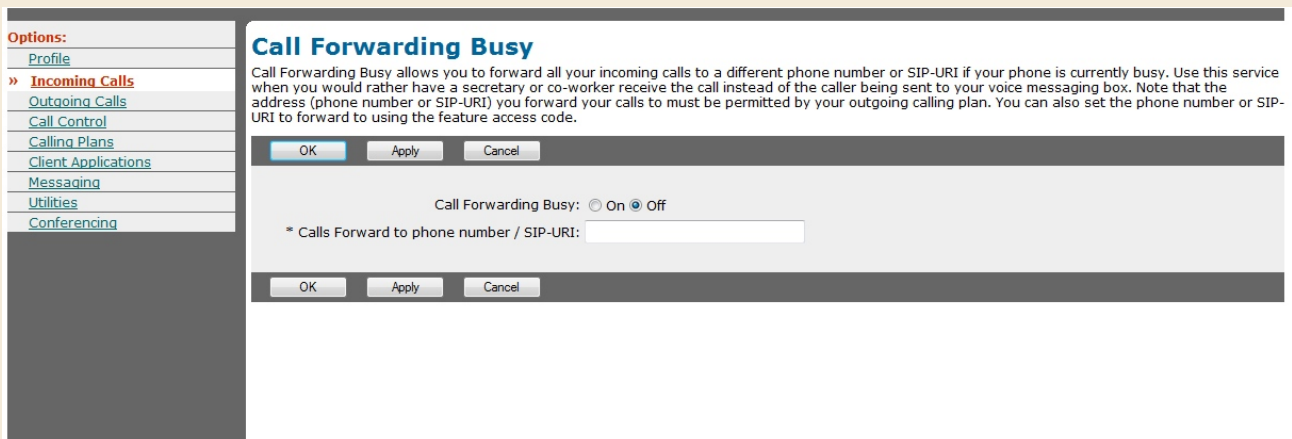
How to Set Up Call Forwarding

For all call forwarding configuration, you must first log in to the MegaPath Voice Portal.

Redirect Incoming Calls

Redirect incoming calls to another number when you are engaged in another call.

1. On the Incoming Calls menu, click **Call Forwarding Busy**. That page will display.



The screenshot shows the 'Call Forwarding Busy' configuration page. On the left is a navigation menu with 'Incoming Calls' expanded. The main content area has a title 'Call Forwarding Busy' and a descriptive paragraph. Below the text are two sets of controls. The first set includes 'OK', 'Apply', and 'Cancel' buttons. The second set includes a radio button for 'On' (unselected) and a radio button for 'Off' (selected). Below this is a text input field labeled '* Calls Forward to phone number / SIP-URI:'. A second set of 'OK', 'Apply', and 'Cancel' buttons is at the bottom.

2. Click the **On** or **Off** button.
3. In the **Calls Forward To** field, enter the number to which you want to forward calls. This field must be populated with a valid phone number when Call Forwarding Busy is on.
4. Click **Apply** or **OK** to save changes.

Activate / Deactivate Call Forwarding No Answer

1. On the Incoming Calls menu, click **Call Forwarding No Answer**. The page displays.

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Options:

- [Profile](#)
- » [Incoming Calls](#)
- [Outgoing Calls](#)
- [Call Control](#)
- [Calling Plans](#)
- [Client Applications](#)
- [Messaging](#)
- [Utilities](#)
- [Conferencing](#)

Call Forwarding No Answer

Call Forwarding No Answer allows you to forward all your calls to a different phone number or SIP-URI when you do not answer your phone. Use this service when you would rather have a secretary or co-worker receive the call instead of the caller being sent to your voice messaging box if you miss a call.

OK
Apply
Cancel

Call Forwarding No Answer: On Off

* Calls Forward to phone number / SIP-URI:

Number of rings before forwarding:

OK
Apply
Cancel

2. Click the **On** or **Off** button
3. Enter the number to which you want to forward calls in the **Calls Forward to** field. This field must be populated with a valid phone number when Call Forwarding No Answer is on.
4. Click **Apply** or **OK** to save changes.

Activate / Deactivate Call Forwarding Selective

This function allows you to redirect calls from selected phone numbers during a selected time schedule.

1. On the Incoming Calls menu, click **Call Forwarding Selective**. The page displays.

Options:

- [Profile](#)
- » [Incoming Calls](#)
- [Outgoing Calls](#)
- [Call Control](#)
- [Calling Plans](#)
- [Client Applications](#)
- [Messaging](#)
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Call Forwarding Selective

Call Forwarding Selective allows you to forward specific calls matching your pre-defined criteria to a different phone number or SIP-URI. Use this service to forward calls from your manager, a family member, or an important customer to your cell phone, alternate business phone, or home phone. The criteria for each Call Forwarding Selective entry can be a list of up to 12 phone numbers or digit patterns and a specified time schedule. All criteria for an entry must be satisfied for the call to be forwarded (phone number and day of week and time of day). If the call is not forwarded, the call continues as if this service was not turned on.

OK
Apply
Add
Cancel

* Default Call Forward to phone number / SIP-URI:

Play Ring Reminder when a call is forwarded

Active	Description	Time Schedule	Calls from	Forward to	Edit
No Entries Present					

OK
Apply
Add
Cancel

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Activate / Deactivate Call Forwarding No Answer

2. On the Incoming Calls menu, click **Call Forwarding No Answer**. The page displays.
3. Enter the phone number to which you want to forward calls in the **Calls Forward to** field.
4. To associate a sound (a short burst of rings) with the delivery of forwarded calls, check **Play Ring Reminder** when a call is forwarded.
5. Select the **Active** checkbox beside a selection to activate the setting. Uncheck the box to deactivate it.
6. Click **Apply** or **OK** to save changes.

Add a New Call Forwarding Selective Entry

This function allows you to add new phone numbers as selections for call forwarding.

1. On the Call Forwarding Selective page, click **Add**. The page displays.
2. In the **Description** field, enter a description of the phone numbers you'll be including in this Call Forwarding Selective entry (e.g., VIP Callers).
3. Select the time schedule for this service from the drop-down list. (Note: Define your times schedules on the page.)
4. To have calls from any number forwarded, check the **Any phone number** checkbox. Otherwise, enter the ten digit phone numbers to trigger Call Forwarding Selective (not extensions). You can enter up to 12 numbers for this service.
5. You can use wild cards. The **?** is a wild card that can replace a single digit anywhere in a digit string. A trailing ***** represents a digit string and can only appear at the end of a string containing digits and **?** wild cards. For example: 45055512?4, 450555??34, 4505?5* are all valid entries.
6. Click **OK** to save changes and return to the previous page.

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Edit a Call Forwarding Selective Entry

1. On the Call Forwarding Selective page, click **Edit** next to the entry you wish to modify. The Call Forwarding Selective Modify page displays.
2. Modify the information as required.
3. Click **OK** to save changes and return to the previous page.

Delete a Call Forwarding Selective Entry

1. On the Call Forwarding Selective page, click **Edit** next to the entry you wish to modify. The Call Forwarding Selective Modify page displays.
2. Click **Delete**. The entry is deleted and the Call Forwarding Selective page displays.

For questions regarding call forwarding,
visit www.specialtyanswering.com,
or call us at **1-866-688-8912**.