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ValuNet Call Forwarding and Remote Access

To set up Call forwarding from your phone:

1. Dial *72 and immediately type in the number you wish to forward too.
2. To remove the forwarding dial *73 to deactivate.

To set up Call Forwarding Remotely from ANY Phone:

1. Dial 620-208-5090
2. Enter the full 10 Digits of the Telephone Number you wish to forward calls FROM.
3. Enter your 4 Digit Pin # **XXXX**
4. Dial *72 followed immediately by the 10 digits of the Telephone Number you want your calls to forward too.
 - a. A call will immediately be placed automatically to the phone number you have pointed the calls too.
 - b. This phone call must be answered in order for Call Forwarding to be activated.

To remove forwarding remotely:

1. Follow the first (3) Steps above
2. Dial *73 instead to deactivate the forwarding

ACCESS VIA WEBSITE (CAN TAKE PLACE FROM ANY COMPUTUER OR SMART PHONE!
Follow the steps listed in the next two pages.

Dashboard - Windows Internet Explorer

https://cp.valu-net.net/commportal/session10553d4db5ae8e69/line/dashboard.html?justLoggedIn=1356629431

Hunt 1

Call | Settings

Dashboard Messages & Calls Contacts Call Manager Apps Settings

You have no messages

Missed Call Time of call

Contacts

Search for...

You have no contacts. Go to the [Contacts tab](#) to start adding them.

Settings

Forward Inactive

6. The Forwarding Tab appears
7. Check the “Forward calls immediately” box.
8. Type in the number you wish to forward your calls too. It is NOT necessary to put a “1” in front of a Long Distance number. We require only 10-digit dialing in our switch.
9. Hit apply and calls are now forwarded.

The screenshot shows a web browser window titled "Call Manager - Windows Internet Explorer" with the URL <https://cp.valu-net.net/commportal/session10553d4db5ae8e69/line/callmanager.html#topTabBox=Forwarding&fwd>. The interface is for "Hunt 1" and includes a "Call" button and a settings gear icon. A navigation bar contains "Dashboard", "Messages & Calls", "Contacts", "Call Manager" (selected), "Apps", and "Settings". Below this, there are tabs for "Summary" and "Forwarding" (selected). The "Forwarding" section has a sub-tab "Immediately" and "Forwarding Destinations". A checkbox labeled "Forward calls immediately." is checked. Below it is a text input field for "Forward calls to:". A yellow hint box at the bottom states: "Hint: Use the [Forwarding Destinations](#) tab to add numbers that you frequently forward calls to. [Learn more](#)".

10. To un-forward simply uncheck the "Forward calls immediately" box.