

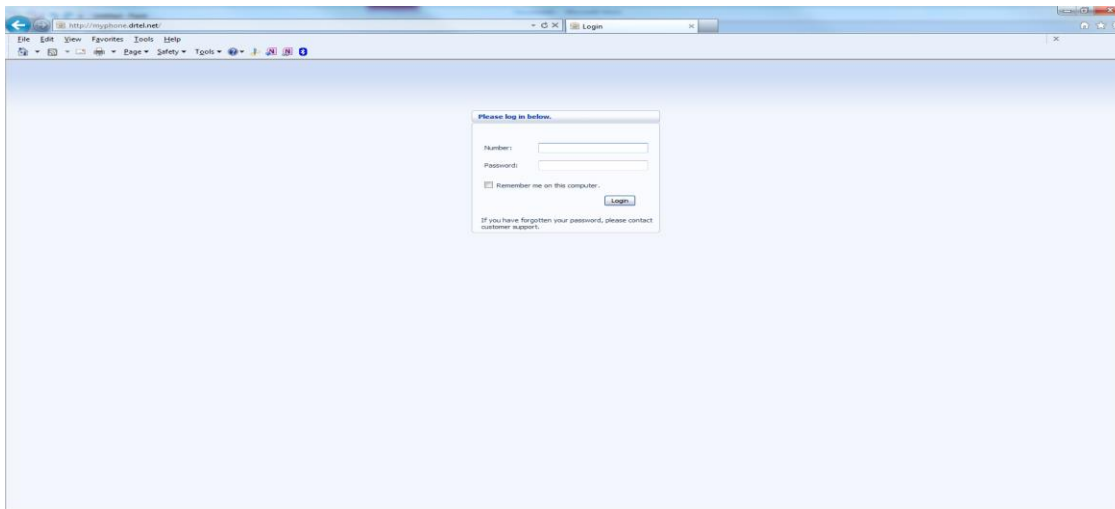
CommPortal



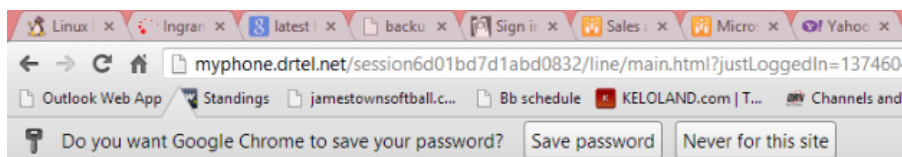
LOG-IN - Browse to <http://myphone.drtnet.net>

Number: Is your 10 digit phone number. For example: 7013491234 (no dashes)

Password: Provided by DRN



DASHBOARD – The Dashboard is the initial screen most users on CommPortal will see. This is your go-to screen to find all of your key information and get quick access to your messages,



DRN Demo

Dashboard Messages & Calls Contacts Call Manager Apps Settings

You have 1 message

Missed Call	Time of call
Peldo, Josh (...)	7/23 11:18 am
(860) 204 6558	7/5 6:09 pm
Drn Lines	6/25 11:26 am
Drn Lines	6/25 11:25 am
Drn Lines	6/25 11:25 am
Drn Lines	6/14 8:37 am
Peldo, Josh (...)	2/21 2:43 pm
Peldo, Josh (...)	2/21 2:41 pm
Peldo, Josh (...)	2/21 2:41 pm
Peldo, Josh (...)	2/21 2:40 pm

Contacts

Search for...

Peldo, Josh
Peldo, Joshua
Worshek, Mark

First Name: Josh
Last Name: Peldo
Organization: DRN

Telephone Numbers

(701) 238 7871
(701) 349 2759
(701) 344 6021

Settings

Do Not Disturb Inactive
SimRing Inactive

recent missed calls, contacts, and your essential phone settings. Each of these options also have their own tab you can click on to find more details, access more functions, and change any settings.

**For more information on the DRN CommPortal Dashboard, [CLICK HERE](#).

MESSAGES & CALLS – The Messages & Calls tab is where you can see your missed calls and voicemail messages. This option allows you to:

- Listen to a specific voicemail without having to listen to them all. Simply click on the relevant message and the voicemail player will launch to play your desired message.
- Mark messages as heard, urgent, private or new
- Delete or save messages to your computer

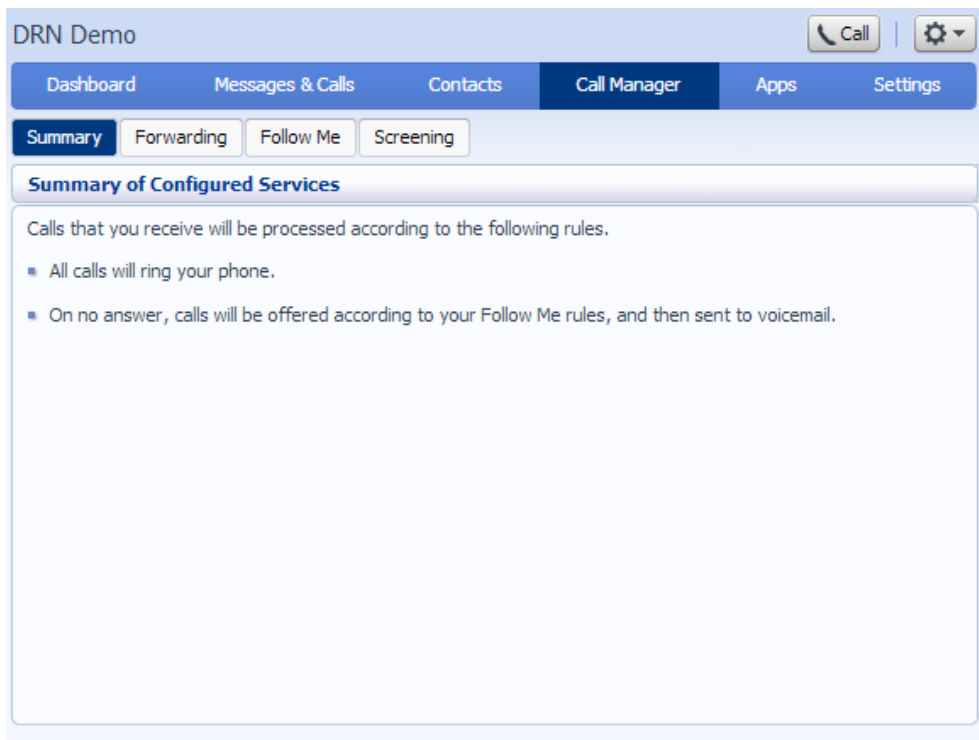
CONTACTS - The Contacts tab allows you to view the name and details of the the contact with one or more telephone numbers such as home, work, or cell. The Contacts option also allows you to:

- Save additional information such as their email or postal address
- Place contacts in groups such as work, family, or friends

CALL MANAGER – The Call Manager Tab is where you can manage how incoming calls are handled. The options that are displayed in this tab may vary, depending on which of the services you are subscribed to (“Find-Me-Follow-Me” or “SimRing”).

FIND-ME-FOLLOW-ME – This service allows you to set up rules in which to add a sequence of phone numbers that will ring when you do not answer your primary line.

The following screens show the “**FIND-ME-FOLLOW-ME**” service enabled.



DRN Demo Call | Settings

Dashboard Messages & Calls Contacts **Call Manager** Apps Settings

Summary Forwarding **Follow Me** Screening

Follow Me

Forward calls you receive to one or more alternate destinations.

Step	Destination	Ring Duration	Settings
1	344 6021	36 seconds	<input type="checkbox"/> Ask callers to record their names before attempting to contact you. Destinations should ring: <input type="radio"/> simultaneously <input checked="" type="radio"/> sequentially, in the same order as the list

Add Rule Clear List Apply Cancel

SIMRING – This service allows you to enter multiple phone numbers you would like to have ring simultaneously, when your primary line is called.

The following screen shows the “SimRing” service enabled.

DRN Demo Call | Settings

Dashboard Messages & Calls Contacts **Call Manager** Apps Settings

Summary Forwarding **SimRing** Screening

SimRing

SimRing allows incoming calls to simultaneously ring a number of phone numbers.

Destination	Description	New SimRing Number
73446021	work	Destination: Other <input type="text"/> Forwarding? <input type="radio"/> Yes <input checked="" type="radio"/> No Description: <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Clear"/>

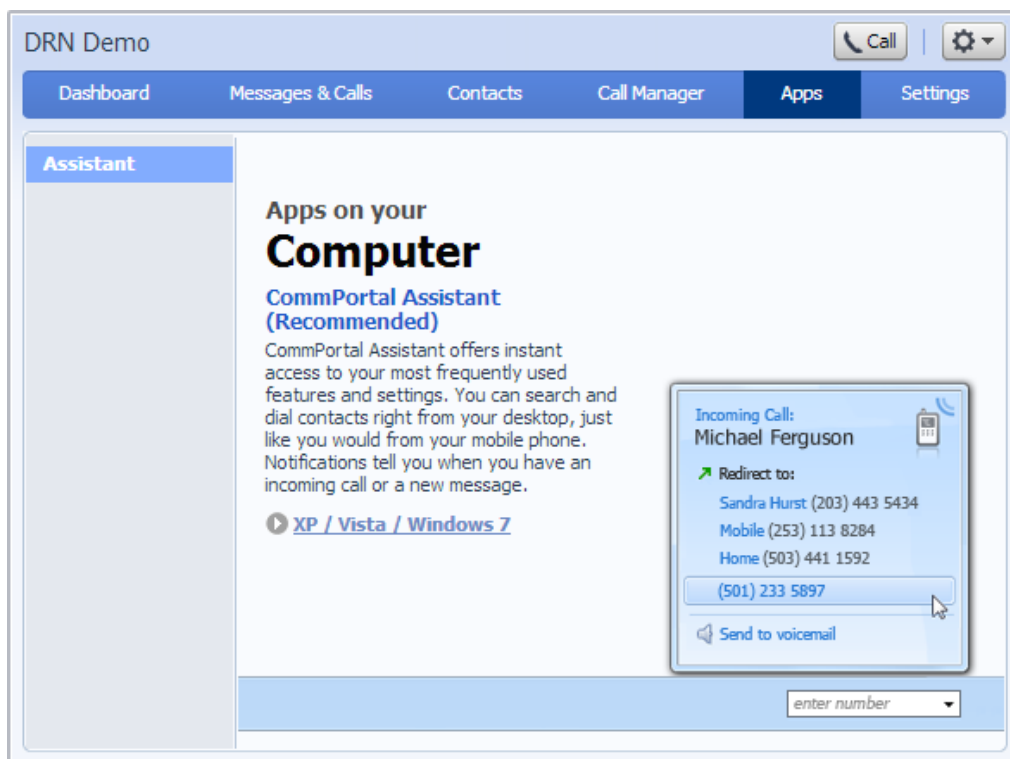
Clear List Apply Cancel

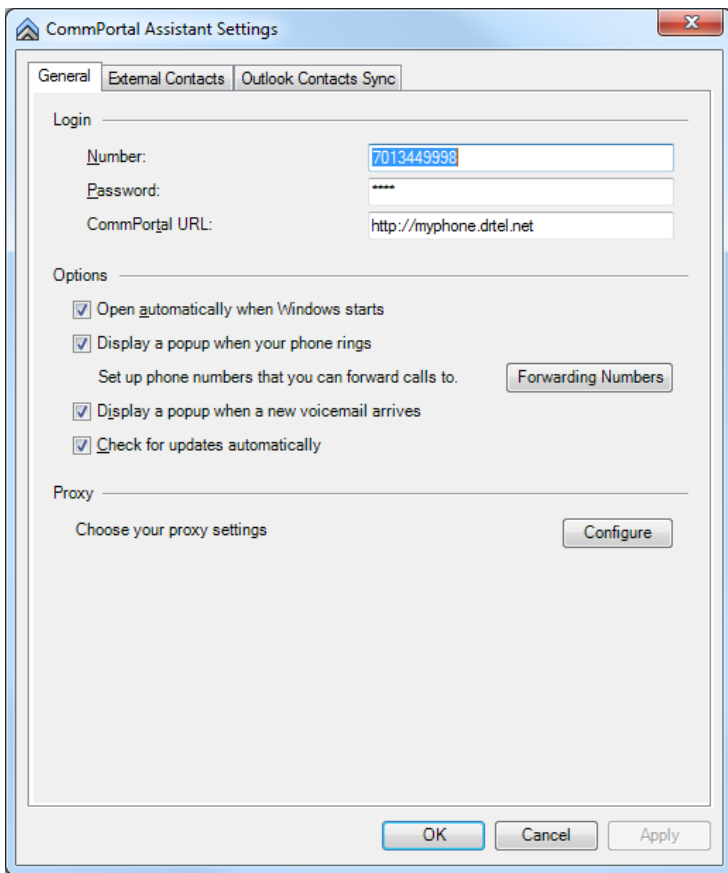
APPS – The Apps tab allows you to download additional apps to your computer, such as CommPortal Assistant.

COMMPORTAL ASSISTANT – A valuable tool to keep you connected. Conveniently located on your toolbar, CommPortal Assistant allows you to access the CommPortal communication services from your desktop at anytime. This may include:

- Viewing Contacts
- Enabling/Disabling Call Services
- Initiating Calls
- Displaying pop-up notifications for missed calls, voicemail messages, etc.
- Instantly updating your status to Ring My Phone, Do not Disturb, Forward Calls, or Fine-Me-Follow-Me/ SimRing

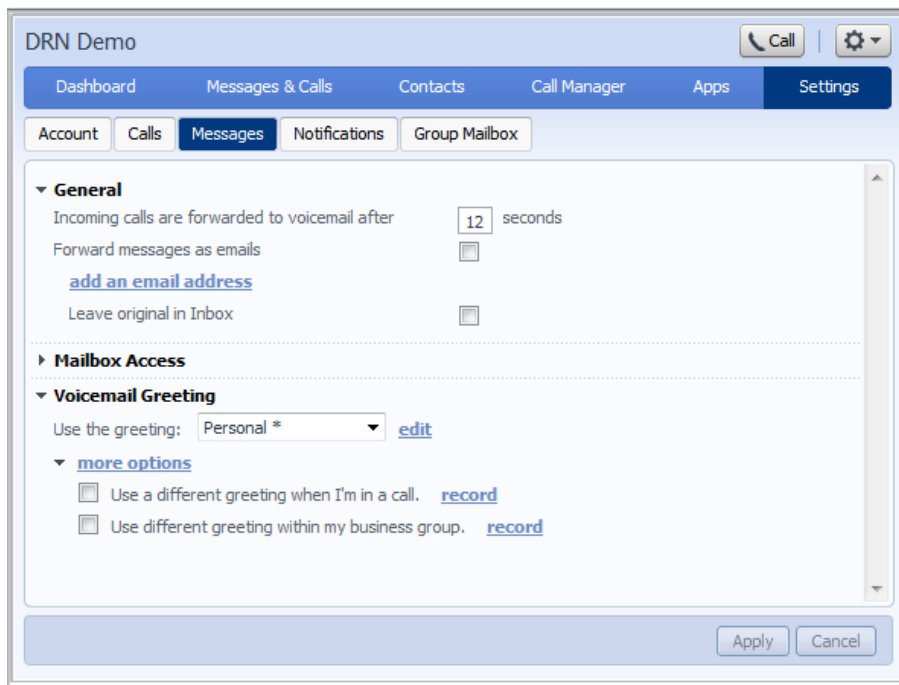
The following two screens show the download process of CommPortal Assistant.





**For more information about the DRN CommPortal Assistant, [CLICK HERE](#).

SETTINGS – The Settings tab gives you access to various pages that allow you to modify the details of your CommPortal Web such as your security settings (password and PIN), messaging settings (adding email to voicemail, changing the greeting recordings), etc



HELP – The screen below demonstrates where you can easily find assistance with your CommPortal Web Program. The top right of your screen (red arrow shown below) provides a dropdown menu with the following options:

- Logout – to logout of your current CommPortal session
- Refresh – to refresh the details shown on the current page. For example, if you are looking at your messages , you can click “Refresh” to see if you have any new messages.
- Help – to bring up CommPortal help information.

