Legacy User Portal

The Legacy User Portal uses the same framework as the Admin portal.

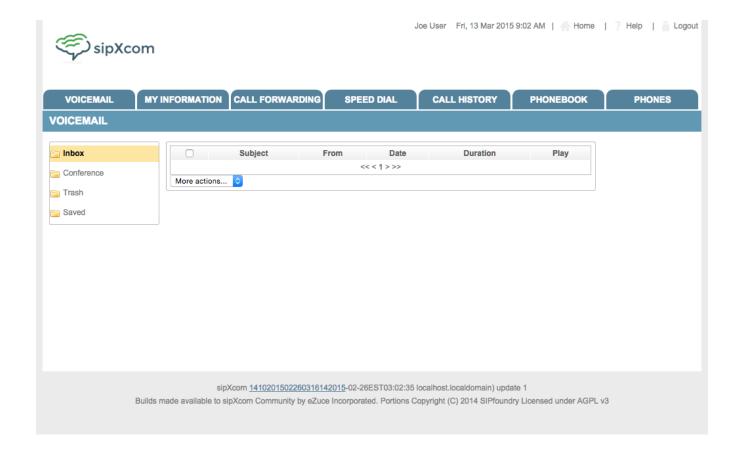Legacy User Portal Retired

Login

To access the User Portal login to the web interface as a regular user.

Voicemail

The Voicemail tab allows a user to see any new voicemail or conference recordings, play them, annotate them and delete them.

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| VOICEMAIL | MY INFORMATION | CALL FORWARDING | SPEED DIAL | CALL HISTORY | PHONEBOOK | PHONES |

VOICEMAIL

📁 **Inbox**

📁 Conference

📁 Trash

📁 Saved

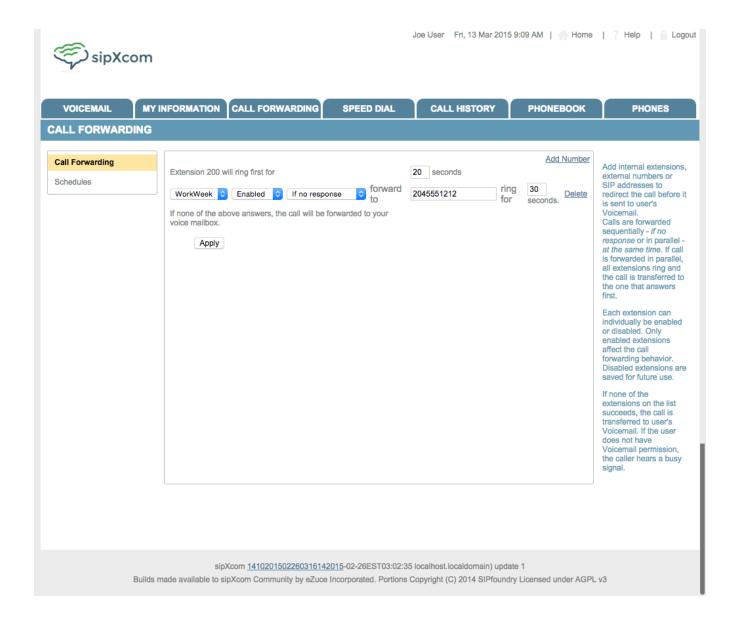| ☐	Subject	From	Date	Duration	Play

<< < 1 > >>

More actions... ⇕

User Settings and Profile

The My Information tab allows the user to configure various account settings such as user password, voicemail pin, email address, conference bridges, etc.

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| VOICEMAIL | MY INFORMATION | CALL FORWARDING | SPEED DIAL | CALL HISTORY | PHONEBOOK | PHONES |

MY INFORMATION

Contact Information

Unified Messaging

Distribution List

Conferences

Instant Messaging

Music On Hold

Attendant

MyBuddy

Time Zone

Password [●●●●●●●●]

Confirm Password [●●●●●●●●]

This is used for log in into the user portal or XMPP. Minimum length is 8

Voicemail PIN [●●●●●●●●]

Confirm Voicemail PIN [●●●●●●●●]

This is used for log in to voicemail. Numeric PINs are recommended, since only numbers can be dialed. Minimum length is 4

Active greeting [Standard ▼]

Voicemail prompt callers will hear before leaving a message.

Language [Default ▼]

Primary E-mail

E-mail address [juser@sipxcom.org]

Voicemail notification [No notification ▼]

The voicemail messages can be attached to the notification e-mail or not.

Additional E-mail

Additional e-mail address [   ]

Voicemail notification [No notification ▼]

Fax Service

Fax Extension [   ]

Faxes cannot be received until a primary or alternate email address is defined

Fax DID Number [   ]

Direct Inward Dialing number. Used to call from an external line

[Apply]

Call Forwarding

Users can easily control their call forwarding settings under the Call Forwarding tab. Modify schedules and route calls however they'd like.

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CALL FORWARDING

Call Forwarding

Schedules

Extension 200 will ring first for   **20** seconds

[WorkWeek ⬍] [Enabled ⬍] [If no response ⬍]   forward to   [2045551212]   ring for   [30]   seconds.   Add Number   Delete

If none of the above answers, the call will be forwarded to your voice mailbox.

[Apply]

Add internal extensions, external numbers or SIP addresses to redirect the call before it is sent to user's Voicemail. Calls are forwarded sequentially - *if no response* or in parallel - *at the same time*. If call is forwarded in parallel, all extensions ring and the call is transferred to the one that answers first.

Each extension can individually be enabled or disabled. Only enabled extensions affect the call forwarding behavior. Disabled extensions are saved for future use.

If none of the extensions on the list succeeds, the call is transferred to user's Voicemail. If the user does not have Voicemail permission, the caller hears a busy signal.

Speed Dials

No need for users to call and have administrators add speed dials to their phones... User can accept speed dials from their user group or customize their own speed dials.

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| VOICEMAIL | MY INFORMATION | CALL FORWARDING | SPEED DIAL | CALL HISTORY | PHONEBOOK | PHONES |

SPEED DIAL

Add Number

Name	Number	Subscribe to presence		
Jane	201	☑	Delete	Down
Top	202	☐	Delete	Up

Use Group Speed
Dials   ☐

Warning:Enabling this option will delete all your existing Speed Dials and replace them with the Group Speed
Dials

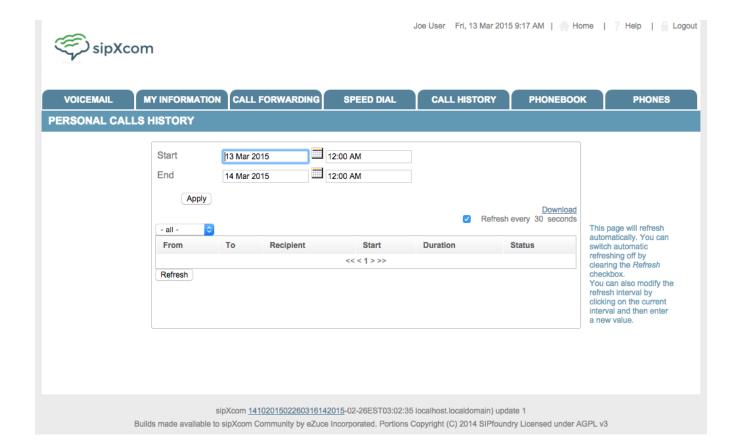[Apply]   [Save and Update Phone(s)]

Speed dial numbers are defined on a per user basis. They are assigned to phones capable of speed dialing, for which the user is registered as the first line on the phone. Note that speed dial is not yet implemented for all the phones.

Make sure you choose names that can be displayed by the phone or attendant console you are using.

Subscribe to presence should only be used by phones that support this capability. Note that presence is not implemented on all phones.

When updating phones, all phones that are currently registered for the user will restart automatically.
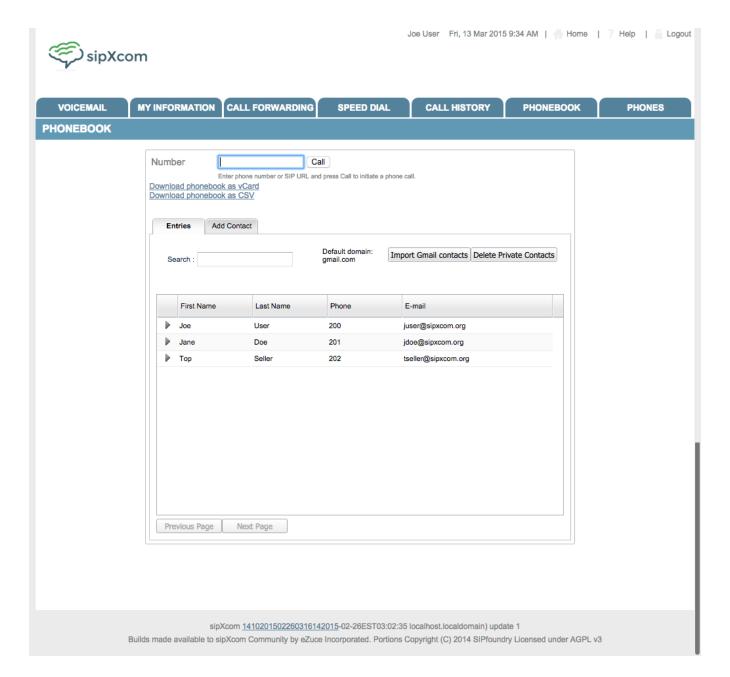
Call History

Users can see any calls they have made and download a CSV or Excel of their calls.

Phonebook

The system phonebook is available to the user in the Phonebook tab. Users can also download copies of this for printing or editing.

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| VOICEMAIL | MY INFORMATION | CALL FORWARDING | SPEED DIAL | CALL HISTORY | PHONEBOOK | PHONES |

PHONEBOOK

Number [   ] [Call]

Enter phone number or SIP URL and press Call to initiate a phone call.

Download phonebook as vCard
Download phonebook as CSV

Entries   Add Contact

Search : [   ]   Default domain: gmail.com   [Import Gmail contacts] [Delete Private Contacts]

	First Name	Last Name	Phone	E-mail
▶	Joe	User	200	juser@sipxcom.org
▶	Jane	Doe	201	jdoe@sipxcom.org
▶	Top	Seller	202	tseller@sipxcom.org

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Phones

Under the Phones tab users can see any phones that are registered to their extension and what IP address they are coming from.

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REGISTERED PHONES

Registered phones are operational and ready to make and receive calls. Phones that are not registered are turned off, do not have network connectivity, or are not properly configured.

☑ Refresh every 30 seconds

URI	Contact	Expiration [s]	Phone

Refresh

This page will refresh automatically. You can switch automatic refreshing off by clearing the *Refresh* checkbox.
You can also modify the refresh interval by clicking on the current interval and then enter a new value.