VoiceManager

Setting Up...

Voice Portal

Feature Description

Voice Portal provides an interactive voice response application that you can call from any phone to manage services, voice mailboxes, or change passwords. Voice Portal is available with all VoiceManager Packages and IP Centrex service.

Solution

Enjoy the flexibility of managing your phone service by calling an interactive voice response to manage or use features and update passwords.

Setup

Personal voice Portal Settings	
1. Log in to Voi d	:eManager
Applications MyAccount.	
Voice Portal 2. Click the Voic	eManager
Voice Portal provides an interactive voice response application (IVR) that you can call from any phone to manage your services and voice mailbox, or to change your password.	ı the left r
The automatic login feature allows access to the Voice Portal without entering a password when calling from your own phone. As an administrator, you can turn on the group's "Voice Portal" and "Voice Portal Wizard," specify what logins to allow and change your administrator password.	lications
* = Required 4. Under the Ge	neral
Group Voice Portal Settings Applications	section,
Voice Portal: On C Off 3	e Portal
Voice Portal ID: 216181231_VMR@coxbusiness.com Link.	
Phone Number: None In order for employed	oyees to
Voice Portal Extension: 9999 access Voice Port	al,
Allowed Logins: Extensions, Phone Numbers and Voice Mail Aliases 🗸 Administrators mat	ust click
Voice Portal Wizard: © On C off @ the Voice Portal (On radio Nun Voice
Reset Administrator Password: © Yes C No 🔮	activate
* New Password: the feature	0007020
* Confirm New Password:	al Voice
Bortal Setting	e click the
Personal Voice Portal Settings Auto Login O	n radio
Auto Login: On C Off button to acc	ess Voice
Reset User Password: © Yes C No 2 Portal without	t entering
* New Password: a password w	hen calling
* Confirm New Password: from your ow	n phone.
You can now dial	9999 to
access Voice Port	al from
your office phone	·
Option Action 6. Click the Rese	t User
2 Change your Personal Status Manager features. Password Yes	radio nde an
3 Change or record your name. existing passy	vord.
4 Change your Call Forwarding All Calls Feature. 7. Enter the New	v Password
6 Make an outbound call using your company calling line ID. In the field pr	ovided.
8 Change your Voice Portal password.	n New
Password field	d.
9. Click the Save	button.



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		10 Tc an ou pr by diu nu Th frc	Administrators may also use this section to Reset Administrator Passwords . Click the Yes checkbox and enter the new password. <i>access Voice Portal from</i> <i>external line, dial the</i> <i>utside Voice Portal number</i> <i>ovided to your company</i> <i>cox and enter your 10-</i> <i>git office telephone</i> <i>umber and password.</i> <i>bere are five edit options</i> <i>om which to choose.</i>
Group Voice Porta	l Settings	1.	
Applications Voice Portal Voice Portal Voice Portal Voice Portal provides an interactive ve mailbox, or to change your password The automatic login feature allows ac administrator you can turn on the gro administrator you can turn on the gro administrator password. * = Required Group Voice Portal Sett Voice Portal Voice Portal ID: Phone Number: Voice Portal Extension: Allowed Logins: Voice Portal Wizard: Reset Administrator Password: * Confirm New Password:	ice response application (IVR) that you can call from any phone to manage your services and voice cess to the Voice Portal without entering a password when calling from your own phone. As an up's "Voice Portal" and "Voice Portal Wizard," specify what logins to allow and change your ings On Off Off Off 216181231_VMR@coxbusiness.com None 9999 Extensions, Phone Numbers and Voice Mail Aliases Con Off Off Off Yes No Off	1. 2. 3. 4. 5.	Log in to VoiceManager MyAccount. Click the VoiceManager Tools menu in the left navigation bar. Click the Applications tab. Under the General Applications section, click the Voice Portal link. In order for employees to access Voice Portal, Administrators must click the Voice Portal On radio button under Group Voice Portal Settings to activate the feature. Click the Allowed Logins drop-down menu to select Extentions, Phone Numbers and Voice Mail Aliases, or Extensions Only. Click the Use Voice Portal Wizard: On radio button to allow employees to set up their own access to Voice Portal. Click the Save button.
Personal Voice Portal S Auto Login: Reset User Password: * New Password: * Confirm New Password:	ettings • On C Off • Yes C No • Cancel Save	6. 7. 8.	

