

## WEB PORTAL

### Quick Reference Card

Web Portal Access: [www.comporium.com/voicemail](http://www.comporium.com/voicemail)

User ID: \_\_\_\_\_ Password: \_\_\_\_\_

#### Accessing the Web Portal

- **Access the website** and click **Access Web Portal**
- Enter your **User ID** (your 10-digit phone number)
- Enter **password** (a temporary password will be assigned for initial login)
- Click **Login** (you will be prompted to change during initial login)

#### Passwords

- Click **Passwords**
- Click **Set Web Access Password**
- Type current password
- Type new password (case sensitive)
- Retype new password
- Click **Apply** to save then click **Cancel** to return to Profile menu

#### Aliases (numbers commonly used to access voice mail)

- Click **Messaging** on the left side of the screen
- Click **Aliases**
- Click **Add** and type in any 10-digit number you may be using to access voice mail
- Click **OK**
- Click **Apply** to save then click **OK** to return to Messaging menu

#### Voice Mail to E-Mail

- Click **Messaging** on the left side of the screen
- Click **Voice Management**
- Be sure the radio button next to Voice Management is **ON**
- To receive a copy of message, check **E-mail Carbon Copy** and enter email address
- To receive notification only, check **Notify me by E-mail** and enter email address
- Click **Apply** to save then click **OK** to return to Messaging menu

# VOICE MAIL PORTAL

## Quick Reference Card

Voice Portal Access Number:

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### To Retrieve Messages from Home and Aliases

- Dial **Voice Portal Access Number** or \*9# (from home phone only)
- Enter **passcode**, followed by #
- **Press 1** to access voice messaging

### To Retrieve Messages Away from Home

- Dial **Voice Portal Access Number**
- Enter **mailbox ID** (10-digit phone number), followed by #
- Enter **passcode**, followed by #
- **Press 1** to access voice messaging

### Voice Portal Main Menu

- To listen to messages, compose and send a message or change greetings, **press 1**
- Personalized Name, **press 3**
- Passcodes, **press 8**

### Voice Portal Messaging Menu

- To listen to your messages, **press 1**
- To compose and send a new message, **press 2**
- To change No Answer Greeting, **press 3**
- To change Busy Greeting, **press 4**
- To delete all messages, **press 7**

### Always Available Options

- \* Cancels action or returns to previous menu
- # Completes the current action or skips to the next menu
- 0 Provides help