

# WEB PORTAL

## PORTAL ACCESS

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- In your web browser, go to [bwws.comporium.com](http://bwws.comporium.com)
- Sign in using your user's web portal access login credentials (can be provided by group Administrator)

### NAVIGATING THE PORTAL

- Use the Navigation menu on the left side of the main window to access your user's features and settings
- Available menu options are based on user license level
- Utilize the **[Help]** button at the top right corner of the screen for detailed information or instruction on a specific feature or setting

### COMMONLY-USED PORTAL SETTINGS

#### CONFIGURING VOICE MAIL TO E-MAIL

- Select *Messaging* from the Navigation menu
- Select *Voice Management*
- Enter e-mail address in field to either forward or carbon copy to e-mail
- Click **[Apply]**

#### TURNING CALL WAITING ON/OFF

- Select *Call Control* from the Navigation menu
- Select *Call Waiting*
- Select *On* or *Off*
- Click **[Apply]**

#### SETTING UP BROADWORKS ANYWHERE

- Select *Call Control* from the Navigation menu
- Select *BroadWorks Anywhere*
- Click **[Add]**
- Enter the 10-digit phone number of your mobile device
- Set *Advanced Options* as necessary
- Click OK

#### CONFIGURING CALL FORWARD NOT REACHABLE

- Select *Incoming Calls* from the Navigation menu
- Select
- Enter the number of the destination as you would dial it from your IP phone
- Click **[Apply]**
- Click the *On* button to enable