comporium®
BUSINESS

WEB PORTAL
PORTAL ACCESS

PORTAL ACCESS
• In your web browser, go to 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