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## Phone System Web Portal

This document is a brief manual for how to use the web portal to accompany your extension on BlueReef Connects latest version of the hosted phone system.

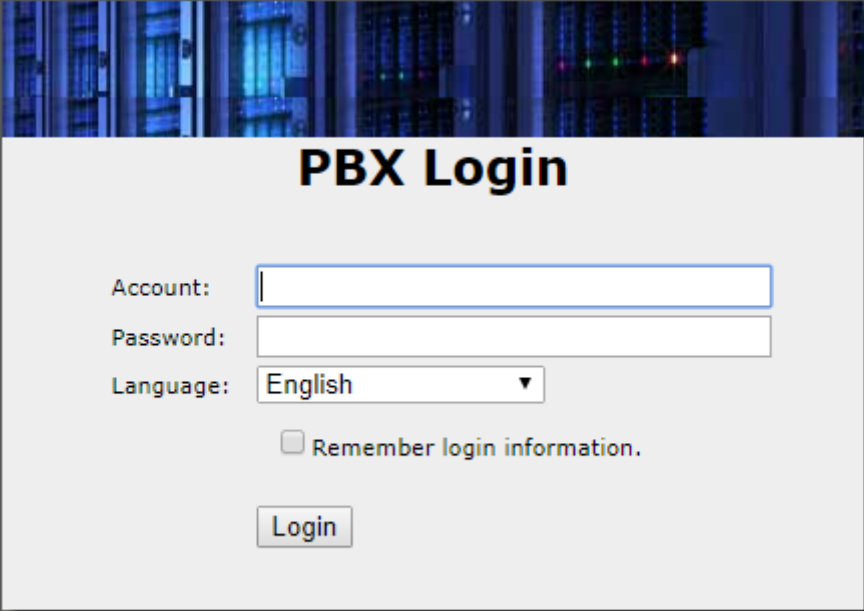
Basic functions include address book, call from a web browser and more.

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## Logging into the PBX extension portal

1. Go to the URL provided, which will look something like [https://\\*\\*\\*.\\*\\*\\*.connectyou.net.au](https://***.***.connectyou.net.au) (BlueReef Connect will provide this to you upon setting up your new phone system)
2. At the login screen, enter your extension number (eg. 401) into the account field and your password for your extension, and click login.



The image shows a login form titled "PBX Login" with a background image of server racks. The form contains the following fields and options:

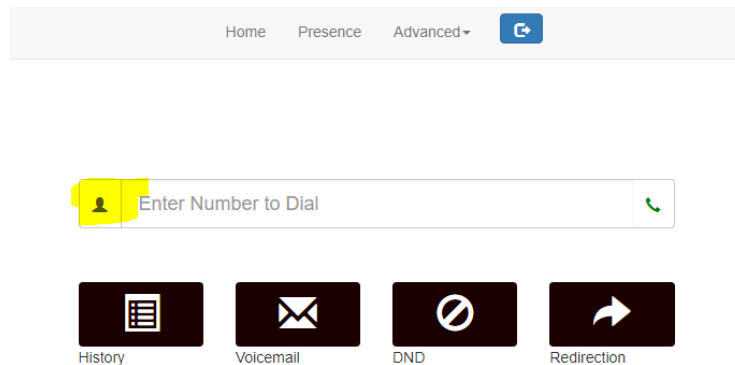
- Account:
- Password:
- Language:
- Remember login information.
-


## Making a call

When making a call you can either type the number directly into the number field or click on the icon to bring up your address book.

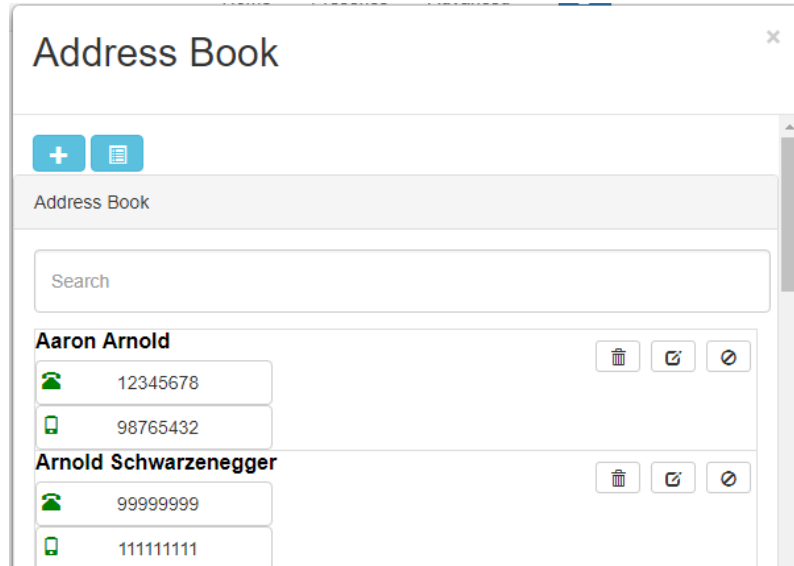
### Address Book Calls, Adding & Editing Contacts

To call from the address book, click on the icon highlighted in the image below. This will bring up your address book window.

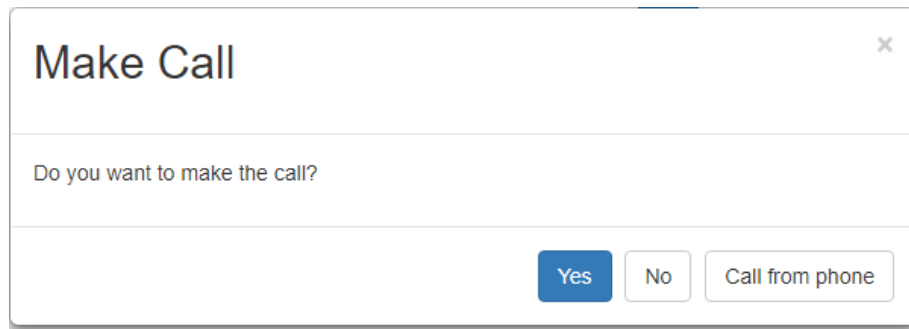


From the pop up window you are able to add new contacts (using the + icon), and edit existing contacts using the  icon.

To call a contact, simply click on the number under the contact.



At which point a pop up window will appear asking if you would like to make the call from your browser (using your computers microphone and speaker) or from your desk phone.



### Direct Dial a number from the browser

When you dial a number by keying it into the browser, it will call from the browser (and not give you the option of calling from the phone).



To make the call, simply enter in the number, and click on the phone icon.

The call will then start using your computers microphone and speakers.

## Key Features

Other key features on the main screen include the following;



A horizontal bar representing a user profile. On the left is a person icon. In the center is the extension number "123456789". On the right is a green phone handset icon.



History



Voicemail



DND



Redirection

### History

The history icon will give you a call log for that extension.

You are also able to re-call (with the option to call from browser or phone) any number from the history log by clicking on it.

### Voice Mail

If you use Voice Mail to Email (which we setup by default) there will be no voice mail in this page, however if you don't, you can access & download voice mail messages from here.

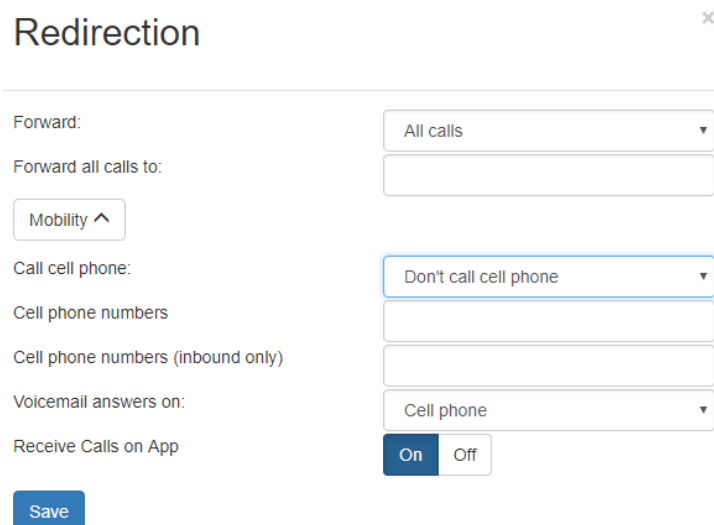
### DND

By clicking on DND, you can enable and disable the DND feature on the extension.

### Re-Direction

By clicking on re-direction, you can setup and turn off call direction for your extension.

Using the feature, you can also enable mobility (i.e. send calls to mobile phone if you don't pick up a call after x number of seconds.)



The screenshot shows the 'Redirection' settings page. At the top right is a close button 'x'. The settings are organized into two columns. The left column contains labels for 'Forward:', 'Forward all calls to:', 'Mobility ^', 'Call cell phone:', 'Cell phone numbers', 'Cell phone numbers (inbound only)', 'Voicemail answers on:', and 'Receive Calls on App'. The right column contains the corresponding controls: a dropdown menu for 'All calls', an empty text input field, a dropdown menu for 'Don't call cell phone', another empty text input field, a third empty text input field, a dropdown menu for 'Cell phone', and a toggle switch for 'On' (selected) and 'Off'. At the bottom left is a blue 'Save' button.