

Web Portal User Guide

To log in, you will go to the following website:

everblu.calltcs.com

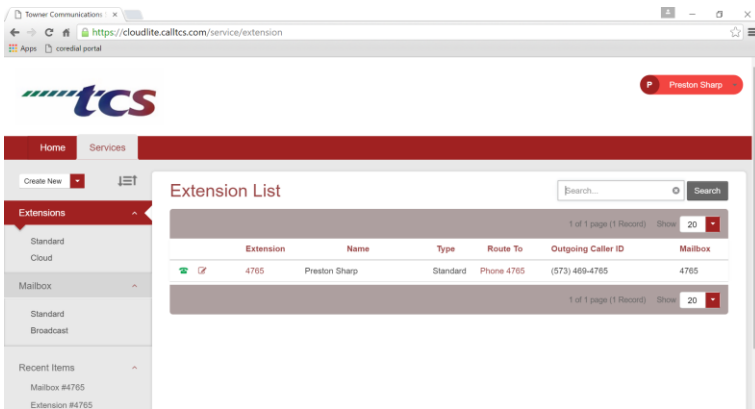
You will enter your user name and password. User name will always be your email address. Your password will initially be Password1 (case sensitive). You may change this if you wish.

Home Tab:

Home tab will be blank.

Services Tab:

From your main Services screen you will see ONLY your extension unless you're a system administrator. From the left hand menu bar, click on Extensions or Mailbox to edit your cell phone number (extension) or email address (mailbox for voicemail to email forwarding).



Extension: To change the cell phone number that is paired with your extension:

- Scroll to the Routing & Configuration sections and click the Find Me tab. Do NOT make any changes to the other three tabs. This may cause issues with the way your telephone functions!
- Choose whether you want your cell phone to ring at the same time as your desk phone (simultaneous) or delay ringing to your cell phone (sequential).
- Enter your cell phone in the “outside line” field and check the box to make it active.
- Scroll down and click the Save button.

Routing & Configuration

Call Routing Networks **Find Me** Advanced

Ring Strategy

Sequential Simultaneous

The Find Me feature attempts to locate you by dialing each of the following locations until you either accept or reject the call. The caller is placed on hold until you are found. On answering you will have the option to accept the call, or reject the call. You also have the option to reject the call and leave a short message for the caller.

Locations to Ring

1.	Outside Line ▼	(573) 680-2666	<input checked="" type="checkbox"/> Active?
2.	Outside Line ▼		<input type="checkbox"/> Active?
3.	Outside Line ▼		<input type="checkbox"/> Active?
4.	Outside Line ▼		<input type="checkbox"/> Active?
5.	Outside Line ▼		<input type="checkbox"/> Active?

Mailbox: To change the email address where your voicemail will forward:

- Scroll to the Notifications section of the page and enter your email address in the proper field (see highlight)
- From the Advanced Settings section you can set the system to delete your voicemail after it's been emailed.
- Click the Save button when you're finished.

Notifications

Email to Notify:

SMS Email to Notify: This field should contain an email address.

Mailbox Options

Only one of the following options may be selected.

Dial During Announcement: Dial During Announcement allows the caller to dial any extension during the announcement.

Skip Voicemail Instructions: If you want to skip the instructions for leaving a message that are played after your announcement, check here.

Announcement Only: Announcement mailboxes are to be routed to from an Auto Attendant (AA) to play the busy message in this box and then return to the beginning of the calling AA. Overrides "Background" in an AA.

Advanced Settings

Hide From Directory: Hide Mailbox from the Company Directory

Delete Voicemail: Voicemails are stored for up to 180 days.