

## Welcome to T3 Communications' Hosted PBX Service

CommPortal provides an easy to use graphical interface to control many of your new Hosted PBX phone features. Following is an overview of many of the more commonly used features. Note that depending on your system configuration, not all functions may be available on your specific phone. Please see you System Administrator with any questions.

## Accessing CommPortal

To access CommPortal, point your web browser to <https://portal.myt3hosted.com>

To access the Admin CommPortal, point your web browser to <https://portal.myt3hosted.com/bg>

You will see the following screen. Enter your 10 digit telephone number and password, and click *Login*.

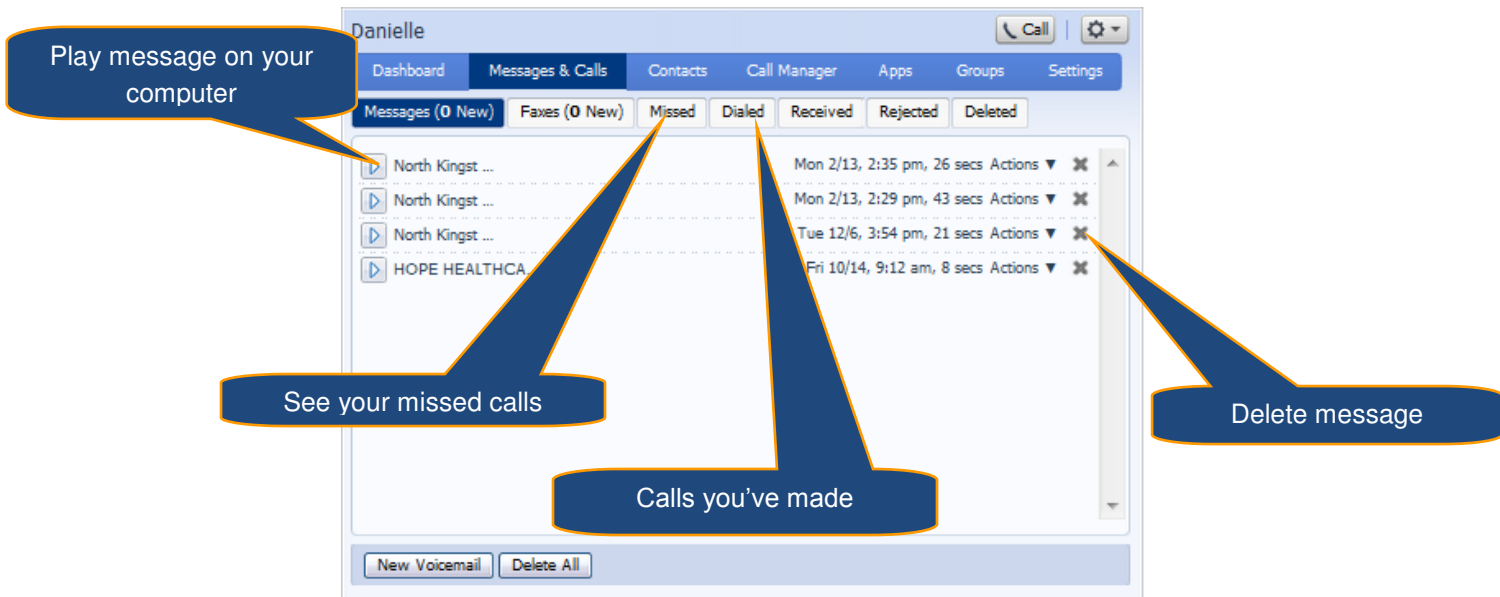
## CommPortal Dashboard

The CommPortal Dashboard is shown when you log into CommPortal and provides an at-a-glance summary of your phone line. Following is an example Dashboard:

Missed Call	Time of call
HOPE HOSPICE	2/3 2:20 pm
Newark DE	1/21 3:30 pm

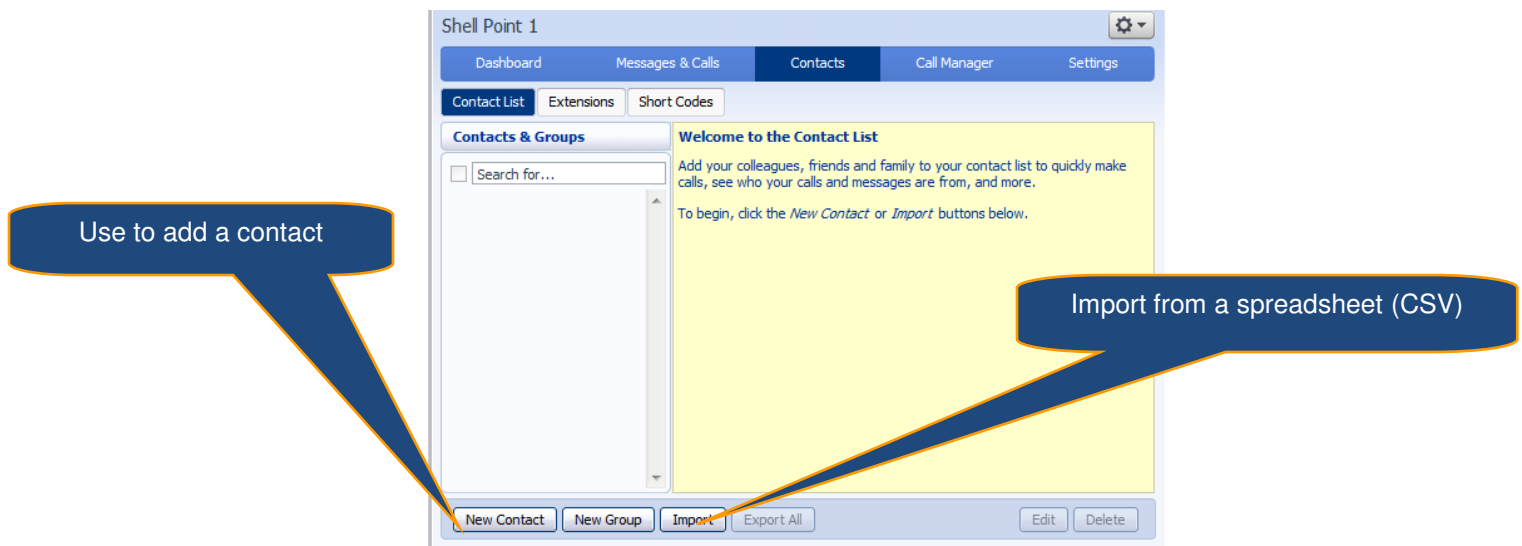
## Messages & Calls

The Messages & Calls page has a number of sections which you can select by clicking on the tab:



## Contacts

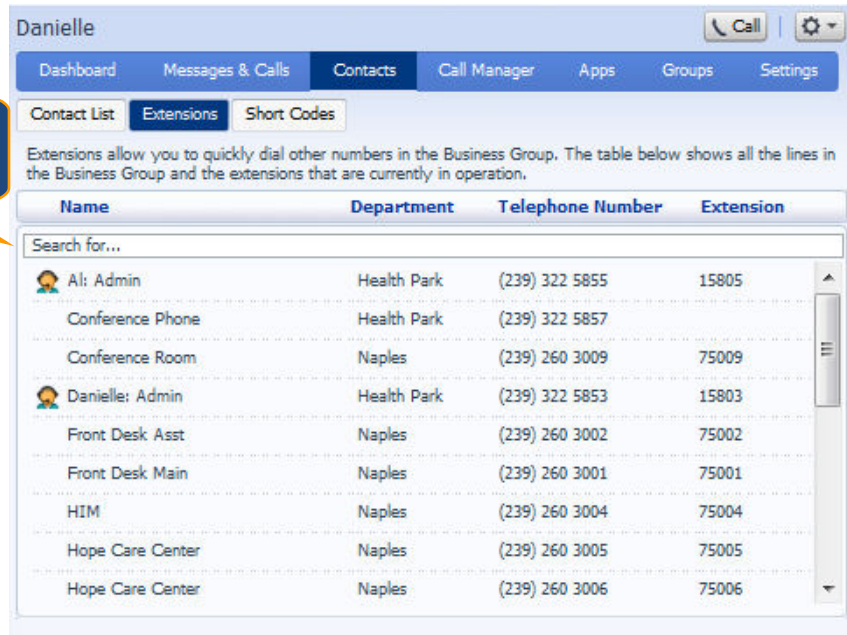
The Contacts page consists of a number of different sections, which you can select by clicking on the tabs.



To use Contacts, use the buttons and enter the information requested.

## Extensions

This screen allows you to see all the extensions in your system group. These are set by your System Administrator.



Search for a name, place, or number

Danielle

Dashboard Messages & Calls **Contacts** Call Manager Apps Groups Settings

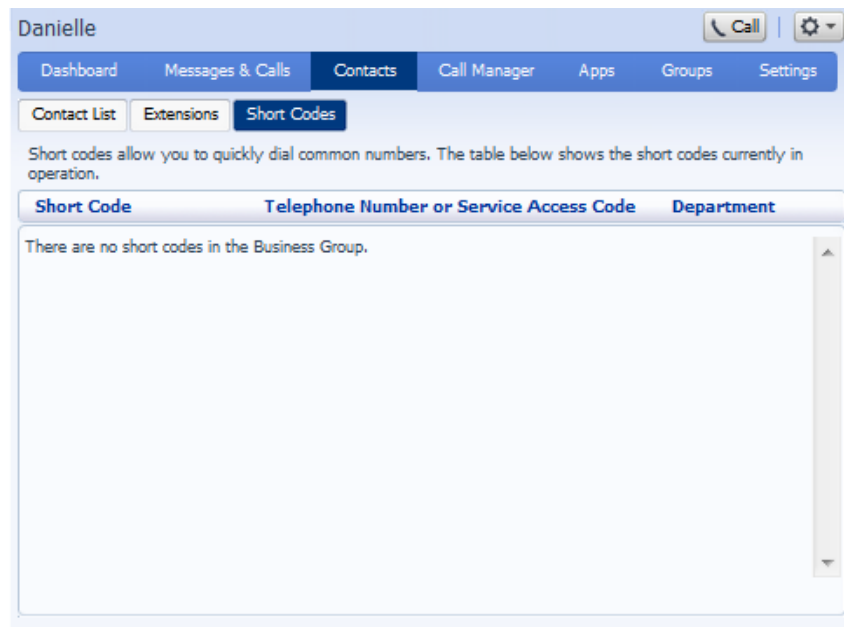
Contact List **Extensions** Short Codes

Extensions allow you to quickly dial other numbers in the Business Group. The table below shows all the lines in the Business Group and the extensions that are currently in operation.

Name	Department	Telephone Number	Extension
Search for...			
Al: Admin	Health Park	(239) 322 5855	15805
Conference Phone	Health Park	(239) 322 5857	
Conference Room	Naples	(239) 260 3009	75009
Danielle: Admin	Health Park	(239) 322 5853	15803
Front Desk Asst	Naples	(239) 260 3002	75002
Front Desk Main	Naples	(239) 260 3001	75001
HIM	Naples	(239) 260 3004	75004
Hope Care Center	Naples	(239) 260 3005	75005
Hope Care Center	Naples	(239) 260 3006	75006

## Short Codes

The Short Codes section is controlled by your System Administrator and is reserved for future use.



Danielle

Dashboard Messages & Calls **Contacts** Call Manager Apps Groups Settings

Contact List Extensions **Short Codes**

Short codes allow you to quickly dial common numbers. The table below shows the short codes currently in operation.

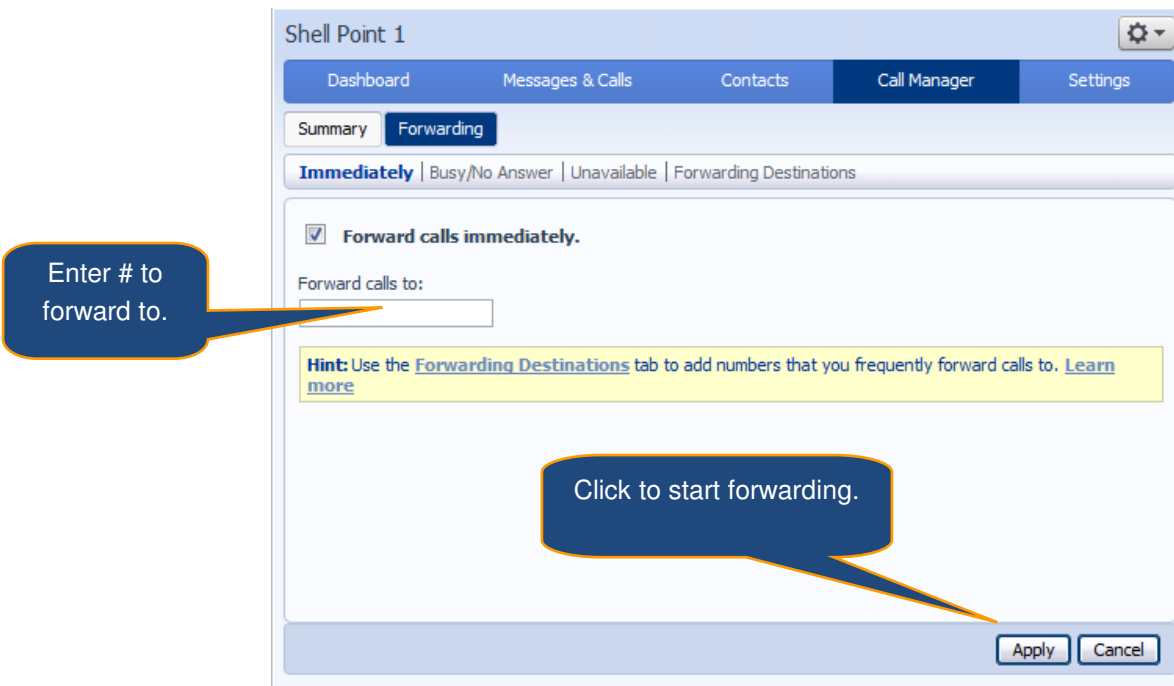
Short Code	Telephone Number or Service Access Code	Department
There are no short codes in the Business Group.		

## Call Manager

Allows you to control the flow of your calls. The initial screen summarizes your call flow.



You have several options for forwarding calls. Click *Forwarding* to see options. If you then check the *Forward Calls Immediately* box, you will be prompted to enter a number.



You can add labels/names to common numbers such as a colleague or cell phone by clicking on *Forwarding Destinations* and adding the name and number and clicking *Add*. Click *Apply* when you finish adding numbers.

Shell Point 1

Dashboard Messages & Calls Contacts **Call Manager** Settings

Summary **Forwarding**

Immediately | Busy/No Answer | Unavailable | **Forwarding Destinations**

Manage your forwarding destinations.

Destination	Number
T3	933330000

**New Destination**

Forwarding destinations allow you to configure where your forwarding services route to by name rather than number.

Destination:

Number:

Remove a destination

Enter # to forward to.

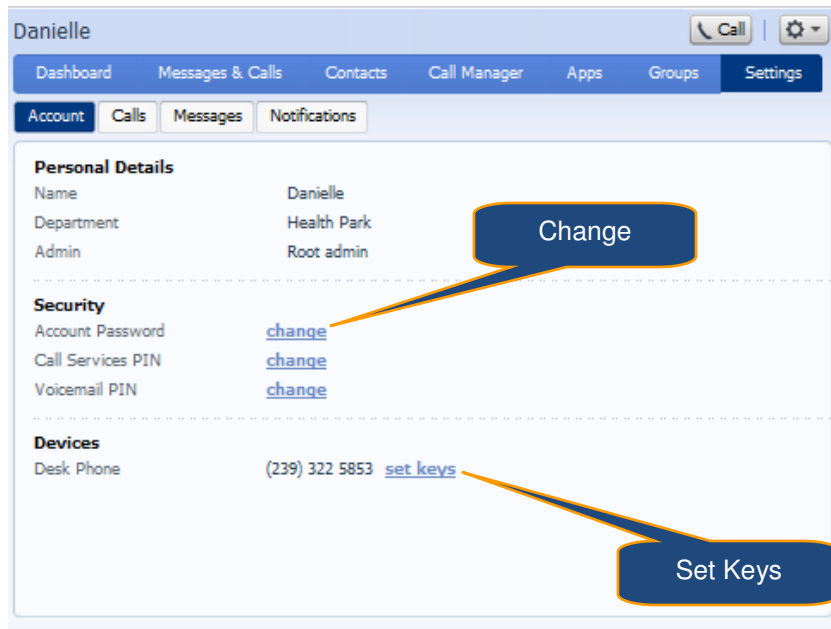
Enter label.

Click when done

After you enable forwarding, your *Summary* page will reflect the changes. Use care in changing *Busy/No Answer* or *Unavailable* screens as they interact with Voice Mail.

## Settings

You can change your passwords by clicking on the respective *change* links.



You can also, when allowed by your system administrator, program some of the keys on your phone by clicking *set keys* which will bring up a picture of your phone. Click on a button to change it.

In this example, we are programming button 5 to be a speed dial.



Some buttons are preconfigured and cannot be change