

# Legacy User Portal

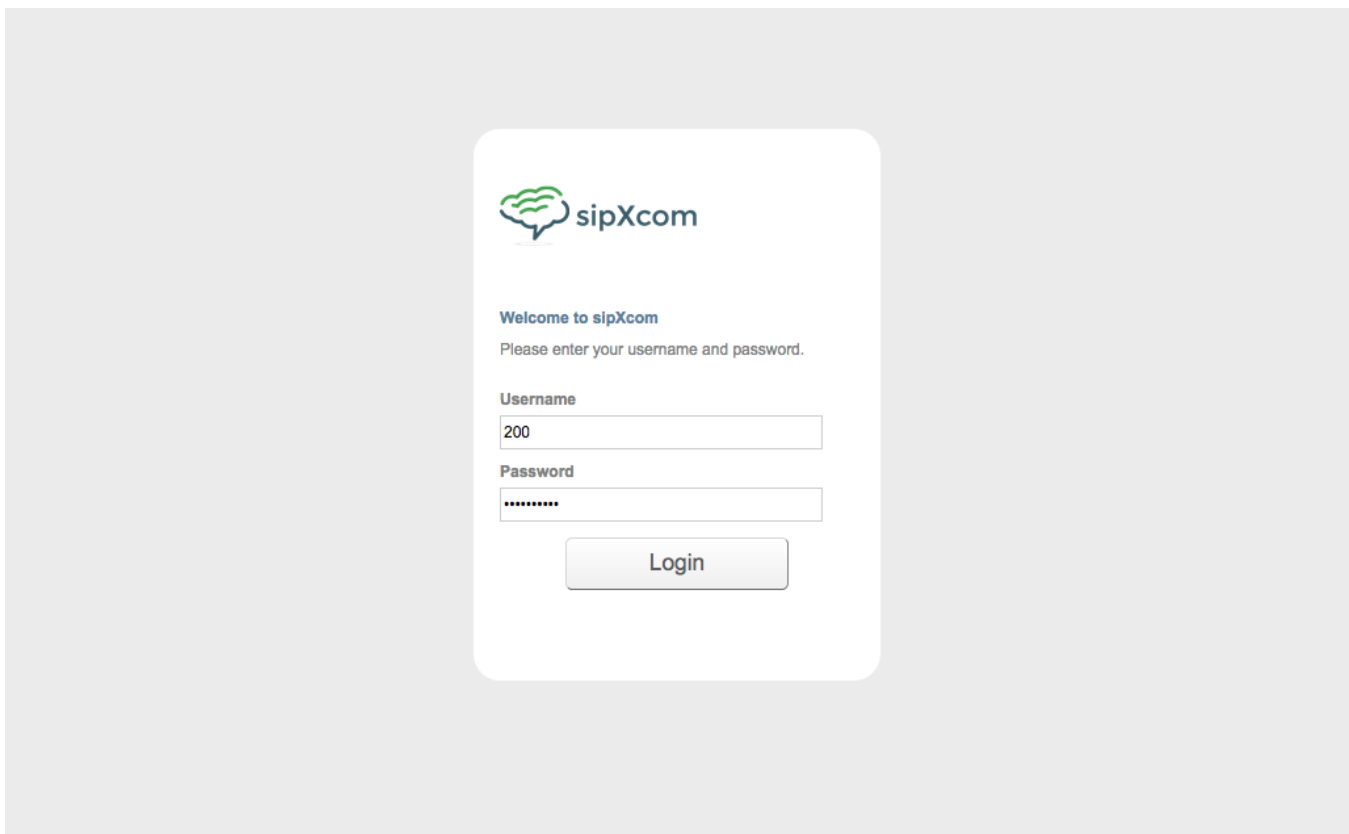
The Legacy User Portal uses the same framework as the Admin portal.

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## Login

To access the User Portal login to the web interface as a regular user.

A screenshot of the sipXcom login page. The page features a white login form centered on a light gray background. At the top of the form is the sipXcom logo, which consists of a green speech bubble icon and the text "sipXcom". Below the logo, the text "Welcome to sipXcom" is displayed in a blue font, followed by the instruction "Please enter your username and password." in a smaller, gray font. The form contains two input fields: "Username" with the value "200" and "Password" with a masked password represented by seven dots. A "Login" button is positioned below the password field.

## Voicemail

The Voicemail tab allows a user to see any new voicemail or conference recordings, play them, annotate them and delete them.

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## VOICEMAIL

- Inbox
- Conference
- Trash
- Saved

<input type="checkbox"/>	Subject	From	Date	Duration	Play
<< <   > >>					
More actions... 					

sipXcom 1410201502260316142015-02-26EST03:02:35 localhost.localdomain) update 1

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## User Settings and Profile

The My Information tab allows the user to configure various account settings such as user password, voicemail pin, email address, conference bridges, etc.

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## MY INFORMATION

Contact Information

Unified Messaging

Distribution List

Conferences

Instant Messaging

Music On Hold

Attendant

MyBuddy

Time Zone

Password

Confirm Password

This is used for log in to the user portal or XMPP. Minimum length is 8

Voicemail PIN

Confirm Voicemail PIN

This is used for log in to voicemail. Numeric PINs are recommended, since only numbers can be dialed. Minimum length is 4

Active greeting

Standard

Voicemail prompt callers will hear before leaving a message.

Language

Default

## Primary E-mail

E-mail address

Voicemail notification

No notification

The voicemail messages can be attached to the notification e-mail or not.

## Additional E-mail

Additional e-mail address

Voicemail notification

No notification

## Fax Service

Fax Extension

Faxes cannot be received until a primary or alternate email address is defined

Fax DID Number

Direct Inward Dialing number. Used to call from an external line

## Call Forwarding

Users can easily control their call forwarding settings under the Call Forwarding tab. Modify schedules and route calls however they'd like.

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## CALL FORWARDING

## Call Forwarding

Schedules

Extension 200 will ring first for

 seconds[Add Number](#)   forward to  ring for  seconds. [Delete](#)

If none of the above answers, the call will be forwarded to your voice mailbox.

Add internal extensions, external numbers or SIP addresses to redirect the call before it is sent to user's Voicemail. Calls are forwarded sequentially - *if no response* or in parallel - *at the same time*. If call is forwarded in parallel, all extensions ring and the call is transferred to the one that answers first.

Each extension can individually be enabled or disabled. Only enabled extensions affect the call forwarding behavior. Disabled extensions are saved for future use.

If none of the extensions on the list succeeds, the call is transferred to user's Voicemail. If the user does not have Voicemail permission, the caller hears a busy signal.

## Speed Dials

No need for users to call and have administrators add speed dials to their phones... User can accept speed dials from their user group or customize their own speed dials.

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## SPEED DIAL

[Add Number](#)

Name	Number	Subscribe to presence	
Jane	201	<input checked="" type="checkbox"/>	<a href="#">Delete</a> <a href="#">Down</a>
Top	202	<input type="checkbox"/>	<a href="#">Delete</a> <a href="#">Up</a>

Use Group Speed Dials

Warning: Enabling this option will delete all your existing Speed Dials and replace them with the Group Speed Dials

Speed dial numbers are defined on a per user basis. They are assigned to phones capable of speed dialing, for which the user is registered as the first line on the phone. Note that speed dial is not yet implemented for all the phones.

Make sure you choose names that can be displayed by the phone or attendant console you are using.

Subscribe to presence should only be used by phones that support this capability. Note that presence is not implemented on all phones.

When updating phones, all phones that are currently registered for the user will restart automatically.

## Call History

Users can see any calls they have made and download a CSV or Excel of their calls.

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## PERSONAL CALLS HISTORY

Start

End

Refresh every 30 seconds [Download](#)

- all -

From	To	Recipient	Start	Duration	Status
<< 1 >>					

This page will refresh automatically. You can switch automatic refreshing off by clearing the *Refresh* checkbox. You can also modify the refresh interval by clicking on the current interval and then enter a new value.

## Phonebook

The system phonebook is available to the user in the Phonebook tab. Users can also download copies of this for printing or editing.

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## PHONEBOOK

Number

Enter phone number or SIP URL and press Call to initiate a phone call.

[Download phonebook as vCard](#)  
[Download phonebook as CSV](#)

Search :  Default domain:

	First Name	Last Name	Phone	E-mail
▶	Joe	User	200	juser@sipxcom.org
▶	Jane	Doe	201	jdoe@sipxcom.org
▶	Top	Seller	202	tseller@sipxcom.org

## Phones

Under the Phones tab users can see any phones that are registered to their extension and what IP address they are coming from.

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## REGISTERED PHONES

Registered phones are operational and ready to make and receive calls. Phones that are not registered are turned off, do not have network connectivity, or are not properly configured.

 Refresh every 30 seconds

URI	Contact	Expiration [s]	Phone
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Refresh

This page will refresh automatically. You can switch automatic refreshing off by clearing the *Refresh* checkbox. You can also modify the refresh interval by clicking on the current interval and then enter a new value.