

Logging In

CommPortal subscribers can visit www.nextech.com/commportal, and enter their telephone number (main or additional number) followed by a password.

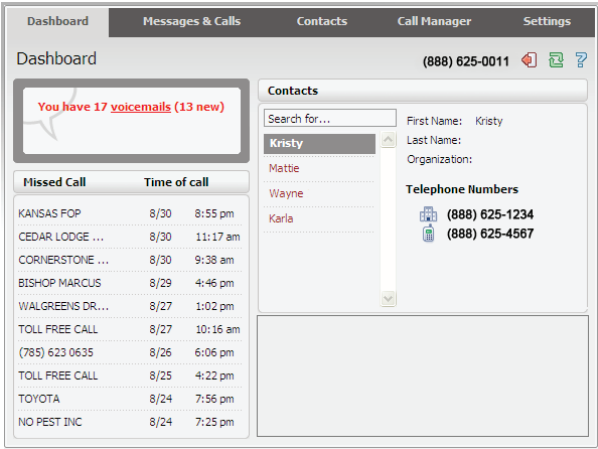
CommPortal Dashboard

The CommPortal interface allows a subscriber to manage every aspect of their account. For example, not only can they listen to voicemails, they can record new messages using a microphone attached to their PC, initiate calls and change the schedule that affects how their account deals with incoming calls.

Each major account feature is represented on a different tab. The subscriber clicks on each tab to bring up a new page of details, settings and options.

Dashboard Tab

The Dashboard is the initial screen most subscribers see when they first log in to CommPortal. The Dashboard provides a quick view of the most common CommPortal functions at a glance.



For instance, it provides an instant check of whether there are any new (unheard) voicemail messages for the subscriber. It also displays the total number of voice messages currently held in the subscriber's mailbox. A single click on either the voice messages link takes the subscriber to the Messages & Calls display for access to these messages.

The Dashboard also shows a list of the most recent missed (unanswered) calls to the subscriber's phone.

Messages & Calls Tab

The Messages & Calls tab provides access to voicemail and fax messages and lists of calls made, received and missed.

Using this display, subscribers can:

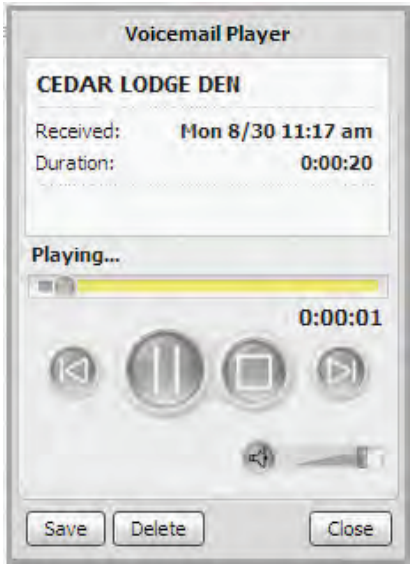
- listen to a specific voicemail by clicking on the entry in the list – with no need to listen to all messages to find the relevant one, as you would in a telephone user interface.
- use the Voicemail Player to play voicemail messages.
- see whether a message has already been heard, a message has been marked urgent or private, and the sender has requested a read receipt.
- mark a message as heard or new.
- delete messages when they are no longer needed.
- save a message to their computer.
- left-click on the icon on the right hand side of the message to:
 - add the sender to the Contact List.
 - record and send a voicemail message to another subscriber in reply to a selected message.
 - forward a selected voicemail to another subscriber, with the option to record an introductory message.
 - forward a selected voicemail as an email attachment, to one or more email addresses, and with the option to mark the email urgent or private.

Message Quotas

The  icon appears in the top right-hand corner when a subscriber's mailbox has exceeded 90% of its quota for voicemail messages. The subscriber can click on this icon to see a pop-up that shows the current status of their mailbox.

The Voicemail Player

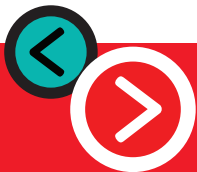
Subscribers can click on  the icon alongside any of their messages to launch the Voice-mail Player.



Information about the selected message will be displayed, and subscribers can then listen to the message by clicking on the Play button, and adjust the volume of the playback using the slider.



The subscriber can click on the or icons to move to the previous or next message in their mailbox without having to return to the Messages and Calls screen.



Contacts Tab

Contact lists allow subscribers to associate the name and details of a caller with one or more telephone numbers (such as home, office and cell phone numbers). Subscribers can also record postal and email addresses for their contacts. The interface includes a powerful search facility, allowing the subscriber to look up a contact by name, organization name, telephone number or address. Another great feature of the contacts tab is the ability to export your contacts for backup to a csv file.

- As well as being useful simply as a way of storing and retrieving contact details, contact lists enhance other services within CommPortal.
- The Messages & Calls tab makes use of the contact list to display the names of callers, or of people that the subscriber has called, rather than just their telephone numbers.
 - The auto-complete function provides a list of suggestions retrieved from the contact list when a subscriber enters data in a To, Cc or Bcc field, while sending messages to other subscribers.
 - Services such as Call Manager allow subscribers to specify accepted callers by selecting them from the contact list, without having to type in their numbers.

Call Manager Tab

The Call Manager tab allows subscribers to manage how incoming calls are handled. It provides a single management interface for all the services affecting incoming calls that the subscriber is subscribed to, so that he or she can easily see which services are active and how they interact.

Reminders Tab

The Reminders tab shows a list of the Reminders that have been scheduled. It allows the subscriber to enable or disable the reminders service, view and modify existing reminders, and add new ones, and record and play back the message to be used for each reminder, using the New Reminder or Edit Reminder pop-ups.

Settings Tab

The Settings tab provides access to various pages, giving details of Call Service settings that the subscriber is unlikely to change regularly. These include, for example, security options (password and PIN), forwarding preferences, messaging options and configuring a desk phone.

- Subscribers can use the Settings tab to change a number of options.
- They can configure auto-forward for all voicemail messages to a specified email address by turning on the feature, supplying the email address, choosing whether to leave a copy or delete any forwarded messages, and choosing whether to include action links in the outgoing message.
 - They can change their first and last name as displayed on the Messages & Calls tab.

Advanced Features

Easy Attendant	\$4.95
Find-Me-Follow-Me*	\$2.00
Home Intercom Service	\$1.00
SimRing*	\$2.00
CommPortal	\$2.00

*Free when purchased with Power of One Deluxe Package.

