

# Spectrum Enterprise Voice Management Portal End User Quick Start Guide

 [learn.uc.spectrumenterprise.net/spectrum-enterprise-voice-management-portal-end-user-quick-start-guide](https://learn.uc.spectrumenterprise.net/spectrum-enterprise-voice-management-portal-end-user-quick-start-guide)

November 6, 2024

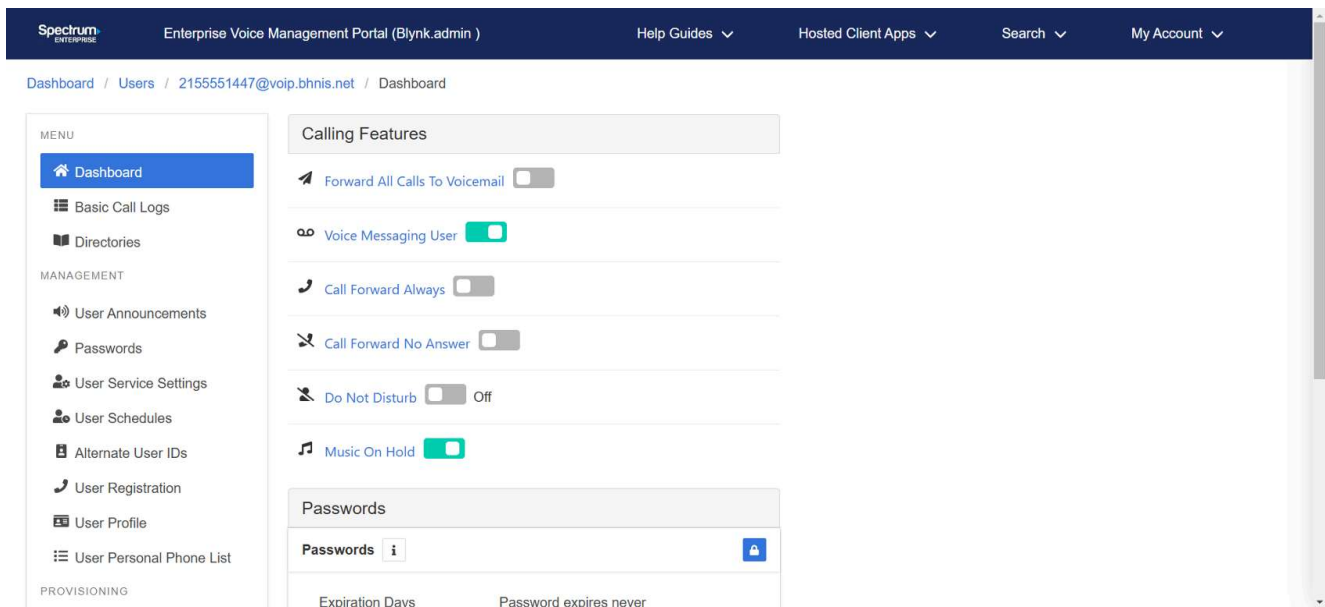
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## Get started: dashboard overview

Users can conveniently access various menus and settings from the service dashboard when logged in to the portal. Use this quick start guide to get a brief overview and general understanding of the menus and quick links you'll find throughout the dashboard, including how to access calling features, manage your password, and voicemail PIN.



The screenshot displays the Spectrum Enterprise Voice Management Portal dashboard. The top navigation bar includes the Spectrum logo, the user's name "Enterprise Voice Management Portal (Blynk.admin)", and links for "Help Guides", "Hosted Client Apps", "Search", and "My Account". Below the navigation bar, the breadcrumb trail reads "Dashboard / Users / 2155551447@voip.bhnis.net / Dashboard".

The dashboard is divided into three main sections:

- MENU:** A sidebar on the left containing links to "Dashboard" (highlighted), "Basic Call Logs", "Directories", "MANAGEMENT" (with sub-links for "User Announcements", "Passwords", "User Service Settings", "User Schedules", "Alternate User IDs", "User Registration", "User Profile", and "User Personal Phone List"), and "PROVISIONING".
- Calling Features:** A section on the right with toggle switches for "Forward All Calls To Voicemail", "Voice Messaging User" (checked), "Call Forward Always", "Call Forward No Answer", "Do Not Disturb" (set to Off), and "Music On Hold" (checked).
- Passwords:** A section at the bottom right showing a "Passwords" field with an information icon and a lock icon, and a "Expiration Days" field with the text "Password expires never".

## Explore the dashboard

Find quick access links in the middle of the dashboard to some of the most frequently used areas of the portal, including:

- **Calling Features** - Select the toggle of a calling feature to activate it. Then click on the feature to manage its behavior and specific configuration.
- **Broadworks Anywhere** - Toggle on **Broadworks Anywhere** for the phone numbers listed to receive work calls on the desired device.
- **Passwords** - You can reset your password and passcode from the user portal.
- **Voicemail PIN**- You can reset your voicemail PIN from the user portal.

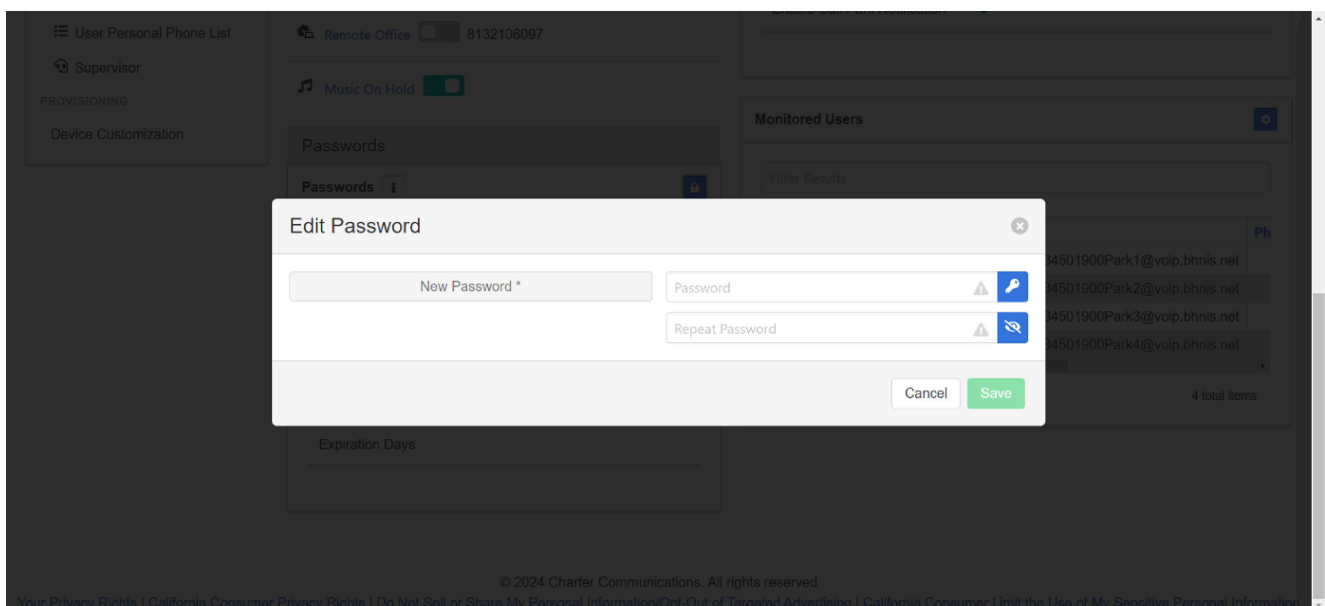
A helpful menu stays at the top of the dashboard throughout the portal. This feature allows you to view your account, and access hosted client apps. You can also expand a search menu for users and phone numbers.

Get help and find answers to questions through the documentation in the **Help Guides** tab in the header menu, or click the **Info** icon throughout the portal to get more information on features, menus, and more.

## Change your password

To change your user portal password:

1. From the user dashboard, locate and click the **Passwords** tab or tile.
2. Select the **Lock** icon.
3. Enter your current password.
4. Enter a new password and confirm.
5. Select **Save**.



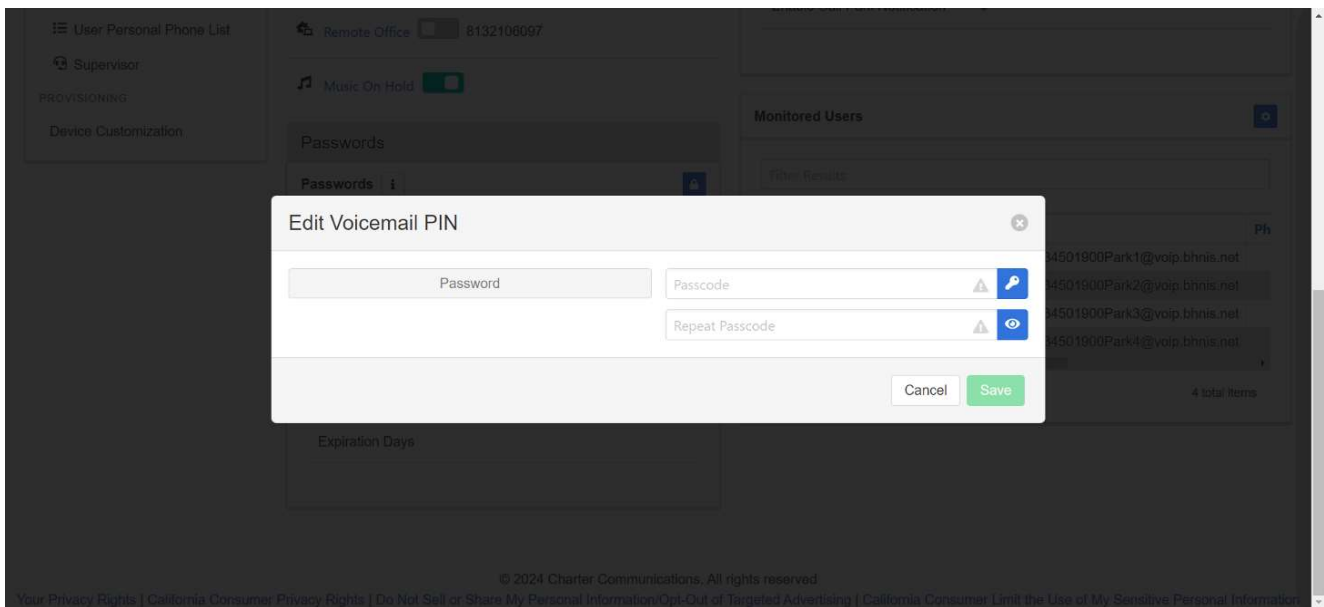
## Voicemail PIN

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1. Click on the **Settings** icon.
2. Enter the new PIN in the **Passcode** field. When complete, re-enter the passcode in the **Repeat Passcode** field.

You can also have the system generate your passcode by clicking the **Key** icon. When clicked this will generate the same entry in both fields.

1. Click **Save**.



## Log out

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To log out of the user portal, select **My Account** from the top navigation, then select **Logout**.

