

User Voice Mail Set Up

From the hand set:

- Dial the user extension or Voice Portal
- Enter the default password (1111)
- Follow prompts to change password and record greeting
- Follow prompts for additional user settings

To Change your password from the portal:

- Go to <https://las-web-1.commpartners.us/Login/>
- Log in with your web portal username and password
- From **Profile** select **Passwords**

The screenshot shows the 'Profile' page in a web portal. On the left is a navigation menu with 'Options:' and a list of links: Profile (selected), Incoming Calls, Outgoing Calls, Call Control, Messaging, and Utilities. The main content area is titled 'Profile' and has two tabs: 'Basic' (selected) and 'Advanced'. Under the 'Basic' tab, there are three sections: 'Profile' (with a description: 'Display and configure profile information such as your name, number, extension, address, department, and device.'), 'Passwords' (with a description: 'Set web access and voice portal passwords.'), and 'Time Schedule' (with a description: 'Add, modify, or remove time schedules'). The 'Advanced' tab is currently empty, showing the message: 'None of the menu items in this category are enabled.'

- Select the radio button in “Set voice portal password”
- Enter the current voicemail password
- Type the new password
- Re-type the new password
- Select Apply

The screenshot shows the 'Passwords' page in a web portal. On the left is the same navigation menu as in the previous screenshot. The main content area is titled 'Passwords' and has a description: 'Passwords allows you configure your passwords for the web portal and/or voice portal.' Below the description are three buttons: 'OK', 'Apply', and 'Cancel'. There are two radio buttons: 'Set web access password' (unselected) and 'Set voice portal password' (selected). Below the radio buttons is a 'Reset Password' section with three input fields: '* Type current password:', '* Type new password:', and '* Re-type new password:'. Each input field contains four black dots. At the bottom of the page are three buttons: 'OK', 'Apply', and 'Cancel'.