

Spectra Access Digital Voice web portal is a gateway to your digital voices services that provides information on your services, access voice message, view call detail records, and make basic changes to services.

Welcome to the Administration Portal.

Access to the web portal is done by accessing the following link <http://sip.spectraaccess.net> and logging in with your username/password providing to you at the time your voice services were installed. If you do not know them, please call Spectra Access at (603)296-0760 or contact us via the web at <http://support.spectraaccess.com>.

Enter your user name and password to login

Username :

Password :

v. 3.9.0.80

Upon logging in you will see the home page that provides links names "**Home**", "**Settings**", "**Billing**", & "**Emergency settings**".

**Please note:** The "Emergency settings" link is currently not used. E-911 services are instead provided using the information configured via the "Settings", "Account Information" screen (additional information provided below).

## Web Portal >> Home

**Your Charges** - This function is not currently in use and any data that is display has no bearing on your account. Please ignore this display.

**Voice Message(s)** - This displays the Voicemail messages that are currently waiting in your Voicemail Box.

**Recently Sent/Received Calls** - This displays the call history of your account for both incoming and outgoing calls.

**Caller-IDs** - This function is disabled. Your account's Caller ID is setup initially at sign-up. Please contact Spectra Access if changes are needed.

Home Settings Billing Emergency settings

- Your charges
- Voice Message(s) : 10 new message(s)
- Recently Sent Calls
- Recently Received Calls
- Caller-IDs

## Web Portal >> Settings

**Account Information** - This displays your active account information.

**Please Note:** It is very important that you keep fields up to date. The address fields are used to populate the E-911 database and the "Contact phone number" is used when your account is unregistered and we cannot reach you (usually a cell phone #).

Under the Account Information, the "**Receive invoice by email ?**" is currently not active. If you would like to receive your invoices via email, please contact Spectra Access

Home Settings Billing Emergency settings

Account Information

Account-Id	Spectra_Access
Number of Channels	0
First name	<input type="text" value="Mike"/>
Last name	<input type="text" value="Smith"/>
Address 1	<input type="text" value="25 Lowell Street"/>
Address 2	<input type="text" value="Suite 407"/>
City	<input type="text" value="Manchester"/>
Country	<input type="text" value="United States"/>
Postal code	<input type="text" value="03101"/>
Contact phone number	<input type="text"/>
Email	<input type="text"/>
Language	<input type="text" value="English"/>
Time zone	<input type="text" value="America/Montreal"/>

**SIP Users** - This displays your account's SIP Registrations. By clicking on the edit button to the right of your registration, you can edit the call forwarding functionality of your account.

For more information on call forwarding settings and fail-over voice mail, please see section on "**Account Call Control**".

**Web Access Password** - This optional function allows you to change your current web portal password.

### Web Portal >> Billing (Currently not Active)

The billing functionality is not currently in use. Any data displayed should be ignored.



### Account Call Control

Spectra Access offers two different options to use for times when your office loses Internet or power for an extended length of time. One option is to use the call forwarding features of the system. For example, A phone call is place to your office, however your registration is down due to and Internet problem. The call would be forwarded to a telephone number that you assign in the web portal. The other option is to have our system's backup voice mail answer the call. This voice mail function works as a backup when there is an issue getting a call to your office. In the above scenario, the incoming call would be routed back to our phone switch then to a voice mail box with your greeting.

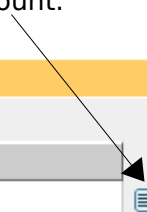
After the message is received, the voice mail system delivers an email to an address that you have provided. Attached to the email is a .WAV file which is a recording of your received voice mail. The Voicemail system also can be reached from outside the office by calling (603) 935-5402.

For more information regarding the voice mail system, please see the Spectra Access ( digital voice Voicemail Guide.

### Web Portal >> Settings

**SIP Users** - This displays your account's SIP Registrations. By clicking on the edit button to the right of your registration, you can edit the call forwarding functionality of your account.

SIP Users					
User-Id	Extension	Last Name	First Name	Voice Password	Email
Spectra_Test	16039355407				



## How to Setup Call Forwarding

When my status is	Forward calls	
- Available	To <input checked="" type="radio"/> default number	<input type="radio"/> this number <input type="text"/>
... And the line is busy	To <input checked="" type="radio"/> voice mail	<input type="radio"/> this number <input type="text"/>
... And I don't answer the call after <input type="text" value="5"/> rings	To <input checked="" type="radio"/> voice mail	<input type="radio"/> this number <input type="text"/>
- Not Available	To <input checked="" type="radio"/> voice mail	<input type="radio"/> this number <input type="text"/>

When User Status is:

**Available** - This method is also referred to as "Call Forward All". If the radio button is checked to "**default number**" then calls will come into your office as usual.

To call forward all of your incoming calls to a different number check off the radio button and type in the number you wish to forward to using standard format. IE: 16036220500

**And the line is busy** - This method is also referred to as "Call Forward Busy". If the radio button is checked to "voice mail" then calls will get placed in your Spectra Access Voicemail when all your lines are in use. To call forward busy your incoming calls to a different number check off the radio button and type in the number you wish to forward to using standard format. IE: 16036220500

**And user doesn't answer after X rings** - This method is also referred to as "Follow Me". If the radio button is checked to "voice mail" then calls will get placed in your Spectra Access Voicemail after a set number of rings.

To call forward after a set number of rings to a different number check off the radio button and type in the number you wish to forward to using standard format. IE: 16036220500