
Accessing User Extension Portal

The User Extension Portal is an individual access portal provided for every extension configured on the UC^X with a voice mail account enabled.

To access the **User Extension Portal**, perform the following steps:

1. In your Internet browser, enter the address of the UC^X system followed by **/recordings** (e.g. **192.168.1.200/recordings** if the default IP address is used)
2. If you get a prompt that the website you're trying to access has a problem with its security certificate, select the option to proceed to the website. You may want to add the UC^X system's IP address to your browser's permanent exceptions list if you do not want to encounter this warning again (please refer to the browser documentation for more information).
3. The login page is displayed. Login using your voicemail extension number and password. For example, for extension 510 with the password 829510, you would enter the following values:
 - Login = **510**
 - Password = 829510

Access to the User Extension Portal is recommended only if a user requires some functionality that is available only via the portal. We highly recommend the administrator define strong passwords for the user's voice mail as it will be used to access the user extension portal.

1. Voicemail

The first page displayed after logging in is the **Voicemail** page. Here you can view and organize all your voice mail messages.

Call Monitor
Voicemail

Feature Codes
Follow Me
Phone Features

VmX™ Locator
Settings

Logout

Folders:

INBOX (0)
Old (2)
Urgent (0)

Voicemail for SIP 510 (510)

 Folder Results 0

select: all none

Date	Time	Caller ID	Priority	Orig Mailbox	Duration	Playback	Download
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2. Call Monitor

If the extension is configured for call recording, the **Call Monitor** page is where you can view, listen and download all your call recordings associated with this extension, including ad-hoc conferences.

Call Monitor
Voicemail

Feature Codes
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Logout

Call Monitor for SIP 510 (510)

 duration Results 1 - 15 of 117

select: all none

Date	Time	Caller ID	Source	Destination	Duration	Monitor	
2014-09-08	09:00:01	"Announcement"	Scheduler	510	12 sec		
2014-09-01	09:00:01	"Announcement"	Scheduler	510	24 sec		
2014-08-25	09:00:01	"Announcement"	Scheduler	510	24 sec		
2014-08-18	09:00:01	"Announcement"	Scheduler	510	24 sec		
<input type="checkbox"/>	2014-08-13	10:03:17	"Wifi phone" <515>	515	510	8 sec	
	2014-08-11	09:00:01	"Announcement"	Scheduler	510	13 sec	
	2014-08-04	09:00:01	"Announcement"	Scheduler	510	24 sec	
<input type="checkbox"/>	2014-07-31	08:53:47	"SIP 509" <509>	509	*80510	5 sec	
<input type="checkbox"/>	2014-07-31	08:51:21	"SIP 509" <509>	509	*80510	5 sec	
	2014-07-31	08:51:04	"SIP 510" <510>	510	*54	4 sec	
<input type="checkbox"/>	2014-07-28	12:32:51	"SIP 509" <509>	509	510	21 sec	
<input type="checkbox"/>	2014-07-28	12:29:53	"SIP 510" <510>	510	vmu509	46 sec	
	2014-07-28	12:26:34	"SIP 510" <510>	510	*97	105 sec	
<input type="checkbox"/>	2014-07-21	13:56:10	"SIP 510" <510>	510	509	52 sec	
<input type="checkbox"/>	2014-07-21	12:50:19	"SIP 510" <510>	510	509	39 sec	

3. Feature Codes

The **Feature Codes** page provides a complete list of feature codes available to the user.

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Feature Codes for SIP 510 (510)

Handset Feature Code	Action
*30	Blacklist a number
*31	Remove a number from the blacklist
*32	Blacklist the last caller
*52	Call Forward No Answer/Unavailable Activate
*520	Call Forward No Answer/Unavailable Prompting Activate
*53	Call Forward No Answer/Unavailable Deactivate
*72	Call Forward All Activate
*720	Call Forward All Prompting Activate
*73	Call Forward All Deactivate
*74	Call Forward All Prompting Deactivate
*740	Call Forward Toggle
*90	Call Forward Busy Activate
*900	Call Forward Busy Prompting Activate
*91	Call Forward Busy Deactivate
*92	Call Forward Busy Prompting Deactivate
*70	Call Waiting - Activate
*71	Call Waiting - Deactivate

4. Follow Me

If the follow me feature is enabled for the user, the **Follow Me** list and its parameters can be managed by the user on this page.

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Voicemail

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Followme Settings for SIP 510 (510)

Enable

Follow Me List:

Ring 510 First For: seconds

Ring Followme List for: seconds

Use Confirmation: Enable

5. Phone Features

This page allows the user to configure some of the **Phone Features** like Call Waiting, Do Not Disturb (or Make Set Busy), Call Forwarding etc.

Call Monitor
Voicemail

Feature Codes
Follow Me
Phone Features

VmX™ Locator
Settings

Logout

Phone Features for SIP 510 (510)

Phone Features

Call Waiting

Do Not Disturb

Call Screening:

Ringtimer:

CallForward Ringtimer:

Call Forwarding

Unconditional: Enable

Unavailable: Enable

Busy: Enable

6. VmX Locator Settings

If VmX Locator is enabled for the user, the **VmX Locator Settings** can be configured by the user from this page.

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VmX Locator™ Settings for SIP 510 (510)

Use When: unavailable busy

Voicemail Instructions: Standard voicemail prompts.

Press 0: Go To Operator

Press 1: Send to Follow-Me

Press 2: