

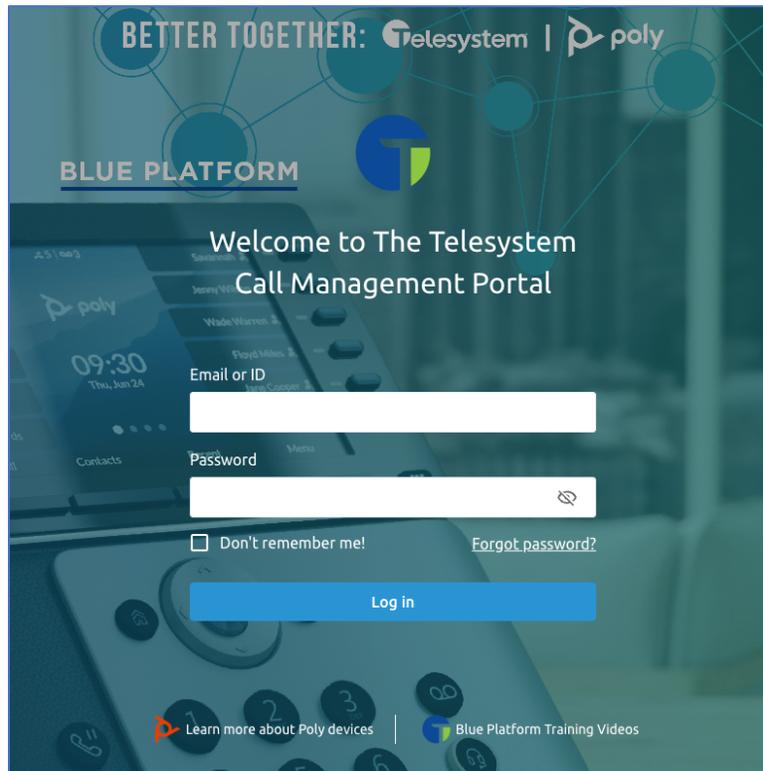


# Call Management Portal

## Quick Start Guide

Use this portal to remotely access the settings and features available for your new Telesystem VoIP Phone System.

**Step 1:** Open your web browser and navigate to: <https://UCCallPortal.TrustTelesystem.com/>



**Step 2:** Enter your Email or ID and password, then click the “Log in” button.

**ID** = Your 10-digit telephone number (no dashes/space/characters)

**Password** = Please contact your system administrator to obtain your password

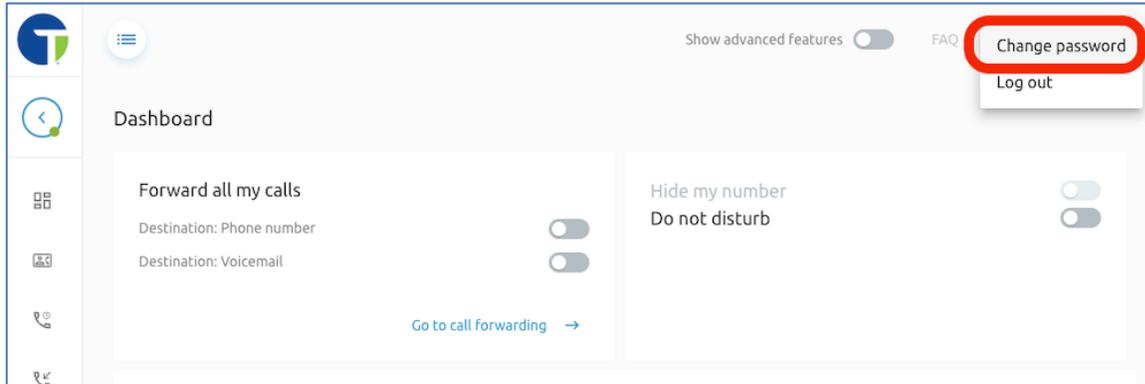
**NOTE:** If you have a Webex account or an email address associated with your account, you can also use your email address as the ID and use the Forgot password link to reset your password yourself.

**NOTE 2:** If you have a Webex account, your Webex password and your Call Management Portal Password are the same password. Changing your Call Management Portal Password will also update your Webex account password.

**Step 3:** Once you are logged in, you will have access to control features such as Call Forwarding, Do Not Disturb, Call Blocking, Voicemail, and many more. Videos detailing how to manage those features available on [the Resources page of our website](#).

## Changing Your Password

Once you are logged into the portal, users can change their own password by clicking on the profile icon  in the top, right-hand corner, then selecting **Change password**.

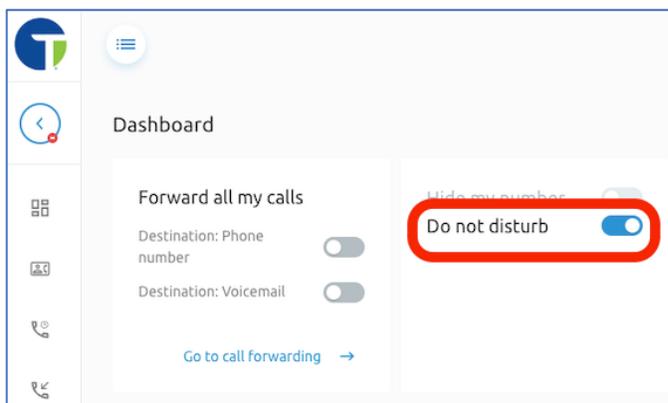


In the pop-up window, enter your old password, and then the new password you want to use. The new password must be a strong password that contains uppercase & lowercase letters, a number, and a special character. There is a minimum of 12 characters for the new password.

## Do Not Disturb

The Do Not Disturb feature can be used to block incoming calls from ringing into your line. You can still use your line to make outbound calls when this feature is enabled. If you have voicemail, inbound calls will be sent directly to your voicemail box to leave a message when the feature is turned on. If you do not have voicemail enabled on your line, then callers will get a busy signal.

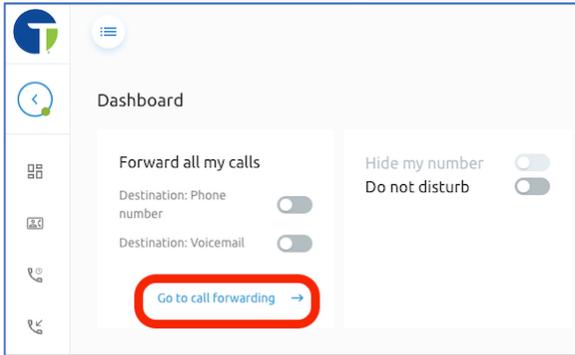
The quickest way to enable Do Not Disturb for users is from the Dashboard. Use the toggle switch to turn the feature on or off. The switch will show grey when the feature is disabled, or blue when it is enabled.



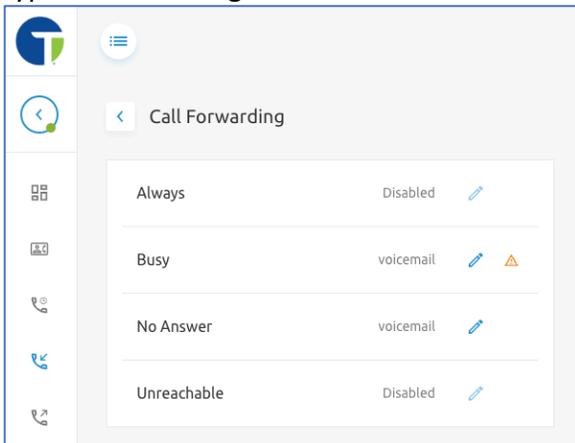
## Call Forwarding

Call Forwarding allows users to redirect calls to another location such as a cell phone, home phone, or other user/extension. Users can setup forwarding to occur immediately for all inbound calls or choose to forward when there is no answer after a number of rings, or when the line is busy.

To configure Call Forwarding, from the Dashboard click on “Go to call forwarding”.



Choose the forwarding option you want to edit/configure by clicking on the pencil icon  for the type of forwarding.



And then set your destination by typing in the phone number or extension where calls should be forwarded to in the “Phone number” field. Then click “Save”.

