# TouchTone Quick Start Guide: Accessing the Web Portal

## 1. Login

Login into the Business VoIP Web Portal at businessvoip.touchtone.net using your user name and password.

*Your user name and password can be found in your Welcome Package.*

## 2. Calling Feature Options

Once logged into the Web Portal you can configure new calling feature settings, or change existing ones. Features are organized in the following groups (options). These options can be found on the left-hand side of the screen. See figure below.

**Options**

- Profile
- Incoming Calls
- Outgoing Calls
- Calling Plans
- Client Applications
- Service Scripts
- Utilities
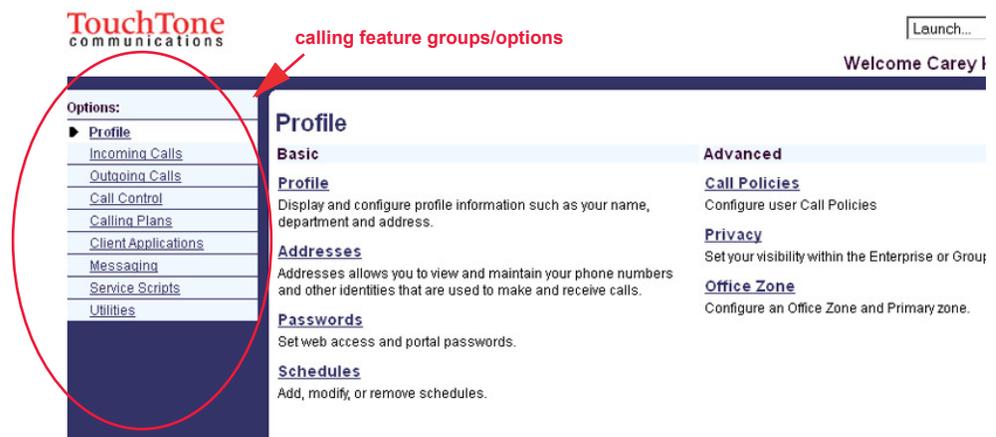


Each calling feature Option has its own set of individual features and configurations. Click on the Option you would like see additional features for. Your additional settings will appear on the right-hand side of the screen. Click on the feature you would like to configure.

For example, under OUTGOING CALLS, you can configure your:

- Automatic Callback
- Call Return
- Calling Party Category
- Last Number Redial
- Line ID Blocking
- Speed Dial 8
- Speed Dial 100
- Communication Barring User-Control
- Personal Phone List
- Preferred Carrier User
- Two-Stage Dialing
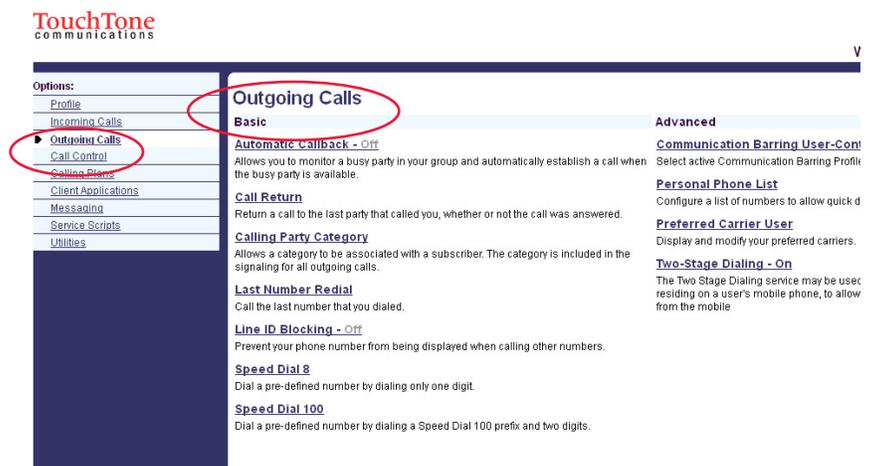
## 3. Help

At anytime while logged in, you can access a comprehensive step-by-step help guide to help you navigate the Portal and your features. You can access this guide at any time by clicking on the HELP button located in the upper right hand side of your screen.

The information each HELP button provides differs from page to page and provides information specific to the page you are currently on. For example, if you wish to know more information about a certain feature, simply click on that feature and press the HELP button. You will be given more information about what the feature does, plus all the configurable options that the feature has.
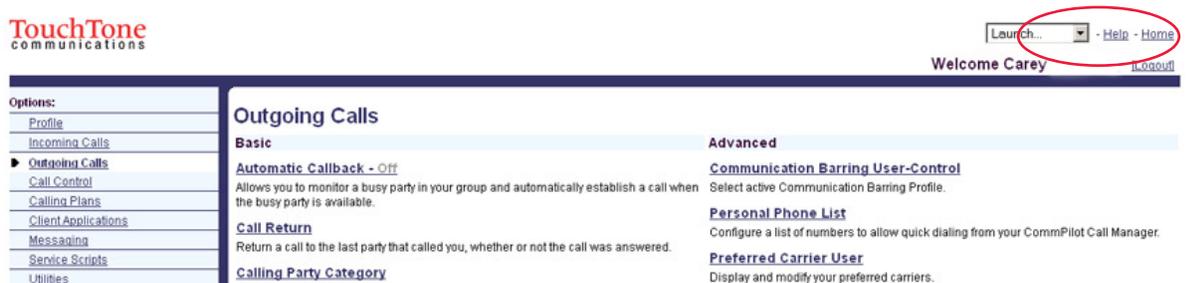


## 4. Site Navigation (admin user level only)

The Web Portal is setup in a hierarchal fashion, with the Group Services at the initial home or Group Level, and the User Functions on the user level.  You can determine which level you are at by looking in the upper left-hand corner of your portal screen (see figure below).

This figure shows the Account a1demo under the User level. To return to the Group level, simply click on "Group" in the upper left-hand corner, or "Home" in the upper right-hand corner of your screen.