

# Pod CommPortal For Administrators

Why not pop over to [Pod Unified Communications](#) YouTube Channel where you can see some of the great features of the Pod CommPortal and client.

## Pod CommPortal for Administrators

Help Overview	The business group administrator tutorial. The hosted voice solution provides the control needed to make day to day changes necessary to keep your business going.	<a href="#">Click to Play</a>
Call Manager Guide	This video shows you how to edit individual line settings, account password information, voicemail reset and the devices assigned to the user.	<a href="#">Click to Play</a>
How to Change Password and PIN	Shows how to reset a user's account password or voicemail pin.	<a href="#">Click to Play</a>
How to Create an Administrator	How to create administrators, or sub sub administrators to the business group.	<a href="#">Click to Play</a>
Easy Attendant User Guide	How to configure the Easy Attendant and route calls to various destinations: - individual employees - specific departments - voicemail - announcement messages - dialing menu options	<a href="#">Click to Play</a>
How to Assign Users to Departments	How to create departments and assign users	<a href="#">Click to Play</a>
Adding Extensions	An extension allows users to dial a number within the business group, without dialing the full number.	<a href="#">Click to Play</a>

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🕒 Revision #5

★ Created Tue, Mar 10, 2020 11:34 AM by [Admin](#)

✎ Updated Tue, Mar 10, 2020 12:06 PM by [Admin](#)