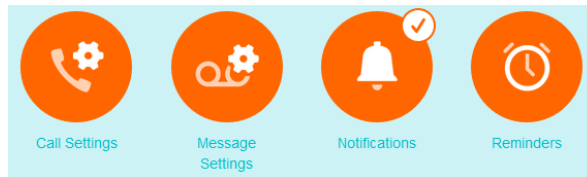


Changing Settings

You can view and change your CommPortal settings directly from the CommPortal Home page, using the following icons.



- Click **Call Settings** to configure your call services, select how caller ID is displayed, and enter details for Call Forwarding, Call Blocking and Call Jump.

- Click **Message Settings** to control how your messages are handled, configure Mailbox Access settings, and record a Voicemail Greeting.

- Click **Notifications** to set up how you will receive notifications whenever you receive new messages.

- Click **Reminders** to set up single or recurring call reminders.

On the bottom panel, you can view your account information, change your security settings, and configure your phone keys.

Personal Details	Security	Support
Noise Test seat 1	Change Password	Help
Devices	Change Call Services PIN	Downloads
Allocated Licenses	Change Security Email	Send Feedback
	Change Voicemail PIN	

- Click **Devices** and then select 'set keys' to configure your desk phone.

- Click **Change Password** or **Change Call Services PIN** to set a new password.

- Click **Send Feedback** to launch a pop-up where you can report any bugs with the CommPortal interface or send a suggestion for improvements or new features.

🔄 Revision #2

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