# icoce

To connect into the conference, press MORE softkey then CONF softkey again. "To iCore Conference" will appear on the Phone Screen
If recipient does NOT want to join the conference, Toggle up to call on hold

and Press **RESUME** softkey to speak to the caller

# Call Park (MC Park):

- Press **MORE** softkey twice, press **MC PARK** softkey, Record Park Number, then hang up or press **END CALL** softkey
- Retrieve call from any phone by dialing Park Number

#### Forward your phone:

• Press Forward softkey, enter the number for calls to be forward to and press Forward softkey again

• To deactivate, press Forward



# ICOCE

Vinice over Drivate Internet (VinDT)

# WEBPORTAL QUICK TIPS 888.470.8647

www.icore.com/support

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#### View Your Call Log:

- Click on the CALL MANAGEMENT tab
- In the LOGS tab you can view your call logs; this tab will display your last 100 calls.

#### Set Speed Dials:

- Click on CALL MANGEMENT TAB
- •Click on SPEED DIALS
- Click SET SPEED DIAL on bottom right
- Enter the Name and Phone Number, then click SAVE
- Repeat to Add up to 4 softkeys as Speed Dials

#### Change your Webportal Password:

• Click on OPTIONS tab, then PASSWORD sub tab

#### Setup and Enable "Find Me" Forwarding:

- Click on the CALL MANGEMENT tab
- Click on the FIND ME sub tab
- Click ADD at the bottom of the page to build a new list
- Click ADD at the bottom of the next page to add numbers to the list
- Input phone "Nickname" and "Phone Number" and Select a challenge type or select "No Challenge"
- Click SAVE, then Click the BACK button on the bottom of the page
- Click on the CALL TREATMENT tab
- Under the FUNCTIONS column, click on the EDIT icon
- From drop down menu, select **FIND ME**, select the list, then click **SAVE** at the bottom
- For advanced "Time of Day" options, click ADVANCED

- Log In:
- Enter your webportal URL (webportal.icore.com) in your Internet Browser
- Enter your full phone number (no spaces or dashes)
- Enter your password (Default Password: Please Call)

\*To enable full functionality, you will need to follow two steps:

- Install Active X software upon logging in
- Click on the **OPTIONS** tab, then the **PROFLE** tab and enter **CA ADDRESS** 1: 204.16.177.20

# Access the Corporate Directory:

- Click on the DIRECTORY Tab
- Click on CORPORATE sub tab: Here, you can "Click to Call"

# Access your Personal Directory:

- Click on DIRECTORY Tab
- Click on **PERSONAL** sub tab: Here, you can add/import personal contacts and "Click to Call"

# **Check Voicemail Remotely:**

• Click on **VOICEMAIL** tab: Here, you can view, listen, forward, save and delete messages.

# Enable Voicemail to E mail:

- Click on the VOICEMAIL tab
- Click on the OPTIONS sub tab
- Check the box next to "Enable Email Forwarding"
- Input desired e mail address, then click SUBMIT at the bottom of the page.