**Your User Portal Dashboard – Magnet Voice**

1. Log onto the system using the information in the information pack
2. The first screen you are presented with is the phonebook screen which shows all the numbers and internal users that are currently on your phone book
3. Use the options at the top of the list to change the view of the phonebook to your personal preference
4. The next screen is internal users, this allows you to see all of the users on you system and from here you can choose to call them or to instant message them
5. The next screen is voicemail which you can see your voicemails and recorded calls, it also gives you a number of options for the voicemail, you can call back, save the contact details and download the voicemail
6. The next screen is call log, here you can see all of the call that have been made on the system, this include ingoing and outgoing calls as well as missed calls
7. The next screen is call forwarding, all call forwarding is disabled by default, to change this, click on the drop down menu and choose what you want the call to forward to whether it be user or an auto-attendant
8. The next screen is phone volume, this allows you to change the volume setting of your phone
9. The next screen is system settings, this allows you to customise your user portal and your magnet voice to your choosing
10. The next screen is function keys, here you can choose the specific functions of the buttons on your soft phone, to change the key simply click on it and choose the option you want
11. The final screen is the video rooms, here you can create or join video rooms. To create a room you can make reservation in one of the meet me conference rooms and give the session a start time and a duration, you can also see if there is any other reservation for the rooms
12. And finally is the side bar, which allows you to see active calls, parked calls, and pickup option