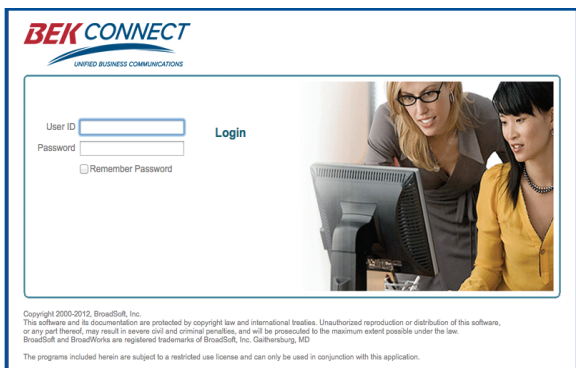


WEB PORTAL LOGIN - REFERENCE GUIDE

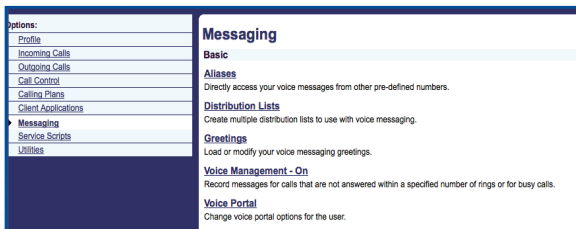


Log In

1. Go to **bekconnect.com** and scroll to the bottom of the page and click the BEK Connect Portal Login Page link.
2. Enter your 10 digit assigned user ID. It is the same as your Direct Inward Dial (DID) number on the phone. Do not use spaces, dashes or parentheses.
3. Enter your password.
NOTE: The default password will be given at the time of installation. Change it to one with a minimum of 8 characters, and at least one upper and/or lower case, number and 1 special character.
4. Press **Enter** or **Login**

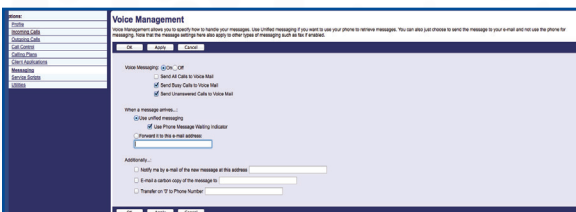


Remember your password for future logins



Setup Voicemail to Email

1. Click on **Messaging** on the left side of the screen
2. Click on **Voice Management – On**
3. Click on the box in front of **“E-mail a carbon copy of the message to”** [enter the desired email address]
4. Click **OK**



Set up Speed Dials

1. Click on **Outgoing Calls** on the left side of the screen
2. If you think you won't need more than eight speed dials, click on **Speed Dial 8**
3. Enter the desired phone numbers the same way you dial, and matching description
4. Click **OK**
5. If you think you will need more than eight speed dials, click **Speed Dial 100**
 6. Click the **“Add”** button toward the top
 7. Select a Speed Code number (00 through 99) from the drop-down list
 8. Enter the description and phone number
 9. Click **OK**, repeat steps 6 – 8 for each number added

Call Forward

1. Click on **Incoming Calls** on the left side of the screen
2. Click on **Call Forwarding Always**
3. Click the **“On”** box and enter the phone number you want your calls forwarded to
4. Click **OK**

Emergency Failover Number

1. Click on **Incoming Calls** on the left side of the screen
2. Click on **Call Forwarding Not Reachable**
3. Click the **“On”** box and enter the phone number you want your calls to failover to
4. Click **OK**

BEK Anywhere

1. Click on **Call Control** on the left side of the screen
2. Click on **BroadWorks Anywhere**
3. Click the **“Add”** button toward the top
4. Fill in the phone number that you want to ring when your office phone rings
5. Click the box to Enable this Location
6. Click the box to Use BroadWorks - based Call Control
7. Click **OK**
8. To have additional numbers ring, repeat steps 3 – 7

Busy Lamp Fields

to add or change names of other phones that show on your phone's screen

1. Click on **Client Applications** on the left side of the screen
2. Click on **“Busy Lamp”** field
3. Choose the search criteria from the drop-down box, and click **Search** to get the names you want in the **“Available Users”** box. Add desired Users.
4. Click **OK**