



Home Phone User Guide

Updated July 2024

Table of Contents

Star Codes Guide	4
Social & Public Services	5
E911 Emergency Services	6
Address Validation	6
911 for Remote Office Users	6
Calling Features	7
Call Screening	7
All Other Callers	7
Anonymous Callers	8
Custom Callers	9
Nomorobo Robocall Blocking	9
Call Trace	13
Do Not Disturb	13
Call Forwarding	14
Call Forwarding Star Codes	14
Remote Access Forwarding	15
Call Waiting	16
Switching Calls	16
Star Codes	16
Caller ID	17
Star Codes	17
Do Not Disturb	18
Last Call Return	18
Three-Way Calling	18
Voicemail Local Access	19
Access Your Voicemail Box	19
Listen to Your Messages	19
Customize a Voicemail Box	20
Voice Portal	21
Sign In	21

Change Your Voice Portal Password.....	22
Dashboard	23
Call Screening	24
Call Handling	26
Calling Plans.....	33
History	33
Voicemail	34
Voicemail Box Details.....	34
Voicemail Box Greetings	35
Messages	35
Message Settings.....	36
Call History	37
Filters	37
Call Options	38
Email a Call History Report.....	39
Analytics.....	40
Inventory	40

Star Codes Guide

This is a handy guide to the star codes available on your service. Dial these codes to activate and deactivate certain features on your account.

CODE	DESCRIPTION	CODE	DESCRIPTION
*87	Anonymous Callers: Allow	*64/*74	Custom Callers: Allow
*77	Anonymous Callers: Block	*60	Custom Callers: Block
*95	Anonymous Callers: Enable Block with Message	*58+	Custom Callers: Block with Message
*97	Anonymous Callers: Disable Block with Message	*63	Custom Callers: Forward
*72/*73	Call Forward: All (On/Off)	*78	Do Not Disturb: Enable
*90/*91	Call Forward: Busy (On/Off)	*79	Do Not Disturb: Disable
*92/*93	Call Forward: No Answer (On/Off)	*69/*11	Last Call Return
*94	Call Forward: Out of Service (On/Off)	*98	Voicemail Management
*67	Caller ID: Block Next Call	SOCIAL & PUBLIC SERVICES	
*65	Caller ID: Enable Next Call	211	Essential Community Services
*57	Call Trace	411	Directory Assistance
*43	Call Waiting: Enable	511	Traveler Information (US)
*44	Call Waiting: Disable	611	Customer Service
*70	Call Waiting: Disable Next Call	711	Telecommunications Relay Service
		811	Utility Location Services (US)
		811	Canadian Health Services (CAN)
		911	Emergency Services
		933	Emergency Services Verification (US)
		988	National Suicide Prevention Lifeline

Star Code +

To enable or disable the feature, dial the star code plus an extension, parking slot, voicemail PIN and/or phone number.

Social & Public Services

The following services provide quick access to special services based on the caller's location (according to caller ID), without the need for an area code.

CODE	FEATURE
211	<p>Essential Community Services</p> <p>Access to community information and referral services, such as essential needs, crisis, and disaster assistance. Visit http://www.211.org to learn about services in your area.</p>
411	<p>Directory Assistance</p> <p>Phone service used to look up a published telephone number and/or address listing.</p>
511	<p>Traveler Information (US)</p> <p>Local hotline for real-time information regarding traffic and road conditions. Not available in all states.</p>
611	<p>Customer Service</p> <p>Dials Customer Service.</p>
711	<p>Telecommunications Relay Service</p> <p>TRS uses operators to facilitate phone calls between people with hearing and speech disabilities and other individuals. A TRS call may be initiated by a person with or without a disability. Visit www.fcc.gov to learn more.</p>
811	<p>Utility Location Services (US)</p> <p>"Call Before You Dig" routes the caller to their local utility location services. Call a few days before beginning an excavation project to find out the location of underground utilities and reduce the risk of serious damage.</p>
811	<p>Canadian Health Services (CAN)</p> <p>Call to speak to a local health care professional about medical advice, mental health, healthy eating, and more.</p>
911	<p>Emergency Services</p> <p>Calls to 911 (US or CAN) will be sent to the nearest Public Safety Answering Point (PSAP) based on the registered address. Both callback number and address are available to the PSAP on each call.</p>
933	<p>Emergency Services Validation</p> <p>Calls to 933 are sent to the caller's emergency services provider, who will then connect the call to their automated 911 verification service. The service will play back the dialing phone number and the address associated with it.</p>
988	<p>Suicide Prevention Hotline</p> <p>When a user dials 988, they will be connected to the National Suicide Prevention Lifeline (US) or Talk Suicide Hotline (CA) to speak with a trained crisis counselor who will listen, offer support, and get them the help they need.</p>

E911 Emergency Services

When you call 911, the address associated with your phone number is used to direct the call to the correct local emergency response units, known as Public Safety Access Points (PSAPs). The PSAP, in turn, uses that address to direct the emergency response units to your location.

To ensure rapid response times, 911 addresses are standardized so that they are accurate and unambiguous for the emergency response units. The PSAPs are responsible for standardizing all addresses in their jurisdiction. That record of standardized addresses is known as the MSAG (Master Street Address Guide).

Address Validation

When activating a number, we require an address to be associated with it. Sometimes the address provided initially isn't in a standard format (referring to a street by a nickname versus the official name, omitting the directional, outdated street name, etc.), which can cause confusion with and delay response times for emergency services, or worse.

To best serve you, we validate every address back to the MSAG. If the address cannot be validated, we will contact you to correct it.

If an address is not validated, calls to 911 will not only be charged a fee but will also add a delay to the routing process while the national call center agents ask the address. In worst-case scenarios, if the caller is unable to communicate clearly, the call could not get routed at all, which could result in **death** and **legal action**. It is important to address rejections in a timely manner and to ensure your address recorded with us is the correct address.

911 for Remote Office Users

Each phone is set with a 911 callback number and an associated location address. This allows remote users to be part of the company phone system and still send their remote office address and direct callback number to the 911 operator if they dial 911.

Warning

If there is a power or internet outage, your phone may not be able to place a 911 call.

Calling Features

Call Screening

You have control to ensure you receive important calls. You can limit the callers who ring your phone, filter callers, or forward important callers to another number.

Calls from anonymous callers, or other callers, can be given special treatment, such as being blocked, sent directly to voicemail, forwarded to another phone number (like your mobile), or having a custom ring pattern assigned.

National Do Not Call Registry

You can also reduce the number of unwanted sales calls you get by signing up for the **National Do Not Call Registry**. It's free! Visit www.donotcall.gov to register your number.

All Other Callers

If you don't want to receive calls from anyone, use this feature to block all callers and then enable only custom (specific) callers to reach you.

CODE	DESCRIPTION
*74	<p>Allow All Other Callers All other callers (not otherwise specified in Call Handling settings) will be allowed.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear, "Your selective call accept service has been deactivated."
*64	<p>Block All Other Callers All other callers (not otherwise specified in Call Handling settings) will be blocked.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear, "Your selective call accept service has been activated."

Anonymous Callers

Calls from anonymous callers (those without caller ID) can waste your time and distract you from other calls you want to take. Block them from even ringing your phone.

CODE	DESCRIPTION
*77	<p>Block Anonymous Callers Calls without caller ID will be blocked and the caller will hear a busy tone.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear, "Your anonymous call rejection service has been activated. All incoming calls will be checked for number privacy before they are allowed to complete to your line."
*87	<p>Allow Anonymous Callers Calls without caller ID will be allowed.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear, "Your anonymous call rejection service has been deactivated."
*95	<p>Block Anonymous Callers with Message Calls without caller ID will be blocked and the caller will hear a message.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear, "Your anonymous call rejection service has been activated. All incoming calls will be checked for number privacy before they are allowed to complete to your line."
*97	<p>Unblock Anonymous Callers with Message Disables "Anonymous Callers: Block with Message." Anonymous calls will be allowed.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear, "Your anonymous call rejection service has been deactivated."

Custom Callers

Use this feature to control who can call your phone and what happens when they do. These settings can be managed in the Voice Portal or by star code.

CODE	DESCRIPTION
*60	<p>Block Custom Callers Calls from the number specified will be blocked. Blocked callers will hear a busy signal.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. Enter your voicemail PIN followed by #. 3. Enter the 10-digit phone number, starting with a 1, followed by #. 4. You will hear, "Calls from [phone number] will be blocked."
*58	<p>Block Custom Callers with Message Calls from the number specified will be blocked with a message.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. Enter your voicemail PIN followed by #. 3. Enter the 10-digit phone number, starting with 1, followed by #. 4. You will hear, "Calls from [phone number] will be blocked."
*63	<p>Forward Custom Callers Calls from the number specified will be forwarded.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. Enter your voicemail PIN followed by #. 3. Enter the 10-digit phone number, starting with 1, followed by #. 4. You will hear, "Calls from [phone number] will be forwarded." <p>For forwarding to work, a <i>Forward To</i> number must be set up in the Voice Portal. If a number is not set, forwarded calls will fail over to the <i>All Other Callers</i> setting.</p>

Nomorobo Robocall Blocking

Nomorobo is a free service for users in the US that will block the telephone numbers of known telemarketers and robocallers. Basically, Nomorobo intercepts your calls and screens them for you. If the call is legitimate, it will ring through to your number, but if the call is from a robocaller or known telemarketer, Nomorobo hangs up for you. Learn more about it at <https://www.nomorobo.com/>.

1. Sign Up for Nomorobo

To get started, you first need to create a free account with Nomorobo.

1. Go to <https://www.nomorobo.com/> and click **[Get Started]** in the navigation menu.
2. For phone type, select *Internet/VoIP Landline*.
3. Select your service provider.
4. Enter your email address, then click **[Sign Up]**.

2. Set Up Your Account

1. Check your email and open the *Welcome to Nomorobo!* message. Click the link in that email to begin the setup process.
2. Enter your first and last name, create a password, then click **[Create Account]**.
3. Your account has been created! Click the button to set up your phone.

3. Phone

The screenshot shows a three-step process: 1. Phone (Set up your phone), 2. Carrier Setup (Set up your carrier), and 3. Verify (Check service). The 'Phone' step is active. The form contains the following fields:

- Phone Type:** A dropdown menu with "-- Choose --" selected.
- Carrier:** A dropdown menu with "-- Choose --" selected.
- If 'Other' Carrier:** A text input field.
- Phone Number:** A text input field with "1-" at the beginning.
- Description (optional):** A text input field.

At the bottom of the form, there are two buttons: "PREVIOUS" (disabled) and "NEXT" (active).

1. Enter the following information:
 - **Phone Type:** Landline/VoIP.
 - **Carrier:** Choose your service provider.
 - **Phone Number:** Enter your phone number.
2. Click **[Next]**.

4. Carrier Setup

1. Log in to your Voice Portal and go to your Call Handling settings.
2. Choose your preferred call handling type: **Sim Ring** or **Find Me**.
3. Enter your carrier's Nomorobo number in the *Phone Number* field.
 - For *Find Me*, Nomorobo should be the first destination. Subsequent destinations should follow your call preferences.
4. Click **Save**.

SIM RING

Sim Ring enables a call to ring to multiple lines and/or phone numbers simultaneously. When a call comes in, Nomorobo will be the first to intercept the call. Legitimate calls will continue to ring your number, but if the call is from a robocaller or known telemarketer, Nomorobo hangs up for you. Your phone will ring once to let you know the robocall has been answered and stopped.

The screenshot shows the 'Sim Ring' configuration interface. At the top, there are four tabs: 'Ring Phone', 'Forward All', 'Sim Ring' (which is selected and highlighted in blue), and 'Find Me'. Below the tabs, there is a 'Phone Numbers' section with a text input field containing a placeholder '() - - - -' and the instruction 'Enter the Nomorobo number here' in red text. To the right of this field is a '+ Add Number' button. Below the input field, there is a small text note: 'Simultaneous Ring will ring all devices on this User and all numbers added to the list. The first Phone Number to pick up will take the call.' At the bottom, there is a 'No Answer' section with a dropdown menu set to 'Send to Voicemail', followed by the word 'after', a text input field containing the number '20', and the word 'seconds'.

FIND ME/FOLLOW ME (Preferred)

Find Me/Follow Me will ring each destination sequentially. When the first destination is set to Nomorobo, they will field the call and allow legitimate calls to ring the next destination. You will not hear the call come through, nor will you be notified that a call was intercepted and blocked.

The screenshot shows a configuration interface for the 'Find Me' feature. At the top, there are four tabs: 'Ring Phone', 'Forward All', 'Sim Ring', and 'Find Me' (which is selected and highlighted in blue). Below the tabs is a '+ Add Destination' button. The main configuration area includes:

- Phone Number:** A field with a red prompt 'Enter the Nomorobo number here' and a placeholder '- () - - -'. Below it is a dropdown menu with a phone icon and a '#' symbol.
- Device:** A dropdown menu with a phone icon and a '#' symbol, followed by the text 'Ring Device'.
- Timeout:** Two instances of 'for 20 seconds' with a close icon (X).
- Timeout Action:** A dropdown menu currently set to 'Send to Voicemail'.

At the bottom, a note states: 'Find Me Follow Me will ring each Destination sequentially. If the call isn't answered by any of the destinations, the call will be sent to the Timeout Action.'

5. Verify

1. Go back to your Nomorobo account.
2. On Step 3 Verify, click [I'm Ready. Call Me Now.]
3. You will immediately receive a call letting you know if everything is set up correctly. Please answer the phone after the third ring.

The screenshot shows the 'Verify' step of the setup process. At the top, there are three progress indicators: '1 Phone Set up your phone', '2 Carrier Setup Set up your carrier', and '3 Verify Check service' (which is highlighted in green). Below the progress indicators is the heading 'Verify Robocall Protection'. The text below reads: 'Nomorobo will now call (801) 318-9821 to make sure that robocall protection is enabled. Please pick up the phone **after** the status bar on the next page changes color.' At the bottom, there are two buttons: 'PREVIOUS' (light green) and 'I'M READY. CALL ME NOW.' (dark green).

That's it! Your phone number is now listed as "Protected."

Call Trace

Call Trace allows you to mark a harassing or threatening phone call in your Call History. If necessary, you must take additional actions to establish a case with your local law enforcement agency.

CODE	DESCRIPTION
*57	Call Trace <ol style="list-style-type: none"> 1. After ending the call, dial the star code. 2. You will hear, "The previous call will be marked in your call history." 3. A new line for the trace will be entered in the Call History.

Do Not Disturb

When you don't want your phone to ring, activate Do Not Disturb to send all incoming calls directly to your voicemail box.

CODE	DESCRIPTION
*78	Enable Do Not Disturb <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear, "Do Not Disturb enabled." 3. All calls will be sent to voicemail.
*79	Disable Do Not Disturb <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear, "Do Not Disturb disabled."

Call Forwarding

When you aren't available to answer calls on your phone, you can forward your calls somewhere else. Call Forwarding can be set up in the voice portal or by star codes. In the Voice Portal, you can set up a schedule to forward calls during certain hours, like your lunch break.

Call Forwarding Star Codes

These star codes are applied to the line. For each Call Forwarding star code, the call handling options are: *Busy Tone*, *Forward*, and *Send to Voicemail*.

CODE	DESCRIPTION
*72/*73	<p>Call Forward: All (On/Off)</p> <p>Choose where to forward all calls to your line.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. Enter your voicemail PIN followed by #. 3. Choose an option: <ul style="list-style-type: none"> – Enable: Press 1 to enter a forwarding number followed by #. – Disable: Press 2 to disable forwarding.
*90/*91	<p>Call Forward: Busy (On/Off)</p> <p>Choose where to forward calls when you're on another call.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. Enter your voicemail PIN followed by #. 3. Choose an option: <ul style="list-style-type: none"> – Press 1 to enter a forwarding number followed by #. – Press 2 to send calls to voicemail.
*92/*93	<p>Call Forward: No Answer (On/Off)</p> <p>Choose how calls will be handled when your line isn't answered.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. Enter your voicemail PIN. 3. Choose an option: <ul style="list-style-type: none"> – Press 1 to enter a forwarding number followed by #. – Press 2 to send calls to voicemail.

CODE	DESCRIPTION
*94	<p>Call Forward: Out of Service (On/Off)</p> <p>Choose how calls will be handled when your line is out of service or not registered.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. Enter your voicemail PIN followed by #. 3. Choose an option: <ul style="list-style-type: none"> – Press 1 to enter a forwarding number followed by #. – Press 2 to send calls to voicemail.

Remote Access Forwarding

When you're away from your phone but still want to receive calls, you don't need to get back to your phone to set things up. Unconditional call forwarding, or forwarding of all calls, is available remotely using the voicemail system, so it will continue to function even if there is a power outage, internet outage, or device failure.

1. From a phone not connected to your account, dial your 10-digit phone number.
2. When you hear your voicemail greeting, press #.
3. Enter your voicemail PIN followed by #.
4. Press 8 for Personal Options.
5. Press 5 to access the Call Forwarding menu.
 - Press 1 to forward all calls. Enter forwarding destination number followed by #.
 - Press 2 to send all calls to your line.

Call Waiting

With Call Waiting, you can see who is calling, even if you're on another call (as long as caller ID is supported on your phone). If a second call comes in while you're on a call, you'll hear the Call Waiting tone. To answer that call, you can choose to place your current call on hold and pick up the incoming call. Additionally, you can temporarily or completely enable or disable Call Waiting from your phone or in the Voice Portal.

Switching Calls

When Call Waiting is enabled on your phone, you can switch between your current call and a new incoming call.

1. When notified of a second incoming call, press the line button on your phone. Your first call will be placed on hold, and your second call will be active.
2. You can switch between the two calls by pressing the line button for the call you want to switch to.

Star Codes

CODE	DESCRIPTION
*43	<p>Call Waiting: Enable Enable Call Waiting for ALL of your calls.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear a message indicating call waiting has been activated.
*44	<p>Call Waiting: Disable Disable Call Waiting for ALL of your calls.</p> <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear a message indicating call waiting has been deactivated.
*70	<p>Call Waiting: Disable Next Call Keep the next phone call you make from being interrupted. If call waiting is enabled on the line, this star code will disable call waiting on the current call only.</p> <ol style="list-style-type: none"> 1. Dial the star code + the phone number. 2. Call Waiting is disabled for the current call, and any incoming call will follow the "busy" call behavior. 3. After you hang up, Call Waiting will be active again.

Caller ID

The name sent with caller ID, sometimes referred to as CNAM, is a setting on your phone number. If the name on your outbound caller ID is incorrect, please contact Customer Support to update it.

Star Codes

Do you want to send your caller ID with every call? Or do you want to block it for every call but unblock it for the current call? Use the following star codes or log in to the portal to manage your caller ID settings.

CODE	DESCRIPTION
*65	Caller ID: Enable Next Call If your caller ID is disabled (blocked) for all calls, this will enable it for this current call only. Future calls will not be affected. <ol style="list-style-type: none">1. Dial the star code + the number for the party you're trying to reach.2. Caller ID will be displayed to the party on this call.
*67	Caller ID: Block Next Call If your caller ID is enabled for all calls, this will block it from being sent with this current call only. Future calls will not be affected. <ol style="list-style-type: none">1. Dial the star code + the number for the party you're trying to reach.2. Caller ID will be displayed as "BLOCKED" to the party on this call.

Do Not Disturb

When you don't want your phone to ring, activate Do Not Disturb to send all incoming calls directly to your voicemail box.

CODE	DESCRIPTION
*78	Enable Do Not Disturb <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear, "Do Not Disturb enabled."
*79	Disable Do Not Disturb <ol style="list-style-type: none"> 1. Dial the star code. 2. You will hear, "Do Not Disturb disabled."

Last Call Return

CODE	DESCRIPTION
*69	Last Call Return Dials the last caller ID number that rang the line. It does not redial the last <i>outbound</i> call. <ol style="list-style-type: none"> 1. Dial the star code. 2. Your phone will redial the last number that called you.

Three-Way Calling

Three-way calling lets you bring two parties into the same call so all may participate in the same conversation.

1. While on an active call, press and release the switch hook or flash button on your phone. The first party will be placed on hold.
2. Listen for a second dial tone and then dial the phone number of the second party.
3. After the second party answers, press and release the switch hook or flash button to join both parties into the call.

Voicemail Local Access

Your voicemail box can be accessed in the Voice Portal, remotely, or by dialing a star code from a phone connected to the account.

Access Your Voicemail Box

Direct Access

1. From a line assigned to your voicemail box, dial the Voicemail Management star code.
2. Enter your voicemail PIN and press #.

Remote Access

1. From a line *not* assigned to the voicemail box, dial your 10-digit phone number.
2. When the greeting plays, press #.
3. Enter your voicemail PIN and press #.

Listen to Your Messages

A stuttered dial tone indicates your voicemail box has unread messages. This tone lets you know you have new messages or messages marked as unread in your voicemail box.

To listen to your messages, access the voicemail box and **press 1**. Use the following to navigate the menu:

- **Press 1:** Skip message and mark it as "unread"
- **Press 2:** Save message and mark it as "read"
- **Press 3:** Erase message
- **Press 9:** Repeat message
- **Press 0:** Exit menu

Voicemail PIN

The default PIN is 1234. The first time you access your voicemail box, you will be prompted to set a new PIN which must be 4-digits or longer.

Customize a Voicemail Box

Personal Options

Access the voicemail box and **press 8** for personal options. Use the following to navigate the menu:

- **Press 1:** Change the PIN
- **Press 2:** Personalize your greeting
- **Press 3:** Record your personal name
- **Press 5:** Set up Call Forwarding
- **Press 6:** Set Up a Call Screening Forwarding Number
- **Press 9:** Repeat personal options
- **Press 0:** Exit menu

Change the PIN

1. Access your voicemail box and press 8 for personal options.
2. Press 1 to change the PIN.
3. Enter a new PIN that is at least 4-digits long, then press #.
4. When you're done, hang up or press 0 to go back to the main menu.

Change Your Greetings

1. Access your voicemail box and press 8 for personal options.
2. Press 2 to change your greetings.
 - Press 1 to change the default (basic) greeting.
 - Press 2 to change the "busy" greeting.
 - Press 3 to change the "no answer" greeting.
3. When you're done, hang up or press 0 to go back to the main menu.

Power/Connectivity Failure

In the event of a power outage, internet outage, or device failure, incoming calls will go to voicemail. Call Forwarding, Sim Ring, or Find Me/Follow Me will continue to function, and you will still be able to access your voicemail messages from another phone.

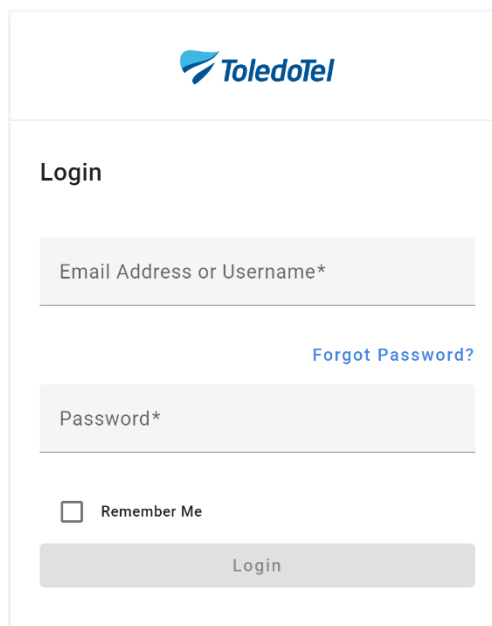
Voice Portal

Sign In

The Voice Portal is where you can control who can contact you, how they will reach you, and when they can reach you. Many features can also be managed by dialing star codes.

To get your login information, contact Customer Support at **[NUMBER]** or dial 611 from your **[SERVICE PROVIDER]** phone.

1. Go to <https://portal.user.alianza.com/login>.
2. Enter your username and password.
3. Check *Remember Me* if you want to save your username and password.
4. Click **[Login]**.



The screenshot shows the ToledoTel login interface. At the top is the ToledoTel logo. Below it is the heading "Login". There are two input fields: "Email Address or Username*" and "Password*". A link for "Forgot Password?" is located between the two fields. Below the password field is a checkbox labeled "Remember Me". At the bottom is a "Login" button.

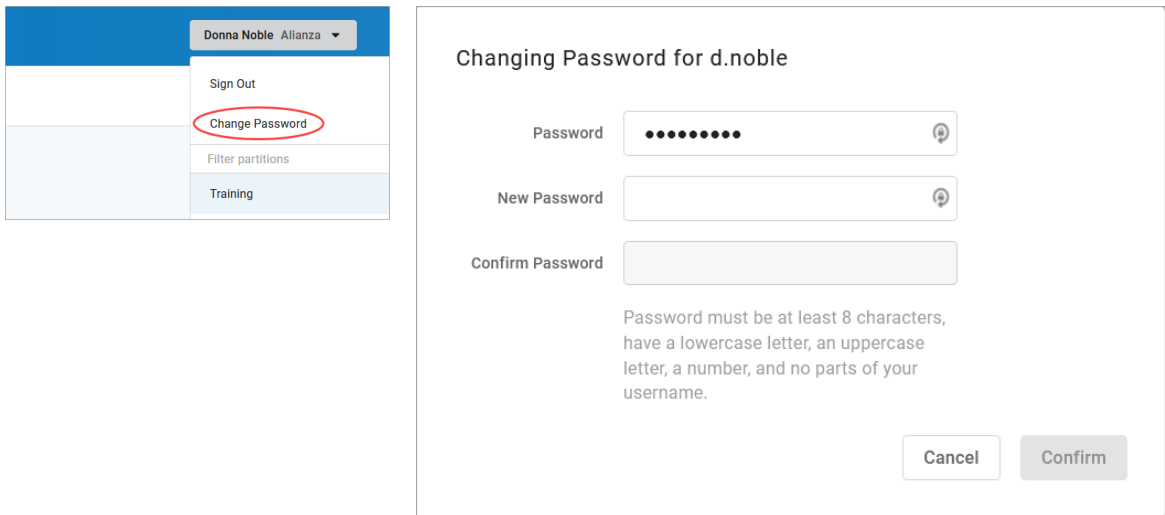
The first time you log in, you will be asked to create a new password. Your new password must include:

- 8 or more characters
- Uppercase and lowercase letters
- At least one number
- Cannot contain any part of your username

Change Your Voice Portal Password

If you can't log in, contact Customer Support to reset your password. But if you can log in, you can change your password in the Voice Portal.

1. Expand the drop-down menu in the top-right corner of the screen and click **Change Password**.
2. Enter your new password and then confirm it in the field below.
 - Your password must be 8–16 characters long and include uppercase and lowercase letters and at least one number. It cannot contain any part of your username.
3. Click **[Confirm]**.



The image shows two parts of the Voice Portal interface. On the left is a partial view of the user's profile menu, with the 'Change Password' option circled in red. On the right is a full view of the 'Changing Password for d.noble' form. The form contains three input fields: 'Password' (with 8 dots), 'New Password', and 'Confirm Password'. Below the fields is a password strength requirement message and two buttons: 'Cancel' and 'Confirm'.

Donna Noble Allianza

Sign Out

Change Password

Filter partitions

Training

Changing Password for d.noble

Password

New Password

Confirm Password

Password must be at least 8 characters, have a lowercase letter, an uppercase letter, a number, and no parts of your username.

Cancel Confirm

Dashboard

Welcome to home base, otherwise known as your Dashboard. Here, you can access basic account information and useful tools for handling incoming calls.

Donna Noble
Home Phone Documentation

Home Phone

Dashboard

Voicemail

Call History

Dashboard

Phone Number **1 (260) 589-5335**

E911 Address **417 North Dr
Geneva, IN 46740**

Caller ID Name (CNAM) **Noble Donna**

Enable Caller ID

Device MAC Address **ae111bdf352c**

Device Type **Cisco 8832 (3PCC)**

Registration Status **Yes ✓**

Configuration Status **Yes ✓** [Details](#)

Caller ID Name, 911 Address, Directory Listing are edited by Phone Number.

In the first section, you can see your phone number, E911 address, Caller ID Name, a checkbox to identify if outgoing calls will include your name and number, and device information, including MAC Address, Device Type, Registration Status (whether it's active), and Configuration Status (whether it's configured).

Edit E911 Address

In the event a 911 call is placed from your phone number, emergency services will be dispatched to the address listed here. If this is not the address of your physical location, please click on the **Phone Number** and update it.

1 (260) 589-5335

Customer Service Record

Address Preview 417 North Dr
Geneva, IN 46740

E911 Record

Same as CSR Record

Individual Company

Postal Code 46740

Enter Address 417 North Dr, Geneva IN

Address Preview 417 North Dr
Geneva, IN 46740 [Manual Entry](#)

Provide Lat/Long

[Dismiss](#) [Save](#)

Important

If any of your account information is NOT correct and you cannot edit your E911 record, please contact Customer Service right away to get it updated.

Enable Caller ID

The Enable Caller ID setting determines whether your caller ID is sent when placing an outbound call. Check this box if you want to send your name and phone number to the call recipient or uncheck it to send your caller ID as BLOCKED. This setting can also be managed by [dialing star codes](#).

Please note, even if the setting is disabled, the number listed in the *Phone Number* field will still be sent with 911 calls.

Call Screening

Call Screening can help block unwanted calls from reaching you, and you can decide what happens to the calls you turn away. Are they hung up on automatically, or do they hear a message first? Do you forward them to another number, or do you send them to your voicemail?

Choose how calls from anonymous numbers (callers without caller ID), toll-free numbers, and other callers—including Custom Callers (specific phone numbers)—will be handled. For each category, choose a screening behavior from the drop-down menu.

These settings can also be managed by [dialing star codes](#).

Call Screening

+ Add Caller

Screening Forward Number
This is the destination Number used when Forward is selected as a Call Screening setting.

Anonymous Caller

Toll-free Caller

All Other Callers

Custom Caller(s)

<input style="width: 100%;" type="text" value="18015551234"/>	<input style="width: 100%;" type="text" value="Block"/>	✕
<input style="width: 100%;" type="text" value="18015559876"/>	<input style="width: 100%;" type="text" value="Block"/>	✕

... and 1 more

Call Screening Categories

FEATURE	DESCRIPTION
[+ Add Caller]	Starts the process of setting up call screening behaviors for a specific phone number.
Screening Forward Number	Enter a destination phone number that will be used when This is the destination number used when a call screening category is set to <i>Forward</i> .
Anonymous Caller	Choose what happens to incoming calls that do not send caller ID.
Toll-Free Caller	Choose what happens to incoming calls from a toll-free number.
All Other Callers	Choose what happens to all other incoming calls, unless otherwise defined by a custom rule.
Custom Callers	Click [+Add Caller] to define the screening behavior for a specific phone number. If there are more than two custom callers, click ...and X more at the bottom to see them.

Call Screening Behaviors

For each category, choose a screening behavior from the drop-down menu.

FEATURE	DESCRIPTION
Allow	Allow the caller to ring through.
Allow with Priority Ring	Allow the caller to ring through with a priority ringtone. Choose from 7 other ring patterns.
Block	Block the caller from ringing through. Callers will hear a busy signal.
Block with Message	Block the call with a message: <ul style="list-style-type: none"> • Custom Callers: "The number you have dialed is not accepting calls at this time." • Toll-Free Callers: "The number you have dialed is not accepting calls from toll-free numbers at this time." • Anonymous Callers: "The number you have dialed is not accepting calls from anonymous numbers."
Forward	If you choose to forward calls from the caller, you must choose the number those calls are forwarded to in the <i>Screening Forward Number</i> field.
Voicemail	Caller will be sent to your voicemail box.

Call Handling

Call Handling determines how incoming calls are routed under various circumstances. In the first section, create or manage your Call Handling Schedules, Call Waiting, and Do Not Disturb settings. Just below that, select and configure a ring strategy for incoming calls.

Call Handling

Scheduling 1 Schedule

Call Waiting

Do Not Disturb Send incoming calls to voicemail

No Answer Send to Voicemail ▼ after seconds

Busy Busy Tone ▼

Out of Service Forward to ▼

Out of Service Forward Description

FEATURE	DESCRIPTION
Scheduling	Create or manage schedules that determine how incoming calls are routed during specific times. See Schedules for more information.
Call Waiting	<p>Check this box to enable Call Waiting, which will allow a second call to ring through while you are already on the phone.</p> <ul style="list-style-type: none"> Enabled: When you're on a call, you'll hear a tone to let you know a second caller is trying to reach you. Disabled: While you're on a call, incoming calls will hear a busy tone.
Do Not Disturb	<p>Check this box to enable Do Not Disturb.</p> <ul style="list-style-type: none"> Enabled: Incoming calls are sent directly to your voicemail box. Disabled: Incoming calls follow your Call Handling settings. <div style="background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>If DND is enabled but you don't have a voicemail box, callers will hear a busy tone. If you have a voicemail box but want callers to hear a busy tone, your voicemail box will need to be removed.</p> </div>

Ring Phone

This is the path incoming calls will follow when the call isn't answered, the line is busy, or the device is out of service. For each circumstance, callers can be sent to voicemail, hear a busy tone, be forwarded to another number, or ring forever.

The screenshot shows a settings panel for 'Ring Phone'. At the top, there are four tabs: 'Ring Phone' (selected), 'Forward All', 'Sim Ring', and 'Find Me'. Below the tabs, there are three sections:

- No Answer:** A dropdown menu set to 'Send to Voicemail', followed by 'after' and a text input field containing '20', and the word 'seconds'.
- Busy:** A dropdown menu set to 'Busy Tone'.
- Out of Service:** A dropdown menu set to 'Forward to', followed by a text input field containing '1 (435) 555-2948'.

FEATURE	DESCRIPTION
No Answer	The call is unanswered after a specified number of seconds.
Busy	The device is busy (already in use and Call Waiting is not enabled).
Out of Service	The device has lost power or is otherwise not registering as an active device.

Forward All

Working on the go and still want all the calls that come into your desk phone to reach you? Do all incoming calls need to be redirected elsewhere? Forward All does this by sending your callers to the phone number that you enter here.

Enter a forwarding number and an optional description.

Once a *Forwarding Number* is entered, this feature can be enabled or disabled from the device by dialing star codes.

The screenshot shows a settings panel for 'Forward All'. At the top, there are four tabs: 'Ring Phone', 'Forward All' (selected), 'Sim Ring', and 'Find Me'. Below the tabs, there are two sections:

- Forwarding Number:** A text input field containing '1 (801) 555-1234'.
- Forwarding Number Description:** A text input field containing 'Optional'.

Simultaneous Ring

Simultaneous Ring, or Sim Ring, will ring all numbers added to the list until the call is answered or times out. The first phone number to pick up will take the call.

You can add a limit to how long the call will ring, and after it's timed out have it sent to voicemail, forwarded to another number, or given a busy tone. If you like, you can also set the call to ring indefinitely.

The screenshot shows a configuration interface for 'Simultaneous Ring'. At the top, there are four tabs: 'Ring Phone', 'Forward All', 'Sim Ring' (which is selected and highlighted in blue), and 'Find Me'. Below the tabs, there is a section for 'Phone Numbers'. It contains two input fields, each with a phone number: '1 (435) 555-2948' and '1 (435) 628-2138'. To the right of the first input field is a '+ Add Number' button. Below each input field is a small text box that reads: 'Simultaneous Ring will ring all devices on this User and all numbers added to the list. The first Phone Number to pick up will take the call.' To the right of the second input field is a 'Remove Number' link. At the bottom, there is a 'No Answer' section with a dropdown menu set to 'Send to Voicemail', followed by 'after' and an input field containing '20', and the word 'seconds'.

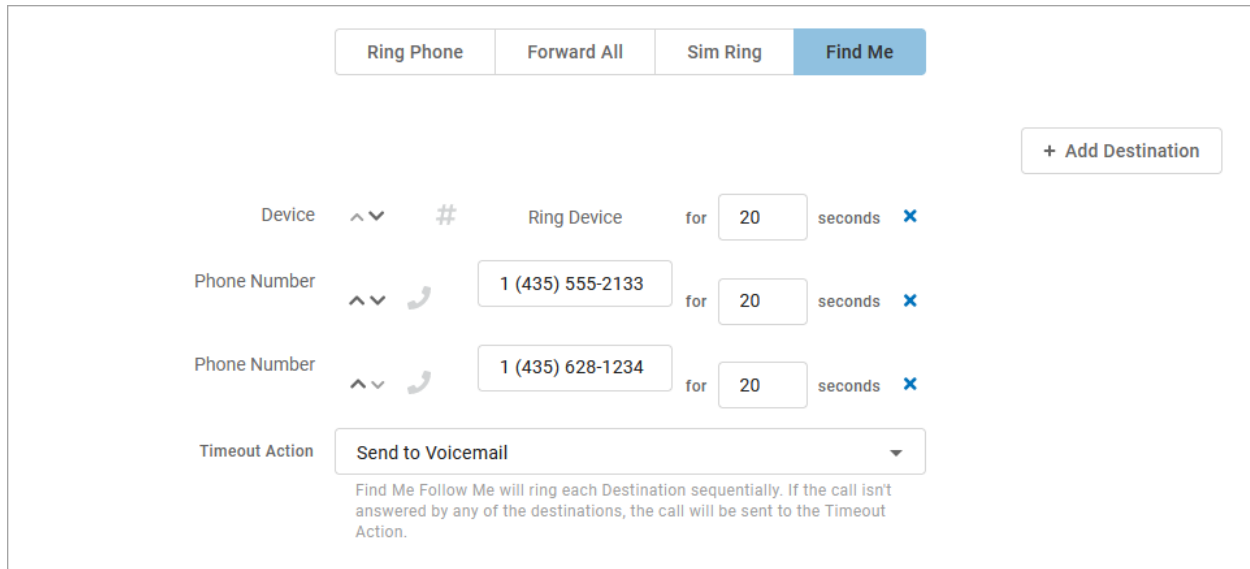
FEATURE	DESCRIPTION
Phone Numbers	Enter the phone number(s) that will ring. To add another number to the list, click [+Add Number].
No Answer	<p>Choose what happens when the call is unanswered:</p> <ul style="list-style-type: none"> • Busy Tone • Forward to (add a forwarding number) • Ring Forever • Send to Voicemail <p>Also, enter the number of seconds the call will ring before the action is triggered. Calls that ring longer than 120 seconds may be disconnected by the carrier.</p>

Voicemail

It is possible that voicemail for these other numbers could pick up the call before the timeout, if the user's timeout is shorter than what is set here.




Find Me/Follow Me





Life happens and often drags you away from the desk. What's a caller to do when they need to find you? Find Me/Follow Me will route your incoming calls to a customizable sequence of destinations to create a unique dial plan just for you and your line.








Ring Phone Forward All Sim Ring **Find Me**

+ Add Destination




Device   # Ring Device for 20 seconds 

Phone Number    1 (435) 555-2133 for 20 seconds 

Phone Number    1 (435) 628-1234 for 20 seconds 

Timeout Action **Send to Voicemail** 

Find Me Follow Me will ring each Destination sequentially. If the call isn't answered by any of the destinations, the call will be sent to the Timeout Action.

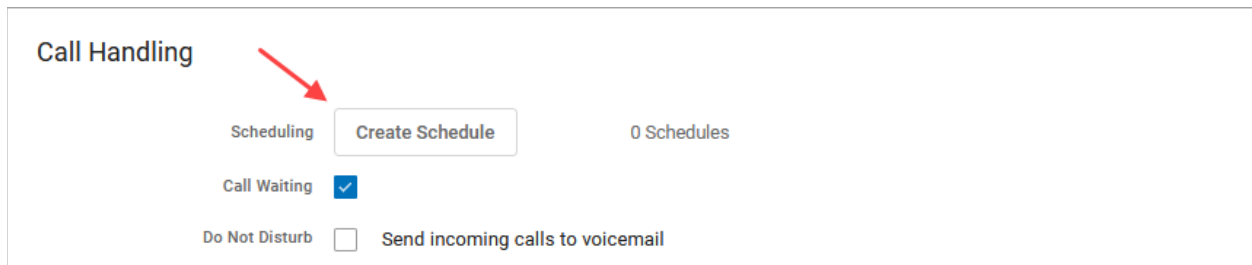
FEATURE	DESCRIPTION
Destinations	Indicate if calls should route through  Devices or # Phone Numbers by clicking the respective icons. <ul style="list-style-type: none"> Use the   arrows to reorder the destinations. Click [+ Add Destination] to add more destination fields.
Devices	In the field provided, enter a timeout setting. Remember, calls that ring longer than 120 seconds may be disconnected by the carrier.
Phone Number	Enter the phone number calls should progress to and how long each number will ring.
Timeout Action	Choose what will happen to the call after all destinations have timed out: <ul style="list-style-type: none"> Busy Tone Send to Voicemail

Schedules

Schedules provide custom routing for your callers based on when they call, down to the very minute. Schedule times follow your account's default time zone.

Within the scheduler, the Call Handling options are: Ring Phone, Forward All, Sim Ring, and Find Me. The main Call Handling section will take effect *outside* of these hours.

1. Within the Call Handling section, click **[Create Schedule]**.
2. If there are already schedules set up on the account, the button will say **[Manage Schedules]**.



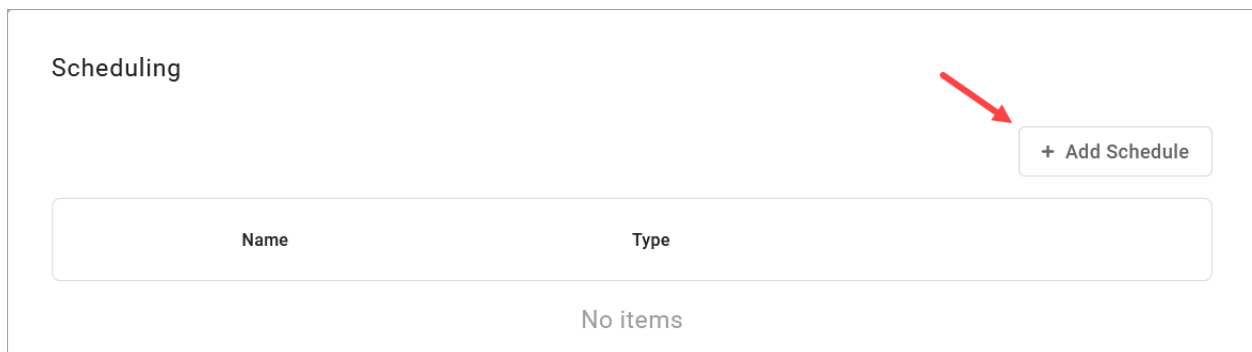
Call Handling

Scheduling **Create Schedule** 0 Schedules

Call Waiting

Do Not Disturb Send incoming calls to voicemail

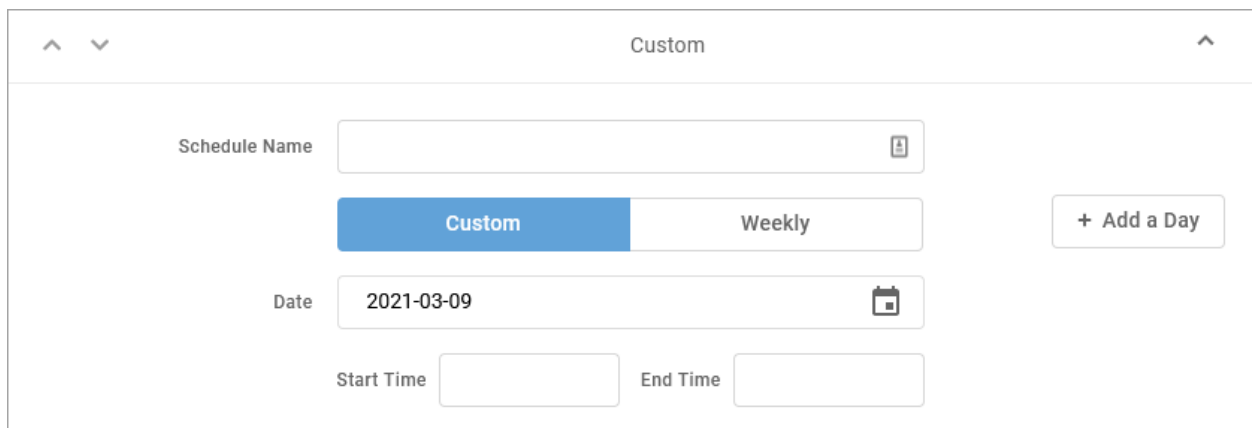
3. In the Scheduling window, click **[+Add Schedule]**.



Scheduling

+ Add Schedule

Name	Type
No items	



Custom

Schedule Name

Custom Weekly **+ Add a Day**

Date

Start Time End Time

4. **Schedule Name:** Give the schedule a name.
5. **Type:** Choose whether this schedule is for specific dates (Custom) or recurring (Weekly).

- On a Custom schedule, click [+ Add a Day] to add another section.

Custom

Schedule Name

Custom Weekly

Date

Start Time End Time

Date

Start Time End Time

- On a Weekly schedule, enter the start and end times for the days of the week you want this call handling to be in effect.

Weekly

Schedule Name

Custom **Weekly**

Sun Start Time End Time

Mon Start Time End Time

Tue Start Time End Time

Wed Start Time End Time

Thu Start Time End Time

Fri Start Time End Time

Sat Start Time End Time

6. **Call Handling:** Choose what will happen to calls *during* the schedule.

Call Handling

Call Waiting

Do Not Disturb **Send incoming calls to voicemail**
 If you'd like callers to hear a busy tone, remove the voicemail box.

Ring Phone
Forward All
Sim Ring
Find Me

No Answer Send to Voicemail after 20 seconds

Busy Send to Voicemail

Out of Service Busy Tone

7. Click **[Confirm]** and then **[Save]**.

Example of a Custom Schedule

In the custom schedule example below, calls received between 5:00 AM and 5:00 PM on November 15, 2019, will be forwarded to 1-208-582-1676. Any call outside of that specific time will follow the call handling set up in the main Call Handling section.

Thanksgiving
Custom

Schedule Name Thanksgiving

Custom
Weekly
+ Add a Day

Date 2021-11-25

Start Time 05:00 AM End Time 05:00 PM

Call Handling

Call Waiting

Do Not Disturb **Send incoming calls to voicemail**
 If you'd like callers to hear a busy tone, remove the voicemail box.

Ring Phone
Forward All
Sim Ring
Find Me

Forwarding Number 1 (208) 582-1676

Calling Plans

The calling plan(s) assigned to your account dictate where you can call. Expand a Calling Plan to see how many minutes have been used this month.

Calling plan minutes refresh at midnight UTC on the account's monthly billing date. If the billing date is set to the 5th, the previous cycle will end on the 4th at 23:59:59 and the new cycle will start on the 5th at 00:00:00.

For changes to permitted calling areas, please contact Customer Support.

Calling Plans		
Calling Plan	Total Minutes	Minutes Used
Home Plus	5000	0

History

The last call made on the account is displayed here.

History	
Last Call 1 (740) 555-1988→1 (740) 555-4416 (11 seconds) May 17, 2021 5:35 PM EDT	

Voicemail

A voicemail box was assigned to you with your service. In the Voice Portal, you can upload your voicemail greetings and personal name recordings, view and manage any saved messages, and set up voicemail forwarding to email.

Voicemail messages and greetings can also be managed by calling your voicemail box. See [Voicemail Local Access](#) for more information.

Voicemail Box Details

Hover over a voicemail box and click **Edit** on the right to view the details.

Field	Description
Voicemail Box Name	The name of the voicemail box. The name can be edited here, if necessary.
Owner	The user assigned to this voicemail box.
Language	The language heard in the Voicemail menu: English or French.

Voicemail Box Greetings

Users can upload and download their voicemail greetings and personal name recordings. Click the field to select a file from your computer, then click **[Upload]**. The upload will accept WAVE, MP3, and OGG files that are less than 10MB.

Voicemail Box Greetings ?

Basic Greeting

Accepted files: WAVE, MP3, and OGG files under 10MB

Personal Name

Accepted files: WAVE, MP3, and OGG files under 10MB

Custom Greetings

Any custom voicemail greeting upload here will override basic and personal name greetings.

Busy Greeting

Accepted files: WAVE, MP3, and OGG files under 10MB

No Answer Greeting

Accepted files: WAVE, MP3, and OGG files under 10MB




Messages

Voicemail messages saved to the box are listed here. Messages can be sorted by Time/Date, Length, and Status (New or Saved). Hover over an individual message to see the management tools on the right.

Visual Voicemail 🗑️

<input type="checkbox"/> Time/Date ↓	Originating Number	Length	Status
<input type="checkbox"/> Mar 11, 2021 8:36 AM	1 (385) 555-5823	6 seconds	New
<input type="checkbox"/> Mar 2, 2021 10:18 AM	1 (303) 555-9417	17 seconds	New ⬇️ ✉️ 🗑️
<input type="checkbox"/> Jan 8, 2021 12:19 PM	1 (361) 555-4435	40 seconds	New
<input type="checkbox"/> Jan 4, 2021 8:35 AM	1 (801) 555-6530	41 seconds	New

1-4 of 4 ⏪ ⏩

Field	Description
 Download	Save a copy of the message to your computer as an MP3 file.
 Save	Change the status of the message to <i>Saved</i> .
 Delete	Delete this message from the box.

To delete all or multiple messages at once, select the message on the left and then click the trash icon at the top right.

Message Waiting Indicator

The message waiting indicator (MWI) on the user's device notifies them when a new voicemail message is available. Once the message has been listened to or deleted, the MWI will turn off.

Message Settings

Message Settings

Forward Voicemail to Email Forward voicemail messages

Keep a copy in voicemail box

Forward Voicemail to Email

Messages left on the user's voicemail box can be forwarded as an MP3 file to one or more email addresses. Users also have the option to keep a copy of the message in their voicemail box when it's forwarded.

1. Check *Forward Voicemail to Email*.
2. Optionally, check *Keep a copy in voicemail box*.
 - When checked, the message waiting indicator (MWI) on the user's device will stay on until they've listened to or deleted the message from their voicemail box.
3. Enter one or more email addresses, each separated by a comma.
4. At the bottom of the section, click **[Save]**.

Call History

Call History holds the records of all calls made and received on the account. Calls are listed in chronological order with the most recent call at the top. Call data is organized into columns that show the date and time of the call, where the call originated (From), and where the call terminated (To).

At the top right of the page, the current record list can be emailed as a CSV file.

Call History

✉ Email CSV

Date Range
 10/21/2023 – 11/20/2023

Start time
 12:00 AM

End time
 11:59 PM

Filters

Date	From	To	
November 20, 2023 at 4:19 PM EST 0 seconds	1 (555) 555-0123 SANDY, UT	1 (222) 222-3456 PROVO-OREM, UT	⋮
November 20, 2023 at 4:14 PM EST 1 minutes	1 (555) 555-0123 SANDY, UT	1 (222) 222-3456 PROVO-OREM, UT	⋮
November 20, 2023 at 4:14 PM EST 10 seconds	1 (555) 555-0123 SANDY, UT	1 (222) 222-3456 PROVO-OREM, UT	⋮

Filters

Apply call filters to locate specific call records. Once your parameters are set, the matching call records are displayed below.

- **Search:** Enter a number in the *Search phone numbers* field to search for a specific phone number or extension. Results automatically populate after the first three digits are entered.
- **Date/Time:** Modify the date and time ranges or delete them entirely to gather the data you need. By default, the last 30 days of call records are shown that occurred between 12:00 AM and 11:59 PM, based on the account's time zone settings.
- **Filters:** Click **[Filters]** to filter the call records by Direction, Number, and/or Call Flags.
- **Reset:** When you're finished with your search, click **Reset Filters** to remove any parameters and display all calls.

Date Range: 9/26/2023 – 10/26/2023

Start time: 12:00 AM

End time: 11:59 PM

Filters

Direction

Inbound

Outbound

Number

From

To

Call Flags

Answered


Busy


Forwarded

Missed

Sent To VM

Call Options

To view a call's details, click the  menu on the right. The option to block the number is also available for inbound calls.

November 20, 2023 at 4:19 PM EST 0 seconds	1 (555) 555-0123 SANDY, UT	1 (222) 222-3456 PROVO-OREM, UT	
November 20, 2023 at 4:14 PM EST 1 minutes	1 (555) 555-0123 SANDY, UT	1 (222) 222-3456 PROVO-OREM, UT	Block Number
November 20, 2023 at 4:14 PM EST 10 seconds	1 (555) 555-0123 SANDY, UT	1 (222) 222-3456 PROVO-OREM, UT	Details

Block Number

If necessary, you can block an inbound caller from making additional calls to either the user or the account.

1. Click **[Block Number]**.
2. Select whether the number should be blocked on the user or the account.
3. Click **[Confirm]** to add the inbound phone number to the blocked caller list (in [Call Screening](#)).

Select Screening Location

User

Account

Cancel Confirm


Details

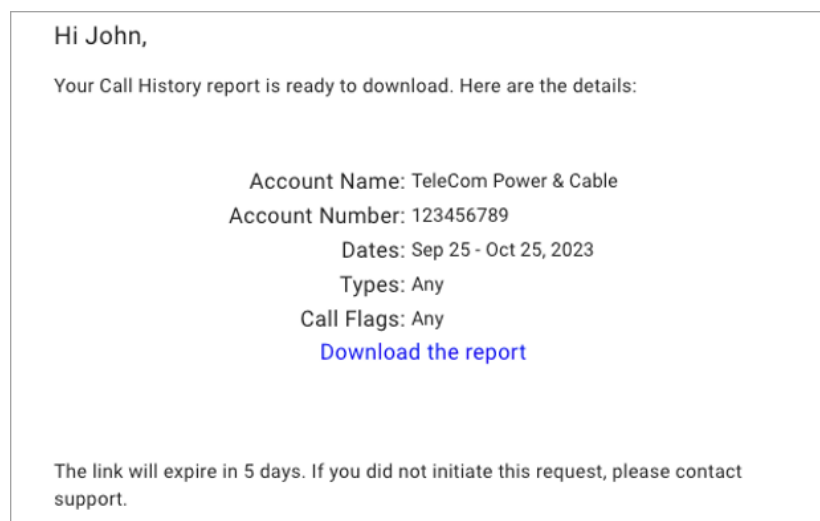
Call details include the date, time, and length of the call, as well as the cost, origination, dialed, and termination information.

Field	Description
Time and Length	When the call started, connected, and ended, what duration of the call was billed, and the actual length of the call.
Cost	The cost of the call, if the call was within the calling plan, and the rate per minute from the plan.
Origination	The number and location of the originating call, and if the call came from on or off Alianza's network.
Dialed	The number that was originally dialed by the call's originator.
Termination	The number and location of the call recipient user that received the call, and if they were on or off Alianza's network.

Email a Call History Report

Once you've applied the appropriate filters to locate the data you need, you can export the data into a CSV file.

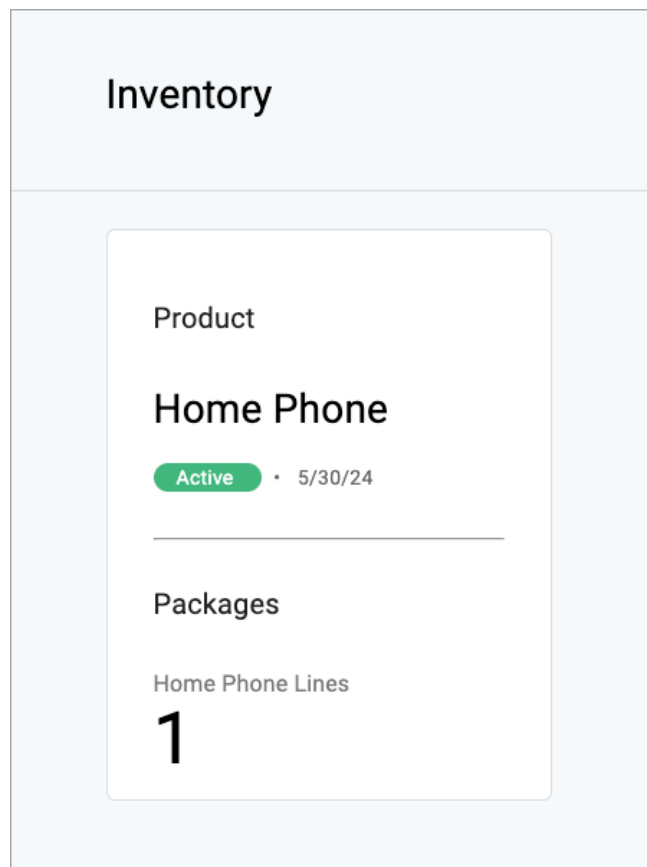
1. At the top right of the Call History page, click  **Email CSV**. A banner displays on the page to indicate that your report is being generated.
2. When the file is ready, an email is sent with a link to download the report. The link **expires in 7 days** and can only be used once. Here's an example of what the email looks like:



Analytics

Inventory

The inventory dashboard displays a read-only view of your product, the account status (Active, Suspended, or Disabled), the date the status was last updated, and number of lines in your account.



The screenshot shows a dashboard titled "Inventory". Inside, there is a white card with the following information:

- Product**
- Home Phone**
- Active** (in a green pill) • 5/30/24
- Packages**
- Home Phone Lines**
- 1** (in a large font)



© 2024 TOLEDOTEL.
ALL RIGHTS RESERVED