

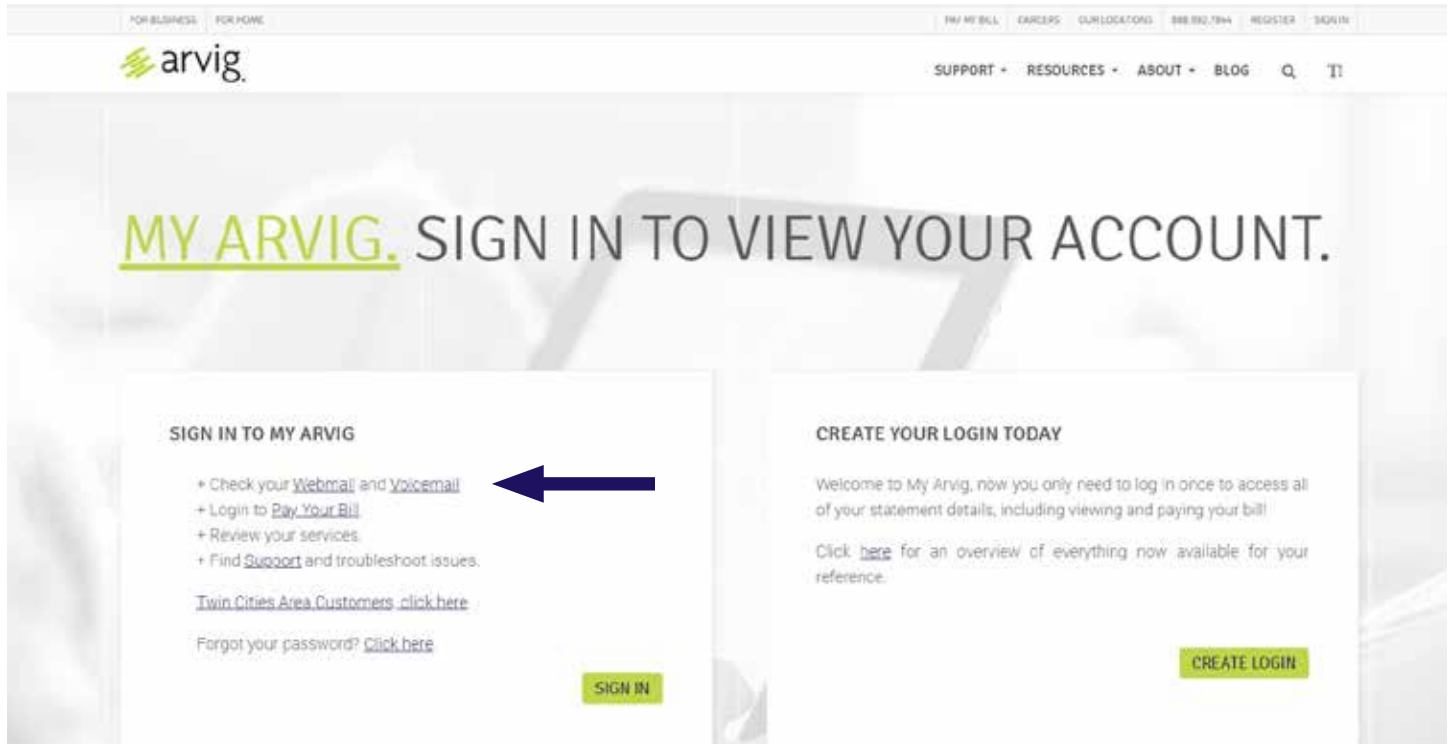
Voicemail Features

Virtual Voicemail

Allows your voicemail messages received via the phone to be accessed from any device connected to the internet using your password and login. You can also play, send, answer, forward and save your voicemail messages to your computer, mobile device or email.

PORTAL:

Go to arvig.net and click on **VOICEMAIL**.



LOG IN:

Enter your 10-digit phone number without spaces.

Your temporary password is the first character of the last name on the account, plus sign (+), then the last four digits of the phone number. For example, Kindly, 2183461234 would be K+1234. If the name on the account is a business, use the first letter of the business name. **Once logged in, create a new password under the Change Password link.** Do not check the "Remember Me" box until after you have changed your password.

A screenshot of the 'CommPortal Web' login form. The form is titled 'CommPortal Web' and has a blue header with the text 'Please log in below.' Below the header are two input fields: 'Number:' and 'Password:'. Below the 'Password:' field is a checkbox labeled 'Remember me on this computer.' To the right of the checkbox is a blue 'Login' button. At the bottom of the form, there is a text link: 'If you have forgotten your password, please contact customer support.'

DASHBOARD:

Choose **Messages and Calls** or **Contacts** from the top menu.



MESSAGES AND CALLS:

Press the **Play Button** to listen to the message.

Click on the **Actions** drop-down menu to view additional options.

Click on the **Trash Can** icon to delete the message.



FAXES:

From the Messages and Calls menu, choose the **Faxes** tab.

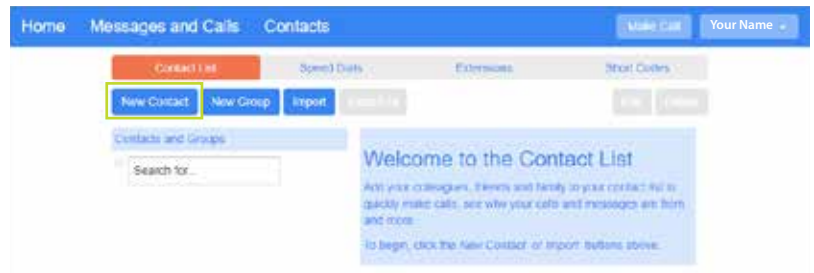
Received faxes will show in a list; follow the on-screen prompts.



CONTACTS:

To add contacts, click the **New Contact** button.

Enter your contact details and click the **SAVE** button.



LOG OUT:

Click on **Your Name** drop-down menu to logout.

