



Instructions for Accessing Minnesota Telephone Portal

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Accessing the Portal

1. Open a web browser such as Google Chrome, Internet Explorer, or Firefox.
2. Go to: <https://portal.voipnetworx.com>
3. Login Name: Extension@Domain
4. Password is:

Accessing Voicemail

- Method 1. Your voicemail will be forwarded to your email.
- Method 2. Login to the portal to visually manage your messages.
- Method 3. **Press star (*) when you hear your greeting.**
Your default password is:

Accessing Faxes

- Receive -

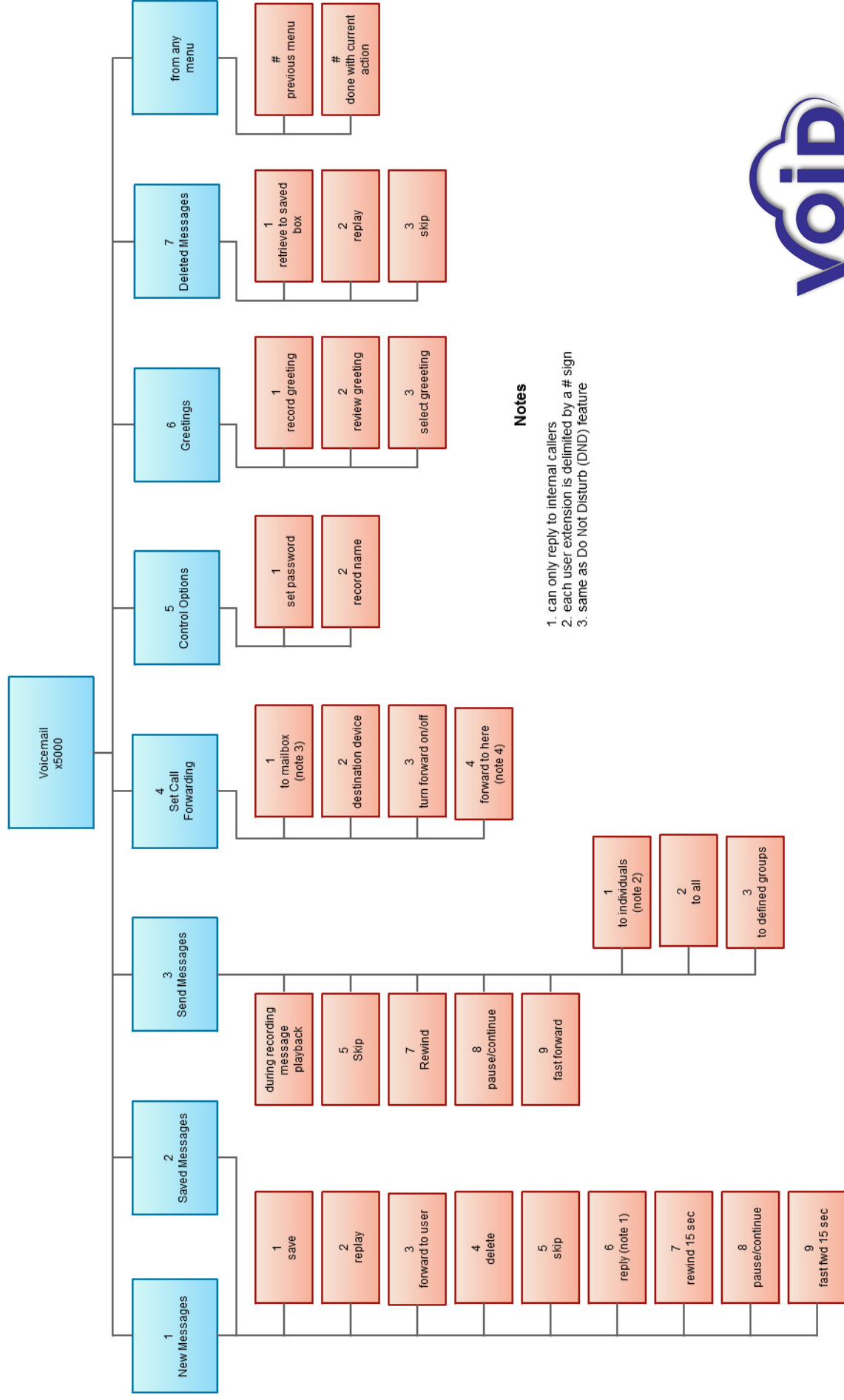
- Method 1. Faxes will be delivered to your email
- Method 2. Faxes will be delivered to the Portal



- Send -

1. Click on the "Fax" icon
2. Click on "Send Fax"
3. Browse for the file you want to send
4. Enter the fax number
5. Click "Send"

Note Faxes can take 5-10 minutes to send from one party to the other



System Shortcuts:

99+EXTENSION

Off Hook 2-way Intercom

TRANSFER>7+EXTENSION>TRANSFER

Transfer Directly to Voicemail

*35<Extension Number>

Extension Pickup - Answer a Call that is ringing at another extension

*36

Answer any call that is ringing in the company