

Quick Start Guide

Logging into the Web Portal

- Visit <http://myphone.frii.com/>.
- Log in using your phone number (including area code) and the password assigned by your phone administrator.

Changing your Passwords

- Log into the web portal.
- Select “passwords.”
- Choose which password to change. The web portal password is used to access myphone.frii.com. The voice portal password lets you access your voicemail.
- Enter the new password twice.
- Press “Apply.”

Checking Voicemail

Press the Messages button on your phone or call your own phone number. Enter your voice portal password. Follow the audio prompts.

Creating a Custom Voicemail Greeting

Log into the voice portal as though you were checking voicemail. Press option 2, then follow the audio prompts.



Sending Voicemail to Email

- Log into the web portal.
- Select “Messaging.”
- Select “Voice Management.”
- Select “Forward to this email address.”
- Enter the email address you would like messages to be sent to.

Call Forward Always

To send all calls to another number:

- Log into the web portal.
- Select “Incoming calls.”
- Select “Call forward always.”
- Enter the number to forward to, then select the “On” button.

Remote Office

Remote office allows you to make and receive calls from any phone while making it appear that you are still in the office. To turn it on:

- Log into the web portal.
- Select “Call control.”
- Select “Remote office.”
- Enter the remote telephone number and select the “On” button.
- Make calls using the web call manager. Your remote phone will ring. When you answer it will make the outbound call. The call will appear to be from your office number.