

# SpectrumVoIP™

## Accessing Voicemail in the Stratus Portal

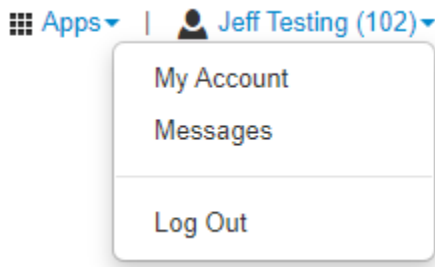


SpectrumVoIP's online Stratus portal allows the ability to check an extension's voicemail wherever they have internet access. This is often quicker and easier than checking from the automated voicemail system accessible from the desk phone.

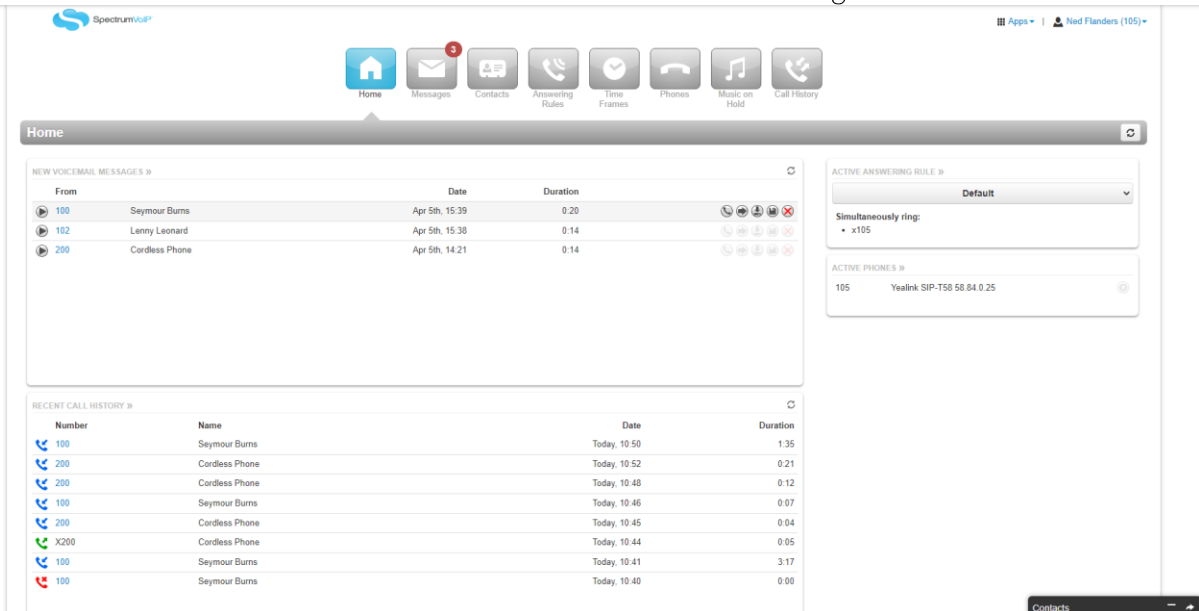
Click here to review how to log into the Stratus Portal:  
[Logging Into the Stratus Web Portal](#)

## Accessing Messages

Any user can find their "Messages" here within the drop-down menu under their name.



Basic Users will immediately see their new voicemails upon logging into Stratus. A more detailed view of the voicemail inbox is available here in the "Messages" tab.



The "Play" will play the voicemail over your computer's speakers.



The "Call to Play" icon will initiate a call to your desk phone and play the voicemail there.



The “Forward” icon gives you the ability to forward this voicemail to any other extension’s voicemail inbox.



The “Download” icon downloads that audio file to your local computer.



The “Save” icon moves that voicemail to your “Saved” inbox.



The red X icon moves that voicemail to your “Trash” folder where it’s deleted within a day automatically.





## Settings

### Messages

Voicemail Chat Settings

Enable Voicemail

#### Inbox

Options  Sort voicemail inbox by latest first  
 Announce voicemail received time  
 Announce incoming call ID

Operator Forward

Copy to extension(s)  +

#### Greetings

Voicemail Greeting 1 - Updated ▶ ⬇ ⬅

Recorded Name ▶ ⬇ ⬅

#### Unified Messaging

Email Notification None ⬇

The “Enable Voicemail” check-box can be unchecked if you wish to disable this extension's voicemail. This will not delete any previous voicemails already in the inbox. This will just prevent any future voicemails from being left.

The “Options” affect how your voicemails are audibly presented to you when accessing your voicemail inbox from the desk phone.

**Operator Forward**

“Operator Forward” attaches routing to a dial pad entry of “0”. Any extension/function can be put in this box. Here I have my Auto Attendant: 8104 “Operator AA” routed in.

Call Flow: When a caller is hearing this extension's voicemail greeting, and they press “0”, they will be routed to Auto Attendant: 8104 “Operator AA”. Any function can be routed here; even the end user's 10 digit cell phone number.

“Copy to extension(s)” allows you to copy any/all future voicemails received at this extension to another extension's voicemail inbox. Multiple extensions can be added to this cc list by using the green plus sign.



“Voicemail Greeting” has a drop-down menu where we can select any of the currently stored voicemail greetings to play. The “play” icon will play what’s currently selected. The “download” option will save the audio file to your local computer. The “manage” speaker icon will open a new menu to add/edit greetings.

- “Text-To-Speech” will read text typed in the Message box.
- “Upload” gives us the ability to upload an existing audio file from our computer.
- “Record” will initiate a call to whatever local extension (or external cell number) that is entered at “Call me at”. During this call, you will be prompted to make that recording and press # when you’re finished.

“Unified Messaging” manages this extension’s voicemail-to-email notifications. See this tutorial for more information on those settings.

[Voicemail to Email](#)

Be sure to click “save” at the bottom of the screen when you’re done.