

# Unleashing the Potential of Your BullsEye VoIP Solution

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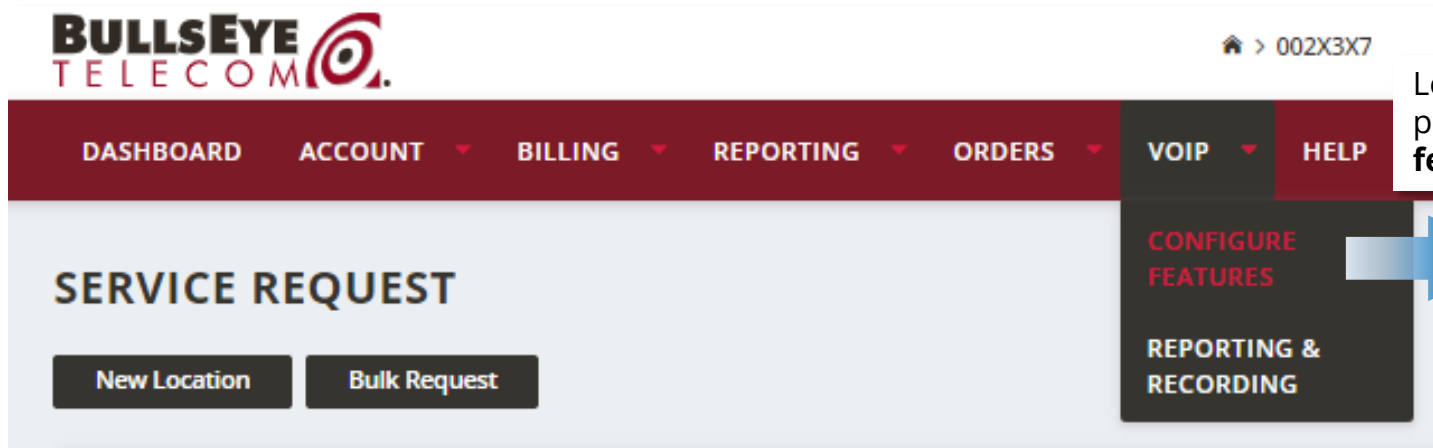


# Accessing the VoIP Portal

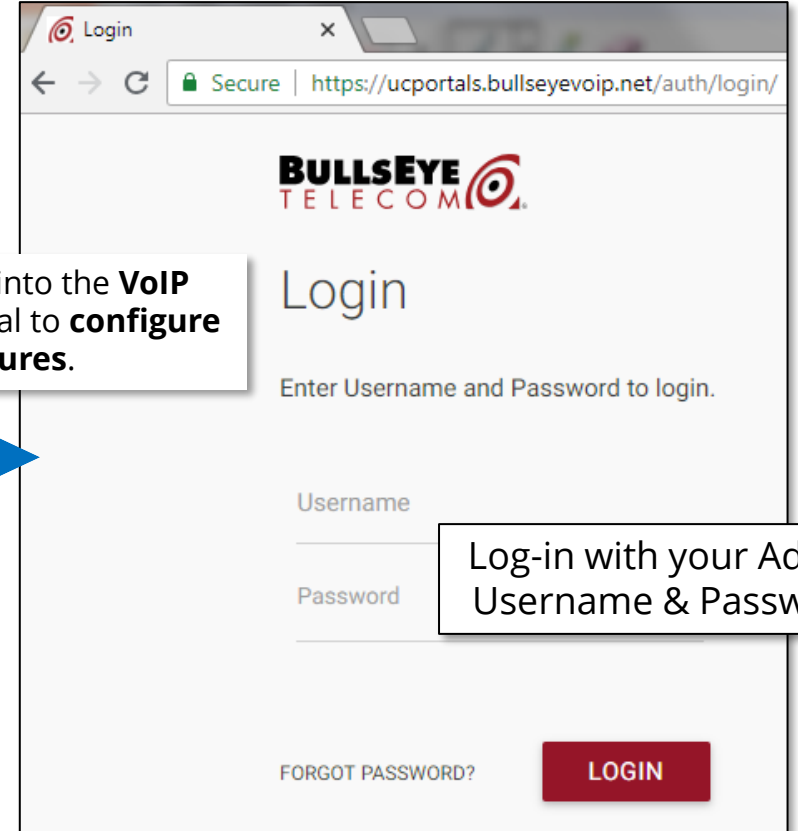
Go to: <https://digitalvoiceportal.bullseyevoip.net>

-or-

From MBA VoIP menu, select Configure Features.



Log into the **VoIP** portal to **configure features**.

A screenshot of the Bullseye Telecom VoIP portal login page. The page has a white background with the Bullseye Telecom logo at the top. Below the logo, the word 'Login' is displayed. A text prompt says 'Enter Username and Password to login.' There are input fields for 'Username' and 'Password'. At the bottom, there is a 'FORGOT PASSWORD?' link and a red 'LOGIN' button. A blue arrow from the 'CONFIGURE FEATURES' button in the dashboard points to this login page.

Log-in with your Admin Username & Password

If you need your password reset or forget your log-in info, please contact Client Services at 877-438-2855

# Dashboard

**Helpful Tips**

**Some Things to Know!**

- Click Group to quickly return to the Dashboard from anywhere!

Click to Logout & Access Help

Select a Group or User

Main Menu

Dashboard

Users

STATUS	NAME	PHONE NUMBER	CALLS	SETTINGS	PHONE
	<a href="#">1_Line</a>	2488499015 (x220)	<a href="#">No calls</a>		
	<a href="#">2_Line</a>	2484830430 (x221)	<a href="#">No calls</a>		
	<a href="#">3_Line</a>	2484830431 (x222)	<a href="#">No calls</a>		
	<a href="#">Accounting (Kim Mohr)</a>	2488499012 (x213)	<a href="#">No calls</a>		
	<a href="#">Executive (Sharon Clark)</a>	2482283560 (x230)	<a href="#">No calls</a>		
	<a href="#">Receptionist (Mary Jones)</a>	2488499010 (x211)	<a href="#">No calls</a>		
	<a href="#">Sales (Mark Wilson)</a>	2488499011 (x212)	<a href="#">No calls</a>		
	<a href="#">Service (Ed Hill)</a>	2488499014 (x215)	<a href="#">No calls</a>		
	<a href="#">Shipping (Ted Thicke)</a>	2488499013 (x214)	<a href="#">No calls</a>		

Many common user features can be quickly managed by clicking the Settings gear icon.

Scroll down on the Dashboard to access group services such as Auto Attendants, Hunt Groups and more.

# Call Routing

- Auto Attendant
- Hunt Groups
- Time Schedules

Business Hours

After Hours

Business Hours Greeting

☐

 Default Greeting

☒

 Personal Greeting test recording -AP CHANGE NAME.wav (Group) ▼

Business Hours Dialing Menu

☐

 Enable first-level extension dialing

	KEYDESCRIPTION	ACTION	PHONE
0	group operator	Transfer To Operator	▼211
1	Sales	Transfer With Prompt	▼200
2	Service	Transfer Without Prompt	▼250
3	Dial by Name	Name Dialing	▼
4	Dial by Extension	Extension Dialing	▼
5	Repeat	Repeat Menu	▼

# Announcement Repository

- Manage your greetings from one central repository
- Load multiple announcements / greetings and apply them to your Auto Attendant, Music on Hold, Voice Messaging, etc.

Announcement Repository

ADD

Total size of files 6.121MB of 1GB is used.

Show 25 entries

First

Previous

1

Next

Last

NAME

TYPE

SIZE

All

LargeMP3-name change test	Audio	1883KB	EDIT	DELETE
Normal MP3	Audio	2132KB	EDIT	DELETE
Normal WAV	Audio	2082KB	EDIT	DELETE
test -ap record	Audio	24KB	EDIT	DELETE

Showing 1 to 4 of 4 entries

# Calling Features

Call Forwarding

Sim / Seq Ring

Speed Dial

Voice Email Management

### Calling Features

View and update your call services settings

Service type: All Services

SAVE

#### Incoming Calls

Anonymous Call Rejection	<input type="radio"/> On <input checked="" type="radio"/> Off	
Call Forwarding Always	<input type="radio"/> On <input checked="" type="radio"/> Off	2487867890
	<input type="checkbox"/> Play Ring Reminder when a call is forwarded	
Call Forwarding Busy	<input type="radio"/> On <input checked="" type="radio"/> Off	
Call Forward No Answer	<input type="radio"/> On <input checked="" type="radio"/> Off	
	Number of rings before forwarding: 3	
Call Forward Not Reachable	<input type="radio"/> On <input checked="" type="radio"/> Off	12487842500
Call Forwarding Selective	<input type="radio"/> On <input checked="" type="radio"/> Off	<div>VIEW EDIT</div>
CommPilot Express	None	<div>EDIT</div>
Do Not Disturb	<input type="radio"/> On <input checked="" type="radio"/> Off	<input type="checkbox"/> Play Ring Reminder when a call is blocked
Priority Alert	Service is Off	<div>DEACTIVATE VIEW EDIT</div>
Selective Call Acceptance	Service is Off	<div>DEACTIVATE VIEW EDIT</div>
Selective Call Rejection	Service is Off	<div>DEACTIVATE VIEW EDIT</div>
Simultaneous Ring Personal	<input type="radio"/> On <input checked="" type="radio"/> Off	Phone numbers populated: 0 <div>VIEW EDIT</div>
Sequential Ring	Service is Off	<div>DEACTIVATE VIEW EDIT</div>

#### Outgoing Calls

Automatic Callback	<input type="radio"/> On <input checked="" type="radio"/> Off	
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Helpful Tips

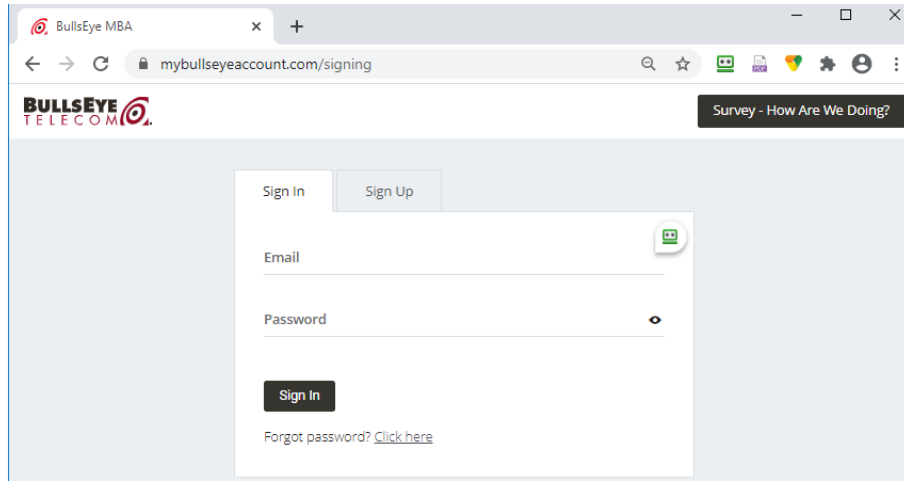
#### Some Things to Know!

- Use Feature Access Codes to manage features directly from your handset. For example, use \*72/\*73 to activate/deactivate Call Forwarding Always.
- Select Feature Access Codes from the Utilities menu for a complete list.



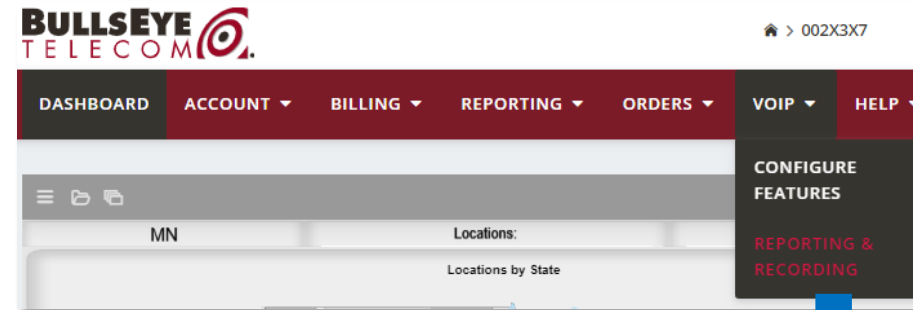
# Call Reporting & Recording

## 1. Log into MBA

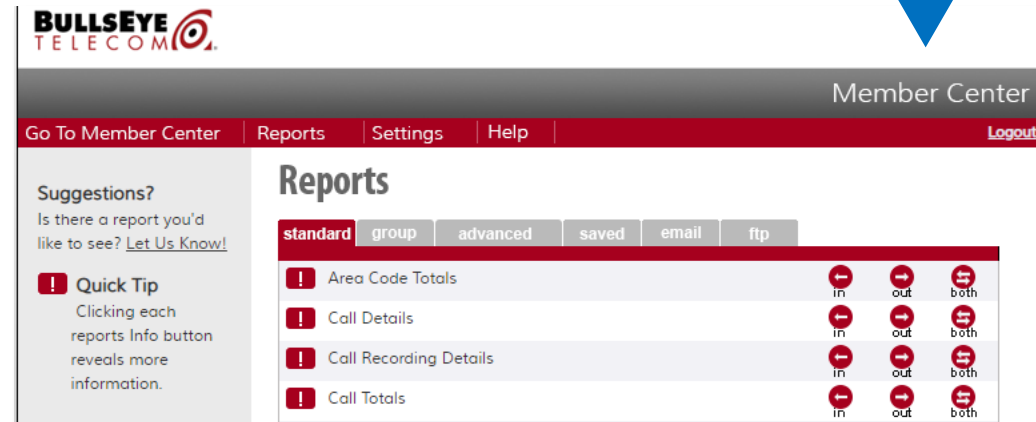


The screenshot shows the Bullseye MBA login page. The browser address bar displays "mybullseyeaccount.com/signing". The page features a "Sign In" button and a "Sign Up" button. Below these are input fields for "Email" and "Password". A "Sign In" button is located below the password field. A link for "Forgot password? Click here" is at the bottom. A survey banner at the top right says "Survey - How Are We Doing?".

## 2. Select Reporting & Recording from the VoIP menu.

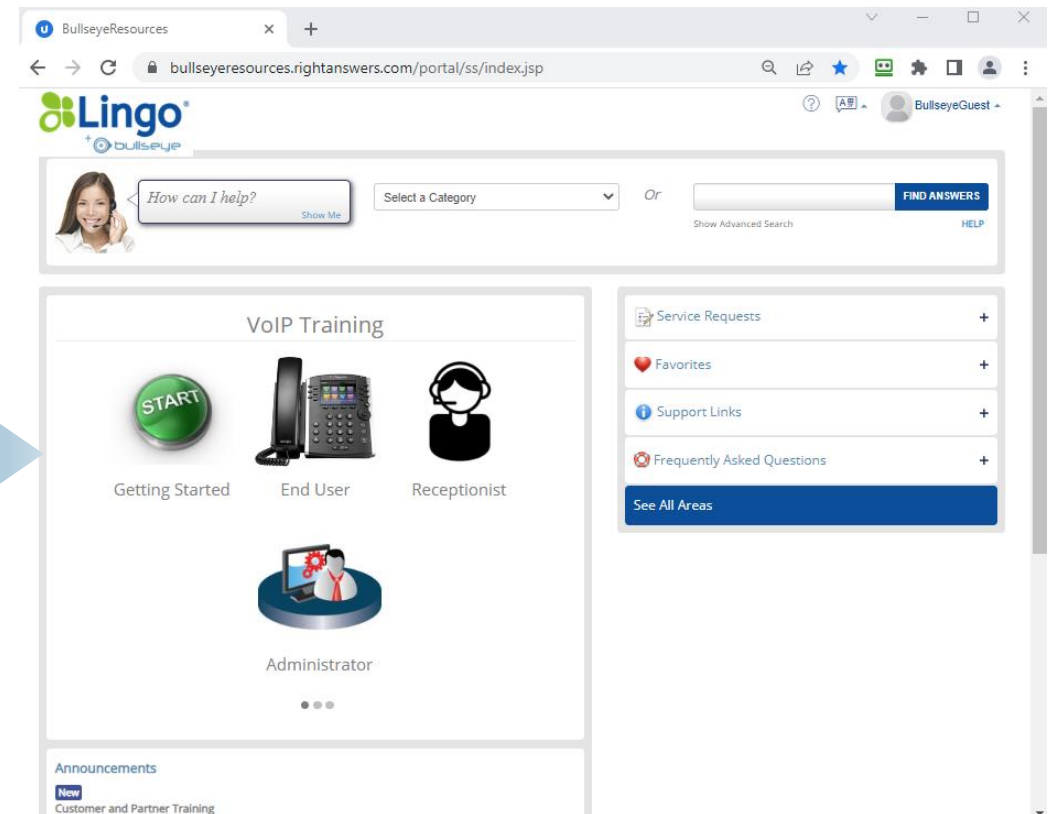
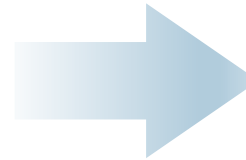


Call Reporting & Recording Reports are displayed in the Member Center.



# Online Training & Resources

1. Go to [bullseyetelecom.com](http://bullseyetelecom.com).
2. Select **Resources** -> **Training**







**ANY QUESTIONS?**

*Thank You!*

[bullseyetelecom.com](http://bullseyetelecom.com)