



Use this portal to remotely access the settings and features available for your new VoIP Phone.

Step 1: Open your web browser and navigate to: <https://admin.euserportal.com>

Step 2: Enter your username and password, then click the “Login” button.

Username = **Your 10-digit telephone number (no dashes/spaces/characters)**

Password = **Please contact your system administrator or Telesystem if you do not know your password**

Step 3: Once you are logged in, you will have access to control features such as Call Forwarding Not Reachable (disaster redirect feature), Simultaneous Ring Personal (ring your desk phone and cell phone at the same time), Selective Call Rejection (block inbound calls from specific number or blocked numbers), and many more.

If you are unfamiliar with any feature, hover your mouse over the name of the feature for a brief description, or click on the name of the feature to open a new browser tab that will display a full description as well as instructions on how to configure the feature.

