

University of Regina

TelPort User Guide

Version 1.0

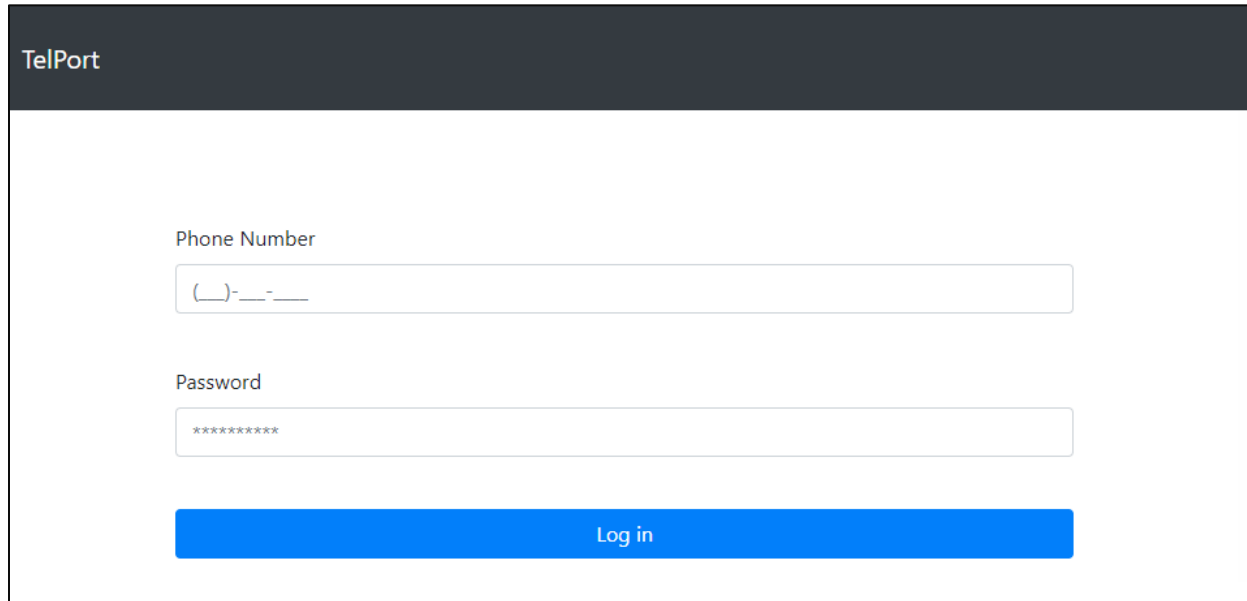
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Accessing TelPort

To access TelPort, visit telport.me on any desktop or mobile phone internet browser. Once the web application has loaded, you will be greeted by a login page.

The image shows the TelPort login page. It has a dark grey header with the 'TelPort' logo. Below the header is a white login form. The form contains two input fields: 'Phone Number' with a placeholder '()- - -' and 'Password' with a placeholder '*****'. Below these fields is a blue 'Log in' button.

TelPort

Phone Number

()- - -

Password

Log in

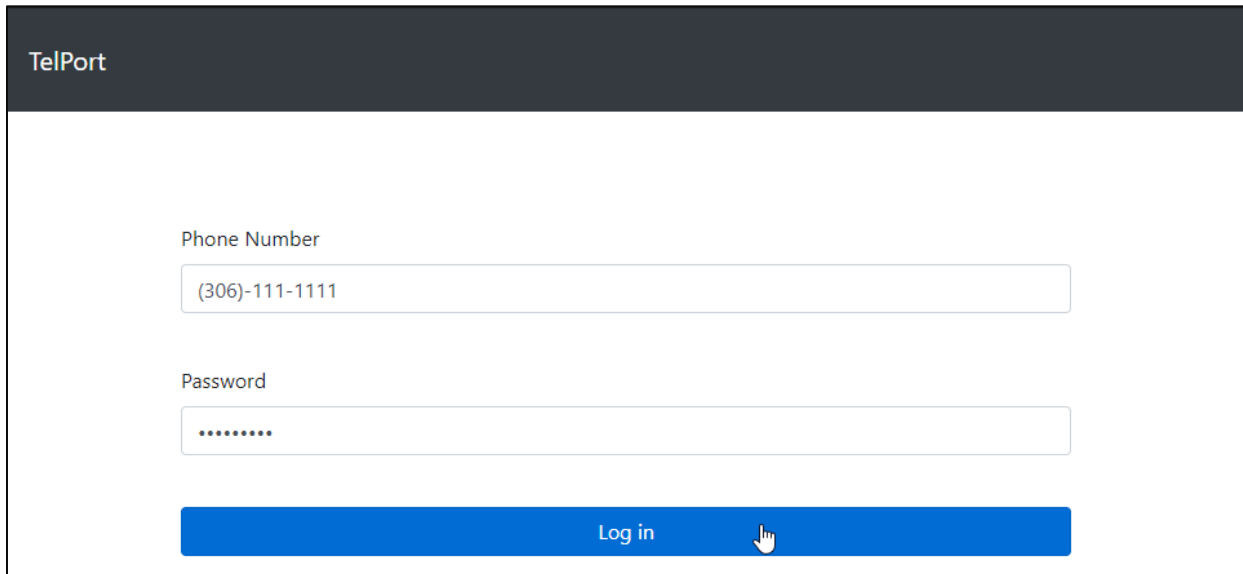
Logging Out

To log out of the application, click the “Sign out” button in the navigation bar. You will be redirected to the login page where you can sign in again if interested. You must be logged in to see the “Sign out” button.



Logging In

To log in, enter your SaskTel phone number, and the password associated with it in the log in fields, and press the “Log in” button.

A screenshot of the TelPort login interface. It features a dark grey header with the 'TelPort' logo. Below the header, there are two input fields: 'Phone Number' containing '(306)-111-1111' and 'Password' containing seven dots. A blue 'Log in' button with a hand cursor icon is positioned below the password field.

TelPort

Phone Number

(306)-111-1111

Password

.....

Log in

Warning messages

If the entered phone number isn't a ten-digit phone number, a warning message will appear around the phone number field.


A screenshot showing a warning message for an invalid phone number. The 'Phone Number' label is above a text input field containing '(306)-111-111_'. A red border highlights the input field, and a red message 'Phone number should be exactly 10 digits.' is displayed below it.

Phone Number

(306)-111-111_

Phone number should be exactly 10 digits.

If a password isn't entered, then a warning message will appear around the password field.

A screenshot showing a warning message for an empty password field. The 'Password' label is above a text input field containing seven asterisks. A red border highlights the input field, and a red message 'A password is required to log in.' is displayed below it.

Password

A password is required to log in.

If the login failed, due to server issues, or invalid credentials such as a bad password, or an incorrect phone number, then a message will appear above the login form.

Invalid login credentials. Please try again.

Viewing Call Logs

To view the call logs associated with the number used to log in, click the “Call Logs” button in the navigation bar. You must be logged in.



This will bring up the call logs popup, which provides a sortable table view of incoming, out going, and missed calls.

Call Logs ×

Type ▲	Number	Time
Missed	3061111111	Thu, Apr. 4, 1:33 p.m.
Missed	3061111111	Thu, Apr. 4, 9:31 p.m.
Missed	3061111111	Sat, Apr. 6, 2:55 p.m.
Outgoing	3061111111	Sat, Apr. 6, 2:42 p.m.
Received	3061111111	Thu, Apr. 4, 9:28 p.m.

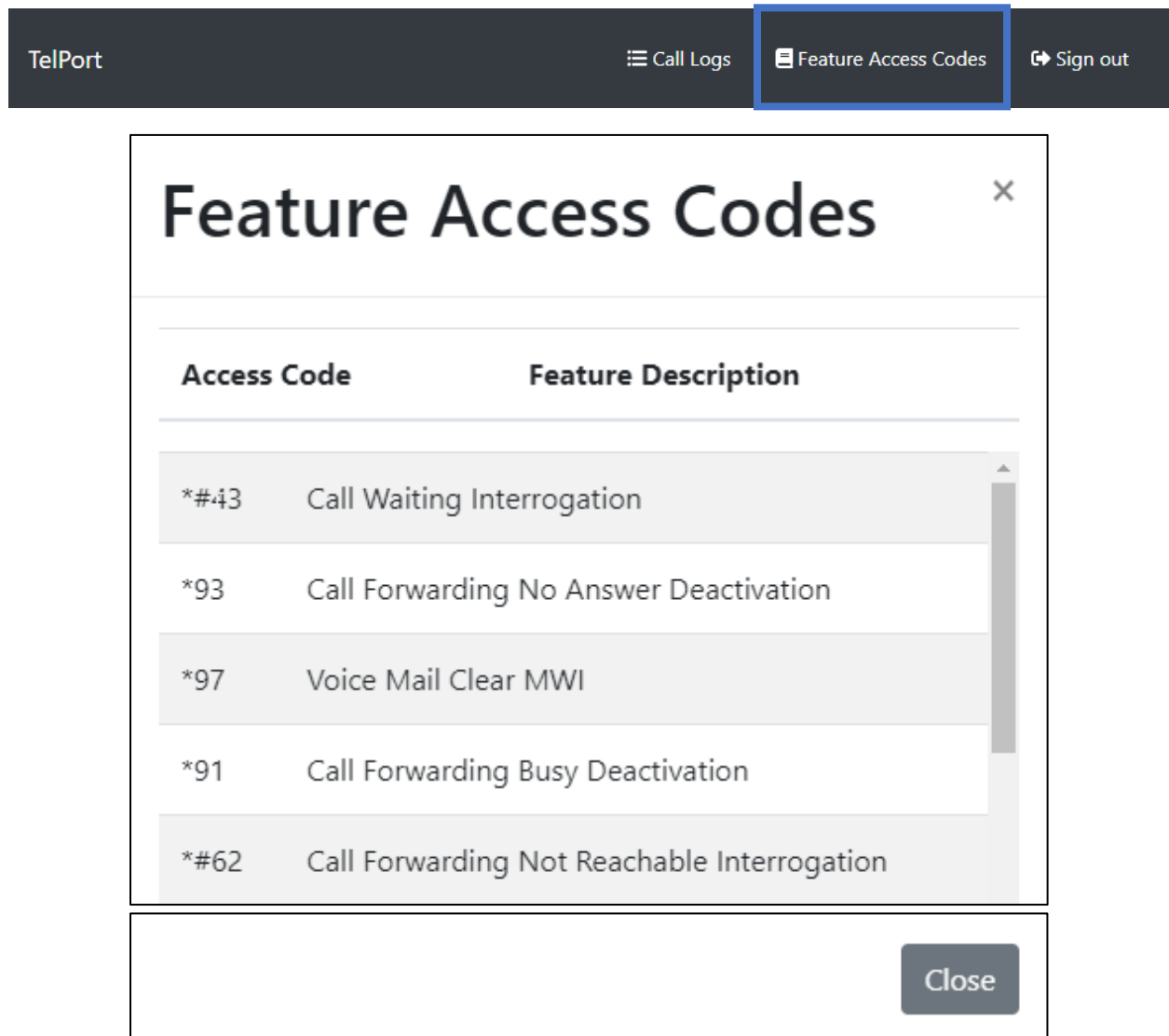
Close

To sort the call logs, click Type, Number, or Time at the top of the table to sort in descending, or ascending order.

To close the Call Logs, click anywhere outside of the popup, the ‘x’ in the upper right corner or, the “Close” button.

Viewing Feature Access Codes

To view the feature access codes, click the “Feature Access Codes” button in the navigation bar. This provides a list of star codes that can be used from any telephone to customize phone services. You must be logged in.



The screenshot shows the TelPort navigation bar at the top with three items: "TelPort", "Call Logs" (with a list icon), and "Feature Access Codes" (with a document icon and highlighted by a blue box). To the right of the navigation bar is a "Sign out" button with a right-pointing arrow icon. Below the navigation bar is a "Feature Access Codes" popup window. The popup has a title bar with the text "Feature Access Codes" and a close button (an 'x' icon) in the top right corner. Inside the popup is a table with two columns: "Access Code" and "Feature Description". The table contains five rows of data. At the bottom right of the popup is a "Close" button.

Access Code	Feature Description
*#43	Call Waiting Interrogation
*93	Call Forwarding No Answer Deactivation
*97	Voice Mail Clear MWI
*91	Call Forwarding Busy Deactivation
*#62	Call Forwarding Not Reachable Interrogation

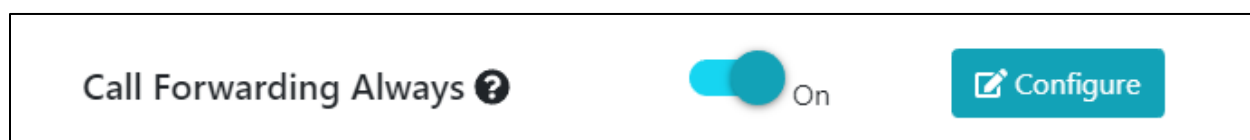
To close the feature access codes, click anywhere outside of the popup, the ‘x’ in the upper right corner or, the “Close” button.

Configuring Phone Services

To configure a phone service, there are a few choices. Each phone service that is added to your account is displayed in a list on the main page.

Enabling a Service

To enable a service from the main page, simply slide the toggle button in the corresponding row to the right side on position so that it is blue.



Disabling a Service

To disable a service from the main page, simply slide the toggle button in the corresponding row to the left side off position so that it is grey.



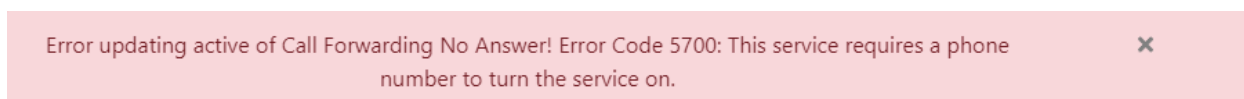
Successful update of a Service

When enabling or disabling a service, if the update is successful, then a success message will appear at the bottom of the screen notifying you of the update.



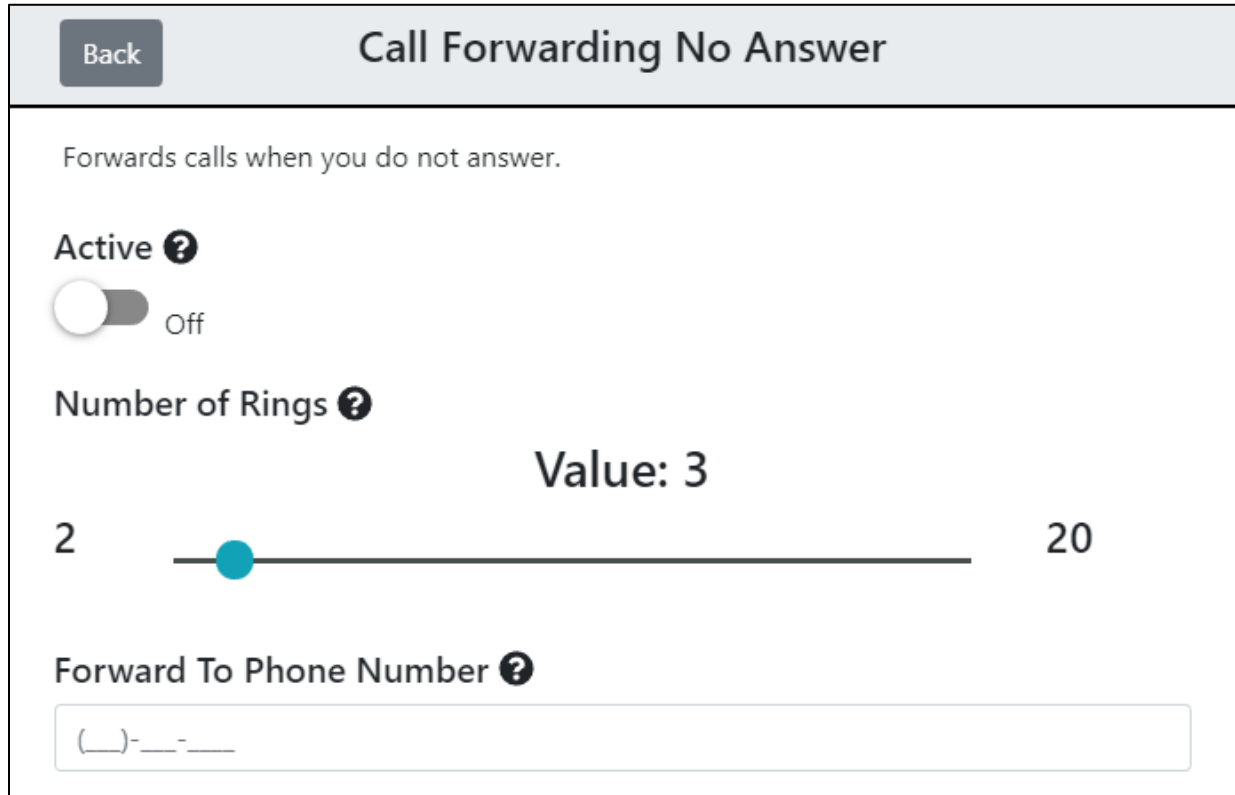
Missing a Required Service Setting

When enabling a service, all the required features must be configured. If a feature is missing, then a warning message will appear notifying you of the missing information.



Configuring a Service

To configure a service, click the “Configure” button next to the enable toggle for the desired service. This will slide over to a customization window and present every feature to be configured for the selected feature.



The screenshot shows a configuration window titled "Call Forwarding No Answer" with a "Back" button in the top left. Below the title, a description reads "Forwards calls when you do not answer." The first setting is "Active" with a question mark icon and a toggle switch currently in the "Off" position. The second setting is "Number of Rings" with a question mark icon, featuring a slider control. The slider has a blue dot at the value of 3, with "2" at the left end and "20" at the right end. The text "Value: 3" is displayed above the slider. The third setting is "Forward To Phone Number" with a question mark icon, accompanied by a text input field containing the placeholder "()-__-__".

In the above image, the call forwarding no answer service can be enabled or disabled, the number of rings before forwarding on no answer can be selected with a slider, and the number to forward to is configurable as the last option.

To return to the main page, click the “Back” button in the upper left corner.

Information Popovers

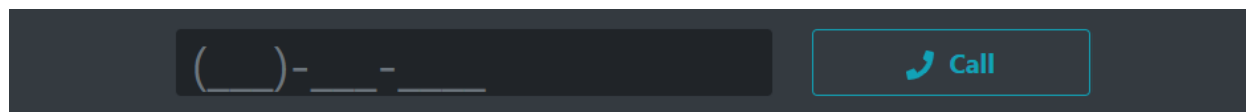
Every element that describes a feature of a service has a hover able information popover.



The screenshot displays a configuration interface with two service entries. The first entry, "Call Waiting", has a question mark icon and a tooltip (popover) that appears on hover, containing the text "Allows you to receive another call when you are already on the phone." To the right of this entry is a toggle switch in the "Off" position and a blue "Configure" button. The second entry, also labeled "Call Waiting" with a question mark icon, has a toggle switch also in the "Off" position.

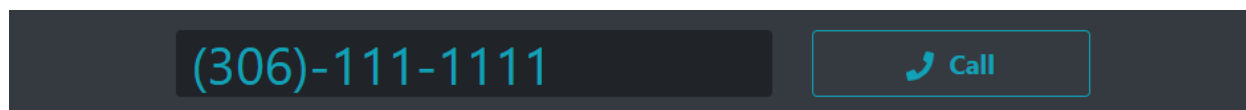
Phone Footer

The bottom of the web application is a browser phone. Because you've signed in using your SaskTel phone service, you can make and receive calls through the browser using this number just as you would from your physical device while logged in.



Making a Phone Call

To make a phone call, type a phone number in the text field and click "Call".

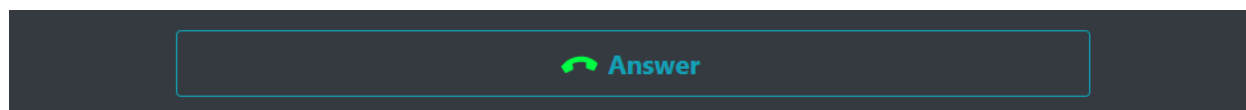


Once clicked, the phone will begin to ring until the recipient responds. You can always end a call at any time by pressing the "End" button.



Receiving a Phone Call

When you begin to receive an incoming phone call, the footer of the application will change to an "Answer" button. To answer the incoming call, click the "Answer" button.



Mute the Microphone

The microphone can be muted by clicking on the microphone symbol next to the call duration. This can be undone by clicking on it again to turn the microphone back on.



