



Fused Technology, Inc.  
440 Waters Watch Court  
Baltimore, MD 21220  
(410) 670-7200

Go to <http://www.myfusedtech.com>

Enter your username: (Provided separately, but normally your e-mail address)

Enter your password: (Provided separately)

### **Checking Voicemail**

- Use the Left hand side Quick Links Menu, click on Check My Voicemail.
- Choose desired folder from the drop down menu (i.e. inbox/Old etc..)
- Click Submit.
- Click on the listen link to listen to voicemail.

### **View Call Logs**

- Use the Left hand side Quick Links Menu, click on View My Call Logs
- Enter desired Start and End Dates.
- Choose Call Type (i.e. All/Outgoing/Incoming, etc..)
- Enter ant keyword is desired.
- Click Search.
- By Clicking Export Results you can save the current view in excel format.
- On the right hand side, you can choose how many records to display on 1 screen. (i.e. 20/50/100/500 etc..)

### **Forward phone to a different outside number (i.e. cell phone)**

- Use the Left hand side Quick Links Menu, click on Update my Extension.
- Under the Call Routing Tab, next to “Try First” Click on the drop down, and select “Outside Number”
- In the New Box, type in the phone number to forward to.
- Click Save at bottom.
- To un-forward the phone, Next to “Try First”, Click on the drop down , and Select “Phone”, your phone extension should automatically fill in.
- You will notice, if you forward a second/third time etc, it will remember the last value used.
- BE CAREFULL Not to select other user’s phones/extension/voicemail in the other options.

### **Activate Find Me**

- Use the Left hand side Quick Links Menu, click on Update my Extension.
- Under the Call Routing Tab, change the “If Busy” and “If Not Answered” and “If Offline” drop down mends to “Find Me”
- Click on the Find me Tab.
- Enter up to 5 different numbers or locations to try and locate you.
- Make sure option 1 IS NOT “My Extension” because it already rang your extension in “Try first” in previous Tab”
- Set desired options, and time frames, and then choose your mailbox near bottom to leave you a message if you cannot be located.
- Click Save at very bottom.

### **Change Web Portal Password.**

- Along the top Menu, Click the “Settings” Tab
- Type in your new password next to “New Password”
- Confirm your new password next to “Confirm New Password”
- Click Update User button.