



## COMMPORTAL Assistant App User Guide

[Home](#) » [COMMPORTAL](#) » COMMPORTAL Assistant App User Guide 

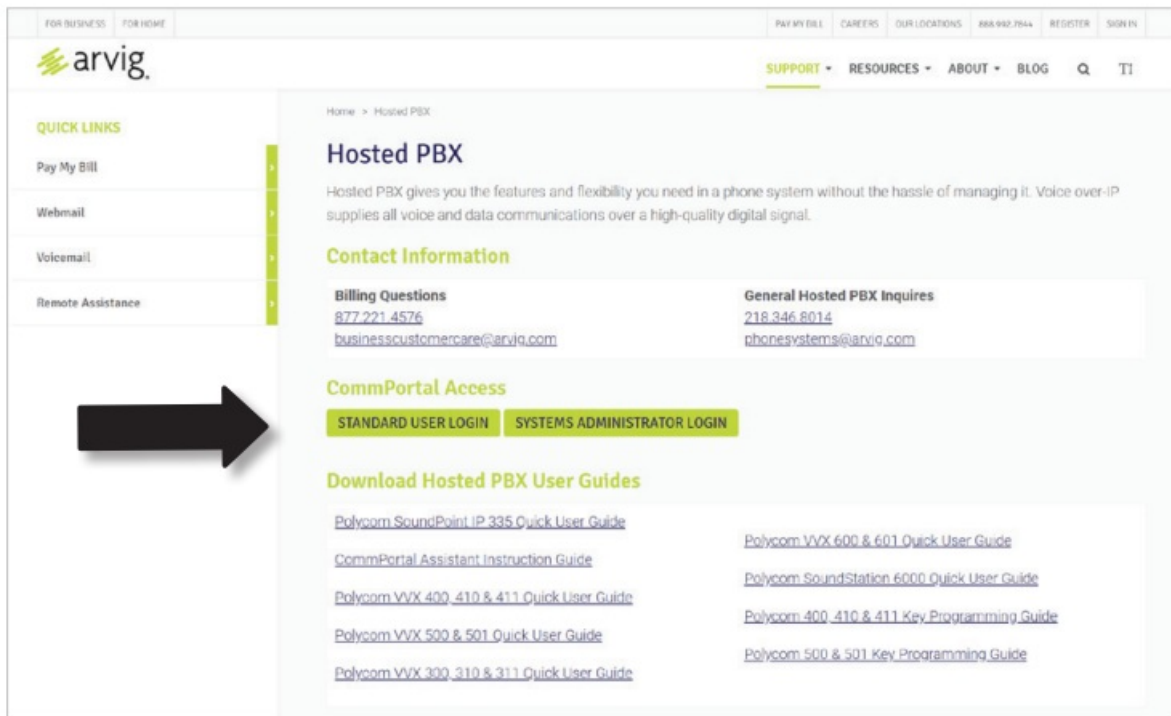


## Contents

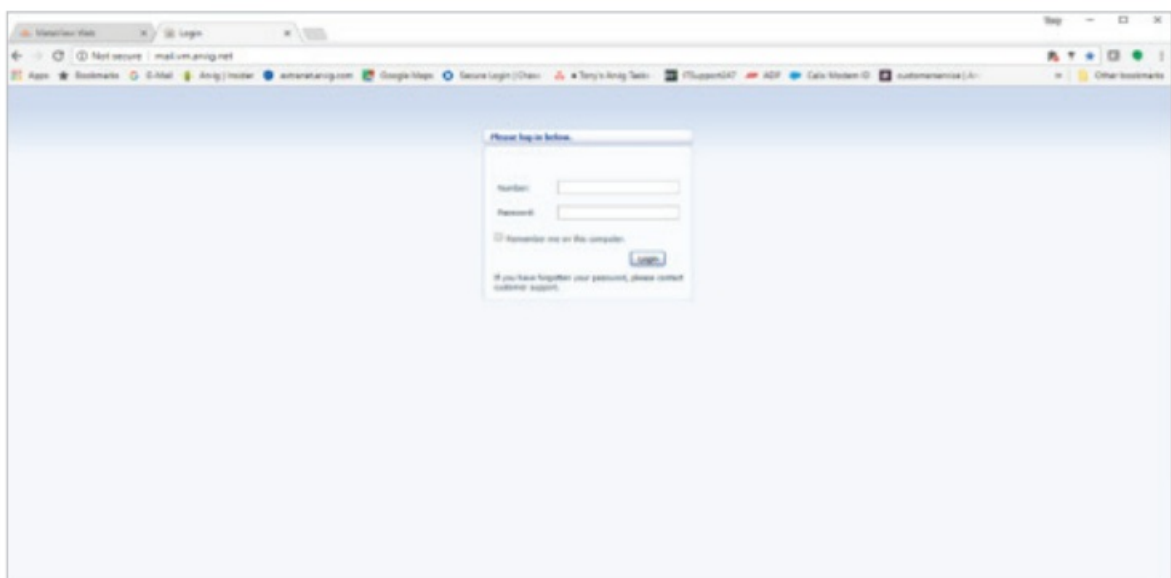
- 1 Assistant App
- 2 Documents / Resources
- 3 Related Posts

## Assistant App

1. Browse to: <https://arvig.net/hostedpbx>.
2. Click STANDARD USER LOGIN.



3. Enter in your 10-digit phone number and password provided to you by your Systems Administrator or an Arvig representative.



4. Click on Downloads.

Home Messages and Calls Contacts [Make Call](#) [Beth Barth](#)

## Phone Status

Available for Calls

Incoming calls will: [Ring your Account Phone](#)

**A** Account Phone (952) 204 1330

If there is no answer

- ☐ Forward to [another phone](#) after 36 seconds
- ☒ Send to voicemail after 24 seconds

If your phone is busy

- ☐ Forward to [another phone](#)
- ☒ Send to voicemail

Advanced Settings

- ☒ [Forward Selected](#)
- ☒ [Reject Selected](#)
- ☒ [Distinctive Ringtone](#)
- ☒ [Forward if Unavailable](#)

[Apply](#) [Cancel](#)


## Your Services

Groups Call Settings Message Settings Notifications Reminders

Personal Details  
Beth Barth  
Devices

Security  
[Change Password](#)  
[Change Call Services PIN](#)  
[Change Voicemail PIN](#)

Support  
[Help](#)  
[Downloads](#)  
[Send Feedback](#)




5. Click on the Download link.


Assistant

## Apps on your Computer

**CommPortal Assistant (Recommended)**

CommPortal Assistant offers instant access to your most frequently used features and settings. You can search and dial contacts right from your desktop, just like you would from your mobile phone. Notifications tell you when you have an incoming call or a new message.

 Vista / Windows 7 / Windows 8 / Windows 10

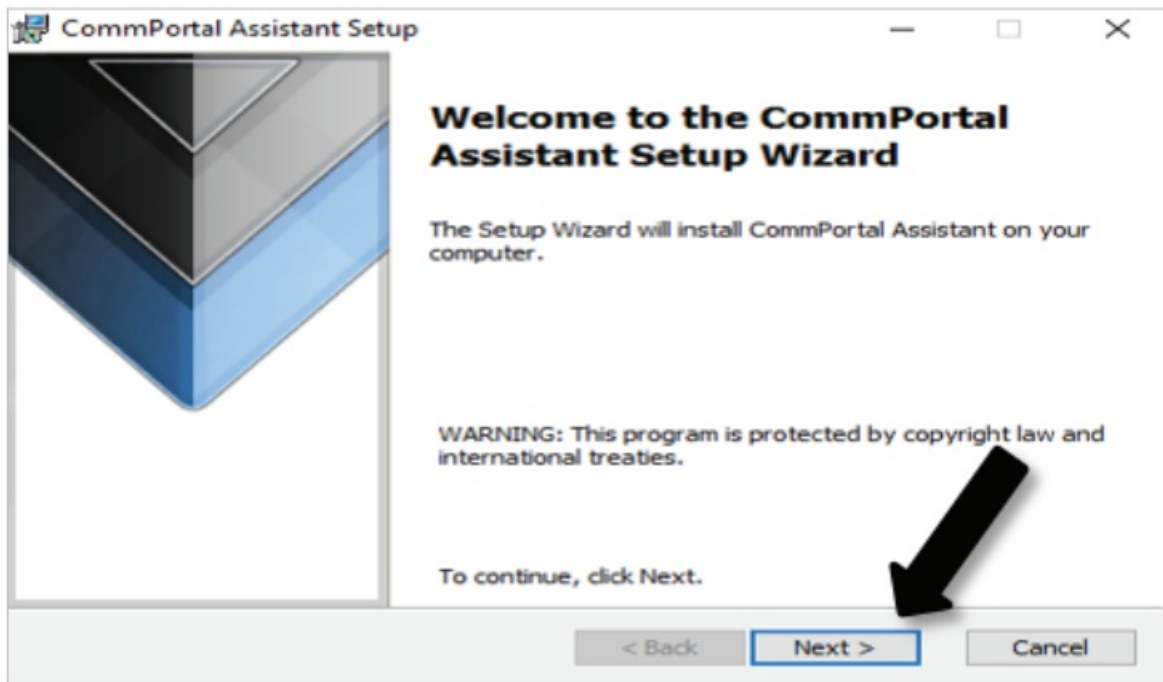


[OK](#)

6. You will find the .exe file in the tool bar.

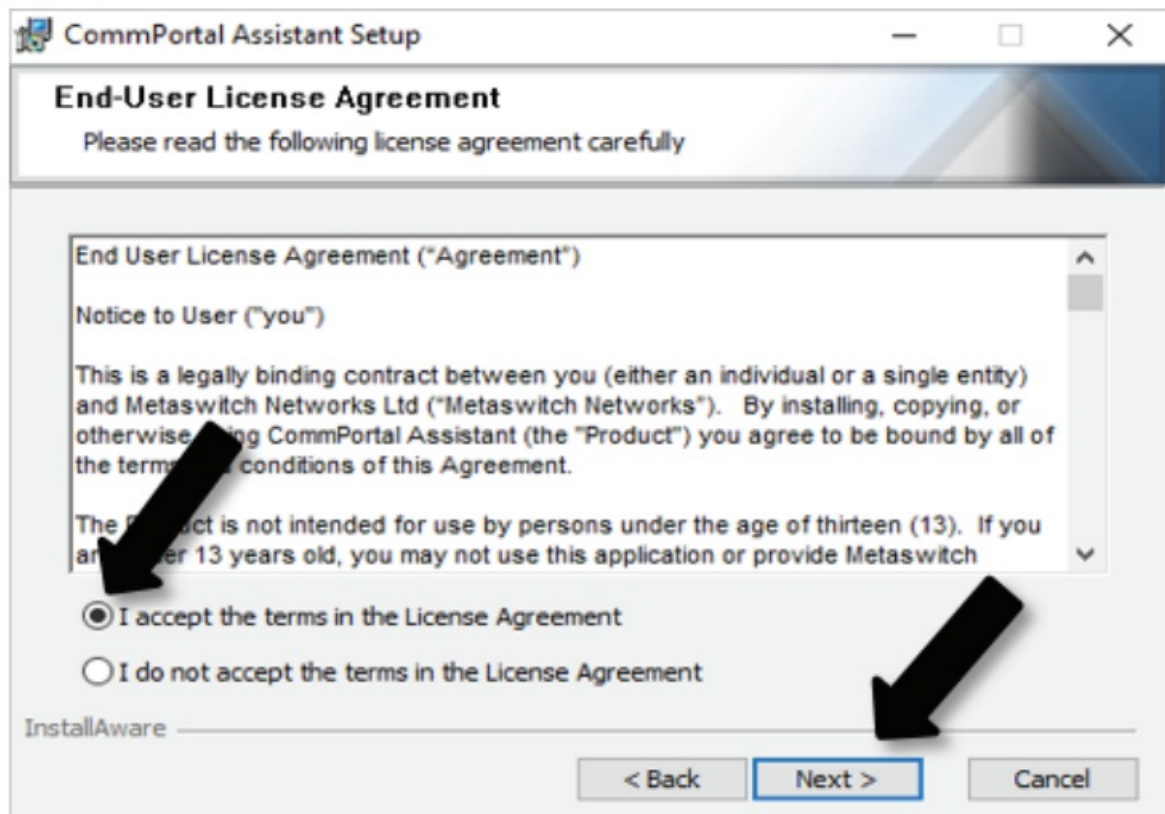
7. Click on the .exe link.

8. After the Welcome message appears, click on Next.



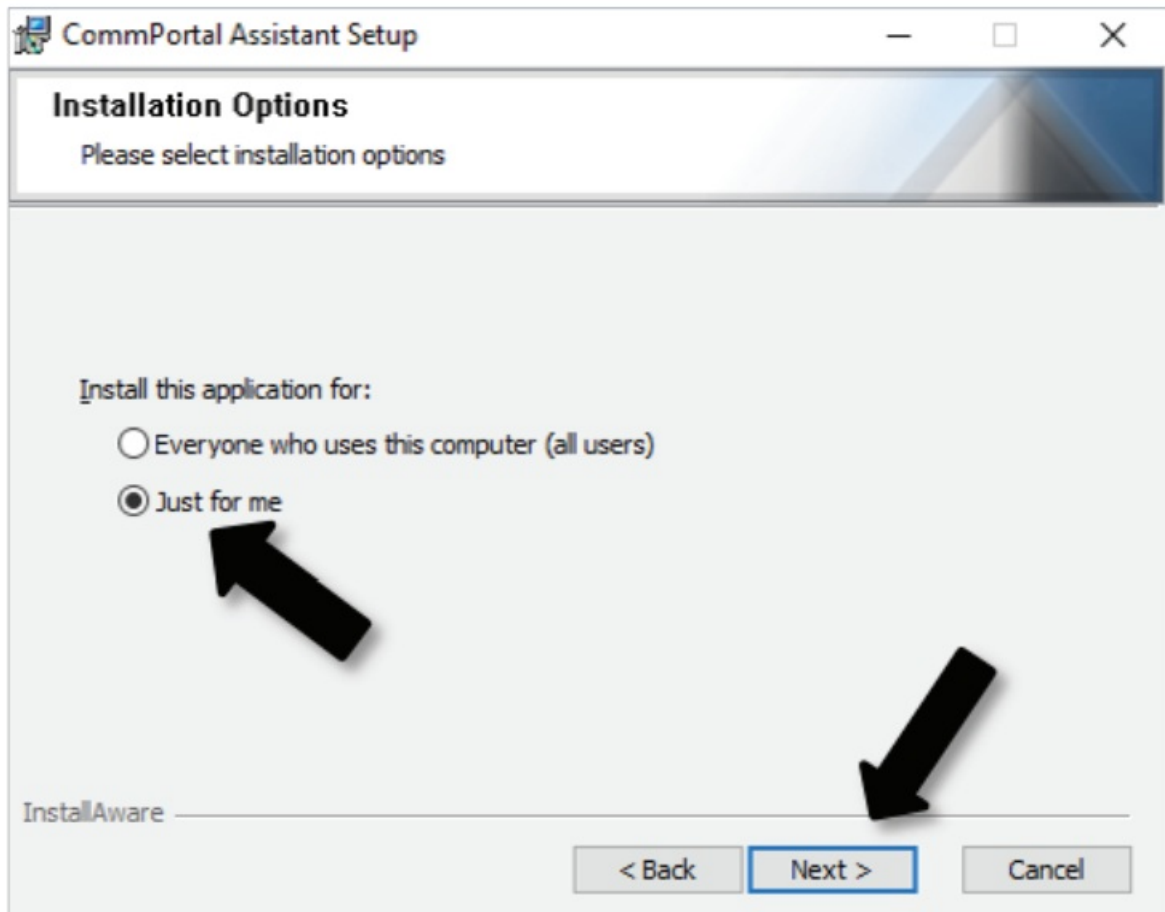
9. Click on Accept.

10. Click Next.



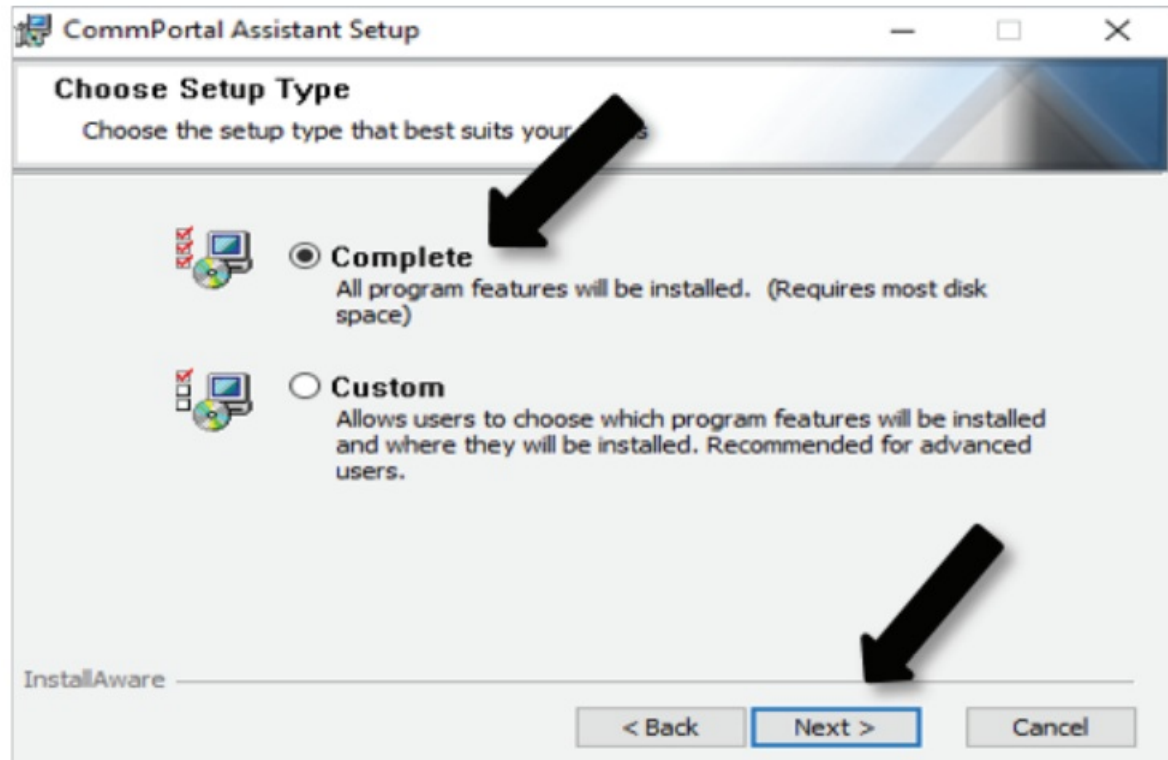
11. Choose the option that fits best, most often it will be Just Me.

12. Click Next.



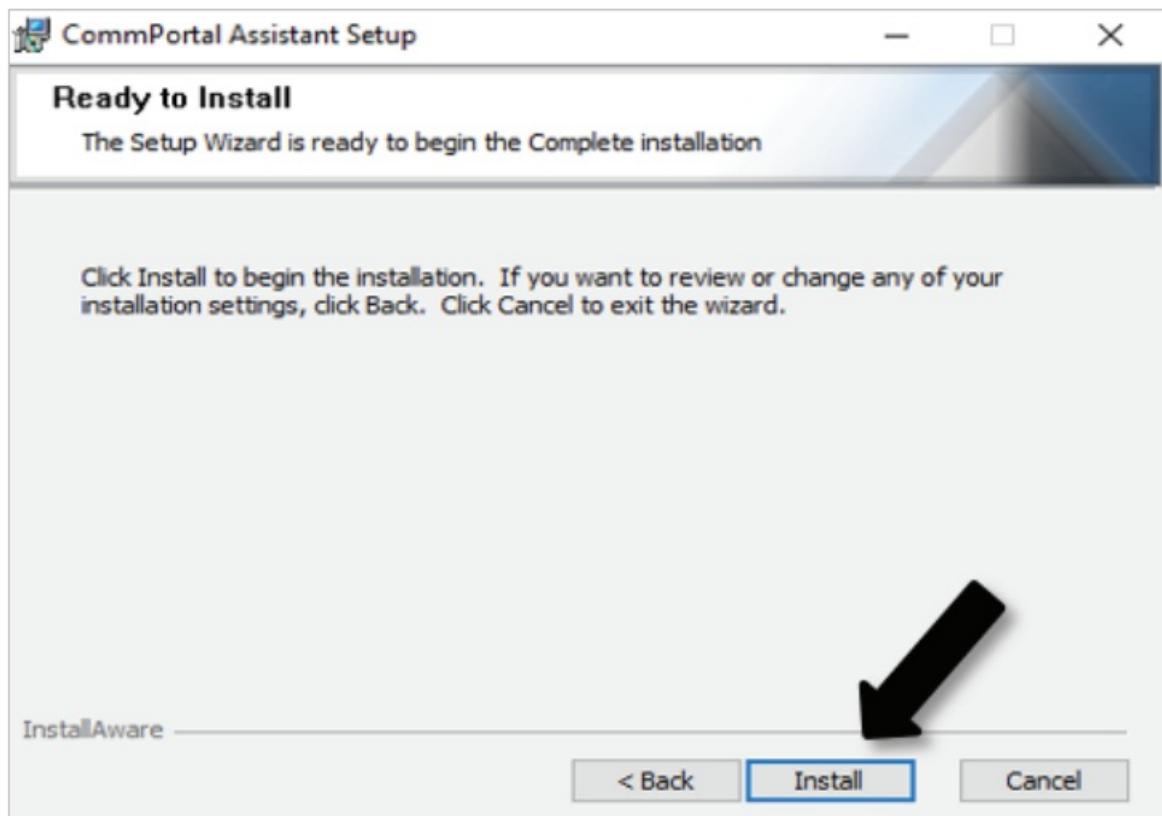
13. Choose Complete.

14. Click Next.

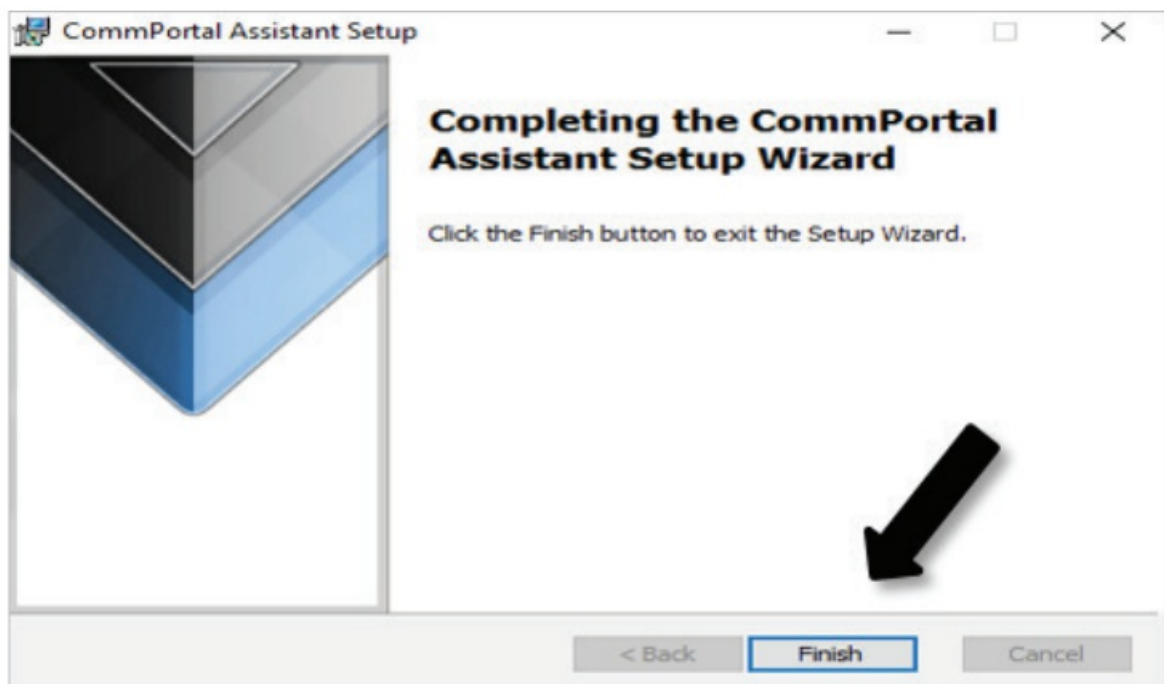


15. Click Install.



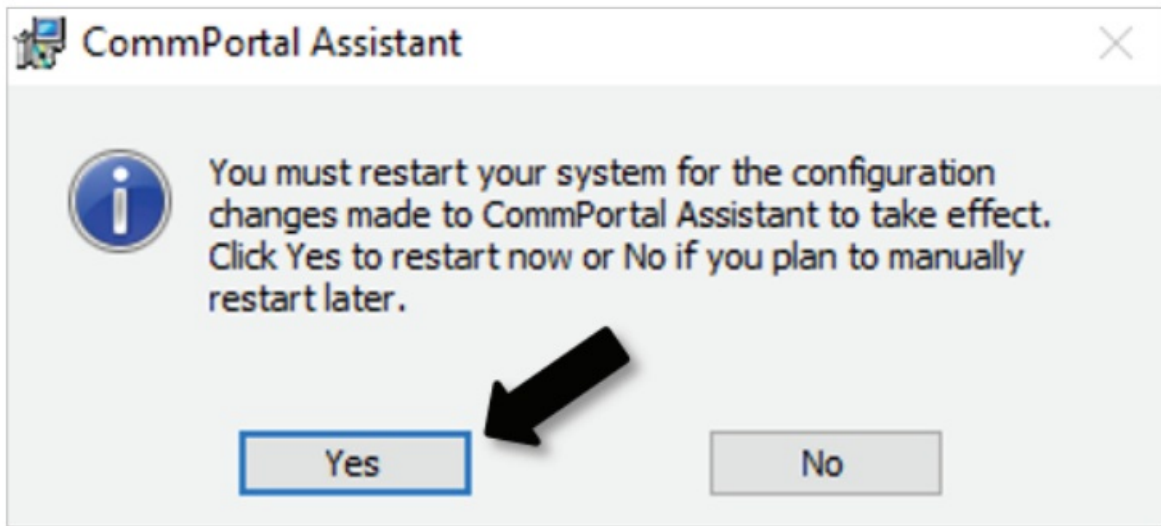


16. Click Finish.

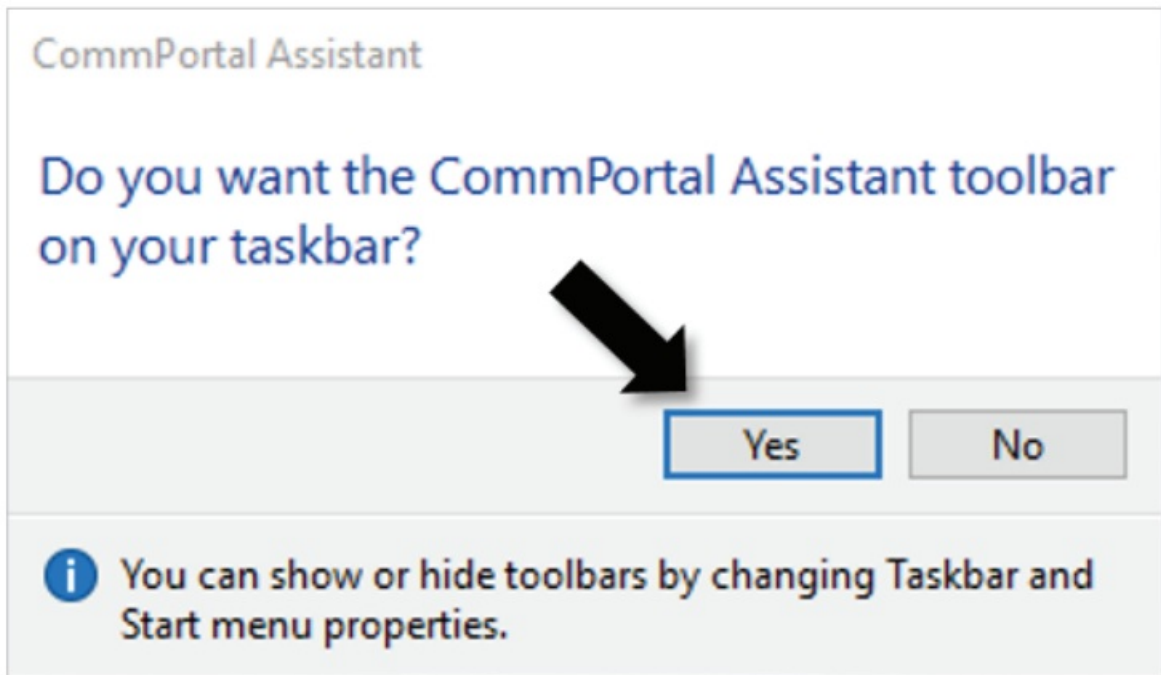


17. You will need to restart your computer 1 or 2 times, depending upon your PC's operating system. Be sure to save your work and close all programs before restarting.

18. Click Yes if ready to restart.



19. If prompted, click Yes to allow the changes.

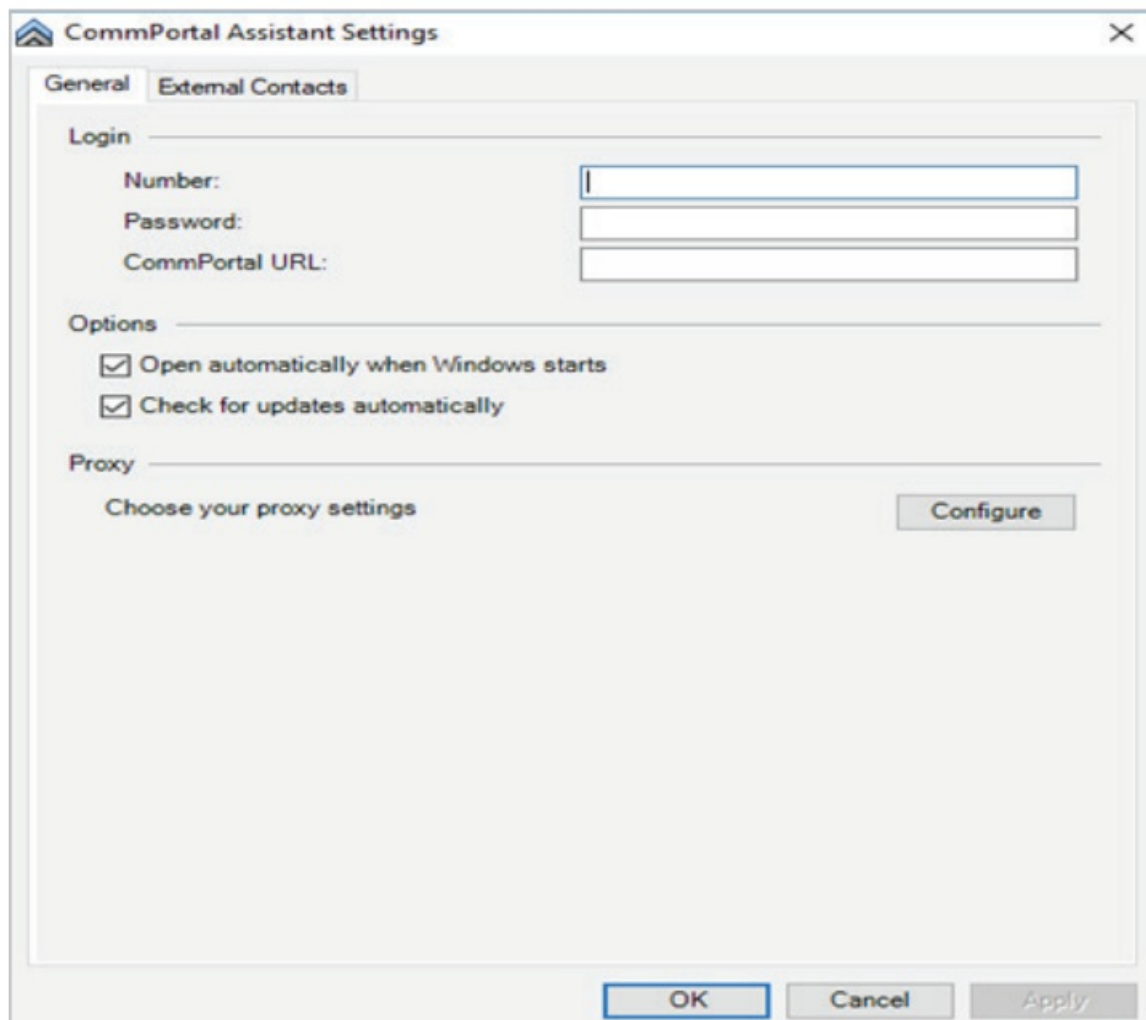


*continued...*

20. You will see changes made to the Task Bar.



21. If you have programs open, you may have to look behind other windows to see the below message.



The image shows a Windows-style dialog box titled "CommPortal Assistant Settings". It has two tabs: "General" and "External Contacts", with "External Contacts" currently selected. The dialog is divided into three sections: "Login", "Options", and "Proxy".

**Login Section:**

- Number:** A text input field with a cursor at the beginning.
- Password:** A text input field.
- CommPortal URL:** A text input field.

**Options Section:**

- ☒ Open automatically when Windows starts
- ☒ Check for updates automatically

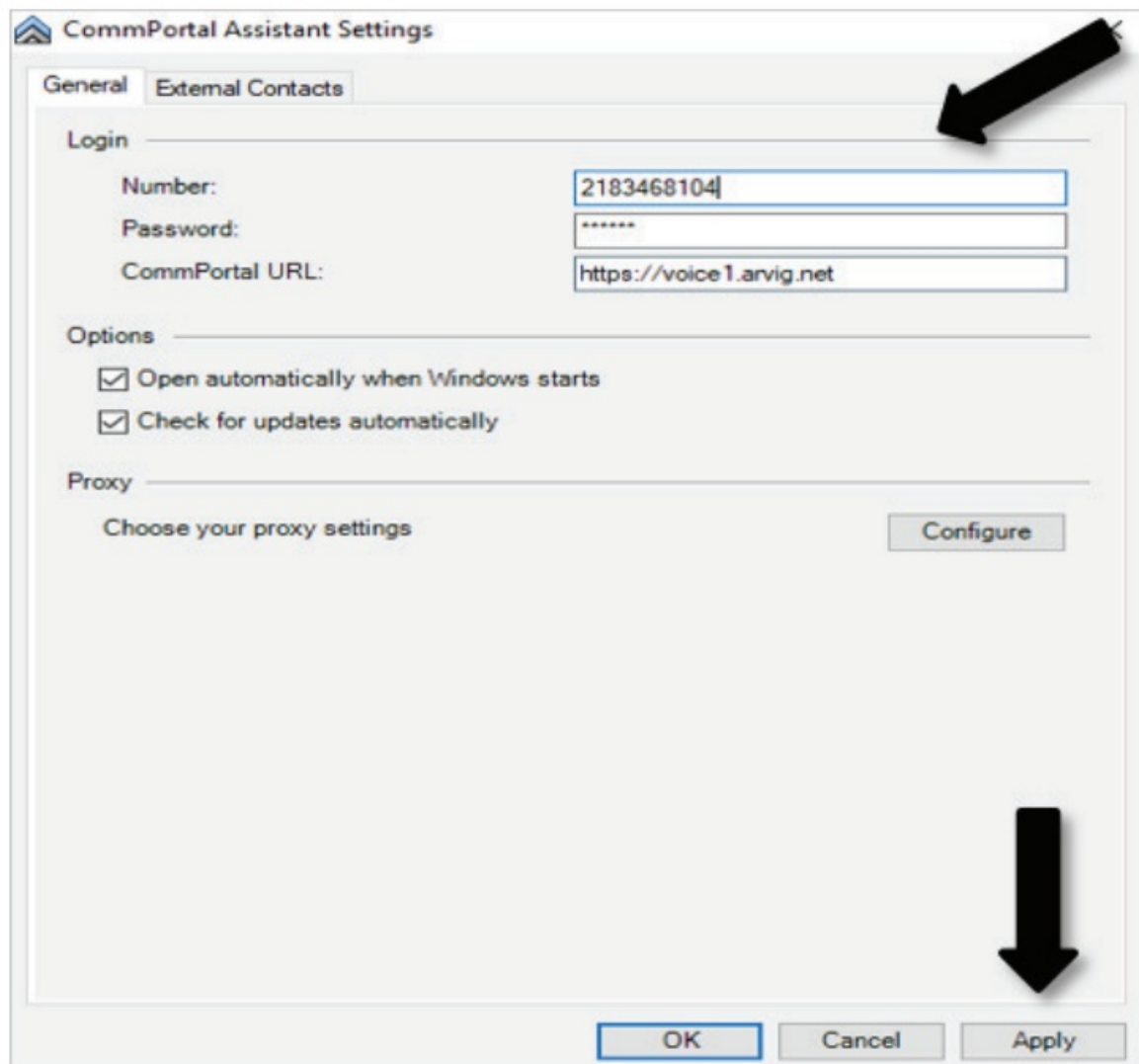
**Proxy Section:**

- Text: "Choose your proxy settings"
- Button: "Configure"

**Bottom Buttons:** "OK", "Cancel", and "Apply".

22. Enter the information in the 3 fields.
23. Complete 10-digit phone number (no spaces).
24. Password provided, same format as above.
25. Enter the URL: <https://voice1.arvig.net>
26. Click Apply.
27. Click OK.
28. Example:





29. This is where you may need to restart your computer a second time to see the dialer app on the Task Bar.



You are now set up to use the CommPortal App.



©Arvig 2022

218.346.8014 | [arvig.net/hostedpbx](https://arvig.net/hostedpbx)

**Documents / Resources**



## [COMMPORTAL Assistant App](#) [pdf] User Guide

Assistant App, Assistant, App