Web Portal Login Quick Reference Guide

BEK SPYDER TALK

Web Powered. Business Phones. Made Simple.

Log In

1. Go to www.talk.bekspyder.com
2. Enter your assigned user ID; do not use spaces, dashes or parentheses. Press the TAB key to go to the *Password* text box or click in the *Password* text box.
   NOTE: The user ID is the same as your DID number.
3. Enter your password.
   NOTE: The first time you log in or if your password has expired, the *Password Change* page appears. Change your password and continue.
4. Press the ENTER key or click the **Login** button.

Login Screen

Remember Password

(This function is only available to some users.)

1. Check the *Remember Password* box on the *Login* page.
2. A cookie has now been set on your machine, allowing you to bypass the *Login* page on future returns to the BEK Spyder Talk Internet address.
3. Your *Home* page appears automatically.

NOTE 1: You must re-check *Remember Password* each time you change your password.

NOTE 2: If you have multiple login IDs, complete these steps only for your most frequently used login/password.

BEK Spyder Talk Web Portal Quick Launch

1. Follow **Remember Password** instructions above.
2. Right-click on the desktop, select *New* and then *Shortcut*.
3. In the *Location* field, enter the BEK Spyder Talk URL. Click **Next**.
4. Enter a name for the shortcut, such as "Launch BEK Spyder Talk." Click **Finish**.
5. Select the shortcut icon and drag it to the Quick Launch area of the task bar (typically to right of the Start menu button).
6. To change the icon, right-click the icon and select Properties.

To launch BEK Spyder Talk (both *CommPilot Personal* and *CommPilot Call Manager* pages) click the Quick Launch icon.

Add BEK Spyder Talk Web Portal to Favorites

1. At the *BEK Spyder Talk Login* page, click **Bookmark this page**. The Add Favorite dialog box appears.
2. The favorites name "BEK Spyder Talk Login Page" appears in the *Name* field. You can change this name.
3. Click **OK** to place the shortcut in your Favorites list.
4. You can also click **Create in** to navigate to an existing folder directory or click **New Directory** to place this favorite in a new Favorites directory in Internet Explorer. Then click **OK** to complete the procedure.

At your next login to BEK Spyder Talk, select *BEK Spyder Talk Login Page* from your Internet Explorer Favorites. If you have saved your password, you are automatically taken to your *Home* page. If you have not saved your password, you have to log in to the system.

Auto-Start BEK Spyder Talk Web Portal

These instructions apply to Windows 2000. Instructions may vary for other operating systems.

1. Follow **Add BEK Spyder Talk to Favorites** instructions above.
2. Locate the Start-up menu path in your file structure. For Windows 2000: *C:\Documents and Settings\NAME\Start Menu\Programs\Startup*, where *NAME* is the name of your PC.
3. From a file structure window select the Favorites folder and click to expose the BEK Spyder Talk bookmark. Then click and hold the mouse button as you drag the menu item into the Startup folder. At the prompt, click **Copy here** to make a selection from a menu.
4. BEK Spyder Talk starts up the next time you log in to your PC.

Log Out

Click the **Logout** link in the upper right corner of any BroadWorks page.

Browser Windows

To avoid opening web page shortcuts in the CommPilot Call Manager:

1. At the **BEK Spyder Talk** page, choose **Internet Options** from the Internet Explorer **Tools** menu.
2. Select the *Advanced* tab.
3. Under the Browsing heading, uncheck *Reuse windows for launching shortcuts*.
4. Click **Apply** and then **OK**.