

INSTALL ACCESSION COMMUNICATOR DESKTOP

Log into CommPortal

1. Browse to <https://ciovip.uccommportal.com>
2. Login with your 10 digit phone number (DID)
3. Default password is _____
4. If this your 1st login to CommPortal you will be prompted to enter your email address

Personal Details	Security	Support
Chris France	Change Password	Help
CIO Now	Change Call Services PIN	Downloads
Admin	Change Security Email	Send Feedback
Devices	Change Voicemail PIN	

CommPortal. A better way to stay Connected

All of your devices can now work together in a single system that's convenient, practical and easy to use.

[View Apps](#)

- Summary
- Computer
- Accession**
- Call Me
- Mobile / Tablet

Apps on your Computer

Accession Communicator

Download the Accession Communicator softphone to make and receive audio/video calls with your CommPortal account. Sync your contacts with Accession to see their presence and make chatting or calling them easy, straight from the app. Changing your Call Manager Status is now simple to do from the main window. And your new voicemails are displayed clearly in the voicemail notification, from here you can manage your messages with the ease of visual voicemail.

Windows 7 / Windows 8 / Windows 10
 Mac OS X (10.7+)

1. Login to CommPortal (contact your admin or CIOVoIP support for password resets)
2. Select the 'Downloads' Link at the bottom of the screen
3. Click 'View Apps' to show what apps on your account are available for download.
4. Select Accession and then click your OS to download the application install
5. Run the downloaded program to install Accession Desktop

6. Click Next, accept the defaults
At the additional tasks screen
Select 'Launch Accession on startup'

7. Upon launch of the program you will be prompted to select your service provider—select 'ReInvent Telecom' click 'OK'

8. When prompted, enter your phone's 10 digit phone number and your CommPortal password from Step 1.

Additional Tasks

Which additional tasks should be done?

Create Shortcuts

Start Menu

Desktop

Other Actions

Launch Accession Communicator on startup

Use Accession Communicator as the default calls and messaging client

Use Accession Communicator to call linked phone numbers

Back Next Cancel

Service Provider Selection

Please select your service provider.

ReInvent Telecom

OK Cancel

Login

Please enter your ReInvent Telecom login details.

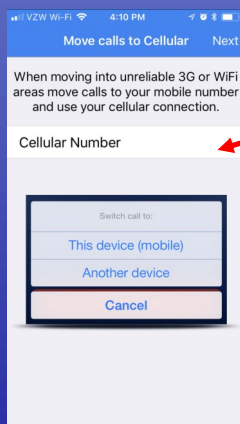
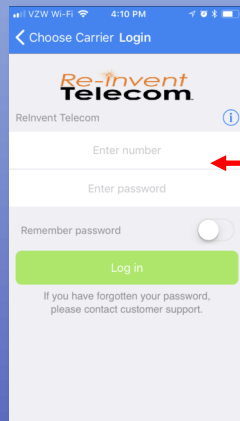
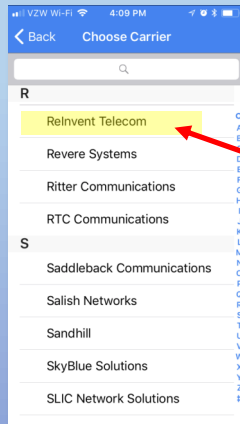
Re-Invent Telecom

Phone Number

Password

Login Cancel

INSTALL ACCESSION COMMUNICATOR MOBILE



1. Go to Apple App Store or Google Play Store and search for Accession Communicator
2. Download and install app on your phone (or tablet)
3. Upon opening the Accession App you will be prompted to select your service provider (carrier) - select 'ReInvent Telecom' tap 'next'
4. Enter your 10 digit phone number and CommPortal password (contact your admin or CIOVoIP support for password resets)
5. Enter your mobile number (if installing on mobile phone) to seamlessly switch between WiFi and your mobile phone—tap 'next'
 - a. give access to your device's microphone when prompted
6. Accession Communicator mobile is now installed!