

# User Control Panel (UCP)

1. The User control panel (UCP) is a web based GUI that allows you to set up dashboards and customize widgets that allow you to view and control call events, forwarding, history, conferences, fax, and voicemail to name a few.
2. If you are a first time user, request access from IT Services by email at [support@mlc-wels.edu](mailto:support@mlc-wels.edu)
3. To access your UCP (currently accessible only from campus) follow this link <https://pbx.mlc-wels.edu/ucp/>

Initial login
Adding a widget
Call Forward
Call History
Voicemail

Revision #7

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