INSTALLATION AND CONFIGURATION

Download the software from Google Play Store:
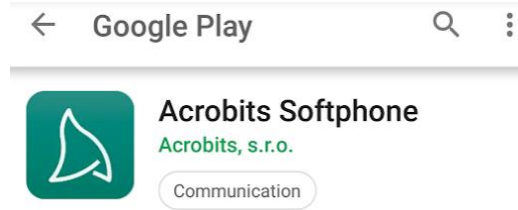
Once the application is initialized, it will display a series of options from different providers. In this case we will create a custom account by clicking "New SIP Account".
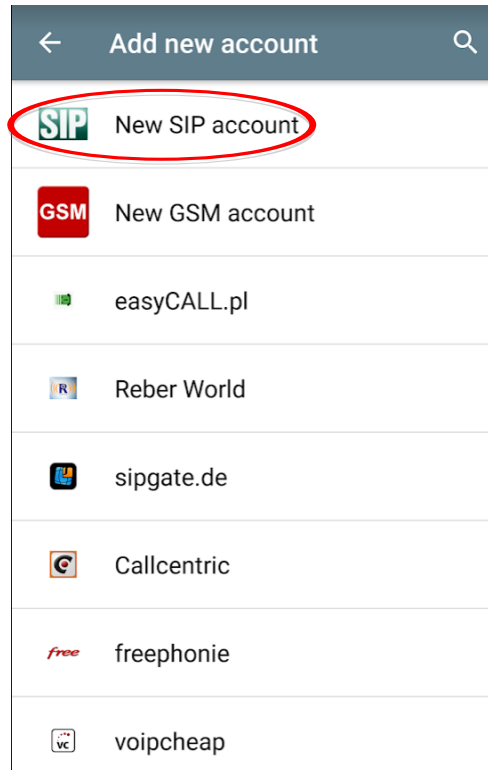
Edit the New Account settings with the credentials provided by your PBX On The Cloud Account Manager.

> *Title*: A name you want for your profile.
>
> *Username*: Your extension number.
>
> *Password*: Your extension password. Ask your PBX On The Cloud representative for it. Be very careful to type the password correctly as if it is wrong, your extension will be blocked. (You can contact your PBX On The Cloud representative for help).
>
> *Domain*: xyyy.pbxonthecloud.com:zzzz where xyyy is your Company Code, which are the 4 letters that identify your company with PBX On The Cloud service. Normally x is the first letter of your Company name first word and yyy are the first 3 letters of your Company name second word. If your Company name has only one word, then xyyy will be the first 4 letters of the Company name. *zzzz* would be the port where your server resides. Ask your PBX On The Cloud representative for it. Default is 5060.
>
> *Display name*: Your name or Extension number and your name depending on your preference.

When you finish click on the "Checkmark"
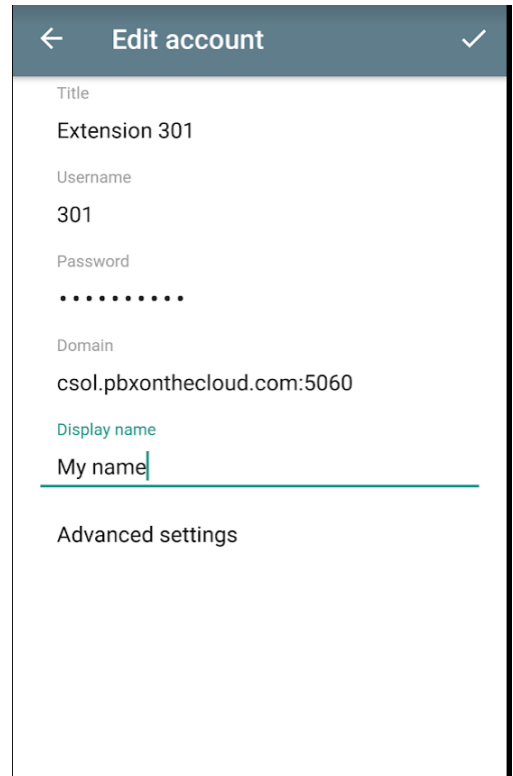
Once you cllick OK, you can go back to the main window (Dial Pad) where you'll see a green icon in the upper tool bar, meaning that your account is registered and ready to make calls. You should also see the name of your SIP account as registered.
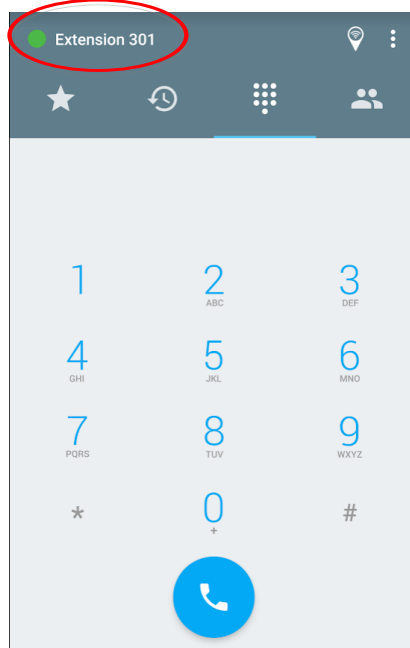
USING THE SOFTPHONE

On the main menu, you will see the keypad as well as some other icons that have a specific purpose:
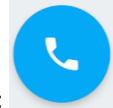
Once you enter the number you wish to dial, click this button to start the call:

To access your contacts, click::

Once you enter a number, you can "Add to contacts" by clicking below the number::

If you wish to delete a number, just click this button to remove the last digit:

To browse all recent calls (Out/In/Missed), use this button:

To access your contact list, click this button:

To access your speed dial list (favorites), click this button:
Press on the screen for a couple of seconds to add a new contact to your favorites. Select any favorite ad drag it to the top of the screen to Edit or Delete the favorite.

To go back to the main keypad menu, click this button:

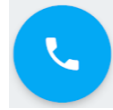To access "Settings", click this button:

ACCEPTING OR DECLINING A CALL

You can Answer, Ignore or Reject incoming calls just by clicking on the desired option when the call comes through. Ignoring a call will just mute the ringtone until the call is naturally sent to voicemail after certain time. Rejecting a call will forward it to your voicemail.
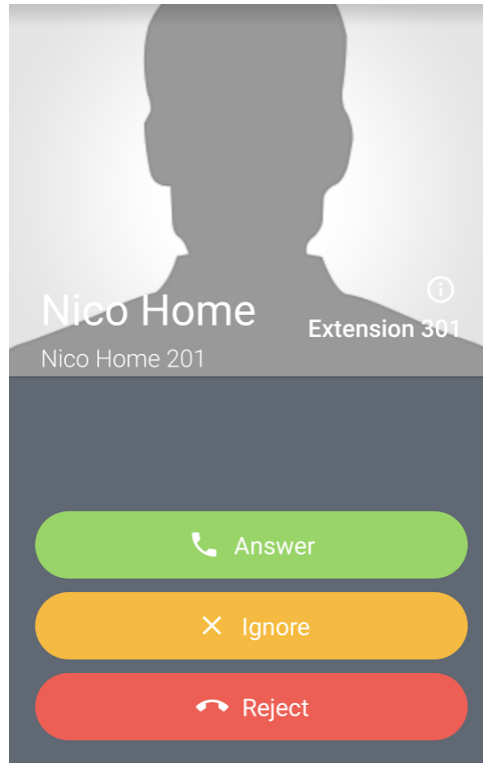
PLACING A CALL
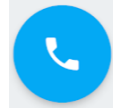
Use the keypad to enter the number you wish to dial and then press   , when the call is established, you will see the following options:
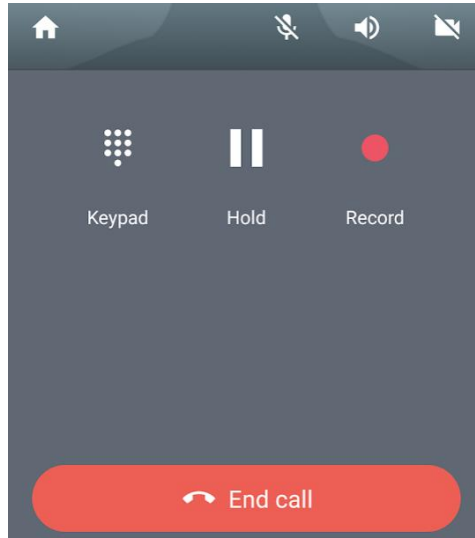
To go to the main screen where all the options reside (Quickdial, History, Keypad and Contacts) click: , to go back to the ongoing call just click

To mute/unmute your microphone, press:
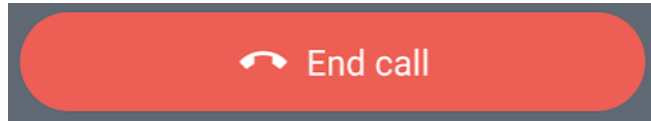
To toggle between Speaker or Headset mode:

To access your keypad click:

To place the call on hold, press: To resume the call press the same button.
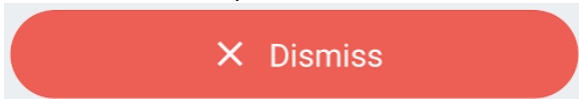
You can record your calls by clicking:

To terminate the call, press:

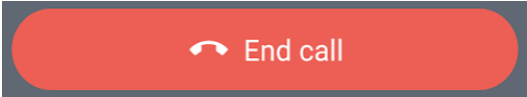**TRANSFERRING A CALL**

While in a call, press   to access your keypad and dial *2. You will hear a dialtone and the initial call will be placed on hold. Dial the extension number you want to transfer to followed by #. Once the other extension answers, annouce the transfer. If the

person decides to accept the call, press   and

and the call will be transferred. If the person doesn't want to accept the call, you will return to the original call once the person hang up. If the other extension doesn't answer, you will be automatically reconnected to the original call.

TO CHECK VOICE MAIL (And change you initial voice mail password):

To access your voice messages you have to dial *97 as there is no Voicemail button designated just for this purpose.

You will be asked for your extension voice mail password followed by the # sign (1234# by default). You should change this voice mail password the first time you use the system. Hear the instructions to do it.

TO CHECK FOR MISSED CALLS

Look for this icon: and click   on it. In this case, it will indicate you have 1 missed call.