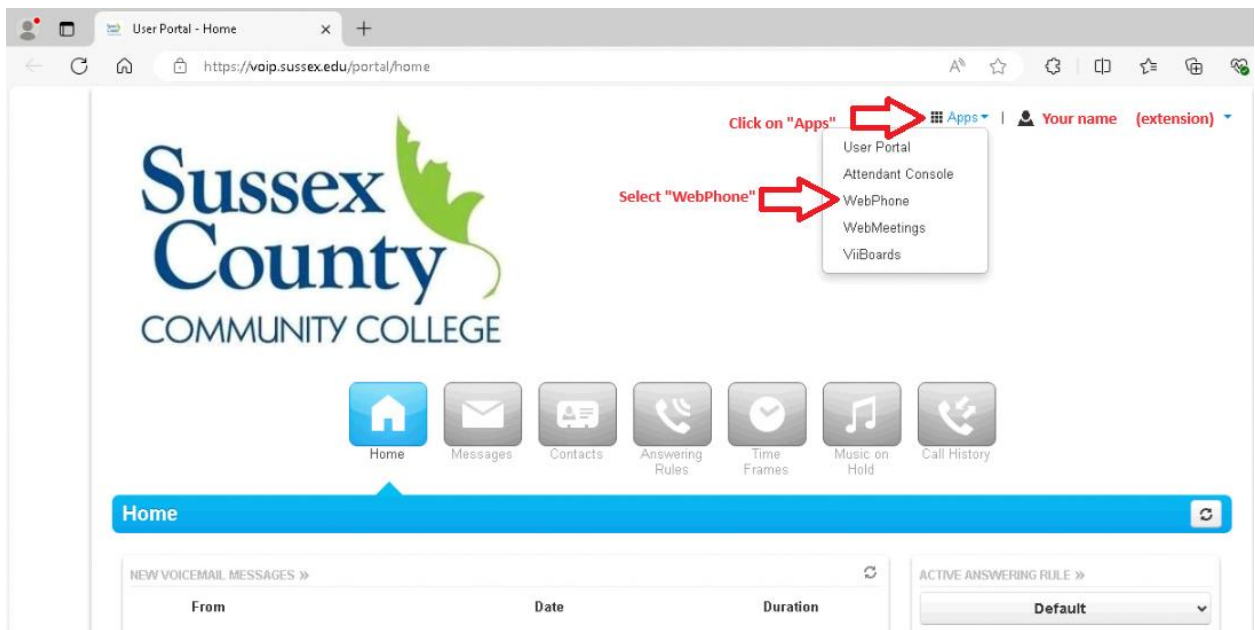


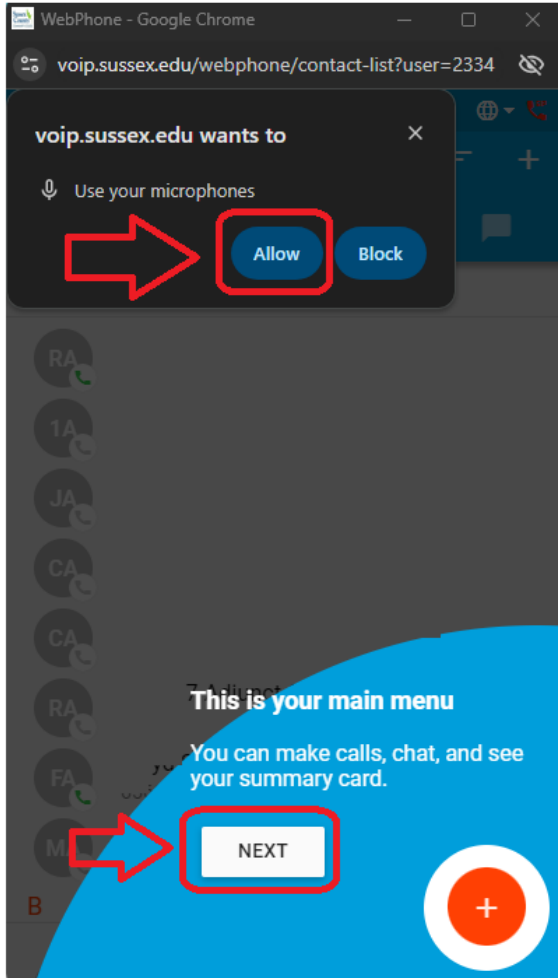
How to open a Web Phone in a browser and receive/dial numbers

(a microphone and speakers are required)

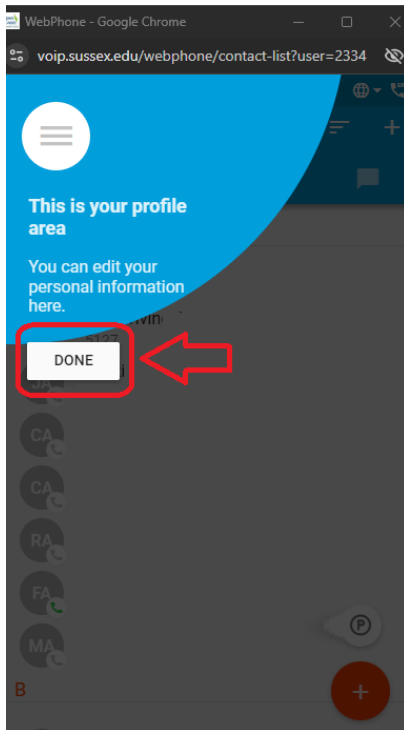
1. Open a **Chrome** browser (web phone is **only** officially supported in Chrome) and log in to your user web phone portal. For steps on how to do it, follow: "How to log in to your web phone portal extension" guide.
2. Once you are logged in, click on "Apps" and then select "Web Phone" from the drop-down menu



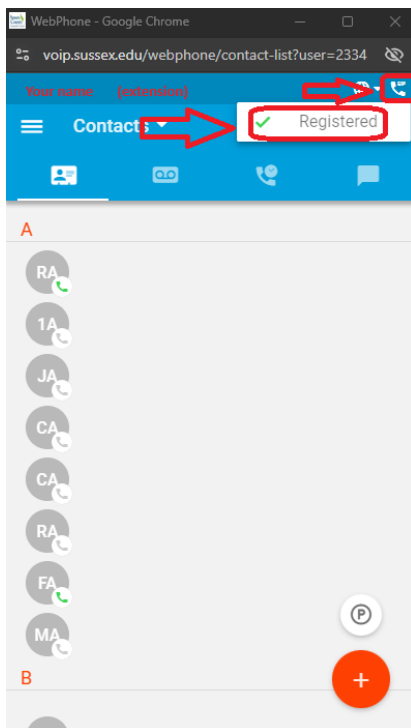
3. Follow prompts by clicking “Next” and “Allow” access to microphone and notifications.



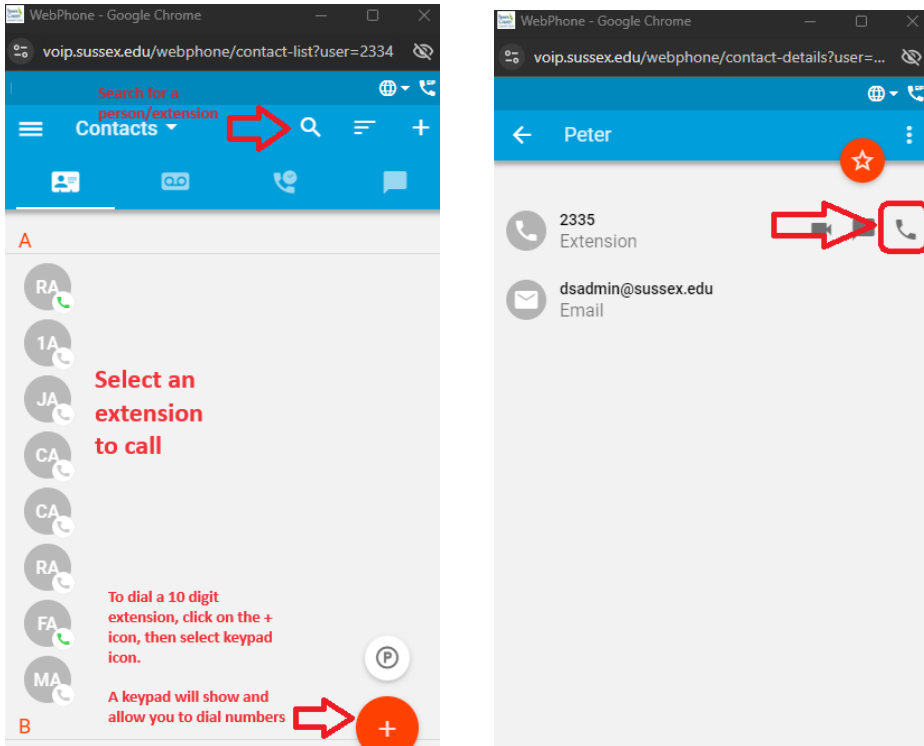
4. Click "Done"



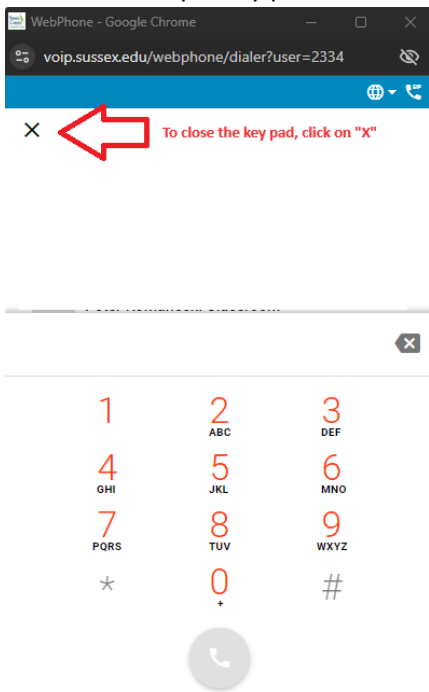
5. If registration went well, you will see your extension registered by clicking on SIP icon and verifying "Registered" status. Sample screenshot below. At this point you will be able to receive and dial calls from your Web Phone/browser



- To make a call, either select a person/extension from the list and then click a headset icon. To make an outbound call click on the + icon then a keypad icon labeled as “New Call.” You will see a keypad where you can dial a 10-digit number.



- Below is a sample key pad view. To close it and return to the extension view, click on the “X”



- When you are done using the web phone portal close the Web Phone window and log out from the User Phone Portal page.