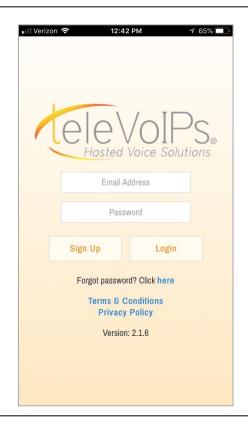


### **Log-in Screen**

Enter your email address and password—you will have to do this every time you log-in.

Click to access the **Dialer**Pad screen.



### **Dialer Pad Screen**

Press each number button of the 10-digit phone number you want to call.

Press to dial the call.

Press open **phone contacts**.

Press 🗵 to backspace.

Press to access your **Call History**.

Press to access the **Follow Me** settings (see page 4).





### **Call History Screen**

To call a number back, press the button with the call information



Press to access the **Texting** screen.



## **Texting Screen**

From this screen you can **send and receive text messages**.

**NOTE:** *Texting must be enabled on your account.* 

To continue a conversation where you already have been texting, click on the message.

∎III Verizon 🕏 12:39 PM **TeleVoIPs** Call Recent Text ↓ 1-813-655-5100 6/27/18 1-813-655-5100 g-em-ess-excel ① 10:35 AM Dear Patient, Your Dennatology prescription is re... ↓ 1-321-297-1135 6/26/18 1-321-297-1135 (1-411-658-6100) ① 7:09 PM Ok awesome brother thank you'll ↑ Backey, Grant 6/26/18 1-813-787-8587 g-sta-sss-ston **○** 5:30 PM Dear Patient, Your Dermatology prescription is re... ◆ Baxley, Abby 6/26/18 ¥ 1-813-748-4746 (1-413-466-6100) © 5:26 PM ↓ 1-312-307-7962 6/26/18 ▼ 1-312-307-7982 (1-813-898-8199) © 2:49 PM Reply ↓ 1-610-505-5794 6/22/18 X 1-610-505-5794 (1-813-835-6100) 3:05 PM 6/21/18 ↓ 1-813-484-7000 ¥ 1-813-484-7000 (1-833-888-5000) C 2:20 DW Please call me **↓** 1-918-803-1829 iii 6, 1-918-803-1829 (1-413-495-4300) 11:04 AM

To start a new text, press





A dial pad screen displays.

Type the number you are texting here.

Press. This opens a conversation with that person.

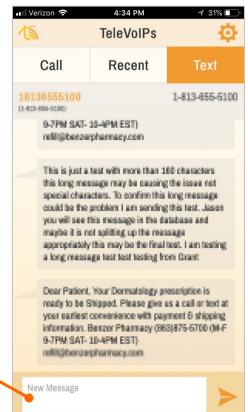


### **Text Conversation Screen**

This screen displays with an already existing text conversation or you can start a new text.

Type your text message here.

Press to send.





#### **Follow Me Screen**

**Enable Follow Me:** Check to enable — and uncheck to disable the **Follow Me** feature.

Enter the 10-digit number where you want your calls forwarded.

**NOTE:** This is usually your cell phone number.

**Initial Ring Time:** Set the amount of time a call should ring your desk phone before sending to your cell phone. If you do not have a desk phone, then set to **0**.

**FollowMe Ring Time:** This is how long the system will ring your cellphone.

**NOTE:** Default your setting to at least 32 seconds so the call rings to your cellphone.

#### **Confirm Calls:**

- If checked, you will be prompted to press "1" to connect the call. If you don't answer the call, the voicemail will be left in your work voice mail.
- If <u>not</u> checked, the call automatically connects when you answer the phone. If you don't answer the call, any message will be left in your cellphone voicemail.

**NOTE:** *It is recommended you check this box.* 

Click when complete.



