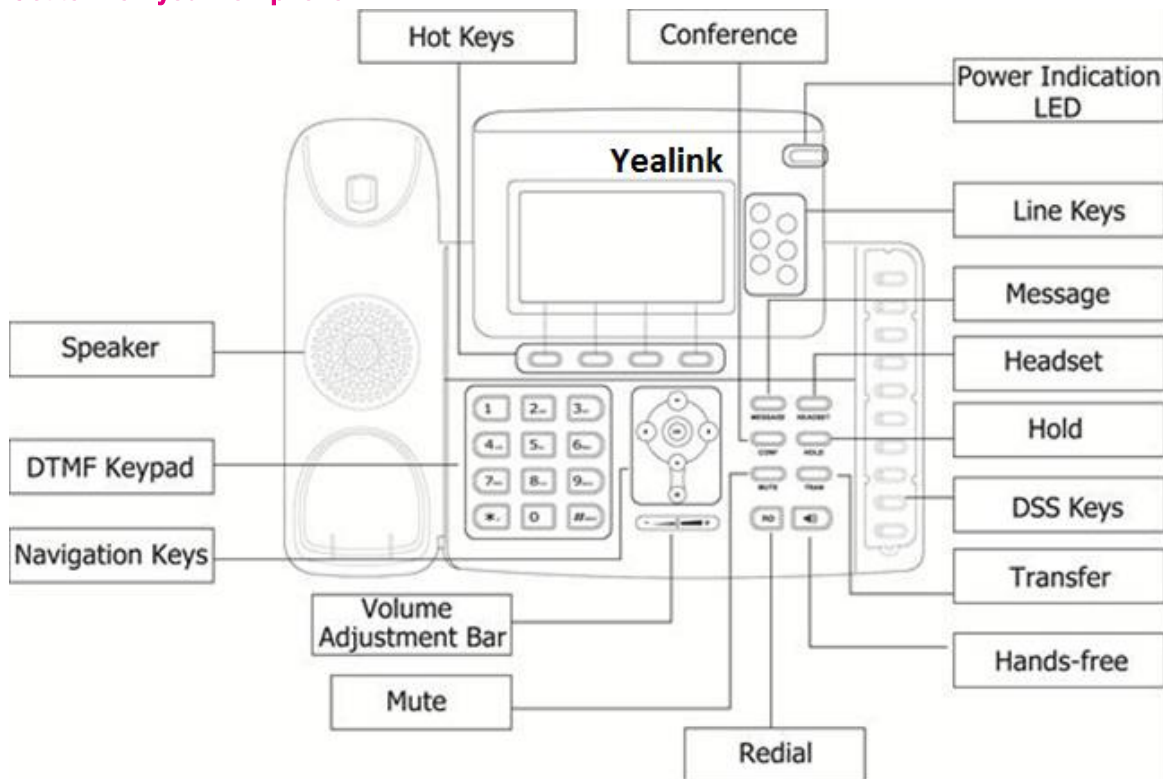


Quick Start – Virtual PBX

Get to know your new phone



Making a call with your phone

There are two ways of making a new call:

- Pick up the receiver
- Press the **Speaker** button

Then you can dial the number.

Or, you may dial the number first and then make corrections using the **Delete** context based button and then:

- Pick up the receiver
- Press the **Speaker** button
- Press the **Dial** context based button

Voicemail

You can access your voicemail box by following the below steps:

1. Press the **Message** button on your phone
2. Enter the original password and press **#**
3. Enter your new password (4 to 8 digits) and press **#**
4. You will be asked to confirm the new password; re-enter the new password and press **#**
5. After you hear the tone, record your first and last names and press **#**
6. Press **#** to finalise the configuration of your voicemail box

In order to access your voicemail box from another extension or from outside the office:

1. Dial your extension or the nine-digit telephone number
2. When you hear your voicemail box, press *****
3. Enter your password and confirm by pressing **#**



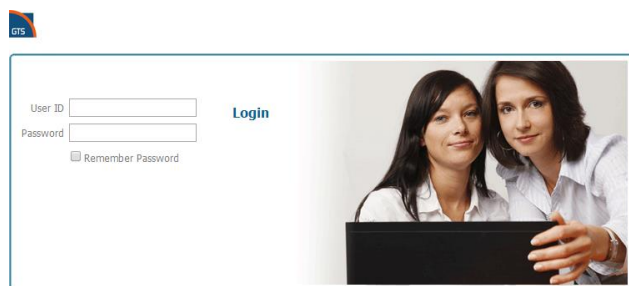
Quick Start – Virtual PBX

Virtual PBX

The web portal is used for:

- configuration of functions (call forwarding, conferences, quick dials, ...)
- call handling via PC (click-to-dial, reception of calls, ...)

Application log-in address: **Portal-uc.gtsce.com**



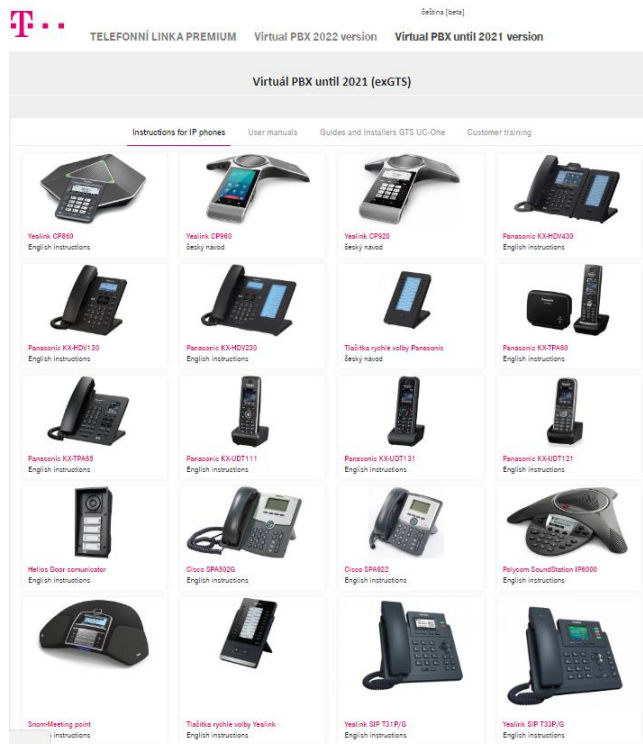
To log in use the information received at service handover:

User ID: 420xxxxxxxxx@cz.in.gtsce.com

Password: xxxxxxxxx

After the first log-in, you will be asked to change your password. Make our password of 8 – 12 digits long, must contain at least two uppercase letters, two lowercase letters and two digits. Protect it from abuse.

You can download other manuals and applications on the “Download page” accessible after clicking the “Download” button in the upper right corner



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