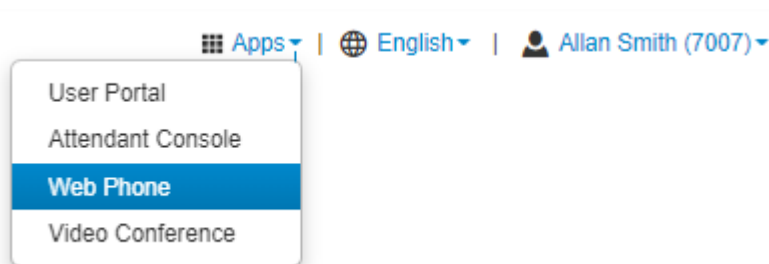


Access Web Phone

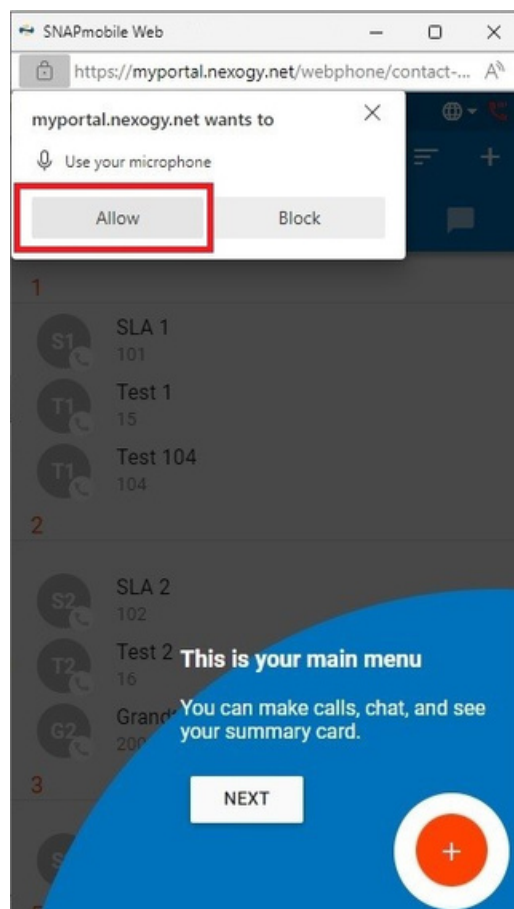
Web Phone can be accessed in one of two ways:

1. Directly navigate to <https://myportal.nexogy.net/webphone>
2. Or, click on the direct link for 'Web Phone' in the Portal menu under Apps:

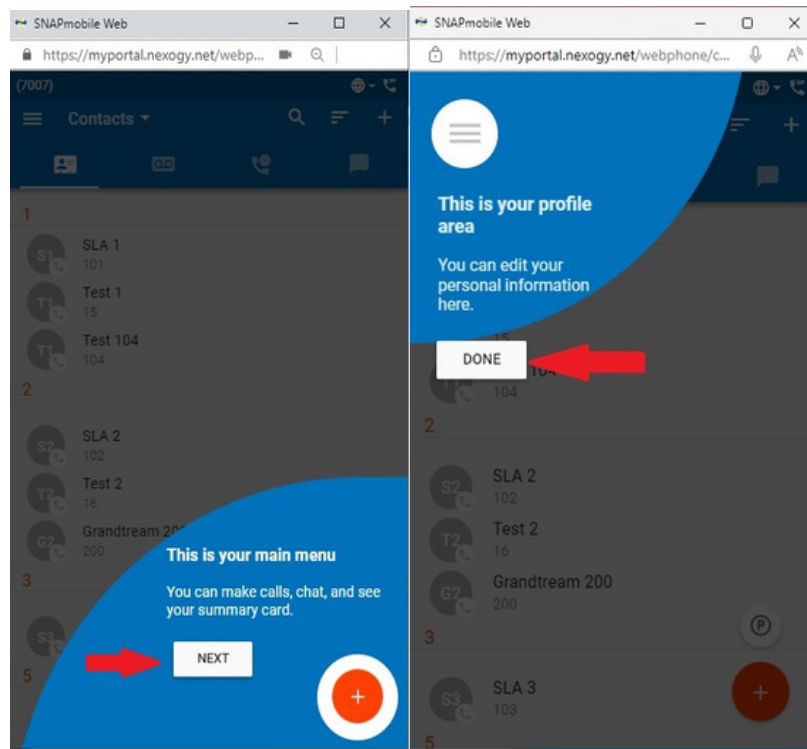


Permissions - First Launching

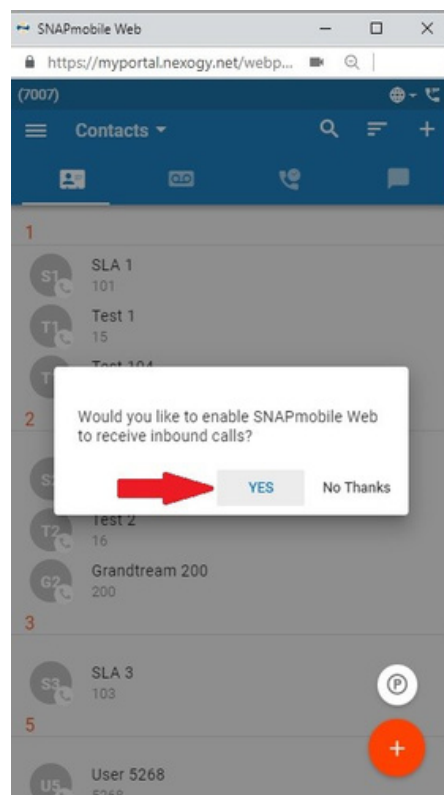
1. When first launching Web Phone, the browser will prompt you to grant access to the microphone, click on 'Allow' as shown below:



2. At the bottom of the Web Phone, click 'Next' then 'Done':

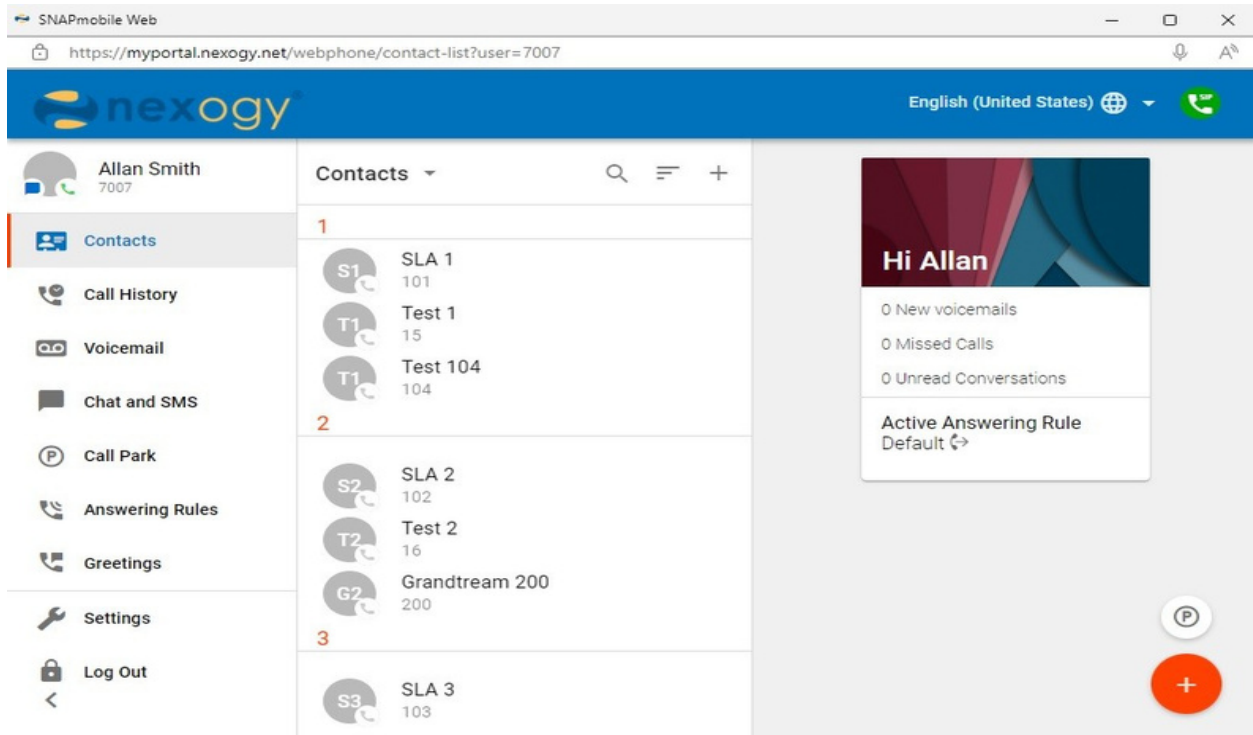


3. It is important to click **YES** when prompted, or else inbound calls to the Web Phone might be sent straight to voicemail



Screen Layout

You can resize the default Web Phone window to get the view shown below:

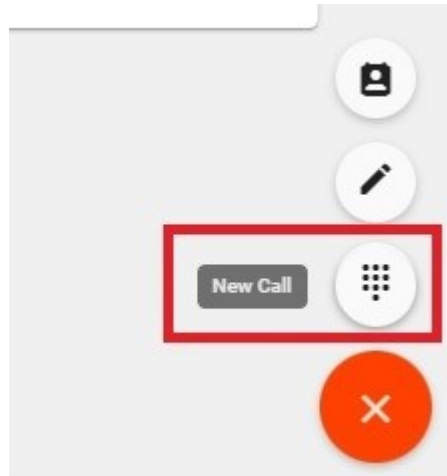


The language can be adjusted by selecting the localization globe in the right-hand corner:

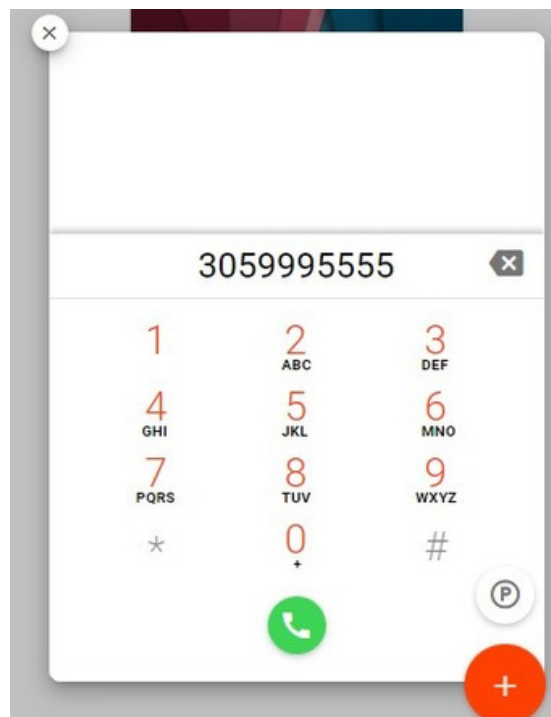


Place a call

1. In the bottom righthand corner of the screen, click on the + circle icon to open the menu options. Then click on the dial pad to place a new call



2. Dialing can be performed by either clicking directly on the numbers in the dial pad, or by typing numbers from a keyboard. When dialing, the top of the dial window will display autocomplete suggestions pulled from the contacts for numbers that match the current dialing pattern. When dialing is complete, press the green dial icon on your screen, or enter on your keyboard, to begin the call

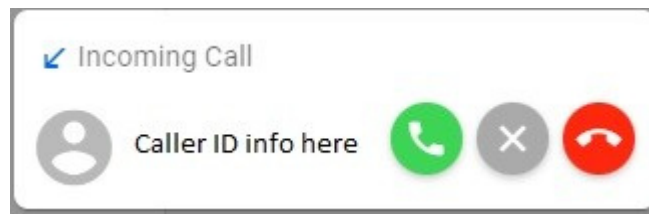


*Note: Web Phone is limited to handling a maximum of two calls

Receive a call

When receiving a call, the computer will play a ringtone and the Web Phone will display the following call options:

- Reject – this will reject the call from all ringing devices that are a part of a simultaneous ring (if applicable)
- Ignore – this will ignore the call received within the Web Phone interface but continue ringing other devices that are a part of a simultaneous ring (if applicable)
- Answer – this will answer the call on the Web Phone



Call Handling

When a call is active, the following functions will be available:

