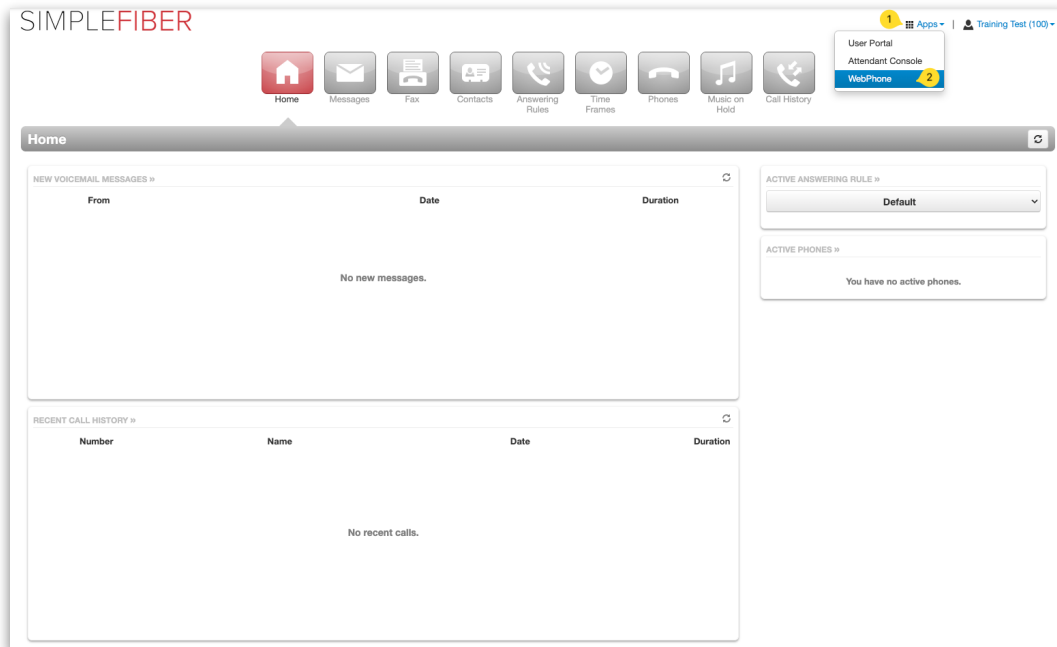


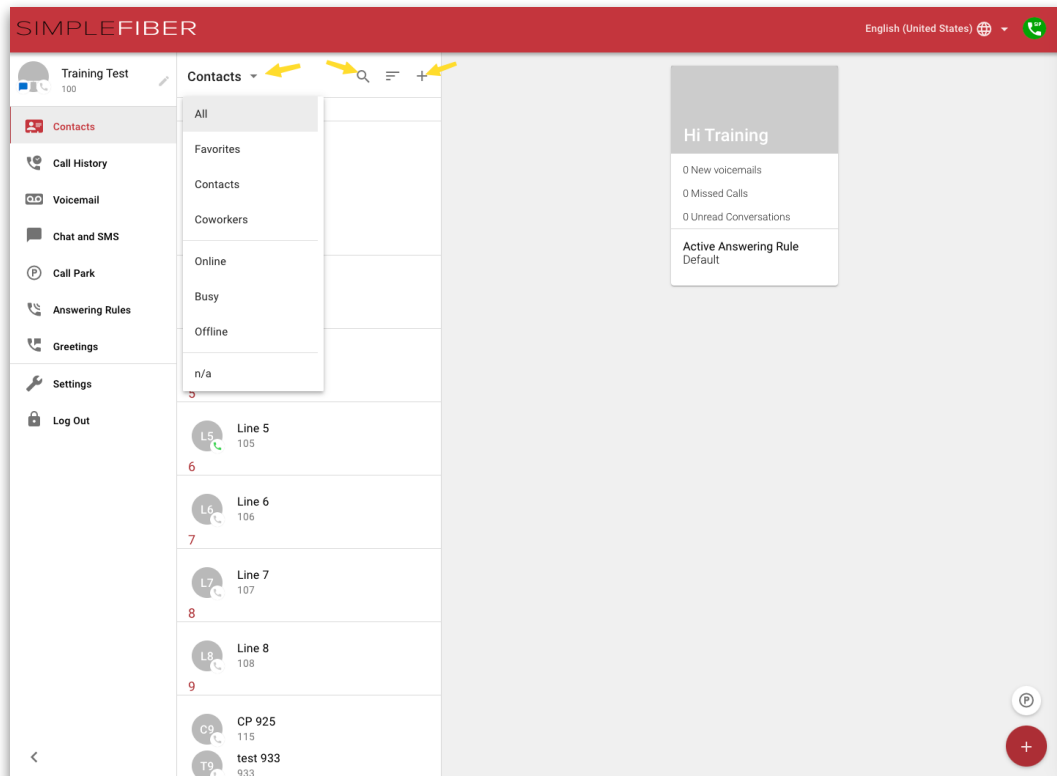
SIMPLEFIBER

SIMPLEFIBER WEB PHONE GUIDE

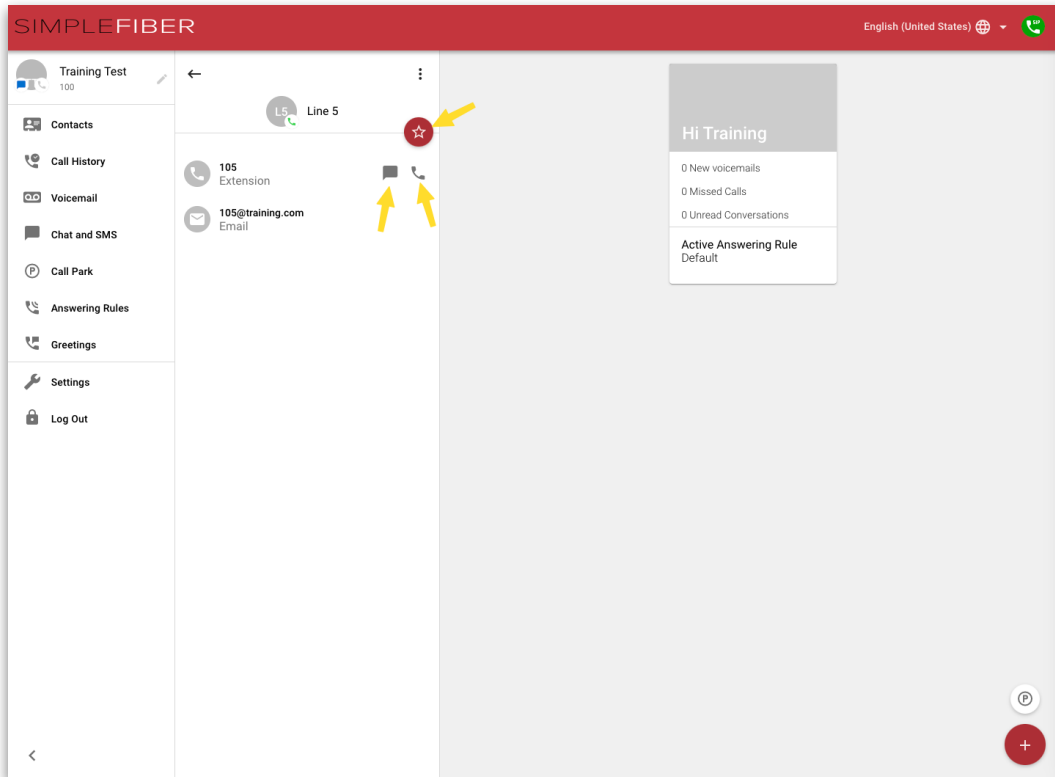
1. Click the Apps option in the top right
2. Click WebPhone



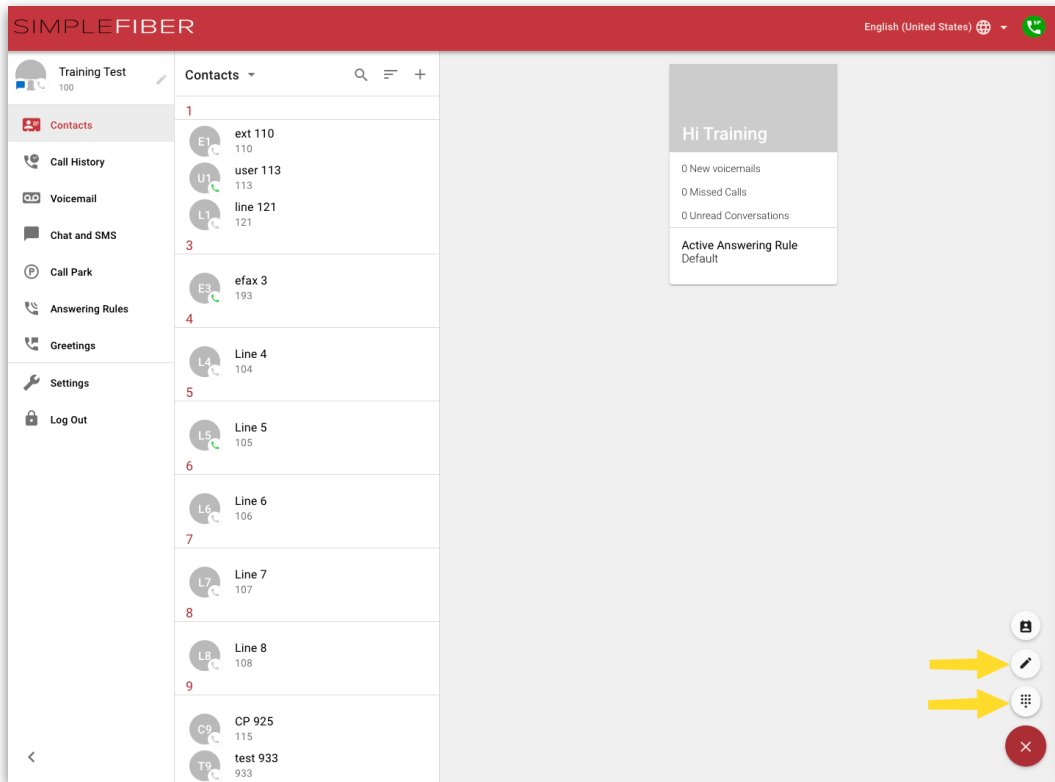
In the contacts section you can filter, search or add contacts.



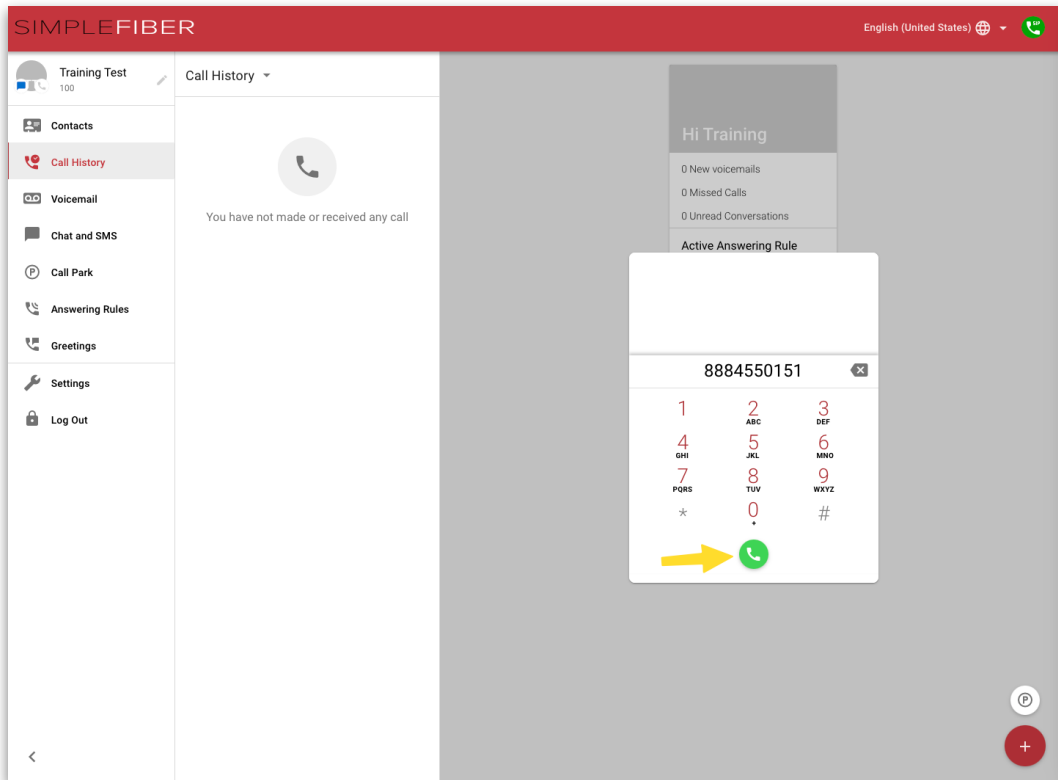
If you click on a contact you will have options to favorite, message or call.



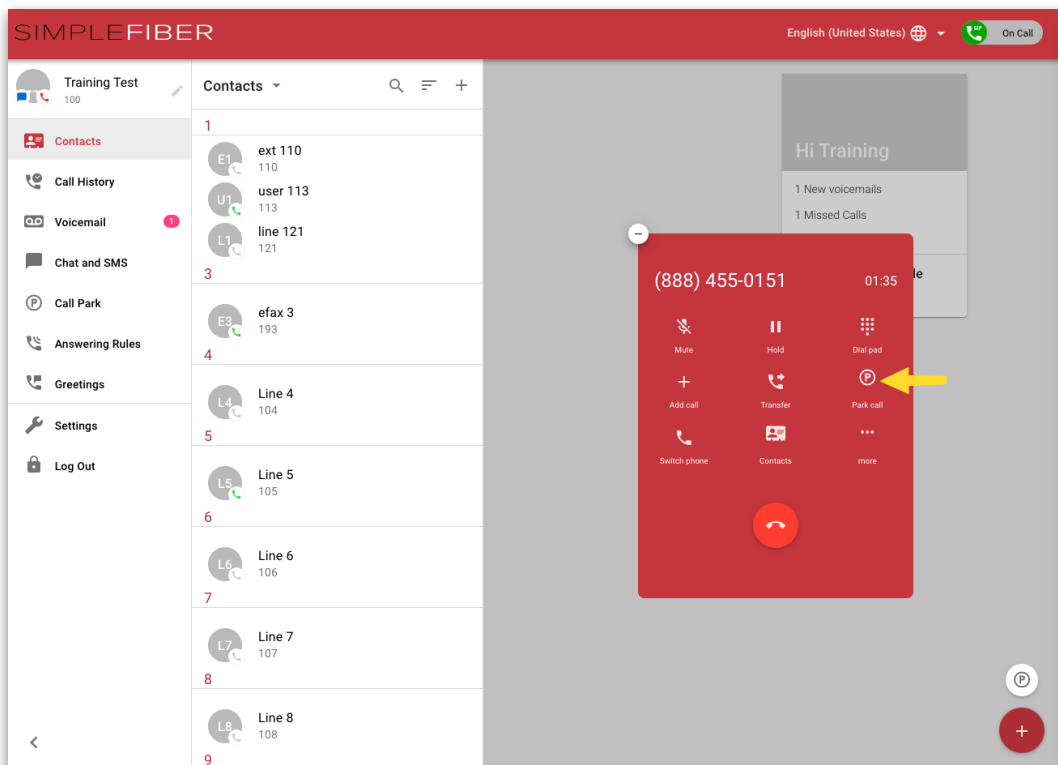
To make a call click the red plus in the bottom right. To click dial pad for calls and the pencil for messaging.



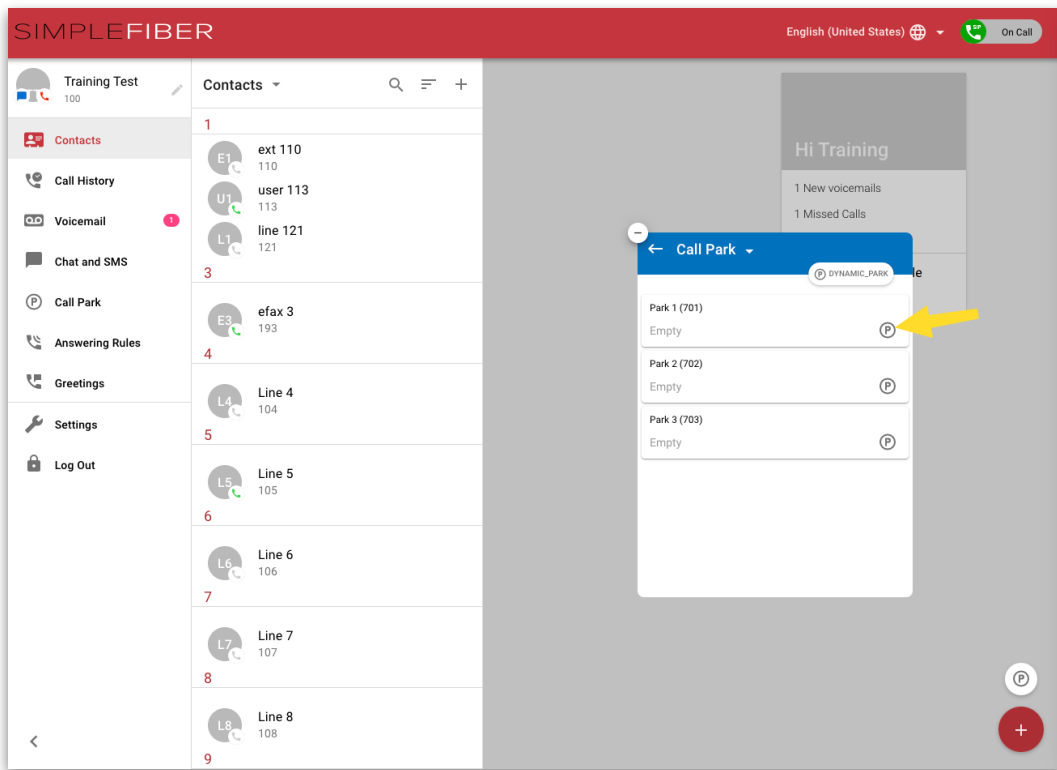
Once in the call screen you can dial by clicking the numbers or using the keyboard and then click the green call button.



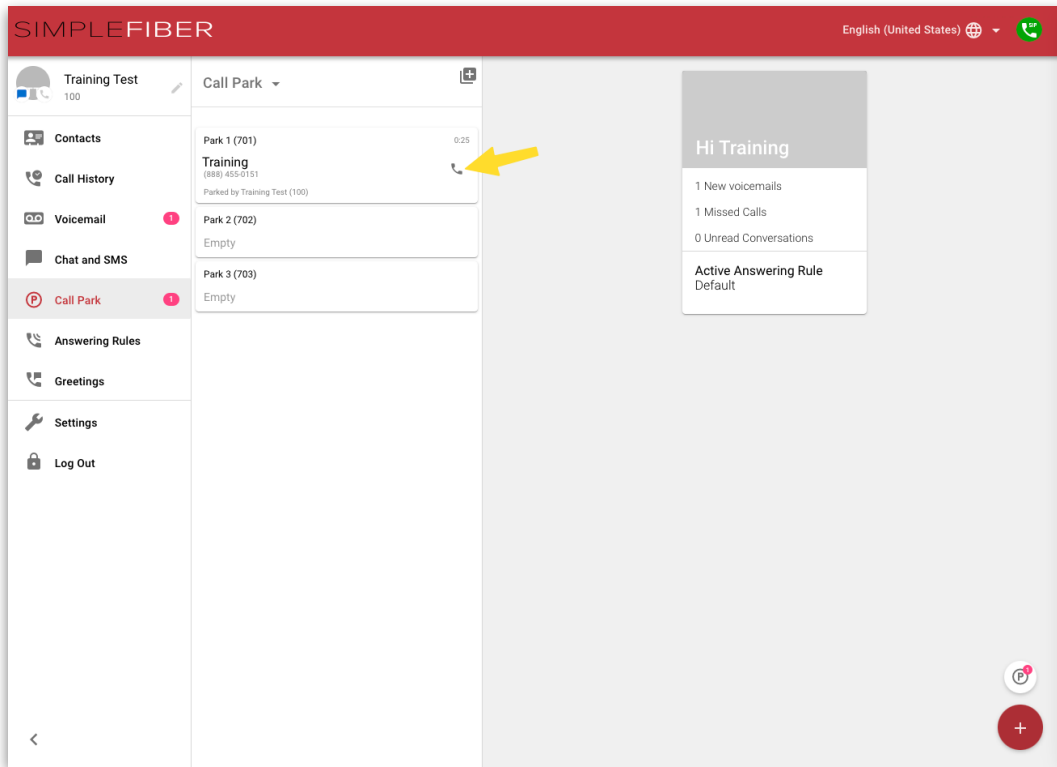
When on a call we you can can mute, hold, open the dial pad, transfer park calls, etc. To park first press the park option.



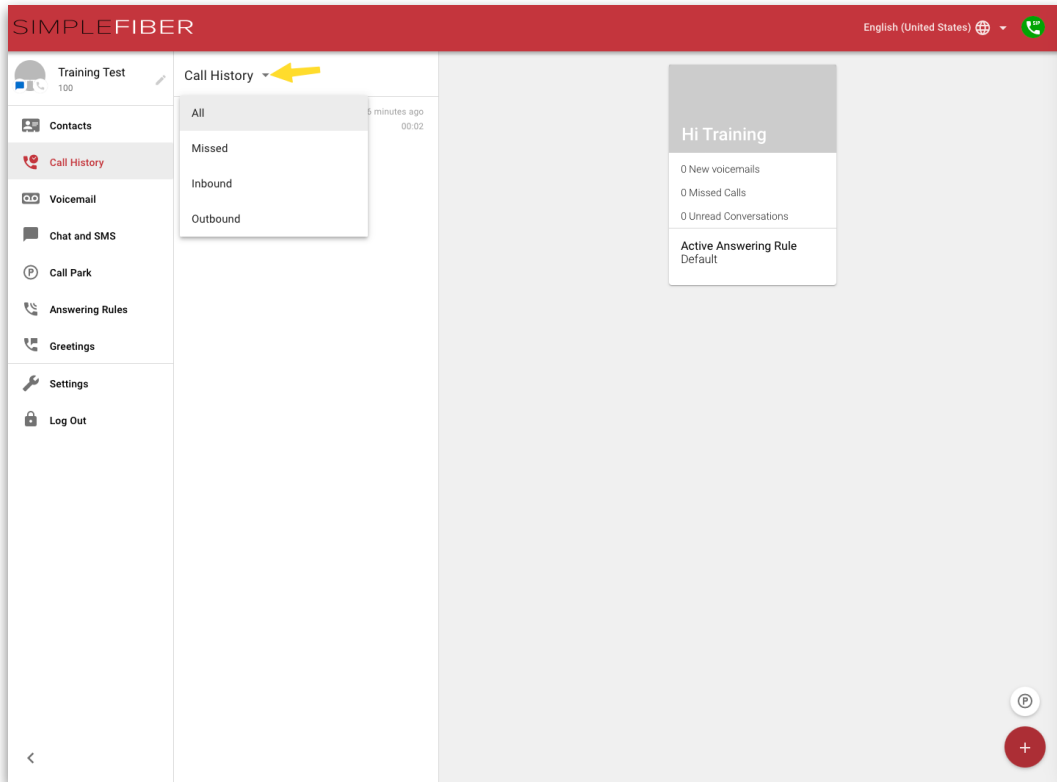
Then select the park to move the call to.



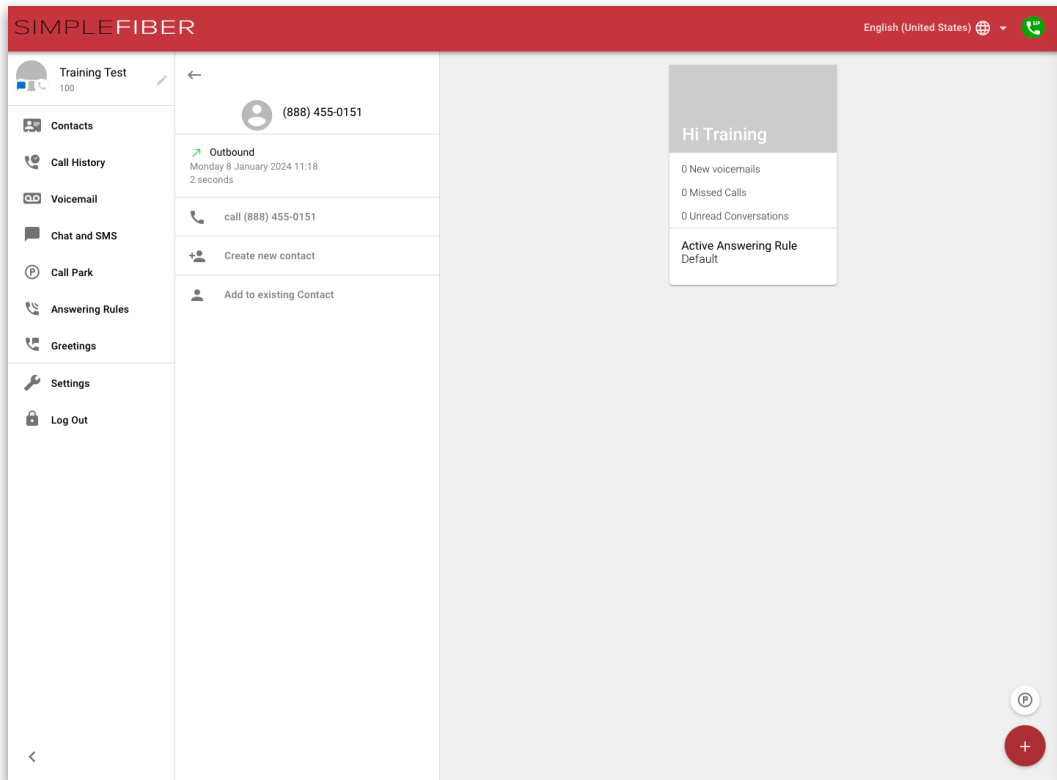
To pickup a parked call you can click the parked call section. Find the call you would like to pickup and click the phone icon.



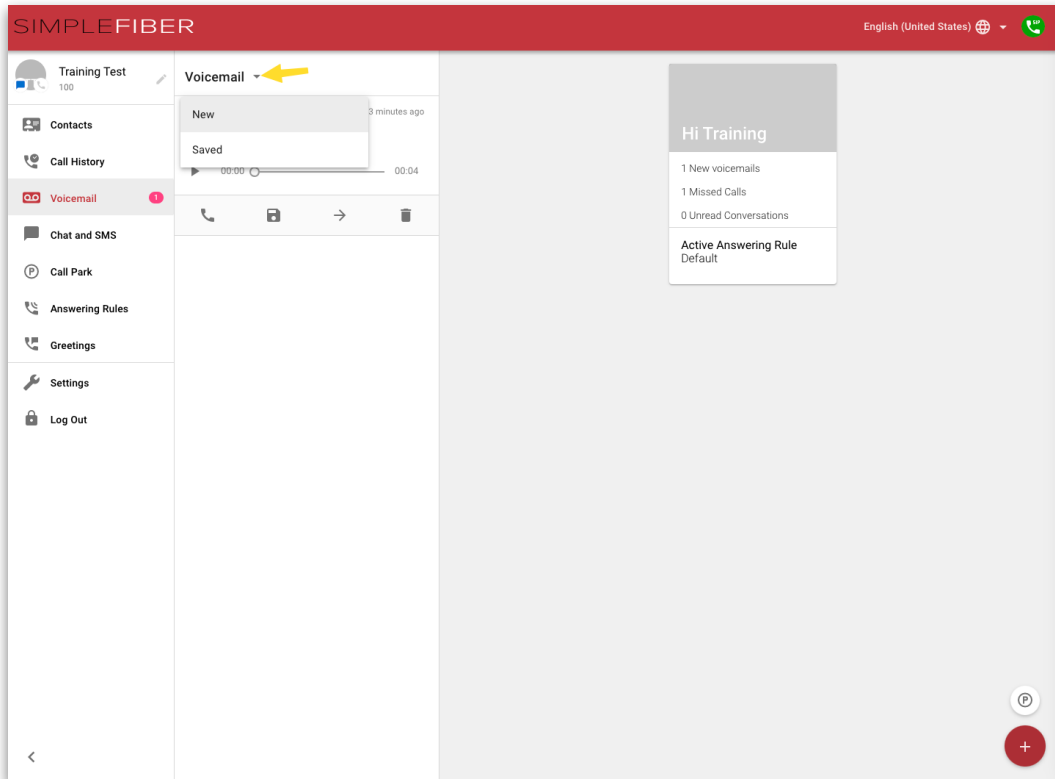
You can also look at your call history and filter with the drop down.



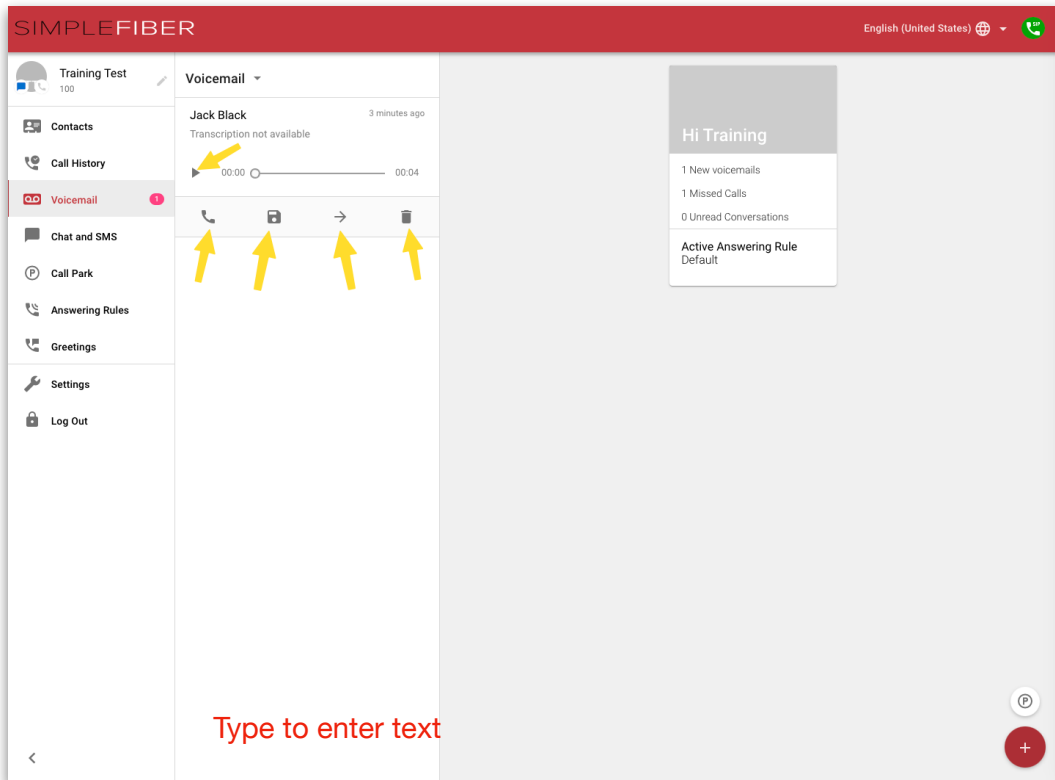
If you click on a call you can call back, create a contact or add to existing contact.



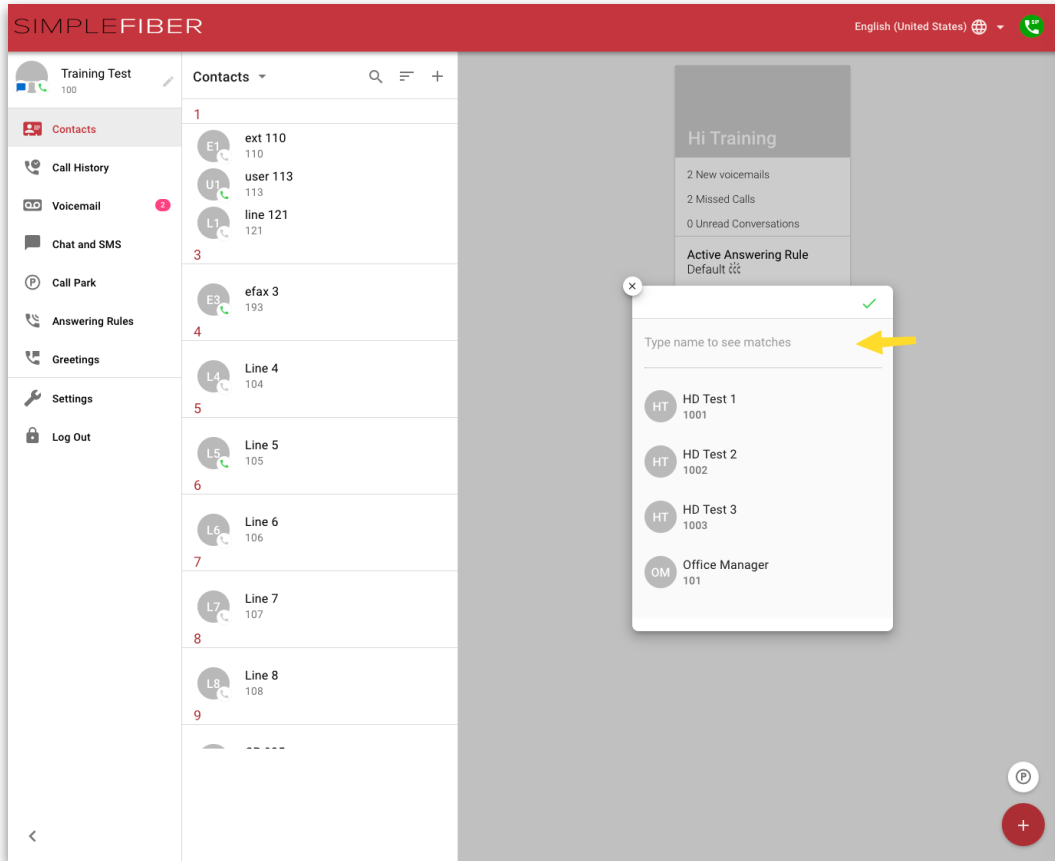
To check voicemail you and filter with the drop down.



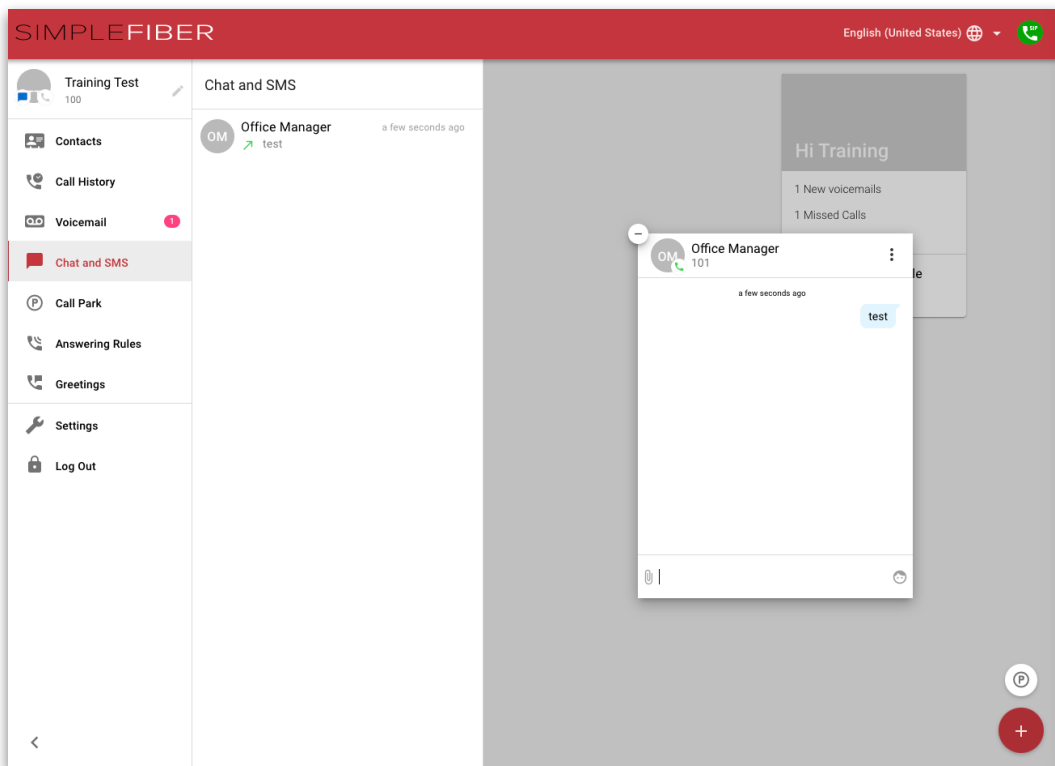
Once you select a voicemail you can play, callback, save, forward or delete.



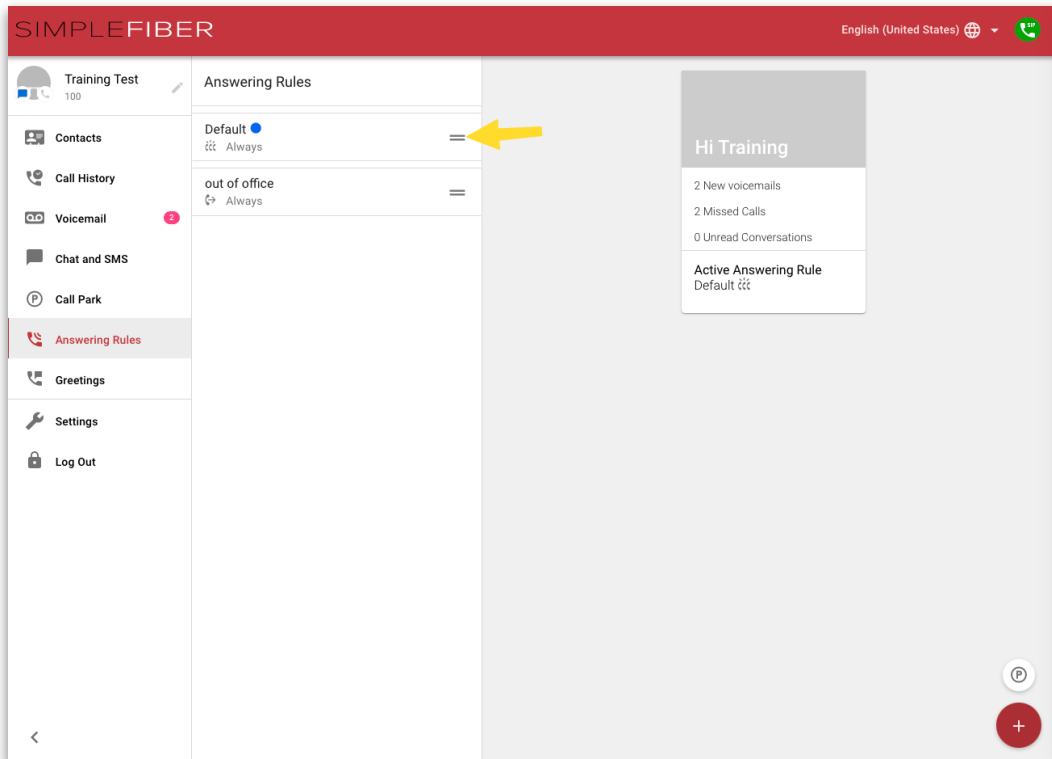
Once in the message menu you can search for other users or type out a full number to SMS.
Note for SMS your user must be provisioned with a SMS number.



Once selected you will just type in the text box to send a new message. In the messages section you can see and open old chats as well.

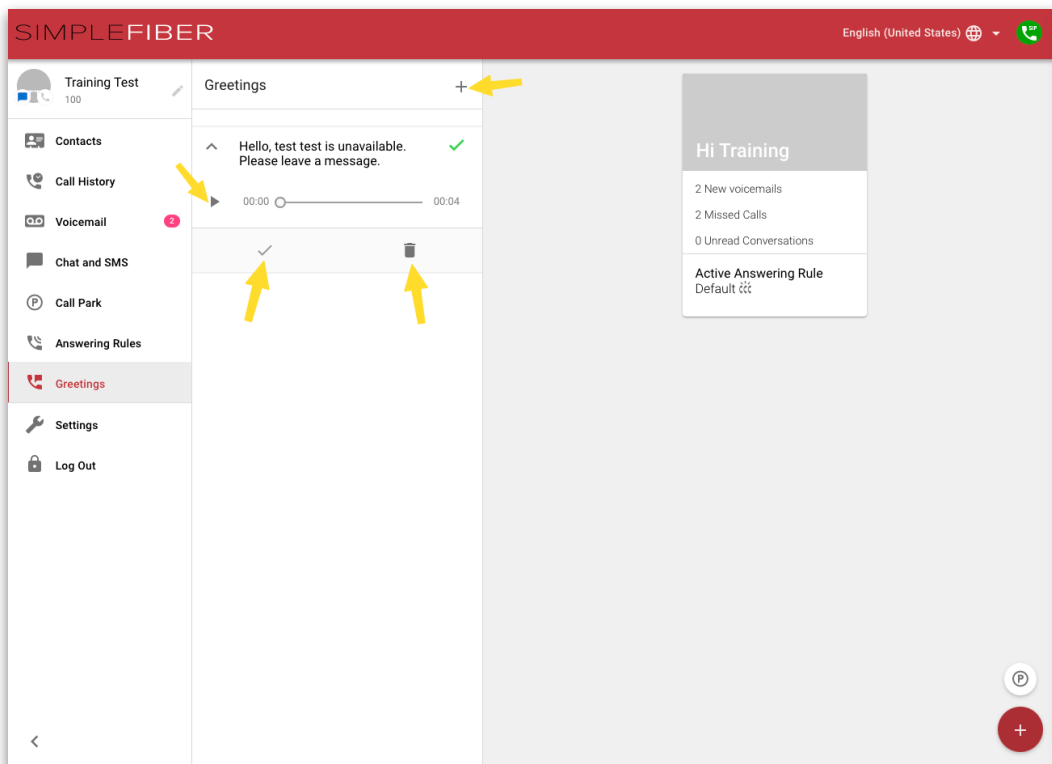


In the answering rules section you can click and drag to reorder rules to change which is active. The blue circle will indicate which is active.



Note rules priority from highest to lowest is top to bottom when looking at the list. Also new answering rules have to be added from the portal.

In the greetings section you can play the greeting, set as default, delete or add a new greeting.



In the settings section you are able to set defaults for auto input output and ringer settings.

