

Amiba

Unified Communications

Getting Started as a User on the MyPortal Windows app

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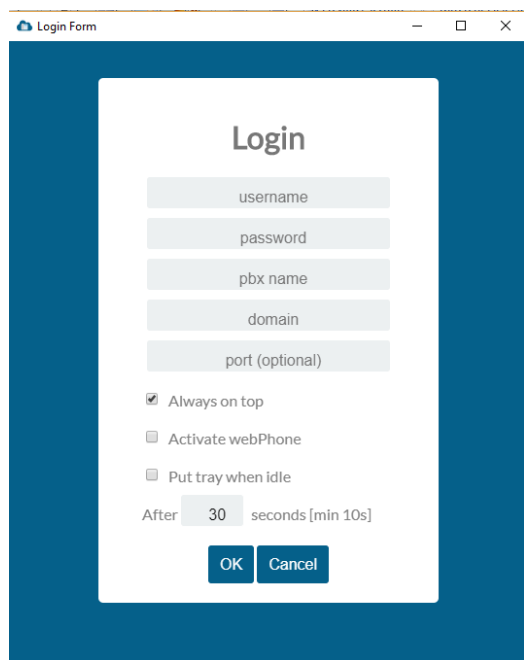
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1. Introduction

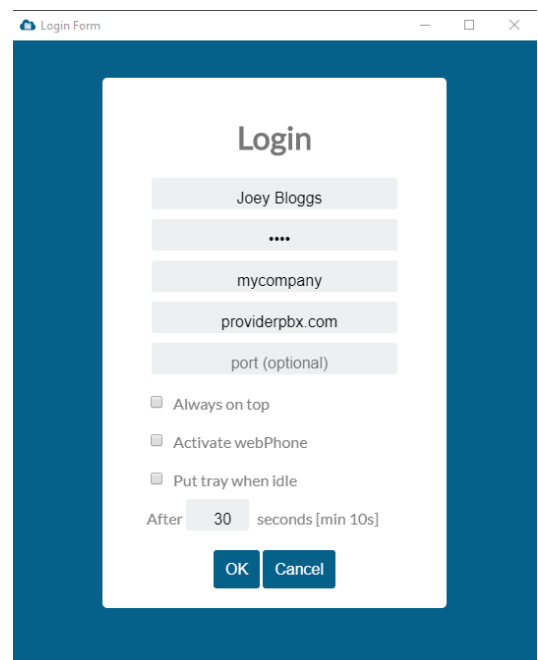
MyPortal, on Windows PC or Mac, offers an alternative to the smartphone app, a desk-top SIP phone or the web-based user portal. To download the Windows version, click <http://mdsgatewaysstore.com/PortalClient/MDS-user-app-en%20Setup%201.0.3.exe>

2. Register the MyPortal app to the PBX

Click on the exe file to install MyPortal and complete login form.



The screenshot shows a 'Login Form' window with a white background and a blue border. The title is 'Login'. It contains several input fields: 'username', 'password', 'pbx name', 'domain', and 'port (optional)'. Below these fields are three checkboxes: 'Always on top' (checked), 'Activate webPhone', and 'Put tray when idle'. At the bottom, there is a timer set to 'After 30 seconds [min 10s]' and two buttons: 'OK' and 'Cancel'.



The screenshot shows the same 'Login Form' window, but now filled with data. The 'username' field contains 'Joey Bloggs', the 'password' field contains '....', the 'pbx name' field contains 'mycompany', the 'domain' field contains 'providerpbx.com', and the 'port (optional)' field is empty. The 'Always on top' checkbox is now unchecked, while 'Activate webPhone' and 'Put tray when idle' remain unchecked. The timer and 'OK/Cancel' buttons are still present at the bottom.

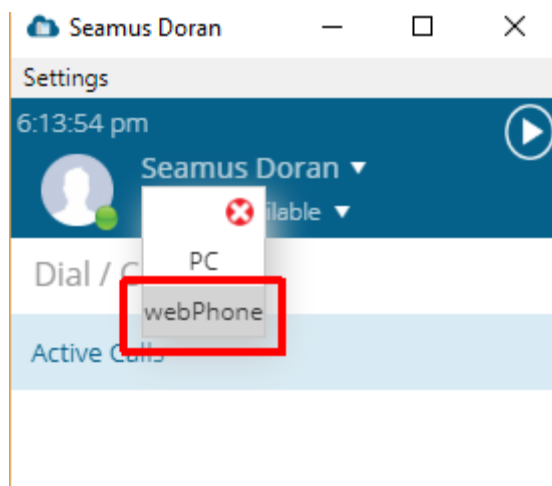
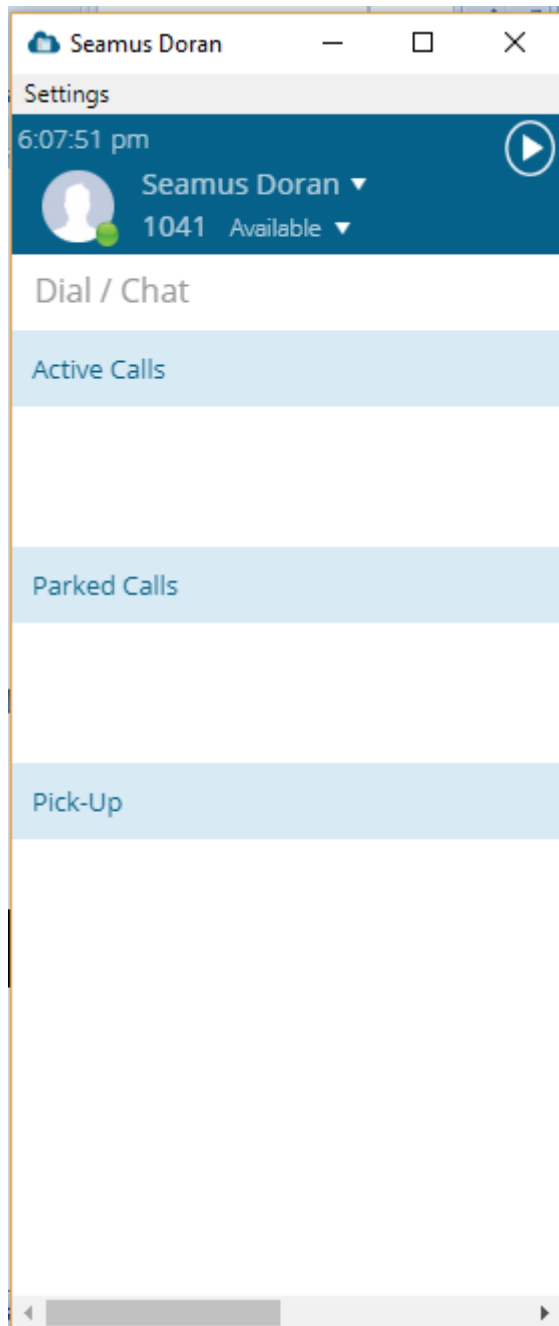
Your user name (case sensitive) and password are as listed on your Welcome email.

The PBX name is the first part of the server URL, typically mycompany name.
The domain is typically in the format providerpbx.com

Click the boxes if the app is required Always on top, to Activate (be the active device when run), or to Put in the tray when idle.

Click OK to register and open the app.

3. Set the MyPortal webPhone as the active device



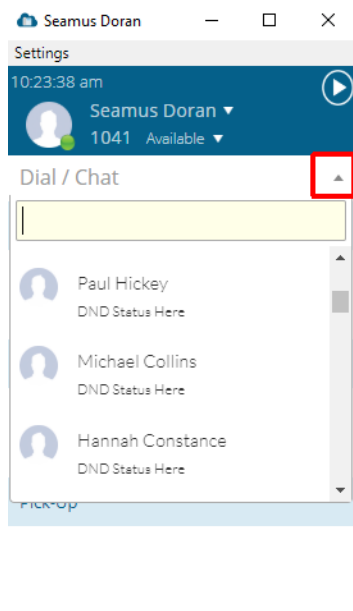
The upper area features your user name, extension number and availability.

Click on the drop down menu at you name to set the webPhone as the active device.

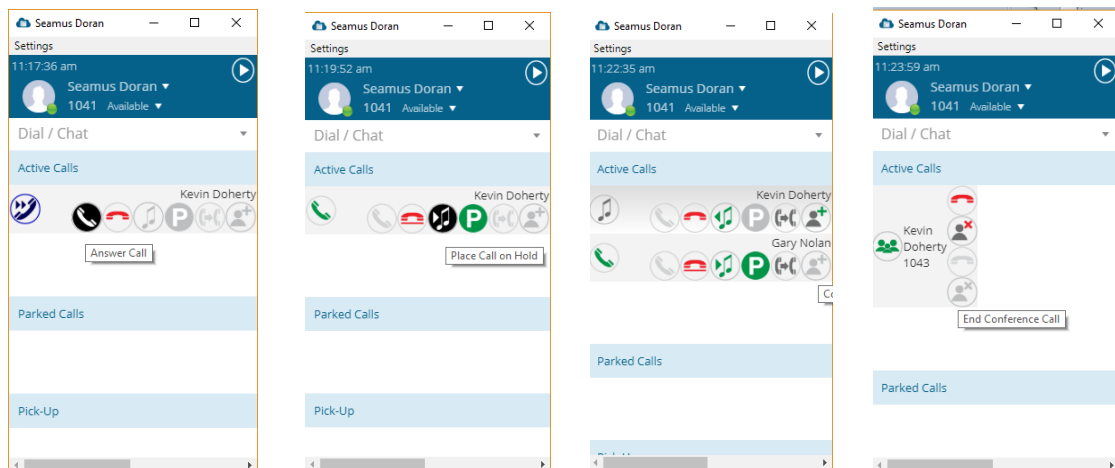
Clicking the X at the top right hand corner drops the app to the task bar. To close the app down, press Settings and then Exit.

4. Making a call on the webPhone

Click in the Dial/Chat area or on the drop-down button. Enter the number in the Dial/Chat box and click the Enter key, or scroll down the list of colleagues and select.



5. Call handling on the webPhone

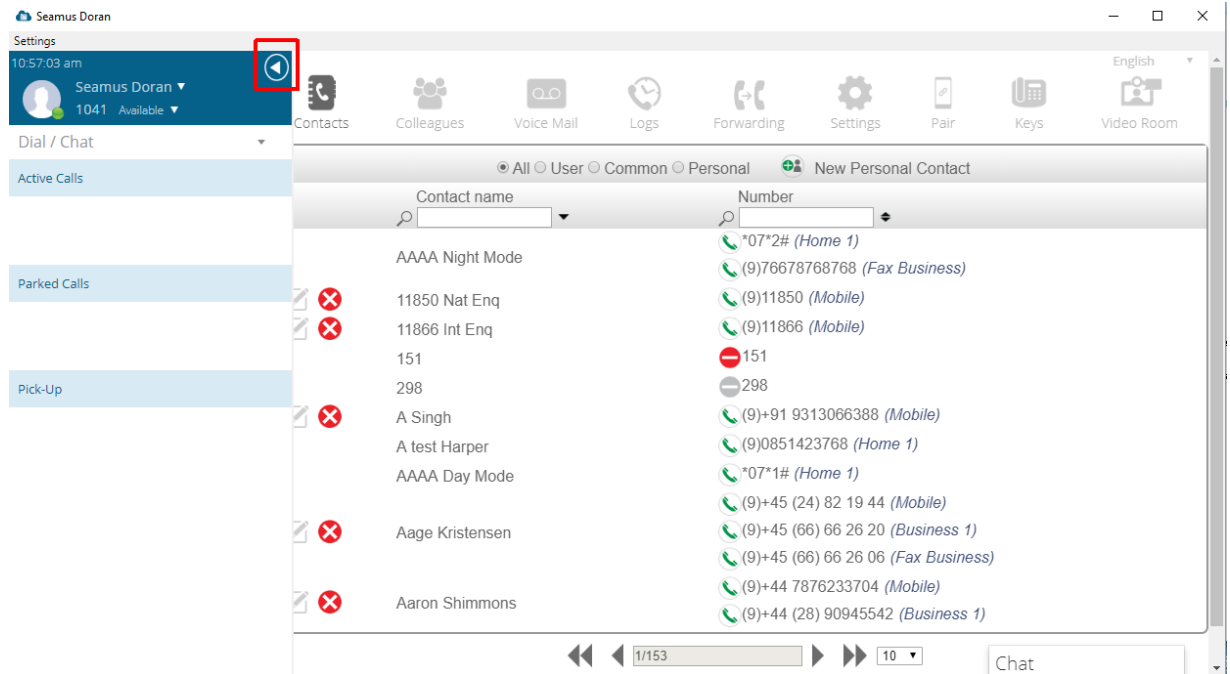


Use the icons to answer a call and place it on hold. Call a third party and conference, as per sequence shown above.

To move calls between the Electron app and your smartphone app:
Dial *** on the device pulling the call.

6. Expand MyPortal to access all features

Click on the Expand icon, towards the top right of the app, to access full user portal functionality.



Click on any of the user portal icons, contacts, colleagues, voice mail etc. to proceed.