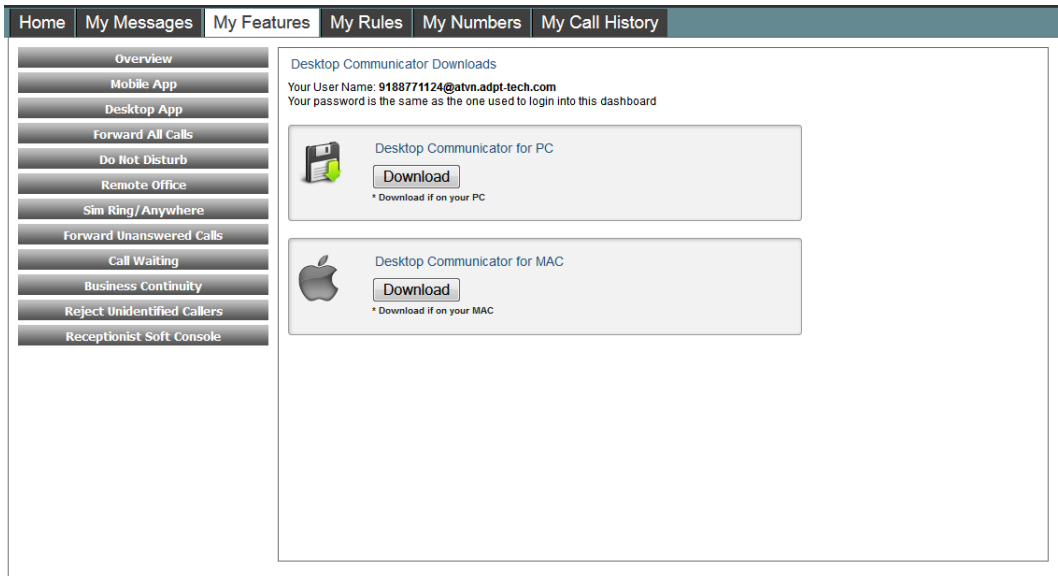


The Quick Start Guide contains the essential information for getting started with the Oxford Networks BroadTouch Business Communicator.

1.1 Installation

Once you receive an email indicating you have been given access to the Desktop client, log in to the My Phone dashboard (<https://voip.oncbx.com/myphone>) to download the client installer. In the My Features tab, select the Desktop App:



Click the Download button for your Operating System and follow the steps below:

Windows

- Double click the installer executable and follow the installation instructions
- Launch BroadTouch Business Communicator

OS X

- Double click the disk image
- Copy the application into the “Applications” folder
- Launch BroadTouch Business Communicator

1.2 Sign-in

On first launch, you will be prompted to sign in.

- 1) If displayed, enter the device configuration address (URI) provided by the service provider. The BroadCloud PBX URI is <https://apps.sipadvantage.com/bc/pc>
- 2) Enter your *username* listed in My Phone and your *password* to My Phone
- 3) Select if you would like BroadCloud PBX UC - Desktop to remember your password
- 4) Select if you would like BroadCloud PBX UC - Desktop to automatically sign you in on subsequent launches
- 5) Click **Sign In**

NOTE: If you have chosen automatic sign in, you will be automatically signed in and taken to the contact list upon subsequent BroadCloud PBX UC – Desktop launches. Otherwise, you will be presented with the sign in screen.



After logging in, a popup dialog may appear informing you about emergency calls.

You may also see a banner in the *Main* window related to emergency calls. Depending on your service provider settings, emergency calls may not be allowed.

1.3 Main Window

When you start BroadCloud PBX UC – Desktop for the first time, the contact list will be empty. Use the search field to find people and add them to your contact list. Contacts can also be added manually by clicking the **Add** button.

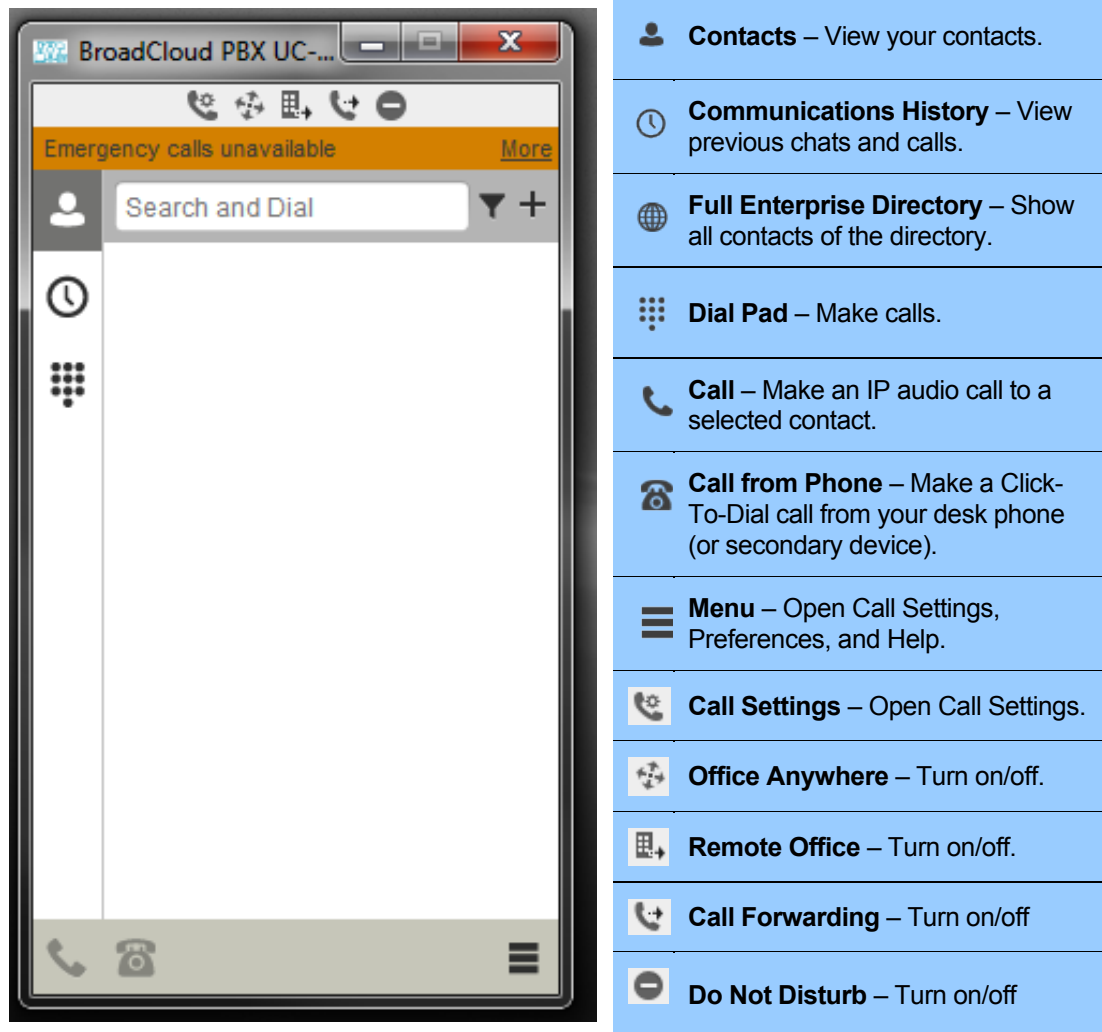


Figure 1 Main Window

1.4 Communication Window

After starting communication with one or more contacts, a Communication Window will display. From this window you can perform the following actions.

- End a call
- Open the dial pad
- Mute your microphone
- Adjust your speaker volume
- Place the call on hold
- Transfer the call

1.5 Make an Audio Call

Make an audio call using one of the following methods.

- Left click one or more contacts from the *Contacts* list or Search results and click on the **Call** or **Call from Phone** button.
- Right click one or more contacts from the *Contacts* list or Search results and click on the **Call** or **Call from Phone** option.
- Enter a phone number in the Search and Dial field.
 - Press **Enter** to start a VoIP call
 - Click on the **Call** or **Call from Phone** button
- Open the dial pad, enter a phone number and click on the **Call** or **Call from Phone** button.
- In the *Communication History* list, double click a call entry.
- In a *Communications Window*, click on the **Call** or **Call from Phone** button.
- When viewing a contact's profile, click on the **Call** or **Call from Phone** button.

NOTE: If dialing a phone number that requires additional DTMF tones (for example, a conference bridge), you can type the numbers on your keyboard while the Communication Window has focus or open the dial pad in the Communication Window.

1.6 Active Communications

Active communications display at the top of the Contacts list in the Main Window. This area provides an easy view to see with whom you are communicating. The following is also available in this area.

- Double click an active communication to bring that Communication Window to focus
- End a call
- Mute your microphone
- Place a call on hold

1.7 Selecting Audio Devices

If you have multiple audio devices available for your microphone or speakers, select the preferred audio device before starting a call.

Windows

- 1) Click on the BroadCloud PBX UC – Desktop logo in the Main Window title bar
- 2) Select *Preferences*
- 3) Select *Audio*
- 4) Set a Voice Playback device (Speakers)
- 5) Set a Voice Recording device (Microphone)
- 6) Optionally, Set an Alert Signal to select a ringing device and signal.
- 7) Click **OK**

OSX

- 1) Select BroadCloud PBX UC – Desktop from the main menu
- 2) Select *Preferences*
- 3) Select *Audio*
- 4) Set a Playback Device (Speakers)
- 5) Set a Recording Device (Microphone)
- 6) Optionally, Set an Alert Signal to select a ringing device and signal.
- 7) Click **OK**