

# MyPBX Client User Manual

Version 1.0.0.4

Yeastar Information Technology Co. Ltd.

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## Part 1 How To Activate MyPBX Client Addon

## 1 Activate MyPBX Client Addon

To activate client Addon, you should provide your MyPBX LAN MAC address. You can find it on the motherboard or the enclosure of MyPBX.

Here is a screenshot of a MAC address:



(Figure 1-1)

Notes:

- 1. Client addon is available on MyPBX Enterprise/U100/U200/U300/U5XX series only now.
- 2. LAN MAC is the key to get license.

Please contact the reseller/dealer from whom you got the MyPBX to purchase activation license.

Below is the steps to activate the Client addon:

Step 1. Click "Addons" to switch to the Client addon activation page.



MyPBX	. Status System PBX Reports Addons Logout
Addons Settings	Addons
Global	Note: For usage of the following addon, please purchase activation code from your equipment provider.         Call Recording (Non-installed)         Image: Call Recording enables all your inbound and outbound phone calls to be recorded. The system would detect all call conversations and record them installed.         Image: Call Recording enables all your inbound and outbound phone calls to be recorded. The system would detect all call conversations and record them installed.         Image: Call Recording enables all your inbound and outbound phone calls to be recorded. The system would detect all call conversations and record them installed.         MyPBX Client (Non-installed)         Image: Non-installed         Image: Non-installed         Image: System (Non-installed)         Image: System (Non-installed)

(Figure 1-2)

Step 2. Click "Install" and enter the activation code you purchased, then click "Active".

Install MyPBX Client		X
MAC:	f4b549060134	
Client Number:	30	
Active Code:	REYETR-CEF8F8D2D24F4FA0A0C1C16666F1F12E	
	✓ Active X Cancel	



Step 3. After you click "Active", MyPBX will pop up a reboot tag. Click "Reboot now", the activation will take effect permanently after the MyPBX reboots.

Notes:

- 1. Activation is permanent in MyPBX even if you make a factory reset on MyPBX. If you want to change the number of client, you should enter the activation code again and confirm the number of client.
- 2. By default, MyPBX can support 2 clients even if you don't activate it.
- 3. When you purchase activation code, you can ask for another developer, which is "yea" by default.
- 4. You cann't install the activation code on another MyPBX.

## 2 MyPBX Client Addon Settings

You can disable/enable/update the addon after it is activated successfully.



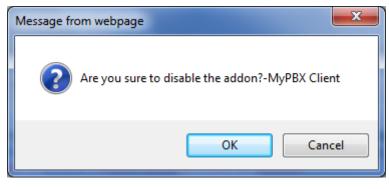


(Figure 2-1)

#### **Disable MyPBX Client addon**

You can click "Disable" to disable MyPBX client addon temporarily.

Click "Disable", MyPBX will pop up the window below, and then click "OK" to disable it.



(Figure 2-2)

#### **Enable MyPBX Client addon**

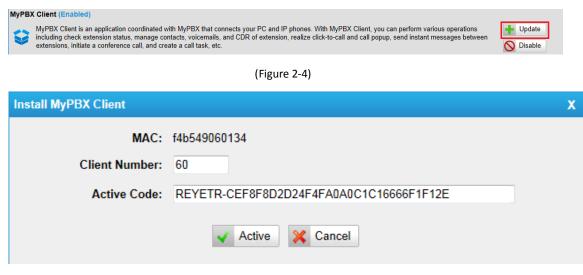
If you have disabled MyPBX client addon, you can enable it again by clicking "Enable".

MyPBX Client (Disabled)				
Ş	MyPBX Client is an application coordinated with MyPBX that connects your PC and IP phones. With MyPBX Client, you can perform various operations including check extension status, manage contacts, voicemails, and CDR of extension, realize click-to-call and call popup, send instant messages between extensions, initiate a conference call, and create a call task, etc.	+ Update		

(Figure 2-3)

### Update MyPBX client addon license

If you want to change the number of client which MyPBX supports, click "Update" and enter the activation code and client number to active it again.



(Figure 2-5)



## Part 2 How to use Client software

### **1** Introduction

MyPBX Client has clean and user-friendly interface as well as lovely icons. The simple and human-based practices allow users to click to call out so easily that they don't need to remember any number; when users engaged themselves in thinking, no need to be disturbed or annoyed by constant ringing tones, just give a "command" and MyPBX Client will help you to politely decline incoming calls; when users are absent, no need to worry about missing any important calls, MyPBX Client can help record voice messages.

Not only is MyPBX Client with call management functions that can easily manage the call conference, voicemails and call recordings, but also a unified communication terminal that can send internal instant messages.



## 2 Install MyPBX Client

This section shows how to install MyPBX Client software on the PC.

- 1. Download the MyPBX from http://www.yeastar.com/download/MyPBX-Client/MyPBXClientSetup1.0.0.4.exe
- 2. Double click the "MyPBX ClientSetup1.0.0.4.exe", "Welcome to the MyPBX Client Installation" screen will come up. Click "Next" to continue.

Installing	TyPBX Client	×
	Welcome to the MyPBX Client Installation!	
\$\$ \$ \$	This setup program will install MyPBX Client on your computer. Click Exit if you do not want to install this application. Click Next to continue the installation.	
	WARNING: This program is protected by international copyright law and treaties.	
	Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties and will be prosecuted to the maximum extent of the law.	
	< <u>B</u> ack <u>N</u> ext > <u>E</u> xit	]

(Figure 2-1)



3. Read through the software License Agreement, select "I agree with the above terms and conditions", and then click **Next** to continue. See Figure2-2.

	Installing MyPBX Client	X	
I	License Agreement To proceed with the installation, you must accept this License Agreement. Please read it carefully.	i BD	
		_	
	Entering into this Agreement: (MyPBX Client)	<u>^</u>	
	This End User License Agreement constitutes a valid and binding agreement between Yeastar's MyPBX software ('Software') and You, as a user, for the use of the Software.		
	Article 1 License and Restrictions		
	1.1 License. Subject to the terms of this Agreement, Yeastar hereby grants You a limited, personal or company, commercial, exclusive, sub licensable, assignable, charge license to download, install and use the Yeastar Software on Your computer.		
		<b>*</b>	
✓ I agree with the above terms and conditions			
	< <u>B</u> ack <u>N</u> ext > <u>E</u> xit		

(Figure 2-2)

4. Click **Next** after going over the provisions.

😼 Installing TyPBX Client 🛛 🗙			
Readme Please read the following information.			
MyPBX Client: Easy-to-use call messenger at your fingertips MyPBX Client is an easy-to-use application of MyPBX designed to provide fully integrated unified communications for SMBs. With MyPBX Client, the user is able to see the status or presence of the other users, click to call from the phonebook or Microsoft Outlook; see missed, inbound and outbound calls; create and manage conference calls; schedule call tasks; check voicemails and recordings, to name just a few. To top it off, MyPBX Client offers instant messaging (IM), email and SMS functionality that gives users the power to quick contact people in either local or remote locations; also it enables users to have sidebar conversations during calls, or to bring several people into a chat session. Once installed, there will be a shortcut of MyPBX client on the desktop. Double click it, and then the user can manage their extension easily from desktop.			
< <u>B</u> ack <u>N</u> ext > <u>E</u> xit	(		



(Figure 2-3)

5. The Destination folder screen allows you to decide where to store MyPBX Client on your computer. Click "**Next**" to continue.

🔏 Installing TyPBX Client	×
Destination folder Select a destination folder where MyPBX Client will be installed.	>
Setup will install files in the following folder. If you would like to install MyPBX Client into a different folder then click Browse and select another folder.	
Destination folder	
C:\Program Files\Yeastar\MyPBXClient Browse	
< Back Next > Exit	)

(Figure 2-4)

6. A screen pops up to notify you that:

(1) Run Installed application

- (2) Create Shortcut(s) on Desktop
- (3) Start MyPBX Client when I start Windows

Enable the options as you wish, and then click 'Next'.



📕 Installing TyPBX Client	×
Select from the following installation options. Click Next to begin the installation. Click Back if you would like to change the installation information.	
<ul> <li>Run Installed application</li> <li>Create Shortcut(s) on Desktop</li> <li>Start MyPBX Client when I start Windows</li> </ul>	
< <u>B</u> ack <u>N</u> ext > <u>E</u> xit	

(Figure 2-5)

7. Enter into the "Installing Files" page. The system begins the installation, which will take a while.

🔏 Installing TyPBX Client	×
Installing Files Copying MyPBX Client files to your computer.	
To interrupt or pause the installation process, click Cancel.	
Directory: D: File: MyPBX.exe	
Next >	
(Enum 2.6)	

(Figure 2-6)

8. When the installation is complete, a screen will pop up to notify you that the software is installed successfully. Click **Finish**.







(Figure 2-7)



## 3 Log in MyPBX Client

After the installation, you can enjoy the powerful functions MyPBX Client offers.

Double-click shortcut and launch MyPBX Client. Please enter your Ext. number and password and then click "Sign In", see Figure 3-1.

М Пурвх	
File View Contacts Tools Help Extension 6041 Password **** Sign me in when Client starts Start Client when computer starts	Please pay attention when you log in for the first time: Please click "Tools" on menu→Options, and enter the IP address of MyPBX Server and Client Developer on Figure 3-2. You can get this IP and developer from Admin. About Ext. and Password Obtain the Extension and
Sign in	Password from your system Admin before you log in MyPBX Client. The password for extension is the voicemail PIN. Check it on the extension edit page on MyPBX.

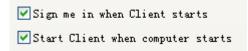
(Figure 3-1)



MyPBX - Options		×
System	System	
	F	ill in MyPBX IP
	Server IP address: Client Developer:	192.168.5.101 yea
		ill in Developer "yea"
	Sign me in when Client	
	ОК	Cancel Apply

(Figure 3-2)

Note: On Sign in screen, you can also enable following settings:

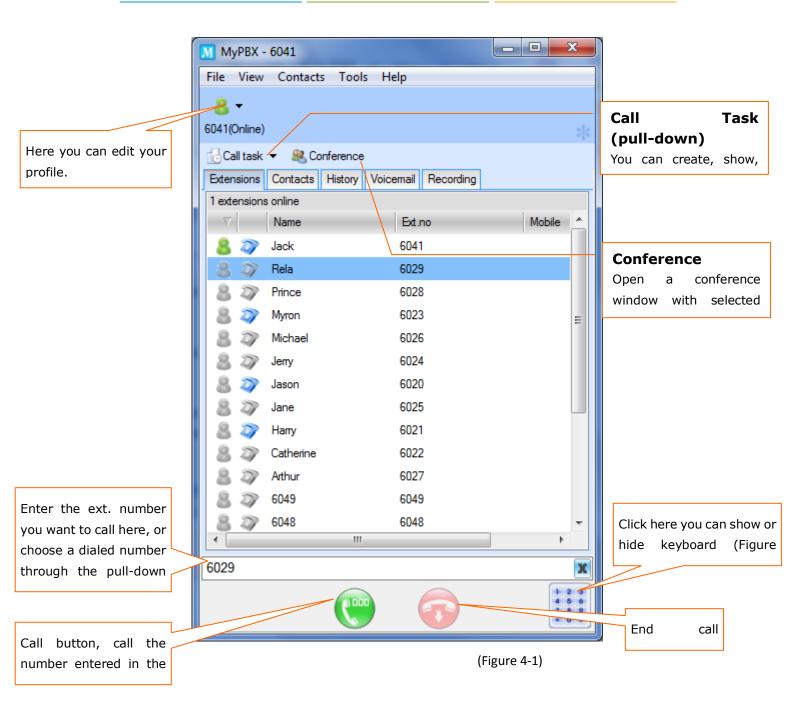


## 4 Managing MyPBX Client

#### 4.1 Extension Management

When sign in MyPBX, system opens a main screen  $\rightarrow$  Extension screen as Figure 4-1 shows.







MyPBX -	6041			)
File View	Contacts Tools H	elp		
8 -				
6041(Online)			*	
Call task	<ul> <li>&amp; Conference</li> </ul>			
	Contacts History Voic	email Recording		
1 extensions	s online			
$-\nabla$	Name	Ext.no	Mobile 🔶	
8 🔊	Jack	6041		
8 27	Rela	6029		
87	Prince	6028		
8 2	Myron	6023	E	
8 27	Michael	6026		
87	Jeny	6024		
8 2	Jason	6020		
87	Jane	6025		
8 2	Hany	6021		
8 27	Catherine	6022		
8 27	Arthur	6027		
8 27	6049	6049		
827	6048	6048	+	
				1 2 ABO 3 DEF
6029			x	4 GHI 5 JKL 6 MNO
	<b>(</b>		1 2 3 4 5 6 7 8 9 * 0 #	7 FORS 8 TUV 9 WXYZ * 0+ #

(Figure 4-2)

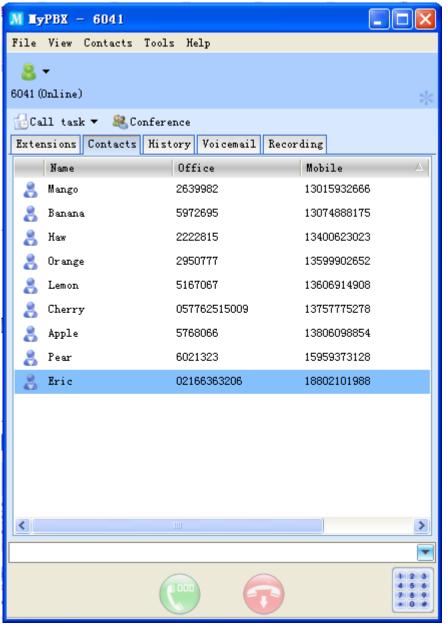
- Indicates client user is offline
   Indicates client user is online
- Indicates extension is unregistered or unavailable
- Indicates extension is idle
- Indicates extension is ringing
  - Indicates extension is busy



0

#### 4.2 Contacts Management

After signed in MyPBX Client, you can see "Contacts" tag as Figure 4-3 shows. Here, you can add, edit, delete, send, import and export your private contacts.

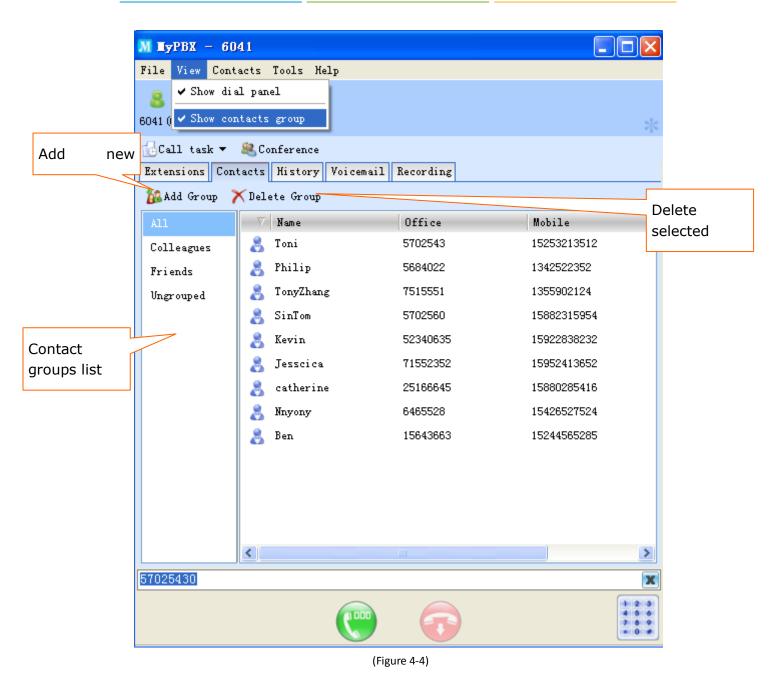


(Figure 4-3)

#### 4.2.1 Contacts Group Management

You can see contacts in group through "View"  $\rightarrow$  "Show Contacts Group" (see Figure 4-4).





#### 4.2.2 Add New Contact

**1.** You can add new contact through Menu $\rightarrow$ Add New Contact (Figure 4-5a) or click the mouse to open the adding screen as Figure 4-5b shows.



ile View C	ontacts Tools Help			File View Cont	acts	Tools Help			
lle view c	Add new contact Edit contact's profile Delete contact Import contact Export contact Upload local data to server	or ding	*	<mark>&amp;</mark> ▼ 6041 (Online) €Call task ▼	Sects :	onference History Voi	cemail Recording		
A11	Download client data	ffice	Mobile	All		Name	Office	Mobile	
Colleagues Friends Ungrouped	<ul> <li>Toni</li> <li>Philip</li> <li>TonyZhang</li> <li>SinTon</li> <li>Kevin</li> <li>Jesscica</li> <li>catherine</li> <li>Hnyony</li> <li>Ben</li> </ul>	5702543 5684022 7515551 5702560 52340635 71552352 25186645 6465528 15643863	15253213512 1342522352 1355902124 15982313854 15922838232 15982413852 15980285416 15428527524 15244585285	Colleagues Friends Ungrouped		SinTom Kevin Jesscica catherine Nnyony	Add new contact Edit contact's profile Move to Group Start call Delete contact Send SNS Refresh 6465528 15843863	4252352 55002124 862315954 822838232 852413652 852413652 852413652 852413652 15426527524 15244565285	
702543	<		X + + + + + + + + + + + +	5702543	<	(			

(Figure 4-5a)

(Figure 4-5b)

**2.** Please edit contact's profile on the following screen; the details include name, office phone, and company name and so on. (Figure 4-6)

M Add new c	ontact		
Contact	's profile		
Name	Green_tea		
Group	Ungrouped		*
Office	91284513	Мето	^
Mobile	13123525455		
Home			~
Company	Yeastar		
Title		Fax	
E-mail	tea@yeastar.com	SKYPE	support.yeastar
Postcode		MSN	
Web	www.yeastar.com		
Address			
		Apply	OK Cancel
	(F	igure 4-6)	



**3.** Click "Ok" or "Apply" to add new contact.

**Note:** On call history, right click on the item and from the menu you can "Save Number" to your contacts.

#### 4.2.3 Edit Contact's Profile

**1.** Click on the chosen contact, and open the "Contact" menu $\rightarrow$  "Edit contact's profile" as Figure 4-7a shows or right click to open the menu as Figure 4-7b shows.

M HyPBX - 60	041			M HyPBX - 60	)41		
File View <mark>Con</mark> t	tacts Tools Help			File View Con	tacts Tools Hel;	p	
₩ T	Add new contact Adit contact's profile Delete contact			<mark>8</mark> - 6041 (Online)			;
Call tas I Extensions E	mport contact Export contact	ording			itacts History 1	Voicemail Recording	
	Mpload local data to server				🗙 Delete Group	1	1
All D	)ownload client data	ffice	Mobile	All	∇ Name	Office	Mobile
Colleagues	👗 Toni	5702543	15253213512	Colleagues	🔏 Toni	Add new contact	5253213512
Friends	🤱 Philip	5684022	1342522352	Friends	👌 Philip	Edit contact's profile	342522352
Ungrouped	👌 TonyZhang	7515551	1355902124	Ungrouped	👌 TonyZhang	Move to Group	355902124
	👌 SinTom	5702560	15882315954		🚴 SinTom	Start call	5882315954
	🚴 Kevin	52340635	15922838232		🤱 Kevin	Delete contact	5922838232
	🤰 Jesscica	71552352	15952413652		👌 Jesscica	Send SMS	5952413652
	atherine	25166645	15880285416		atherine	Refresh	5880285416
	8 Nnyony	6465528	15426527524		🚴 Nnyony	6465528	15426527524
	👌 Ben	15643663	15244565285		🚴 Ben	15643663	15244565285
	<				<		
5702543			X	5702543			1
			1 2 3 4 5 6 7 8 9 * 0 #			()) ()	1 2 4 5 4 5 4 7 8 8 4 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9

(Figure 4-7a)

(Figure 4-7b)



<sup>2.</sup> Here you can modify the contact's information. See Figure 4-8.

M Edit contac	t	X
🕵 Contact's	profile	
Name	Philip	
Group	Ungrouped	▼
Office	5684022	Memo 🔼
Mobile	1342522352	
Home		
Company		
Title		Fax
E-mail		SKYPE
Postcode		MSN
Web		
Address		
		OK Cancel
	(Figur	re 4-8)

**3.** Click "OK" to save the changes.

#### 4.2.4 Delete Contact

**1.** You can delete the chosen contact through menu "Contacts"  $\rightarrow$  "Delete contact" or click on right mouse to delete directly.



M TyPBX - 60	041			M TyPBX - 60	)41			
File View Conv	tacts Tools Help			File View Cont	tacts Tools Hel;	p		
8041 (0=1 i= -	dd new contact dit contact's profile elete contact			<mark>8</mark> <del>-</del> 6041 (Online)				*
Extensions	mport contact xport contact	ording		Extensions Con	tacts History 1	Voicemail Recording		
υ	pload local data to server	ffice	Mobile	All	∇ Name	Office	Mobile	
Colleagues	ownload client data    👗 Toni	5702543	15253213512	Colleagues	Rame 8 Toni	5702543	15253213512	
Friends Ungrouped	<ul> <li>Philip</li> <li>TonyZhang</li> <li>SinTom</li> <li>Kevin</li> <li>Jesscica</li> <li>catherine</li> <li>Nnyony</li> <li>Ben</li> </ul>	5884022 7515551 5702560 52340635 71552352 25166645 6465528 15643663	1342522352 13555902124 15882315354 15862838232 15862413852 15880285416 15426527524 155244585285	Friends Ungrouped	<ul> <li>Philip</li> <li>TonyZhang</li> <li>SinTom</li> <li>Kevin</li> <li>Jesscica</li> <li>catherine</li> <li>Hnyony</li> <li>Ben</li> </ul>	ERRANDO Add new contact Edit contact's profile Move to Group Start call Delete contact Send SMS Refresh 15643063	1342522352 1355902124 15882315954 15922438232 15952413652 15880285416 15428527524 15244585285	
5684022				5684022	<		1	X 2 0 5 0 0 0
	(Figure 4-	9a)			(Figure 4-	9b)		

**2.** Click "Yes" to delete this contact as Figure 4-10 shows.

MyPBX		
?	Are you sure to delete the selected contact?	
	Yes No	
	(Figure 4-10)	

#### 4.2.5 Import Contact

1. You can import contacts from menu "Contacts"--> "Import Contact".



М ∎уРВХ -	- 6041				
File View	Contacts	Tools Help			
<mark>8</mark> ▼ 6041 (Online	Edit c	w contact ontact's profile contact			*
🔂 Call tas	Import	contact			
Extensions	Export	contact	ording		
Add Gro	Upload	local data to server ad client data	 ffice	Mobile	
Colleagues			5684022	1342522352	
Friends			7515551	1355902124	
Ungrouped	8	SinTom	5702560	15882315954	
	8	Kevin	52340635	15922838232	
	8	Jesscica	71552352	15952413652	
	8	catherine	25166645	15880285416	
	8	Nnyony	6465528	15426527524	
	8	Ben	15643663	15244565285	
	<		Ш		>
5684022					X
		<b>(</b>			1 2 3 4 5 6 7 8 9 * 0 #

(Figure 4-11)

**2.** Select the file (.csv) you want to import and click "Open" button (figure 4-12).



Open		? X
Look jn: 📔	) 6008 📃 🕥 🤣 👂	🤊 🛄 <del>-</del>
Contacts.	CSV	
File <u>n</u> ame:	Contacts.csv	<u>O</u> pen
Files of type:	(*.csv)	Cancel
	Dpen as read-only	1.

(Figure 4-12)

**3.** Double click the item to select corresponding address, see Figure 4-13.

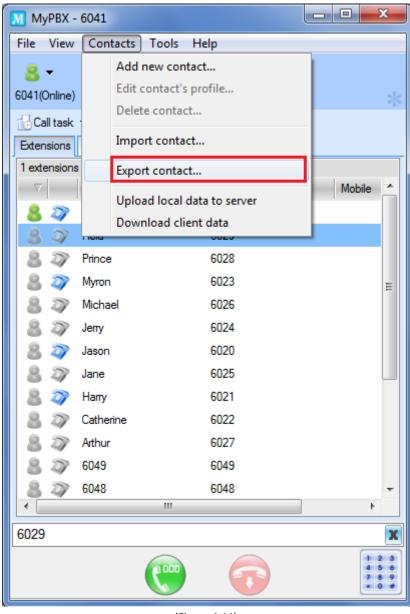
M Map the fields you wis	h to import 🛛 🔀
Text fields	Address book fields
🗹 "DisplayName"	Last Name
"OfficeNumber"	Office Phone 🛛 🗸 🗸
<ul> <li>✓ "MobilNumber"</li> <li>✓ "OtherNumber"</li> <li>✓ "Line"</li> <li>✓ "Ring"</li> <li>✓ "Group"</li> <li>I Double click item to sele</li> </ul>	Address Email
(Figure 4-	<b>Web</b> [ 13)

**4.** Click "OK" to finish this step.

#### 4.2.6 Export Contacts

1. You can export contacts to save on computer as well. See Figure 4-14.





(Figure 4-14)

2. Select the routing that you want to save, and then click "Save" to finish as Figure 4-15 shows.



Save As				? ×
Savejn: 🚞	6008	•	G 😰 I	🤊 🛄 -
			Go To Las	st Folder Visited
, File <u>n</u> ame:	Contacts			Save
Save as <u>type</u> :	(*.csv)		-	Cancel

(Figure 4-15)

#### 4.2.7 Upload local data to server

You can upload local data to MyPBX server to save it. See Figure 4-16.

Note: If you have uploaded local data to MyPBX server and you want to upload it again, your data on MyPBX server will be covered with new data.



M HyPBX -	6041			
File View	Contacts Tools Help			
<mark>8</mark> ▼ 6041 (Online	Add new contact Edit contact's profi Delete contact	le		*
Call tas Extensions	Import contact	ording		
Add Gro	Export contact			
All	Upload local data to		Mobile	
	Download client data	5702543	15253213512	
Colleagues	Rhilip	5684022	1342522352	
Friends	A TonyZhang	7515551	1355902124	
Ungrouped		5702560	15882315954	
	👗 Kevin	52340635	15922838232	
	👌 Jesscica	71552352	15952413652	
	atherine	25166645	15880285416	
	a Nnyony	6465528	15426527524	
	🚴 Ben	15643663	15244565285	
	<			>
				-
		🕐 🕡		1 2 3 4 5 6 7 8 9 • 0 #
	(Figure	4-16)		

#### 4.2.8 Download client data

Since you have uploaded local data to MyPBX server, the next time you change a PC to log in MyPBX Client, you can download client data from MyPBX server using the same username. The operation is also used in case of losing data.

Note: If you download client data, the local data on PC will be covered.

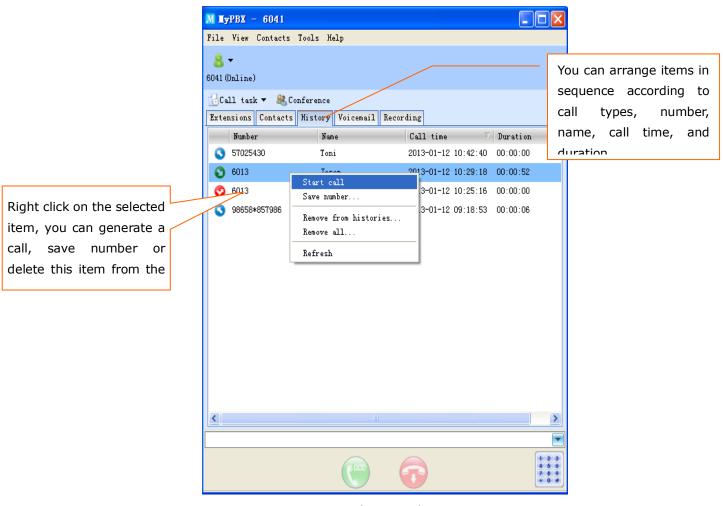


M LyPBX - 6041				
File View	Contacts Tools Help			
<mark>8</mark> ▼ 6041 (Online	<b>Add new contact</b> Edit contact's profile Delete contact			*
Call tas Extensions	Import contact Export contact	ording		
🎉 Add Gro		ar		
A11	Download client data	ffice	Mobile	_
Colleagues	. 👗 Toni	5702543	15253213512	
Friends	🤱 Philip	5684022	1342522352	
Ungrouped	👌 TonyZhang	7515551	1355902124	
	🤱 SinTom	5702560	15882315954	
	💍 Kevin	52340635	15922838232	
	👃 Jesscica	71552352	15952413652	
	🔱 catherine	25166645	15880285416	
	🚴 Nnyony	6465528	15426527524	
	an Ben	15643663	15244565285	
	<	1111		>
				-
	(Figure 4-17)			

### 4.3 Call History

After signed in MyPBX Client, click "History" tag to enter the call log screen (Figure 4-18). Here you can see all the calls that have you made or answered. Call information including callee name, telephone number, call time, and duration will be available on the list.





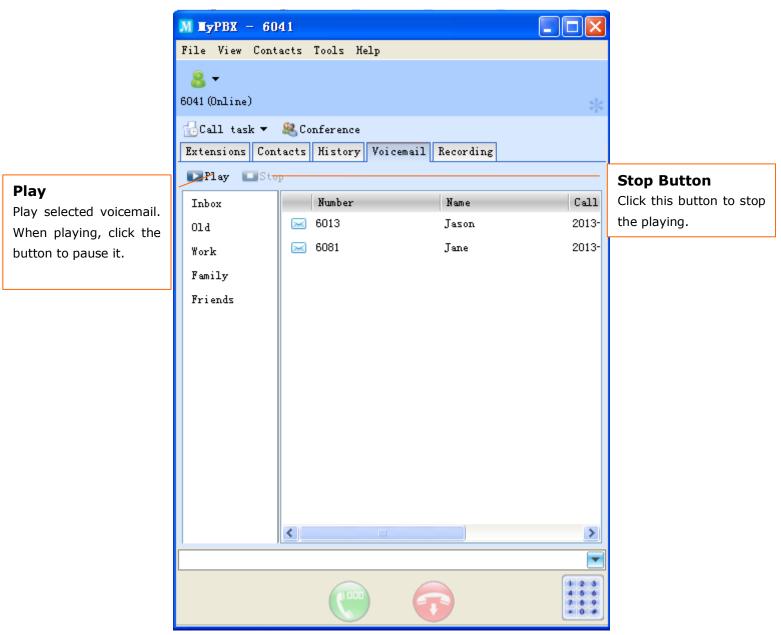
(Figure 4-18)

- Stands for incoming call
- Stands for outgoing call
- 📀 🛛 Stands for missed call

#### 4.4 Voicemail Management

After signed in MyPBX Client, click "Voicemail" tag to enter the voicemail listing screen (Figure 4-19). Here you can see all the caller number, name, call time, and duration.





(Figure 4-19)

#### 🖂 Unread message

📄 Read message

Inbox: the folder where new message is stored

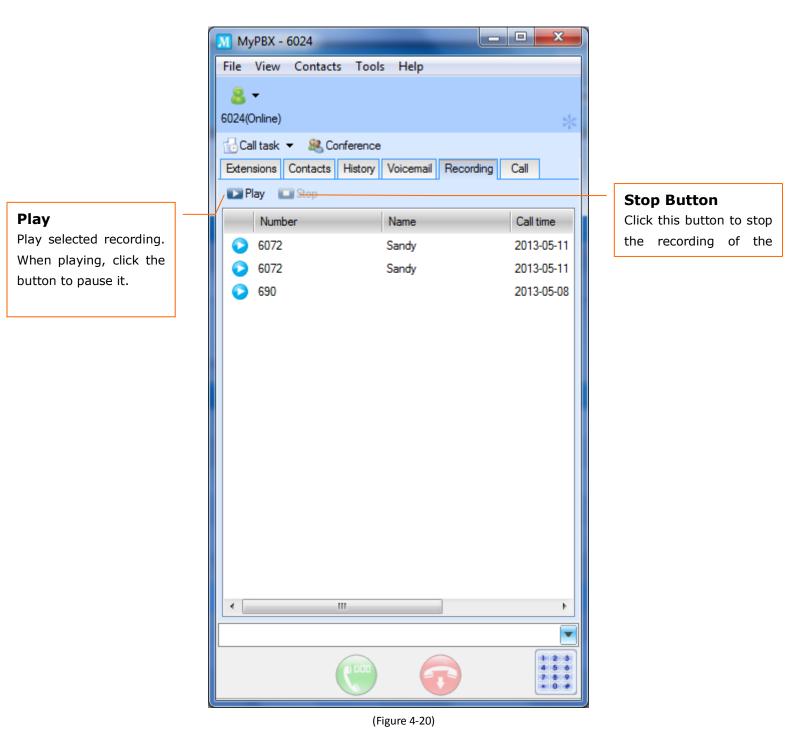
Old: after reading the message, the message will be automatically moved to this folder Work: after reading the message, the message can be moved to this folder Family: after reading the message, the message can be moved to this folder Friend: after reading the message, the message can be moved to this folder

**Note:** You can call the number, save or delete the voicemail through right-clicking, but you can't directly move the message to other folders.



#### 4.5 Recording Management

After signed in MyPBX Client, click the "Reading" tag to enter the calls reading list screen (Figure 4-20). Here you can see all the status, call time, and duration.

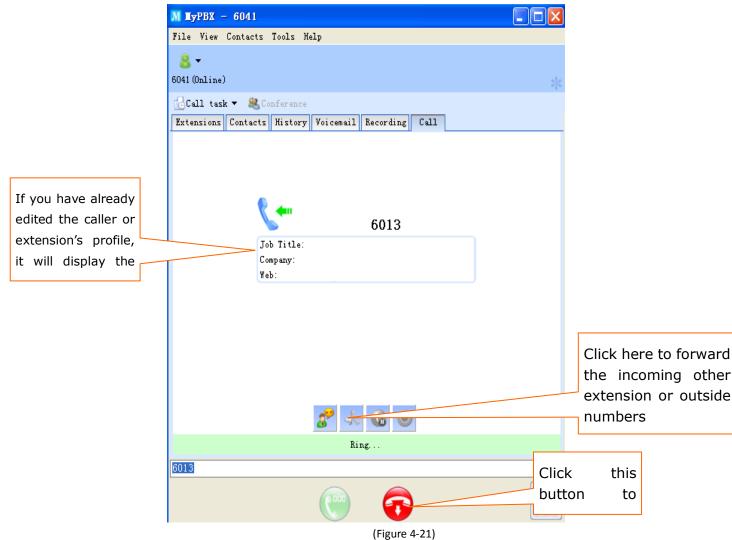


Note: You can call the number, save or delete the recording through right-clicking.



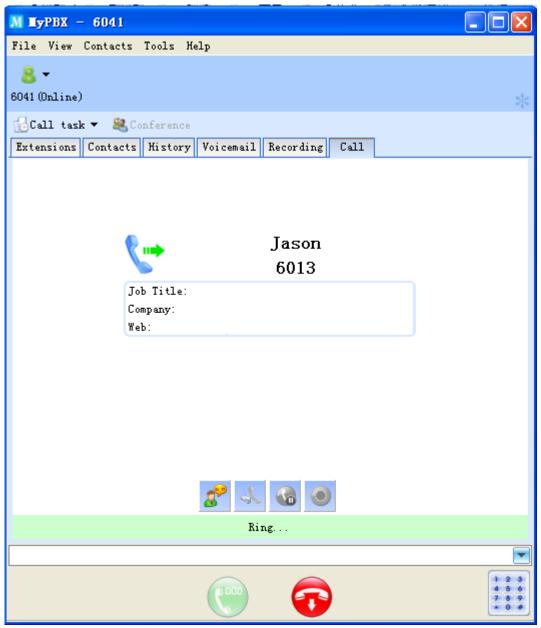
#### 4.6 Call Status Management

**1.** When there's an incoming call, a prompt screen will show the caller's detailed information.



2. When there's an outgoing call, a prompt window will show the callee's detailed information.

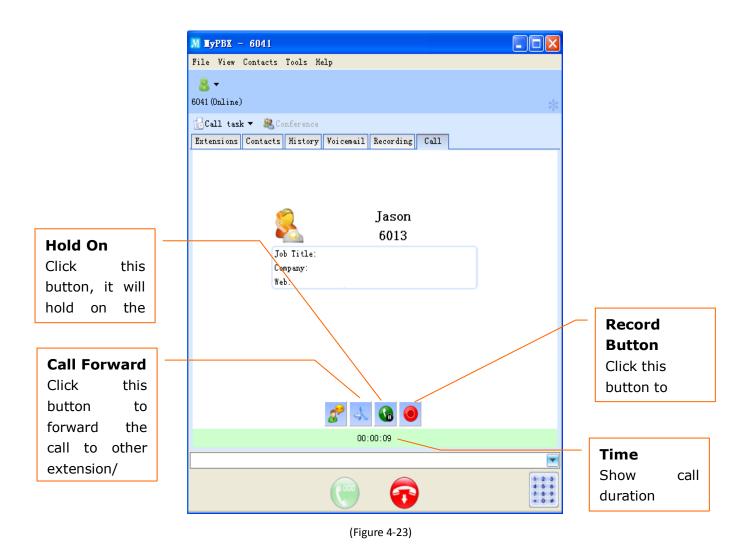




(Figure 4-22)

**3.** During a call, it prompts as Figure 4-23 shows.





#### 4.7 Personal Profile

For the convenient communication with your colleagues and friends, MyPBX Client provides personal information management, so that you can update profile at any time. After signed in MyPBX Client, click "File"  $\rightarrow$  "Edit profile" to open personal information screen.



MyPBX - 6041							
File	) View	Contacts	Tools	Help			
	Edit p	rofile					
	Change password			*			
	Sign o	out					
	Exit			email Record	ding		
1 ex	tension	s online		_			
7	7	Name		Ext.no		Mobile	
8	Ø	Jack		6041			
8	27	Rela		6029			
8	D	Prince		6028			
8	Ø	Myron		6023			=
8	D	Michael		6026			
8	D	Jeny		6024			
8	D	Jason		6020			
8	D	Jane		6025			
8	D	Harry		6021			
8	D	Catherine		6022			
8	D	Arthur		6027			
8	D	6049		6049			
8	D	6048		6048			Ŧ
•						÷.	
602	9						X
				•			and an other states

(Figure 4-24)

M Edit your profile 🛛 🗙		
Name	catherine	
Mobile	15880270231	
	OK Cancel	

(Figure 4-25)

Here you are allowed to change name, mobile phone number.

You can change password through "File"  $\rightarrow$  "Change Password" setting as Figure 4-28 shows. Open the password screen as Figure 4-26 shows and enter both the old and new password, after



which a pop-up will prompt you as Figure 4-27 shows.

M Change password	
Old password	
****	
New password	
****	
Repeat new password	
****	
	OK Cancel
(Figure 4-26)	
MyPBX	×
Modify password successfu	ully, it will take affect log in again.
	ОК

(Figure 4-27)

#### 4.8 Refresh

You can right click the mouse and click "Refresh" on menu as Figure 4-28 shows to gain the latest data. For example, the current page shows all extensions, MyPBX Client will get the extension information again after clicking "Refresh".



MyPBX - 6041							
File View Contacts Tools Help							
8 -							
6041(Online)	*						
🔂 Call task 🔻 용 Conference							
Extensions Contacts History Void	Extensions Contacts History Voicemail Recording						
1 extensions online							
∇ Name	Ext.no Mobile						
🔒 🤉 Jack	6041						
🤱 🔊 Rela	6029						
💄 🔊 Prince	602° Start chat						
🤱 🔉 Myron	602 Send SMS						
🚨 🔊 Michael	602 Start call						
🤱 🔉 Jeny	602						
ason 🖉 🔊 🔉	602 Pick up call						
ane 🔊 Jane	602 Refresh						
amy 🕘 🤉 Hamy	602 Chat history						
atherine 🔊 🔉 🔊	602						
arthur 🔊 🔉 🔉	6027						
8 🔊 6049	6049						
8 2 6048	6048 👻						
· · · · · · · · · · · · · · · · · · ·	4						
6028	X						

(Figure 4-28)



# 4.9 Show Dial Panel or Not

You can set up whether or not to show dial panel on menu "View"  $\rightarrow$  "Show dial panel". (Figure 4-29)

25	'							
	ME	PBX	- 6041			ſ		X
			Contacts	Tools	Help			
	<u>م</u>	Onlin	<u>`</u>					
							1	*
			sk 🔻 🍭 C					
	J		u	Histo	ry Voice	mail Reco	rding	_
			ons online		Ext.			
		27	Mame 张程程		6040		10	10
					6040			58
		2					1	31
	Ö	D.	305		305			
		D)			304			
		Ŋ			303			
		Ŋ			302			
	8	Ŋ			301			
	8	D)	300		300			
	<						3	
<b>M</b> T	PBX	- 6	N# 1					
			tacts Tool	ार मन्।	D			
-			al panel		e.			
8								
8041	0 51	low co	ntacts gro	up			*	
d C	all ta	sk 🔻	🍭 Confer	ence				
		<u> </u>		story 1	/oicemail	. Recordin	g	
	tensi							
					Ext. no		Mo	
-		张程			6040			
_	Ŋ		erine		6041		158	
8	D	305			305			
8	Ŋ	304			304			
					303			
8	D	303						
	17 (T)				302			
	Ŋ	302						
8	17	302 301			302			
8	Ŋ	302 301			302 301			
8	17	302 301			302 301			
8	17	302 301			302 301			
8	17	302 301			302 301			
8	17	302 301			302 301			
8	17	302 301			302 301			

(Figure 4-29)

۶



<

6040

....



# 4.10 Change Language

MyPBX Client has multiple language versions. You can change the Client language through "Tools"  $\rightarrow$  "Change Language". (See Figure 4-30)

МуРВХ - 6041		
File View Contacts	Tools Help	
8	Change Language	▶ 简体中文 (Chinese Simplified)
6041(Online)	Options	繁体中文 (Chinese Traditional) English
🔂 Call task 🔻 용 Conf	erence	
Extensions Contacts H	listory Voicemail Recording	
1 extensions online		
V Name	Ext.no	Mobile
🔒 🔉 Jack	6041	
al 🖉 Rela	6029	
and the second s	6028	
ali ang	6023	E
🤱 🔊 Michael	6026	
🤱 🔊 Jeny	6024	
ason 🔊 🔉	6020	
ane 🔊 🔉	6025	
amy 🕘 🤉 🔉	6021	
💄 🔊 Catherine	6022	
💄 🔊 Arthur	6027	
8 🔊 6049	6049	
8 🔊 6048	6048	-
•	III	•
6028		x
	<b>()</b>	

(Figure 4-30)



### 4.11 Call Forwarding

You can forward incoming calls at any time. Configure it through "Tools"  $\rightarrow$  "Options" (Figure 4-31).

MyPBX - Options		100		×
MyPBX - Options System Call forward Feature Codes Speed Dials Calls	Call forward Call ways Always No Answer When Busy	Transfer to:	<ul> <li>Voice Mail</li> <li>Number</li> </ul>	
		0	K Car	ncel Apply

(Figure 4-31)

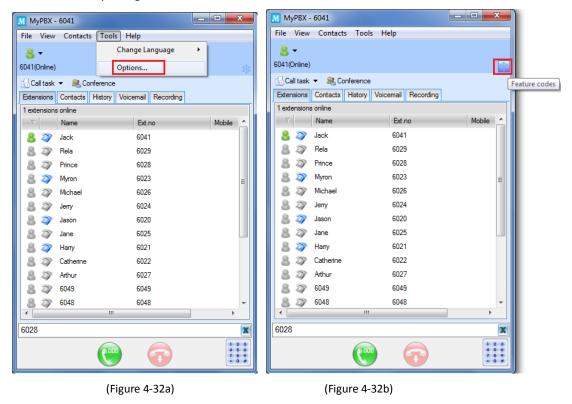
- Always: Always forward calls
- No answer: If no answer calls will be forwarded to
- When Busy: forward calls when you are busy in a call
- Transfer to: the incoming call will be transferred to "Voice Mail" or the designated "Number" according to your own demands.



Note: If call forwarding is set to external line number, please input the prefix before number. For example, "9" stands for PSTN trunk routing, "81" stands for SIP trunk routing, and "7" stands for Skype trunk.

### 4.12 Feature Codes

You can check the shortcut operation of call on hold, pick up calls and so on. Click on menu "Tools"  $\rightarrow$  "Options"  $\rightarrow$  "Feature Codes" (Figure 4-32a) or click on "Feature codes" on the interface directly as Figure 4-32b shows.





MyPBX - Options		×
System	Feature Codes	
Call forward	General	
Feature Codes	One Touch Record	*1
L	Extension for Checking Voicemail	*2
Speed Dials	Voicemail Main Menu	*02
Calls	Attended Transfer	*3
	Blind Transfer	*03
	Extension Pickup	*04
	Intercom	*5
	Call Parking	*6
	Normal Spy	*90 🗸
	Whisper Spy	*91 🗸
	Barge Spy	*92 🗸
	Call Forwarding Preferences	*70
	Reset to Defaults	*71 V
	Enable Forward All Calls Disable Forward All Calls	*071
		*72
	Enable Forward When Busy Disable Forward When Busy	*072
	Enable Forward No Answer	*73
	Disable Forward No Answer	*073
	Forward to Number	*74
		*074
	Forward to Voicemail Enable Do Not Disturb	*75
		*075
	Disable Do Not Disturb	U/3
	ОК	Cancel Apply

(Figure 4-33)

# 4.13 Speed-dial

On menu "Tools"  $\rightarrow$  "Options"  $\rightarrow$  "Speed Dial", you can check the speed-dial number on Figure 4-34. For example, if you want to call number 918859206002, then just dial 123 directly.



MyPBX - Options		x
System	Speed Dials	
Call forward	Prefix △ Substitute	
Feature Codes	8 123 918859206002	
Speed Dials	8 321 940088811111	
Calls		
	OK Cancel Ap	ply

(Figure 4-34)

## 4.14 Calls

Through the menu "Tools"  $\rightarrow$  "Options"  $\rightarrow$  "Calls" to manage the calls.



MyPBX - Options		×
System	Calls	
Call forward Feature Codes	Pop-up window when someone call in	
Speed Dials	Dial Pattem 9.	
Calls	Automatically answer dialing out	
	Phone Type Yealink Asstra Fanvil GRANDSTREAM Polycom Yealink	
	OK Cancel A	Apply

(Figure 4-35)

- Pop-up windows when someone call in: Client will bomb the caller's ID for an incoming call.
- Dial Pattern
- Automatically answer dialing out: When you enable this option and click a number to dial out, your IP phone will answer it first.

Note: You should select your IP phone type correctly. For example, if you are using Yealink IP phone, please select Yealink.



# 4.15 Help

MyPBX -			_ 0 X	
File View	Contacts Tools	Help		
8 -		About MyPBX		
6041(Online)			*	
🔂 Call task	<ul> <li>Conference</li> </ul>			
Extensions	Contacts History V	oicemail Recording		
2 extension	s online			
	Name	Ext.no	Mobile	
8 🖓	Myron	6023	13812345678	
8 🔊	Jack	6041		
87	Rela	6029		
8 27	Prince	6028	E	
8 27	Michael	6026		
8 27	Jeny	6024		
8 🔊	Jason	6020		
8 27	Jane	6025		
8 🔊	Hany	6021		
8 27	Catherine	6022		
8 27	Arthur	6027		
8 27	6049	6049		
8 27	6048	6048	-	
•		III	4	
13812345678				
	C		1 2 3 4 5 6 7 8 9 * 0 #	
		(Figure 4-36)		

(Figure 4-36)

### 4.15.1 About MyPBX Client

You can know the MyPBX Client version number and copyright through menu "Help"  $\rightarrow$  "About MyPBX Client". See Figure 4-37.





(Figure 4-37)

### 4.16 Sign out & Exit

You can exit from MyPBX Client on menu "File"  $\rightarrow$  "Exit" or you can click on MyPBX icon on right tray and click "Exit" to exit as Figure 4-38 shows.



(Figure 4-38)



# **5** Main Functions

### 5.1 Dialing Call

Press a key to dial out easily on MyPBX Client that simple the dialing procedure and save time. Just move the mouse on the telephone and click it to dial out.

#### 5.1.1 Call Internal Extension Number

You can call an extension number through three ways:

- (1) Double click the selected Ext. number to call out
- (2) Enter the Ext. number on the input box below and click "Call" button or "Enter" to call out
- (3) Click the Ext. number on the panel and then click "Call" or "Enter" to call out

	МуРВХ - 6041			
	File View Contacts Tools H	lelp		
	<u>8</u> -			
	6041(Online)		*	
	Gall task ▼ 🍇 Conference		-1	
	Extensions Contacts History Voi	annail Depending		
	1 extensions online			
	V Name	Ext.no	Mobile ^	
	🔒 🔉 Jack	6041		
	🚨 🥪 Jack	6029		
	Rince	6028		
	A DY Myron	6023		
	A Michael	Start chat		
	A Dr Jeny	Send SMS		
	A District Series	6024 Start call		
	A Dr Jane	6025 Pick up call		
	A A A A A A A A A A A A A A A A A A A	6021 Refresh		
	A Catherine	0000		
	Arthur	6022 Chat history	/	
Enter	8 2 6049	6049		
telephone	8 2 6048	6048	-	
	< III	0040	F I	
number here	6023		X 1 2 ADO 3 DEF	
			4 GHI 5 JKL 6 HNO	
		<b>A</b>	4 5 6 7 8 9 7 8 9 7 9 000 7 9 0000 7 9 000 7 9 0000 7 9 0000000000	
			* 0+ #	

(Figure 5-1)



#### 5.1.2 Call External Line Number

(1) Call external line numbers on contacts list: You can double click on the selected number, and the system will call it with default routing. (If you don't want to use the default routing, just select the number and change the prefix on the input box below, system will save this new prefix and apply it to this number when you call it out next time).

	M LyPBX - 6	041					
	File View Con	ile View Contacts Tools Help					
	<mark>8</mark> ▼ 6041(Online)	<mark>8</mark> ▼ 6041 (Online)					
	🔂Call task 🔻	🙉 Conference					
	1 Missed call	ls					
	Extensions Co	ntacts History Voicema	ail Recording				
	🎉 Add Group	🗙 Delete Group					
	A11	V Name	Office	Mobile			
Double		🖉 Toni	5702543	15253213512			
click it to	Friends	🚴 Philip	5684022	1342522352			
	Ungrouped	💄 TonyZhang	7515551	1355902124			
		🚴 SinTom	5702560	15882315954			
		🚴 Kevin	52340635	15922838232			
		👌 Jesscica	71552352	15952413652			
		💍 catherine	25166645	15880285416			
		🚴 Nnyony	6465528	15426527524			
		🚴 Ben	15643663	15244565285			
Number will be		👃 Jane		6081			
shown on input		👌 Jason	6013				
box. '9' is the							
prefix of default		<		<b>&gt;</b>			
routing.							
routing.		$\frown$		123			
				450 789 *0#			

(Figure 5-2)

(2) Call external line numbers that are not on contacts list: You can enter the number on the input box and add the prefix to it, such as "9" for PSTN line routing, "81" for SIP routing; you can enquiry Admin for other settings. System will auto call this number out from an idle trunk.

#### 5.1.3 Call back a missed call

When you miss the incoming calls, just do as follows:

- (1) Double click the number on History list and call out by default routing.
- (2) Select the number on History list and add the prefix on input box to call out through

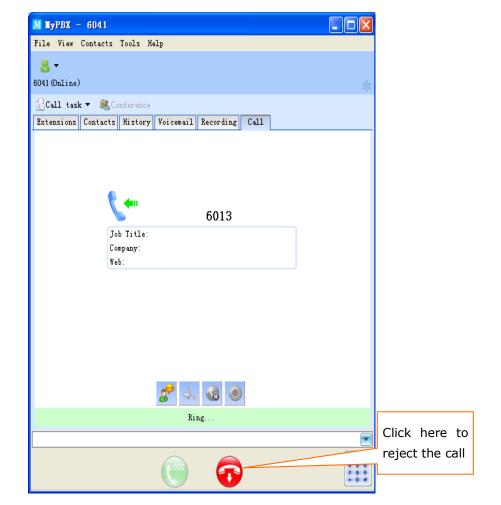


designated routing.

### 5.2 Incoming Calls

You can execute the following operations for an incoming call:

• reject it



(Figure 5-3)

### 5.3 Call Forward

Do you always encounter the following situations in office?

- 1. Answered a call only to find that you are not wanted on the phone but your colleague.
- 2. You are on a call, and there's another incoming call that you don't want to miss.
- 3. You are busy doing things and have no time to answer calls.
- 4. You have to go out, but don't want to miss any calls.

Don't worry. MyPBX Client will help you deal with these.

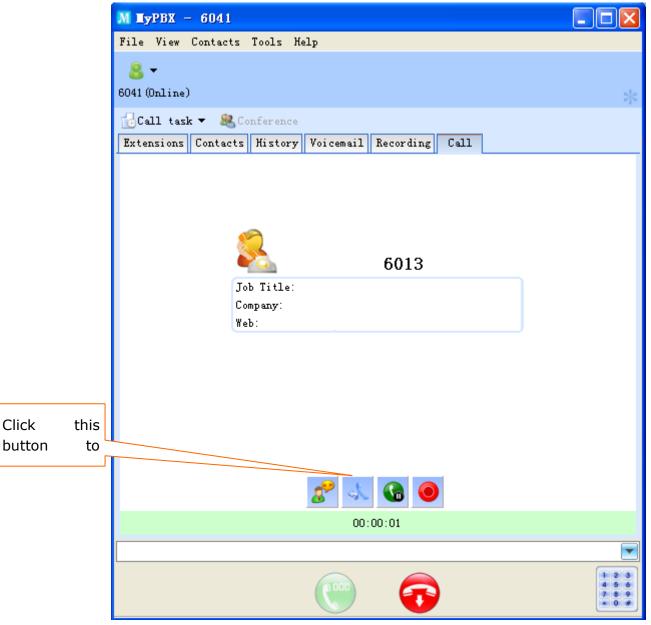


#### 5.3.1 Forward before a call

When you go out or are too busy to answer a call, you can forward incoming calls to your mobile or other number. Please see details on <u>4.11 Call Forwarding</u>.

#### 5.3.2 Transfer during a call

Step 1: Click the "Transfer call" button as Figure 5-4 shows



#### (Figure 5-4)

Step 2: Select the number that you want to forward to on the pop-up screen (Figure 5-5). Click to select a number, double click to forward call directly to this number. You can forward a call to an extension, a contact, a ring group/IVR, or a telephone number entered on the input box. (You need to add a prefix for forwarding to an external line number.)

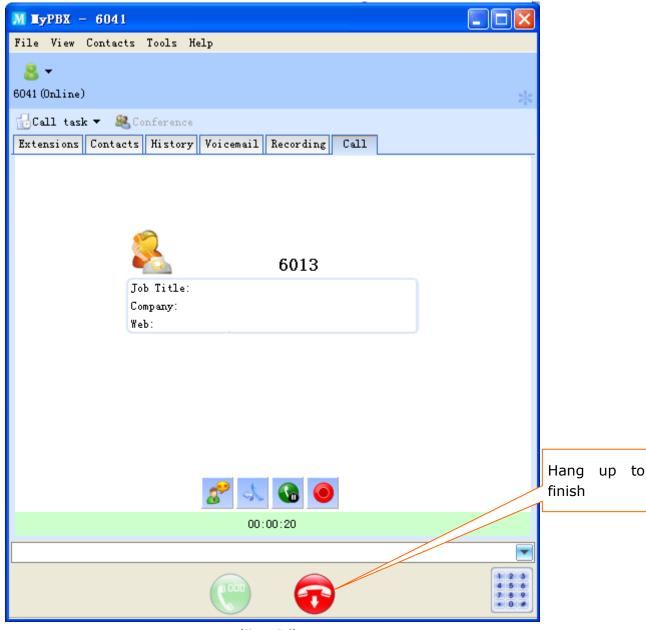


Transfe	er the	Call							٢
Ş	С	lick to select	t numb	per or dou	ıble clic	k to transf	er		
Exten	sions	Contacts							
Searc	h exte	nsion							
		Name		Ext.no	$ \Delta $	Mobile		Home	*
8	Ø	Jason		6020					
8	Ø	Harry		6021					
8	Ŋ	Catherine		6022					=
8	Ŋ	Myron		6023					
8	Ŋ	Jeny		6024					
8	Ŋ	Jane		6025					
8	D)	Michael		6026					
8	Ŋ	Arthur		6027					
8	Ŋ	Prince		6028					
8	Ŋ	Rela		6029					
8	Ŋ	6040		6040					Ŧ
•								•	
Or inp	ut the	e number							
6026									
					T	ransfer	Ca	ncel	

(Figure 5-5)

Step 3: Hang up the call to finish transferring or click "Flash" button to intercept a transferred call.



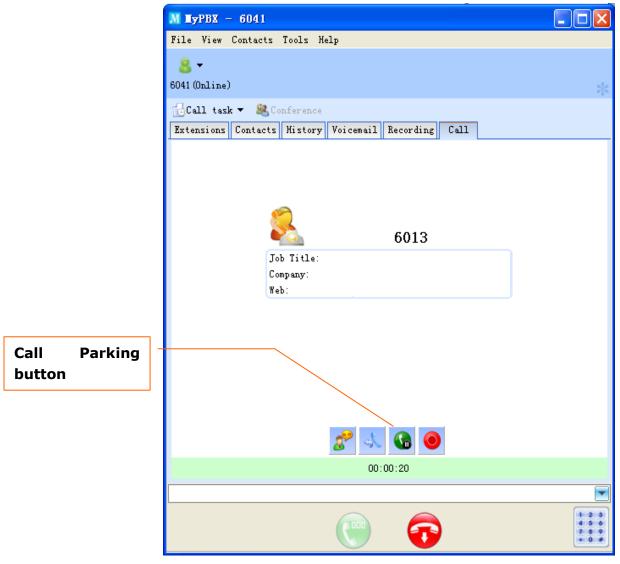


(Figure 5-6)

### 5.4 Call Parking

When you are on a call, you can park the current call on the Client instead of dialing feature code. In this case, you can click the "Call Parking" button and then MyPBX will give you a parking number. Dial this parking number on any extension to continue this call.





(Figure 5-7)

### 5.5 Pick up a Call

### 5.5.1 Pick up a call from appointed extension

When your colleague is absent, his phone keeps ringing, you can pick up this call through the following way:

On extension list, choose the ringing or on hold extension, right click and click "Pick up Call" on the pop-up screen as Figure 5-8 shows.



MyPBX -	6041		
File View	Contacts Tools H	elp	
8-			
6041(Online)			*
🔂 Call task	<ul> <li>R Conference</li> </ul>		
Extensions	Contacts History Voic	email Recording	
1 extensions	s online		
$-\nabla$	Name	Ext.no	Mobile 🔶
8 🔊	Jack	6041	
8 27	Rela	6029	
8 27	Prince	6028	
8 27	Myron	6023	=
87	Michael	6026	
8 27	Jerry	6024	
8 🍑	Jason	6020	
8 27	Jane	6025	
8 🗳	Hany	6021	
8 27	Catherine	6022	Start chat
87	Arthur	6027	Send SMS
8 27	6049	6049	Start call
8 27	6048	6048	Pick up call
<			Refresh
6021	$\bigcirc$		Chat history
		T	4 5 6 7 8 9 * 0 #

(Figure 5-8)

### 5.6 Call Task

Call Task can help you to call out a number on scheduled time or remind you to make a call to a preset number.

(1) You can conduct the corresponding operation through the drop-down screen as Figure 5-9 shows.



MyPBX - 60	41		- 0 ×
File View C	Contacts Tools	; Help	
8 -			
6041(Online)			*
🔂 Call task 🔻	🍇 Conference		
Make nev	w call task	nail Recording	
Show all	call task		
Clear all o	call task	Ext.no 6041	Mobile ^
Refresh c	all task	6029	
🔒 🔊 Pri	nce	6028	
💄 🔉 Му	ron	6023	=
🤱 🔊 Mic	chael	6026	
💄 🔊 Jer	ny	6024	
🔋 🖉 🚨	son	6020	
🔒 🔊 Jar	ne	6025	
🔒 🔉 На	апу	6021	
🔒 🔊 Ca	therine	6022	
🔒 🔊 Art	hur	6027	
8 🔊 60	49	6049	
8 2 60		6048	+
	III		
6021			X
	C		1 2 3 4 5 6 7 8 9 • 0 #

(Figure 5-9)

Make new call task: click here to pop-up a screen as Figure 5-11 shows Show all call tasks: click here to open the task list as Figure 5-10 shows Clear all call task: click here to delete all pre-arranged tasks Refresh call task: click here to refresh the tasks list



🔂 Call 👎	task list			×
Memo Taski	Call time 09:55	Date Everyday	Number 91596042352	
	New	Edit	Delete	

(Figure 5-10)

New: Click here to create a new task as Figure 5-13 shows

Edit: Click here to edit the chosen task item

Delete: Click here to remove the selected task item

(2) Input the telephone number, call time, etc on window Figure 5-13.

	🔂 Call task 🛛 🔀	Calast
The number you	Number: 91596042352	Select a time or
want to call	Date: Everyday	period to
At what time you want to call	Time: 09 🗸 : 55 🗸 Memo: Task1	Name of this call task
Enable this function, when the time arrives, the system	⊙Only remind ○Auto-dial OK Cancel	Enable this function, when the time arrives, the system
will only remind you	(Figure 5-11)	will call the number

(3) Click "OK" to finish creating or editing task. You will see the latest task on MyPBX Client interface as Figure 5-12 shows.



МуРВХ - 6041	-	>	٢
File View Contacts Tools H	lelp		
🙎 🚽 Next call: 10:00(Everyday)			
6041(Online)			*
🔂 Call task 🔻 🤱 Conference			
Extensions Contacts History Void	email Recording		
1 extensions online			
∇ Name	Ext.no	Mobile	4
🔒 🔉 Jack	6041		
💄 🔊 Rela	6029		
💄 🔊 Prince	6028		
🤱 🔉 Myron	6023		=
💄 🔊 Michael	6026		
🤱 🔊 Jeny	6024		
💄 🔉 Jason	6020		
💄 🔊 Jane	6025	l	
💄 🔉 Hany	6021		
💄 🔊 Catherine	6022		
🚨 🔊 Arthur	6027		
8 🔊 6049	6049		
8 🔊 6048	6048		Ŧ
•		4	
6021			X
(IIII)		1 2 4 5 7 8	

(Figure 5-12)

## 5.7 Call Conference

MyPBX provides the call conference for users. You can invite max.30 users to join the conference by MyPBX Client.



6041(Online)		_	
	✓ & Conference		
J	I II	Voicemail Recording	
1 extension	1	-	
	Name	Ext.no	Mobil
8 2	Jack	6041	
87	Rela	6029	
87	Prince	6028	
8 27	Myron	6023	
87	Michael	6026	
87	Jeny	6024	
8 27	Jason	6020	
87	Jane	6025	
8 27	Hamy	6021	
8 27	Catherine	6022	
8 27	Arthur	6027	
8 27	6049	6049	
82	6048	6048	
•	1	"	
6021			

(Figure 5-13)

Step 1: Click "Call Conference" button to have the pop-up a screen as Figure 5-14 shows so as to invite people to join a conference.



Call

Click

Conference

here to

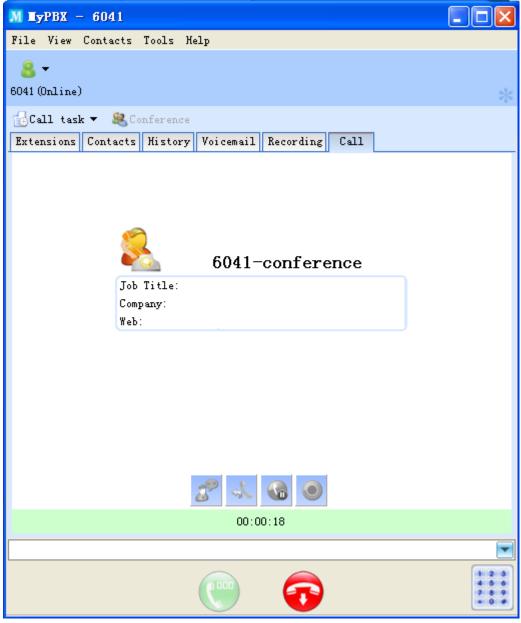
M Add conf	erence participants	;						×
Add more con	ference participants							
Extensions Search exte	neion		 			-		
Search exte	Name	Ext.no	 Mobile					
2.2	Jason	6020	MODIIC			Add		
	Harry	6021						
8.27	Catherine	6022			Ξ	Remove		
8 2	Myron	6023						
87	Jerry	6024						
87	Jane	6025						
87	Michael	6026						
87	Arthur	6027						
8 27	Prince	6028						
87	Rela	6029			Ŧ			
•				•				
							Max participant:	30
							Available:	30
						(	DK Car	ncel

(Figure 5-14)

Step 3: You are allowed to select people in the extension list to join this conference.

Step 4: Click "OK" to see the conference call interface as Figure 5-15 shows.





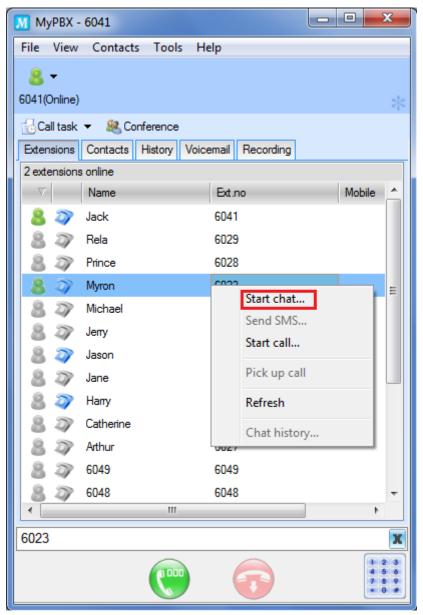
(Figure 5-15)

### 5.8 Internal Instant Message

MyPBX Client provides the internal instant message feature for users to chat easily with members on the extensions list.

Step 1: On extensions list, select the member you want to chat with, right click to open the chat screen.

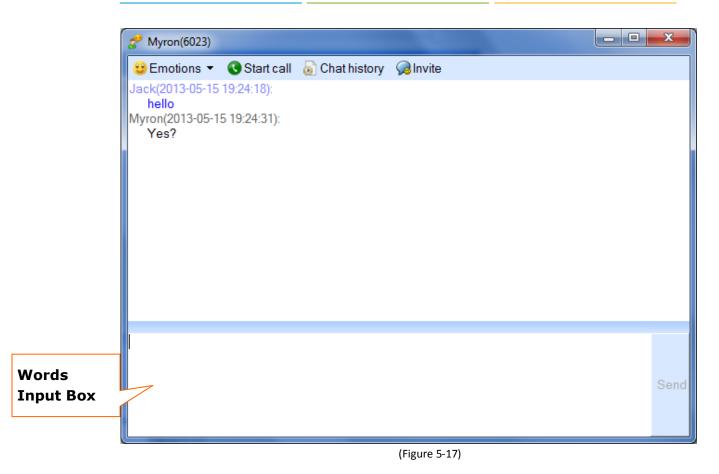




(Figure 5-16)

Step 2: Chat with selected extension user as Figure 5-17 shows.





### 5.9 Voicemail

#### 5.9.1 Leave a voicemail

Set "Forward to Voicemail": Please check 4.11 Call Forwarding

#### 5.9.2 Play a voicemail

When someone leaves a voice message on your voicemail, you can listen to the message directly. Please check <u>4.4 Voicemail Management</u>.



M LyPBX - 60	41		
File View Cont	acts Tools Help		
8 - Next call 6041 (Online)	1: 09:55 (Everyday)		*
🔂Call task 🔻	용 Conference		
Extensions Cont	tacts History Voicem	ail Recording	
📭 Play 🛄 Sto	P		
Inbox	Number	Name	Call time 🗸 🗸
014	6081	Jane	2013-01-15 17:18:12
Work	6013	Jason	2013-01-15 15:52:25
Family	6013	Jason	2013-01-15 15:52:12
Friends	6081	Jane	2013-01-15 10:36:19
	<	IIII	<u>&gt;</u>
L			
			450789

(Figure 5-18)

Step 1: Select a voicemail and click "Play" button or double click the selected item to listen to it.

Step 2: You can click "Stop" button or hang up the phone to stop the play.

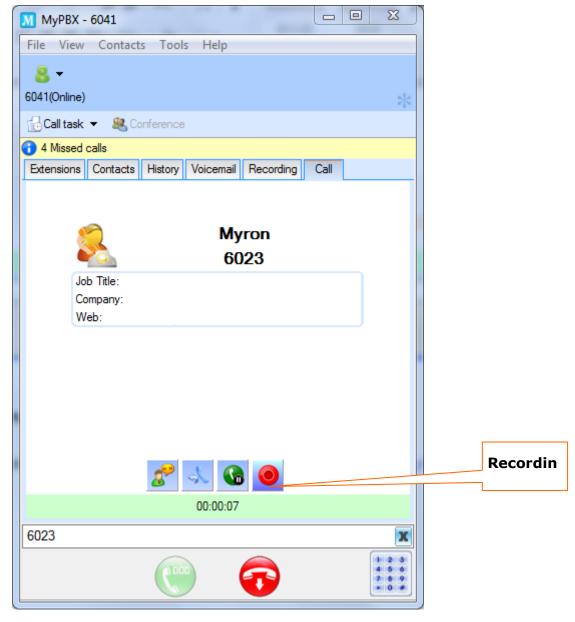
### 5.10 Recording

#### 5.10.1 Record Conversation

MyPBX Client provides recording function for users to record conversation.

During a call, you can click "Recording" button as Figure 5-19 shows; the system will start the recording this conversation. Click "Stop" button when over; the system will auto finish the recording when you hang up the call.





(Figure 5-19)

#### 5.10.2 Play Recording

All recordings will be stored on "Recording" listing, please refer to <u>4.5 Recording Management</u>.



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File View Contacts Tool	s Help	
8 -		
6041(Online)		*
🔂 Call task 🔻 🍭 Conference		
Extensions Contacts History	Voicemail Recording	
Play Stop		
Number	Name	Call time
6023	Myron	2013-05-15 03:28:
6021	Hany	2013-05-15 03:26:4
6020	Jason	2013-05-15 03:26:(
•		4
6023		X
0023		(M)2(3)
		456789

(Figure 5-20)

- (1) Select the item that you want to play, click "Play" button or double click on selected item.
- (2) You can click "Stop" button or hang up the phone to stop the play.

### 5.11 SMS

Right click the mouse and click "Send SMS" as Figure 5-21 shows, it will pop-up a window for sending text as Figure 5-22 shows.



My My	PBX -	6041			
File	View	Contact	s Tools Help		
8.	•				
6041(O	)nline)				*
् ि Cal	l task	👻 🎎 Co	nference		
			History Voicemail Recording		
2 exte	nsions	s online			
$-\nabla$		Name	Ext.no	Mob	ile 🔺
8	Q)	Myron	6023	1381	12245070
8	D)	Jack	6041		Start chat
8	D)	Rela	6029		Send SMS Start call
8	Ŋ	Prince	6028		
8	D.	Michael	6026		Pick up call
8	D)	Jeny	6024		Refresh
8	27	Jason	6020		Chat history
8	Ŋ	Jane	6025		
8	Ŋ	Harry	6021		
8	Ŋ	Catherine	6022		
8	Ŋ	Arthur	6027		
8	Ŋ	6049	6049		
8	Ŋ	6048	6048		
13812	23456	578			X
			<b>()</b>		1 2 3 4 5 6 7 8 9 6 0 #

(Figure 5-21)



2 SMS	
🙂 Emotions 🔻 🔇 Start call 👵 Chat history 😡 Invite	
	Myron
Trunks GSM13 - Country Code China +86	
	and
	Send
	<

(Figure 5-22)

Note: Before sending a SMS, please confirm that the correct configuration of SMS setting is made on MyPBX to make Email to SMS work. Choose one GSM trunk and the corresponding country code on the SMS window first, and send the SMS.

# 6 Uninstall MyPBX Client

Uninstalling MyPBX Client will delete all your data, including contacts number, call log and recorded voicemail on this PC. Before you uninstall MyPBX Client, make sure you have backed up



the data you need.

#### Method 1:

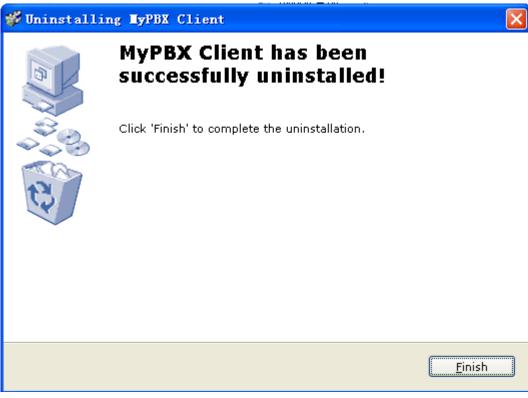
- 1. Go to the Window's Start menu and open MyPBX Client Uninstall
- 2. The next prompt screen will guide you to close the current running program first. Choose "Next" to continue the uninstallation program.

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cation.

	<u>N</u> ext >	<u>C</u> ancel
(Figure 6-1)		

3. The Uninstallation progress will delete the MyPBX Client files from your computer. When the uninstallation is complete, the Uninstall Finished screen will pop up. Click Finish button.





(Figure 6-2)

#### Method 2:

- 1. Go to the Windows Start menu and open the **Control Panel**.
- 2. Go to the Add or Remove Programs, which will open a new screen with a list of software programs installed on the computer. Scroll down to MyPBX Client and click **Change/Remove** button.

[Finish]

