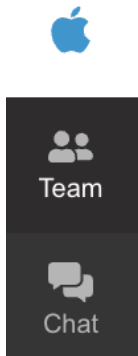
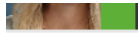


First, find the email sent to you from 3CX - this will have your unique login information and extension. This will also have a QR Code which will make it easy for you to scan from your phone to download the app onto your smart phone (if you so choose).

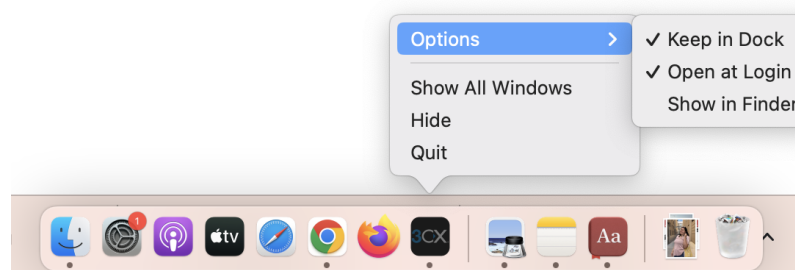
Downloading the Desktop App:

Once you are logged into the 3CX website, find the Mac Apple icon on the left side menu. Click this to open up the window asking you to install the App onto your computer.

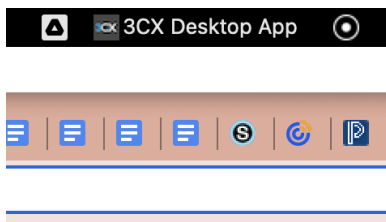


Once installed, come back to the apple icon, clicking it again, and then click Provision. Installing this Desktop App will allow your computer to ring even when you don't have the 3CX website open. From your dock, be sure to click 'Keep in Dock' and 'Open at Login' so you can easily be taken into

the system each day.



It will also be located at the top of your browser window:



On the left hand side menu again, find the 3 dots and from here you can set a variety of options, including where you want the phone to ring (Audio/Visual tab).

Clicking the folder under your photo/initials allows you to add a photo.

Clicking the colored square sets your Status.