

Cloud PBX Starter Guide

Ver1.0.0 2017/11/17 revised

Table of Contents

This starter guide describes how to setup Cloud PBX to make calls after Account registration. Please read carefully through this guide before your start to use our service.

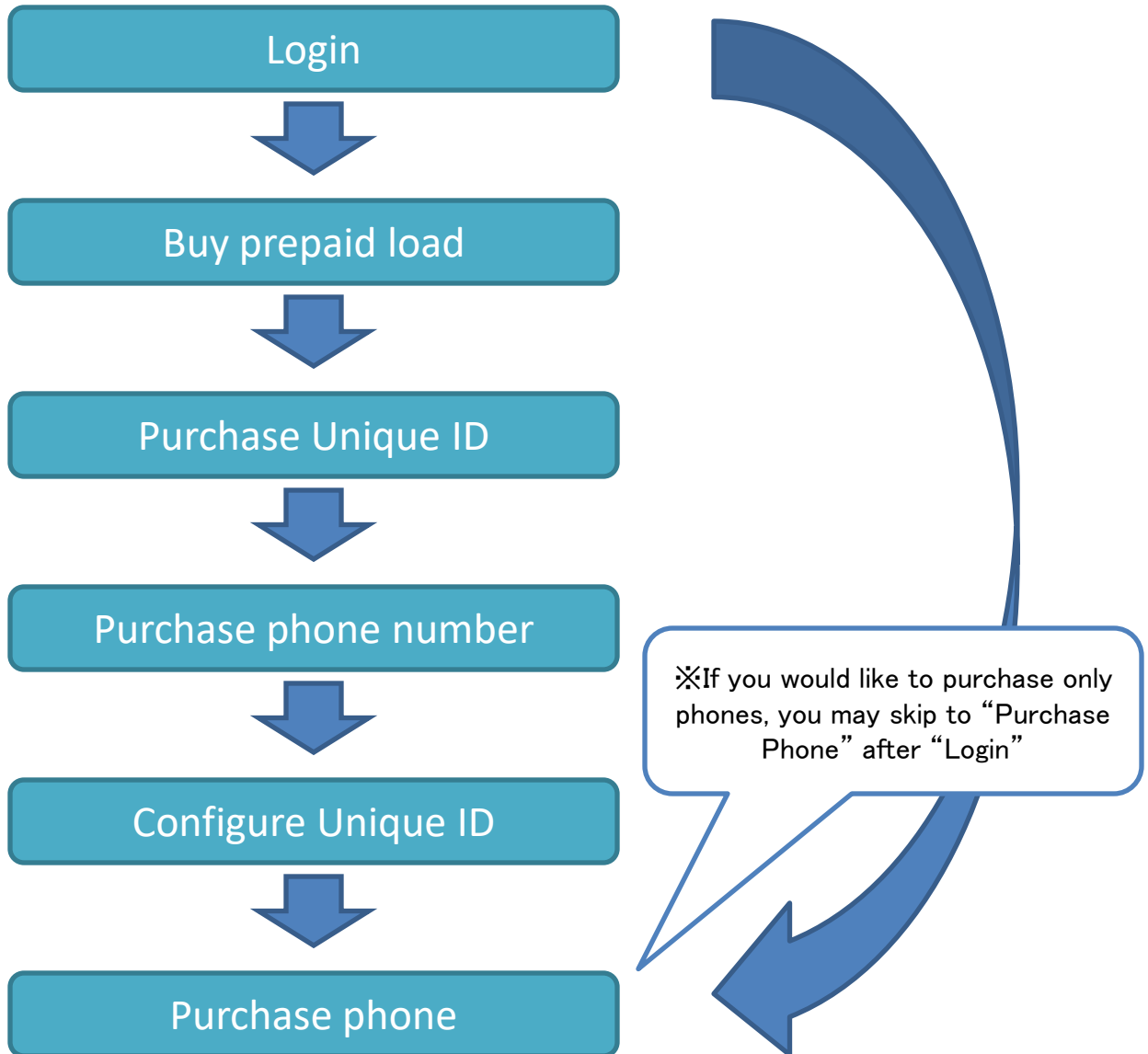
NOTE: If you simply want to purchase phones from us, you may skip from “Login” to “[5. Purchase Phone](#)”.

0. Overview Before using our service	P.3
1. Login How can I login to Cloud PBX ?	P.4
2. Charge prepaid How can I buy prepaid load ?	P.5
3. Purchase Unique ID/phone number How can I purchase ?	P.6
4. Configure Unique ID How should I configure ?	P.7
5. Purchase phone How can I purchase ?	P.8

0.Overview ~ Before using our service

To use our service, you must have Unique ID, phone number, phone, internet connection.
Internet connection should be prepared by yourself.

~ Steps to get started ~



1. Login ~ How can I login to Cloud PBX ?

Account Circle Unique

Account Login

This page allows you to manage Circles of your account by grouping. You can manage Circle list, change Circle setting, add / delete Circles, and change user info.

Login ID

Password

Login

Forgot your Account password?

Please enter your ID, then click "Send reminder email" button. A reminder email will be sent to your registered email address. If you forgot your ID, or if your registered email address is not available, click [here](#) to contact us.

Login ID

Send reminder e-mail

【Account Login】

Account management page allows you to manage Circles.

This is to purchase/configure Unique ID/phone number/options from Circle management page.

You can also log in Circle management page and Unique management page through the Account management page.

- ① Please enter your Account Login ID here
- ② Please enter your Account password here

【Forgot your password ?】

- ③ URL for re-set up will be sent to your registered e-mail address when you forgot the password.

Enter Login ID, then click "Send reminder e-mail" button.

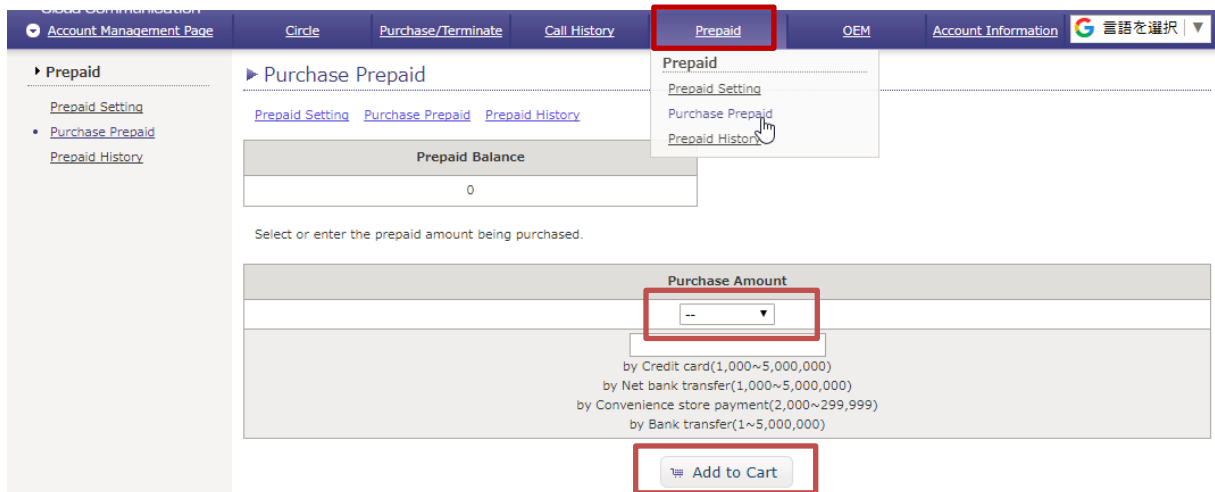
In case you forgot your Login ID or the e-mail you have registered is no longer in use, please contact our support team.

2. Buy prepaid load ~ How can I buy prepaid load ?

Our payment term is prepayment, all fees and charges will be deducted from your prepaid balance.

You can buy your prepaid load on the Account management page.

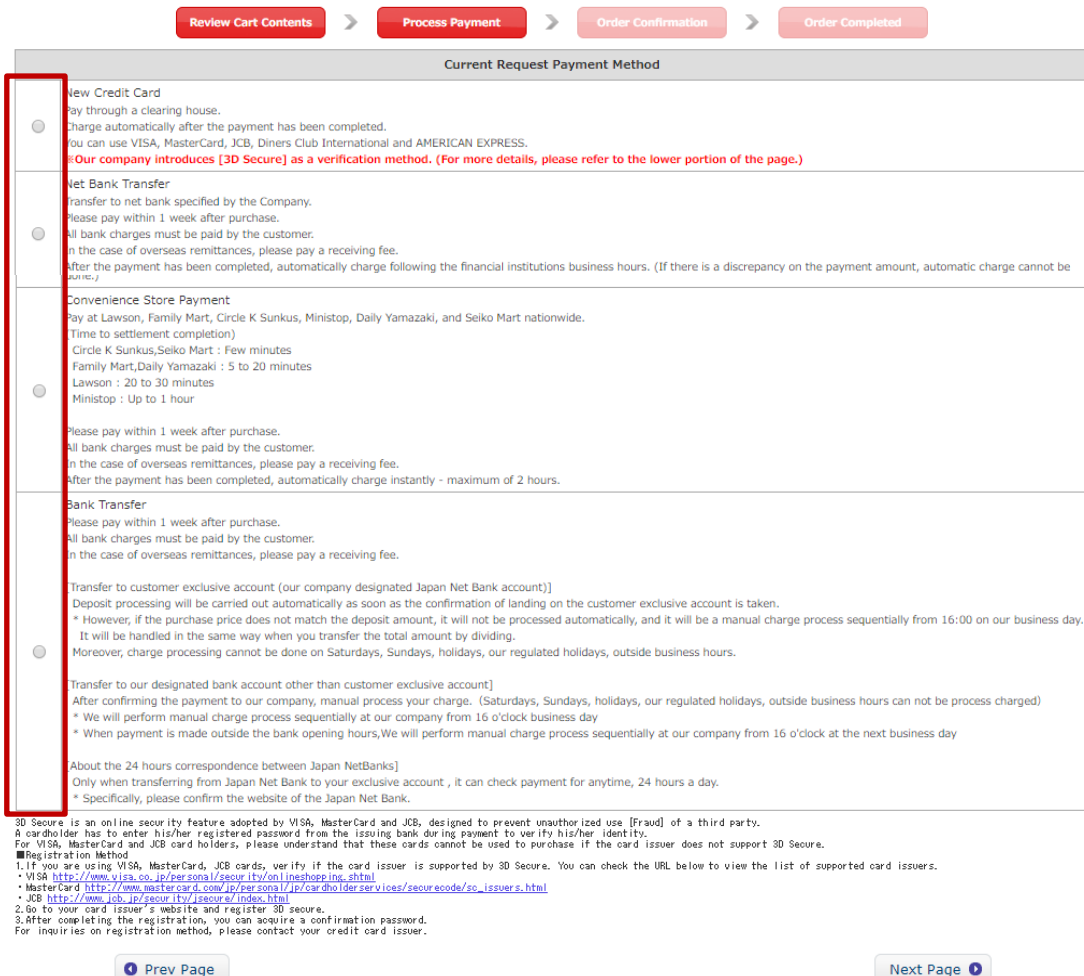
Login to Account management page, click “Prepaid” > “Purchase Prepaid” of menu at top of page.



•Purchase Amount

Select purchase amount from pull down menu or put amount then Add to Cart.

(Priority are given to amount in the text field.)



Please select payment method.

Press “Next Page”, then review informations on order confirmation page and confirm the order by pressing “Purchase” button.

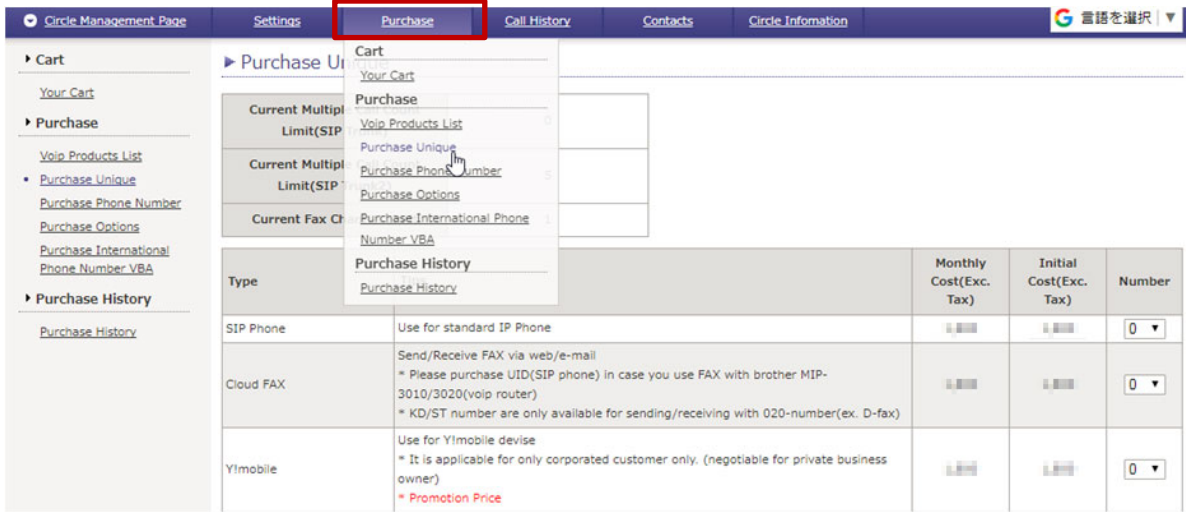
You will move to Authentication page, follow the instruction on the page to complete payment.

3. Purchase Unique ID/phone number ~ How can I purchase ?

You need to purchase Unique ID and phone number to make or receive calls.
 You may choose Unique ID depending on your purpose.

【Purchase Unique ID】

Circle management page > Purchase > Purchase Unique

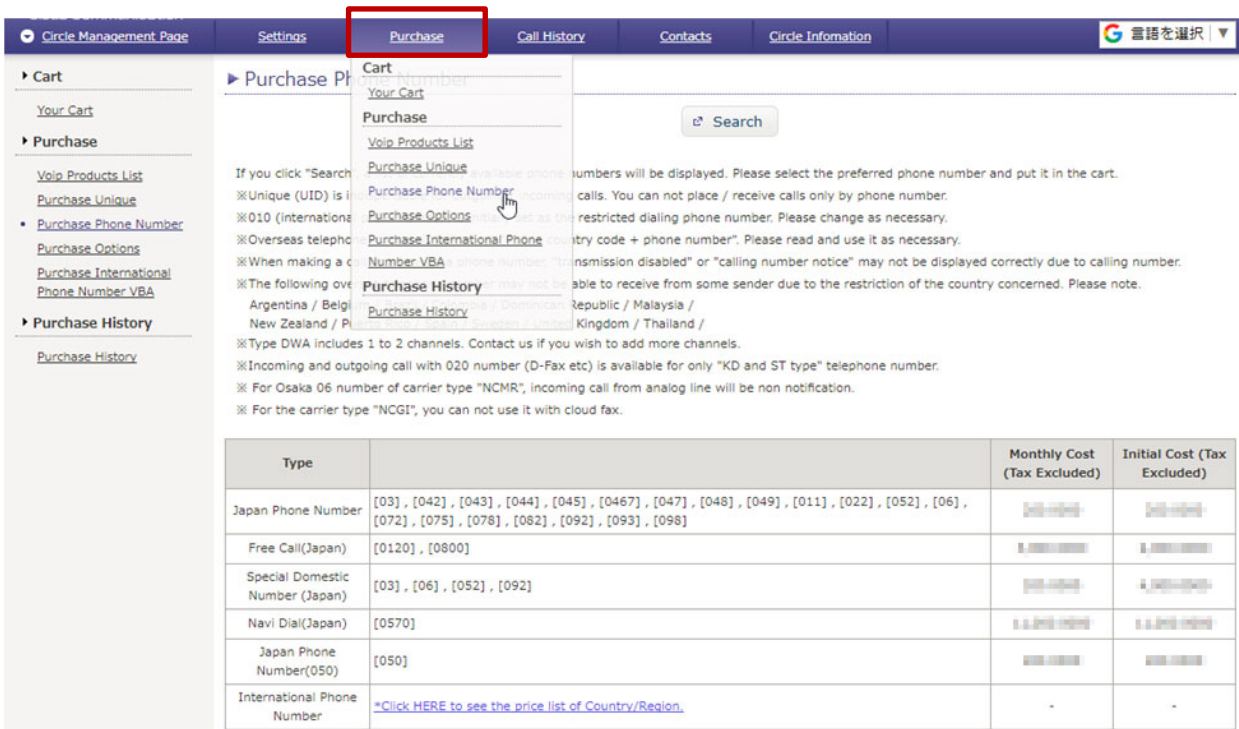


Please select number of Unique you need and proceed with purchase.

Review your order carefully and confirm your order by pressing “Purchase ” button.
 Purchasing has been completed once [Thank you for your purchase] are displayed.

【Purchase phone number】

Circle management page > Purchase > Purchase Phone Number



The number list will be shown once click “search”. Put the number you wish to purchase into cart and proceed with purchase.

Review your order carefully and confirm your order by pressing “Purchase ” button.
 Purchasing has been completed once [Thank you for your purchase] are displayed.

4. Configure Unique ID ~ How should I configure ?

Once you've purchased Unique ID and phone number, you need to set up the Unique ID before you can make or receive calls.

【Configure Unique ID】

Circle management page > Unique List

All Unique you've purchased are shown here.

By clicking "details", you can open the editing screen and make initial settings such as incoming calls, outgoing calls and so on.

The screenshot displays the 'Unique List' configuration page. The sidebar on the left includes sections for 'Unique', 'Phone Number', and 'PBX Options'. The main content area shows a form with the following fields:

- 1 Incoming Number:** A dropdown menu for selecting a phone number.
- 2 Outgoing Number:** A dropdown menu for selecting a phone number.
- 3 Incoming Extension:** A text input field for the incoming extension number.
- 4 Outgoing Extension:** A dropdown menu with 'Same as Incoming Extension' selected.

Additional fields include 'Allow overwrite' (checkbox), 'Login Server', 'Guest ID', 'Type' (set to 'UID(SIP Phone)'), and 'Name'. There are 'Update' and 'Reset' buttons at the top right of the form.

Set up following 4 fields.

① Incoming phone number: Select phone number for incoming call. (mandatory)

Note: Please select phone numbers on the phone number list page in case you desire to set multiple phone numbers on one unique.

② Caller ID: Select phone number for outgoing call. Caller ID will be shown on the receiver's display. (mandatory)

“Ban Dialing prefix”: Unable to make outgoing call from this unique for external phone numbers.

③ Incoming extension: Enter extension number for incoming. 2 to 5 digits are applicable (default: 3 digits)

④ Outgoing extension: Enter extension number either same as incoming extension or any extension number.

The screenshot shows the 'Unique List' configuration page after the update. A green banner at the top of the form area displays the message 'Has been Updated!'. Below the banner is a 'Back to the list' link and 'Update' and 'Reset' buttons.

Press "Update" button and your configuration will be applied.

Note: For further information, please refer to the "Cloud PBX User Manual".

5. Purchase phone ~ How can I purchase ?

You can start shopping as soon as you have login to Cloud PBX.

Circle management page > Purchase > Voip Products List

Note: You may also purchase on Account management page.

Device list will be shown as per types of products.

The screenshot shows the 'Purchase' section of the Cloud PBX interface. The 'Purchase' menu is highlighted in the top navigation bar. A dropdown menu is open, showing options like 'Purchase Unique', 'Purchase Phone Number', and 'Purchase Options'. The 'Purchase Options' option is selected, and a list of features is displayed: SIPアカウント、バックライトLCD搭載、日本語対応、3XMLプログラミングキー、2個の10/100Mbpsイーサネットポート、6ヶ月保証. A red box highlights the 'Quantity' dropdown (set to 1) and the 'Add to Cart' button.

Please select quantity then Add to Cart.

Please select Set Circle to the Device if you need us to set up.

Not set : We will ship without setting.

Note: You will need to set up device configuration by yourself.

Set up : Please choose circle and unique to be configured that you have purchased.

You can use upon delivery.

Please proceed with purchase.

Review your order carefully and confirm your order by pressing “Purchase ” button.

Purchasing has been completed once [Thank you for your purchase] are displayed

It's ready for use upon delivery.

Note: For further information, please refer to the “Cloud PBX User Manual”.