

IntellaPhone Setup Instructions

First: Choose Extension or Create New

1) Locate Extensions, and then find the Extension to set as a SoftPhone

or

2) Use the 'New Extension' button

Locate

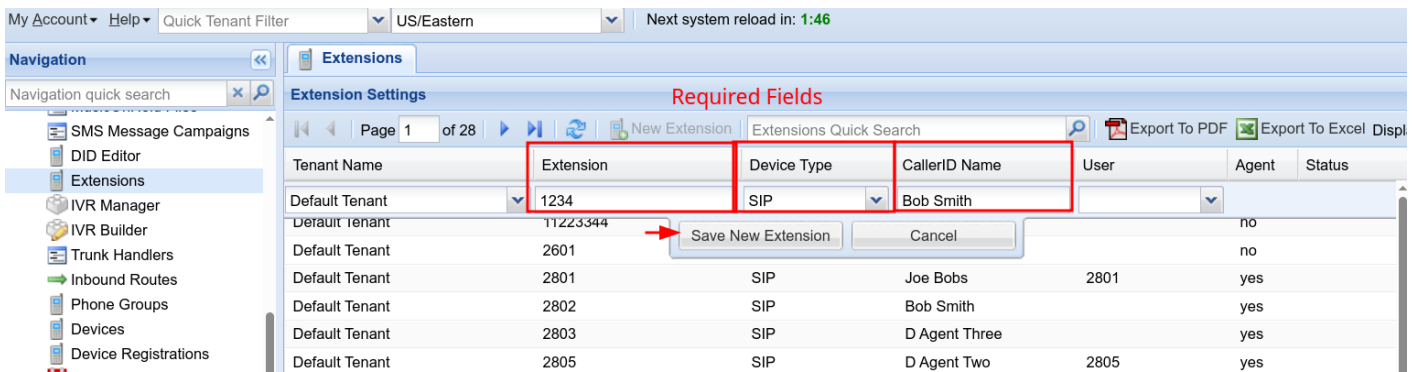
The screenshot shows the 'Extensions' page in the IntellaPhone web interface. The left navigation pane has 'Extensions' highlighted. The main area shows a table with one extension (2801) and a 'New Extension' button. A search bar contains the number '2802'.

Tenant Name	Extension	Device Type	CallerID Name	User	Agent	Status
Default Tenant	2801	SIP	Joe Bobs	2801	yes	

Create New

The screenshot shows the 'Extensions' page in the IntellaPhone web interface. The 'New Extension' button is highlighted. The table shows four extensions: 11223344, 2601, 2801, and 2802.

Tenant Name	Extension	Device Type	CallerID Name	User	Agent	Status
Default Tenant	11223344	SIP	Foo		no	
Default Tenant	2601	SIP	Operator One		no	
Default Tenant	2801	SIP	Joe Bobs	2801	yes	
Default Tenant	2802	SIP	Bob Smith		yes	



Next: Set CallerID Name and Phone Make/Model

- 1) Set CallerID name
- 2) Enable Voicemail (optional)
- 3) Set Email Address (optional, for voicemail)
- 4) Set Phone Make: IntellaPhone
- 5) Set Phone Model: IntellaPhone PC

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Second Step: Send the Invitation Email

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Third Step: Wait for Email to be Sent. This may take 30 seconds or

more.

Fourth Step: The user will receive an email that looks like the following

[3.png](#)

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The above link is purely an example. It is important to use the exact link that was sent in the email in order to proceed to the next step.

Fifth Step: The user will visit the URL in the email and install the application

Once installed, the user will then copy and paste the Username and Password into the matching fields of the application logon



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- 1) Download and install the IntellaPhone Application
- 2) Once installed, copy the Username from this web page into the Username field of the Account Box
- 3) Followed by, copy the Password from this web page into the Password field of the Account Box
- 4) Leave 'Remember Details' checked

Revision #2

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