Your user portal to the Vodafone Relate cloud PBX

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This guide refers to system software 21.101 and higher.

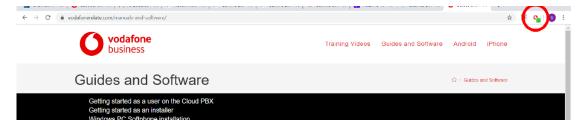
Your user portal to the Vodafone Relate Unified Communications platform

Your personal portal gives you quick and easy access to video conferences, chat, real time presence of colleagues, click-to-dial from contacts, call forwarding, voicemail, phone settings and speed dials.

Chrome Extension and click-to-dial

The easiest way to open your portal to the Unified Communications platform is with a Chrome browser. Simply add the 'Vodafone Relate Cloud extension' to your Chrome browser under the settings icon at the top right of the page Settings/More Tools/Extensions. Search for 'Vodafone Relate Cloud extension' and add it.

When the extension is added, a Vodafone Relate extension icon appears on on the top right of the browser page.



Click on this icon. Type in your username and password and the server address (PBX URL).

O Vodafone Rel	late Cloud Extension	>
Vodafor	ne Relate Cloud Extension Options	
Save Settings	Close H	elp
Login Details		
Username:	Peter Smith	
Password:	•••••	
PBX URL:	mycompany.vodafone-relate.com	
Enable Chrome	Extension.	
This option allows y without having to u	you to enable/disable the Vodafone Relate Cloud Extension as	needs be,
without naving to u	minstan it.	
Settings		
Display a notific	ation for new voicemail messages	
This will display a d	lesktop notification when you receive a new voicemail messag	je.
Display a notific	ation for incoming calls	
This will display a d	lesktop notification when you receive a call.	
Display a notificatio	on for incoming chat messages	

Press Save Settings to log in. The extension will now keep you connected to the Unified Communications platform to receive notification of incoming calls and chat messages. A side-bar Vodafone Relate icon appears on the right of Chrome pages. Scrolling over this icon displays your extension name.



Clicking on the side-bar icon displays a reduced version of your Chrome extension with Voice Call management and Chat options and with a Scheduled Meetings menu option, for video and audio conferences, top right.

Seamus Doran	=	×
17:29:42	Scheduled Meetings	
Seamu	s Doran (None) 🔻	
107 AV	vailable 🔻	
Dial / Chat		Ŧ
Active Calls		
Parked Calls		
Pick-Up		
	Chat	

Click on the Vodafone Relate extension icon on the top right of your browser to open the full Chrome extension, with message notifications and links to your personal portal page.

Select a user Quick Dial Keys Eli Dinet Gary Nolan		
Available dee (Android GSM) 0031162240100 Image: Click here to the second secon		
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You can use the Chrome plug-in to highlight numbers on web pages, Google Contacts and Outlook 365 and click on the VF Relate icon to dial.

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	Outlook					12	0	?	5D
=	New contact $ \lor $	🛱 Add to favorites 🖉 Edit 📋 Delete 🔏 Add	I to list \vee					A.	Manage \vee
*	Favorites	\bigcirc All contacts By first name \lor	Declan G	ibboos					
>	My contacts	Declan Gibbons declan.gbbons@amibacom.com							
\sim	Groups	GN Gary Nolan gary.nolan@amibacom.com							
å	Member		Contact Files Email Linked	In					
rå.	Owner		Contact information			🖉 Edit contact			
Ē	Deleted		Email declan.gibbons@amibacom.com	Vobile +353676182113 Work phone +35318160050	Company Amiba				0
			Notes Add your own notes here	Cal					

In order to dial a number in a customer-premise (non-cloud) Word doc or similar, copy the number to your Clipboard (Ctrl + C) and then use the Chrome Click-to-dial shortcut.

Call Handling panel on the user portal

You can easily handle multiple calls via your user portal.

To make a call from your phone using the portal, you can simply type the destination number into the white box in the call handling panel and click the handset icon. Alternatively, click the handset icon beside the number in the Phone Book or contact list.

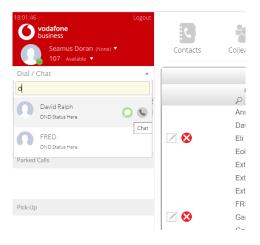
7:55:50 Logou. vodafone business	C.	202	600	9	[-]		Ø		English
Seamus Doran (None) 🔻	Contacts	Colleagues	Voice Mail	Logs	Forwarding	Settings	Register	Keys	Video Room
Dial / Chat 👻			• All 🖯	User O Commor	Personal 斗	New Personal C	Contact		
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		Answer Machin David Ralph	Te		ې (2809 (2104	٠			
Place Call on Hold		Eli Dinet				314065456 (Hor	me 1)		
		Eoin Gallaghei			0109				
rked Calls		Extn 102			% 102				
		Extn 103			1 03				
		Extn 108			1 08				
ck-Up		FRED			S 106				
arop .	2 😒	Gary Nolan			(0)0035	318160043 (Bus	iness 1)		
		Gary Nolan			Q 105				

When you are on a call you can use the hold icon (music symbol) to place the other party on hold or to take a call back from hold. You can also use the park icon (P) to park or un-park a call.

Where many calls are active on your phone, the status of each one is displayed individually.

Instant Messaging

Enter the first letters of the user's name in the dialog box and click on the adjacent chat icon.



Type the message in the dialog box and enter carriage return to send.

User portal icons

The icons on your user portal give access to Phone Books, Presence of colleagues, Voice mails, Call Forwarding, Phone settings, Register Smartphone app, Function keys on desk-top phones and Video Rooms:



Contacts

Here you can click to dial from your contact list, from the company directory (common) or from the internal users' list. You can add or edit contacts, or search by typing a name or number in the search box.

10:11:05 vodafone business Searnus Dorati (kone) * 107 Available *	Contacts	Colleagues	Voice Mail	Logs	F orwarding	Settings	Register	Keys	English • EET Video Room			
Dial / Chat	•	All User Common Personal Mew Personal Contact										
Active Calls		Contact n	ame 👻		Number Q	÷						
		Answer Mac			©809 ©104							
erked Calls ick-Up	2 🛛	Eli Dinet Eoin Gallagh				6314065456 (Ho	ne 1)					
		Extn 102	lei		S 102							
		Extn 103 Extn 108			103							
		FRED Gary Nolan			€106€(0)0035	i318160043 (Bus	siness 1)					

Colleagues

By clicking on this icon you see the live status of all other users on the system and you can call another user or start a chat session by simply clicking on the user call button or chat button.

Dial / Chat Colleagues Active Calls Image: Reshine in the constraint in the constrain	ys Video Room
Parked Calls Pa	
Parked Calls Not Connected Net Connected Net Connected	슬
Pick-Up	

Voice Mail and Recorded Calls

Clicking on the Voice Mail icon allows you to manage your voicemails and recorded calls. You can listen to, delete or download voicemail messages and recorded calls and create new contact using the call details. You can search for voicemails or recorded calls by date, calling party or name.

18:16:25 Logo vodafone business	out C		00	0	[-]	ø	ð		English 🔹
Seamus Doran (dee) 🔻 107 Available 👻	Contacts	Colleagues	Voice Mail	Logs	Forwarding	Settings	Register	Keys	Video Room
Dial / Chat	Delete All								
Active Calls		Controls	Date 🔺	ç	Calling Party	Nar P	me 🕈	Duration 4	Status
	9	▲▶⊗	24/02/20 16:54:33	1	12	Extn 1	02	00:00:04	
	<u> </u>	۵.	24/02/20 16:40:30	10	12	Extn 1	02	00:00:07	
Parked Calls				44 4 1/1		10 •			
	Delete All 😣				Recorded C	alls : 1			
Pick-Up		Controls	Date 🔺	£	Calling Party 🗢	Nar P	ne 🕈	Duration 4	Status
	0	▲▶⊗	24/02/20 18:15:51	10	12	Extn 1	02	00:00:11	\sim

Click on the spanner icon, at the right hand side, to upload/download, play or delete recorded voicemail welcome and busy messages and your personal audio signature. This is a recording of you speaking your own name. It is used in the dial-by-name feature which allows incoming callers to type your name on the dial pad to connect to you.

Logs

Click on the Logs icon to see lists of missed calls, dialled calls and answered calls.

J business Seamus Doran (dee) ▼ 107 Available ▼	1	tacts	Colleagues	Voice Mail	Logs	F orwarding	Settings	Register	Keys	Video Room
/ Chat	• Delete	All 😣			⊖ Missed ⊖	Outgoing Calls © A	inswered Ca	alls (•) All		
ive Calls			Date 🔺	Duration +	Ring Tim	e Number		Name 🗢	(*	
	0	۲	24/02/2020 18:15:49	00:11	00:03	102		Extn 102	Seamus Doran	8
	Č.	×.	24/02/2020 17:55:21	08:20	00:02	102		Extn 102	Seamus Doran	
	ŭ	C	24/02/2020 16:49:55	00:00	00:02	102		Extn 102	Seamus Doran	
arked Calls	0	9	24/02/2020 16:39:43	00:00	00:03	102		Extn 102	Seamus Doran	8
	- U	۲	10/02/2020 09:31:45	00:04	00:01	108		Extn 108	Seamus Doran	8
	<u></u>	Č.	10/02/2020 09:31:08	00:10	00:01	108		Extn 108	Seamus Doran	8
	C 01	2	10/02/2020 09:30:03	00:00	00:05	0087246386	7	Unknown	Seamus Doran	8
c-Up	0	2	07/02/2020 16:39:12	00:05	00:02	108		Extn 108	Seamus Doran	8
	<u></u>	9	07/02/2020 16:38:58	00:00	00:08	108		Extn 108	Seamus Doran	8
	<u></u>	×.	06/02/2020 15:44:21	00:13	00:03	108		Extn 108	Seamus Doran	8
		×.	06/02/2020 15:41:15	00:46	00:03	108		Extn 108	Seamus Doran	8
	N.	۲	06/02/2020 15:38:41	00:10	00:08	104		David Ralph	Seamus Doran	8
ick-Up										
						G				

You can call back any missed call from this list or create a new contact using the details.

Forwarding

Click the Call Forward icon and select the forwarding options form the dropdown menus.

12:18:47 Logou: vodafone business Seamus Doran (dee) * 107. Available •	Contacts	Colleagues	Voice Mail	Logs	G → C I orwarding	Settings	Register	Keys	English Carlos Video Room		
Dial / Chat 🔹	(→C		orward All Calls		O Volce	emall					
Active Calls	Click to change										
	(;→(;		Forward No Answer Click to change		Delay 20						
Parked Calls	(+ Ø		Forward On Busy Click to change		Disa	bled					
Pick-Up	(+**	[Forward On No Registra Click to change	ation	Disa	bled					
			Disable Recent User/Group Network User/Group Contact Phone Number Attendant Msg. Voice Mail								

Settings

Clicking on Phone Settings allows you to change many of your phone's functions, to set alarm calls, to change language, to change your PIN, to log in or log out of a group or to switch the system to night mode if you are an operator.

12:20:50 vodafone business Seamus Doran (Jee) * 107 Available *	Logout	Contacts	Colleagues	Voice Mail	Logs	 → C arding	Sett in Settings	Register	() Keys	English *
Dial / Chat	*			Enable/Disable	e	Other S	ettings			
Active Calls Parked Calls					Calls Forwarding	Alar	.anguage : English n Call : 00:00 t Changeover :	1		
Pick-Up				Receive Pa	nes		ldress : seamus.do	oran@amibacor	n.com	
тикор				Auto-answe						

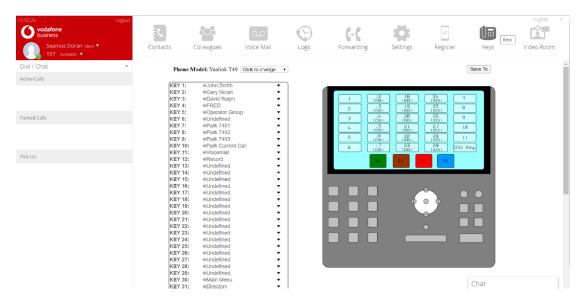
Register your smart phone app

Clicking on Register icon allows you to register your iPhone or Android app with the PBX, by entering the pairing code, which remains valid for two minutes.

12:23:43 Logeut Vodafone business	C	:0:	مە	0	[-[ø	Ø		English • •
Scamus Doran (dee) * 107 Available *	Contacts	Colleagues	Voice Mail	Logs	Forwarding	Settings	Register	Keys	Video Room
Dial / Chat 👻									
Active Calls		Enter t	the following Pairing	code on the iPhon	e/Android App:				
			JEM	IZTY					
Parked Calls			This code will be vali	d for 1 Minute, 47	Seconds				
			Status: Wa	iling to Pair					
Pick-Up									

Keys

Click the Keys icon and select your desk-phone model from the drop-down menu, to programme the keys on your phone with speed dial numbers and tasks which you perform frequently.

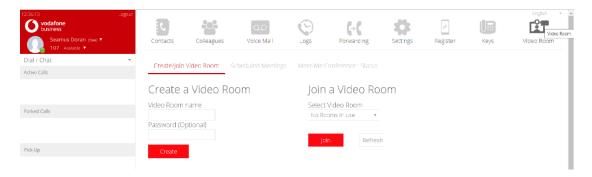


A function key can be programmed with an external contact or internal colleague or you can assign a function from the following list, under Keys, at the top of the drop-down menu:

18/27/20 L vodafone business Seamus Doran (dee) * 107 - xiculaete *	ogeul.	Contacts	Colleagues	Voice Mail	Logs	G → C Forwarding	Settings	Register	Keys	English *
Dial / Chat	×					Keys				
Active Calls Parked Calls			C بہ	Undefined dial last number conference call Intrude call Call Pick Up ark Current Call Phone Book nternal Paging Transfer Call Call back				At lum On a br On lea User Uetne FMS (Filp t Moot-Me R Neet-Me R Recent C	sak ve time d UND o GSM) com 1 com 2	
Pick-Up			Ma	2L Restriction Any line Alarm Call Renard ace Call on Hold Messaging Call forward Mute Speaker Auto Answer Activate DND DND In a meeting iravetting						

Video Room

Click the Video Room icon to set up, join or schedule a video conference.



Enter a name for the room and click Create. This brings you to the lobby.



Enter your Display Name, decide whether you want your camera on and click Start, to enter the meeting room.



Click on the Share Link icon, second from the left, at the bottom of the screen, to access the link through which other participants can join your video meeting.

Untitled - Google Chrome	-	×
① about:blank		
Send the following link to join, or press OK to e-mail invite: <u>https://vodafonetest001.vodafone-relate.com/vodafonetest001/cgiapp.cgi?</u> <u>1154000=&applicationID=2000&name=vodafone1&requirePassword=false</u> OK Cancel		

Schedule a Meeting

After clicking the Video Room icon, click the Scheduled Meetings tab to review already scheduled meetings.

1/4-10 Ingenir vodafone business Seamus Doran (dee) * 107 Analde *	Contacts	Colleagues	QQQ Voice Mail	Logs	F orwarding	Settings	Register	() Keys	English Y Video Room
Dial / Chat 🔹		Video Room	cheduled Meetings						
Active Calls			energiaed meetings	Meet me					
	Make Nev	v Reservation							
Parked Calls									
			You do	o not have	any upcoming m	eetings sched	uled.		
			To schedu	ule a new n	ieeting click on M	Aake New Res	ervation		
Pick-Up									

Click Make a New Reservation.

Make New Re	eser	vat	ion				
Resource	V	/ideo R	loom:	1	•		
Name	vodaf	one 1					
Password (Optional)							
Start Time		25/02/	2020 -	15:00			
Duration	0	F	ebru	ary 2	2020)	0
Repeat	Su	Мо	Tu	We	Th	Fr	Sa 1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23 Tim	24 e	25 1	26 5:00	27	28	29
	Hou	r					
	Minu	ute]			
	No	W				Do	ne

Select the Meeting Room Resource, enter meeting name, time, duration, click Done, and whether repeating and click Add.

13:17:00 Logout	Contacts	Colleagues	Voice Mail	Logs			Settings	Register	Keys	Video Room
Seamus Doran (dec) • 107 Available •	Create/Join V	lideo Room	Scheduled Meet	Ings Meet						
Dial / Chat 🗸	Make New	Reservation								
	Resource	Name	Password (Optional)	User	Start Time	End Time	Repeat	Add	Start	Cancel
Parked Calls	Video Room: 1	vodafone 1		Seamus Doran	25/02/202 0 15:00	25/02/202 0 16:00	None	🛱 Add	Start	8
ck-Up								G Google	e Calendar	
								III Off	ice 365	
								.Outle	pok.Com	
									imail	

The scheduled Meetings page is displayed, as above.

To send an invite to participants, select your calendar from the drop-down menu under the Add tab, Google, Office 365, Outlook.com or choose email.