



Quick Start Guide

Log into Aptela at www.aptela.com using your Group, User, and Password.

Click on “My Account” to access your personal profile.

Plug in your Phone and make a test call.

Record your name prompt and a custom voice mail message.

Congratulations!
You are set to enjoy the business boosting features of Aptela.

Tips and Hints

Your System Administrator will provide you with your Group, User, Password, and PIN info.

All Group, User, and Password info are case sensitive.

Review the information to ensure it is correct.

Setup Find-Me list.

If you want your calls screened, ensure “Call Screening” and “Announce Caller” are enabled.

If you want voicemail notification, enable it and enter email address to notify. If you want the voicemail included as an attachment, enable “Include Content”.

See help files for more setup options.

If there is no Find-me entry with “Aptela SIP Phone” enabled, add one and enable it.

See **Aptela Phone Setup Guide** for directions on setting up your phone.

Have someone call your number and extension to ensure the calls route to you and your settings are correct.

Tip: Using your cell phone is handy for call testing.

To setup Voicemail via Phone:

- » Call your company number.
- » Press * (star).
- » Enter your extension.
- » Enter your PIN.
- » Press zero to access voicemail setup.
- » Press 1 to record your name.
- » Press 2 to record a voicemail message.

Via Online:

- » Record files in 8k, 8bit format.
- » Under “My Account”, upload your voicemail and name greeting.
- » Save Changes.

For Tips and Hints see:

www.aptela.com/support/

How Business Answers the Call. www.aptela.com/support/