

Axx Mobile Android User Guide

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Downloading

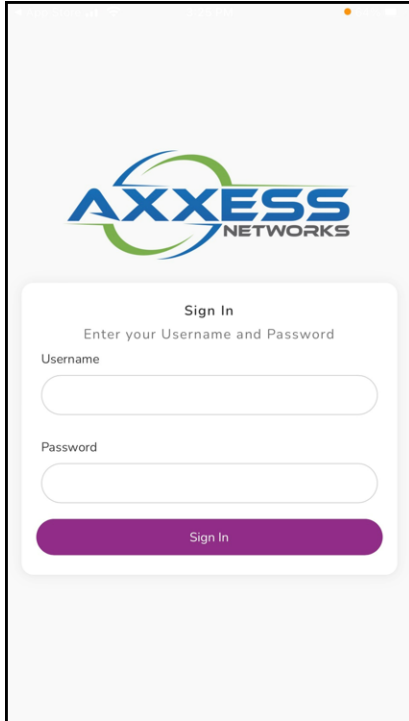
To install the Axx Mobile app; go to the **Google Play Store** on your android device.

Look for the Icon below and Download



To Sign In, enter your username and password. Provided by your Administrator.





AXCESS NETWORKS

Sign In
Enter your Username and Password

Username

Password

Sign In

Enter username. Yourextension@vlansing.org

ex: 100@vlansing.org

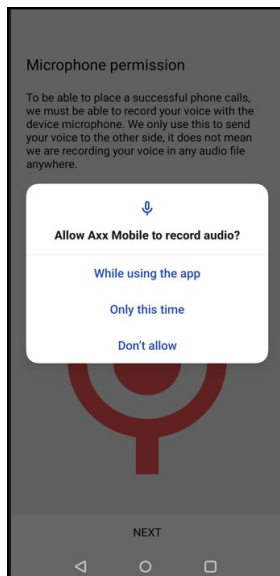
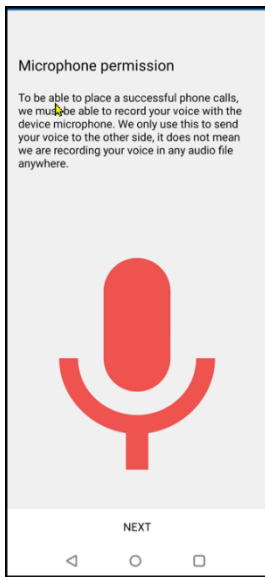
Enter password-The one you created from the welcome email link

Sign in



Permissions

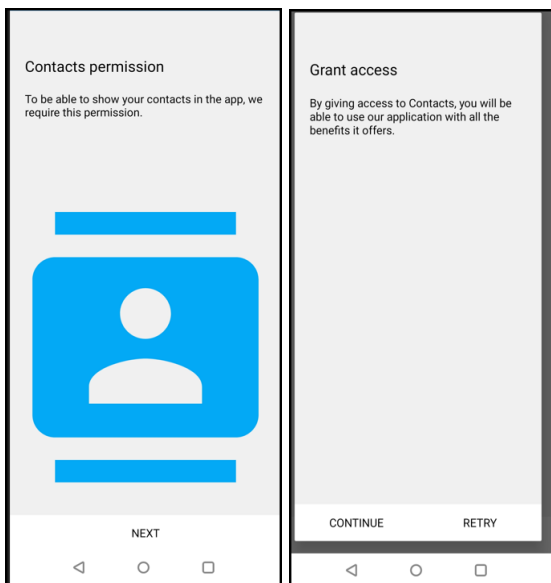
Microphone Permissions



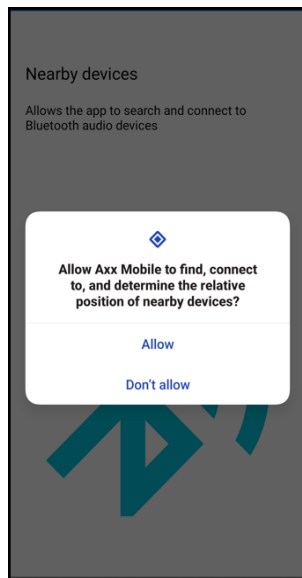
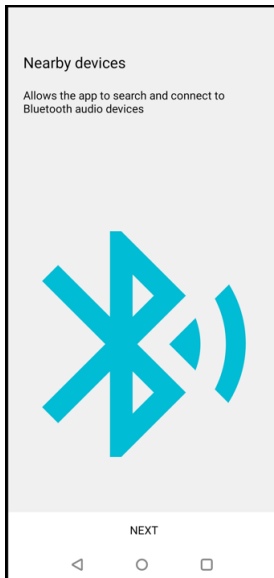


Phone Permissions

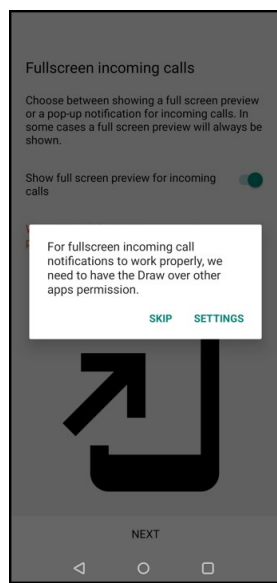
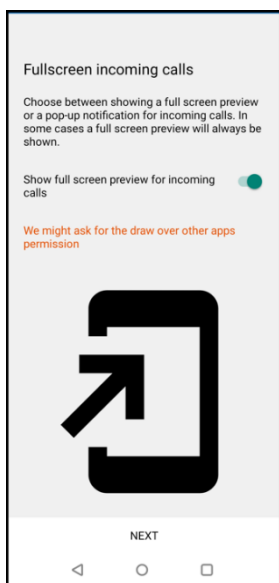
Contacts



Nearby Devices



Fullscreen

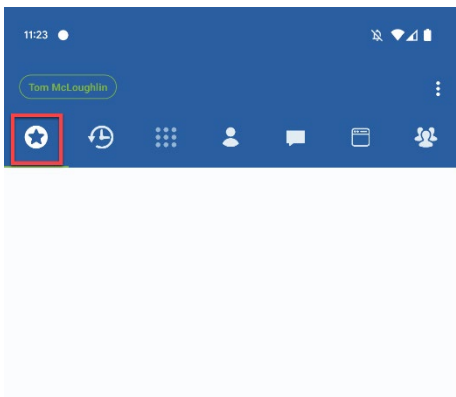


Make sure to allow notifications

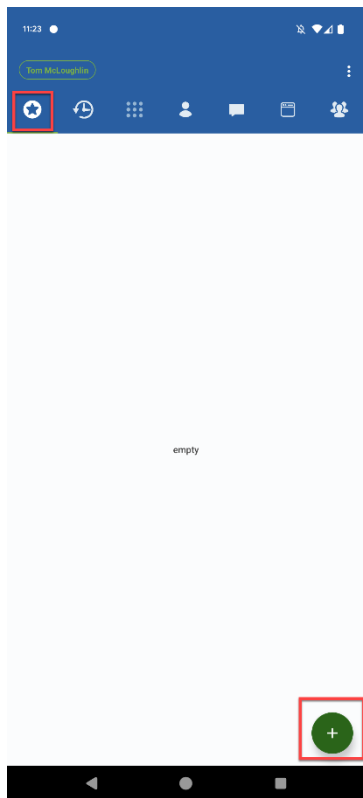
Quick dial Tab

Quickdials may be entered by the user from the mobile app or web phone in the user portal.

To add a Quick dial from the mobile app, click the 'star' icon.



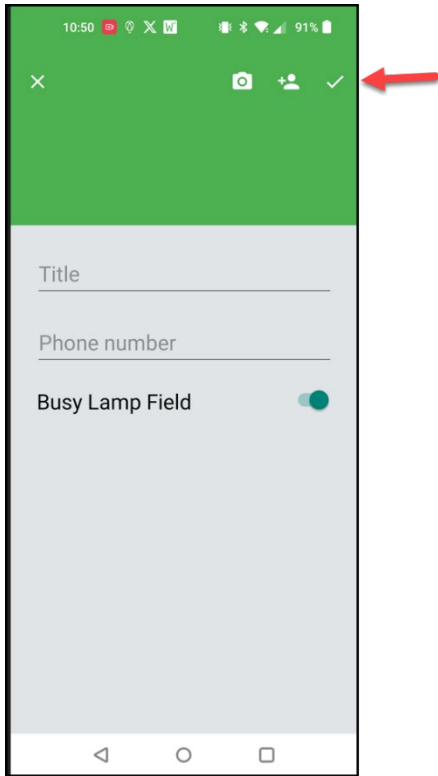
click the 'plus' + sign on the bottom right of your screen.



Click + sign

You should now be presented with the following screen:

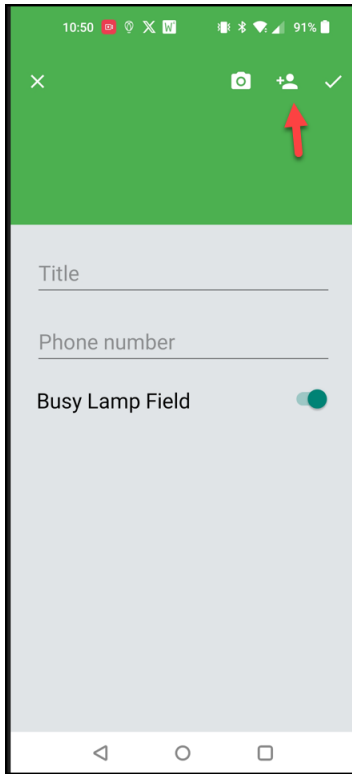




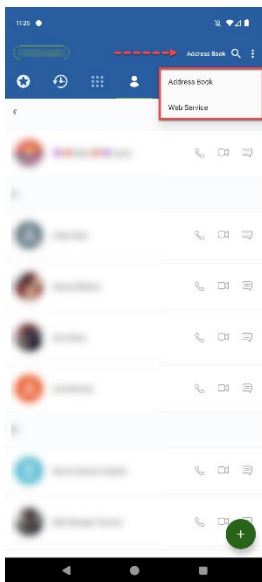
When you have added the necessary information, click check symbol.

Click Contact Symbol to add from Address book or Web Service.



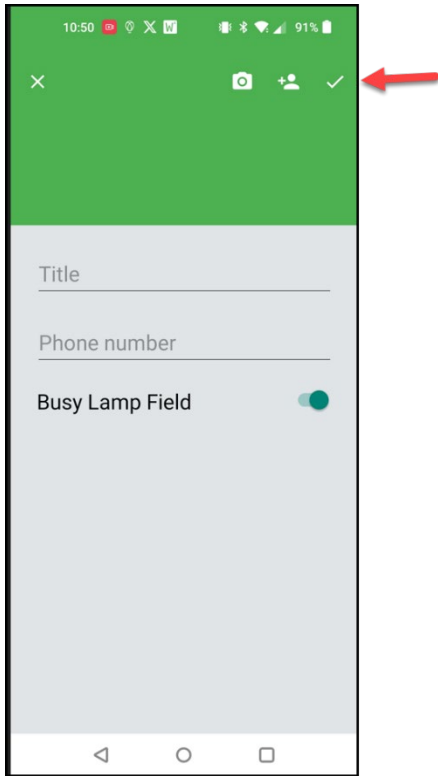


Choose the **Address Book** to add a Quick dial from your personal Contacts. Choose **Web Service** to add a Quickdial from the Portal. (As shown below)



Choose the Address Book to add a Quick dial from your personal Contacts. Choose Web Service to add a Quickdial from the Portal.

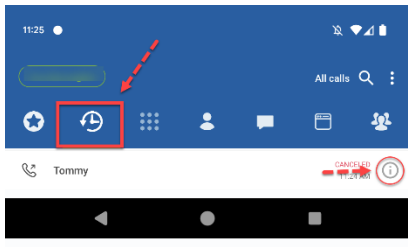




Once you choose the new Quick dial, click check symbol.

History Tab

The History Tab allows you to View All Calls



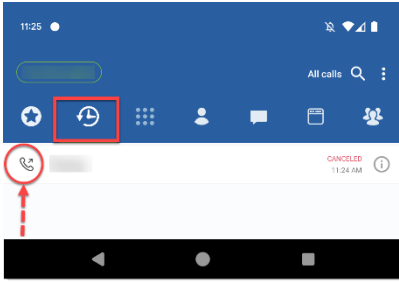
To see additional Information about the call, press the Information Icon.

Example:

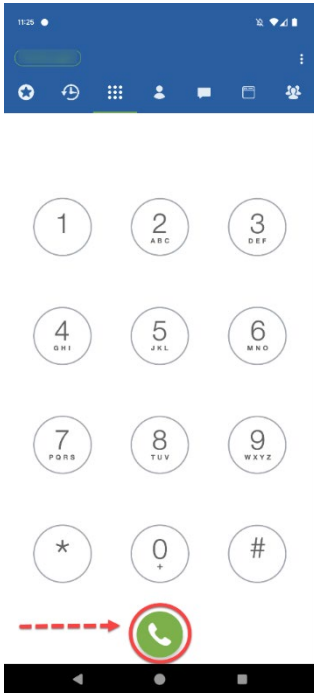




Press the Handset Symbol next to the call to redial.



Keypad Tab



To make a call:

Dial a phone number or extension number and press the green handset.

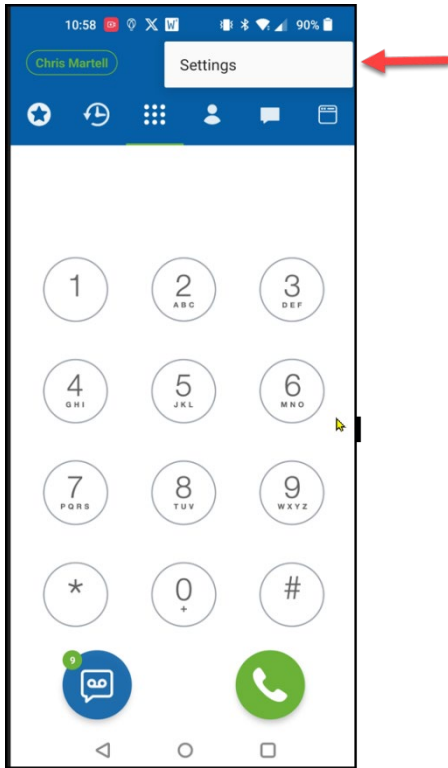
Dial phone number

Click Phone Icon to dial.

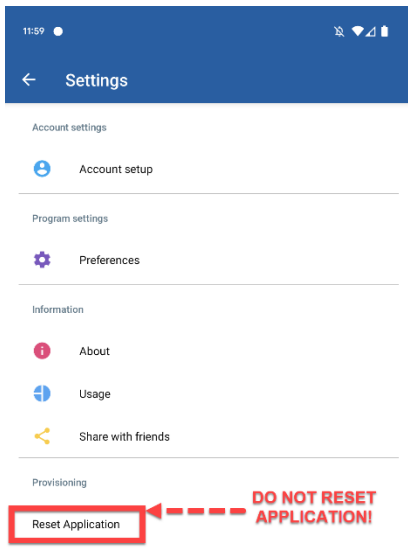


Settings

From the Keypad Tab, press the Settings Icon



Settings will allow you to change your Preferences.



Do Not Reset Application!



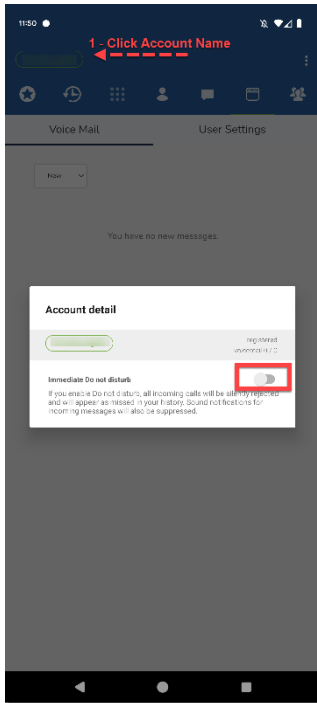
Do Not Disturb

From the Keypad Tab, click your name on the top lefthand side of the display. Use the slider next to Do Not Disturb to enable and disable.



Click Name

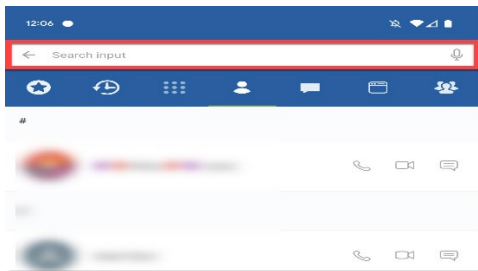




Enable or Disable DND

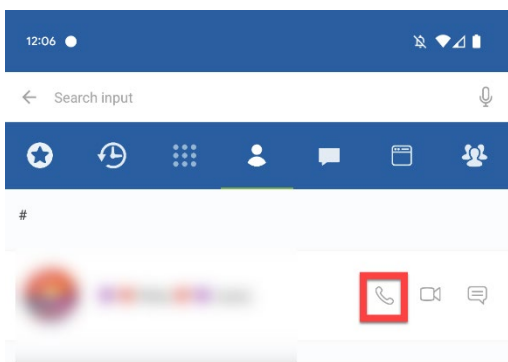
Contact Tab

Search for a contact.



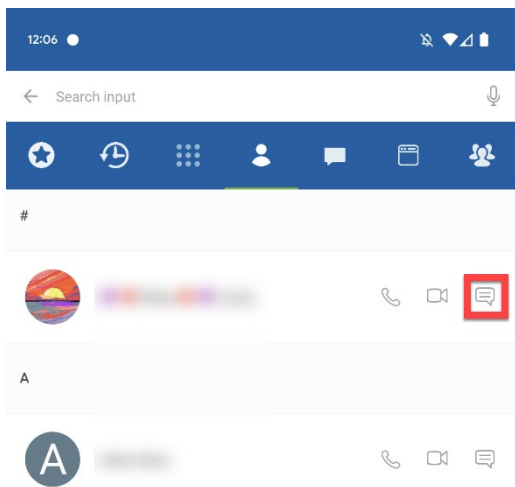
Search for Contact

Dial from Contacts



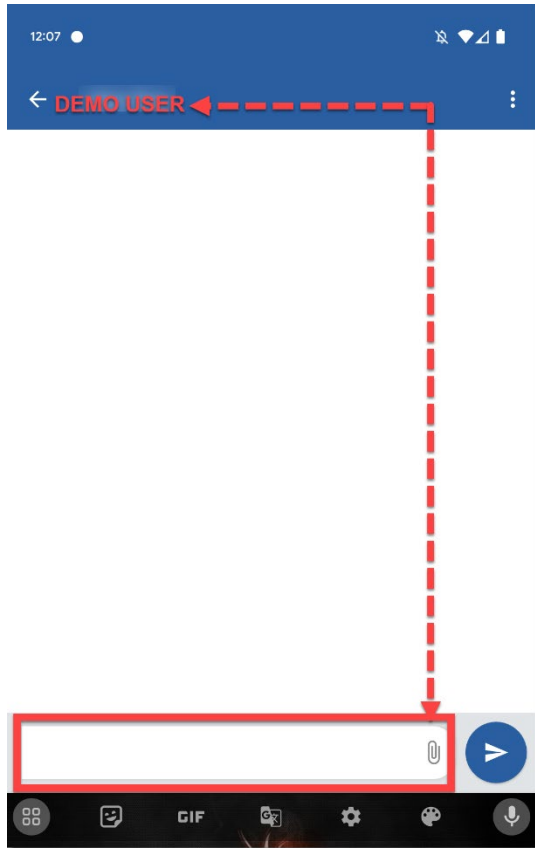
Click Phone Icon to dial

Send a message from Contacts.



Click message Icon



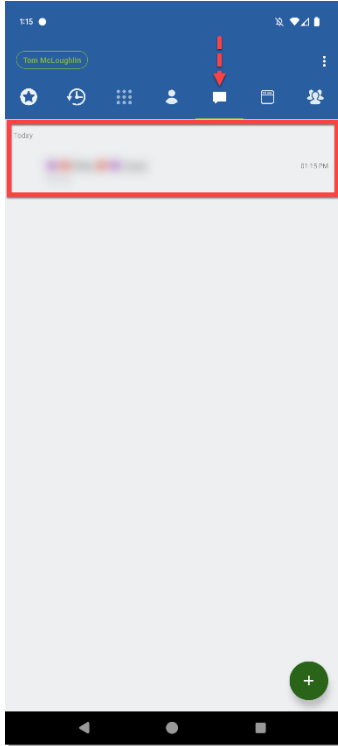


Type message and send.

Messages Tab

The Message Tab will allow a user to chat with other users and text if SMS is enabled.

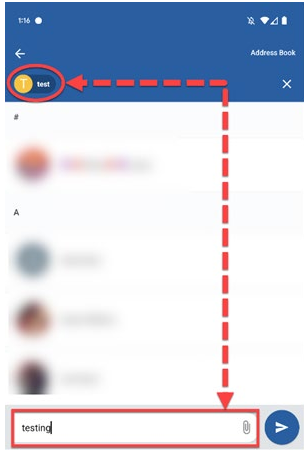




Click on the plus '+' to open a new message window



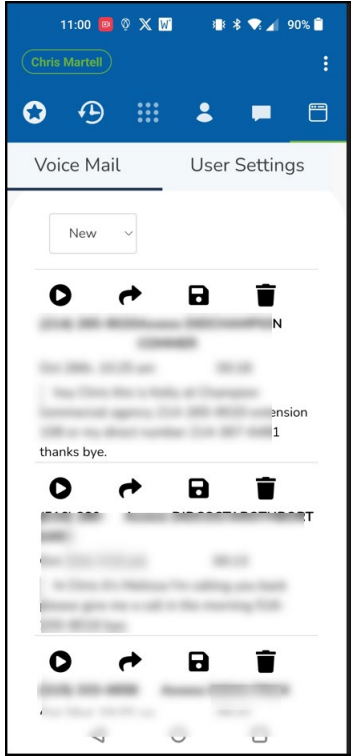
Type message



Voicemail Tab

The Voicemail Tab allows a user to play, forward, save and delete voicemail messages. User settings allow a user to change answering rules, record greetings and change voicemail notification settings.





Plays message.



Forwards message to another mailbox.

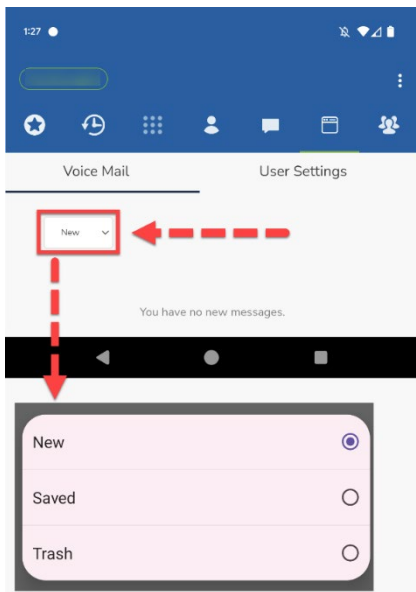


Saves message to saved folder in mailbox.



Deletes message.

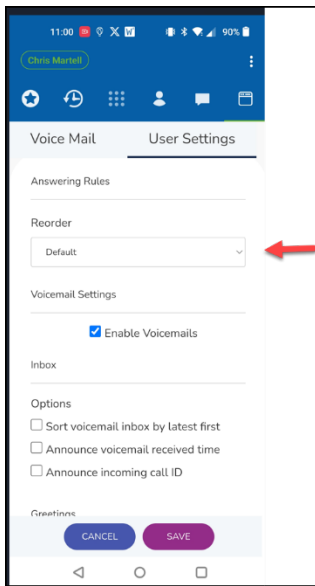
Click toggle to view new, saved, and deleted voicemails.



User Settings

Answering Rules

Enable answering rules if multiple answering rules have been programmed.




Inbox

Change inbound voicemail message options.



Inbox

Options



- Sort voicemail inbox by latest first
- Announce voicemail received time 
- Announce incoming call ID

Record greetings

Greetings

Record Voicemail Greeting  

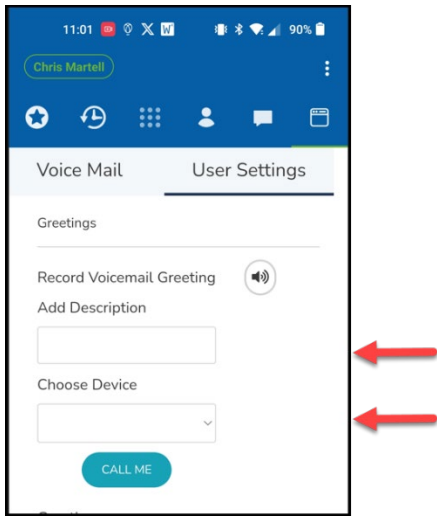
Greetings

greeting-1.wav  

Click Speaker Icon



Add Description and Choose a device to call to record greeting.

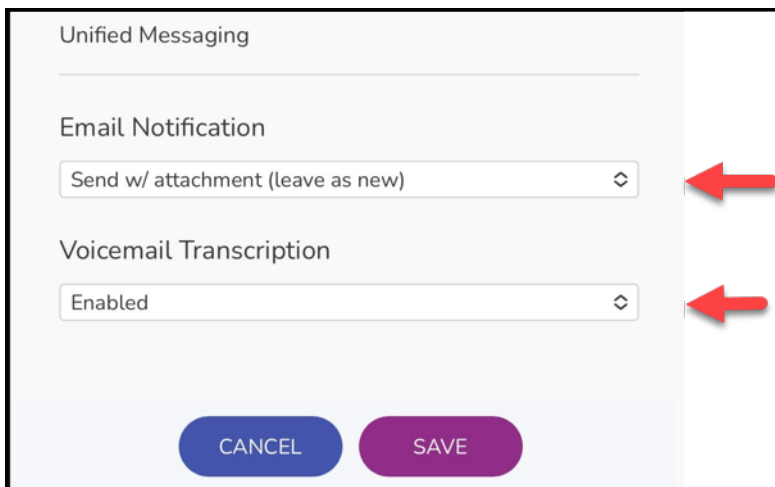


Click call me.

When the device rings, answer call and follow the prompts to record and save.

Unified Messaging

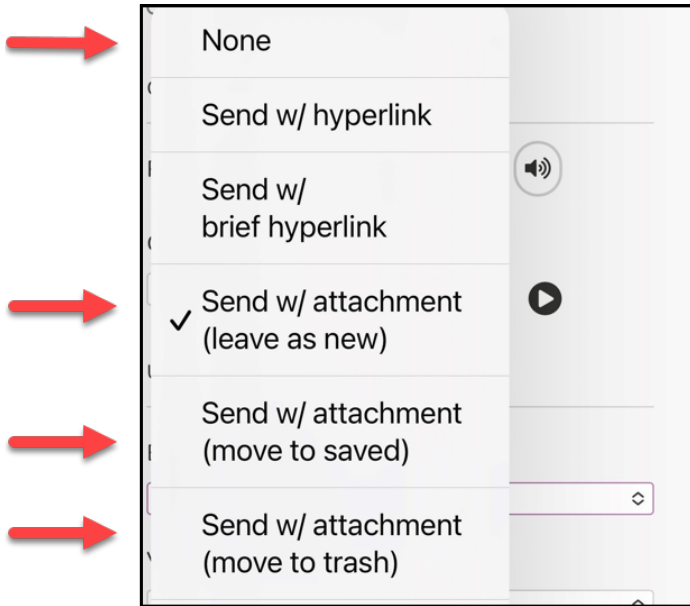
Change email notification settings.



Change email notification settings

Only used if allowed for your user.

Most used notification settings



No email, voicemailbox only

Email and new message in voicemailbox

Email and saved message in voicemailbox (not recommended)

No Voicemailbox, email only

