



# NewTel Systems

## Your Phone System Your Way

### PC Dial Software Instructions

This software will allow you to initiate a call to any highlighted number on your PC.

1. Download the software from our website.
2. Once the download is complete, open up your downloads folder or whichever other folder you may have downloaded the software to.
3. Locate the downloaded file titled "2016-11-11\_8383\_NewTel\_PC\_Dial.exe".
4. Double click the program's icon to run the program.
5. An icon will appear in the notification tray area of the taskbar on the bottom right corner of the screen, right click the icon and select "Settings".
6. Enter the following credentials:
  - a. Username: Email used to log into mypbxmanager.net
  - b. Password: Password used to log into mypbxmanager.net
  - c. Extension: This must be the 8 digit SIP ID of your telephone line.  
(You can find your SIP ID by logging into mypbxmanager.net, navigating to Features > Telephone Lines. Your SIP will be the 8 digit number next to your extension.)
  - d. Caller ID: Desired caller ID.
7. Click "Save" when done.

If the software is properly installed and configured you will be able to highlight any number on your screen and press F11 to dial the number. Your phone should ring, and when you pick up the receiver the phone will place the call to the highlighted number.