



PBX Manager Quick Start Guide

PBX Manager from NewTel Systems is a softphone app that allows you to manage your PBX phone system and make and receive phone calls using your mobile device. With PBX Manager, you can stay connected with your contacts from anywhere in the world.

Getting Started

- To download PBX Manager, visit our website or search for it in the app store on your iOS or Android device.
- Once you have downloaded PBX Manager, follow the on-screen instructions to install it on your device.

All users have a username:

1. It can be your email – if you do not know your code you will need to hit the forgot password and get it to your email
 2. It is your extension with the preceding 51810 so for ext. 303 it will be 51810303. In this case you will need to reach out to your administrator to ask to set up a password or you can email us, and we will create a username and password for you.
- After installation, open PBX Manager and follow the prompts to create an account or sign into an existing account.
 - To make a call, simply enter the phone number or select a contact from your address book and click the call button.

Using the App

- PBX Manager allows you to manage your PBX phone system and make and receive phone calls using your mobile device.

- You can also see your BLF Contacts, and check who is currently on the phone using PBX Manager.
- PBX Manager includes a number of additional features, such as Voice Mail and call forwarding. To access these features, click on the menu icon on the right side in the app and select the option you want.



Troubleshooting

- Before you start anything make sure to go to settings > Apps > Locate "PBX Manager"> click on it > make sure that all permissions for this app are allowed and that all notifications are enabled
- If you have trouble logging in to your account, double-check your email/username and password. If you still have issues, click on the "Forgot Password" link to reset your password.
- If you are experiencing poor call quality, make sure you have a stable internet connection and that your microphone and speakers are working properly.
- If you need further assistance, contact PBX Manager support by visiting our website or sending an email to pbxmanager@newtelsystems.com.

Conclusion

- PBX Manager is a convenient and easy-to-use softphone app that allows you to manage your PBX phone system, make and receive phone calls, send and receive text messages, and access a variety of additional features. For more information, visit our website or contact support.