

Accession Communicator Install Guide



Welcome—Accession Communicator Mobile makes all the rich functionality of your Waitsfield Communications' Hosted PBX desk phone available to you anywhere, anytime, via your smart phone. When you combine it with CommPortal Communicator, a softphone client you can use on your PC, you get one number that can reach you no matter where you are.

Downloading Accession Communicator Mobile

To download Accession Communicator Mobile, visit the appropriate store for your device (Play Store or App Store). Accession Communicator Mobile can be downloaded from these sites at no charge. However, you must subscribe to Accession Communicator Mobile as part of your Waitsfield Hosted PBX service for this application to work on your smartphone.

To download the Accession Communicator Mobile application to your iPhone or iPad:

1. Go to the App Store.
2. Search for "Accession" to find Accession Communicator.
3. Touch Free.
4. Touch Install App.
5. If prompted, enter your Apple ID and password.
6. Once the application has finished loading, touch Open.
7. Accession will ask to access your contacts. You may select OK for yes, or Don't Allow for no.
8. Accession will ask to send you Push Notifications. You must select OK for Accession to function properly. Do not select Don't Allow.
9. On the "Choose Carrier" screen, scroll and select the Waitsfield provider specific to your location.
10. The application is automatically set to allow incoming and outgoing calls (recommended). Slide the buttons to disable either feature.
11. Read the full terms of use. If you agree, touch Accept.

12. Touch to enter your 10-digit Waitsfield Hosted PBX phone number and CommPortal password.
13. Slide the button to ON if you want the application to retain your password.
14. Touch Done and you will be logged in.
15. On the "Move calls to Cell" screen, you can choose a cell number to move calls to if you are in an unreliable wireless data area.
 - a. Touch Cell number.
 - b. Enter a 10-digit number, such as your cell number, and touch Save.
 - c. Touch Next.

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16. You will be directed to a brief Tour of the Accession App. You may choose to review the Tour by scrolling horizontally from screen to screen. Touch Close when you are ready to start using the application.

You can navigate to other menus using the options along the bottom of the screen.

That's it! You can now make and receive calls from your device using your Waitsfield Hosted PBX account.

To download the Accession Communicator Mobile application to your Android phone:

1. Go to the Play Store.
2. Search for "Accession" to find Accession Communicator (free app).
3. Touch Install.
4. Read about the permissions required. If you agree, click Accept & Download.
5. Once downloaded, open the app on your phone.
6. On the "Choose Carrier" screen, scroll and select the Waitsfield provider specific to your location.
7. The application is automatically set to allow incoming and outgoing calls (recommended). Touch check boxes to disable either feature.
8. Read the full terms of use. If you agree, touch Accept & Continue.
9. Touch to enter your 10-digit Waitsfield Hosted PBX phone number and CommPortal password.
10. Uncheck the box if you want the application NOT to retain your password.
11. Touch Login.
12. The "Move calls to Cell" screen shows the number

that Accession calls will be moved to if you are in an unreliable wireless data area.

- a. To keep your pre-populated cell number, touch Continue.
- b. To use a different number, touch to enter that 10-digit number then touch Continue.

13. You will be directed to a brief Tour of the Accession App. You may choose to review the Tour by scrolling horizontally from screen to screen. Touch X when you are ready to start using the application.

Note that you will start on the Contacts screen. Swipe left to right to view a menu of options for the application.

