

## Installing, configuring and using Blink Softphone

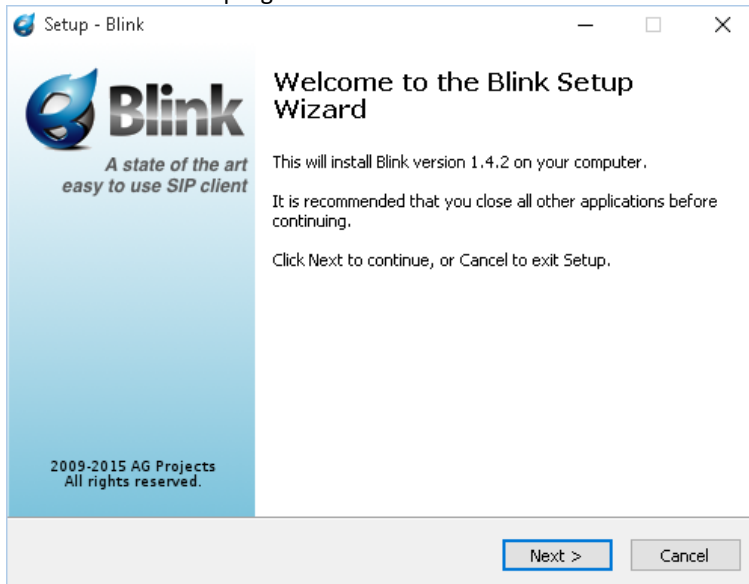
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### INSTALLATION AND CONFIGURATION

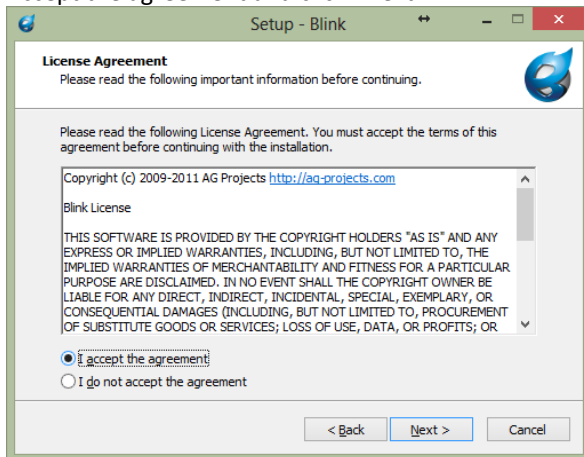
Download the software from: <http://icanblink.com/download.phtml>

Select the “Blink Qt for Microsoft Windows” link.

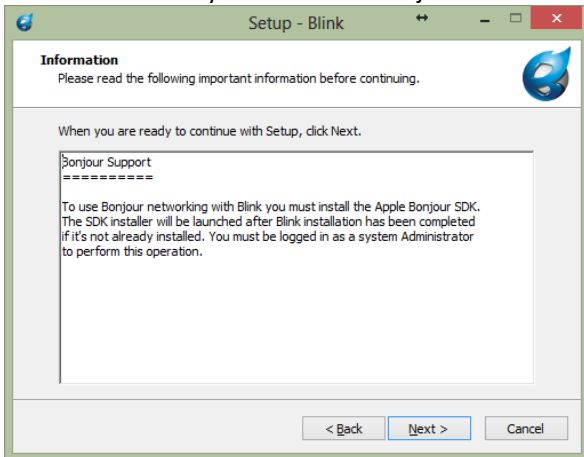
Run the installation program “Blink-Installer.exe” and click on “Next”



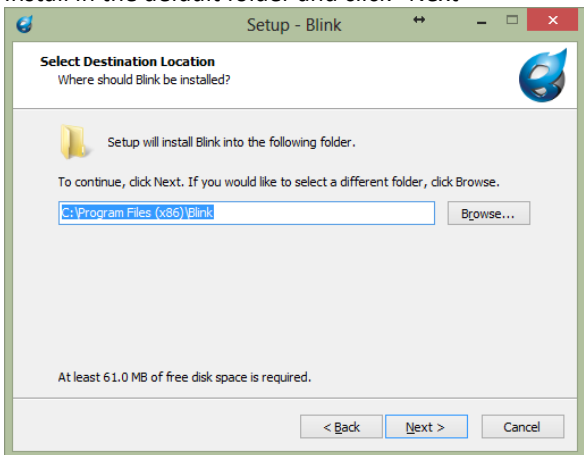
Accept the agreement and click “Next”



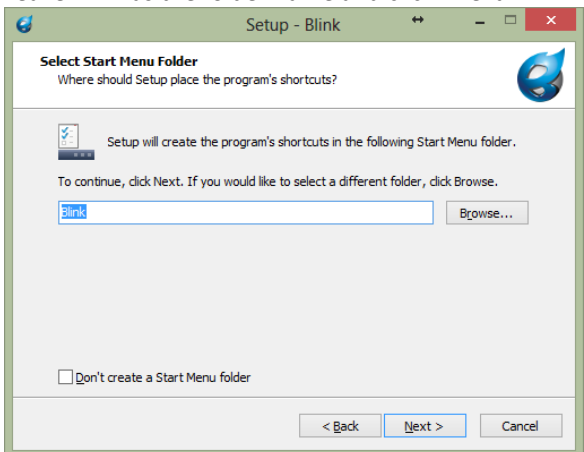
Click on "Next". If you don't have Bonjour installed in your PC we recommend to install it.



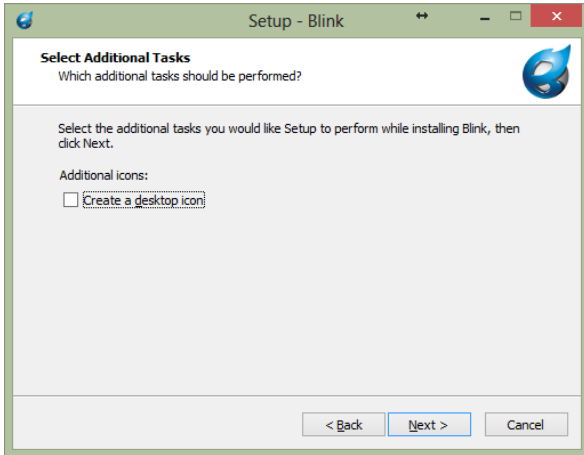
Install in the default folder and click "Next"



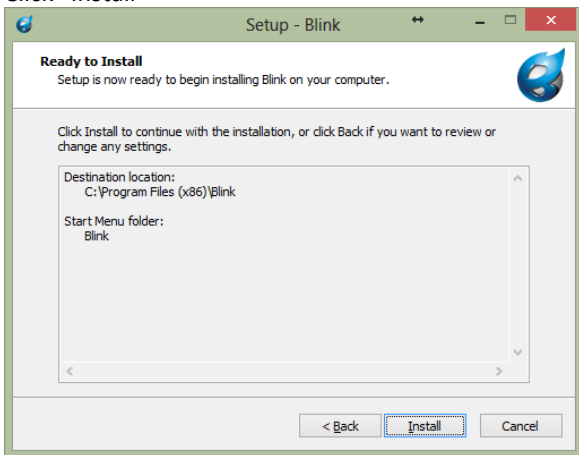
Leave Blink as the folder name and click "Next"



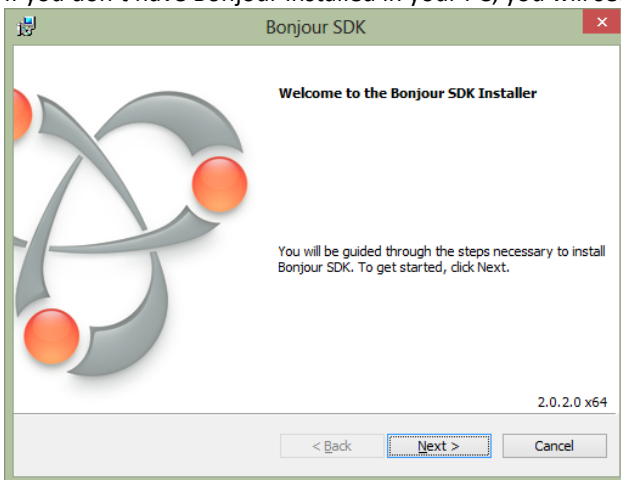
Click "Next"



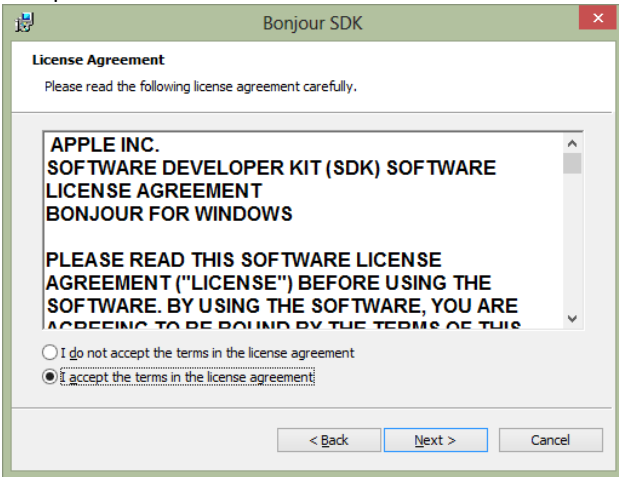
Click "Install"



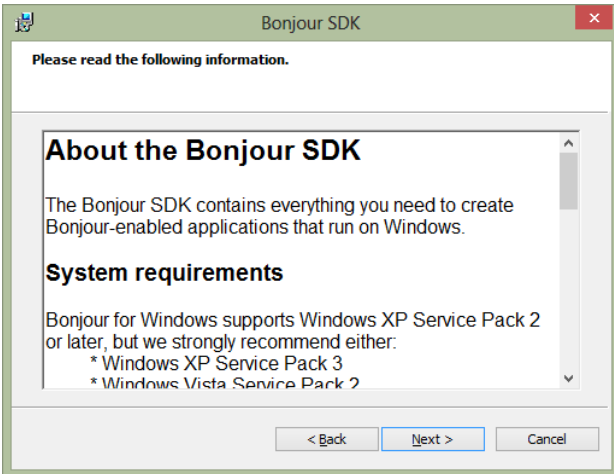
If you don't have Bonjour installed in your PC, you will see the following screen. Click "Next"



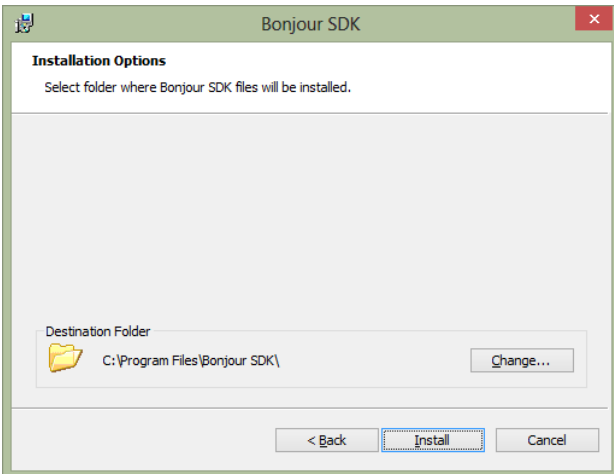
Accept the terms and click "Next"



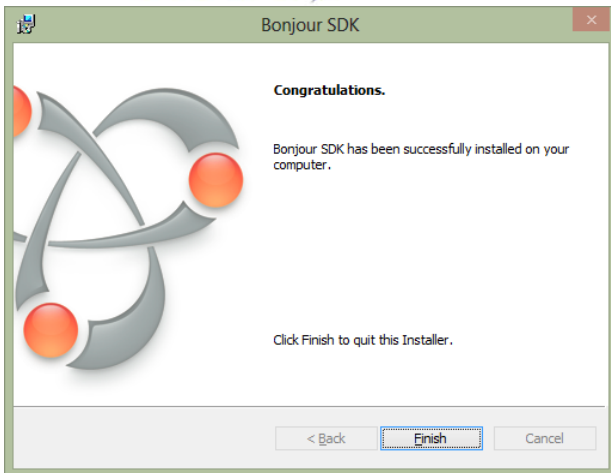
Click "Next"



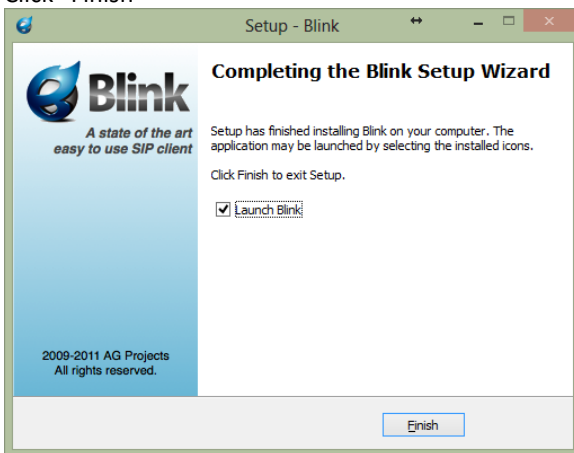
Click "Install"



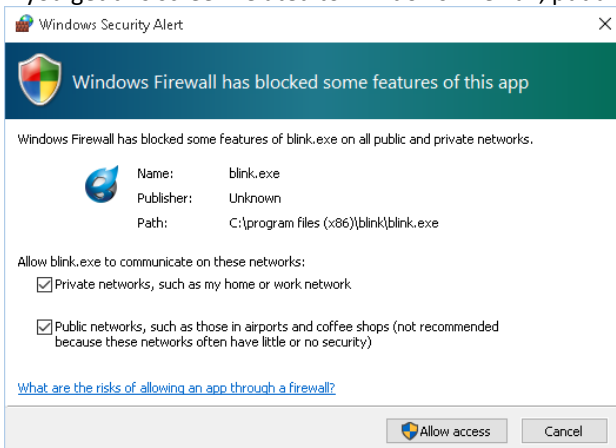
Click "Finish"



Click "Finish"



If you get this screen related to Windows Firewall, put a checkmark on BOTH Public and Private networks and click "Allow Access"



Select "Add an existing SIP account" and type:

Display name: Your name or Extension number and your name depending on your preference.

SIP address: zzz@xyyy.pbxonthecloud1.com where zzz is your extension number and xyyy is your Company Code, which are the 4 letters that identify your company with PBX On The Cloud service. Normally x is the first letter of your Company name first word and yyy are the first 3 letters of your Company name second word. If your Company name has only one word, then xyyy will be the first 4 letters of the Company name.

Password: Your extension password. Ask your PBX On The Cloud representative for it.

**Add Account** ? x

**Add account**

Select whether you want to add a SIP account you already have or create a new one and then fill in the requested information.

Add an existing SIP account  
 Create a free SIP account

Display name: Name Lastname

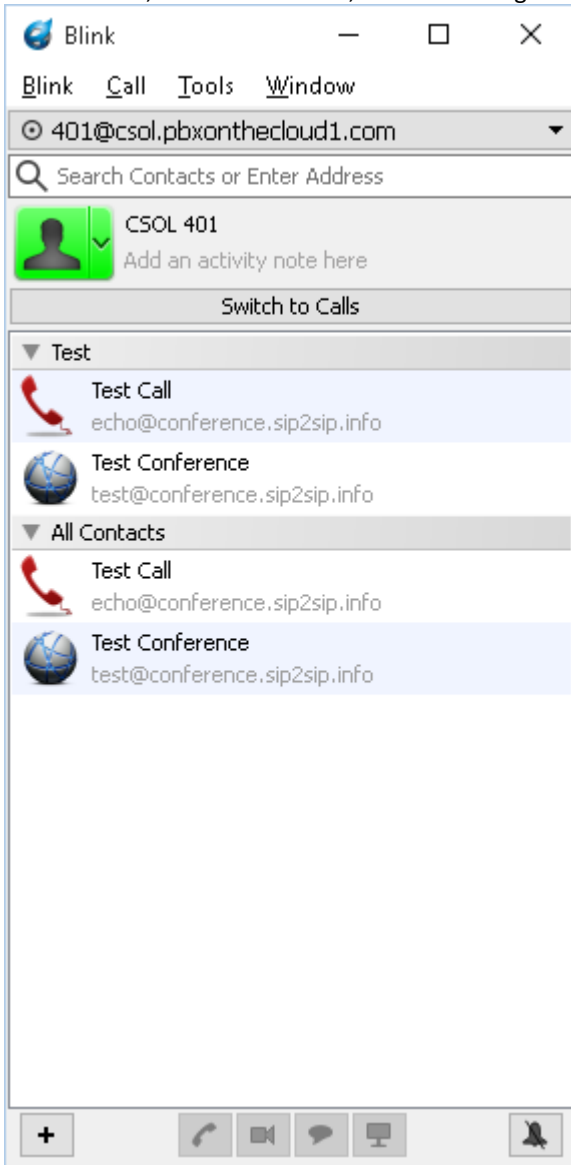
SIP address: 102@xyyy.pbxonthecloud1.com

Password: ●●●●●●●●

Cancel Add

Click "Add"

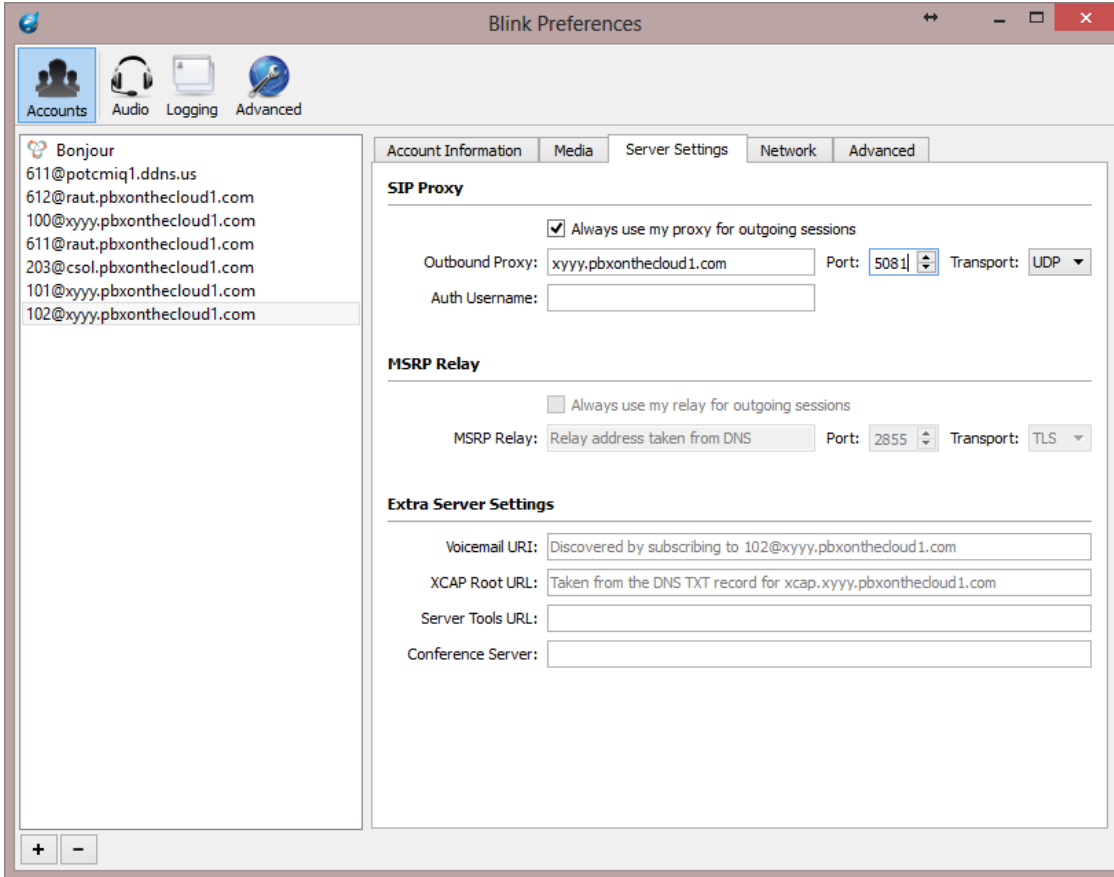
Click on Blink, then on Accounts, then on Manage Accounts



Click on “Server Settings” tab and make sure the “Always use my proxy for outgoing sessions” field is checked.

Type: `xyyy.pbxonthecloud1.com` in the Outbound Proxy field (Following the same naming convention as before, where `xyyy` is your Company identification code.

Port: Port where your server resides. Ask your PBX On The Cloud representative for it.

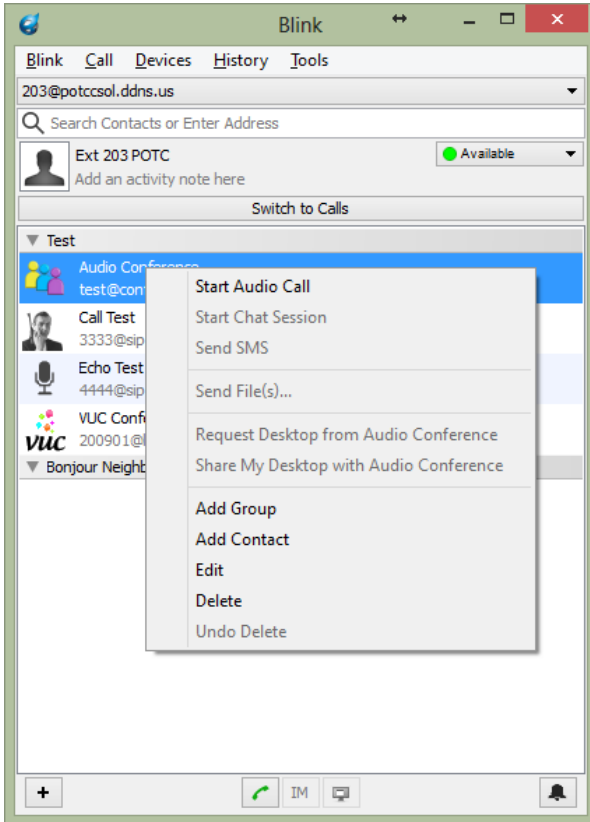


Close the previous window and you are ready to make and receive calls.



## USING THE SOFTPHONE

You can delete the 4 default contacts that come with the softphone by right-clicking on each name and then clicking on “Delete”:



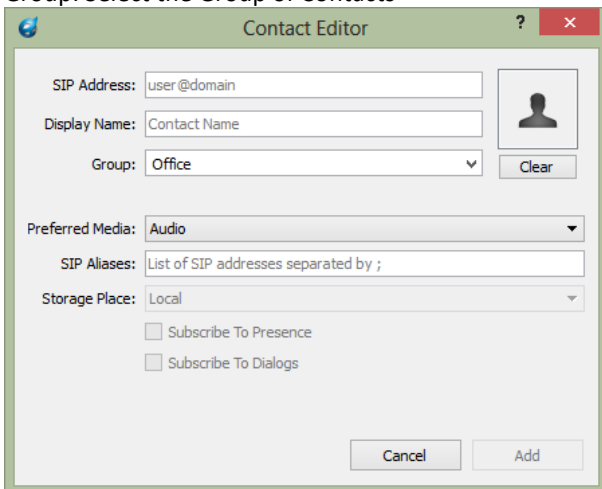
## TO ADD CONTACTS

right click on the Contact section and select “Add Contact” and type:

SIP Address: Extension number or phone number

Display Name: Name of the Contact

Group: Select the Group of Contacts



## TO DIAL AN EXTENSION OR PHONE

Double click on the Contact (If defined previously) or:

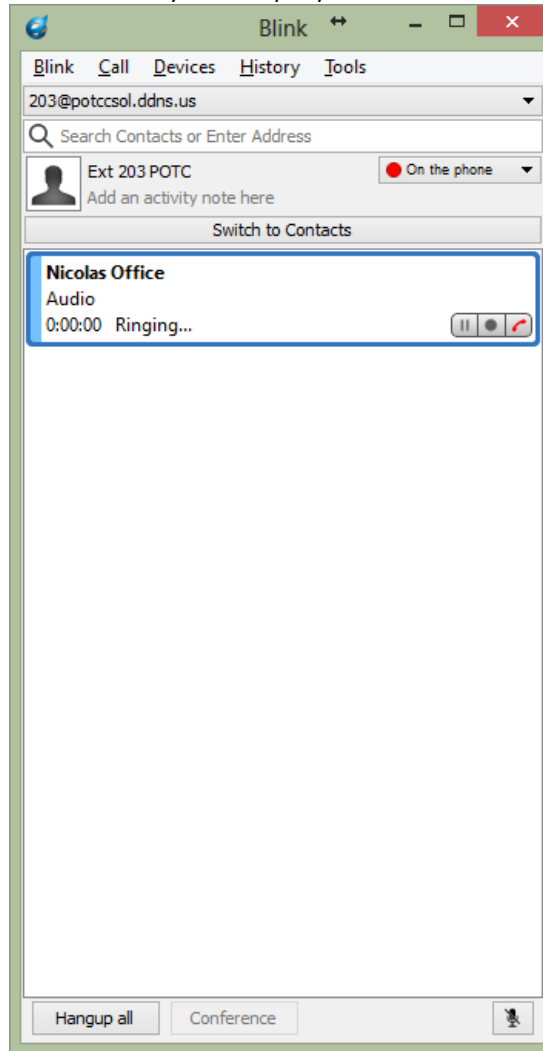
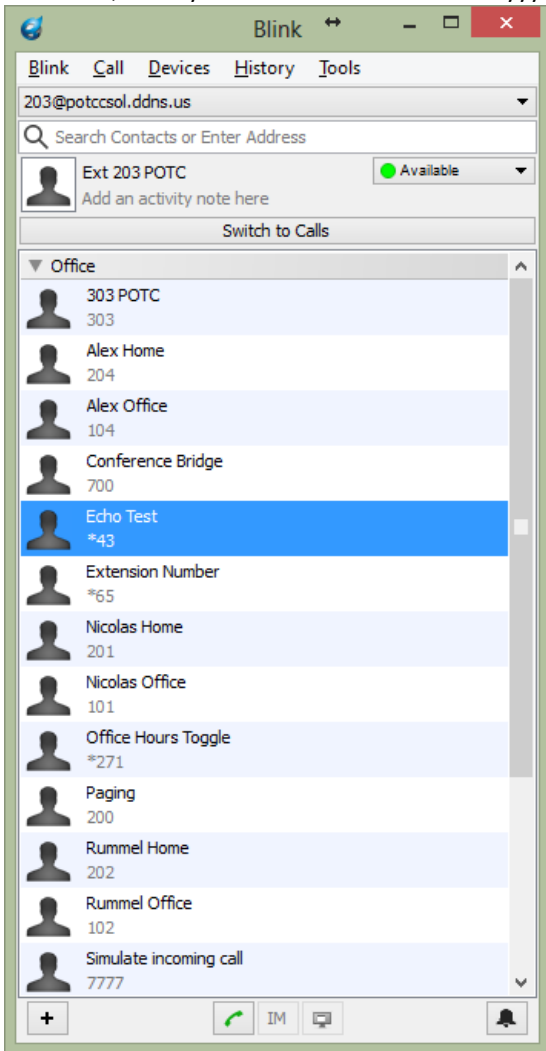
Type the extension or phone number you want to dial in the "Search Contacts or Enter Address" field and hit <Enter>.

To hangup, press the Red Phone icon in the call window.

To put the call on hold, press the || icon in the call window

To record the call, press the ● button in the call window. (Recordings will be in the following directory:

C:\Users\Your\_User\_Name\AppData\Roaming\Blink\recordings\xxx@potcxxx.ddns.us where Your\_User\_name is your PC login username, xxx is your extension number and xxx is the 4 letters of your Company code.



**TO TRANSFER A CALL TO ANOTHER EXTENSION**

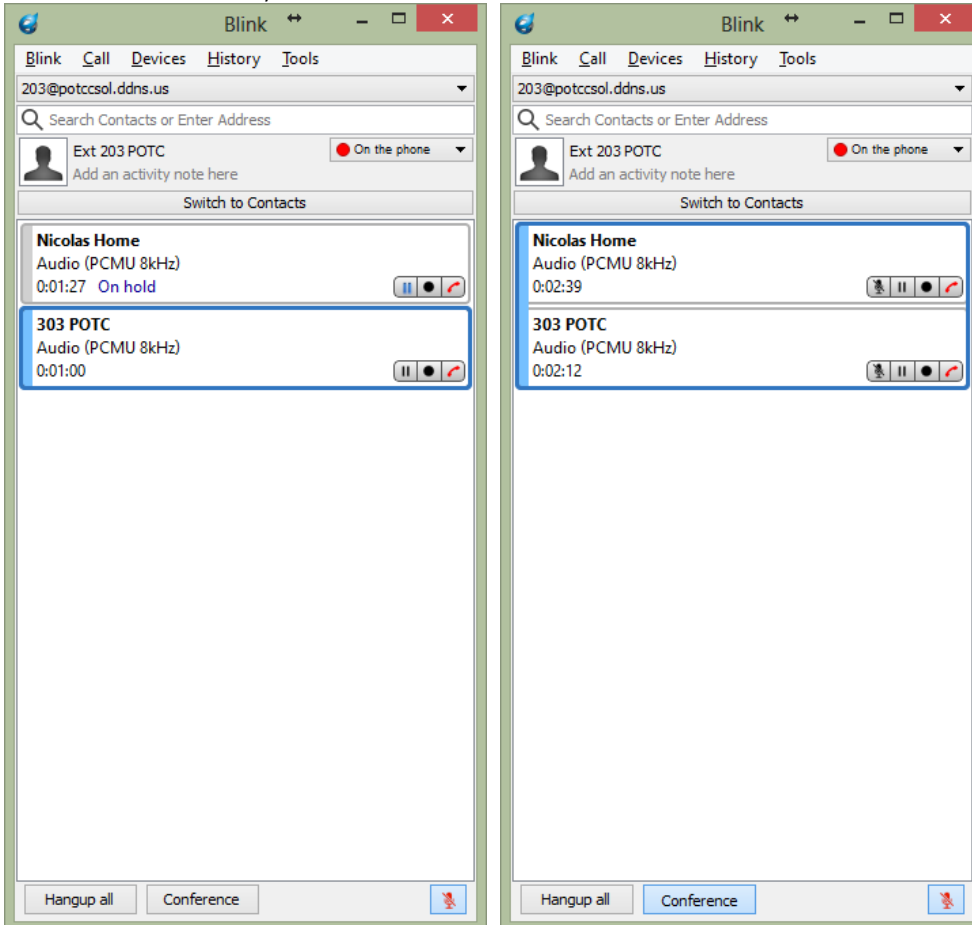
Unattended Transfer (Blind Transfer): When on a call, press “##” followed by the extension you want to transfer to.

Attended transfer (You can announce the transfer to the other party): When on a call, press \*2 followed by the extension number you want to transfer to, wait for the other party to answer, announce the transfer and hang up.

**TO DO A CONFERENCE CALL**

Dial the first extension. Once the call is established, dial a second extension (That will put the first call on hold).

Then drag the second call window over the first one and the conference is established. Note the blue line changes from the second call to include both calls):



You can also press the “Conference” button at the bottom of the window, and select “Conference all signed sessions”

**TO MUTE THE RING TONE**

You can mute the ring tone when someone calls you by pressing the “Bell” icon on the bottom of the window.

**TO MUTE YOUR MICROPHONE**

While on a call, you can mute your microphone by pressing the “Microphone” icon at the bottom of the call window.

**HELP FOR BLINK**

Windows and Linux: <http://icanblink.com/help-qt.phtml>

Mac OS: [http://projects.ag-projects.com/projects/blink/wiki/Help\\_For\\_Blink\\_Pro](http://projects.ag-projects.com/projects/blink/wiki/Help_For_Blink_Pro)