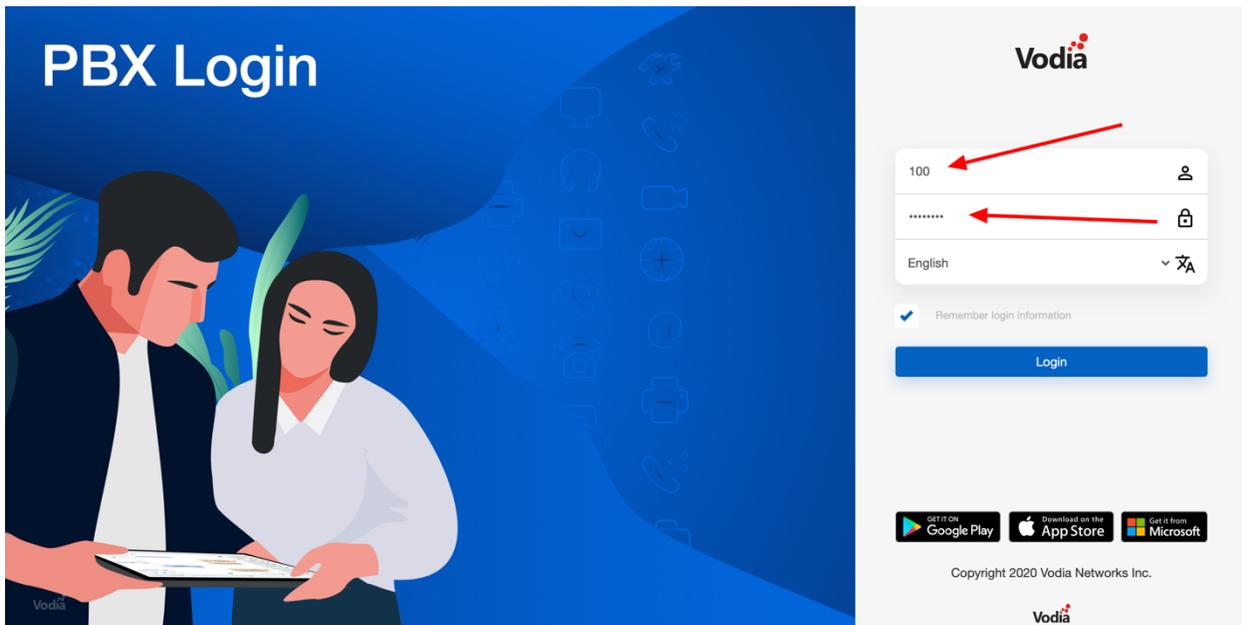


## WELCOME TO OUR PBX PHONE SYSTEM

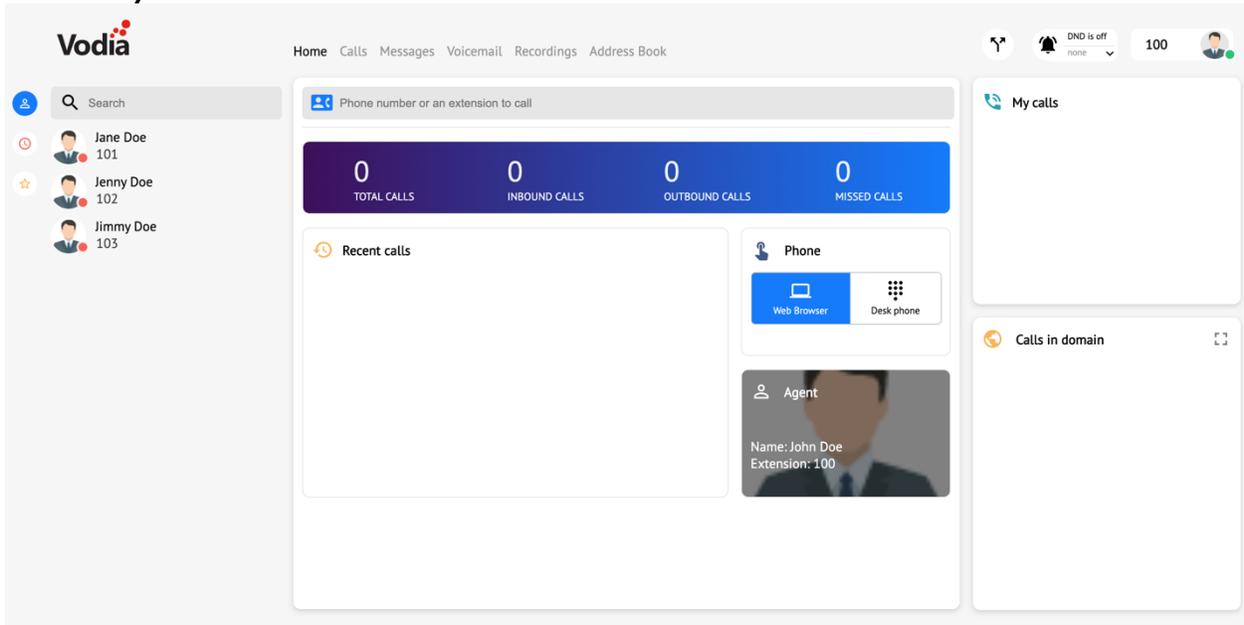
Please call VTS at (540) 463-4451 to obtain information on how to log into your domain, extension and password. Once you have that information point your browser to the following domain inserting your domain, example:

<https://yourdomain.vatelephone.com>

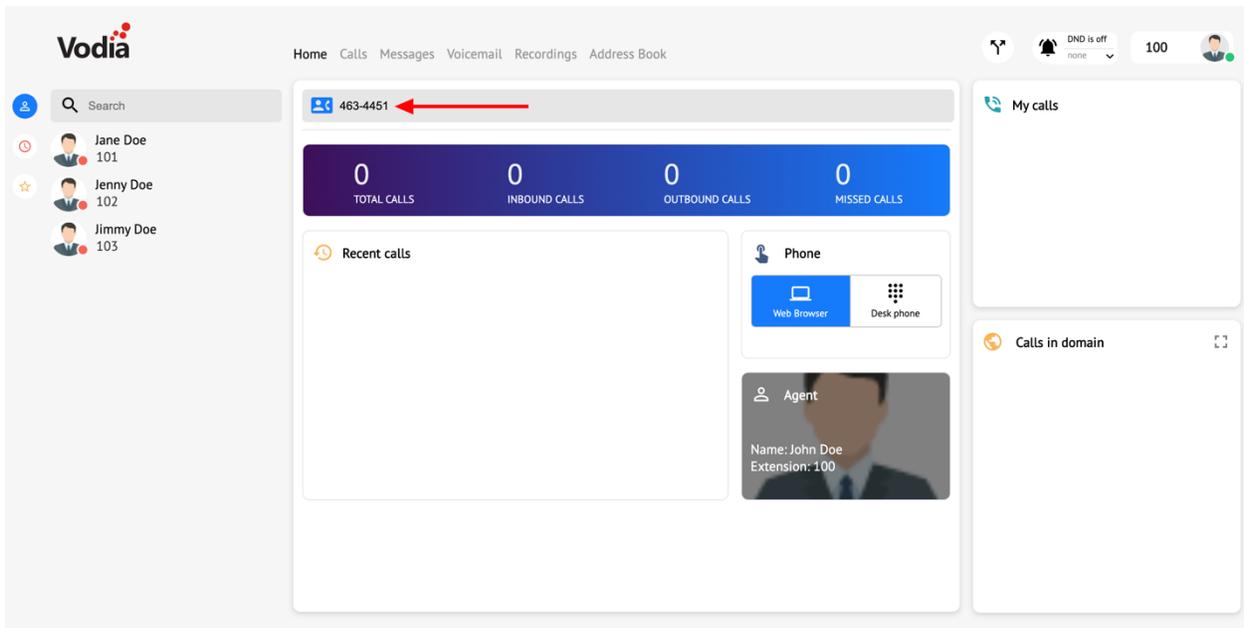
Use your extension number for user name and the password you requested



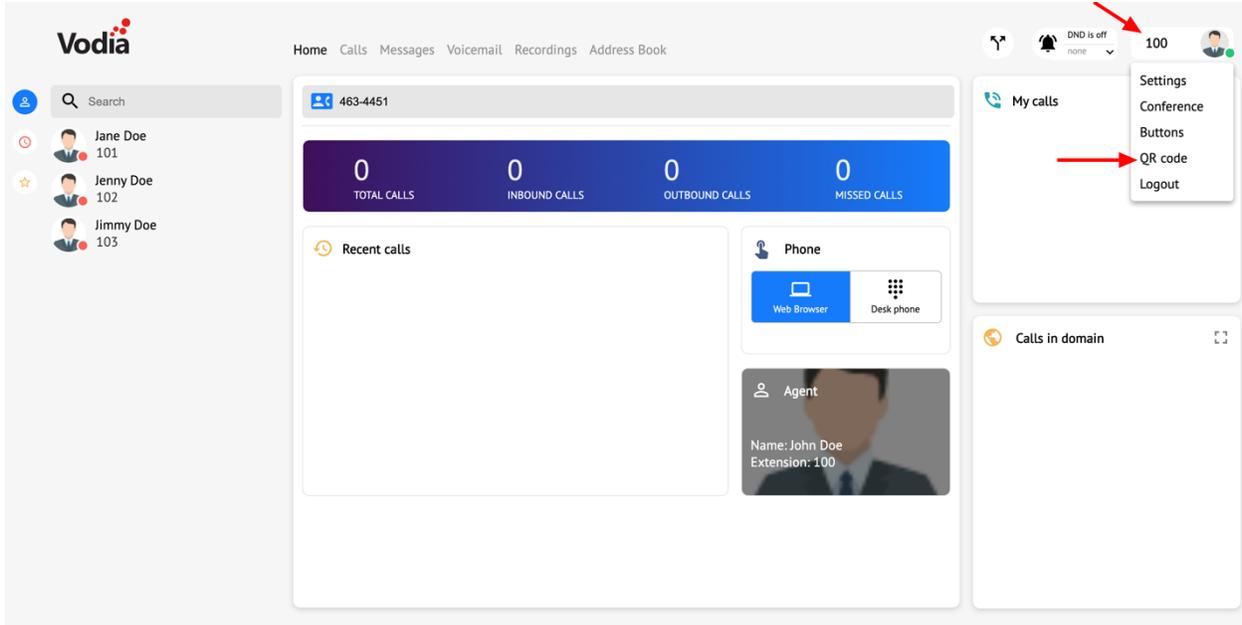
Once logged in your screen will show all available extensions on the domain and the status of your extension



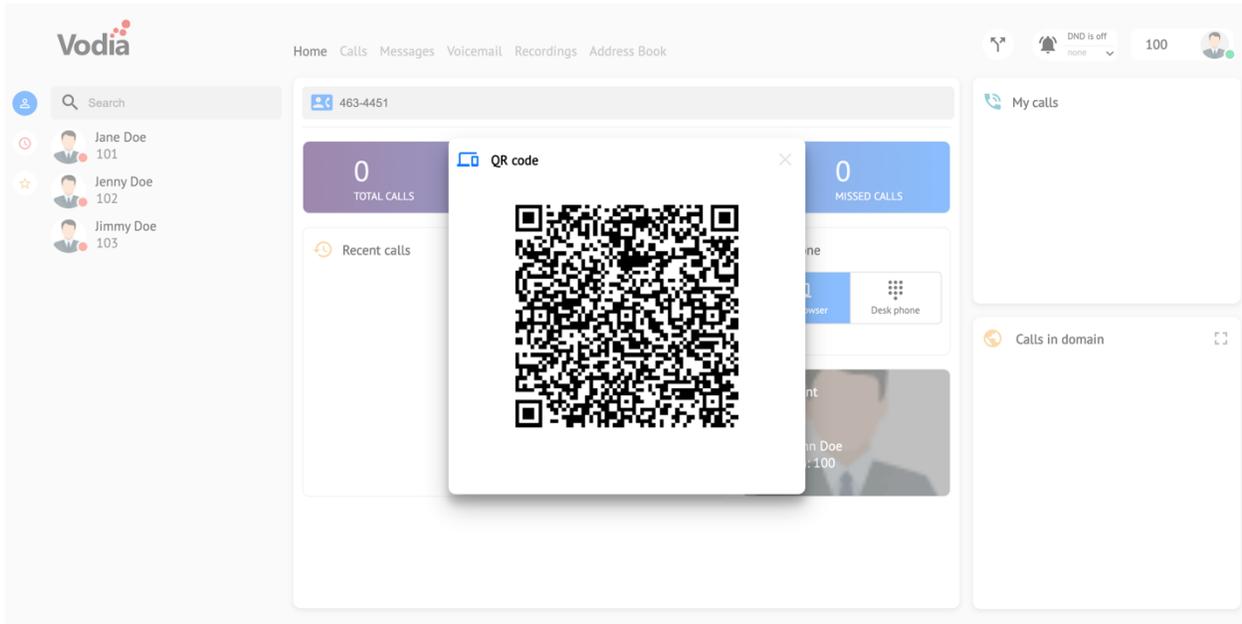
At this point you can start making calls.



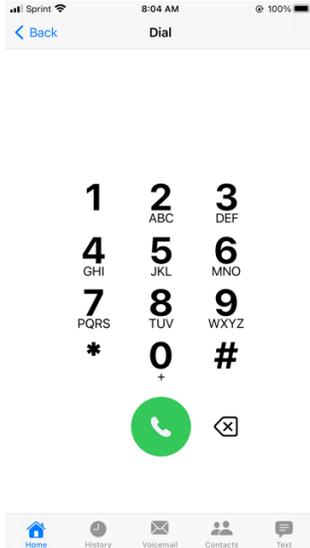
If you wish to use the app on your mobile phone download the Vodia Phone app for your smart phone. Note – the app may not be available for older smart phones. Once you download and install the app click on your account and QR code.



Once you open the app on your smart phone, you will be prompted to scan the bar code with your phone:



**CONGRATULATIONS** - Your phone is now ready to receive and make calls from your PBX extension.



For more information visit us at [www.virginiatechs.com](http://www.virginiatechs.com) or call (540) 463-4451.

Virginia Technology Services, LLC

