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SJphone Quick Start

How to:

Register with the service: Right-click **SJphone** and select **Re-initialize Selected Services**. Enter your **Account** and **Password** and click the **OK** button. Select **Save service information permanently** if you do not want to enter this information every time you start **SJphone**.

Place a call: Enter the phone number in the long-distance format and click the **Dial** button. Example: 18005551234

Answer a call: When your computer receives a call, you will hear a ring sound. Simultaneously, an **Incoming Call** message will appear. **To answer the call**, click the **Accept** button, or press **Alt + a** or **Enter**. **To reject the call**, click the **Ignore** button, or press **Alt + i**.

End a call: select the respondent and click the **Hangup** button on the **SJphone Main** panel.

Switch between Respondents: On the **Main** panel, double-click the respondent with whom you want to talk. The other respondents will be put automatically on hold. If the **Conference** mode is enabled, double-click includes/excludes the user to/from the conference.

Hold a call: Double-click a call you want to put on hold, or select a call you want to put on hold and click the **Hold** button.

Resume a call: Double-click a call you want to resume, or select a call you want to resume and click the **Hold** button

Transfer an active call to another respondent:

Blind transfer:

- Select a call you want to transfer and click the **Transfer** button
- Select **Enter number** in the pop-up menu
- Enter the respondent address in the **Call To:** field and
- Click the **Transfer** button once again or press **Enter**

Attended transfer:

- Establish a call to a respondent you want to transfer call to
- Select a call you want to transfer and click the **Transfer** button
- Select the respondent in the pop-up menu

Start a Conference: If you want to talk to several respondents simultaneously, you need to start a conference. You can do that by clicking the **Conference** button on the **SJphone Main** panel. Now you may talk to several respondents simultaneously. They also will hear you and each other.

If you want to exclude someone from the conference, select the respondent and put her/him **on hold**. To include the respondent back to the conference, select her/him and **resume** the call.

To switch back from the conference mode, click the **Conference** button on the **SJphone Main** panel once again.

Restart SJphone: Right-click **SJphone** and select **Restart** on the pop-up menu.

Exit SJphone: right click **SJphone** and select **Shut down** on the pop-up menu.

Configuring SJphone:

Audio Options: The best way to adjust **SJphone's** audio settings is to use a build-in **Audio Wizard**. It starts automatically on the first **SJphone** startup and will guide you through the audio setup procedure. If necessary, you may start the **Audio Wizard** later manually. Right-click **SJphone**, select **Audio Wizard**, and follow the on-screen instructions.