

Welcome to 3CX! Here's some information about your extension and getting started.

Check out [Your Quick Reference Guide](#) for tips and how to's.

### **Your extension details**

- Your extension number is found on your phone when you pick up the receiver or also on the NI ext. list.
- Your extension PIN was sent to you via e-mail, but can be changed by NGT: [techsupport@northiowa.org](mailto:techsupport@northiowa.org)
- You can check your voicemail from your desk phone by dialing 999 and entering your PIN.

### **Your Communications Dashboard - The Web client**

The [web client](#) is your communications hub. From here, you can call, chat, video conference and more in just a few clicks.

- If in the office go to <https://nics.ngtphones.com/webclient>
  - Login using your extension #
  - Your password was sent via e-mail or can be reset by NGT [techsupport@northiowa.org](mailto:techsupport@northiowa.org)
- Retrieve your [voicemail](#) by clicking on the Voicemail option.
- Call numbers from web pages with the [Click2Call extension](#).

### **Your Office Extension Anywhere - The 3CX Apps**

With 4 apps to choose from, you can communicate with your colleagues in or out of the office.

1. Download the [iOS](#) or [Android](#) App.
2. Open the app and scan the QR code below to provision your extension.