

Feature Overview



Lists calendar entries from either Google Calendar or Microsoft Outlook with a filter to display (1) My Google/Outlook Meetings, (2) My Scheduled Meetings, or (3) All Active Meetings. Video meetings can be joined by clicking on the appropriate meeting link in the calendar entry or clicking on the “Join a Meeting with meeting ID” link.

Lists all “Permanent” virtual rooms associated with your account. When a room is selected, it presents a link to connect to the room.

21 Lists all voicemails for your extension with the ability to Listen, Call, or Share the voicemail via other mobile apps. You can also change your busy and unavailable greeting as well as your name for the company directory..

Send and view SMS and Chat messages as well as share and call the individual associated with the message.

Lists all voice conference bridges with the ability to attend as either an attendee or moderator.

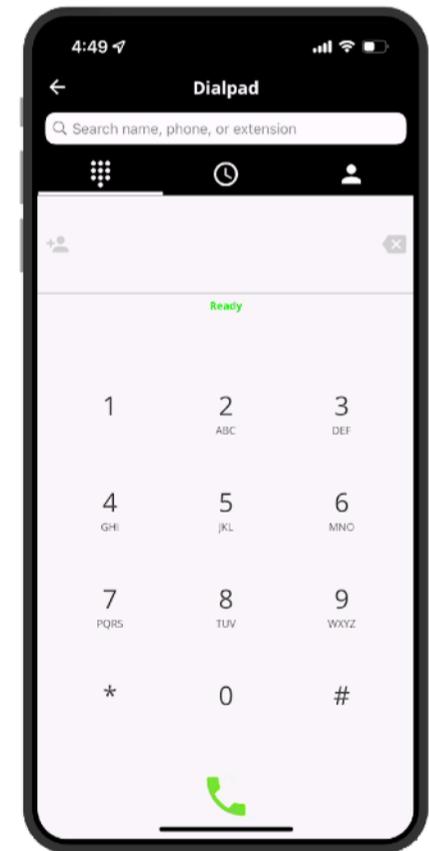
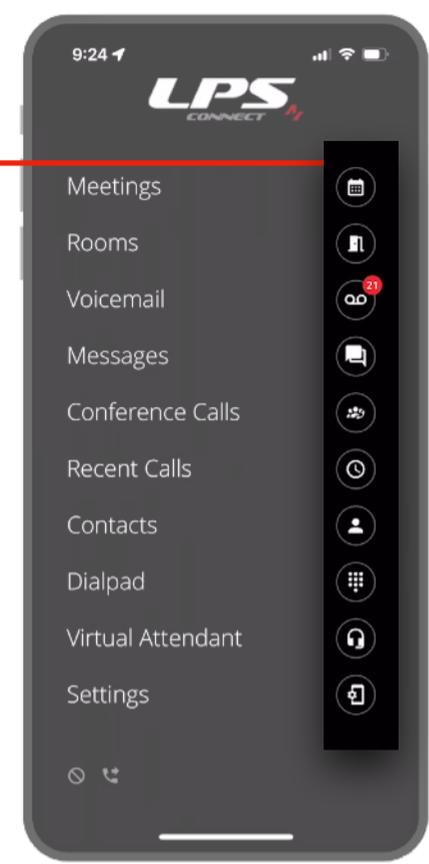
Lists the call log for your extension. There is a filter to view all calls made or received as well as missed calls. The display allows you to directly access the dial pad, recent calls, or contacts.

Lists Favorites, Community (account related), CAM (Admin created) Personal (extension related), and Local (iPhone or Android) contacts. The display allows you to directly access the dial pad, recent calls, or contacts.

Dial pad for manually dialing calls. The display allows you to directly access the dial pad, recent calls, or contacts

Lists all Virtual Attendants associated with the system. Provides the ability to set the virtual attendant directly from the mobile device i.e. selecting the attendant for “Business Hours” or “After Hours.”

Lists the settings for your extension. You can set Inbound Calling rules, activate Do Not Disturb, activate Call Forwarding, Manage Notifications, set the Recent Calls list ((Primary Extension Only or All Extensions), set the Ringtone, view the **User Guide**, view Frequently Asked Questions, Leave Feedback, view the App software version and Sign Out of the App.

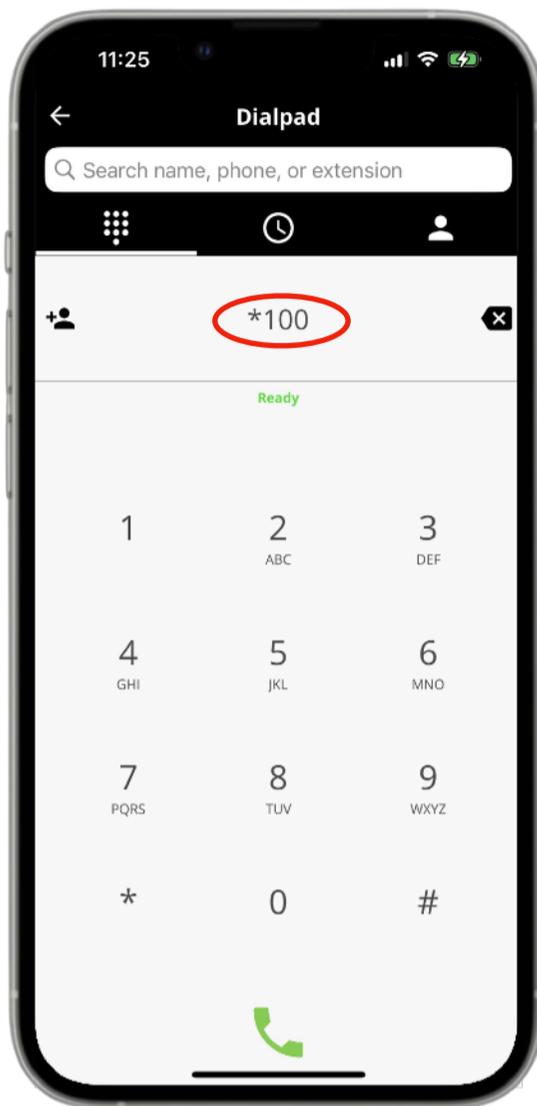


Feature Overview | Call Handling



-  Mutes the microphone.
-  Accesses the Dialpad to dial DTMF tones.
-  Turns the speaker on and off.
-  Places the call on hold.
-  Add a call to establish a 3-party conference or confer with another caller while on hold with the first. Adding a call will automatically place the first party on hold.
-  Transfer to another extension or PSTN number in the blind or attended. You can also move the call to the Browser UC Client when active on a PC, Mac, or Linux device, Chromebook included..
-  Swap between callers in a three party call.
-  Merge all callers. Will merge the party on hold with the current party to establish a 3-party conference.

Setting up and using Voicemail



Initial set-up

To set up voicemail for the first time, dial * and **your extension number** as illustrated above.

At this point, you will be guided through the process of a first time set-up. Follow the prompts to set up your new password, name, and greetings. You should change your password when prompted to something other than your extension.

If you leave your ext. number as your password, each time you access your VM box, you will hear the set up wizard again, **so we highly recommend changing it.**

Also, the name that you record in the mailbox will be the same recording callers hear when they access the company directory and the find me feature.

First Time Set up Process

“Password”

Enter your preliminary password which is your extension number.

“Welcome to Voicemail”

“First I will guide you through a short set up process”

“After the tone, say your name and then press the # key”

Say your name

“Thank you”

“Press 1 to accept this recording, Press 2 to listen to it, Press 3 to re-record your message”

Make your selection

“After the tone say your unavailable message and then press the # key”

Say your unavailable message

“Thank you”

“Press 1 to accept this recording, Press 2 to listen to it, Press 3 to re-record your message”

Make your selection

“After the tone say your busy message and then press the # key”

Say your busy message

“Thank you”

“Press 1 to accept this recording, Press 2 to listen to it, Press 3 to re-record your message”

Make your selection

“Your message has been saved”

“Please enter your new password followed by the # key”

Enter your new password

“Please re-enter your password followed by the # key”

Re-enter your new password

“Your password has been changed”

“You have no new messages”

Best Practices



To ensure that the App is always available and ready to receive calls, the App must be activated, signed in to the LPS Connect service (username and password are provided by LPS), and working in the foreground or background while viewing or working with other apps.

Keep OSs and Apps up to date

The Mobile App is a sophisticated communications application and requires the latest update to iOS and Android operating systems, along with the latest updates provided by LPS for the CoreNexa App. Software is constantly being improved upon so keeping the device and app up to date is of paramount importance. LPS audits extensions and software versions from time-to-time to ensure that software is up to date on all devices.

Keep Date and Time current

Please also make sure that your date and time are up to date. Correct date and time are required by the respective networks to ensure that calls can be supported and switched when required.

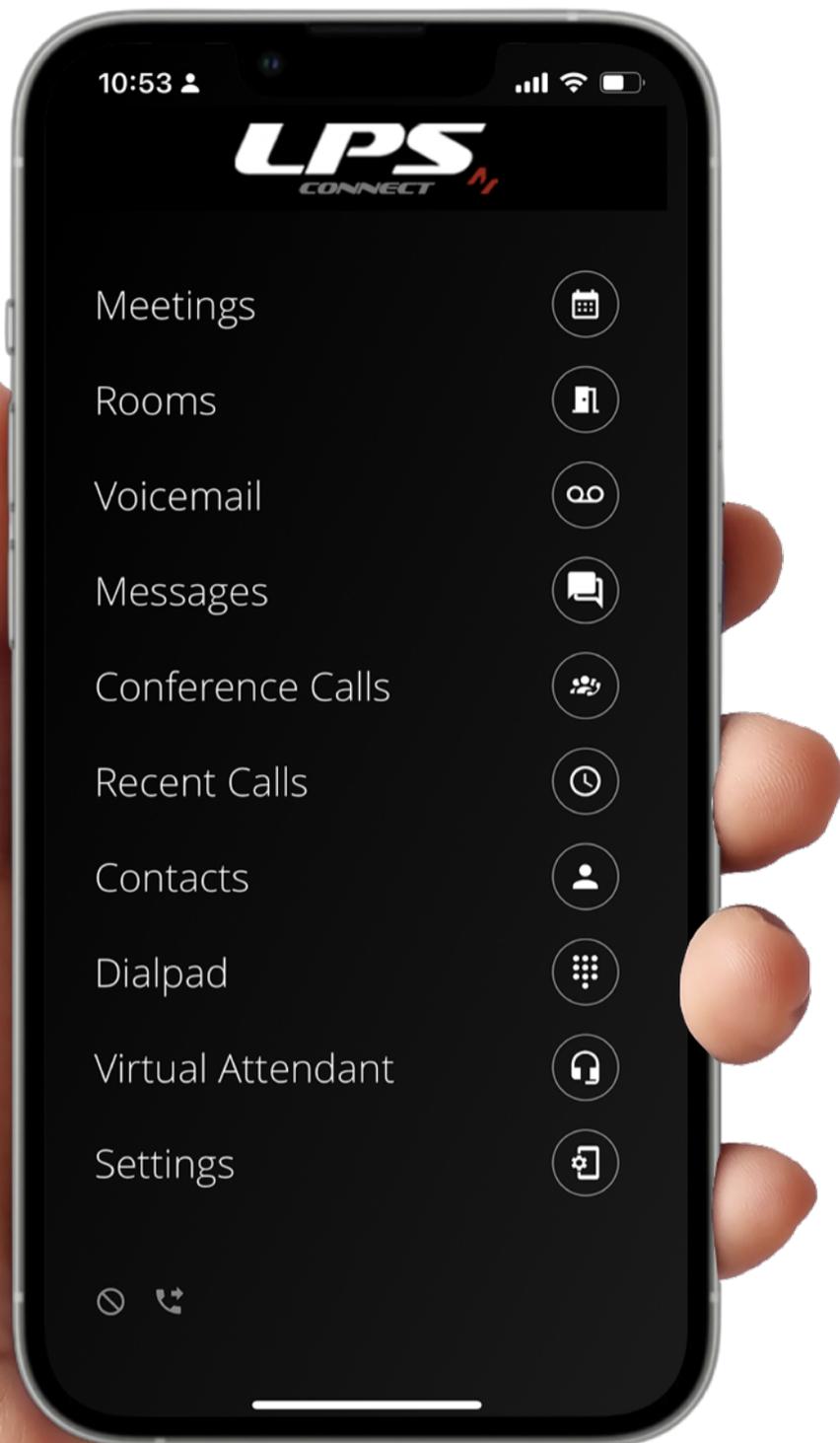
WiFi and Cellular Networks - Be patient when switching networks

The App supports both WiFi and Cellular networks with the ability to switch between networks as you move around throughout the day. Depending on the strength of the network signal, switching may take a little longer than usual. On occasion, because of network saturation, a short period of silence may be experienced as the switching progresses. Be patient, the signal and talk path will return and you will be able to continue your call. Calls can drop when the network signal is weak on either WiFi or Cellular networks while switching. Calls can also drop if the network is saturated.

When you have a choice, always use a WiFi network. They are inherently more stable than a cellular network. The network offers higher speeds and optimum signal and feature performance.

Troubleshooting Tips

To clear a persistent issue, log out of the CoreNexa App and reset/restart both the app and your phone. Log back into the CoreNexa App to see if the issue has resolved itself. If not, please give LPS a call. For more troubleshooting tips, please view the following [LINK](#).



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