

Unity Receptionist Getting Started Guide

Steps

1. Download the software.
2. Install the software.
3. Login (Using your ClearStar Welcome Sheet)
4. Get more training from the Unity Receptionist User Guide and YouTube Video

Download the Software

Get the software for PC here:

<https://www.dropbox.com/s/i4rdt9b1ln4taec/UnityReception.msi?dl=0>

Install the Software

Find the file you just downloaded (likely in your downloads folder) “UnityReception.msi” and double click to run. Then follow the prompts until the install is complete.

Minimum Requirements can be found here

Login

Using your ClearStar Welcome sheet, look at the bottom under “Advanced Settings.” The user ID will show on the welcome sheet. imp plus your phone number, add to the end of that @impulsevoip.net.
Use the web portal password for the Unity Password.

You may need to set the Broadworks Server Connection Details>Server Address to un.impulsevoip.net.

Get More Training

Find information about the Receptionist including a training guide and youtube videos at www.impulse.net/receptionist



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