Elections BC – Employee Phone Guide:

1. Visit https://10.10.10.1:5001/webclient to sign in to your extension.

  SKIP to #3 if you already know what device you are going to use for softphone and need extensions for employees.
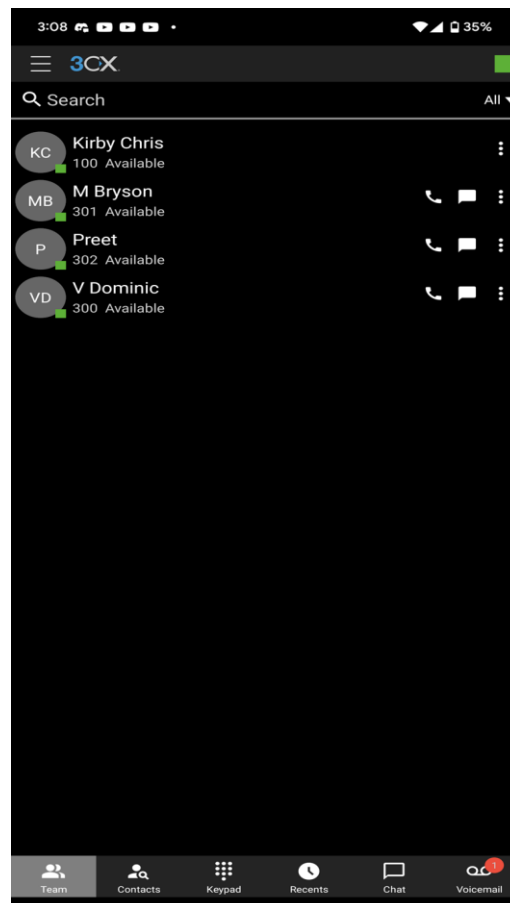
2. Choose most convenient option for softphone access.

- Cellphone 3CX App **(recommended)**

1. Once you sign-in to your webclient, you need to CLICK the three dots at bottom left menu.

2. CLICK the scan QR code.

3. Next open up 3CX app and in settings add the account and scan the bar code to link.
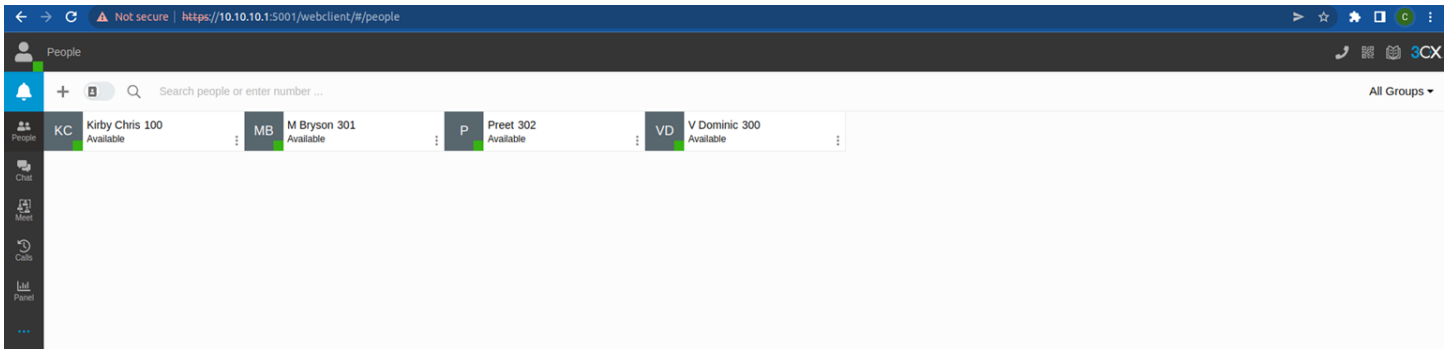
- Web based 3CX App (simply use the web browser for making calls)

- Workstation with preloaded 3CX App.

Click on Windows Icon top left.

3. When signing in, refer to your extensions below as your username. Use " P@ssw0rd123! " for the password. EXAMPLE: 101 / P@ssw0rd123!

<u>EMPLOYEE DIRECTORY</u>

Head Quarters - **100** extensions	Voting Site = **200** extensions
101 = Reception 102 = District Electoral Officer 103 = District Technical Officer 104 = District Human Resources Officer 105 = District Public Relations Officer 106 = IT Department 107 = Recruiters 108 = Human Resource Assistants 109 = Public Relations Assistants	201 = Voting Officer - General Voting 202 = Voting Officer - Advanced Voting 203 = Voting Officer - Special Voting 204 = Voting Clerk 205 = Information Officer 206 = Supervisory Voting Officer 207 = Counting Support 208 = IT Support Staff

5. How to use the softphone (cell or desktop app)

- Phone system is all internal. We are not able to make calls out.

- Simply type the extension of user to contact them.

- You may use Messaging System for text chat.