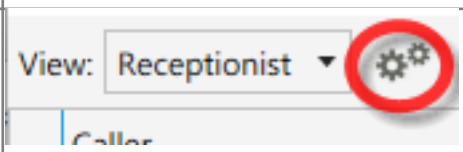
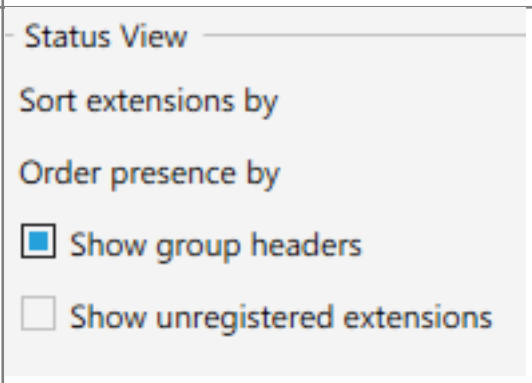
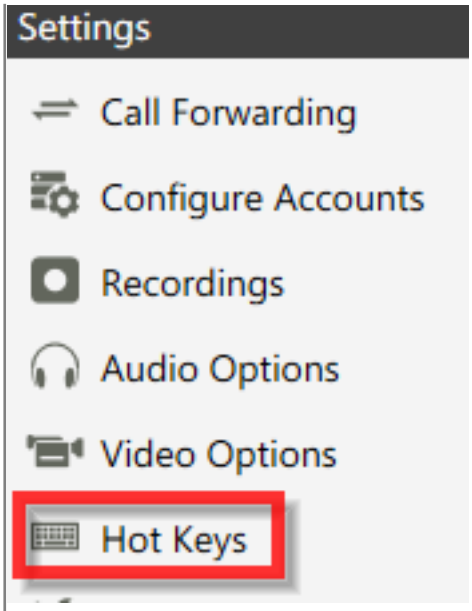
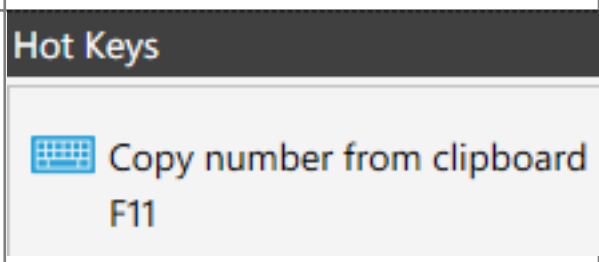
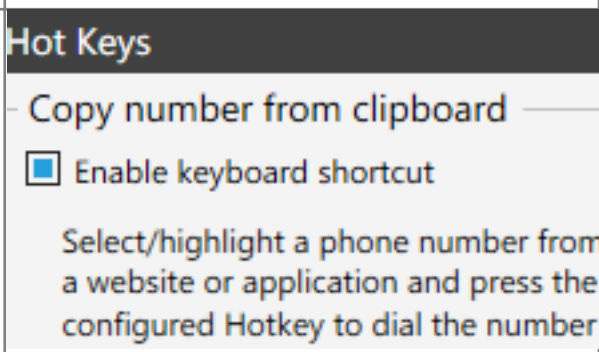
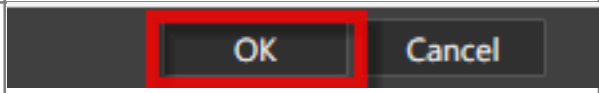
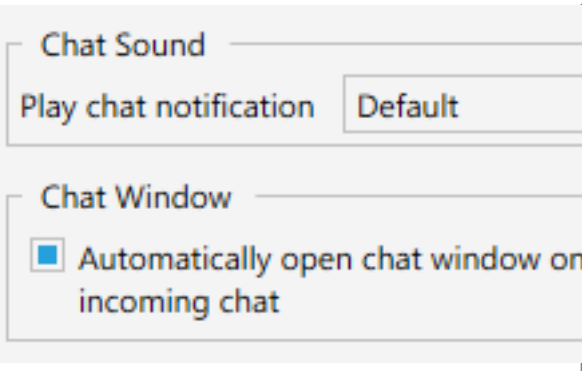
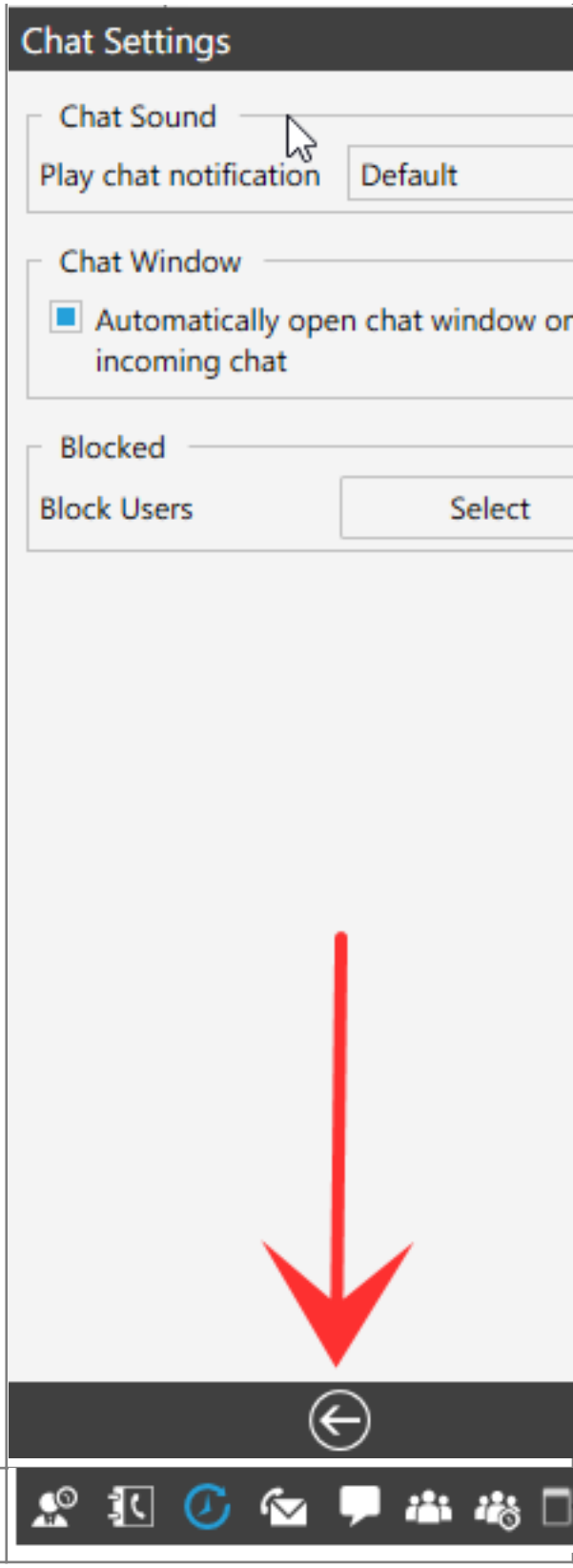
Recommended User Settings When Setting Up CloudPBX Phone for Windows

Once you apply the user configuration, please complete the following:

Step #	Task	Screenshot
1	Open the **Switchboard**	
2	Select **"Receptionist"**in the **View** section.	
3	Select the **Switchboard settings** button	
4	Under **Status View**, select the **Show group headers.**	
5	In the 3CX Presence window, select the **Settings** button.	
6	Select **Hot Keys**	

		
7	Select **Copy number from clipboard**	
8	Select the **Enable keyboard shortcut** button.	
9	Select **OK**	
10	Go back to the main Presence window. Select the **Chat** button.	
11	Select the **Tool** icon	
12	Select the **Automatically open chat window on incoming chat**.	

		
13	Select the back button to go back to the Presence window.	

		
14	Select the **Settings** button.	

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