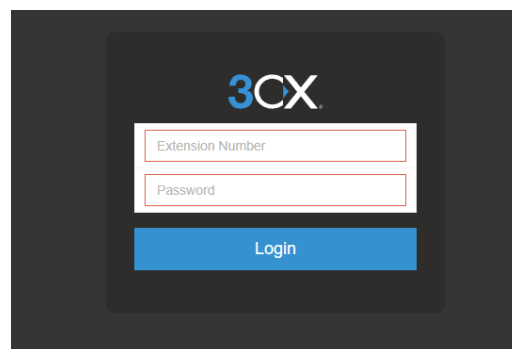# Welcome to the 3cx PWA!

Greetings! In this guide we will be discussing the new and improved 3cx app. Over Spring break, 3cx has been updated, and now looks a little different than you may remember it. So today we are going to be going over some of the features that are old, new, and improved!

First, let's discuss how we install this new app. What we are installing is called a "Progressive Web App" or more commonly a "PWA". This process is the same no matter what device you are on, as long as you are using chrome, or a browser based on chrome, like Microsoft edge, this process should work, just note that some of the icons and their locations may be slightly different.

First, let's log into the web client. To do this, we simply need to go here:

https://cmps.3cx.us:5001/webclient/#/login

Once here, we are greeted by this screen:

To login here, you will need to put in your extension number (which is also located on your phone in the upper lefthand corner should you

forget what it is). And for your password, you will need to reference the password given to you in your "welcome to 3cx" email. (Note: If you have recently joined CMPS, yours may be called "Your User Account on your new 3CX System" instead) The password is in that email here:
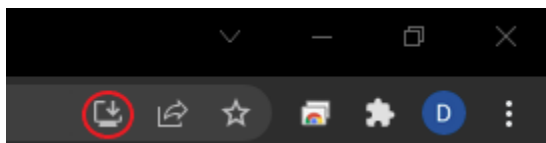
Your Extension Details

- Your extension number is
- Your extension's PIN is
- Check your voicemail by dialing **999** and entering your PIN
- Web client for your extension:
    - Inside the office: https://172.17.0.15:5001/webclient
    - Outside the office: https://cmps.3cx.us:5001/webclient
    - Login using **107** and password

Work from Anywhere with the 3CX Apps

Once you have those details input, you are greeted by the updated web client. Don't be intimidated by all the buttons and features, we will cover those in a separate guide.

For now, let's install the app. What you will want to do is navigate to the top righthand corner of your screen, where you will see the icon circled in red below.
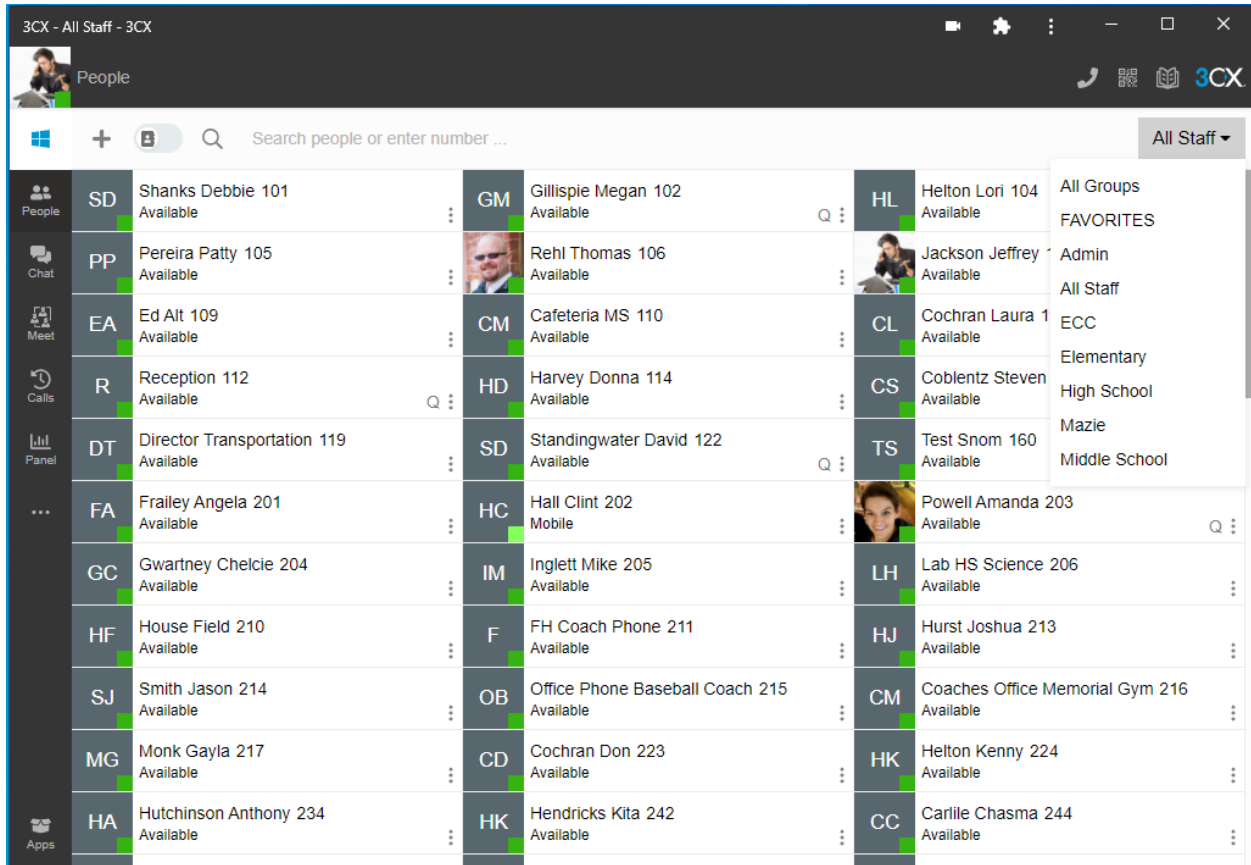
Click yes on the prompt that asks, "Install app?"

As soon as you click on that, you will now have a desktop icon (unless you are on a Chromebook, then you will have it listed as an app) and selecting that icon will pull up the new 3cx web app.
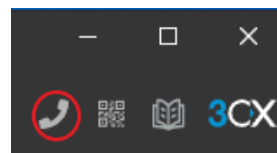
Welcome to the 3cx PWA!

Now we will be discussing the new and improved PWA(Progressive Web App) for 3cx and some of it's many features. When you open the app, you are greeted by this:
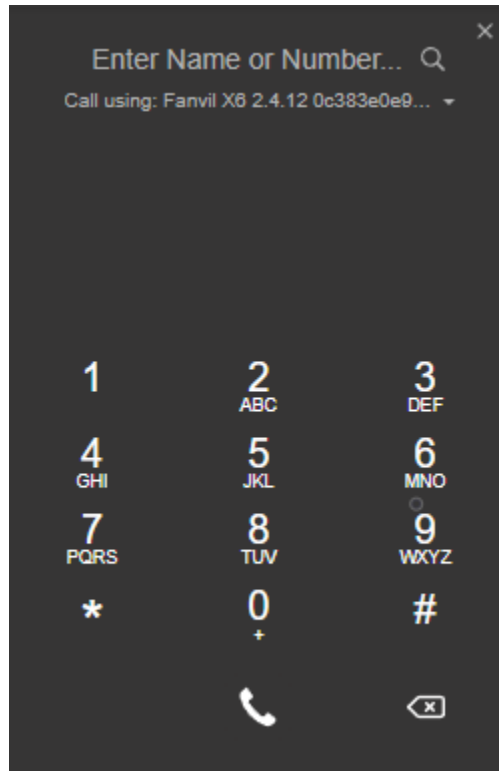

It looks a little different than you remember, but deep within its still the phone system you know and love, it just got a bit of a makeover. First, let's cover how to make calls, arguably the most important part of the phone system. You can click on the small phone icon in the upper righthand corner, which is indicated by being circled in red in the photo below.

Welcome to the 3cx PWA!

Once you have done this, you will be greeted by the following image.

Simply type a name, or the extension number and all staff containing that portion of name or number will pop up. Clicking on them will call that individual on your desk phone. Additionally, you can hover over a listing in the directory, and an option to initiate a call will appear there as well (example below in red)

Now you may be thinking "How do I find out what someone's extension is?" And that's a good question, with a simple answer! All you need to do type where it says "Search people or enter number" and type away.

Welcome to the 3cx PWA!

You can search for first name, last name, or if you don't know any of that info, you can scroll through the list and look for them.

Next, we will cover rearranging the listing to be in extension order. This is probably the fastest way to find someone from a specific building.

To do this, you will need to click on the three horizontal dots on the left-hand side of the app. Below the word "Panel" After clicking on the dots, you will then choose "settings". On the left side of settings, you will see some options, from top to bottom, reading: General, Chat, Audio/Video, View, etc. You will select view, and the first setting looks like this:

Sort extensions by number

Click on the box, and a blue square will appear in it. Now when you look at the list of extensions, they will be numerical order. This can help you easily locate people by building. The buildings all follow a pattern.

100's – Admin and Admin Services

200's – High School

300's – Middle School and 5/6 Center

400's – Elementary

500's – ECC

600's – Mazie

Stay tuned for future guides regarding the new and improved Phone system!