

Creating an account and selecting your services

BRIEFING

Your customer's first impression has to be the best impression. Don't let your phone service get in the way of delivering a great customer experience. Zang Office enables you to put your best foot forward with phone solutions that enable your business be more productive and provide better service to your customers.

The first thing you need to do is create an account for your company, and choose the features that will give your customers the experience they expect.

LAUNCH

- Open a web browser and go to www.zang.io/products/office. Click Sign Up, then Create an Account. (Use Log In if you already have an account to go directly into Zang Office).
- What will your primary company number be? If you already have a number you want to keep, choose **Use existing number** and enter it in the pop-up window. Or we can provide you with a toll-free number or with a local number. Choose **Next** when you are ready to proceed.
- Now build your company. Choose how many users you will need (5 minimum), the level of service for each user to have (Basic, Standard, Power), and whether they need a softphone on their computer, a desktop telephone, or a conference phone. The total cost of your selections is shown at the bottom of the window. Don't worry, you aren't being charged yet. Continue to tweak your selections until you have a result you are satisfied with. Choose your billing option (Monthly or Yearly), and proceed to **Checkout**.
- Provide your shipping and billing details. When ready, choose **Place Your Order**. (Note: You will shortly receive several emails welcoming you to Zang Office, and confirming the details of your order.)
- Save your invoice for you records. At the bottom, choose **Configure your users**.

Creating your company in Zang Office is quick and easy. Just pick a number, add your users, then give us your details. You have taken your first steps into the universe of Zang Office.

NEXT MISSION

- Now that you have your company setup, you need to configure your users, assign them extensions, passwords, and so on.
- Once your details have been confirmed, the telephone hardware you ordered will be shipped to you pre-configured. All you need to do is plug it in!
- If you have an existing number that you want to use with Zang Office, you must have the number ported before it can be used (Note: This can take up to 10 days).

**** The information provided in this document is subject to change without notice. ****