

Add a Mobile Device

BRIEFING

Adding a mobile device (e.g. a cell phone or a tablet) to your Zang Office account will cause that device to ring when your number is called. Zang Office will dial your device's number and forward the call which may be a billable call on your cell phone.

If you want to have incoming calls routed to your device through an Internet connection (VoIP) instead of through the telephone, do not include a telephone number when adding the device to your account. Leaving the number field blank forces Zang Office to route the call to the mobile app rather than through the cell network.

You need the mobile app (Android or Apple) on your device for this configuration to work.

LAUNCH

Install the Zang Office Mobile App:

- On your device, install the Zang Office Mobile App.
The program is available from the Google Play Store or Apple's App Store.

Add the device to your Zang Office account:

- Open a web browser and open the Zang Office page located at office.zang.io.
- Click the **Users** button.
- Locate the user and click in the **Devices** column.
- Select **New Device**.
- From the pop-up list, choose **Mobility Client**. Click **OK** at the prompt.
- Give the device a name, but do not enter a telephone number in the space provided. Leave the other fields unchanged.
- Click **Create Device**. Click **OK** at the prompt.
- Log in to the app using your Zang Office credentials.

Adding devices to a user account can increase the monthly billing charges for your company.

Incoming calls to your telephone number will now be forwarded to the Zang Office Mobile App on your device.

NEXT MISSION

- If you haven't already done so, download and install the Zang Office mobile app onto your device.
- Be sure to configure your voicemail settings for your account.