

## Welcome to XO WorkTime

Go mobile with your existing telecommunications system while still reducing costs! XO WorkTime's communication apps allow you to empower your employees with the mobile technology they need to conduct business anywhere.

XO WorkTime takes your employee's business phone number and expands its power and reach by enabling voice calling from any location on your employee's smartphones and PCs- easily and securely!

And employees get to use their favorite smartphones and keep their personal phone number private. It's as easy as downloading an app!



## Supported Operating Systems

The XO WorkTime app works with the following computer operating systems:

- IOS: 4.3 and up
- Android: 2.2, 2.3, 4.0

The XO WorkTime app works with the following PC operating systems:

- Windows OS: XP, Vista, Windows 7
- MAC OS: 10.6, 10.7, 10.8

## Getting Started

### Assigning Licenses

After your order has been processed licenses will be available in [MySite](#). You must log in to get started. If you don't know how to log in to [MySite](#) please see the guide at: <http://www.xo.com/unify/hosted-pbx/xo-hosted-pbx-support/>

Navigate to the correct service location where the DIDs are located. Search for the DID that will be using XO WorkTime.

First, ensure that the DID has been assigned a seat license in Phone Assignments. Then go to tab labeled [User Feature](#), then go to the Sharing tab. Find the DID or user name and double click on the record.

A window will pop up. Scroll down and select on the available license for either mobile or PC, and select "[Shared](#)". Then select "[Apply](#)". After selecting "[Apply](#)" you will see a pop up indicating that the phone will reboot. This reboot occurs in the background, and will not disconnect any calls in progress.

For PC users, you will also receive information via email on setting up end users with emergency 911 services. If you do not set up PC end users with this service, they will not receive the necessary user names and passwords so that they can update their locations so that emergency services can reach them when outside of the office.

### End User Experience After License Assignment

End users will receive an email from [no-reply@xo.bizcommsservices.com](mailto:no-reply@xo.bizcommsservices.com) that advises them to download the smartphone or pc app.

**Note:** The username used by end users to access MyPhone is the NOT same username used to in to the pc and smartphone apps. The username for the PC/smartphone app is available under the My Features>WorkTime tab on MyPhone.