

SURGERY CONNECT

User Login Quick Start Guide

Your new Surgery Connect telephone system can be used both in the practice and remotely on various devices.

Logging in to a Deskphone

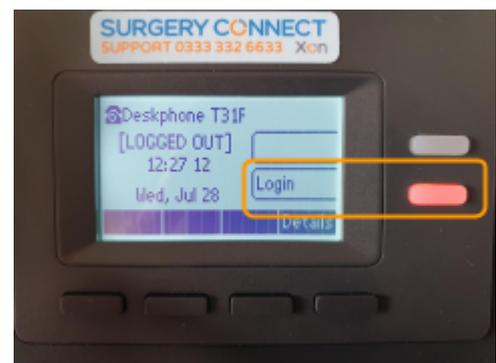
If you have the Integration software downloaded and set up, log in to your clinical database and you will be automatically logged in to the deskphone next to that PC. If the Integration software is not available, you can log in manually.

Manual login:

1. Press the Login button on the deskphone.

You may see a list of Users, or a Search Box on the phone screen.

2. Either scroll through the list, using the Navigation Keys on the deskphone, or search using the letters on the number keys to type in the first few letters of your name. Submit any search using the relevant softkey.



Submitting an empty search (or clicking Select in the Navigation Keys whilst on the Search screen) will return a list of all Users for your practice, which you can then scroll through. (You may need to select Next Page if there are more than 25 Users in the practice)

3. Scroll through the list of Users until your name is highlighted and click Select (either using the softkey or the Select button in the Navigation Keys).

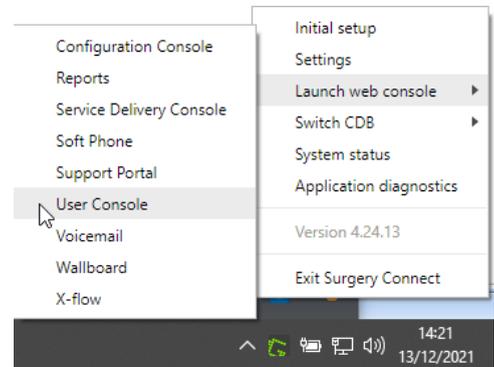
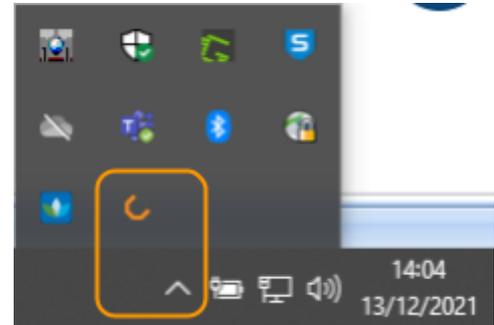
The deskphone will now display your name and will automatically make you Available to receive calls.

Logging in to the User Console

The User Console can be accessed in the practice, or remotely.

In the practice:

1. Right click on the Surgery Connect icon in your Hidden icons (bottom right-hand side of the screen, near the clock)
2. Select Launch web console and then User Console from the list of available consoles.



Remotely (or in the practice):

1. Open a new browser window (anything except Internet Explorer).
2. Type 'sso.x-onweb.com' into the address bar.
3. Enter your User Name (usually your NHS email address) and the password you set for Surgery Connect and click Login.
4. Select User Console from the available options.
5. To select the device to be used for your calls, click on your initials and select the appropriate device from the list (not necessary if logged in to a deskphone).
6. Set your status to receive calls (Available)

