

Initial Configuration

This page describes how to set up your first VoipNow login.

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Access details

Address

Once you have completed the installation of VoipNow, access the following address in the browser: `https://your.server.ip`

If your `.server.ip` resolves to a host name, you can also access the online interface by entering `https://your_hostname`.

Login

In order to use the product, you must agree to the End User License Agreement (EULA).

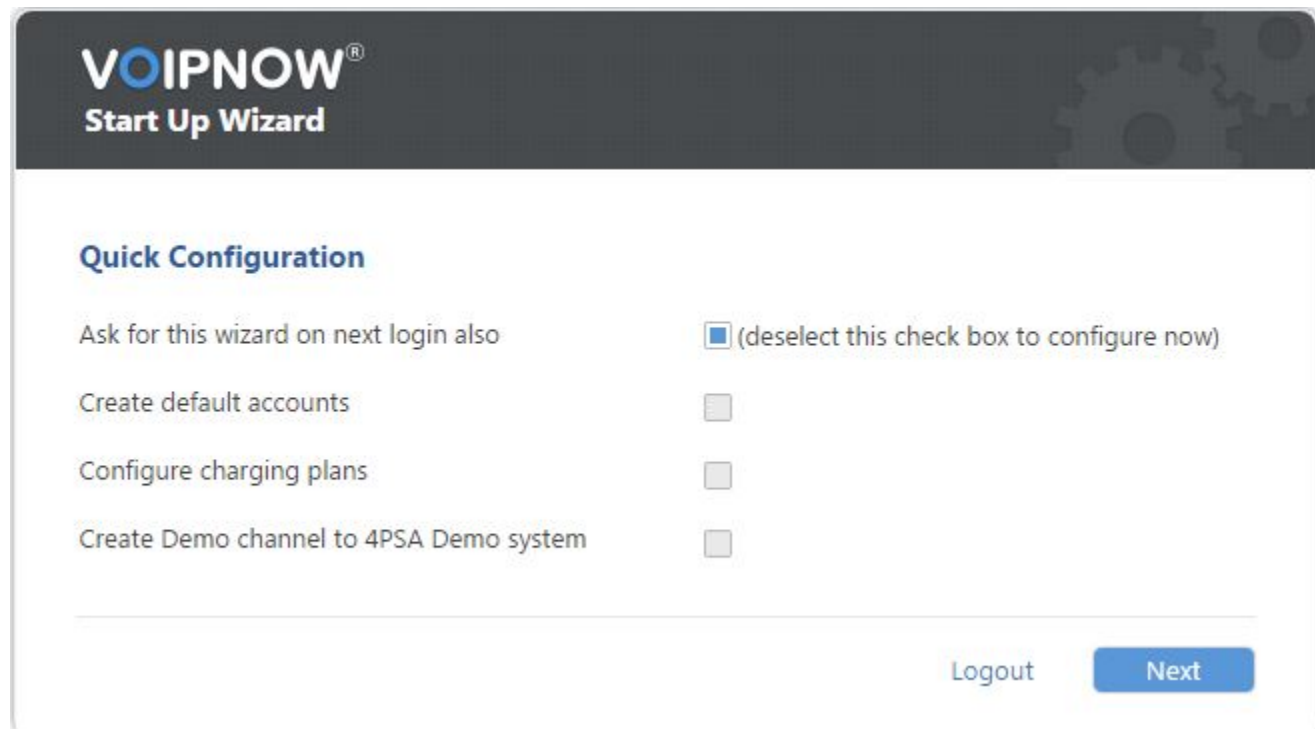
Your first login is **admin** and your password is **welcome**.

You will also be required to provide a **license key**.

Click the **Browse** button and choose the license key file provided with VoipNow. If the [license file](#) is valid, you are redirected to the VoipNow **System Configuration Wizard** page.

Initial settings

In the VoipNow **System Configuration Wizard** page, you need to fill in the required contact information, set up your first accounts, charging plans as well as the 4PSA SIP demo channel.



The screenshot shows the 'VOIPNOW® Start Up Wizard' interface. It features a dark header with the logo and a light gray body. Under the heading 'Quick Configuration', there are four settings, each with a checkbox and a label: 'Ask for this wizard on next login also' (checked), 'Create default accounts' (unchecked), 'Configure charging plans' (unchecked), and 'Create Demo channel to 4PSA Demo system' (unchecked). A note '(deselect this check box to configure now)' is next to the first checkbox. At the bottom right, there are two buttons: 'Logout' and 'Next'.

Configuration Option	Status
Ask for this wizard on next login also	<input checked="" type="checkbox"/> (deselect this check box to configure now)
Create default accounts	<input type="checkbox"/>
Configure charging plans	<input type="checkbox"/>
Create Demo channel to 4PSA Demo system	<input type="checkbox"/>


Logout Next

System configuration wizard

This area allows you to set up the necessary contact information as detailed below:


- Administrator password
- Confirm administrator password
- Administrator email

Password Change

 We strongly advise you to change the original **welcome** login password to a strong password.

Automatic configuration

This area is designed for you to set up your default accounts, charging plans and 4PSA demo channel.

- **Ask for this wizard on next login also:** Select this option to be able to configure your system later on.  Do not select this option if you want VoipNow System Configuration Wizard to configure the system now.
- **Create default client accounts:** Create a default service provider, organization, user and extension. The accounts will be created using a random password, which you can change at any point later on.
- **Create charging plans:** Create default **charging plans** to be used by the newly created service provider, organization, user and extension. These charging plans allow unlimited calling and should be modified when the system is put in production.
- **Create demo channel to 4PSA demo server:** Create **a SIP channel** that will point to the 4PSA demo server.

Navigation

In order to submit the information edited in the **System Configuration Wizard** page, simply click the **Next** button. This will redirect you to the VoipNow **System Configuration Wizard** report page similar to the one below.

Start Up Wizard Report

Default organization accounts were created

We added default **Service Provider**, **Organization** and **User** accounts to the system. These were created with random passwords. If you want to change them or adjust the contact settings, you can reach any account by using the links available on the left side of the screen. You can test the newly added extension by setting up your SIP phone with the following details:

System IP	10.150.57.239
Login	0003*001
Password	*****

Charging was configured on the system

Your system is able to bill customers according to their usage.

Demo charging plans were created

Demo charging plans were created for all customers. Be aware that these charging plans allow unlimited calling! You should modify them when you put the system on production.

Demo channel to 4PSA system was created

The Demo channel points to the 4PSA Demo system. If you dial the number **4PSA-DEMO (4772)** from any extension on the system, you can listen to a welcome message.

You can abort the VoipNow **Start Up Wizard** by clicking the **Logout** button. This will take you back to the **VoipNow** login page.

In the **Admin contact information** page, you will be required to fill in a form that will allow you to use VoipNow.

At this point, you should start modifying the default **Unified Communications Zero Priority** settings.

For instance, the **Server sends emails from address** field is required, but it is recommended that you check the other fields as well.

Admin Contact Information

Company name *	<input type="text" value="Some Company"/>
First name *	<input type="text" value="John"/>
Last name *	<input type="text" value="Smith"/>
Old password	*****
Password	<input type="password" value="....."/> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> Password is strong
Confirm password	<input type="password" value="....."/>
Phone *	<input type="text" value="555-555-555"/>
Fax	<input type="text" value="555-555-555"/>
Email *	<input type="text" value="johnsmith@somecompany.com"/>
Address *	<input type="text" value="Some Street"/>
City *	<input type="text" value="Some City"/>
Postal/ZIP code *	<input type="text" value="555444"/>
Country *	<input type="text" value="United States"/>
Region *	<input type="text" value="Alabama"/>
Time zone *	<input type="text" value="Pacific/Honolulu"/>

Video tutorial

Watch the video below to learn how to customize the basic settings grouped under the **Zero Priority** area.

This is where you can change SIP preferences, settings related to fax or charging, as well as monitoring and integration so that they can better suit your use scenarios.

Video Transcript

Hi and welcome to our series of VoipNow server configuration tutorials. In these videos we assume that you have already installed VoipNow, or you have a VoipNow Cloud OnDemand instance.

1. First, log in to the system with your VoipNow credentials; the default username is `admin` and the password is `welcome`.
2. Then enter the server admin details such as company name, contact address, city, country, email and time zone; all fields marked with a star are mandatory.
3. Once you've done that, you can start configuring the system. Go to **Unified Communications** and click on the **Zero Priority** icon.
4. You'll have several tabs, each with its corresponding settings; in the **General** tab, you can set the codecs used by the server, the voicemail preferences, as well as other parameters.
5. One of the important settings here is the one for "Messages shorter than", in the **Voicemail** section; voicemail messages that are shorter than the value you enter in this field will not be saved.
6. Under the SIP tab you can set the length of extensions; this is by default set to 3. You can also set the SIP registration parameters and then the separator between the organization ID and the user number. This is by default set to star.
7. What's important to remember is that these configurations can only be done if there are no extensions on your VoipNow system.
8. If you have a domain or subdomain (like `sip.hostname.com`), then you will need to specify it in the **Advanced SIP settings** area. This is needed for your phones to register to that address.
9. Next, the **Fax** tab. Here you can enable VoipNow's fax function, including the **fax2email** and **email2fax** features. For **email2fax** and **fax2email** to work, you need to set a hostname for the server as well as an e-mail address where the faxes will be received.
10. Continue with the **Charging** tab, where you can activate VoipNow's charging feature. This will allow you to create charging plans and assign them to your user accounts (Service Provider, Organization, User).

11. Charging plans determine how phone calls are charged inside the VoipNow system. You need to set up the currency (the default is USD), currency subdivision and local calls charging policy.
12. Local calls are calls between users on the same Voipnow server, meaning they don't pass to public telephone network through a VoIP gateway. Extended local calls are calls between extensions from different organizations, on the same VoipNow server.
13. Now let's set up role monitoring in the **Monitoring** tab. Here you need to activate the agents that monitor main VoipNow services and send alerts by email when a service is down.
14. Finally, in the **Integration** tab you can activate integration with VoipNow Automation, a module that allows billing, invoicing, and account provisioning functions.
15. When you have completed all of the settings that have been covered in this video, please proceed to the video tutorial in the **Setting the SIP Channels** page.

Related topics

[Edit contact details](#)

[Set up the system](#)