Wesley – Allworx Reach App Instructions

On your mobile device, go to your App Store.

Search for Allworx Reach and install the latest version. As of 3-13-20 it is Allworx Reach 5.

Once installed on your mobile device, open the Reach app.

Click *Allow* for the app to access your speaker and microphone, but you do not need to allow the app access to your personal contacts unless you want to.

Click *OK* in the upper right to accept the E911 notice.

Configure the *My Server* page with the following info:

Address: voice.wesleyseminary.edu

Name: first initial of your first name + last name (ie: dshaver) (*Note: if your phone is assigned to a department name or other generic user, please contact Solutionworx for your username.*)

Password: This will be your PIN for your Wesley voice mailbox. The default PIN is 12345.

Click *Login* in the upper right.

The Reach app should login and you should be able to make and receive calls the same as you would from your desk phone. Remember to use 7 to dial out when placing calls. You can also make extension to extension calls by dialing the 4-digit extension.