KLOUD 7
BUSINESS COMMUNICATIONS

Documentation Guidelines

Documentation relating to services provided by Kloud 7 LLC are informational guidelines that showcase technical details and use case scenarios designed to enhance product usability. Please contact hello@kloud7.com or call 844-855-6837 for all additional inquiries.
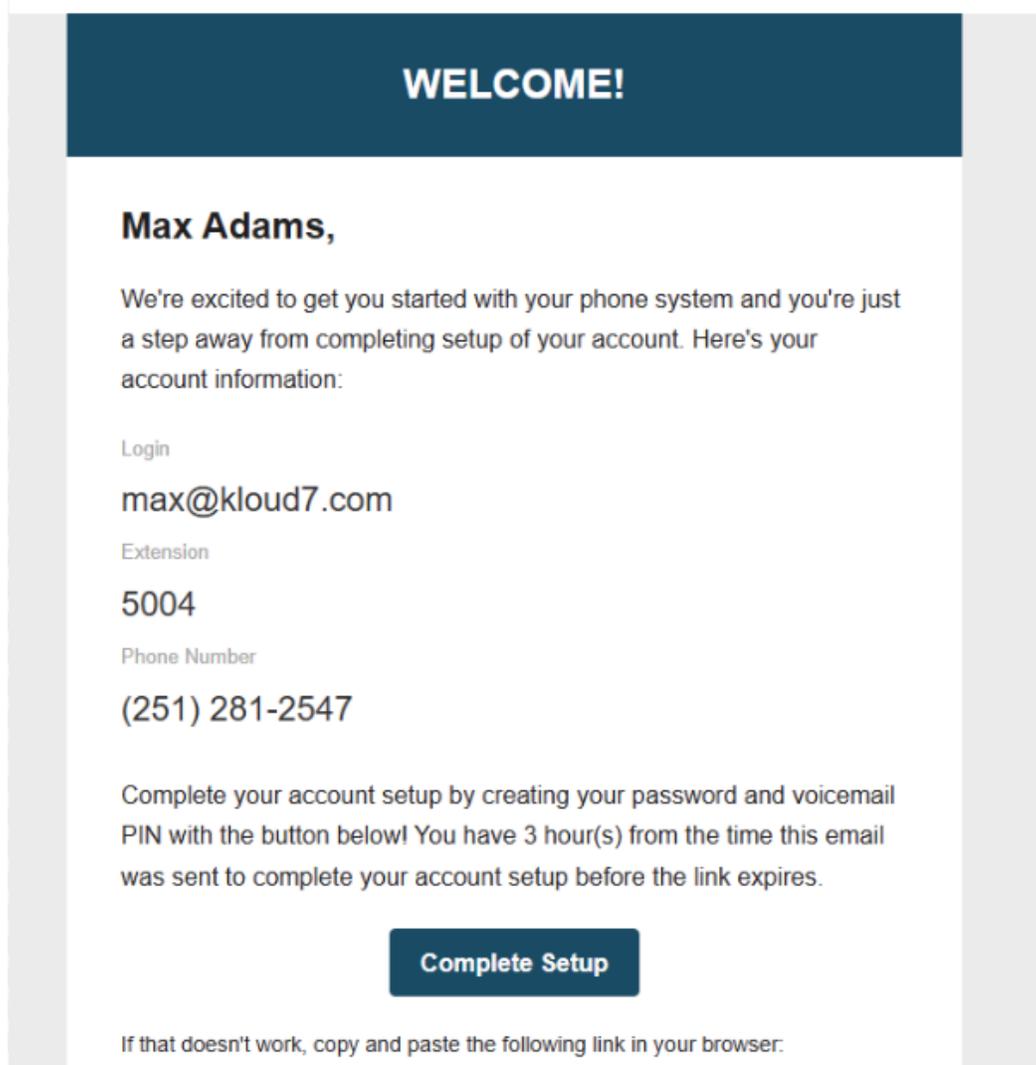
📞 *844-855-6837*
🌐 *www.kloud7.com*

Logging in to the K7 One Portal

This guide outlines the appearance of the welcome email from K7 One and details the steps required to create and login into your account.

Step 1: You will receive a welcome email from Kloud 7. Please click on "Complete Setup"

WELCOME!

Max Adams,

We're excited to get you started with your phone system and you're just a step away from completing setup of your account. Here's your account information:

Login

max@kloud7.com

Extension

5004

Phone Number

(251) 281-2547

Complete your account setup by creating your password and voicemail PIN with the button below! You have 3 hour(s) from the time this email was sent to complete your account setup before the link expires.

Complete Setup

If that doesn't work, copy and paste the following link in your browser:

Step 2: Setup the new credentials.

![KLOUD 7 BUSINESS COMMUNICATIONS logo]

New User Credentials

Please set a new password and voicemail pin to continue.

New Password

[   ]

Minimum length of 8 characters, minimum of 1 capital letter(s), minimum of 1 number(s), minimum of 1 special characters(s), Your extension cannot be part of your password.

Confirm Password

[   ]

Voicemail PIN

[   ]

Minimum length of 4 characters, your extension cannot be part of your password.

Save

Step 3: You are now ready to use the Office Manager Portal.

KLOUD 7 BUSINESS COMMUNICATIONS

KLOUD 7 BUSINESS COMMUNICATIONS

⊞ Apps ▾ | 👤 Oliver Jones (5008) ▾

| Home | Call Center | Users | Conferences | Auto Attendants | Call Queues | Time Frames | Music On Hold | Route Profiles | Inventory | Call History |

Home

CURRENT ACTIVE CALLS

From	Dialed	To	Duration
(228) 447-9188	(844) 855-6837	5055	00:21

CALL GRAPH

Peak Active Calls ▾ by **Hour** ▾ for **All Calls** ▾

Zoom: 1h 1d 1w

● My Organization

USERS AND APPLICATIONS

53	Users ⓘ
85	Registered Devices ⓘ
131	Total Devices ⓘ
4	Auto Attendants ⓘ
5	Call Queues ⓘ
0	Conferences ⓘ
71	Phone Numbers ⓘ

USAGE STATISTICS

0	Current Active Calls ⓘ
87	Calls Today ⓘ
177	Total Minutes Today ⓘ
2	Avg. Talk Time ⓘ
0	SMS Inbound ⓘ
0	SMS Outbound ⓘ

THIS MONTH

| 3400 | Total Minutes ⓘ |