

Do It Yourself (DIY) MOVE: DOLPHIN POWER SELLER

This document is a reminder of how to move your Dolphin Power Seller to another computer. Each Dolphin Customer Number can only be used on one computer at a time. When you move your Dolphin to another computer, the Dolphin on your previously used computer will no longer function.

(You may want to print this.)

IMPORTANT: The following steps are to be done on the computer on which you will be using the Dolphin.

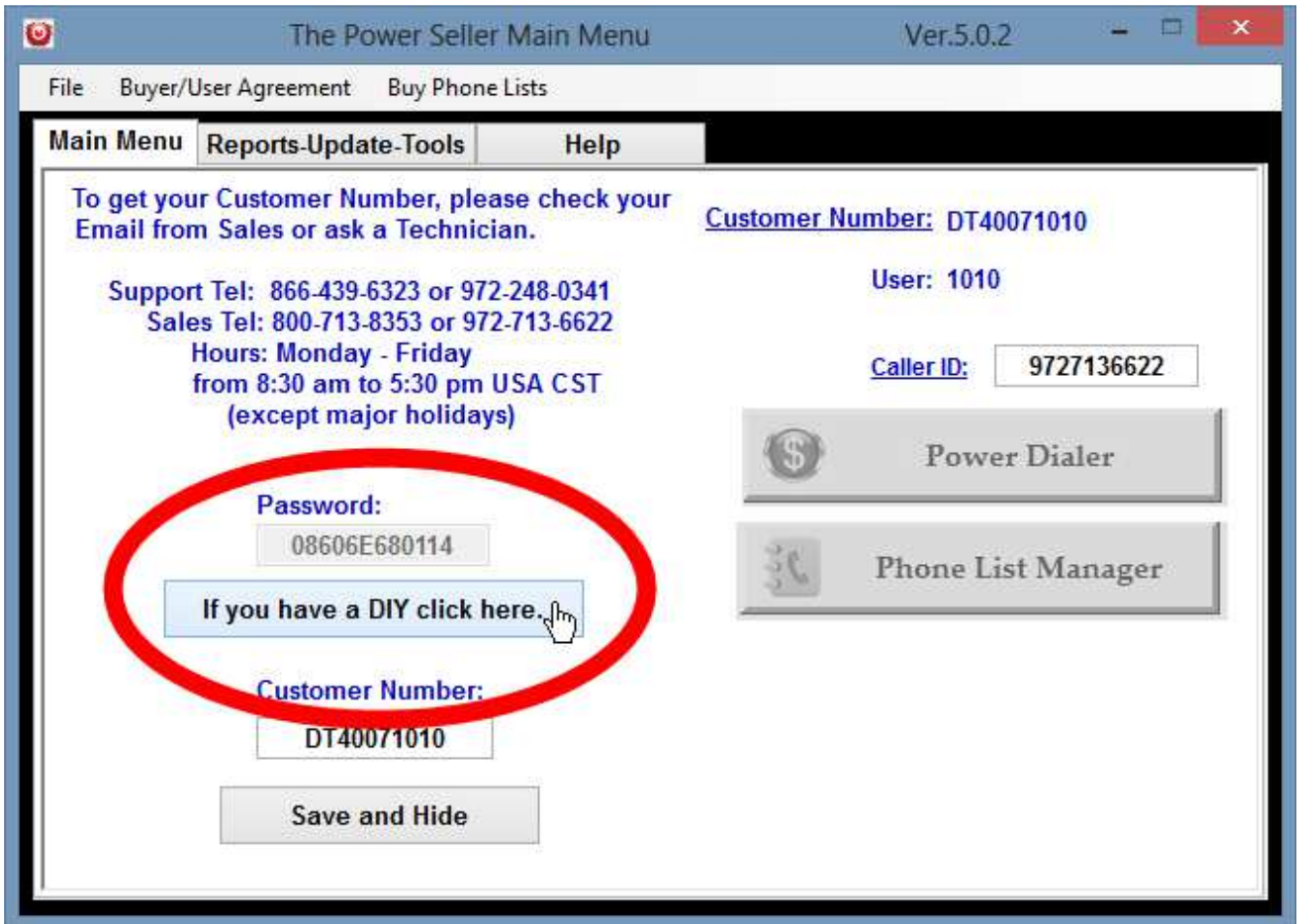
Step 1 – Customer Number

On the **Main Menu** of the Dolphin, click on the words **Customer Number:**.



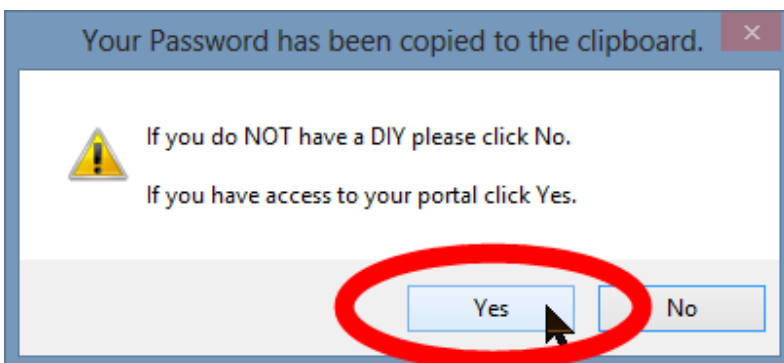
Step 2 – DIY button

Click on the **DIY** button. **NOTE:** If you do NOT see the DIY button, you need to update your Dolphin.



Step 3 – Verify you have access to your Portal

Click **Yes**.



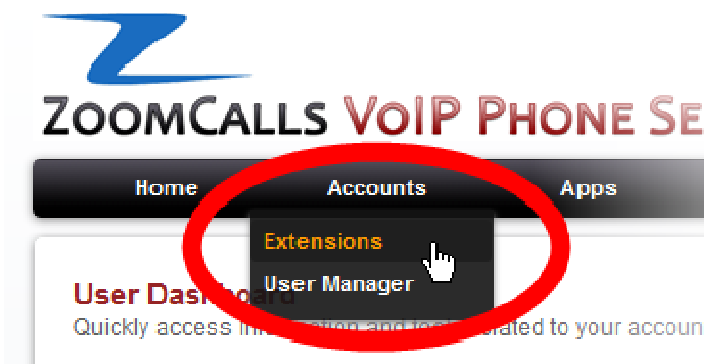
Step 4 – Log In to your ZoomCalls Portal

Enter your **Username** and **Password** and click on the **Login** button.

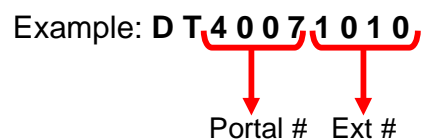


Step 5 – Get to your Extensions page

Highlight **Accounts** on the black bar and click on **Extensions** on the dropdown box.

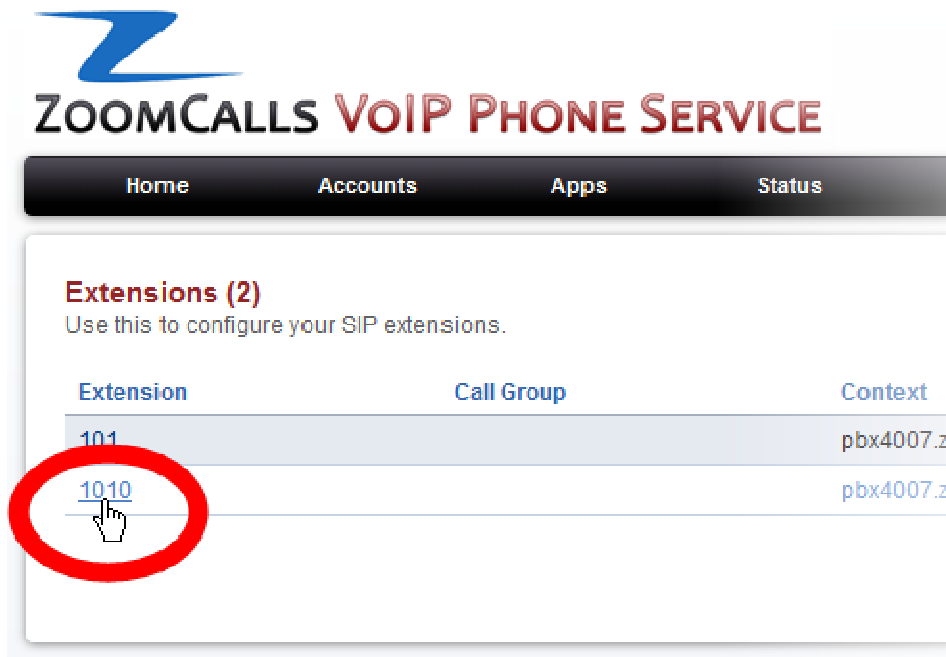


As a reminder, the first four numbers of your Customer Number is your ZoomCalls **Portal** number. The remaining numbers are your Extension Number. (The extension number may be 3, 4, or 5 digits long.)



Step 6 – Select your Extension

Click on your **Extension** number. (The extension that corresponds to your Dolphin Customer Number you are moving.)



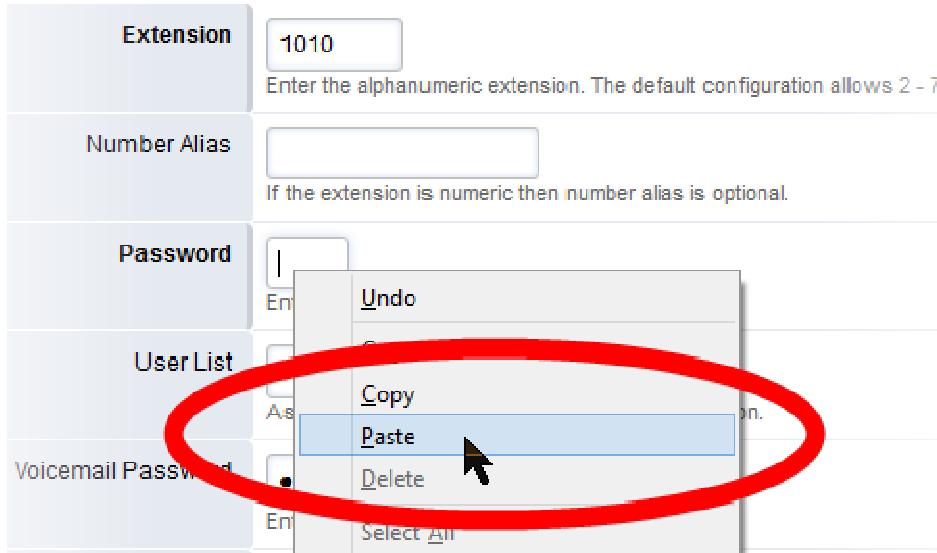
Step 7 – Delete the existing Password

Highlight and **Delete** the existing **Password**.

The screenshot shows the configuration form for an extension. The 'Extension' field is set to '1010'. The 'Number Alias' field is empty. The 'Password' field contains the text '20689DB3E027' and is highlighted with a red circle. Below the form, there is a 'User List' section with a dropdown menu and an 'ADD' button.

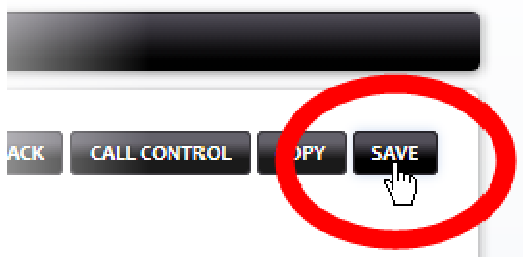
Step 8 – Paste in the new Password

Right-click in the empty **Password** field and click on **Paste** from the drop-down menu.



Step 9 – SAVE

VERY IMPORTANT: Click **SAVE**.



Step 10 – The new Password

After the new Password is pasted into the Password field, you will see black dots. Hover your mouse over the Password field to see the new Password.



Close and reopen the Power Seller Main Menu.

Congratulations! You have just moved your Dolphin.