

## Quick Start Guide Telephone Interpreting Service

Easy step by steps explained how to setup your system to offer telephone interpreting service to your clients.

Free Trial of 30 days.







### Please go to the registration page

: http://www.telephone-interpreting-service.com/agency-registration

# Select your account type, desired url and your details

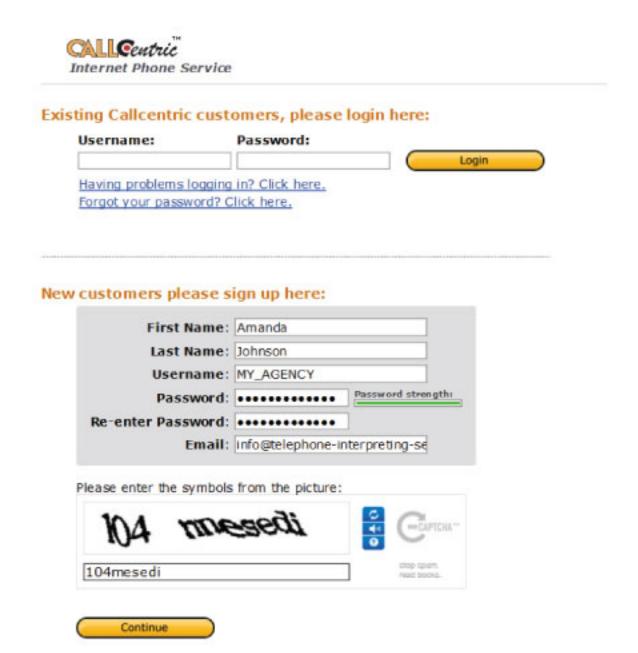
#### Agency registration







In order to make outgoing calls, please register with call centric. We have choosen call centric because of the best international calling routes they have.







A link will be sent to you by email, in order to validate your Callcentric registration. In order to confirm, click the link in the email. Continue the Callcentric registration by entering your details

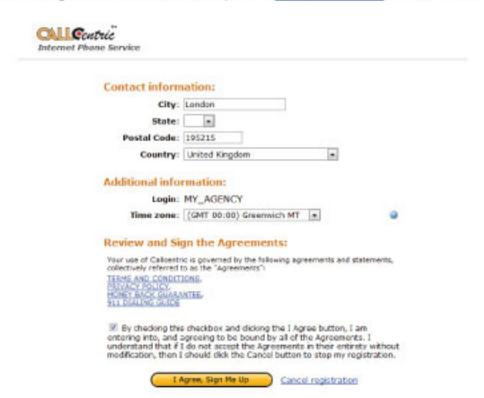


#### **Email Verification**

To verify your email address we have sent a link to: info@telephone-interpreting-service.com

Please see the email that was just sent to you to complete activation of your account.

If you do not receive an email within a few minutes please check any spam/junk email folders you may have. If you are having problems receiving the verification email please contact support for assistance.







After registration a SIP login/caller ID will be sent to you by email, Call centric is offering you different kind of plans. Because you probably will expect high volume calls and you will use your account for business purposes, call centric will only allow you to choose the pay per call plan. Plan 3 and plan 4 are only for residential use and not for business use. So we advise you to choose plan 2. Their rates sheets can be found on their webite.





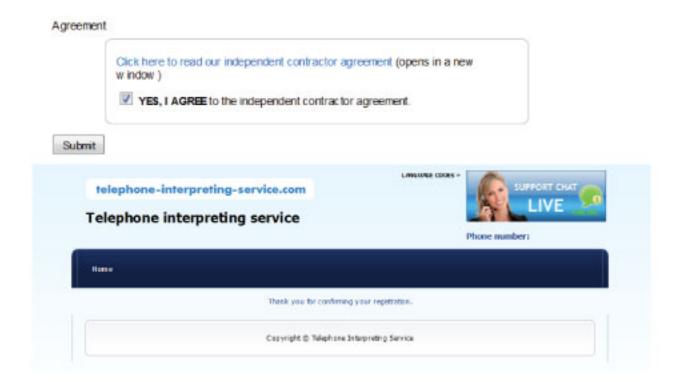


Back to the agency subscribing page on Telephone Interpreting Service, enter your new Callcentric SIP login and SIP Password:



Sign the agreement regarding your service

An email containing login information will be sent to you. Please visit the link from email in order to confirm and to complete the registration process.



## step 5





In this last email, there is also a link for the billing page http://billing.telephone-interpreting-service.com/.
Use your login detail to view and pay the invoice for your telephone number and in case of subscription please pay the subscription fee. This is of course not needed for your 30 day trial account. However you always have to pay for your telephone number even for a free trial account.

After the invoice(s) is/are paid, a TIS administrator will contact you and guide you to the rest of the process to verify your details for your telephone interpreting website such as:

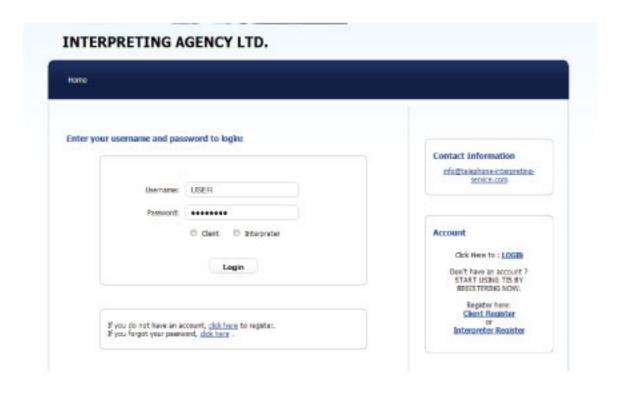
- agency address
- payment details for your clients
- contact person information
- configuration details (the agency has to setup 3 \*.wav files for the call menu) and your logo is needed.







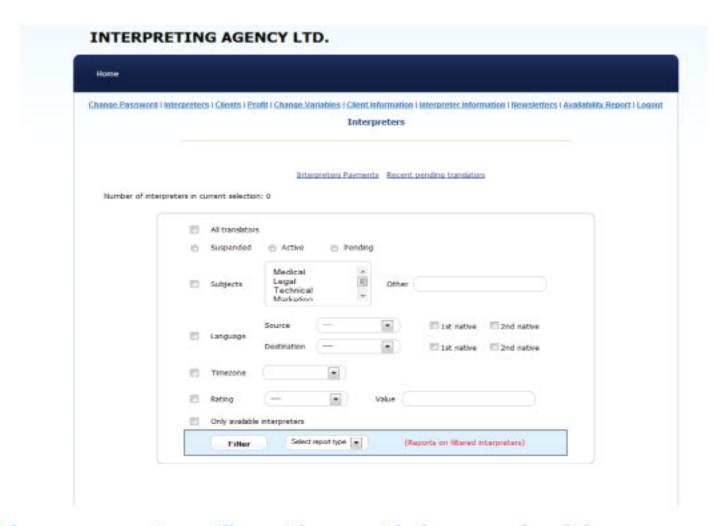
After you provided all the required details, the administrator activates the agency. Another email is sent to you, containing the URL of your new created agency.







Your telephone interpreting agency is created and you can access its administrator menu by entering your user name and password, without choosing any of the Interpreter or Client option.



With your account we will provide you with the manual and the screenshots and video's how to use your account online and start your telephone interpreting service.