



### Step 3: View KOALA Screen:

Congratulations, you are ready to use your new KOALA Quick Call! Whenever you **double click the KOALA icon** on your computer desktop, you will see the KOALA screen below. From here, you can navigate to all the functions.



KoalaCall

You will now see your **Customer Number**, (which begins with the letters **QC**) for use when communicating with our Technical Support.

Click your right mouse button in this area to see the menu of choices, which include **FAQ** (Frequently Asked Questions) for answers to your questions or refer to the last page of this **Quick Start** to see **5 Ways To Get Help**.

You will need a **USB or PC headset** to make recordings for your KOALA Quick Call.




Whenever you wish to change your 10 digit Caller ID that is displayed when you make calls, go to: [www.ZoomCalls.com](http://www.ZoomCalls.com), then scroll to the bottom and click on "ZoomCalls Caller ID Change Request".

**See the next page to "View your ZoomCalls VoIP Account".**

# View Your ZoomCalls VoIP Account

Double click the KoalaCall icon on your PC desktop:



The KOALA Quick Call screen will appear.

Click your right mouse button to see the **Menu**.

Click **ZoomCalls Login**.



When the **AUTHENTICATION** screen appears, enter the following:

**User:**  
**Password:**  
(double check your numbers for accuracy)

Then click the **LOGIN** button.



You will now view your ZoomCalls VoIP account:

You can see your **Call History**.

You can see your **Payment History** and **Balance**.

You can **Purchase More Minutes** by Credit Card or PayPal.

