

How to install and activate the Push to Talk Plus for Dispatch client

Log in to your account through either the My Business Account or the Verizon Enterprise Center website.

- My Business Account is for companies with more than five but fewer than 100 lines of service.
- Verizon Enterprise Center is for companies with more than 100 lines of service.

To find Push to Talk Plus (PTT+), click on **Manage Account** or **Product Tools**.

Location: Choose Location | Notifications | Cart Empty

verizon **Manage Account** Support

Billing

Account Number | Account Number

Recent Invoices | [View all invoices](#)

Account Nu...	Bill Date	Due Date	Current Char...
	11/10/2016	12/05/2016	

Service [Actions](#)

Wireless Number | Wireless Number

Wireless lines | [View all accounts](#) | [View all lines](#)

Wireless N...	User Name	Upgrade Date	Cost Center
908-33-1111	SALLY	Eligible for u...	
908-33-1111	BRAD	Eligible for u...	
908-33-1111	JOSE	Eligible for u...	
908-33-1111	KEITH	Eligible for u...	
908-33-1111	PAUL	Eligible for u...	
908-33-1111	ROLLO	Eligible for u...	

Favorites

- [Billing](#)
- [Current Usage](#)
- [Product Tools](#)
- [Transaction History](#)
- [View Invoices](#)
- [Wireless Reports](#)

Notifications

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Under **Product Tools**,
click **View All**.

The screenshot shows the Verizon Manage Account interface. At the top, there are links for 'Location: Choose Location', 'Notifications', and 'Cart Empty'. Below this is the Verizon logo and 'Manage Account' and 'Support' links. The main navigation area is titled 'Wireless & Mobility' and is divided into three columns: 'Billing', 'Service', and 'Product Tools'. The 'Product Tools' column contains links for 'Device Recycling', 'Machine to Machine Management Center', 'Network Event Notifications', and 'View all'. The 'View all' link is circled in green. Below the navigation is a section for 'Wireless lines' with a search bar and a table of account details. To the right, there is a notification banner for an improved Reports experience and an advertisement for the iPhone 7.

Location: Choose Location Notifications Cart Empty

verizon Manage Account Support

Wireless & Mobility

Billing
View Invoices
Reports

Service
Manage Billing Accounts
Manage Wireless Numbers
Bulk Account Maintenance
Wireless Transaction History
Manage Software

Product Tools
Device Recycling
Machine to Machine Management Center
Network Event Notifications
View all

Wireless Number Wireless Number

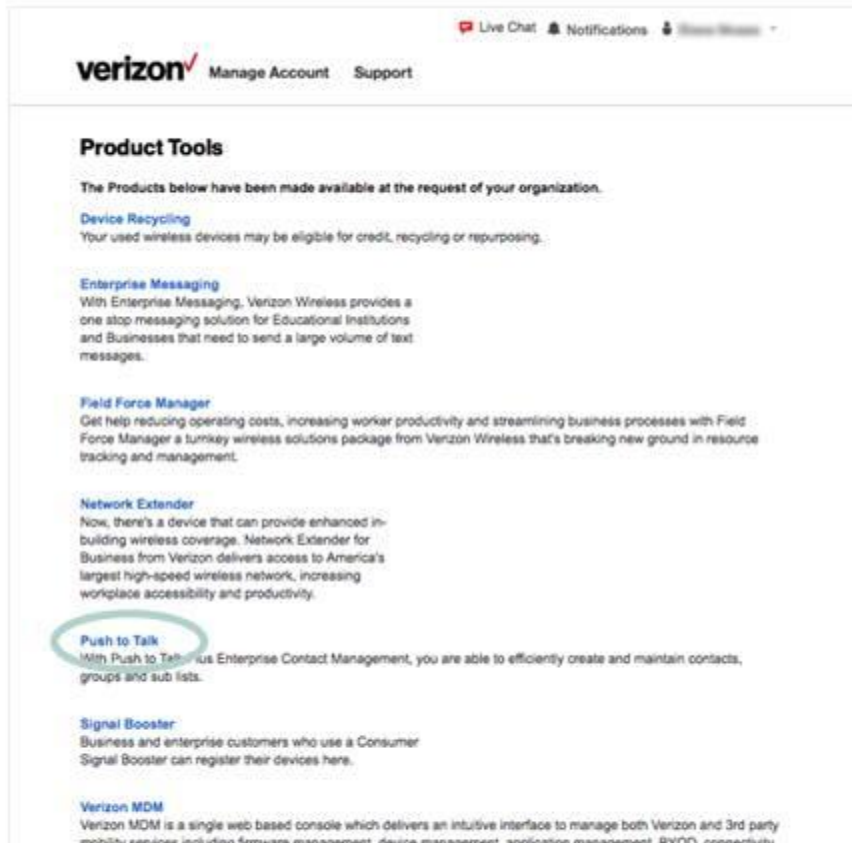
Wireless lines View all accounts View all lines

Wireless N.	User Name	Upgrade Date	Cost Center
908-33-1111	SALLY	Eligible for u...	
908-33-1111	BRAD	Eligible for u...	
908-33-1111	JOSE	Eligible for u...	
908-33-1111	KEITH	Eligible for u...	
908-33-1111	PALU	Eligible for u...	
908-33-1111	ROLLO	Eligible for u...	
908-33-1111		Eligible for u...	
908-33-1111		Eligible for u...	
908-33-1111		Eligible for u...	


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iPhone 7
Buy now

Once all product tools are showing, click on **Push to Talk**.



verizon[✓] Manage Account Support

Live Chat Notifications 

Product Tools

The Products below have been made available at the request of your organization.

Device Recycling
Your used wireless devices may be eligible for credit, recycling or repurposing.

Enterprise Messaging
With Enterprise Messaging, Verizon Wireless provides a one stop messaging solution for Educational Institutions and Businesses that need to send a large volume of text messages.

Field Force Manager
Get help reducing operating costs, increasing worker productivity and streamlining business processes with Field Force Manager a turnkey wireless solutions package from Verizon Wireless that's breaking new ground in resource tracking and management.

Network Extender
Now, there's a device that can provide enhanced in-building wireless coverage. Network Extender for Business from Verizon delivers access to America's largest high-speed wireless network, increasing workplace accessibility and productivity.

Push to Talk
With Push to Talk plus Enterprise Contact Management, you are able to efficiently create and maintain contacts, groups and sub lists.

Signal Booster
Business and enterprise customers who use a Consumer Signal Booster can register their devices here.

Verizon MDM
Verizon MDM is a single web based console which delivers an intuitive interface to manage both Verizon and 3rd party mobility services including firmware management, device management, application management, BYOD, connectivity

To upgrade the new device with PTT+ features, search for the name or number of the person you just added to the account.

Location: Choose Location
Live Chat Cart Empty

Notifications Show/Hide

verizon Manage Account Support

Push to Talk

Contacts Sub Lists Groups Template Transaction History Push To Talk Support

Structures Hide

- PTT
- Unsigned
- Return to All Contacts

All Contacts Refresh List

Select the numbers and choose the action Help with Contacts

Actions

You have one or more lines with Push to Talk service in your contact list. To take advantage of Push to Talk Plus functionality, you must upgrade your equipment. Please select one or more phones below and click upgrade.

Search by Name tim porter Search

Search current folder only

299 Lines in Current Filter
0 Lines Selected

Select All Deselect All

Name	Number	Service	Contact type	Account
588-364-0000	588-364-0000	PTT+ for Dispatch	Internal	00001
588-364-0000	588-364-0000	PTT+ for Dispatch	Internal	00001
588-501-0000	588-501-0000	PTT+ for Tablet	Internal	00001
588-501-0000	588-501-0000	PTT+ for Tablet	Internal	00001
588-501-0000	588-501-0000	PTT+ for Tablet	Internal	00001
588-501-0000	588-501-0000	PTT+ for Tablet	Internal	00001
588-501-0000	588-501-0000	PTT+ for Tablet	Internal	00001
588-501-0000	588-501-0000	PTT+ for Tablet	Internal	00001
588-501-0000	588-501-0000	PTT+ for Tablet	Internal	00001
588-501-0000	588-501-0000	PTT+ for Tablet	Internal	00001

Click on the correct name or number in your search results.

Location: Choose Location
Live Chat Can Empty

verizon Manage Account Support Search

Push to Talk

Contacts Sub-Line Groups Templates Transaction History Push To Talk Support

Structures [View](#)

PTT Unassigned
[Return to All Contacts](#)

All Contacts

Define the numbers and choose the action [Help with Contacts](#)

Actions

! You have one or more lines with Push to Talk service in your contact list. To take advantage of Push to Talk Plus functionality, you must upgrade your equipment. Please select one or more profiles below and view options.

Search by: Name

Search by last name only

Select All | 1 Line in Current Filter 0 Lines Selected

Name	Number	Service	Contact type	Account
TKL PORTER TABLET	800-800-0000	Push to Talk Plus	Internal	XXXXXXXXXXXX0001

Page 1 of 1

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To start the download and activation process, click **Get Activation Code.**

Location: Choose Location | Notifications | Live Chat | Cart Empty

verizon Manage Account Support

Push to Talk

Contacts | Sub Lists | Groups | Templates | Transaction History | Push To Talk Support

Internal Contact Profile Refresh List | Back to All Contacts

In order to activate your PTT+ license you will need to click the Get Activation Code button. Processes may be running in the background that could update this contact's assignments. Please use the "Refresh List" link at any time to display the most current assignments for this contact.

Name: TIM PORTER TABLET | Update | Re-Synch

Number: 906- | Account Number: 00001

Service: PTT+ for Tablet

Get Activation Code

Below is a list of Enterprise Contacts, Sub Lists and Groups that are assigned to DISPATCH CENTER's Push to Talk phone.

Contacts | Help with Internal Contacts

Add Contacts

Select All | Deselect All | 0 Lines in Current Filter | 0 Lines Selected

Name	Number
This contact does not have any Enterprise Contacts. To Add Contacts, please choose the "Add Contacts" link above.	

Show 15 rows | Page 1 of 1 | Jump to

Sub Lists | Add Sub List(s)

Select All | Deselect All

Name
Tim Porter Tablet

Groups | Add Group(s)

Select All | Deselect All

Group Name
<input type="checkbox"/> Maintenance
<input type="checkbox"/> Shipping
<input type="checkbox"/> Warehouse

Remove Selected | Apply Template | Copy

In the pop-up screen, enter your email address and click **Continue**.

The screenshot shows a Verizon web interface with a pop-up window titled "Activation Code". The pop-up contains the following text:

Your request to get activation code was submitted successfully. To check the status of your request, go to Transaction History. Your transaction reference number is 11862945.

In order to activate your PTT+ license you will need the activation code below.

Activation Code is valid for 7 days, any device associated with a previous code has been deactivated.

00976

Email Activation Code:

Enter valid email address (e.g., example@gmail.com)

Continue

The background interface shows the "Internal Contact Profile" for "Tim Porter Tablet" with a "Name" field containing "Tim Porter Tablet" and a "Number" field containing "973-999-9999". Below this, there are sections for "Contacts" and "Sub Lists". The "Contacts" section has a table with columns "Name" and "Number". The "Sub Lists" section has a table with columns "Name" and "Number", showing "Tim Porter Tablet".

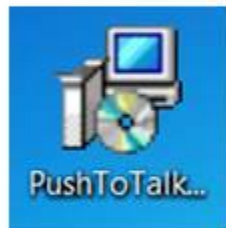
In the next pop-up screen, click **OK**.

The screenshot displays the Verizon 'Management Support' interface. A central pop-up window titled 'Activation Code' contains the following text: 'Your email request was submitted successfully. To check the status of your request, go to Transaction History. Your transaction reference number is 116001616.' A red 'OK' button is highlighted with a green circle. The background interface shows a contact profile for 'Tim Porter Tassler' with fields for Name, Number, and Account Number. Below this are sections for 'Contacts' and 'Sub Lists'. At the bottom, there are buttons for 'Remove Selected', 'Apply Template', and 'Copy', along with a 'Send Feedback' link.

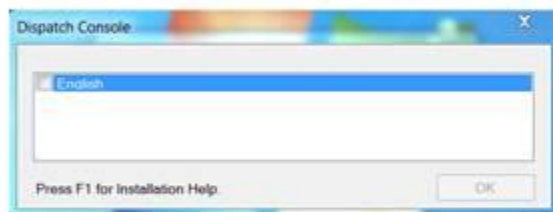
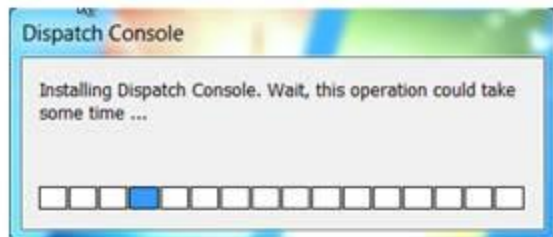
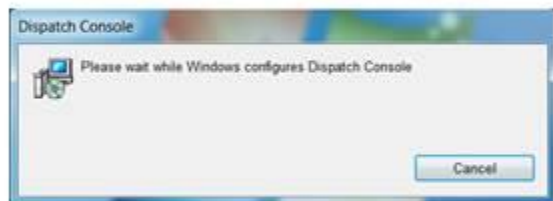
When the “transaction is complete” screen appears, open your email to get your activation code. Then click the **Push to Talk Plus for Dispatch** link to download Dispatch. Save it to your desktop.

The screenshot shows an email notification from Verizon Wireless. At the top, a blue header contains the text "Verizon Wireless" and a blue bullet point: "Activation Code now available for Push To Talk Plus. 10:13 AM". Below this, a link says "Details enclosed. View online Your recent transaction is comple...". The main body of the email has a white background with a red horizontal line at the top. It features the Verizon logo and navigation links for "Shop", "Support", and "My Verizon". The primary message is "Your recent transaction is complete." followed by instructions: "Your activation codes are now available and good for 7 days. Please enter the activation code on your device to complete the activation." A section titled "Your recent transaction" lists details: Product name: PTT+Dispatch Activation; Name: DISPATCH CENTER; Number: 56-00000000; Account ending in: 0001; Activation Code: 8500076. Below this, a link for "Push to Talk Plus for Dispatch" is circled in green, with the text "Download and install Push to Talk Plus for Dispatch on your desktop or tablet for managing group members." At the bottom, there are buttons for "Download on the App Store" and "GET IT ON Google play". A note states: "Note: Use of Push To Talk Plus is subject to Push To Talk Plus Terms of Service." and a closing line says "Thanks for choosing Verizon Wireless."

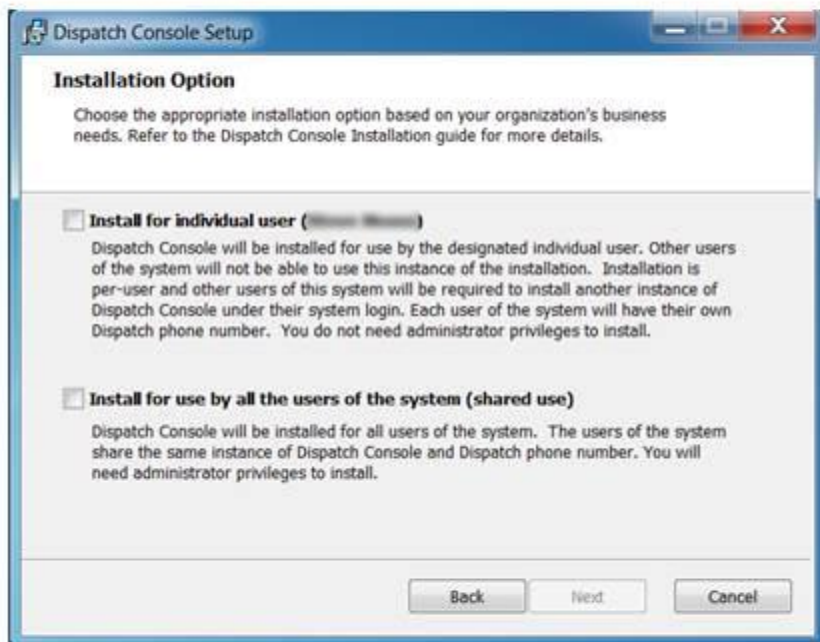
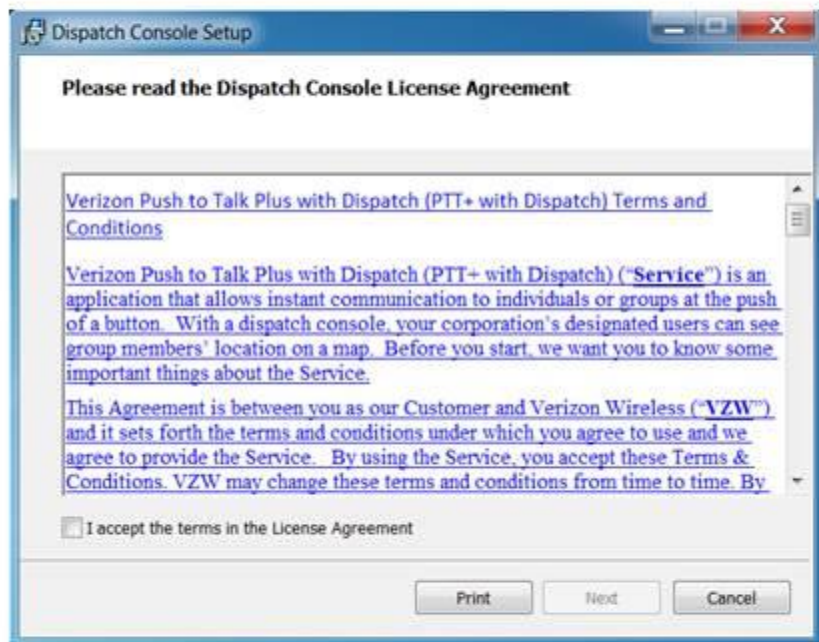
On the pop-up screen, click **Run** to launch the installer.



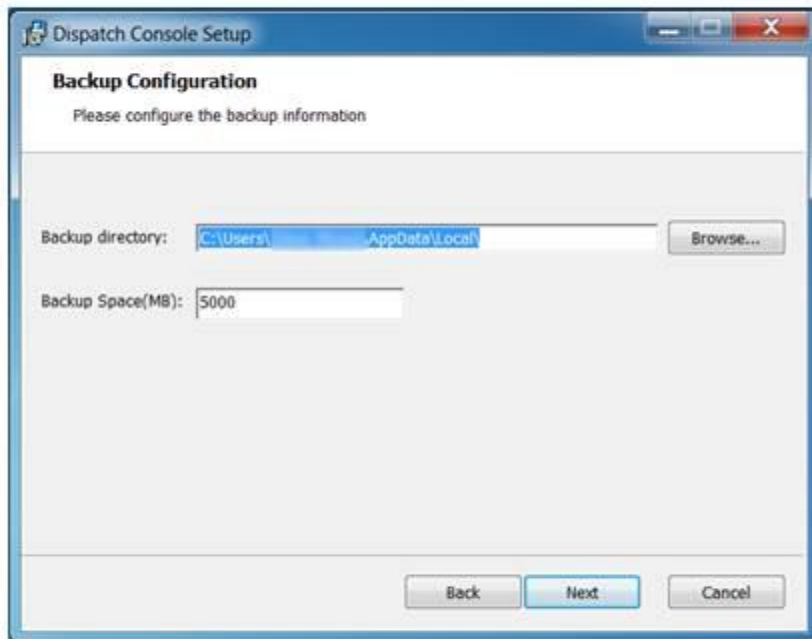
Expect the following pop-ups. Click **Next** in the setup wizard.



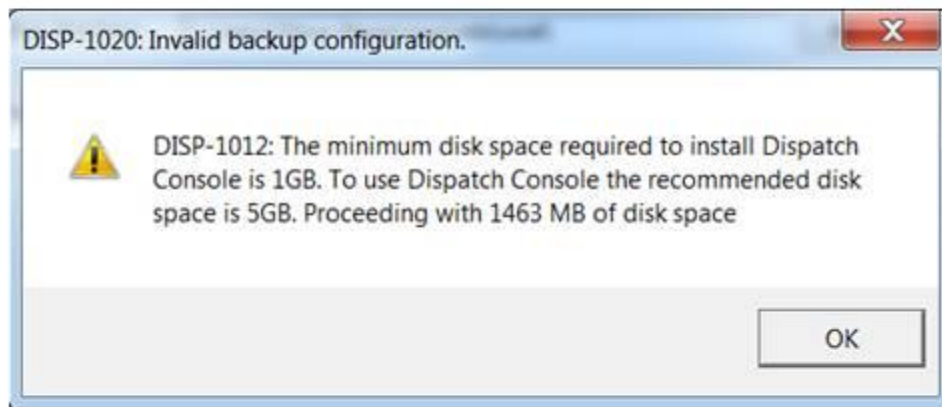
Accept the license agreement. Then choose the installation option that works best for your organization.



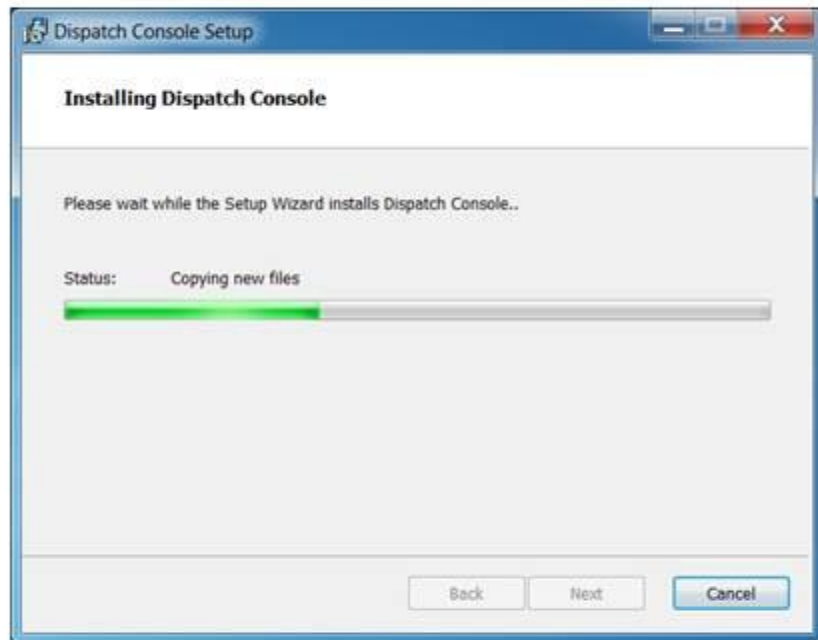
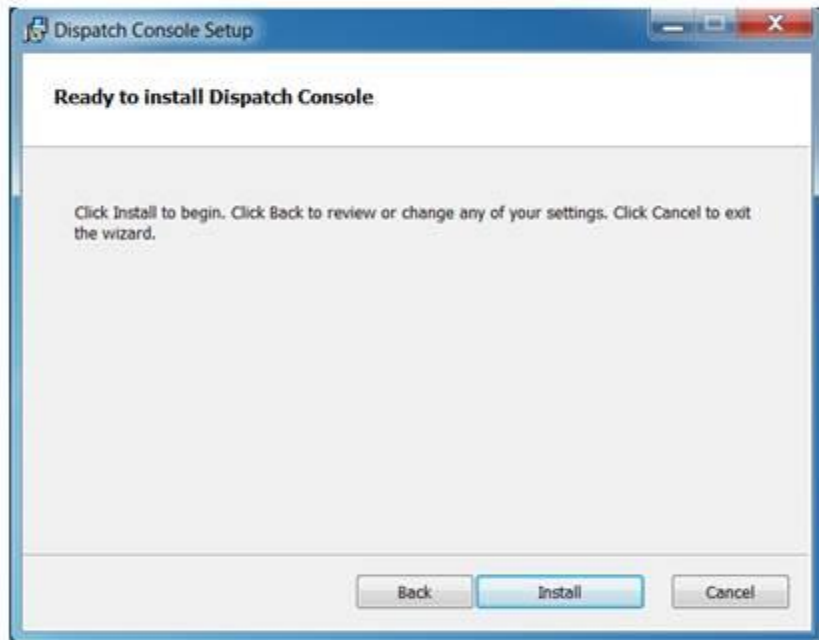
Follow the pop-up instructions to continue setup.



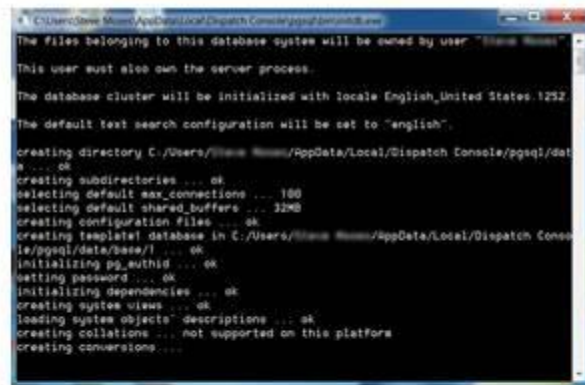
The following pop-up will show up only if you have less than 1GB in installation disk space or less than 5GB in target disk space.



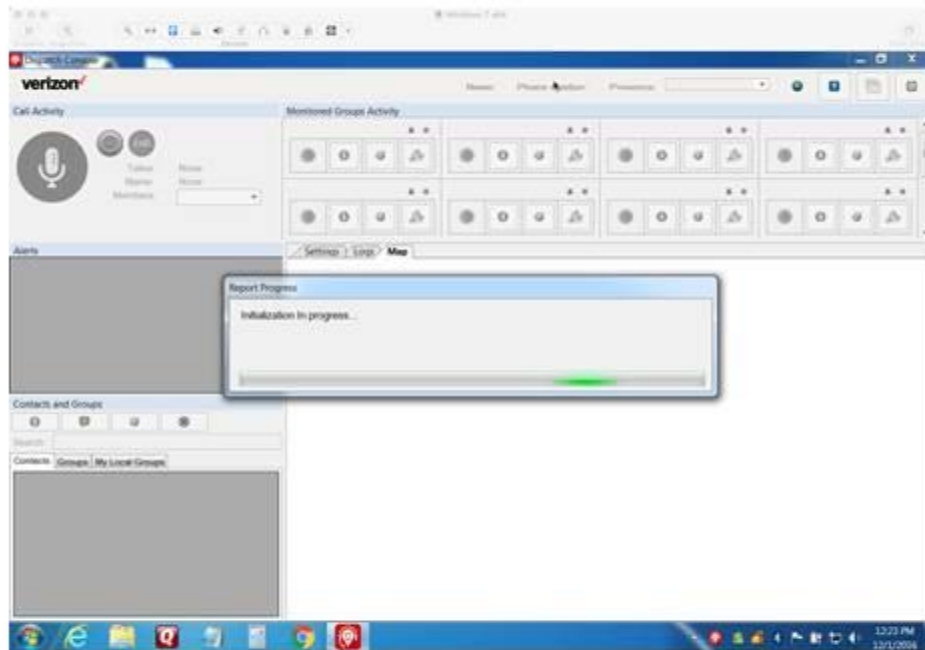
Follow the pop-up instructions to continue setup.



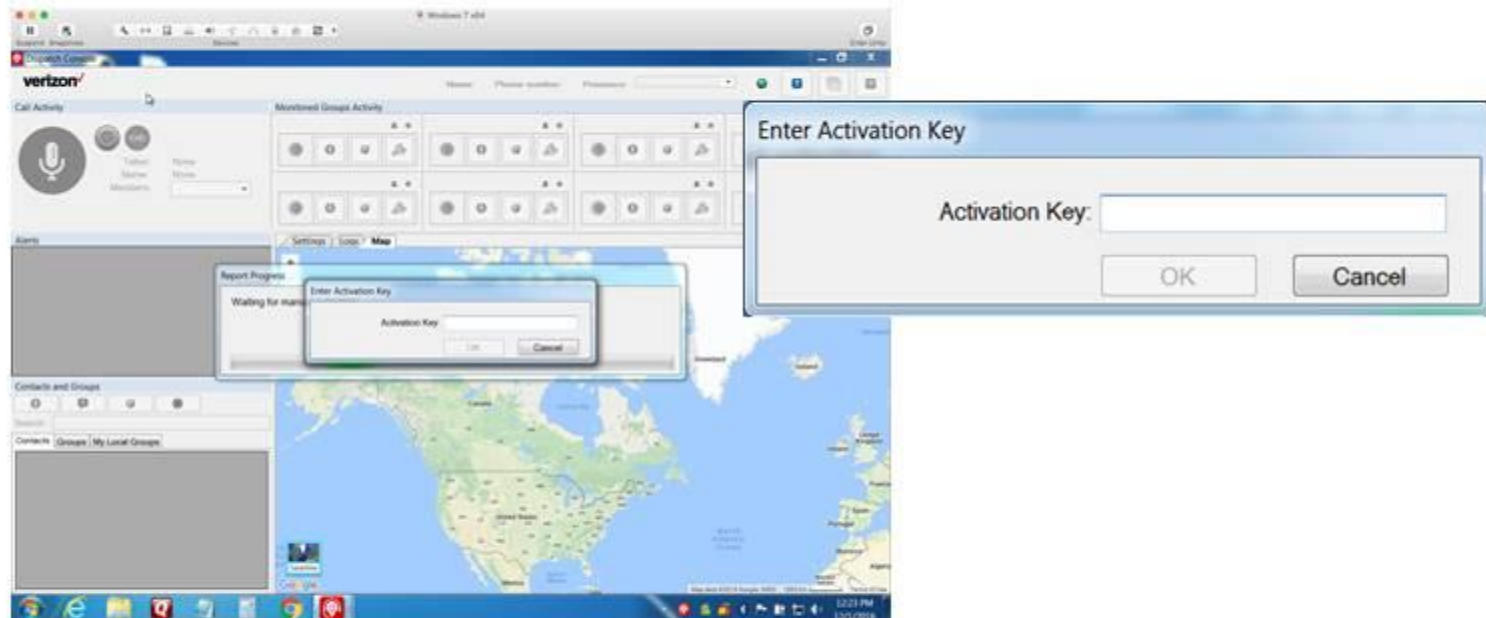
Click **Finish** in the wizard pop-up.



Wait for Dispatch Console to be installed.



Enter the activation key that you received by email.



Manage your groups and contacts

Use the Enterprise Contact Manager (ECM) tool through your My Business portal to manage groups and contacts for your Dispatch client. For videos explaining how to manage contacts and groups, go to **pushtotalkplus.com** and select **ECM and PTT+**.

Thank you.