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# Zoho Integration Guide

#### About this guide

This guide introduces how to integrate Yeastar Cloud PBX with Zoho Applications and gives brief instructions of how to use the Zoho integrations features.

#### **Audience**

This guide is for administrators who need to integrate Yeastar Cloud PBX with Zoho One, Zoho CRM, Zoho Mail, and Zoho Recruit.

#### Requirements

• Zoho editions: Starter, Standard, Professional, and Enterprise.

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## **Zoho Integration Introduction**

Zoho Integration App is designed to facilitate quick integration between your Yeastar Cloud PBX and multiple Zoho applications.

### Supported Zoho applications and features

The Zoho Integration App is applicable to the following Zoho applications:

- **Zoho One**: An all-in-one suite of Zoho applications designed to meet user's every business need.
- **Zoho CRM**: Online CRM customer relationship management system and sales management software.
- Zoho Mail: Enterprise cloud mailbox designed for corporate users especially.
- **Zoho Recruit**: Online intelligent recruitment management software for corporate human resources.

The Zoho Integration App enables the following features and benefits in the above Zoho applications:

- One-for-all Integration: Integrate multiple Zoho applications at one time in one simple integration process.
- Click-to-call: Click on any phone number to make an outbound call right straight from Zoho.
- Call Pop-ups: Automatically display the caller information as a screen pop-up upon an inbound call.

• **Call Journals**: All call details will be automatically logged in Zoho to help you keep track of every conversation.

	Zoho One	Zoho CRM	Zoho Mail	Zoho Recruit
One for all Integration	#	#	#	#
Click to Call	#	#	#	#
Call Pop-ups	#	#	#	#
Call Journals	#	#	-	-

#### **Terminologies**

- Zoho super administrator: The master that can access all the data and manage all the users in Zoho applications, such as CEO, senior executive, senior administrator, etc.
- Zoho User: The corporate staff who can only access specific data based on assigned permissions (roles), such as sales manager, FAE, etc.
- **PBX Extension**: The extension number to each staff. The staffs can register the extension on a phone and use the extension to make calls.
- **Zoho Account**: The companies or departments within a company with which you have business dealings. Single or multiple contacts can be associated to an account.
- **Zoho Contact**: The people in an organization with whom your company has business communications in pursuit of business opportunities.

## **Install Zoho Integration App**

- 1. Log in PBX web interface, go to **App Center**.
- 2. Find the Zoho Integration, click install.



Refresh the page after the installation is complete, click the main menu, the Zoho Integration icon appears.



## Zoho Integration

## Integrate Yeastar Cloud PBX and Zoho Applications

This topic introduces how to integrate Yeastar Cloud PBX and Zoho applications.

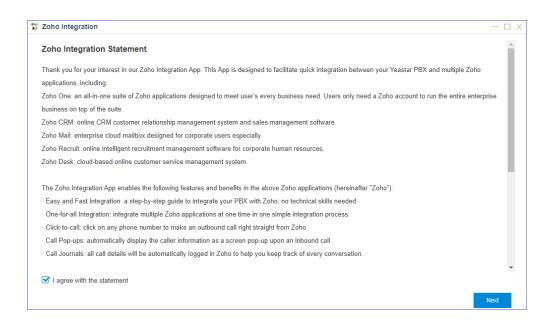
Log in the PBX web interface, open **Zoho Integration**, follow the steps below to complete integration.

#### Note:

- Only an super administrator can enable the integration.
- Once integration enabled by the super administrator, the integration is activated for all users.

### **Prerequisite steps**

- 1. Agree with integration statement.
- 2. Read the integration statement, and select the check-box of I agree with the statement.
- 3. Click Next.



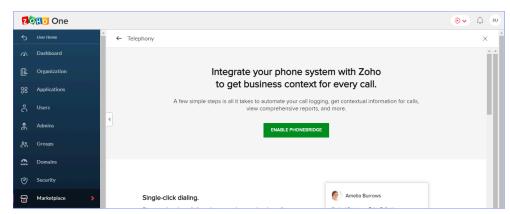
#### Step 1. Enable Phonebridge on Zoho

The procedures are different on Zoho One and Zoho applications:

- Enable Phonebridge on Zoho One
- Enable Phonebridge on Zoho CRM, Zoho Mail or Zoho Recruit

#### **Enable Phonebridge on Zoho One**

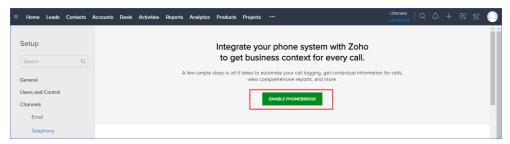
- 1. Log in the Zoho One with super administrator account.
- 2. Go to Marketplace > Telephone.
- 3. Click Learn More button.
- 4. Click **ENABLE PHONEBRIDGE**.



5. Back to PBX web interface, click **Next** in the **Zoho Integration** page, get Zoho user consent.

Enable Phonebridge on Zoho CRM, Zoho Mail or Zoho Recruit

- 1. Log in your Zoho application with super administrator account.
- 2. Go to Setup > Channels > Telephone.
- 3. Click **ENABLE PHONEBRIDGE** button.

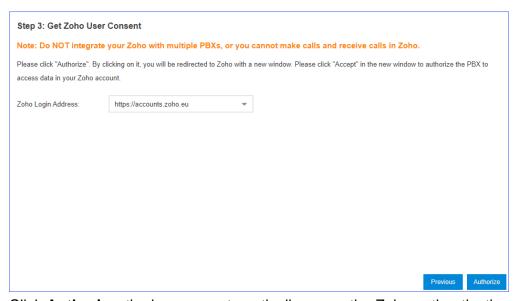


4. Back to PBX web interface, click **Next** in the **Zoho Integration** page, get **Zoho user consent**.

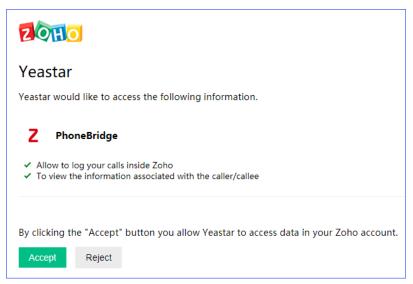
#### Step 2. Get Zoho User consent

Note: Do NOT integrate your Zoho with multiple PBXs, or you cannot make calls and receive calls in Zoho.

1. In the **Zoho Login Address** drop-down list, select your Zoho application address.

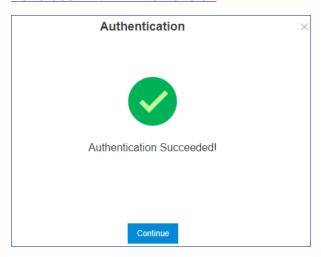


2. Click Authorize, the browser automatically opens the Zoho authentication page.



- 3. In the Zoho authentication page, click **Accept**, and allow the PBX to access data in Zoho account.
- 4. Back to PBX **Zoho Integration** page.

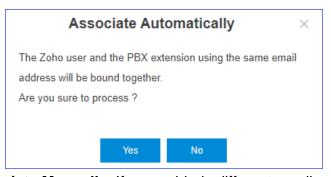
If authorization success, the following page will appear, click **Continue**, and <u>associate</u> Zoho user with PBX extension.



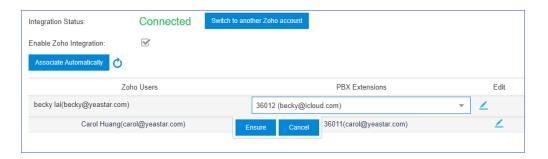
### Step 3. Associate Zoho users with PBX extensions

To allow Zoho users make calls on Zoho applications, you need to associate their Zoho accounts and extensions.

- 1. In the **Zoho Integration** page, click  $\circlearrowleft$  to refresh the user list.
- 2. Associate Zoho users with PBX extensions:
  - **Associate Automatically**: Zoho users and the extensions with the same email address will be associated directly.
    - a. Click Associate Automatically.
    - b. Click Yes.



- Associate Manually: If a user binds different email addresses to his/her Zoho account and PBX extension, you need to manually associate the user's Zoho User account and PBX extension.
  - a. Beside the Zoho user, click  $\angle$ , select an extension.
  - b. Click **Ensure**.



## Use Zoho Integration

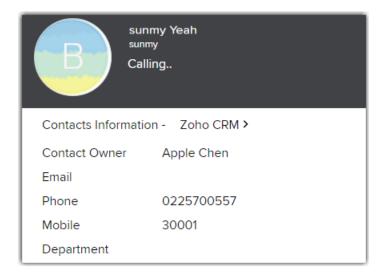
After integrating Yeastar Cloud PBX and Zoho applications, the Zoho users can manage calls in Zoho applications.

**Important:** Make sure that Zoho users' extensions are registered on IP phones or softphones, otherwise, they cannot handle calls on Zoho applications.

## Incoming call pop-ups

When the Zoho user receives an incoming call from Zoho contact via PBX, the user's phone rings, and a Contact Card pop-up in Zoho application.

The Zoho user can quick glance at the essential details and answer call on the phone.



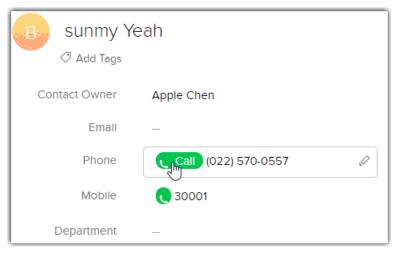
#### Click-to-Call

A Zoho user can initial a call to Zoho contact in Zoho application.

1. In the contact's detail page, click the green **Call** icon beside the phone number.



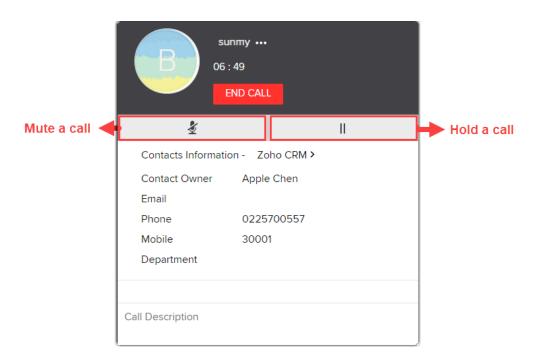
The Zoho user's phone will ring first.



2. The Zoho user answers the call, then the PBX starts to call the contact.

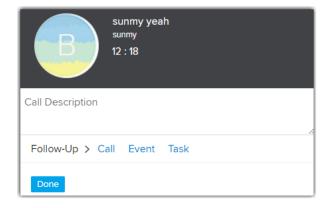
#### Call control

During a call, the Zoho user can end the call, hold the call, or mute the call.



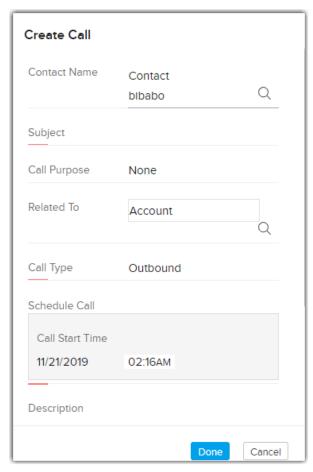
#### Follow-up activity

After the end of call, Zoho user can do any of the following activities from the Call End window in Zoho application, for subsequent follow-up visits.



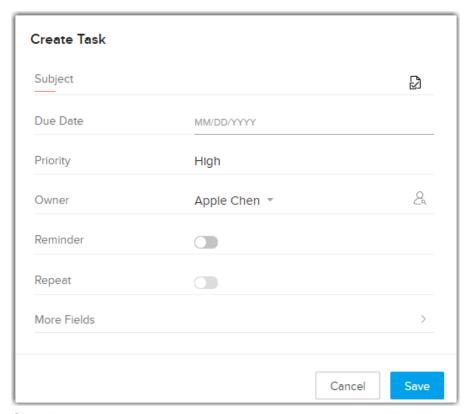
• Click Call to add a follow-up call.

Set up reminders for the calls so that you do not miss the opportunity to call the customer.



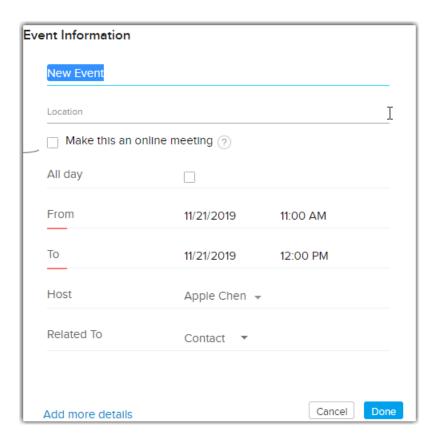
• Click Task to create a task.

Task refers to a specific piece of work required to be done within a given time frame. In Zoho CRM, you can create recurring tasks and set reminders to your tasks.



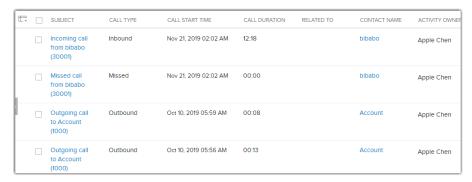
• Click **Event** to create a event.

Event refers to an activity that happens at a given place and time. In Zoho CRM, you can create recurring events, set reminders, and add invitees to the event.



#### View the call log

All outgoing calls, incoming calls, and missed call records on the PBX will be logged on the Zoho application. You can view the call log in **Activities** page.

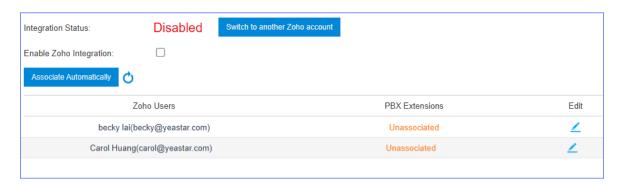


# Disable Zoho Integration

You can disable Zoho integration at any time.



- After disabling the Zoho Integration, all the Zoho users can not handle calls in Zoho applications via PBX.
- Call logged before the integration was disabled remain intact.
- 1. Log in PBX web interface, go to **Zoho Integration**.
- 2. Unselect the check box of **Enable Zoho Integration**. The **Integration Status** displays **Disabled**.



## Zoho Integration - FAQ

- The integration status shows "Error"
- There is no click-to-call phone icon beside the phone number in the Lead/Contact Details page
- There is no call pop-up in Zoho CRM when a call comes
- PBX doesn't display all the Zoho accounts on the Zoho CRM Integration page
- Failed to integrate the PBX and Zoho application

### The integration status shows "Error"

- 1. Click **Refresh**, the status will be changed to **Connected**.
- 2. If the integration is still disconnected, do the followings:
  - Check if PBX can access to the Internet or not.
  - Check if the Yeastar Integration is enabled or not on the Zoho applications.
- 3. If the integration status is still abnormal, contact Yeastar support.

# There is no click-to-call phone icon beside the phone number in the Lead/Contact Details page

Check if the Zoho account is associated with the PBX extension.

If fail to associate, you can associate them manually.

#### There is no call pop-up in Zoho CRM when a call comes

- Check if the Zoho account is associated with the PBX extension.
- Check if the **Caller ID** of PBX extension is consistent with the **Extension**. If not, there is no call pop-up when a call comes.
- Check the Zoho Integration status on the PBX. If the status shows "Error", click **Refresh** to refresh the status.

# PBX doesn't display all the Zoho accounts on the Zoho CRM Integration page

Check if the Zoho accounts are activated on Zoho CRM.

#### Failed to integrate the PBX and Zoho application

Zoho uses appcenter.yeastar.com to interact with Yeastar Cloud PBX. If the PBX is behind the firewall, add appcenter.yeastar.com to the firewall allowlist.