



acme

DOCUMENTATION · GETTING STARTED

Create your workspace

Pick a size, choose a name and a password — and about two minutes later your business has its own phone system, ready to sign in to.

Updated 12 October 2026

filantis.com/docs/create-your-workspace/

© 2026 Filantis™. All rights reserved.

At a glance

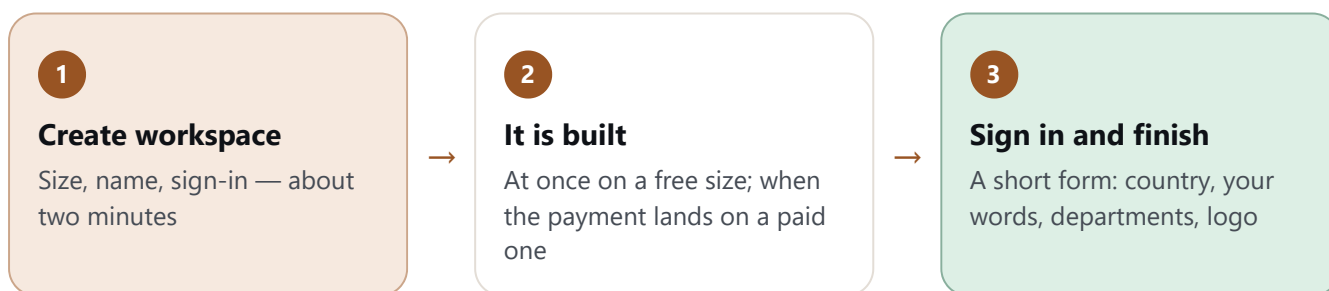
- A workspace is your business's own Filantis — its phone system, people and records, at its own web address.
- The Mini size is free, with no card and no payment details asked.
- Your email address is your login. There is no separate username to remember.
- The workspace is built the moment you order — you sign in straight away.
- Two answers cannot be changed later: the workspace name and the extension length.

On this page:

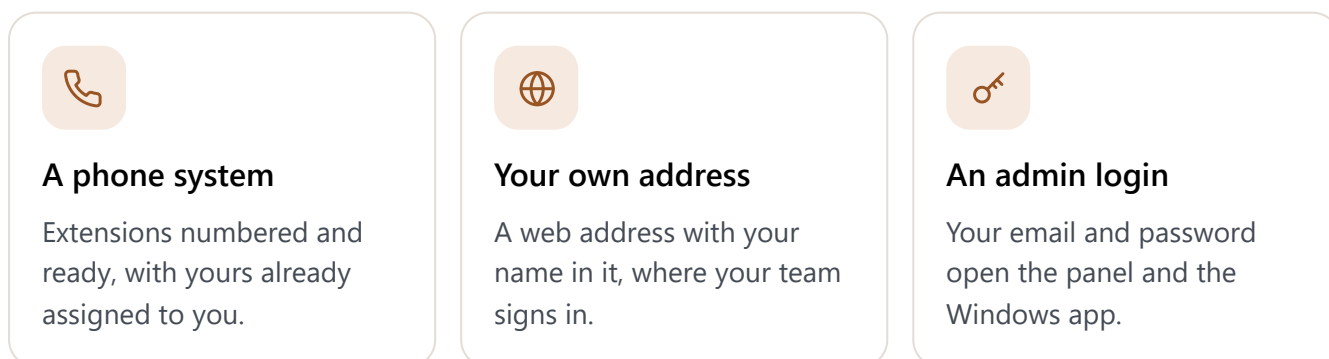
1. [What you get](#)
2. [Pick a phone system size](#)
3. [Say what you run](#)
4. [Choose your web address](#)
5. [Your sign-in](#)
6. [Extension length](#)
7. [Order and pay](#)
8. [Sign in and finish setting up](#)
9. [Questions](#)

1 What you get

One form on [the sign-up page](#) creates everything. There is nothing to install and no phone box to buy.



Three steps, shown at the top of the sign-up page. This guide follows them in order.



2 Pick a phone system size

The first question is **Select PBX system plan**. A size is priced by how many calls you make at once — never per person — and each tile shows its price in your currency.

SIZE	EXTENSIONS	CALLS AT ONCE	DEPARTMENTS	EXTENSION LENGTH
Mini — free	10	4	1	3-digit
Small	No limit	8	No limit	3-digit
Medium	No limit	16	No limit	3-digit or 4-digit
Large	No limit	24	No limit	3-digit or 4-digit

Every paid size — Small, Medium and Large — adds the Android and Windows apps, call menus, gateways and paging; the free Mini does not have them. **Medium and Large** add call recording and video meetings. Use the **Monthly / Yearly** switch above **Your order** to see both prices; yearly shows what it saves.

Not sure? Start on Mini. It stays free for as long as you keep it, and you can move up a size from inside the workspace without renumbering anything. See [Plans, upgrades and your bill](#).

3 Say what you run

Under **What do you run?** are four business packs. Each card shows its price and what it saves against buying the modules one by one. Click one to choose it; click it again to go back to the phone system alone.

PACK	FOR	MODULES IN IT
Office BOH	Any office, shop or clinic	Office, Accounting
Hotel PMS	Rooms, no restaurant	Office, Hotel management, Accounting
Restaurant RMS	Food, no rooms	Office, Restaurant & bar, Accounting
Hotel + Restaurant	Rooms and food	Office, Hotel management, Restaurant & bar, Accounting

- **A pack sits on any size**, the free Mini included.
- **Every pack carries the add-ons** — printers and fax, card machines, payment gateways, SMS and service connectors.

- **One pack at a time.** Choosing another replaces the first.
- **The pack sets your type of business**, so the right section appears in your sidebar — see [Choose your type of business and country](#).
- **Every paid size includes those add-ons too**, with or without a pack, at no extra charge.

The **Your order** panel lists each line as you choose, with **Due today** underneath.

4 Choose your web address

Type a **Workspace name** — usually a short form of your business name. It becomes the front of your address, and the page tells you at once whether it is free.

Your web address

Workspace name

acme

.filantis.com ▼

https://acme.filantis.com · Available

- **4 to 10 characters** — letters a–z and digits 1–9, with at least one letter.
- No spaces, capitals, hyphens or zeros; the box tidies them away as you type.
- **The ending is a list.** Keep plain *.filantis.com* (Worldwide), or choose a region — *.in* India, *.eu* Europe, *.us* United States, *.au* Australia — and the address becomes, for example, *acme.in.filantis.com*.

Choose once. The workspace name cannot be changed later — your address, your sign-in page and every phone's settings are built on it.

5 Your sign-in

- 1 Under **About you**, give your **Full name** and a **Phone** number we can reach you on.
- 2 Under **Your sign-in**, type your **Email address**. This is your login — in the browser, on the Windows app and anywhere else. Your invoice and workspace notices are sent to it too.
- 3 Choose a **Password** of at least 10 characters and type it again.

Use an address you read. If you ever forget the password, the reset link is sent there.

6 Extension length

On **Medium** and **Large** the form asks one more thing under **Your extensions**: 3-digit or 4-digit numbering. On Mini and Small extensions are 3-digit, so the question is not shown.

101

3-digit

101, 102, 103 — quick to dial, room for a few hundred phones.

EVERY SIZE

1001

4-digit

1001, 1002, 1003 — room to group by floor or team.

MEDIUM AND LARGE

The one setting that cannot be changed later. Every extension, mailbox and call menu is numbered from it. [Extensions and numbering](#) explains how to choose.

7 Order and pay

The button at the foot of the form changes with what you chose:

YOU CHOSE	THE BUTTON READS	WHAT HAPPENS
Mini, no pack	Create my free workspace	Nothing to pay. The workspace is built now.
A paid size or a pack	Continue to payment	Pick one of the payment methods listed for your country. Your name is held while you pay; with an online method the workspace is built when the payment lands.
A method we confirm by hand	Continue to payment	Where the page says so, you pay by transfer and we confirm it ourselves, build the workspace shortly afterwards and email you.

Nothing is charged until you approve it, and card details go straight to the payment provider — they never touch our servers. If we invited you to a free trial, the same button starts it with no payment details at all.

8 Sign in and finish setting up

The last page says **Your phone system is ready** and shows your workspace and the email to sign in with. Click **Sign in**.

On the way in, one short form — **Finish setting up** — asks what checkout did not. It also tells you the extension that is already yours.

- 1 **Your business** — the **Business name** printed on your invoices and receipts, your **Country of business** and your **Timezone**.
- 2 **You** — your name and phone.
- 3 **Your words** — what you call the people you serve (customers, guests, clients...) and the people who work for you (staff, team, employees...).
- 4 **Departments** — type a name such as Sales or Kitchen and click **Add**.
- 5 **Your logo** — optional; PNG, JPEG, GIF or WebP up to 3 MB.
- 6 Click **Save and start**. You land on your dashboard.

Nothing on this form is final. Leave a box empty and fill it in later — all of it can be changed afterwards, on **Appearance** and **Departments**.

9 Questions

– Is the free size a trial that runs out?

No. Mini is free for as long as you keep that selection — no card, no invoice and no end date. You add a pack or move up a size only when you need more.

– Can I change the workspace name later?

No. Pick a short form of the business name that will still fit in five years. Your business name on invoices is separate, and that can be changed whenever you like.

– The name I want says “Not available”.

Another workspace has it, or it is a reserved word. Try adding your town or trade — the page checks each name as you type.

– Do my staff need to sign up too?

No. You create one workspace and add your people inside it — see [Add your staff and departments](#).

- I already have a workspace. Where do I sign in?

At your own address — your workspace name followed by the ending you chose, such as .filantis.com — with your email and password.

Your phone system, built while you wait

No hardware to order and no engineer to book. Filantis builds a complete phone system for your business in the time it takes to choose a password — and it grows into your staff register, accounts and front desk when you are ready.

Free to start

Mini costs nothing and never expires.

Priced by calls

Never per user — add people freely.

Nothing to install

Runs in the browser from day one.

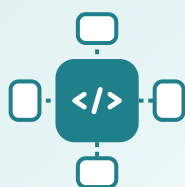
Create my free workspace

See sizes and prices

What to do next

Tell Filantis where and what your business is in [Choose your type of business and country](#), then bring in your team with [Add your staff and departments](#).

FILANTIS DEVELOPERS



Need it to work your way?

Certified Filantis developers build custom reports, integrations with your other software, and plugins made for your business. Tell us what you need and get a quote.

<> Request custom work

Meet Filantis Developers



Phone system, team and accounts — in one place.

Filantis runs the calls, the staff register, the invoices and the front desk of your business, on any phone and any device.

Start free

A free plan, not a trial.
filantis.com

Every guide

Step by step, for every screen.
filantis.com/docs

Custom work

Reports, integrations and plugins by certified developers.
filantis.com/developers

Talk to us

Questions, quotes and support.
hello@filantis.com