

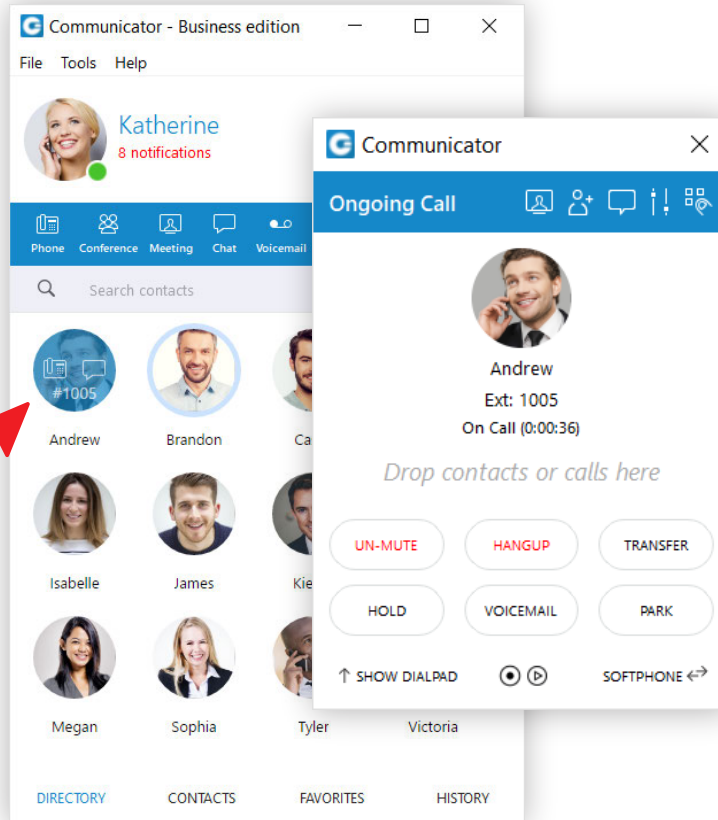


Get Started With Communicator!

Business and Office Editions

 **Nemerad**

Make a Call From Contact

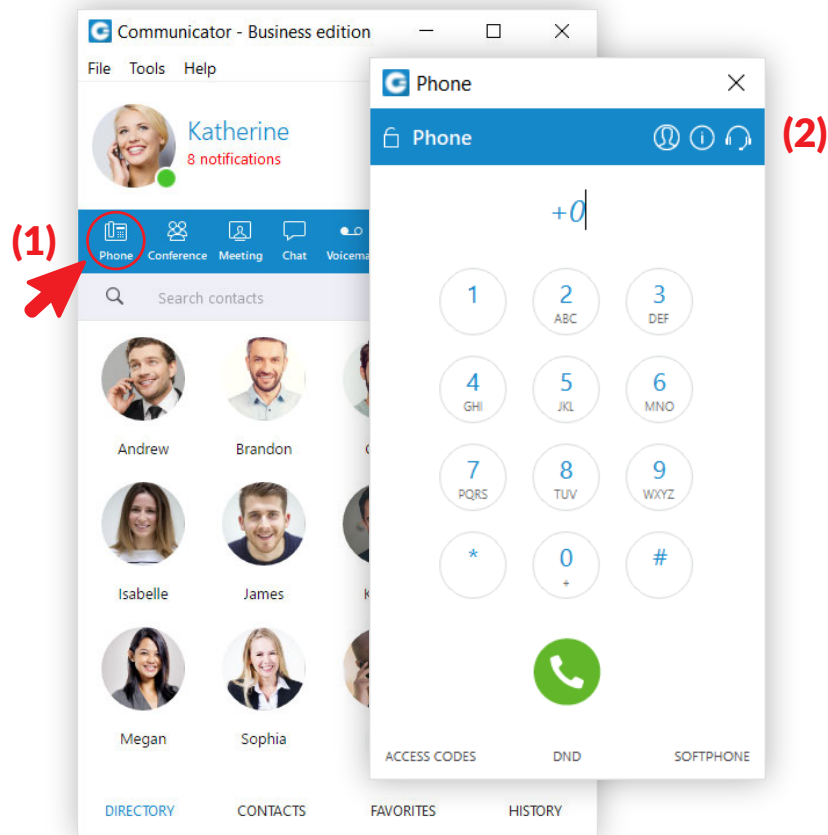


This will appear when you click on the phone icon



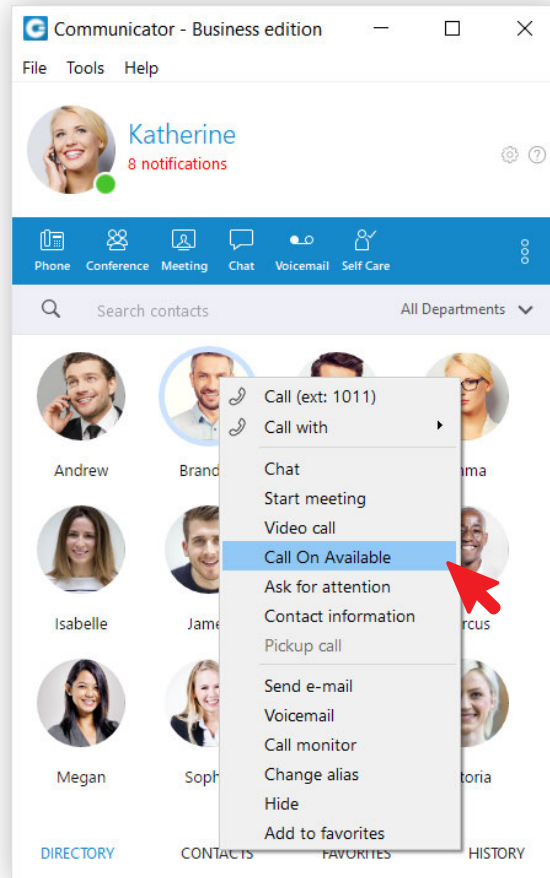
Hover over the contact and click on the phone icon. Communicator will dial that person automatically.

Make a Call From Keyboard



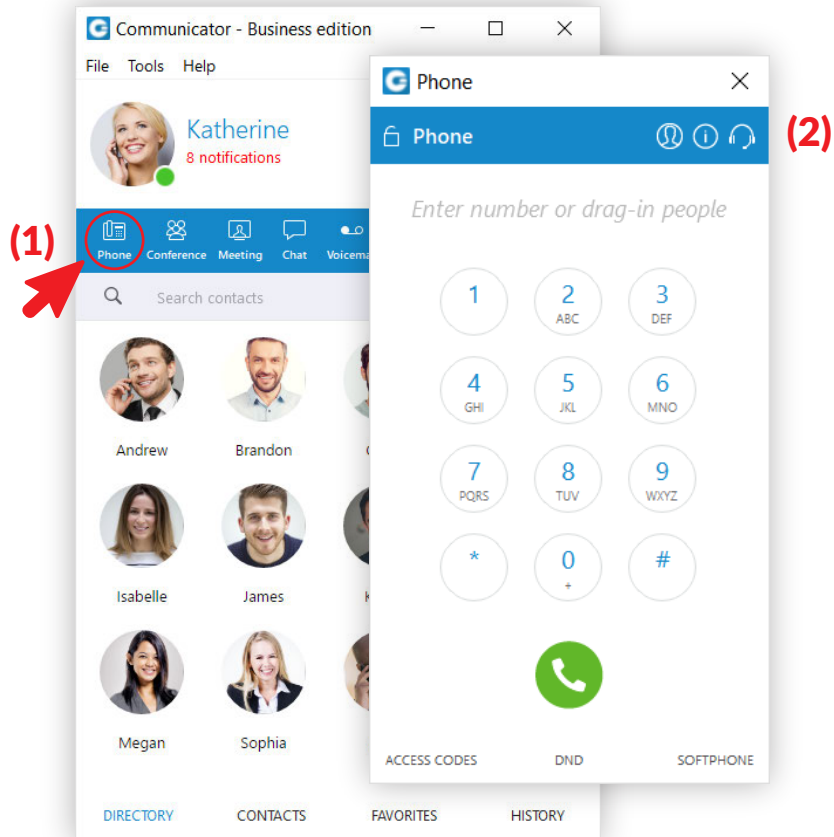
- (1) Click the Phone icon in the menu
- (2) Dial the number in pop-up window

Automatic Callback



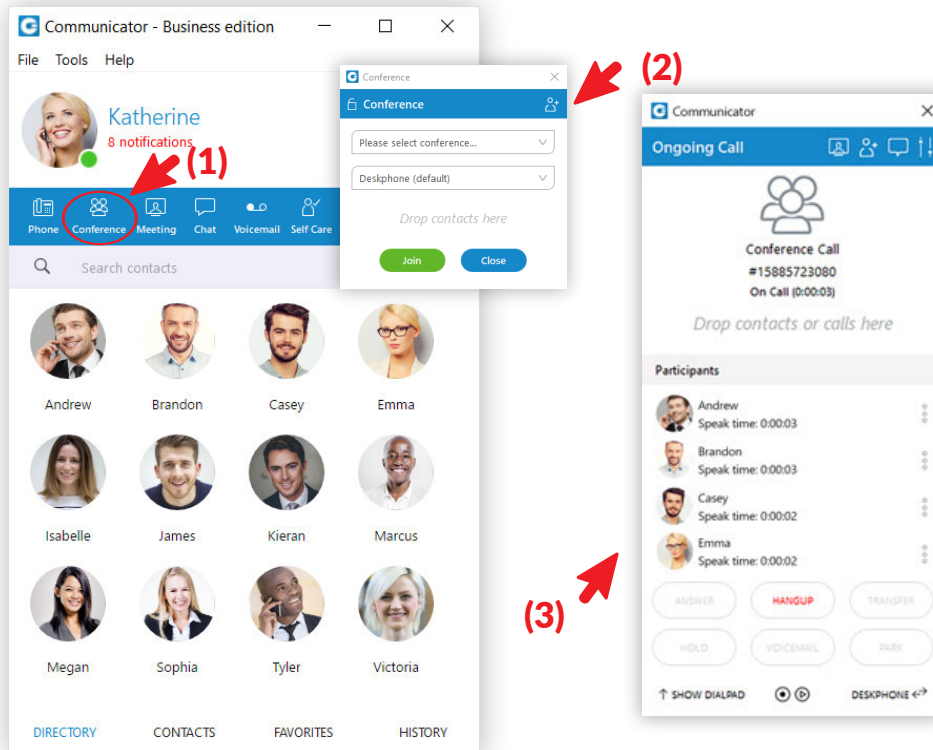
Right click on a contact and choose “Call On Available”.
Your phone will dial you when the person is available.

Start a Call



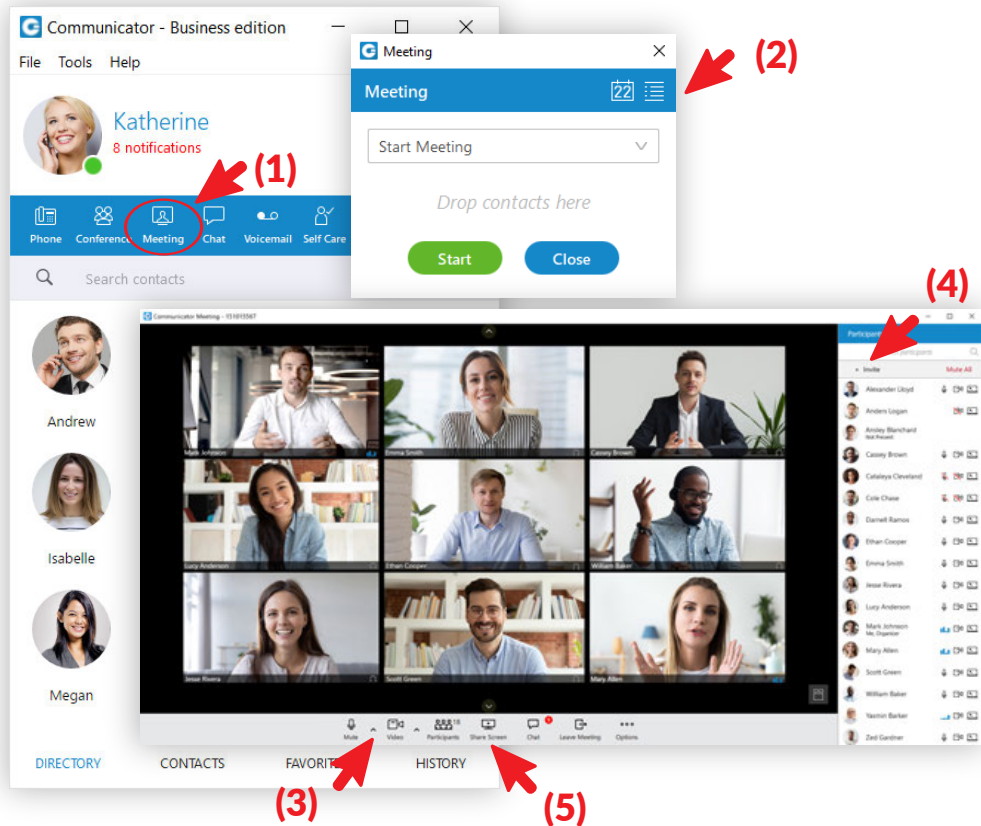
- (1) Click the Phone icon in the menu
- (2) Dial the number in pop-up window or drag and drop contacts onto Phone screen

Start a Conference



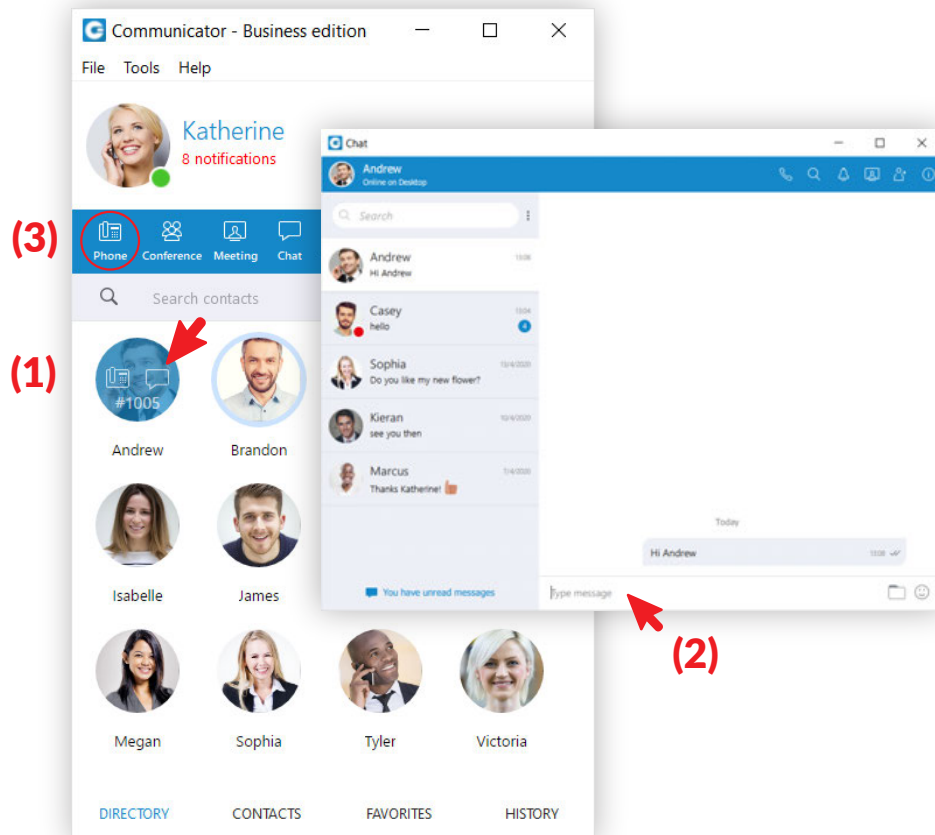
- (1) Click on the “Conference” icon in menu
- (2) Select the Conference you wish to join or create, and drag and drop participants from the Contacts list
- (3) The Conference window will show a list of participants on call

Start a Meeting



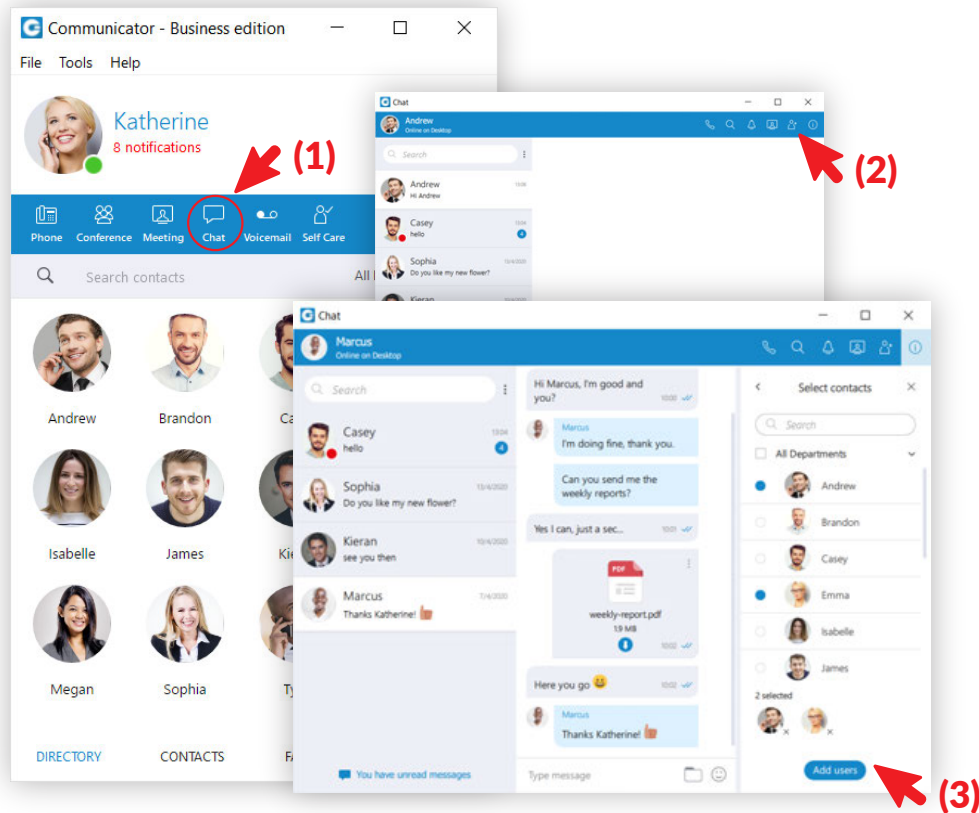
- (1) Click on the “Meeting” icon in menu
- (2) To start the Meeting you can just click Start, otherwise drag and drop participants from the Contacts list and then start the meeting
- (3) By clicking the “^” button you can adjust audio settings
- (4) By clicking “+ Invite” you can add additional participants
- (5) By clicking the “Share Screen” icon you can share a preview of your screen to all participants

Start a Chat



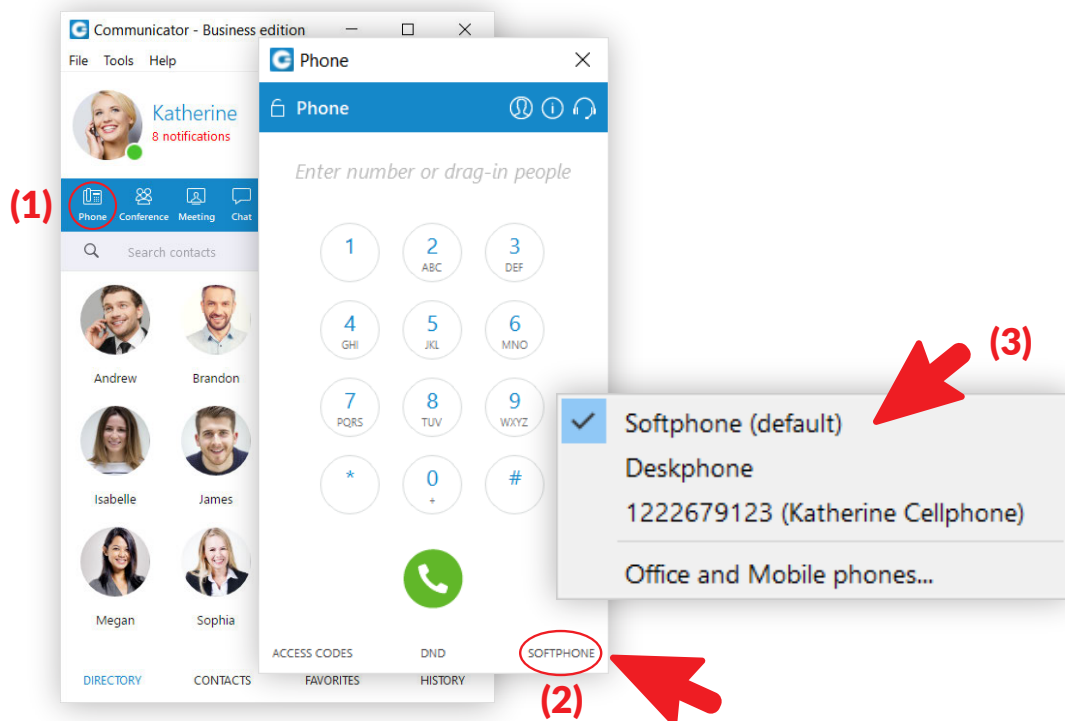
- (1) Click on a contact and click on the Chat icon.
- (2) A pop-up screen will appear. Then start typing.
- (3) Click on Phone icon to convert to a call.

Start a Group Chat/Chat To Call



- (1) Click on the "Chat" icon in menu
- (2) Click on the "Add users into chat" button
- (3) Select Users you want to add to the group chat and click the "Add users" button

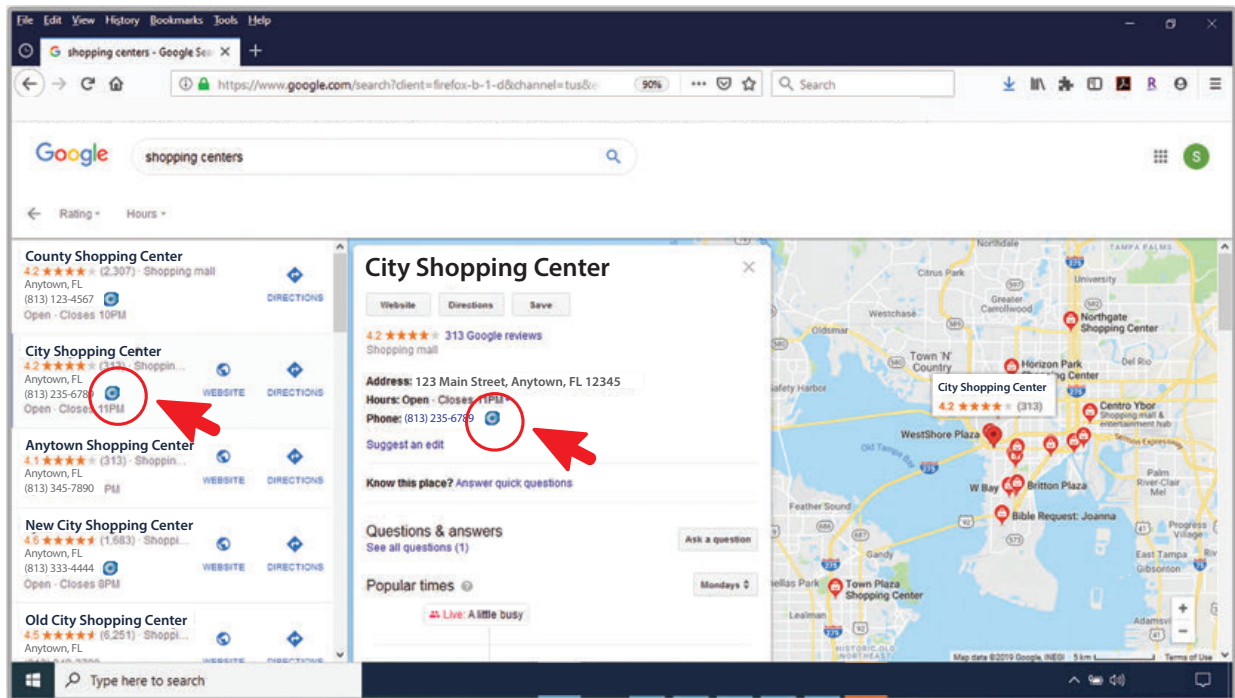
Transfer Call from Soft phone to Desk Phone



- (1) Click on Phone in the menu
- (2) At the bottom of the phone pad, click on Deskphone
- (3) On the dropdown menu, choose where you want your phone transferred

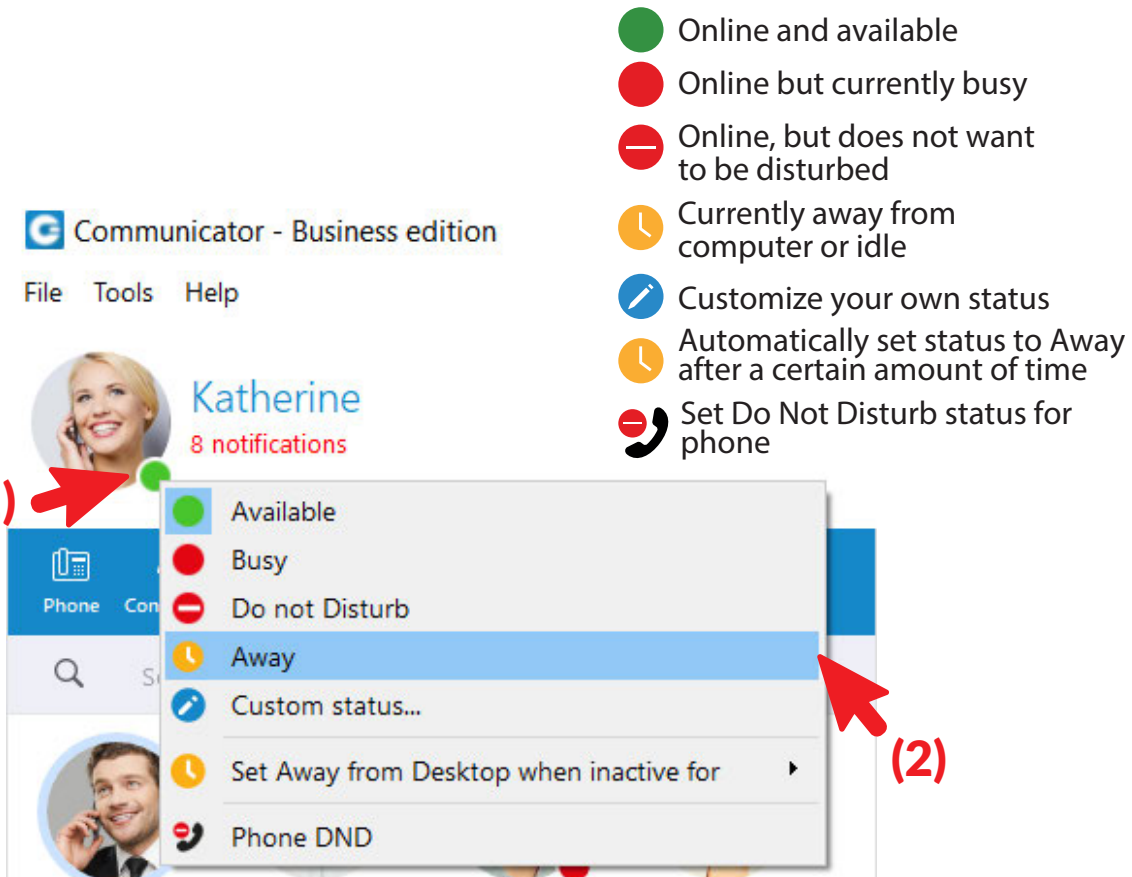
NOTE: This feature is NOT available on the Office Edition

Click and Dial From Browser



Using Google search, type in your search criteria. Next to the phone number is the Communicator icon. When you click on the icon a pop-up box will ask if you would like to make a call with your soft phone.

Change Your Status



Communicator - Business edition

File Tools Help

Katherine
8 notifications

- Available
- Busy
- Do not Disturb
- Away
- Custom status...
- Set Away from Desktop when inactive for
- Phone DND

(1) (2)

The screenshot shows the Microsoft Communicator interface. At the top, it says 'Communicator - Business edition' with 'File', 'Tools', and 'Help' menus. Below is a user profile for 'Katherine' with a photo and '8 notifications'. A red arrow labeled '(1)' points to a small green status dot on her photo. A context menu is open over her photo, listing status options: 'Available' (green dot), 'Busy' (red dot), 'Do not Disturb' (red dot with slash), 'Away' (yellow clock), 'Custom status...' (blue pencil), 'Set Away from Desktop when inactive for' (yellow clock), and 'Phone DND' (red phone with slash). A red arrow labeled '(2)' points to the 'Away' option in the menu.

(1) Click on the green dot on your photo (2) In the pop-up box, choose your status

Program Screen

1. Hide Caller ID
2. Phone registration status
3. Audio Settings

Close Window
Main Menu
Communicator Preferences
Help Page
Online presence
Communicator Toolbar
Search Field
Quick Actions Menu
Contacts Area

ACCESS CODES DND SOFTPHONE

Access Codes Menu Toggle DND Set Default Device

Communicator Contacts Other Contacts Favorite Contacts Call History

Andrew Brandon Casey Emma
Isabelle James Kieran Marcus
Megan Sophia Tyler Victoria

DIRECTORY CONTACTS FAVORITES HISTORY