

Get Started With Communicator!

Business and Office Editions

Insert Logo Here

Make a Call From Contact





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.



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



(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



(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





(1) Cick on a contact and cick 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



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

Program Screen



If you have any questions or need technical support, please contact (XXX) XXX-XXX or email support@XXXXXX.XXX

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