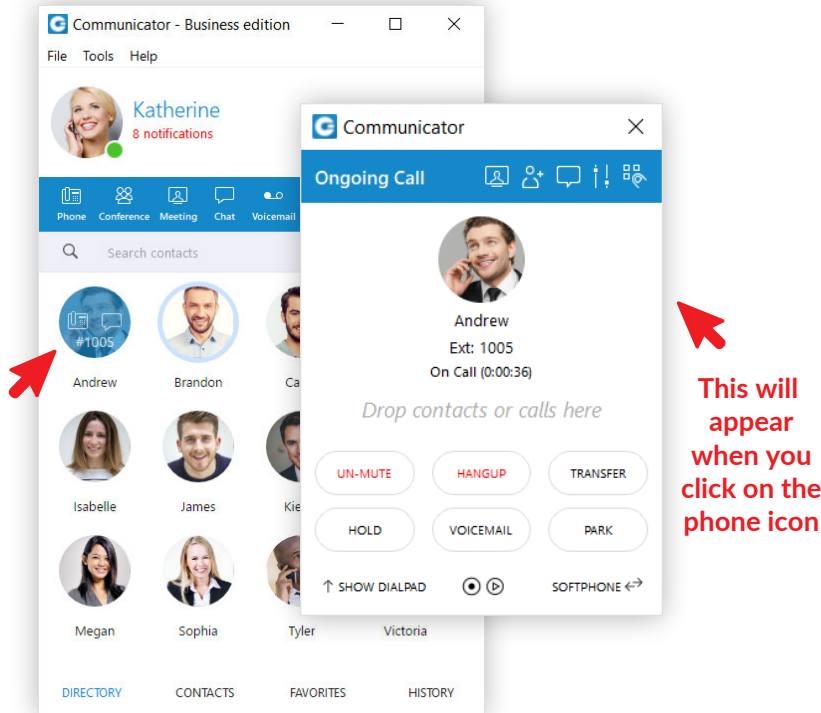


Get Started With Communicator!

Business and Office Editions

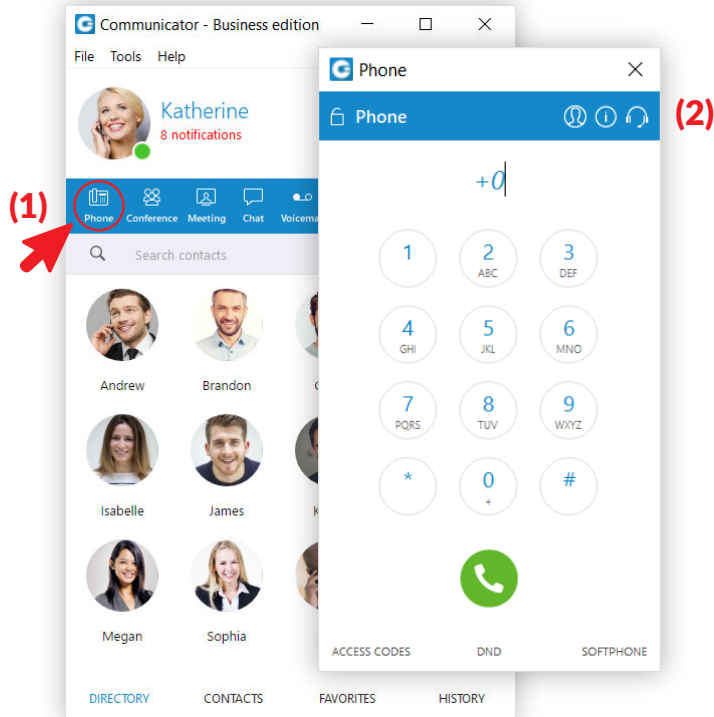
Steadfast UC
Enable your worldSM

Make a Call From Contact



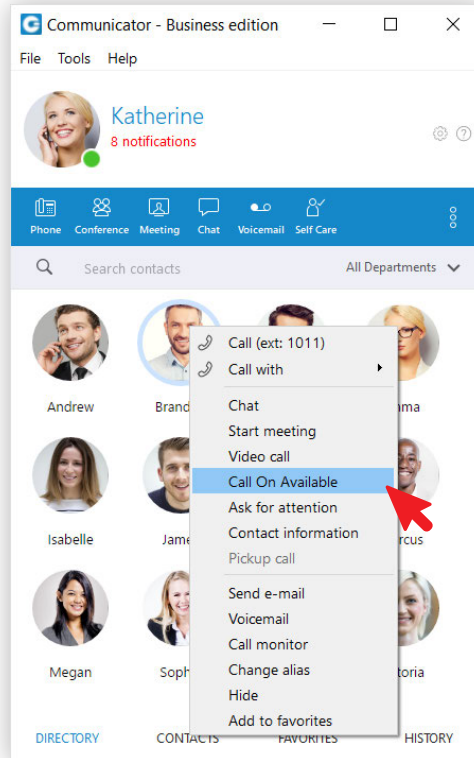
Hover over the contact and click on the phone icon. Communicator will dial that person automatically.

Make a Call From Keyboard



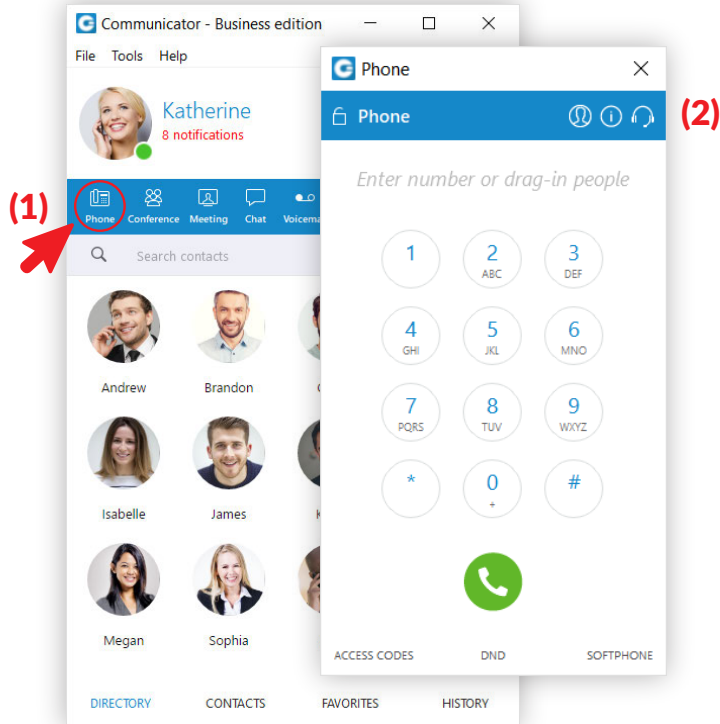
- (1) Click the Phone icon in the menu
- (2) Dial the number in pop-up window

Automatic Callback



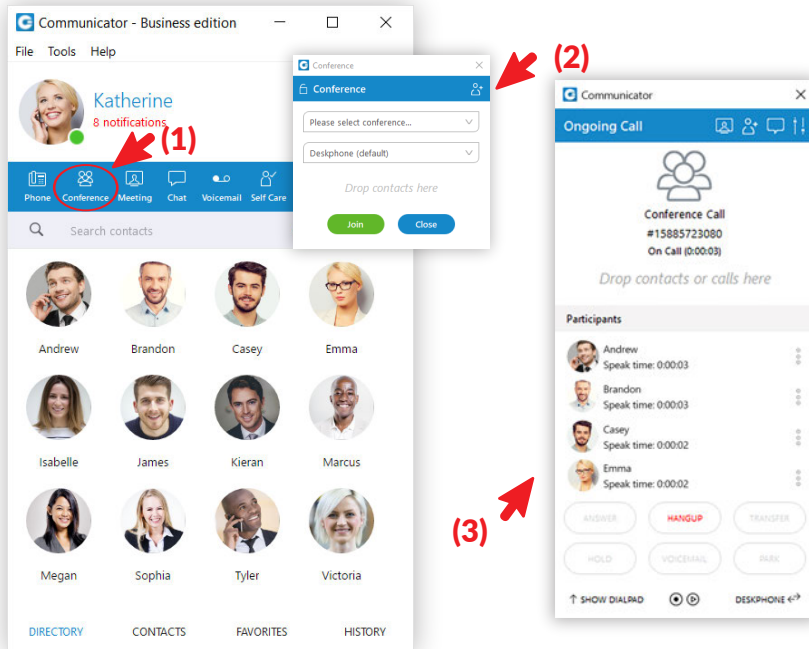
Right click on a contact and choose “Call On Available”.
Your phone will dial you when the person is available.

Start a Call



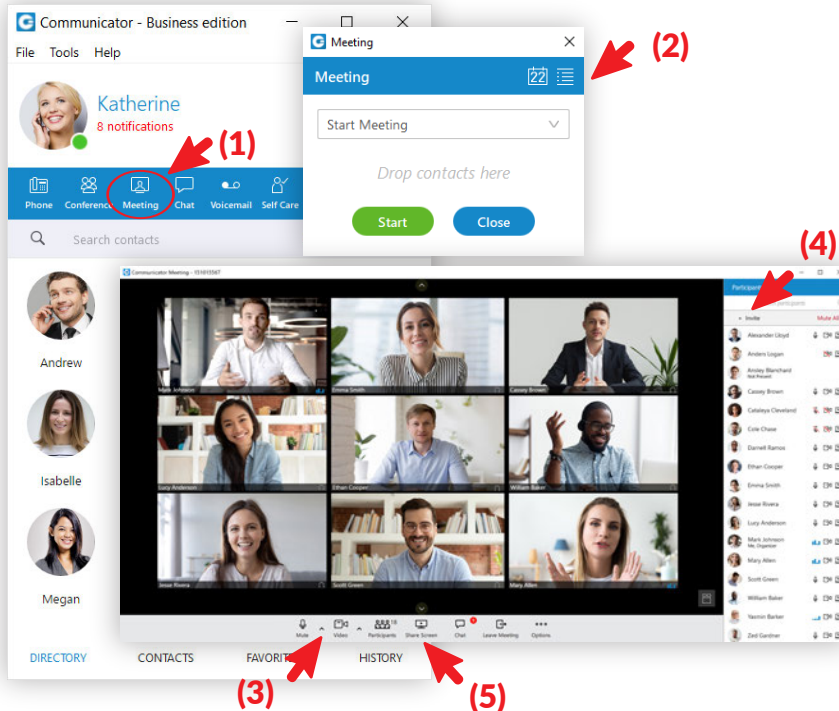
- (1) Click the Phone icon in the menu
- (2) Dial the number in pop-up window or drag and drop contacts onto Phone screen

Start a Conference



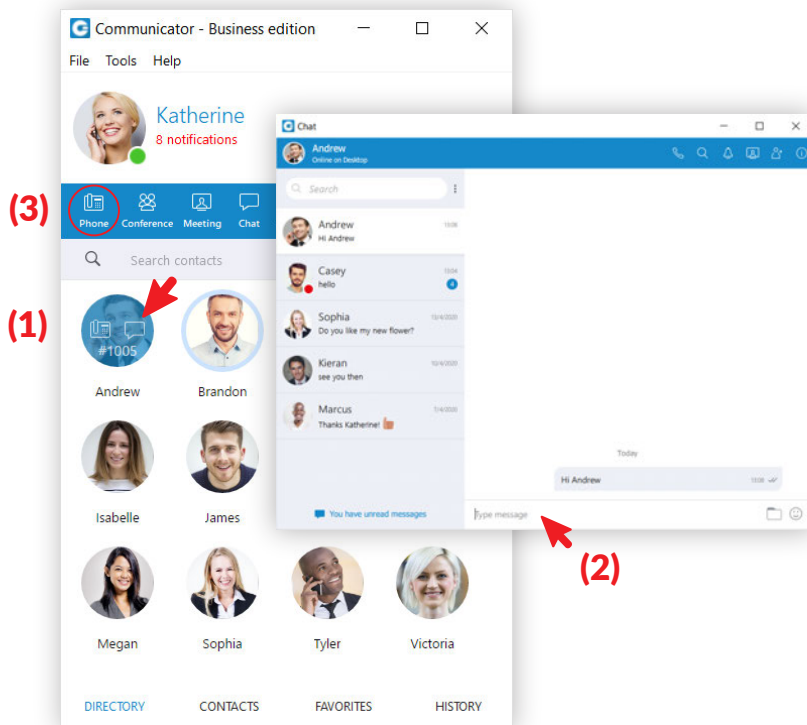
- (1) Click on the "Conference" icon in menu
- (2) Select the Conference you wish to join or create, and drag and drop participants from the Contacts list
- (3) The Conference window will show a list of participants on call

Start a Meeting



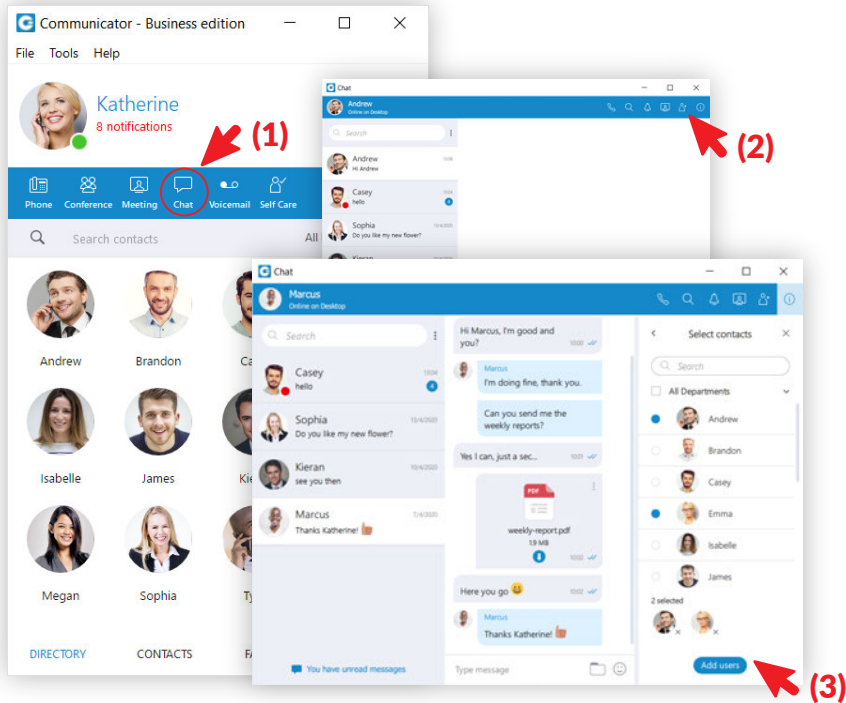
- (1) Click on the "Meeting" icon in menu
- (2) To start the Meeting you can just click Start, otherwise drag and drop participants from the Contacts list and then start the meeting
- (3) By clicking the "Share Screen" icon you can adjust audio settings
- (4) By clicking "+ Invite" you can add additional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

Start a Chat



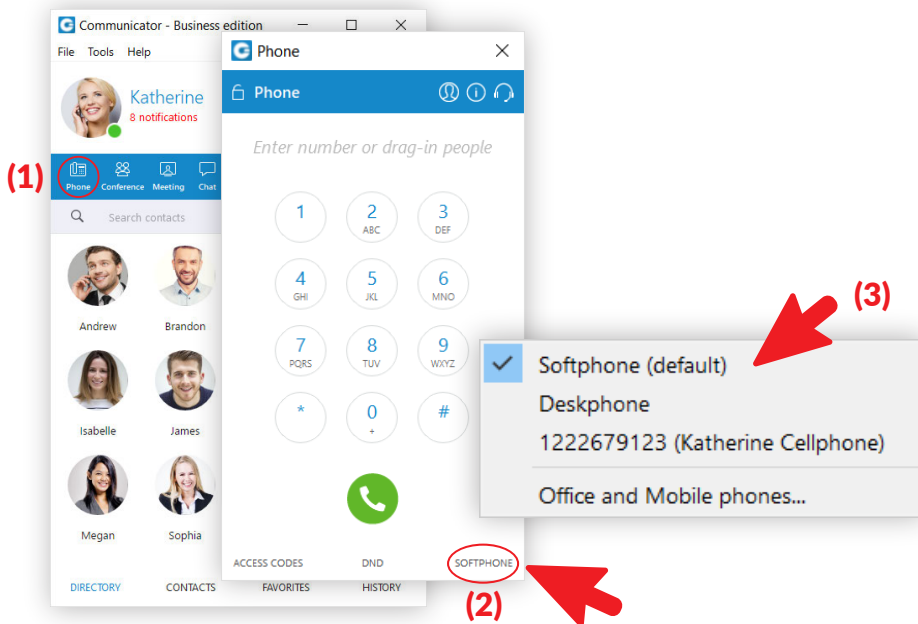
- (1) Click on a contact and click on the Chat icon.
- (2) A pop-up screen will appear. Then start typing.
- (3) Click on Phone icon to convert to a call.

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

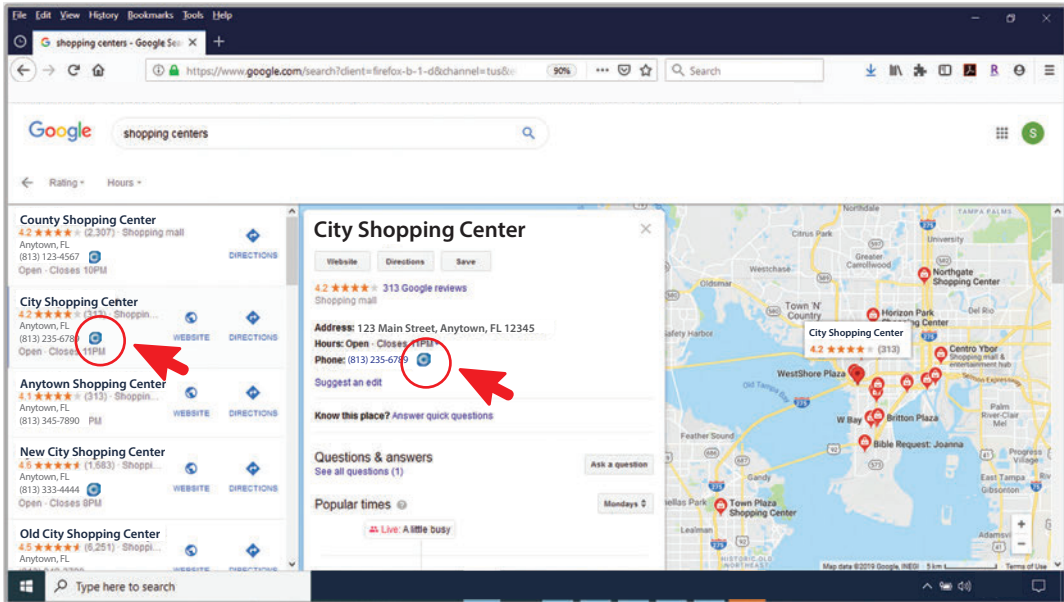
Transfer Call from Soft phone to Desk Phone



- (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

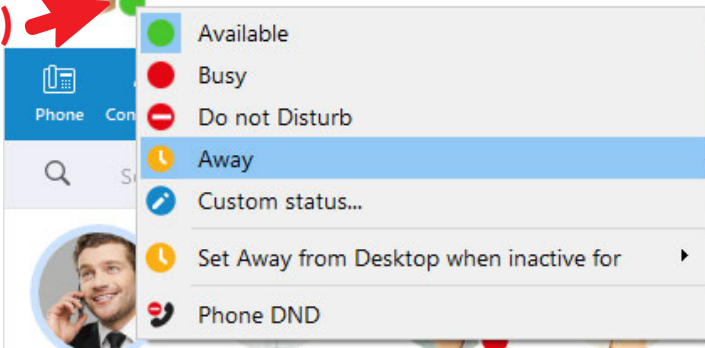
File Tools Help



Katherine








8 notifications

(1)



(2)



-  Online and available
-  Online but currently busy
-  Online, but does not want to be disturbed
-  Currently away from computer or idle
-  Customize your own status
-  Automatically set status to Away after a certain amount of time
-  Set Do Not Disturb status for phone

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