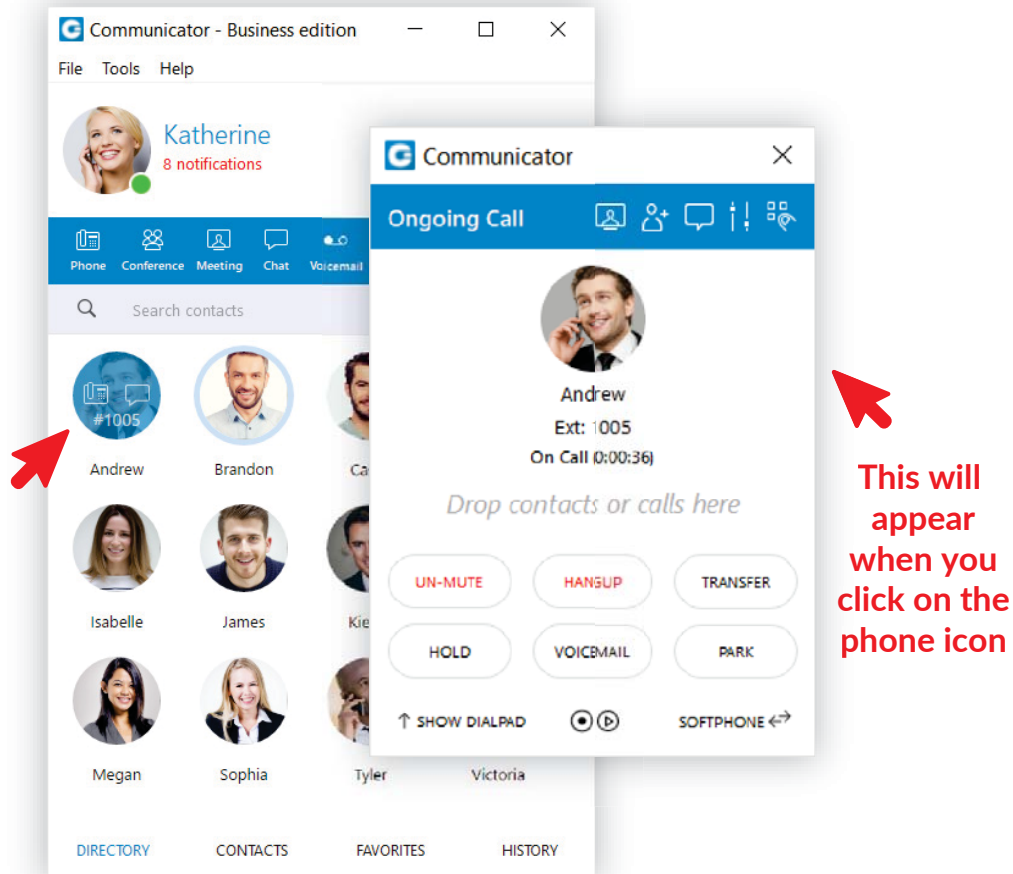


Get Started With Communicator!

Business and Office Editions



Make a Call From Contact

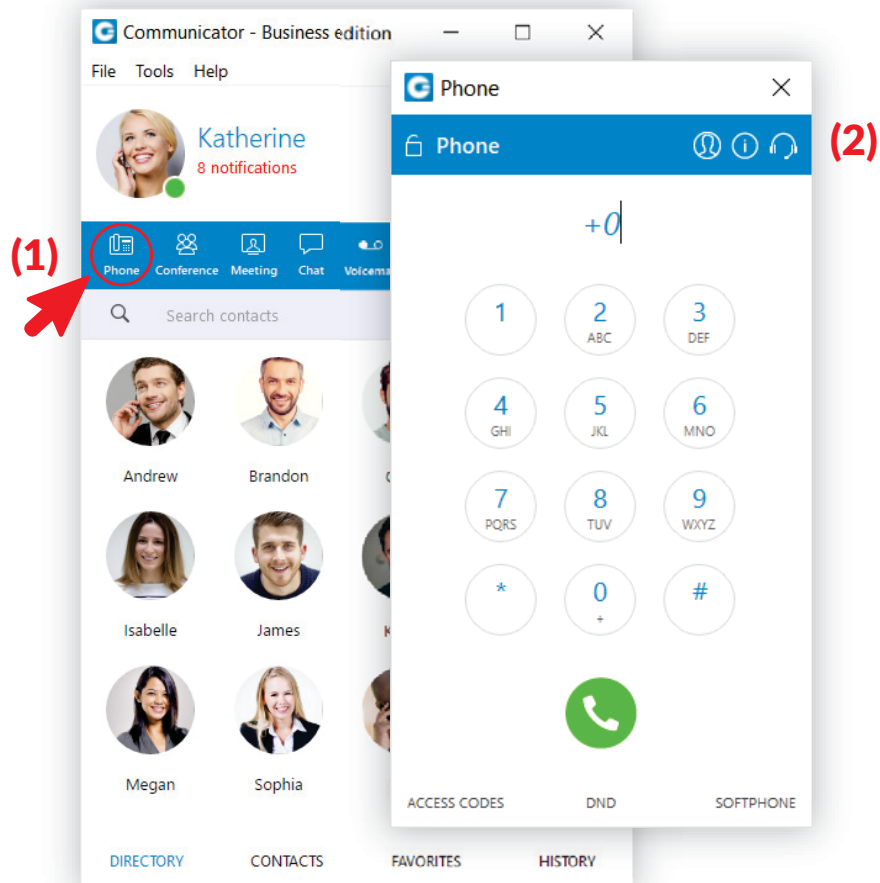


This will appear when you click on the phone icon



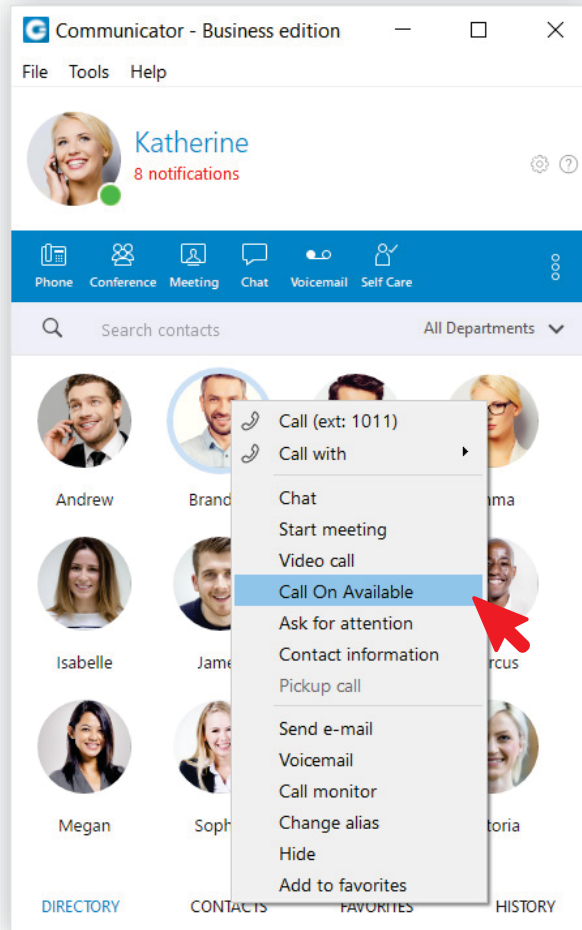
Hover over the contact and click on the phone icon. Communicator will dial that person automatically.

Make a Call From Keyboard



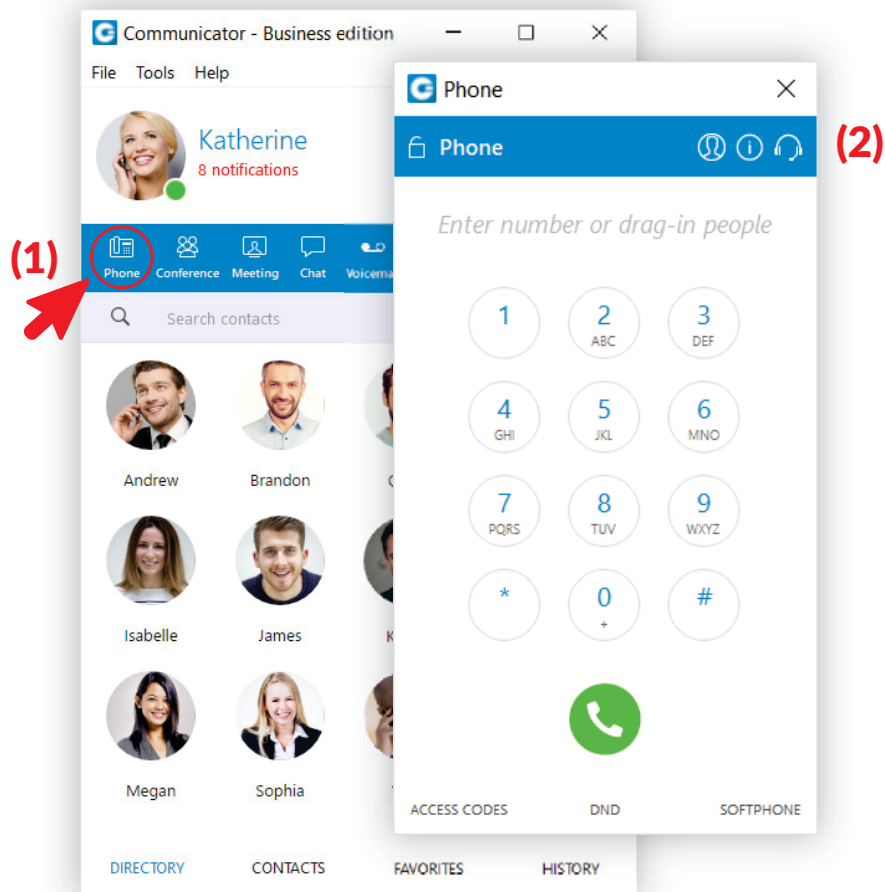
- (1) Click the Phone icon in the menu
- (2) Dial the number in pop-up window

Automatic Callback



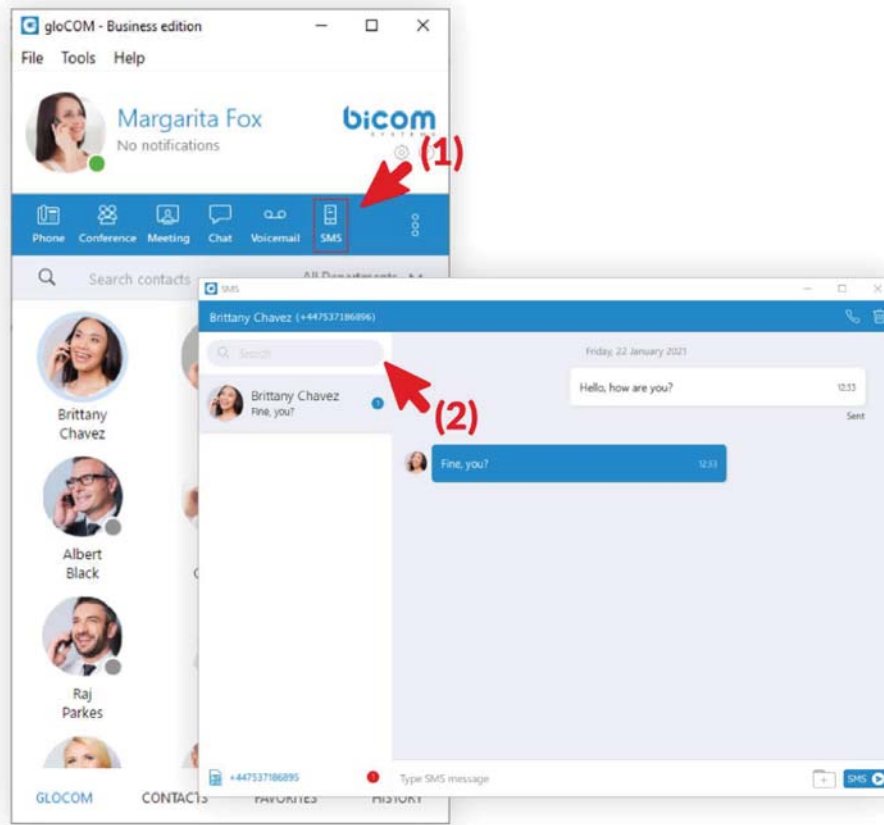
Right click on a contact and choose “Call On Available”.
Your phone will dial you when the person is available.

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

Send & Receive SMS/MMS

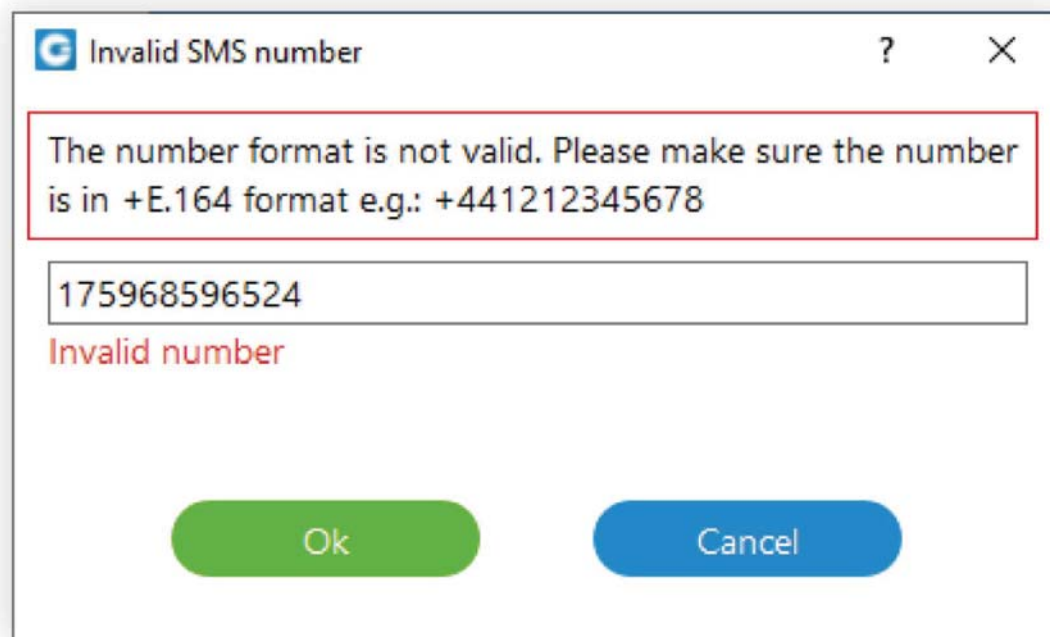


- (1) To send an SMS, click on the SMS icon from your toolbar
The SMS window will appear
- (2) Then enter the name or number of the contact inside the search field and click on the result to start a conversation

NOTE: You can also right-click on the contact, and choose from the drop-down menu.

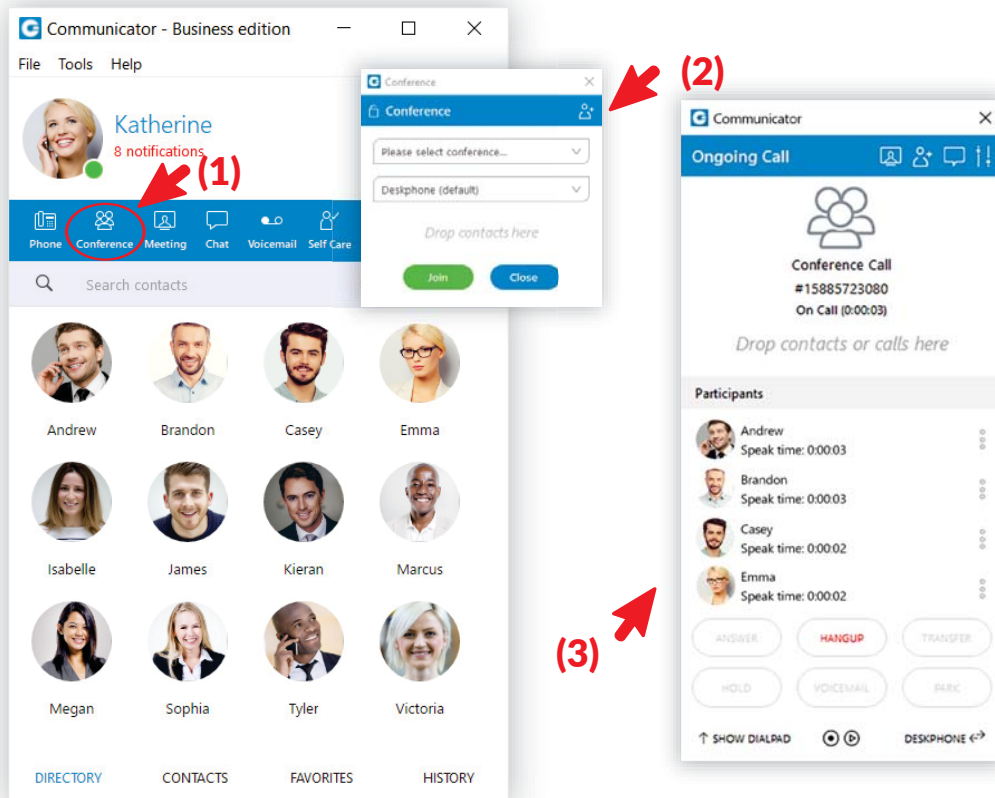
***Selected countries**

Send & Receive SMS/MMS



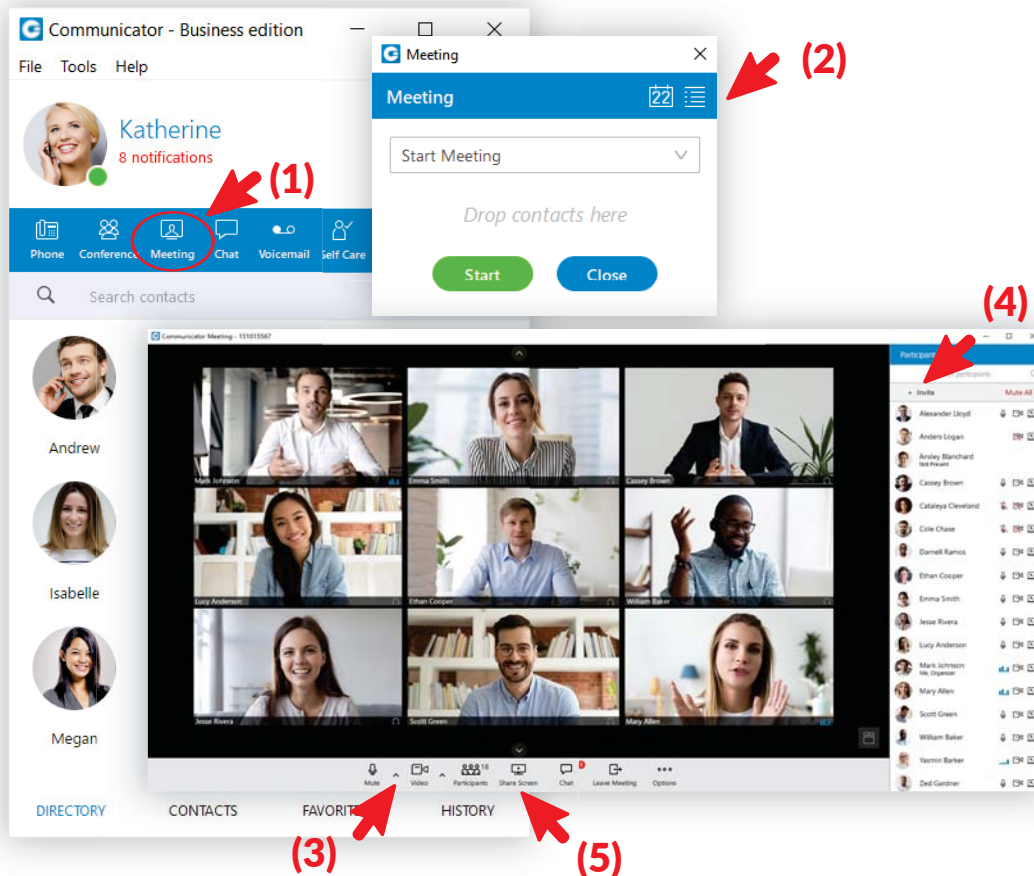
If the contact is not in your contact list, you can type their number in the "search field"
The entered number must be in E.164 format or a local number relative to PBX.

Start a Conference



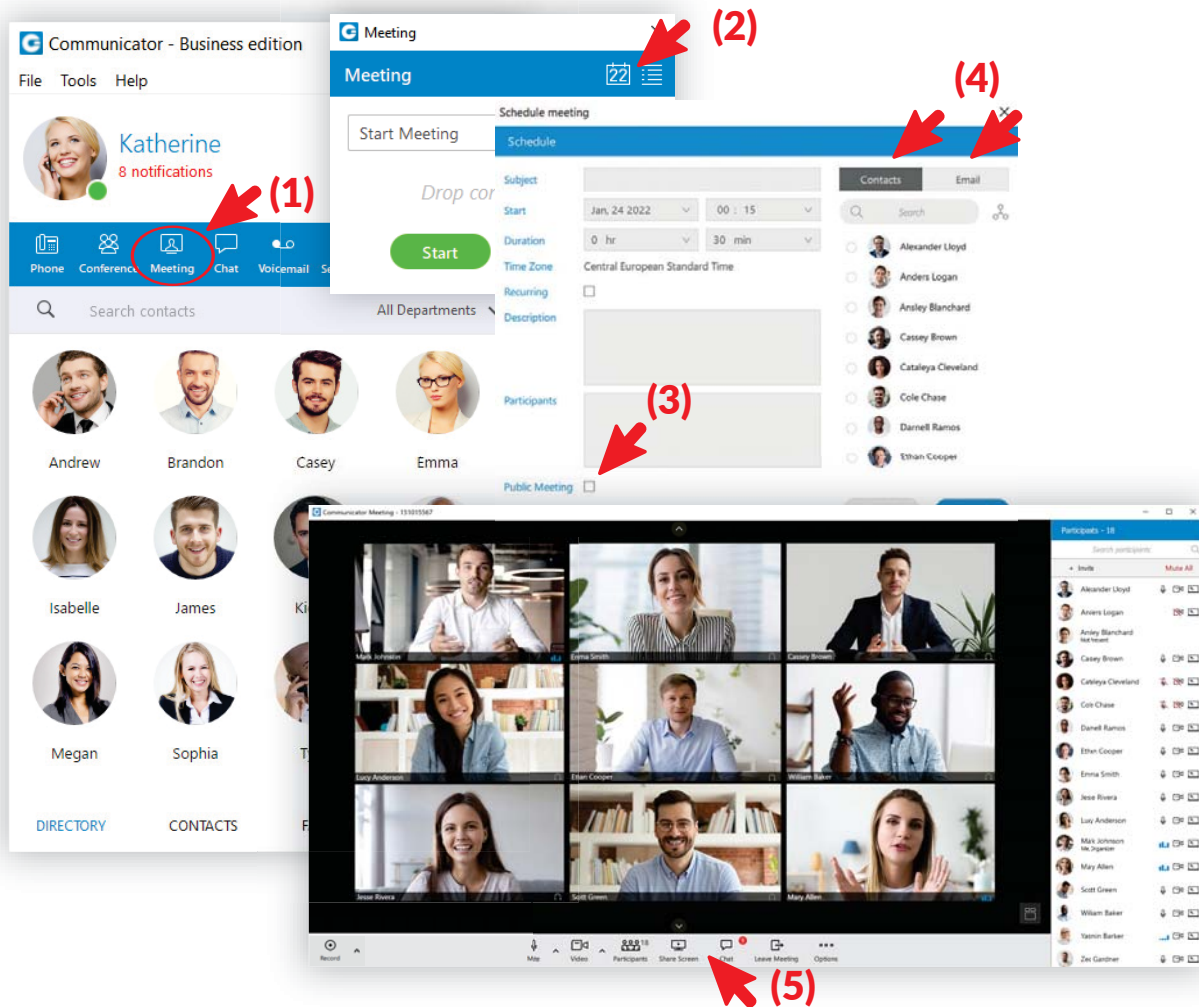
- (1) Click on the “Conference” icon in menu
- (2) Select the Conference you wish to join or create, and drag and drop participants from the Contacts list
- (3) The Conference window will show a list of participants on call

Start a Meeting



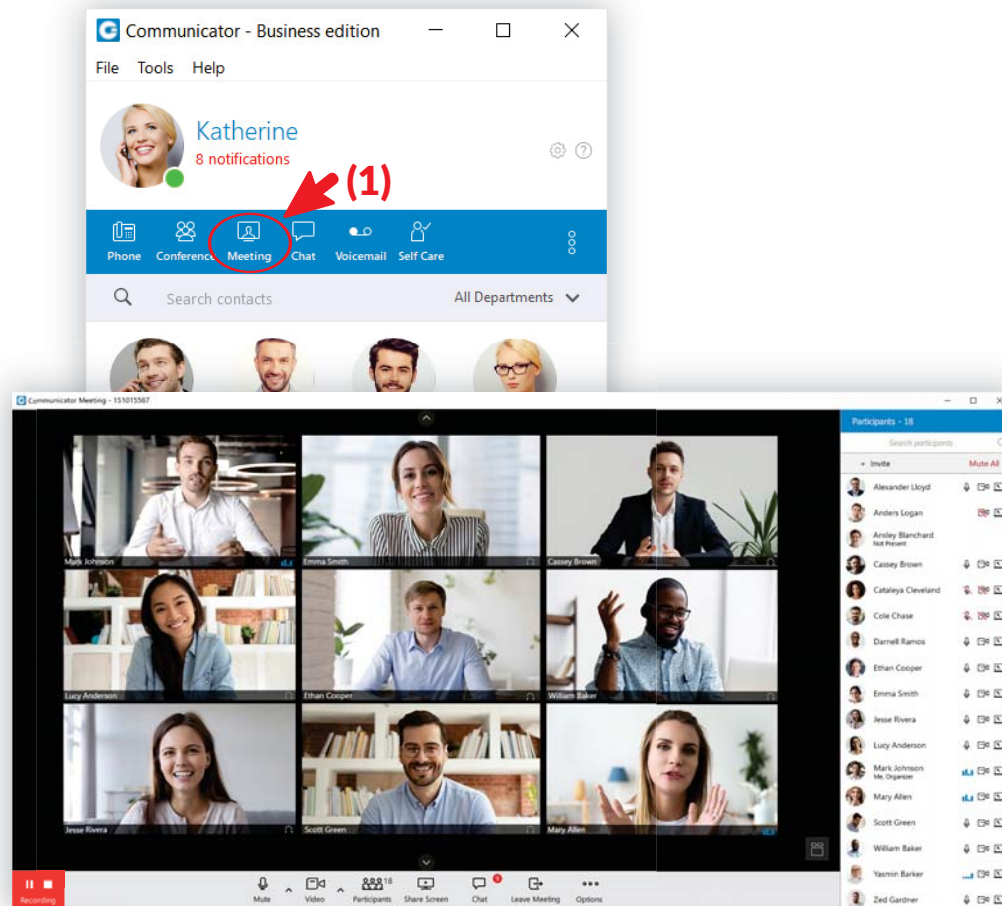
- (1) Click on the "Meeting" icon in menu
- (2) To start the Meeting you can just click Start, otherwise drag and drop participants from the Contacts list and then start the meeting
- (3) By clicking the "A" button you can adjust audio settings
- (4) By clicking "+ Invite" you can add additional participants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

Schedule a Meeting



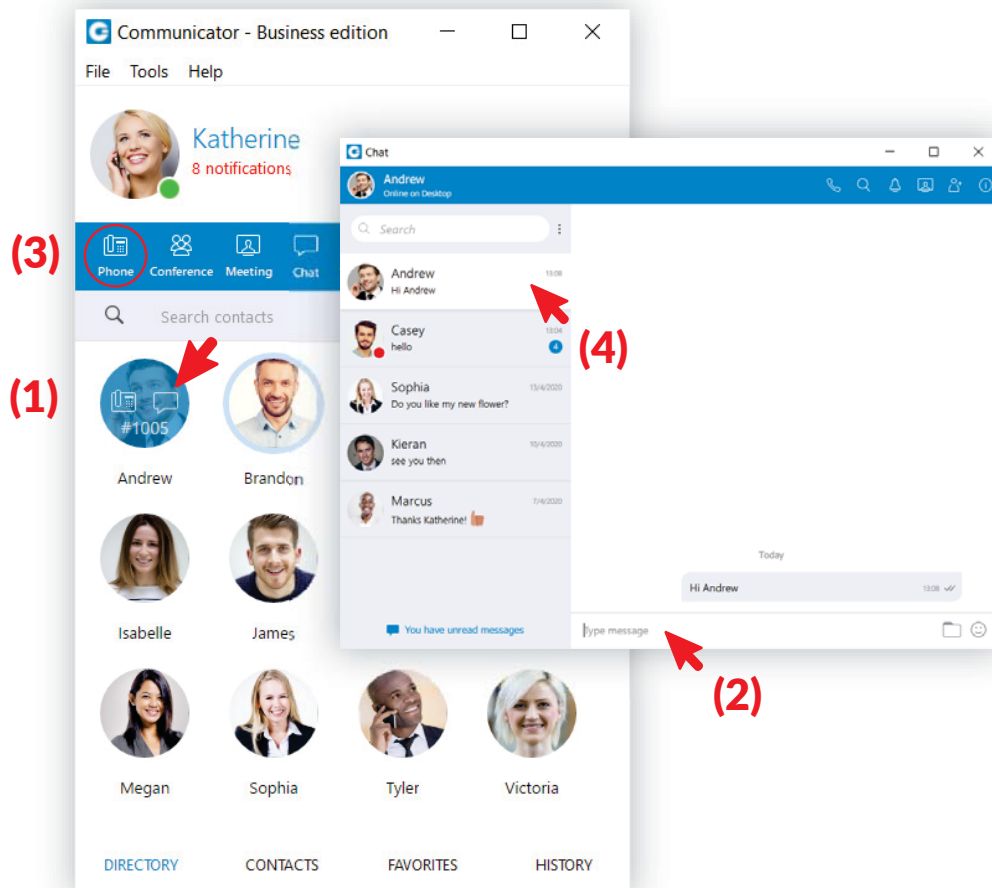
- (1) Click on the "Meeting" icon in menu
- (2) To schedule a Meeting you will click on the Calendar icon (22)
- (3) Select public meeting if you want attendees to invite more participants
- (4) You can invite participants via your Contacts list or by Email
- (5) By clicking the share screen icon, you can share a preview OR a specific region of your screen

Record a Meeting



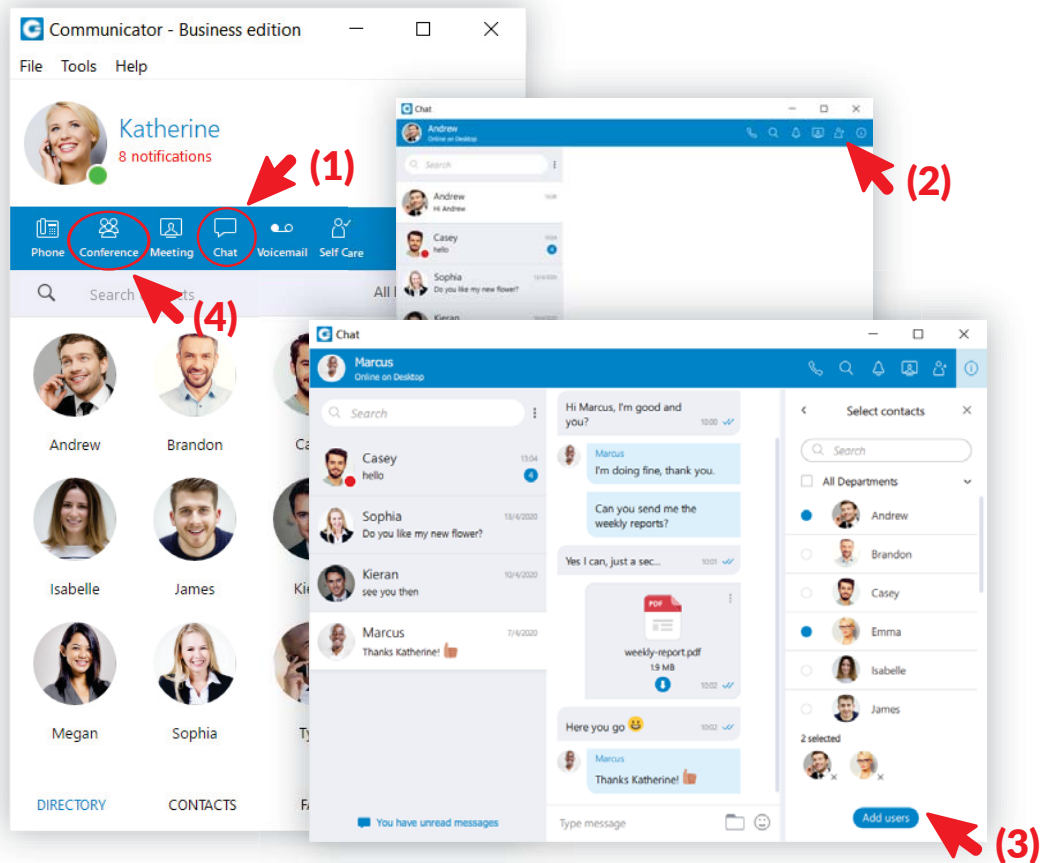
- (1) Click on the “Meeting” icon in menu
- (2) You can see when you’re recording a meeting by checking in the bottom left corner.

Start a Chat



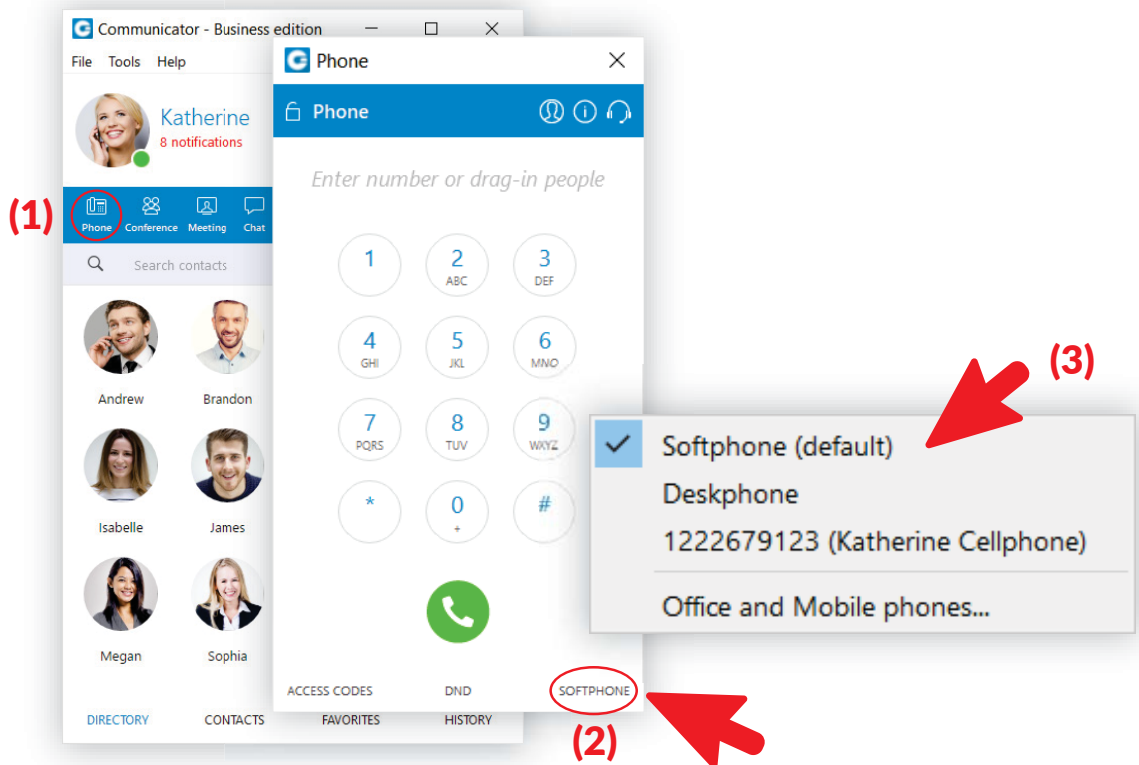
- (1) Click on a contact and click on the Chat icon.
- (2) A pop-up screen will appear. Then start typing.
- (3) Click on Phone icon to convert to a call.
- (4) Right click on a conversation to get a prompt where you can either pin the conversation or delete it.

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
- (4) Start a Conference Call

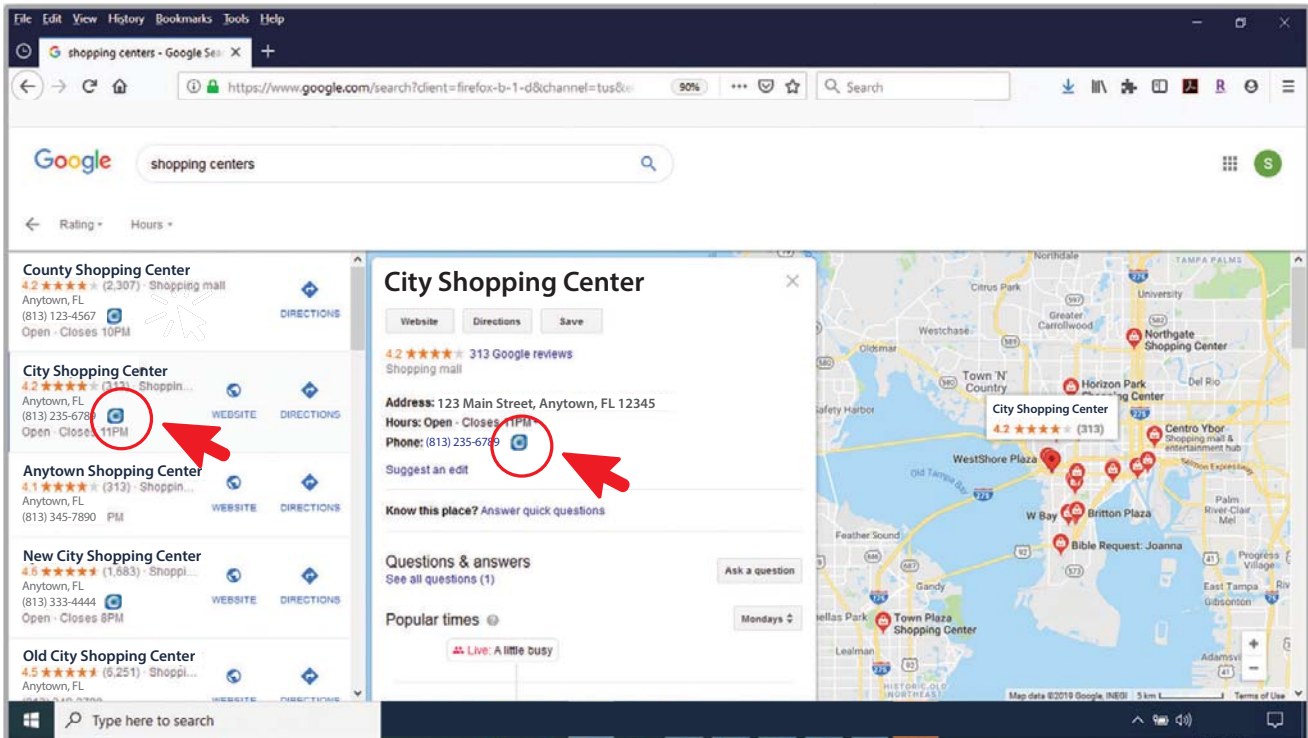
Transfer Call between devices



(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)










A pop-up menu for selecting status. The menu items are: 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). The 'Away' option is highlighted with a blue bar.

(2)

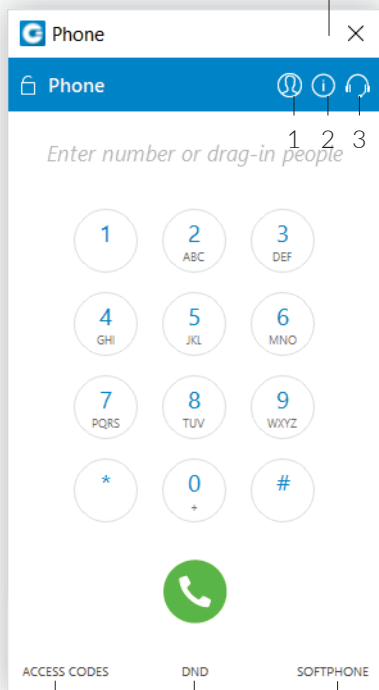


(1) Click on the green dot on your photo (2) In the pop-up box, choose your status

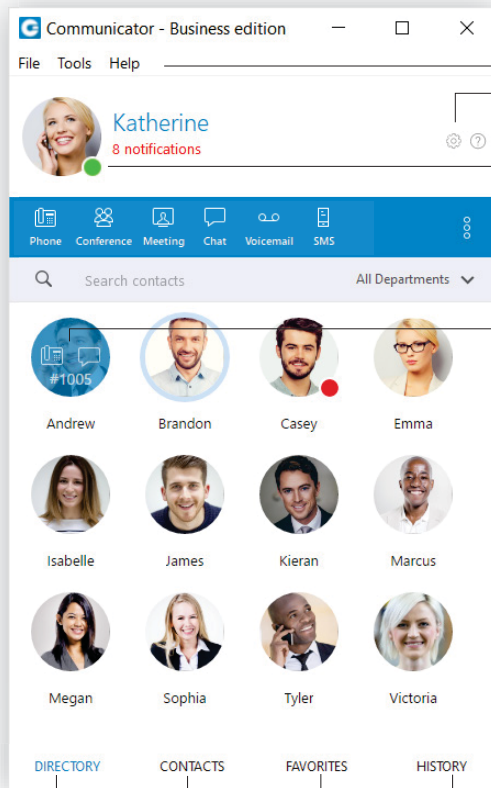
-  Online and available
-  Online but currently busy
-  Online, but does not want to be disturbed
-  Currently away from computer or idle
-  Customize your own status
-  Automatically set status to Away after a certain amount of time
-  Set Do Not Disturb status for phone

Program Screen

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



Access Codes Menu
Toggle DND
Set Default Device

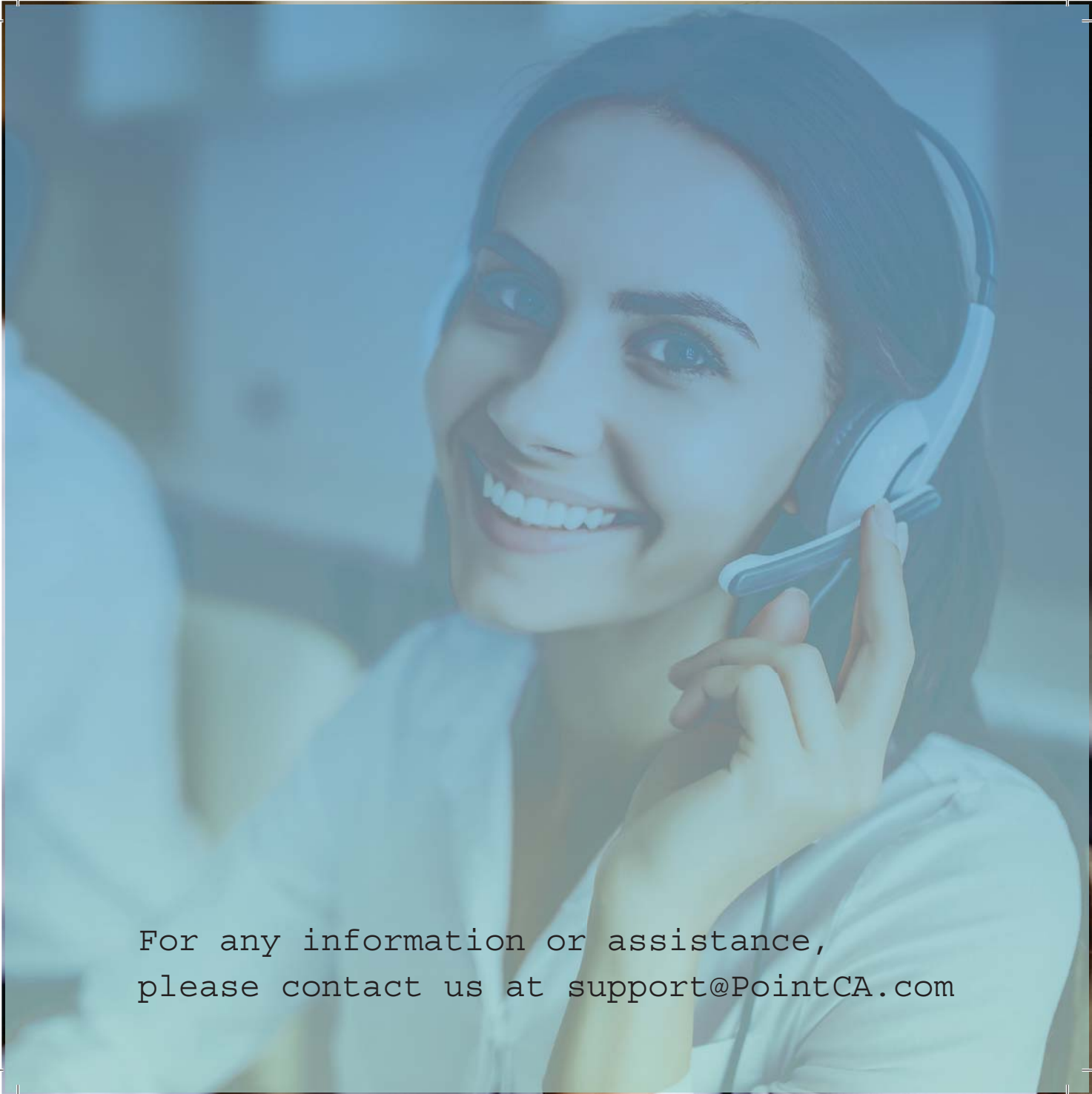


Communicator Contacts
Other Contacts
Favorite Contacts
Call History

Close Window
Main Menu
Communicator Preferences
Help Page
Online presence

Communicator Toolbar
Search Field
Quick Actions Menu

Contacts Area



For any information or assistance,
please contact us at support@PointCA.com