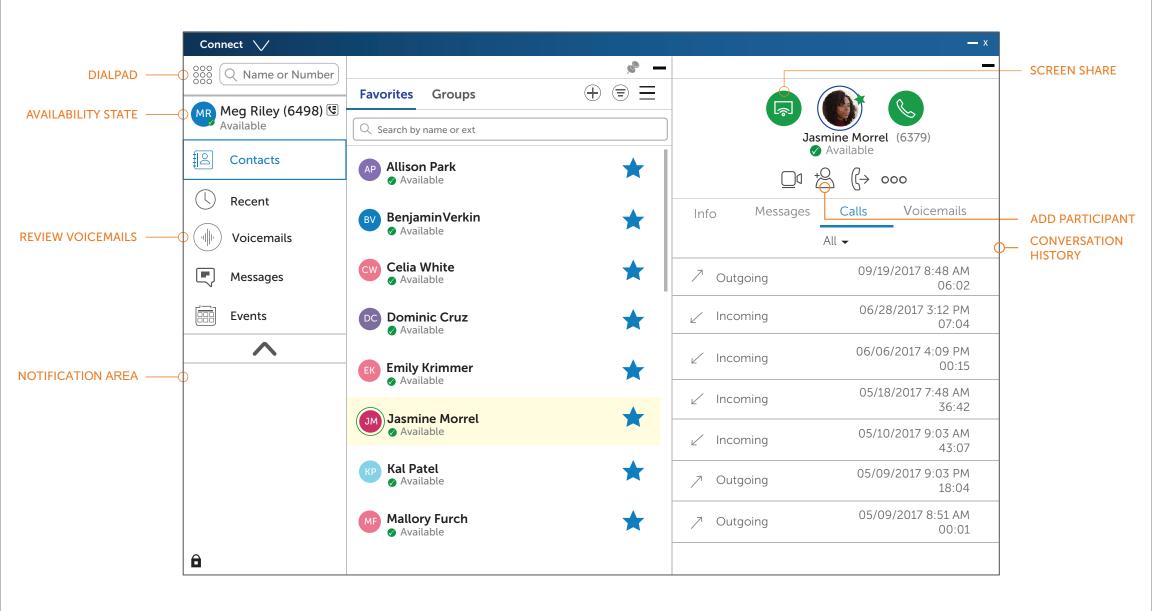
# **Connect Client Quick Reference Guide**





## **PLACE A CALL**

From Quick Dialer Search Bar

Type the contact details in the Quick Dialer search bar and do one of the following:

- Double-click the contact.
- Select the contact and click.

#### From Recent

Click the Recent tab on the dash-board and do



# ACCESS VOICEMAIL

- 1. On the dashboad, click the Voicemails tab.
- 2. Select the voicemail you want to listen to
- 3. Use one of the following options to play your voicemail:
  - Click to play the voice mail on your phone.
  - Click 🔄 to play the voicemail on your

- one of the following:
  - Double-click the contact.
  - Select the contact and click.



## ANSWER A CALL

- Click () in the notification area.
- Click 🙃 to end an active call

### Make a Video Call

- 1. Set the primary extension to your softphone
- 2. Type the contact's details in the Quick Dialer Search bar, and then select a contact.
- 3. Click & to place a voice call
- 4. Click 🔇 to broadcast the video.

computer speakers.

4. Click ▶ to start the voice email playback.

# UPDATE AVAILABILITY STATE

- 1. Click your current Availability State on the Dashboard.
- 2. Select the Availability State you want to use.
- 3. Choose Custom to Specify your own label and color for your Availability State.
- 4. Configured call routing rules apply.

