



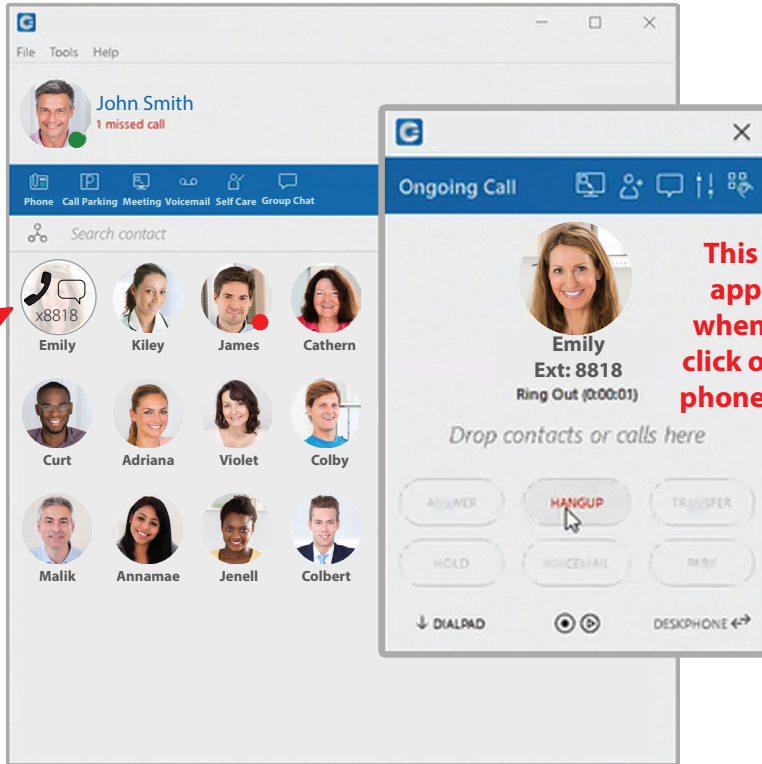
# Get Started With Communicator!

*Business and Office Editions*



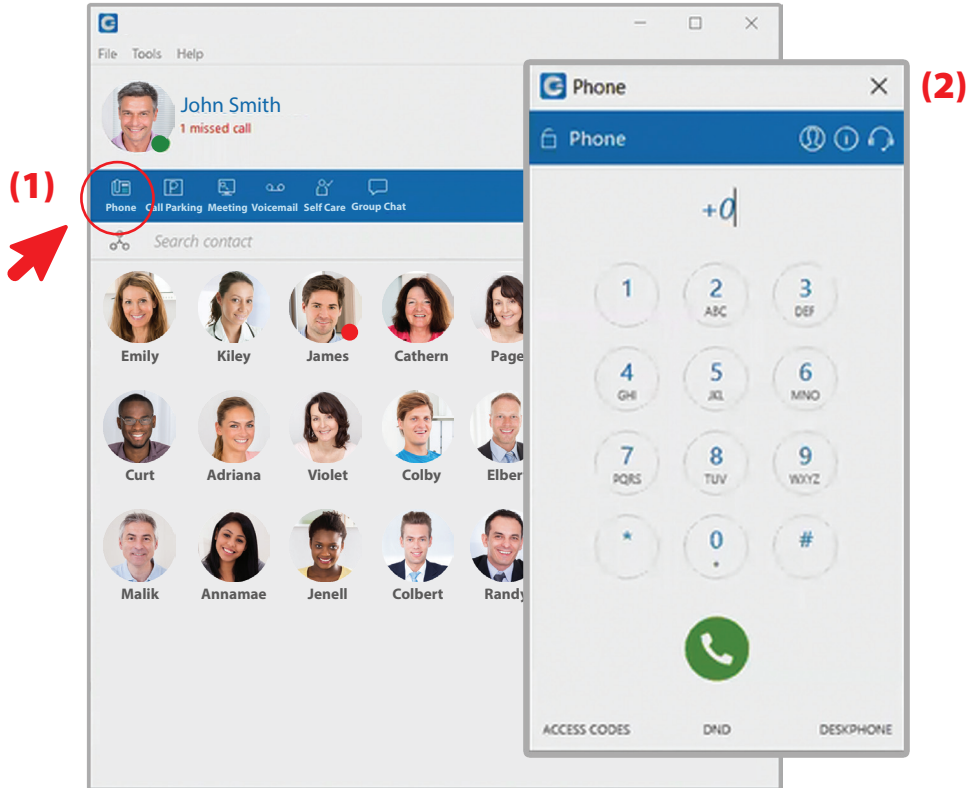
**global telecom**  
exchange

# Make a Call From Contact



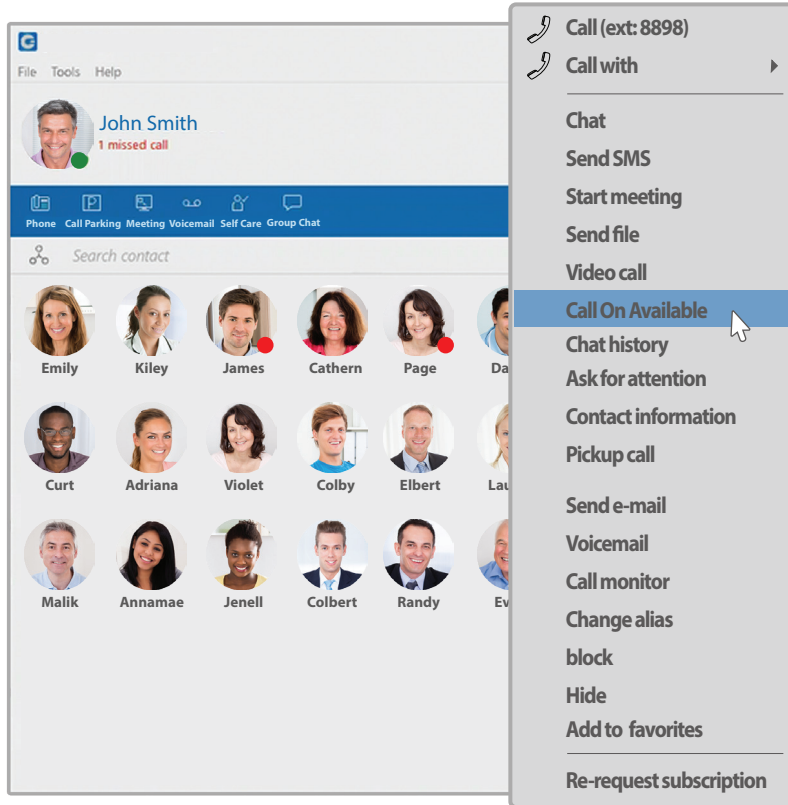
Hover over the contact and click on phone icon. Communicator will dial that person automatically.

# Make a Call From Keyboard



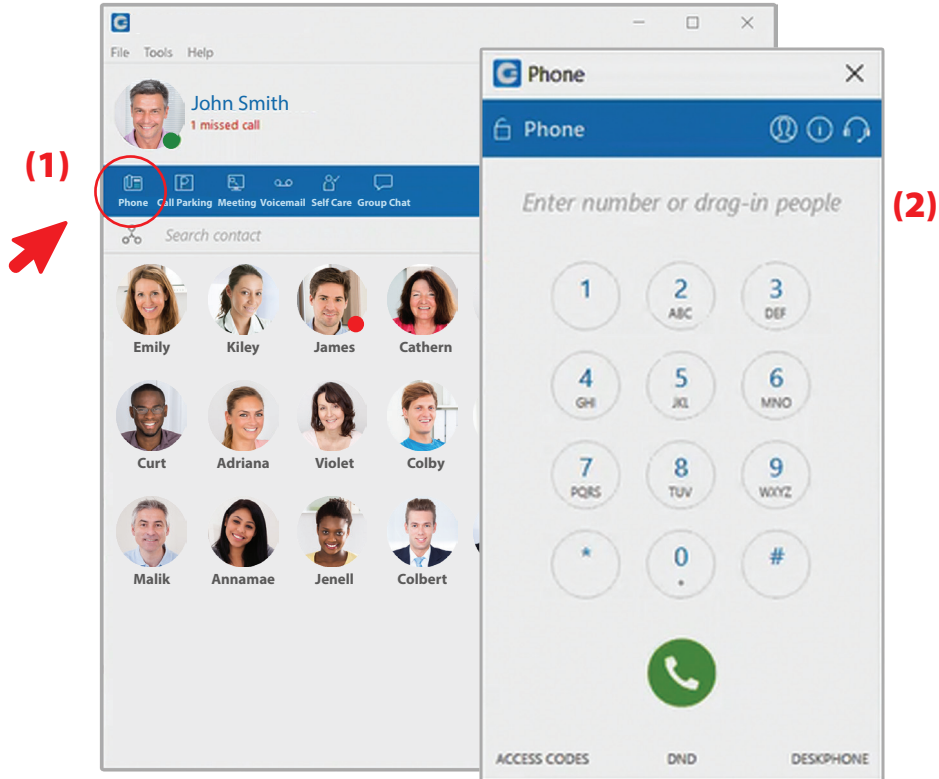
- (1) Click the Phone icon in the menu
- (2) Dial the number in pop-up window

# Automatic Callback



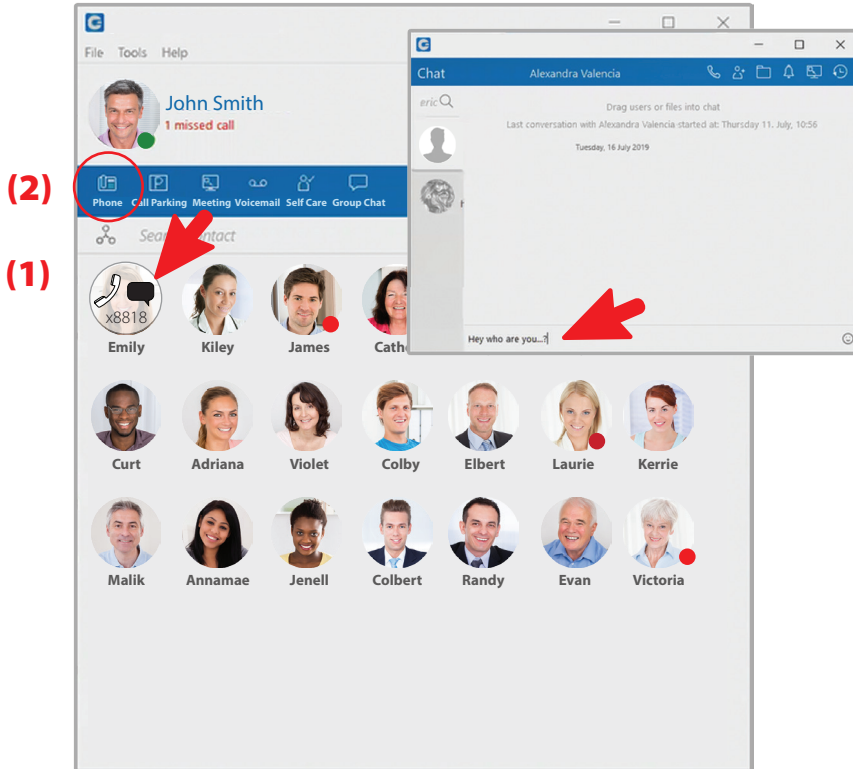
Right click on a contact and choose "Call On Available". Your phone will dial you when the person is available.

# Start a Meeting



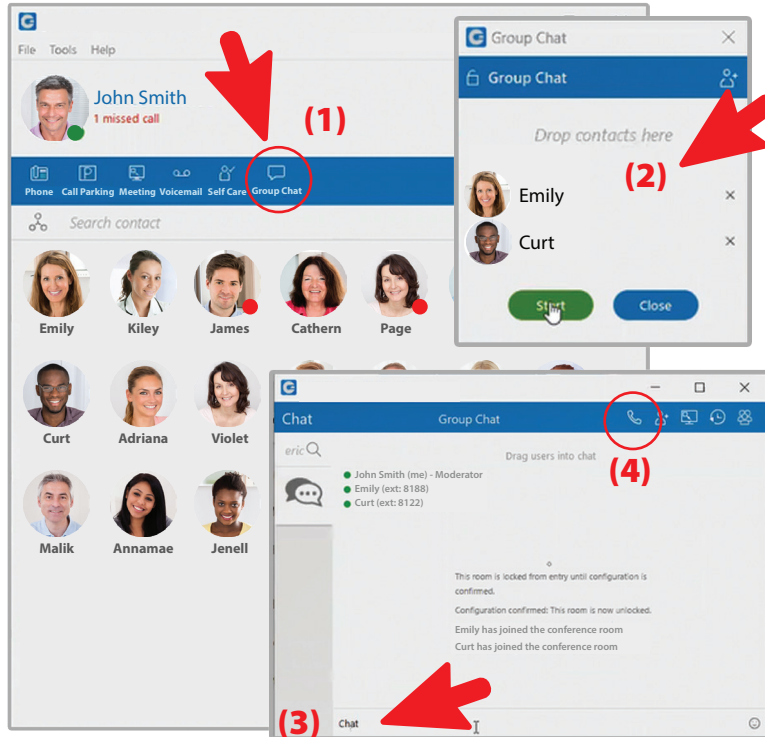
- (1) Click on Phone in menu
- (2) Dial number in pop-up phone window or drag and drop contacts onto phone screen

# Start a Chat



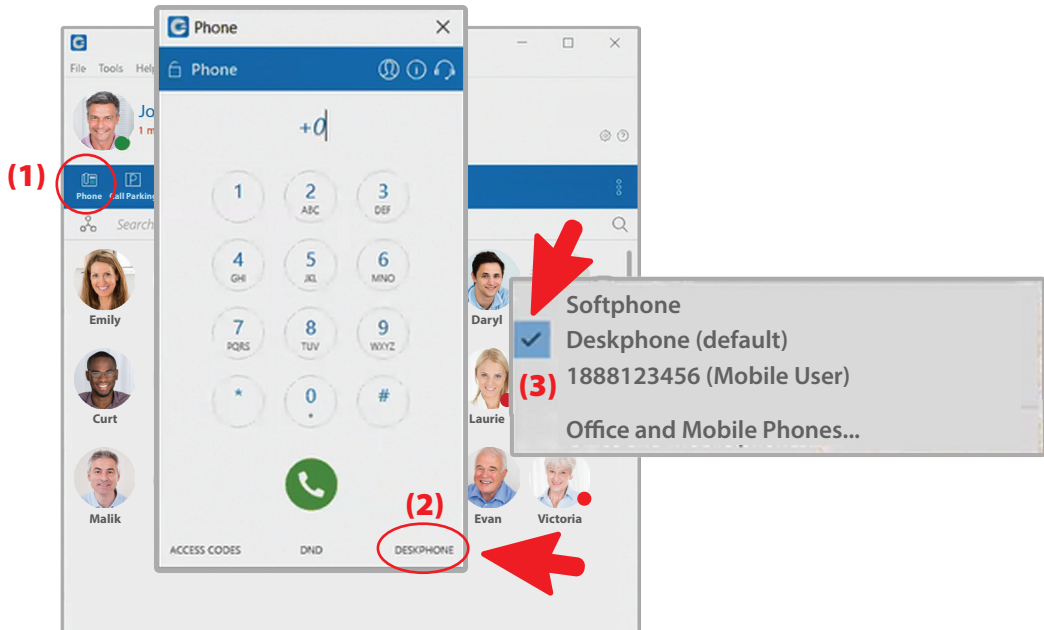
- (1) Click on a contact and click on the Chat icon. A pop-up screen will appear. Then start typing.
- (2) Click on Phone icon to convert to a call.

# Start a Group Chat/Chat To Call



(1) Click on the "Group Chat" icon in menu (2) Drag contacts to the group chat box and click on "Start"  
(3) Begin typing in the group chat box (4) Convert to a conference call by clicking the phone icon

# 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**



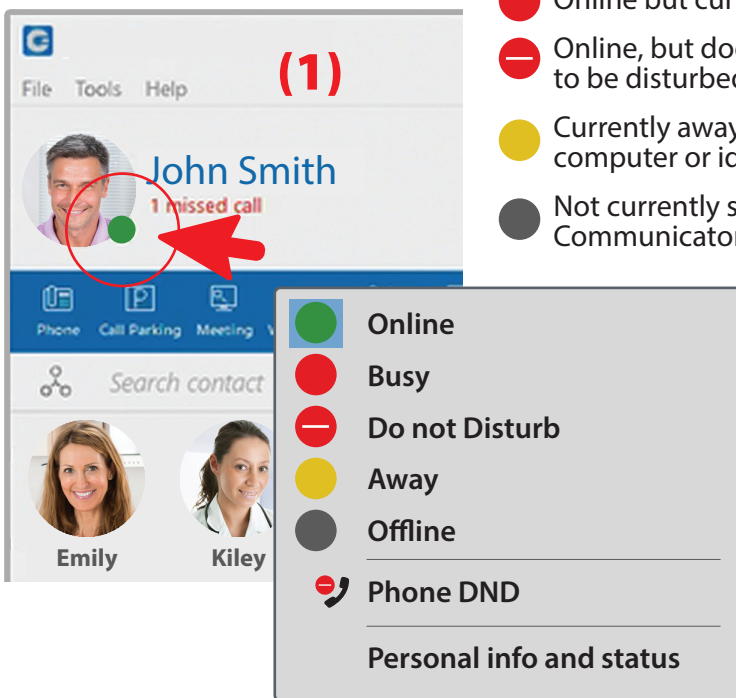
# Click and Dial From Browser

The screenshot shows a web browser window displaying a Google search for "shopping centers". The search results list several shopping centers in Anytown, FL. The "City Shopping Center" entry is highlighted, and a detailed pop-up window is open for it. In the pop-up, the phone number "(813) 235-6785" and the "Call" icon (a telephone handset) are circled in red. A red arrow points from the "Call" icon in the pop-up to the "Call" icon in the search results list. Another red arrow points from the "Call" icon in the search results list to the "Call" icon in the pop-up. The pop-up also displays the address "123 Main Street, Anytown, FL 12345", hours of operation, and a map of the location.

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

- Online and available
- Online but currently busy
- Online, but does not want to be disturbed
- Currently away from computer or idle
- Not currently signed in to Communicator

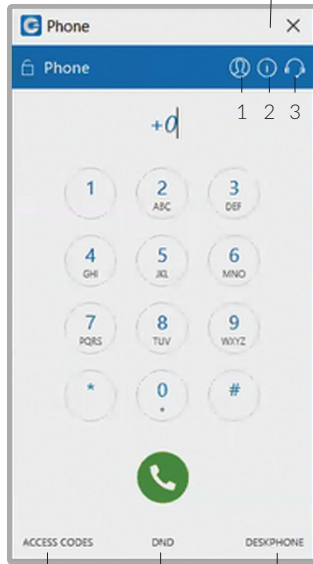


The screenshot shows the Microsoft Communicator interface. At the top, there is a menu bar with 'File', 'Tools', and 'Help'. A red circle with the number '(1)' is drawn around the green status indicator on the user profile for John Smith, which also shows '1 missed call'. Below the profile, there are icons for 'Phone', 'Call Parking', and 'Meeting'. A search bar with the text 'Search contact' is visible. Below the search bar, there are two contact cards for 'Emily' and 'Kiley'. A pop-up menu is overlaid on the right side of the screen, listing status options: 'Online' (green dot), 'Busy' (red dot), 'Do not Disturb' (red dot with slash), 'Away' (yellow dot), 'Offline' (grey dot), and 'Phone DND' (phone icon with slash). Below these options is a section for 'Personal info and status'.

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

# Program Screen

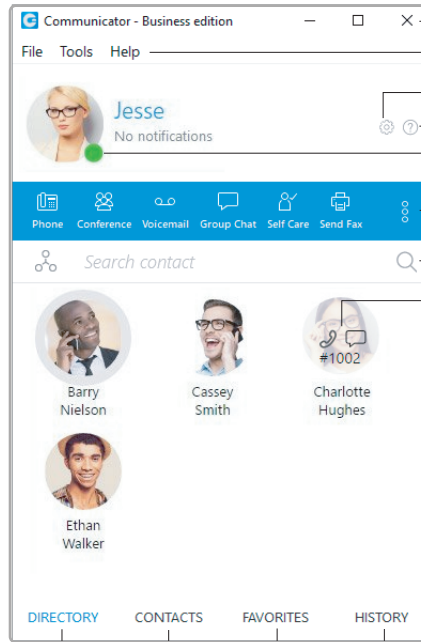
1. Hide Caller ID
2. Phone registration status
3. Audio Settings



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



If you have any questions or need  
technical support,  
please contact (844) 899-2886 or  
email [support@gtephone.com](mailto:support@gtephone.com)