Start Program

➤ Select ⚙ on the PC desktop with a doubleclick.

End Program

➤ Select ⊠ in the main bar.

Change Password

How to change the password for the program start:

➤ Keep the SHIFT key (⇧) pressed and select ⚙ on the PC desktop with a doubleclick.

Note: Keeping the SHIFT key pressed opens the login dialog even if no user password has previously been assigned.

➤ Enter current **password**.

➤ Select **Change password**.

➤ Enter new **Password** and **Confirm password** and select **OK**.

The password is changed.

Open Teambar

How to open a teambar:

➤ Open the **contact list** via the module menu (⚙).

➤ Drag the contact list window or the window of a single contact list group to the top / bottom monitor screen margin.

The teambar opens.

Close Teambar

How to close a teambar:

➤ Click with the left mousebutton on ▮ on the left hand side at the teambar – keep the mousebutton pressed.

➤ Drag the teambar from the screen margin.

The teambar converts into a window that you can close with ⊠ .

Add Contact

To add a contact to a group of the teambar / contact list:

➤ Open a contact's context menu in the appropriate group.

➤ Select **Add contact**.

➤ Enter contact data and select **OK**.

The new contact is being created.

Call Subscriber

How to call an arbitrary subscriber:

➤ Click the program's main bar.

➤ Enter phone number via keyboard.

➤ Push ENTRY key (Enter).

A connection is being established to the specified phone number.

Call Contact

To call a contact of the teambar / contact list:

➤ Open the contact's context menu.

➤ Select telephone entry.

You will be connected to the contact.

Display Telephone Status

To display a contact's telephone status in the teambar / contact list:

➤ Open the contact's context menu in the teambar.

➤ Select **Display icons**.

➤ Select telephone entry.

The telephone status icon appears in the teambar / contact list for the contact.

Add Forwarding*

How to add a new forwarding:

➢ Select in the main bar.

➢ Open the context menu of the forwarding list.

➢ Select **Add**.

➢ Enter **type, destination** and **optional text**.

➢ Select **OK**.

The new forwarding is added.

Activate/Deactivate Forwarding

How to activate or deactivate a forwarding:

➢ Select in the main bar.

➢ Select the forwarding to be activated respectively deactivated.

The relevant forwarding is activated respectively deactivated.

Call Subscriber from Directory

How to search for a subscriber in a directory and call him/her:

➢ Open directory via the ( ) module menu.

➢ Enter search criterion and select **Search**.

➢ Select the subsriber you have searched for.

➢ Select a phone number under **Phone number**.

➢ Select **Call**.

A connection is being set up to the subscriber.

Note: You can also drag a found contact with the left mousebutton into the contact list, for example.

Display missed Calls

How to display missed calls:

➢ Open call journal via the ( ) module menu.

➢ Select to display missed calls only.

The call journal displays all calls you did not answer.

Display Presence Profile*

To display a contact's presence profile in the teambar/contact list:

➢ Open the contact's context menu in the teambar.

➢ Select **Edit contact**.

➢ On the **Presence** tab of the contact data activate the **Display presence information** option.

➢ Select **OK**.

➢ Open the contact's context menu in the teambar.

➢ Select **Display icons**.

➢ Select **Presence profile**.

The presence icon is displayed for the contact in the teambar/contact list.

Pickup Call*

To accept in the teambar a call that comes in for another contact:

➢ Open menu for of the contact in the teambar.

➢ Select **Answer call from:**.

You are being connected to the calling subscriber.

* Feature may not be available.

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