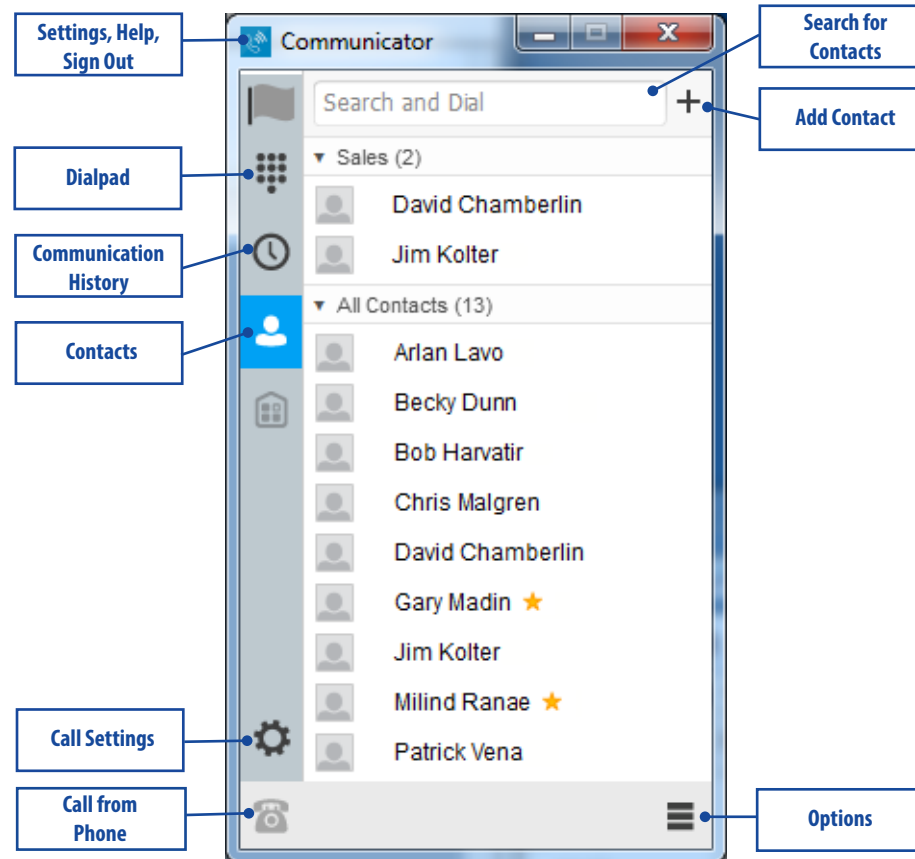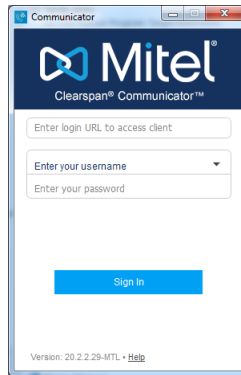# Clearspan Communicator Desktop Lite for PC and Mac

Clearspan Communicator Desktop Lite for PC and MAC offers a convenient, intuitive client interface for multimedia services. You can place and receive phone calls from your desk phone using the client application. It also integrates various features with the Clearspan Communicator server platform.

SIGN IN

1. When Clearspan Communicator starts up, the sign-in screen displays.
2. If you are signing in for the first time, you must enter the URI of the server, username, and password, which are supplied by your administrator. On subsequent logins, you can select your username from the drop-down list and enter your own password.
3. Click Sign in. If you want to run Clearspan Communicator or sign in automatically, you can change the Preferences by selecting ⬚ in the top left corner or ☰ in the bottom right corner.

Settings, Help, Sign Out

Dialpad

Communication History

Contacts

Call Settings

Call from Phone

Search for Contacts

Add Contact

Options

SEARCH FOR CONTACTS TO ADD OR CALL

You can search your personal directory and the main directory.

1. In the Search and Dial field at the top of the screen, enter a name.
2. Right-click an entry in the search results to communicate with the contact or add the contact to your Contacts list.
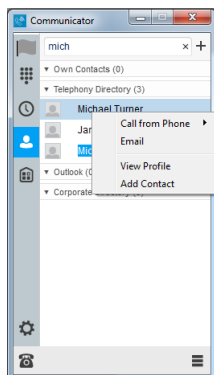
Note: *Remove the characters in the search box after your search. If any characters remain in the search box, your contacts will not display when you click on the Contacts icon.*

ADD A CONTACT OR CONFERENCE

1. To manually add a contact or conference to your Contacts list, click ✚ near the top right corner of the main screen and select Add Contact or Add Conference Contact.
2. Enter the name and contact information.
3. Click the checkmark to add the entry to your Contacts list.

CREATE A CONTACTS LIST GROUP

1. To create a group of contacts, click ✚ near the top right corner of the main screen and select Add Group.
2. Choose a name for the group. The group appears in your Contacts list, and you can add contacts under it.
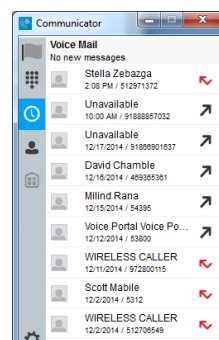
PLACE A CALL FROM YOUR PHONE

1. Click on the contact to call.
2. Click ☎. The call is placed from your desk phone.

VIEW THE COMMUNICATION HISTORY

Click 🕐 to view the Communication History. The icons indicate status as follows:

- ↙ Completed call.
- ↖ Missed or diverted call.
- ↗ Outbound call.

CONFIGURE CALL SETTINGS

1. Click 📞 in the top left corner or ☰ in the bottom right corner of Communicator.
2. Click on Call Settings. The following settings are available:
   - Do Not Disturb
   - Call Forwarding
   - Clearspan Remote Office
   - Clearspan Anywhere
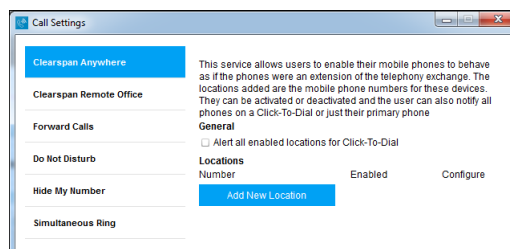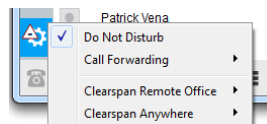
CONFIGURE PREFERENCES

1. Click 🔧 in the top left corner or ☰ in the bottom right corner of Communicator.
2. Click Preferences.
3. Configure settings for Log In, Confirmations, Credentials, and Proxy.
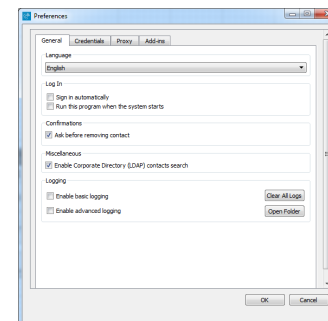
System Requirements

Ensure that you have the latest software release of Clearspan Communicator. Your system administrator will provide the location.

The following operating systems are supported: Mac OS 10.6 Snow Leopard, Mac OS 10.7 Lion, Mac OS 10.8 Mountain Lion, Windows XP, Vista, Windows 7, or Windows 8 (Classical view only).

The application requires 125 MB of disk space.

For voice calls, a sound card, speakers and microphone, USB headset, or Bluetooth headset are required.

A minimum of 1 GB RAM is required.

A minimum processor of 1 GHz is required; however, 1.5 GHz is recommended, and a Pentium 4 at a minimum.

Open Graphics Library (Open GL) 1.5 or higher is recommended.

Mitel®

Powering connections

mitel.com