Clearspan® Communicator for Android™
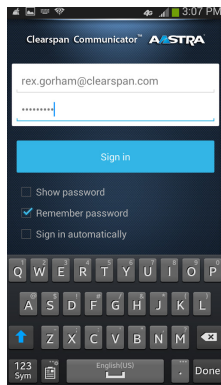# Quick Reference Guide

Welcome to Clearspan Communicator for Android
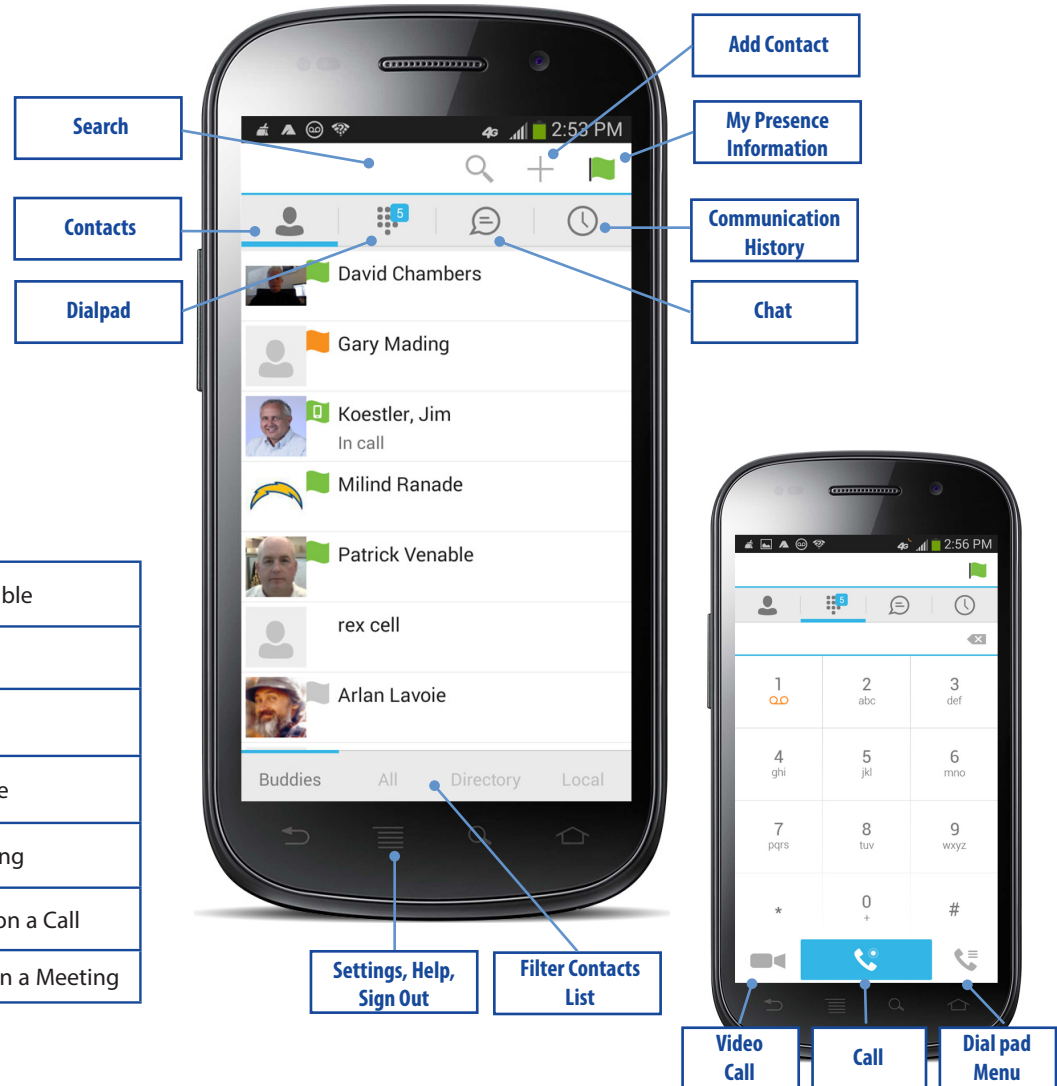
Clearspan Communicator for Android offers a convenient, intuitive client interface for multimedia services. It allows you to place and receive phone calls and video calls. It also integrates various features with the Clearspan Communicator server platform.

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 enter your own password.
3. To save your password, check the **Remember password** box. You can change this later in Settings.
4. To sign in automatically, check the **Sign in automatically** box. You can change this later in Settings.
5. Tap **Sign in**.

To sign out, press the ▤ hard key to access the Settings menu, and select **Sign out** at the bottom of the list.

🟢	Available
🟠	Away
🔴	Busy
⚪	Offline
❓	Pending
📞	Busy on a Call
📅	Busy in a Meeting

Search

Contacts

Dialpad

Add Contact

My Presence Information

Communication History

Chat

David Chambers

Gary Mading

Koestler, Jim
In call

Milind Ranade

Patrick Venable

rex cell

Arlan Lavoie

Buddies   All   Directory   Local

Settings, Help, Sign Out

Filter Contacts List

Video Call

Call

Dial pad Menu

Search for Contacts to Add or Call

You can search Buddies, All, Directory, or Local.
1. In the search field at the top of the screen, enter a name.
2. Tap 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.
2. Enter the name or conference number, and contact information.
3. Tap **OK**.

View the Call History
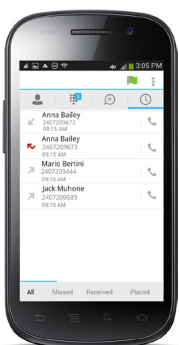
Click 🕐 to view the Communication History. The following icons indicate status.
↙ Completed call.
↘ Missed or diverted call.
↗ Outbound call.

Place an Audio or Video Call

You can make an audio or video call using one of the following methods:
- Tap a contact from the Contacts list to open a contact card. From the contact card, choose 📞 to make an audio call or 📹 to make a video call.
- Choose from the options provided, after a long press on a contact.
- From the search results, tap a contact to open a contact card and choose the audio or video icon or by using the long press options.
- Open the dial pad, enter a phone number, and tap the Call or Video button.
- On the Call History list, tap a call entry.
- On the Chat screen, tap 📞 to make an audio call or 📹 to make a video call.

The following icons are available during a call:

⏸	Hold
🔇	Mute microphone
📞	Hang up
🔊	Adjust volume

Add a Contact to Favorites

You can add a contact to Favorites by making a long press on a contact, and then choosing **Add to Favorites** from the options provided. Favorites appear with a solid star ⭐ icon.

Change Your Status Display

1. Tap your presence flag in the top right corner of the screen.
2. Make any changes:
   - Tap your avatar to change the picture.
   - Type a personal message.
   - Select a presence status.
3. Tap **Save**.

Configure Call Settings

1. Press the ▤ hard key to access the menu.
2. The following settings are available:
   - **Remember password**
   - **Sign in automatically**
   - **Call settings**: Call Forwarding, Do Not Disturb, Remote Office, Clearspan Anywhere, Hide Caller ID, Simultaneous Ring Personal, Own Phone Number
   - **Clearspan Mobility settings**
   - **Credentials**
   - **Help**