CLEARSPAN® COMMUNICATOR™ FOR iOS TABLETS

Clearspan Communicator for iOS Tablets 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

When Clearspan Communicator starts up, the sign-in screen displays.

1. The first time you sign in, you must enter the URI of the server, user name, and password supplied by your administrator. On subsequent logins, you can enter your own password.
2. Select whether you want Clearspan Communicator to save your password. You can change this later in Settings.
3. Select whether you want Clearspan Communicator to sign you in automatically. You can change this later in Settings.
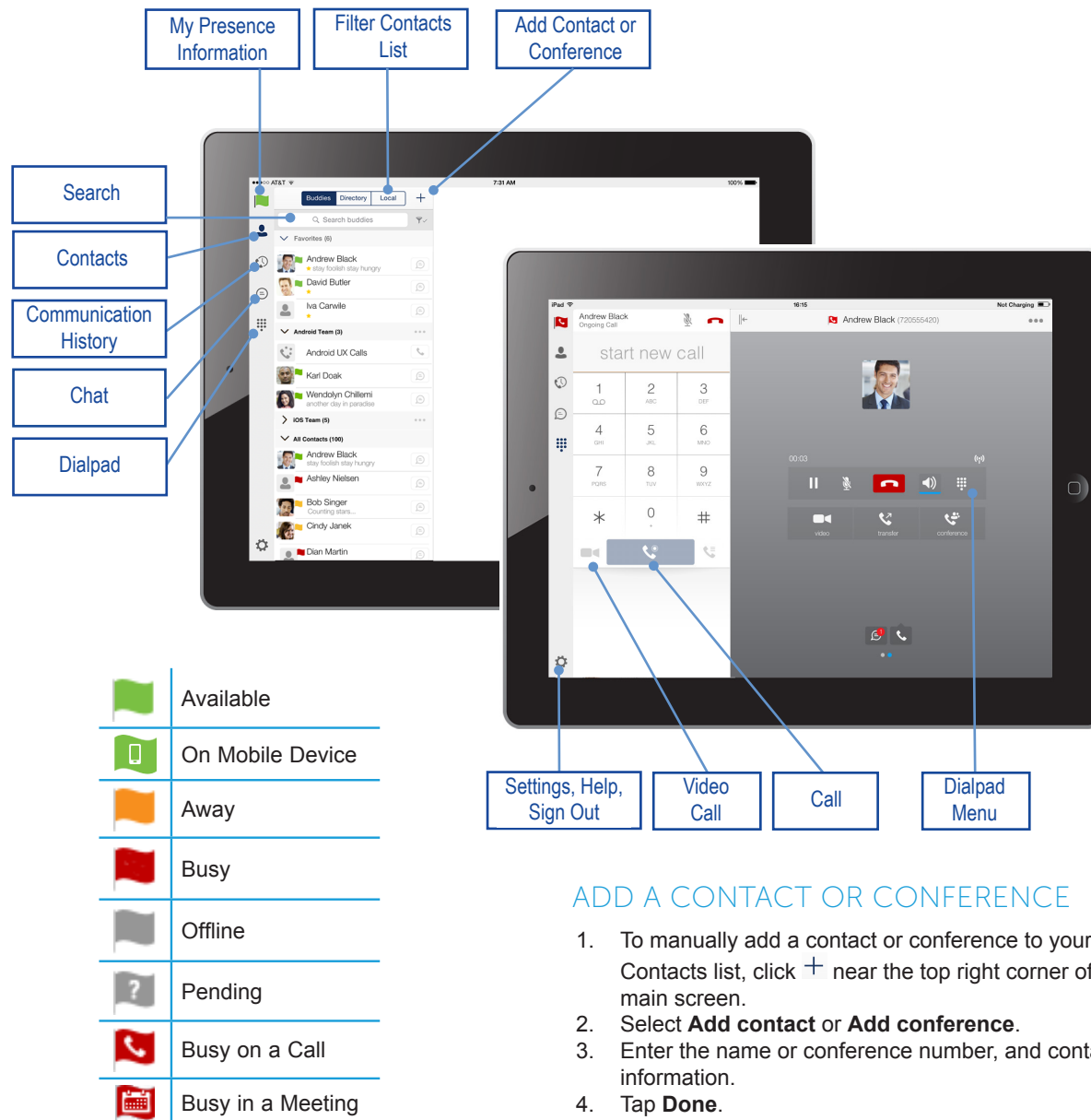4. Tap **Sign in**.

To sign out, tap ⚙ and select **Sign out** at the bottom of the list.

SEARCH FOR CONTACTS TO ADD OR CALL

You can search Buddies, Local contacts, or Directory contacts.

1. In the search field on the Contacts tab, 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.

My Presence Information

Filter Contacts List

Add Contact or Conference

Search

Contacts

Communication History

Chat

Dialpad

Settings, Help, Sign Out

Video Call

Call

Dialpad Menu

🟩	Available
🟩	On Mobile Device
🟧	Away
🟥	Busy
⬜	Offline
❓	Pending
📞	Busy on a Call
📅	Busy in a Meeting

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. Select **Add contact** or **Add conference**.
3. Enter the name or conference number, and contact information.
4. Tap **Done**.

⋈ **Mitel®**

CHANGE YOUR STATUS DISPLAY

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

ADD A CONTACT TO FAVORITES

1. Tap a contact name.
2. Tap ☆ near the top-right corner. The ⭐ icon indicates that a contact is on the Favorites list.

START A CHAT SESSION

Start a chat using one of the following methods:
- From the Buddies list, tap a contact to open the communication view.
- From the contact card, tap the chat icon to start a chat.
- In the Chat History list, tap a contact entry to start a chat.
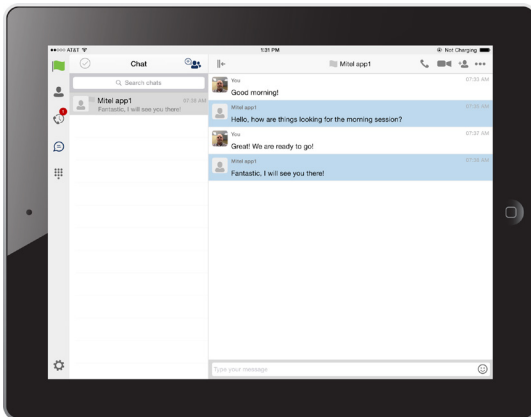
PLACE AN AUDIO OR VIDEO CALL

You can make an audio or video call using one of the following methods:
- Choose a contact from contact list to open the contact card and tap on the headset icon 📞 for an audio call or the video icon 📹 for a video call.
- From search results, open a contact card and tap on the headset icon 📞 for an audio call or the video icon 📹 for a video call.
- 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 the headset icon 📞 for an audio call or the video icon 📹 for a video call.
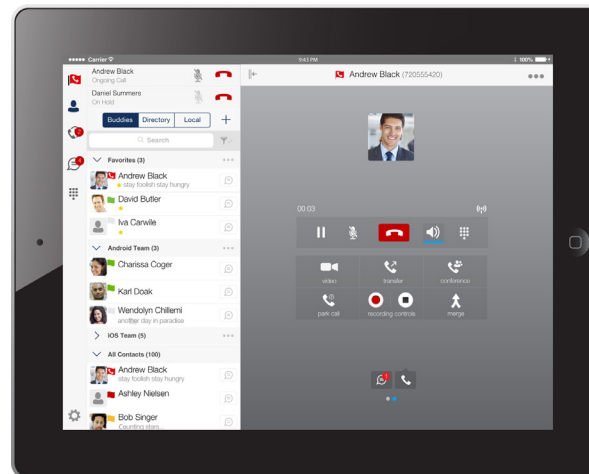
VIEW THE CALL HISTORY

Tap 🕐 to view the History tab. The following icons indicate status.

↙ Completed incoming call.

↖ Missed or diverted call.

↗ Outbound call.
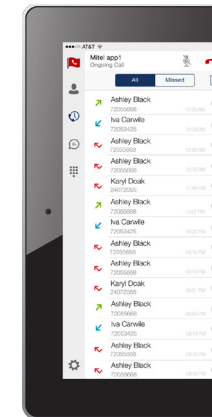
CONFIGURE CALL SETTINGS

1. Tap ⚙ to access the Settings menu.
2. The following settings are available:
   - **Remember password**
   - **Automatic sign-in**
   - **Call settings**: Call Options, My Telephone Number, Call Forwarding, Do not Disturb, Remote Office, Clearspan Anywhere, Hide Caller ID, and Simultaneous Ring Personal.
   - **Clearspan Mobility settings**
   - **Credentials**
   - **Help, About, Sign out**