

Phone Manager Mobile Quick Reference Guide

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QUICK REFERENCE GUIDE



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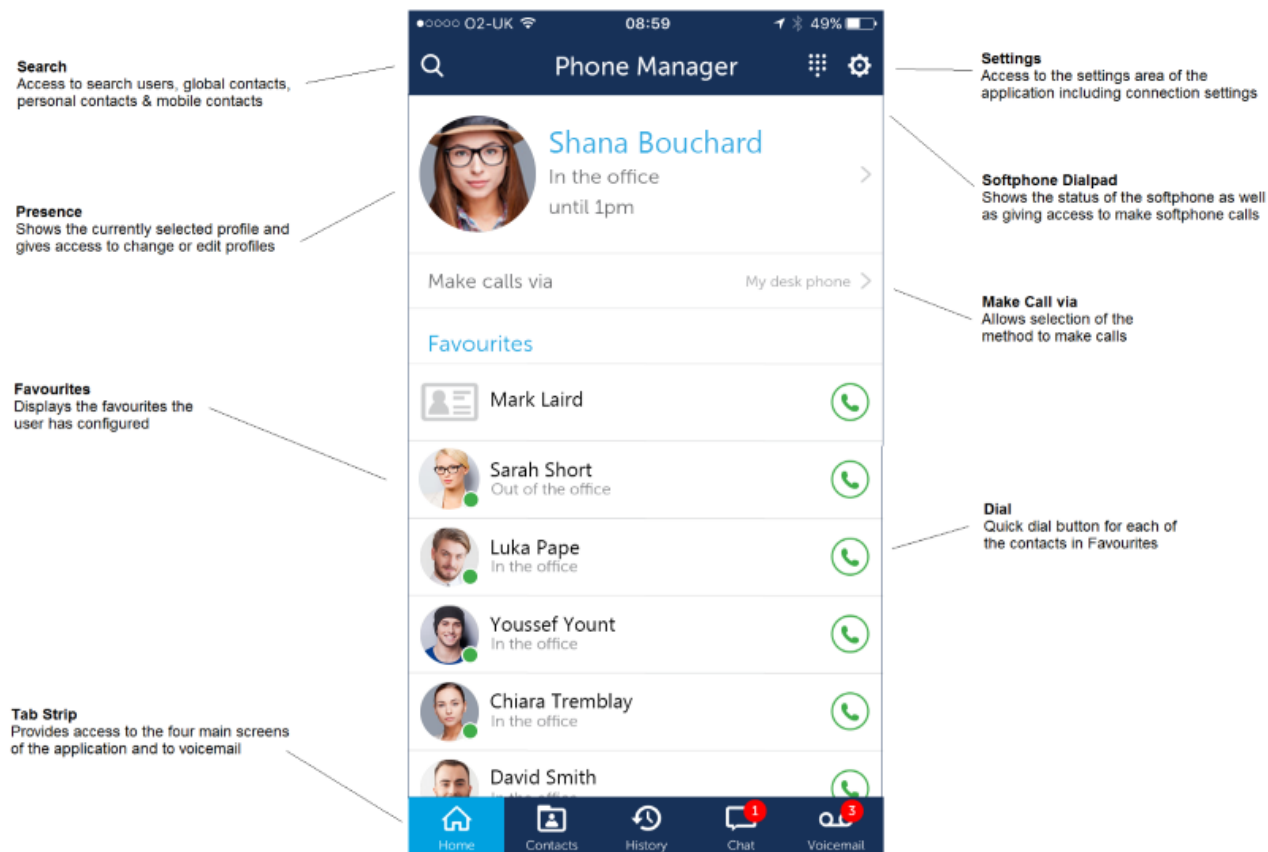
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Quick Start

The guide provides information for frequently used features. For more information about these and other features, refer to the user guide.

Phone Manager Mobile UI



Making Calls

Users, Contacts and history items can all be dialled from Phone Manager Mobile. When making calls, any one of the following methods can be used:

- Calls can be made from your primary device
- Calls can be made on the mobile phone
- Calls can be made using the built-in softphone
- Calls can be made using OfficeLink

The method to make calls is displayed under the Presence section.

 Calls can only be made using the softphone if it is licensed and enabled

 When using OfficeLink, the phone system will ring you, once you answer it will put you through to the number you dialled

Tab Strip

The tab strip provides access to the four main screens of the application as well as displaying the current number of voicemails a user has, and providing a shortcut to dialling voicemail.

- **Home** -> The main screen allowing the user to control their presence and see their favourite contacts.
- **Contacts** -> Access to see Personal, Global and Mobile Contacts
- **History** -> Call history for all assigned extensions
- **Chat** -> Chat with other users of Phone Manager Mobile/Desktop

The currently displayed screen will show on the tab strip with a light blue colour.

To access voicemail, press the voicemail icon on the tab strip and follow the instructions.

Contacts

The contacts tab within Phone Manager provides a snap-shot view of information about other contacts including users, personal contacts, global contacts and mobile contacts. This screen provides methods to make calls, initiate chat sessions and send emails (if email address configured for this contact).

 Sending an email will open the native email client on the mobile device

History

The Call History window shows all internal, external and missed calls on all of your assigned devices.

When the Call History window is not open, any missed calls will be notified with a red circle on the tab. Calls can be returned by pressing the handset icon.

A history of any calls made to or by any of the devices associated with your user account will be displayed.

Chat

Chat with other Phone Manager users, these can be other Mobile users or Desktop users. New conversations can be started by pressing on the + button on the chat screen or from the Favourites or Contacts screen. Swipe left on an existing conversation to hide it from view.



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