PLACE A CALL
From Quick Dialer Search Bar
Type the contact details in the Quick Dialer search bar and do one of the following:
• Double-click the contact.
• Select the contact and click.

From Recent
Click the Recent tab on the dashboard and do one of the following:
• Double-click the contact.
• Select the contact and click.

ANSWER A CALL
• Click \(\text{\textbullet}\) in the notification area.
• Click \(\text{\textbullet}\) to end an active call.

MAKE A VIDEO CALL
1. Set the primary extension to your softphone.
2. Type the contact’s details in the Quick Dialer search bar, and then select a contact.
3. Click \(\text{\textbullet}\) to place a voice call.
4. Click \(\text{\textbullet}\) to broadcast the video.

ACCESS VOICEMAIL
1. On the dashboard, click the Voicemails tab.
2. Select the voicemail you want to listen to.
3. Use one of the following options to play your voicemail:
   • Click \(\text{\textbullet}\) to play the voicemail on your phone.
   • Click \(\text{\textbullet}\) to play the voicemail on your computer speakers.
4. Click \(\text{\textbullet}\) to start the voicemail playback.

UPDATE AVAILABILITY STATE
1. Click your current Availability State on the dashboard.
2. Select the Availability State you want to use.
3. Choose Custom to specify your own label and color for your Availability State.
Configured call routing rules apply.