6 Adding Contacts

You can add contacts from your corporate directory to your personal contact list.

Step 1 Search for the person to add, using the procedure in Calling a Coworker.

Step 2 In the list of search results, click the name of the person.

Step 3 From the menu bar at the top of the console, choose **Actions > Add Contact to Group > General**.

7 Specifying Your Availability

When Cisco Unified Personal Communicator is running on your computer, it automatically shows your colleagues whether you are available, busy, idle, or away from your computer.

You can designate the availability status that people see for you:

Step 1 From the menu bar at the top of the console, choose **Reachability**, then choose an option: **Automatic**, **Available**, **Busy**, or **Away**.

Your colleagues see the status you designate until you change it or exit Cisco Unified Personal Communicator.

8 Getting More Information

More information about all features is available from the online Help when Cisco Unified Personal Communicator is running: From any menu bar, choose **Help > Help Topics**.

For the most current information, see the *User Guide* at http://www.cisco.com/en/US/products/ps6844/products_user_guide_list.htm.

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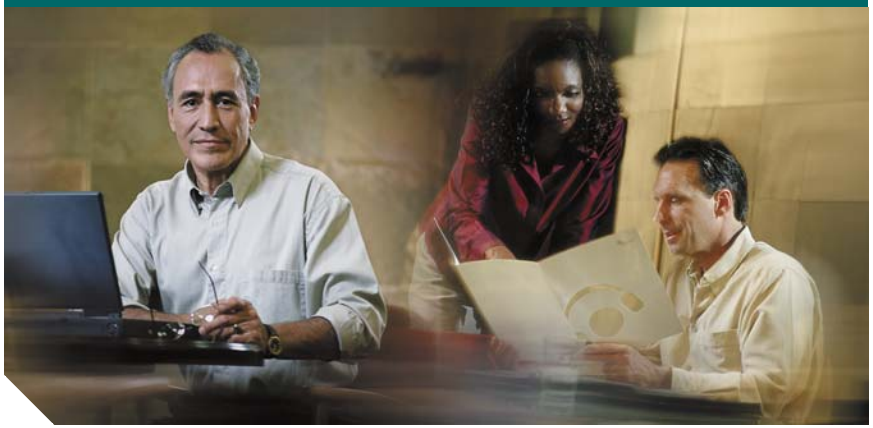
Quick Start Guide



Quick Start Guide for Cisco Unified Personal Communicator Release 1.1

1 Getting Started
2 Overview of Features
3 Making Calls
4 Adding Video to a Call
5 Creating a Conference Call
6 Adding Contacts
7 Specifying Your Availability
8 Getting More Information

There are many ways to perform these operations. For brevity, this guide gives only one method for each feature discussed.

1 Getting Started

If Cisco Unified Personal Communicator and your video camera are not yet installed and set up, see Chapter 1 of the *User Guide* at the URL listed in the Getting More Information section of this guide.

If you plan to use video: From the menu bar at the top of the console, choose **File > Phone Mode > Soft phone**.

2 Overview of Features

Use Cisco Unified Personal Communicator to streamline your communication activities. Features described in this guide or in the *User Guide* include:

- Make phone calls, conference calls, and video calls from your computer
- Share documents with other participants
- Create and store your personal contact list
- Search for contact information in your corporate directory
- Check availability of your colleagues before contacting them
- View your call history and return calls easily
- Listen to and manage voicemail

For more information, see the Getting More Information section.

3 Making Calls

Note You can always use your desk phone to make and receive calls.

Calling a Coworker

Search your company directory for the phone number to call:

Step 1 In the Search pane, enter part or all of the full name, first name, last name, or username of the person to find.

Searches are not case-sensitive, and the letters you type can appear in any position in the name. For example, if you search for "and", you find "Anderson" and "Cassandra". Username may be the part of the name that precedes the "@" sign in the e-mail address.

Step 2 Click the button.

Step 3 In the list of names that appears in the Search pane, right-click the name of the person you want to call and choose **Place a Call**.

Calling Anyone

To dial any phone number:

Step 1 Click the button at the top of the console.

Step 2 In the dial pad window, type, click, or paste the number to dial. Use the same numbers you would use when dialing from your desk phone. For example, when you call someone outside your company, you may need to precede the phone number with a 9.

Step 3 Click the button at the bottom of the dial pad.

Calling People in Your Contact List

After you add people to your personal contact list (see the Adding Contacts section), you can call them from your contact list:

Step 1 In your contact list, click a name.

Step 2 Click the button at the top of the console.

4 Adding Video to a Call

You must be using your soft phone in order to use video. See the Getting Started section.

Step 1 Make sure your camera is plugged in.

Step 2 During a call, click the button in the active conversation window.

The other person will see options to add video. If he or she is not enabled for video or chooses not to add it, you will see only your own video.

5 Creating a Conference Call

Step 1 If you have one call on hold and one active call, and you want to join the two calls together, click the button in the active conversation window.

The calls are merged and the held conversation becomes the conference call.

Step 2 If you want to add another person, repeat the process.