


# 6 Sending Instant Messages

- Step 1

Click a name in the Cisco Unified Personal Communicator console.
- Step 2

Click .
- Step 3

Type your message.
- Step 4

Press Enter.

# 7 Specifying Your Availability

When Cisco Unified Personal Communicator is running on your computer, it automatically shows your colleagues your availability status, for example whether you are available or away from your computer.

You can also determine the status that your colleagues see for you:

To...	Do This
Choose a status to display. This status remains until you change it or exit Cisco Unified Personal Communicator.	Click your current status near the top of the console and choose an option.
Set preferences that determine the status that displays.	Choose <b>File &gt; Preferences</b> , then click <b>Status</b> and choose options.

# 8 Getting More Information

More information about all features is available from the online Help when Cisco Unified Personal Communicator is running:

Choose **Help > Help Topics** from any menu bar.

For the most current information, see the *User Guide* at [http://www.cisco.com/en/US/products/ps6844/products\\_user\\_guide\\_list.html](http://www.cisco.com/en/US/products/ps6844/products_user_guide_list.html).

Americas Headquarters  
Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA  
<http://www.cisco.com>  
Tel: 408 526-4000  
800 553-NETS (6387)  
Fax: 408 527-0883

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## QUICK START GUIDE



## Quick Start Guide for Cisco Unified Personal Communicator for Windows Release 1.2

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There are many ways to perform similar 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: Choose **File > Phone Mode > Soft phone** from the menu bar at the top of the console.

## 2 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** Enter into the Search field part or all of the full name, first name, last name, username, or phone number 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 .

**Step 3** Right-click a person in the list of names that appears in the Search pane and choose **Place a Call**.


### Calling Anyone

To dial any phone number:

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

**Step 2** Type 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  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** Click a name in your contact list.

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

## 3 Adding Video to a Call

**Step 1** Make sure your camera is plugged in and you are using your soft phone.

**Step 2** Click  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.

## 4 Creating a Conference Call

You can merge a new call into an existing call or conference.

**Step 1** Make sure the existing call or conference is on hold.

**Step 2** Make sure the new call is *not* on hold.

**Step 3** Click  in the active conversation window.

**Step 4** Repeat the process to add another person.

## 5 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** Click the name of the person in the list of search results.

**Step 3** Choose **Actions > Add Contact to Group > General** from the menu bar at the top of the console.