#### **Sending Instant Messages** 4

#### **Procedure**

- Click a name in the Cisco Unified Personal Communicator console. Step 1
- Click Contacts > Send an Instant Message. The Instant Message window is Step 2 displayed.
- Step 3 Enter your message.
- Press Return. Step 4

#### **Specifying Your Availability** 5

Use availability status to check if people in your contact list are available to contact. By default, the system automatically determines the availability status of each person.

Availability status is displayed only for contacts who are in your company, or for contacts in other companies who have accepted your request to view their availability status.

You can also set your own availability status manually or by setting your preferences.

То	Do This
Choose a status to display.	Click your current status near the top of the console and select an option.
or exit Cisco Unified Personal Communicator.	
Set status preferences	Choose Cisco UPC > Preferences, then click Status and select options.

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#### QUICK START GUIDE



### **Cisco Unified Personal Communicator** For Macintosh

#### **Release 7.0**

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- 5 Specifying Your Availability

# **1** How to Make Calls with Your Soft Phone

- Calling a Coworker
- Calling Anyone
- Dialing From Your Macintosh Address Book

### **Calling a Coworker**

#### Procedure

**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 Press Return.

**Step 3** Control-click a name that is displayed in the Search pane and choose Place Audio Call.

### **Calling Anyone**

You can call people directly from your contact list, by using Search, or you can use the following procedure to call from the dialer.

#### Procedure

- **Step 1** Click the Toggle New Call Dialer icon in the console.
- **Step 2** Enter the phone number.
- **Step 3** Enter the number exactly as you would dial it from your desk phone. For example, you may need to dial a 9 before the number to call someone outside your company.
- **Step 4** Click the Dial icon in the New Call Dialer.

## **Dialing From Your Macintosh Address Book**

#### Procedure

- **Step 1** Verify that Cisco Unified Personal Communicator is either running or set to log in automatically.
- **Step 2** Open your Macintosh Address Book.
- Step 3 Choose a name.
- **Step 4** Control-click the label beside the number to call.
- Step 5 Choose Dial With Cisco UPC.

# **2** Adding Video to a Call

#### Procedure

- Step 1 Verify your camera is plugged in and select Soft Phone mode.
- **Step 2** Select Conversation < Add Video to Call with the conversation window active.

If you are on a conference call, each person who wants to add video must perform this action.

# **3** Adding Contacts From Your Corporate Directory

- **Step 1** Click Contacts > Add New Contact.
- **Step 2** Enter the first few characters or all of a full name, first name, last name, or phone number into the Search field.

Your configuration determines if searches are case-sensitive.

- Step 3 Press Return.
- Step 4 Click a name displayed in the Search Results.
- Step 5 Click Add.