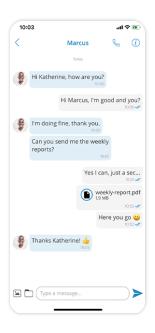
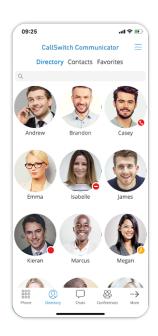
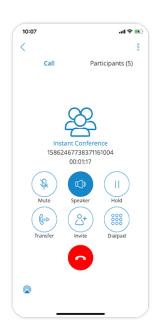


# COMMUNICATOR MOBILE APP

Quick Start Guide







# **About CallSwitch Communicator**

CallSwitch Communicator Mobile app allows users to use smartphones as an extension of their work phone, including call recording, call history and call forwarding / waiting.

# **Operating System Requirements**

CallSwitch Communicator Mobile app is available for iOS and Android smartphones.

For iPhone visit the App Store

(https://www.apple.com/uk/ios/app-store); for Android visit Google Play Store (https://play.google.com/store) and search for 'CallSwitch Communicator 6'.

# **Communicator Navigation Bar**



The main CallSwitch Communicator navigation bar shows the key application features:

- \* Dialpad placing calls
- \* Contacts main contact list
- \* Conferences place a conference call with any of your contacts
- \* Dashboard check call stats and other additional information

# **Dialpad**

#### Place a Call

Open the Dialpad in the Navigation Bar and dial the desired number.

#### See Recent Calls

Press (1) to access recent incoming and outgoing calls.

#### Transfer a Call

- 1. Whilst in an active call, press the 'Transfer' call control button.
- **2.** Press **'Select Contact'** to choose a local extension, or type the number for an external party.
- **3.** Once the contact is selected or number is typed in, press 'Direct' to instantly send the call to that destination, or 'Attended' to announce the call.
- **4.** Once ready to transfer the call to the other party, press **'Complete'**.

#### Contacts

#### **Contact Quick Links**

Quick links appear on the top of the Contacts' window and enable you to quickly move between the 'Directory', 'Contacts' and 'Favourites'.

#### **Contacts List**

Within the Contacts list, tabs are used to display Contacts you have imported from email or contact management tools. Click a contact to access the contact's details, 'Call', 'Email' or add to 'Favourites'.

### **Conferences**

#### Place a Conference Call

- Click Create conference Groups  $\overset{\bullet}{\cap}$  to create Conference Groups.
- Access your saved Conference groups list to place conference calls.

### **Dashboard**

The Dashboard is an easy way for Users to visualise daily call stats and other information related to their profile definitions.

# **Individual and Group Chat**

Chat allows users to participate in instant message conversations with a single or group of colleagues.

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