


Start Program


- Select  on the PC desktop with a doubleclick.

End Program

- Select  in the main bar.

Change Password

How to change the password for the program start:

- Keep the SHIFT key (⇧) pressed and select  on the PC desktop with a doubleclick.


Note: Keeping the SHIFT key pressed opens the login dialog even if no user password has previously been assigned.

- Enter current **password**.
- Select **Change password**.
- Enter new **Password** and **Confirm password** and select **OK**.

The password is changed.

Open Teambar


How to open a teambar:


- Open the **contact list** via the module menu (.
- Drag the contact list window or the window of a single contact list group to the top/bottom monitor screen margin.

The teambar opens.

Close Teambar

How to close a teambar:

- Click with the left mousebutton on  on the left hand side at the teambar – keep the mousebutton pressed.
- Drag the teambar from the screen margin.

The teambar converts into a window that you can close with .

Add Contact

To add a contact to a group of the teambar / contact list:

- Open a contact's context menu in the appropriate group.
- Select **Add contact**.
- Enter contact data and select **OK**.

The new contact is being created.

Call Subscriber

How to call an arbitrary subscriber:

- Click the program's main bar.
- Enter phone number via keyboard.
- Push ENTRY key (Enter).

A connection is being established to the specified phone number.

Call Contact

To call a contact of the teambar / contact list:

- Open the contact's context menu.
- Select telephone entry.

You will be connected to the contact.

Display Telephone Status

To display a contact's telephone status in the teambar / contact list:


- Open the contact's context menu in the teambar.
- Select **Display icons**.
- Select telephone entry.

The telephone status icon appears in the teambar / contact list for the contact.



Add Forwarding*


How to add a new forwarding:

- Select  in the main bar.
- Open the context menu of the forwarding list.
- Select **Add**.
- Enter **type**, **destination** and **optional text**.
- Select **OK**.

The new forwarding is added.

Activate/Deactivate Forwarding


How to activate or deactivate a forwarding:

- Select  in the main bar.
- Select the forwarding to be activated respectively deactivated.

The relevant forwarding is activated respectively deactivated.

Call Subscriber from Directory

How to search for a subscriber in a directory and call him/her:






- Open directory via the () module menu.
- Enter search criterion and select **Search**.
- Select the subscriber you have searched for.
- Select a phone number under **Phone number**.
- Select **Call**.

A connection is being set up to the subscriber.

Note: You can also drag a found contact with the left mousebutton into the contact list, for example.

Display missed Calls

How to display missed calls:

- Open call journal via the () module menu.
- Select     to display missed calls only.

The call journal displays all calls you did not answer.

Display Presence Profile*


To display a contact's presence profile in the teambar/contact list:

- Open the contact's context menu in the teambar.
- Select **Edit contact**.
- On the **Presence** tab of the contact data activate the **Display presence information** option.
- Select **OK**.
- Open the contact's context menu in the teambar.
- Select **Display icons**.
- Select **Presence profile**.

The presence icon is displayed for the contact in the teambar/contact list.

Pickup Call*

To accept in the teambar a call that comes in for another contact:

- Open menu for  of the contact in the teambar.
- Select **Answer call from:**.

You are being connected to the calling subscriber.



* Feature may not be available.

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