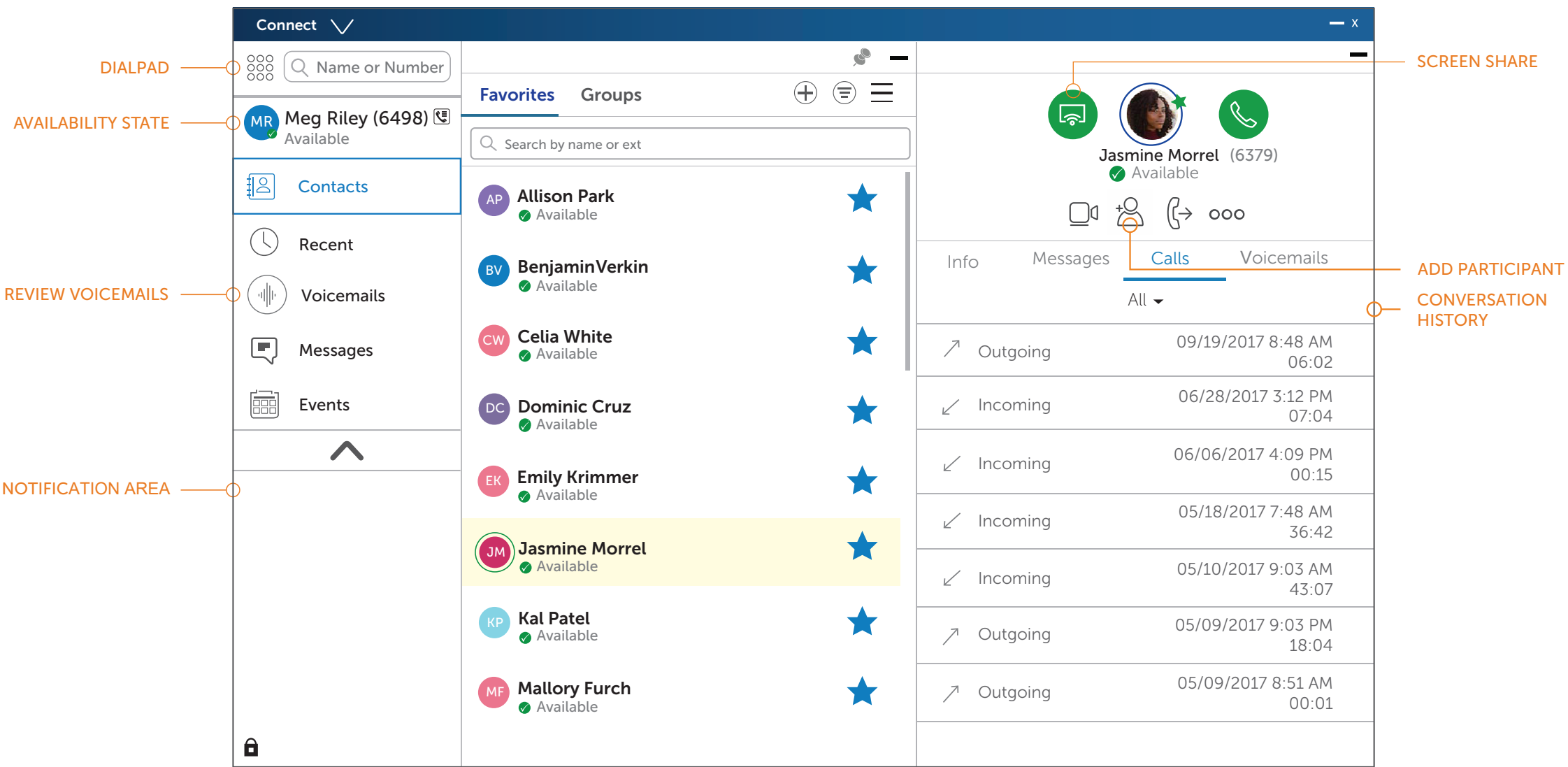


# Connect Client Quick Reference Guide



## PLACE A CALL

From Quick Dialer Search Bar

Type the contact details in the Quick Dialer search bar and do one of the following:

- Double-click the contact.
- Select the contact and click.



*From Recent*

Click the Recent tab on the dashboard and do one of the following:



- Double-click the contact.
- Select the contact and click.



## ANSWER A CALL




- Click  in the notification area.
- Click  to end an active call

*Make a Video Call*

1. Set the primary extension to your softphone
2. Type the contact's details in the Quick Dialer Search bar, and then select a contact.
3. Click  to place a voice call
4. Click  to broadcast the video.



## ACCESS VOICEMAIL

1. On the dashboard, click the Voicemails tab.
2. Select the voicemail you want to listen to
3. Use one of the following options to play your voicemail:
  - Click  to play the voice mail on your phone.
  - Click  to play the voicemail on your computer speakers.
4. Click  to start the voice email playback.



## UPDATE AVAILABILITY STATE

1. Click your current Availability State on the Dashboard.
2. Select the Availability State you want to use.
3. Choose Custom to Specify your own label and color for your Availability State.
4. Configured call routing rules apply.