Get Started With Communicator!
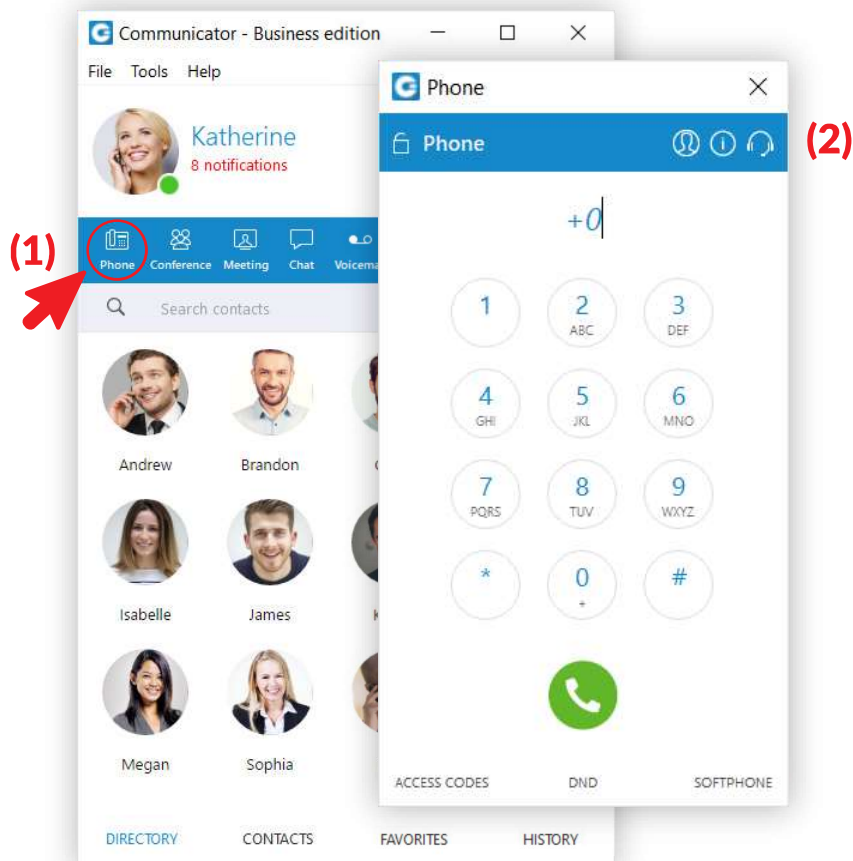
Business and Office Editions

Make a Call From Contact
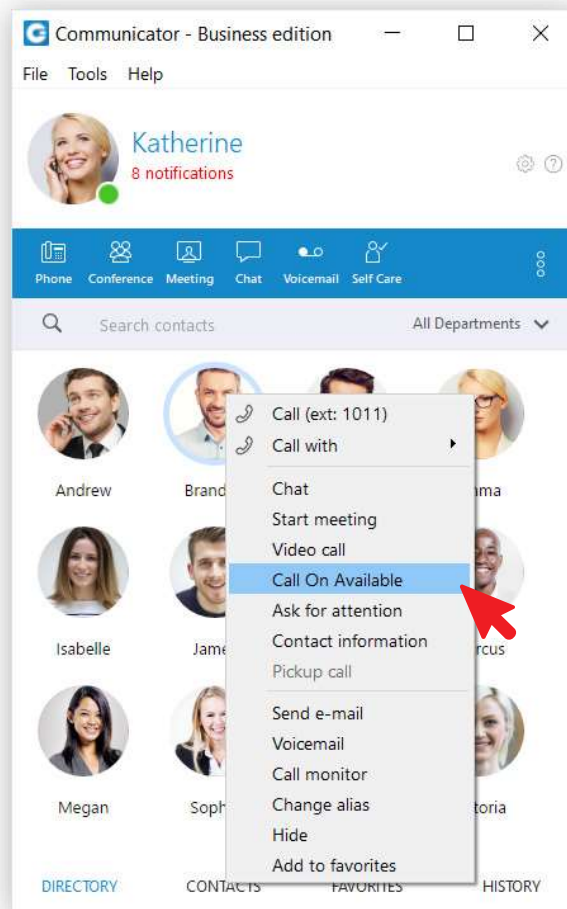

This will appear when you click on the phone icon
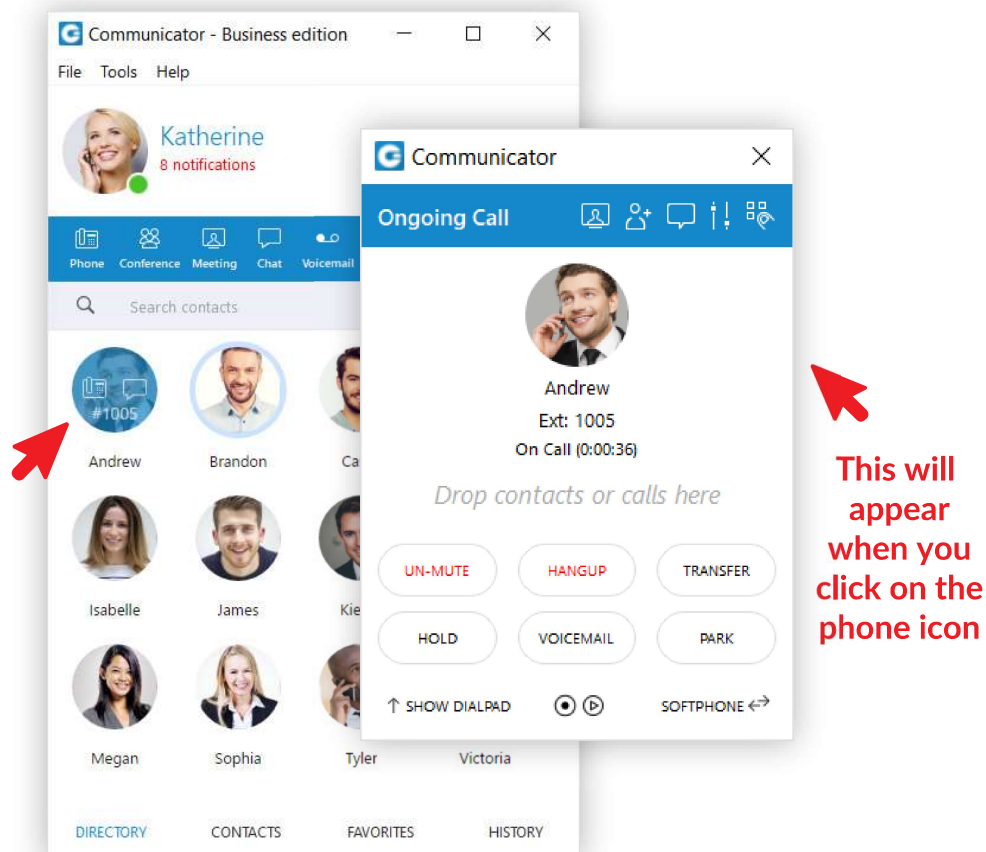
Hover over the contact and click on the phone icon. Communicator will dial that person automatically.
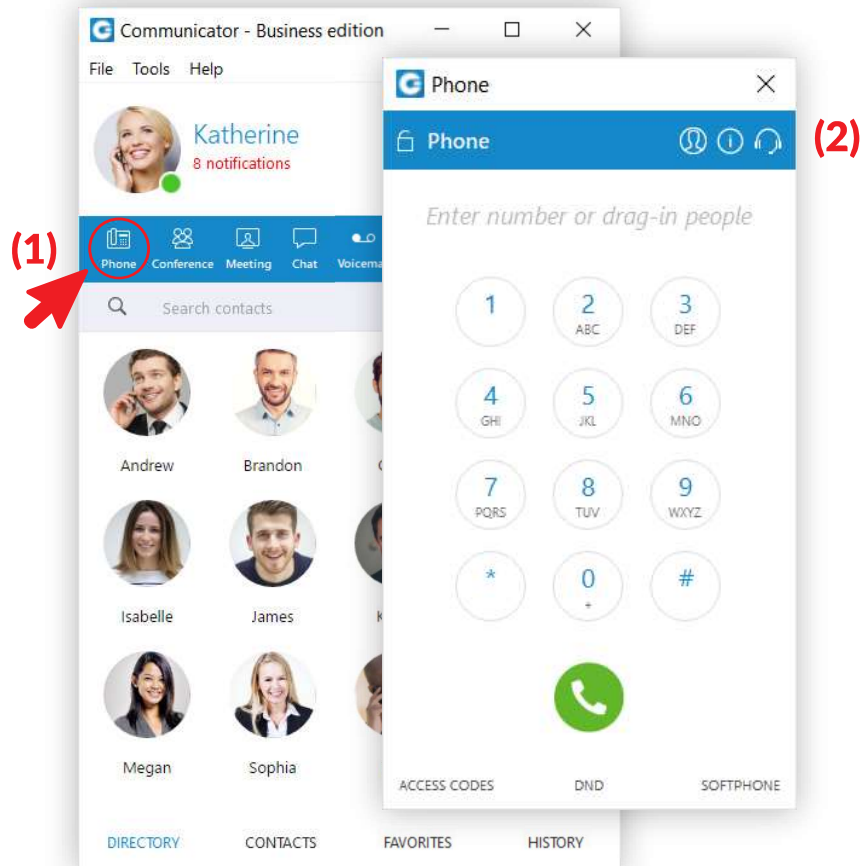
Make a Call From Keyboard

(1) Click the Phone icon in the menu
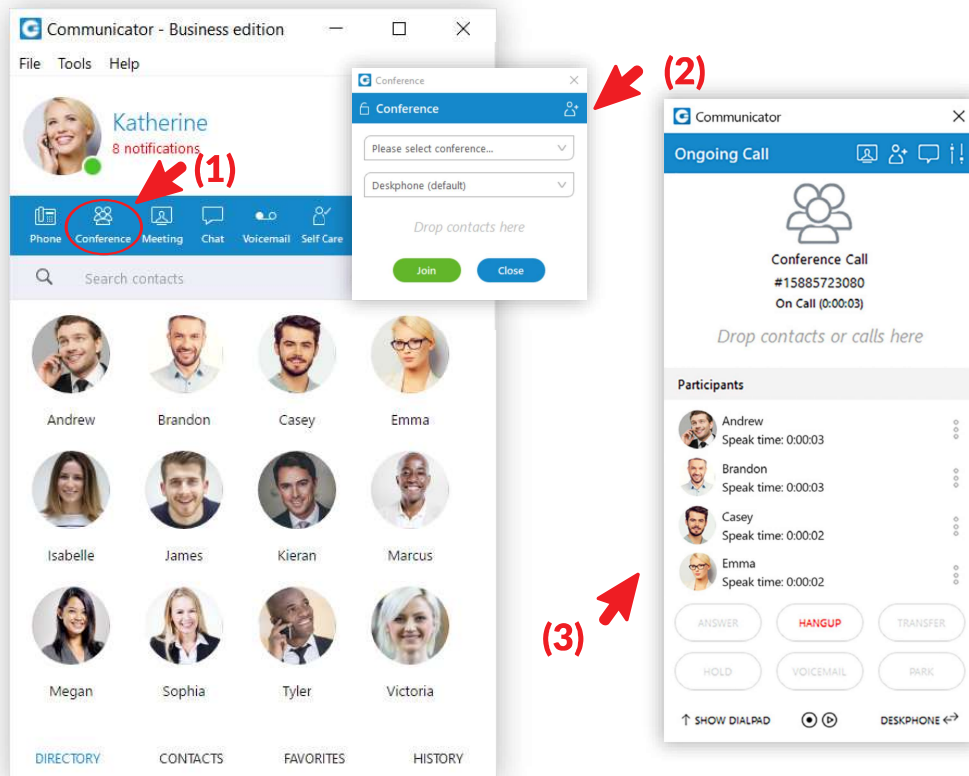(2) Dial the number in pop-up window

Automatic Callback

Right click on a contact and choose "Call On Available".
Your phone will dial you when the person is available.

Start a Call

(1) Click the Phone icon in the menu
(2) Dial the number in pop-up window or drag and drop contacts onto Phone screen

Start a Conference

(1) Click on the "Conference" icon in menu
(2) Select the Conference you wish to join or create,
and drag and drop participants from the Contacts list
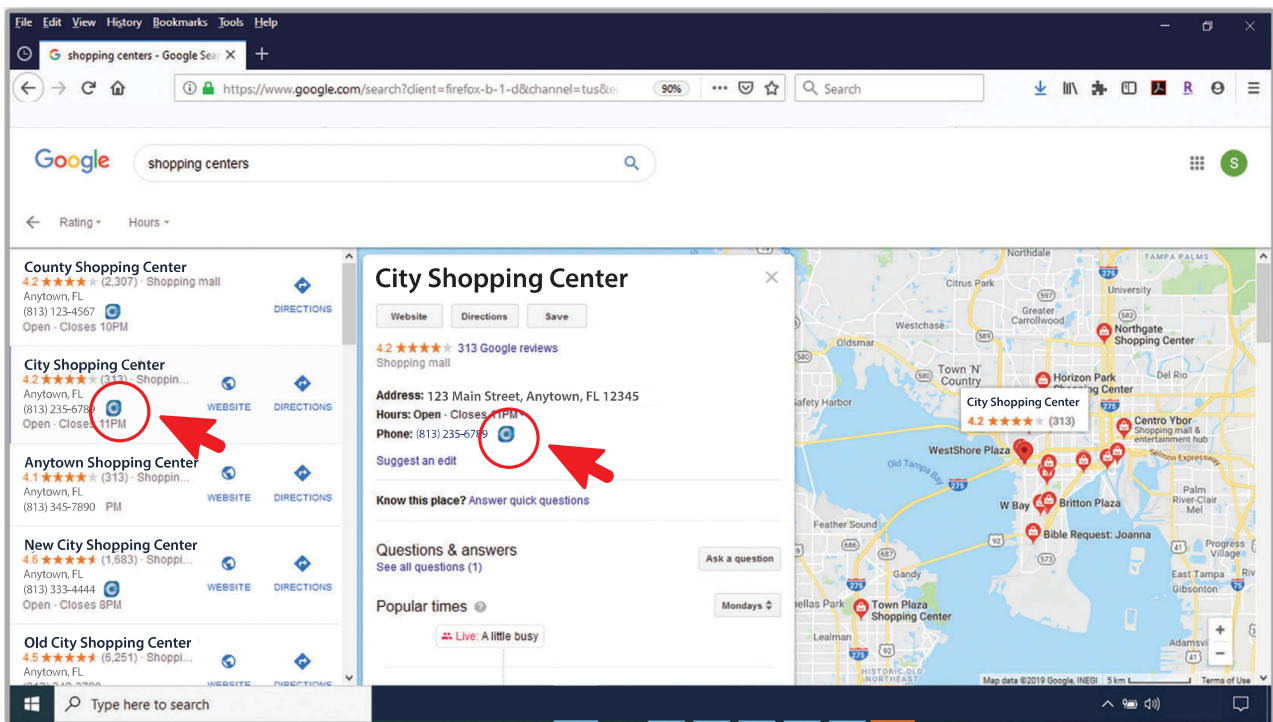(3) The Conference window will show a list of participants
on call

Transfer Call between devices
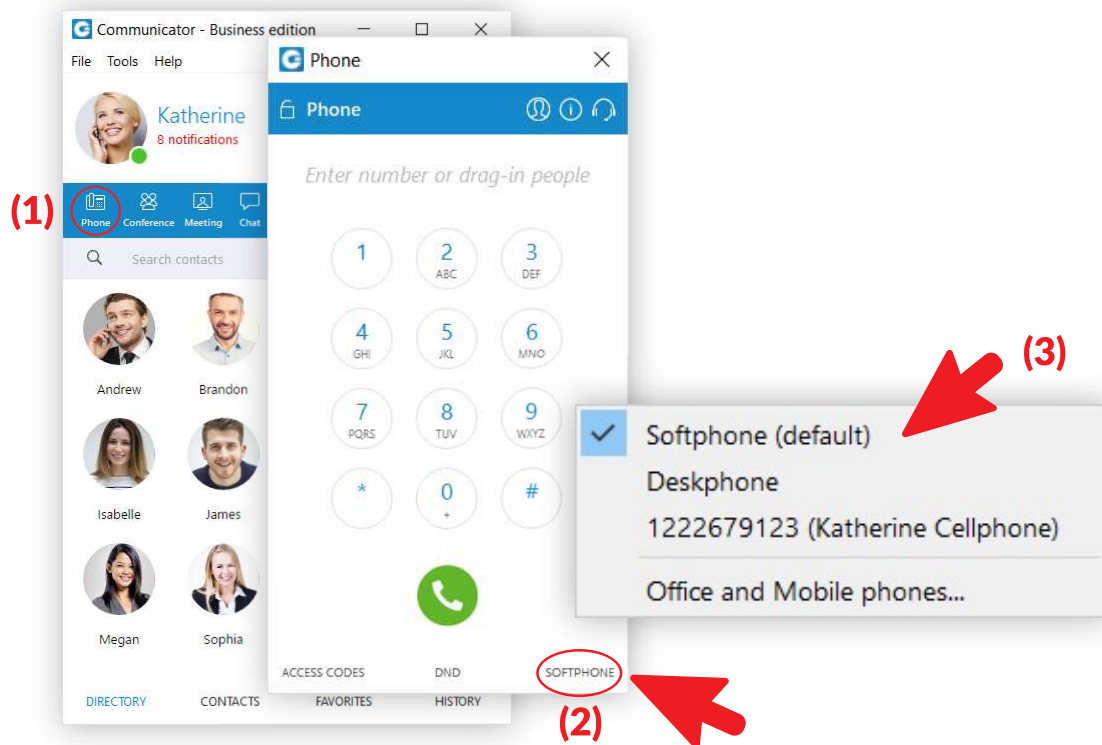
(1) Click on Phone in the menu (2) At the bottom of the phone pad, click on Deskphone (3) On the dropdown menu, choose where you want your phone transferred
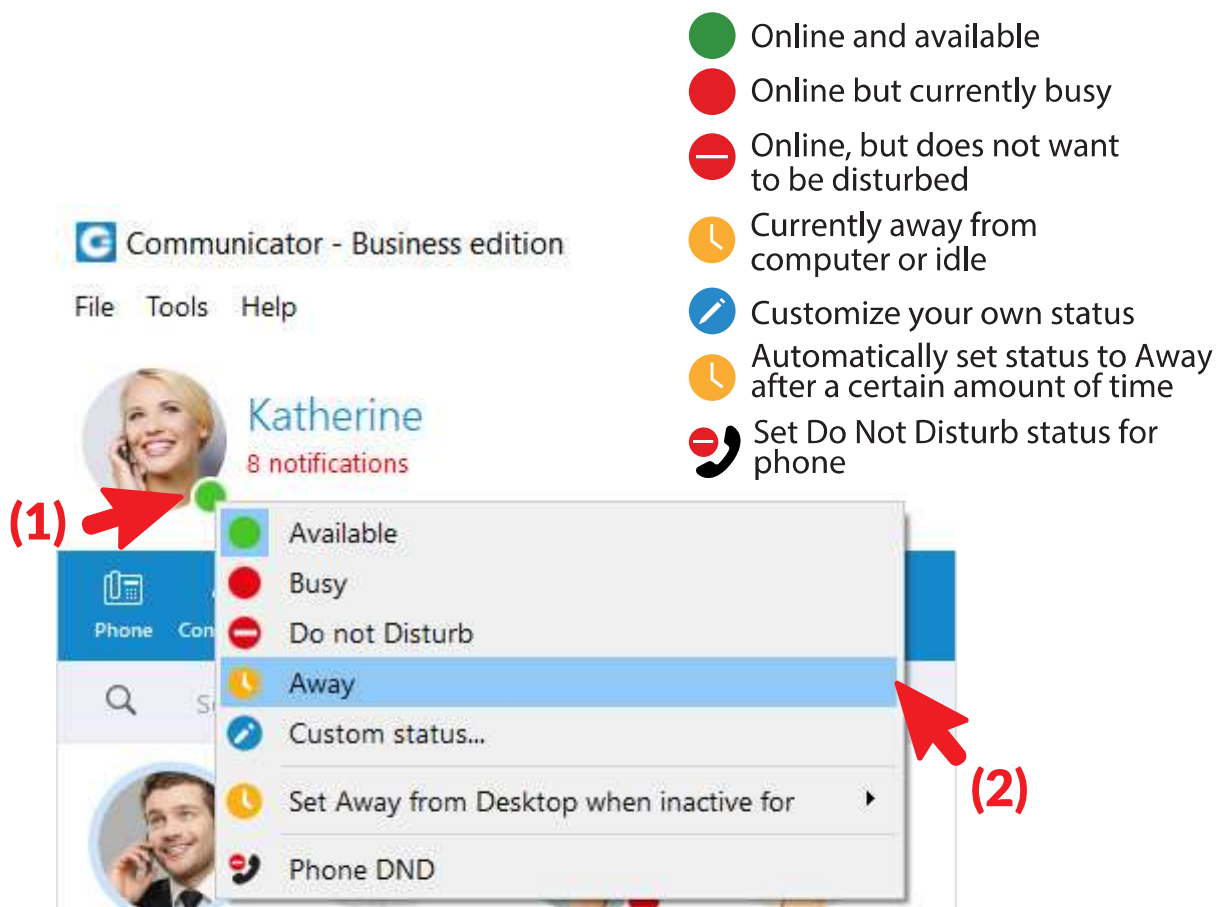
NOTE: This feature is NOT available on the Office Edition

Click and Dial From Browser

Using Google search, type in your search criteria. Next to the phone number is the Communicator icon. When you click on the icon a pop-up box will ask if you would like to make a call with your soft phone.

Change Your Status

● Online and available

● Online but currently busy

● Online, but does not want to be disturbed

● Currently away from computer or idle

● Customize your own status

● Automatically set status to Away after a certain amount of time

● Set Do Not Disturb status for phone

G Communicator - Business edition

File   Tools   Help

Katherine
8 notifications

(1)

Phone   Con

● Available
● Busy
● Do not Disturb
● Away
● Custom status...
● Set Away from Desktop when inactive for   ▶
● Phone DND

(2)

(1) Click on the green dot on your photo (2) In the pop-up box, choose your status

Program Screen

1. Hide Caller ID
2. Phone registration status
3. Audio Settings

Close Window
Main Menu
Communicator Preferences
Help Page
Online presence

Communicator Toolbar

Search Field

Quick Actions Menu

Contacts Area
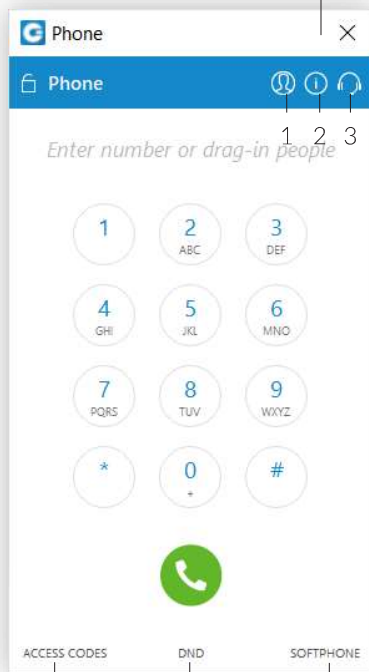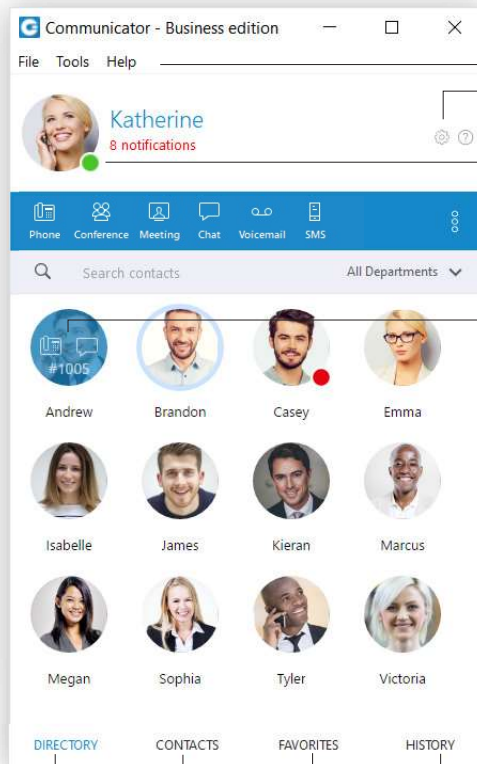
Access Codes Menu

Toggle DND

Set Default Device

Communicator Contacts

Other Contacts

Favorite Contacts

Call History