
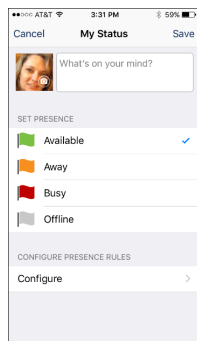


CHANGE YOUR STATUS DISPLAY

1. Tap your presence flag  in the top left corner of a tab.
2. Tap your name to view the My Status screen.
3. Make any changes:
 - Tap your avatar to change the picture.
 - Type a personal status message.
 - Choose a presence indicator.
4. Tap **Save**.




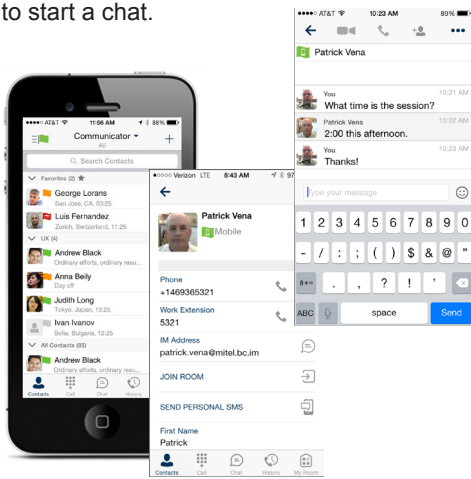
ADD A CONTACT TO FAVORITES

1. Tap a contact name on the Contacts list.
2. Tap ☆ near the top-right corner. The ★ icon indicates that a contact is on the Favorites list.
3. Tap the back arrow.

START A CHAT SESSION



Start a chat using one of the following methods:

- From the Contacts list, tap a contact, and then tap  to start a chat.
- On the Chat tab, tap a contact entry to start a chat.







PLACE AN AUDIO OR VIDEO CALL

You can make an audio or video call using one of the following methods:


- Tap a contact to open a contact card. From the contact card, tap on the contact number to make an audio or video call.
- From search results, open a contact card and tap on the contact number to make an audio or video call.
- Open the dial pad, enter a phone number, and tap the call or video button.
- On the History tab, tap a call entry.
- On the Chat tab, tap the  call or  video button.






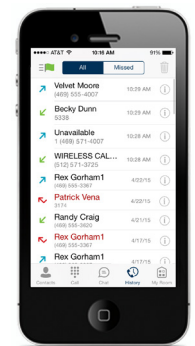
The following icons are available during a call:

	Place call on hold
	Mute microphone
	Use speaker
	Conference, transfer, or park call


VIEW THE CALL HISTORY

Tap  to view the History tab. The following icons indicate status.

-  Completed call.
-  Missed or diverted call.
-  Outbound call.



CONFIGURE SETTINGS

1. Tap  to access the Call settings or Preferences menu.
2. Configure the settings. The following Call settings are available: Call Options, My Telephone Number, Call Forwarding, Do not Disturb, Remote Office, Clearspan Anywhere, and Simultaneous Ring Personal.

The following Preferences are available: Remember password, Troubleshooting, and Caller ID lookup. You can also view information about the application or select Sign out.

