

## 5 Specifying Your Availability

Use availability status to check if people in your contact list are available to contact. By default, the system automatically determines the availability status of each person.

Availability status is displayed only for contacts who are in your company, or for contacts in other companies who have accepted your request to view their availability status.

You can also set your own availability status manually or by setting your preferences.

To	Do This
Choose a status to display. This status remains until you change it or exit Cisco Unified Personal Communicator.	Click your current status near the top of the console and choose an option.
Set your status preferences	Choose <b>File &gt; Preferences</b> , then click <b>Status</b> and make your selections. You can always manually override this setting from the console.



### QUICK START GUIDE



## Cisco Unified Personal Communicator for Windows

### Release 7.0

*Published August 2008*

- 1 How to Make Calls with Your Softphone
- 2 Adding Video to a Call
- 3 Adding Contacts From Your Corporate Directory
- 4 Sending Instant Messages
- 5 Specifying Your Availability

Americas Headquarters  
Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA

<http://www.cisco.com>  
Tel: 408 526-4000  
800 553-NETS (6387)  
Fax: 408 527-0883

Cisco, Cisco Systems, the Cisco logo, and the Cisco Systems logo are registered trademarks or trademarks of Cisco Systems, Inc. and/or its affiliates in the United States and certain other countries. All other trademarks mentioned in this document or Website are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (0705R)

© 2006-2008 Cisco Systems, Inc. All rights reserved.

OL-16648-01



# 1 How to Make Calls with Your Softphone

- Calling a Coworker
- Calling Anyone
- Calling People in Your Contact List

## Calling a Coworker

### Procedure

**Step 1** Enter the first few characters or all of a full name, first name, last name, or phone number into the Search field.

Your configuration determines if searches are case-sensitive. The alphanumeric characters you enter are shown in the leading position of the search results. For example, if you search for “den” the search results could include “Denice” and “Denzel”, but not “Arden” or “Hayden”.

**Step 2** Press Enter.

**Step 3** Right-click a person in the list of names that displays in the Search pane and choose **Place a Call**.

## Calling Anyone

You can call people directly from your contact list, by using Search, or you can use the following procedure to call from the dialer.

### Procedure

**Step 1** Click the Open Dialer icon in the console.

**Step 2** Enter the phone number.

**Step 3** Enter the number exactly as you would dial it from your desk phone. For example, you may need to dial a 9 before the number to call someone outside your company.

**Step 4** Click the **Click here to dial** icon in the dialer.

## Calling People in Your Contact List

**Step 1** Right-click a name or number and choose **Place A Call**.

**Step 2** Choose the number to dial if there are multiple entries.



### Tip

You can set your preferences to initiate a call when you double-click a name or number.

## 2 Adding Video to a Call

**Step 1** Verify that your camera is plugged in and select Softphone mode.

**Step 2** Click the **Add Video to Call** icon in the active conversation window.

If you are on a conference call, each person who wants to add video must perform this action.

## 3 Adding Contacts From Your Corporate Directory

**Step 1** Click **Contacts > Add New Contact**.

**Step 2** Enter the first few characters or all of a full name, first name, last name, or phone number into the Search field.

Your configuration determines if searches are case-sensitive.

**Step 3** Press Enter.

**Step 4** Click a name displayed in the **Search Results**.

**Step 5** Click **Add**.

## 4 Sending Instant Messages

### Procedure

**Step 1** Click a name in the Cisco Unified Personal Communicator console.

**Step 2** Click **Actions > Send an Instant Message**. The Instant Message window is displayed.

**Step 3** Enter your message.

**Step 4** Press Enter.