


6 Sending Instant Messages

- Step 1

Click a name in the Cisco Unified Personal Communicator console.
- Step 2

Click .
- Step 3

Type your message.
- Step 4

Press Return.

7 Specifying Your Availability

When Cisco Unified Personal Communicator is running on your computer, it automatically shows your colleagues your availability status, for example whether you are available or away from your computer.

You can also determine the status that your colleagues see for you:

To...	Do This
Choose a status to display. This status displays 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 preferences that determine the status that displays.	Choose CiscoUPC > Preferences , then click Status and choose options.

8 Getting More Information

More information about all features is available from the online Help when Cisco Unified Personal Communicator is running:

Choose **Help > CiscoUPC Help**.

For the most current information, see the *User Guide* at http://www.cisco.com/en/US/products/ps6844/products_user_guide_list.html.

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QUICK START GUIDE



Quick Start Guide for Cisco Unified Personal Communicator For Macintosh Release 1.2

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There are many ways to perform similar operations. For brevity, this guide gives only one method for each feature discussed.

1 Getting Started

If Cisco Unified Personal Communicator is not yet installed and set up, see Chapter 1 of the *User Guide* at the URL listed in the [Getting More Information](#) section of this guide.

If you plan to use video: Click the Phone Mode icon near the top of the console and choose **Soft Phone**.

2 Making Calls



Note You can always use your desk phone to make and receive calls.

Calling a Coworker

Search your company directory for the phone number to call:


Step 1 Enter into the Search field part or all of the full name, first name, last name, username, or phone number of the person to find.

Searches are not case-sensitive, and the letters you type can appear in any position in the name. For example, if you search for “and”, you find “Anderson” and “Cassandra”. Username may be the part of the name that precedes the “@” sign in the e-mail address.

Step 2 Press **Return**.

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

Calling Anyone

Step 1 Click  at the bottom of the console.

Step 2 Type, paste, or choose the number to dial.


Use the same numbers you would use when dialing from your desk phone. For example, when you call someone outside your company, you may need to precede the phone number with a 9.

Step 3 Press **Return**.

Calling People in Your Contact List


After you add people to your personal contact list (see the [Adding Contacts](#) section), you can call them from your contact list:

Step 1 Click a name in your contact list.

Step 2 Click  at the bottom of the console.

3 Adding Video to a Call

Step 1 Make sure your camera is plugged in and you are using your soft phone. (See the [Getting Started](#) section.)

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


If the other person does not also add video, you will see only your own video.

4 Creating a Conference Call

You can merge a new call into an existing call or conference.

Step 1 Make sure the existing call or conference is on hold.

Step 2 Make sure the new call is *not* on hold.

Step 3 Click  in the active conversation window and choose the held conversation to merge.

Step 4 Repeat the process to add another person.

5 Adding Contacts

You can add contacts from your corporate directory to your personal contact list.

Step 1 Search for the person to add, using the procedure in [Calling a Coworker](#).

Step 2 Click the name of the person in the list of search results.

Step 3 Choose **Contacts > Add Contact To > General**.