

# COMMUNICATOR MOBILE APP Quick Start Guide







## **About CallSwitch Communicator**

CallSwitch Communicator Mobile app allows users to use smartphones as an extension of their work phone, including call recording, call history and call forwarding / waiting.

## **Operating System Requirements**

CallSwitch Communicator Mobile app is available for iOS and Android smartphones. For iPhone visit the App Store

(https://www.apple.com/uk/ios/app-store); for Android visit Google Play Store (https://play.google.com/store) and search for 'CallSwitch Communicator 5'.

## **Communicator Navigation Bar**



The main CallSwitch Communicator navigation bar shows the key application features:

- \* Dialpad placing calls
- \* Contacts main contact list
- \* Conferences place a conference call with any of your contacts
- \* Dashboard check call stats and other additional information

## Dialpad

#### Place a Call

Open the Dialpad in the Navigation Bar and dial the desired number.

#### See Recent Calls

Press (1) to access recent incoming and outgoing calls.

#### Transfer a Call

- 1. Whilst in an active call, press the 'Transfer' call control button.
- 2. Press **'Select Contact'** to choose a local extension, or type the number for an external party.
- 3. Once the contact is selected or number is typed in, press 'Direct' to instantly send the call to that destination, or 'Attended' to announce the call.
- 4. Once ready to transfer the call to the other party, press 'Complete'.

### **Contacts**

#### **Contact Quick Links**

Quick links appear on the top of the Contacts' window and enable you to quickly move between the 'Directory', 'Contacts' and 'Favorites'.

#### **Contacts List**

Within the Contacts list, tabs are used to display Contacts you have imported from email or contact management tools. Click a contact to access the contact's details, 'Call', 'Email' or add to 'Favorites'.

## **Conferences**

#### Place a Conference Call

- Click Create conference Groups 🖒 to create Conference Groups.
- Access your saved Conference groups list to place conference calls.

## **Dashboard**

The Dashboard is an easy way for Users to visualise daily call stats and other information related to their profile definitions.

