Clearspan® Communicator™ for iPhone

Clearspan Communicator for the iPhone offers a convenient, intuitive client interface for multimedia services. It allows you to place and receive phone calls and video calls. It also integrates various features with the Clearspan Communicator server platform.

SIGN IN

When Clearspan Communicator starts up, the sign-in screen displays.

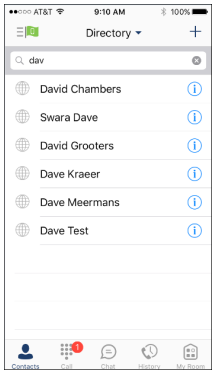
1. The first time you sign in, you must enter the URL of the server, user name, and password supplied by your administrator. On subsequent logins, you can enter your own password.
2. To save your password, check the **Remember password** box. You can change this later in Settings.
3. Tap **Sign in**.

To sign out, tap and select **Sign out** at the bottom of the navigation pane.

SEARCH FOR CONTACTS TO ADD OR CALL

You can search Clearspan Contacts and Contact Directories.

1. In the search field at the top of the Contacts tab, enter a name. You can filter by All, Online, Local Address Book, or Directory.
2. Tap ⓘ next to an entry in the search results to communicate with the contact or add the contact to your Contacts list.



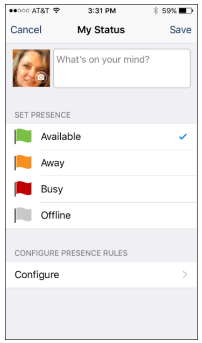
Note: *Remove the characters in the search box after your search. If any characters remain in the search box, your contacts will not display when you click on the Contacts icon.*

ADD A CONTACT OR CONFERENCE

1. To manually add a contact or conference to your Contacts list, click + near the top right corner of the Contacts tab.
2. Select **Add Contact, Add Conference, or Add Local Contact**.
3. Enter the contact or conference information.
4. Tap **Done**.

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.**



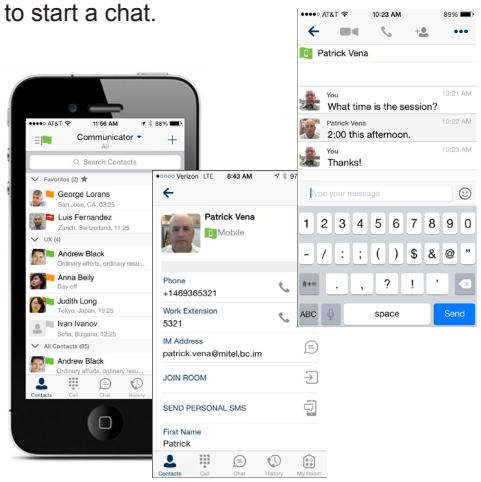
ADD A CONTACT TO FAVORITES

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.

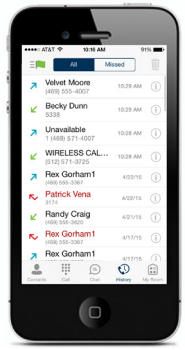
The following icons are available during a call:

⏸	Place call on hold
🎤	Mute microphone
🔊	Use speaker
•••	Conference, transfer, or park call

VIEW THE CALL HISTORY

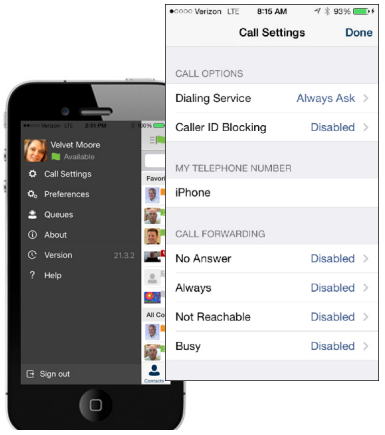
Tap to view the History tab. The following icons indicate status.

- 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.



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