

QUICK USER GUIDE

QUICK USER GUIDE BLUSTAR FOR PC VERSION 3.2

BluStar for PC delivers high-quality audio, HD video and access to a set of UCC features from a single client on your desktop.



LOG IN

The first time BluStar is launched, a welcome wizard appears. Enter your user name or extension number in the **User / Extension** text field.

If you have a password assigned for your extension, you must provide it in the Password field.

To modify this information at a later stage, do the following:

- Open the BluStar menu (upper left corner) and select **Options**, then select **Account**.
- Enter your user name or extension number in the **User / Extension** field, and if applicable your password in the **Password** field

DEVICE PROFILES

The first time BluStar is launched, a device wizard appears where you select the media device profile you want to use with your BluStar.

The media device profile determines the audio devices you want to use in the various profiles. The client supports several. The client detects the applicable profile automatically which means you do not have to do any reconfiguration e.g. an external camera with a docking station.

To configure each profile, select the proper devices for that profile.

The Headset profile has the highest priority and is always used if the client detects the configured headset.

To modify this information at a later stage, do the following:

- Open the BluStar menu (upper left corner) and select **Options**, then select **Device**.
- Configure each profile by selecting the proper devices for that profile.

BluStar is preconfigured to start automatically when you log in to your PC.

SEARCHING

You can search the following directories:


- Outlook Personal Directory
- Corporate Directories (LDAP)

To choose which directories to search in, click on the magnifying glass icon . You can also expand the searches in **Additional Fields**.

To perform a search, place the cursor in the **Search** field and start typing. The search is progressive so the search result is narrowed as more characters are entered. The matching results are marked in blue. The result is not dependent on the order of first and last name.

INSTANT MESSAGING

You can send text messages to another BluStar user by:

- Opening a contact card and clicking the **IM** icon.

- Right-clicking a contact card and select **IM Business**.
- Clicking the **IM** icon from the communication card during an ongoing call.

MAKING CALLS

You can make a call by:

- Entering a phone number in the **Search** field and pressing Enter.

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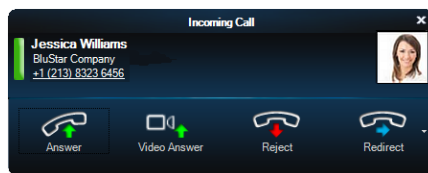
- Searching for a contact in the **Search** bar and clicking on the audio or video icon from the contact for the contact.
- Marking a phone number in any application and using the configured Hotkey to dial it. To configure the hotkey, open the BluStar menu (upper left corner) and select **Options**, then **Account**.
- Drag and Drop a phone number from any application to the BluStar search field
- Escalate to a call from e.g. an IM Session

RECEIVING CALLS

An incoming call is signaled by an incoming call window.

You can **Answer** the call with audio or video, or **Reject** or **Forward** the call.

Press **Enter** to answer with audio or click on the icon of your choice.



HOLDING CALLS

You can put a call on hold by clicking the **Hold** icon. Click the **Hold** icon again to take the call off hold.

MAKING CONFERENCE CALLS

You can make a conference call by adding participants to an existing call.

While on an active call, make a new call. The ongoing call is automatically put on hold. When the new call is connected, click the **Conference** icon.



All callers are now joined in a conference. BluStar can handle maximum three participants in the conference window.

TRANSFERRING CALLS

You can transfer an active call to another extension.

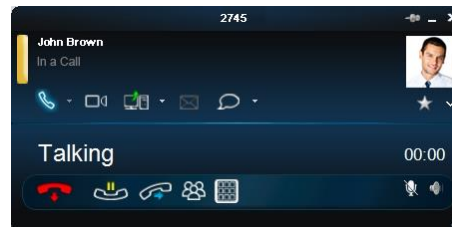
While on an active call, make a new call. The ongoing call is automatically put on hold. When the called party answers, click the **Transfer** icon.



Select the contact to transfer to from the dropdown list. The selected calls are connected and you are no longer in the call.

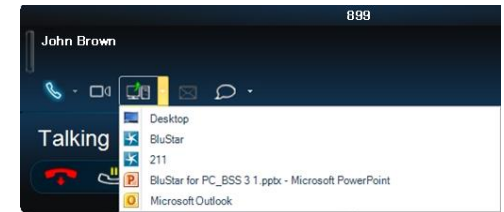
TONE DIALING (DTMF)

You can choose to send DTMF tone signals by clicking the numbers on the dial pad or using the NumPad keys.



SHARING APPLICATIONS

In a voice or video call with other video devices (peer-to-peer or conference), you can share your entire desktop or a single active application by clicking on the **Share** button and selecting the option from the drop down menu.



When you activate a share session during a video call, your video stream is replaced by the stream of the shared content.

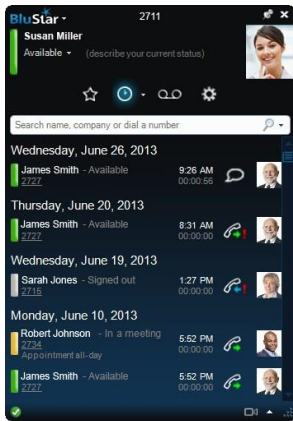
CONVERSATION HISTORY

You can see your conversation log by clicking on the conversation history tab.



You can filter the log by incoming, outgoing and missed calls, and instant message sessions.

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Missed calls are shown as number attached to the conversation history tab icon.



An alert icon is also displayed in the system tray bar.



You can start a call immediately from the call history.

FAVORITES

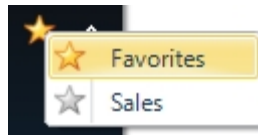
You can add any contact or number to a predefined favorite group via the context menu (right click) / **Group assignment**. Click the star icon to assign the contact to one or more groups.



You can also click the star button on the contact card.



You can remove a contact from a favorite group by clicking an activated star.



To add/delete, rename or move favorite groups, right click on a favorite name and select the **Add/delete/rename or move Group** option.

PERSONAL PRESENCE*:

With BluStar for PC, you can set your personal presence state and see the status of others. The Presence state is aggregated from different sources:

- Personal BluStar Presence
- Line state of user's extension
- Calendar Presence from Outlook/Exchange

Icon	Color	BluStar Presence Status
	Transparent	Unknown
	Grey	Signed out from BluStar
	Green	Online, available
	Orange	Busy, in a meeting, in a call"
	Red	Unavailable, "do not disturb"

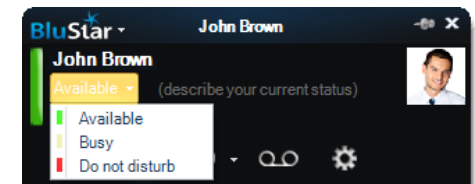
* Presence features require connection to a BluStar Server.

The BluStar presence, status text and calendar appointments are shown:

- in the Favorites window, for your favorites
- at all visible entries in the result list of a search
- in the conversation history window
- on a contact card

CHANGING PERSONAL BLUSTAR PRESENCE:

You can change your Personal BluStar Presence using the drop-down menu below your name in the status field of the main window.



To overwrite the status text shown in the favorites list, type a description of your current status in the text box and press **Enter**.

To delete the text, click in the field, delete your message and press **Enter**.

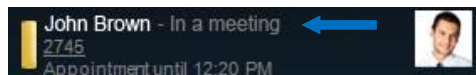
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ADDITIONAL PRESENCE INFORMATION

Status Text

The status text next to a name in any list shows additional information such as:

- “Text”-Individual information entered via text box
- Signed out – if the person is not signed in to BluStar
- Busy – if status is set to busy
- Do not disturb – if status is set to do not disturb
- In a call – if the person is in a call
- In a meeting – if there is an active calendar appointment

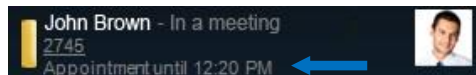


Changing the Personal BluStar Presence status always overrides other states except the free text status.

Calendar information

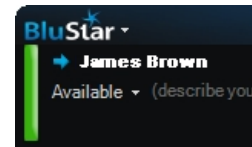
Appointments are shown with end time in a separate line.

In the contact card you can see the subject of the appointments (if available) and on additional entries by hovering the mouse over the item.



Line state

You can see the current line status on the contact card close to the dial button. If your own extension is forwarded, this will be displayed by a blue arrow close to your status bar.

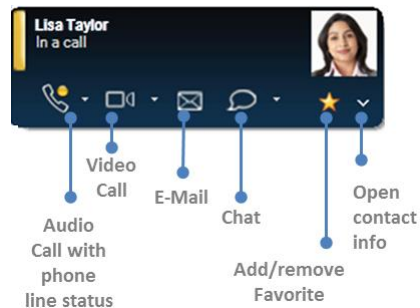


BLUSTAR FOR PC – MAIN WINDOW

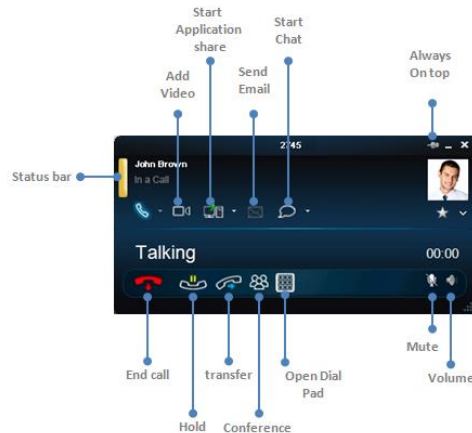


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BLUSTAR FOR PC – CONTACT CARD



BLUSTAR FOR PC – CALL WINDOW, VOICE CALL



BLUSTAR FOR PC, CALL WINDOW, VIDEO CONFERENCE**



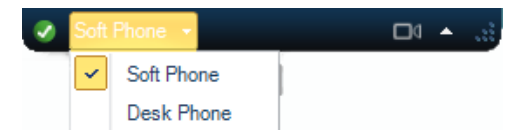
**initiated via BluStar conferencing device (BluStar 8000i, BluStar for Conference Room)

OPTIONAL FEATURES (AVAILABLE ONLY IF CONFIGURED BY SYSTEM ADMINISTRATOR)

SWITCH SOFT PHONE / CTI MODE:

BluStar for PC can also be used to control your desk phone.

You can switch between the soft phone mode and the desk phone mode by selecting the right option from a drop down menu in the bottom line of your client.



Choosing the **Desk Phone** option enables you to start and control voice calls on your hard phone via your BluStar for PC. Video calls and Instant Messaging are not possible in this mode.

ADDITIONAL FEATURES:

You can access additional predefined features (e.g., set and delete call forwarding- executed via a short call to your communication server) from the Feature button in the tool bar.

