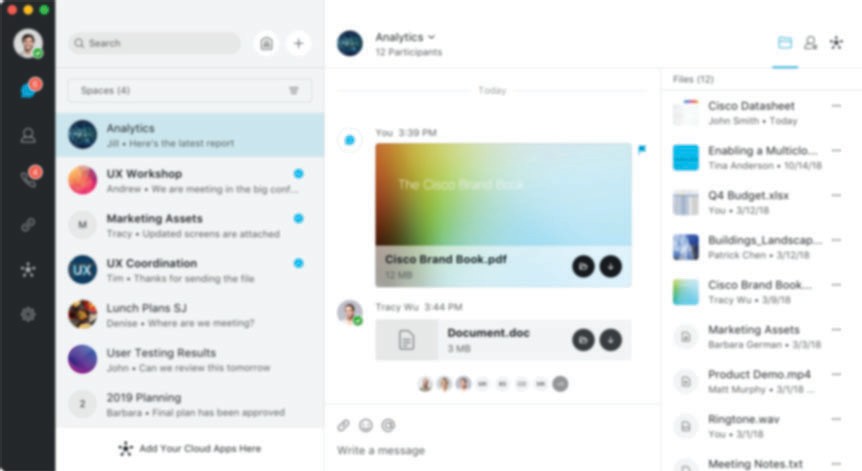
# Application overview

## Download and run the executable le, then sign in. The application has four main areas:



Side menu

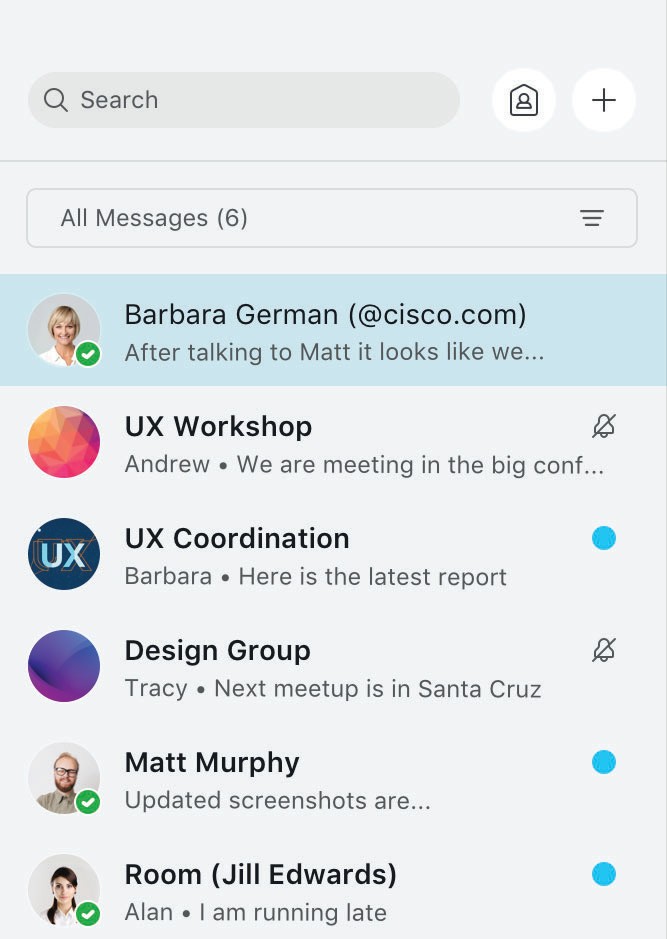
List area, showing conversation list

Detail area

Activity column

# The list area

## Displays the list of messages/contacts/calls (whatever you chose from side menu):



**Controls area** for adding new items, searching through items, or ltering items

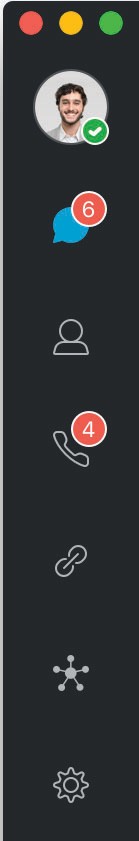
The selected item opens in the detail column

**List area** shows the whole list, search results, or ltered list

Icons and overlays that show item status, eg. muted notications, unread messages

The side menu Navigate between menu options here:

Messages (selected mode) (6 unread)



Contacts

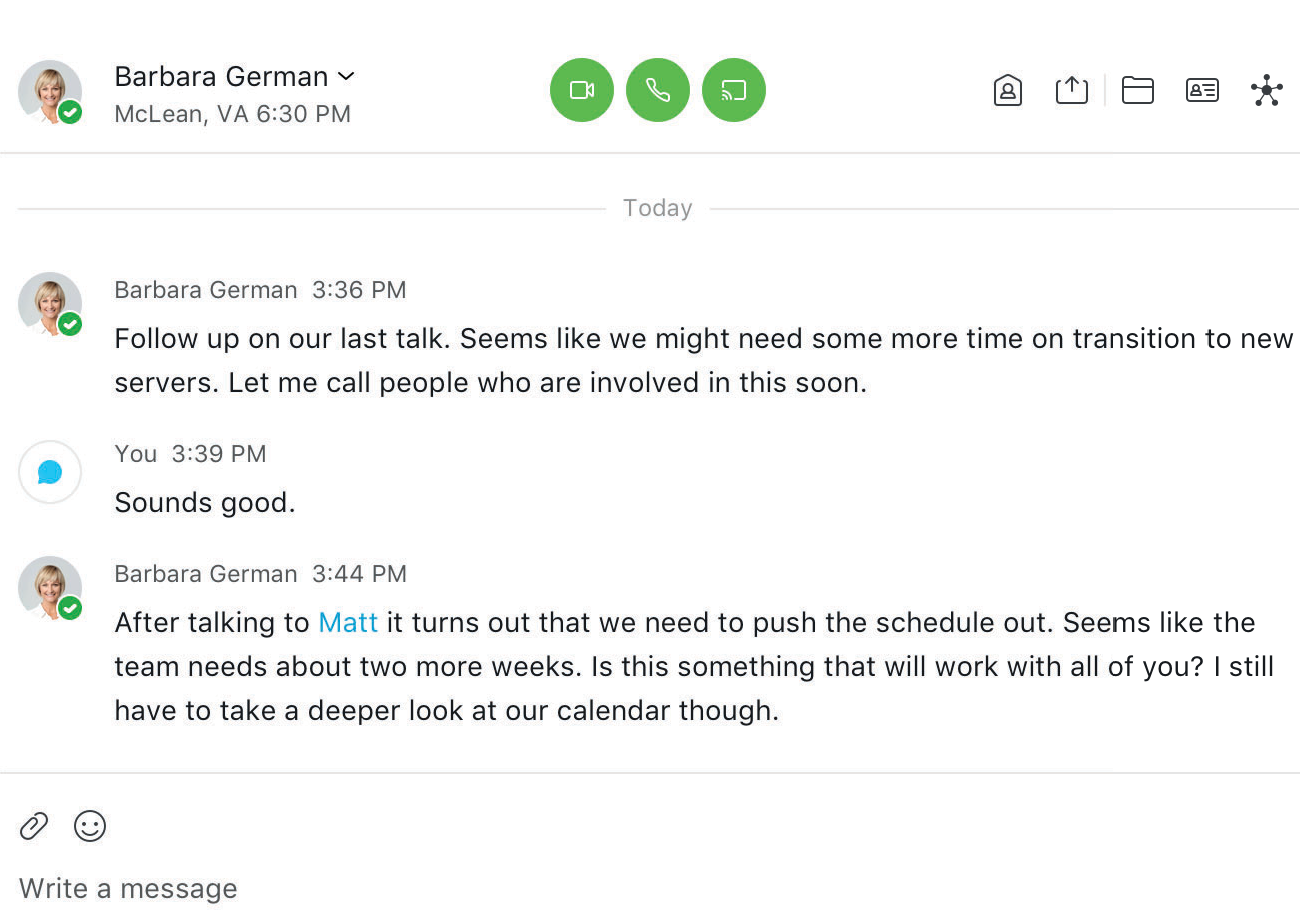
Calls (4 notications)

Web links

Hub integrations Application settings

# The detail area

## Displays the contents and controls of the selected item:



Active conversation with Barbara German

Hover avatar to see contact card

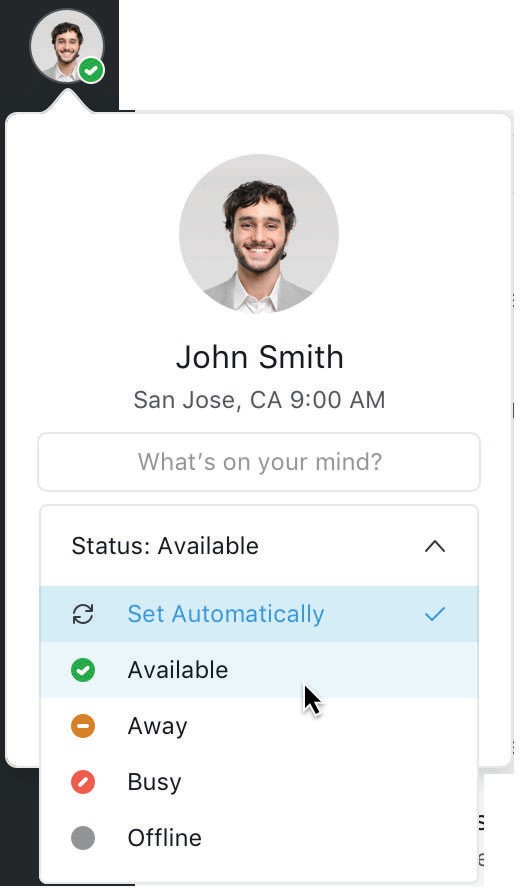
**Details** depend on side menu option, eg. for chat it is message history

Write message

Communication options

Click your avatar to see your prole, change your

presence, or sign out



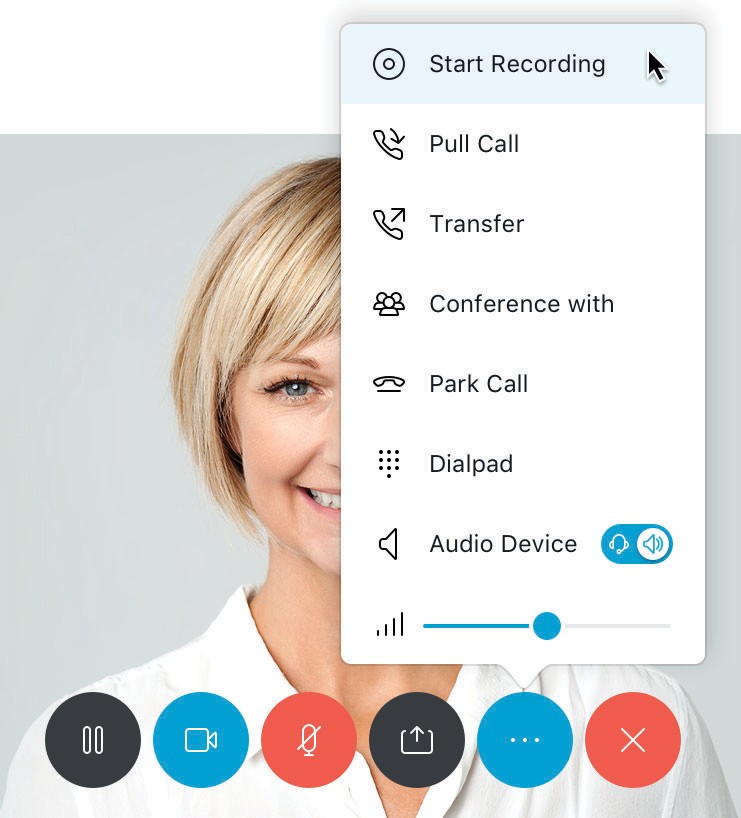
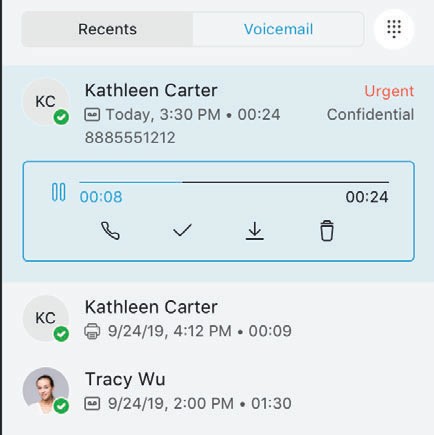
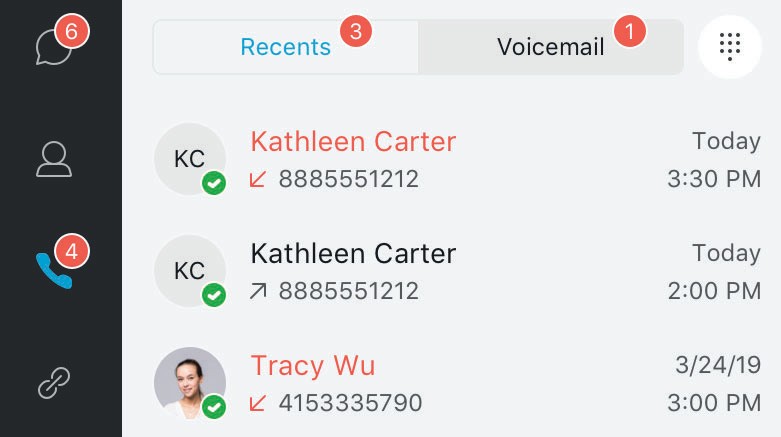
Related activity

# Contacts

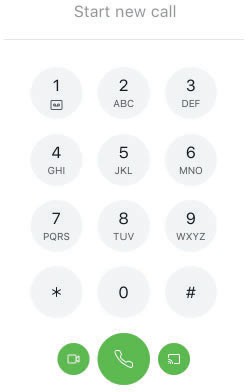
## Select the Contacts icon on the side menu to manage your contacts:

Calls

Select the Calls icon on the side menu to make calls, check call history, and manage voicemail:



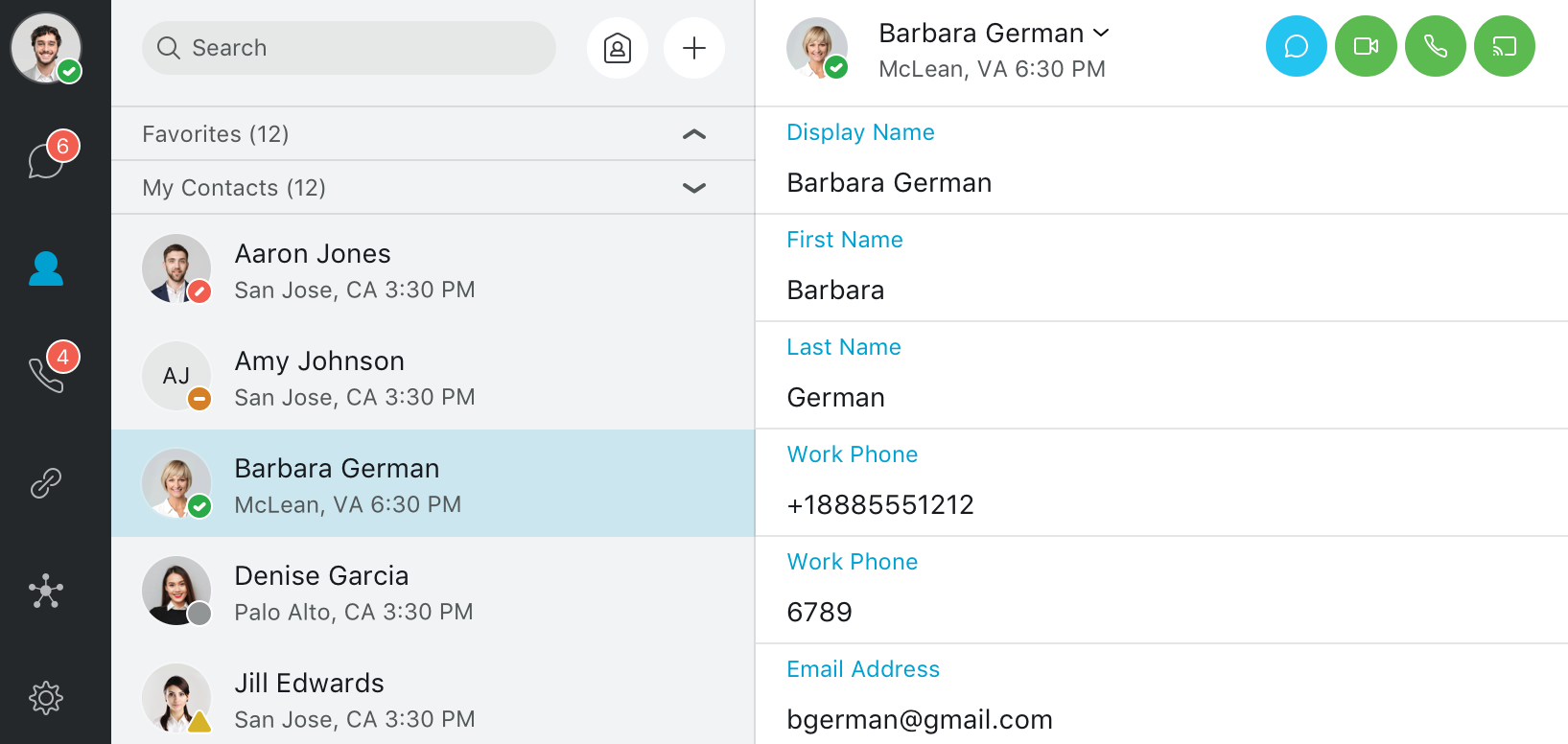
Search



Add

Open Dialpad

### Contacts

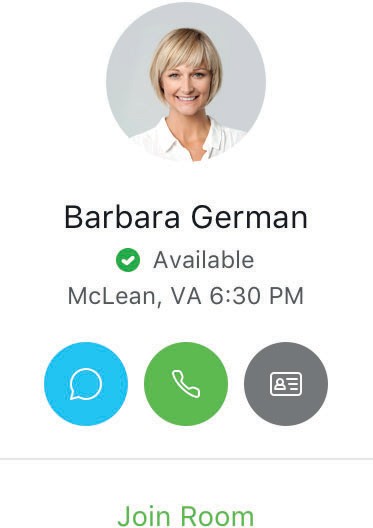


Contact list

Selected contact

Contact details

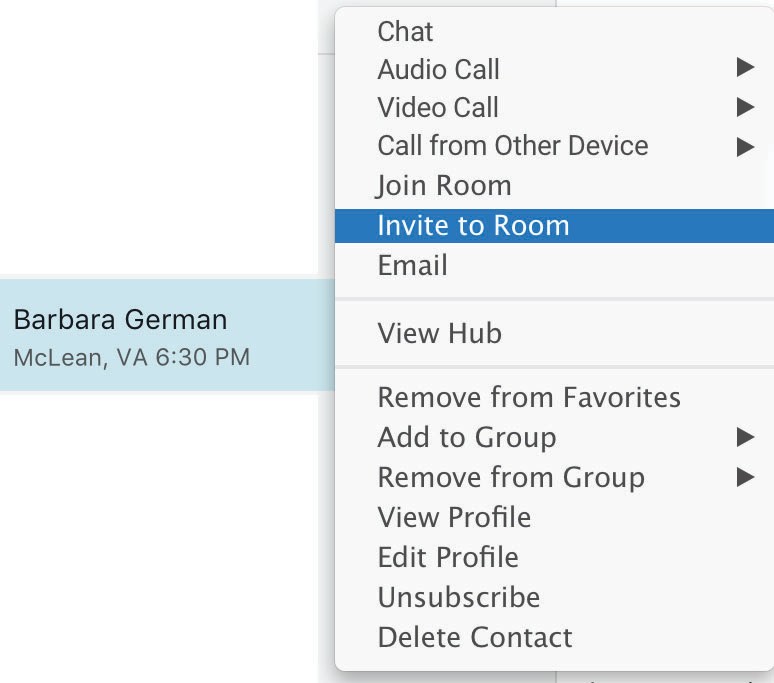
Presence overlays



Contact card on hover

Start communicating from contact card

or from contact details header



Shortcut menu to manage selected contact

**Calls** History Call state

Open voicemails Voicemail list Voicemail controls

# In-call controls

Video call

Mute/ unmute

Camera on/o

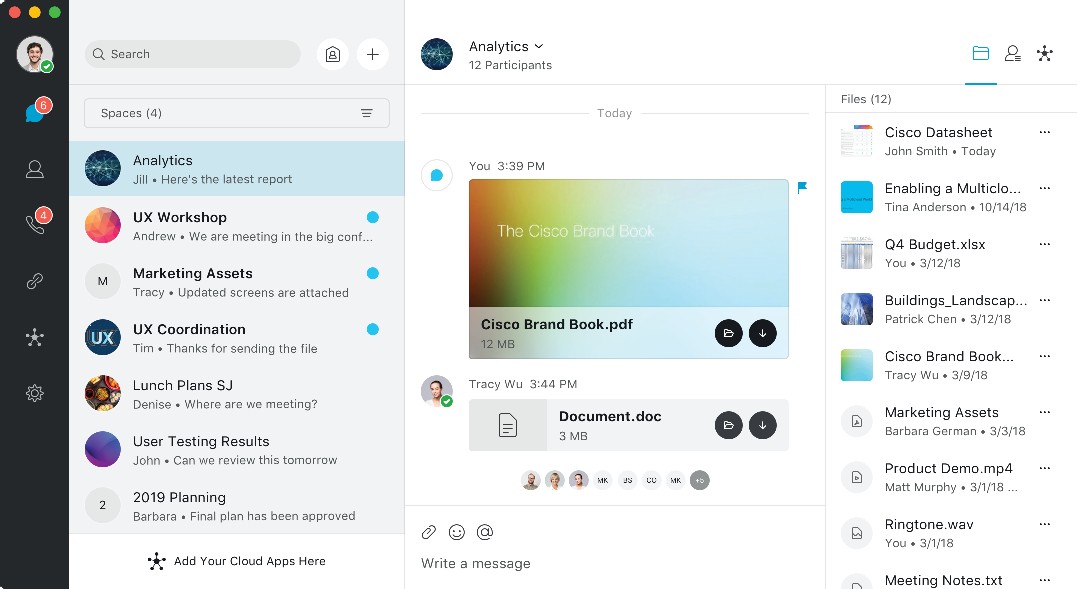
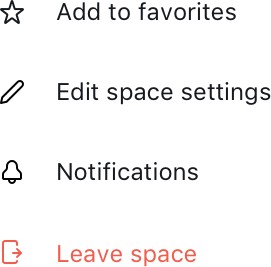
Hold/ resume

Share

‘More’ menu

‘More’ End call

# Meetings Messaging and Spaces



## Select the MyRoom icon to start a meeting in your room: Select the Chat icon to see

Change your interaction with

### MyRoom

Status

Participants video In-call controls Selfview

### MyRoom controls

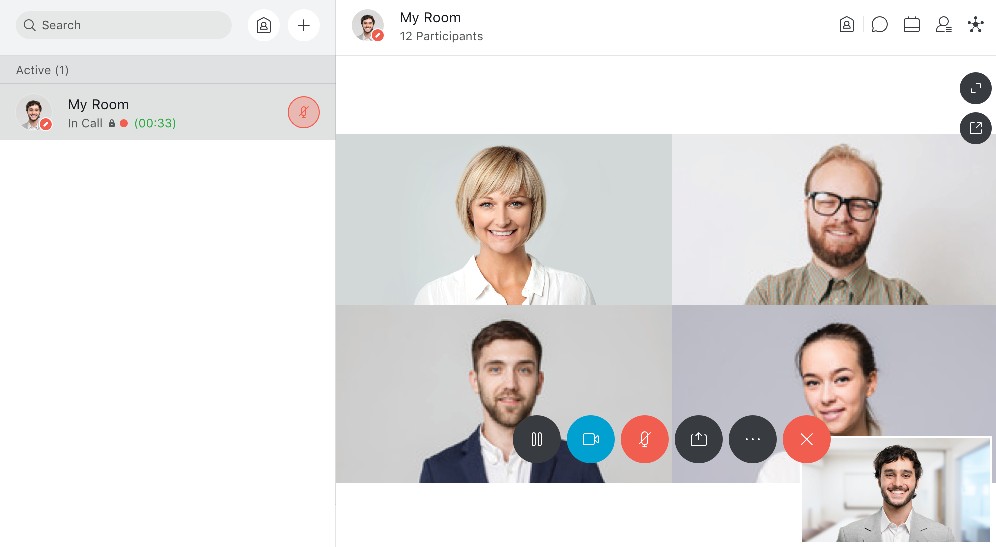
Share

Meeting info (selected)

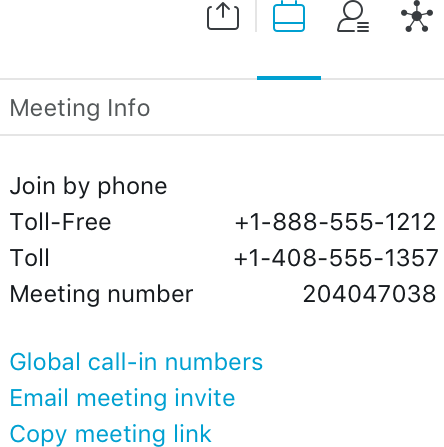
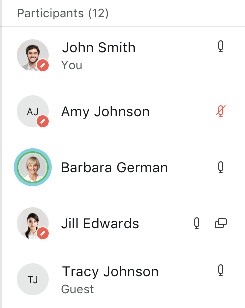
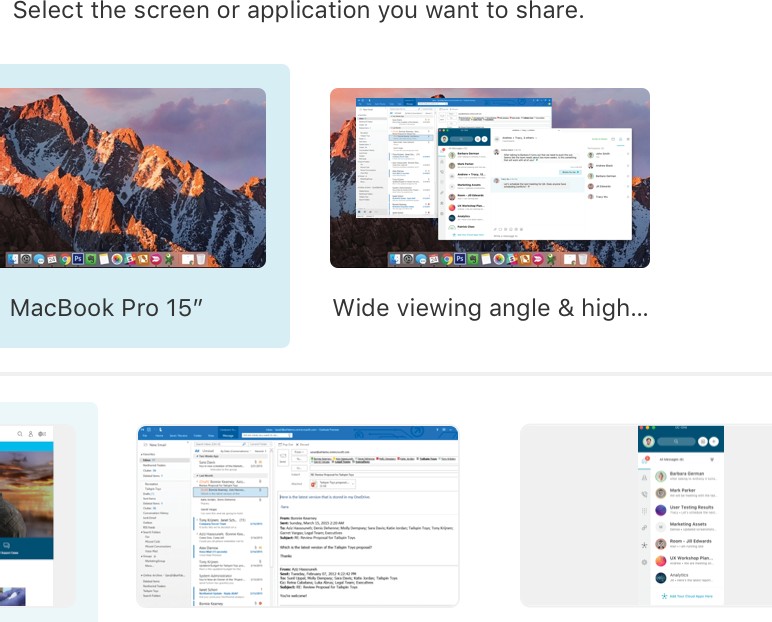
Hub

MyRoom controls

Full-screen video Pop out video



Participants



Muted

Speaking Sharing

## 1:1 messages and group conversations in spaces:

### Chat

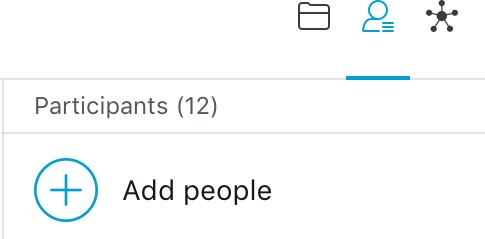
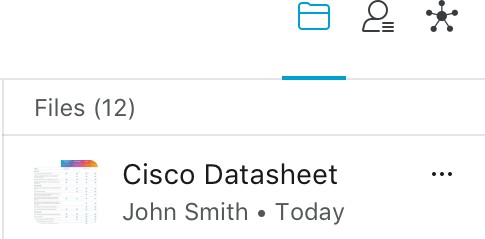
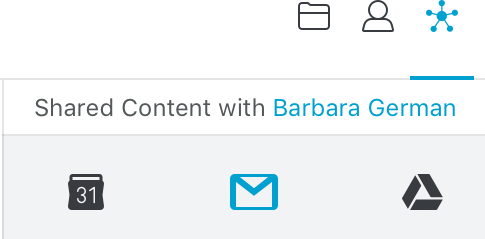
Conversation list Active conversation Related information Write message

### Message controls

Insert emoji Post a le

Type your message

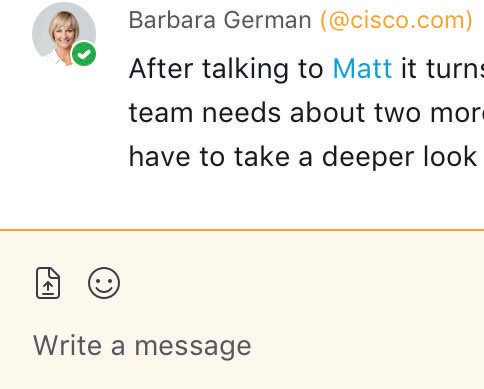
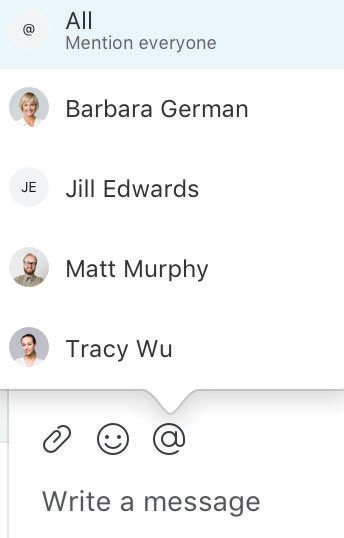
### Related activity



this space

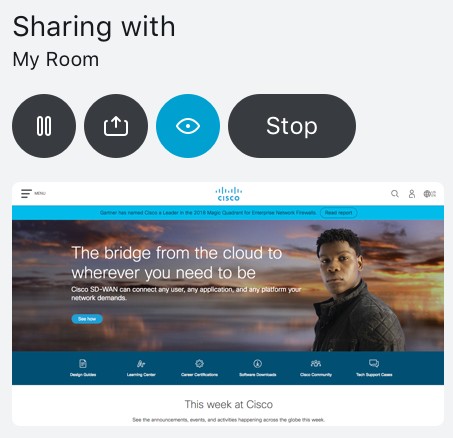
Flag any or delete your own messages

Use @Name or @All to mention people in the space



External participants in conversation

Sharing controls



Files in this space People in this space Hub data in this space