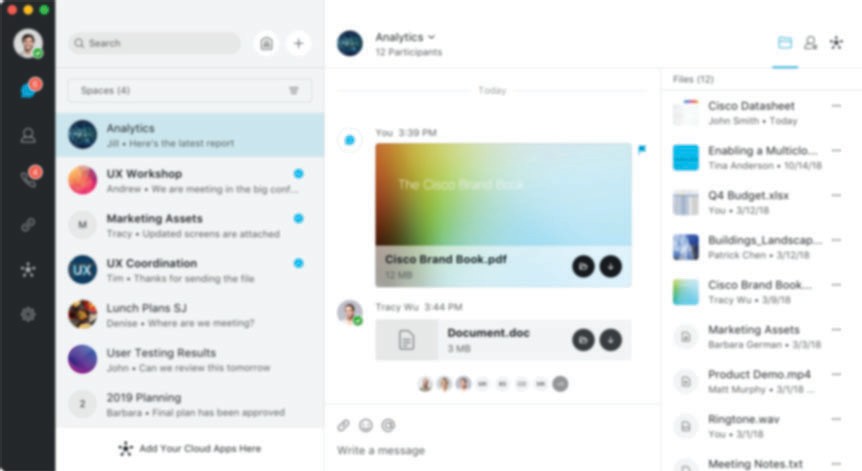
# Application overview

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



Side menu

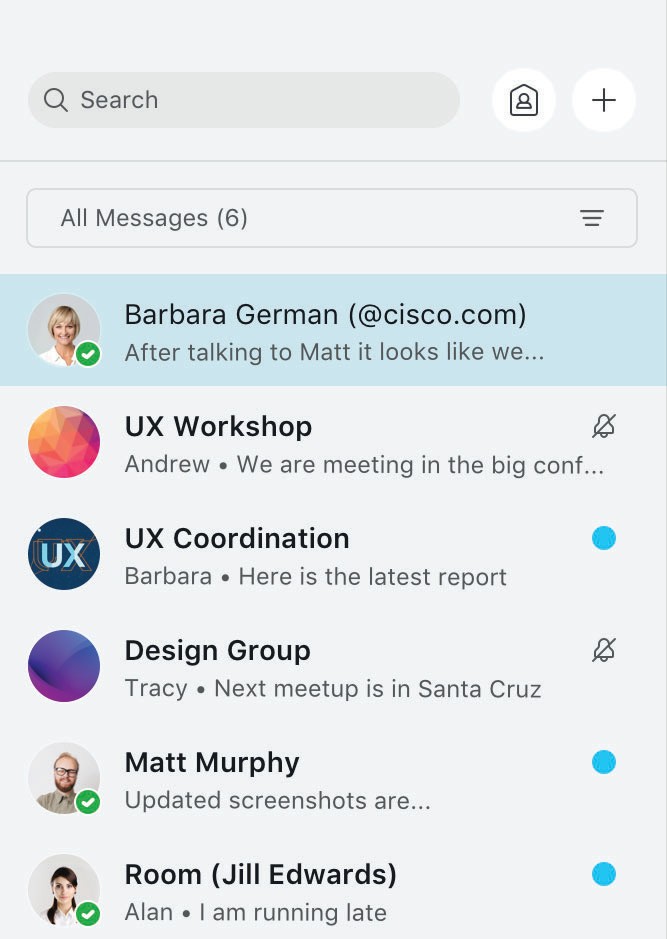
List area, showing conversation list

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 filtering items

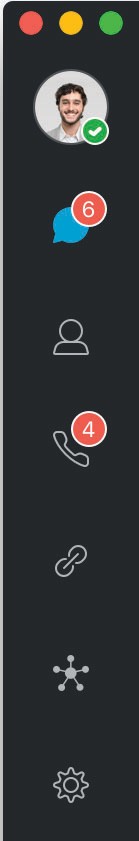
The selected item opens in the detail column

**List area** shows the whole list, search results, or filtered list

Icons and overlays that show item status, eg. muted notifications, unread messages

The side menu Navigate between menu options here:

Messages (selected mode) (6 unread)



Contacts

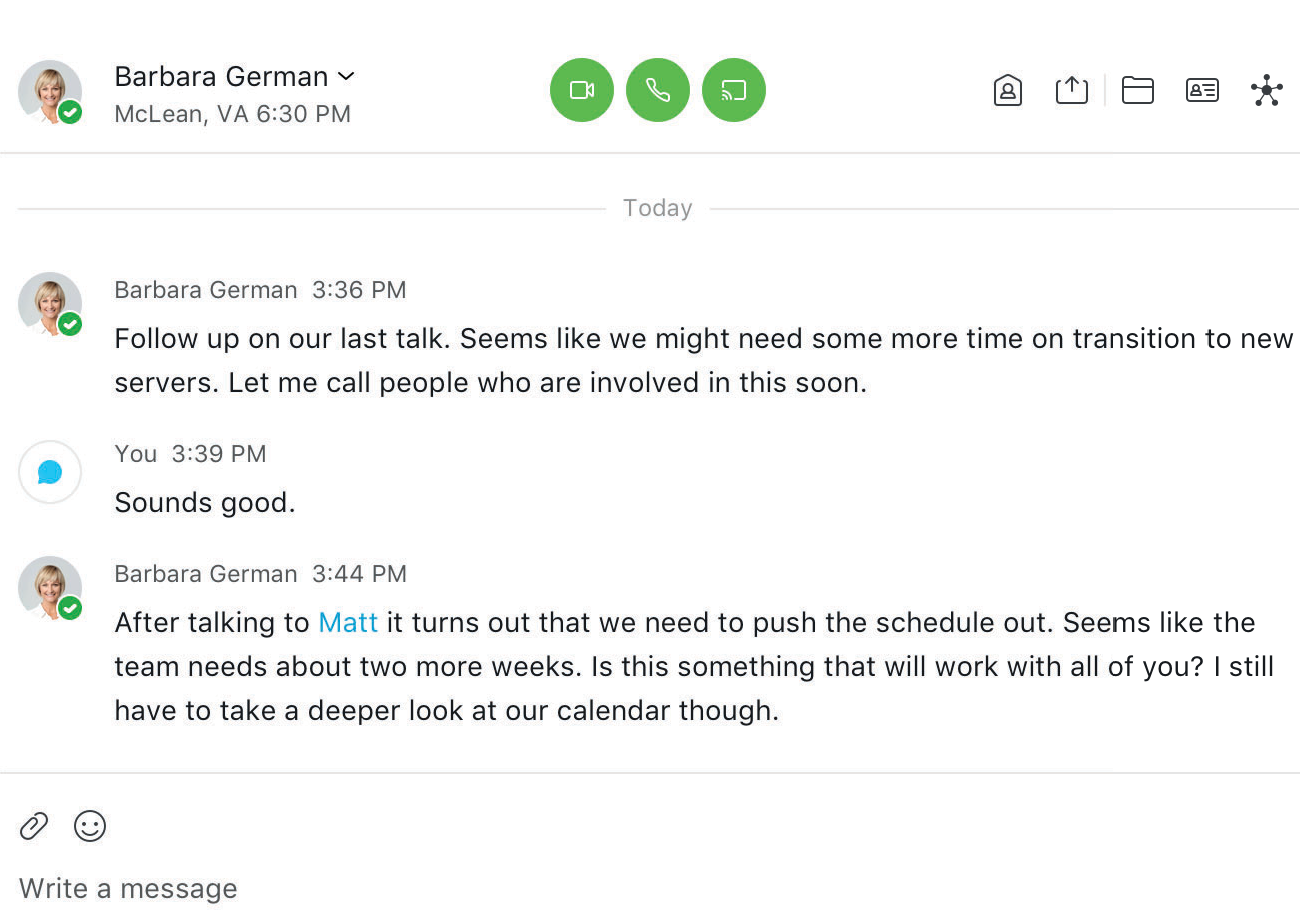
Calls (4 notifications)

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

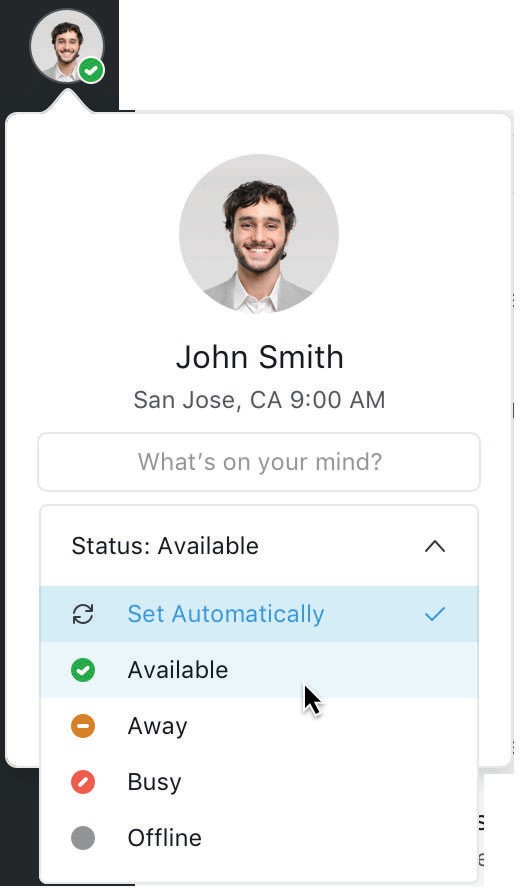
**Details** depend on side menu option, eg. for chat it is message history

Write message

Communication options

Click your avatar to see your profile, change your

presence, or sign out



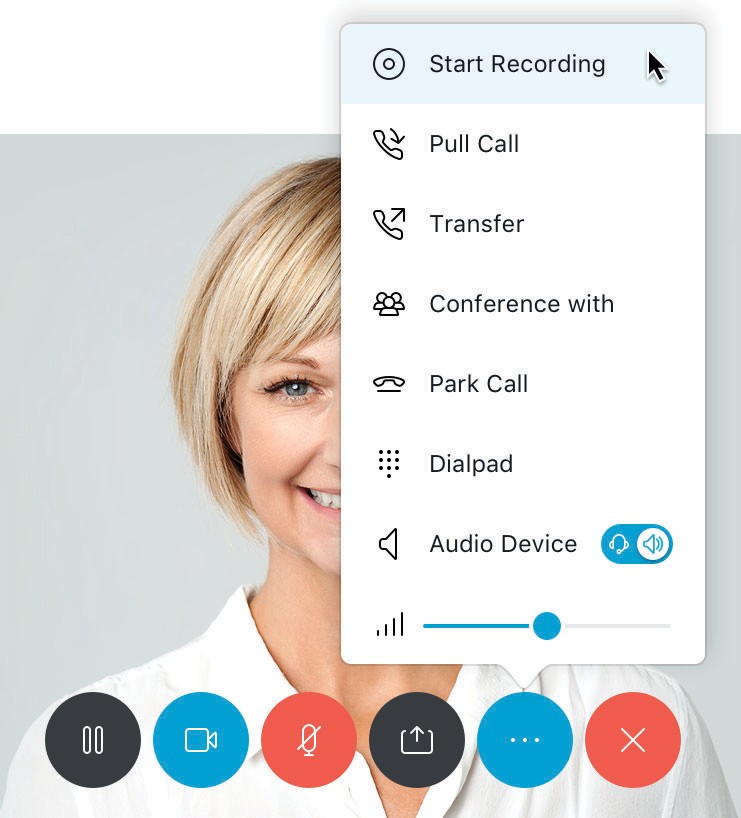
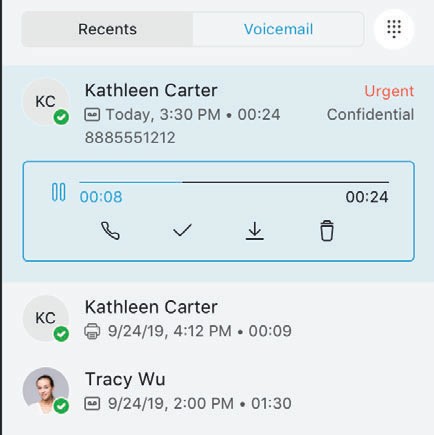
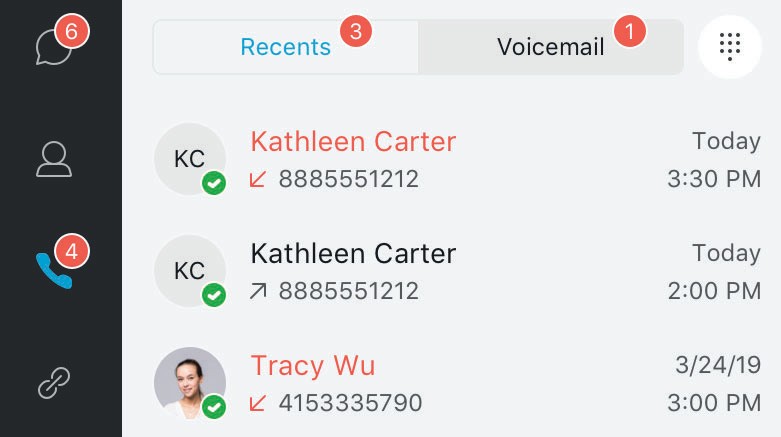
Related activity

# Contacts

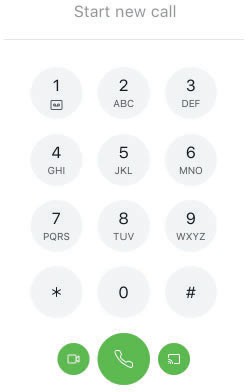
## Select the Contacts icon on the side menu to manage your contacts:

Calls

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



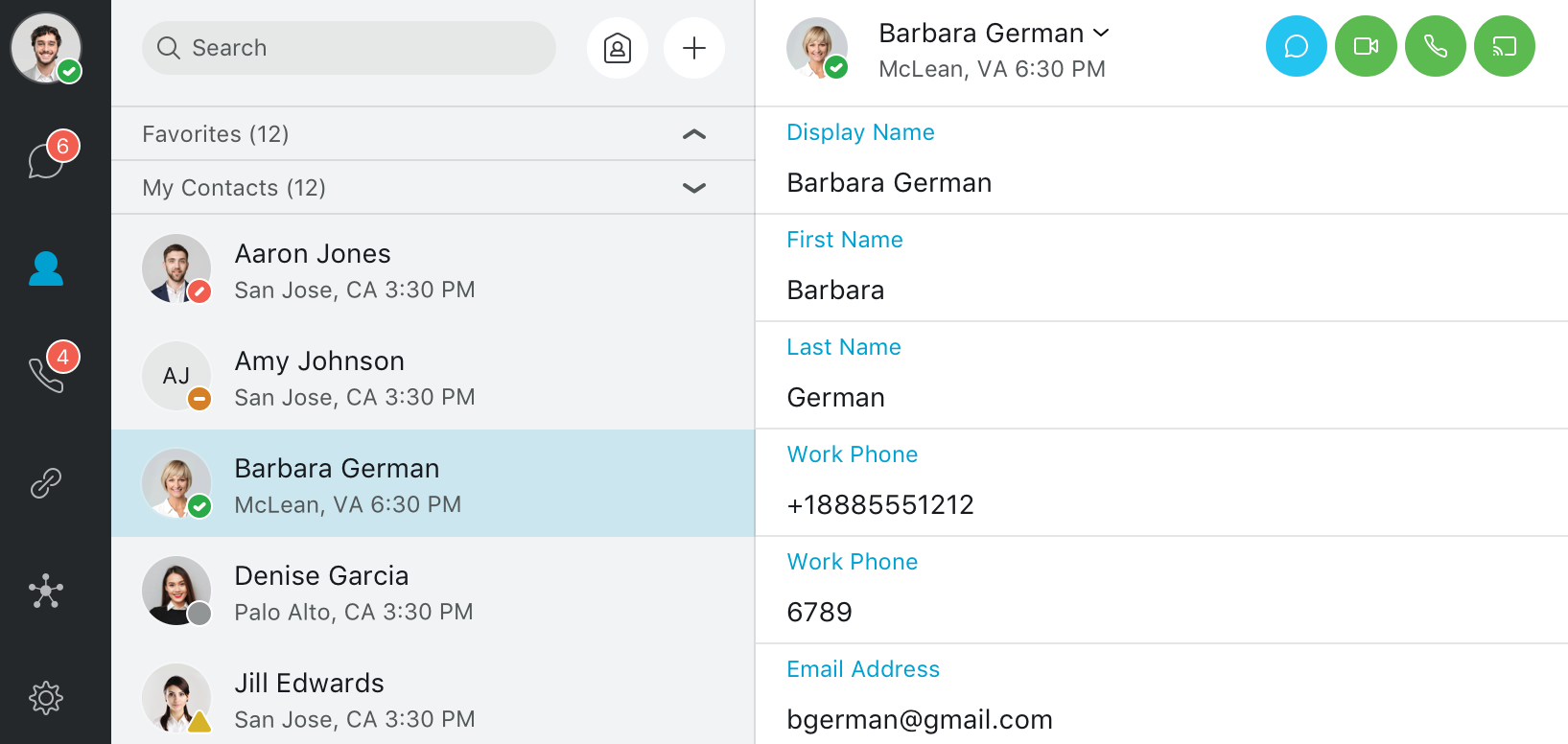
Search



Add

Open Dialpad

### Contacts

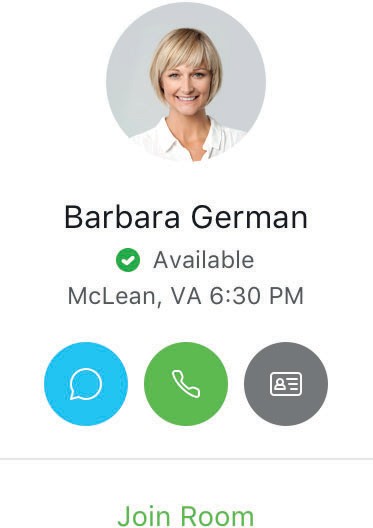


Contact list

Selected contact

Contact details

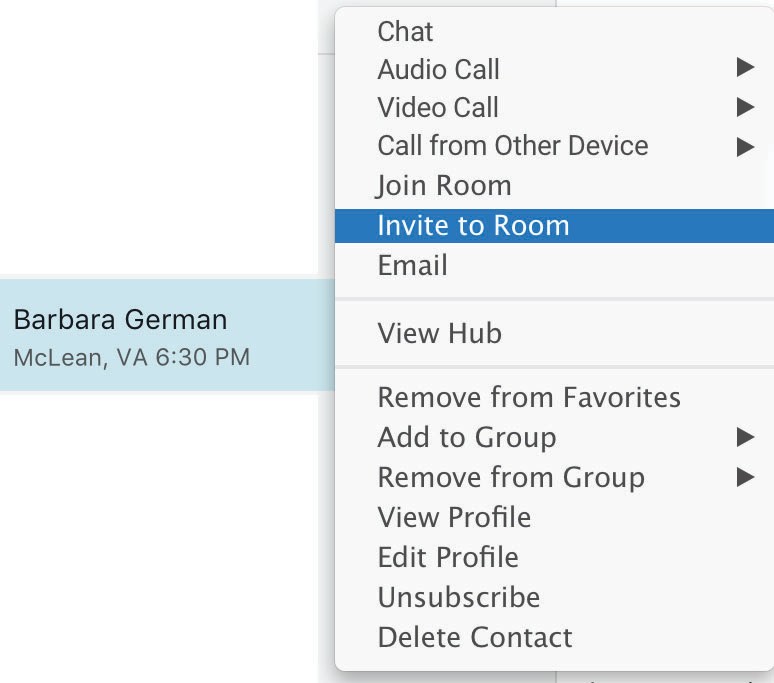
Presence overlays



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

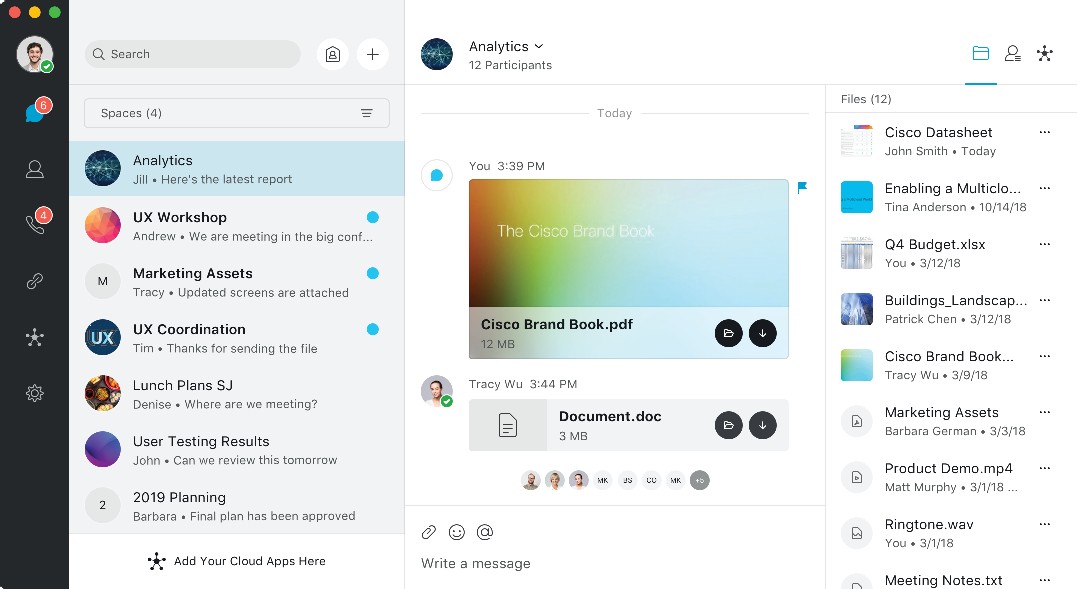
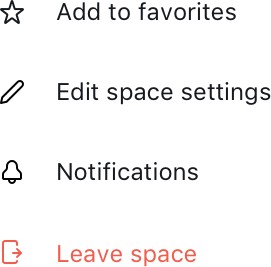
Hold/ resume

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

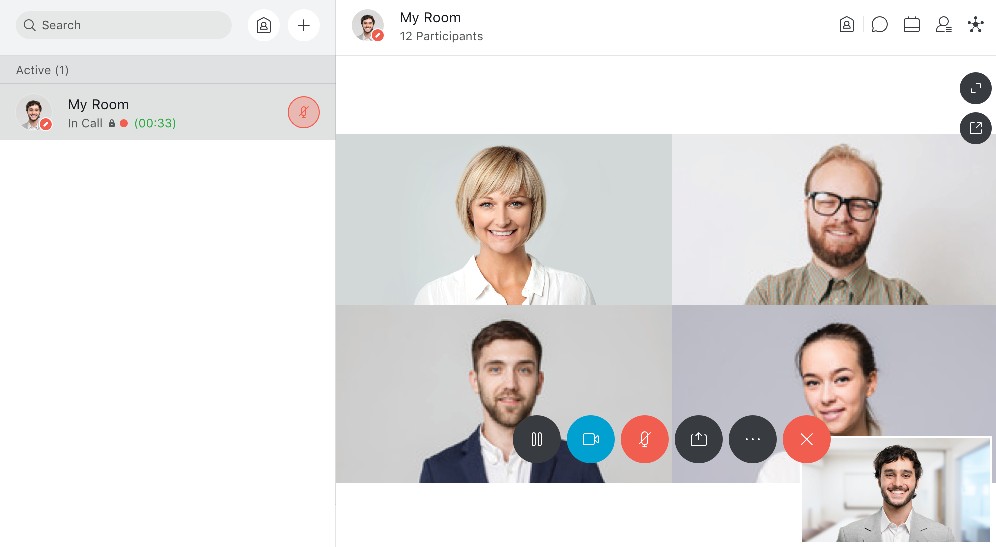
Share

Meeting info (selected)

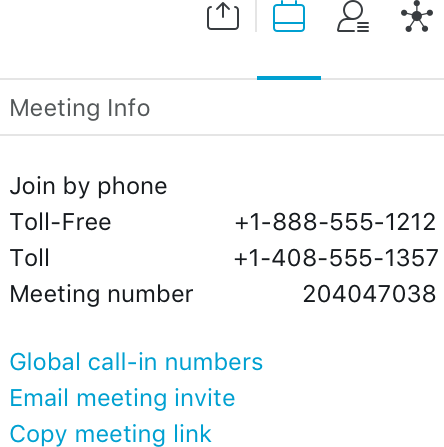
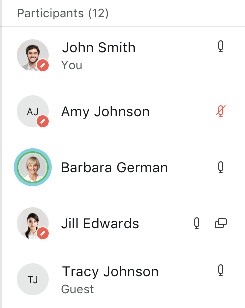
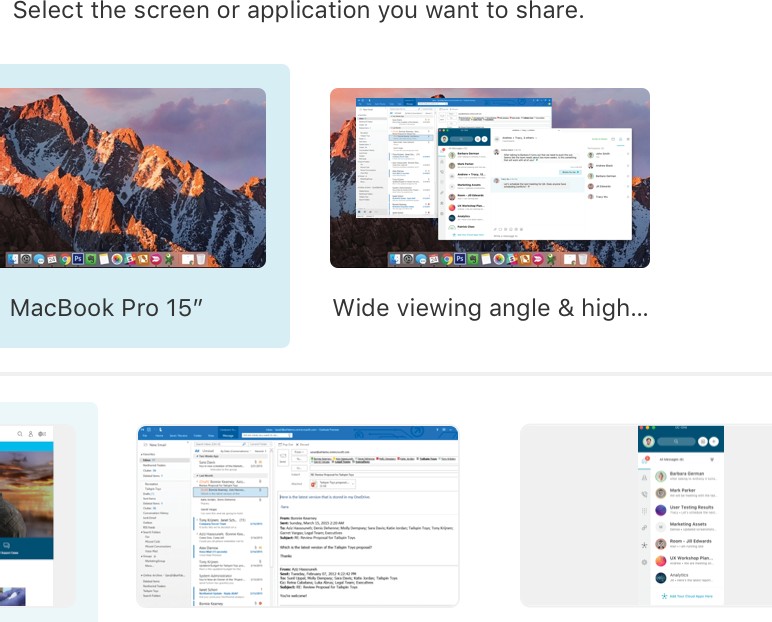
Hub

MyRoom controls

Full-screen video Pop out video



Participants



Muted

Speaking Sharing

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

### Chat

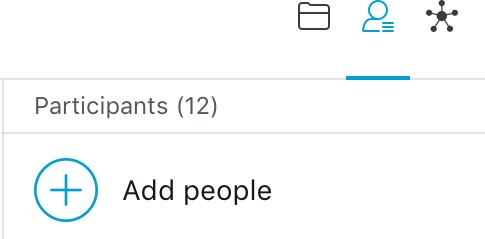
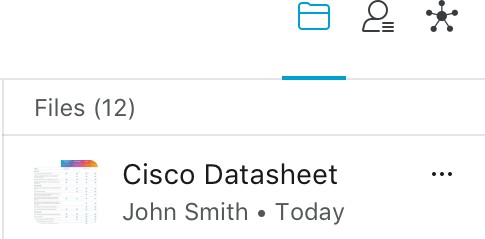
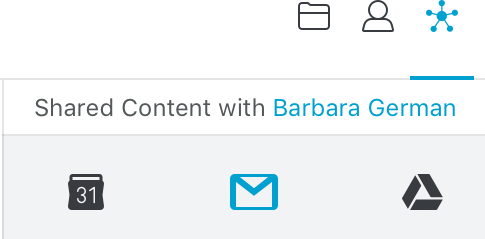
Conversation list Active conversation Related information Write message

### Message controls

Insert emoji Post a le

Type your message

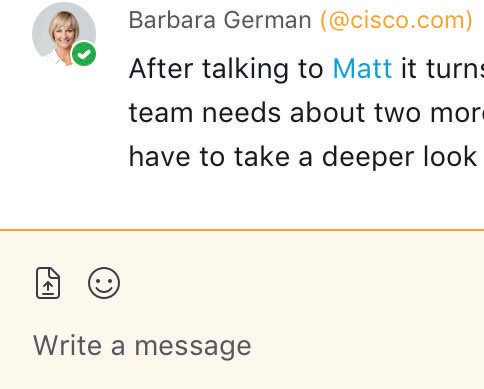
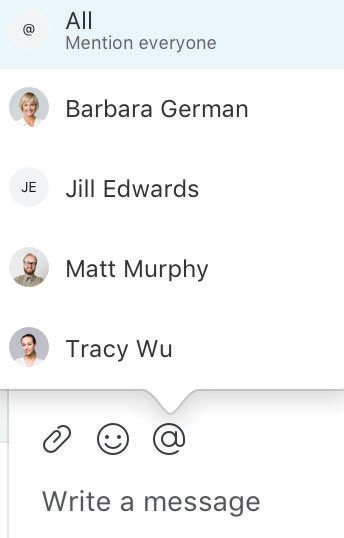
### Related activity



this space

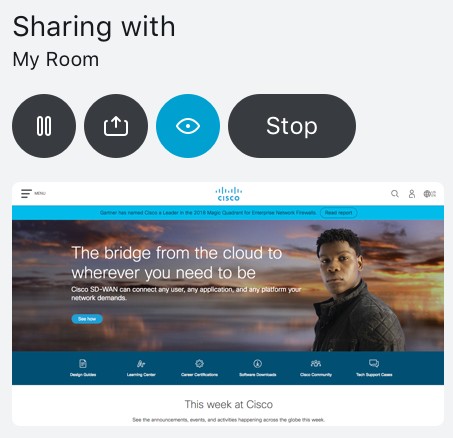
Flag any or delete your own messages

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