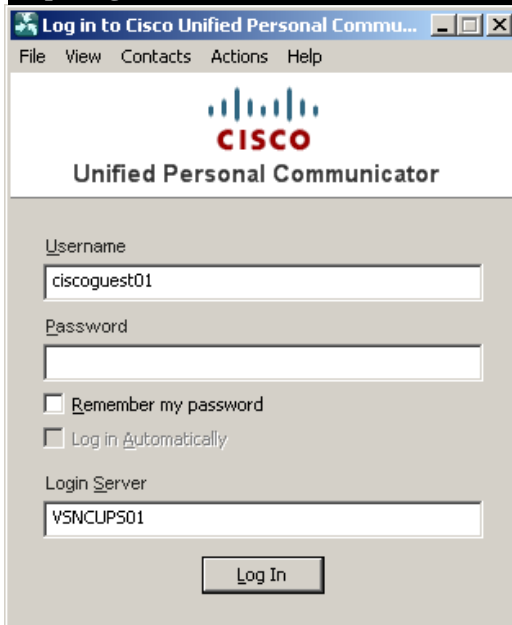


Cisco Unified Personal Communicator Cheat Sheet

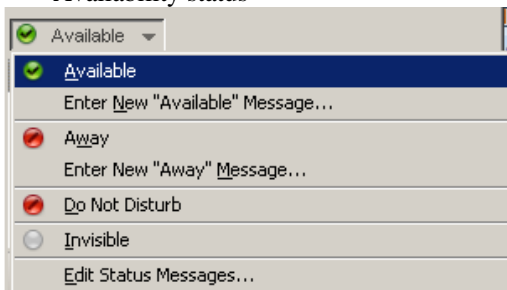
Opening the Client



- Enter your username and password

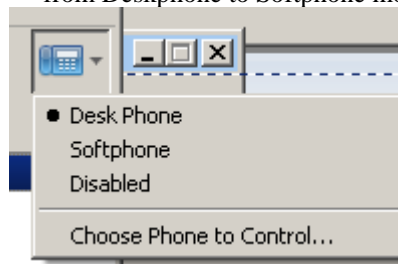
Setting Availability Status

- Click on the dropdown box to select your Availability status



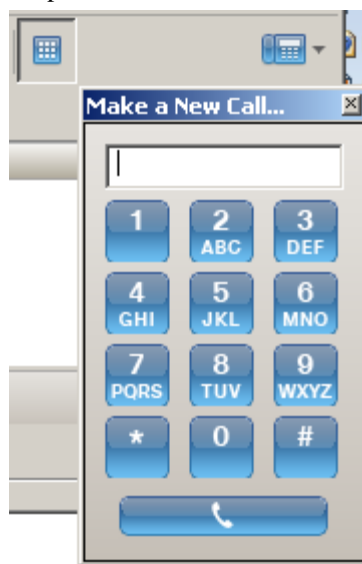
Changing Phone Mode

- Click on the picture of the phone to change from Deskphone to Softphone mode



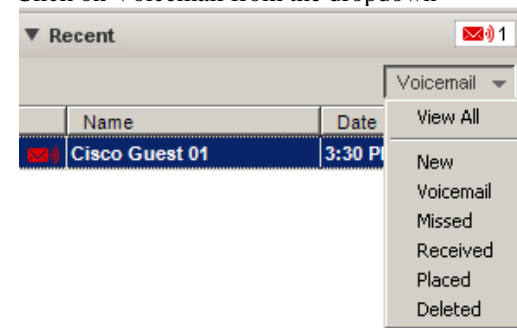
Placing Calls

- Click on the Dialpad button to bring up the dialpad button



To See Voicemails

- Click on Voicemail from the dropdown



To Add A Contact

- Search for the contact in the lower window. Right-click on the result for more options

