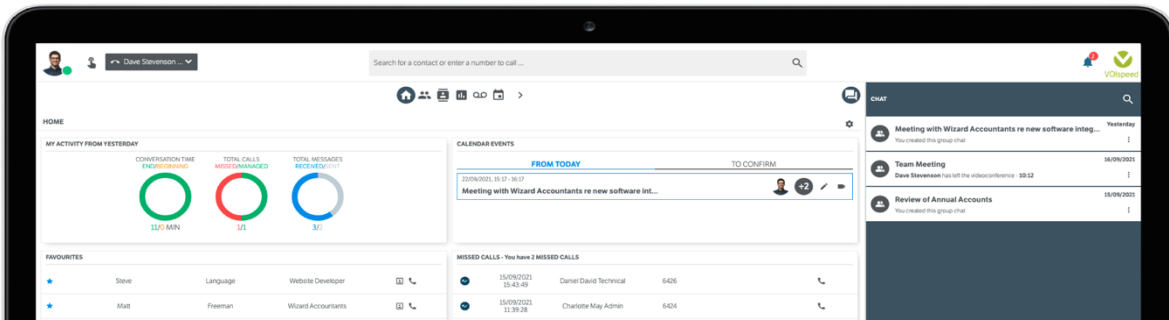
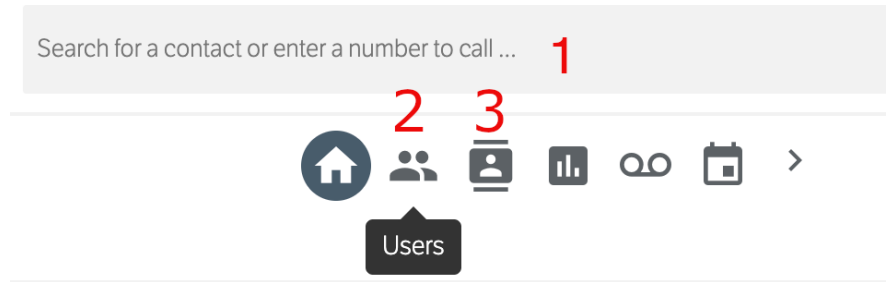


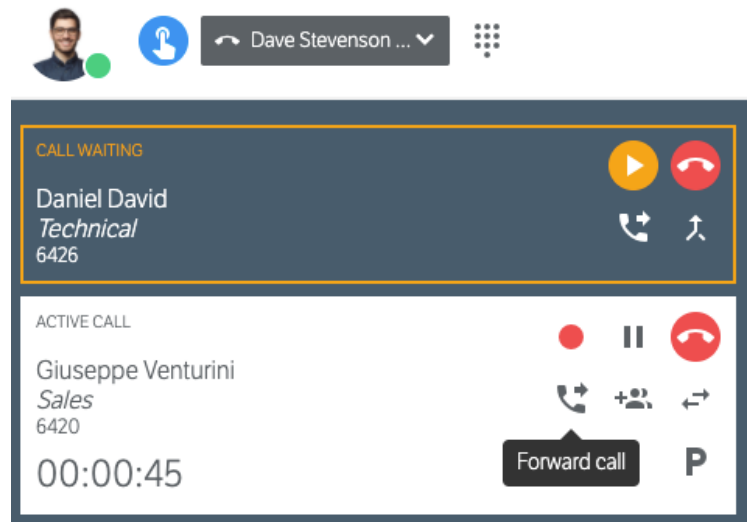
VOIspeed Quick Guide



Call Management. One way to make a call is to type in a phone number or contact name into the search bar at the top of the dashboard (1). Other ways are to look at the user list (2) and double-click on the person to call; search the phone book (3) or Favourites on the Dashboard and click on the handset icon.

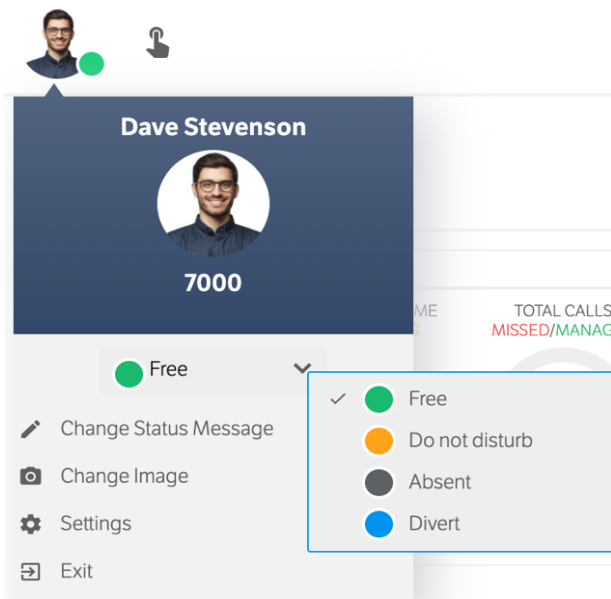


Transfer a call. Once on a phone call, you can either drag and drop on top of the user (for a blind transfer) or you can call the intended recipient first and forward by clicking on the handset button (see right).



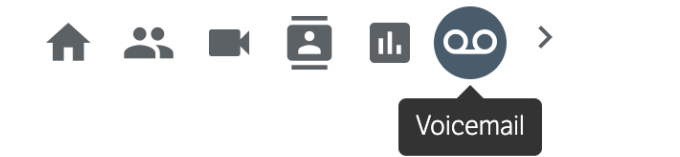
Conference call. Similarly, if you press the arrow up button (see right), you can set up a conference call. You can keep adding users applying the same procedure.

If you want to call your team, one quick way is to use the video icon in the group chat function and switch off the video.



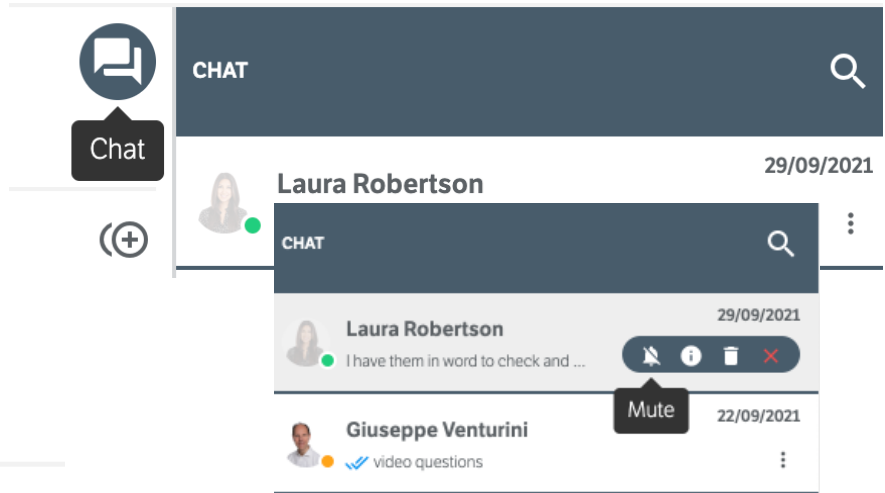
Personalise and divert your extension and show others when working or away by clicking on the coloured circle below your profile picture at the top left of the screen (see left). You can also upload your picture by clicking on the image (50x50px), helpful for remote teams and visual people!

Voicemail. Click on the Voicemail tab below where you can personalise your message by pressing the blue RECORD button or see and reset all voicemail messages that have been left for you.



Chat and message functions.

The chat function is extremely useful as it not only enables you to create one to one or team chats but allows you to call or video conference and share your desktop. There is also a mute function enabled by pressing on the three buttons (see right).



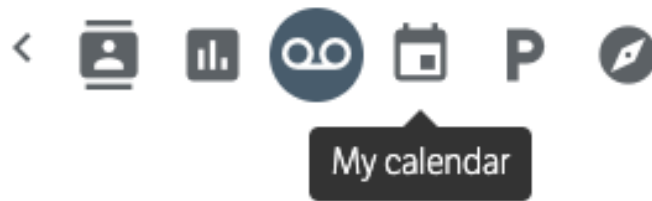
Functions



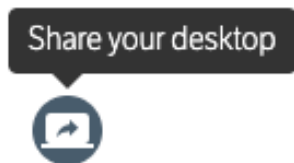
Videoconference. The simplest way to create a video call or share your desktop with a colleague is to hit the video button next to their name on the chat function, or you can right click on a user photo and select videoconference (see left).

Calendar for meetings and reminders.

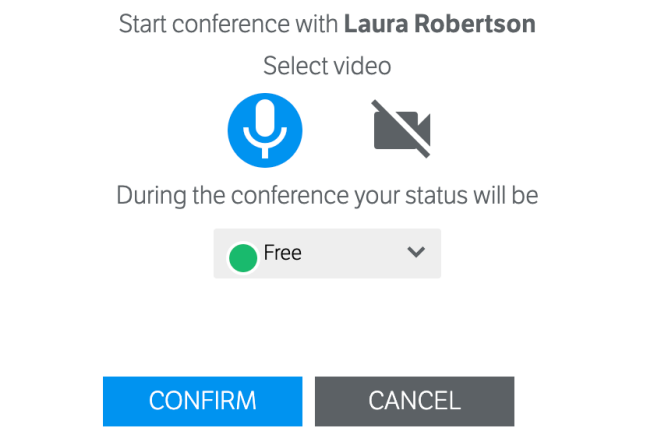
You can also set a video meeting or a call reminder via the Calendar by pressing the video button or + "Add task" button. Once a video has been scheduled an invite email will be to the recipient (if not on VOIspeed) and existing users will be notified at the right time with a pop-up.



Desktop sharing. To start a video or desktop sharing session confirm first whether you want audio and video, or perhaps neither if you are just sharing a desktop (see right). Please note the desktop sharing icon (see below) is in the BOTTOM LEFT HAND CORNER.



Videoconference



There are many new features available as shown on our website where you can also view or sign up for a webinar https://voispeed.co.uk/newui_videoconference_desktop_sharing/. For further training please contact our support team via support@voispeed.co.uk.

