

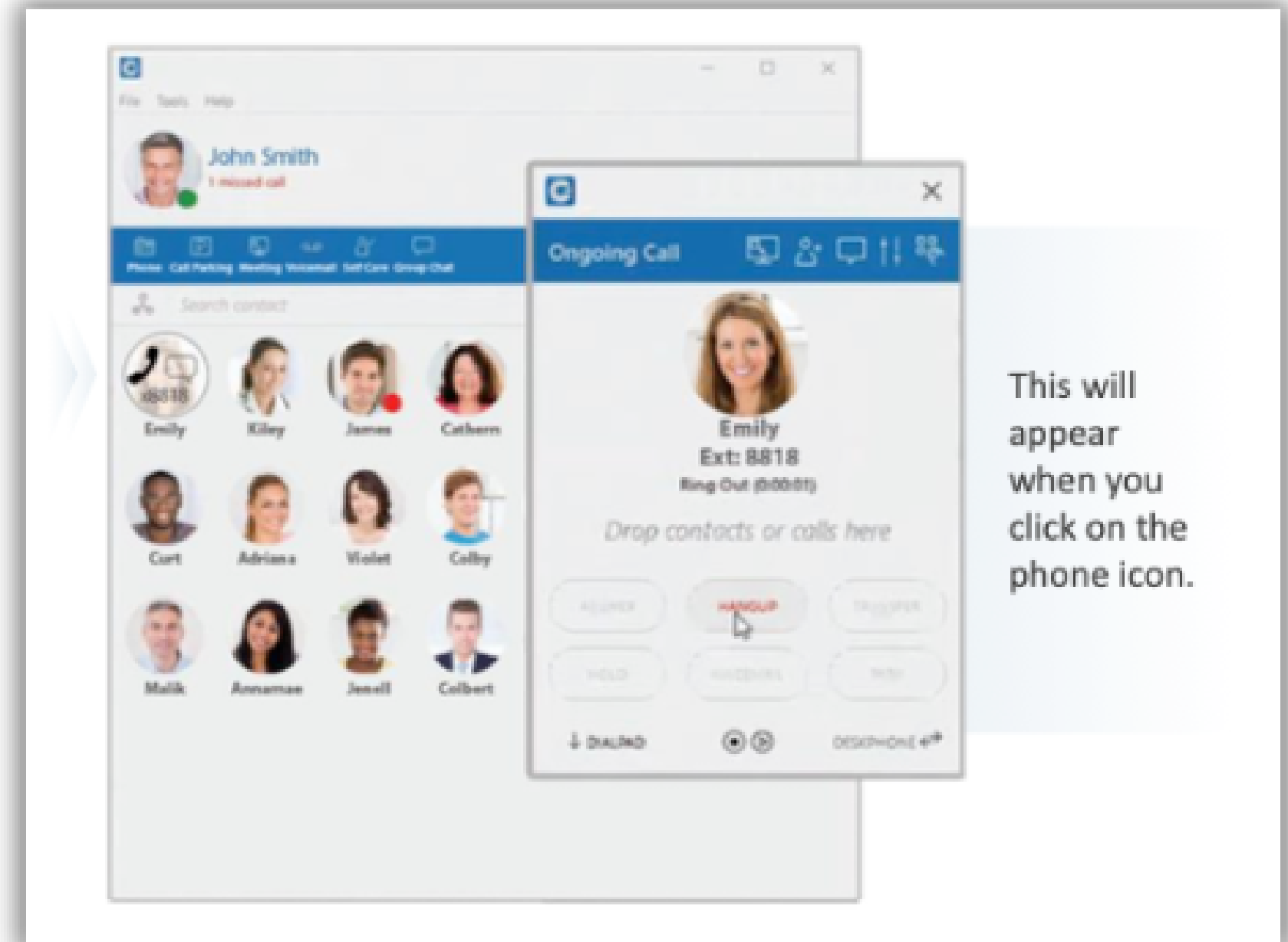
# BLUEHUB UC SOFTPHONE USER GUIDE

Bring your PBX functionality  
on a smartphone wherever  
you go



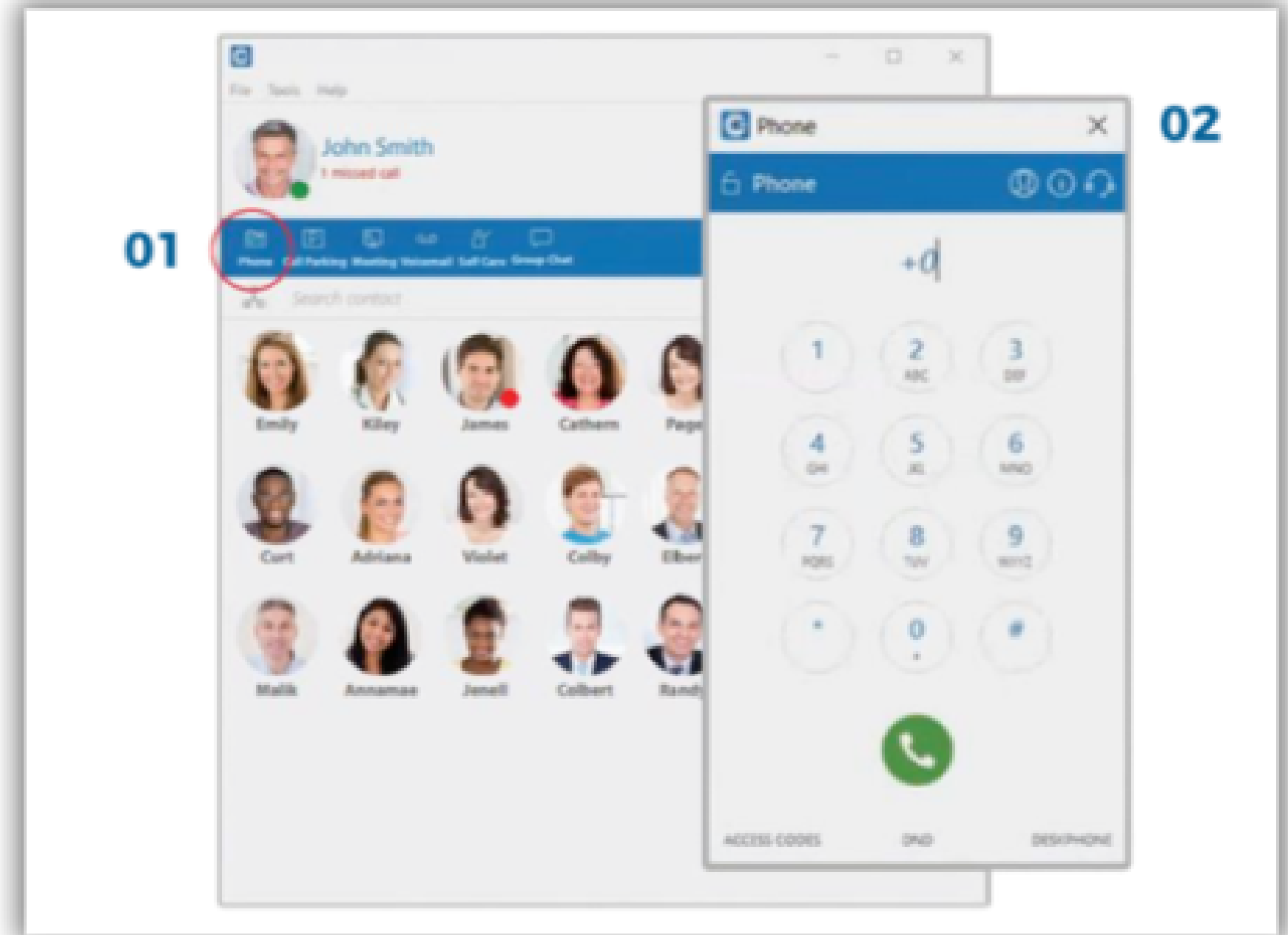
## MAKE A CALL FROM CONTACT

HOVER OVER THE CONTACT AND  
CLICK ON PHONE ICON.  
BLUEHUB SOFTPHONE WILL DIAL  
THAT PERSON AUTOMATICALLY.



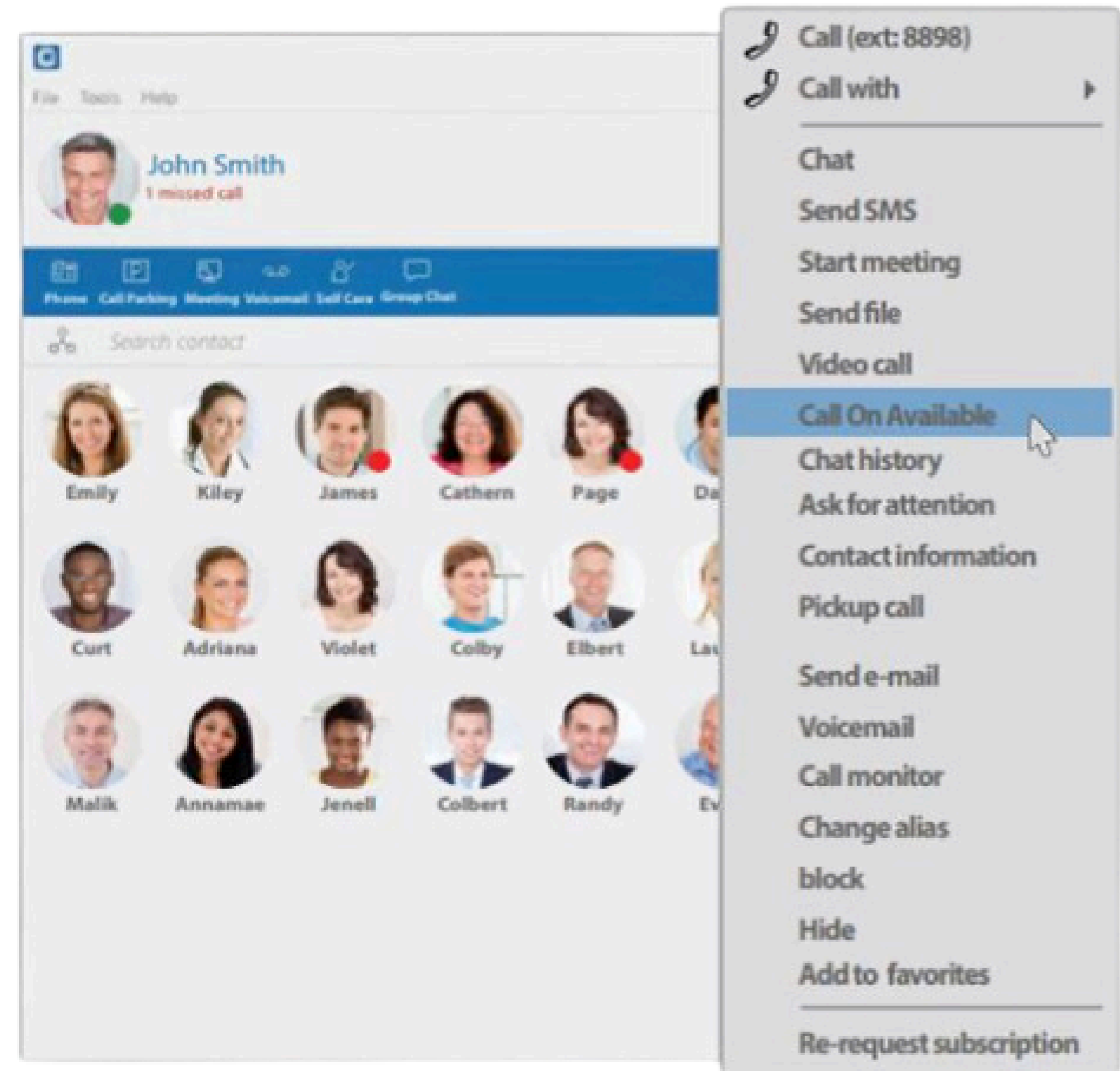
# MAKE A CALL FROM KEYBOARD

1. CLICK THE PHONE ICON IN THE MENU
2. DIAL THE NUMBER IN POP-UP WINDOW



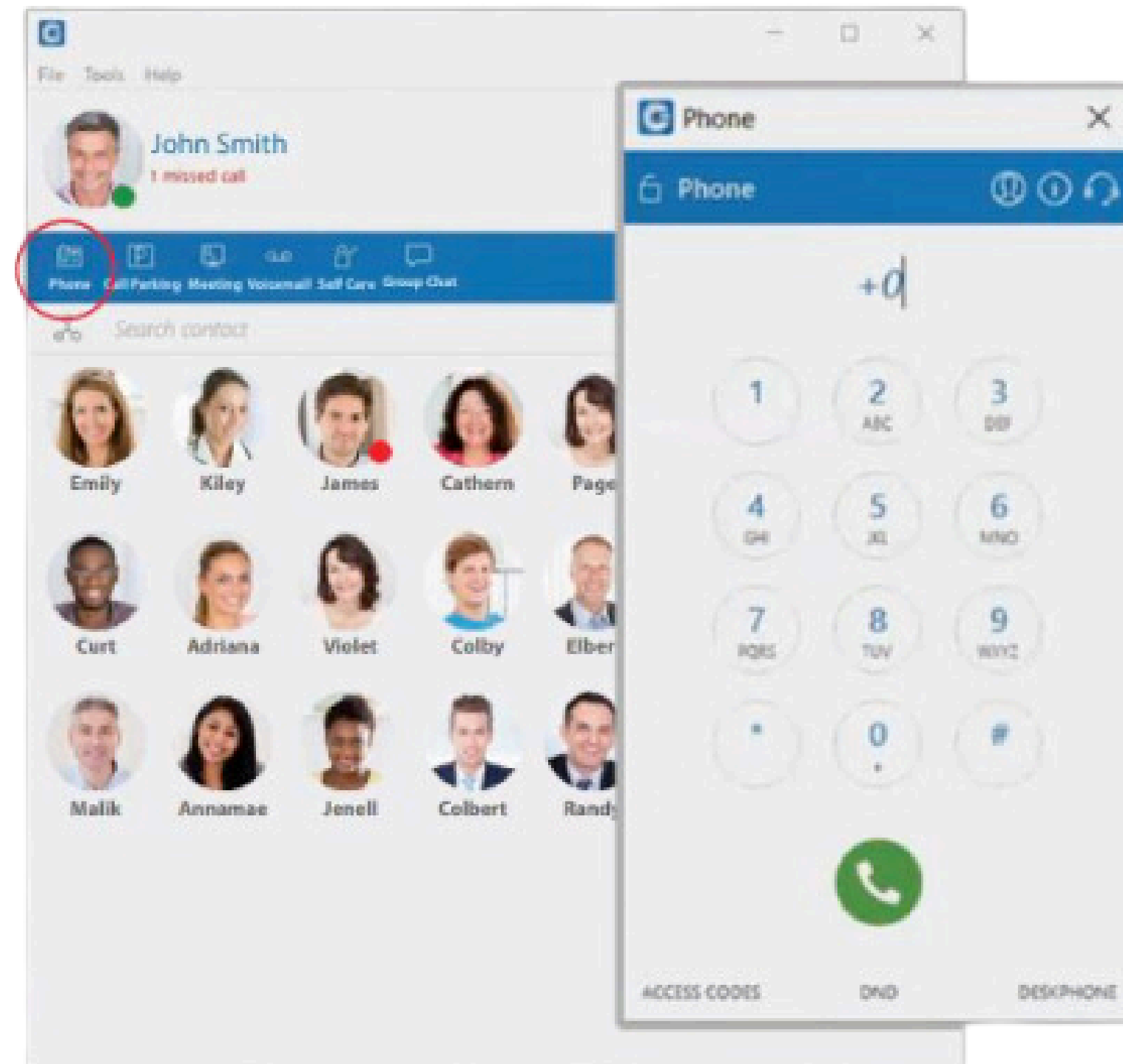
# AUTOMATIC CALLBACK

RIGHT CLICK ON A CONTACT AND  
CHOOSE "CALL ON AVAILABLE".  
YOUR PHONE WILL DIAL YOU  
WHEN THE PERSON IS AVAILABLE



# START A MEETING

1. CLICK THE PHONE ICON IN THE MENU
2. DIAL THE NUMBER IN POP-UP WINDOW

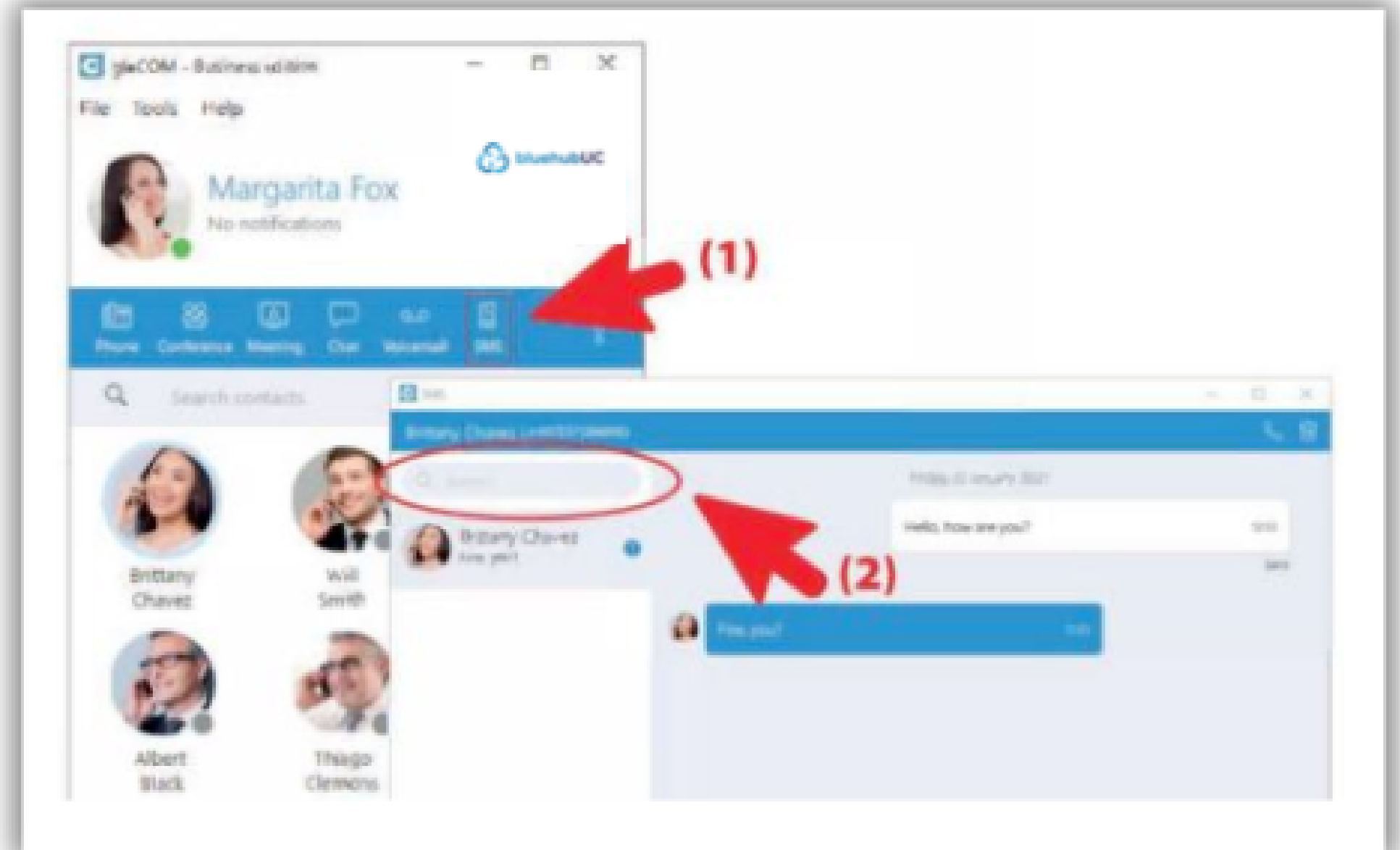


## SEND AND RECEIVE SMS

1. TO SEND AN SMS, CLICK ON THE SMS ICON FROM YOUR TOOL BAR. THE SMS WINDOW WILL APPEAR

2. THEN ENTER THE NAME OR NUMBER OF THE CONTACT INSIDE THE SEARCH FIELD AND CLICK ON THE RESULT TO START A CONVERSATION

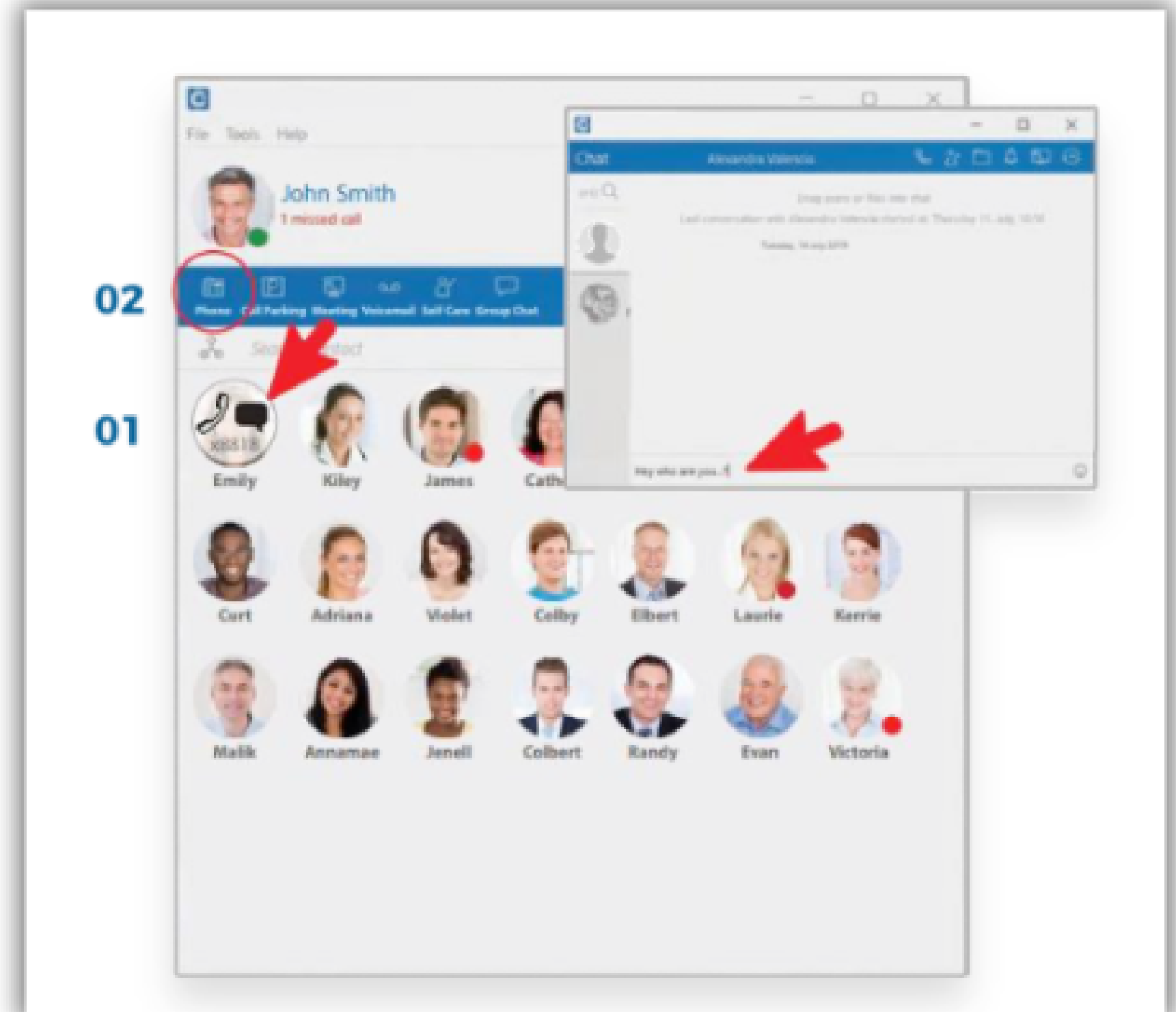
NOTE: YOU CAN ALSO RIGHT-CLICK ON THE CONTACT, AND CHOOSE FROM THE DROP-DOWN MENU



# START A CHAT

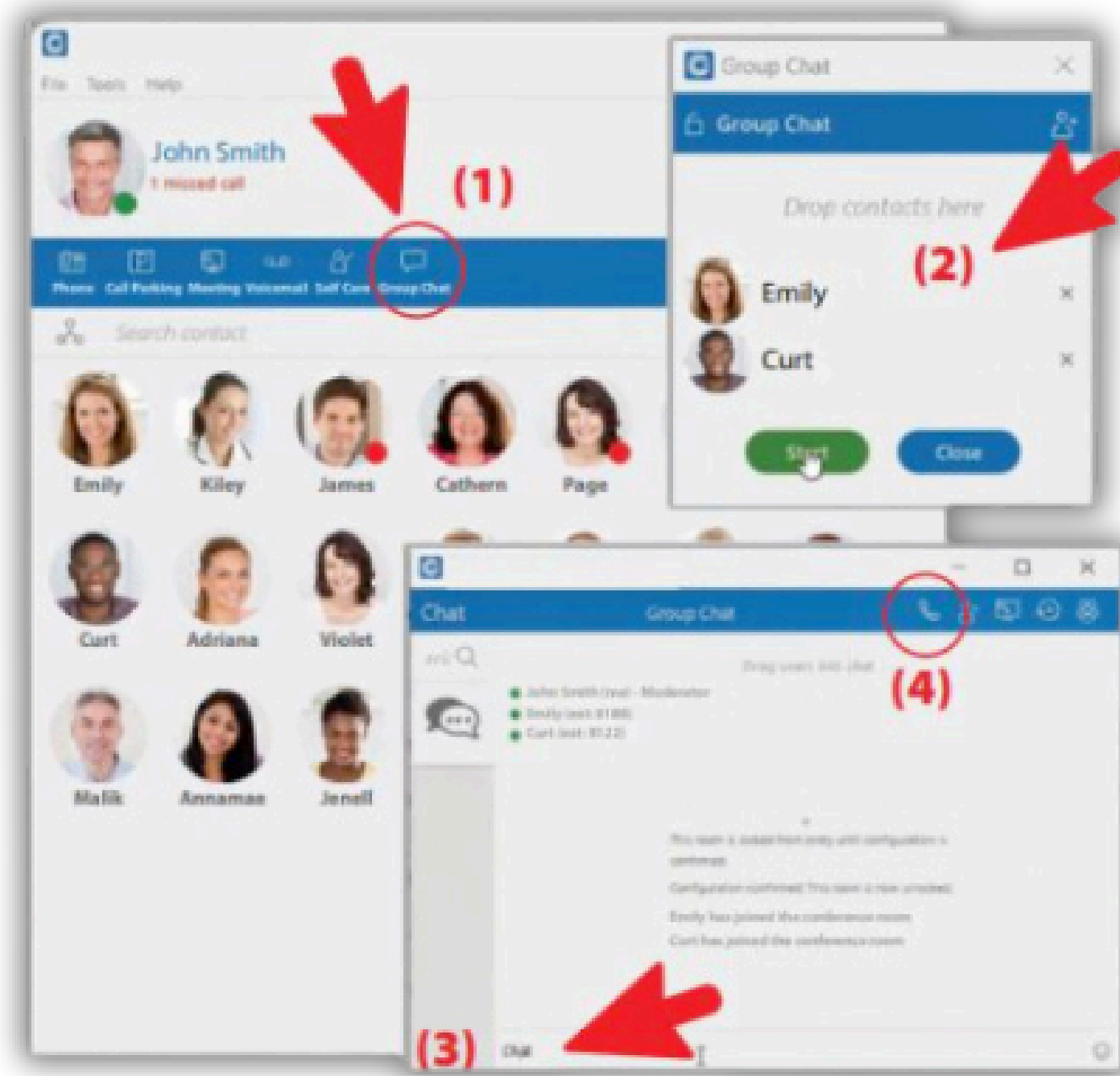
1. CLICK ON A CONTACT AND CLICK ON THE CHAT ICON. A POP-UP SCREEN WILL APPEAR. THEN START TYPING

2. CLICK ON THE PHONE ICON TO CONVERT TO A CALL.



# START A GROUP CHAT/ CHAT TO CALL

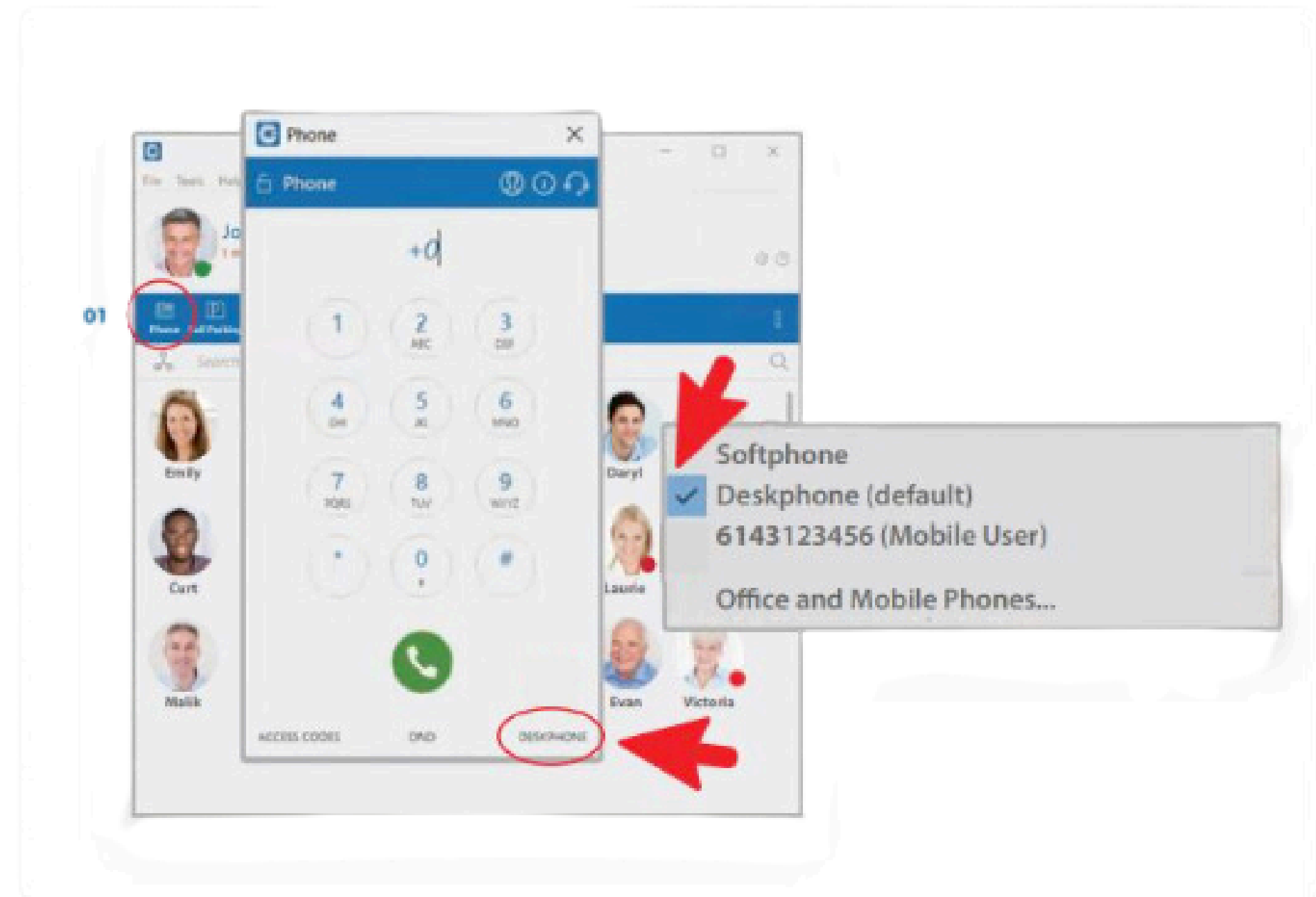
1. CLICK ON THE GROUP CHAT ICON IN MENU
2. DRAG CONTACT TO THE GROUP CHAT BOX AND CLICK ON START
3. BEGIN TYPING IN THE GROUP CHAT BOX
4. CONVERT TO A CONFERENCE CALL BY CLICKING THE PHONE ICON





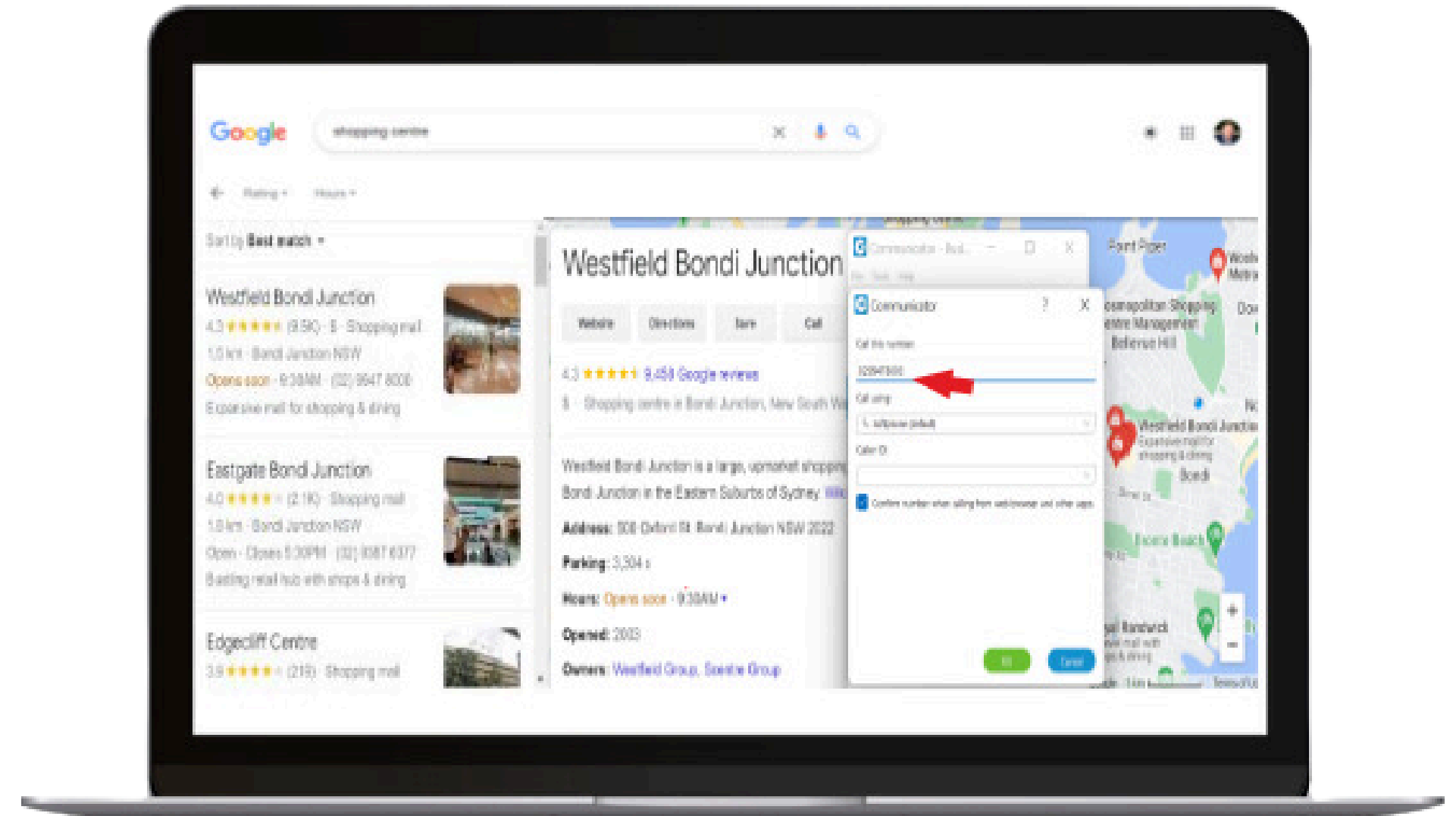
## TRANSFER CALL FROM SOFT PHONE TO DESK PHONE

1. CLICK ON PHONE IN THE MENU
2. AT THE BOTTOM OF THE PHONE PAD, CLICK ON DESKPHONE
3. ON THE DROPDOWN MENU, CHOOSE WHERE YOU WANT YOUR PHONE TRANSFERRED.



## CLICK AND DIAL FROM BROWSER

USING A GOOGLE SEARCH, TYPE IN YOUR SEARCH CRITERIA, NEXT TO THE PHONE NUMBER IS THE BLUEHUB SOFTPHONE ICON. WHEN YOU CLICK ON THE ICON A POP-UP BOX WILL ASK IF YOU WOULD LIKE TO MAKE A CALL WITH YOUR SOFTPHONE



## CHANGE YOUR STATUS

1. CLICK ON THE GREEN DOT ON YOUR PHOTO

2. IN THE POP-UP BOX, CHOOSE YOUR STATUS



# PROGRAM SCREEN

Close Window

Main Menu

Communicator Preferences

Help Page

Online Presence

Communicator Toolbar

Search Field

Quick Actions Menu

Contact Area

File Tools Help

Jesse  
No notifications

Phone Conference Meeting Chat Voicemail Self Care

Search contact

Barry Nielson Cassey Smith Charlotte Hughes

Elijah Grant

GLOCOM CONTACTS FAVORITES HISTORY

Communicator Contacts Other Contacts Favorite Contacts Call History

Phone

1 2 3

Enter number or drag-in people

1 2 3

4 ABC 5 DEF 6 GHI

7 PQRS 8 TUV 9 WXYZ

+ 0 #

ACCESS CODES DND SOFTPHONE

Access Codes Menu Toggle DND Set Default Device

1. Hide Caller ID
2. Phone registration status
3. Audio Settings



# 24/7 EXPERT SUPPORT AT YOUR FINGERTIPS

Rest assured with round-the-clock support. Our highly trained experts are always available to address any system-related issues or questions that you may have, ensuring seamless operations and peace of mind.

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