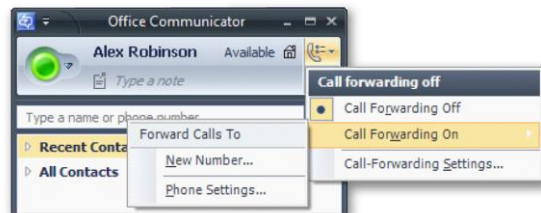


Call Forwarding (with Remote Call Control)

If your environment is configured for Remote Call Control, you will see a menu like the one on the right when you click the **Call Forwarding** button.

Forward calls to another phone number

Click the **Call Forwarding** button, point to **Call Forwarding On**, and then click a number or click **New Number** and enter a new phone number.



Publish Your Phone Numbers and Control Who Sees Them

You can assign levels of access to your contacts to control their access to your presence information. Different attributes are exposed for each presence level, such as Block, Public, Company, Team, and Personal. For example, Mobile Phone is available at the Team Level, but not at the Company Level.

Edit and publish your phone numbers

In the Communicator Title bar, click the **Menu** button, point to **Tools**, click **Options**, and then click the **Phones** tab. Click the button for the number you want to add or edit. After you have entered the number, select the **Publish this phone number** box for those numbers that you want to make visible to other Communicator users.

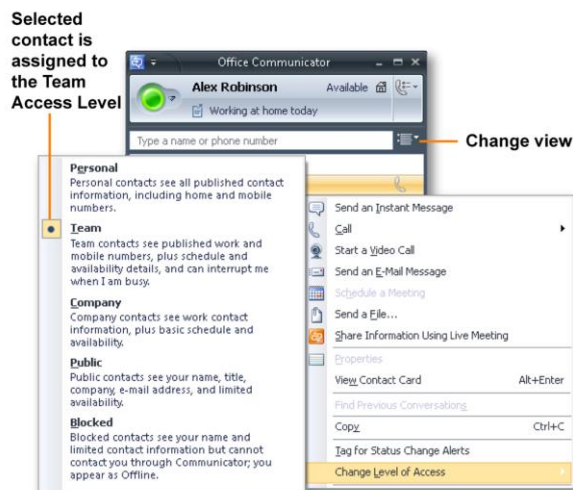
Control access to your phone numbers

After you publish your phone numbers, you must assign Access Levels to those contacts who you want to see your phone numbers. If you want a contact to see your Home and Mobile phone numbers, assign the contact to the **Personal** level. If you want them to see only your Work and Mobile numbers, assign them to the **Team** level. To assign a contact to an Access Level, right-click the contact, point to **Change Level of Access**, and then select the Access Level.

About phone number formats

When specifying phone numbers, enter the country code, an area code, and the local number, using only the digits 0123456789. Do not use alphanumeric numbers. Thus, a U.S. number might look like: 14255550101. See your system administrator for dialing requirements (such as adding 9 for outside calls) that may be specific to your organization. For more information, see "Phone Calls" under "Frequently Asked Questions" in Office Communicator 2007 online Help.

PRINT SETTINGS For best results, set printer options to: Paper Size: **Legal (8.5 x 14")** / Orientation: **Landscape**
2-sided printing options: **Two-sided, flip on short side**



Quick Reference Card for Phone and Video

Get Started with Office Communicator 2007 Phone and Video

This Quick Reference Card covers the tasks most commonly used to place, receive, control, and forward phone and video calls with Microsoft® Office Communicator 2007. This card shows you how to:

- Make one-click phone calls.
- Find alternate phone numbers for your contacts, such as mobile and home phone numbers, if available.
- Answer, decline, or redirect phone calls.
- Invite others to a phone call to create a conference call.
- Forward calls to another number or contact, simultaneously ring another phone number, or redirect unanswered calls.
- Publish your phone numbers and control who sees them.
- Place and receive video calls.

What you need to get started

For audio (phone) conferencing, you need a headset, or speaker and microphone, or USB audio device connected to your computer. For audio/video conferencing, you need a webcam connected to your computer.

Adjust phone and video

Office Communicator 2007 automatically detects and selects the preferred phone and video devices for you. However, before you start placing and receiving calls, you may want to adjust your phone and video devices. Click the **Menu** button in the Office Communicator Title bar, click **Tools**, and then click **Set Up Audio and Video**.

Where to find more information

For more detailed information, visit the following sections of Office Communicator 2007 online Help. (Click the Menu button, click **Help**, and then click **Microsoft Office Communicator Help**.)

- Making and Receiving Audio Calls
- Making and Receiving Video Calls

Make Phone Calls

You can use Office Communicator to make one-click phone calls to contacts in your Contact List. You can also call optional numbers by clicking the options arrow to the right of the **Call** button.

Make a one-click phone call

In the Contact List, click the contact's **Call** button.

Call an alternate phone number

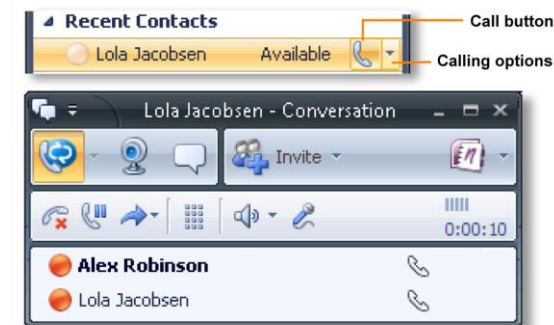
In the Contact List, click the arrow to the right of the **Call** button, and then click the number you want to call.

Enter a phone number to call

Type the number in the **Search** box, and then click the **Call** button next to the number as it appears in the **Search Results** box. You can enter an internal phone extension, an external number, an alphanumeric number such as 425-555-TAXI, or a contact's name.

Invite someone to a call

In the **Conversation** window, click the **Invite** button, and then select a contact, enter a name, or enter a number to call.



Receive Phone Calls

Answer a phone call

In the phone call invitation alert, click the left pane. The alert appears in the bottom right of your computer screen.

Redirect a call

Click the **Redirect** button, and then select an option from the menu. If you choose to redirect a call to an instant message, a call rejection message is sent to the caller and the **Conversation** window opens so that you can send the caller an instant message.



Make Video Calls

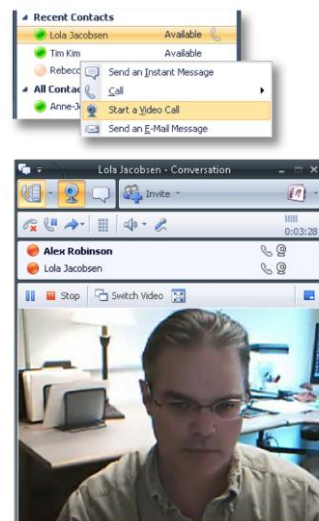
You can easily make video calls to contacts in your Contact List, but you must have a webcam. You can receive and participate in a video call without a webcam. In this case, you see the caller's video stream, but no video is transmitted from your Office Communicator client.

Make a video call

In the Contact List, right-click the contact that you want to call, and then click **Start a Video Call**.

Invite someone to call

In the **Conversation** window, click the **Invite** button, and then select a contact or enter a number to call in the **Type a name or number** box.



Receive Video Calls

Answer a video call

In the video call invitation alert, click the left pane. The alert appears in the bottom right of your computer screen.

Redirect a call

Click the **Redirect** button, and then select an option from the menu. If you choose to redirect a call to an instant message, a call rejection message is sent to the caller and the **Conversation** window opens so that you can send the caller an instant message.



Call Controls

Call Controls enable you to easily manage your phone calls. For example, you can put a call on hold, transfer a call to another user or phone, or mute a speaker or microphone.

End a call

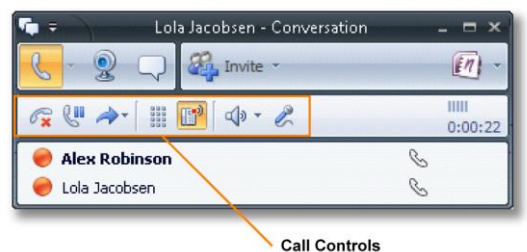
In the **Conversation** window, click the **End Call** button.

Put a call on hold

In the **Conversation** window, click the **Hold** button.

Transfer an incoming call to another person

Click the call alert invitation to accept the call. In the **Conversation** window, click the **Transfer** button, click **Transfer**, and then select the contact to whom you want to transfer the call.



Transfer an incoming call to phone

Click the call alert invitation to accept the call. In the **Conversation** window, click the **Transfer** button, click **Personal Transfer**, and then select the phone to which you want to transfer the call.

Display Dialpad

Click the **Dialpad** button. This control is often used when prompted for Voice Mail PIN or Access Codes.

Toggle audio between speakerphone and speakers, speakers, and microphone

In the **Conversation** window, click the **Speakerphone** button to toggle the audio between your USB handset or headset and your PC speakers.

Mute speaker or adjust speaker volume

In the **Conversation** window, click the **Mute speaker** button to turn off the speaker on your USB phone device. Click the down arrow and use the slider to adjust the speaker volume.

Mute microphone

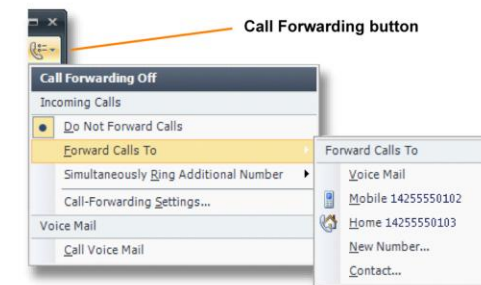
In the **Conversation** window, click the **Mute microphone** button to mute the microphone.

Call Forwarding (with Enterprise Voice)

If your environment is configured for Enterprise Voice (Voice over IP), you will see a **Call Forwarding** menu as shown below.

Forward calls to Voice Mail, another phone, or a contact

Click the **Call Forwarding** button, point to **Forward Calls To**, and then select **Voice Mail**, **New Number**, or **Contact**. When calls are forwarded, your phone does not ring. Instead, calls are automatically forwarded to the specified destination.



When specifying phone numbers, enter the country code, an area code, and the local number, using only the digits 0123456789. Do not use alphanumeric numbers. Thus, a U.S. number might look like: 1425550101. See your system administrator for dialing requirements (such as adding 9 for outside calls) specific to your organization. For more information, see "Phone Calls" under "Frequently Asked Questions" in Office Communicator 2007 online Help.

Ring another number at the same time your number rings

Click the **Call Forwarding** button, point to **Simultaneously Ring This Additional Number**, and then select a number, or click **New Number** and enter a number. The numbers available on the **Simultaneously Ring Additional Number** menu are based on the numbers you published on the **Phone Options** tab (see "Publish Your Phone Numbers and Control Who Sees Them" on this card). Any new number you enter overwrites an existing number on the **Simultaneously Ring Additional Number** menu.

Redirect unanswered calls to Voice Mail, another number, or a contact

Click the **Call Forwarding** button, and then click **Call-Forwarding Settings**. Under **Redirect unanswered calls**, click a number, or click **New Number** or **Contact**. If you select **New Number** or **Contact**, click the **Configure** button to enter a new number or select a contact. To specify the time period before redirecting the call, in the **Ring for this many seconds** box, use the up or down arrow to increase or decrease the time interval.

Call Voice Mail

Your Voice Mail messages appear in your Office Outlook Inbox. If you want to change your Voice Mail greeting or call your Voice Mail number to check messages, click the **Call Forwarding** button and then click **Call Voice Mail**. Instructions for accessing your Voice Mail, including your Access Number and your Extension and PIN should be provided to you in an e-mail from your administrator.