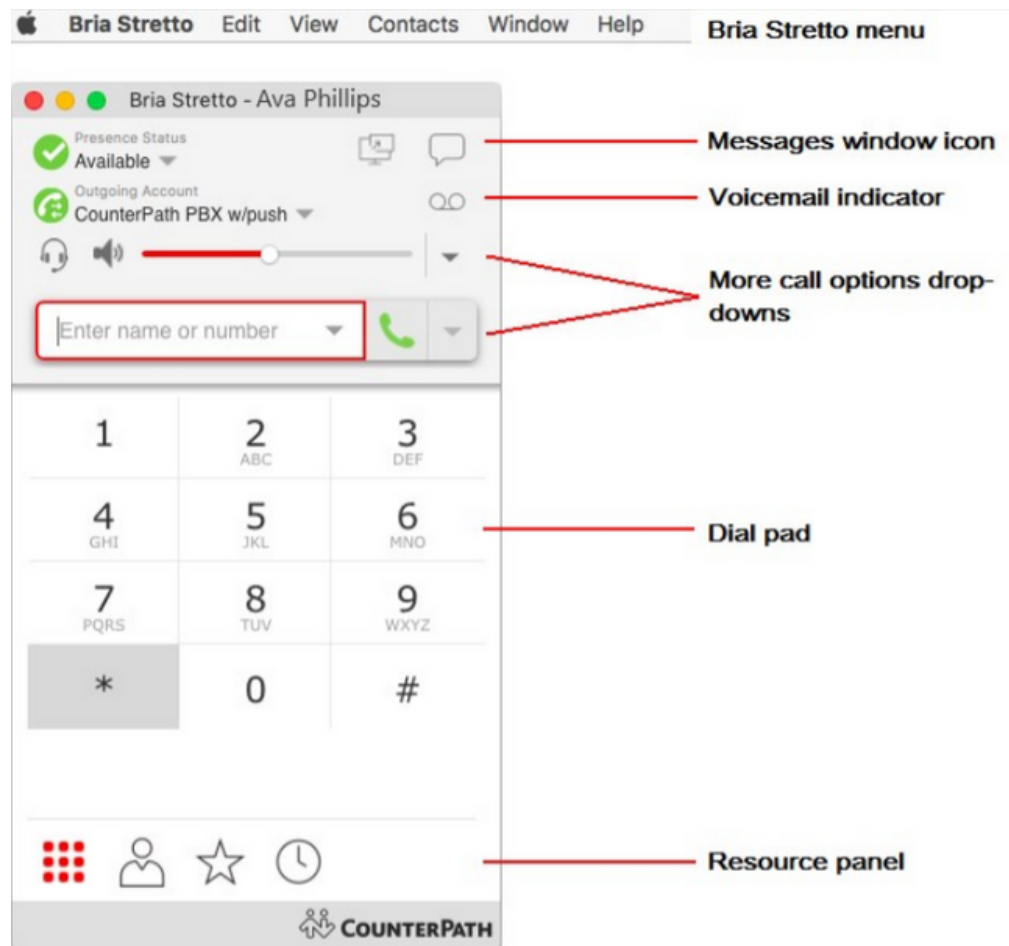


VTSL SOFT CLIENT - MAC

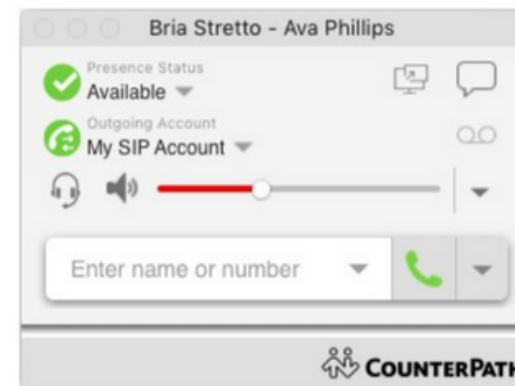
Use your computer just like your office phone with the VTSL Soft Client app.

INSTRUCTIONS FOR MAC VERSION



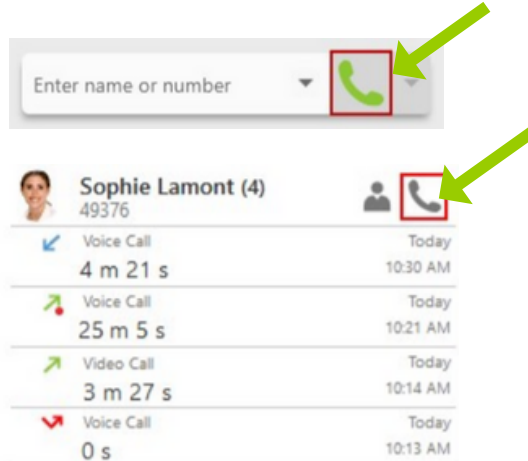
COMPACT VIEW

To switch to Compact view, hide all the Resources using the View menu.



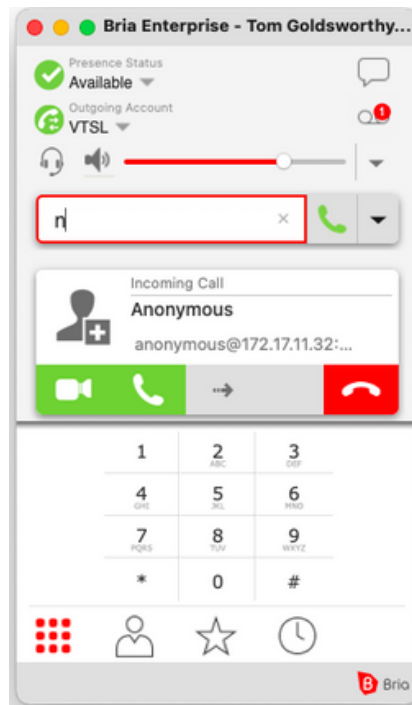
MAKING A CALL

Place calls in Bria Enterprise from the dialler, Contacts, Favourites, Directory (if available), History, or Messages. Click the phone symbol.




ANSWERING A CALL

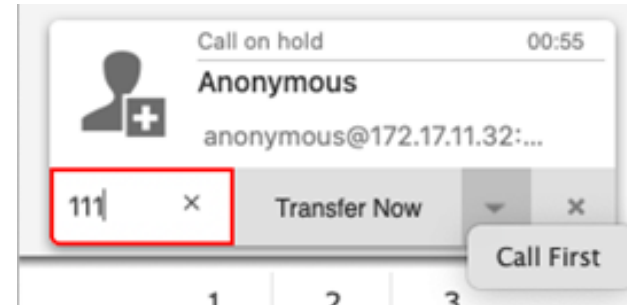
Press the green phone symbol to answer a call.



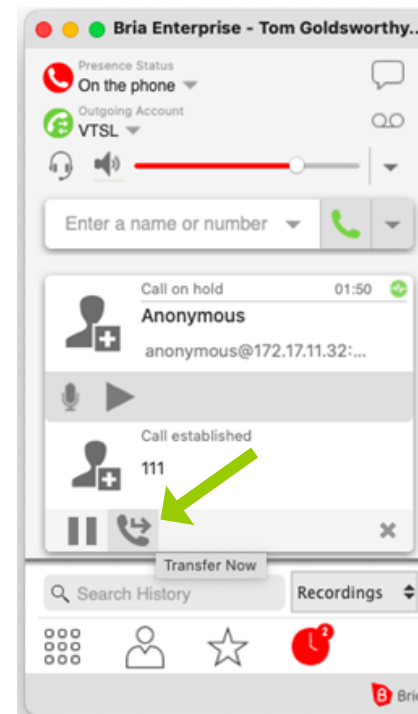
ANNOUNCED TRANSFER

To announce a call, click the transfer button  and then enter the number or extension.


Click the arrow for the dropdown menu, and select 'Call First'. This will dial the 2nd party.



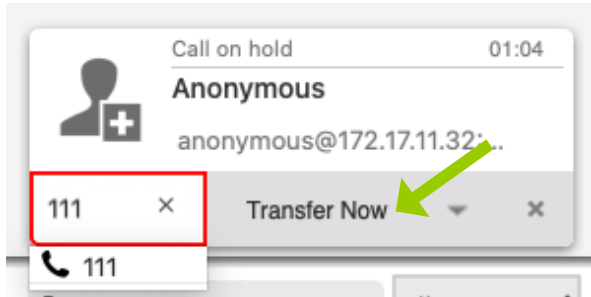
Once the call is announced, click the transfer button and the 2 calls will be connected.




UNANNOUNCED TRANSFER

Once the call is answered, click the transfer button  and then enter in the required number the call is to be transferred to.

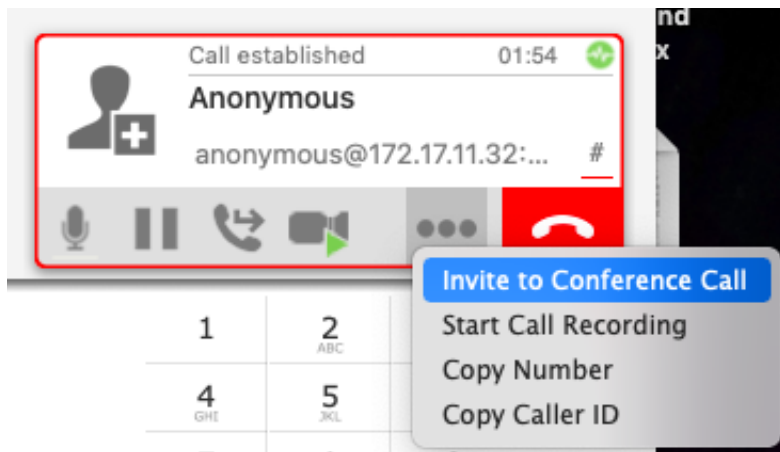
Select 'Transfer Now' from the drop down menu. The call will then be transferred.



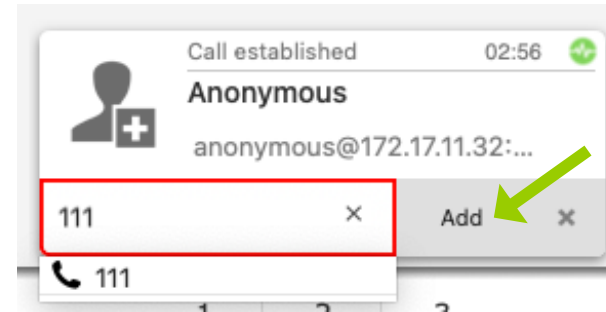
ADHOC CONFERENCE CALL

Once the call is answered, select the menu button 

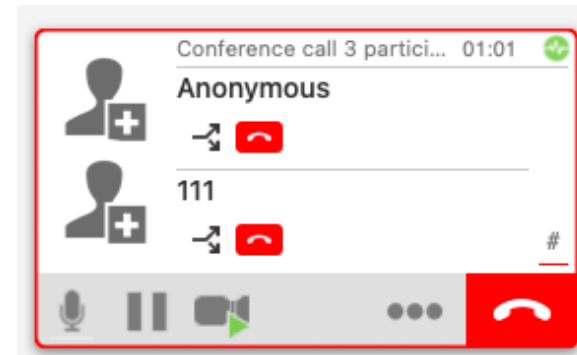
From the drop down, select 'Invite to Conference Call'.



Dial the number you need and select 'Add'.



This will now create a multi-party call.



VOICEMAIL

When a voicemail has been left, the badge icon will appear showing the number of new messages - click on the icon and this will take you to your voicemail box. Enter your extension and voicemail PIN to listen to the messages.

