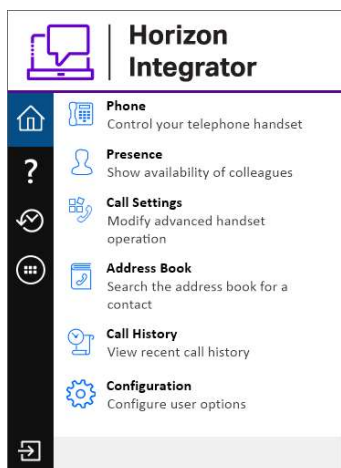


User Guide for Horizon Integrator

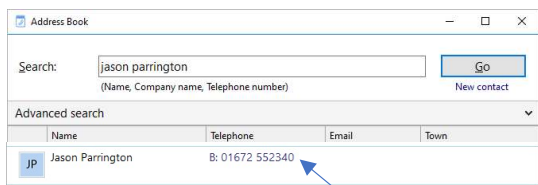
1. Firstly - Right click on your green integrator symbol and you will see these options, Phone, Address book and Call History, Presence and Quick Search.



2. Phone - The Phone will allow you to pick up calls and make calls. when selecting **make call** you can then type the number, and click enter.



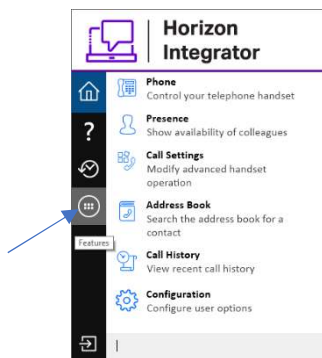
3. Address Book – This is where you search for your contacts. To make a call, click on the phone number and it will dial out.



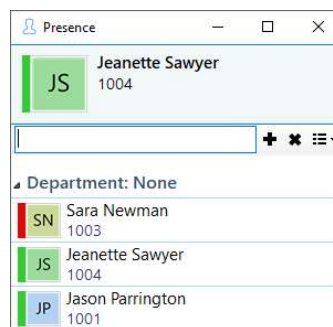
4. Call History - If You Select Call History you can see all your recent calls, the name of the caller, the number, the direction, and the date and time. If you click the number it will do a quick dial straight to your phone.



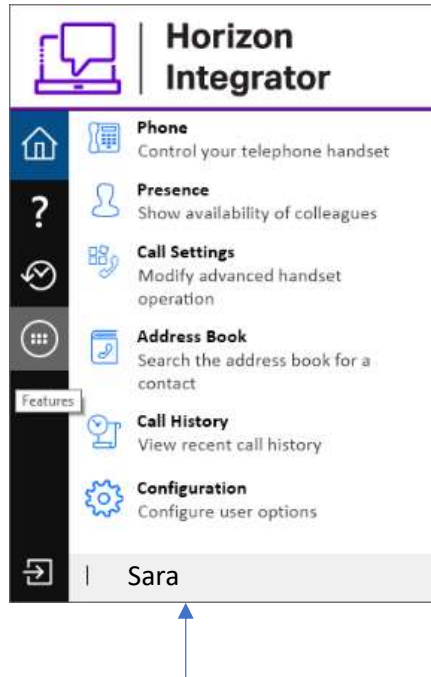
5. Call Forwarding – Select “Features” it will take you through to a new screen to enable



6. Presence – double click on your green integrator symbol to bring up the “Presence” of your colleagues



7. Quick Search – right click on your green integrator symbol to bring up the menu



Start typing your contact's name and it will bring up search results. Hover over the contact required, and click the green call button.