Quick Start Guide
for C Spire™ UNIFI

Welcome to a new world of communication! C Spire™ UNIFI allows you and your team to comfortably control your business communications experience. This simple yet extraordinary tool will save you time, make you more productive, and leverage the power of instant team collaboration.

Installation on a Tablet and Mobile Device

1. Go to Google Play or the Apple App Store.
2. Search for "C Spire" and then select the "C Spire UNIFI" application.
3. Select "Download and Install".
4. Start UNIFI application.
5. The client also asks for a user name and password. For this, use your IP Voice portal login credentials.

Installation on a Desktop

1. The Desktop client is available at:
   a. Windows:
      Http://bwdms.cspirefiber.com:80/dms/bc/pc/UNIFI.bc-uc.win-21.5.0.1008.msi
   b. Mac:
      http://bwdms.cspirefiber.com:80/dms/bc/pc/UNIFI.bc-uc.osx-21.5.0.871.dmg
2. Click on the link and then follow the installation instructions.
3. Start the UNIFI application.
4. The client asks for a user name and password.
   For this, use your IP Voice portal login credentials.

Start and Sign In

The first time you login, you will be presented with two action requests:

1. Publishing your location – your location is automatically determined by your public IP address; however, you can manually set the text to appear for your location and time zone using the location dialog box.
2. Integrating with Microsoft Outlook Calendar (Windows only) – your Presence can automatically update when you go into a meeting. In order to do this, select Yes to have this automatic update available.

If you have enabled automatic login (Sign-in automatically), then after the client starts, you automatically go to your Contact List. If you have not enabled automatic login, then click OK in the Sign-in window. The previously-used user name is automatically remembered. The password can be automatically remembered as well.

User Interface Layout of the Desktop Client Important Icons

Click this left-pane icon to change your presence, including your avatar. You can also see your detailed presence.

Click this left-pane icon to view your contacts.

Click on History view in the left pane to look at previous chats and calls. You can easily start communications here.

My Room is your permanent communication room. Participants can dial in to your audio bridge.

Show all contacts in the full enterprise directory.

Use the dial pad to send DTMF tones, such as conference PINs.

Add a contact to the Contact List, which also appears in the search results.

Start a chat session.

Make a call using the Desktop client (VoIP call).

Make a call using your desk phone.

Make a video call.

My Information, Presence & Location

To access the My Information section within the application, click on your Presence icon in the top left corner. This will expand the My Information section. Here you may update your Location, your Avatar, and your Presence. You may also set a status to

Adding Contacts

When you start the client for the first time, your contact list is empty. You can use the search field to find people and then directly add them from the search results to populate your Contact List. To do this, right click on the contact and select Add Contact.

You can also manually add contacts outside of your organization using the Add Contact button and entering in the contact information.

Making Audio and Video Calls

You can make audio and video calls from the:

- Contact list
- Contact card
- Call history
- Dialer

During a call you can:
- Adjust the volume.
- Provide (DTMF) tones.
- Mute the microphone.
- Put a call on hold

Chat & Ad Hoc Chat Rooms

Chatting with a contact is only possible when you are both online. If your contact initiates a chat, you see a pop-up notification in the bottom right-hand corner of the screen. If you close the Chat window and open it again, sent chat messages are shown in the window as chat history.

To start a Chat, double click on the contact. A Chat window will open on your screen. You may begin typing to your Contact.

Additional Contacts may be added to a single Chat to create an Ad Hoc Chat Room. Simply drag and drop the desired Contact's name into your open Chat window. They'll receive a request to join the Chat.

My Room

For a more functional Chat room which utilizes your IP Voice UNIFI Conference Bridge, use My Room. Open My Room and drag and drop your contacts into the room. You may use Screen Share for quick collaboration. When dialing your Conference Bridge within My Room, it will automatically dial the Conference Bridge and Moderator PIN if you make the call on your Desktop.

Adjust Desktop Client Microphone and Loudspeaker Settings

In the desktop client, to choose an audio device, you choose Preferences in the main menu (under UNIFI logo in Windows and on the Main menu on a Mac).

You can also select a different default audio device in Windows using the Control Panel. On Mac, it is in the System preferences for "Sound".
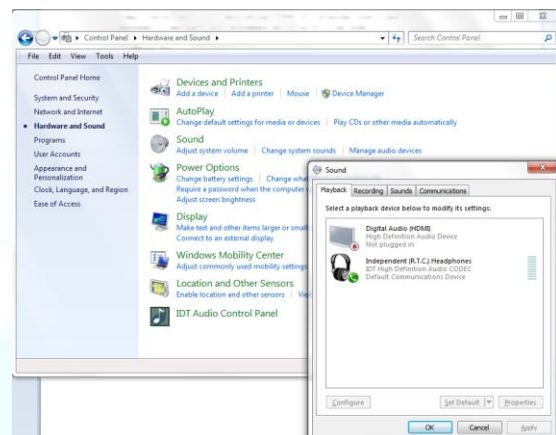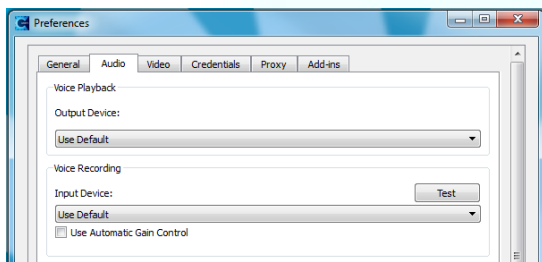
More information about the client is available at:
www.cspire.com/unifihelp