Horizon

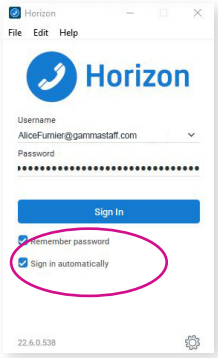
Gamma

COLLABORATE QUICK REFERENCE GUIDE: GETTING STARTED

Signing in

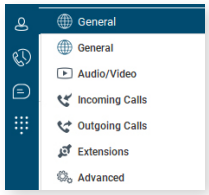
Launch the Horizon Collaborate client, and then you will be prompted to sign in using the password provided by your administrator. It should be noted this is different to the password for the portal login. Refer to your administrator for any password issues. You can select *remember password* to sign in automatically.

You can sign out of the portal by clicking on *File* and *Sign out.*



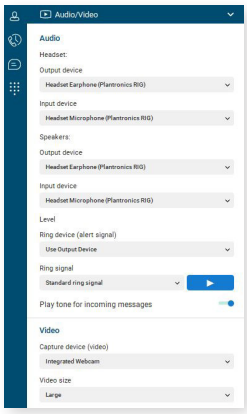
Settings

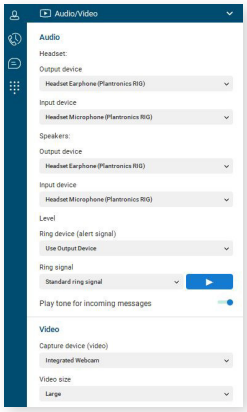
Select the settings icon and you can apply General Settings, Audio and Video Settings, Incoming and Outgoing Calls. There are also advanced settings.



Audio and video settings

When you first start Collaborate, you need to ensure your chosen audio device is selected. You can also select the video device and individual ring tone you want to hear.





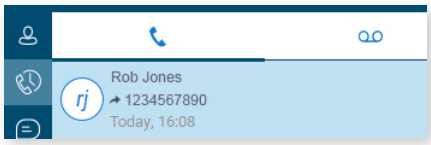
Incoming call settings

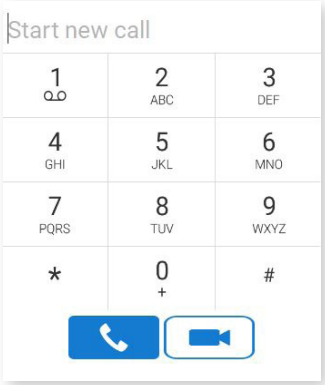
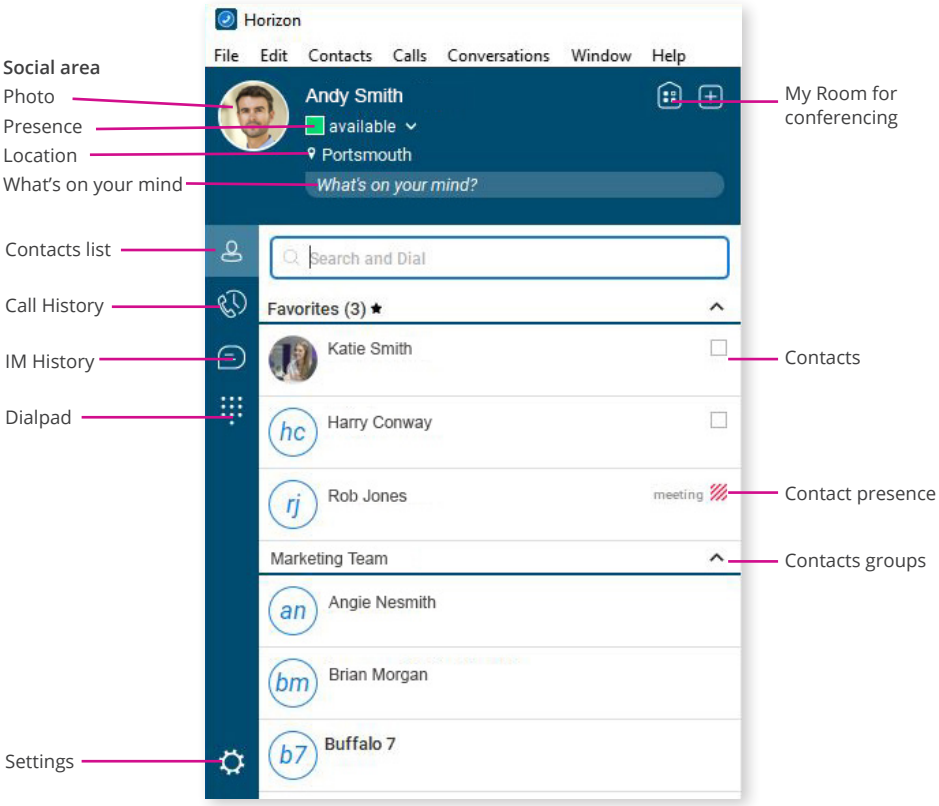
A number of inbound call settings are available in the Collaborate client. These are also available in the portal.

Collaborate client overview

Horizon Collaborate is a fully integrated Unified Communications solution offering voice, video, Instant Messaging and multimedia conferencing. All the services are available from the application. The same functionality is also available on mobile devices based on either Android or IOS.

Call History and Voicemail



IM History

Dialpad