



# 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*.

Horizon

#### **Settings**

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



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<b>!</b>	Cutgoing Calls
	Extensions
	So Advanced

#### 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.

Headset:		
Output device		
Headset Earphone (Plantronics RIG)		
Input device		
Headset Microphone (Plantronics RIG)		
Speakers:		
Output device		
Headset Earphone (Plantronics RIO)		
Input device		
Headset Microphone (Plantronics RIG)		
Level		
Ring device (alert signal)		
Use Output Device		
Ring signal		
Standard ring signal	~	•
Play tone for incoming messages		-
Video		
Capture device (video)		
Integrated Webcam		
Video size		
Large		

Headset:		
Output device		
Headset Earphone (Plantronics RIG)		~
Input device		
Headset Microphone (Plantronics RIG)		~
Speakers:		
Output device		
Headset Earphone (Plantronics RIG)		~
Input device		
Headset Microphone (Plantronics RIG)		~
Level		
Ring device (alert signal)		
Use Output Device		~
Ring signal		
Standard ring signal	~	•
Play tone for incoming messages		-•
Video		
Capture device (video)		

## **Incoming call settings**

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

www.gamma.co.uk



#### **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**

