

# Breeze Quick Start

## Calling people



Use **speed dials** to quickly call your **favorites**.

To add **speed dials**, go to **contacts > company directory**. Find a person and choose **add to favorites**.

To delete **speed dials**, go to **contacts > favorites > edit**.

To **dial** numbers, letters, or symbols, type here then press call.

## Who can you call?

You can call:

- anyone in your company who has a StarLeaf endpoint (either the Breeze software or a hardware endpoint). These people are all in your **contacts**
- anyone outside your company who has a StarLeaf endpoint; just dial their **email address** from Breeze
- anyone else. If someone has not got a StarLeaf endpoint, you can still have a video call with them. There are two ways of doing this:
  - Send them an invite to use Breeze
  - If they already have video conferencing equipment, they can call you using that (or you can call them if you know their IP address or URI)

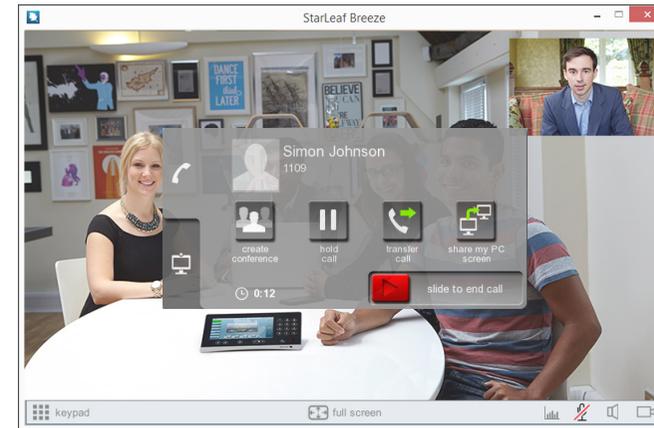


To find out your URI (**H.323 or SIP address**), select the settings icon at the bottom of the Breeze window. People who have their own video conferencing equipment can use this to dial you.

Settings →

## What can you do in a video call?

Access the controls by moving your mouse on the Breeze window.



Create a conference—Add **more people** to your call.

Go **full screen!**



To get out of full-screen mode, press Esc on your keyboard or double-click the screen.

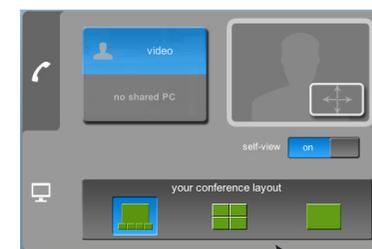
Show your **computer screen** to the people in the video call.

**Transfer** this call to another person.

Adjust your **volume** and the **volume** of the other people. You can also select a camera, microphone, and speakers, check your microphone levels, and mute your video.

## Change your view in a video call

To change what you see in a video call, click the **display tab** to access more controls.



Move the picture-in-picture view around the screen.

Toggle **self-view** on and off.

Swap between the main video and a shared computer.

If you are in a conference, you can change the layout of the speaker and other participants onscreen.

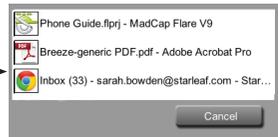
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## Share your computer screen

Select  
**share my PC screen**



Choose the window you want to share



The other people in the call can now see your screen.

## Schedule a conference

To schedule a conference and invite participants, click the **my conferences** link at the bottom of the Breeze window.



This takes you to a web page where you can set your conference time and date and you can invite anybody to your conference.

Participants receive an email invite and can dial in from any video equipment, use Breeze, or a cell phone to join your meeting.

## Use your buttons

People can leave you **video messages** if you are not available.

And you can record a video **greeting**.



Use **recent calls** to easily return a missed call

**Invite** someone to call you back on video. You simply **invite** by email address.

Your company directory and favorites. You can also add your own **personal contacts**.

## Join now

If you have scheduled a conference, or if you have been invited to somebody else's conference, you will see a **Join now** button when the conference is about to start.

Join a conference now



## Forward and Do not disturb

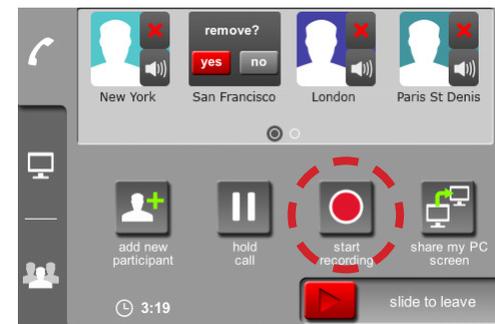


Use **forward calls**, to divert all calls to your voicemail or to another StarLeaf extension.

Use **do not disturb**, to divert all calls to your voicemail.

People who have you as a speed dial will see that you have set your Breeze to **forward** or to **do not disturb**.

## Record a conference



If you have the optional recording feature, you can choose whether or not the conference is recorded at the time of conference creation.

The recording starts and ends when the conference starts and ends.

Whether the conference was set to record or not, anyone in the conference with a StarLeaf endpoint can start or stop the recording.

For more help with Breeze or any other StarLeaf product, go to:

<http://support.starleaf.com/>