



Horizon Collaborate Quick Guide

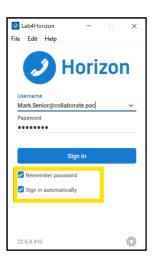
Getting started

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 and sign in automatically.

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



Settings

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

۲	General
Þ	Audio/Video
હ	Incoming Calls
ও	Outgoing Calls
ø	Extensions
۵,	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.

Incoming call settings

Do Not Disturb	
Anonymous Call Rejection	-
Call Forwarding OFF - Call options not configured	~
Remote Office	-
Call Waiting	-
Twinning OFF - Location not enabled	~

Audio				
Headset:				
Output device				
Headphones (PLT V6200 Series Stereo)				
Input device				
Headset (PLT V6200 Series Hands-Free)				
Speakers:				
Output device				
Use Default				
Input device				
Use Default	~			
Level				
Ring device (alert signal)				
Use Output Device	~			
Ring signal				
Standard ring signal V				
Play tone for incoming messages	•			
Video				
Capture device (video)				
Integrated Webcam				
Video size				
HD	~			

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 multi media conferencing. All the services are available from the application. The same functionality is also available on mobile devices based on either Android or IOS.

