

Bria Enterprise Desktop Interface

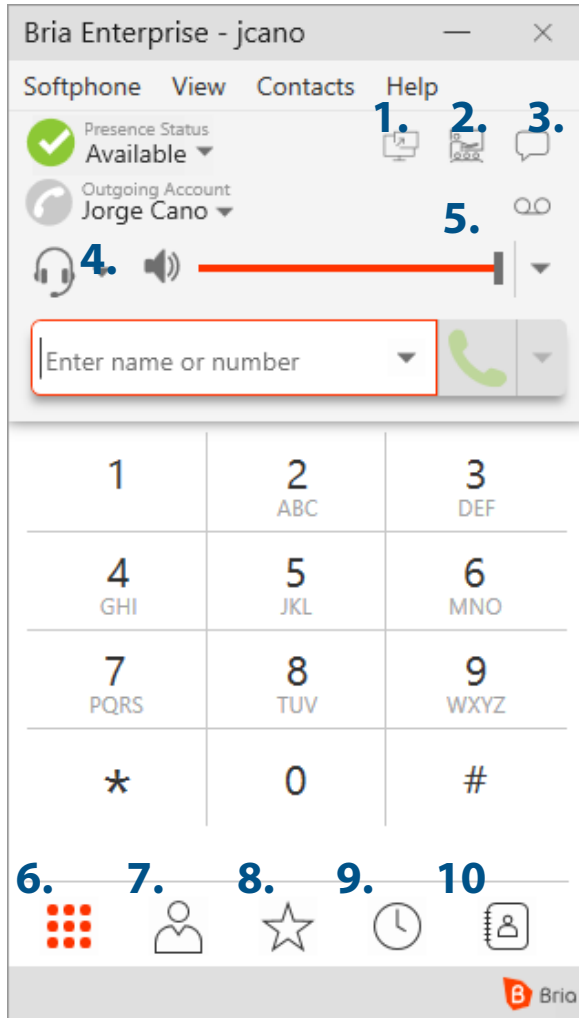
1. Screen Share
2. Conference Call
3. Enterprise Instant Chat
4. Speaker/Headset Mode and Volume
5. Voicemail
6. Dialpad
7. Contacts
8. Favorites
9. Call History
10. Directory

Making a Call

Step 1: Enter the name or dial the number you want to call

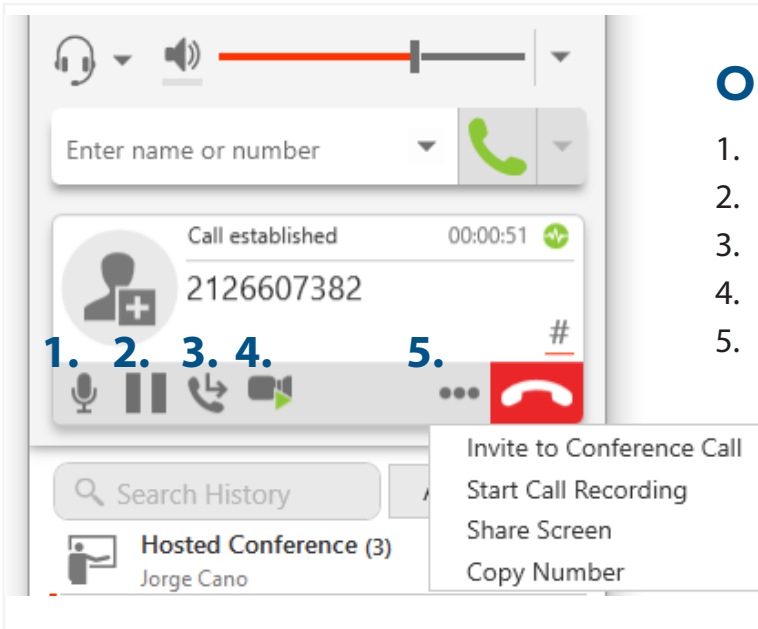
Step 2: Click on **Call Button**

Step 3: To end the Call click on the red button



Options During a Call

1. Mute Microphone
2. Place Call on hold
3. Transfer Call
4. Turn into Video Call
5. Other Options:
 1. Invite to Conferenve Call
 2. Start Call Recording
 3. Share Screen
 4. Copy Number

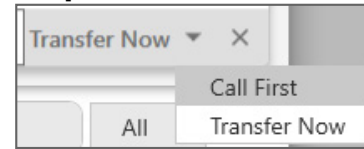


During a Call:

A, Transfer Call

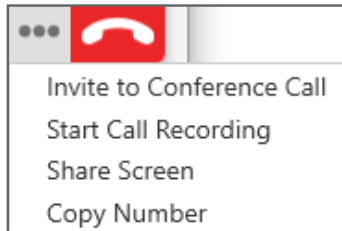
- Step 1:** Click on transfer and your call will be placed on hold
- Step 2:** Dial the phone number or extension you wish to transfer
- Step 3:** Select type of transfer: Call Person First or Transfer Now

Step 3

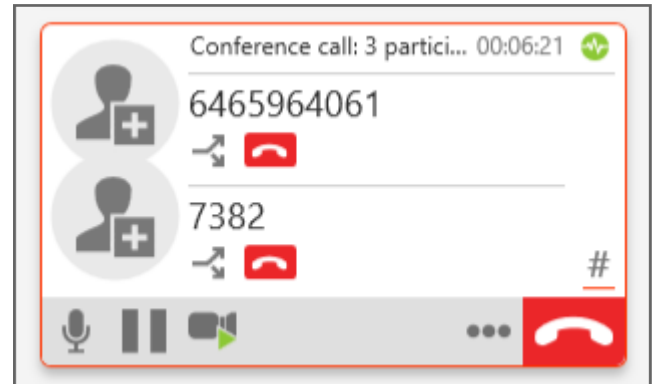
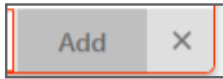


B, Invite to Conference Call

- Step 1:** During your call click on **Other Options**
- Step 2:** Click on **Invite to Conference Call**



- Step 3:** Type phone number or extension
- Step 4:** Click on **Add** to conference

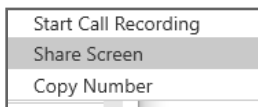


NOTE:

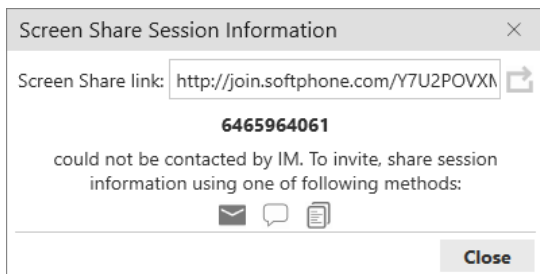
You can end the call with each phone individually, only the conference creator can see the other phone numbers and this option only allows you to **add 4 More Participants** into your Conference Call.

C, Share Screen During Call

- Step 1:** Click on **More Options**
- Step 2:** Click on **Share Screen**

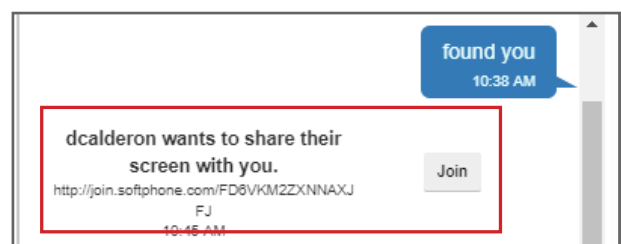
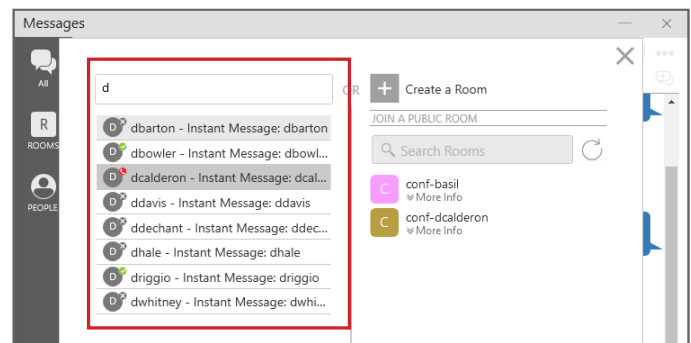


- Step 3:** Select the way you like to share screen either by **Email, Chat** or **Copy/Pasting**

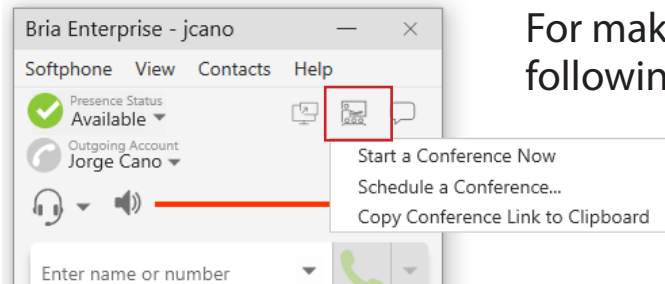


Sharing on Bria Instant Messenger

- Step 4:** When sharing by chat, click on the middle option **"Share Screen Invite By IM"**
- Step 5:** A pop-up window will appear. Search and select the user, and they will receive a link to view



Making a Conference Bridge

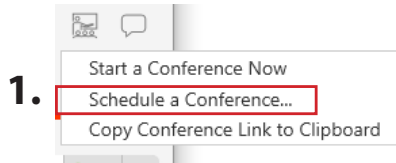


For making a conference bridge you have the following options:

- Start a Conference Now
- Schedule a Conference
- Copy Conference Link to Clipboard

Scheduling a Conference Call

Step 1: Click on scheduling a conference call and your Outlook Calendar will open.



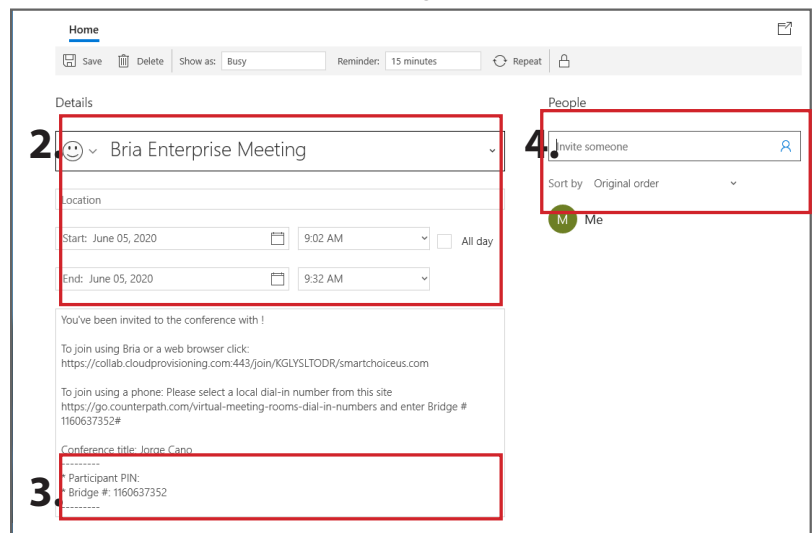
Step 2: Type name of the meeting, Pick **Date** and **Time** for meeting

Step 3: Add any additional information below conference invitation

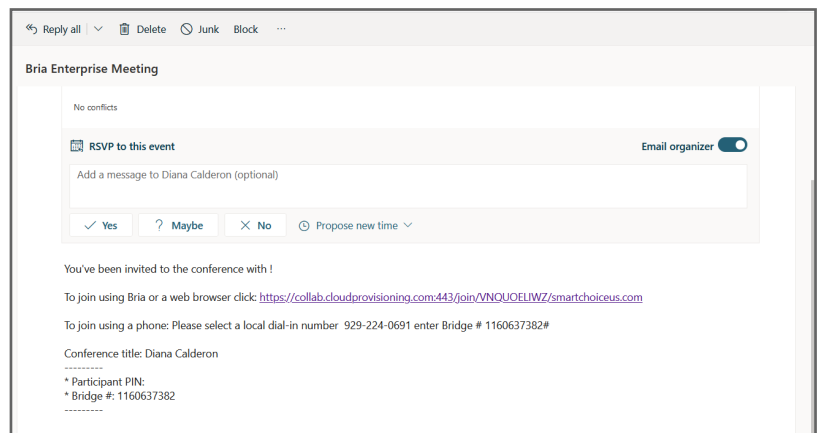
Step 4: On the right upper side select **People** to participate in the call

Step 5: Click on **SEND**

Outlook Calendar Set Meeting

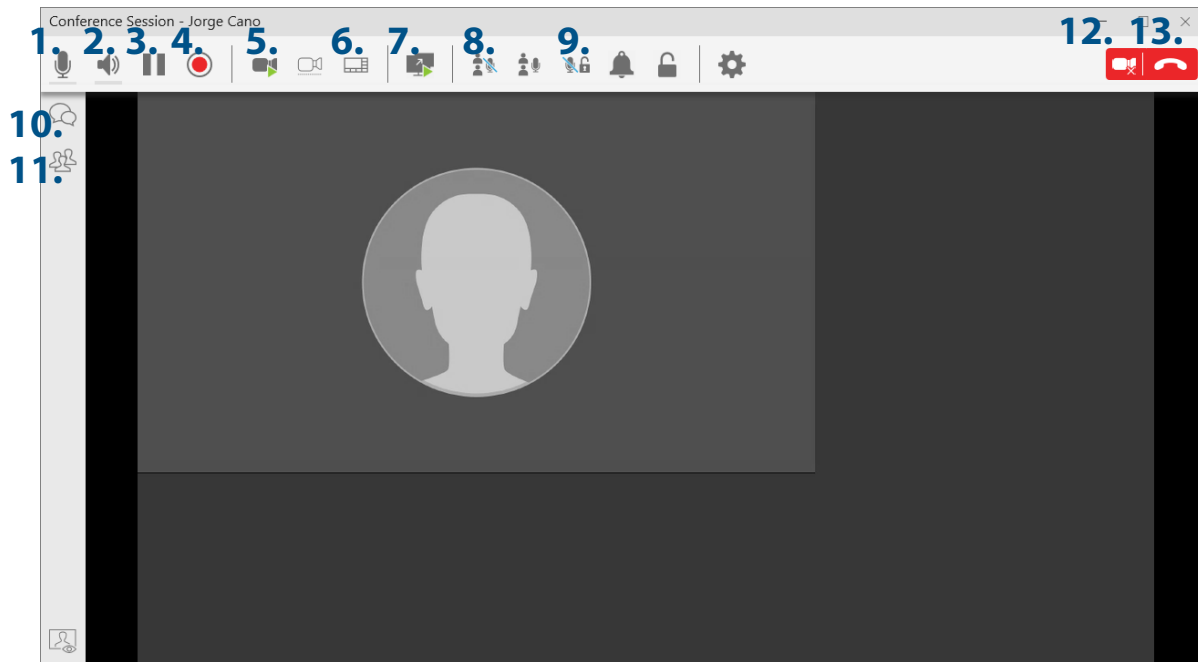


Outlook Calendar Meeting Invitation



Conference Call Window

Click on **Start a Conference Now** and a new window will open with its options



1. Mute/Unmute Microphone

2. Speakers Volume

3. Pause Conference

4. Record Conference call

5. Start Video

6. Grid Options

7. Share your Screen with Group

8. Mute/Unmute all participants on conference call

9. Lock mute option for everyone

10. Conference Chat

11. View Participants

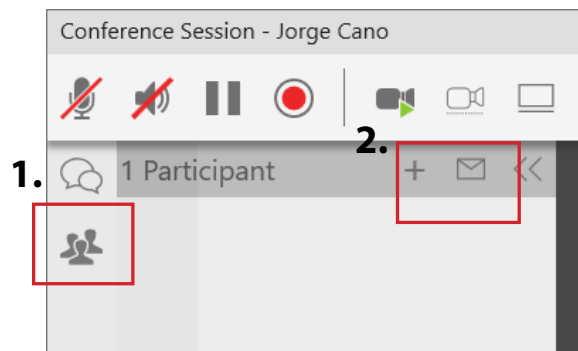
12. Stop Video

13. End Conference

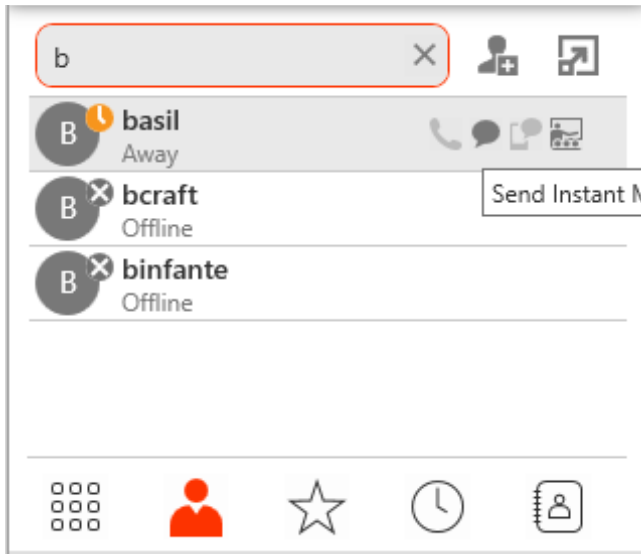
Adding a Participants

Step 1: Click on view **Participants**

Step 2: Add a new participant by search for their name or send an email invitation to attend



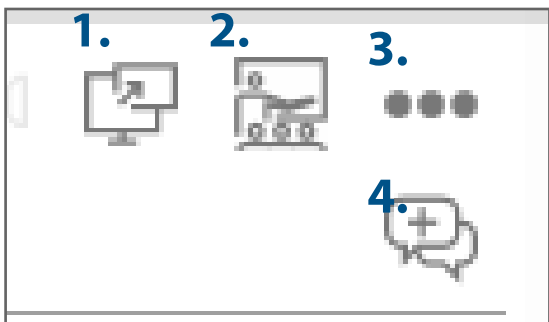
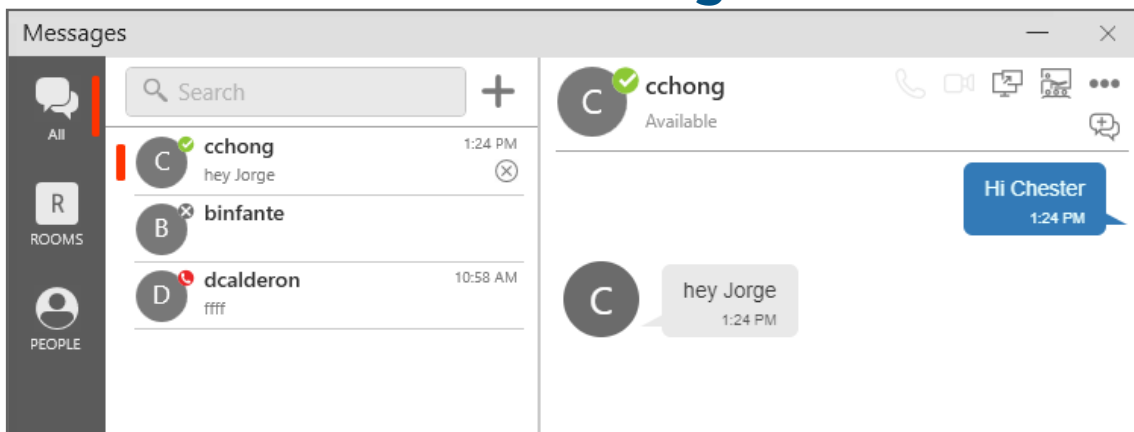
Start a Instant Messenger Chat



Step 1: Go to your list of **Contacts** and Search coworker

Step 2: Click on second option "**Send Instant Message**"

Instant Messenger Chat



1. Share your Screen
2. Start a Conference Call
3. More Options:
 - Send File
 - Edit Profile
 - Export Conversation
 - Delete Conversation



4. Create a Chat Room
5. Make a screengrab and share to user