

## BRIA - Desktop App Setup

**NOTE: A headset is required for the app to work properly on your computer**

**Step 1:** Download BRIA Enterprise

For Windows Computer users:

<https://www.counterpath.com/EnterpriseForWindows>

For Apple Computer users:

<https://www.counterpath.com/EnterpriseForMac>

**Step 2:** Give permission for application to Install in your computer

**Step 3:** Select English language

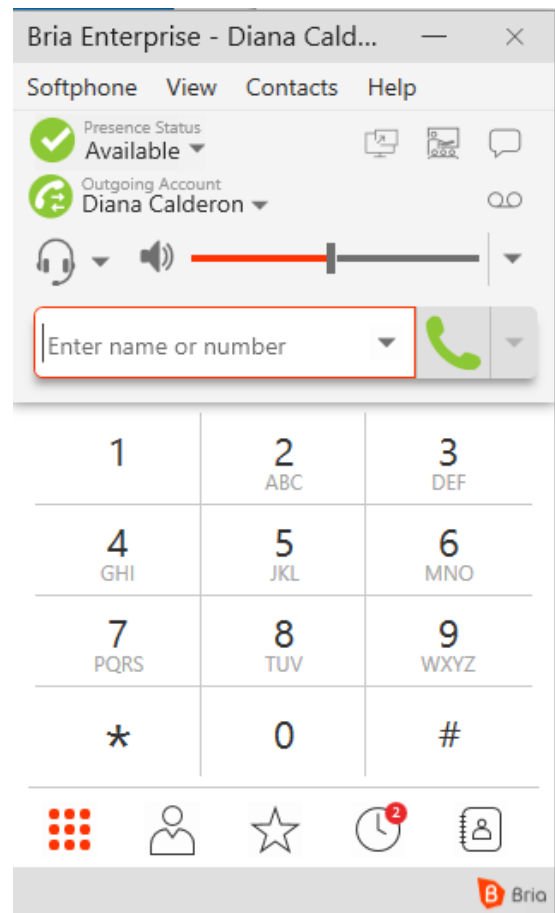
**Step 4:** Click on **Next**, Check box “**Accept terms and conditions**” and click **Next**

**Step 5:** Click in **Install**

**Step 6:** Login with your **Email** and **Computer Session Password**

### Login Screen

### Home Screen



## BRIA - Desktop User Guide Desktop Interface

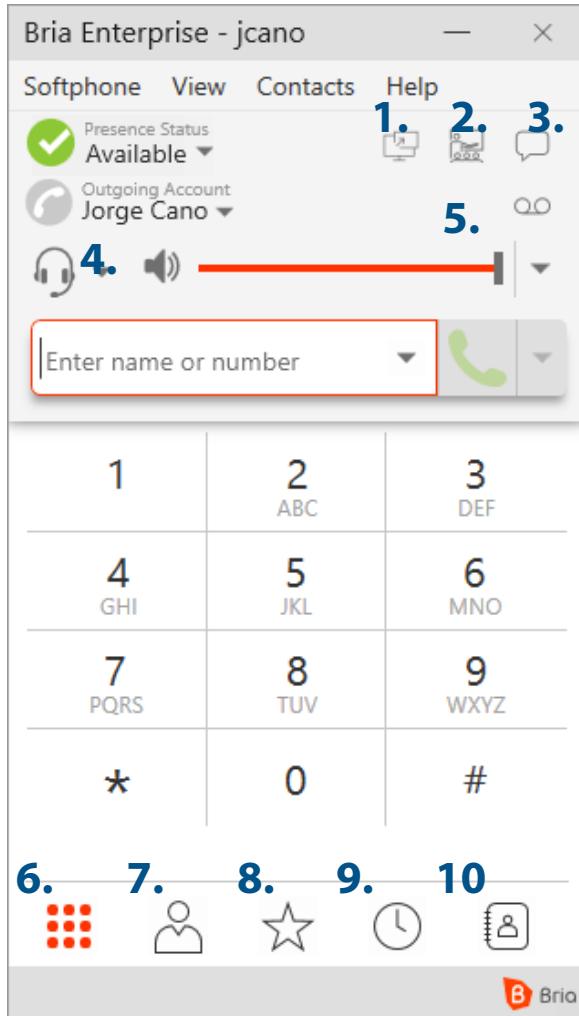
1. Screen Share
2. Conference Call
3. Enterprise Instant Chat
4. Speaker/Headset Mode and Volume
5. Voicemail
6. Dialpad
7. Contacts
8. Favorites
9. Call History
10. Directory

### Making a Call

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

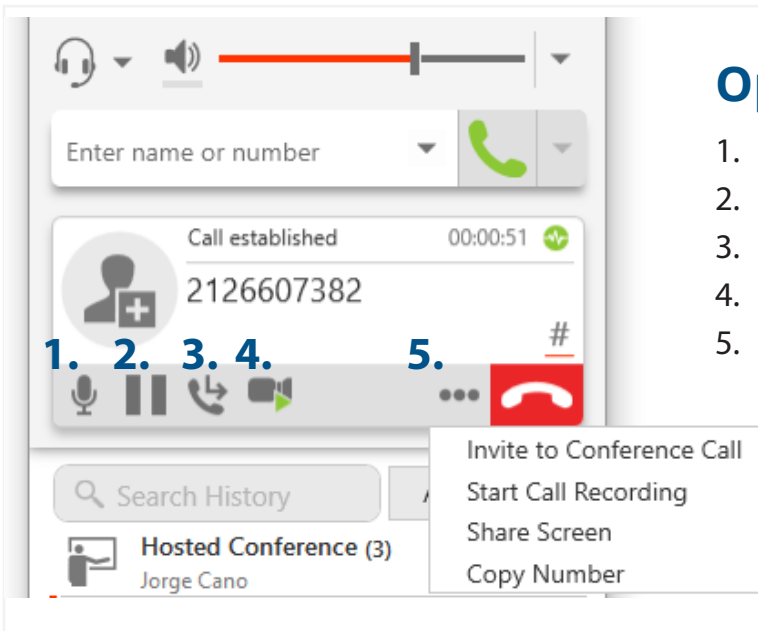
**Step 2:** Click on **Call Button**

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



### Options During a Call

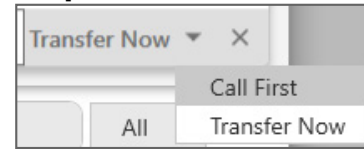
1. Mute Microphone
2. Place Call on hold
3. Transfer Call
4. Turn into Video Call
5. Other Options:
  1. Invite to Conferenve Call
  2. Start Call Recording
  3. Share Screen
  4. Copy Number



## During a Call: A, Transfer Call

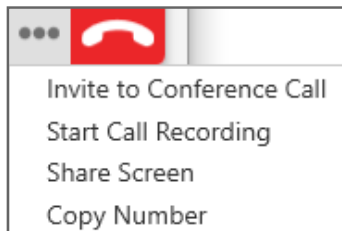
- Step 1:** Click on transfer and your call will be placed on hold
- Step 2:** Dial the phone number or extension you wish to transfer
- Step 3:** Select type of transfer: Call Person First or Transfer Now

### Step 3

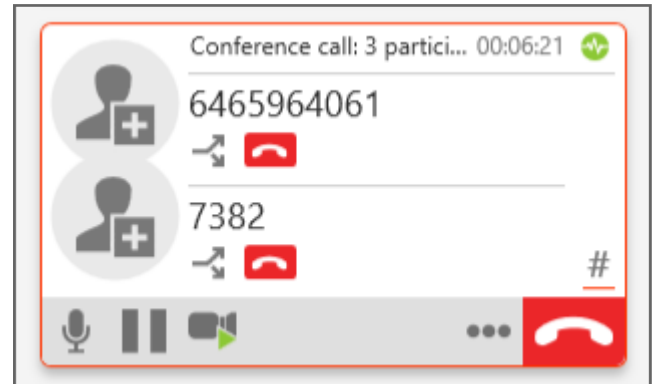
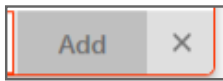


## B, Invite to Conference Call

- 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

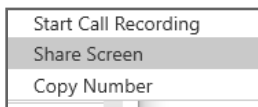


### NOTE:

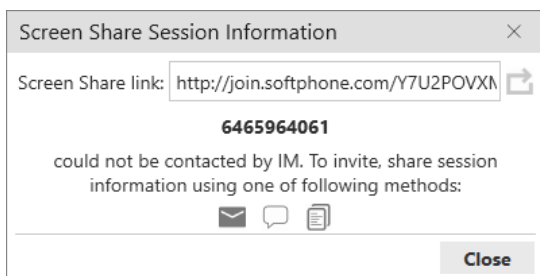
You can end the call with each phone individually, only the conference creator can see the other phone numbers and this option only allows you to **add 4 More Participants** into your Conference Call.

## C, Share Screen During Call

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

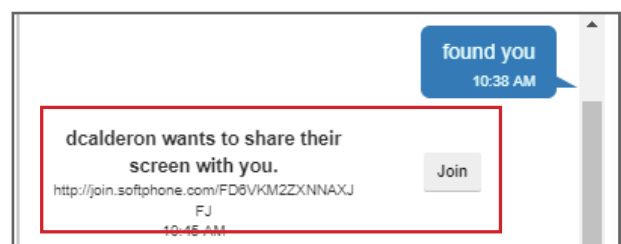
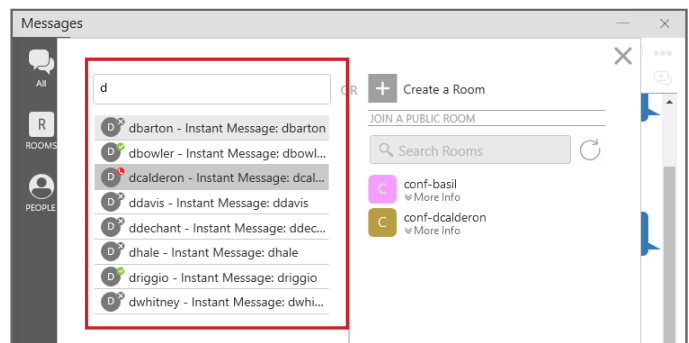


- Step 3:** Select the way you like to share screen either by **Email, Chat** or **Copy/Pasting**

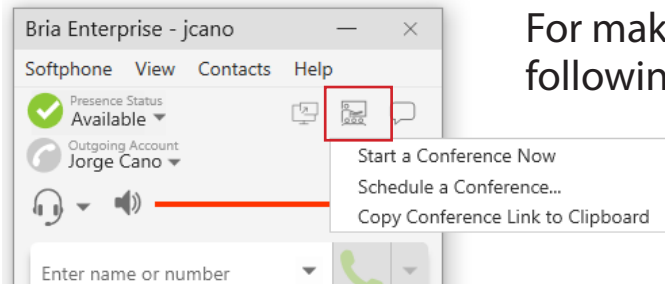


## Sharing on Bria Instant Messenger

- 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

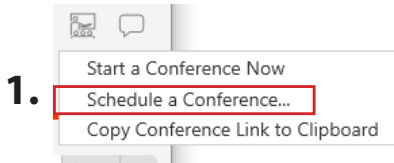


For making a conference bridge you have the following options:

- 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.



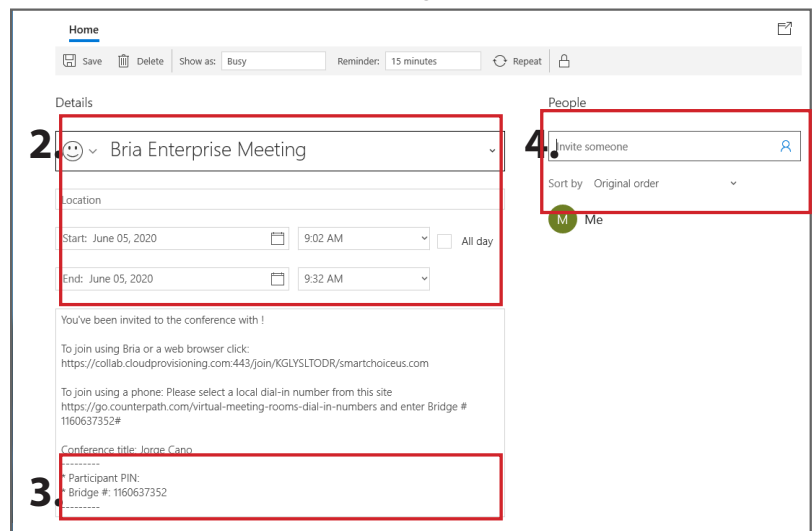
**Step 2:** Type name of the meeting, Pick **Date** and **Time** for meeting

**Step 3:** Add any additional information below conference invitation

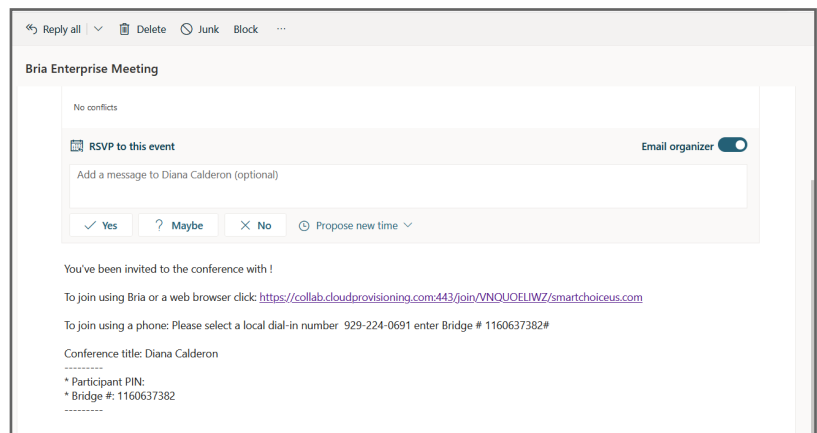
**Step 4:** On the right upper side select **People** to participate in the call

**Step 5:** Click on **SEND**

### Outlook Calendar Set Meeting

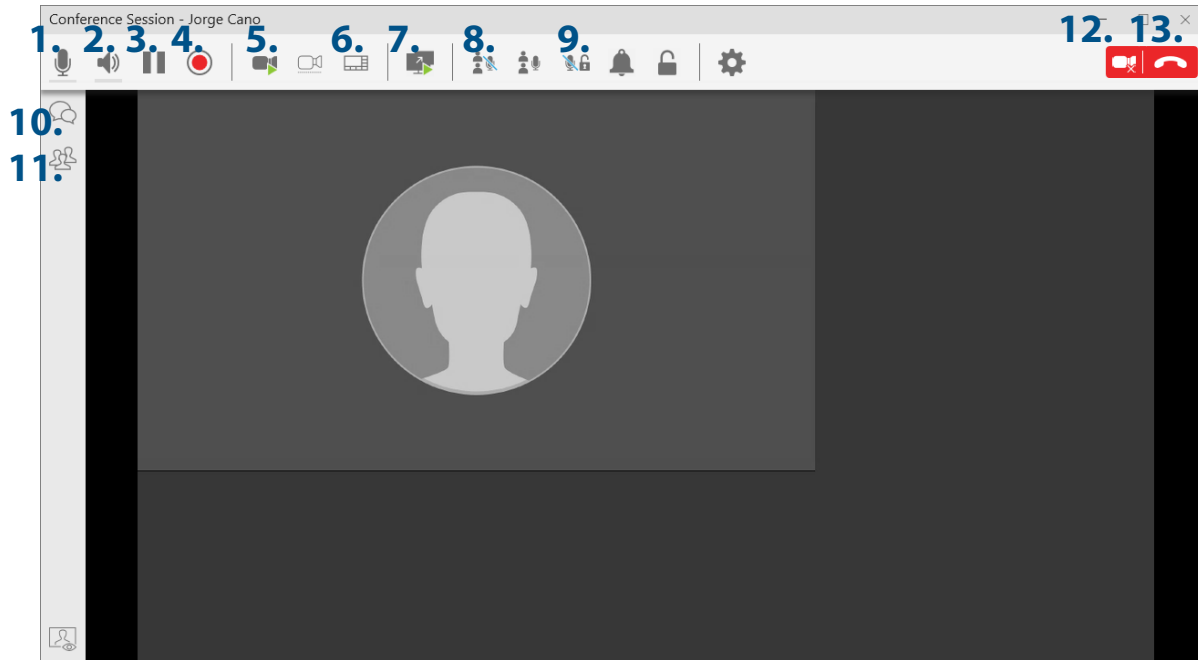


### Outlook Calendar Meeting Invitation



# 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**

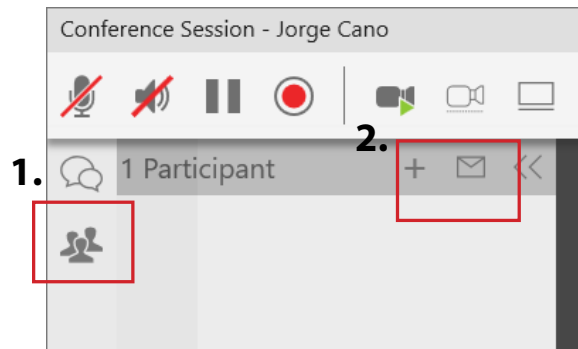
**12. Stop Video**

**13. End Conference**

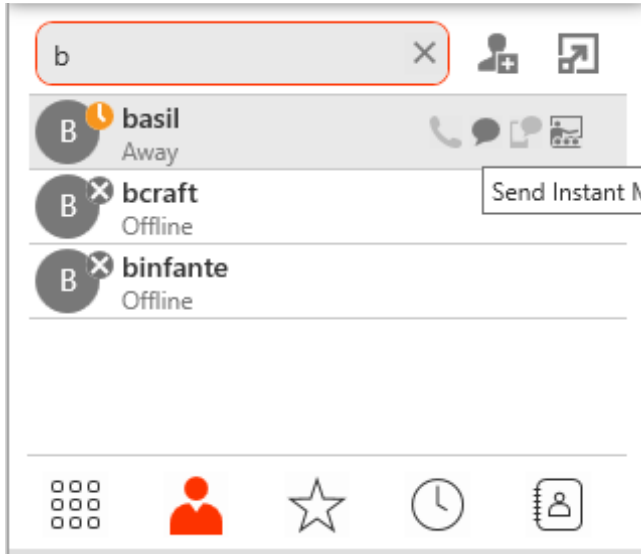
## Adding a Participants

**Step 1:** Click on view **Participants**

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



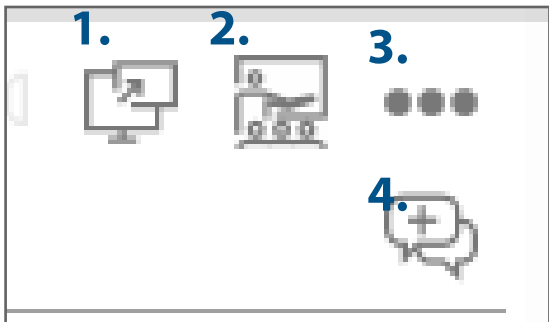
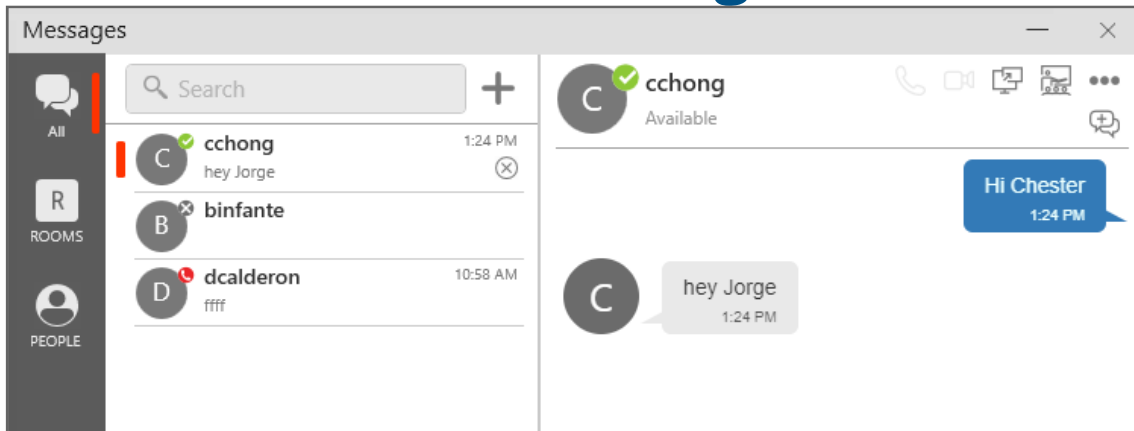
# Start a Instant Messenger Chat



**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