

StarPhone™ for Desktop Quick Reference Guide

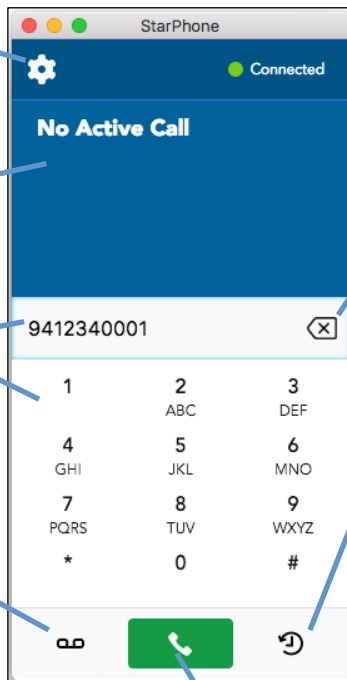
For an optimal experience, Star2Star recommends using a headset or earbuds with a microphone.

Click to display available settings.

View call status.

Enter a phone number or an extension by using the keypad or computer keyboard.

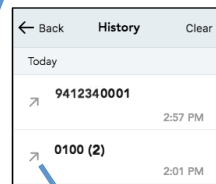
Click the button or dial 0100 to access the voicemail of the StarPhone extension.



Click to dial the entered phone number.

Click to delete one digit of the phone number at a time.

Click to view the call history of the StarPhone extension.



Click to dial the phone number or extension.

Access the Knowledge Base/StarPhone for Desktop page at <https://knowledge.star2star.com/kb/548> for details on the following:

- How to Install and Configure StarPhone™ for Desktop
- How do I forward my phone? (Set up Find Me/Follow Me)

Call Options

While on a call, the StarPhone displays various call options.

Click to mute the microphone.

Click to place a call on hold.

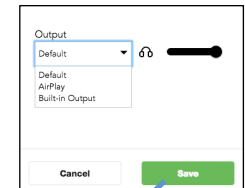
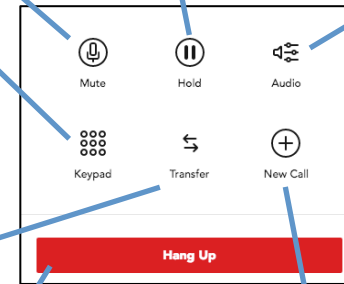
Click to display headphone volume control and choice of audio output.

The keypad button is inactive. Use the Transfer or New Call button to open the keypad.

Click to transfer a call.


Click to open StarPhone keypad to make a new call.

Click to end a call.




Click to save selections.


Logging in to StarPhone for Desktop

1. In the **Email address** field, enter the applicable email address for the StarPhone extension.
2. In the **Password** field, enter the applicable password.
3. Click .

Making a Call

1. Enter a phone number by using the StarPhone keypad or computer keyboard.

Note: To delete one digit of the phone number at a time, click . Click this button as many times as necessary to delete all applicable numbers.

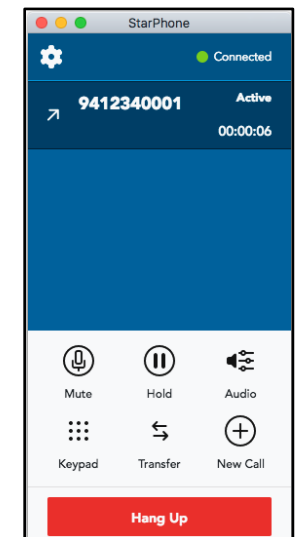
2. Click  to dial the entered phone number.

Ending a Call

Click  to end the call.

Redialing the Last Number


Click  twice to redial the last number that was dialed.

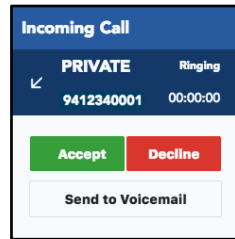


Answering an Incoming Call


Click  to answer an incoming call.

Declining a Call






Click  to reject a call. The call is handled based on the voicemail and/or Find-Me/Follow-Me settings of the StarPhone extension.

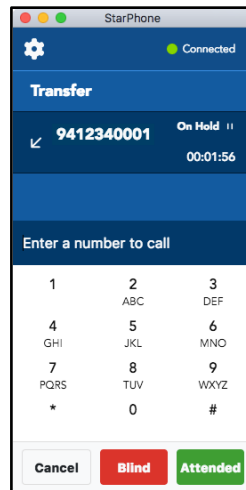


Sending an Incoming Call to Voicemail




Click  to send a call directly to the StarPhone extension's voicemail.

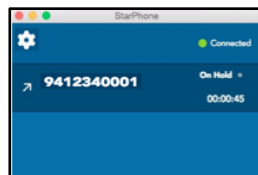
Transferring a Call

1. Click . The original call is automatically put on hold. Music or a voice message recording may play, if enabled.
2. Enter the number for where to transfer the call.
3. Click one of the following to:
 -  Transfer the call to another person without any introduction or announcement.
 -  Enable the person to stay on the line after the call is answered to introduce or announce the call.
4. If  was selected, introduce or announce the call and click .




Handling Multiple Calls

1. Click  to place the first call on hold.
2. Enter the phone number for the second call and click .
3. Click  to switch between calls, which places the current call on hold and picks up the other call.



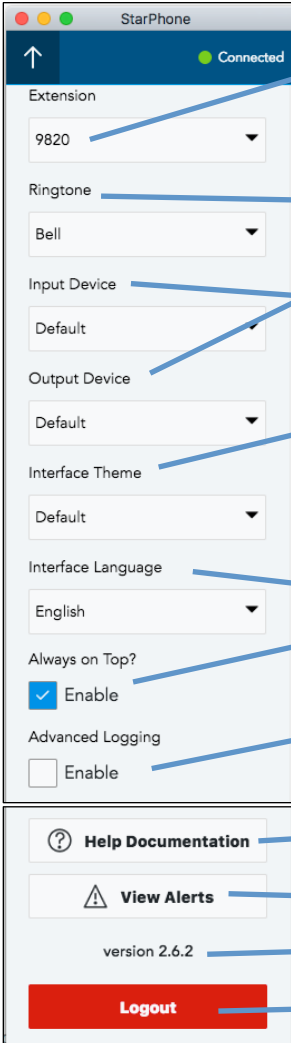
Accessing the StarPhone Extension's Voicemail

Click  and enter the applicable password.

Note: If this is the first time accessing voicemail for this extension, enter the StarPhone's extension, and then change the password by entering a new 4-digit number.

Viewing/Changing Settings, Accessing Documentation, and Logging Out

Click  for the settings of the StarPhone's Extension to display.



Extension: Lists available extensions of StarPhone. If multiple numbers are listed, select appropriate extension.

Ringtone: Bell sound (default). Warble sound.

Input Device: Lists available computer input and output devices. Default uses current computer settings.

Output Device: Default.

Interface Theme: Dark (Black background). Default (Blue background (default)). Light (Gray background).

Interface Language: Select applicable language. Default is English.

Always on Top?: Enables/disables StarPhone to display on top of other screens. Default is enabled.

Advanced Logging: Select checkbox only if requested by Star2Star's Technical Support Group.

Help Documentation: Click to access StarPhone documentation.

View Alerts: Click to view historical phone alerts.

version 2.6.2: Displays version of application.

Logout: Click to log out of StarPhone for Desktop.