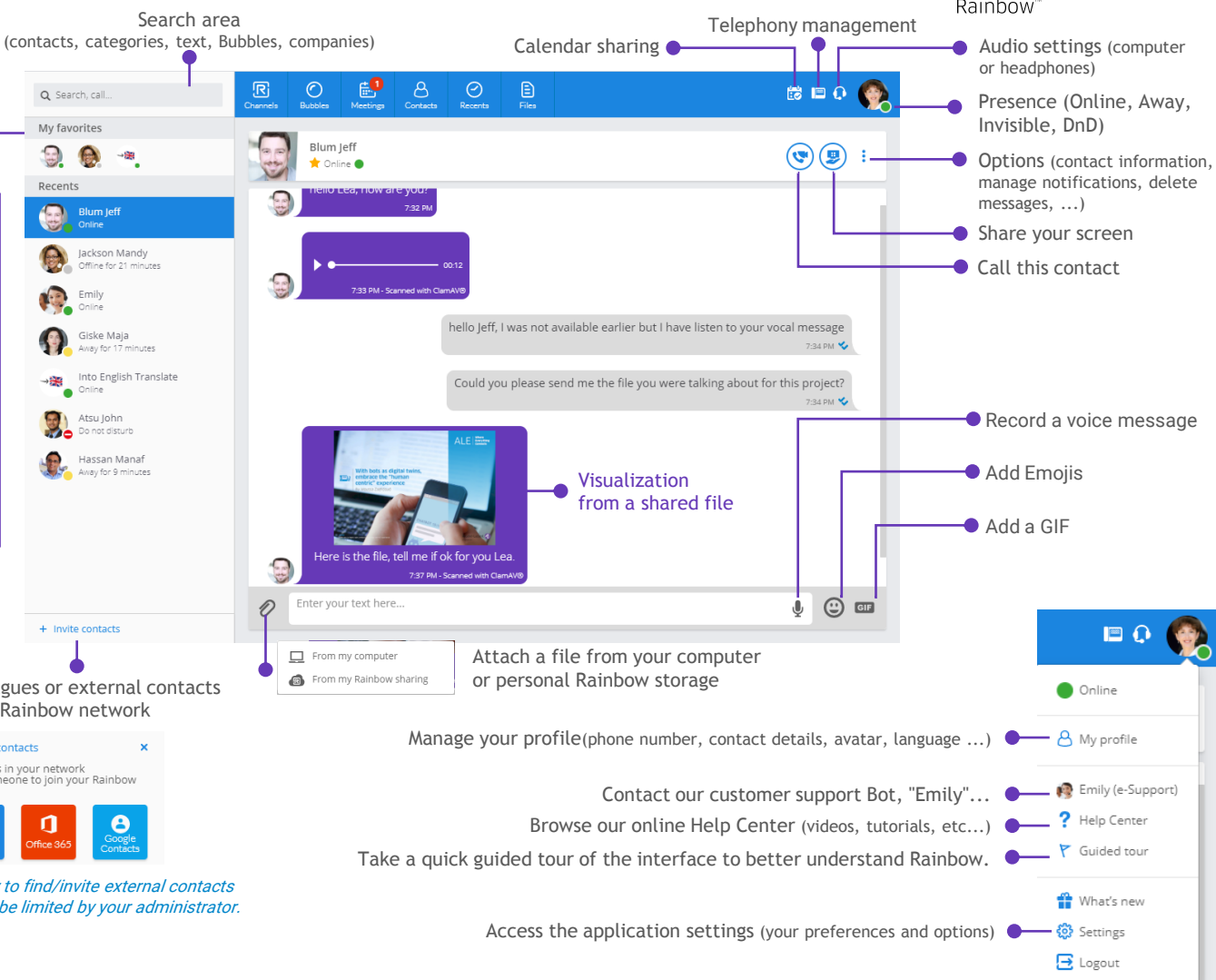


Rainbow - Quick Start Guide

USE ON WORKSTATION (WINDOWS/MAC/WEB)

Some features described in this document require a specific subscription level, or options.

Discover your collaborative solution

Search area
(contacts, categories, text, Bubbles, companies)

Quick access to your favorites
(contacts, groups, chatbots)

Your recent interactions with contacts, groups or chatbots

Calendar sharing

Telephony management

Audio settings (computer or headphones)

Presence (Online, Away, Invisible, DnD)

Options (contact information, manage notifications, delete messages, ...)

Share your screen

Call this contact

Record a voice message

Add Emojis

Add a GIF

Visualization from a shared file

Attach a file from your computer or personal Rainbow storage

Manage your profile (phone number, contact details, avatar, language ...)

My profile

Contact our customer support Bot, "Emily"...

Browse our online Help Center (videos, tutorials, etc...)

Take a quick guided tour of the interface to better understand Rainbow.

Access the application settings (your preferences and options)

Invite colleagues or external contacts to join your Rainbow network

Invite contacts
2 contacts in your network
Invite someone to join your Rainbow network

Invite contacts
Rainbow Office 365 Google Contacts

NB: the ability to find/invite external contacts may possibly be limited by your administrator.

Main features of the solution include

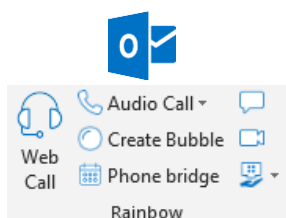
TELEPHONY

- Remote control of your desk phone, one-click call, softphone, use of an external fixed or mobile telephone line
- Automatic availability detector (engaged, available, etc.)
- Voicemail notification
- Call management: re-dial, transfer, three-way conference, call forwarding to voicemail or another line
- Detailed call history
- Common telephone directory for all company users

COLLABORATION

- Contact management
- Contact search in both company directories and personal contact lists (Microsoft Outlook)
- Instant messaging and automatic presence identifier
- Audio/video communications with other users with screen sharing and recording capabilities
- Bubbles (groups) with users both within and outside the organization up to 300 participants
- Video-web conferencing with up to 30 internal or external participants
- Audio conferences with up to 100 internal or external participants
- Access to internal or external updates through the Channel feature. Include both text and multimedia (links, images, files, videos)
- Personal cloud-file storage up to 20GB
- Automatic detection of your Outlook or Google calendar availability (Microsoft Exchange O365 or Google Calendar)

The Rainbow add-in for Microsoft Outlook allows you to become even more productive through the addition of more communication capabilities (ex. click-to-call someone in your email)



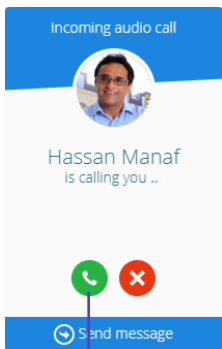
Manage phone calls



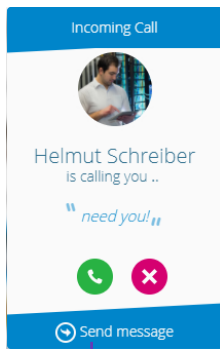
Select the preferred mode for your calls, depending on your work situation

- Select your current phone
- Take calls on your computer (VoIP) Computer (VoIP)
 - Your physical telephone extension Office phone
 - Your Android or iPhone mobile Work mobile
 - Another line, e.g. Your home phone (remote working) Other phone
 - Manage preferences and call forwarding specifications Routing of incoming calls

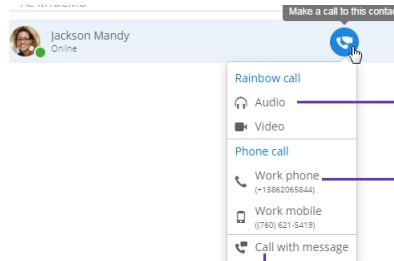
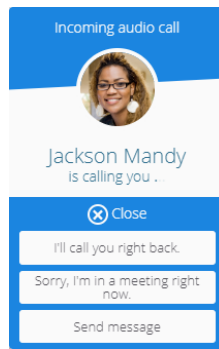
Incoming call pop-up. Making a call



Accept call on your phone set



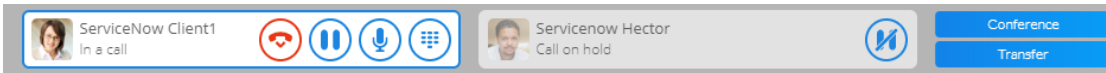
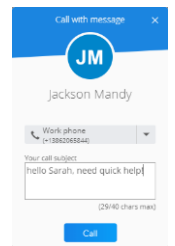
Send an instant message if you're unavailable



Make an audio or video call via the internet (VoIP) (this type of call does not use your business telephony system)

Make a phone call and reach your contact on his business phone number or mobile number.

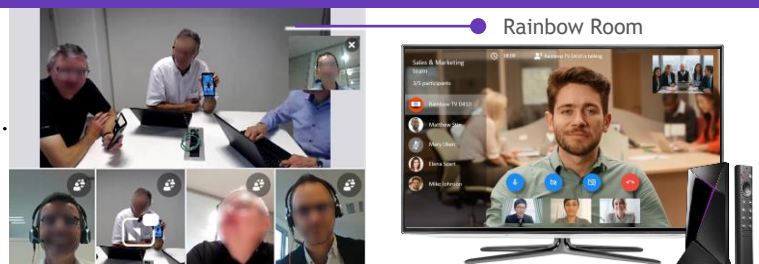
Enter a text message that will be displayed when the call is launched



Start or pick-up a second call, then transfer it or enter into a three-party conference

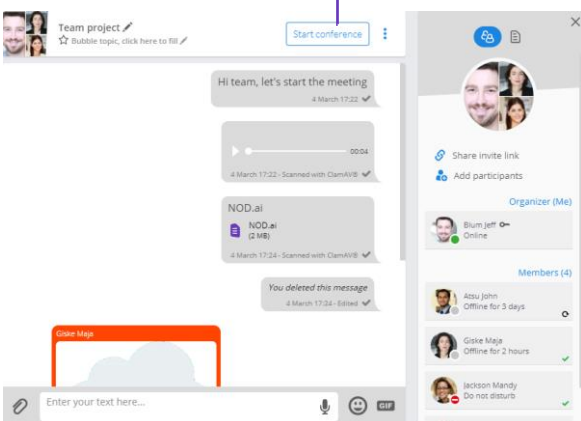
Bubbles & Web Conferencing

- To create a bubble (working group), give it a name and a topic, then invite relevant participants (internal or external and with or without Rainbow accounts).
- You can also send participants a web link to join your Bubble. Simply copy and paste it into your email or calendar platform.
- At any time, you can start a web conference with all the participants in your group (30 max for video).



Create a bubble

Create, share and work together with bubbles. Invite Rainbow users to your bubbles and start team conversations.



- Web conferencing to benefit from audio, video and screen sharing with all participants.
- Each participant can view up to four video streams at once and can select one to enlarge.
- Anyone can connect to a conference via their web browser, mobile phone (Android & iOS), desktop (Windows or Mac), or through our *Rainbow Room* solution.



Find out more about all the features offered by the Rainbow application by going to our online Help Center: <https://support.openrainbow.com/hc>

You can also install the Rainbow application on your mobile!

