



C

- collaboration** See [web conference](#).
- console** The main window in Cisco Unified Personal Communicator. It includes Contacts, Recent Communications, and Search panes, as well as status information, buttons, menus, and other control options.
- contact card** Contact Details window.
- conversation window** A window that displays during a conversation.

D

- desk phone** A Cisco Unified IP Phone on your company network. Generally, the phone on your desk.
- dial pad** A small window that functions as a telephone keypad.
- There are two dial pads that look similar: one that you use to dial a phone number, and one that you access from an active conversation window and use to respond to instructions to enter information such as a numbered choice or a password.

P

preferred contact method Allows you to specify the medium through which you want to contact others and be contacted by others, such as phone or e-mail.

presence See [reachability](#).

profile Information about you that is stored in the Cisco Unified Personal Communicator system, such as which preferences you have set.

In the context of web conferencing, *profile* refers to your user account for Cisco Unified MeetingPlace Express.

R

reachability The availability status of a Cisco Unified Personal Communicator user, such as Available, Busy, or Away. This status displays to other users of Cisco Unified Personal Communicator, who can use it to determine the best time and method to contact people.

The system can determine your reachability by detecting when you are using your computer or phone, or you can set your reachability status.

S

soft phone Software that functions as a telephone. Cisco Unified Personal Communicator includes a soft phone.

W

web conference A Cisco Unified Personal Communicator feature that lets you display documents and applications on your computer to conversation participants.