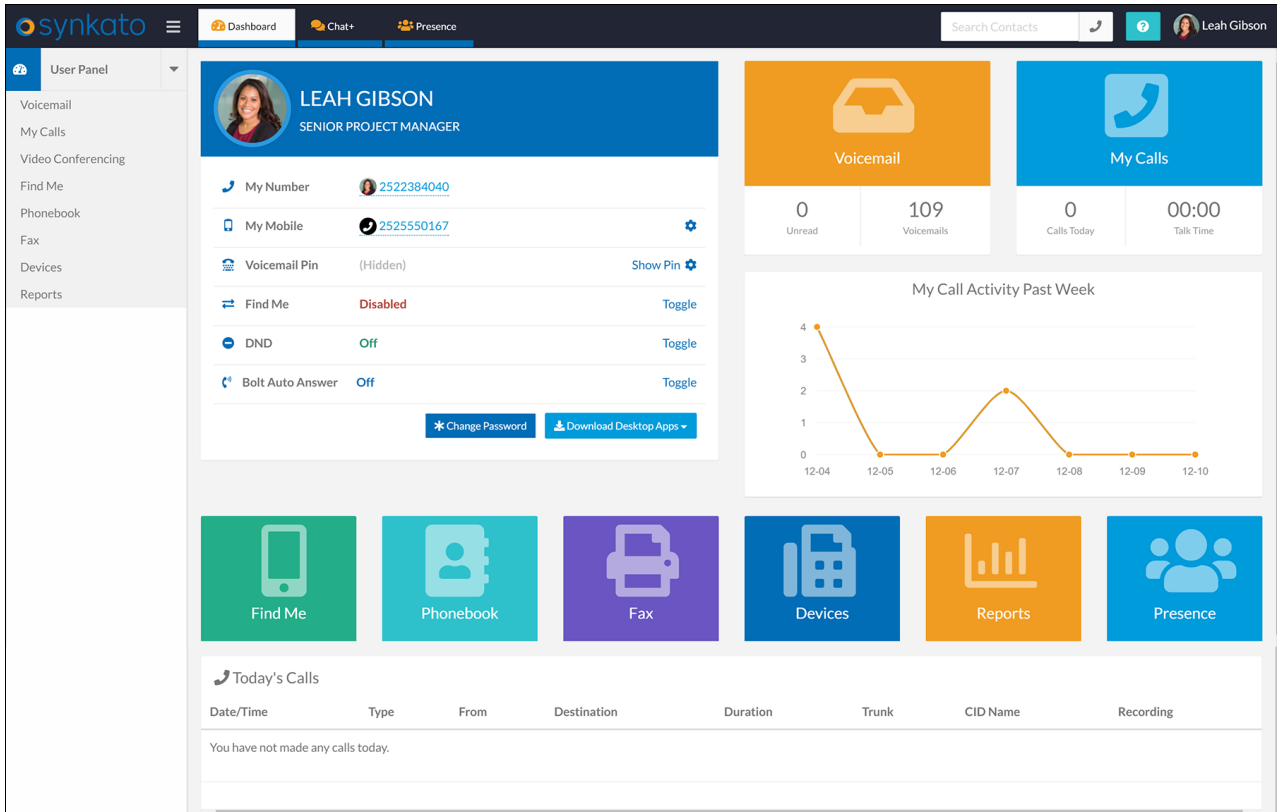


# User Panel

Last Modified on 12/31/2020 11:19 am EST

The **User Panel** is the landing screen after logging in to Synkato and contains an overview of user settings, at a glance call statistics, as well as shortcuts to additional Synkato features.

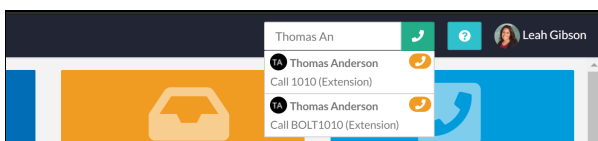
## Main Menu:





Synkato displays a common header throughout the application. Click the Synkato logo at anytime to return to the User Panel.



Links for Dashboard, Chat+, and Presence appear across the top of the page, depending on user access. Use the search bar to identify contacts by name or telephone number. Start typing a name or telephone number and corresponding results appear. Do not include hyphens or spaces; digits only.



Collapse or expand the menu on the left side of the screen for better visibility.

	Dial name or extension from search results.
	Help options including <a href="#">Release Notes</a> , guided tour and <a href="#">Knowledge Base</a> .

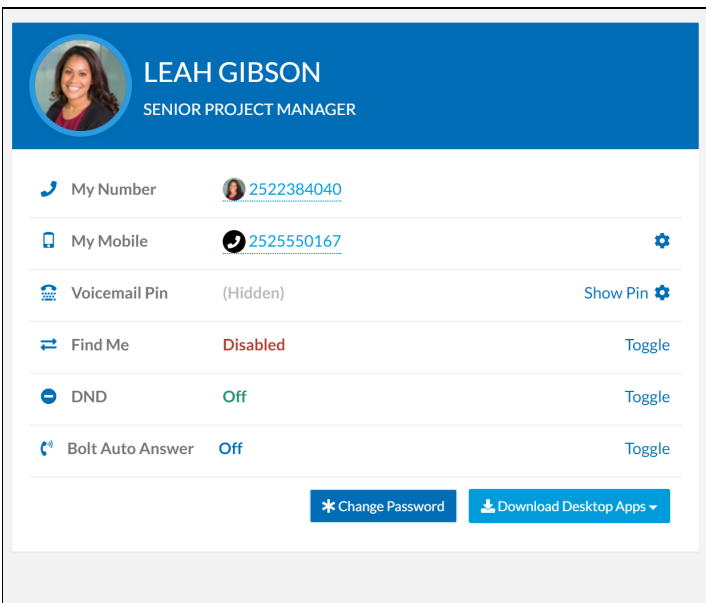
**Profile:** Click on your user profile icon to return to the User Panel, access Voicemail or logout.

## Quick Access Icons

- **Profile:** User details including name, phone numbers, and Synkato settings such as Find Me and Do Not Disturb.
- **Voicemail:** Displays the number of unread voicemail messages. Click the icon to navigate to the [Voicemail tab to manage messages](#).
- **My Calls:** Displays today's indicator of calls taken and total talk time. Click the icon to navigate to the [My Calls tab to view detailed call history](#).
- **Call History:** A visual representation of inbound/outbound calls for the past seven days.
- **Synkato Presence:** Opens Synkato [Presence](#).
- **Find Me:** Opens the [Find Me tab to manage Find Me settings](#) when you are away from your desk.
- **Phonebook:** Opens the [Phonebook tab to view extensions on the system by username, extension number or department listing](#).
- **Fax:** Click the icon to navigate to the [Fax tab where users can send and receive faxes](#).
- **Devices:** Allows users to [view their extensions and set configurable keys on their phones](#).
- **Reports:** [View scheduled Call Reports and Analytics Reports](#).
- **Today's Calls:** Displays a summary of today's calls.

## Profile

On the far-left of the **User Panel** is the **User Profile** containing general information about the user.



**LEAH GIBSON**  
SENIOR PROJECT MANAGER

My Number	<a href="#">2522384040</a>	
My Mobile	<a href="#">2525550167</a>	⚙️
Voicemail Pin	(Hidden)	Show Pin ⚙️
Find Me	Disabled	Toggle
DND	Off	Toggle
Bolt Auto Answer	Off	Toggle

[\\* Change Password](#)
[Download Desktop Apps](#)

- Click the photo to change the profile photo.
- **Username:** Name (generally an email address) used to log in to Synkato.
- **Mobile:** Mobile number for the user. Click the gear icon to add or edit the number.
- **Voicemail Pin:** Click **Show Pin** to view your current voicemail pin. Click the gear icon to change your pin.
- **Find Me:** When enabled, calls ring to your mobile phone or additional number saved in Synkato after a set number of rings to your primary extension. Click **Toggle** to enable or disable.
- **DND (Do Not Disturb):** When enabled, incoming calls are automatically routed to voicemail.
- **Change Password:** Click **Change Password** to update your Synkato password.
  - Passwords must be a minimum of eight (8) characters. We recommend that passwords include symbols and numbers in addition to uppercase/lowercase text.
  - For optimal security, change your password every 30 days.
- **Download Desktop Apps:** Select the desktop app from the drop-down menu to download to your desktop.