


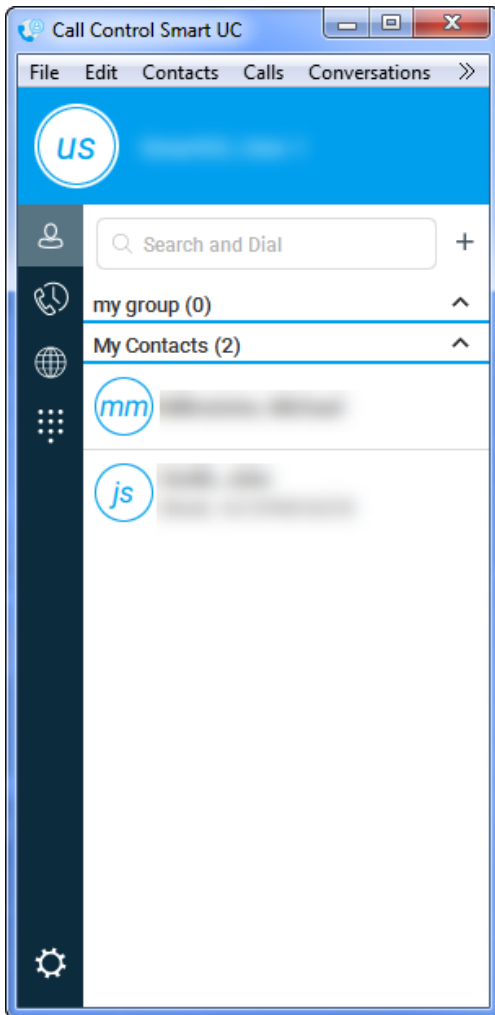
VOCUS IP TEL CALL CONTROL SMART UC

QUICK REFERENCE GUIDE FOR WINDOWS & MacOS

Command Ribbon

File Edit Contacts Calls Conversations Window Help

To display all the Command Ribbon options the application may need to be resized or click  to display hidden menu items.



Contacts. Add view and modify your contacts.



Call History. Displays a list of recent calls. Also the number of Voicemail messages in red.



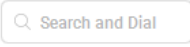
Directory. Displays a list of contacts from a Corporate directory.



Dial Pad. Make calls.



Options. Set various options including notifications and media.



Search and Dial. Quick search of your contacts.

LOG ON

Double click the Call Control Smart UC desktop icon 

Or

Locate Call Control Smart UC in the Programs menu in the Vocus Communications folder.

LOG OFF

From the Command Ribbon click **File > Exit Call Control Smart UC**


CALLS

MAKING A CALL


When calling out from Call Control Smart UC, the connected handset will ring, the handset is answered, then the call will be made to the required party.

Here are a few ways a call can be made:

From the **Contacts** or **Directory** tabs:

- > Hover over a contact and click 
- > Right click on the contact and select the type of call required from the menu.

From the **Dial Pad**:





- > Enter the number you wish to call and press 

RECEIVING CALLS

Incoming calls should be answered from the linked handset.

IN CALL

When in call the following options are available from the Active Call toolbar.

-  End Call
-  Hold Call
-  Mute
-  More options
 - > Transfer to
 - > Conference with
 - > Park call
 - > View profile
 - > Edit Profile

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CONTACTS

Lists of your contacts.


SEARCH

Type the name of the contact in the **Search and Dial** field, the search will begin as soon as you start entering the name.

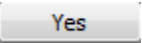
ADD A CONTACT

1. Click .
2. Select **New Contact**.
3. Enter the **Contact details**.
4. Click on  to save the contact and add to your **Contact list**.

EDIT A CONTACT

1. Right click on a contact.
2. Select **Edit Profile**.
3. Edit details as required
4. Click 


DELETE A CONTACT

1. Right click on a contact.
2. Select **Delete Contact**.
3. Click .

CALL HISTORY


Displays a list of recent calls. Arrows indicate if call incoming or outgoing. Also displays number of voicemail messages outstanding in red.

To access Voicemail:

1. Click .
2. Click on the message and press the **Play voicemail** icon.
3. To delete the voicemail message, press **Delete** on your keyboard.

Calls can be commenced from this window. Right click on call listing and select required option.

DIAL PAD

To make a call from the Dial Pad, enter the required number and click .

OPTIONS

Click  to choose which options you wish to set.

