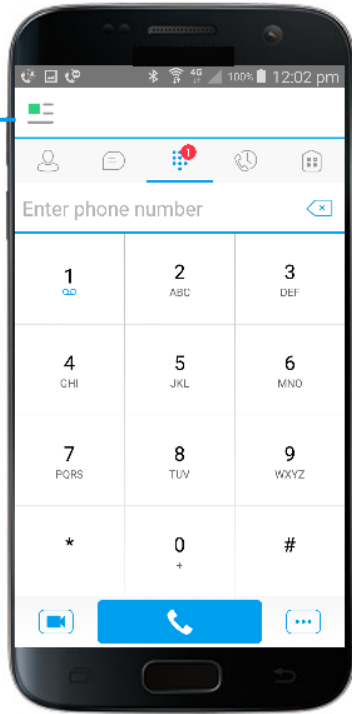


# VOCUS IP TEL SMART UC QUICK REFERENCE GUIDE FOR ANDROID

View and update your Settings, Preferences and logout



## LOG ON

To launch the application:



## LOG OFF



## CALLS

Start a call using one of the following options:



- > Tap a contact from the Contacts list to open a Contact Card. From the Contact Card, choose the handset icon to make an audio call.
- > Long press on a contact and then select the call option.
- > From the search results, tap a contact to open a contact card and choose the handset icon or by using the long press options.



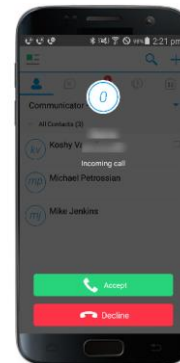
- > Enter a phone number, and tap the Call



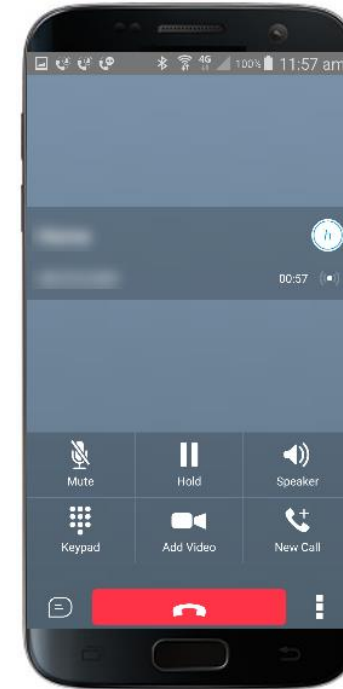
- > Tap the handset icon next to a call history entry.

## ANSWER CALLS

An incoming call is indicated by the phone's standard ringtone. Tap **Answer** or **Decline**. If you decline the call, it causes the line to sound busy at the caller's end, or forward the call to voicemail.



## IN CALL ACTIONS



- Mute your microphone
- Place a call on hold
- Put the call on Speaker
- Open the dial pad
- Add Video
- Add more participants to a call
- End a call
- Transfer a call

## TRANSFER A CALL





Whilst a call is in progress:

1. Select **New Call** from the dialer options.
2. Select a contact from your directory, your call history or enter a number on the dial pad.
3. Choose the type of transfer you need, **Transfer** or **Talk and Transfer**

Select Talk and Transfer to talk to the contact before transfer. Select Transfer for an immediate transfer without announcing the call.

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## CONTACTS

- > To switch between contact lists, tap .
- > Search for contacts from the current selected list, tap .
- > Tap  to add contacts.
- > Tap and hold a Contact to display the Context menu.
- > Tap a Contact to display the Contact Card.
- > Tap  on a Contact Card to edit or remove a contact

## FAVOURITES

Tap and hold the contact and select **Favourites** from the context menu.

Access the context menu again to remove a Favourite.

## CHAT

To commence a chat either:

- > Tap a contact from the Contacts list to open a contact card. From the contact card, choose the chat icon to start a chat.
- > From the options provided after a long press on a contact.
- > From search results, tap a contact to open the contact card and then choose the chat icon.

Tap 

- > In the Chat History list, tap a contact entry to start a chat.

## GROUP CHAT

Tap the add participant  icon during a chat.



## DIALPAD

### MESSAGES

The number of pending voice mail messages are displayed against the dial pad icon.

Tap and hold the one (1) key on the dial pad to access Voice mail.



### PULL A CALL TO YOUR MOBILE

1. Tap 
2. Tap 

Tap **Pull Call**


### CALL HISTORY

Call history can be accessed from History tab. To call an entry on the Call History list do one of the following:

- > Tap the handset  icon next to a call history entry.
- > Tap an entry to open the Contact Card. From the Contact Card, tap .
- > Tap and hold an entry to open the Context Menu. Tap to select calling option.

### MY ROOM

All My Room sessions start as a chat.

- > Tap  to enter your room and commence a chat  
You can add more participants using the add participants icon or they can join your room from your contact card. Once participants join the chat room, they can tap on the Call button of that screen to automatically join the conference.



Convert a chat to a call.



Leave your room.



Copy Guest Joining link.  
Reset Guest Joining link.

## SETTINGS AND PREFERENCES

### MY STATUS

Tap grey area of status page to access My Status.

- > Tap profile picture to update Avatar.
- > Tap to alter profile message.
- > Tap to manually select Presence.

### SETTINGS AND PREFERENCES

Tap to select option:

#### Call Settings

Set DND, Call forward and Dialling Service preferences.

#### Preferences

Set language, whether to remember the password and set troubleshooting options.

#### About

Provides information about the version of SMART UC installed

#### Help

Links to the Vocus support pages.

### SIGN OUT

Tap  then 