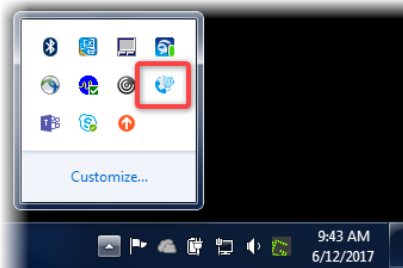


VOCUS IP TEL SMART UC QUICK REFERENCE GUIDE (SFB)

GETTING STARTED

Vocus IP Tel Smart UC Skype for Business provides telecommunication functionality to the Skype for Business application



For information on Microsoft Skype for Business refer: <https://www.skype.com/en/business/>

GETTING STARTED

Smart UC needs to be installed and running in the background for Skype for Business to operate correctly.

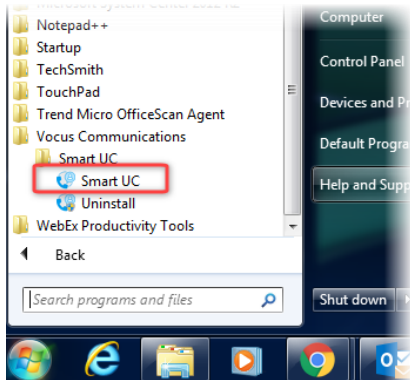
LOG ON

Double click the SMART UC desktop icon



Or

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

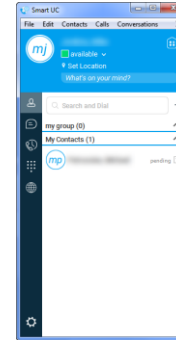


LOG OFF

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

Command Ribbon

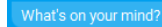
To display all the Command Ribbon options the application may need to be resized, or click to display hidden menu items.



Presence. Updates automatically but can also be manually altered.



My Location. Automatic, but location description and time zone can be manually entered.



Presence message. Manually enter a message for other users to view.



Contacts. Add view and modify your contacts.



Chat. For Chat use Skype for Business



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



Dial Pad. Make calls.



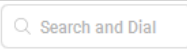
Directory. Displays a list of contacts from a Corporate directory.



Options. Set various options including notifications and media.



My Room. For group collaboration use Skype for Business



Search and Dial. Quick search of your contacts.

CALLS

MAKING A CALL

Here are a few ways a call can be made:

From the **Contacts** or **Directory** tab:

- > Hover over a contact and click the type of call required.



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

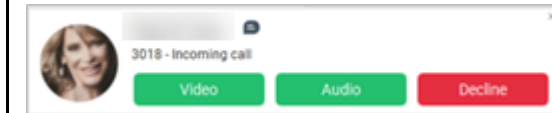
From the **Dial Pad**:

- > Enter the number you wish to call and press **Enter**.

RECEIVING CALLS

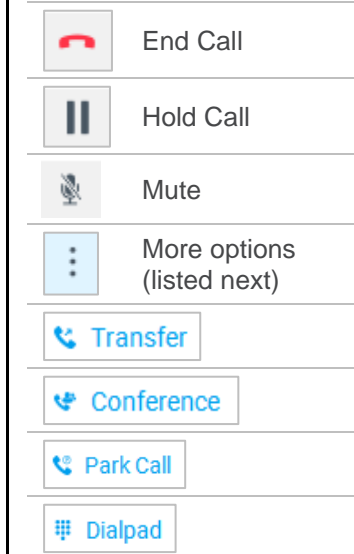
A pop-up window will appear when receiving a video/audio call.

Click to **Accept** (Video or Audio) or **Decline** the call.



IN CALL

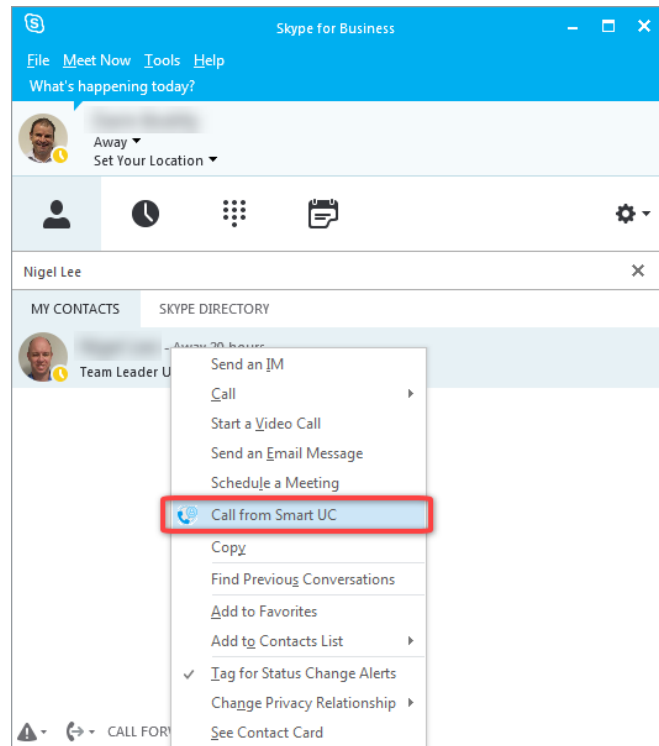
When in call the following options are available from the Active Call toolbar.



VOCUS IP TEL SMART UC QUICK REFERENCE GUIDE (SFB)

SKYPE FOR BUSINESS CALLS


To make a call from the Skype for Business application. Right click on a contact and choose Call from Smart UC.



ALL 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.



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.

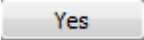
ADD A CONTACT

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 the contact.
2. Select **Edit Profile**.
3. Edit details as required
4. Click .

DELETE A CONTACT

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

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

DIAL PAD

Start a new call from the Dial Pad.

Enter the required number and click .


DIRECTORY

Displays the Corporate directory contact list.

Use Search and Dial to locate a contact.

Right click on a contact for call, chat and message options. Choose **New Contact** to add to your contact list.

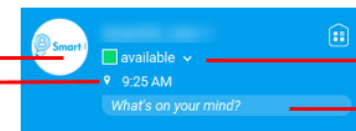
OPTIONS

Click  to choose which options you wish to set.

PERSONAL PROFILE

Add profile photo

Set location



Manually set presence

Personal presence message