
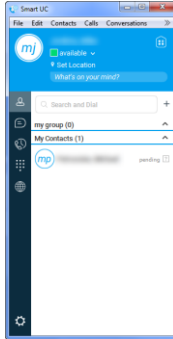


Command Ribbon

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.



 available ▾

Presence. Updates automatically but can also be manually altered.

▾ Sydney, Australia 11:39 AM

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

What's on your mind?

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



Contacts. Add view and modify your contacts.



Chat. Start an Instant Message conversation with a contact.



Call History. Displays a list of recent calls. Also the number of Voicemail messages 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. Virtual meeting room where you can chat, call and video call a number of people at a time.

Search and Dial

Search and Dial. Quick search of your contacts.

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**

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.

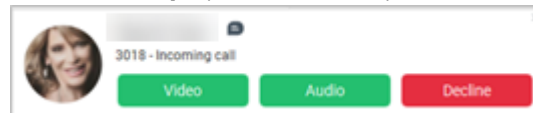
From the **Dial Pad**:

> 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.



End Call



Hold Call



Mute



More options (listed next)

 Transfer

 Conference

 Park Call

 Dialpad



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.

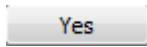
ADD A CONTACT

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 .


CHAT

COMMENCE A CHAT

VOCUS IP TEL SMART UC QUICK REFERENCE GUIDE FOR WINDOWS & MacOS

From the Contacts screen:

- > Right click on the contact and select **Chat** from the menu or.

> Hover over the contact and select .

From the chat list:

- > Double click on the contact.

CHAT

Enter conversation and press enter.

Emoticons are also available.

END CHAT

Click **X** to close chat window.

GROUP CHAT

1. Commence a single chat.
2. Drag and drop new contacts into the chat window.

ESCALATE CHAT

In the Chat communication tab select Call, Video or Call from phone.




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

DIAL PAD



Start a new video or audio call from the Dial Pad. Enter the required number and choose:

Video Call



Call



Call from Phone



DIRECTORY




Displays the Corporate directory contact list.

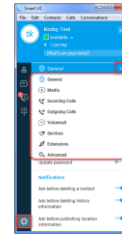
Use Search and Dial to locate a contact.

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

OPTIONS

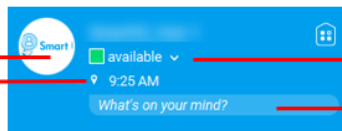


Click  to choose which options you wish to set.



PERSONAL PROFILE

Add profile photo




Manually set presence

Set location

Personal presence message


MY ROOM



1. Right click  and select **Join My Room**.
2. Click to select and drag contacts from your Contact list into your My Room Communication tab. Participants will receive an invitation to join the session.

All contacts will now be in your room and can take part in a group chat.

GROUP CALL

Click  to convert the group chat to a call. The Active Call toolbar will appear to help manage the call.

VIDEO CALL

Once a group audio call has been initiated you can escalate or advance it to a video call.


Click on  to commence video call.

JOIN A MY ROOM SESSION (INTERNAL CONTACT)


As an attendee in your Contacts:

Right click on the name of the Owner of the My Room session and select **Join Room**.



INVITE EXTERNAL GUEST

1. In the **My Room** Information pane click the email  icon.
2. An email will be created with a Guest Participants link.
3. Complete the email and send to the meeting attendee(s).

JOIN A MY ROOM SESSION (EXTERNAL CONTACT)

1. The attendee opens the email and then clicks on the link. The Smart UC login screen will be displayed in a browser.
2. Enter first and last names.
3. Click .

DESKTOP SHARING

1. During the My Room meeting click on  from the My Room tab toolbar to share your desktop with the meeting room participants.
2. Choose the document or file to share.
3. Click .

END SESSION

Right click on a participant and Select **Dismiss**.

Or Click **X** in the **My Room** tab to close the room.