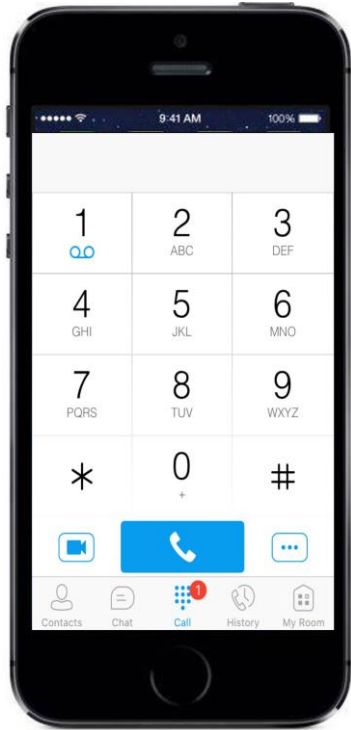


VOCUS IP TEL SMART UC QUICK REFERENCE GUIDE FOR iOS



LOG ON

To launch the application:

- > Tap .


LOG OFF

- > Tap  then .


CALLS


Start a call using one of the following options:

From Contacts - Tap .

- > 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.
- > From the search results, tap a contact to open a contact card and choose the handset icon.

From Dial Pad - Tap .

- > Enter a phone number and tap the Call  button.

From History - Tap .

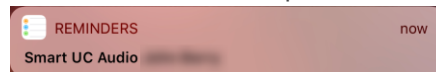
- > Tap the handset  icon next to a call history entry.

ANSWER CALLS

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









If **Remind Me** is selected a list of remind me options are provided. Select required option.

A reminder message will be displayed when the Remind Me option is activated.




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
	More options <ul style="list-style-type: none"> • Transfer • Conference


TRANSFER A CALL

Whilst a call is in progress:

1. Select  from the dialer options.
2. Select **Transfer**.
3. Select a contact from your directory, your call history or enter a number on the dial pad.

CONFERENCE CALL

Whilst a call is in progress:

1. Select  from the dialer options.
2. Select **Conference**.
3. Select a contact from your directory, your call history or enter a number on the dial pad.



Contacts – View your contacts from a favourites list, local or company directory.



Chat – View chat history.



Dial Pad – Make calls.






History – View incoming, outgoing and missed calls.



My Room - Your virtual meeting room where you can chat, call and video call with a number of people at a time.

VOCUS IP TEL SMART UC QUICK REFERENCE GUIDE FOR iOS

CONTACTS

- > To switch between contact lists, tap .
- > Search for contacts from the current selected list, tap .
- > Tap  to add contacts.
- > Tap a Contact to display the Contact Card.
- > Tap **Edit** on a Contact Card to edit a contact.
- > Tap **Remove** on a Contact Card to remove a contact.

FAVOURITES

Tap to view the Contact Card, scroll down and tap **Add to favorite**.

A separate Favourites folder will be created.
Repeat to remove a contact from Favourites.

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 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 .
3. 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. Tap .

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

VOIP CALLING OVER THE MOBILE NETWORK

To allow VoIP calling over the mobile network.

1. Tap Call Settings.
2. Tap VoIP Calls.
3. Tap All Networks.
4. Tap .

MY STATUS

Tap grey area of status page to access My Status.

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

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 