UCE ANDROID MOBILE

1. 2. 3. 4. 5. 9.

6. 7. 8.

Use the scroller to access options 6, 7, 8
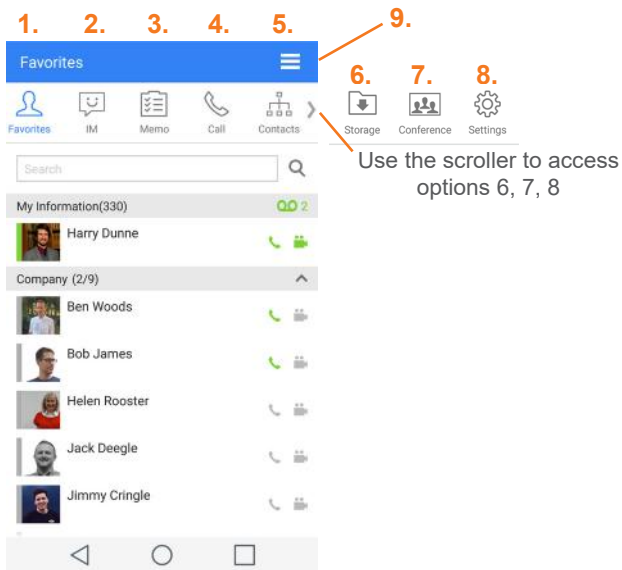
1. **Favourites:** Access contacts assigned to groups, for example by company
2. **IM list:** Create, read and send instant messages
3. **Memo:** Send and create shareable memos
4. **Call:** Make a call, video call or access call log history
5. **Contacts:** Organisation, shared and private contacts
6. **Storage:** Files received and downloaded on IM and iSMS
7. **Conference:** Voice conference rooms
8. **Settings:** Logout, profile information and additional setup options
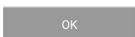9. **Contacts and groups:** Add and make changes to contacts and groups

LOGIN SCREEN
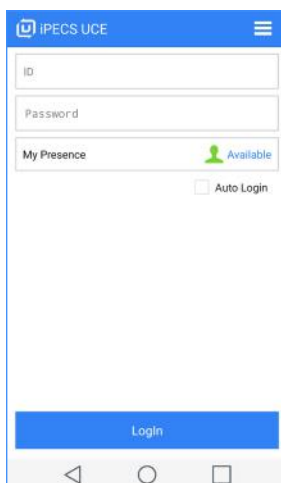
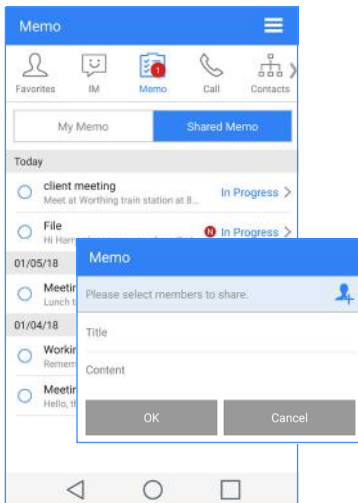**Your service provider will supply you with your login details.**

IM LIST
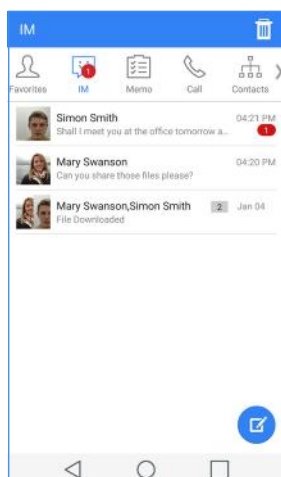
Send instant messages, share attachments, call all those within the IM chat group, create and share a memo.
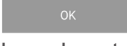
Send an instant message:

• Select the create New IM icon
• Use the tick boxes to select users
• Press OK in the bottom left corner

MEMO

Use the tabs My Memo or Shared Memo to create, send and view memos.

- Add a new memo by selecting [icon]
- Build a recipient list by selecting [icon] , use the tick box option or search bar to add users
- Press [OK] to create a memo group
- Add title and content information followed by the [OK] (doesn't support attachments or images)
- View sent memos under the My Memo tab
- View received memos under the Shared Memos tab
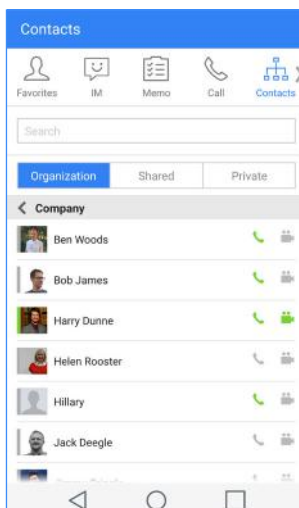
CALL
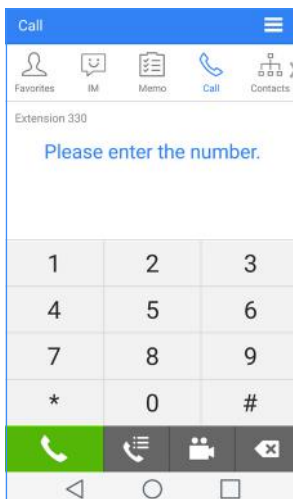
Call option displays; call log, all calls, missed calls, incoming and outgoing calls.

- Make an outbound call or dial internally directly from the keypad
- Use the call log option [icon] to view all, missed, incoming, outgoing and iSMS
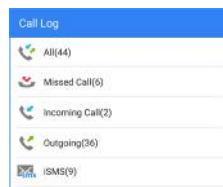
- To activate a video call with another UCE user, dial the number and press the video call button
- Make a group call by selecting [icon]
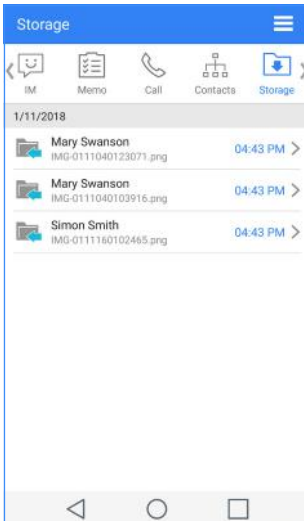
CONTACTS

View and search your organisations, shared and private contacts.

Under the organisation tab, view internal company contacts, and make voice or video calls using the icons. *Organisation contacts can only be added or updated through your service provider.*

Shared Contacts displays the external company directory including speed dials. To make a call, select the required recipient.
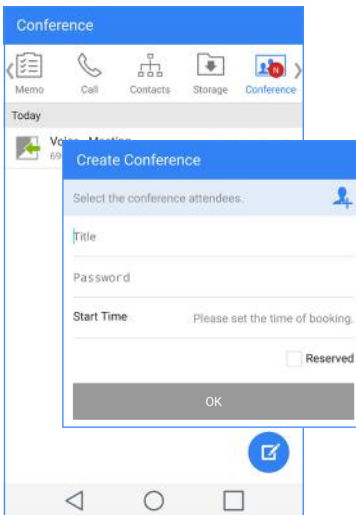On set up, these will automatically be pulled in from your telephone system.

Private Contacts shows your personal contact list.

STORAGE

Stores files received and downloaded on IM & iSMS (access iSMS through the contact tab).

CONFERENCE

To create a conference room:

- Click ✎ , select create conference
- Add conference attendees using the 👤₊
- Add a title and password
- Tick ✔ Reserved and allocate a start time
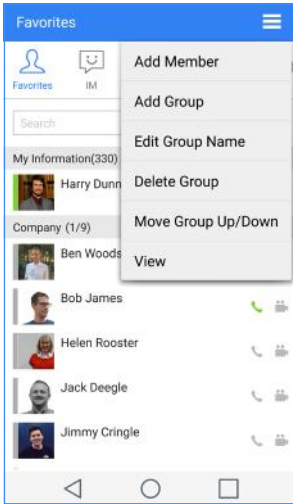- Click OK to confirm room creation

In the conference tab, to join a conference, select the conference call and you will automatically be connected.

SETTINGS
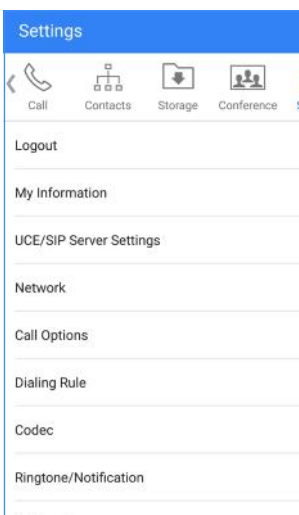
Use the settings tab to logout, change profile information, notfications and other call options.

ADD MEMBER OR GROUP

Under the favourites tab, add, delete and edit members and groups.

B comms
Be Connected