

# UC MOBILE & SMART OFFICE DESKTOP QUICK REFERENCE GUIDE

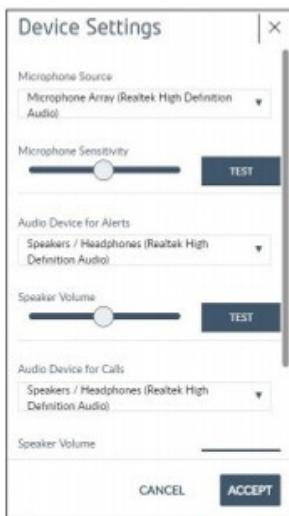


## Avatar & Online Status

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About
Available
Busy
On Vacation

## Setting Your Presence

Presence is an easy and effective way to see the status of colleagues. To set presence click on the avatar and choose from the drop-down menu.



## Favorites

## Contacts

## Chats

## History

## Sessions

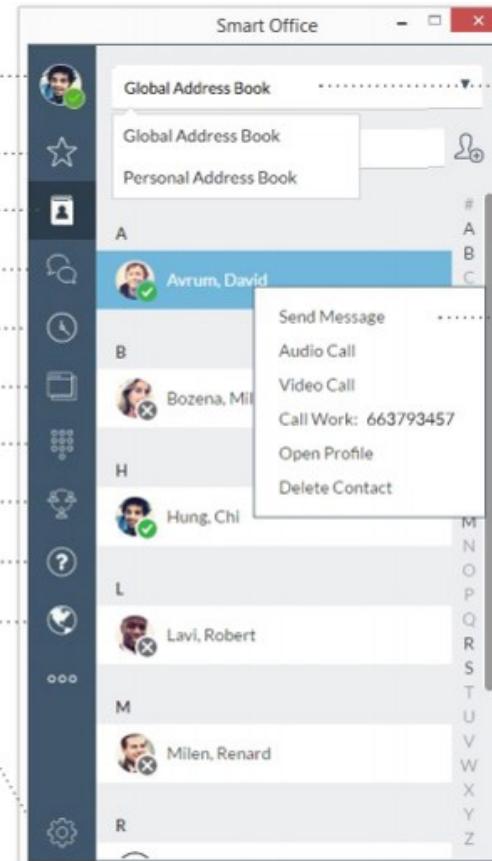
## Dialpad

## Collaboration

## Custom Tabs

## Settings

Choose speaker, microphone and webcam.



## Accessing Address Books

Switch between the global and personal address books.

## Contact Action Menu

## Interacting with Contacts

Initiate instant messages, audio calls and video calls by right-clicking on contacts that are in favorites, address books and history.

## Receiving a Call

A dialog box appears in the bottom right corner of the screen when an incoming call is received. Choose to accept, decline or ignore the call. If the incoming call is video-enabled, a triangle symbol offers the option to choose whether to answer with audio or video.

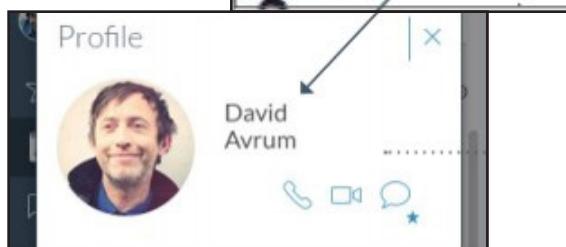


## Creating Favorites

Adding favorites creates a quick way to check the presence of coworkers and quickly connect.

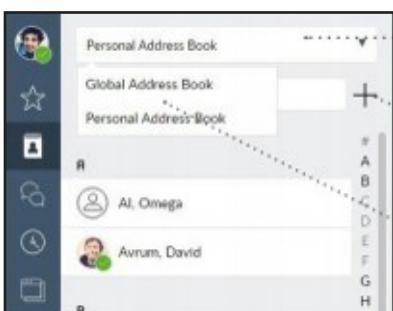
To add a favorite:

1. Search for a contact in the Contacts tab, select the contact and right-click on the contact's name.
2. A dialog box will appear. Select Open Profile.
3. Right-click on the modality (phone, video or chat).
4. A star will appear.



## Accessing Contacts

Access global and personal Address Books to easily find and add contacts.



## Chat

The Chat tab provides a history of conversations and also provides notification of unread instant messages. Double-click a listing in the history to continue the conversation or right-click on a contact to start a new conversation. You can also search the Chat history to locate a conversation.



## History

Users can access their call and chat history. Access an action menu by right-clicking on the entry.



## Finding Open Sessions

The Sessions tab shows all open sessions, making it easy to switch between active conversations.

## Conversation Controls

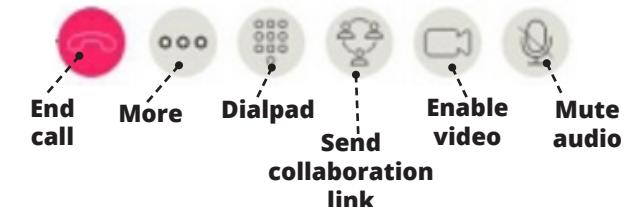
Double-click on a contact to open a conversation window. Easily start an instant message or use these controls to make an audio call, video call or invite the contact to collaborate.



- Send collaboration link**
- Start video call**
- Start audio call**

## Call Controls

Manage audio and video, launch the dialpad, send a collaboration link or access additional features using the call controls at the bottom of the conversation window.



## Collaboration (optional)

Start a Smart Office Collaboration session and easily invite participants via email.

