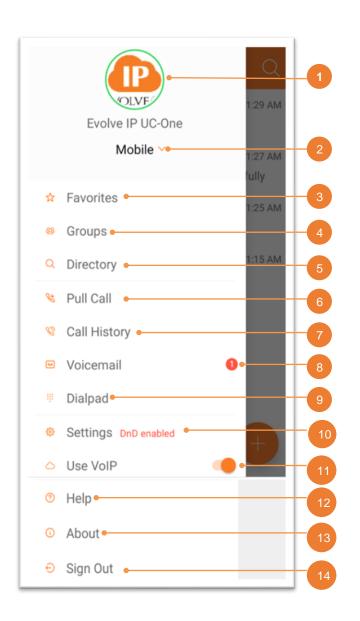
# <u>UC-One Mobile V23 – Quick Reference Guide (QRG)</u>



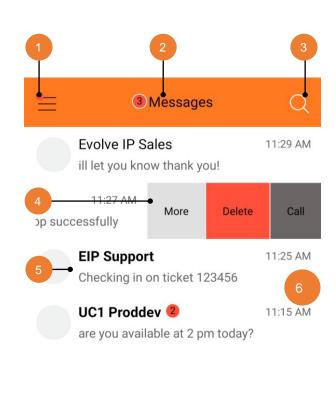
## **APPLICATION MENU**

- 1. Update picture (on Android only).
- 2. Activity status (on Mobile)
- 3. Tap *Favorites* to see your favorite contacts and their status.
- 4. View your contact Groups and start group messaging.
- 5. Search in *Directory* or local phone contacts.
- 6. Select *Pull Call* to pull call from desk phone or UC-One desktop to mobile app
- 7. View *Call History* to see your call logs for incoming, outgoing, and missed calls.
- 8. Visual Voicemail
- 9. Call any number from the Dialpad. Long press on "1" on the numeric pad calls your voice mail.
- 10. Settings (*Do Not Disturb* is turned on).
- 11. Use VoIP (toggle ON). Toggle OFF to use Mobile Network.
- 12. Help (learn how to use the app).
- 13. About (find more information in *About* for the client version, license, and legal notices).
- 14. Sign out of the app



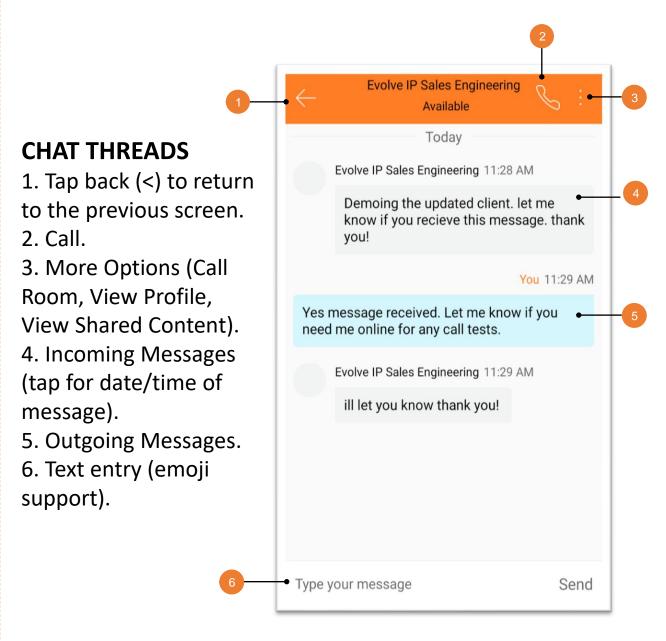
### **MESSAGES**

- 1. Tap to open the Application menu.
- 2. Unread Messages counter
- 3. Search Message text.
- 4. Swipe Options (Call, Profile, More: Mark as Read, Delete).
- 5. One-to-One Message (unread).
- 6. Date and time of most recent message.
- 7. New Message icon



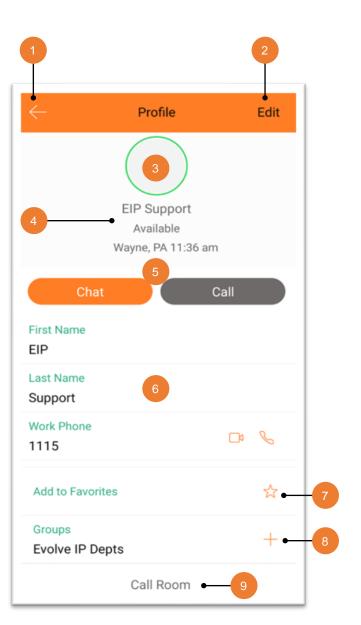




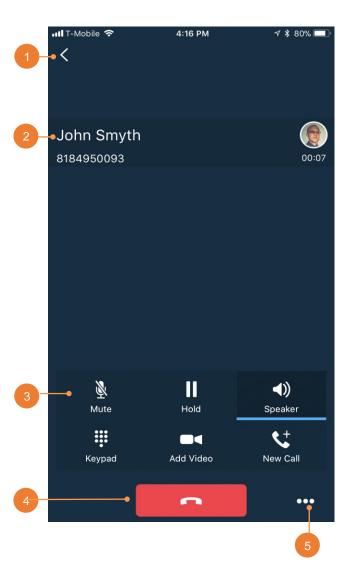


#### **CONTACT PROFILE**

- 1. Tap back (<) to return to the previous screen.
- 2. Edit user info
- 3. Profile picture.
- 4. Name, Location, Time, and Status.
- 5. Personal Message or Call
- 6. Profile Details.
- 7. Set Contact as Favorite.
- 8.Add to Group.
- 9. Call user MY ROOM







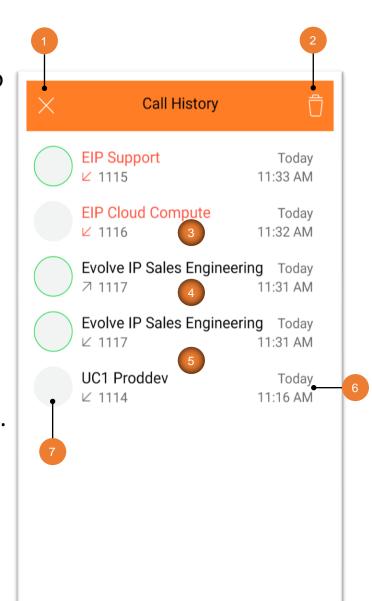
# **CALL** (Dialpad)

- 1. Tap Back to return to the previous screen.
- 2. Name, number, and photo of called party.
- 3. Call control actions:
  - Mute / unmute
  - Hold / resume
  - Audio sources: Speaker / Bluetooth / Headset
  - Keypad (DTMF entry)
  - Video
  - New Call
- 4. Hang up.
- 5. More: Transfer, Conference, Transfer to mobile.



# **Call History**

- 1. Tap Close (X) to return to the previous screen.
- 2. Delete All.
- 3. Missed Call.
- 4. Placed Call.
- 5. Received call.
- 6. Time / Date of Call.
- 7. Jump to Profile.



### **Visual Voice Mail**

- 1. Tap Close (X) to return to the previous screen.
- 2. New Voicemail with Date, Time, Duration, and Phone Number.
- 3. Play / Pause.
- 4. Speaker, Call, Mark as New, Delete.
- 5. Old Voicemail.

