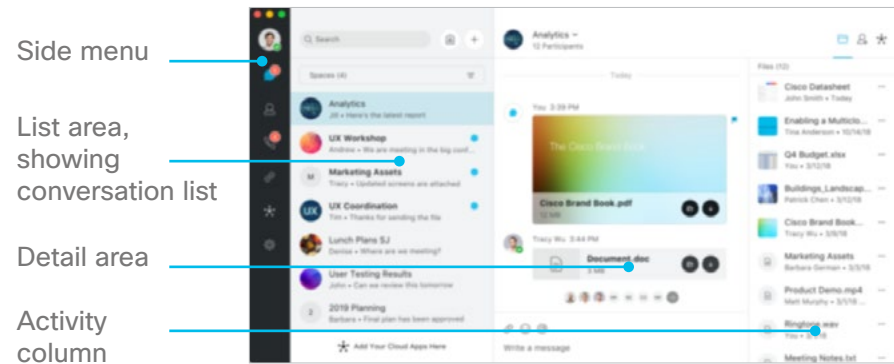


UC-One 3.9 Desktop

Quick Reference Guide (Applicable for 3.9.1 SaaS and above)

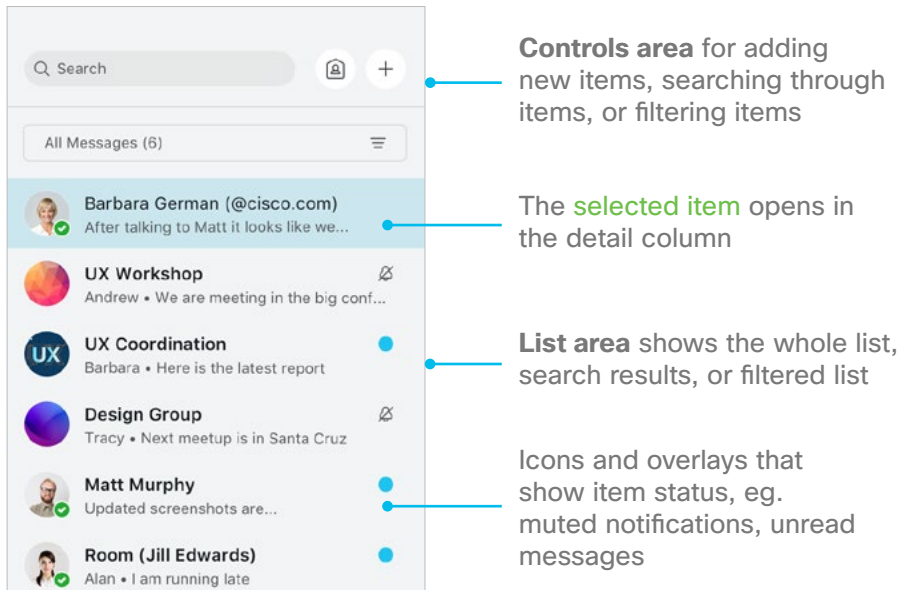
Application overview

Download and run the executable file, then sign in. The application has four main areas:



The list area

Displays the list of messages/contacts/calls (whatever you chose from side menu):



The side menu

Navigate between menu options here:

Messages (selected mode) (6 unread)

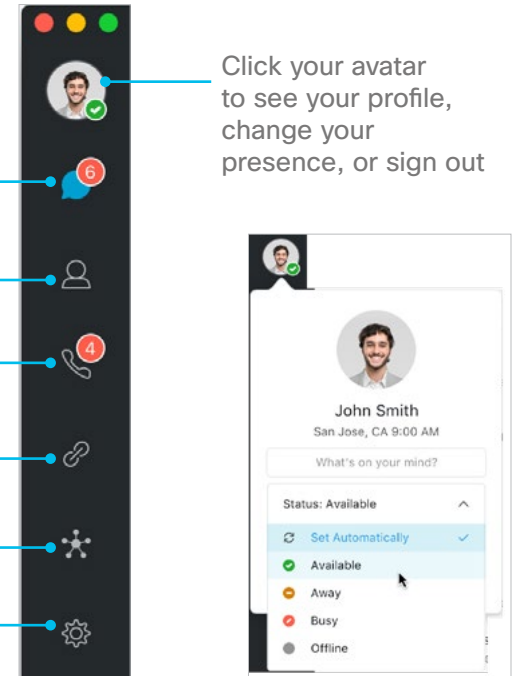
Contacts

Calls (4 notifications)

Web links

Hub integrations

Application settings



The detail area

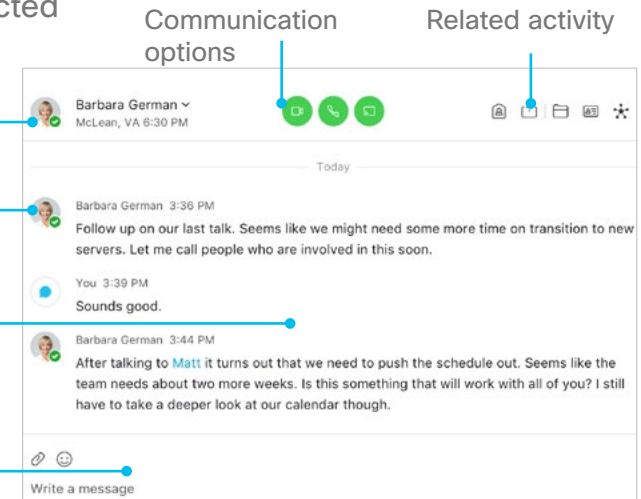
Displays the contents and controls of the selected item:

Active conversation with Barbara German

Hover avatar to see contact card

Details depend on side menu option, eg. for chat it is message history

Write message



UC-One 3.9 Desktop

Quick Reference Guide (Applicable for 3.9.1 SaaS and above)

Contacts

Select the Contacts icon on the side menu to manage your contacts:

Search (Search bar)

Add (+ icon)

Contacts (Side menu icon)

Contact list (List of contacts)

Selected contact (Barbara German)

Contact details (Profile information)

Presence overlays (Status indicators)

Contact card on hover (Pop-up card for Barbara German)

Start communicating from contact card or from contact details header (Join Room button)

Shortcut menu to manage selected contact (Context menu for Barbara German)

Display Name	First Name	Last Name	Work Phone	Work Phone	Email Address
Barbara German	Barbara	German	+18885551212	6789	bgerman@gmail.com

- Chat
- Audio Call
- Video Call
- Call from Other Device
- Join Room
- Invite to Room**
- Email
- View Hub
- Remove from Favorites
- Add to Group
- Remove from Group
- View Profile
- Edit Profile
- Unsubscribe
- Delete Contact

Calls

Select the Calls icon on the side menu to make calls, check call history, and manage voicemail:

Open Dialpad (Dialpad icon)

Calls (Calls icon)

History (History icon)

Call state (Call state icon)

Open voicemails (Voicemail icon)

Voicemail list (Voicemail list)

Voicemail controls (Voicemail controls)

Recents (Recents list)

Voicemail (Voicemail list)

Start new call (Start new call)

Today 3:30 PM

Today 2:00 PM

3/24/19 3:00 PM

Recents (Recents list)

Voicemail (Voicemail list)

Urgent Confidential (Urgent Confidential)

00:08 (Duration)

00:24 (Duration)

9/24/19, 4:12 PM • 00:09 (Duration)

9/24/19, 2:00 PM • 01:30 (Duration)

In-call controls

Video call (Video call icon)

Mute/unmute (Mute/unmute icon)

Camera on/off (Camera on/off icon)

Hold/resume (Hold/resume icon)

Share (Share icon)

'More' menu (More menu icon)

'More' (More menu icon)

End call (End call icon)

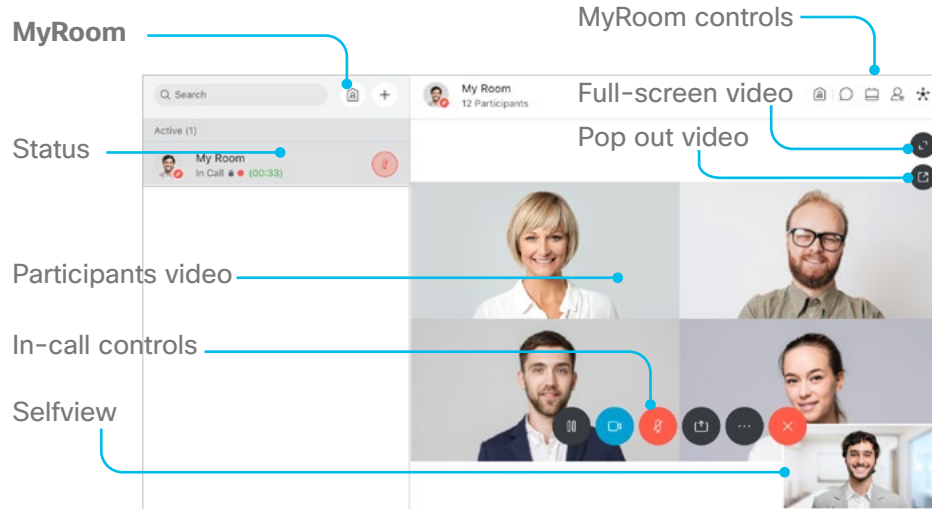
- Start Recording
- Pull Call
- Transfer
- Conference with
- Park Call
- Dialpad
- Audio Device
- Volume
- More
- End call

UC-One 3.9 Desktop

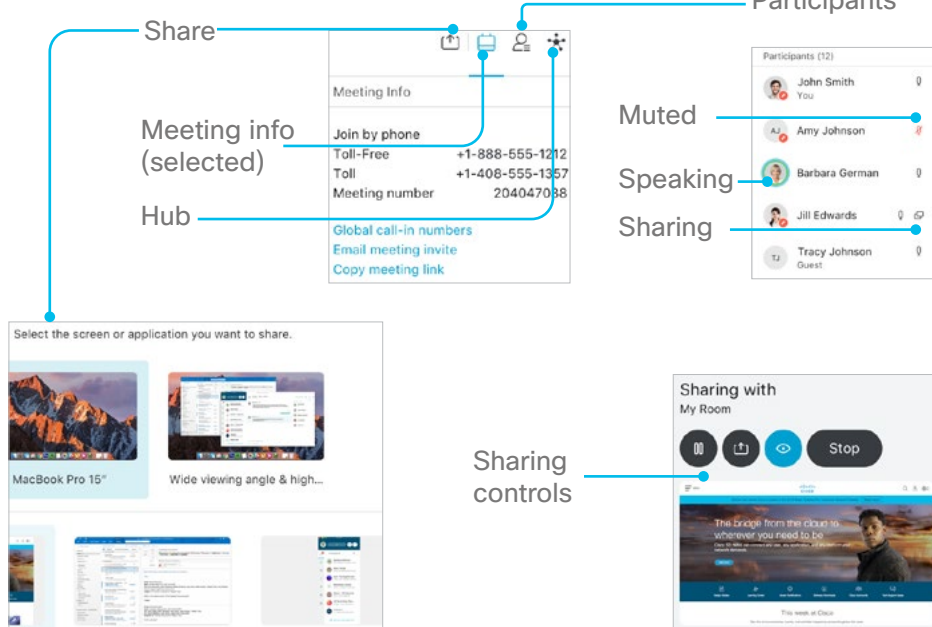
Quick Reference Guide (Applicable for 3.9.1 SaaS and above)

Meetings

Select the MyRoom icon to start a meeting in your room:

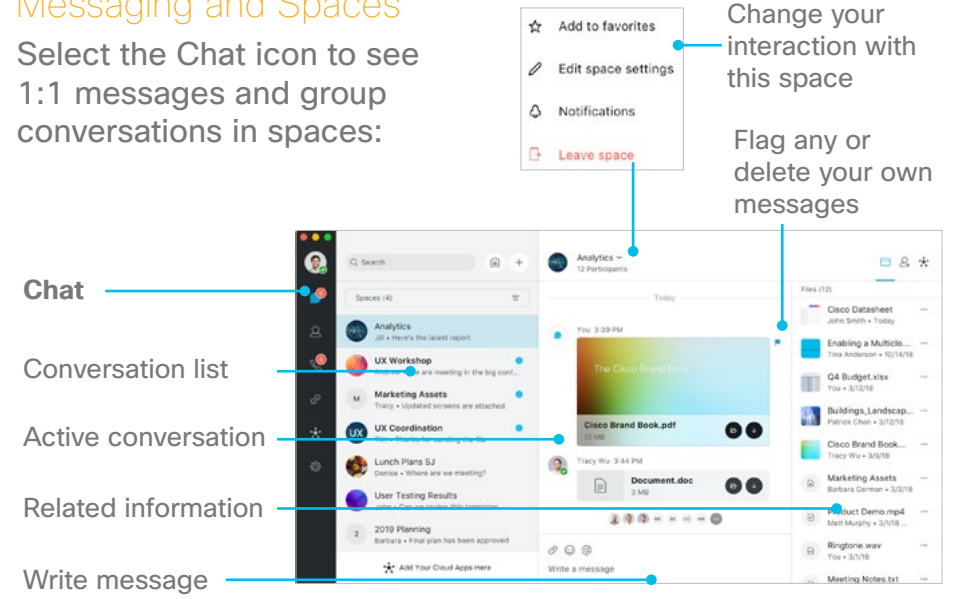


MyRoom controls

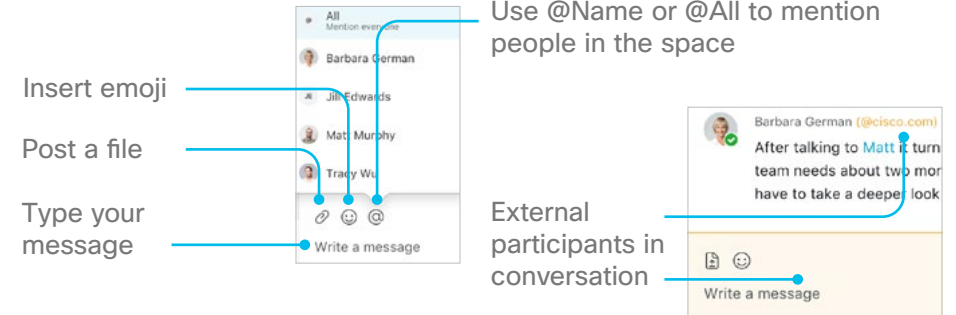


Messaging and Spaces

Select the Chat icon to see 1:1 messages and group conversations in spaces:



Message controls



Related activity

