

# UC-One Communicator - Quick Reference Guide -

## Installing on a mobile device

1. Go to Google Play or the Apple App Store.
2. Search for "Access4 UC-One" and then select "UC-One Communicator".
3. Select "Get" or "Install".
4. Start the UC-One Communicator application.
5. Use your Access4 credentials to log in



## Installation on a Desktop

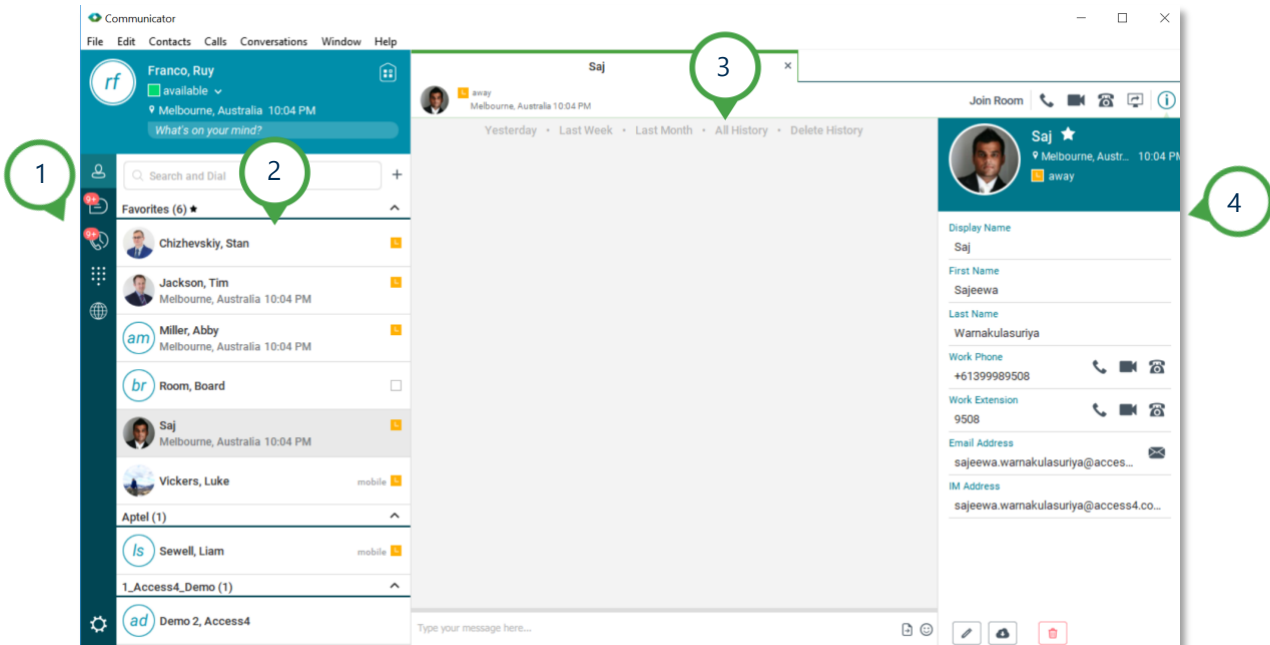
1. The Desktop client is available at: [www.access4.com.au](http://www.access4.com.au)
2. Double-click on *Access4 Communicator* install file and then follow the installation instructions.
3. At installation you can select Outlook integration for Communicator. This provides access to contacts and click to dial from Outlook – view this at <http://bit.ly/2i3slmh>
4. Start the Access4 Communicator application.
5. Use your Access4 credentials to log in

## Start and Sign In

If you have enabled automatic login (*Sign-in automatically*), then after the client starts, you automatically go to your *Contact List*. If you have not enabled automatic login, then click **OK** in the *Sign-in* window. The previously-used user name is automatically remembered. The password can be automatically remembered as well.

When you start the client for the first time, your contact list is empty. You can use the search field to find people and then directly add them from the search results to populate your Contact List. You can also manually add contacts using the **Add Contact** button.

## User Interface Layout of the Desktop Client



1. Navigation bar
2. Contact List
3. Messaging Window
4. Active contact's details

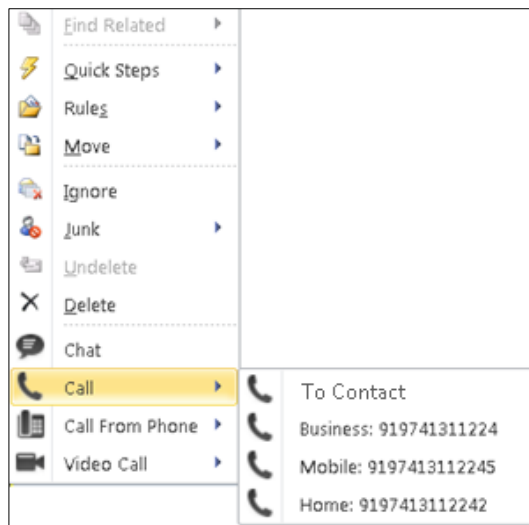
## Working with Outlook

UC-One Communicator for Desktop will integrate with Outlook to:

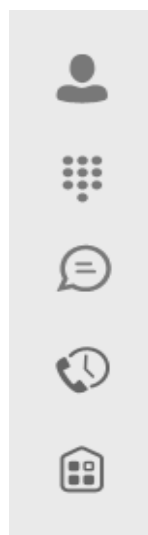
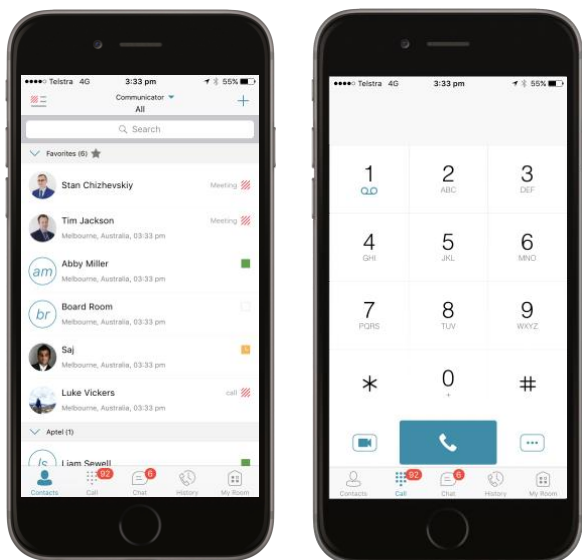
- Allow you to search and dial outlook contacts from UC-One
- See Presence of users in UC-One including meeting presence
- See Phone presence in Outlook for meetings and emails
- Click to call contacts from within Outlook emails or contacts

To make a call from an email, simply right on the un-opened email. If UC-One has a phone number for that person you can select on the dialing options on the right.

To...	● Tim Jackson; ● Abby Miller; ● Glenn Caldwell; ● Sajeewa Warnakulasuriya; ● Luke Vickers;
Cc...	
Subject	



## User Interface Layout of the iPhone mobile client



The **Contacts** tab displays your buddies, local, and directory contacts. You can add, edit, and delete buddies, or search for contacts in the enterprise directory.

The **Call** tab displays the dial pad. From the dial pad, you can call any given number. A long press on "1" on the numeric pad calls your voice mail.

The **Chat** tab shows chat messages. You can exchange chat messages with other users.

The **Call History** tab shows your call history. You can filter between all calls and missed calls.

**My Room** is your permanent communication room. Participants can dial in to your audio bridge.

## Making and Receiving Mobile Audio and Video Calls

With iOS 11 and above UC-One for mobile integrates with the apple phone so that calls to your land line appear as normal calls to the phone. You can make audio and video calls from the:

- UC-One Contact list
- Your Phone contacts using your mobile or office number
- Contact card
- Call history
- Dialer

During a call you can:

- Transfer calls to other users
- Conference in other users
- Pull the call between devices eg your desk phone, desktop UC-One or Mobile device

