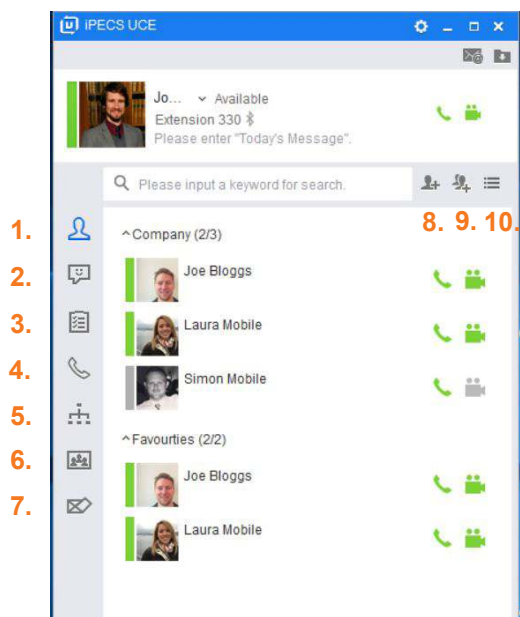


UCE DESKTOP



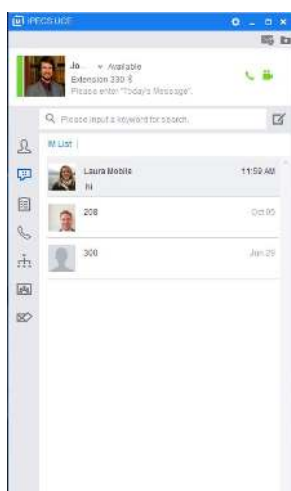
1. **Favourites:** Access contacts assigned to groups, for example by company
2. **IM list:** Create, read and send instant messages
3. **Memo:** Send and create shareable memos
4. **Call log:** View call history
5. **Contacts:** Organisation, shared and private contacts
6. **Conference:** Video or voice conference rooms
7. **iSMS:** File sharing
8. **Add member:** Add a contact to a group
9. **Add group:** Create a group
10. Toggle between logged in contacts and all contacts

LOGIN SCREEN




Your service provider will supply you with your login details.

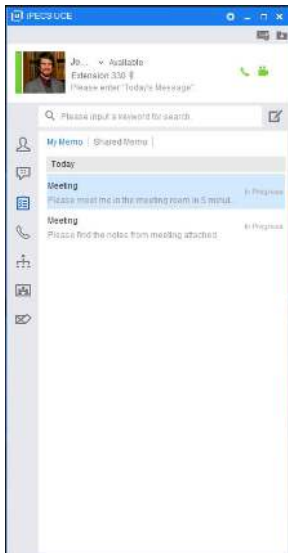
IM LIST




Send instant messages, share attachments, voice call and video call from this window:

- Select the Create New IM icon 
- Drag a user into the New IM window
- Send a message in the IM tab
- Select the call dropdown to initiate voice call
- Select video from the drop down to initiate video call

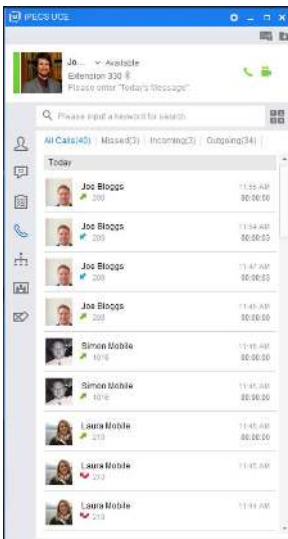
MEMO




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

- Add a new memo by selecting 
- Build a recipient list by dragging and dropping from your company or favourite lists (Doesn't support attachments or images)
- Press Save to send
- View sent memos under the My Memo tab
- View received memos under the Shared Memos tab

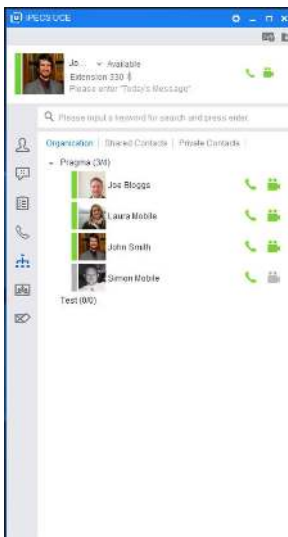
CALL LOG



Call log displays all calls, missed calls, incoming and outgoing calls.

- You can search your call log by contact name or extension number
- Click the dial pad  to make a voice or video call to an unsaved contact number
- To make a voice call from your call log list, simply double click or right click on the contact. Once connected, select the video dropdown tab to initiate a video call

CONTACTS



View and search private and your organisations contacts.

Under the organisation tab, view internal company contacts, and make voice or video calls from the icons. *To add a new contact, right click the heading.*

Shared Contacts displays the external company directory including speed dials. To make a call, right click on the contact.

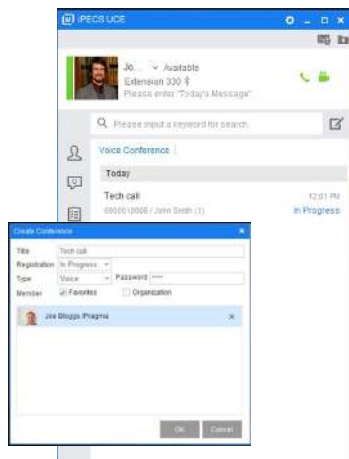
On set up, these will automatically be pulled in from your telephone system.

Private Contacts shows your personal contact list.


To add a contact press 

To make a call, right click on the contact.

CONFERENCE



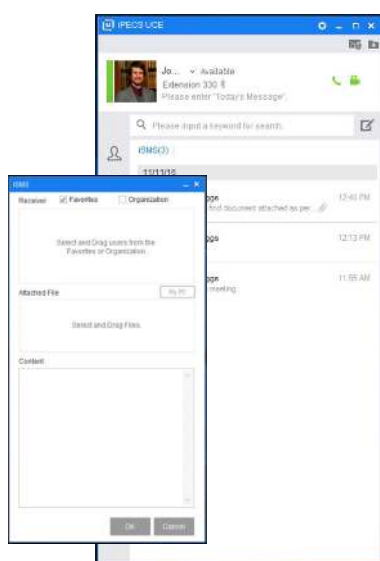
To create a conference room:


Click  and a pop up will appear, add a title, password and drag and drop users from your contact list.

Click OK to confirm room creation.

Double click on the conference room to join.

iSMS



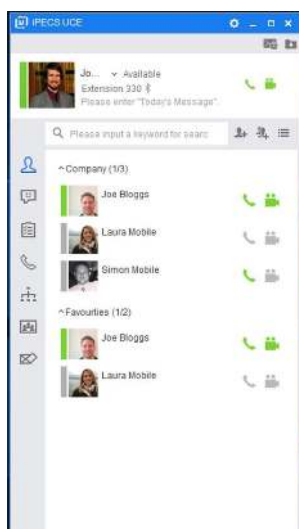
Click  to create a message.

Drag and drop contacts, click My PC to browse your computer for files.

Add a message to content field as required.


Left click on the contact to access option shortcuts.

ADD MEMBER OR GROUP



Under the favourites tab, click the Add Member button  and search for a contact.

Right click the contact, and choose from the group list.

To add a contact to a group, click the Add Group button , name the group and click Save.