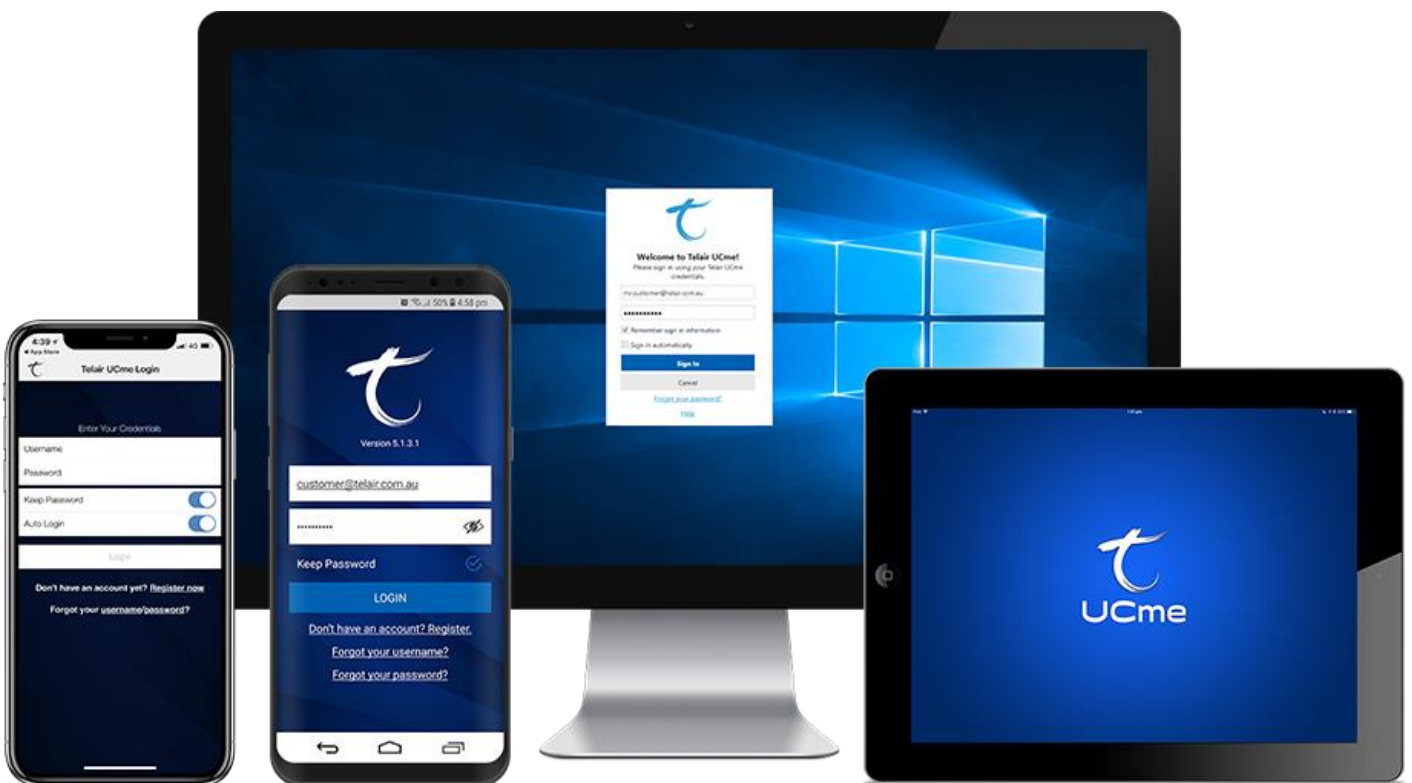




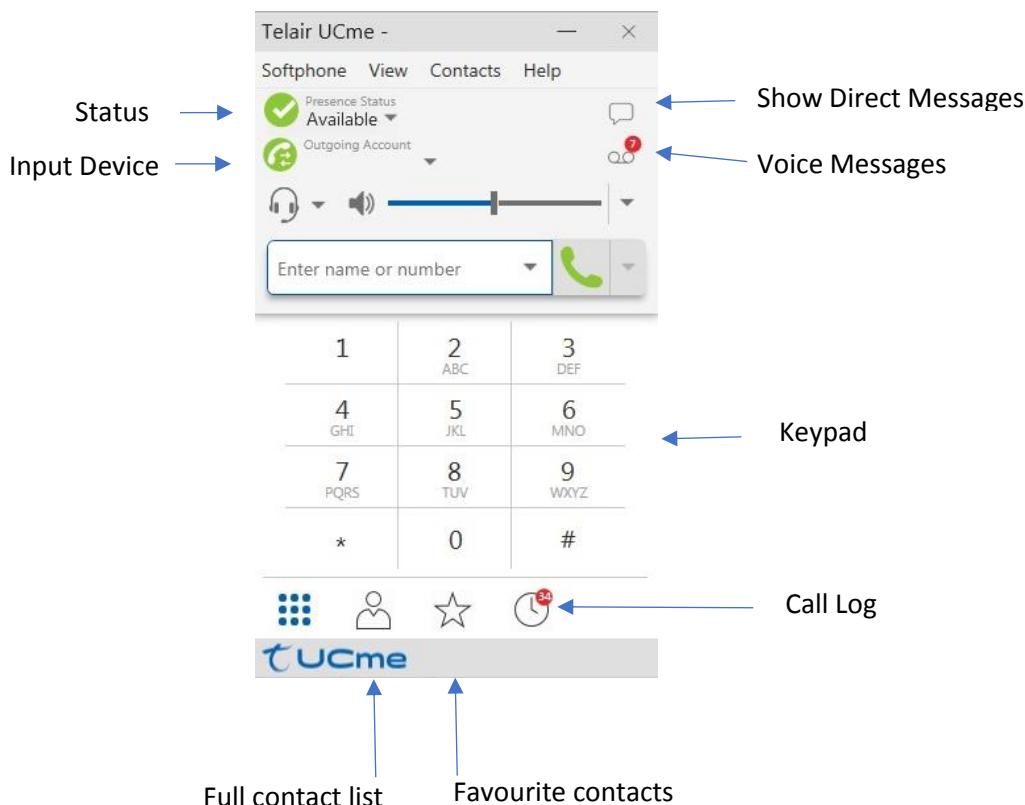
UCme

Quick Reference User Guide – PC or Mac



Layout & Features:

PC & MAC LAYOUT



How to:

PLACE A CALL

Using a headset:

1. Select input device as
2. Type the name, phone or email of the person you want to call in the "Enter name or number" field. As you type suggestions may be presented in a drop down list for entry completion
3. Press

Using speakerphone:

Please note, this option is conditional on whether your computer has a speaker or microphone

1. Enter number or select contact from address book
2. Select input device as
3. Press

Using a number from an Instant Message:

1. If you receive an IM with a phone number, click the number in the message and UCme will call that number

Using text instead of numbers:


1. To use letters instead of numbers, click the drop down arrow to the right of the volume control

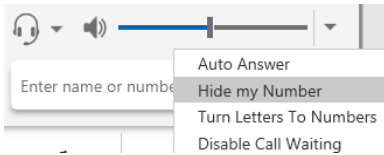
2. Select 'Turn Letters to Numbers'

A mixture of numbers and text can be used

3. Enter the text and press

MAKE AN ANONYMOUS CALL


1. To call anonymously, click the drop down arrow to the right of the volume control
2. Select 'Hide my Number', the Anonymous  icon will appear next to the drop-down arrow to the right of the volume control

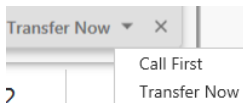


This will remain active until you turn it off by following steps 1 & 2

3. With your number now hidden you can follow the relevant steps outlined in [PLACE A CALL](#) to make anonymous calls


TRANSFER A CALL

1. Click on 
2. Entered desired name/number
3. Select desired transfer method



- If *Transfer Now*: the call will be transferred immediately
- If *Call First*: once done talking to the recipient

click  underneath their name to complete transfer

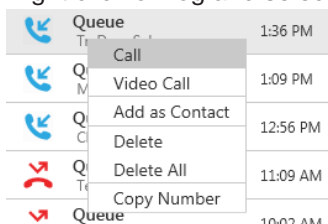
Click on  while transferring a call to cancel the transfer

RETURN A CALL

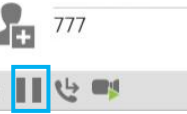

1. Click on the clock symbol at the bottom left



2. Right click on log and select Call

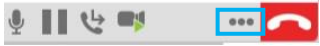


PLACING/RETRIEVING A CALL ON/FROM HOLD



1. Click on  during a call to place it on hold
2. Press  again to retrieve the call off hold

CONFERENCE CALLING

Adding to a conference call

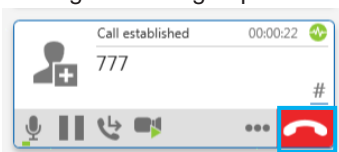
1. During a call click on 
2. From the drop down menu select Invite to Conference Call
3. Enter name of person to add
4. Click **Add** to complete

INSTANT MESSAGING

1. Click on 
2. Select Conversation name or click  for new conversation
 - I. For new conversation enter recipients name/email into
3. Enter message into Compose Message field
4. Press enter to send message

ACCESS VOICEMAIL

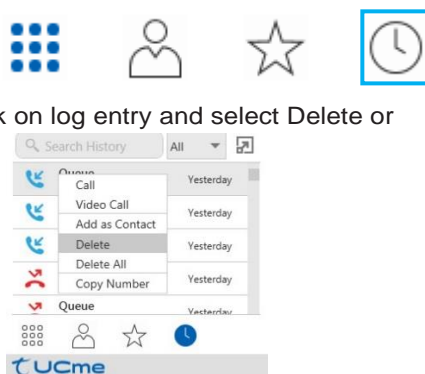
1. Click on
2. Enter your password then hit pound (#) to access messages
 - If you've forgotten your VM password you can have it reset by simply emailing support@telair.com.au
3. When finished listening to messages press the red



end call button

MANAGE CALL HISTORY

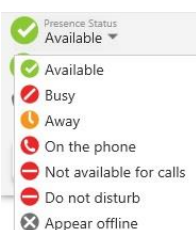
1. Click on
2. Right click on log entry and select Delete or



Delete All

CHANGE PRESENCE

1. Click on
2. Select desired status from list

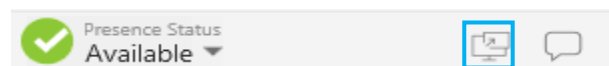


SCREEN SHARE

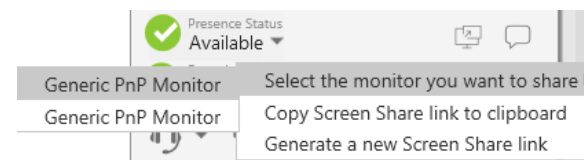
Please note this option only available if you have purchased the Screen Share add-on.

Screen sharing session do not contain audio.

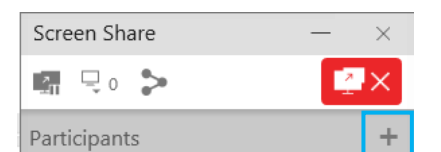
1. Click on the screen share button to the right of your presence status



2. From the drop down menu select the Monitor that you would like to share



3. From the window that pops up click the



4. In the Add Participant field enter the name or number you'd like to Screen Share with



5. Click to complete

ADD CONTACT TO ADDRESS BOOK

1. Click on
2. Click on next to the Search Contacts input
3. To select picture for new contact, click and select desired file
4. To change the group, select from the Group drop down menu

Group:
5. To add number and type, select the type of phone from the drop-down menu and enter desired number

Softphone
6. Fill out the Display name, First name and Last name fields
7. Click OK to finish