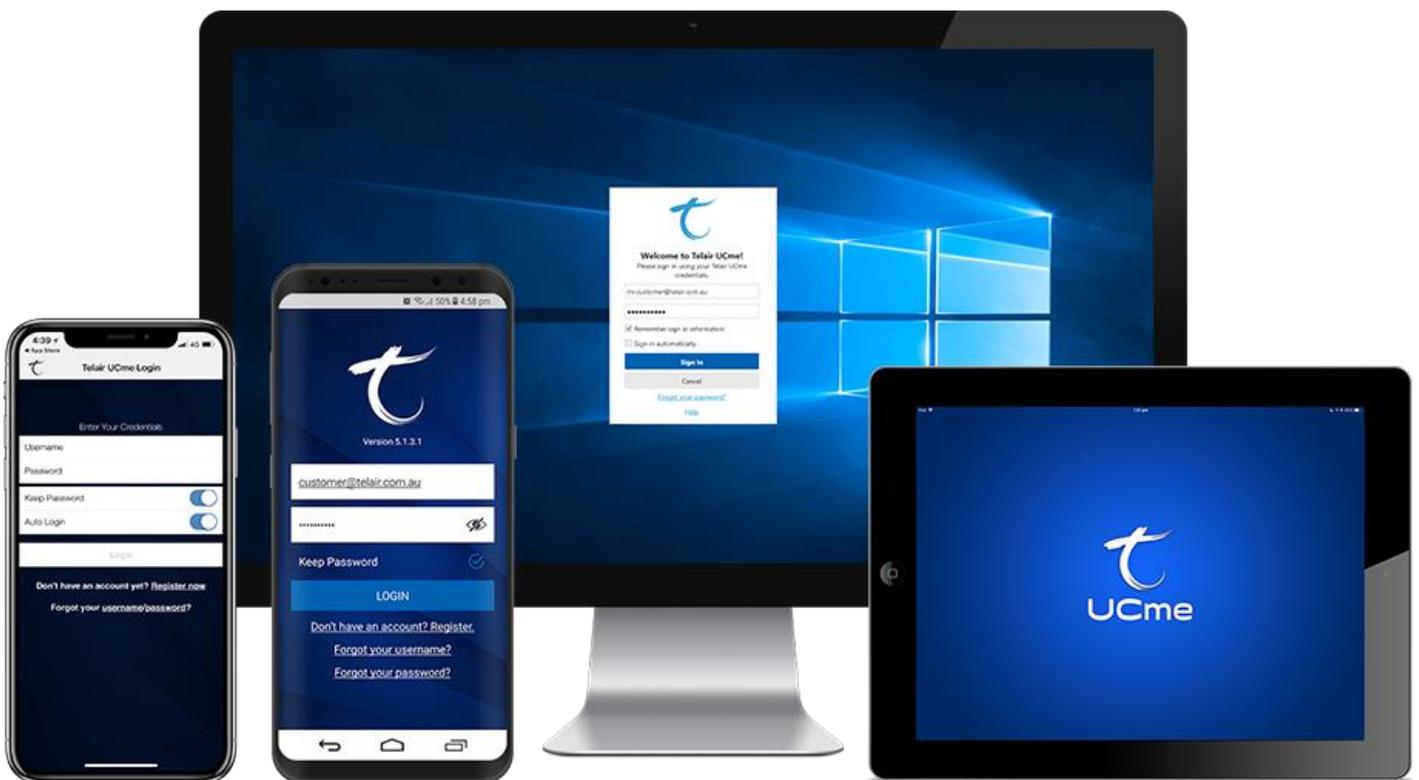




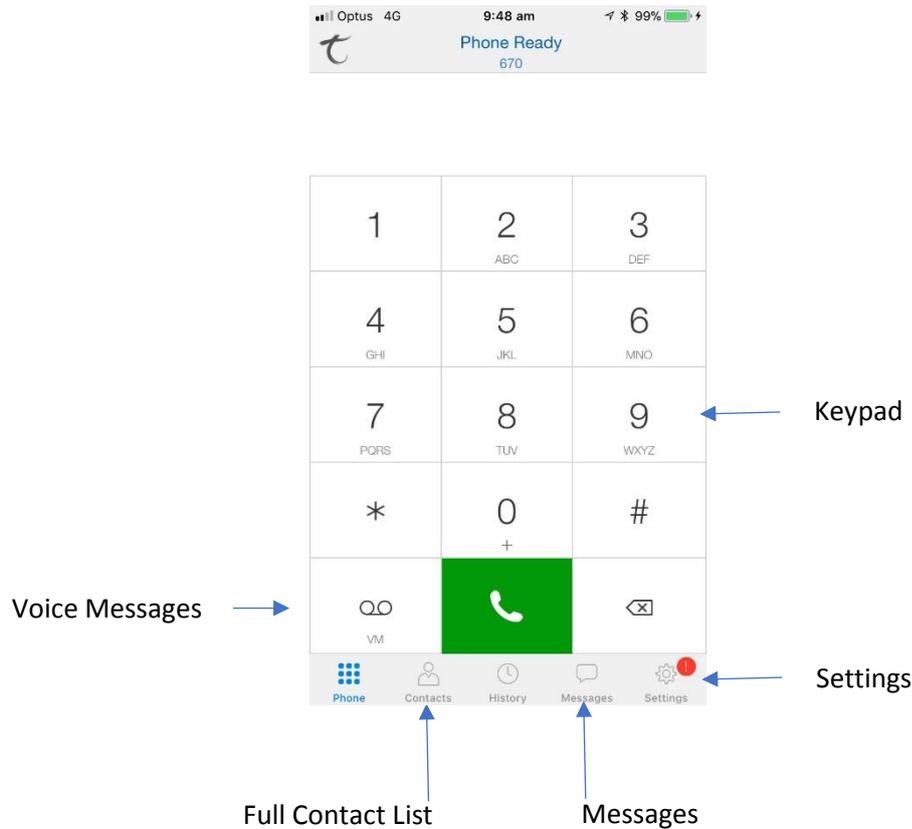
UCme

Quick Reference User Guide - Mobile



Layout & Features:

MOBILE LAYOUT

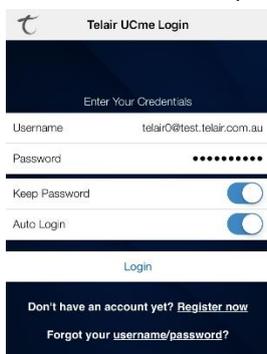


How to:

LOG IN/OUT OF UCME

Login

1. Open app 
2. Enter username and password



if username/password have been forgotten tap on [username/password](#) link to the bottom of screen

3. Tap [Login](#)

Logout

1. Tap [Settings](#) at the bottom right of the screen
2. Tap [Logout](#) at the top right of the screen

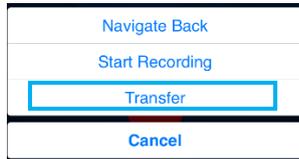
PLACE A CALL

4. Open app 
5. Enter number or select the desired contact from the contact list
6. Press 

TRANSFER A CALL

1. Tap on  on the bottom right for more options

2. Tap on 
3. Tap on 
4. Select Transfer from the options provided



- Should you wish to cancel a transfer tap the  button
 - Alternatively, tap  while phone is ringing to cancel transfer
5. Enter desired number from the keypad
 6. Tap  to finish

RETURN A CALL

1. Tap on  History
2. Tap on desired log to call back

PLACING A CALL ON HOLD

1. Tap on  on the bottom right for more options
2. Tap on 

RETRIEVING A CALL ON HOLD

1. Click on  to retrieve a call from hold

CONFERENCE CALLING

1. Click on  on the bottom right for more options
2. Click on 
3. Enter number and press 

INSTANT MESSAGING

1. Tap on 
2. Tap on 

3. Write your desired Instant Message
4. Press  to send message when finished

ACCESS VOICE MESSAGES



1. Tap on 
2. Enter your password, then hit pound (#) to access voice messages
3. When finished listening to voice messages press the red End Call button



CHANGE PRESENCE

1. Tap on Messages  to the bottom right of screen
2. Tap on My Status near the top of the screen 

3. Tap on your desired Status 
4. Press **Done** at the top right to complete

ADD CONTACT TO ADDRESS BOOK

5. Tap on Contacts  on bottom left of screen
6. Click on  on the top right of the screen
7. Enter desired Contact details
8. Click Save when finished

MANAGE CALL HISTORY

1. Click on  History
2. For single entries swipe left on desired log and press delete 
3. For entire history press 
4. Press  to confirm