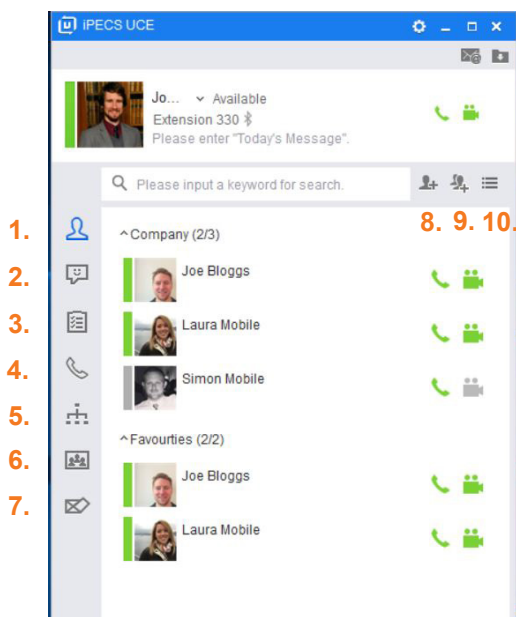
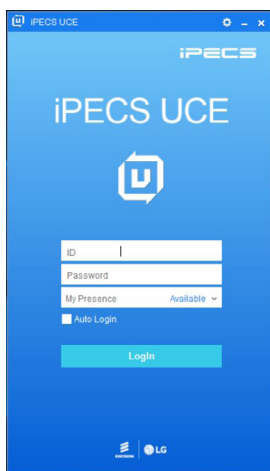


## UCE DESKTOP



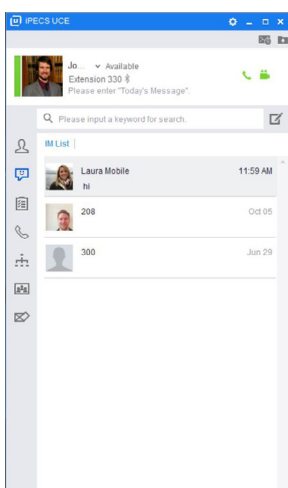
1. **Favourites:** Access contacts assigned to groups, for example by company
2. **IM list:** Create, read and send instant messages
3. **Memo:** Send and create shareable memos
4. **Call log:** View call history
5. **Contacts:** Organisation, shared and private contacts
6. **Conference:** Video or voice 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.

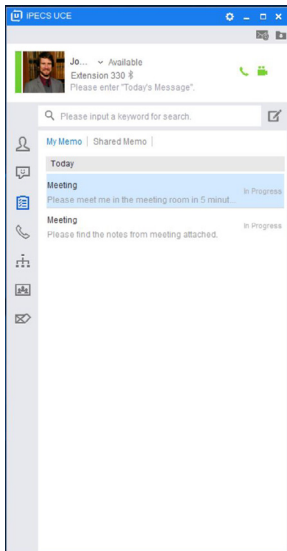
## IM LIST




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

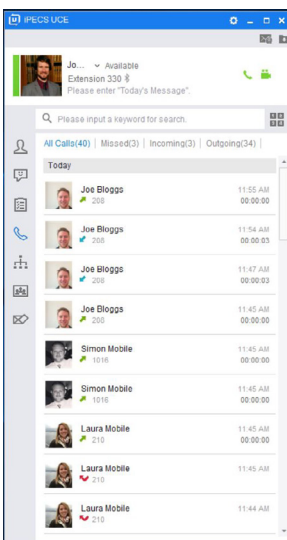
## MEMO




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

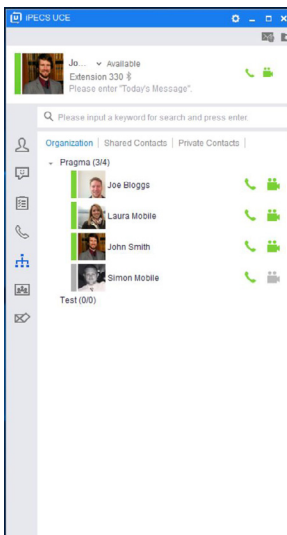
## CALL LOG



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.

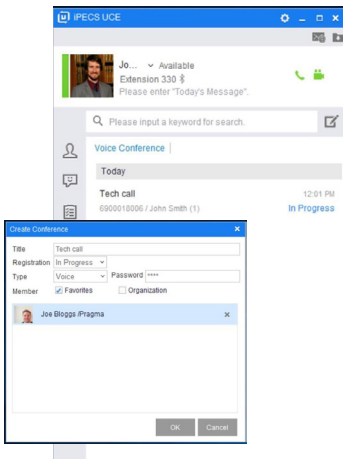
On set up, these will automatically be pulled in from your telephone system.

Private Contacts shows your personal contact list.


To add a contact press 

To make a call, right click on the contact.

## CONFERENCE



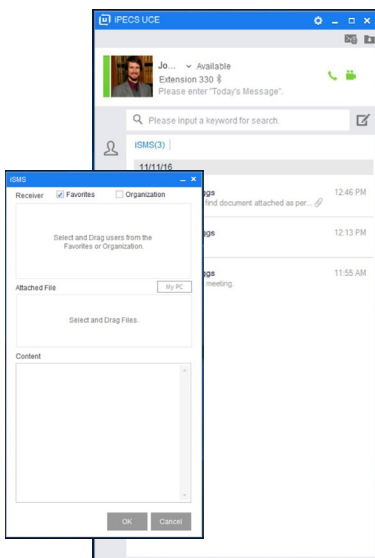
To create a conference room:


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



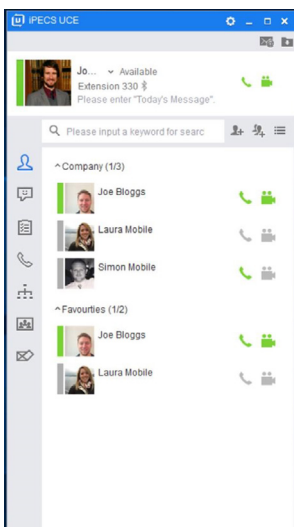
Click  to create a message.

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.