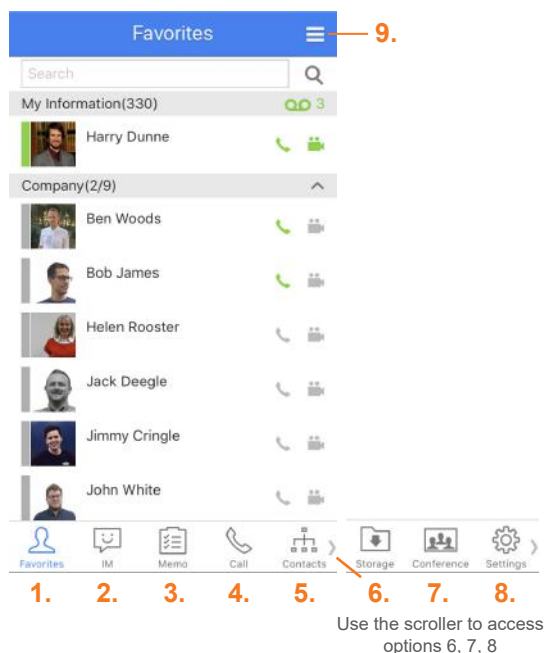
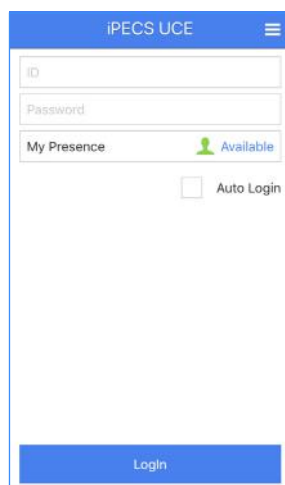


UCE iOS MOBILE



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:** Make a call, video call or access call log history
5. **Contacts:** Organisation, shared and private contacts
6. **Storage:** Files received and downloaded on IM and iSMS
7. **Conference:** Voice conference rooms
8. **Settings:** Logout, profile information and additional set up options
9. **Contacts and groups:** Add and make changes to contacts and groups

LOGIN SCREEN





Your service provider will supply you with your login details.

IM LIST

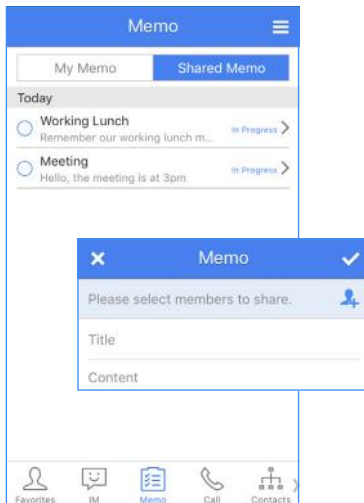


Send instant messages, share attachments, call all those within the IM chat group, create and share a memo.





Send an instant message:

- Select the create new IM icon 
- Use the tick boxes to select users
-  in the top right hand corner
- Send a message in the IM tab

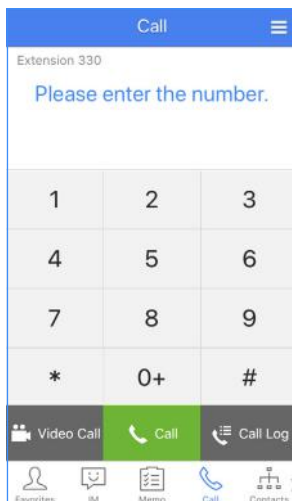
MEMO



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

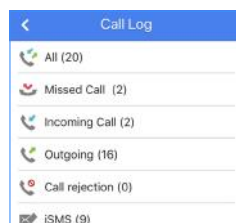
- Add a new memo by selecting 
- Build a recipient list by selecting,  use the tick box option or search bar to add users
- Use the  on the right-hand side to create memo group
- Add title and content information followed by the  (doesn't support attachments or images)
- View sent memos under the My Memo tab
- View received memos under the Shared Memos tab


CALL



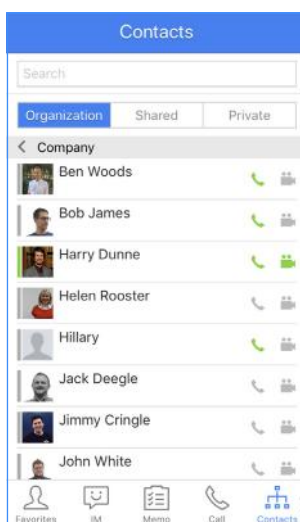
Call option displays; call log, all calls, missed calls, incoming and outgoing calls.

- Make an outbound call or dial internally directly from the keypad
- Use the call log option to view all, missed, incoming, outgoing, rejected calls and iSMS



- To activate a video call with another UCE user, dial the number and press the video call button
- Make a group call by selecting 

CONTACTS



View and search your organisations, shared and private contacts.

Under the organisation tab, view internal company contacts, and make voice or video calls from the icons. *Organisation contacts can only be added or updated through your service provider.*

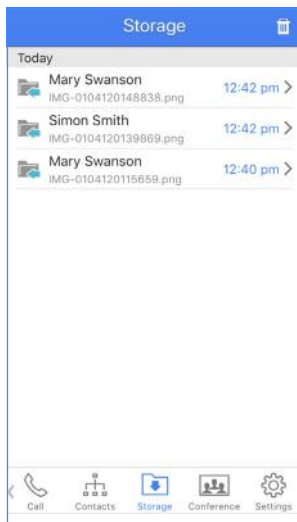
Shared Contacts displays the external company directory including speed dials. To make a call, select the required recipient.

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

Private Contacts shows your personal contact list.

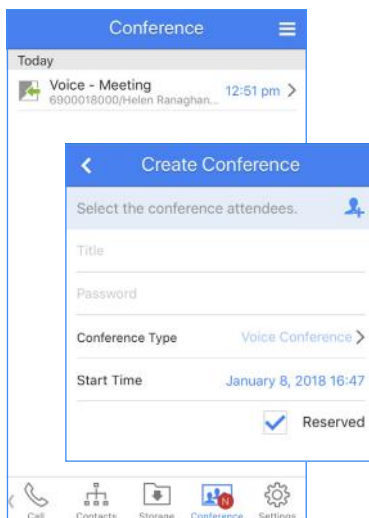
To add a contact press 

STORAGE





Stores files received and downloaded on IM & iSMS (access iSMS through the contact tab).

CONFERENCE

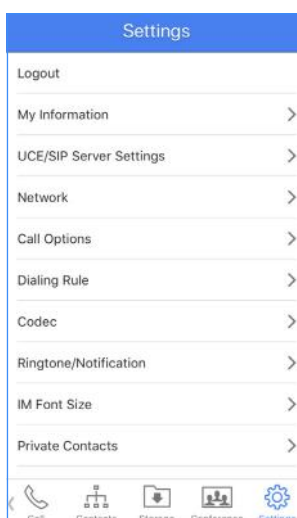


To create a conference room:

- Click , select create conference
- Add conference attendees using the 
- Add a title and password
- Tick ☒ Reserved and allocate a start time
- Click OK to confirm room creation

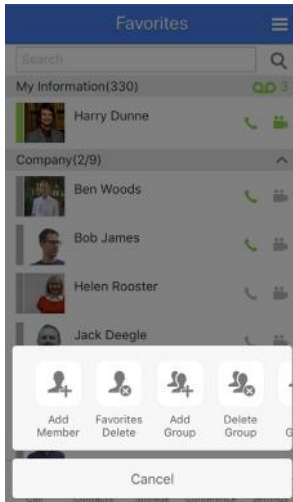
In the conference tab, to join a conference, select the conference call and you will automatically be connected.

SETTINGS

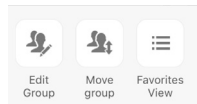


Use the settings tab to logout, change profile information, notifications and other call options.

ADD MEMBER OR GROUP



Under the favourites tab, add, delete and edit members and groups.



Scroll for additional options.