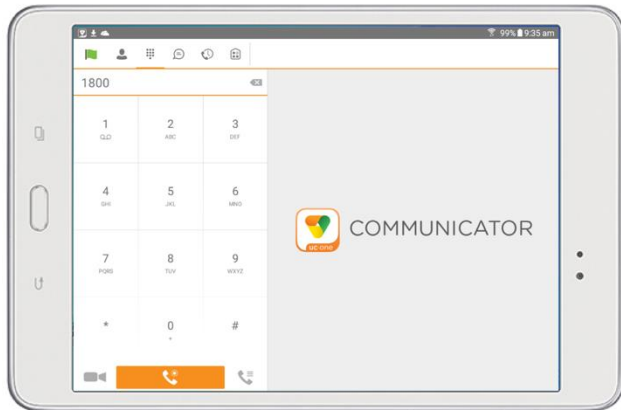




### TO MAKE & ACCEPT A VOICE CALL

- From the Call screen **type** the number
  - Tap **Call**
  - Tap **VoIP** or **Mobile**
- To accept a voice call
- Tap **Accept**



### TO MAKE & ACCEPT A VIDEO CALL

- From the Call screen dial the number
  - Tap **Video**
- To accept a Video call
- Tap **Accept Video**



### CALL PULL

Allows you to move a call seamlessly to and from your desk phone to your mobile device.

#### From your desk phone:

- When on a call on your desk phone, tap the **Call Pull** icon on your mobile device
- Tap **iPhone** or **VoIP Call**
- Tap **Voice Call** or **Video Call**

#### From your tablet:

- When on a call on your tablet, dial **\*11** on your desk phone

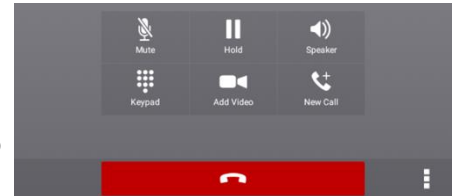
#### From your mobile:


- When on a call on your mobile, dial **\*11** on your desk phone

### IN CALL FEATURES FOR A VOICE CALL

Tap to activate any of the following features:

- Mute
- Hold
- Speaker
- Keypad
- Add Video
- New Call
- End Call
- More



Tap **More**  for the following options:


- Transfer
- Conference

### IN CALL FEATURES FOR A VIDEO CALL

Tap to activate any of the following features:



- Hold
- Mute
- End Call
- Speaker
- More

Tap **More**  for the following options:

- Keypad
- Voice Only
- New Call
- Transfer
- Conference




### HISTORY

The History tab shows all calls and chat sessions from all devices

-  Outbound
-  Inbound
-  Missed
-  Chat

### PRESENCE

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- Tap **Presence** 
- Tap your **Name** and **Presence**
- Select from **Available, Away, Busy or Offline** or
- Type your own customised message.
- Tap **Save**

### ADDING AN IM ADDRESS TO A CONTACT

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- Tap **Contacts**
- Tap **+**
- Tap **Add Contact**  
**Add** the contact information including the **IM address** in the **IM Address field**. Ensure you get it right otherwise you will have to delete the contact and add the new contact again.  
**"You cannot Edit a contact's IM Field"**.
- Tap **Add to Contact List**


### CHAT

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Allows you to chat on a one-to-one basis or to multiple people in a chat session

#### One to one chat

From your contacts/buddy list

- **Tap** the contact
- **Tap Chat** 
- **Type** your message
- Tap **Send**

#### Group Chat

- Select the **Contacts** 
- Tap **Chat**
- **Type** your message
- Tap **Enter**





#### Leave the Group Chat

- Tap **More** 
- Select **Leave Chat**

### MY ROOM

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Allows you to chat with multiple people in a Chat Room

- Tap **My Room** 
- Tap **Chat** 
- Tap **Add Participants** 
- Select the contacts you wish to chat with
- **Tap** the contact
- **Type your message(s)**
- Tap **Send**
- **Tap**  **to add additional contacts to the chat session at any time**
- **Select the contacts and Tap**
- Start typing your message and tap the **Send** key (All participants in My Room can view the message(s).

**Note:** **My Room** participants will receive a request to join **My Room** which they must **Accept**.

#### Leave My Room

- Tap **More** 
- Select **Leave Chat**



### SIGN-IN

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When you launch the application, you are prompted to sign in.

- If displayed, enter the login (URL) provided by the service provider: **<https://app.nosted-uc.com.au>**
- **Enter your user name and password.**
- Username: **03xxxxxxxxx@hosted-uc.com.au**
- Password: **\*\*\*\*\***
- Select whether you would like Communicator to remember your password.
- Select whether you would like Communicator to sign you in automatically on subsequent launches.
- Click **Sign In**.