



# **UC-One Connect**

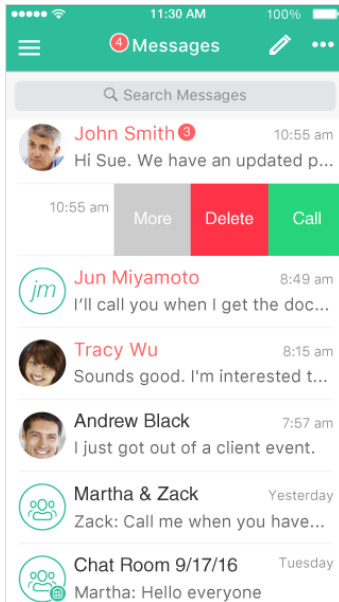
## Quick Reference Guide

# UC-ONE CONNECT

## QUICK REFERENCE GUIDE

### Messages

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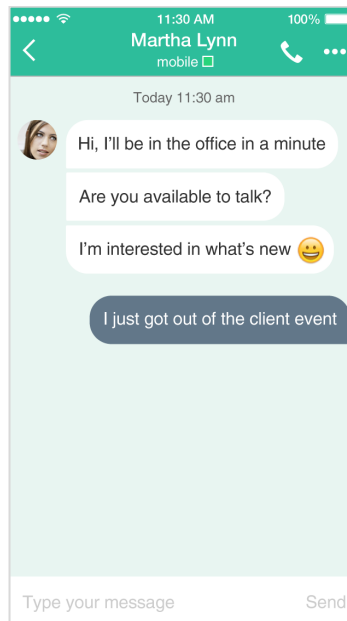


1. Tap to open the Application menu.
2. Start new one-to-one or group Message.
3. Open more options (Mark All Read or New Broadcast [which is a one-way, no reply message]).
4. Search Message text.
5. One-to-One Message (unread).
6. Swipe right for more options (Call, Delete, More: Profile, Call Room, and Mark as Read).
7. Group Message (unread).
8. Broadcast Message.
9. Contact's profile picture.
10. Date and time of most recent message.

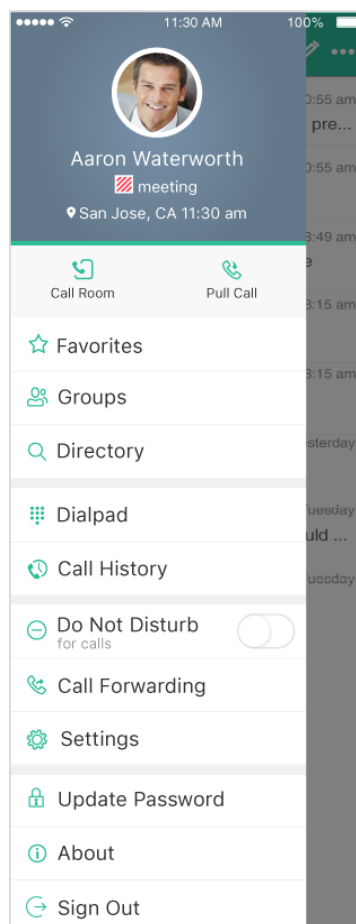
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## Chat Threads

1. Tap the back icon to return to the previous screen.
2. Place a call.
3. Open more options (Call Room, View Profile, and Get New Messages).
4. Incoming Messages (tap for date and time of message).
5. Outgoing Messages (tap for date and time of message).
6. Text entry (with emoji support).



## Application Menu



1. Update profile picture (on Android only).
2. My Room is your permanent communication room. Use the **Call Room** button to automatically dial into your audio bridge.
3. Tap **Favorites** to see your favorite contacts and their status.
4. View your contact Groups, create new Group, and start group messaging.
5. Search in *Directory* for BroadWorks or Local phone contacts.
6. Call any number from the Dialpad. Long press on “1” on the Dialpad calls your voice mail.
7. View *Call History* to see your call logs for incoming, outgoing, and missed calls.
8. Turn on *Do Not Disturb* to mute any incoming calls.
9. Forward your calls from the *Call Forwarding* option.
10. Open *Settings* (Calling services and Troubleshooting options).
11. Tap **Update Password** to set a new password.
12. Tap **About** for information the app version, license, and legal notices.
13. Sign out of the app.

## Contact Profile

1. Tap the back icon (<) to return to the previous screen.
2. Contact's profile picture.
3. Status, Location, and Time.
4. Contact's personal message.
5. Quick Actions (Chat, Call, and Call Room).
6. Profile Details.
7. Set as Favorite.
8. Add to Group.