

UC-One Trio Desktop Guide

Quick Reference Guide

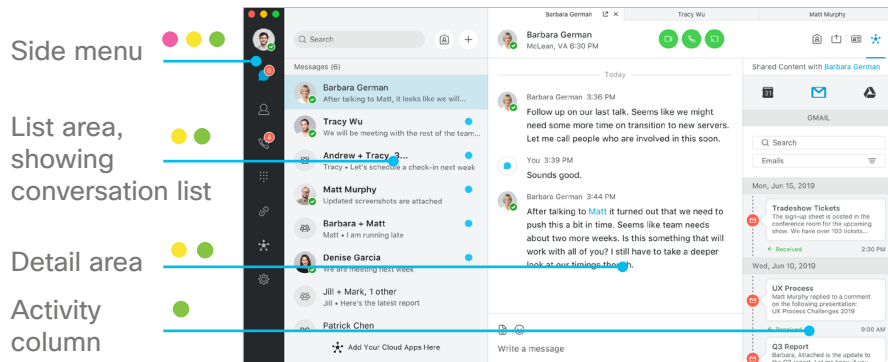
Use our handy colour dots to see what's included in each UC-One Trio product:

- Softphone only
- Softphone + IM&P
- Softphone + Collaboration



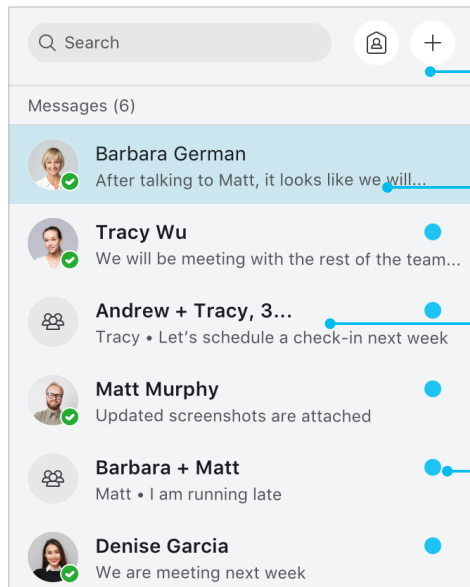
Application overview

Download and run the executable file, then sign in. The application has four main areas:



The list area

Displays the list of messages/contacts/calls (whatever you chose from side menu):



Controls area for adding new items, searching through items, or filtering items

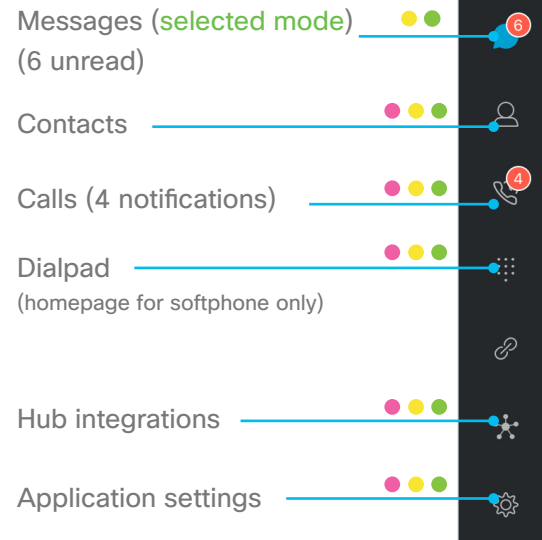
The selected item opens in the detail column

List area shows the whole list, search results, or filtered list

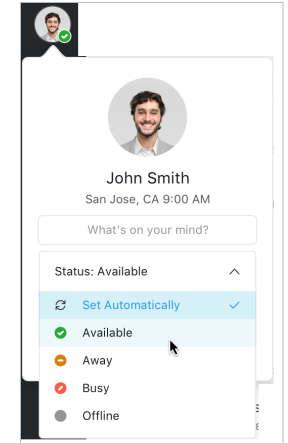
Icons and overlays that show item status, eg. presence, unread conversations

The side menu

Navigate between menu options here:

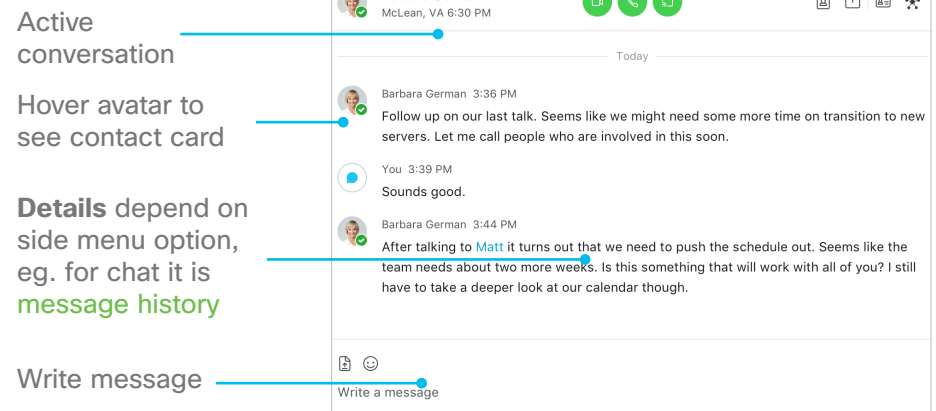


Click your avatar to see your profile, change your presence, or sign out



The detail area

Displays the contents and controls of the selected item:



Active conversation

Hover avatar to see contact card

Details depend on side menu option, eg. for chat it is message history

Write message

Communication options

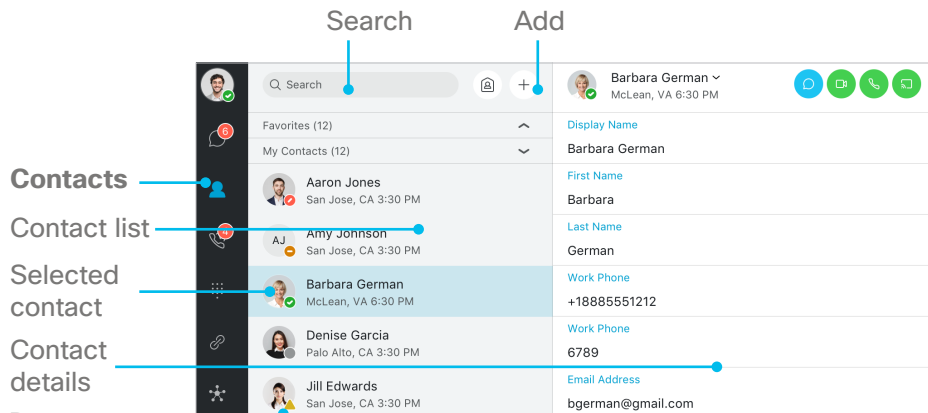
Related activity

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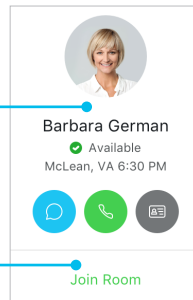
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Contacts ● ● ●

Select the Contacts icon on the side menu to manage your contacts:



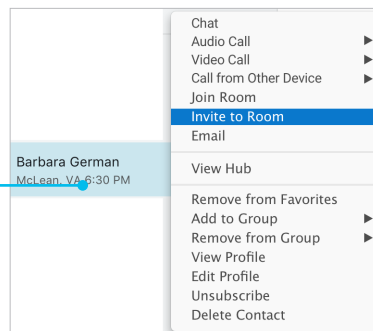
Contact card on hover



Start communicating from contact card or from contact details header

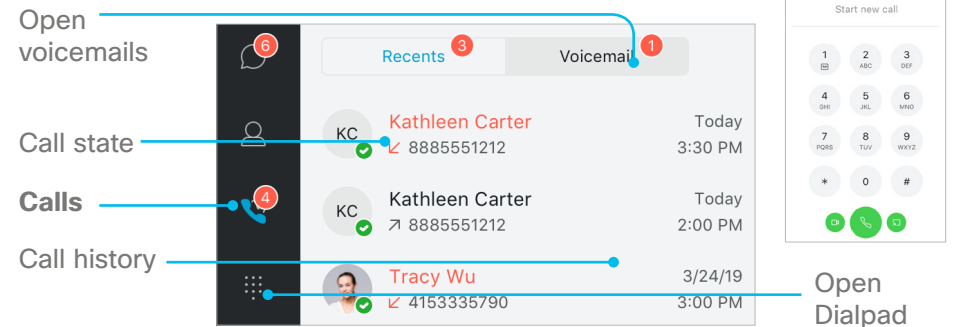


Shortcut menu to manage selected contact



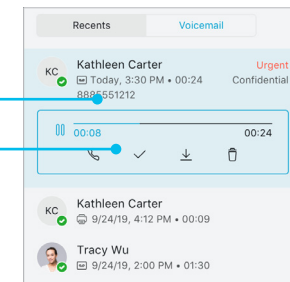
Calls ● ● ●

Select the Calls icon on the side menu to make calls, check call history, and manage voicemail:



Voicemail list

Voicemail controls



In-call controls ● ● ●

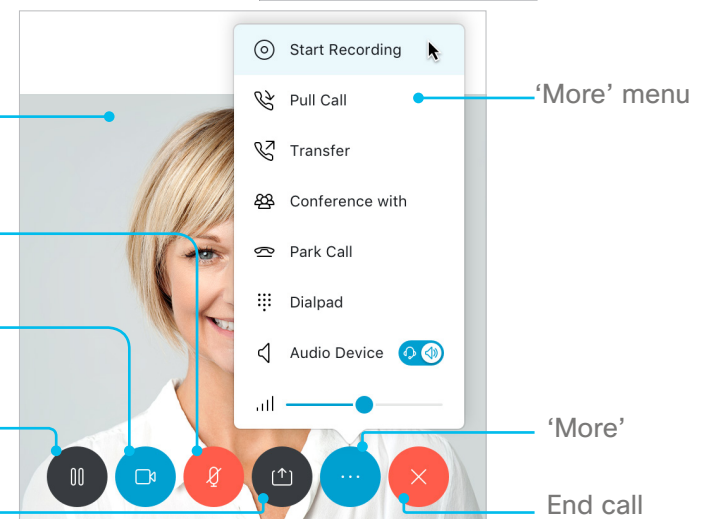
Video call

Mute/unmute

Camera on/off

Hold/resume

Share

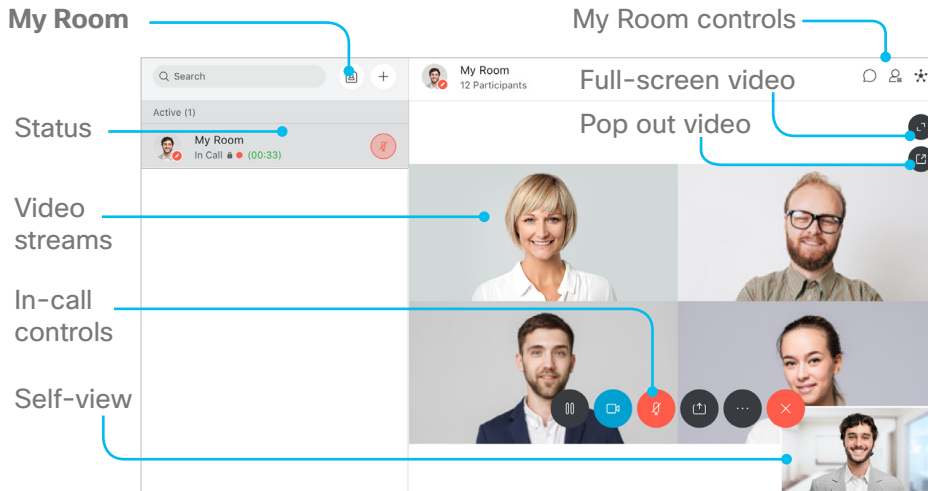


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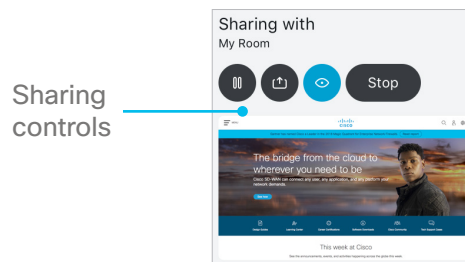
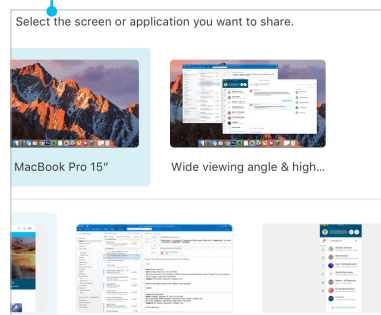
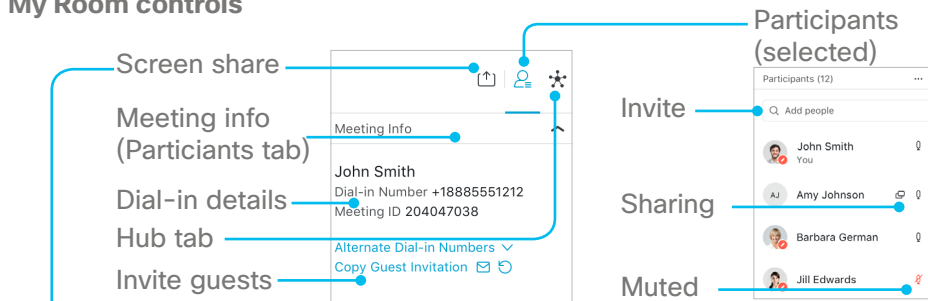
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Meetings ●

Select the My Room icon to start a meeting in your room:

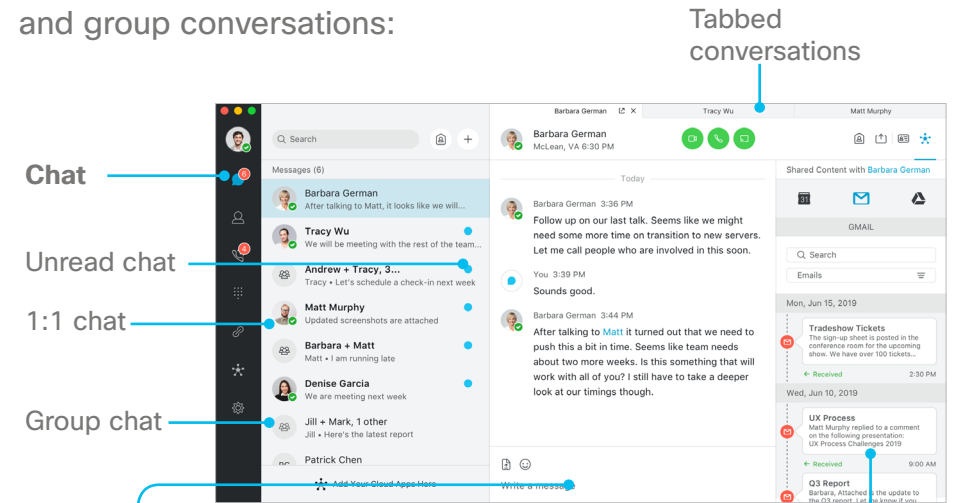


My Room controls



Messaging ●●

Select the Chat icon to see one to one and group conversations:

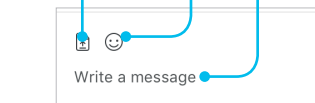


Compose message

Type your message

Insert emoticon

Send file



Activity column

Contact card

Share screen

Open My Room

