

TIPT UC-ONE ANDROID TABLET QUICK REFERENCE GUIDE



TO MAKE & ACCEPT A VOICE CALL

- From the call screen **type** the number
- Tap **Call**
- Tap **Internet Call (VoIP) or This Phone**

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.

From your desk phone:

- When on a call on your desk phone, tap the **Call Pull** icon on your mobile device
- Tap **Pull Call**
- Tap **Internet Call (VoIP)**

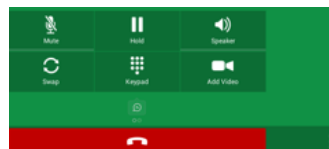
From your mobile:

- 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
- Swap
- Keypad
- Add Video
- Chat
- End Call
- More



Tap **More**  for the following options:

- Transfer
- Conference
- Park Call

IN CALL FEATURES FOR A VIDEO CALL

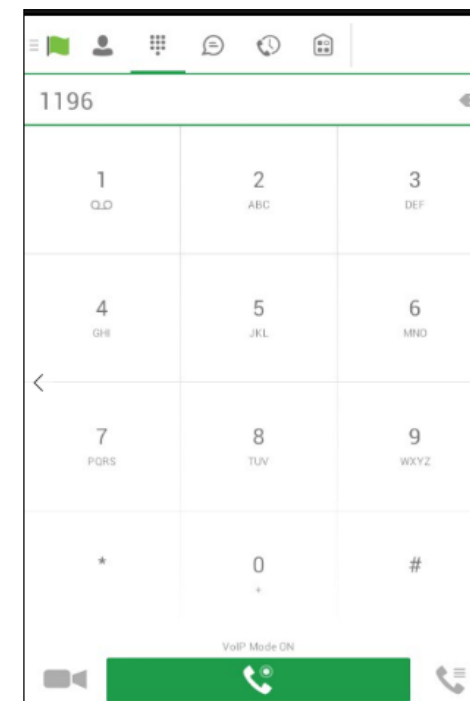
Tap to activate any of the following features:



- Hold
- Mute
- End Call
- Speaker
- No Video
- More





Tap **More** for the following options:

- Transfer
- Conference
- Park Call




HISTORY

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


-  Outbound
-  Inbound
-  Missed
-  Chat




PRESENCE

- Tap **Presence** 
- Select your **name**
- Select from **Mobile, Away, Busy** or **Offline** or type your own customised message.
- Tap **OK**

Customising Presence

- Tap **Presence** 
- Select your **name**
- Click into the text box below **your name**
- **Type** your message.
- Tap **OK**

ADDING AN IM ADDRESS TO A CONTACT


- 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 **OK**



CHAT

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 list

- Tap **Contacts**
- **Select** the contact you wish to chat with
- Tap **Chat** 

- **Type** your message

- Tap 

Group Chat

- Tap **My Room**
- Tap **Chat**

- Tap **Add Participants** 

- **Select** the contacts you wish to chat with

- Tap 

- **Type** your message

- Tap 

Leave the Group Chat

- Tap **Chat**
- Tap **Leave Room**

ADDING THE VMR NUMBER

Your VMR Conference number and Security PIN need to be entered in your contact information.

- Tap **Add Contact**
- Tap **Add Conference**
- Tap **Display Name** and type name
- Tap on **Dial-In Number** and add the VMR Number
- Tap on **Security Pin** and add the **PIN**
- Tap **OK**



MY ROOM

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 

- **Type** your message(s)

- Tap 

- Tap  to add additional contacts to the chat session at any time

- Select the contacts and Tap 



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

Leave My Room

- Tap **Chat**

- Tap  **and Leave Conversation**

Escalate an Active Chat session to a group call

- Tap **Call**  to escalate to a voice call which is using TIPT VMR.
- Tap  **and Leave Conversation**

TIPT VIRTUAL MEETING ROOM

To connect to a VMR Meeting

- **Add** the meeting participants to **My Room**.

- With the **Dial-in Number** visible.

- Tap **Call** 

- Tap **Internet Call (VoIP)**

- Tap **Add Video** 

- You are now connected to the **TIPT Virtual Meeting as the host**.

- Tap **Screen** at any time and

- Tap **End Call**  to exit.

Dial-in Info	
Dial-in Number	0392609000
Conference ID	
Moderator PIN	#7289#
Security PIN	