TIPT UC-ONE MAC QUICK REFERENCE GUIDE

TO MAKE & ACCEPT A VOICE CALL

- From the call screen *type* the number
- Tap *Call*

To accept a voice call
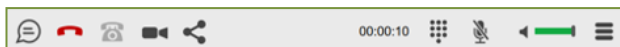- Tap *Answer*

TO MAKE & ACCEPT A VIDEO CALL

- From the Call screen *type* the number
- Tap *Video*

To accept a Video call
- Tap *Answer with Video*
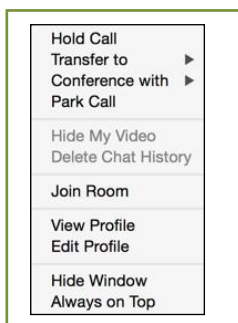
IN CALL FEATURES FOR A VOICE CALL

Tap to activate any of the following features:

- Chat
- End Call
- Call from phone
- Video Call
- Desktop Share
- DialPad
- Mute
- Volume Control

Options
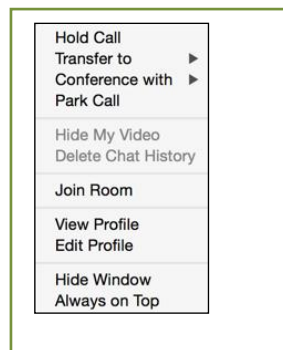- Hold Call
- Transfer to
- Conference With

- Park call
- Hide My Video
- Delete Chat History
- Join Room
- View Profile
- Edit Profile
- Hide Window
- Always on Top

IN CALL FEATURES FOR A VIDEO CALL

Tap to activate any of the following features:

- Chat
- End Call
- Call from phone
- No Video
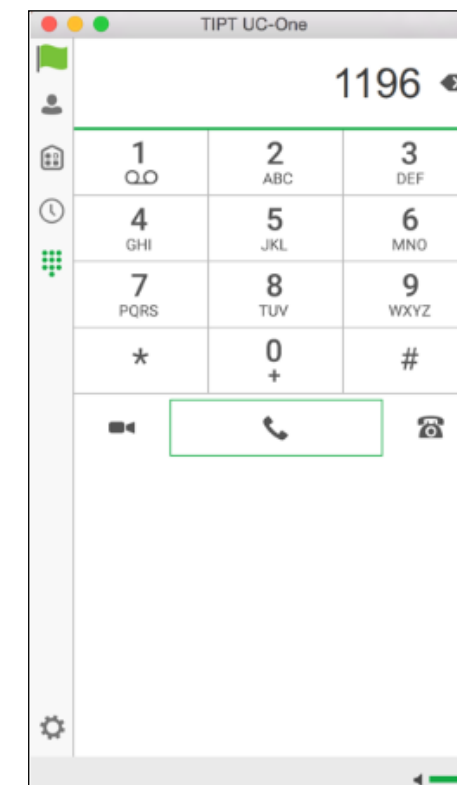- Desktop Share
- DialPad
- Mute
- Volume Control

Options
- Hold Call
- Transfer to
- Conference with
- Park Call
- Join Room
- View Profile
- Edit Profile
- Hide Window
- Always on Top

HISTORY

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

↗	Outbound
↙	Inbound
↖	Missed
💬	Chat

TIPT UC-ONE MAC QUICK REFERENCE GUIDE

PRESENCE

- Tap **Presence**
- Tap the **drop down arrow** next to your **Presence**.
- Select from **Available, Away, Busy or Offline**.

Customising Presence

- Tap **Presence**
- Click into the **text box** (below your presence).
- **Type** your message

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 **Add to Contact List**

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 double click** on the person you wish to chat with
- **Type** your message in the lower part of the Chat window.
- Tap the **Enter** key (on keyboard) and your message will be sent.

Group Chat

- Tap **My Room**
- From the **Contacts** select the people you wish to include in **My Room**. Use the **Shift** or **Control** key to select multiple people

- Drag and drop the selected contacts to the **left** of the **My Room** dialog box.
- **Type** your message(s)
- Tap Enter

Leave the Group Chat

- Tap the **Close** button in the Chat Window

ADDING THE VMR NUMBER

Your VMR Conference number and Security PIN need to be entered in **My Room**

- Select More in **My Room**

- Select **Configure My Room**.

- Add the VMR **Dial-In Number** and **Moderator PIN** and click **OK**

MY ROOM

Allows you to chat with multiple people in a Chat Room

- Tap **My Room**
- From the Contacts select the people you wish to include in **My Room**. Use the Shift or Control key to select multiple people
- Drag and drop the selected contacts to the **left** of the **My Room** dialog box.
- **Type** your message(s)
- Tap **Enter**

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

Leave My Room

- Tap the **Close** button in the Chat window at any stage to leave **My Room**.

Escalate an Active Chat session to a group call or video call

- Tap **Call** to escalate to a voice call and to escalate to a video call

DESKTOP SHARE

While in an active **My Room** Chat Session:

- Tap the **Share Desktop** button .
- This will send a notification to the **My room** participants that you wish to share your desktop.
- Once the recipients have accepted the sharing request. Click on **Start Sharing** button to start the sharing process. Desktop sharing has started.
- You will now see a sharing toolbar that you can use to – **Pause/Resume** sharing, **Stop** Sharing, Select **What to Share, Preview** the **Desktop Sharing**
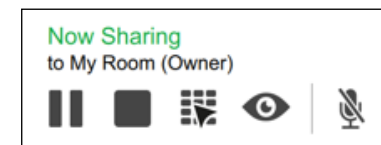
TIPT VIRTUAL MEETING ROOM

To connect to a VMR Meeting

- Tap **My Room**.

- **Drag** and **drop** the meeting participants to **My Room**

- Tap **Video Call** or **Call**

- The VMR Number will connect and you have joined the meeting as the host.

- Tap **End Call** to exit