

iPECS

UCE Mobile Client for iPhone

User Guide

Please read this manual carefully before operating your set and retain it for future reference.

iPECS is an Ericsson-LG Brand



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Before Use

About This User Guide

This guide is intended for iOS-based UCE Client users. It provides user-related information.

Introduction of the Document

This guide introduces the iPECS UCE Client for iOS, and explains how to correctly install and use the iPECS UCE Client for an iPhone. The figures and screen images used in this guide may be changed without notice.

Organisation of the Document

This guide consists of a 'Before Use' section, five chapters, and an appendix as listed below.

- Before Use
- Chapter 1: Overview
- Chapter 2: Installation
- Chapter 3: UCE Client Composition
- Chapter 4: Using the Menu
- Chapter 5: Environment Configuration
- Appendix: Useful Information

Document Conventions

This section describes text formatting conventions and important notice formats used in this guide.

Text formatting

The narrative-text formatting conventions used are as follows:

Convention	Description
Bold text	indicates a button, menu item, or dialog box option you can click or select
<i>Italic</i> text	a cross-reference, or an important item
UCE Client	indicates the iPECS UCE Client for Android

Explanation of Symbols

The following symbols are used in this guide. Information presented with these symbols must be observed.



CAUTION

This mark warns of a situation in which light injury or product damage (hardware, software or data) could occur if the instructions are not followed.

NOTE

This mark provides additional explanation, emphasis on important information or reference for related information that may be required for proper use of the application.

1. Overview

This chapter explains the overview and features of iPECS UCE (Unified Communication Enterprise).

1.1 Introduction to iPECS UCE

iPECS UCE is an application that supports multi-media communications. Through this application, you can use most of the functions that can be found on on IP phones.

iPECS UCE supports integrated communications including chats, scheduling, meetings and memos. The user interface of this application is divided by module units, which are all effectively designed for easy use.

The following are the strengths of iPECS UCE;

- You can sign in simultaneously via your PC, Android and other iOS operating systems based devices via one account.
- Chats or calls are not disrupted during use and all call or chat logs are kept and updated on the server.
- The application offers a variety of features required for effective multi-party communications and collaborations.
- The application ensures easy compatibility, conversion and provides consultation history records by linking to the Contact Center.

UCE clients may;

- Experience difference in audio or video quality according to the environment and quality of the wireless network connected, as well as user policy and content quality of the mobile communications operators.
- Users are recommended to use both Wi-Fi and 3G/LTE. Using only 3G/LTE networks may incur data usage expenses or shorten the length of battery use due to standby, voice calls or video calls.
- The application does not support any networks other than Wi-Fi and 3G/LTE.

2. Installation

This chapter explains the requirements for UCE client installations (for hardware and operating system) as well as the installation procedure. The installation process consists of the following three steps;

- **Step 1:** Install the UCE client on the user's iPhone.
- **Step 2:** Set up the initial login for UCE client.
- **Step 3:** Login to both iPECS system and the UCE server.

Check UCE server IP address or the name of the domain. Register the users account and password for the UCE server and iPECS system before signing into the UCE client.

2.1 Requirements for Hardware and Operating System

The iPhone requirements for the UCE client are as follows, depending on the type and features of the smart phone, which may result in different monitor composition or quality;

2.1.1 Hardware

- **CPU:** 1GHz Cotex-A8
- **RAM:** 1GB or more
- **ROM:** 8GB
- **LCD:** min. resolution: 800 x 480
- **Network supported:** Wi-Fi, Cellular data network
- **Front Camera:** for video calls
- **Terminals:** iPhone 4S, iPhone 5, iPhone6, iPhone6S, iPhone7

2.1.2 Operating System

- iOS 8.0 ~ iOS 10.1

2.2 License and Authentication Key

The iPECS system must have a license to be able to use the UCE client. The UCE server administrator needs to enter the issued Authentication key via web administration in order for the UCE client to access the UCE server.

iPECS UCE adopts a license method for limiting the number of fixed users. Therefore, the number of UCE client users cannot exceed the number of licenses set on the iPECS system.

NOTE

The Authentication key installation should only be completed by dealer stores authorised by Ericsson-LG Enterprise. For further information, consult those dealer stores authorised by Ericsson-LG Enterprise.

2.3 UCE Client Installation

iPECS UCE Client can be downloaded via the Apple App Store or UCE Administrator Web. UCE Server UCE administrator instructions must be followed in order to download application via the administrator web.

2.3.1 Installation via Apple App Store

The application can be installed for free by downloading it from the App Store.

1. Open the **App Store** on your iPhone.
2. Type in 'iPECS UCE' in the search box and press **Search**.
3. Select iPECS UCE from the search results list
4. Press the "**GET**" button on the right of the installation screen and press "**INSTALL**" to start installation immediately.
 - Press iPECS UCE on the search results list for further detailed Information about the application.
5. When the installation is complete, the shortcut icon for iPECS UCE will be created on the home screen. Press the icon to open iPECS UCE.

2.3.2 UCE Client Execution

1. Select the shortcut icon of iPECS UCE on the home screen once it has been installed.
 - Push the "**Home**" button on the iPhone and the screen will disappear as the UCE client returns background. Users can then use the UCE icon on the main screen of the phone.
2. You can see the guide screen for iPECS UCE.

2.3.3 Initial Login Setup

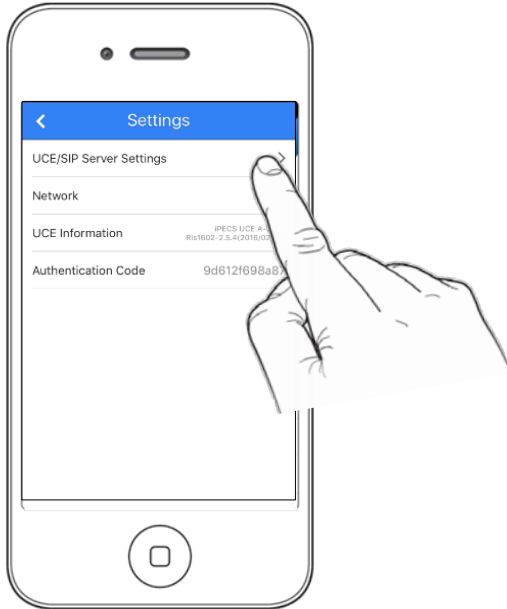
When the iPECS UCE client is executed, you can set up several of convenient features relating to UCE client login prior to signing in, you can also set up server IP and port via the options menu.

2.3.3.1 Server Setup

The login option menus include server settings, access settings and UCE information.

1. Press  on the upper corner of the user screen to set up the options menu.

2. Press the menu item to be set on the setup screen

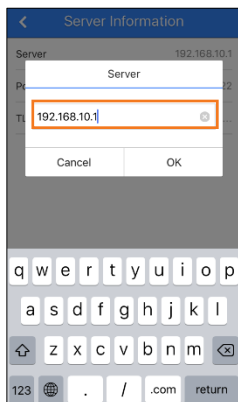


NOTE

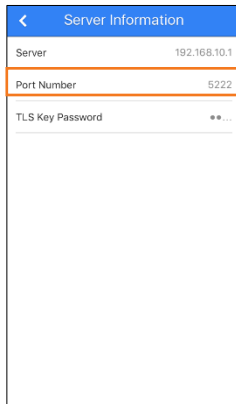
The Options menu is not a subordinate item on the screen, but a menu that contains functions that can be applied to the current screen or running application.

2.3.3.1.1 UCE/SIP Server Settings

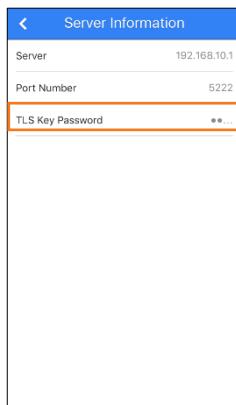
1. Press **Server** on the Server Information screen.
2. Input the server IP for setup and press **OK**.



3. The port setting uses the default value..



4. Enter the TLS Key password in the TLS Key Password field.
 - The TLS key password is used only when using the TLS encryption method, and can be received through a separate procedure.
 - Contact your administrator for information on whether to use TLS encryption and about issuing passwords.



5. Press **OK** to apply the settings.

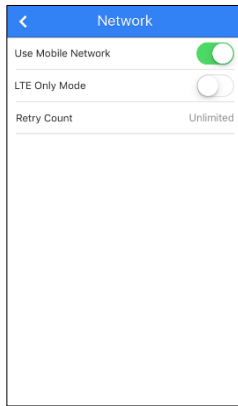
NOTE

Please contact your UCE server administrator for any information necessary to set up the server.

2.3.3.2 Network

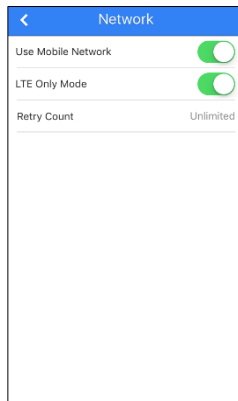
The UCE service can use Wi-Fi or 3G/4G (cellular network).

1. Press **Network** on the Settings screen.
2. Press **Use Mobile Network** in the Network settings screen and press **OK** upon pop-up message.



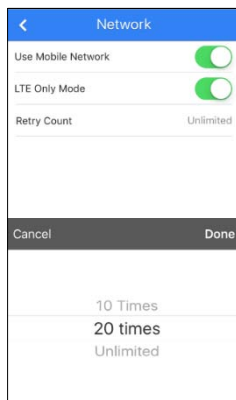
- When the features are set up, you can use other mobile communications network including Wi-Fi.
- Extra charges might occur depending on your service plan. It does not guarantee the service quality of voice and data using 3G/4G data network


3. Press **LTE Only Mode** in the Network settings screen.



- **LTE Only Mode** can be set up prior to login and enables call services by a mobile communications network. 3G/4G access can automatically be activated if the access setting is not set up otherwise.

4. Press **Retry Count** in the Network settings screen. Select the appropriate retry count required when connecting to the network and press **Done**.

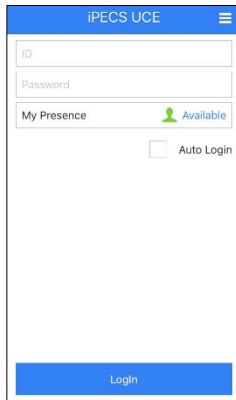


5. Press  to return to the Settings screen.

2.3.3.3 Login Setup

You can set auto login for your device below “My Presence”.

1. Enter your **ID** and **Password** – which is your login account information- correctly. Only lower-case letters are acceptable for IDs and passwords.

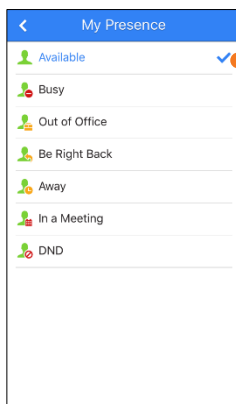


- **ID:** Maximum 64 characters consisting of letters and numbers can be used.
- **Password:** It is recommended that you create a password that is 8 to 15 characters long and includes at least one letter (either upper or lower case), one number and/or special character.

NOTE

It is very important for security, so we recommend setting it to a complex and secure password. Setting an easy-to-remember password can be a hacking target.

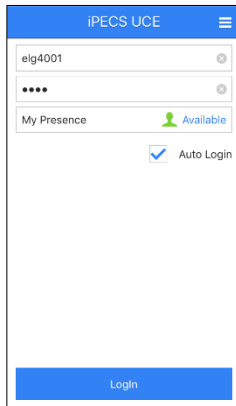
2. Select the item from the list after pressing **My Presence**.



A '✓' mark indicates the current status of My Presence previously set.

- When **My Presence** is set, other users can check your status online.

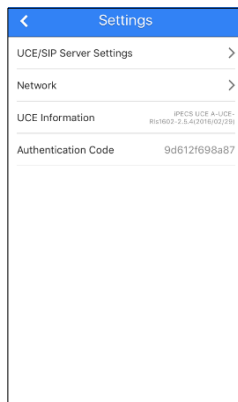
3. You can set the function to automatically login to the account you used.



- Press the Checkbox () to activate or deactivate the features.
- You can automatically login without having to enter your ID and password once you set up **auto login**.

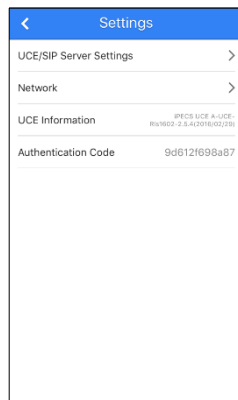
2.3.3.3.1 UCE Information

You can see the information relating to the UCE mobile client version installed on your iPhone by pressing **UCE Information**.



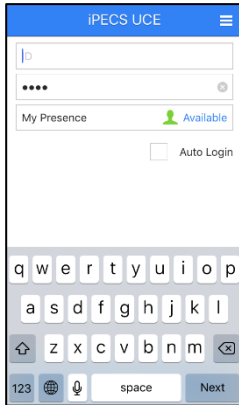
2.3.3.3.2 Authentication Code

You can see the authentication code for the TLS certification to be installed on the iPhone by pressing **Authentication Code**.



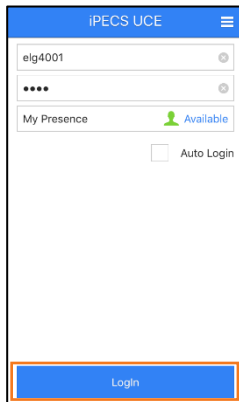
2.3.4 Login

1. Enter the new user ID and password to login with a newly created account.



- The user ID and password should be created in lower case only. Refer to the “Login Settings” in the manual for further information.

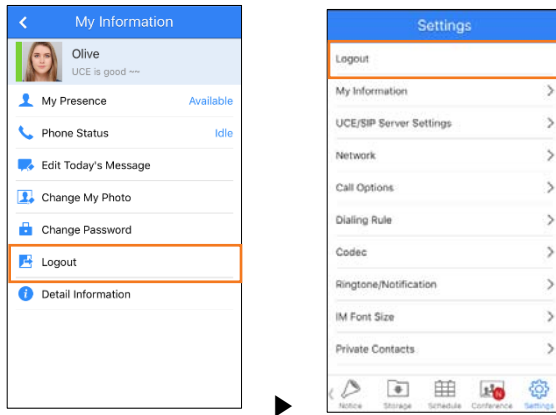
2. Press **Login** after entering your user information.



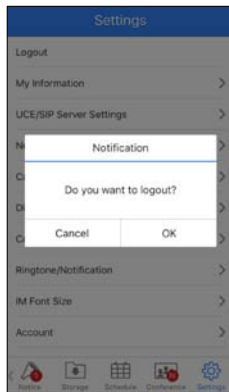
2.3.5 Logout

Users can select Logout from the Settings Menu or Favorites Menu to log out from the UCE client.

1. Press **"My Information> Logout"** from the Favorites menu or Press **"Setting> Logout"**.



2. Press **OK** when you see the message box that reads “Do you want to logout?”.

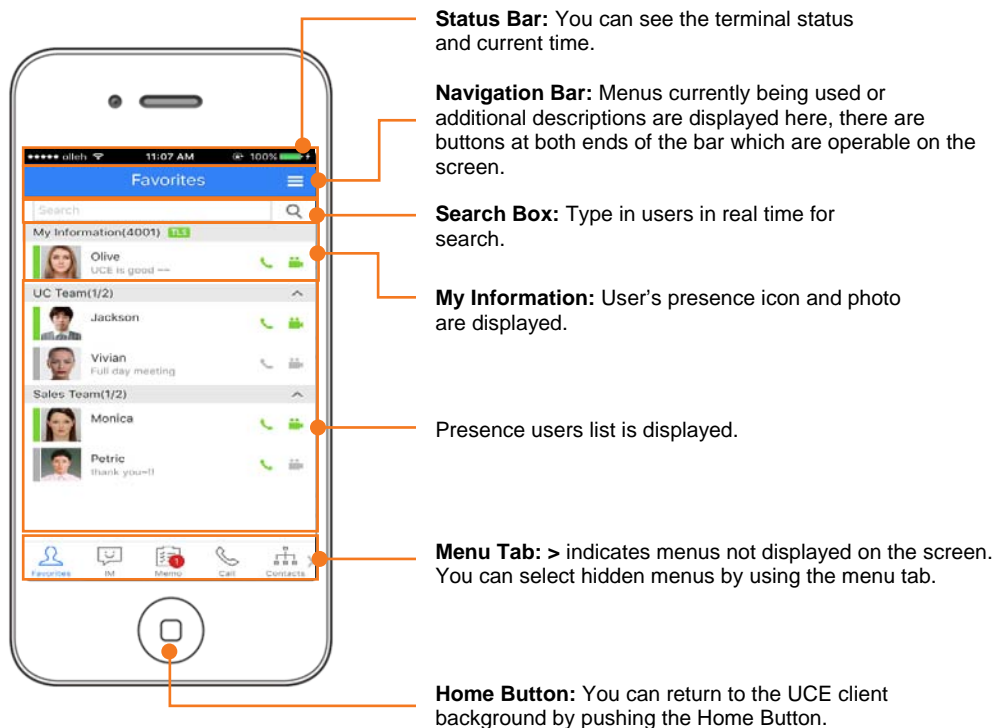


3. UCE Client Composition

This chapter describes the UCE client main screen and menus supported by UCE client, it briefly explains about how to use the user menus and a variety of options.

3.1 Main Screen Description

The UCE client main screen is composed of a status bar, search box, my info, presence users list and menu tab as displayed in the image below.



NOTE

Users can see their profile information in 'My Presence' as well as other additional information such as my extension number and today's messages in the 'My Information' option in the Settings Menu.

3.2 Menu Description


You can use the basic main menu, an options menu that changes according to the menus currently operating and a context menu when using the UCE client.

3.2.1 Main Menu

The main menu is displayed in a horizontal tab at the bottom of the icon screen with its features offered by the UCE client categorised. You can use the Settings menu as well as features including; Favorites, Chat, IM, Message, Call, Contacts, Community, Storage, Schedule and Conferences by moving the menu tab from right to left or vice versa.

3.2.2 Options Menu

You can set and change numerous options across the UCE client using the options menu.

Press  at the top of the screen to activate this menu.

NOTE

The Options Menu does not refer to a specific item on the screen but a menu that includes tools applicable to the current screen or application programs currently operating.

3.2.3 Context Menu

The Context Menu includes specific options applicable to the current screen operating and is activated when a certain item is pressed for a period of time. Users can set up details for the selected item through this menu.

NOTE

The Context Menu cannot be used in all screens. If an item on a certain screen is not activated after being pressed, it indicates the item in question does not have a context menu.


3.3 Button Descriptions









The UCE client can use one fixed button and several soft buttons. Soft buttons are displayed on either the left or right side of the screen according to the different menus and options.

3.3.1 Home Button

Press the **Home** button to return to the basic home screen. The UCE client returns to the background status when the Home Button is pressed. You can re-open the UCE client by pressing the UCE icon on the main screen or by using the iPhone memo manager.

3.3.2 Soft Button

- **Menu Button:** Press  to use the menu on the current screen in use.


- **Menu Button:** Press  to use the menu on the current screen in use.
- **Back Button:** Press  to move to the previous screen currently in use.
- **Confirm Button:** Press  to select or confirm during use
- **Cancel Button:** Press  cancel selection during use.
- **Create Button:** Press  to create a new item during use.
- **Delete Button:** Press  to delete an item during use.
- **Add/Delete Button:** Press  to add and  to delete items.

4. Using the Menu

This chapter will explain the various menus available in the UCE client main menu tab. Favorites, Chat, IM, Memo, Call, Contacts, Community, Storage, Schedule, Conference and Settings are some of the options available.

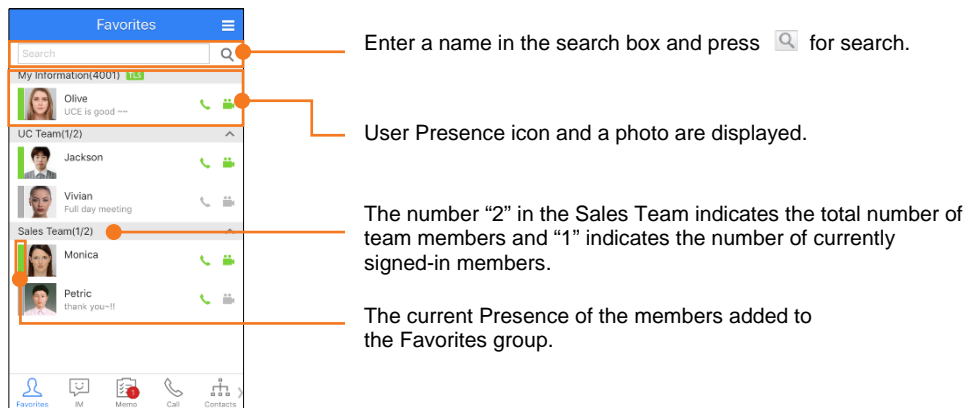
4.1 Favorites

From the Favourites Menu you can store and view your frequent contacts, this allows for quick call and iSMS without having to enter a phone number or additional information.

The menu can be moved by the user by pressing the menu tab and moving it to either the left or right. Press Favorites () on the menu tab to move to the main screen.


4.1.1 Main Screen

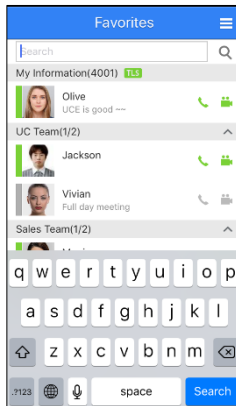
This screen shows User Presence, their details and information including voice call status and video call status.



- Please refer to the "My Presence" section in the User Manual for icon descriptions according to presence status.

4.1.2 Search

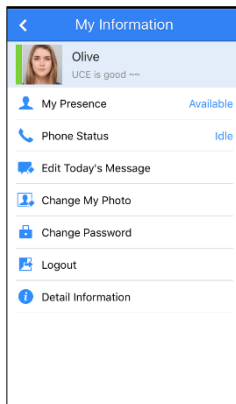
Enter the name or initials of the user you would like to search. Press  to search for the user in question in the organisational chart.



- Press the search box lightly and the cursor and the keypad will appear.

4.1.3 My Information

My Information contains various information relating to the user. From here you can check my presence, phone status, edit today's message, change my photo, change password and other detailed information. Press **My Information** on the Favorites main screen, select the item to be set and follow the instructions displayed on the screen.



4.1.3.1 My Presence

You can mark or change the user's current presence. Press **My Presence** on the My Information screen, select an item and press ✓ to apply the item onto My Presence

4.1.3.1.1 Presence Icon Description






The presence status icons and the descriptions are as follows:

- **Available:** Communications immediately available.
- **Busy:** Busy with other memo and not available for communications.
- **Out of Office:** Out of office and not available for communications.
- **Be Right Back:** Available for communications soon.
- **Away:** Not available for communications immediately as the user is away.
- **In a Conference:** Not available for communications immediately due to engagement.

-  **DND:** Communications blocked in advance.

4.1.3.1.2 Presence Icon Colors

My Presence icons are differentiated by colours and are displayed in 'My information' on the main screen.

-  : Available.
-  : Busy or In a Conference.
-  : Out of Office, Be Right Back, Away
-  : DND
-  : Offline

NOTE

You can select all Presence statuses except "Offline."

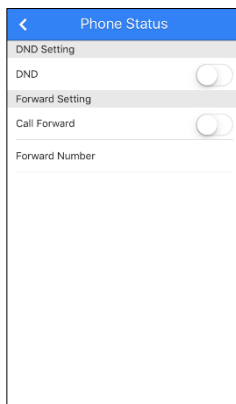
4.1.3.2 Phone status

The current phone status of the user is displayed and either DND or Call Forward can be set.

4.1.3.2.1 DND (Do Not Disturb) Setup

Calls are not received when DND is set.

1. Press **Phone status** in My Information screen.
2. DND can be activated or deactivated in the Phone Status options screen.

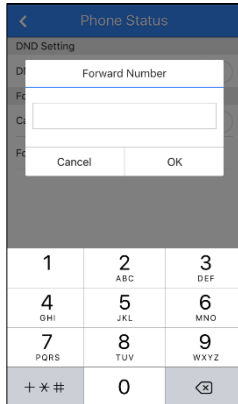


4.1.3.2.2 Call Forward Setup

When call forward is set, incoming calls are forwarded to the phone number previously input.

1. Press the switch button in the Presence screen to activate or deactivate DND.
 - A notification message will appear that reads "Enter the forwarding number" once the call is forwarded.

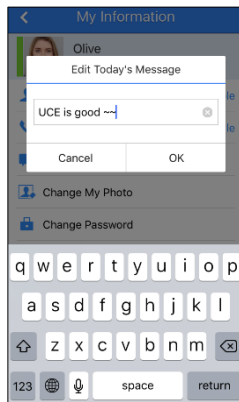
2. Press **“Forward Number”** to enter the number in the box to forward calls and press **OK**.



4.1.3.3 Edit today’s message

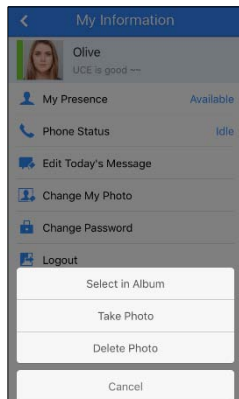
You can enter or edit today’s message.

1. Press **Edit today’s message** on the My Information screen.
2. Enter the new message in the box and press **OK**.



4.1.3.4 Change My Photo

The photo displayed in the My Information screen is shown to others during chat or address book search and can be changed by the following methods:



- **Select in Album:** You can select the image to set (change) My Photo from the photo folder in your iPhone.
- **Take photo:** You can set (change) the image by taking the photo you want directly with the phone camera.
- **Delete photo:** You can delete the photo currently set in My Photo.

4.1.3.4.1 You can change the image from your Album by

1. Pressing **Change My Photo** on the My Information screen.
2. Press **Select in Album**.
 - Press the button to show the list of photos saved in the iPhone.
3. Select the photo from the list and press **Choose** to set the image after notification popup.

4.1.3.4.2 To change the image by taking the photo directly

1. Take a photo of the target after pressing **Take Photo** and press **Use**.
2. Select from the list of newly-taken photos saved in the iPhone and the new image will be set after the notification popup.

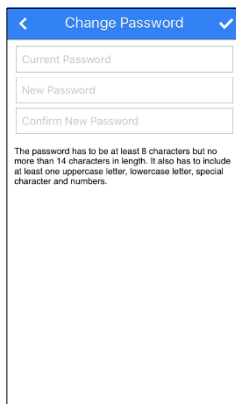
NOTE

When you change the photo shown on the My Information screen, the size of the selected image will automatically be adjusted. If the size of the attached file exceeds the limit, you will be notified.

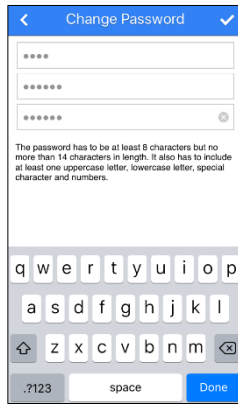
4.1.3.5 Change Password

The UCE client sends the user ID and password to the UCE server and iPECS system for user authentication during the login process.

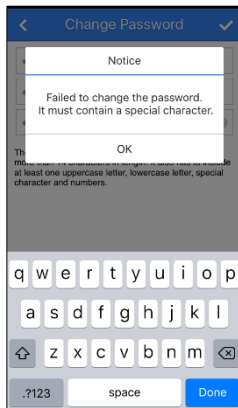
1. Press **Change Password** on the My Information screen.
2. Enter the current **password**.



- Press in the box to bring up the keyboard and enter your new password.
3. Enter the new password once again for confirmation and then press **Done**.



4. Press **✓** to validate the new password.
5. An Error message will pop up if the new password is not secure enough.



NOTE

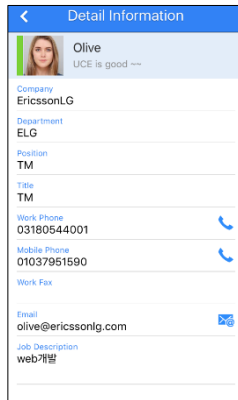
It is recommended to set up a more complicated and secure password that will not be vulnerable to hacking attacks.

4.1.3.6 Logout

You can log out from the UCE Client. Press **OK** when you see the message box that reads “Do you want to logout?”.

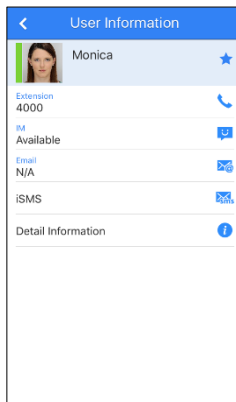
4.1.3.7 Detail Information


You can check the photo on My Information, Today’s Message and other detailed information about the user in Detail Information. Press **Detail Information** on the My Information screen.



4.1.4 User Information

If you select a member registered in your Favorites group, you can immediately use functions such as call, chat, iSMS and e-mail. You can see the group the member belongs to, their contact details and can also remove the member from the group by deleting from the Favorites group.

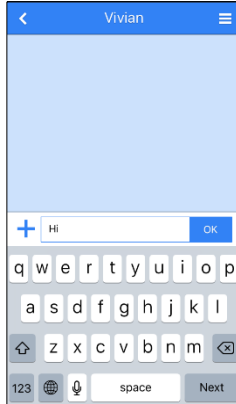


- **Make a Call (Extension, Mobile phone, Office phone, House phone):** Press Call and a screen for dialing will appear. You can switch to speaker, block incoming calls, hold calls, convert to video calls and invite users on this screen. Voice calls can be converted to video calls by pressing the **Video icon**.
- **IM:** You can start chatting with other users immediately. You can chat simultaneously with as many as 64 people.
- **iSMS:** You can send messages immediately to as many as 64 people.
- **E-mail:** You can send e-mails immediately. Register your e-mail account / ID in advance to use this function on the iPhone.
- **Detail Information:** You can check the Detail Information of the users registered in the Favorites group under Detail Information.
- **Favorites:** To add or remove a member from the Favorites group, follow the instructions on the screen after pressing  in User Information.

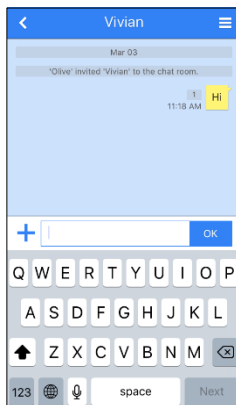
4.1.4.1 IM

You can start chatting with other users immediately.

1. Enter your message in the chat box.



2. Press **Send** to send the message

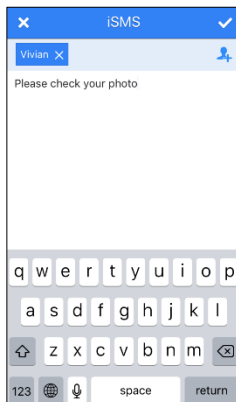


4.1.4.2 Use iSMS

You can send an iSMS to other users immediately.

4.1.4.2.1 Write an iSMS

1. Press **iSMS**, enter your message in the box.

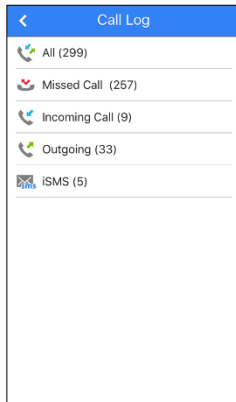


2. Press **Send** to send the message

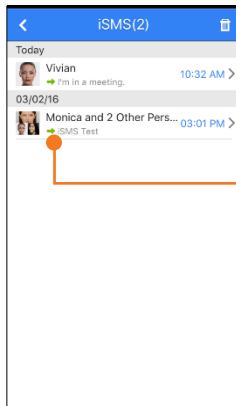
4.1.4.2.2 Check iSMS

You can check iSMS exchanged between members in the call list. You can reply to or delete the message after checking it.

1. Navigate to **Call > Option > Call List > iSMS** from the main menu tab.



2. Press **iSMS** and select the message to check the sender, the time sent and the content of the message.



This icon indicates the sent iSMS.

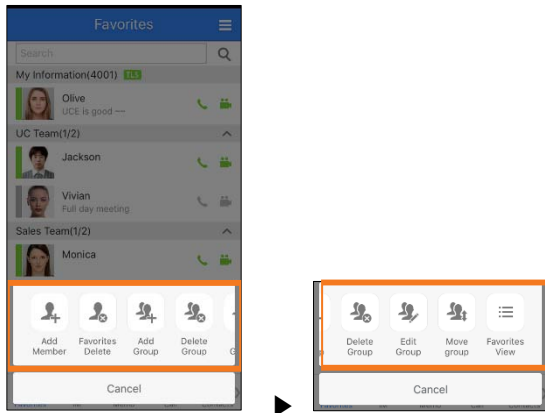
3. Press **Reply** to reply to the iSMS received, enter the message in the reply box and press **Send**.
4. Press **Delete** to delete iSMS. When pressing **Delete**, a notification popup will appear confirming, "Do you want to delete this iSMS?" Press OK to delete.


NOTE

You can delete individual iSMS or in a group. Please refer to the "Call" section in the User Manual for further information.

4.1.5 Options Menu

The Options Menu includes functions such as; Add member to Favorites, Delete member to Favorites, Add Group, Edit Group Name, Delete Group, Move Group and View Settings.

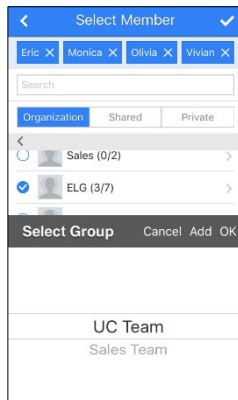



- Press  on the top right of the screen to use the Options Menu.

4.1.5.1 Add Member to Favorites

You can select members from the list and add them to your Favorites group.

1. Press **Add Member** and an organisational chart, public address book and individual address list appear.

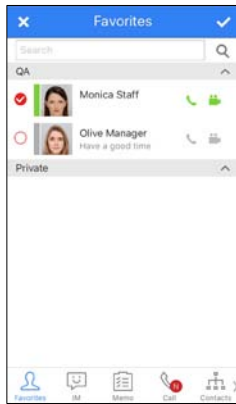


2. Select a member to add to your Favorites, press  and the member list screen will appear.
3. Select the group and the member selected will be registered to that group.

4.1.5.2 Favorites Delete

You can select members from the list and delete them to your Favorites group.

1. Press **Favorites Delete** and the list of Favorites will appear.

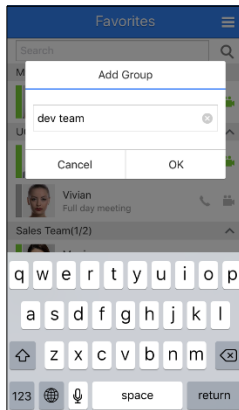


2. Select members to remove from Favorites, press ✓ to confirm.

4.1.5.3 Add Group

You are able to create different groups.

1. Press **Add Group**.
2. Press **OK** after entering a group name.



- A new group is created with the entered name.

4.1.5.4 Delete Group

You can delete a group in the list.

1. Press **Delete Group** and the list of all registered groups will appear.
2. Press the group to delete and a notification message will appear confirming, “Do you want to delete the group?” Press ✓ to delete.
 - Only groups of members who are not registered in the Favorites can be deleted.

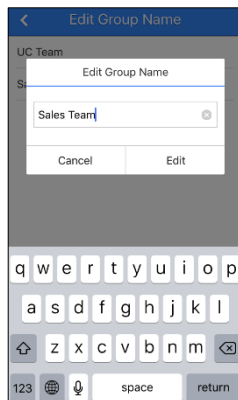
4.1.5.5 Edit Group Name

You are able to change the group name.

1. Press **Edit Group** and the list of all groups will appear.



2. Press the group to revise and a popup box **Edit Group Name** will appear. Enter the new name and press **Edit**.

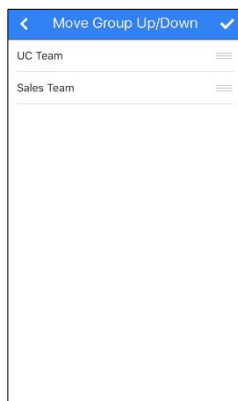




- The group name will be revised.

4.1.5.6 Move Group

Users can move and change the order of groups on the Favorites list on the main screen.

1. Press **Move Group** and the list of registered groups will appear.

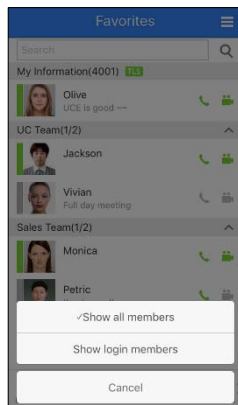


2. Press  to activate group relocation. Move the group to the new location and press  to confirm.

4.1.5.7 View Setting

This option allows you to view the users that are online.


1. Press **View Setting** and a popup will appear allowing you to view all users or logged in members only.
2. Select and confirm the new View Setting.



- **All Users:** You can see all registered members.
- **Login Member:** You can only see members who are currently online.

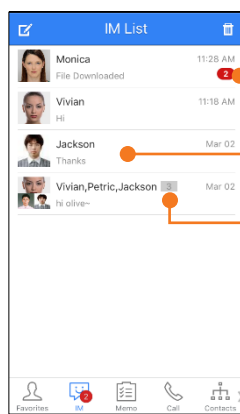
4.2 IM


For memo continuity, users can check instant messages via other terminal devices with the same ID and account. You can check messages received whilst you are offline when you next login.

Press **IM** () from the main menu tab to move to the main screen.

4.2.1 Main Screen

You can check the member you have been chatting with and the conversation on the main screen.





This icon () indicates that there are new chats for you to check.

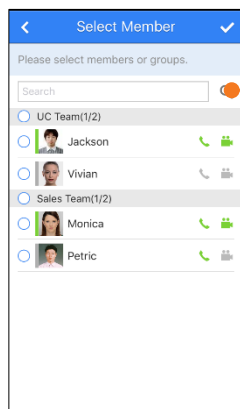
You can start chatting immediately by pressing the list of chats attended by users.


This indicates the number of members in the group chat

4.2.2 Start Chat

You can start chatting immediately by inviting other users.

1. Press  on the top left of the chat list screen.
2. Press Add (+) from the Choose Member screen and Select (v), then press  to confirm.





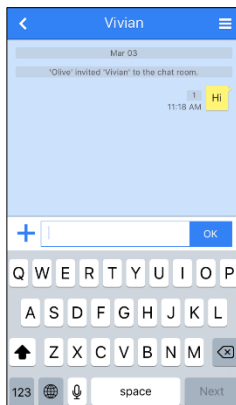
Enter the members name in the search box and press  to find the member.


3. Enter your message in the chat box and press **Send**.

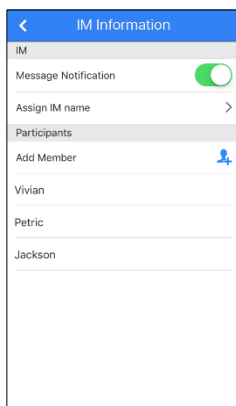
4.2.3 Create a Chat

You can create new chats for specific purposes with selected members only, check members participating in the chat or invite new members to the chat.

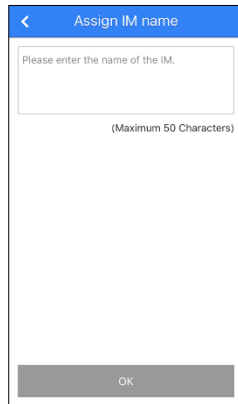
1. Press  on the top left of the Chat List screen.
2. Press Add(+) on the Choose Member screen, select (v) and press  to create the new chat with the selected members.
 - Press on the team name to choose the whole team at once. You can chat with as many as 64 people simultaneously.
3. Enter your message in the chat box and press **Send**.



- When sending the chat, you can check whether the recipient has read the chat by checking the number beside the chat.
4. Press  on the top right of the screen during chat to see the members currently participating.




- Press **Add Member** under the IM Information screen to invite other members to the chat.
- Press **Edit IM Name** under the IM Information to change the name.

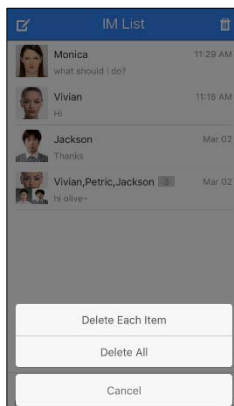


4.2.4 Delete a Chat

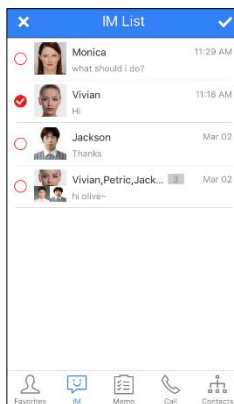
You can select individual chats from the list to delete or select all chats at once for deletion.

4.2.4.1 To Delete Each Item

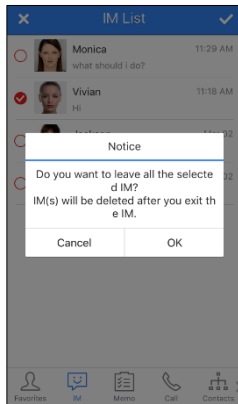
1. Press  on the top right of the chat list and select **Delete Each Item**.




2. Select the chat list for deletion and press **OK**.

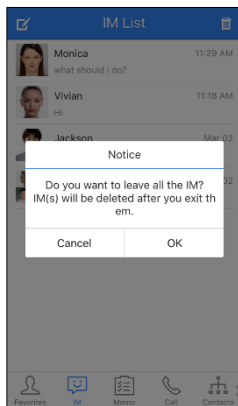


3. Press **OK** to delete upon notification message.



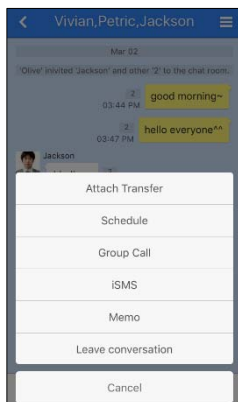
4.2.4.1.1 To Delete All Items


Press  on the top right of the Chat List screen and select **Delete All**. Press **OK** to delete when you see the notification message.



4.2.5 Options Menu

The Chat Options Menu has functions such as File Transfer, Group Call, Schedule, iSMS, Memo and Leave the Chat. Select the Options Menu to use these features during a chat.

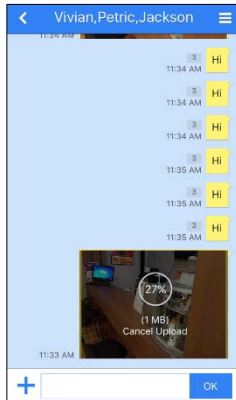


- Press  at the bottom left of the Chat screen to use the Options Menu.

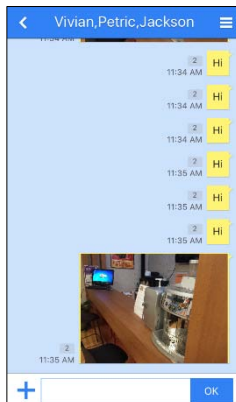
4.2.5.1 File Transfer

You can select a photo album or newly taken photos and send them to chat members online.

1. Press **File Transfer** to select the mode of transfer and follow the instructions on the screen.
 - **Select in Album:** You can choose a photo from the photo gallery during the process.
 - **Camera:** You can take a photo directly with the phone camera.
2. Once the transfer starts, you can see the file transfer process on the chat screen.






3. Once file transfer is complete, you can see the uploaded file information on the chat screen and continue chatting.

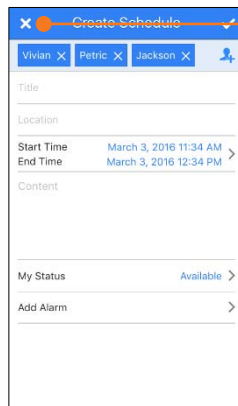


- The participants invited to the chat can all download the file transferred.

4.2.5.2 Schedule Sharing

Chat participants are automatically added and they can add members to share their schedule information.

1. Press **Scheduling** and a popup to register a schedule will appear.
2. Press  to bring up the Choose Member screen and press  to create a chat composed of the selected members.
3. Enter schedule to share in the UC Schedule Registration screen and press .

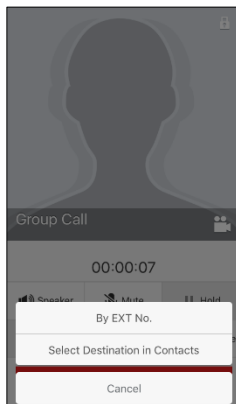


If you want to cancel the schedule registration, press **X**.

4.2.5.3 Make a Group Call

You can make a group call simultaneously with chat participants online.

1. Press **Group Call** and call screen will appear allowing you to start a group call.
2. Press **Invite** at the bottom right of the screen to add a new member to the group call during the call and follow the instructions that appear on the screen.



- **Input Number:** You can directly search for users to invite.
 - **Select in Contact:** Press Add(+) or Select(✓) from the Choose Member screen.
3. Press ✓ to invite all selected members for a simultaneous group call.

4.2.5.4 Write an iSMS

You can send iSMS to members online.

1. Press **Write an iSMS** and a screen to write an iSMS appears.
2. Press **Send** after writing the iSMS.

4.2.5.5 Share a Memo

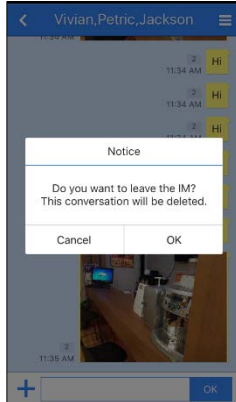
You can share the details of a memo with chat participants online.

1. Press **Create a Memo** and a screen to register a memo appears.

2. Create the content and details of the memo and press ✓ to share that memo.
3. Press ✕ on the top left of the screen to cancel the memo registration.

4.2.6 Leave Chat


You can leave the chat you are currently participating. Press **Leave This Chat** and a notification message will appear, press OK to return to the main screen.



- The content of the chat is deleted once you leave.

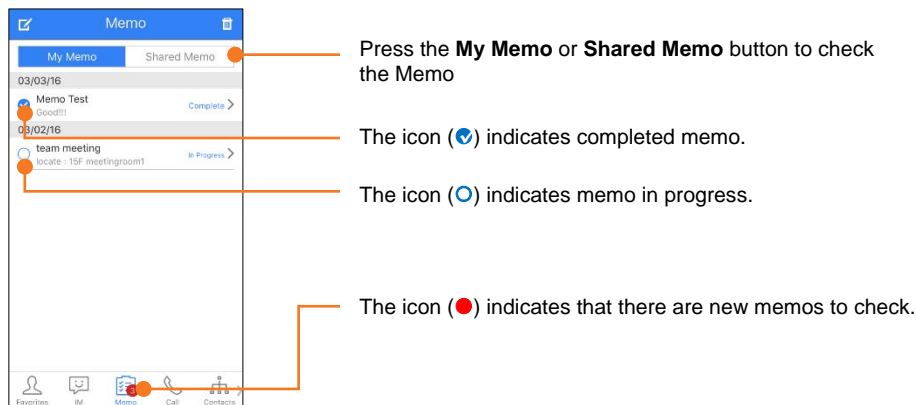
4.3 Memo

You can share your memos with other users. Users can briefly write about the memo and share with others the details of the memo. You can inform other users about the progression of the memos by marking them as “In Progress” or “Complete” on the memo list.

Press Memo () on the Main Menu tab to move to the Memo Main screen.

4.3.1 Main Screen




You can share the details of your memos and you can check the details of other users memos on this screen. You can check your registered memos on **My Memo** from the Memo Main Screen and check others memos on **Shared Memo**.

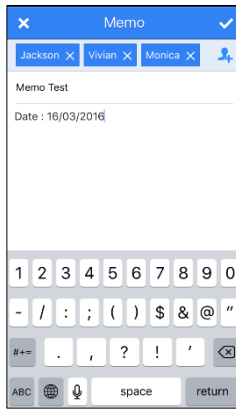


- Those users who you have designated to share the memo details can check the details of the memos you have registered.

4.3.2 Create a Memo

You can share details of both your own and other users' memos that are added to the Memo List.

1. Press  on the top left of the Memo Main screen.
2. Press  to add new members to share memos with from the Choose Member screen, press  to create a new screen composed of selected members.
 - You can send memo details simultaneously to as many as 64 people.



3. Enter the subject and the details of the memo to be shared and press ✓.
 - You can check the list of registered memos in **My Memo** on the Memo Main screen.

4.3.3 Mark Memo Completed


You can mark completed memos separately. Members of that memo will also be notified of the completion.

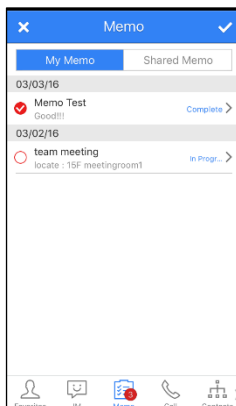
1. Check the memos completed on the Memo Main screen.
2. Press 'O' on the left of the memo list and the icon will be converted to the "complete" icon.

4.3.4 Delete Memo


You can delete individual or the whole group of memos on the Memo List.

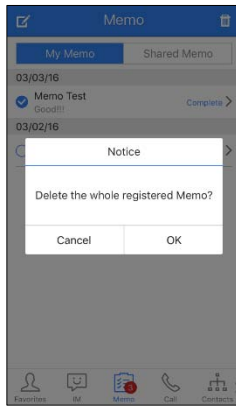
4.3.4.1 To Delete Each Item

Press  on the top right of the memo list screen and select "delete each item."



4.3.4.2 To Delete All Items


Press  on the top right of the chat list screen and select "**Delete All**". Press **OK** when the notification message appears.

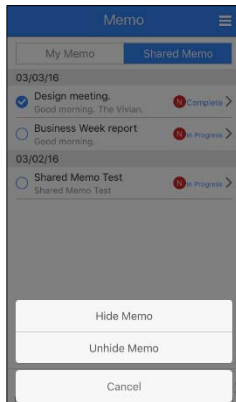



4.3.5 Hide Shared Memo

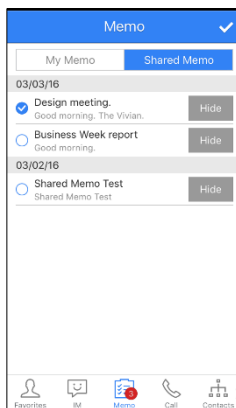
You can hide memos registered by others or unhide them according to your needs.

4.3.5.1 To Hide Memo

1. Press **“Shared Memo”** on the Memo Main screen.
2. Press  on the top right of the screen and select **Hide Memo**.





3. Press  on the right side of the memo name to hide on the list of shared memos.

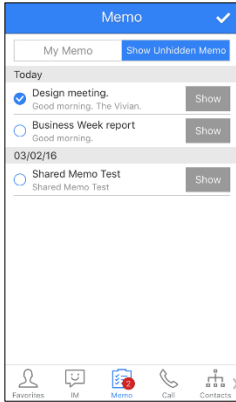


4. Press **OK** when you see the notification message.

- The hidden memo will disappear from the list.

4.3.5.2 To See the List of Hidden Memos

1. Press **Shared Memo** on the Memo Main screen.
2. Press  on the top right of the screen and select **Show Hidden Memo** at the top right of the screen.
3. Press  on the right of the Memo name to unhide from the list of shared memos.



4. Press **OK** when you see the notification message.

4.3.6 Options Menu


The Options Menu includes Chat, Group Call, iSMS and Schedule. Select the options menu for the memos and follow the instructions given on the screen.



- Press  on the top right of View Memo screen to use the Options Menu.

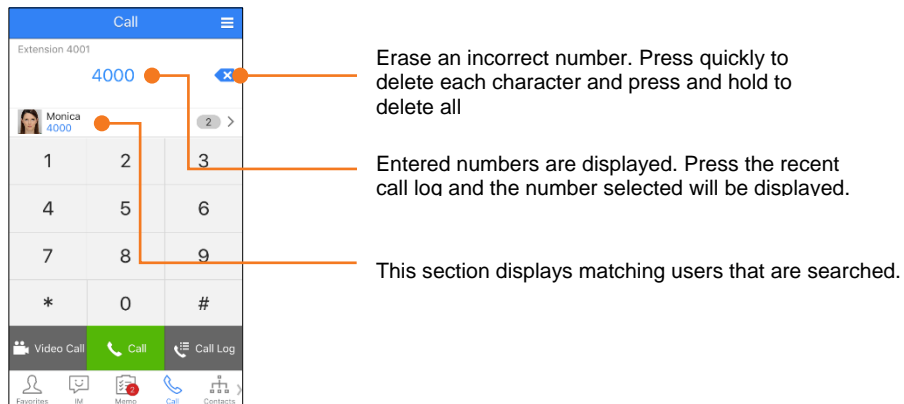
4.4 Call

The UCE Client offers call function using SIP linked with the iPECS system. It offers a variety of features from simple call function by dialing or looking through the address book/call log to hi-tech functions such as Call-Back and Call-Through.

Press Call () from the Main Menu tab to move to the Call main screen.

4.4.1 Make a Call

You can enter the phone number directly in the call screen and press **Call** to make a call.

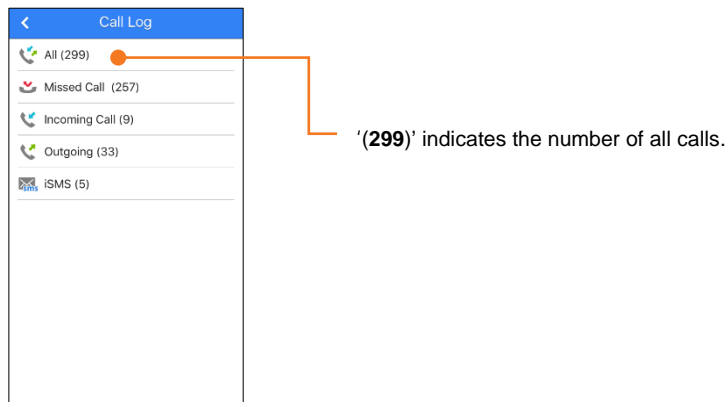


- Press **Call** to select the number most recently dialed and press once more to call the number.


4.4.2 Call Log

You can search a maximum of 300 recently dialled numbers.

1. Press **Call Log** and the list of calls and the call types will be displayed.

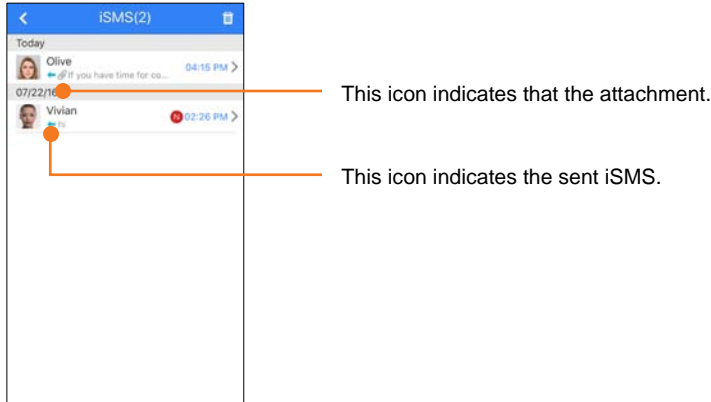


- **All:** You can see the whole call log.
- **Missed Call:** This refers to missed calls out of all the calls on the log.
- **Incoming Call:** This refers to incoming calls out of all the calls on the log.
- **Outgoing Call:** This refers to outgoing calls out of all the calls on the log.

- **iSMS** : You can check all iSMS that have been exchanged.
2. You can make a call immediately when you have selected someone to return a call from the call log.
 - Press  from the selected call log to look up information on the selected member.

4.4.3 iSMS

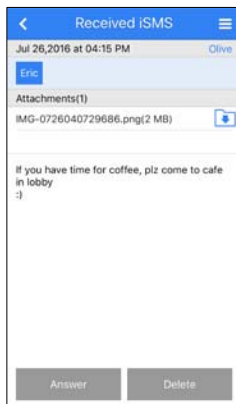
You can check exchanged iSMS on the list as well as reply to or delete those messages.




4.4.3.1 Check iSMS

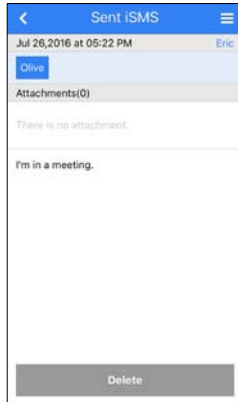
Select an iSMS to check the sender, sent time, attachment and the content as well as reply to the message.

1. Press **iSMS** on the Storage Main screen.
2. Select an iSMS from the list.



- Press **Answer** to reply immediately to the person who sent the selected iSMS.
- Press **Delete** and a notification message will appear confirming, "Do you want delete the message?" press **OK** to delete.
- Press  on the top right of the screen to use the Options Menu. The Options Menu includes Chat, Group Call, Memo and Schedule.


3. Press **Reply** to reply to a message, enter the text in the message box and press **Send**.




4.4.3.2 Delete iSMS

You can delete individual items or the whole list of items at once.

4.4.3.2.1 To Delete Each Item

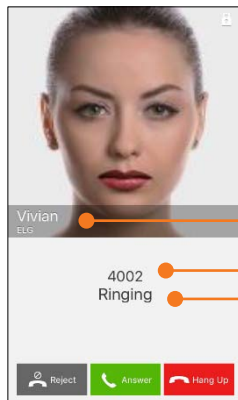
Press  on the top right of the iSMS list screen and select **Delete an Item**.

4.4.3.2.2 To Delete All Items

Press  on the top right of the iSMS list screen, select **Delete All** and press **OK** when you see the notification message.

4.4.4 Answering a Call

Upon an incoming call, the caller's information appears in the information box, the call is connected and received when you press **Answer**.



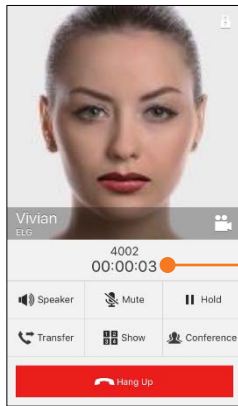
The name of the caller, which is registered in the Address Book, is displayed.

The number can be identified by Caller Identification Display function.

Upon incoming call the message "Ringing" is displayed.

4.4.5 Hang Up

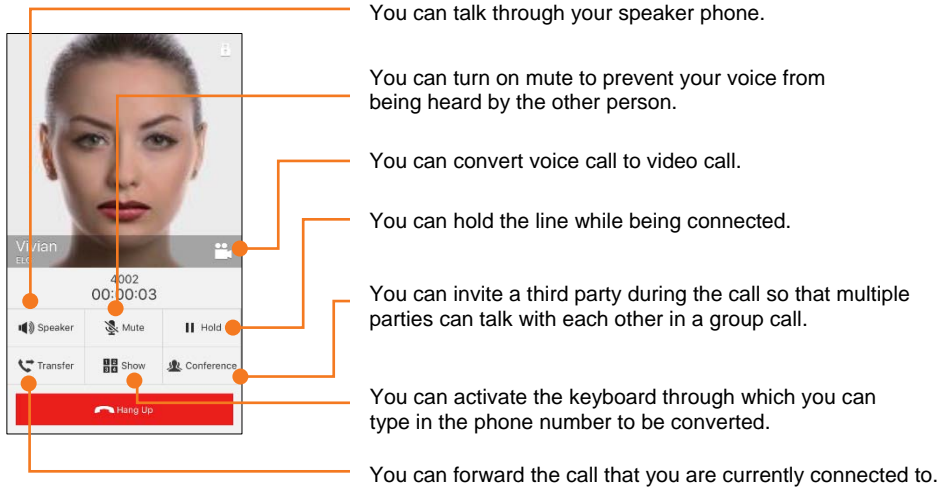
Press **Hang Up** to end a call.



The duration of the call is displayed on the screen in the format of '00:00:00'

4.4.6 Menu While Being Connected

While you are on a call, a menu will be displayed offering a number of different options. To use any of the options simply press the function you require.



4.4.6.1 Using Speaker

You can talk to the other person on the line through a speakerphone using an embedded microphone and speaker. However, if you are using the speaker, echo effect may occur depending on the terminal.

1. Press **Speaker** whilst on a call, it will turn green when activated.
2. Press **Speaker** to turn off the speaker.

4.4.6.2 Mute Function

You can activate Mute to prevent your voice from being heard by the other person on the line or deactivate the function.

1. Press **Mute** and the red light will be activated.

2. Press **Mute** to let your voice be heard again.

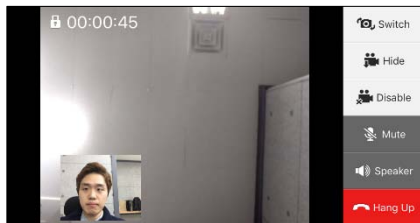
4.4.6.3 Hold Function

Use this function to hold the call you are currently on.

1. Press **Hold** while you are connected to a call, button turns orange and will be activated.
 - The current call will be held, the screen will display “holding” and the other person on the line will hear the audio guide saying “please hold while I transfer you.”
2. Press **Hold** once more to resume the call with the other person on the line

4.4.6.4 Add Video Call Function

A voice call can be converted into a video call by pressing the **Video Icon**. However, for video conferencing with more than two parties will depend on the system environment.



4.4.6.4.1 Switch Camera Function

During a video call, you can switch the directions of the camera attached to the terminal between front and backwards by pressing **Switch**.

4.4.6.4.2 Display / Hide My Video

Press **Show** to make yourself shown on the screen and press **Hide** to make it disappear.

4.4.6.4.3 Turn My Video On / Off

If you do not want to show yourself during the video call, press **Disable**. Press **Enable** if you want to show yourself.

NOTE

The video call quality may vary depending on the 3G or LTE environment of the communications operator in charge.

4.4.6.5 Invite Function

You can invite a third party to a call currently being connected, making it a group call.

1. Press **Invite** while you are online.
2. Select the mode of invitation and follow the instructions shown on the screen.
 - **Input Number:** You can directly search for the invitee.
 - **Select in Contact:** Press Add (+) from the Choose Member screen and mark (√) to select.

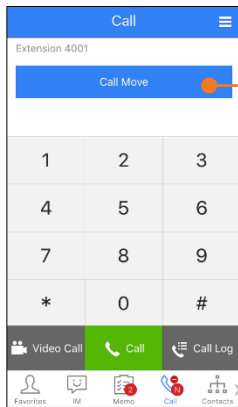
4.4.6.6 Call Transfer

Call Transfer is a function allowing you to transfer a call that was being connected to someone else.

1. Press **Transfer** while talking on the phone with the other person.
 - The call becomes “Holding” and an audio guide saying “please hold while I transfer you” will be heard.
2. Select mode of transfer in the number transfer screen and follow the instructions on the screen.
 - **Input Number:** You can directly look for someone to transfer the call.
 - **Select in Contact:** Press Add (+) from the Choose Member screen and mark (✓) to select.
3. Press **OK** to end call and complete the call transfer.

4.4.7 Call Move Function

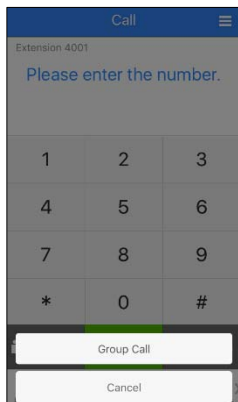
If you are using multiple devices, the call can simply be moved between the PC and iOS client by pressing the **Call Move button**.




The Call Move function is activated when you are signed into multiple UCE communications devices (UCE PC client, mobile client etc.) via one single account simultaneously.

4.4.8 Option Menu

The Call Options Menu includes Call-Back, Call-Through and Group Call functions. Select the option menu you want to use from the Call Function.



- Press  on the top right of the screen to use the Options Menu.

4.4.8.1 Call-Back

Once you make a call, this function allows you to call back and connect to the other person through the system linked to a mobile communications network (3G/4G data network).

4.4.8.1.1 Setting Call-Back

1. Navigate to **Settings > Call Options > Call-back/Call-through > Call-back Number**.
2. Enter your phone number in the Call-back Number setting screen and press OK.
 - If you enter a different phone number, the Call-Back will be connected to that number.

4.4.8.2 Using Call-Back

1. Input Number of the other end of the line.
2. Select Call-Back from the Options Menu.
 - Wait until calls received through the number entered in the setting.
3. Calls are connected when picked up after the bell rings.
4. You can talk on the call after the person on the other end of the line picks up.
 - No charges will be incurred on the caller's side if he or she uses Call-Back function.

4.4.8.3 Call-Through

When dialed, the information will be delivered to the system via mobile communications network (3G/4G data network) and the system will make a call with the access number I entered to the recipient.

4.4.8.3.1 Setting Call-Through

1. Navigate to **Settings > Call Options > Call-back/Call-through > Call-through Number**.
2. Enter my phone number in the Access Number setting screen and press **OK**.
 - Access number refers to a number for the system when using Call-Through function. Enter the correct system access number that is allocated to the user and can be sent from outside. Ask personnel in charge of iPECS about Detail Information about the access number.

4.4.8.3.2 Using Call-Through

1. Input Number of the person to call.
2. Select Call-Through in the Option Menu.
 - Once you make a call with the phone number the user entered, the system makes a call for you with the access number you entered and connect to the other person through mobile communications network (3G/4G data network).
3. You hear the ring tone and the call will be connected to the other end of the line..
4. You can talk on the phone once the person at the other end picks up.
 - You can make an international call through Call-Through with expenses of regular domestic calls.

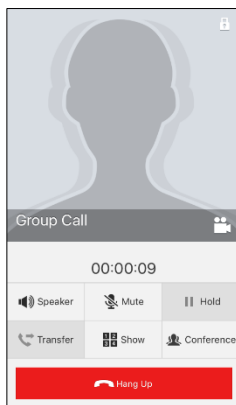
NOTE

Call-Through is a function to make calls directly using mobile communications network (3G/4G data network) and Call-Back is a function to receive calls.

4.4.8.4 Group Call

You can make a group call by selecting members from the Choose Member list.

1. Press Group Call to add(+) members from the Choose Member screen by pressing (✓) to select.
 - Press the subject of the team to select all team members. You can make a group call with as many as 64 people simultaneously
2. Press ✓ to see the call screen and start a group call.



- There are a variety of functions available during the call, these include; Speaker, Mute, Add Video Call and Invite.
- You cannot use “Hold” function while making a group call.

NOTE

The current UCE client does not support a Bluetooth Headset.

4.4.9 One Digit Service Functions


If you make an internal call and the user is busy, you can use One Digit Service functions according to your PBX settings.



- **Call Back:** You can request a call back automatically when the person ends their current call.
- **Camp On:** You will be automatically connected to the person you wish to call once they end their current call.
- **Intrusion:** You can intrude into a call between two other people creating a three-way phone conversation.
- **Pilot Hunt:** An internal member who is linked as a proxy call group can be connected through this call function.
- **Intercept:** Allows you to intercept a call between a user and an external party. If you use the intercept functionality the internal user will be disconnected and your call will be connected to the external party.

4.5 Contacts

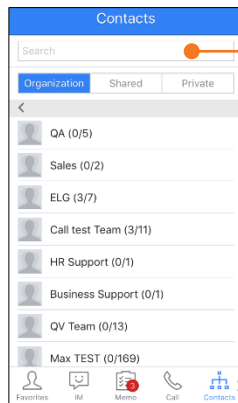
You can conveniently look up phone numbers, chats, iSMS and e-mails in Contacts. The book contains an organisation chart, public address book and private address book.

- **Organisation Chart:** All members are categorised by departments. You can find or check the organisation that each member belongs to and their address.
- **Shared Contacts:** This public address book provides contact details that can be shared among UCE users. Managers can register numbers that can be shared among team members as a way of managing the team.
- **Private Contacts:** Users can register and manage private numbers and contact details.
- Press **Contacts** () in the Main Menu tab to move to the main screen.

4.5.1 Organisation Chart Screen

In the main Organisation Chart screen, all members are categorised by departments or teams.

1. Select the department or team that you want to search on the Organisation Chart screen.



Enter the name of the member that you wish to search in the search box and press Search for results.

2. Select the member name that you have searched to view their user information. You can also view the following menus listed below. After selecting a menu, follow the instructions on the screen.
 - **Extension, IM, iSMS, e-mail:** You can directly contact the owner via these methods.
 - **Detailed Information:** You can check the information of the member you selected.
 - **Add Member to Favorites:** You can add the member to your Favorites.

4.5.2 Contacts Screen

This is composed of a shared address book and a private address book. All the address books have search functions.

4.5.2.1 Shared Contacts

Managers can register phone numbers of certain members that they wish to be shared among the organisation in this Shared Contacts list. The names of the members are aligned in ascending order, which makes it easier to search.

- If the member being searched is not a UCE user, only regular calls (cell phone, office, home phone) and e-mails functions can be used, the rest of the functions are not synced.


4.5.2.2 Private Contacts

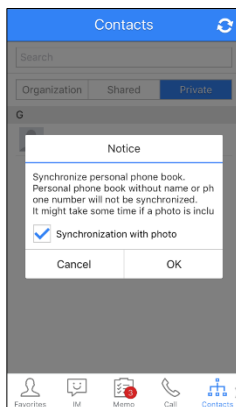
This personal address book allows the user to register phone numbers for private contacts. The names of the members are aligned in ascending order.

- The address book of the iPhone can be synced with the UCE private address book. However, those address logs that have no names or do not have the phone number saved in the phone won't be synced.
- Navigate to **Settings > Private Contacts > Use Mobile Contacts**, When this is set up the cell phone address book will be available in the private contacts book.

4.5.2.2.1 Private Contacts Synchronization

iPhone contacts will be synced to the UCE. The private address book can only be revised or changed on the PC and this function is only activated when the server private address book is set.

1. Press  on the top right of the screen in **Private Contacts**.




2. Press Contacts Synchronisation and press OK upon notification message.

- Use the **Synchronisation with Photo** function to sync the number saved in the book and their photo. Press the switch to activate or deactivate synchronisation.

4.6 Notice

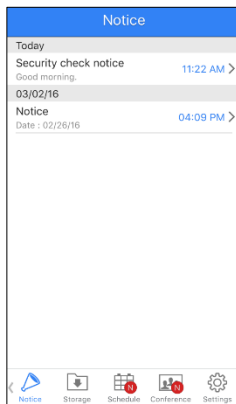
Managers can check the notices sent to team members through this function. Select a notice to check the details.

Press Notice () in the Main Menu Tab and move to the main screen of the Notice.

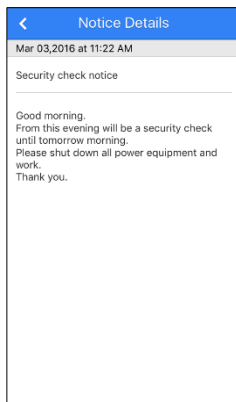
4.6.1 Notice

You can read or check the notices sent by managers.

1. Press Notice in the main screen to see all the registered lists by the manager.



2. Select the required list to check the subjects, dates and the content of the notices.




NOTE

The UCE Managers System operator can select the manager screen to select the target recipients to whom the notices should be delivered.

4.7 Storage

You can see the Information of any received files during chat through this function.

Press Storage () from the Main Menu Tab to move to the Storage main screen.

4.7.1 File Storage Main Screen


You can see the list of all received files and check them.




4.7.1.1 Delete File

You can delete each individual file or select all the files at once.

4.7.1.2 To Delete Each Item

Press  on the top right of the List screen and select **Delete an Item**.

4.7.1.2.1 To Delete All Items

Press  on the top right of the List screen, select **Delete All** and press **OK** when you see the notification message.

4.8 Schedule

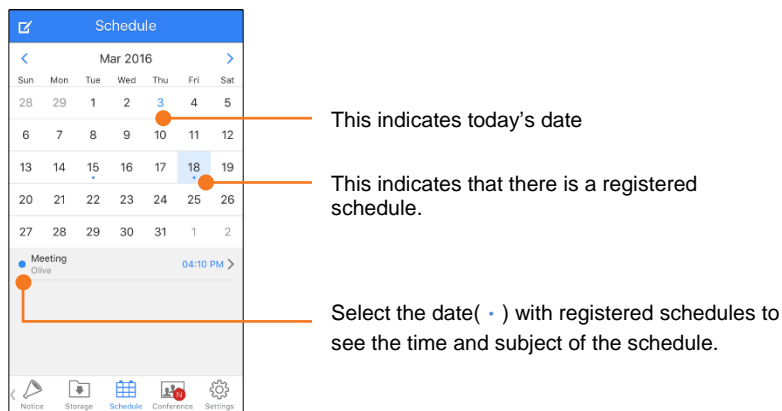
Memos can be placed in your calendar, this makes it more convenient to check and share your memos with other users. You are also able to view memos shared by other users.

Press **Schedule** () on the Main Menu Tab to move to the Schedule main screen.

4.8.1 Schedule Main Screen

You can check registered schedules by months, share them with others and check the Google calendar schedule on this screen.

You need to set up an account that can be synchronised with Google in order to check schedules on Google.



- < **(Previous)**: Check the schedules for the previous month.
- > **(Next)**: Check the schedules for the next month.

NOTE

If you press Schedule before setting up a Google account, a notification message saying “Check your account is synchronised with Google” will appear.

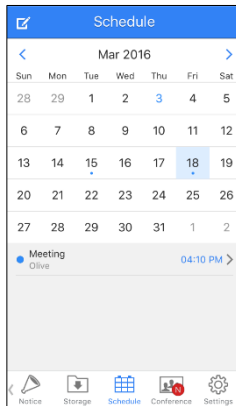
To link with the schedule, enter your Google ID and password after navigating to **Settings > Account**.

Make sure to check your Internet connection before syncing the Google schedule to ensure that all schedules are transferred.

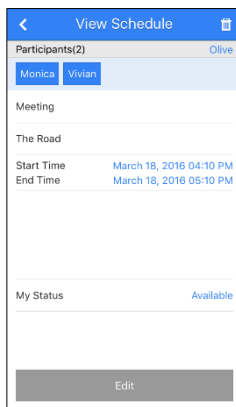
4.8.2 View Schedule

You can check a schedule for a specific date.

1. Select a date to check for a schedule on the Schedule Main screen.



- The date turns blue when selected and you can then view the time and subject of the schedule at the bottom of the calendar screen.
 - If more than one schedule is registered for a date, the schedules are listed in the order of registration time. If you set up the schedule for the whole day, that schedule will appear at the top of the list.
2. Select a specific schedule (e.g. Share monthly memos) on the list to view further detailed information.



- The detailed information includes the person who registered the schedule, those who share the schedule, the subject, venue, (starting & ending) time and the content of the schedule.

4.8.3 Register a Schedule

You can register several schedules for the same date. You can either register a new schedule or add additional schedules for the selected date.

1. Select the date to register (or add) a new schedule from the Main screen and press **+** on the top left of the screen.
2. Enter all the necessary details in the UC Schedule screen.

You can select a member to share the schedule if you press the add button

3. Press ✓ to save the schedule.
 - The schedule registered on the UC schedule registration screen will only be reflected on the UCE schedule and not on Google scheduler.
 - Press ✕ to cancel schedule registration.

4.8.4 Edit a Schedule

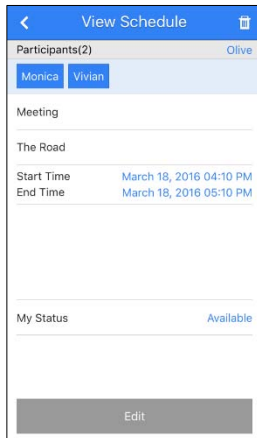
You can revise a registered schedule.

1. Select the date on which the schedule needs to be revised on the Schedule Main screen.
2. Select the schedule from the list and press the **Edit Button**.
3. Press ✓ to save the schedule after revising it on the Revise UC Schedule screen.

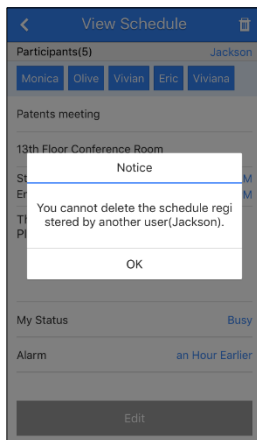
4.8.5 Delete Schedule

You can delete registered schedules.

1. Select the date on which the schedule needs to be deleted from the Schedule Main screen.
2. You can view the schedule Information by selecting the subject of the schedule to be deleted.
3. Press 🗑️ on the top right for schedule deletion.



4. You cannot delete schedules registered by other users.



4.9 Conference

The Conference function supports the optimal online simultaneous collaboration and meeting platform for as many as 64 users registered on iPECS UCE. However, the number of users may vary for video conferences according to the MCU setting.

Once a Conference is created in the UCE PC client, a notification message saying “a Conference is created” will appear and you can then participate in the meeting.

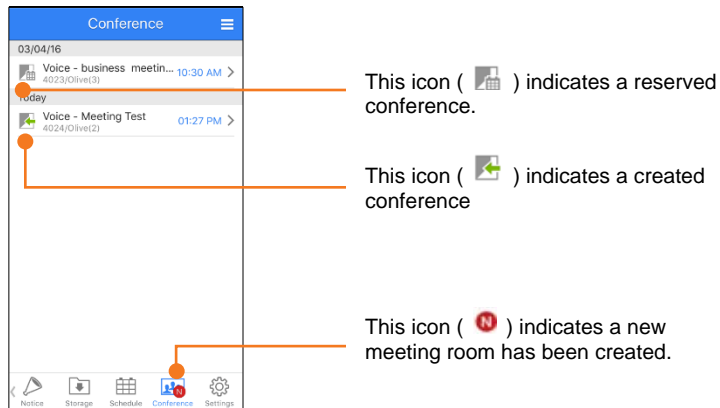
There are two types of Conferences; created room and reserved room. The type is discerned by icons on the Conference Main screen.

- **Created Conference Room:** This Conference is “created” and once it is created, you can use the room immediately. If left unused for more than five minutes after being created, it will automatically be deleted from the list instead of being deleted immediately.
- **Reserved Conference Room:** This Conference is “reserved”, participants can enter the room once the reserved time arrives. The room can be deleted at any point prior to the reserved meeting time.

Press Conference () from the Main Menu Tab to move to the main screen.

4.9.1 Conference Main Screen

You can check the list of Conferences created in the UCE PC client on the Conference main screen.

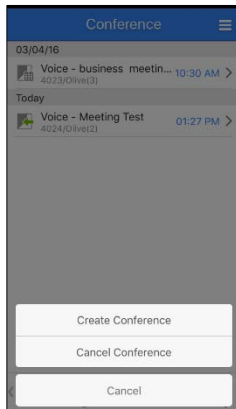





- **Voice Conference:** You can participate in the meeting via audio only.
- **Video Conference:** You can participate in the meeting via a video call. An MCU system is required in order to make the video conference possible.

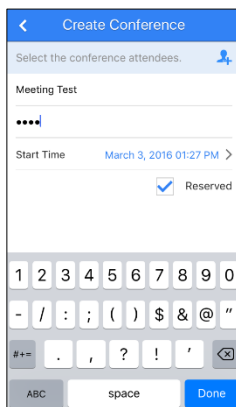
4.9.2 Creating a Conference

You can create a voice conference room.

1. Press  on the top left of the main screen.




2. Press  to add members to the meeting and then  to create a conference participated by those selected members.
 - A maximum of 64 people can be chosen for a meeting.
3. Press  after selecting the subject, meeting creation / reservation date.

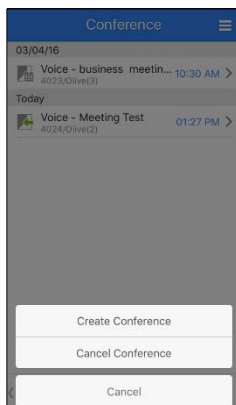


- You can check whether the conference is a created or reserved meeting room.

4.9.3 Delete a Conference

You can delete reserved voice conferences.

1. Press  on the top left of the main screen and select **Delete a Conference** from the menu.

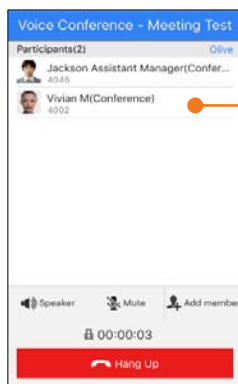


2. Select a Conference(s) to delete and press ✓ to execute deletion.
 - You cannot delete created Conferences.

4.9.4 Using a Conference Room

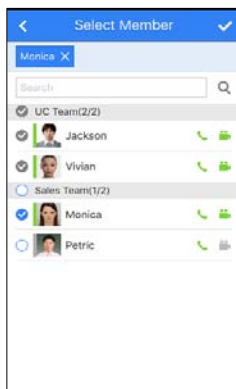
You can check the list of Conferences on the Conference Main screen and participate in voice or video conferences with others.

1. Select a Conference from the Conference list to enter the selected Conference.
 - You can use the speaker or mute function when having a meeting with the participants.
2. Press **Add** if you want to add additional members who need to participate in the meeting.



Press participant name to see further information.

3. Select a method below to add members to the conference.




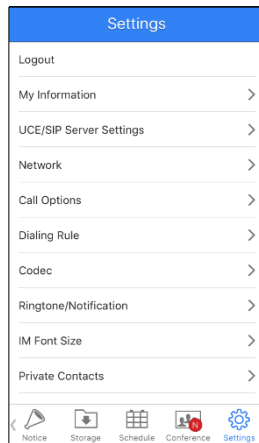
- **Input Number:** You can directly search for the invitee.
 - **Select in Contact:** Press Add (+) on the Choose Member screen and mark (✓) for selection.
 - **Select by Search:** You can directly search for the name of the person to invite to the conference.
4. Press ✓ to add the members to the meeting.
 5. Press **Hang Up** to finish the meeting.
 - Press Hang Up to go back to the Conference Main screen, from that screen you can choose to participate in other meetings.

5. Environment Configuration

You can set diverse environment configuration of the UCE client. By setting the environment, you can conveniently use a variety of functions available in this product. This chapter describes how users can set the environment for using the product.

5.1 Select Setting Menu

Press Settings () from the Main Menu to set the environment and move to the Settings Main screen. Select from the following the sub-menus:



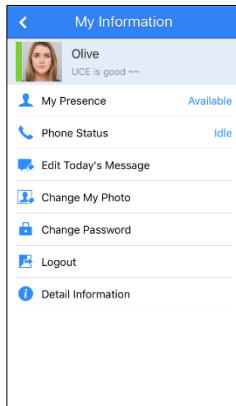
- The sub menus include My Information, Server Settings, Network, Call Options, Dialing Rule, Codec, Ringtone/Notification, IM Font Size, Private Contacts, Account, Auto Login, UCE Information and Logout.
- You can set or revise various environments by selecting the item to check relevant information.

NOTE

The items of system settings menu may be limited depending on the login status of UCE client.

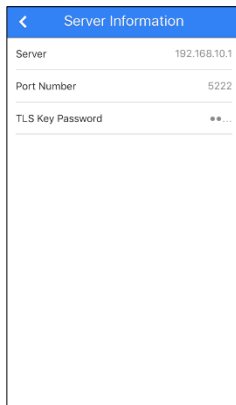
5.1.1 My Information

You can set or revise various information registered by the user. My Information includes My Presence, Phone status, Edit today's message, Change My Photo, Change Password and Detail Information. Press **My Information** to select any of the sub menus and follow the instructions showing on the screen.



5.1.2 Server Setting

You can set or revise port and IP relating to the server. Press Server Settings to view the sub menus and follow the instructions showing on the screen.

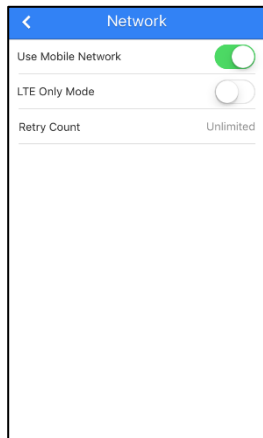


NOTE

SIP Server is for reference purposes only. Not all of the menus will be activated and users do not have to set this menu.

5.1.3 Network

You can set or revise settings relating to your mobile communications network (3G/4G) access. Press Network to access the sub menus and follow the instructions shown on the screen.



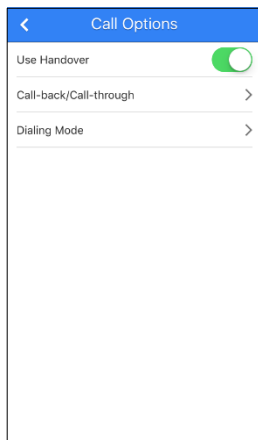
- **Use Mobile Network** function enables the users mobile communications network in Wi-Fi shadow areas or areas of weak connection signals. Press the Switch to enable this function.
- Set **LTE Only Mode** before login to use call functions via mobile communications network. Access to 3G/4G will not be allowed if the mode is set for LTE Only Mode.
- **Retry Count** allows users to set how many times the device should try connecting to the network when a network change is required. You can choose from 10 times, 20 times or unlimited.

NOTE

Expenses may be incurred if you use your mobile communications network depending on your phone plan. The service and delivery quality of voice calls and data via 3G/4G data network is not guaranteed.

5.1.4 Call Options

You can set or revise settings relating to dialing. Press **Call Options** and select from any of the sub menus and follow the instructions showing on the screen.

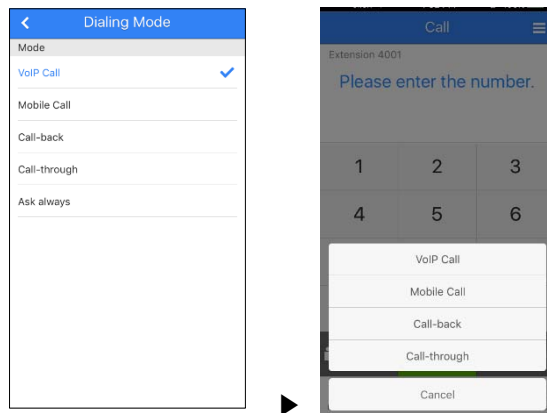


- **Use Handover:** If you go out of the service area while on the phone, this function allows you to connect automatically to the nearest network so as to maintain call connection.

NOTE

In iOS 9 and later, "**settings> Cellular> Wi-Fi Assist**" is enabled by default. It is recommended to disable "**settings> Cellular> Wi-Fi Assist**" for handover.

- **Call-back/Call-through** : You can Call-back or Call-through when making a call
 - **Call-through Number**: It is number to dial when using the Call-Through function.
 - **Call-back Number**: Enter your number in this item to use the Call-Back function. If the user inputs a different phone number, the call-back will be forwarded to that number.
- **Dialing Mode**: You can select Dialing Mode when making a call.



- **VoIP Phone**: Dial with a VoIP phone when making a call.
- **Mobile Phone**: Dial with a mobile phone when making a call
- **Check Always**: You can select from VoIP or mobile phone on the option screen that pops up each time you dial.

5.1.5 Dialing Rule

You need to set codes according to nations or areas as the UCE client should be able to discern whether the call is internal or external when making a call. Press **Dialing Rule** and select from any of the sub menus and follow the instructions showing on the screen.

- **Co Access Code**: A code for accessing an outside network through the iPECS system.
- **Country Code**: This is a code to discern countries from a standard phone number. Enter the number when making an overseas call.
- **Area Code**: This is a code to discern areas from a standard phone number. Enter the number when making a call outside your area.
- **Co Dialing Rule**: It discerns extension numbers. In other words, if the dialing number is 6 digits or more and you want to avoid automatic entering of the public number, enter exception-type number in the Public Number setting before making a call.
- **Voicemail Number**: Voicemail number is the number your phone dials when you access your voicemail.

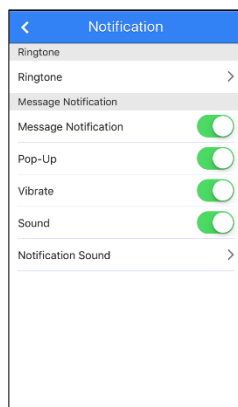
5.1.6 Codec Settings

You can set or revise the priorities of the codec you are using for voice or video conference calls. Press **Codec Settings** and select from any of the sub menus and follow the instructions showing on the screen.

- Codec refers to a technology that combines both coder that converts audio or video signals into digitals ones and decoder that does vice versa.
- Voice or video quality may vary depending on the type of codec and UCE client supports the following codec:
 - **Voice Codec:** PCMU, PCMA, G729
 - **Video Codec:** h264

5.1.7 Ringtone/Notification

You can set or revise settings relating to ringtones and message notification. Press **Notification Settings** and select from any of the sub menus and follow the instructions showing on the screen.



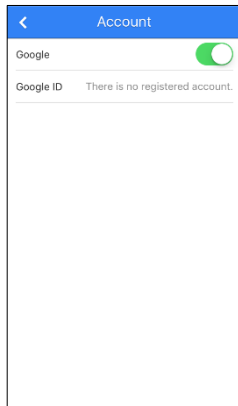
- **Ringtone:** Press **Ringtone** and select one of the five ringtone options.
- **Notification Notification:** You can activate or deactivate message notifications, pop-ups, vibrations or sound by pressing the switch. Press **Notification Sound** and select one of the five notification sound options.

NOTE

The default sound and vibration set within the iPhone will remain unless set or revised otherwise.

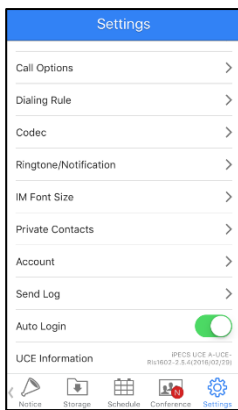
5.1.8 Account

You can set or revise your account so that it can be linked to Google, you can then sync schedules via this account. Press **Account** and select from any of the sub menus and follow the instructions showing on the screen.



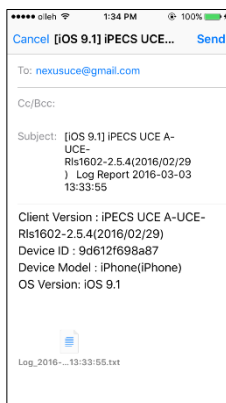
5.1.9 Auto Login

Press the switch to activate or deactivate the auto login function, when activated you will not need to enter your ID and password when executing the program.



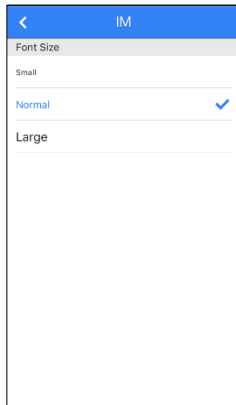
5.1.9.1 Send Log

You can send UCE logs via e-mail.



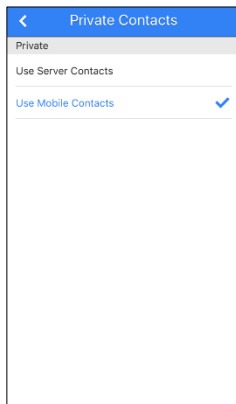
5.1.10 IM Font Size

You can set the font size of the Chat Room messages.



5.1.11 Private Contacts

You can select between server private address book and device address book for your Private Contacts.

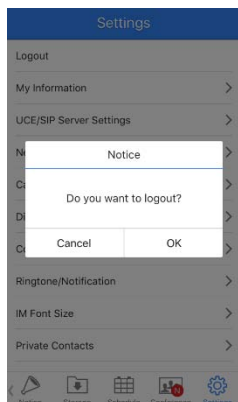


5.1.12 UCE Information

You can check the UCE client version installed by pressing UCE Information.

5.1.13 Logout

Press **Logout** to logout from the UCE client. Press **OK** when a notification message appears confirming “Do you want to logout?”



5.2 FMC Client Main Screen

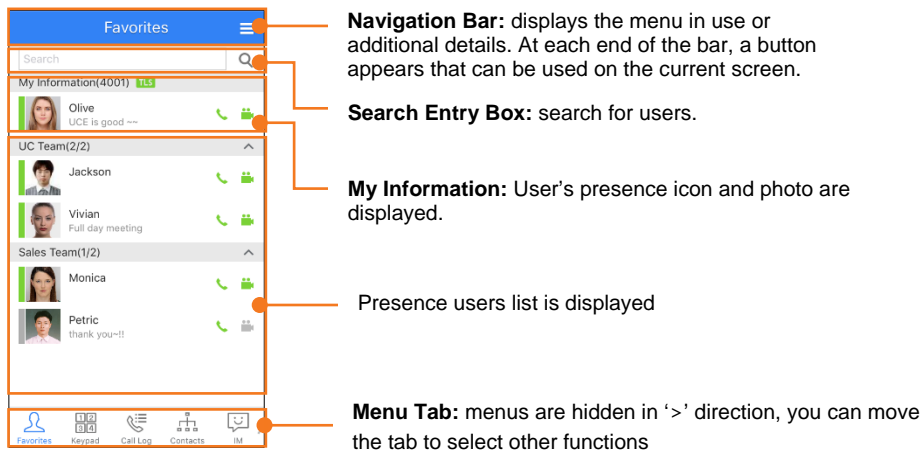
Mobile, FMC client will be executed depending on the UCE App mode. This App mode can be changed by UCE administrator. FMC client supports setting for On/Off Duty function and location of the notice menu and the call log is moved unlike the mobile client.

NOTE

Use the same UCE App mode in the same area site.

5.2.1 FMC Client

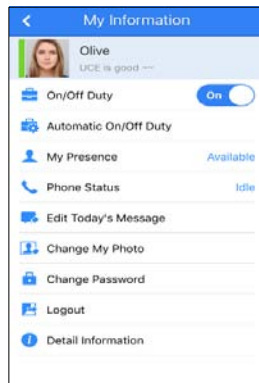
You can use chat and menus relating to calls under this mode.



5.2.2 On/Off Duty

You can set your status to either on/off duty with this function.

1. Navigate to **Main Screen > Favorites > My Information.**
2. Select On or Off Duty by pressing the button beside the On/Off Duty menu.

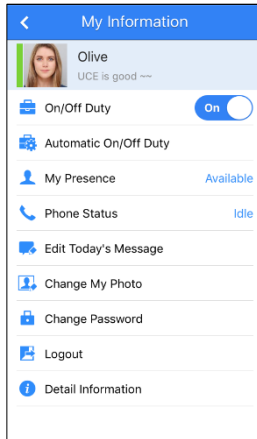


- Change your presence from offline to online if you are On Duty and deactivate DND if the phone status is DND.
- Change your presence to offline when setting Off Duty and change the phone status to DND.

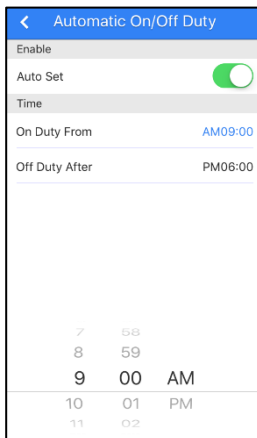
5.2.3 On/Off Duty Auto Setting

You can automatically set your On/Off Duty setting with this function.

1. Navigate to **Main Screen > Favorites > My Information**.
2. Select **Automatic On/Off Duty** menu.



3. Select **Auto Set** by pressing the switch.



4. Enter the start and end time of work in the User Time Settings and press Set.
 - You can set the start and end time of work when Use Auto Setting function is activated.
 - When the Auto Setting function is activated, on/off duty check is automatically done on the hours set.

NOTE

If the App is located in the background, there could be a maximum of ten-minutes delay in start and end time of work.

5.2.4 Menu Location

5.2.4.1 Call Log

Press **Call Log** on the main screen to check the call log immediately.

5.2.4.2 Notice

Check Notices by pressing **Settings** on the main screen.

Appendix- Useful Information

This chapter provides information on the use of open source software contract.

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