

UC One Business Communicator

Installation

Smartphone

1. Log in to *mydigitalservices.com* and navigate to Settings then Apps to find your preferred app download.
2. Select “Get” or “Install.”
3. Start the UC One Business Communicator application.
4. The client also asks for a user name and password. For this, use your BroadWorks login credentials.

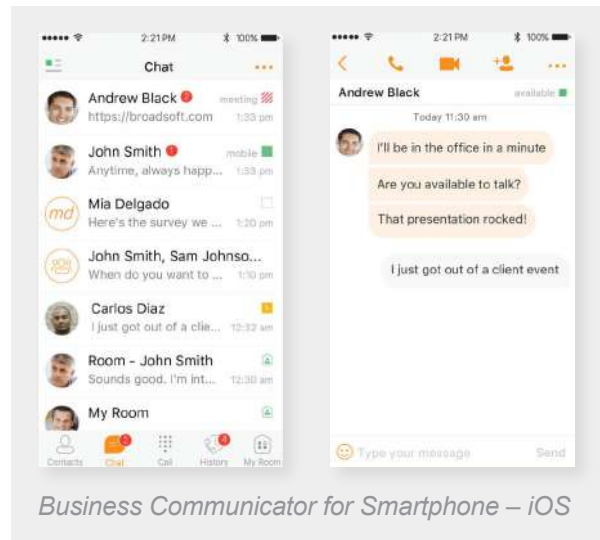
Desktop

1. Please log in to *mydigitalservices.com* and browse to Settings and Apps to find your preferred download.
2. Double-click the install file and then follow the installation instructions.
3. Start the UC One Business Communicator application.
4. The client also asks for a user name and password. For this, use your BroadWorks login credentials.

Start and Sign In

If you have enabled automatic login (Sign-in automatically), then after the client starts, you automatically go to your Contact List.

If you have not enabled automatic login, then click OK in the Sign-in window. The previously-used user name is automatically remembered. The password can be automatically remembered as well.



Business Communicator for Smartphone – iOS

Presence Icons



Online/Available



Away



Busy | Meeting | In a Call



Do Not Disturb (DND)



Presence Info Pending



Offline

Getting Started

When you start Business Communicator for the first time, your contact list will be empty. You can use the search field to find people and then directly add them from the search results to populate your Contact List. You can also manually add contacts using the **Add Contact** button.



The **Contacts** tab displays your buddies, local, and directory contacts. You can add, edit, and delete buddies, or search for contacts in the enterprise directory.



The **Call** tab displays the dial pad. From the dial pad, you can call any given number. A long press on “1” on the numeric pad calls your voice mail.



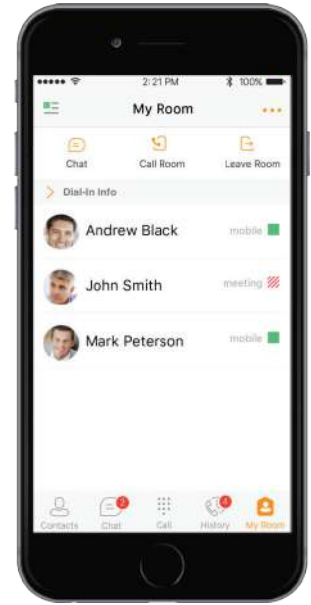
The **Chat** tab shows chat messages. You can exchange chat messages with other users.



The **Call History** tab shows your call history. You can filter between all calls and missed calls.



My Room is your permanent communication room. Participants can dial in to your audio bridge.



Making Audio and Video Calls

You can make audio and video calls from the:

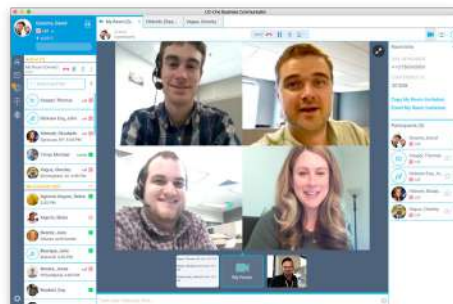
- » Contact list
- » Contact card
- » Call history
- » Dialer



Android


During a call you can:

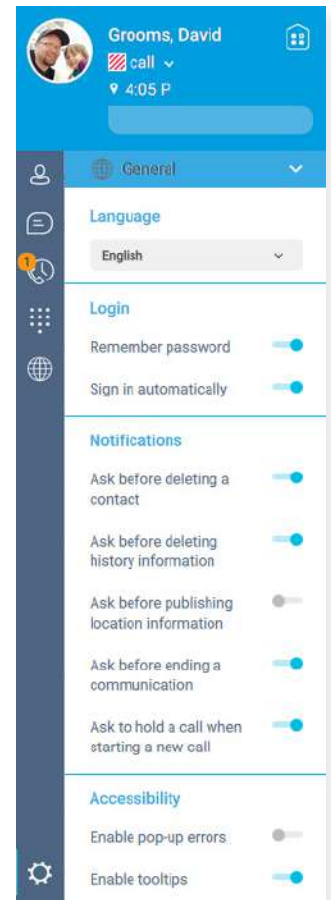
- » Adjust the volume.
- » Provide (DTMF) tones.
- » Mute the microphone.
- » Put a call on hold or transfer via menu button on bottom right.



Android


Adjust Desktop Client Settings

In the desktop client, to choose an audio device, click  in the bottom-left of the client window. You can also select a different default audio device in Windows using the Control Panel. On a Mac, it is in the System preferences for “Sound.”



My Room

Use My Room as a collaborative space for chat, audio conferencing, multipoint video conferencing, and desktop sharing.

1. Open My Room by clicking on the  icon in the top right-hand corner of the main window.
2. Add participants by dragging and dropping them into My Room from your My Contacts list.
3. Participants may also join your My Room by right-clicking your name from their Contact list, and click **Join Room**.
4. Copy or Email a My Room Invitation to other Business Communicator users.
5. Send a **Guest Join Link** to users who don't have Business Communicator, and they can join using the Chrome web browser.
6. All My Room sessions begin as chat. You can then choose to start an audio conference, multipoint video conference, or share your desktop.

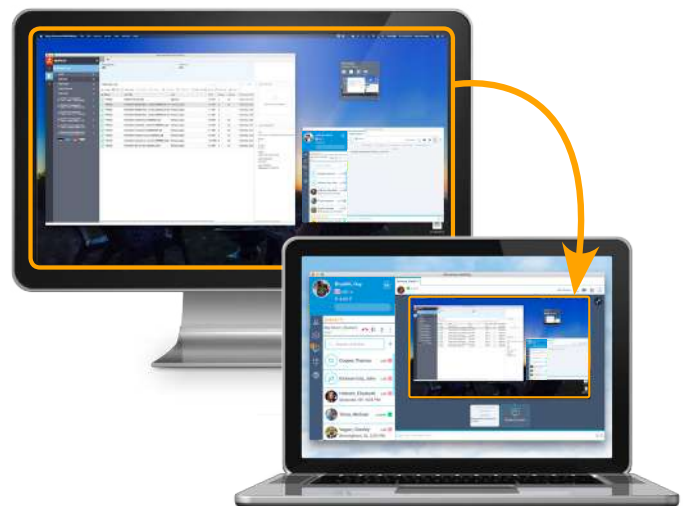


Multipoint Video Call

Desktop or Application Sharing

You can share your entire Desktop, or an individual application.

1. Open a chat from your My Contacts list and click the Start Sharing icon.
2. Choose to share your entire desktop by choosing a monitor, or just share one of your open applications.
3. Click Start Sharing.
4. Use the share widget to Preview, Pause, or Switch Which App to Share.
5. Click Stop to stop sharing.
6. You can also share in My Room



Desktop Sharing