# UC-One Connect – Quick Reference Guide

### **Application Menu**

- 1. Profile Name
- 2. Search in *Directory* for BroadWorks or local phone contacts.
- 3. *Pull Call* moves an ongoing call to your mobile device.
- 4. Visual Voicemail
- 5. Call any number from the Dialpad. Long press on "1" on the numeric pad calls your voice mail.
- 6. Settings (Do Not Disturb is turned on).
- 7. Use VoIP.
- 8. Help (learn how to use the app).
- 9. About (find more information in *About* for the client version, license, and legal notices).
- 10. Sign out of the app.







- 1. Tap back (<) to return to the previous screen.
- 2. Profile name
- 3. Call Contact
- 4. Contact Information (First Name, Last Name and Ext.)
- 5. Quick Actions (Call and Video Conference)

#### Call

- 1. Tap Back to return to the previous screen.
- 2. Name and number of called party.
- 3. Call control actions:
  - Hold / resume
  - Mute / unmute
  - Audio sources: Speaker / Bluetooth / Headset
- 4. More: Dialpad, Switch to video call, New Call, Transfer Conference.
- 5. Hang up.





#### **Call History**



- 1. Tap Close (X) to return to the previous screen.
- 2. Delete All.
- 3. Missed Call.
- 4. Placed Call.
- 5. Call from Unknown Contact.
- 6. Received call.
- 7. Time / Date of Call.
- 8. Jump to Profile.

#### Voicemail

- 1. Tap Close (X) to return to the previous screen.
- New Voicemail with Date, Time, Duration, and Phone Number.
- 3. Call Voicemail Portal.
- 4. Play / Pause.
- 5. Speaker, Call, Mark as New, Delete.
- 6. Urgent and Confidential.
- 7. Old Voicemail.





## How To Initiate A Three-Way Call

**2.** Then, choose **Conference**.

1. To create a three-way conference call, while you are on an active call, click the **Options** icon in the bottom-right corner of your screen.



**3.** You can then select from your contacts or dial a number to call. Once they have answered the call, the three parties will automatically be added to the conference call.

If there are any issues or if you have questions, please contact our Help Desk by sending a request, via email, to <a href="mailto:support@trifectaphone.com">support@trifectaphone.com</a>. Alternatively, you can call us at 855-874-3328 and select Option 1, for support.