

Office UC

Tablet, UC Business & UC Team Edition

Application User guide

Wholesale Hosted Communications
(WHC 3.0)

July 2017



Confidentiality

All information in this document is provided in confidence as per the terms and conditions of Wholesale Hosted Communication (WHC) and shall not be published or disclosed wholly or in part to any other party without BT’s prior permission in writing. These obligations shall not apply to information which is published or becomes known legitimately from some source other than BT.

Version Control

This document is controlled and issued by the BT Wholesale (BTW) Product Manager. Please ensure that you have the latest version of this document, existing Communications Providers (CP) can download this from the WHC Document Centre, and new customers should check with their Account Managers.

Description of change	Issue	Date
Published version for launch	Final 1.0	04 July 2017
<p><u>In support of release BG:</u></p> <ul style="list-style-type: none"> • <u>Updated firmware levels</u> <p><u>General Updates:</u></p> <ul style="list-style-type: none"> • <u>Provided further information on how to Add a Contacts IM address for presence share, across our platform.</u> <p><u>All changes can be seen via Track Changes. If you do not want to see the changes you can either 'Accept' all changes or change Review option to 'No Markup'.</u></p>	<p><u>Final 2.0</u></p>	<p><u>16 July 2017</u></p>

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Introduction

The following document type describes a current or recently launched WHC Site or User application.

An application is used to control an existing feature, or provide new features to Sites or Users. An application is typically downloaded onto a local device, whether it be a PC, Smartphone or Tablet. Applications may be inclusive of User feature packs or may be chargeable extras that enable the User to fulfil or enhance their job role.

This User guide will cover off CP Administration, Company/Site Administration and End user Administration.

When WHC launch new applications or even enhancements, this document type is provided to all CP's.

Overview

Office UC provides Users with an application and series of features to enable Unified Communications across one or many devices. The Tablet application will work across Apple iOS iPads as well as Tablets operating Android iOS. This application is available through the following features and add-ons:

- Mobile User License

The application comes with standard branding.

Technology Availability

This application is available on the following WHC technologies:

- Centrex Users
 - Mobile
- SIPT Users
 - Mobile

Audience

This document is intended for WHC CP and their order entry and support personnel (CP Administrator), as it contains elements of provisioning, installation and configuration. If this document is to be used by a CP's customer then it will need to be rebranded and altered to suit that audience.

Application Description – Office UC Tablet

This application, available on the Mobile User license provides Users with the following:

- Tablet softphone application enabling:
 - Voice and Video Calling – using inbuilt softphone or native dialler
 - Call Centre Agent Login – when agent is assigned to an ACD

If a User is provided UC Business then the following additional functionality is provided:

- Desktop softphone application enabling:
 - Voice and Video Calling – using inbuilt softphone or via hard- phone
- Instant Messaging and Presence (IM&P) from the provided applications
- Microsoft Skype for Business Plug-In

If a User is provided UC Team then the following additional functionality is provided:

- Personal Audio Conferencing for up to 8 people
- Desktop Sharing

Hardware & Software Description

In order to successfully install and use this application, the following installation and licensing requirements should be met:

Firmware Version

These applications are running on the following firmware versions. If you are running on a later version we recommend you update to the latest.

Device	Version
Tablet - iPad	21.2.3 21.2.5 from 21 July 2017
Tablet - Android	21.5.1 21.5.6 from 21 July 2017

Operating Systems iOS

The application supports devices with iOS 8 or later.

This application should run on any iPad 2 and subsequent device using the above operating systems. However, due to network, country and manufacturer variations, we are unable to maintain a full list of validated devices. However we can confirm that the application has been validated on the following reference devices:

- iPad 2 – iOS 8.4.1
- iPad Air 2 – iOS 10.0.1
- iPad Pro 9" – iOS 9.3.5
- iPad Mini 4 – iOS 9.3.5
- iPad Pro 12" – iOS 10.0.1

Operating Systems Android

The application supports devices with Android 4.1 or later that conform to the hardware requirements set out below.

This application should run on any Android device using the above operating systems. However, due to network, country and manufacturer variations, we are unable to maintain a full list of validated

devices. However we can confirm that the application has been validated on the following reference devices:

- Galaxy Tab 3 7 – 4.1.2
- Asus Nexus 7 (2nd Gen) – 6
- Xperia Z4 (SGP771) (10”) – 5
- Galaxy Tab S2.8.0 (SM-T715) – 6

Hardware Requirements

The following requirements need to be met:

- Dual-core CPU (or higher)
- 1 GB RAM (or higher)
- ARMv7 instruction set
- Minimum screen resolution 320 x 480

Other Requirements

We strongly recommend that you use a known, stable, secure and correctly configured Wireless LAN and use the application over this Wi-Fi connection. If you are unsure please contact your system administrator for advice and assistance.

The application only allows you to make VoIP Calls, even when a SIM card and mobile network is available.

Network and Firewall Requirements

You may need to allow outbound access for the following on your firewall:

Application	Protocol	Destination	Destination Port
Application Signaling	SIP	uc-bslnws09.yourwhc.co.uk 62.7.201.172 62.7.201.140	UDP/TCP 5060, 5074, 5075, 8933
Application Media	RTP	62.7.201.132/27 62.7.201.164/27	UDP 32767 to 65535

Office UC Smartphone and Tablet Downloads	n/a	Apple Store Google Play Store	n/a
Office UC Operation	XSI	officeuc.yourwhc.co.uk 193.113.10.11 193.113.11.11	TCP 443
Office UC Presence	XMPP	ums01.yourwhc.co.uk ums02.yourwhc.co.uk 193.113.10.7 193.113.11.7	TCP 5222 TCP 1081 TCP 5281 TCP 5269
Office UC Screenshare	Proprietary	uss01.yourwhc.co.uk uss02.yourwhc.co.uk 193.113.10.8 193.113.11.8	TCP 8443

Provisioning & Configuration

All provisioning activity takes place on the Business Zone ordering portal unless explicitly stated. All configuration activity takes place on the Configuration Portal (Business Portal) unless explicitly stated.

Provisioning

This application is an inclusive feature provided with the Mobile User License. When creating a User in Business Zone, be sure to order the Mobile User License.

User details: Step 2 of 4
✕

1 User details ✓

2 User license >

3 IP phones >

4 Accessories ●

User license *

Contract term *

General add-ons

UC Office Desktop ? <input type="button" value="Add this"/>	Busy Lamp Field (BLF) ? <input type="button" value="Add this"/>
CRM Connect ? <input type="button" value="Add this"/>	Fax Messaging ? <input type="button" value="Add this"/>

Reception Console add-ons

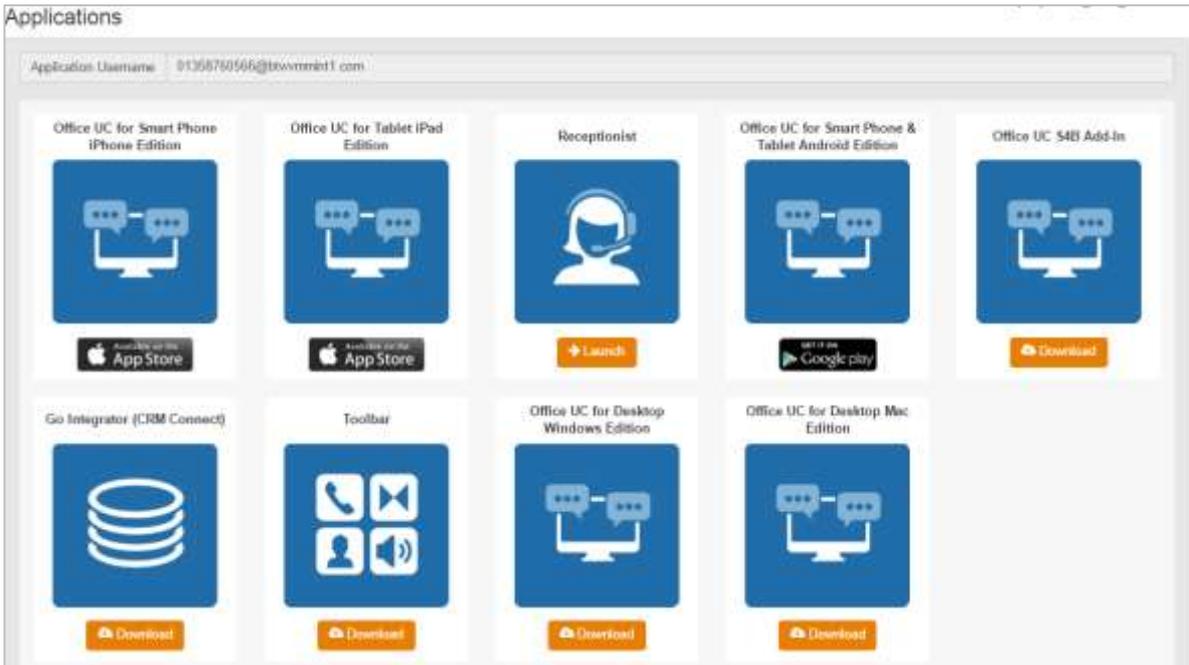
Reception Console - Enterprise ? <input type="button" value="Add this"/>	Reception Console - Small Business ? <input type="button" value="Add this"/>
---	---

UC Office add-ons

UC Business ? <input type="button" value="Add this"/>	UC Team ? <input type="button" value="Add this"/>
--	--

* Mandatory field

Once this license pack has been ordered from the Business Zones Ordering portal, the application download will appear in the Application section of the Business Portal as per the image below.



Download & Installation Instructions

Once you have provisioned the correct license and the User has received, or is in possession of their welcome email, they can now download the application from the App Store or Google play Store.

Please ensure you download the version called '**Office UC**' from BT and NOT the version called 'UC Office.' The latter is the version used on WHC 1.0 and not WHC 2.0. For iPad you need to use the search '**Office UC iPad Edition**', and for Android just '**Office UC**' as the smartphone and tablet share the same app.

Apple Store

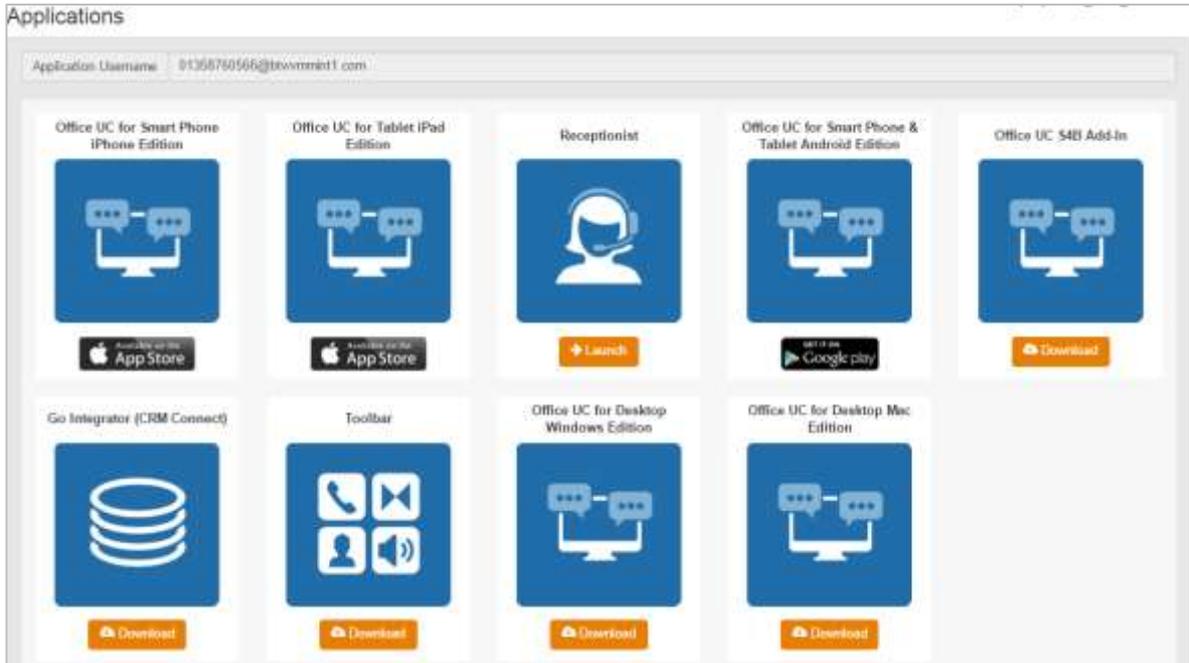


Google Store



Configuration

The Welcome Email sent to End Users will guide them to navigate to the Business Portal to download the application and obtain their Username. Please note this Username is the same for all Applications, but is different to the Business Portal credentials. The username can be seen in the Applications tab as shown below:



The password for all applications is not sent to the User and needs to be set in the Business Portal by navigating to **My Account**,



Select **Password to Change** box, then click on **Application**, enter password and then select **Save**.

User Details		Password to Change	
Username	user four	Portal Login	
Directory Number	+44 1314 960252	Voicemail portal pin (numbers only)	
Extension	252	Application	
Language	English	New Password	
		Confirm Password	

Operating the Feature – iPad Tablet

Start-up and Login

Tap the application icon on the device to launch the application.



Once the application has launched, the application presents you with the login screen where you need to provide your user account information. Enter your username and password into the appropriate boxes. Select whether you would like the app to remember your password, and also if you want it to sign you in automatically on subsequent launches. Click **Sign-in**.

A screenshot of the Office UC login screen. At the top, it says "Office UC" with the application icon. Below that are two input fields: the first contains the email address "01358760566@btwvmmint1.com" and the second is labeled "Password". A large orange "Sign in" button is centered below the fields. At the bottom, there are three toggle switches: "Show password" (off), "Remember password" (off), and "Sign in automatically" (off). In the bottom left corner, the version number "21.0.10" is displayed, and in the bottom right corner, there is a gear icon for settings.

Username and Password Management

You must login to the application with your Application Username and Password, which can be obtained from the Business Portal. The password can also be modified via the Business Portal.

Closing Office UC

To quit, select Settings followed by Sign out or double-tap the home button on the device to close the application.

Startup Window

When you start the application for the first time, you will land in the Contacts section and your *Contacts* list will be empty. To add contacts please refer to the Contacts section of this guide.

Within this start-up window view there are a number of tabs, located on the left-hand bar, and in no particular order they are:

- Contacts
- Call
- Chat
- History
- My Room

Contacts

The *Contacts* list in the *Contacts* tab can contain different types of contacts as follows:

- Favorites - Presence-enabled contacts
- All Contact - Non-presence-enabled contacts

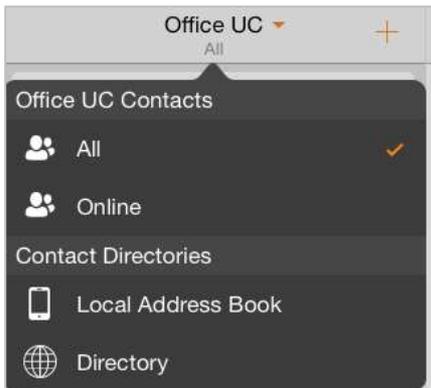
First you need to add a contact using one of the methods described below.

Add Contact from Local or Contact Management Directories

To add contacts from either your local address book or from the Business Portal contact directories you will need to change the Directory option to either

- Local Address Book – phone contacts
- Directory – Business Portal contacts

Select Office UC at the top of the page, followed by the option required.



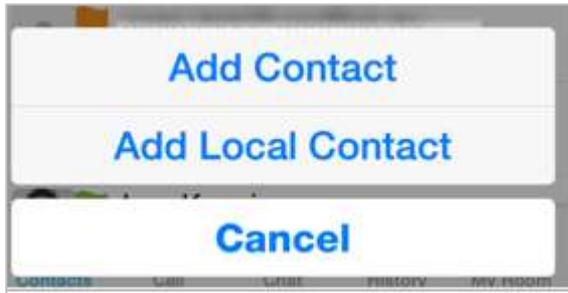
The local address book will show all local contacts. For the main directory you can then use the *search* field to find people and add them to your *Contacts* list. Once you locate a contact, select the information icon next to their name followed by the + symbol next to the parameter 'ADD TO CONTACTS'.

After you have done this, you can change the setting back to just show you're Office UC Contacts and you have the choice of displaying:

- All – all contacts online and off-line
- Online – contacts online

Add Contact Manually

Contacts can also be added manually by tapping the '+' button, followed by **Add Contact**.



In the *Add Contact* screen, enter the contact's information and then select **Done**. By default, your presence information is always shared with a new contact if an IM Address is provided. In the IM address the following will need to be typed in:

- username@ums.yourwhc.co.uk

The username is the name of the other user as built on the WHC service, and the username must be entered all in lowercase, this will then send a Presence request, which ~~If you receive a buddy request, you can decline or accept it.~~ If you decline the ~~buddy request, you can always share your presence information later by selecting *Subscribe* from the ~~buddy contact card.~~~~ Note that the contact must accept your subscription request for you to establish the presence relationship successfully.

~~In the *Add Contact* screen, enter the contact's information and then select **Done**. By default, your presence information is always shared with a new contact if an XMPP address is provided.~~

~~If you receive a buddy request, you can decline or accept it. If you decline the buddy request, you can always share your presence information later by selecting *Subscribe* from the buddy contact card. Note that the contact must accept your subscription request for you to establish the presence relationship successfully.~~

Add Conference Number

A conference number can be saved by adding a new contact, as above, and including the *Dial-in Number* and *Conference ID* in the relevant fields. This can then act as a conference contact, to avoid having to remember a PIN code and a conference number, for example, for a recurring conference.

Filters

There are four contact filters available from the *Contacts* tab:

- *All* – Shows all presence-enabled and non-presence-enabled contacts.
- *Online* – Shows only the presence-enabled contacts that are currently online.

- *Local Address Book* – Shows the contacts from your local phone book.
- *Directory* – Shows the contacts from a company directory (which requires a search).

Edit

Tap a contact from the *Contacts* list to open a contact card. This is the same for presence-enabled and non-presence-enabled contacts.

- The Edit button opens the Contact Information dialog box where you can add, edit or remove information. This works for both presence-enabled and non-presence-enabled contacts.
- Select Unsubscribe to remove the presence relationship between you and that contact. This means you do not see the contact’s presence information and your contact does not see yours.
- Select Subscribe to re-establish a presence relationship. An unsubscribed contact remains on the Contacts list and is always shown as “offline”.
- Select Remove to remove the contact from your Contacts list.

Presence (UC Business & Team only)

For each contact to which you have subscribed, you can see their presence. Similarly, your contacts can see your presence on their *Contacts* list. Presence means that your friends are able to see whether you are available, for example, “I’m available” or “I’m busy”.

The list of presence flags are as follows:

Icon	What it means
	The green presence icon indicates that the user is online and ready for communication.
	The yellow presence icon indicates that the user is online on their client, but has been idle or away from their client for more than ten minutes.
	The red presence icon indicates that the user is busy and does not want to be disturbed.
	The grey presence state icon indicates that the user is offline and the only available contact method is calling or leaving a chat message.
	The question mark indicates that a subscription is pending and the contact has not yet approved sharing their presence.

	This icon indicates that the contact is busy on a call. This is an automated presence status.
	This icon indicates that the contact is busy in a meeting. This is an automated presence status. The <i>Busy – In Call</i> status overrides the <i>Busy – In Meeting</i> status so this one is only seen if there is a meeting but no call.

You can manually set your own presence by tapping on the Presence icon from the status bar in all tabs view. Tapping the Presence icon opens the *My status* screen where you can change your avatar, personal message, and presence status.



Your avatar is the picture that represents you in your friends' *Contacts* list and in chat screens. Tapping on an avatar opens a dialog with options to select an existing image, to take a new one with your phone camera, or to clear your avatar.

You can enter a status message in the area next to the avatar. This status text is shown in your friends' *Contacts* list.

If you see the error message, "Chat Unavailable", under any tab, it means that the XMPP connectivity has been lost for chat and presence; however, you can still make calls. In this case, you should contact your service provider. The presence update is only triggered by appointments and meetings that are either accepted by the user or made by them. Note that all-day meetings do not trigger a presence change to *Busy – In Meeting*.

Email a Contact

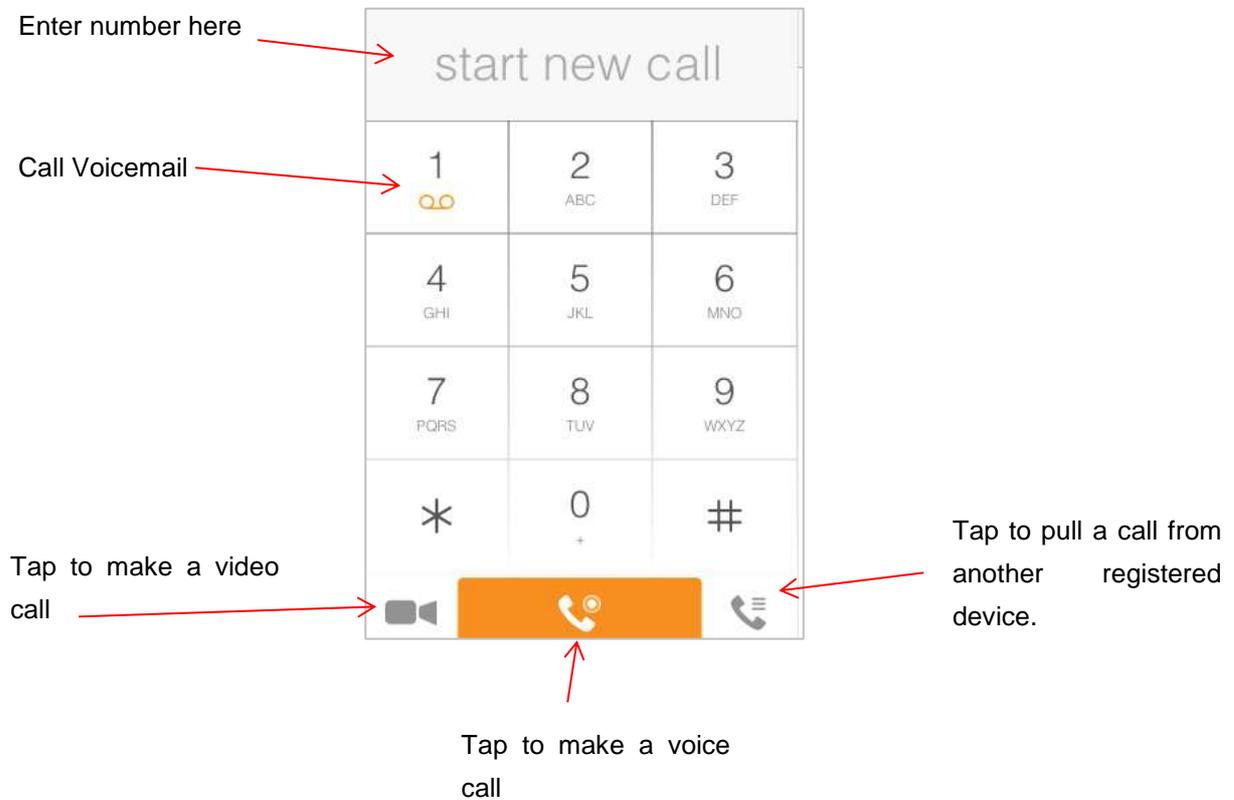
For contacts that have a listed email address, you are able to click the email icon (envelope) next to the users address. This will then use the clients default email application and open up a new message, with the contacts email address already inserted into the 'To' address.

Call

The *Dial pad* tab displays a dial pad and a text field used to enter numbers. The dial pad is one of the options used to make audio or video calls. There are three buttons below the dial pad: Video call, Audio Call, and Call Move. The top text field also has a delete button that, when pressed, deletes one character at a time.

A badge notification appears on the *Dial pad* tab when there are messages in the voicemail box. A long press on the “1” digit connects you to the voicemail box. When there is no voicemail in your voicemail box, no notification badge is shown.

The dial pad menu also contains the option to Pull a Call from a Shared Call Appearance device or Call Director number.



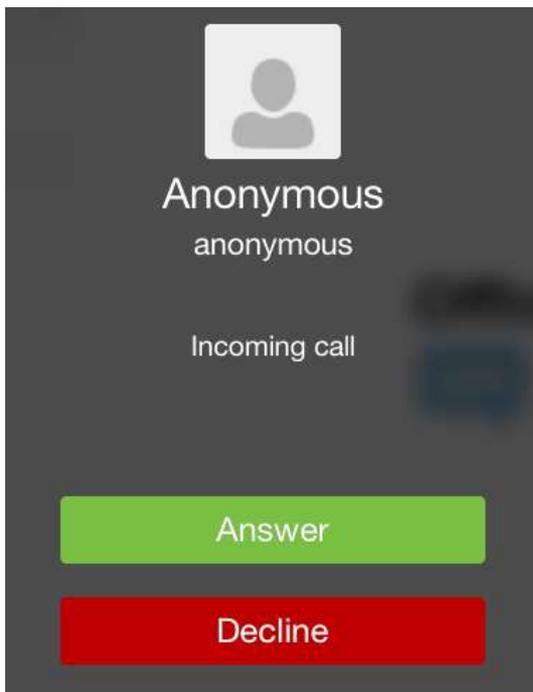
Making Audio or Video Calls

You can make an audio or video call using one of the following methods:

- Tap a contact from the Contacts list to open a contact card. From the contact card, choose the headset icon  to make an audio call or the video icon  to make a video call.
- From search results, open a contact card and tap on the headset icon  for an audio call or the video icon  to perform a video call.
- Open the dial pad, enter a phone number, and tap the Call or Video button.
- On the Call History list, tap a call entry.
- On the Chat screen, tap the headset icon  to make an audio call or the video icon  to make a video call.

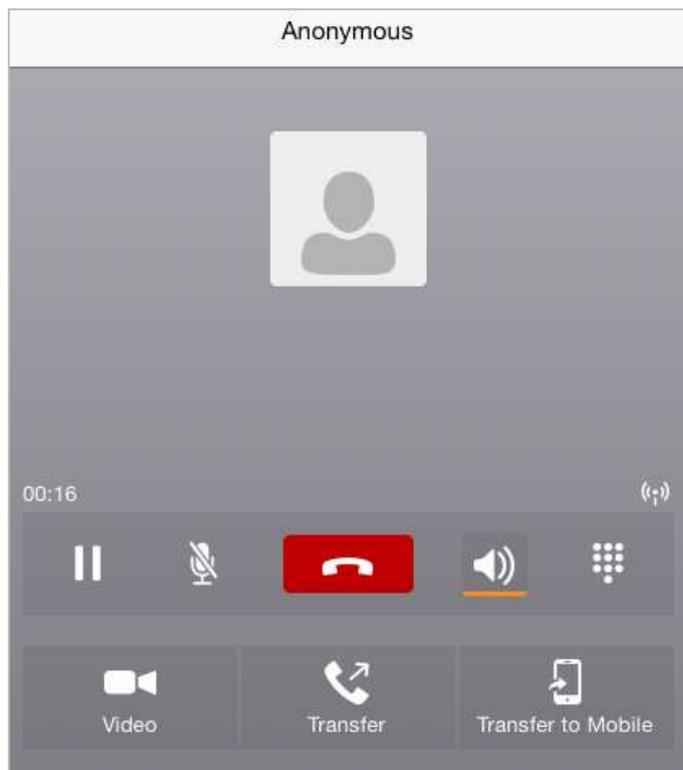
Answering an Incoming Call

An incoming call is indicated with a ringtone. There are two options on the incoming call screen: *Accept* and *Decline*. If you decline the call, it causes the line to sound busy at the caller's end and they know that you rejected the call.



From the *In Call* screen, you can perform the following actions:

- Place a call on hold
- Mute the microphone
- End a call
- Speakerphone
- Open the dial pad
- Escalate from audio to video call and downgrade from video to audio call
- Transfer a call
- Transfer a call to Mobile



The application can be run in the background, whilst the tablet is locked and will still receive calls and notifications.

Missed Calls and New Messages

When you miss a call, the notification bar on the device shows a numerical note on the Call and History badge icon. It will also show on the devices notification pop-ups if enabled, clicking on the notification will take you to the Call history in the app.

Voicemail Access

Voicemail is also accessible with a long press of the dial pad “1” key (similar to how it is on a regular mobile dial pad). If voicemail messages are available, then the “1” key changes color. In addition, a voicemail notification is displayed as a badge on the *Call* tab icon.

Contact Name Lookup for Incoming Calls and Call Logs

Whenever an incoming call does not have a calling name associated with it, the device performs a local contact search. If the number matches one of the contacts on the devices *Contacts* list, the name is shown on the incoming *Call* screen along with the alert.

When a user retrieves their call logs/history and the call log does not have a calling name associated with it, the client does a lookup in the local contacts and populates the name if a match is found.

Call Waiting

You can have one active call at any one time if you receive a new incoming call and accept it. The existing call is put on hold and you can change between these two calls by using the Hold and Unhold buttons.

New Call

The client supports starting a new call while in an ongoing call. The steps are as follows:

- Establish call with remote party.
- Initiate second call using the new call button.
- Select a contact then choose a number. After the new call is established, the first call is put on hold. The active call can be toggled by tapping on the call details in the display.

Call Transfer

The client supports transferring VoIP calls to another party. Two modes of transfer are supported:

- **Attended Transfer** – Establish a call with remote party. Select a contact then choose a number. Select the call first option. If the call is successfully established, you can talk with the third party privately before completing the transfer by pressing the Complete button.
- **Unattended Transfer** – Establish a call with remote party. Select a contact then choose a number. Select the Transfer option and the transfer is completed.

Call Move

Call Move can be used in scenarios where a user has Shared Call Appearance or Call Director. For instance, if the user has an active call on the desk phone, this can be transferred seamlessly to the smartphone via the Call Pull button. Depending on the application, dialing settings, and service configuration, the call can be pulled as a VoIP or circuit-switched call to the mobile phone. There is no interruption to the voice call.

Bluetooth Headset Support

The application supports the use of Bluetooth headset for incoming and outgoing calls. The following headsets have been tested, although other devices should also work:

- Plantronics Voyager Legend
- Plantronics m155

Note that the application supports switching the audio source within the application between the Bluetooth device and the phone microphone and speaker. However, answering a call, hang up, mute, and adjusting the volume from the Bluetooth device are not supported.

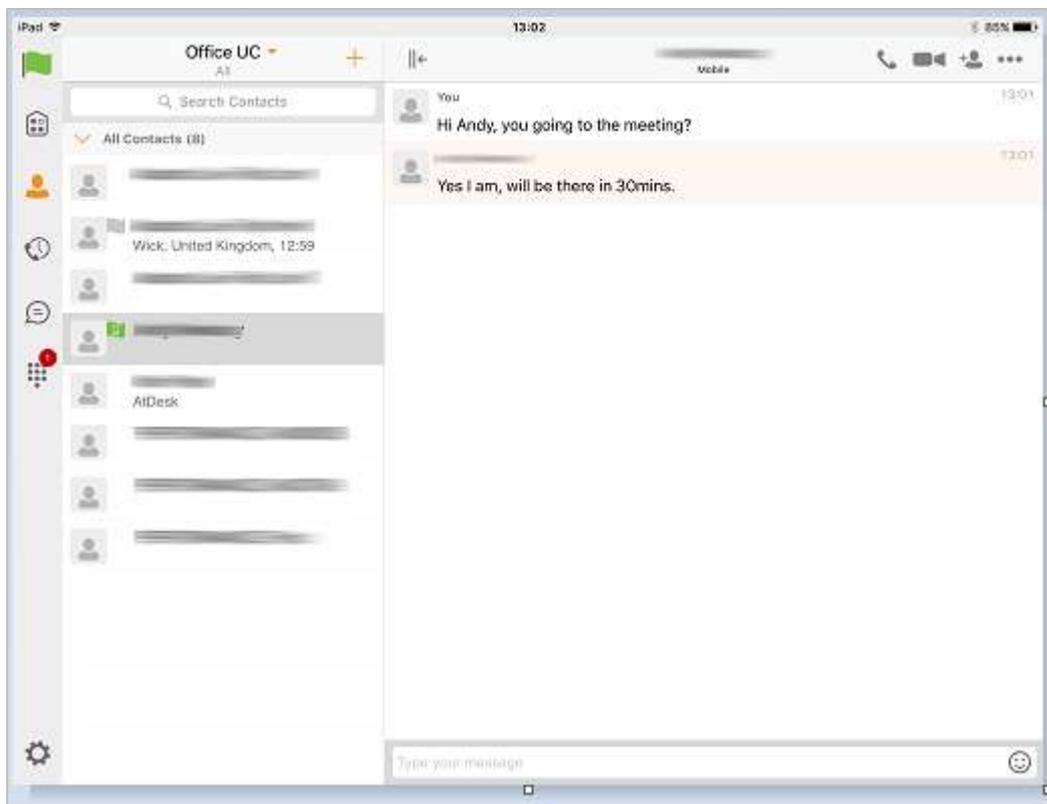
Chat (UC Business & Team only)

The *Chat* tab shows the list of recent chats since the last login. If User A chats with User B multiple times, their discussions appear as one item in the list.

Tapping the name from the *Chat* list opens the *Chat* view (IM view) in the right pane where new messages can be typed. Old messages are also shown.

New incoming messages are indicated with a notification badge to the right of the name. The icon remains next to the name until the message is read.

Chats are listed so that the newest one is always at the top. Chats are not in alphabetical order and are always listed with the most recent first.



Clicking the menu button in the navigation bar displays the *Launch My Room* and *Start Group Chat* option. This option removes all notification badges from the *Chat History* list.

Start a chat using one of the following methods:

- Tap a contact from the *Contacts* list to open a contact card. From the contact card, choose the chat icon to start a chat.
- In the *Chat History* list, tap a contact entry to start a chat.
- From *Contact* search results, tap a contact to open the contact card and then choose the chat icon.

When you initiate a chat, the *Chat* screen opens. Chatting with a contact is possible only when you are both online. If your contact initiates a chat, you see a notification badge on the *Chat* tab and the entry appears at the top of the *Chat History* list.

Once a chat opens, the name of the recipient is on the top bar and there is a presence icon flag before the name. The recipient's messages are presented in the orange background and the user is presented in the white background.

Smiles can be added to messages by typing the corresponding character codes and by selecting from the smiley icons, (the smiley is displayed graphically in the message area).

Group Chat (Ad-Hoc Rooms)

Start a group chat using one of the following methods:

- In single chat session, tap the add participant icon  to escalate from a single to a group chat.
- From the *Chat* tab, tap on the menu icon to select the “start group chat” option.
- In the *Chat History* list, tap a group communication entry to start a group chat.

When you initiate a group chat, the *Chat* screen opens. More participants can be added later to the chat using the add participant icon. Anyone in the group chat can add participants. However, removing participants is currently not supported.

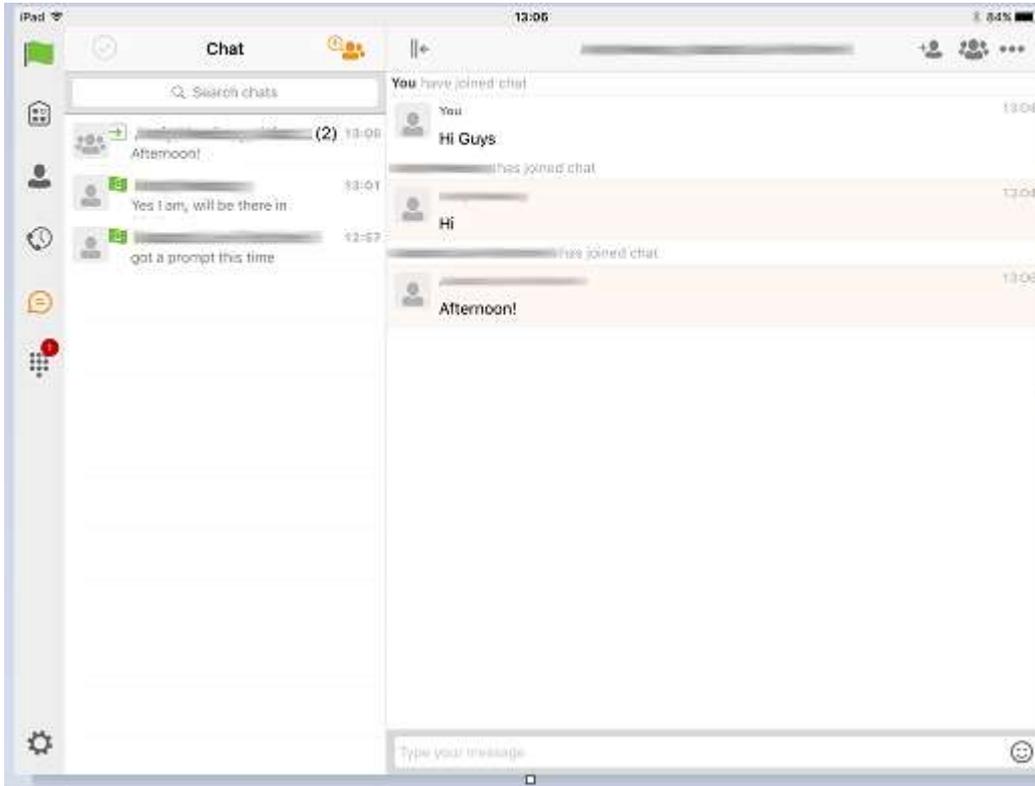
A group chat works the same way as a one-on-one chat. All messages from anyone are sent to everyone else. All contacts need to be online to be able to participate in a group chat. You cannot invite an offline contact.

A group chat history is saved and is available to view later from the *Chat tab*.

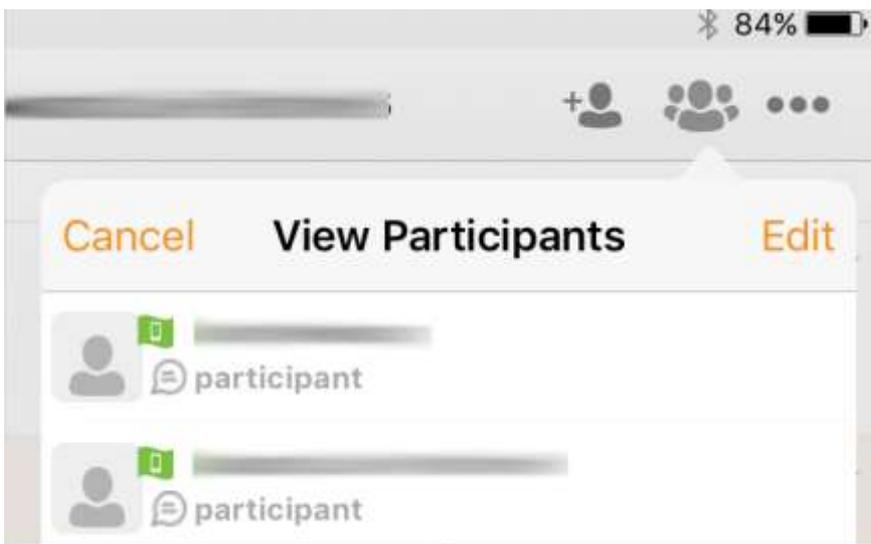
A user can leave a group chat by selecting the *Leave chat* option. The chat is marked as “offline” and the user no longer receives messages from the chat. When tapping on the “offline” chat, the user re-joins the room and starts receiving messages. However, the user does not receive the messages that were sent in the chat while the user was outside of the room.

The *Clear History* menu item behaves the same way as the corresponding option in the one-on-one chat and removes the local history.

The **View Participants** button opens a dialog that shows the list of participants in the group chat. Note that deleting a chat room is not supported.



Group Chat display



View Participants display:

History

Call history can be accessed from the *History* tab. The application saves a call history for placed, received, and missed calls. Call history makes it easy for you to redial and call back when you miss a call or when you want to dial a contact with whom you have recently spoken.

- **Blue Up Arrow:** An answered outgoing call
- **Green Down Arrow:** An answered incoming call
- **Red Tick Arrow:** A missed call

My Room (UC Team only)

My Room is an always available and a permanent room that you can use to chat with anyone that joins. *My Room* is accessible using the My Room icon  in the Tab bar or by selecting My Room from the Conversations menu bar.

You can add more participants using the add participants icon or they can join your room from your contact card. Once participants join the chat room, they can tap on the **Call** button of that screen to automatically join the conference.

My Room uses your permanent chat room and a conference bridge (audio or video). All *My Room* sessions start as chats but a call can be added to the session while in progress. Others join your room by clicking your name on their *Contacts* list and selecting *Join Room* from the contact card.

My Room Audio Conferencing 8

My Room Audio Conferencing 8 provides Personal Audio Conferences for up to 8 attendees per conference. It is included in the chargeable UC Team Add-On that can be applied to Users. It is a personal, reservation less audio conferencing service that can be accessed from any phone.

My Room Audio Conferencing requires a My Room Bridge to be added at the Site level. If the bridge exists, a user conference is automatically created for the user with default settings. If the bridge does not yet exist, no conference will be created. The required My Room Conferencing 8 conference will then be automatically added when the Site's My Room Bridge is created from the Business Portal.

The default settings for the conference can be changed from the user's Business Portal under "My Room" in their Feature Settings. The user can also see their conference ID and PIN from this page. If the user conference does not exist (meaning the bridge does not exist), the user is informed to contact the system administrator.

For security reasons, only the user can reset the PINs associated to his conference. This is achieved by deleting and re-adding the conference (options are transferred to the new conference automatically).

Contacts outside of the Company can attend Audio Conferences by being sent the access details within an email invitation.

Screenshot of My Room Feature Settings page in the Business Portal:

My Room

Conference Access:		Web Collaboration Access	
Phone Number	+44-1358760599	Web Access	
Extension	0599		
Conference ID / Participant PIN	420488		
Chairperson / Moderator PIN	690007		
Email Conference Details			
Reset Pins			

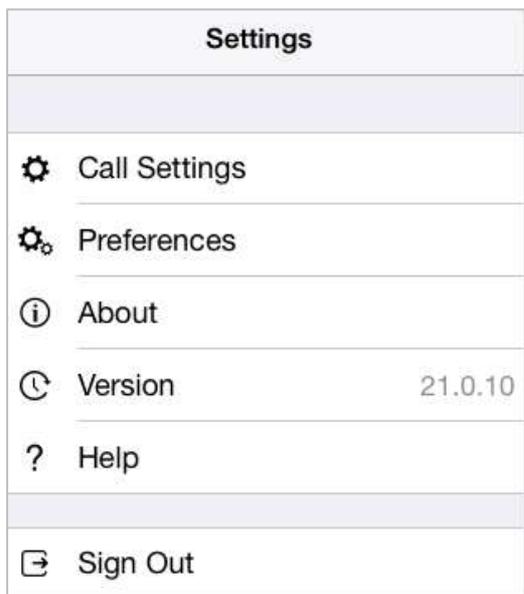
My Room Conferencing

- Mute All Attendees On Entry
- End Conference When Chairperson (You) Leave
- Chairperson (You) Required To Start Conference

Settings

The *Settings page* is accessed by clicking on the settings icon in the bottom left hand of the application. It contains the following items:

- Call Settings
- Preferences
- About
- Version
- Help
- Sign out



Call Settings

The client supports the following service management features, allowing supplementary services to be viewed or updated using the native client *Preferences* window:

- Call Options
 - Dialing Service
 - Caller ID Blocking
- Call Forwarding
 - No Answer
 - Always
 - Not Reachable
 - Busy
- Do Not Disturb
- Incoming Calls
 - Simultaneous Ring Personal

- Office UC
 - Call Director
 - Remote Office

Option	Description
Call Options	<p>Dialing Service - Choose between:</p> <ul style="list-style-type: none"> • Phone - use the native dialer to make the call using your mobile network provide, ideal when no data connection is available. This option will only appear if a SIM card is inserted into the tablet. • VoIP – makes the call over a data connection using your WHC rates • Call Back – makes the call from your Tablet/Office UC phone directory but sends it to your Primary device, i.e. IP Phone • Always Ask – every time you dial a number it will ask you to select from one of the options above on a per call basis. <p>Caller ID Blocking - You can hide or display your number when calling or communicating with other parties or contacts. To hide your number, set to “Enable”. To show your number, set to “Disable”.</p>
Call Forwarding	<p>By tapping on a different Call Forward option, you can enter a number to forward your calls to against the following criteria:</p> <ul style="list-style-type: none"> • Call Forward No Answer • Call Forward Always • Call Forward Not Reachable • Call Forward Busy
Do Not Disturb	<p>When you activate this service, all calls are blocked and sent to voicemail, where voicemail is available.</p>
Incoming Calls	<p>Simultaneous Ring Personal - This feature allows you to set upto ten phone numbers that would ring in addition to the primary phone number when you receive a call.</p>
Office UC	<p>Call Director - This service allows users to enable their mobile phones to behave as if the phones were an extension of their telephone number. Locations, numbers assigned to a mobile, can be added and the activated/deactivated at any time. Likewise when</p>

click-to-dial is enabled, the user can choose to notify all devices or just the primary device.

Once added the following can be set:

- Diversion Inhibitor – this prevents the call ending up as a voicemail on the mobile phone.
- Answer Confirmation – provides a separate audio prompt when answering a call from that number (location). It may be useful in cases where, for example, mobile numbers are being used to prevent incoming calls going to mobile voice mail since the call will be ended without going to voice mail if the answer confirmation is not provided.
- Call Control - enable the server platform to provide mid-call services such as Call Transfer and Conferencing for that number (location).

Remote Office - This service allows the use of any phone as the office phone from a charging and numbering perspective. For instance, a hotel room phone can be used as the office phone. Enable Remote Office and specify a phone number to be used as the Remote Office number.

Please note that the 'MY TELEPHONE NUMBER' option in the 'Call Settings' section is not currently being used. Entering and saving a phone number here will have no effect on the operation of this application.

Preferences

The client supports the following preferences:

- Language
- Remember Password
- Sign in automatically
- Caller ID lookup
- Troubleshooting

Language

You can change the language of the application from this option.

Remember Password

Allow the application to remember the password to make signing in easier.

Sign in Automatically

The user can choose to sign in automatically when the client is started.

Caller ID lookup

Whenever an incoming call does not have a calling name associated with it, the device performs a local contact search. If the number matches one of the contacts on the phone's *Contacts* list, the name is shown on the incoming *Call* screen along with the alert.

Troubleshooting

The application requires a User to enter the correct Username and Password and have the correct features assigned. If the Username and/or Password are incorrect or the User does not have the required features then an appropriate error message will be displayed at the login process. If you are sure that the provisioning, login and licensing is correct then please check network connectivity, and the Requirements section of this document including Network and Firewall Requirements.

If problems still persist, logging can be enabled via the "Troubleshooting" menu within "Settings". Once enabled, the application will collect information which can be emailed to your support engineers for further diagnostics. Troubleshooting is managed by a menu entry in *Settings*. It can be accessed from the following place:

- From the Settings/Preferences button – This opens the screen that contains the help and troubleshooting-related entries. This can also be used before the user has signed in.

Multi Device

Office UC provides support for users with multiple devices. This includes several features:

- Chat invitations are sent to all devices. Before the session is accepted, messages are sent to all devices, and once answered, the chat messages go to the device that has sent a reply message.
- Retrieving one's own presence notifications, when another client updates the user's presence. The client updates its own status based on the information it receives from the server.
- Accepting a shared presence invitation in one client is also recognized by another client, and both clients start receiving presence updates.
- A new presence subscription made in one client is recognized in another. If the contact blocks the invitation, there are presence notifications from the server to all of the user's clients indicating that the subscription was terminated, and this information is shown to the user. If the client receives two presence authorization requests from two or more devices for the same user, it only shows one request to the user.
- Removing a contact from a *Contacts* list in one device is recognized in another client, and the *Contacts* list is updated (that is, the contact is removed) in the other client as well.

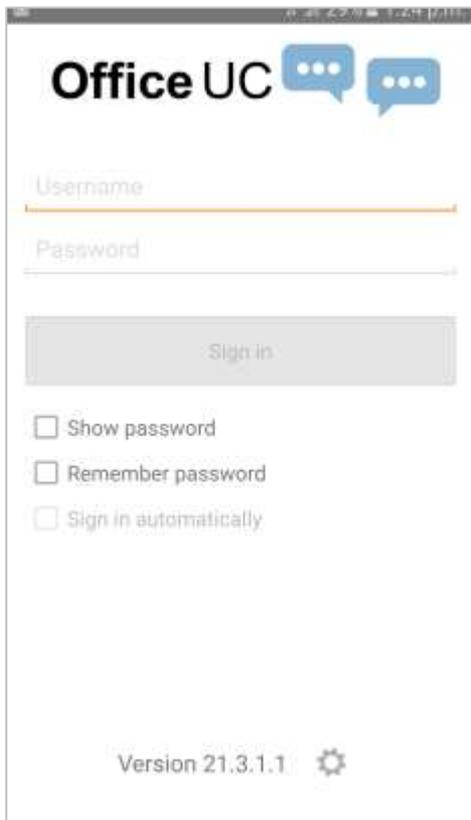
Operating the Feature – Android Tablet

Start-up and Login

Tap the application icon on the device to launch the application.



Once the application has launched, the application presents you with the login screen where you need to provide your user account information. Enter your username and password into the appropriate boxes. Select whether you would like the app to remember your password, and also if you want it to sign you in automatically on subsequent launches. Click Sign-in.



Username and Password Management

You must login to the application with your Application Username and Password, which can be obtained from the Business Portal. The password can also be modified via the Business Portal.

Closing Office UC

To quit, from the Horizontal Menu select Settings followed by Sign out or double-tap the home button on the device to close the application.

Startup Window

When you start the application for the first time, you will land in the Contacts section and your *Contacts* list will be empty. To add contacts please refer to the Contacts section of this guide.

Within this start-up window view there are a number of tabs, located on the left-hand bar, and in no particular order they are:

- Contacts
- Call
- Chat
- History
- My Room

Contacts

The *Contacts* list in the *Contacts* tab can contain different types of contacts as follows:

- Favorites - Presence-enabled contacts
- All Contact - Non-presence-enabled contacts

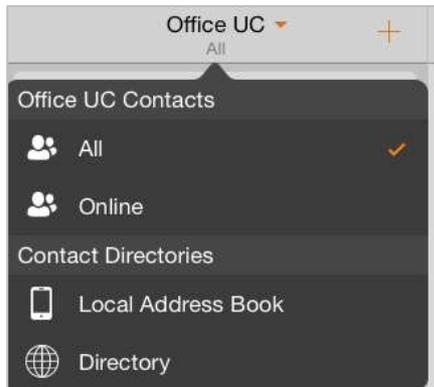
First you need to add a contact using one of the methods described below.

Add Contact from Local or Contact Management Directories

To add contacts from either your local address book or from the Business Portal contact directories you will need to change the Directory option to either

- Local Address Book – phone contacts
- Directory – Business Portal contacts

Select Office UC at the top of the page, followed by the option required.



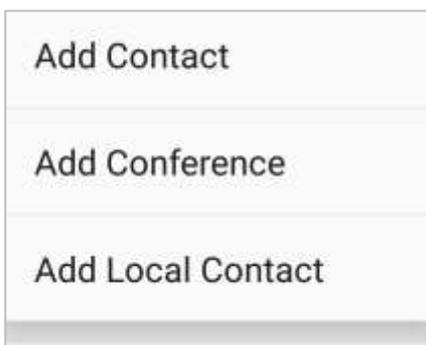
The local address book will show all local contacts. For the main directory you can then use the *search* field to find people and add them to your *Contacts* list. Once you locate a contact, select the information icon next to their name followed by the + symbol next to the parameter 'ADD TO CONTACTS'.

After you have done this, you can change the setting back to just show you're Office UC Contacts and you have the choice of displaying:

- All – all contacts online and off-line
- Online – contacts online

Add Contact Manually

Contacts can also be added manually by tapping the '+' button, followed by **Add Contact**.



In the *Add Contact* screen, enter the contact's information and then select **Done**. By default, your presence information is always shared with a new contact if an XMPP address is provided.

If you receive a buddy request, you can decline or accept it. If you decline the buddy request, you can always share your presence information later by selecting *Subscribe* from the buddy contact card.

Note that the contact must accept your subscription request for you to establish the presence relationship successfully.

Add Conference Number

A conference number can be saved by adding a new contact, as above, and including the *Dial-in Number* and *Conference ID* in the relevant fields. This can then act as a conference contact, to avoid having to remember a PIN code and a conference number, for example, for a recurring conference.

Filters

There are four contact filters available from the *Contacts* tab:

- *All* – Shows all presence-enabled and non-presence-enabled contacts.
- *Online* – Shows only the presence-enabled contacts that are currently online.
- *Local Address Book* – Shows the contacts from your local phone book.
- *Directory* – Shows the contacts from a company directory (which requires a search).

Edit

Tap a contact from the *Contacts* list to open a contact card. This is the same for presence-enabled and non-presence-enabled contacts.

- The Edit button opens the Contact Information dialog box where you can add, edit or remove information. This works for both presence-enabled and non-presence-enabled contacts.
- Select Unsubscribe to remove the presence relationship between you and that contact. This means you do not see the contact's presence information and your contact does not see yours.
- Select Subscribe to re-establish a presence relationship. An unsubscribed contact remains on the Contacts list and is always shown as "offline".
- Select Remove to remove the contact from your Contacts list.

Presence (UC Business & Team only)

For each contact to which you have subscribed, you can see their presence. Similarly, your contacts can see your presence on their *Contacts* list. Presence means that your friends are able to see whether you are available, for example, "I'm available" or "I'm busy".

The list of presence flags are as follows:

Icon	What it means
------	---------------

	The green presence icon indicates that the user is online and ready for communication.
	The yellow presence icon indicates that the user is online on their client, but has been idle or away from their client for more than ten minutes.
	The red presence icon indicates that the user is busy and does not want to be disturbed.
	The grey presence state icon indicates that the user is offline and the only available contact method is calling or leaving a chat message.
	The question mark indicates that a subscription is pending and the contact has not yet approved sharing their presence.
	This icon indicates that the contact is busy on a call. This is an automated presence status.
	This icon indicates that the contact is busy in a meeting. This is an automated presence status. The <i>Busy – In Call</i> status overrides the <i>Busy – In Meeting</i> status so this one is only seen if there is a meeting but no call.

You can manually set your own presence by tapping on the Presence icon from the status bar in all tabs view. Tapping the Presence icon opens the *My status* screen where you can change your avatar, personal message, and presence status.



Your avatar is the picture that represents you in your friends' *Contacts* list and in chat screens. Tapping on an avatar opens a dialog with options to select an existing image, to take a new one with your phone camera, or to clear your avatar.

You can enter a status message in the area next to the avatar. This status text is shown in your friends' *Contacts* list.

If you see the error message, “Chat Unavailable”, under any tab, it means that the XMPP connectivity has been lost for chat and presence; however, you can still make calls. In this case, you should contact your service provider. The presence update is only triggered by appointments and meetings that are either accepted by the user or made by them. Note that all-day meetings do not trigger a presence change to *Busy – In Meeting*.

Email a Contact

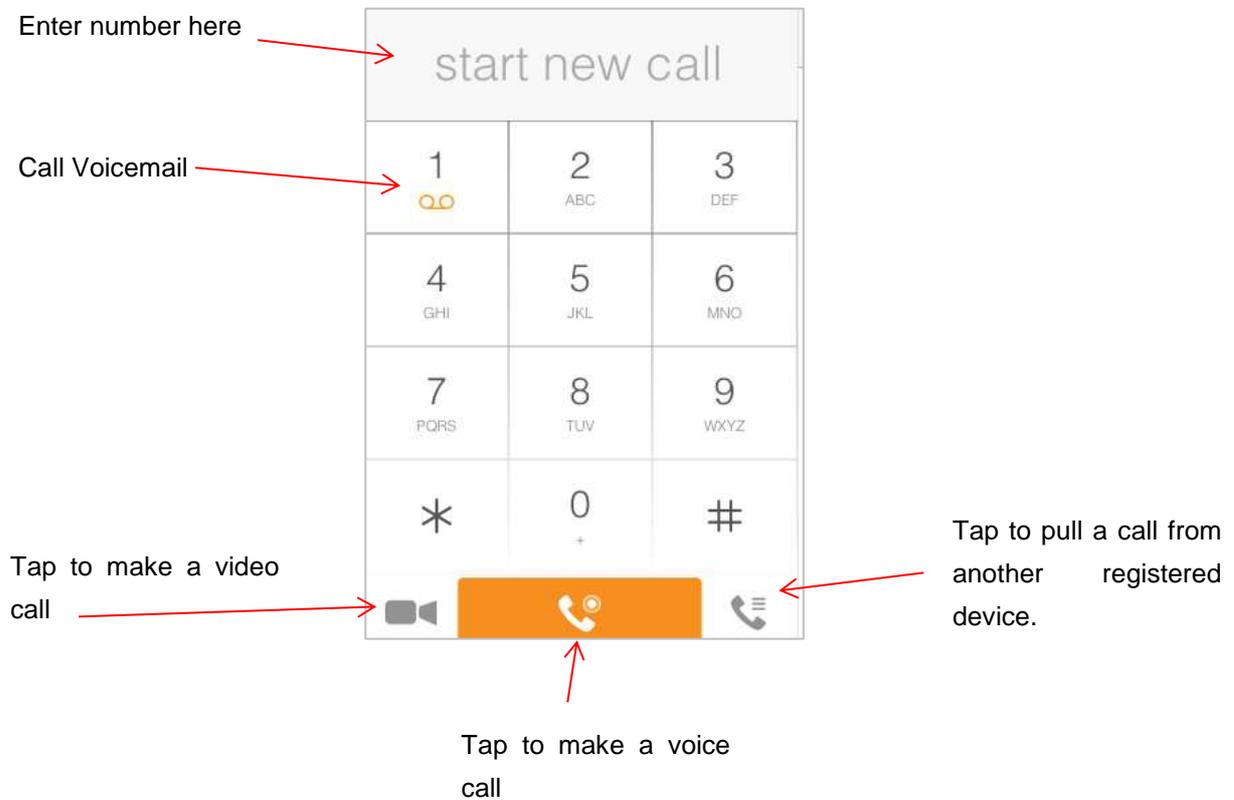
For contacts that have a listed email address, you are able to click the email icon (envelope) next to the users address. This will then use the clients default email application and open up a new message, with the contacts email address already inserted into the ‘To’ address.

Call

The *Dial pad* tab displays a dial pad and a text field used to enter numbers. The dial pad is one of the options used to make audio or video calls. There are three buttons below the dial pad: Video call, Audio Call, and Call Move. The top text field also has a delete button that, when pressed, deletes one character at a time.

A badge notification appears on the *Dial pad* tab when there are messages in the voicemail box. A long press on the “1” digit connects you to the voicemail box. When there is no voicemail in your voicemail box, no notification badge is shown.

The dial pad menu also contains the option to Pull a Call from a Shared Call Appearance device or Call Director number.



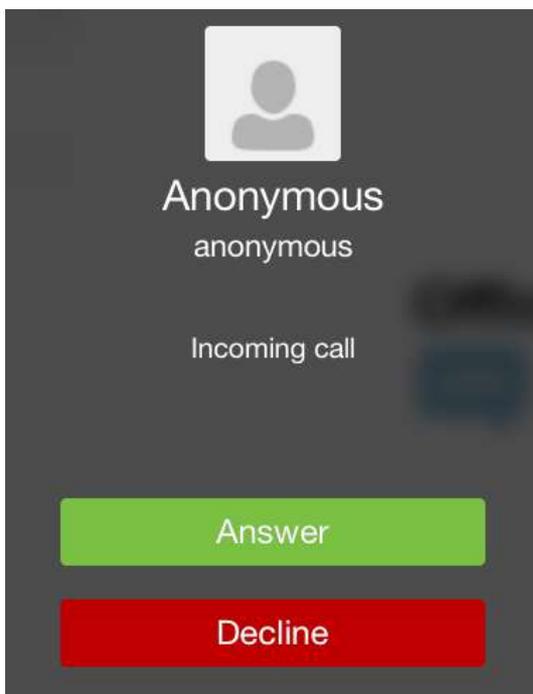
Making Audio or Video Calls

You can make an audio or video call using one of the following methods:

- Tap a contact from the Contacts list to open a contact card. From the contact card, choose the headset icon  to make an audio call or the video icon  to make a video call.
- From search results, open a contact card and tap on the headset icon  for an audio call or the video icon  to perform a video call.
- Open the dial pad, enter a phone number, and tap the Call or Video button.
- On the Call History list, tap a call entry.
- On the Chat screen, tap the headset icon  to make an audio call or the video icon  to make a video call.

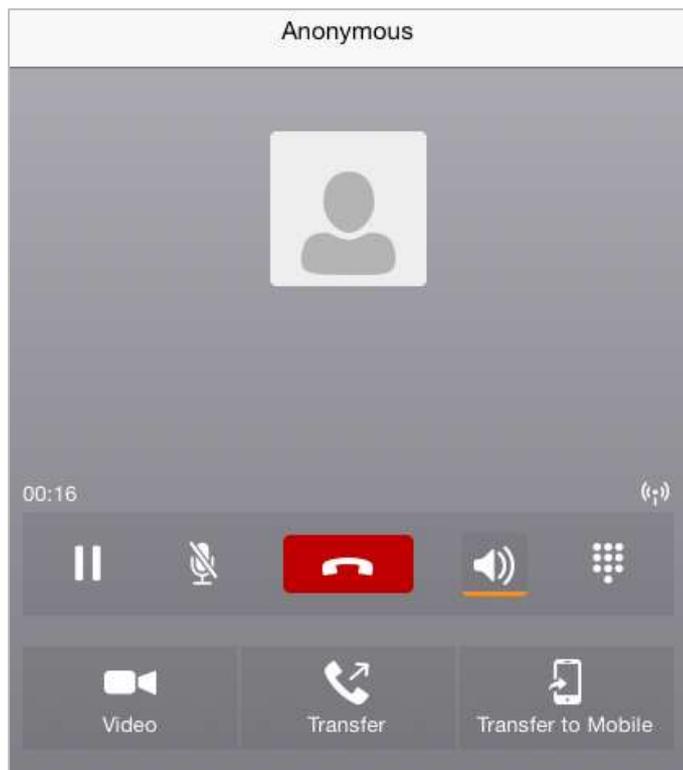
Answering an Incoming Call

An incoming call is indicated with a ringtone. There are two options on the incoming call screen: *Accept* and *Decline*. If you decline the call, it causes the line to sound busy at the caller's end and they know that you rejected the call.



From the *In Call* screen, you can perform the following actions:

- Place a call on hold
- Mute the microphone
- End a call
- Speakerphone
- Open the dial pad
- Escalate from audio to video call and downgrade from video to audio call
- Transfer a call
- Transfer a call to Mobile



The application can be run in the background, whilst the tablet is locked and will still receive calls and notifications.

Missed Calls and New Messages

When you miss a call, the notification bar on the device shows a numerical note on the Call and History badge icon. It will also show on the devices notification pop-ups if enabled, clicking on the notification will take you to the Call history in the app.

Voicemail Access

Voicemail is also accessible with a long press of the dial pad “1” key (similar to how it is on a regular mobile dial pad). If voicemail messages are available, then the “1” key changes color. In addition, a voicemail notification is displayed as a badge on the *Call* tab icon.

Contact Name Lookup for Incoming Calls and Call Logs

Whenever an incoming call does not have a calling name associated with it, the device performs a local contact search. If the number matches one of the contacts on the devices *Contacts* list, the name is shown on the incoming *Call* screen along with the alert.

When a user retrieves their call logs/history and the call log does not have a calling name associated with it, the client does a lookup in the local contacts and populates the name if a match is found.

Call Waiting

You can have one active call at any one time if you receive a new incoming call and accept it. The existing call is put on hold and you can change between these two calls by using the Hold and Unhold buttons.

New Call

The client supports starting a new call while in an ongoing call. The steps are as follows:

- Establish call with remote party.
- Initiate second call using the new call button.
- Select a contact then choose a number. After the new call is established, the first call is put on hold. The active call can be toggled by tapping on the call details in the display.

Call Transfer

The client supports transferring VoIP calls to another party. Two modes of transfer are supported:

- **Attended Transfer** – Establish a call with remote party. Select a contact then choose a number. Select the call first option. If the call is successfully established, you can talk with the third party privately before completing the transfer by pressing the Complete button.
- **Unattended Transfer** – Establish a call with remote party. Select a contact then choose a number. Select the Transfer option and the transfer is completed.

Call Move

Call Move can be used in scenarios where a user has Shared Call Appearance or Call Director. For instance, if the user has an active call on the desk phone, this can be transferred seamlessly to the smartphone via the Call Pull button. Depending on the application, dialing settings, and service configuration, the call can be pulled as a VoIP or circuit-switched call to the mobile phone. There is no interruption to the voice call.

Bluetooth Headset Support

The application supports the use of Bluetooth headset for incoming and outgoing calls. The following headsets have been tested, although other devices should also work:

- Plantronics Voyager Legend
- Plantronics m155

Note that the application supports switching the audio source within the application between the Bluetooth device and the phone microphone and speaker. However, answering a call, hang up, mute, and adjusting the volume from the Bluetooth device are not supported.

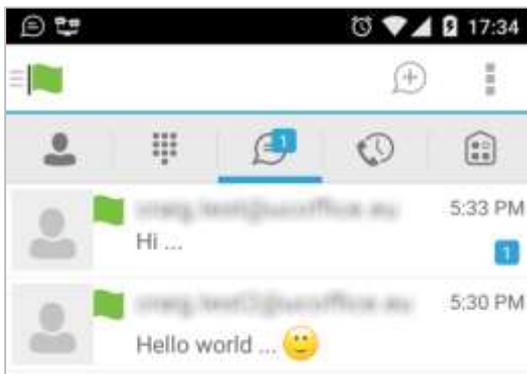
Chat (UC Business & Team Only)

The *Chat* tab shows the list of recent chats since the last login. If User A chats with User B multiple times, their discussions appear as one item in the list.

Tapping the name from the *Chat* list opens the *Chat* view (IM view) in the right pane where new messages can be typed. Old messages are also shown.

New incoming messages are indicated with a notification badge to the right of the name. The icon remains next to the name until the message is read.

Chats are listed so that the newest one is always at the top. Chats are not in alphabetical order and are always listed with the most recent first.



The Overflow menu displays the following options: Start group chat, Mark all as “Read”, About, Settings, and Sign out.

Start a chat using one of the following methods:

- Tap a contact from the *Contacts* list to open a contact card. From the contact card, choose the chat icon to start a chat.
- From the options provided after a long press on a contact.
- In the *Chat History* list, tap a contact entry to start a chat.
- From *Contact* search results, tap a contact to open the contact card and then choose the chat icon.
- By tapping the add chat icon (‘+’ in a speech bubble) from the *Chat* tab.

When you initiate a chat, the *Chat* screen opens. Chatting with a contact is possible only when you are both online. If your contact initiates a chat, you see a notification badge on the *Chat* tab and the entry appears at the top of the *Chat History* list.

Once a chat opens, the name of the recipient is on the top bar and there is a presence icon flag before the name. The recipient’s messages are presented in the orange background and the user is presented in the white background.

Smiles can be added to messages by typing the corresponding character codes and by selecting from the smiley icons, (the smiley is displayed graphically in the message area).

Active chat display:



Group Chat (Ad-Hoc Rooms)

Start a group chat using one of the following methods:

- In single chat session, tap the add participant icon  to escalate from a single to a group chat.
- From the Chat tab, tap on the menu icon to select the “start group chat” option.
- In the Chat History list, tap a group communication entry to start a group chat.

When you initiate a group chat, the *Chat* screen opens. More participants can be added later to the chat using the add participant icon. Anyone in the group chat can add participants. However, removing participants is currently not supported.

A group chat works the same way as a one-on-one chat. All messages from anyone are sent to everyone else. All contacts need to be online to be able to participate in a group chat. You cannot invite an offline contact.

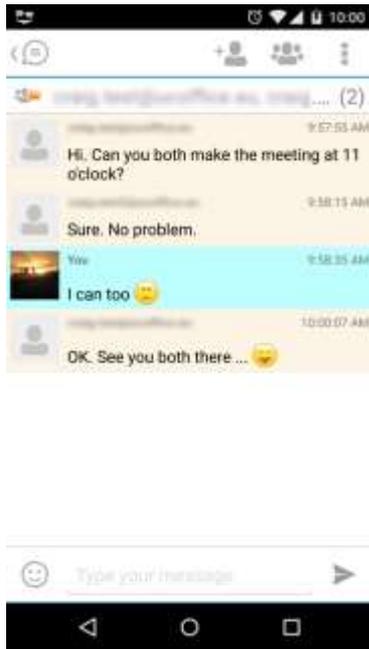
A group chat history is saved and is available to view later from the *Chat tab*.

A user can leave a group chat by selecting the *Leave chat* option. The chat is marked as “offline” and the user no longer receives messages from the chat. When tapping on the “offline” chat, the user re-joins the room and starts receiving messages. However, the user does not receive the messages that were sent in the chat while the user was outside of the room.

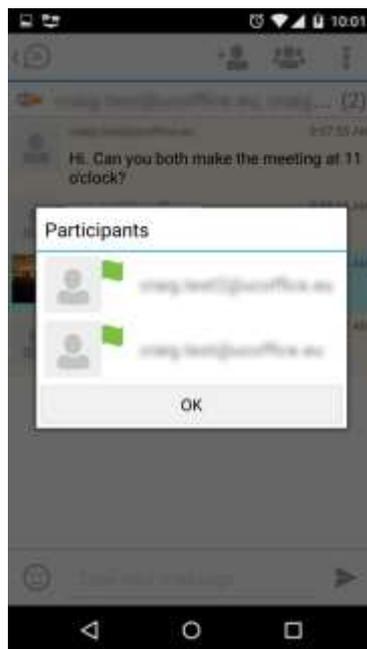
The *Clear History* menu item behaves the same way as the corresponding option in the one-on-one chat and removes the local history.

The **View Participants** button opens a dialog that shows the list of participants in the group chat. Note that deleting a chat room is not supported.

Group Chat display:



Chat participant's display:



History

Call history can be accessed from the *History* tab. Office UC saves a call history for placed, received, and missed calls. Call history makes it easy for you to redial and call back when you miss a call or when you want to dial a contact with whom you have recently spoken.

- **Blue Up Arrow:** An answered outgoing call
- **Green Down Arrow:** An answered incoming call
- **Red Tick Arrow:** A missed call

My Room (UC Team only)

My Room is an always available and a permanent room that you can use to chat with anyone that joins. *My Room* is accessible using the My Room icon  in the Tab bar or by selecting My Room from the Conversations menu bar.

You can add more participants using the add participants icon or they can join your room from your contact card. Once participants join the chat room, they can tap on the **Call** button of that screen to automatically join the conference.

My Room uses your permanent chat room and a conference bridge (audio or video). All *My Room* sessions start as chats but a call can be added to the session while in progress. Others join your room by clicking your name on their *Contacts* list and selecting *Join Room* from the contact card.

My Room Audio Conferencing 8

My Room Audio Conferencing 8 provides Personal Audio Conferences for up to 8 attendees per conference. It is included in the chargeable UC Team Add-On that can be applied to Users. It is a personal, reservation less audio conferencing service that can be accessed from any phone.

My Room Audio Conferencing requires a My Room Bridge to be added at the Site level. If the bridge exists, a user conference is automatically created for the user with default settings. If the bridge does not yet exist, no conference will be created. The required My Room Conferencing 8 conference will then be automatically added when the Site's My Room Bridge is created from the Business Portal.

The default settings for the conference can be changed from the user's Business Portal under "My Room" in their Feature Settings. The user can also see their conference ID and PIN from this page. If the user conference does not exist (meaning the bridge does not exist), the user is informed to contact the system administrator.

For security reasons, only the user can reset the PINs associated to his conference. This is achieved by deleting and re-adding the conference (options are transferred to the new conference automatically).

Contacts outside of the Company can attend Audio Conferences by being sent the access details within an email invitation.

Screenshot of My Room Feature Settings page in the Business Portal:

My Room

Conference Access:		Web Collaboration Access	
Phone Number	+44-1358760599	Web Access	
Extension	0599		
Conference ID / Participant PIN	420488		
Chairperson / Moderator PIN	690007		
Email Conference Details			
Reset Pins			

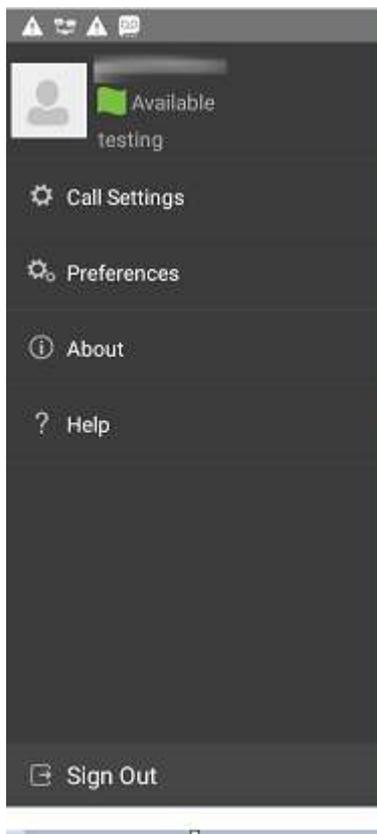
My Room Conferencing

- Mute All Attendees On Entry
- End Conference When Chairperson (You) Leave
- Chairperson (You) Required To Start Conference

Settings

The *Settings page* is accessed by clicking on the settings icon in the bottom left hand of the application. It contains the following items:

- Call Settings
- Preferences
- About
- Version
- Help
- Sign out



Call Settings

The client supports the following service management features, allowing supplementary services to be viewed or updated using the native client *Preferences* window:

- Call Options
 - Dialing Service
 - Caller ID Blocking
- Call Forwarding
 - No Answer
 - Always

- Not Reachable
- Busy
- Do Not Disturb
- Incoming Calls
 - Simultaneous Ring Personal
- Office UC
 - Call Director
 - Remote Office

Option	Description
Call Options	<p>Dialing Service - Choose between:</p> <ul style="list-style-type: none"> ● Phone - use the native dialer to make the call using your mobile network provide, ideal when no data connection is available. This option will only appear if a SIM card is inserted into the tablet. ● VoIP – makes the call over a data connection using your WHC rates ● Call Back – makes the call from your Tablet/Office UC phone directory but sends it to your Primary device, i.e. IP Phone ● Always Ask – every time you dial a number it will ask you to select from one of the options above on a per call basis. <p>Caller ID Blocking - You can hide or display your number when calling or communicating with other parties or contacts. To hide your number, set to “Enable”. To show your number, set to “Disable”.</p>
Call Forwarding	<p>By tapping on a different Call Forward option, you can enter a number to forward your calls to against the following criteria:</p> <ul style="list-style-type: none"> ● Call Forward No Answer ● Call Forward Always ● Call Forward Not Reachable ● Call Forward Busy
Do Not Disturb	<p>When you activate this service, all calls are blocked and sent to voicemail, where voicemail is available.</p>

<p>Incoming Calls</p>	<p>Simultaneous Ring Personal - This feature allows you to set up to ten phone numbers that would ring in addition to the primary phone number when you receive a call.</p>
<p>Office UC</p>	<p>Call Director - This service allows users to enable their mobile phones to behave as if the phones were an extension of their telephone number. Locations, numbers assigned to a mobile, can be added and the activated/deactivated at any time. Likewise when click-to-dial is enabled, the user can choose to notify all devices or just the primary device.</p> <p>Once added the following can be set:</p> <ul style="list-style-type: none"> • Diversion Inhibitor – this prevents the call ending up as a voicemail on the mobile phone. • Answer Confirmation – provides a separate audio prompt when answering a call from that number (location). It may be useful in cases where, for example, mobile numbers are being used to prevent incoming calls going to mobile voice mail since the call will be ended without going to voice mail if the answer confirmation is not provided. • Call Control - enable the server platform to provide mid-call services such as Call Transfer and Conferencing for that number (location). <p>Remote Office - This service allows the use of any phone as the office phone from a charging and numbering perspective. For instance, a hotel room phone can be used as the office phone. Enable Remote Office and specify a phone number to be used as the Remote Office number.</p>

Please note that the 'MY TELEPHONE NUMBER' option in the 'Call Settings' section is not currently being used. Entering and saving a phone number here will have no effect on the operation of this application.

Preferences

The client supports the following preferences:

- Language

- Remember Password
- Sign in automatically
- Caller ID lookup
- Troubleshooting

Language

You can change the language of the application from this option.

Remember Password

Allow the application to remember the password to make signing in easier.

Sign in Automatically

The user can choose to sign in automatically when the client is started.

Caller ID lookup

Whenever an incoming call does not have a calling name associated with it, the device performs a local contact search. If the number matches one of the contacts on the phone's *Contacts* list, the name is shown on the incoming *Call* screen along with the alert.

Troubleshooting

The application requires a User to enter the correct Username and Password and have the correct features assigned. If the Username and/or Password are incorrect or the User does not have the required features then an appropriate error message will be displayed at the login process. If you are sure that the provisioning, login and licensing is correct then please check network connectivity, and the Requirements section of this document including Network and Firewall Requirements.

If problems still persist, logging can be enabled via the "Troubleshooting" menu within "Settings". Once enabled, the application will collect information which can be emailed to your support engineers for further diagnostics. Troubleshooting is managed by a menu entry in *Settings*. It can be accessed from the following place:

- From the Settings/Preferences button – This opens the screen that contains the help and troubleshooting-related entries. This can also be used before the user has signed in.

Multi Device

Office UC provides support for users with multiple devices. This includes several features:

- Chat invitations are sent to all devices. Before the session is accepted, messages are sent to all devices, and once answered, the chat messages go to the device that has sent a reply message.
- Retrieving one's own presence notifications, when another client updates the user's presence. The client updates its own status based on the information it receives from the server.
- Accepting a shared presence invitation in one client is also recognized by another client, and both clients start receiving presence updates.
- A new presence subscription made in one client is recognized in another. If the contact blocks the invitation, there are presence notifications from the server to all of the user's clients indicating that the subscription was terminated, and this information is shown to the user. If the client receives two presence authorization requests from two or more devices for the same user, it only shows one request to the user.
- Removing a contact from a *Contacts* list in one device is recognized in another client, and the *Contacts* list is updated (that is, the contact is removed) in the other client as well.

Product Support & Fault Handling

Please refer to the WHC T2R Fault Management - Business Zone User Guide, available on the document centre, to review the steps needed to raise a fault.

Pricing

The UC Business and UC Team are chargeable Add On's, whereas the Office UC Tablet Application is included in the Mobile User license pack as part of that license tariff.

All pricing is available from within the WHC Pricing charge books which are provided at the point of contract signature, and available to download from the WHC document centre. If you are unable to locate these then please raise a P4 support ticket.



The information in this publication was correct at time of going to print. We may make minor alterations to the specifications of products which do not affect their performance, and may vary prices and delivery charges.

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