

# User manual GTS UC-One for Windows

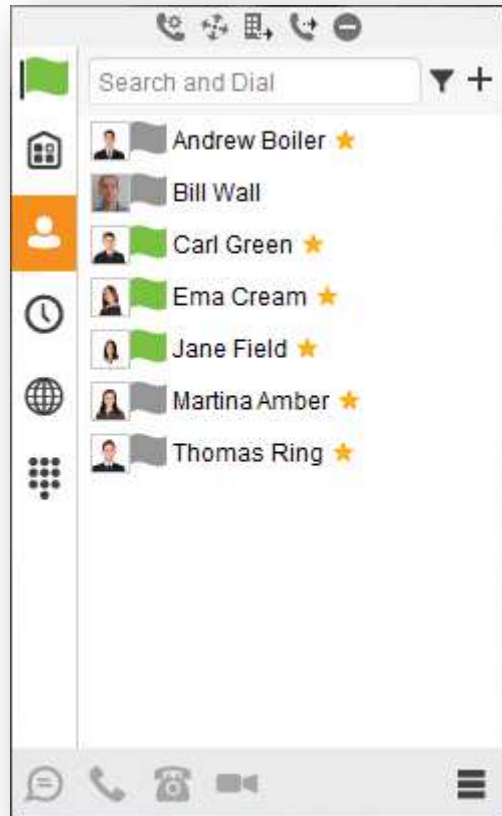
## What is it GTS UC-One?

GTS UC-One provides end-users with a unified communications (UC) experience across mainstream mobile (tablets & mobile phones) and computer platforms (PCs and laptops) including Windows, Mac, iOS and Android. GTS UC-One provides the overall UC solution by allowing your telecommunications provider to easily deploy a single application to access voice, video, instant messaging and presence applications. You will enjoy the freedom to access your services from almost any device.

## What will it do for me?

GTS UC-One has a number of features that you will find valuable:

- *One Identity*- You have one identify across all services, voice, video, and Instant Messaging & Presence
- *Access from any device*- Access all of your communications services from any device, including your desk phone, desktop, laptop, mobile, or tablet
- *Synchronized call logs, buddy lists and service settings*- All communications preferences are stored in the cloud and synchronized with the software on your device when you log in
- *High definition voice and video*- Voice and video calls are enhanced with the highest quality voice
- *Move from device to device without interrupting calls*- You can start a call on your desk phone - and seamlessly move to your mobile device



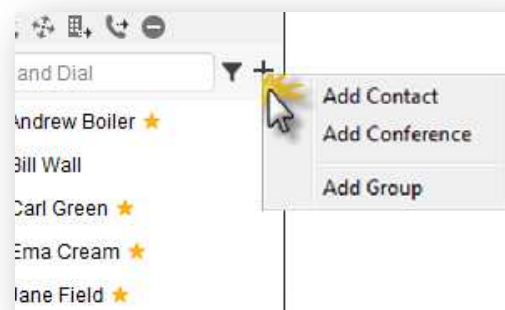
## How do I activate it?

The GTS UC-One may be downloaded onto your PC or Mac using software delivered by your Service Provider. It may be downloaded to your phones, iPad, Android tablet or phone using the Google Play store or iTunes.

Once installed, a single user login allows you to access your data across all devices.


## How does it work?

Once active, click the **Add** button in the right corner. This allows you to add the name and information of a person you contact regularly (it also allows you to add a conference or group, but more on that later). Select Add Contact, and the **Add Contact** Dialog Box appears. Enter the requested information, then click the big plus mark on the bottom of the form. If you change your mind, close the Add Contact Dialog Box and no data will be saved.



Video call Busy line field Attendant  
Busy line Free calling  
Presence  
Unified Call forwarding  
communications  
Programmmable buttons  
Voice mail  
Way conferencing  
Parallel ringing  
Chat Calling line  
Virtual Calling line Desktop communicator  
collaboration Mobility Easy call Attendant  
Application Desktop Customer portal  
Sharing Mobility Busy line  
HD voice Videocall Chat  
Receptionist

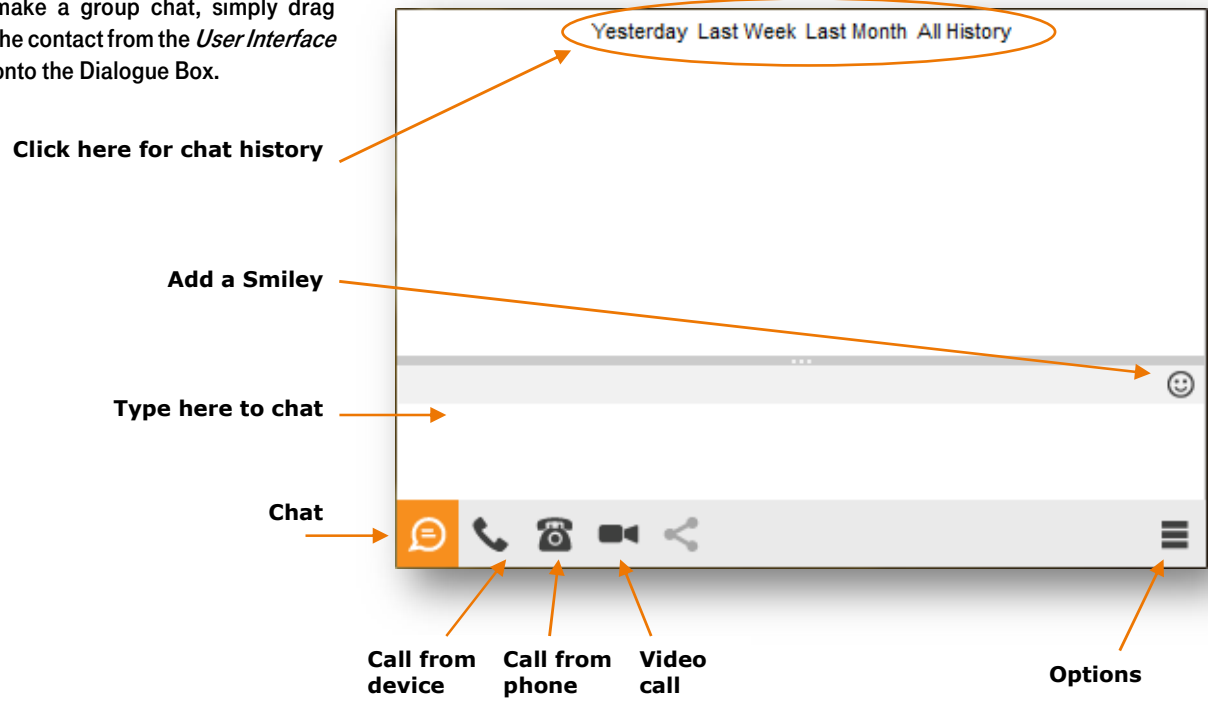
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Do this for all of the contacts you wish to monitor. When the **Contacts Button**  is selected, all of your entered contacts will appear.

## How do I access a contact?

When you look at your contacts, you will notice a photo (if available) that your contact has chosen to represent themselves, as well as presence information. A green flag means they are available, red means busy, yellow means away, and grey means off-line. Double click on any of the contacts to open the dialogue box. From here, you may begin a chat conversation by typing in the lower box.

To add additional contacts to make a group chat, simply drag the contact from the *User Interface* onto the Dialogue Box.




To switch from a chat conversation to something else, select from any of the icons in the lower part of the box. You can call your contact from either your device or desk phone, change to a video call, or share your desktop with your contact.

## GTS UC-One user interface

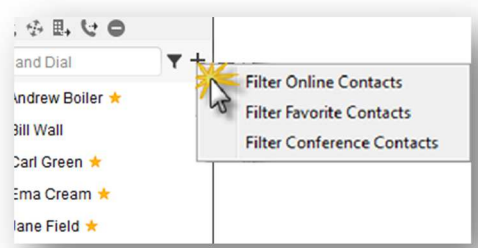
The user Interface is the control hub of The GTS UC-One. From here, all *contacts* and their presence information, *groups*, *communications history*, *favorites*, and *conference contacts* may be viewed.

### Viewing contacts

Once logged in, your contacts are displayed. If they are not, click the **Contacts Button**  for the list of your contacts.

### Presence

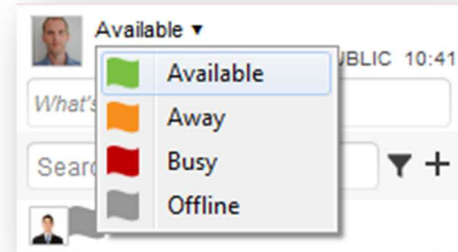
This is the status of each of your contacts. Presence is created automatically for each contact based on their current activity. Each contact has presence information in the form of a colored flag beside their identification icon.



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A green flag means they are available, red means busy, yellow means away, and grey means unavailable or off-line. To view only contacts who are on-line, click the **Filter Online Contacts** Button , then select Filter Online Contact.

To manually change your outgoing presence information, first click on your own icon. Click the drop-down arrow next to your current "Available" presence. Select a new status from the choices. NOTE: If you manually change your presence, it will remain that way until you change it back to *Available*.



You may also type something in the "What's on your mind?" space to let others know more than your presence data. For example, you might say, "Away for the rest of the afternoon", "On vacation", "On business travel", or "Enjoying the rainy weather".


## Communications History

To view the last chats or calls made or received, Click on the **Communications History** Button . This will indicate both the type of conversation and weather it was received or sent by you. To resume a chat conversation or to redial someone from your history, simply double click the contact.

## Working with Your Contacts

There are a number of things that can be done from within the contact name. Right-clicking the contact brings up the *Contact Menu*.

### Favorites

After a while your contact list may begin to grow so it may be important to find your favorites easily. To do this, right-click on a contact from the User Interface. Click **Set as Favorite**. To display those contacts you have designated as favorites, click the **Filter Favorite Contacts** Button .

### Groups

Contacts may be arranged by groups. To do this, click the "+" button in the lower-right corner. Select **Add Group**. When the Group name dialogue box appears, enter a name for the group like "Sales" or "Marketing", then click **OK**.



To add a contact to the group you've created, right-click on a contact from the User Interface. Click **Add to group**. Select the group from the list. Now the contact will be displayed in the correct group.

To remove the contact from a group, right-click on a contact from the User Interface, then click **Remove from Group**. Select the group from the list.

### View Profile

To learn more about your contact, right-click on the contact from the User Interface. Select **View Profile**.

### Removing a Contact

To remove a contact, right-click on a contact from the User Interface. Click **Remove**.

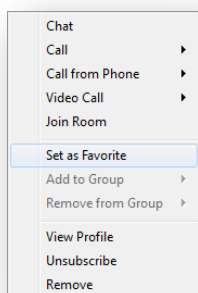


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## Displaying contacts on IP telephone

Pro zobrazení kontaktů na telefonu je nutné kontakty v komunikátoru označit jako oblíbené. Tuto volbu vyvoláte stisknutím pravého tlačítka myši na vybraném kontaktu. Změny se projeví po chvíli.

Jde o výhodné spojení počítačového a mobilního komunikátoru s pevným IP telefonem řady Yealink T41P a T46G



**Favorite contact status**

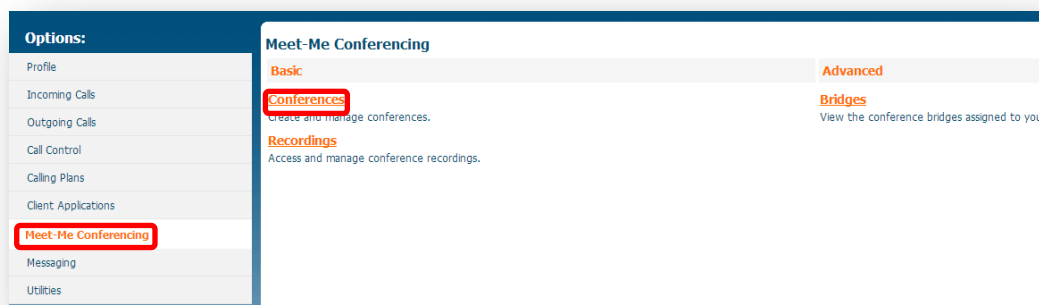
**Added favorite contact**



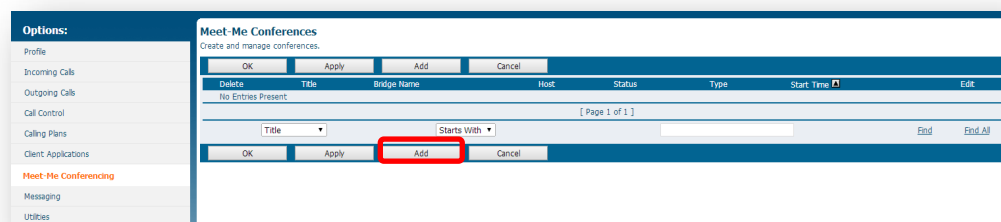
## Práce s Chat room

Tuto funkcionalitu lze použít nejdříve ke spojení lidí pomocí chatu, hlasového hovoru nebo pomocí sdílení plochy mezi zařízeními.

Nejprve si na vašem účtu na portálu [portal-uc.gtsce.com](http://portal-uc.gtsce.com) vytvoříte svou **Meet-me** konferenci



Meet-me konference slouží ke spojení více hlasových hovorů.

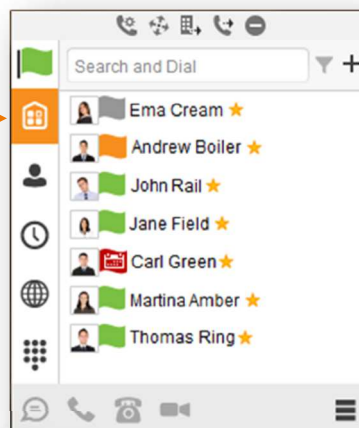


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Ve formuláři vyplňte pouze jméno vaší konference „MyRoom“ (kvůli fungování v komunikátoru)

Po přidání nové položky **Meet-me konference**, může chvíli trvat, než se změny projeví.

Po té už jen spustíte v komunikátoru „My Room“ a můžete si s vámi vybranými lidmi konverzovat pomocí přetáhnutí myši kontaktu ze seznamu komunikátoru na plochu okna **chatroom**.



John Rail

Waiting for participant to join chat  
Martina Amber

**Add a smiley**

**Space for message**

**Chat**

John Rail  
Jane Field  
Martina Amber

Drag and drop contacts from the contact list to add them as participants to this chat.  
John Rail has joined chat 10:26  
Jane Field has joined chat 10:27

Call Call from Phone Video Call Desktop sharing Options

