



# Commander Phone Smart UC

Quick Reference Guide for Android

# Launch App

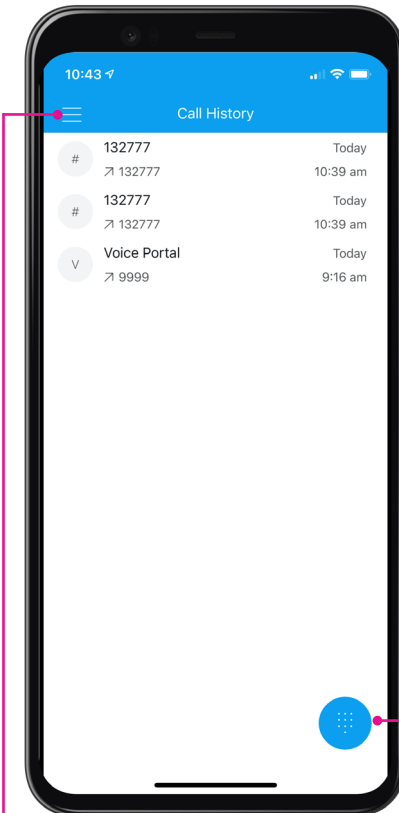
## Smart UC App

Tap on Smart UC App Icon.



## Call History/Homepage

To see made, received and missed calls. Missed calls will be shown in red.

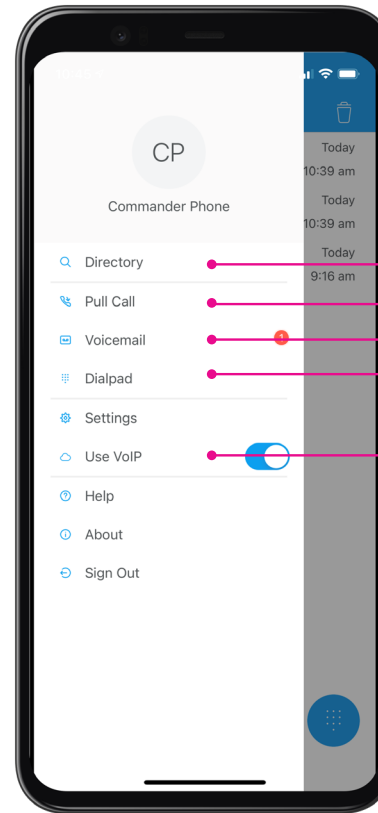


Click on the hamburger icon to view menu.

Tap and enter a phone number then tap the call button.

## Menu

Get access to different Smart UC functions, features and settings.



View, edit or call your contacts.

Pull an active Commander Phone call to Smart UC.

Access your opened and unopened voicemail messages.

Make telephone calls by dialing a number.

Commander Phone and Smart UC use VoIP to work so ensure that VoIP is enabled. To make & receive calls whilst you're out of the office, make sure you're using a wireless or mobile network.

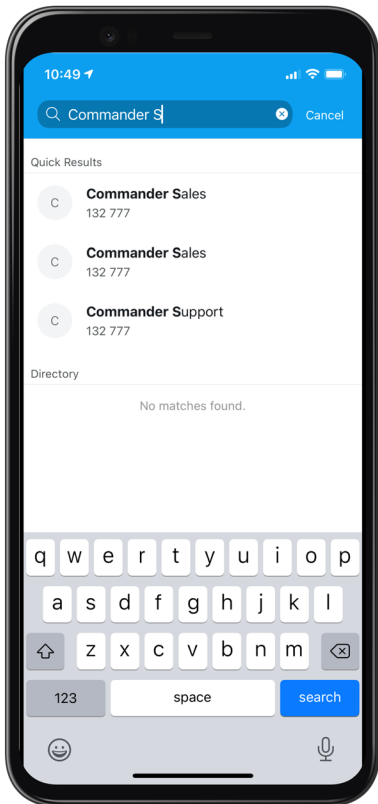
Tap on Settings, then Calling VoIP, and check that All Networks is selected near VoIP Network. If it's not, tap on VoIP Network and choose All Networks.

# Make or Receive Calls

By default you will see your recent call history and can make a call by tapping on any of the recent dialed or received numbers. Or, you can make calls using the directory or by dialing a number.

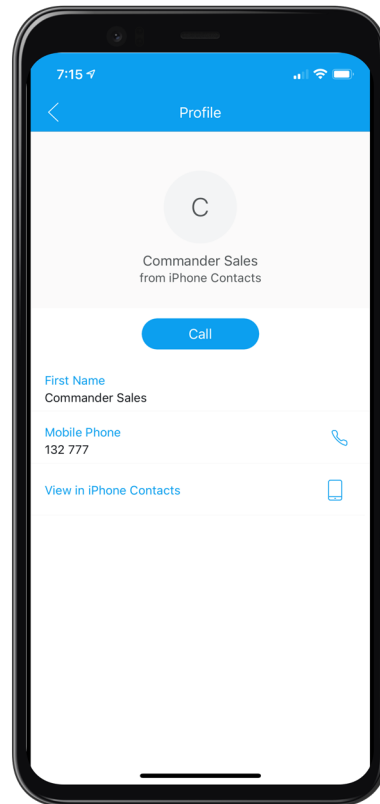
## Directory Search

Tap and select a contact from the Directory list to open a profile.



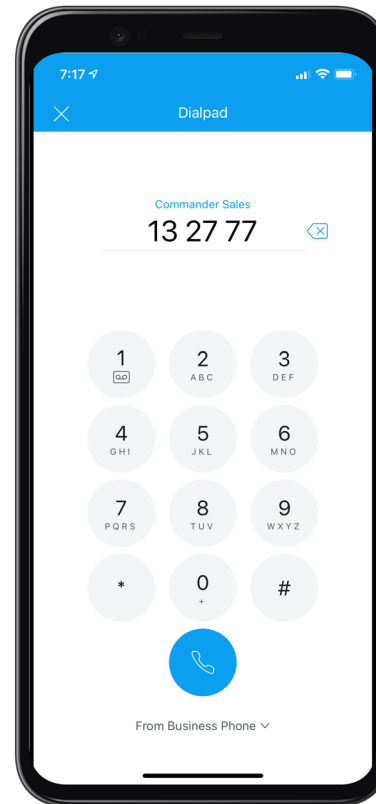
## Profile

From the profile, tap the handset icon to make a phone call.



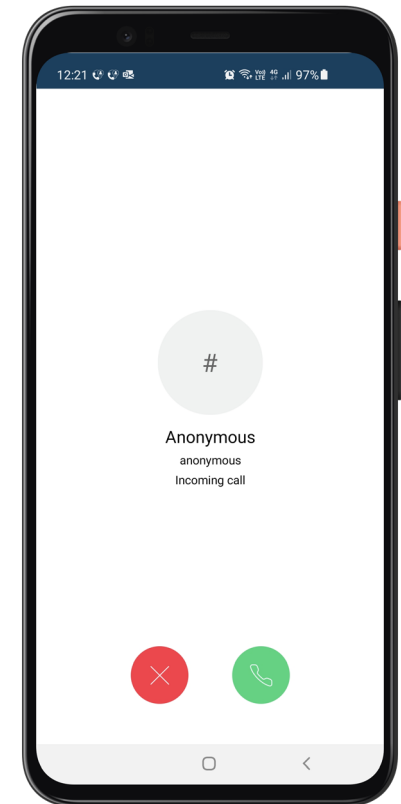
## Dialpad

Tap and enter a phone number then tap the call button.



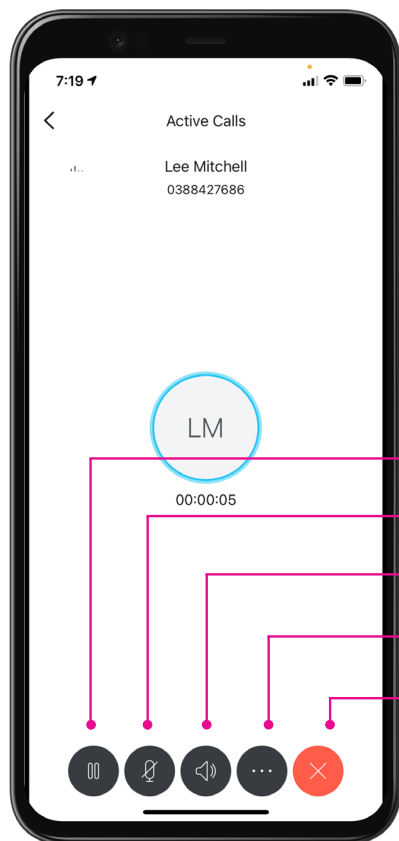
## Answering Calls

An incoming call is indicated by the phone's standard ringtone. Tap Accept, or Decline.



# Active Call

Your Smart UC app acts just like an IP handset connected in your office. You can put people on hold, transfer calls, create conferences and more.



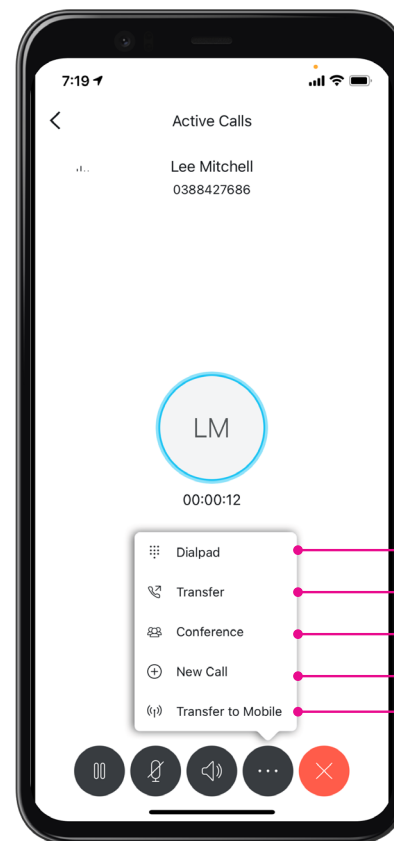
Put a call on hold.

Mute your microphone.

Put the call on speaker.

Open the In Call Options menu.

End a call.



Dialpad allows you to enter numbers while on a call.

Transfer the call to another number or extension.

Bring another number or extension into the conversation.

Make a second call whilst putting the first call on hold.

Transfer call to your mobile number (if there are VoIP quality issues).

## Transfer a Call

**Step 1** Select In Call Options icon from the active's call menu.

**Step 2** Select Transfer.

**Step 3** Select a contact from your directory or enter a number of the dial pad.

**Step 4** Select call destination number first to talk to the contact before transfer. Select transfer for an immediate transfer without announcing the call.

# Set up Call Forwarding

You can forward calls when your line isn't answered, is busy or is unreachable (unregistered).

## Step 1

Tap Settings, Call Settings then Incoming Calls.

## Step 2

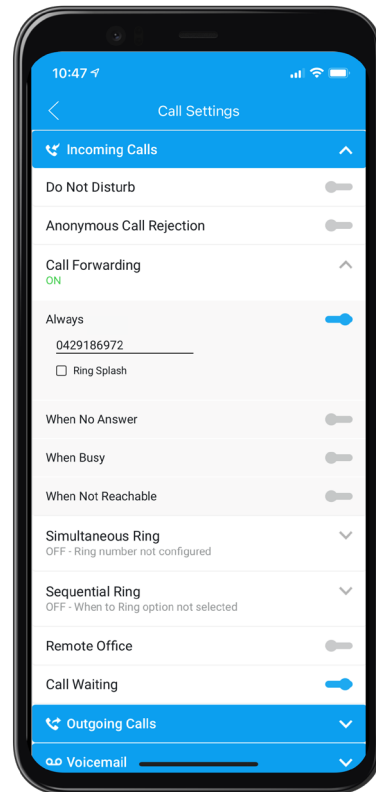
Tap Call Forwarding.

## Step 3

Tap the switch beside type of call forwarding you'd like to set up.

## Step 4

Enter the phone number you'd like to forward the calls to.



Call Forward Always allows for a notification to be sent whenever a call is redirected. This is also called a Ring Splash. If Smart UC detects that a call has been redirected, a notification will appear on your handset. If you have a handset set up on the same number, it should ring once, indicating that a call has been forwarded.

# Set up Simultaneous Ring

Simultaneous Ring is used if you want more than one phone to ring at the same time, for example your home phone and Commander Phone line.

## Step 1

Tap Settings, Call Settings then Incoming Calls.

## Step 2

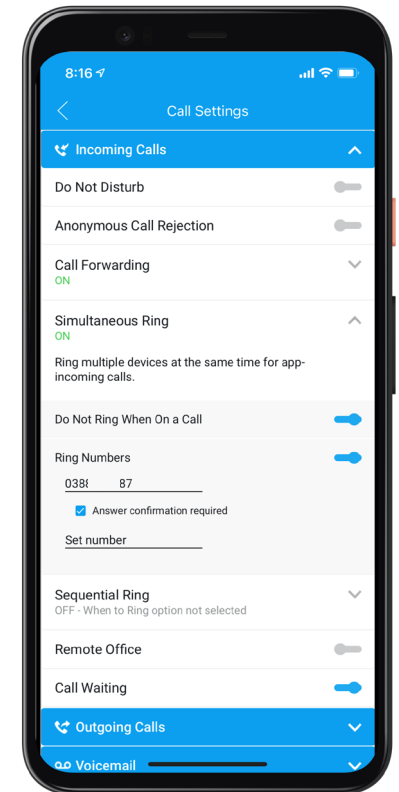
Tap Simultaneous Ring.

## Step 3

Tap the switch beside "Ring Numbers".

## Step 4

Add the phone number that you'd like to simultaneously ring when you receive an incoming call.



# Set up Sequential Ring

Sequential Ring is used if you'd like one phone to ring after another has gone unanswered, for example if your Commander Phone line isn't answered, the call would transfer to your home phone, or a colleagues phone.

**Step 1**  
Tap Settings, Call Settings then Incoming Calls.

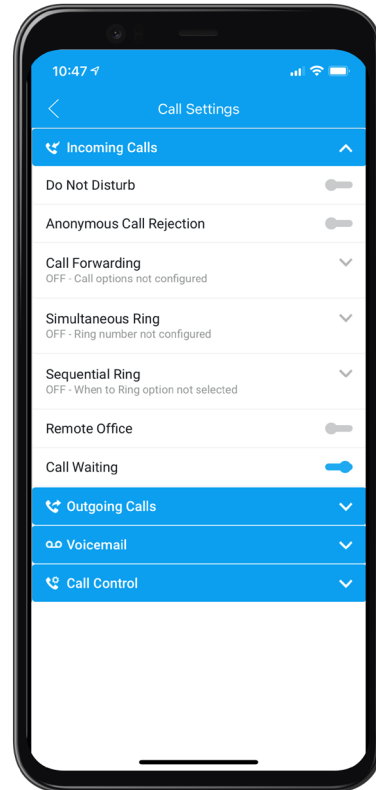
**Step 2**  
Tap Sequential Ring.

**Step 3**  
Tap the switch beside Ring Base Location First.

**Step 4**  
Tap the number of rings you'd like to wait before moving to the next number.

**Step 5**  
Tap Ring Numbers and enter the next number you'd like to ring in the sequence, then tap Done.

**Step 6**  
If you'd like another number to ring after that, select the number of rings and set the next number in the sequence.



# Set up Voicemail to Email

You can set an email address for your voicemails to automatically be delivered to.

**Step 1**  
Tap Settings, Call Settings then Voicemail.

**Step 2**  
Tap Voicemail.

**Step 3**  
Tap the switch beside Email Carbon Copy.

**Step 4**  
Add the email address you'd like voicemails delivered to in the space provided.

