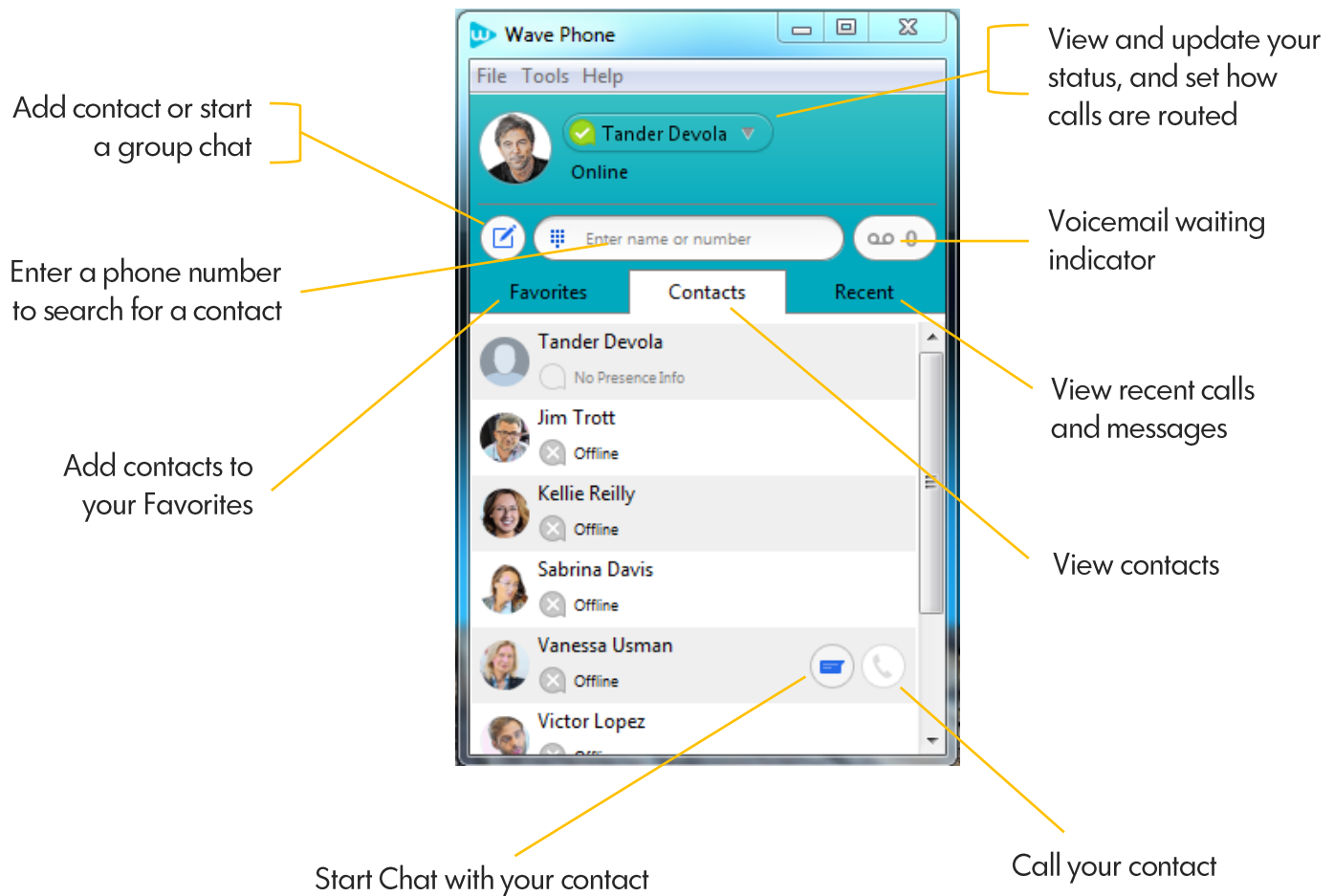


## Setting up your Unified Communications Client (UC Client):

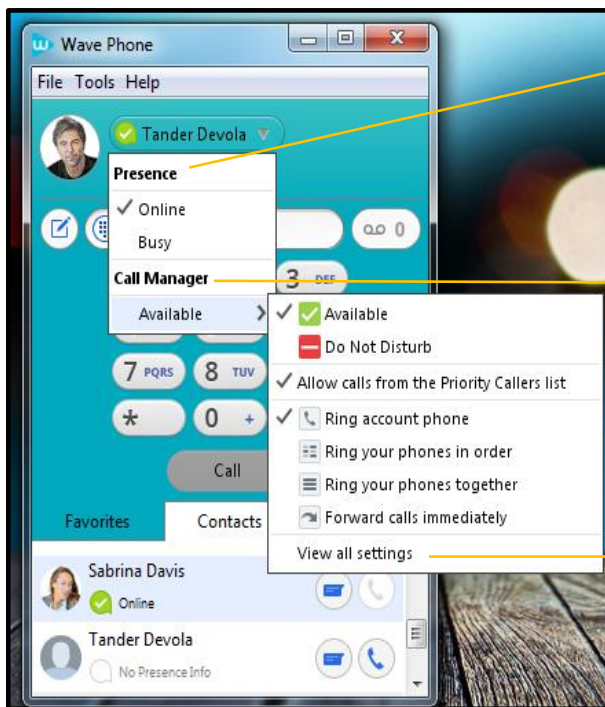
The Unified Communications Desktop Client (UC Client) provides a Hosted Voice Premium Seat user with all their desktop phone functionality on their computer, including:

- Placing and receiving calls
- Access to contacts list with Microsoft Outlook integration
- Call transfer / forwarding
- 3 way calling
- Call recording

### UC Client Overview:



## Presence and Call Manager:

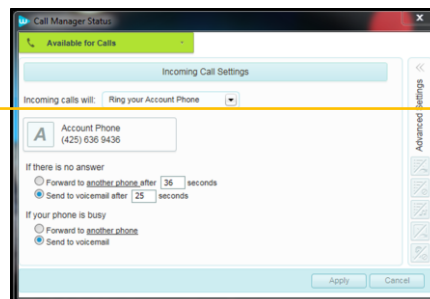


### Presence

- Displays your status:
  - Green – Available
  - Yellow – On the phone / In a meeting
  - Red – Do Not Disturb / Busy

### Call Manager

- Allows you to manage incoming calls and set how they are routed



### View all Settings

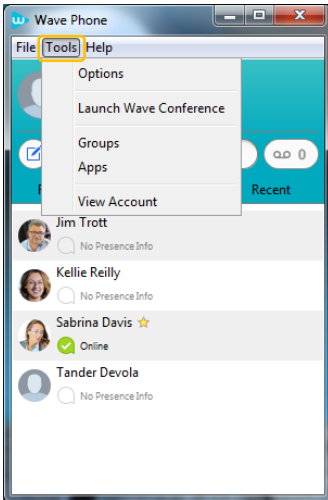
- Call Forwarding
- Call Rejection
- Distinctive Ringing

## File Tab

The image shows a screenshot of the Wave Phone application's File Tab menu. The menu items are: Change Password, Mute Notification Sounds, Add Contact, New Group Chat, Disable Chat and SMS, Log Out, and Quit. Yellow lines connect these menu items to callout boxes that describe their functions. Additionally, there are callouts for a 'Change Password' dialog box, a contact card for 'Tander Devola', and a 'New Group Chat' dialog box.

- Change Password**: Use to change the Password to the UC Client
- Mute Notification Sounds**: Select to mute and unmute the notification sounds
- Add Contact**: Another way to add a contact
- New Group Chat**: Create a Group Chat
- Disable Chat and SMS**: Use to login and out of Chat and SMS
- Log Out**: Log out of the UC Client
- Quit**: Quit, will close the Client

## Tools Tab



### Options

Allows you to modify:

- General settings
- Call settings
- Chat message settings
- Audio settings
- Video Settings
- Web App Settings

### General settings

General:

Wave recommends that all these boxes are checked to:

- Set the UC Client shortcut on your PC
- Set the UC client to launch during your PC startup
- Set the UC Client to be the default option for calls and messages
- Enable calls to be initiated from the UC Client when clicking on phone number links in emails and web pages

Contacts:

- Select how click action while in contacts list
- Set to pull Microsoft Outlook contacts

Recordings:

Choose folder where recorded calls are stored

Analytics:

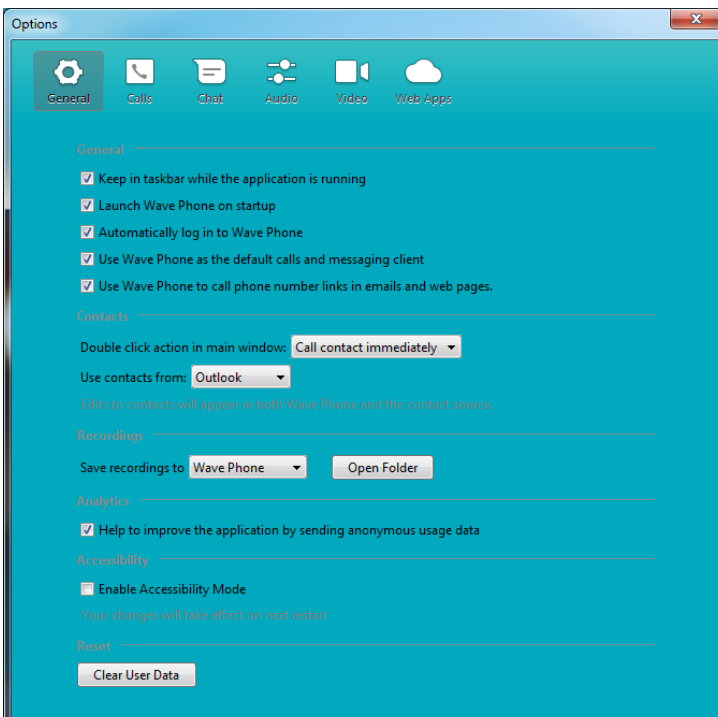
We recommend that you check this box to send anonymous usage data to Wave for future improvements

Accessibility:

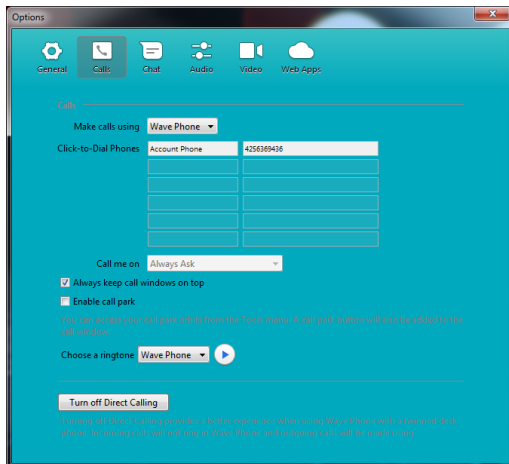
Check this box to make the UC Client more accessible if blind or visually impaired

Reset:

Press this button to clear all user data, including: your contact lists, chats and SMS text messages.

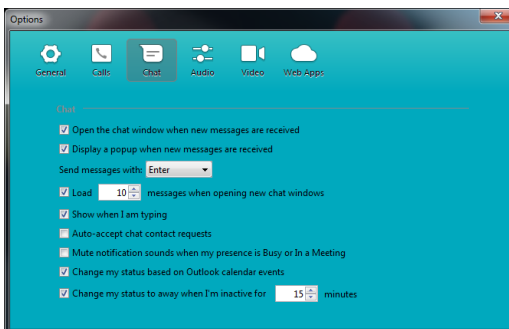


## Tools Tab



### Call Settings:

- Determine how calls are placed
- Enable Call Park
- Set your ringtone and listen to current tone
- Enable/Disable Direct Calling

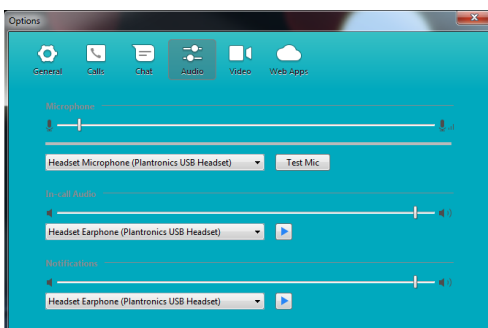


### Chat Settings:

Wave recommends that you set the following options:

- Open a chat window for new incoming messages
- Display a popup message when a new message is received
- Enable that messages are sent with pressing the Enter key
- Allow others to see that you are typing
- Change your status based on Outlook calendar events
- Automatically set your status to inactive after you are away for 15 minutes (or other amount of time)

You also are able to mute notifications if you are not available.



### Audio Settings:

Set and test the volume of your:

- Headset or PC's Microphone
- Headset or PC's Speakers
- Notifications

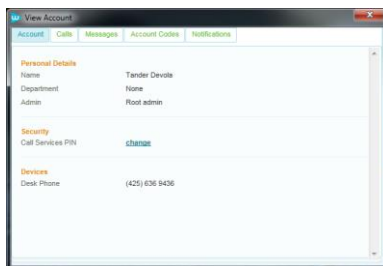
## Tools Tab



### Video settings:

Set or change the video equipment used for video calls.

## Tools – Groups – Apps – View Account



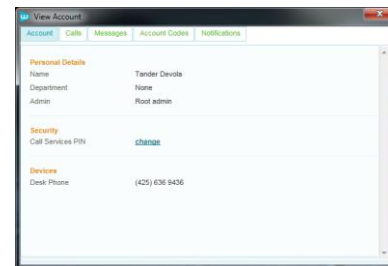
### Groups

- Lists any Hunt Group or Call Pick Up Group association
- Login and out of Hunt Groups



### Apps

- Download UC Client or Wave Cloud Phone
- Learn how to add mobility features to email and websites



### View Account

Brings up the End User Portal to make modification to notifications and set up voicemail to email

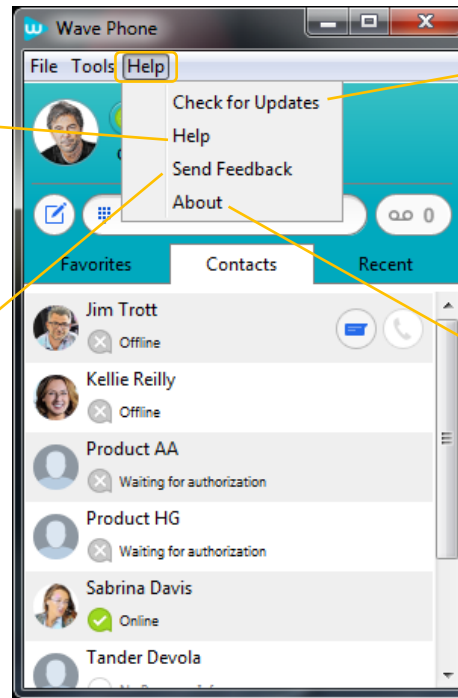
## Help Tab

### Help

Opens a user-friendly guide that includes explanations of each of the features within the UC Client and how to enable them.

### Send Feedback

Help make the Wave UC Client better by providing feedback.



### Check for Updates

Ensures that you are using all the newest integrated features.

### About

Verify your UC Client firmware version.