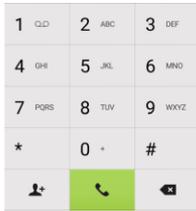


MaX UC Mobile Quick Tips

Making Calls



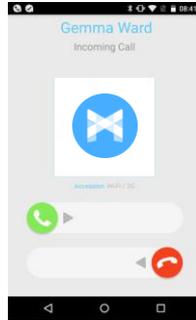
To make a call, select the Dialer tab and enter the number you are calling into the MaX UC dialer, or simply tap on the contact and touch the number you would like to use to call the contact.

If the person you are calling has caller ID, they will see your business phone number.

Receiving Calls

When someone calls your Company number, the MaX UC app offers you the choice to accept or reject the call.

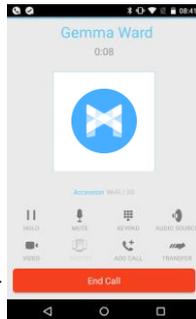
Depending on the other services you have from Skyblue Solutions you may also see the incoming call on your desk phone, on your desktop, or on a tablet device. You can answer the call on whichever device is most convenient for you.



During the Call

While a call is in progress you can use the call window to:

- Put the call on hold.
- Mute your microphone.
- Access the keypad.
- Turn on loudspeaker.
- Send video.
- Switch the call to another device.
- Merge calls.
- Transfer the call.



You may receive another call while you are already on a call. MaX UC for Mobile gives you the option to:

- Hold the existing call and answer the new call.
- End the existing call and answer the new call.
- Ignore the new call.

Video Calling



If the person you are talking to is also using MaX UC and your phone has a front-facing camera, you can add video to your call any time. Click on the Video icon to send your video. The other person will receive a prompt inviting them to switch on their video too. Click on the Video icon at any time to turn off your video feed.

Switch the Call to Another Device



If the call has poor audio due to an unreliable Wi-Fi or mobile data service connection, you can touch the Switch icon and select This device (cellular) to move the call to your regular cell phone. Remember that the call will now start to use your mobile minutes.

Alternatively, you can choose to push the call to another of your devices running MaX UC, such as your desktop or your iPad. Touch the Switch icon and select Another device to push the call to whichever device is most convenient.

Call Pull

You can also pull calls from your other devices onto your mobile. If a call exists that can be pulled, the MaX UC menu displays a Call Available to Pull option. Tap this option and follow the on-screen prompts to pull the call from your other device onto your mobile.

Transfer the Call to Someone Else



Use the Call Transfer icon to send any call to another number. A menu will pop-up allowing you to select a contact, or you can type in a completely new number to transfer the call to. You can also transfer the call to another one of your devices that has MaX UC installed, without having to hang up!

Call History



See your full call history by selecting the Call History tab.

Instant Messaging



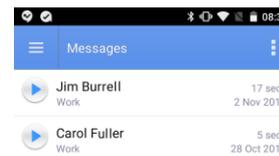
Tap the Chat tab to use Instant Messaging. Enter your Chat Address and Password and tap Sign in. You can then select a contact to send an Instant Message to.

From within the chat window, you can start or continue a conversation, send files, call a contact, or add one or more participants to a conversation.

Voicemail



If you have a voice message, the Messages tab indicates the number of messages received. Select the Messages tab and tap on a message to listen to it.



Call Manager



You can tell MaX UC how to handle your incoming calls. Tap the Call Manager tab and select Available, Do not disturb, or Forward all calls.

If you select Do Not Disturb, callers hear a recorded voice announcement saying that you are unavailable and are then connected to your voicemail. None of your devices will ring until you turn off Do Not Disturb, so be sure to use it carefully!

Select Forward all calls and, in the Forwarding number box, enter the number you want to forward all calls to.

Note that when you change your Call Manager settings, the change applies on all of your MaX UC devices.

Your Contacts List



MaX UC for Mobile assembles a contact list for you to use. Select the Contacts tab to view your Contacts list. Depending on how your service is set up, the Contacts list may include:

- Contacts that you type directly into MaX UC Mobile
- Contacts stored on your mobile device
- Contacts in CommPortal contacts
- Contacts in your corporate directory

Settings



Use the Settings tab to manage your Call, Chat, Contact, and Messaging settings, and to access additional setup options. You can also send error reports from the Settings tab.

Presence

Whenever one of your contacts is signed in to their Chat account, MaX UC Mobile displays their presence information on the Messages, Call History, and Chat tabs.

Emergency Calls

MaX UC lets you make calls from anywhere on the most convenient device. If you place a 911 call from MaX UC, the 911 operator may not be able to identify where you are calling from.

More Questions?

If you have any additional questions about MaX UC, call us at 1-844-SKY-BLU9 or email skyblue@skybluesolutions.net.

