

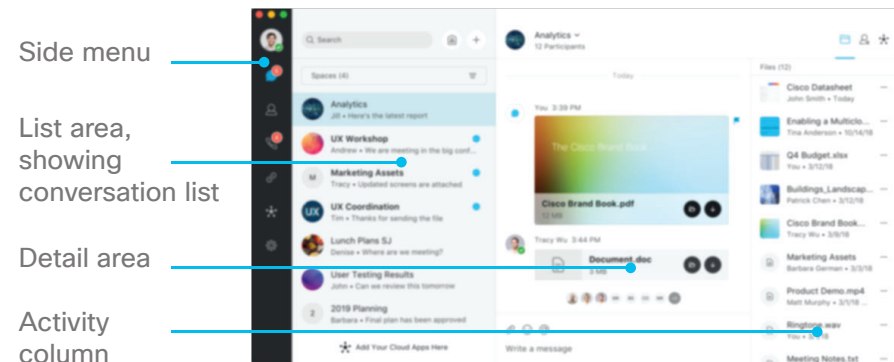
# UC-One 3.9 Desktop

Quick Reference Guide (Applicable for 3.9.1 SaaS and above)



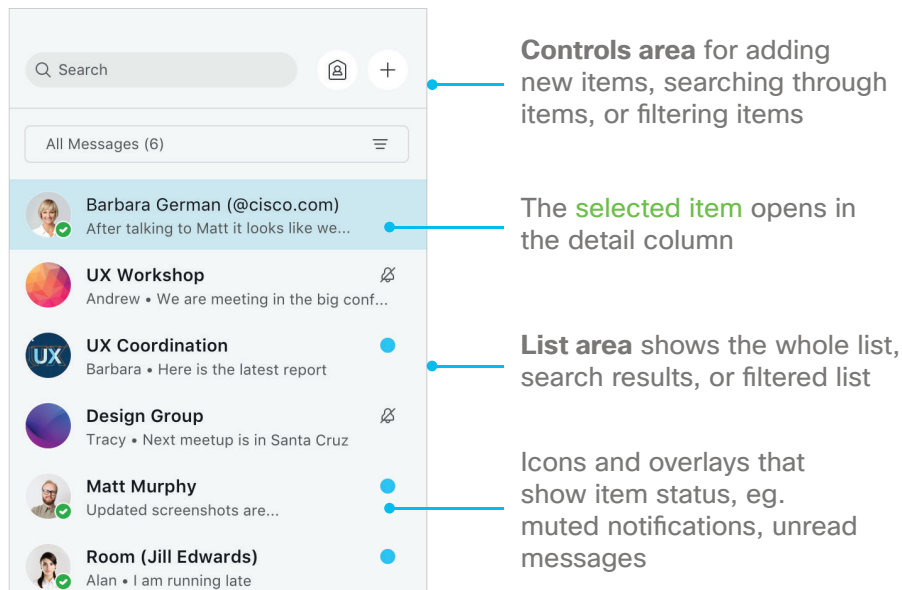
## Application overview

Download and run the executable file, then sign in. The application has four main areas:



## The list area

Displays the list of messages/contacts/calls (whatever you chose from side menu):



## The side menu

Navigate between menu options here:

Messages (**selected mode**) (6 unread)

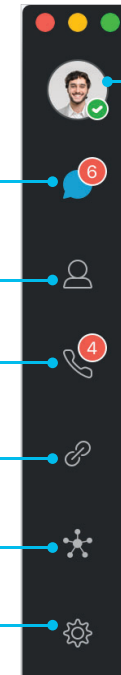
Contacts

Calls (4 notifications)

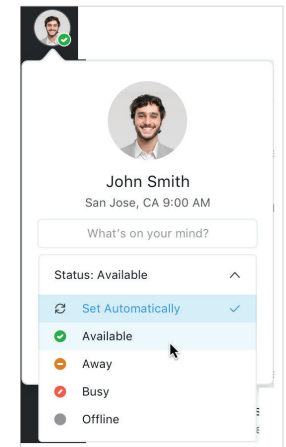
Web links

Hub integrations

Application settings



Click your avatar to see your profile, change your presence, or sign out



## The detail area

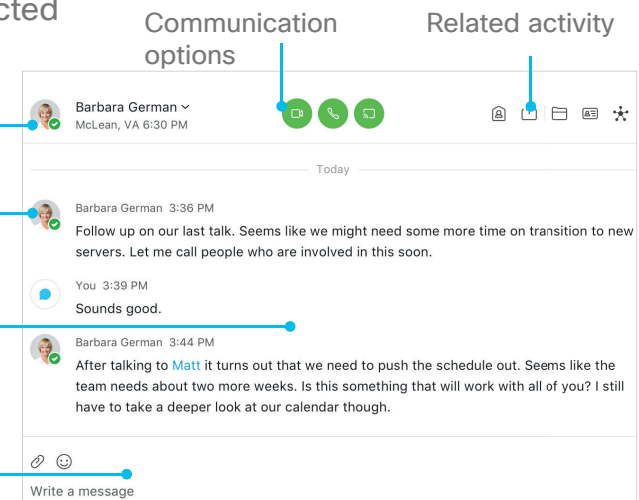
Displays the contents and controls of the selected item:

Active conversation with **Barbara German**

Hover avatar to see contact card

Details depend on side menu option, eg. for chat it is **message history**

Write message



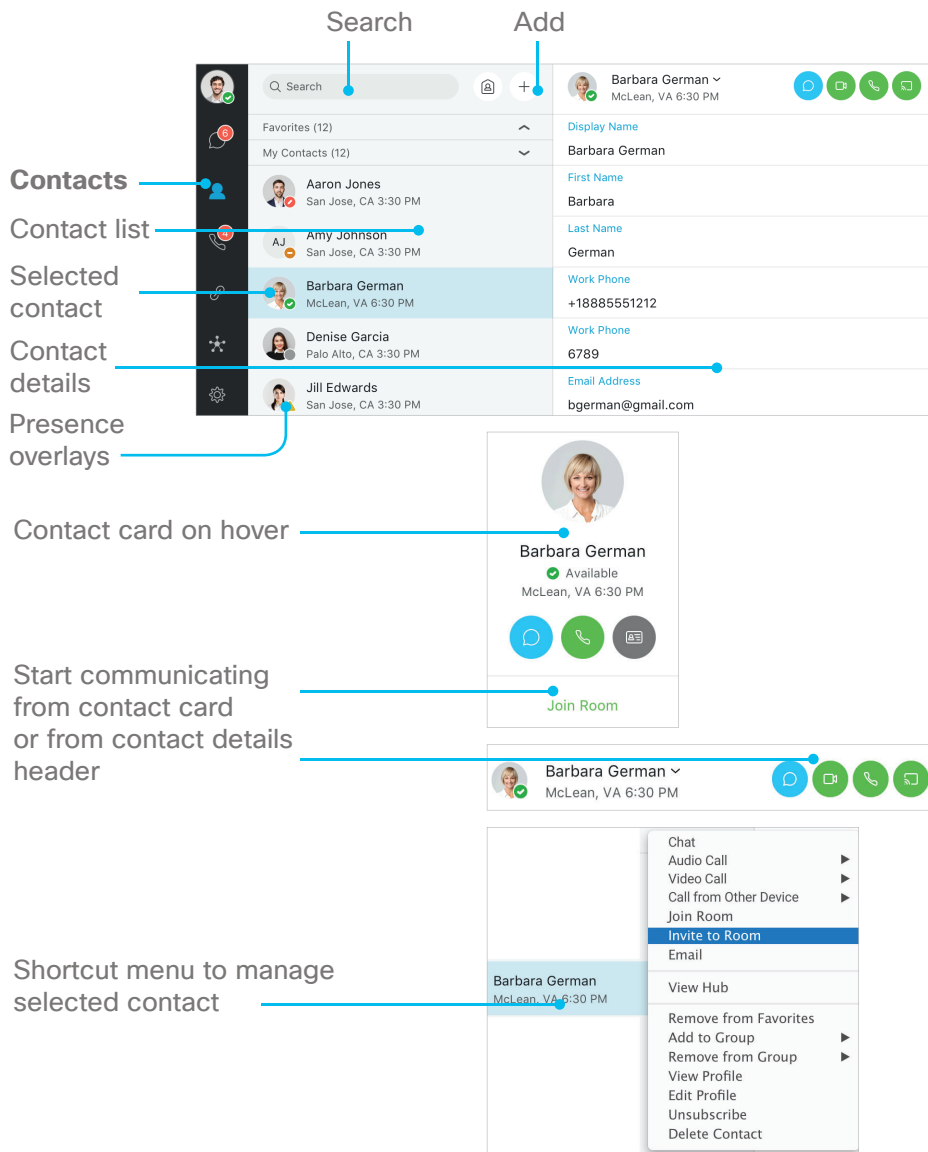
# UC-One 3.9 Desktop

Quick Reference Guide (Applicable for 3.9.1 SaaS and above)



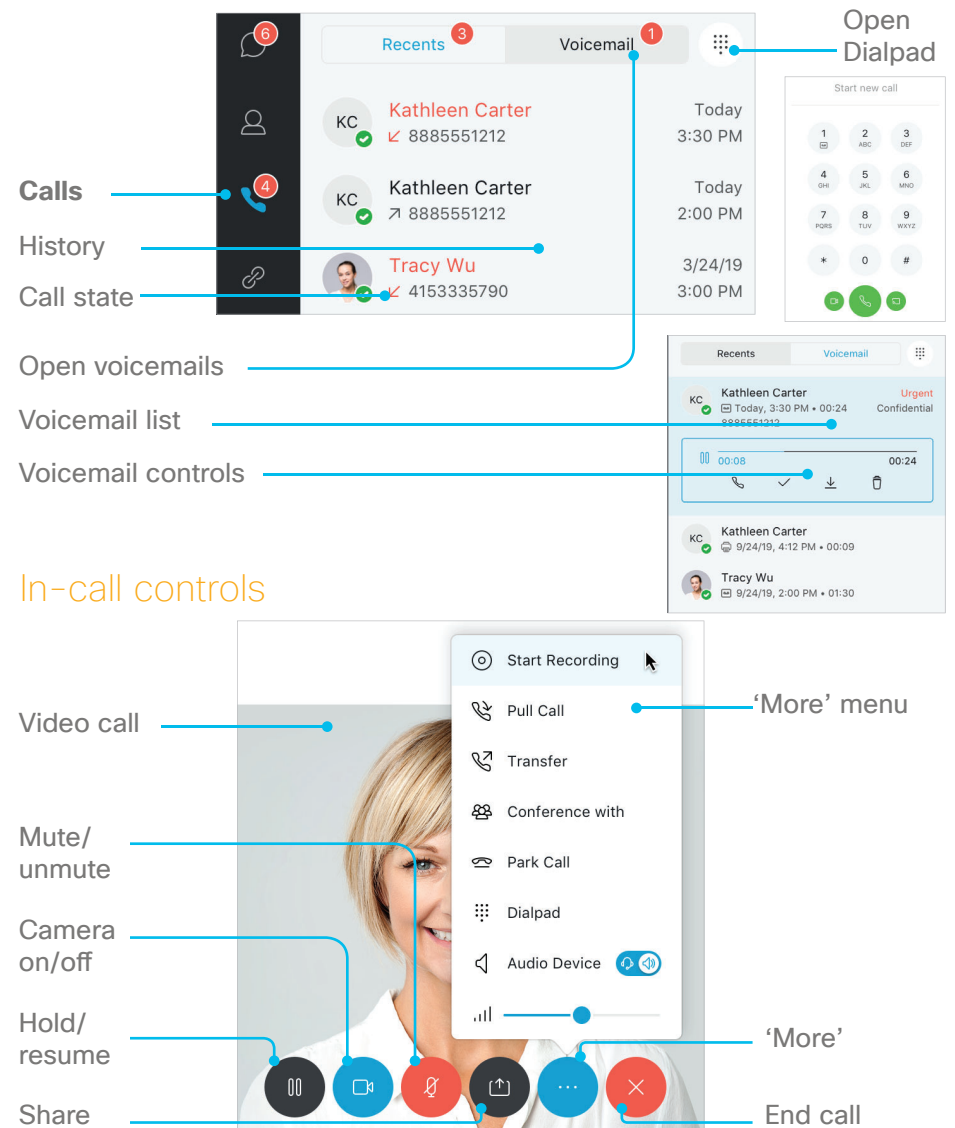
## Contacts

Select the Contacts icon on the side menu to manage your contacts:



## Calls

Select the Calls icon on the side menu to make calls, check call history, and manage voicemail:



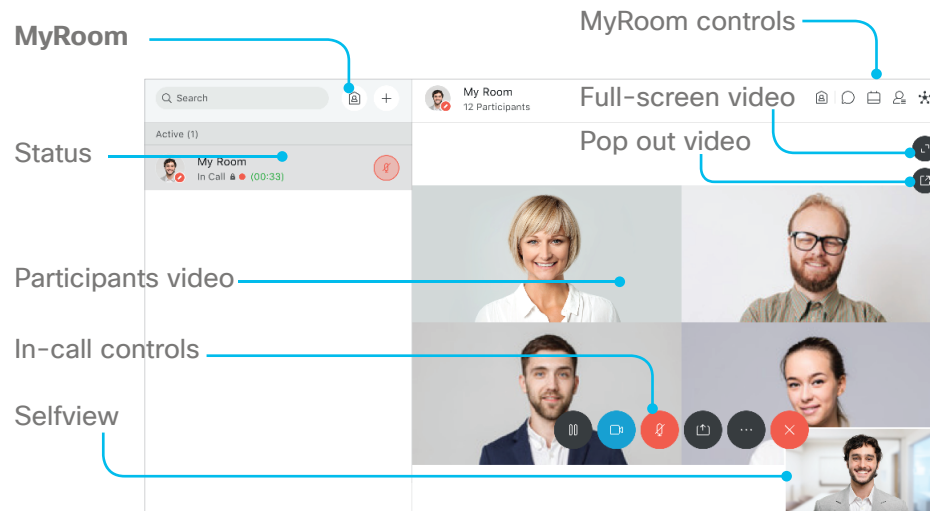
# UC-One 3.9 Desktop

Quick Reference Guide (Applicable for 3.9.1 SaaS and above)

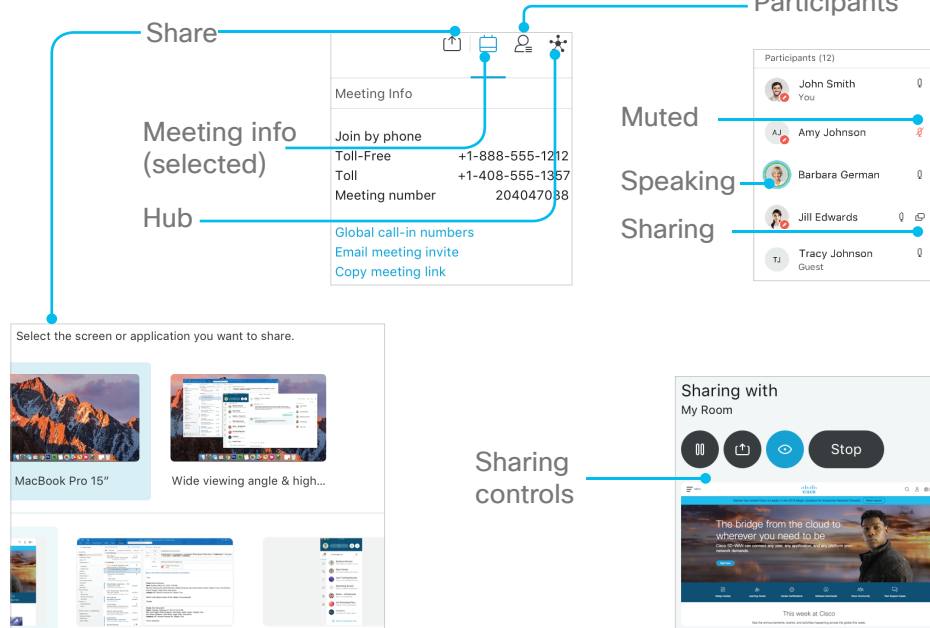


## Meetings

Select the MyRoom icon to start a meeting in your room:

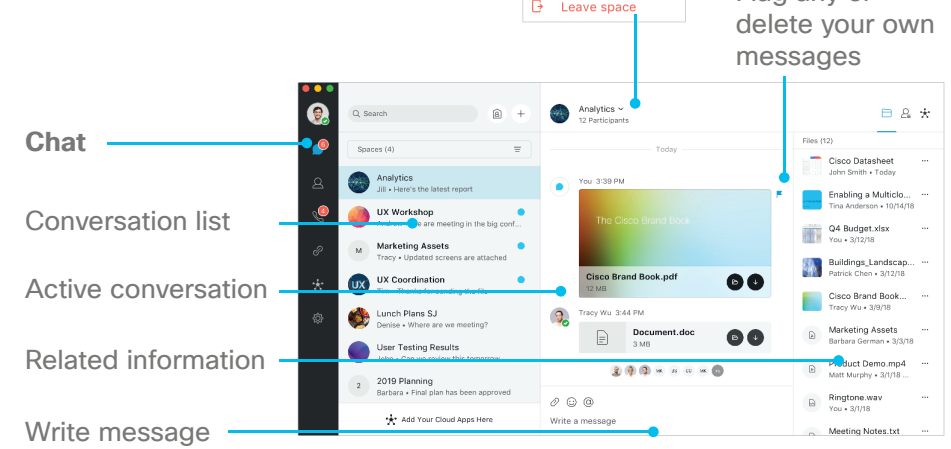


## MyRoom controls

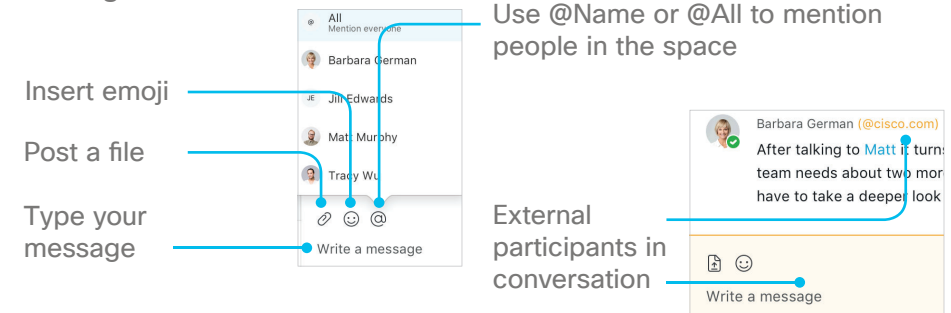


## Messaging and Spaces

Select the Chat icon to see 1:1 messages and group conversations in spaces:



## Message controls



## Related activity

