

Intermedia Unite™ Desktop and Mobile Application Get Started Guide

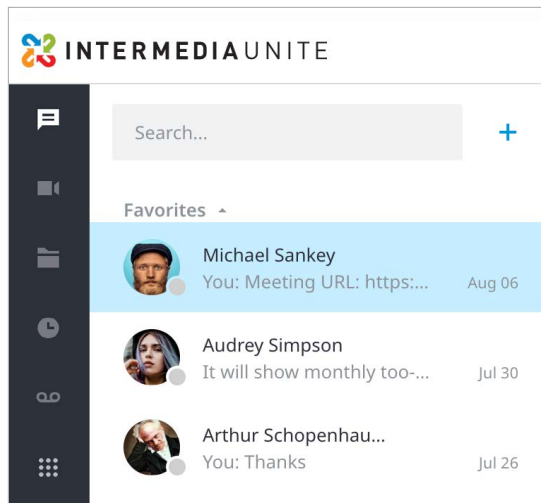












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OVERVIEW

The Unite Desktop App brings essential collaboration tools together, making teamwork easier than ever. See who is available, send chats and texts, place and receive calls, share screens, start video calls and share files—all from one application.



ICON GLOSSARY	MEANING
	Call
	Meet now
	Add member
	Voicemail
	Park
	Transfer
	Flip
	Dial
	Receptionist View
	Chat

INSTALLATION

Unite Desktop App is available for both Windows and Mac platforms. You can download the app at intermedia.net/uniteapps



Once installed, login using your email address and your Unite password.

CALLING FEATURES

Once logged into the application, you will be prompted to select a call mode. You can use your application in two ways:

- Call Controller Mode: acts like a remote control for your associated desk phone
- Softphone Mode: place and receive calls from your PC or Mac® using the computer's external speaker and microphone. A headset is highly recommended for this mode

Note: 911 emergency calls are not allowed and will be blocked by the application.

Calling features in the Unite Desktop App vary based on calling mode. Please see the table below for differences between Call Controller and Softphone modes.

FEATURE / APP MODE	PLACE A CALL	RECEIVE A CALL	3-WAY CALLING	MUTE/ UNMUTE	HOLD	DTMF	CALL FLIP	CALL PARK	TRANSFER	END CALL
Call Controller	●	Desk Phone	●	Desk Phone	Desk Phone	Desk Phone	●	●	●	●
Softphone	●	●	●	●	●	●	●	●	●	●

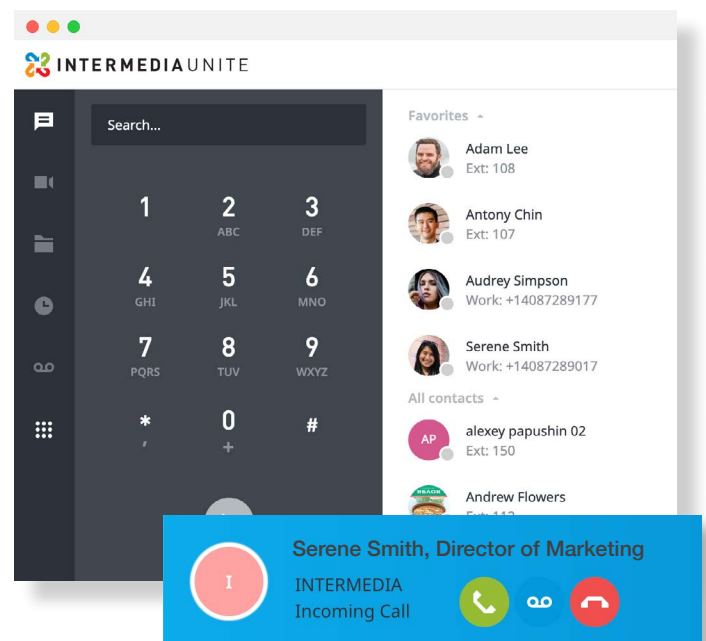
Call Controller Mode

Placing a call:

- You can place a call using the dialpad or by clicking on the 'Dial' button in a chat or a user's contact card
- Pick up the handset or press the speaker button on your physical phone

Receiving a call:

- To answer an incoming call, pick up the handset or press the speaker button on your physical phone. You can reject a call or send an incoming call to voicemail using the desktop application



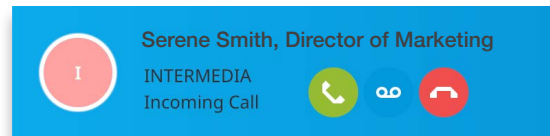
Softphone Mode

Placing a call

- You can place a call using the dialpad or by clicking on the 'Call' button in a chat or a user's contact card
- The call will be placed through the computer

Receiving a call

- To answer an incoming call, click the 'pick-up' button in the incoming call notification.



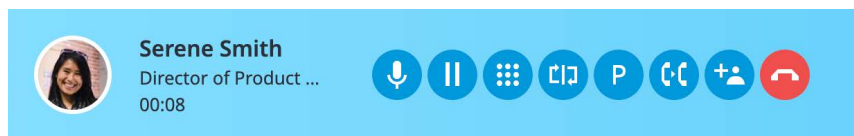
Active Call Features

Intermedia Unite Desktop App provides multiple options for handling calls.

Transfer

You can choose between three options to transfer calls:

- Blind transfer allows you to transfer the call without having a conversation with the user you are transferring to:
 1. While on an active call press Transfer
 2. Select the contact or use the dialpad to enter the phone number
 3. Click on the Blind transfer icon



- Warm transfer allows you to consult with the party to which you are transferring a call before completing the transfer:
 1. While on an active call press Transfer
 2. Select the contact or use the dialpad to enter the phone number
 3. Click on Warm transfer icon
 4. Your first call will be placed on hold. Your second call will be established. Click on the "Complete" button to finish the transfer
- Transfer to voicemail allows you to send the call directly to voicemail
 1. While on an active call press Transfer
 2. Select Transfer to Voicemail icon

Call Parking

Call Park is a feature which allows Intermedia Unite users to put a call on public call park and have a different user pick it up on another phone by dialing the park location.

- Press “Park” icon next to the active call
- The system will tell you which extension the call is parked on
- Share the parked call extension with the co-worker who can help the caller
- To pick up the call, you or your coworker should dial the extension the call is parked on

Note: After 60 seconds of a call being parked it will ring back at the original phone.


Call Flip

Call Flip allows you to continue your active call using a different device. For example, you can flip a call from your mobile to your desktop phone and vice versa.

1. While on an active call, press the Flip button
2. Call will be placed on hold and all other assigned devices will start ringing
3. Pick up the call and continue conversation on the new device

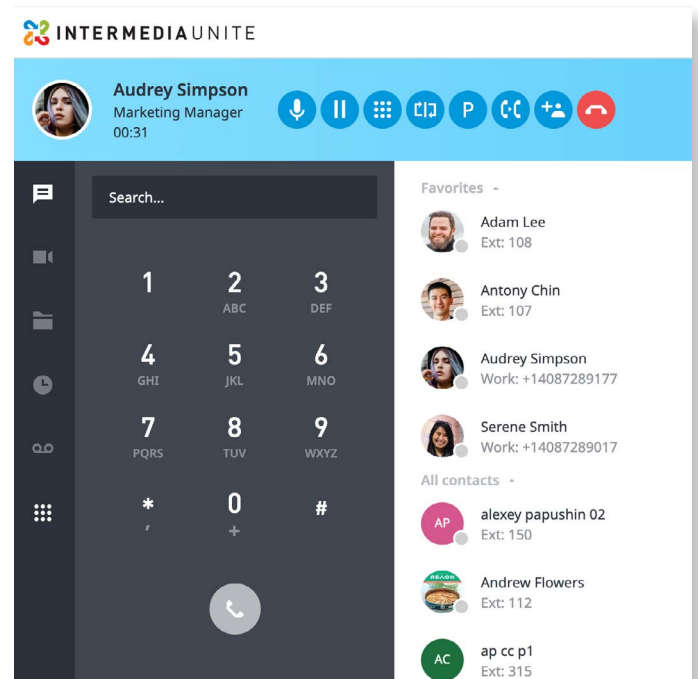
3-Way Calling

Add a third person to any active call.

1. Start a regular call with one of your contacts or any external number
2. Click “add call” on active bar
3. Select a contact add to the call or enter a number to call
4. The first call will be put on hold.
To start a 3-way call click Merge Calls 

Call History

Call History tab shows a list of all of your past calls, making it easy to return missed calls and see logs of previously made calls.



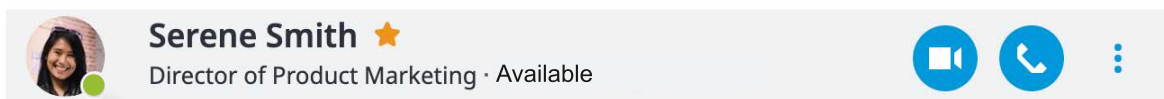
CONTACTS

Contacts Search

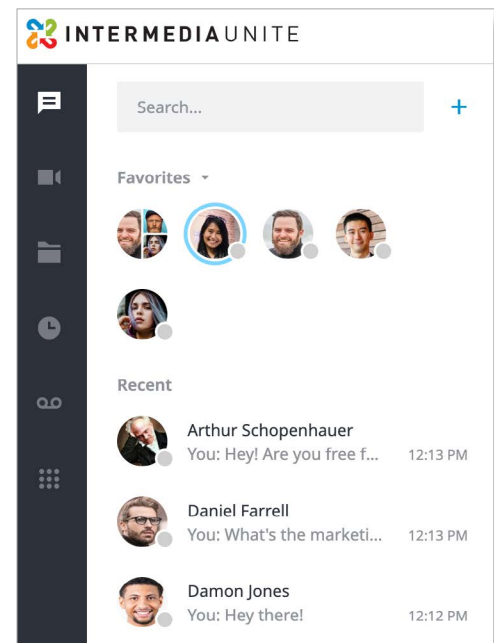
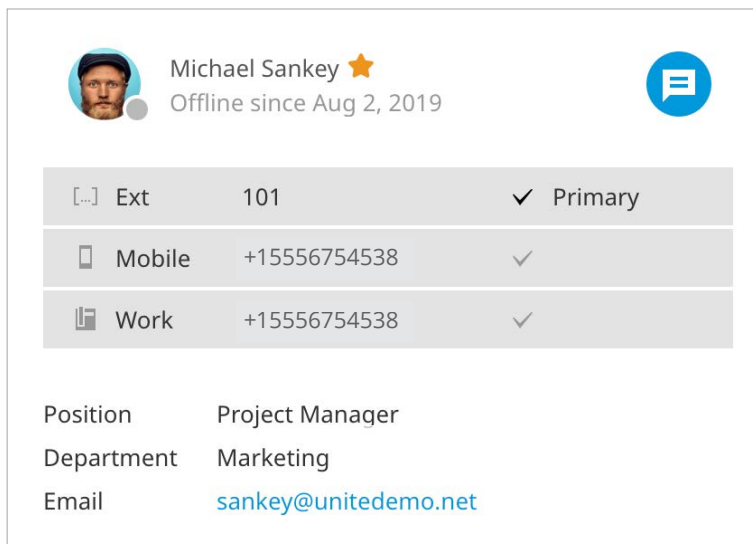
Unite Desktop allows you to search for and initiate calls and chats with your co-workers. Searches can be conducted by first name, last name, job title, position, department, or email address.

Once the search results appear, you have two choices:

1. You can click on the contact from the search results, which will open a chat window with them. From there, you can chat with them, place a call with the call button, start a meeting, or search your chat conversation.



2. Or, you can hover over their avatar, and choose to chat or pick a number to dial.



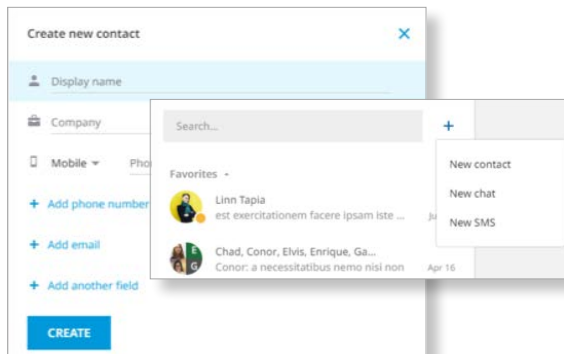
Setting Favorites & Viewing Recent Contacts

Unite Desktop allows you to pin your 'Favorite' contacts to the top of your client for easy access. Below your favorites, you will see a list of your most 'Recent' chats.

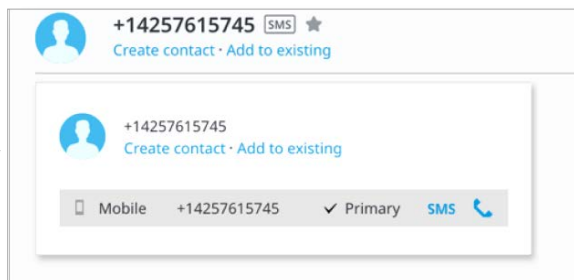
Contact Management

There are a few ways to create a new contact:

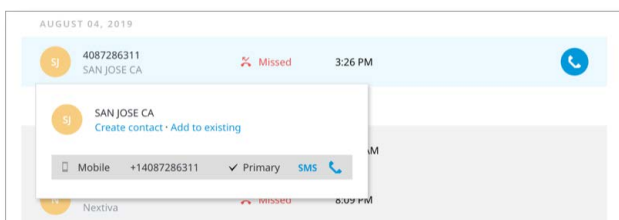
1. Click on '+' and select 'New Contact'



2. You can create a new contact or edit, and existing contact based on SM messages sent or received.



3. Create new contact based on a placed or received call.

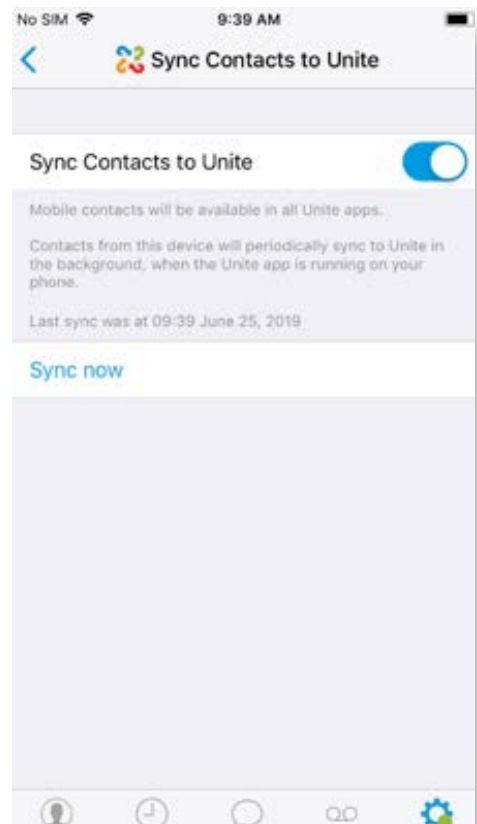


Contact Sync

From your mobile device (Android®, IOS®) sync your contacts from popular third-party platforms (Office365®, G-Suite™ and more) to all your Unite Apps.

To enable Contact Sync:

- Open your Unite mobile app > My Account/ Settings > General > Enable 'Sync Contacts to Unite'.
- Your contacts will automatically sync across your Unite Desktop and Mobile apps.



TEAM CHAT & BUSINESS SMS FEATURES

Unite Desktop enables you to instant message any of your co-workers or text anyone in your contact database.

Sending a chat

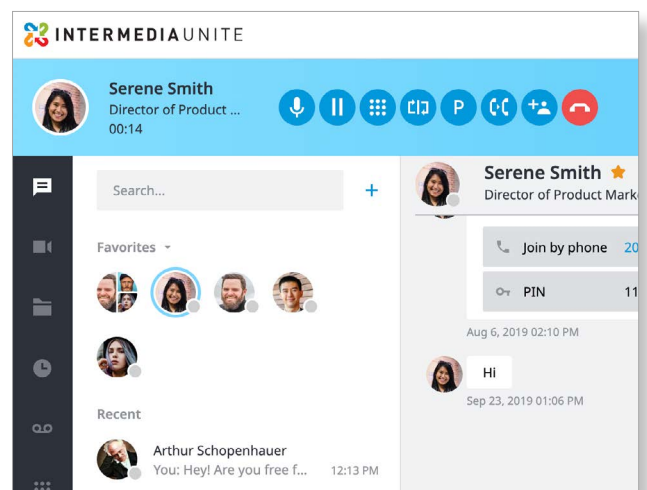
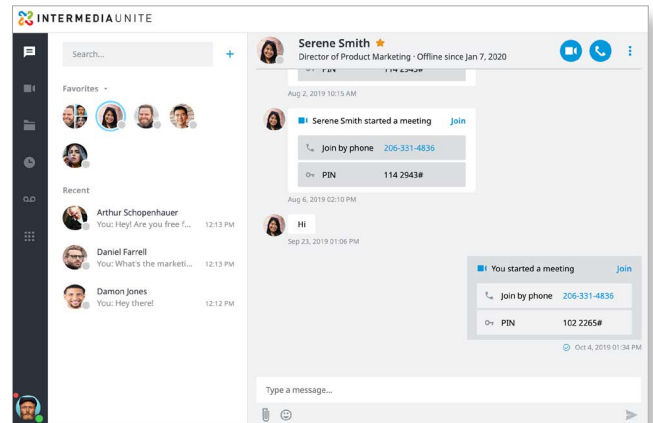
- You can initiate a chat by searching for a contact or clicking on a 'New Chat' button and selecting the user you want to chat with

Receiving a chat

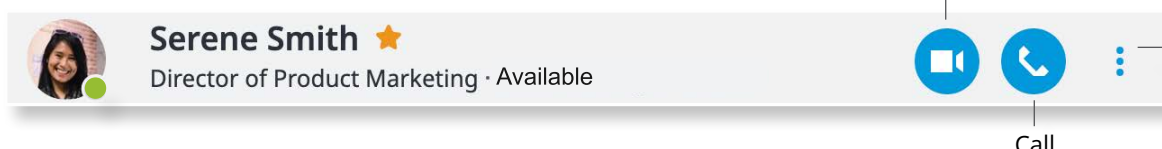
- If someone sends you a chat while you are online, the app will visually notify you that you have a new message and the message will show up in your 'Recent' list
- If someone sends you a chat while you are offline, you will receive an email. Once you come back online, your desktop app will highlight the unread chat messages

In-chat collaboration options

- 'Call' button will call the collaborator on their extension
- 'Meet now' button will start a meeting (screenshare, video call, conference call) with a chat collaborator



Meet Now



Call

Search chat conversations, add members to chat

TEAM CHAT

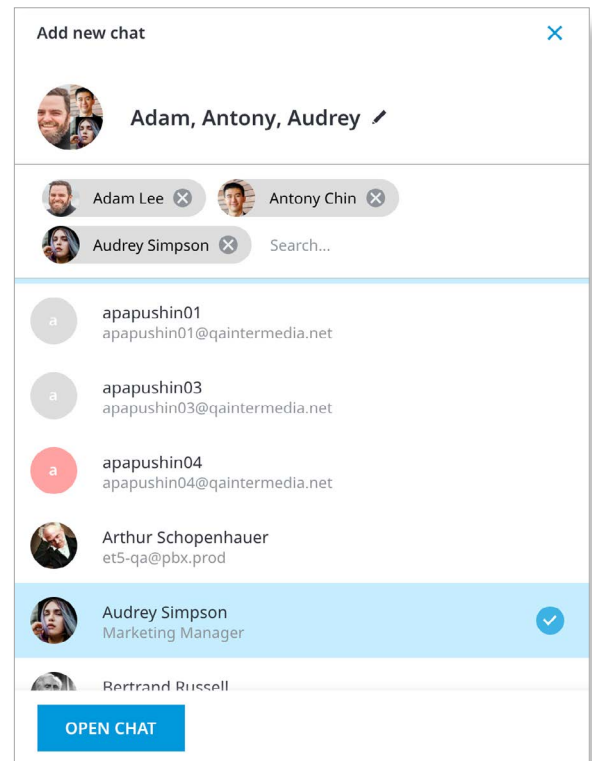
Unite Desktop allows you to create team chats, so that multiple users can participate in a chat at the same time.

Creating a team chat.

1. You can add one or more members to an existing 1-on-1 chat
2. You can create a group chat using the “New Chat” workflow

In-chat collaboration options.

- ‘Meet now’ button will start a meeting (screenshare, video call, conference call) with team chat members



Chat history

- Chat history is retained indefinitely
- Chat history is also synced across all of your desktop and mobile devices, so that you can always refer to past conversations and have the desired context as you chat with co-workers
- Search conversation history in Unite (1:1 chat, group chats, and SMS) to find relevant messages

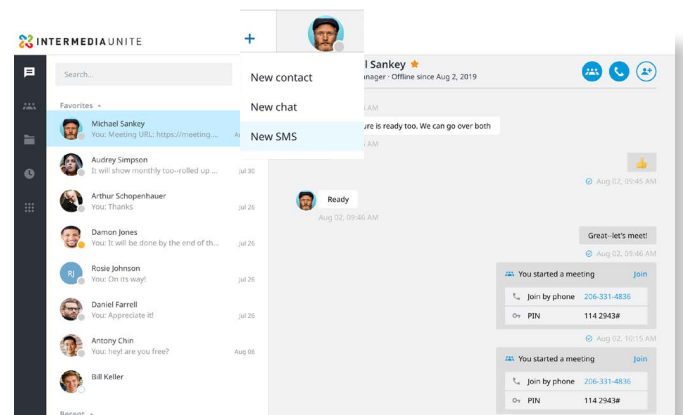
BUSINESS SMS (TEXT MESSAGE)

Send and receive text messages from your business phone number to co-workers and customers. All message will sync across Unite Desktop and Mobile apps!

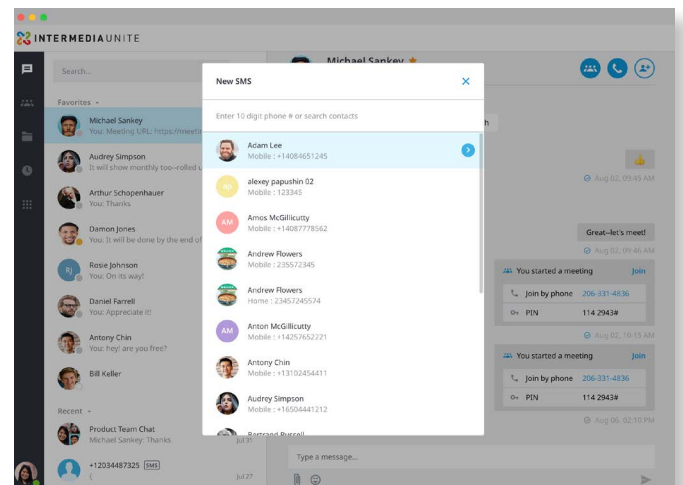
Send a new SMS

There are a few ways to initiate a new SMS:

1. Click on '+' button and select 'New SMS'
 - a. Enter the phone number or start typing a contacts name



2. Search for a contact in the Messaging tab, then click on the contact in the search results.
 - a. For contacts that have a primary number, the SMS pane will open on click.
 - b. For contacts that don't have a primary number set up, you'll need to quickly add them as a contact to send an SMS.




MEETINGS

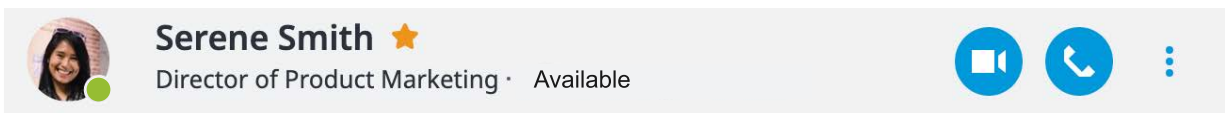
Unite Desktop enables you to easily start and participate in online meeting with Intermedia AnyMeeting®. Meetings will allow you and your co-workers to join an audio/video conference, screen share, record, etc.

Start a meeting

Users can start a meeting in 2 different ways:

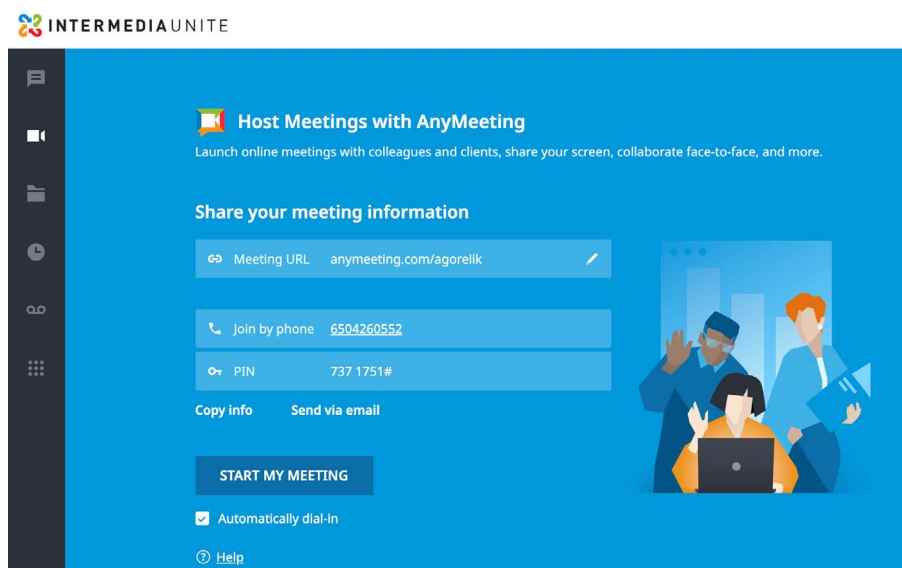
1. Screensharing and conferencing with members of a chat

- a. You can start a meeting with members of a one-on-one or team chat by clicking on the 'Meet Now'  button



2. Meetings Tab

- a. You can easily start your previously scheduled meeting from the Meetings tab
 - I. Meeting details (Personal Meeting URL, Conf bridge info, etc.) are typically shared via a calendar invite
 - II. Clicking on START MY MEETING will launch your meeting



Meeting Features

- Built-in Audio Conferencing: includes a conference call number and PIN codes so participants can join by phone or computer
- Up to 200 participants on audio
- HD Video conferencing
- Screensharing
- Screen annotation
- Lock meetings so new participants can't join



Licensing

Each Unite user account includes an AnyMeeting license which supports up to 200 meeting participants via audio and 4 web meeting participants. Contact your admin if your license is not enabled or you require a license to host larger web or video meetings.

INTEGRATIONS

Connect your Unite Desktop Application to popular third-party business applications to increase your productivity. To access the following integrations, click on your avatar and select “integrations”.



Intermedia Unite CRM Screen Pops

Connect your Unite desktop app to third-party platforms (Salesforce, Zendesk, etc.) and custom CRMs to quickly view caller's profile on inbound and outbound calls and in call history.



Intermedia Unite for G-Suite®

Click to call phone numbers on any web page, start meetings from your chrome browser, and more.



Intermedia Unite for Microsoft Outlook®

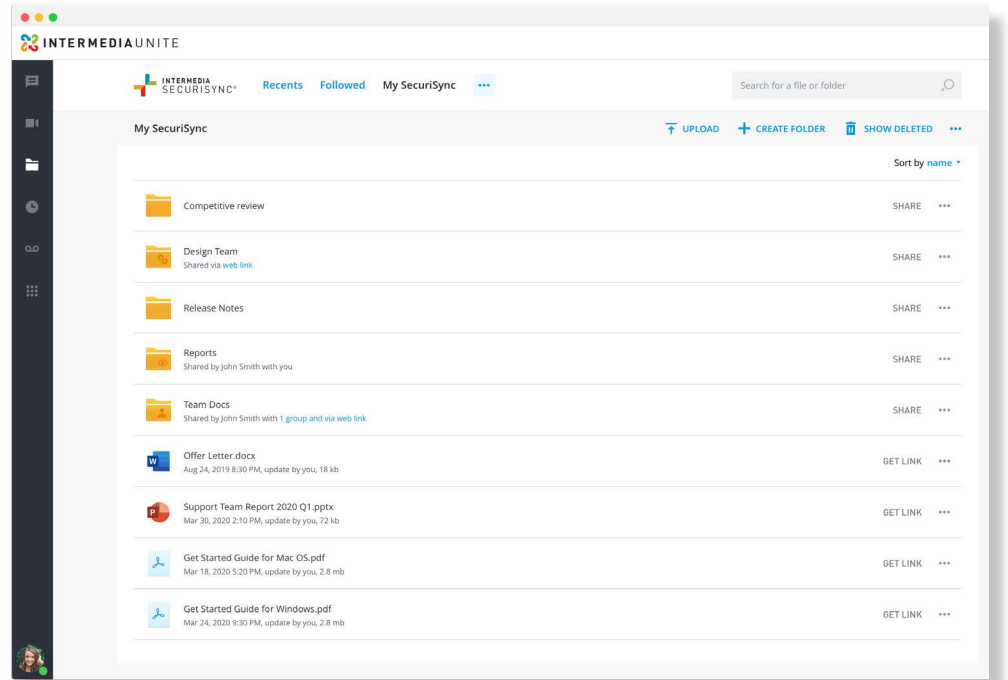
Place calls, view presence, click-to-chat, and start meetings all from your Outlook contact list, emails, and calendar events.

FILES

Intermedia Unite includes Intermedia SecuriSync(R)–a powerful backup and file sharing tool that enables you to easily and securely store, access, manage and share your files.







SecuriSync is integrated with Unite, so you can view, share, and download your files without leaving the Unite desktop app.

For the full SecuriSync experience, read the [SecuriSync Quickstart guide](#) for more details.



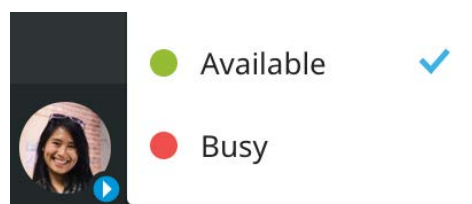
PRESENCE

Presence features within Unite help indicate to users which of their co-workers are available for collaboration and communication.

PRESENCE ICON	PRESENCE STATUS	HOW IS IT SET?
	Offline	Automatically - when a user's desktop goes offline
	Away	Automatically - when a user locks their computer or we detect no activity on the desktop for 10 min
	On a call/In a Meeting	Automatically - when a user is on a call or in a meeting
	Sharing Screen	Automatically when a user in a meeting sharing your screen
	Busy	Manually - when a user wants to indicate to others that they are busy and may not respond right away
	Available	Automatically or Manually. This status indicates that a user is available to chat or talk on the phone

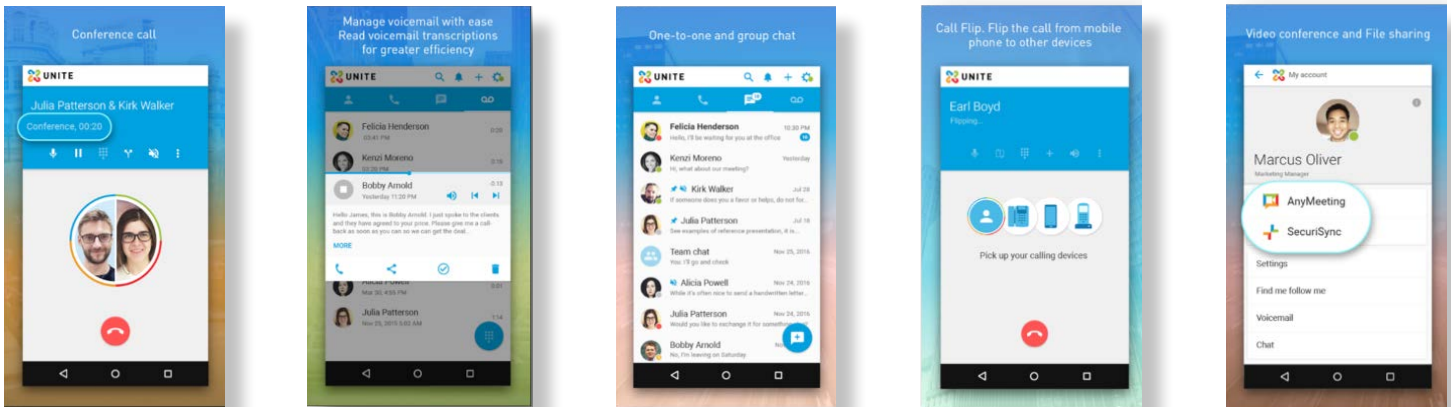
Setting your presence Manually

You can manually toggle your presence by hovering over your presence ball.



MOBILITY

Intermedia Unite mobile apps allows you to place and receive calls, chats, text messages, attend meetings*, and manage your SecuriSync files* from anywhere as though you were in the office. Apps are available for iOS and Android in the respective App stores.



* features require Intermedia AnyMeeting and Intermedia SecuriSync apps to be installed.



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