

Bell Aliant UC Mobile Client

Bell Aliant UC Mobile Client allows your mobile as well as tablet to access your office line with a host of advanced features while you are on the move.

Installing Bell Aliant UC iPad Client

- Select the **App Store** icon on your iPad
- Search for and select **Bell Aliant UC Client** for iPad
- Tap **Install**
- The Bell Aliant UC App will now download/install on your device

Updating Bell Aliant UC Mobile Client

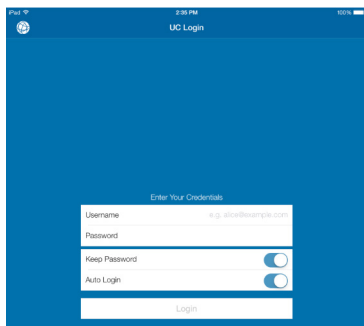
- Select the **App Store** icon on your iPad
- Tap on **Updates** icon
- Select **Bell Aliant Unified Communications Mobile Client for iPad** from list of available updates
- Tap **Update**
- The Bell Aliant App will now update on your device

Launching the Client

- Select **Bell Aliant UC App** icon to launch the Client

Logging In

- Enter your **Username** (10-digit office phone number) followed by a lowercase "a", then the "@" symbol and your email domain name (e.g. **5063451234a@companyname.ca**)
- Enter your **Password**
- Toggle **Keep Password** to **On**
- Select **Log-in**




Configuring Client Preferences

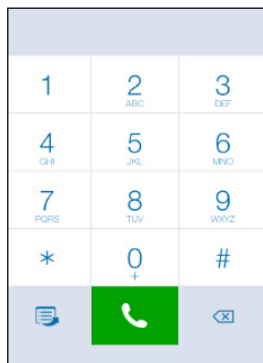
- Select **Settings** icon from the top of the screen
- **Account > Mobile Data Network > Use When Available > Toggle to On**
- **Preferences > Run in Background > Toggle to On**

Searching the Corporate Directory

- Select the **Contacts** icon from the left of the screen
- Next, select the **Directory** tab at the top of the screen
- Type in a name in the **Search** field
- The application will display all the names that match
- Select the **Contact**. You can call, start IM or even add as a friend by selecting the **Add as friend** button

Making Calls

- Tap the Keypad icon  to access the **Dialer** for manual dialing and enter the number or tap the field above the keypad and enter the Username in the text field, for example **5063451234a@companyname.ca** OR
- Tap the **Contacts** icon, select a contact and tap the contact's number to call
- Tap to launch the keypad and enter the **Username**




Answering Calls

- When a call is presented, tap **Answer**
- **NOTE:** Once call is active, you can tap on the **More** icon and have the ability to either Start Recording or Transfer the call

Call Grabber

Seamlessly switch live calls from one device to another without interruption

- Tap 
- Tap **Call Grabber**. The iPad grabs the call from the desk phone or PC Client

Message Waiting Indication (MWI)

- The message waiting indicator gives you a visual cue that you have a voicemail waiting with a New notice beside the Voice Mail tab on bottom left of the screen.



To retrieve a voicemail:

- Tap the button 


Presence

- Tap your current status at the top of the left panel. The My Status presence options window opens
- Select a status. Tap anywhere else on the application to return to the home screen
- **Note:** 3G/4G presence notifications appear only when **Settings > Account > Cellular Data Network > Use When Available** is **ON**.




Call Logs / Call History

- Tap **History**. The call log displays. Choose **All**, **Out**, **In** or **Missed** to see a specific call log.
- Click a contact to call

Instant Message

- Tap  **Messaging** in the left pane of the window. The Instant Messages screen opens

To create new IM:

- Tap **IM** icon  **Messaging**
- Select the Buddy from the list
- Enter the IM text or tap  to select from a list of canned messages
- Tap  to send the message

To delete an IM:

- Select the IM from the Instant Message panel on the left
- Tap **Edit** above the list of Instant Messages
- Tap the red circle beside the message
- Tap **Delete**

Personal Contacts

To access the list of personal contacts:

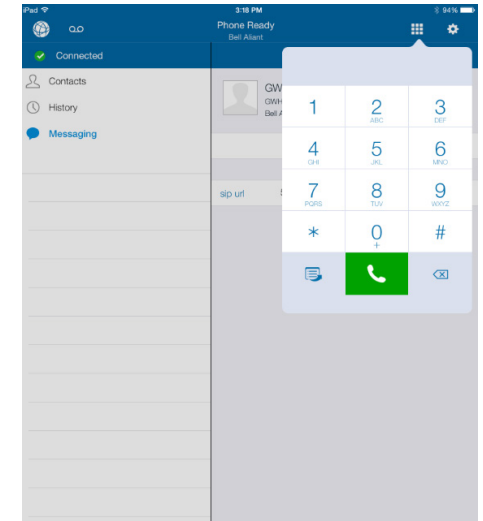
- Tap **Contacts**
- To add a new contact: tap **+**

To change existing contact information:

- Tap the contact you want to change
- Tap **Edit**
- Tap on the field(s) you want to edit and make the changes
- Tap **Done** to save the changes

To delete a contact:

- Swipe from right to left over the contact you want to remove
- Tap **Delete**



Bell Aliant UC Mobile Client for iPad Quick Start Guide

Version 1.0