

## User Guide for VoIPCloudConnect for Android (v1.9.20)

### 1. ACCOUNT SET UP

This is where your username and password are entered to enable the VCC Mobile application. Please go to <https://voipcloudconnect.com/get-started/> if you do not have a username and password. Please contact your system administrator if you experience log in issues.



### 2. PREFERENCES

PREFERENCES allow you to 'customize' your VCC mobile app to your liking. It includes typical settings like ringtones, as well as advanced settings like VCC mobile and personal phone interaction. It also controls the native language that the VCC mobile app will display - there are 29 languages supported.



### 3. RINGTONE

This tab lets you set your individual preferences for ringtones and text tones. By default, they are set so that calls with VoIP CloudConnect have a different ringtone than what is configured by default for personal calls.



### 4. SOUND

By default, the optimized settings for sound are enabled. It is NOT recommended that you change these settings.

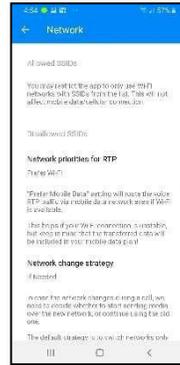




**7. NETWORK**

Depending on your work environment, you may want to set the network setting to either Prefer WiFi or Prefer Mobile Data. Please be aware that using Mobile Data will consume data from your mobile carrier's plan.

Please do not change the NETWORK CHANGE STRATEGY setting as this will cause problems when moving from WiFi to Mobile Data networks.



**8. CONTROLS**

The Controls section offers more granular setting to manage the application. ON GSM CALL sets the behavior of the phone when you are on a VCC app call and another call comes into you on your personal cellular number. You can set to DO NOTHING, or PUT ON HOLD, or PLAY MUSIC.



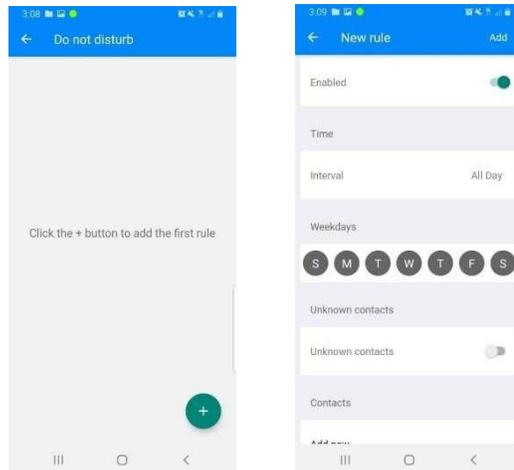
**9. DND (DO NOT DISTURB)**

Once logged into the VCC app and you decide you do not want to receive calls. You can put yourself in the **DND (DO NOT DISTURB)** mode. The DND mode will only apply to the VCC app and not affect any other devices registered to your extension. On the upper left, click the VoipCloudConnect bubble (note: your provider's company name may be present in that bubble instead). A new window will pop out with the DND toggle. When activated, DND will be highlighted in red, and the toggle switch turns green. Also, DND will be noted in red on the top left of the dialpad.



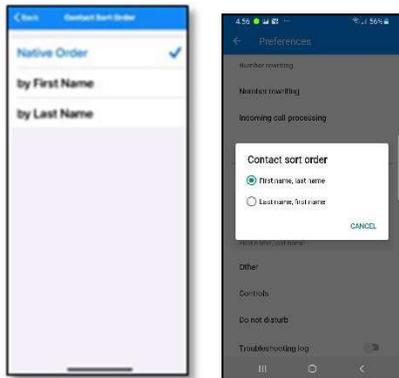
### 10. DND RULES

Please click on the Hamburger menu on the upper right>click Settings>click Preferences>click Do Not Disturb. Press the ADD (+) to access the RULES page. Please note that DND rules set on the VCC mobile app may or may not conflict with DND set up in your system. Please check with your system administrator before configuring.



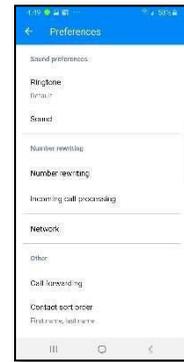
### 11. CONTACT SORT ORDER

This parameter controls how your contacts are displayed - by Native, First or Last Name.



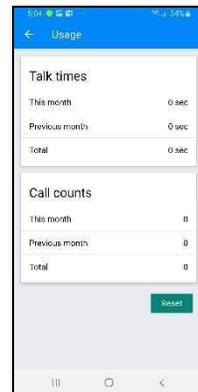
## 12. LOG SIP TRAFFIC

During trouble shooting, VoIPCloudConnect may ask you to turn this on to assist in troubleshooting problems. Otherwise, please keep this parameter off as it will consume storage on your mobile phone.



## 13. USAGE

This parameter tracks usage of the VCC application



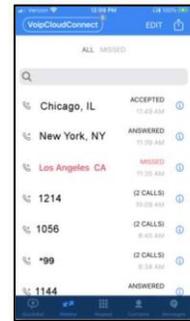
**14. QUICKDIAL and BLF**

In this tab (located on top Menu all the way to the left), you can add (EDIT) QUICKDIAL people that reside within or outside your organization. If the user is within your organization, enable the Busy Lamp Field to show if that individual is on or off the phone. You can add a Park button here as well (which is also a BLF).



**15. CALL HISTORY**

Located on the top Menu next to the left of the dialpad icon. The VCC mobile app maintains a call history separate from your personal call history on your mobile phone. In this way, a single mobile device can be used for both business and personal use. By keeping contact, call history, quickdial texting and other functions separate, VCC mobile app users can keep business and pleasure calling apart.



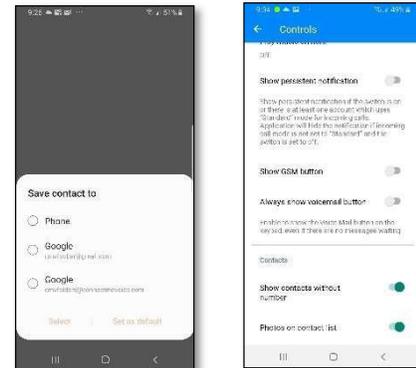
**16. DIALPAD**

The default view is the dialpad, and from there you can navigate to different functions and settings within the VCC mobile application.



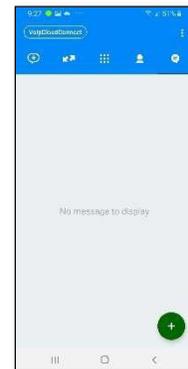
### 17. CONTACTS

Contacts can be accessed by clicking on the icon to the right of the keypad icon on the top Menu. Additional Contact controls are located under Settings > Preferences > Controls



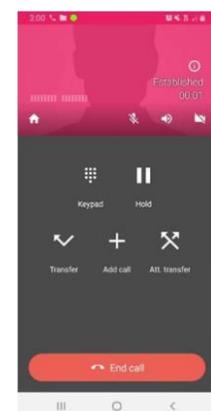
### 18. SMS MESSAGES/INTERNAL MESSAGING

Text message tab located on the far right of the top Menu allows you to send, receive, and manage text messages.



### 19. ACTIVE CALL SCREEN

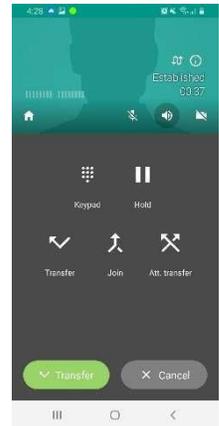
The active call screen provides both a top menu of basic functions such as controlling microphone, speakers and camera. It also offers call control capabilities such as making dialpad active to enter DTMF prompts; putting current call on hold; transfer a call; add a third person (extension or external number); or make a warm transfer to a third person.



**20. BLIND/UNATTENDED TRANSFER**

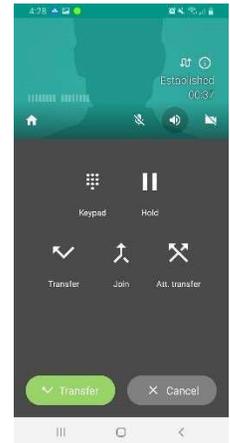
While on the Active Call Screen, to perform a “blind” transfer, you must first select “transfer”, then, when the dialpad appears, type the extension you would like to transfer to, and hit dial. This will send the call to the designated extension and the transfer has been completed.

**Note:** If you would like to transfer a call directly into someone’s voicemail without ringing their phone, while on the active call hit transfer, press \*98[extension], and hit dial.



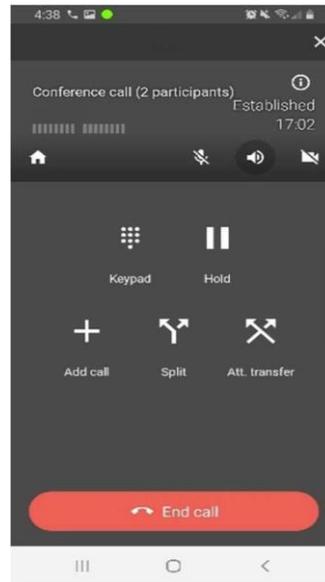
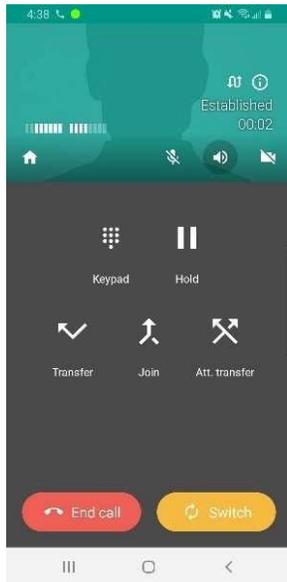
**21. ATTENDED/SUPERVISED TRANSFER**

While on the Active Call Screen, to perform an “attended” transfer, you must first select “att. Transfer”. This will put the current call on hold, and bring up the dialpad where you will dial the extension that you want to transfer the call to. Once you hit the Green Dial button, VCC will connect you with the extension dialed, to allow you to speak with the person before confirming they want you to complete the transfer. To complete the transfer, press the Green Transfer button on the bottom left, and the transfer has been completed.



## 22. ADD CALL

To create a 3-way call, you must hit the “add call” button. This will now bring up the dialpad where you will dial the extension or external number you would like to bridge onto the call. You must then hit the dial button at the bottom to dial the number. Once you reach the called party, a new button will appear. To merge the calls, you must hit the “join” button, and once you hit that, the call will now have both parties connected.



## 23. RETRIEVING VOICEMAIL

The tape reel icon on the dialpad screen will notify you if you have any voicemail messages and how many. Click the tape reel, which will dial into your voicemail box, and the system will prompt you for your pin. Follow the prompts to listen to your messages.

