

# Lightpath

## LP UC Desktop & Mobile Applications



### Quick Start Guide

#### Installation

Lightpath Unified Communications (LP UC) makes it easier than ever for you to work from wherever. For the best experience, utilize Chrome or download the desktop and mobile applications.



Use Chrome



Or



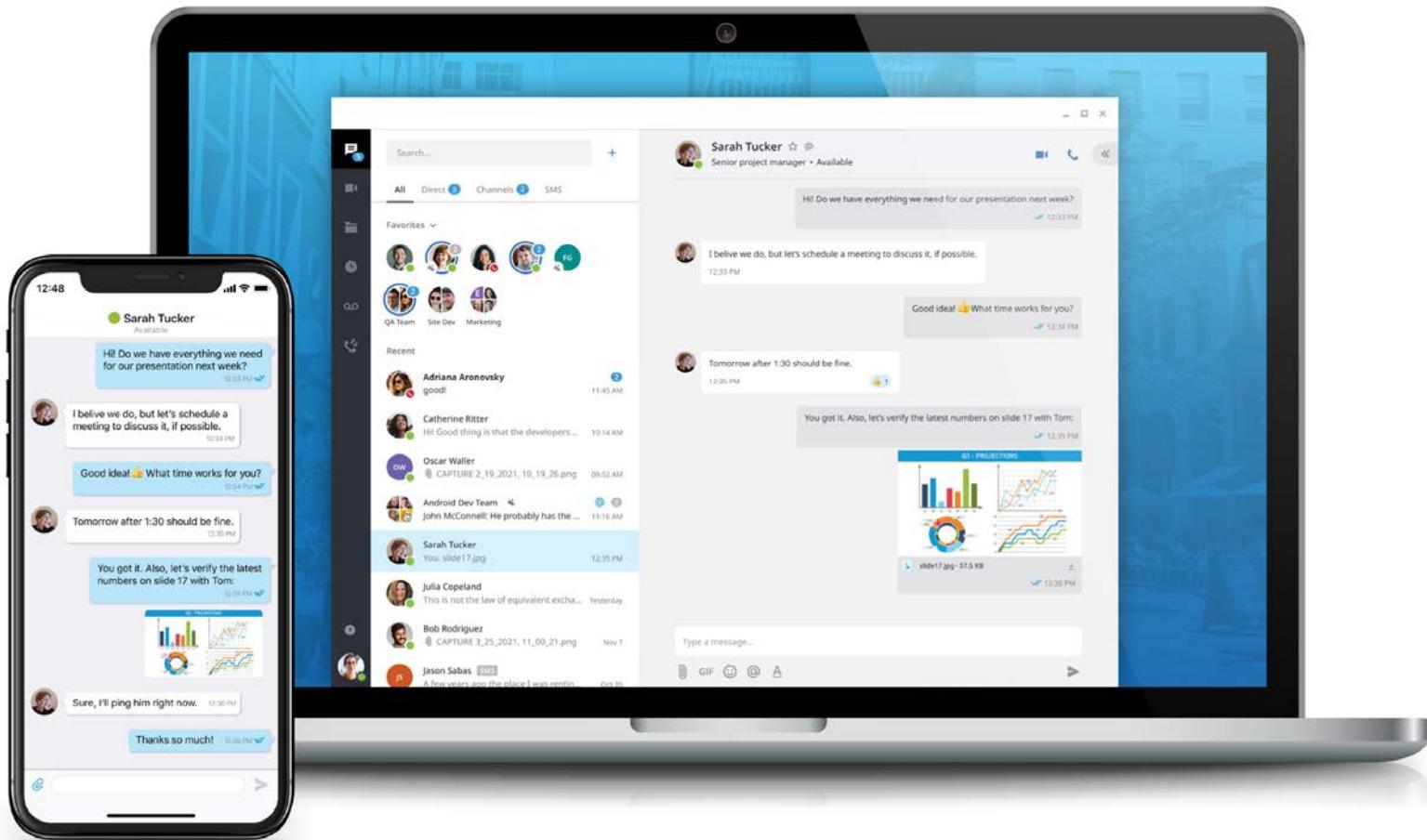
Download Desktop App



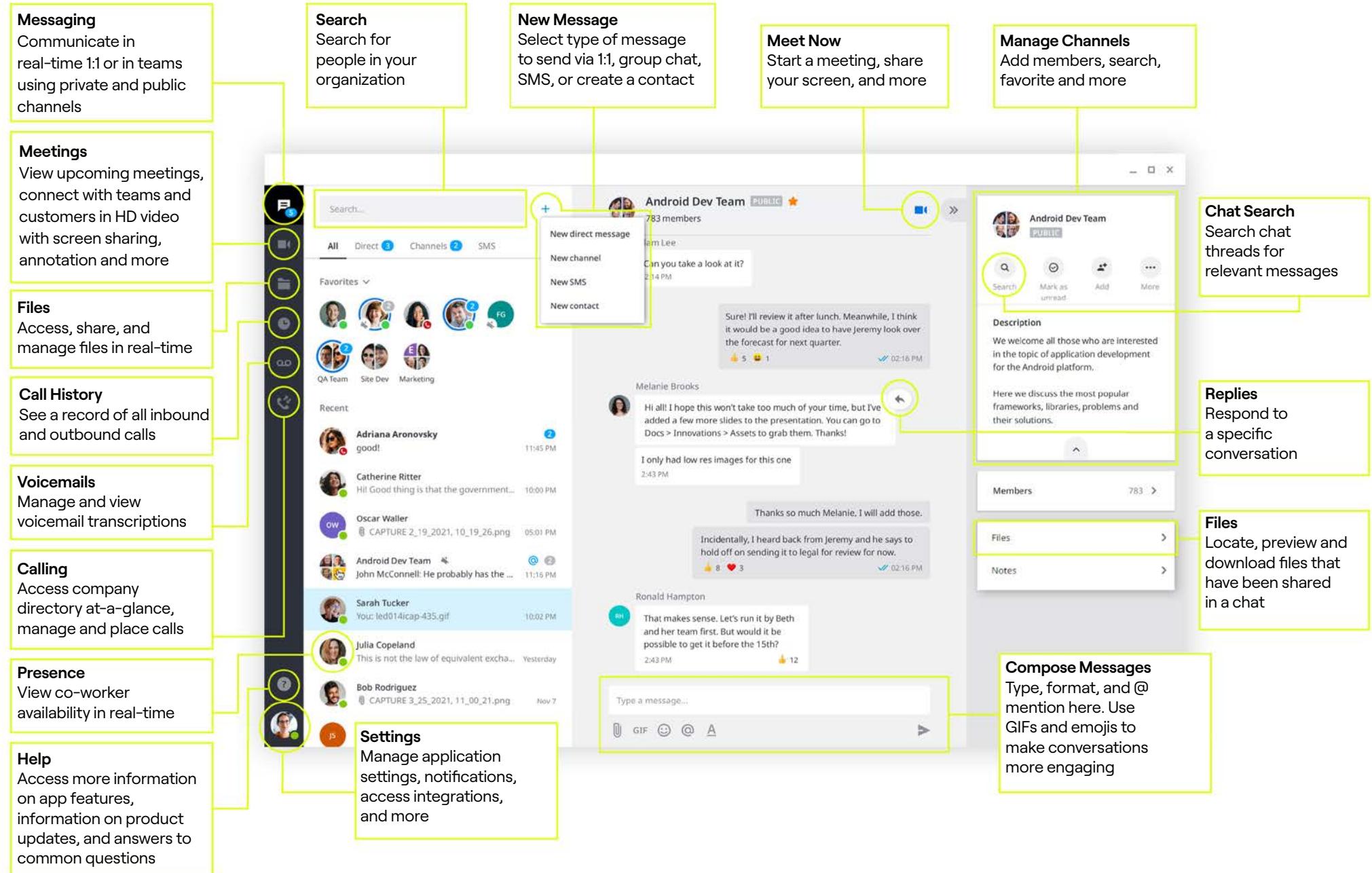
Scan the QR code or download from the iOS or Android Store.

## Sign In

Log in to the desktop and mobile applications using your work email address and LP UC password.

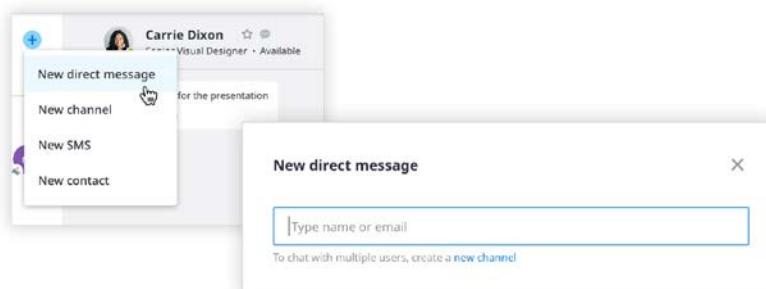


## Learn the Basics



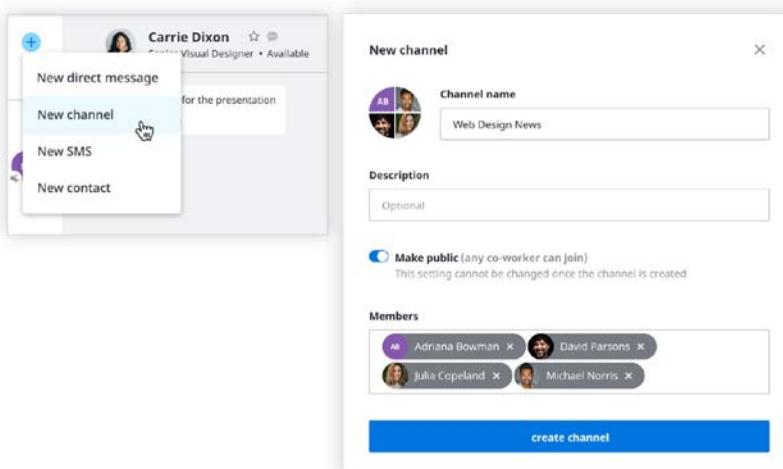
## Start a chat

Connect with co-workers in real-time. Select  to **create a new direct message**. A direct message is a chat with a single person. Type the name or email of the individual, write your message, select .



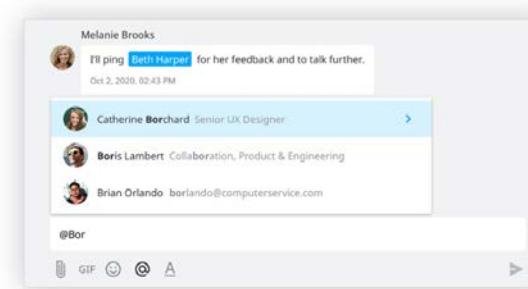
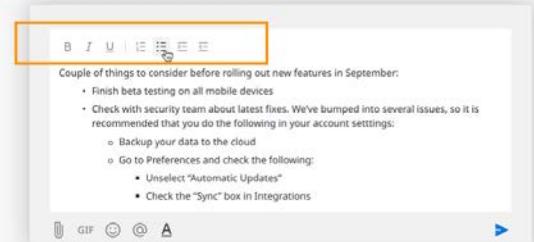
## Create a new channel

A channel is a group discussion—this can be dedicated to a department, specific project, etc. Type in Channel name, add a description, choose if you want the channel to be public or private, and add members.



## Create a new SMS

Select  to create a new SMS message. An SMS is a text message sent to a mobile phone number. Type in the 10-digit mobile number or search contacts and click "start conversation."

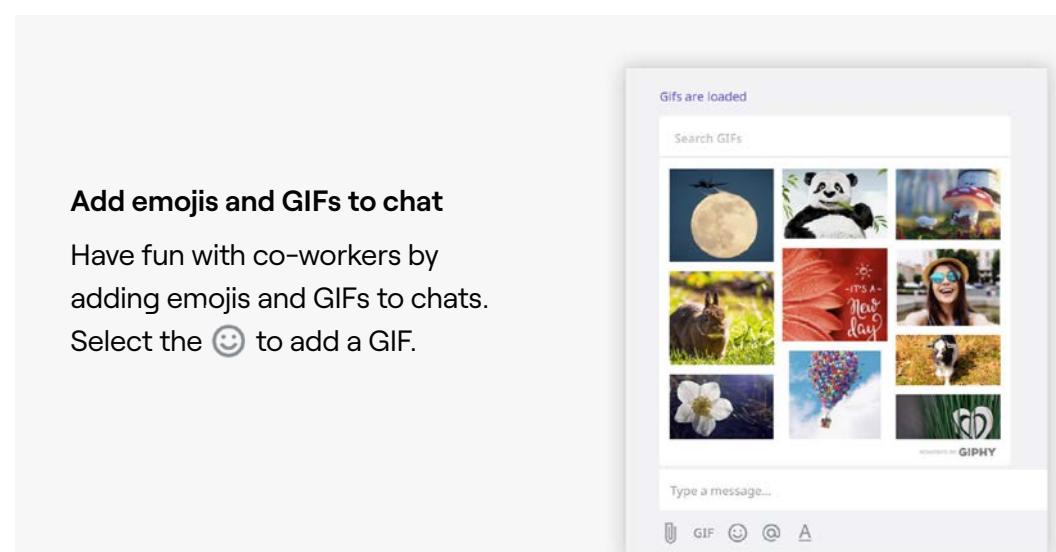


## Create a new SMS

To get someone's attention in a channel, select , then type their name or select them from a list that appears. You can @ mention multiple people at once.

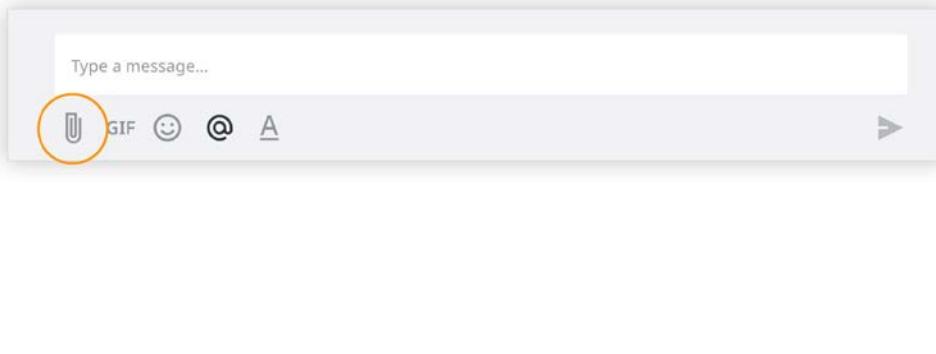
## Add emojis and GIFs to chat

Have fun with co-workers by adding emojis and GIFs to chats. Select the  to add a GIF.

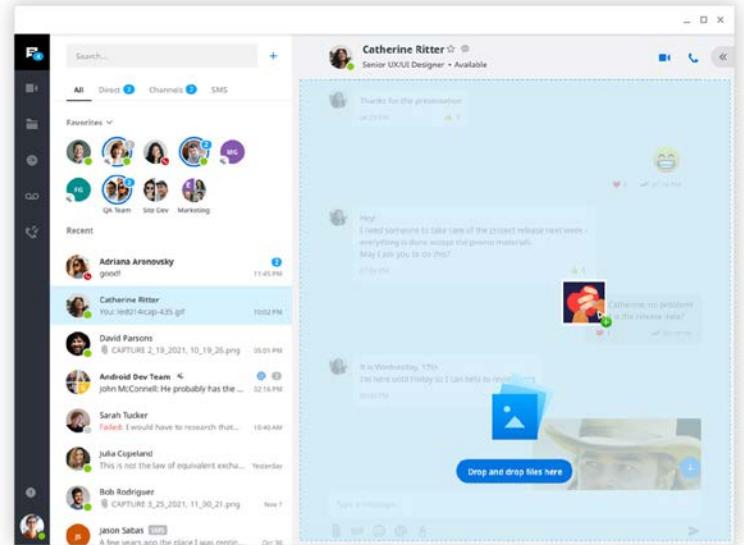


Easily share files to collaborate with colleagues in real-time.

From a direct chat or channel, select  to upload an attachment into your message.

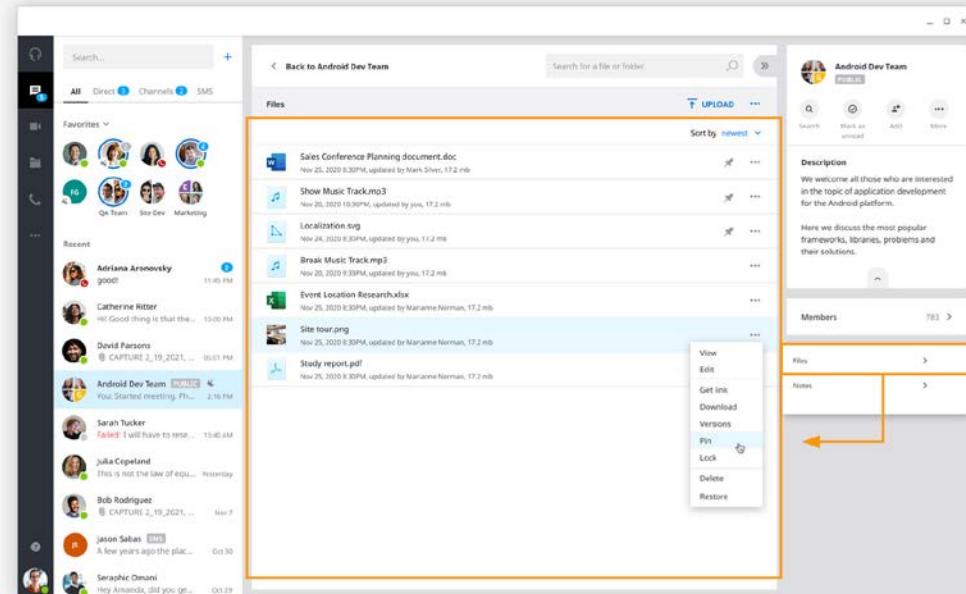


Drag and drop documents from your desktop directly into any message.

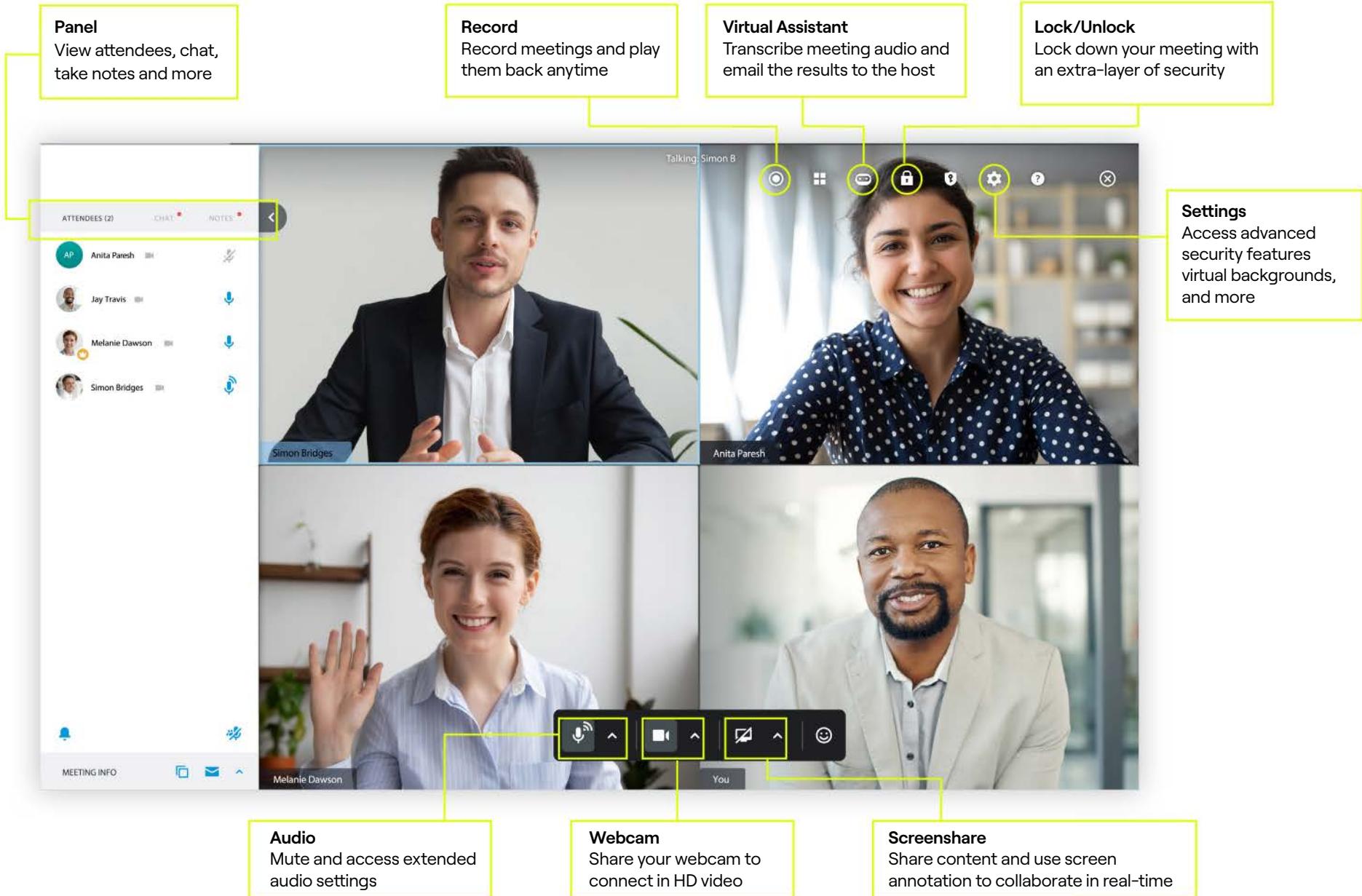


## Filter files

Use the Files filter to locate, preview and download files that have been shared in a chat.



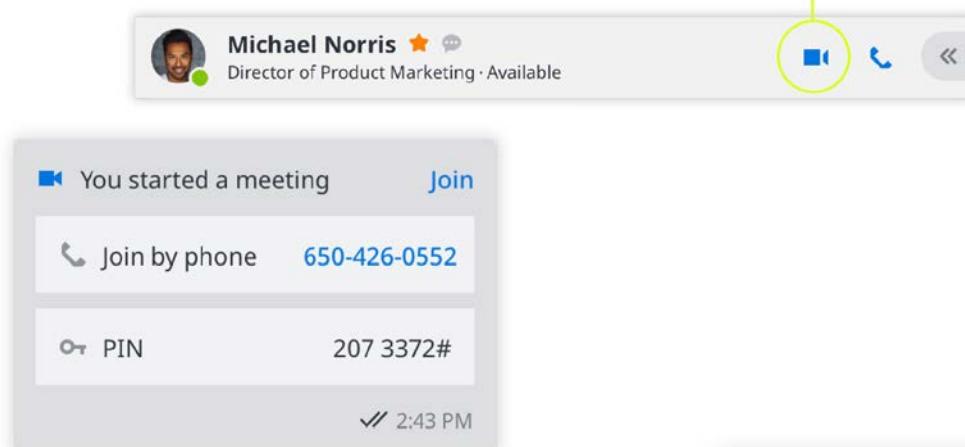
Meet face-to-face in HD video with anyone, from anywhere.



Meet face-to-face in HD video with anyone, from anywhere.

## Start a Meeting

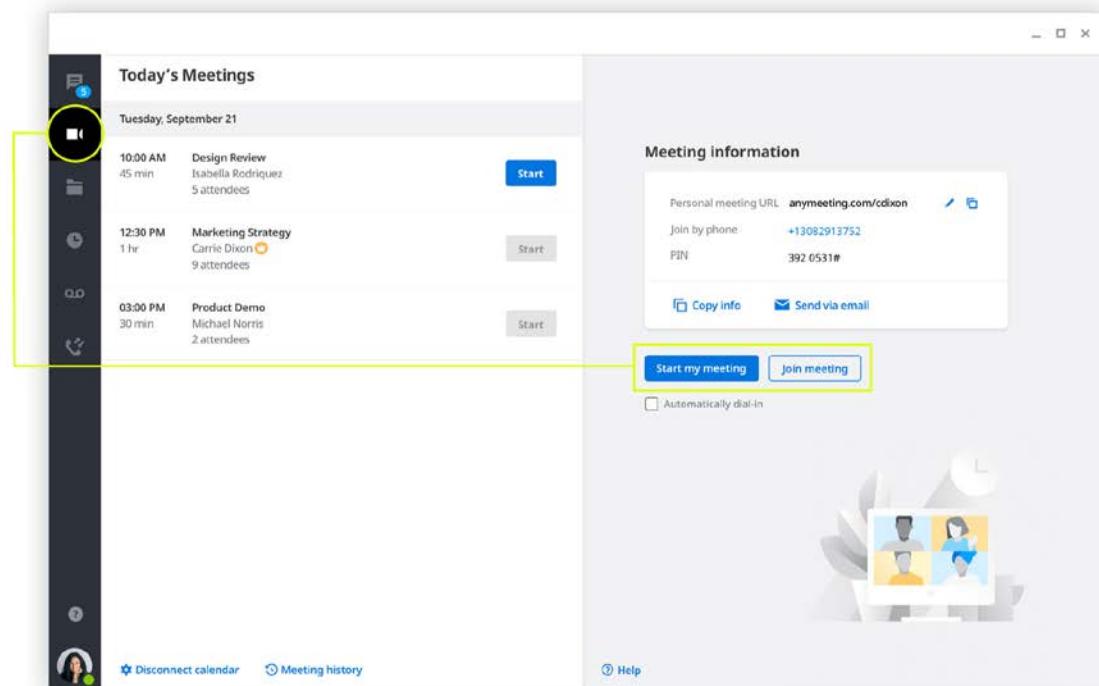
From a direct conversation or channel, select



From the meeting tab, you can

Select "Start my meeting"

or join a meeting



Integrate your Outlook or Google calendar so you can easily start and schedule meetings directly from your work calendar.

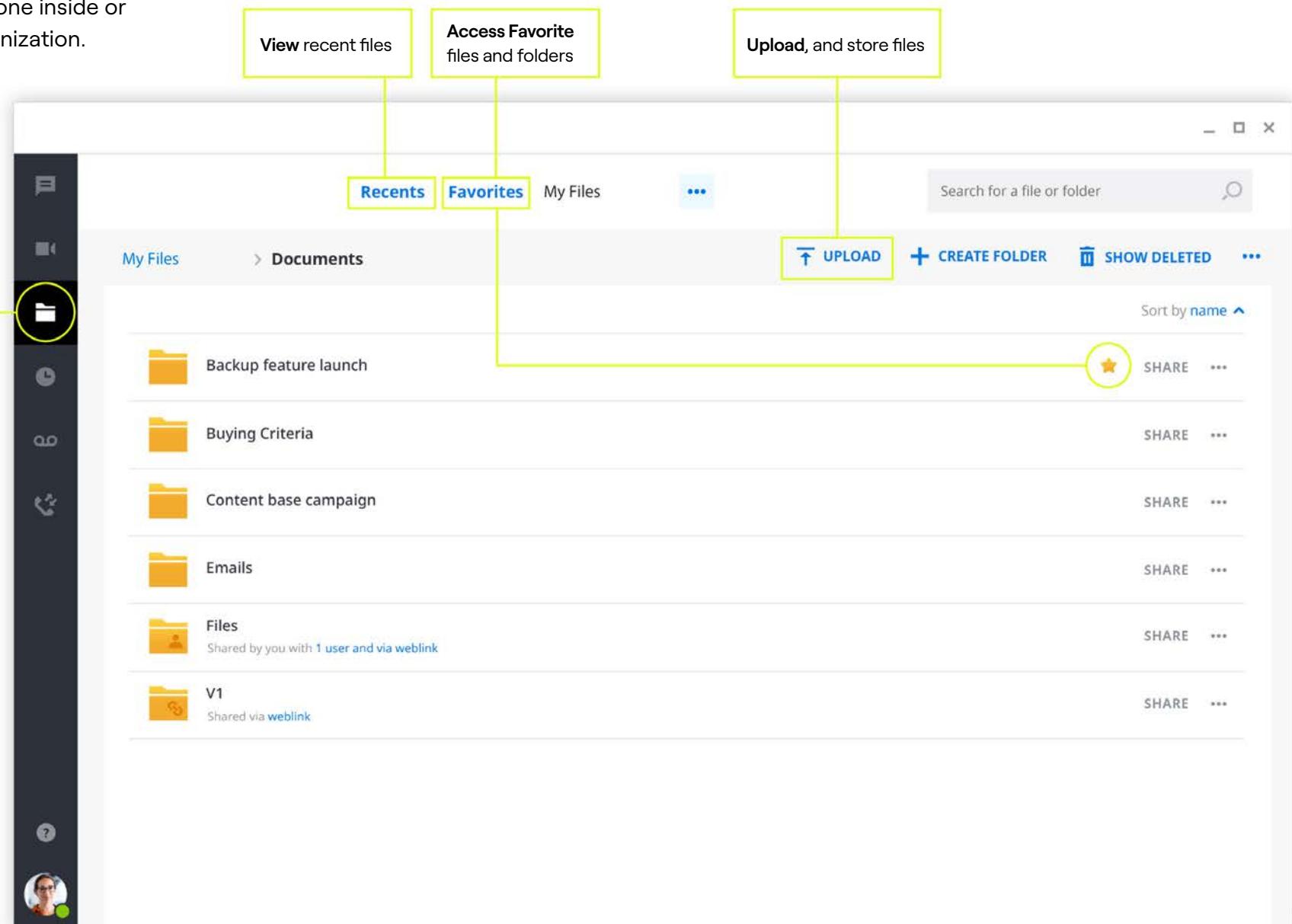


Your administrator will need to enable this.



Download the LP UC Chrome Extension to start and schedule meetings from your Google calendar, and click-to-call from your Chrome browser

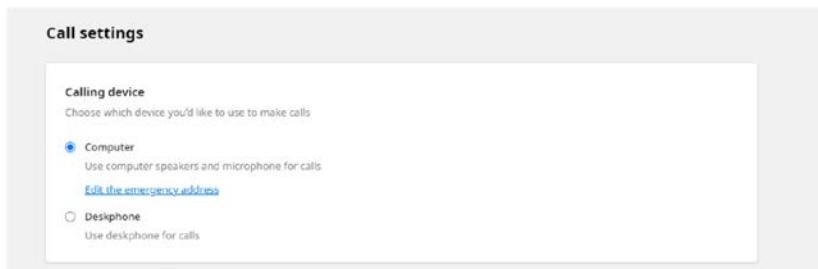
For a better collaboration experience, use File Share to access, manage, store and share files safely and securely with anyone inside or outside your organization.



## Place, receive and manage calls in two ways:

Computer: Use computer speakers and microphone for calls (can use Bluetooth headset or headphones)

Desk Phone: Use hardware (desk phone) for calls

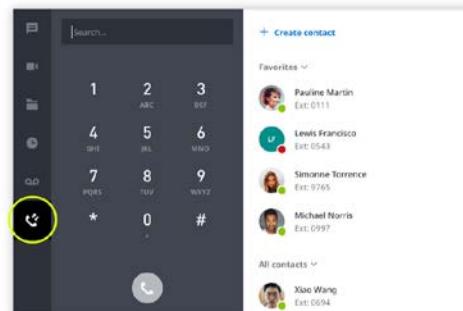


Calling features vary based on calling mode

Feature/ App Mode	Place A Call	Receive A Call	3-Way Calling	Mute / Unmute	Hold	DTMF	Call Flip	Call Park	Transfer	End Call
Computer	●	●	●	●	●	●	●	●	●	●
Desk Phone	●	Desk Phone		Desk Phone	Desk Phone	Desk Phone	●	●	●	●

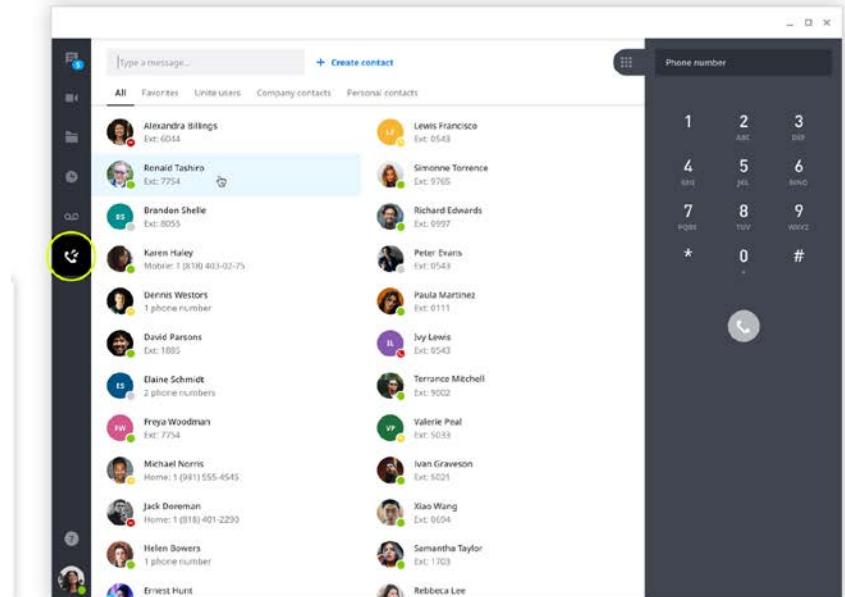
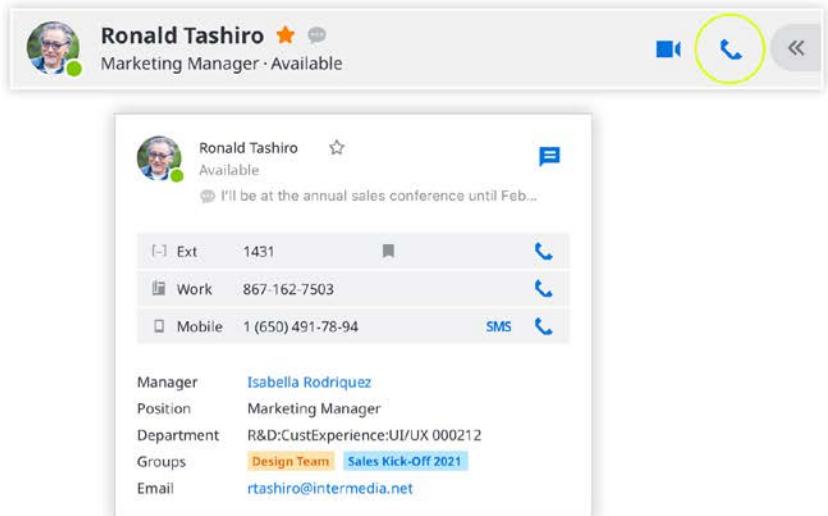
## Place calls and view contacts

Place calls to internal and external contacts, search and view company contacts at-a-glance, and switch between pre-defined filters to manage calls



## Place calls from chat

Select to call someone from a 1:1 chat or from a contact card



## Take your work with you wherever you go

Call, chat, meet and collaborate from your mobile device with the LP UC mobile application.

### Message sync

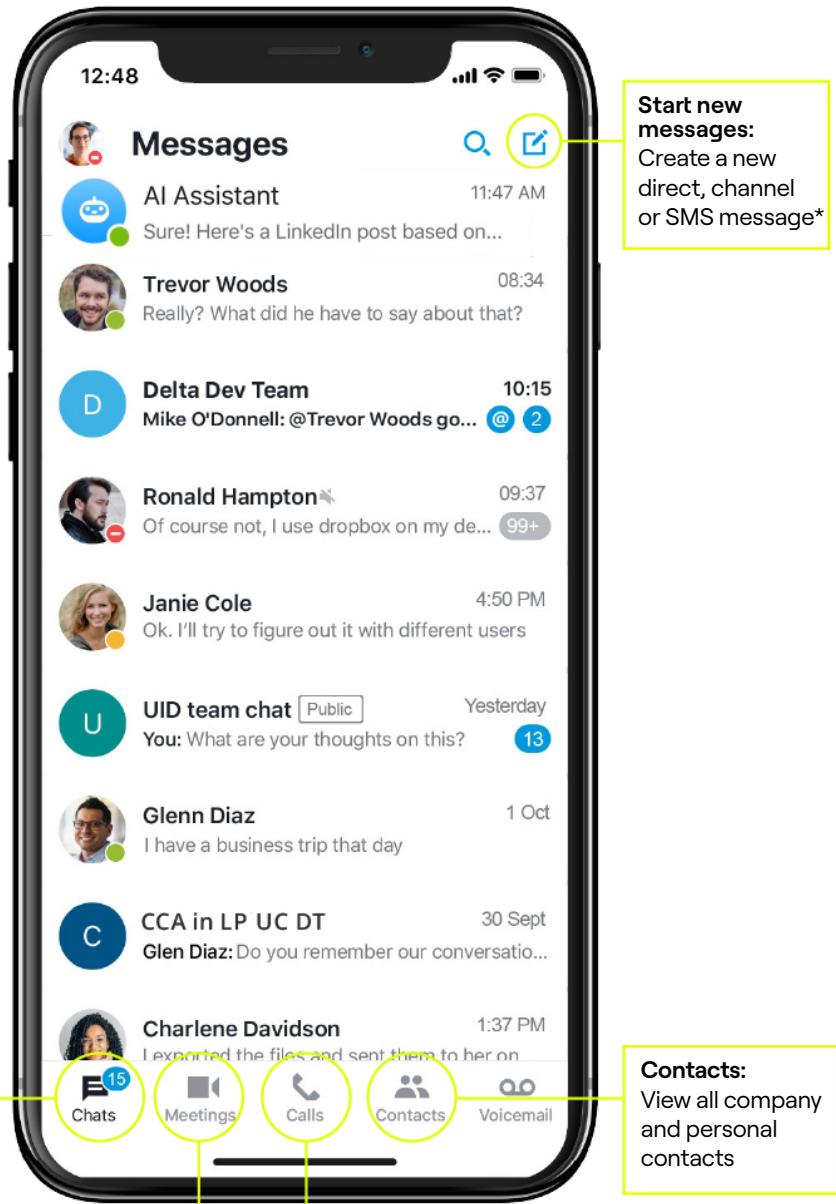
All messages sync across desktop and mobile apps

### Contact sync

Sync contacts from your personal device to your LP UC desktop and mobile app

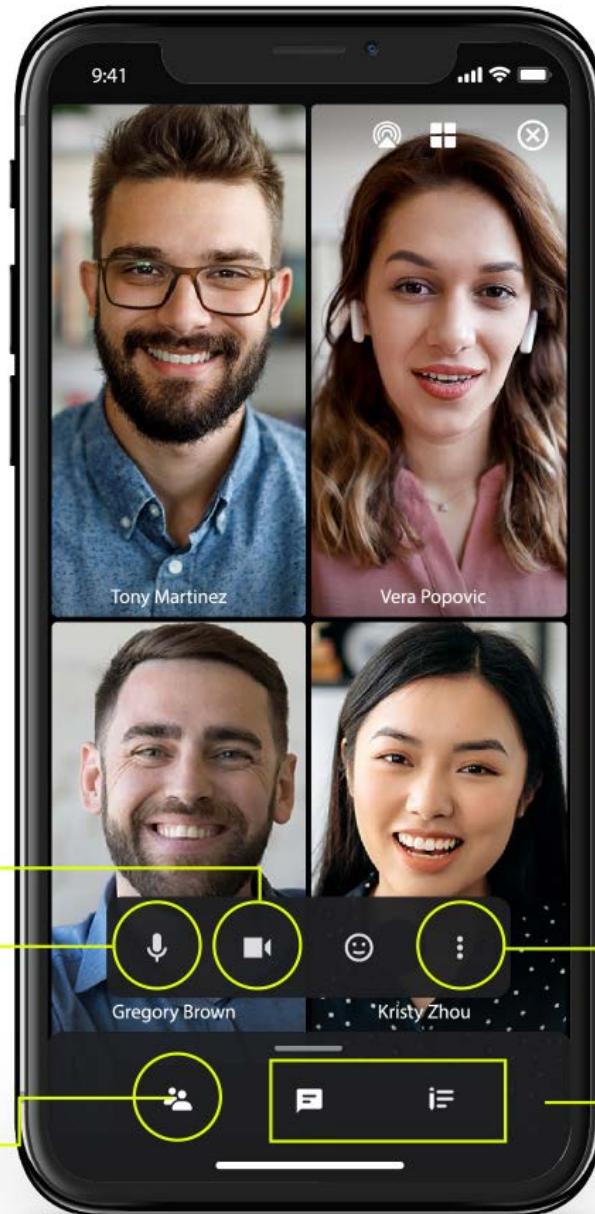


\* Business SMS must be enabled by admin.  
Business SMS is only available in North America



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Host and join meetings from wherever you go. Your meeting schedule and information sync across mobile and desktop applications, allowing you to collaborate from anywhere.



Use the webcam icon to turn your camera on or off.

Use the microphone icon to mute and unmute.

Use the people icon to view meeting attendees.

Extended settings; screen share, record meeting, lock meeting, virtual background and additional settings for audio and visual display.

Use these icons to access live chat and notes.