

# HGC UC

## Mobile App User Guide

Version 2.5  
Last Update: 19 Jul 2022

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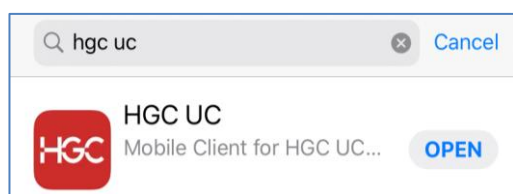
## 1. Overview

HGC's advanced local network and extensive international network infrastructure to deliver a superior UC solution. As a result businesses can be reached regardless of their location via a designated office number through any means of communication. HGC UC Service comprises a full suite of easy-to-use and comprehensive service features to keep businesses stay connected with business partners on a single platform. HGC UC service is also able to accommodate a corporation's future expansion, thanks to abundant scalability and flexibility in the platform design. (The content and images in this section are based on the Android and iPhone. Depending on the iOS version you are running, some of the steps may be different.)

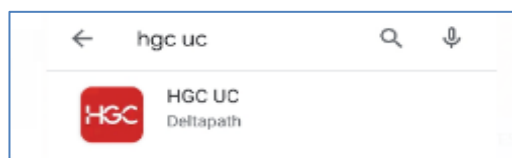
## 2. Download Mobile App

Download and log in to Mobile App by visiting Apple's App Store for iOS (requires iOS 11.0 or above) or Google Play for Android (requires version 7.0 or above).

Source iOS: <https://apps.apple.com/hk/app/hgc-uc/id1474592844>



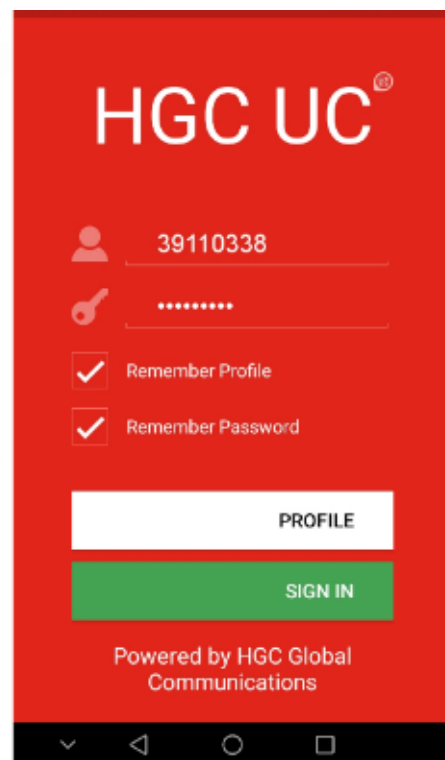
Source Android: <https://play.google.com/store/apps/details?id=com.deltapath.frsipMobile.hgc>



### 3. The display and icons

To sign in you require three pieces of information: server, extension, and password.

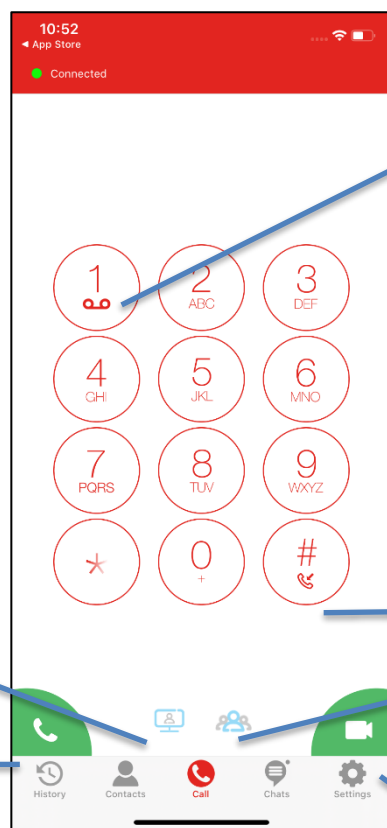
- a) Extension: Enter your Phone Number.
- b) Password: Enter your login password.
- c) Remember Profile: Select box if you want Mobile App to remember your profile.
- d) Remember PIN: Select box if you want Mobile App to remember your password
- e) Click Sign In.



## 4. Main Menu

The main menu of the App is shown at the bottom of every screen. The key feature is discussed in the guide.

**iOS:**



Virtual Meeting

Audio Call Button

View Call History

Make a Call

Modify Settings

View Contacts

Chats

Check Voicemail

Call Pulling

Audio Conference Room

Video Call Button

Audio Call Button

**Android:**

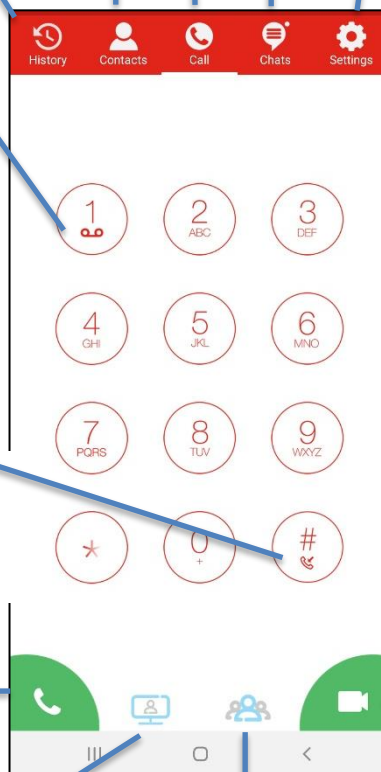
View Call History

Make a Call

Modify Settings

View Contacts

Chats



Virtual Meeting

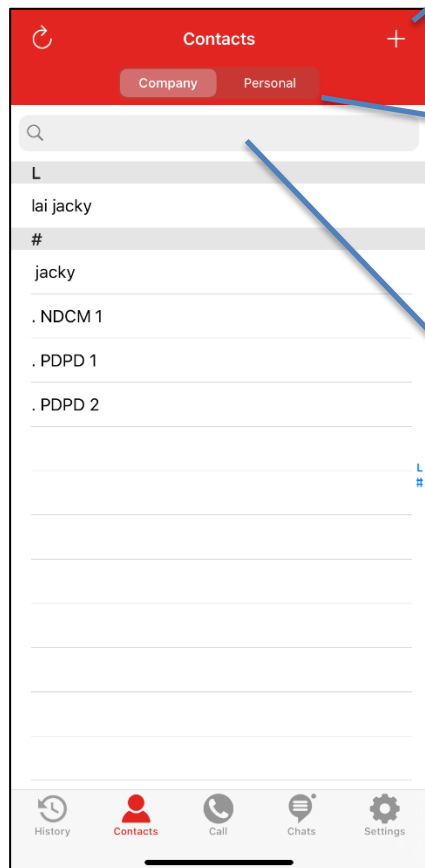
Audio Conference Room

Video Call Button

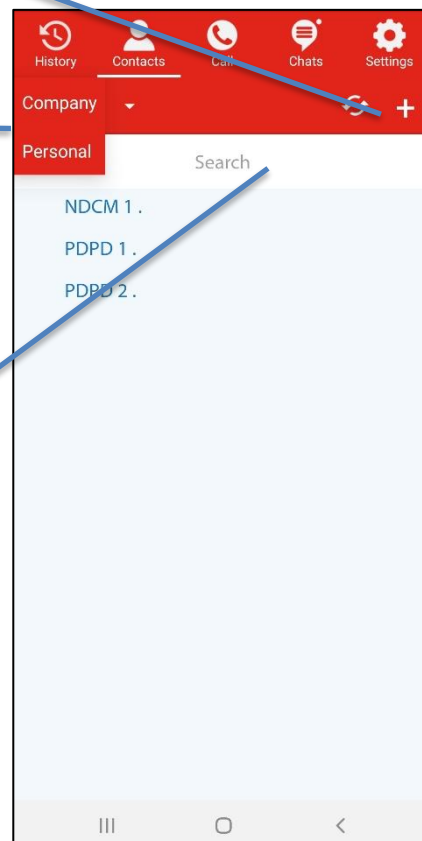
## 5. Contacts Screen

On the contacts interface, you have access to company/corporate or personal phonebooks.

**iOS:**



**Android:**



Add new contact

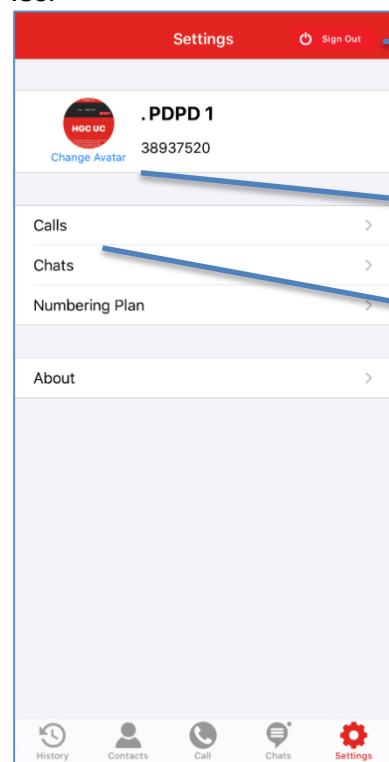
View Company /  
Personal Contacts

Search contact by  
name or number

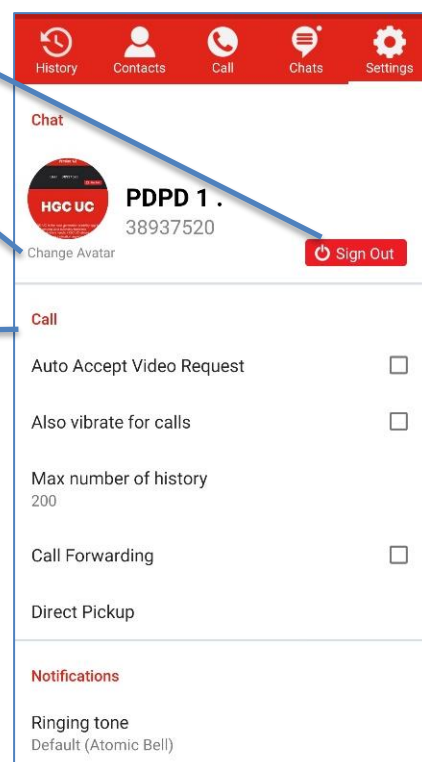
## 6. Settings

Gain quick access to settings and features to manage your Mobile experience.

**iOS:**



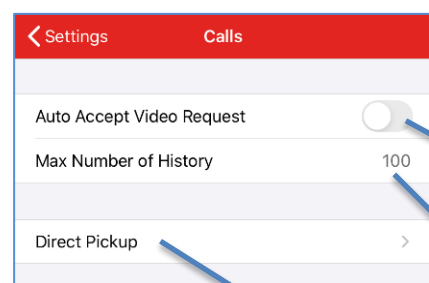
**Android:**



Logout of Mobile App

Upload or Change an avatar

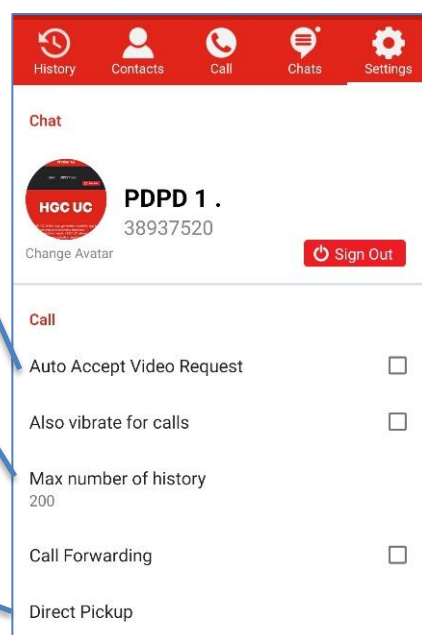
Access Call Settings



Auto Accept Video Request

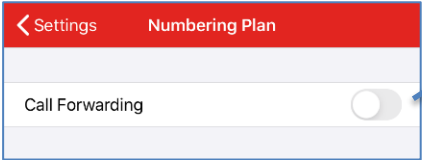
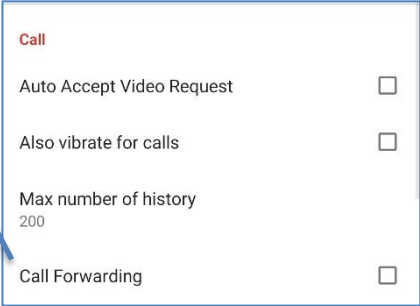
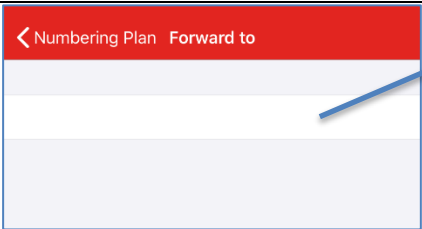
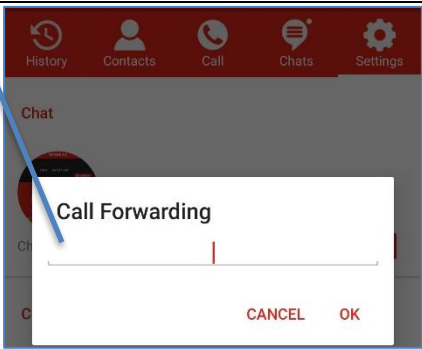
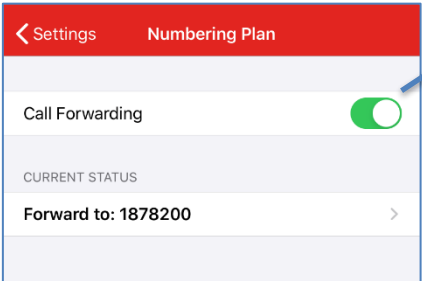
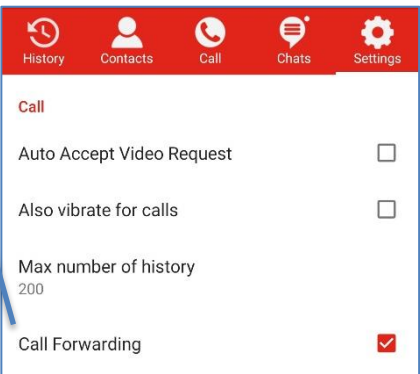
Max Number of History

Direct Pickup  
(Not support in this version)



## 6.1 Call Settings

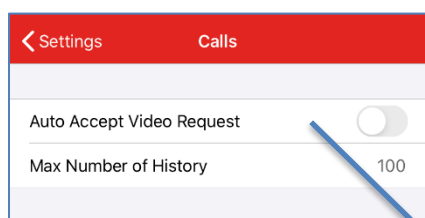
### 6.1.1 Call Forwarding

| iOS:                                                                                                                  | Android:                                                                              |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  <p>1. Enable Call Forwarding</p>    |    |
|  <p>2. Input Destination Number</p> |   |
|  <p>3. Call Forward is enabled</p> |  |

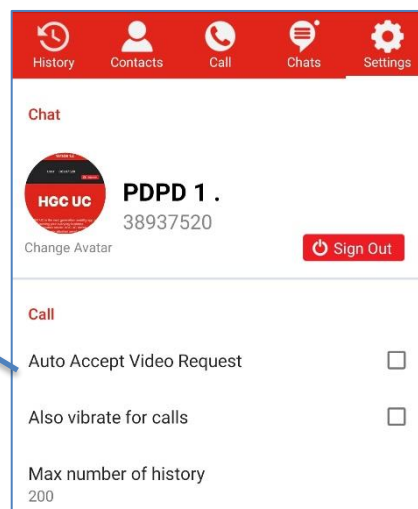
## 6.1.2 Auto Accept Point to Point Video Call

Mobile app user can make point-to-point video call to other mobile app user by enable this feature.

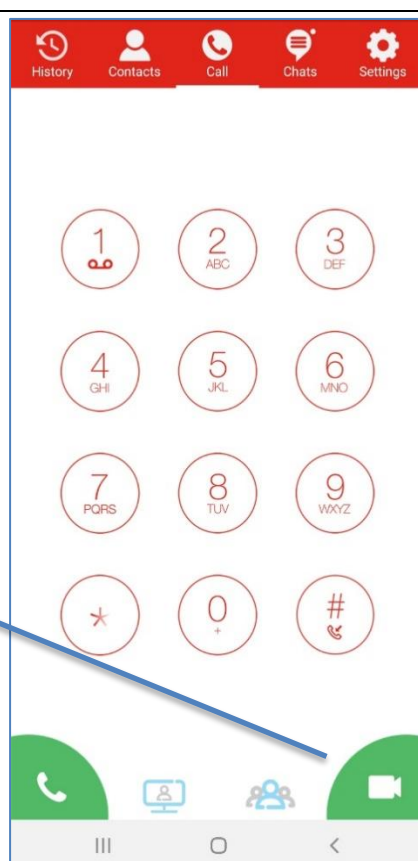
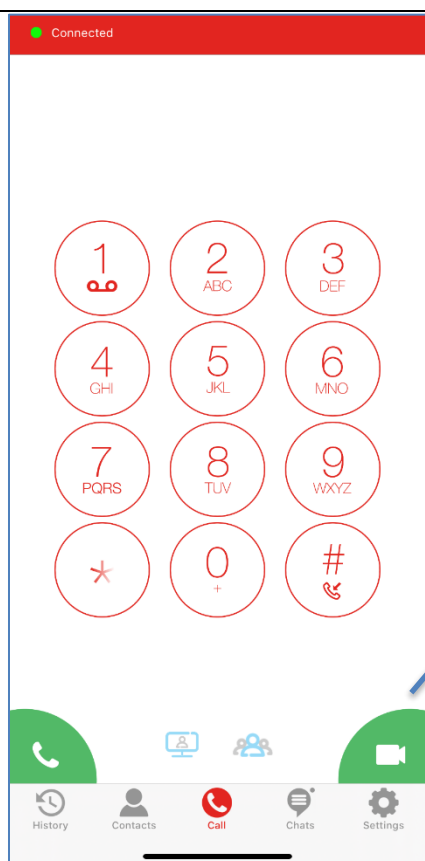
**iOS:**



**Android:**



Enable "Auto Accept Video Request"

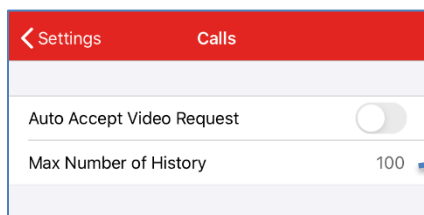


Make Video Call

### 6.1.3 Max Number of History

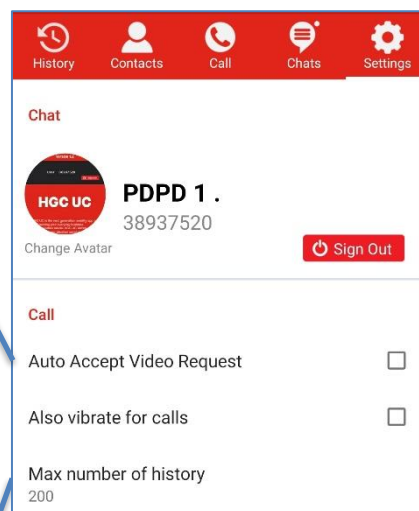
Mobile app user can make point-to-point video call to other mobile app user by enable this feature.

**iOS:**

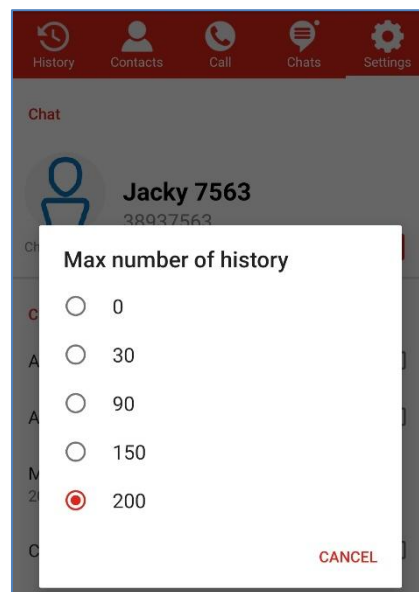


Enable "Auto Accept Video Request"

**Android:**

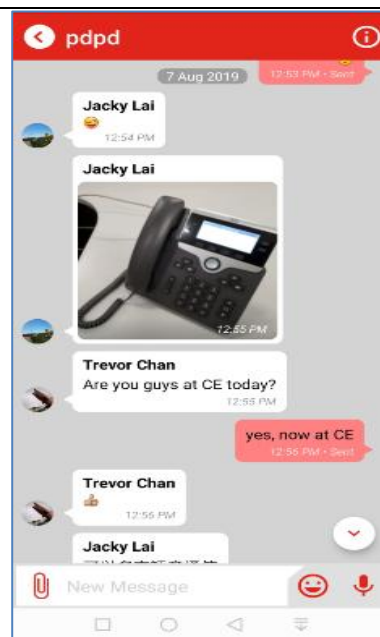


Change Max number of history



## 6.1 Chats

Customize your font size and turn on and off notifications. A notification is a message that pops up on a mobile device usually as a banner or pop-up alert.



### 6.1.1 Notification (available in iOS version)

When your app is not active and Notification is turned off, you will not receive text notification.

- a) Tap the notification button to the right to enable.

### 6.1.2 Font Size (available in iOS version)

Customize the font size in your messages.

- a) Tap Font size.
- b) Tap large, medium, or small.

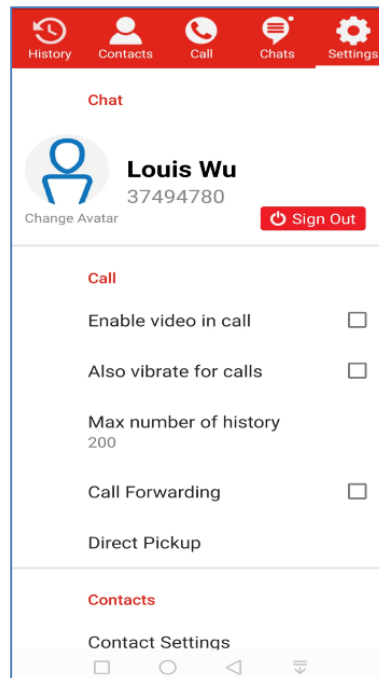
## 6.2 Numbering Plan

Setup call forwarding, confirm what schedule is running, review schedule status, change schedules or device and a lot more in Number Plan.

### 6.2.1 Call Forwarding

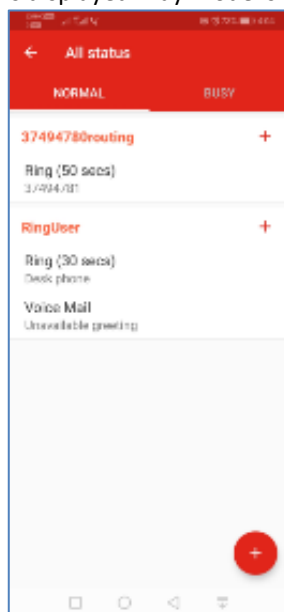
- If using an iPhone, move slider to the right to forward your calls.
- Tap the white bar.
- Enter a phone number.
- Tap the back arrow to move to the previous screen. The number you are forwarding to appear under current status.

### Call Forwarding settings (Android)



## 6.2.2 Current Status

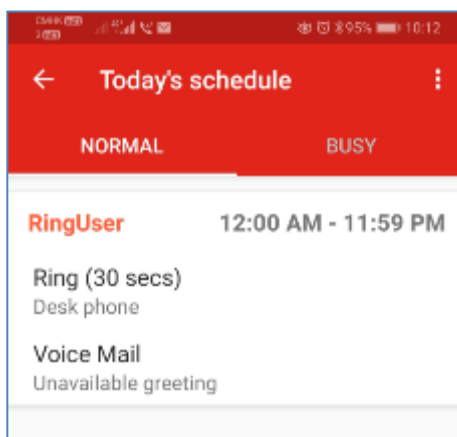
The current schedule running is displayed. Day Mode is the current status in the screenshot above.



### Current Status (Android)

## 6.2.3 Today's Schedule

a) Tap Today's Schedule



In the screenshot above,

- The duration of the schedule is identified. The schedule runs from 12:00 am to 11:59 PM.
- The device calls will be received on is identified. In this example, it is the user's desk phone.
- The voicemail message callers hear is identified. In this example, it is the unavailable greeting.

To edit the schedule, do the following:

- a) Tap  to edit the schedule (IOS) or  to Edit timeslot / status / Activate Override (Android)

### 6.2.3.1 Edit Time Slot

- Tap Edit Time Slot.
- Tap the Plus Sign in the lower right corner of the screen to create a new time slot.
- Enter the name of the time slot, description, and a time period for the time slot.
- Tap Save.

6.2.3.2 Edit Status

|                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>a) Tap Edit Status. All statuses are displayed.</p> <p>b) Tap any item listed under a status. Example: Ring or Voicemail.</p> <p>c) Make changes.</p> <p>d) Tap the back arrow after all changes are complete.</p> <p>e) Tap Save.</p> | <div>&lt; Numbering Plan</div> <div><div>Day Mode</div><div>Ring (30 secs)<br/>Desk Phone</div><div>Vicemail<br/>Unavailable Greeting</div><div>Night Mode</div><div>Support</div><div>Ring (20 secs)<br/>Desk Phone</div><div>Ring (20 secs)<br/>1</div></div> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

6.2.3.3 About

Find the version of the app you are using along with more information.

## 7. Chat Screen

### 7.1 Create a New Chat

- Tap Chats on the menu bar in Mobile App.
- Tap the Plus Sign.
- Tap the person or group you want to message in the contact list. Alternatively, enter the name or number in the Search textbox and then select a contact from the results list.
- Type your message in the New Message textbox.
- Click Send.

### 7.2 Message Someone in History List

If you have messaged another person or a group in the past, they will appear in the Chats History list on the Chats Interface.

- Tap Chat on the menu bar in Mobile App.
- Tap the contact you want to message in the chat history list. Alternatively, enter the name or number of the contact in the Search textbox and select a contact from the results list.
- Begin typing a new message in the message textbox.
- Click Send.

### 7.3 Create a Chat Group

The Chat Group feature allows you to exchange information with a group of people. It eliminates the need to send the same message over and over again to different people. To create a new Chat Group, follow the steps below:

- Tap Chat on the menu bar in the Mobile App.
- Tap the Plus Sign at the top right of the screen.
- Tap New Group.
- Enter a Group Name. Example: Marketing Group.
- Tap Next.
- Tap the names of all the people that will belong to your group.
- Tap Done.

You are notified when the group is created. You are also shown all the contacts that belong to the group.

Note: The name of the chat group is added to the history list in the Chats screen as shown in the screenshot above. The next time you want to instant message the chat group, use the search textbook in the Chats screen to locate the group and then tap on the group name.

#### 7.3.1 Group Chat Administrator Privileges

When you create a group, you also become the group administrator. As a result, you can add participants, change the name of the group, remove users, upload a group avatar, delete the group, make another group member the administrator, and exit the group.

- Click on the group name in Chats.
- Click **Settings** to the right of the group name.
- Modify the group settings.

If you are the administrator and would like to leave the group chat, you can assign your administrative duties to one of the participants in the group.

As an administrator, you can also remove participants from a group chat.

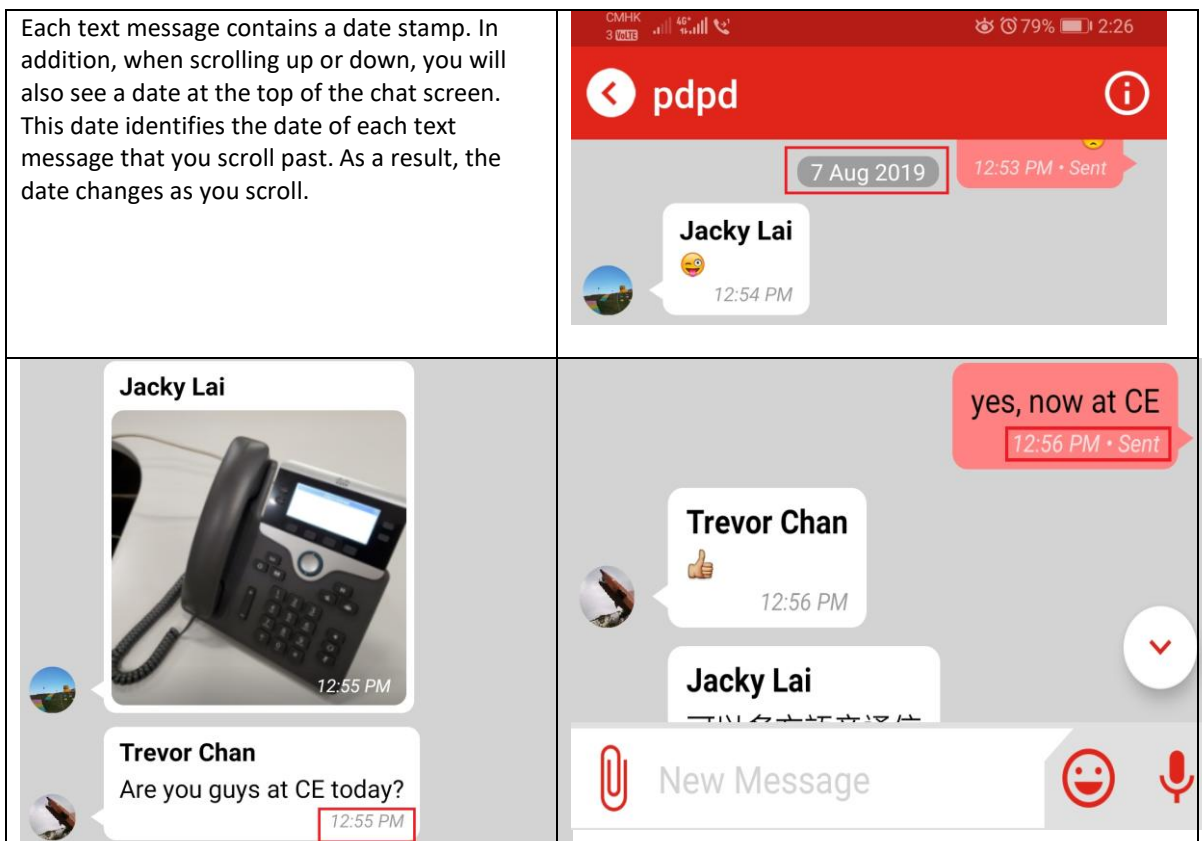
### 7.4 Track Sent Messages

Easily track your messages by observing the words in the lower right corner of each message.

- **Sent:** Message has been received by the server.
- **Delivered:** Message has been received by the remote party.
- **Read:** Message has been read by remote party.

*Note: The word, Delivered and Read, is not used in group chats. You will only be notified that the message has been sent.*

## 7.5 Timestamp



## 7.6 Unread Messages

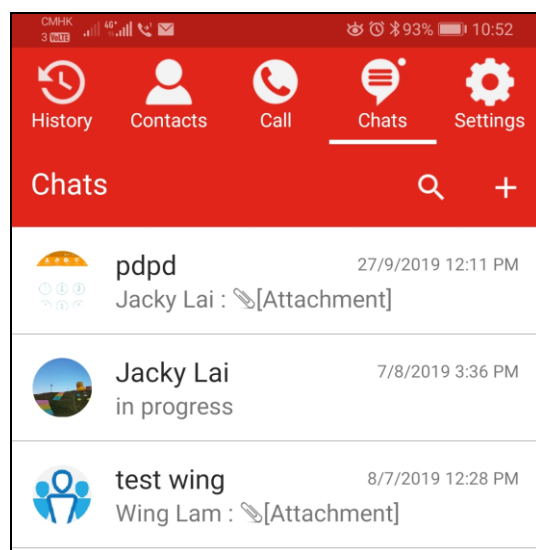
You are informed when you have unread messages. A red dot appears at the top right of the Chats icon on the menu bar.

The number that appears in the red circle identifies the number of unread messages you have. All chats containing unread messages are recognized by the unread message indicator **2** and move to the top of the Chats History list.

Notice in the screenshot below that a member has sent a message, but it is unread. This member's chat moves to the top of the chats list.

To read an unread message and reply, do the following;

- Tap a chat with an unread indicator.
- Type your message in the New Messages textbox.
- Click Send.

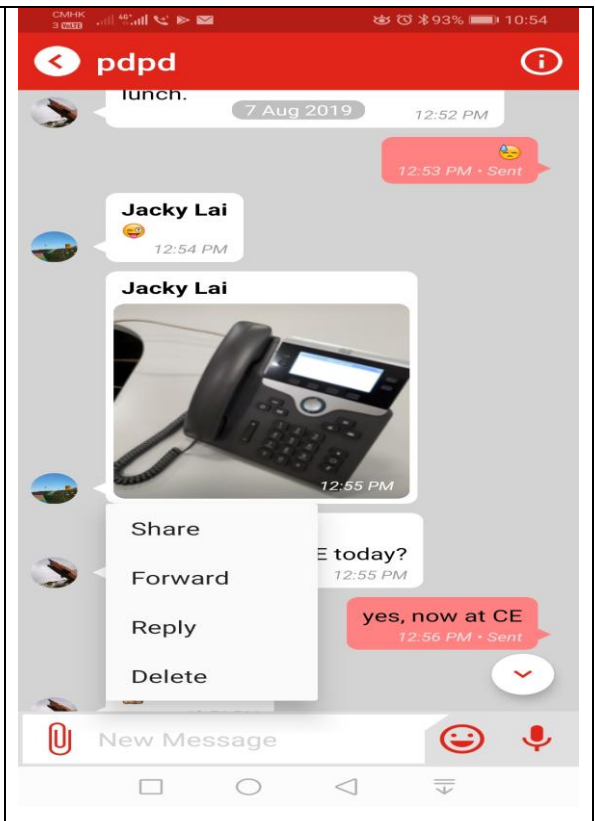


## 7.7 Reply to a Specific Messages in a Chat

This feature is very useful in busy group chats, where it is not always obvious which member of the group or even which question or comment you are responding to in a chat. In the Chat interface, each message comes equipped with a reply button. (Note: This feature must be supported on the system receiving it.)

Pressing Reply in a specific message embeds the message into your reply.

- Hold your finger down on the message you want to reply to until the Share, Forward, Reply, Delete menu bar appears.
- Click Reply. The message is copied at the bottom of the window, right above the text field.
- Type a message in the text field to respond to the message you selected.
- Click Send.



## 7.8 Chat Details Screen

The Chat Details screen gives you more information about the user you messaged or the chat group you belong to. You can also mute specific chat notifications in the Chat Details screen and finally, you can access a media gallery of all attachments in one convenient place. You no longer have to scroll through days or weeks of messages in a chat to find an attachment(s).

To access the Chat Details screen, you have to be in a chat.

- Tap Chats on the menu bar in Mobile App.
- Tap the name of a person or group in the Chats History list or Tap the Plus Sign to lookup a contact by name or number using the Search textbox.
- Tap Settings in the top right of the screen. The Chat Details screen of the person you are messaging opens.



Or the Chat Details screen of the chat group you are participating in opens:

### 7.8.1 Media

You can access all your images, videos (MP4, 3GP, AVI, MOV) and PDFs in one convenient place. The number of file attachments in the media gallery is listed to the right of the word Media in the Chat Details screen.

- a) Tap Media. All files attached in the current chat appear in the media gallery.
- b) Swipe left and right to view the files.
- c) Tap  on the bottom right of a file in the media gallery.

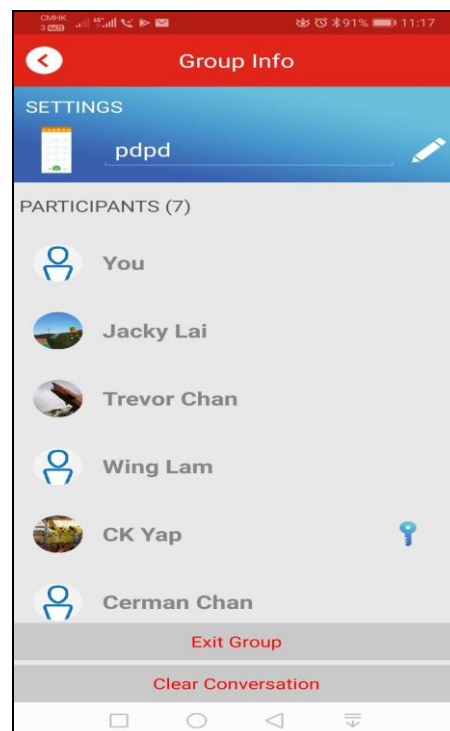
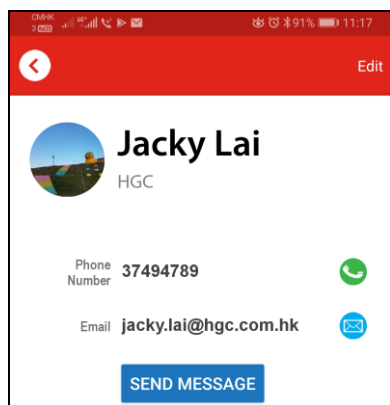


Each file in the next screen is presented as a thumbnail along with the file type, file size, and file name.

### 7.8.2 Contact Details

If you want to find out the full contact details of the person or people you are messaging, view Contact Details. From the Chat Details screen, do the following:

- a) Tap Contact Details.
- b) Tap the back arrow at the top left of the screen until you return to your current chat.
- c) If you are in a group chat, a few more steps are needed to access the details of a contact after you tap Settings. In the Group Info screen, do the following:



- d) Tap the name of the participant you want more details about.
- e) Click **Info**. The **Chat Details** screen opens.

#### 7.8.2.1 Make Admin

If you are the current administrator of the group, you can select someone else to become the administrator. This is especially important if you want to remove yourself from the group.

#### 7.8.2.2 Remove User

Remove a participant from your group.

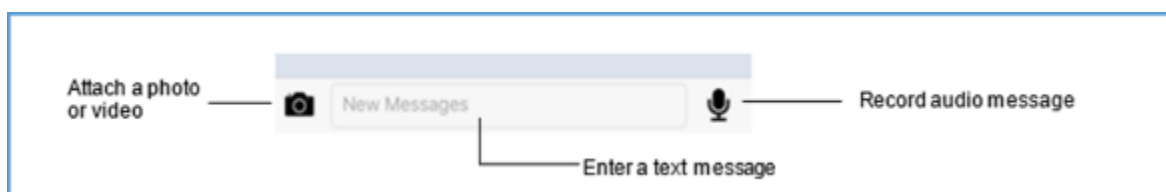
#### 7.8.2.3 Notifications

You can turn off notifications for specific chats if you are concerned about being disturbed. For example, you can turn off notifications during a meeting or when you turn in for the night.

Slide the Notification button  to the left to mute a chat. Slide to the right to unmute a chat.

### 7.9 Send Photo, Video, Audio and Text Messages

Create and send an audio recording, attach a photo, video, and/or text messages to another person or a group.

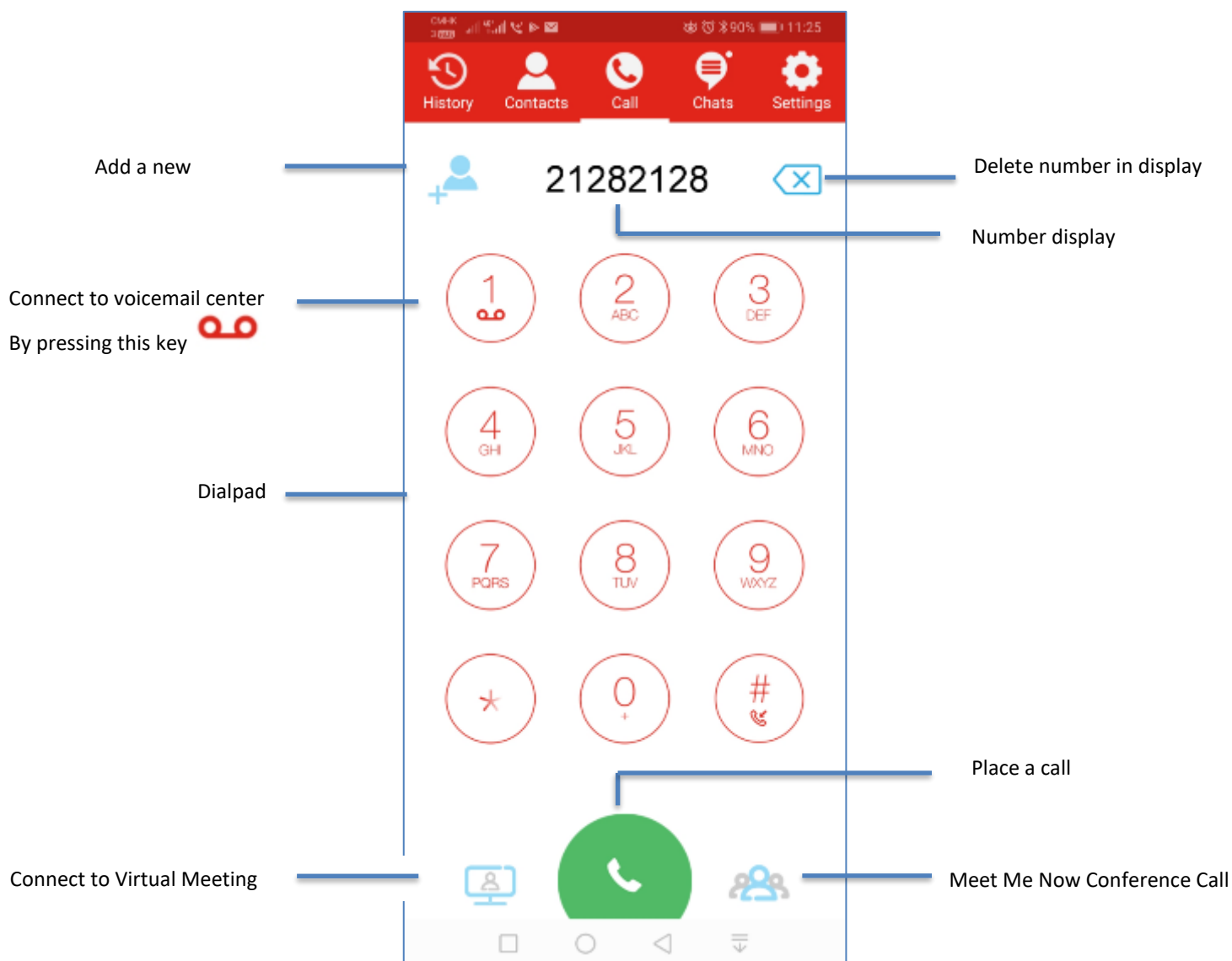


- a) Tap the group or individual you want to chat with by accessing Chats in Mobile App and then do the following:
  - Send a text message

1. Type a text message in the New Messages textbox.
  2. Tap Send.
- Send an audio message
    1. Press and hold the Microphone to record an audio message. Audio is automatically added to your group chat once you stop pressing and holding the Microphone.  
(Note: To delete an audio message before it is uploaded to someone or a chat group, swipe left. Do not lift finger off of the Mic before swiping left.)
  - Send a photo or video
    1. Tap the Camera icon on your phone.
    2. Tap the Camera to take a new photo or to create a new video, or tap Photo Library to select an existing photo. Alternatively, click a photo or video from your Photo Library.
    3. Follow the additional steps on your iPhone to attach your photo or video.

## 8. Call Screen

Make calls, access the voicemail center, and add new contacts from the Call interface in Mobile App.

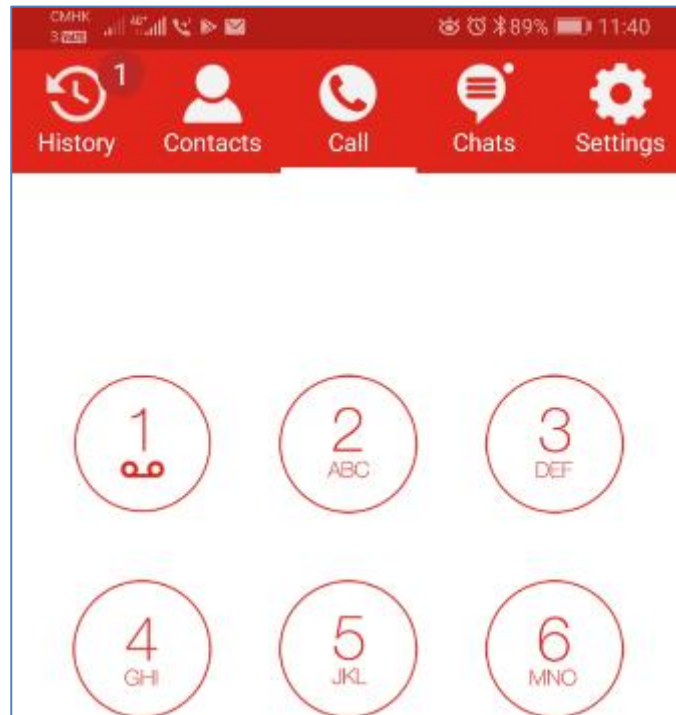


### 8.1 Make a Call

- Enter a phone number using the dial pad.
- Tap the green Call button to place your call.

### 8.2 Missed Call Notification and Missed Call Indicator

You are informed via a notification (IOS) and a missed call indicator in "History" when you miss a call. The number of calls you missed, appears in the top right of the "History" icon.



### 8.3 Voicemail Center

- 1) Tap the **Voicemail** icon to access the voicemail center.
- 2) Follow the instructions and prompts to listen to your voicemails, change your voicemail greetings, access voicemail folders, and to forward voicemails to other users.

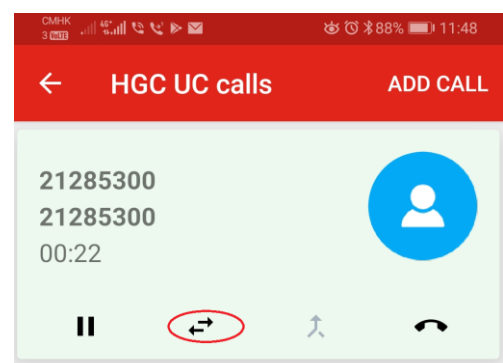
### 8.4 Transfer a Call

During an active call, you may want to transfer the person you are speaking with to another person. You can perform a Blind transfer or a Consultative Transfer. In a blind transfer, the call is automatically transferred to the number you entered. Once you enter the number and press transfer, you are disconnected from the call. In a Consultative transfer, the person you want to transfer the call to must answer the phone before the call is transferred. Consultative transfer is more reliable because it ensures the party you are transferring the call to is available and willing to take the call being transferred. In a blind transfer, once a call is transferred you will have no way of knowing if the party you transferred the call to picked up the phone or whether the call went to voicemail.

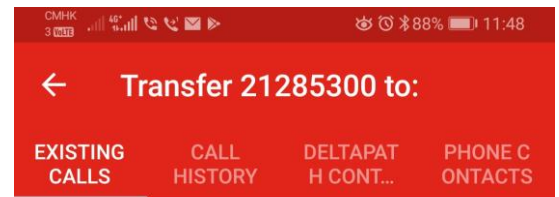
#### 8.4.1 Blind Transfer

Follow the steps below to perform a blind transfer during an active call:

- a) Click **More**  at the top right corner of the window to open a new window



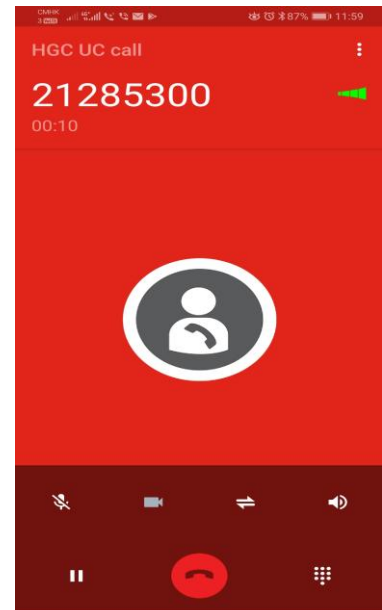
- b) Click **Transfer**
- c) Enter the party's number you want to transfer the call to. (Note: Select the destination number by using the History tab which lists past calls, Existing Calls, or Click the phonebook icon to lookup a number using a name or number search.)
- d) Click Done.
- e) Click **Blind** at the bottom (IOS version) of the phone screen.



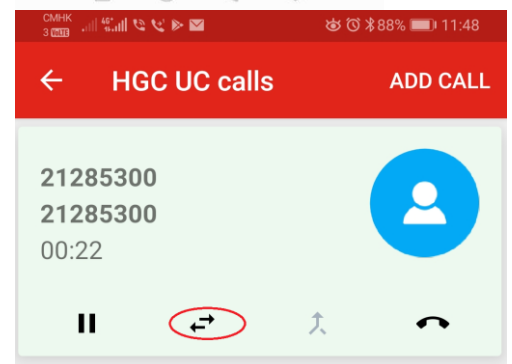
### 8.4.2 Consultative Transfer

Once you are in an active call, you can transfer the person you are speaking with to another person by doing the following:

- a) Click **More**  at the top right corner of the screen



- b) Click **Transfer**



- c) Enter the party's number you want to transfer the call to. (Note: Select the destination number by using the History tab which lists past calls, Existing Calls, or Click the phonebook icon to lookup a number using a name or number search.)
- d) Click Done.
- e) Click **Consultative**. (Note: After you have spoken to the party you want to transfer the call to, you are ready to finalize the transfer.)
- f) Click the green **Transfer** button. (Note: You will be disconnected once you press the Transfer button.)

- g) If you hang-up the transfer, you are returned to the other party who is waiting to be transferred. This individual will be on **hold**. To take the other party off of hold, do the following:

- 1) Tap More  at the top right corner of the screen.
- 2) Tap the Hold button  located below the caller's profile picture. The Hold button changes to . Begin your  conversation.

## 8.5 Minimize Audio and Video Call Windows

Minimize a Call window so you can continue to use the app while speaking on the phone. From the window below, do the following:

- a) Tap Back
- b) Then, the audio or video window is minimized.

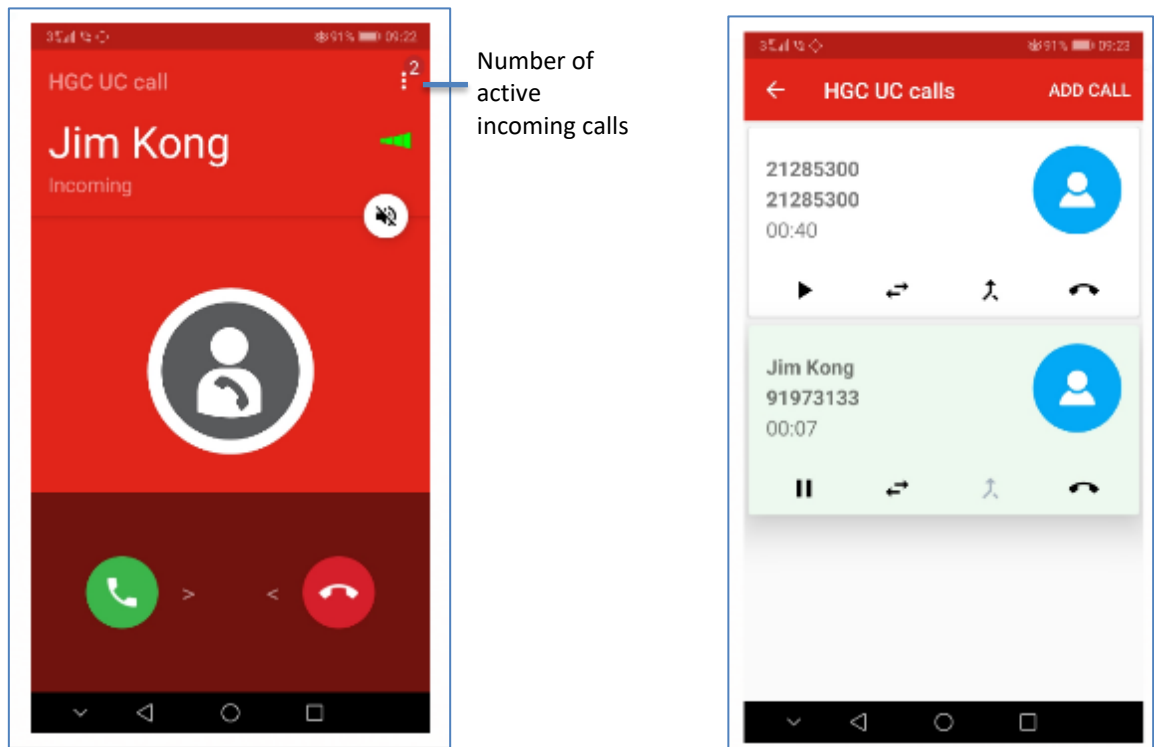
### 8.5.1 Move Minimized Window

Follow the steps below to perform a blind transfer during an active call:

- a) Hold finger down on the minimized window and drag it to another area on the screen.
- b) Lift finger off of the minimized window when the right spot for the window is found.

## 8.6 Accept an Inbound Call White on an Active Call

Mobile App supports multiple calls. Typically, the incoming call interface for iOS looks like the left screenshot below. If, however, you are on an active call or calls, and another call comes in on your phone, you will see the screen on the right below:



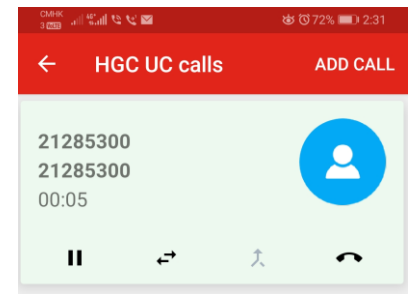
1) Tap **Hold & Accept**.

*Note: You can also Tap End & Accept. This ends the current call you were previously on. Alternatively, you can Tap Decline, which means you have selected to ignore the incoming call and continue with the call you are currently on.*

## 8.7 Place an Outbound Call White on an Active Call

At any time when you are on an active call, you can call other people and engage in multiple calls.

- 1) Tap **More**  (iOS) or  (Android).
- 2) Click **Add Call** in the top right of the screen.



- 3) Enter the number of the party you are trying to call.
- 4) Tap the green phone  button to send the call.

### 8.7.1 Managing Multiple Calls

If you tapped **Hold and Accept**, you can begin speaking to the caller. However, you now have another person on hold. To manage multiple calls, do the following:

- a) Tap **More**  (iOS) or  (Android). All your active calls are listed.

You can easily move between calls by tapping each call. Example: If you tapped 56699152, all other calls would be placed on hold. Only the party at 56699152 can hear you.

Under each active call record there are four buttons. Only the Pause and Hang up button are discussed here. The other two buttons are discussed in other sections.



**Hold Button:** Tap to pause an active call. The button changes to an arrow when a call is paused. The party on the other end of the line hears music. Tap the pause button again to return to the call and start communicating.

**Hang Up:** Tap to terminate a call.

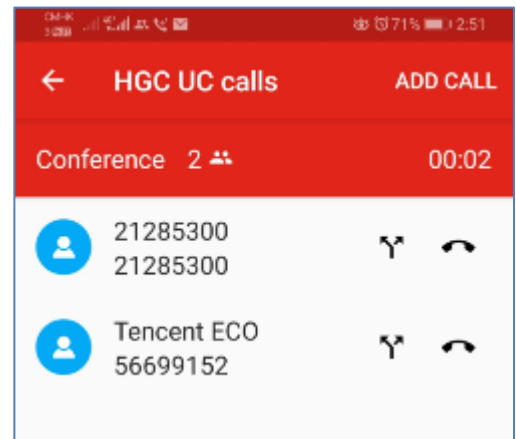
### 8.7.2 Move from Independent Calls to an Audio Conference Call

There will be times when you want to invite others to an active call. To invite one or more people to an active call, follow the steps below.

- a) Follow the steps under [Place an Outbound Call While on an Active Call](#).

*Note: All calls that are added are independent as shown in the screenshot below. In order for everyone to speak with each other, the calls must be merged to create a conference call.*

- b) Tap  **Conference**



During an active conference call, more participants can be added by using the **Add Call** button.

## 8.8 Meet Me Now Conference

It is easy to hold an audio conference anywhere and at any time with the Mobile app. To hold a conference call, do the following:

You must own a conference room to host a Meet Me Now Conference. If you do not have a conference room, you will see a notice similar to the one below. Contact the administrator, or helpdesk.



If you have a conference room or multiple conference rooms, do the following:

### Host Joins the Call

Add yourself to the conference call before inviting participants.

- 1) Tap the **Meet Me Now Conference** icon.
- 2) Tap the Conference Room.
- 3) *Note: If you have only one conference room, this step is not needed because you are automatically assigned the conference room.*

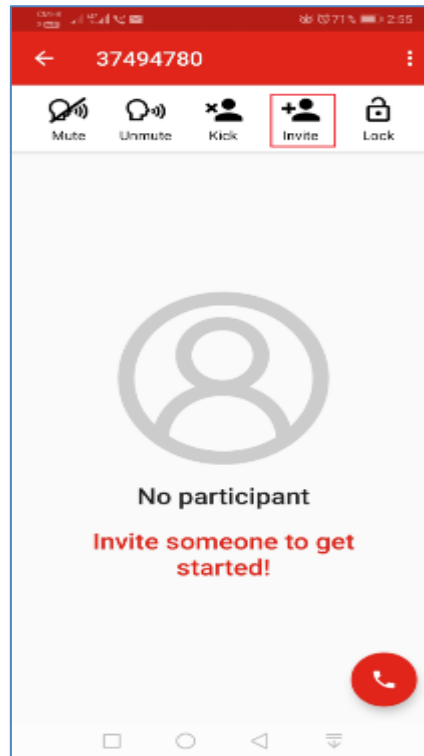
- 4) Tap **Join**  (iOS)
- 5) Click **Join using Mobile App**.

### Invite Participants

Once you have joined the conference, proceed to invite participants.

- 1) Tap **More**  (iOS) or  (Android)

- 2) Tap **Add Call** to connect to multiple callers.
- 3) Tap **Invite** on the menu bar at the top of the screen.



- 4) Enter the participant's number or tap the phonebook icon to access your corporate or personal contacts.
- 5) Set the participation level of the participant.  
*Note: Participants can be given admin rights, muted when they join, prohibited from listening or speaking, or allowed to listen and speak during a conference call.*
- 6) Tap **Invite**.
- 7) Repeat step 3 to 6 until all participants have been invited.

### 8.8.1 Audio Conference Administrator Privileges

An administrator, who is typically the conference host, also has a level of control over participants during an active meeting with a number of buttons.

**Mute** - Mute a participant

**Unmute** - Unmute a participant

**Kick** - Tap the Kick icon to eject a participant from your conference. The participant is disconnected from the conference.

**Lock and Unlock Conference** - Tap the lock icon to close/open the conference.

*Note: When a conference is locked, it is closed to latecomers. Participants who are late to the conference are unable to join.*

### 8.8.2 Change Password

You can change the conference room password not only for the admin, but also for participants. If you decide to change the admin password, then you will also have to change the user's password and vice versa. If you are an administrator and you forget the conference password, then you can reset the password.

- 1) Click the Join button.
- 2) Click Change Password.
- 3) Enter the new admin password.
- 4) Re-enter the new admin password.
- 5) Enter the new user password.
- 6) Re-enter the new user password.
- 7) Click Submit.

## 9. Mobile App – Current status (following my Schedule)

In the mobile app setting – Current status (following my schedule) is to set the schedule for the phone behaviour in answering.

### 9.1 Current Status

You can check your schedule in mobile app.  
For Android, please click on setting .

|                           |  |
|---------------------------|--|
| a) Select Virtual Meeting |  |
|---------------------------|--|

### 9.2

### 9.3

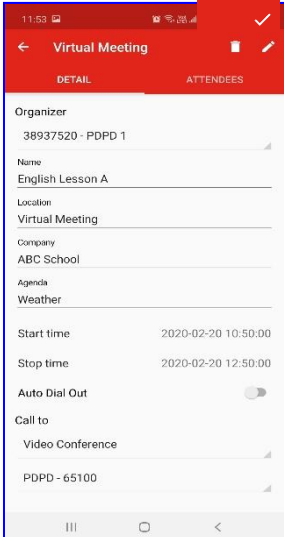
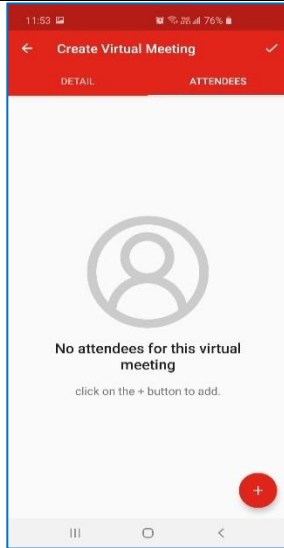
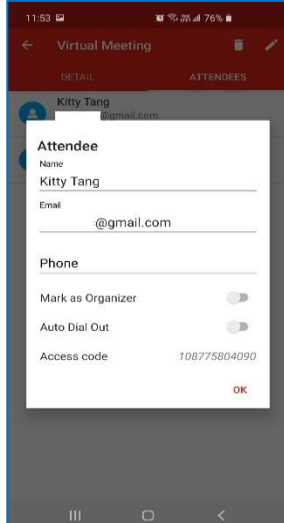
## 10. Video Conference

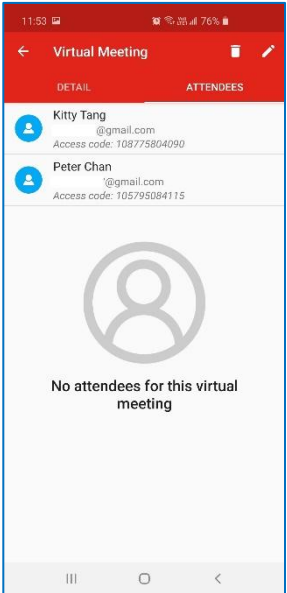
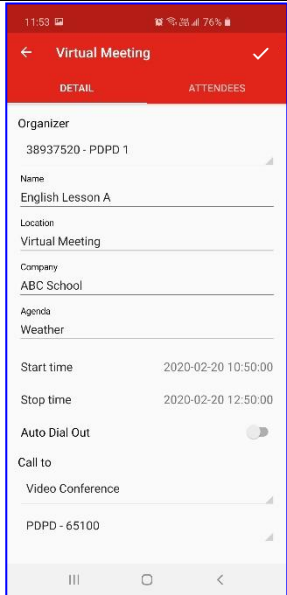
### 10.1 Schedule a Video Conference (Supported by Android Version)

You can schedule your Video Conference by mobile app.

For IOS, please use the web portal to access the Virtual Meeting to schedule a video conference.

|                                                                                                                                                                                                                                             |                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| b) Select Virtual Meeting                                                                                                                                                                                                                   |  |
| c) Select Organizer<br>d) Input information in “Name”, “Location”, “Company” and “Agenda” fields.<br>e) Select Start time (Scheduled meeting must be arranged before 5 min.)<br>f) Select Stop Time (Meeting will be expired at this time.) |                                                                                       |

|                                                                                                                     |                                                                                       |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <p>g) Select “Video Conference” and “Virtual Meeting Room Number” in “Call to” field.</p>                           |    |
| <p>h) Click  to add attendees.</p> |   |
| <p>i) Input Attendee’s Name in “Name” field.</p> <p>j) Input Attendee’s email address.</p>                          |  |

|                                                                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>k) Attendee list is shown.</p>                                                                                                   |   |
| <p>l) Click  to confirm the scheduled meeting.</p> |  |

## 10.2 Join the Video Conference

- a) Organizer and Attendee should be received the invitation email from Organizer
- b) Organizer and Attendee can join the video conference before 3 min of scheduled time.

### Organizer should receive below email invitation.

You have organize a Virtual Meeting: English Lesson A Inbox x

**PDPD 1** @gmail.com> 10:25

to me ▾

English ▾ > Chinese (Traditional) ▾ [Translate message](#)

Dear PDPD 1

You have created a virtual meeting.

Event Name: English Lesson A

Access Code: 106927763518  
 Date: 2020-02-20  
 Time: 10:00 - 12:00 (HKT; GMT +8:00)  
 Agenda: Weather

Attendees:  
 Attendee Name: Peter Chan  
 - Attendee Email: @gmail.com  
 - Attendee Access Code: 100580786895

Attendee Name: Kitty Tang  
 - Attendee Email: @gmail.com  
 - Attendee Access Code: 102733901929

URL: [Click here](#) to join the meeting from computer with Camera via browser (WebRTC).

To join the meeting directly from registered Endpoint (Mobile Apps / Desktop Phone with Camera) , User Access Code: 106927763518

Note: Please try to dial in to Virtual Meeting before the meeting time. The Access Code will be valid THREE minutes before the meeting time.

Regards,

HGC UC Virtual Meeting Service

[invite.ics](#) [Download](#)

### Attendee should receive below email invitation.

Join HGC UC Virtual Meeting: English Lesson A Inbox x

**PDPD 1** < @gmail.com> 10:25

to me ▾

English ▾ > Chinese (Traditional) ▾ [Translate message](#)

Dear Peter Chan

You are invited to join a virtual meeting.

Event Name: English Lesson A

Organizer: PDPD 1  
 Date: 2020-02-20  
 Time: 10:00 - 12:00 (HKT; GMT +8:00)  
 Agenda: Weather  
[Click here](#) to join the meeting from computer with Camera via browser (WebRTC).

To join the meeting directly from registered Endpoint (Mobile Apps / Desktop Phone with Camera) , User Access Code: 100580786895

Note: Please try to dial in to Virtual Meeting before the meeting time. The Access Code will be valid THREE minutes before the meeting time.

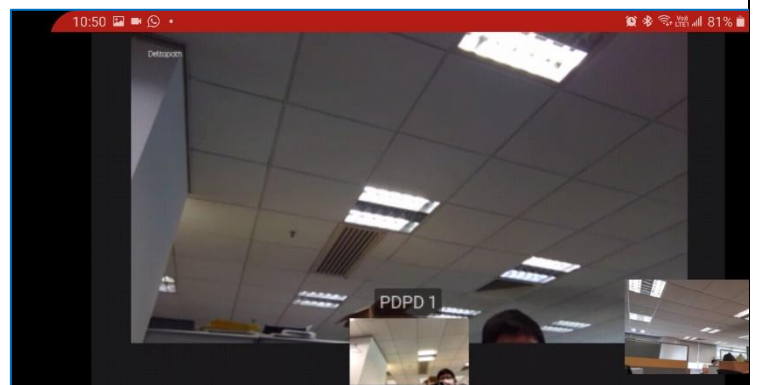
Regards,

HGC UC Virtual Meeting Service

[invite.ics](#) [Download](#)

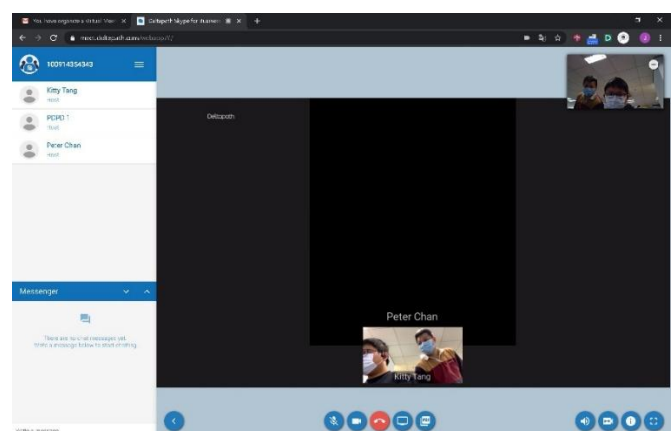
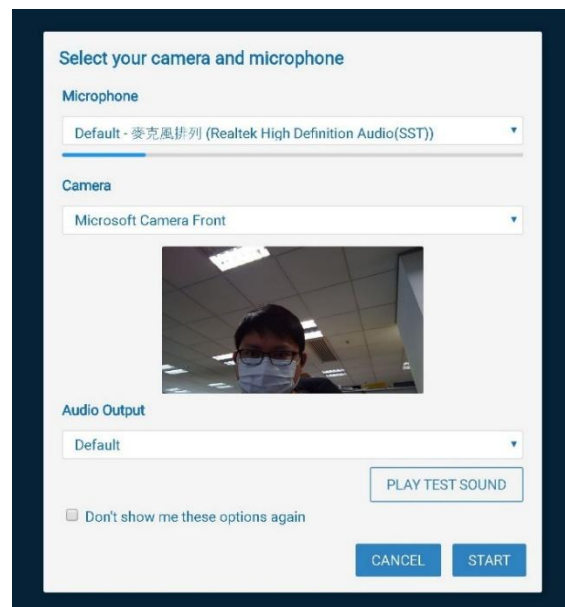
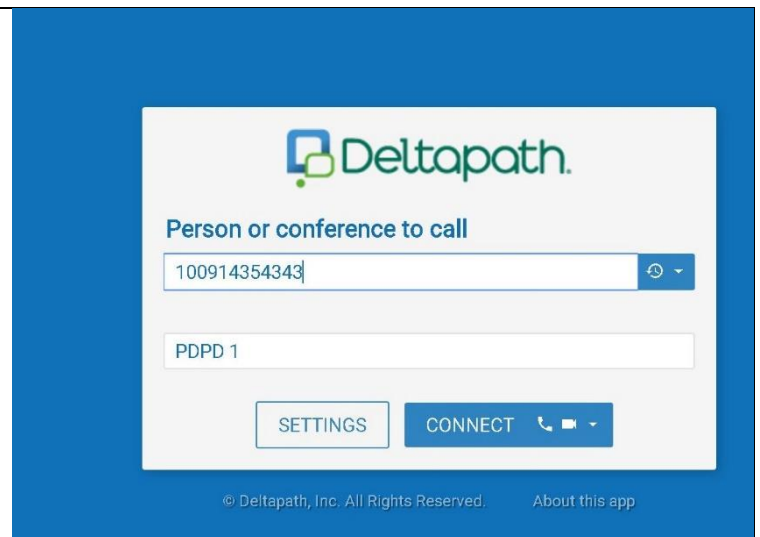
|                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>c) Organizer and Attendee Access Code are shown in the email.</p>                       | <p>Dear PDPD 1</p> <p>You have created a virtual meeting.</p> <p>Event Name: English Lesson A</p> <p>Access Code: 106927763518</p> <p>Date: 2020-02-20</p> <p>Time: 10:00 - 12:00 (HKT; GMT +8:00)</p> <p>Agenda: Weather</p> <p>Attendees:</p> <p>Attendee Name: Peter Chan</p> <p>- Attendee Email: @gmail.com</p> <p>- Attendee Access Code: 100580786895</p> <p>Attendee Name: Kitty Tang</p> <p>- Attendee Email: @gmail.com</p> <p>- Attendee Access Code: 102733901929</p> <p>URL: <a href="#">Click here</a> to join the meeting from computer with Camera via browser (WebRTC).</p> <p>To join the meeting directly from registered Endpoint (Mobile Apps / Desktop Phone with Cam</p> <p>Note: Please try to dial in to Virtual Meeting before the meeting time. The Access Code will b</p> |
| <p>d) For HGC UC Mobile app user, dial the "Access code" to join the video conference.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

- e) Video conference is joined successfully. The access code is valid in scheduled period only.



- f) For PC user or non-HGC UC mobile app user, Press “Click here” URL in the email to join the video conference.

- g) Select appropriate “Microphone”, “Camera”, “Audio Output” and “Bandwidth”. Then, Press “Start” button to join the video conference.



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <p>h) Click  to Mute.</p> <p>i) Click  to ON/OFF Camera.</p> <p>j) Click  to End the call.</p> <p>k) Click  to Share Screen.</p> <p>l) Click  to Present PDF files.</p> |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

~ END ~