

iPhone sync option in UVC

UVC has the ability to sync your contacts and calendar appointments to your mobile iPhone or iPad device. This allows users to add and edit contacts and appointments items in UVC or on their mobile electronic apple device and always have the latest information where ever they are located.

Your first step is to make sure that the **Default Time Zone** is properly configured in your UVC account.

Go to File -> Options and Preferences -> Calendar -> Time Zone -> then select your time zone

General	🚵 Time Zones	
Messenger Media Contact Task Calendar Calendar Options Calendar Options Calendar Subscriptions Custom Fields Note Project File Store	Default Time Zone Label: Time Zone: (GMT-05:00) Eastern Time (US & Canada) Show Additional Time Zone Label: Time Zone: No Time Zone:	~

Verify that the **Time-Zone** setting on your computer's operating system has the correct Time-Zone. Failure for this time zone setting to match the one selected in UVC will result in appointments showing up on different time slots on your calendar.



Your second step is to enable the synchronization option in UVC and create a new sync password.

Note: If you already have a sync password it is mandatory that you create a new sync password.

Go to File -> Options and Preferences -> General -> Sync

Add a check mark on **Enable remote** synchronization.

Add a new password under the section **Sync password**.

Click on the **OK** button to save your changes.

General	Sync Sync				
 Defaults System Settings Categories/Tags Sounds Notify Windows 	Sync password: •• For help setting up y		Sync Help		
Sync Sync	Active Devices				
Plugins	Device ID	Description	Active	Unicode	
Messenger					Delete
🧕 Media					
Contact					
🝸 Task					
Calendar					
실 Note					
🔋 Project					
File Store					

How to sync your Contacts

Please use the following steps to sync your contacts from UVC to your iPhone or iPad.

- 1. Click the **Settings** icon on your mobile device.
- 2. Scroll down until you find the **Accounts & Passwords** options. Click on it.

all ROO	SERS LTE 2:48 PM Settings	97% 📖,
	Accounts & Passwords	
	Mail	>
	Contacts	>
	Calendar	>
	Notes	>
!	Reminders	>
	Phone	>
	Messages	>
	FaceTime	>
6	Maps	>
Œ	Compass	>
0	Safari	>

3. Click the Add Accounts button option.

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Settings Acce	ounts & Passwe	ords	
App & W	/ebsite Passw	ords	>
ACCOUNTS			
iCloud iCloud Drive, Cor	ntacts, Calendars	and 3 more	>
Outlook Mail, Contacts, N	lotes		>
			>
			>
			>
Add Account)		>
Fetch New Da	ata	15 min	>

4. Click the **Other** button option.



5. Click the Add CardDAV Account option.

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KAdd Account	Other	
MAIL		
Add Mail Accou	nt	>
CONTACTS		
Add LDAP Acco	unt	>
Add CardDAV A	ccount	>
CALENDARS		
Add CalDAV Acc	count	>
Add Subscribed	l Calendar	>
SERVERS		
Add macOS Ser	ver Account	>

6. On this screen you will need to enter the following information:

Server: sync.uvc.ca

User Name: enter your own UVC account username.

Password: enter the sync password you created in UVC (please see first page of this guide for more information).

Description: enter any description which will allow you to to differentiate the UVC list of contacts versus the current lists of contacts saved on your mobile device.

- 7. Once all information correctly entered click the **Next** button located on the upper right corner.
- 8. Your mobile device will start "verifying" the configurations you have added to this new account.

Note: this process may take a couple of minutes or less.



	LTE 3:59 PM	1 99% 🗰
Server	sync.uvc.ca	
User Nan	ne alex	
Password	•••••	•
Descripti	on UVC Contacts	5

9. You may see the pop-up message seen below. If you do click the **Continue** button.



10. You will see your new UVC contacts account listed under the Accounts screen.

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Contacts Accounts	
ACCOUNTS	
iCloud iCloud Drive, Contacts and 4 more	>
Hotmail 2 Mail, Notes	>
Hotmail ^{Mail, Notes}	>
Gmail Mail, Contacts, Calendars, Notes	>
UVC Contacts	>)
Add Account	>
Fetch New Data	Push >

11. To add your new UVC account click on the **Contacts** icon on your Apple mobile device.



12. Click the **Group** option.



13. Select which group of contacts you want to see on your mobile contact list. Select the UVC contact group list to view your UVC contacts on your mobile device. You can add or remove the contact groups you want at anytime. This will have no impact with your UVC sync.

••••• ROGERS LTI	E 3:13 PM	1 52% 🔳
	Groups	Done
Show All Co	ontacts	
ICLOUD		
All iCloud		
GMAIL		
All Gmail		
UVC CONTAC	TS	
All UVC con	tacts	~

You will now be able to view and edit your UVC contacts. Any changes made in UVC and/or your mobile device will be synchronized accordingly. The UVC sync server will sync contacts every one minute.

Note: by default any new contacts you create on your mobile device will be save on the iCloud.

To change the default location setting of where your iPhone or iPad will save <u>new</u> contacts go to **Settings -> Contacts -> Default Account**

Make sure that you select the **UVC contacts group** you created above if that is where you want all your <u>new</u> contacts to be saved.

ROGERS LTE 11:22 AM	ö 54% m →	•••••• ROGERS LTE 11:22 AM
ettings Contacts		Contacts Default Account
counts ook, 00@hotmail.com, iCloud, U\	/c c >	iCloud
t Order Last,	First >	Ove contacts
play Order First,	Last >	
ort Name	>	
Info	>	
ault Account iC	Cloud >	
ntacts Found in Apps		
ing this off will delete any unconfirme tact suggestions and prevent suggest appearing in Mail autocomplete, on t ming call screen, and in the Contacts	ions the	
oort SIM Contacts		

How to sync your Calendar

Before we start you will need to make sure the sync option is enabled for your default calendar.

1. Access the Calendar Module.

VUC - Universal Village Collaboration Suite
File View Calendar Messenger Go Tools Window Help
🖄 New Appointment 🍵 Open 🚿 Delete 🌍 Forward via e-mail 🗳 Print 🕅 🔻 Day Week Month Day By User 🔍 Find 😒 Show My Day
My Status Online Away Bury Invisible M Contacts 🖉 Task 😢 Calendar 🛸 Notes 蒙 Analytics Dashboard 🤣 Tickets 🧐 Projects 💽 File Store 🝙 Invoices

2. Select the default **Calendar** located underneath My Calendar and right click on it. In the sub-menu select the option **Edit Calendar** ...



3. Make sure the Enable Sync option is checked. Click the OK button to save your setting.

Description: Calen	dar			
(∠ Ena	able Synd	🔵 🗌 Do not allo	w double-booking	
D Pul	blish	Publish Det	ail	
Bac	kground (Color 1	ext Color	
Enable Sharing				1
		Access	Allow Private	Add User(s)
Name				
Name				Delete

Quick Tip: Follow the procedure above to sync multiple UVC calendars to your Apple mobile device. Select a color to your UVC calendars so that you can differentiate them on your mobile device. Please use the following steps to sync your calendar from UVC to your iPhone or iPad.

- 1. Click the **Settings** icon on your mobile device.
- 2. Scroll down until you find the **Accounts & Passwords** option. Click on it.



3. Click the Add Account button option.

IN ROGERS LTE	2:49 PM	97%	-
Settings Accel	ounts & Passwo	ords	
👔 App & W	/ebsite Passwo	ords	>
ACCOUNTS			
iCloud iCloud Drive, Cor	ntacts, Calendars	and 3 more	>
Outlook Mail, Contacts, N	otes		>
			>
			>
			>
Add Account)		>
Fetch New Da	ata	15 min	>

4. Click the **Other** button option.

••••• ROGERS LTE 3:06 PM 7 85%
Accounts Add Account
iCloud
E 🛛 Exchange
Google
YAHOO!
Outlook.com
Other

5. Click the **Add CalDAV Account** option.

INTEROGERS LTE 2:49 PM	97% 🔳
Add Account Other	
MAIL	
Add Mail Account	>
CONTACTS	
Add LDAP Account	>
Add CardDAV Account	>
CALENDARS	
Add CalDAV Account	>
Add Subscribed Calendar	>
SERVERS	
Add macOS Server Account	>

6. On this screen you will need to enter the following information:

Server: sync.uvc.ca

User Name: enter your own UVC account username.

Password: enter the sync password you created in UVC (please see first page of this guide for more information).

Description: enter any description which will allow you to to differentiate your UVC calendars versus the current calendars saved on your mobile device.

- 7. Once all information correctly entered click the **Next** button located on the upper right corner.
- 8. Your mobile device will start "verifying" the configurations you have added to this new account.

Note: this process may take a couple of minutes or less.

9. You may see the pop-up message seen below. If you do click the **Continue** button.





NUGERS	Verifying	1 /5%
Server	sync.uvc.ca	
User Nam	e alex	
Password	•••••	••
Descriptio	on UVC Calenc	lar

10. Disable the **Reminders** option (slider should not be green). Click the **Save** button.

Cancel CalDAV	✓ 62% ■> Save
Calendars	
Reminders	\bigcirc

11. You will now see your new UVC calendar listed under the **Calendar Account** screen.

•• OOO ROGERS LTE 1:16 PM	≠ 58% 🔳>
Calendar Accounts	
ACCOUNTS	
iCloud iCloud Drive, Contacts and 4 more	>
Hotmail 2 Mail, Notes	>
Hotmail Mail, Notes	>
Gmail Mail, Contacts, Calendars, Notes	>
UVC Calendar Calendars	
Add Account	>
Fetch New Data	Push >

12. Now click the **Fetch New Data** option.

Calendar Accounts	
ACCOUNTS	
iCloud iCloud Drive, Contacts and 4 more	>
Hotmail 2 Mail, Notes	>
Hotmail Mail, Notes	>
Gmail Mail, Contacts, Calendars, Notes	>
UVC Calendar Calendars	>
Add Account	>
Fetch New Data	Push >

13. Make sure that the new UVC calendar is configured as **Fetch** new data. If the configuration shows Manual click on the UVC calendar and select the option **Fetch**.

••••• ROGERS LTE 1:16 PM	1 57% 🔳
Accounts Fetch New Da	ta
Push	
New data will be pushed to yo	
from the server when possible	9.
UVC Contacts	Fetch >
Contacts	T O CONT ?
UVC Calendar Calendars	Fetch >
iCloud	Manual >
iCloud Drive and 5 more	
Hotmail 2 Mail, Notes	Push >
Hotmail	Push >
Mail, Notes	r uorr /
	Fetch >
Gmail Mail, Contacts, Calendars, Notes	Petch 2

14. Scroll down and select the fetch option Every 15 Minutes.

Holiday Calendar	
Calendars	Fetch >
FETCH The schedule below is used wh off or for applications which do support push. For better batter less frequently.	not
Every 15 Minutes	~
Every 30 Minutes	
Hourly	
Manually	

15. To add a UVC calendar which you have enabled the sync option (please see step #3 of page #6) click on the **Calendar** icon on your Apple mobile device.



16. Click the **Calendars** option.



17. Select the UVC calendar to view on your main mobile apple device. If you have enabled more than 1 UVC calendar you can add them in this section and they will display accordingly on your mobile calendar device. You can add or remove the calendars you want at anytime. This will have no impact with your UVC sync.

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Edit	Calendars	Done
S	how All Calenda	ars
GMAIL		
🗸 🔹 alex		(j)
	Default Calend	lar ()
ICLOUD		
All iC	oud	
• Hom	e	(i)
• Work	ĸ	i

You will now be able to view and edit your UVC appointments. Any changes made in UVC and/or your mobile device will be synchronized accordingly. Take note that the synchronization will refresh every 15 minutes.