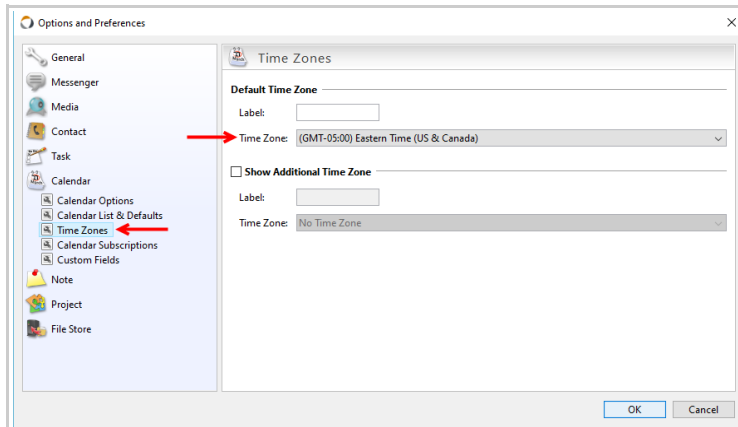


iPhone sync option in UVC

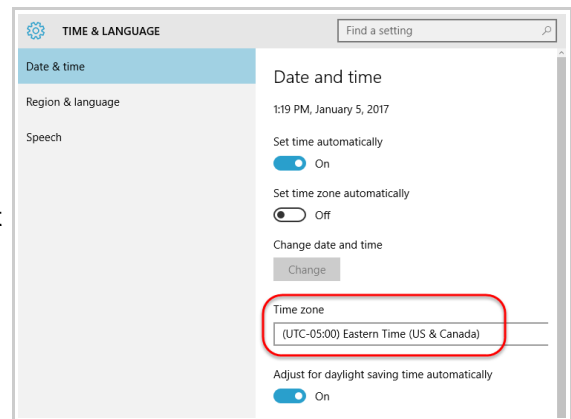
UVC has the ability to sync your contacts and calendar appointments to your mobile iPhone or iPad device. This allows users to add and edit contacts and appointments items in UVC or on their mobile electronic apple device and always have the latest information where ever they are located.

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



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**.

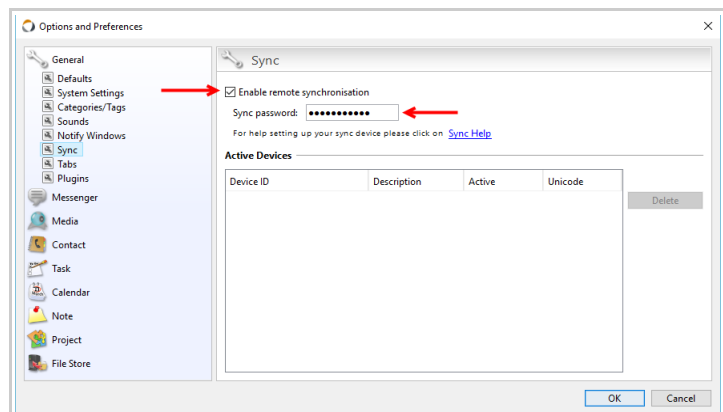
Note: If you already have a sync password it is **mandatory** that you create a new sync password.

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**.

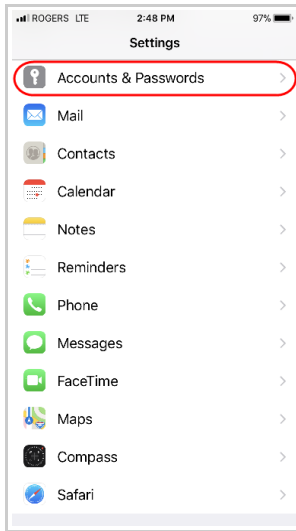
Click on the **OK** button to save your changes.



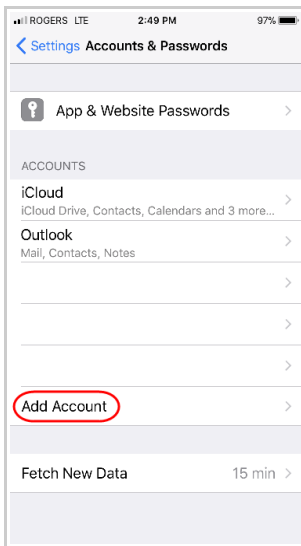
How to sync your Contacts

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

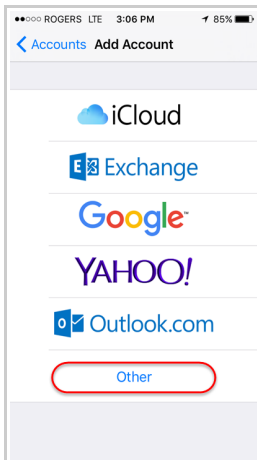
1. Click the **Settings** icon on your mobile device.
2. Scroll down until you find the **Accounts & Passwords** options. Click on it.



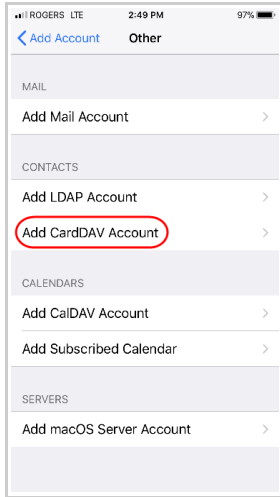
3. Click the **Add Accounts** button option.



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



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



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

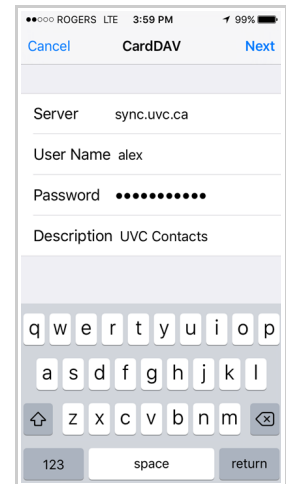
Server: sync.uvc.ca

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).

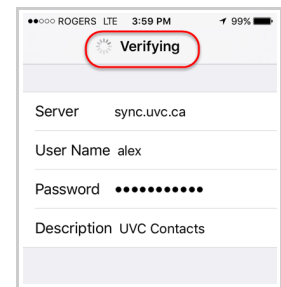
Description: enter any description which will allow you to differentiate the UVC list of contacts versus the current lists of contacts saved on your mobile device.

7. Once all information correctly entered click the **Next** button located on the upper right corner.

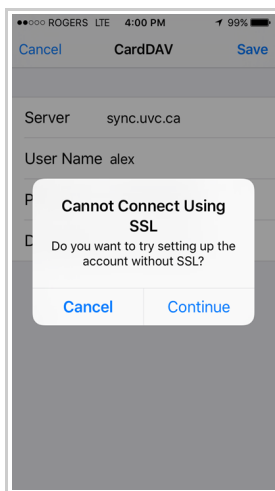


8. Your mobile device will start "verifying" the configurations you have added to this new account.

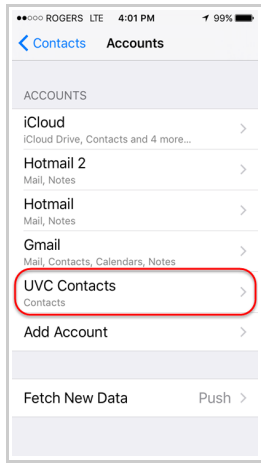
Note: this process may take a couple of minutes or less.



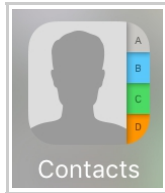
9. You may see the pop-up message seen below. If you do click the **Continue** button.



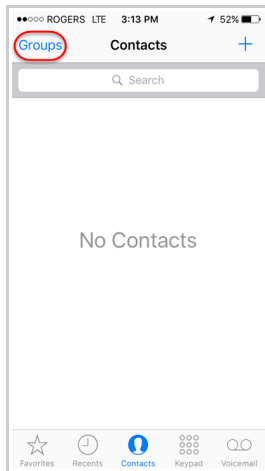
10. You will see your new UVC contacts account listed under the Accounts screen.



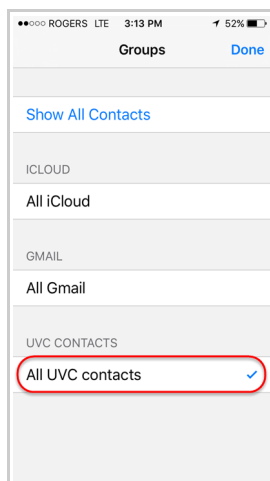
11. To add your new UVC account click on the **Contacts** icon on your Apple mobile device.



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.

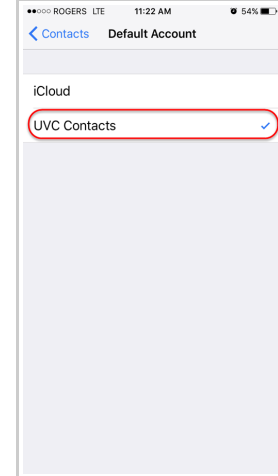
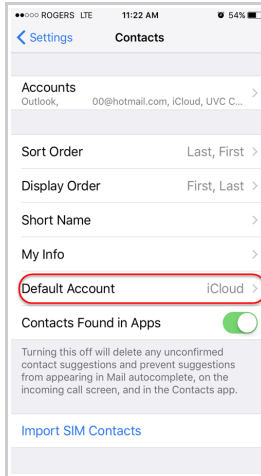


You will now be able to view and edit your UVC contacts. Any changes made in UVC and/or your mobile device will be synchronized accordingly. The UVC sync server will sync contacts every one minute.

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 new contacts go to **Settings -> Contacts -> Default Account**

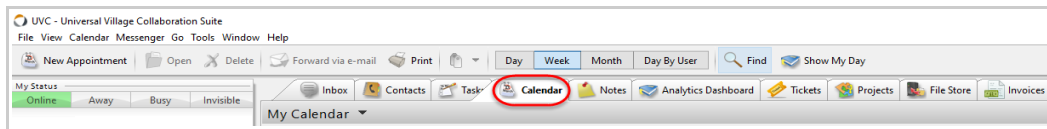
Make sure that you select the **UVC contacts group** you created above if that is where you want all your new contacts to be saved.



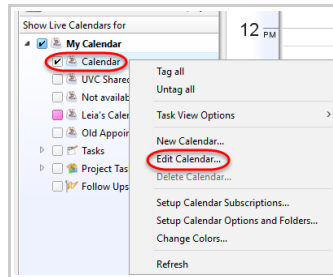
How to sync your Calendar

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

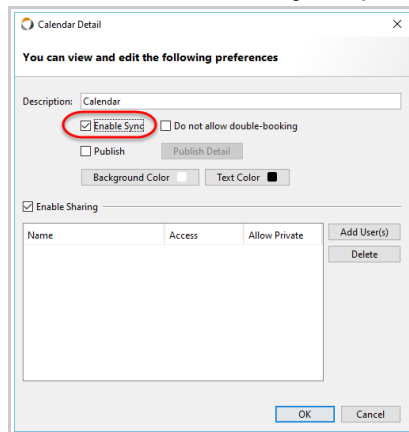
1. Access the **Calendar Module**.



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



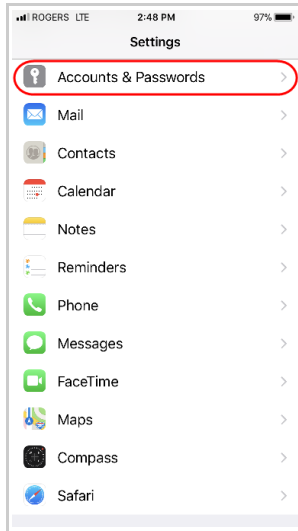
3. Make sure the **Enable Sync** option is checked. Click the **OK** button to save your setting.



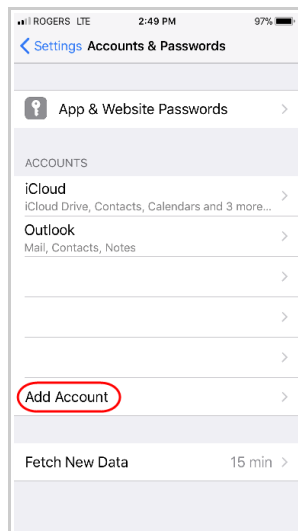
Quick Tip: Follow the procedure above to sync multiple UVC calendars to your Apple mobile device. Select a color to your UVC calendars so that you can differentiate them on your mobile device.

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

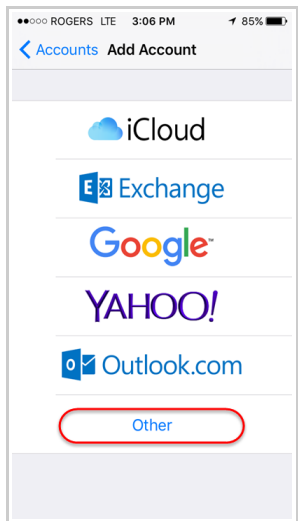
1. Click the **Settings** icon on your mobile device.
2. Scroll down until you find the **Accounts & Passwords** option. Click on it.



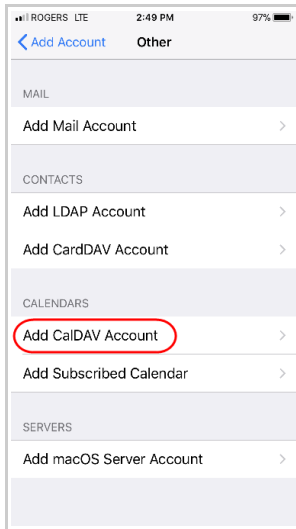
3. Click the **Add Account** button option.



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



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



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

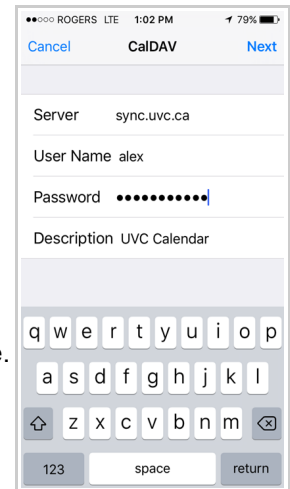
Server: sync.uvc.ca

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).

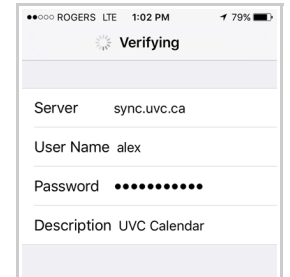
Description: enter any description which will allow you to differentiate your UVC calendars versus the current calendars saved on your mobile device.

7. Once all information correctly entered click the **Next** button located on the upper right corner.

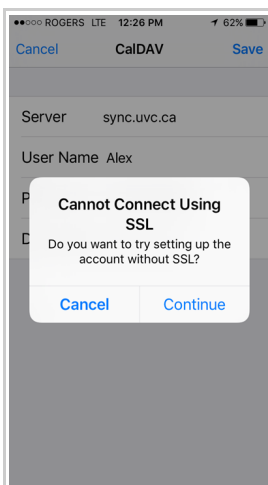


8. Your mobile device will start “verifying” the configurations you have added to this new account.

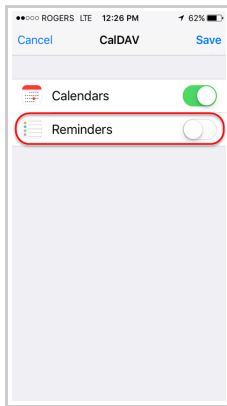
Note: this process may take a couple of minutes or less.



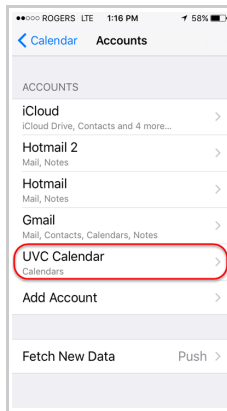
9. You may see the pop-up message seen below. If you do click the **Continue** button.



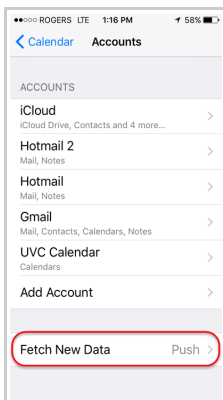
10. Disable the **Reminders** option (slider should not be green).
Click the **Save** button.



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



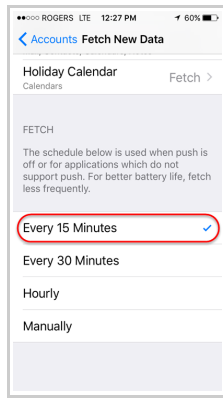
12. Now click the **Fetch New Data** option.



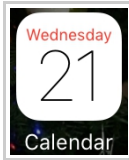
13. Make sure that the new UVC calendar is configured as **Fetch** new data.
If the configuration shows Manual click on the UVC calendar and select the option **Fetch**.



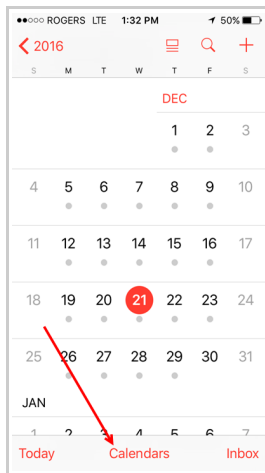
14. Scroll down and select the fetch option **Every 15 Minutes**.



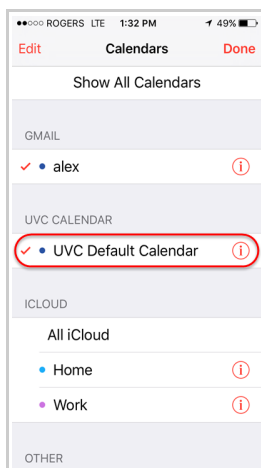
15. To add a UVC calendar which you have enabled the sync option (please see step #3 of page #6) click on the **Calendar** icon on your Apple mobile device.



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.



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.