OpenScape Web Client

Logging on

How to log on to the *OpenScape UC Application* system with the *Web Client:*

- Invoke the internet address of the *Web Client* in the web browser.

The login page of the *Web Client* opens.

- Enter **User name** (with **Domain**, if required) and **Password**.
- Click on **OK**.

The *Web Client* workspace opens.

As a rule you need to log on again if you have not used the *Web Client* for 30 days or are logged off.

Logging off

How to log off of the *OpenScape UC Application* system with the *Web Client:*

- Select **menu** > **Log off** in the main menu.

You are logged off of the *OpenScape UC Application* system.

The login screen of the Web Client opens.

Configuring the Workspace

How to configure the workspace views or select a view already defined:

- Select **menu > Homepage** in the main menu.
- Select the desired view via **Select Perspective** (**Perspective 1...5**).
- Create the desired function windows in the view.
- Click on **Save**.
- Click on **Close Editing**.

The workspace opens with the set view.

Changing the Password

How to change the password for logging on to the *OpenScape UC Application* system:

- Log on to the *OpenScape UC Application* system.
- Select **menu > Change Password**.
- Enter your **old password**.
- Specify your **new password**.
- Confirm your new password in the **Repeat new Password** field.
- Click on **OK**.

The password has been changed.

Setting the preferred Device

How to set or change devices for inbound or outbound calls:

- Click on Office phone in the main menu.
- Select the desired device from the list.

You can assign different devices for in or outgoing connections.

Setting your own Presence Status

How to set your own presence status:

- Click on Available in the main menu.
- Select the appropriate presence status from the list.

The set presence status is displayed to the *OpenScape UC Application* users whom you have given permission to see your presence status.

How you allow or disallow other *OpenScape UC Application* users to see your presence status is described in the *OpenScape Web Client* manual.

OpenScape UC Application V3
Copyright © 2011 Siemens Enterprise Communications GmbH & Co. KG
Siemens Enterprise Communications is a Trademark Licensee of Siemens AG
Hofmannstr. 51, D-80200 Munich, 09/2011
A31003-S5030-U116-4-7619
www.siemens-enterprise.com

Creating Rule Profiles

Rule profiles are used to reroute incoming calls to a specific device with the help of rules. A rule must be assigned to at least one rule profile.

How to create a rule profile:

- Click on in the main menu.
- Select **Add/Edit Profile ….**

The **Rules** dialog opens.

- Create a profile to contain the rule on the **Activate profile** tab.
- On the **List of persons** or **Date lists** tab create a person or date list (optional).
- On the **New / edit** tab define and configure the desired rule and assign it to a profile.

The procedure is detailed in the *OpenScape Web Client* manual.

Activating a Rule Profile

How to activate a rule profile:

- Click on in the main menu.
- Select the desired rule profile.

Call rerouting by rules is active and indicated by an arrow and by .

Deactivating a Rule Profile

How to deactivate a rule profile:

- Click on in the main menu.
- Click on **Deactivate rule profile**.

The rule profile is deactivated. Call rerouting by rules is disabled.

Creating a Contact

How to add a new contact:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Contacts**.
- Click on in the **Contacts** function window.
- Enter the contact data.
- Click on OK.

The new contact is integrated in the contact list.

Calling a Contact

How to call a contact from the contact list:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Contacts**.
- Click in the **Contacts** function window on in the row of the contact entry.
- If , select the desired phone number.

The connection is set up and displayed in the **Call Control**, which opens automatically.

The phone status of a contact can be represented by one of the following icons in the contact list:

, Busy

, Ready to make/take calls

, No status information available

OpenScape UC Application V3
Copyright © 2011 Siemens Enterprise Communications GmbH & Co. KG
Siemens Enterprise Communications is a Trademark Licensee of Siemens AG
Hofmannstr. 51, D-80200 Munich, 09/2011
A31003-S5030-U116-4-7619
www.siemens-enterprise.com

Calling a Contact from a Directory

How to find a contact in a directory and call him/her from there:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Directory Search**.
- Enter the search criteria in the **Directory Search** function window.
- Click on **Search** ( ).
- Enable of the desired search result. If select the desired phone number.

The connection is set up and displayed in the **Call Control**, which opens automatically.

Dialing a Phone Number

How to dial any phone number:

- Enter the phone number in the ***<Name or Number>*** input field of the main menu.
- Click on in the main menu.

The connection is set up and displayed in the **Call Control**, which opens automatically.

Setting Tell-Me-When *

How to set the Tell-Me-When feature for a contact:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Contacts**.
- Select the desired contact.
- Click on .
- Select **Set Tell-Me-When ...**.
- Set the desired option under **When Changes to**.
- Select the desired option under **Action**.
- Define the desired timeout under **Expires in**.
- Click on **OK**.

Deleting Tell-Me-When *

How to deactivate the Tell-Me-When feature for a contact:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Contacts**.
- Select the contact for whom Tell-Me-When is active.
- Click on .
- Select **Delete Tell-Me-When ...**.

Displaying missed Calls

How to display a list of all missed calls:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **Status Information > Missed Calls**.

The **Missed Calls** window opens. It contains the missed calls only ( ).

Transferring a Call

How to transfer an incoming or active call to another device or subscriber:

- Click on in the **Call Control**.

For transferring a call to another device select:

- **Handover to** .
- Select a device.

For transferring a call to a subscriber:

- Enter the phone number of the subscriber in the input field of the Redirecting call dialog.
- Click on **Transfer to** .

* Applicable for *OpenScape UC Application* users only

OpenScape UC Application V3
Copyright © 2011 Siemens Enterprise Communications GmbH & Co. KG
Siemens Enterprise Communications is a Trademark Licensee of Siemens AG
Hofmannstr. 51, D-80200 Munich, 09/2011
A31003-S5030-U116-4-7619
www.siemens-enterprise.com

Consultation

How to call another subscriber for a brief consultation while being in an active call:

- Enter the phone number of the desired subscriber in the **New Call** input field of the **Call Control**.
- Click on to the right of the **New Call** field.

The connection to the original conversational partner is automatically held and, parallel to this, you are connected to the second subscriber.

Controlling a Consultation Call

During a consultation call, the following control options are available in the **Call Control** for the held call:

- Toggle held and consultation call
- Connect held and consultation call subscriber

Activating a Call Forwarding

How to activate a call forwarding:

- Click on **menu > General > Common >** tab **Forwarding** tab in the main menu.
- Select the device to which all incoming calls are to be routed from the **Preferred device** combo box. The caller cannot see the call forwarding.

or

- Select the device to which all incoming calls are to be routed from the **Forward calls to** combo box. The forwarding destination is displayed to the caller.

Deactivating a Call Forwarding

How to deactivate an active call forwarding:

- Click on **menu > General > Common >** tab **Forwarding** tab in the main menu.
- Select the **Not activated** option in the **Preferred device** or **Forward calls to combo box.**

Sending an E-mail

How to send an e-mail to a contact who can be reached via his/her e-mail address:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Contacts**.
- Click on of the desired contact in the Contacts function window. The default-set e-mail program starts.
- Enter your message text and send the e-mail as usual.

Starting a Chat *

How to start a new chat:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Contacts**.
- In the **Contacts** function window click on , or of the contact entry. The **Instant Messaging** function window appears.
- Enter the message text in the bottom area.
- Click on **Send**.

The sent text and the reply are displayed in the top area.

* Applicable for *OpenScape UC Application* users only

OpenScape UC Application V3
Copyright © 2011 Siemens Enterprise Communications GmbH & Co. KG
Siemens Enterprise Communications is a Trademark Licensee of Siemens AG
Hofmannstr. 51, D-80200 Munich, 09/2011
A31003-S5030-U116-4-7619
www.siemens-enterprise.com

Playing Voicemails via Telephone

How to play a voicemail via telephone:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **Status Information > Voicemail**.
- Select the desired voicemail in the **Voicemail Box** function window.
- Click on for this voicemail.
- Select **Telephone**.
- Click on . When you pick up the receiver the playback starts immediately.

Further operating options:

- Pause playback
- Stop playback, reset to start
- Fast-forward
- Rewind

Playing Voicemails via Browser

How to play a voicemail via browser (*Windows Media Player*):

- Click on in the main menu.

The Pearl menu is displayed.

- Select **Status Information > Voicemail**.
- Select the desired voicemail in the **Voicemail Box** function window.
- Click on for this voicemail.
- Select **Browser**.
- Click on . The voicemail is played via speakers attached to the PC or via headset.

Further operating options:

- Pause playback
- Stop playback, reset to start
- Mute playback
- Set playback volume

Creating/starting a Meet-me Conference

How to create and start a meet-me conference:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Conferences**.
- In the **Conferences** function window click on .
- Enter the conference **Name**.
- **Add participant**s.
- Select **Open Conference** if all participants are to have the same status (no moderator). This option must be inactive for a moderated conference.
- Click on **OK**.

The data for joining the conference is automatically created and sent to all participants by e-mail.

The invited participants can see the conference in the **conferences** window.

- Click on .
- Select **Join to Conference**.

The meet-me conference starts.

OpenScape UC Application V3
Copyright © 2011 Siemens Enterprise Communications GmbH & Co. KG
Siemens Enterprise Communications is a Trademark Licensee of Siemens AG
Hofmannstr. 51, D-80200 Munich, 09/2011
A31003-S5030-U116-4-7619
www.siemens-enterprise.com

Starting an Ad-hoc Conference

How to initiate an ad-hoc conference:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Contacts**.
- Select all desired participants in the **Contacts** function window.
- Click on .
- Enter the conference **Name**.
- Click on **Start**.

All participants are called and switched to the conference.

Controlling a Conference

Options available for controlling an active conference via the **Call Control**:

- Start a web conference
- Copy PIN to clipboard
- Unlock conference
- Lock conference for further dial-ins
- Mute conference or participants
- Lift conference or participant muting
- Leave conference
- End conference**
- Display conference settings

Starting a Meet-me Web Conference

How to start a meet-me web conference:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Conferences**.
- In the **Conferences** function window click on in the row of the desired conference entry.
- Select **Join to Conference**.

The voice conference connection is set up and the **Call Control** function window opens.

- In the **Call Control** click on .
- Click on **Run** in the File Download dialog.
- Confirm the security prompt with **Run**.

The connection to the web conference server is set up.

Starting an Ad-hoc Web Conference

How to start a spontaneous web conference:

- Click on in the main menu.

The Pearl menu is displayed.

- Select **View > Contacts**.
- In the **Contacts** function window select the desired participants and click on .
- Enter the conference **Name** and click on **Start**.

The voice conference connection is set up. The **Call Control** function window opens.

- In the **Call Control** click on .
- Click on **Run** in the File Download dialog.
- Confirm the security prompt with **Run**.

The connection to the web conference server is set up.

** Users with moderator privileges or creators only

The information provided in this document contains merely general descriptions or characteristics of performance which in case of actual use do not always apply as described or which may change as a result of further development of the products. An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of contract. Availability and technical specifications are subject to change without notice.
OpenScape, OpenStage and HiPath are registered trademarks of Siemens Enterprise Communications GmbH & Co. KG.
All other company, brand, product and service names are trademarks or registered trademarks of their respective holders.

OpenScape UC Application V3
Copyright © 2011 Siemens Enterprise Communications GmbH & Co. KG
Siemens Enterprise Communications is a Trademark Licensee of Siemens AG
Hofmannstr. 51, D-80200 Munich, 09/2011
A31003-S5030-U116-4-7619
www.siemens-enterprise.com