



Logging on

Before the user interface is displayed, you must log on.

How to log on:

- Invoke the internet address of the Web Client in the web browser.
The login screen of the Web Client opens.
- Enter the **User name** and **Password**.
- Click on **Sign in**.

The user interface is displayed.



Logging off

Before you close the browser window with the client, you should duly log off.



How to log off:

- Click on the login name in the header bar.
 - Select **Sign out** in the settings menu.
- You are logged off and the logon screen is displayed.



Determining the Preferred Device

How to select the device to indicate incoming or outgoing calls:

- Click on  /  in the header bar.
- Select a device under **Incoming calls**.
- Select a device under **Outgoing calls**.



Changing the Password

Change your password regularly to prevent unauthorized persons from accessing your user account.

How to change your password:

- Click on the login name in the header bar.
- Select **Change Password** in the settings menu.
- Enter the new password in **New Password** and **Repeat new Password**.
- Click on **Save**.

The password has been changed.



Changing the Language


This is no longer supported



Accepting a Call

An incoming call is indicated by a signaling bar and routed to your preferred device.

How to accept an incoming call:

- Click on  in the signaling bar.





Adding a Device

The devices list contains all devices you can set as preferred device.

How to add a new device to your devices list:

- Click on the login name in the header bar.
- Select **Settings** in the settings menu.
- Select the **Add a new device** option under **Devices**.
- Enter the **Device name** and **Phone number**.
- Select **Ring and redirection preferences**.
- Click on **Add device**.
- Click on **Save**.

The new device appears under **Your phones** and can be configured as preferred device as described.



Setting the Presence Status

Displaying your current presence status to other users you can indicate your general communication readiness.

How to change your presence status:

- Click on the icon of the set presence status in the header bar.
- Select the new presence status.
 - Available
 - Unavailable
 - Do not disturb
 - Be right back
 - Busy
 - In a meeting

The set presence status is only displayed to users who are allowed to see your presence status.



Calling a Directory Number

How to call a directory number:

- Enter the directory number in the search field of the contact area.
- Click on .
- Click on in the signaling bar.



Calling a Contact

How to call a private contact:




- Enter the last name, fist name or directory number of the contact in the search field of the contact area.
- Move the mouse pointer onto the found contact.
- Click on .
- Select the directory number for the call.
- Click on in the signaling bar.





Calling a Directory Contact



How to call a directory contact:

- Enter the last name, first name or directory number of the directory contact in the search field of the contact area.
- Click on .
- Move the mouse pointer onto the found directory contact.
- Click on .
- Select the directory number for the call.
- Click on  in the signaling bar.



Adopting a Directory Contact


How to copy a contact from the directory to your private contacts:

- Enter the last name, first name or directory number of the directory contact in the search field of the contact area.
- Click on .
- Click on the found contact.
- Click on **Add to contacts**.
- How to assign the contact to an existing contact group:
Click on the group's name under **Groups**.
- How to display your private contact list again:
First click on **Back**, then on .



Creating a Contact

How to create a private contact:

- Click on .
- Enter the contact data.
- Click on **Add to contacts**.
- How to store an image for the contact:
Click in the area of the displayed image.

NOTE: The image size must not exceed 16kB and the image's format must be *.jpg/*.png.

- How to add the contact to an existing contact group:
Click on the group's name under **Groups**.





Displaying the Call History

How to display the list of your calls:

- Click on in the navigation bar.

Displaying the Chat History

How to display the list of your chats:

- Click on in the navigation bar.

Calling back

How to call a caller from your call history:

- Move the mouse pointer onto the list entry.
- Click on .
- Select the directory number for the call.
- Click on in the signaling bar.

Removing a Call from the List

How to delete a call from the call history:

- Move the mouse pointer onto the list entry.
- Click on .

Displaying Voicemails

How to display the list of your voicemails when using the voicemail system OpenScape Xpressions:

- Click on in the navigation bar.

Playing Voicemails (Telephone)

How to play a voicemail on your preferred device:

- Move the mouse pointer onto the list entry.
- Click on .
- Click on **Play on phone**.
- Click on in the signaling bar.

Playing Voicemails (PC)

How to play a voicemail on your PC:

- Click on .
- How to skip to a certain position in the voicemail:
Move the position indicator of the progress bar.

Initiating a Web Conference

How to initiate a Web Collaboration session for example with a private contact:

- Move the mouse pointer onto the contact.
- Click on .
- Click on **Start Web Collaboration**.
- Click on in the signaling bar.

The file of the OpenScape Web Collaboration participant module is being downloaded in the web browser.

- Start the file of the participant module.

Initiating a Chat

How to initiate a chat for example with a private contact:

- Move the mouse pointer onto the contact.
- Click on .
- Click on **Chat**.





Initiating an Ad-hoc Conference

How to initiate an Ad-hoc conference with contacts from the contact list:

- Enter the last name, first name or the directory number of the contact in the search field of the contact area.
- Move the mouse pointer onto the found contact.
- Click on . The contextual action bar opens automatically, showing the first contact. All further contacts are added to the action bar directly.
- Select further contacts.
- Click on in the action bar.
- Click on in the signaling bar.

The conference is set up and a call control bar is displayed.

Initiating a Large Conference

How to initiate a conference with all subscribers you are currently connected to on the terminal device:

- Click on in the call control bar of one of the connections.
 - Select **Merge calls together**.
- All of your phone connections are combined to a conference.

Starting a Conference

Before participants can dial into a scheduled or persistent conference, it must be started. Moderated conferences can be started by a moderator only.

How to start a conference:

- Click on in the navigation bar.
- Move the mouse pointer onto the conference.
- Click on .
- Click on in the signaling bar.
- Follow the announcements of the conference portal.

Scheduling a Conference

How to create a persistent conference with contacts:

- Enter the last name, first name or the directory number of the contact in the search field of the contact area.
- Move the mouse pointer onto the found contact.
- Click on . The contextual action bar opens automatically, showing the first contact. All further contacts are added to the action bar directly.
- Select further contacts.
- Click on in the action bar.
- Select **Schedule a conference**.
- Perform your conference settings.
- Click on **Save**.