OpenScape Mobile Client

Apple iPhone, Windows/Nokia, Blackberry

Working with Contacts

How to call contacts or edit contact entries:

Select from the **Contacts** view:

- **Default**, showing all contacts.
- ***<Group name>***, showing the contacts who are assigned to this group

How to call a contact:

- Open the desired contact group.
- Open the contact's context menu.
- Select ***Call***. The dialog for making calls opens.
- Select a phone number of the contact under **Number**.
- Select under **Call me on my device** the device from which you want to make the call.

Status displays of the subscriber to be called:

Line free, Line busy, No status display possible

How to view contact data:

- Open the desired contact group.
- Open the contact's context menu.
- Select ***Open***. The contact data is displayed.

How to create a new contact:

- Open the desired contact group.
- Open the contact's context menu.
- Select ***New contact*** or ***Manual Input.*** The **New Contact** dialog opens.
- In case of an *OpenScape UC Application* contact: Enter the user ID.
- In case of manual input: Enter the contact data.
- Click on ***OK*** or push the return key.

The new contact data is saved.

How to create a new contact group:

Select from the **Contacts** view:

- ***New group***.
- Enter a group name.

How to add a contact to a group:

- Select the relevant contact from the **Contacts** view.
- Assign the contact to the desired group via the ***Add to group*** context menu.

How to edit a contact:

- Open the desired contact group.
- Open the contact's context menu.
- Select ***Edit***. The **Edit contact** dialog opens.
- Edit the contact data.
- Click on ***OK*** or push the return key.
- The contact data is changed.

How to select several contacts:

- Open the desired contact group.
- Open the contact's context menu.
- Choose ***Select***.
- Repeat the process for further contacts.

After you have selected several contacts:

- ***Conference***: Starts an Ad-hoc conference.
- ***Delete***: Deletes the selected contacts.
- ***Deselect***: Cancels a selection.
- ***Deselect All***: Cancels the selection of all entries.

How to delete a contact:

- Open the desired contact group.
- Open the contact's context menu.
- Select ***Delete***.
- The contact is removed from the contact list.

Finding Contacts

Access **Find Contact**:

- Enter the contact's first or second name or his/her initials. A hit list is displayed.

Context menu features:

- ***Add***: Adds the contact to the private address book.
- ***Call contact***: Calls the contact directly.
- ***Open***: Lets you see the contact's details.
- ***Find contact***: Starts a new contact search.

Quick Guide

OpenScape UC Application V6

Hofmannstr. 51, D-80200 Munich, 03/2012
A31003-S5060-U106-1-7619
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Journal

How to access the **call journal**:

- Select **Journal** in the contact view. The last 20 calls (inbound, outbound and missed) are displayed.

Context menu features:

- ***Call***: Choose a phone number or a name and select ***Call*** to initiate a call.
- ***Delete***: Removes entries from the journal.
- ***Select***: To mark one or several journal entries. You can then use the following options:
  Delete: Deletes the selected entries.
  Deselect: Cancels a selection.
  Deselect All: Cancels the selection of all entries.
- ***Back:*** Via this option you return to the contact view.

Devices

How to access the **device list**:

- Select **Devices** in the contact view. The device list is displayed.

Context menu features:

- ***Preferred Device/Make Preferred Device:*** Select a device to configure it as your preferred device.
- ***New:*** Creates a new terminal device. The **New Device** dialog opens.
- ***Edit:*** Edits an existing device. The **Edit Device** dialog opens.
- ***Delete:*** Removes the selected device from the device list.
- ***Select:*** Marks one or several devices. You can then use the following options:
  Delete, to remove selected devices.
  Deselect, to cancel selecting a device.
  Deselect all, to cancel selecting all devices.
- ***Back:*** Via this option you return to the contact view.

Conferences

How to access **conferences**:

- Select **Conferences** in the contact view. The list that contains all the conferences you have created is displayed.

Conference status displays:

- Currently inactive conferences
- Ad-hoc conference
- Started conferences

Functions via context menu:

- ***Open***: Displays the conference details.
- ***Start conference***: Opens a dialog for starting the conference.

Via the context menu of the single conference participants:

- Changing the dial-in status (participant dials in by himself/herself or participant is called).
- ***Back:*** Via this option you return to the contact view.

Updating Data

How to update data:

- Select **Refresh** in the contact view. Your data on the ***Mobile Client*** is synchronized with those stored on the server.

Making a Call

How to call any subscriber:

- Select **More... > Call** in the contact view.
- Enter the phone number.
- Specify the device from which the call is to be made.
- Click on **OK**.

The call is being initiated.

Transferring an active Call

How to transfer an active call:

- Select **More... > Handover** in the contact view.
- Select the call to be transferred via phone number or associated name.
- ***Handover***: Enter an extension number in this field.
- Click on **OK**.

The call is being transferred.

Note: The **Handover** feature can only be used if it is supported by your terminal device as well as by your provider.

Setting a Status

How to set your presence status:

- Select **More... > Set/Select Status** or **Presence**.
- Select the desired status.
- Complete the selection with the trackball or the return key.

The selected presence status is shown at the bottom margin of the display.

Changing a Rule

How to activate/deactivate a routing rule:

- Select **More... > Set rule** in the contact view. Your rules are displayed.
- ***Deactivating a rule***: Select the rule marked by an asterisk. Undo its activation.
- ***Activating a new rule***: Select the new rule and activate it.

Subscriptions (Apple *iPhone*)

How to edit requests to see your presence and telephone status:

- Select **Subscriptions** in the contact view. (In case of *iPhone*: **More... > Subscriptions)**
- Select ***Pending***, ***Accepted*** or ***Blocked***.
- Select ***Accept subscription***, ***Block subscription*** or ***Reject subscription***.

Setting User Information

In the contact view select **More... > Settings**.
You can invoke the following features:

- ***User information***:
  - ***Time zone settings***:
    1. Selection under ***Current Timezone***
    2. Specifying a location under ***Location***
    3. Making an explanatory entry under ***Note*** (becomes visible with the presence information)
    4. Click on **OK** or push the return key to confirm entries.
  - ***Error report***:
    Opens a list that indicates errors.
  - ***About***:
    Displays the version number and license information.
- ***Options***:
  Auto Refresh (On/Off)

Closing the Mobile Client

Select **Exit in the contact view.**

Working with Contacts

How to call or edit contacts:

Select from the **Contacts** view:

- ***All Contacts***, showing all contacts.
- ***<group name>***, with the contacts assigned to this group

Calling a contact:

- Open the desired contact group.
- Click on the receiver icon.

Status displays of the subscriber to be called:

Line free, Line busy, No status display possible

- The call is made via your preferred device.

or

- Open the contact's context menu (longclick).
- Select under ***Call me on my device*** the device from which you want to make the call.
- Select ***Call***.

Viewing contact data:

- Open the desired contact group.
- Open the contact's context menu.
- Select ***Open***.

Creating a new contact:

- Open the desired contact group.
- Open the contact's context menu via > ***Contacts Menu***.
- Select ***New contact.***
- Select ***Manual Input.***
- Enter the contact data.
- Click on **OK**.

Creating a new contact group:

Select from the **Contacts** view:

- Open the context menu of the contact view via > ***Contacts Menu***.
- Select ***New group***.
- Enter a group name and a group description.
- Click on **OK**.

Adding/removing a contact to/from a group:

- Open the context menu of the contact group (longclick).
- Select ***Move to group***.
- Tick off/untick the contact names.

Editing a contact:

- Open the desired contact group.
- Open the contact's context menu (longclick).
- Select ***Edit***.
- Edit the contact data.
- Click on **OK**.

Updating the contact view:

Select from the **Contacts** view:

- Open via > ***Contacts Menu***.
- Select ***Refresh***.

How to select several contacts:

- Open the desired contact group.
- Open via > ***Contacts Menu*** the context menu of the contact group.
- Select ***Multi Selection***.
- Tick off the contact names.
- Open via > ***Contacts Menu*** the Multi Selection context menu.

Select in the context menu:

- ***Remove selected contact,*** to delete the selected contacts.
- ***Multi Selection***, to undo the multi selection.

Deleting a contact:

- Open the desired contact group.
- Open the contact's context menu (longclick).
- Click on ***Remove***.

Finding Contacts

- Click in the **Contacts** view on ***Find Contact***:
- Enter the contact's first name, second name or his/her initials.
- Click on **OK**.

Functions via the context menu of the search hits:

- ***Add Contact***: Adds a contact to the private address book.
- ***Call contact***: Calls the contact directly.
- ***Open***: Lets you see the contact's details.

Journal

How to access the **call journal**:

- Select in the contact view
- Click on **Journal** at the bottom.

The last 20 calls (inbound, outbound and unsuccessful) are displayed.

Functions via the **Journals** context menu:

- Open via > ***Journal Menu*** the context menu for the multi selection.
- ***Refresh*** updates the journal view.
- ***Multi Selection*** undoes this function.

Functions via the entries' context menu:

- Perform a longclick on a call entry.
- ***Open:*** displays the call's details.
- ***Call***: initiates a call to the entry.
- ***Delete***: removes a journal entry from the journal

Devices

How to change a **preferred device**:

- Click on **devices** in the top right corner of the contact view.
- Click on the device you wish to use as preferred device.

Managing the **device list** - adding a device:

- Click in the contact view on ***> More > Settings > Devices***.
- Click on ***> Devices***.
- ***New Device:*** To create a new device. The **New Device** dialog opens.
- Enter a name for the device.
- Enter the device's phone number.
- Select the ring time for the device.
- Click on **OK**.
- ***Refresh:*** To update the device view.

Managing the **device list** - deleting/changing the device:

- Click in the contact view on ***> More > Settings > Devices***.
- Expand the device list via .
- Perform a longclick on the device entry.
- Click on ***Delete device*** or edit the device data.
- Click on **OK**.

Conferences

How to access **conferences**:

- Click in the contact view on ***> More***.
- Click on ***Conferences***.

Starting an Ad-hoc conference:

- Click on ***Start Ad-hoc Conference***.
- Click the entries of the desired conference participant.
- Click on **> Start conference**.

Starting a scheduled conference:

- Perform a longclick on the conference entry.
- Select ***Start conference***.

Opening a scheduled conference:

- Click on the conference entry.
- Changing the dial-in status (participant dials in by himself/herself or participant is called).
- Click on , (dial-in) the participant dials in by himself/herself.
- Click on , (dial-out) the participant is called.
- Click on ***Start conference*** to initiate the conference.

Conference status displays:

- currently inactive conference
- Ad-hoc conference
- Started conference

Making a Call

How to call any subscriber via the OpenScape UC Application:

- Click in the contact view on [MENU] > ***More***.
- Click on ***UC call***.
- Enter the phone number.
- Specify the device from which the call is to be made.
- Click on the receiver icon.

Transferring an active Call

How to hand over an active call:

- Click in the contact view on [MENU] > ***More***.
- Click on ***Handover***.
- Select the device to which you wish to transfer the call.
- Click on **OK**.

Note: The **Handover** feature can only be used if it is supported by your terminal device as well as by your provider.

Setting a Status

How to set a presence status:

- Click in the contact or journal view on the status icon in the top left corner.
- Select the desired status.

Changing a Rule

How to activate/deactivate a routing rule:

- Click in the contact view on [MENU] > ***More***.
- Click on ***Settings***.
- Click on ***Rules***.
- Select one of your routing rules.
- Select ***<Deactivate rule>*** if no rule shall be active.
- Select ***Default Rules*** if you wish to use the system setting.

Subscriptions

Request to display your presence and telephone status at other users':

- Click in the contact view on [MENU] > ***More***.
- Click on ***Settings***.
- Click on ***Subscriptions***.
- Select ***Accept subscription***, ***Block subscription*** or ***Reject subscription***.

Setting Presence Information

- Click in the contact view on [MENU] > ***More***.
- Click on ***Settings***.
- Click on ***Profile***.

Enter the presence information in the **Profile** dialog:

- ***Location:*** Your present location.
- ***Note:*** Information about the currently set presence status.
- Click on **OK**.

General Settings

- Click in the contact view on [MENU] > ***More***.
- Click on ***Settings***.
- Select ***Auto Refresh*** (On/Off) or ***Write Log File*** (On/Off).

Displaying Version Information

Click in the contact view on [MENU] > ***More*** > ***About***.

Closing the Mobile Client

Click in the contact view on [MENU] > ***More*** > ***Exit***.

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