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.

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.

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.**