UC for Enterprise (UCE) Desktop Client (UNIVERGE UC700)

Getting Started Guide

NEC Corporation

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1

Introduction

The *UNIVERGE UC700 Client Getting Started Guide* provides the information you need to install, configure and operate the UNIVERGE UC700 Client.

The following topics are included in this chapter:

Chapter Topics

- *UNIVERGE UC700 Client Overview*
- *How This Guide is Organized*

UNIVERGE UC700 Client Overview

UNIVERGE UC700 combines contacts, rich presence, communication history, instant messaging, call control, optional mobility, voice/video conferencing, and collaboration into one powerful, easy to manage solution. The UC700 provides an intuitive interface that combines unified communications functionality in a single application. When integrating to the UM8500, voice messages may be seen, heard, and deleted from within the UC700 communication history.

Your presence and status may be easily shared with fellow UC700 users along with UA5200 operators, MC530 mobility clients, and users of NEC's soft phone, Dterm, MH250, and DT750/INASET phones.

Based on your status, you may implement rules for groups of contacts so that people can reach you in the most effective and appropriate method possible.

This guide will help you get started.

How This Guide is Organized

Chapter 1
Introduction

This chapter provides an overview of the UC700 Client application and the chapter layout of the UNIVERGE UC700 Client Getting Started Guide.

Chapter 2
Installing UC700 Client

This chapter provides the step-by-step procedures to install the UC700 Client software.

Chapter 3
Using UC700 Client

This chapter provides the steps to launch and begin using the UC700 Client software following installation.

2

Installing UC700 Client

This chapter provides the step-by-step procedures to install the UC700 Client software.

REFERENCE

Refer to the UC700 Desktop Client System Requirements listed in the UNIVERGE UC700 Installation Guide before installing the UC700 Client software.

NOTE

UC Client must be installed on a Windows XP, Windows Vista, Windows Server 2003, or Windows 7 machine.

IMPORTANT

If you install Outlook integration (installed by default unless you chose not to install) part of UC700 installer, then Microsoft Outlook cannot be running while installing UC700 Client.

NOTE

OAI applications, such as UC700, do not support Multiple Mylines.

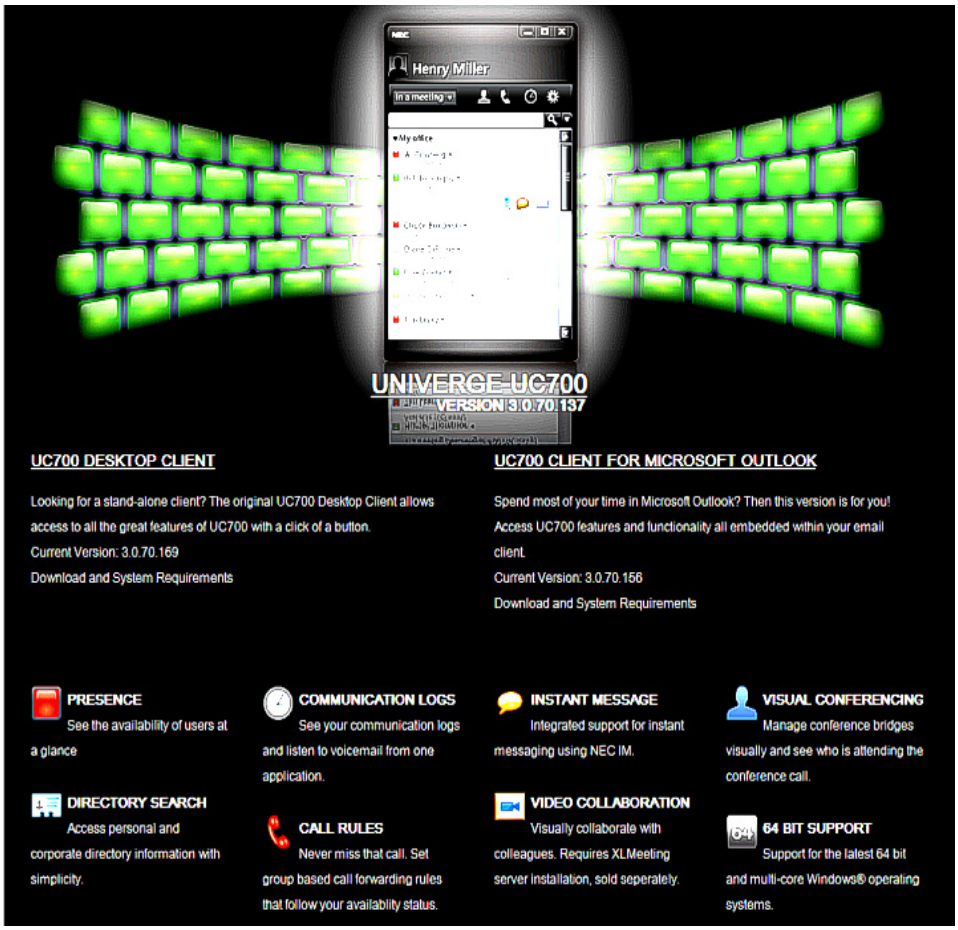
To install the UC700 Client, do the following:

Step 1 Use the following syntax in the **Address** field of Internet Explorer to run the UC Client install:

http://<*hostname*>/uc700 where <*hostname*> is the name or IP address of your OW5000 server. This information will be provided to you by your system administrator.

(Figure 2-1) displays.

Figure 2-1 *UNIVERGE UC700 Client Download*



Step 2 Click **Downloads**.

Step 3 Click **Download UC700 Desktop Client**.

Step 4 Click **Save File** when prompted to save the download.

Step 5 Click the **uc700 setup.exe** file to begin the installation process.

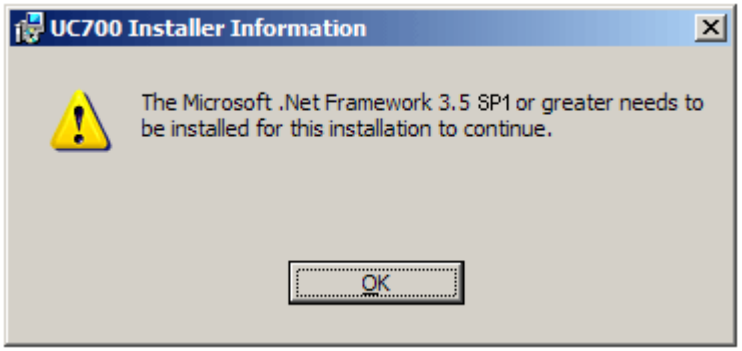
IMPORTANT

If .NET 3.5 Framework SP1 has not yet been installed on the machine (earlier versions of .NET are not required), a UC700 Installer Information dialog box displays (Figure 2-2).

NOTE

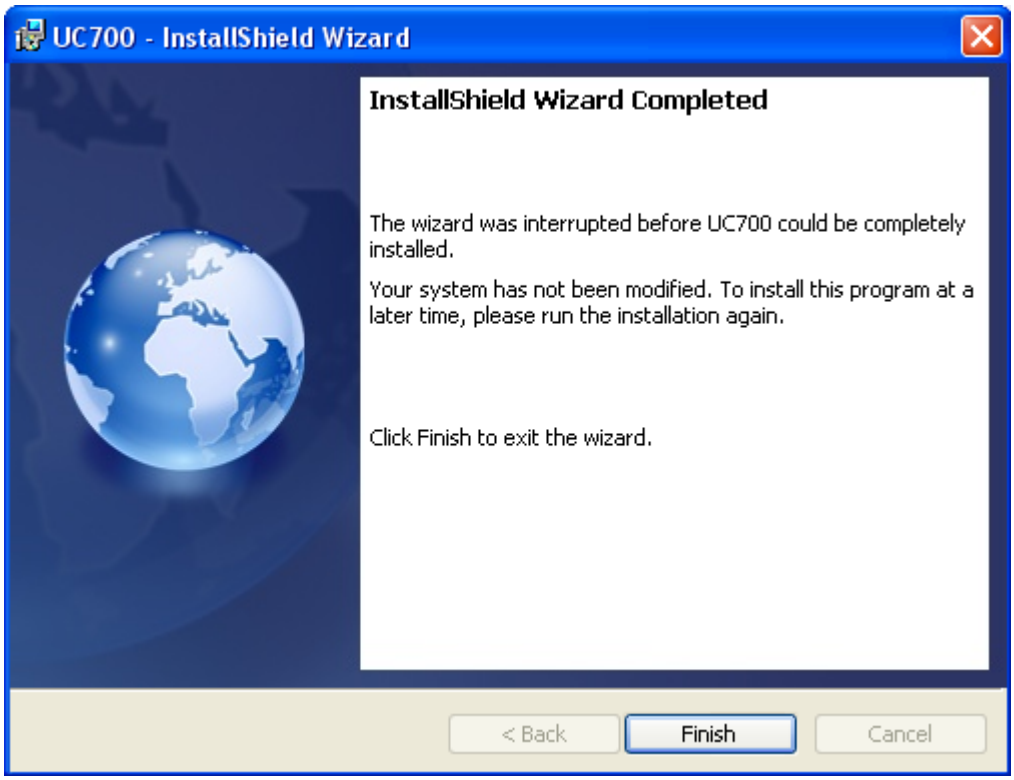
*Click the **Download UC700 Client for Microsoft Outlook** link to install UC700 Client for use with Microsoft Outlook. Refer to the UC700 on-line help for detailed information concerning this feature.*

Figure 2-2 *UC700 Installer Information*



Step 6 Click **OK**. An InstallShield Wizard—Interrupted dialog box displays (Figure 2-3). If .NET 3.5 Framework SP1 is installed on your machine, skip to Step 9.

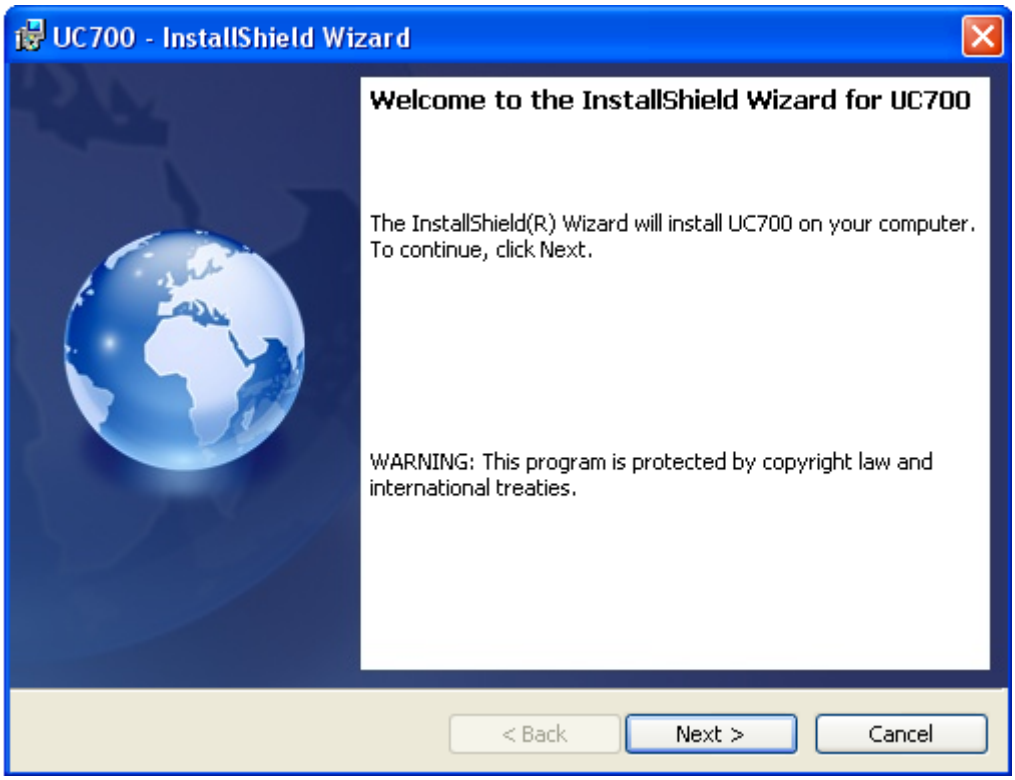
Figure 2-3 *UC700 - InstallShield Wizard - Install Interrupted*



Step 7 Click **Finish**.

Step 8 Download and install the Microsoft .NET 3.5 Framework SP1 redistributable (**dotnetfx35.exe**) from http://www.microsoft.com before restarting the UC700 Client install. A Preparing to Install screen displays briefly and then a UC700 Welcome dialog box displays (Figure 2-4).

Figure 2-4 *UC700 - InstallShield Wizard - Welcome*

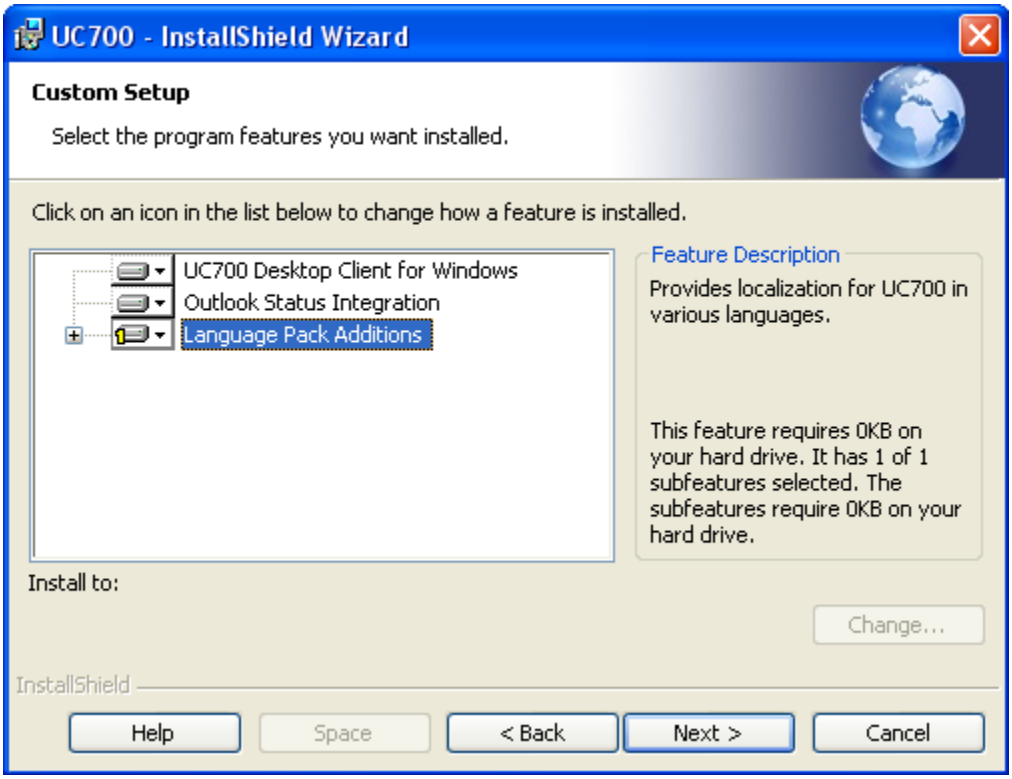


NOTE

You do not need administrative rights to install, run, or upgrade this product.

Step 9 Click **Next**. A UC700 Custom Setup dialog box displays (Figure 2-5).

Figure 2-5 *UC700 - Custom Setup*



Step 10 Select the program features you want to install by clicking the icon next to a particular feature. Features are:

—**UC700 Desktop Client for Windows** - Use to install the feature components, and subfeature components, on a local hard drive that are required to run the UC700.

—**Outlook Status Integration** - Use to install integration components for Microsoft Outlook, permitting you to automate your status through calendar events.

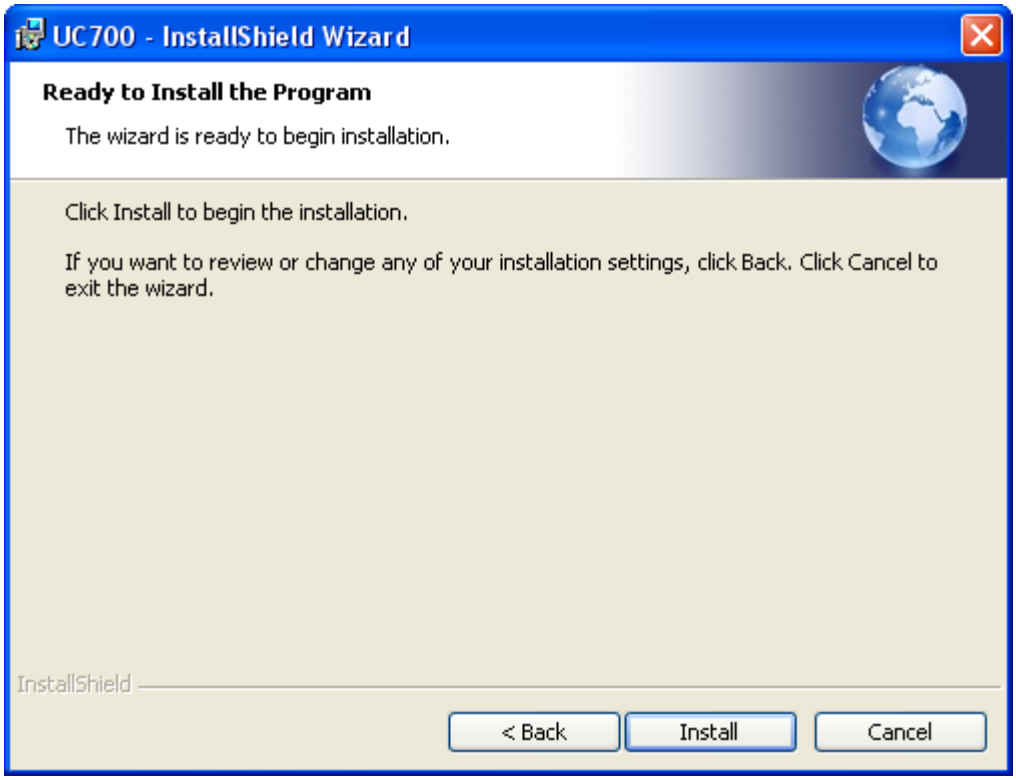
—**Language Pack Additions** - Use to localize UC700 for a specific language.

NOTE

*To install the components to a different destination folder, click **Change** and select the new folder location.*

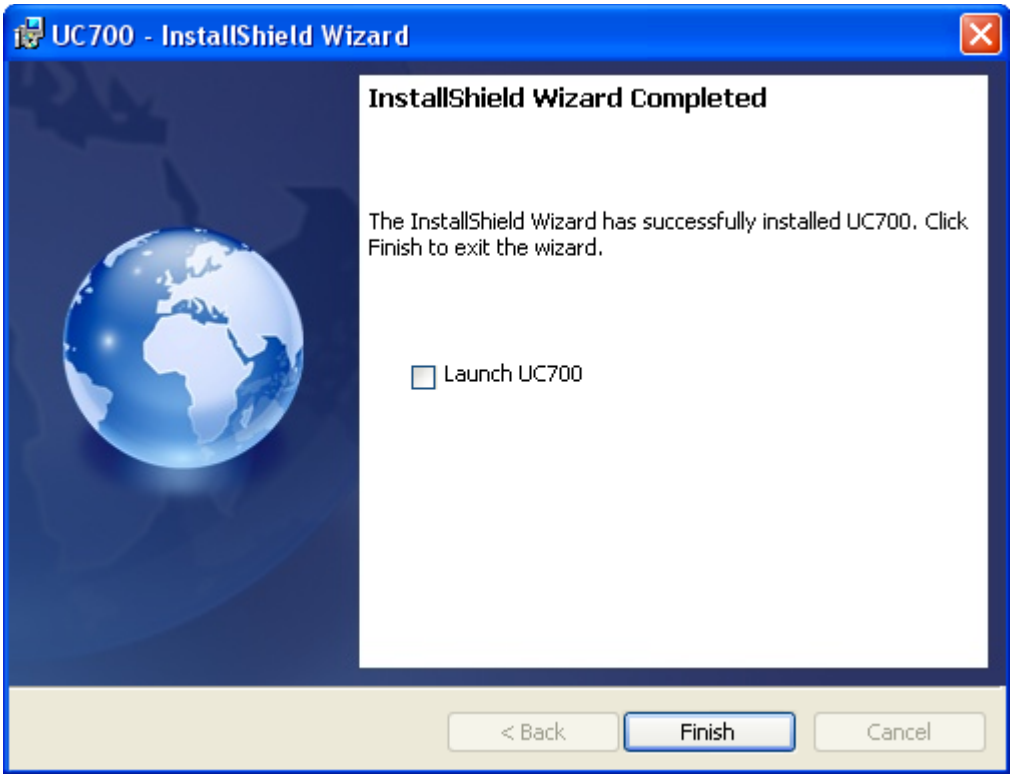
Step 11 Click **Next**. A Ready to Install the Program dialog box displays (Figure 2-6).

Figure 2-6 *UC700 - InstallShield Wizard - Ready to Install the Program*



Step 12 Click **Install**. A UC700 Client Install Complete dialog box displays (Figure 2-7).

Figure 2-7 *UC700 - InstallShield Wizard - InstallShield Wizard Complete*



Step 13 Select **Launch UC700** and then click **Finish**.

3

Using UC700 Client

This chapter provides the steps to launch and use the UC700 Client software following installation.

Chapter Topics

- *Launching UC700 Client*
- *Using UC700 Client*

Launching UC700 Client

Use the following procedure to login to and start UC700 Client.

Step 1 Right-click the **UC700** system tray icon and then select **Login** from the pop-up menu (Figure 3-1).

NOTE

UC700 Client system tray icon indicators:

***Gray** icon: Logged out*
***Blue** icon: Logged in*
***Red** icon (with phone): Missed calls*
***Red** icon (with audio indicator): Unopened voicemail*

Figure 3-1 *UC700 Client System Tray Icon - Open*

If the UC Client icon is not present in the System Tray of the Windows machine where the UC700 Client is installed, follow this path: **Start** > **Programs** > **NEC** > **UC700**.

Step 2 Right-click the **UC700** system tray icon and then select **Login** from the pop-up menu. A UC Client Login dialog box displays (Figure 3-2).

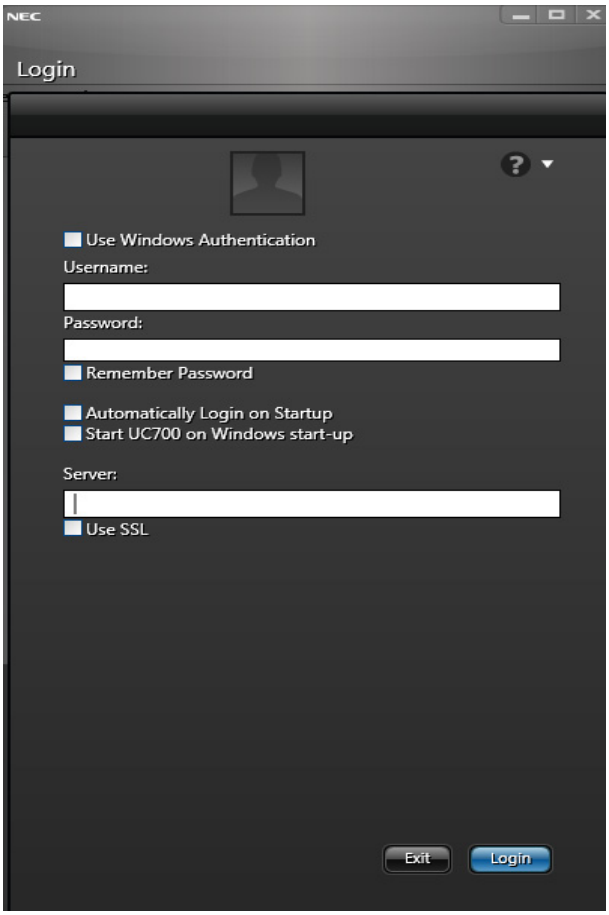
IMPORTANT

If the version of your hardware, video card, and/or drivers cause the UC700 to end unexpectedly, or if you are trying to get screen captures or present the UC700 over collaboration tools but cannot properly capture/display the image of the client, you may disable the transparency. Do the following:

- *Step 1. Make sure you are logged in.*
- *Step 2. Click on the **Preferences** icon.*
- *Step 3. Click on **Themes**.*
- *Step 4. Uncheck the **Transparency Enabled** box.*
- *Step 5. Click OK.*
- *Step 6. Restart UC700 (i.e. exit UC700 and launch UC700).*

The UC700 client should launch without transparency.

***Figure 3-2** UC Client Login*



Step 3 Enter the **Username**, **Password**, **Server** name, and then click **Login**.

NOTE

*Do not check the **Use SSL** option unless instructed to do so by your system administrator. This encrypted link can only be used if the appropriate certificate was installed on the OW5000 server.*

NOTE

*It is recommended that the **Remember Password** and **Automatically Login on Startup** check boxes be selected at this time.*

Step 4 Select the **Start UC700 on Windows start-up** check box if you want the UC700 application to run when Windows initially begins.

NOTE

*The **Username** and **Password** values will be provided by your system administrator. They must match the **Login ID** and **New Password** values that were specified when the user was created in the OW5000 Administrator's User Management function.*

NOTE

*The **Server** value will be provided by your system administrator. It must match the name of the machine where the UC700 Server was installed, or the FQDN (Fully Qualified Domain Name) of the server.*

NOTE

*Select the **Use Windows Authentication** only if instructed to do so by your system administrator.*

The first time a user logs into the UC700 Client, it can take 30 seconds or longer to load. An Initial UC Client Window displays (Figure 3-3).

Using UC700 Client

This section describes the UC700 Client window, explains how to create and modify contacts/groups, describes rules, and briefly explains the other options available to the UC700 Client user.

REFERENCE

For additional information on using the Client software, refer to the OnLine Help system.

After login, Figure 3-3 displays. This initial UC700 Client menu consists of the elements listed and described in Table 3-1.

Figure 3-3 *Initial UC700 Client Menu*

Table 3-1 *UC Client Menu Description*

Item	Description
	My Contacts - Use to display the Contact Lists.
	Show/Hide Call Control - Use to display or hide the Active Call feature.
	Communications Logs - Use to display a log of all calls and other communications you made and received.
	Preferences - Use to open the Options window allowing you to define and edit information such as contact preferences, changing your password, adding or editing Contact rules, IM settings, system settings, etc.
	Contact Image and Name - Identifies user. ***Note:*** *Either the user or the system administrator can configure the contact image on the OW5000 server.*
Available	**Available** - Use to change availability setting to one listed in the drop-down list. After you make the selection, the associated contact rules will then take effect.
	Advanced Search - Use to refine the search by title and organization.
	Search - Use to initiate a search for the name entered in the search field.
	Contacts - Use to filter a search on all categories, a corporate directory, external organizations, or personal contacts.
	Primary Extension - When the cursor rolls over a particular name in the Contact List, this icon displays. Rest the cursor over the icon to see the phone that will be dialed as the person's preferred telephone number. Use it to initiate a call to a person on the list. *Note: This will display only if the contact has made the option available to you in their contact rules.*
	Send Instant Message - When the cursor rolls over a particular name in the Contact List, this icon displays. Use it to send an instant message to a person on the list. *Note: This will display only if the contact has an IM address.*
	Send E-mail - When the cursor rolls over a particular name in the Contact List, this icon displays. Use it to send an e-mail to a person on the list.*Note: This will display only if the contact has an e-mail address entered into the system.*

A user will want to begin using UC700 Client by adding contacts to the Contact List.

Adding a Contact

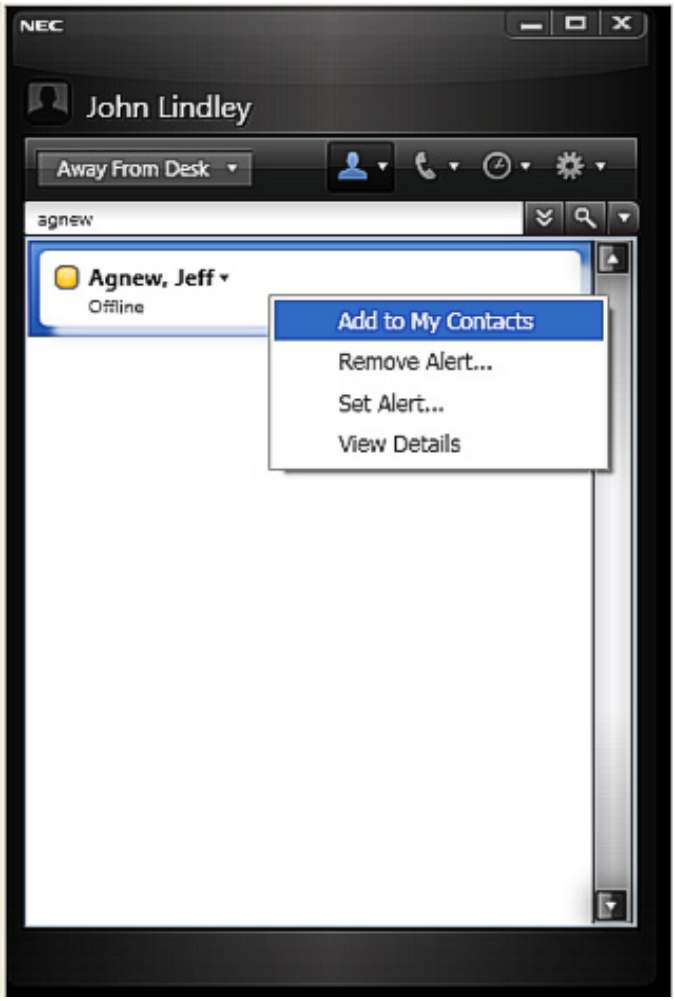
Use the **Contacts** list for people with whom you frequently communicate. Though the information displayed for each person is no different than if you searched the database and found them, this list gives you quick accessibility to a person's presence and preferred contact information by allowing you to create contact groups that make sense to you. To add an individual to the **My Contacts** list:

Step 1 Enter an individual's last name in the **Search** field. The **Search** Icon does not need to be clicked as **Search** is dynamic. Multiple contacts can be selected to be added to a buddy list from search.

Using **Advanced Search** further refines the search criteria by adding the option to search by Title and Organization.

Step 2 Right-click the desired name to be added, then select **Add to My Contacts**. See Figure 3-4.

Figure 3-4 *Adding a Contact*



The name is now listed in **My Contacts**. To query and add personal contacts to your contact list, you may right-click on the UC700 tool tray icon to either import from Outlook, if you have Microsoft Outlook 2003 or above installed, or you may enter personal contacts individually. This can also be done using the context menus next to the **My Contacts** icon.

Once entered, the personal contacts are available for you to query, contact, or organize into groups. When one of these people call you, the system will also find their name and insert the name into your communication history and screen pops on incoming calls.

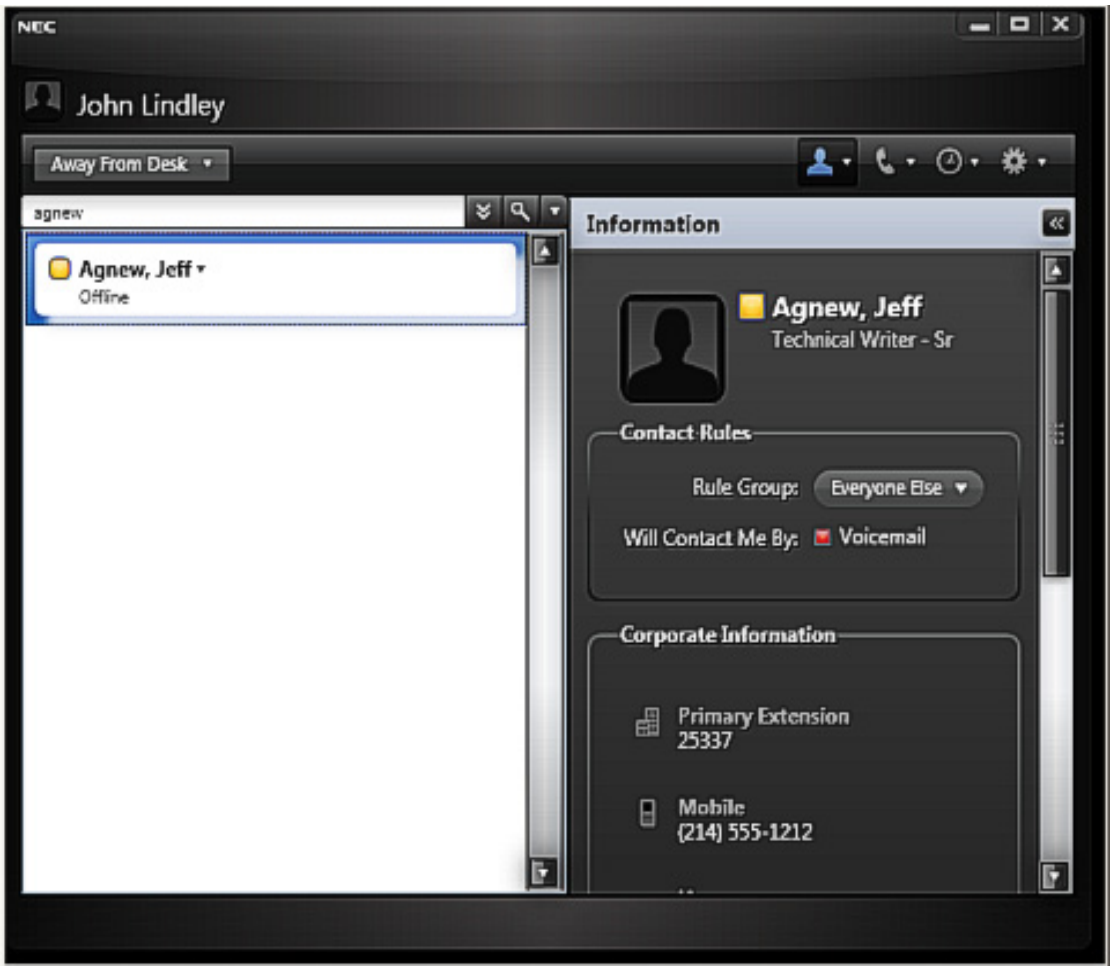
Viewing Contact Information

Step 1 To view additional information for a particular individual, click anywhere in the white space next to the contact's name. Figure 3-5 displays.

NOTE

*You may also view additional contact information, as shown in Figure 3-5 by right-clicking the contact's name and clicking **View Details**.*

Figure 3-5 *Contact Information*



Step 2 To hide this additional information, click the white space next to the name once more, and the display will now only display the Contact List. You can toggle between the two displays using this method.

The information panel can also be closed using the << icon.

The **Presence** gems located to the left of each contact's name indicate that particular contact's status.

There are four gems which indicate the following:

- **Green** The contact is available.
- **Yellow** The contact may be available.
- **Red** The contact is not available.
- **Grey** The contact is unknown to the system (e.g., the user is not on UC700 or has never logged in).

The presence gem that displays for a person depends upon:

- Their contact rules, which identify their preferred contact methods based upon who wants to reach them, and their status.
- Availability of their preferred contact method.

For example, if the preferred contact method is their primary extension, and if the extension is idle and the user is logging in, the presence color will be green. If the preferred contact method is the user's primary extension and the phone is off-hook, the color will be yellow because the chances of reaching this person by that contact method are lower than if the extension is idle. Yellow is also used for external preferred contact methods when it is unknown whether the device is on- or off-hook. If the preferred contact method is voice mail, the color will always be red because no real time communication is possible at this time based on the person's contact rules.

If you are a UCE mobility user and are using the multi-ring feature in a rule, an incoming call to your primary extension simultaneously rings all the devices in your contact rule, and the presence gem displays to others in the rule as green.

Table 3-2 provides the colors you will see for the devices with the status that causes the color. When you see a green gem, your contact is available. The table lists combinations in the order in which they are determined, from most to least granular.

Table 3-2 *Presence Gem Colors, Contact Rules, and Status*

Color Displayed	Contact Rule Preferred Method	Status
Green	Primary Extension	UCE application logged in, user in default online status, on-hook
Green	Instant Message	UCE application logged in
Green	Multi-ring	

Color Displayed	Contact Rule Preferred Method	Status
Yellow	Primary Extension	UCE application logged in, user not in default online status
Yellow	Primary Extension	UCE application logged out
Yellow	Primary Extension	UCE application logged in, off-hook
Yellow	Instant Message	UCE application not logged in
Yellow	Wireless PSII/III	
Yellow	Cell Phone	
Yellow	Home Phone	
Yellow	Alternate Phone	
Red	Pager	The contact is unavailable by phone
Red	Voice Mail	The contact is unavailable by phone

NOTE

UCE application: *UCE Attendant (UNIVERGE UA5200), UCE Desktop Client/ Toolbar/Agent (UNIVERGE UC7000)*

Default Online Status: *Defined by the UCE Administrator, usually "Available" or "At Desk)*

Not in Default Online Status: *Defined as any other status than the default, such as "In a Meeting", "Out of Office", etc.*

Reaching a Contact

To reach a contact, follow the contact rule of the desired person and simply double-click in the white area.

- If the person has set IM to be their primary contact method, the IM window will launch.
- If the person has set a telephone number or voicemail as their primary contact method, your phone will go off hook in speaker mode and will ring this number.

To see the list of contact methods selected by this user for their given status, left-click on their name. In this way, you can select other alternative methods in the order they were specified.

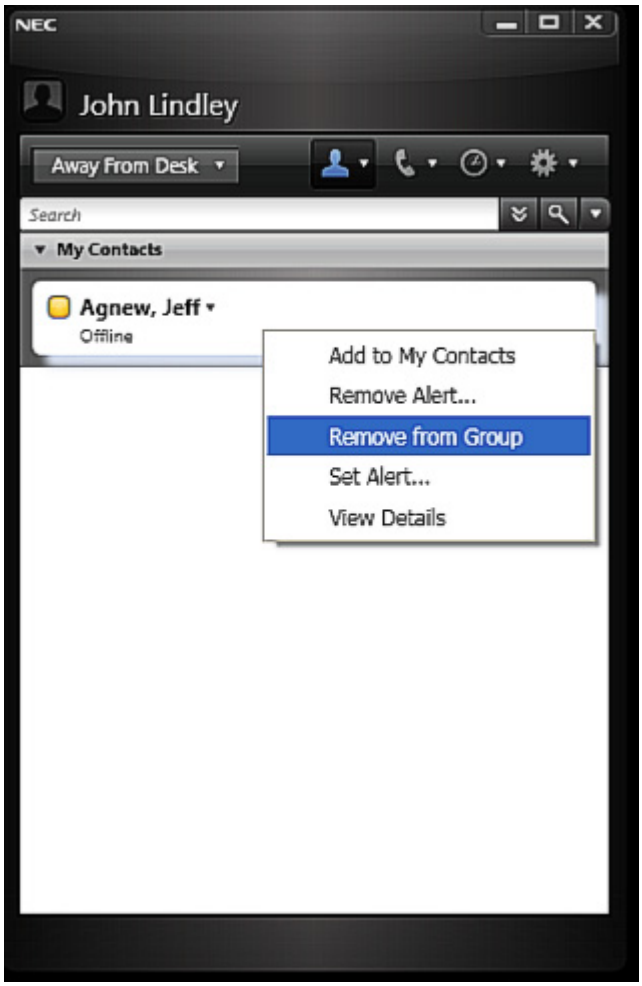
If you want to override the person's rules for you in their given status, you may click on any of their contact methods from the Contact Information displayed in the right pane.

Deleting a Contact

To remove an individual from the **My Contacts** list:

Step From **My Contacts**, right-click on the individual's name to be removed, then select **Remove from Group**.

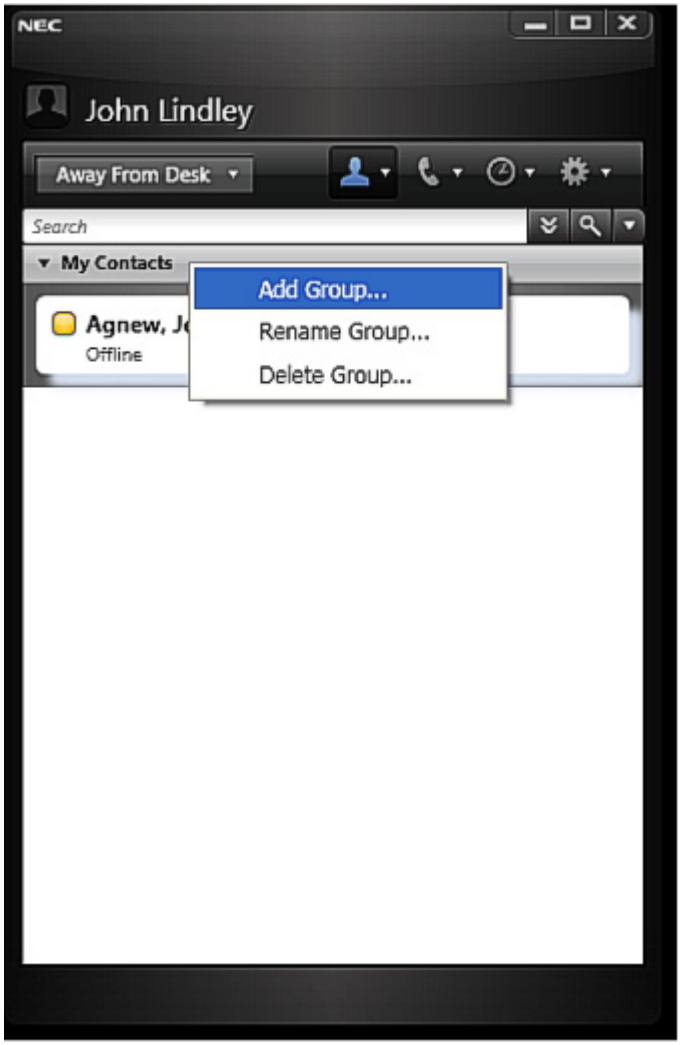
Figure 3-6 *Removing a Contact*



Working with Groups

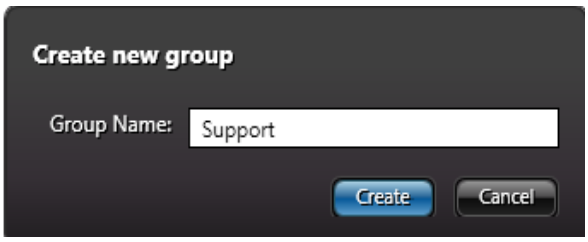
You can organize your frequently contacted people and organizations contacts into groups. This is a logical grouping you create to more easily find these entries. A contact can be in more than one contact group.

Figure 3-7 *Adding a Group*



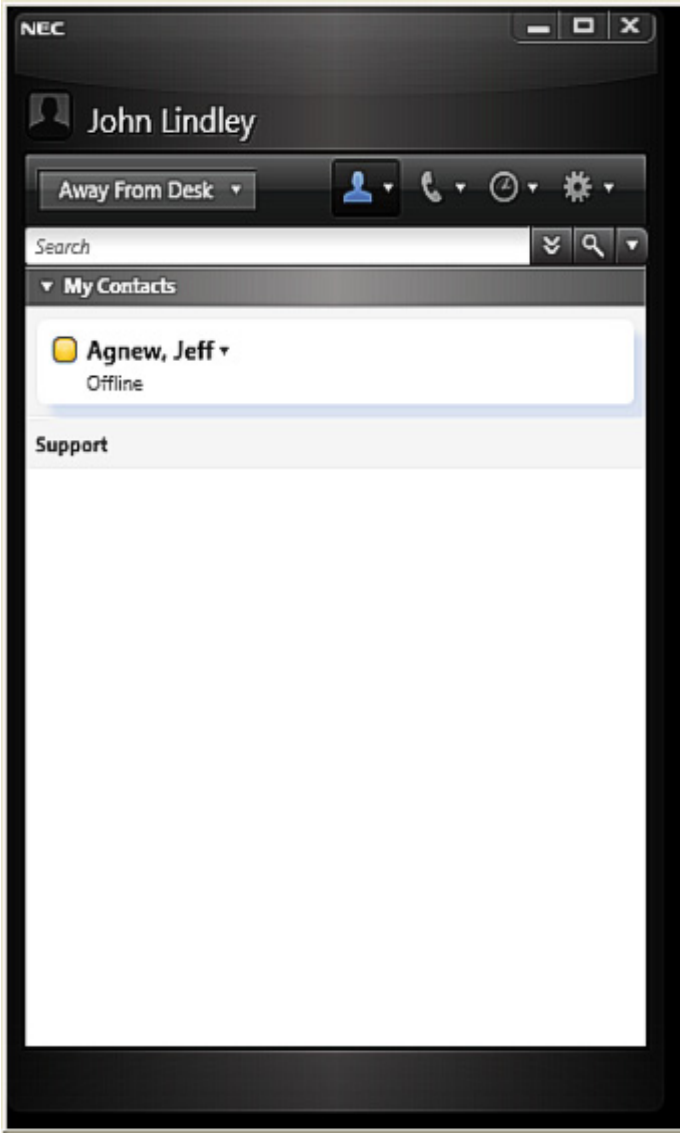
Step 1 To add a new group, right-click the grey **My Contacts** bar (see Figure 3-7). Figure 3-8 displays.

Figure 3-8 *Create New Group*



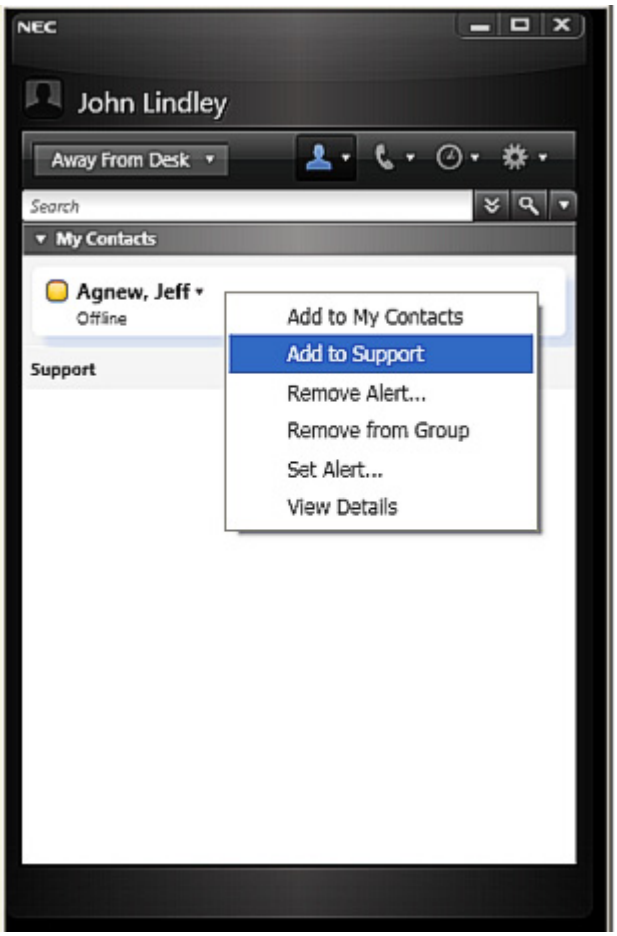
Step 2 Enter a group name and click **Create**. Figure 3-9 displays containing the newly created Group (in this example, **Support**).

Figure 3-9 *Newly Created Group Example*



Step 3 To add contacts to a new or existing group, right-click the contact's name (see Figure 3-10) and select **Add to <Group Name>**. Again, in this example, the group name is **Support**.

Figure 3-10 *Adding Contact to Group*

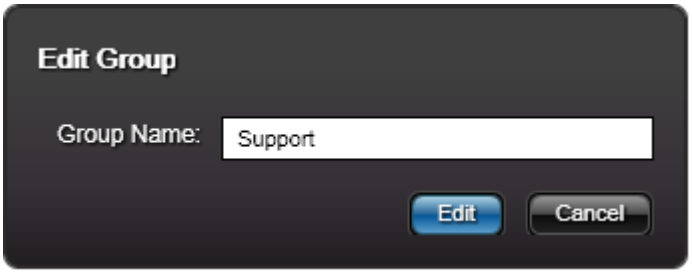


—The individual will now be listed in both My Contacts and the newly created **Support** Group. See Figure 3-11.

Figure 3-11 *My Contact and Group Lists Example*

Step 4 To rename an existing group, right-click the specific group and select **Rename Group**. Figure 3-12 displays.

Figure 3-12 *Edit Existing Group*



Step 5 Enter a new name in the **Group name** field and click **Edit**.

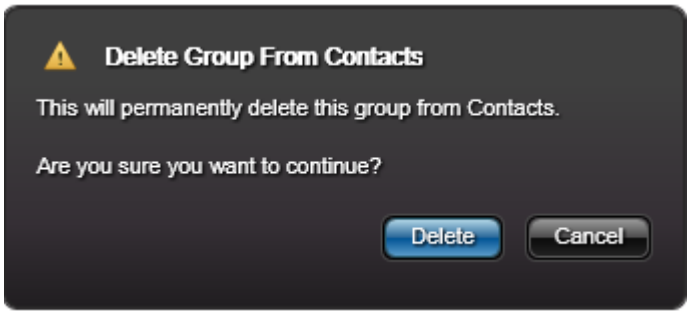
Step 6 To delete a contact from a group, in the Contact List window, right-click on the contact you wish to remove, then click **Remove from Group**.

NOTE

This does NOT delete the contact from your directory, it only removes the contact from this group.

Step 7 To delete an existing group, right-click the specific group. Figure 3-13 displays.

Figure 3-13 *Delete Existing Group*

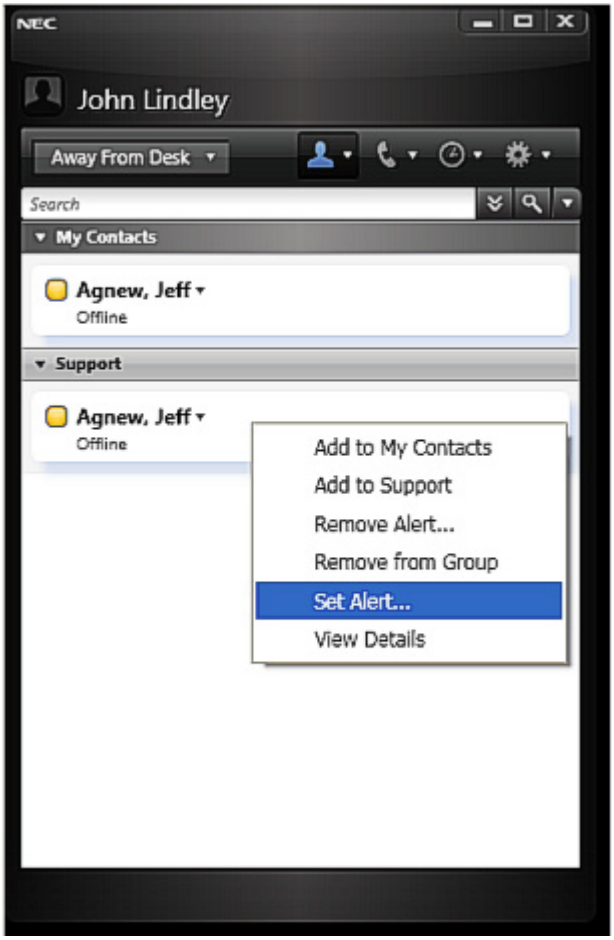


Step 8 Confirm deletion by clicking **Delete**.

Setting a Contact Alert

You can set an alert to notify you when a person becomes available. To set an alert, do the following (see Figure 3-14):

Figure 3-14 *Setting an Alert*



Step 1 From **My Contacts**, right-click on the individual's name, then select **Set Alert**. Figure 3-15 displays.

Figure 3-15 *Edit Contact Alert*

Step 2 Select the desired alert notification by choosing the appropriate **Tell me when this changes** check box located next to an alert, then click **OK**.

NOTE

*A contact's alert status may be determined by selecting **Preferences** > **General** > **Alerts**, then selecting the applicable contact's name and clicking **Edit**. The contact's current alert status displays.*

Removing Contact Alerts

IMPORTANT

*Selecting the **Remove Alert** option removes **ALL** current assigned alerts for the selected contact.*

To remove all existing alerts for a contact, do the following (see Figure 3-16):

Figure 3-16 *Removing an Alert*

Step 1 From **My Contacts**, right-click on the individual's name, then select **Remove Alert**.

Step 2 Click **OK**.

NOTE

*During this alert removal process, you will be able to select an alert notification by choosing the appropriate **Tell me when this changes** check box located next to an alert, then click **OK**.*

Working with Active Call

When you initiate a call, the Active Call window (Figure 3-17) displays. Table 3-3 describes the options available.

NOTE

*If you click the **Show/Hide Call Control** icon while the Active Call window is open, the Active Call window closes.*

NOTE

UC700 call control can control multiple lines, i.e., it can control prime and sub-lines in UC700 by using the menu to toggle between lines.

Figure 3-17 *Active Call Window*

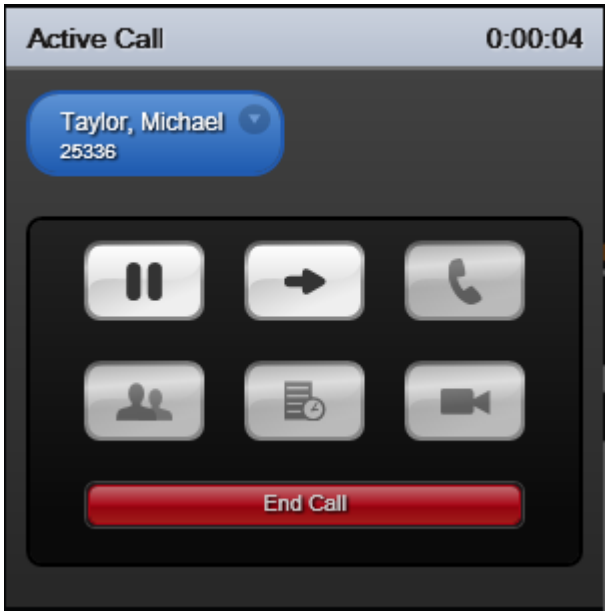


Table 3-3 *Active Call Window Description*

Item	Description
	Blue Call Button - Indicates the call is active. This button displays the name and number of the contacted party. The drop-down arrow opens a menu with two options: • Remove from call - Removes the call from the conference, if applicable. • Send IM - Opens the Instant Messenger window for that caller so you can send an Instant Message.

Item	Description
Doe, Doris 25349	**Orange Call Button** - Indicates the call is dialing in, is on hold, or is being dialed. This button displays the name of the party and the contact method. The drop-down arrow opens a menu with two options: • Remove from call - Removes the call from the conference, if applicable. • Send IM - Opens the Instant Messenger window for that caller so you can send an Instant Message.
	Hold - Use to place or remove a call on hold. This action works as a toggle.
	Transfer - Use to transfers a call to another line.
	Dial - Use to call a number not represented by a contact.
	Conference - Use to open the Conference Manager window.
	Communication Logs - Use to open the Communication Logs window.
	Video Conference - Use to open the Video Conference window. For more information concerning the Video Conference feature, see the *UNIVERGE UC700 Installation Guide* .
End Call	End Call - Use to disconnect an active call.

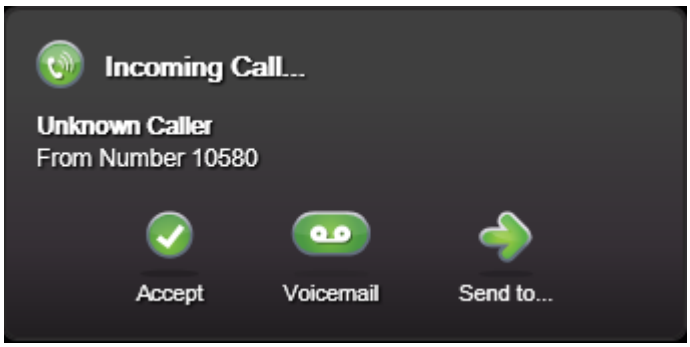
NOTE

Video Conference is not available with UC700 1.0.

Incoming Call

When you receive an incoming message, the Incoming Call pop-up (Figure 3-18) displays on your screen. This pop-up displays even if UC700 is closed.

Figure 3-18 *Incoming Call Pop-Up*



The Incoming Call pop-up consists of the following:

- A phone dialing icon indicating the arrival of an incoming call.
- The name of the person calling in, if known, and the number they are calling from.
- **Accept** button - If you accept the call, the call connects, and the main view switches to the Active Call window. If you do not have UC700 open, UC700 opens with the Active Call window displayed.
- **Voicemail** button - Selecting this option sends the incoming call to your voicemail.
- **Send To** button - Selecting this option displays a pop-up menu for selecting where you want to redirect the call.

NOTE

The Voicemail option does not appear if Voicemail has not been configured on the system.

NOTE

When sharing a Dterm phone, although one person may set a contact rule set to have their calls redirected, this redirection will not happen unless their last name comes alphabetically before all others sharing the phone as programmed by the administrator in the OW5000 database. This same rule applies to the name displayed on the Dterm phone on an incoming call.

Working with Communications Logs

The Communication Logs (Figure 3-19) displays a log of all calls and other communications you have made and received.

Figure 3-19 *Communications Log*

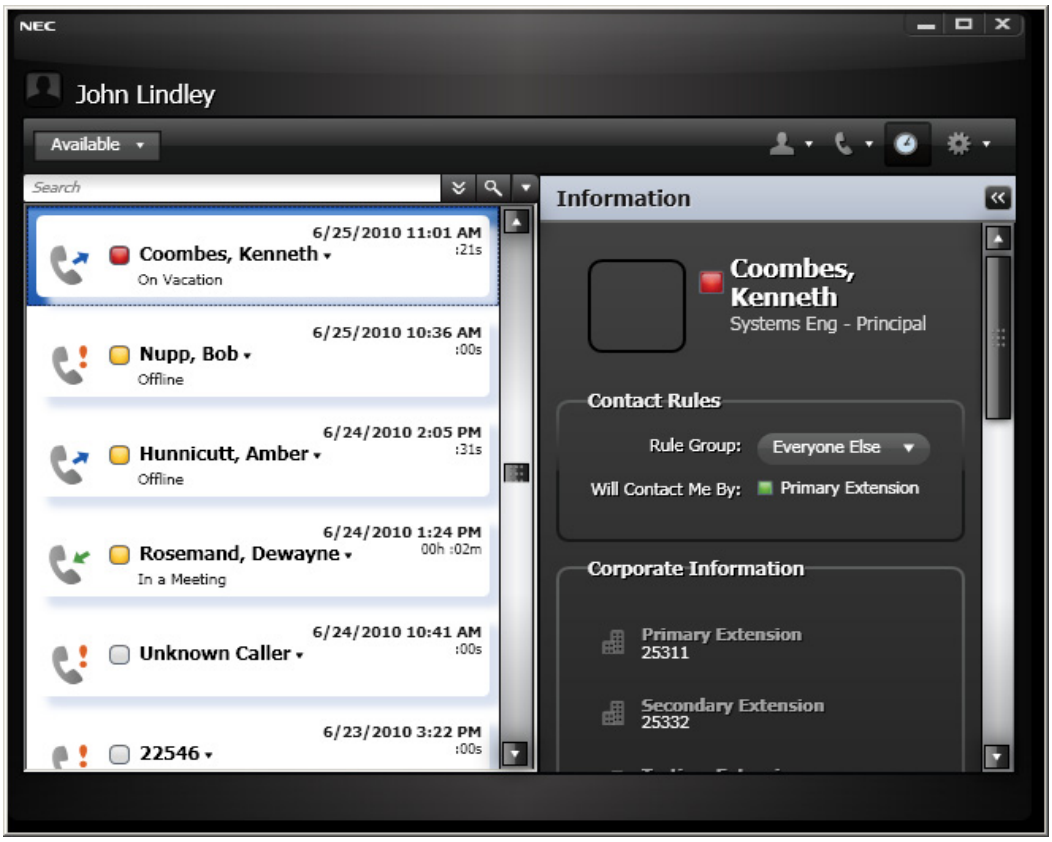


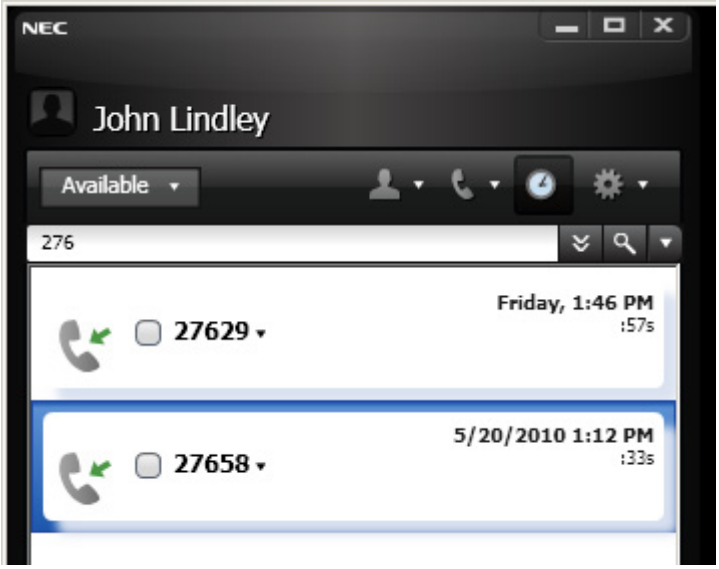
Table 3-4 *Communications Log Descriptions*

Icon	Description
	Incoming Communication
	Outgoing Communication
	Missed Communication
	Instant Message
	Voicemail

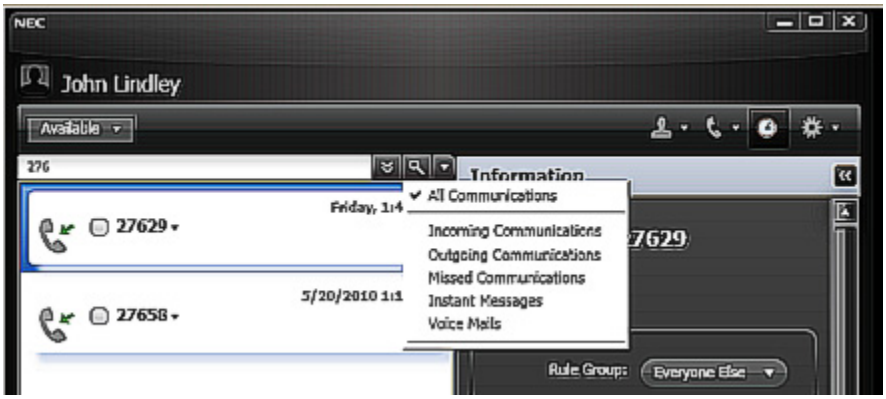
You can access a history of calls and other communications from the Communications Logs by selecting the Communications Logs icon.

The Communication Log can be filtered using either of the following methods:

- Entering a search parameter, as shown below. Search is dynamic and there is no need to press the **Search** icon. Only those communications matching the parameter specified are listed.



- Using the drop-down menu, as shown below, and selecting the filter desired. For example, creating a log that only lists Instant Messages.



You can view additional information for each communication listed in the log by clicking the white space next to the specific contact (see Figure 3-19).

Double-click a listed contact to return their call either based on their contact rules (if they are a corporate user), or based on the number from which they called (if they were a personal user). To see the list of contact methods selected by this user for their given status, click on

their name. In this way, you can select other alternative methods in the order they were specified.

If you have Voicemail integration, and the caller left you a voicemail, you can click and play the voicemail through your computer's speakers.

The Communication Logs displays the following information:

- Name of the caller, if known, or formatted phone number and Unknown or sender/recipient (inbound/outbound). If no name is known, you have the option to save this entry in your personal directory and provide a name that will also change any call log entries to now display that name.
- The status of the caller/recipient along with their **Presence** gem.
- Duration of communication.
- Date and time of the message.
- Icons for communicating with the contact.

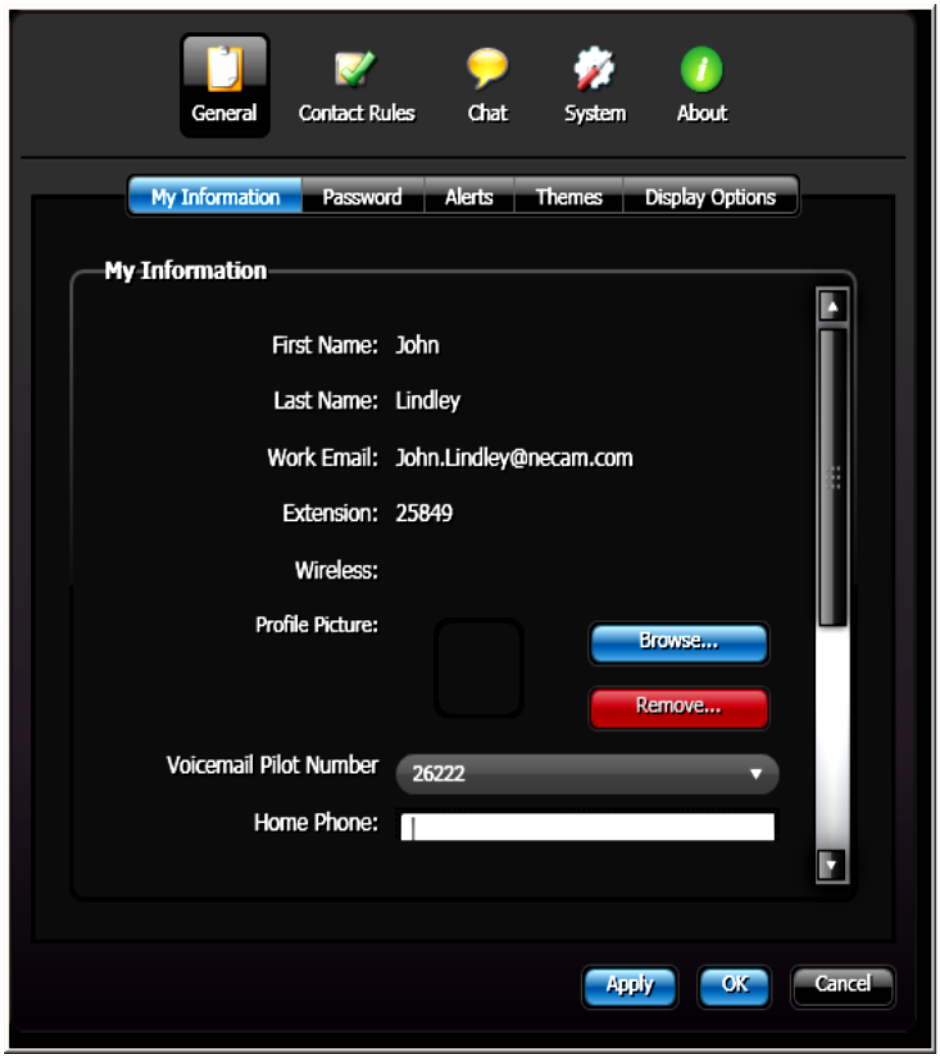
Working with Rules

Contact rules route incoming calls to different devices based on your status and whom the call is from. For example, you can configure the application so that when you are in a meeting and friends try to contact you, they are sent to your voicemail. You can set a different rule that routes other groups of individuals, such as management, to your mobile device when you are in a meeting.

To set the contact rules, do the following:

Step 1 From the UC700 Client Main Menu, select the **Preferences** icon. Figure 3-20 display.

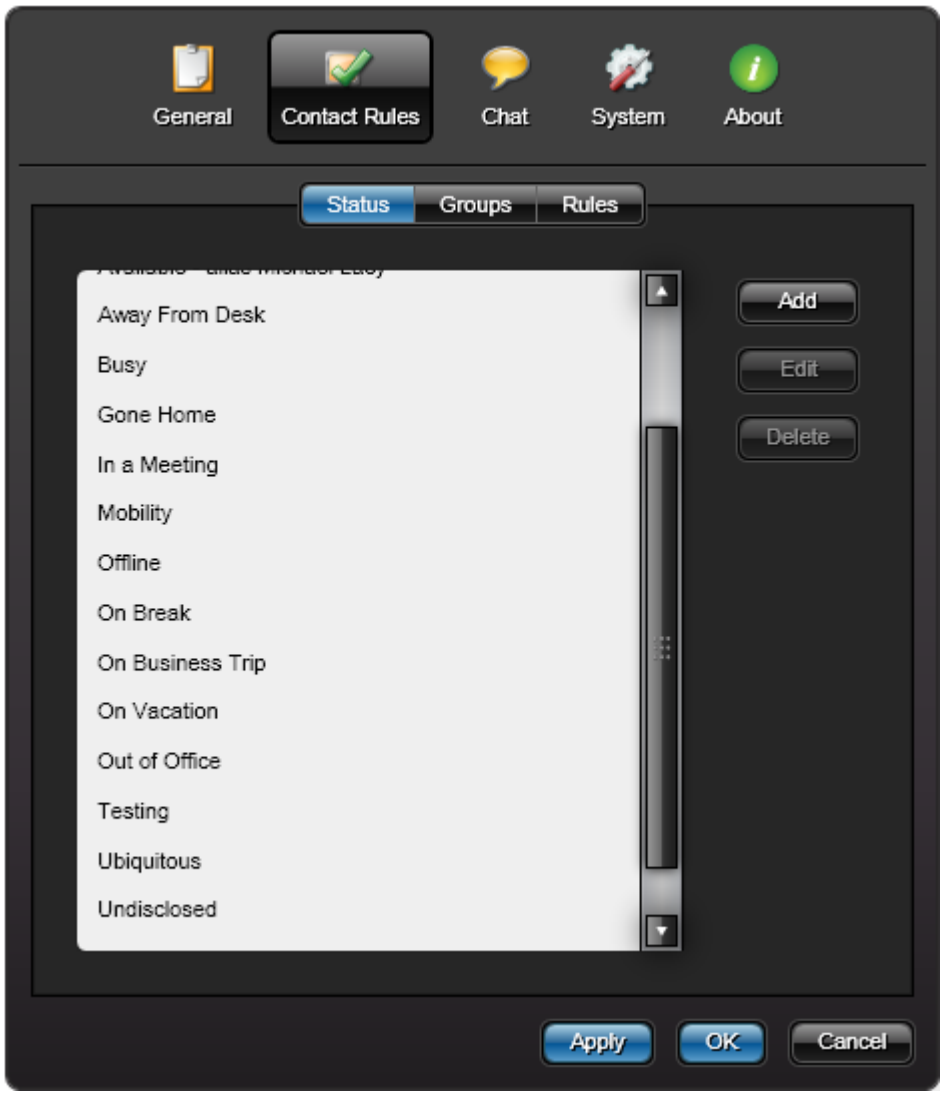
Figure 3-20 *Options Main Menu*



Step 2 Select the **Contact Rules**

icon. Figure 3-21 displays.

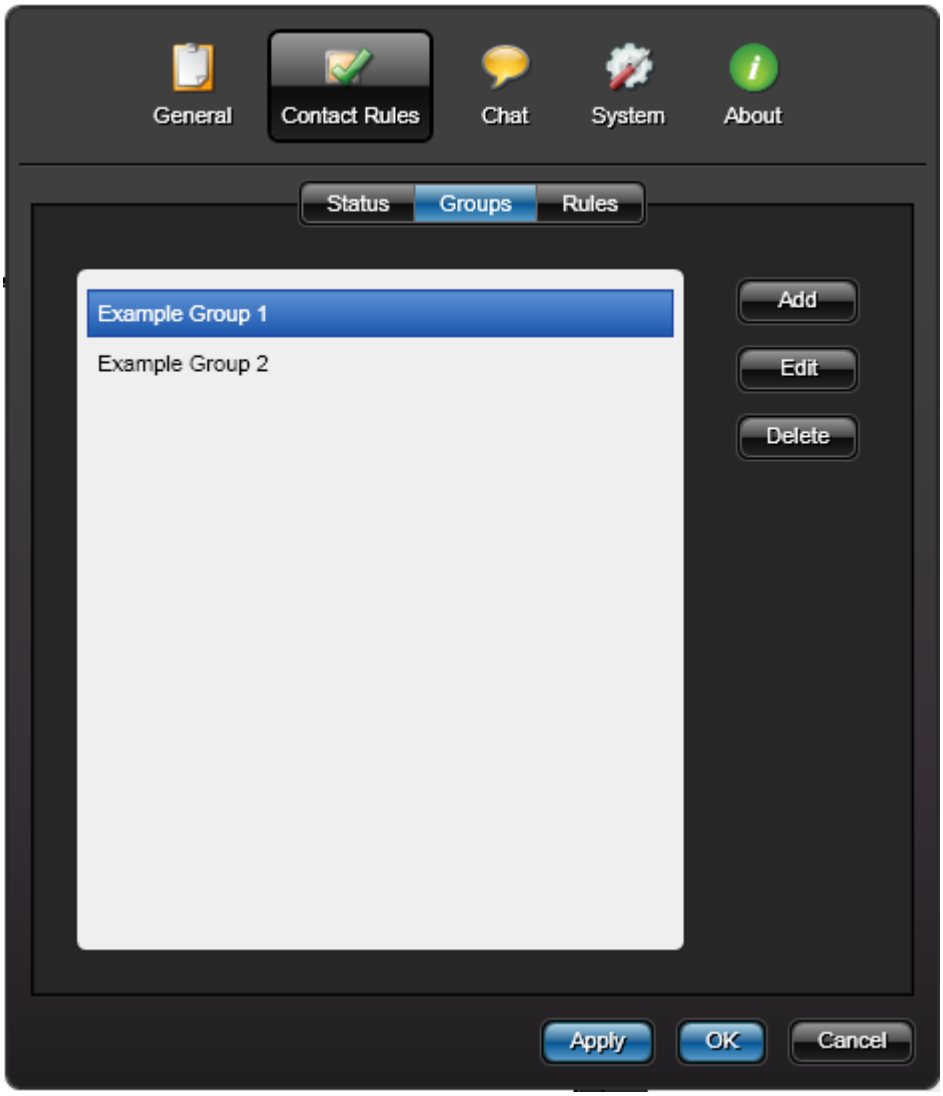
Figure 3-21 *Option Menu - Rules*



—From this window, you will be able to use any pre-existing status listed to indicate status a group will see when they attempt to contact you, or you can create a status of your own to meet you specific needs by clicking the **Add** button.

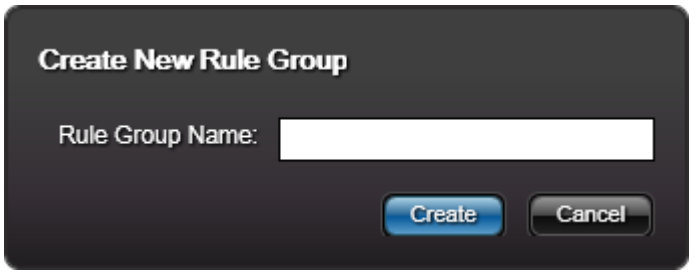
Step 3 Select the **Groups** tab. Figure 3-22 displays.

Figure 3-22 *Options - Rules - Groups Tab*



Step 4 Add a new group by clicking **Add**. Figure 3-23 displays.

Figure 3-23 *Create New Rule Group*

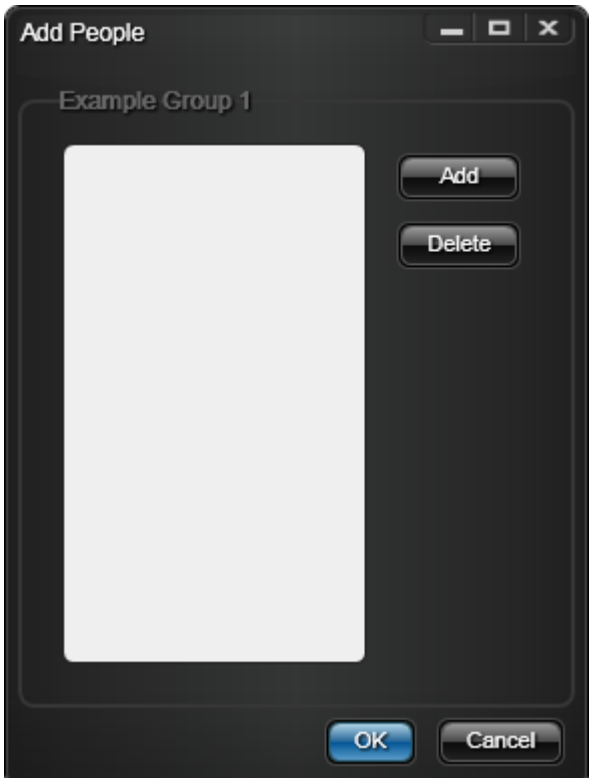


Step 5 Enter a Rule Group Name and click **Create**. Figure 3-24 displays.

Figure 3-24 *New Rule Groups Example*

Step 6 To add contacts to a particular group listed, highlight the group and click **Edit**. Figure 3-25 displays.

Figure 3-25 *Groups - Add People*

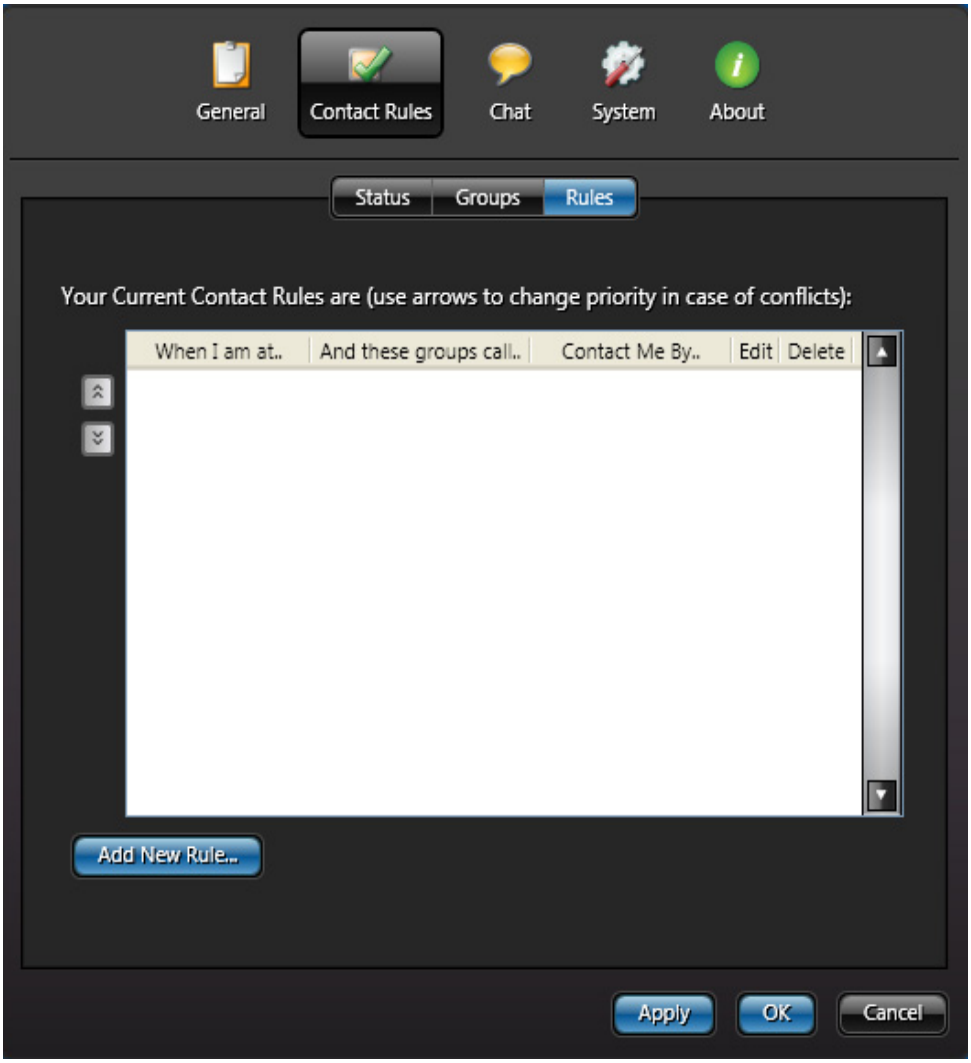


Step 7 Click **Add** and use the Search window to locate the contacts you want added to the group.

Step 8 When finished, click **OK**.

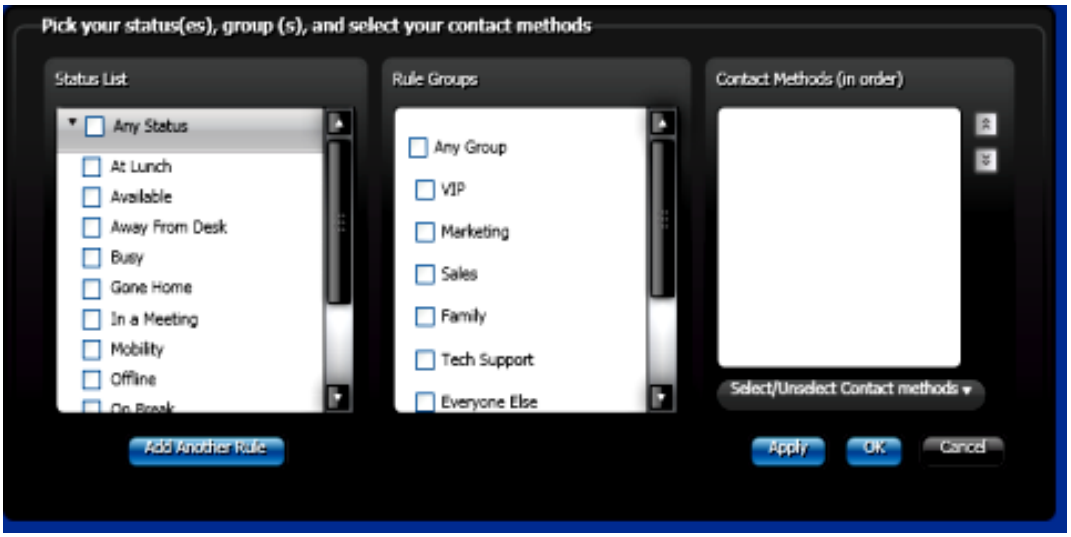
Step 9 Select the **Rules** tab, Figure 3-26 displays.

Figure 3-26 *Options - Rules*



Step 10 Click **Add New Rule**. Figure 3-27 displays.

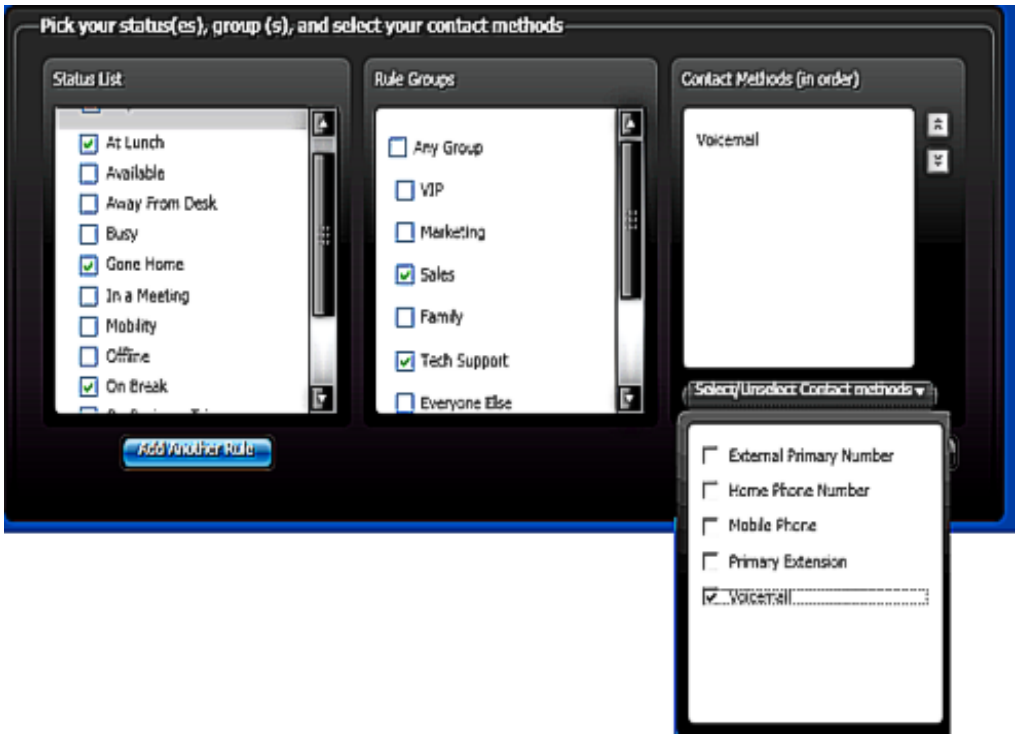
Figure 3-27 *Add Rule*



Step 11 Select one or more groups from the **Rule Groups** list, then select the status(es) from the **Status List** which the contacts of this particular group will see when they attempt to contact you.

Step 12 In the **Contact Methods (in order)** field, specify what method, and in what order, the members of this group will contact you (for example, Primary Extension, Instant Messaging, Voicemail, etc. See Figure 3-28.

Figure 3-28 *Select Status, Rule Group, and Contact Method*



Step 13 Click **OK**.

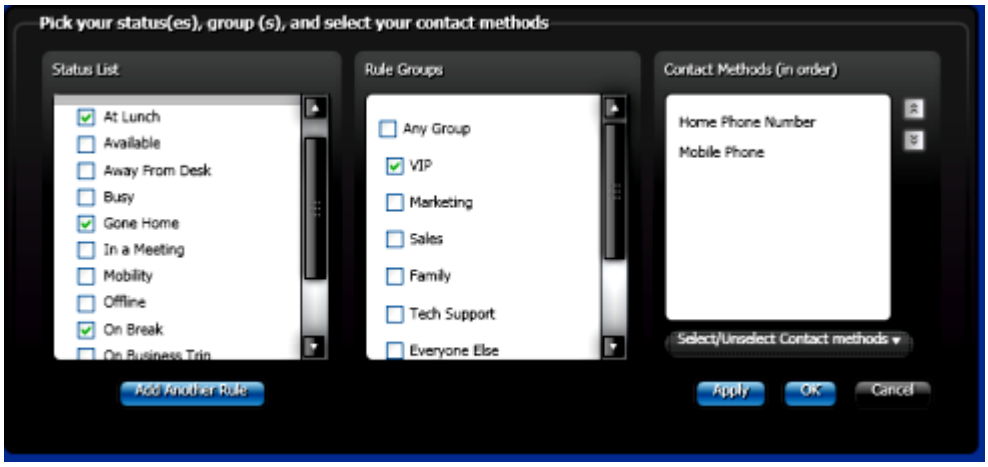
—Once the Contact Methods are selected you can arrange the contact method preference order by selecting the contact method (click on it) and then use the and icons to arrange the preferred contact preference order.

IMPORTANT

It is important to note that the contact methods used by one group, and the gem color seen by a particular group, can be entirely different from that of another group. For example, Group 1 may see your status as At Lunch with a contact method of voicemail and a red gem icon, while Group 2 may see your status as At Lunch and a contact method of Instant Messaging with a green gem icon.

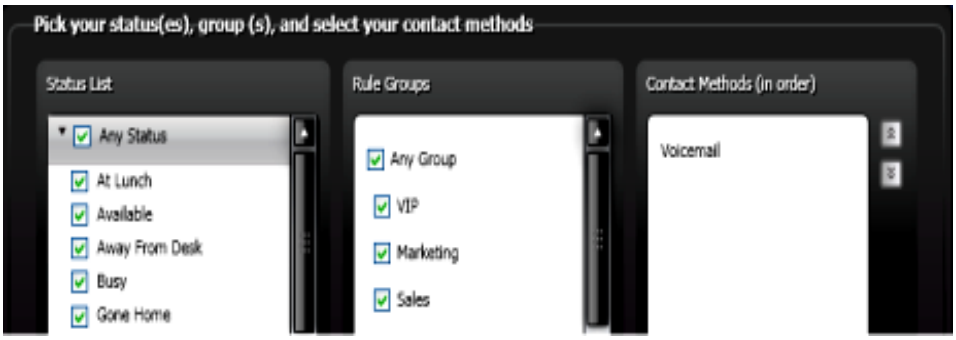
The Rules Option allows you to create complex rules with multiple statuses, rule groups, and contact methods and combine them into a single rule. For example, you can create a rule that sends calls from contacts in the **VIP Rule Group** to be forwarded to your home or mobile phone any time your status is **Gone Home**, **On Break,** or **At Lunch** as depicted in Figure 3-29.

Figure 3-29 *Complex Rule with Multiple Statuses and Contact Methods*



You can also select all statuses and all groups to be included in a rule. By selecting **Any Status** and **Any Group**. All choices under the **Status List** and **Rule Groups** list are selected as shown in Figure 3-30.

Figure 3-30 *Select All Choices*



To view or edit existing rules, do the following:

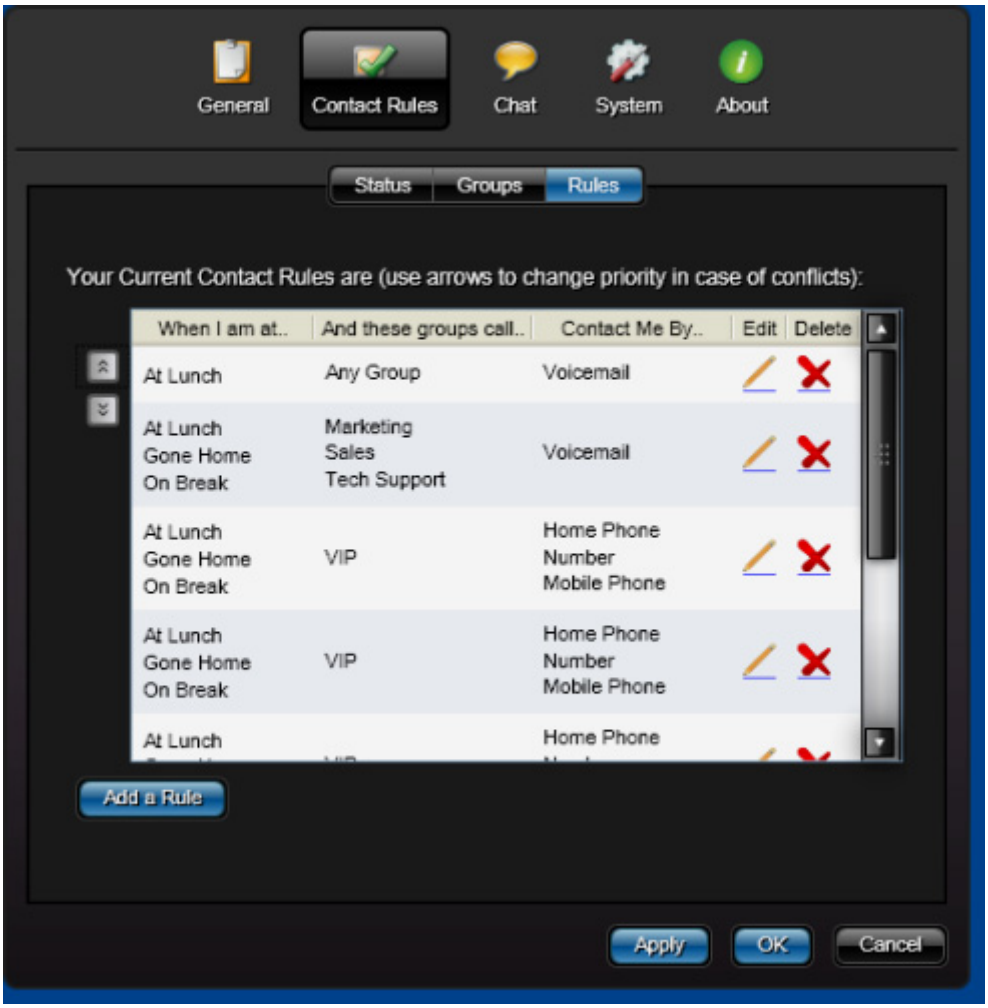
Step 1 From the UC700 Client Main Menu, select the **Preferences** icon.

Step 2 Select the **Contact Rules** icon.

Step 3 Click on the **Rules** tab.

—A list of all rules currently configured displays, Figure 3-31. From here, any configured rule can be edited, deleted, or re-ordered.

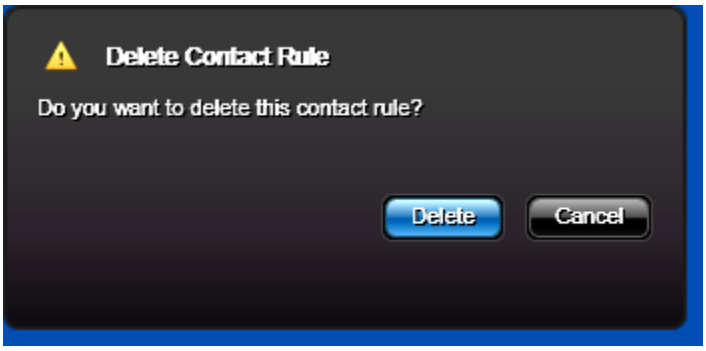
Figure 3-31 *Contact Rules Window*



Step 4 To edit a configured rule, select the **Pencil** icon under the **Edit** column next to the rule to be edited. Figure 3-29 displays and from here you can edit the selected rule.

Step 5 To delete a configured rule, select the **Delete** icon under the **Delete** column next to the rule to be deleted. Figure 3-32 displays. Select **Delete** to remove the rule or **Cancel** to stop the deletion.

Figure 3-32 *Confirm Delete Rule Dialog Box*



Step 6 To re-order the rules, use the and icons (as shown in Figure 3-31) to arrange the order of the rules.

— Each rule is shaded to easily identify where one rule ends and another begins (refer to Figure 3-31). It is possible that a caller calling while you are in a certain status can be covered by more than one rule. In this case, the system uses the first rule that fits based on the order in the display. Use the arrow icons to put the rules in the order you prefer.

Other Options

Table 3-5 provides a brief explanation of UC700 Client options. These options are accessed by selecting the **Preferences** icon on the UC700 Client Main Menu, then selecting the **General**, **Contact Rules**, **Chat**, or **System** icon.

Table 3-5 *UC700 Client Options*

Option	Description
General	Use this menu to: • **My Information**: Enter or update your home telephone, home e-mail, mobile phone information, and other contact phone numbers. Also upload a personal profile picture that others can see. • **Password**: Change your password. • **Alerts**: Edit or delete contact alerts. • **Themes**: Select a preferred UC700 theme (Black, Green, Red or Blue). Enable or disable transparency. • **Display Options** : Allows user to employ optional compact view and configure directory search settings. **Note**: You must exit and restart UC700 for the new theme to take effect. Changing to/from compact view also requires a restart.
Contact Rules	See "Working with Rules" on page 3-25 in this chapter.
Chat	Use to configure the number of items displayed in the IM chat window for each user. Slide the **Change Number of IMs in Log** indicator left or right to decrease or increase the number of IMs to be stored.

Option	Description	
System	**Shortcuts**:	Use this option to change the system default set for the shortcuts allocated within UC700. They are: **Dial** Default is Ctrl + D **Release** Default is Ctrl + R **Answer** Default is Ctrl + A **Hold** Default is Ctrl + H **Note**: You can designate the **Shift** key, the **Control** key or no key at all, to be the primary key for shortcuts by selecting an option from the **Primary Key** drop-down, then selecting the desired Secondary Key. The selection will display in the **Chosen Key** field. Select or clear the **Dial Enabled** check box.
	Calendar:	Use this option to set which Availability status to use when your Calendar status is set as: **Busy** - System default is **In a Meeting**. **Out of Office** - System default is **Out of Office**. Also, use this window to delete all personal contacts from your Personal Contacts directory. ***Note:*** *For information about the **Calendar Link** feature of this option, see Using Calendar Link.*
	Idle Watcher:	Use this option to set the idle watcher for your keyboard and mouse. You can set an inactivity timer to display a status of your choice when UC700 detects your keyboard and mouse have been idle for the amount of time you specified. Use the slide indicator located in the **Inactivity Timer (minutes)** field to increase or decrease the minutes.
About	Displays the client and server versions for the UC700.	

Using Calendar Link

Calendar Link coordinates your status setting between UC700 and scheduled appointments in Microsoft Outlook. To use this feature, your system administrator must have installed the Microsoft Exchange Calendar Link integration on the server.

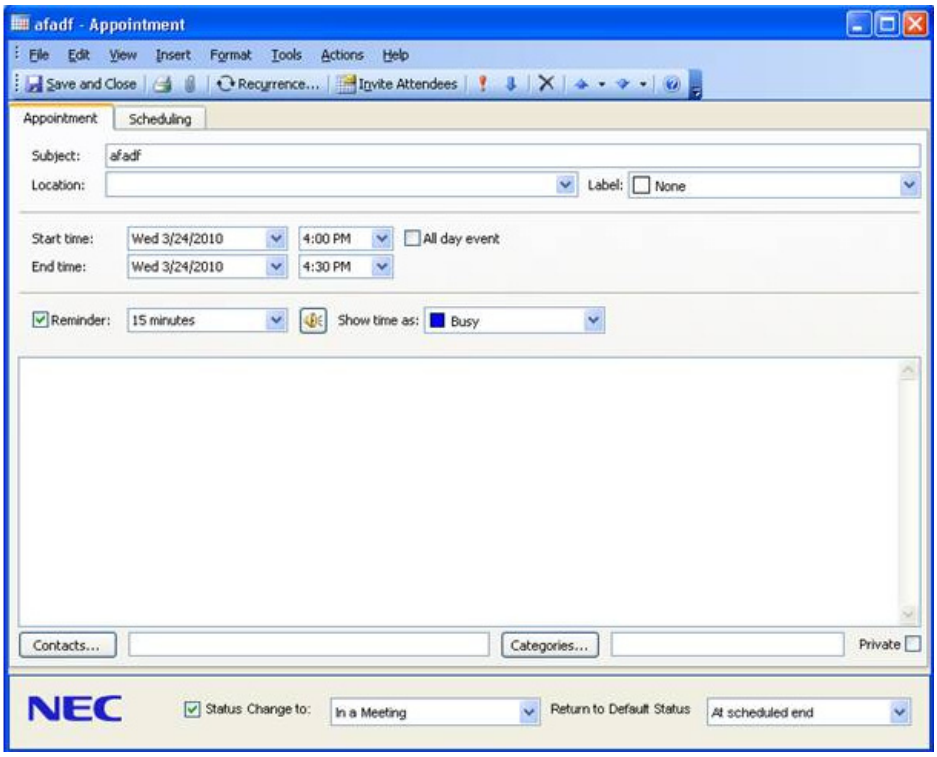
Figure 3-33 *Calendar Option*

When installed, Outlook displays a drop-down menu at the bottom of the Appointment window which you can use to specify your status in UC700, as shown in Figure 3-34.

NOTE

After Calendar Link is installed on the OW5000 server (see Figure 3-33), only events scheduled from that point on can change the status based on your preferences. In order for previously scheduled ***Busy*** *or* ***Out of Office*** *appointments or events to change your status, you must open them again in Outlook and save them once more.*

Figure 3-34 *Calendar Link Status*



The default settings you configure in the UC700 Calendar options screen determine the status that displays by default when your Outlook calendar event occurs. However, you can override these settings using the drop-down menu in Outlook. This is a convenient way to temporarily use alternate contact methods and rules to suit your needs.

Example:

Suppose you are in a scheduled meeting listed in your *Outlook calendar* and your **Outlook status** during the meeting is **Busy**. You've set your default preference in the *UC700 client* to **In A Meeting** when your *Outlook status* is **Busy** and that associated contact rule usually routes calls to voicemail.

Now suppose you are expecting an important call and want it routed instead to your wireless phone. You can use the **Status** drop-down menu in *Outlook* to specify a status/contact rule you've created, such as **Away**, that sends the call to your wireless.

Status

Use the **Status** drop-down (see Figure 3-34) to specify the status UC700 users will see while you are in a scheduled meeting or appointment. This setting overrides the default setting you specified in the UC700 client.

NOTE

*If your Outlook event begins as an all-day event with a **Free** time setting, the UC700 status drop-down at the bottom of the form will be blank.*

*If you then add a time or change the setting to **Busy** or **Out of Office**, your default UC700 setting will be used unless you manually change the drop-down menu from the blank/default status.*

The selections available in this menu are taken directly from the UC700 client. To add, modify, or delete a status, you must do so from UC700.

Expiration Method

Use the **Expiration** drop-down to specify how long and under which conditions the UC700 status you specified from Outlook remains in effect. Choose from one of the following options:

- **Auto Expire** - When the scheduled Outlook meeting/activity ends, your status reverts to the default setting specified in the UC700 client.
- **Resume on Activity** - Your UC700 status remains at the setting you specified using the Status drop-down menu in Outlook until the UC700 client detects mouse or keyboard activity on your computer, even if the scheduled Outlook meeting/activity has not ended. This setting is useful if your meeting ends early or if you must leave before it is scheduled to end.
- **Auto Expire and Resume on Activity** - Your UC700 status remains at the setting you specified using the Status drop-down menu in Outlook until the scheduled Outlook meeting/activity has ended and the UC700 client detects mouse or keyboard activity on your computer. This setting is useful if your meeting runs over its scheduled time or you are not able to return to your computer immediately after it ends.
- **Do Not Expire or Resume** - Your UC700 status remains at the setting you specified using the Status drop-down menu in Outlook until you manually change the status or specify a new expiration method.

For additional information or support on this NEC Corporation product, contact your NEC Corporation representative.

NEC Corporation

UCE Desktop Client (UNIVERGE UC700) Getting Started Guide

NDA-30918, Revision 4