NEC

SL2100

InUC Web Client User Guide

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InUC Web Client

SECTION 1 INTRODUCTION

The InUC Web Client is a browser based client hosted on the SL2100 CPU that provides a Buddy List, BLF status, Call Control, Call History, Function Key Status and Access, Presence Status, group or individual Email Messaging, group and individual Instant Messaging, Service Access for Call Forward and Do Not Disturb, Speed Dial List, Status Messages, and Video Conferencing. Each of these features is described in more detail below.

SECTION 2 SYSTEM REQUIREMENTS

The following are the minimum requirements for using the InUC Web Client.

- ❏ SL2100 Version 1.00.00 software
- ❏ 0081 – SL2100 InUC Web Client License
- ❏ 0082 – SL2100 InUC Web 1st Party CTI
- ❏ Windows 7, 8.1 or 10 (32- or 64-bit), with Internet Explorer 11 or Google Chrome 49 or higher
- ❏ Android 4.4.2 with Google Chrome 49 or higher

SECTION 3 LOGGING INTO THE INUC WEB CLIENT

To access the InUC Web Client, launch a web browser and go to http://<SL2100 IP Address>/uc/ (Enter the IP address of your SL2100 system in place of <SL2100 IP Address>). For example: http://192.168.1.10/uc/.

You must include the / at the end of the uc or the Client login page will not load.

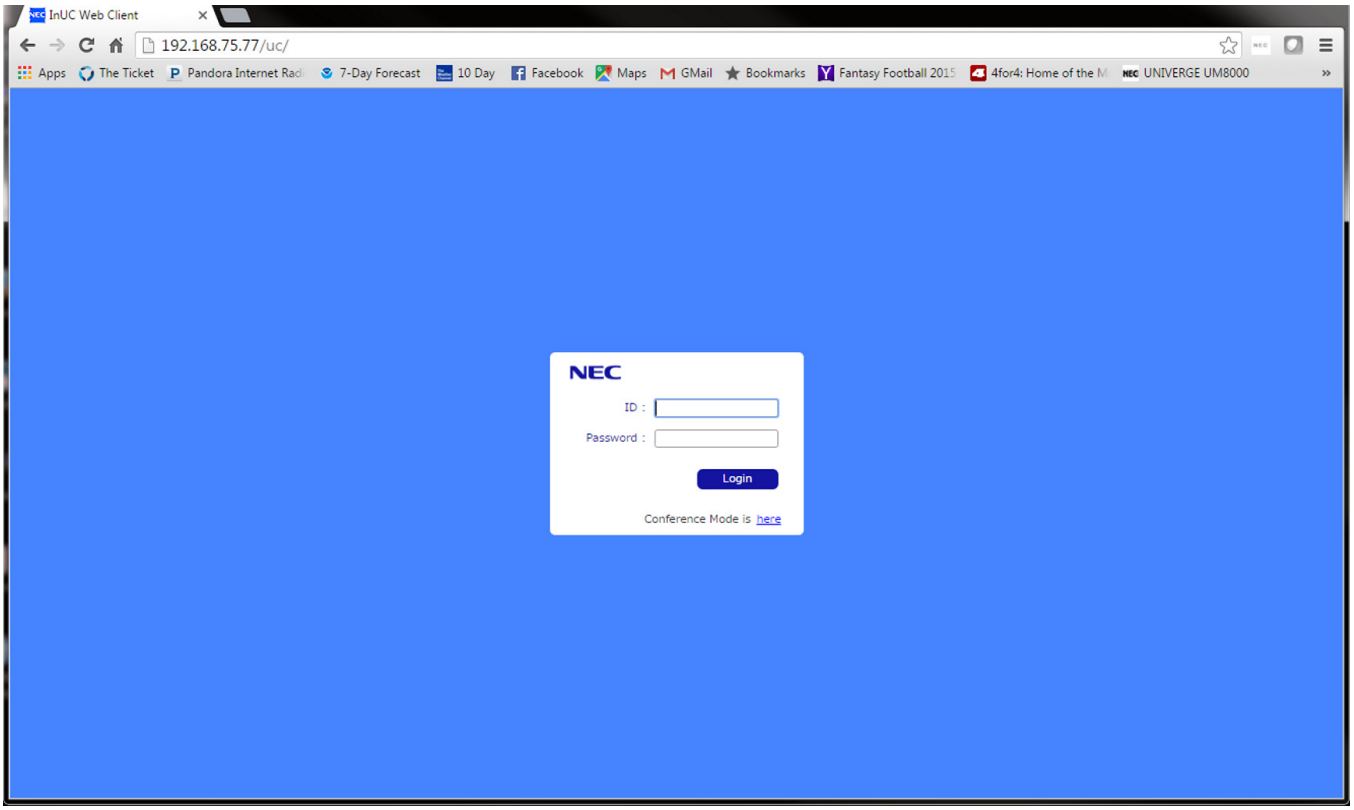
To log in:

1. When the Login screen is displayed, enter your **ID** and **Password**.

NOTE

The ID and Password are assigned by your System Administrator.

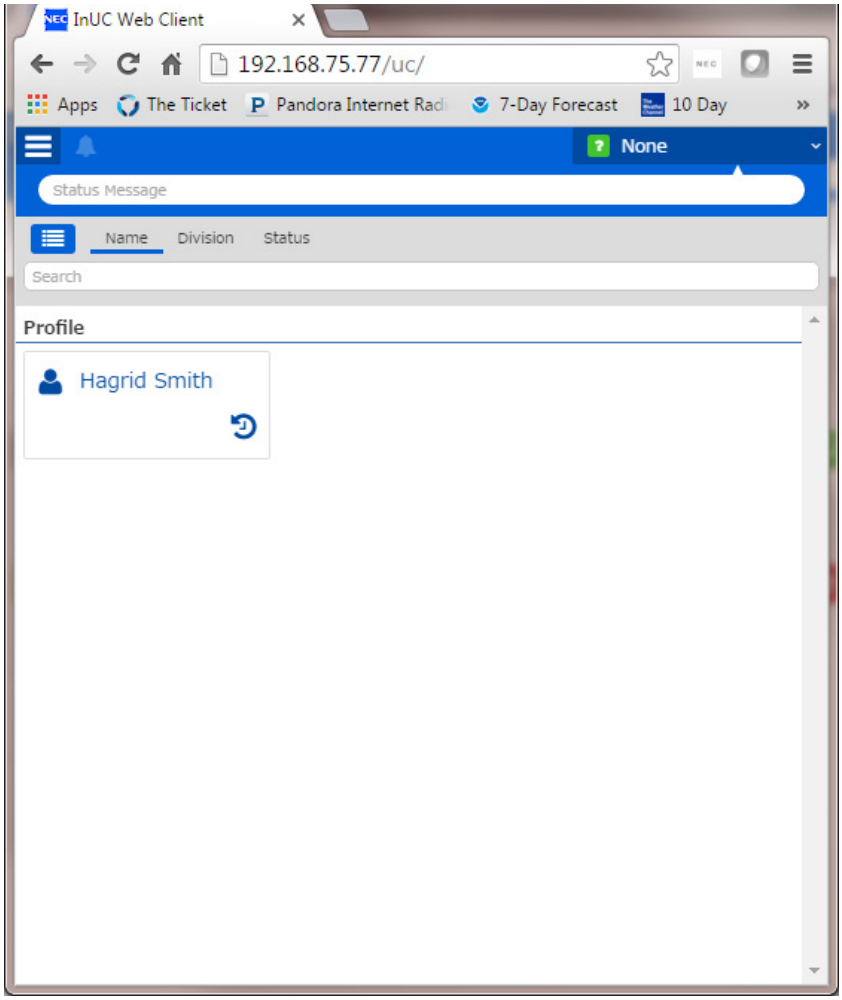
Figure 1 InUC Login Screen



2. Click the **Login** button.

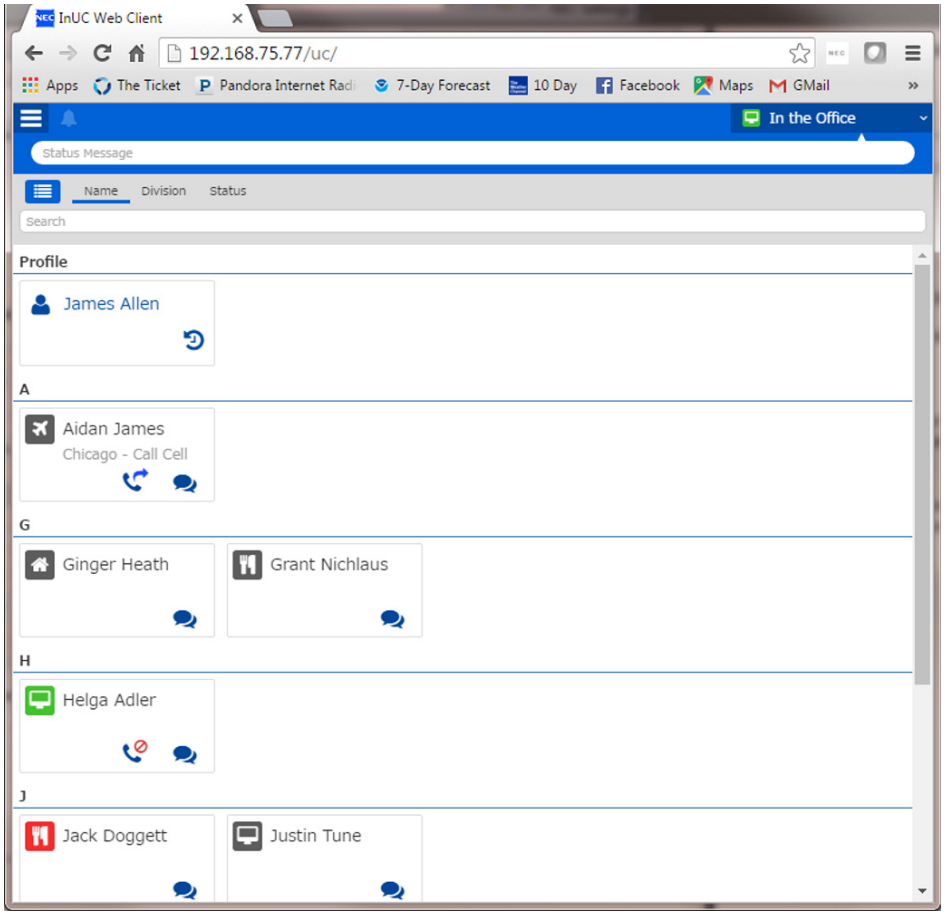
Once login is successful, the Home page is displayed. When logging in for the first time, the home page will only show the logged in user profile.

Figure 2 InUC – Home Page



After you add buddies to your buddy list, your Home page will look similar to the following.

Figure 3 Example of InUC with Buddies Added



Users with Presence icon in color are logged into the InUC Web Client. Users with a gray Presence icon are not logged into the client.

Table 1 Presence List Icons

Icon	Description
	Users that are busy on a phone call will show a **Busy** icon.
	Users that have their phone call forwarded will show a **Call Forward** icon.
	Users that have their phone set for Do not Disturb (DND) will show a **DND** icon.

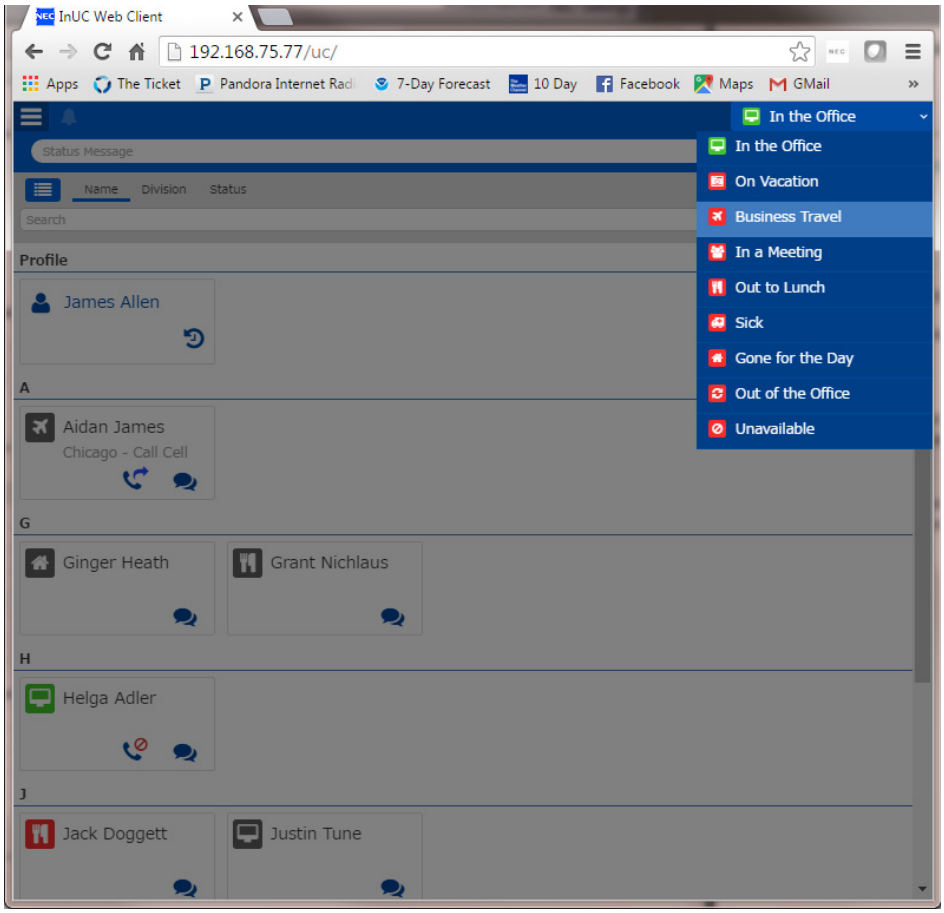
SECTION 4 PRESENCE

Set your Presence so other users can see your presence status in their buddy list. Presence options are In the Office, On Vacation, Business Travel, In a Meeting, Out to Lunch, Sick, Gone for the Day, Out of the Office or Unavailable.

A maximum of five custom presence states can be defined. Program 20-70 is used to assign an icon, color and name to the custom presence states.

Set your Presence by clicking the presence drop down in the top right hand corner.

Figure 4 Presence Menu

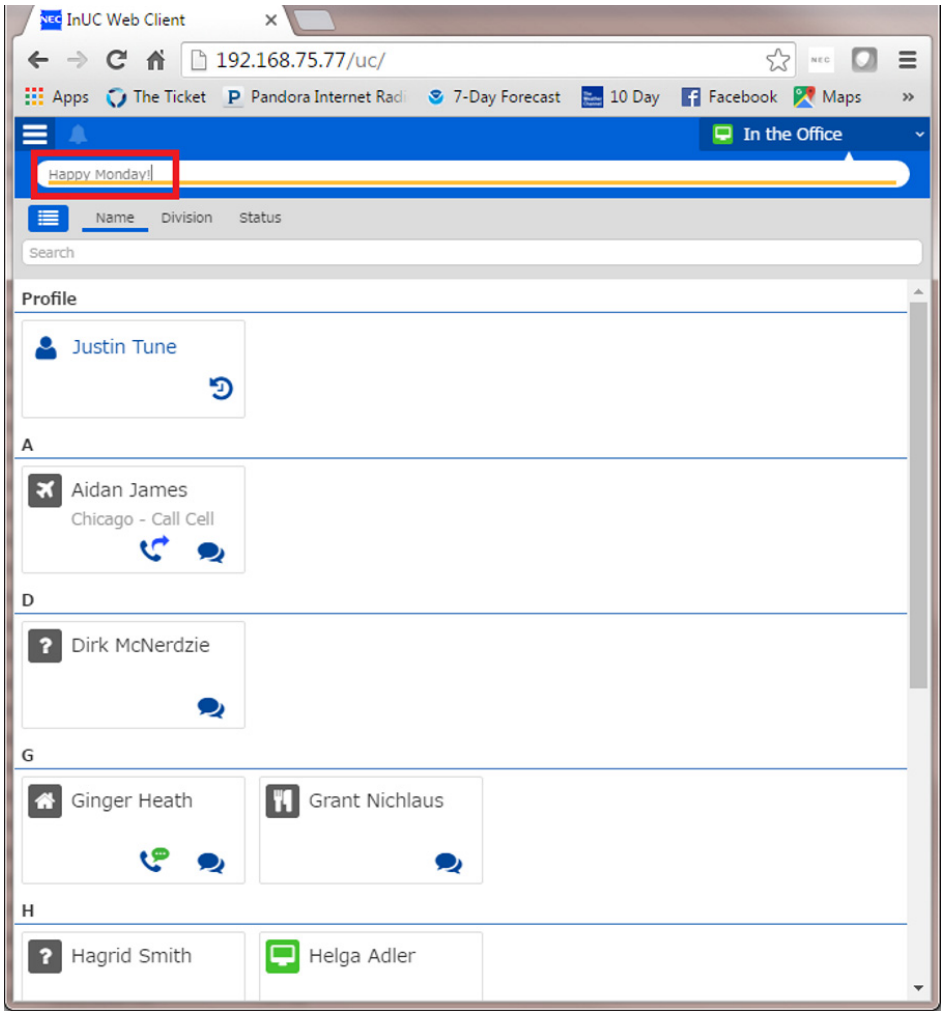


Your Presence status will remain until changed again, even if you log out. If logged out, it will show as gray instead of colored in.

4.1 Status Message

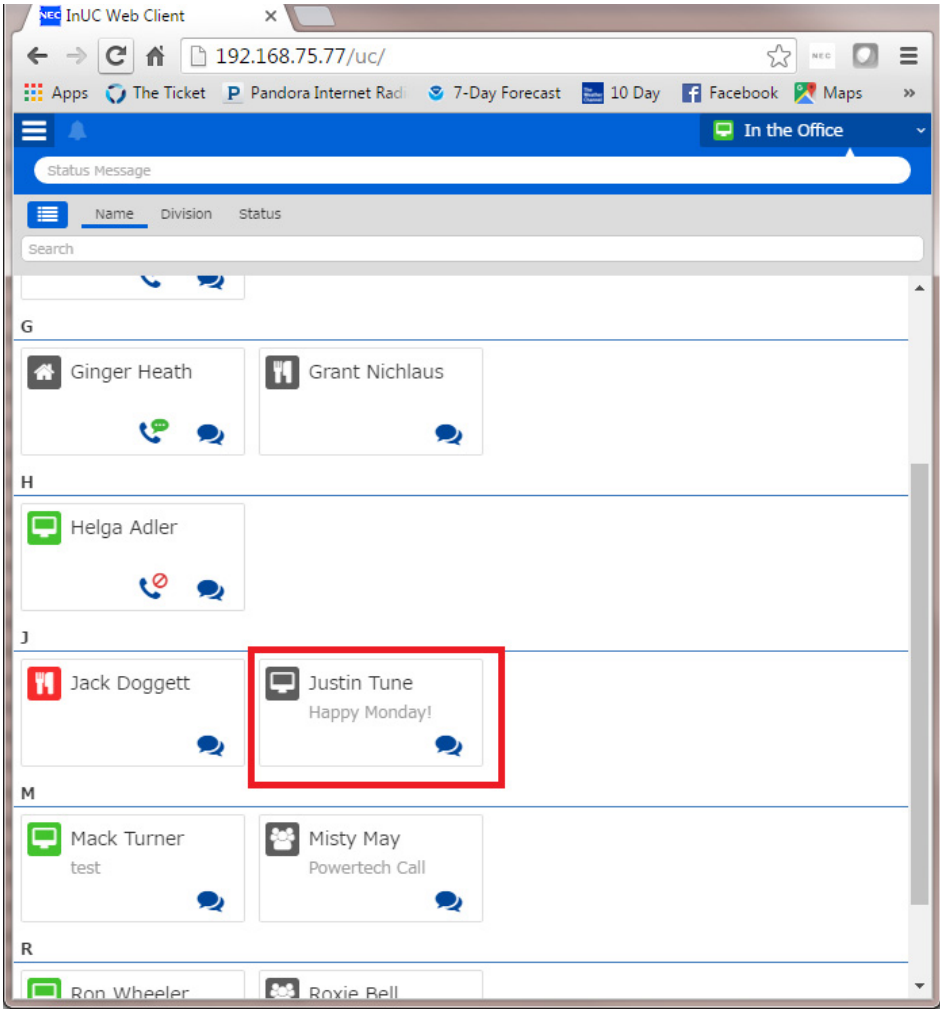
Users can enter a Status Message that other users will see on their buddy list entry. Enter a status in the Status Message field.

Figure 5 Enter Status Message



Other users will now see your status in their buddy list.

Figure 6 Example of Status Message in Buddy List



SECTION 5 INUC WEB CLIENT MENU

5.1 Contact List/Buddy List

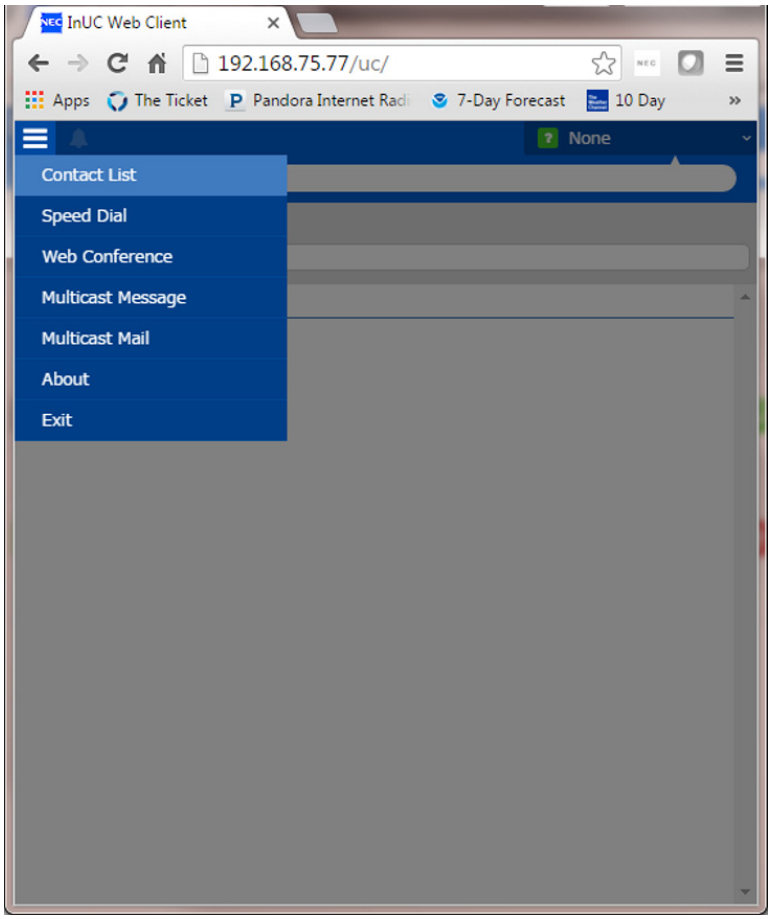
Each user can define a list of buddies that will show up on their Home page. Each buddy entry shows the following information:

- Online or Offline
- BLF Status – Shows Busy, Call Forward and DND icons
- IM Icon – Initiate an IM to a buddy
- Presence Status – Shows if buddy's presence status is set for In the Office, On Vacation, Business Travel, In a Meeting, Out to Lunch, Sick, Gone for the Day, Out of the Office or Unavailable.
- Status Message – Shows the buddy's Status Message if they have one set.

Buddy lists are initially sorted by name. Buddy Lists can also be sorted by a Division/Department defined in system programming or sorted by Presence Status.

1. To view the Contact List or edit your personalized buddy list, choose **Contact List** from the menu in the top left corner of the screen.

Figure 7 InUC Menu – Contact List

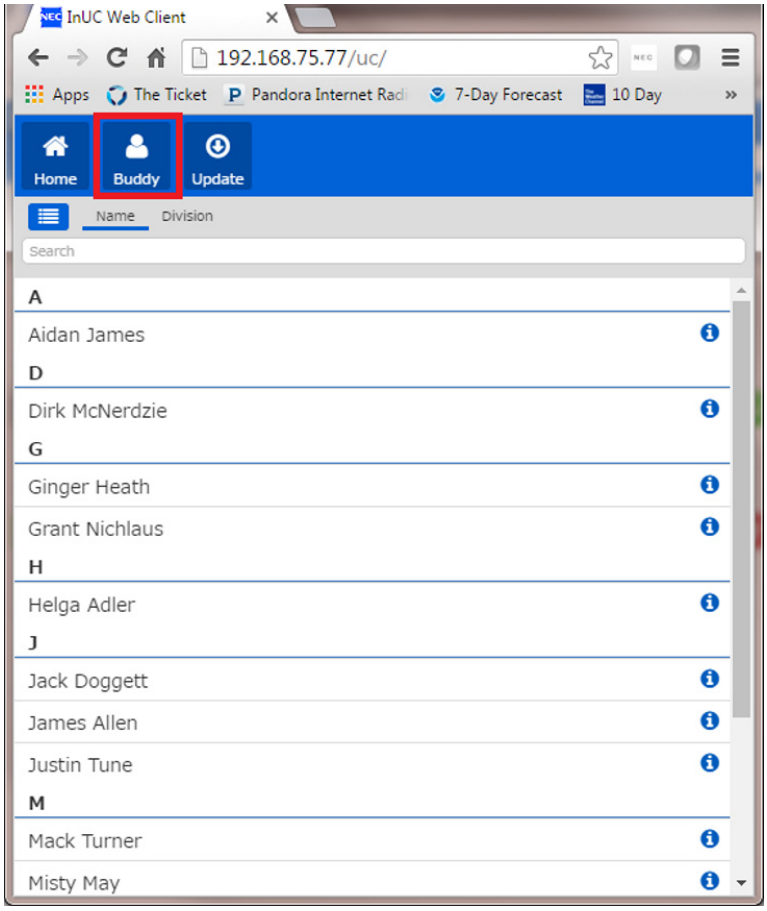


The Contact List is displayed in alphabetical order grouped by letter.

NOTE

Only other InUC users will be displayed in the contact list.

Figure 8 Example of InUC Contact List

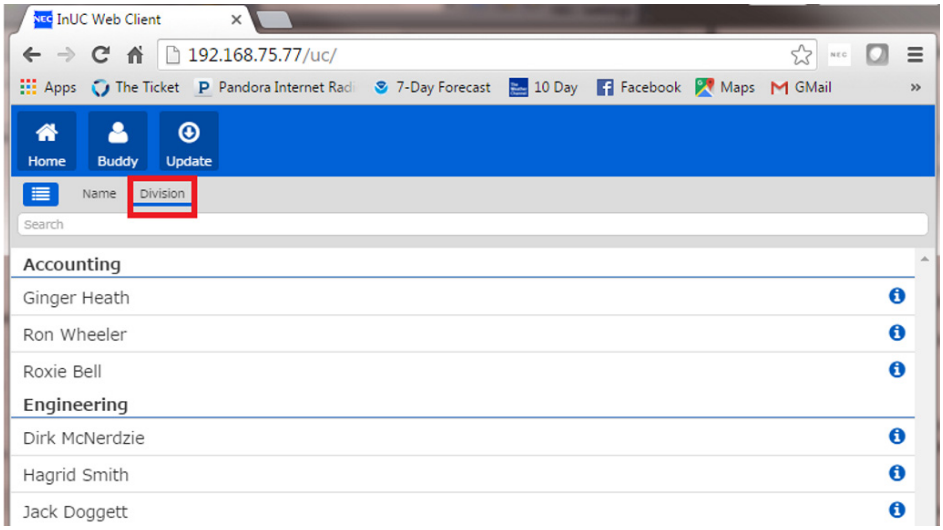


2. To sort the Contact List by Division, click **Division**. The Contact List will sort other In-UC users by Division.

NOTE

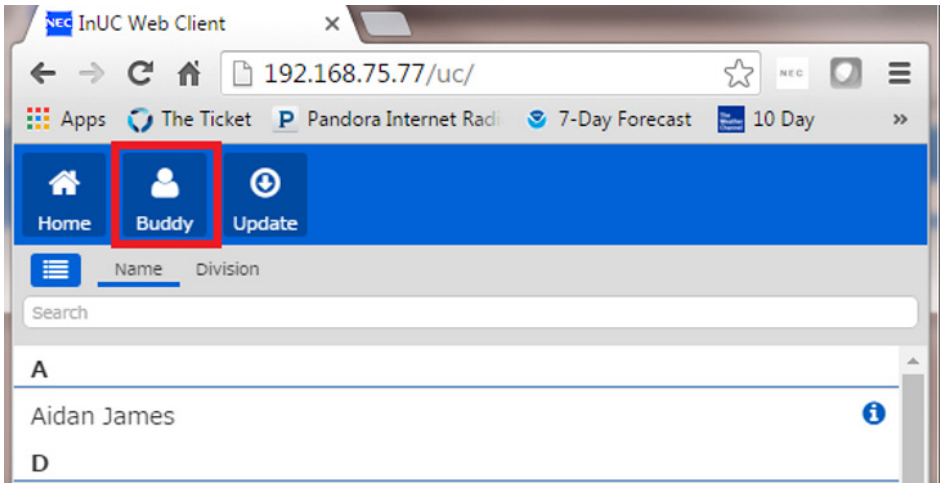
The Division is assigned by the System Administrator.

Figure 9 Sorted by Division



3. To create or edit your Buddy List, click the **Buddy** button.

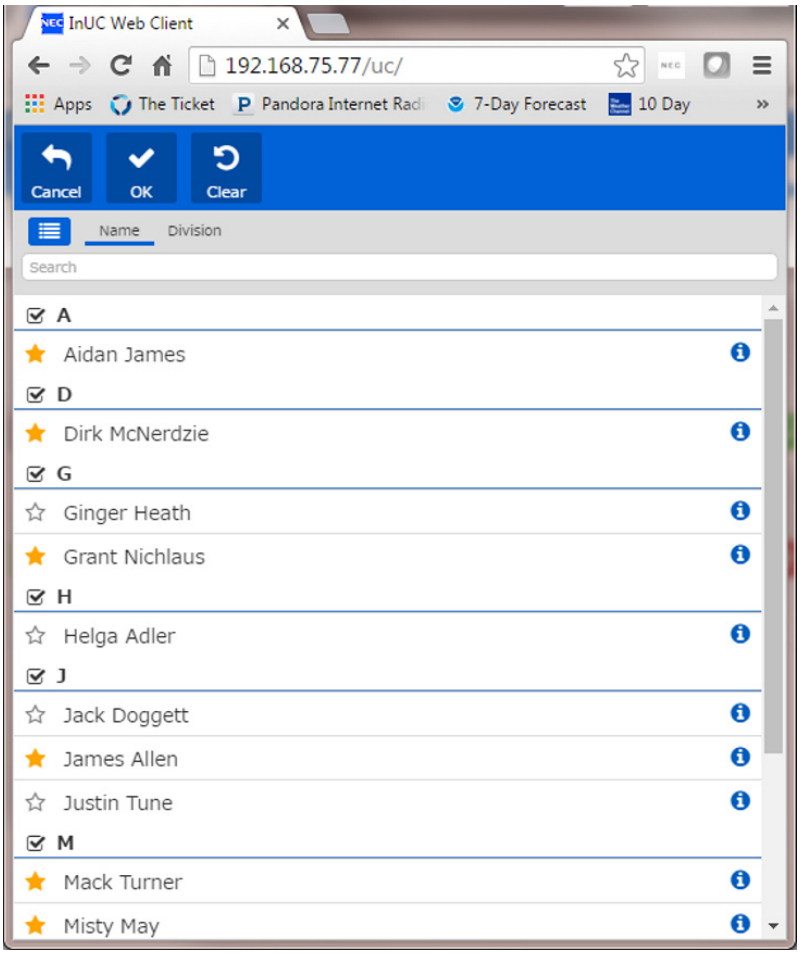
Figure 10 InUC Buddy



4. Click and highlight the **star** next to users you would like to appear in your

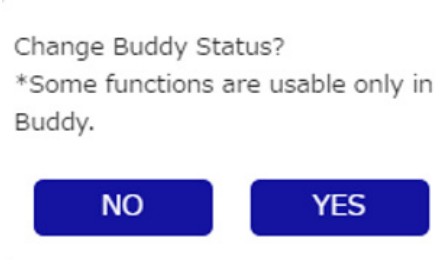
buddy list.

Figure 11 Star in InUC Buddy List



5. Click **OK** when complete or **Clear** to clear the buddy list.

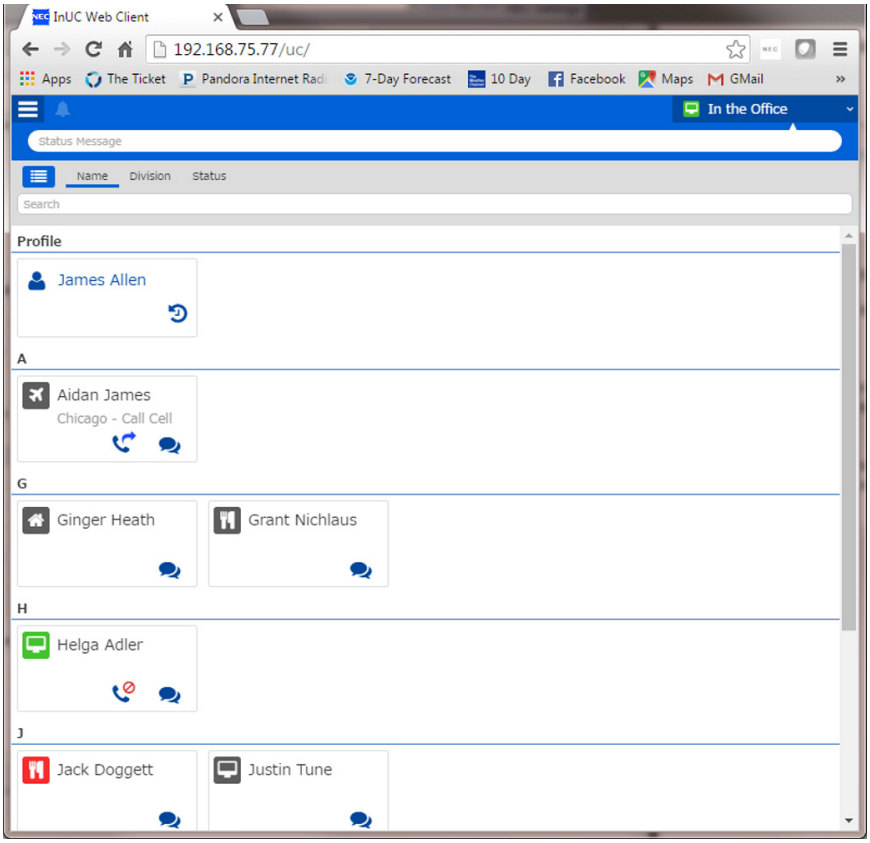
Figure 12 Change Buddy Status Screen



6. From the Change Buddy Status? screen, click on **Yes**.

The Home Page is displayed with the added buddies in the list.

Figure 13 Example of InUC with Buddies Added

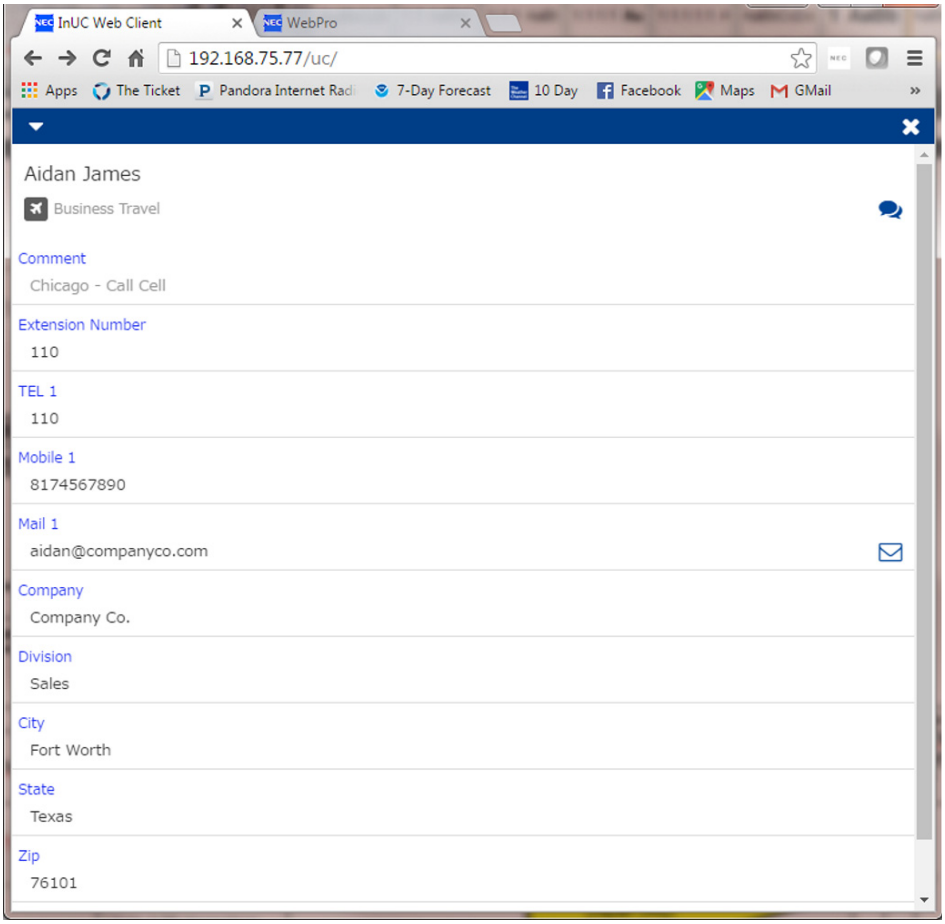


7. Click on the **Presence** Icon or the **Name** of a buddy to display the buddy details.

NOTE

The details are assigned by the System Administrator.

Figure 14 InUC Presence Icon

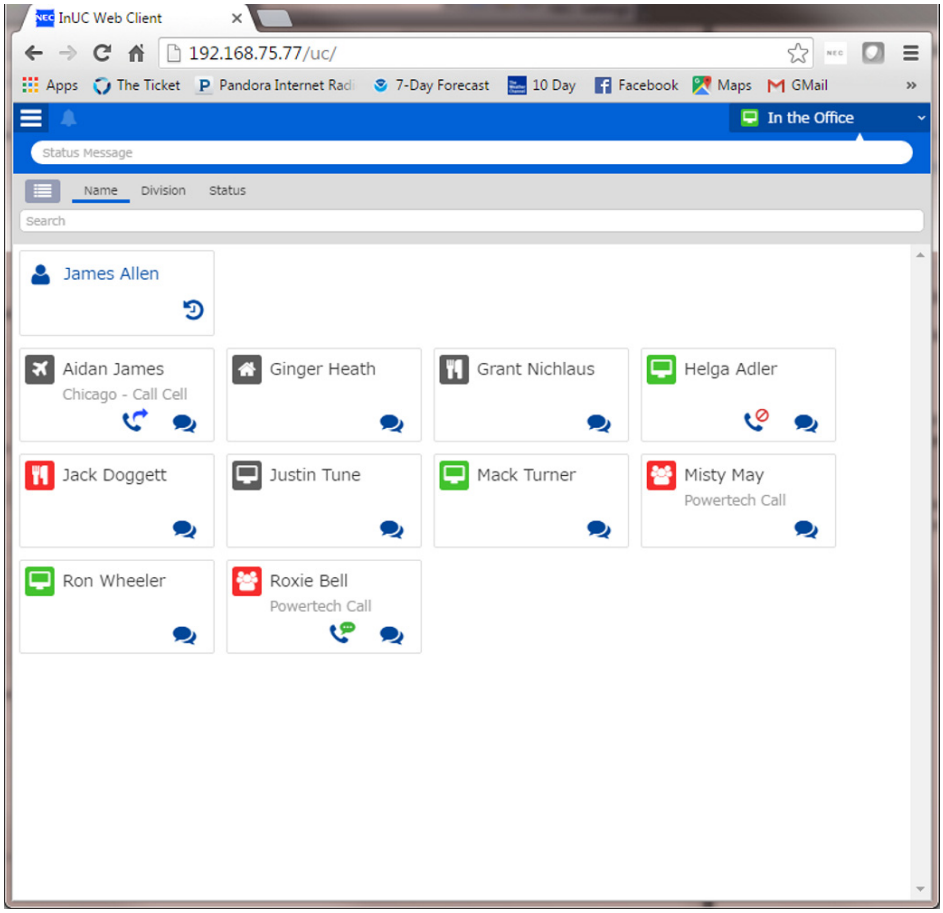


8. Click the **Index** icon to toggle the alphabetical index on or off.

   The home page defaults to alphabetical index On. The image below is an

example of the alphabetical index off.

Figure 15 Example of Alphabetical Index Off



The home page can be sorted by Division or by Presence status.

Figure 16 Sorted by Division

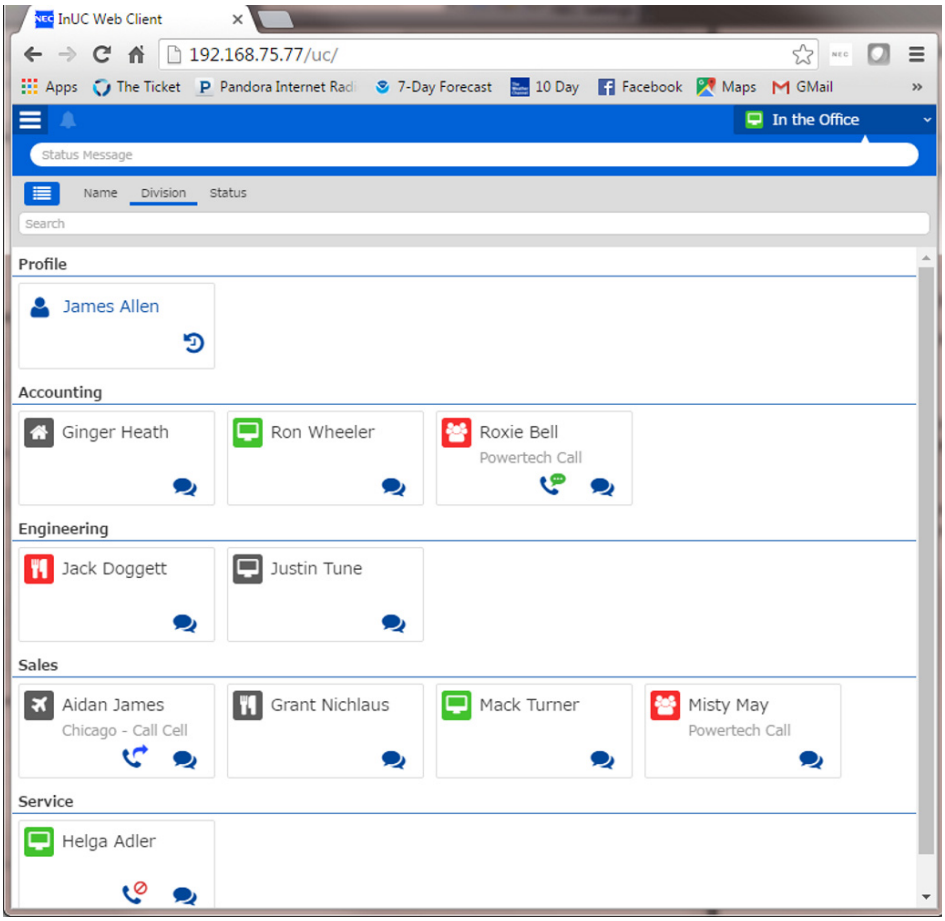
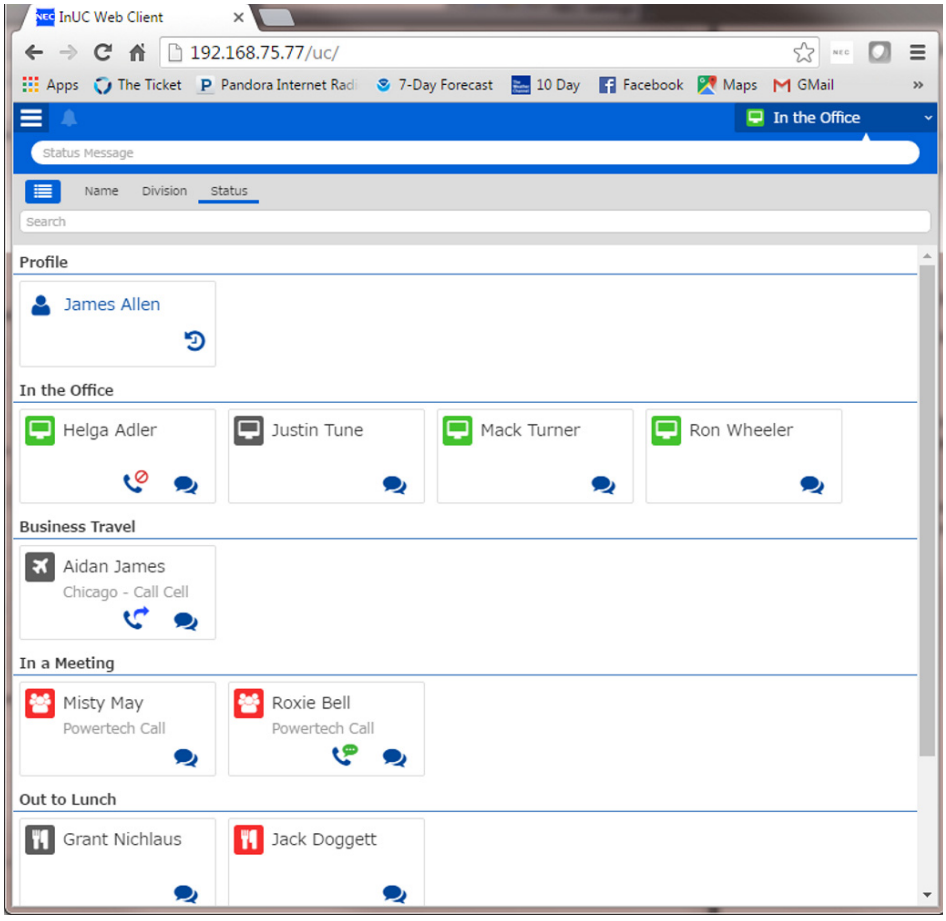
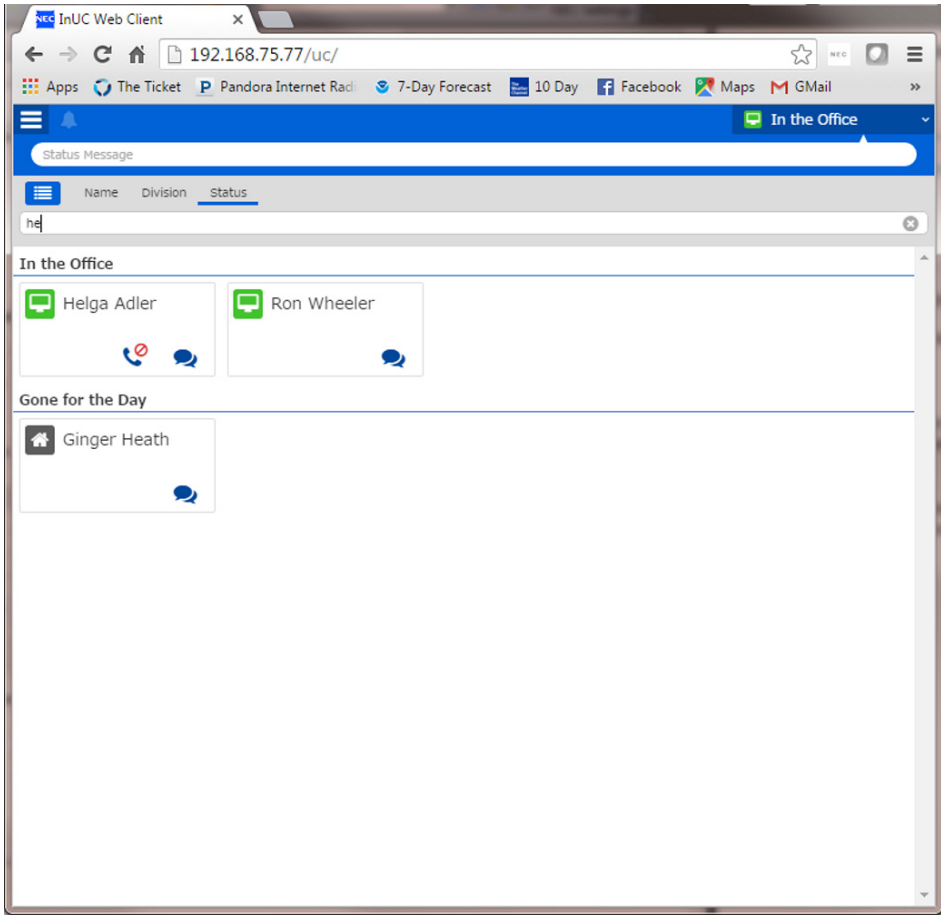


Figure 17 Sorted by Presence Status



Search the buddy list by entering characters in the search field. The buddy list will shrink to include only matching entries.

Figure 18 Search Buddy List

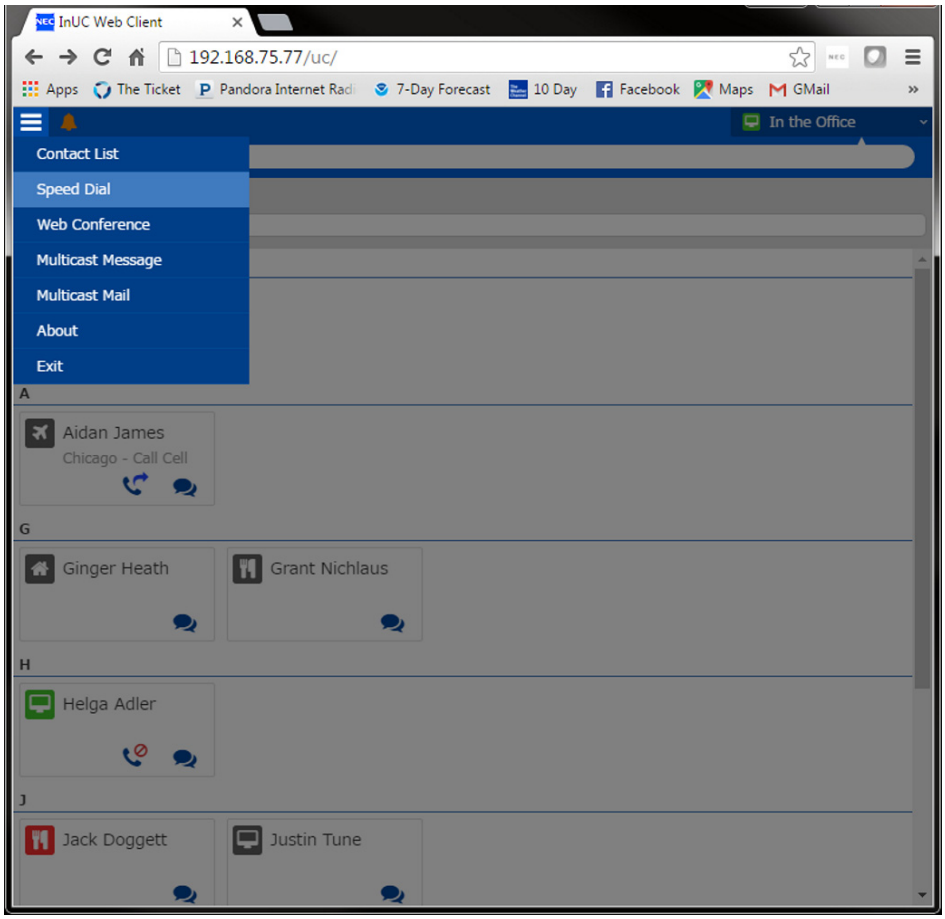


5.2 Speed Dial

The InUC Web Client lists the Speed Dial names and numbers defined in system programming. The Speed Dial list can be sorted alphabetically or by the Speed Dial index.

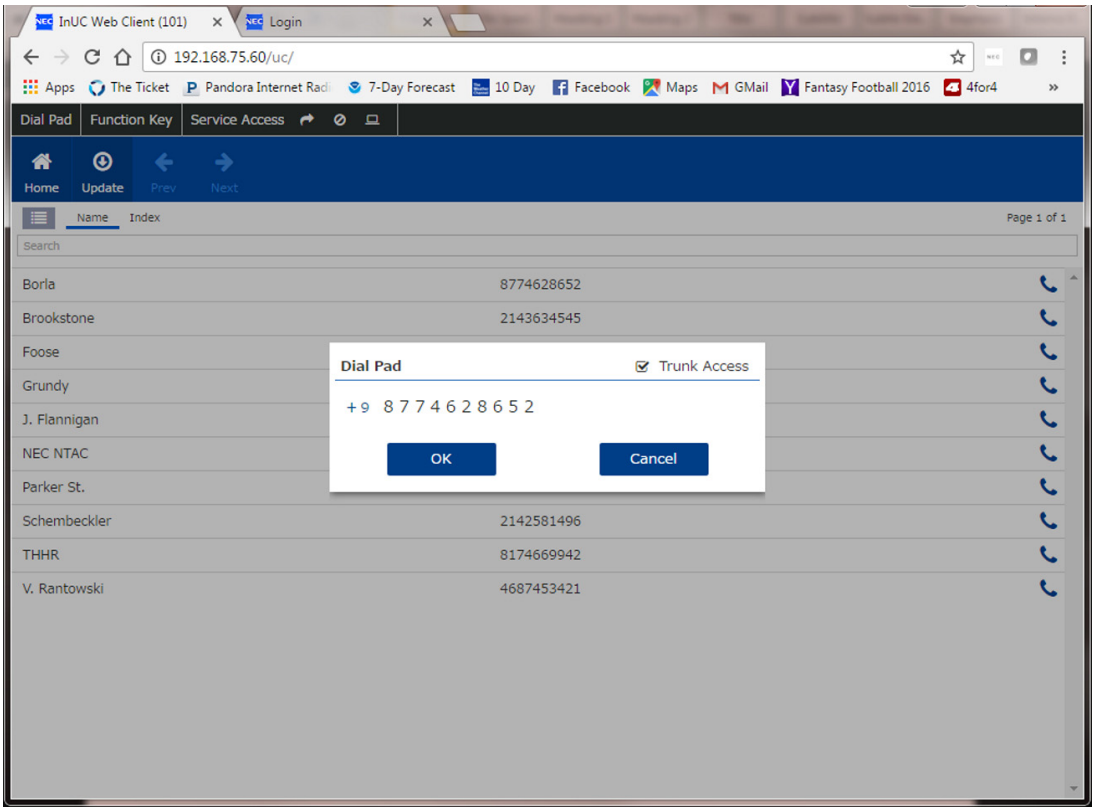
1. To view the Speed Dial list, choose **Speed Dial** from the menu in the top left corner of the screen.

Figure 19 InUC Menu – Speed Dial



The Speed Dial list is displayed.

Figure 20 Speed Dial List



2. To place a call to a number in the Speed Dial list, click the **Phone** icon for the desired number. The Dial Pad window is displayed.

NOTE *If the number is an external number, check the Trunk Access box.*

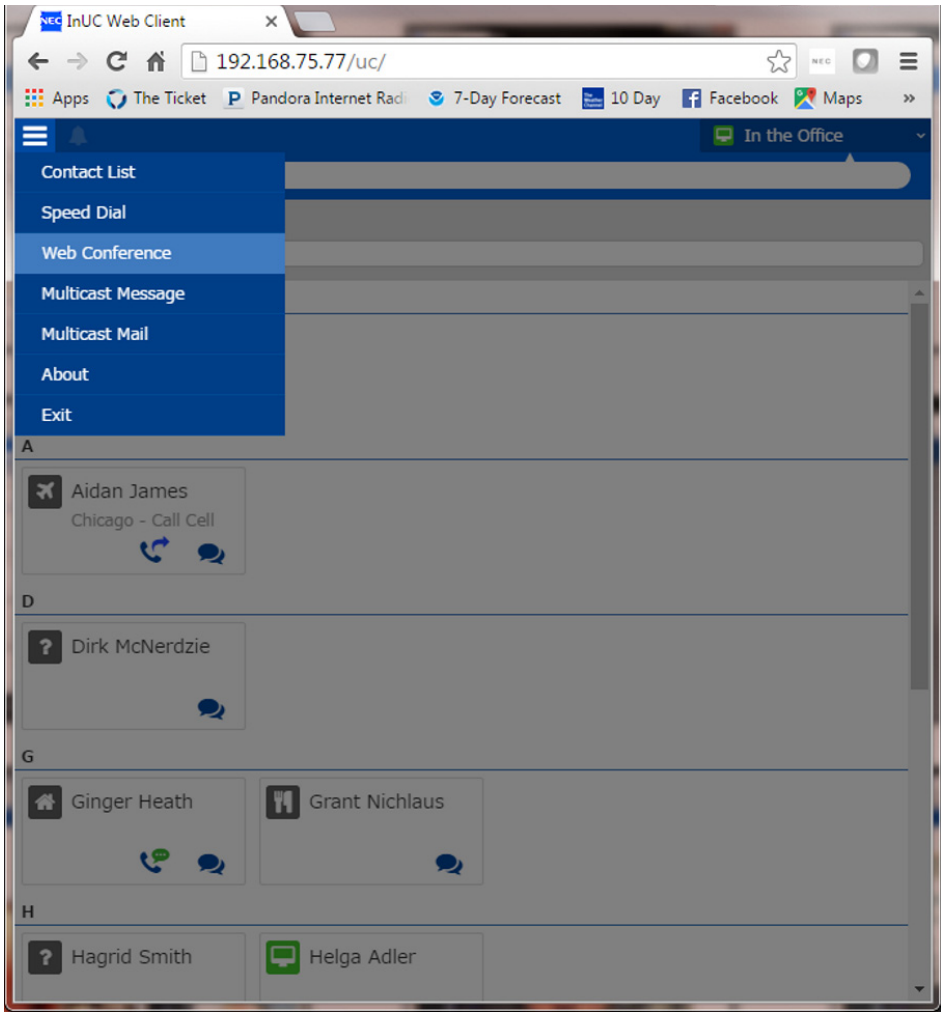
3. Select **OK** to place the call.

5.3 Web Conference

The InUC Client gives you the ability to have video conference with a maximum of seven other users. The SL2100 supports up to four Web Conferences with up to eight parties each.

1. To set up a Web Conference, choose **Web Conference** from the menu in the top left corner of the screen.

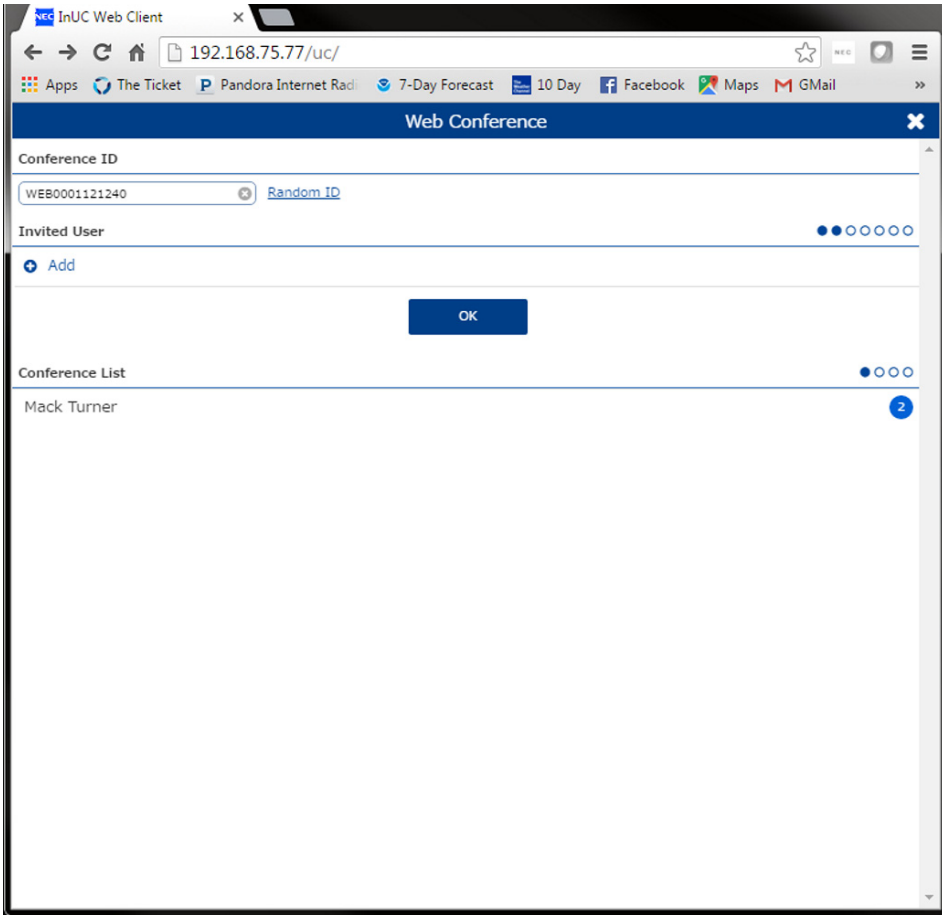
Figure 21 InUC Menu – Web Conference



2. The Web Conference window appears. Use the random Conference ID or

give the conference a name of your choosing.

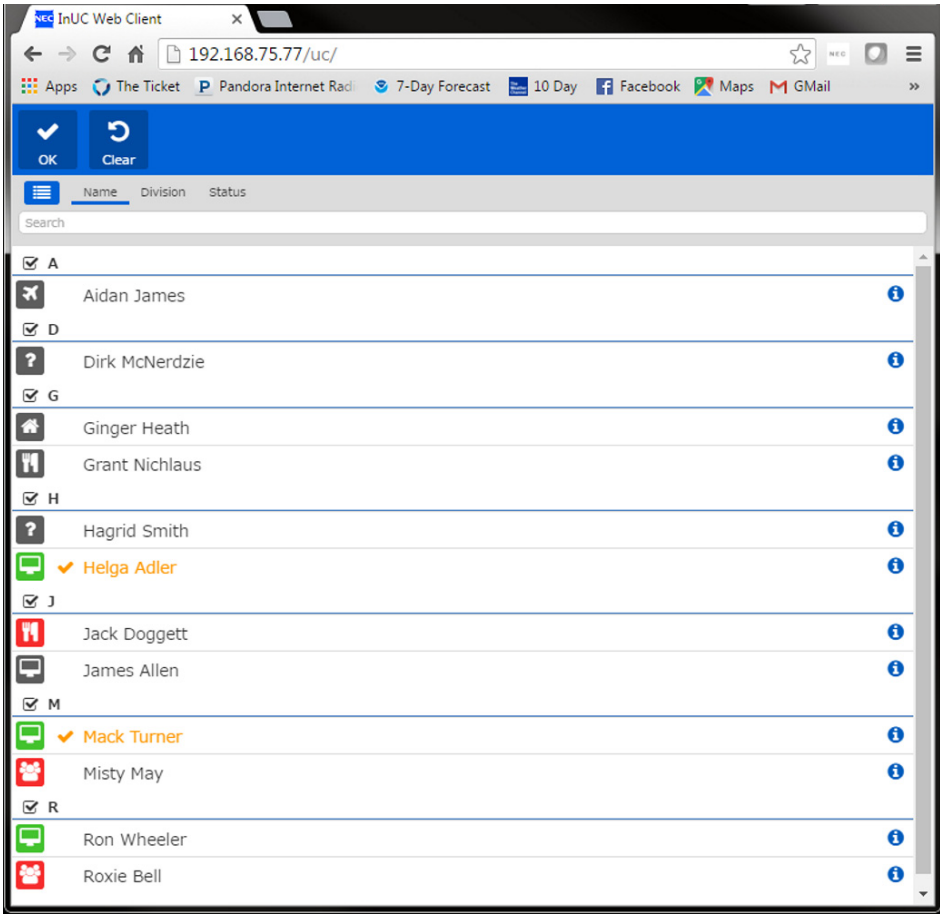
Figure 22 Web Conference Screen



3. Click **Add** to invite up to seven parties to the Web Video Conference.
4. Select the users you wish to add. A check mark is displayed next to users

you have selected.

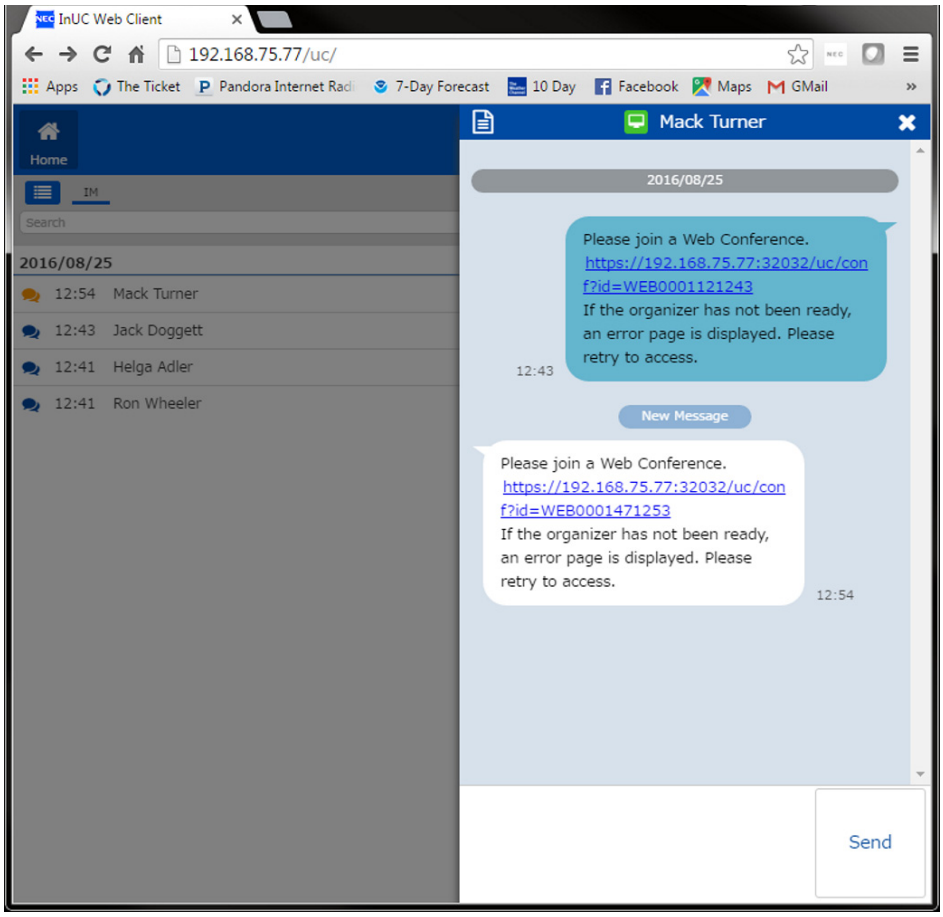
Figure 23 Web Conference – Add Users



5. Click **OK** when complete or **Clear** to clear selected invitees.

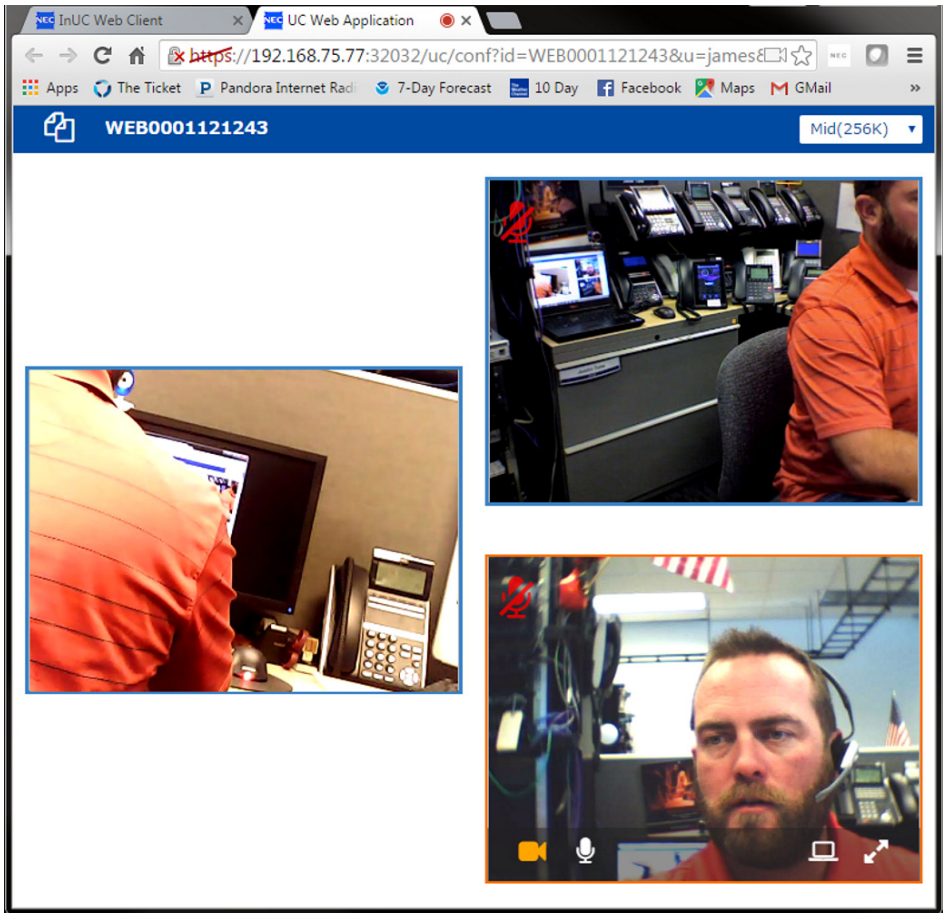
An invitation will be sent to the invited parties in the form of an Instant Message containing a hyperlink URL for your Web Conference.

Figure 24 Web Conference Invitation



Clicking the hyperlink will open the Web Conference in a new browser window. The Web Conference window will show the video widow for yourself and each other party in the Web Conference.

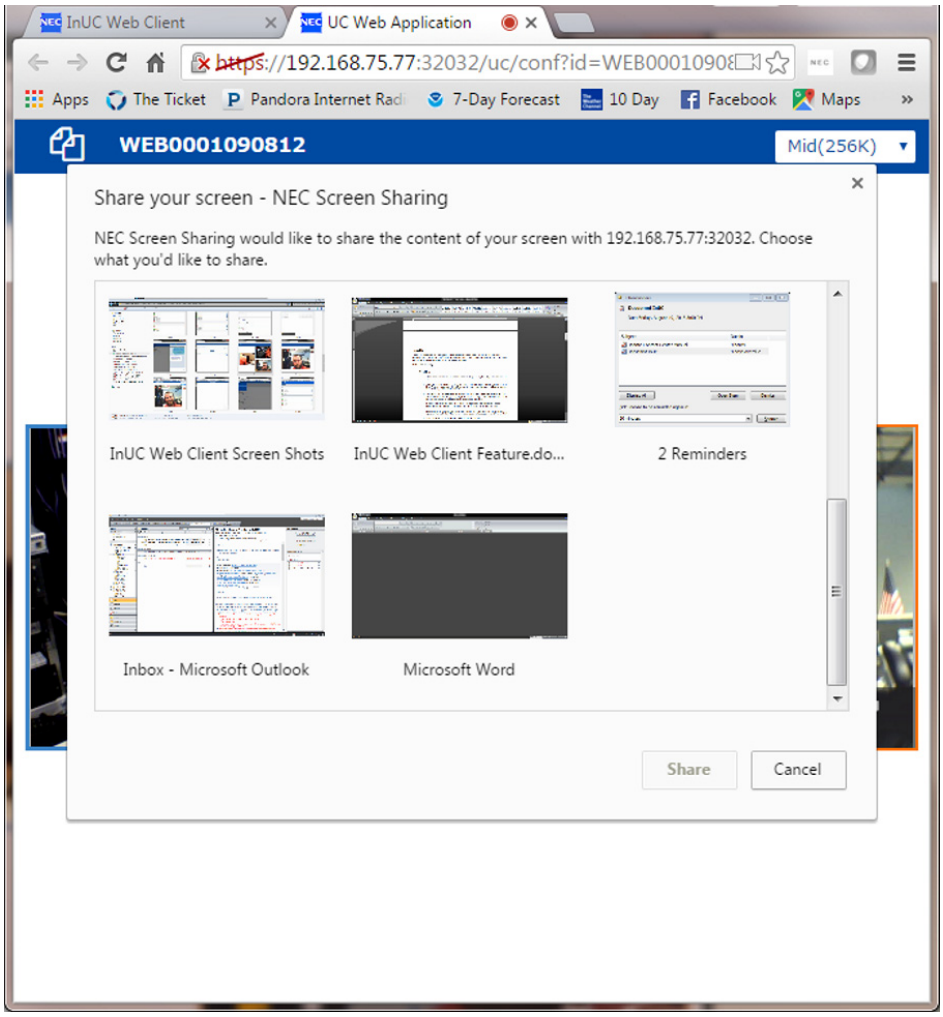
Figure 25 Open Web Conference



6. Click the **Microphone** icon to mute and un-mute your audio stream.
7. Click the **Camera** icon to start and stop your video stream.
8. Click the **PC** icon to share an open application.
9. The Share your screen – NEC Screen Sharing window is displayed. Choose

the window you wish to share and click **Share**.

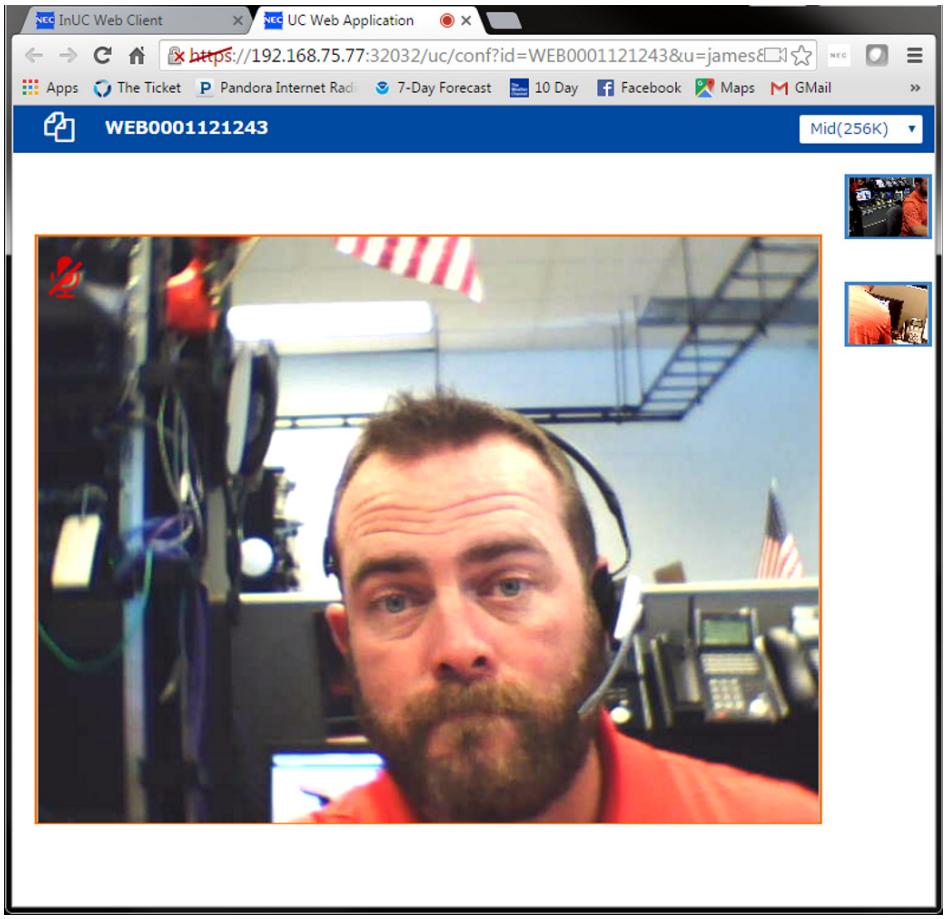
Figure 26 NEC Screen Sharing



10. Click the arrows to make the selected video window the larger window in the

view.

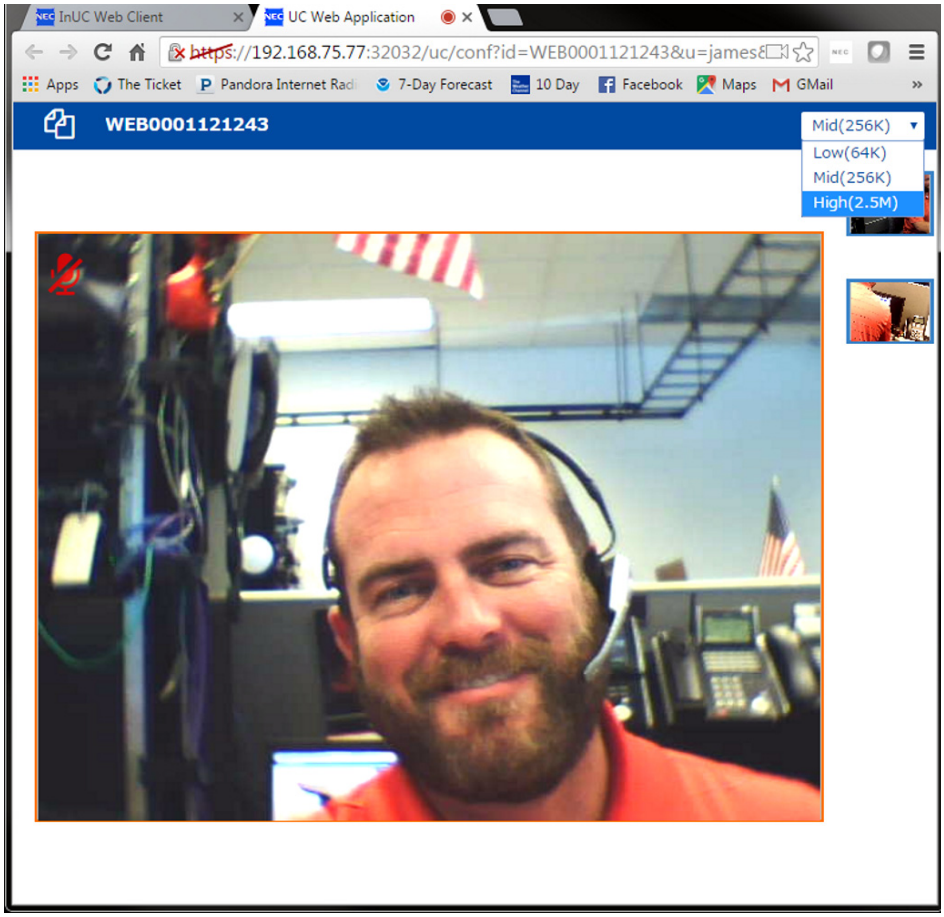
Figure 27 Web Conference – Larger Video Display



11. From the drop down menu in the upper right corner, adjust the video

resolution.

Figure 28 Web Conference – Adjust Video Resolution



5.4 Instant Message

Users can send an instant message to one or more InUC Web Client users. Instant messages can be sent from the buddy list or in a Multicast Message. Instant Messages include a date and time stamp.

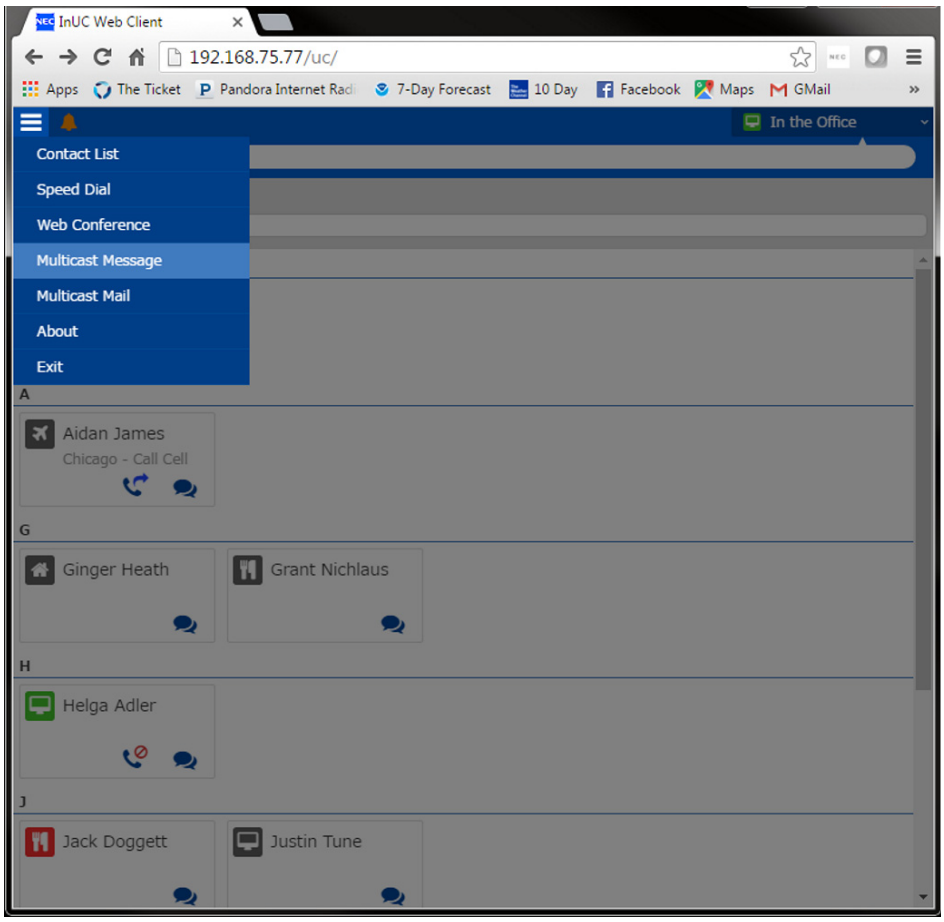
When a user logs out of the InUC Web Client, the messages are not saved, but a user can save them to a text file.

Instant Message for the InUC Web Client is a one to one or one to many relationship. It is not a many to many relationship. For example, if a users sends an instant message to three users, when they reply, only the user that sent the original message receives the reply, not all three other users.

5.4.1 Send an Instant Message to Multiple Users (Multicast)

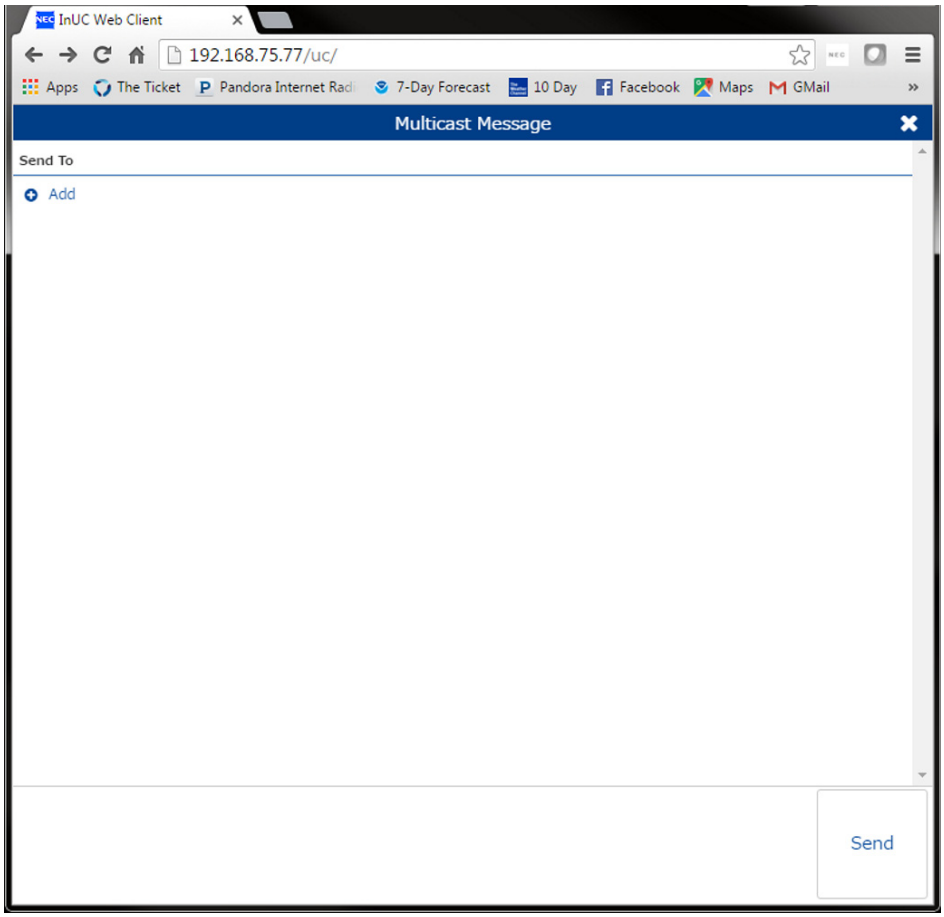
1. To send an Instant Message to a group, choose the **Multicast Message** option from the menu in the top left corner of the screen.

Figure 29 InUC Menu – Multicast Message



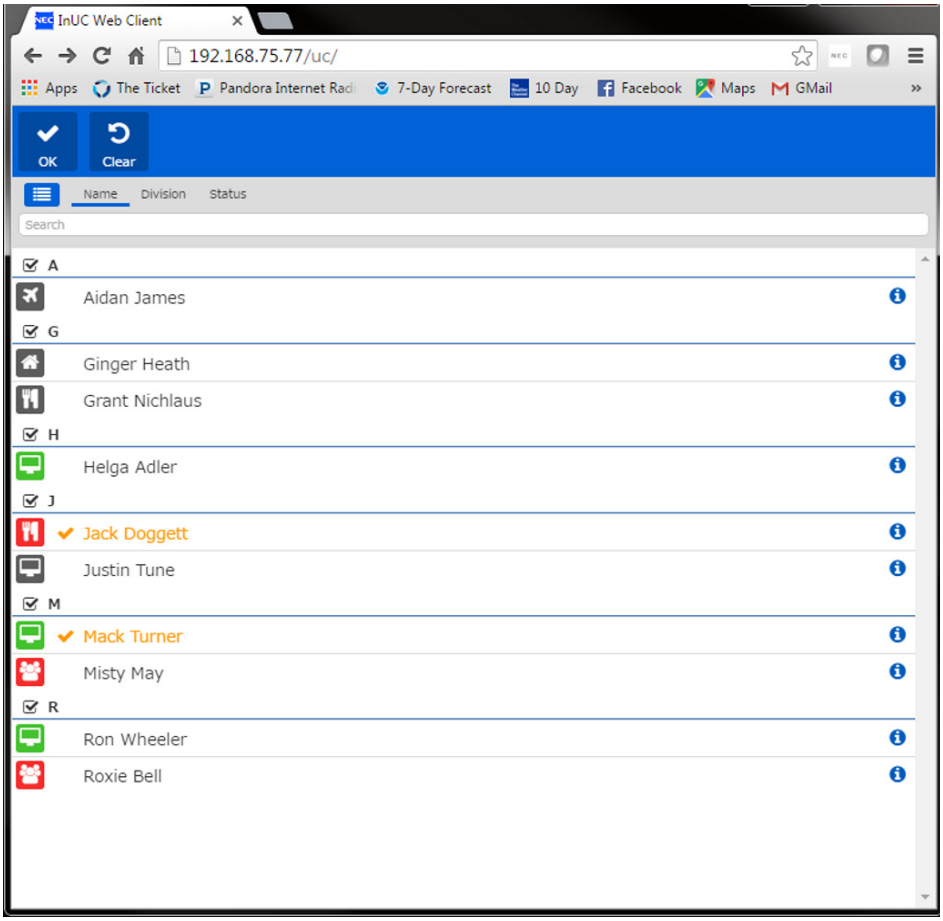
2. Select **Add** in the Multicast Message window.

Figure 30 Multicast Message Screen



3. Select the users you wish to send the instant message to.

Figure 31 Multicast Message – Users Added

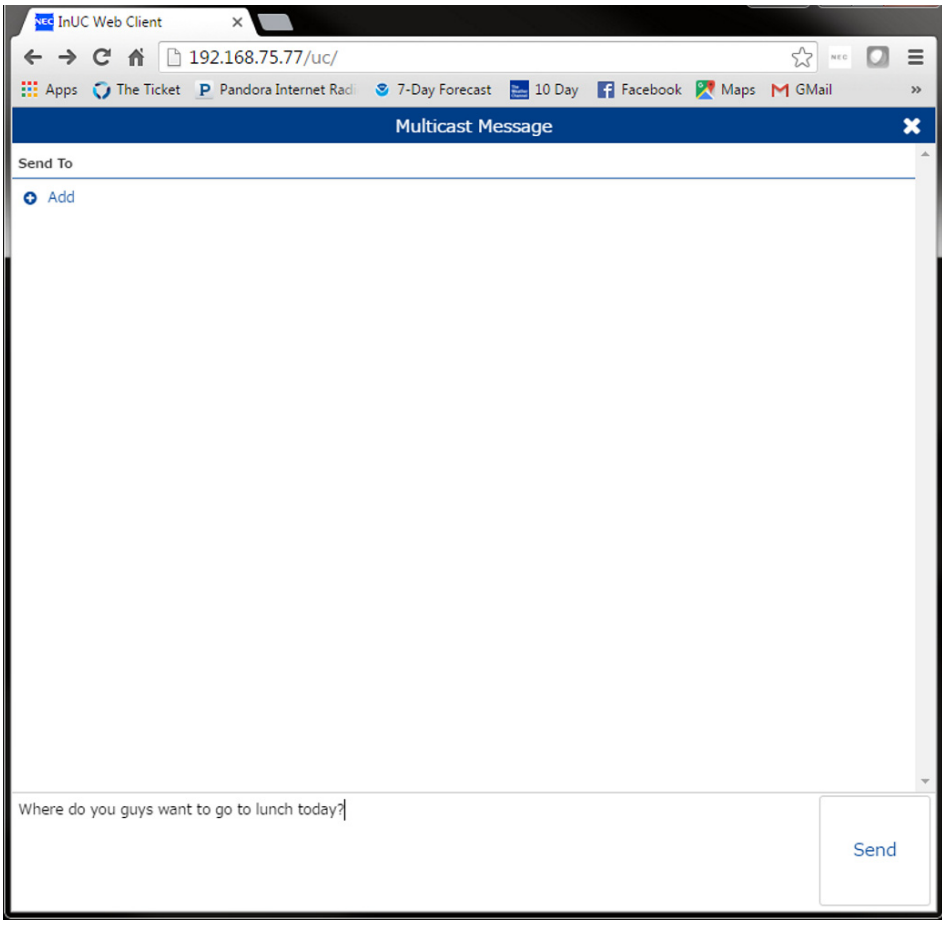


4. Click **OK** when complete.

5. Type the message and click **Send** to send the message. The Enter key will not send the message but will do a carriage return.

   To Send the message by the keyboard, press the **Tab** key then **Enter** to send the message.

Figure 32 Send Message – Multicast



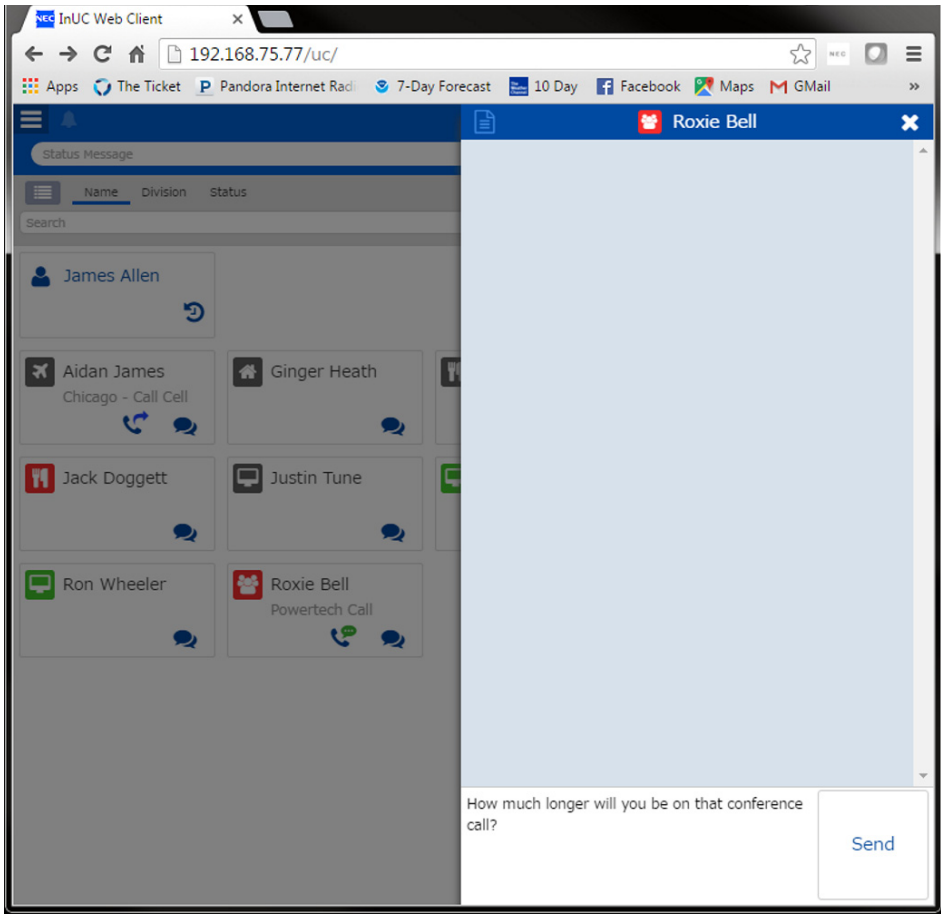
5.4.2 Send an Instant Message to a Single User

1. To send an Instant Message to an individual, click the **IM** icon on their buddy list entry.

2. Type the message and click **Send** to send the message. The Enter key will not send the message but will do a carriage return.

   To Send the message by the keyboard, press the **Tab** key then **Enter** to send the message.

Figure 33 Send Message – Single User



Each user receives a notification of the incoming Instant Message.

Figure 34 Message Notification

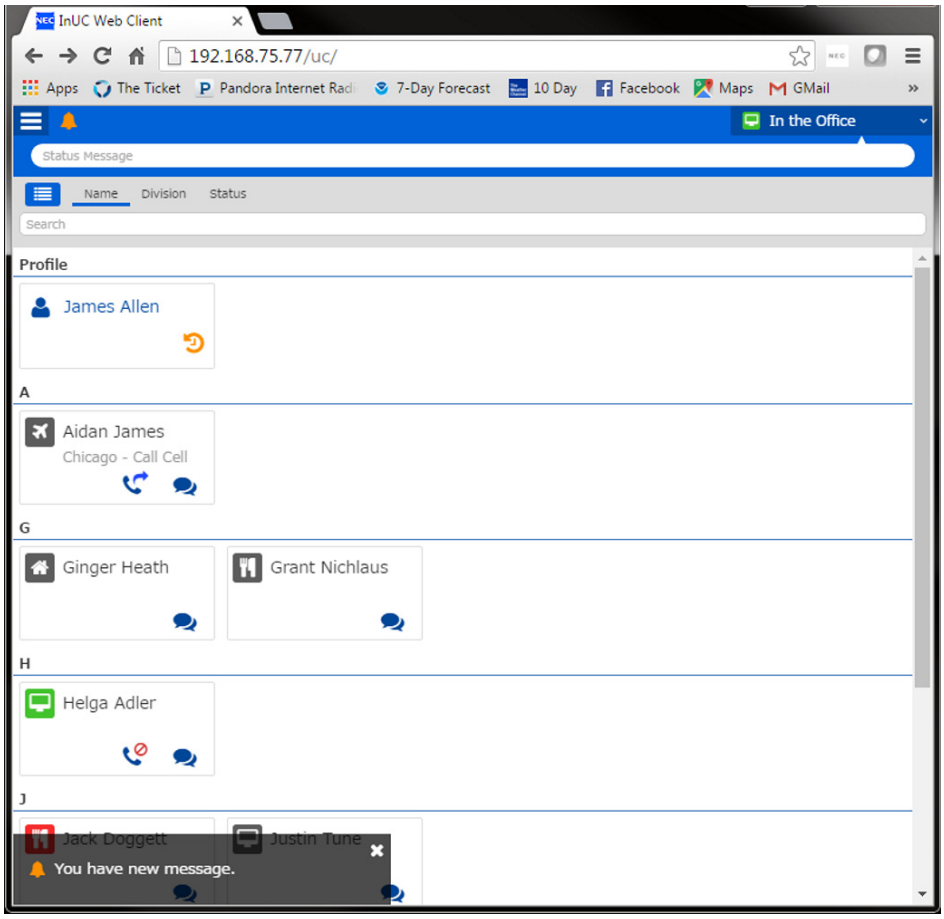
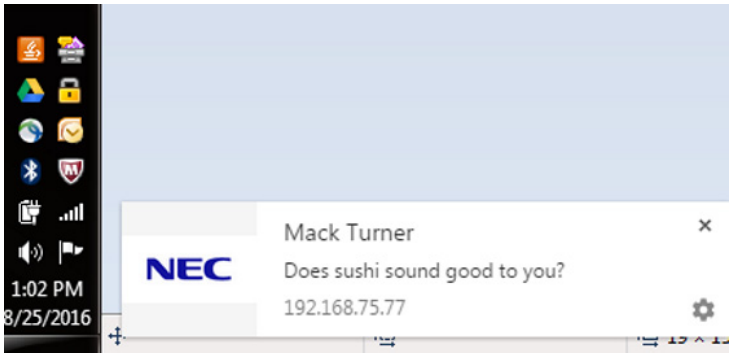
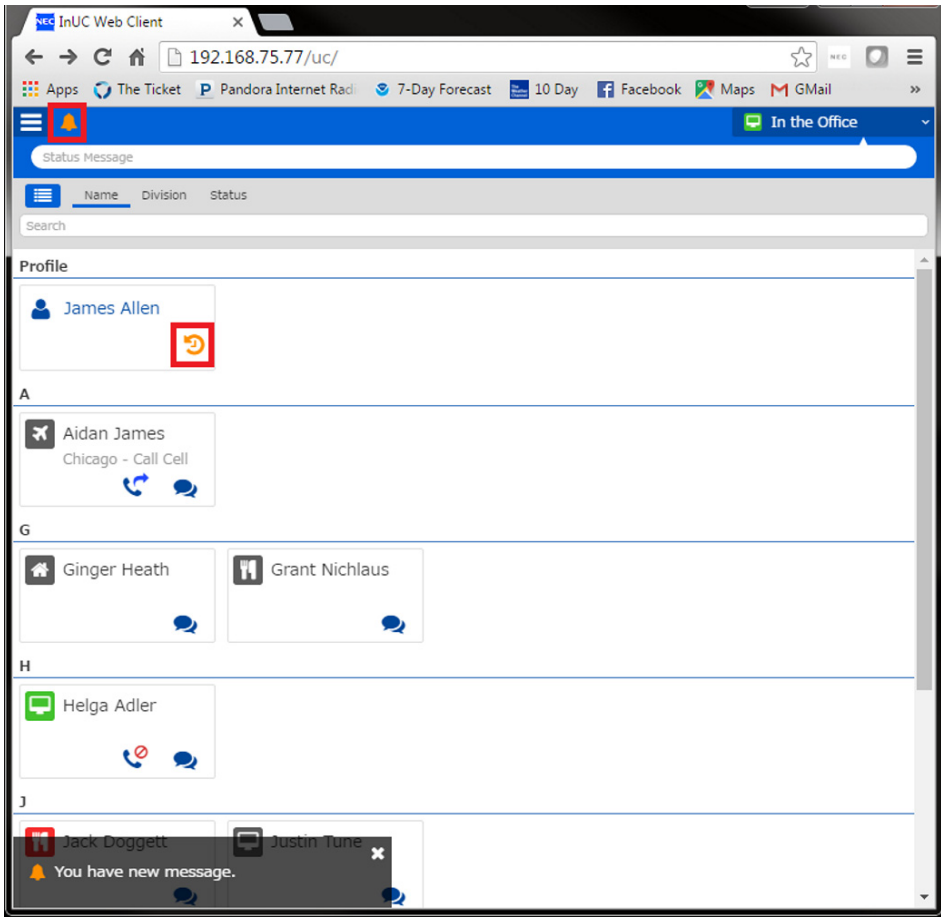


Figure 35 Incoming Instant Message



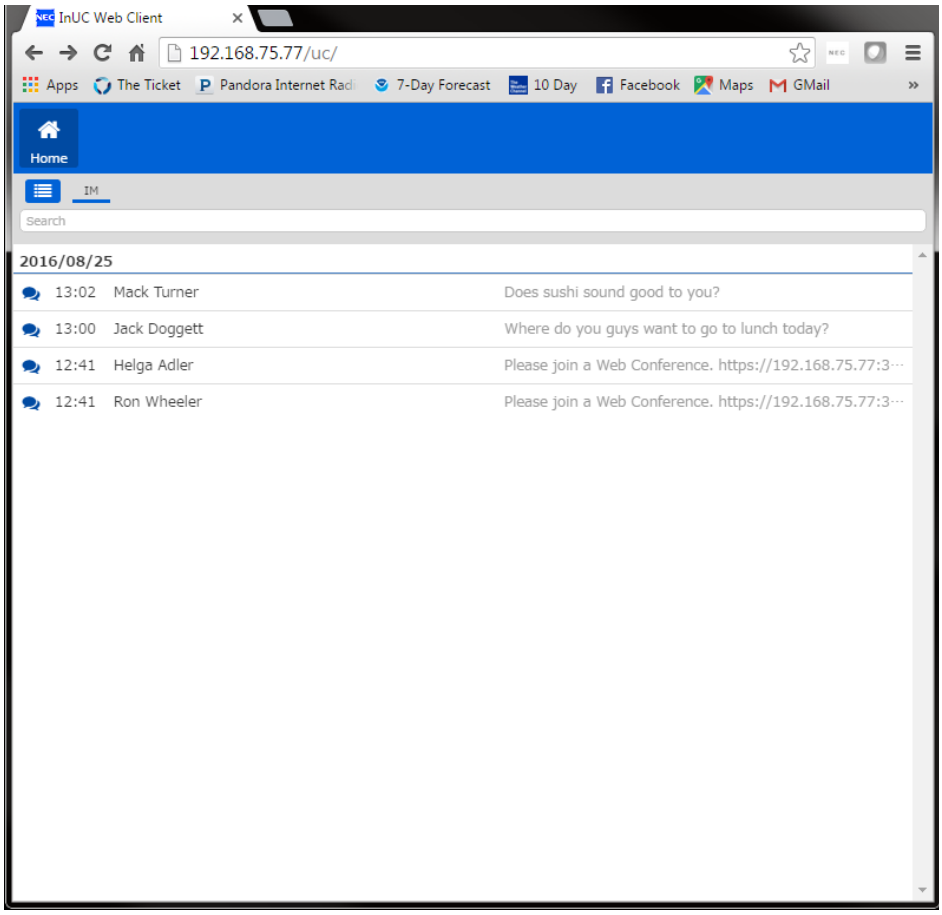
3. Click the **yellow notification** on the top left of the window, or the **History** icon next to your profile. These icons are gray and will turn yellow when a new Instant Message is received.

Figure 36 Instant Message Notification



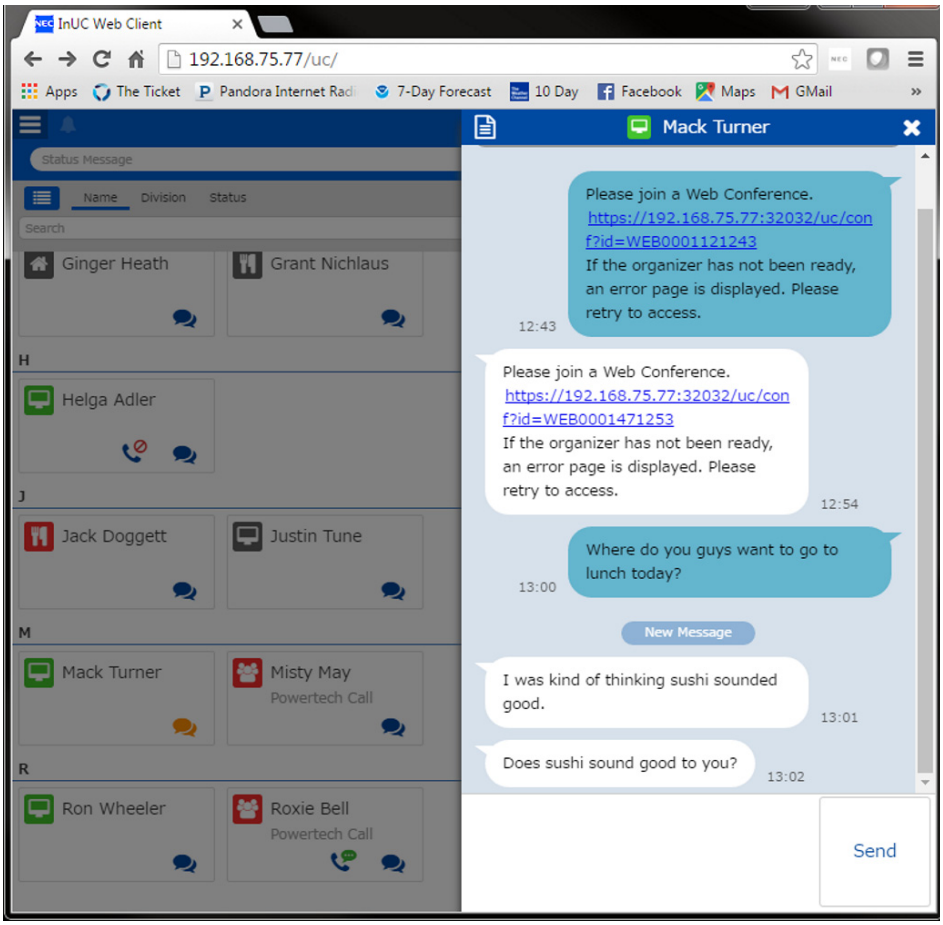
4. The Instant message list is displayed. Click on the message you wish to view.

Figure 37 Instant Message List



The instant message window opens with the message history.

Figure 38 Instant Message – New Message



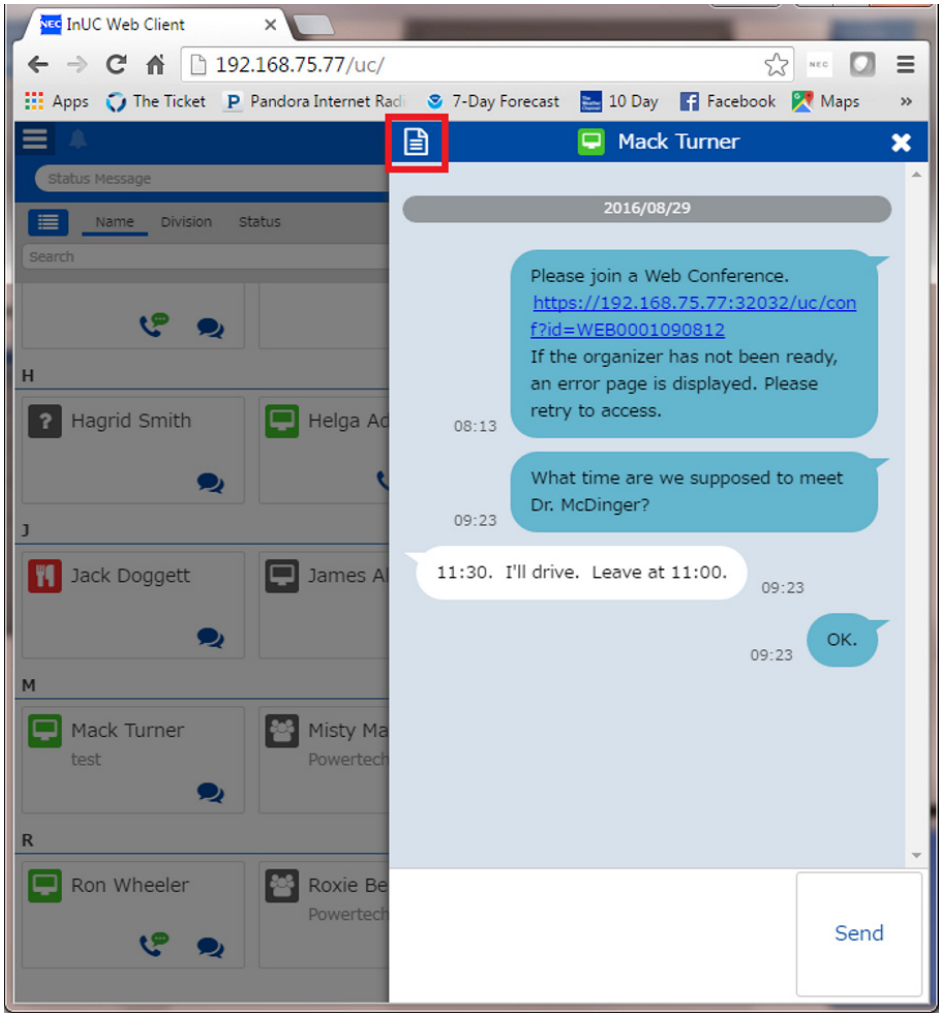
5. Compose a message and click **Send**.

5.4.3 Save an Instant Message to Text File

Users can archive their Instant Messages to a text file.

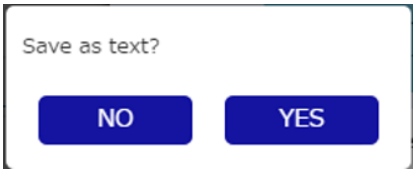
1. Click the **Save to Text** icon in the top left corner of the IM window.

Figure 39 Save to Text Icon



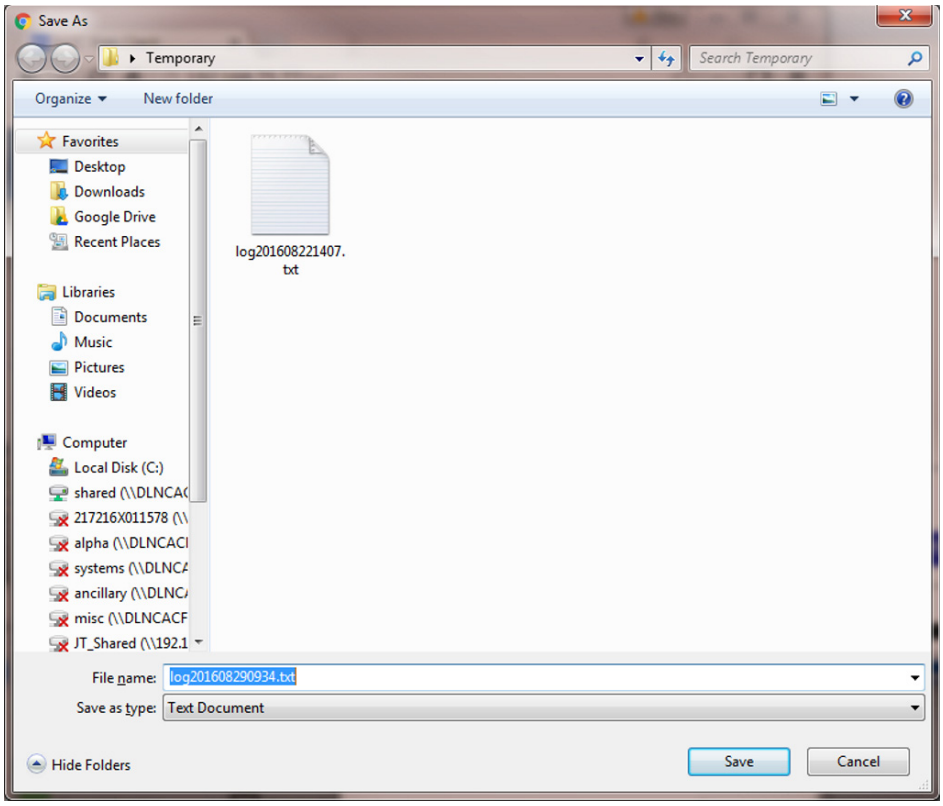
2. From the Save as text? window, select **Yes**.

Figure 40 Save as Text? Window



3. The file will default to logXXXXXXXXXXXX.txt where the X's are the time stamp it was saved. If desired, rename this to a different file name and press **Save**.

Figure 41 Save as Screen



5.5 Email

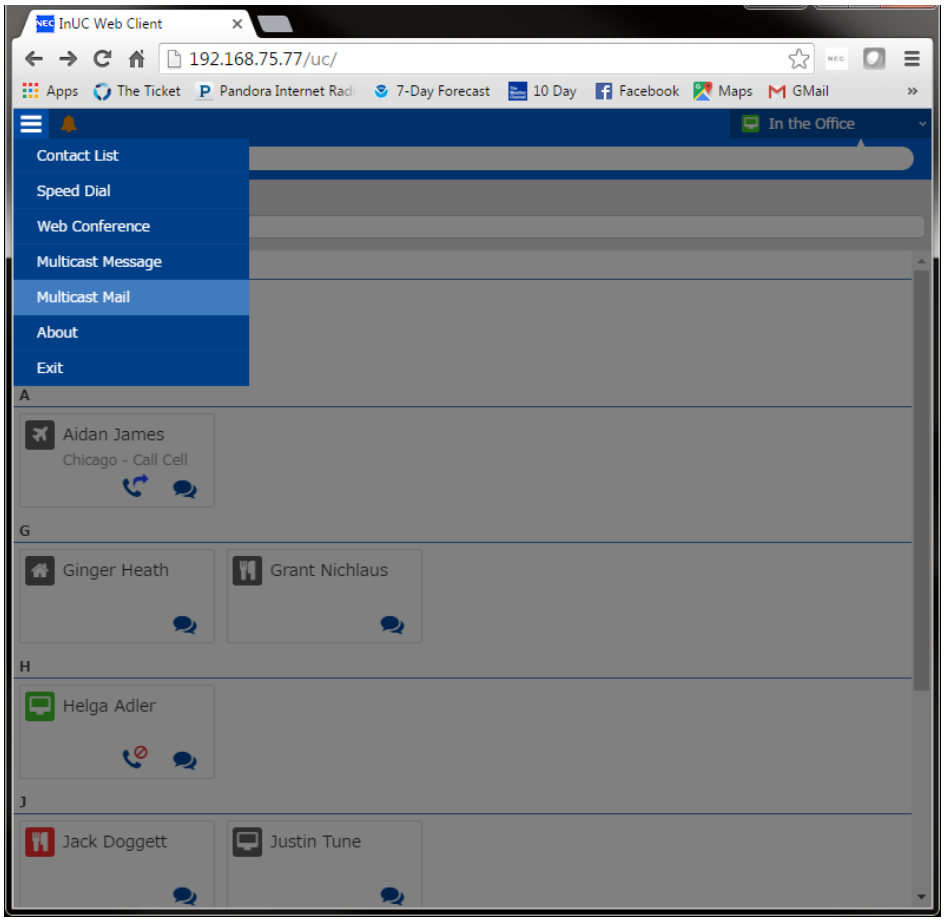
Users can initiate an Email to one or more InUC Web Client users. If the InUC Web Client user has a Email address defined in system programming, other In-UC Web Client users can select them from a list within InUC Web Client and it will open the new Email form in their default mail client with the selected users Email address already populated in the To: field.

5.5.1 Send Email to Multiple Users

To send an Email to a group perform the following.

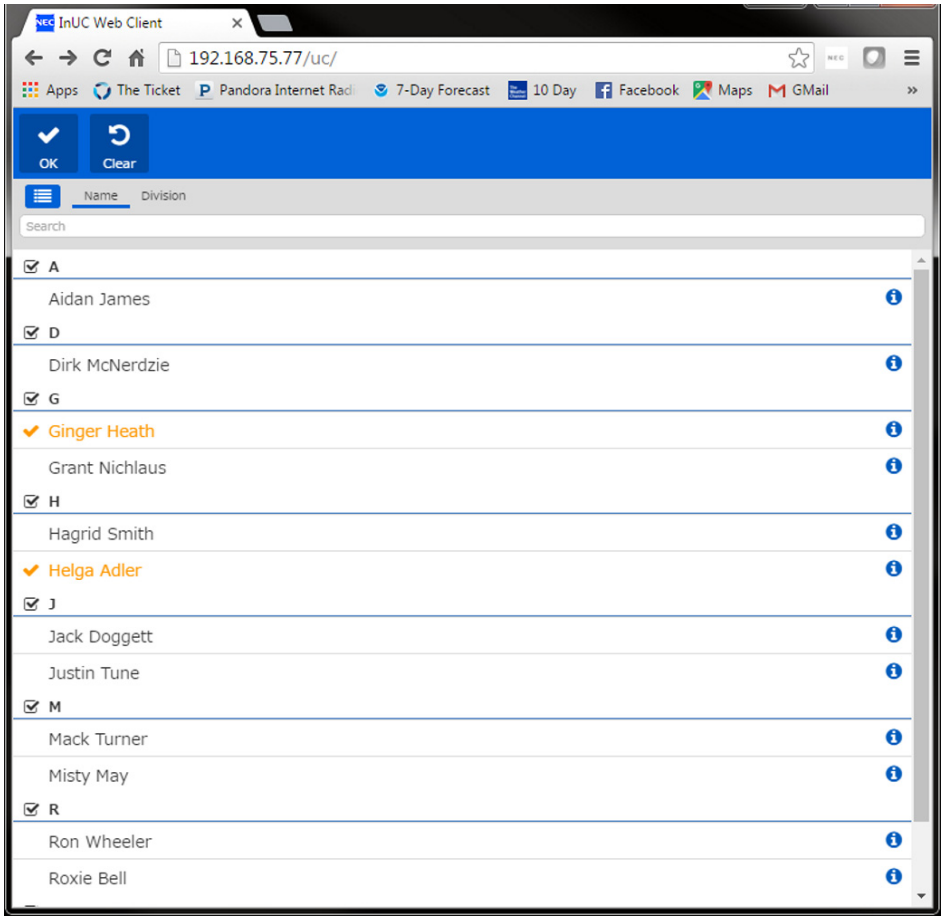
1. Choose the **Multicast Mail** option from the menu in the top left corner of the screen.

Figure 42 InUC Menu – Multicast Mail



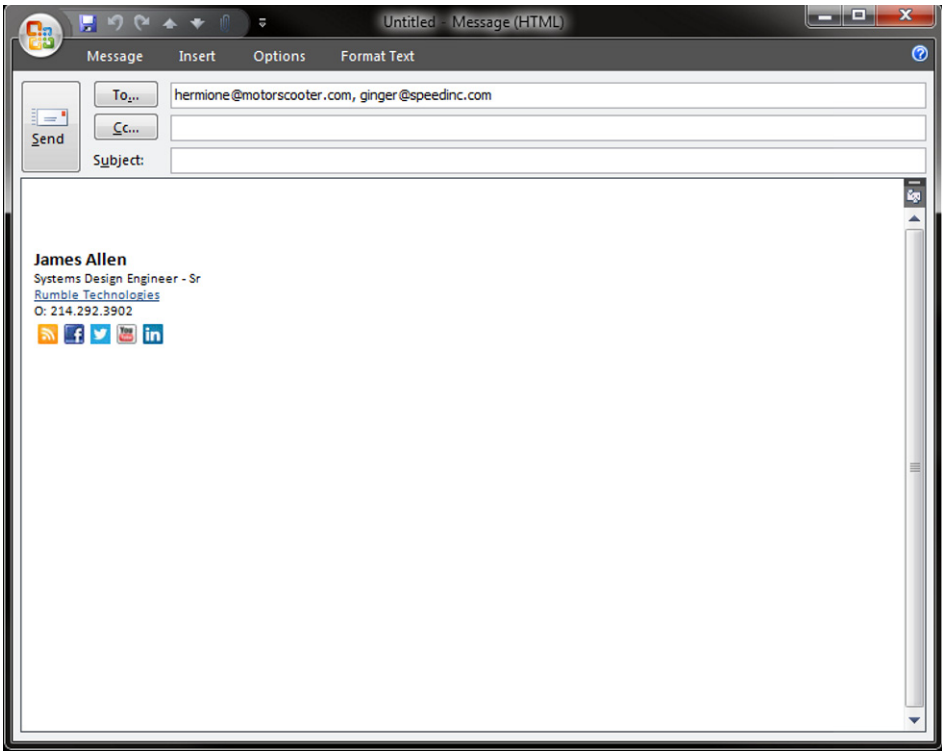
2. Select the users to receive the Email then click **OK**.

Figure 43 Email Recipients



A new mail window will open in your default mail client with the selected user's email addresses in the **To...** field.

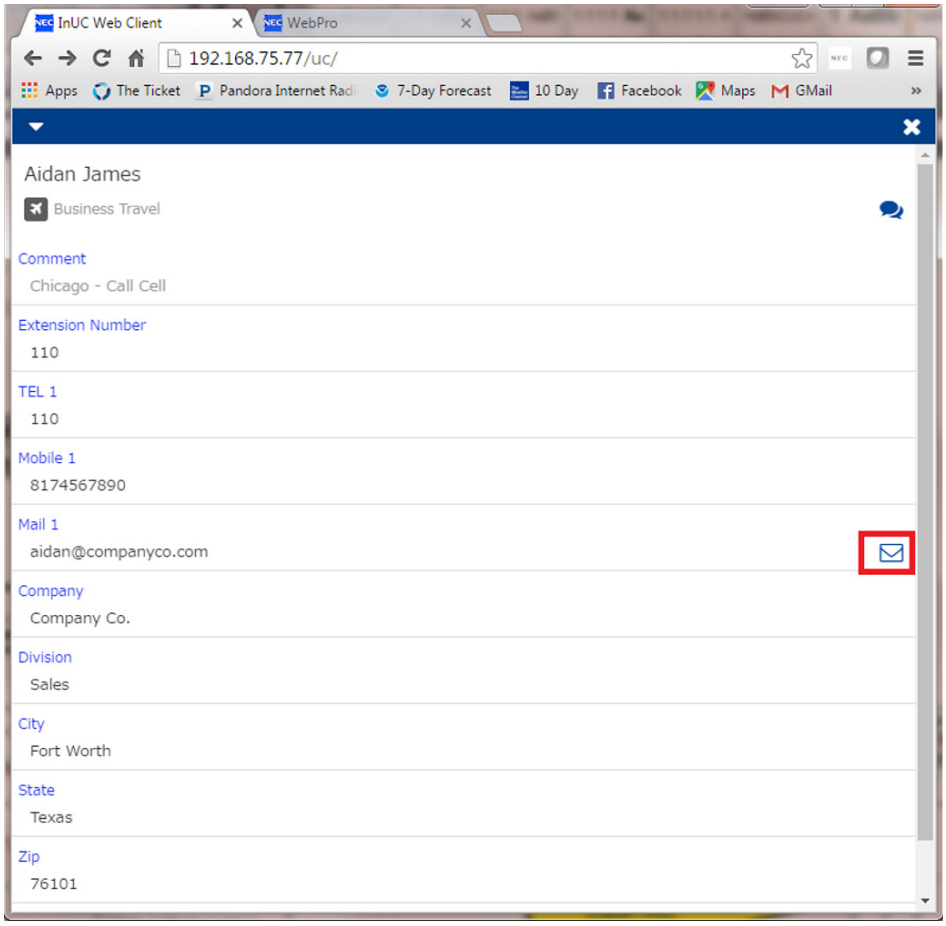
Figure 44 New Mail Window



5.5.2 Send Email to Single User

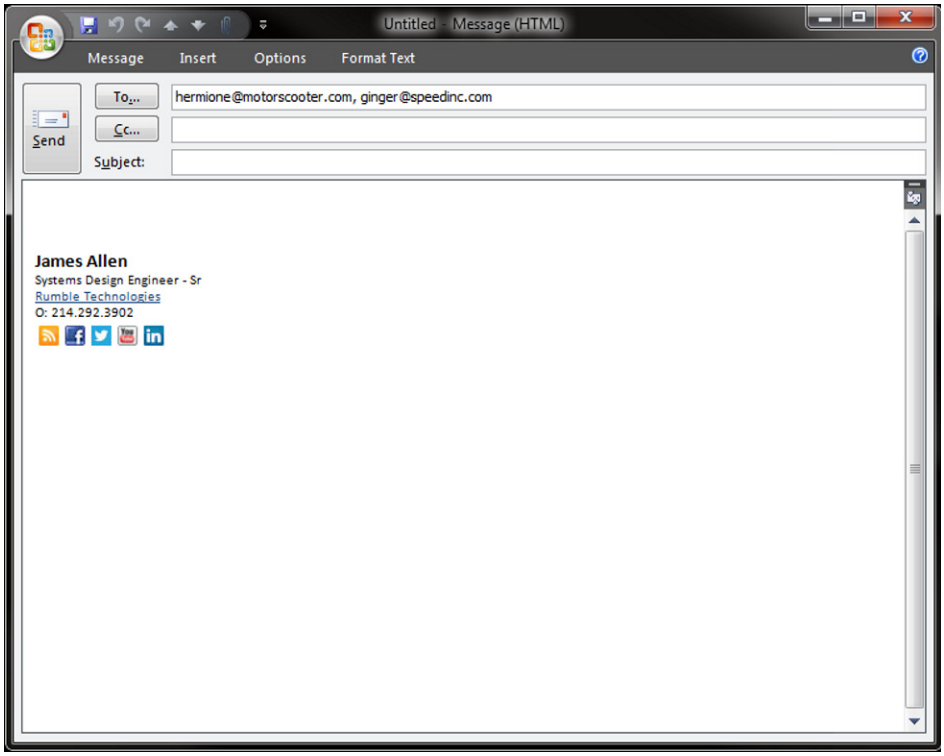
1. To send an email to a single user, click the user in the buddy list to open their buddy details.
2. Click the **Mail** icon.

Figure 45 Send Email to Single User



A new mail window will open in your default mail client with the selected user's email address in the **To...**field.

Figure 46 Email with User's Address



5.6 About

To check the version of the InUC Web client use the following.

1. Choose **About** from the menu in the top left corner of the screen.

Figure 47 InUC Menu – About

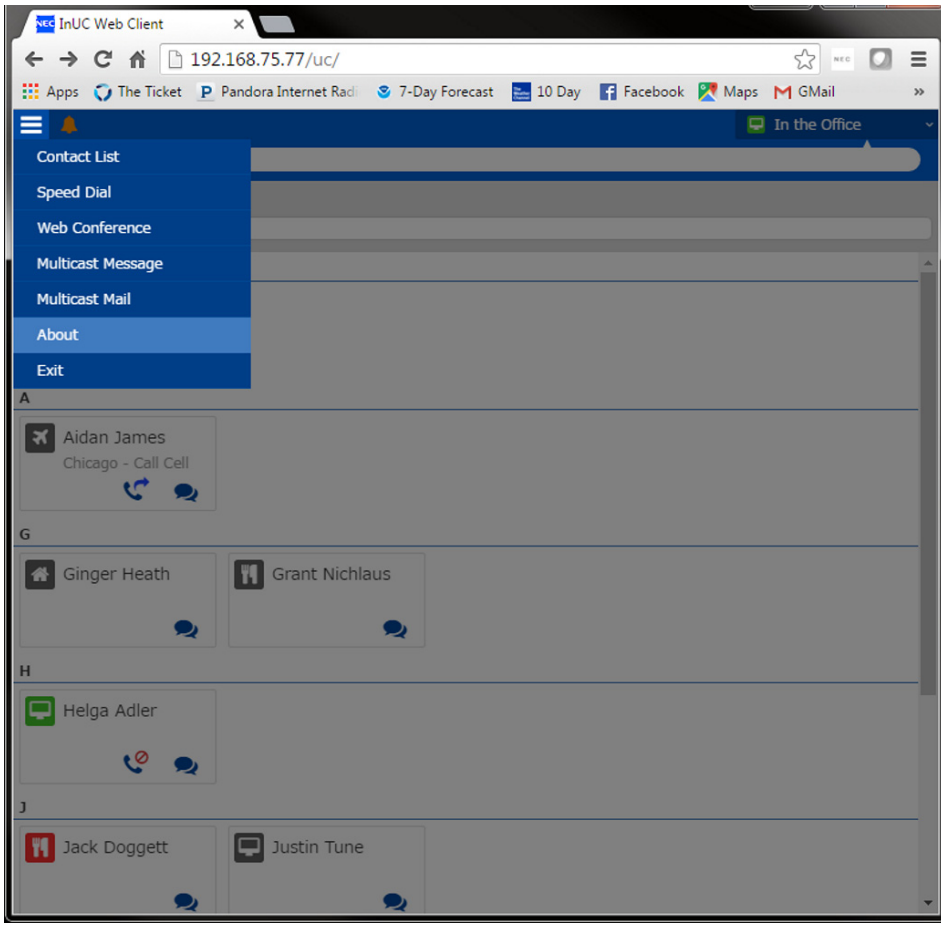
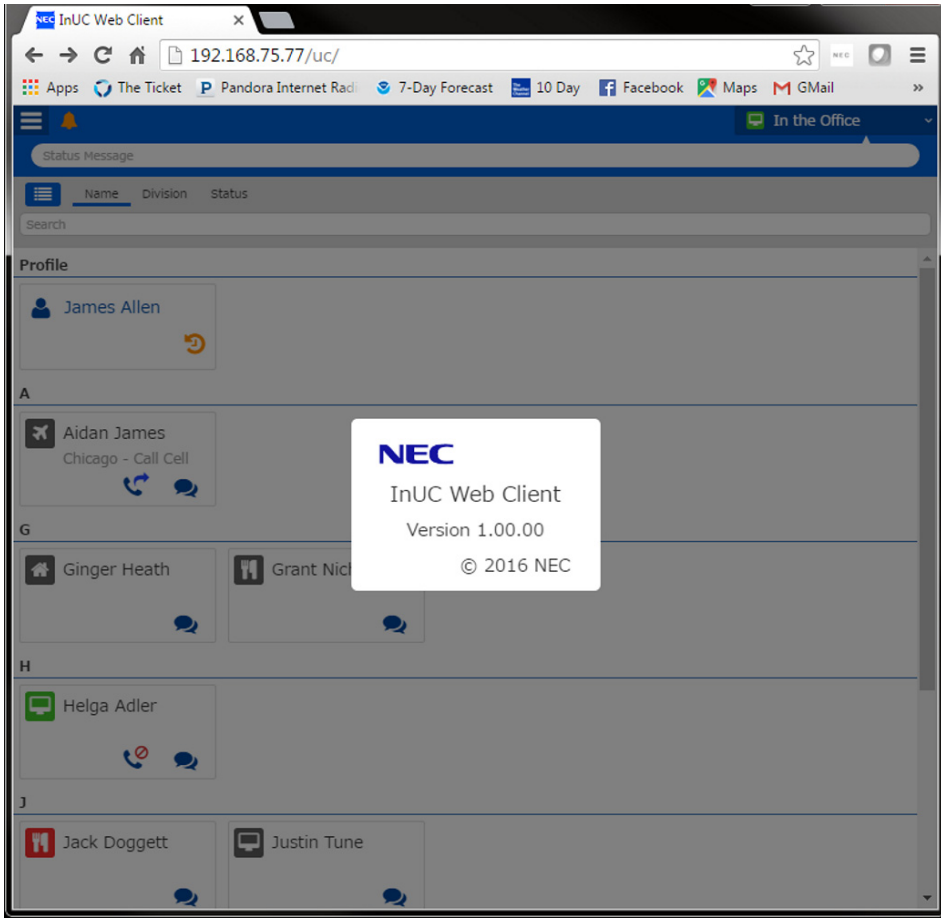


Figure 48 Current Version

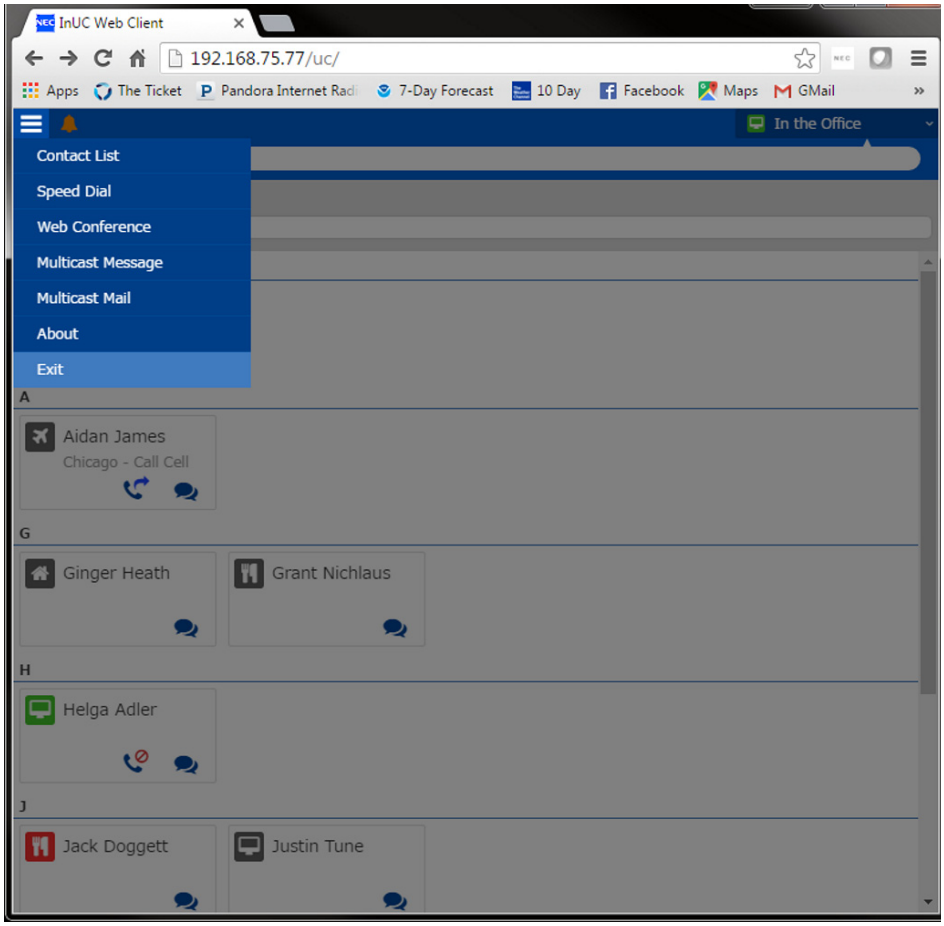


5.7 Exit

To exit and logout of the InUC Web Client.

1. Choose **Exit** from the menu in the top left corner of the screen.

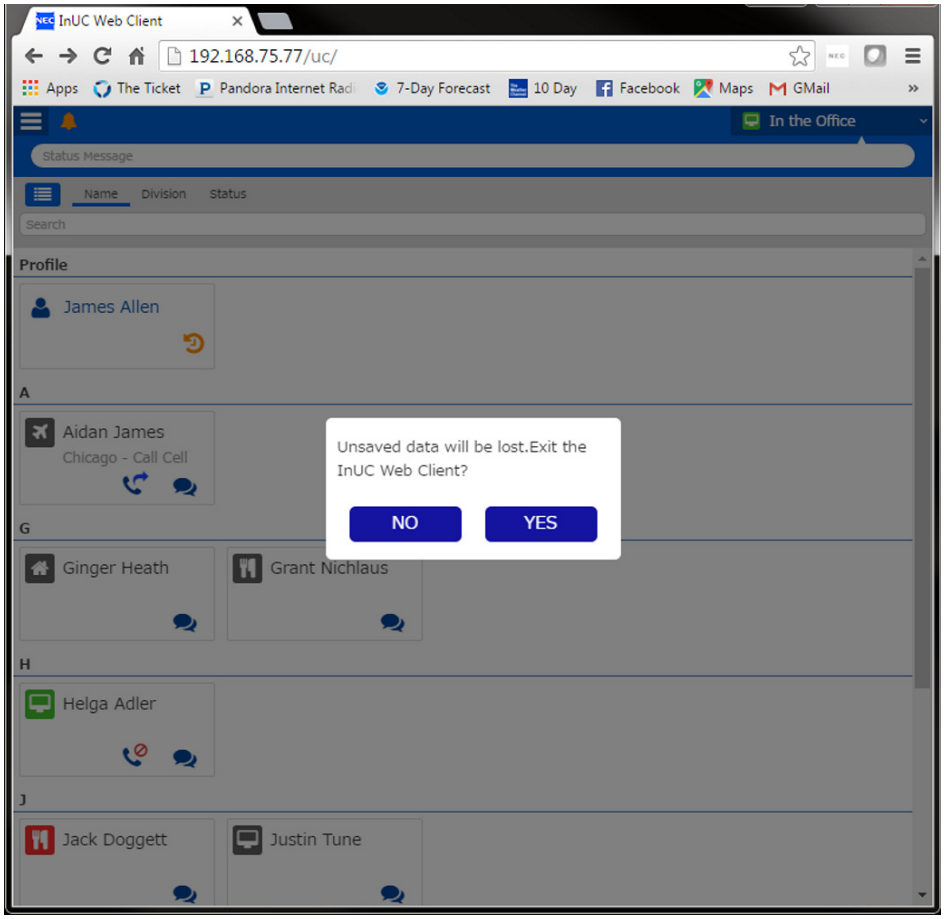
Figure 49 InUC Version – Exit



A warning message is displayed notifying you that IM history will be lost on exit if not saved to a file.

2. Select **Yes** to logout or **No** to cancel the logout.

Figure 50 Warning Message



SECTION 6 CALL CONTROL

The InUC Web Client can control a user's physical terminal giving them the ability to make and receive internal and external calls. InUC Web Client can perform the following Call Control functions:

- ❑ Call
- ❑ Answer
- ❑ Hold
- ❑ Resume or Unhold
- ❑ Transfer
- ❑ Conference
- ❑ End Call

NOTE

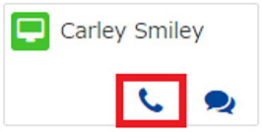
Call Control requires license 0082 (InUC Web 1st CTI) in addition to license 0081 (InUC Web Client). Call Control is not supported with the demo license.

6.1 Outgoing Calls

Users can make a call in several ways:

1. The first is by clicking the **Phone** icon on a buddy list entry.

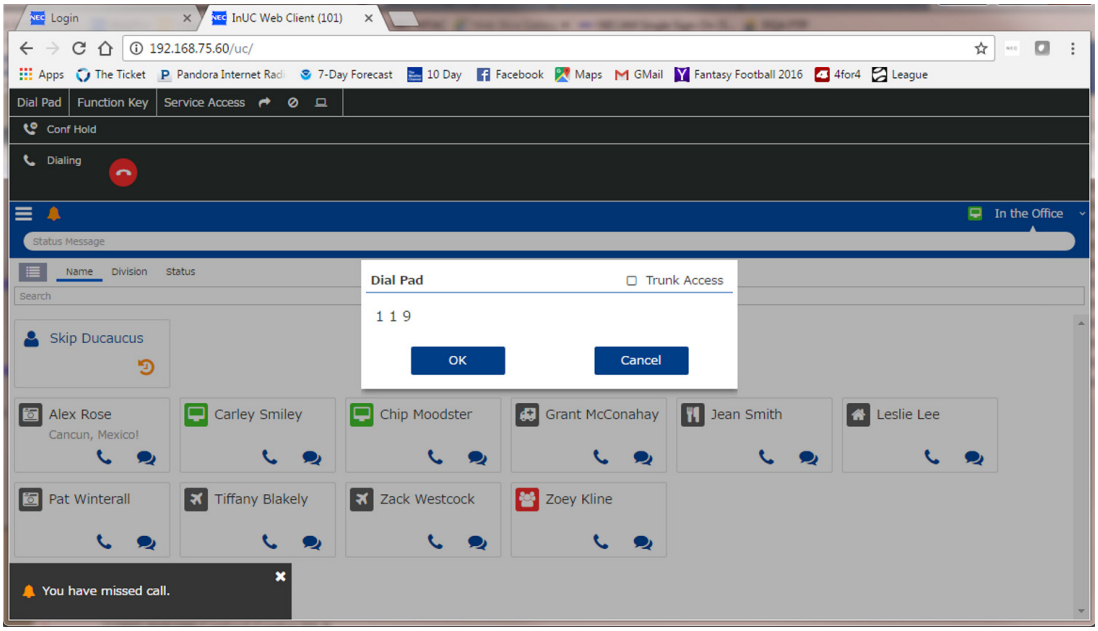
Figure 51 Phone Icon



2. This will open the Dial Pad window with the buddy's extension number in the

dial field. Click **OK** to call.

Figure 52 Dial Pad Window



Users can also open the Dial Pad from the function menu at the top left of the screen. Enter the number you wish to call and click **OK** to call.

NOTE

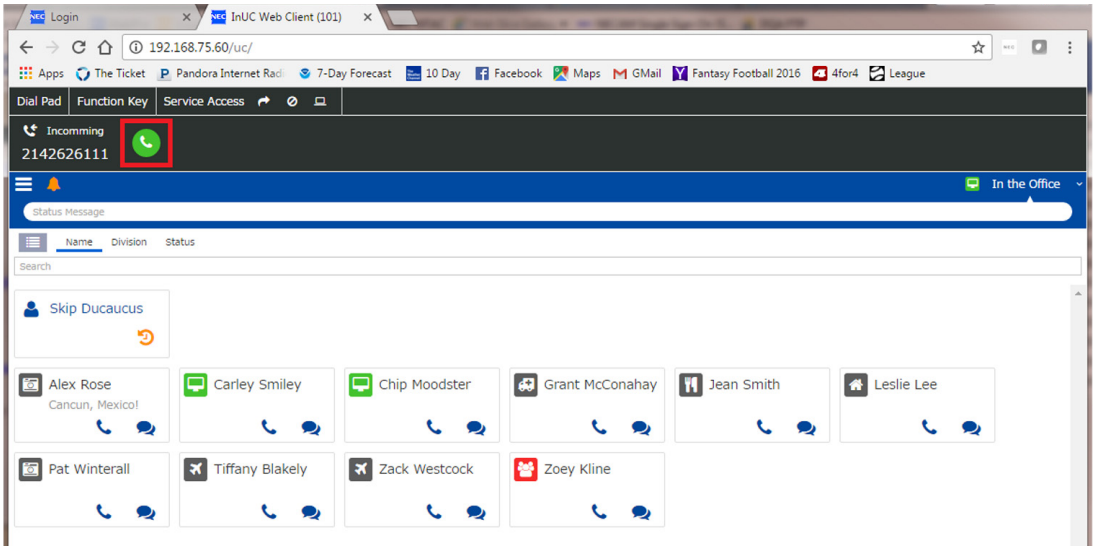
If the number is an external number, check the Trunk Access box to include the trunk access code.

6.2 Incoming Calls

When an incoming call rings in, the call area displays **Incoming** with the caller ID if available.

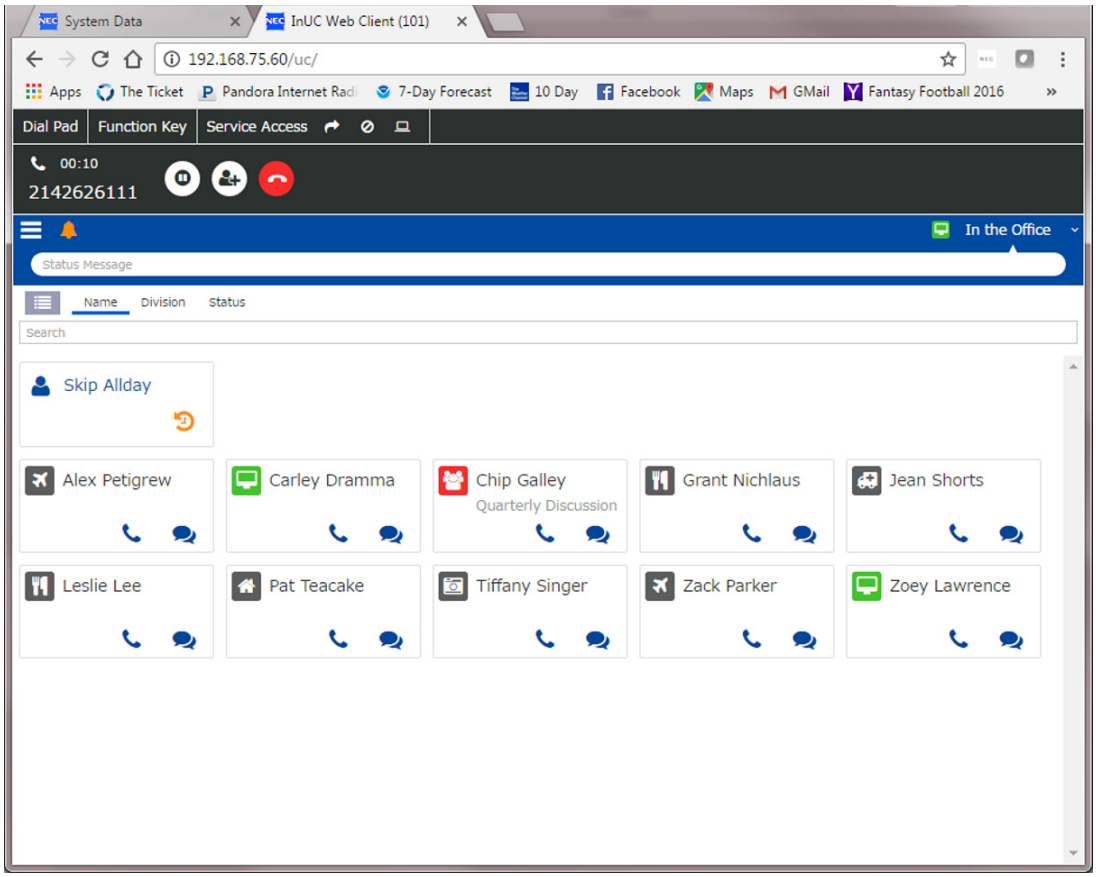
1. Click the green **Answer** button to answer the call.

Figure 53 Answer Button



When answered, the call area displays the active call with duration, caller ID (if available) and function buttons for **Hold**, **Conference** and **Hangup**.

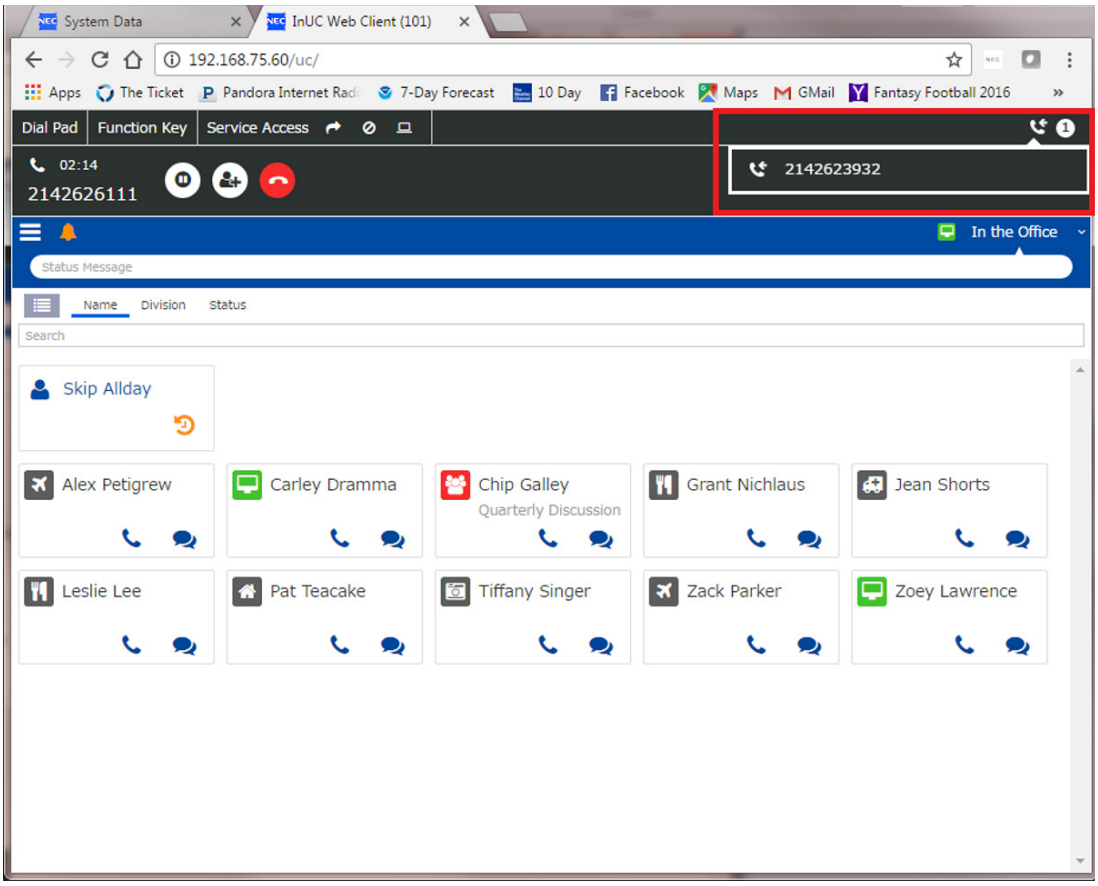
Figure 54 Call Area



If on a call and a trunk call rings in, an indication is displayed in the upper right corner of the InUC Web Client window.

2. Click on the displayed indication (refer to Figure 55 Call Indication) to show a drop down of the ringing call.

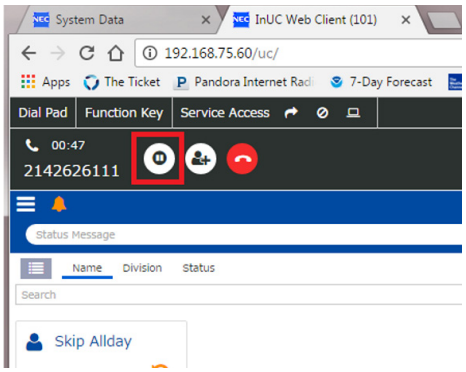
Figure 55 Call Indication



6.3 Placing a Call on Hold

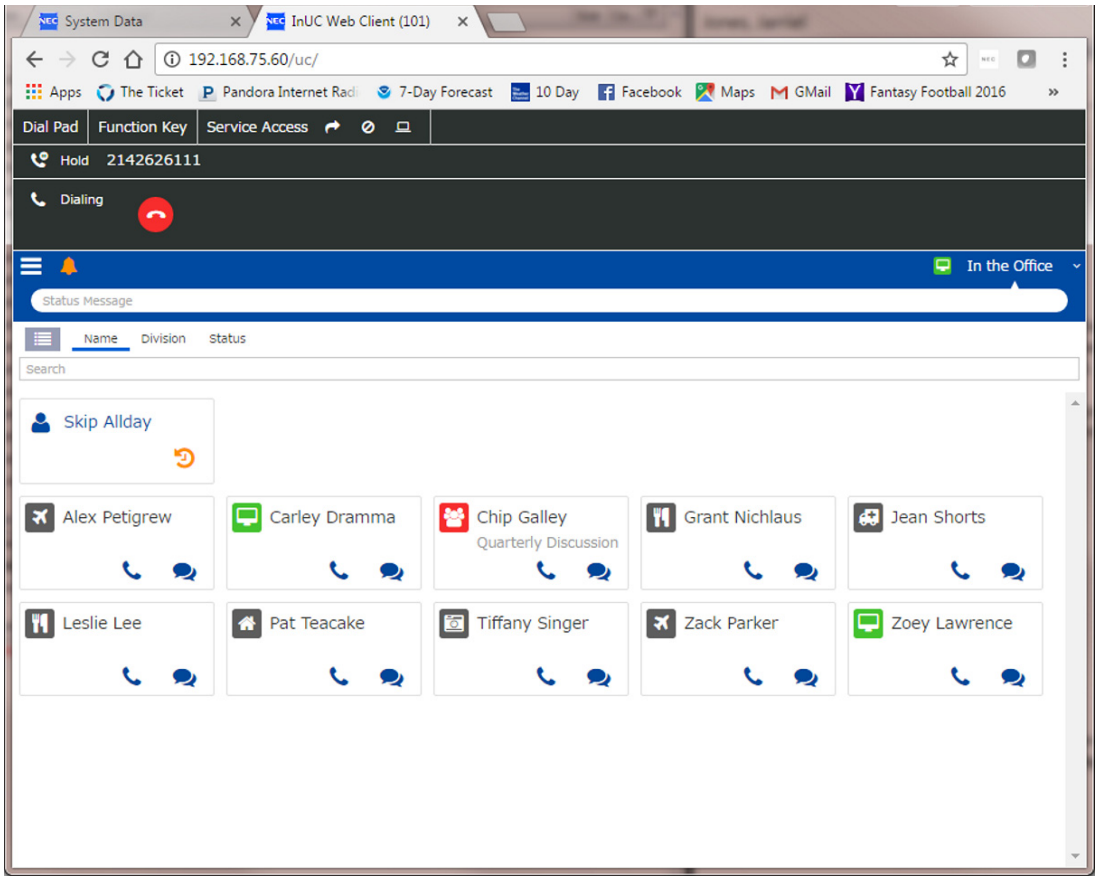
To place an active call on hold, click the **Hold** button in the active call area.

Figure 56 Hold Button



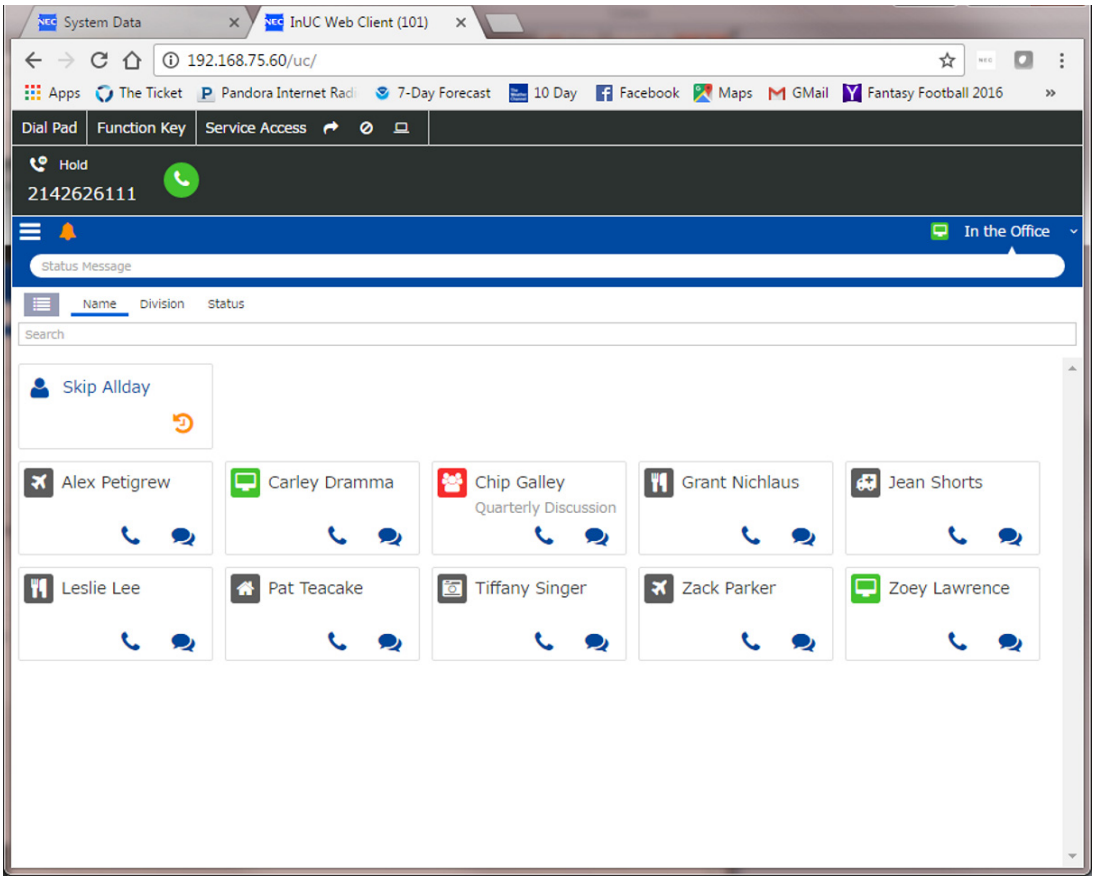
The call is placed on hold and the phone goes off hook with an intercom dial tone. The user can either hang up or begin a transfer from the intercom dial tone.

Figure 57 Dialing a Call



If the user hangs up on the intercom dial tone, the call will show on hold (refer to Figure 58 Call on Hold).

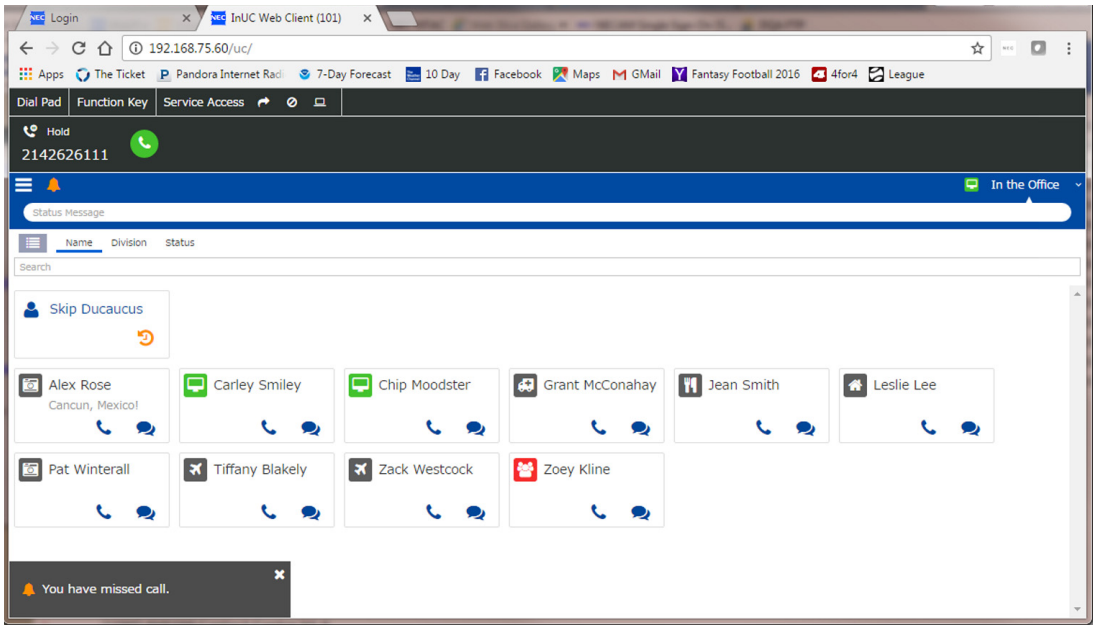
Figure 58 Call on Hold



6.4 Resuming or Unholding a Call

To take a call off hold, click the green **Answer** icon for the held call in the call area.

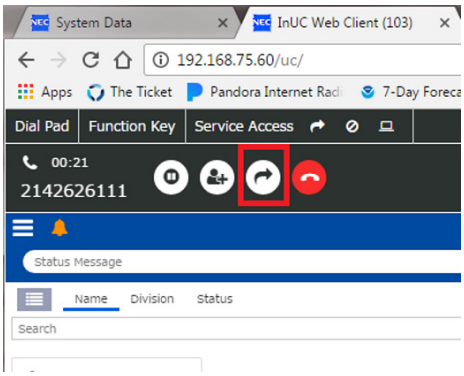
Figure 59 Resume or Unhold



6.5 Transferring a Call (Blind)

1. To Blind Transfer a call to another user, click on the **Transfer** icon.

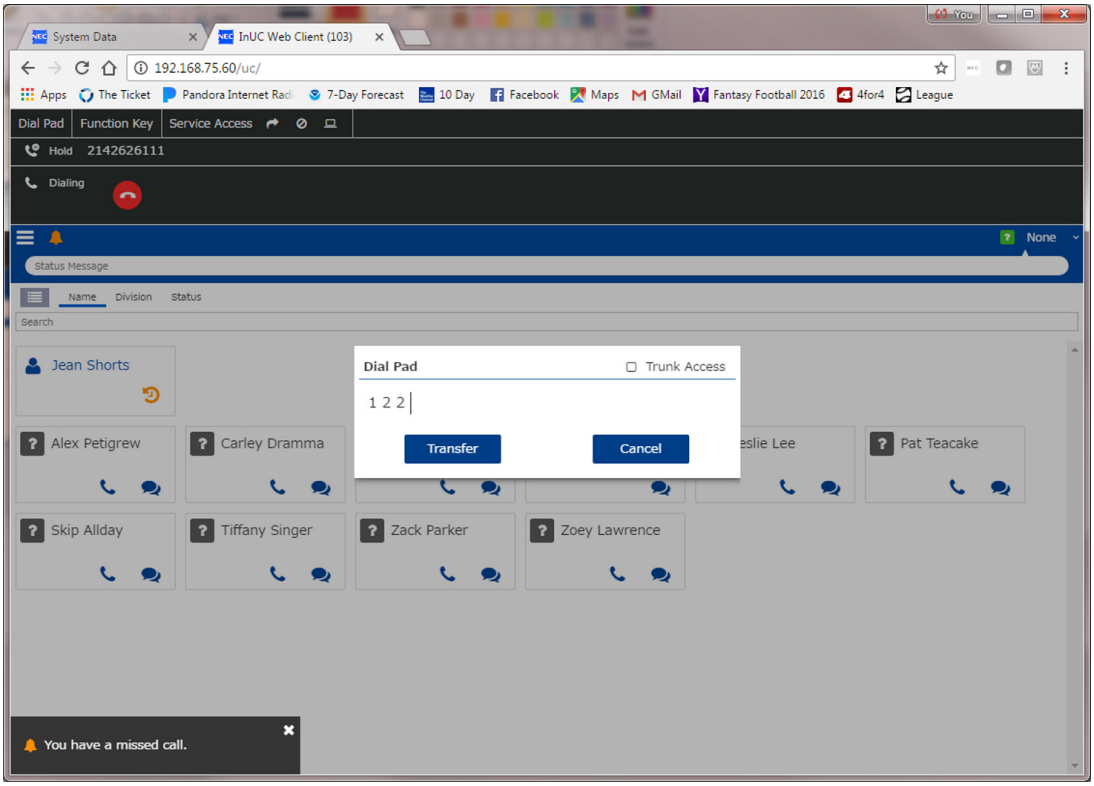
Figure 60 Transfer Button



The call is placed on hold and a secondary intercom dial tone is heard.

2. The Dial Pad window is displayed. Enter the transfer destination and click on the **Transfer** button. If the transfer destination is an outside number, check the trunk access box, enter the destination number, then click the **Transfer** button.

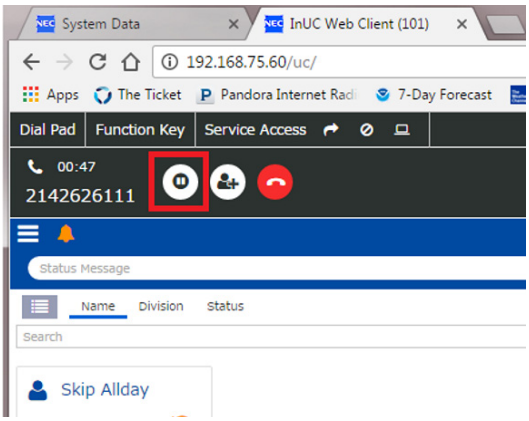
Figure 61 Dial Pad Screen



6.6 Transferring a Call (Supervised)

1. To transfer a call to another user, first put the active call on hold by pressing the **Hold** icon.

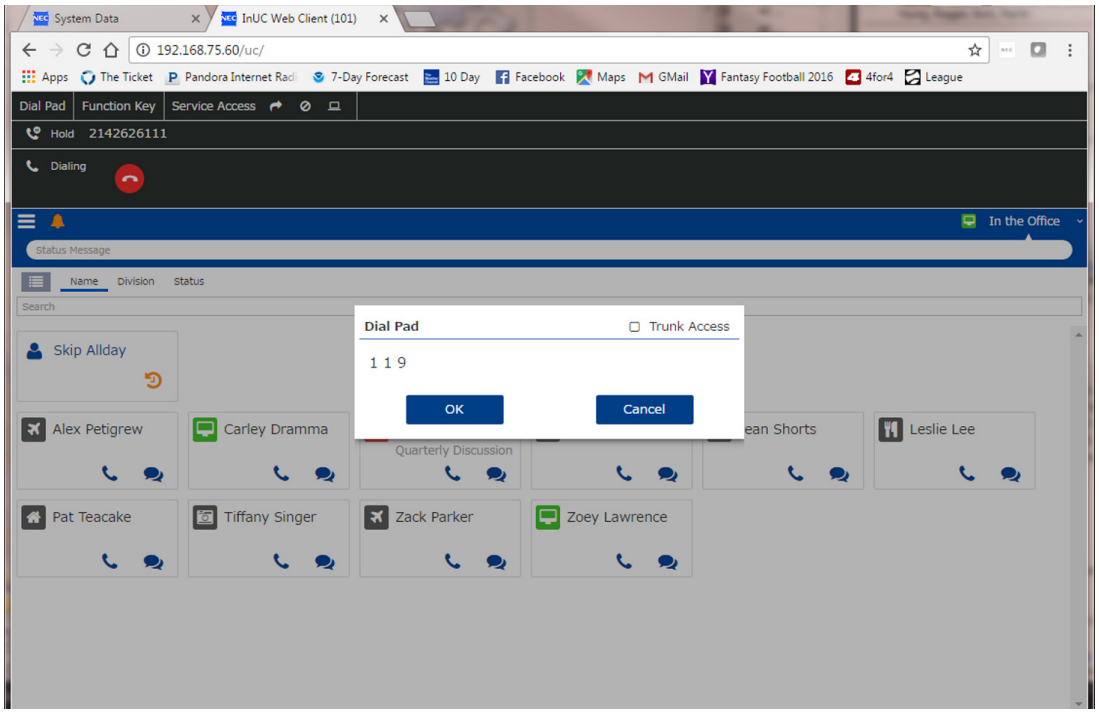
Figure 62 Hold Button



The call is placed on hold and a secondary intercom dial tone is heard.

2. Click the **Phone** icon on the buddy you wish to transfer the call to and click **OK** in the Dial Pad window.

Figure 63 Dial Pad Screen

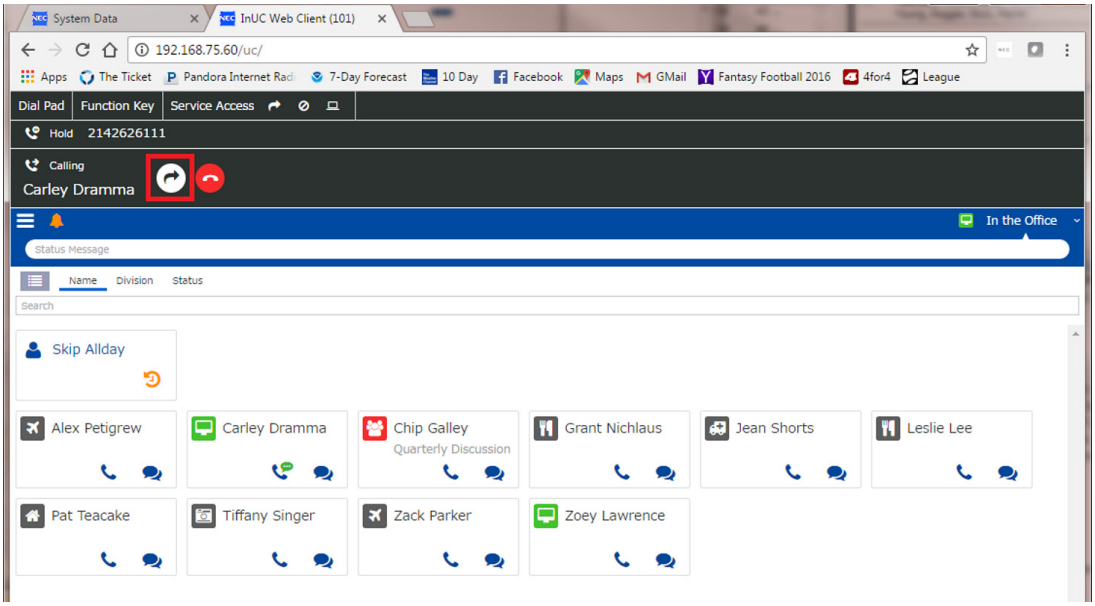


To perform a **blind transfer** of the call, click the **Transfer** icon as soon as the icon appears.

-Or-

To perform a **supervised transfer** of the call, wait for the transfer destination party to answer the call, announce the call, then click the **Transfer** icon.

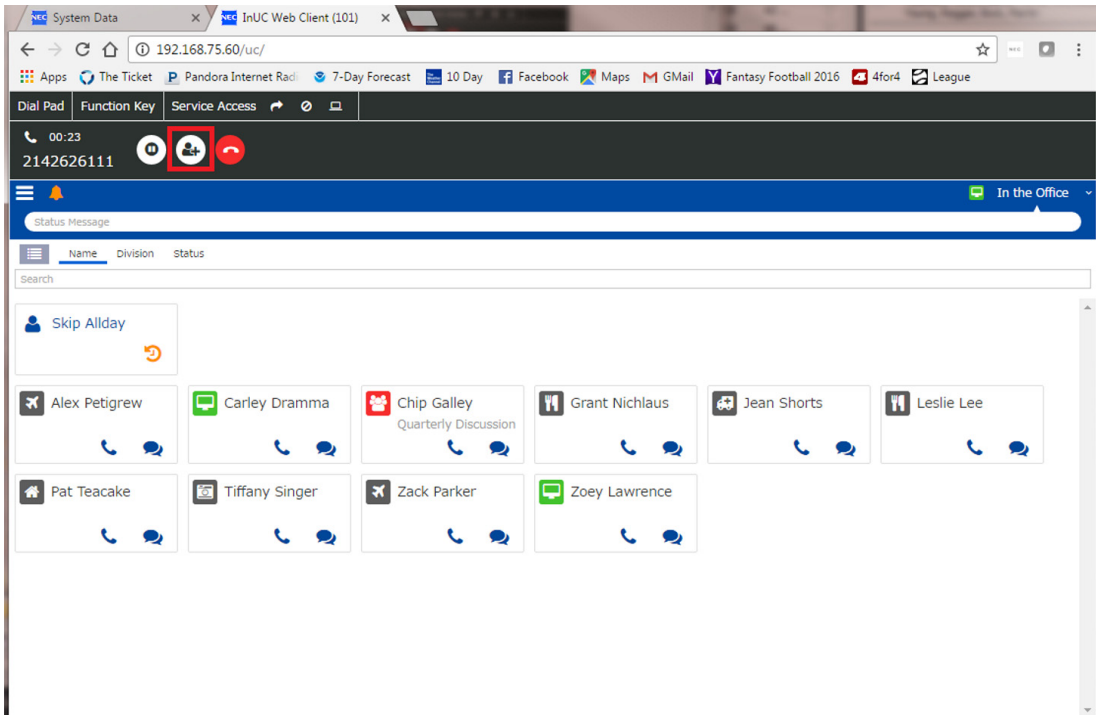
Figure 64 Transfer Icon



6.7 Setting up a Conference Call

1. With an active call press the **Conference** icon.

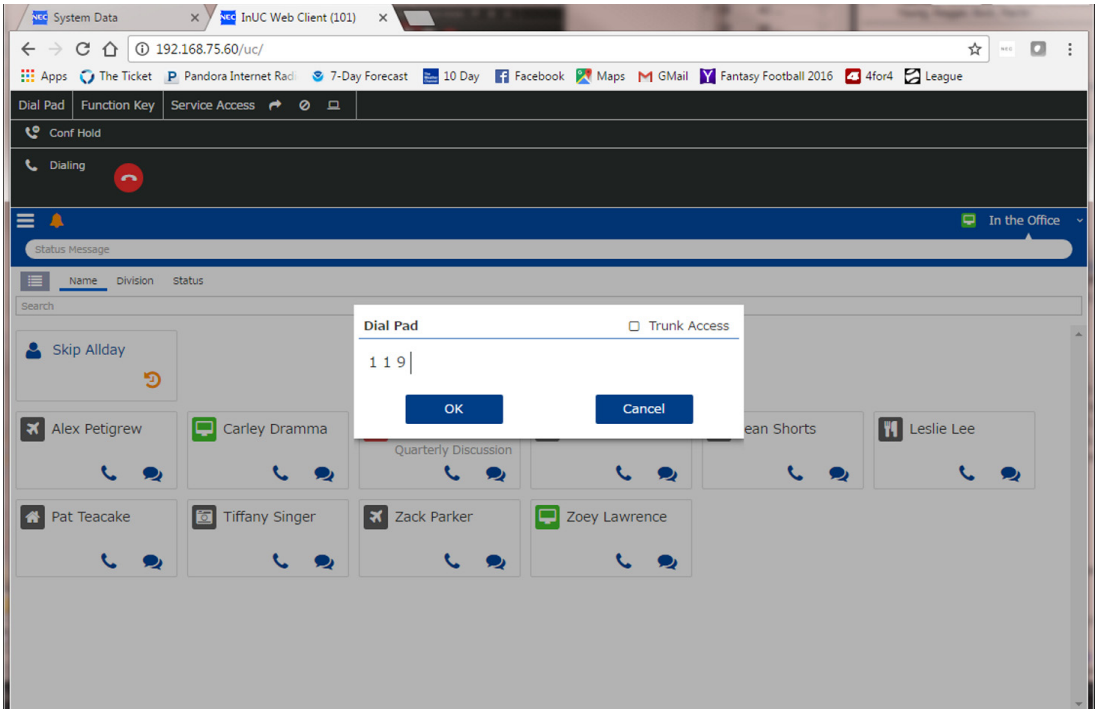
Figure 65 Conference Icon



The call is placed on hold and a secondary intercom dial tone is heard.

2. Click the **Phone** icon on the buddy you wish to transfer the call to and click **OK** in the Dial Pad window.

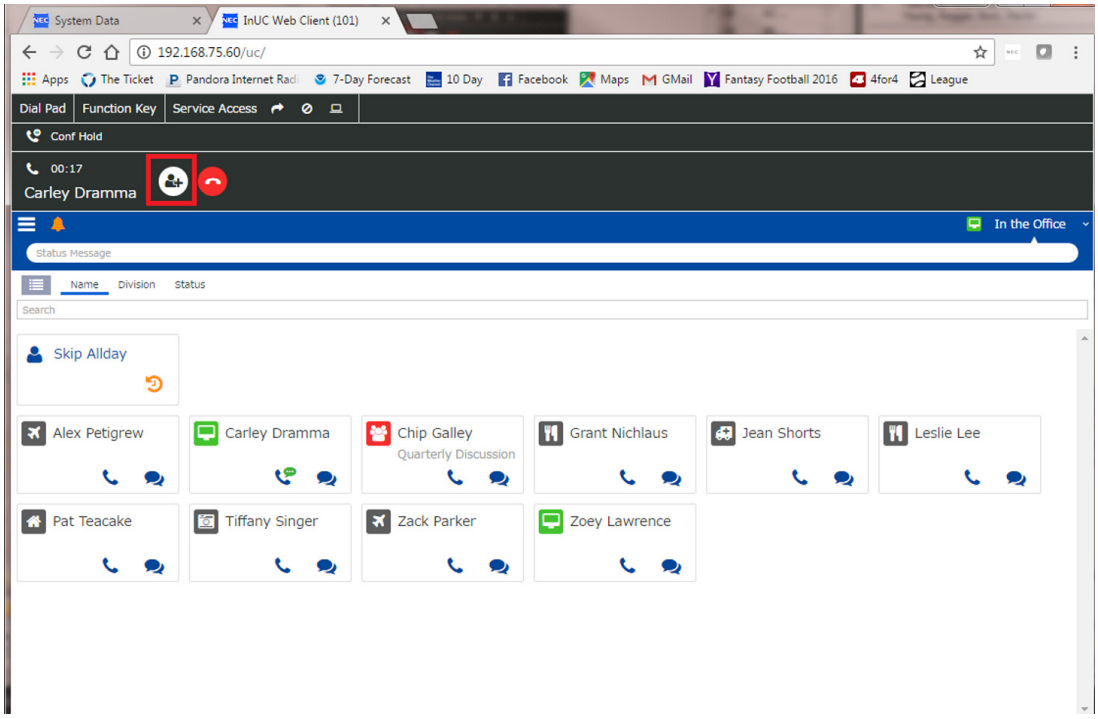
Figure 66 Dial Pad Window



3. Wait for the Conference destination party to answer the call then click the

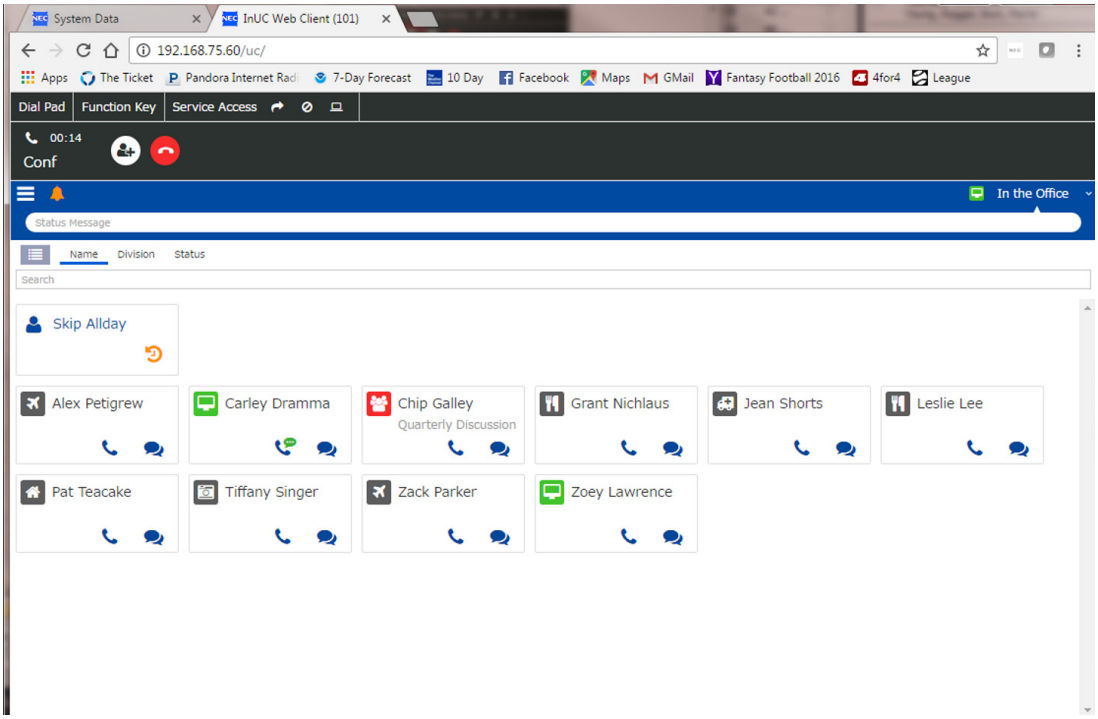
Conference icon to begin the conference.

Figure 67 Conference Icon



The Conference call is established. To add another party to the Conference, click the **Conference** button again and repeat steps 2. and 3. above as desired.

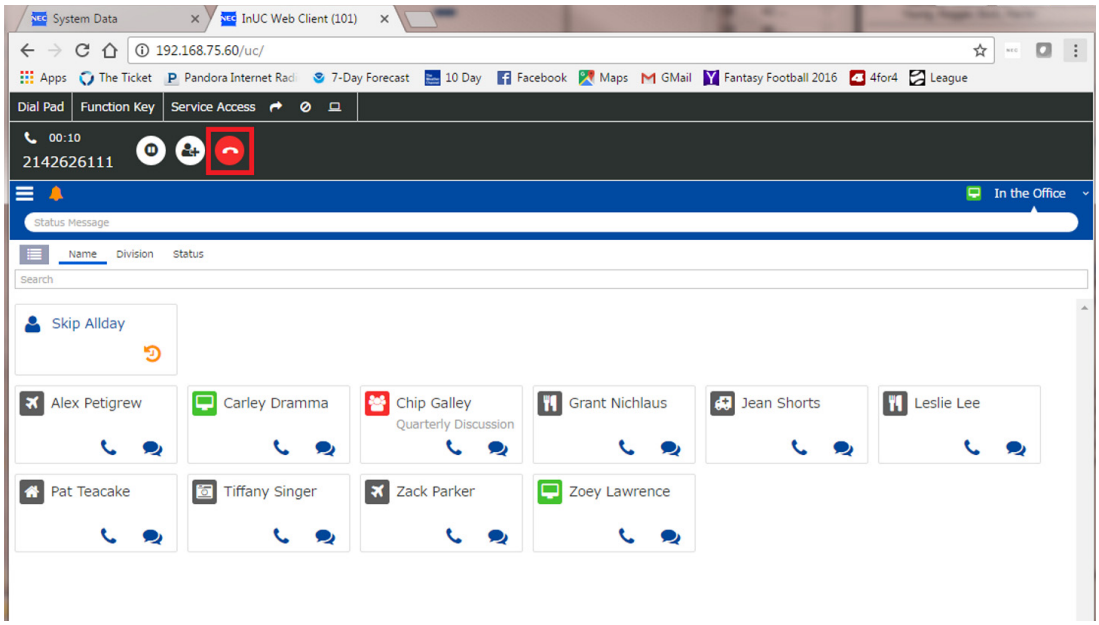
Figure 68 Add Conference Party



6.8 Ending a Call

To end a call, click the red **Hangup** icon.

Figure 69 Hangup Icon



SECTION 7 CALL HISTORY

Call History is available to users logged in with the Desktop Phone mode. Clients in the Desktop Phone mode will show the call history of the controlled desktop phone. Users can also make a call to a number from the Call History list.

Call History displays incoming and outgoing calls together in the order they were received or made. The Call History is displayed in descending order with the most recent call first. A maximum of 50 outgoing calls and 10 incoming calls are stored in the list. When this limit is exceeded, the oldest call is removed to make room for the latest call.

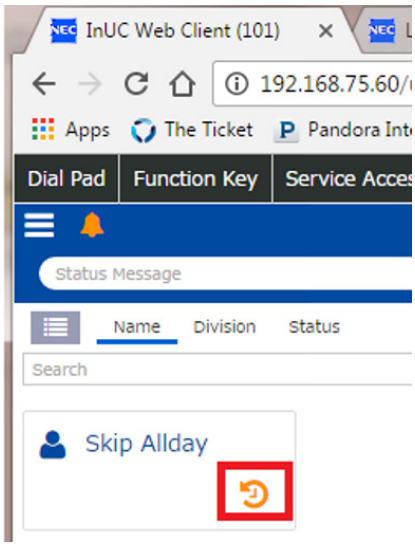
Missed calls are shown in Red while answered calls are shown in Blue. Incoming calls are displayed with an arrow pointing to the left, outgoing calls display an arrow pointing to the right.

Call History is refreshed when the Call History screen is opened. If a call takes place while the user is in the Call History screen, the Update button can be clicked to refresh the Call History.

A free form search bar is present in the Call History screen. Searches can be made using a name or number.

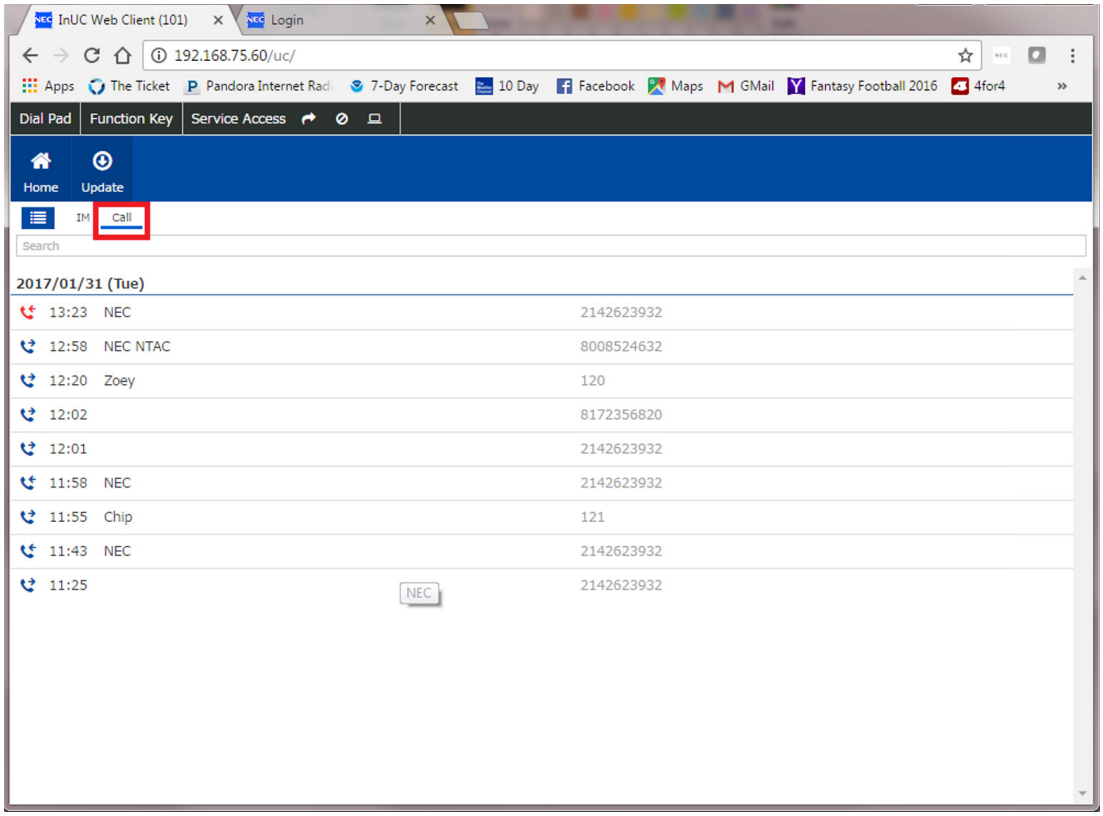
1. To access Call History, click the **History** icon next to the user's Profile.

Figure 70 History Icon



2. From the History screen, click on **Call** to show the Call History.

Figure 71 Call History List

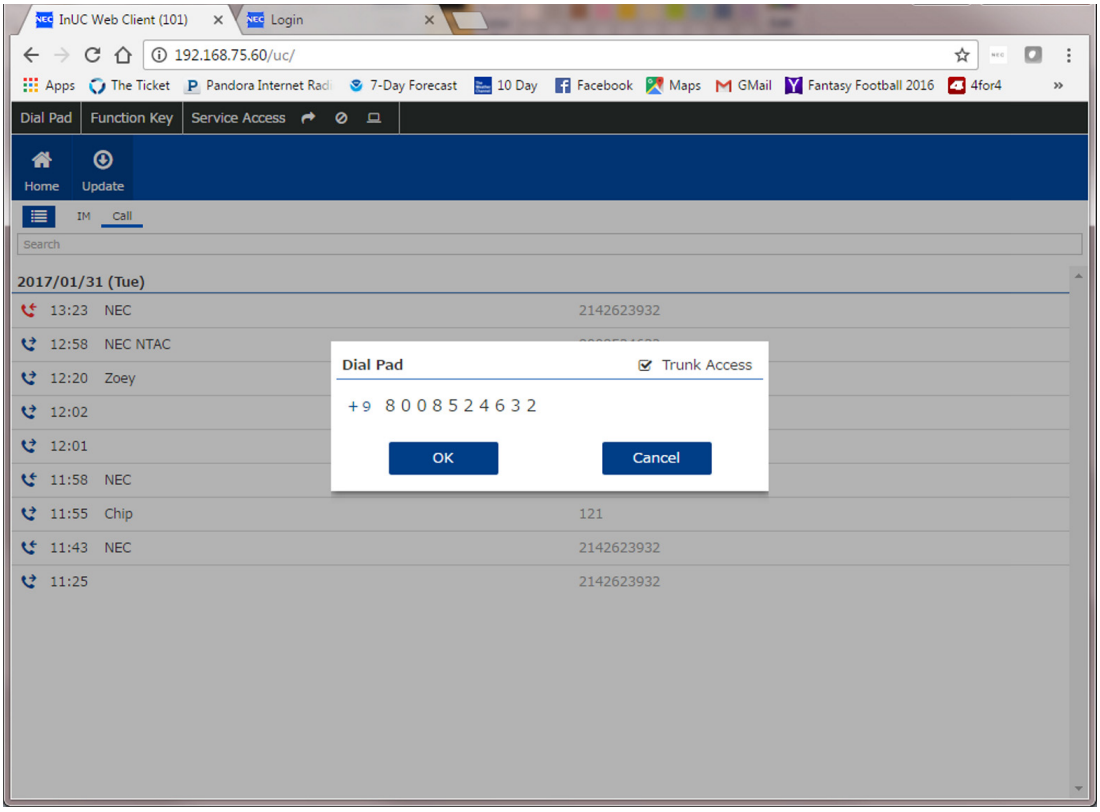


3. To place a call to a number in the Call History list, click the number desired.

   The Dial Pad window is displayed.

NOTE *If the number is an external number, check the Trunk Access box.*

Figure 72 Call History – Call



4. Select **OK** to place the call.

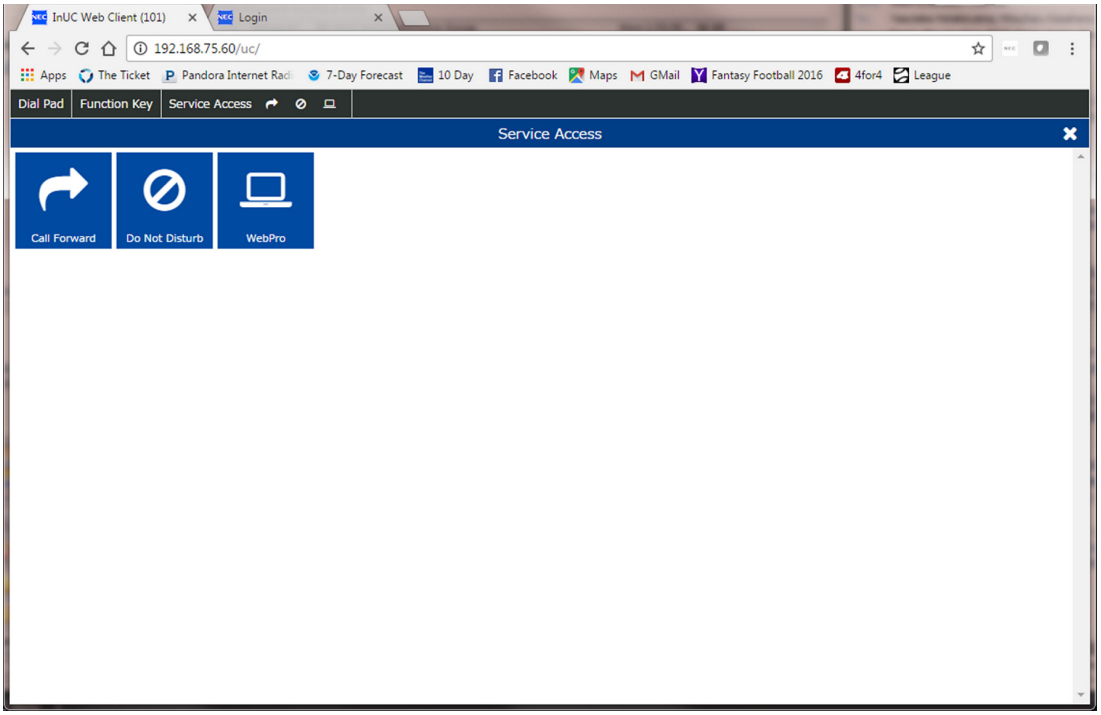
SECTION 8 SERVICE ACCESS

Service Access allows users to Set and Cancel the following items from the InUC Web Client when they are logged in with Desktop Phone Mode.

- ❑ Call Forward Immediate
- ❑ Call Forward Both Ring
- ❑ Call Forward Busy
- ❑ Call Forward Busy/No Answer
- ❑ Call Forward No Answer
- ❑ Do Not Disturb All
- ❑ Do Not Disturb External
- ❑ Do Not Disturb Internal
- ❑ Do Not Disturb Transfer

The Service Access option at the top of the screen opens the Service Access screen. From there, the user can access Call Forward, Do Not Disturb or open WebPro in another browser tab.

Figure 73 Service Access Screen



Users can go directly to any of the Service Access Options from their individual links at the top of the screen next to **Service Access**. The arrow goes directly to Call Forward, the circle with a slash through it goes directly to Do Not Disturb and the Computer opens WebPro in a new tab.

Figure 74 Service Access Tool Bar

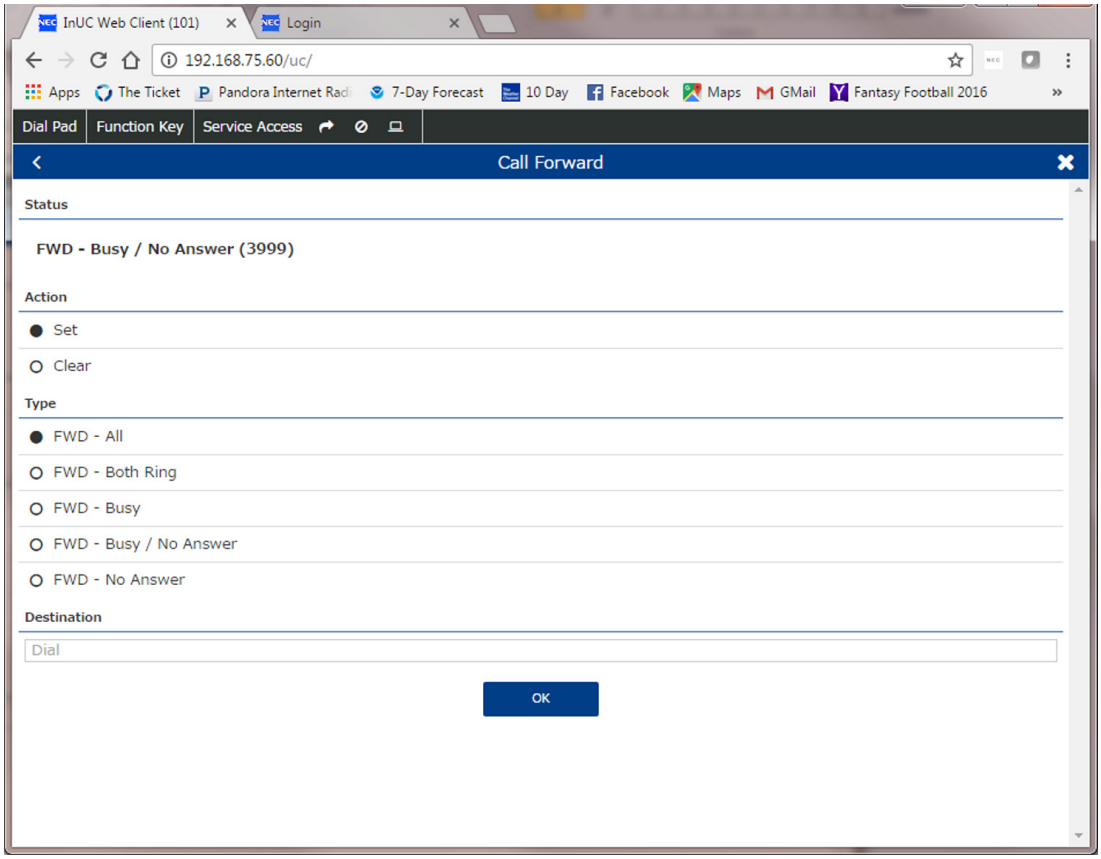
8.1 Call Forward

The Call Forward screen has four sections:

- The Status section – shows the current Call Forward Setting.
- The Action section – choose **Set** to set Call Forwarding or **Clear** to cancel Call Forwarding.
- The Type section – set the Call Forward **Type**.
- The Destination section – set the Call Forward **Destination**. When complete, click **OK** to execute the setting.

In the following example (refer to Figure 75 Service Access – Call Forward Screen on page 1-70), the user currently has Call Forward Busy/No Answer set to the InMail pilot, extension 3999.

Figure 75 Service Access – Call Forward Screen



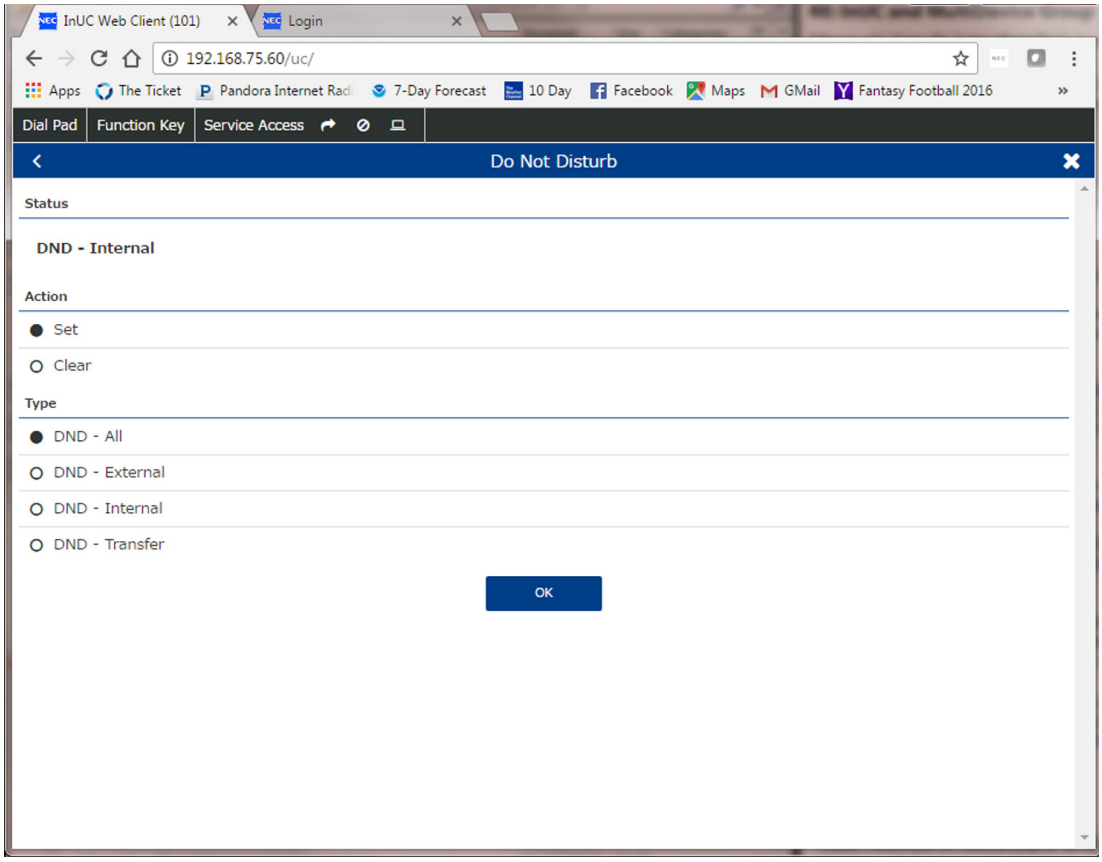
8.2 Do Not Disturb

The Do Not Disturb screen has three different sections:

- The Status section – shows the current Do Not Disturb setting.
- The Action section – choose **Set** to set Do Not Disturb or **Clear** to cancel Do Not Disturb.
- The Type section – set the Do Not Disturb **Type**. When complete, click **OK** to execute the setting.

In the following example, the user currently has Do Not Disturb set for internal calls only.

Figure 76 Service Access – Do Not Disturb Screen

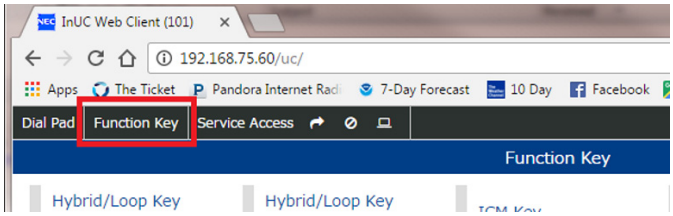


SECTION 9 FUNCTION KEY

When the InUC Web Client is logged in with Desktop Phone mode, the Function Key page can show the lamp status of the function keys programmed on the controlled phone. Users can also access the function keys by clicking on them. The Function Key screen can show a maximum of 32 function keys. The Function Key page will only show keys that are actually on the phone. A phone with 12 actual keys but with 48 keys programmed in the system will only show the 12 actual keys.

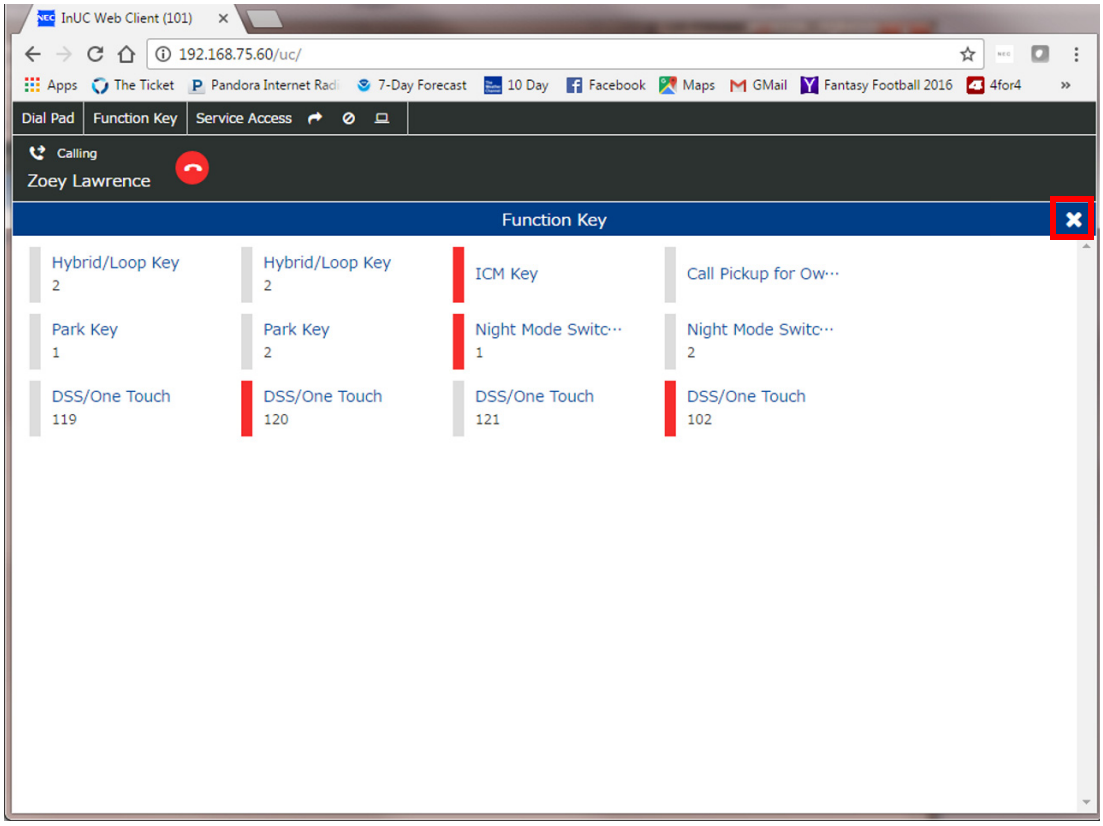
To Access the Function Keys page, click the **Function Key** button at the top of the InUC Web Client screen.

Figure 77 Function Key



The Function Key page is displayed showing the keys that are programmed on the phone. Accessible function keys can be clicked to access the key. For example, clicking a DSS/One Touch key for extension 119 will call extension 119.

Figure 78 Function Key Screen



To close the function key window, click the **X** on the right side of the page.

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