

Cisco Unified Attendant Console Standard

Quick Reference Guide

This guide gives an overview of how to use Cisco Unified Attendant Console Standard. For full details, see the application help.

Starting Cisco Unified Attendant Console Standard

To start Cisco Unified Attendant Console Standard:

- 1 Double-click the desktop icon.
- 2 *If one of the following is true:*
 - You are working in a non-single-sign-on environment
 - You are working in a single-sign-on environment but have not yet configured Cisco Unified Attendant Console Standard to use it
 - Cisco Unified Attendant Console Standard is configured to use single-sign-on, which you have already logged intothe Cisco Unified Attendant Console Standard Sign In screen appears. Continue at step 3.

If you are working in a single-sign-on environment, but have not yet logged into any Cisco Unified Communications application:

- a. If security alerts are displayed, click **Yes** in each.
- b. In the single-sign-on credentials web page, enter your **User Name** and **Password**, and then click **Log In**.

The Cisco Unified Attendant Console Standard Sign In screen appears.

- 3 In the Cisco Unified Attendant Console Standard Sign In screen:

To use the number in the field, continue at step 4. To use a new extension number:






 - a. Type the number into the field.
 - b. Select a number in the list by either double-clicking it, or by highlighting it and then pressing **Enter**.
- 4 If the sign in extension is part of a hunt groups that you want to log into, select **Log in to hunt groups at sign in**.
- 5 Click **Sign In** or press **Enter**.




Opening the Online Help






To open the application Help, press **F1**.





Line States and Directory Presence Status

The phone line state icons appear in the Call Control and Directory panes and represent the state of operator and extensions. The presence status icons are displayed in directories.

Operator Line State	
Icon	State
	On hook
	Off hook
	Do not disturb
	Forwarded
	Out of service




Participant Line State	
Icon	State
	Ringing
	Off hook
	On hold

Directory Line State	
Icon	State
	Ringing
	On hook
	Off hook
	Do not disturb
	Forwarded

Directory Presence Status	
Icon	Status
	Available
	Away, invisible or on the phone
	Do not disturb
	Unknown or off-line



Using the Mouse to Apply Commonly Used Call Controls

This section describes how to make and control calls using the mouse. There are sometimes several ways of doing these things; the easiest or quickest is described here. You can also use the main menu or keyboard shortcuts for many actions. For detailed instructions on all the methods of call control, see the application Help.

To...	Do this with the mouse...	Main menu	Default keyboard shortcut
Make a call	<p>Either:</p> <ul style="list-style-type: none"> Search for the extension number, and then press Enter. In the Directory pane, double-click the contact, or right-click the contact, click Dial, and then click Telephone, Mobile or Home Phone, as appropriate. <p> Note If you want to dial a number that is not in the directory, you can use the Outbound Dialing Override feature: type the number you wish to dial in the directory search field or Dialpad search field, and then use the Outbound Dialing Override keyboard shortcut (default = CTRL+Enter) to do an override.</p> <ul style="list-style-type: none"> In the Call Control pane, click the line to use, and then use the Dialpad to dial the number. 	✓	Ctrl+D
End a call	In the active call, click End .	✓	Ctrl+H
Answer a call	In the active call, click Answer .	✓	Ctrl+A
Hold a call	In the active call, click  .	✓	Ctrl+L
Resume a call	<p>Either:</p> <ul style="list-style-type: none"> In the active call, click Resume. In the Call Control pane, click the line on which the call is held. 	✓	* (programmable)
Park a call	Drag the call from the Call Control pane to the Parked Calls pane.	✓	Ctrl+P
Retrieve a parked call	Drag the call from the Parked Calls pane to the Call Control pane.	✗	* (programmable)
Divert a call	<p>In the Call Control pane:</p> <ol style="list-style-type: none"> In the ringing call, click Divert. In the Dialpad search box, type the contact's name or number. <p> Note If you want to dial a number that is not in the directory, you can use the Outbound Dialing Override feature: type the number you wish to dial in the directory search field or Dialpad search field, and then use the Outbound Dialing Override keyboard shortcut (default = CTRL+Enter) to do an override.</p> <ol style="list-style-type: none"> In the list, select the contact, and then click Divert. 	✗	✗
Enable call forwarding	<p>In the Call Control pane:</p> <ol style="list-style-type: none"> Right-click the operator extension, and then select Enable FWD. In the Dialpad, search box, type the name or number to forward calls to, and then click Forward. 	✗	✗

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To...	Do this with the mouse...	Main menu	Default keyboard shortcut
Disable call forwarding	In the Call Control pane, right-click the operator extension, and then select Disable FWD .	x	x
Enable Do Not Disturb	In the Call Control pane, right-click the operator extension, and then select Enable DND .	x	x
Disable Do Not Disturb	In the Call Control pane, right-click the operator extension, and then select Disable DND .	x	x
Consult transfer a call	<p>In the Call Control pane:</p> <ol style="list-style-type: none"> 1 Right-click the call and select Consult Transfer. 2 In the Dialpad search box, type the recipient's name or number. <p> Note If you want to dial a number that is not in the directory, you can use the Outbound Dialing Override feature: type the number you wish to dial in the directory search field or Dialpad search field, and then use the Outbound Dialing Override keyboard shortcut (default = CTRL+Enter) to do an override.</p> <ol style="list-style-type: none"> 3 In the list, select the recipient, and then click Consult. 4 When the recipient has answered and agreed to accept the call, in the Dialpad, click Transfer. <p>In the Directory:</p> <ol style="list-style-type: none"> 1 In the directory search box, type the recipient's name or number. <p> Note If you want to dial a number that is not in the directory, you can use the Outbound Dialing Override feature: type the number you wish to dial in the directory search field or Dialpad search field, and then use the Outbound Dialing Override keyboard shortcut (default = CTRL+Enter) to do an override.</p> <ol style="list-style-type: none"> 2 In the directory, right-click the contact, click Consult Transfer, and then click Telephone, Mobile or Home Phone, as appropriate. The contact answers the call. 3 If the contact agrees to accept the call, perform a direct transfer (described below). 	✓	Ctrl+T





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To...	Do this with the mouse...	Main menu	Default keyboard shortcut
Blind transfer a call	<p>Drag the call from the Call Control pane to the Directory pane, and then drop it on the recipient contact.</p> <p>Alternatively:</p> <ol style="list-style-type: none"> 1 In the call, click the transfer icon . 2 In the Dialpad search box, type the recipient's name or number. <p> Note If you want to dial a number that is not in the directory, you can use the Outbound Dialing Override feature: type the number you wish to dial in the directory search field or Dialpad search field, and then use the Outbound Dialing Override keyboard shortcut (default = CTRL+Enter) to do an override.</p> <ol style="list-style-type: none"> 3 In the list, select the recipient, and then click Transfer. <p>Alternatively:</p> <ol style="list-style-type: none"> 1 In the directory search box, type the recipient's name or number. <p> Note If you want to dial a number that is not in the directory, you can use the Outbound Dialing Override feature: type the number you wish to dial in the directory search field or Dialpad search field, and then use the Outbound Dialing Override keyboard shortcut (default = CTRL+Enter) to do an override.</p> <ol style="list-style-type: none"> 2 Do one of the following: <ul style="list-style-type: none"> – In the directory, right-click the contact, click Transfer, and then click Telephone, Mobile or Home Phone, as appropriate. – Drag the call from the Call Control pane to the Directory pane, and then drop it on the recipient. 	✓	Ctrl+X
Direct transferring a call	<p>In the Call Control pane:</p> <ol style="list-style-type: none"> 1 Select one call, hold the Ctrl key and then select the other call. 2 Right-click and select Direct Transfer. 	✓	Ctrl+R

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To...	Do this with the mouse...	Main menu	Default keyboard shortcut
Conferencing calls	<p>In the Call Control pane:</p> <ol style="list-style-type: none"> 1 Right-click the active call and select Conference. 2 In the Dialpad search box, type the name or number of a participant to include in the conference, and then click Dial. <p> Note If you want to dial a number that is not in the directory, you can use the Outbound Dialing Override feature: type the number you wish to dial in the directory search field or Dialpad search field, and then use the Outbound Dialing Override keyboard shortcut (default = CTRL+Enter) to do an override.</p> <ol style="list-style-type: none"> 3 When the participant answers, in the Dialpad, click Conference. The participant is added to the conference call. 4 For each additional participant, repeat 2. and 3. <p>In the Directory pane, while on a call:</p> <ol style="list-style-type: none"> 1 Right-click the contact to add to the conference, click Conference, and then click Telephone, Mobile or Home Phone, as appropriate. 2 When the contact is ringing or answered, perform a call join. 3 At the end of the conference, in the active conference call, click End. 	✓	Ctrl+N
Joining calls	<p>In the Call Control pane:</p> <ol style="list-style-type: none"> 1 With one call selected, hold the Ctrl key and then select the other calls to join together. 2 Right-click the call and select Join. 	✓	Ctrl+J
Transfer a call to voicemail	<p>In the Call Control pane:</p> <ol style="list-style-type: none"> 1 Right-click the call and select Transfer to Voicemail. 2 In the Dialpad search box, type the contact's number. <p> Note If you want to dial a number that is not in the directory, you can use the Outbound Dialing Override feature: type the number you wish to dial in the directory search field or Dialpad search field, and then use the Outbound Dialing Override keyboard shortcut (default = CTRL+Enter) to do an override.</p> <ol style="list-style-type: none"> 3 Select the contact, and then click Transfer. 	✓	Ctrl+O
Email a contact	<p>To email a contact in a directory:</p> <ol style="list-style-type: none"> 1 Right-click the contact, and then choose Email. 2 Use your e-mail system to complete and send the email. 	✗	✗ (programmable)