Agent Automatic Call Distribution (ACD) States

Your ACD state can be one of the following:

- **Available** – You are available to receive calls.
- **Unavailable** – You are not available to receive calls.
- **Wrap-Up** – You are wrapping up a call and you are temporarily unavailable to receive calls.

Configure Your Post Sign-In ACD State

1. On the main page, click the Settings link.
2. On the Settings page, click the Application tab.
3. Set your Post Sign-In ACD State and Post Call ACD State.
4. If you set Post Call ACD State to "Unavailable", you may have to select a code that explains the reason for your unavailability.
5. If you set your Post Call ACD State to "Wrap-Up", check the Set Wrap-Up timer to box and then select the length of time before your state changes to Available upon the completion of a call.

Change Your ACD State and Set Unavailable Code

1. At the top right-hand side of the main window, click ACD states and then select your new state from the drop-down list.
2. If the Unavailable Codes feature is enabled and you select Unavailable as your ACD state, a list of codes to choose from appears. Select the code that best describes the reason for your unavailability.

Select Your Outgoing Call Identity

1. In the Dialer, click Outbound CLID.
2. From the drop-down list, select the phone number to display when you are making a call.

View Incoming Call Details

If the Notification feature is enabled, a notification window appears on top of the system tray when you receive a call, displaying the name and number of the caller.

For calls from queues, it displays:

- Calling name and number on which the call was received
- Call center or DNIS name
- Wait time of the call
- Number of calls in queue
- Diversion information, if applicable

Open URL

You can open a Uniform Resource Locator (URL) page in your browser to obtain more information about an incoming or any current call. This page contains information about the calling party encoded in its URL. In the Call Notification pop-up window that appears when you receive a call or in the
Call Console for the target call, click Web Pop URL.

**Save vCard**
When Outlook is running, you can save the caller's phone number and personal information as a vCard in Outlook.

In the Call Notification pop-up window that appears when you receive a call, click Add vCard.

**Dial Ad Hoc Number**
In the Dialer, enter the number to call and click Dial.

**Call Contact**
1. In the Contacts pane, click the contact to call and then click CALL for that contact. This dials the contact's default number.
2. To dial the contact's mobile number or any other available number, click the right Call button and select the number from the list.

**Redial Number**
Up to 10 previously dialed numbers are available. In the Dialer, click the Redial button and then select a number from the list.

**Dial from Call History**
1. In the Call Console, click Call History.
2. In the Call History dialog box, select Missed Calls, Received Calls, or Placed Calls.
3. Click a call log to expand it and then click Call for that log.

**Dial from Search**
1. Perform a search using the Search feature.
2. Click the target contact and then click Call for that contact.

**Answer Call**
Calls can be answered automatically or manually.

To answer calls automatically:
In the Call Console, click Auto Answer.

Note that this feature works only if your device is Advanced Call Control (ACC)-compliant. In addition, if Auto Answer is enabled on the server, you must not enable Auto Answer in the client.

To answer a call manually:
Move the mouse over an incoming call and click ANS.

**Blind Transfer Call**
Calls can be blind transferred while active, held, or ringing (in).

1. To transfer the call to an ad hoc number, enter the number in the Dialer and then click Transfer.
2. To transfer the call to a contact, click a contact in one of the contact’s directories and then click TXR for that contact.
3. Alternatively, to transfer the call to the contact’s mobile or any other available number, click the right Transfer button and select the number from the list.

**Transfer Call with Consultation**
Calls can be transferred while active, held, or ringing (in).

1. Dial the number or contact to transfer the call over to.
2. When the call is answered, speak to the party.
3. From the Call Console, select the original call.
4. Move the mouse over the new call and click TXR.

**Transfer to Queue**
1. From the Call Console, select the call to transfer.
2. In the Contacts pane, expand the Queues panel.
3. Click a queue to expand it and then click TXR for that queue.

**Hold Call**
This function is not available from a remote office.
In the Call Console, click HOLD for an active call.

**Resume Call**
This function is not available from a remote office.
In the Call Console, click ANS for a held call.

**End Call**

In the Call Console, move the mouse over a call and click END.

**Generate Call Trace**
To generate a call trace for a current call:
In the Call Console, move the mouse over a call and click TRACE for that call. A call trace notification is generated, containing the name and address of the parties, the time stamp of the call, the call ID, and the system ID.

To generate a call trace for the last released call:
In the Call Console header, click Trace.

**Tag ACD Call with Disposition Codes**
More than one disposition code can be assigned to a call.

To assign disposition codes to a current call:
1. In the Call Console, click the call.
2. From the list that appears, select a disposition code. The code is applied to the call and sent to the server.

To assign disposition codes in Wrap-Up:
1. When in Wrap-Up, click Disposition Code in the Call Console header.
2. From the drop-down list that appears, select a code. The code is applied to the last released call.

**Start Three-Way Conference**
1. In the Call Console, select one of the two calls to conference.
2. Move the mouse over the second, non-selected call and click CONF. The calls are moved to the Conference Call panel.

**Add Participant to Conference**
In the Call Console, move the mouse over a call and click CONF.

**Hold or Resume Conference**
- To hold a conference, click HOLD in the Conference Call panel header. The other parties continue their conversation.
- To resume a held conference, click ANS.
Leave Conference
You can only leave a Three-Way conference. In the Conference Call panel, click LEAVE. The other parties continue their conversation and the calls are removed from the Conference Call panel.

Drop Call from Conference
In the Conference Call panel, select a call and then click END. All calls are released.

Hold Conference Participant
In the Conference Call panel, move the mouse over the target call and then click HOLD.

Resume Conference Participant
In the Conference Call panel, move the mouse over the target call and then click ANS.

End Conference
In the Conference Call panel header, click TXR. All calls are released.

Monitor Supervisor Phone State
When escalating a call or making an emergency call, it is useful to know which supervisors are available to take calls.
1. In the Supervisors panel, click Edit . The selected supervisors have their phone state displayed.
2. In the dialog box that appears, select the supervisors to monitor.
3. Click Save. The selected supervisors have their phone state displayed.

Phone States
The possible contact phone states are: Available, On a Call, Ringing, Do Not Disturb, Private, Forwarding, and Unknown.

Make Emergency Call to Supervisor
While on a call, click Emergency in the Supervisors panel to let the system select a supervisor, or click an available supervisor and then click EMER for that supervisor.

Blind Escalate Call to Supervisor:
1. While on a call, click Escalate in the Supervisors panel to let the system select a supervisor, or click an available supervisor and then click ESC for that supervisor. The new call appears in the Call Console.
2. When the call is answered, consult with the supervisor.
3. Without waiting for the supervisor to answer, move the mouse over the call to the supervisor and then click TXR.

Escalate Call with Consultation
1. While on a call, click Escalate in the Supervisors panel to let the system select a supervisor, or click an available supervisor and then click ESC for that supervisor.
2. When the call is answered, consult with the supervisor.
3. In the Call Console, select the original call.
4. Move the mouse over the new call and then click TXR.

Escalate Call with Conference or Hand Over
1. While on a call, click Escalate in the Supervisors panel to let the system select a supervisor, or click an available supervisor and then click ESC for that supervisor.
2. When the call is answered, consult with the supervisor.
3. In the Call Console, select the original call.
4. Move the mouse over the call to the supervisor and then click CONF.
5. To hand over the call to the supervisor, click LEAVE in the Conference Call panel. The customer and the supervisor continue their conversation.

Camp on Busy Contact
1. In the Call Console, select the call to camp on.
2. In the Agents or Supervisors directory, move the mouse over a busy or ringing contact and then click CAMPBOX. The call is camped and removed from the Call Console.
3. If the call timer expires before the call is answered, the call is recalled to your device and reappears in the Call Console.

Sent E-mail to Contact
1. Expand the Group/Enterprise or Favorites tab, click a contact with e-mail, and then click EMAIL.
2. In the message window that appears, enter the required information and then click Send.

Record Call
To record selected calls in Call Center, your Call Recording service has to be set to “On Demand” via the web portal.
1. In the Call Console, select the call to record and click Record.
2. To pause a recording, click Pause.
3. To resume a recording, click Resume.
4. To stop a recording, click Stop.

Pause Call Recording
In the Call Console, select a call that is being recorded and click Pause.

Resume Call Recording
In the Call Console, select a paused call and click Resume.

Stop Call Recording
In the Call Console, select a paused call and click Stop.
**Display Call History**
Call History displays your placed, received, and missed calls.

1. In the Call Console, click **Call History**.
2. To view call logs in a group, select the group from the Show drop-down list.
3. To delete all call logs, click **Delete Call History**.
4. To delete a specific call log, select the call log to delete in the Call History dialog box and then click **Delete**.
5. To delete all call logs, click **Delete All**.

**Delete Call History**
1. In the Call Console, click **Call History**.
2. To delete a specific call log, select the call log to delete in the Call History dialog box and then click **Delete** for that call.
3. To delete all call logs, click **Delete All**.

**Monitor Call Centers**
1. In the Dashboard pane, click **Options** and select the Select Queues option. The Select Queues dialog box appears.
2. Check the call centers you want to monitor and click **Save**.
3. Click **Options** again and click Select Visible Fields.
4. In the Select Fields dialog box, check Select All to display all performance indicators. Or to show or hide some performance indicators, check or uncheck the corresponding check boxes.
5. Click **Save**. The Dashboard displays the selected performance indicators for the selected call centers.

**Search for Contacts**
1. In the Search panel, select the directories to search from the drop-down list.
2. To restrict the search to contacts that start with the text to search for, check the Begins with box.
3. In the Search text box, enter the text to search for and press ENTER. You can enter partial information, such as part of a name or number. The text is matched against all attributes and the search results are displayed in the Search panel.
4. To clear the search results, click **Reset**.

Note that the search is not case-sensitive.

**Manage Speed Dial and Personal Directories**
1. In the Speed Dial or Personal panel, click **Edit**. The Edit Speed Dials/Edit Personal Contacts dialog box appears.
2. To add an entry, click **Add**. A new row appears.
   - For a Speed Dial entry, select the dial code and enter the number and description of the contact.
   - For a Personal entry, enter the name and number.
3. To delete an entry, select the entry, and click **Delete**.
4. To modify a Speed Dial entry, double-click the entry so that it can be edited and modify the information as required.

Note that you cannot modify a Personal entry.

**View and Change Security Classification of Calls**
If you have the Security Classification service, you can view the security classification of your calls and change your current security classification in the Call Console.
1. To change your security classification, select a classification level from the Security Classification drop-down list.
2. The security classification of your current calls is recalculated.

**Instant Messaging**
If you have an IM&P service assigned on Clearspans you can chat with your IM&P contacts and monitor the state of selected contacts.

**Monitor IM&P Contacts**
To monitor their state, you need to first subscribe to the contact.
1. In the Instant Message panel, click **Edit**. The Edit Instant Message Contacts dialog box appears.
2. Click **Add** and enter the name and a valid IM&P ID of the contact in the new row. A subscription request is sent.
Alternatively, click the state icon of an unsubscribed contact.

**Set Your IM&P State and Message**
1. Click the Presence box at the top right-hand side of the main window and select your new state from the drop-down list.
2. Click **Edit** next to the Presence box and enter a message to display to other IM&P users in the dialog box that appears.

**IM&P States**
The possible states are Available, Busy, Away, and Offline. In addition, the following states are displayed in some directories for IM&P users you are not monitoring: Not Subscribed and Pending Subscription.
Accept IM&P Subscription Request
When you receive a request from another user, click Yes in the dialog box that appears to accept the request. The contact is added to the Instant Message directory, if it is not yet there.

Chat with Contact
1. To chat with an IM&P contact, click the Chat button for the contact. A chat window appears.
2. Enter your message in the text box at the bottom of the window and press ENTER.
You can have more than one chat window open. You can also accept chat requests from contacts.

Create a Multi-User Chat
1. Click the Add button in a Chat window. A drop-down list of available contacts appears.
2. Check the box next to each contact to invite to the chat and click the Invite button.
3. To leave a chat, close the dialog box.

Supervisor Tasks

Monitor Agents
You monitor agents using the Agents panel located in the Contacts pane. This shows the real-time state of the agents who you supervise and it allows you to change the state of an agent.
To select agents to monitor:
1. In the Agents panel, click the Edit button.
2. In the dialog box that appears, check the agents to monitor.
3. Click Save.
   - The selected agents have their combined phone and ACD state displayed as follows: Available, Busy, Unavailable, or Sign-Out, Ringing or Wrap-Up, Do Not Disturb, Private, and Forwarding. Agents who are not monitored have their state set to Unknown.

Change Agent’s ACD State
1. In the Agents panel, click the agent and then click the ACD button for that agent.
2. From the drop-down list, select the new state.
3. If you selected Unavailable, you may also have to select an unavailability code.

View Agent Details
Clicking an agent expands the entry displaying all queues the agent is staffing, with the agent’s join-in state in each queue and skill level in queues with skill-based routing; as well as the current calls, in order of arrival.

Make Agent Join/Leave Queue
1. In the Agents panel, click an agent in the Ringing state.
2. Click ANS. The call appears in the Call Console.

Pick up Agent’s Call
1. In the Agents panel, click the target agent.
2. Click the Queue button. The Agent Queue Membership dialog box appears.
3. Check or uncheck the Join box in the row of the queue you want the agent to join or leave and click Save.

Silently Monitor Agent’s Current Call
The agent to monitor must have exactly one active call.
1. In the Contacts pane, expand the Agents panel.
2. Click the agent and then click SM for the selected agent.
A new call is created in the Conference Call panel. You are conferenced in to the call and muted.

Silently Monitor Agent’s Next Call
In the Agents panel, click the target agent and then click SMN.
When the next call is received and answered by the agent, you are conferenced in to the call and your call is muted.

Monitor Call Center’s Next Call (Premium Call Center)
1. In the Contacts pane, expand the Queues panel and click the target call center to expand it.
2. Click the SMN for that call center. A monitoring call is established for the selected call center.
When the next call is received and answered by an agent, you are conferenced in to the call and your call is muted.

Un-mute Silently Monitored Call
While silently listening on a call, click BARGE in the Conference Call panel. You can now participate in the conversation.

Barge In on Agent’s Call
The agent must have exactly one active call.
1. In the Contacts pane, expand the Agents panel.
2. Click the target agent and then click BARGE for that agent. You are conferenced in to the call.
3. To leave the conference, click LEAVE in the Conference Call panel.

View Agents and Queues Statistics
You can view real-time statistics for the monitored call centers and agents assigned to you, using the Dashboard window.

- The Queue Summary shows key performance indicators for each call center you manage.
- The Agent Summary shows key performance indicators for the supervised team of agents.
Note that by default, agent statistics are not displayed.
To display agent statistics for a call center:
1. In the Queue Summary, check the Show Agents box in the row for that call center.
2. To hide signed-out agents, check the Hide Signed Out Agents box at the top-right corner of the Dashboard.

The administrator can set yellow and red thresholds for some of the measurements. When a threshold is crossed, the measurement is displayed in the color corresponding to the crossed threshold. Red thresholds have higher severity than yellow thresholds.
- Queue fields for which thresholds can be set are Calls in Queue, Longest Waiting Time, EWT, AHT, and ASA.
- Agent fields for which thresholds can be set are Call State (Time) – On Call, Call State (Time) – Idle, Agent State (Time) – Unavailable, Avg Busy In, Avg Busy Out, and Avg Wrap-Up.

Navigate from Dashboard to Agent or Queue

In the Dashboard, click the link for the agent or queue. The main window is brought to the foreground and the selected agent is displayed and expanded in the Agents panel. If you clicked a queue, the queue is displayed and expanded in the Queued Calls pane listing calls in the queue.

Monitor Queues

The Queued Calls pane shows selected call centers that you are managing. Each call center is displayed in a separate panel.

To select call centers to monitor:
1. At the top right-hand side of the Queued Calls pane, click Options and select Edit Queue Favorite Dialog from the menu.
2. In the dialog box that appears, check the call centers to display.
3. Click Save. The selected call centers appear in the Queued Calls pane.

The following information is displayed for each call center:
- Call center name and phone number
- Service Mode icon/button
- Message Waiting icon (if there are new messages)
- Ratio of queued calls to call center’s call capacity

The Service Mode icon displays the call center mode, which can be Normal, Night Service, Night Service Override, Forced Forward, and Holiday Service.

You expand a call center panel by clicking the Expand button for that panel. When expanded, the calls queued on that call center appear.

For each call, the following information is displayed:
- Call Status icon, which can be:
  - Call is waiting to be answered.
  - Message is being played to caller.
  - Call was reordered.
  - Call was bounced.
- Name/number of the call center (or DNIS, if applicable) that was called
- Total call time, and in parentheses, the time in the current queue (when applicable)

Clicking a call expands the call to show additional data:
- Call priority bucket (Premium call center)
- Call position in queue
- Name
- Phone number of the calling party (if applicable)

Enable Night Service Override or Forced Forwarding

1. In the Queued Calls pane, click the Service Mode in a Call Center panel.
2. In the Edit Queue Favorites dialog box that appears, check Night Service Override or Forced Forwarding for each call center for which you want to enable the service(s).
3. For Forced Forwarding, enter the forwarding destination.

Note that Forced Forwarding has precedence over Night Service Override.

Promote Call in Queue (Premium Call Center)

1. In the Queued Calls pane, expand a Call Center panel.
2. Click the target call and then click Promote. The queued call is moved to the end of the next highest priority bucket.

Position Call in Queue

1. In the Queued Calls pane, expand a Call Center panel.
2. Click the target call and then click REORDER for that call.
3. From the drop-down list that appears, select a new position. The call is placed at the new position in the queue.

Note that you cannot place a call ahead of a bounced call.

Transfer Call to Top of Queue

1. In the Queued Calls pane, expand a Call Center panel.
2. Click the target call and then click REORDER for that call.
3. From the drop-down list that appears, select Send to Front.

Retrieve Call from Queue

1. In the Queued Calls pane, expand a Call Center panel.
2. Click the target call, then click RETRIEVE. The call appears in the Call Console; treat it as any other call.

Transfer Call from Queue to Agent

1. In the Queued Calls pane, select the call to transfer.
2. In the Contacts pane, expand the Agents panel.
3. Click the target agent and then click TXR for that agent.

Transfer Call from Queue to Ad-Hoc Number

1. In the Queued Calls pane, select the call to transfer.
2. In the Dialer, enter the number and click Transfer.
Transfer Call between Queues
1. In the Queued Calls pane, select the call to transfer.
2. In the Contacts pane, expand the Queues panel.
3. Click the target queue and then click TXR for that queue.

Reporting
Call Center provides a set of reports about call centers and agents’ performance.
Additional reports may be defined by your system administrator. Since reports are configurable, the reports available to you depend on your system configuration. For information, consult your administrator. Note that agents can only request reports about themselves.
Depending on the Receptionist configuration, supervisors may be able to open more than one Reporting window at the same time (up to a maximum of five).

Run Report
1. On the Call Center main page, click the Reporting link.
2. In the Report window, select the report type you want.
3. In the dialog box that appears, enter the required information.

Schedule Report
1. On the Call Center main page, click the Reporting link.
2. In the Report window, select the report type you want.
3. In the dialog box that appears, enter required information:
   - For Type, select Scheduled.
   - Provide the name and description of the report.
   - Specify the recurrence pattern of the report and the report time frame.
4. Click Schedule Report. The report is scheduled. It will run at the specified times and will be sent to the recipients configured in the report schedule.

Manage Scheduled Reports
1. On the Call Center main page, click the Reporting link.
2. From the drop-down list, select Scheduled Reports. A Scheduled Reports dialog box appears, listing the reports that you have scheduled.
3. To edit a report, click Load in the row for the report and modify the report as required.
4. To delete a report, click Delete in the row for the report.

Keyboard Shortcuts
When using keyboard shortcuts, make sure that the main interface window is in focus.

<table>
<thead>
<tr>
<th>Key</th>
<th>Equivalent Mouse Action</th>
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<tbody>
<tr>
<td>ESC</td>
<td>Click the Close button in a dialog box.</td>
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<td>ESC</td>
<td>Cancel the changes.</td>
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<td>Click the Dialer text box.</td>
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<td>?</td>
<td>Click the Search text box.</td>
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<td>ARROW DOWN</td>
<td>Click the scroll bar or the next item on a list.</td>
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<td>ARROW UP</td>
<td>Click the scroll bar or the previous item on a list.</td>
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<td>PAGE DOWN</td>
<td>Scroll down one page.</td>
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<td>PAGE UP</td>
<td>Scroll up one page.</td>
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<tr>
<td>1...9</td>
<td>Select a call in the Call Console.</td>
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<td>SPACEBAR</td>
<td>Click Answer on the selected incoming call in the Call Con-</td>
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<td>ENTER</td>
<td>Click Dial.</td>
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<td>ENTER</td>
<td>Click Search.</td>
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<td>+</td>
<td>Click Transfer in the Dialer.</td>
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<tr>
<td>SHIFT+1.9</td>
<td>Select a ringing call and click Answer.</td>
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<tr>
<td>SHIFT+1.9</td>
<td>Select an active call and click Hold.</td>
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<tr>
<td>SHIFT+1.9</td>
<td>Select a held call and click Retrieve.</td>
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<td>S or s</td>
<td>Click the Settings link.</td>
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<td>B or b</td>
<td>Click the Back to Application link.</td>
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<td>R or r</td>
<td>Click the Call History button.</td>
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<td>H or h</td>
<td>Click the Help link.</td>
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<td>D or d</td>
<td>Click the Dashboard link (Supervisor)</td>
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<td>SHIFT+L</td>
<td>Click the Sign Out link.</td>
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<td>SHIFT+U</td>
<td>Select Available (Agent).</td>
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<td>SHIFT+W</td>
<td>Select Unavailable (Agent).</td>
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<tr>
<td>SHIFT+W</td>
<td>Select Wrap-Up (Agent).</td>
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