

Quick user guide

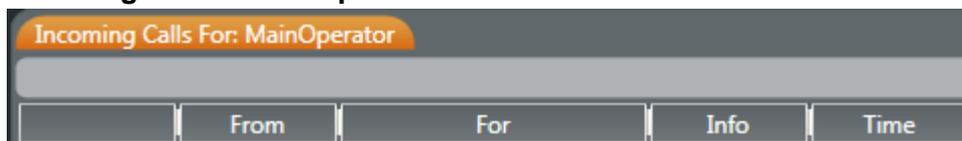
innovaphone Operator V9

OVERVIEW

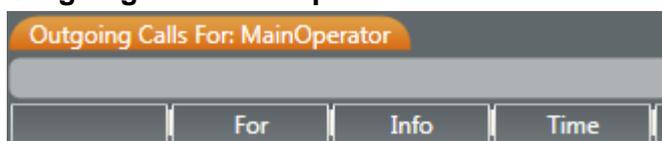
- **Incoming calls in the waiting queue**



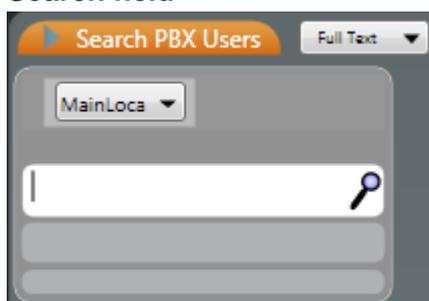
- **Incoming calls for the operator**



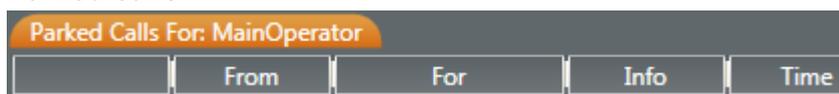
- **Outgoing calls from operator**



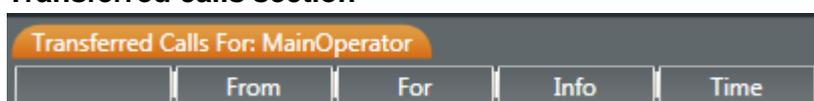
- **Search field**



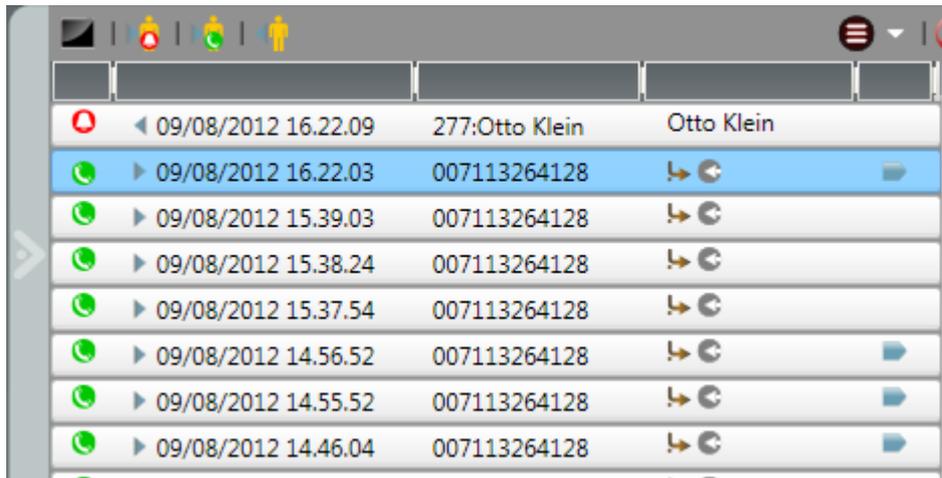
- **Parked calls**



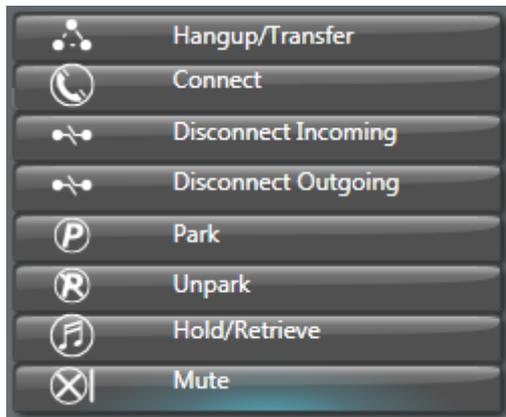
- **Transferred calls section**



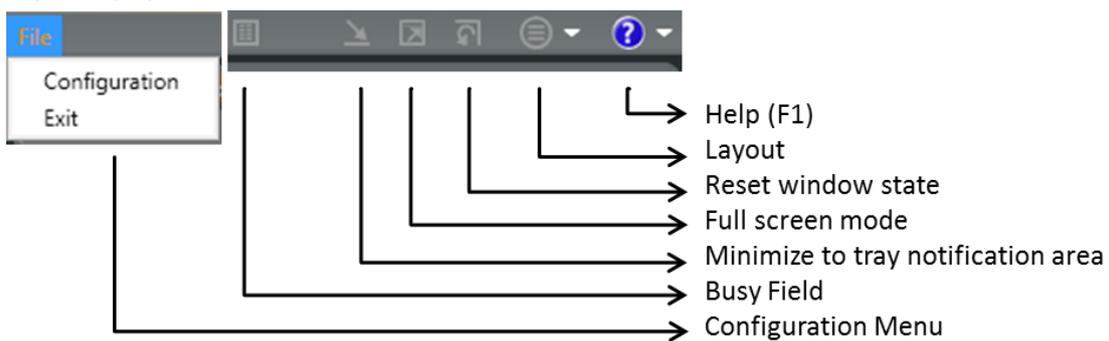
- **Call journal field**



- **Action buttons**



- **Main menu**



HANDLING CALLS

- **Pick-up**

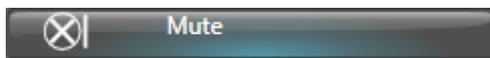
- If the operator is joined to a waiting queue, incoming calls are automatically routed to the operator. To pick up the call, double click on the call, press ENTER or click on the button



- If the operator is not joined to the waiting queue, an incoming call can be dragged out of the queue and dropped to the operator using the mouse. The call is then connected automatically.

- **Mute**

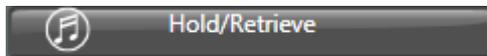
- Activate with the button



- For internal/personal consultation with colleagues
- Operator microphone is set on Mute
- Caller hears nothing but can talk to operator
- Call stays with the operator

- **Hold**

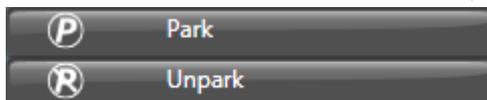
- Activate with "CTRL-R" or via button



- For external/prolonged consultation (e.g. via telephone)
- Caller hears music on hold
- Call stays with operator

- **Park / Unpark**

- Activate with "CTRL-P" / "CTRL-U", or with the buttons



or by dragging the call with the mouse to the parking field

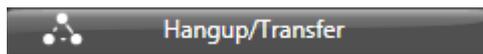
- To pick up new calls or external/prolonged consultation (e.g. via telephone)
- Caller hears music on hold
- Operator drags call to parking position
- Move mouse over information icon to display details of this call in the journal (e.g. for further actions)
- Calls can be dragged with the mouse directly to the operator or to a destination (in journal or search)

- **Switching**

- Activate with consultation: call pick-up, search, select and dial destination, consult, switch by "+" or drag & drop with the mouse
- Activate without consultation (blind transfer): call pick-up, select destination, switch by "+" or drag & drop with the mouse

The call is then displayed in the transfer list until it has been accepted by the destination number or until time-out is reached. In this case the call then returns to the operator.

- Alternative buttons:



- The operator can make outgoing calls even if an incoming call is ringing

- **Disconnect**

- Incoming calls with "CTRL-A" or button



- Out-going calls with "-" or button



SEARCH

- **General:**

- Two search modes:

Either on the PBX



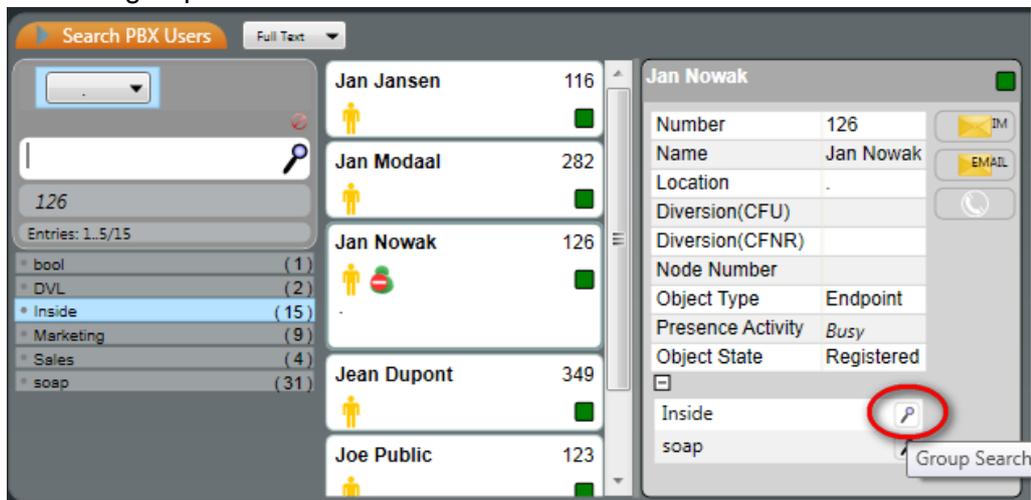
or in the phone book (LDAP).



To select click on the button.

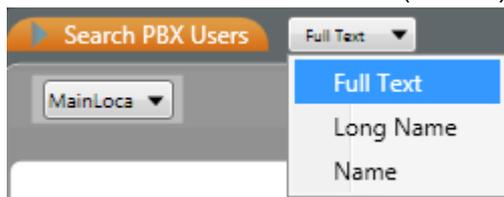
- Any search entry can be erased by clicking ESC several times
- Right click on the subscriber field for detailed information on the subscriber
- It is possible to set call diversions, Presence status (if allowed) and to send IM and emails (if configured)

- Use the magnifying glass for detailed information on group members and to search for other group members

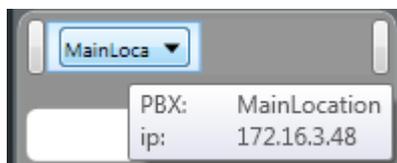


• Search in PBX

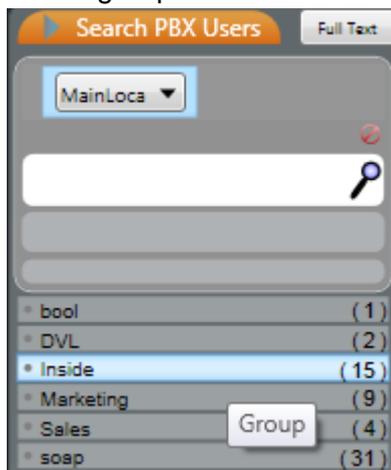
- Select search criteria: full text (default), name or long name



- Select PBX to be searched



- Select group to be searched



- NB: for full text search, all subscribers must be in the same group as the query user

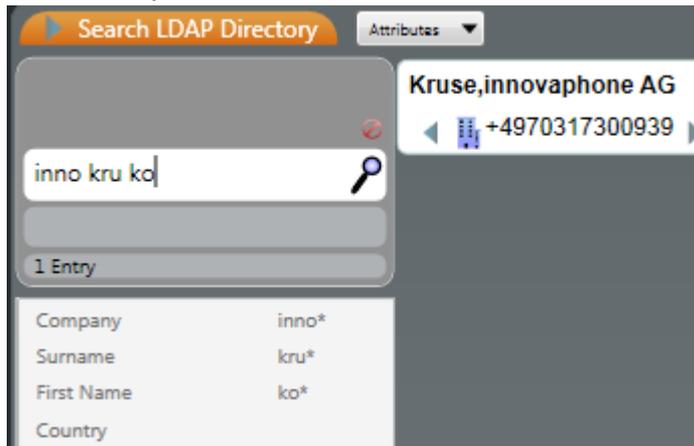
• Search in Busy lamp field (BLF)

- Select subscriber, drag & drop incoming call to the entry (or vice versa)

- Toggle between various sub BLFs via mouse click
- **Telephone book search**
 - Select search criteria: full text (default) or attributes:



- Search for parts of attributes:



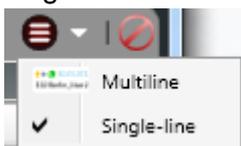
- Specific search criteria can be skipped with "*" (depending on the LDAP attribute configuration)

JOURNAL

- **Choose call type view**
all, abandoned, accepted, outgoing



- **Choose display view**
single or multi-line

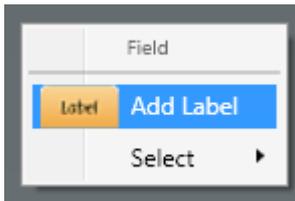


- **Delete sub-busy lamp fields**

By clicking on "-" in the left-hand pull-out menu. This is only allowed if the sub-busy lamp field is empty.

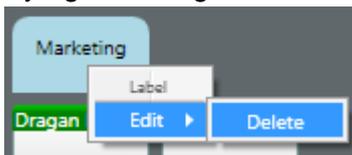
- **Create labels**

By right clicking on free space. Naming at will. Subscriber entries can be placed below or next to the label and can be arranged as needed.



- **Delete labels**

By right clicking on label, select "Delete"



and click on the delete icon which appears in the top pull-out menu

- **Display settings for subscriber icons**

By left clicking on the line icon and selecting a pre-defined size setting

