

Videa hovor, Obsazenosti linky, Spojovatelka, Volání zdarma, Komunikátor pro tablet, Sjednocená komunikace, Obsazenosti linky, Telefonní lišta, Nevyrušovat, Video hovor, Chat, sdílené, pracovní místo, Jednoduché volání, Spojovatelka, Aplikace, Zákaznický portal, Mobilita, Obsazenosti linky, Presence Chat, HD hlas, Konference, Sdílení, Mobilní telefon, Skupiny pro, vyzvednutí hovoru, Komunikátor pro, Mobilní telefon, Sdílení, Mobilita, Obsazenosti linky, Konference, Pracovní místo, Sjednocená komunikace, Obsazenosti linky, Telefonní lišta, Nevyrušovat, Video hovor, Chat, sdílené, pracovní místo, Jednoduché volání, Spojovatelka

Web portal User guide

Portal-uc.gtsce.com





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Introduction

Personal Web Portal is a new service for your telephone. **The graphic application can be used for:**

- call **handling** via PC (click-to-dial, call reception, ...)
- **configuration of functions** (call forwarding, conferences, quick dial,...)

1 Log in

In order to access the Personal Web Portal, use MS Explorer browser version 6 or higher. Correct functioning of certain functions (particularly the Call Manager) requires automatic installation of Java language support on your system. Should you have any problems, please contact your administrator.

Address for logging into the application: **Portal-uc.gtsce.com**

Use the data provided by your administrator (see the handover protocol) to log in.

User ID: xxxxxxxx@cz.in.gtsce.com

Password: xxxxxxxx

Attention: User ID and Password are your personal information allowing you to use all of the services. Protect them from abuse.



User ID
 Password

Login

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The programs included herein are subject to a restricted use license and can only be used in conjunction with this application.

2 Change of password

You will be asked to change your password after the first log in. This is to maintain maximum security of your settings and privacy.

3 Application homepage – basic description

This is the starting point for access to the application. It consists of 3 main fields controlling the application:

- 1) **Settings menu** contains links to sections setting the individual functions of your phone.
- 2) **Content window** displays the detail of the function selected in the Settings menu in the left section of the screen.
- 3) **Application menu** allows for quick switching to the selected application (Call Manager/Operator Console, Receptionist)





4 Interactive help

Clicking the Help link will open a description related to the active window in a new browser window.

The help text briefly describes the meaning and use of the respective function.

Example: Restriction of anonymous calls

Path: **Inbound calls/Restriction of anonymous calls**

Anonymous Call Rejection

You use this page to prevent or allow calls from callers who have blocked their phone numbers from being identified. Blocked callers hear a message notifying them that their calls are being rejected. You can activate this service at any time.

Steps	Details
1. Turn Anonymous Call Rejection on or off.	Click "On" or "Off." When on, Anonymous Call Rejection prevents calls from callers who have chosen to block the identification of their phone numbers. These callers hear an automated message that their call is being denied because of the block. The default for this service is "Off."
2. Save your changes.	Click Apply or OK . Apply saves your changes. OK saves your changes and displays the previous page. Click Cancel to exit without saving.

Modification of user name

The user name is used as a business card in the corporate telephone directory available from Call Manager. If you need to update or correct the name, you can do it as follows:

Path: **Homepage/Profile/Profile**

When you have finalised your modifications, click **Apply**.





5 Use of selected functions

An example of configuring several most frequently used functions. Other functions of the Personal Web Portal are configured identically. Go through the menu and select your optimum personal settings.

5.1 Call forwarding

It is possible to unconditionally forwards all calls, (and)or only when busy, (and)or in case of no answer.

Path: Home page/Inbound calls

Clicking on a selected function opens a new window, where you fill the destination number for forwarding.

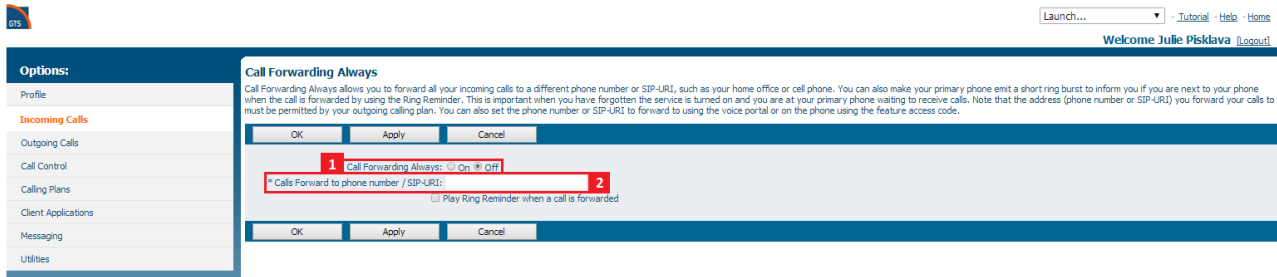
Tip: Forwarding calls from a fixed line to a mobile phone:

You are often out of your office and you need to forward all inbound calls from your fixed line to your mobile phone.

Follow the below procedure.

Path: Homepage/Inbound calls/Unconditionally forwarded calls





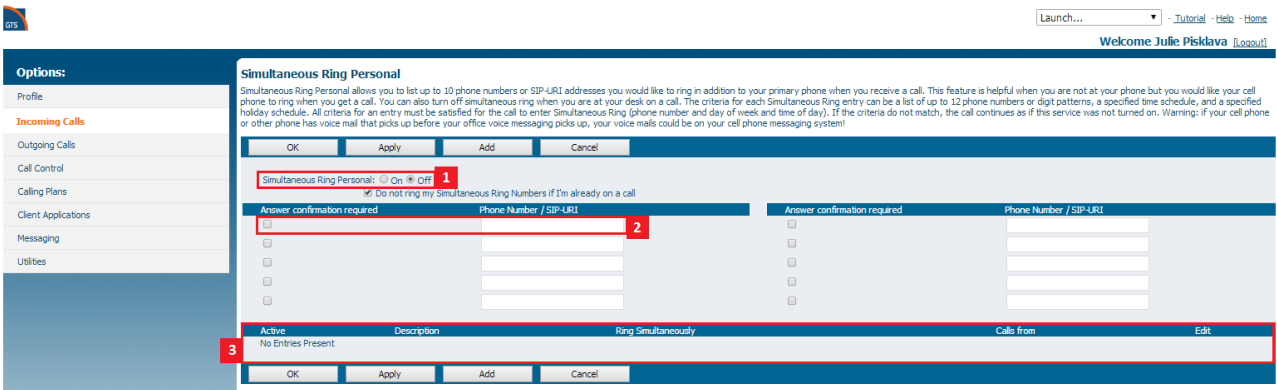
- 1) Activate/deactivate all inbound calls
- 2) Number to forward the calls to

Save the settings by clicking **Apply**, followed by **OK**.

5.2 Simultaneous ringing

This function allows for simultaneous ringing on multiple telephones. You can use this service when you are not in your office, but wish to be available via your mobile phone.

Path: **Homepage/Inbound calls/Simultaneous personal ringing**



- 1) Activate / Deactivate the function
- 2) Fields for adding individual numbers
- 3) List of assigned numbers

Save the settings by clicking **Apply**, followed by **OK**.

5.3 Do not disturb

Possibility to activate or deactivate the 'do not disturb' service. This service allows you not to answer calls via your phone temporarily.

Activate: ***78**

Deactivate: ***79**

5.4 Answering a call in a group

This allows users to answer calls for another user within the same group by entering the assigned access code ***97** and the extension of the user whose calls are to be answered. Press ***97** on your phone and enter the extension of the dialled party in the group 1234.

Example: ***971234**



Komunikátor pro tablet
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Chat sdílení
Jednoduché volání

Mobilita
HD hlas
Presence Chat
Obsazenosti linky
Koneference

Videa hovory
Volání zdarma
Sjednocená komunikace
Telefonní lišta
Chat sdílení
Jednoduché volání

Aplikace
Zákaznický portál

Video hovory
Obsazenosti linky
Telefonní lišta
Chat sdílení
Jednoduché volání

Video hovory
Obsazenosti linky
Telefonní lišta
Chat sdílení
Jednoduché volání

5.5 Forwarding of all calls (using service codes)

Possibility to activate or deactivate the 'Forward all calls' service. The service allows you to forward inbound calls to another number, either to a corporate extension, e.g.: 1111, or to a number outside the company, e.g.: 800 232 323.

Activate: *21*800232323#

Deactivate: #21#

6 Service codes

If you do not want to use the Call Manager, you can control (activate/deactivate) most of the functions directly via your phone's keypad entering a special code activating/deactivating the selected service. The full list of codes is available in the Personal Web Portal application (www.centrex.gts.cz) and you can find it by following the below path:

Path: [Homepage/Help/Service access codes](#)

The screenshot shows the 'Feature Access Codes' page in the Personal Web Portal. The page title is 'Feature Access Codes'. Below the title, there is a brief explanation: 'Feature Access Codes list the star codes for services that you have. To activate a service, hit the * key and the number followed by the # key. Some require additional information such as a phone number, but you are prompted for that information. You cannot change your feature access codes.' A list of codes is displayed in a table format. The 'Utilities' section is highlighted in the left sidebar.

Code	Description
*77	Anonymous Call Rejection Activation
*87	Anonymous Call Rejection Deactivation
52	Anonymous Call Rejection Interrogation
#8	Automatic Callback Deactivation
#9	Automatic Callback Menu Access
*14	BroadWorks Anywhere E.164 Dialing
*15	Call Bridge
*72	Call Forwarding Always Activation
*73	Call Forwarding Always Deactivation
21	Call Forwarding Always Interrogation
*90	Call Forwarding Busy Activation
*91	Call Forwarding Busy Deactivation
67	Call Forwarding Busy Interrogation
*92	Call Forwarding No Answer Activation
*93	Call Forwarding No Answer Deactivation
61	Call Forwarding No Answer Interrogation
*94	Call Forwarding Not Reachable Activation
*95	Call Forwarding Not Reachable Deactivation
63	Call Forwarding Not Reachable Interrogation
*76	Call Forwarding Selective Activation
*77	Call Forwarding Selective Deactivation
54	Calling Line ID Delivery Blocking Interrogation
*67	Calling Line ID Delivery Blocking per Call
*31	Calling Line ID Delivery Blocking Persistent Activation
*31	Calling Line ID Delivery Blocking Persistent Deactivation
*65	Calling Line ID Delivery per Call

The above list of selected functions represents just a fraction of what the Personal Web Portal has to offer to help you in your everyday work. We recommend you use the interactive Help section of your Personal Web portal to get familiar with the other functions.

Thank you for choosing this product.

