

Schedule Web Collaboration Session from Web Client

The following will give you step-by-step instructions for creating a scheduled web collaboration from the web client and inviting participants.

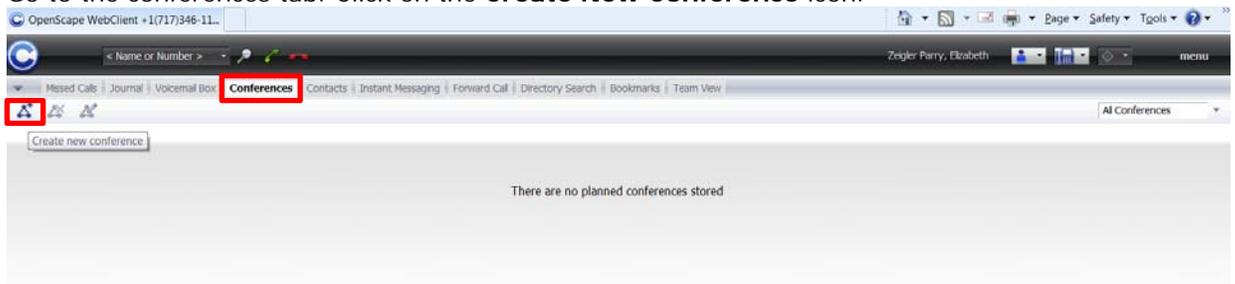
Step 1: Log Into UC Web Client

1. Log into conference room PC using your CWOPA credentials.
2. Open the following link: *See last page to determine if you are System A or System B*
 - a. System A: <http://openscapeuc1.pa.gov/>
 - b. System B: <http://openscapeuc2.pa.gov/>
3. You will be automatically logged into your UC Web Client.

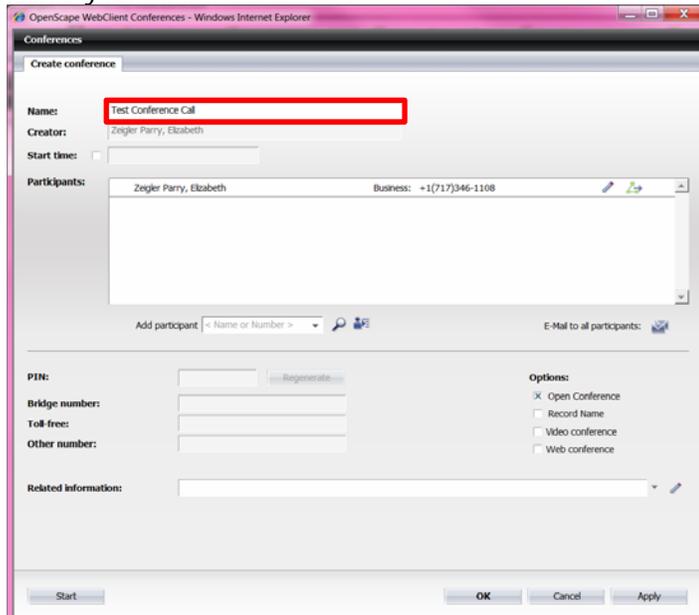


Step 2: Create Conference Call

1. Go to the conferences tab. Click on the **Create New Conference** icon.

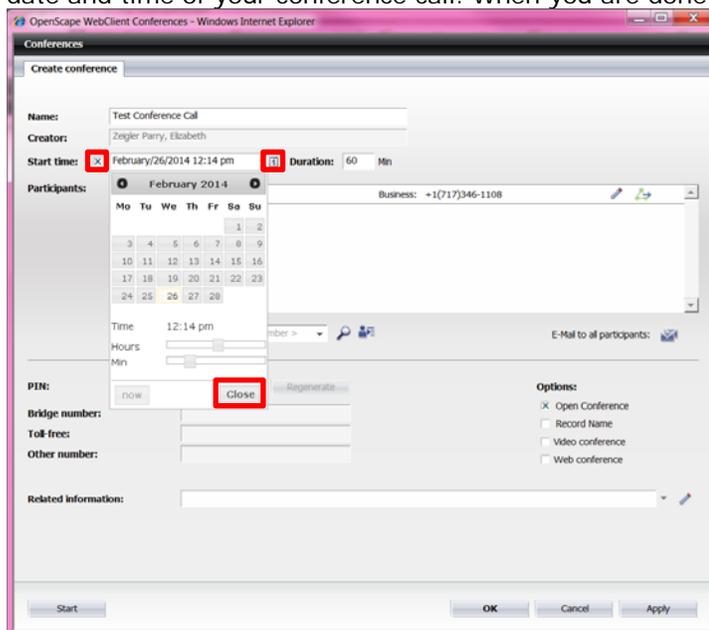


2. Name your conference.



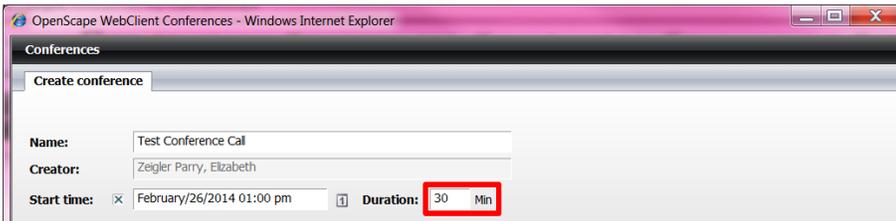
The screenshot shows the 'Create conference' dialog box in a Windows Internet Explorer browser window. The 'Name' field is highlighted with a red box and contains the text 'Test Conference Call'. The 'Creator' field is 'Ziegler Parry, Elizabeth'. The 'Start time' field is empty. The 'Participants' list contains 'Ziegler Parry, Elizabeth' with a business phone number '+1(717)346-1108'. There are fields for 'PIN', 'Bridge number', 'Toll-free', and 'Other number'. The 'Options' section has checkboxes for 'Open Conference' (checked), 'Record Name', 'Video conference', and 'Web conference'. There is a 'Related information' field and buttons for 'Start', 'OK', 'Cancel', and 'Apply'.

3. Check the box next to **Start time**. Then click the calendar icon to show a calendar. Select the date and time of your conference call. When you are done, click **Close** on the calendar.



The screenshot shows the 'Create conference' dialog box with the 'Start time' field checked. A calendar is displayed showing the date 'February 26, 2014' and time '12:14 pm'. The 'Duration' is set to '60 Min'. The 'Close' button on the calendar is highlighted with a red box. The 'PIN' field now has a 'now' button and a 'Close' button. The 'Options' section remains the same. There are buttons for 'Start', 'OK', 'Cancel', and 'Apply'.

4. Set the duration of the call in minutes.



OpenScape WebClient Conferences - Windows Internet Explorer

Conferences

Create conference

Name: Test Conference Call

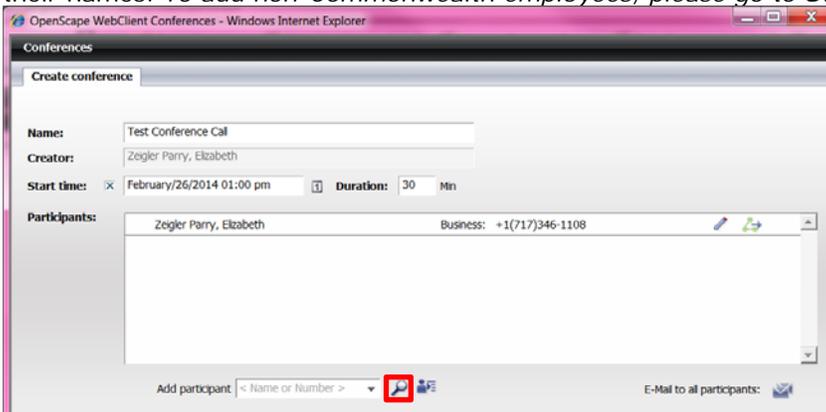
Creator: Zeigler Parry, Elizabeth

Start time: February/26/2014 01:00 pm

Duration: 30 Min

Step 3: Add Participants

1. To enter Commonwealth employees as participants, click the magnifying glass to search on their names. *To add non-Commonwealth employees, please go to **Step 3 #5**.*



OpenScape WebClient Conferences - Windows Internet Explorer

Conferences

Create conference

Name: Test Conference Call

Creator: Zeigler Parry, Elizabeth

Start time: February/26/2014 01:00 pm

Duration: 30 Min

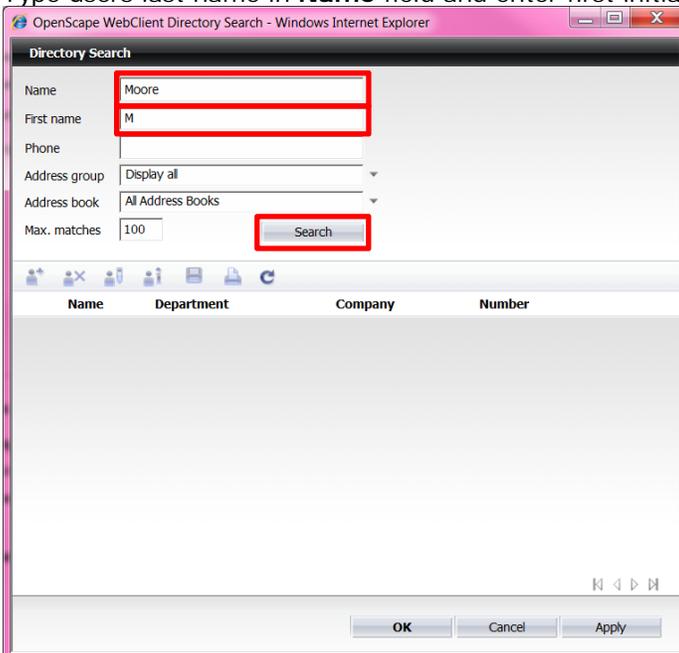
Participants:

Zeigler Parry, Elizabeth Business: +1(717)346-1108

Add participant < Name or Number >

E-Mail to all participants:

2. Type users last name in **Name** field and enter first initial in **First Name** field and click search.



OpenScape WebClient Directory Search - Windows Internet Explorer

Directory Search

Name: Moore

First name: M

Phone:

Address group: Display all

Address book: All Address Books

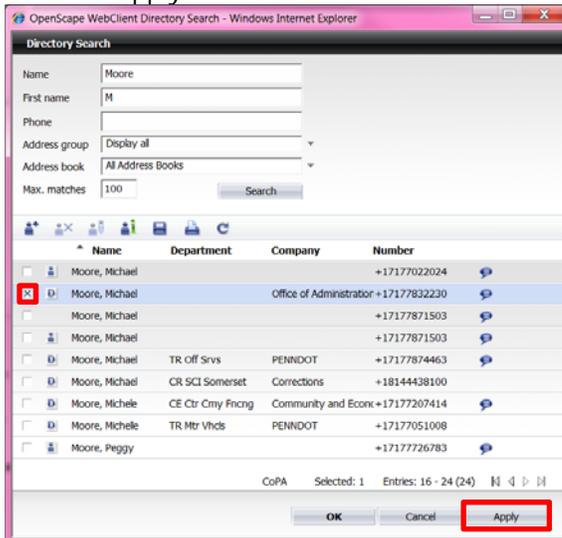
Max. matches: 100

Search

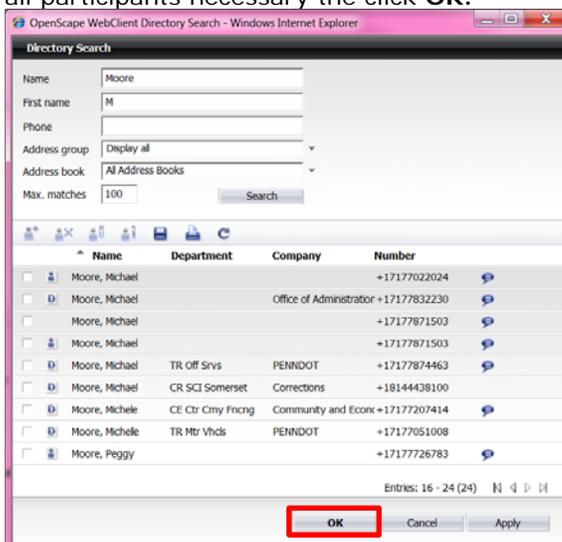
Name	Department	Company	Number
[Empty Table]			

OK Cancel Apply

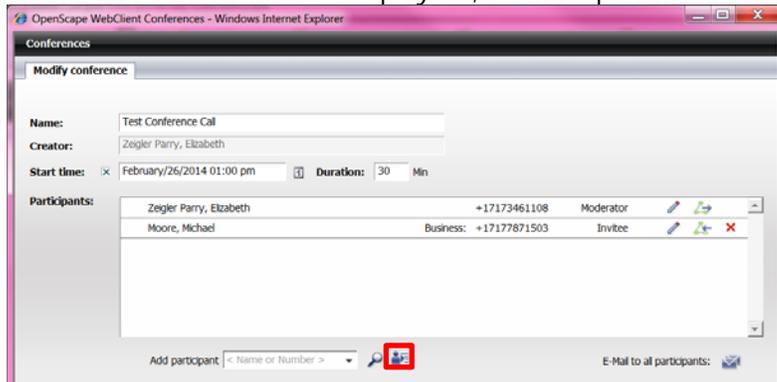
3. Scroll through the results until you find the correct name. Check the box next to their name and click apply.



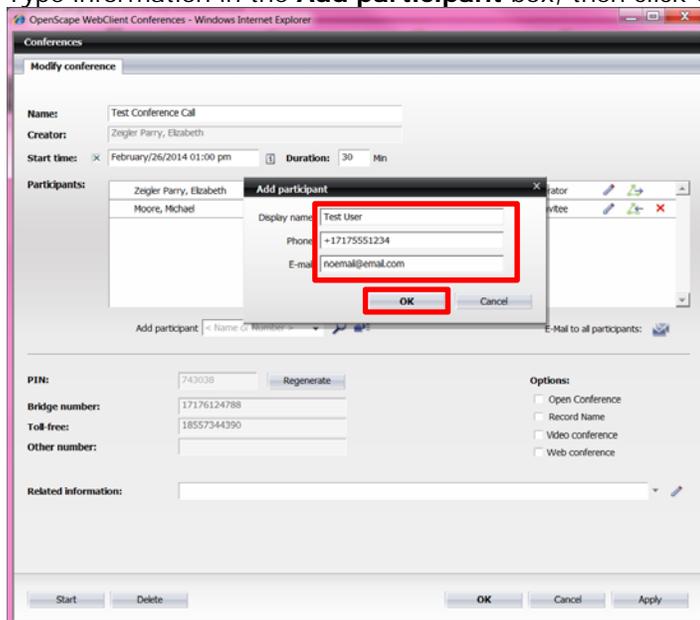
4. Once you click apply, the name will be added and you can search for more participants. Add all participants necessary the click OK.



- To add non-commonwealth employees, click the person icon.

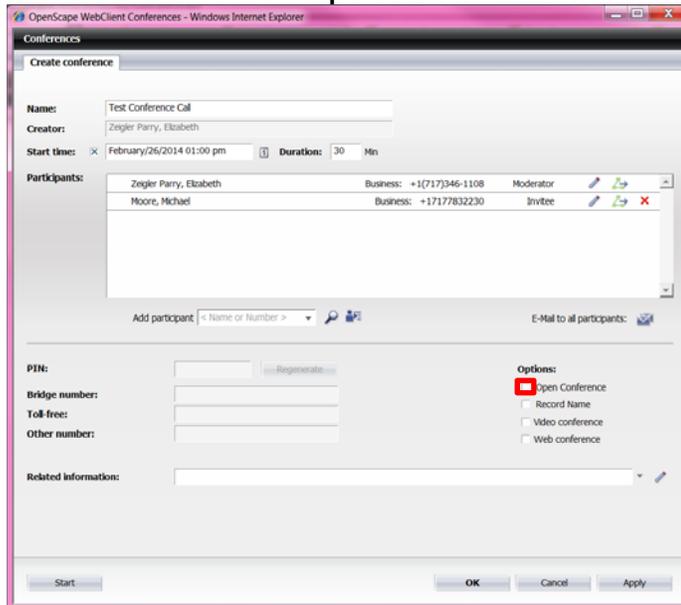


- Type information in the **Add participant** box, then click **OK**.



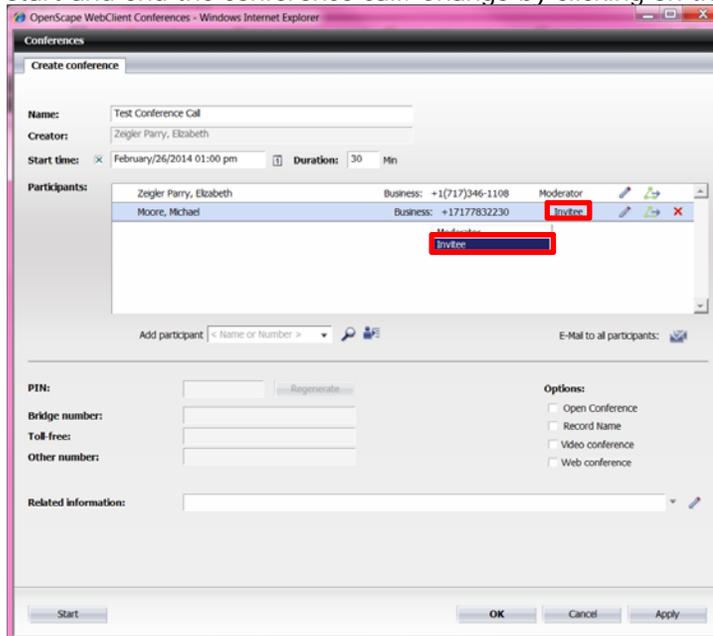
Step 4: Set Details

1. Uncheck the box next to **Open Conference**. This will allow the call to be moderated.



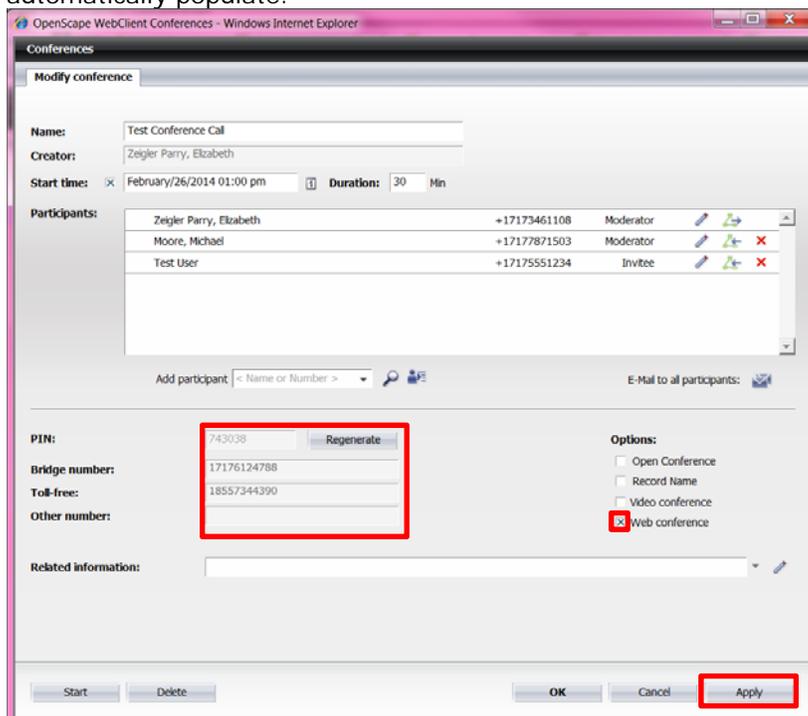
The screenshot shows the 'Create conference' dialog box in a Windows Internet Explorer browser window. The dialog is titled 'Conferences' and has a 'Create conference' tab. The 'Name' field contains 'Test Conference Call'. The 'Creator' is 'Ziegler Parry, Elizabeth'. The 'Start time' is 'February/26/2014 01:00 pm' and the 'Duration' is '30 Min'. The 'Participants' list includes 'Ziegler Parry, Elizabeth' (Business: +1(717)346-1108, Moderator) and 'Moore, Michael' (Business: +17177832230, Invitee). The 'Options' section has 'Open Conference' checked, 'Record Name' unchecked, 'Video conference' unchecked, and 'Web conference' unchecked. The 'PIN', 'Bridge number', 'Toll-free', and 'Other number' fields are empty. The 'Related information' field is also empty. The 'Start' button is disabled, and the 'OK', 'Cancel', and 'Apply' buttons are visible at the bottom.

2. Select **Moderator** or **Invitee** for each participant. Those that are moderators will be able to start and end the conference call. Change by clicking on the word and selecting designation.



The screenshot shows the 'Create conference' dialog box in a Windows Internet Explorer browser window. The 'Name' field contains 'Test Conference Call'. The 'Creator' is 'Ziegler Parry, Elizabeth'. The 'Start time' is 'February/26/2014 01:00 pm' and the 'Duration' is '30 Min'. The 'Participants' list includes 'Ziegler Parry, Elizabeth' (Business: +1(717)346-1108, Moderator) and 'Moore, Michael' (Business: +17177832230, Invitee). The 'Options' section has 'Open Conference' unchecked, 'Record Name' unchecked, 'Video conference' unchecked, and 'Web conference' unchecked. The 'PIN', 'Bridge number', 'Toll-free', and 'Other number' fields are empty. The 'Related information' field is also empty. The 'Start' button is disabled, and the 'OK', 'Cancel', and 'Apply' buttons are visible at the bottom.

3. Check the box next to **Web Conference**. Then click **Apply** and the conference details will automatically populate.



OpenScope WebClient Conferences - Windows Internet Explorer

Conferences

Modify conference

Name: Test Conference Call

Creator: Zeigler Parry, Elizabeth

Start time: February/26/2014 01:00 pm Duration: 30 Min

Participants:

Name	Phone Number	Role	Actions
Zeigler Parry, Elizabeth	+17173461108	Moderator	[Edit] [Add] [Remove]
Moore, Michael	+17177871503	Moderator	[Edit] [Add] [Remove]
Test User	+17175551234	Invitee	[Edit] [Add] [Remove]

Add participant: < Name or Number > [Search] [Add]

E-Mail to all participants: [Email]

PIN: 743038 [Regenerate]

Bridge number: 17176124788

Toll-free: 18557344390

Other number:

Options:

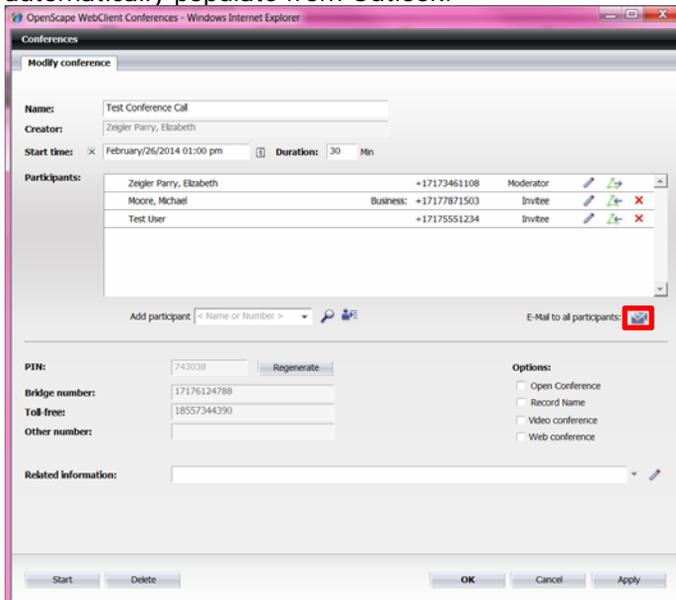
- Open Conference
- Record Name
- Video conference
- Web conference

Related information:

Start Delete OK Cancel Apply

Step 5: Send Invitations

1. Click the icon next to **E-Mail to all participants**. An email with conference details will automatically populate from Outlook.



OpenScape WebClient Conferences - Windows Internet Explorer

Conferences

Modify conference

Name: Test Conference Call

Creator: Zeigler Parry, Elizabeth

Start time: February/26/2014 01:00 pm Duration: 30 Mn

Participants:

Zeigler Parry, Elizabeth	+17173461108	Moderator	
Moore, Michael	Business: +17177871503	Invite	X
Test User	+17175551234	Invite	X

Add participant < Name or Number >

E-Mail to all participants **E-Mail**

PIN: 743038 Regenerate

Options:

- Open Conference
- Record Name
- Video conference
- Web conference

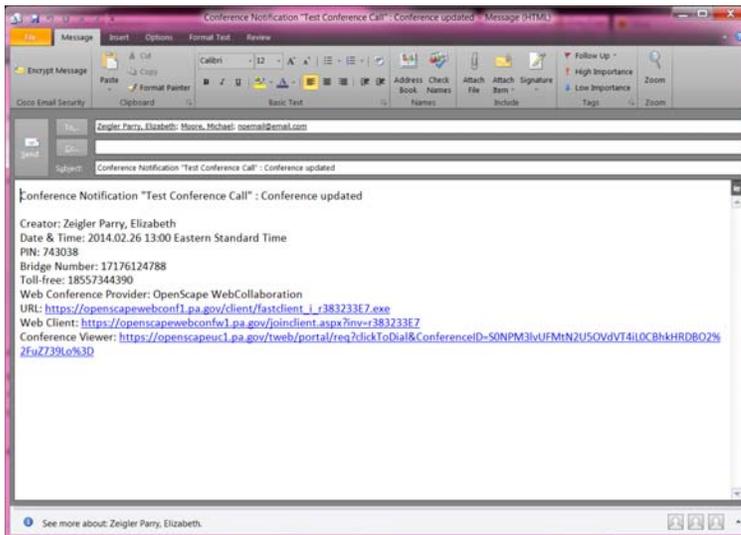
Bridge number: 17176124788

Toll-free: 18557344390

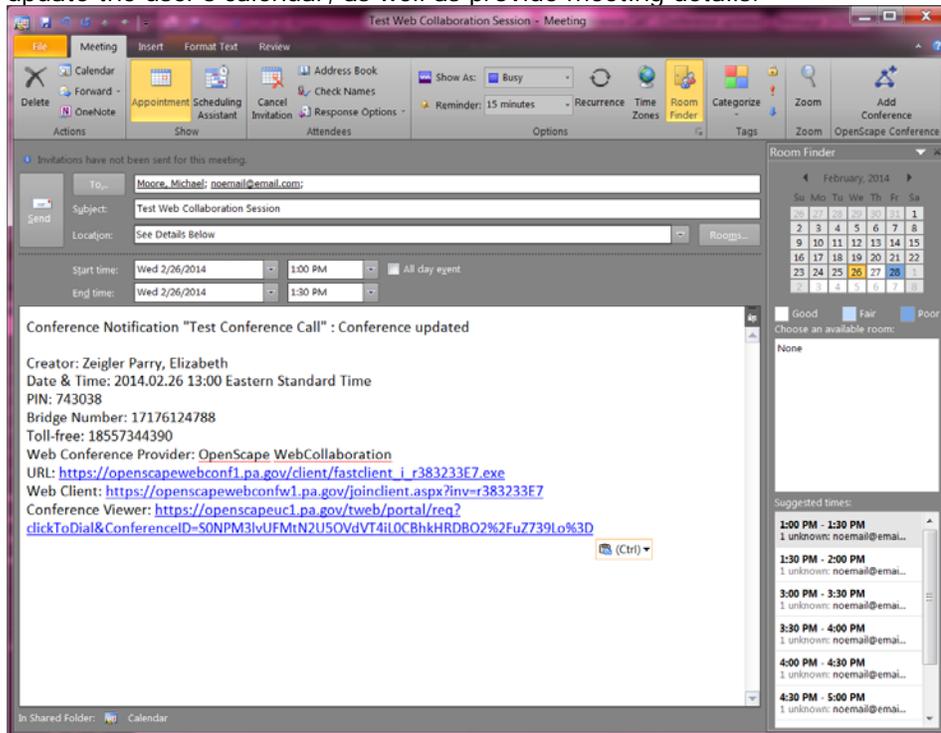
Other number:

Related information:

Start Delete OK Cancel Apply



2. You may either send the auto populated email, or you may copy and paste all the information into a calendar invitation and send to participants. If you send a calendar invitation, this will update the user's calendar, as well as provide meeting details.



Your Conference time Is Now Scheduled



System by Agency

Use the following tables to determine if you are on System A or System B from Step 1.

System A

10	Aging
15	General Services
19	State
21	Public Welfare
31	PEMA
32	Civil Service Commission
33	PennVest
35	Environmental Protection
36	State Tax Equalization Board
37	Environmental Hearing Board
38	Conservation & Natural Resources
40	State Ethics Commission
65	Gaming Control Board
67	Health
72	Public School Employees Retirement System
79	Insurance
81	Office of the Inspector General
81	OA Executive Offices
83	Patient Safety Authority
92	Auditor General

System B

12	Labor & Industry
16	Education
17	Public Utility Commission
18	Revenue
20	State Police
22	Fish and Boat Commission
24	DCED
25	Probation & Parole
26	Liquor Control Board
27	Milk Marketing Board
28	Lt Governor's Office
30	Historical & Museum Commission
63	Independent Regulatory Review Commission
66	Securities Commission
68	Agriculture
71	Municipal Retirement System
75	Banking
78	PennDOT
99	Governor's Office