

## Handing Off a Call to Device

The following will give you step-by-step instructions for handing an active call over to a device. This is useful if you are on a call, but need to leave and finish the call on your mobile phone. Note: You must already have the device established for this to be successful.

### Step 1: Log Into UC Web Client

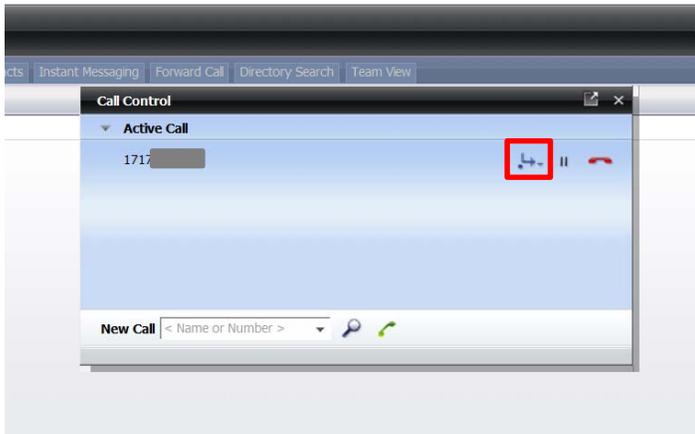
1. Open one of the following links: See last page to determine if you are System A or System B
  - a. System A: <http://openscapeuc1.pa.gov/>
  - b. System B: <http://openscapeuc2.pa.gov/>

### Step 2: Hand Off to Device

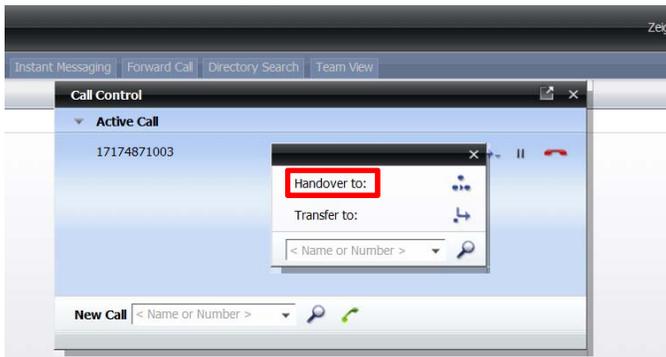
1. During an active call, locate your **call control box**.



2. Press the arrow icon next to the active call.



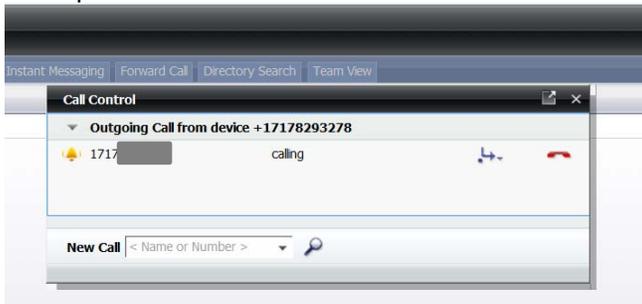
3. Click on **Handover to:**



4. Select the device you would like to hand the call over to.



5. The system will initiate a call to your chosen device and then disconnect from your desk phone.



*Helpful Hint: See instructions "Setting a Device" for step-by-step instructions on creating a Device.*

**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