

## Using Call Control Through UC Web Client

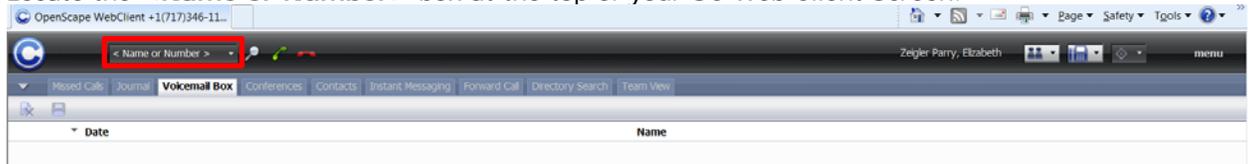
*This process will give you step-by-step instructions on how to check your voicemails through the UC Web Client. You will not be required to dial into the voicemail system or need a password, but you will still have the option to list to your messages through your desk phone or the speakers attached to your computer.*

### 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/>

### Dialing a Call Using a Telephone Number:

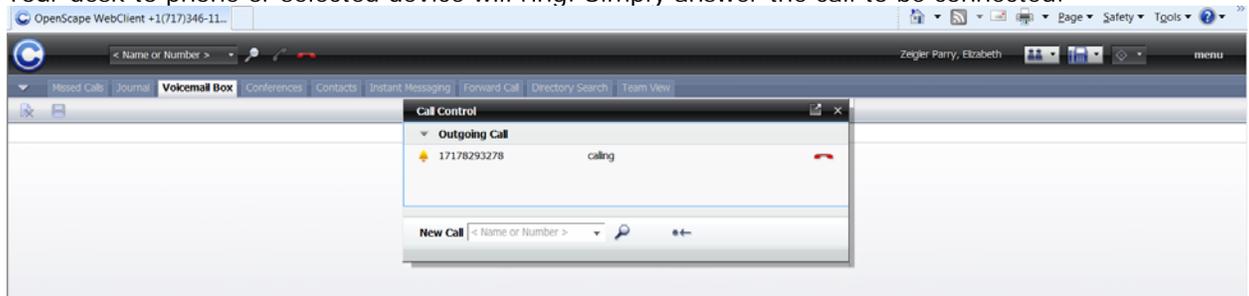
1. Locate the **<Name or Number>** box at the top of your UC Web Client Screen.



2. Type in the telephone number you wish to call. *You must insert a +1 in front of the 10 digit number.* Click the green handset icon to initiate the call.



3. Your desk to phone or selected device will ring. Simply answer the call to be connected.

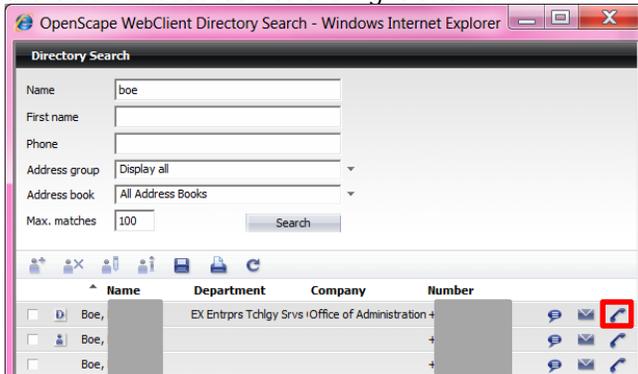


### Dialing a Call Using a Name:

1. In the **<Name or Number>** box, type at least the last name of the person inside the Commonwealth that you would like to call. Click the magnifying glass icon.



2. When the **Directory Search** box appears, locate the person you would like to call and click the blue handset icon to the right of their name.



3. Your desk phone or device will ring. Simply answer the call to be connected.

**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