

## Setting a Device

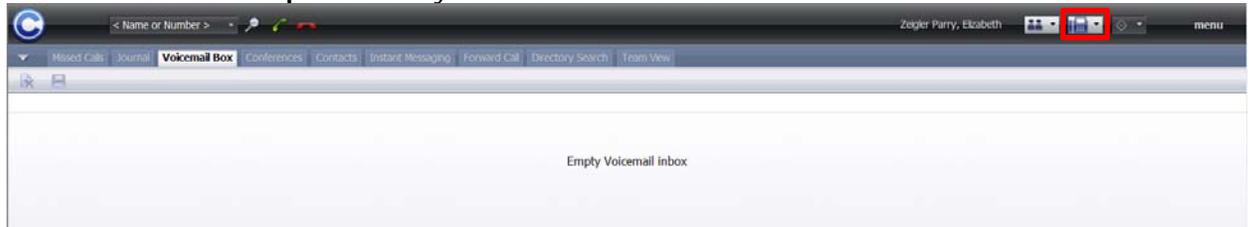
*This process will give you step-by-step instructions for setting a device through UC Web Client. You can use devices to indicate what telephone number they system should deliver your calls to or where you would like your calls to be originated from if making a call through Unified Communications. For example, you can use devices to have all of your calls received on and originated from your mobile device.*

### Step 1: Log Into UC Web Client

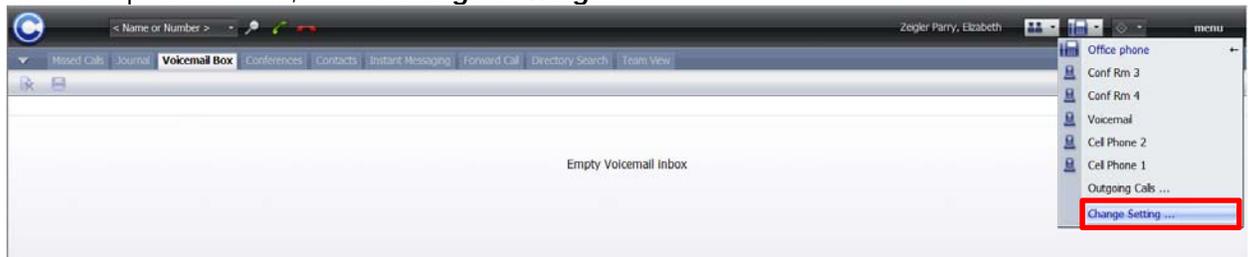
1. Open one of the following links: See last page to determine if you are System A or System B
  - a. System A: <http://openscapeuc1.pa.gov/>
  - b. System B: <http://openscapeuc2.pa.gov/>

### Step 2: Create Device

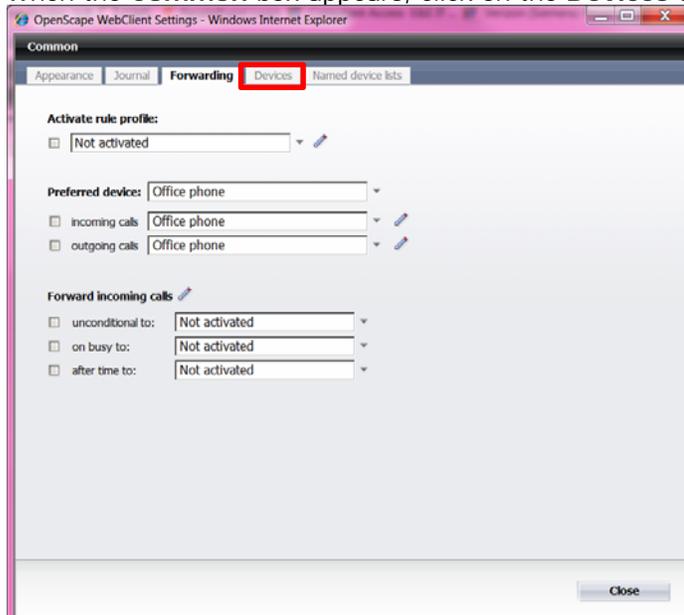
1. Locate the **Device Drop Down** on your Web Client toolbar.



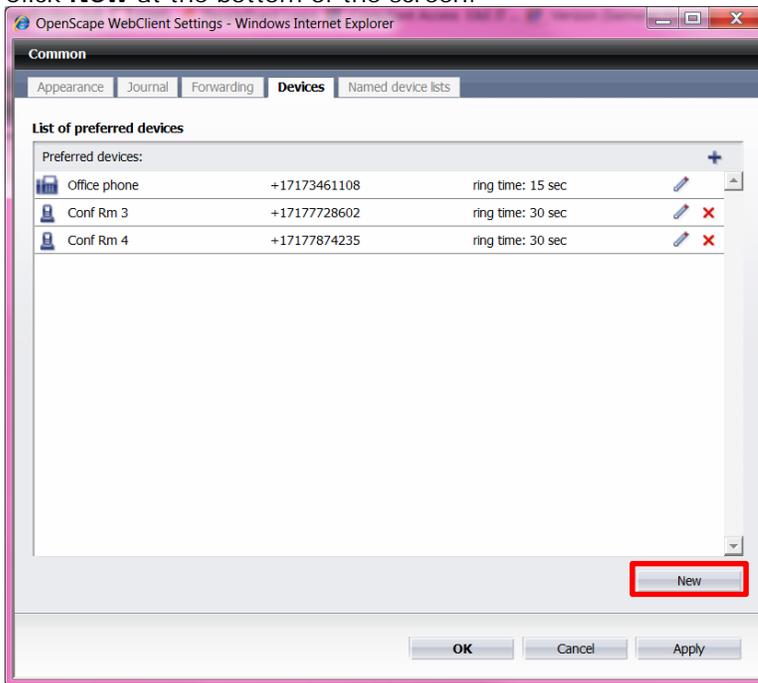
2. In the drop down menu, select **Change Settings**.



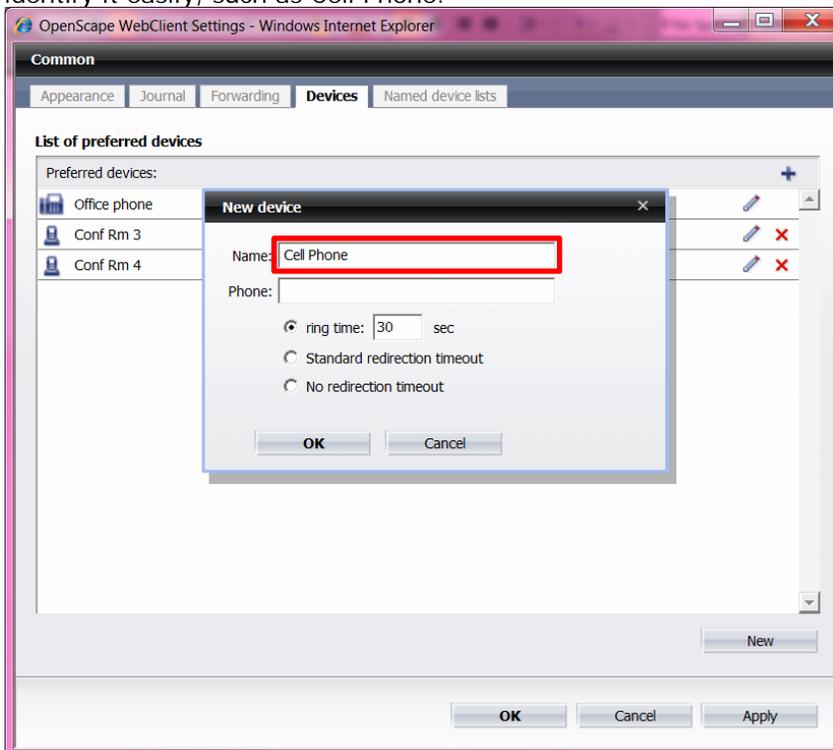
3. When the **Common** box appears, click on the **Devices** tab.



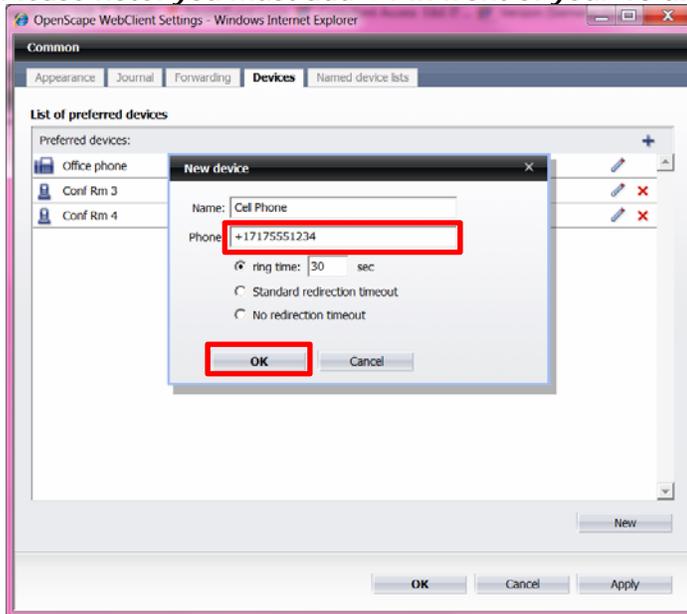
4. Click **New** at the bottom of the screen.



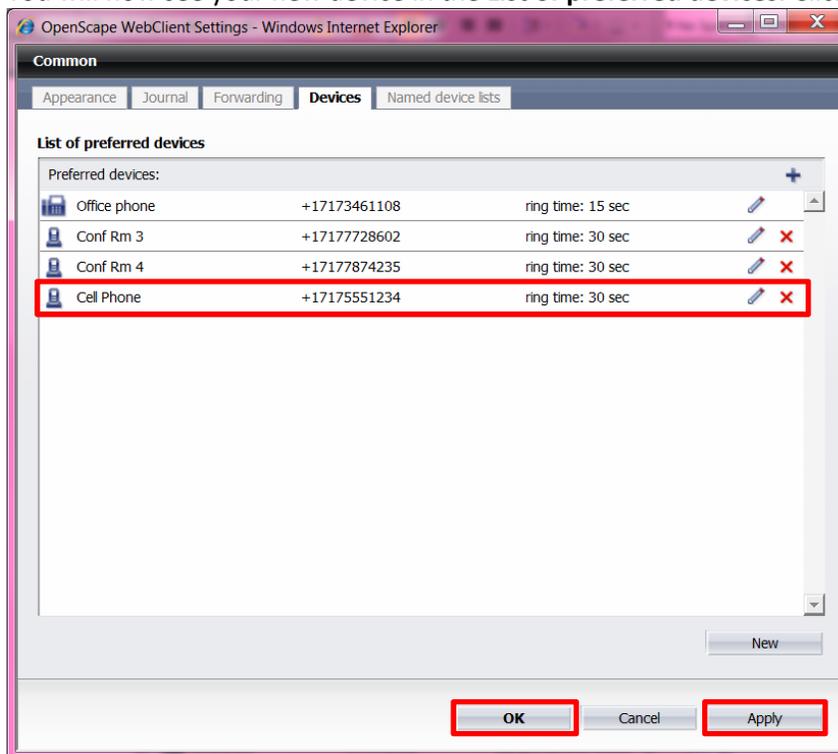
5. Type a name of your new device in the **Name** box. Choose something that will allow you to identify it easily, such as Cell Phone.



6. Enter the phone number of your device (such as your cell phone number) in the **Phone** box. *Please note: you must add +1 in front of your 10 digit number.* Click **OK**.

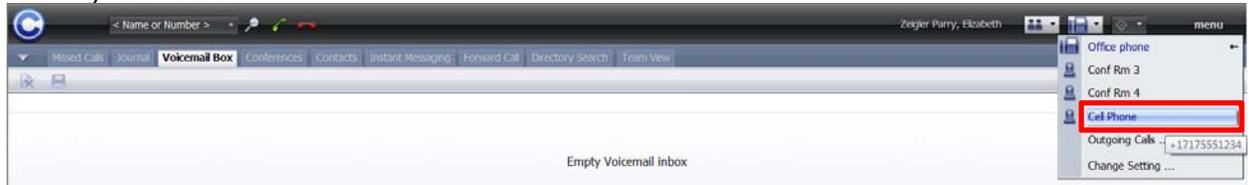


7. You will now see your new device in the **List of preferred devices**. Click **Apply** then **OK**.



## Step 2: Select Your Device

1. When you are ready to activate your device, select it from the device list from the drop down box in your toolbar.



2. The icon in your tool bar will inform you which device is currently active. Change as necessary.



*Helpful Hint: You can set conference room phones as a device. This will allow you to hold a scheduled conference call in a designated conference room.*

**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