Directory
The UC Web Client Directory pane provides access to contact information for State of Oregon employees, making it a quick way to track down an unknown phone number and make a call.

To search for a name, click in the search box located at the top of the pane and type in the last name of individual you’d like to find. Keep in mind that this directory only contains contacts that are currently on the State system.

If you're not sure how to spell a name, the Directory can search partial names as well.

Click the Search icon or press enter to search the Directory.

Use Click to Dial to make your call.
Contacts
The Contacts pane is used to store and access frequently used numbers.

External Contacts
To add a new external contact, click on the Add Contact icon and fill out the contact’s information.

Click OK to add the contact.
State of Oregon Employees
If you’re adding a State employee, just fill out the last and first names and then click the Search icon.

Select your new contact from the Directory search and then click Add

Click the “Ask for permission...” box if you’d like to request to see your new contact’s presence, and then click OK to add the contact to your list.
By default, the Contacts pane displays all of your contacts.

The drop-down menu in the upper right corner of the pane allows you to filter the contacts by group.

If you'd like to add a new group, click edit.

Click New group

Name your group, and then click OK
Add a Contact to a Group
To add an existing contact to an address group, select their contact box

Click the Edit Contact icon

Select the Edit icon for Address group

Select the Address group to which you would like to add your contact.

Click OK and then OK again to update your contact’s information.
Presence

Once you have a few contacts added, you'll be able to start taking advantage of the UC Presence and Tell-me-when features.

The icon to the left of an entry displays a contact's current presence. If it's green, they're available for a call, otherwise, you may want to set up a Tell-me-when notification to let you know when they free up.

To do this, select the contact

Click the “more...” icon and then click Tell-me-when...
Choose When: when you’d like to be notified

Action: how you’d like to be notified

Expires in: how long before the notification request expires.

Click OK to activate Tell-Me-When.