

Business Cloud

Voice

LOGIX Communicator

for **desktop**

User Guide



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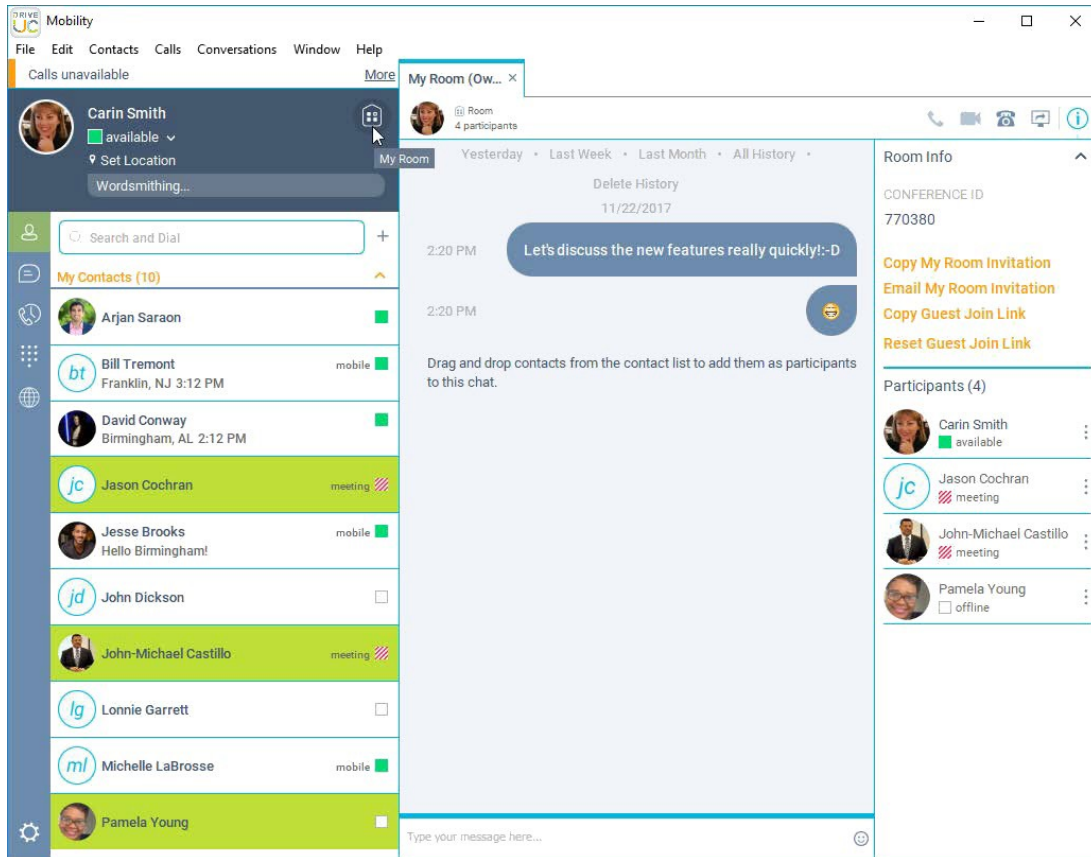
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1. About Mobility for Desktop

Mobility for Desktop is a native Windows or Mac client for Unified Communications, providing the following communication features:

- Instant Messaging and Presence
- Voice Calling (VoIP)
- Voice Calling (Desk phone)
- Video Calling
- Desktop Sharing
- BroadWorks Call Settings



1.1 Download Mobility Desktop

Mobility Desktop is generally installed by the provider or System Admin, but it is simple to install.

1. Go to the application download website that was sent to you by your provider.
2. Click on the Mobility Desktop (or Mobility View) installation option for your PC type.
3. Click on the MSI to begin, select **Yes** to confirm installation and follow the installation wizard instructions as prompted.
4. Click **Finish** to complete the installation and open Mobility Desktop.

1.2 Sign In

When you first launch the application, you are prompted to sign in.

1. If displayed, enter the device configuration address (Uniform Resource Identifier [URI]) provided by your service provider.
2. Enter your BroadWorks Username (the 10-digit phone number assigned to you) and Password.
3. Optional: Click ✓ to have Mobility ☒ Remember your password and ☒ Sign you in automatically on subsequent launches.
4. Tap **Sign In** to launch Mobility Desktop and Mobility Desktop opens.

2. Contacts

Contacts are the people with whom you communicate and, in most cases; you see their presence and share your presence with them. There are three types of contacts:

- Contacts – Actual people with whom you communicate.
- Conferences – Audio or video conference bridges that you use to communicate with others. Silent dialing into the bridge also applies to these contacts if enabled by your service provider. Conference contacts are regular contacts and are added just like regular contacts.
- Groups – Containers of contacts and/or conferences.

There is no hard coded limit on the number of contacts. The more contacts are added the more memory and processing is needed. The more contacts are added, the more difficult it is to find people without searching. Live search can be used instead of a very large local contact list while keeping memory and processing requirements to a minimum.

2.1 Add

When you sign in for the first time, there are no contacts on your contact list. Add a new contact at any time by selecting the [Add Contact](#) item from the menu or choose the **+ Add** icon from the Main window. In the resulting tab, you can elect to add a Contact, Group, Conference Contact, or other items where enabled. This includes adding a new contact or a conference contact.

1. Click the **+ Add** icon.
2. Enter the contact's information.
3. Click [Save](#) and the newly added contact appears on your contact list.

Add a Conference contact by using the same steps, and including the conference bridge information. A conference contact is a special contact used for conference bridges to avoid remembering PIN codes and conference number, for example, recurring conferences. Just create a contact for the weekly conference, add a conference bridge number and PIN, and join the conference just by right-clicking the contact or choosing it and clicking the [Call](#) button.

- Contact card telephone number fields can also have SIP URIs (work, mobile, extension, personal, and conference bridge).
- Presence information is always shared with a new contact by default if an Extensible Messaging and Presence Protocol (XMPP) address is provided. However, you can always share your presence information later by choosing the option not to share now and then selecting [Subscribe](#) on the right-click menu for a specific contact in the contact / directory list later. Note that the contact must accept your subscription request for you to establish the presence relationship successfully at that time.

- If you are accepting contacts via a buddy request, you may see the contact card after accepting the buddy request, depending on the service provider settings. When receiving a buddy request, there are two buttons for accepting and rejecting the request.

Note: Dismissing the buddy request window only ignores the request for the duration of the login session. It reappears after the next login.

To Add a Group:

1. Click the **+** Add icon.
2. Choose the **Add Group** menu option.
3. Select the appropriate contacts and complete the information.
4. Click **Save** to add a new Group to your contact list.

2.2 Edit

Edit a contact by selecting the contact first. After you select the contact, right-click anywhere in the area of the selected contact and a menu of options appears which allows you to either view or edit the contact profile. In *View* mode, click the **Edit** button to go to *Edit* mode. This base principle is the same for normal contacts, conference contacts, and groups. Note that depending on your service provider settings all or no contact card fields may be editable. Depending on your service provider settings, you may also see a button for synchronizing the contact card with the Telephony Directory or the synchronization may take place automatically (native Desktop only). When the manual synchronization button (cloud icon) is visible, there is no automated syncing of the contact card details with server information. To synchronize the contact card data, click on the cloud icon.

- Unsubscribe removes the presence relationship between you and that contact. This means you do not see the contact's presence information and your contact does not see yours. To re-establish the presence relationship, select Subscribe. An unsubscribed contact remains on the contact list and is always shown without an icon. Any contact that is not presence-enabled is shown in the same way.
- Delete contact removes the contact from your contact list.
- View Profile opens the Contact Information dialog box where you can add, edit, or remove information. This works for both normal and conference contacts.
- For groups, choose the Edit menu option to rename a group. Once done with all changes, click the **Save** button.

2.3 Filters

You can filter contacts in two ways:













- Use the filter field to search by contact name. The contact list is filtered in real time as you type.
- Use the filter menus available by right-clicking the Contacts icon in the left pane to display only specific types of contacts such online contacts (native Desktop only). You can also sort contacts based on first or last name or choose whether to display the contact's avatar and availability status in the contact list.

Favorite filtering works slightly differently in Release 21.2.0 and later:

- When you make a contact your favorite, the favorite group shows on top of the contact list and cannot be hidden.
- When you delete all your favorite contacts, the favorite group does not show anywhere.
- When you have even one favorite marked, you see the group.

3. Presence

For each contact you have subscribed to, you can see their presence. Similarly, your contacts can see your presence on their contact list. Presence means that your friends are able to see whether you are available to communicate, for example, “I’m busy” or “I’m available”.

Icon	What it means
	Automatic presence: This is the Available status where automated presence statuses such as In-call override the Available status. Requires newer presence server to show.
	The green presence icon indicates that the user is online and ready for communication. This status is used until you change it and automated presence statuses such as In Call do not override.
	The yellow presence icon indicates that the user is online but has been idle or away from their computer for more than ten minutes.
	The red presence icon indicates that the user is busy and does not want to be disturbed.
	The grey presence icon indicates that the user is offline and the only available contact method is calling or chatting.
	The question mark indicates that a subscription is pending and the contact has not yet approved sharing their presence.
	This icon indicates that the contact is busy due to a call. This is an automated presence status.
	This icon indicates that the contact is busy due to a meeting. This is an automated presence status. The <i>Busy – In Call</i> status overrides the <i>Busy – In Meeting</i> status so this one is only seen if there is a meeting but no call.
	This icon indicates that the contact is only available on mobile Mobility.
	This icon indicates that the contact is only available on a compatible desktop phone, and not Mobility.
	This icon indicates that only the mobile client is online and in the away status. This was a Preview feature in Release 21.5.0.
	This icon indicates that the user is in a call but is not logged in to XMPP (presence and chat). This was a Preview feature in Release 21.5.0.

The avatar in this version is not completely in real time. The avatars are retrieved at login, when the contact is added, and when the contact comes online. Double-click the avatar to change your avatar image. A File Explorer view opens.

- If an error message “XMPP Unavailable” displays at the top of the main window, the XMPP connectivity has been lost for chat and presence but calls are still available. Contact your service provider for assistance.
- Have the Outlook calendar automatically change your presence to *Busy – In Meeting* by enabling this in the *Preferences* → *General* tab (native Desktop only).
- The presence update is only triggered by appointments and meetings that are in the *Show me as busy* state.
- The XMPP address of a contact cannot be changed. Delete the old contact and create a new one.
- Location in presence is done based on the IP address that the machine is using on Windows. The IP address is mapped to a physical location. On OS X, the operating system location is utilized. You will be prompted to accept location usage. Change the location manually by clicking the avatar (if presence controls are not already expanded) and then the location icon to go to the manual location and change the view.
- Snapshot of presence status is also available in search results and Chat windows for contacts who are not buddies. Presence status is not updated after a search a communication session begins.

3.1 Location Display

Your location is automatically determined by your public IP address; however, you can manually set the text to appear for your location and time zone using the [Location](#) dialog box.

4. Chat

When you initiate a chat, the [Chat](#) tab inside the *Main* window opens. Chatting with a contact is possible only when you are both online. If your contact initiates a chat, you see a pop-up notification in the bottom right-hand corner of the screen. If you close the *Chat* tab and open it again, sent chat messages are shown in the tab as chat history. When enabled by your service provider, a typing notification is also shown.

4.1 Communications Views

After starting communication with one or more contacts, a new tab is displayed for chat. The call window is also integrated with the *Main* window chat tab by default. You can separate a tab on to a different *Communications* window by dragging and dropping it outside of the *Main* window. From this view, you can perform the following actions:

- Escalate a chat to include audio, video, and desktop sharing
- End an audio or video call
- Open the dial pad
- Mute your microphone
- Adjust your speaker volume
- Place a call on hold
- Transfer a call
- Toggle between speaker and headset

If you are using several monitors, Mobility opens the *Communications* window as well as notifications on the same monitor as the *Main* window by default.

Mobility limits the number of active communications to spare resources. The limit is 20 active communications on Windows and on OS X. If the maximum is reached, the main window's top section warns user with the following message: “*The maximum amount of communication windows has been reached. Please close some to open new ones.*”

If an incoming call is answered while this warning is shown, the client closes the chat session that has the longest time since its last activity.

4.2 Active Communications

Active communications appear at the top of the *Contacts* list in the *Main* window (native Desktop only). This area provides an easy view to see the people with whom you are communicating. By default, there is no separate call tab but call is shown in the *Active Chat* area in the *Main* window. It reduces the number of Chat windows; however, a separate call window can still be opened using an *Active Communications* menu. The following is also available in this area:

- Double-click an active communication item to bring this Communications tab to focus if the call window is separately shown. If the call window is integrated, you can use a menu option to show it separately.
- See who has sent you a chat message, but only after you accept the chat session. Before the chat session is established, the chat items are not visible in active communications but a history badge is visible.
- End a call.

- Mute the microphone.
- Place a call on hold.
- Merge two calls or transfer by dragging and dropping calls onto each other.
- Transfer a call.
- Make conference calls.
- See call recordings.
- Park and retrieve calls.
- Set audio device to headset or speaker. For more information, see [Preferences](#).

As a service provider option, more buttons can be added to the active Communications area. When enabled, you can use these buttons for faster access to services.

- Conference
- Call Transfer
- Call Park
- Call Pull

You can right-click the “[More](#)” icon of an active Communications item (icon with three dots) for additional options, and a left-click offers additional call management options for the call and any other options that are available.

4.3 Start Chat

Start a chat tab using one of the following methods:

- Double-click a contact from the Contacts list or in search results.
- Right-click one or more contacts from the Contacts list or search results and click the Chat menu item.
- On the Chat History list, double-click a chat entry.
- In a Communications window, click the Chat button (this does not open a new tab).
- In the Main window, click the **Add** button and in the resulting tab click the **Chat** icon.

4.4 Send Files

In a one-to-one chat you may send (or transfer) files in two ways:

- Click on the **Send File** button in the *Chat* window and select the file, or
- Select the file and use the “drag and drop” method into the chat.

4.5 Send Email

Right-click a contact from the *Contacts* list or search results and select the [Email](#) menu option. The contact must have an email address defined for this feature.

4.6 Chat Views

When the chat opens, you see the contact's information at the top of the screen. At the top of the message area, there are four links: *Yesterday*, *Last week*, *Last month*, and *All history*. From these links, you can load history from your local storage and different timeframes. Depending on your history, some links may not be visible if there is no data to show. You can delete the history using the drop-down menu.

- In the text field, you can add a smiley emoticon. Smiley emoticons can also be added by manually entering the corresponding characters that represent that particular emoticon. You can send text by pressing **ENTER**.
- The full set of Emojis is also supported and they are rendered as ordinary emoticons when received. Spell checking is also supported and can be disabled in *Preferences*.

To enter a line break in the *text* field, you can use the following key commands:

CTRL+ENTER (command+enter on Mac)

SHIFT+ENTER

ALT+ENTER

- Use either one of the short commands, CTRL+C or CTRL+V, or right-click the selection for a menu to copy or paste the text to or from the *Chat* tab.
- It is also possible to chat with users in other domains. The platform also supports Google federation. Group chat is not supported in Google federation, so the group chat option with these contacts is shown in grey.
- All sent and received chats are stored locally in the chat history and an optional message history feature provides multi-device enhancements so that messages sent or received in other own devices would also be shown.
- Older chat messages may be automatically deleted. In this case, the history links in the top area of the *Chat* view are automatically adjusted.

4.7 File Transfer

Send File Transfer

File transfer functionality is only accessible through the *Chat* tab.

1. To open the File Selection dialog box, click the Send File button located to the side of the text field.
2. From the dialog, select the file to be sent, and then click Open. You can also drag and drop a file into the Chat tab.

Once the file offer is issued and during its transfer, you can cancel the transfer (at any time) by clicking **Cancel**.

Accept/Decline File Transfer

1. Accept an incoming file transfer by clicking the Accept button.
2. Reject the file transfer offer by clicking the Decline button.

After the file transfer has completed, the received files can be opened or viewed in the file manager by using the *File received*, *click to open*, and *Show in folder* links.

In error situations, partially received files are not deleted automatically.

4.8 Group Chat

Start a group chat by “multi-selecting” and right-clicking the **Main** window contact list. More people can be added later to the chat by “drag and drop”. Only the owner can add more participants. Depending on your service provider settings, the right-click menu items may differ. Newer group chat deployments only have the My Room right-click menu item available for calls.

A group chat works the same way as a one-to-one chat in a tabbed view. All messages from anyone are sent to everyone else. All contacts need to be online to be able to participate in a group chat. You cannot invite an offline contact or a contact that is not on a device that supports group chat. This does not affect the group chat in any way.

- A group chat history is saved both in My Room and in ad hoc chat rooms and is available to view later in

the *Messages* tab of the *Main* window.

- In the *text* field, the contacts' names appear in different colors to easily distinguish between who is writing.
- Only the newest chat room messages are stored on the server. One-to-one chat messages are only saved locally. When the optional *Message History* feature is enabled by your service provider, messages sent from your other devices are also shown.
- Deleting a chat room is not supported.
- Chat rooms can be moderated by the owner. Use the right-click menu options to remove a participant from your chat room. If needed, the removed participant can join later. The removal also applies to desktop share sessions.
- Typing notifications are not supported in group chats.
- Where enabled to receive group messages sent from UC-One Connect, use the + icon in the *Main* window, choose the chat discussion participants, then send at least one message to the selected participants.

5. SMS/Text Only Messaging


Mobility View customers can send SMS/Text messages to the cell phones of non-Mobility users. This functionality offers a way to use Mobility to reach out to contacts outside the Enterprise directory. Mobility users may also utilize the SMS/Text features in the Mobility Messenger Smartphone application to communicate with non-Mobility cell phone users and effectively 'mask' their personal cell phone number while communicating. It must be noted that all Mobility users automatically utilize the normal Mobility messaging functionality inherent within the applications (IM, Group Chat, etc.), so a secondary dedicated SMS/Text-**only** contact listing for a Mobility user must be created and used if you wish to send SMS/Texts to Mobility users, as well.

Prep: First-time users should Log Out and re-enter the application (Desktop and Smart Phone) to enable SMS / Text Only contact creation.

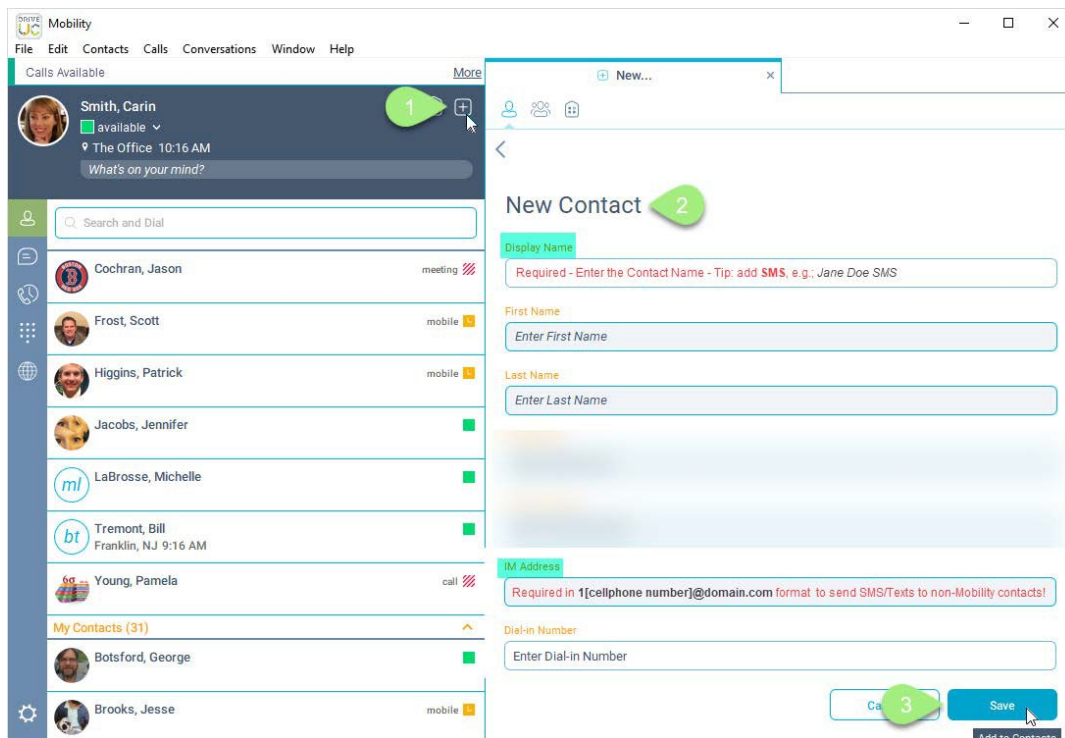
5.1 Add an SMS/Text Only Contact

Create an SMS/Text ONLY contact within the Mobility View desktop application.

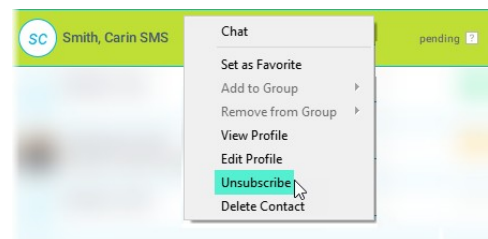
While reviewing Contacts:

1. Tap the plus sign icon + and choose **Add Contact**. 
2. Complete the following required fields:
 - **Display Name** - **SUGGESTION:** Add *SMS* to the contact name to make it easy to find in your contact list.
 - **IM Address** - use the following format: **1[cell phone number]@sms.driveuc.us.**
3. Tap **Done** when all required fields (and any optional information you wish to include) are completed.

The new SMS/Text-only contact is added to your contact list.



Optional: SMS-only contacts are not *Presence* enabled. Right-click on the new SMS Contact and select **Unsubscribe** to disable presence requests and remove the 'pending' notification going forward.



5.2 Send SMS/Text Messages

Use Mobility to send SMS/Text **ONLY** messages.

1. Locate the SMS/Text only contact you wish to message.
2. Select the contact and choose **Chat**.
3. Type your message and select **Enter**.

The message is sent to the selected SMS/Text-only contact and all responses will be displayed in the Chat view.





5.3 Receive SMS/Text Messages

Mobility utilizes the **Chat** features to provide access to responses to SMS/Text-only messages.

- New messages are indicated by a notification icon ● next to the contact.
- Further communications with the SMS/Text only contact may be entered and sent using the Chat dialog.

6. Audio and Video Calls

The following table describes additional *Communications* window icons and explains what you can do with them, for voice and video calls.

Icon	What you can do
	Add or remove video from the call.
	Mute your microphone by clicking the mute icon.
	Put the call on hold. Note that if you hold the call, the other party cannot “unhold”. This freezes a video call to the last frame of the video feed. In both voice and video calls, this is communicated to all parties by a notification appearing in the middle of the screen.
	Use this icon to access the <i>Call Options</i> menu. In the <i>Call Options</i> menu, you can find different actions to use for a call depending on your settings and your service provider.

In the *Options* menu, there are the following options:

- Transfer a call to a third party.
- Put the call on hold. Note that if you hold the call, the other party cannot “unhold”. This freezes a video call to the last frame of the video feed. In both voice and video calls, this is communicated to all parties by a notification appearing in the middle of the screen.
- Adjust the volume bar to adjust the volume. Dragging it all the way to the left mutes your speakers.
- Enter additional digits using the dial pad at any time during the call (for example, to insert a conference number). The dial pad is not movable.
- Toggle between the audio headset and speakers.
- Add participants to the call.

As an alternative, in general, available Feature Access Codes (FACs) for call management work during calls, for instance *55 for direct transfer to voice mail, but the ongoing call must be put on hold and a new call must be made to the FAC number. Using DTMF for the same purpose does not work.

6.1 Make Audio or Video Call

Make an audio or video call using one of the following methods:

- Right-click one or more contacts from the Contacts list or search results and select the Call, Call from Phone, or Video menu item. The menu items depend on service provider settings.
- Enter a phone number in the Search and Dial field.
- Press Enter to start a VoIP call.
- Click on the Call, Call from Phone, or Video icon.
- Open the dial pad, enter a phone number, and then appropriate call function icon.
- On the Call History list, double-click a call entry.
- In the Communications window, click the Call, Call from Phone, or Video icon.
- When viewing a contact’s profile, click the [Call](#), [Call from Phone](#), or [Video](#) icon.

NOTE: If dialing a phone number that requires additional dual-tone multi-frequency (DTMF) tones (for example, a conference bridge), you can type the numbers on your keyboard while the *Communications* window has focus or open the dial pad in the *Communications* window.

When establishing a call to a contact, you can choose several ways to call. Right-click the contact you want to call and select the *Call* menu item. You can choose the number to call from a right-click menu.

There can be several phone numbers available in the menu. The work phone is the default and top-most number is followed by mobile and other numbers. This also applies to the transfer and conference windows. However, in certain cases, the transfer/conference default number can differ from other call options in other menus.

The default call type can also be selected using accessibility menus (*Calls* → *Dialing* service). This controls the default call type when using call buttons.

Dial a number or SIP URI of format user@domain or sip:user@domain in the combined *Search and Dial* field to make a call (native Desktop only). Once you type your numbers, Mobility searches for contacts on both the local contact list and the enterprise directory.

You can also call circuit-switched network numbers such as Global System for Mobile Communications (GSM); however, this depends on the service provider network you are using; there is no technical limitation.

Choose your video size from the *Preferences* and the *Video* tab. Your selection is used by default for future video calls. The available sizes are automatically presented based on your camera.

You cannot have two simultaneous calls with the same person.

Mobility does not add video to an audio call without end-user consent. This also applies to blind video call transfer cases where audio-only music on hold is used; this may result in the transferred call being reduced to audio.

You can also see a secure call icon when an encrypted call is taking place.

Note: There is sleep prevention during calls.

6.2 Call From Computer

Select a contact from your contact list to start communication and click the desired communication button. To communicate with someone who is not on your contact list, type a phone number in the *Search and Dial* field at the top of Mobility window (search or communicate).

6.3 Call From Phone

The second option to communicate in the row of communication buttons is the [Call from Phone](#). When you click this button, the desk phone instantly starts ringing and the call is established from your desk phone. This depends on your service provider configuration as other devices may also ring.

When your service provider is configured to also initiate a call from computer (SIP call) to the same machine that initiated a call from phone, that incoming (SIP) call will be accepted and will alert if it does not have the same identity as the call from phone.

For remote calls initiated using Mobility, you can also have mid-call controls such as hold/resume, transfer, and add participant.

Automatic *Busy – In Call* presence also works with the Call from Phone feature.

Depending on your service provider settings, it is also possible to control calls initiated without Mobility in the *Active Communications* view. The same mid-call controls are also available in this case. In case of an incoming call, the actual answering action must happen with the other device.

6.4 Answer Call

When someone is calling you, you see a pop-up notification on your screen. You can choose to answer, silence the incoming call, and then open a chat session with the caller, reject the call, or silence the incoming call by closing the pop-up notification window. If you silence the call, the ringtone is silenced but the caller does not see anything on their end. You can answer or reject the call after silencing it only if

you have chosen the chat option. If you close the incoming call pop-up notification to silence an incoming call, then you do not have an option to answer or reject it any more. When choosing the chat option, chat is only enabled after the call has been answered or rejected.

If you reject the call, it causes the line to sound busy at the caller's end and they know that you rejected the call.

When someone is calling you with a video, you see the same pop-up notification; however, the options are answer with video, answer as voice only, silence and chat, reject, or silence (by closing the pop-up window). If you decide to answer as voice only, the call is voice only.

6.5 Contact Name Lookup for Incoming Calls

Mobility performs a local contact search for incoming calls. If the number matches one of the contacts on the Mobility contact list, the name is shown on the incoming call screen along with the alert. Both the display name and phone number are shown when available.

If there is no match to a local contact, Mobility looks for a match in the Telephony Directory and other available directories, and if a match is found, the available information is shown for the incoming call. If there is no match in the Telephony Directory, the display name is taken from the available information in the incoming call.

Whenever you retrieve your call logs/history, Mobility does a lookup in the local contacts and populates the name if a match is found.

6.6 Missed Call or Communication

When you have one or more missed calls or other types of communications, there is a notification on the left-hand side of the navigation pane in the Main window. Clicking the icon takes you to the missed communication in the *Communications History* view.

6.7 Full Screen in Video Call

Full screen mode can be activated by clicking the [Full Screen](#) button or by double-clicking anywhere on a video.

Exiting full screen mode is done by pressing the [Esc](#) key (on both Windows and OS X) or by double-clicking the window. Exiting full screen makes the video call go back to its original state (even if there was resizing of the window previously before going full screen).

In a full-size window, you can see a similar *Options* menu at the top. It has the same functionality as it does in the normal view. When you move the mouse, the top bar and lower communication buttons appear on top of the video.

6.8 Multiparty Sessions

You can have many participants in a call, either in a *My Room* or in an ad hoc multiparty call (native Desktop only). Add more participants by dragging and dropping them on to the *Communications* window or by selecting the Conference menu item via the *Communications* window menu button. By choosing the menu item, you can also add participants with just a telephone number. Ad hoc multiparty calling is slightly different in that each call party must be separately merged onto the call to be able to terminate failing calls to, for example, voicemail.

In contrast to using *My Room*, which uses your permanent chat and collaboration rooms and conference bridge, you can start ad hoc multiparty sessions by either selecting multiple contacts on the contact list and starting a chat, by calling them, or by expanding a one-to-one session into a multiparty session by dragging and dropping a contact into the *Chat* (communications) window. In an ad hoc session, the room used is a temporary one that is deleted once the session ends (that is, when the last participant leaves). Voice conferencing does not use a bridge but instead uses the N-Way Calling supplementary service in a sequential fashion. Mobility dials out to all participants and takes everyone off hold after the last attendee answers.

In newer deployments with the Video Server (UVS), the ad hoc room created for the session has a limited lifetime and becomes inactive when idle for too long. In this case, participants are able to rejoin the ad hoc session if they drop out for some reason. A consequence of this is that, in ad hoc group calls, participants who are no longer in the call are still visible in the participantlist.

If the XMPP service is not available, then ad hoc multiparty calls are not available.

6.9 Call Waiting

You can have one active call at any one time if you receive a new incoming call and accept it. The existing call is put on hold and you can change between these two calls by using the [Hold](#) and [Unhold](#) buttons.

6.10 Call Transfer

Blind call transfer is available in the *Communications* window; choose the Transfer Call menu item to transfer the call to someone else (native Desktop only). Attended call transfer is also available in the same window, first call someone to check if the called party can take the incoming call and then transfer the incoming call to the desired called party. You can also search for the transferred-to party.

6.11 Message Waiting Indication and Visual Voice Mail

Depending on your service provider settings, you can have either Visual Voice Mail (preview feature) or Message Waiting Indication (MWI) view in your client.

The MWI service allows you to receive a notification for a waiting voice mail or video mail. By clicking on the message icon in the upper part of the Main window, Mobility calls the predefined mailbox number to allow the user to listen to the voice mail or view the video mail. With this view, you only have two history tabs: one for calls and another for chat.

It is also possible to call voice mail from the dialer by long pressing the “1” icon in the dialer.

When visual voice mail is enabled, a third tab is available, showing visual voice mails. Click on individual mails to listen to them. Video mail is supported as a preview feature if enabled by your service provider. The current design is that listening to the visual voice mail or marking it as read decreases the unread messages badge while just doing a single click does not.

Missed calls are indicated by an icon in the *Main* window. Missed video and audio calls are indicated with a different icon. Note that the MWI icon is in the same place when it indicates a new voice mail.

Visual voice mail is also supported when enabled by your service provider. You can see all voice

mails in a list and play them inside the *Main* window.

The following settings are needed on CommPilot portal to have visual voice mail:

- Voice messaging enabled
- “When message arrives, use unified messaging” option enabled
- “Use Phone Message Waiting Indicator” option enabled

6.12 Call Pull

Call Pull allows you to pull an ongoing call from one of your devices to another one where the Call Pull feature is used (native Desktop only). Call Pull can also be used with FACs, in this case, *11. User interface support has been added to the Desktop so that an end user does not have to remember FACs. Release 22.2.0 added support for the Call Pull button for Xsi calls as well.

6.13 Forced Logout

Depending on your service provider settings, you may see a pop-up saying that you have been logged out due to another instance of the client logging in (native Desktop only).

This feature allows BroadWorks to track similar online client instances and only allow one of them to be online at the same time. When BroadWorks notifies the client to log out, all connections are terminated and client returns to the login window.

6.14 Select Audio Devices

If you have multiple audio devices available for your microphone or speakers, select the preferred audio device before starting a call.

Windows

Click the *Mobility logo* in the Main window title bar.

1. Select [Preferences](#).
2. Select [Audio](#).
3. Set a playback device (speakers).
4. Set a recording device (microphone).
5. Click [OK](#).

OS X

1. Select Mobility from the main menu.
2. Select [Preferences](#).
3. Select [Audio](#).
4. Set a playback device (speakers).
5. Set a recording device (microphone).
6. Click [OK](#).

If “Use default” is selected, then Mobility uses the default device set in the operating system preferences. For Windows, if “Default Communication Device” is defined, it is selected over the “Default Device”. If you are using headsets, you can also select a separate device than the headset for alerting incoming calls.

Note that on OS X it is recommended to disable “Use ambient noise reduction” in *System Preferences* to reduce echo.

6.15 Headset Support

You can control incoming and ongoing calls from a compatible headset. The feature set supported is answer/hang up as well as mute/unmute. Volume control operations are not reflected in the Mobility UI. The following is a list of tested example devices, although other devices should also work:

- Plantronics CS510
- Plantronics CS520
- Plantronics CS540-XD
- Plantronics SupraPlus HW261N
- Plantronics SupraPlus HN251N

Headsets typically use an add-in of some kind to communicate with the rest of the client while calls are made. Currently, installed add-ins are visible from the *Preferences Add-ins* tab.

In addition to the standard HID Add-in developed by BroadSoft, headset vendors can develop their own add-ins that can replace the BroadSoft Standard HID Add-in for all devices. Some of these add-ins (for example, Jabra or Sennheiser) cannot be used at the same time with the standard HID Add-in so either the BroadSoft Standard HID Add-in or the vendor-specific add-in must be disabled via *Preferences* in the Mobility client if one of the two is not automatically disconnected. Add-in installers should copy the required add-in dlls into the UC-One add-in folder so they become visible in *Preferences*.

These vendor-specific add-ins are typically installed during new headset installation; however, the BroadSoft Standard HID Add-in should remain in the preferences list. If for some reason it has disappeared, adding the respective *.dll* file back to the add-in folder should make it visible again in the *Preferences*. If later on you want to change to another headset, the vendor-specific add-in could be disabled from *Preferences* to again use the standard HID or some other new add-in by another headset provider. Re-login is necessary to take the new add-in into use.

Some USB headsets may have additional functionality offered by the vendor-specific add-in such as answering the call directly when taking the USB headset off dock. See the USB headset documentation for details of such functionality.

6.16 Call Center Agent Login

Users can also log in to their call center queues (if a call center agent). Additional tags are required. Once installed, users can do the following:

- View call queues.
- Join call queues.
- Set the Automatic Call Distribution (ACD) status for receipt of incoming call center calls. However, this is dependent on your license settings.

With suitable ACD status such as “Available”, incoming calls to the queue are routed to your client. With “Unavailable” ACD status, the BroadWorks Do Not Disturb (DND) state can also be selected or “Personal Call”. Each ACD status indicates with text if you are to receive incoming call center calls.

Dynamic ACD status updates are not supported if the ACD status is changed somewhere else.

7. Application or Desktop Share

Desktop sharing works the same way in both My Room and in ad hoc sessions. For participants without Mobility, use the separate Desktop Share Invitation link, if available, by right-clicking the [My Room](#) button. Share selector is not dynamically updated while the selector is open and minimized applications are not available in the list of applications to share.

- As a participant, you can also zoom in and out during the share. As the share owner, incoming message toasters are suppressed during share, but the missed message badge is incremented and the incoming message sound is played when enabled.
- If you are first in a video call and then start share, your own video is not shown due to limited space available, but you can make it visible using the *Main* window menu in the bottom right-hand corner by selecting “Show Own Video”.
- If you are using dual monitors, you can choose which monitor to share. You can check the primary monitor in the operating system settings.
- You can also remove desktop share participants. They are also removed from the group chat at the same time. If needed, the removed participants can join later.
- Depending on your service provider settings, you may have to provide desktop share credentials manually.
- In addition, participants can share when enabled by the service provider by clicking on the *Share* button; however, the room owner can prevent this at any time. Only one person can share at any one time in a session. Only one share at a time is supported if you have sessions with many users at the same time. Share passing is only supported in My Room.
- Participants do not have to take any action to accept the share invitation. It is automatically accepted. The same also applies to share passing. That is, the owner does not have to take action for the participant to start sharing.
- When video and share are used at the same time, the different views cannot be resized. Instead, the primary view can be selected from the bottom of the window via thumbnails.
- In deployments using the older web collaboration solution, clicking the *Share* button opens an external browser window where share can be viewed.
- In addition, participants can also share their Desktop when enabled by their service provider.

7.1 Share Your Application or Desktop

Share your desktop by following these steps:

1. Click the [Start Sharing](#) button in the top of the Communications window (if share panel is not visible). The Share button is visible by default in *My Room* also. This button is available when your service provider has enabled share on your account. The share selector window opens.
2. Select the application to share or the entire screen of a particular display and click the [Start Sharing](#) button.
 - To stop sharing, click the [Stop](#) icon. While sharing, all other communications mechanisms are also available except for video calling and file transfer. Participants cannot hide a share without closing the Communications window. Video call is also available while sharing.


NOTE: To share your desktop, you must enter your web collaboration credentials in *Preferences* → *Credentials*, unless your service provider has automated provisioning in use. For more information, see section [Preferences](#). You can participate in desktop sharing sessions by another user even without having your own sharing credentials.

8. My Room

My Room is an always available and permanent room you can use to chat with anyone that joins.

- If you assign a conference bridge to your profile in *Preferences* → *Credentials*, then in your room, you and your attendees can click the **Call** or **Video** button to have Mobility automatically dial in to the conference and enter the appropriate entry codes. Note, if your service provider has auto-provisioning enabled, then you cannot edit these details. If your service provider has silent dialing enabled, then you cannot hear any DTMF tones when dialing into My Room (the call is made automatically).
- If a conference bridge is not specified, you cannot initiate a call in your room.
- You can invite others to your room by dragging and dropping them from the Contacts list into the *My Room* tab. You can also use the right-click menu on the *My Room* icon in the top-right corner of the *Main* window or the *My Room* information area to copy an invitation link for guest users (people without Mobility). They can then click the link and join the meeting through a web browser. Guest users must be separately accepted for each session.
- Contacts join your room by right-clicking your name on their contact list and selecting *Join Room* or by an invitation you sent.
- Email My Room Invitation menu results in working links for guest users and Mobility users if enabled by your service provider. Mobility users are recommended to use “Copy Guest Link” invitation links; however, the **btbc** link part links when enabled by your service provider may not work in all applications as they were originally intended for Outlook.
- You can also export the attendee list using the related participant menu available via the options icon (three dots).

In My Room calls, the owner can also see active speaker info with the Mute/Unmute icon. My Room can also be moderated. See [Moderator Controls](#).

My Room is started by clicking on the **My Room**  icon on the top right-hand side of the *Main* window. *My Room* is started automatically using your permanent chat room. Add more participants by dragging and dropping them into the *Communications* tab or the Conference menu. Otherwise, they can join your room by right-clicking your name on their contact list and choosing the *Join Room* menu option. Once people have joined the chat room, they can click on the **Call** button of that window to join the conference. The room owner can also share their desktop.

To use the full functionality of My Room (desktop sharing, conferencing, and chat combined), you may have to manually enter your desktop sharing credentials, your conferencing number, and your PIN in the *Preferences* → *Credentials* window. This depends on your service provider settings.

In addition to the owner of the room, participants can also share the desktop but only the owner can add more participants. This applies to both *My Room* and ad hoc sessions.

- To see a Context menu, right-click the Options icon (three dots) on the right-hand side of the My Room tab for Room Info.
- To modify credentials and conference bridge information, select Configure to go to the preferences. If your service provider has automatic provisioning enabled, then this menu item is not present.
- Select Copy Guest Link to copy an invitation link to the operating system clipboard (depending on your service provider setup, this menu option may not be available). Paste this link, for instance, to a meeting invitation email to allow Mobility participants to join the conference in one click from, for example, Outlook, or Office applications. Note that some applications may not recognize the Mobility (btbc:) link. You can also copy the My Room Invitation to the default email client (this text does not contain the Mobility link) and go to the My Room preferences via a right-click menu option.

The link has two parts: one for Mobility users and another one for users with some other client. Depending on your service provider settings, the invitation can also contain a link to the desktop sharing session. The invitation always contains a dial-in number and PIN for users who do not have Mobility. The desktop share

link, when available, allows anyone to join a desktop share session from a standard web browser. In addition, the Mobility group chat session is supported with the web collaboration session. For guest user links, see the next section.

- The **My Room** info area indicates the conference bridge details of your My Room. You can also export the attendee list using the related participant menu available via the options icon (three dots).
- The *chat* window also has an icon that provides the same Context menu previously discussed.
- For more information on desktop sharing, see section [Application or Desktop Share](#). Desktop sharing works the same way for both *My Room* and the ad hoc sessions.
- My Room uses your permanent chat room, permanent collaboration room, and conference bridge (audio or video). My Room is the only way to use the permanent rooms. Any other multiparty communications, such as selecting multiple contacts, and right-clicking for a conference call, or dragging and dropping for a one-to-one chat, is done using ad hoc rooms. Ad hoc rooms are deleted once the session is over.

8.1 Guest Client

Guest Client allows non-Mobility users to join a full My Room session with a web browser. This feature is especially intended for users outside of the company. Generate separate invitations for guest users using My Room right-click menu items as described in the previous section. My Room invitations are generated using separate menu items and are intended for Mobility users.

Guest users can join a session with audio in the web browser by requesting a callback using the provided dial-in number and conference PIN as well as use group chat and sharing inside the web browser. However, guest clients do not have private chat possibility and they can see the chat history of messages that occurred after they joined the session.

The invitations persist until reset via a separate right-click menu item. Individually accept each joining guest participant. Not doing this in a predefined period of time results in the invitation becoming obsolete and guests not being able to use the link to join. For more information, see section [Moderator Controls](#). After dismissing a guest user from share and chat, the audio/video portion can remain. The following OS and browser combinations are supported if Web Real-Time Communication (WebRTC) is disabled by your service provider:

- Latest Chrome on Windows (Windows 7, Windows 8 [Classic], and Windows 8.1 [Classic]) and OS X (10.8 and 10.9)
- Internet Explorer 11 on Windows (Windows 7, Windows 8 [Classic], and Windows 8.1 [Classic])
- Safari 7 on OS X (10.8 and 10.9.)
- The following OS and browser combinations are supported if WebRTC is enabled by your service provider:
- Latest Chrome on Windows (Windows 7, Windows 8 [Classic], and Windows 8.1 [Classic]) and OS X (10.8, 10.9, and 10.10)

For more information on guest client usage, see [Appendix B: Guest Client Usage](#).

8.2 Moderator Controls

You can control the functionality available to participants if you are the owner of the session in My Room. You can do the following:

- Dismiss one or more participants. This ends all sessions (group chat, audio, video, and share) when the participant is using Mobility for Desktop.
- Mute one or more participants.
- Lock or unlock the room (when locked, no additional participants can join).
- See active talker indication.

- See full audio participant list.
- Choose who can join without separate authorization (moderated My Room):
 - Require only guests to request access
 - Require everyone to request access
 - Allow everyone to join automatically

To invoke the features, you can use the right-click menus or you can click on the moderator control icons of a participant. Note that most features are not available via icons. To dismiss or mute all participants or lock the room, use the right-click menus available for your own icon at the top of the participant list.

If you are not the owner, you can only see the XMPP (chat) participant list or the full participant list along with mobile participants (depending on your service provider settings).

9. Search

Mobility supports a search of the enterprise directory as well as the personal directory, enterprise common directory, and group common directory. This takes place in the same *Search* field that is used for both a local and presence-enabled contact list search. The various directories have different purposes with the enterprise directory having the most data, and not all directories may be used in all deployments. All search results are combined into one common set of results.

Personal directory, enterprise common, and group common directories cannot be modified from the client side. Only read access is provided. A snapshot of the presence status of the contact in the results list is shown, but this presence is not updated after the search operation.

The enterprise directory searches all available fields for the search string. By default, it waits for 1.5 seconds before it sends the search request to the server to minimize unnecessary load on the server.

Outlook integration (search and calendar integration) on Windows requires one of the following versions installed on the desktop:

- Outlook 2010
- Outlook 2013
- Outlook 2016

Outlook search also works when several Outlook accounts are in use, but only one account is used at a time (default selected, which can be changed in Outlook).

Additionally, other related considerations are as follows:

- The client searches for contacts and calendar entries in the default Outlook account. The account is set to the default via File → Info (left pane) → Account Settings → Account Settings → Data Files. Select an account and mark it as “Set as Default”. After making this change, sign out and sign back in to the client and it now searches that account for contacts and calendar entries.
- The client searches the Outlook contacts only on the local machine (that is, the Outlook Address Book). There is no Exchange server lookup performed. In addition, all directories in Outlook are searched for contacts, even deleted folders. The Contacts directory can also have multiple levels of subfolders.
- Every minute, Mobility reads Outlook appointments. If there is an appointment running at the current time, then the presence is shown as *Busy – In Meeting*.
- Overlapping appointments are also handled. Following are some examples of Mobility operation with Outlook when time is 9:10 A.M.

- There is meeting “A” 9 A.M. through 10 A.M. Presence is shown as *Busy – In Meeting*.
- Presence is explicitly changed to *Available* at 9:15 A.M. Presence is shown as *Available*.
- In the next minute, Mobility again reads the appointments and sees that “A” meeting is running; however, the presence was already explicitly marked as *Available* and presence is not shown as *Busy – In Meeting but Available*.
- There is an overlapping meeting “B” 9:30 A.M. through 10:30 A.M. Presence is shown as *Busy – In Meeting* when the time is 9:30 A.M.
- When deleting a meeting that is currently ongoing in Outlook, the presence status remains as *Busy – In Meeting* until the next time Outlook appointments are checked (once every minute) and after that, presence is shown as *Available*. This change may be instantaneous or it may take a minute depending on how close the timer is to being triggered.

Note: The presence update is only triggered by appointments and meetings that are either accepted by the user or made by them. All day meetings do not trigger a presence change to *Busy – In Meeting*, so the user must set the presence manually if unavailable.

10. Full Enterprise Directory

Mobility allows for browsing of an entire BroadWorks enterprise directory.

To view the enterprise directory, click the [Directory](#) button on the left-hand side of the navigation pane (if available). This feature depends on the service provider configuration so it may not be visible in all clients.

11. Chat History

The fourth icon from the top in the *Main* window on the left-hand side of the navigation pane displays your messaging history. History view is divided into one, two, or three tabs depending on your service provider settings. Possible tabs are:

- Calls
- Chat
- Visual voice mail

Double-clicking a conversation on the chat tab list opens it in a new window while double-clicking a call history item calls that number. Clicking a visual voice mail downloads the message so you can play it.

- Mobility saves a call history for placed, received, and missed calls. The call history makes it easy for you to redial and call back when you have missed a call or you want to easily dial a contact with whom you have recently spoken. Each call has a separate entry in the list.
- Chat history for group chats, both in My Room and in instant group chat, are stored locally on the Desktop client, just like in one-to-one chat, but only for the time the user is joined into the session. Look at individual chats by double-clicking the contact in the contact list or click the chat history icon in the left pane.
- Double-click on a name in the list to call back directly (this calls back the same way you previously spoke, for example, if you were in a video call, double-clicking starts a new video call). Double-clicking an incoming call item in the Calls tab makes a call.
- To clear the missed chat indicator, you must open the missed chat.
- The Communication History missed communications badges can be cleared by using the right-click menu from the [Communication History](#) button on the left pane (native Desktop only). The menu provides options to mark “All as viewed”, “Chats as viewed”, “Voicemails as viewed”, and “Calls as viewed”.

12. Click-to-Call (Highlight Text)

Click-to-Call uses highlighted text and global keyboard shortcuts. In Windows, users can highlight text anywhere in the desktop machine to make a call and then define the default call type used for making the call using the shortcut defined in *Preferences*.

On OS X, you must define the shortcuts on your own using the instructions provided in *Preferences*. The order in which key combinations are pressed may be significant in some cases if the operating system has reserved some key combinations for other purposes.

13. XMPP Security

Depending on your service provider configuration, Mobility supports blocking of unauthorized file types in file transfer in order to support service provider IT policies (native Desktop only). When sending a file of an unauthorized type, there is an error message showing the cause of the file transfer failure.

Similarly, clickable links in chat may be disabled; however, you can still copy the link into a browser.

14. CC-One Integration

Mobility Desktop *Communications* window can be invoked from CC-One. The exact appearance can be dictated by your service provider and in general UC-One can be hidden with some tones and notifications disabled.

15. Forced Configuration Update

Depending on your service provider configuration, forced configuration update can be supported. When enabled, you will be prompted to log in again when the configuration has changed. This will not happen however if you have ongoing calls, share, or group chat sessions.

16. Privacy Policy

If you want to read the service provider privacy policy that can be done by clicking the privacy policy link available in the *About* view when enabled by your service provider.

17. Preferences

Preferences provide access to available settings for Mobility. Follow these steps to access *Preferences*.

Windows and OS X

1. Click the Preferences logo in the Main window left pane.
2. Select the desired view from the drop-down.

Windows and OS X

1. Go to the Mobility accessibility menu.
2. Select Preferences.
3. Select the desired view from the drop-down.

17.1 General Preferences

17.1.1 Language

Select your language then click **OK** or **Apply** and the change takes effect immediately. Note that the number of languages depends on your service provider.

17.1.2 Login

Enable or disable automatic login when starting the application and control the remember password feature as well as enable the *Update Password* feature.

17.1.3 Notifications

Usually there is a confirmation pop-up notification each time you remove a contact or chat history record. By selecting one or all of the check boxes, you can disable the confirmations when deleting information. You can also control whether there is always a pop-up notification for publishing location information. Typically, this is shown at login.

You can also select whether to receive a notification before ending communication or holding a call.

17.1.4 Accessibility

Enable pop-up errors allows Mobility error pop-ups to be shown in addition to the usual error text shown at the top of the *Main* window.

Enable ToolTips is enabled by default. For accessibility, screen reader/VoiceOver reads all ToolTips, which may be frequent and hence disturbing. In accessibility cases, it is recommended to disable ToolTips. You can also enable spell checking and auto-capitalization.

17.2 Audio

17.2.1 Headset

Here you can specify what are the output and input devices used for the headset when toggling between the headset and speakers.

17.2.2 Output Device (Voice Playback)

Choose a headset, PC-integrated speakers, or external speakers for audio output. Your external playback device is selected by default (if you have one connected).

17.2.3 Input Device (Voice Recording)

Choose a headset microphone, PC-integrated microphone, or external microphone for voice during calls. Your external recording device is selected by default (if you have one connected). You can also choose automatic gain control and test your recording device.

17.2.4 Speakers

Here you can specify what are the output and input devices used for speakers when toggling between the headset and speakers.

17.2.5 Output Device (Voice Playback)

Choose a headset, PC-integrated speakers, or external speakers for audio output. Your external playback device is selected by default (if you have one connected).

17.2.6 Input Device (Voice Recording)

Choose a headset microphone, PC-integrated microphone, or external microphone for voice during calls. Your external recording device is selected by default (if you have one connected). You can also choose automatic gain control and test your recording device.

17.2.7 Ring Device (Alert Signal)

Select the audio device that is played when you receive an incoming call.

17.2.8 Ring Signal

You can select your own ring signal. The same signal is used for both voice and video calls.

You can also select an icon to play a tone for incoming messages. To disable the tone, uncheck the icon. Select a sound event and then click [Play](#) to hear the sound. If Alert Info service is used, the network may instruct a certain ringing tone to be played.

17.3 Video

17.3.1 Capture Device (Video)

Select a camera that you want to use for video calls. Your external web cam is selected by default (if you have one connected).

17.3.2 Video Size

Select one of the available sizes. Note, however, that higher sizes require more bandwidth and a more capable central processing unit (CPU).

17.4 Incoming Calls

For the list of available call management services for incoming calls, see section Call Settings. If Alert Info service is used, the network may instruct a certain ringing tone to be played.

17.5 Outgoing Calls

For the list of available call management services for outgoing calls, see section Call Settings.

17.6 Voice Mail

You can specify various voice mail settings, such as which calls are sent to voice mail, what kinds of notifications you receive when voice mail arrives as well as controlling how fast the voice mail greeting is played and if callers are allowed to leave voice mails. In addition, you can control how callers can end up going to voice mail.

17.7 Services

This section is reserved for presence rules and Hub settings. For more information on presence rules, see section Presence Rules and Silent Alerting.

17.8 Extensions

Select how incoming add-in requests are handled, whether they are automatically accepted or not or if incoming requests are allowed at all.

Depending on your service provider configuration, you can also manage extensions using the Mobility Application Programming Interface (API), which is used by third-party applications such as the Outlook Add-in or compatible headsets. You can allow such third-party applications to obtain information from Mobility and enable or disable confirmation pop-up notifications when third-party applications request information from Mobility. You can also choose default behavior to always reject or accept requests from third-party applications and allow or reject individual third-party applications.

The following logic applies for accepting application requests:

- Every new first-party application is allowed to connect without user interaction.
- Every new third-party application opens a dialog asking for permission to connect. Your response is remembered (both negative and positive responses).

17.9 Advanced

The *Advanced* view contains two subsections:

17.9.1 Troubleshooting

Logging is used for troubleshooting. You may be asked by your service provider to turn on logging and then send a log file directory contents. You can choose basic logging or more detailed logging to be enabled. Detailed logging may consume memory resources so it is not recommended to have it enabled for a long period of time. From here, you can also clear the logs and open the logging folder.

17.9.2 Proxy

Select how to handle HTTP proxies. By default, the system settings are used but you can also choose not to use an HTTP proxy or to use the Mobility (client) proxy settings.

18. Call Settings

Mobility supports the following service management features allowing supplementary services to be managed using the *Preferences* and *Incoming Calls and Outgoing Calls* view available in the *Main* window left pane by selecting the appropriate sub-view in the drop-down:

- Incoming calls
 - Anywhere
 - Remote Office
 - Forward Calls
 - Do Not Disturb
 - Simultaneous Ring Personal
 - Anonymous Call Rejection
 - Call Waiting
- Voice Messaging
- Outgoing Calls
 - Block My Number (Calling Line Identification Presentation [CLIP]/Calling Line Identification Restriction [CLIR])
 - Automatic Callback
 - Highlight to call

- Register to call
- You can also use the Call Settings with a *Main* window toolbar on the top of the window, if this feature is enabled. When enabled, this feature allows BroadWorks Anywhere, Do Not Disturb, Remote Office, and Call Forwarding to be managed in the *Main* window using single clicks or right clicks. From Release 20.2 onwards, the *Call Settings* toolbar is an icon in the left pane with right-click menus.

18.1 Anywhere

Anywhere allows service providers to offer fixed-mobile convergence (FMC) services today without additional equipment.

Anywhere simplifies communications for on-the-go users and remote users by extending the features of a desk phone to any other fixed or mobile device, regardless of the network or handset manufacturer. Callers dial one number and can reach you on any phone the user chooses. A desk phone, cell phone, and/or a soft phone may ring simultaneously. Experience voice call continuity with the ability to move live calls from one device to another without hanging up.

- **Add locations** (numbers) that can be used in the service via the Add Number field. Use the Alert all locations simultaneously check box to activate parallel ringing. Click on the “+” icon to see more options.
- The **Don’t divert** check box prevents a call from ending up as a voice mail, which can be problematic in, for example, conference call situations.
- Select **Answer Confirmation** to receive a separate audio prompt when answering a call from that number (location). It may be useful in cases where, for example, mobile numbers are being used to prevent incoming calls going to mobile voice mail since the call will be ended without going to voice mail if the answer confirmation is not provided.
- Select the **Call Control** check box to enable the server platform to provide mid-call services such as Call Transfer and Conferencing for that number (location).

18.2 Remote Office

This service allows the use of any phone as the office phone from a charging and numbering perspective. For instance, a hotel room phone can be used as the office phone.

Enable *Remote Office* by clicking the **Service** icon and specifying a phone number to be used as the Remote Office number.

18.3 Forward Calls

Enter a number to which your calls should be forwarded. Different variants of Call Forwarding are supported, such as *forwarding always*, *forwarding when busy*, and *forwarding unreachable* (when you cannot answer). In addition, you can specify the number of rings before Call Forwarding is triggered.

18.4 Do Not Disturb

When you activate this service, all calls are typically blocked by the server and are sent to voice mail. Enable this service by enabling the service icon.

18.5 Hide Number

You can hide or display your number when calling or communicating with other parties or contacts. Hide your number by enabling the service icon. To show your number, set this to “*Disable*”.

18.6 Simultaneous Ring Personal

Add up to ten additional numbers or Session Initiation Protocol Uniform Resource Identifier (SIP URI) addresses that you would like to ring in addition to your primary number when you receive a call. In addition, specify whether you want answer confirmations and if you would like to receive calls when already on another call. This service is an older variant of BroadWorks Anywhere.

18.7 Voice Messaging

You can enable or disable voice messaging in the *Preferences* and *Incoming Calls* tab. A number of settings are available:

- Send all calls to voice mail.
- Send busy calls to voice mail.
- Send unanswered calls to voice mail.
- Specify how voice mail messages are handled using an indicator in Mobility or forwarding to email.
- Enable notifications of new messages via email.
- Email a carbon copy of new voice mail.
- Transfer incoming calls to a specified number using “0” DTMF.
- Specify how many rings are used before sending an incoming call to voice mail.
- Allow/disallow callers to leave a message.

18.8 Anonymous Call Rejection

The Anonymous Call Rejection service allows you to reject calls from parties who have explicitly restricted their identities.

You can enable or disable Anonymous Call Rejection in the *Preferences* and *Incoming Calls* tab.

18.9 Automatic Callback

The [Automatic Callback](#) (ACB) service allows you to be notified when the previously called busy party becomes idle and is connected without having to redial the phone number.

When you call another party and the call cannot be connected because the line is busy, you are prompted to make an Automatic Callback request (for example, “The line you are calling is busy. Press 1 if you would like to be notified when the line becomes available”).

If you select Automatic Callback, the system monitors the busy party and automatically establishes a call when the busy party becomes available.

You can enable or disable Automatic Callback in the *Preferences* and [Incoming Calls](#) tab.

18.10 Call Waiting

The Call Waiting service allows you to answer a call while already engaged in another call.

You can enable or disable server-based Call Waiting in the *Preferences* and *Outgoing Calls* tab. If you disable Call Waiting, the second incoming call is not connected and the caller hears an announcement that the call cannot be completed. Before you answer the first incoming call, the second incoming call will be rejected.

19. Sign Out

Signing out of Mobility sets your status to “Offline” for your contacts and displays the *Sign In* screen.

19.1 Sign Out of Mobility

To sign out, follow these steps.

Windows

1. Click the Mobility logo in the Main window title bar.
2. Select [Sign Out](#).

OS X

1. Select Actions from the main menu.
2. Select Sign Out.

19.2 Exit Application

To exit the application completely, follow these steps.

[From Sign In Window](#) - Close the *Sign In* window.

[In Application](#):

Windows

1. Select the Mobility logo in the Main window title bar.
2. Click Exit (a keyboard shortcut can also be used).

OS X

1. Select Mobility from the main menu.
2. Select Quit Mobility (a keyboard shortcut can also be used).

NOTE: Closing the *Main* window (not the *Sign In* window) does not exit the application but rather minimizes the application to the system tray (Dock). This allows you to continue to receive calls and messages without having the *Contact List* window appearing on the desktop.

20. Multi-Device Support

Mobility supports users with multiple devices, according to the XMPP specifications. This is comprised of several features:

- Chat invitations sent to a user are received on all devices. Once a particular device has been used to answer the chat invitation, subsequent incoming messages only go to that device.
- One can retrieve one's own presence notifications when another client updates the user's presence. The client stores this information and updates its own presence so that it is the same as the higher priority status it received, (that is, when the received status update is manual). If the received presence update is not manual, it does not react to the received update; it only notes it.
- Accepting a sharing presence invitation in one client is also recognized by another client, and both clients start receiving presence updates.
- Last sent and received messages are available on all devices when the optional message history feature is in use. All devices should use that feature at the same time to avoid duplicate messages.
- Missed chat badges are synchronized across all own devices when this preview feature is enabled (native Desktop only).
- A new presence subscription made in one client is recognized in another. If the contact declines the "invitation", there are presence notifications from the server to all of the user's clients indicating that the subscription was terminated and this information is shown to the user. If the client receives two presence authorization requests from two or more devices for the same user, it only shows one request to the user.
- Removing a contact from the contact list in one device is recognized in another client and the contact list is updated (that is, the contact is removed) in the other client as well.

If a user has many devices, each device has the same status when shown to the end user. In addition, the contacts on the contact list always see the same status with updates shown in the following priority order:

- Busy
- Online
- Away
- Offline

This means, for example, that if one client publishes a *Busy* status and another client publishes another status, contacts see the user as *Busy*. Compatible devices such as desk phones are able to show presence in the same way.

Mobility keeps track of its own presence status as well as the status of other devices and deduces the combined presence based on these.

When Connect and Mobility Desktop are used together, the automated presence feature is recommended to be used to have presence shown fully in both clients as Connect does not use XMPP.

When Connect and Mobility Desktop are used together, there are also some rules about location. Mobile applications have a concept of background and foreground mode to save device resources. When Connect comes to the foreground, it updates its location.

The Desktop client does not have separate state for being on foreground; it only detects general usage of the device. The client can be on the background or foreground and based on idle detection it can drop to away. This requires that the computer is not used at all; moving the mouse/using keyboard triggers resuming to available again and it also resets the idle timer. Today, idle detection (or returning from idle) does not trigger location update on Desktop in this release.

When both clients are set to automatic, the last one to publish location "wins". As mentioned, Connect updates the location in automatic mode when coming to the foreground while Desktop does not have a similar concept. In addition, the last location update, initiated by you, manual or automatic, "wins".

21. Installation

The installer supports a number of options on Windows (native Desktop only) as follows:

- Agree to the license agreement.
- Run when system starts (can be changed later in Preferences).
- Install Outlook Add-in.
- Modify Windows registry to enable S4B dial pad.
- Create a desktop icon.
- Select destination folder for installation.
- Select the name of the software in the Program menu.
- Launch the client after installation.

When installer has been run on an end user's behalf by an administrator, the "Run program when system starts" option cannot be changed by that end user.

If you disable startup, for example, in the Task Manager's *Startup list* (on Windows 8 and 10) or from *msconfig.exe* on Windows 7, the change is not reflected in *Preferences*. The check box remains checked and grey even though the client is not actually started automatically when the system starts.

When Mobility is installed for the first time, you can choose the language if many languages are supported in the installer. The default language is the language of the operating system; if that cannot be found, English is used as the fallback.

Starting with Release 21.5.0 and depending on your service provider settings, the Outlook Add-in installer is bundled together with the Mobility installer.

History is specific to the application name. If upgrading to another Mobility version that has a different application name, the history present in the other version is not available.

22. Uninstallation

The uninstallation procedure is different for Windows and OS X.

22.1 Windows

Uninstallation is performed by launching the Windows uninstaller via the Start menu or by using the Windows "Remove programs" view inside the Control Panel. Windows uninstallation does not require you to select any options. The language used for the Windows Start menu string "Uninstall" is taken from the language chosen when installing the client. This string cannot be changed after installation.

All files are deleted at uninstallation, except for the following files:

- Registry entries
- Account files are only deleted when explicitly allowed by the end user on Windows.

Note that as a result, some USB headset add-in files may also get deleted.

22.2 OS X

Uninstalling is performed by simply dragging the application folder from the *Applications* directory to the trash can; however, account files are not deleted. If you want to remove account files, they must be manually deleted. These are the file locations for the account directories. The following locations apply for all account directories:

For branded clients:

`/Users/<USERNAME>/Library/Application Support/<company_name>/<application_name>`

For the reference client:

`/Users/<USERNAME>/Library/Application Support/BroadSoft/Mobility`

23. System Requirements

System requirements are as follows on native Desktop:

- Operating system: Mac OS 10.11 El Capitan, Mac OS 10.12 Sierra, Mac OS 10.13 High Sierra, Windows 7 SP1, Windows 8/8.1, or Windows 10 (Classical view only).
- The installation footprint is approximately 125 megabytes (MB) on OS X and 215 MB on Windows.
- For voice calls, a sound card, speakers, and a microphone or a headset are required.
- For video calls, a web cam is required.
- Minimum system requirements for respective operating systems need to be fulfilled, with the following additions:
- A minimum of 2 GB random access memory (RAM) is required.
- A minimum 1.5 GHz CPU is recommended. A dual core CPU is recommended for video calls at a minimum.
- Open Graphics Library (OpenGL) 1.5 or higher is recommended.

24. Troubleshooting Questions

Why are my Emojis showing as black boxes?

The Segoe UI font is required for the Emojis to appear correctly. For more information to install the Segoe UI font, see the following article: <https://support.microsoft.com/en-us/help/4021341/emojis-are-not-displayed-in-office-applications-in-windows-7>

Why did I lose chat history after an upgrade to a renamed Mobility?

When installing a Mobility version that has a different application name, the history is specific to that application name. If the application name remains the same in the upgrade, the previous history is available.

Why can't I chat with contacts from Yahoo?

Chatting with users in other domains is possible, but depends on the domain. For instance, the platform supports Google federation but not Yahoo. However, group chat is not supported in Google federation, so the group chat option with those contacts is shown in grey.

Why can't I change the avatar?

Double-clicking the avatar should open a File Explorer view to select a file. If your XMPP connection is

lost, changing the avatar does not succeed. A lost XMPP connection is indicated in the Main window's top notification area.

What does it mean when my contacts are all offline and my client's status bar says "XMPP unavailable"?

It means that the XMPP connectivity has been lost for chat, as well as for presence; however, you can still make calls. You should contact your service provider.

Why am I offline?

If you have selected "Offline" status, you are shown as offline to others. Another possibility is that you may have lost your Internet connection. In this case, the client does not log out, but rather enters an offline mode where a contact list is available but communication is not possible.

Why can't I have more video resolutions available?

You can choose your video resolution from *Preferences* and the *Video* tab. Your selection is used by default for future video calls. The available resolutions are automatically presented based on your camera.

Why can't I change my user name and password?

User name and password editing is not supported in the client. To edit your user name or password, contact your service provider. The exception is login password expiry. When it expires, you can change the password in a separate dialog window. In *Preferences*, the client only supports changing credentials when enabled by the service provider. Desktop sharing credentials may also be changed, depending on your service provider settings.

Why does my all day calendar entry not trigger Busy – In Meeting presence status?

Not all meetings trigger a presence change to *Busy – In Meeting*. To trigger the presence update, the meeting must be in the *Show me as busy* state.

Why aren't all my group chat messages saved?

Only the newest chat room messages are stored on the server, but never for My Room for security reasons. Starting from Release 21.3.0, when the optional message history feature is enabled by your service provider, messages sent from other devices are also shown.

Why aren't all my chat messages available in my other devices?

All one-on-one and group chat messages are saved, but only locally, so they are not necessarily available in your other devices. Incoming messages are sent to all devices; however, the ones that you send are only stored in the device that you are using to send the message. Starting from Release 21.3.0, when the optional (Preview mode in Release 21.3.0) message history feature is enabled by your service provider, messages sent from other devices are also shown.

Why can't I change the XMPP address of a contact?

This is not supported in this release. However, you can delete the contact and add a new one.

Why does my location show an incorrect address?

It is done based on the public IP address that the machine is using. The IP address is mapped to a physical location. BroadSoft is working with the mapping provider to improve the accuracy of the location. You can also manually change the location by clicking the avatar and changing the location icon.

Why can't I start desktop sharing?

To share your desktop, you need to have valid credentials, either by manually entering desktop sharing credentials in the *Preferences* → *Credentials* window, or by using auto-provisioning to enable the desktop sharing menu items and icons. However, you can participate in desktop sharing sessions even without any

sharing credentials. Your service provider settings dictate if auto-provisioning is enabled or not.

Why can't My Room participants share the desktop?

Only the owner of the room can share the desktop before Release 21.2.0. Starting in Release 21.2.0, participants can also share when enabled by the service provider. This applies to both My Room and ad hoc sessions.

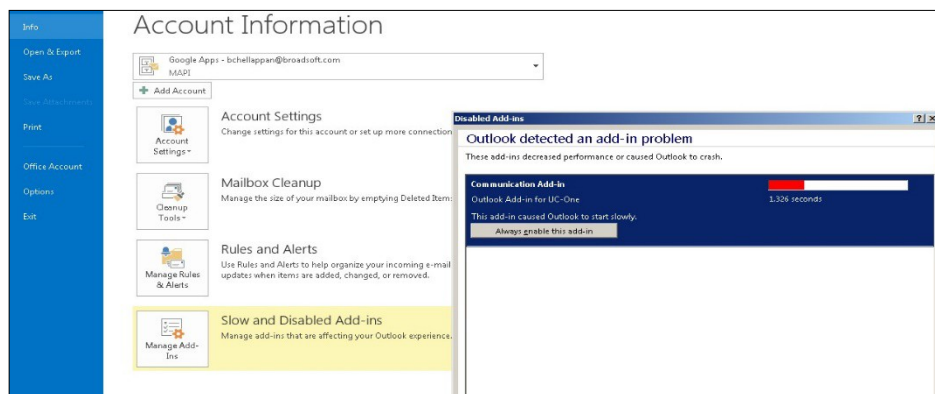
I have a USB headset and the Call Control features are not working. Is there anything special I need to do to enable Call Control support?

In order to use headsets on Windows (not supported on OS X), several steps are needed:

1. When the client is started, you must accept the API connection request from the connector/add-in device.
2. Additionally, your client must have the feature enabled by your service provider.
3. If your USB headset uses its own add-in, the standard HID Add-in from BroadSoft must be disabled, as both cannot be used at the same time. In addition, you must have "Allow 3rd party extensions" check box checked in Preferences → Extensions tab.
4. After upgrading UC-One, some USB headset add-ins may get deleted causing call control to not work and the add-in to not be visible in Preferences. As a workaround, repairing/re-installing the add-in software correctsthis.

Why is the Outlook Add-in disabled?

If the context menu does not show Add-in menu items, this could be due to the Outlook Add-in disabled by Outlook for slow loading. This happens primarily in Outlook 2013. In such cases, enable this add-in by selecting the *Outlook* menu → *File* → *Info* → *Manage Add-Ins* → *Communication Add-in* → *Always enable this add-in* from the displayed menu.



25. Appendices

25.1 Appendix A: Keyboard Shortcuts for Desktop


The following table lists the currently supported keyboard shortcuts (native Desktop only). You can use these keyboard shortcuts to quickly perform frequently used actions. The characters used are lower case. The shortcuts are also indicated in the accessibility menus.

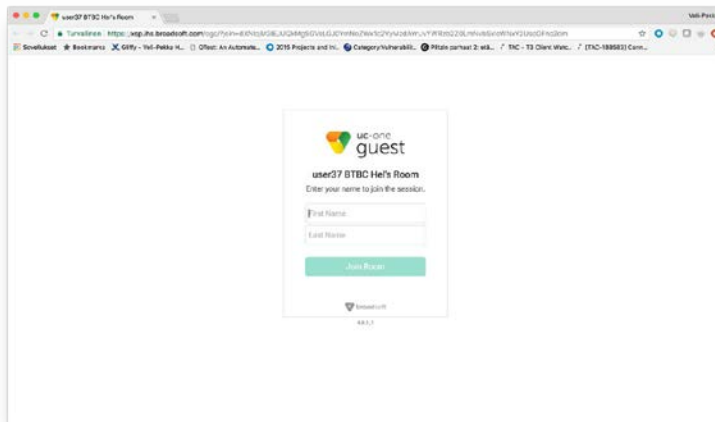
Shortcut for Windows	Shortcut for Mac	What it does
CTRL-Q	Cmd-Q	This quits the application.
Alt+F4	Cmd-W	This closes the selected window (except for a contact card and the <i>About</i> window).
CTRL+C	Cmd-C	This copies selected text from Mobility to the clipboard.
CTRL+V	Cmd-V	This pastes text from the clipboard to the location selected using the cursor in Mobility.
CTRL-X	Cmd-X	This cuts the selected text to clipboard.
Enter	Enter	When in the <i>Communications</i> window, this sends a chat message (if the <i>Chat</i> view is visible). When in the contact list, this opens a chat with the selected contact. When in the <i>Communications History</i> , this opens a communications session with the contact or address related to the selected item. This opens a chat if the item was chat and a call if the item was a call.
,	Cmd-,	This opens <i>Preferences</i> .
F1	Cmd-?	This opens <i>Help</i> .
CTRL+A	Cmd-A	This selects all text in the <i>Chat</i> view.
-	Cmd-H	This hides Mobility.
-	Alt-Cmd-H	This hides other windows other than Mobility.
CTRL-N	Cmd-N	This opens the <i>Add Contact</i> window.
Shift-CTRL-N	Shift-Cmd-N	This opens the <i>Add Group</i> window.
CTRL -1	Cmd-1	When a contact is selected, this opens a chat session with the contact.
CTRL -2	Cmd-2	When a contact is selected, this calls the contact with audio.
CTRL -3	Cmd-3	When a contact is selected, this calls the contact using call from phone.
CTRL -4	Cmd-4	When a contact is selected, this calls the contact with video.
CTRL -5	Cmd-5	When a contact is selected, this joins their room.
CTRL -6	Cmd-6	When a contact is selected, this opens an email-sending window using the default email client.
CTRL -I	Cmd-I	When a contact is selected, this opens the contact card for the contact.
Shift-CTRL-F	Shift-Cmd-F	When a contact is selected, this makes the contact a favorite.
CTRL-delete	Cmd-delete	This deletes the selected contact.

Shortcut for Windows	Shortcut for Mac	What it does
CTRL-arrow down	Cmd-arrow down	This decreases the volume.
CTRL-arrow up	Cmd-arrow up	This increases the volume.
CTRL-space	CTRL-space	This mutes the client (while in a call).
CTRL-D	Cmd-D	This turns on the Do Not Disturb service.
CTRL-P	Cmd-P	This pulls an ongoing call from your other device to Mobility.
Alt-shift-CTRL-P	Alt-shift-Cmd-P	This retrieves your parked call.
-	Alt-Cmd-2	This calls your voice mail with audio.
-	Alt-Cmd-3	This calls your voice mail with audio using call from phone.
-	Alt-Cmd-4	This calls your voice mail with video.
Shift-CTRL-R	Shift-Cmd-R	This opens your My Room.
CTRL-T	Cmd-T	This enables always on top.
-	Shift-Cmd-M	This opens the <i>Main</i> window.
Shift-CTRL-C	Shift-Cmd-C	This opens contacts.
Shift-CTRL-F2	Shift-Cmd-F2	This opens call history.
Shift-CTRL-F1	Shift-Cmd-F1	This opens chat history.
Shift-CTRL-F3	Shift-Cmd-F3	This opens visual voice mail.
Shift-CTRL-D	Shift-Cmd-D	This opens the dial pad view.
Shift-CTRL-D	Shift-Cmd-D	This opens the dial pad view.

25.2 Appendix B: Guest Client Usage

This section provides more hands-on information about guest client usage.


1. Right-click on the **My Room**  icon to copy the guest join link and send it to a guest via email or other means. You can also use the Copy Guest Link feature in My Room.
2. The guest can open the link in one of the supported browsers, enter their name and password, and then click **Join Room**.



3. Once you click on **Join Room**, you see a notification on your My Room (as shown in the following figure).
4. Open your My Room and accept the guest request.
5. The guest is allowed into your room and can now participate in multi-user chat with other participants in the room (as shown in the following figure from a browser).

If your service provider has enabled WebRTC support, then the guest can join the audio/video portion of the session by clicking on the audio or video button. This feature is only available on certain browsers and the user must grant access to their camera and microphone by clicking **Allow**.

The guest can switch between audio and video mode by clicking on the video icon. They can also mute and end the call by clicking on the mute and end call icons respectively.

The guest can show or hide their self-view by clicking on the  icon in the top left corner of the video.

6. You can start your desktop share from the Desktop client and the guest then sees it. The video call is resized and moved to the top left.
7. The guest can also request the conference bridge to call them by entering a phone number and clicking on the **CALL ME** button. The Call Me Now feature must be enabled by your service provider for this to be available. The guest can also manually call the conference bridge directly by using the provided dial- in information.

25.3 Appendix C: Configure USB Headsets

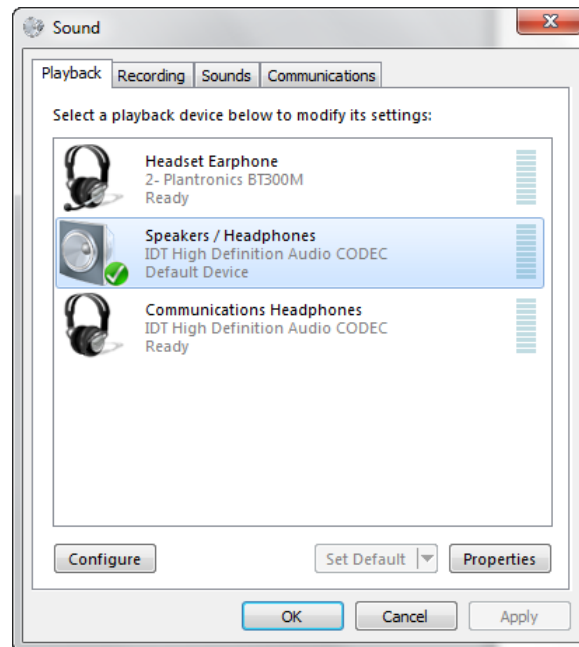
This section provides more information on configuring USB devices to function with Mobility. Note that some headset manufacturers have built their own add-ins for UC-One, for instance, Jabra on Windows. In this case, the standard HID Add-Ins cannot be used at the same time. You can enable and disable add-ins in the *Preferences* → *Extensions* view.

In Windows, if “Default Communication Device” is defined in Windows settings, it is selected over the “Default Device” by Mobility for calls when several audio devices are available (for example, USB headset and the integrated audio device on the PC). However, when using headsets, you can select a separate device than the headset for alerting incoming calls.

The following examples provide more information on how to define a default communications device when a USB headset is available on the PC.

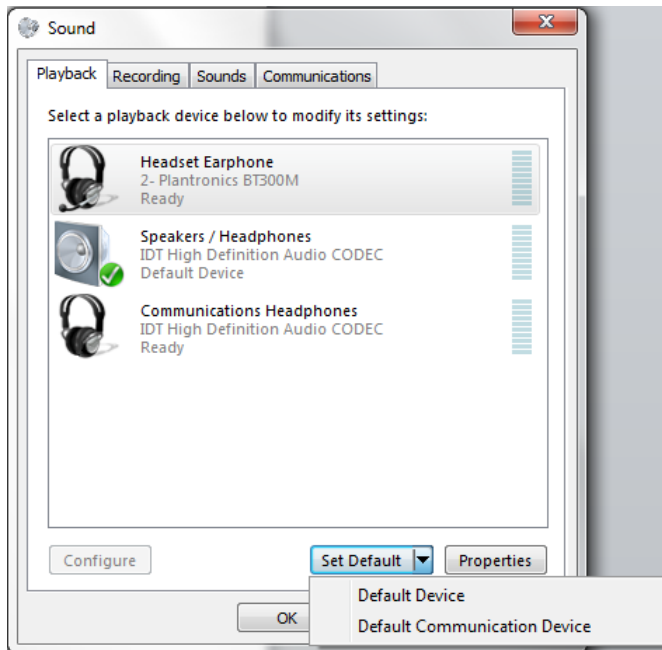
It is recommended to select “Use Default” in the *Media* tab of Mobility *Preferences* for both input and output devices (as shown in the following figure).

1. To define the default communications device, make sure that the Sound settings in **Windows** pertaining to “Recording” and “Playback” devices are correctly configured. From the Sound applet, select the [Playback](#) tab.

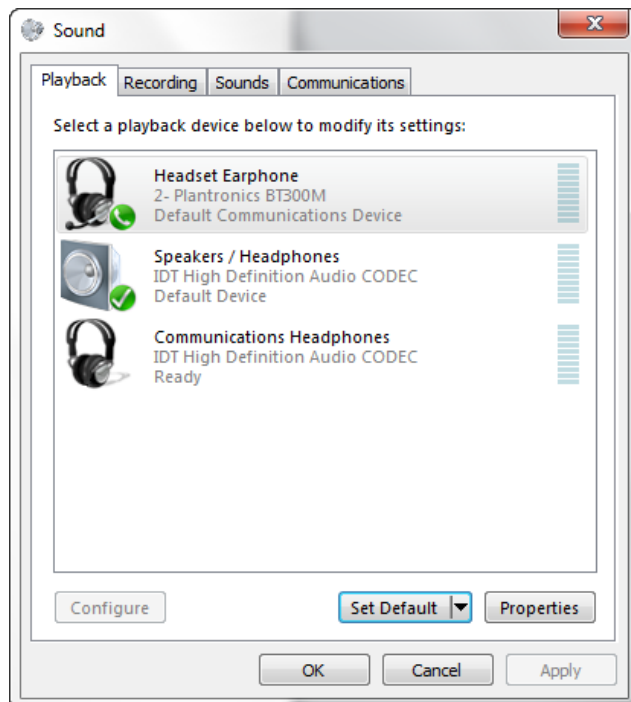


In this example, the user has a Plantronics BT300M (the USB dongle accompanying a Voyager Legend UC) connected to their PC.

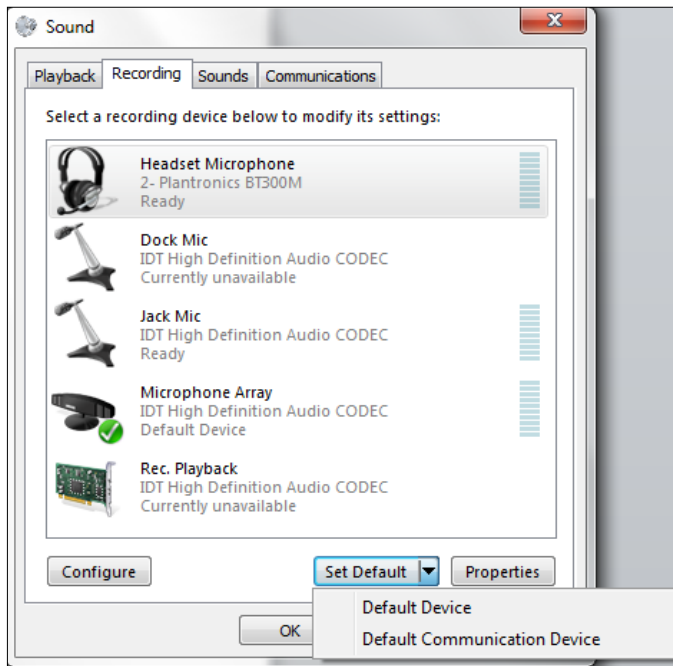
2. Click **Headset Earphone** to highlight the device and click on the drop-down arrow next to the **Set Default** button.



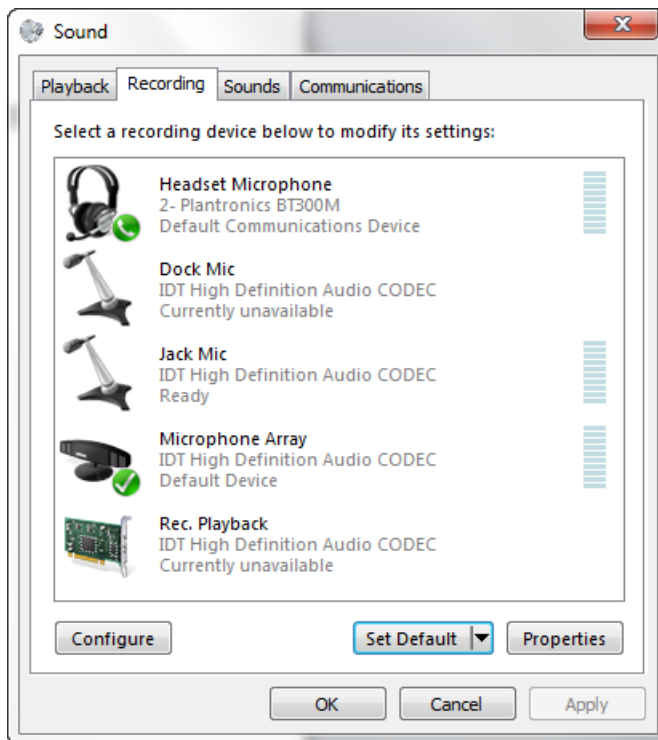
3. Select **Default Communication Device**. The following screen is displayed.



4. Click the **Recording** tab.
5. Again, click on **Headset Microphone**, which represents the connected Plantronics BT300M device, and click on the drop-down arrow next to the **Set Default** button.



6. Select the **Default Communication Device**.



7. Click **OK** to save the changes. The Sound window is dismissed and your device is now ready to be used by Mobility.

25.4 Appendix D: Third-Party Software and Copyright

Third-party software used in Mobility:

Chromium

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Blowfish

Based on a C implementation of the Blowfish algorithm by Paul Kocher UUID - RFC4412

/*

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MD5

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SQL Cipher

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EmojiOne

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25.5 Appendix E: Acronyms and Abbreviations

ACB	Automatic Callback	LDAP	Lightweight Directory Access Protocol
ACD	Automatic Call Distribution	LGPL	Lesser General Public License
API	Application Programming Interface	MWI	Message Waiting Indication
CPU	Central Processing Unit	PIV	Personal Identity Verification
DND	Do Not Disturb	RAM	Random Access Memory
DTMF	Dual-Tone Multi-Frequency	S4B	Skype for Business
ECACS	Emergency Call Address Change Service	SAML	Security Assertion Markup Language
EULA	End-User License Agreement	SIP	Session Initiation Protocol
FAC	Feature Access Code	SSO	Single Sign-On
FAQ	Frequently Asked Question	UC	Unified Communications
FIPS	Federal Information Processing Standard	UI	User Interface
FMC	Fixed-mobile Convergence	URL	Uniform Resource Locator
GUI	Graphical User Interface	UVS	BroadWorks Video Server
GW	Gateway	VDI	Virtual Desktop Infrastructure
HD	High Definition	VoIP	VoIP Voice over Internet Protocol
HID	Human Interface Device	WebRTC	Web Real-Time Communication
IM	Instant Message	XMPP	Extensible Messaging and Presence Protocol
IM&P	Instant Messaging and Presence	Xsi	Xtended Services Interface
IP	Internet Protocol		