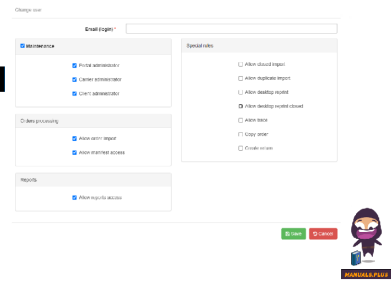


Carrier Admin Portal Assign Clients Applications



Carrier Admin Portal Assign Clients Applications User Guide

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Carrier

Carrier Admin Portal Assign Clients Applications

Email (login) *

☒ Maintenance

☒ Portal administrator
 ☒ Carrier administrator
 ☒ Client administrator

Orders processing

☒ Allow order import
 ☒ Allow manifest access

Reports

☒ Allow reports access

Special rules

☐ Allow closed import
 ☐ Allow duplicate import
 ☐ Allow desktop reprint
 ☒ Allow desktop reprint closed
 ☐ Allow trace
 ☐ Copy order
 ☐ Create return

Save

Cancel

Assigning Clients to Users

To allow a user to download and use the UC-One applications (Desktop, Mobile and Tablet), first set up Sharing to their soft clients.

1. Log in to the admin portal.
2. Select your site from the drop-down menu.
3. Select the Users tab in the left-hand navigation menu. A list of all users will be displayed.
4. Find the user and select the Actions drop-down menu and select Edit.

The screenshot shows the 'Users' management interface. The left sidebar contains navigation options: Dashboard, SIP Trunking, Numbers (535), Devices (299), Users (137) (selected), Advanced Services, Analytics, Reports, Call Recording, and Profile. The main area displays a table of users. The 'Users' tab is active, and the 'Site' filter is set to 'All Sites'. The table has columns for First Name, Last Name, Phone Number, Extension, Station, Primary Device, and Site. An 'Actions' dropdown menu is open for the user 'Upload', showing options: Edit, Reset Password, Reboot Device, Reset Voicemail PIN, Go to My Phone, and Remove User.

First Name	Last Name	Phone Number	Extension	Station	Primary Device	Site	Actions
Very Basic	User	9183335151	5151	Basic Station		JHS	Actions
User	Test	9184988118		Basic Station		JHS	Actions
Upload	Test	9184987714	7714	Premium User Station	00:90:8F:60:1E:60 (AudioCodes 420HD)	JHS	Actions
turnk	CC Test	9186657713	7713	Standard Trunk		R17 SIP Trunk Site 2	Actions
Trunk	Calling Test	9184459800	9800	Premium Trunk	65:44:56:12:39:87 (Mitel MiVoice BG w/Office 250)	Trunk Pricing Test	Actions
Tony	Bortles	9189419936		Analog Station	21:54:61:67:41:06 (TAA Polycom VVX 300 Phone PS)	R16.1 QA Test	Actions
Test	Test1	9184987736		Premium User Station	65:41:59:35:78:52 (TAA Polycom VVX 500 Phone PS)	JHS	Actions
Test	User3	9184987725	7725	Basic Station	65:98:74:56:32:14 (AudioCodes MP-114)	JHS	Actions
Susan	Robinson	9184988112	88112	Premium User Station		JHS	Actions

5. The Edit User window will appear. From here, select Mobile & PC Applications.
6. Check the boxes of the applications you would like assigned to the user.
7. Select Save to save your changes.

Edit User - Upload Test

User Information

User Assignments

Voicemail

Call Forwarding

Devices

Mobile & PC Applications

Advanced

Analog Hotline

Calling Permissions

Hoteling

Monitoring

Privacy

Barge In

Call Recordings

Push To Talk

Mobile & PC Applications

3 of 137

View and enable access to user applications. Note: the settings below also apply to [Shared Devices](#)

Settings

These settings also apply to shared devices.

☐ Ring all shared devices and applications when Click to Dial Calls are received.

☐ Ring all shared devices and applications when group Pages are received.

☐ Ring all shared devices and applications when a call is parked on a line.

Applications

If applications are unchecked they will not be given to the user.

☐ BCPBX UC-Mobile Client UC
1/9 licenses remaining

☐ CRM Connect
0/8 licenses remaining

CRM connect is a PC and Mac Application which integrates with third party applications such as Salesforce, to help manage customer contacts.

Application Add-ons

☒ Collab Bundle
0/0 licenses remaining

☐ Video Conference
0/0 licenses remaining

Collaborate Bundle enables IM&P and My Room Audio Conferencing.

Video conferencing Add-on requires Collaborate Bundle.

Cancel

Save


Note: Once the Soft Clients have been shared, the user will see them in Mobile App and Desktop Softphone area of the My Phone portal. The user's ID will be displayed from My Phone, and the password is the same password used to log in to My Phone.

- Maximum Number of Shares for Premium Stations: 35
- Maximum Number of Shares for Standard Stations: 5

carrier.webex.com/assigning-clients/

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Documents / Resources



Carrier Admin Portal Assign Clients Applications [pdf] User Guide

Admin Portal Assign Clients Applications, Portal Assign Clients Applications, Assign Clients Applications, Clients Applications, Applications

References

- [User Manual](#)

Manuals+, Privacy Policy

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