



OfficeSuite UC® Connector for Skype for Business Quick Start Guide



OfficeSuite UC® Connector for Skype for Business allows you to initiate calls on your desk phone from within Microsoft Skype for Business.

Getting Started with OfficeSuite UC® Connector for Skype for Business

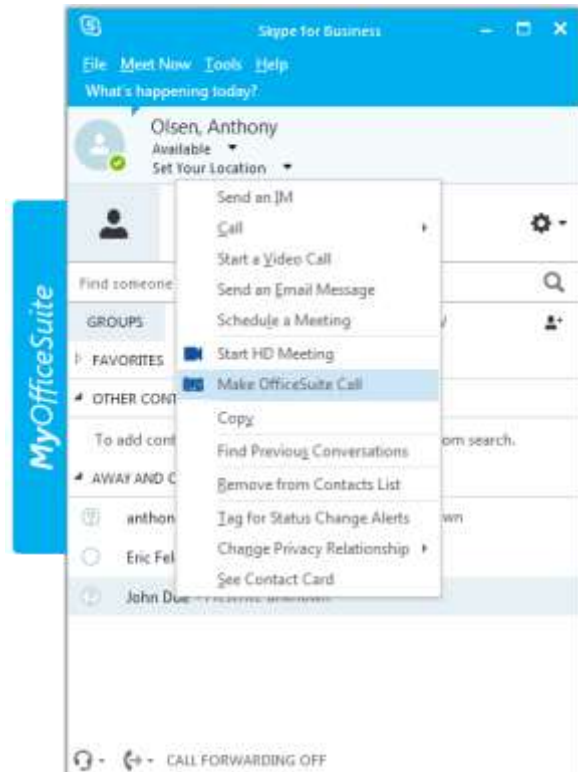
Note: Prior to installing, you must have Microsoft Lync 2013, Skype for Business 2015 or Skype for Business 2016 installed prior to installation. For additional questions, please contact your system administrator.

[Click Here](#) to download and install the software. During the installation, enter your MyOfficeSuite Portal credentials to sign in.

Once installed, launch Skype for Business, then go to *Start » All Programs » OfficeSuite Connector for Skype for Business » OfficeSuite Connector for Skype for Business*

Make a Call from a Contact Record

Right-click on a Skype for Business contact and select *Make OfficeSuite Call* from the drop down menu.



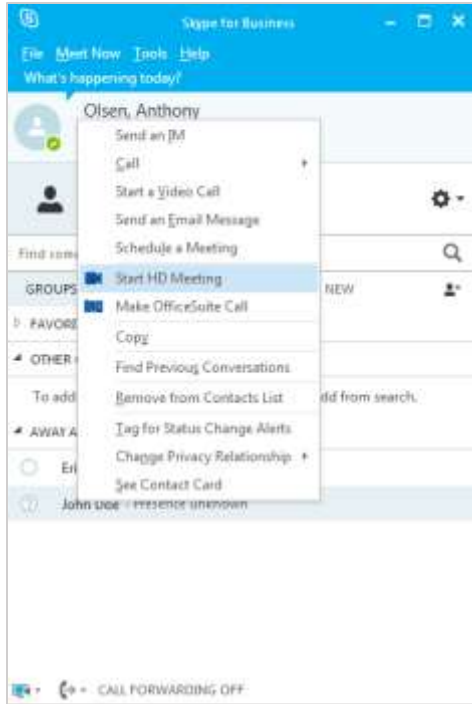
Once selected, you will see the following pop up.



Open an HD Meeting from the Contact Record

Right-click on a Skype for Business contact and select *Start HD Meeting* from the drop down menu.

Once selected, the HD Meeting will automatically connect using a random room number.



Open HD Meeting from the OfficeSuite Sidebar

Click on the MyOfficeSuite tab along the left side of Skype for Business to slide out the MyOfficeSuite sidebar and click on the HD Meeting button. HD Meeting will open in a separate window.

Make a Call using the Dialpad

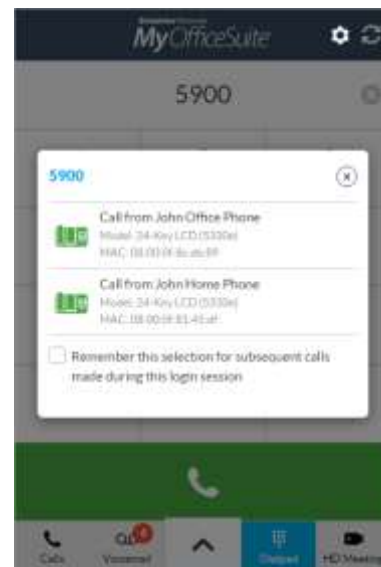
Click on the MyOfficeSuite tab along the left side of Skype for Business to slide out the MyOfficeSuite sidebar.



Select the **Dialpad** option along the bottom of the MyOfficeSuite sidebar and select the number you wish to call.



Once you have entered the number you wish to call, select the green phone button. If you have multiple phones logged in, you will see a menu to choose which phone to originate the call from.



Once the phone is selected, the call will begin.

Managing Voicemails

To manage your voicemails, click on the MyOfficeSuite tab along the left side of Skype for Business to slide out the MyOfficeSuite sidebar and select the **Voicemail** button. From the voicemail screen, you can listen to your voicemails, delete


voicemails, mark voicemails as read or unread, or call back the person who left the voicemail.

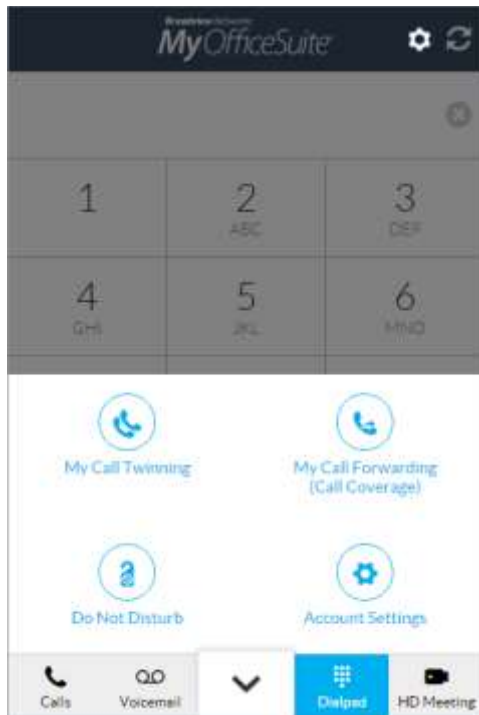
Checking Your Call History

Click on the MyOfficeSuite tab along the left side of Skype for Business to slide out the MyOfficeSuite sidebar and select the **Calls** button to see your call history. You can initiate calls from your call history list by selecting a phone record then choosing which phone to initiate the call from.

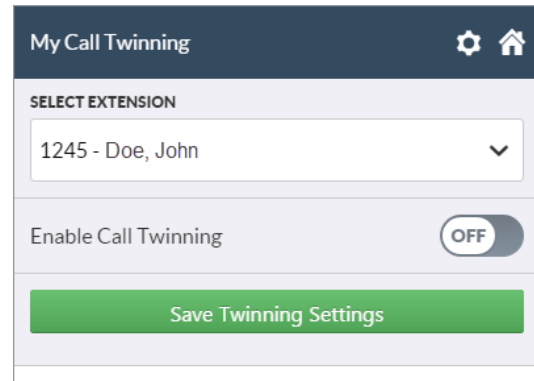
Call Twinning

When call twinning is active, incoming calls ring another phone simultaneously with your desk phone. Calls can be answered on either phone before your call coverage setting takes effect.

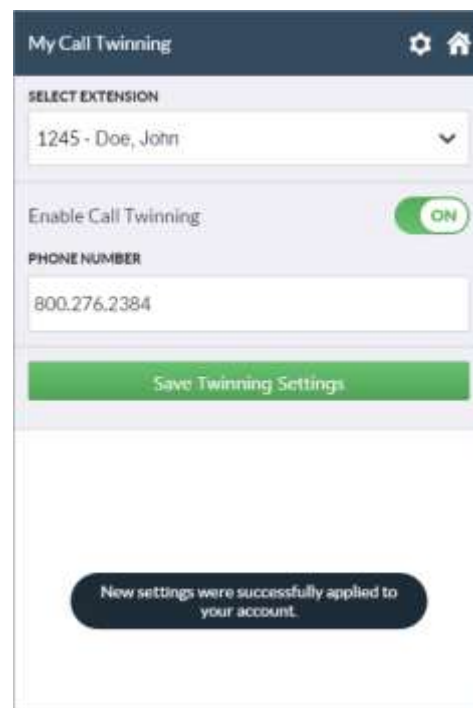
To turn on call twinning, expand the MyOfficeSuite sidebar and select the  icon at the bottom of the screen. Once selected, the additional options will slide up from the bottom of the screen. Click on the **My Call Twinning** button.



Once selected, you will see the call twinning option screen.



Select the extension you wish to modify from the drop down list. Once selected, choose enable or disable call twinning. If you choose to enable call twinning, a text box will appear for you to enter the phone number you wish to twin calls to. Once you have entered your settings, select the **Save Twinning Settings** button. Once saved, you will receive an on screen notification that your settings have been applied to the account.

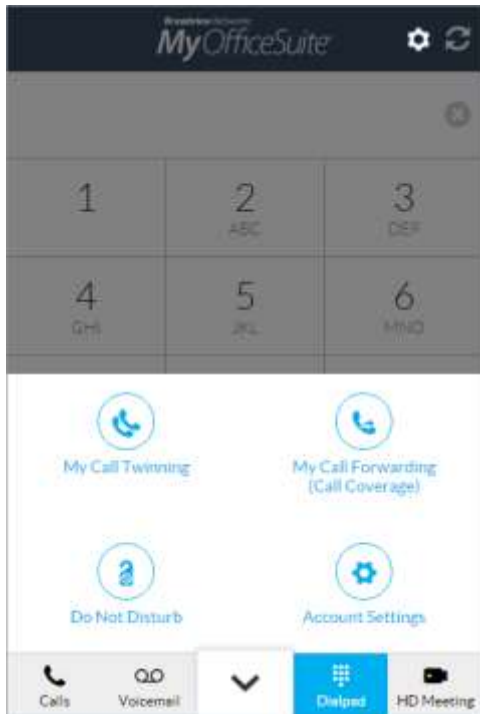


Do Not Disturb

If do not disturb is enabled all calls will automatically be sent to your call coverage. You will also not receive any page or intercom messages.

To turn on do not disturb, expand the MyOfficeSuite sidebar and select the  icon at the bottom of the

screen. Once selected, the additional options will slide up from the bottom of the screen. Click on the **Do Not Disturb** button.




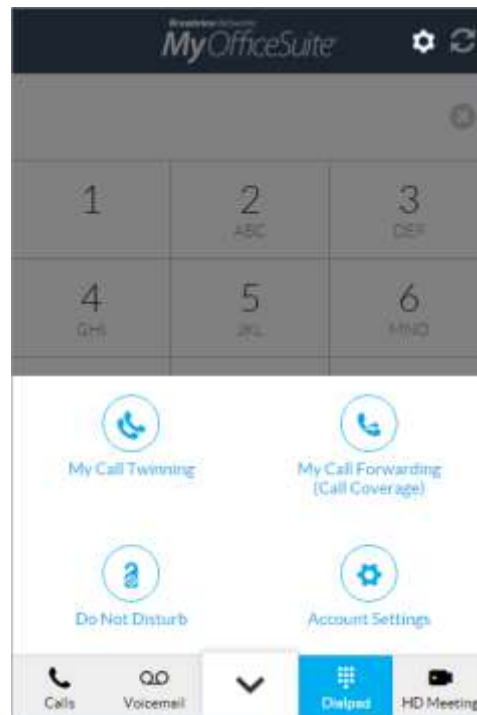
Once selected, you will see the Do Not Disturb settings screen. Select the extension you wish to modify from the drop down list. Once selected, choose enable or disable Do Not Disturb mode and select the Save **Do Not Disturb Settings** button



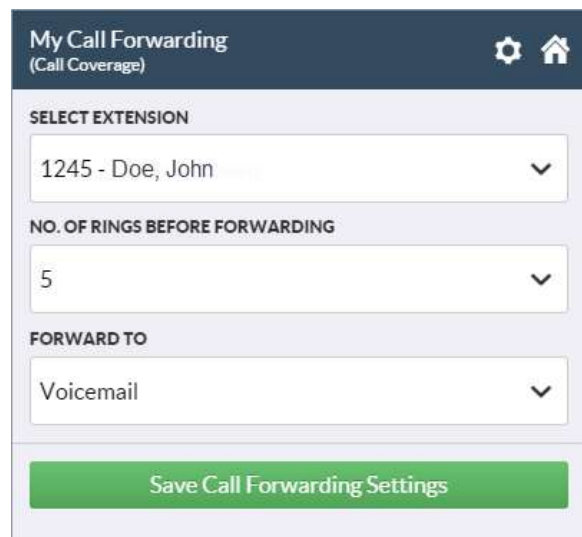
Call Forwarding (Call Coverage)

Call forwarding options let you set how many rings before calls are sent to voicemail, the auto attendant or to another phone number.

To change your call forwarding settings, expand the MyOfficeSuite sidebar and select the  icon at the bottom of the screen. Once selected, the additional options will slide up from the bottom of the screen. Click on the My **Call Forwarding (Call Coverage)** button.



Once selected, you will be redirected to the call forwarding page.



On the call forwarding page, select the extension you wish to change from the drop down list. Next, select the how many times the phone should ring before

forwarding the call to your call forwarding option. Your options for call forwarding are:

Voicemail – Will forward the call to your personal voicemail box

Auto Attendant – Will forward the call to the Auto Attendant you choose

Another Extension – Will forward the call to a second extension


Another Phone Number – Will be forwarded to another 10 digit phone number

No Call Forwarding – The call will disconnect once the maximum number of rings is reached without forwarding the call to anywhere.

Select where you would like calls to be forwarded to. Lastly, select the **Save Call Forwarding Settings** button to save your call forwarding settings.

Account Settings

In the account settings section, you can change your name, contact information, portal password, extension PIN, your Open Exchange settings, your OfficeSuite HD Meeting settings, and your chat notifications.

To change your settings, expand the MyOfficeSuite sidebar and select the  icon at the bottom of the screen. Once selected, the additional options will slide up from the bottom of the screen. Click on the **Account Settings** button.

Once on the Account settings screen, select the section you wish to edit and change the information currently saved. Once you have edited the information, select the save button if there is one associated with the settings.

