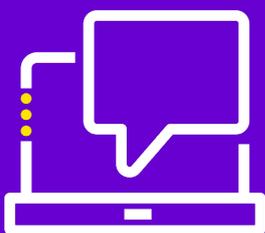


Horizon Collaborate Administration Guide

Setting up Collaborate



Setting up Collaborate

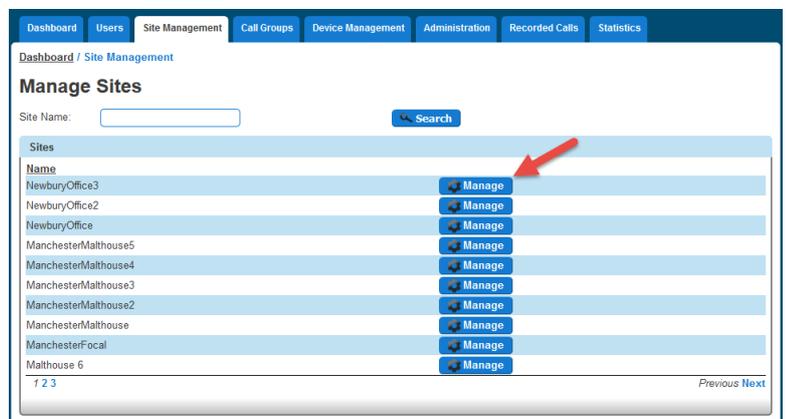
Before you start to allocate the Collaborate bolt-ons to your users, you must ensure that each relevant Horizon site is set up with a Collaborate conference bridge. This needs to be done for all sites that have Collaborate users.

Before you start this, you should make sure you have enough Collaborate bolt-ons.

Site Setup

Step 1

Go to Site Management and select the site you wish to add a conference bridge to by selecting 'Manage'

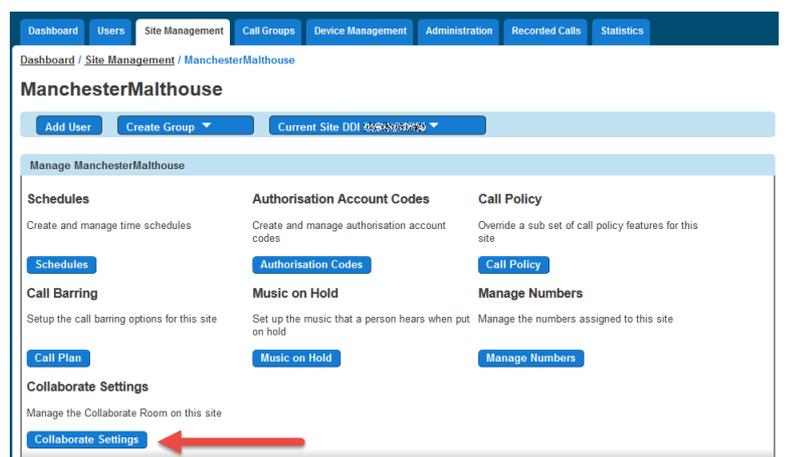


Step 2

If no site DDI has been set up, you'll need to do this before you will be presented with the Collaborate settings. If you need additional DDI numbers, please contact us.

Once a Site DDI is set up, select 'Collaborate Settings'.

If 'Collaborate Settings' does not appear, this means that you have no Collaborate bolt-ons assigned to your Company. Please contact your Customer Development Manager (CDM) for additional bolt-ons.



Step 3

You can now enter all the settings required to set up a site to work with Collaborate. The details are:

Setting	Meaning
Conference Name	This is a unique name for the conference bridge at this site. It is used for reporting purposes so you can identify a conference bridge
Conference DDI	This is a geographic telephone number that users can dial to gain access to My Room sessions for voice and video conferencing
Conference Extension	This is an extension number that users on the same Company can dial to get an audio only bridge if they are a non-Collaborate user
Caller ID settings	This is how outbound calls will be presented. This only displays when a Room owner contacts a user from their Room using the in-call IVR

If you change the Conference DDI, all users on that site that use Collaborate will need to log out and back in for the changes to take effect, otherwise if the user tries to dial into a My Room session, the call will fail.

You can only remove a Conference DDI once all users on that site have had Collaborate removed from their settings.

Click 'Save'.

Dashboard / Site Management / ManchesterMalthouse / Collaborate Settings

ManchesterMalthouse Collaborate Settings

Conference Name
Conference Name: WH?T

Conference DDI
Current number: [Change](#) [Remove](#) WH?T

Conference Extension
Conference Extension: ? WH?T

Caller ID Settings
Calling ID First Name: Calling ID Last Name: WH?T

[Save](#)

User Setup

Once a site has been set up for Collaborate, you can enable Collaborate for a user. The process is very similar to enabling a desktop soft client for a user.

Step 1

Hover over 'Users' and select 'List User'

Dashboard / Users / Site Management / Call Groups / Device Management / Administration / Recorded Calls / Statistics

Dashboard / Users / Site Management / ManchesterMalthouse

ManchesterMalthouse

[Add User](#) [Create Group](#) [Current Site DDI: 6222222222](#)

[List Users](#)

Step 2

Select the user which you wish to add or remove Collaborate for and click the 'Edit' button

Dashboard / Users / Site Management / Call Groups / Device Management / Administration / Recorded Calls / Statistics

Dashboard / User Management

User Management

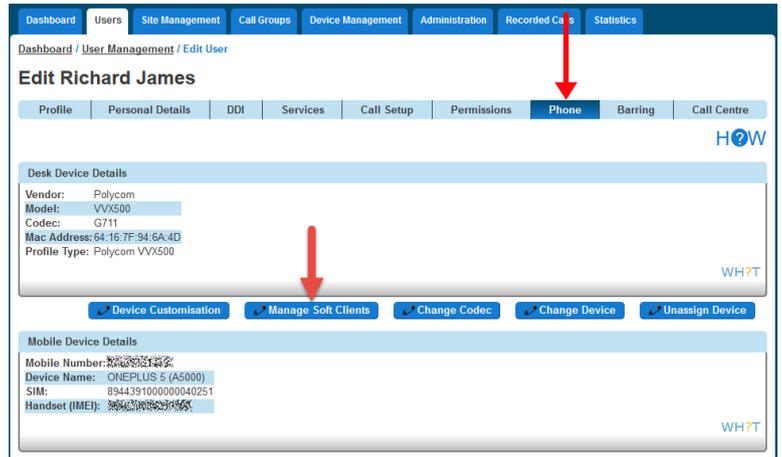
First Name: Last Name:
Username: Number:
Extension: Department:
Site: Mac Address:
Mobile:

[Search](#)

	First Name	Last Name	Phone Number	Extension	Type	HRP	Email Address	Site	
<input type="checkbox"/>	Richard	James	6222222222	3354	FMC		richard.james@gamma...	ManchesterMalthouse	Edit

Step 3

Select 'Phone' tab and then 'Manage Soft Clients'



The screenshot shows the 'Edit Richard James' user page in the 'Phone' tab. The 'Manage Soft Clients' button is highlighted with a red arrow. The page displays details for Desk and Mobile devices, including Vendor, Model, Codec, Mac Address, and Profile Type.

Step 4

Select 'Enable Collaborate'

If a user has either the 'Soft Phone Client - Desktop' or 'Soft Phone Client - Mobile' enabled, these will need to be removed before you can enable Collaborate. Click 'Save'.

The user will receive an email advising them how to get the Collaborate service. Existing soft client users will also receive a reset password email and their device will restart several times.

If the user already uses the Horizon desktop soft client, they do not need to download the software and can just log out and back into the Horizon desktop client to be granted full access to Collaborate features.



The screenshot shows the 'Edit Richard James' user page in the 'Collaborate' tab. The 'Enable Collaborate' checkbox is checked and highlighted with a red arrow. The page displays details for Collaborate, Soft Phone Client - Desktop, Soft Phone Client - Mobile, and MyConnect app.

Collaborate Client

Dear Customer,

Collaborate, the Unified Communications service, has been enabled for your cloud telephony account.

Upgraded from the Soft Phone Client?

If you have been using the Soft Phone Client and have upgraded to Collaborate, all you need to do is log out and back into the client for the full Collaborate feature set to be enabled. This can be done on your desktop (Windows and Mac) or mobile (Android and iOS) devices.

New to making calls from your Desktop or Mobile via Cloud telephony?

If you have never made a call before you will need to download the client. You can do this by using the links below. Please note, you will need administrator privileges on your PC or Mac to install the client.

- [Windows](#)
- [Mac OS](#)

You can also download the Collaborate clients from either the Google Play Store for Android devices, or Apple's App Store for iOS devices.

Your username is anycustomer@customerstaff.com.

Your client password should have already been emailed to you separately. If you have not received your client password, please check your spam folder before contacting your Company Administrator.

If you have any queries with Collaborate, please contact your Company Administrator.

Kind Regards

unlimitedhorizon.co.uk