



## **Cisco Agent Desktop—Browser Edition User Guide**

Cisco Unified Contact Center Enterprise Release 7.5  
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# Cisco Agent Desktop—Browser Edition

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## Introduction

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Cisco Agent Desktop—Browser Edition (CAD-BE) for Cisco Unified Contact Center Enterprise is a Java applet version of Cisco Agent Desktop that runs in a web browser.

CAD-BE provides call control capabilities—such as call answer, hold, conference, and transfer, and ACD state control—ready/not ready, wrap-up, etc. Customer information is presented to the agent through an enterprise data pane. CAD-BE also provides an integrated browser window so agents can view intranet, internet, and web application pages as needed.

**NOTE:** The look and feel of the CAD-BE interface depends on the operating system of the PC on which CAD-BE is running. The screenshots in this user guide show the CAD-BE interface as it appears on Microsoft Windows XP.

## Intended Audience

This document is written for contact center agents who use CAD-BE on their computers.

## What's New In This Release

Cisco Agent Desktop 7.5 includes these new features:

- User interface now also localized in Canadian French and Norwegian
- User documentation now also localized in Canadian French

## CAD-BE Feature Levels

There are three feature levels of CAD-BE: Standard, Enhanced, and Premium.

The following table lists the features that are available in each feature level of Cisco Agent Desktop—Browser Edition. Features that are not listed here are in all three feature levels.

**Table 1.** Cisco Agent Desktop—Browser Edition features

Feature	Standard	Enhanced	Premium
Agent-initiated call recording		•	•
Cisco IP Communicator support	•	•	•
Cisco Unified Mobile Agent support	•	•	•
Enterprise data thresholds		•	•
Event-triggered work flows		•	•
HTTP Get action		•	•
Integrated browser		•	•
Reason codes	•	•	•
Task buttons		•	•
Wrapup data	•	•	•

## Configuring Cisco IP Communicator

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Agent Desktop supports the use of the Cisco IP Communicator soft phone. This application is not provided with Agent Desktop and must be purchased and installed separately.

You must start IP Communicator manually (it does not start automatically when you start Agent Desktop). To conserve system resources, keep IP Communicator minimized as much as possible and use the Agent Desktop interface for call control.

To ensure that IP Communicator does not maximize when a call is received (the default setting), you must change your preferences as outlined in the following procedure.

***To configure IP Communicator to remain minimized when a call is received:***

1. Start IP Communicator.
2. Right-click anywhere on the interface to display a popup menu, and then choose Preferences. The Preferences dialog box appears.
3. On the User tab, select the Hide on minimize check box and clear the Bring to front on active call and Hide incoming call notification check boxes.
4. Click OK.

## Logging in Using Agent Desktop

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You can log in using Agent Desktop as a local agent or as a mobile agent. A local agent uses Agent Desktop within the contact center. A mobile agent uses Cisco Unified Mobile Agent to connect to Agent Desktop via any kind of phone (including a cell phone) from outside the contact center. For instructions about logging in, see the appropriate section below.

- [Logging in as a Local Agent \(page 8\)](#)
- [Logging in as a Mobile Agent \(page 10\)](#)

Agent Desktop runs in the following web browsers:

Operating System	Supported Browsers
Microsoft Windows XP Professional with Service Pack 2	Microsoft Internet Explorer 6 and 7 Mozilla Firefox 1.5.0.8 and 2.0.0.11
Microsoft Windows Vista Business and Enterprise	Microsoft Internet Explorer 7 Mozilla Firefox 2.0.0.11
Red Hat Enterprise Linux 3, 4	Mozilla Firefox 1.5.0.8 and 2.0.0.11

Both browsers must have the Java Runtime Environment (JRE) 1.5\_14 or newer plug-in installed. All popup blockers must be disabled. Consult your administrator for instructions on disabling your popup blockers, if any.

**NOTE:** If you do not have JRE installed when you try to start Agent Desktop, you will be prompted to install it. After JRE is installed, Agent Desktop will continue to start normally.

### Logging in as a Local Agent

**NOTE:** If you are using Cisco IP Communicator as your phone, you must start IP Communicator before you log in using Agent Desktop.

**To log in as a local agent:**

1. Start your web browser.

2. Type the following address in the address field, where *CAD-server* is the IP address or hostname of the server that is hosting CAD. Press Enter. The Login window appears (Figure 1).

`http://CAD-server:8088/cadbe/CAD-BE.jsp`

**NOTE:** The address is case sensitive. Type the uppercase and lowercase letters exactly as shown.

Figure 1. Login window



**NOTE:** The Login window prompts for either login name or login ID, depending on the method that your administrator configured.

**NOTE:** A warning may appear, stating that the CAD-BE digital signature cannot be verified. This means that the web browser cannot verify the digital signature with a trusted source. To prevent this warning from displaying again, select the check box Always trust content from this publisher, then click Run to launch CAD-BE. Do not click Cancel. If you cancel, CAD-BE will run in restricted mode and some features will not function correctly.

3. Type your login name/ID, password, and extension in the appropriate fields, then click OK. You are now logged into CAD-BE in the Not Ready state.
  - If you enter a login name/ID that is already in use by another agent, a dialog box appears, asking if you want to log out the ID. If you choose yes, CAD will log out the agent using that ID and will log you in.
  - If you enter an extension that is already in use by another agent, an error message appears, stating that the extension is already in use. You must enter a different extension to log in.
  - If the login method (Login Name or Login ID) is changed while you are logging in, an error message appears, stating that the login method has changed. You must restart Agent Desktop to log in.

## Logging in as a Mobile Agent

When you log in as a mobile agent, you can use any phone to receive calls that is accessible to the contact center phone system, including home phones and cell phones that are not directly connected to the contact center.

The Agent Login window you see might not display the Mobile Agent Mode check box. If you need to log in using mobile agent mode and the check box is not visible, ask your CAD administrator to enable it.

**NOTE:** The instructions in this document about using Agent Desktop do not address important differences that apply when you log in as a mobile agent. Consult the “Using Unified Mobile Agent” section of the *Mobile Agent Guide for Cisco Unified CC Enterprise* for instructions on using your desktop when you log in as a mobile agent.

The *Mobile Agent Guide for Cisco Unified CC Enterprise* is on your desktop software product CD. You can also download it from the Cisco website at:

[http://www.cisco.com/en/US/products/sw/custcosw/ps1844/products\\_installation\\_and\\_configuration\\_guides\\_list.html](http://www.cisco.com/en/US/products/sw/custcosw/ps1844/products_installation_and_configuration_guides_list.html)

**NOTE:** You *must* use Agent Desktop for all call control operations as described below. If you use your phone for call control, you may lose the customer’s call. Also, use Agent Desktop to monitor call activities, such as conference status. This information is not displayed accurately (or not at all in some cases) on your phone. Consult your Cisco Unified Mobile Agent documentation for more information.

You can receive calls in either of two modes, Nailed Call mode or Call by Call mode.

- In Nailed Up Call mode, you receive one call that you answer using your physical phone when you log in. That line stays connected through multiple customer calls. You handle all call control through Agent Desktop, including disconnecting the customer call. If you hang up your physical phone, you are logged out.
- In Call by Call mode, your physical phone is dialed for each customer call. Once you answer your physical phone, all call control is handled through Agent Desktop, including disconnecting the call. When you hang up by disconnecting the call through Agent Desktop and then hanging up your physical phone, you are placed in the Ready state and made available to receive another customer call.

**To log into Agent Desktop as a mobile agent:**

**NOTE:** If you are not configured as a mobile agent, or if you choose a call mode you are not set up to use, your mobile agent login will fail. If this occurs, contact your administrator.

It is recommended that you use VPN to access your contact center network in order to have a more secure connection before you log in to Agent Desktop. See your VPN instructions for more information.

1. Start your web browser.
2. Type the following address in the address field, where *CAD-server* is the IP address or hostname of the server hosting CAD. Press Enter. The Login window appears ([Figure 1 on page 9](#)).

`http://CAD-server:8088/cadbe/CAD-BE.jsp`

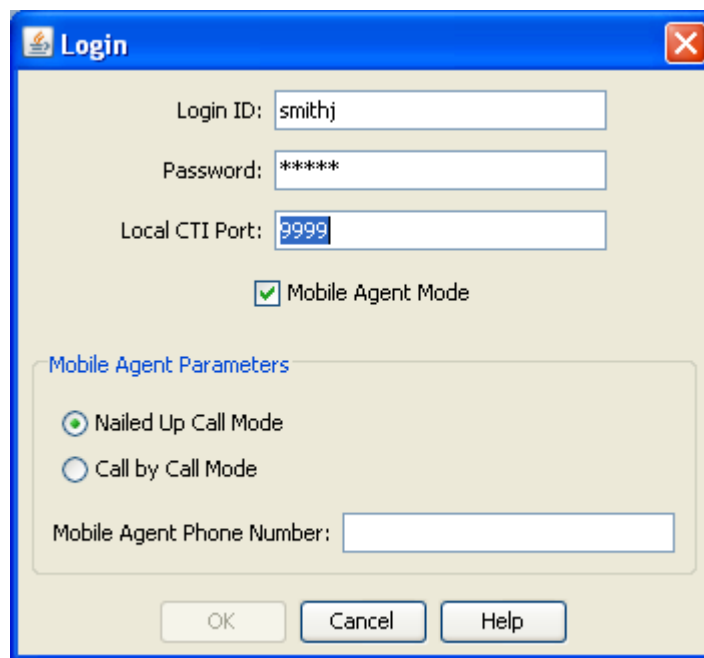
**NOTE:** The address is case sensitive. Type the uppercase and lowercase letters exactly as shown.

**NOTE:** A warning may appear, stating that the CAD-BE digital signature cannot be verified. This means that the web browser cannot verify the digital signature with a trusted source. To prevent this warning from displaying again, select the check box Always trust content from this publisher, then click Run to launch CAD-BE. Do not click Cancel. If you cancel, CAD-BE will run in restricted mode and some features will not function correctly.

3. Type your login name/ID, password, and extension in the appropriate fields.

4. Select the Mobile Agent Mode check box. The mobile agent Login window appears (Figure 2).

Figure 2. Mobile agent Login window



5. In the Mobile Agent Parameters section, select the call mode you want to use and type your phone number in the Mobile Agent Phone Number field.

**NOTE:** Enter only numbers in the Mobile Agent Phone Number field. This field cannot include spaces, dashes, parentheses, or other non-numeric characters.

6. Click OK or press Enter to log in. You are now logged into CAD-BE in the Not Ready state.

## Login Notes

- The Login Name/ID field has a maximum of 32 characters. The Password, Extension, and Mobile Agent Phone Number fields have a maximum of 64 characters.
- When you log in, you may see the error message, “A licensing error has occurred. Please see your administrator.” This generally appears when all Agent Desktop software licenses are in use. For this reason, it is important that you log out of CAD-BE when you are done using it, rather than simply closing your browser.

- If you log in as a mobile agent using Nailed Up mode, you have only one phone line, and your phone line is busy, you are logged in and immediately logged out. If you have two phone lines with voice mail on the non-busy line, mobile agent rolls over to the second line, logs you in, and then when the voice mail hangs up, logs you out.
- When you are logging in as a mobile agent, you cannot log out a login name/ID that is already in use. You must log in with a different login name/ID.

### Access Through a VPN From Behind a NAT Firewall or Router

Agent Desktop is able to connect to the CAD servers through a virtual private network (VPN).

When a desktop is using network address translation (NAT) due to a firewall or router, then virtual private network (VPN) software must be used on the desktop to ensure full bi-directional network connectivity between the contact center servers and the desktop. Failure to use VPN software will result in connectivity issues and a loss in functionality such as silent monitoring and recording.

**NOTE:** Using a VPN is recommended to provide a more secure connection when using Agent Desktop outside the contact center.

**NOTE:** It is intended that you use IP Communicator when running Agent Desktop behind a VPN, not a hard IP phone.

The VPN connection must be established before starting Agent Desktop. If the VPN connection is lost during a session, you must restart Agent Desktop after the connection is reestablished.

It has been verified that Cisco VPN 3000 Concentrator and Cisco VPN Client work properly with CAD 7.5, and are supported for access. VPN solutions from other vendors may work correctly, but since they have not been formally verified, they are not supported. If you want an alternative solution to be verified, please contact your Cisco distributor.

## Logging Out

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You can log out only from the Not Ready agent state.

**To log out:**

1. Change to the Not Ready agent state.
2. Click Logout on the toolbar. If your system is configured to require reason codes, the reason code menu appears. Choose the appropriate reason code, then click OK. You are now logged out of the ACD.
3. Exit Agent Desktop by clicking Close (the X in the upper right corner of the window).
4. Click Close to close the integrated browser window, if it is open.

**NOTE:** You should log out before you exit Agent Desktop. If you exit Agent Desktop without logging out, you will remain logged into the ACD for another 20 minutes. While Agent Desktop is running, one Agent Desktop software license remains in use, which may prevent another user from logging in. After 20 minutes you will be automatically logged out.

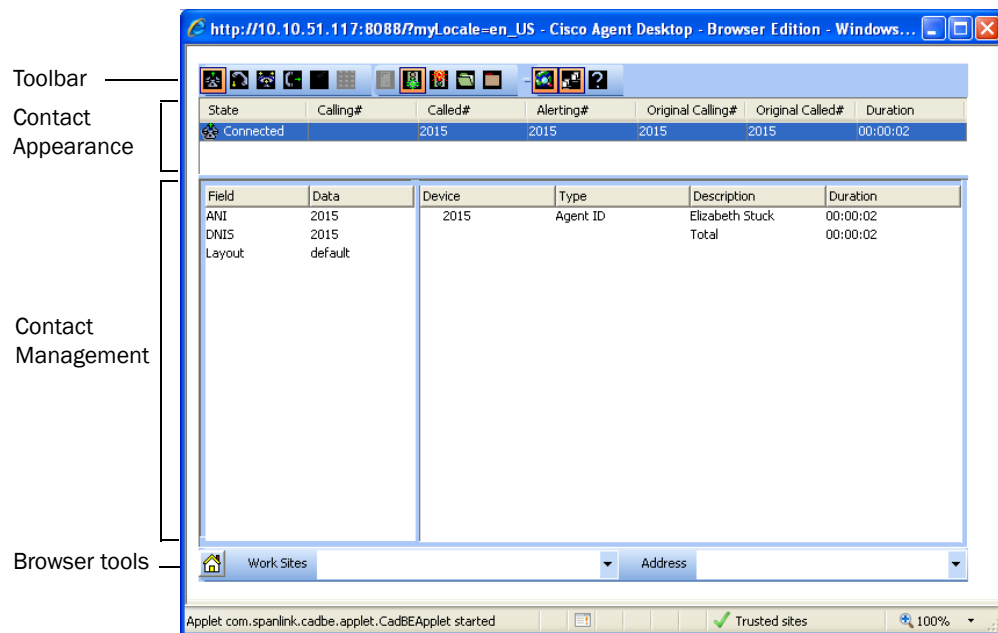
## CAD-BE Interface

The CAD-BE interface displays information about active calls and provides phone call handling functions. It also provides access to websites in its integrated browser. The interface has the following parts:

- Toolbar
- Contact appearance pane
- Contact management pane
- Integrated browser tools

**NOTE:** Internet Explorer 7 has a security feature that places a non-editable address bar directly below the title bar in the CAD-BE interface. To remove this address bar, choose Tools > Internet Options, select the Security tab, and select either the Local intranet zone or the Trusted sites zone. Click Sites, then click Add. This adds the CAD-BE website to the zone you selected. (The Local intranet and Trusted sites zones have the setting "Allow websites to open windows without address or status bars" enabled.)

Figure 3. CAD-BE interface



## Toolbar Buttons and Shortcut Keys

The toolbar contains buttons for call control and for functions not related to a specific customer contact, such as:

- Logging in and out
- Changing your agent state
- Configuring the appearance of the CAD-BE interface
- Starting and stopping call recordings (if task buttons are configured to perform these functions by your administrator)

Buttons on the toolbar are disabled if they control a function that is unavailable in your current situation. For example, if you have placed a call on hold, all other call control buttons are disabled. When you take the call off hold, the other call control buttons are enabled again. To view the name of a button, move the cursor over the button icon.

**NOTE:** If your contact center is using the Enhanced or Premium CAD package, your toolbar can be configured by your administrator, and may contain different buttons than those listed below.

The following tables list the toolbar buttons and shortcut keys that you can use in CAD-BE.

[Table 2](#) lists the toolbar buttons and shortcut keys for handling calls.

**Table 2. Call handling toolbar buttons and shortcut keys**







Icon	Name	Shortcut	Description
	Answer/Drop	Ctrl+A	Answers or drops the selected call.
	Hold/Unhold	Ctrl+H	Places the selected call on hold or takes it off hold.
	Conference	Ctrl+F	Places the selected call on hold and opens the Conference window.
	Transfer	Ctrl+T	Places the selected call on hold and opens the Transfer window.
	Touch Tones	Ctrl+D	Opens the Enter Touch Tones window.
	Make Call	Ctrl+M	Opens a window from which you can dial a call.

Table 3 lists the toolbar buttons and shortcut keys for changing agent state.

Table 3. Agent state toolbar buttons and shortcut keys











Icon	Name	Shortcut	Description
	Login	Ctrl+L	Logs you into the ACD (alternates with Logout).
	Logout	Ctrl+L	Logs you out of the ACD (alternates with Login).
	Ready	Ctrl+W	Changes your state to Ready, indicating that you are available to receive ACD calls.
	Not Ready	Ctrl+O	Changes your state to Not Ready, indicating that you are not available to receive ACD calls.
	Work Ready	Ctrl+Y	Changes your state to Work Ready, indicating that you will be available to receive ACD calls after you finish wrap-up work.
	Work Not Ready	Ctrl+Z	Changes your state to Work Not Ready, indicating that you will not be available to receive ACD calls after you finish wrap-up work.

Table 4 lists the toolbar buttons and shortcut keys for managing windows.

Table 4. Window management toolbar buttons and shortcut keys

Icon	Name	Shortcut	Description
	Task1-10	Alt+1, Alt+2, ..., Alt+0	(Enhanced/Premium only) One to ten task buttons can be set up to perform one or several functions by the administrator.
	Contact Mgmt	Ctrl+G	Shows or hides the Contact Management panes.
	Browser	Ctrl+B	(Enhanced/Premium only) Shows or hides the integrated browser pane.
	Help/About	Alt+Ctrl+H	Opens a menu listing the Help and About options.

[Table 5](#) lists the shortcut keys for moving the cursor to various text elements in the CAD-BE interface so a screen reader can read the text.

**Table 5. Main window screen reader shortcut keys**

Shortcut	Description
Ctrl+E	Selects a row in the Enterprise Data portion of the Contact Management pane.
Ctrl+S	Selects a contact in the Contact Appearance pane.

## Contact Appearance Pane

The contact appearance section displays data about the agent's current call appearances. There can be more than one call appearance in the section. For example, you may have one call on hold and one active call—both will be displayed.

The contact appearance pane can display up to eight fields. The State field will always be present; the other seven fields are configurable by the administrator.

[Table 6](#) lists the available fields.

**Table 6. Contact Appearance fields**

Field	Always Visible?	Description
State	Yes	The current state of the contact.
Duration	No	The length of the phone call.
Calling#	No	The number of the originating device.
Called#	No	The number of the destination device.
Alerting#	No	The number of the ringing device.
Original Called#	No	The original number called.
Original Calling#	No	The initial originating number.
Skill	No	The skill ID, displayed only if the call is an inbound ACD call.

Some fields may display <Unavailable> or be blank if the call information is unknown or does not exist.

Whenever the IP IVR is involved in a call, CAD-BE displays the same information about the call in the contact appearance pane as your IP phone displays on its screen. Enterprise Data may display different data because it tracks the entire life of the call.

## Contact Management Pane

The contact management pane contains enterprise data (on the left) and call activity information (on the right) for all inbound and outbound calls.

**Figure 4. Contact Management pane**

Field	Data	Device	Type	Description	Duration
ANI	2017	2015	Agent ID	Elizabeth Stuck	00:04:04
DNIS	2015			Total	00:04:04
Layout	default				

You can click the Show/Hide Contact Management button on the toolbar to show or hide this pane of the interface.

## Enterprise Data

The enterprise data pane displays data associated with the selected call. The exact data that is displayed is configured by your administrator.

## Call Activity

The call activity section displays the call activity for the selected call.

**Table 7. Call Activity fields**

Field	Description
Device	List of devices the call passed through.
Type	Type of device the call passed through.
Description	Description of the device the call passed through.
Duration	The amount of time the call is at the device.
Total	Sum of all the durations listed.

**NOTE:** Some calls may be on multiple devices simultaneously. For example, if a call is placed in multiple queues or is conferenced to multiple extensions, the call activity section displays the duration of the call on each individual device, and overlapping times are not indicated. In this case the total duration is the sum of the time spent

on these overlapping devices, and is greater than the actual amount of time the call spends in the contact center.

### Thresholds

A threshold is the acceptable amount of time a call can remain at a particular device or contact center. Your administrator may assign caution and warning threshold values to each device type, as well as a total threshold value for a call.

If a call remains at a device longer than the defined caution and warning thresholds, a caution or warning icon is displayed in the call activity pane next to the device. These icons are:



Caution



Warning

## Integrated Browser Pane

The integrated browser pane contains controls that allow you to view intranet and internet web pages to help you assist customers. The web pages you select are displayed in another browser window.

Your administrator can configure a specific website to display as your home page, and add a list of work sites (similar to web browser “favorites”) that allow you to navigate to frequently-used websites quickly.

The integrated browser pane has the following parts:

- Home button
- Work Sites drop-down list
- Editable Address field (if configured by the administrator)

For more information about this pane, see ["Using the Integrated Browser" on page 29](#).

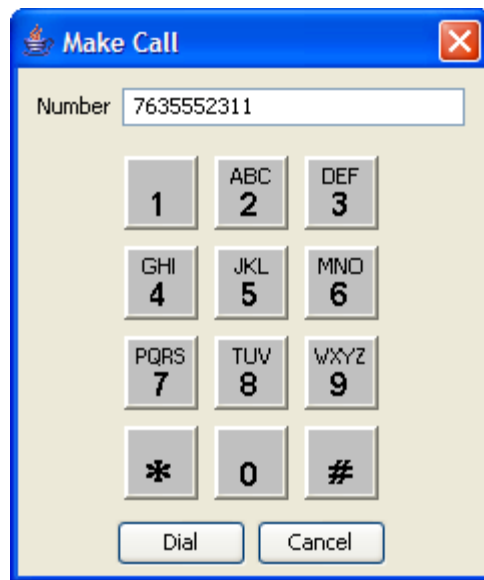
## Dial Pad Window

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The dial pad window allows you to make phone calls by entering a number in the Number field. You can enter the number either by typing it or by clicking the number keys.

**NOTE:** “Dial pad” is the general name for this window. The name that appears in the title bar depends on the task you are doing, and may be either Make Call, Transfer, or Conference.

Figure 5. Dial Pad window



## Handling Calls

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You can use the CAD-BE interface, a hard IP phone, or IP Communicator to handle phone calls. This section assumes you are using the CAD-BE interface.

**NOTE:** If you are logged in as a mobile agent, you must use the CAD-BE interface to handle calls.

### Entering Phone Numbers

When dialing a phone number, you can use the following methods to enter the phone number into the Number field in the dial pad.

- Type the phone number on your PC keyboard
- Select the numbers from the dial pad window

When typing a phone number, do not include spaces, dashes, or parentheses. CAD-BE accepts only numbers in the Number field.

In the following sections, whenever you are instructed to enter a number in the Number field, you can do so using either of these methods.

### Answering a Call

You can receive ACD and non-ACD calls through CAD-BE. You must be logged in and be in the Ready state to receive an ACD call. You can be in any state to receive a non-ACD call.

**To answer a call:**

- Click Answer.

**To terminate a call:**

- Click Drop.

### Making a Call

You must be in the Not Ready state to make a call. The Make Call button is disabled when you are in the Ready state.

**To make a call:**

1. Click Make Call. The Make Call window appears.
2. Enter a number in the Number field.

3. Click Dial.

**NOTE:** If you are a mobile agent using Call by Call mode, your phone rings before the destination phone does when you place an outbound call. You must answer your own phone first, and then the destination phone rings.

**NOTE:** If you are a mobile agent and make a call to a busy phone, you will not hear a busy tone, just silence or on-hold music. However, the contact appearance pane displays the Busy state.

### Entering Touch Tones During a Call

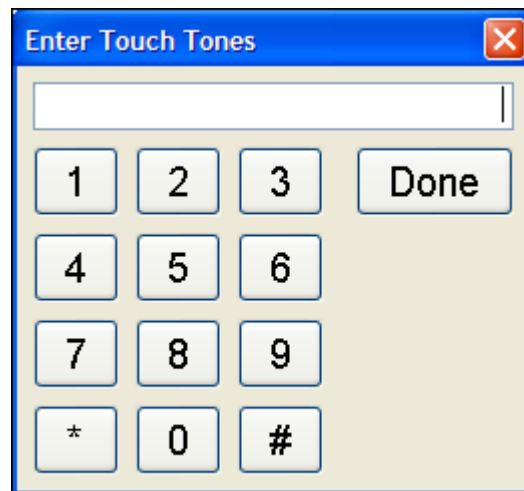
Some situations may require you to send touch tones during a call. For example, while accessing an Interactive Voice Response (IVR) system, you may be prompted to enter one or more numbers indicating a menu choice or an account number.

You can send touch tones during a call by clicking the appropriate buttons in the Touch Tones window.

#### *To enter touch tones:*

1. When prompted to enter numbers during a call, click Touch Tone. The number pad appears (Figure 6).

Figure 6. Touch Tones number pad



2. Enter the required numbers and/or symbols, then click Done. The number pad closes and you are returned to the CAD-BE interface.

## Transferring a Call

There are two types of transfer calls:

- **Blind transfers.** In a blind transfer, you transfer the active call to the third party without speaking. You hang up before the third party answers the phone and therefore can't confirm if the third party is ready to accept the call.
- **Supervised transfers.** In a supervised transfer, you speak to the third party to whom the call is being transferred before connecting the active call, in order to confirm that the third party is ready to accept the call. The Alternate function allows you to put the third party on hold and pick up the original call before completing the transfer.

### *To transfer a call:*

1. With a call active, click Transfer. The Transfer window appears.
2. Enter the phone number to which you are transferring the call in the Number field.
3. Click Dial.
4. Take one of the following actions:
  - For a blind transfer, click Transfer when the phone starts ringing.
  - For a supervised transfer, wait for the phone to be answered, then announce the transfer. If you want to place the new call on hold and pick up the original call, click Alternate. Then click Transfer.

## Making a Conference Call

You can add other parties to an active call to make a conference call.

There are two types of conference calls:

- **Blind conference.** In a blind conference, you add the third party to the conference without speaking to him or her.
- **Supervised conference.** In a supervised conference, you speak to the third party you want to add to your call before completing the conference, in order to confirm that the third party is ready to accept the call. The Alternate function allows you to put the third party on hold and pick up the original call before completing the conference.

**NOTE:** If you use a blind conference to add someone to your call, the call may or may not be tagged as a conference call.

**To make a conference call:**

1. With a call active, click Conference. The Conference window appears.
2. Enter the phone number of the person you want to add to the call in the Number field.
3. Click Dial.
4. Take one of the following actions:
  - For a blind conference, click Add to Conf. when the phone starts ringing.
  - For a supervised conference, wait for the phone to be answered, then announce the conference. If you want to place the new call on hold and pick up the original call, click Alternate. Then click Add to Conf.
5. To add one or more people to the conference call, repeat Steps 1 to 4 for each person.

**NOTE:** The upper limit on the number of participants on a conference call is determined by settings in Cisco Unified Communications Manager (Unified CM). Ask your supervisor for the maximum that is configured for your contact center.

**NOTE:** Only the person who originated the conference call can add another participant to the conference call.

## Supervisor Involvement

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Your supervisor can be involved in your contact with customers in several ways:

- By intervening in the customer call
- By changing your agent state
- By pushing web pages for you to view in your integrated browser

## Call Involvement

Your supervisor can be involved in calls you receive. He or she can:

- Barge in on a call—join your call with a customer in a forced conference
- Intercept a call—transfer a customer call to him or herself in a forced transfer
- Monitor your calls
- Record your calls for review later

You are notified when your supervisor barges in or intercepts your phone call by the appearance of a popup window. You may or may not be notified when your supervisor monitors or records your calls, depending on how the system is configured.

## Browser Involvement

Your supervisor can push (send) a selected web page to your integrated browser window. This enables your supervisor to coach you during a call by providing information that will help you work with a customer.

## Agent State Involvement

Your supervisor can change your agent state and log you out of Agent Desktop. You are not notified when your supervisor changes your agent state. You can tell which state you are in by which agent state toolbar button is enabled or disabled.

## Agent States

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CAD-BE allows you to change your agent state in the ACD through the use of the agent state buttons. Only the agent states that are valid choices from your current agent state will be available at any given time.

You can change your agent state while on a call (in the Talking state). Your state will change to the state you clicked after you hang up the call.

The agent state buttons indicate the state you clicked, not your current state. For instance, if you click the Work Not Ready state button while on a call, the Work Not Ready button appears to be pressed.

[Table 8](#) lists the available agent states.

**Table 8.** Agent states

State	Description
Hold	You are on the phone with a customer and have the call on hold. This state is automatically set for you by the ACD and does not have a corresponding button.
Logout	You are logged out of the ACD.
Not Ready	You are not available to receive ACD calls.
Ready	You are available to receive ACD calls.
Reserved	<p>You are temporarily set aside to receive a specific ACD call. Your state changes to the Talking state when you answer the call.</p> <p>If you fail to answer the call within a time limit specified by the system administrator, the ACD places you in a Not Ready state.</p> <p>The Reserved state is automatically set for you by the ACD and does not have a corresponding button. You can be in this state without the phone ringing (you are waiting for it to ring).</p>
Talking	You are on the phone with a customer or another agent. This state is automatically set for you by the ACD and does not have a corresponding button.
Work Not Ready	<p>You are completing work from a previous call, and are unavailable to receive ACD calls. You change to the Not Ready state when:</p> <ul style="list-style-type: none"> <li>• You enter wrap-up data (if enabled by the system administrator)</li> <li>• A timer set in the ACD expires (if the ACD uses this feature)</li> <li>• You manually change state after you enter wrap-up data</li> </ul>

Table 8. Agent states — *Continued*

State	Description
Work Ready	You are completing work from a previous call, and are available to receive ACD calls. You change to the Ready state when: <ul style="list-style-type: none"><li>• You enter wrap-up data (if enabled by the system administrator)</li><li>• A timer set in the ACD expires (if the ACD uses this feature)</li><li>• You manually change state after you enter wrap-up data</li></ul>

## Using the Integrated Browser

---

The integrated browser feature is available in the CAD Premium and Enhanced packages. This feature allows you to view intranet and internet web pages while working with Agent Desktop. The web pages are displayed in a separate browser window that, unlike CAD-BE itself, contains the web browser toolbar and menu bar.

You can click Show/Hide Integrated Browser on the Agent Desktop toolbar to show or hide the integrated browser pane.

Your administrator may configure a specific web page to display in the browser pane as your home page. If the administrator does not do this, the pane is blank except for the message, "The home page is not configured in Desktop Administrator."

If configured by your administrator as part of a work flow, Agent Desktop can use call enterprise data to interact with a web application, such as a customer database, and display customer information in the integrated browser.

### Accessing Work Sites

Your administrator can set up a list of frequently-used websites. These "favorites" appear in the Work Sites box. You can select a website from this drop-down list to access it quickly, without having to type in its web address.


### Accessing Other Websites

Your administrator can configure the browser to include the optional Address field. This enables you to access a website that is not listed in the Work Sites box.

*To access a website using the Address field:*

- Type the website address (URL) in the Address field, then press Enter.

### Accessing Your Home Page

You can always return to your home page (set up by your administrator) by clicking Home (  ), or by pressing Alt+Home.

### Supervisor Intervention

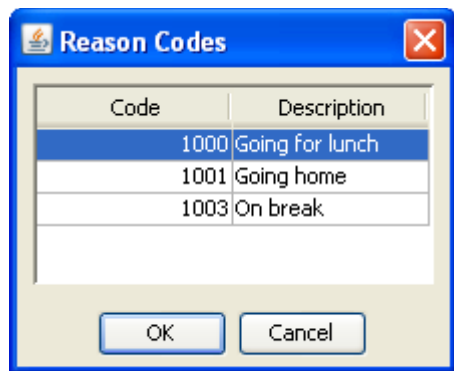
Your supervisor can "push" a web page to your browser. See ["Browser Involvement" on page 26](#) for details.

## Reason Codes

Reason codes describe the reason that you have changed your state to Not Ready or Logout. These codes are configured by your administrator and are customized for your contact center. Your administrator can configure Agent Desktop so that you are required to enter reason codes.

If you are required to use reason codes, whenever you initiate a transition to Not Ready or Logout, or such a transition is included in a work flow, a dialog box appears (Figure 7). You must select the appropriate code from that dialog box and click OK or press Enter to complete the transition.

Figure 7. Reason Codes dialog box



There are several situations in which you will not see the reason code dialog box:

- Your supervisor initiates the transition. In this case, a reason code that indicates that the supervisor forced the agent state change is automatically selected.
- The agent state change is part of a work flow in which automated reason codes are enabled.
- Your agent state is changed automatically from Ready to Not Ready when an ACD call is routed to your phone but you do not answer it, and it is rerouted to another agent (Reroute on No Answer, or RONA)

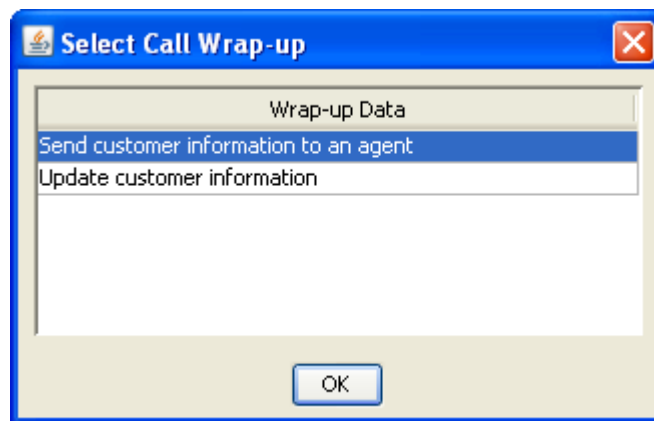
## Wrap-up Data

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Contact centers use wrap-up data for numerous reasons, including tracking the frequency of specific activities or identifying accounts to which calls should be charged. Like reason codes, wrap-up data descriptions are configured by your administrator to reflect the needs of your contact center. Your administrator can configure CAD-BE so that you are required to enter wrap-up data.

If you are required to use wrap-up data, whenever your state changes to Work Ready or Work Not Ready immediately after you end a call, the Select Call Wrap-up dialog box appears (Figure 8). (This occurs when you click the Work Ready or Work Not Ready button during a call.) You must select the appropriate description from the dialog box and click OK or press Enter to complete the transition.

Figure 8. Wrap-up data dialog box



## Service Autorecovery

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The service autorecovery feature allows CAD-BE to automatically recover its connection to the CAD services in the event of a service restart or a network outage.

If you log back in within 20 minutes after service recovery using the same login name/ID and password, your state will automatically be the same as the state you were in when the service or network connection failed.

**NOTE:** You are not notified when you log in about any inactive services. You are notified if a service stops after you log in.

When CAD-BE detects that it is unable to communicate with a service (generally within three minutes of the service failure), a message appears, stating that CAD-BE is unable to connect to the service.

When CAD-BE detects that the service is again available (usually within one minute of service recovery), a message appears, stating that CAD-BE is now able to connect to the service.

**NOTE:** When Unified Communications Manager (Unified CM) fails, you are logged out. You must manually log back in after Unified CM recovers; login is not automatic.

## Loss of BIPPA Service

### Non-Redundant Systems

If you lose your connection to the Browser and IP Phone Agent (BIPPA) service, CAD-BE continually tries to reconnect. When CAD-BE is successfully reconnected to the BIPPA service, the system prompts you to log in again.

### Redundant Systems

If you lose your connection to one BIPPA service in a redundant system, CAD-BE attempts to connect to an active BIPPA service until a connection is made. At that time the system prompts you to log in again.

If you are unable to connect to a BIPPA service on your initial login, you receive an error message that the service is unavailable and CAD-BE closes. In this case, you must manually redirect your browser to the redundant BIPPA service and log in to that service as usual.

### **Loss of CTI Service**

If the CTI service stops running, but all of the other CAD services are still running, you will not be able to log in. You will be prompted to try logging in again until you are successful.

### **Loss of LDAP Service**

If the LDAP service is not running when you try to log in, your login will not be successful. If the LDAP service stops running while you are logged in, your session will not be affected.

### **Loss of Other Services**

If other CAD services go down while you are logged in, you may lose some functionality but you will not be logged out.



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