

To start recording a call, press the **Option** soft key while on an active call. Select **Start Recording** from the **Options** menu. “Rec” now appears on the status line of your screen.

To stop recording a call, press the **Option** soft key, and then select **Stop Recording** from the **Options** menu.

## Monitoring/Recording Notification

An administrator can configure the system to notify you when your supervisor monitor or records your calls.

If notification is turned on and your supervisor monitors and/or records your call, you will see one of the following displayed on the status line:

- Rec (recording)
- Mon (monitoring)
- Rec/Mon (recording and monitoring)

## 4 Logging Out

You can log out from the **Not Ready**, **Ready**, **Work**, and **Talking** agent states.

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**Step 1** Press the **State** soft key and select **Logout** from the menu.

**Step 2** If your system is configured to require reason codes, the reason code menu appears. Choose the appropriate reason code. **IP Phone Agent** returns to the **Login** screen, and you are logged out of the **ACD**.

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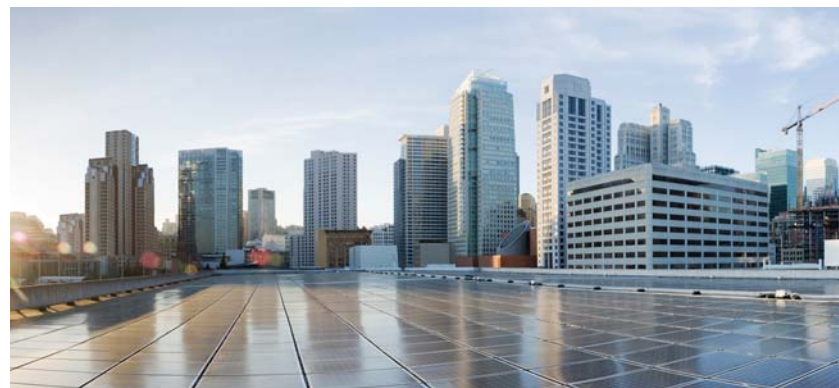
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## QUICK START GUIDE



## Cisco IP Phone Agent

### CAD 10.5 for Cisco Unified Contact Center Express 10.5

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# 1 Logging In

Logging in is the only task in IP Phone Agent that requires you to enter data.

- Step 1** Press the Services button on your IP phone to display the Services menu.
- Step 2** Choose the IP Phone Agent service from the menu (the service name depends on how it is set up by your system administrator). The Agent Login screen appears.
- Step 3** Using the number pad on your IP phone, enter your username, password, and phone extension in the appropriate fields.

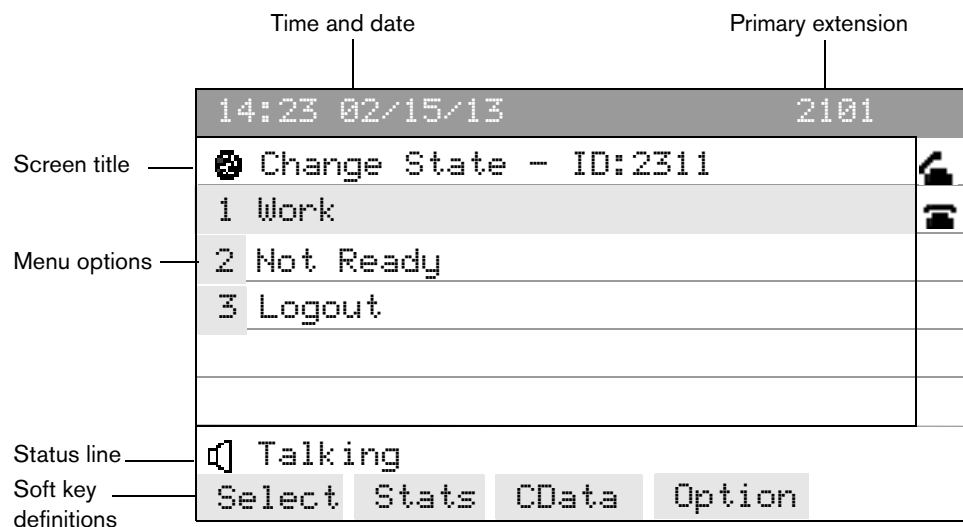
Use the scroll key to move from field to field. If you make a mistake, use the << soft key to delete your entries one character at a time.



**Note** The IP Phone Agent Login Screen accepts both letters and numbers. When you press a number key, a menu appears that shows that number and its corresponding letters. (For example, if you press the 4 key, you see a menu that includes g, h, i, 4, G, H, and I.) Press the number key until you highlight the correct character. When you stop pressing the key, your choice appears in the field.

- Step 4** Press the Submit soft key to log in to the ACD. You are automatically put in the Not Ready agent state.

# 2 IP Phone Agent Screen



# 3 Common Tasks

## Change Agent State

You can change your agent state by pressing the State soft key and selecting the appropriate state from the Change State screen. The menu you see displays only the states available from your current state. Your current agent state is always noted on the bottom line of the screen.

To change agent state during a call, first press the Stats soft key, and from the Skill Stats screen, press the State soft key.



**Note** When you change agent state while on a call, the agent state shown on the screen does not change. Your screen continues to show Talking as your state. As soon as you complete the call your new state will be displayed.

## Enter a Reason Code

Whenever you change to the Not Ready state or log out, you might be prompted to enter a reason code. These codes are set up by your administrator.

To enter a reason code, choose the appropriate reason code from the menu.

## Enter Wrap-up Data (Enhanced/Premium only)

Whenever you change to the Work state, you might be prompted to enter wrap-up data. Wrap-up data descriptions are set up by your administrator.

To enter a wrap-up data description, choose the appropriate description from the menu.

## View Contact Service Queue Statistics

CSQ statistics are available for viewing whenever you are logged into IP Phone Agent. The CSQ statistics displayed are set up by your administrator.

To display CSQ statistics, press the Stats soft key.

## View Caller Data

Caller data is displayed when a call rings on your phone and during the call. The type of data displayed on the Caller Data screen is determined by your system administrator.

To display caller data, press the CData soft key.

## Record a Call (Enhanced/Premium only)

If enabled by your administrator, you can record any call you receive on your IP phone. You cannot listen to any recording you make, only a supervisor can.