

# Horizon

## Integrator Full User Guide



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## Introduction

Horizon Integrator has been designed complement Horizon, with numerous call control features on the desktop. Furthermore using integrator CRM, a user can integrate with numerous CRM packages enabling click to dial and screen a contacts details.

This guide will provide details on the various features within Integrator, along with details of how to install and set up.

## Additional features added

The latest version sees the additional features below added:

- ◆ Support for TLS 1.2
- ◆ Support for .NET4.2
- ◆ Support for > than 2000 Company Directory entries at start up



# Getting started

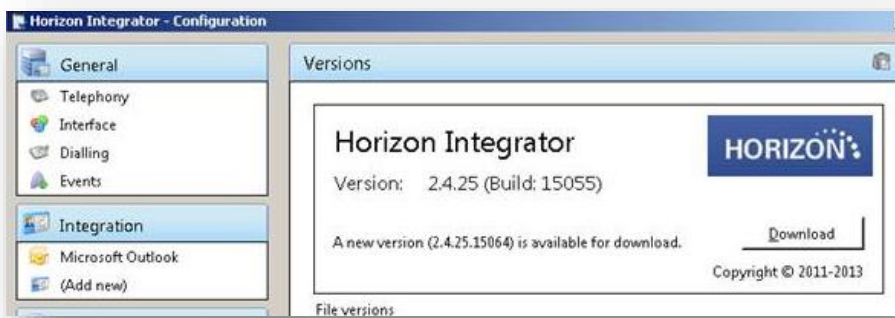
## Installation

The client is available to download from the Horizon Portal. Administrator access to your PC is likely to be required. To install;

- ◆ Download the install file from the Horizon Portal.
- ◆ Double-click the installer executable and follow the installation instructions
- ◆ Launch the Integrator application

## Upgrades

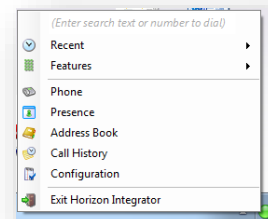
If you already have an earlier version of Integrator installed on your PC, then it is possible to upgrade to the latest version via the client.



## Signing in

To get up and running with Integrator you'll need to enter your username and password - please note these are different than the Portal login details. Please speak to your Administrator if you don't have your log in details.

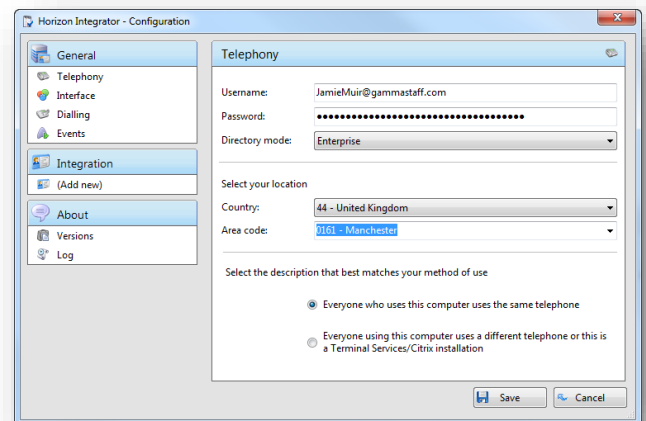
The details can be entered by right clicking the Integrator icon in your taskbar and selecting 'Configuration'.





From there select 'Telephony' and enter your username and password. The directory mode will default to group, we'll touch on this later in the 'Presence' section.

You'll also need to specify your location, select your country and area code from the drop down list and click 'Save' - you should now be ready to go.



## Supported Versions

### Operating System

Horizon Integrator 2.6 will run on any Windows platform that fully supports the .NET 4.0 framework, namely:

- ◆ Windows 7
- ◆ Windows 8
- ◆ Windows 8.1
- ◆ Windows 10

## Microsoft Lync/Skype for Business

Horizon Integrator 2.6 will integrate with MS Lync 2010+

### Verified Versions

- ◆ Lync 2010 32-bit
- ◆ Lync 2013 Basic 32-bit
- ◆ Lync 2013 Standard 64-bit
- ◆ Skype-for-Business 2016 Basic 64-bit

### • **\*\*IMPORTANT\*\***

Integrator 2.5 or 2.6 is not currently compatible with any mass deployment tools when carrying out an upgrade from an earlier version. Using these will result in all existing user settings being deleted.



Any upgrades from earlier versions will need to be carried out by the user/administrator on their individual machine.

Affected mass deployment tools include:

- ◆ SCCM
- ◆ Group Policy deployment
- ◆ OPSI
- ◆ Rudder
- ◆ Symantec Client Management Suite
- ◆ Dell KACE
- ◆ ZenWorks
- ◆ IT Asset Too



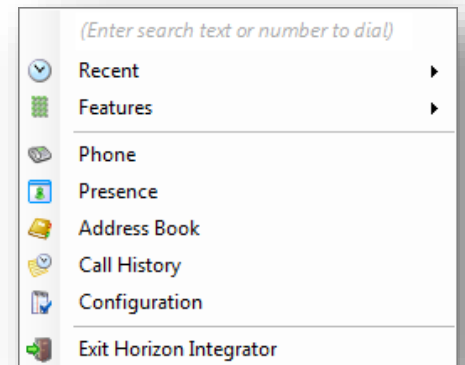
# The Basics

## Tray Menu

Right click on the Horizon integrator icon in your notification area. If you're sitting in available it'll be a green circle, if you're on a call it will be red.

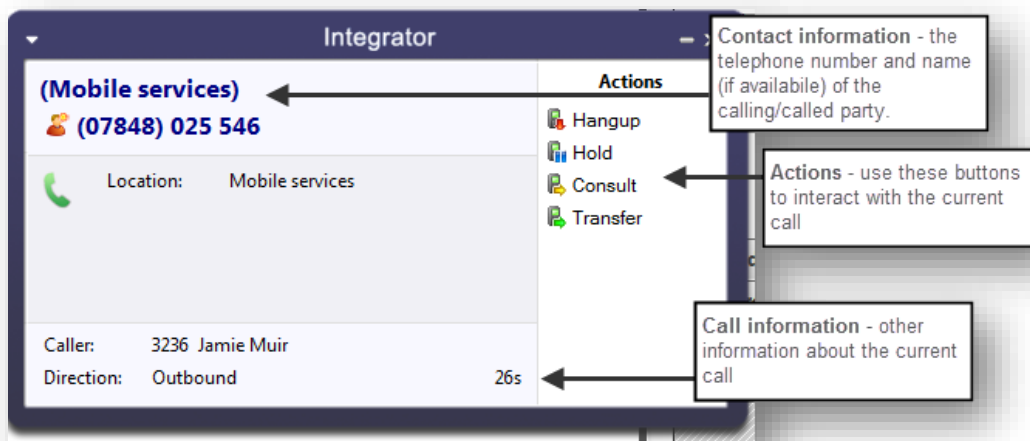
This will open the tray menu, which should look like this. From the top down we have;

- ◆ Quick dial box - you can type a number to dial or enter a name to find a contact
- ◆ Recent menu - quickly see recently dialled numbers and click to redial them
- ◆ Features menu - amend call settings such as do not disturb and call forwarding
- ◆ Phone - opens up the phone window, covered in more detail below
- ◆ Presence - opens up the presence window, covered in more detail below
- ◆ Address book - you can search for a user in your company directory or a user that is in a connected CRM
- ◆ Call history - opens the call history window that details your recent incoming, outgoing and missed calls
- ◆ Configuration - used to configure which CRM packages you integrate with
- ◆ Exit - use this to exit the software
- ◆



## Phone Window

The phone window can be accessed by either selecting it from the tray menu (as shown above) or by double clicking the Integrator icon in the bottom right of the screen. The screenshot below shows the window during an active call.

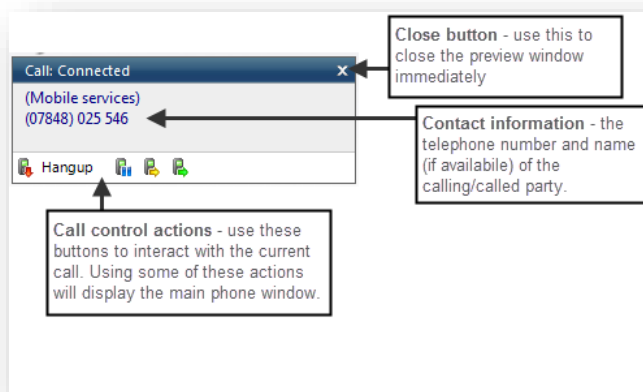


You can use the Phone window if you want to control calls or show contacts. After you've used the software for a while, though, you'll probably prefer to use the Preview window it can be more convenient and less intrusive.

## Preview Window

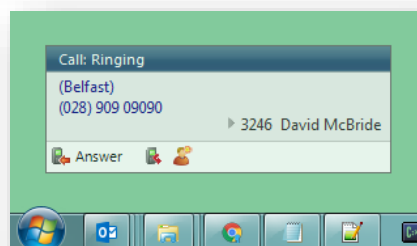
The preview window will appear when a call is ringing or answered, and will look similar to the below.

Like the Phone window, the actions at the bottom of the preview window adapt to the state of the call. The example picture shows the actions that are available when a connected call is in progress.



## Preview Window Positioning

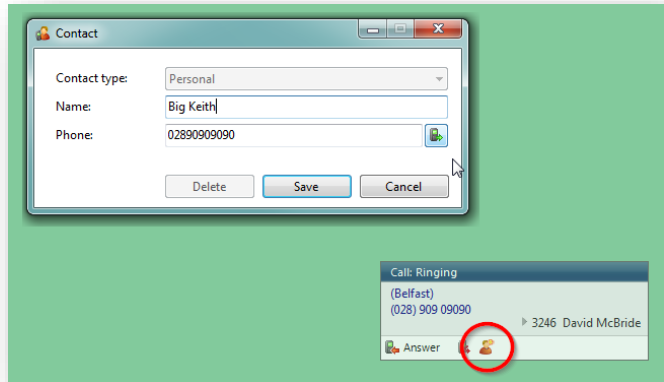
The preview window can now be re-positioned in any corner of the primary monitor and this position will be retained (please note this is a fixed position in each corner)



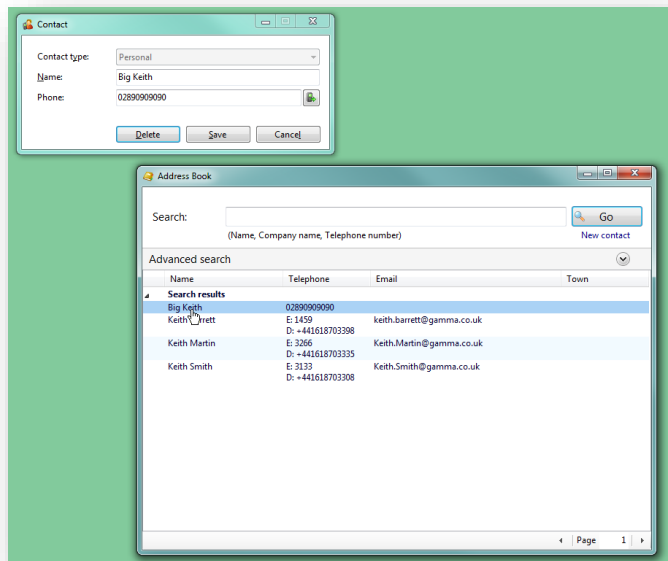
## Personal Directory Support

Personal Directory entries are accessible in Integrator 2.5 and new entries can be added, edited and removed.

When a call is in progress, a new Personal contact can be added from incoming call screen-pop.



Contacts can be managed from the Address Book



# Making Calls

Integrator offers several ways of making calls using your PC without the need to pick up your handset and dial.

**Please note: "The Integrator requires a Horizon Handset to be able to make calls outbound, you can still receive calls on a soft client or handset for inbound calls"**

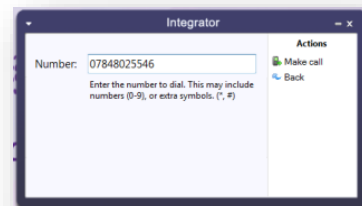
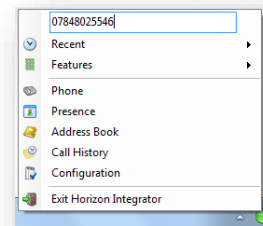
Below are a few real life scenarios of where you may have a number stored that you'd like to dial and how Integrator can help make that simpler;

## A Piece of Paper

From the Integrator tray menu you can type the number into the text box at the top the hit enter. This will initiate a call to that number.

- ◆
- ◆

If you happen to have the phone window open you can start to type the number using your keyboard. Integrator will know that you're trying to make a call and will switch to the 'Make call' screen. Press enter or click 'Make call' to initiate a call to that number.



## Someone you spoke to on the phone recently

As long as you spoke to them on your Horizon phone then the call will be in your call history. From the tray menu select 'call history' and you'll see a list of your calls in reverse date order. Locate the caller from the list and click on their number to initiate a call to them.

Date/Time	Telephone	Name	Duration	Direction
<b>Today</b>				
19:34:48	07848025546	(Unknown)	3s	No ans
17:00:26	02070704543	(Unknown)	16m 19s	Out
16:52:07	07848025546	(Unknown)	21s	Out
16:51:37	07848025546	(Unknown)	29s	Out
16:46:56	07848025546	(Unknown)	3s	No ans
16:41:36	07848025546	(Unknown)	1m 35s	Out

Alternatively, if they were one of the last 10 people you spoke to then they will show in your 'Recent' list. From the tray menu (or phone window) select recent and select their number to initiate a call.

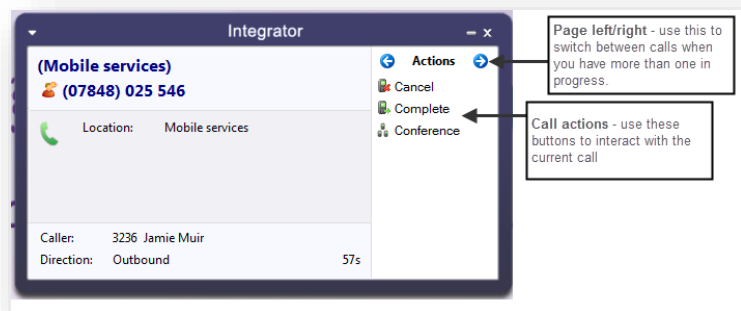


# Call Control

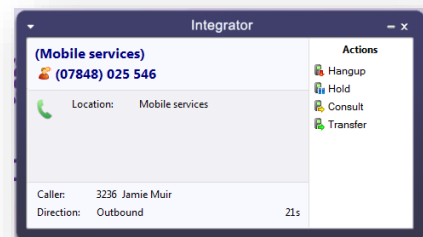
## Active Call

The call control screen appears when you make or receive a call, with the same 'Call actions' appearing next to the Integrator icon in your notifications panel.

The phone window allows you to interact with the current call in a number of ways, including the transfer of calls. To do this you must be connected to the call you would like to transfer, i.e. it cannot be on hold or ringing.

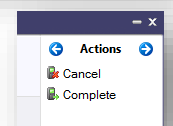
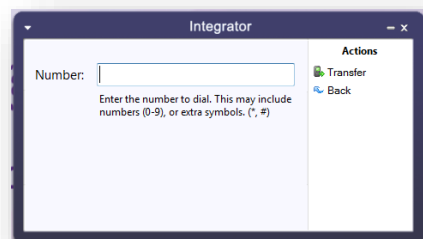


When you are connected the actions list looks like it does to the right. To transfer a call you do not need to place it on hold, instead press either the consult (if you'd like to speak to the other person first) button or transfer (if you do not want to speak to the other person first).



You are then presented with a screen similar to the 'Make a call' screen, but with the word consult or Transfer to the right of the Number field. Your call is not on hold at this stage, but when you are ready enter the number to transfer to, then click;

- ◆ 'Consult' to place the current call on hold, while you speak to the other party. You can then press complete or cancel.
- ◆ 'Transfer' to put the call straight through to the other party



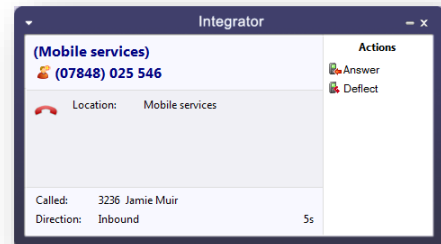
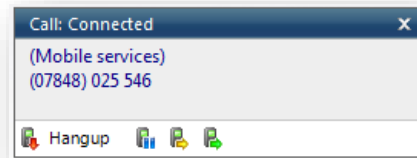


Note: all of the call actions on the main phone window can also be accessed via the preview window that appears next to the Integrator icon.

## Ringing Call

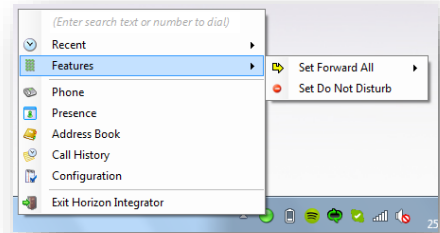
A ringing call can be either;

- ◆ Answered, which will answer the call on your Horizon phone
- ◆ Deflected, which will give you the ability to direct the call to an alternate number



# Features

The Features menu provides you with options to control the behaviour of your phone. There are three options available from this menu; “Call settings”, “Set Forward All” and “Set Do Not disturb”.



## Set Forward All

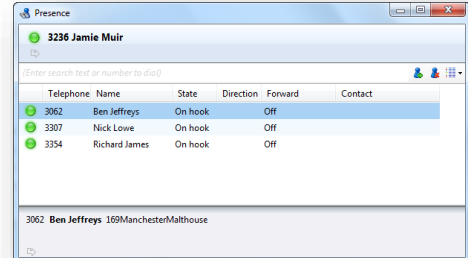
“Set Forward All” allows you to enter a number that will be called when someone calls your extension. Please remember that that your phone will not ring when this is set.

## Set Do Not Disturb

“Set Do Not Disturb” allows you to set your phone so that a caller will hear the busy tone when they call your extension.

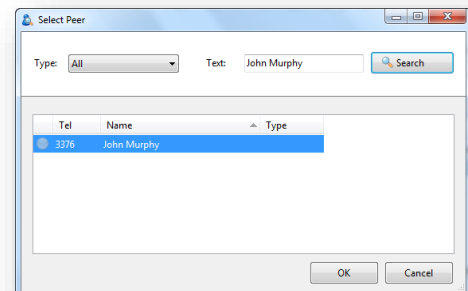
## Presence

Presence provides a simple and quick way for you to check the status of your colleagues' extension. The window can be accessed from the tray menu by selecting 'Presence'.



You can customise your list from this window by clicking the green plus icon, searching for the person you'd like to add and clicking 'OK'. Under 'Type' you can select either extension, to search by extension only, or all to carry out a free text search.

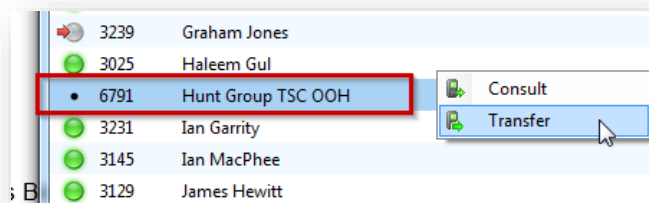
Note: the list is limited to 50 extensions / users



## Transfer to Groups

Hunt-groups, Call Queues and Call Centres can be added to the Presence Window to enable calls to be quickly transferred to them.

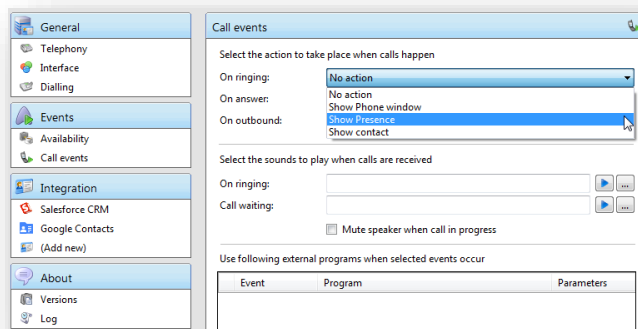
Presence is not available for virtual users.



## Launch Presence Window

This can be configured for when the phone rings or is answered.

This is configured in the call events section.

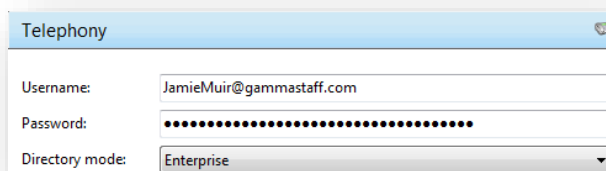


The circle next to each of your monitored contacts will indicate the state of their extension. This key shows each of the possible states.

Colour	Status
Solid green	On-hook
Flashing red	Ringing
Solid red	Call connected
Flashing yellow	On hold
Solid grey	Off-line

You can right click any of your monitored contacts and will be presented with appropriate option(s). If you are not on a call you'll have an option to initiate a call to that user. If you are currently on an active call you'll have the option to consult or transfer to that user - as described in the call control section.

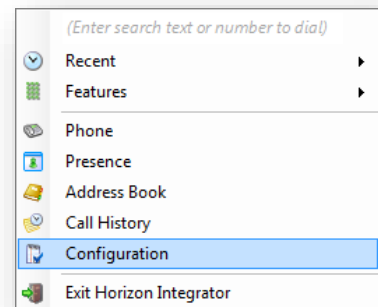
Note: by default the search will only look for users in the same group as you. If you want to search company-wide you'll need to go to Integrator > tray menu > configuration > telephony > and update the Directory Mode to 'Enterprise'.





# Settings and Configuration

The Configuration section contains many options that allows you to customise your installation of Integrator. The following will cover the most common settings. If you select the Configuration menu item from the tray menu then you are given a page with options on the left hand side.



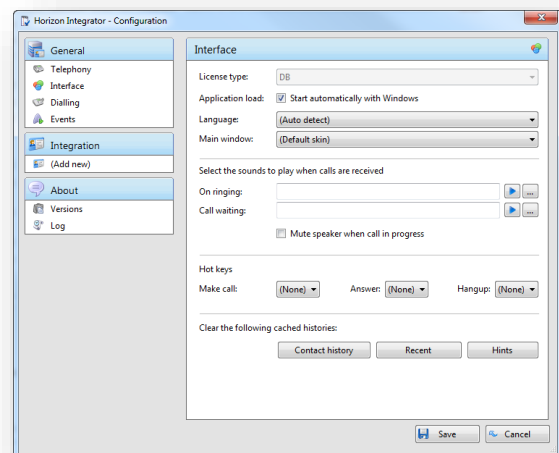
## Telephony Settings

These settings are covered in the 'Getting started' section.

## Interface Settings

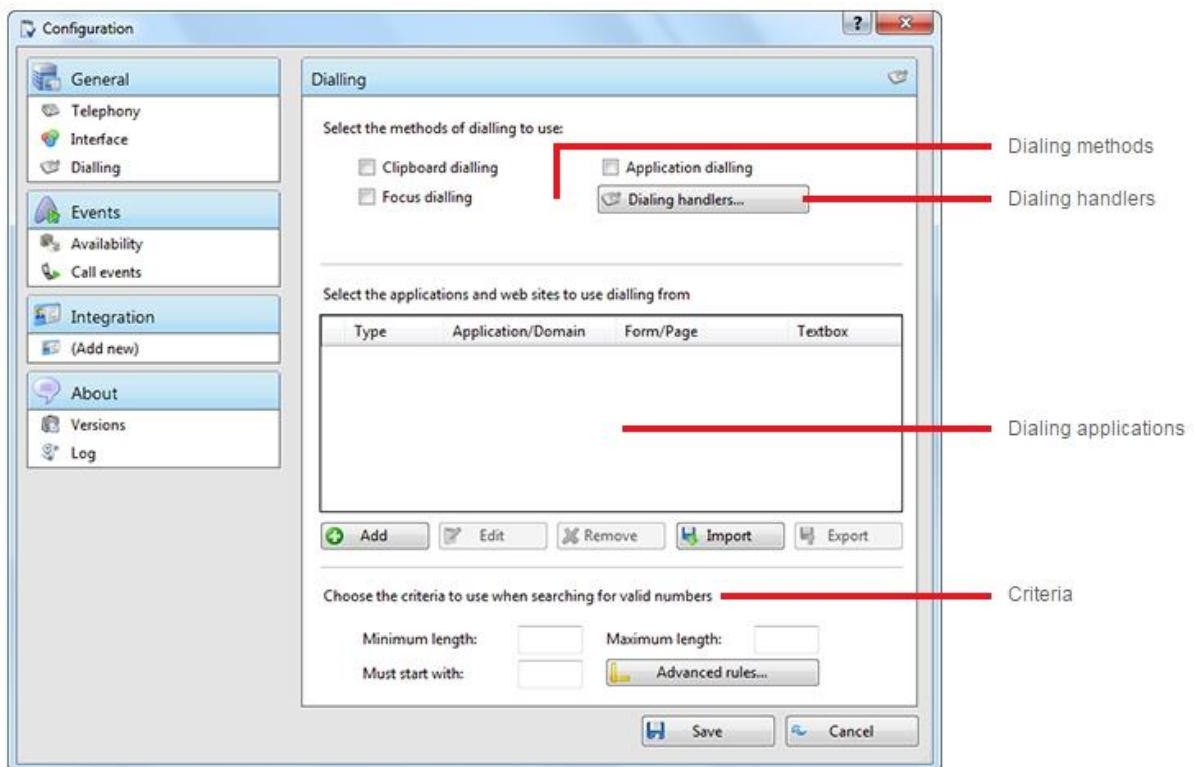
Interface settings lets you define some personal preferences and hotkey settings. Within the page you can;

- ◆ Set if you'd like Integrator to start with Windows
- ◆ Play sounds though your PC when calls are ringing or waiting
- ◆ Set hot keys for making a call, answering a call or hanging up
- ◆ Clear locally cached histories



## Dialling Settings

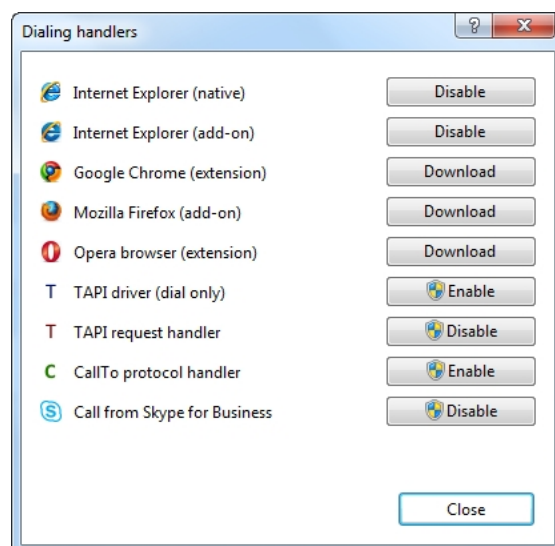
This page allows you to turn dialling on and off from all the different types of application that the software supports.



**Dialing methods:** Tick the appropriate boxes to turn the required dialing methods on. The different methods of dialing are:

- ◆ **Clipboard dialing** - Copy a telephone number to the clipboard so Horizon Integrator Client can dial it automatically.
- ◆ **Application dialing** - Horizon Integrator Client dynamically adds new Dial buttons to applications that you have trained it for.
- ◆ **Focus dialing** - Dynamically recognize any telephone numbers in the textbox where the cursor is located and allows to dial that number to be dialed.

**Dialing Handlers:** Clicking on the Dialing handlers button will pop the inserted screen. This allows a user to configure various web browsers, drivers and applications to turn valid telephone numbers into dialable hyperlinks. The below matrix gives description of each category



Method of Dialing	Description	Expected Behaviour	Typical Use
Internet Explorer (native)	To dial a telephone number directly from Internet Explorer.	It turns valid telephone numbers into dialable hyperlinks.	If you use a web-based CRM or visiting websites with contact details that include a telephone number that you want to dial. For more information on valid telephone numbers see Criteria section.
Internet Explorer (add-on)	To dial a telephone number directly from Internet Explorer	After enabling the add-on, you will be able to control (via IE Toolbar) whether or not you want the extension to turn valid telephone numbers into dialable hyperlinks.	If you use a web-based CRM or visiting websites with contact details that include telephone numbers that you want to dial. For more information on valid telephone numbers see Criteria section
Google Chrome (extension)	To dial a telephone number directly from Google Chrome browser.	After installing and enabling the extension you will be able to control (via Chrome Toolbar) whether or not you want the extension to turn valid telephone numbers into dialable hyperlinks.	If you use a web-based CRM or visiting websites with contact details that include telephone numbers that you want to dial.
Mozilla Firefox (add-on)	To dial a telephone number directly from Mozilla Firefox.	After enabling the add-on, you will be able to control whether or not you want the extension to turn valid telephone numbers into dialable hyperlinks.	If you use a web-based CRM or visiting websites with contact details that include telephone numbers that you want to dial

Method of Dialing	Description	Expected Behaviour	Typical Use
TAPI driver (dial only)	This option refers to Any application that supports/allows TAPI dialing.	Once you have enabled TAPI and configured your CRM application, you will be able to dial out telephone numbers directly from your CRM application. Please note that when Skype for Business or Lync is installed, it can take over the Call function within Outlook causing the TAPI option to be disabled in Outlook.	For TAPI-enabled programs like GoldMine, our software provides a TAPI (dial only) driver to handle call requests from such CRMs to the telephone system.
TAPI request handler	Certain types of TAPI applications don't specify a device to use. They simply hand-over the command to Horizon Integrator Client to handle the TAPI request.	Once you have Enabled TAPI, turned on this option and configured your CRM application, Horizon Integrator Client will handle the TAPI requests and allow you to dial telephone numbers directly from your CRM application.	If you happen to use one of this type of CRMs (e.g. Sage Line 50), our software will capture and handle the TAPI request sent by this application.
CallTo protocol handler	CallTo is a protocol used for marking up telephone numbers.	By enabling this option Horizon Integrator Client will identify the CallTo protocol and use the marked parameters (e.g. CallTo:[0123456789]) to handle the "Dial" request via our in-built PhoneHelper.exe application.	Our software can work with any type of application (e.g. Maximizer) that supports CallTo protocol to handle call requests

Method of Dialing	Description	Expected Behaviour	Typical Use
Call from Skype for Business	To dial a telephone number directly from Skype for Business.	Enabling this will modify the Lync / Skype for Business menu to include the option "Call using desk phone".When clicked, this option will interrogate the Lync / Skype for Business Contact Card (last option in Lync / kype for Business) and display the numbers held in it. Click one of the numbers to make your handset go off hook and dial the number.	If you use Skype for Business with contact details that include telephone numbers that you want to dial.

**Dialing applications:** Any applications or webpages that you have told Horizon Integrator Client to add Dial buttons to appear in the table. To add a new application or webpage to the list, click the Add button to launch the dialing wizard. You can use the Edit and Remove buttons to correct any mistakes you have made. If you have set up some applications that you dial from and are now moving PC, you can use the Export button to export the dialing settings of the applications and webpages that you have set up and save them in a single file named "dial.settings". If you have a "dial.settings" file and want to add the settings from it to your software, you use the Import button.

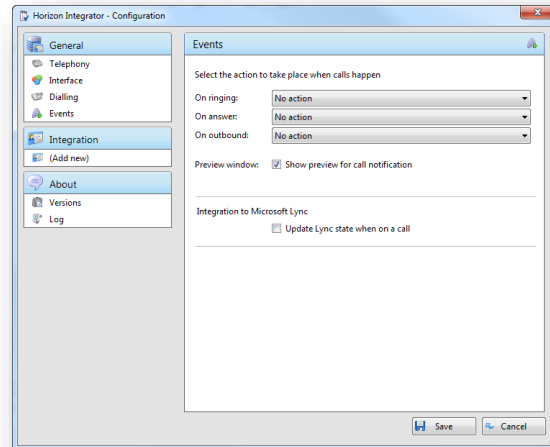
**Criteria:** The last section on this page allows you to define what telephone numbers look like, to help the software more accurately determine whether a string of numbers it sees in a webpage or on the clipboard is really a telephone number or not. You can tell the software the minimum and maximum length of telephone numbers (anything outside the range will be disregarded as a real telephone number), and you can also specify that telephone numbers must begin with a certain string of characters. The "Advanced rules" allows "regular expressions" to be used to more accurately control whether a number should be considered as a valid telephone number or not.

Click the Save button to store any new/edited information or click the Cancel button to discard any new/edited information.

Please contact your Reseller to get a detailed configuration dialing guide for standard applications supported by Horizon Integrator Client.

## Events Settings

You can force Integrator to either show the Phone window or pop the contact when certain events happen. Just select the relevant action from the relevant dropdown list: On ringing, On answer, or On outbound. You can also turn on or off the Preview window for all calls by ticking or clearing the box.

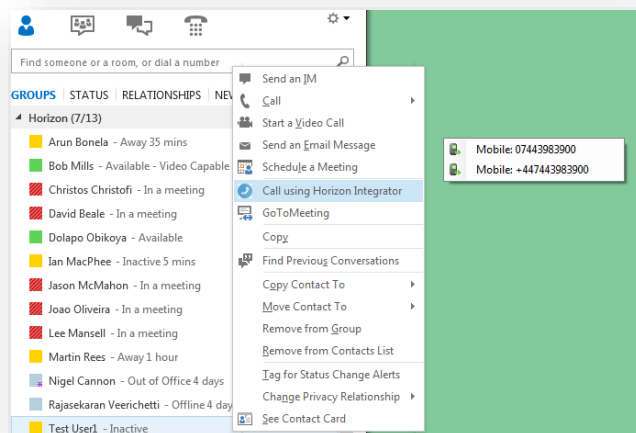


Integration to Microsoft Lync allows you to update your Microsoft Lync state when you are on a call. By ticking the box your Microsoft Lync status will change to “In a Call” when your extension is on a call. Note: Your Microsoft Lync status will only change when your PC is powered on and Integrator is running.

## Call from Skype-for-Business/MS Lync

Calls can be initiated from Skype-for-Business or MS Lync using the ‘Call using Horizon Integrator’ menu context added by the Integrator client.

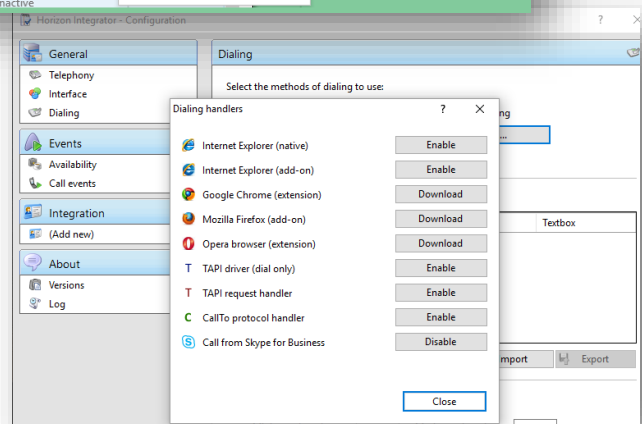
Telephone numbers in the Skype contacts profile are presented and sent to Integrator for dialing when selected.



## Installation (Requires Admin Rights)

The Skype/Lync customization is not installed by default.

To install or disable the option use the ‘Call from Skype for Business’ button in the Dialing handlers menu (Configuration > Dialing > Dialing handlers). Then restart Skype/Lync.



## Additional Information

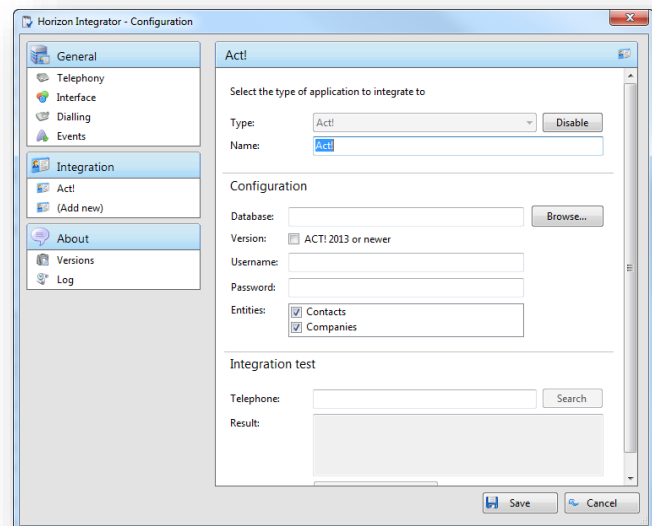
NB: Lync 2013 may require the Microsoft Update KB2956174, March 2015. The menu option was not available until Lync version number 15.0.4701.1000 and up

Lync 2010 has been verified as working (version 4.0.7577.4486) but support is not provided on this version.

## Integration Settings

The Integration pages allow you to see and modify the databases that you have set up integration with. Integration means the database will be searched when calls happen to convert telephone numbers into names; and the database will be searchable manually from the Address Book window; and contacts that are found in the database can be “popped”.

Please refer to the individual add in guide if you wish to add a database.



## Enhanced Salesforce Plugin

Integrator 2.5 and 2.6 CRM users can write call history directly to Salesforce contact records via a Salesforce plugin configured by their Salesforce admin. The plugin also provides a call control window embedded in the Salesforce website.

The plugin has a local interface with the native Integrator 2.5 client so it must be running on the same machine. A CRM license is also required.

See: Horizon Integrator 2.5 Salesforce plugin Release Notes.docx

## Known issues

There are some known issues that are part of version 2.6

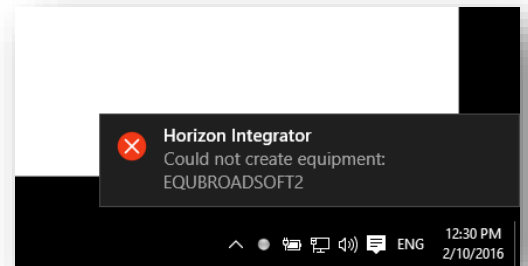
### Error message on first run after update from Integrator 2.4

The following error message may briefly appear on the first run of the Integrator 2.6 after updating from Integrator 2.4:

The user won't be signed in automatically. The user may need to access the configuration page and click the save button manually.

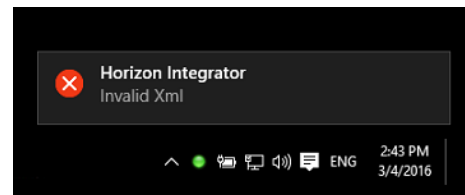
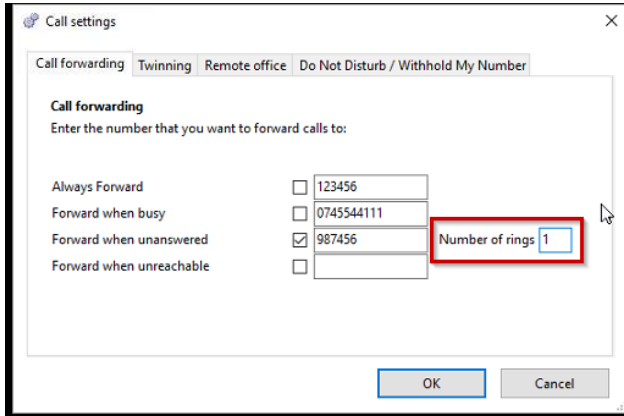
The error will quickly disappear and will not reappear on any subsequent start of Integrator.

2.4 will be end of support from the 1st April 2017



### Setting Call Forward Busy – number of rings=1 results in 'Invalid XML' error

Number of rings on server is between 2 and 7. Setting to 1 gives the below error.



### Update Skype for Business Presence (SfB) may get stuck at 'Busy – in a call'

One particular scenario has been identified where the Presence does not get set to 'Available'.

Integrator sets SfB Presence to 'Busy – In a call' when a call is active on Integrator. When the call ends Integrator sets Presence to the state it was at the beginning of the call.

It also appears that SfB uses the same method when entering and leaving automatic Presence states. I.e. it polls the state before the event and sets it to that state when the new event ends.



This can become a problem if state at the beginning of the call is no longer reflective of the user's current state. Example:

- ◆ User makes a call on Horizon. Integrator changes SfB state to 'Busy – in a call'
- ◆ User starts Presence sharing session
- ◆ SfB changes Presence to 'Presenting'
- ◆ Horizon call ends
- ◆ Presence remains 'Presenting' as screen-share still active
- ◆ User ends screen-share
- ◆ SfB sets Presence to 'Busy – in a call' instead of Available

It has also been observed as a result of interaction with Skype-for-Business / Outlook Calendar 'In a meeting' integration.

### Impact

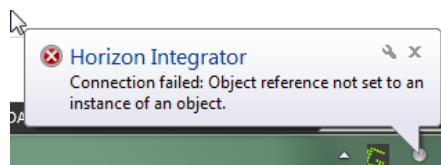
Presence state may be incorrectly set to 'Busy - In a call'

There is no workaround for this behaviour beyond disabling Presence updates from other applications.

### Corrupt local file causes connection failure and Call Preview Window positioning to stick

A file in a sub-folder of C:\Users\[USER]\AppData\Local\Connect\ became corrupt and prevented the app starting while connected to (Cisco) VPN. With VPN disconnected Integrator was able to start normally.

The following error message was generated:



Another symptom was that the Call Preview Window was stuck in one of the corners of the screen and could not be re-positioned in another corner.

The problem survived uninstall and reinstall of Integrator.

The root cause was a file created by Windows to store DNS resolution and window positioning that cannot be removed by the Integrator (un)installer.

### Impact



The problem is not expected to be seen on other machines as may have been a consequence of the manipulation of other settings files which is not a supported end-user procedure.

Mondago have not seen recurrence of this issue in their install-base for a long time.

#### Workaround

Delete the following folder: C:\Users\[USER]\AppData\Local\Connect