

# SmartUC Web Portal Reference Guide

This guide is designed to give you an understanding of how you can use the Web Portal to access directory services, call logs and personalized call settings (such as Call Forwarding) from any web browser.



## 1. Logging into User Portal

To log into the portal:

- Open any Web browser on your computer
- Enter the URL for your Portal: <https://web.uc.starhub.com>
- Enter your Portal Login ID and Password provided by your office administrator, followed by your Verification Code

Login ID: **phonenumber@uc.starhub.com**  
(eg **66350125@uc.starhub.com**)

Password: eg **12Ax56** (Alphanumeric)



User ID    
Password

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Figure 1.1 Login Console

## 2. Assigning Personal Speed Dial Numbers

You may create up to eight 1-digit speed dial numbers from \*2 to \*9. Each speed dial number corresponds to a phone number which you can specify. When the speed dial number is dialed, the system will dial the corresponding phone number.

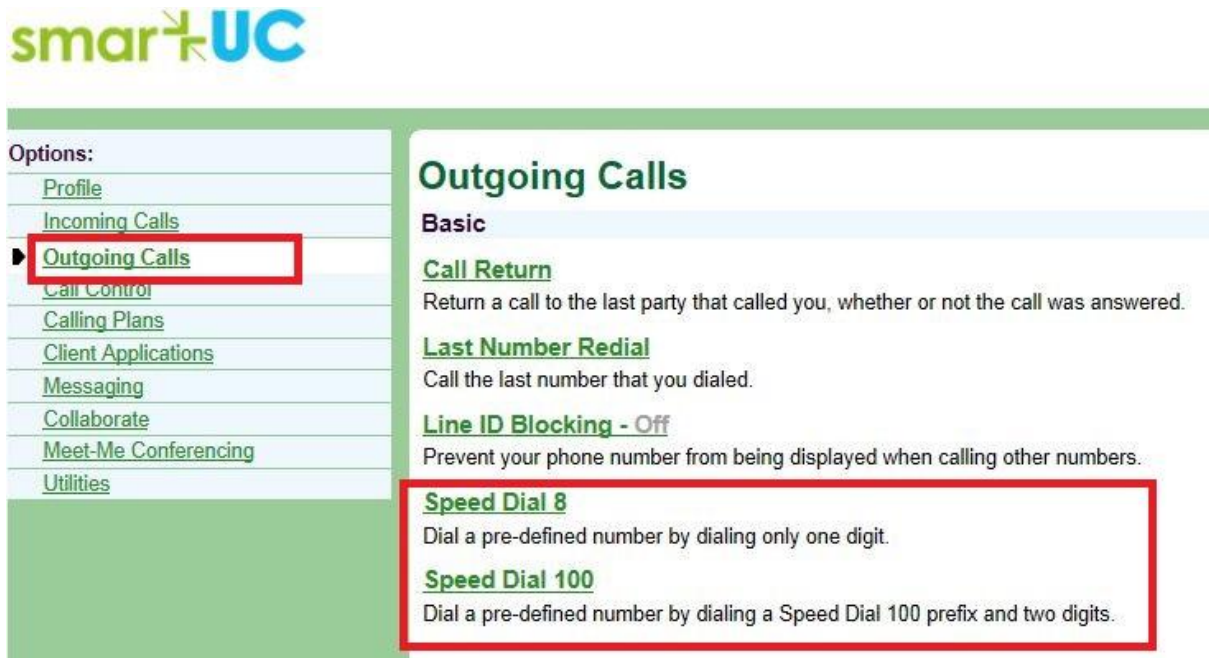


Figure 2.1 Outgoing Calls – Step 1

### Speed Dial 8

Speed Dial 8 allows you to set up to eight speed dial numbers that can be called with the push of a button. Enter the number as you would normally dial it and then just hit that number on your touch pad to call it. You can also program your speed dial using your phone and the star code for Speed Dial 8.

The screenshot shows the 'Speed Dial 8' configuration form. At the top, there are 'OK', 'Apply', and 'Cancel' buttons. Below is a table with three columns: 'Speed Code', 'Phone Number / SIP-URI', and 'Name'. The 'Speed Code' column lists numbers 2 through 9. The 'Phone Number / SIP-URI' column has input fields, with the first one containing '68255655'. The 'Name' column has empty input fields. At the bottom, there are 'OK', 'Apply', and 'Cancel' buttons.

Speed Code	Phone Number / SIP-URI	Name
2	68255655	
3		
4		
5		
6		
7		
8		
9		

Figure 2.1 Outgoing Calls – Step 2

You may also create 2-digits speed dial numbers from \*11 to 99. Each speed dial number corresponds to a phone number which you can specify. When the speed dial number is dialed, the system will dial the corresponding phone number.

### 3. Call Logs

You can view and make calls from your missed, placed, and received call logs using the web portal display. The logs display the last 20 calls placed to or from your phone. The feature uses Caller ID to show the date and time of the call and the caller's name if the calling number is in your contacts list.

- To view call logs from the User Portal, select <Utilities> and <Basic Call Logs>

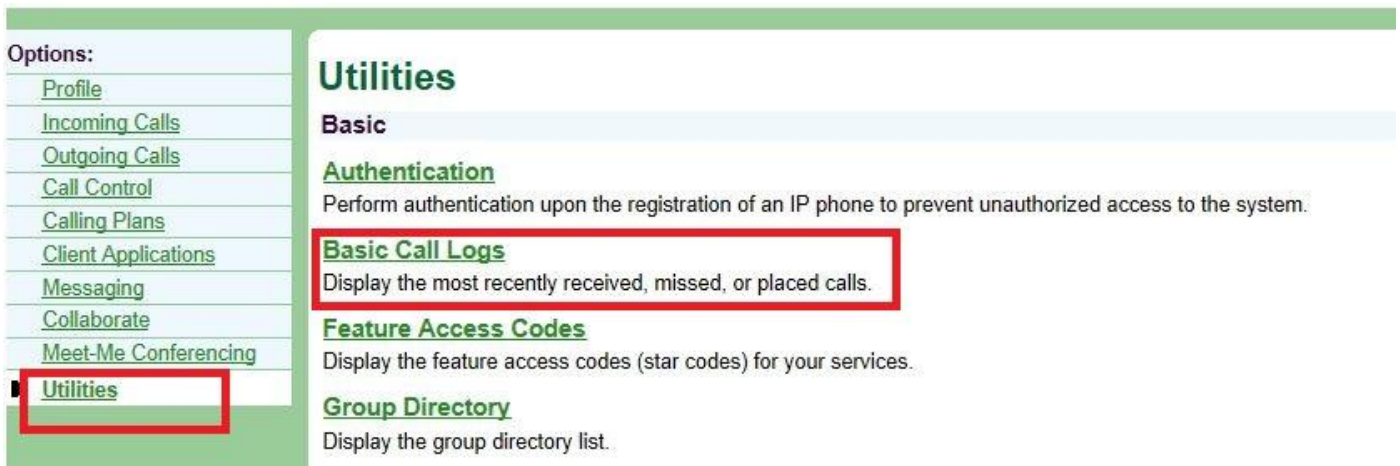


Figure 3 Call Logs

### 4. Technical Requirements

System requirements for desktop PC are as follows:

- Operating system (OS): Mac OS 10.9 Mavericks, Mac OS 10.10 Yosemite, MAC OS 10.11 El Capitan, Windows 7, Windows 8/8.1, or Windows 10 (Classical view only)
- The installation footprint is approximately 125 megabytes (MB) on OS X and 215 MB on Windows
- For voice calls, a sound card, speakers, and a microphone or a headset are required
- For video calls, a web cam is required

Minimum system requirements for respective operating systems must be fulfilled, with the following additional requirements:

- A minimum of 2 GB random access memory (RAM) is required
- A minimum 1.5 GHz CPU is recommended. Dual-core CPU is recommended for video calls
- Open Graphics Library (OpenGL) 1.5 or higher is recommended

For HD video, the following is recommended:

- HD camera
- HD resolution support for the display monitor or screen