|  |  |
| --- | --- |
| **Date:** | **December 15, 2008** |
| **Name of Product:** | **Microsoft**® **Office Communications Server 2007** |
| **Contact for more Information:** | <http://office.microsoft.com/en-us/communicationsserver/FX101729111033.aspx> or <http://www.microsoft.com/enable> |

**Summary Table**

**Voluntary Product Accessibility Template**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| Section 1194.21 Software Applications and Operating Systems | Please refer to the section details. |  |
| Section 1194.22 Web-based internet information and applications | Please refer to the section details. | Microsoft Office Communications Server 2007 launches any Web-based content through Internet Explorer |
| Section 1194.23 Telecommunications Products | Please refer to the section details. |  |
| Section 1194.24 Video and Multi-media Products | Not Applicable | Microsoft Office Communications Server 2007is not a video or multi-media product. |
| Section 1194.25 Self-Contained, Closed Products | Not Applicable | Microsoft Office Communications Server 2007is not a self-contained product. |
| Section 1194.26 Desktop and Portable Computers | Not Applicable | Microsoft Office Communications Server 2007 is software as defined under section 1194.21 |
| Section 1194.31 Functional Performance Criteria | Please refer to the section details. |  |
| Section 1194.41 (a) Information, Documentation and Support | Please refer to the section details. |  |

**Section 1194.21 Software Applications and Operating Systems - Detail
Voluntary Product Accessibility Template**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually. | **Supported with minor exceptions:**Microsoft® Office Communications Server 2007 supports Microsoft Windows accessibility features including StickyKeys, FilterKeys, MouseKeys, SerialKeys, and ToggleKeys. These functions are available to all applications installed on Microsoft office Live Communications Server 2007.Keyboard access is provided throughout Microsoft Office Communications Server 2007. Keyboard shortcuts, shortcut keys, and menu commands are readily available in Office Communications Server 2007.Office Communications Server 2007. Help functionality includes easily accessible reference guides for keyboard accessibility. | When viewing the generated log files (Bug ID: 112072) |
| (b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer. | **Supported with minor exceptions:**Office Communications Server 2007 supports the accessibility settings of the operating system.Office Communications Server 2007does not disrupt or disable any accessibility features of the operating system. | A minor exception involves when a user changes the cursor's blink rate and width and then runs product setup. Setup dialog boxes may not show the cursor width that the user selects. However, the correct user specified blink rate is displayed. |
| (c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes. | **Supported with minor exceptions:**Microsoft Office Communications Server 2007provides well-defined on-screen indication of the current focus and tracking of same throughout Office Communications Server 2007.  | **The user can capture focus using tabbing. Minor exceptions: Bug 112072.** |
| (d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text. | **Supported with minor exceptions:**Microsoft Office Communications Server 2007supports active accessibility programming interfaces | Labels are not always available for images in the Status Pane HTML. Office Communications Server 2007 supports MSAA for all user interface elements. |
| (e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance. | **Supported:**Microsoft Office Communications Server 2007 utilizes standard and consistent images throughout Office Communications Server 2007. |  |
| (f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes. | **Supported with exceptions**Microsoft Office Communications Server 2007 uses standard system functions to send textual information to the operating system in all cases. | OCS 2007 does not provide free cursor navigation within the web content. However, standard text navigation and selection are supported in the INPUT element of the TEXT, TEXTAREA, FILE, and PASSWORD types. |
| (g) Applications shall not override user selected contrast and color selections and other individual display attributes. | **Supported:**Microsoft Office Communications Server 2007 maintains user selected contrast and color selections in all cases. |  |
| (h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user. | **Supported:**Microsoft Office Communications Server 2007 does not use animation to display information to the user.  |  |
| (i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. | **Supported with minor exceptions:**Microsoft Office Communications Server 2007, with few exceptions, does not use color to convey information. Office Communications Server 2007 applications that use color to convey information also use an alternate means to convey the same information. For instance, the focus pointer won’t change its shape from an arrow to a hand (if the link is not clickable on the setup screen) | Color coding is used in Setup to indicate whether a setup step is disabled (gray) or available to be run (blue)  |
| (j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided. | **Supported:**Microsoft Office Communications Server 2007 supports operating system settings for high contrast color schemes that make the screen easier to view for some users by heightening screen contrast with alternate color combinations. |  |
| (k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz. | **Supported:**Microsoft Office Communications Server 2007 does not use flashing or blinking objects or text in any application User Interface. |  |
| (l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues. | **Not Applicable:**Microsoft Office Communications Server 2007 does not use electronic forms. |  |

**Section 1194.22 Web-based Internet information and applications - Detail**

**Voluntary Product Accessibility Template**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content). | **Supported:**Notes and status have a textual representation. |  |
| (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation. | **Not Applicable:**No multimedia materials. |  |
| (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup. | **Supported:**Status has a textual representation. |  |
| (d) Documents shall be organized so they are readable without requiring an associated style sheet. | **Supported:**All documents are readable without an associated style sheet. |  |
| (e) Redundant text links shall be provided for each active region of a server-side image map. | **Not Applicable:**No server side image maps. |  |
| (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape. | **Not Applicable:**No client side image maps. |  |
| (g) Row and column headers shall be identified for data tables. | **Not Applicable:**No data tables. |  |
| (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers. | **Not Applicable:**No data tables. |  |
| (i) Frames shall be titled with text that facilitates frame identification and navigation | **Not Applicable:**No frames. |  |
| (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz. | **Supported:**Pages do not cause flicker. |  |
| (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes. | **Not Applicable:** |  |
| (l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology. | **Supported with exceptions:** | Tooltips text can be recognized by Narrator |
| (m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).  | **Not Applicable:** No applets, plug-ins or other applications are needed to interpret page content |  |
| (n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.  | **Not Applicable:** No forms in the product. |  |
| (o) A method shall be provided that permits users to skip repetitive navigation links.  | **Not Applicable:** |  |
| (p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required. | **Supported with minor exceptions:**The user is alerted and given time to extend the length of toast display.We have one for sign-in UI, other than that we don’t have UIs indicate other processes ( such as loading of contacts, adding of contacts ) |  |

**Section 1194.23 Telecommunications Products - Detail
Voluntary Product Accessibility Template**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use. | **Not applicable:** | Office Communications Server 2007 does not provide hardware connection. |
| (b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols. | **Not supported:** | TTY is not supported in Office Communications Server 2007. |
| (c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs. | **Not applicable:** | These features are not included in Office Communications Server 2007. |
| (d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required. | **Not applicable:** | These features are not included in Office Communications Server 2007. |
| (e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays. | **Not Supported:**  | TTY is not supported in Office Communications Server 2007. |
| (f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided. | **Supported:**  | Volume control is supported in Office Communications Server 2007 through respecting the volume settings for any external audio devices as well as those available via the Windows platform. |
| (g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use. | **Not supported:** |  |
| (h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided. | **Not applicable:** | Output from Office Communications Server 2007 is not delivered via an audio transducer normally held up to the ear. |
| (i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product. | **Not applicable:** | Output from Office Communications Server 2007 is not delivered via an audio transducer normally held up to the ear. |
| (j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery. | **Not Supported:** |  |
| (k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys. | **Not applicable:** | Office Communications Server 2007 does not provide any mechanically operated controls. |
| (k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum. | **Not applicable:** | Office Communications Server 2007 does not provide any mechanically operated controls. |
| (k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character. | **Not applicable:** | Office Communications Server 2007 does not provide any mechanically operated controls. |
| (k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound. | **Not applicable:** | Office Communications Server 2007 does not provide any mechanically operated controls. |

**Section 1194.31 Functional Performance Criteria - Detail
Voluntary Product Accessibility Template**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| (a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided. | **Supported with minor exceptions:**Microsoft® Office Communications Server 2007supports technologies that make computer programs more accessible to people who use Assistive Technology. Office Communications Server 2007supports the use of screen readers to access user interface information.Office Communications Server 2007supports the use of screen readers that use MSAA or the object model to access user interface information. | ⇩Commonly-used Assistive Technology may be used with these products. Users of AT should contact their AT vendor to assess the compatibility of their product with Microsoft products and to learn how to adjust their settings to optimize interoperability. \*\*Minor exceptions noted in section 1194.21.Status Pane HTML does not fully support screen readers.  |
| (b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided. | **Supported with minor exceptions:**Microsoft Office Communications Server 2007supports the use of screen readers to access user interface information.  | Minor exceptions noted in section 1194.21.Users of Microsoft Windows operating systems can access Magnifier in the Accessibility Options. An assistive aid may also be used. \*\* |
| (c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided | **Supported:**Microsoft Office Communications Server 2007 does not require user hearing for access to any application functionality. |  |
| (d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided. | **Supported:**Microsoft Office Communications Server 2007 does not require user hearing for access to any application functionality. | Volume controls are available through the Windows operating system. In addition, a 3rd party Assistive Technology may be used[[1]](#footnote-2) |
| (e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided. | **Supported:**Office Communications Server 2007 applications do not require speech recognition. |  |
| (f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided. | **Supported with minor exceptions:**Microsoft Office Communications Server 2007supports operating system tools such as StickyKeys and FilterKeys as well as other Assistive Technologies.When the StickyKeys feature is on, the user can press a modifier key (SHIFT, CTRL, or ALT) and then another key in sequence rather than at the same time, to enter shifted (modified) characters and other key combinations. Pressing a modifier key once *latches* the key down until the user presses a non-modifier key or clicks a mouse button. Pressing a modifier key twice *locks* the key until the user presses the key a third time.The FilterKeys accessibility feature allows the user to set the keyboard repeat rate, acceptance delay and bounce rate. | Office Communications Server 2007 supports operating system tools such as StickyKeys and FilterKeys, as well as assistive technology that supports MSAA (minor exceptions noted in section 1194.21). |

 **Section 1194.41 Information, Documentation, and Support - Detail**

**Voluntary Product Accessibility Template**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Supporting Features** | **Remarks and explanations** |
| Section 1194.41 (a) Product Support Documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge. | **Supported :** | Office Communications Server 2007 documentation is provided in digital format for customers on the web for no-charge at Office Online- <http://office.microsoft.com> This documentation is completely accessible using Internet Explorer 5.01 or above, which is required for use with Office Communications Server 2007. |
| Section 1194.41 (b) Accessibility and Compatibility Features. End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge. | **Supported :** | Microsoft Office Communications Server 2007 product documentation is available for free at the location discussed above. |
| 1194.41 (c) Support Services for products shall accommodate the communication needs of end-users with disabilities. | **Supported :** | The Microsoft Product Support Services Help Desk is familiar with such features as keyboard access and other options important to people with disabilities.For technical assistance in the United States, you can contact Microsoft Product Support Services on a text telephone at (800) 892-5234 between 6:00 A.M. and 6:00 P.M. Pacific Time, Monday through Friday, excluding holidays. In Canada, dial (905) 568-9641 between 8:00 A.M. and 8:00 P.M. Eastern Time, Monday through Friday, excluding holidays. Microsoft support services are subject to the prices, terms, and conditions in place at the time the service is used. The Microsoft Accessibility Web site at <http://www.microsoft.com/enable/> provides information about assistive technology for improving the lives of people with disabilities. The information on this site benefits people with disabilities and their friends and family members, people in outreach organizations, educators, and advocates. |

This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS DOCUMENT.

© 2008 Microsoft Corporation. All rights reserved. Microsoft, INSERT LOGOS MENTIONED IN DOCUMENT logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. The names of actual companies and products mentioned herein may be the trademarks of their respective owners. The information contained in this document represents the current view of Microsoft Corporation on the issues discussed as of the date of publication. Because Microsoft must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information presented after the date of publication.

Revised December 15, 2008 Microsoft regularly updates its websites and provides new information about the accessibility of products as that information becomes available.

1. [↑](#footnote-ref-2)