

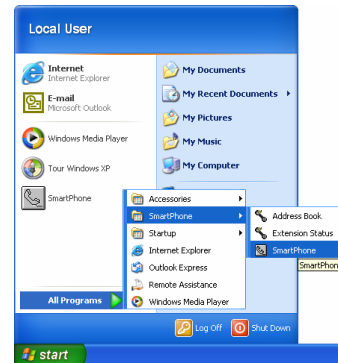
SmartPhone Quick-Start Guide

This guide will show you quickly and simply how to get started using your new SmartPhone. After reading through this guide, you will know how to use SmartPhone to help you work more efficiently. Even after you have read this guide, you might still want to keep it handy for future reference.

Loading up SmartPhone

Your SmartPhone will automatically load when you turn on your computer. If for any reason you need to close SmartPhone, or if the auto-start feature has been disabled, you can use the following steps to load it up:

- 1) Click the **Start** button at the bottom-left corner of your screen.
- 2) Point your mouse at the **Programs** item, which appears when you click **Start**.
- 3) Point your mouse at the **SmartPhone** item, which now appears.
- 4) Click on the **SmartPhone** item.



Logging In

If you have never used SmartPhone on this computer before, a screen will appear asking you to enter your telephone extension number (and password if supplied). If you check the box that says **Auto-login**, you will not be prompted to give your extension number on this computer again.



NB: If you ever forget your password, you will have to ask an administrator to change it before you can successfully log on to SmartPhone.

The SmartPhone Status Indicator

When SmartPhone has loaded, an icon will appear in the system tray area (i.e. near the clock at the bottom-right of your screen). This icon is a circle and will be one of four colours depending on the state of your extension:

- Green: Your telephone is on the hook.
- Red: Your telephone is off the hook.
- Flashing Red: Your telephone is ringing.
- Grey: Status unknown (This won't happen often. If it does, simply lift and replace the receiver of your telephone and the icon should go green.)



The Main Menu

The way to access all of SmartPhone's features is from the system tray icon. Click on it using your left or right mouse button and a menu will appear. Most items are self-explanatory, but here is a list anyway:

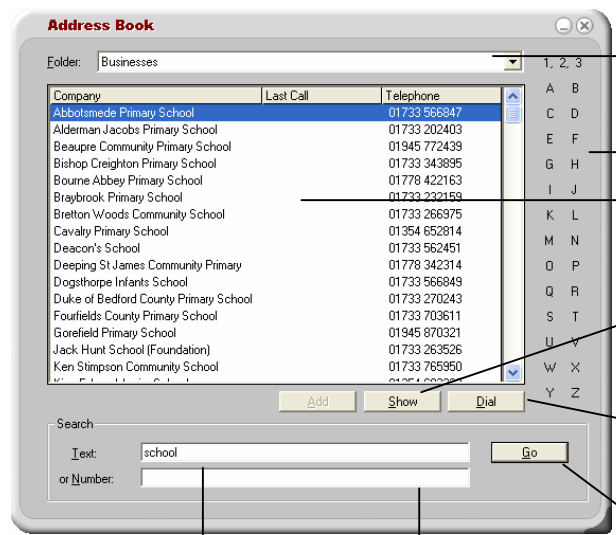
Feature:	Quick access to selected telephone features like Do Not Disturb etc.	Feature
Last Number Redial:	Remembers the last 10 numbers you received calls from so that you can call them back at the click of a button.	Last Number Redial
Set absence text:	Turn on/off and configure the text to be displayed to SmartPhone users if you are going to be absent.	Set absence text
To do list:	Shows your list of sent and received text messages and callback requests.	To do list
Address Book:	Loads your Address Book , from which you can phone contacts, view their information, and see a history of when you have been in contact with them.	Address Book
Extension Status:	Displays the status of all extensions monitored by SmartPhone, and enables you to call; transfer calls to; and consult with other extensions.	Extension Status
		Phone
		Call History
		Configure
		Unload

- Phone:** Brings up the **Phone** screen. You can also set this screen to popup when you make/receive a call. You can also set a number of buttons on this screen to do such things as answer, hang-up, hold, speed dial etc.
- Call History:** Shows a list of the last calls made to or from your extension. Call information includes date, time, telephone number, length of call etc. From this screen, you can also view a call in more detail.
- Configure:** Lets you change the way SmartPhone works on your computer. All the items in the **Configure** window have a tip displayed to let you know what they do.
- Unload:** Quits SmartPhone.

NB: Your network administrator may have disabled some features.

The Address Book

The **Address Book** is one of the features you will use most often with SmartPhone. The screenshot and explanations below show you how to use it.



The screenshot shows the 'Address Book' window. At the top, there's a 'Folder' dropdown set to 'Businesses'. Below it is a table with columns 'Company', 'Last Call', and 'Telephone'. The table lists various schools. To the right of the table is a vertical list of letters (A-Z) for filtering. At the bottom, there's a search section with 'Text' and 'or Number' input fields, a 'Go' button, and three buttons: 'Add', 'Show', and 'Dial'.

Click this to select from which address book you will view data.

Click one of these buttons to view all entries that begin with the selected letter.

This is where the selected data that you have searched for will appear.

Click **Show** to view further details about the selected contact. (See below)

Click **Dial** and a list of the selected contacts telephone numbers will appear, allowing you to call the contact with just a couple of clicks.

Search for the entered information.

To search for a company or contact name (or part of one), enter the text here and click **Go**.

To search for part of a telephone number, enter the number here and click **Go**.

NB: Depending on your system configuration, you may not have access to all the features on this screen.

Contact Details

Clicking the **Show** button in the Address Book brings up this screen. It shows the selected contact's name, address, telephone numbers, and other custom information specifically selected by your administrator. This screen also shows the contact's **Call History**. From here, you can see the time/date and length of the last 50 calls this contact made to you or calls you made to him. Double-clicking one of the calls in the list shows you more details on that call (the contact History feature may have been disabled on your SmartPhone). You may also have access to the **Callback** tab, which lists the users that will be informed when the selected contact calls your company.

Extension Status



This screen shows you the status of all the extensions on your telephone system (some extensions may be invisible). The colours of the lights mean the same as the colour of your tray icon explained above with one exception: if somebody's light is yellow, it means their telephone is set to Forward All Calls. If someone is on a call, rest your mouse over his or her name and a small

window will pop up telling you who he or she is on the phone to. Click this window and you can see further information like when the call was started etc. Clicking on an extension brings up a popup menu. The contents of this menu depends on your and the selected extension's current extension status. If you are on the phone and they are not, you can view the selected extension's last 50 calls, transfer your current call to them unannounced, or consult with them and then transfer your call. If their phone is ringing, you can use the context menu to answer their call (for instance if they are out of the office). If they are on a call, you can set a callback for them so that you will be informed when they hang up their phone. You can also send SmartPhone text messages to users from the context menu. Extensions that are logged in will appear **Bold** on this screen so you know you can send them messages.

NB: The options available from this screen depend upon your privileges (assigned by your system administrator).

Call History

If you enter this screen from the **Main Menu**, you will view your Call History. Administrators can enter it from the **Extension Status** screen to view other peoples Call Histories.

This screen lists the last calls made/received at a given extension. The list is sorted by date/time with youngest call at the top. You can resize this screen to view more or less information at one time.

Select a call and click **Show Call** to view extra details about that call. Click **Dial** and the telephone number of the selected call will be automatically dialed. Select a call and click **Show Contact** to view contact information (like from the **Address Book** screen).

Date/Time	Type	Telephone	Name	Duration
22/11/2002 17:31:38	To	(01733) 382000	(Peterborough), (Unknown)	00:00:05
22/11/2002 17:31:09	To	(01733) 361004	(Peterborough), (Unknown)	00:00:10
22/11/2002 17:30:40	From	(01945) 772221	(Wilsbech), (Unknown)	00:00:23
22/11/2002 17:30:21	To	(01733) 361004	(Peterborough), (Unknown)	00:00:11
22/11/2002 17:30:05	From	(01406) 350137	(Holbeach), (Unknown)	00:00:11
22/11/2002 17:29:28	Missed	(01945) 410424	(Wilsbech)	00:00:19

You can choose whether to view Missed, External, Internal, or All calls.

Phone

This screen can be configured to popup when you make or receive a call, and hide when you hang up (see **Configure** below).

This shows the name and company of the caller

This shows the name of the person called and the duration of the call

This shows how many calls you are on.

You can set up to 8 context-sensitive buttons at the bottom of the window to perform specific tasks, like running scripts.

Configure

From this screen, you can set up various details about SmartPhone and the way it works. There are tips at the bottom of the screen to let you know what each option does.

The **General** tab lets you set up your personal details and decide whether to use **Auto-login**.

The **Interface** tab lets you change how SmartPhone should pop and hide various windows.

The **Buttons** tab lets you select which buttons to show on the **Phone** window.

The **Advanced** tab lets you configure advanced options such as 1st Party TAPI devices.

The **Absence** tab lets you set your absence text and turn it on or off.