

# Panasonic

PC Console Software

On-line Help

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Model No. **KX-TDA0300**

**Ad Interim**

Please read this manual before using PC Console Software.  
Thank you for purchasing the Panasonic Model KX-TDA0300, PC Console Software.

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## **Section 1**

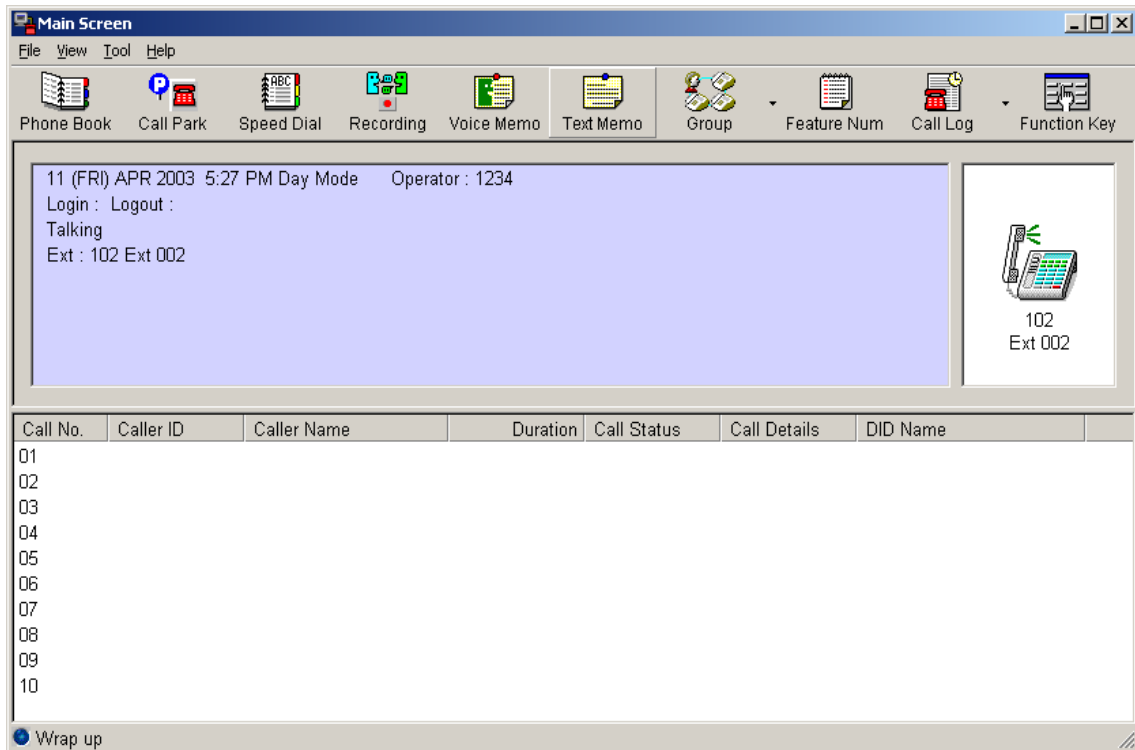
# ***Screen Descriptions and Operating Instructions***

# 1.1 Working with the Main Screen

When you enter the operation mode, the PC Console presents the Main Screen shown below. The screen contains sections that provide information about incoming calls and the call you are currently handling, as well as buttons to access other screens to perform specific operations and configurations.

Any changes you make to the display format, including resizing and positioning of the screen, will be retained when you open the screen next time.

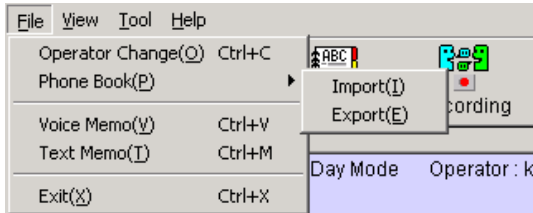
Refer to the following sections of this chapter for detailed information about the contents of each section of the screen.



## 1.1.1 Menu Bar

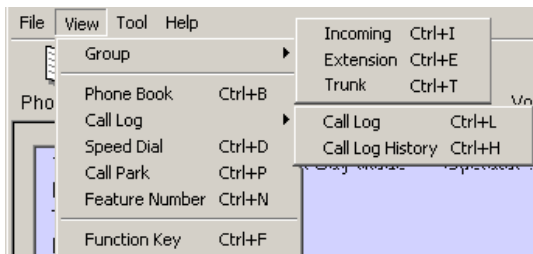
You can access the following features from the Menu Bar:

### File Menu



- **Operator Change:**  
Click to alternate the present operator with another one. Up to 10 operators can be registered to one PC Console. Refer to 3.1.2 Operator Registration.  
The following information will be saved, and will be reflected when entered.
  - Display format, size, and color
  - The user interface language of the screens
  - The Help file
  - The contents of Option settings
- **Phone Book—Import:**  
Click to import a CSV-format file (CSV: Comma Separated Value) to your Phone Book. Refer to **Importing the Phone Book Records** in 1.2.4 Phone Book Screen.  
This is only available with the PC Console-specific Phone Book.
- **Phone Book—Export:**  
Click to export your Phone Book information to a CSV-format file. Refer to **Exporting the Phone Book Records** in 1.2.4 Phone Book Screen.  
This is only available with the PC Console-specific Phone Book.
- **Voice Memo:**  
Click to start up the Voice Memo dialogue during a conversation.
- **Text Memo:**  
Click to start up the Text Memo dialogue during a conversation.
- **Exit:**  
Click to exit from the PC Console.

### View Menu

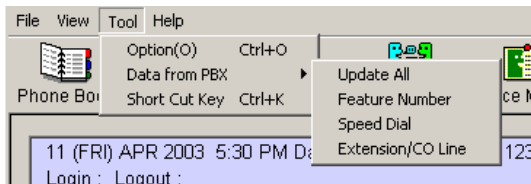


- **Group—Incoming:**  
Click to open the Incoming Group Screen. Refer to 1.2.1 Incoming Group Screen.
- **Group—Extension:**

Click to open the Extension Group Screen. Refer to 1.2.2 Extension Group Screen.

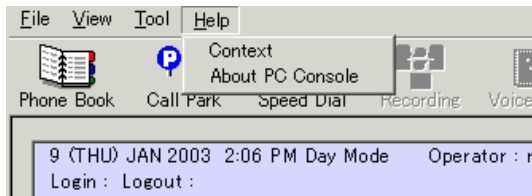
- **Group—Trunk:**  
Click to open the Trunk Group Screen. Refer to 1.2.3 Trunk Group Screen.
- **Phone Book:**  
Click to open the Phone Book. Refer to 1.2.4 Phone Book Screen.
- **Call Log—Call Log:**  
Click to open the Call Log Screen. Refer to 1.2.5 Call Log Screen.
- **Call Log—Call Log History:**  
Click to open the Call Log History Screen. Refer to 1.2.6 Call Log History Screen.
- **Speed Dial:**  
Click to open the Speed Dial Screen. Refer to 1.2.7 Speed Dial Screen.
- **Call Park:**  
Click to open the Call Park Screen. Refer to 1.2.8 Call Park Screen.
- **Feature Number:**  
Click to open the Feature Number Screen. Refer to 1.2.9 Feature Number Screen.
- **Function Key:**  
Click to open the Function Key Screen to utilize the functions of PC Console. Refer to 1.2.10 Function Key Screen.

## Tool Menu



- **Option:**  
Click to customize your PC Console. For detailed information, refer to 1.3 Option Settings.
- **Update All:**  
Click to update the information of the following 3 settings: Feature Number, Speed Dial, and Extension/CO Line.
- **Feature Number:**  
Click to update the information regarding the feature number.
- **Speed Dial:**  
Click to update the information regarding the System Speed Dialing.
- **Extension/CO Line:**  
Click to update the information regarding the extension line or CO line settings.
- **Short Cut Key:**  
Click to assign shortcut keys depending on your needs. See 1.4.1 Shortcut Keys.

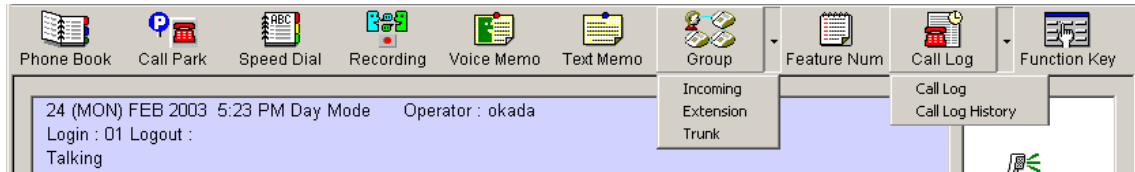
## Help Menu



- **Context:**  
Click to open the Help file.
- **About PC Console:**  
Click to view the version of the PC Console.

### 1.1.2 Tool Bar

Each button on the Tool Bar provides access to a specific screen and a feature.



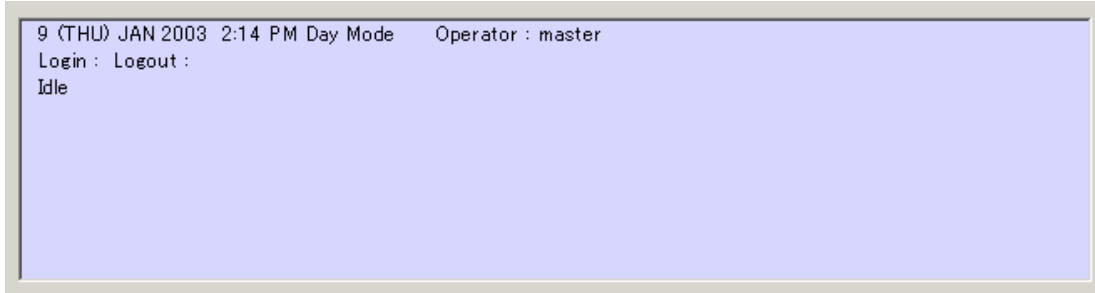
#### Icon Descriptions

- **Phone Book:**  
Click to open the Phone Book. Refer to 1.2.4 Phone Book Screen.
- **Call Park:**  
Click to open the Call Park Screen. Refer to 1.2.8 Call Park Screen.
- **Speed Dial:**  
Click to open the Speed Dial Screen. Refer to 1.2.7 Speed Dial Screen.
- **Recording:**  
Click to record your conversation. Refer to 2.8.3 Using the Recording Feature.
- **Voice Memo:**  
Click to record a Voice Memo during a conversation. Refer to 2.8.1 Using the Memo Applications.
- **Text Memo:**  
Click to type a Text Memo during a conversation. Refer to 2.8.1 Using the Memo Applications.
- **Group:**  
Click to open the Incoming Group Screen. Refer to 1.2.1 Incoming Group Screen.  
Click the arrow next to the Group button, and then select Extension to view the Extension Group Screen, or Trunk for the Trunk Group Screen. Refer to 1.2.2 Extension Group Screen and/or 1.2.3 Trunk Group Screen.
- **Feature Num:**  
Click to open the Feature Number Screen. Refer to 1.2.9 Feature Number Screen.
- **Call Log:**  
Click to open the Call Log Screen. Click the arrow next to the Call Log button, and then select Call Log History to view the Call Log History Screen. Refer to 1.2.5 Call Log Screen or 1.2.6 Call Log History Screen.
- **Function Key:**  
Click to open the Function Key Screen to utilize the functions of PC Console. Refer to 1.2.10 Function Key Screen.

## 1.1.3 Call Status Window

The Call Status Window contains the detailed information of the call you are currently handling. When you terminate, transfer, or hold the call, the screen will be cleared of the current information.

To change the background color, right-click the window, and select or create the desired color.



### Description of each line in the Call Status Window

You will see the following information displayed on each line of the Call Status Window:

#### Line 1

The current Date and Time, Service Mode, and the Operator Name of the operator are displayed. The information given in this line will be displayed at all times. You can change the display formats of Date and Time (refer to 1.3.2 Display).

##### – Date

You can select one of the following date formats:

Format	Example
DD(day) MMM YYYY	26(WED) SEP 2003
MMM DD(day) YYYY	SEP 26(WED) 2003

##### – Time

You can select either 24-h time stamp or 12-h time stamp.

##### – Service Mode

You can select one of the following: Day, Night, Lunch, or Break (See 2.9.7 Time Service).

##### – Registered Operator Name of the current operator (See 3.1.2 Operator Registration).

#### Line 2

Login: Displays the Incoming Group number that the PC Console logs in.

Logout: Displays the Incoming Group number that the PC Console logs out.

#### Line 3 and Line 4

The status of the active call (line 3) and its caller information (line 4) are displayed. The contents of the caller information depends on whether it is outside or intercom.

- Idle  
There is no caller information.
- Talking/Ringing/Arriving/Holding/Hold Recall

- CO line call:  
Caller ID, Caller Name  
If the Caller ID does not include the name information, Caller Name registered in the Phone Book is displayed.
- Intercom call:  
Extension number, extension name
  
- IRNA  
**IRNA (Intercept Routing—No Answer)** is a PBX feature that redirects an incoming CO line call automatically to a specified destination if it is not answered within a programmed number of rings.
  - CO line call:  
Initial destination party's Caller ID, initial calling party's Caller Name
  - Intercom call:  
Initial destination party's extension number, initial calling party's extension name
  
- Transfer
  - CO line call:  
Transferring party's Caller ID, initial calling party's Caller Name
  - Intercom call:  
Transferring party's extension number, initial calling party's extension name
  
- Trans Recall (Transfer Recall)
  - CO line call:  
Recalling party's Caller ID, initial calling party's Caller Name
  - Intercom call:  
Recalling party's extension number, initial calling party's extension name

**Line 5**

Displays the DID (Direct Inward Dialing) number the operator dialed. The corresponding DID name will be displayed (max. 20 characters), if registered (refer to 3.1.7 DID Registration).

For example:

DID Name: Panasonic

**Line 6**

Operator's current operation with the active call is displayed. The display is retained until a new operation is initiated. The buttons listed below are found in the Function Key Screen (refer to 1.2.10 Function Key Screen), or in the Busy Operation dialogue box (refer to 2.5 When the Called Extension is Busy).

Buttons	Display Formats	Conditions
Make Call	Make Call-XXXXXXXX	X: the phone number or the extension number dialed (max. 32 digits).
Answer	Answer	
Transfer	Transfer-XXXXXXXX	X: the phone number or the extension number dialed (max. 32 digits).
Conference	Conference-XXXXXXXX	X: the phone number or the extension number dialed (max. 32 digits).

Buttons	Display Formats	Conditions
Park Retrieve	Park Retrieve-P	P: the parking zone number the call you retrieved had been parked (0-99).
Message	Message	
Group Page	Page-FFFGG	G: the paging group number. F: the feature number.
Redial	Make Call-XXXXXXXX	X: the phone number or the extension number dialed (max. 32 digits).
Pick Up	Pickup-DDDD	D: the extension number you dialed (max. 4 digits).
Speed	Speed-XXX	X: Speed Dial number dialed (max. 3 digits).
VM TRANS	VM Trans-DDDD	D: the voice mail extension number you dialed (max. 4 digits).
BSS	BSS-DDDD	D: the extension number you dialed (max. 4 digits).
BOVER	BOVER-DDDD	D: the extension number you dialed (max. 4 digits).
DOVER	DOVER-DDDD	D: the extension number you dialed (max. 4 digits).
2WAY REC	2 Way Recording-DDDD	D: the voice mail extension number you dialed.
EFA	EFA	
DOOR	Door Open	
Account	Account-XXXXXXXX	X: the account code you input (max. 10 digits).
DTMF TONE	DTMF TONE-DDDDD	D: "0-9", "*", "#", and "A" through "D" you input.
CMON	Call Monitor-DDDD	D: the extension number you dialed (max. 4 digits).

## 1.1.4 Incoming Call Screen

The Incoming Call Screen displays the maximum of 10 incoming calls. The information of each call is displayed as below in each column:

Call No.	Caller ID	Caller Name	Duration	Call Status	Call Details	DID Name
01	2555	Jack Walter	25s	Arrive		
02	1007	Sakura Gondawara	17s	Arrive		
03	3018	Mick Rian	1min 8s	Hold	Wait Sales dpt.	
04						
05						
06						
07						
08						
09						
10						

### Call No. Column

There are 3 ways to list the incoming calls in the PC Console: Call Type Arriving, Sequence Arriving, and DID Arriving. You can choose a different background color for each Call Types. To change the setting, refer to 1.3.1 Priority for the Call Type Arriving and Sequential Arriving, and refer to 3.1.7 DID Registration for the DID Arriving.

#### Receiving calls according to a preset priority

- **Call Type Arriving:**  
Calls are listed according to the priority setting.  
You can prioritize the calls by their Call Status; if more than one call has the same Call Status, the Duration determines the listing order.
- **DID Arriving:**  
Calls are listed according to the priority setting.  
You can prioritize the calls by a DID number a caller dialed; if more than one call arrives with the same DID number, the Duration determines the listing order.  
If you put the call in the Call Status Window on hold, it moves back to the position in the Incoming Call Screen as designated by the priority setting.

#### Receiving calls in the order of arrival

- **Sequential Arriving:**  
Call are listed in the order of arrival.  
Incoming calls arrive in the vacant positions from the top to bottom. A call moves to the Call Status Window at the time it is answered, and the position where the call was, will be taken over by the next lower call. For example, if there are 5 incoming calls, and you answer the call in Call No 03, the call in Call No 04 moves up to Call No 03, and the call in Call No 05 moves up to Call No 04.  
If you put the call in the Call Status Window on hold, it moves to the highest-numbered vacant position in the Incoming Call Screen.

### Caller ID Column

The Callers' IDs or extension numbers will be displayed for both outside and intercom callers. Nothing will be shown for an outside caller who has no corresponding Caller ID.

For calls with IRNA status, Transfer, or Transfer Recall (refer to **Call Status Column**), the following information will be displayed:

IRNA: Initial calling party's Caller ID will be shown.  
Transfer: Transferring party's Caller ID will be shown.  
Transfer Recall: Recalling party's Caller ID will be shown.

## Caller Name Column

The Callers' Names (if registered in the Phone Book) or extension names will be displayed for both outside and intercom calls.

For calls with IRNA status, Transfer, or Transfer Recall (refer to **Call Status Column**), the following information will be displayed:

IRNA: Initial calling party's Caller Name will be shown.  
Transfer: Transferring party's Caller Name will be shown.  
Transfer Recall: Recalling party's Caller Name will be shown.

## Duration Column

For each incoming call in the list, the PC Console counts the duration from when a call is made to when the call is disconnected.

The unit "min" stands for the number of minutes; the unit "s" for the number of seconds (for example, 1 min 48 s).

## Call Status Column

The following will be displayed depending on the Call Status.

- Arrive
- Hold
- IRNA
- Transfer
- Trans Recall
- Hold Recall

## Call Details Column

For calls with Transfer status, or Transfer Recall, the following information is displayed:

Transfer: Initial calling party's number and name will be shown.  
Transfer Recall: Initial calling party's number and name will be shown.  
Hold: The contents of a Text Memo will be shown, if set.

## DID Name Column

If a call arrives at with a DID number, the corresponding DID name will be displayed. To register the DID name, refer to 3.1.7 DID Registration.

## Call Status Icon

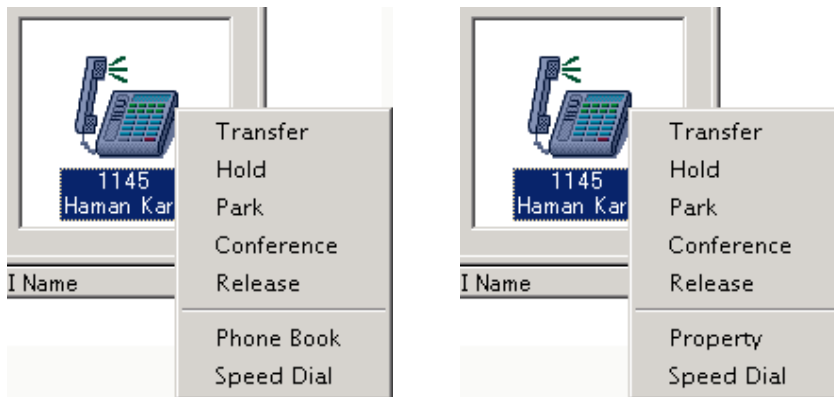
The Call Status Icon indicates the status of the call being handled in the Call Status Window. When the call is active, the caller's Caller ID and Caller Name will be displayed under the icon. The icon will disappear after a call has been released.

Drag and drop the Call Status Icon so as to accomplish the following:

- Onto the Incoming Group Screen to transfer the incoming call to another specified destination.
- Onto the Call Park Screen to park the incoming call automatically.

## Right-clicking the icon

Right-click the Call Status Icon to display the following while the Call Status is "Talking".



### **Note**

The menu depends on your Phone Book Address Type.  
Refer to 1.2.4 Phone Book Screen, and 3.1.8 Address Type Registration.

## 1.2 Working with the Screens

In addition to the Main Screen, the PC Console also offers several other screens which provide information about and access to various system features. Any changes you make to the display format, including resizing and positioning of the screen, will be retained when you open the screen next time. The PC Console offers the following screens:

- 1.2.1 Incoming Group Screen
- 1.2.2 Extension Group Screen
- 1.2.3 Trunk Group Screen
- 1.2.4 Phone Book Screen
- 1.2.5 Call Log Screen
- 1.2.6 Call Log History Screen
- 1.2.7 Speed Dial Screen
- 1.2.8 Call Park Screen
- 1.2.9 Feature Number Screen
- 1.2.10 Function Key Screen

## 1.2.1 Incoming Group Screen

The Incoming Group Screen contains all of the extensions of each Incoming Group, and PC Console-specific extension group. Using this screen, you can view the name, number, and status of each extension, as well as make or receive calls.

### Viewing the Incoming Group Screen

Click Group on the Tool Bar.



The PC Console retrieves the PBX data to provide information about the Incoming Groups and their extensions. The information on this screen will automatically be updated to reflect the most recent PBX data on the following occasions:

- When you start the PC Console.
- When you select Data from PBX in the Tool menu.

### Viewing the Information

The group names and numbers displayed in the tabs reflect the Incoming Group settings of your PBX. All extensions are displayed on a group-by-group basis. All extensions and all groups will be found on the All tab.

You have a choice of viewing the screen with large icons, small icons, or list (see 1.3.4 Incoming Group).

#### Icon View

Each extension is represented by an icon and a label.

- Label indicates the extension name and number in "Name(number)" format.  
For example: Anne(1011)

- The icon changes to reflect the status of the extension:
  - Idle
  - Ring
  - Busy
  - Logout
  - OUS (Out of Service)

You can sort the icons by either extension name or extension number in the Option setting (see 1.3.4 Incoming Group).

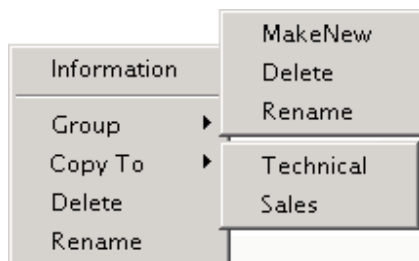
### List View

Each entry will have the following information:

- Extension number
- Extension name
- Status of the extension:
  - Idle
  - Ring
  - Busy
  - Logout
  - OUS (Out of Service)

You can sort the entries according to extension number, extension name, or status by clicking the column heading. Also, you can change the column width with your mouse.

### Right-clicking the Screen or Icon



- **Information:**  
Provides details about selected extension.
- **Make New (Group):**  
Makes a maximum of 10 PC Console-specific extension groups independently from your PBX. The dialogue box appears by clicking it. Name the group as you like. The PC Console-specific extension groups have nothing to do with the extension information of the PBX, and are available only within PC Console.
- **Delete (Group):**  
Deletes the desired PC Console-specific extension group. This is available only when you display the PC Console-specific extension group to which you belong. The confirmation dialogue box appears.
- **Rename (Group):**  
Renames the desired group except for "All". The information will not be reflected in the data of the PBX; this is only available within PC Console.

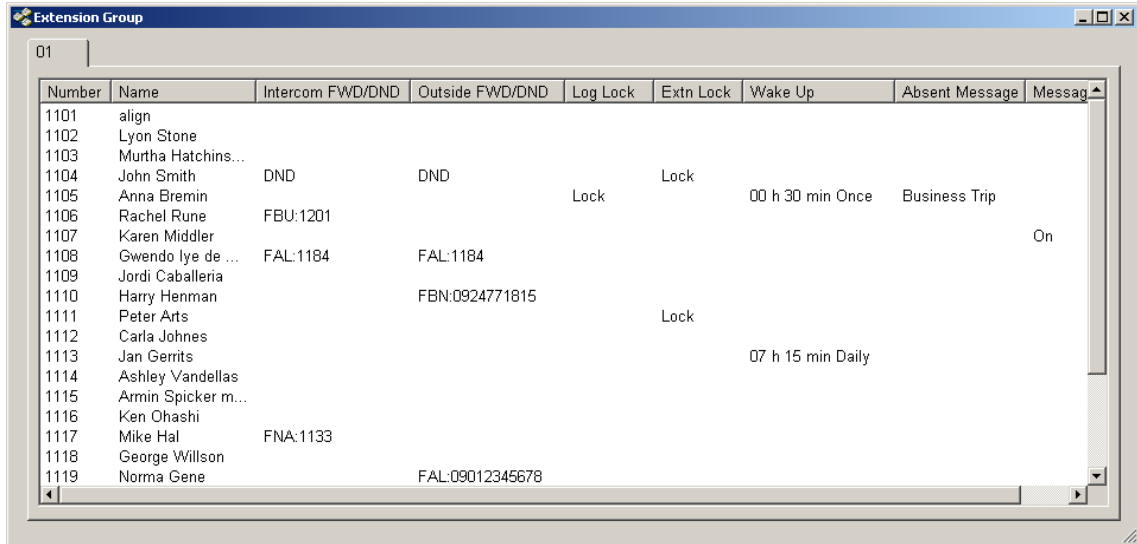
- **Copy to:**  
Copies an extension icon to the PC Console-specific extension group to which you are belonging: this copying destination appears only if you assigned a PC Console-specific extension group.
- **Delete:**  
Deletes the extension that has been copied to the PC Console-specific extension group to which you are belonging. Select the icon of an extension within that extension group.
- **Rename:**  
Renames the icon of an extension.

## 1.2.2 Extension Group Screen

The Extension Group Screen contains all extensions of each Extension Group. Each entry provides details about individual extension (for example, number, name, absent message, etc.). You can apply certain configurations to extensions from this screen.

### Viewing the Extension Group Screen

Click the arrow next to the Group button on the Tool Bar, and then Click Extension.



Number	Name	Intercom FWD/DND	Outside FWD/DND	Log Lock	Extn Lock	Wake Up	Absent Message	Message
1101	align							
1102	Lyon Stone							
1103	Murtha Hatchins...							
1104	John Smith	DND	DND		Lock			
1105	Anna Bremin			Lock		00 h 30 min Once	Business Trip	
1106	Rachel Rune	FBU:1201						On
1107	Karen Middler							
1108	Gwendo lye de ...	FAL:1184	FAL:1184					
1109	Jordi Caballeria							
1110	Harry Henman		FBN:0924771815					
1111	Peter Arts				Lock			
1112	Carla Johnes							
1113	Jan Gerrits					07 h 15 min Daily		
1114	Ashley Vandellas							
1115	Armin Spicker m...							
1116	Ken Ohashi							
1117	Mike Hal	FNA:1133						
1118	George Willson							
1119	Norma Gene		FAL:09012345678					

The PC Console retrieves the PBX data to provide information about the Extension Groups and their extensions. The information on this screen will automatically be updated to reflect the most recent PBX data on the following occasions:

- When you start the PC Console.
- When you select Data from PBX in the Tool menu.

### Viewing the Information

The extension numbers and names displayed on each of the tabs reflect the Extension Group setting of your PBX. All extensions are displayed on a group-by-group basis.

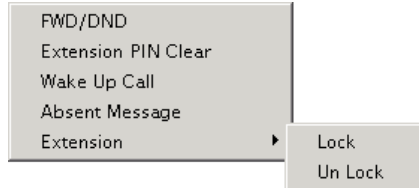
The table below describes the contents of the screen:

Column Name	Description
Number	Extension numbers. All extensions within the group are displayed.
Name	Extension names. All extensions within the group are displayed.
<ul style="list-style-type: none"> <li>• Intercom FWD/DND</li> <li>• Outside FWD/DND</li> </ul>	<p>FWD/DND setting.</p> <p><b>DND</b>—Refusing all calls.</p> <p><b>FAL:(destination number)</b>—Forwarding all calls.</p> <p><b>FBU:(destination number)</b>—Forwarding calls when the line is busy.</p> <p><b>FNA:(destination number)</b>—Forwarding calls when there is no answer.</p> <p><b>FBN:(destination number)</b>—Forwarding calls when the line is busy or there is no answer.</p>

Column Name	Description
Log Lock	"Lock" is displayed when the call log display is locked.
Extn Lock	"Lock" is displayed when outgoing call is locked.
Wake Up	Time and frequency of Wake Up Call is displayed if one is set. For example, if Wake Up Call is set everyday at 22:15, the display shows "22 h 15 min Daily"; if it is set once at 22:15, the display shows "22 h 15 min Once."
Absent Message	Absent message is displayed if the extension has one.
Message Waiting	"On" will be displayed when the operator sets the Message Waiting.

You can sort the entries by clicking the column heading. Also, you can change the width or positions of columns with your mouse.

### Right-clicking an Entry

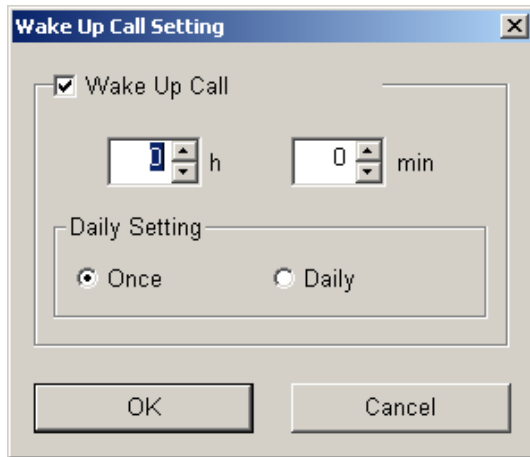


- **FWD/DND:**  
FWD: the calls will be forwarded to another extension or an outside telephone you specified.  
DND: the extension set with this feature appears busy to all incoming calls.  
For further information, refer to 2.9.1 FWD/DND Setting (Forwarding or Refusing Calls).
- **Extension PIN Clear:**  
Clears the Extension PIN (Personal Identification Number) of the extension you selected.

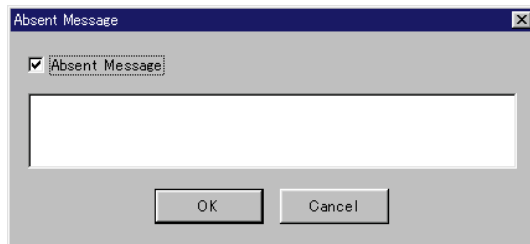
#### Note

This operation cancels the following:

- Call Log Display Lock
  - Live Call Screening (not available with the PC Console)
  - Remote Extension Control and Walking COS (not available with the PC Console)
  - Remote Extension Control and Walking COS using DISA (not available with the PC Console)
- a. Select Extension PIN Clear.
  - b. Click OK.
- **Wake Up Call:**  
Sets the Wake Up Call to occur on a daily basis or just one time.
    - a. Select Wake Up Call.



- b. Select Wake Up Call, and then specify the time.
  - c. Select Once to use it once, or Daily to use it everyday.  
To disable the setting, deselect the Wake Up Call.
- **Absent Message:**  
Sets or cancels the Absent Message for the desired extension.
  - a. Select Absent Message.



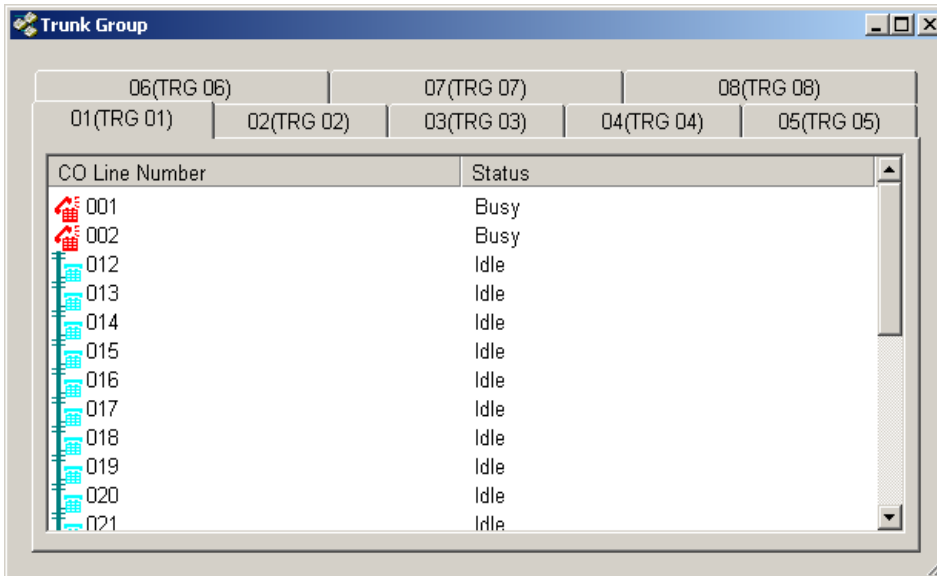
- b. Select Absent Message, and then type the message (max. 16 characters).  
To disable the setting, deselect the Absent Message.
- **Extension Lock/Unlock:**  
Locks the extension to prohibit outgoing CO line calls from that extension until it is unlocked.
  - a. Select Extension.
  - b. Click Lock or Unlock.

## 1.2.3 Trunk Group Screen

The Trunk Group Screen contains all CO lines in each Trunk Group. Each entry provides details about individual CO line, (for example, CO line number and status). You can seize CO lines and join in an existing conversation from this screen.

### Viewing the Trunk Group Screen

Click the arrow next to the Group button on the Tool Bar, and then click Trunk.



The PC Console retrieves the PBX data to provide information about the Trunk Groups and their CO line numbers. The information on this screen will automatically be updated to reflect the most recent PBX data on the following occasions:

- When you start the PC Console.
- When you select Data from PBX in the Tool Menu.

### Viewing the Information

The group numbers and names displayed on each of the tabs reflect the Trunk Group setting of your PBX. All CO lines are displayed on a group-by-group basis.

The table below describes the contents of the screen:

Column Name	Description
CO Line Number	CO line numbers in ascending order. The icons change to reflect the status of the CO line.
Status	Status of the CO line (OUS [Out of Service], Idle, Busy, or Hold).

You can change the column width with your mouse.

### Seizing a CO Line

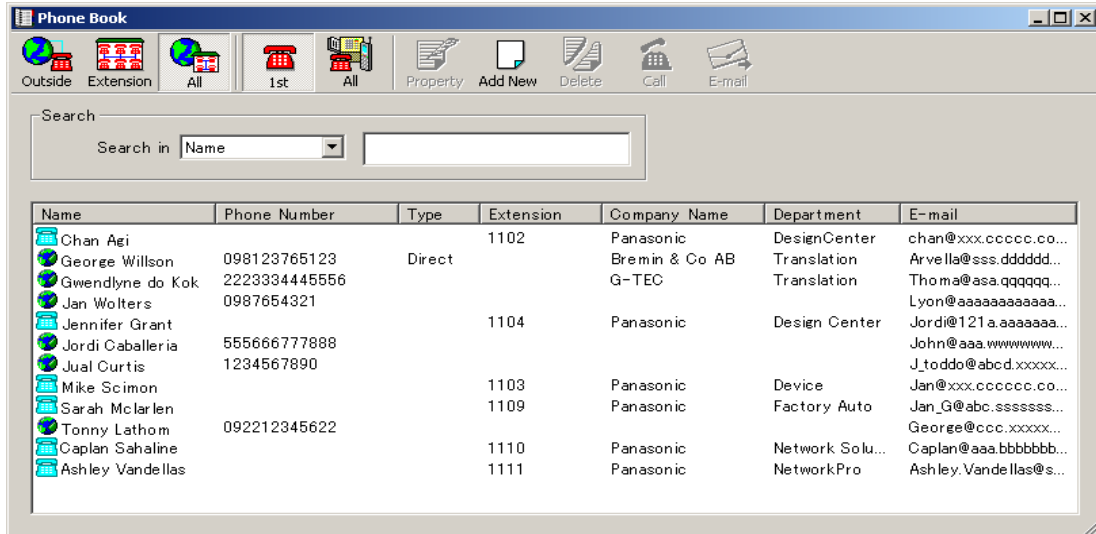
- Double-click the desired idle CO line.  
See 2.1.2 Making a CO Line Call for how to make a call.

## 1.2.4 Phone Book Screen

The Phone Book is a common database used by all registered operators of the PC Console. Each record provides details about individuals (for example, name, telephone number, address, etc.). You can make calls and send e-mail messages from this screen.

### Viewing the Phone Book Screen

Click Phone Book on the Tool Bar.



Information registered in the Phone Book is displayed. You can sort the entries by clicking any of the column headings. Also, you can change the width and positions of columns with your mouse.

### Adding New Records to Your Phone Book

- a. Click Add New on the Tool Bar.

b. Specify the information using the following table as a guide.

**Name Tab**

Assigns individual information such as phone number and name. (See above to view the image.)

Entry	Description	Max. Character
Extension/Outside/Doorphone	Specifies if the record is an extension, outside, or doorphone record.	
Nickname	Name to be displayed in the list. The name specified here will have the first priority when identified, for example, when you receive the call from the person who was registered in your Phone Book, this Nickname will be displayed.	32
Last Name	Last name	32
First Name	First name	32
E-mail	E-mail address.	32
Access Number	CO line access number to be added to the beginning of the registered phone number automatically when making a call using the Phone Book. The automatic line access number assigned to your PBX is set in the default status. Applicable for Outside record.	7
1st Phone No.	1st telephone number. Applicable for Outside record.	32

Entry	Description	Max. Character
Type	Shows the following information depending on the phone number type: <b>Main</b> —indication phone number of the person (for example, a switchboard). <b>Direct</b> —phone number when a call is directed to a specific outside party (for example, a DID number). <b>Cellular</b> —cellular phone number. <b>Auto Attend</b> —Automated Attendant. When accessing the desired extension simply by pressing a one digit number according to a greeting message. <b>Other</b> —other phone number.	
Additional Number (for your reference)	Extension number in case you only know the switchboard number when you want to be directed to a specific person.	6
Doorphone Number	Doorphone number. Applicable for Doorphone record.	2
Extension Number	Extension number. Applicable for Extension record.	4
2nd Phone No.	2nd telephone number information (Access Number, Type, and Phone Number).	
3rd Phone No.	3rd telephone number information (Access Number, Type, and Phone Number).	

### Company Tab

Assigns information about the company.

The screenshot shows a dialog box titled "Add Phone Book" with a close button (X) in the top right corner. It has three tabs: "Name", "Company", and "Popup". The "Company" tab is selected. The dialog contains the following input fields:

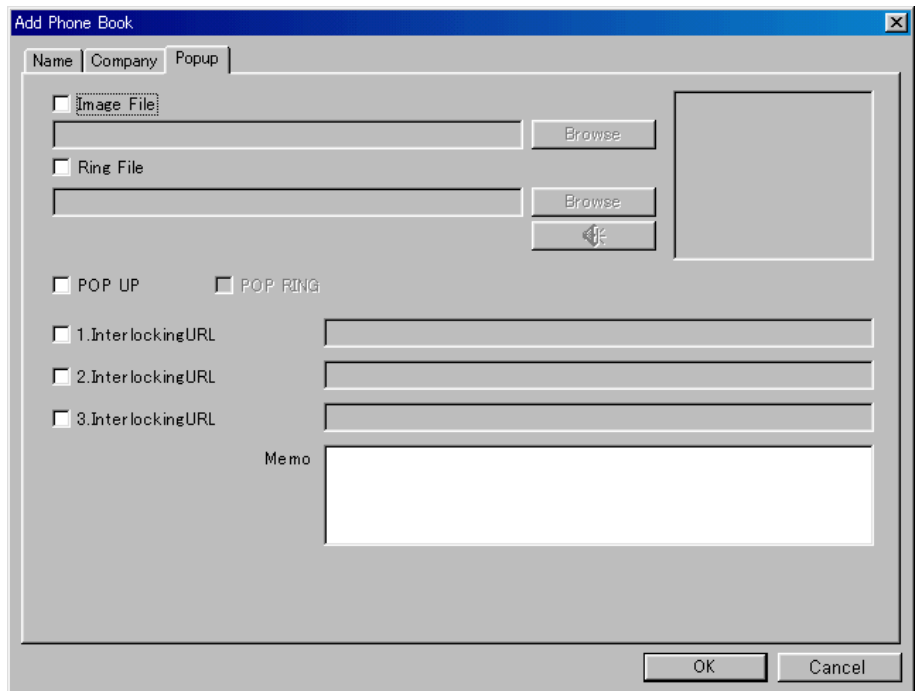
- Company Name
- Department
- Section
- Address
- Postal Code
- FAX

At the bottom right, there are two buttons: "OK" and "Cancel".

Entry	Description	Max. Character
Company Name	Name of the company.	64
Department	Name of the department.	64
Section	Name of the section.	64
Address	Main address.	128
Postal Code	Postal code.	16
Fax	Fax number.	32

**Popup Tab**

Specify an image file or ring file for the Pop-up and/or Phone Book screens.



Entry	Description
Image File	Image for Phone Book Property and Pop-up screens. See <b>Specifying the Image and Ring Files</b> in this section.
Ring File	Ring file for Pop Ring. See <b>Specifying the Image and Ring Files</b> in this section.
POP UP	Enables/disables the use of Pop-up Screen. See 2.8.2 Using the Pop-up Screen.
POP RING	Enables/disables the use of Pop Ring. See 2.8.2 Using the Pop-up Screen.

Entry	Description
InterlockingURL	<p>Specifies a URL to reach, or a directory to open, when receiving a call. This functions independently without interlocking the Pop-up screen.</p> <p>If you assign more than one address, all of them will be activated simultaneously.</p> <p>You can automatically close the browsers only by releasing the call.</p> <p>See 1.3.2 Display.</p> <p><b>For a convenient use</b></p> <p>This is convenient, for example, to open a schedule by assigning the file directory to the corresponding Phone Book record, or to use your PC as an interface of video telephone (if the caller uses an IP network camera, and if you assigned his IP address to the corresponding record, the picture image through the camera will be opened automatically when receiving a call).</p>
Memo	<p>Memo to be viewed on the Phone Book Property dialogue box.</p> <p>See <b>Viewing and Modifying Properties</b> in this section.</p>

- c. Click OK to add the record.  
 When you are modifying a record (see **Viewing and Modifying Properties** in this section), click OK to save the changed data.

### Specifying the Image and Ring Files

You can specify an image and ring file for any individual record registered in the Phone Book.

- The image file determines the image to be displayed on the Pop-up and Phone Book Property screens.
- The ring file determines the sound that rings (Pop Ring) when the Pop-up Screen displays.

For more information, refer to 2.8.2 Using the Pop-up Screen.

#### **Note**

Be sure to record a ring file with Microsoft® Sound Recorder that is installed as standard on PC, or with any application software that supports WAV-format file.

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- a. Click Popup tab.
- b. Select Image File or Ring File.
- c. Click Browse, and select the desired file.  
 Valid file types are as follows:

- Image File:** BMP file (fileName.bmp)  
TIFF file (fileName.tif or fileName.tiff)  
PCX file (fileName.pcx)  
JPEG file (fileName.jpg or fileName.jpeg)
- Ring File:** WAV file (fileName.wav)

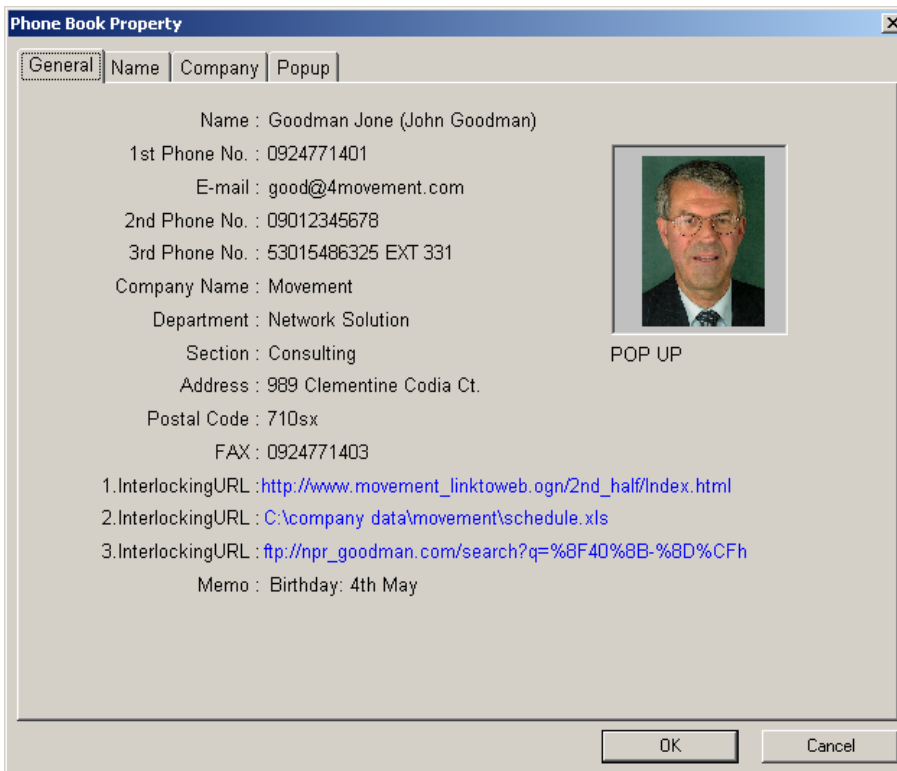
- d. Click Open.

You can listen to the Pop Ring sound by clicking .

## Viewing and Modifying Properties

You can view and/or modify the registered information of any person in the Phone Book.

- Select the desired record.
- Click Property on the Tool Bar.



The screenshot shows a dialog box titled "Phone Book Property" with a close button (X) in the top right corner. It has a tabbed interface with "General" selected. The fields are as follows:

Field	Value
Name	Goodman Jone (John Goodman)
1st Phone No.	0924771401
E-mail	good@4movement.com
2nd Phone No.	09012345678
3rd Phone No.	53015486325 EXT 331
Company Name	Movement
Department	Network Solution
Section	Consulting
Address	989 Clementine Codia Ct.
Postal Code	710sx
FAX	0924771403
1. InterlockingURL	<a href="http://www.movement_linktowebo.ogn/2nd_half/Index.html">http://www.movement_linktowebo.ogn/2nd_half/Index.html</a>
2. InterlockingURL	<a href="C:\company data\movement\schedule.xls">C:\company data\movement\schedule.xls</a>
3. InterlockingURL	<a href="ftp://npr_goodman.com/search?q=%8F40%8B-%8D%CFh">ftp://npr_goodman.com/search?q=%8F40%8B-%8D%CFh</a>
Memo	Birthday: 4th May

On the right side of the dialog, there is a portrait photo of a man with glasses and a suit, labeled "POP UP". At the bottom of the dialog are "OK" and "Cancel" buttons.

- If you want to modify the information, refer to **Adding New Records to Your Phone Book** for instructions.

## Exporting the Phone Book Records

You can export the Phone Book as a CSV (Comma Separated Value)-format file. No other formats are available.

- Click Phone Book—Export in the File menu (on the Main Screen).
- Name the file, and save it to the desired location.

## Importing the Phone Book Records

You can import the records that are in a CSV-format file to the Phone Book.

- a. Export the Phone Book records as a CSV-format file.
- b. Edit the exported CSV-format file with an application program (for example, Microsoft Excel).
- c. Click Phone Book—Import in the File menu (on the Main Screen).
- d. Select the file to import, and click Open.

### Notice

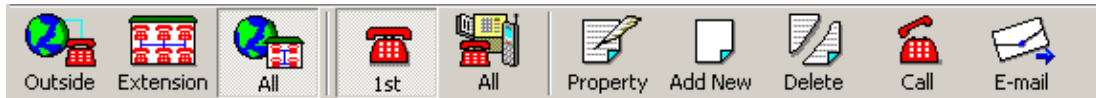
- The imported records will overwrite the current Phone Book records.
- When editing the exported CSV-format file, do not make any changes to the columns, or the entries may not be placed properly in the Phone Book.

## Deleting the Records

- a. Select the desired record.
- b. Click Delete on the Tool Bar.
- c. Click OK or Cancel.

## Tool Bar

You can easily access some features by using the Tool Bar.



- **Outside:**  
Displays only non-extension users (CO line users).
- **Extension:**  
Displays only extension users.
- **All:**  
Displays extension users, CO line users, and doorphone records.
- **1st:**  
Displays the 1st phone numbers.
- **All:**  
Displays all registered phone numbers (1st, 2nd, and 3rd).
- **Property:**  
Displays the registered information of any specified person in the Phone Book.  
If you want to modify the information, refer to **Adding New Records to Your Phone Book** for instructions.
- **Add New:**  
Adds a new record to the Phone Book. Refer to **Adding New Records to Your Phone Book** for detailed information.
- **Delete:**  
Deletes the specified record.
- **Call:**

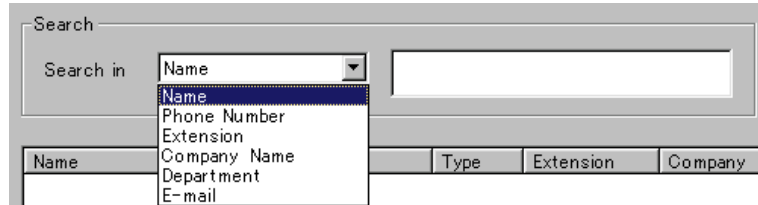
Makes a call to the desired destination.

- **E-mail:**

Sends an e-mail message to the specified destination. See 2.8.1 Using the Memo Applications.

### Searching for records

You can search the Phone Book for a specific record by the following categories:



- a. Select the search category from the list in the Search in field.
- b. Type the search entry in the field next to the Search in field.  
The list reflects the search results each time you type a single character.

## Outlook Integration

You can use the Microsoft Outlook® Address Book instead of the PC Console-specific Phone Book. The following topics in this section describe how to integrate Outlook Address Book with your PC Console.

Under the Outlook Integration, you cannot use the features provided by the PC Console-specific Phone Book, such as the Pop-up and Interlocking URL features.

### Trademarks

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- All other trademarks identified herein are the property of their respective owners.

### Note

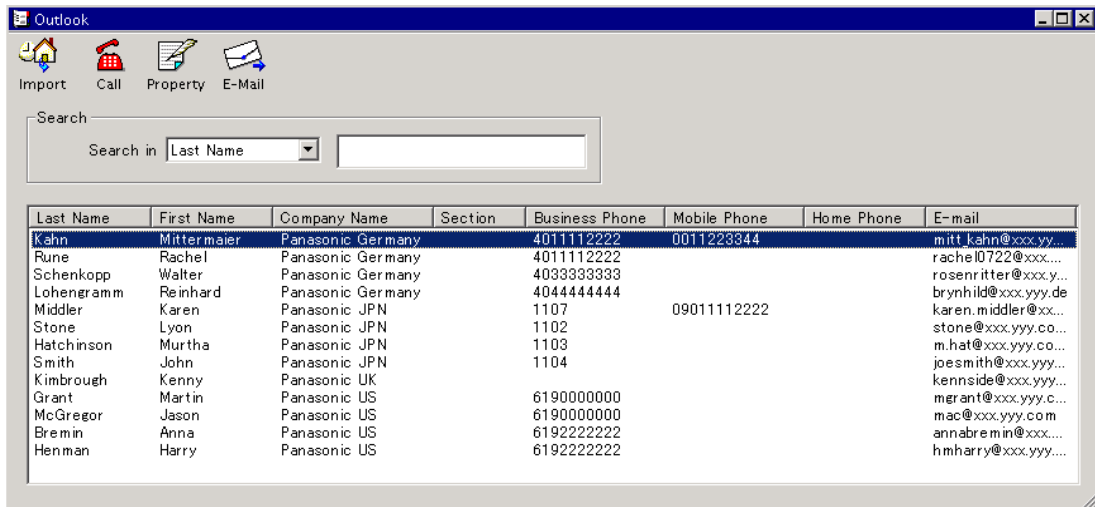
Screen shots reprinted with permission from Microsoft Corporation.

## Specifying the Outlook Address Book as the Phone Book

The PC Console-original Phone Book is specified in the default setting. To change the setting, refer to 3.1.8 Address Type Registration.

## Viewing the Outlook Screen

Click Phone Book on the Tool Bar.



Information registered in the Outlook Address Book is displayed. You can sort the entries by clicking any of the column headings. Also, you can change the width and positions of columns with your mouse.

## Importing the Records of Outlook Address Book

You need to import the records of Outlook Address Book to your PC Console. The PC Console does not support making and editing new records, but just retrieves the data in your Address Book when previewing it on the user interface of the PC Console.

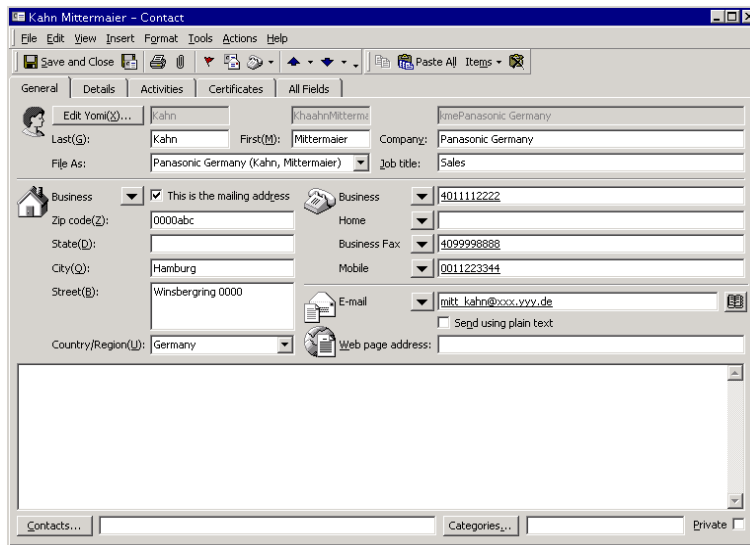
- a. Click Import on the Tool Bar.
- b. Click Yes.

You can set the PC Console so as to fetch the data in your Address Book every time you start the PC Console. See 3.1.8 Address Type Registration.

## Modifying the Records

- a. Select the desired records.
- b. Click Property on the Tool Bar.

## 1.2 Working with the Screens



c. Modify the contents depending on your needs.

### Note

- The user interface may vary depending on the OS.
- Every time you modify the record, you must import them in order to reflect the current data to your PC Console.

## Tool Bar

You can easily access some features by using the Tool Bar.



- **Import:**  
Imports the records of Outlook Address Book.
- **Call:**  
Makes a call to the desired destination.
- **Property:**  
Displays the registered information of any specified person in the Outlook Address Book. See **Modifying the Records**.
- **E-mail:**  
Sends an e-mail message to the specified destination. See 2.8.1 Using the Memo Applications.

## 1.2.5 Call Log Screen

The Call Log Screen contains a list of incoming/outgoing intercom and CO line calls, along with their detailed information. The maximum number of the calls on the list can be determined in 1.3.3 Call Log. If the Call Log entry exceeds the maximum number you assigned, the Call Log information will be put in the Call Log History if Automatic Log File Save has been enabled (see 1.2.6 Call Log History Screen). Otherwise, the log entries will be deleted sequentially, starting with the oldest one. As well as monitoring the calls, you can also perform other operations on this screen.

### Viewing the Call Log Screen

Click Call Log on the Tool Bar.



Log Type	Start Time	Disconnection Time	Phone Num...	Caller Name	Duration	Ring	Call Condition	Call Details	Memo
→ Intercom	02/24/2003 19:19:15	02/24/2003 19:19:34	1104	John Smith	2s	17s	Park	1	
Wrap-up Ready	02/24/2003 19:19:34								
→ Intercom	02/24/2003 19:19:40	02/24/2003 19:19:50	1107	Karen Middler	0s	10s	No Answer		
→ Intercom	02/24/2003 19:19:44	02/24/2003 19:19:52	1104	John Smith	0s	8s	No Answer		
Wrap-up Ready	02/24/2003 19:19:52								
Group01 Log-in	02/24/2003 19:21:22								
→ Intercom	02/24/2003 19:21:26	02/24/2003 19:21:33	1107	Karen Middler	4s	3s	Park	0	
Wrap-up Ready	02/24/2003 19:21:34								
→ Intercom	02/24/2003 19:21:38	02/24/2003 19:21:45	1104	John Smith	3s	5s	Park	1	
Wrap-up Ready	02/24/2003 19:21:46								
→ Intercom	02/24/2003 19:21:49	02/24/2003 19:21:58	1108	Gwendo Iye de ...	4s	5s	Park	2	
Wrap-up Ready	02/24/2003 19:21:59								
→ Intercom	02/24/2003 19:22:34	02/24/2003 19:22:38	1107	Karen Middler	0s	4s	No Answer		
Wrap-up Ready	02/24/2003 19:22:38								
→ Intercom	02/24/2003 19:22:45	02/24/2003 19:22:49	1104	John Smith	0s	4s	No Answer		
Wrap-up Ready	02/24/2003 19:22:49								
→ Intercom	02/24/2003 19:22:57	02/24/2003 19:23:00	1108	Gwendo Iye de ...	1s	2s			
Wrap-up Ready	02/24/2003 19:23:00								
← Intercom	02/24/2003 19:26:52	02/24/2003 19:26:59	1107	Karen Middler	0s	4s	No Answer		
Wrap-up Ready	02/24/2003 19:26:59								
← Intercom	02/24/2003 19:27:01	02/24/2003 19:29:28	1107	Karen Middler	2min 20s	2s			
Wrap-up Ready	02/24/2003 19:29:28								

### Viewing the Information

The table below describes the contents of the screen:

Column Name	Description
Log Type	<p>Type of logged information. The icons change to indicate incoming and outgoing calls. Text information provides the following information:</p> <ul style="list-style-type: none"> <li>→ —received calls.</li> <li>← —made calls.</li> <li>Wrap up-Ready/Not Ready—your Wrap up status.</li> <li>Group(number)-Login/Logout—your Login/Logout status to specific Incoming Group(s).</li> <li>Local Alarm—reception of a Local Alarm.</li> </ul> <p>To specify the types of information to log, refer to 1.3.3 Call Log.</p>

Column Name	Description
Start Time	Time and date at which a call arrives in or goes out from the PC Console. For example, if a call has arrived at 11:20 AM on Jan. 1st 2003, the display will be as follows: 1/1/2003 11:20:00
Disconnection Time	Time and date at which the status of a call becomes other than "Talking" (except for when you put the call on hold). For example, if a call has disconnected at 11:20 AM on Jan. 1st 2003, the display will be as follows: 1/1/2003 11:20:00 Disconnection time determines the sort order of the log entries.
Phone Number	<ul style="list-style-type: none"> <li>• Caller ID (or CO line number, if Caller ID is not available) for incoming calls.</li> <li>• Dialed outside telephone or extension number for outgoing calls.</li> </ul>
Caller Name	<ul style="list-style-type: none"> <li>• Caller Name (if registered in the Phone Book) for CO line and intercom calls.</li> <li>• Extension Names for intercom calls.</li> </ul>
Duration	Duration that a line is being active; from the time a call is received until the line is disconnected.
Ring	Ringing time. Time stops counting at the time of answering the call.
Call Condition	The following will be displayed for logs of calls (no information will be displayed when the call is answered and released by an operator). <ul style="list-style-type: none"> <li>• <b>Transfer</b>—when the call is transferred to another person.</li> <li>• <b>Park</b>—when the call is placed in system parking zone.</li> <li>• <b>No Answer</b>—when the caller hangs up unanswered.</li> <li>• <b>Pickup</b>—when the call is picked up by another extension.</li> </ul>
Call Details (depending on Call Condition)	<ul style="list-style-type: none"> <li>• Destination extension or outside telephone number when transferred.</li> <li>• Parking zone number when parked.</li> </ul>
Memo	The contents of a Text Memo, or the file name of a Voice Memo. <ul style="list-style-type: none"> <li>• If the both Memos are left for one call, the column displays the contents of the Text Memo.</li> <li>• If more than one Text Memo or Voice Memo is left for one call, you can view or open the most recently saved one.</li> </ul>

## Tool Bar

You can easily access some features by using the Tool Bar.



- **Phone Book:**  
Applies the corresponding information of the specified call to your Phone Book. See **Adding New Records to Your Phone Book** in 1.2.4 Phone Book Screen.
- **Speed Dial:**  
Applies the corresponding phone number of the specified call to the Speed Dial. See **Adding New Speed Dial Numbers** in 1.2.7 Speed Dial Screen.

- **E-mail:**  
Sends an e-mail message to the specified destination. See **Sending the Memo by E-mail** in 2.8.1 Using the Memo Applications.
- **Save:**  
Saves the call log entries as a Call Log History file. See 1.2.6 Call Log History Screen and 1.3.3 Call Log.
- **Memo Open:**  
Opens the Text Memo or Voice Memo attached.
- **Call:**  
Makes a call to the specified destination.

**Note**

When using the Outlook Integration, the Property button will be active instead of the Phone Book button as below.



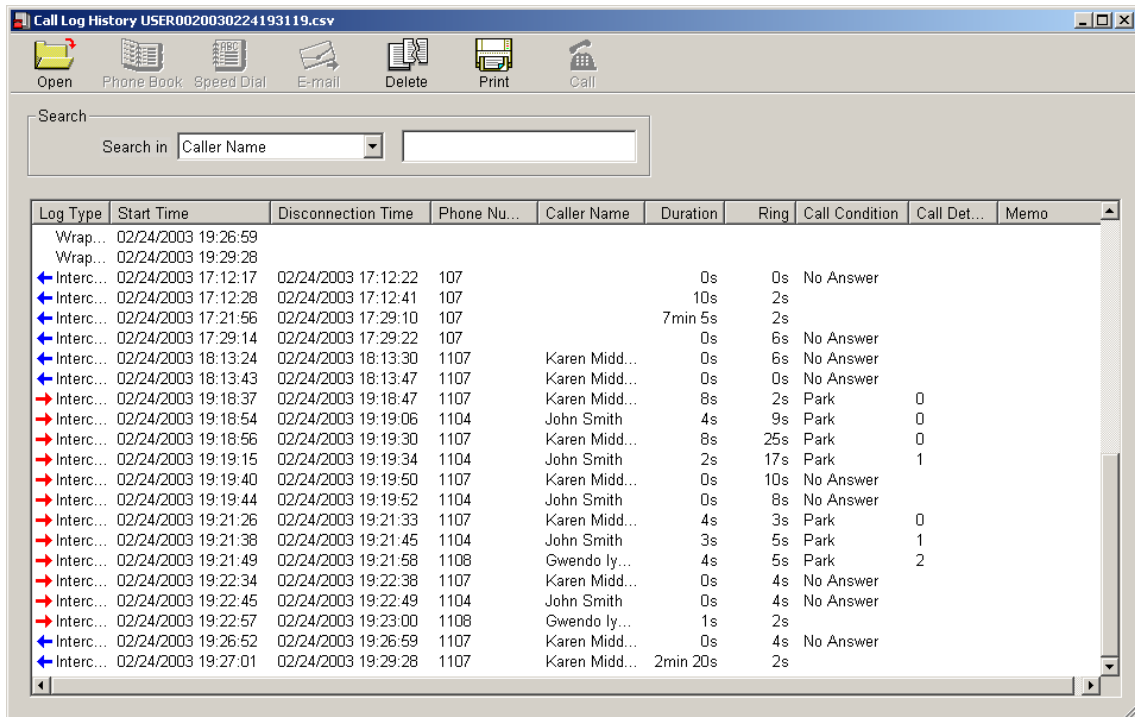
- **Property:**  
Displays the registered information of any specified person in the Outlook Address Book. See **Modifying the Records** in 1.2.4 Phone Book Screen.

## 1.2.6 Call Log History Screen

The Call Log History Screen is used to view the contents of any previously saved Call Log History file. In addition to the basic operations possible from the Call Log Screen, you will be able to open the Call Log History file, delete log entries, search the list for specific log entries, and print all the log information using this screen.

### Viewing the Call Log History Screen

Click the arrow next to the Call Log button on the Tool Bar, and then click Call Log History.



By default, the screen opens with the contents of the most recent log file. To view the contents of another previously saved log file, click Open on the Tool Bar, and then select the desired file.

### Viewing the Information

For details about the information in this screen, refer to **Viewing the Information** in 1.2.5 Call Log Screen. (Unlike in the Call Log Screen, you can sort the entries by clicking any of the column headings.)

### Tool Bar

You can easily access some features by using the Tool Bar.

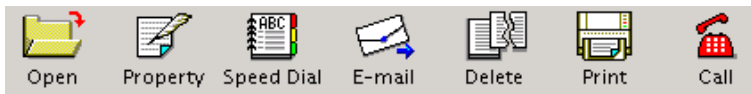


- **Open:**

- Opens another previously saved Call Log History file.
- **Phone Book:**  
Applies the corresponding information of the specified call to your Phone Book. See **Adding New Records to Your Phone Book** in 1.2.4 Phone Book Screen.
- **Speed Dial:**  
Applies the corresponding phone number of the specified call to the Speed Dial. See **Adding New Speed Dial Numbers** in 1.2.7 Speed Dial Screen.
- **E-mail:**  
Sends an e-mail message to the specified destination. See **Sending the Memo by E-mail** in 2.8.1 Using the Memo Applications.
- **Delete:**  
Deletes the specified entry you selected.
- **Print:**  
Prints out the entry contents of the screen.
- **Call:**  
Makes a call to the specified destination.

### Note

When using the Outlook Integration, the Property button will be active instead of the Phone Book button as below.



- **Property:**  
Displays the registered information of any specified person in the Outlook Address Book. See **Modifying the Records** in 1.2.4 Phone Book Screen.

### Searching for entries

You can search the Call Log History Screen for a specific record by the following categories:



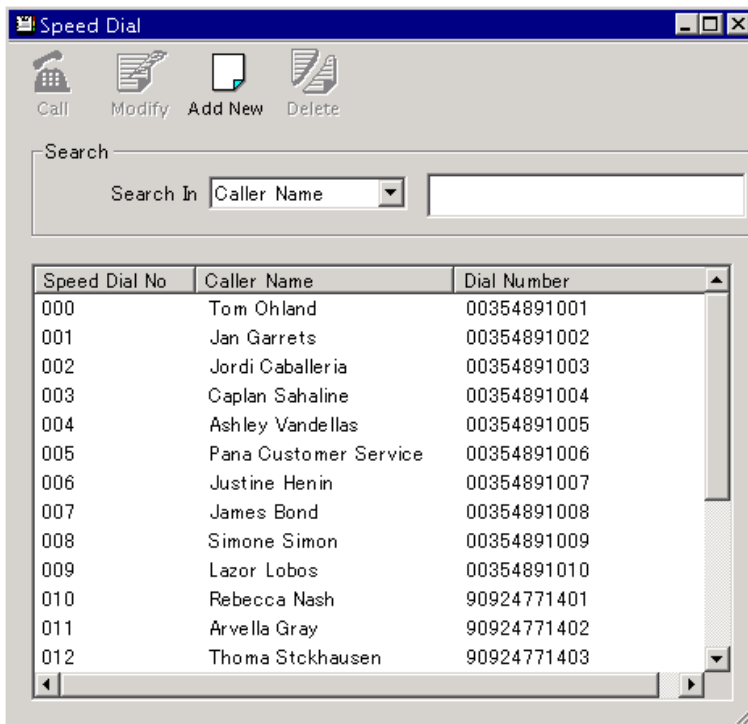
- Select the search category from the list in the Search in field.
- Type the search entry in the field next to the Search in field.  
The list reflects the search results each time you type a single character.

## 1.2.7 Speed Dial Screen

The Speed Dial Screen contains all speed dials and their corresponding Caller Names and Dial Numbers. Every change you make in this screen will also be applied to the data in your PBX. In addition to creating new records and searching the list, you can also make calls from this screen. See 2.1.1 Making an Intercom Call and 2.1.2 Making a CO Line Call to see how to make a call with the Speed Dial Number.

### Viewing the Speed Dial Screen

Click [Speed Dial](#) on the Tool Bar.



The PC Console retrieves the PBX data to provide information about the Speed Dial numbers along with their corresponding caller names and telephone numbers. The information on this screen will automatically be updated to reflect the most recent PBX data on the following occasions:

- When you start the PC Console.
- When you select [Data from PBX](#) in the [Tool](#) Menu.

### Viewing the Information

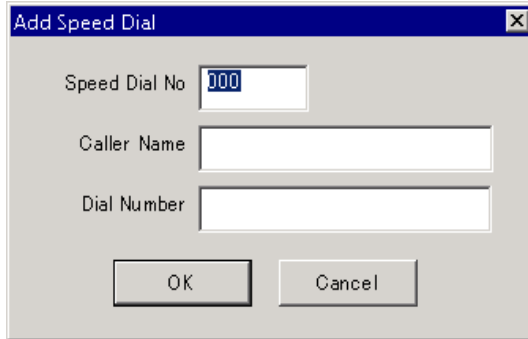
The table below describes the contents of the screen:

Column Name	Description
Speed Dial No.	Speed Dial numbers. You can assign up to 1000 (000-999) Speed Dials.
Caller Name	Corresponding Caller Name.
Dial Number	Corresponding Dial Number.

You can sort the entries by clicking any of the column headings. You can also change the column width with your mouse.

## Adding New Speed Dial Numbers

- a. Click Add New on the Tool Bar.



- b. Fill up the Speed Dial No, Caller Name, and Dial Number fields.

### Notes

- The smallest vacant number will automatically be shown in the Speed Dial No field.
  - When assigning an outside telephone number, be sure to add a CO line access number to the beginning of the phone number.
- c. Click OK.

## Modifying the Entry

- a. Select the desired entry.
- b. Click Modify on the Tool Bar.
- c. Modify the contents depending on your needs.

## Tool Bar

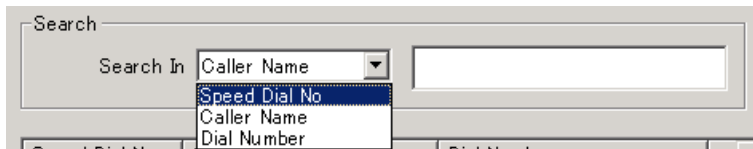
You can easily access some features by using the Tool Bar.



- **Call:**  
Makes a call with the specified Speed Dial Number.
- **Modify:**  
Opens the specified record so as to modify it.
- **Add New:**  
Adds a new record to the table of Speed Dial Number.
- **Delete:**  
Deletes the specified entry.

### Searching for entries

You can search the Speed Dial Screen for a specific record by the following categories:



The screenshot shows a search interface with a 'Search' label at the top left. Below it, there is a 'Search In' dropdown menu currently set to 'Caller Name'. A list of search categories is displayed below the dropdown: 'Speed Dial No' (highlighted), 'Caller Name', and 'Dial Number'. To the right of the dropdown is a text input field for the search entry.

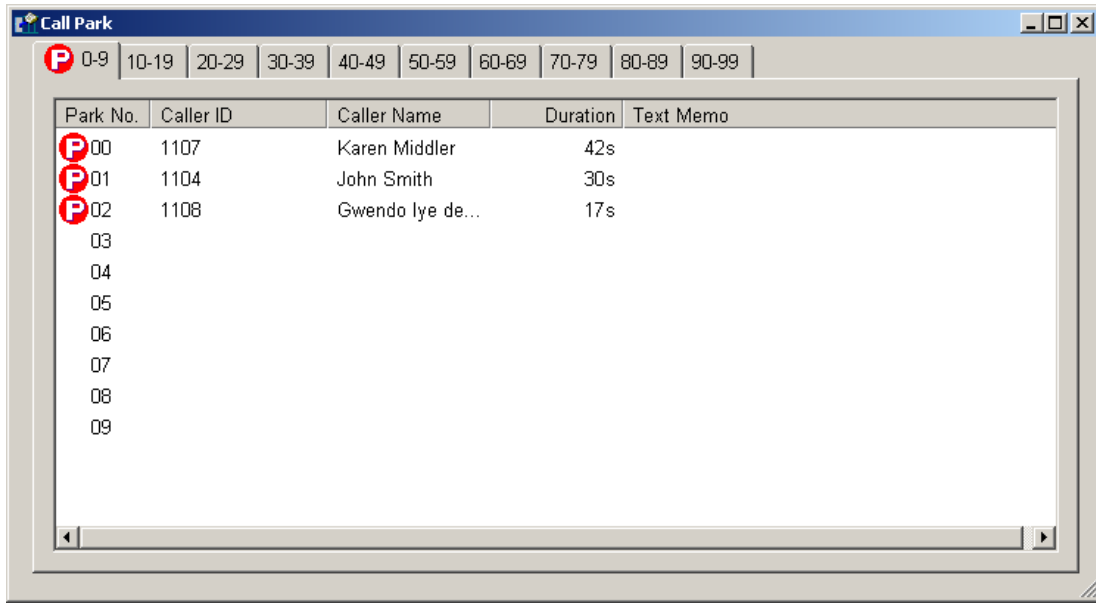
- a. Select the search category from the list in the Search in field.
- b. Type the search entry in the field next to the Search in field.  
The list reflects the search results each time you type a single character.

## 1.2.8 Call Park Screen

The Call Park Screen contains 100 parking zones broken into 10 groups. You can answer call in any parking zone from this screen.

### Viewing the Call Park Screen

Click Call Park on the Tool Bar.



An icon appears on the tab for the group in which there is a call been parked.

### Viewing the Information

The table below describes the contents of the screen:

Column Name	Description
Park No.	Parking zone number. An icon appears on the left of the number to indicate that a call has been parked by an operator.
Caller ID	Parked caller's Caller ID (if Caller ID is not available, the CO line number).
Caller Name	Parked caller's Caller Name (if registered in the Phone Book).
Duration	Time during which the call is left unretrieved in the parking zone. (For calls that had existed in the parking zone before you started the PC Console, the column will start counting the duration at the time you start the PC Console.)
Text Memo	The contents of the Text Memo (if attached when parking).

You can change the column width with your mouse.

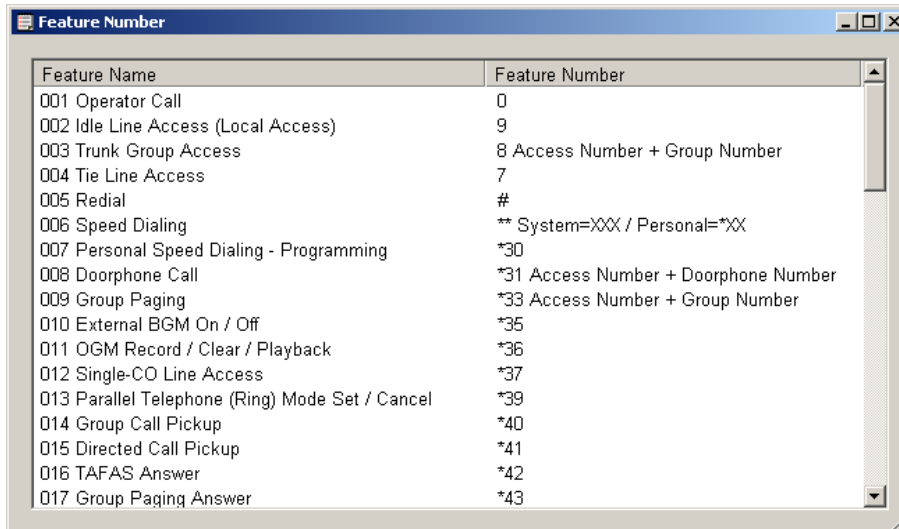
For detailed information to park a call, refer to 2.3.5 Call Park (Holding in System Parking Zone).

## 1.2.9 Feature Number Screen

The Feature Number Screen contains feature numbers and their corresponding feature names. This screen is available only for reference. No operation can be performed from this screen.

### Viewing the Feature Number Screen

Click Feature Num on the Tool Bar.



Feature Name	Feature Number
001 Operator Call	0
002 Idle Line Access (Local Access)	9
003 Trunk Group Access	8 Access Number + Group Number
004 Tie Line Access	7
005 Redial	#
006 Speed Dialing	** System=XXX / Personal=*XX
007 Personal Speed Dialing - Programming	*30
008 Doorphone Call	*31 Access Number + Doorphone Number
009 Group Paging	*33 Access Number + Group Number
010 External BGM On / Off	*35
011 OGM Record / Clear / Playback	*36
012 Single-CO Line Access	*37
013 Parallel Telephone (Ring) Mode Set / Cancel	*39
014 Group Call Pickup	*40
015 Directed Call Pickup	*41
016 TAFAS Answer	*42
017 Group Paging Answer	*43

The PC Console retrieves the PBX data to provide information about the feature numbers and their corresponding feature names. The information on this screen will automatically be updated to reflect the most recent PBX data on the following occasions:

- When you start the PC Console.
- When you select Data from PBX in the Tool Menu.

### Viewing the Information

The table below describes the contents of the screen:

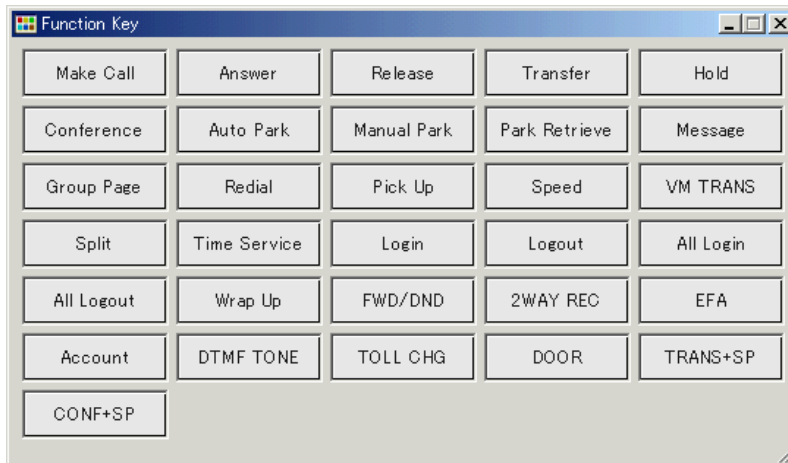
Column Name	Description
Feature Name	Feature names. Displayed in the order of settings in your PBX.
Feature Number	Feature numbers and, if required, additional dialing numbers.

## 1.2.10 Function Key Screen

The Function Key Screen contains all available function keys of the PC Console, which provide one-touch operation of certain system functions.

### Viewing the Function key Screen

Click Function Key on the Tool Bar.



You can access various system features from this screen. For a brief description of each button, refer to 2.10 Feature List.

### Customizing the Screen

You can position the buttons according to your needs and change the background colors of the buttons.

- To change the position of a button:  
Drag a button to the desired position and drop.
- To change the background colors of the buttons:  
Right-click a button and select the desired color from the list.

## 1.3 Option Settings

You can customize the PC Console functions. For example, you can change the initial settings for your convenience.

Your customization will not affect other operators; each operator can have different settings.

## 1.3.1 Priority

You can specify how to list incoming calls in the Incoming Call Screen depending on the following 3 criteria. That is; 1. Call Type; 2. Sequence; 3, DID number.

For detailed information, refer to **Call No. Column** in 1.1.4 Incoming Call Screen.

### Specifying the Priority

- a. Click Option in the Tool Menu.
- b. Click the Priority tab.

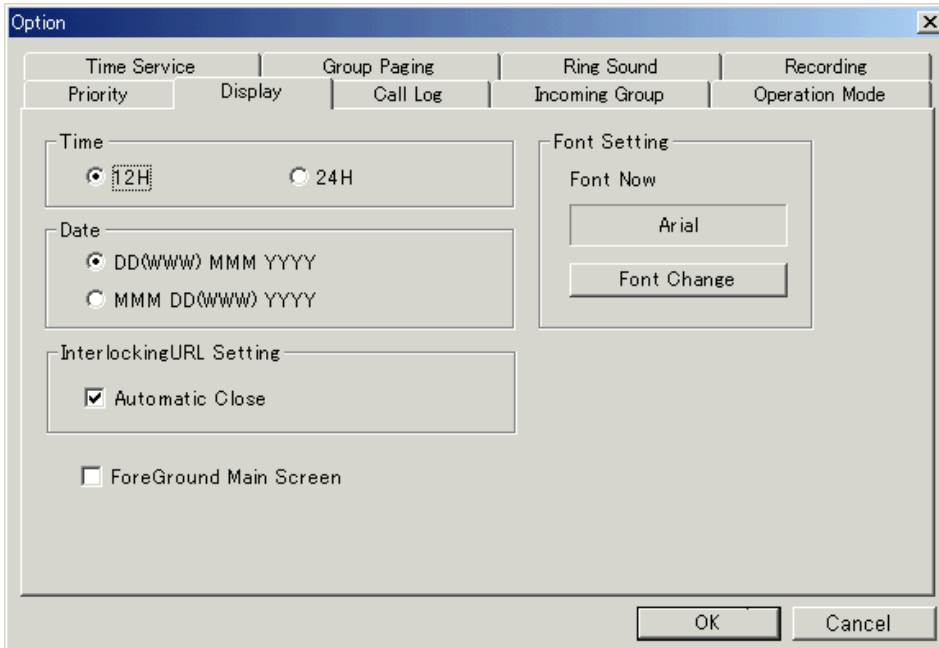
Call Type	Priority	BK Color
IRNA	1	BK Color
Transfer Recall	2	BK Color
Hold Recall	3	BK Color
Transfer	4	BK Color
Arrive	5	BK Color
Hold	6	BK Color

- c. Perform one of the following:
  - Call Type
    1. Select Call Type.
    2. Select the priority number for each call type.  
You cannot assign the same priority number to more than 1 call type.
    3. Click BK Color to change the background color for each call.  
This step is optional, and can be skipped.
  - Sequence
    1. Select Sequence.
    2. Click BK Color to change the background color for each call.  
This step is optional, and can be skipped.
  - DID
    1. Select DID.
- d. Click OK.

## 1.3.2 Display

You can specify the display formats.

- a. Click Option in the Tool Menu.
- b. Click the Display tab.

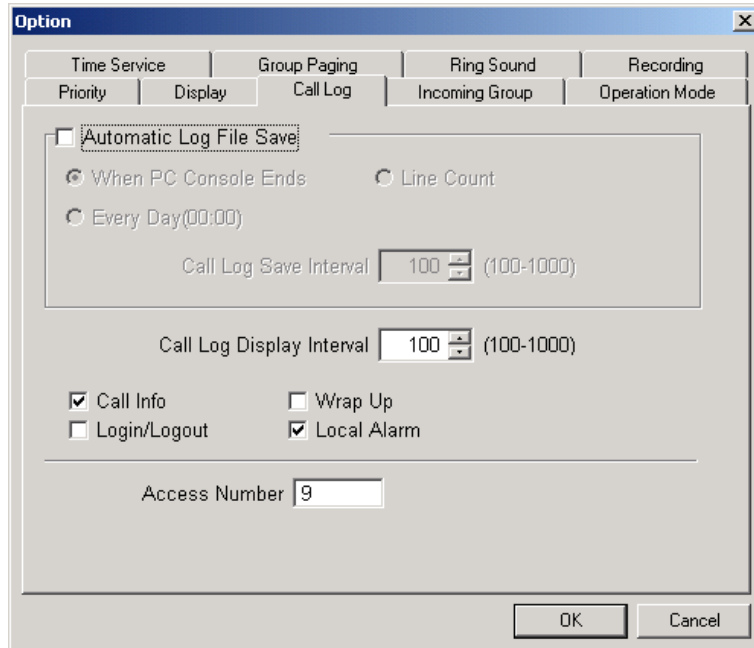


- c. Assign the following items depending on your needs.
  - Time for changing the time stamps displayed on the Call Status Window:
    - 12H—12 h time stamp (for example, 1:00 PM)
    - 24H—24 h time stamp (for example, 13:00)
  - Date for changing the date format on the Call Status Window:
    - DD(day) MMM YYYY – for example, 13(WED) SEP 2003
    - MMM DD(day) YYYY – for example, SEP 13(WED) 2003
  - Font Setting for determining the applicable font for all the screens.
  - InterlockingURL Setting to automatically close the popped-up browsers only by releasing the call.
  - Foreground Main Screen for displaying the Main Screen in the front at all times.
- d. Click OK.

## 1.3.3 Call Log

You can assign the maximum number of Call Log entries, or specify the timing to save the Call Log entries to a log file as Call Log History (Call Log History file). See 1.2.5 Call Log Screen, and 1.2.6 Call Log History Screen.

- a. Click Option in the Tool Menu.
- b. Click the Call Log tab.



- c. Assign the following items depending on your needs.
  - Automatic Log File Save to determine the timing to save the Call Log entries to the Call Log History file:
    - When PC Console Ends to save the file when you exit from PC Console.
    - Every Day(00:00) to save the file every day at 00:00.
    - Line Count to save the file when the Call Log entry exceeds the maximum number you assigned.
    - Call Log Save Interval to assign the maximum number of the Call Log entries. If the entry exceeds the assigned limit, it will be saved to the Call Log History file, and you can view it with the Call Log History Screen.
  - Call Log Display Interval to determine the maximum number of the Call Log entries that can be displayed in the Call Log Screen. If the entry exceeds the assigned limit, the entry is deleted sequentially starting from the oldest one.
  - The types of information you want to log:
    - Call Info to log information about the calls handled.
    - Wrap Up to log Wrap-up Ready and Not Ready time.
    - Login/Logout to log Login and Logout time.
    - Local Alarm to log information about Local Alarm.
  - Access Number to assign a CO line access number to be added to the beginning of a dialed number automatically when making a CO line call from the Call Log Screen or Call Log History Screen.

### 1.3 Option Settings

---

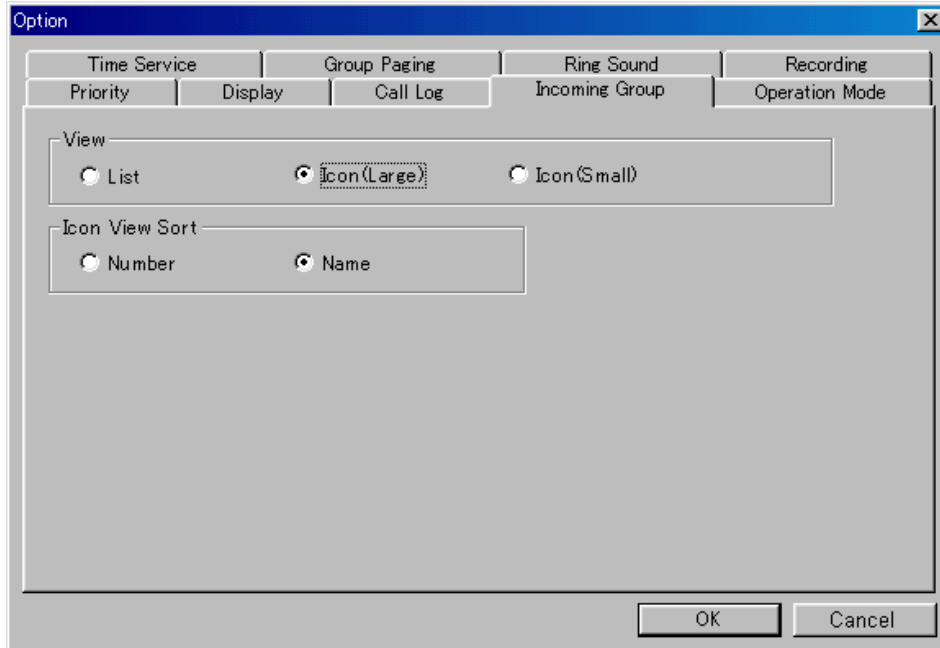
d. Click OK.

## 1.3.4 Incoming Group

Selects how to view the screen with large icons, small icons, or list.

a. Click Option in the Tool Menu.

b. Click the Incoming Group tab.



c. Assign the following items depending on your needs.

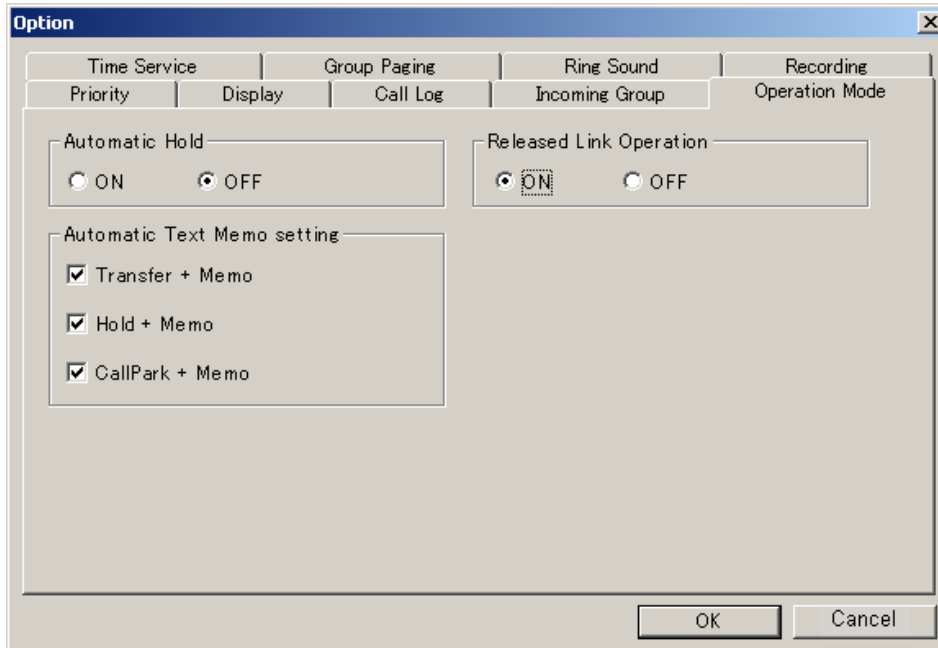
- View to select the way to view the screen:
  - List—list the extensions.
  - Icon(Large)—show the extensions with large icons.
  - Icon(Small)—show the extensions with small icons.
- Icon View Sort to change the way to sort the icons.
  - Number—sort by number
  - Name—sort by name

d. Click OK.

## 1.3.5 Operation Mode

Expands the convenience of the PC Console.

- a. Click Option in the Tool Menu.
- b. Click the Operation Mode tab.

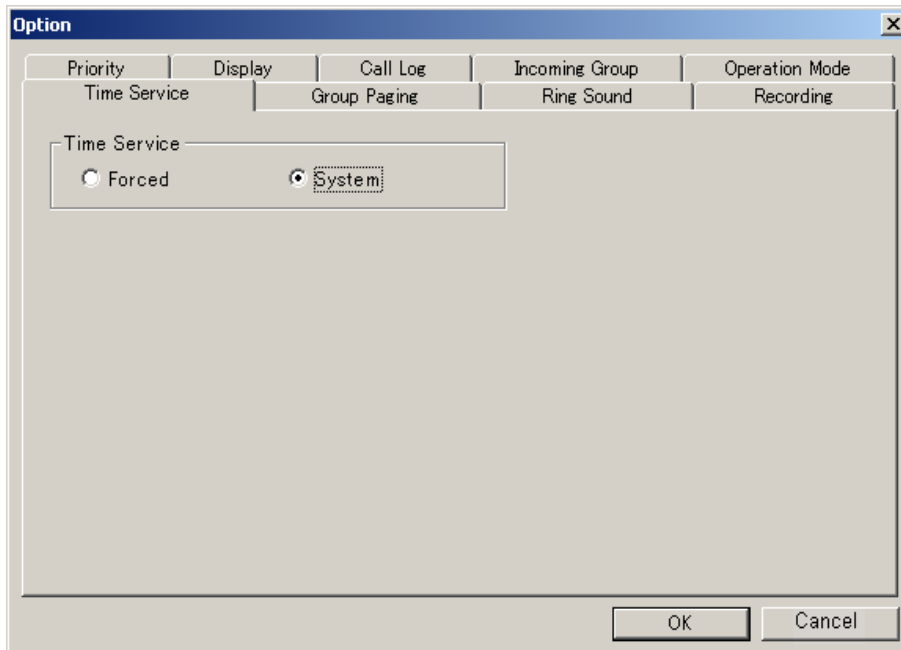


- c. Assign the following items depending on your needs.
  - Automatic Hold to enable or disable automatically putting the call you are currently answering on hold when you make or receive another call.
  - Released Link Operation to transfer a call at the time of the extension number's entrance. Refer to **2.4.3 Released Link Operation** in 2.4.1 Transferring to an Extension.
  - Transfer + Memo to attach a memo to a transferred call. If the destination takes the call before the Transfer Recall time expires, then this memo will be discarded (it will stay in the hard disk for a short period of time).  
If the destination fails to take the call, the call will be returned (transfer recall) to you and the memo will be displayed on your PC screen as a reminder message.
  - Hold + Memo to attach a memo to a held call. You can see the contents of the memo on the Incoming Call Screen.
  - CallPark + Memo to attach a memo to a parked call. If the call is retrieved within the Park Recall time, then the memo is discarded. If the call is not retrieved in time, then the memo is displayed for your reference as a reminder.
- d. Click OK.

## 1.3.6 Time Service

Selects the way to change the time service status. Refer to 2.9.7 Time Service.

- a. Click Option in the Tool Menu.
- b. Click the Time Service tab.

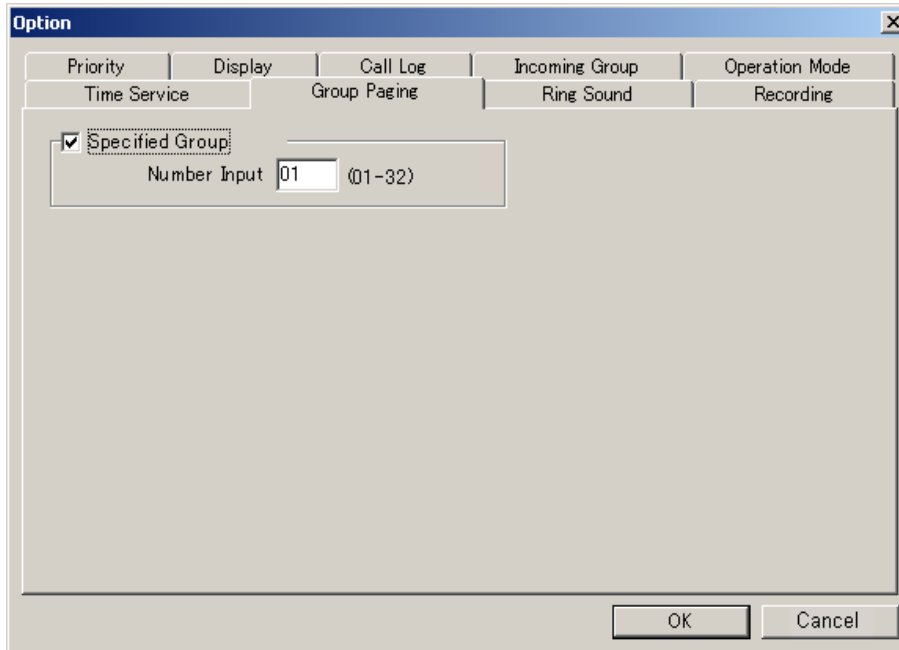


- c. Select one of the following:
  - Forced to manually change the time service modes with the Time Service button in the Function Key Screen.
  - System to switch the time service mode according to the setting of your PBX.
- d. Click OK.

## 1.3.7 Group Paging

Specifies the Paging Group. Refer to 2.9.3 Group Paging (Making an Announcement to a Group).

- a. Click Option in the Tool Menu.
- b. Click the Group Paging tab.



- c. Select or deselect Specified Group:

- **If selected:** Specifies a Paging Group number (1-32) in the Number Input field. The group number assigned here will automatically be entered in the dialogue box when paging. Refer to 2.9.3 Group Paging (Making an Announcement to a Group).

**Note**

Paging when you are idle invalidates this selection, and you need to manually specify a Paging Group number.

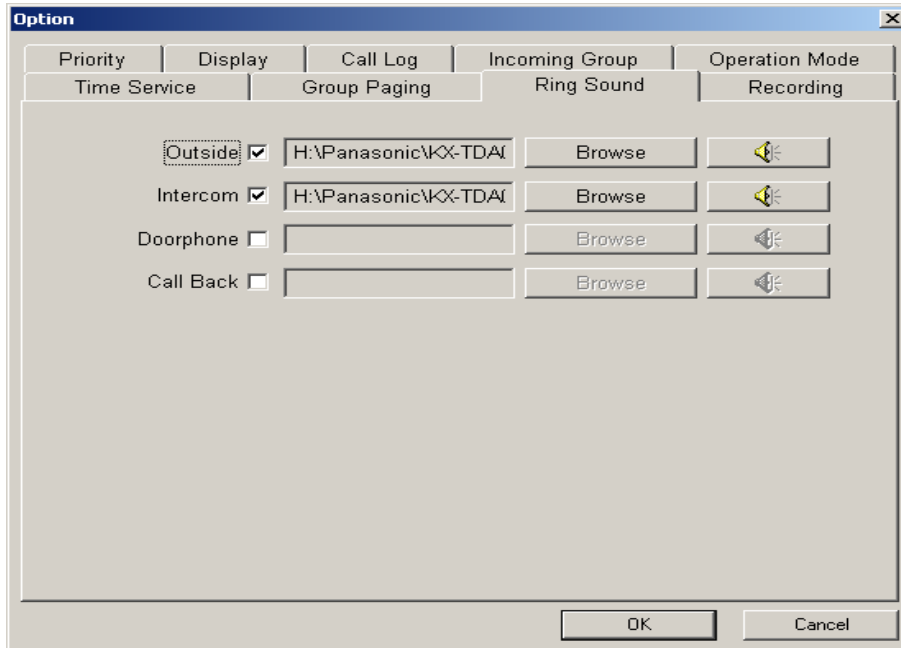
- **If deselected:** Specifies a Paging Group number manually every time you page.

- d. Click OK.

## 1.3.8 Ring Sound


Specifies Ring Sound in accordance with a call type.

- a. Click Option in the Tool Menu.
- b. Click the Ring Sound tab.



- c. Select the checkbox for the desired entry.
- d. Click Browse to specify the sound file.

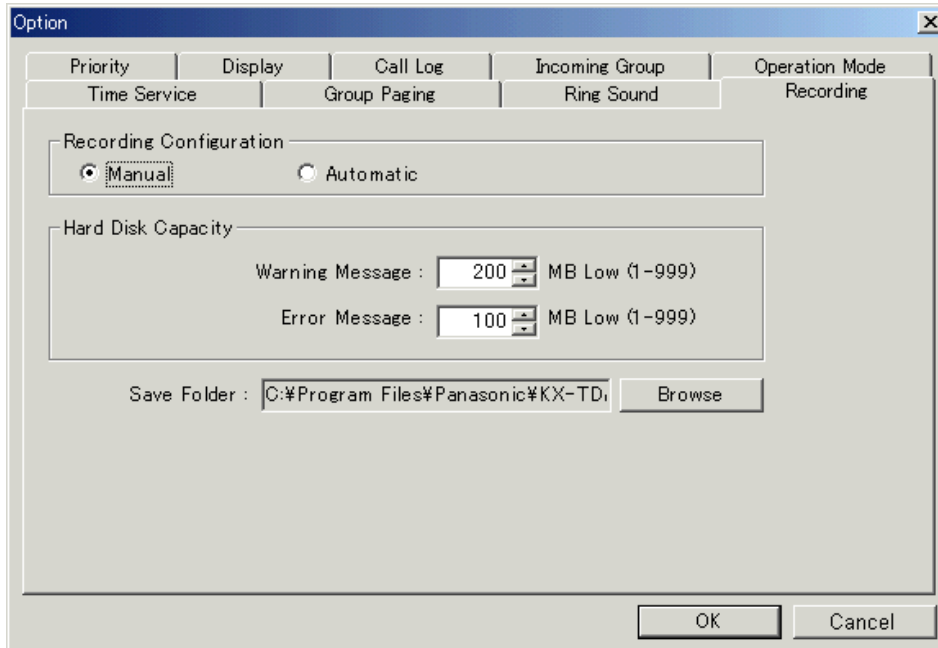
### Notes

- The sound files are provided at the time of PC Console installation. You can find it in "Program Files\Panasonic\KX-TDA0300 PC Console\System".
  - The applicable files are the ones in WAV format.
  - Be sure to record a ring file with Microsoft Sound Recorder that is installed as standard on PC, or with any application software that supports WAV-format file.
  - You can specify the same sound for more than one entry.
  - You can listen to the specified Ring Sound by clicking .
- e. Click OK.

## 1.3.9 Recording

Specifies Recording Configuration and Hard Disk Capacity.

- a. Click Option in the Tool Menu.
- b. Click the Recording tab.



- c. Assign the following items:
  - Recording Configuration:
    - Manual to start recording a conversation by clicking Recording on the Tool Bar.
    - Automatic to start recording at a time when a conversation is established.
  - Hard Disk Capacity:
    - Warning Message to display a warning message when the rest of the Hard Disk capacity becomes less than the assigned limit.
    - Error Message to display an error message when the rest of the Hard Disk capacity becomes less than the assigned limit.
  - Save Folder to specify the folder to save the WAV-format files of the voice messages.
- d. Click OK.

### **Notice**

You can use either of the Recording feature or the Voice Memo feature at a time, but not both.

## 1.4 Key Settings

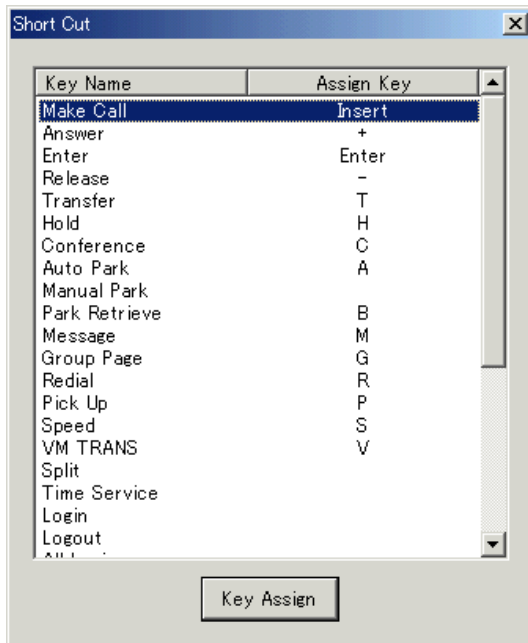
### 1.4.1 Shortcut Keys

You can assign a shortcut to any function key you see in the Function Key Screen.

#### Notes

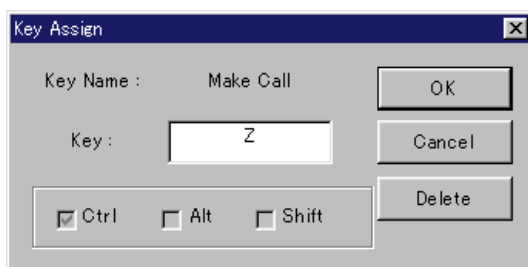
- The following keys are not available: 1) the Space key, 2) the function keys (F1-F10), 3) the dial keys (0-9) on the 10-key keyboard.
- The shortcut key of Enter is fixed to the Enter key on the keyboard.

a. Click Short Cut Key in the Tool menu.



The dialogue box lists all the keys to which you can assign shortcuts.

b. Select the desired Key Name and click Key Assign.



c. Type the Shortcut Key you want to assign, and if desired, select Ctrl, Alt or Shift.

For example, if you want to assign Ctrl+z as a shortcut, keep pressing Ctrl on the keyboard (you cannot select it with your mouse), and press z.

If the shortcut you want to assign is already been used, you must choose another one.

d. Click OK.

## 1.4.2 Function Keys on the Keyboard

This chapter briefly describes the features of all available function keys and how to operate them. See the following table as a quick reference during operation.

The keys shown in the table below are reserved to serve specific functions, and cannot be assigned as shortcuts. Your keyboard needs to be equipped with the function keys F1-F10.

Key Name	Function
F1	Answer the Call Number 1 (1st priority)
F2	Answer the Call Number 2 (2nd priority)
F3	Answer the Call Number 3 (3rd priority)
F4	Answer the Call Number 4 (4th priority)
F5	Answer the Call Number 5 (5th priority)
F6	Answer the Call Number 6 (6th priority)
F7	Answer the Call Number 7 (7th priority)
F8	Answer the Call Number 8 (8th priority)
F9	Answer the Call Number 9 (9th priority)
F10	Answer the Call Number 10 (10th priority)
Enter	Confirm entries
0-9	Dial (type) numbers

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## **Section 2**

# ***Feature Descriptions and Operating Instructions***

# 2.1 Making Calls

The following sections in this chapter discuss different ways of making calls to either intercom or outside parties. The PC Console can handle up to 10 calls at a time. When handling the maximum number of calls, you cannot make any more calls.

## 2.1.1 Making an Intercom Call

There are 5 ways to make an intercom call.

### Calling with the Make Call button

- a. Click Function Key on the Tool Bar.
- b. Click Make Call.
- c. Perform one of the following:
  - Searching for name
    1. Select Search in Name.
    2. Type the desired name.  
The list reflects the search results each time you type a single character.
    3. Select the desired entry from the list.
    4. Click Call.
  - Typing the extension number
    1. Type the extension number in the Number field.
    2. Click Call.

### Calling from the Incoming Group Screen

- a. Click Group on the Tool Bar.
- b. Double-click the desired icon of an idle extension or extension group.

### Calling from the Phone Book Screen

- a. Click Phone Book on the Tool Bar.
- b. Select the desired entry from the list.
- c. Click Call on the Tool Bar.

### Calling from the Call Log Screen or the Call Log History Screen

- a. Click Call Log or Call Log History on the Tool Bar.
- b. Select the desired entry from the list.
- c. Click Call on the Tool Bar.

## Calling with the Speed Dial

There are 2 ways to call with the Speed Dial:

– In the Speed Dial Screen:

- a. Click Speed Dial on the Tool Bar.
- b. Double-click the desired entry from the list.

– In the Function Key Screen:

- a. Click Function Key on the Tool Bar.
- b. Click Speed.
- c. Perform one of the following:

– Searching for name

1. Select Search in Name.
2. Type the desired name.

The list reflects the search results each time you type a single character.

3. Select the desired entry from the list.
4. Click Call.

– Typing the Speed Dial Number

1. Type the Speed Dial Number in the Speed field.
2. Click Call.

### 2.1.2 Making a CO Line Call

There are 5 ways to make a CO line call.

#### Calling with the Make Call button

- a. Click Function Key on the Tool Bar.
- b. Click Make Call.
- c. Perform one of the following:

– Searching for name

1. Select Search in Name.
2. Type the desired name.

The list reflects the search results each time you type a single character.

3. Select the desired entry from the list.
4. Click Call.

– Typing the phone number

1. Type the phone number in the Number field.

#### **Note**

When typing manually, be sure to add a CO line access number to the beginning of the phone number.

2. Click Call.

### Calling from the Phone Book Screen

- a. Click Phone Book on the Tool Bar.
- b. Select the desired entry from the list.
- c. Click Call on the Tool Bar.

### Calling from the Call Log Screen or Call Log History Screen

- a. Click the arrow next to the Call Log button on the Tool Bar, and then click Call Log or Call Log History.
- b. Select the desired entry from the list.
- c. Click Call on the Tool Bar.

### Calling with the Speed Dial

There are 2 ways to call with the Speed Dial:

– In the Speed Dial Screen:

- a. Click Speed Dial on the Tool Bar.
- b. Double-click the desired entry from the list.

– In the Function Key Screen:

- a. Click Function Key on the Tool Bar.

- b. Click Speed.

- c. Perform one of the following:

– Searching for name

1. Select Search in Name.
2. Type the desired name.

The list reflects the search results each time you type a single character.

3. Select the desired entry from the list.
4. Click Call.

– Typing the Speed Dial Number

1. Type the Speed Dial Number in the Speed field.
2. Click Call.

### Calling from the Trunk Group Screen

- a. Click the arrow next to the Group button on the Tool Bar, and then click Trunk.
- b. Double-click the desired CO line from the list.
- c. Perform one of the following:
  - Searching for name

1. Select Search in Name.
2. Type the desired name.  
The list reflects the search results each time you type a single character.
3. Select the desired entry from the list.
4. Click Call.

– Typing the phone number

1. Type the phone number in the Number field.
2. Click Call.

### 2.1.3 Redial

You can call the last number dialed.

- a. Click Function Key on the Tool Bar.
- b. Click Redial.
- c. Click Call.

#### **Note**

The previously dialed number will automatically entered in the Number field on the Make Call dialogue box.

### 2.1.4 Making a Call with an Account Code

Follow the procedure below to use an Account Code to provide information about CO line calls for accounting and billing purposes. You can use this feature only before having a conversation.

- a. Click Function Key on the Tool Bar.
- b. Click Account.
- c. Type the Account Number.
- d. Click OK.
- e. Make a call. See 2.1.2 Making a CO Line Call.

#### **Note**

To enable this feature, Account Code Mode must be set under the system programming of your PBX. Consult your dealer for the detailed information.

### 2.1.5 Message Waiting (Leaving a Message Waiting Notification)

When the called extension does not answer your call, you can leave a notification so that the called party may call you back. This is only available when hearing a ringback tone.

- a. Click Function Key on the Tool Bar.
- b. Click Message.  
The line is disconnected automatically.

## 2.1.6 Releasing Calls

- a. Click Function Key on the Tool Bar.
- b. Click Release.

## 2.2 Answering Calls

The following sections in this chapter discuss different ways of answering intercom and CO line calls.

### 2.2.1 Answering the Call Arriving at Call No. 01

1. Click Function Key on the Tool Bar.
2. Click Answer.

#### Notes

- You can determine the priority of incoming calls. This enables you to reorder incoming calls automatically depending on the priority. For information setting the priority, refer to 1.1.4 Incoming Call Screen, and 1.3.1 Priority.
- In Automatic Hold mode, the current conversation will automatically be put on hold when you answer the next incoming call by clicking Answer. For more information about Automatic Hold mode, refer to 1.3.5 Operation Mode.

### 2.2.2 Answering a specific call

Rather than answering by priority, you can also specify which call to answer manually.

- a. Double-click the desired call from the list in the Incoming Call Screen.

#### Note

You can also answer a specific call by pressing the appropriate key on the keyboard. Refer to 1.4.2 Function Keys on the Keyboard.

### 2.2.3 Call Pickup (Answering a Call Ringing at Another Telephone)

#### **Direct Call Pickup (Answering a call at a specific extension)**

You can answer a call ringing at another extension, when the owner of that extension is not available to answer the call.

There are 2 ways to perform this operation:

– In the Incoming Group Screen:

- a. Click Group on the Tool Bar.
- b. Double-click the icon of a ringing extension.

– In the Function Key Screen:

- a. Click Function Key on the Tool Bar.
- b. Click Pick Up.
- c. Perform one of the following:
  - Searching for name

## 2.2 Answering Calls

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1. Select Search in Name.
2. Type the desired name.  
The list reflects the search results each time you type a single character.
3. Select the desired entry from the list.
4. Click Call.

– Typing the extension number

1. Type the extension number in the Number field.
2. Click Call.

## 2.3 Holding Calls

The following sections in this chapter discuss different way of holding calls. The call will disappear from the Main Screen after it has been put on hold.

When in Automatic Hold Mode, the call you are currently answering will be put on hold if you make or answer another call. To enable this mode, see 1.3.5 Operation Mode.

### 2.3.1 Hold (regular)

- a. Click [Function Key](#) on the Tool Bar.
- b. Click [Hold](#), or click [Hold](#) again after selecting a held call.

#### **Note**

The operation may vary depending on the settings of your PBX. For more information, refer to the documentation of your PBX.

### 2.3.2 Exclusive Hold (Preventing Other People from Retrieving the Call on Hold)

You can prevent other extension users from retrieving a call you put on hold.

- a. Click [Function Key](#) on the Tool Bar.
- b. Click [Hold](#) after selecting a held call, or click [Hold](#) once.

#### **Note**

The operation may vary depending on the settings of your PBX. For more information, refer to the documentation of your PBX.

### 2.3.3 Retrieving a Call on Hold

- a. Double-click the desired held call from the list in the Incoming Call Screen.

#### **Note**

You can also retrieve a held call by pressing the appropriate key on the keyboard. Refer to 1.4.2 Function Keys on the Keyboard.

### 2.3.4 Hold with a Text Memo

You can leave a text memo with each call at the time you hold the call. [Call Details](#) in the Incoming Call Screen shows you the contents of the text memo.

To enable this setting, refer to 1.3.5 Operation Mode.

## 2.3.5 Call Park (Holding in System Parking Zone)

You can park a call into a system parking zone. There is a maximum of 100 parking zones. A parked call may be retrieved by any extension user.

### Automatic Call Park

You can park a call without specifying the parking zone. After you have parked a call, the PC Console informs you of the parking zone number.

- a. Click Function Key on the Tool Bar.
- b. Click Auto Park.



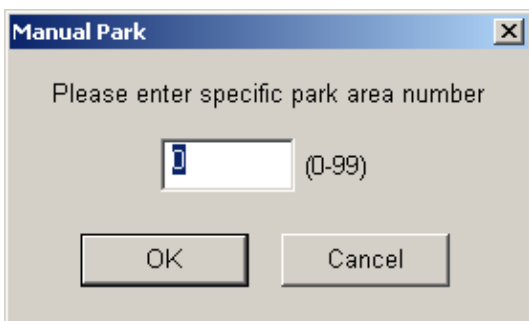
- c. Click OK.

### Manual Call Park

You can specify the parking zone in which you want to park a call. There are 2 ways to perform this operation:

– In the Function Key Screen

- a. Click Function Key on the Tool Bar.
- b. Click Manual Park.



- c. Type the parking zone number (0-99).  
If another call has already been parked in the zone you have specified, your entry will be rejected, and you must specify another parking zone.
- d. Click OK.

– With the Call Status Icon

- a. Click Call Park on the Tool Bar.
- b. Drag the Call Status Icon from the Main Screen , and drop it onto the Call Park Screen.

- c. Click OK.

### **Park Retrieve (Retrieving calls in the parking zone)**

– In the Function Key Screen

- a. Click Function Key on the Tool Bar.
- b. Click Park Retrieve.
- c. Type the parking zone number (0-99).
- d. Click OK.

– In the Call Park Screen

- a. Click Call Park on the Tool Bar.
- b. Double-click the call you want to retrieve in the Call Park Screen.

### **Call Park with a Text Memo**

You can leave a text memo when parking a call. Text Memo in the Call Park Screen shows you the contents of the text memo.

To enable this setting, refer to 1.3.5 Operation Mode.

# 2.4 Transferring Calls

You can transfer calls to an outside telephone, extension, or Voice Mail. The call will disappear from the Main screen after it has been transferred.

## 2.4.1 Transferring to an Extension

There are 3 ways to transfer a call to another extension:

### Transferring with the Transfer Button

- a. Click Function Key on the Tool Bar.
- b. Click Transfer.
- c. Perform one of the following:
  - Searching for name
    1. Select Search in Name.
    2. Type the desired name.  
The list reflects the search results each time you type a single character.
    3. Select the desired entry from the list.
    4. Click Call.
  - Typing the extension number
    1. Type the extension number in the Number field.
    2. Click Call.
- d. Talk to the destination party to confirm whether or not he will take the call.  
This step is optional, and can be skipped.
- e. Click Transfer.

### Transferring with the Call Status Icon

- a. Click Group on the Tool Bar.
- b. Drag the Call Status Icon in the Main Screen and drop it onto the icon of the desired extension/extension group in the Incoming Group Screen.
- c. Click Transfer.

### Transferring with the Speed Dial

- a. Click Function Key on the Tool Bar.
- b. Click TRANS+SP.
- c. Select the desired entry from the list, or enter 3-digit Speed Dial number.
- d. Click Call.
- e. Talk to the destination party to confirm whether or not he will take the call.  
This step is optional, and can be skipped.
- f. Click Transfer or TRANS+SP.

## 2.4.2 Transferring to an Outside Party

Follow the procedure below to transfer a call to an outside party:

There are 2 ways to transfer a call to an outside destination:

### Transferring with the Transfer Button

- a. Click Function Key on the Tool Bar.
- b. Click Transfer.
  - Searching for name
    1. Select Search in Name.
    2. Type the desired name.

The list reflects the search results each time you type a single character.
    3. Select the desired entry from the list.
    4. Click Call.
  - Typing the phone number
    1. Type the phone number in the Number field.

#### **Note**

When typing manually, be sure to add a CO line access number to the beginning of the phone number.

2. Click Call.
- c. Talk to the destination party to confirm whether or not he will take the call.

This step is optional, and can be skipped.
- d. Click Transfer.

### Transferring with the Speed Dial

- a. Click Function Key on the Tool Bar.
- b. Click TRANS+SP.
- c. Select the desired entry from the list, or enter 3-digit Speed Dial number.
- d. Click Call.
- e. Talk to the destination party to confirm whether or not he will take the call.

This step is optional, and can be skipped.
- f. Click Transfer or TRANS+SP.

### 2.4.3 Released Link Operation

When in Released Link Operation mode (refer to 1.3.5 Operation Mode to enable this setting), the call will be transferred at the time of the destination number's entrance.

Follow the procedure below to transfer the call:

- a. Click Function Key on the Tool Bar.
- b. Click Transfer.
- c. Type the destination number. (To erase the current entry, click Cancel.)

#### **Note**

If the destination is outside, be sure to add a CO line access number to the beginning of the phone number.

- d. Click Call.

### 2.4.4 Transfer with a Text Memo (for Transfer Recall)

You can transfer a call with attaching a text memo attached. If the transferred call is returned to you by the Transfer Recall feature, the memo will be pop up to remind you of the subject of the call.

#### **Transfer Recall**

If the destination party does not answer within the preprogrammed Transfer Recall time or rejects the transferred call, the call may be returned to you.

#### **Note**

To enable this setting, refer to 1.3.5 Operation Mode.

- a. Click Function Key on the Tool Bar.
- b. Click Transfer or TRANS+SP.
- c. Enter a memo.
- d. Click OK.
- e. Transfer a call. See 2.4.1 Transferring to an Extension or 2.4.2 Transferring to an Outside Party.

### 2.4.5 Call Splitting (Talking to Two Parties Alternately)

When talking to one party while having another party on hold for transferring or having a conference, you can alternate between the active and held calls.

- a. Click Function Key on the Tool Bar.
- b. Click Split. To go back to the conversation with the caller who has just been put on hold, click Split again.

### 2.4.6 Canceling the Transfer

- a. Click Function Key on the Tool Bar.
- b. Click Release.

### **Notes**

- The canceling initiates Hold Recall to go back to the conversation with the party you tried to transfer.
- Be sure to retrieve the held call, when using this feature in order to change the destination party to another one.

## 2.5 When the Called Extension is Busy

The following sections in this chapter discuss the operations you can perform when the extension you called is busy.

A dialogue box will appear when you call a busy extension:



### 2.5.1 Message Waiting (Leaving a Message Waiting Notification)

When the called extension is busy, you can leave a notification so that the called party may call you back. This is only available when hearing a busy tone.

- a. Click Message.

The line is disconnected automatically.

### 2.5.2 Busy Station Signaling— BSS (Sending a Call Waiting Tone)

Depending on the predetermined setting between you and your called party, either Off-Hook Call Announcement (OHCA), or Whisper OHCA will be utilized.

BSS Mode	Description
OHCA	You can talk to the busy extension through the telephone's built-in speaker.
W-OHCA	You can talk to the busy extension through the telephone's handset (your voice can only heard by your called party).

- a. Click BSS.

### Camp-On Transfer (BSS Operation When a Transferred Destination is Busy)

You can transfer a call to a busy extension by using the BSS feature.

- a. Click BSS.

## 2.5.3 Executive Busy Override (Joining an Existing Call)

The pre-programmed extension can call someone who is busy on the telephone, and establish a 3-party conversation.

- a. Click BOVER.

## 2.5.4 Call Monitor (Monitoring a Conversation between Other Extensions)

The pre-programmed extension can monitor the call at a busy extension. Your voice will not be heard by either party of the conversation.

- a. Click CMON.

## 2.5.5 Automatic Callback Busy (Reserving a Busy Line)

If the line is busy when a call is made, a dialogue box pops up to inform the caller when the line becomes free using this feature. This is only available with an extension line.

### To set

- a. Click C.BACK.

### To dial

- a. Click OK (on the popup dialogue box).

### Note

Click OK within 10 seconds, otherwise the callback is canceled.

## 2.5.6 Text Memo

You can leave a Text Memo to a busy extension.

- a. Click Text Memo.
- b. Type the message.
- c. You will have 4 options of handling the memo:
  - E-mail
    1. Click E-mail to send the text memo via e-mail.  
For instructions, refer to **Sending the Memo by E-mail** in 2.8.1 Using the Memo Applications.
  - Message
    1. Click Message to leave a Reminder Memo to your PC Console, and a Message Waiting Notification to the called party.

### Reminder Memo

You can use a Text Memo as a personal reminder when you get a callback from the party you have informed of a message waiting with the Text Memo. When the call arrives from the extension you left a message waiting notification, the Text Memo pops up on your screen.

– Save

1. Click Save to save the memo onto the HDD.

- The file names will have the following format:  
TextXXX.txt (XXX is a 3-digit number [001-999], indicating the order of saved files.)
- By default, the Call Log History file will be saved in "Program Files\Panasonic\KX-TDA0300 PC Console\Text".

### Note

You can view the contents of memos in the Call Log screen and Call Log History Screen. See 1.2.5 Call Log Screen and 1.2.6 Call Log History Screen.

– Cancel

1. Click Cancel to clear.

## 2.5.7 Cancel Dialing

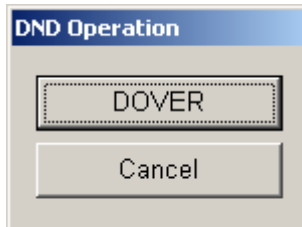
You can cancel dialing the busy extension.

a. Click Cancel.

## 2.6 When the Called Extension Sets Do Not Disturb (DND)

The following sections in this chapter discuss the operations you can perform when the extension you called has set Do Not Disturb (DND).

A dialogue box will appear when you called an extension that DND has set.



### 2.6.1 DND Override

You can override the DND set on the called extension's telephone and cause the telephone to ring.

- a. Click DOVER.

If the overridden extension is busy, another dialogue box will appear. For more information, refer to 2.5 When the Called Extension is Busy.

### 2.6.2 Cancel Dialing

You can cancel dialing the extension that has set DND.

- a. Click Cancel.

## 2.7 Log In to/Out from the Incoming Groups

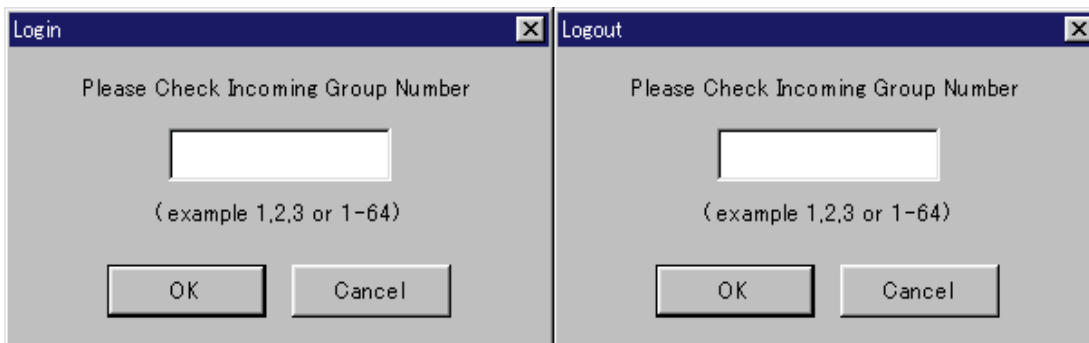
You can log in to and out from Incoming Group(s). When you log out from a particular Incoming Group, you will not receive any call from the extensions belonging to that Incoming Group.

You can either login to and/or logout from specified Incoming Groups, or all Incoming Groups at once. You will see the current log-in/log-out status on the second line of the Main Screen.

### 2.7.1 Log-in/Log-out

#### Logging-in to or Logging-out from Specific Incoming Groups

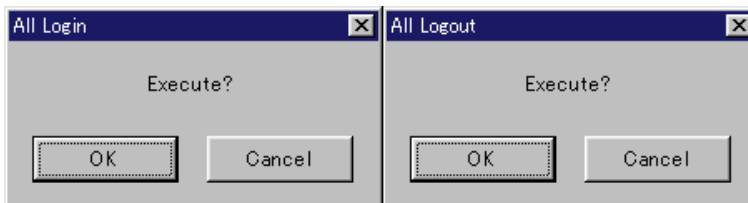
- a. Click Function Key on the Tool Bar.
- b. Click Login or Logout.



- c. Type the Incoming Group Number.  
You can enter more than one Incoming Group numbers (for example, 1, 2, 3 or 1-64) at once.
- d. Click OK.

#### Logging-in to or Logging-out from All Incoming Groups

- a. Click Function Key on the Tool Bar.
- b. Click All Login or All Logout.  
A confirmation dialogue box appears:



- c. Click OK.

## 2.7.2 Wrap-up Ready/Not Ready (Temporarily Refusing Incoming Calls)

Sometimes, you may want to block incoming calls at the groups you are logging-in to, and give yourself time to perform other tasks (for example, taking notes) without being disturbed. You can temporarily refuse incoming calls without logging out from the Incoming Group(s).


- When your status is Ready, you can accept incoming calls.
- When your status is Not Ready, you can refuse incoming calls.


### Changing the Statuses

- a. Click Function Key on the Tool Bar.
- b. Click Wrap-up.

### Confirming the Current Status

The icon on the Status Bar of the Main Screen shows your current status as follow:

 Wrap up Ready (you can accept incoming calls)

 Wrap up Not Ready (you can refuse incoming calls)

## 2.8 Using Special Features of the PC Console

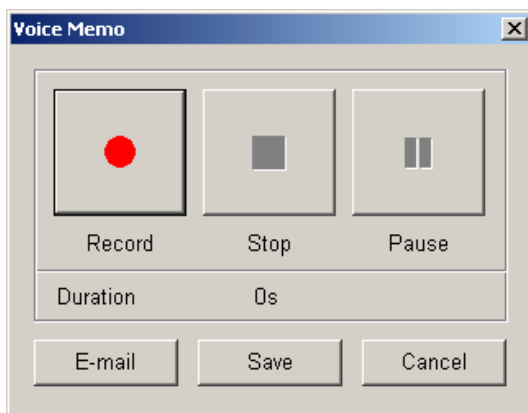
### 2.8.1 Using the Memo Applications

With the Voice and Text Memo applications offered by the PC Console, you can quickly and easily take memos any time during conversations. The memos you have taken can be sent by E-mail, or used as a personal reminders when you get callbacks from extensions you have informed of messages waiting.

The memos will be saved on the hard disk drive (HDD) of your PC, with the active links to the Call Log Screen of the PC Console. The available disk space on the HDD determines the total capacity of the files you can save.

#### Taking a Voice Memo

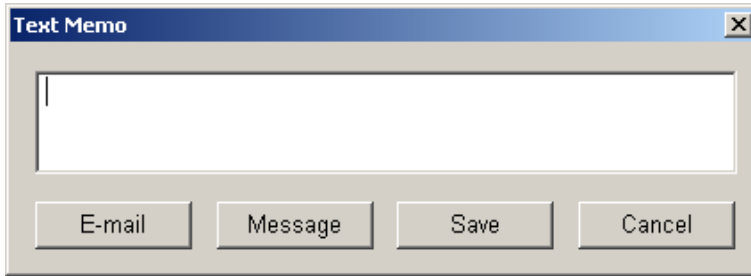
- a. Click Voice Memo on the Tool Bar.



- b. Click Record. To pause during the recording, click Pause (click the button again to restart).  
Recording time starts to count and is displayed in the dialogue box (for example, Duration 10 s).  
There is no limit to the length of your Voice Memo.
- c. Click Stop to stop recording the voice memo.
- d. You will have 3 options of handling the memo:
  - E-mail
    1. Click E-mail to send the memo via e-mail.  
For instructions, refer to **Sending the Memo by E-mail** in this section.
  - Save
    1. Click Save to save the memo onto the HDD.
      - The file names will have the following format:  
VoiceXXX.wav (XXX is a 3-digit number [001-999], indicating the order of saved files.)
      - By default, the files will be saved in "Program Files\Panasonic\KX-TDA0300 PC Console\Wav".
  - Cancel
    1. Click Cancel to clear.

## Taking a Text Memo

- a. Click Text Memo on the Tool Bar.



- b. Type the message.  
c. You will have 4 options of handling the memo:

– E-mail

1. Click E-mail to send the text memo via e-mail.

For instructions, refer to **Sending the Memo by E-mail**.

– Message

1. Click Message to leave a Reminder Memo.

### Reminder Memo

You can use a Text Memo as a personal reminder when you get a callback from the party you talked when you leave the Reminder Memo. When the call arrives from the party, the Text Memo pops up on your screen.

– Save

1. Click Save to save the memo onto the HDD.

- The file names will have the following format:  
TextXXX.txt (XXX is a 3-digit number [001-999], indicating the order of saved files.)
- By default, the log file will be saved in "Program Files\Panasonic\KX-TDA0300 PC Console\Text".

– Cancel

1. Click Cancel to clear.

## Sending the Memo by E-mail

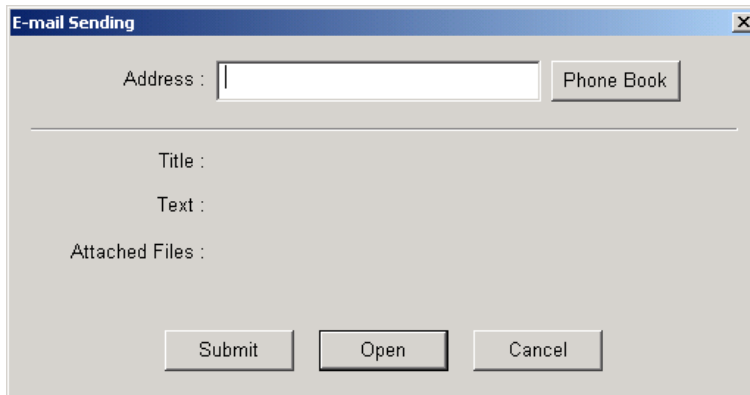
You can attach the memo to an e-mail message and send it to any extension user.

### Notice

To enable this feature, the security setting of your e-mail program should be assigned to permit other applications to send an e-mail message.

- a. Click E-mail.

The PC Console automatically attaches the appropriate log and memo files to the e-mail message.



Title and Text reflect the E-mail Registration setting in the Utility. Refer to 3.1.3 E-mail Registration.

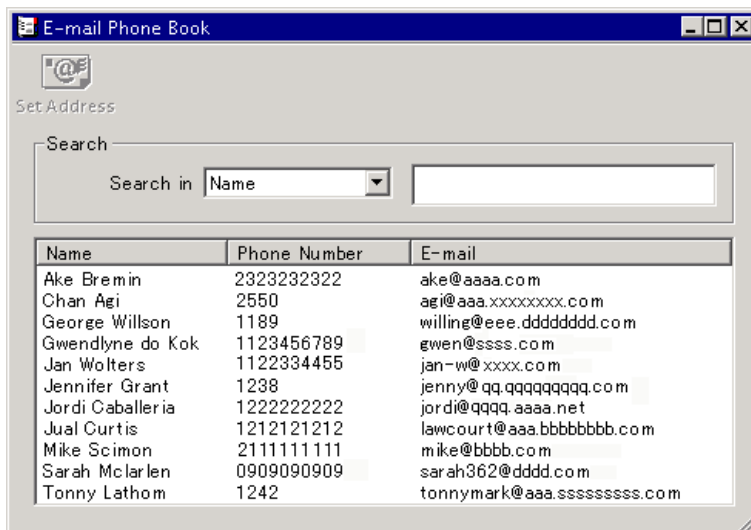
**b.** Perform one of the following:

– Typing the e-mail address

**1.** Type the desired e-mail address in the Address field.

– Searching for Phone Book

**1.** Click Phone Book.



Name	Phone Number	E-mail
Ake Bremin	2323232322	ake@aaaa.com
Chan Agi	2550	agi@aaa.xxxxxxxx.com
George Willson	1189	willing@eee.ddddddd.com
Gwendolyn do Kok	1123456789	gwen@ssss.com
Jan Wolters	1122334455	jan-w@xxxx.com
Jennifer Grant	1238	jenny@qq.qqqqqqqq.com
Jordi Caballeria	122222222	jordi@qqq.aaaa.net
Jual Curtis	1212121212	lawcourt@aaa.bbbbbbb.com
Mike Scimon	211111111	mike@bbb.com
Sarah McLaren	0909090909	sarah362@ddd.com
Tonny Lathom	1242	tonnymark@aaa.ssssssss.com

**2.** Select the desired entry from the list.

**3.** Click Set Address.

**c.** Perform one of the following:

– Submit

**1.** Click Submit to send the contents to your e-mail program.

**2.** Send the e-mail message.

– Open

**1.** Click Open to open the e-mail message to change its contents within your e-mail program before sending it.

– Cancel

**1.** Click Cancel to cancel sending.

## 2.8.2 Using the Pop-up Screen

When a call arrives, you can have the PC Console displayed a Pop-up screen that contains important information about the caller (registered in the Phone Book). In addition, you can specify a certain WAV file (Pop Ring) to playback when the Pop-up Screen opens.

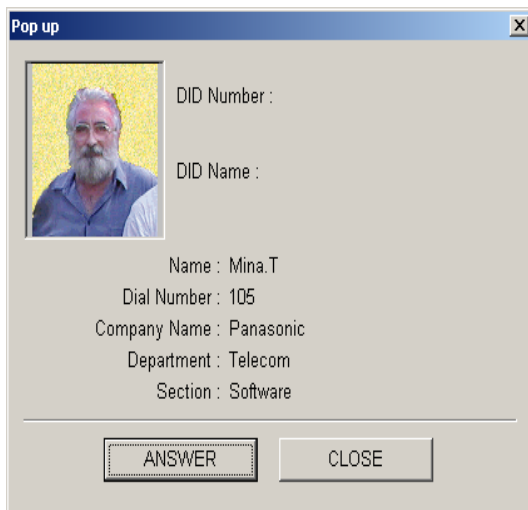
You can enable or disable the use of Pop-up Screen for each individual record in the Phone Book (see **Adding New Records to Your Phone Book** in 1.2.4 Phone Book Screen), so you can restrict its use to the calls from important callers only. The use of Pop Ring may be enabled or disabled to accompany the Pop-up Screen.

### Viewing the Information

When you receive an incoming call, the PC Console automatically searches for the matching information for the caller's telephone number in the 1st phone number entries of the Phone Book to open the appropriate Pop-up Screen.

If the corresponding number cannot be found, then the PC Console sequentially searches the 2nd and 3rd phone number entries.

The Pop-up Screen of the first corresponding record displays (along with the Pop Ring sound, if enabled):



The Pop-up Screen contains the following information as registered in the Phone Book:

Entry	Description
DID Number	DID number of the caller.
DID Name	DID name of the caller.
Name	Indication Name of the caller.
Dial Number	Telephone and extension numbers.
Company Name	Name of the company.
Department	Name of the department.
Section	Name of the section.

The picture area will be empty unless an image file is specified. Also, you must specify a ring file for the Pop Ring to sound. For instructions, refer to **Specifying the Image and Ring Files** in 1.2.4 Phone Book Screen.

### Working with the Pop-Up Screen

#### To Answer

1. Click ANSWER.

The Pop-up Screen stays open during the conversation. It closes under the following conditions:

- If you click CLOSE during the conversation:  
Closing the Pop-up Screen will not release the call; you can close the screen without losing the conversation.
- If the status of the call is no longer Talking:  
The Pop-up Screen closes automatically when you release, park, or transfer the call.

### 2.8.3 Using the Recording Feature

You can record your conversation automatically or manually. To change the recording configuration, refer to 1.3.9 Recording.

The icon indicates whether or not you are recording:



Indicates you are recording (you can stop recording).



Indicates you are not recording (you can start recording).

#### When in Automatic Recording Mode

The recording automatically starts when a conversation is established. The recording stops automatically when the line is disconnected.

#### To stop

1. Click Recording on the Tool Bar (click the button again to restart).

#### When in Manual Recording Mode

The recording starts at a time when you initiate this feature during a conversation. The recording stops automatically when the line is disconnected.

#### To record

1. Click Recording on the Tool Bar.

### To stop

1. Click Recording on the Tool Bar (click the button again to restart).

### Notes

- You cannot pause during recording. When you stop and restart recording a conversation, the conversation will be saved into more than one file. The numbers of files accord with how may times you restart recording.
- You can perform either the Recording feature or the Voice Memo feature, but not both at the same time. If you want to be able to choose which one to perform for each conversation, be sure to set the Manual Recording mode in 1.3.9 Recording.
- The file names will have the following format:  
Opposite party's caller ID\_MMDDYYYYHHmmSS.wav  
If you record the conversation with extension 1102, and save it at 14:13'5 in the 27th of Jan. in 2003, the file name would be 1102\_01272003141305.wav.
- By default, the files will be saved in "Program File\Panasonic\KX-TDA0300 PC Console\Wav". To specify the desired directory, refer to 1.3.9 Recording.

## 2.9 Using Other Useful Features

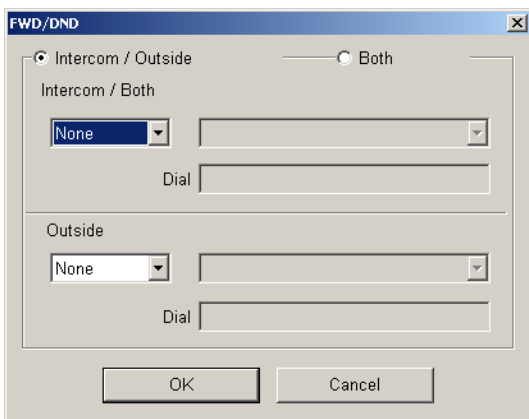
### 2.9.1 FWD/DND Setting (Forwarding or Refusing Calls)

#### Setting the Forwarding (FWD) or Do Not Disturb (DND)

You can specify how to handle incoming calls when you cannot answer them or do not want to be disturbed.

- If you set Forwarding (FWD) mode, the calls will be forwarded to another extension or an outside telephone. You can apply separate settings for incoming intercom and CO line calls.
- If you set Do Not Disturb (DND) mode, you can appear busy to all incoming calls.

- Click Function Key on the Tool Bar.
- Click FWD/DND.



- Select Intercom/Outside or Both.
- Perform one of the following:
  - Refusing incoming calls
    - Select DND.
  - Forwarding calls
    - Select FWD.
    - Select the desired forwarding mode (see the table below for descriptions):

Mode	Description
ALL	Forward all incoming calls.
NO ANSWER	Forward calls when you cannot answer.
BUSY	Forward calls when your line is busy.
BUSY/NOANS	Forward calls when you cannot answer or your line is busy.

- Type the destination number (max. 32 digits).

#### Note

If the destination is outside, be sure to add a CO line access number to the beginning of the phone number.

- Clearing the setting
- 1. Select None.
- e. Click OK.

## 2.9.2 Conference (Having a Multi-Party Conversation)

You can add parties to your conversation to establish a multi-party conversation. You can have a conversation involving a maximum of 8 people simultaneously.

### **Note**

When having an 8-party conversation, the Conference and CONF + SP buttons will be inactive. There are 2 ways to establish the Conference.

### Establishing the Conference with the Conference Button

- a. Click Function Key on the Tool Bar.
- b. During a conversation, click Conference.
- c. Perform one of the following:
  - Searching for name
    1. Select Search in Name.
    2. Type the desired name.  
The list reflects the search results each time you type a single character.
    3. Select the desired entry from the list.
    4. Click Call.
  - Typing the phone number
    1. Type the phone number in the Number field.

### **Note**

If the added party is outside, be sure to add a CO line access number to the beginning of the phone number when typing manually.

2. Click Call.  
To dial another party while the call is not answered, release the line, and try the above steps again.
- d. When the called party answers, click Conference again.

### Establishing the Conference with the Speed Dial

- a. Click Function Key on the Tool Bar.
- b. During a conversation, click CONF + SP.
- c. Perform one of the following:
  - Searching for name
    1. Select Search in Name.
    2. Type the desired name.  
The list reflects the search results each time you type a single character.
    3. Select the desired entry from the list.
    4. Click Call.

– Typing the Speed Dial Number

1. Type the Speed Dial Number in the Speed field.
2. Click Call.

To dial another party while the call is not answered, release the line, and try the above steps again.

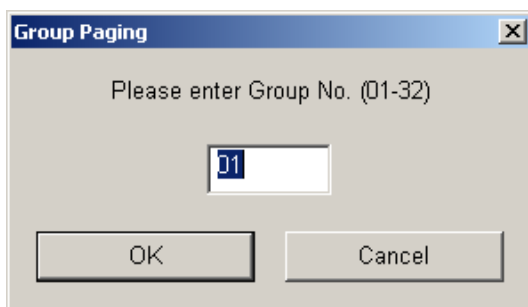
- d. When the called party answers, click Conference or CONF + SP.

### 2.9.3 Group Paging (Making an Announcement to a Group)

You can make a voice announcement through the telephone (and, if available, external) speakers to a specific group of extension users at a time. Anyone within the paged group can answer your paging from a nearby telephone.

You can specify the paging group number in the Option setting (see 1.3.7 Group Paging for instructions) or enter it manually.

- a. Click Function Key on the Tool Bar.
- b. Click Group Page.



- c. Type a paging group number.
- d. Click OK.
- e. Announce.

### 2.9.4 Using User-Supplied Equipment

#### When Doorphone is Connected

##### Opening the Door

- a. Click Function Key on the Tool Bar.
- b. Click DOOR while you are talking to the doorphone.

#### When Voice Processing System is Connected

##### VM Transfer (Transferring to the Voice Mail)

When your transferring destination party is not available to answer the call, you can transfer it to the Voice Mail so that the caller can leave a message in the mailbox of the desired extension.

- a. Click Function Key on the Tool Bar.
- b. During a conversation, click VM TRANS.
- c. Enter the following items in the dialogue.
  - VM Floating Extension No.:  
Enter the voice mail floating extension number you want to transfer to.
  - Save VM Floating Extension No.:  
Select the checkbox if the voice mail floating extension number is the same every time you transfer the call.
  - Extension Number:  
Enter the extension number of the person who is owning the mailbox you want to transfer to.
- d. Click OK.

### Two-way Recording (Recording a Conversation into Your Mailbox)

You can record your conversation into your mailbox while talking on the phone.

- a. Click Function Key on the Tool Bar.
- b. Click 2WAY REC.
- c. Enter VM Floating Extension Number.
- d. Click OK. To stop recording, click 2WAY REC.

#### **Note**

When you record your 2-way conversation, you should inform the other party that the conversation is being recorded.

## Sending DTMF Signals

You can have the PC Console transmit DTMF dialing signals to access special services (for example, Voice Mail services) for a certain period of time specified in your PBX.

#### **Note**

This feature is only available for CO line calls.

- a. Click Function Key on the Tool Bar.
- b. Click DTMF TONE. To cancel, click Close.

## 2.9.5 External Feature Access (Accessing External Service)

You can access special features (for example, Call Waiting) offered by a host PBX or a telephone company. This features is available only with a CO line call.

- a. Click Function Key on the Tool Bar.
- b. Click EFA.

## 2.9.6 Dial Tone Transfer (Changing Toll Restriction Level of an Extension)

The Toll Restriction feature of your PBX prohibits extension users from making certain toll calls starting with specific codes. You can enable an extension user to make one unauthorized toll call by temporarily changing the Toll Restriction level. For denied codes of each Toll Restriction level, consult your System Administrator. During a conversation with the extension user:

- a. Click Function Key on the Tool Bar.
- b. Click TOLL CHG.



- c. Select the Toll Restriction level.
- d. Click OK.  
The call will automatically be released.

### **WARNING**

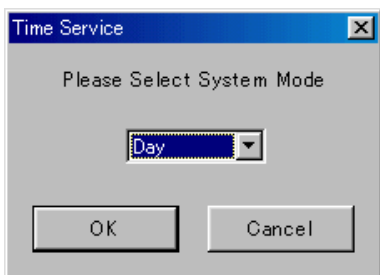
The software contained in the KX-TDA100/200 to allow user access to the network must be upgraded to recognize newly established network area codes and exchange codes as they are placed into service.

Failure to upgrade the premises systems or peripheral equipment to recognize the new codes as they are established will restrict the customer and the customer's employees from gaining access to the network and to these codes.  
**KEEP THE SOFTWARE UP-TO-DATE WITH THE LATEST DATA.**

## 2.9.7 Time Service

If you are in Forced mode, you can change the Time Service Mode of the Tenant you belong to. You must first enable the Time Service button to be active in the Option Setting. See 1.3.6 Time Service.

- a. Click Function Key on the Tool Bar.
- b. Click Time Service.



- c. Select the Service Mode (Day/Lunch/Break/Night).
- d. Click OK.

## 2.10 Feature List

This section briefly describes all the available features with the PC Console.

Buttons	Feature	Default Shortcut
Make Call	Making a call. Reference: 2.1 Making Calls	Insert
Speed	Making a call using a Speed Dial number; only available when you are idle. If Automatic Hold is set, also available during a conversation. Reference: 2.1.1 Making an Intercom Call, and 2.1.2 Making a CO Line Call— <b>Calling with the Speed Dial.</b>	S
Redial	Redialing; only available when you are idle. If Automatic Hold is set, also available during a conversation. Reference: 2.1.3 Redial	R
Account	Obtaining financial information on a CO line call. Reference: 2.1.4 Making a Call with an Account Code	
Release	Releasing a call. Reference: 2.1.6 Releasing Calls	-
Answer	Answering a call. Reference: 2.2 Answering Calls	+
Pick Up	Answering a call ringing at another extension; only available when you are idle. If Automatic Hold is set, also available during a conversation. Reference: 2.2.3 Call Pickup (Answering a Call Ringing at Another Telephone)	P
Hold	Holding a call. Reference: 2.3 Holding Calls	H
Auto Park	Parking a call in any parking zone. Reference: 2.3.5 Call Park (Holding in System Parking Zone)	A
Manual Park	Parking a call in a specific parking zone. Reference: 2.3.5 Call Park (Holding in System Parking Zone)	
Park Retrieve	Retrieving a call in parking zone. Reference: 2.3.5 Call Park (Holding in System Parking Zone)	B
Transfer	Transferring a call. Reference: 2.4 Transferring Calls	T
TRANS + SP	Transferring a call using a Speed Dial number. Reference: 2.4 Transferring Calls	
Split	Talking to two parties alternately. Reference: 2.4.5 Call Splitting (Talking to Two Parties Alternately)	

Buttons	Feature	Default Shortcut
Message	Leaving a message waiting notification when the called extension is busy or does not answer your call; available only when hearing a busy tone or ringback tone. Reference: 2.1.5 Message Waiting (Leaving a Message Waiting Notification)	M
BSS	Sending a call waiting tone to a busy extension; only available when hearing a busy tone. Reference: 2.5.2 Busy Station Signaling— BSS (Sending a Call Waiting Tone)	
BOVER	Joining a conversation on a busy line. Reference: 2.5.3 Executive Busy Override (Joining an Existing Call)	
CMON	Monitoring a conversation of another extension. Reference: 2.5.4 Call Monitor (Monitoring a Conversation between Other Extensions)	
C.BACK	Reserving a busy phone line. Reference: 2.5.5 Automatic Callback Busy (Reserving a Busy Line)	
Text Memo	Leaving a text memo and a Message Waiting Notification to a busy extension. Reference: 2.5.6 Text Memo	
DOVER	Calling an extension that is refusing calls. Reference: 2.6.1 DND Override	
Login	Logging-in to Incoming Group(s). Reference: 2.7.1 Log-in/Log-out	
Logout	Logging-out from Incoming Group(s). Reference: 2.7.1 Log-in/Log-out	
All Login	Logging-in to all Incoming Groups. Reference: 2.7.1 Log-in/Log-out	
All Logout	Logging-out from all Incoming Groups. Reference: 2.7.1 Log-in/Log-out	
Wrap up	Swapping between Wrap-up Ready and Not Ready (accept/refuse incoming calls). Reference: 2.7.2 Wrap-up Ready/Not Ready (Temporarily Refusing Incoming Calls)	
Voice Memo	Taking a Voice Memo any time during a conversation. Reference: 2.8.1 Using the Memo Applications— <b>Taking a Voice Memo</b>	
Text Memo	Taking a Text Memo any time during a conversation. Reference: 2.8.1 Using the Memo Applications— <b>Taking a Text Memo</b>	
Recording	Recording a conversation in the WAV format. Reference: 2.8.3 Using the Recording Feature	

## 2.10 Feature List

Buttons	Feature	Default Shortcut
FWD/DND	Forwarding or refusing a call when you cannot answer it or do not want to be disturbed. Reference: 2.9.1 FWD/DND Setting (Forwarding or Refusing Calls)	
Conference	Adding other parties to an existing call; only available during a conversation. Reference: 2.9.2 Conference (Having a Multi-Party Conversation)	C
CONF + SP	Making a call using a Speed Dial number so as to establish a conference. Reference: 2.9.2 Conference (Having a Multi-Party Conversation)	
Group Page	Making a voice announcement through the telephone (and, if available, external) speakers to a specific group. Reference: 2.9.3 Group Paging (Making an Announcement to a Group)	G
DOOR	Opening the door. Reference: 2.9.4 Using User-Supplied Equipment— <b>When Doorphone is Connected</b>	
VM TRANS	Transferring a call to a mailbox; only available during a conversation. Reference: 2.9.4 Using User-Supplied Equipment— <b>VM Transfer (Transferring to the Voice Mail)</b>	V
DTMF TONE	Sending DTMF signals. Reference: 2.9.4 Using User-Supplied Equipment— <b>Sending DTMF Signals</b>	
2WAY REC	Recording a conversation into a mailbox. Reference: 2.9.4 Using User-Supplied Equipment— <b>Two-way Recording (Recording a Conversation into Your Mailbox)</b>	
EFA	Accessing external services of your host PBX or Centrex; only available during a conversation with an outside party. Reference: 2.9.5 External Feature Access (Accessing External Service)	
TOLL CHG	Changing the Toll Restriction Level: only available during a conversation with an extension. Reference: 2.9.6 Dial Tone Transfer (Changing Toll Restriction Level of an Extension)	
Time Service	Changing the time service modes. Reference: 2.9.7 Time Service	

---

## **Section 3**

# ***Administrator Operation***

## 3.1 Utility Setting

The Utility is for the System Administrator use only. The System Administrator can specify the following settings:

- 3.1.2 Operator Registration
- 3.1.3 E-mail Registration
- 3.1.4 Administrator Registration
- 3.1.5 Extension Number
- 3.1.6 Tenant
- 3.1.7 DID Registration
- 3.1.8 Address Type Registration
- 3.1.9 Wave Device

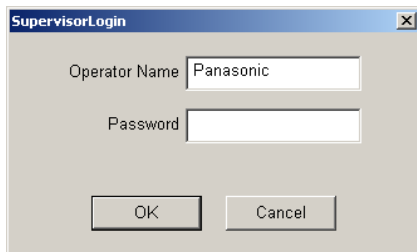
### 3.1.1 Logging-in to the Utility

To specify the utility setting, you must first log in by entering the Operator Name and Password you assigned at the time of the PC Console installation.

#### **Note**

Before logging-in to the Utility, exit from the PC Console.

- a.** Click *Utility* (Start\Program\KX-TDA0300 PC Console).

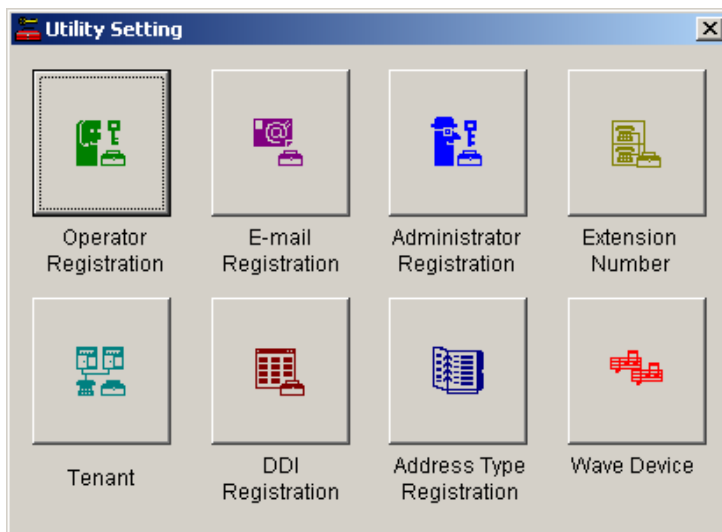


- b.** Type the Operator Name and Password.

The symbol \* will appear in the Password field for every character you enter.

- c.** Click OK.

If you see "Cannot Login. Operator Name or Password Error." on the screen, check and re-enter the Operator Name and/or Password.



## 3.1.2 Operator Registration

Operators must be registered (up to 10) in Operator Registration.

Each operator must be assigned a unique code and Password. Also, the appropriate language and Help file can be chosen for each individual operator.

If you need a language that is not provided in the list of available languages, consult your dealer.

- a. Click Operator Registration.

Check	Operator Name	Password	Language	Help File	
<input checked="" type="checkbox"/>	qubeley	amx-004	English	C:\Program Files\Panasonic\KX-TDA0300 PC Console\Help\HELP.htm	Browse
<input type="checkbox"/>					Browse
<input type="checkbox"/>					Browse
<input type="checkbox"/>					Browse
<input type="checkbox"/>					Browse
<input type="checkbox"/>					Browse
<input type="checkbox"/>					Browse
<input type="checkbox"/>					Browse
<input type="checkbox"/>					Browse
<input type="checkbox"/>					Browse
<input type="checkbox"/>					Browse

OK Cancel

- b. Select the numbers 1-10.
- c. Type the Operator Name (max. 16 characters) and Password (max. 10 characters).
- d. Select the appropriate language for the operator from the list of available languages.
- e. Click Browse to specify the Help file.  
By default, "Program Files\Panasonic\KX-TDA0300 PC Console\Help\HELP.htm" is specified.
- f. Repeat steps b. through e. to register more operators.
- g. Click OK.

## 3.1.3 E-mail Registration

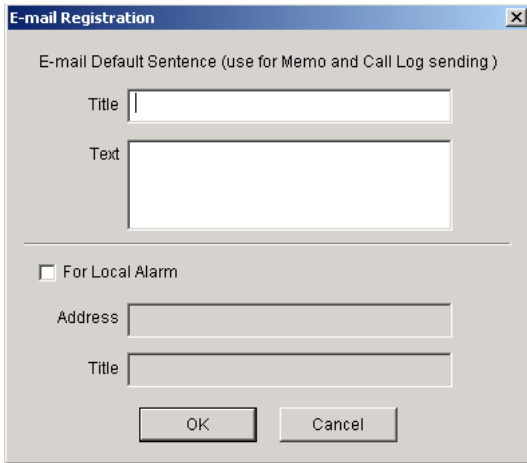
You can simplify the e-mailing process from the PC Console by specifying the following:

- Default title and contents used for e-mailing Memos and Call Logs
- Destination address for Local Alarms

### Local Alarm:

If a system error occurs and the PBX detects it, the alarm information will be sent to the pre-assigned party via e-mail. If the multiple errors occur simultaneously, an e-mail message is created and submitted for every alarm.

- a. Click E-mail Registration.



**b.** Specify the following items depending on your needs.

- E-mail Default Sentence (use for Memo and Call Log sending):
  - Title to type the default title of the e-mail message.
  - Text to type the default contents of the e-mail message.
- For Local Alarm:
  - Address to assign the destination address for Local Alarms.
  - Title to specify the title of the e-mail message.

**c.** Click OK.

#### **Note**

The e-mail program, set as the default in Windows®, is used.

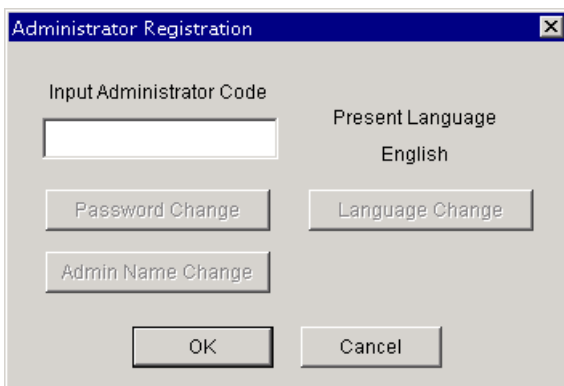
#### **Trademarks**

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- All other trademarks identified herein are the property of their respective owners.

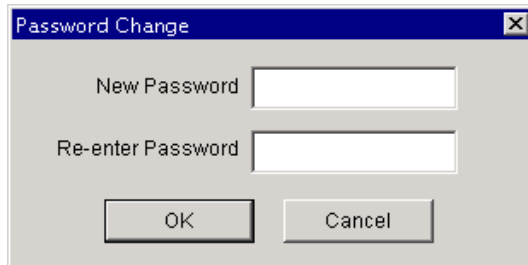
## 3.1.4 Administrator Registration

You can change the password as a safety precaution. You can also specify the language and the Help file.

**a.** Click Administrator Registration.



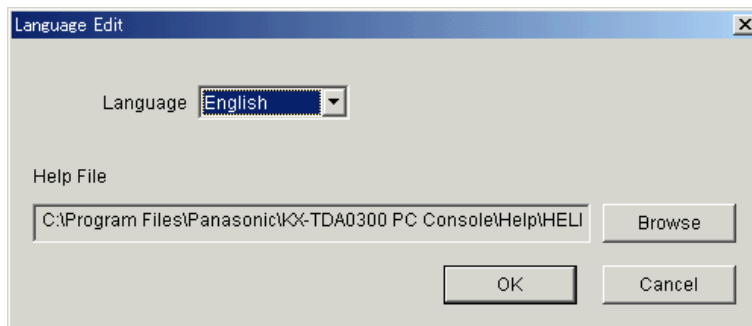
- b. Type the Administrator Code.
- c. Perform the following depending on your needs:
  - Password Change
  1. Click Password Change.

A screenshot of a Windows-style dialog box titled "Password Change". It contains two text input fields: "New Password" and "Re-enter Password". Below the fields are two buttons: "OK" and "Cancel".

2. Type the desired password in the New Password field, and retype it in the Re-enter Password field.
3. Click OK.

– Language Change

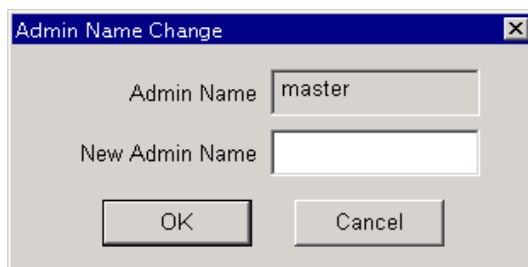
1. Click Language Change.

A screenshot of a Windows-style dialog box titled "Language Edit". It features a "Language" dropdown menu currently set to "English". Below it is a "Help File" section with a text box containing the path "C:\Program Files\Panasonic\KX-TDA0300 PC Console\Help\HELI" and a "Browse" button. At the bottom are "OK" and "Cancel" buttons.

2. Select the desired language and/or the Help file.
3. Click OK.

– Admin Name Change

1. Click Aadmin Name Change.

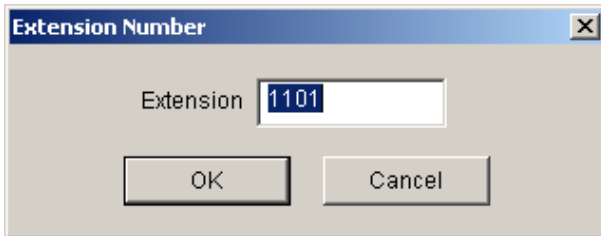
A screenshot of a Windows-style dialog box titled "Admin Name Change". It has two text input fields: "Admin Name" (containing the text "master") and "New Admin Name". Below the fields are "OK" and "Cancel" buttons.

2. Type the desired administrator's name in the New Admin Name field.
3. Click OK.

### 3.1.5 Extension Number

You can change the extension number you assigned at the time of PC Console installation.

- a. Click Extension Number.

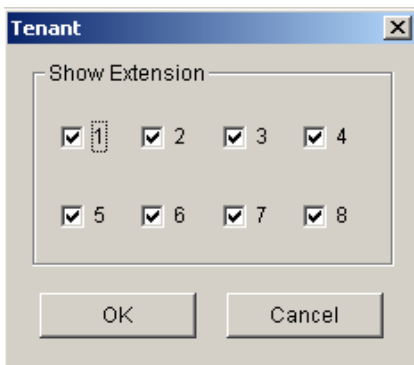


- b. Type the desired extension number in the Extension field.
- c. Click OK.

### 3.1.6 Tenant

You can specify the Tenant that needs to be displayed as an extension in the Incoming Group Screen.

- a. Click Tenant.



- b. Select the desired number 1-8.
- c. Click OK.

### 3.1.7 DID Registration

You can register DDI numbers to receive incoming calls based on priorities. The number 1 has the 1st priority, 2 has the 2nd priority, ... 10 has the 10th priority. To function this setting, refer to 1.3.1 Priority.

- a. Click DID Registration.

Check	DID Number	DID Name	Background
1 <input checked="" type="checkbox"/>	0123456789	Panasonic Sales	Bk Color
2 <input checked="" type="checkbox"/>	1234567890	Panasonic CS	Bk Color
3 <input checked="" type="checkbox"/>	2345678901	Panasonic Network	Bk Color
4 <input type="checkbox"/>			Bk Color
5 <input type="checkbox"/>			Bk Color
6 <input type="checkbox"/>			Bk Color
7 <input type="checkbox"/>			Bk Color
8 <input type="checkbox"/>			Bk Color
9 <input type="checkbox"/>			Bk Color
10 <input type="checkbox"/>			Bk Color

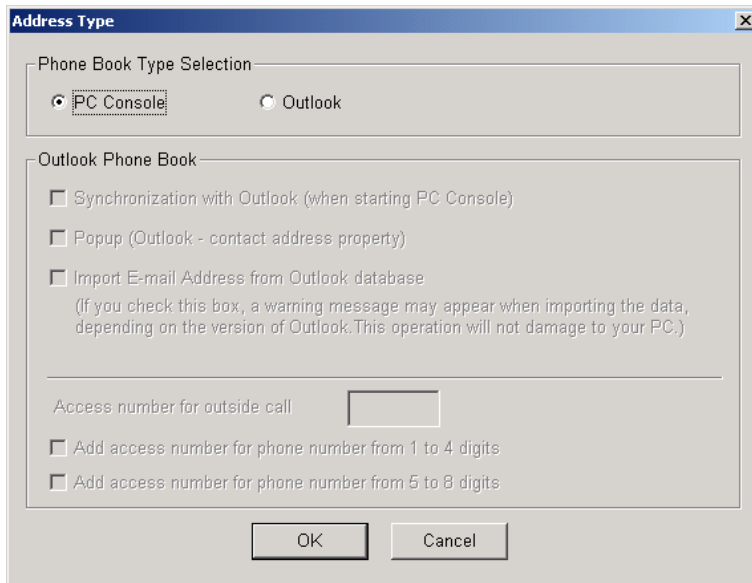
- b. Select the numbers 1-10.
- c. Type a DID number in the DID Number field.
- d. Type a DID name in the DID Name field.
- e. Click Bk Color to specify the background color of the list in the Incoming Call Screen when the call with the assigned DID number reaches to your PC Console.
- f. Click OK.

### 3.1.8 Address Type Registration

You can select either of PC Console-original Phone Book or Microsoft Outlook Address Book for the Phone Book features. (Default: PC Console-original Phone Book)

#### Selecting the PC Console-original Phone Book

- a. Click Address Type Registration.



- b. Select PC Console in Phone Book Type Selection.
- c. Click OK.

### Selecting the Outlook Address Book

- a. Click Address Type Registration.
- b. Select Outlook in Phone Book Type Selection.
- c. Assign the following items depending on your needs.
  - Synchronization with Outlook (when starting PC Console) to automatically import the data of Outlook Address Book every time when starting the PC Console.
  - Popup (Outlook - contact address property) for the contact address property screen to pop up if the PC Console detects the calling party's phone number in the Address Book every time when receiving a call.
  - Import E-mail Address from Outlook database to enable you to import the data of Outlook Address Book by clicking the Import button in the Phone Book Outlook Screen.  
Refer to **Importing the Records of Outlook Address Book** in 1.2.4 Phone Book Screen.
  - Access number for CO line call to specify the CO line access number to be added automatically when making a call from Phone Book Outlook Screen.
  - Add access number for phone number from 1 to 4 digits to add the CO line access number specified above to the registered 1-to-4-digit numbers.
  - Add access number for phone number from 5 to 8 digits to add the CO line access number specified above to the registered 5-to-8-digit numbers.
- d. Click OK.

### 3.1.9 Wave Device

You should select the audio devices for recording and replying.

- a. Click Wave Device.



b. Select the desired devices from the lists.

**Notes**

- Sound playback by PC: Assign a sound device. Note you cannot select a USB Audio Device for sound playback by PC.
- Sound transfer / receive with PBX: Assign the USB Audio Device installed at the time of USB Driver installation.

c. Click OK.



---

***Section 4***  
***Appendix***

## 4.1 Troubleshooting

Problem	Remedy
A connection error message appears during the operation.	Exit from the PC Console, confirm the following, then restart the PC Console. <ul style="list-style-type: none"><li data-bbox="683 427 1174 491">• A TEL cord connects the PBX and the telephone.</li><li data-bbox="683 497 1257 561">• A USB cable connects the telephone and the PC.</li><li data-bbox="683 568 983 597">• The PBX is turned on.</li></ul>
I cannot receive more than one call simultaneously.	Assign the desired number of Incoming Call Distribution Group buttons (max. 10) to the proprietary telephone assigned as the PC Console. For assignment, consult your dealer.

---

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# Ad Interim



This product complies with the essential requirements of the Directive 1999/5/EC Radio and telecommunications terminal equipment directive.

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