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Electra **Elite** IPK AND Electra **Elite** IPK II

SOFT PHONE ADMINISTRATOR'S GUIDE



Empowered by Imagination

NEC

INT-1014 (IPK II)
DOCUMENT REVISION 3

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Technology Development

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Introduction

CHAPTER 1

SECTION 1 WHAT IS IPK SOFT PHONE?

The IPK Soft Phone is a software application that enables your PC to function as a business telephone. It connects to the Electra Elite IPK/IPK II Key System across IP networks to provide telephony functions.

The IPK Soft Phone is compatible with the Electra Elite IPK with IPCA-U and IAD-U with Megaco Station package, or the IPK II with PVA with MG16 package installed.

The IPK Soft Phone software, when used with the Electra Elite IPK/IPK II/IPCA-U(), has two different feature sets available: video enabled and video not enabled. The feature set is controlled by using the appropriate license key. With the video enabled IPK Video Soft Phone, video calling other IPK Video Soft Phone users is possible. The IPK Video Soft Phone can be used only with the Electra Elite IPK with IPCA or IPK II with MG16 package installed. It is not supported on the IAD-U() MEGACO Station.

The IPK Soft Phone, without video, is compatible with the Electra Elite IPK/IPK II with the appropriate installed hardware.

Throughout this guide, both feature sets are generically referred to as the IPK Soft Phone.

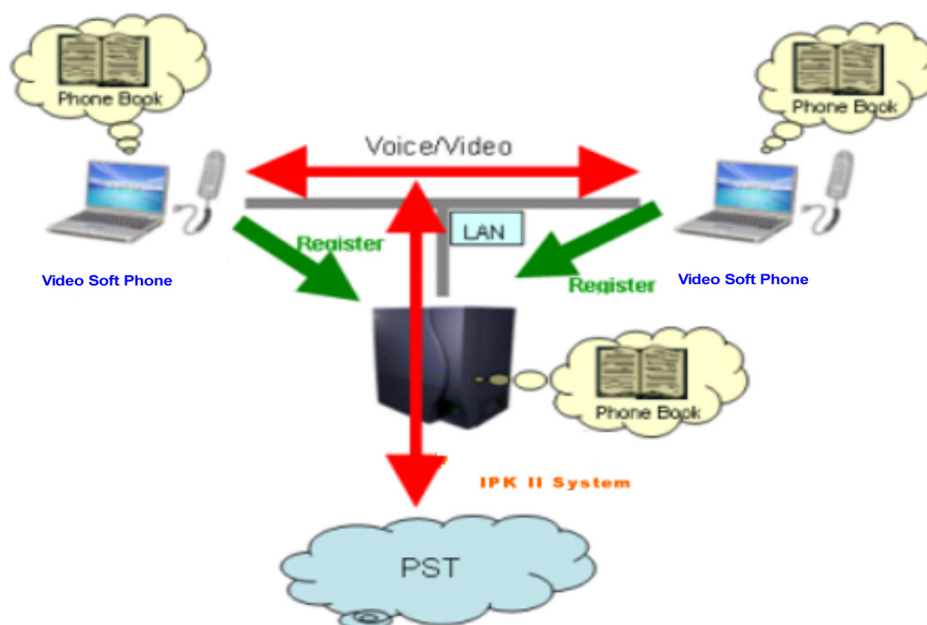


Figure 1-1 IPK II Soft Phone Network

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PC Requirements and Software Installation

CHAPTER 2

Before setting up the IPK Soft Phone, please confirm that the personal computer meets the following requirements.

SECTION 1 REQUIREMENT OF THE PERSONAL COMPUTER

The IPK Soft Phone is installed on a personal computer.


-  The IPK Soft Phone requires Internet Explorer version 6.0 or higher to run properly. Older versions of Internet Explorer do not allow the IPK Soft Phone to install.

Table 2-1 Minimum Required Equipment

CPU	Intel Pentium® III, Celeron™ Processor 600MHz or higher AMD Athlon™, Duron™ Processor 700MHz or higher
Memory	128MB or more
HDD	30MB HDD empty space
Sound	Sound equipment on Windows® operating system
Video	SVGA (800x600) display resolution and high color (16 bit, 65536 colors) video card and monitor
Peripheral Equipment	Speaker and MIC (or headset)
OS	Microsoft® Windows® 2000 Professional Microsoft® Windows® XP Home Edition Microsoft® Windows® XP Professional
Font Size	Small size (Windows® 2000 Professional) Normal size (Microsoft® Windows® XP Home Edition, Microsoft® Windows® XP Professional)
Browser	Microsoft® Internet Explorer 6.0 or higher

Table 2-2 Recommended PC Environment

CPU	Intel Pentium® III, Celeron™ Processor 1GHz or higher AMD Athlon™, Duron™ Processor 1GHz or higher
Memory	256MB or more
HDD	100MB HDD empty space (Phonebook entries require additional HDD space)
Sound	Sound equipment with echo canceller on Windows® operating system
Video	XGA (1024x768 or more resolution of video card and monitor)
Peripheral Equipment	USB Handset (recommended product: NEC USB Phone B/BU/NEC USB UTR -1-1 Headset, or NEC USB Headset) Speaker and MIC
OS	Microsoft® Windows® 2000 Professional Microsoft® Windows® XP Home Edition Microsoft® Windows® XP Professional
Font Size	Small size (Windows® 2000 Professional) Normal size (Microsoft® Windows® XP Home Edition, Microsoft® Windows® XP Professional)
Browser	Microsoft® Internet Explorer 6.0 or higher

SECTION 2 INSTALLATION OF IPK SOFT PHONE

Use the following procedure for installing the IPK Soft Phone.

- ✎ Login to Windows® operating system using system administrator authority. For details refer to your PC operator manual or the Windows Operating System manual.
 - ✎ Do not connect the NEC USB Phone B/BU, NEC USB Headset or the NEC USB UTR-1-1 Handset to the PC before installing the IPK Soft Phone.
1. Insert the IPK Soft Phone CD-ROM into a CD-ROM drive.

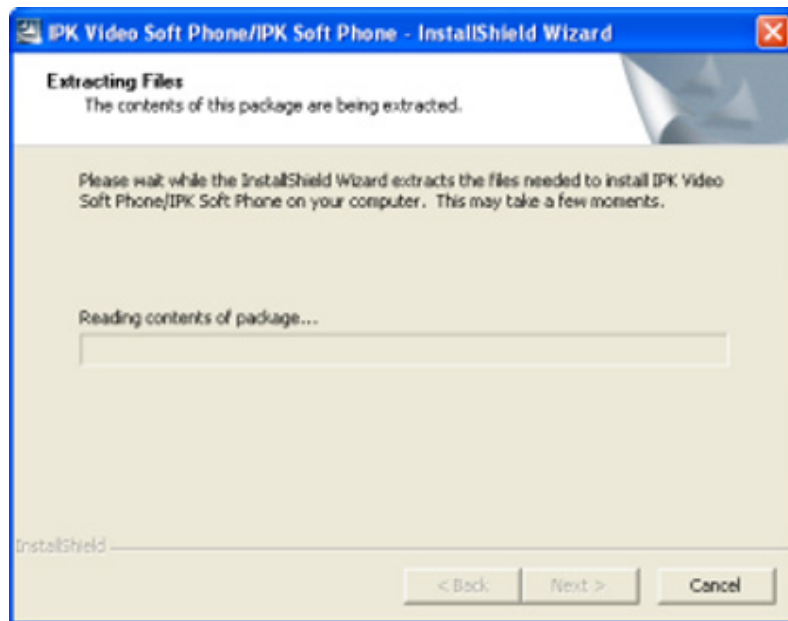


Figure 2-1 IPK Soft Phone - Installshield Wizard



Figure 2-2 Installshield Setup Guide Screen

The Welcome Screen for the InstallShield Wizard is displayed.

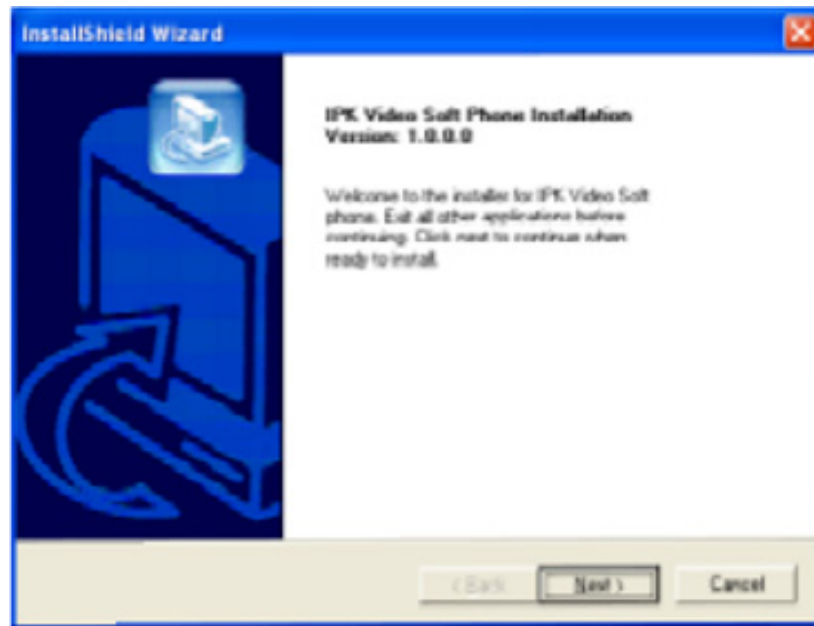


Figure 2-3 Welcome Screen

- ✎ If the InstallShield Wizard Screen is not displayed, please perform the following steps:
1. Click START , then click RUN.
 2. In the Command line of the Run Dialog box, enter CD-ROM drive:\Installer\Setup.exe.
 3. Click OK.
2. Click Next. License Agreement screen is displayed.

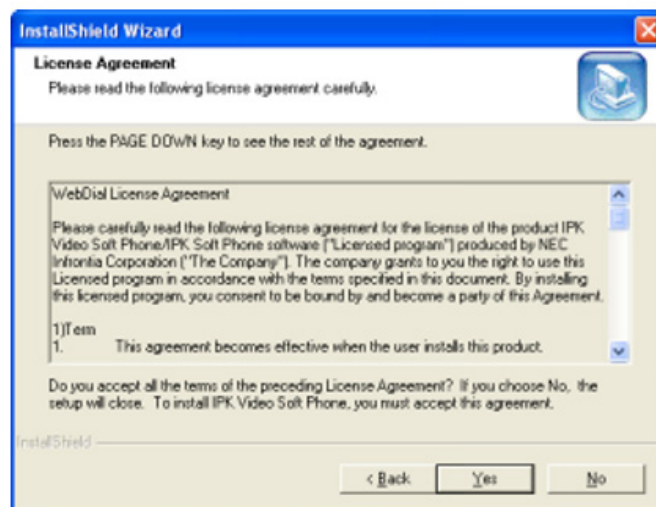


Figure 2-4 License Agreement Screen

3. Read this agreement and click Yes. Destination Folder screen is displayed.

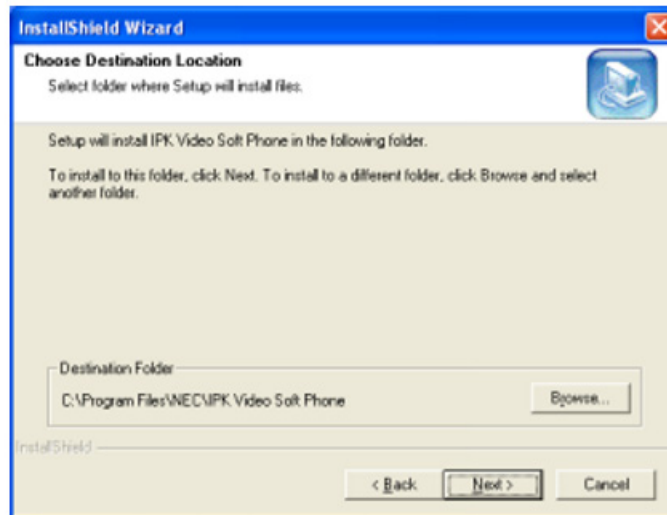


Figure 2-5 Destination Folder Screen

- ✎ If you want to change the Install folder:
Normally, the install folder is not necessary to change. If you would like to specify an install folder, please click Browse, and change install folder path.

4. Click Next. Setup Type screen is displayed.

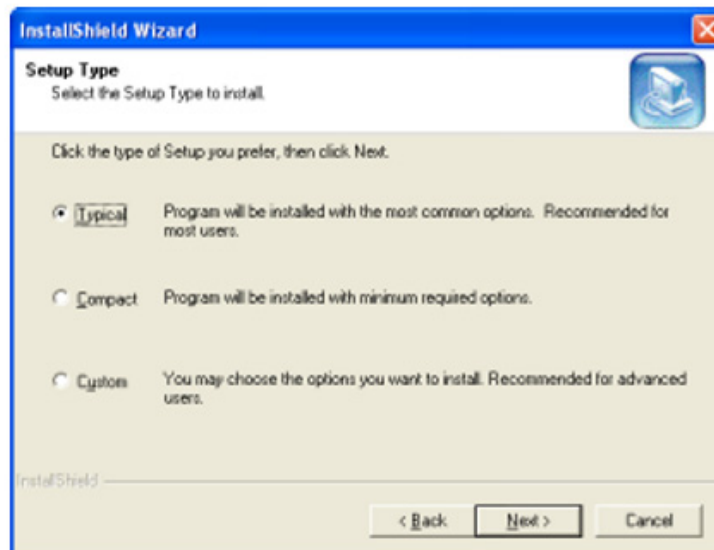


Figure 2-6 Setup Type Screen

5. Select Typical selection.

If you want to install only the IPK Soft Phone, select Custom and click Next to see the following selections:

IPK Video Soft Phone

- This is the IPK Soft Phone main application. This **must** be installed.

Address Linker

- This application is used to search phone numbers from existing phonebook or customer data base on the computer via *IPK Soft Phone* phonebook. Refer to [Section 1 Address Linker Setup in Chapter 9 Address Linker Setup on page 9-1.](#)

Address Linker Add-on

- This application is used to import from an existing phone number and customer data base, from external applications. Refer to [Section 2 Address Linker Add-On Setup in Chapter 9 Address Linker Setup on page 9-3.](#)

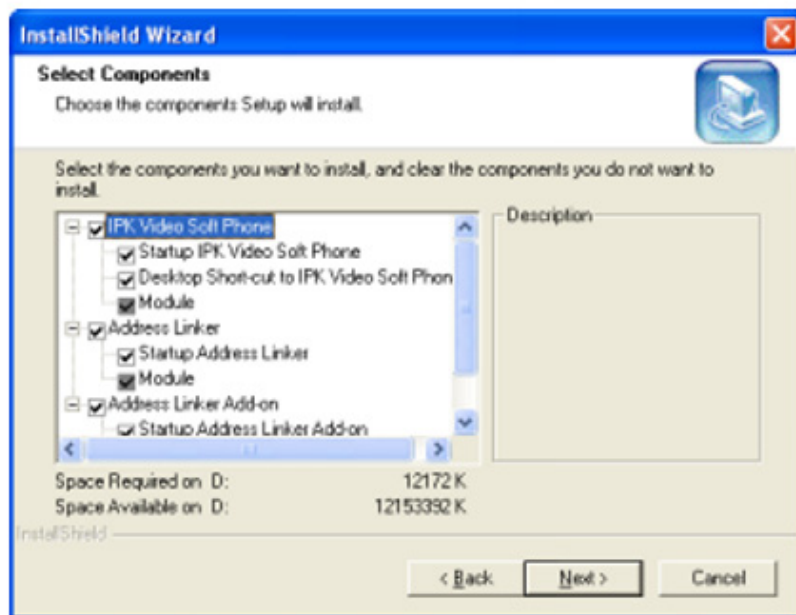


Figure 2-7 Select Components Screen

6. Click Next. Select Program Folder screen is displayed.

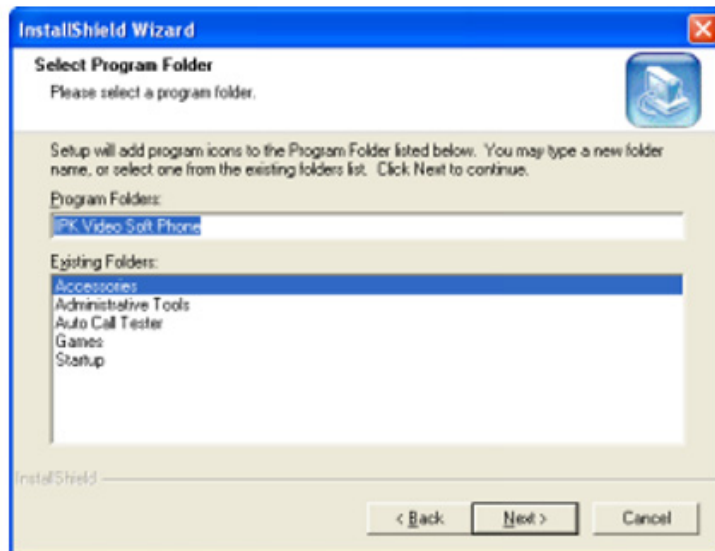


Figure 2-8 Select Program Folder

7. Click Next. Start Copying Files screen is displayed.

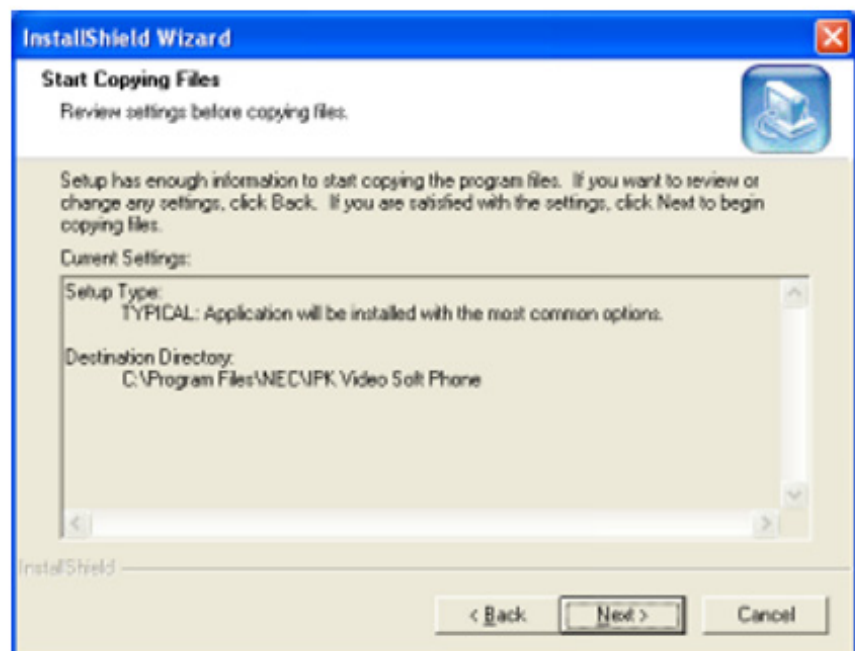


Figure 2-9 Start Copying Files Screen

- Click Next. After the installation is finished, InstallShield Wizard Complete screen is displayed.

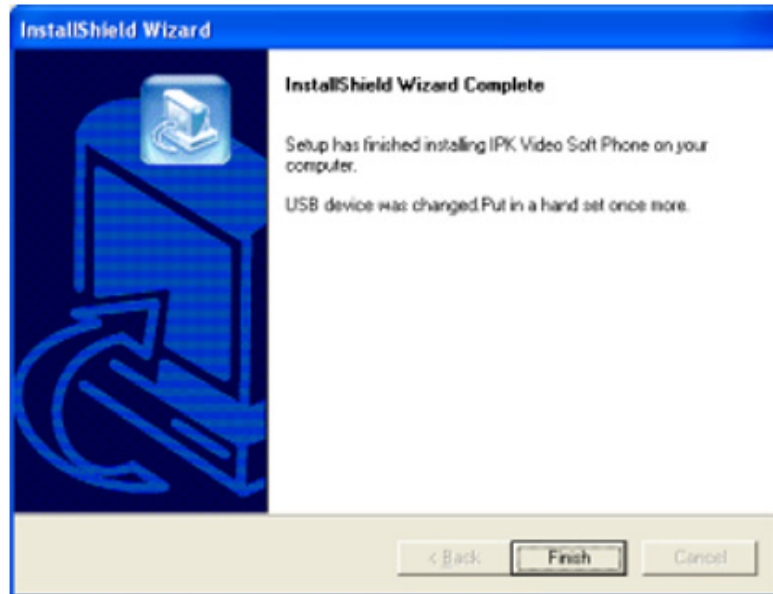


Figure 2-10 InstallShield Wizard Complete Screen

- The following screen may appear when installing the software on PC with Windows XP operating system, click Continue Anyway.



Figure 2-11 Continue Anyway Screen

- Click Finish. The installation of IPK Soft Phone is completed.

SECTION 3 *IPK SOFT PHONE INITIAL SETUP*

The following information is needed when starting IPK Soft Phone.

Serial Key

This is required when starting IPK Soft Phone first. IPK Soft Phone cannot be started if there is no Serial key.

IP Address of Media Gateway Controller (MGC) – your IPKA-U(), IPK II MGI6, or IAD-U() with MEGACO Station application

This is required to ensure communication between the MGC and Electra Elite IPK/IPK II. Unless this address is set up correctly, the telephone/video functions of Electra Elite IPK/IPK II cannot be used.

1. Start IPK Soft Phone. Click IPK Video Soft Phone icon on the desktop of your computer.



- OR - Click in order as follows:

Start → All Programs → Electra Elite IPK → Electra Elite IPK

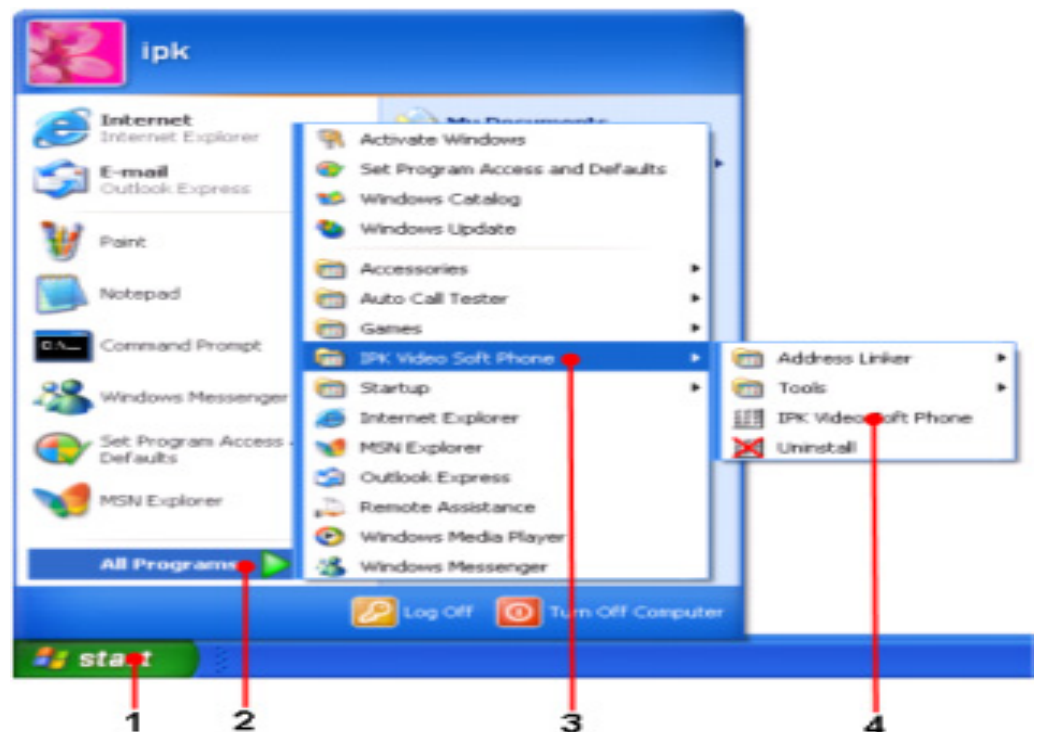


Figure 2-12 Starting Electra Elite IPK/IPK II

IPKVSP Serial Key Entry screen is displayed.



Figure 2-13 IPKVSP Serial Key Entry Screen

2. Enter the Serial Key.
Please ask the system administrator for the Serial Key.
3. Click OK. The following screen is displayed.

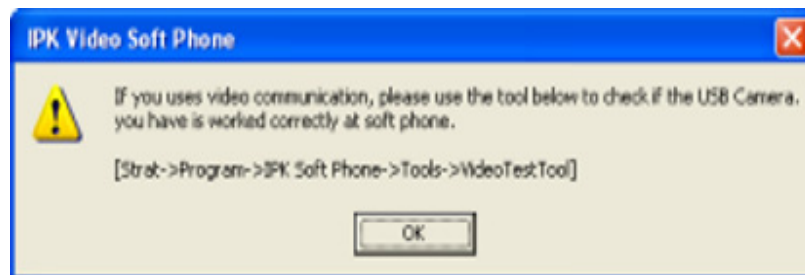


Figure 2-14 USB Camera Check Screen

4. Click OK. The following screen is displayed.



Figure 2-15 Audio Device Has Changed Screen

- Click OK. The Setup screen is displayed.

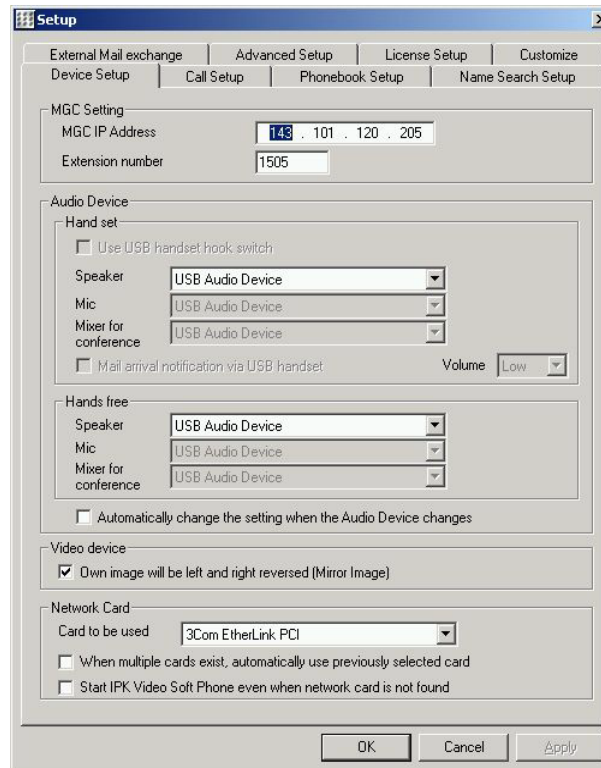


Figure 2-16 Setup Screen

- Set each item. Enter IP address of MGC in MGC IP Address or MG16 IP Address column. Check the audio/video device and the network card of the personal computer are specified correctly. Please refer to [Section 1 Device Setup in Chapter 4 IPK Soft Phone Setup on page 4-1](#) for details.

Click OK.

- If you stop by clicking Cancel button on Setup screen, the following screens are displayed when starting next time. Please input MGC IP address and click OK.



Figure 2-17 Manual Setting Screen

SECTION 4 UNINSTALLING IPK SOFT PHONE

Before uninstalling the IPK Soft Phone, stop the Address Linker and the Address Linker Add-on.

4.1 Stopping the Address Linker

Right-click Address Linker icon on the task tray of the personal computer and select Exit menu.



Figure 2-18 Stopping Address Linker

4.2 Stopping the Address Linker Add-on

Right-click Address Linker Add-on icon and select Exit menu.



Figure 2-19 Stopping Address Linker

4.3 Uninstalling the IPK Soft Phone

4.3.1 Uninstalling by using the Uninstall Icon

1. Click in order as follows:

Start → All Programs → Electra Elite IPK → Uninstall

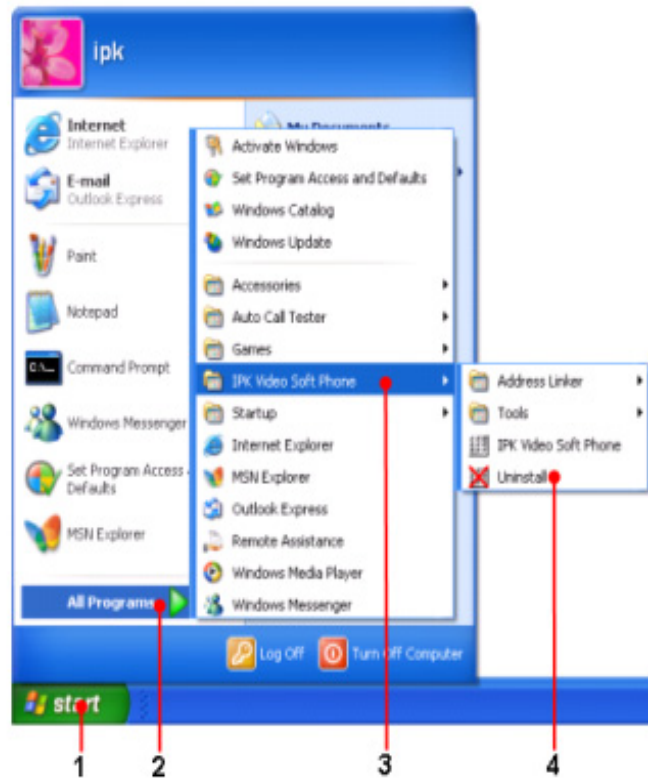


Figure 2-20 Uninstall Icon



Figure 2-21 Proceed with Removing Electra Elite IPK

2. Click Yes.

The Uninstalling starts. After a short time the following screen is displayed.



Figure 2-22 Successful Uninstallation Screen

3. Click OK.

4.3.2 Uninstall from Control Panel

1. Click Start on Windows® operating system menu and Click Control Panel. The Control Panel screen is displayed.
2. Click Add/Remove Programs icon twice. Add/Remove Programs screen is displayed.
3. Select Electra Elite IPK Soft Phone and click Remove button. The following screen is displayed.

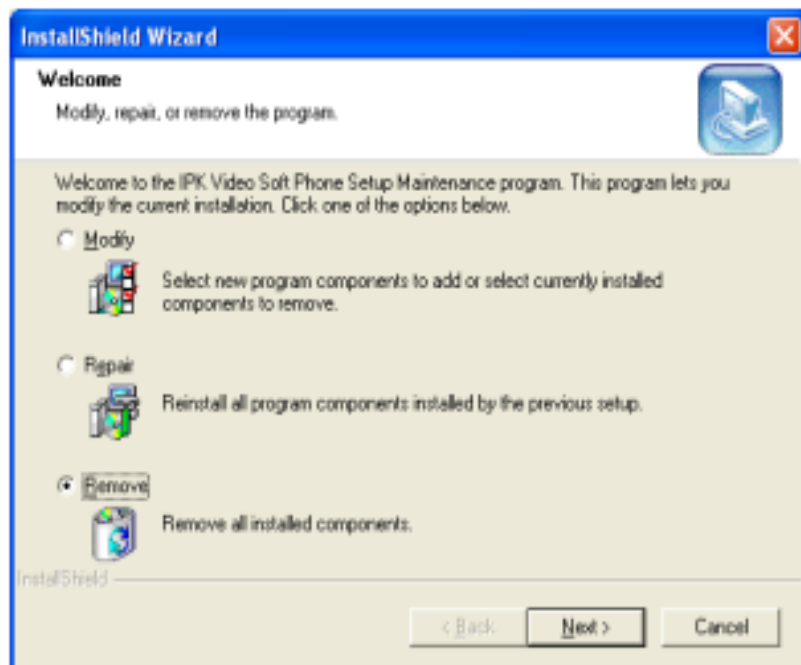


Figure 2-23 Modify, Repair, or Remove the Program Screen

4. Select Remove and click Next. The following screen is displayed.

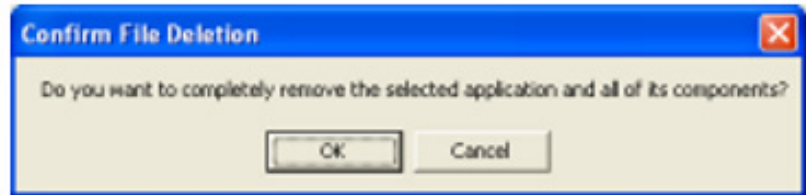


Figure 2-24 Confirm File Deletion

5. Click OK. After a while the following screen is displayed.

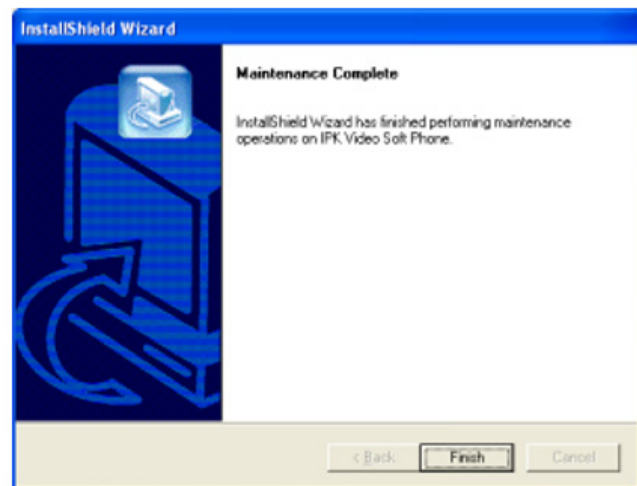


Figure 2-25 Maintenance Complete Screen

6. Click Finish. Uninstallation of IPK Soft Phone is completed.

- ✎ Reboot the PC before attempting to install the IPK Soft Phone again.

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Setting Up USB/UTR-1-1 Handset, NEC USB Headset and USB Camera Device

CHAPTER 3

A USB handset, NEC USB Headset and a USB camera can be connected to a personal computer for making telephone calls and video telephone calls with the IPK Soft Phone.

SECTION 1 SETUP A USB HANDSET OR NEC USB HEADSET

A USB audio device is connected to a personal computer and is used for making telephone calls in Electra Elite IPK Soft Phone.


1.1 Recommended Device

NEC recommends the use of the NEC USB Phone BU Handset, NEC USB Headset or NEC USB UTR-1-1 Handset.

1.2 Installation of the USB Handset

The driver for these devices will be included with the IPK Soft Phone application.

1. Install IPK Soft Phone application. Refer to [Section 2 Installation of IPK Soft Phone in Chapter 2 PC Requirements and Software Installation on page 2-3](#).

 Be sure to install Electra Elite IPK before connecting an NEC USB Phone BU Handset, NEC USB Headset or NEC USB UTR-1-1 Handset.

2. Connect the USB handset to the personal computer, using the USB cable provided. Refer to the USB handset manual for the method of connection and installation.
3. The Found New Hardware Wizard screen is displayed.

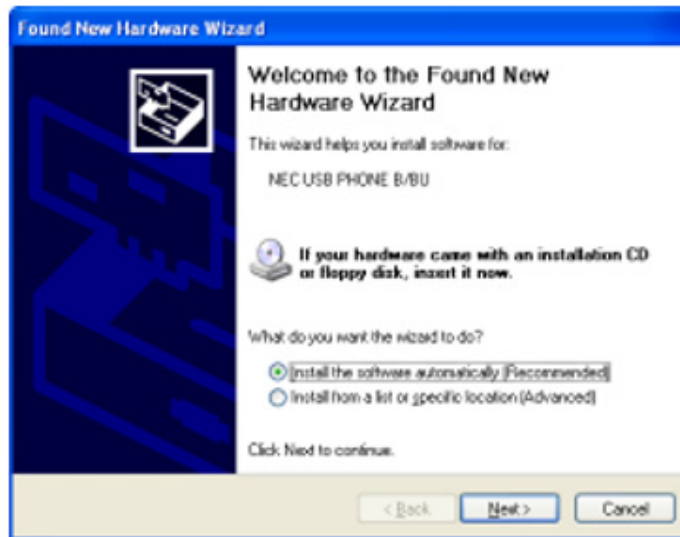



Figure 3-1 Found New Hardware Screen

-  This screen may not always be displayed on every PC.
4. Click Next. Hardware Installation screen is displayed.

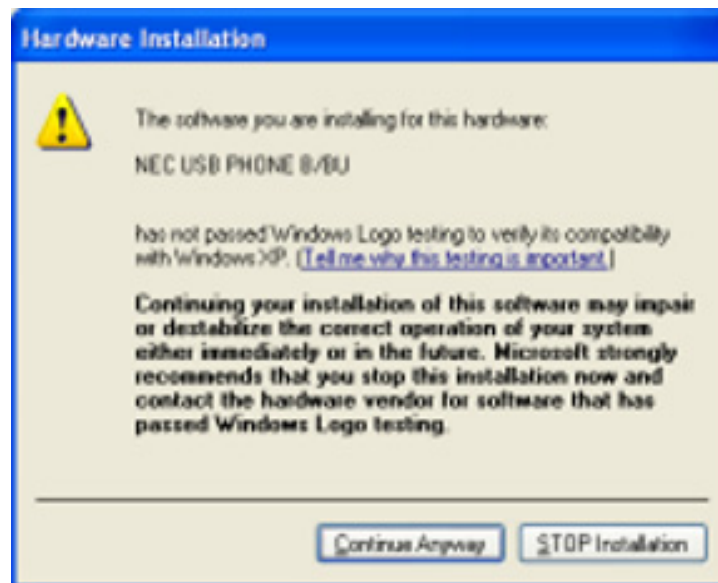


Figure 3-2 Hardware Installation Screen

5. Click Continue Anyway. Completing the Found New Hardware Wizard screen is displayed.

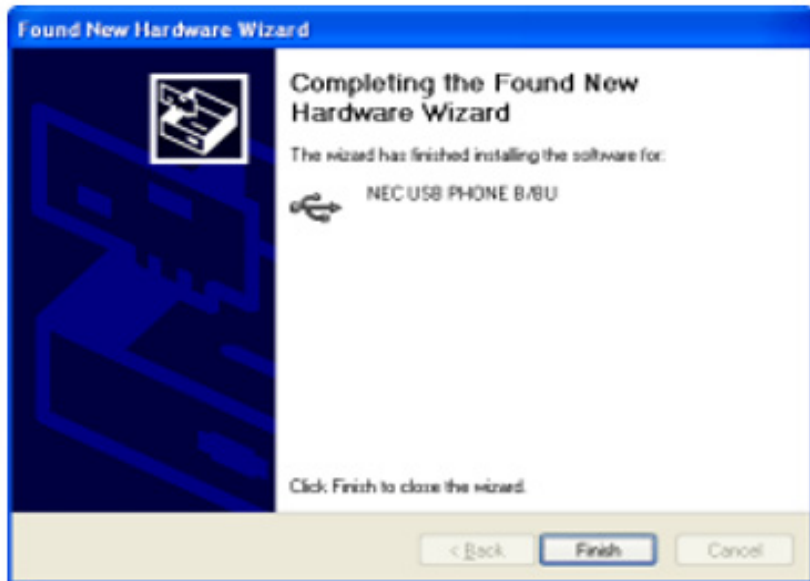


Figure 3-3 Completing the Found New Hardware Wizard

6. Click Finish. The installation is completed.

1.3 Troubleshooting Driver Installation

When the Add New Hardware wizard can not locate the NEC USB Handset, NEC USB Headset driver automatically, location of the drivers must be specified.

Choose the Install from a list of specified location option.

Browse in the driver subdirectory of the Electra Elite IPK directory. The default location for the USB handset drivers is in the directory C:\Program Files\NEC\Electra Elite IPK\Driver. The two files required are: **setbf030.inf** and **setbf030.sys**.

1.4 Configuring Electra Elite IPK Soft Phone to Use the USB Handset, or Headset

After you successfully install the USB Handset, it is displayed in Electra Elite IPK Soft Phone configuration as an available Audio Device.

Select the following:

- USB Audio Device
- USB PHONE B/BU or UTR-1-1 Handset
- NEC USB Headset CS50/CS60

SECTION 2 SETUP A USB CAMERA

A USB camera can be connected to the personal computer and is used for Video telephone applications in IPK Soft Phone.

2.1 Recommended Device

A USB camera can use the following:

- Logitech QV-40 QuickCam[®] Messenger
- A USB camera corresponding to the USB standard of the personal computer in use

2.2 Installing a USB Camera

Please connect with a personal computer with reference to the manual of a USB camera.

To use both a USB handset and a USB camera, the PC which connects them must have two or more USB host controllers, and one USB host controller controlling one USB port is recommended.

If both a USB handset and a camera are controlled by one USB host controller, the zone of USB is insufficient and they may not operate correctly.

IPK Soft Phone Setup

CHAPTER 4

This chapter discusses setting up the IPK Soft Phone for proper operation.

SECTION 1 DEVICE SETUP

Used for setting up the Speaker and the Microphone of the personal computer, and setup of an optional USB Handset and a USB Camera.



Figure 4-1 Setup Icon

1. Click Setup icon. Setup screen is displayed.
2. Click Device Setup.

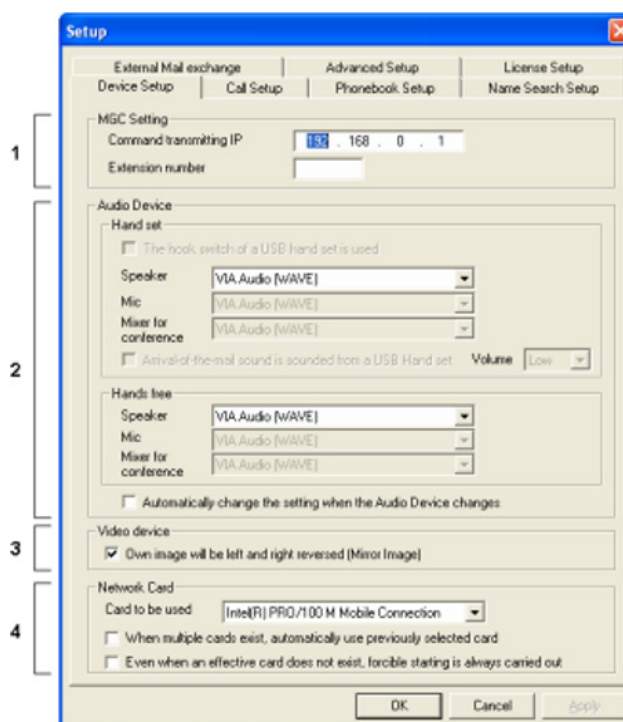


Figure 4-2 Device Setup Tab

3. Set each item in [Table 4-1 Device Setup Table](#).**Table 4-1 Device Setup Table**

No.	Item	Description	Note
1	MGC Setting:	Setup a command transmission IP address.	
	- MGC IP Address - MG16 IP Address	The IP address of the MGC is entered. Input range is 000.000.000.000~255.255.255.255.	
	- Extension number	An extension number is entered.	
2	Audio Device:	Audio device on the Handset and PC are setup.	
	a. Handset - Use the USB Handset hook switch.	When checked, the USB handset is used for the primary audio device.	
	- Speaker	The speaker is used for the handsfree playback device.	
	- Mic	Speaker key interlock. (Automatic setup) Does not support integrated mic/USB camera.	
	- Mixer for conference	Speaker key interlock. (Automatic setup)	
	- Mail arrival sound from USB Handset	Checked to enable the arrival of mail announcement sound on the USB Handset speaker.	
	b. Hands free		
	- Speaker	Speaker source for Handset conversation.	
	- Mic	Speaker key interlock. (Automatic setup) Does not support integrated mic/USB camera.	
- Mixer for conference	Speaker key interlock. (Automatic setup)		
3	Video Device:	When a USB Camera is connected to the PC when Electra Elite IPK Soft Phone is started, the camera is detected automatically.	Refer to Section 2 Setup a USB Camera in Chapter 3 Setting Up USB/ UTR-1-1 Handset, NEC USB Headset and USB Camera Device on page 3-4.
	- Mirror Image	When checked, the local station image on the Videophone screen is left-right reversed. This is the default setting.	

Table 4-1 Device Setup Table (Continued)

No.	Item	Description	Note
4	Network Card:		
	- Card to be used	Specify the network interface card for IPK Soft Phone to use.	
	- When multiple cards exist, automatically use previously selected card	If more than one network card is used in the PC, this option can be checked to bypass the setup screen when the IPK Soft Phone starts. The network card used from the previous session is automatically selected.	
	- Even when an effective card does not exist, forcible start is always carried out.	Check to bypass the network card selection, even if the previously selected network card is no longer enabled.	

4. Click OK. Device Setup is completed.

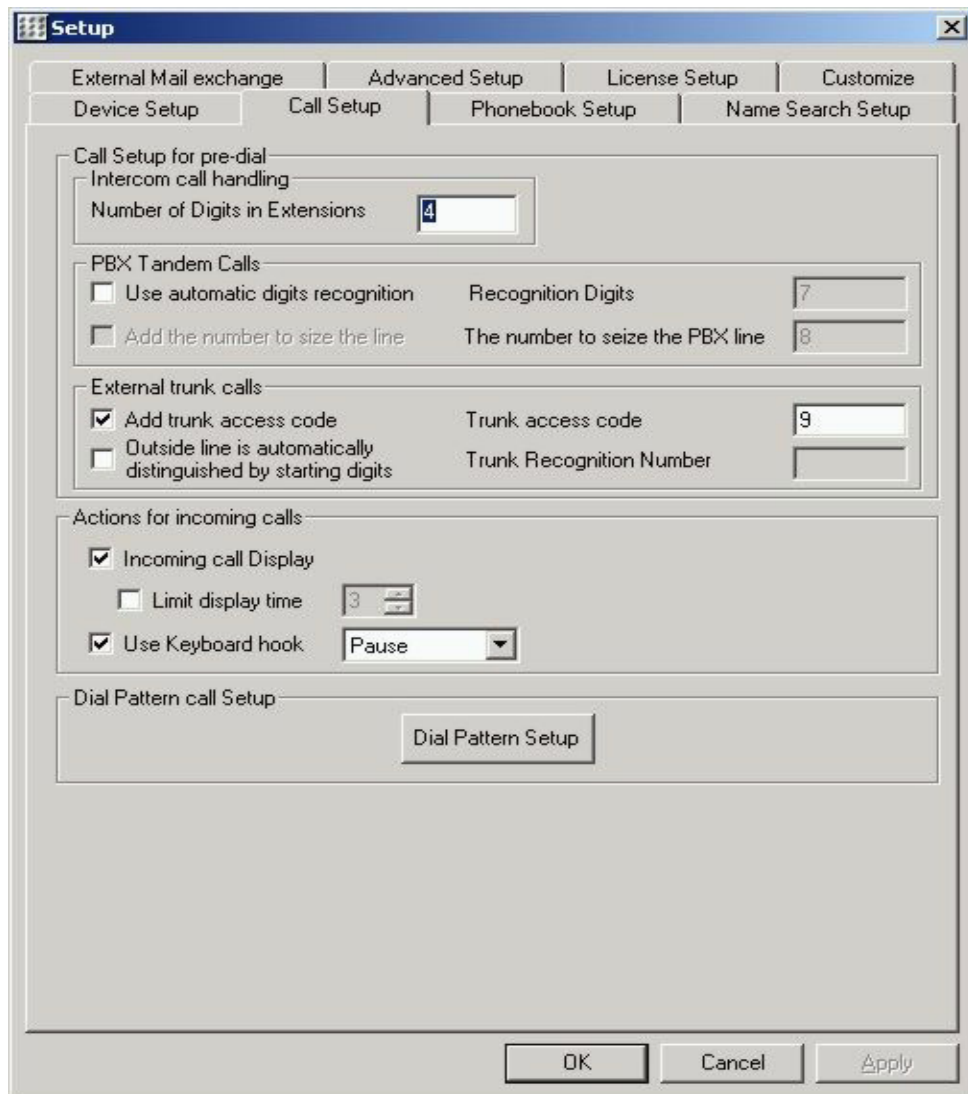
SECTION 2 CALL SETUP

This section describes setting up the outgoing call.



Figure 4-3 Setup Icon

1. Click the Setup Icon. Setup screen is displayed.
2. Click Call Setup.



The screenshot shows the 'Setup' dialog box with the 'Call Setup' tab selected. The dialog has a title bar with 'Setup' and a close button. Below the title bar are four tabs: 'External Mail exchange', 'Advanced Setup', 'License Setup', and 'Customize'. The 'Call Setup' tab is active, showing several sections of configuration options:

- Call Setup for pre-dial**
 - Intercom call handling
 - Number of Digits in Extensions: 4
- PBX Tandem Calls**
 - Use automatic digits recognition
 - Recognition Digits: 7
 - Add the number to size the line
 - The number to seize the PBX line: 8
- External trunk calls**
 - Add trunk access code
 - Trunk access code: 9
 - Outside line is automatically distinguished by starting digits
 - Trunk Recognition Number: (empty)
- Actions for incoming calls**
 - Incoming call Display
 - Limit display time: 3
 - Use Keyboard hook: Pause
- Dial Pattern call Setup**
 - Dial Pattern Setup (button)

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

Figure 4-4 Call Setup Tab

3. Set each item in [Table 4-2 Call Setup Table](#).

Table 4-2 Call Setup Table

No.	Item		Description	Note
1	Call Setup for pre-dial:			
	Intercom Call Handling	Number of digits in extensions	Input the number of digits used for intercom calls. When dialing a number, if the number of digits surpasses this setting it is not treated as an intercom call.	
	PBX Tandem Calls	Use automatic digits recognition.	Check to enable the automatic recognition of a tandem call.	
		Recognition Digits	Input the number of digits to be added when a number for PBX tandem calling is added at the front of the telephone number.	
	External Trunk Calls	Add the number to seize the line.	Check to enable the automatic insertion of a trunk access code.	
		Outside line is automatically distinguished by the starting digits.	Check this when a call should be sent out an outside line, regardless of the number of digits.	

Table 4-2 Call Setup Table (Continued)

No.	Item	Description	Note
2	Actions for incoming calls: Incoming call display	Check to enable incoming call indication. This includes the following incoming indications: - Task tray icon flashing red. Status window is flashing red (extension incoming call) or flashing green (outside party incoming call) - Line key activated during incoming call. Function Button indication is flashing red.	When checked, the main bar is shown during an incoming call even if the Toll Bar is set for Auto-Hide. When check is removed, only Answer button and Function button go on and off. Note: Regardless of this setup, incoming notification is indicated on the <i>D^{term}</i> Window.
	Incoming call display limit display time	When not checked, incoming call display is constant. When checked, incoming call display is limited to the number of seconds chosen. Input range: 0~60 seconds.	Note: Regardless of this setup, incoming notification is indicated on the <i>D^{term}</i> Window.
	Use keyboard hook	Check to select a key to function as a hook-switch. The hook-switch can be used to answer incoming calls. The following keys can be assigned: F1~F12 Pause Shift TAB ESC Home End	Note: Regardless of this setup, incoming notification is indicated on the <i>D^{term}</i> Window.
3	Dial Pattern call:	Allows the manipulation of the number to be dialed. Digits can be added or deleted for such purposes as trunk access codes, PIC codes, and other long distance codes.	
	Dial Pattern setup	Refer to Section 7 Dial Pattern Setup in Chapter 4 IPK Soft Phone Setup on page 4-18.	

4. Click OK. Call Setup is completed.

SECTION 3 PHONEBOOK SETUP

This section describes setup of the Phonebook.



Figure 4-5 Setup Icon

1. Click Setup Icon. Setup screen is displayed.
2. Click Phonebook Setup tab.

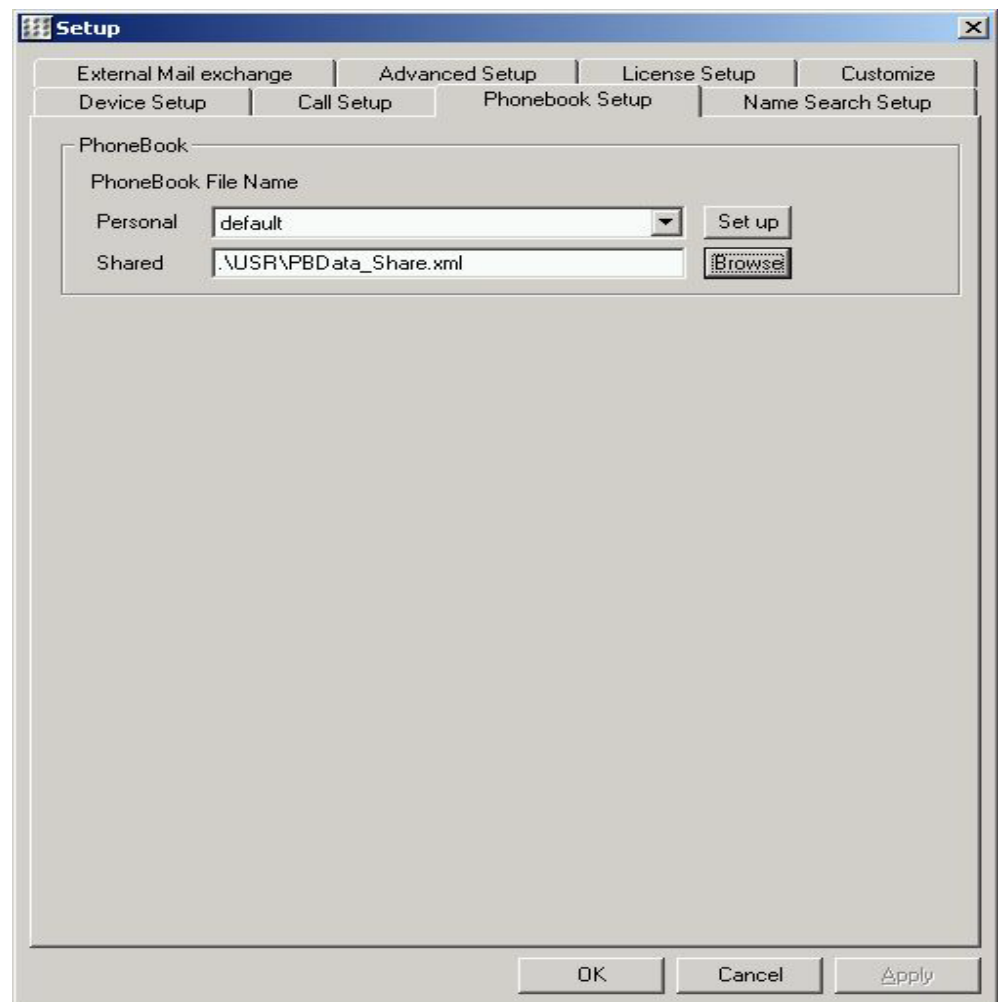


Figure 4-6 Phonebook Setup Tab

- Set each item in [Table 4-3 Phonebook Setup Table](#).

Table 4-3 Phonebook Setup Table

No.	Item	Description	Note
1	Phonebook:		
	Personal Phonebook	The location to store the Personal Phonebook data is specified.	A Phonebook is kept with the Contact XML form.
	Shared Phonebook	The Shared Phonebook contents can be registered, corrected, or deleted via a server using the Edit Mode.	Both a full path and a relative path can be entered.

- Click OK. Phonebook setup is completed.

SECTION 4 NAME SEARCH SETUP

This section describes the Name Search setup.



Figure 4-7 Setup Icon

- Click Setup Icon. Setup screen is displayed.

2. Click Name Search Setup tab.

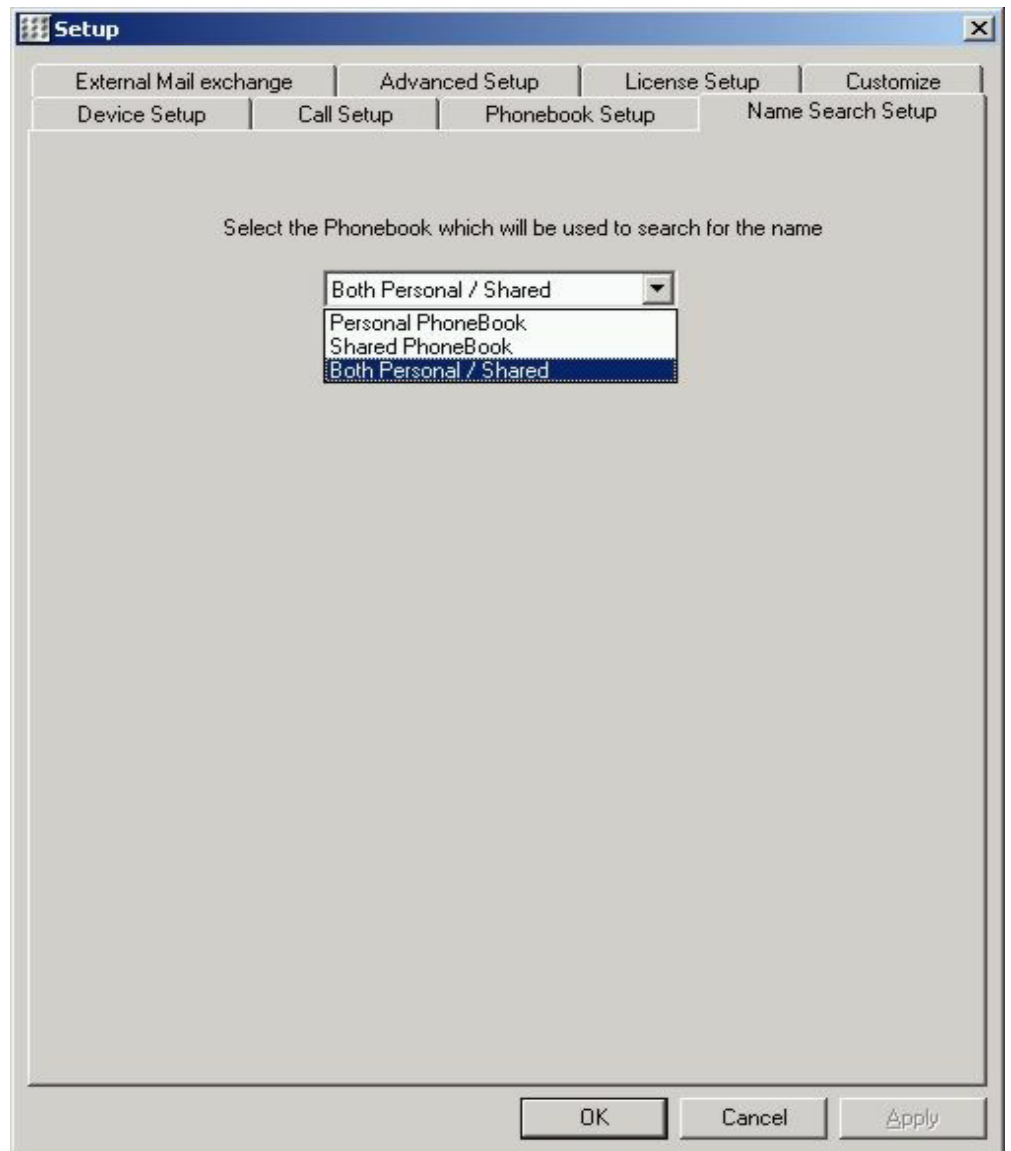


Figure 4-8 Name Search Tab

Table 4-4 Name Search Setup Table

No.	Item	Description
1		Select the Phonebook that is used to search for a number using name.
	Specify the phonebook to look up a name/ telephone number entry. The following choices are available: - Personal Phonebook - Shared Phonebook - Both Personal/Shared	Contents of designation and the order of priority of searching are as follows: - A Personal Phonebook is specified - A Shared Phonebook is specified

3. Click OK. Name Search Setup is completed.

SECTION 5 EXTERNAL MAIL EXCHANGE SETUP

This section describes setting up the Electra Elite IPK Soft Phone to operate with your e-mail system.



Figure 4-9 Setup Icon

1. Click Setup Icon. Setup screen is displayed.

2. Click External Mail Exchange Setup tab.

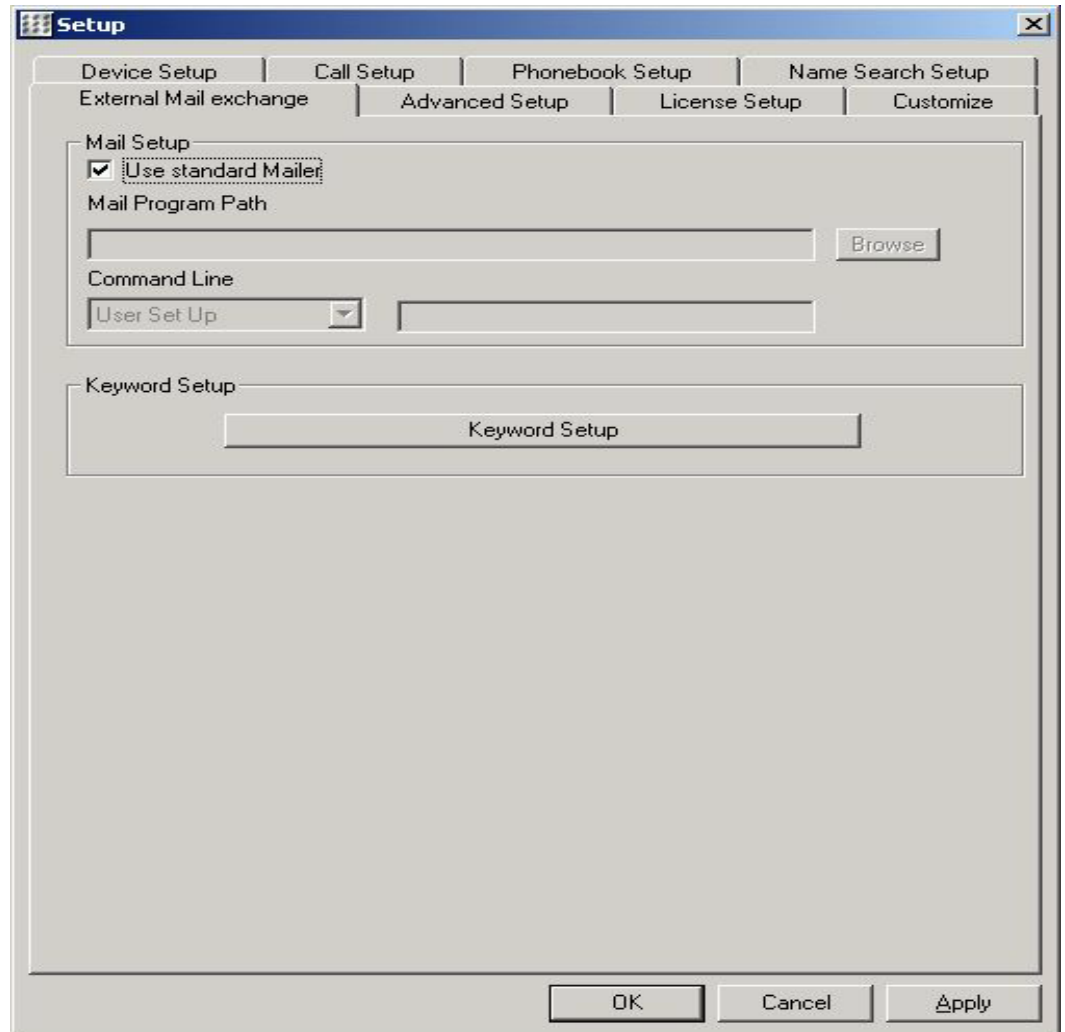


Figure 4-10 External Mail Exchange Setup

3. Set each item in [Table 4-5 External Mail Exchange Setup Table](#).

Table 4-5 External Mail Exchange Setup Table

No.	Item	Description	Note
1	Mail Setup	Used for configuring the IPK Soft Phone to communicate with your e-mail application. It can use a standard e-mail application, or give it the path to the application. If a contact in your PIM is not available by phone, with the phone number still in the Input Window, you can click the Send Mail button. It will automatically open your e-mail program and input the e-mail address in the PIM to make the contact. Refer to Section 2 Sending E-Mail using Phonebook in Chapter 7 Using IPK Soft Phone on page 7-2 .	
	Use Standard Mailer	When checked the default mail application registered with Windows is used.	Refer to Section 2.2 Register Default Mail Application in Chapter 7 Using IPK Soft Phone on page 7-3 .
	Mail Program Path	To use an application other than the Default Mail application, uncheck Use Standard Mailer and specify the full path to the EXE file of the intended mail application.	This can be selected from Explorer by clicking Browse.
	Command Line	When another mail application is used, this is set for starting up a new e-mail with the e-mail address already inserted in the To window.	Without the command line option setting, only the mail application starts up.
2	Keyword Setup	Refer to Section 6 Keyword Setup .	

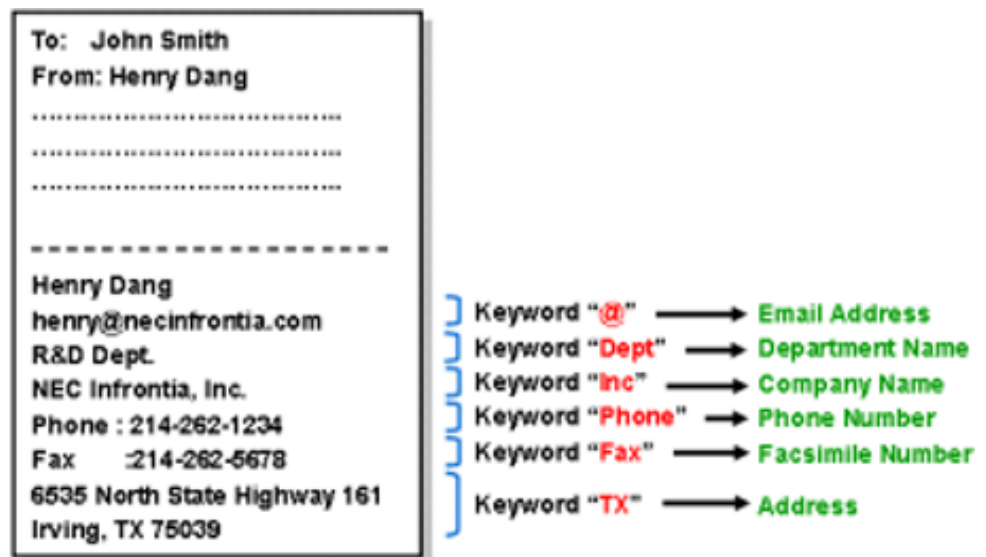
4. Click OK. External Mail Exchange Setup is completed.

SECTION 6 KEYWORD SETUP

The Keyword feature automatically registers some key words to let IPK Soft Phone extract a Name, Telephone Number, E-Mail Address, and other key items from an E-Mail contents.

For example, the IPK Soft Phone gets information from the E-Mail contents and automatically registers the data into the directory according to the following:

- Keyword is included or not.
- The forward portion of the Keyword is selected.
- The back portion of the Keyword is selected.



1. Click Setup Icon. Setup screen is displayed.



Setup Icon

Figure 4-11 Setup Icon

2. Click External Mail Exchange Setup tab.

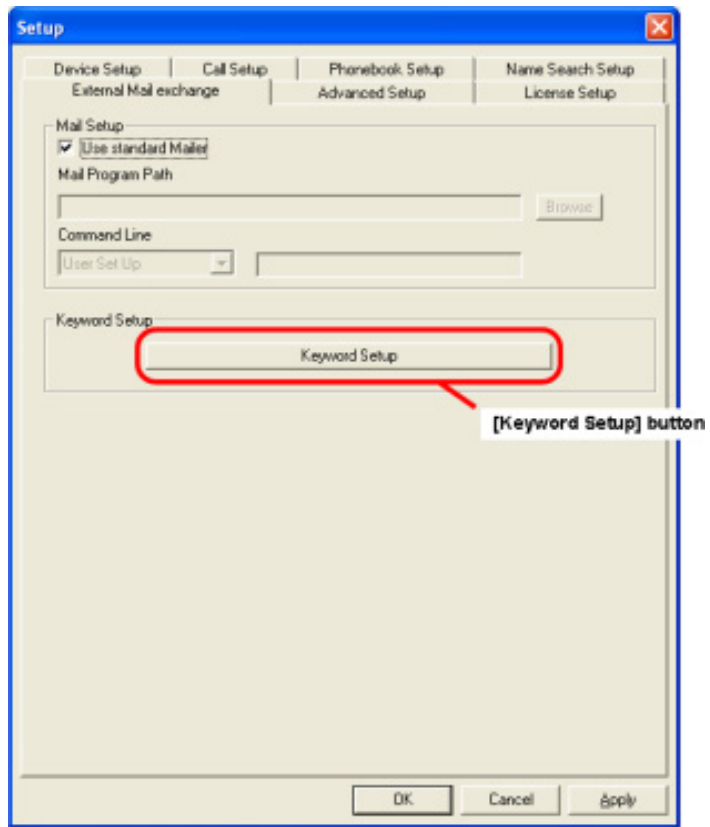


Figure 4-12 Keyword Setup Button

3. Click Keyword Setup. Keyword Setup screen is displayed.

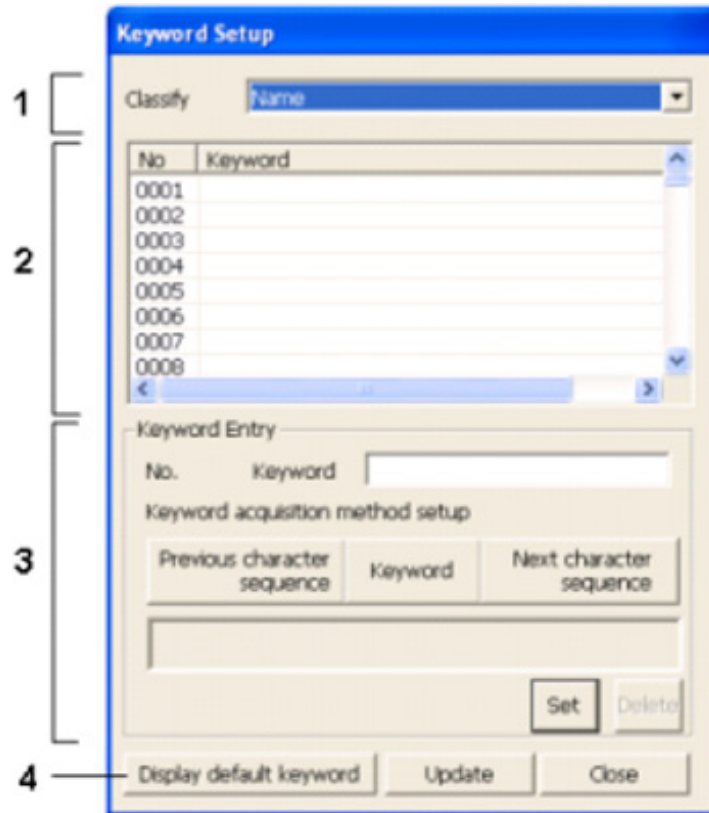


Figure 4-13 Keyword Setup Screen

4. Set each item in [Table 4-6 Keyword Setup Table](#).

Table 4-6 Keyword Setup Table

No.	Item	Description	Note
1	Classify	Keyword category is selected among the following items: <ul style="list-style-type: none"> - Name - Company - Department - Title - E-mail - Zip Code - Address - Telephone Number 1 - FAX Number 	
2	Keyword display area	All Keywords registered in the above [Classify] area are listed here.	
3	Keyword entry		Keywords registered as default cannot be reregistered.
	Keyword	Enter Keyword to be registered. Input range: maximum 30 characters.	
	Keyword acquisition method setup	The character string to be extracted is dependent on the registered Keyword location option(s) you chose. The six acquisition conditions below are assigned by combination of the following three buttons: Previous character sequence, Keyword, and Next character sequence ON (Pressed status) and OFF (Default status). <ul style="list-style-type: none"> - Acquisition character string before Keyword, that Keyword is not included. - Acquisition character string before Keyword, that Keyword is included. - Acquisition Keyword itself. - Acquisition character string after Keyword, that Keyword is not included. - Acquisition character string after Keyword, that Keyword is included. - Acquisition ALL character strings. 	The correspondence between each button and content to be set is referenced in Table 4-7 Keyword Acquisition Setup List Table .
4	Display default keyword	This displays all default Keywords that are already registered.	

Table 4-7 Keyword Acquisition Setup List Table

[Previous character sequence]	[Keyword] button	[Next character sequence] button	Contents
OFF	OFF	OFF	Prohibited
ON	OFF	OFF	Acquisition character string before Keyword, that Keyword is not included.
OFF	ON	OFF	Acquisition Keyword itself.
OFF	OFF	ON	Acquisition character string after Keyword, that Keyword is not included.
ON	ON	OFF	Acquisition character string before Keyword, that Keyword is included.
ON	OFF	ON	Prohibited
OFF	ON	ON	Acquisition character string after Keyword, that Keyword is included.
ON	ON	ON	Acquisition ALL character strings.

5. Click Set. Registered Keyword is displayed in Keyword Display area. Repeat steps 3 and 4 to register more Keywords.
6. Click Update.
7. Click Close. The Keyword Setup display is closed and the status is returned to the Setup screen.

6.1 Deleting a Keyword

A registered Keyword can be deleted using the procedure below.

1. Click the Keyword to be deleted (in the Keyword display area).
2. Click Delete. The Delete? screen is displayed.
3. Click OK.
4. Click Update.

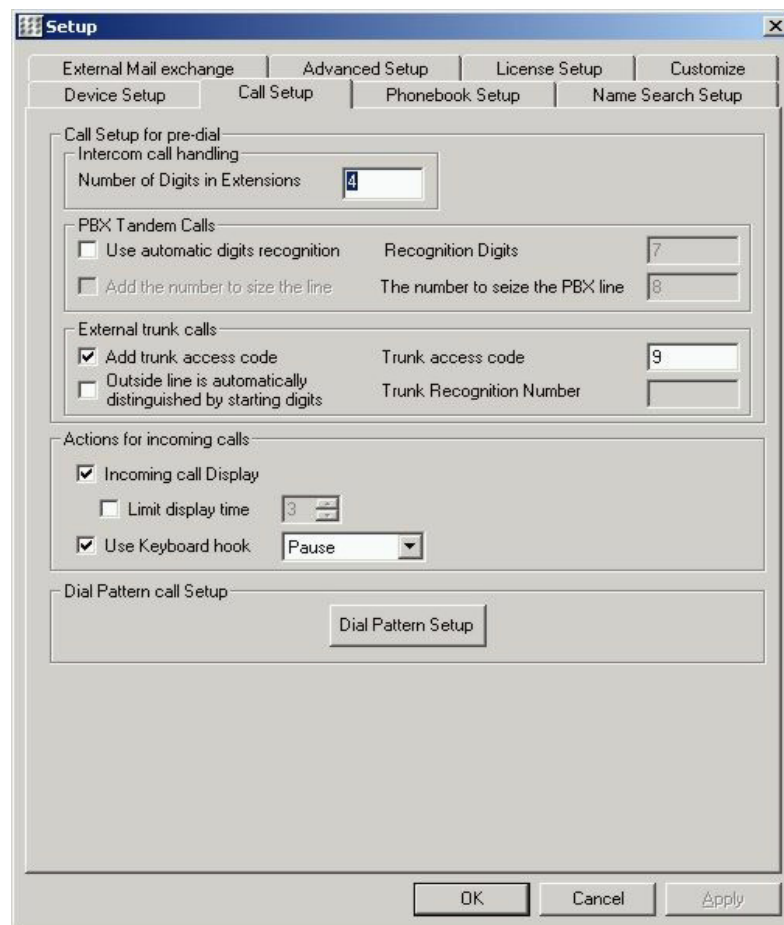
SECTION 7 DIAL PATTERN SETUP

This section describes setting the call origination process.



Figure 4-14 Setup Icon

1. Click Setup Icon. The Setup screen is displayed.
2. Click Call Setup tab.



The screenshot shows the 'Setup' dialog box with the 'Call Setup' tab selected. The dialog has a title bar with 'Setup' and a close button. Below the title bar are several tabs: 'External Mail exchange', 'Advanced Setup', 'License Setup', 'Customize', 'Device Setup', 'Call Setup', 'Phonebook Setup', and 'Name Search Setup'. The 'Call Setup' tab is active, showing the following settings:

- Call Setup for pre-dial:**
 - Intercom call handling:
 - Number of Digits in Extensions: 4
 - PBX Tandem Calls:
 - Use automatic digits recognition
 - Recognition Digits: 7
 - Add the number to seize the line
 - The number to seize the PBX line: 8
 - External trunk calls:
 - Add trunk access code
 - Trunk access code: 9
 - Outside line is automatically distinguished by starting digits
 - Trunk Recognition Number: (empty)
- Actions for incoming calls:**
 - Incoming call Display
 - Limit display time: 3
 - Use Keyboard hook: Pause
- Dial Pattern call Setup:**
 - Dial Pattern Setup (button)

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

Figure 4-15 Call Setup Tab

- Click Dial Pattern Setup. The Dial Pattern Setup screen is displayed.

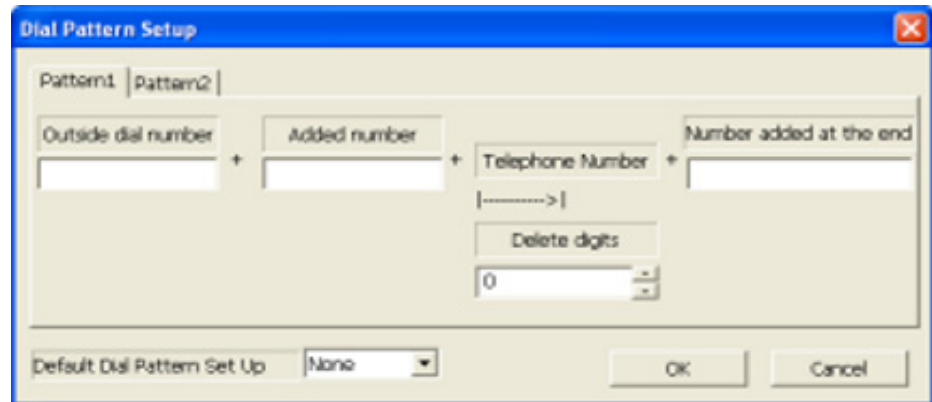


Figure 4-16 Dial Pattern Setup Screen

- Set each item in [Table 4-8 Dial Pattern Setup Table](#).

Table 4-8 Dial Pattern Setup Table

Item		Description	Note
Pattern 1, Pattern 2	Outside dial number	Specify trunk access code to make an outgoing call.	
	Added number	Specify additional digits in front of phone number.	
	Delete digits	Specify to delete number of digits from front of phone number.	
	Number added at the end	Specify additional number after phone number.	
Default Dial Pattern Setup		If calling using a dial pattern, always use this dial pattern.	
		<ul style="list-style-type: none"> - Non: Dial pattern is used only for making a call by [P1], [P2]. - 1: Dial pattern 1 is always used. - 2: Dial pattern 2 is always used. 	

- Click OK. Return to Setup screen. The Dial Pattern Setup is completed.

SECTION 8 **ADVANCED SETUP**

This section describes setting the connection information with the MGC/MG16.



Figure 4-17 Setup Icon

1. Click Setup Icon. Setup screen is displayed.
2. Click Advanced Setup tab.

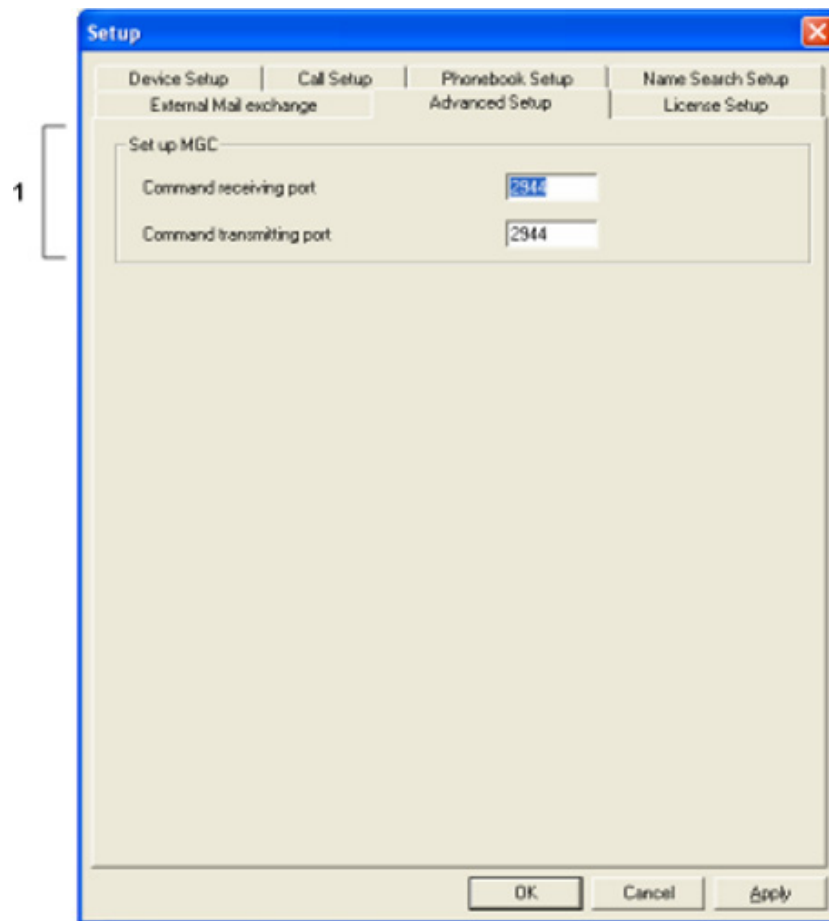


Figure 4-18 Advanced Setup Tab

3. Set each item in [Table 4-9 Advanced Setup Table](#).

Table 4-9 Advanced Setup Table

No.	Item	Description	Note
1	Set up MGC	This sets UDP port number for communication with MGC.	No need to change under normal circumstances.
	Command receiving port	This sets the port number through which Electra Elite IPK/IPK II receives some commands from MGC. Input range: 0~65535	Default = 2944
	Command transmitting port	This sets the port number through which Electra Elite IPK/IPK II sends some commands from MGC. Input range: 0~65535	Default = 2944

4. Click OK. Advanced setup is completed.

SECTION 9 LICENSE SETUP

This section describes the procedure of confirming and resetting the IPK Soft Phone serial key number. There is usually no need to change this item.

The IPK Soft Phone software, when used with the IPCA-U() or IPK II, has two different feature sets available: video enabled and video not enabled. The feature sets are controlled by using the appropriate license key. With the video enabled, IPK Video Soft Phone, video calling other IPK Video Soft Phone users is possible. The IPK Video Soft Phone can only be used with the IPK IPCA or IPK II MG16. It is not supported on the IAD-U() MEGACO Station.

The IPK Soft Phone, without video, is compatible with the IPCA-U(), PVA with MG16, and the IAD-U() with Megaco station card application.



Figure 4-19 Setup Icon

1. Click Setup Icon. Setup screen is displayed.
2. Click License Setup tab.

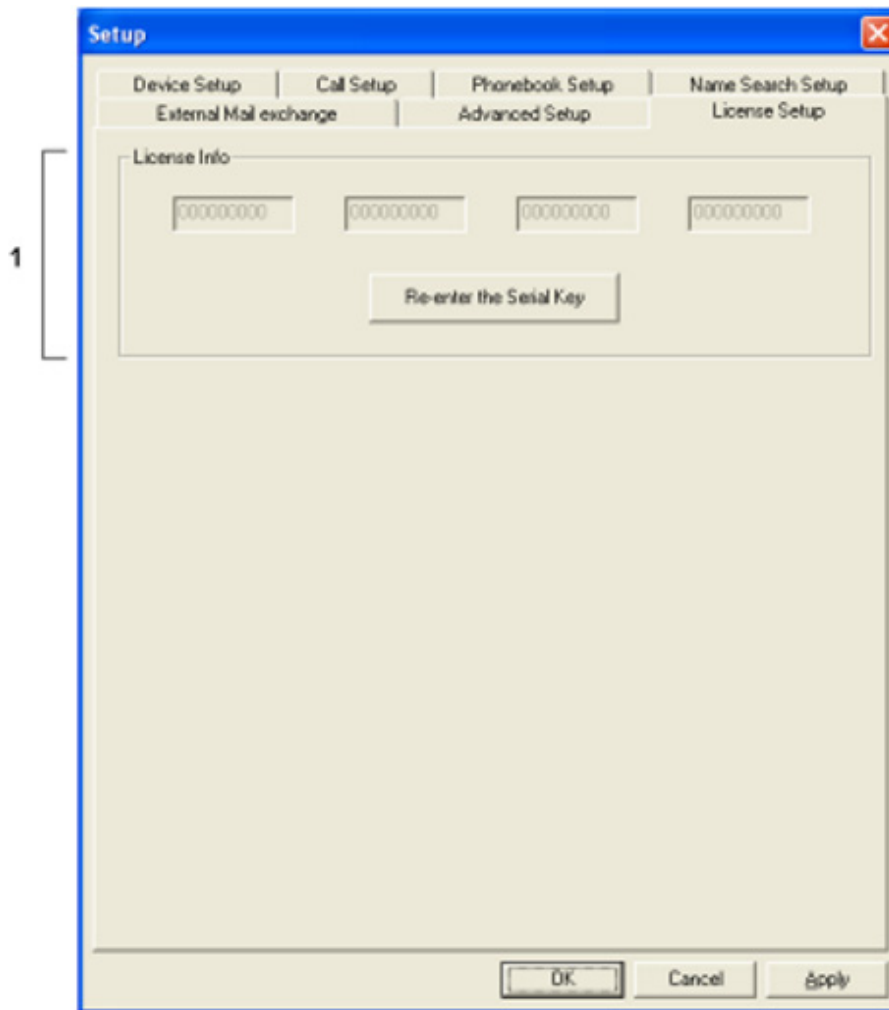


Figure 4-20 License Setup Tab

3. Set each item in [Table 4-10 License Setup Table](#).

Table 4-10 License Setup Table

No.	Item	Description	Note
1	License Information	Serial key number of IPK Soft Phone is displayed	No need to change.
	Re-enter the Serial key	This is for re-entering the Serial key number that was set in IPK Soft Phone installation.	

4. Click OK. License Setup is completed.

SECTION 10 CUSTOMIZE

Used for customizing to the toolbar and the window to suit an individual environment.



Figure 4-21 Setup Icon

1. Click the Setup Icon. The Setup screen is displayed.
 - If the Setup Icon does not exist on the toolbar, right-click on the toolbar and click Setup on the pulldown menu.
2. Click the Customize tab.

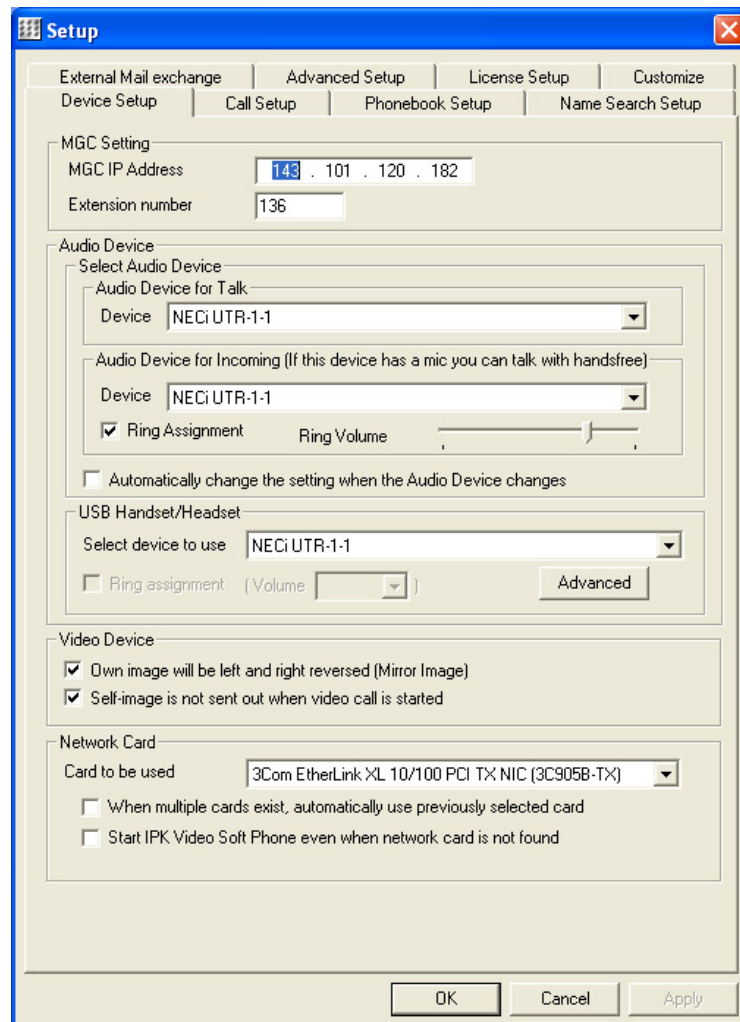


Figure 4-22 Customize Tab

3. Set each item in [Table 4-11 Customize Setup Table](#).

Table 4-11 Customize Setup Table


No.	Item	Description	Note
1	Toolbar Customize		
	Icon Size	Select the toolbar icon size. - Small - Large	
	Icon Order	Set up the order of the icons displayed on the toolbar. - Selectable Icon The list of icons which can be arranged on the toolbar. - Toolbar The list of icons arranged on the toolbar. - Add The icons selected in Selectable Icon is added to Toolbar. - Delete The icon selected in Toolbar is deleted. - Default All icons are returned to the default setting. - Up - Down The order of the icon selected in Toolbar is changed.	
2	Line Key Customize		
	Line Key Type	Select the line key type. - 8 Line keys - 16 Line keys - 32 Line keys	
	Line Key Name Setup		
3	IPK Style	Show 1st line of LCD	
	IPK II Style	Show 2nd line of LCD	

4. Click the OK. Customize Setup is completed.

Starting IPK Soft Phone

CHAPTER 5

IPK Soft Phone automatically runs when the PC is booting up if IPK Soft Phone is registered in Start Up. If IPK Soft Phone is not registered in Start Up, or IPK Soft Phone is closed manually, IPK Soft Phone can be run by manually starting it again.

 IPK Soft Phone cannot be used simultaneously with other applications (e.g., Windows Messenger.) that have set up the same audio device. In this case, another audio device must be set up.

SECTION 1 STARTING IPK SOFT PHONE AUTOMATICALLY

IPK Video Soft IPK Soft Phone is automatically run when the PC boots if IPK Soft Phone was registered to start up during the set up procedure (default setting).

1. Power on the personal computer. IPK Soft Phone is automatically run after the computer boots up.
2. IPK Soft Phone application starts and the tool bar is displayed.

SECTION 2 STARTING IPK SOFT PHONE MANUALLY

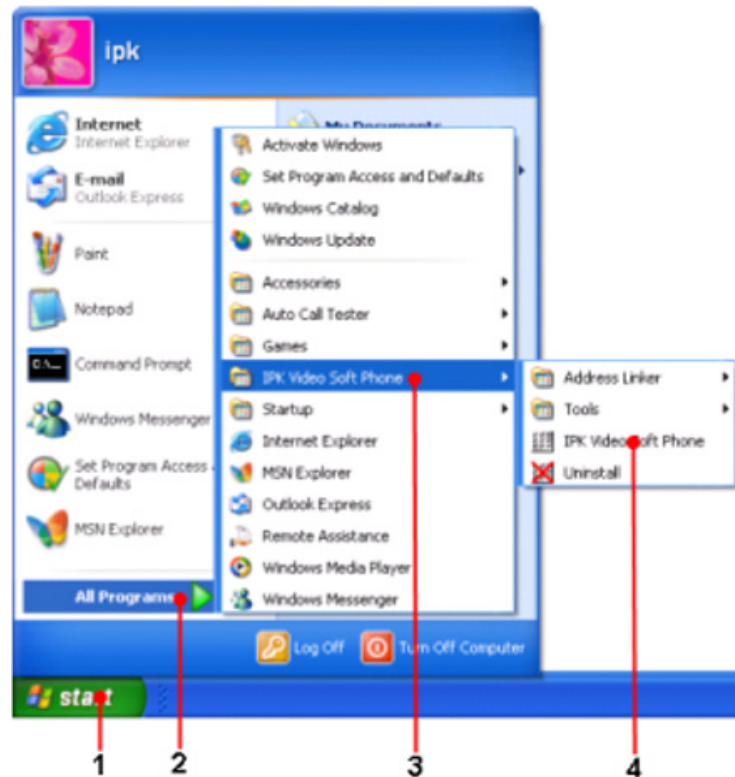
The IPK Soft Phone short cut key displays if the short cut key is selected during set up. The IPK Soft Phone application can be set to run by double clicking, or run via the Start menu.

- ① Double-Click IPK Video Soft Phone icon.



- OR -

- ① Click Start menu and Click in following order.
Start → All Programs → IPK Soft Phone → IPK Soft Phone



2.1 Exit IPK Soft Phone Application

Follow the procedure below to exit the IPK Soft Phone application.

1. Select one of the following operations:
 - Ⓒ Click X button on the toolbar.
 - Ⓒ Right-click on the toolbar and click Exit on pull down menu.
 - Ⓒ Right-click on the IPK Soft Phone icon in the task tray and click Permanent residence end on the pull down menu.

The following screen is displayed.



Figure 5-1 End IPK Soft Phone Screen

2. Click Yes. The IPK Soft Phone application ends.

SECTION 3 DESCRIPTION OF THE IPK SOFT PHONE SCREEN AND ICONS

A description of the IPK Soft Phone screen functions and each icon follows.

3.1 Toolbar

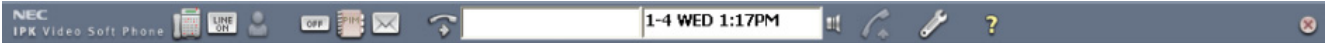


Figure 5-2 IPK Soft Phone Toolbar

Table 5-1 Description of Toolbar

No.	Name	Description
1	Input Window	Left-click when you make a call. Input a telephone number or name from the IPK Soft Phone Personal or Shared Phonebook.
2	Status Window	Display the IPK Soft Phone status (on calling, receiving, speaking, waiting, etc.). In addition, the following is displayed: <ul style="list-style-type: none"> - Caller ID - Call elapsed time - Display Searching MGC when the IPK Soft Phone is not currently in communication with the IPC system.
3	Each Icon	Depending on the situation, use the following icons: <ul style="list-style-type: none"> - Call: refer to Section 3.3 Call Icons - Phonebook: refer to Section 3.4 Phonebook Icons - Setup: refer to Section 3.5 Setup Icons
4	Display D^{term} Window icon	Display or close the D^{term} Window.

- 3.1.1 If you want to change the toolbar position, click the blank area of the toolbar and drag. The toolbar can be positioned at the top (default) or bottom of the screen.

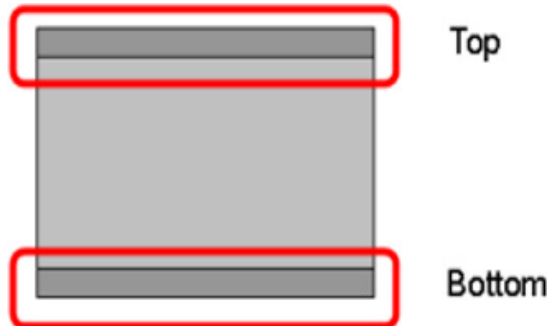


Figure 5-3 Toolbar Position

- 3.1.2 While running another application, the toolbar can always be displayed in the front. In addition, the *D^{term}* Window is also displayed in front.

1. Right-click the blank area of the toolbar.
2. Check Always display on top (Default: checked).



Figure 5-4 Always Display on Top

3. Use Auto hide to keep the toolbar hidden.

For users with video display resolution set for SVGA mode (800x600), Setup and Icons disappear. Setup and Help functions are still accessible by right-clicking the tool bar. The user may also choose to edit the tool bar icon layout via the Customize Configuration tab.

3.2 *D^{term}* Window

The *D^{term}* Window provides controls and indicators for operation of the IPK Video Soft Phone.



Table 5-2 Description of *D^{term}* Window

No.	Item	Description
1	3-line LCD Window	Displays date and time, dialed telephone numbers, and other information relating to the IPK Soft Phone status. The Softkey menu is displayed on the bottom line.
2	Softkey 1~4 (left to right)	Click to select the menu item that is shown on the bottom line of the 3-line LCD.

Table 5-2 Description of D^{term} Window (Continued)



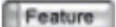

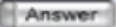

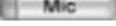





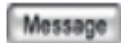

No.	Item	Description
3	[Hook switch] button On hook:  Off hook: 	Click the icon to go On hook/Off hook. Each click changes icon to reverse state.
4	10-key numeric keypad	Click to dial the telephone number. Each dialed digit is displayed in the 3-line LCD window.
5	Various function buttons: 	The light on each button when a function is active. Click to use functions (e.g., changing MIC or auto-redial).
		Click to begin 3-party conference and to retrieve the held intercom call.
		Click to receive a call.
		Click to make a call and to hang up a call.
		Click to turn the microphone on/off.
		Click to place a call on hold.
		Click to make a call transfer.
		Click to make a redial.
		Click to use call-waiting telephone. In addition, click to transfer a call when the IPK system is connected to a PBX.












Table 5-2 Description of *D^{term}* Window (Continued)

No.	Item	Description
5		Click to make a call via the IPK system directory.
		Click to check Voice Mail messages, etc.
		Volume Use to adjust the receiver volume.

3.3 Call Icons

Icons associated with making/answering calls are listed below.








Table 5-3 Description of Call Icons

No.	Item	Description
1	Video Conference icon 	Click to switch to display/non-display screen for an intercom video call. 1. To make a video call, install a USB camera. 2. The video call is used only in one-to-one call. 3. When video screen display is on, the icon changes.  To close the video screen, click this icon.
2	Line Key icon 	Switch display/non-display of function keys. Click this icon to hide the function keys. 
3	Speaker icon 	Click to answer an intercom call. While the call is terminating, the display changes to  .
4	Answer icon 	Click to answer a trunk call. While the call is terminating, the display changes to  .
5	Dial Pattern 1 icon 	The telephone number that was Input Window is edited (added or deleted) by the contents of Dial Pattern 1. - Dial Pattern 1 is set on the IPK Soft Phone setting screen. Refer to Section 7 Dial Pattern Setup in Chapter 4 IPK Soft Phone Setup on page 4-18.
6	Dial Pattern 2 icon 	The telephone number that was Input Window is edited (added or deleted) by the contents of Dial Pattern 2. - Dial Pattern 2 is set on the IPK Soft Phone setting screen. Refer to Section 7 Dial Pattern Setup in Chapter 4 IPK Soft Phone Setup on page 4-18.
7	Telephone Call icon 	Click to make a call by first entering a telephone number into the Input Window. Depending on the digit number of the telephone number, intercom or trunk is automatically determined.

3.4 Phonebook Icons

Icons associated with the Phonebook functions are listed below.




Table 5-4 Description of Phonebook Icons

No.	Item	Description
1	CRM Mode icon 	<p>This changes various functions carried out when you choose the telephone number and name. Right mouse click to enable another function listed below:</p> <ul style="list-style-type: none"> - PIM Mode Tel  <p>When you choose the signature, it extracts only dial information including the writing, and then enters it in the Input Window.</p> - PIM Mode PIM  <p>When you choose the signature of a mail message, it analyzes and extracts the individual information (e.g., telephone number, address, or name) automatically and displays it with the condition entered on the entry screen of the Phonebook.</p> - PIM Mode NBC  <p>(Name-Based Communication) Enter the chosen writing into the Input Window. When you choose the name with tracing, the name will be entered into the Input Window automatically. As it is, press the Enter key, you can make a call by reference telephone number from names.</p> - PIM Mode OFF  <p>The PIM function is disabled.</p>
2	Phonebook icon 	<p>When you want to display the Phonebook of the IPK Soft Phone, click this icon.</p> <ul style="list-style-type: none"> - An individual Phonebook: This is the Phonebook prepared for each user. - Joint ownership Phonebook: This is the Phonebook shared among users.
3	Mail icon 	<p>Click on this icon to quickly send mail to the person whose telephone number is displayed in the Input Window. This is only enabled when the receiving party telephone number and e-mail address are entered in the Phonebook. Refer to Section 5 External Mail Exchange Setup in Chapter 4 IPK Soft Phone Setup on page 4-10 about setting the mail application.</p>

3.5 Setup Icons

Icons associated with setting up the Electra Elite IPK/IPK II are listed below.

Table 5-5 Description of Setup Icons

No.	Item	Description
1	Setup icon 	This icon brings up the Electra Elite IPK/IPK II setup screen. For more information, refer to Chapter 4 IPK Soft Phone Setup .
2	Help icon 	This icon displays this On Line Help file.
3	Close icon 	This icon logs off from the main system, and then exits the Electra Elite IPK/IPK II application.

Making and Answering Calls Using IPK Soft Phone

CHAPTER 6

This chapter describes the various methods of making and answering calls using the IPK Soft Phone.

SECTION 1 MAKING CALLS

The various methods of making telephone calls are explained.


1.1 Using the Enter Key



Input Window

Figure 6-1 Enter Key Call Method

1. Enter the Telephone Number in the input window.
2. Press Enter key.
3. When the remote side answers the phone, please start to talk.

 What's the difference between intercom and trunk? It's distinguished automatically by the contents set up in advance. If you want to know more detail, refer to [Section 2 Call Setup in Chapter 4 IPK Soft Phone Setup on page 4-4](#).

1.2 Using the Clicking on the Telephone Call Icon



Figure 6-2 Telephone Call Icon

1. Enter the telephone number in the Input Window.
2. Click on the Telephone Call icon.
3. When the remote side answers, begin to talk.

1.3 Using the Entering a Name



Input Window

Figure 6-3 Call by Entering a Name

1. Enter the name in the Input Window.
2. Press the Enter key. Telephone number reference screen is displayed.

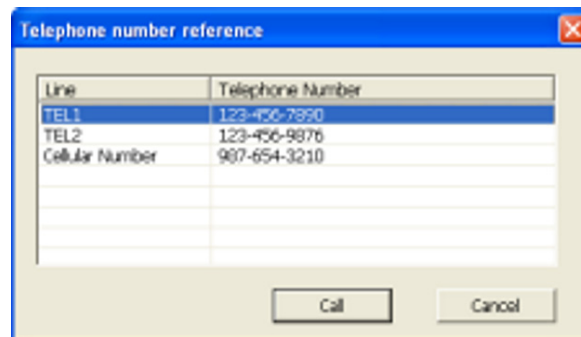


Figure 6-4 Telephone Number Reference Screen

3. If Personal Selection screen is displayed, it means that several people with the same name are registered. In this case, click on the person you want to call, click the Select button. The Telephone Number reference screen displays.

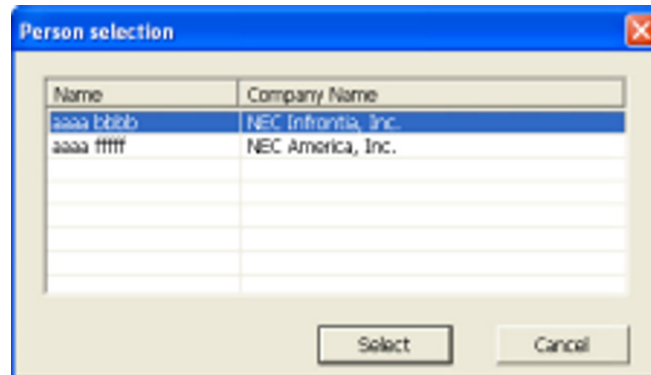


Figure 6-5 Person Selection Screen

4. Click on the telephone number you want to call.
5. Click the Call button.
6. When the remote side answers, begin to talk.

1.4 Using the Using the Phonebook



Figure 6-6 Phonebook Icon

Calling by using the Phonebook can be done by two methods:

1. Right-click on the person you want to call.
2. Call after confirming the telephone number of the person you want to call.

Ⓛ Right-clicking

1. Click Phonebook icon. The Phonebook screen is displayed.

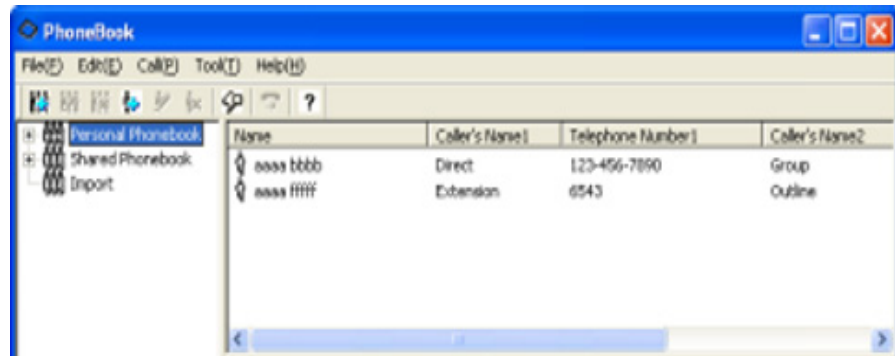


Figure 6-7 Phonebook Screen

2. Right-click on the person you want to call. The next menu is displayed.



3. Click on the number you want to call. Click either of the following:

- Call using telephone number 1
- Call using telephone number 2
- Call using cellular number

4. When the remote side answers, begin to talk.

📞 Calling after confirming the telephone number

1. Click Phonebook icon. The Phonebook screen is displayed.

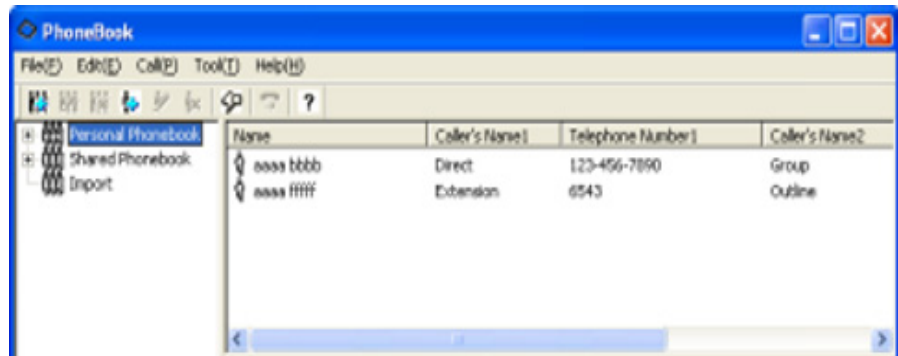


Figure 6-8 Phonebook Screen

2. Click on the person you want to call.
3. Click Call button. You can also make the call by pressing the Enter key. The Select telephone number for dialing screen is displayed.

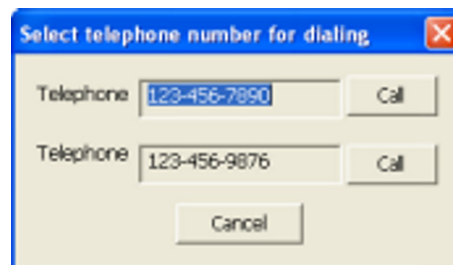


Figure 6-9 Select Telephone Number for Dialing Screen

4. Click Call button on the right side of the Telephone Number you want to call.
5. When the remote end answers, begin to talk.

1.5 Making a Call by Using a Dial Pattern

Dial patterns are call patterns used for making a call by processing the telephone number entered into the Input Window, or a telephone number chosen from the Phonebook.

Dial patterns use the following methods of processing:

Adding a number

Adds a number in front and in back of the telephone number. You can add a number in front of a trunk number and, by use of a separator, register a number to the end.

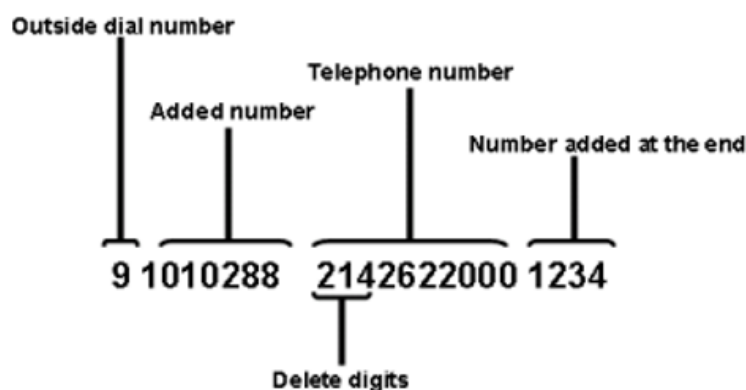
Delete the number

You can designate digits to delete at the front of a telephone number.

For example, the following shows how the Dialing Pattern is set up.

- ☉ Trunk call number: register 0
- ☉ Additional number: register 0120
- ☉ Delete the digit number: register digit 3
- ☉ The end of additional number: register #1

If the example above is registered in Dial Pattern 1, when you dial the telephone number <1234567890>, the number is dialed as <001204567890#1>.



For more details, refer to [Section 7 Dial Pattern Setup in Chapter 4 IPK Soft Phone Setup on page 4-18](#).



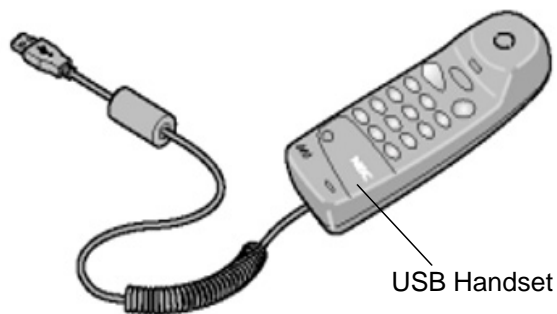
Figure 6-10 Dial Pattern Icon

1. Enter the telephone number into the Input Window.
2. Click on Dial Pattern 1 or Dial Pattern 2 icon.
3. When the remote end answers, begin to talk.

IPK II with PVA and MG16 supports up to 8 digit extension numbers.

1.6 Making a Call Using USB/UTR-1-1 Handset

Calls can be made by using a USB/UTR-1-1 Handset (option). For details on installing the USB Handset, refer to [Chapter 3 Setting Up USB/UTR-1-1 Handset, NEC USB Headset and USB Camera Device](#).



Make an outgoing call

1. Lift up USB/UTR-1-1 Handset.
2. Dial 9.
3. Dial Phone Number.
4. Begin talking when remote end answers.

Make an intercom call

1. Lift up USB/UTR-1-1 Handset.
2. Dial an extension number.
3. Start talking after remote side answers.

Switching from Handset to Hands-free conversation

1. Click Display D^{term} Window icon while talking. D^{term} Window is displayed.
2. Click on the Speaker button. The red Speaker LED should be On.
3. Hang up the USB/UTR-1-1 Handset. Hands-free conversation can now begin.

Switching from Hands-free to Handset conversation

1. Click Display D^{term} Window icon while talking. D^{term} Window is displayed.
2. Lift up on USB/UTR-1-1 Handset. Handset conversation can now begin.

SECTION 2 ANSWERING INCOMING CALLS


2.1 Display Indication

The display indication changes for incoming call status.

Intercom Incoming Call

The status bar blinks red and indicates the Originator Caller ID extension number and name. Also the IPK Soft Phone icon on the task tray blinks red.


Click Speaker icon to answer an incoming call. You can also answer the incoming call by lifting the handset.

 You can also assign a keyboard key for answering an incoming call. To assign a key, refer to [Section 2 Call Setup in Chapter 4 IPK Soft Phone Setup on page 4-4](#).

1. Click the blinking Speaker icon to answer the call.
2. Start conversation (CO Incoming Call).

The status bar blinks green and indicates the Caller ID number or name (Trunk Number if Caller ID could not be received). The Answer icon and Line Key also blink green, while the IPK Soft Phone icon blinks red.

Click on the blinking green Answer icon or Function button.

 You can also assign a keyboard key for answering an incoming call. To assign a key, refer to [Section 2 Call Setup in Chapter 4 IPK Soft Phone Setup on page 4-4](#).

If a Function button is indicated, it blinks red.

Answer an incoming call by using the Answer Button

1. Click on the blinking green Answer icon. Answer icon is grayed out.
2. Start conversation.

Answer an incoming call using the Function Button

1. Click the blinking green Line Key icon. The function buttons are indicated on the toolbar.
2. Click the blinking red Function Button. Answer icon is grayed out.
3. Start conversation.

SECTION 3 HANGING UP A CALL

Use the following methods to hang up a call.

Hang up a Hands-free call

1. Click Speaker button. The call is terminated.

Hang up a call using the USB Handset

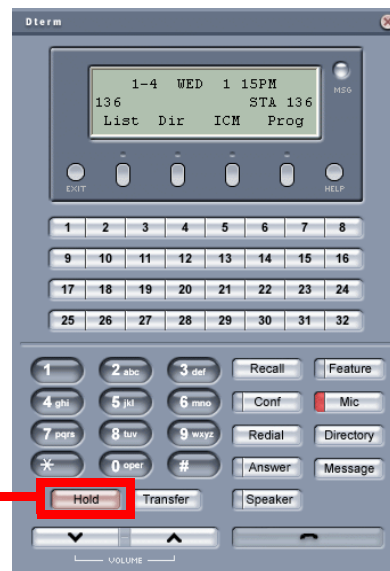
1. Place the USB/UTR-1-1 Handset on the cradle. The call is terminated.

SECTION 4 PLACING A CALL ON HOLD





D^{term} Window icon

Hold key



4.1 Holding a Call

1. Click Display D^{term} Window icon during a call. D^{term} Window is displayed.
2. Click the Hold button. The call is placed on hold (Non-Exclusive Hold).
 -  For Exclusive Hold:
 1. Click the Display D^{term} Window icon while in conversation. The D^{term} Window is displayed.
 2. Click the Feature button.
 3. Click the Hold button. The call is placed on Exclusive Hold.
 -  If the specified time expires after placing a call on hold, HOLD RECALL is indicated on the 3rd LCD line and an alarm begins. Retrieve the call on hold to turn off the alarm. The alarm is set to start in 30 seconds (default), and 60 seconds (default) for exclusive hold.

4.2 Retrieving a Call on Hold

Retrieving an intercom call on hold

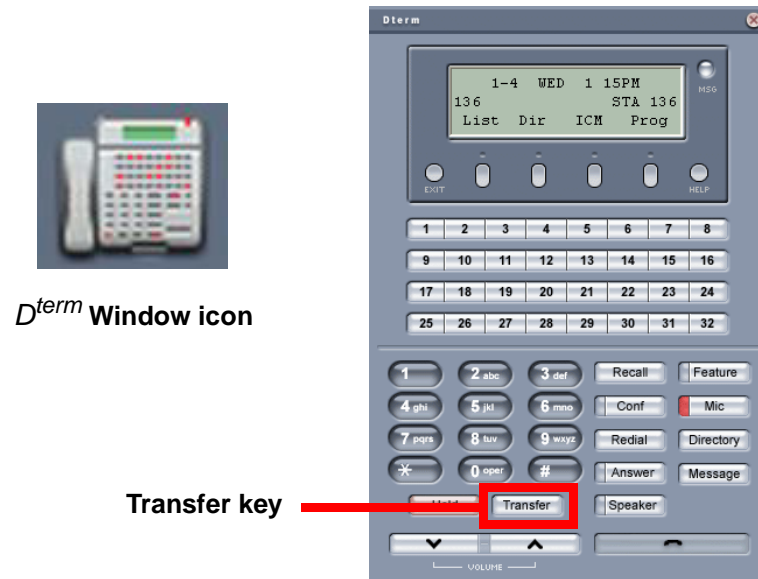
1. Click the Speaker button. The speaker LED turns red.
2. Click on Conf button. The conference LED turns off.
3. Start to talk.

Retrieving a CO trunk call on hold

1. Click the Line Key icon on the toolbar. The function buttons are indicated on the toolbar.
2. Click the function button that is blinking green.
3. Start to talk.

SECTION 5 TRANSFER A CALL

The D^{term} Window is displayed by clicking the Display D^{term} Window icon and clicking the Transfer button on the D^{term} Window. A call can then be transferred to another party.



5.1 Transferring a Call after Talking to a Previously Transferred Party

1. Click Display D^{term} Window while talking. D^{term} Window is displayed.
2. Click the Transfer button. The call is placed on hold and MOH (Music On Hold) is played.
 - ✎ MOH is not supported on IPK II on PVA with MG16 and other internal ITH IP Terminals.
3. In the Input Window, enter the telephone number of the extension number you want to transfer to.
4. Press the Enter key on the keyboard.
5. Called party answers.
6. Speak with the called party.
7. Click the Speaker button. This completes the transfer process.

5.2 Ring Transfer a Call

1. Click on the Display *D^{term}* Window icon. The *D^{term}* Window is displayed.
2. Click on the Transfer button. The call is put on hold and MOH is sent to the called party.
3. In the Input Window, enter the transfer telephone number.
4. Press the Enter key on the keyboard.
5. Click the Speaker button before the called party answers. This completes the ring transfer.

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Using IPK Soft Phone

CHAPTER 7

SECTION 1 MAKING A 3-PARTY CONFERENCE CALL

A caller can be placed on hold to contact a third party. The caller on hold can then be added back onto the call, creating a third party conference. The third party can be connected by intercom or by trunk.

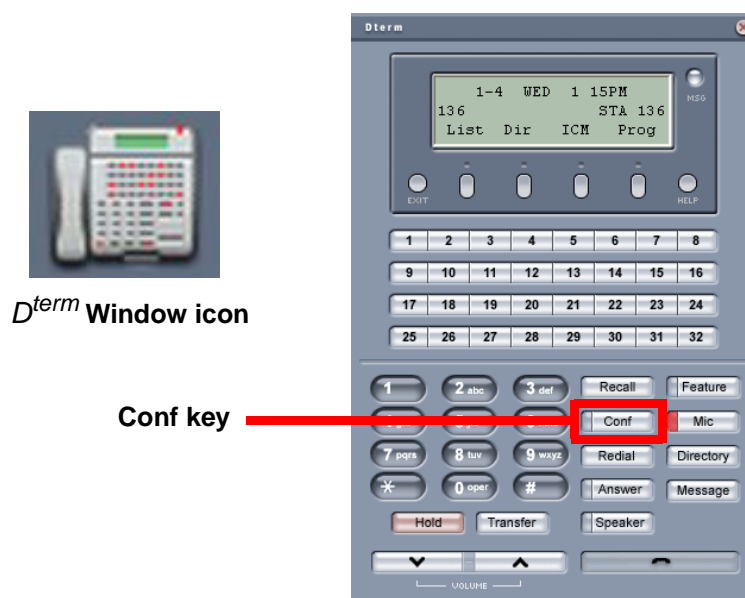


Figure 7-1 Conference Button

1. Click Display D^{term} Window icon during a call. The D^{term} Window is displayed.
2. Click Conf button. CONFERENCE is displayed in the first line of the LCD (on an Intercom Call), and the red Conf LED is on.
 - 🔊 The party hears music on hold.
3. Enter the telephone number in the Input Window.
4. Press the Enter key.
5. When the calling party answers, talk to start the conference call.
6. Click Conf button. The 3-party conference call is established.

When you disconnect the call, the 3-party conference call is also finished. When any one party of three parties ends the call, it becomes a 2-party call. However, depending on the kind of connected parties the following conditions occur:

- ❑ Party A: IPK Soft Phone, Party B: Trunk, Party C: Trunk
In this condition when Party A disconnects the call, the remaining two trunks are disconnected.
- ❑ Party A: IPK Soft Phone, Party B: IPK Soft Phone, Party C: Trunk
In this condition when Party A disconnects the call, the remaining two party (IPK Soft Phone and Trunk) call continues.
- ❑ Party A: IPK Soft Phone, Party B: IPK Soft Phone, Party C: IPK Soft Phone
In this condition when Party A disconnects the call, the remaining two party (IPK Soft Phone) call continues.

SECTION 2 SENDING E-MAIL USING PHONEBOOK

IPK Soft Phone can cooperate with your Mail application and supports sending e-mail to an address registered in the Phonebook.

- ✎ For proper operation, register your E-mail application as Use as default Mail application. Refer to Section [2.2 Register Default Mail Application](#).



Figure 7-2 Phonebook Icon

2.1 Send E-Mail from Phonebook

1. Click Phonebook icon. The Phonebook screen is displayed.

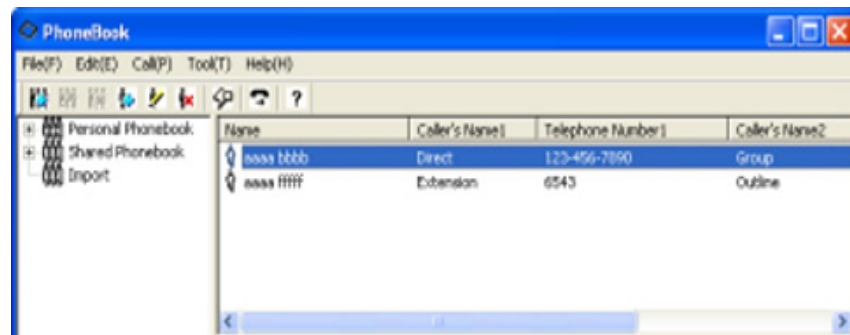
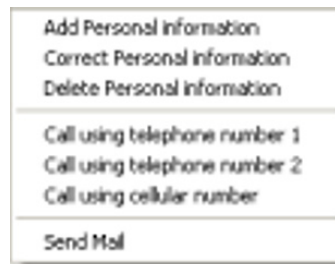


Figure 7-3 Phonebook Screen

2. Right-click to select sending destination. The following menu is displayed.



3. Click Send Mail. Create New Mail screen is opened at Mail application. At this time, the destination mail address is automatically shown in the destination column of Create New Mail screen.
4. Send E-Mail.
To create the mail message, or send the mail, refer to your mail application manual or help file.

2.2 Register Default Mail Application

1. Open Internet Explorer.
2. Click in order Tools → Internet Options. The Internet Options screen is displayed.



Figure 7-4 Internet Options Screen

3. Click Programs tab.

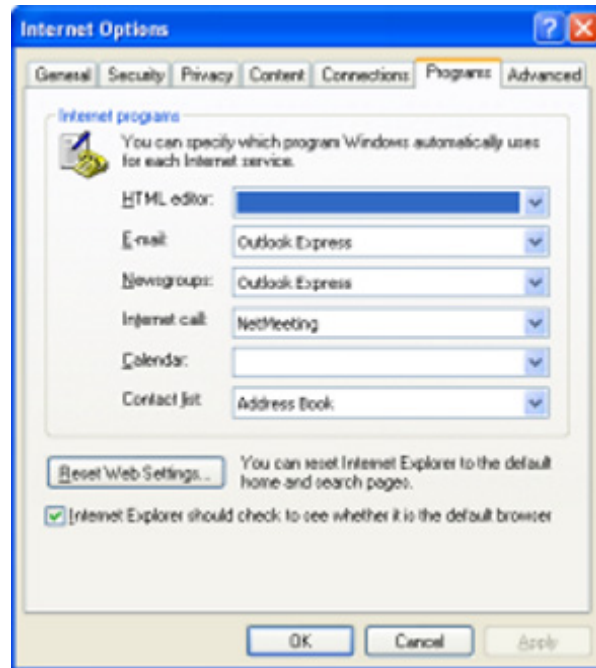



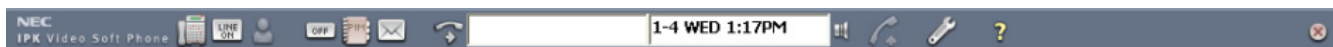
Figure 7-5 Programs Tab

4. Click  button on the Mail application which you use at E-mail column in Internet programs.
5. Click OK. The default Mail application is now registered.

2.3 Use Signature in E-Mail Application

You can use the telephone number that is included in an E-mail in the following ways:

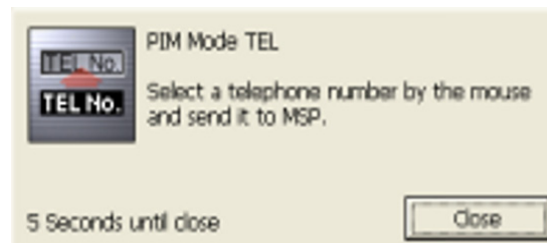
- ① Make an outgoing call using the telephone number.
- ① Register the telephone number in the Phonebook.
- ① Search the telephone number by the name.



Make an outgoing call using Telephone Number


You can easily make an outgoing call using a telephone number that is included in an e-mail signature.

1. Click CRM Mode icon and switch to TEL. The following screen is displayed.



2. Drag the telephone number and right-click, or press Ctrl + C Key. The dragged telephone number is automatically shown in the Input Window.
3. Click Input Window.
4. Press the Enter key.

IPK Soft Phone makes an outgoing call using the telephone number that was set in the Input Window.

-  Please drag only the telephone number. This feature only searches numeric characters in the dragged information.

2.4 Register to Phonebook using Signature

You can easily register the telephone number from an e-mail signature in the Phonebook.

1. Click CRM Mode icon and switch to PIM.

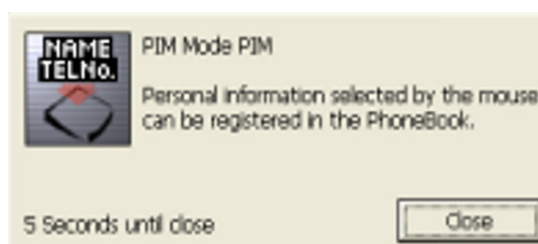


Figure 7-6 PIM Mode PIM Screen

2. Drag letters, such as signature, and right-click or press Ctrl + C Key.

Register personal information screen is displayed and the information is picked up and set to each column automatically.

- ✎ When intended column is not set, the dragged letters are set to PIM memo column. From this column enter the necessary information to each column manually. Also adjust Set Keyword, refer to [Section 6 Keyword Setup in Chapter 4 IPK Soft Phone Setup on page 4-13](#).

3. Check each item and add or correct as necessary. Please refer to Items of Personal Information Registration for each item meaning and input range.
4. Click Register button.

2.5 Search by Name

You can easily use the search function for a contact already in your PIM by using a name in text, such as in a document or an e-mail signature.

1. Click CRM Mode Change button and switch to Search.



Figure 7-7 PIM Mode Name Screen

2. Drag name and right-click or press Ctrl + C Key. The dragged name is shown in the Input Window automatically.
3. Click Input Window.

- Press Enter key. Telephone number reference screen is displayed.

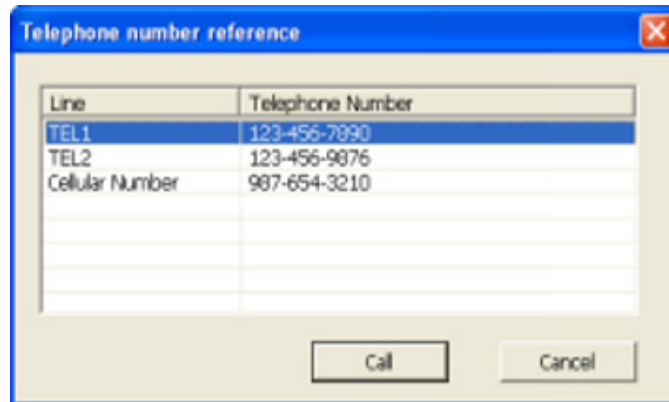


Figure 7-8 Telephone Number Reference Screen

- When Person selection screen is displayed instead of Telephone number reference screen, it means multiple listings of the same name exist. In this case, click the person you want to make a call to and click select button. The Person selection screen is displayed.

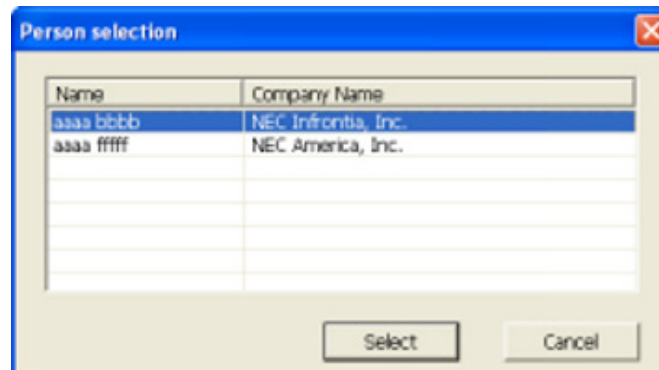


Figure 7-9 Person Selection Screen

- Click the telephone number you want to call.
- Click Telephone Call button.

At step 5 above, IPK Soft Phone makes a call to the selected number.

SECTION 3 MAKING A VIDEO CALL [IPK (IPCA) AND IPK II (PVA WITH MG16) ONLY]

This feature is not available for the IAD-U() with Megaco station card application.

You can make a video call when both parties have an optional USB camera connected.

- ✎ For information on installing the USB camera, refer to [Section 2 Setup a USB Camera in Chapter 3 Setting Up USB/UTR-1-1 Handset, NEC USB Headset and USB Camera Device on page 3-4.](#)



Figure 7-10 Video Conference Window Icon

Click Video Conference icon during a call. The video call is started.

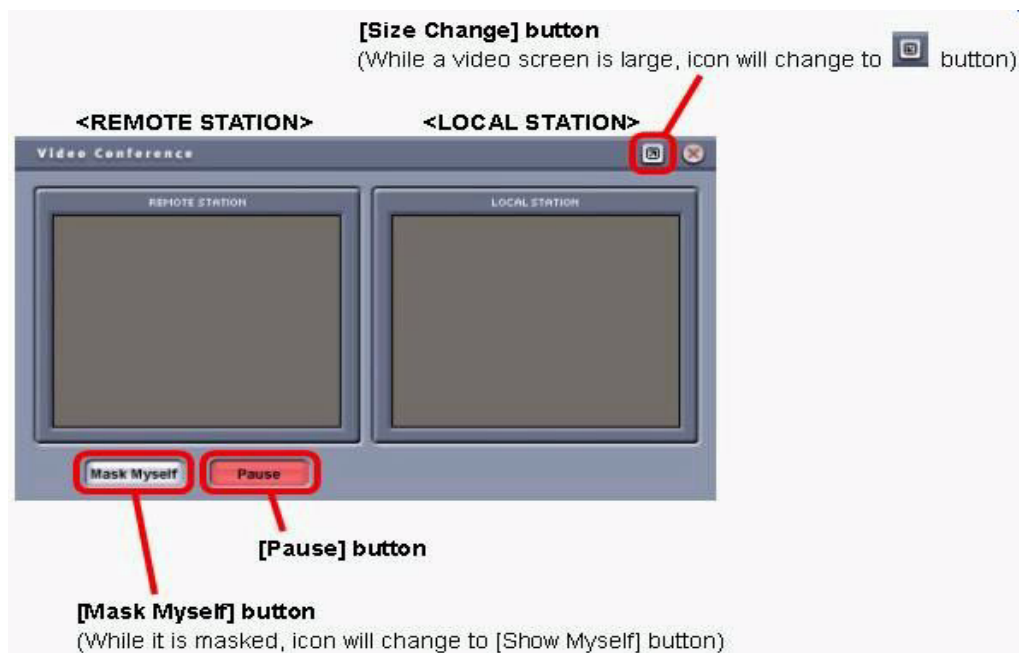


Figure 7-11 Video Call Screen

If you want to pause sending the self image:

When you click on the Pause button, sending self image is paused and the Pause button blinks red.

When you click on the Pause button again, sending self image starts and the Pause button turns off.

- Video Pause is available in a video call.
- Video Pause setting is cleared for every call.
- Video Pause setting is cleared when the Video Conference Window is closed and opened.
- Video Pause setting is cleared when a call is held.

If you want to hide your image:

When you click on Mask Myself button, it displays only a video screen on the other party side.

When you click on the Show Myself button, each individual screen is indicated.

If the video image is reversed:

At the time of initial installation, the image is reversed, as if reflected in a mirror. The setup can be changed to match the image that the remote side is looking at.

Refer to [Section 1 Device Setup in Chapter 4 IPK Soft Phone Setup on page 4-1](#).

If the video screen is not displayed:

Both parties must have the video screen open for video streaming to begin. If either party has not opened their video screen, neither video camera is activated.

If the partner image has stopped:

The partner image stops when the partner closes their video screen during the video call.

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Using Phonebook

CHAPTER 8

This chapter describes how to make a call or send e-mail using the Phonebook saved in the personal computer.

SECTION 1 ABOUT PHONEBOOK

There are two kinds of Phonebook.

○ Personal Phonebook

The Personal Phonebook is for individual users and is saved for every personal computer user. Each one can register, edit, and delete information to the Phonebook.

○ Shared Phonebook

The Shared Phonebook is saved in a server computer. The information registered into the Shared Phonebook can be edited only by going into Shared Phonebook Edit Mode.

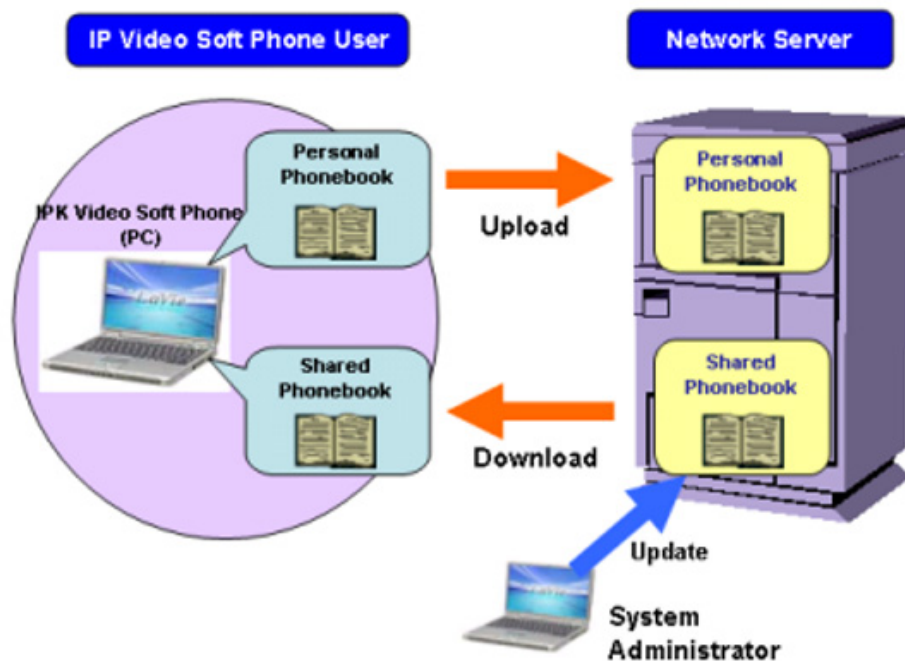


Figure 8-1 Phonebook Applications

1.1 How to Open Phonebook



Figure 8-2 Phonebook Icon

Click Phonebook icon. Phonebook screen is displayed.

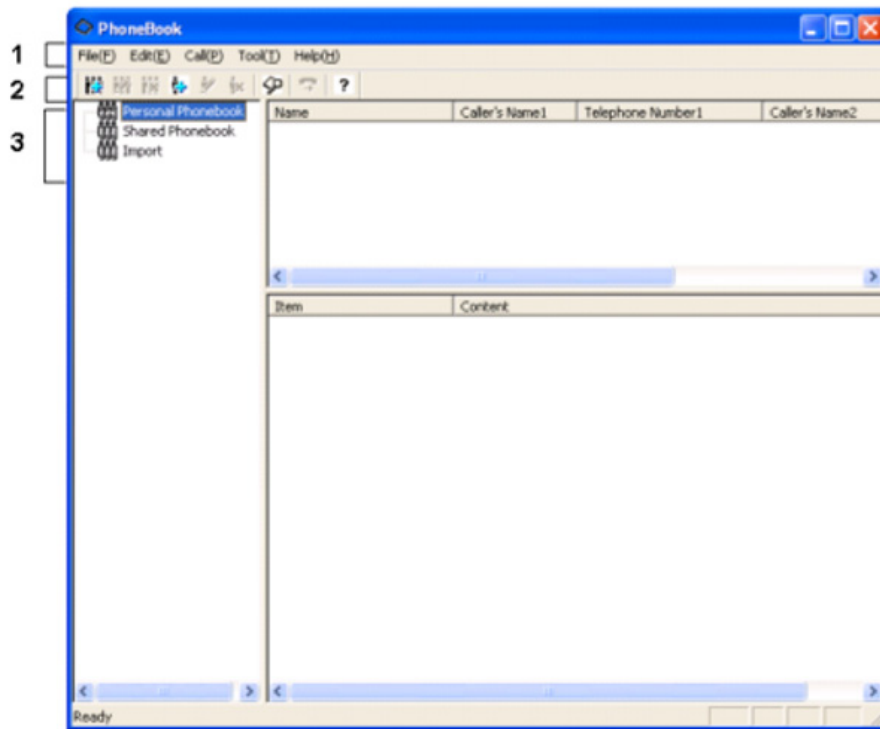


Figure 8-3 Phonebook Screen

Table 8-1 Phonebook Description Table

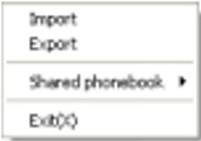

No.	Item		Description
1	Menu Bar	File 	<ul style="list-style-type: none"> • Import The Phonebook data of IPK Soft Phone that was backed up using the Export function of the IPK Soft Phone beforehand, or the Phonebook data created with other applications is imported to the Phonebook. For details, refer to Section 4.1 Import Database to Phonebook on page 8-20. • Export The Phonebook of IPK Soft Phone is backed up, and can be used with outside applications. Refer to Section 4.2 Exporting Phonebook to Database on page 8-24 for details. • Shared Phonebook Edit Mode The Shared Phonebook in a server can be edited. This is the only way that data can be edited in the Shared Phonebook. • Shared Phonebook Read Mode In this mode, editing the Phonebook data is disabled. Downloading is still possible. • Exit Phonebook Screen is closed.
		Edit 	<ul style="list-style-type: none"> • Add Group A new group is created in the Phonebook and is selected. • Correct Group The group name selected is corrected. • Delete Group The group selected is deleted. • Add Personal Information Personal information can be added. • Correct Personal Information Personal information can be edited, or corrected. • Delete Personal Information Personal information is selected and deleted. • Search Phonebook An information search can be performed in the Phonebook.

Table 8-1 Phonebook Description Table (Continued)










No.	Item		Description
1		<p>Call</p> 	<ul style="list-style-type: none"> • Call Make a call to the person selected. • Dial with dial pattern Make a call to the person selected by dial pattern 1 or 2. • Send Mail Send e-mail to the person selected. However, this only works if the e-mail address is registered in personal information.
	Menu Bar	<p>Tool</p> 	<ul style="list-style-type: none"> • LDAP Client LDAP Client screen is opened and a search made to the data from an external Phonebook server, or data can be imported. For more information, refer to Section 5.1 Searching from Phonebook on the Network on page 8-28.
2		<p>Help</p> 	<ul style="list-style-type: none"> • IPK Soft Phone Help The IPK Soft Phone Online Help file is opened.
	Tool Bar		<ul style="list-style-type: none"> • Add Group A new group is created in the Phonebook and selected. • Correction Group Name The name of the group is selected and corrected. • Delete Group The group selected is deleted.
			<ul style="list-style-type: none"> • Add Personal Information New personal information can be selected and added. • Correct Personal Information Personal information can be selected and corrected. • Delete Personal Information Personal information can be selected and deleted.
		<ul style="list-style-type: none"> • Search Personal Information Personal information can be searched within the Phonebook. 	

Table 8-1 Phonebook Description Table (Continued)

No.	Item		Description
2			<ul style="list-style-type: none"> • Call Making a call to the person selected.
			<ul style="list-style-type: none"> • Help The IPK Soft Phone Online Help file is opened.
3	Phonebook List		<ul style="list-style-type: none"> • Personal Phonebook This is the Phonebook in use by the PC user. The called telephone numbers are registered here. A maximum of 50 groups can be registered. For registering groups, refer to Section 2 Making a Group in Phonebook on page 8-15. • Shared Phonebook This is the phonebook shared among various users. Telephone numbers managed by the whole system are registered. Registration, editing, and deletion of the information is only possible after changing to Shared Phonebook Edit Mode. • Import This temporarily stores imported data created using another application. When IPK Soft Phone exits, this information is deleted. Please refer to Section 4.1 Import Database to Phonebook on page 8-20.
4	Personal Information List		<p>A list of contacts registered into the Phonebook or chosen group, with the following attributes:</p> <ul style="list-style-type: none"> - Name - Caller's Name 1 - Telephone Number 1 - Caller's Name 2 - Telephone Number 2 - Use Frequency
5	Personal Information Contents List		<p>A list containing information on the person selected by the Personal Information List is given.</p>

1.2 Using Personal Phonebook

This section describes how to register, edit, and delete the information registered in the Personal Phonebook saved in each personal computer.

Registering Information into the Personal Phonebook

1. Click Phonebook icon. Phonebook screen is displayed.
2. Click Personal Phonebook folder.

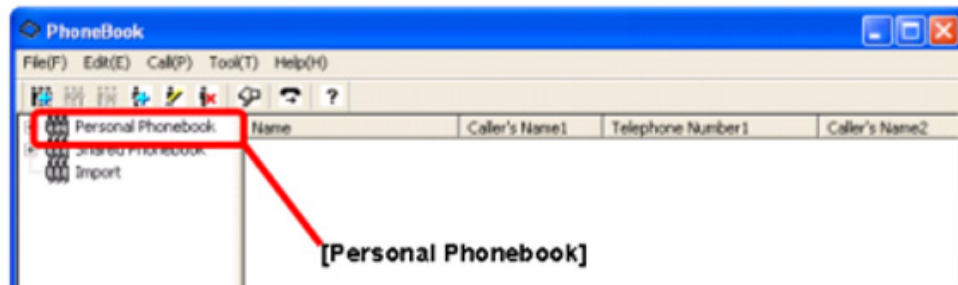


Figure 8-4 Personal Phonebook Screen

3. Click Add Personal Information icon.

- OR -

Click Edit on the menu bar and click Add Personal Information. Register Personal Information screen is displayed.

Figure 8-5 Register Personal Information Screen

4. Enter each item. Refer to [Table 8-2 Personal Information Registration Table](#).

Table 8-2 Personal Information Registration Table

Item	Description	Note
Group	The Phonebook registered with personal information is specified from either: Personal Phonebook Shared Phonebook	
Name	Input the name data. A maximum of 64 characters can be registered.	Be sure to input Telephone Number 1 and Name.
Company Name	Enter the company name. A maximum of 60 characters can be registered.	
Department	Enter the department name. A maximum of 60 characters can be registered.	
Title	Enter the title name. A maximum of 20 characters can be registered.	

Table 8-2 Personal Information Registration Table (Continued)

Item	Description	Note
Address	Enter the address of the company. A maximum of 120 characters can be registered.	
Zip Code	Enter the address zip code. A maximum of 20 characters can be registered.	
Telephone Number 1	Enter the telephone number. A maximum of 20 characters can be registered. (only the following characters are valid: numbers, - (hyphen), #, *)	Be sure to input Telephone Number 1 and Name.
Caller 1 Name	Enter the name of Telephone Number 1. For example, enter John Doe work phone. A maximum of 60 characters can be registered.	
Telephone Number 2	Enter the second telephone number. A maximum of 20 characters can be registered. (only the following characters are valid: numbers, - (hyphen), #, *)	
Caller 2 Name	Enter the name of Telephone Number 2. For example, enter John Doe cell phone. A maximum of 60 characters can be registered.	
FAX Number	Enter the facsimile. A maximum of 20 characters can be registered. (only the following characters are valid: numbers, - (hyphen), #, *)	
Cellular Number	Enter the cell phone. A maximum of 20 characters can be registered. (only the following characters are valid: numbers, - (hyphen), #, *)	
E-mail	Enter the E-mail address. A maximum of 256 characters can be registered.	
SIP URL	Enter the address of SIP connection. A maximum of 256 characters can be registered.	
PIM Memo	If the CRM Mode icon changes to TEL/PIM/NBC mode and is registered in Phonebook from the E-mail signature, the selected character sequence is entered automatically. Refer to Section 2.4 Register to Phonebook using Signature in Chapter 7 Using IPK Soft Phone on page 7-5 . A maximum of 400 characters can be registered.	
User Memo	A memorandum is entered for comments, etc. A maximum of 200 characters can be registered.	
Use Frequency	The frequency of making calls is specified from the following: Call Often Call Sometimes Call Rare Times	

- Click Register button. The display returns to the Phonebook screen.

Registration of personal information to Personal Phonebook is completed.

Correcting Information in the Personal Phonebook

- Click Phonebook icon. Phonebook screen is displayed.
- Click Personal Phonebook folder.
- Right-click the personal information in Personal Phonebook to correct.

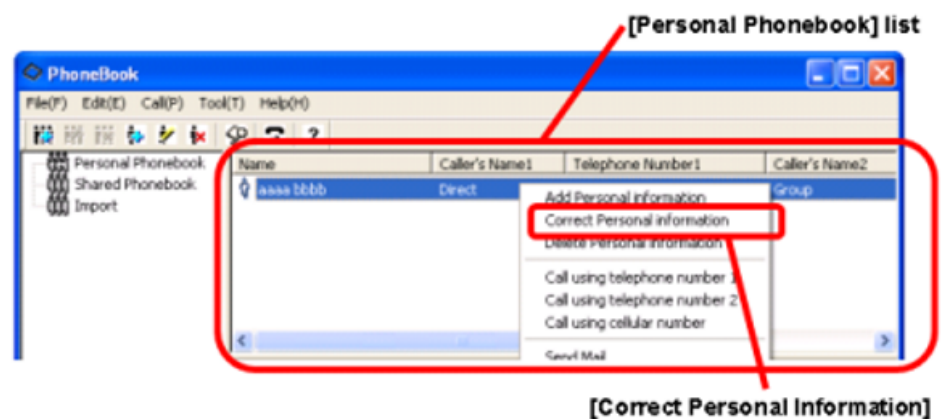


Figure 8-6 Correcting Personal Information

- Click Correct Personal Information.

- OR -


Double-Click the information to correct.

- OR -

Select the information to correct and click Edit from the menu bar, and click Correct Personal Information.

- The Correct Personal Information screen is displayed. The contents of this screen are the same as that of the Register Personal Information screen.
- Correct the required item. Refer to [Table 8-2 Personal Information Registration Table](#) about the meaning and input range of each item.

7. Click Update button and click Exit button. The display returns to the Phonebook screen.

 This screen is displayed, if Previous page and Next page buttons tend to be clicked, not clicking the Update button in the above step 4. Please click Yes at this time. Please click No when you do not save the contents of change.



Deleting Information in Personal Phonebook

1. Click Phonebook icon. The Phonebook screen is displayed.
2. Click Personal Phonebook folder.
3. Right-click the personal information to delete.

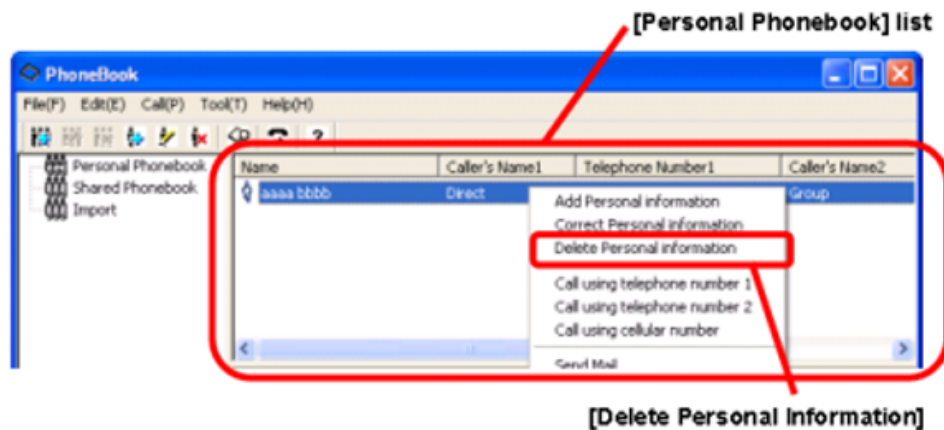
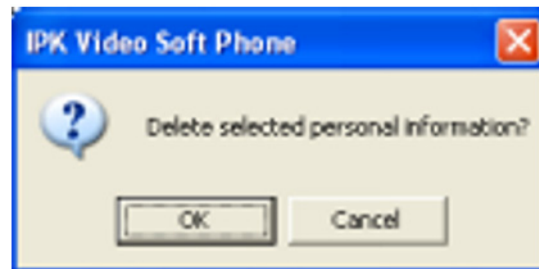


Figure 8-7 Delete Personal Information Screen

4. Click Delete Personal Information.
- OR -
Select the information to delete and press the Del key.
- OR -
Select the information to delete and click Edit from a menu bar and click Delete Personal Information.
5. The following screen is displayed.



6. Click OK.

1.3 Using Shared Phonebook

This section describes how to register, edit, and delete the information registered into Shared Phonebook managed in a server computer. When the information in the Shared Phonebook is edited, it is necessary to change to Shared Phonebook Edit Mode first. When someone edits in Shared Phonebook Edit Mode, other users cannot edit it. This prevents two or more users simultaneously editing the same information of Shared Phonebook.

Register the Information into the Shared Phonebook

1. Click Phonebook icon. Phonebook screen is displayed.
2. Click File menu and click Shared Phonebook.

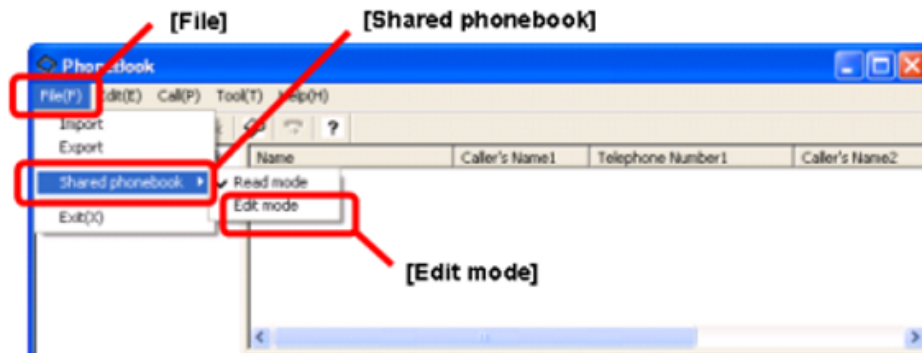


Figure 8-8 Shared Phonebook Screen

3. Check Edit mode.
4. Click Shared Phonebook folder.
5. Click Add Personal Information icon.
- OR -
- Click Edit on the menu bar and click Add Personal Information.
6. The Register Personal Information screen is displayed. This screen is the same as that of the Personal Phonebook.
7. Enter each item.
Refer to [Table 8-2 Personal Information Registration Table](#) for more details on each parameter.
8. Click Register button. Phonebook screen is displayed.

- Click File and click Shared Phonebook.

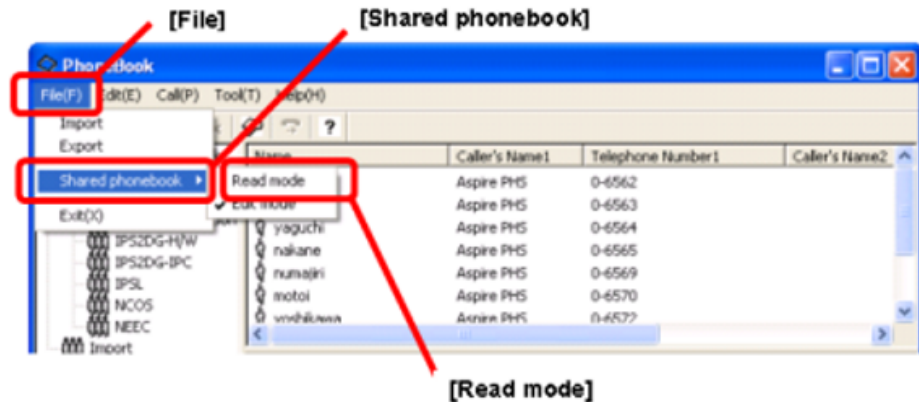


Figure 8-9 Shared Phonebook Read Mode

- Click Read Mode.

The registration of information to the Shared Phonebook is completed. At this point, other users are prevented from editing Shared Phonebook data.


Editing Information in the Shared Phonebook

- Click Phonebook icon. Phonebook screen is displayed.
- Click File menu and click Shared phonebook.
- Check Edit mode.
- Click Shared Phonebook folder.
- Right-click the personal information in Shared Phonebook to edit.
- Click Correct Personal information.

- OR -

Choose the information to correct and click Edit from a menu bar, and click Correct Personal Information.

- Correct Personal Information screen is displayed. The contents of this screen are the same as that of the Register Personal Information screen.

8. Correct the required item.
 -  Refer to [Table 8-2 Personal Information Registration Table](#) to set each parameter.
9. Click Update button and click Exit button. The display returns to the Phonebook screen.
10. Click File and click Shared Phonebook.
11. Click Read Mode.

Deleting the Information in the Shared Phonebook

1. Click Phonebook icon. Phonebook screen is displayed.
2. Click File menu and click Shared phonebook.
3. Check Edit mode.
4. Click Shared Phonebook folder.
5. Right-Click the personal information in Shared Phonebook to correct.
6. Click Delete Personal information.

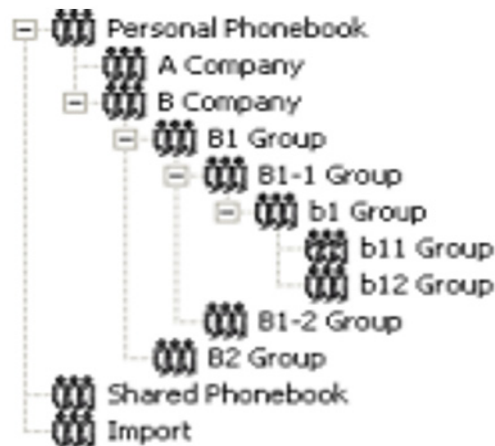
- OR -


Choose the information to delete and click Edit from a menu bar and click Delete Personal Information. The message verifies deletion is displayed.
7. Click OK.
8. Click File and click Shared Phonebook.
9. Click Read Mode.

SECTION 2 MAKING A GROUP IN PHONEBOOK

This section describes how to make a group and classify the personal information in Personal Phonebook and Shared Phonebook. Grouping helps to better organize the Phonebook.

A maximum of 50 groups per Phonebook can be created.



 If you want to make a group in the Shared Phonebook, it is necessary to change the mode into Shared Phonebook Edit Mode. For details, refer to [Section 1.3 Using Shared Phonebook](#).

2.1 Adding a New Group

1. Click Phonebook to make a group.
2. Click Add Group icon.

A new group is created to the folder under the Phonebook selected in step 1.

3. Enter the name of the group.
4. Press Enter key.

2.1.1 Delete a group:

1. Click the group to delete.

2. Click Delete Group icon.

- OR -

Click Edit and click Delete Group.

3. Click OK.

2.1.2 Correct the name of a group:

1. Click the group to correct the name.

2. Click Correct Group button.

- OR -

Click Edit and click Correct Group.

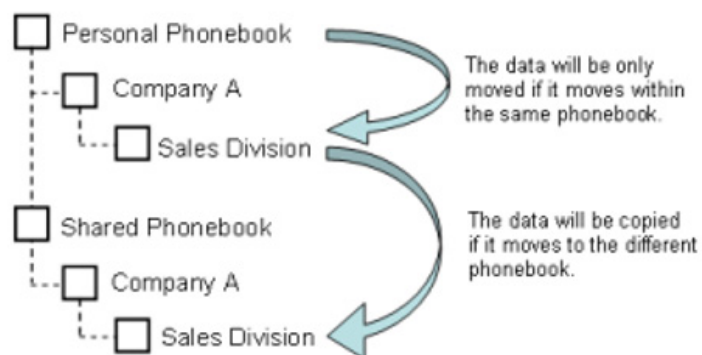
3. Enter the new name of the group.

4. Press Enter key.

2.2 Moving the Personal Information to the Group

This section describes how to move or copy the personal information registered into the phonebook to a group.

- ① When moving to the group in the same phonebook, a copy does not remain, it is just moved.
- ① When moving to other phonebook, a copy remains in the moved phonebook.

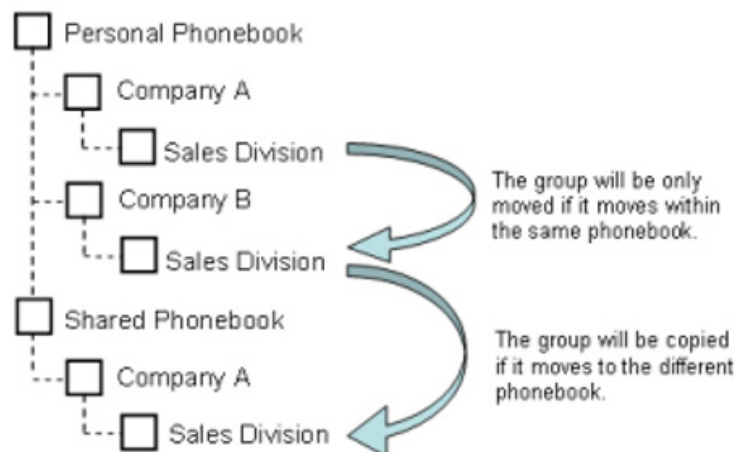


1. Click the personal information to copy or move.
2. Drag & Drop to the copied/moved phonebook. The personal information is copied or moved.

2.3 Copy the Group

This section describes how to copy or move the group registered into the phonebook.

- ① When moving to the same phonebook, a copy does not remain, it is just moved.
- ② When moving to other phonebook, a copy remains in the moved phonebook.



1. Click the group to copy or move.
2. Drag & Drop to the copied/moved phonebook. The group is copied or moved.

SECTION 3 **SEARCHING FOR A PERSON IN THE PHONEBOOK**

You can search for a person, make a call to that person, and correct the information registered for that person in the Phonebook.

1. Click Edit and click Search Phonebook. Search Phonebook screen is displayed.

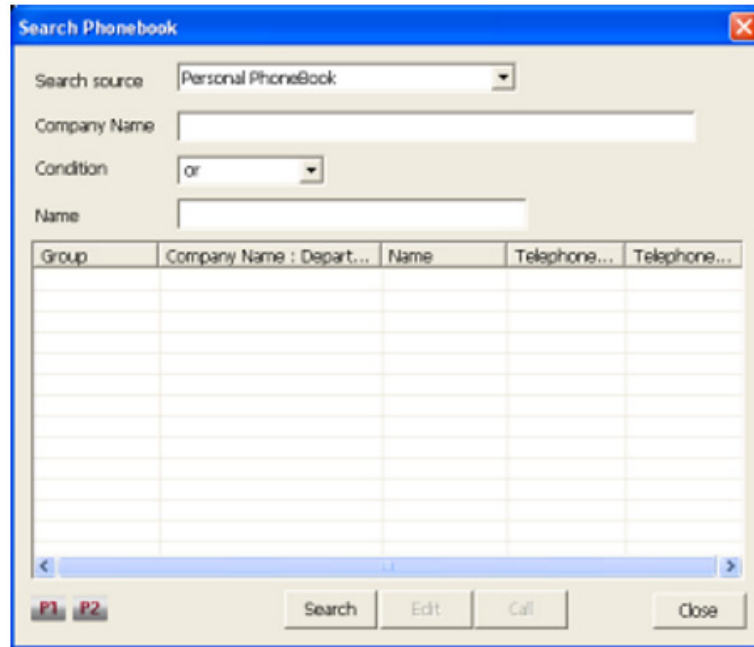


Figure 8-10 Search Phonebook Screen

2. Specify search option. The following search options must be entered.

Table 8-3 Options for Searching Phonebook

Key	Description	Note
Search Source	Specify which phonebook to search: Personal Phonebook Shared Phonebook Both Personal/Shared	Either or both must be specified.
Company Name	Specify a company name to search.	Either Company Name or Name must be specified.
Condition	When searching by company name and a person's name, the following parameters are valid: Or: Either name must be matched. And: Both names must be matched.	Either must be specified.
Name	Specify to search by name.	Either Company Name or Person's Name must be specified.

3. Click Search Button. The found information list is shown.

If you want to make a call to the person found:

1. Click contact that you want to call.
2. Click Call button.

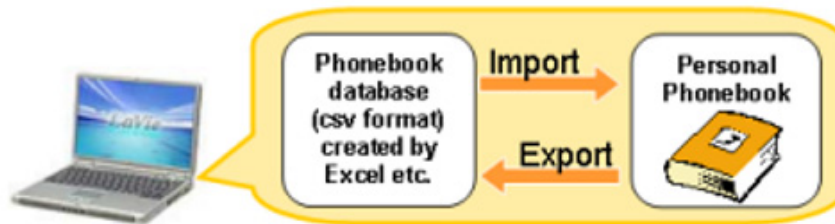
If you want to correct the personal information of the found result

1. Click contact that you want to modify.
2. Click Edit button. Correct Personal Information screen is displayed.
3. Correct the personal information. For details, refer to [Correcting Information in the Personal Phonebook on page 8-9](#).

To correct the information in the Shared Phonebook, you must enter Shared Phonebook Edit Mode. Refer to [Editing Information in the Shared Phonebook on page 8-13](#).

SECTION 4 IMPORTING OR EXPORTING PHONEBOOK

This section describes how to enter the phonebook data of the CSV form created by Microsoft® Excel, or others, to the Phonebook of IPK Soft Phone (Import), and the method of taking out data of the Phonebook to back up data and to use by other software (Export).



4.1 Import Database to Phonebook

The database made by Microsoft® Excel, or a CSV-type file, can be imported.

1. Click Phonebook icon. The Phonebook screen is displayed.

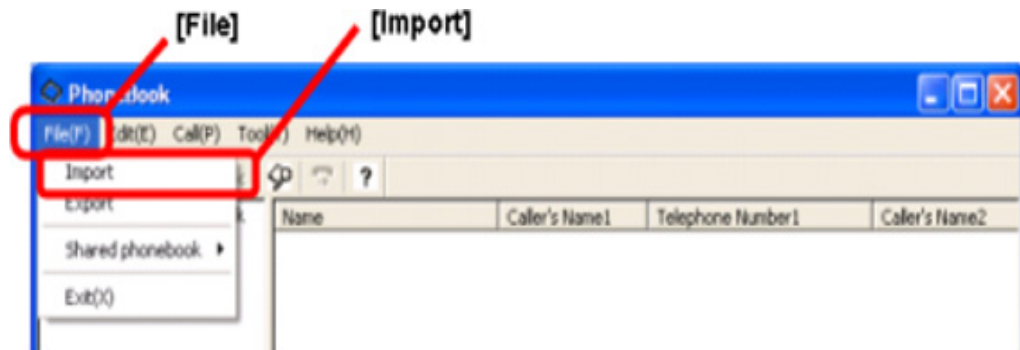


Figure 8-11 File Import Screen

2. Click File and click Import. The Import screen is displayed.

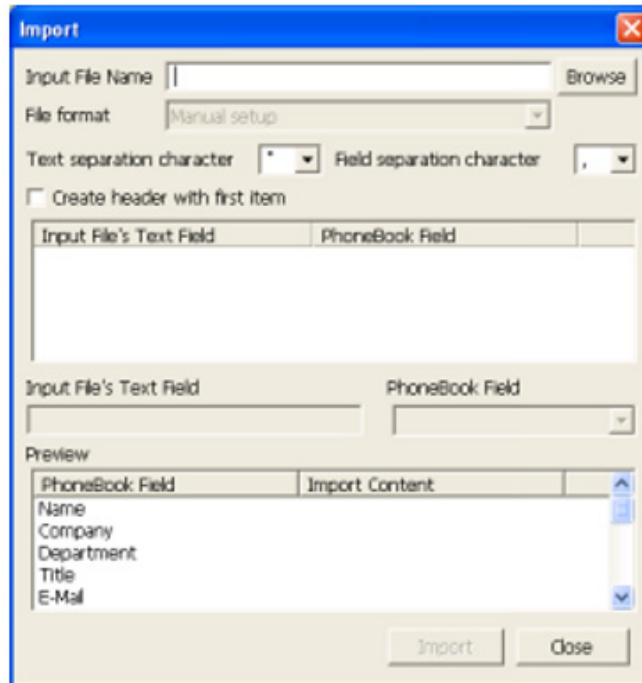


Figure 8-12 Import Screen

3. Click Browse button. The Reference screen is displayed.

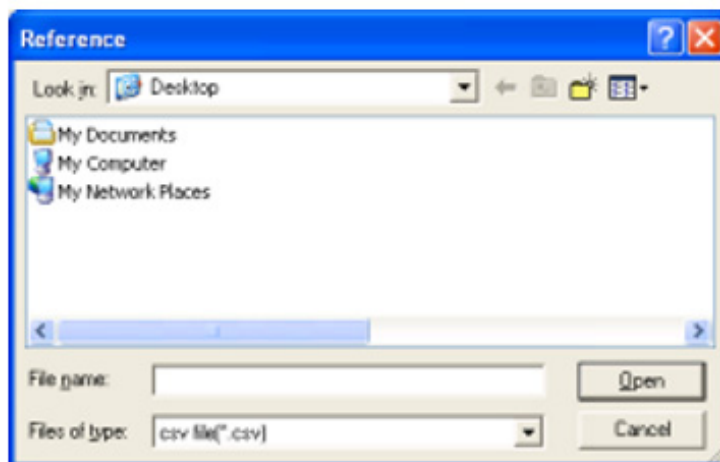





Figure 8-13 Reference Screen

4. Select by click data base file you want to import.

5. Click Open. Now you are back to the Import screen, and the file name which is selected in step 4 is displayed on File Name box.
6. Click  button on File format. The pull down menu is displayed.
7. Select File type.
Choose one of following file types:
 -  CSV (All IPK Soft Phone selections):
To import CSV-type file exported from IPK Soft Phone.
 -  Manual setup:
To import CSV file which file format is an original.

If you select Manual setup, it needs to convert the data to import to Phonebook of IPK Soft Phone from original formatted data base.

 1. Click 1st line of the list on Input File Text Field.

The content which is selected is displayed in gray in Input File Text Field.
 2. Click ? in Phonebook Field and click item name of phonebook database.

For example, if John Smith is selected in step 1, you need to click Name here.

The selection is displayed on the list in Phonebook Field.
 3. Continue with steps 1 and 2 above, then convert all fields of data in phone book.
8. Click Import button. After import is complete, Import completed message is displayed.



Figure 8-14 Import Complete Screen

9. Click OK.
10. Click Close button. The display goes back to Phonebook screen. Imported information is in import phonebook for IPK Soft Phone.



DO NOT exit the IPK Soft Phone application! The imported information is stored in an import folder, however, when the IPK Soft Phone exits all information is lost.

Please move the imported information to the Personal Phonebook on IPK Soft Phone by the following operation.

11. Click Import folder. Imported information is displaying on personal information list.

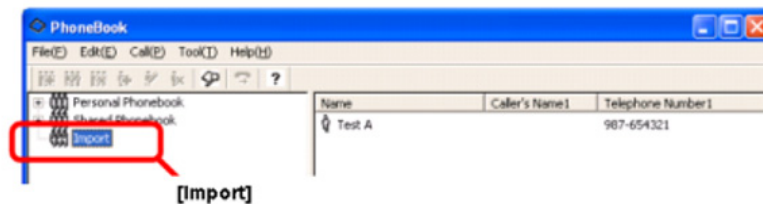


Figure 8-15 Import Folder

12. Imported information needs to be moved by drag and drop. Information is then copied into the Personal Phonebook.

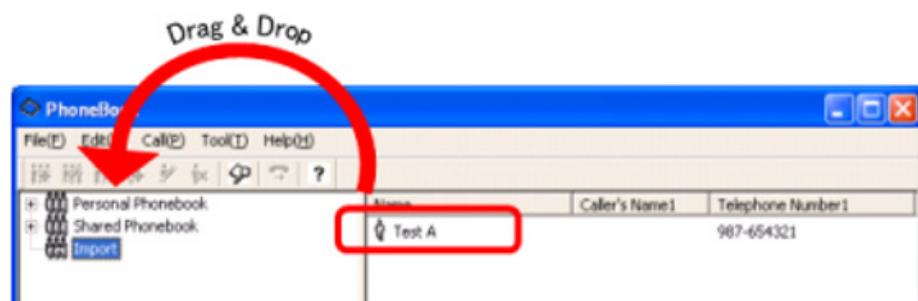


Figure 8-16 Drag and Drop Information

4.2 Exporting Phonebook to Database

The Phonebook database created by IPK Soft Phone is exported so that it can be used by another application. It is also used for backup of the database.

1. Click Phonebook icon. The Phonebook screen is displayed.
2. Click File and Export.

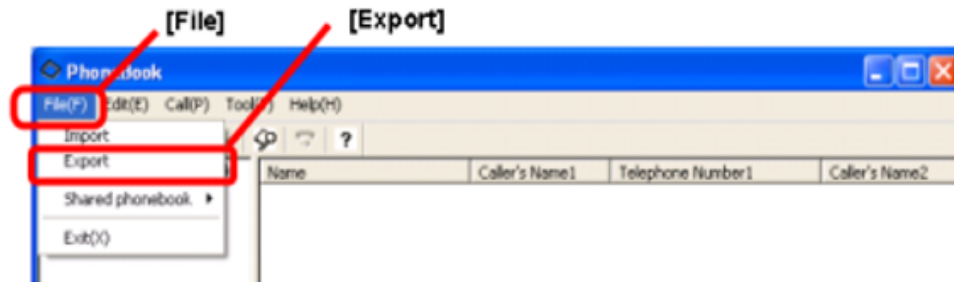


Figure 8-17 File Export Screen

3. The Export screen is displayed.

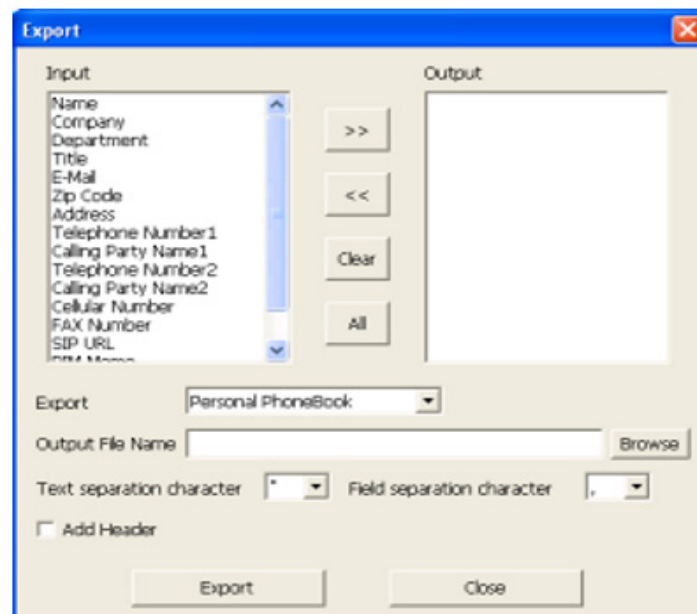


Figure 8-18 Export Screen

4. Click item you want to export on Input box.

5. Click >> button.

The item whose name was selected in step 3 is displayed in the Output window.

Select one of the following:

- Ⓒ Export all items - Click All button.
 - Ⓒ Re-select – Click Clear button, then clear Output box and select from the 1st step.
 - Ⓒ Cancel selected item – Click item you want to cancel, and click <<.
6. Click ? on Export window and click phonebook you would like to export.
Select one of following items:
 - Ⓒ Personal Phonebook
 - Ⓒ Shared Phonebook
 - Ⓒ Both Personal/Shared
 7. Click Browse button on Output File Name.

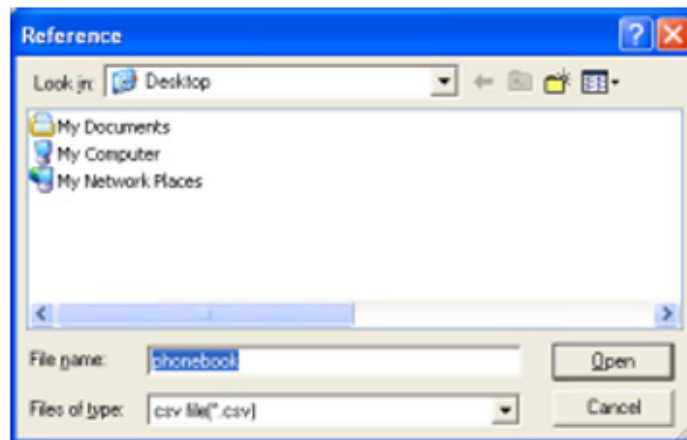


Figure 8-19 Reference Screen

8. Enter the file name into File name box. For example, enter today's date.

9. Click Open button. The following screen is displayed.

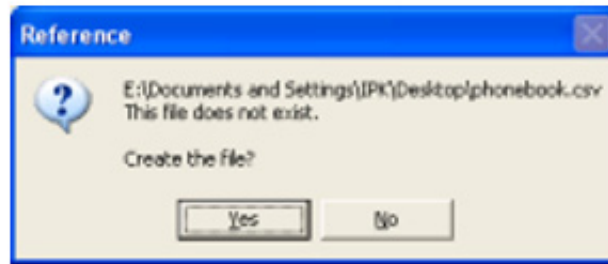


Figure 8-20 Create The File Screen

10. Click Yes. The display returns to the Export screen. The file name is indicated by full path entered in step 7.

If you want to insert a mark between each data and header on exporting file (e.g. data wanted to be used by Microsoft[®] Excel), the following characters can be inserted automatically:

- Ⓒ Text separation character
“ (double quotation), or single quotation is added to export as text. If not required text quotation, please choose None. Default is to add the “(double quotation).
 - Ⓒ Field separation character
,(comma) or ;(semicolon) is added between each data. Default is ,(comma).
 - Ⓒ Add Header
Item name is inserting on the first line on exported file.
11. Click Export button.
- After exporting is complete, the Export completed message is displayed.

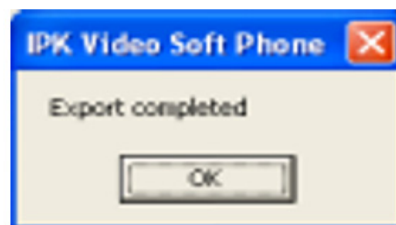


Figure 8-21 Export Completed

12. Click OK.

SECTION 5 USING PHONEBOOK ON THE NETWORK

The IPK Soft Phone Phonebook may be used by other network users and also by other software applications on the network.

- Personal Phonebook and Shared Phonebook for IPK Soft Phone
- Address book made by Excel or Access
- Others (Address book is made by contact XML language)



To use this feature, it requires Set up LDAP server or Set up Address Linker.

- Searching the Phonebook on the network, refer to [Section 6 Registration of the LDAP Server on page 8-36](#).
- Searching from various Phonebook, refer to [Chapter 9 Address Linker Setup](#).

5.1 Searching from Phonebook on the Network

The searching phonebook on the network is used by the following applications.

- ① LDAP Client for IPK Soft Phone
- ① Find People on Windows® operating system
- ① Find People on Outlook® Express

5.2 Search by using IPK Soft Phone

1. Check icon of Address Linker in task tray.



- ✎ If you cannot find Address Linker icon, click < button in task tray. A hidden icon may be displayed.
 - ✎ If it is not in the hidden icons, run the Address Linker by the following operation. Start → All Programs → IPK Soft Phone or Address Linker → Address Linker.
2. Click Phonebook icon. Phonebook screen is displayed.

3. Click Tool → LDAP Client. LDAP Client screen is displayed.



Figure 8-22 LDAP Client Screen

4. Specify search directory in Search Location.

When Address Linker is specified, search from the phonebook you have shared. For sharing methods, refer to [Chapter 9 Address Linker Setup](#).

Searching:

If you want to search from a phonebook on another person's PC or on the server, click ?, and specify the server name or IP address. For more details, refer to [Section 6 Registration of the LDAP Server on page 8-36](#).

Reducing Search Time:

If you specify a specific file name, searching time can be reduced. A file name to search is set up by following operation.

1. Click Configuration button on LDAP Client screen. Directory Server setting screen is displayed.
2. Select by clicking to searching place on Display name.
3. Click Edit button. Correction screen is displayed.
4. Enter specific file name to search on Search Base. Please contact your system administrator for Search Base.

5. Click OK. The display goes back to Directory Server setting screen.
6. Click Close button. The display goes back to LDAP Client screen.

Searching Base setup is completed.

5. Enter Searching Condition. Enter one of the following conditions.

Table 8-4 Searching Condition Table

Item	Description	Note
Search Condition	Last Name, First Name, Company Name, Department Name, and E-mail address can be specified for search key. You can also specify by the following conditions: or : Search database to match either key and : Search database to match all keys	
Last Name	Enter to search by last name.	
First Name	Enter to search by first name.	
Company Name	Enter to search by company name.	
Department	Enter to search by department name.	
E-mail	Enter to search by an E-mail address.	

6. Click Search button. The List of searched results is displayed.

If you want to make a call based on searched results, the operation is as follows.

1. Select by clicking on the person you would like to call based on the search list.
2. Click Call button.

If you want to send an e-mail based on searched results, the operation is as follows.

1. Click and choose the person you want to send e-mail based on search list.
2. Click Send Mail button. The mailing application is automatically run.

3. Create an e-mail. For details, refer to [Section 2 Sending E-Mail using Phonebook in Chapter 7 Using IPK Soft Phone on page 7-2](#).

If you want to reduce the searching time, the operation is as follows.

1. Click and choose to correct from searched list.
2. Click Register button. Register Personal Information screen is displayed.
3. Register personal information. Refer to [Registering Information into the Personal Phonebook on page 8-6](#).

5.3 Search by Find People on Windows Operating System

Refer to [Chapter 9 Address Linker Setup](#) for the sharing method.

1. Click Start → Search. The following screen is displayed.

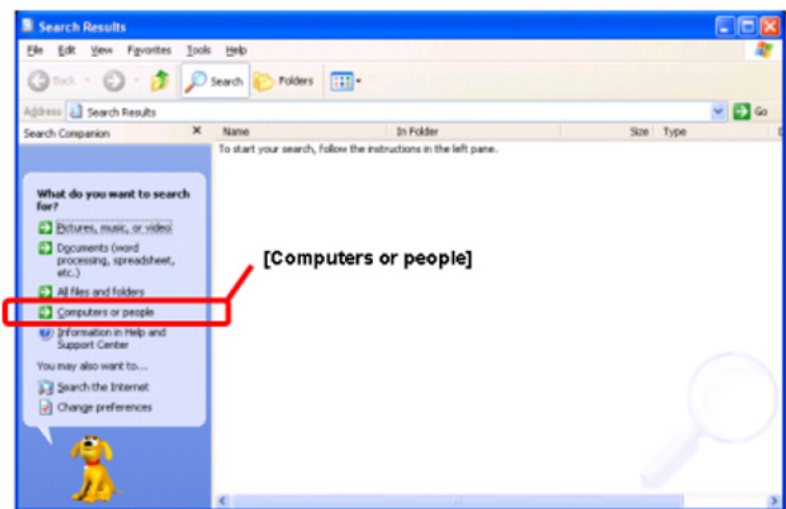


Figure 8-23 Search Results Screen

2. Click Computers or people. The following screen is displayed.

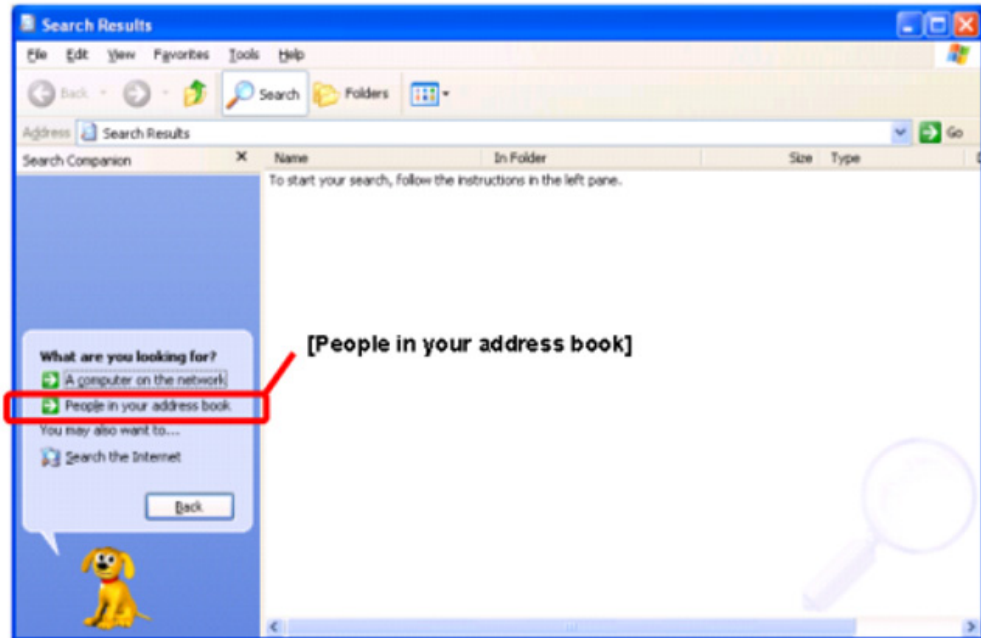


Figure 8-24 Find People in Your Address Book Screen

3. Click People in your address book. Find People screen is displayed.

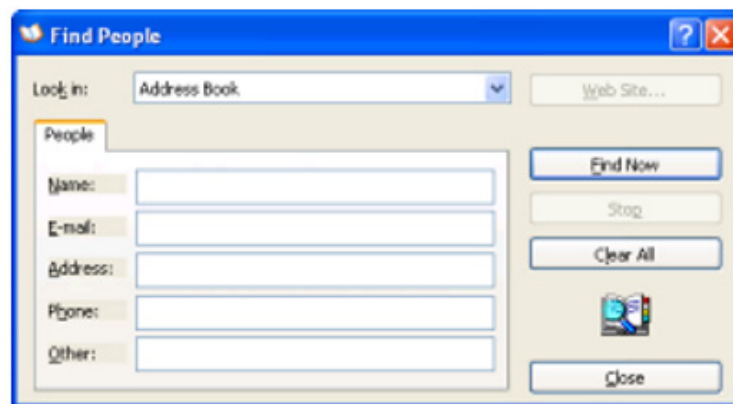



Figure 8-25 Find People Screen

- Click  button of Look in column and specify 127.0.0.1.
127.0.0.1 is an example of IP address to your shared phone book. If you want to search from other place, please click that place.

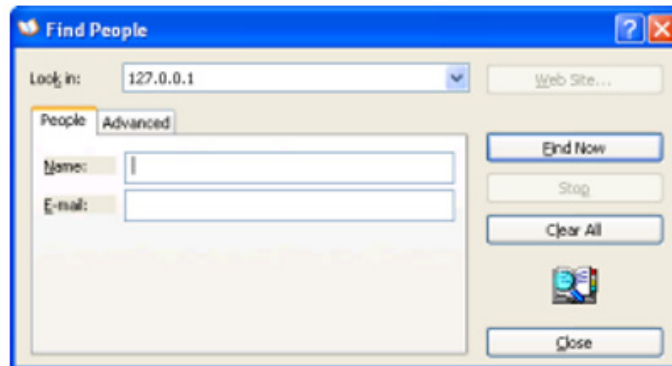


Figure 8-26 New Screen

If 127.0.0.1 address is not found, or you want to add a new searching address, Directory Service is set up in the following procedure:

- Right-click in the Look in column and click Directory Service. Internet Accounts screen is displayed.
- Click Add button. Internet Connection Wizard screen is displayed.

Enter 127.0.0.1 into Internet directory (LDAP) server column.

When adding a search-base, the server name or IP address of the place is entered. Please check the server name or an IP address to a system administrator.

- Click Next button. The display changes.
- Click Next button. The display changes.
- Click Finish button. The display returns to Internet Accounts screen.

The contents entered in step 3 above are displayed in the Directory Service.

When you set up a searching base, please click Properties button here, and input into the Search base column of the Advanced tab.

- Click closed button.

7. The Directory Service is now set up.

If you specify the search file name, searching time can be reduced. A file name to search is set up by the following operation.

1. Click and choose a server name, or an IP address to set a searching base on the Internet Accounts screen.

2. Click Properties button.

XXXXX Properties screen is displayed (XXXXX is the server name or an IP address).

3. Click Advanced tab.

4. Enter the searching base into the Search base column. Please check with a system administrator about a Search base.

5. Click OK. The Internet Accounts screen returns.

The Search base is now set up.

If you want to go back to default, please clear what you specified at step 4 above for Search Base.

6. Enter the search word into Name or E-mail column.

7. Click Find Now button.

8. The Find People-(X entries) screen is displayed. (X is the number of matching cases.)

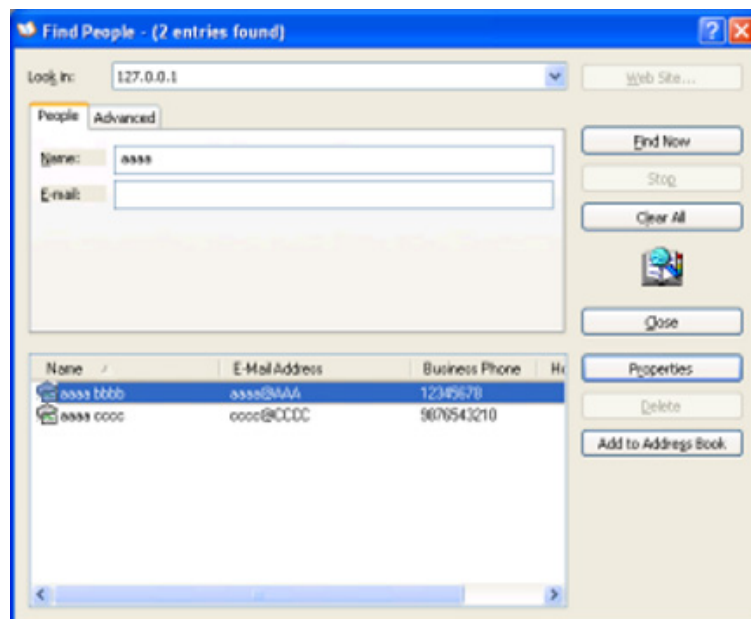


Figure 8-27 Find People Screen

9. Searching by Finding People is completed.

If you want to register the partner you found into the address book of Outlook.

1. Click Add to Address book button.

XXXXX Properties screen is displayed. (XXXXX is person's name.)

2. Add and correct required information.
3. Click OK.

5.4 Search by Find People on Outlook® Express

1. Click Addresses button on Outlook Express.



Figure 8-28 Inbox - Outlook Express

Address Book – Main Identity screen is displayed.



Figure 8-29 Address Book – Main Identity Screen

2. Click Find People button. Find People screen is displayed.
3. Search by the same procedure as step 4~6 in Section [5.3 Search by Find People on Windows Operating System on page 8-31](#).

5.5 Search by Find People on Outlook® 2000

1. Click Tool button on Outlook 2000 and click Address Book.
2. Click Find People button. Find People screen is displayed.
3. Search by the same procedure as in step 4~6 Section [5.3 Search by Find People on Windows Operating System on page 8-31](#).

SECTION 6 REGISTRATION OF THE LDAP SERVER

1. Click Phonebook icon on toolbar. Phonebook screen is displayed.
2. Click Tool and click LDAP Client. LDAP Client screen is displayed.
3. Click Configuration button. Directory Server setting screen is displayed.

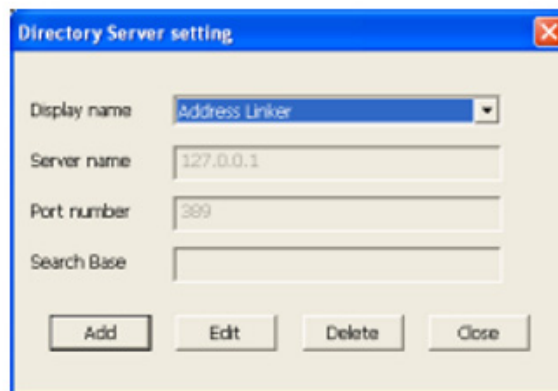


Figure 8-30 Directory Server Setting Screen

4. Click Add button. New addition screen is displayed.

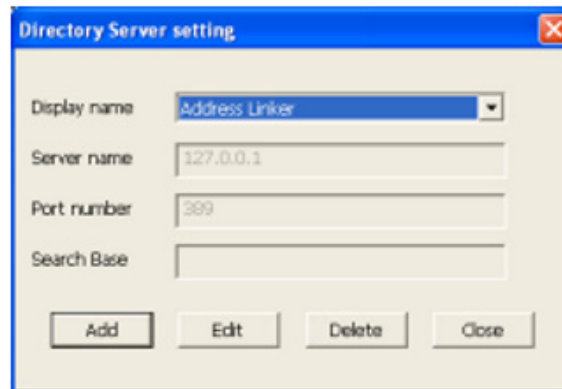


Figure 8-31 New Addition Screen

5. Enter each item. Refer to [Table 8-5 LDAP Server Registration Table](#).

Table 8-5 LDAP Server Registration Table

Item	Description	Note
Display Name	Enter the LAP server name to indicate the contents in Search Location column on LDAP Client screen.	
Server Name	Enter the path of the LDAP server by the server name or IP address. Please check with the system administrator for the server name or IP address.	
Port Number	Enter the port number of the LDAP server. Please check with the system administrator for the port number.	
Search Base	Enter the setting for search into the LDAP server. Please check with the system administrator for the search base.	

6. Click OK. The Directory Server setting screen returns.
7. Click Close button.
8. The display returns to the LDAP Client screen. If ? button on Search Location column is selected, the pull down menu is opened and the contents that was entered in step 4 above are displayed.

6.1 Correcting the Registered LDAP Server

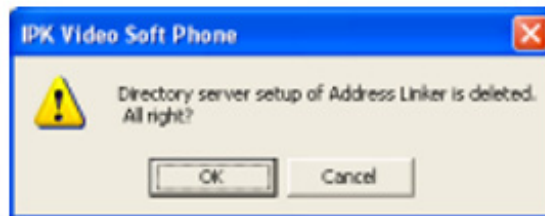
Perform the following operation.

1. Click Edit button. Correction screen is displayed. The contents are same as New addition screen.
2. Correct each items with reference to the Input item of LDAP Server registration.
3. Click OK. The Directory Server setting screen is displayed.

6.2 Deleting the Registered LDAP Server

Perform the following operation.

1. Click Delete button.



2. Click OK. The Directory Server setting screen returns.

Address Linker Setup

CHAPTER 9

SECTION 1 ADDRESS LINKER SETUP

The Phonebook is shared so that it may be used by others on a network (directory service).

The files that can be shared are:

- The Personal Phonebook or the Shared Phonebook of IPK Soft Phone
- The file of Contact XML form
- The file of Excel form
- The file of Access form

1. Right-click Address Linker icon in task tray and click Set in.



Address Linker Setting screen is displayed.

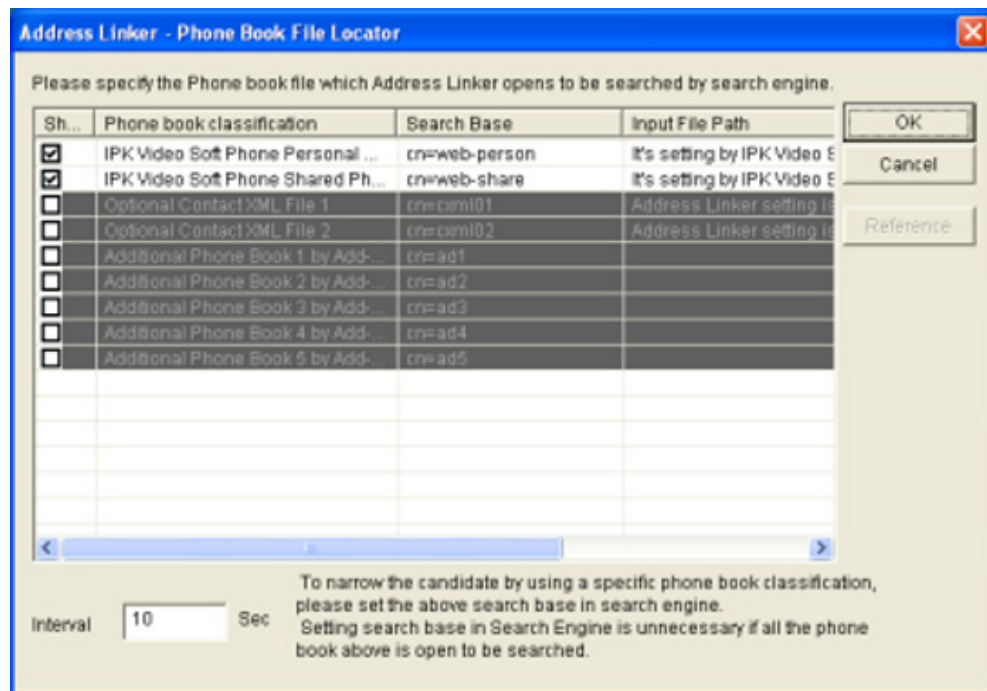


Figure 9-1 Address Linker Setting Screen

If you can not find Address Linker icon, click < button in task tray. A hidden icon may be displayed.

If it is not in the hidden icons, run the Address Linker by the following operation:

Start → All Programs → IPK Soft Phone or Address Linker → Address Linker

2. Enter each item in the [Table 9-1 Address Linker Registration Table](#).

Table 9-1 Address Linker Registration Table

Item	Description	Note
Show	Place a check mark when sharing to the public on a network.	
Phone book classification	The name of the phonebook that can be shared is displayed. Optional Contact XML File is the phonebook that is optionally set up.	
Search Base	When the shared phonebook is searched, a required key is automatically input. If this key is specified with the Search Base of an LDAP Server Registration screen, or the Search Base of the directory service of Windows operating system, the kind of phonebook to search can be specified.	
Input File Path	This is the place where the phonebook is saved. If the Reference button is clicked, you can also choose the path via Explorer.	
Interval	The input interval that updates changes of the shared files by the Address Linker can be specified. The Address Linker icon blinks red when updating occurs. Input range: 1~9999 seconds.	

3. Click OK.

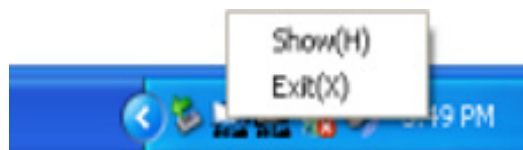
Address Linker setup is completed.

SECTION 2 ADDRESS LINKER ADD-ON SETUP

When having set up so that the information on other applications may be imported by Address Linker, the configuration for replacing the data field, and the time for periodically updating the information are set up.

2.1 Import Setup

1. Right-click Address Linker Add-on icon in task tray and click Show.



Address Linker Add-on screen is displayed.

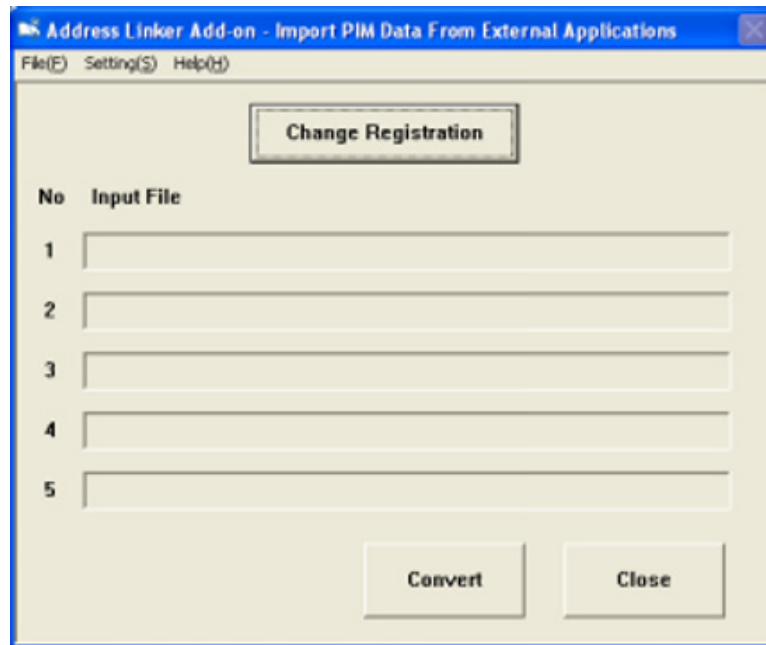


Figure 9-2 Address Linker Add-On Screen

If you cannot find the Address Linker Add-on icon, click < button in the task tray. A hidden icon may be displayed.

If it is not in the hidden icons, run the Address Linker Add-on by the following sequence:

Start → All Programs → IPK Soft Phone → Address Linker → Address Linker Add-on

2. Click Change Registration button. Change Registration screen is displayed.



The screenshot shows a window titled "Change Registration" with a close button in the top right corner. The window contains a table with the following structure:

No	Input File	Setting	Delete
1	<input type="text"/>	Setting	Delete
2	<input type="text"/>	Setting	Delete
3	<input type="text"/>	Setting	Delete
4	<input type="text"/>	Setting	Delete
5	<input type="text"/>	Setting	Delete

At the bottom right of the window, there is a "Close" button.

Figure 9-3 Change Registration Screen

3. Click Setting button. Import Setting screen is displayed.

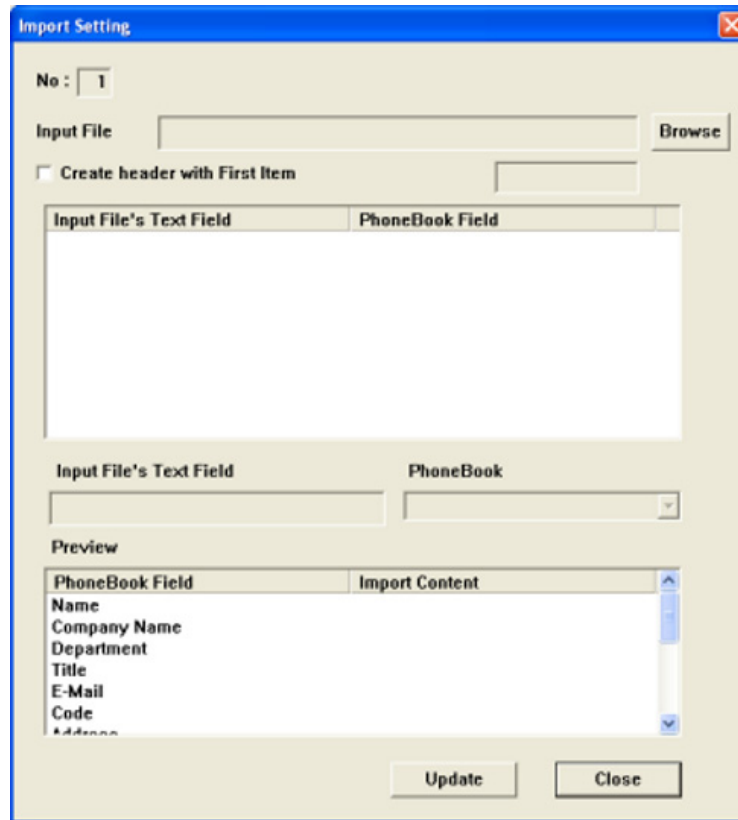
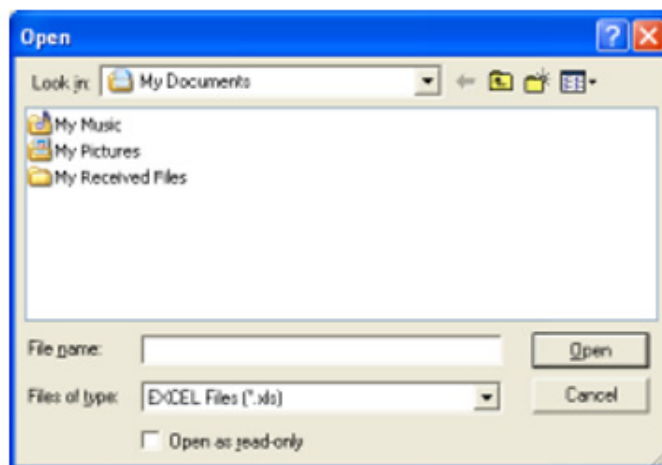


Figure 9-4 Import Setting Screen

4. Click Browse button. The following screen is displayed.



5. Click and choose the Phonebook file to import.

6. Click Open button.


The display returns to the Import Setting screen. The file that is specified in step 5 above is shown in Input File column.

Open screen is displayed.

7. Click the first line that appears in Input File Text Field list.

The selected content is displayed on the Input File Text Field column, under a list in gray.

8. Click ? button on Phonebook field, and click a field name in Phonebook Field list.

 For example, if you selected John Smith, Name should be specified in this case. The clicked content is displayed on the line of the upper Phonebook Field list.

9. Repeat steps 7 and 8 above, and set up replacement of all the fields of Phonebook data.

10. Click Update button and click Yes button.

The display returns to the Change Registration screen. The path to the file name chosen as the Input File column in step 5 above is displayed.

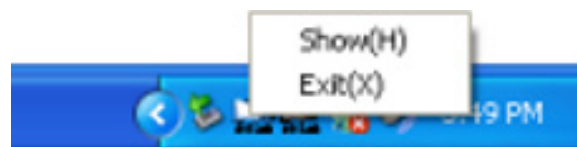
11. Click Close button.

The display returns to the Address Linker Add-on screen. The path to the file name chosen as the Input File column in step 5 above is displayed.

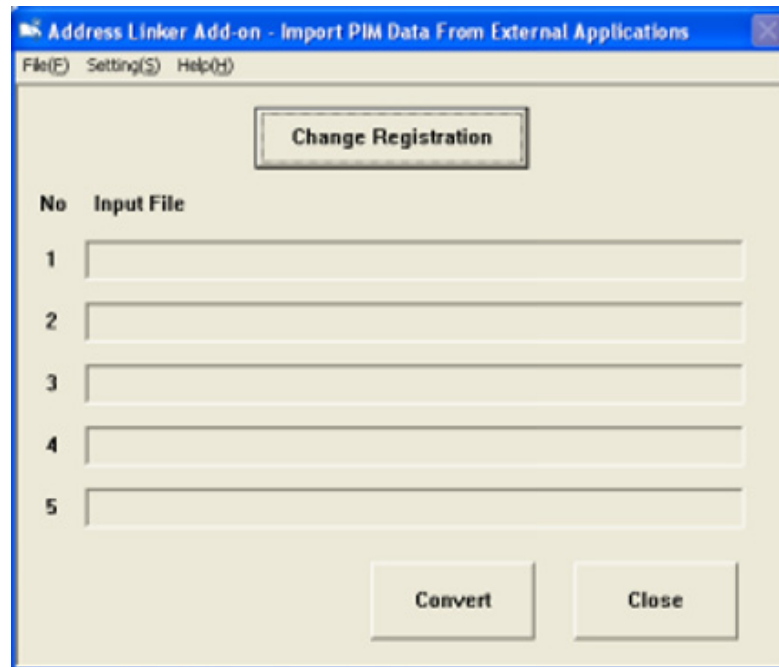
12. Click Close button.

2.2 Interval of Updating Setup

1. Right-click Address Linker Add-on icon in task tray and click Show.



Address Linker Add-on screen is displayed.



If you cannot find Address Linker Add-on icon, click < button in task tray. A hidden icon may be displayed.

If it is not in hidden icons, run the Address Linker Add-on by the following operation:

Start → All Programs → IPK Soft Phone → Address Linker → Address Linker Add-on

2. Click Setting menu and click Interval Setting. Interval Setting screen is displayed.

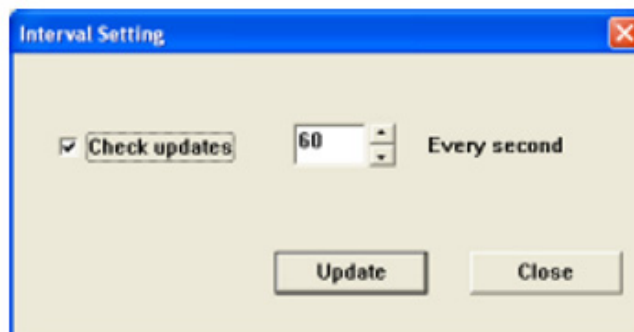



Figure 9-5 Interval Setting Screen

3. Check the Check updates check box.
4. Specify the interval of updating per second.
Input range is 1 ~ 9999 seconds.

5. Click Update button.

The display returns to Address Linker Add-on screen.

-  If you want to update immediately, click Convert button on Address Linker Add-on screen. Updating information starts immediately.

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SOFT PHONE

ADMINISTRATOR'S GUIDE