GABD-000154 Ed. 00

OfficeServ

# EasySync User Manual



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# Introduction

### **Purpose**

EasySync is a program that enables users to use the functions of Internet Protocol (IP) phones in Personal Computers (PC) conveniently. This document introduces EasySync and describes its main functions and how to log in and set the environment.

### **Document Contents and Organization**

This document consists of four chapters and abbreviations:

#### Chapter 1. Getting Started OfficeServ EasySync

This chapter introduces OfficeServ EasySync and describes how to install and log in EasySync.

#### **Chapter 2 Using The Phone Book**

Among the functions of OfficeServ EasySync, this chapter describes how to manage the phone book, interwork with the address book of your IP phone, and interwork with the outlook address book and external address books.

#### Chapter 3. Setting Sound/Image

This chapter describes the image and bell sound interworking between OfficeServ and IP phones.

#### **Chapter 4 Using Messages**

Among the functions of OfficeServ EasySync, this chapter describes internal message transfer, outbox, inbox, and message box.

#### **Chapter 5 Setting Environment**

This chapter describes how to set the environment of EasySync and IP phones.

#### **Abbreviations**

Abbreviations frequently used in this document are described.

### Conventions

The following types of paragraphs contain special information that must be carefully read and thoroughly understood. Such information may or may not be enclosed in a rectangular box, separating it from the main text, but is always preceded by an icon and/or a bold title.



#### CHECK CHECKPOINT

This paragraph contains information that users must check in order to guarantee stable system operation.



#### NOTE NOTE

This paragraph contains supplementary information that should be read as a reference.

### References

#### IP Phone User Manual (ITP-5112L):

Describes how to install IP phones (ITP-5112L) and use the basic functions of IP phones.

### IP Phone Technical Manual (ITP-5112L):

Describes how to install IP phones (ITP-5112L) and use the detailed functions of IP phones, and set the environment of IP phones.

## **Revision History**

Edition No.	Date of Issue	Remarks	
00	Nov. 2005	Original Draft	
01	Feb. 2006	Modification	



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# Chapter 1. Getting Started OfficeServ EasySync

This chapter introduces OfficeServ EasySync and describes how to install and log in EasySync.

### Overview of OfficeServ EasySync

EasySync is a program that enables users to use IP functions in personal computers conveniently.

EasySync has the following functions:

- Phone book: Allows you to interwork the address books of EasySync and your IP phone as well as interwork other programs and the address book.
- Image/Sound: Allows you to interwork the images/sounds of EasySync and your IP phone.
- Message: Allows you to control the transfer of messages between EasySync and your IP phone and manage inbox, outbox and message box.

### Installation Environment

For the correct installation of OfficeServ EasySync, the following installation environment should be provided.

The minimum computer specifications for the operation of OfficeServ EasySync are listed in th table below:

### System Requirements

Category	Standards		
CPU	Intel Pentium IV 1 GHz		
Main Memory	256 MB RAM		
Operating System (OS)	Microsoft Widows 98 or higher		
Network	Network Interface card required		

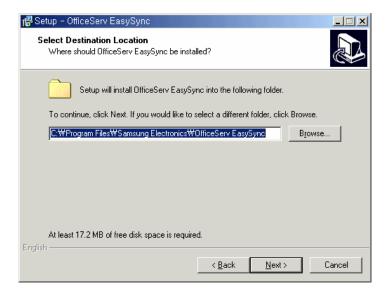
### Installing OfficeServ EasySync

The procedure to install OfficeServ EasySync is as follows:

1. Run the 'Setup.exe' file of EasySync to display the following screen:



 Click the [Next (N)>] button to display the screen for the selection of installation folder.



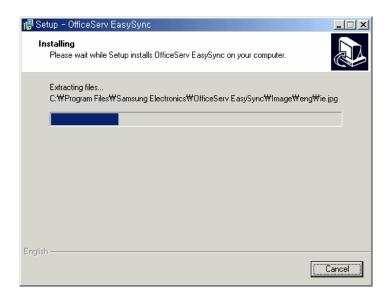
3. Click the [Next  $(\underline{N})$ >] button. In the following screen, you can change the program installation folder by clicking the [Retrieve  $(\underline{R})$ ] button.



4. Click the [Next (N)>] button to display the installation ready screen.



**5.** Click the [Installation (I)>] button. The following screen appears and the program is installed.



**6.** If the installation is completed, the OfficeServ EasySync installation completion screen appears.



7. Click the [Finish ( $\underline{F}$ )>] button to complete the installation.

### Logging in OfficeServ EasySync

The procedure to log in OfficeServ EasySync is as follows:

1. Execute EasySync. The following screen will appear.



2. Enter the extension number and the password of a desired IP phone to the 'ID (Extension number)' field and the 'Password' field, respectively. Click the [ ] icon on the above screen to authenticate the IP phone. When the authentication is completed, the OfficeServ EasySync main screen appears.





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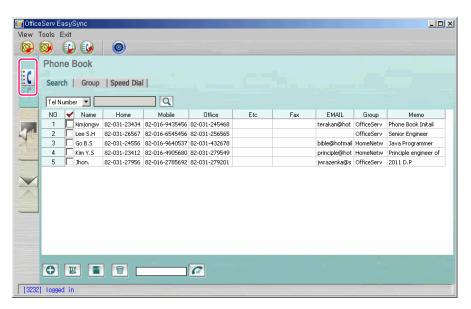


# Chapter 2. Using a Phone Book

This chapter describes the phone book management, the interface between a IP phone and an address book, and the interface between outlook address book and an external address book among OfficeServ EasySync functions.

### Phone Book Initial Screen

Select [View] → [Phone Book] from the menu of the EasySync main screen or select the [Phone Book] tab from the left tabs. Then, the following the phone book initial screen appears.



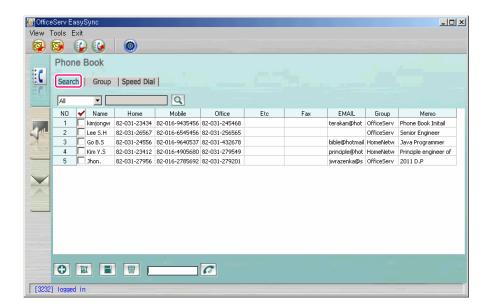
The icons used in the phone book initial screen are described as follows:

Icon	Description	lcon	Description
0	Adds a phone book.	冒	Deletes a phone book.
Modifies a phone book.			Saves a phone book.

### Managing Address Book of Phone Book (Search)

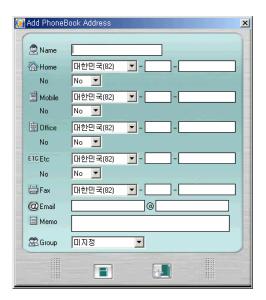
Click the [Search] tab from the phone book initial screen. Then, the following the <Address Book of Phone Book (Search)> screen.

• If there is no data in the address book of phone book, the [III], and [III] icons are deactivated.



Adding an Address Book

Click the [ ] icon to add an address book of phone book. Then, the following < Add PhoneBook Address> screen appears:

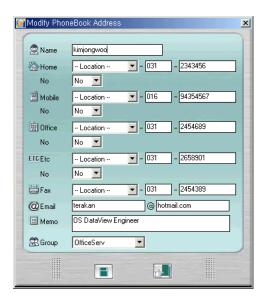


• Enter the target name, phone number, email, memo, and group, and set a speed dial to the entered phone number. Click the [ ] icon. Then, an address book is created.

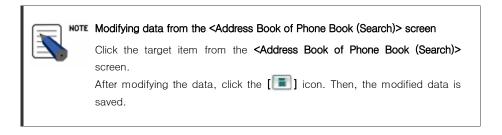
At the time, name or phone number must be entered.

### Modifying an Address Book

Click the [III] icon to modify an address book of phone book. Then, the following **Modify PhoneBook Address** screen appears:

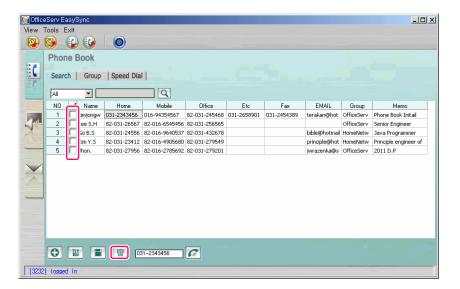


• After modifying the target data, click the [ ] icon. Then, the modified data is saved. At the time, name or phone number must be entered.



### Deleting the Address Book

Mark the check box of the target item and click the [ ] icon from the <a href="#">Address Book of Phone Book (Search)</a> screen to delete an address book of phone book. When the deletion confirmation message appears, press the [OK] button. Then, the selected address book is deleted.





#### NOTE Deleting an item

When deleting an item such as 'Name' and 'Home Phone', click the target item and click the [ ] icon. If the deletion confirmation message appears, press the [OK] button. Then, the selected item is deleted. At the time, name or phone number must exist.

### Managing Phone Book Group

Click the **[Group]** tab from the phone book initial screen. Then, the following **Group** screen appears:



- If there is no data in phone book, the [II], [II], and [II] icons are deactivated.
- Click the [ ] icon from the Group > screen to add a group. Then, the input field of 'Group Name' is initialized. Enter the target group name into Group Name and click the [ ] icon. Then, the group is added.
- To modify an item, select the target item from the <Group> screen and modify the item in 'Group Name'. Click the [I] icon. Then, the item is modified. At the time, the group not classified cannot be modified.
- To delete an item, select the target item from the <Group> screen and click the [w] icon. Then, the deletion confirmation message appears.
   Click the [OK] button. Then, the group is deleted.

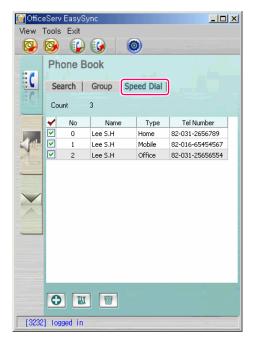


#### TE Deleting a group

The group not classified cannot be deleted. The groups deleted is set to the group not classified.

## Managing Speed Dial of Phone Book

Click the [Speed Dial] tab from the phone book initial screen. Then, the following <Speed Dial> screen appears:



### Adding a Speed Dial

The procedure of adding a speed dial is taken as follows:

1. Select the target speed dial from the <Speed Dial> screen and click the [ ] icon. Then, the <Add Speed Dial> screen appears:



- 2. Select the target speed dial and enter the target group and name. Then, the phone numbers that a speed dial is not set are displayed in 'Phone Number'.
- 3. Select the target phone number and click the [1] icon. Then, the speed dial is added.

### Modifying a Speed Dial

The procedure of modifying a speed dial is taken as follows:

1. Select the target item from the **Speed Dial>** screen and click the [III] icon. Then, the **Modify Speed Dial>** screen appears:



Select the target group and name, and phone number.
 Click the [ ] icon. Then, the speed dial is modified.

### Deleting a Speed Dial

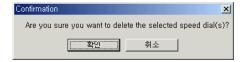
The procedure of deleting a speed dial is taken as follows:

Select the target item from the <Speed Dial> screen and click the [ ] icon.



When the following deletion confirmation message appears, click the [OK] button.

Then, the speed dial is deleted.



### Address Book Interface

EasySync provides a function of interworking with the IP phone, Outlook address book and external address book.

### IP Phone Address Book Interface

This function allows exporting information on the EasySync address book to the IP phone or importing information on an IP address book.

#### Importing IP Phone Address Book

The method to import IP phone address book into EasySync is as follows:



#### NOTE Importing Phone Book Data on IP Phone

If the phone book data of the IP phone is imported, the existing data in the phone book of the The OfficeServ EasySync program is all deleted, and the phone book data of the IP phone is saved in the phone book of the OfficeServ EasySync program. Pay attention to protect important data is deleted.

1. If selecting [Tool] → [Import(Export) the Phone book from(to) IP - Phone] → [Import], or clicking [ ] from the initial screen of the phone book, the following confirm message appears:



2. If clicking the [OK] button, the following screen appears and the address book is downloaded from the IP phone.



3. If the phone book is completely downloaded, the above screen disappears and the EasySync phone book is modified to the downloaded information.

#### Exporting the Address Book to an IP-Phone

The method to export the EasySync address book to the IP phone is as follows:



#### NOTE Exporting the Phone Book Data on the IP Phone

If exporting the phone book data in the OfficeServ EasySync program to the IP phone, the existing data stored in the IP Phone Book is all deleted, the phone book data in the OfficeServ EasySync program is stored in the phone book of the IP phone. Pay attention to protect important data is deleted.

1. If selecting [Tool] → [Import(Export) the Phone book from(to) IP - Phone] → [Export], or clicking [ ] from the initial screen of the phone book, the following confirm message appears:



2. If clicking the [OK] button, the following screen appears and the address book is uploaded to the IP phone.



**3.** If the address book is completely uploaded, the above screen disappears and the IP phone address book is modified to the uploaded information.

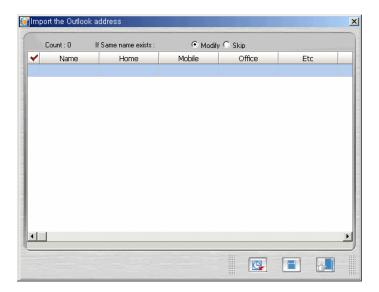
### Outlook Address Book Interface

This function allows exporting information on the EasySync address book to Outlook or importing information on Outlook address to EasySync.

#### Importing an Outlook Address Book

The method to import the address book in Outlook to EasySync is as follows:

1. If selecting [Tool] → [Import/Export the Outlook address] → [Import], or clicking [ ] from the initial screen of the phone book, the following < Import the Outlook address > screen appears:



- 2. If clicking [ ], the information on the address book in Outlook is displayed on the screen through Outlook interface. Select an address book to store to EasySync from the displayed address books and click [ ] to store to the EasySync address book.
- If there is data that has the identical name with the data newly stored, select [Modify] to update the information stored in EasySync or select [Skip] to store the previous address book information without updating.



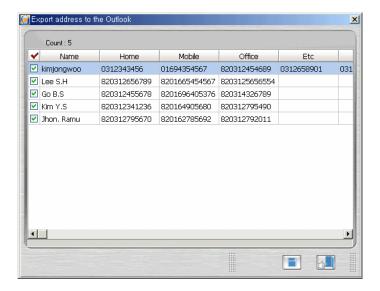
# Message Appearing When Executing the Importing Microsoft Outlook Address Book Function

When executing the Importing Microsoft Outlook Address Book function, if the 'A program is trying to access e-mail addresses you have stored in Outlook. Do you want to allow this? If this is unexpected, it may be a virus and you should choose [No].' message appears, select the Allow Access For check box to set up the allowed time, and then click the [Yes] button.

#### **Exporting Address Book to Outlook**

The method to export the information on the address book set up to EasySync to Outlook is as follows:

1. If selecting [Tool] → [Import/Export the Outlook address] → [Export], or clicking [ ] from the initial screen of the phone book, the following <a href="Export address">Export address to the Outlook</a>> screen appears:



2. If the **Export address to the Outlook** screen appears, the address book information on the EasySync phone book is automatically displayed. If selecting the target address book from the Outlook address book and clicking the [ ] icon, the selected address book is registered to the Outlook address book.

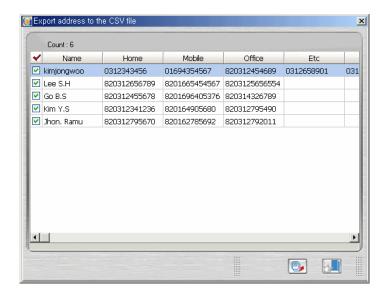
### External Address Book Interface

This function allows exporting information on the EasySync address book to an external address book (Comma-separated values (CSV) file), or importing the address book information on an external address book (Comma-separated values (CSV) file) to EasySync.

#### Exporting to an External Address Book

The method to export the address book information set up to EasySync to an external address book is as follows:

If selecting [Tool] → [Import/Export the CSV file] → [Export] from
the initial screen of the phone book, the following < Export address to the
CSV file> screen appears.

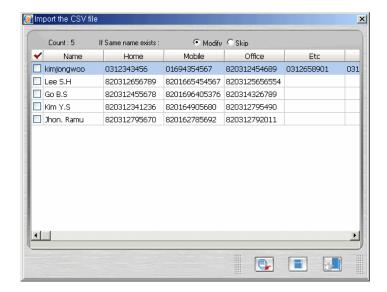


2. If selecting the address book to store and clicking the [ icon, a screen for file storage appears. Enter the target CSV file name and click the [Store] button to store the address information to the CSV file.

#### Importing External Address Book

The method to import address book information on an external address book to EasySync is as follows:

1. If selecting [Tool] → [Import/Export the CSV file] → [Import] from the initial screen of the phone book, the following < Import/Export the CSV file > screen appears:



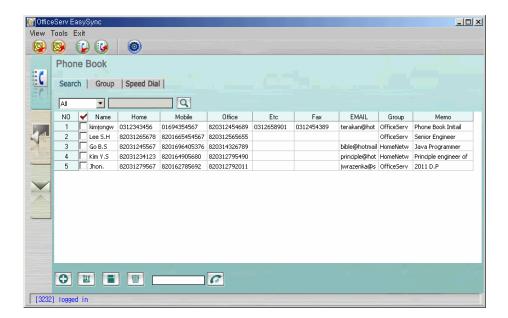
2. Click the [ ] icon and select the target file to import the address information stored in the address book. Select the address book to store to EasySync, and then click the [ ] icon to store to the EasySync address book.

### Dialing

The user can dial to the IP phone, using EasySync.

#### Dialing using Phone Book

Select a phone number (home, mobile, office, others or fax) from the <Phone Book (Search)> screen and click the [ ] icon to dial to the selected number.



If setting [Tools] → [Options] → [Useful] → [Notification] as <Notify when IP-Phone is called > 'checked' during dialing, the following dialing information screen appears:



#### Click to Dial

Block the test to dial, using an edit program (Notepad, MS Word, etc.) and press the hot key to dial automatically.



#### NOTE Hot-Key Setup

The user can set up a hot key in [Tools]  $\rightarrow$  [Options]  $\rightarrow$  [Useful]->[Click to Dial]  $\rightarrow$  'Key Setup' and apply the function in the 'Use Hot Key' item below.

### CID Popup

This function allows popping up the Channel Identifier (CID) information on EasySync when a call is received.

If a call is received, the following call-notification screen appears. If clicking the displayed information, the CID information is displayed on the main screen of Phone Book. If there is no address information on CID, the CID number is displayed.













# Chapter 3. Setting up Sound/Screen

This chapter describes image and ring sound interface between OfficeServ EasySync and IP phone.

### Initial Sound/Screen Setup Screen

If selecting [View] → [Sound/Screen] from the main screen of EasySync, or clicking the [Sound/Screen] tab on the left of the screen, the following Sound/Screen window appears:



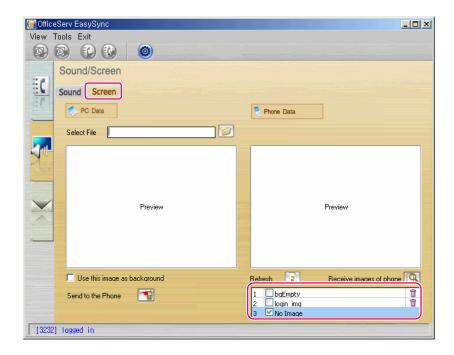
Icons used in the initial Sound/Screen Setup screen are described as follows:

icon	Description	Icon	Description
	Opens a file.	2	Updates the list.
	Exports a file.	<b>●</b> ®	Preview a ring sound.

### Setting up IP Phone Background

This function allows the user to add/modify/delete IP phone images.

If clicking the [Screen] tab on the initial setup screen, the following screen appears:



- If executing the screen initially, a background image list is displayed on the bottom of the screen.
- If there is no image stored in the list, The 'There is no image stored' message appears.

### Adding an Image

The method to add an image to the IP phone is as follows:

1. Check an empty check box in the list and then click the [ ] icon to add the desired image.

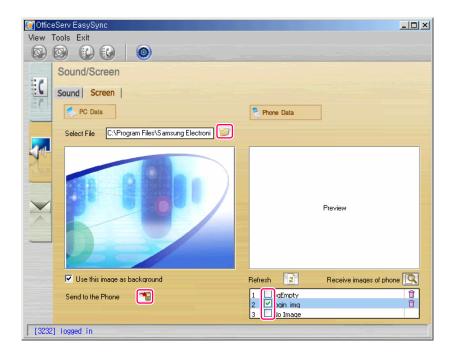


- If selecting the image, the selected image is displayed on the 'Preview' screen.
  - Then, click the [\*\*] icon to transmit the image to the IP phone.
- If checking the [Use this image as backgroup] checkbox, the image is set up as the background of the IP phone.

#### Modifying an Image

The method to modify an image stored in the IP phone is as follows:

Check the check box of the item to modify in the image list and click the
 icon to select the image to modify.



2. If selecting the image, the selected image is displayed on the 'Preview' screen.

If clicking the [151] icon, the following confirm message appears:

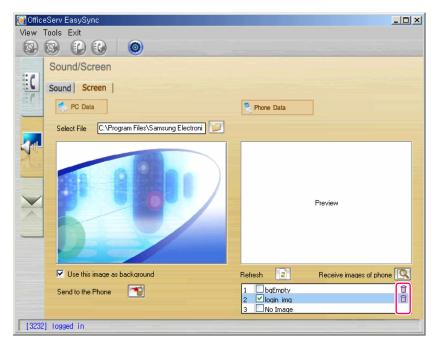


 $oldsymbol{3}$ . Click the [OK] button to transmit the image to the IP phone.

#### Deleting an Image

The method to delete the image stored in the IP phone is as follows:

1. Click the [ ] icon next to the item to delete in the list.



If the following confirm message appears, click the [OK] button.
 Then, the selected image is deleted.



## Setting up a Ring on the IP Phone

The function allows the user to add/modify/delete a ring on the IP phone.

If clicking the [Sound] tab on the initial setup screen, the  $\langle Sound \rangle$  screen appears:



- If executing the screen initially, the ring list stored in the IP phone appears on the bottom on the screen.
- If there is no ring stored in the list, the **'There is no ring stored'** message appears.

### Adding a Ring

The method to add a ring to the IP phone is as follows:

1. Check the check box of the item to add in the ring list and click the [i] icon to a ring.



- 2. If selecting a ring and clicking the [10] icon, the user can preview the ring. Then, click the [11] icon to transfer the ring to the IP phone.
- If checking the [Basic Ring Setup] check button, the ring transmitted to the IP phone is set up as the basic ring.



## Modify a Ring

The method to modify a ring set up to the IP phone is as follows:

Check the check box of the item to modify in the ring list and click the
 icon to select the ring.



2. If clicking the [1991] icon, the following confirm message appears:



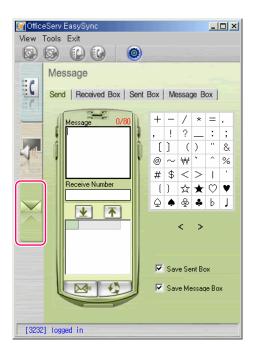
3. If clicking the [OK] button, the ring is modified.

# Chapter 4. Using Messages

In this chapter, the OfficeServ EasySync, the message sending/receiving interwork and the method of managing the outbox, inbox, and message box are described.

## Initial Message Screen

By selecting **[View] > [Message]** of the menu on the EasySync main screen, or [Message] on the left tab, the following initial message screen is displayed.



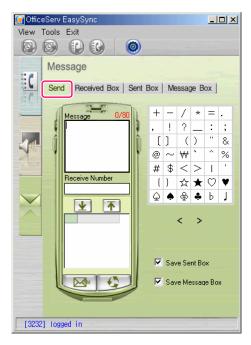
You can use the icons shown on the message screen according to the following descriptions:

Icons	Descriptions	Icons	Descriptions
	Sends messages.	<u>\P</u>	Adds the numbers received when sending messages.
4	Initializes the messages to be sent.		Sends answers.
<b>⊠</b> .*	Delivers messages.		Saves messages in the message box.
靈	Deletes the selected information.	0	Adds the message box.

## **Sending Messages**

You can send messages to IP phone using this function.

If clicking the [Send] tab on the initial message screen, the following <Send Message> is displayed.



• On the send screen, you can write messages, and can enter the special characters by clicking the special character table on the right side.

#### Sending Messages

You can send your messages by following the procedures below:

1. Enter your message into [Receive Number], enter the received number, and click the [ ] icon.

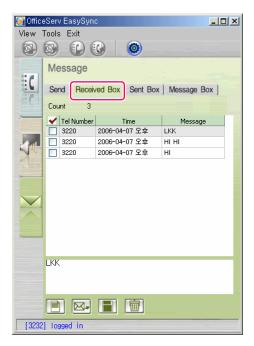


- 2. By clicking the [<u>\sum</u>] icon, the received number is added to the 'Received Number List'.
  - At this time, click the [ ] icon, and the [Receive Number] is initialized.
  - If you want to delete a number in the received number list, select the number to be deleted, and click the [1] icon.
  - You can enter up to 80 bytes for the messages, and can send your message to 20 persons at one time.
- **3.** If clicking the [ icon, your message is sent to the IP phone of the received number.
  - At this time, check [Received Box], [Message Box] check button, the sent messages are saved at the [Received Box] and [Message Box].

#### Received Box

By using this function, you can save the message received via the IP phone at the Inbox when the EasySync is logged in the IP phone.

If clicking the [Received Box] tab on the initial screen for messages, the following < Received Box > screen is displayed.



• If there no data remain in the Received Box, the [], [], and [] icons are deactivated.

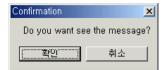
## Receiving Messages

You can check if the messages are received by following the procedure below:

1. When a message is received to the IP phone, the following message indicating the message arrival is displayed:



- The number of displayed messages is not corresponded to that of the whole messages received to the IP phone. The number displayed on the screen means that of the message not confirmed among the received ones in the login status by EasySync.
- **2.** If clicking the displayed information, the following dialog box of confirming the message reception is displayed:



**3.** If clicking the [OK] button, you can check the received message via the displayed <Received Box> screen.

#### Replying/Resending/Saving/Deleting Messages

You can reply/resend/save the message saved at the Received Box by following the procedure below:



- Select at the received box the message to be replied, click the []] icon, and the **Send Message** screen is displayed. Written out the message to be sent, and send it. The written message is replied to the number where the message is sent.
- Select the message to be re-sent at the inbox, click the [M] icon, and the **Send Message** screen is displayed. Enter the received number, and send the message. The message is re-sent to the designated number.
- Check the check button of the message to be saved at the message box, click the [ ] icon, and the message is saved at the message box. You can check the message at the EasySync message box.
- Check at the outbox the check button of the message to be deleted, click the [ ] icon, and the checked message is deleted in the inbox.

#### Sent Box

By using the 'EasySync send message' when EasySync is logged in the IP phone, you can save the sent message at the outbox.



Click the [Sent Box] tab on the initial message screen, and the following <Sent Box> screen is displayed:

- If there no data remain in the outbox, the [, and []], and []] icons are deactivated.
- If you want to set the Sent Box save function, check [Save Sent Box] on the <Send Message> screen. The successfully sent message is saved at the Sent Box.
- You can resend/save/delete the message saved at the outbox. For the message resent/save/delete, see the part of [Received Box] → [Message Reply/Resend/Save/Delete].

#### Message Box

In the EasySync, you can save the message used in the message sending/receiving or the newly made message at the message box.

Click the [Message Box] tab on the initial message screen, and the following <Message Box> is displayed:



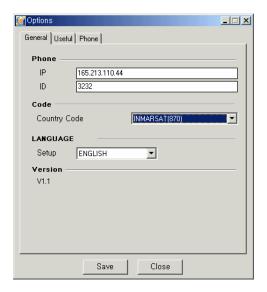
- If there no data remain in the message box, the [ ], [ ] icons are deactivated
- If you want to set the message box save function, check [Save Message Box] check button on the <Send Message> screen. The successfully sent message is saved at the saved box.
- You can send/delete the message saved at the message box. For the message send/delete, see the part of [Received Box] → [Message Reply/Resend/Save/Delete].
- If you want to add a new message to the message box, click the [1] icon. And the input box of the 'Message contents' is initialized. Enter the message to be added to the input box, click the [1] icon, and a new message is added.

# Chapter 5. Setting Environment

In this chapter, the method of setting the environments of the OfficeServ EasySync and the IP-Phone is described.

#### **Initial Screen of Options**

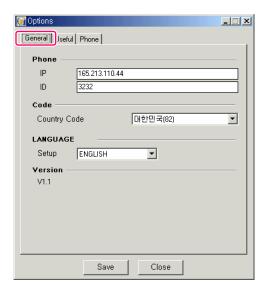
Select [Tools]→ [Options] on the <Login> screen, or click the [ ] icon on [Tools] → [Options] on the EasySync main screen or on the toolbar of the phone book initial screen, and the following <Options> screen is displayed:



#### General

Set the IP address of the IP phone and the ID necessary for the login to interwork with the IP phone.

Select [General] tab on the **<Options>** screen, and the following **<General>** screen is displayed:



The detailed descriptions on the items on each screen are made in the table below:

Screen Items		Descriptions	
Phone	IP	Enters the IP address of the IP phone.	
	ID	Enters the ID when logged in.	
Code		Selects the user's national code.	
LANGUAGE		Select the language to be used in the EasySync.	
Version		Displays the EasySync version.	
Save Button		Press the [Save] button, and the modified contents are saved.	
Close Button		Press the [Close] button, and the <options> screen is terminated.</options>	

## Useful

In this menu, the additional useful functions of the EasySync are set.

Select the **[Useful]** tab on the **< Options >** screen, the following **<Useful>** screen is displayed:



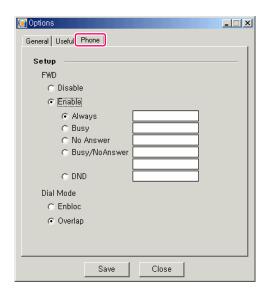
The detailed descriptions on the items of each screen are made in the table below:

Screen Items	Descriptions	
Click to Dial	<ul> <li>Key setting: Sets the hot key necessary for the Click to dial.</li> <li>Using shortcut key: Selects whether to use the hot key or not.</li> <li>Use confirming message before you call: Shows the confirming message to the user before making calls.</li> </ul>	
Sound playback	Sets the path necessary for the bell sound pre-listening.  - Select the path by clicking the [Search] button.	
Notification	Selects whether the phone displays the notifying message in the Send/Receive.	
Save Button	Press the [Save] button, and the modified contents are saved.	
Close Button	Press the [Close] button, and the <options> screen is terminated.</options>	

## Setting a Phone

In this menu, the call forwarding function of the IP phone and the dial mode are set.

Select [Phone] on the **<Options>** screen, the following **<Phone Setting>** screen is displayed:



The detailed descriptions on the items of each screen are made in the table below:

Screen Items	Descriptions	
FWD	- Call forwarding release: Releases the call forwarding of the IP phone.	
	- Call forwarding setting: Sets the call forwarding of the IP phone.	
	* Always: Forwards the call unconditionally to the designated	
	number.	
	* Busy: Forwards the call to the designated number during the busy	
	call.	
	* No Answer: Forwards the call to the designated number when there	
	is no answer.	
	* Busy/NoAnswer: Forwards the call to the designated number during	
	the busy call or no answer.	
	* DND: Forwards the call to the designated number when the call is	
	rejected.	

Dial Mode	-Enbloc mode: Whenever the figures are pressed, they are displayed on the screen as they areOverlap mode: If the figures are pressed, the soft menus are	
	displayed on the screen.	
Save Button	Press the [Save] button, and the modified contents are saved.	
Close Button	Press the [Close] button, and the <options> screen is terminated.</options>	



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# **Abbreviations**

C

CID Channel Identifier

CSV Comma Separated Values

ΙP Internet Protocol

IIS Internet Information Server

P

РС Personal Computer



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# OfficeServ EasySync User Manual

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