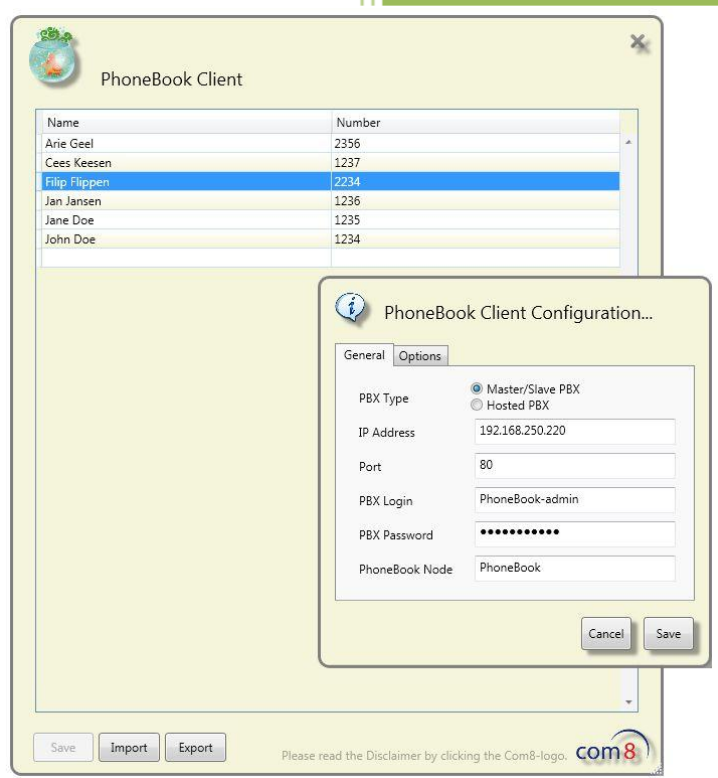


Com8 PhoneBook Client User Manual



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PRODUCT DESCRIPTION:

The application Com8 PhoneBook Client offers the possibility to manage a telephone register within a innovaphone PBX environment on a proper and easy way.

MORE INFORMATION

The latest news concerning the Com8 PhoneBook Client can be found on the link below:

<http://www.com8.eu/products/com8/phonebook/>

TESTING ENVIRONMENT

This case is executed within a Com8 testing environment with the usage of the following products:

- innovaphone IP302 (version 8 hotfix 11)
- innovaphone IP110 (version 8 hotfix 11)
- innovaphone IP200a (version 8 hotfix 11)

To use the Com8 PhoneBook Client, minimal requirement is the usage of innovaphone Version 7.

LICENSES

Using Com8 PhoneBook Client combined with an innovaphone PBX requires no extra licenses.

DISCLAIMER

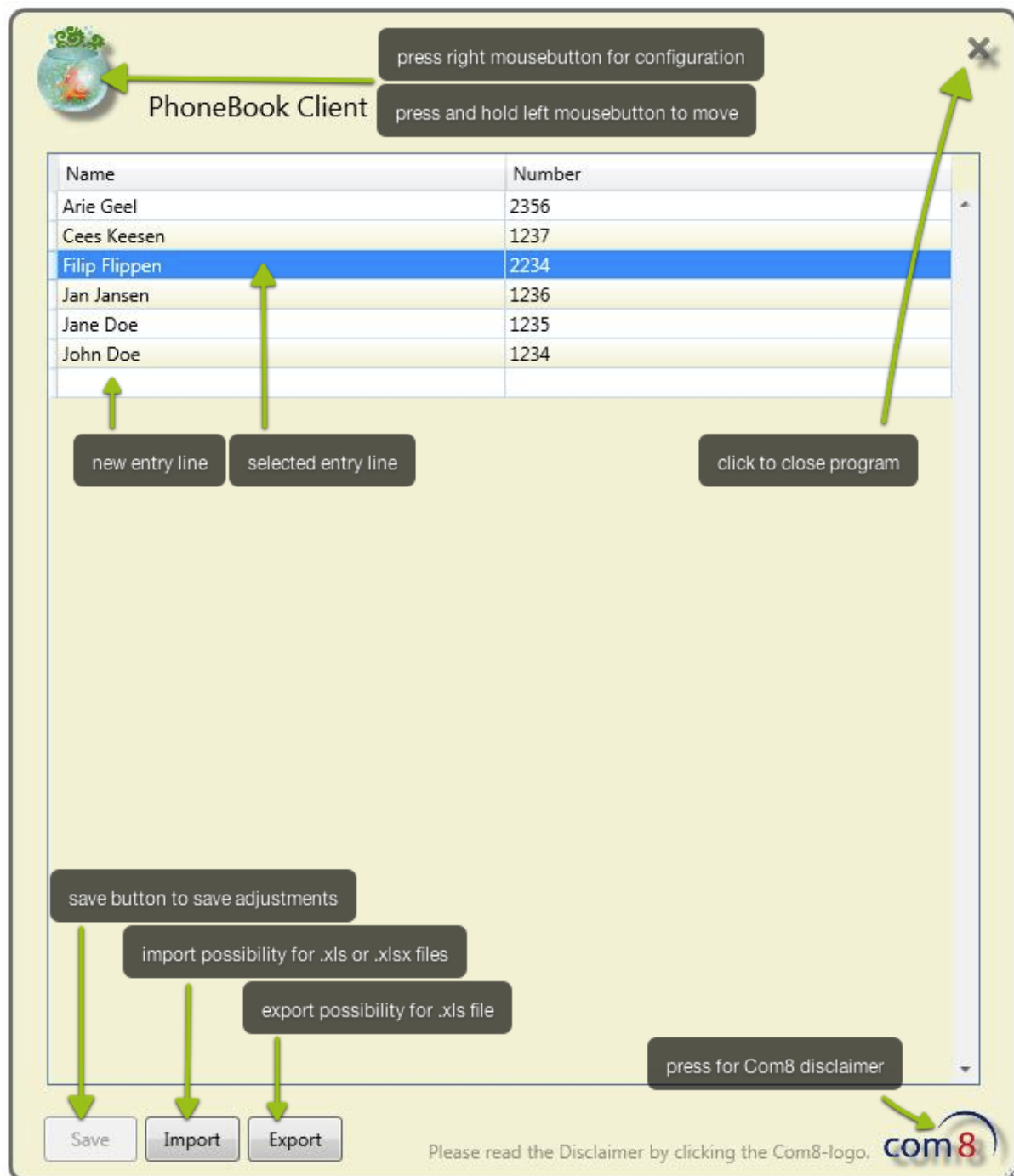
The author, of this document accepts no responsibility for damages resulting from the use of the Com8 PhoneBook Client and makes no warranty or representation, either expressed or implied, including but not limited to, any implied warranty of merchantability or fitness for particular purpose. This document and the Com8 PhoneBook Client software is provided "AS IS", and you, its user, assume all risks when using it. Distribution of the Com8 PhoneBook Client software is not allowed without any permission given by Com8 and Com8 only.

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1. COM8 PHONEBOOK CLIENT

Overview of the Com8 PhoneBook Client:



Follow the description below to start Com8 PhoneBook Client:

[START -> All programs-> Com8eu -> PhoneBook Client or *use the shortcut on our desktop*]

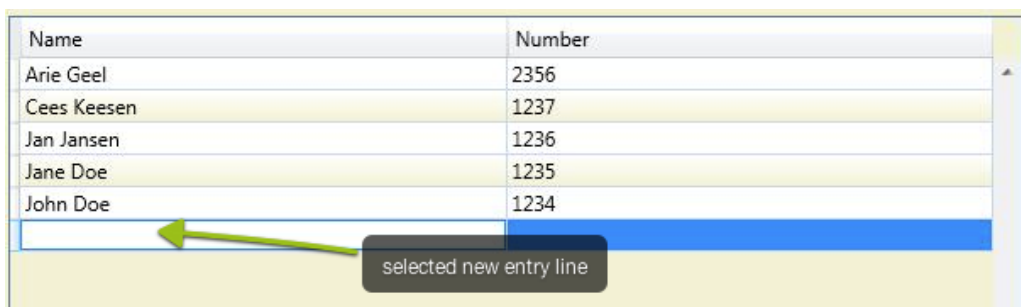
1.1 Telephone Register Contacts

The Com8 PhoneBook Client controls only telephone contact information. Therefore, only contact-name and contact-telephone number can be entered.

By default, contacts will be sorted Alphabetically, ascending. Clicking the column name 'Name' will sort contacts Alphabetically, descending. By clicking column name 'Number', contacts will be sorted Numerically ascending (clicked again, descending).

1.2 Creating A New Contact

Select the bottom line and provide it with the proper name and telephone number.



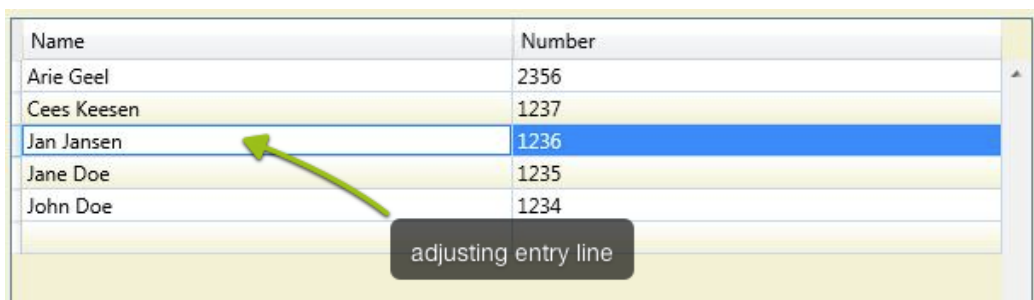
A screenshot of a contact list table. The table has two columns: 'Name' and 'Number'. The rows are: Arie Geel (2356), Cees Keesen (1237), Jan Jansen (1236), Jane Doe (1235), and John Doe (1234). The bottom row is highlighted in blue. A green arrow points to the bottom row, and a callout box says 'selected new entry line'.

Name	Number
Arie Geel	2356
Cees Keesen	1237
Jan Jansen	1236
Jane Doe	1235
John Doe	1234

Pressing the "ENTER" key will create a new entry line.

1.3 Modifying Contacts

Double-click the entry field in need of modification. A blinking selector occurs and the contact data can be modified.



A screenshot of the same contact list table. The row for 'Jan Jansen' (1236) is highlighted in blue. A green arrow points to the 'Name' field of this row, and a callout box says 'adjusting entry line'.

Name	Number
Arie Geel	2356
Cees Keesen	1237
Jan Jansen	1236
Jane Doe	1235
John Doe	1234

1.4 Removing Contacts

To delete a contact, select the contact-line and press the "DELETE" key.

For the removal of multiple contact-lines, the "CTRL" or "SHIFT" key can be used.

By only removing contact-name or contact-number, followed by saving the adjustments, the selected contact can also be removed.

Selected entry line

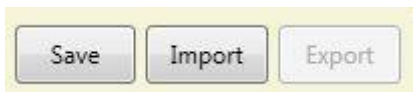
Name	Number
Arie Geel	2356
Cees Keesen	1237
Filip Flippen	2234
Jan Jansen	1236
Jane Doe	1235
John Doe	1234

Previous selected entry line removed

Name	Number
Arie Geel	2356
Cees Keesen	1237
Jan Jansen	1236
Jane Doe	1235
John Doe	1234

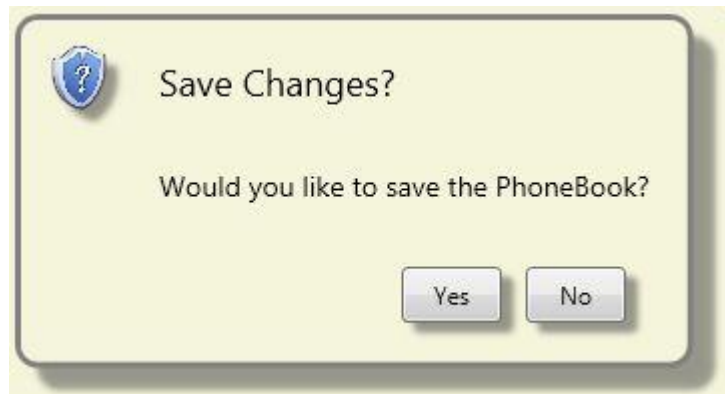
1.5 Saving Adjustments & Save Report

Click the **"Save"**-button to make the adjustments.



Click **"Yes"** within the pop-up screen to confirm the adjustments.

Click (if necessary) **"OK"** to close the *Save Report* pop-up screen.



Save Report

The pop-up *Save Report* provides feedback about the previously executed adjustments.

When successful, the following message occurs:

Entries added successfully:

Number of successfully added items.

Entries deleted successfully:

Number of successfully deleted items.

Entries changed successfully:

Number of successfully changed items.



The following messages can occur when the adjustment is not successful:

The entry with number xxxx could not be added, because no name was given.

As the message describes, the new contact was not added because a contact-name was not entered.

Errors:**Errors:**

```
The entry with number 223344 could not be added,
because no name was given.
```

The entry 'John Doe' could not be added, because no number was given.

As the message describes, the new contact was not added because no telephone number was entered.

Errors:**Errors:**

```
The entry 'John Doe' could not be added, because no
number was given.
```

John Doe (213) could not be added/updated/deleted. Probably the name already exists.

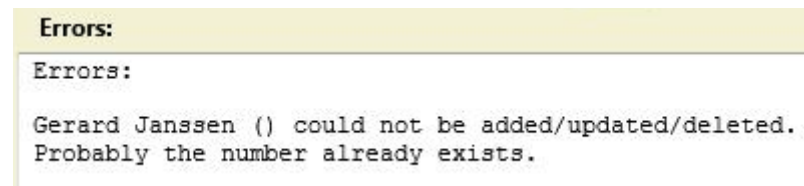
As the message describes, the new contact was not added because of duplicate data, in this case there is already an existing contact with the name "John Doe".

Errors:**Errors:**

```
John Doe (213) could not be added/updated/deleted.
Probably the name already exists.
```

Gerard Janssen () could not be added/updated/deleted. Probably the number already exists.

As the message describes, the new contact was not added because of duplicate data, in this case the entered telephone number already exists.



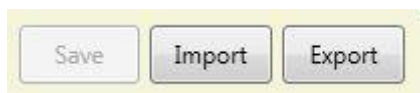
1.6 Import Contact-data



Com8 PhoneBook Client offers the possibility to import contact-data. Primary condition is that the contact data is saved within a .xls or .xlsx-file.

The steps below are required to import an Excel-file.

Press the **“Import”** button.



Within Step 1: Select Xls-File

Press **“Browse”** and select the Excel-file.

Confirm by pressing **“OK”**.

When the Excel-file data is loaded, Step 2 is ready for configuration:

“Select the appropriate fields/headers”



Name-Field: select the name-column in your Excel-sheet

Number-Field: select the number-column in your Excel-sheet

Header-fields: Select “Yes” if the Excel-sheet uses headers, if no headers, select “No”.

The contact-data within the Excel-sheet is now ready for import, press the **“import”** button.

1.7 Export Contact-data

Com8 PhoneBook Client offers the possibility to export contact-data; press **“Export”**, provide the file with a proper name and confirm by pressing save.

1.8 Configuration Settings

When the configuration settings of the Com8 PhoneBook Client need adjustments, simply right-click on the icon located top left. A configuration pop-up screen occurs.



More Information about the configuration of the Com8 PhoneBook Client, can be found within the following document: "[Com8 PhoneBook Configureren](#)".

1.9 Positioning Com8 PhoneBook Client

To move Com8 PhoneBook Client within your desktop screen, simply press and hold the left mouse button on the icon located left top. Keep the mouse button pressed and move the application to wherever fits your needs.

Release the mouse button when the Client is within the appropriate position.



1.10 Com8 PhoneBook Disclaimer

More information about the Com8 PhoneBook Client can be found within the disclaimer. Just right-click the Com8-logo ,located bottom-right, to open the disclaimer.



2. FINDING CONTACTS

Finding PhoneBook contact data with the use of your [innovaphone IP Phone](#) requires configuration of your innovaphone IP Phone settings. Consult the “[Com8 PhoneBook Configuration Manual](#)” on how to provide your innovaphone telephone of the proper configuration settings.

innovaphone offers IP Phones with- and without alphanumeric keyboard.

Both type of devices are able to use the Com8 PhoneBook Client. An innovaphone IP Phone with alphanumeric keyboard only eases finding contacts located within the PhoneBook Client.

2.1 Devices Without Keyboard

Finding PhoneBook contact data with your innovaphone IP Phone without alphanumeric keyboard, is possible by using the numeric keys.

On each innovaphone IP Phone the alphabetic characters can be found printed above the numeric keys. Pressing a numeric key ((+/- 2 seconds) will switch the IP Phone to alphanumeric modus which makes it possible to look and find contacts.

Explanation

Numeric key “2” can display the following characters:

abcABCäåääãäæçÄÅÂÃÄÅÆÇ2

Clicking the key once again will display the next character within this character range.

Because retrieving data from the Com8 PhoneBook Client is not case-sensitive, in most situations three clicks will be enough.

Example

To make a call to Elias, the following steps needs to be accomplished:

Click numeric key “3” for around 2 seconds (Phone is now in alphanumeric mode and carries value “d”) **directly** followed by another click on numeric key “3” (value changes to value “e”).

Assuming that contact *Elias Lievens* is listed within the PhoneBook Client, contact *Elias Lievens* will be showed on your innovaphone telephone display.

Once the contact is selected, it can now be called on the regular way (taking the handset of the IP phone, pressing the OK-button, etc.).

more search results

When the situation occurs that more contacts are available than the innovaphone IP Phone display is able to show, the arrow keys on the phone can be used to view other results lower in the search results list.



IP110



IP230/IP240/IP241



IP200a

innovaphone IP Phones without keyboard:

[IP110](#)[IP230](#)

IP222



IP232

2.2 Devices With Keyboard

Finding contacts with an innovaphone IP Phone provided with alphanumeric keyboard, is easily done by pressing the keyboard's alphabetic characters.

innovaphone IP Phones with keyboard:

[IP200a](#)[IP240](#)

IP241

2.3 DECT/WiFi Phones

At this moment innovaphone DECT and WiFi phones are not able to use the Com8 PhoneBook Client.