

Inaset

for NEAX 2400 IPX System

User Guide

NEC

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Quick Start

This *Quick Start* can direct you to the information you need to quickly and easily use your NEC Inaset phone.

- **Getting Started with Your Inaset Phone**

Before first using your Inaset phone, see [Chapter 2 - Phone Features](#) for a description of the controls, keys and display of your Inaset phone.

- **Using Your Inaset Phone**

You can personalize the Inaset display with options described in [Chapter 3 - Setup Options](#).

[Chapter 4 - Call Functions](#) describes the Home application and how to answer and make calls with your Inaset phone.

- **Using the Inaset Applications**

Two applications (Directory and Browser) add many expanded functions to Inaset. See [Chapter 5 - Directory Application](#) to learn how to use this Inaset application.

The Browser adds an intranet/internet capability to Inaset. This application is described in [Chapter 6 - Browser Application](#).



1

Introduction

This guide provides the information needed to operate the NEC Inaset phone. The topics in this chapter include:

- Chapter Topics*
- *What is Inaset?*
 - *How this Guide is Organized*

What is Inaset?

The *Inaset* desktop phone is an advanced, state of the art IP communications product. As an integral part of the NEON (NEC Enterprise Open Network), it can be used in any application where a telephone can be used and is fully integrated with the NEC line of IP Dterm offerings.

Inaset functions as a standalone software IP phone in a peer-to-peer network with a NEC PBX. This allows features such as speed dial numbers, voice mail indication, online directories, and other expanded functions configured and ready for activation immediately upon logging into the network.

Inaset brings Enterprise features to the desktop:

- User connects via the *Inaset* phone.
- The user has a self-configurable display for setting speed dials and favorite functions.
- Users are able to make and receive calls within a converged enterprise network.
- Expanded features provide Corporate and Personal Directories, and web browsing.

Although the *Inaset* is designed for compatibility with the IP network, it allows continued use of standard PBX software functions. It enables you to perform the telephone procedures in much the same way as you would on a *Dterm Series E*.

How this Guide is Organized

- Chapter 1
Introduction* This chapter provides a brief overview of the Inaset phone, along with how this guide is organized.
- Chapter 2
Phone Features* Chapter 2 describes the Inaset phone features and controls.
- Chapter 3
Setup Options* This chapter describes how to configure the user setup options for Inaset.
- Chapter 4
Call Functions* Chapter 4 describes how to use the basic call functions available on the Inaset phone.
- Chapter 5
Directory Application* The Directory application features are described in this chapter.
- Chapter 6
Browser Application* Chapter 6 describes how to use the Browser application.

2

Phone Features

This chapter illustrates the Inaset phone and describes its features and controls. Refer to [Chapter 4, Call Functions](#) for additional information on how to use these features and controls.

Inaset Phone Features and Controls



Feature Descriptions

The table provides a description of all the Inaset features and controls.

Feature	Description
Control keys	Use to select an associated screen menu item in one of the phone applications.
Cursor & Enter keys	Use the four-way Cursor key to select options on the display screen and then press the Enter key to complete the selection action.
Directory key	Launches the Directory application.
Display Screen	Displays the various Inaset call functions and application screens.
Exit key	Exit the soft key help menu.
Hold key	Places the current call on hold.
Home key	Starts the Home Application.
Menu key	Displays the phone main menu.
Mic key	Turns the built-in microphone ON or OFF (used in hands-free speakerphone mode).
Microphone	Use in Hands-free Speakerphone mode.
soft keys	Used for various factory assigned features and to select the associated application function displayed at the bottom of the window.
Numeric keypad	Used when placing a call or for data input to an application (Use for dialing a number with phone in Telephone mode. Use for data input with phone in Application mode).
Call Indicator	Flashes when receiving an incoming call, lights steadily when a message has been left.
Security key	Locks the Inaset and displays the Inaset screen saver. (With Inaset locked, press this key to display the password window.)
Speaker	Use in Speakerphone mode.
Speaker key	Turns the built-in Speaker ON or OFF.
Transfer key	Use to transfer a call.
Level Control keys	Use these keys for: <ul style="list-style-type: none"> • with phone ringing, increase/decrease ringer volume • when using handset, increase/decrease handset volume • during Speakerphone call, increase/decrease speaker volume • with no call, increase/decrease LCD screen contrast

3

Setup Options

This chapter describes how to configure the user setup options for *Inaset*. These options allow *Inaset* to be personalized for your use. The topics in this chapter include:

- Chapter Topics*
- *Setting Your Inaset Options*
 - *Favorites*
 - *DSS Speed Dial Keys*
 - *Display Screen Options*
 - *Feature Options*
 - *Security Password*

Setting Your Inaset Options

All User Options for the Inaset phone are accessed from the Setup application. Press the **Menu** key on the Inaset lower panel to display the main menu window (see figure below). Then press the soft key for **SETUP** to start the Setup application.

Inaset Main Menu window





Only make changes to the Inaset options described in this manual. Changing other options and settings not described in this manual could cause Inaset to not operate. Should you encounter any problems changing options, contact your phone system administrator.

Entering Text Using the Dial Keys

The dial keys (0-9, *) are used to enter both text and numbers in the various Inaset display windows. This is required when setting the User Options, changing Personal Directory information, and configuring the Browser application.

Each dial key can be pressed one or more times to enter the characters marked on the key. The following example shows the key sequence used to enter text.

Example: To enter the text **smith**:

- Step 1** Press **7** four times, then press cursor right.
- Step 2** Press **6** once, then press cursor right.
- Step 3** Press **4** three times, then press cursor right.
- Step 4** Press **8** once, then press cursor right.
- Step 5** Press **4** two times, then press cursor right.

On a window where text can be entered, a Soft Key at the bottom of the window (**Char**) can be pressed to alternately set the keys to enter either numbers or text. The indicator located in the upper right of a window shows when the entry mode is set to Text (indicator **<abc>**) or Number (indicator **<123>**).

Pressing the * dial key (one or more times as needed) will enter the characters . @ _ / : ~ (space)

Pressing the 0 dial key (one or more times as needed) will enter the characters ! ? ' - & () " \$ % + , ; <=> [\] ^ ` { | } * #

Favorites



BEFORE setting your Favorites, Inaset must be initially configured for call operation. Ensure your Inaset has been configured by your phone system administrator before proceeding with any Setup Options.

This feature allows you to select up to six key functions that will appear in your Favorites list. These functions can be six of your most frequently used Inaset keys including Line keys, function keys (i.e. Hold, Transfer, etc.), and DSS (Speed Dial) keys.

The Favorites list will display when you select the **Favorites** function on the Home application. The example Favorites list (shown below) includes the primary phone line, the Redial function key, and two DSS speed dial numbers.

Favorites List example



Setting Your Favorites

Follow these steps to set your Favorites:

- Step 1** Start the Setup application as described at the beginning of this chapter. At the Setup menu, use the cursor key to select **Terminal** and press the **Enter** key.
- Step 2** Again use the cursor key to select **Favorites** and press the **Enter** key. The Terminal Favorites window displays.

Terminal Favorites window



Step 3 At the Terminal Favorites window, press the control key for the Favorite you want to add or change. The Favorites Set window displays (below).

Favorites Set window



Step 4 Press the control key for the selector box to display the four available choices of **Not Assigned**, **Line keys**, **DSS keys** and **Fixed keys**.
—If selecting **Line keys**, the Favorites Line Key Select window will display (below). Select the desired Line key that will appear as one of your Favorites and press the soft key for **OK**.

Favorites Line Key Select window



- If selecting **DSS keys**, a window will display showing the available DSS keys. Select the desired DSS key that will appear as one of your Favorites and press the soft key for **OK**.
- If selecting **Fixed keys**, the Favorites Fixed Key Select window will display (below). Select the desired Fixed function you want to appear as one of your Favorites and press the soft key for **OK**.

Favorites Fixed Key Select window



Step 5 Repeat Steps 3-4 for any additional Favorites (up to six) you wish to set.

- Step 6** When you have made all your selections for Favorites, press the soft key for **Back**, then Press the soft key for **Save** to save your settings.
- Step 7** Press the soft key for **OK** to confirm that you really want to save your settings.
- Step 8** Press the soft key for **OK** to confirm to reset your Inaset phone. (These changes will not take affect until your Inaset phone has been reset.)
- Step 9** When your Inaset phone has reset and reloaded, you can view your Favorites by selecting the control key for **Favorites** on the Inaset Home application.

DSS Speed Dial Keys



BEFORE setting your DSS keys, Inaset must be initially configured for call operation. Ensure your Inaset has been configured by your phone system administrator before proceeding with any Setup Options.

The DSS keys allow you to preset speed dial numbers on your Inaset phone. These keys let you dial a preset phone number by pressing only one or two keys. This can be most helpful for frequently called numbers.

The DSS keys can be set to dial any internal extension or external phone number. The DSS key list will display when you select the **DSS Keys** function on the Home application. The example DSS Key list (below) shows two DSS keys set; John-accountg and marketing.

DSS Keys List example



Setting the DSS Keys

Follow these steps to label your DSS speed dial keys:

- Step 1** Start the Setup application as described at the beginning of this chapter. At the Setup menu, use the cursor key to select **Terminal** and press the **Enter** key.
- Step 2** Again use the cursor key to select **DSS Keys** and press the **Enter** key. The Terminal DSS Keys window displays.

Terminal DSS Keys window



Step 3 At the Terminal DSS Keys window, press the control key for the DSS key you want to add or change. The DSS Key Set window displays (below).

DSS Keys Set window



Step 4 Press the control key for the selector box to display **Assigned** (available choices **Not Assigned** and **Assigned**).

- Step 5** Press the control key for **Description** and enter a description label for this key using the dial keys. (This could be a person's name, department, office, or phone number.) (See [Entering Text Using the Dial Keys](#) in this chapter.)
- This description will be displayed on the DSS Key list for this key.
 - Press the soft key for **OK** to complete the settings for this DSS key.
- Step 6** Repeat the previous steps to configure any additional DSS Keys.
- Step 7** When all keys have been labeled, press the soft key for **Back**, then press the soft key for **Save** to save the settings.
- Step 8** Press the soft key for **OK** to confirm that you really want to save your settings, then press the soft key for **OK** to confirm to reset your Inaset phone. (These changes will not take affect until your Inaset phone has been reset.)

Follow these steps to set the number that will be dialed when you press a DSS speed dial key.

- Step 1** On the Home Application window, press the control key for **Function Keys**.
- Step 2** Press the control key for **Feature**, then press the control key for **DSS Keys**.
- Step 3** Press the control key for one of the DSS keys labeled in the previous steps. Using the dial keys, enter the extension or external phone number that will be dialed for the key.
- Step 4** Once again press the control key for **Function Keys**, then press the control key for **Feature**. The top of the window displays **SPEED SET**.
- Step 5** Repeat these steps, as needed, for all DSS Keys that you previously labeled.



NOTE

It is necessary to perform this sequence of steps quickly, as the Feature mode will automatically close after 1 minute.

Using the DSS Keys

To use your preset DSS keys:

- Step 1** Lift the handset and hear dial tone.
- Step 2** Press the control key for **DSS Keys** on the Home Application window.
- Step 3** Press the control key for the desired DSS key. The preset number will be dialed automatically.

Display Screen Options

Various features of the display screen can be changed to make the display easier to view and use. The back light level and font size can be adjusted and another language (if available) can be selected. A screen saver function can also be set for the Inaset display.

Back Light Level

Follow the steps to adjust the display back light level.

- Step 1** Start the Setup application as described at the beginning of this chapter. At the Setup menu, use the cursor key to select **LCD** and press the **Enter** key.
- Step 2** Again use the cursor key to select **Back Light Level** and press the **Enter** key. The LCD Setting Back Light Level window displays (below).

LCD Setting- Back Light Level window



- Step 3** Press the control key for the desired level of display back light. Press the soft key for **OK** when complete.
- Step 4** When all changes have been made, press the soft key for **Save** to save your settings.
- Step 5** Press the soft key for **OK** to confirm that you really want to save your settings. Your display settings have now been changed.

Font Size

Follow the steps to adjust the display font size.

- Step 1** Start the Setup application as described at the beginning of this chapter. At the Setup menu, use the cursor key to select **LCD** and press the **Enter** key.
- Step 2** Again use the cursor key to select **Font Size** and press the **Enter** key. The LCD Setting Font Size window displays (below).

LCD Setting- Font Size window



- Step 3** Press the control key for the desired size of the display font. Press the soft key for **OK** when complete.
- Step 4** When all changes have been made, press the soft key for **Save** to save your settings.
- Step 5** Press the soft key for **OK** to confirm that you really want to save your settings. Your display settings have now been changed. (These changes will not take effect until your Inaset phone has been reset.)

Language

Follow the steps to change the language used on the display.

- Step 1** Start the Setup application as described at the beginning of this chapter. At the Setup menu, use the cursor key to select **LCD** and press the **Enter** key.
- Step 2** Again use the cursor key to select **Language** and press the **Enter** key. The LCD Setting Language window displays (below).

LCD Setting- Language window



- Step 3** Press the control key for the desired language on the Inaset display. (Only the available languages for Inaset will be displayed.) Press the soft key for **OK** when finished.
- Step 4** When all changes have been made, press the soft key for **Save** to save your settings.
- Step 5** Press the soft key for **OK** to confirm that you really want to save your settings. Your display settings have now been changed. (These changes will not take affect until your Inaset phone has been reset.)

Screen Saver

The Screen Saver function will activate on the Inaset display after a preset time period of no activity. When the Screen Saver begins, pressing any Inaset key or activity on your main phone line will clear saver mode and return Inaset to normal operation. Follow the steps to setup the screen saver function for the display.

- Step 1** Start the Setup application as described at the beginning of this chapter. At the Setup menu, use the cursor key to select **LCD** and press the **Enter** key.
- Step 2** Again use the cursor key to select **Screen Saver** and press the **Enter** key. The LCD Setting Screen Saver window displays (below).

LCD Setting- Screen Saver window



- Step 3** Press the control key for **Enable** to enable the Screen Saver function.
—If disabling this function, press the control key for **Disable** and skip to Step 5 below.
- Step 4** Press the control key for **Waiting Time**, and enter the time period (in minutes) before the Screen Saver begins. This would be the period of no activity on Inaset before the Screen Saver would begin.
- Step 5** Press the soft key for **OK**, then press the soft key for **Save** to save your settings.
- Step 6** Press the soft key for **OK** to confirm that you really want to save your settings. Your display settings have now been changed. (These changes will not take affect until your Inaset phone has been reset.)

Feature Options

The Feature key provides various options that can be set for your Inaset phone.

Microphone On / Off

To turn the Inaset built-in microphone On/Off:

- Step 1** On the Home Application window, press the control key for **Function Keys**.
- Step 2** Press the control key for **Feature**, and press the **1** dial key. The Mic lamp will illuminate when the Microphone is on.
- Step 3** Repeat the previous steps to alternately turn the microphone On/Off as needed.



TIP

*The built-in microphone can also be turned on/off by pressing the **Mic** key on the Inaset lower panel.*

Handset Receiving Volume

To adjust the Handset receiving volume:

- Step 1** On the Home Application window, press the control key for **Function Keys**.
- Step 2** Press the control key for **Feature**, and press the **2** dial key. The display shows the current volume (**Large, Small**).
- Step 3** Repeat the previous steps to alternately select between **Large** and **Small** Handset receiving volume.

Transmission / Receiving Volume

To permanently change the Handset Transmission/Receiving volume:

- Step 1** On the Home Application window, press the control key for **Function Keys**.
- Step 2** Press the control key for **Feature**, and press the **4** dial key. The display shows the current volume (**Large, Small**).
- Step 3** Repeat the previous steps to alternately select between **Large** and **Small** Handset Transmission/Receiving volume.

Ringer Tones

Inaset can be set with four different ringer tones. This can provide a distinctive ring on your Inaset phone. Follow the steps to change your Inaset ringer tone.

- Step 1** On the Home Application window, press the control key for **Function Keys**.
- Step 2** Press the control key for **Feature**, and press the **3** dial key. A ringer tone will be heard. Each additional press of the **3** key will sound a different ringer tone. Stop on the desired ringer tone by pressing any key on the dial pad (other than the digit 3).

Hands Free Mode

To set the Hands-Free mode On using the Feature key:

- Step 1** On the Home Application window, press the control key for **Function Keys**.
- Step 2** Press the control key for **Feature**, and press the **5** dial key. The display shows Hands Free mode is On.

To set the Hands-Free mode Off using the Feature key:

- Step 3** On the Home Application window, press the control key for **Function Keys**.
- Step 4** Press the control key for **Feature**, and press the **6** dial key. The display shows Hands Free mode is Off.

Call Indicator

To set the Call Indicator On/Off during ringing:

- Step 1** On the Home Application window, press the control key for **Function Keys**.
- Step 2** Press the control key for **Feature**, and press the **7** dial key. The display shows the Indicator On.
- Step 3** Repeat the previous steps to alternately set the Indicator to **On** or **Off** as needed.



NOTE

The call indicator will light for a message waiting, even when the indicator is set to off for incoming call ringing.

Security Password

A Security Password can be set on your Inaset phone to avoid unauthorized use of your phone. The Security Password operates with the Security key on the lower panel of your Inaset phone.

Setting (or Changing) Your Password

Follow the steps to set or change your password.

- Step 1** Start the Setup application as described at the beginning of this chapter. At the Setup menu, use the cursor key to select **LCD** and press the **Enter** key.
- Step 2** Again use the cursor key to select **User** and press the **Enter** key. The User Setting window displays (below).

User Setting window



- Step 3** Press the control key for **Old Password**, and enter your current (old) password you are now using.



NOTE

*When using this feature for the first time, there will be no **Old Password**. Using the cursor key, delete the ***** characters in the Old Password field before proceeding.*

- Step 4** Press the control key for **New Password**, and enter your new password.
- Step 5** Press the control key for **Re-enter New Password**, and enter your new password again to verify. Press the softkey for **OK** when finished.
- Step 6** Press the soft key for **OK** to confirm that you really want to save your settings. Press the **Home** key to return to the Home application.

4

Call Functions

This chapter describes how to use the call functions available on the Inaset phone. The topics in this chapter include:

- Chapter Topics*
- *Home Application Window*
 - *Phone Login*
 - *Call Functions*

Home Application Window

The Home Application enables you to use many of the functions supported by a conventional multi-line NEC Dterm telephone.

Home Application window



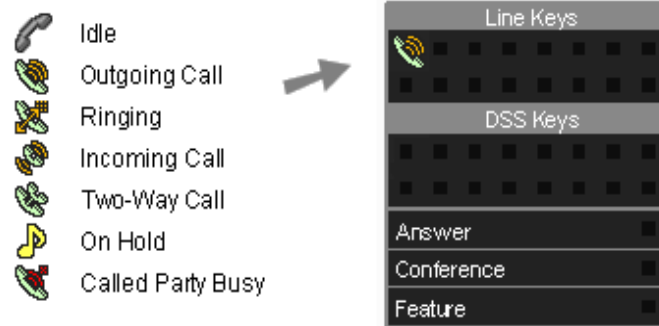
The Home Application window is used for all call functions and provides a visual display of the status of the lines assigned to the Inaset phone. on this window.

Home Application window Description

	Field / Key	Description
1	PBX Information Display	Information from the PBX will display in this area. This would include PBX time, date, and call status information.
2	Line Status	Shows a visual icon display of the status for all assigned Line Keys.
3	Settings	A visual indicator for the current settings of volume and display contrast.
4	Soft Keys	Soft keys will appear in various operating modes.
5	Menu Control Keys	Control keys are used to select the various menu functions.

Line Status Icons

The Line Status area of the Home Application window displays various icons indicating the status of each line (see below).

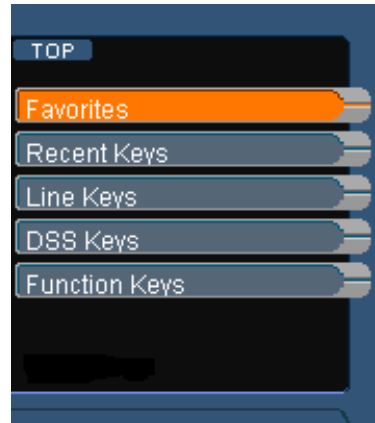
Line Status Icons

The status of each Line is shown for all assigned keys. Icons will also indicate when your Inset is in Answer, Conference, or Feature modes.

Home Menu

The Home Application Menu (below) allows you to select and use additional features on your Inaset phone.

Home Application Menu



- **Favorites** Up to six keys can be configured for your most frequently used keys. (See Chapter 3 of this guide for information on configuring your Favorites.)
- **Recent Keys** Select from your most recently used keys. Lets you easily repeat a previous function or key.
- **Line Keys** Each Line key can be configured as a dial key, function key, or special service key. (Check with your phone system administrator for the specific line keys and functions assigned to your Inaset.)
- **DSS Keys** The DSS keys provide a one-key speed dial function. This allows you to dial a number by only pressing one key. (See Chapter 3 of this guide for information on configuring your DSS Keys.)
- **Function Keys** Select additional call functions available on your Inaset.

Phone Login

Inaset has a login feature that allows the phone to be locked by login number and password to avoid unauthorized use. This login can be configured as automatic or manual by your phone system administrator. If your Inaset has been configured for manual login, then you must manually login before it can be used. (See your phone system administrator for your login and password numbers.)

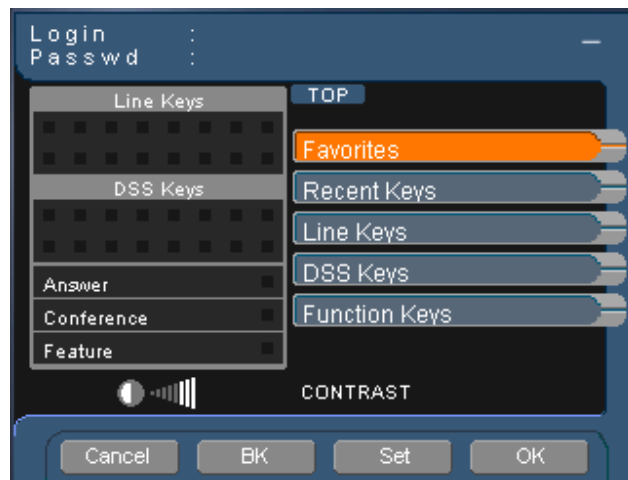
When manual login is required, the Inaset Login window displays when Inaset is first started (see below).



NOTE

In automatic login mode, the Inaset Login window will not display. The phone system will automatically login your Inaset phone for you. No additional login is required by you.

Inaset Login window



Manual Login Follow these steps to login to your Inaset phone:

- Step 1** Enter your login number using the Dialing keys (0-9, *, #). When your number is entered, press the soft key for **Set** on the display. (If you make an incorrect entry, press the soft key for **Cancel** to clear your entry and then re-enter your number.)
- Step 2** Now enter your password number using the Dialing keys (0-9, *, #). When your number is entered, press the soft key for **OK** on the display. (If you make an incorrect entry, press the soft key for **Cancel** to clear your entry and then re-enter your number.)
- Step 3** If login was successful, the time and date will display at the top of the Home application window. The Inaset phone is now ready to use.

Account /Authorization Codes

Some PBX systems may require an Account code and/or Authorization code while using Inaset. Contact your phone system administrator for the specific access and account code numbers needed for your phone. Review the following sections for entering Account and Authorization codes.

Account Code

To Enter an Account Code:

Access Code _____
 Account Code _____

- Lift handset or press **Speaker** key, hear dial tone.
- Enter feature access code using the dial keys, hear service set tone.
- Enter Account Code (up to 10 digits) using the dial keys.
- Hear dial tone, dial desired number.

To Enter Account Code after an Authorization Code:

Access Code _____
 Authorization Code _____
 Account Code _____

- Lift handset or press **Speaker** key, hear dial tone.
- Enter feature access code for Authorization Code using the dial keys, hear service set tone.
- Enter Authorization Code using the dial keys, hear second service set tone.
- Enter Account Code (up to 10 digits) using the dial keys.
- Hear dial tone, dial desired number.

Forced Account Code

Access Code _____
 Forced Account Code _____

- Lift handset or press **Speaker** key, hear dial tone.
- Enter feature access code using the dial keys, hear service set tone.
- Enter Forced Account Code (up to 10 digits) using the dial keys.
- Hear dial tone, dial desired number.

Authorization Code

To Enter an Authorization Code without an Account code (Procedure 1):

Access Code _____

Authorization Code _____

- Lift handset or press **Speaker** key, hear dial tone.
- Enter feature access code using the dial keys, hear service set tone.
- Enter Authorization Code (up to 10 digits) using the dial keys.
- Hear dial tone, dial desired number.

To Enter an Authorization Code without an Account code (Procedure 2):

Authorization Code _____

- Lift handset or press **Speaker** key, hear dial tone.
- Dial desired number.
- If an Authorization Code is required, hear special dial tone.
- Enter Authorization Code, or call will be denied.



Procedure 2 is available only if your PBX phone system is programmed with Least Cost Routing.

NOTE



The top of the Inaset Home Application window shows call information as the call progresses or when a call function is used. An example display of this information is shown at left (when applicable) for all call functions described in the following.

Answering a Call

Internal call



External call



Using the Handset

- Phone rings, ring indicator flashes. (Display shows calling party.)
- Lift handset to answer, and begin conversation.

Hands Free (*Speakerphone mode*)

- Phone rings, ring indicator flashes.
- Press **Speaker** key to answer, then press **Mic** key (Mic key light ON) and begin conversation.

Making a Call

Internal Call

- Lift handset, hear dial tone.
- Dial desired extension number. (Display shows dialed number.)
- Listen for called party to answer and begin conversation.

External Call

- Lift handset, hear dial tone.
- Dial the outside-line access code, (e.g. 9).
- Dial desired number. (Display shows dialed number.)
- Listen for called party to answer and begin conversation.

Outside Access Code _____

Hands Free (*Speakerphone mode*)

- Press **Speaker** key, hear dial tone.
- Dial desired number.
- Listen for called party to answer, press **Mic** key (Mic key light ON) and begin conversation.

Putting a Call on HOLD



HOLD FRED JONES 2745

Temporarily place the current active call on hold.

- Indicate to the party on the line that you will be placing them on hold.
- Press **Hold** key. (Display shows caller on Hold.)

To Retrieve a Call on Hold

- Lift handset or press **Speaker** key.
- Press control key for **Line Keys**.
- Press the line key (or press **Next** as needed) for the line on hold.

If Unanswered

After a pre-programmed time with a call on hold, Automatic Recall is initiated (if enabled). A visual and audible signal (line key flash and ring burst) is sent to the station that placed the call on hold.

Last Number Redial



218 565 1809

Redial the last number dialed.

- Press control key for **Function Keys**.
- Press control key for **Redial**. (Display shows the number to redial.)
- Repeat the above 2 steps until the desired number is displayed (for up to 5 previously dialed numbers).
- Press the * key. The number on the display is automatically dialed.

Transferring a Call

- After conversing, ask the party to hold.
- Press **Transfer** key, hear interrupted dial tone.
- Dial destination station extension, and hang up or wait for destination to answer.

Callback



NOTE

Contact your phone system administrator to determine if your Inaset has this function configured and how to specifically access it.

Set an automatic Callback when a called station is busy.

- Press control key for **Line Keys**.
- Press control key for **Callback**. Hear service set tone.
- Hang up handset.
- When both parties become idle, your Inaset will ring. When the Inaset is answered, the called station will then ring.

Call Waiting



NOTE

Contact your phone system administrator to determine if your Inaset has this function configured.

Activate Call Waiting

- Dial desired station number, hear busy tone.
- Press control key for **Line Keys**.
- Press control key for **Call Waiting**. Hear special ringback tone.
- Call Waiting tone is sent to busy station.

Answer Call Waiting

- Call waiting tone is heard. (Answer icon displays on the Inaset screen.)
- Press control key for **Function Keys**.
- Press control key for **Answer**. Waiting call is automatically connected, original party is placed on hold.
- Repeat pressing the control key for **Function Keys** and the control key for **Answer**, to switch between the original party and the called party. (Display indicates the connected station or trunk at any given time.)

Disconnect Call Waiting

- Press control key for **Function Keys**.
- Press control key for **Recall**. You are automatically connected to your original caller and disconnected from your called party.

Making a Conference Call

Using Programmed Soft Key

- With a call in progress, ask party to hold.
- Press **Transfer** key, hear interrupted dial tone.
- Dial desired number.
- After the call is answered, press soft key for **Conf.** (The Conference icon will display on the Inaset screen.)
- A three-way conference is established, begin conversation.

Using Function Key

- With a call in progress, ask party to hold.
- Press **Transfer** key, hear interrupted dial tone.
- Dial desired number.
- After the call is answered, press control key for **Function Keys.**
- Press control key for **Conference.** A three-way conference is established, begin conversation. (The Conference icon displays on the Inaset screen.)

Consult Third Party during a Call

When engaged in a call and you wish to consult a third party.

- Press **Transfer** key. Original caller is automatically placed on hold.
- Dial the desired third party to consult.
- Press **Transfer** to return to the original caller. Third party is automatically placed on hold.
- Alternately press **Transfer** key to switch between your original caller and the third party.

Call Camp-On



Contact your phone system administrator to determine if your Inaset has this function configured.

Call Camp-On is typically initiated by your phone system operator/attendant when you receive a new call, and you are busy with another caller.

Answer a Camped-On Call

- While engaged in a call, receive the camp-on indication (one short tone burst).
- Press control key for **Line Keys**, then press control key for **Answer**. The original active call is placed on hold. Connection to camped-on call is established. (The Answer icon displays on the Inaset screen.)
- Press **Answer** to return to original call. The Camped-on call is placed on hold.
- Repeat pressing the control key for **Function Keys** and the control key for **Answer**, to alternate between your original caller and the new call. (Display indicates the connected station or trunk at any given time.)

Call Park

Call Park allows you to place a call "on hold" on your phone and retrieve the call from your phone (local) or another phone (remote).

Park a Call

Call Park Access Code _____

- While engaged in a call, press **Transfer** key.
- Dial Call Park access code, call is now parked. (Display shows Call Park Set.)

Retrieve a Parked Call (Local)

Call Park Local Retrieval Code _____

- Dial Call Park Local retrieval code.
- Station is now connected to the parked call.

Retrieve a Parked Call (Remote)

Call Park Remote Retrieval Code _____

- Dial Call Park Remote retrieval code.
- Dial the station number that parked the call.
- Station is now connected to the parked call.

Call Forwarding



Contact your phone system administrator to determine if your Inaset has this function configured.

NOTE

Forward All Calls

All incoming calls to your Inaset will be forwarded.

- Lift handset and press control key for **Line Keys**.
- Press control key for **Fwd-All**.
- Dial the number that your calls will be forwarded to. (Display shows call Forward mode is set.)

FORWARD SET
2:45 PM THU 28 FEB 2002

Forward - While Busy

Incoming calls to your Inaset will be forwarded only when your line is busy.

- Lift handset and press control key for **Line Keys**.
- Press control key for **Fwd-Busy**.
- Dial the number that your calls will be forwarded to. (Display shows call Forward mode is set.)

Forward - When No Answer

Incoming calls to your Inaset will be forwarded only when there is no answer on your line.

- Lift handset and press control key for **Line Keys**.
- Press control key for **Fwd-NoAnswer**.
- Dial the number that your calls will be forwarded to. (Display shows call Forward mode is set.)

Cancel Call Forwarding

When the Inaset is in Call Forward mode, the **FDA** soft key displays.

- Lift handset and press soft key for **FDA**. (Display shows that Call forward is canceled.)

FORWARD CANCEL
2:45 PM THU 28 FEB 2002



While in Call Forward mode, press the soft key for **FDA** at any time to display the number the Inaset is forwarded to.

TIP

Save & Redial a Number



Contact your phone system administrator to determine if your Inaset has this function configured.

You can save a dialed number for later use. This is helpful when a recently dialed number must be redialed.

Save a Dialed Number

- Lift handset or press **Speaker** key.
- Dial desired number.
- Press control key for **Line Keys**.
- Press control key for **S&R**. Dialed number is now stored.

Verify a Saved Number

- With Inaset idle, press control key for **Line Keys**.
- Press control key for **S&R**. (Display shows stored number.)

Redial a Saved Number

- Lift handset or press **Speaker** key.
- Press control key for **Line Keys**, then press control key for **S&R**. Number is dialed automatically.



If the saved number is busy or did not answer when dialed, press the control key for **S&R** to save the number again before hanging up.

Set / Answer a Message



Contact your phone system administrator to determine if your Inaset has this function configured.

This allows you to set a message indicator on a called party's Inaset when their line was busy or did not answer. Up to four messages can be stored on the Inaset.

Calling Station Display- Message

MSG SET 2350

Set a Message (Calling Station)

- Lift handset or press **Speaker** key.
- Dial desired number. Hear busy tone or no answer.
- Press control key for **Line Keys**.
- Press control key for **Msg**. (Calling station's display shows message set and the called station's number.)

Called Station Display- Message

MSG 2416 12:28PM

Answer a Message (Called Station)

Display all Called Messages:

- Your Inaset display shows you received a message, the calling number and time.
- Press control key for **Line Keys**.
- Press control key for **Msg**. (Called station's display shows message indicator, the calling station's number and time.) Press **Msg** as needed to display all stored messages.

Respond to a Message:

- While displaying the desired message (see above), lift handset. Station that left message is automatically dialed.
- Message is erased.

Erase a Message without Responding:

- Press control key for **Line Keys**.
- Press control key for **Msg** (as needed) to display the specific message to erase.
- Press the **#** key, message is erased.

Call Pick-Up



NOTE

Contact your phone system administrator to determine if your Inaset has this function configured.

Call Pick-Up allows you to answer another ringing phone, in your call pick-up group, from your Inaset phone.

- When a phone rings (in your call pick-up group), lift handset and press control key for **Line Keys**.
- Press control key for **Call Pickup**. Begin Conversation.

If Currently on a Call

- Press **Transfer** key, then press control key for **Line Keys**.
- Press control key for **Call Pickup**. Your original call is placed on hold, begin conversation with the call pickup caller.
- Press **Transfer** again to return to your original caller.

Outgoing Trunk Queuing

You can queue your outgoing call when all PBX system trunks are busy.

- Dial an outgoing trunk call and hear a trunks busy indication, press control key for **Line Keys**.
- Press control key for **Callback**. Replace handset. Your call is placed in queue for next available trunk.
- When a trunk is available, your Inaset will ring. Lift handset, dial tone is heard or number is automatically dialed (if NEAX2400 IPX is programmed for Least Cost Routing).

Off-Hook Trunk Queuing

- Press **Speaker** key, hear dial tone.
- Dial Off-hook Queuing access code
- Dial desired number, receive trunk busy indication.
- Hear service set tone, leave speaker set to on. The desired number is automatically dialed when a trunk becomes available.

Queuing Access Code _____

Paging



Contact your phone system administrator to determine if your Inaset has this function configured.

Meet-Me Page

This allows your to receive a page and then connect with a call using an answer code.

Example: Station A can page Station B. When Station B dials an answer code, they are connected.

To Page (Station A)

Paging Access Code _____

- Dial Paging Access code, hear continuous ringback for one second.
- Page Station B.
- Remain off hook or hang up handset.

To Answer (Station B, if Station A remains off hook)

Paging Answer Code _____

- Dial Paging Answer code, and you are immediately connected with your call.

To Answer (Station B, if Station A has hung up)

Paging Answer Code _____

- Dial Paging Answer code, and Station A Inaset rings.
- Station A lifts handset and you are connected.

Paging Transfer

Paging Transfer is used when you receive an important call for another party, however they are not at their desk.

Example: *Station A receives a call for Station B who is away from their desk. Station A pages Station B. When Station B dials the paging answer code, Station A can announce the call and transfer it to Station B (to whatever phone Station B may be using).*

Paging (Station A)

Paging Access Code _____

- Ask calling party to hold, press **Transfer** key and hear interrupted dial tone.
- Dial Paging Access code, hear continuous ringback for one second.
- Page Station B.
- Remain off-hook or hang up handset.

To Answer (Station B, if Station A remains off hook)

Paging Answer Code _____

- Dial Paging Answer code, and you are connected with the Station A. Station A announces call.
- Station A hangs up handset, and Station B is connected with the caller.

To Answer (Station B, if Station A has hung up)

Paging Answer Code _____

- Dial Paging Answer code. Station A Inset rings.
- Station A answers and announces call.
- Station A hangs up handset, and Station B is connected with the caller.

Boss/Secretary Transfer

A phone line can be assigned to more than one Inaset, as may be used in a Boss/Secretary arrangement where the Secretary answers the Boss' phone line. (Procedures shown for Secretary and Boss both with Inaset phones.)

Secretary

- Lift handset, press control key for **Line Keys**.
- Press specific line key for the Boss' ringing line. Ask party to hold.
- Press the control key for **Line Keys**, then again press line key for Boss. Call is automatically established.
- Announce call to Boss.

Boss Accepts Call

- Secretary hangs up Boss' line after call is announced.
- Boss lifts handset, presses his flashing Line key and begins conversation.

Boss Refuses Call

- Secretary presses the control key for **Line Keys**, then presses Boss' line again to return to calling party. Announce to calling party.

Boss/Secretary Message Waiting

A Secretary can set the Message Waiting indicator lamp on a Boss' Inaset when a call is received for the boss. (Procedures shown for Secretary and Boss both with Inaset phones.)

To Set Message Waiting on Boss' Inaset

With caller on line:

- Secretary lifts handset or presses **Speaker** key.
- Presses control key for **Line Keys**, then presses line key for the Boss' ringing line. Ask calling party to hold.
- Presses control key for **Line Keys**, then presses line key for **MW-SET**. (No service tone is heard.)
- Boss sees Message Waiting lamp and can call Secretary to receive call.

Without caller on the line:

- Secretary takes message from caller, presses the control key for **Function Keys**.
- Presses control key for **Recall**, hears dial tone.
- Presses control key for **Line Keys**, then presses line key for **MW-SET**. Hears service set tone.
- Message waiting lamp is set on Boss' Inaset.



NOTE

*The secretary can hang up after taking a message, and set the message waiting lamp at anytime by going off hook on the Boss' line and pressing the control key for **MW-SET**.*

To Cancel Message Waiting at Boss' Inaset

With Caller on the line:

- While engaged in conversation on Boss' line, Secretary presses control key for **MW-SET**. (No service tone is heard.)
- Message waiting is canceled.

Without caller on the line:

- Secretary lifts handset or presses **Speaker** key, hears dial tone.
- Presses control key for **Line Keys**, then presses the Boss' line key.
- Presses control key for **MW-SET**, hears service set tone. Message waiting is canceled.

Boss/Secretary Override



Contact your phone system administrator to determine if your Inaset has this function configured and how to specifically access it.

NOTE

The Override function allows a call between two parties to be interrupted by a third party. This can be the case when a boss is on their line with a caller, and the secretary receives another call for the boss of importance to interrupt the boss.

Setup Override Key

- Secretary presses control key for **Function Keys**, and then presses control key for **Feature**.
- Presses control key for **DSS Keys**, and presses control key for one of the DSS keys.
- Dials the Boss/Secretary Override access code.
- Presses **Home** key on the Inaset panel, then presses control key for **Function Keys**.
- Presses control key for **Recall**.
- Dials the Boss' station number, and presses the control key for **Function Keys**.
- Presses control key for **Feature**.

Override Access Code _____

Secretary

- Receives call for Boss and asks caller to hold.
- Presses **Hold** key, hears dial tone.
- Presses control key for **DSS Keys**, then presses control key for **Boss/Sec Override**. Hears ringback tone.

Boss (Accepts Interrupt)

- Hears 3 tone bursts, presses control key for **Function Keys**.
- Presses control key for **Answer** and converses with Secretary. Original call is placed on hold.
- Secretary hangs up and Boss is connected to new caller.
- Boss can alternate between this new caller and the original caller by pressing **Answer**.

Boss (Refuses Interrupt)

- If Boss does not respond to tone bursts, Secretary presses control key for **Function Keys**, then presses control key for **Recall**.
- Secretary is reconnected to new caller.

Boss (Refuses New Call)

- Presses control key for **Function Keys**.
- Presses control key for **Answer** and converses with Secretary. Original call is placed on hold.
- Boss converses with Secretary and refuses to take new call.
- Boss presses **Transfer** key to return to original call.

Executive Override



NOTE

Contact your phone system administrator to determine if your Inaset has this function configured.

Override is used to interrupt a called number, when it is busy.

- Press control key for **Line Keys**.
- Press control key for **Override**. The interrupted parties hear a warning tone to indicate their call is being interrupted.
- A three-way conference is established.

Do Not Disturb / Privacy



NOTE

Contact your phone system administrator to determine if your Inaset has this function configured.

This function allows you to restrict all incoming calls to your Inaset.

Phone Idle

- Press soft key for **DND**. (Display shows the DND mode is set.) The DND mode remains set until it is canceled (see below).

DND SET
2:45 PM THU 28 FEB 2002

When Engaged in a Call

- Press soft key for **DND**. (Display shows the Privacy mode is set.) (This restricts incoming calls only during this current call.)

PRIVACY SET 2109
FRED JONES

Cancel DND Mode

- When in DND mode, press soft key for **DND**. (Display shows the DND mode is canceled.)

Intercom



Contact your phone system administrator to determine if your Inaset has this function configured.

Inaset and the PBX system can provide a station to station intercom function. Three intercom modes are possible, depending on the phone system configuration.

Automatic Intercom

To initiate an Automatic intercom call:

- Lift handset or press **Speaker** key.
- Press control key for **Line Keys**.
- Press control key for **AICM**. Hear ringback tone.

To answer an Automatic intercom call:

- Press control key for **Line keys**.
- Press control key for **AICM**.
- Lift handset, start conversation.

Manual Intercom

To initiate a Manual intercom call:

- Press control key for **Line Keys**.
- Press control key for **MICM**.
- Lift handset, hear ringback tone.
- Press control key for **SIG** (for called station to receive ringing).

To answer a Manual intercom call:

- Press control key for **Line keys**.
- Press control key for **MICM**.
- Lift handset, start conversation.

Dial Intercom

To initiate a Dial intercom call:

- Lift handset or press **Speaker** key.
- Press control key for **Line Keys**.
- Press control key for **DICM**.
- Dial desired intercom number. Hear ringback tone.

To answer a Dial intercom call:

- Press control key for **Line keys**.
- Press control key for **DICM**.
- Lift handset or press **Speaker** key, start conversation.

5

Directory Application

This chapter describes how to use the *Inaset* Directory application. You can use the Directory application to search the registered directory and make a call to a directory entry. For incoming calls, the caller name is displayed on the Home application screen if the caller's telephone number is registered in the Directory. The topics in this chapter include:

- Chapter Topics*
- *Using the Directory Application*
 - *Directory Application Windows*
 - *Placing Calls from the Directory*
 - *Add, Modify, Delete a Directory Entry*
 - *Managing the Directory*

Using the Directory Application

To start the Directory application, press the **Menu** key on the Inaset lower panel to display the Inaset Main menu. Now press the soft key for **DIRECTORY** to display the Directory Main window.

Inaset Menu window



Entering Text Using the Dial Keys

The dial keys (0-9, *) are used to enter both text and numbers in the various Inaset display windows. This is required when setting the User Options, changing Personal Directory information, and configuring the Browser application.

Each dial key can be pressed one or more times to enter the characters marked on the key. The following example shows the key sequence used to enter text.

Example: To enter the text **smith**:

Step 1 Press **7** four times, then press cursor right.

Step 2 Press **6** once, then press cursor right.

Step 3 Press **4** three times, then press cursor right.

Step 4 Press **8** once, then press cursor right.

Step 5 Press **4** two times, then press cursor right.

On a window where text can be entered, a Soft Key at the bottom of the window (**Char**) can be pressed to alternately set the keys to enter either numbers or text. The indicator located in the upper right of a window shows when the entry mode is set to Text (indicator **<abc>**) or Number (indicator **<123>**).

Pressing the * dial key (one or more times as needed) will enter the characters . @ _ / : ~ (space)

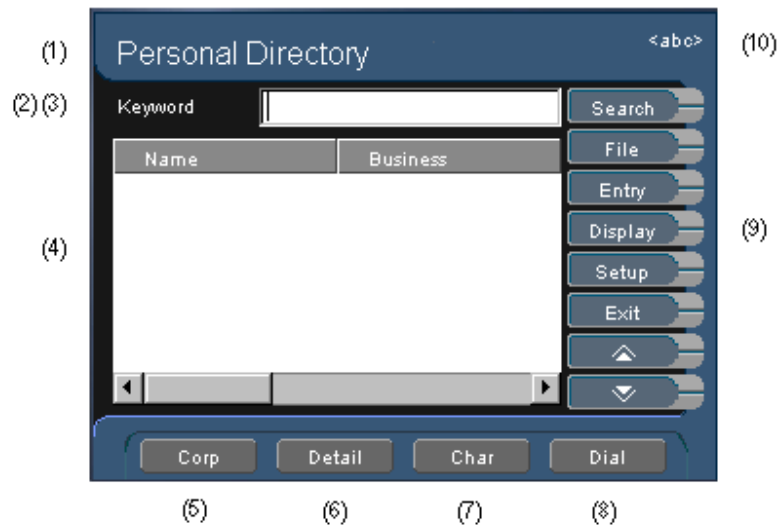
Pressing the 0 dial key (one or more times as needed) will enter the characters ! ? ' - & () " \$ % + , ; <=> [\] ^ ` { | } * #

Directory Application Windows

Directory Main Window



Starting the Directory Application will open the Directory Main window (below). See the following table for a description of the keys and functions available on this window.

Directory Main window



Directory Main Window Description

	Field / Key	Description
1	Directory Type	Three directory types are available; Personal, Corporate, and Group. (See also item 5.)
2	Search Condition	Three types of search conditions can be selected; keyword, last name, and company.
3	Search Box	Enter the data you want to search on here. The directory will be searched for a data match and the cursor will position to the data entry when a forward match occurs.
4	Directory List	The Directory List is a quick reference list of the registered data. Each of the three types of directory lists, Personal, Corporate and Group, allows registration of up to 200 items.
5	Directory Type Selector	Soft key to select another directory type.
6	Detail	Soft key to open the Directory Detail window for the selected (highlighted) Directory list entry.
7	Character	Selects between Text and Numeric entry character modes.
8	Dial	Soft key to place a call to the selected (highlighted) entry on the directory list.

	Field / Key	Description
9	Directory Control keys	<p>The control keys are used to select the Directory Main window functions.</p> <ul style="list-style-type: none"> • Search -Scrolls through the three types of search criteria (Keyword, Company, Last Name). • File -Opens the File menu. Save or load directory data or upload and download data. • Entry -Opens the Entry menu. Create, modify, and delete directory entry data. • Display -The Display menu will open. Change the character size of the directory data or sort directory list data. • Setup -Opens the Setup Tool menu. Change select Detail field names. • Exit -Exit the Directory Application and open the Inset Main Menu window. •  -Scroll up the directory list data. •  -Scroll down the directory list data.
10	Character Entry Mode Indicator	<p>The Character Entry Mode shows the type of character that can now be entered in the directory data search mode.</p> <ul style="list-style-type: none"> • <123> indicates Numeric • <abc> indicates Text <p>(The type of character that can be used in the search mode can be selected by the Character key.)</p>

Directory Detail Window

Selecting an entry (from the Directory Main window) and then pressing the **Detail** key will display the Directory Detail window (below). This display shows the details for a specific directory entry. See the following table for a description of the keys and functions available on this window.

Directory Detail window



Directory Detail Window Description

Field / Key	Description
1 No	Directory data number. Choose any number from 1 to 500.
2 Name (First)	First name for the directory entry.
3 Name (Last)	Last name for directory entry.
4 Keyword	Associated keyword for this entry that can be used in a data search.
5 Business Home Mobile	Shows a registered directory number(s). Up to three numbers can be assigned per person. You can place a call by selecting any of the keys (Business, Home, Mobile) and then press the soft key for Dial . (You can also change these 3 item names.)
6 Company	The associated company name for this person.
7 Character	Selects between Text and Numeric entry character modes.
8 Dial	Soft key to place a call to the selected directory number.

	Field / Key	Description
9	Directory Control Keys	<p>The control keys are used to select the Directory Detail window functions.</p> <ul style="list-style-type: none"> • K -Selects the first data entry on the directory list. • ⏪ -Selects the previous data entry (above) to the current entry. • ⏩ -Shows the following data entry (below) to the current entry. • ⏴ -Selects the data at the bottom of the directory list. • Tab -Use to move the focus between fields on the Directory Detail window or to another entry detail window. • Back -Use the key to hide the detail window and go back to the directly list. • Delete -Use the key to delete the piece of data now on display.
10	Character Entry Mode Indicator	<p>The Character Entry Mode shows the type of character that can now be entered in the directory data search mode. The type of character that can be used in the search mode can be selected by the Character key.</p> <ul style="list-style-type: none"> • <123> indicates numeric character mode • <abc> indicates text character mode

Placing Calls from the Directory

Place a Call from Directory Main Window

Follow the steps to place a call from the Directory Main window:

- Step 1** Using the Inaset cursor key, scroll to select the entry you want to call from the main directory list.
- Step 2** Press the soft key for **Dial**. The Directory Application will place a call to the selected directory number.



NOTE

After a call has been dialed from the Directory, Inaset will automatically change the screen from the Directory menu to the Home screen. This allows the caller to use the Dterm features of the Inaset while on a call (i.e. Conference, Hold, etc.).

Place a Call from Detail Window

You can select one of the numbers from the Detail window of the directory and place a call to the selected directory number. Follow the steps below:

- Step 1** Using the Inaset cursor key, scroll to select the entry you want to call from the main directory list.
- Step 2** Press the soft key for **Detail**. The detail window for the selected entry will display.
- Step 3** Using the Inaset cursor key, select one of three numbers to dial and press the **Enter** key.
- Step 4** Press the soft key for **Dial**. The Directory Application will place a call to the selected directory number.

Place a Call by Searching the Directory

From the Directory Main window, you can search the Directory List for a specific entry. After locating the desired entry, you can place a call to that directory number. Follow the steps below:

- Step 1** Press the soft key to select the type of directory (Corporate, Group, Personal) to search.
- Step 2** Press the control key for **Search** to select Search mode.
- Step 3** Continue to press the **Search** key to select the search criteria (Keyword, Last Name, Company).

Step 4 Using the Inset dial keys, enter the data to search (up to 41 characters). (See [Entering Text Using the Dial Keys](#) in this chapter.)

Step 5 When a directory match is found, the entry will be highlighted. Press the soft key for **Dial**. The Directory Application will then place a call to the selected directory number.

—The number entered in the Business field of the Directory entry is the number that will be dialed when pressing the **Dial** key.

—To dial one of the alternate numbers for this Directory entry, press the soft key for **Detail**. Use the cursor key to select one of the three numbers to dial and then press the **Enter** key. Press the soft key for **Dial** to dial the selected number.



When exiting the Detail window, the number that can be dialed by pressing the 'Dial' soft key will return to the default, which is the Business field

NOTE

Add, Modify, Delete a Directory Entry

Add a Directory Entry

Follow the steps to add new data to a directory list:

- Step 1** Press the control key for **Entry**. The Directory Entry menu opens.
- Step 2** Using the cursor key, select **New** and then press **Enter** (on the Inaset lower panel). The Directory Data detail window opens.
- Step 3** Enter the information in the appropriate fields for the new directory entry. (See [Entering Text Using the Dial Keys](#) in this chapter.)



*There is no need to enter a Number in the **No** field. This field will be automatically populated with the next numerical entry.*

- Step 4** When all data has been entered, press the soft key for **Add** and then press the control key for **Back** to return to the Directory Main window.
- Step 5** To save the new entry data, press the control key for **File**. The File menu opens.
- Step 6** Using the cursor key, select **Save** and then press **Enter** (on the Inaset lower panel). If the data is saved without error, a message box displays.
- Step 7** Press the soft key for **OK** to confirm and close the message box.

Modify a Directory Entry

Follow the steps to modify existing data in the directory list:

- Step 1** At the Directory Main window, use the cursor key to highlight the directory entry to modify from the entry list.
- Step 2** Press the control key for **Entry**. The Edit Entry menu opens.
- Step 3** Using the cursor key, select **Modify** and then press **Enter** (on the Inaset lower panel). The Directory detail window opens.
- Step 4** Modify the entry data as needed and press the soft key for **OK** when all changes have been made. (See [Entering Text Using the Dial Keys](#) in this chapter.)
- Step 5** Press the control key for **Back** to return to the Directory Main window.
- Step 6** To save the changes, press the control key for **File**. The File menu opens.
- Step 7** Using the cursor key, select **Save** and then press **Enter** (on the Inaset lower panel). If the data is saved without error, a message box opens.
- Step 8** Press the soft key for **OK** to confirm and close the message box.

Delete a Directory Entry

Follow the steps to delete a Directory entry from the directory list:

- Step 1** At the Directory Main window, use the cursor key to highlight the directory entry to delete.
- Step 2** Press the control key for **Entry**. The Edit Entry menu opens.
- Step 3** Using the cursor key, select **Delete** and then press **Enter** (on the Inaset lower panel). A message box opens to confirm the delete.
- Step 4** Press the soft key for **OK** to confirm the delete and close the message box.
- Step 5** To save the directory changes, press **File**. The File menu opens.
- Step 6** Using the cursor key, select **Save** and then press **Enter** (on the Inaset lower panel). If the data is saved without error, a message box opens.
- Step 7** Press the soft key for **OK** to confirm and close the message box.

Managing the Directory



Check with your phone system administrator before performing the following procedures.

Download Data

New directory data can be downloaded from the FTP server your Inaset phone connects to. Follow the steps to download the directory data saved on the FTP server:

- Step 1** Press the soft key to select the Directory to download (Personal, Corporate, Group).
- Step 2** Press the control key for **File**. The File menu opens.
- Step 3** Using the cursor key, select **Download** and then press **Enter** (on the Inaset lower panel).
- Step 4** At the dialog box, enter the address (using the dial keys) of the FTP server storing the data you want to download.
- Step 5** Press the soft key for **OK** to start the data download from the designated server and then press the control key for **Back** to close the download window.
- Step 6** When the data has been downloaded, it must be loaded into the Inaset memory before use. Press the control key for **File**. The File menu opens.
- Step 7** Using the cursor key, select **Load** and then press **Enter** (on the Inaset lower panel). The directory data will be loaded and displayed.

Upload Data

Data can also be uploaded to the FTP server your Inaset phone connects to. Follow the steps to upload data from your Inaset phone to the FTP server:

- Step 1** Press the soft key to select the Directory to upload (Personal, Corporate, Group).
- Step 2** Press the control key for **File**. The File menu opens.
- Step 3** Using the cursor key, select **Upload** and then press **Enter** (on the Inaset lower panel).
- Step 4** At the dialog box, enter the address (using the dial keys) of the FTP server to upload data to.

- Step 5** Press the soft key for **OK** to start the data upload to the designated server and then press the control key for **Back** to close the upload window.

Changing Directory Character Font Size

Follow the steps to change the directory character font size:

- Step 1** Press the control key for **Display**. The Display menu opens.
- Step 2** Using the cursor key, select **Font Size** and then press **Enter** (on the Inaset lower panel).
- Step 3** At the Change Font Size dialog box, use the cursor key to select the **Normal** or **Large** font size and press the Inaset **Enter** key.
- Step 4** Press the soft key for **OK** to complete the change. The character size of the directory will now reflect the change.

Sorting Directory List

Follow the steps to sort the directory list:

- Step 1** Press the control key for **Display**. The Display menu opens.
- Step 2** Using the cursor key, select **Sort** and then press **Enter** (on the Inaset lower panel).
- Step 3** At the Change Sort Key dialog box, select a condition for sorting list data:
- Use the cursor key to select **Keyword**, and press **Enter** to sort the directory in alphabetical order by keyword.
 - Use the cursor key to select **No.**, and press **Enter** to sort the directory in numeric order by entry number.
 - Use the cursor key to select **Company**, and press **Enter** to sort the directory in alphabetical order by company name.
- Step 4** Select an order for the sort:
- Use the cursor key to select **Ascending**, and press **Enter** to sort data in ascending order.
 - Use the cursor key to select **Descending**, and press **Enter** to sort data in descending order.
- Step 5** Press **OK** to complete the sort. The data in the directory list is sorted in the specified order.

Changing Item Name in Detail Window

Some item field names can be changed on the Directory Detail window. Follow the steps to change an item name:

- Step 1** Press the control key for **Setup**. The Setup menu opens.
- Step 2** Using the cursor key, select **Setting** and then press **Enter** (on the Inaset lower panel). The Change Item Name dialog box opens.
- Step 3** Use the cursor to select the item field to change. Using the dial keys, enter the new item name in the selected fields. (You can enter a maximum of 10 single- or double-byte characters.) (See [Entering Text Using the Dial Keys](#) in this chapter.)
- Step 4** Press **OK** to complete the changes. The item names in the detail window reflect the changes made.



6

Browser Application

This chapter describes how to use the *Inaset* Browser feature application. The Browser enables you to view the *Inaset* web pages available on your company Intranet or the web internet. The topics in this chapter includes:

- Chapter Topics*
- *Using the Browser*
 - *Using Your Home Page*
 - *Setting for a Proxy Server*
 - *Using Application Pages*
 - *Go Menu*
 - *Configure Control Keys & Soft Keys*
 - *Viewing Telephony PBX Information*

Using the Browser

To start the Browser application, press the **Menu** key on the Inaset lower panel to display the Inaset Main menu. Then press the soft key for **BROWSER** to display the Browser Main window.

Inaset Menu window



Entering Text Using the Dial Keys

The dial keys (0-9, *) are used to enter both text and numbers in the various Inaset display windows. This is required when setting the User Options, changing Personal Directory information, and configuring the Browser application.

Each dial key can be pressed one or more times to enter the characters marked on the key. The following example shows the key sequence used to enter text.

Example: To enter the text **smith**:

Step 1 Press **7** four times, then press cursor right.

Step 2 Press **6** once, then press cursor right.

Step 3 Press **4** three times, then press cursor right.

Step 4 Press **8** once, then press cursor right.

Step 5 Press **4** two times, then press cursor right.

On a window where text can be entered, a Soft Key at the bottom of the window (**Char**) can be pressed to alternately set the keys to enter either numbers or text. The indicator located in the upper right of a window shows when the entry mode is set to Text (indicator **<abc>**) or Number (indicator **<123>**).

Pressing the * dial key (one or more times as needed) will enter the characters . @ _ / : ~ (space)

Pressing the 0 dial key (one or more times as needed) will enter the characters ! ? ' - & () " \$ % + , ; <=> [\] ^ ` { | } * #



Browser Application Window

Starting the Browser Application will open the Browser Main window (below). See the following table for a description of the keys and functions available on this window.

Browser Main window - Normal View



Main Window Description

Field / Key	Description
Display area	Browser display area for selected web pages.
Soft Keys (Navigation Keys)	<p>The Browser Soft Keys allow you to navigate the browser pages, similar to your desk computer browser.</p> <p>back - Displays the previous browser page</p> <p>forward - Displays the next browser page</p> <p>home - Displays the preset home page</p> <p>stop - Stops loading the current page</p> <p><i>Note: These Soft Keys can be reconfigured, as described later in this guide. The navigation functions are the default configuration for the Browser Soft Keys.</i></p>
Control Keys	<p>The control keys select the Browser Main window functions:</p> <ul style="list-style-type: none"> • Go - Displays the Go menu. • Edit - Displays the Edit menu. Edit various browser keys and options. • #App1 - Selects a preset web page. • #App2 - Selects a preset web page. • #App3 - Selects a preset web page. •  - Scroll from top to bottom between the different hot links displayed on the web page. •  - Scroll from bottom to top between the different hot links displayed on the web page.
Enter Key	Selects the highlighted option.
Cursor Key	Scroll up/down and left/right on the displayed URL.

Telephony (PBX) Display

An alternative browser display (below) shows telephony (PBX) information at the top of the display along with the telephony mode soft keys. See the section *Viewing Telephony PBX Information* later in this chapter.

Browser Main window - Telephony Display



Using Your Home Page

A web Home Page can be preset and viewed in the Browser application. This Home Page will display automatically when the Browser application is started.

Viewing the Home Page

Follow the step to view a preset Home Page:

Step Press the soft key for **Home**. The Inaset preset web Home Page will open.



NOTE

*The Home soft key does not display in the Telephony view mode. To use the Home key function in this mode, press the control key for **Go**, then the key for **home**.*

Setting the Home Page

A Home Page web address must be preset before the Home Page will display in the browser window. Follow the steps to set your home page address:

Step 1 From the Browser Main window, press the control key for **Edit**. The Edit menu window opens.

Step 2 Press the control key for **Options**. The Browser Option Setting window opens (below).

Browser Option Setting window



- Step 3** Using the dial keys on the Inaset lower panel, enter the Web address of your Home Page in the **Home Page URL** field. (A maximum of 127 characters can be entered.)
(See [Entering Text Using the Dial Keys](#) in this chapter.)
- Selecting **To a Default** will set the home page URL address specified by your phone system administrator as your current home page.
- Step 4** Press the soft key for **OK** to save your address.

Setting for a Proxy Server

Your Internet or Intranet access may use a proxy server. For your Inaset Browser to properly view web pages, it must be configured for this proxy server if one is used at your facility.



NOTE

Contact your phone or local network system administrator to determine if the proxy server settings must be configured for your Inaset. (These settings may have already been configured by your administrator.)

Follow the steps to configure your Inaset Browser for a proxy server:

- Step 1** From the Browser Main window, press the control key for **Edit**. The Edit menu window opens.
- Step 2** Press the control key for **Options**. The Option Setting window opens (below).

Browser Option Setting window



- Step 3** Press the control key for **Use Proxy Server** to check the **Proxy Settings** checkbox.
- Step 4** Press the control key for **Address**, and enter the IP address for the proxy server using the Inaset dial keys. (See [Entering Text Using the Dial Keys](#) in this chapter.)
- Step 5** Press the control key for **Port Number**, and enter the port number for the proxy server using the Inaset dial keys. (If no or an invalid port number is entered, Inaset will use a default port number of **80**.) (See [Entering Text Using the Dial Keys](#) in this chapter.)
- Step 6** Press the soft key for **OK** to save the settings.

Using Application Pages

In addition to a Home Page, other web pages of interest can be preset and easily viewed with the Inaset Browser. These preset Application pages could be weather sites, news pages, or other web pages you frequently view.

Viewing Application Pages

Follow the steps to view a preset application page.

- Step 1** From the Browser Main window, press the control key for **Go**. The Go menu window opens.
- Step 2** Press the control key (**#App1-8**) to select the web page application to view. The selected web page opens. (Press **next** to select additional application pages.)

Setting the Application Page Presets

You can preset up to eight application pages. This makes it easy to view your application pages without having to re-enter their web addresses each time. Follow the steps to set your application page addresses:

- Step 1** From the Browser Main window, press the control key for **Edit**. The Edit menu window opens.
- Step 2** Press the control key for **Applications**. The Application Setting window opens (below).

Browser Application Setting window



- Step 3** Press the control key to select one of the eight applications. In the **Application Name** field, use the dial keys to enter a title for the web page. (You can enter a maximum of 32 characters.) (See [Entering Text Using the Dial Keys](#) in this chapter.)
- Step 4** Press the control key on this application to select the address field. Enter the URL address for this web page in the **URL** field. (You can enter a maximum of 127 characters.) (See [Entering Text Using the Dial Keys](#) in this chapter.)
- Step 5** Press the soft key for **OK** to save the settings.

See the section *Changing the Control Key Functions* later in this chapter to add your presets to control keys on the Browser Main window.

Go Menu

Selecting **Go** from the Browser Main window will display the Browser Go menu window (below).

Browser Go Menu window



- Press the control key for **home**. The preset Home page will open in the Browser Main window.
- Press the control key for **stop** to stop the access of the selected URL.
- Press the control key for **reload** to reload the last selected URL.
- Press the control key for **#app1** to load the first application preset URL.
- Press the control key for **next** to view additional #app presets.

Configure Control & Soft Keys

The Browser main window soft keys and five of the control keys can be reconfigured from their default to customize the display window.

Changing the Control Key Functions

Five control keys can be reconfigured to further customize the display. The default key settings shows the first three application page presets (**#app1**, **#app2**, **#app3**) and the two scroll functions.

Typically, you might want to change or include additional application page presets. This allows you go to your preset application pages simply by pressing only one key. Follow the steps to set the Main window control key functions:

- Step 1** From the Browser Main window, press the control key for **Edit**. The Edit menu window opens.
- Step 2** Press the control key for **Control Keys**. The Control Key Configuration window opens (below).

Browser Control Key Configuration window



- Step 3** Press the control key for **Control Key 1**. Continue to press the adjacent control key until the desired Application page name (or other key function) appears in the field.
- Step 4** Configure the remaining control keys as needed.
- Step 5** When finished, press the soft key for **OK** to save these settings.

Changing the Soft Key Functions

The normal default setting assigns the page navigation functions of **Back**, **Forward**, **Home**, and **Stop** to these keys. Follow the steps to changes these settings.



These soft keys only display when the display is set to normal view mode.

- Step 1** From the Browser Main window, press the control key for **Edit**. The Edit menu window opens.
- Step 2** Press the control key for **Soft Keys**. The Soft Key Configuration window opens (below).

Browser Soft Key Configuration window



- Step 3** Press the control key for the specific soft key to change. Repeatedly press the control key as needed to select the desired key function.
- Step 4** Configure the other soft keys as needed.
- Step 5** When finished, press the soft key for **OK** to save these settings.

Viewing Telephony PBX Information

You can configure the Browser Main window to display the telephony information from the PBX. This information is the time, date, and call status that is sent from your PBX telephone system to your Inaset phone.

Follow the steps to select the Browser display view:

- Step 1** From the Browser Main window, press the control key for **Edit**. The Edit menu window opens.
- Step 2** Press the control key for **View**. The View Setting window opens (below).

Browser View Setting window



- Step 3** Press the control key for **Show Telephone Display (U/L)** to set the Browser to display telephone information.
- Step 4** Press the control key for **Normal** to select the normal Inaset Browser display.
- Step 5** Press the control key for **Save View Setting** to select the checkbox if you want this setting to be saved and used the next time you start the Browser application.
- Step 6** Press the soft key for **OK** to save the settings.

***For additional information or support on this NEC product,
contact your NEC representative.***

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Inset User Guide

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