

NEC



Aspire

Soft Phone Manual

(2.0.1.0)

Technical Support Web Site:
<http://ws1.necii.com> (registration is required)

This manual has been developed by NEC Unified Solutions, Inc. It is intended for the use of its customers and service personnel, and should be read in its entirety before attempting to install or program the system. Any comments or suggestions for improving this manual would be appreciated. Forward your remarks to:

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What's "Aspire Soft Phone"?

Aspire Soft Phone is a software application which enables your PC to function as a business phone. It enables various telephony functions using an IP network connecting with the Aspire S/Aspire system.

With Soft Phone software 1.0.3.0 or higher and Aspire system software 4.93 or higher, a USB camera can be connected to the Aspire Soft Phone PCs, allowing a user to make a phone call to another user registered on the same system and provide a video transmission for the call (as long as both users have a USB camera connected and the Aspire Soft Phone application installed with a serial key providing the video function).



Introduction

- For Your Notes -

Set Up Aspire Soft Phone

Before setting up *Aspire Soft Phone*, **make sure the VoIP feature is programmed and operating** in the Aspire system. Refer to the Aspire Software Manual (P/N 0893200) for details.

Conditions

- When the volume level is changed, the level indicator will not be shown as with the Aspire keysets.
- There is no built-in handset function with the Aspire Soft Phone.
- There is no audio from a handsfree speaker when Group Listen is activated.
- Aspire Soft Phone does not support G.723.
- Changing ring tone in the Aspire system does not apply to the Aspire Soft Phone.
- Using DHCP, the IP address of the NTCPU cannot be obtained.
- The volume level bar is not displayed on the LCD when volume is changed.
- The Aspire Soft Phone provides its own Music on Hold file, which cannot be changed. It does not use the system MOH music selection.
- Aspire Soft Phone supports the same tones as the Aspire iPhone

For the *Aspire Soft Phone* application, please confirm the following requirements are met for the PC.

Minimum PC Requirements

Aspire Soft Phone is installed on a PC. Please confirm that the PC meets the minimum PC requirements before installing the *Aspire Soft Phone*.

Internet Explorer version 6.0 or higher is required. If an older version of Internet Explorer is installed, the *Aspire Soft Phone* installation is stopped and the installation cannot be completed correctly.

Required Environment

CPU	Intel Pentium® III, Celeron™ Processor 600MHz or higher (recommended: 1GHz) AMD Athlon™, Duron™ Processor 700MHz or higher
Memory	128MB or more (recommended: 256MB or more)
HDD	30MB HDD empty space (recommended: 100MB HDD empty space - Phonebook entries require additional space)
Sound	Sound equipment on Windows® operating system (recommended: Sound equipment with echo canceller on Windows operating system)
Video	SVGA (800x600) display resolution and high color (16 bit, 65536 colors) video card and monitor (recommended: XGA 1024x768 or higher resolution)
Peripheral Equipment	Speaker and MIC (or Headset) (recommended: USB Handset [NEC USB Phone BBU])
OS	Microsoft® Windows® 2000 Professional Microsoft® Windows® XP Home Edition Microsoft® Windows® XP Professional
Font Size	Small size (Microsoft® Windows® 2000 Professional) Normal size (Microsoft® Windows® XP Professional, Microsoft® Windows® XP Home Edition)
Browser	Microsoft® Internet Explorer 6.0 or higher
Video	USB Video Camera if video function to be used

Using a Virtual Private Network (VPN) with Aspire Soft Phone

A virtual private network (VPN) is a technology that establishes a private or secure network connection within a public network, such as the Internet. There are two types of VPN technology: client-to-LAN and LAN-to-LAN. Client-to-LAN VPN technology is generally implemented through software running on a user's notebook computer. It can be implemented through the use of a separate VPN card or separate device. Client-to-LAN VPNs are the most common type of VPNs used by individual computers in remote locations. LAN-to-LAN VPN applications are used to send network traffic from one LAN to another over the branch office's internet connection instead of relying on leased line connections.

Using a VPN, a remote Aspire Soft Phone user can connect to the Aspire telephone system to place and receive telephone calls.

The setup of the VPN depends on the type of setup (using hardware for a LAN-to-LAN connection, using software for a client-to-LAN connection, and the type of hardware or software used). Check with your system administrator when creating a VPN.

Note: When the Soft Phone uses the same subnet as the Aspire system through VPN, Aspire software 4.00 or higher must be used - VPN should not be used with older Aspire software (3.07 or prior).

Refer to the following tips when using VPN.

- Install all the latest Microsoft Service packs and critical updates.
- Client PCs using Windows XP and Windows 2000 operating systems with Service Pack 3 (SP3) or later may need the L2TP/IPSec NAT-T Update. PC's using Windows XP with Service Pack 2 (SP2) do not require this update as it is already included. Check Microsoft's web site for details (<http://support.microsoft.com>).
- Only the VPN client software being used should be installed on a PC. It is possible other VPN client software installed will prevent a connection to the network.
- Windows XP and Windows 2000 support the use of Internet Protocol security (IPSec) to secure communications between computers. In order to use IPSec, it first needs to be enabled. Use the steps below while logged on to an account with administrative rights. Check Microsoft's web site for further details on setting up policies when using IPSec (<http://support.microsoft.com>).

To install the IP Security Policy Management snap-in

1. Click **Start**, and then click **Run**.
2. In the **Run** dialog box, type **mmc**, and then click **OK**.
3. On the File menu, click **Add/Remove Snap-in**.
4. Using the **Standalone** tab of the **Add/Remove Snap-In** dialog box, click **Add**.
5. In the **Available Standalone Snap-ins** box, select **IP Security Policy Management**, and then click **Add**.
6. In the **Select which computer or domain this snap-in will manage** dialog box, select the option that matches the security policy environment to be managed by your computer.

You can manage the security policy of a computer (as stored in its registry), the IP security policy of the local domain or another domain (if appropriate permissions are granted), or manage the local security policy of another computer, as stored in the registry of that computer.
7. Click **Finish**, click **Close**, and then click **OK**.

Installation of Aspire Soft Phone

Aspire Soft Phone is installed on a PC. The steps below describe the operation for the first-time installation.

Note!!

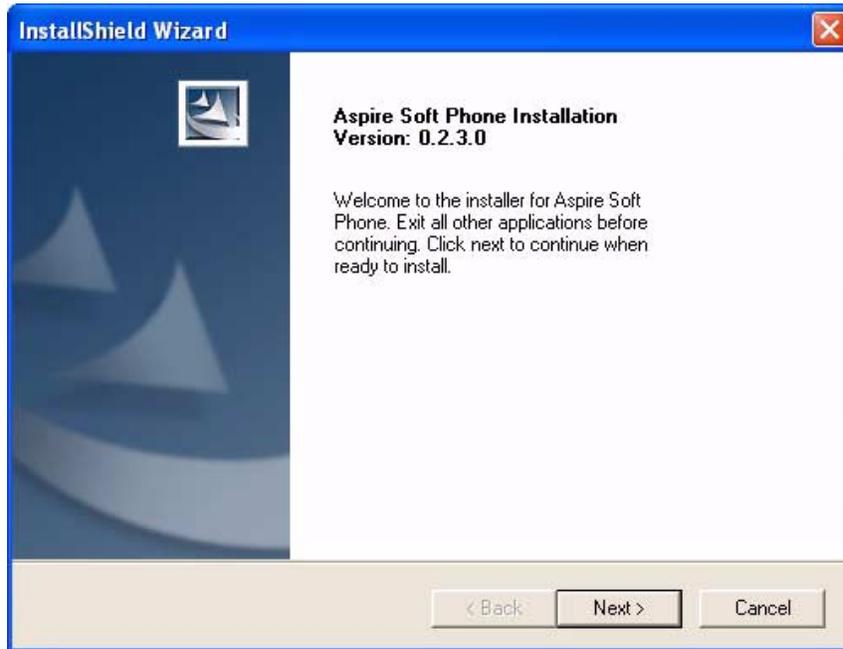
- Please log into the Windows® operating with an ID that has system administrator rights. For more detailed information, please refer to the manuals for the PC or Windows® operating system.
- Do not connect a USB Phone handset (B/BU phone P/N 780094 or UTR-1-1 P/N 780097) to the PC before installing the *Aspire Soft Phone*.

1. Insert the *Aspire Soft Phone* CD-ROM into a CD-ROM drive.



Installation

2. The *Welcome to the InstallShield Wizard for Aspire Soft Phone* screen is displayed.



Note:

If the *Welcome to the InstallShield Wizard for Aspire Soft Phone Installation Wizard* screen is not displayed, the PC does not have the auto run feature for CDs enabled.

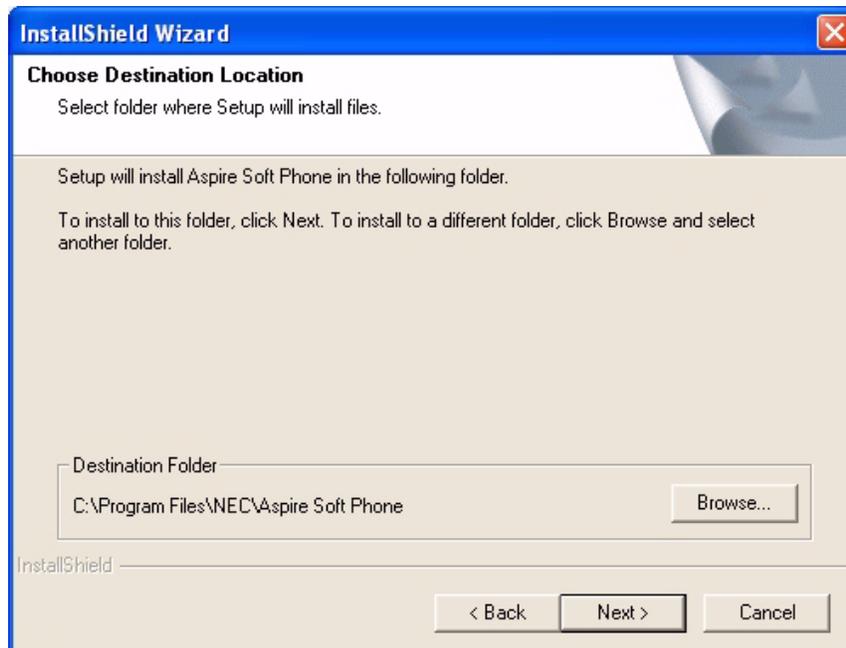
In this situation, please do the following:

1. From the Windows® operating system, click **[START]** on toolbar and click **[RUN]**.
2. In the command line of the Run Dialog box, enter “**{CD-ROM drive}:Setup.exe**” for the file name (example: D:Setup.exe).
3. Click the **[OK]** button.

3. Click the **[Next]** button. The *License Agreement* screen is displayed.



4. Read this agreement and click the **[Yes]** button. The *Destination Folder* screen is displayed.

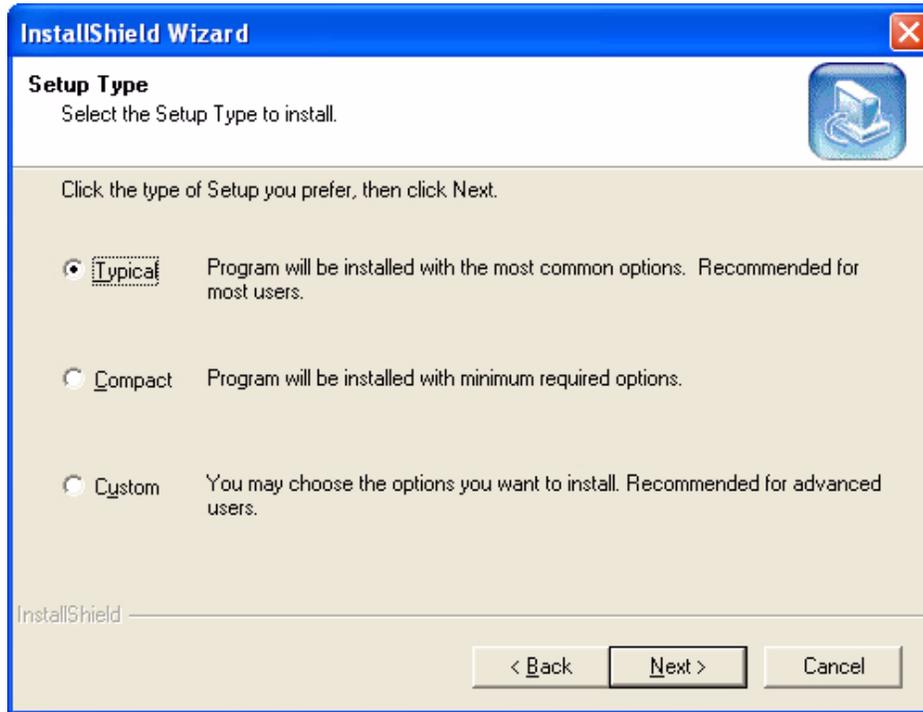


Note:

Normally, it is not necessary to change the Destination folder, however, if you want to change the destination click the **[Browse]** button and change the path.

Installation

5. Click the [**Next**] button. The *Setup Type* screen is displayed.



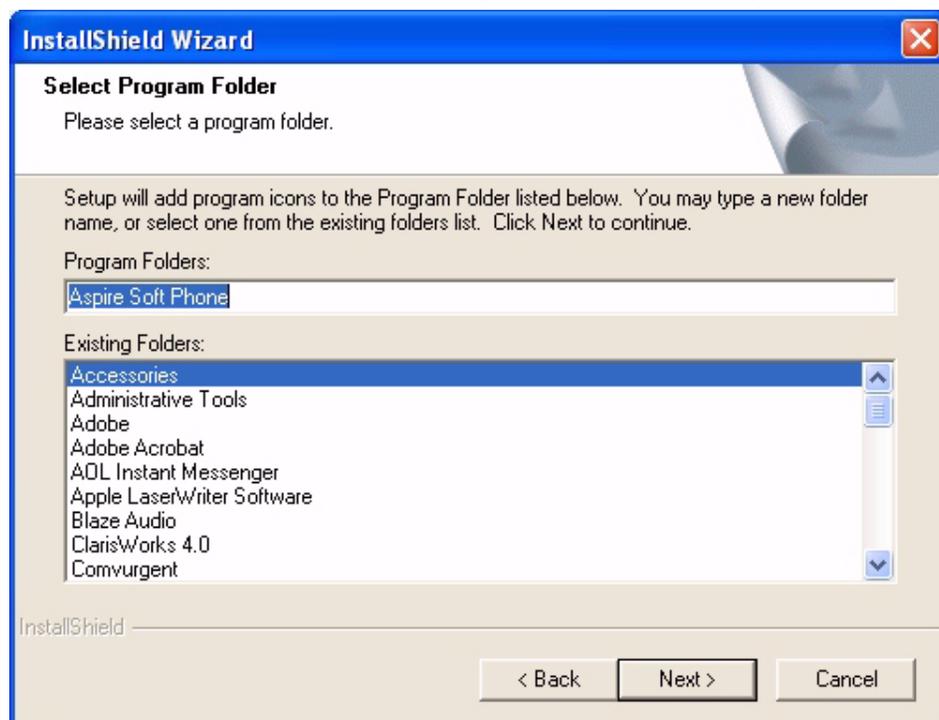
6. Normally, you should select [**Typical**] for the installation option.

If you want to install only *Aspire Soft Phone*, select [**Custom**] and click the [**Next**] button. The following screen is displayed. This screen allows you to specify which of the following three features to install.

- *Aspire Soft Phone:*
This is the *Aspire Soft Phone* main application. This must be installed.
- *Address Linker:*
This application is used to search phone numbers from an existing phonebook or customer data located on the PC using *Aspire Soft Phone*'s phonebook. For more details, please refer to the "**Address Linker Setup** (page 131)" chapter.
- *Address Linker Add-On:*
This application is used to import from an existing phone number and customer database at defined intervals in order to update phone number information. For more details, please refer to the "**Address Linker Add-On Setup** (page 133)" chapter.

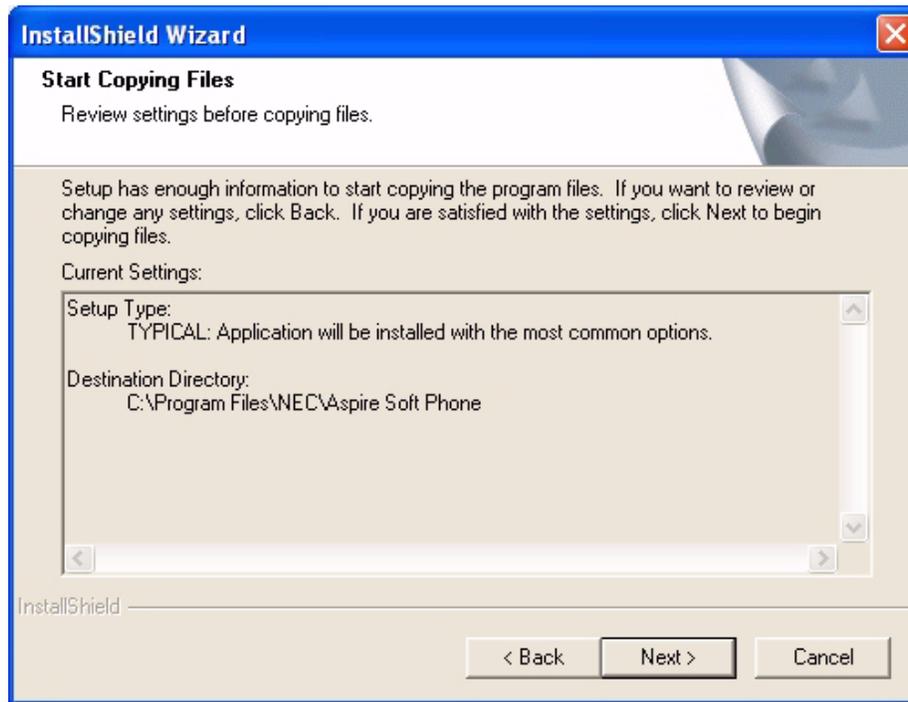


7. Click the [Next] button. The *Select Program Folder* screen is displayed.



Installation

- Click the **[Next]** button. The *Start Copying Files* screen is displayed.



- Click the **[Next]** button. After the installation is finished, the *InstallShield Wizard Complete* screen is displayed.



Note: If the following screen is displayed, click the [Continue Anyway] button.



10. Click the [Finish] button. The installation of *Aspire Soft Phone* is complete.

Installation

Aspire Soft Phone Initial Setup

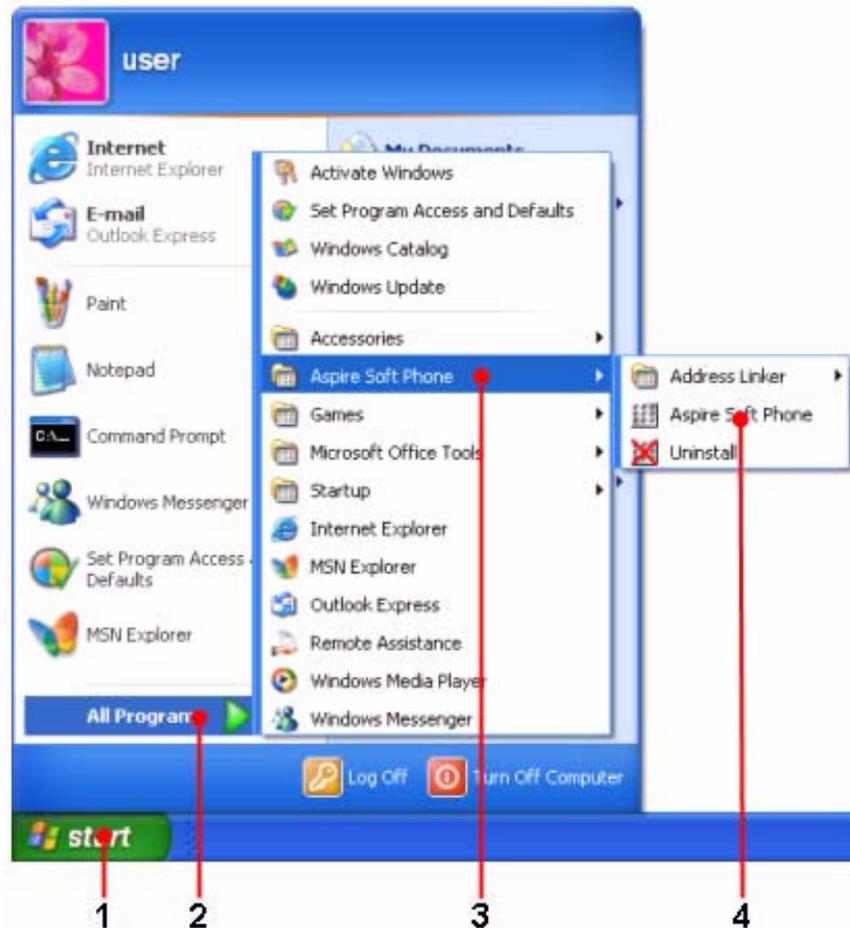
The following information is needed when starting *Aspire Soft Phone* for the first time.

- Serial Key
This is required when starting *Aspire Soft Phone*. This is the license to run the *Aspire Soft Phone* and setup cannot be started if there is not a Serial key.
 - IP Address of the NTCPU
This is required in order to enable communication between the NTCPU and the *Aspire Soft Phone*. Unless this address is set up correctly, the telephone functions of *Aspire Soft Phone* cannot be used. The Aspire VoIP feature must also be programmed and functioning on the Aspire S/Aspire system to which the *Aspire Soft Phone* will connect. Refer to the Aspire Software Manual (P/N 0893200) for details.
1. Start *Aspire Soft Phone* by double-clicking the [**Aspire Soft Phone**] icon on the desktop of your PC.

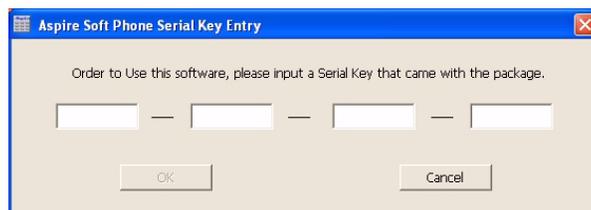


Or click:

[Start] → [All Programs] → [Aspire Soft Phone] → [Aspire Soft Phone]



The *Aspire Soft Phone Serial Key Entry* screen is displayed.



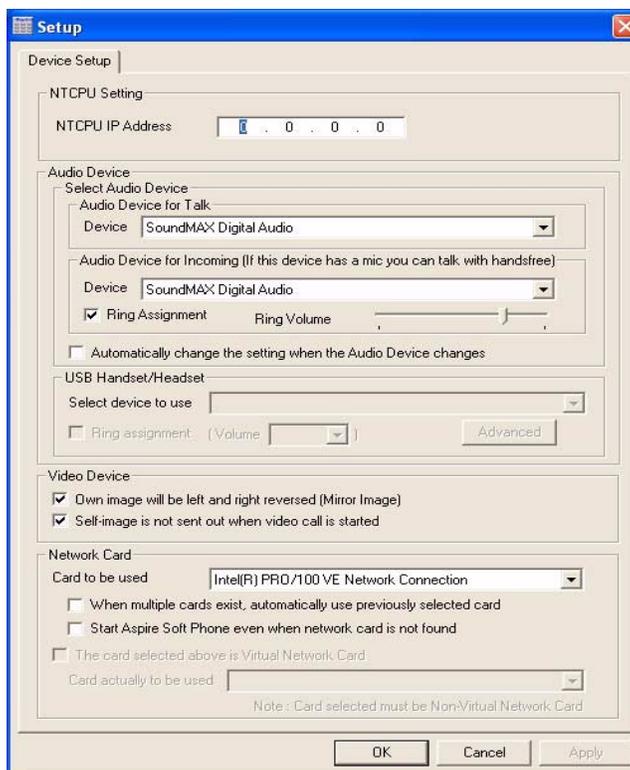
2. Enter the Serial Key.

Please check with the system administrator for a Serial Key. The availability of the video function of the Soft Phone is determined by the Serial Key.

3. Click the [OK] button. The following screen is displayed.

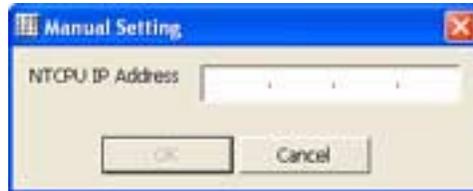


4. Click the [OK] button. The *Setup* screen is displayed.



Installation

5. Set each option.
 - Enter the IP address of the NTCPU into the **[NTCPU Address]** box.
 - Check that the audio device and the network card of the PC are specified correctly.
*Please refer to **Device Setup** (page 28) for more details.*
 6. Click the **[OK]** button. *Aspire Soft Phone* is started.
- Note:** If you stop by clicking the **[Cancel]** button on the *Setup* screen, the following screens are displayed when starting next time. Enter the NTCPU IP address and click the **[OK]** button.



Microsoft® Windows® XP Service Pack 2 Internet Connection Firewall

The default settings of Microsoft's Internet Connection Firewall (ICF) that is included with Microsoft® Windows® XP Service Pack 2 will interfere with the operation of the *Aspire Soft Phone* and the *Address Linker* application.

To enable the *Aspire Soft Phone* through the ICF, you must set up the *Aspire Soft Phone* and *Address Linker* using the steps below.

Aspire Soft Phone

When the *Aspire Soft Phone* is launched, the following window will appear.



Click the [**Unblock**] button. This will create an entry that the ICF will retain for future use. This should permit call features to operate normally.

Address Linker

When the *Address Linker* is launched, the following window will appear.



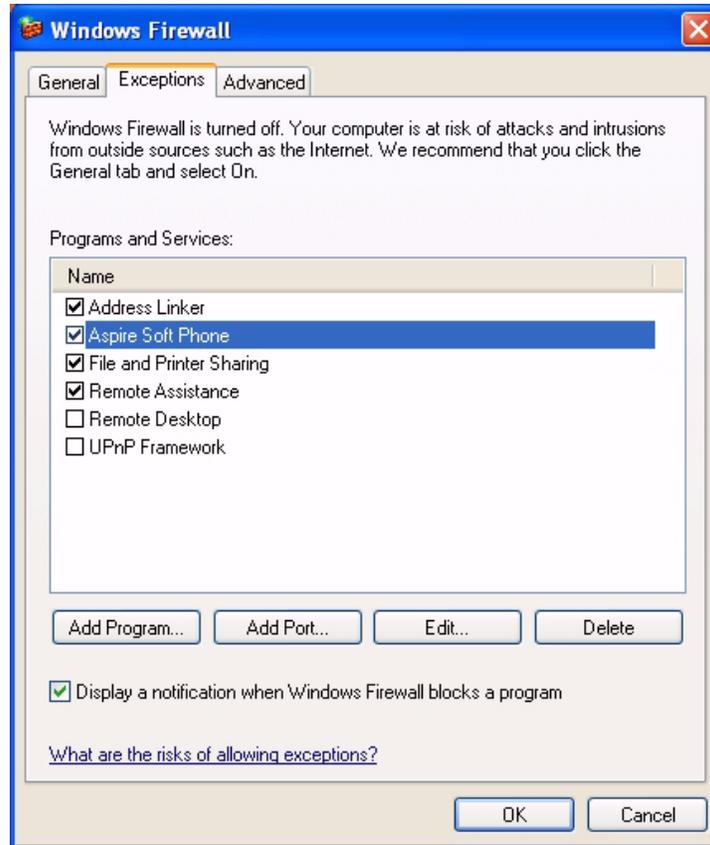
Click the [**Unblock**] button. This will create an entry that the ICF will retain for future use. This should permit *Address Linker* features to operate normally.

Installation

Note:

If you clicked the **[Keep Blocking]** button on the above screens turning on the firewall for *Aspire Soft Phone* and/or *Address Linker*, you need to disable the firewall from the Control Panel.

1. Click **[Start]** on the Windows® operating system menu and click **[Control Panel]**.
2. Click on the **[Network and Internet Connections]** icon.
The Network and Internet Connections screen is displayed.
3. Click the **[Windows Firewall]** icon.
The Windows Firewall screen is displayed.
4. Click the **[Exceptions]** tab.
5. Select the check box(es) for the *Aspire Soft Phone* and/or the *Address Linker*.



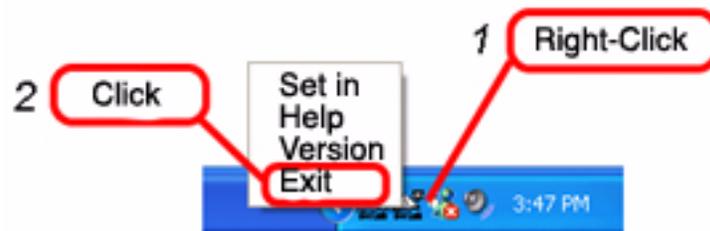
6. Click the **[OK]** button.

Uninstalling the Aspire Soft Phone

Before uninstalling the *Aspire Soft Phone*, the *Address Linker* and *Address Linker Add-On* applications should be shut down first.

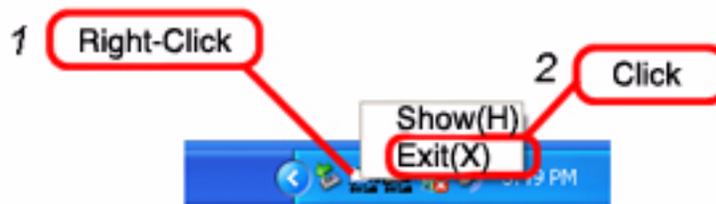
Stop the Address Linker

1. Right-click the [**Address Linker**] icon on the task tray of the PC and select the [**Exit**] option.



Stop the Address Linker Add-On

1. Right-click the [**Address Linker Add-On**] icon and select the [**Exit**] option.

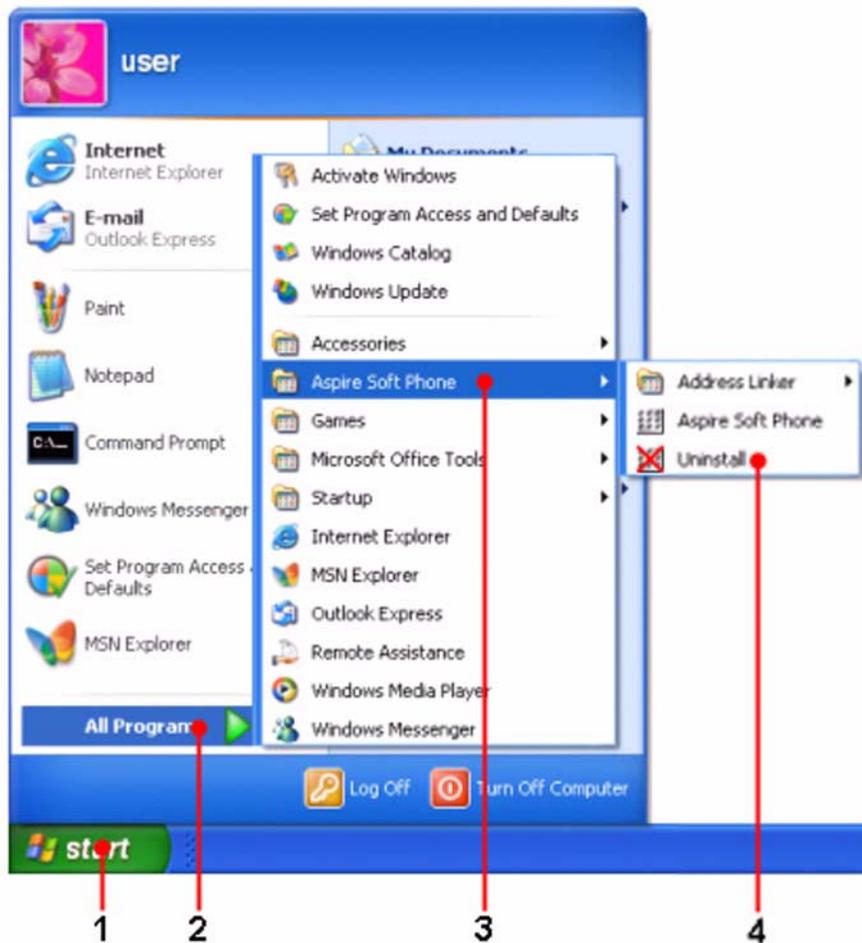


Installation

Uninstall the Aspire Soft Phone

Uninstall by Using Uninstall Icon

1. Click:
[Start] → [All Programs] → [Aspire Soft Phone] → [Uninstall]



The following screen is displayed.



- Click the **[Yes]** button.
The uninstall process begins. Once it has finished, the following screen is displayed.



- Click the **[Finish]** button.

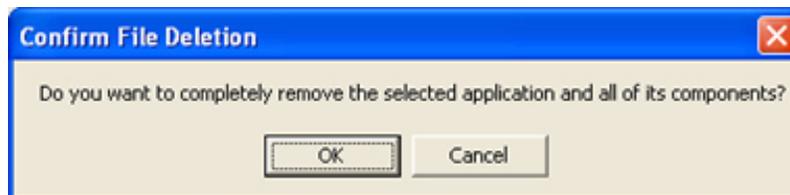
Installation

Uninstall From Control Panel

1. Click [**Start**] on the Windows® operating system menu and click the [**Control Panel**].
The Control Panel screen is displayed.
2. Double-click the [**Add/Remove Programs**] icon.
The Add/Remove Programs screen is displayed.
3. Select [**Aspire Soft Phone**] and then click the [**Remove**] button.
The following screen is displayed.



4. Select [**Remove**] and then click the [**Next**] button.
The following screen is displayed.



5. Click the [OK] button.

The uninstall process begins. The following screen is then displayed.



6. Click the [Finish] button.

The uninstall process for Aspire Soft Phone is complete.

Note:

If you wish to reinstall the *Aspire Soft Phone*, the PC should be rebooted first to allow the uninstall process to remove the last of the application files.

Setting Up the USB Handset or Headset

A USB handset and USB headset can be connected to a PC and used for telephone calls with the *Aspire Soft Phone*.

Recommended Device

USB Headset:

- DSP-300 USB Headset (P/N 750639)
- DSP-400 USB Headset (P/N 750640)
- CS-50 USB Headset (P/N 730092) - requires Aspire Soft Phone 1.0.3.0 or higher and Aspire 4.93 or higher

USB Handset:

Several USB handsets are commercially available.

To use the hook switch function of a USB handset:

- Use the NEC USB Phone B/BU (P/N 780094) or NECi UTR-1-1 (P/N 780097)
- Use a USB handset that supports DTMF output to an audio / sound circuit.

When used for telephone calls only:

- The USB handset must correspond to the USB standard for PC use.

The NEC USB Phone B/BU has a Function key which has no functionality with the Aspire Soft Phone.

The NECi UTR-1-1 Handset provides a Message Waiting lamp which flashes at the same time the Aspire Soft Phone flashes when a message has been received. In addition, the UTR-1-1 NEC USB Handset provides 4 function keys (F1-F4) which can be assigned the following functions in the Soft Phone application (**Device Setup - Advanced**):

- | | |
|---------------------------------|---------------|
| • Not Assigned (default) | • LND |
| • CHECK | • MIC |
| • Soft Key [1] ~ Soft Key [4] | • SPK |
| • CLEAR | • CALL1 |
| • Line Key [01] ~ Line Key [24] | • CALL2 |
| • MSG | • DND |
| • FLASH | • HOLD |
| • CONF | • Volume Up |
| • DIAL | • Volume Down |

A PC cannot have more than one USB Handset installed at the same time (however, it is possible to switch between the B/BU handset and the UTR-1-1 handset by simply disconnecting one and connecting the other - the setting of each handset is saved).

To prevent exceeding the bandwidth for the USB devices, it is recommended to use 2.0 USB ports for the handset and headsets if multiple devices are to be connected.

Installation of a USB Handset

When the NEC USB Phone B/BU (P/N 780094) or UTR-1-1 (P/N 780097) or USB headset (P/N 750639, 750640, and 730092) is used, install the driver for the USB device into the PC using the following procedure.

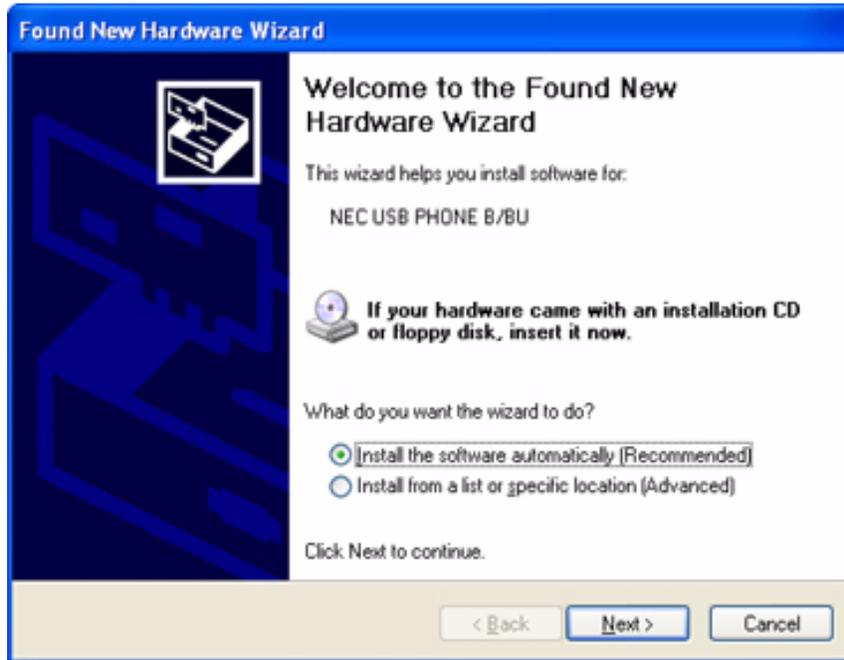
1. Install *Aspire Soft Phone* application. Refer to **Aspire Soft Phone Initial Setup** (page 12).
Note: Be sure to install *Aspire Soft Phone* before connecting a NEC USB Phone handset or headset.
2. Connect the USB device to the PC.
Refer to the manual for the USB device for connection and installation details.
3. The *Welcome to the Found New Hardware Wizard* screen is displayed (Microsoft® Windows® XP Service Pack 2). Select [**No, not this time**], then click the [**Next**] button.



Note: This screen may not be displayed depending on the setup of the PC.

Installation

4. The *Welcome to the Found New Hardware Wizard* screen is displayed.



Note: This screen may not be displayed depending on the setup of the PC.

5. Click the [Next] button. The *Hardware Installation* screen is displayed.



- Click the [**Continue Anyway**] button. The *Completing the Found New Hardware Wizard* screen is displayed.



- Click the [**Finish**] button. The installation of the USB device is complete.

Troubleshooting Driver Installation

In the event that the *Add New Hardware* wizard does not locate the NEC USB Handset drivers automatically, you will need to specify the location.

Choose the [**Install from a list of specified location**] option.

Browse to the "drivers" subdirectory in the "*Aspire Soft Phone*" directory. The default location for the USB handset drivers is in the directory "C:\Program Files\NEC\Aspire Soft Phone\Driver". The two files required are: **setbf030.inf** and **setbf030.sys**.

Configuring Aspire Soft Phone to Use the USB Handset

Once you have successfully installed the USB Handset, it will appear in the *Aspire Soft Phone* as an available audio device. To program the *Aspire Soft Phone* to use the USB handset, in the Setup window of the *Aspire Soft Phone*, select the following in the "Handset" section.

- Check the "Use USB handset hook switch" box.
- For the "Speaker" drop-down list, select:
 - "USB Audio Device" (Microsoft® Windows® 2000 Professional)
 - "USB PHONE B/BU" (Microsoft® Windows® XP Professional, Windows® XP Home Edition)
 - "NECi UTR-1-1" (Microsoft® Windows® XP Professional, Windows® XP Home Edition)

Installation

- For Your Notes -

Aspire Soft Phone Setup

Various setups are required in order to make use of the *Aspire Soft Phone* application.

- Connect a microphone and a speaker.
Refer to **Device Setup** (page 28).
- Set up a way to distinguish an intercom and outside call.
Refer to **Call Setup** (page 36).
- Set up the Phonebook.
Refer to **Phonebook Setup** (page 39).
- Set up the Phonebook name search.
Refer to **Name Search Setup** (page 41).
- Set up the connection with the Mail application.
Refer to **External Mail Exchange Setup** (page 43).
- Set up Keywords for importing data into the Phonebook.
Refer to **Keyword Setup** (page 45).
- Set up the call dial pattern.
Refer to **Dial Pattern Setup** (page 50).
- Customize the toolbar and the line keys.
Refer to **Customize Setup** (page 56).
- Set up the line key names.
Refer to **Line Key Name Setup** (page 58).

Aspire Soft Phone Setup

Device Setup

Use the Setup menu to define the PC's speaker, microphone and the optional USB Handset.

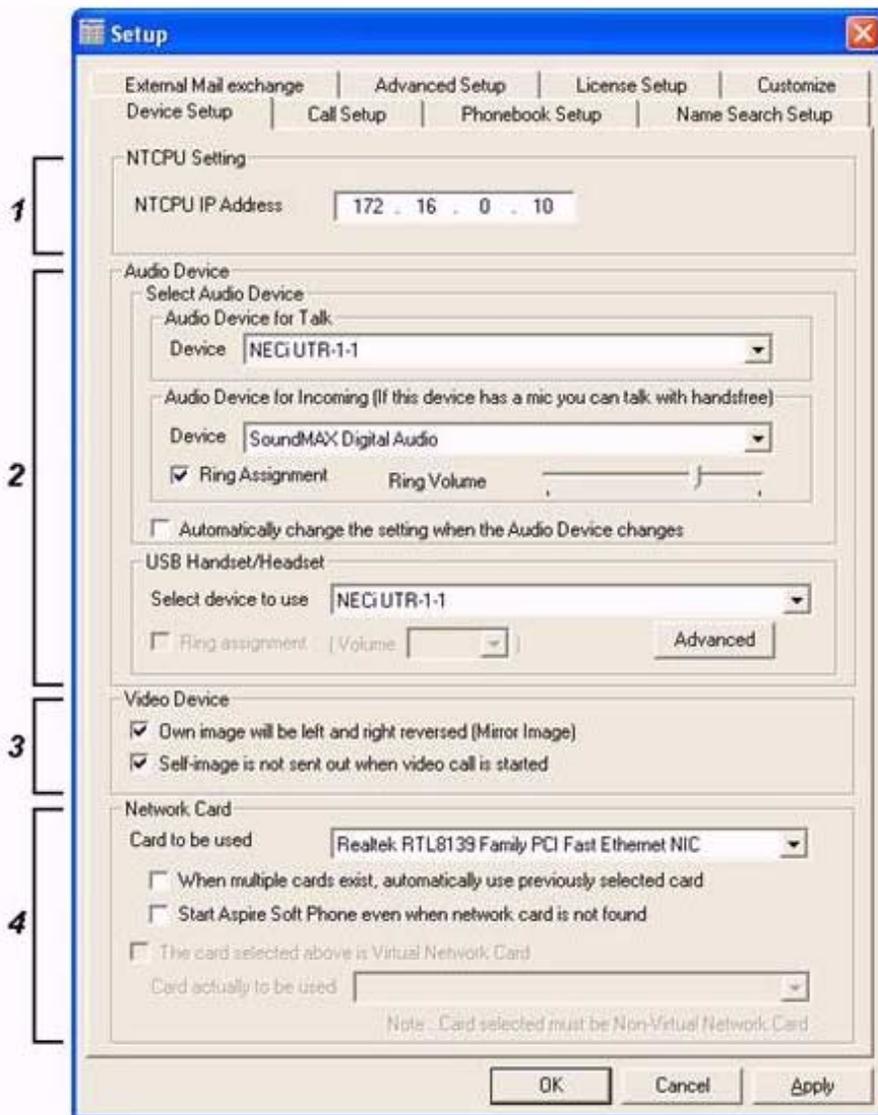


[Setup] icon

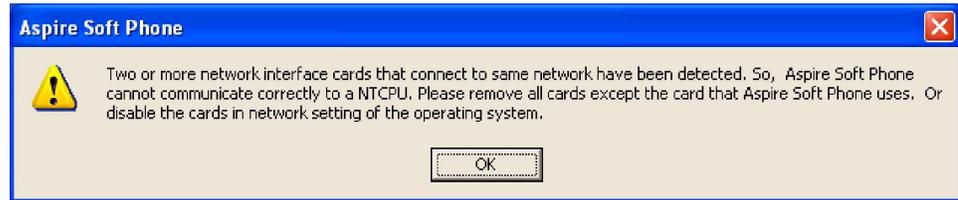
1. Click the [Setup] icon. The *Setup* screen is displayed.

Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

2. Click the [Device Setup] tab.



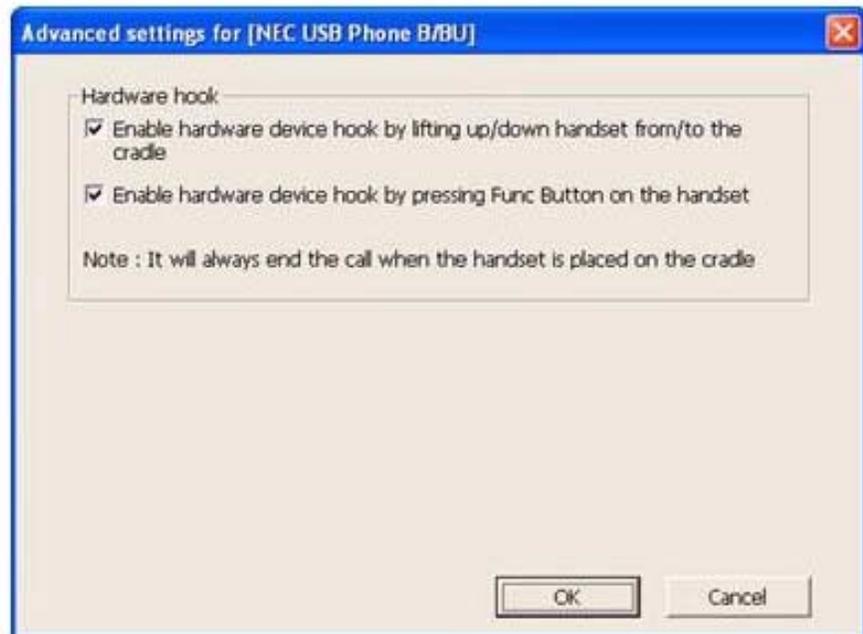
Note: After making the selections above and clicking OK, if the following screen is displayed:



Click [OK] and pull out or disable the network interface cards other than the card set in section 4 above. You may not be able to make a call when you use the Aspire Soft Phone if this error message is not resolved.

Note: When you click the **[Advanced]** button on the Device Setup tab, you can see the following window. Details of the following settings are in the **Advanced Setting of USB Devices - Software 1.0.3.0 or Higher** (page 35) section.

- When the “NEC USB Phone B/BU” has been selected:

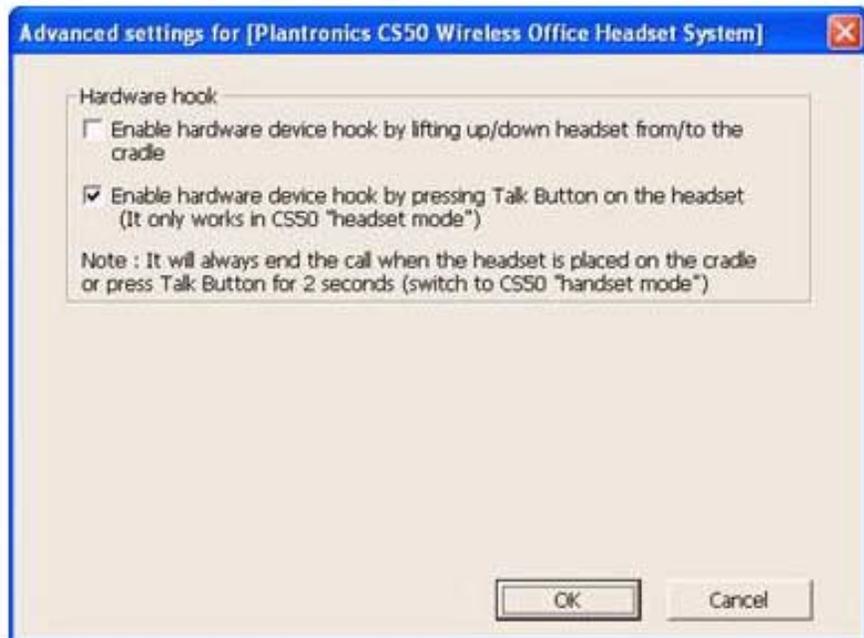


Aspire Soft Phone Setup

- When the “NECi UTR-1-1” has been selected:



- When the “Plantronics CS50 Wireless Office Headset System” has been selected:



Click the [OK] button to return to the [Device Setup] window.

3. Set each item.

Device Setup Options - Software Prior to 1.0.3.0			
No.	Item	Description	
1	NTCPU Setting	Set up a command transmission IP address.	
	NTCPU IP Address	The IP address of the NTCPU is entered.	
		Input range: 000.000.000.000 - 255.255.255.255	
2	Audio Device	Audio device on the Handset and PC are setup respectively.	
	Handset	Use USB Handset Hook Switch	<p>This will be greyed out (inactive) until a USB handset is installed (page 22). When this option is checked, the [Hook switch] icon on the Dterm phone window changes from white to grey and no longer responds to the mouse. The icon now changes with the USB handset as follows:</p> <div style="display: flex; align-items: center;">  <ul style="list-style-type: none"> ● The USB Handset is lifted (green). </div> <div style="display: flex; align-items: center; margin-top: 5px;">  <ul style="list-style-type: none"> ● The USB Handset is on hook (grey). </div>
		Speaker	Specify the source of speaker sound using a handset.
		Mic	Speaker Key Interlock. (Automatic setup) Does not support integrated mic.
		Mixer for Conference	Speaker Key Interlock. (Automatic setup)
		Ring Assignment for USB Handset	Check to allow ringing of incoming call notification over the speaker of the USB handset.
	Handsfree	Speaker	Speaker source for Handsfree conversation.
		Mic	Speaker Key Interlock. (Automatic setup) Does not support integrated mic.
		Mixer for Conference	Speaker Key Interlock. (Automatic setup)
		Automatically change the setting when the Audio Device changes	Check to automatically confirm the desired audio device when an audio device is added or deleted since the last time <i>Aspire Soft Phone</i> was started.

Aspire Soft Phone Setup

Device Setup Options - Software Prior to 1.0.3.0		
No.	Item	Description
3	Network Card	
	Card to be used	Specify the network interface card for the <i>Aspire Soft Phone</i> to use.
	When multiple cards exist, automatically use previously selected card.	If more than one network card is used in the PC, this option can be checked to bypass the setup screen when the <i>Aspire Soft Phone</i> starts. It will automatically select the card used for the previous session.
	Start <i>Aspire Soft Phone</i> even when a network card is not found.	Check to bypass the network card selection even if the previously selected network card is no longer enabled.
	The card selected above is a Virtual Network Card	If more than two network card are used in the PC, this option can be checked. When the card specified by [Card to be used] is a Virtual network Card, check to specify the network card actually used below.
Card actually to be used	The network cards other than the network card specified by [Card to be used] can be specified. The network card actually used is specified from the pull-down list.	

Device Setup Options - Software 1.0.3.0 or Higher			
No.	Item	Description	
1	NTCPU Setting	Set up a command transmission IP address.	
	NTCPU IP Address	The IP address of the NTCPU is entered.	
		Input range: 000.000.000.000 - 255.255.255.255	
2	Audio Device	Audio device on the Handset and PC are setup respectively.	
	Select Audio Device	Audio Device for Talk	Select an audio device for talking.
		Audio Device for Incoming	Select an audio device for incoming ring. <i>Handsfree talk can be available if your PC has a MIC device.</i>
		Ring Assignment	Check the box to ring.
		Ring Volume	Adjust the ring volume
		Automatically change the setting when the Audio Device changes	Check to automatically confirm the desired audio device when an audio device is added or deleted since the last time <i>Aspire Soft Phone</i> was started.
	USB Handset / Headset	Select Device to Use	Select the device to use its special features.
		Ring Assignment	Check the box to ring incoming call notification over the USB device selected on [Select device to use].
		Volume	Select the volume of the ring tone. <i>The UTR-1-1 and CS50 Wireless Office Headset System does not support the volume control.</i>
		[Advanced] Button	Click to show an “Advanced Setting” window which provides options for setting the hooswitch and function keys of the USB device you selected. <i>Refer to Advanced Setting of USB Devices - Software 1.0.3.0 or Higher (page 35).</i>

Aspire Soft Phone Setup

Device Setup Options - Software 1.0.3.0 or Higher		
No.	Item	Description
3	Video Device	This is detected automatically when a USB camera is connected to the PC when the Aspire Soft Phone is started. <i>Refer to "Set Up a USB Camera" for installation details.</i>
	Own image will be left and right reversed (Mirror Image)	When checked, the local station image on the videophone screen is made left-right reverse. This is the default setting.
	Self-image is not sent out when video call is started	When checked, self-image is not sent out at the time of a video call start. This is the default setting.
4	Network Card	
	Card to be used	Specify the network interface card for the <i>Aspire Soft Phone</i> to use.
	When multiple cards exist, automatically use previously selected card.	If more than one network card is used in the PC, this option can be checked to bypass the setup screen when the <i>Aspire Soft Phone</i> starts. It will automatically select the card used for the previous session.
	Start <i>Aspire Soft Phone</i> even when a network card is not found.	Check to bypass the network card selection even if the previously selected network card is no longer enabled.
	The card selected above is a Virtual Network Card	If more than two network card are used in the PC, this option can be checked. When the card specified by [Card to be used] is a Virtual network Card, check to specify the network card actually used below.
Card actually to be used	The network cards other than the network card specified by [Card to be used] can be specified. The network card actually used is specified from the pull-down list.	

Advanced Setting of USB Devices - Software 1.0.3.0 or Higher		
No.	Item	Description
1	Hardware Hook	
	Enable hardware device hook by lifting up/down handset from/to the cradle	Check to enable the hook function by lifting the handset up or down from the cradle or by activating the headset. <i>By enabling the hardware device's hook switch, it will disable the "Software hook switch".</i>
	Enable hardware device hook by lifting up/down headset from/to the cradle	
	Enable hardware device hook by pressing Func Button on the handset	Check to enable the hook function by pressing Func (or Talk) button. <i>The CS50 will only work in headset mode.</i> <i>By enabling the hardware device's hook switch, it will disable the "Software hook switch".</i>
2	Function Key Assignment	This sets the function key operation for the NECi UTR-1-1 USB Handset (P/N 780097).
	F1 ~ F4	Set the operation of the function keys (F1 ~ F4): <ul style="list-style-type: none"> • Not Assign • CHECK • Soft Key [1] ~ Soft Key [4] • CLEAR • Line Key [01] ~ Line Key [24] • MSG • FLASH • CONF • DIAL • LND • MIC • SPK • CALL1 • CALL • DND • HOLD • Volume Up • Volume Down <i>Default settings do not have any function keys assigned.</i>
3	Ring Volume	
	Ring volume at lift up the phone	Control the loudness of incoming calls while on the phone. <i>This setting takes affect only when:</i> <ul style="list-style-type: none"> - An incoming call is received while on the phone. - USB handset is set at "Audio Device for Incoming". <i>The volume of incoming calls when the USB handset is on the cradle is set with the "Audio Device for Incoming" option.</i>

4. Click the [OK] button. The Device Setup is completed.

Aspire Soft Phone Setup

Call Setup

Use the Call Setup screen to define the set up options for outgoing calls.

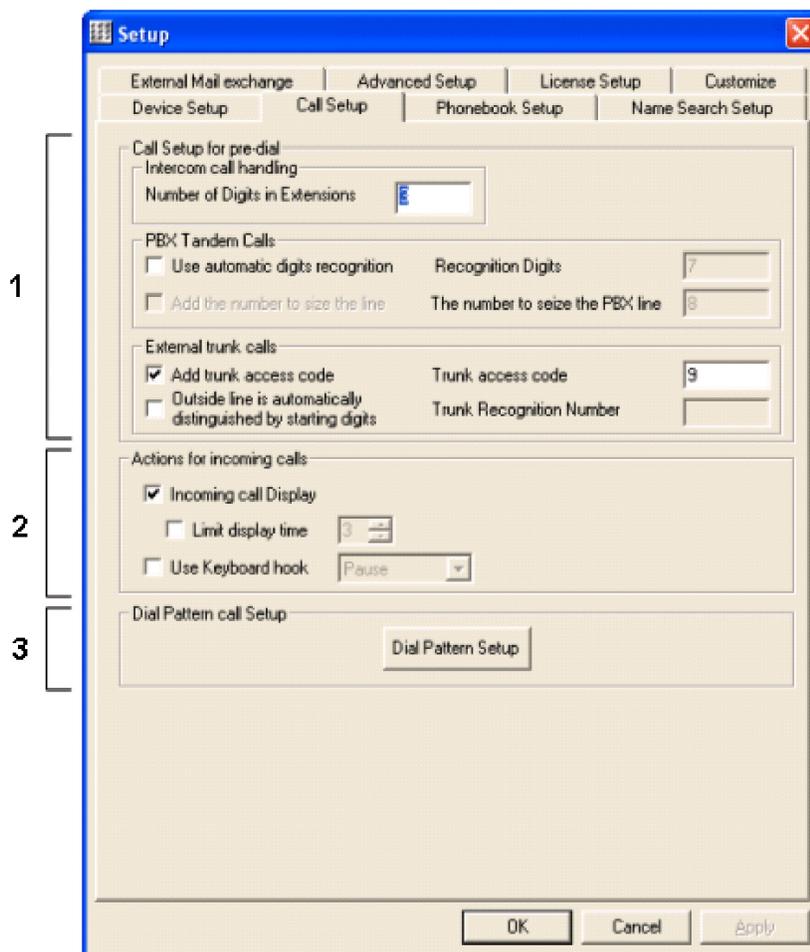


[Setup] icon

1. Click the [Setup] icon. The *Setup* screen is displayed.

Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

2. Click the [Call Setup] button.



3. Set each item.

Call Setup Options				
No.	Item	Description	Note	
1	Call Setup for Pre-Dial			
	Intercom Call Handling	Number of Digits in Extensions	Input the number of digits used for intercom calls. When dialing a number, if the number of digits surpasses this setting, it will be not be treated as an intercom call.	
	PBX Tandem Calls	Use Automatic Digit Recognition	Check to enable the automatic recognition of a tandem call.	Add number to seize line.
		Recognition Digits	Input the number of digits to be inputted when a number for PBX tandem calling is added at the beginning of the telephone number.	Number to seize PBX line.
	External Trunk Calls	Add Trunk Access Code	Check to enable the automatic insertion of a trunk access code.	Enter the trunk access code number to be dialed.
Outside Line Automatically Distinguished by Starting Digits		Check this when a call should be sent out on an outside line, regardless of the number of digits.	Enter the trunk number.	
2	Actions for Incoming Calls			
	Incoming Call Display	<p>Check to enable incoming call indication. This includes the following incoming indications.</p> <ul style="list-style-type: none"> • Task tray icon flashes red. The status window flashes red for incoming intercom or CO calls. • Line key activated during incoming call. The function button indication flashes red. 	<ul style="list-style-type: none"> • When checked, the main bar is shown during an incoming call even if the toolbar is set for Auto-Hide. • When the check is removed, only the Answer button, and the Function button go on and off. <p>Regardless of this setup, incoming notification is indicated on the Dterm window.</p>	
	Incoming Call Display Limit Display Time	When not checked, incoming call display is constant. When checked, incoming call display is limited to the number of seconds chosen. (Input range: 0-60 seconds)	Regardless of this setup, incoming notification is indicated on the Dterm window.	
	Use Keyboard Hook (Inactive (greyed out) if the USB handset is installed)	<p>Check to select a key to function as a hook switch. Each time the key is pressed, the extension switches status (off hook / on hook).</p> <ul style="list-style-type: none"> • F1~F12 • Pause • Shift • Tab • ESC • Home • End 	<p>When selected, the [Hook switch] icon of the Dterm window changes from white to grey and now toggles with key presses.</p> <p>Note: Specify a key that isn't used with other application to prevent mis-operation.</p>	

Aspire Soft Phone Setup

Call Setup Options			
No.	Item	Description	Note
3	Dial Pattern Call	Allows the manipulation of the number to be dialed. Digits can be added or deleted for such purposes as trunk access codes, PIC codes and other long distance codes, etc.	
	Dial Pattern Setup	Refer to Dial Pattern Setup (page 50).	

4. Click the **[OK]** button. The Call Setup is complete.

Phonebook Setup

The Phonebook Setup screen is used to set up the options for the Phonebook.

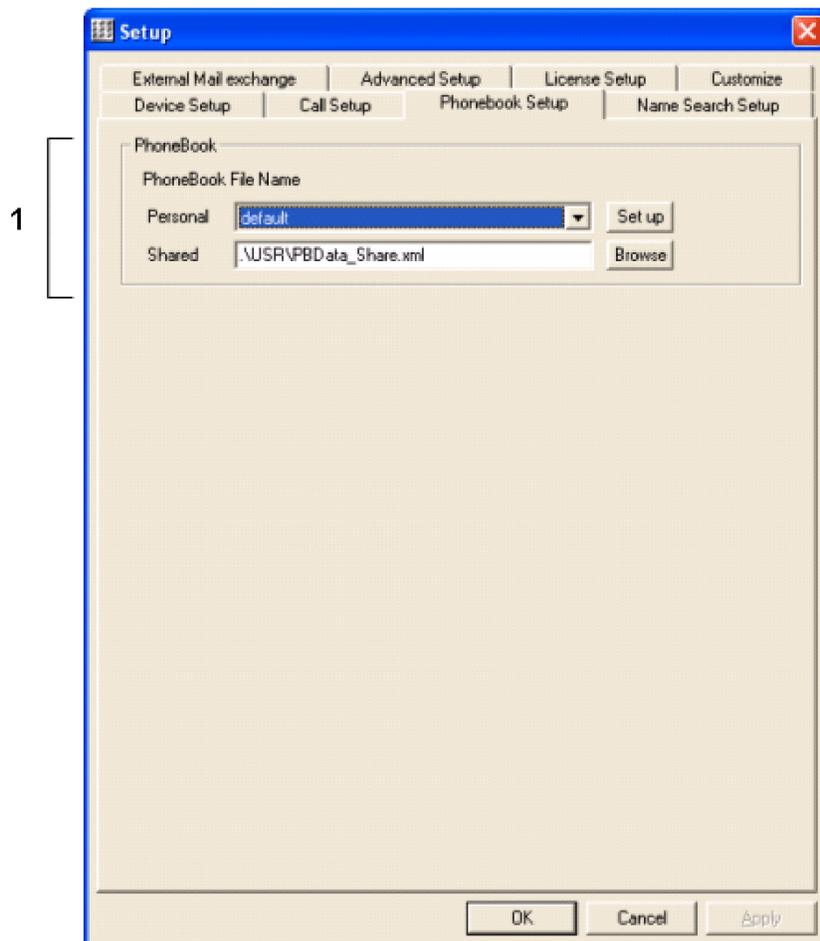


[Setup] icon

1. Click the [Setup] icon. The *Setup* screen is displayed.

Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

2. Click the [Phonebook Setup] tab.



Aspire Soft Phone Setup

3. Set each item.

Phonebook Setup Options			
No.	Item	Description	Note
1	Phonebook		
	Personal Phonebook	Select the file for the Personal Phonebook. Clicking on the Setup button allows you to add or edit the information. Enter the path or select the location using the Browse button.	A Phonebook is kept with the Contact XML form. Both a full path and a relative path can be entered.
	Shared Phonebook	Register, correct or delete the path of the Shared Phonebook on a server.	The indication becomes a full path though both a full path and a relative path can be entered.

4. Click the **[OK]** button. The Phonebook setup is complete.

Name Search Setup

Use the Name Search Setup to define the Phonebooks to be checked when searching a telephone number when a name is entered into the input window.

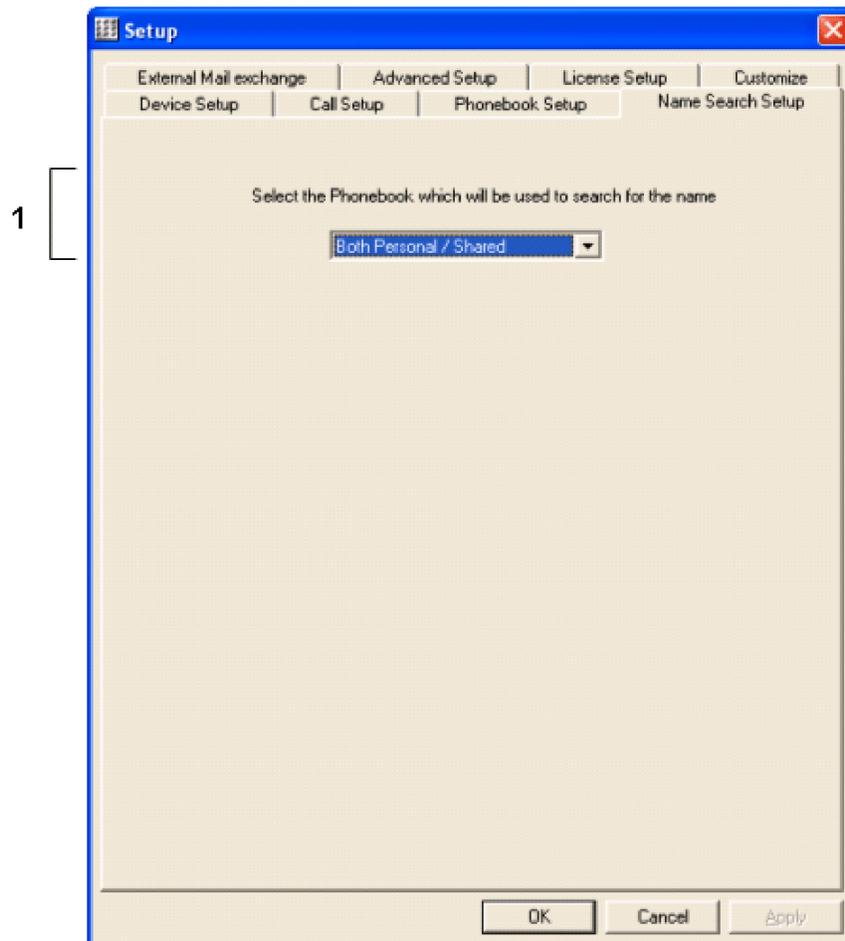


[Setup] icon

1. Click the [Setup] icon. The *Setup* screen is displayed.

Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

2. Click the [Name Search Setup] tab.



Aspire Soft Phone Setup

3. Set each item.

Name Search Setup Options		
No.	Item	Description
1	Select the Phonebook which will be used to search for the name. Specify the phonebook to look up a name/ telephone number entry. The following choices are available: <ul style="list-style-type: none">• Personal Phonebook• Shared Phonebook• Both Personal / Shared	Contents of designation and the order of priority of searching are as follows: <ul style="list-style-type: none">• A personal Phonebook is specified. Personal Phonebook• A shared Phonebook is specified Shared Phonebook.

4. Click the **[OK]** button. The Name Search Setup is complete.

External Mail Exchange Setup

To enable the *Aspire Soft Phone* to operate with your EMail system, set up the connection configuration with the system.

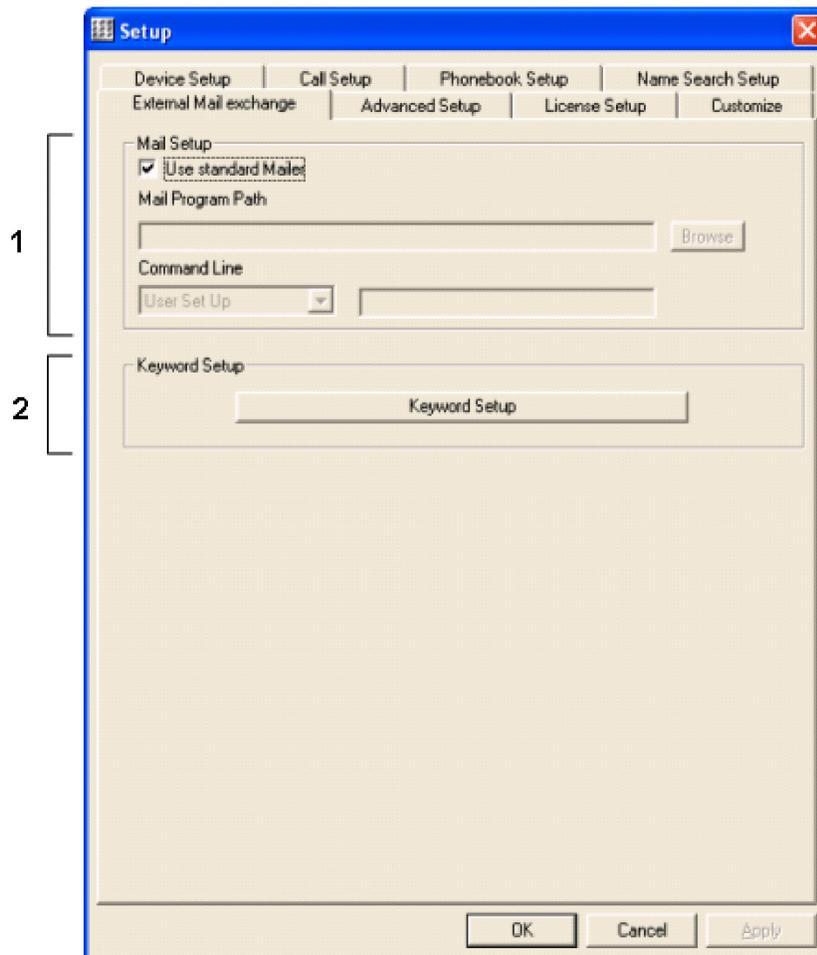


[Setup] icon

1. Click the [Setup] icon. The *Setup* screen is displayed.

Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

2. Click the [External Mail Exchange Setup] tab.



Aspire Soft Phone Setup

3. Set each item.

External Mail Exchange Setup Options			
No.	Item	Description	Note
1	Mail Setup	Used for configuring the <i>Aspire Soft Phone</i> to communicate with your EMail application. It can use the “standard EMail application” or be given the path to another EMail application. If a contact in your PIM is not available by phone, with the phone number still in the Input Window, you can click the [Send Mail] button, and it will automatically open your EMail program, inputting the EMail address in the PIM for the contact. Refer to Send EMail Using Phonebook (page 92) for details.	
	Use Standard Mailer	When checked, the default mail application registered with Windows® operating system is used.	Refer to Register Default EMail Application (page 93).
	Mail Program Path	To use an application other than the “Default Mail Application”, uncheck Use Standard Mailer , and specify the full path to the EXE file of the intended mail application.	This can be selected by clicking the [Browse] button.
	Command Line	When another mail application is used, this is set for starting up a new EMail with the EMail address already inserted in the “To:” window.	Without this command line option setting, the mail application starts up but there is no display of new EMail window.
2	Keyword Setup		
	Keyword Setup	Refer to Keyword Setup (page 45).	

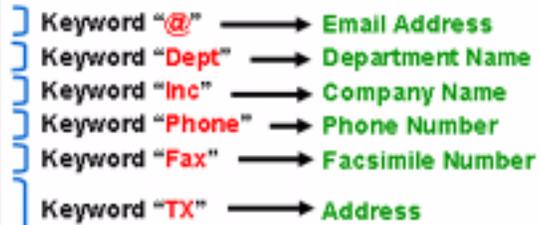
4. Click the **[OK]** button. The External Mail Exchange Setup is complete.

Keyword Setup

Use the Keyword menu in Setup to register Keywords so *Aspire Soft Phone* can automatically extract the Name, Telephone Number, EMail Address and other key issues from EMail contents in “Easy Directory Registration”.

For example, *Aspire Soft Phone* gets information from the EMail contents and automatically puts it into the directory. Each of these settings are optional:

- Select only the Keyword
- Select the forward portion of Keyword
- Select the backward portion of Keyword

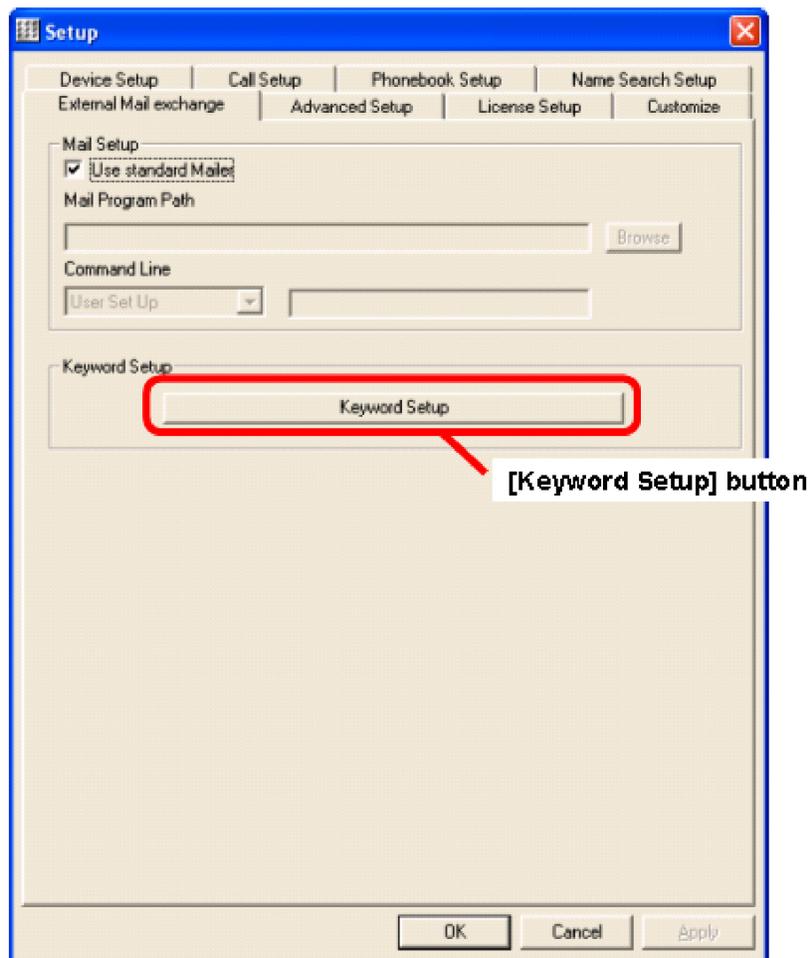


1. Click the [Setup] icon. The *Setup* screen is displayed.

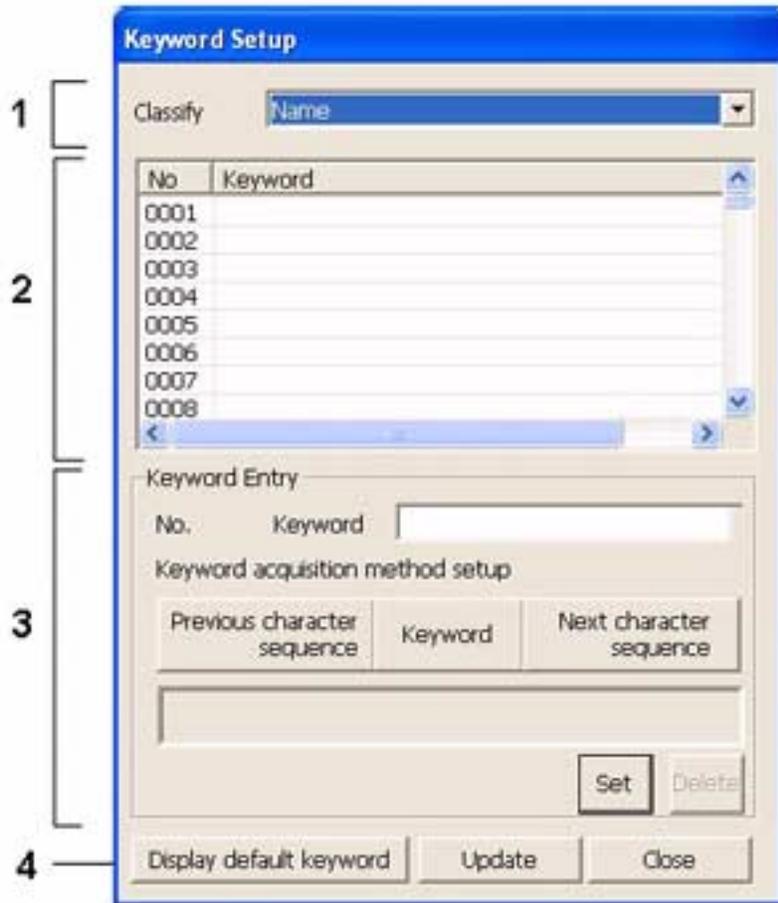
Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

Aspire Soft Phone Setup

2. Click the [External Mail Exchange Setup] tab.



3. Click the [Keyword Setup] button. The *Keyword Setup* screen is displayed.



Aspire Soft Phone Setup

4. Set each item.

Keyword Setup Options			
No.	Item	Description	Note
1	Classify	Keyword categories are divided into the following groups: <ul style="list-style-type: none"> • Name • Company • Department • Title • EMail • Zip Code • Address • Telephone Number1 • FAX Number 	
2	Keyword Display Area	All Keywords registered in the above [Classify] category are listed here.	
3	Keyword Entry		Keywords registered as default cannot be reregistered.
	Keyword	Enter the Keyword to be registered. (Input range: max 30 characters)	
	Keyword Acquisition Method Setup	<p>The character string to be extracted is dependent upon the registered Keyword location option(s) you chose.</p> <p>The six acquisition conditions below are assigned by a combination of the following three buttons [Previous Character Sequence], [Keyword], and [Next Character Sequence]. If these buttons are selected, the option is enabled - click again to disable (the default status is off).</p> <ul style="list-style-type: none"> • Acquire the character sequence before a keyword • Acquire the character sequence before a keyword and as well as a keyword • Acquire only a keyword • Acquire the character sequence after a keyword • Acquire a keyword and the character sequence after keyword • Acquire all character sequence 	The correspondence between each button and content to be set is referred to “Keyword Acquisition Setup List”.
4	Display Default Keyword	This displays all the default Keywords that are already registered.	

Keyword Acquisition Setup List			
[Previous character sequence] Button	[Keyword] Button	[Next character sequence] Button	Contents
OFF	OFF	OFF	This combination is prohibited.
ON	OFF	OFF	Acquire the character sequence before a keyword.
OFF	ON	OFF	Acquire only a keyword.
OFF	OFF	ON	Acquire the character sequence after a keyword.
ON	ON	OFF	Acquire the character sequence before a keyword and a keyword.
ON	OFF	ON	This combination is prohibited.
OFF	ON	ON	Acquire a keyword and the character sequence after a keyword.
ON	ON	ON	Acquire all character sequence.

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

Keyword Setup is complete.

Note:

Use the following procedure if you want to delete a registered keyword.

1. Click the Keyword to be deleted in Keyword display area.
2. Click the **[Delete]** button.

The “Delete?” screen is displayed.

3. Click the **[OK]** button.
4. Click the **[Update]** button.

Aspire Soft Phone Setup

Dial Pattern Setup

This sets up the call origination process, such as Add/Delete number assignment for a telephone number.

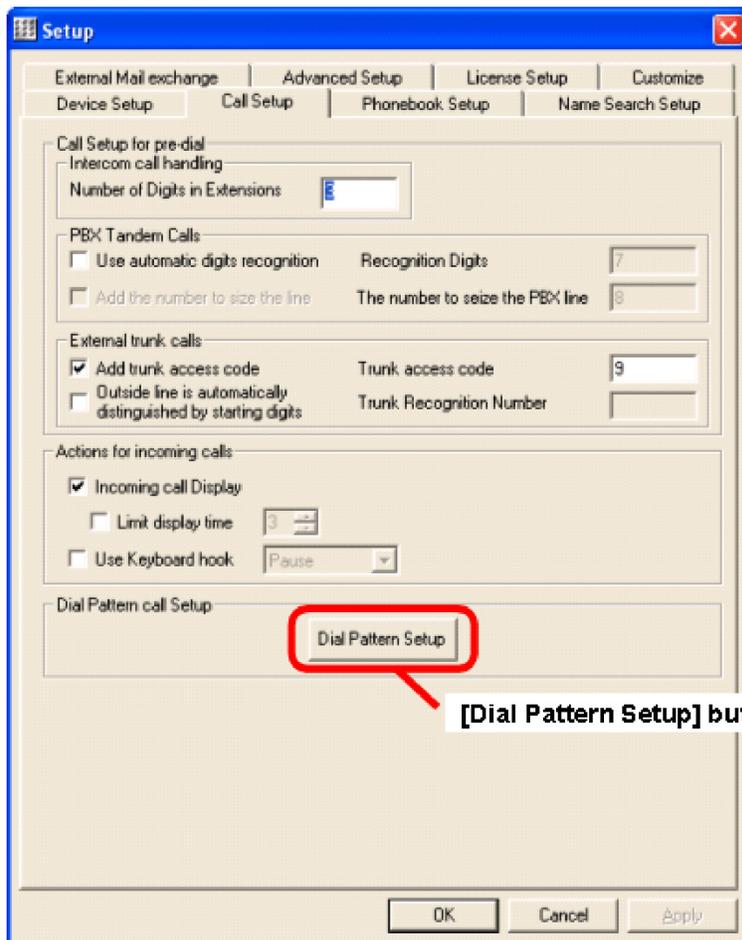


[Setup] icon

1. Click the [Setup] icon. The *Setup* screen is displayed.

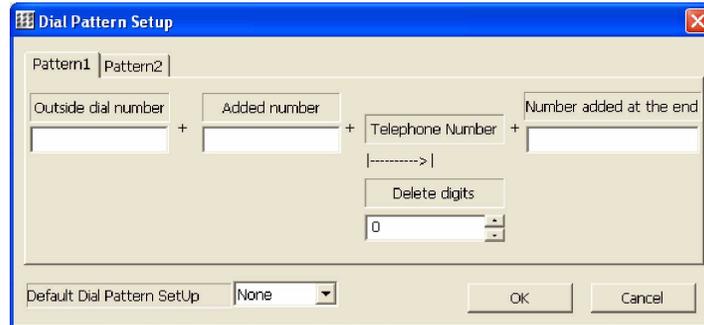
Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

2. Click the [Call Setup] tab.



[Dial Pattern Setup] button

- Click the **[Dial Pattern Setup]** button. The *Dial Pattern Setup* screen is displayed.



- Set each item.

Dial Pattern Setup Options		
	Item	Description
Pattern 1, Pattern 2	Outside dial number	Specify trunk access code used to make an outgoing call.
	Added number	Specify additional digit(s) to be added in front of the phone number.
	Delete digits	Specify the number of digits to be deleted from the beginning of the phone number.
	Number added at the end	Specify the additional digits to be added after the phone number.
Default Dial Pattern Set Up		When making a call using a dial pattern, always specify this dial pattern. <ul style="list-style-type: none"> • None: No dial pattern is selected • 1: Dial pattern 1 is always used • 2: Dial pattern 2 is always used

- Click the **[OK]** button. The *Setup* screen displays.
Dial Pattern Setup is complete.

Aspire Soft Phone Setup

Advanced Setup

This sets the connection information with the Aspire S/Aspire NTCPU.

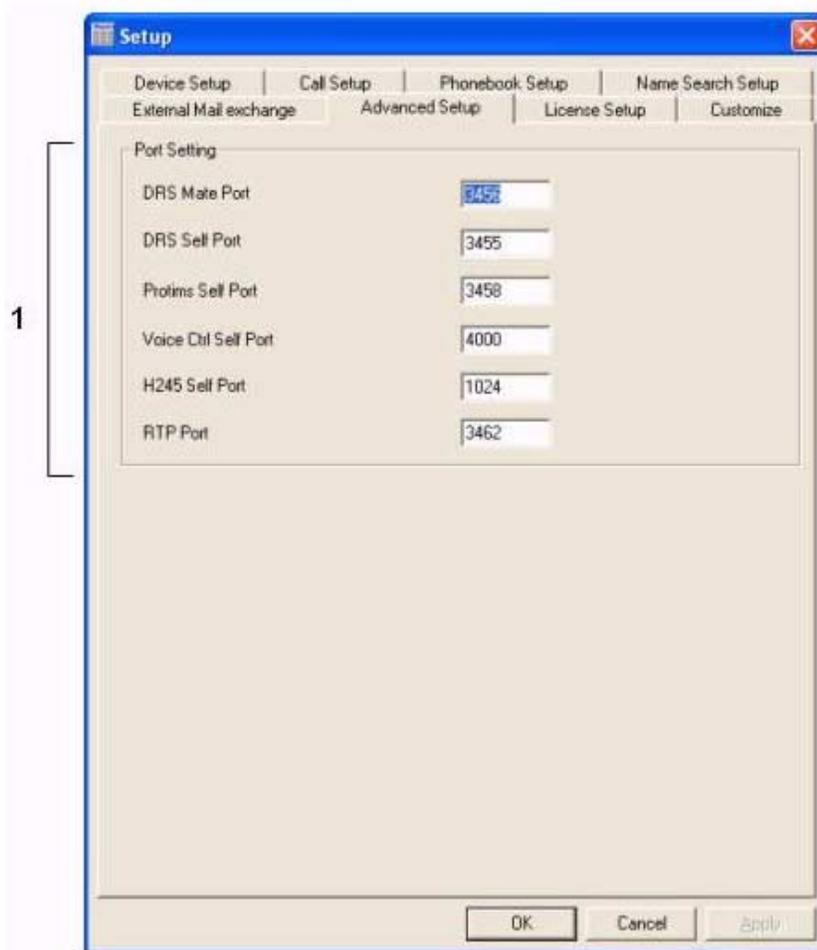


[Setup] icon

1. Click the [Setup] icon. The *Setup* screen is displayed.

Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

2. Click the [Advanced Setup] tab.



3. Set each item.

Advanced Setup Options			
No.	Item	Description	Note
1	Port Setting		There is no need to change these settings under normal circumstances.
	DRS Mate Port	This sets the port number of the DRS server. Input range: 0-65535	
	DRS Self Port	This sets the port number which transmits the packet to the DRS server. Input range: 0-65535	
	Protims Self Port	This sets the port number which transmits the packet of Protims. Input range: 0-65535	
	Voice Ctrl Self Port	This sets the port number which transmits the completion response packet of preparation. Input range: 0-65535	
	H245 Self Port	This sets the port number which transmits the H245 message. Input range: 0-65535 <i>Default changed from "0" with software prior to 1.0.3 to "1024" with software 1.0.3 or higher.</i>	
RTP Port <i>(Only available with software 1.0.3 or higher.)</i>	This sets the port number which transmits and receives the RTP packet. Input range: 0-65535		

4. Click the [OK] button. The Advanced Setup is complete.

Aspire Soft Phone Setup

License Setup

Use this window for confirmation and resetting of the *Aspire Soft Phone* serial key number. There is usually no reason to change this item once registered.

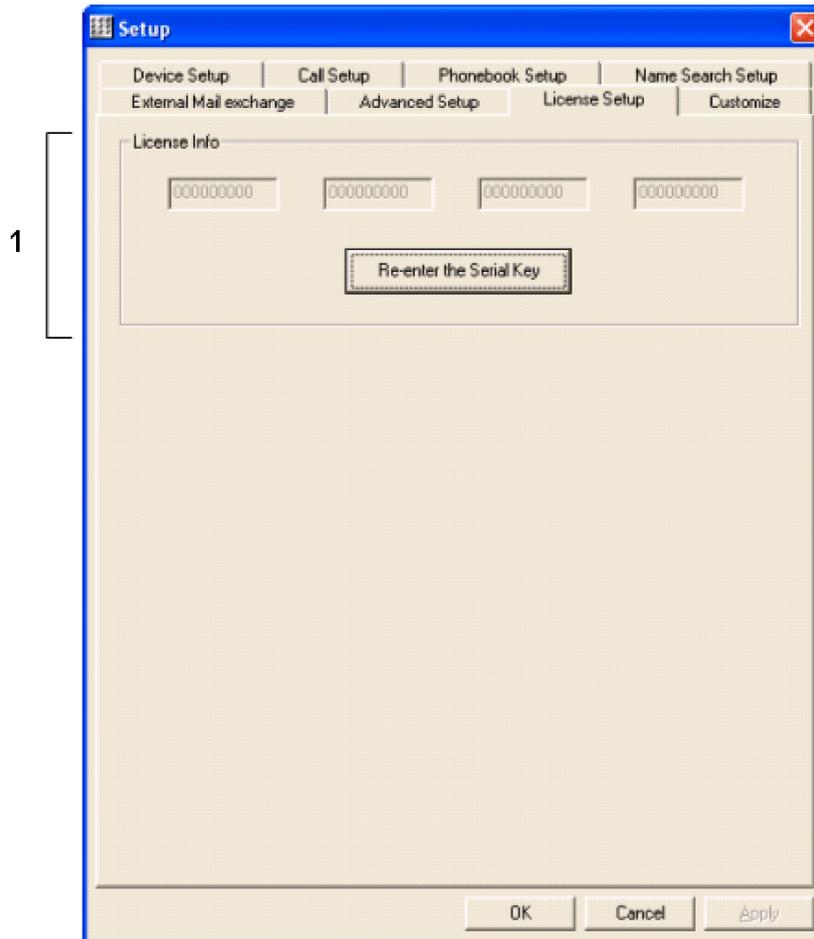


[Setup] icon

1. Click the [Setup] icon. The *Setup* screen is displayed.

Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

2. Click the [License Setup] tab.



3. Set each item.

License Setup Options			
No.	Item	Description	Note
1	License Info	The serial key number of the <i>Aspire Soft Phone</i> is displayed.	
	Re-enter the Serial key	This is for re-entering the Serial key number that was set during the <i>Aspire Soft Phone</i> installation.	There is usually no need to change this once entered.

4. Click the [OK] button. License Setup is complete.

Aspire Soft Phone Setup

Customize Setup

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

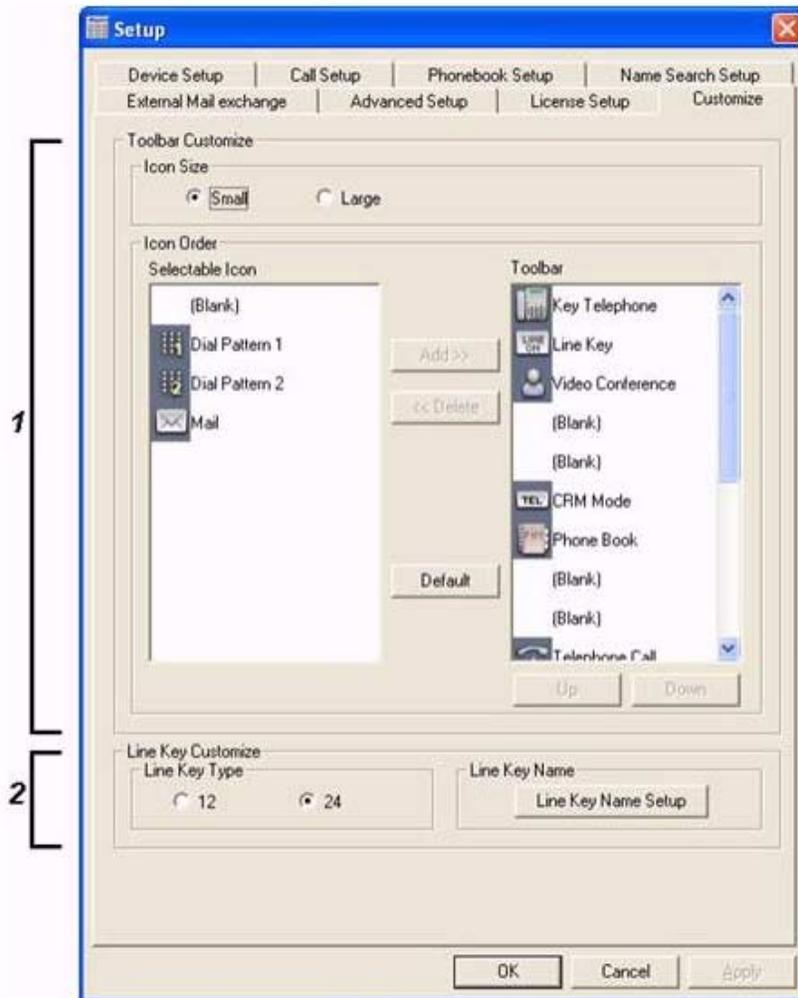


[Setup] icon

1. Click the [Setup] icon. The *Setup* screen is displayed.

Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

2. Click the [Customize] tab.



3. Set each item.

Customize Setup Options		
No.	Item	Description
1	Toolbar Customize	
	Icon Size	Select the toolbar icon size. <ul style="list-style-type: none"> • Small • Large
	Icon Order	Set up the order of the icons displayed on the toolbar. <ul style="list-style-type: none"> • Selectable Icon The list of icons which can be arranged on the toolbar. • Toolbar The list of icons arranged on the toolbar. • Add The icon selected in 'Selectable Icon' is added to 'Toolbar'. • Delete The icon Selected in 'Toolbar' is deleted. • Default All icons are returned to default setting. • Up • Down The order of the icon selected in 'toolbar' is changed.
2	Line Key Customize	
	Line Key Type	Select the line key type. <ul style="list-style-type: none"> • 12 Line keys • 24 Line keys
	Line Key Name Setup	Please refer Line Key Name Setup (page 58).

4. Click the [OK] button. The Customize Setup is complete.

Aspire Soft Phone Setup

Line Key Name Setup

Use this option to modify the line key name.

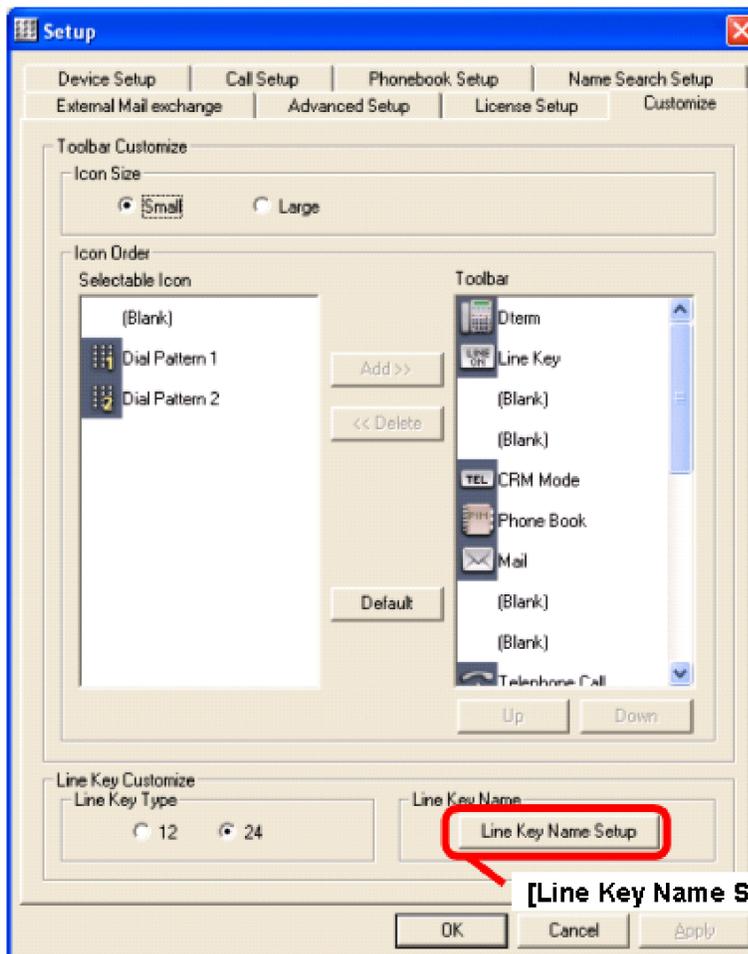


[Setup] icon

1. Click the [Setup] icon. The *Setup* screen is displayed.

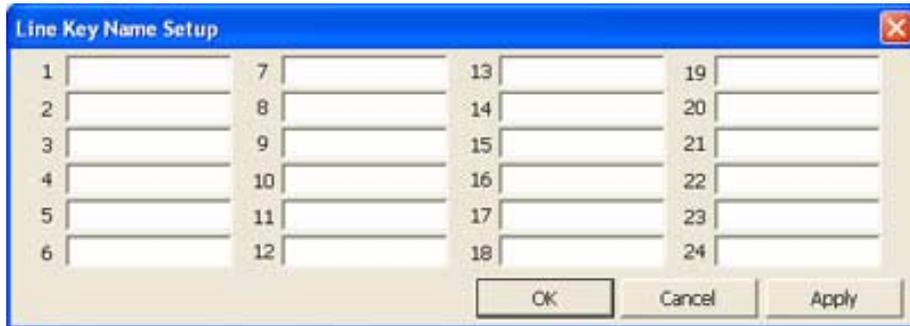
Note: If the [Setup] icon does not exist on the toolbar, right-click on the toolbar and click [Setup] on the pull down menu.

2. Click the [Customize] tab.



[Line Key Name Setup] button

- Click the [**Line Key Name Setup**] button. The *Line Key Name Setup* screen is displayed.



- Set each item.

Line Key Name Setup Options		
No.	Item	Description
1	Line Key Name 1~24	<p>This is displayed in following:</p> <ul style="list-style-type: none"> Line Key Window - click “Line On’ icon When the mouse pointer is over the line key in the Key Telephone window <p>Up to 12 characters can be registered.</p> <p>Note: If keys are reassigned in Program 15-07-01 or by using service codes (851 or 852), this list must be changed by the user.</p>

- Click the [**OK**] button. Return to the *Setup* screen.
Line Key Name Setup is complete.

Aspire Soft Phone Setup

Video Soft Phone Setup

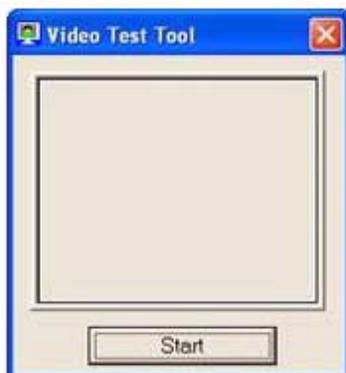
With Aspire software 4.93 or higher, a USB camera can be connected to the Aspire Soft Phone PCs, allowing a user to make a phone call to another user registered on the same system and provide a video transmission for the call (as long as both users have a USB camera connected and the Aspire Soft Phone application installed with a serial key providing the video function).

Any USB camera can be used providing it is a standard USB camera for PC use, however, the Logitech cameras are recommended for use with the Aspire Soft Phone application.

Note: The video function will not operate *unless peer-to-peer is enabled* in the Aspire Program 10-26-01.

The availability of the video function depends on the serial number of the Aspire Soft Phone. If the serial number allows the video function, the video icon will be enabled on the toolbar when the Aspire Soft Phone is started. If the serial number does not allow for the video function, the icon will be disabled (greyed out).

- Follow the instructions included with the USB camera for installation.
- Prior to using the USB camera with the Aspire Soft Phone application, test the camera operation using the Video Test Tool. Click **START - PROGRAMS - ASPIRE SOFT PHONE - TOOLS - VIDEO TEST TOOL** . The Video Test Tool screen is displayed:



- Click **START** . An image is displayed and the **START** button is changed to an **END** button.
- Click the **END** button. The image disappears.
- Click the **X** button in the upper right-hand corner.

If the following window is displayed during the video test, click the **UNBLOCK** button.



Start Aspire Soft Phone Application

Aspire Soft Phone automatically runs when the PC is booting up if *Aspire Soft Phone* is registered on start-up. If the *Aspire Soft Phone* is not registered on start-up or the *Aspire Soft Phone* is closed manually, *Aspire Soft Phone* can be manually opened.

Note:

Aspire Soft Phone cannot be used simultaneously with the applications (Windows® Messenger etc.) which have set up the same audio device.

When other such applications are used simultaneously, set up another audio device.

Start Aspire Soft Phone Application Automatically

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

1. Power on the PC.
Aspire Soft Phone automatically runs after the computer boots up.
The *Aspire Soft Phone* application starts and the toolbar is displayed.

Start Aspire Soft Phone Application Manually

The shortcut key [**Aspire Soft Phone**] is shown if the shortcut key option was selected during set up. The *Aspire Soft Phone* application can be run by double-clicking the shortcut key or by the application from the Window's Start menu.

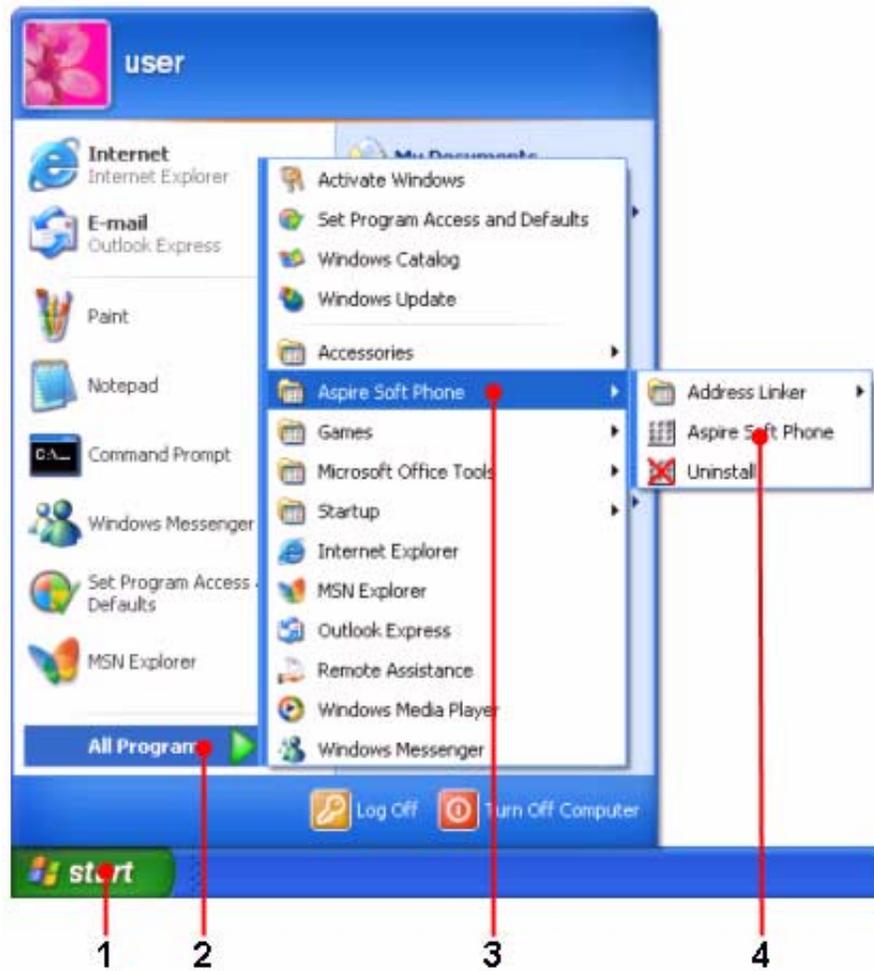
1. Proceed following either operation.
 - Double-click the [**Aspire Soft Phone**] icon.



Aspire Soft
Phone

- Click:
[Start] → [All Programs] → [Aspire Soft Phone] → [Aspire Soft Phone]

Using the Soft Key Application



2. Subsequent operation is the same as if the application started automatically.

Exit Aspire Soft Phone Application

To exit the *Aspire Soft Phone* application, use the following procedure.

1. Select one of the following operations.:
 - Click the [**X**] button on toolbar.
 - Right-click on the toolbar and click [**Exit**] on the pull-down menu.
 - Right-click on the [**Aspire Soft Phone**] icon in task tray and click [**Exit**] on the pull-down menu.

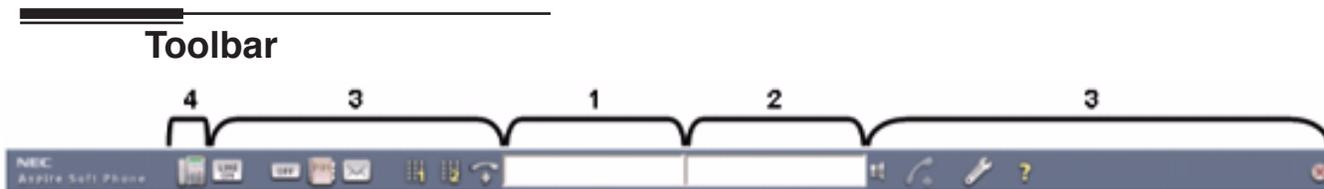
The following screen is displayed.



2. Click the [**Yes**] button. *Aspire Soft Phone* closes.

Using the Soft Key Application

Description of the Aspire Soft Phone's Screen and Icons



Toolbar Description		
No.	Name	Description
1	Input Window	Left-click when you make a call. Then enter a telephone number or name from the <i>Aspire Soft Phone</i> Personal or Shared Phonebook.
2	Status Window	Display the <i>Aspire Soft Phone</i> 's status (on call, receiving, speaking, waiting and so on). In addition, the following information is displayed. <ul style="list-style-type: none">• Caller ID Display• Call Elapsed Time• Display "Searching NTCPU" when the <i>Aspire Soft Phone</i> is not currently in communication with the Aspire system.
3	Each Icon	Depending on the situation, the following icons are available: <ul style="list-style-type: none">• Call: Refer to Icon (Call) (page 70)• Phonebook: Refer to Icon (Phonebook) (page 71)• Setup: Refer to Icon (Setup) (page 72)
4	[Display Key Telephone Window] Icon	Display or close the Key Telephone Window. Refer to Key Telephone Window (page 66).

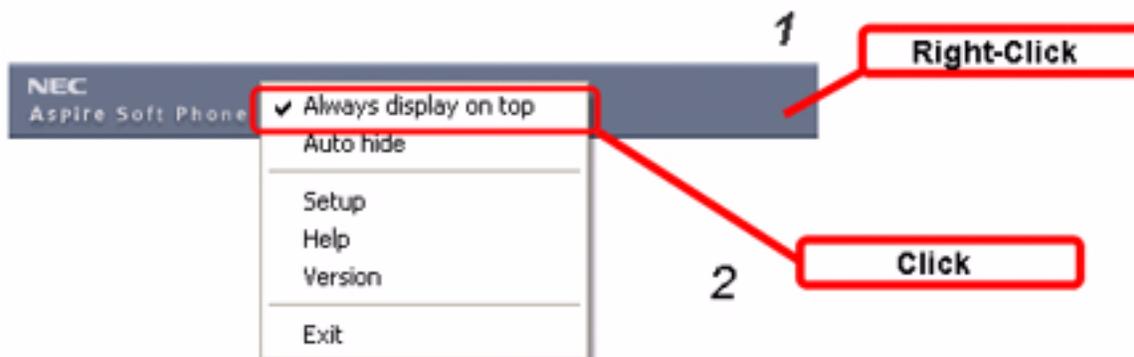
Note: If you want to change the toolbar's position, click the blank area of toolbar and drag. The toolbar can be positioned either at the top or bottom of the screen (Default: top).



Using the Soft Key Application

You may wish to display the toolbar at all times, regardless of other open applications. When this option is enabled, the Key Telephone window is also displayed in front.

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



When the *Aspire Soft Phone* is not used, you may wish to hide the toolbar. The *Aspire Soft Phone* toolbar would then be accessed from the Windows toolbar. With the Auto Hide option enabled, the toolbar is displayed only when:

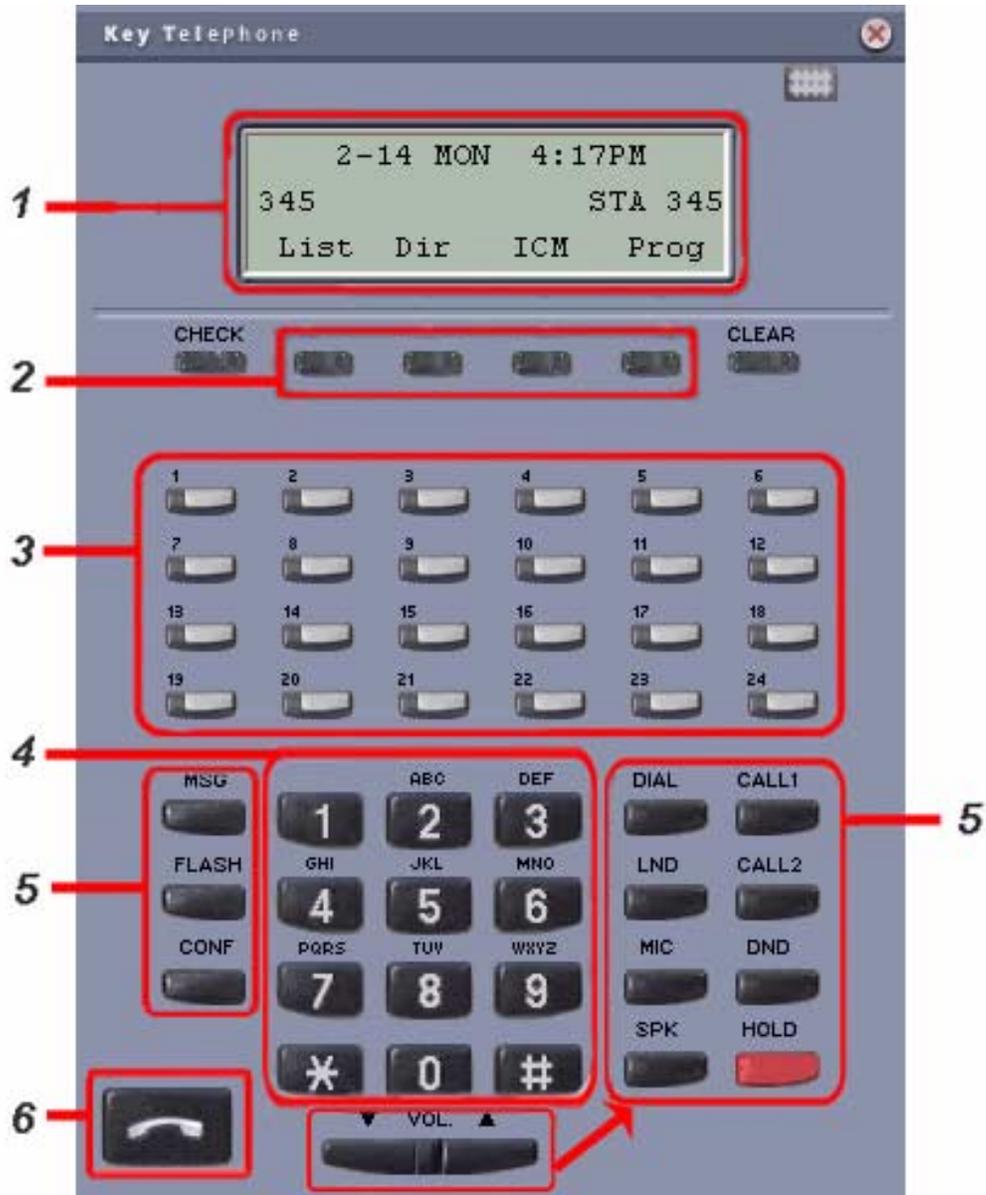
- there is an incoming call (This, however, can be changed in the Setup menu)
- the cursor is close to the Windows toolbar (located at either the top or bottom of the desktop, depending on your setting).
- the Input window is focused
- the Key Telephone window is displayed

The toolbar cannot be shown when hiding behind the another screen (if "Always display on top" is not checked).

1. Right-click the toolbar.
2. Check "Auto hide" (Default: not checked).

Using the Soft Key Application

Key Telephone Window



Using the Soft Key Application

Key Telephone Window Description		
No	Item	Description
1	3 lines LCD window	Display date and time as well as the dialed telephone number and various status details of the <i>Aspire Soft Phone</i> . In the bottom line, the Soft Key menu is displayed.
2	Soft key 1~4 (from the left)	Click to select the menu which is displayed in the bottom-most line of 3-line LCD.
3	Line key 1~24	Click to seize a line or use a one-touch button. These keys can also be programmed for the Programmable Function key options as with a digital keyset (Program 15-07-01 or Service Codes 851 and 852). The state of each line key is displayed. (Green on, red wink, etc...) The number of line keys (12/24) displayed on the <i>Key Telephone</i> window follows the setting of the Line Key Type. Refer to Customize Setup (page 56).
4	10-key numeric keypad	Click to dial a telephone number. The clicked number is displayed in the 3-line LCD window.
5	Various function buttons	The LEDs turn on when selected.
		[CALL1], [CALL2] button (Line Appearance buttons) These are Intercom buttons for placing and answering calls. If you are busy on one - just use the other.
		-[DND] button Click to set Do Not Disturb.
		-[HOLD] button Click to put a call on Hold.
		-[DIAL] button Click [CALL1], [DIAL] and a bin number for Abbreviated Dialing.
		-[LND] button Click [CALL1] then [LND] to automatically redial the last number you called.
		-[MIC] button Click to turn the Mic on/off. The light turns on/off according to the status of the feature.
		-[SPK] button Click to make a call and to hang up.
		-[MSG] button Click to check messages when indicated by the Voice Mail or Message Waiting feature.
		-[FLASH] button While on a call, click [FLASH] to hang up or flash.
		-[CONF] button Click to begin a Conference call and to retrieve the held Intercom call.
	-[Volume] button Use to adjust the received volume.	

Using the Soft Key Application

Key Telephone Window Description		
No	Item	Description
6	[hook switch] button (on the hook)  (off the hook) 	Click to operate the same as off hook/on hook. Each click switches the state to off hook and on hook.

Line Key Window



Line Key Window Description		
No	Item	Description
1	Line Key 1~24	Click to seize a line or use a one-touch button. The state of each line key is displayed. (Green on, red wink, etc...) The number of line keys (12/24) displayed on <i>Line Key</i> window follows the setting of the Line Key Type. Refer to Customize Setup (page 56).
2	Line Key Name 1~24	You can modify each line key name on the <i>Line Key Name Setup</i> screen. Refer to Line Key Name Setup (page 58).

Using the Soft Key Application

Icon (Call)

The icons on the left of the Input and Status windows in the toolbar are mainly for the call functions.

Icon (Call) Description		
No.	Item	Description
1	 [Line Key] icon	Click to display the line key screen. Click this button  again, and the line key screen closes.
2	 [Dial Pattern 1] icon	The telephone number in the <i>Input</i> window is edited (numbers added or deleted) by the content of "Dial Pattern 1". The call is then placed. - "Dial Pattern 1" is set on the <i>Aspire Soft Phone</i> setting screen. Refer to Dial Pattern Setup (page 50). Note: This is not displayed with the default setting.
3	 [Dial Pattern 2] icon	The telephone number in the <i>Input</i> window is edited (numbers added or deleted) by the content of "Dial Pattern 2". The call is then placed. - "Dial Pattern 2" is set on the <i>Aspire Soft Phone</i> setting screen. Refer to Dial Pattern Setup (page 50). Note: This is not displayed with the default setting.
4	 [Telephone Call] icon	Click to make a call by first inputting the telephone number in the Input window. Depending on the number of digits in the telephone number, the application determines automatically whether the call is a intercom or trunk call.
5	 [Speaker] icon	Click to answer an intercom call. While a call is terminating, the display is changed. 

Icon (Phonebook)

The following table describes the Phonebook functions.

Icon (Phonebook) Descriptions		
No.	Item	Description
1	 [CRM Mode] icon	<p>This changes functions based on which PIM mode you use. When you select one of the following mode options (by clicking on the CRM Mode icon), then highlight the information from another application, such as EMail, the information can be copied into the Input window. You can highlight the telephone number, the person's name, or individual information (such as name, address, number, etc.) and then right-mouse click or CTRL-C to copy the information.</p> <ul style="list-style-type: none"> - PIM Mode Tel  <p>When you select the personal information, the application only takes the telephone number included in the selection and then enters it into the Input window.</p> - PIM Mode PIM  <p>When you select the personal information, it analyzes and copies the individual information (telephone number, address, name, etc.) automatically and displays it with the condition inputted on the entry screen of the Phonebook.</p> - PIM Mode NAME  <ul style="list-style-type: none"> - When you select the personal information, it analyzes and copies the name information into the Input window. Press the Enter key on your computer and you can make a call using the telephone number assigned to the name. - PIM Mode OFF  <p>The above functions will not work.</p>
2	 [Phonebook] icon	<p>When you want to display the <i>Aspire Soft Phone</i> Phonebook, click this icon. You can choose the Personal Phonebook, Shared Phonebook, or an Imported Phonebook.</p> <ul style="list-style-type: none"> - Personal Phonebook: This is the individual Phonebook prepared for each user. - Shared Phonebook: This is the Phonebook owned jointly (a form of the check in/ check out). - Import: This is a temporary storage place for importing Phonebook data from another application. (This information is deleted when exiting the program.)
3	 [Mail] icon	<p>Click to quickly send EMail to someone whose telephone number is in the Input window. However, this button can be used only when both the telephone number and EMail address are entered in the Phonebook.</p> <p>When this button is clicked, the <i>Aspire Soft Phone</i> opens the defined EMail application (Setup Menu) inputs the EMail address from the Phonebook in the recipient field of a new EMail.</p> <p>If a call was received while you were away from your desk, click this button to quickly send an Email to the caller.</p> <p>By default, the mail application is set as "default mail application" on your PC. Refer to External Mail Exchange Setup (page 43) for details on setting the mail application.</p>

Using the Soft Key Application

Icon (Setup)

In the right side of the icon, mainly the functions of the Setup are arranged.

Icon (Setup) Descriptions		
No.	Item	Description
1	 [Setup] icon	This displays the <i>Aspire Soft Phone</i> set up screen. For details on the set up, please refer to Aspire Soft Phone Setup (page 27).
2	 [Help] icon	This displays the On Line Help.
3	 [Close] icon	This logs off from main system and then exits the <i>Aspire Soft Phone</i> application.

Ability of the Aspire Soft Phone

The *Aspire Soft Phone* functions include, not only making and receiving calls, but also placing calls on hold, intercom calls, conferencing, etc. In addition, it provides for easy phonebook migration from other applications. This Phonebook can use a Shared Phonebook located on an online server, allowing you to share customer information with others.

Make a Call Using the MIC and Speaker of the PC

You can place or answer a call with the PC. When placing a call, the telephone number is entered using the PC keyboard. Refer to **How to Make or Answer a Call** (page 74).

Indicate with a Blinking Icon and Number Display When Receiving a Call

Refer to **Answer an Incoming Call** (page 82).

Share a Customer's Information Utilizing Easy Phonebook Migration Function

Refer to **Using the Phonebook** (page 97).

In Conjunction with an EMail Application, You Can Work Like in the Office If Going Out

Refer to **External Mail Exchange Setup** (page 43).

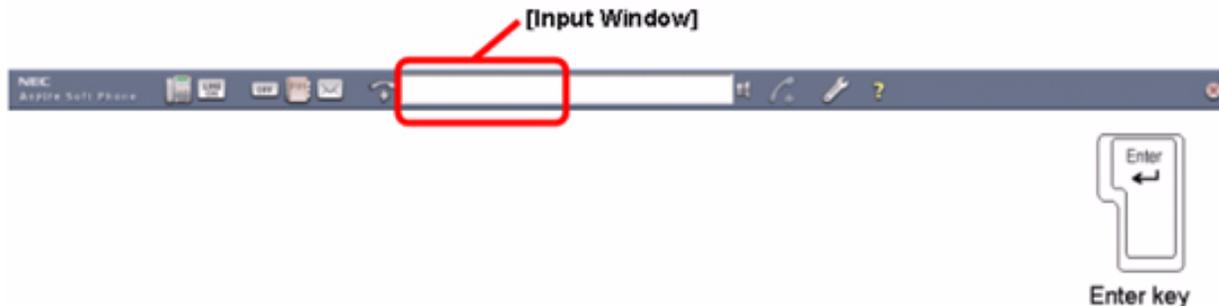
How to Make or Answer a Call

The following shows several ways of making a call using the *Aspire Soft Phone*:

- Easily make a call only using keyboard operation.
Refer to **Make a Call by Pressing the Enter Key** (page 75).
- Make a trunk or intercom call with *Aspire Soft Phone* automatically determining whether or not a trunk access code is required, based on the telephone number dialed.
Refer to **Make a Call by Clicking on the [Telephone Call] Icon** (page 75).
- Make a call by referencing a name in the Phonebook.
Refer to **Make a Call by Entering a Name** (page 76).
- Make a call by selecting an entry in the Phonebook.
Refer to **Make a Call Using the Phonebook** (page 77).
- Make a call by determining, in advance, whether digits should be added or deleted from a number.
Refer to **Make a Call by Using a Dial Pattern** (page 79).
- Make a call using the optional USB Handset.
Refer to **Make a Call by Using a USB Handset** (page 80).
- Make a call using the callto:// tag support.
Refer to **Using callto:// Tag Support to Make a Call** (page 81).
- Answering an incoming call.
Refer to **Answer an Incoming Call** (page 82).
- Disconnect a call when you're through talking.
Refer to **Hang Up a Call** (page 84).
- Temporarily place your call on Hold.
Refer to **Place a Call on Hold** (page 85).
- Transfer your call to another extension user.
Refer to **Transfer a Call** (page 87).
- Add video to your call by using the Video function.
Refer to **Using the Video with a Call** (page 89).

Make a Call by Pressing the Enter Key

You can place a call by entering the telephone number in the Input window and pressing the **Enter** key.

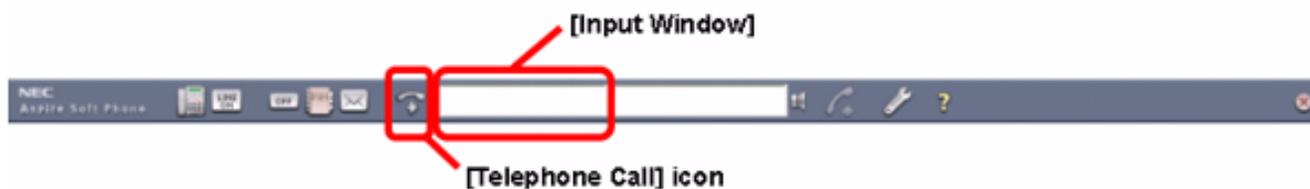


1. Enter the telephone number in the *Input* window.
2. Press the **Enter** key.
3. When the called party answers the phone, you can start to talk.

Note: What's the difference between intercom and trunk calls?
It's distinguished automatically by the contents set up in advance.
If you want to know more details, refer to the **Call Setup** (page 36) section.

Make a Call by Clicking on the [Telephone Call] Icon

If you enter the telephone number in the Input window and click the [**Telephone Call**] icon, you can initiate a call.



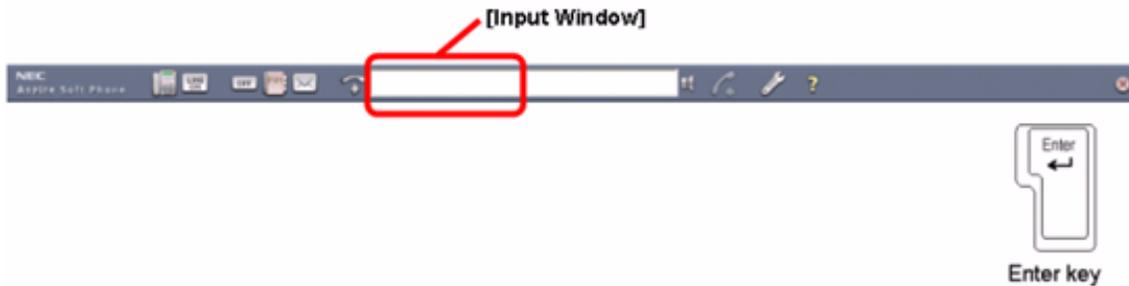
1. Enter the telephone number in the *Input* window.
2. Click the [**Telephone Call**] icon.
3. When the called party answers the phone, you can start to talk.

Note: What's the difference between intercom and trunk calls?
It's distinguished automatically by the contents of the number. This is set up in advance in the "Call Setup" settings. There is no need to add a trunk access code for every call.
If you want to know more details, refer to the **Call Setup** (page 36) section.

Using the Soft Key Application

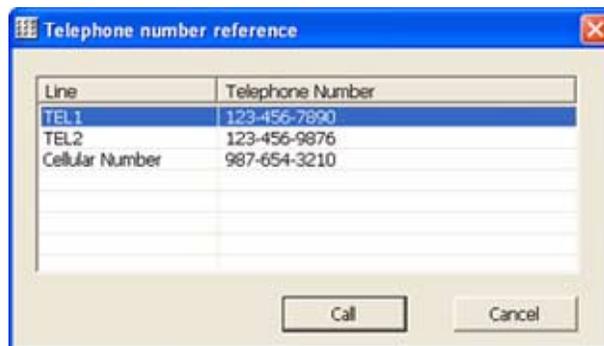
Make a Call by Entering a Name

Enter the name in the *Input* window, *Aspire Soft Phone* checks for a match in the Phonebook and places a call to the telephone number defined.

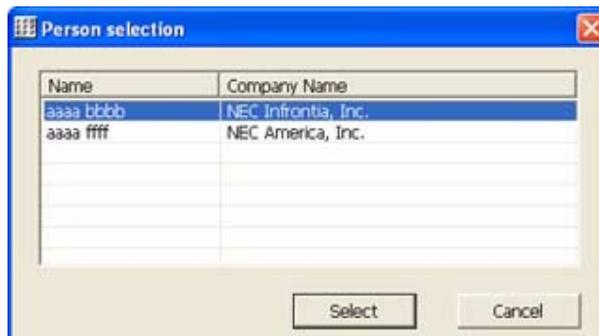


1. Enter the name in the *Input* window.
2. Press the [**Enter**] key.

The Telephone Number Reference screen is displayed.



Note: If the *Person Selection* screen is displayed, several people with the same name are registered. In this case, click the person you want to call and click the [**Select**] button. The *Telephone Number Reference* screen is then displayed.



3. Click on the telephone number you want to call.
4. Click on the [**Call**] button.
5. When the called party answers the phone, you can start to talk.

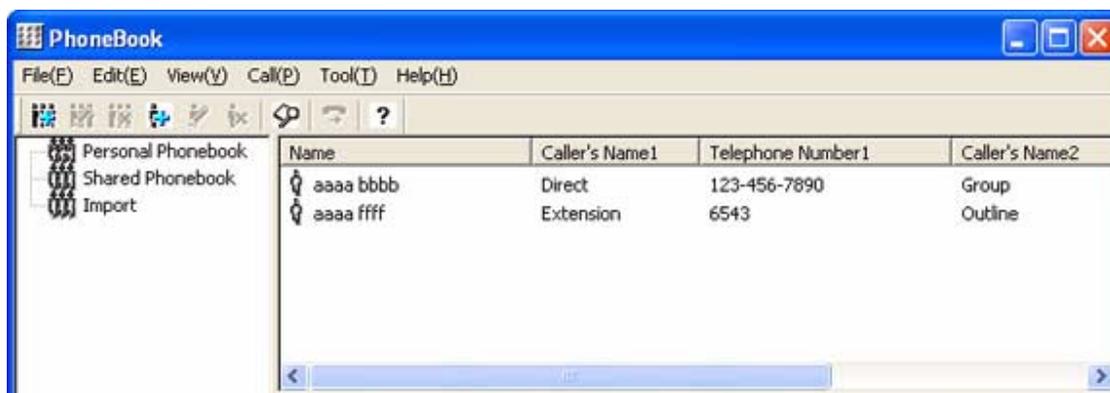
Make a Call Using the Phonebook

Make a call by choosing the entry you want to call. If you need more information on how to register an entry into the Phonebook or how to use it, refer to the **Using the Phonebook** (page 97) section.

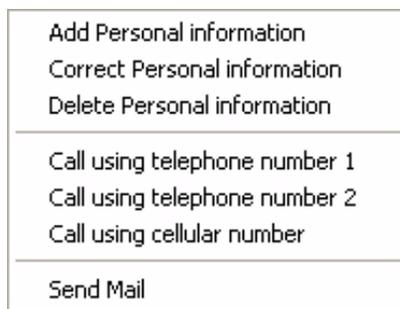


Making a Call by Right-Clicking on the Entry You Want to Call

1. Click the **[Phonebook]** icon. The *Phonebook* screen is displayed.



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

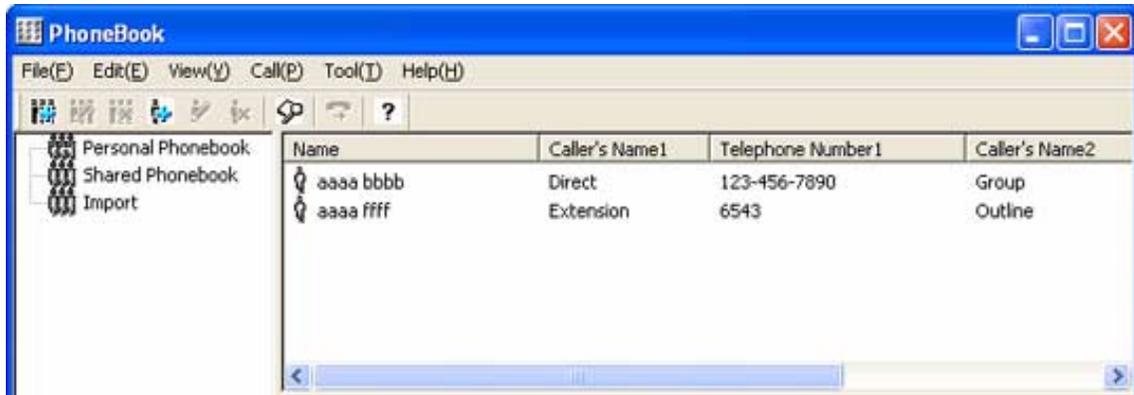


3. Click on the number you want to call.
Click any of the following:
 - Call using telephone number 1
 - Call using telephone number 2
 - Call using cellular number
4. When the called party answers the phone, you can start to talk.

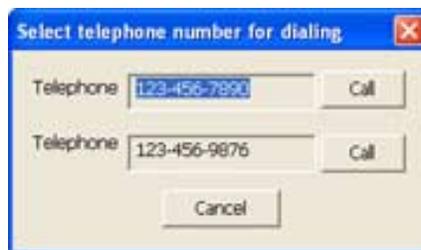
Using the Soft Key Application

When Making a Call After Confirming the Telephone Number

1. Click the [**Phonebook**] icon. The *Phonebook* screen is displayed.



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



4. Click the [**Call**] button located to the right of the telephone number you want to call.
5. When the called party answers the phone, you can start to talk.

Make a Call by Using a Dial Pattern

Dial patterns are call patterns which process the telephone number entered into the Input window or selected from the Phonebook allowing them to be dialed in a certain way. Dial patterns have the following processes:

- **Add Number**
Add other number(s) to the telephone number, either to the beginning or end of the number.

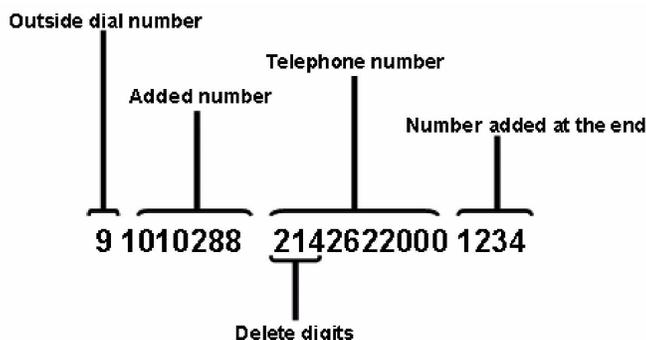
When trunk access codes are used, you can still add additional number(s) to the beginning of the telephone number. The trunk access code will be dialed first, followed by the additional numbers, then the phone number, then followed by any additional numbers at the end of the number.

- **Delete Number**
When specifying the number of digits to be deleted, the application removes the digits from the actual telephone number - not the numbers which may have been added with the above option.

For example, set up Dial Pattern 1 as follows:

- Trunk call number entry: "9"
- Additional number entry: "1010288"
- Delete digit number entry: "3"
- Additional number entry at end: "1234"

If you then dial telephone number **2142622000**, then **9101028826220001234** will be sent.



If you want to know more about the details, please refer to the **Dial Pattern Setup** (page 50).



1. Enter the telephone number into the *Input* window.
2. Click the **[Dial Pattern 1]** or the **[Dial Pattern 2]** icon.
3. When the called party answers the phone, you can start to talk.

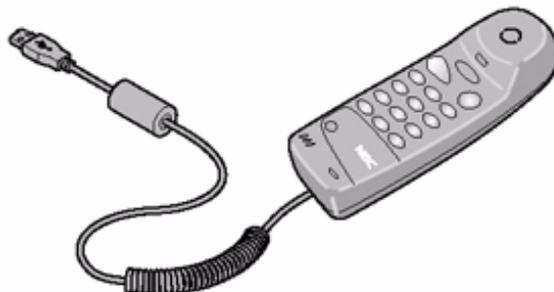
Note: The **[Dial Pattern 1]** icon and the **[Dial Pattern 2]** icon in the toolbar are not displayed with the default setting. These can be added in the Setup - Customize Menu. Refer to the **Customize Setup** (page 56).

Using the Soft Key Application

Make a Call by Using a USB Handset

You can make a call by using an optional B/BU USB Handset (P/N 780094) or UTR-1-1 USB Handset (P/N 780097). Please refer to **Setting Up the USB Handset or Headset** (page 22) for the USB Handset connection.

When using a USB headset (DSP-300, P/N 750639 and DSP-400, P/N 750640) or CS-50 USB Headset (P/N 730091B), refer to page 82-page 87 for feature operation.



Note: The Function key on the B/BU USB phone (P/N 780094) has no functionality with the Aspire Soft Phone.

Make an Outgoing Call

1. Lift up the USB Handset.
2. Dial [9] or other trunk access code.
3. Dial the phone number.
4. Start the conversation after the outside party answers.

Make an Intercom Call

1. Lift up the USB Handset.
2. Dial the extension number.
3. Start the conversation after the called party answers.

Muting Voice While on a Call (Using the B/BU USB phone only)

1. While on a call, press *and hold* the [MUTE] key.
2. Release the [MUTE] key to allow your voice to be heard.

Note:

If you want to switch from handset to handsfree conversation:

1. Click the [Display Key Telephone Window] icon while talking.
The Key Telephone Window is displayed.
2. Click the [Speaker] button.
The LED on [Speaker] turns red.
3. Hang up the USB Handset in the cradle.
The conversation has been switched to handsfree (headset).

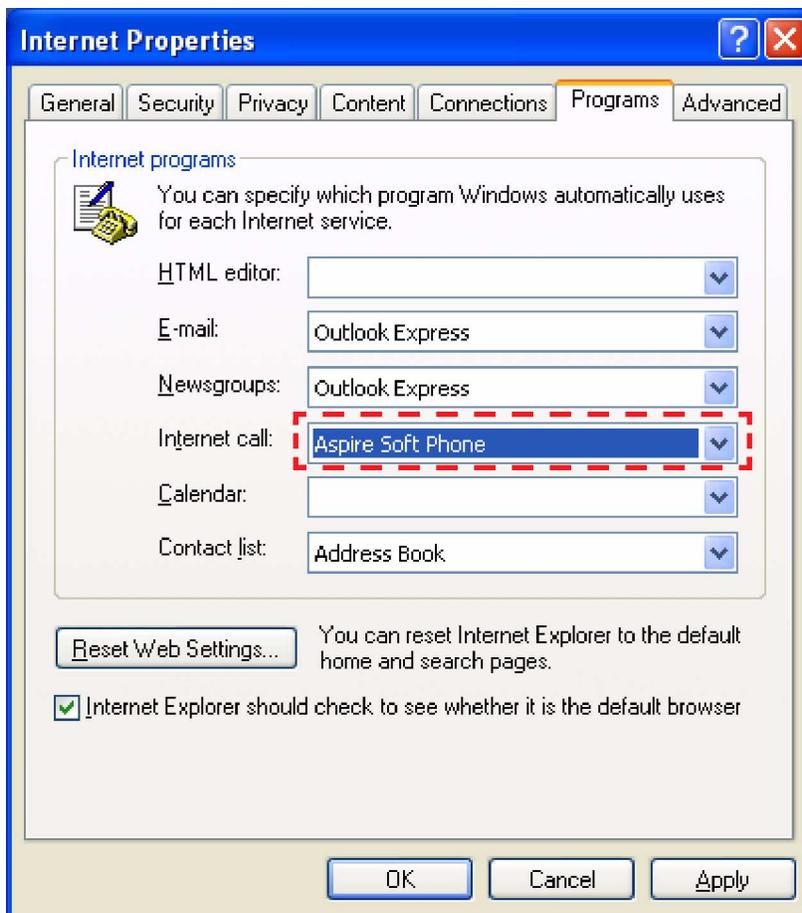
If you want to switch from handsfree (headset) to handset conversation:

1. Click the [Display Key Telephone Window] icon while talking.
The Key Telephone Window is displayed.
2. Lift up the USB Handset.
The conversation has been switched to the handset.

Using callto://Tag Support to Make a Call

The Aspire Soft Phone application, with software 1.0.3.0 supports calling with the [callto://] tag. If a user clicks on a link/phone number string which is linked to phone number with the “callto” tag on an HTML page or in an MS Office document, Aspire Soft Phone calls the linked number.

- The Aspire Soft Phone installation adds an item “Aspire Soft Phone” to the list of internet call programs. If the Aspire Soft Phone application is removed, this is also removed.



- Tag Format

Document Type	Format (Phone No.: 012345)
HTML	CALLME
Hyperlink in MS Office Document	callto:012345 callto://012345

Note: Only the following characters are supported in the phone number.
[0, 1, 2, 3, 4, 5, 6, 7, 8, 9, *, #]

Note: The maximum length of the phone number is 32 digits.

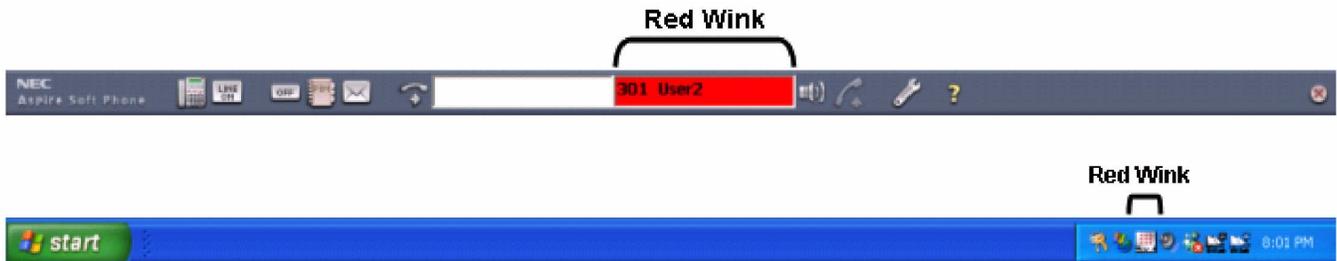
Using the Soft Key Application

Answer an Incoming Call

Intercom Call

Display Indication of an Incoming Intercom Call

The status bar winks red and indicates the caller ID number and name (originator's extension number and name). The *Aspire Soft Phone* icon in the task tray winks red.



Answer to an Incoming Intercom Call

Click the [**Speaker**] icon to answer an incoming call. When using the optional USB handset, the incoming call can be answered by lifting up the handset.

Note:

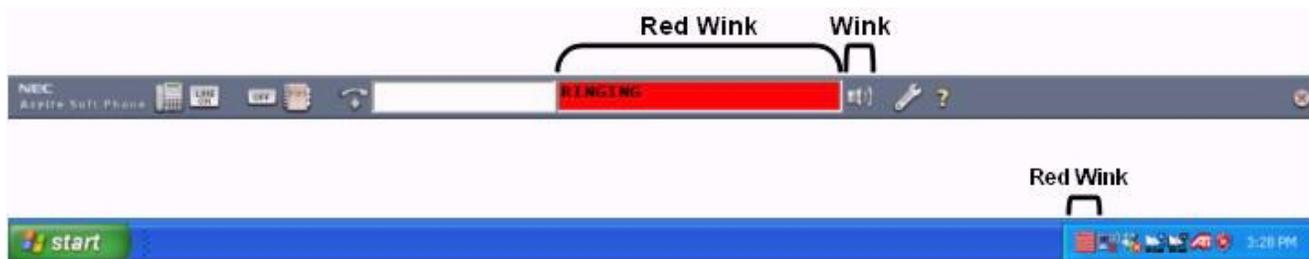
If you want to answer an incoming call by using the keyboard, assign a key for a keyboard hook in the Setup screen. The call is then answered by just pressing the assigned key. For details, please refer to the **Call Setup** (page 36) section.

1. Click the winking [**Speaker**] icon to answer.
2. Start the conversation.

CO Incoming Call

Display Indication of an Incoming CO Call

The status bar winks red and indicates “RINGING”. The **Speaker** icon in the status bar winks and the icon of the *Aspire Soft Phone* in the task tray winks red.



Answer an Incoming CO Call

To answer an incoming CO call, click the green winking **[Answer]** icon or **[Function]** button.

Note:

If you want to answer an incoming call by using the keyboard, assign a key for a keyboard hook in the Setup screen. The call is then answered by just pressing the assigned key. For details, please refer to the **Call Setup** (page 36) section.

It is necessary to specify the Incoming Ring Group for the extension. This is defined in the Aspire system programming (Program 22-04-01). Refer to the *Central Calls, Answering* feature in the Aspire Software Manual (P/N 0893200) for complete programming details.

Answer an Incoming Call Using the Speaker Button

1. Click the winking **[Speaker]** icon to answer.
2. Start the conversation.

Answer an Incoming Call Using the Line Key Button

1. Click the **[Line Key]** icon.
The line key button is located on the toolbar.
2. Click the red winking function button.
3. Start the conversation

Using the Soft Key Application

Hang Up a Call

To hang up a call, use the following steps. This operation is common for both intercom and CO calls.

Hang Up a Handsfree Call

1. Click the [**Speaker**] button.

The call is ended.

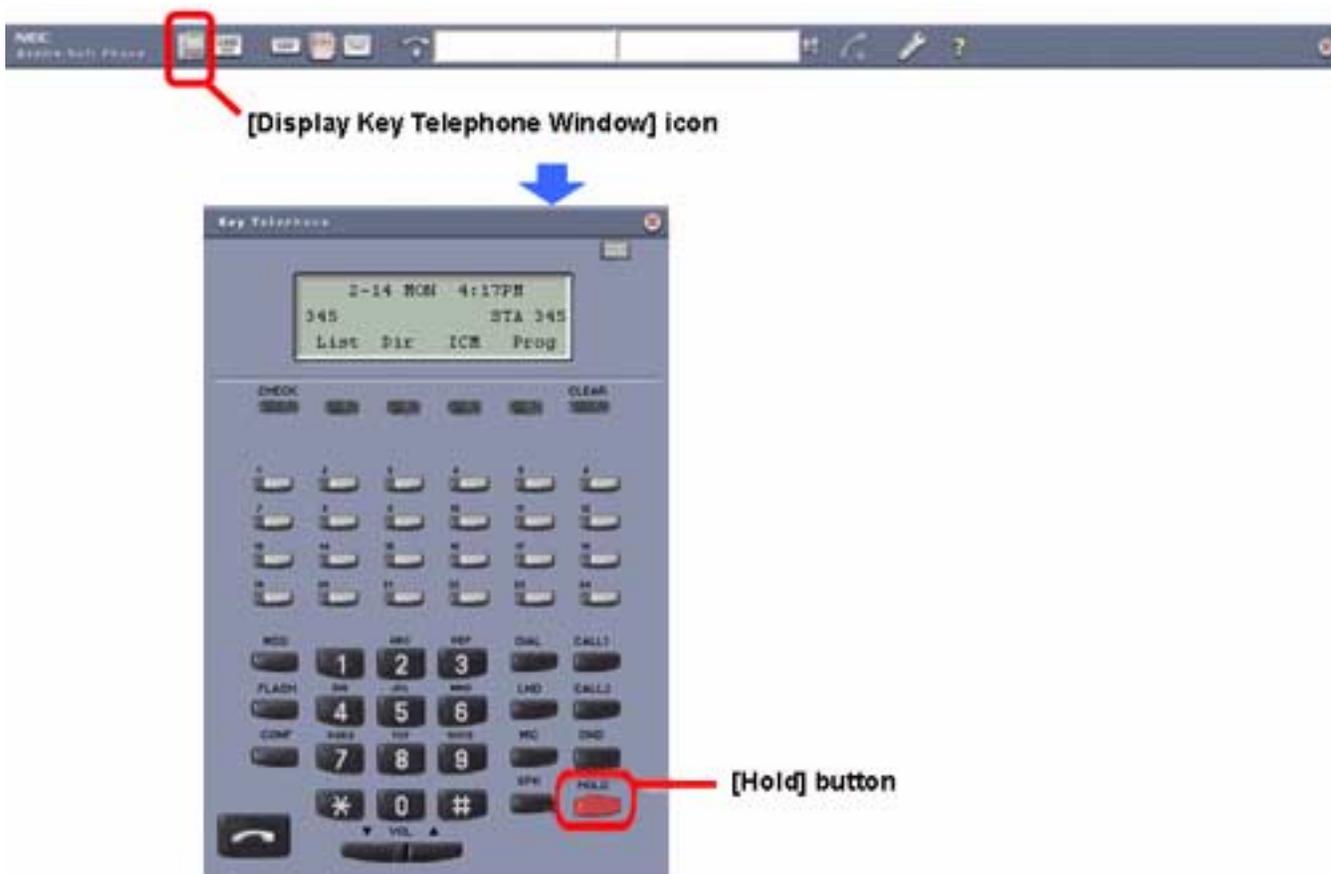
Hang Up a Call Using a USB Handset

1. Place the USB Handset in the cradle.

The call is ended.

Place a Call on Hold

The Key Telephone window is displayed by clicking the [Display Key Telephone Window] icon. While on a call, click the [Hold] button on the *Key Telephone* window.



Place a Call On Hold

1. Click the [Display Key Telephone Window] icon during a call. The *Key Telephone* window is displayed.
2. Click the [Hold] button.

The call is on hold.

Note: If the Hold/Exclusive Hold Recall Time (Aspire programs 24-01-01 and 24-01-03) expires once a call is placed on Hold, the display will indicate “HOLD RECALL” and the call will ring back to the extension. Retrieve the call to continue the conversation. By default, these timers are set to 90 seconds. For details, please contact your system administrator.

Using the Soft Key Application

Retrieve a Hold Call

Retrieve Intercom Hold Call

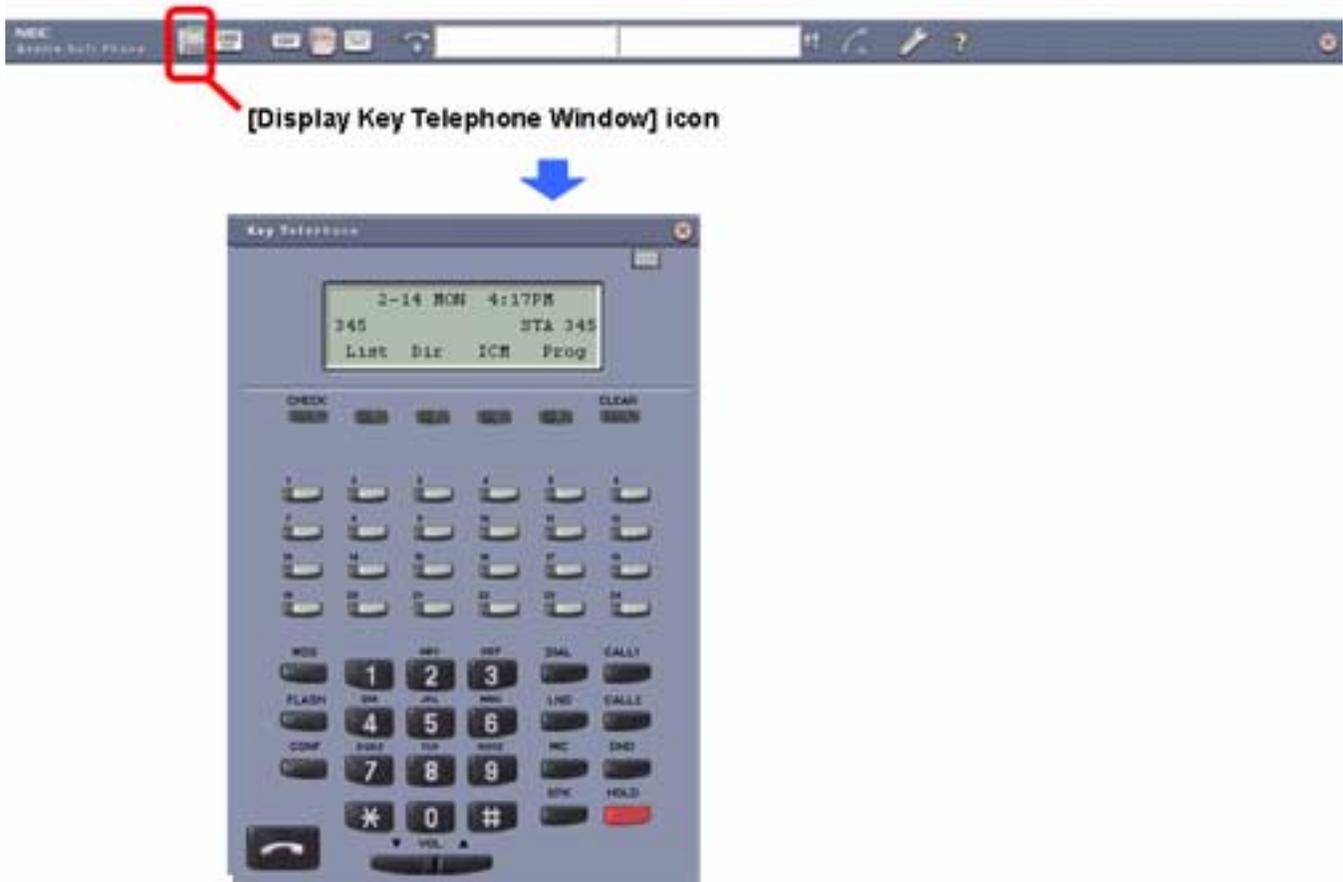
1. Click the flashing [**CALL1** or **CALL2**] button.
The speaker LED turns on (red).
2. Start the conversation.

Retrieve CO Trunk Hold Call

1. Click the [**Line Key**] icon on the toolbar, or the winking green line key in the Key Telephone window.
The function buttons are displayed.
2. Click the function button that is winking green.
3. Start the conversation.

Transfer a Call

You can transfer a call to another person by clicking the [**Transfer**] button on the *Key Telephone* window.



Transfer a Call Using Supervised Transfer

1. Click the [**Display Key Telephone Window**] icon while on a call. The *Key Telephone* window is displayed.
2. Click the [**HOLD**] button.
The call is put on hold and the held party hears MOH (Music on Hold).
3. Enter the phone number of the extension to which you would like to transfer the call into an *Input* window.
4. Press the [**Enter**] key on the keyboard.
5. The calling party answers.
6. Speak with the called party.
7. Click the [**SPK**] button.

The call is then transferred to the extension.

Using the Soft Key Application

Transfer a Call Using Unsupervised Transfer

1. Click the [**Display Key Telephone Window**] icon. The *Key Telephone* window is displayed.
2. Click the [**HOLD**] button.

The call is put on hold and MOH is sent to the held party.

3. Enter the telephone number in the *Input* window to which you would like to transfer the call.
4. Press the [**Enter**] key on the keyboard.
5. Click the [**SPK**] button before the called party answers.

The call is transferred to the extension.

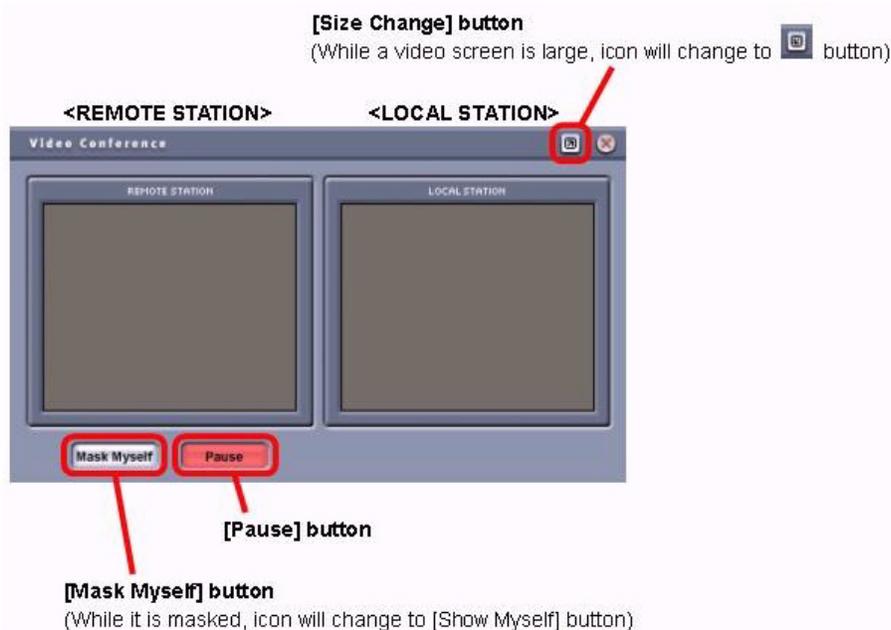
Note: If the Transfer Recall Timer (Aspire Program 24-02-04) expires after the call is transferred, “TRK RECALL” is displayed and the calls rings back to the extension which transferred the call. Retrieve a call to continue the conversation or redirect the call to another extension. By default, the Transfer Recall timer is set to 30 seconds. For details, please contact your system administrator.

Using the Video with a Call

1. Click the **VIDEO CONFERENCE** icon while on a call.



2. The Video Conference window is displayed and the **PAUSE** button is flashing red.



3. While the **PAUSE** button is flashing, no video is sent to the incoming caller.
4. Click the **PAUSE** button.

*The **PAUSE** button stops flashing and video is transmitted to the caller.*

Conditions:

- A video call is only possible to another user registered on the same Aspire system. Video calls cannot be made across a network or to users on a different system.
- The video function will not operate unless peer-to-peer is enabled in the Aspire Program 10-26-01.
- In order to use more than two USB devices (USB handset, USB headset, and USB camera) with the Aspire Soft Phone, the PC must have two or more USB host controllers. It is recommended that one USB host controller control one USB port. A USB handset and a USB camera need to be connected to individual USB ports on a PC. If both a USB handset and a USB camera are controlled by one USB host controller, the bandwidth for the USB may be insufficient and the devices may not operate correctly.
- Screen savers will not activate while on a video call.
- Local video can be displayed on screen with any active call, even if the other extension user does not have a video camera.
- When a call is placed on hold, all video is suspended until the call is retrieved and the **PAUSE** button pressed again.

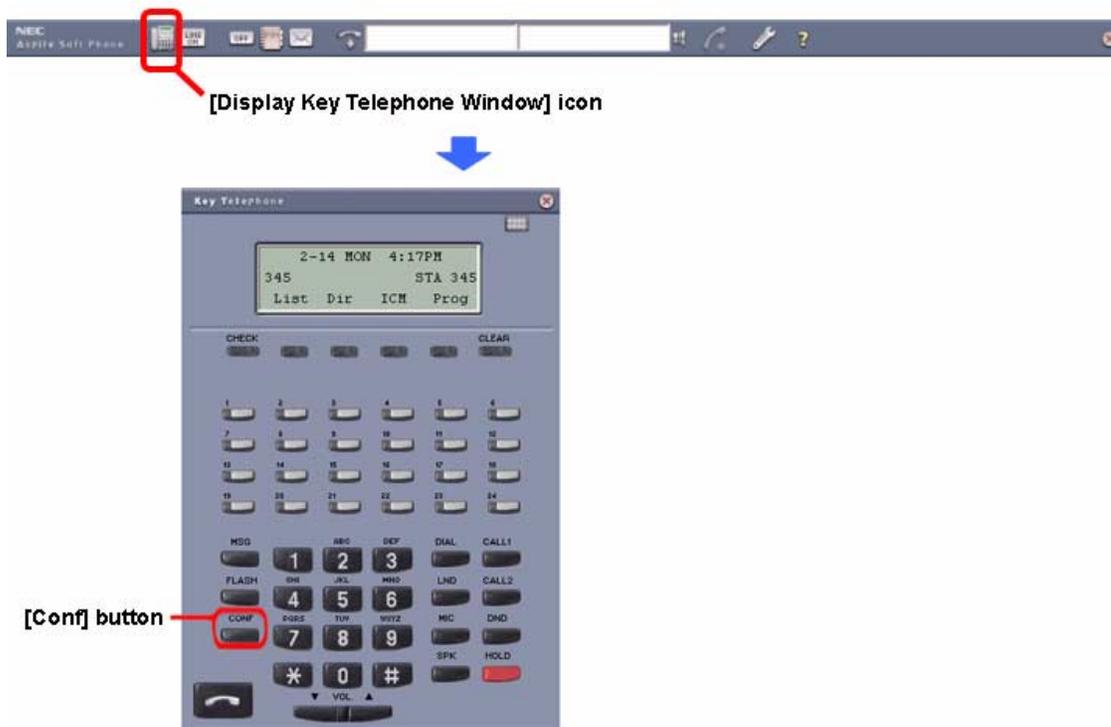
Various Ways to Use Aspire Soft Phone

Aspire Soft Phone supports various useful functions:

- Make a 3-party Conference call.
Refer to **Make 3-Party Conference Call** (page 91).
- Send EMail using your EMail application with the information obtained from the Phonebook.
Refer to **Send EMail Using Phonebook** (page 92).
- Make call or add information to the Phonebook from the text from another application (such as a signature from an EMail).
Refer to **Use Signature in EMail Application** (page 94).

Make 3-Party Conference Call

While on a call, you can add another extension user or trunk call, creating a 3-party conference call.



1. Click the **[Display Key Telephone Window]** icon during a call. The *Key Telephone* window is displayed.
2. Click the **[CONF]** button. In the first line of the LCD, “CONFERENCE” is displayed (when the call is an Intercom call).
The original caller will hear music on hold.
3. Enter the telephone number into the *Input* window.
4. Press the **[Enter]** key.
5. When the calling party answers, click the **[CONF]** button. The called party will hear music on hold.
6. Click the **[CONF]** button again.

The 3-party conference call is established.

Note: The parties included in the Conference can exit at any point by simply hanging up. If one party disconnects, the call reverts back to a 2-party call. If the originator of the Conference disconnects and there are no other internal parties still connected, the outside callers are disconnected and the call ends. If an internal party is still connected when the originator hangs up, the call will continue between the connected parties.

- **Party A: Aspire Soft Phone - Party B: Trunk - Party C: Trunk**
With this setup, when Party A disconnects the call, the remaining 2 trunks will be disconnected.
- **Party A: Aspire Soft Phone - Party B: Aspire Soft Phone - Party C: Trunk**
With this setup, when Party A disconnects the call, the call with the remaining 2 parties (Aspire Soft Phone and Trunk) will continue.
- **Party A: Aspire Soft Phone - Party B: Aspire Soft Phone - Party C: Aspire Soft Phone**
With this setup, when Party A disconnects the call, the call with the remaining 2 parties (2 Aspire Soft Phones) will continue.

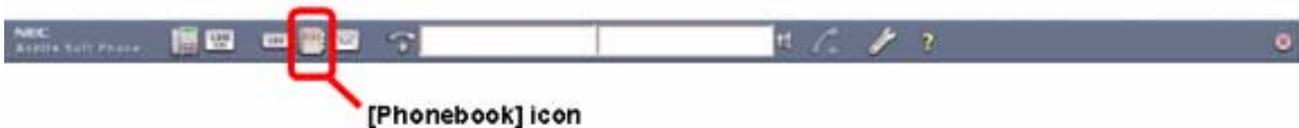
Using the Soft Key Application

Send Email Using Phonebook

The *Aspire Soft Phone* can work with your EMail application to send EMail to an address registered in the Phonebook.

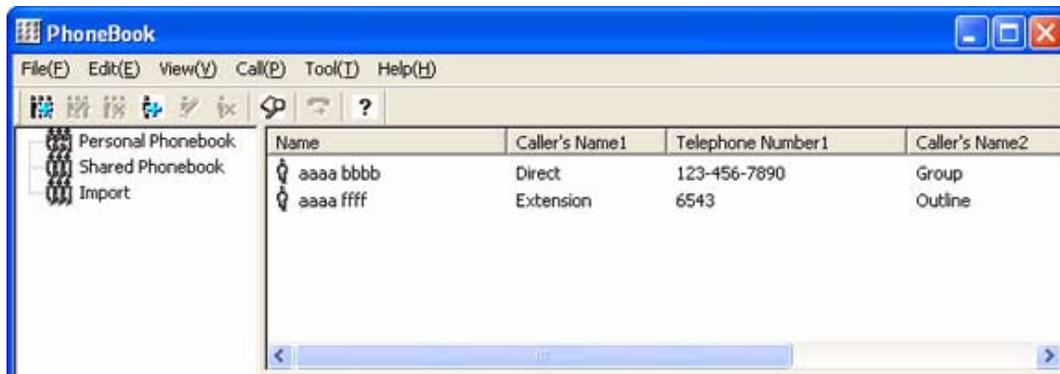
Note:

To register your EMail application as [**Use as Default Mail Application**], refer to the **Register Default EMail Application** (page 93).

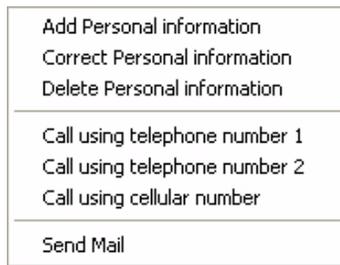


Send Email from Phonebook

1. Click the [**Phonebook**] icon. The *Phonebook* screen is displayed.



2. Right-click a name. The following menu is displayed.



3. Click [**Send Mail**].

*The [Create New Mail] screen will be opened with the EMail application.
The destination EMail address will be automatically shown in the "To" field of the new EMail.*

4. Complete the EMail and send.

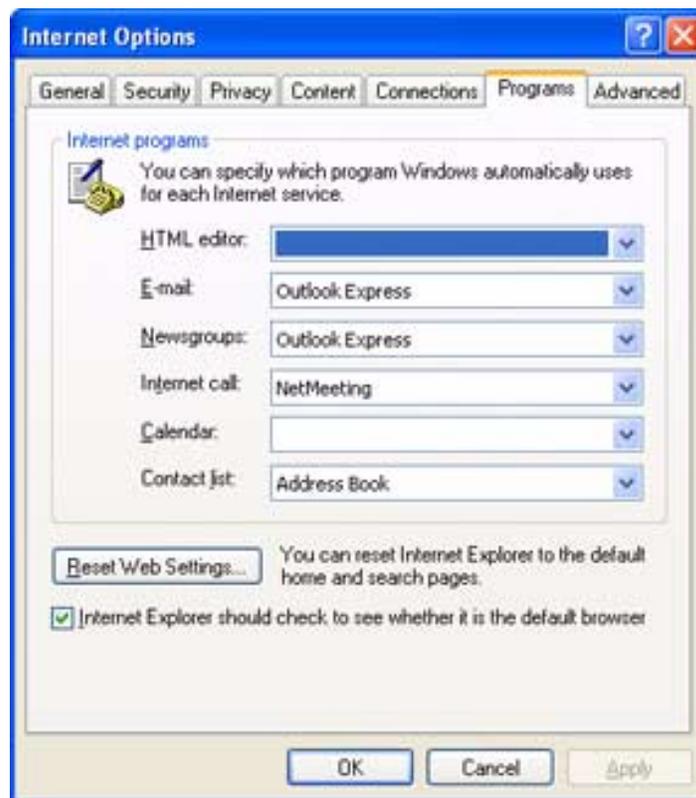
If you need help creating or sending EMail, refer to the EMail application owner's manuals.

Register Default EMail Application

1. Open Internet Explorer.
2. Click [Tools] → [Internet Options...]. The *Internet Options* screen is displayed.



3. Click the [Programs] tab.
The screen is changed.



4. Click the  button for the [E-mail] box under **Internet Programs**. Choose your EMail application.
5. Click the [OK] button.

The default EMail application is registered.

Using the Soft Key Application

Use Signature in EMail Application

You can use the telephone number which is included in such things as an EMail signature as follows:

- Make an outgoing call using the telephone number
- Register the telephone number to the Phonebook
- Search the telephone number by the name



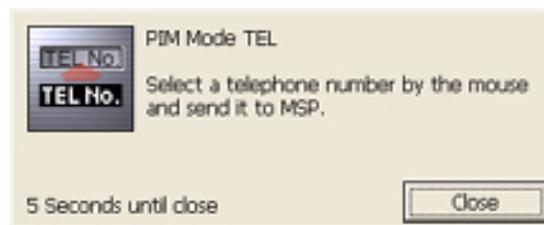
The icon will change if you click as follows.



Make an Outgoing Call Using the Telephone Number

You can simply make an outgoing call by using a telephone number which is included in such things as an EMail signature.

1. Click the **[CRM Mode]** icon and switch to “**TEL**”. The following screen is displayed.



This screen disappears after 5 seconds, however, the mode is still selected and the number can be selected after the above window closes.

2. Highlight the telephone number and right-click or press the Ctrl + C keys.
*The highlighted telephone number will be automatically copied to the **Input** window.*
3. Click the **Input** window.
4. Press the **[Enter]** key.
*The Aspire Soft Phone will make an outgoing call using the telephone number which was copied into the **Input** window.*

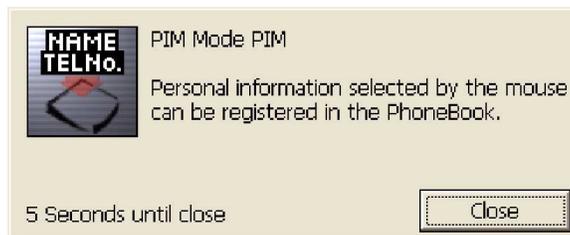
Note:

Highlight only the telephone number.
This feature will search only numeric characters in the highlighted letters.
Avoid highlighting numeric characters in the signature, such as an address.

Register to Phonebook Using Signature

You can simply register the telephone number from an EMail signature to the Phonebook.

1. Click the [CRM Mode] icon and switch to “PIM”. The following screen is displayed.



This screen disappears after 5 seconds, however, the mode is still selected and the text can be selected after the above window closes.

2. Highlight the text, such as an EMail signature, and right-click or press Ctrl + C keys.

*The **Register Personal Information** screen is displayed and the information will be picked up and set to each column automatically.*

Note:

When the intended column is not set., the highlighted text is set to the [PIM memo] field. From this field, you will need to manually copy/paste the necessary information to each field. Also adjust the [Set Keyword] - refer to **Keyword Setup** (page 45) for details.

3. Check each item and add or correct as necessary.

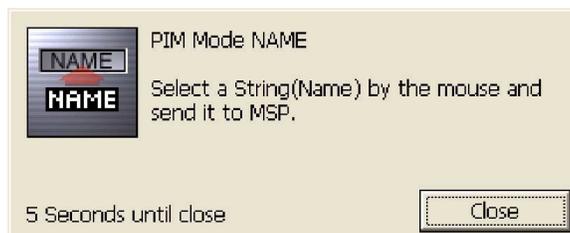
*Please refer to **Registration of Personal Information** (page 103) for each item's meaning and input range.*

4. Click the [Register] button.

Search by Name

You can simply use the search function for a contact already in your PIM by highlighting a name in text, such as in a document or an EMail signature.

1. Click the [CRM Mode Change] button and switch to “Name”. The following screen is displayed.



This screen disappears after 5 seconds, however, the mode is still selected and the name can be selected after the above window closes.

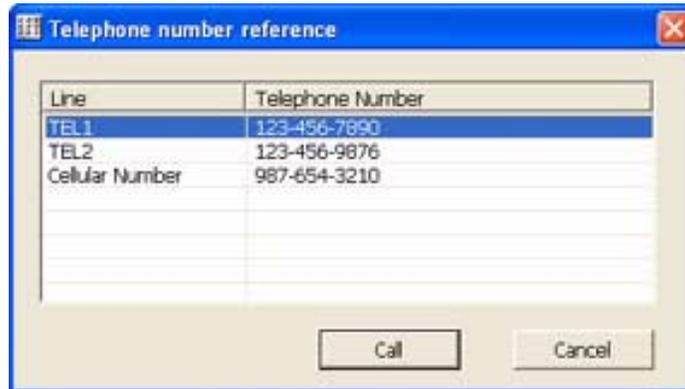
2. Highlight the name and right-click or press Ctrl + C keys.

*The highlighted name is shown in **Input** window automatically.*

3. Click the **Input** window.

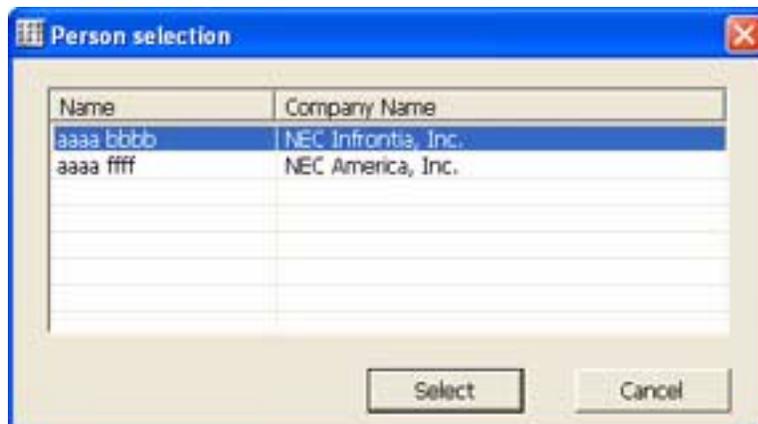
Using the Soft Key Application

- Press the **[Enter]** key. The *Telephone Number Reference* screen is displayed.



Note:

If the *Person Selection* screen is displayed instead of the above *Telephone Number Reference* screen, there are multiple people with the same name registered in the Phonebook. In this case, click the name of the person you wish to call and click the **[Select]** button. Then, the *Telephone Number Reference* screen is displayed.



- Click the telephone number to which you wish to place a call.
- Click the **[Telephone Call]** button.
The Aspire Soft Phone makes a call to number selected in Step 5.

Using the Phonebook

Various functions with the Phonebook are available:

- Add, correct and delete the information in a Personal Phonebook.
Please refer to the section **Using Personal Phonebook** (page 102).
- Add, correct and delete the information in a Shared Phonebook.
Please refer to the section **Using the Shared Phonebook** (page 106).
- Make a group of Personal and Shared Phonebooks.
Please refer to the section **Make a Group in the Phonebook** (page 108).
- Search for the telephone number from the Phonebook.
Please refer to the section **Search a Person From the Phonebook** (page 111).

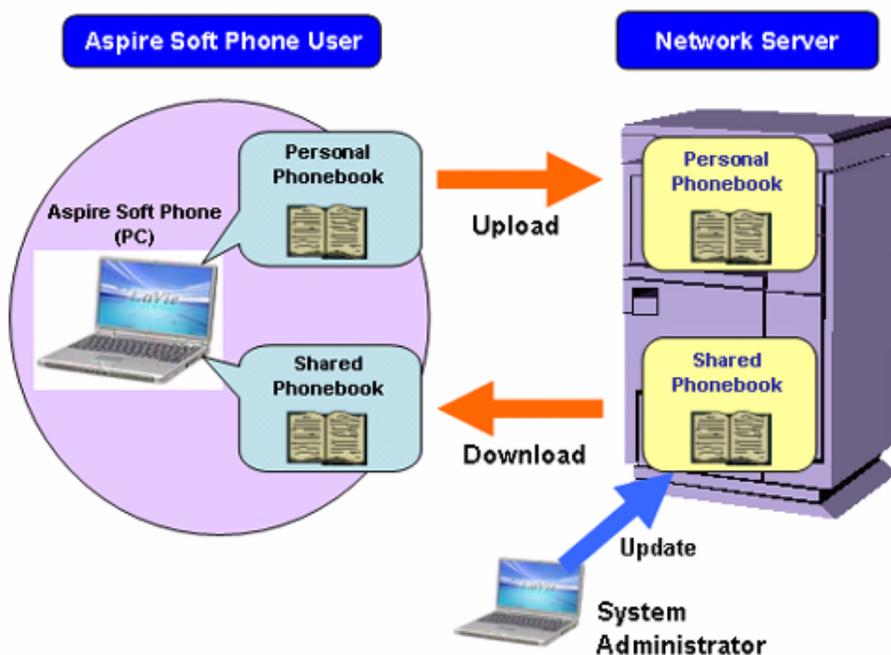
Using the Phonebook

This section describes how to make a call or send an EMail using the Phonebook saved in the PC.

About the Phonebook

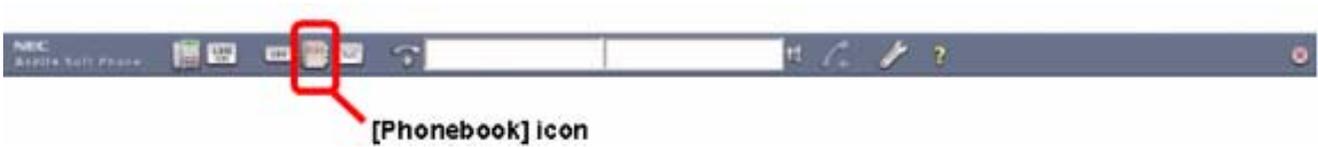
There are two kinds of Phonebooks:

- Personal Phonebook
A Personal Phonebook is saved for every PC. Each one can register, correct and delete information to a Phonebook.
- Shared Phonebook
A Shared Phonebook is saved to a server computer. The information registered into the Shared Phonebook can be edited only by going into “Shared Phonebook Edit Mode”.

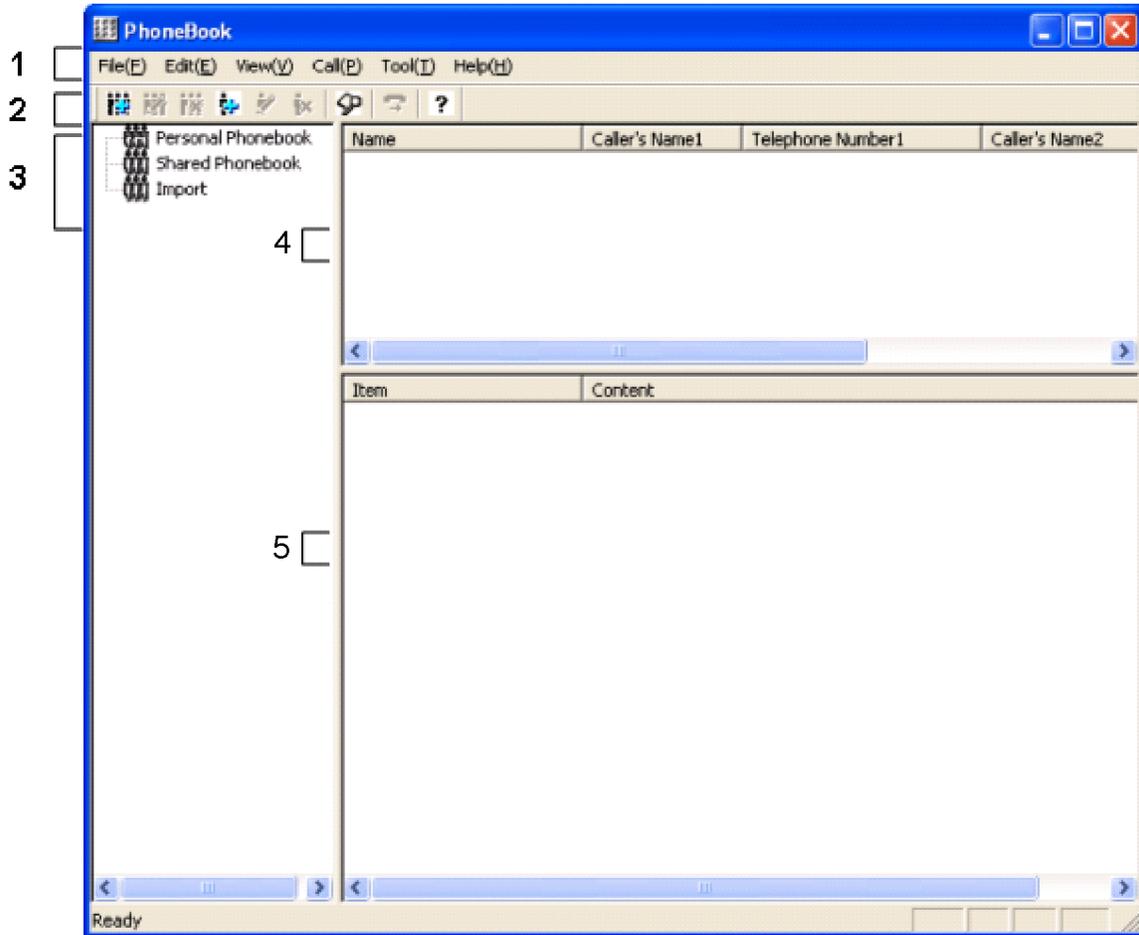


Using the Soft Key Application

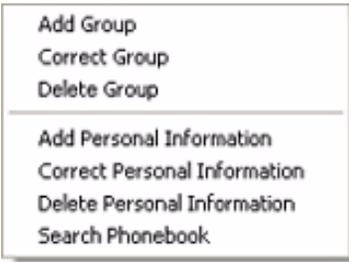
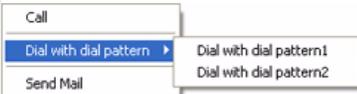
How to Open Phonebook



1. Click the [Phonebook] icon. The *Phonebook* screen is displayed.



Using the Soft Key Application

No	Item	Description
1	Menu Bar	File
		
		<ul style="list-style-type: none"> -Import The Phonebook data of the <i>Aspire Soft Phone</i>, which is backed up using the Export function of the <i>Aspire Soft Phone</i> beforehand, or the Phonebook data created with other applications is imported to the Phonebook of the <i>Aspire Soft Phone</i>. Please refer to Import Database to the Phonebook <Import> (page 113) for details. -Export The Phonebook of the <i>Aspire Soft Phone</i> is backed up and extracted to be used with other applications. Please refer to Export Phonebook to the Database <Export> (page 117) for details. -Shared Phonebook Edit Mode The Shared Phonebook in a server that can be edited. Only while going into this Edit Mode can the registration, correction or deletion of data registered into the Shared Phonebook be performed. -Shared Phonebook Read Mode The editorial rights acquired by "Shared Phonebook Edit Mode" are released. In this case, editing of the Shared Phonebook becomes impossible. (Download is possible) -Exit The <i>Phonebook</i> screen is closed.
	Edit	
		<ul style="list-style-type: none"> -Add Group A new group is created in the Phonebook to be clicked and selected. -Correct Group The group name to be clicked and selected is corrected. -Delete Group The group to be clicked and selected is deleted.
	Call	
		<ul style="list-style-type: none"> -Call Make a call to the highlighted person. -Dial with Dial Pattern Make a call to the highlighted person using the dial pattern 1 or 2. -Send Mail Sending an EMail to the highlighted person. This can be done only when the EMail address is registered into the personal information.

Using the Soft Key Application

No	Item		Description
1	Menu Bar	Tool 	-LDAP Client The <i>LDAP Client</i> screen is opened. The application searches and calls using the data from an external Phonebook server. Data can also be imported to another phonebook. Please refer to " Searching From a Phonebook on the Network (page 121) for details.
		Help 	- <i>Aspire Soft Phone</i> Help The <i>Aspire Soft Phone</i> Online Help is opened.
2	Toolbar		-Add Group A new group is created in the Phonebook. -Correction Group Name Edit the highlighted group name, if required. -Delete Group Delete the highlighted group.
			-Add Personal information A new screen opens, allowing you to enter the personal information for a new contact into the Phonebook. -Correction Personal information The information for the highlighted contact is opened, allowing you to edit the personal information. -Delete Personal information The information for the highlighted contact is deleted.
			-Search Personal information The personal information is searched for in the <i>Aspire Soft Phone</i> Phonebook.
			-Call Make a call to the highlighted person.
			-Help The <i>Aspire Soft Phone</i> Online Help is opened.

Using the Soft Key Application

No	Item	Description
3	Phonebook List 	<p>-Personal Phonebook This is the Phonebook used for every PC. The contact information (telephone number(s), address, fax number, etc.) for each contact is entered. Maximum of 50 groups can be registered. Please refer to Make a Group in the Phonebook (page 108).</p> <p>-Shared Phonebook This is a common Phonebook that can be shared by all users on a network. The contact information (telephone number(s), address, fax number, etc.) for each contact would should be available to all users are entered into this Phonebook. Registration, correction, and deletion of the information in a Shared Phonebook can be performed after changing into "Shared Phonebook Edit Mode".</p> <p>-Import This is a temporary storage place for importing the data when a Phonebook is created with data from another application. When the <i>Aspire Soft Phone</i> exits, it deletes the information in this area. Please refer to Import Database to the Phonebook <Import> (page 113) for details.</p>
4	Personal Information List	<p>A list of the contacts registered into the Phonebook or a chosen group, with the following possible attributes.</p> <ul style="list-style-type: none"> -Name -Caller's Name1 -Telephone Number1 -Caller's Name2 -Telephone Number2 -Use Frequency
5	Personal Information Contents List	<p>A list of the information contents on the person selected in the "Personal Information List" is given.</p>

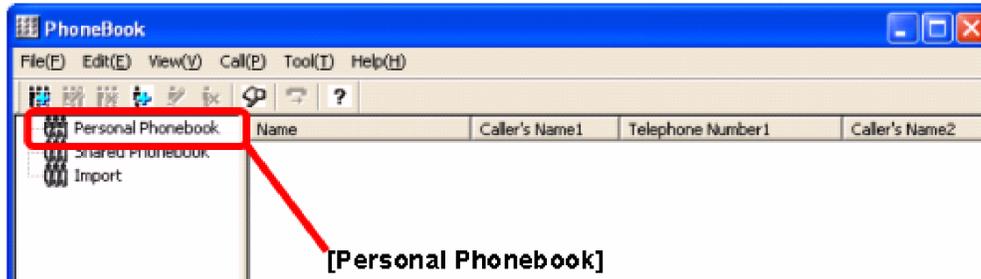
Using the Soft Key Application

Using Personal Phonebook

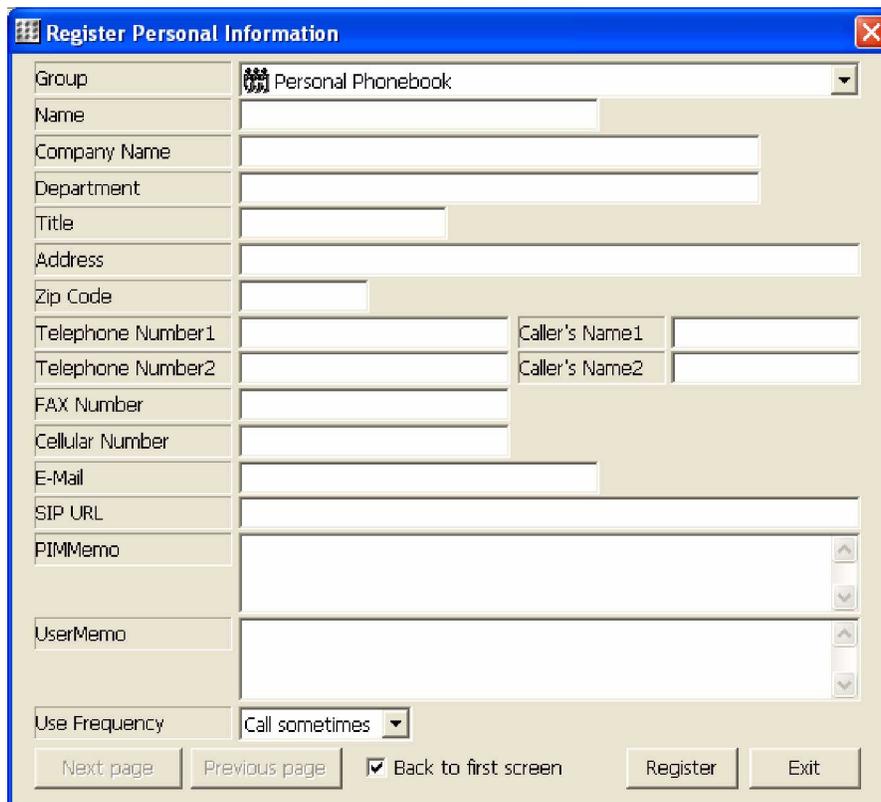
This section describes how to register, correct, or delete the information registered into the Personal Phonebook saved in each PC.

Register Information Into the Personal Phonebook

1. Click the [**Phonebook**] icon. The *Phonebook* screen is displayed.
2. Click the [**Personal Phonebook**] folder.



3. Click the [**Add Personal Information**] icon.
Or
Click [**Edit**] on the menu bar and click [**Add Personal Information**].
The Register Personal Information screen is displayed.



The screenshot shows the Register Personal Information screen. It features a form with the following fields and controls:

- Group: Personal Phonebook (dropdown menu)
- Name: Text input field
- Company Name: Text input field
- Department: Text input field
- Title: Text input field
- Address: Text input field
- Zip Code: Text input field
- Telephone Number1: Text input field
- Caller's Name1: Text input field
- Telephone Number2: Text input field
- Caller's Name2: Text input field
- FAX Number: Text input field
- Cellular Number: Text input field
- E-Mail: Text input field
- SIP URL: Text input field
- PIMMemo: Text area with scrollbars
- UserMemo: Text area with scrollbars
- Use Frequency: Call sometimes (dropdown menu)
- Next page: Button
- Previous page: Button
- Back to first screen: Button (checked)
- Register: Button
- Exit: Button

Using the Soft Key Application

4. Enter each item.

Registration of Personal Information		
Item	Description	Note
Group	Select the Phonebook in which the entry should be stored: - Personal Phonebook - Shared Phonebook	
Name	Input the name data. -a maximum of 64 characters	Be sure to input a Telephone Number 1 and Name.
Company Name	Enter the company name. -a maximum of 60 characters	
Department	Enter the department name. -a maximum of 60 characters	
Title	Enter the title name. -a maximum of 20 characters	
Address	Enter the address of the company. -a maximum of 120 characters	
Zip Code	Enter the Zip Code. -a maximum of 20 characters	
Telephone Number1	Enter the telephone number. -a maximum of 20 characters (Only the following can be entered: number, "-"(hyphen), "#", "**")	Be sure to input a Telephone Number 1 and Name.
Caller's Name1	Enter the name of Telephone Number 1. For example, "John Doe's work phone". -a maximum of 60 characters	
Telephone Number2	Enter the second telephone number. -a maximum of 20 characters (Only the following can be entered: number, "-"(hyphen), "#", "**")	
Caller's Name2	Enter the name of Telephone Number 2. For example, "John Doe's cell phone". -a maximum of 60 characters	
FAX Number	Enter the facsimile number. -a maximum of 20 characters (Only the following can be entered: number, "-"(hyphen), "#", "**")	
Cellular Number	Enter the cellular number. -a maximum of 20 characters (Only the following can be entered: number, "-"(hyphen), "#", "**")	
EMail	Enter the EMail address. -a maximum of 256 characters	
SIP URL	Enter the address of SIP connection. -a maximum of 256 characters	

Using the Soft Key Application

Registration of Personal Information		
Item	Description	Note
PIM Memo	If the [CRM Mode] icon is changed to [TEL]/[PIM]/[NBC] mode and it registers with a Phonebook from the signature of an EMail etc., the selected character sequence will be entered automatically. For details, please refer to Register to Phonebook Using Signature (page 95). -a maximum of 400 characters	
User Memo	Comments about the contact can be entered. -a maximum of 200 characters	
Use Frequency	Specify the frequency of making a call to the contact: - Call Often - Call sometimes - Call Rare times	

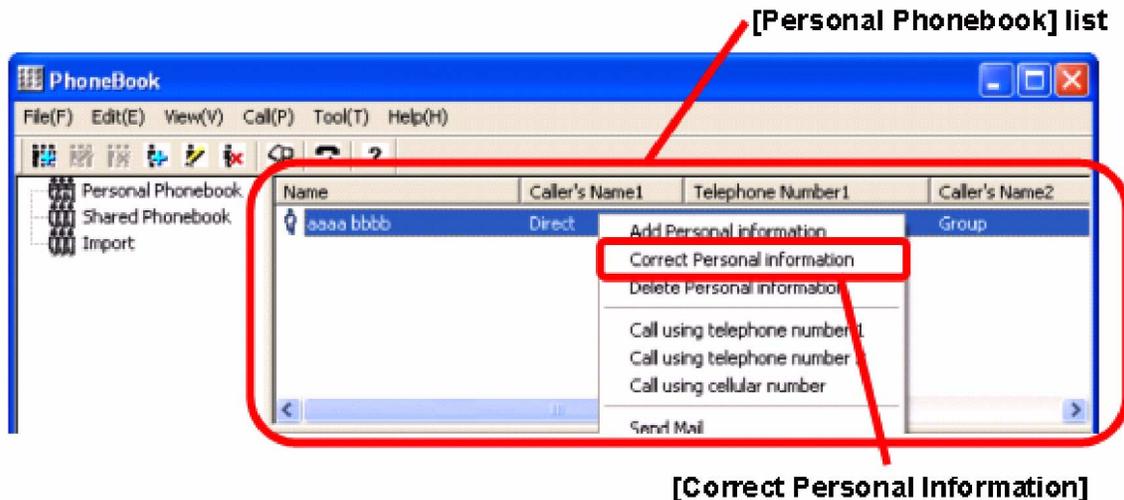
- Click the [**Register**] button.

*The **Phonebook** screen is displayed.*

Registration of the personal information to the Personal Phonebook is complete.

Correct the Information in the Personal Phonebook

- Click the [**Phonebook**] icon. The *Phonebook* screen is displayed.
- Click the [**Personal Phonebook**] folder.
- Right-click the entry which should be corrected in the [**Personal Phonebook**].

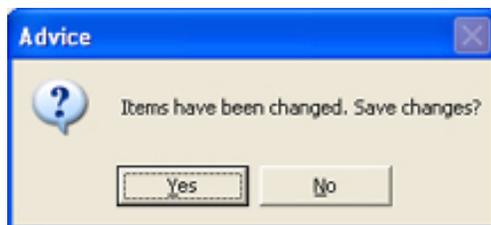


Using the Soft Key Application

- Click [**Correct Personal Information**].
Or
Double-click the information to correct.
Or
Select the information to correct and click [**Edit**] from the menu bar and click [**Correct Personal Information**].
*The **Correct Personal Information** screen is displayed. The contents of this screen are the same as that of the **Register Personal Information** screen.*
- Correct the required item.
*Please refer to **Registration of Personal Information** (page 103) for the meaning and input range of each item.*
- Click the [**Update**] button and click the [**Exit**] button.
*The **Phonebook** screen is displayed.
Correction of Personal Information in Personal Phonebook is complete.*

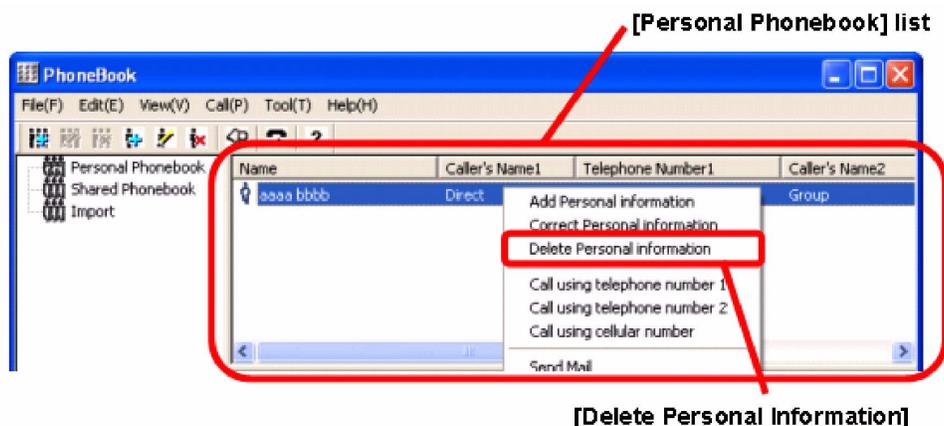
Note:

The following screen will be displayed, if [**Previous page**] and [**Next page**] buttons have been clicked after edits were made in the above step 4 (This will not occur if the [**Update**] button is clicked). Please click the [**Yes**] button at this time. Please click the [**No**] button when you do not want to save the changes.



Delete Information in the Personal Phonebook

- Click the [**Phonebook**] icon. The *Phonebook* screen is displayed.
- Click the [**Personal Phonebook**] folder.
- Right-click the personal information to delete.



Using the Soft Key Application

- Click **[Delete Personal Information]**.
Or
Select the information to delete and then press the **[Del]** key.
Or
Select the information to delete, then click **[Edit]** from a menu bar and then click **[Delete Personal Information]**.

The following screen is displayed.



- Click the **[OK]** button.

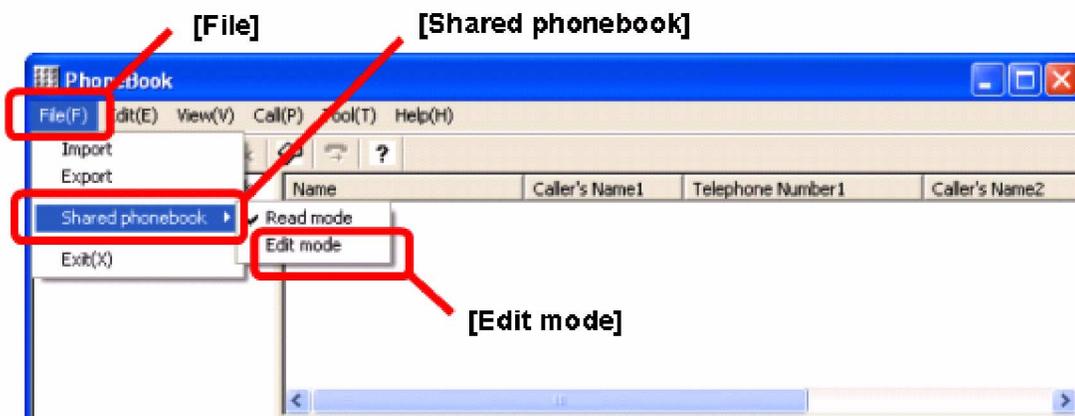
Deletion of Personal Information in Personal Phonebook is complete.

Using the Shared Phonebook

Register the Information to the Shared Phonebook

This chapter describes how to register, correct, or delete the information registered into the Shared Phonebook managed on a server computer. When the information for the Shared Phonebook is to be edited, it is necessary to first change to “Shared Phonebook Edit Mode”. While the “Shared Phonebook Edit Mode” is being edited, other users cannot make changes to it.

- Click the **[Phonebook]** icon. The *Phonebook* screen is displayed.
- Click the **[File]** menu and click **[Shared phonebook]**.

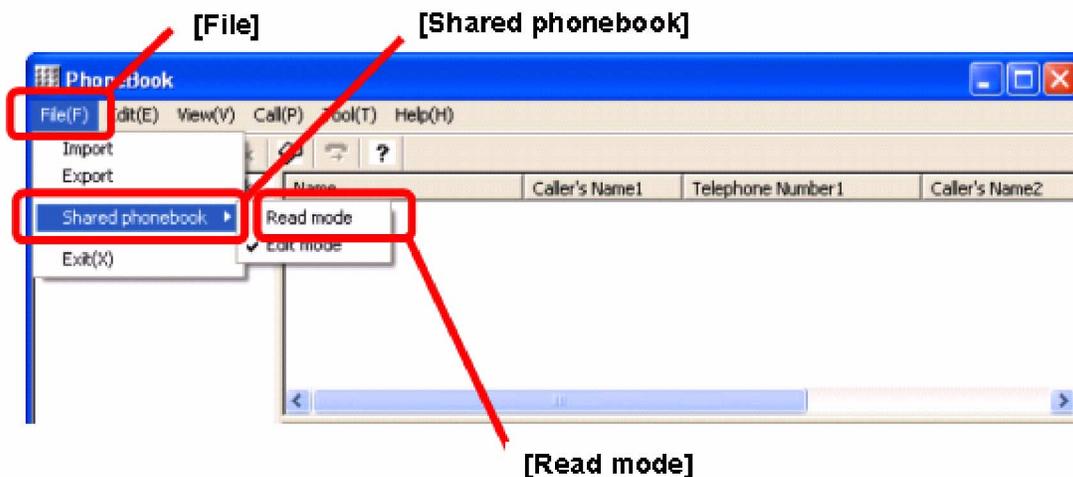


- Check **[Edit mode]**.
This allows additions, corrections and deletions to the Shared Phonebook.
- Click the **[Shared Phonebook]** folder.
- Click the **[Add Personal Information]** icon.
Or click **[Edit]** on the menu bar and click **[Add Personal Information]**.

The Register Personal Information screen is displayed. This screen is same as that of the Personal Phonebook.

Using the Soft Key Application

6. Enter each item.
*Please refer to **Registration of Personal Information** (page 103) for the meaning and input range of each item.*
7. Click the **[Register]** button.
*The **Phonebook** screen is displayed.*
8. Click **[File]** and click **[Shared Phonebook]**.



9. Click **[Read Mode]**.
*The registration of the information to the Shared Phonebook is complete.
At this point, you can not make any further edits to the Shared Phonebook unless you repeat these steps.*

Correct the Information for the Shared Phonebook

1. Click the **[Phonebook]** icon. The **Phonebook** screen is displayed.
2. Click **[File]** menu and click **[Shared phonebook]**.
3. Check **[Edit mode]**.
This allows additions, corrections and deletions to the Shared Phonebook.
4. Click the **[Shared Phonebook]** folder.
5. Right-click the personal information in the Shared Phonebook to be corrected.
6. Click **[Correct Personal Information]**.
Or choose the information to be corrected and click **[Edit]** from a menu bar and click **[Correct Personal Information]**.
*The **Correct Personal Information** screen is displayed. The contents of this screen are the same as that of the **Register Personal Information** screen.*
7. Correct the required item.
*Please refer to **Registration of Personal Information** (page 103) for the meaning and input range of each item.*
8. Click the **[Update]** button and click the **[Exit]** button.
*The **Phonebook** screen is displayed.*
9. Click **[File]** and click **[Shared Phonebook]**.
10. Click **[Read Mode]**.
Corrections to the information in the Shared Phonebook is complete.

Using the Soft Key Application

Delete Information in the Shared Phonebook

1. Click the [**Phonebook**] icon. The *Phonebook* screen is displayed.
2. Click the [**File**] menu and click [**Shared phonebook**].
3. Check [**Edit mode**].

This allows additions, corrections and deletions to the Shared Phonebook.

4. Click the [**Shared Phonebook**] folder.
5. Right-click the personal information in Shared Phonebook to be deleted.
6. Click [**Delete Personal Information**].
Or choose the information to be deleted and click [**Edit**] from a menu bar and click [**Delete Personal Information**].

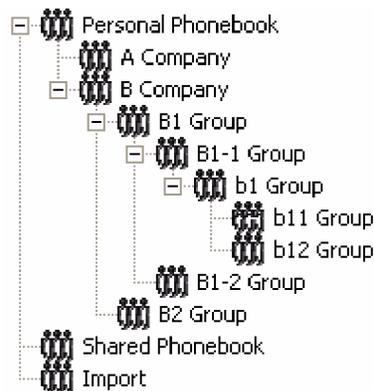
A message appears asking you to verify that the information should be deleted.

7. Click the [**OK**] button.
8. Click [**File**] and click [**Shared Phonebook**].
9. Click [**Read Mode**].

Deletion of the personal information in Shared Phonebook is complete.

Make a Group in the Phonebook

This section describes how to make a group and classify the personal information in the Personal Phonebook and Shared Phonebook. It is useful to classify every customer or a customer and an associated company etc. A maximum of 50 groups in one Phonebook can be created.



Note:

If you want to make a group in the Shared Phonebook, it is necessary to change the mode into “Shared Phonebook Edit Mode”. For details, please refer to **Using the Shared Phonebook** (page 106).

Add a New Group

1. Click the Phonebook to make a group.
2. Click the [**Add Group**] icon.
3. Enter the name of the group.
4. Press the **Enter** key.

A new group is created in the folder under the Phonebook clicked in above step 1.

Addition of a group is completed.

Note:

If you want to delete a group

1. Click the group to delete.
2. Click the [**Delete Group**] icon.
Or click [**Edit**] and click [**Delete Group**].
3. Click the [**OK**] button.

The group is deleted.

If you want to correct the name of a group

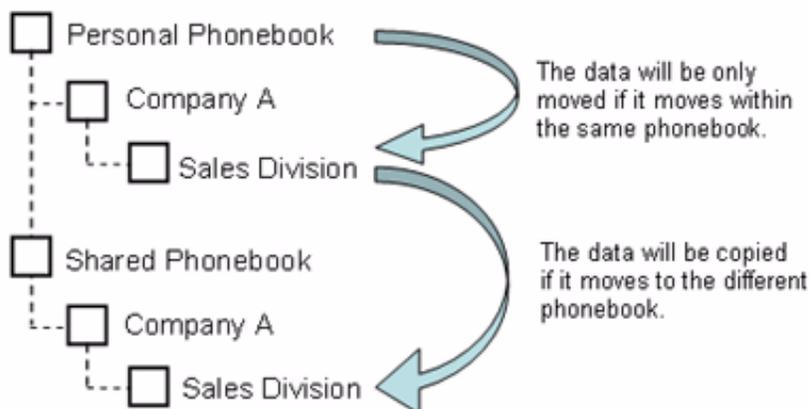
1. Click the name of the group to corrected.
2. Click the [**Correct Group**] button.
Or click [**Edit**] and click [**Correct Group**].
3. Enter the new name of the group.
4. Press the **Enter** key.

Correction the name of a group is complete.

Move the Personal Information to the Group

This chapter describes how to move or copy the personal information registered into the Phonebook to a group.

- When moving to the group within the same Phonebook, a copy does not remain the file is simply moved.
- When moving to another Phonebook, a copy remains in the original Phonebook.



1. Click the contact name which should be copied or moved.
2. Drag & Drop to the new Phonebook.

The contact is copied or moved.

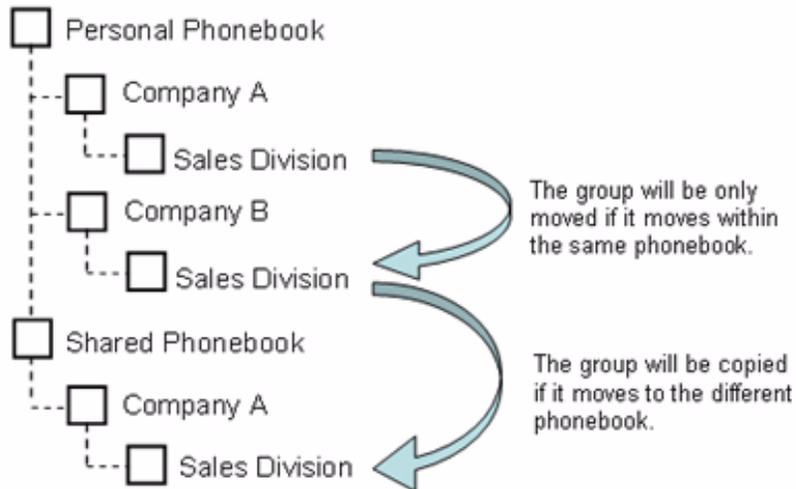
The copy or movement of the contact is complete.

Using the Soft Key Application

Copy the Group

This section describes how to copy or move the group registered in the Phonebook.

- When moving to the same Phonebook, a copy does not remain the file is simply moved.
- When moving to other Phonebook, a copy remains in the original Phonebook.



1. Click the group to be copied or moved.
2. Drag & Drop to the new Phonebook.

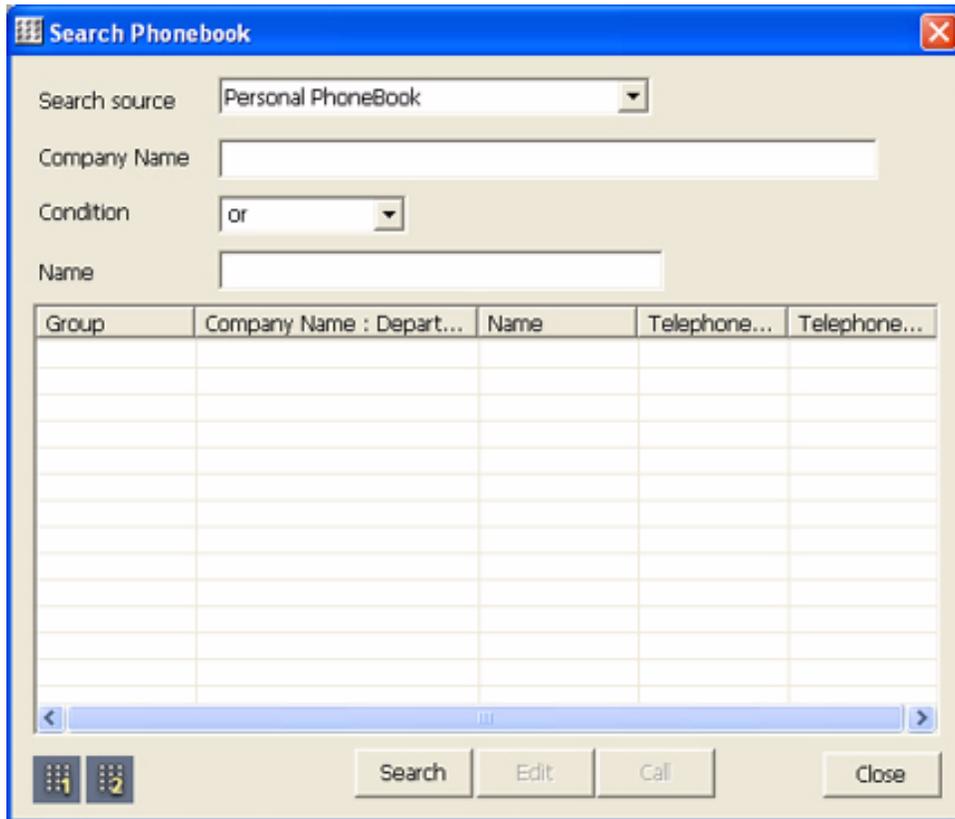
The group is copied or moved.

The copy or movement of the group is complete.

Search a Person From the Phonebook

This section describes how to search for a person who has been registered in the Personal Phonebook or Shared Phonebook. It is possible, after searching, to make a call to the contact found. You can also correct the information registered in the Phonebook.

1. Click [**Edit**] and click [**Search Phonebook**]. The Search Phonebook screen is displayed.



The screenshot shows a window titled "Search Phonebook" with a blue title bar and a close button (X) in the top right corner. The window contains the following elements:

- Search source:** A dropdown menu currently set to "Personal PhoneBook".
- Company Name:** An empty text input field.
- Condition:** A dropdown menu currently set to "or".
- Name:** An empty text input field.
- Table:** A table with 5 columns: "Group", "Company Name : Depart...", "Name", "Telephone...", and "Telephone...". The table is currently empty.
- Navigation:** A horizontal scrollbar is located below the table.
- Buttons:** At the bottom of the window, there are four buttons: "Search", "Edit", "Call", and "Close".
- Soft Keys:** In the bottom left corner, there are two soft key icons labeled "1" and "2".

Using the Soft Key Application

- Specify the search option.

The following search options need to be entered.

List of Options for Searching Phonebook		
Key	Description	Note
Search Source	Specify the Phonebook to search: - Personal Phonebook - Shared Phonebook - Both Personal/Shared	One must be specified.
Company Name	Specify the Company Name to search.	Either "Company Name" or "Name" must be specified.
Condition	To search by company name and person's name, the following parameter needs to be added: -or: Either company name or person's name are matched -and: Both company name and person's name are matched.	One must be specified.
Name	Specify to search by person's name.	Either "Company Name" or "Name" must be specified.

- Click the [**Search**] Button

The found information list is shown.

Personal information search is complete.

Note:

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

- Click the contact that you want to call.
- Click the [**Call**] button.

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

- Click the contact that you want to modify.
- Click the [**Edit**] button.

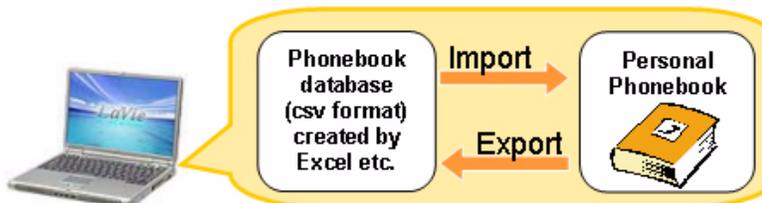
*The **Correct Personal Information** screen is displayed.*

- Correct the personal information.

*For additional details, please refer to the **Correct the Information for the Shared Phonebook** (page 107) section.*

Import or Export the Phonebook

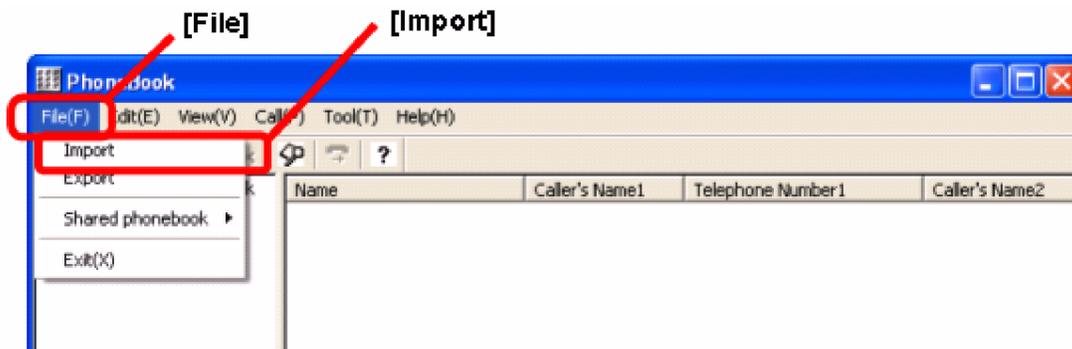
This section describes how to pull in the Phonebook data of a CSV form created by Microsoft® Excel etc. to the *Aspire Soft Phone* Phonebook (Import), as well as sending the data out of the Phonebook in order to back up data and to allow it to be used by other software etc. (Export).



Import Database to the Phonebook <Import>

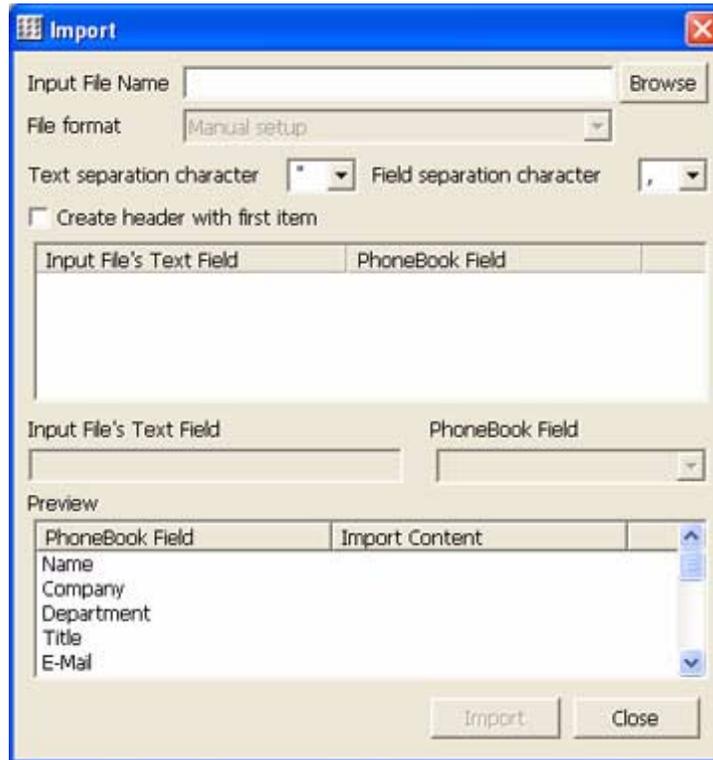
Microsoft® Excel or CSV-type database files can be imported.

1. Click the **[Phonebook]** icon. The *Phonebook* screen is displayed.

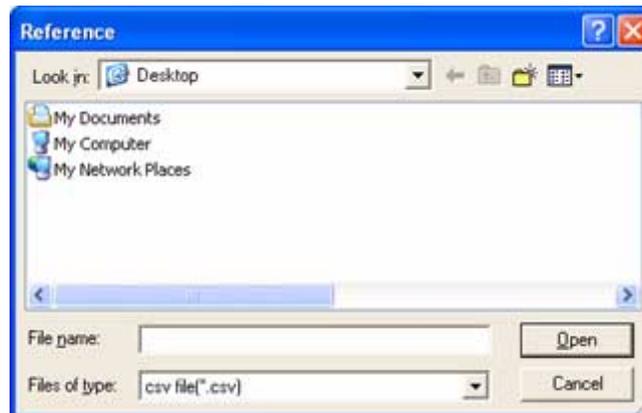


Using the Soft Key Application

2. Click **[File]** and click **[Import]**. The *Import* screen is displayed



3. Click the **[Browse]** button. The *Reference* screen is displayed.



Using the Soft Key Application

4. Select by clicking on the database file you want to import.
5. Click the [**Open**] button.

*The **Import** screen is displayed and the file name, which was selected in step 4, is displayed in the [**Input File Name**] box.*

6. Click the  button on “**File Format**”.
7. Select the file type. Choose one of following:

- CSV (All *Aspire Soft Phone* selections)
To import a CSV file exported from the *Aspire Soft Phone*
- Manual Setup
To import a CSV file which is in its original file format (not from the *Aspire Soft Phone* application)

Note:

If you select “Manual setup”, you need to convert the data to import into the Phonebook of the *Aspire Soft Phone* from original database format.

This operation is as follows:

1. Click the first line of the list in the [**Input File's Text**] field.
*The selected content is displayed in gray in the [**Input File's Text**] field below the list.*
 2. Click the [▼] in [**Phonebook**] field and click the item name of Phonebook database.
*For example, if “John Smith” is selected in step 1, you need to click “Name” here.
The content is displayed on the list in the [**Phonebook**] field.*
 3. Repeat steps 1 and 2 to convert all data fields in the Phonebook.
8. Click the [**Import**] button. After the import is complete, the **Import Complete** message is displayed.



9. Click the [**OK**] button.
- The **Import** screen is displayed.*
10. Click the [**Close**] button.

*The **Phonebook** screen is displayed. The imported information is in the Import Phonebook group in the Aspire Soft Phone.*

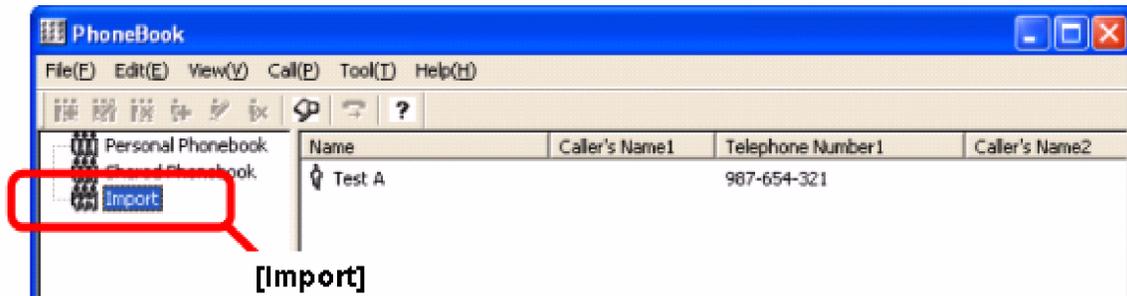
Note:

DO NOT exit the *Aspire Soft Phone* application. Imported information is stored in the “Import” folder, however, when the *Aspire Soft Phone* is exited, all information is lost. Please move the imported information to the Personal Phonebook in the *Aspire Soft Phone* using the following operation.

Using the Soft Key Application

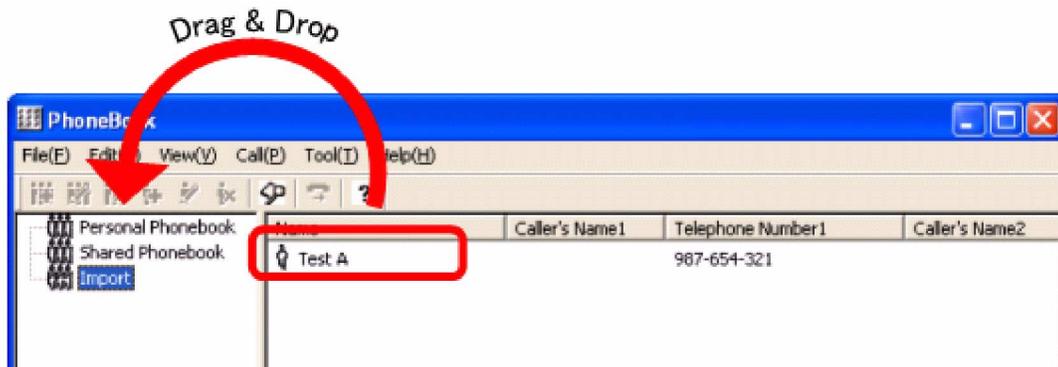
11. Click the **[Import]** folder

The imported information is displayed on the personal information list.



12. Imported information needs to be moved by dragging and dropping the contact name into the Personal Phonebook. The information is then copied to Personal Phonebook

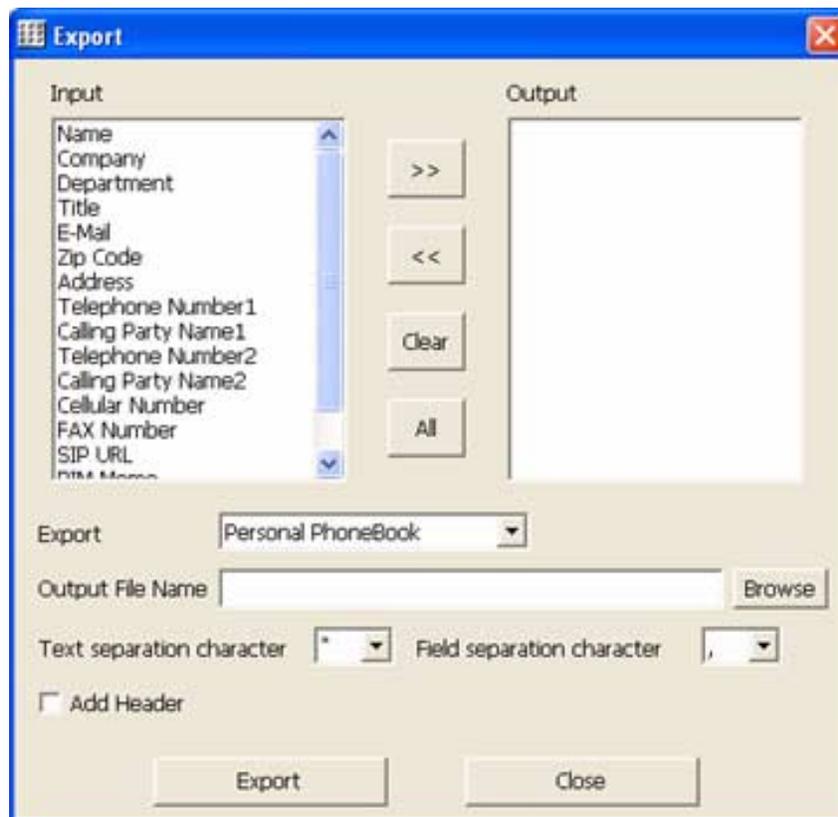
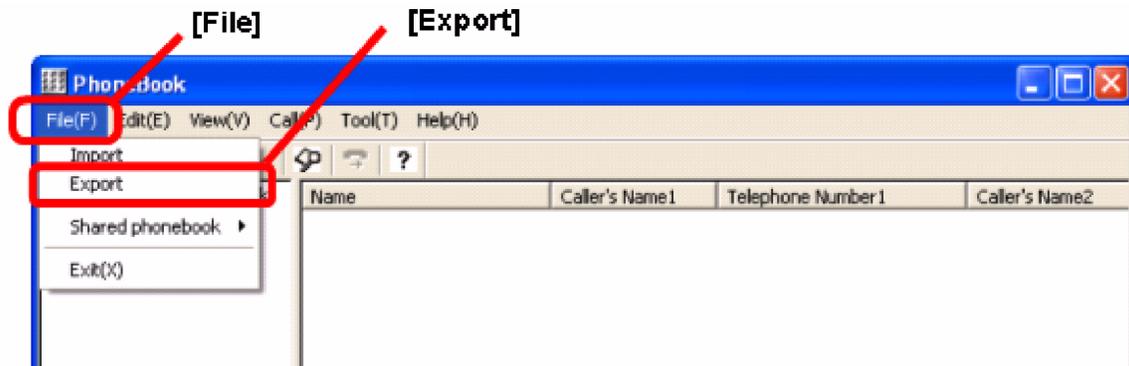
Importing data into the Phonebook is complete.



Export Phonebook to the Database <Export>

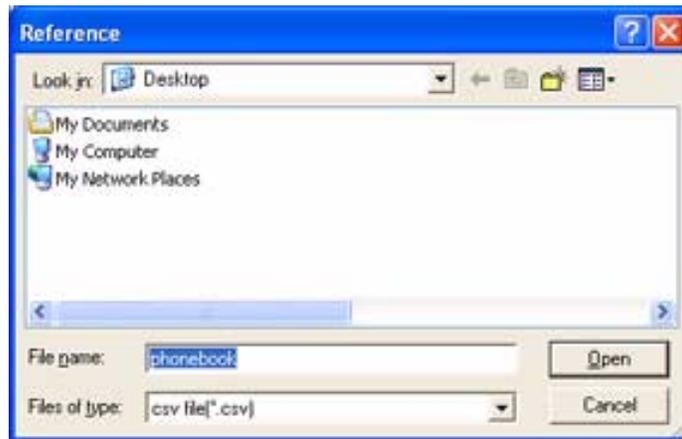
The Phonebook database created by the *Aspire Soft Phone* can be exported so that it can be used by other applications as well as backing up the database information.

1. Click the **[Phonebook]** icon. The *Phonebook* screen is displayed.
2. Click **[File]** and **[Export]**. The *Export* screen is displayed.



Using the Soft Key Application

3. Click item you want to export on the [Input] box.
4. Click the [>>] button.
The item name that was selected in step 3 is displayed in the [Output] window.
 - Export all items
Click the [All] button.
 - Re-select
Click the [Clear] button; the [Output] box is cleared, and then repeat from step 1.
 - Cancel selected item
Click the item you want to cancel and click [←←].
5. Click on the **Export** window and click the Phonebook you would like to export.
Select one of following items
 - Personal Phonebook
 - Shared Phonebook
 - Both Personal/Shared
6. Click the [Browse] button on [Output File Name].
The Reference screen is displayed.



7. Enter the file name into the [File name] box.
For example, enter today's date.
8. Click the [Open] button.
The following screen is displayed.



9. Click the **[Yes]** button.

*The **Export** screen is displayed. The file name is indicated with the full path entered above in step 7.*

Note:

If you want to insert marks between each data and header in the exported file (e.g. data to be used by Microsoft® Excel), the following characters can be inserted automatically.

- Text separation character
["(double quotation)] or ['(single quotation)] is added to the export as text. If text quotation is not required, select "None". The default is to add ["(double quotation)].
- Field separation character
[, (comma)] or [; (semi-colon)] is added between each data. The default is [, (comma)].
- Add Header
The item name is inserted on the first line in the exported file.

10. Click the **[Export]** button.

After the export is complete, the "Export completed" message is displayed.



11. Click the **[OK]** button.

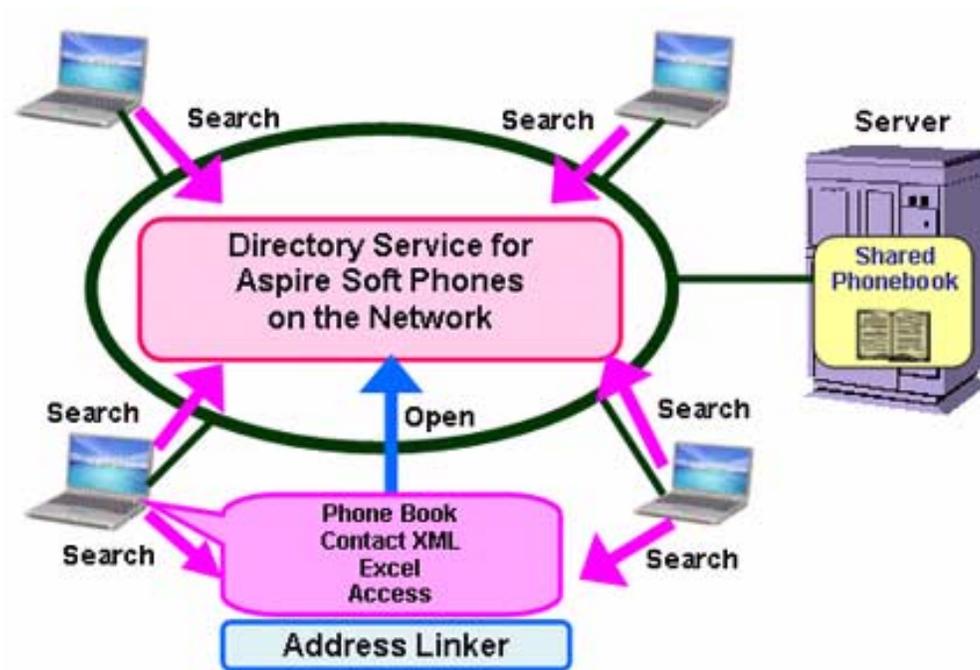
The Phonebook database export is complete.

Using the Soft Key Application

Using Phonebook on the Network

You can use not only the local PC's Phonebook for the *Aspire Soft Phone*, but you can also use a database made by other applications (e.g. Excel, Access and other PIM software). Other databases on the network can also be searched and shared by other people on the network.

- Personal Phonebook and Shared Phonebook for the *Aspire Soft Phone*
- Address book made by Excel or Access
- Others (Address book created using contact XML language)



Note:

To use this feature, [Set up LDAP server] or [Set up Address Linker] is required. For details, please refer to each section.

- For searching a Phonebook on a network, refer to the **Registration of the LDAP Server** (page 128) section.
- For searching from various Phonebooks, refer to the **Address Linker Setup** (page 131) section.

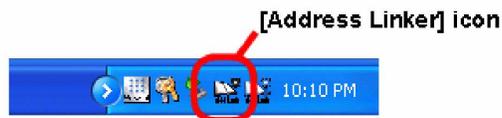
Searching From a Phonebook on the Network

Searching the Phonebook on the network is used by following applications. For details, please refer to help file for each application.

- “LDAP Client” for the *Aspire Soft Phone*
- “Find People” on Windows® operating system
- “Find People” on Outlook® Express

Search Using Aspire Soft Phone

1. Check that the *Address Linker* icon is in task tray.



Note:

If you cannot find the *Address Linker* icon, click the “<” button in task tray. The hidden icon may be displayed.

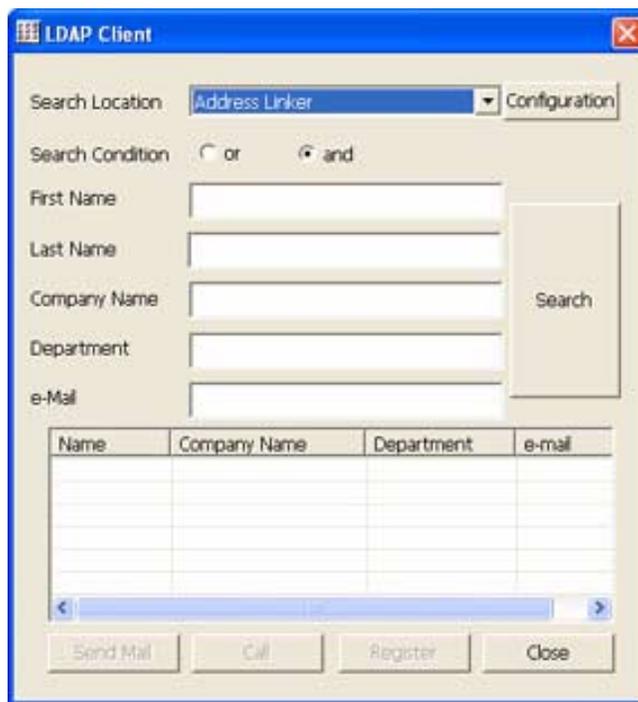
If it is not in the hidden icons, run *Address Linker* using the following operation.:

[Start] → [All Programs] → [Aspire Soft Phone] or [Address Linker] → [Address Linker]

The Address Linker icon is indicated in task tray.

2. Click the [Phonebook] icon.
The Phonebook screen is displayed.
3. Click [Tool] → [LDAP Client].
The LDAP Client screen is displayed.

Using the Soft Key Application



4. Specify the search directory in [**Search Location**].

When the [Address Linker] is specified, searches will be performed on the Phonebooks which have been shared.

*For information on sharing a Phonebook, refer to the **Address Linker Setup** (page 131) section.*

Note:

If you want to search from a Phonebook on another person's PC or on the server, click the [▼] and specify server name or IP address. For details, refer to **Registration of the LDAP Server** (page 128).

You can reduce the amount of time a search takes if you enter a specific file name to be searched. Specify a file name using the following operation:

1. Click the [**Configuration**] button on the *LDAP Client* screen.
*The **Directory Server Setting** screen is displayed.*
2. Select the destination to be searched by clicking on [**Display name**].
3. Click the [**Edit**] button.
*The **Correction** screen is displayed.*
4. Enter the specific file name to search on [**Search Base**].
Please contact your system administrator for Search Base.
5. Click the [**OK**] button.
*The **Directory Server Setting** screen is displayed.*
6. Click the [**Close**] button.
*The **LDAP Client** screen is displayed.*
Searching Base setup is complete.

If you want to go back to the default, clear the entry specified in step 4 for "Search Base" using the same operation.

Using the Soft Key Application

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

List of Searching Conditions		
Item	Description	Note
Search Condition	Last Name, First Name, Company Name, Department Name, and EMail address can be specified as a searching key. Also, specify the following condition: - or: Search database to match either key - and : Search database to match all keys	
Last Name	Enter last name to search.	
First Name	Enter first name to search.	
Company Name	Enter company name to search.	
Department	Enter department name to search.	
EMail	Enter EMail address to search.	

6. Click the [**Search**] button.

*The items matching the search conditions are displayed.
Searching is complete.*

Note:

If you want to make a call from the search results:

1. In the search result list, select by clicking the person you would like to call.
2. Click the [**Call**] button.

If you want to send an EMail from the search results:

1. In the search result list, select the person you want to EMail.
2. Click the [**Send Mail**] button.

The EMail application is automatically run.

3. Create an EMail.

*For details, refer to **Send EMail from Phonebook** (page 92).*

If you want to reduce the searching time:

1. Click the item from the search list which will be added to your Personal Phonebook.
2. Click the [**Register**] button.

*The **Register Personal Information** screen is displayed.*

3. Register the contact information.

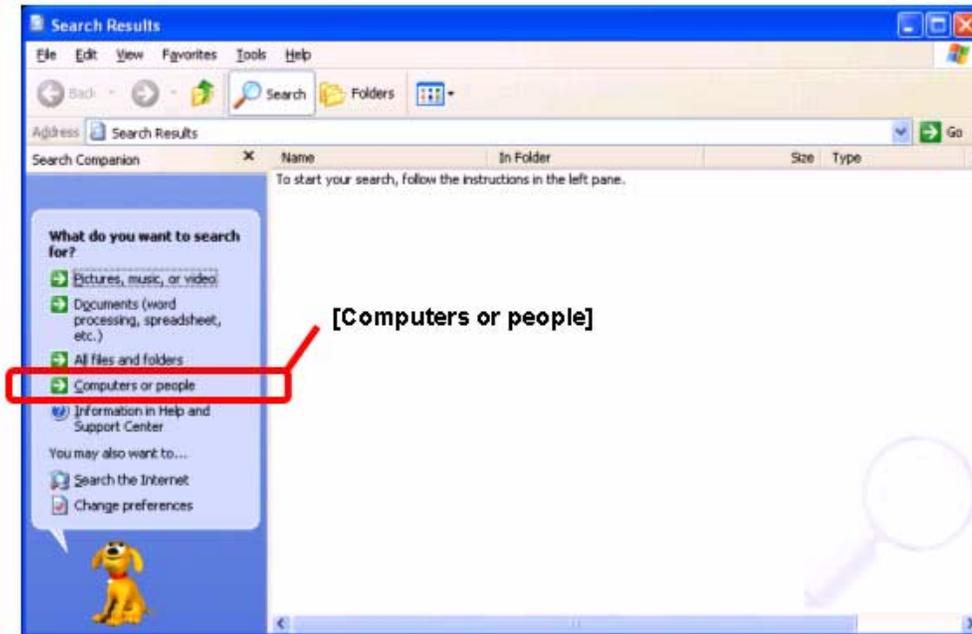
*For details, refer to **Register Information Into the Personal Phonebook** (page 102).*

Using the Soft Key Application

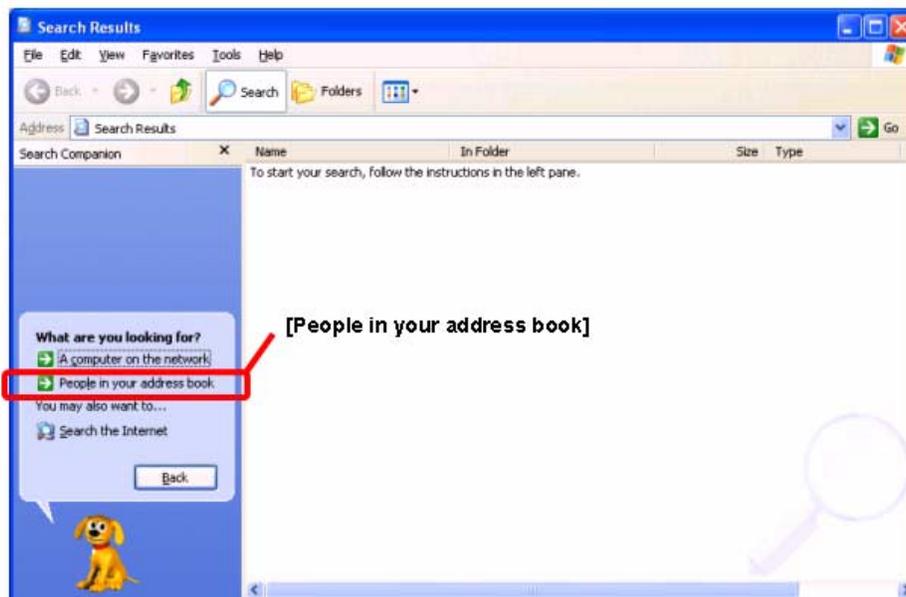
Search by [Find People] Using Windows® Operating System

Please refer to the **Address Linker Setup** (page 131) section for details on sharing the Phonebook.

1. Click **[Start]** → **[Search]**. The following screen is displayed.

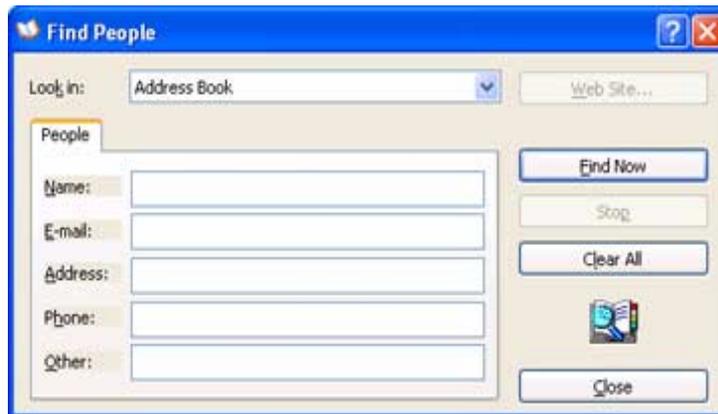


2. Click **[Computers or people]**. The following screen is displayed.

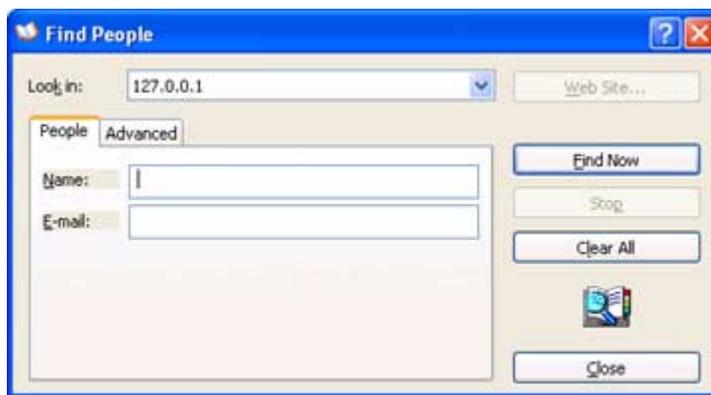


Using the Soft Key Application

- Click **[People in your address book]**. The *Find People* screen is displayed.



- Click the  button for the **[Look in]** field and specify "127.0.0.1".
*"127.0.0.1" is an example of an IP address to your shared phonebook.
If you want to search other destinations, enter the IP address of the location.
The contents of screen are changed.*



Using the Soft Key Application

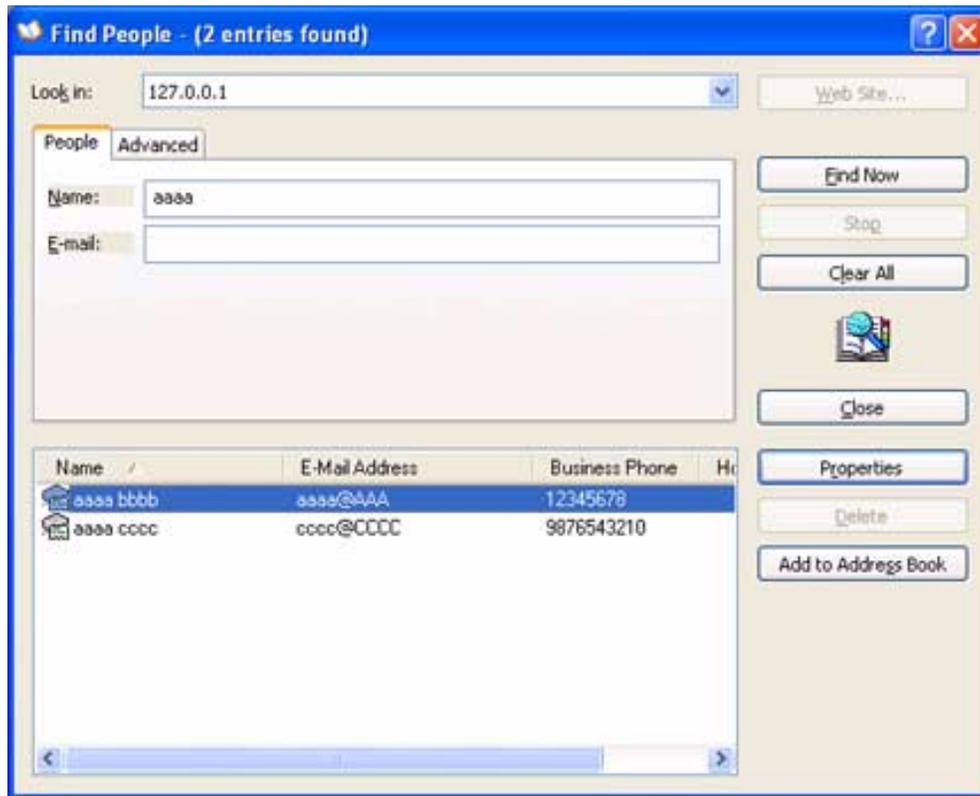
Note:

If the IP address (ex: 127.0.0.1) is not found, or you want to add a new IP address to be searched, change the Directory Service set up using the following procedure:

1. Right-click in the **[Look in]** field and click **[Directory Service]**.
*The **Internet Accounts** screen is displayed.*
2. Click the **[Add]** button.
*The **Internet Connection Wizard** screen is displayed.*
3. Enter the new IP address (ex: 127.0.0.1) into the **[Internet directory (LDAP) server]** field.
When adding a search-base, the server name or IP address of the destination should be entered. Check with your system administrator for the server name or IP address.
4. Click the **[Next]** button.
The display is changed.
5. Click the **[Next]** button.
The display is changed.
6. Click the **[Finish]** button.
*The **Internet Accounts** screen is displayed.*
The contents entered in step 3 above are displayed in the "Directory Service".
*When you set up a searching base, click the **[Properties]** button and input into the "Search base" field under the **[Advanced]** tab.*
7. Click the **[Close]** button.
The Directory Service is set up.

If you specify the search file name, the searching time can be reduced. Set up a file name to search using the following operation:

1. On the **Internet Accounts** screen, select a server name or an IP address to set as a Search base.
 2. Click the **[Properties]** button.
*The **XXXXXX Properties** screen is displayed ("XXXXXX" is the server name or an IP address).*
 3. Click the **[Advanced]** tab.
 4. Enter the searching base into the **[Search base]** field.
Please check with your system administrator for the Search base.
 5. Click the **[OK]** button.
*The **Internet Accounts** screen is displayed.*
The Search base has been set up.
*If you want to go back to the default setting, clear the entry specified in above step 4 for **[Search Base]** using the same operation.*
5. Enter the search word into the **[Name]** or **[EMail]** field.
 6. Click the **[Find Now]** button.
*The **Find People-(X entries)** screen is displayed ("X" means the number of matching cases.)*



Now, Searching by Find People is complete.

Note:

- If you wish to register the party found into the Outlook address book, use the following procedure:
1. Click the [**Add to Address book**] button.
The XXXXX Properties screen is displayed ("XXXXX" is the person's name).
 2. Add and correct the required information.
 3. Click the [**OK**] button.

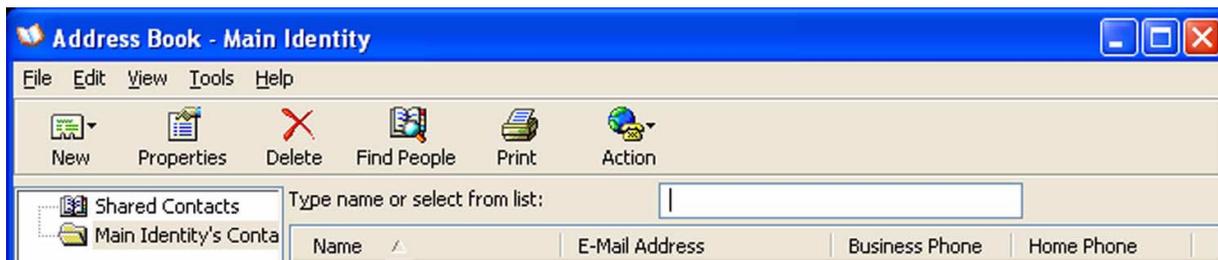
Using the Soft Key Application

Search by [Find People] Using Outlook® Express

1. Click the [Addresses] button in Outlook Express.



The *Address Book – Main Identity* screen is displayed.



2. Click the [Find People] button.
The Find People screen is displayed.
3. Search using the same procedure as steps 4 – 6 in the **Search by [Find People] Using Windows® Operating System** (page 124) section.

Search by [Find People] Using Outlook® 2000

1. Click the [Tool] button in Outlook 2000 and click [Address Book].
2. Click the [Find People] button.
The Find People screen is displayed.
3. Search using the same procedure as steps 4 – 6 in the **Search by [Find People] Using Windows® Operating System** (page 124) section.

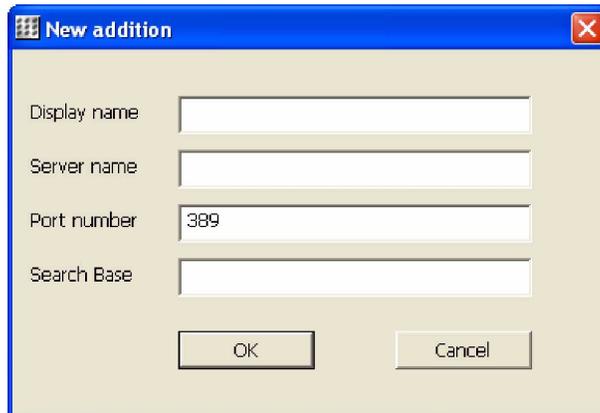
Registration of the LDAP Server

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



4. Click the [**Add**] button.

*The **New Addition** screen is displayed.*



Note:

If you want to correct the registered LDAP server:

1. Click the [**Edit**] button.

*The **Correction** screen is displayed. The contents are the same as the **New addition** screen.*

2. Correct each item for “the input item of LDAP Server registration”.
3. Click the [**OK**] button.

*The **Directory Server setting** screen is displayed.*

Using the Soft Key Application

If you wish to delete the registered LDAP server:

1. Click the [**Delete**] button.



2. Click the [**OK**] button.
*The **Directory Server Setting** screen is displayed.*

5. Enter each item.

LDAP Server Registration Items	
Item	Description
Display Name	Enter the LDAP server name which will be displayed in the [Search Location] field on the <i>LDAP Client</i> screen.
Server Name	Enter the path of the LDAP server using the server name or IP address. Please check with your system administrator for the server name.
Port Number	Enter the port number of the LDAP server. Please check with your system administrator for the port number.
Search Base	Enter the option for searching the LDAP server. Please check with your system administrator for the search base.

6. Click the [**OK**] button.
*The **Directory Server setting** screen is displayed.*
7. Click the [**Close**] button.
*The **LDAP Client** screen is displayed. If the [**▼**] button on the [**Search Location**] field is clicked, the pull down menu is opened and the contents, which were entered above in step 4, are displayed.
*The registration of the LDAP server is complete.**

Address Linker Setup

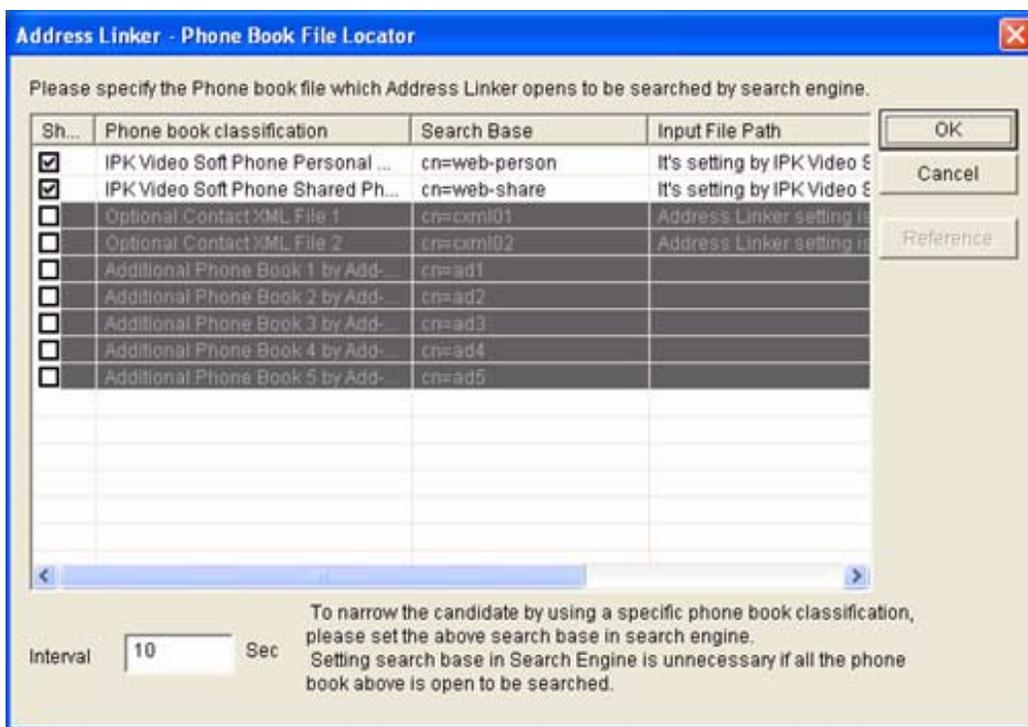
You may share your phonebook on the network so that others may access it as an object of a network directory service. The file can be shared in the following ways:

- Personal Phonebook or Shared Phonebook of the *Aspire Soft Phone*
- Contact XML file format
- Excel file format
- Access file format

1. Right-click the [**Address Linker**] icon in task tray and click [**Settings**]. Change to "**Settings**" - this needs to change on the GUI as well.



The *Address Linker Setting* screen is displayed.



Using the Soft Key Application

Note:

If you can not find the *Address Linker* icon, click the “<” button in task tray to display the hidden icon(s). If it is not in the hidden icons, run the *Address Linker* using the following steps:

1. [Start] → [All Programs] → [Aspire Soft Phone] or [Address Linker] → [Address Linker]

The Address Linker icon is displayed in task tray.

2. Enter each item.

Item of Address Linker Registration	
Item	Description
Show	Select when sharing to the public on a network.
Phonebook Classification	The various options of supported Phonebooks are displayed.
Search Base	When the shared Phonebook is searched, a required key is entered automatically. This key specifies the kind of Phonebook to be searched. Choose either the "Search base" of the <i>LDAP Server Registration</i> screen, or the "Search base" of the Windows directory service.
Input File Path	Input the path of the location to the phonebook. You can click the [Reference] button to open an Explorer window to browse to and select another location.
Interval	The interval indicates the frequency for requesting updates from the shared file. The <i>Address Linker</i> icon blinks red when updating. Input Range: 1 - 999 seconds.

3. Click the [OK] button.

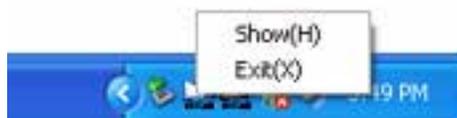
The Address Linker setup is complete.

Address Linker Add-On Setup

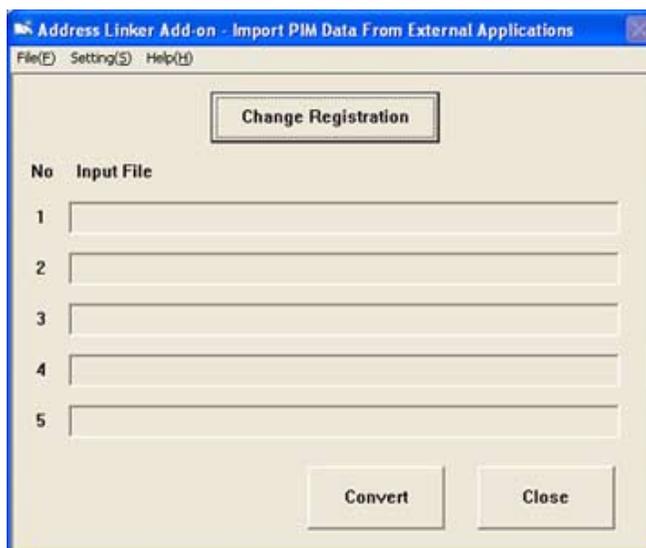
When the application is set up so that *Address Linker* may import the information from other applications, the configuration for replacing the data field and the time for updating information periodically must be set up.

Import Setup

1. Right-click the [**Address Linker Add-On**] icon in task tray and click [**Show**].



The *Address Linker Add-On* screen is displayed.



Note:

If you can not find the *Address Linker Add-On* icon, click the “<” button in task tray. The hidden icon may be displayed.

If it is not in the hidden icons, run *Address Linker Add-On* using the following procedure:

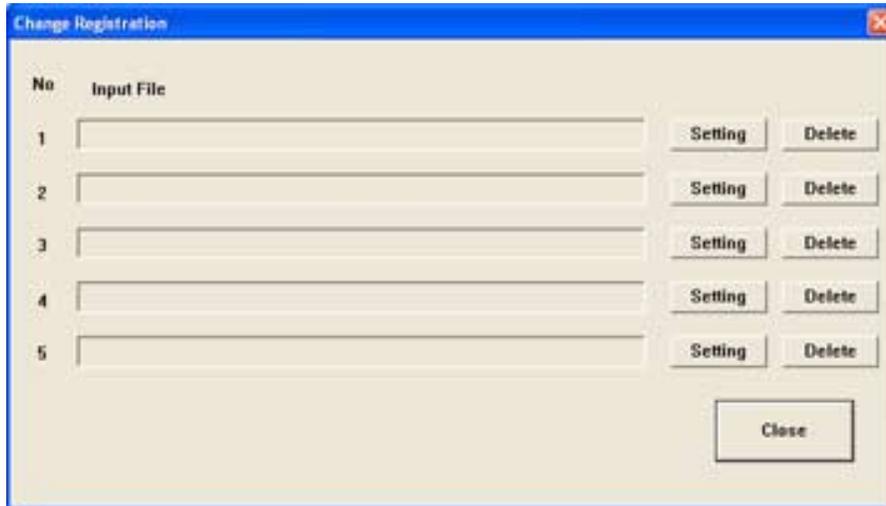
1. [Start] → [All Programs] → [Aspire Soft Phone] → [Address Linker] → [Address Linker Add-On]

The Address Linker Add-On icon is displayed in the task tray.

Using the Soft Key Application

- Click the [**Change Registration**] button.

*The **Change Registration** screen is displayed.*



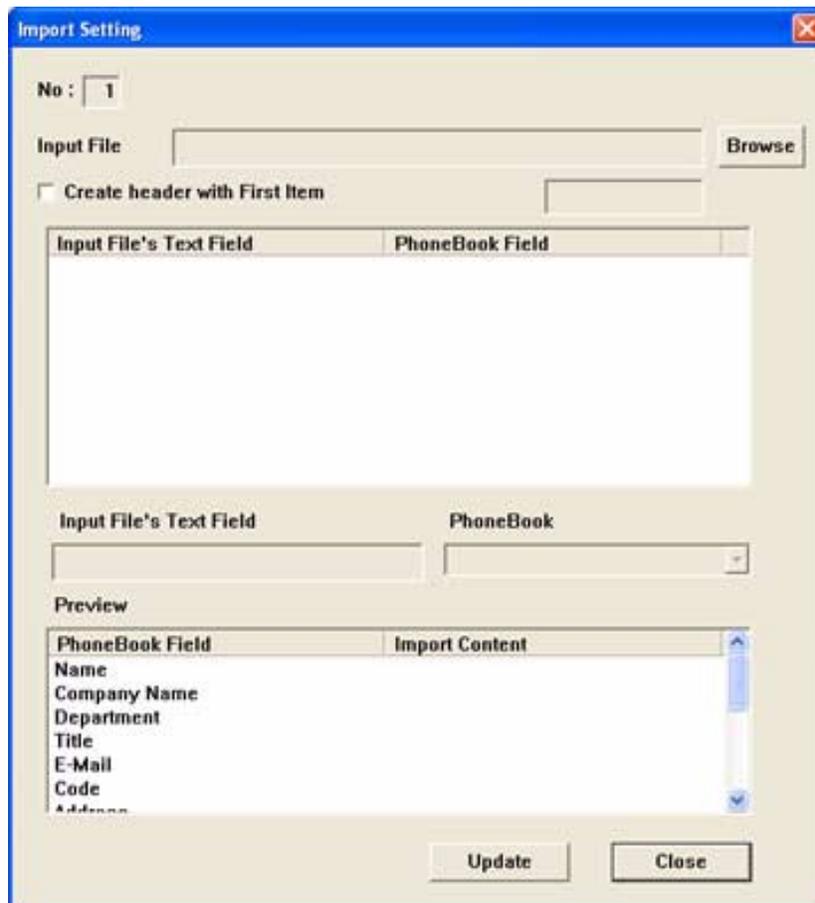
The screenshot shows a window titled "Change Registration" with a blue title bar and a close button. The main area contains a table with five rows. Each row has a "No" column with values 1 through 5, and an "Input File" column with a text input field. To the right of each input field are two buttons: "Setting" and "Delete". At the bottom right of the window is a "Close" button.

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

Close

- Click the [**Setting**] button.

*The **Import Setting** screen is displayed.*



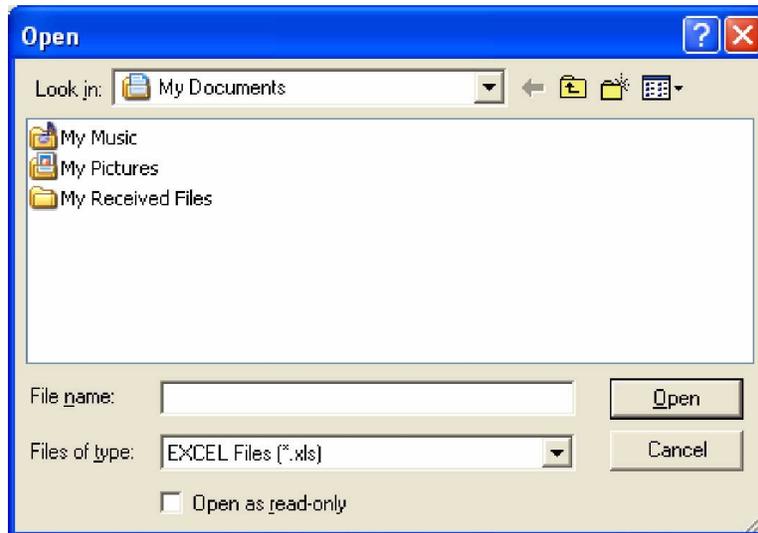
The screenshot shows a window titled "Import Setting" with a blue title bar and a close button. The main area contains the following elements:

- "No : 1" with a small input field.
- "Input File" with a text input field and a "Browse" button.
- A checkbox labeled "Create header with First Item" with an empty input field next to it.
- A table with two columns: "Input File's Text Field" and "PhoneBook Field".
- Below the table, two more input fields: "Input File's Text Field" and "PhoneBook".
- A "Preview" section with a table containing the following rows:

PhoneBook Field	Import Content
Name	
Company Name	
Department	
Title	
E-Mail	
Code	
Address	
- At the bottom, two buttons: "Update" and "Close".

- Click the [**Browse**] button.

The following screen is displayed.



- Select the Phonebook file to import.
- Click the [**Open**] button.

*The **Import Setting** screen is displayed. The file that was specified in step 5 above is shown in the [**Input File**] field.*

*The **Open** screen is displayed.*

- Click the first line which shows in the [**Input File's Text Field**] list.
*The clicked content is displayed in grey in the [**Input File's Text Field**] list.*
- Click the [▼] button on the [**Phonebook**] field and click a field name in [**Phonebook Field**] list.
*For example, if you selected "John Smith", "Name" should be specified in this case.
The clicked content is displayed on the line in the upper [**Phonebook Field**] list.*
- Repeat steps 7 and 8 and set up data replacement of all the fields in the Phonebook.
- Click the [**Update**] button and click the [**Yes**] button.

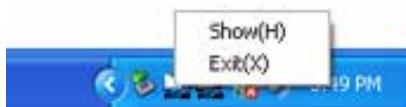
*The **Change Registration** screen is displayed. The path to the file name chosen in the [**Input File**] field in step 5 above is displayed.*

- Click the [**Close**] button.
*The **Address Linker Add-On** screen is displayed. The path to the file name chosen in the [**Input File**] field in step 5 above is displayed.*
- Click the [**Close**] button.
Import Setup is complete.

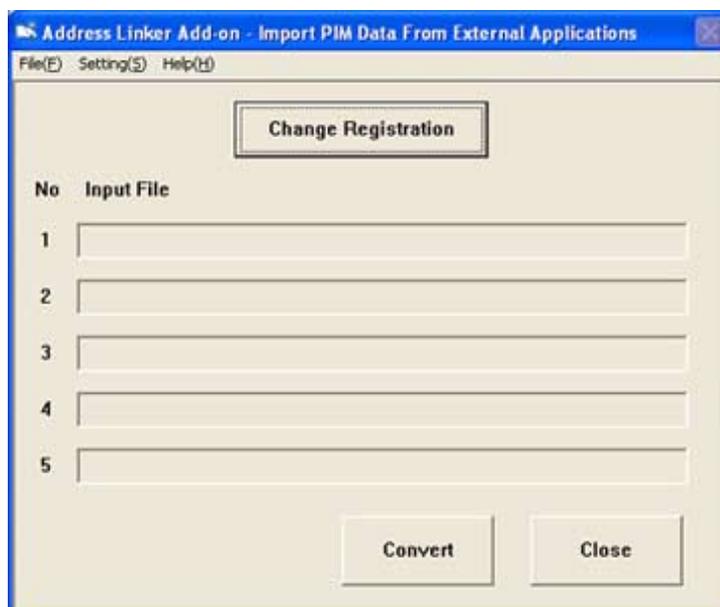
Using the Soft Key Application

Address Update Interval Setting

1. Right-click the [**Address Linker Add-On**] icon in task tray and click [**Show**].



The *Address Linker Add-On* screen is displayed.



Note:

If you cannot find the *Address Linker Add-On* icon, click the “<” button in task tray. Hidden icons may be displayed.

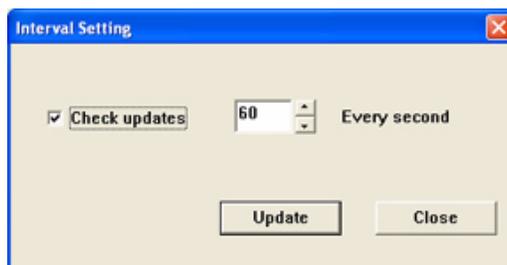
If it is not in the hidden icons, run *Address Linker Add-On* using the following operation.

[**Start**] → [**All Programs**] → [**Aspire Soft Phone**] → [**Address Linker**] → [**Address Linker Add-On**]

The Address Linker Add-On icon is displayed in the task tray.

2. Click the [**Setting**] menu and click [**Interval Setting**].

The Interval Setting screen is displayed.



3. Select the [**Check updates**] checkbox.
4. Specify, in [**seconds**], the interval for updating.

Input range is 1 ~ 9999 seconds.

5. Click the [**Update**] button.

*The **Address Linker Add-On** screen is displayed.*

The Address Update Interval setting is complete.

Note:

If you wish to update immediately, click the [**Convert**] button on the *Address Linker Add-On* screen. The information update is started immediately.

Using the Soft Key Application

- For Your Notes -

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