

# IX Series Receptionist Mode

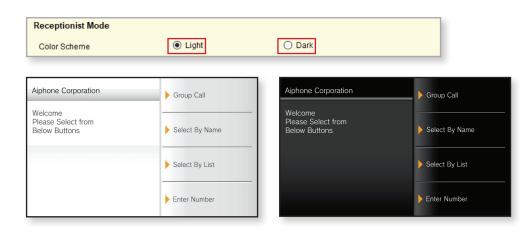
#### **Getting Started**

Receptionist Mode is a virtual receptionist that allows a user limited access to call lists and other functions to communicate to predetermined locations.

Station View	Station Number: Station Name: Location: Station Type:	101 Front Desk IX-MV7-*	Type: Number: Previous	All I01 Select	idit V Next	
Paging Settings Bathroom Call Email CGI SIF	Display Moc Changing Displa Master UI Mod	ay Mode settings wi	Il cause station to resta		clicked. This will Receptionist	take a few minutes.
Record Communication Audio Messa Chime CSR SSL Certificate				Click		nist radio button t isted below.
EEE 802.1X Display Mode Bathroom Link Transfer Settings Station Settings Maintenance						

#### **Color Scheme**

Choose the color scheme of the master station's UI by choosing either Light or Dark.



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#### Layout

Select one of three layout options for the welcome screen.

Screen Layout	● La	yout 1	O Layout 2	O Layout 3				
Aiphone Corporation			Aiphone Corporation	▶ Group Call	Welcome Please Select from Below Buttons	Aiphone Co	orporation	
Welcome Please Select from Below Buttons			Welcome Please Select from Below Buttons	Select By Name	Call by Station #	1	2	3
Bolow Battone						4	5	6
				Select By List	Group Call	7	8	9
Select By	Select By	Enter		-	_ Select By Name	AC	0	÷
Group Call Name	List	Number		Enter Number	Select By List		(	CALL

### **Company Information**

The company's name is shown at the top of the master station's screen when in Receptionist Mode. **Name** should contain the name of the company, and **Text Size**, **Bold**, and **Text Color** customize this text.

Company Information			
Name			0-40 alphanumeric characters
Text Size 🔸	12		12-24
Bold	OFF	O ON	
Text Color	Option 1	Option 2	

## **Greeting Information**

A simple greeting or instructional information can be displayed on the front screen. Press **Enter** to add spaceing to the greeting text. Customize text options for **Text Size**, **Boldness**, and **Text Color**.

Greeting Information				
Greeting			^	0-100 alphanumeric characters
	<		~	
	×		-	
Text Size ◆	12			12-70
Bold	OFF	O ON		
Text Color	Option 1	O Option 2		

#### **Color Options**

Option 1 Text will be Black when "Light" is selected in "Color Scheme
Text will be White: When "Dark" is
selected for the "Color Scheme
Option 2
Text will be Blue when "Light" is
selected for the "Color Scheme
Text will be Orange: When "Dark" is selected for the "Color Scheme"

# **<u> AIPHONE</u>**

Images

The welcome screen can be customized with images.

Images			
To upload Image to the station, up	load image file using "Upload Settings To Station".		
Company Image		Browse	Delete
Greeting Image		Browse	Delete
Receptionist Image		Browse	Delete

Company Image	Greeting Image	Receptionist Image
Choose an image to appear in the Company Information section.	Choose an image to appear in the Greeting section.	Choose an image to appear in the background while in Receptionist Mode.
Recommended resolution (WxH) 400x120, and the file type must be .PNG.	Recommended resolution <b>(WxH)</b> <b>400x240</b> , and the file type must be .PNG.	Recommended resolution (WxH) 800x340, and the file type must be .PNG.
Click <b>Browse</b> to choose the image to be uploaded.	Click <b>Browse</b> to choose the image to by uploaded.	Click <b>Browse</b> to choose the image to by uploaded.
This image is not uploaded at this time, this is done in Step 3.	This image is not uploaded at this time, this is done in Step 3.	This image is not uploaded at this time, this is done in Step 3.

Note: The **Company** and **Greeting** images may be used at the same time. However, the **Receptionist** image will take the place of both the **Company** image and the **Greeting** image when used.

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### **Button Function**

Up to 4 buttons can be added to the Receptionist Mode screen for navigation. Click the drop-down menu for buttons 1-4 and choose between **Group Call**, **Select By Name**, **Select By List**, or **Enter Number**.

В	utton Function			
	Button 1	Group Call	~	
	Button 2	Select By Name	~	
	Button 3	Select By List	~	
	Button 4	Enter Number	~	
1				
	Group Call	Select By Name	Select By List	Enter Number
	Call a pre-configured group of stations to receive a call.	Select a station to call in the master station's address book by typing in the destination station's station name.	Select a group to call from a list of groups. A station can be added to its own group to add a	Select a station to call in the master station's address book by typing in the destination station's station number.
			single station to the list.	

If **Group Call** is selected, use **Group Call Destination** to choose a group number of an existing group for the button to call. A group must be created under "System Information > Group".

Group Call Destination •	Open Group List	01-99

### **Reject Incoming Call**

Determines if the master station can be called by other stations while in Receptionist Mode.

Reject Incoming C	Call	) Enable	Dis	able
	Update			
Click the	🕞 Update	button to save the settings.		

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## **Uploading Settings**

The final step in this process is uploading the setting file to each station. This program file contains the Image files, as well as the Reception Mode Settings configured for each station.

Select "File > Upload Settings to Station". Click Select to check all stations in the system. Upload both the Settings and Image file(s).

IX 🛃	Support Tool - [Network Camera Address Bo	ok]
File	(F) Edit(E) Language(V) Tools(T)	Help(H)
	Create New System	
	Select Existing System	
	Save Settings	
P.	Download Settings From Station	
	Upload Settings To Station	
	Upload SSL Certificate	
6	Import Setting File	
	Export to Line Supervision Software	
	Cancel	

				Station List	t		
Belect	Number	Name		Location	Station Type	Status	1
2	0001	Master	Station 1		IX-MV7-*	Success	
$\checkmark$	0002	Master	Station2		IX-MV7-*	Success	
$\checkmark$	0003	Handse	Handset Sub Station 1		IX-RS-*	Success	
$\checkmark$	0004	Video D	Video Door Station1		IX-DV, IX-DVF(-*)	Success	
$\checkmark$	0005	Video D	oor Station2		IX-DV, IX-DVF(-*)	Success	
$\checkmark$	0006	Audio D	oor Station 1		IX-SS-2G	Success	
$\checkmark$	0007	Master	Station3		DC-MV	Success	
$\checkmark$	8000	Video D	oor Station3		IX-DA, IX-DF(-*)	Success	
elect Static ul	on by Type: pe to be uploaded	×	Select		Unselect		
	Settings		Sounds		Image	Schedule	

the upload process.

confirm, that each station

has received its setting file.

the upload process.