

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:	101	Select Station to Edit	
Station Name:	Front Desk	Type:	All
Location:		Number:	101
Station Type:	IX-MV7-*	<input type="button" value="Previous"/> <input type="button" value="Select"/> <input type="button" value="Next"/>	

- Paging Settings
- Bathroom Call
- Email
- CGI
- SIF
- Record
- Communication Audio Messa
- Chime
- CSR
- SSL Certificate
- IEEE 802.1X
- **Display Mode**
- Bathroom Link
- + Transfer Settings
- + Station Settings
- + Maintenance

•Display Mode

Changing Display Mode settings will cause station to restart after Update is clicked. This will take a few minutes.

Master UI Mode
 Standard
 Receptionist

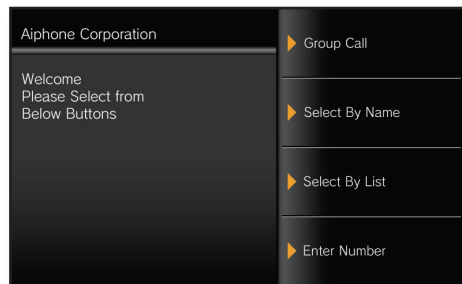
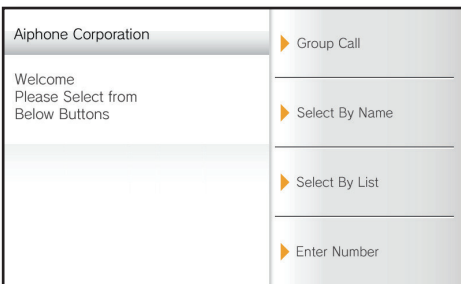
Receptionist
Click the Receptionist radio button to enable the options listed below.

Color Scheme

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

Receptionist Mode

Color Scheme Light Dark



Layout

Select one of three layout options for the welcome screen.

Screen Layout Layout 1 Layout 2 Layout 3

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 12-24

Bold OFF 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 spacing to the greeting text. Customize text options for **Text Size**, **Boldness**, and **Text Color**.

Greeting Information

Greeting 0-100 alphanumeric characters

Text Size 12-70

Bold OFF ON

Text Color Option 1 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"

Images

The welcome screen can be customized with images.

Images

To upload Image to the station, upload image file using "Upload Settings To Station".

Company Image	<input type="text"/>	<input type="button" value="Browse"/>	<input type="checkbox"/> Delete
Greeting Image	<input type="text"/>	<input type="button" value="Browse"/>	<input type="checkbox"/> Delete
Receptionist Image	<input type="text"/>	<input type="button" value="Browse"/>	<input type="checkbox"/> Delete

Company Image

Choose an image to appear in the Company Information section.

Recommended resolution (**WxH**) **400x120**, and the file type must be .PNG.

Click **Browse** to choose the image to be uploaded.

This image is not uploaded at this time, this is done in Step 3.

Greeting Image

Choose an image to appear in the Greeting section.

Recommended resolution (**WxH**) **400x240**, and the file type must be .PNG.

Click **Browse** to choose the image to be uploaded.

This image is not uploaded at this time, this is done in Step 3.

Receptionist Image

Choose an image to appear in the background while in Receptionist Mode.

Recommended resolution (**WxH**) **800x340**, and the file type must be .PNG.

Click **Browse** to choose the image to be uploaded.

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.*

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**.

Button Function	
Button 1	<input type="text" value="Group Call"/>
Button 2	<input type="text" value="Select By Name"/>
Button 3	<input type="text" value="Select By List"/>
Button 4	<input type="text" value="Enter Number"/>

Group Call

Call a pre-configured group of stations to receive a call.

Select By Name

Select a station to call in the master station's address book by typing in the destination station's station name.

Select By List

Select a group to call from a list of groups.

A station can be added to its own group to add a single station to the list.

Enter Number

Select a station to call in the master station's address book by typing in the destination station's station number.

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 +	<input type="text"/>	<input type="button" value="Open Group List"/>	01-99
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Reject Incoming Call

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

Reject Incoming Call	<input type="radio"/> Enable	<input checked="" type="radio"/> Disable
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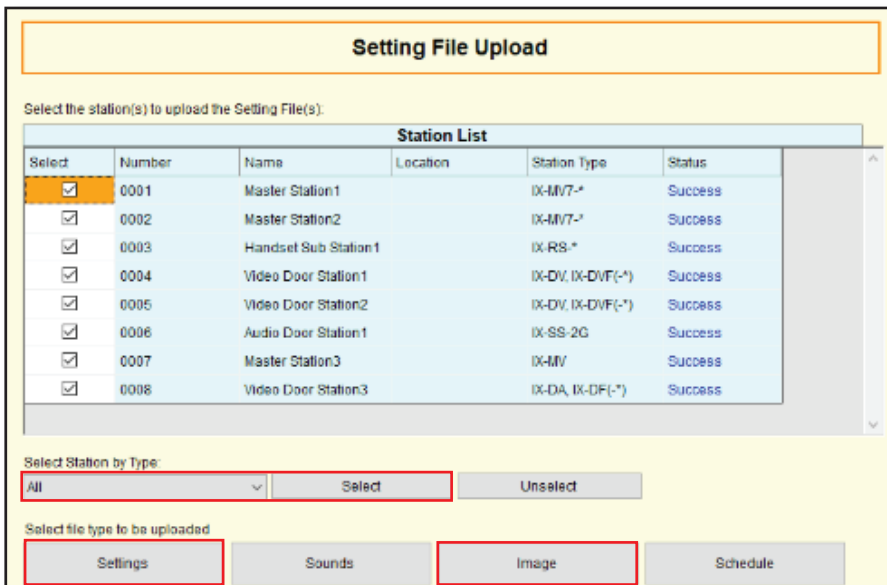
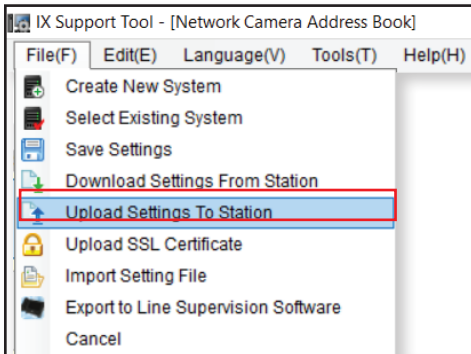
Update

Click the  button to save the settings.

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).



Upload Settings

Click **Settings** to begin the upload process.

Upload Image

Click **Image** to begin the upload process.

Confirm Status

Using the **Status** column confirm, that each station has received its setting file.