

QUICK REFERENCE GUIDE For using Samsung IT Tool

The Samsung IT Tool is used to administer changes to your OfficeServ system. This guide will show you how you get online to your OfficeServ System and then how to make those changes.

GETTING ONLINE

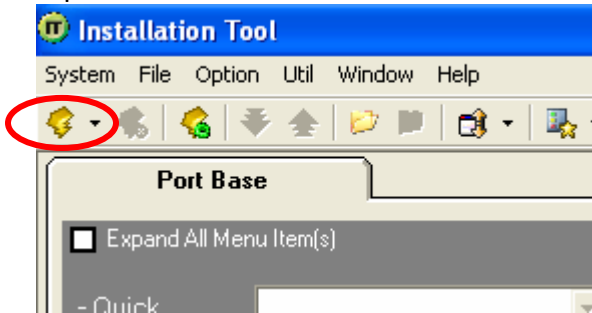
A GlobalTalk representative should have already loaded the software onto a PC and have done the initial setup.

1. Double click on the IT Tool icon that is now placed on the desktop of your PC:

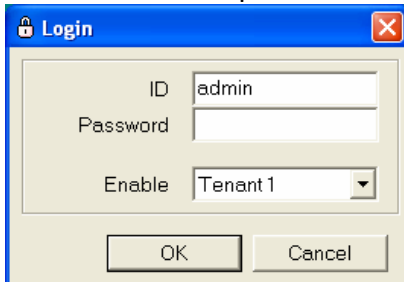


Installation_...

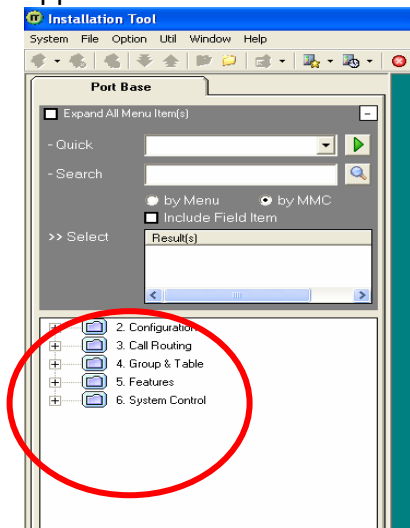
2. You then connect to the system by clicking the below icon that is located on the top left hand side on the screen:



3. You will then be asked to enter a password (this should have been supplied to you by a GlobalTalk representative):



4. Once your password has been accepted you will be online and options will appear down the left hand side on the screen:



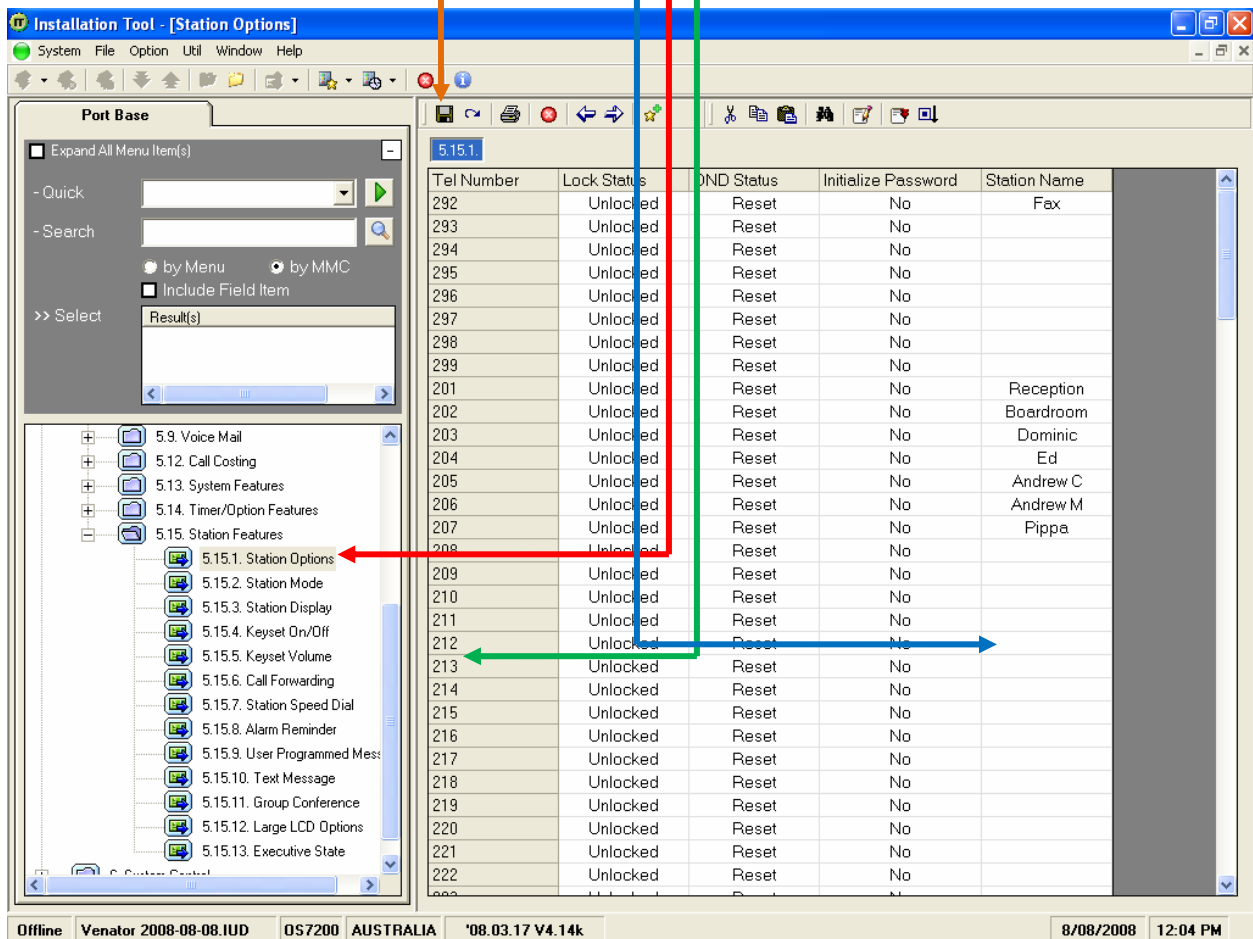
MAKING CHANGES

Now that you are online to your Samsung OfficeServ system you will be able to administer your changes.

Below are the most common settings to change.

Changing Names:

- Find and click on 5.15.1
- Find the extension number
- Type the name on the right hand side
- Click the save button



The screenshot shows the 'Installation Tool - [Station Options]' window. On the left, the 'Port Base' menu is expanded to '5.15. Station Features', with '5.15.1. Station Options' selected. On the right, a table displays station configurations. The table has columns for 'Tel Number', 'Lock Status', 'DND Status', 'Initialize Password', and 'Station Name'. The row for extension 212 is highlighted, and its 'Station Name' field is empty. A red arrow points from the instruction 'Find and click on 5.15.1' to the '5.15.1. Station Options' menu item. A green arrow points from 'Find the extension number' to the '212' in the 'Tel Number' column. A blue arrow points from 'Type the name on the right hand side' to the 'Station Name' column. An orange arrow points from 'Click the save button' to the save icon in the toolbar above the table.

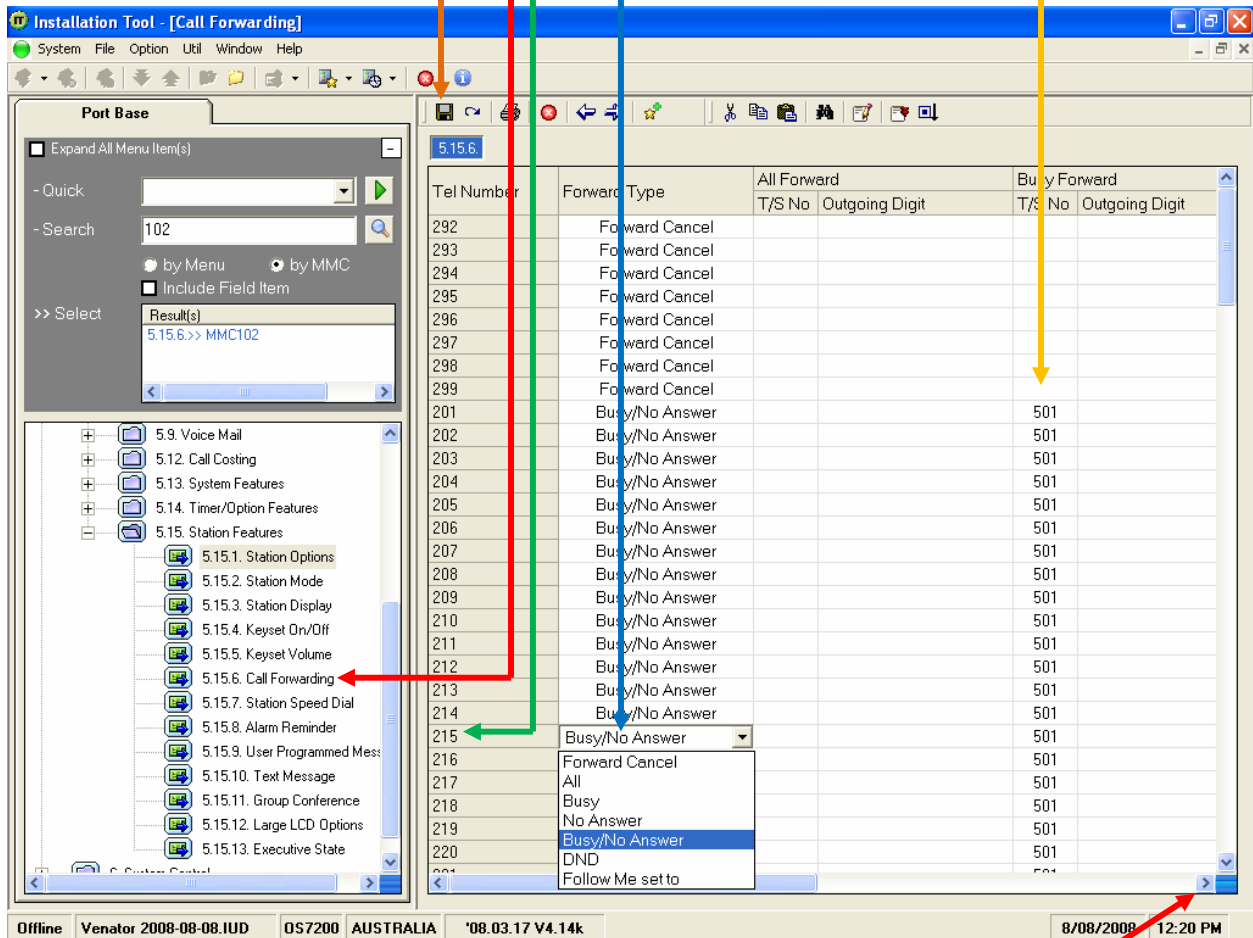
Tel Number	Lock Status	DND Status	Initialize Password	Station Name
292	Unlocked	Reset	No	Fax
293	Unlocked	Reset	No	
294	Unlocked	Reset	No	
295	Unlocked	Reset	No	
296	Unlocked	Reset	No	
297	Unlocked	Reset	No	
298	Unlocked	Reset	No	
299	Unlocked	Reset	No	
201	Unlocked	Reset	No	Reception
202	Unlocked	Reset	No	Boardroom
203	Unlocked	Reset	No	Dominic
204	Unlocked	Reset	No	Ed
205	Unlocked	Reset	No	Andrew C
206	Unlocked	Reset	No	Andrew M
207	Unlocked	Reset	No	Pippa
208	Unlocked	Reset	No	
209	Unlocked	Reset	No	
210	Unlocked	Reset	No	
211	Unlocked	Reset	No	
212	Unlocked	Reset	No	
213	Unlocked	Reset	No	
214	Unlocked	Reset	No	
215	Unlocked	Reset	No	
216	Unlocked	Reset	No	
217	Unlocked	Reset	No	
218	Unlocked	Reset	No	
219	Unlocked	Reset	No	
220	Unlocked	Reset	No	
221	Unlocked	Reset	No	
222	Unlocked	Reset	No	

Offline Venator 2008-08-08.IUD OS7200 AUSTRALIA '08.03.17 V4.14k 8/08/2008 12:04 PM

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Changing Forwarding Options:

- Find and click on 5.15.6
- Find the extension number
- Select forwarding type
- Type in forwarding destination
- Click the save button



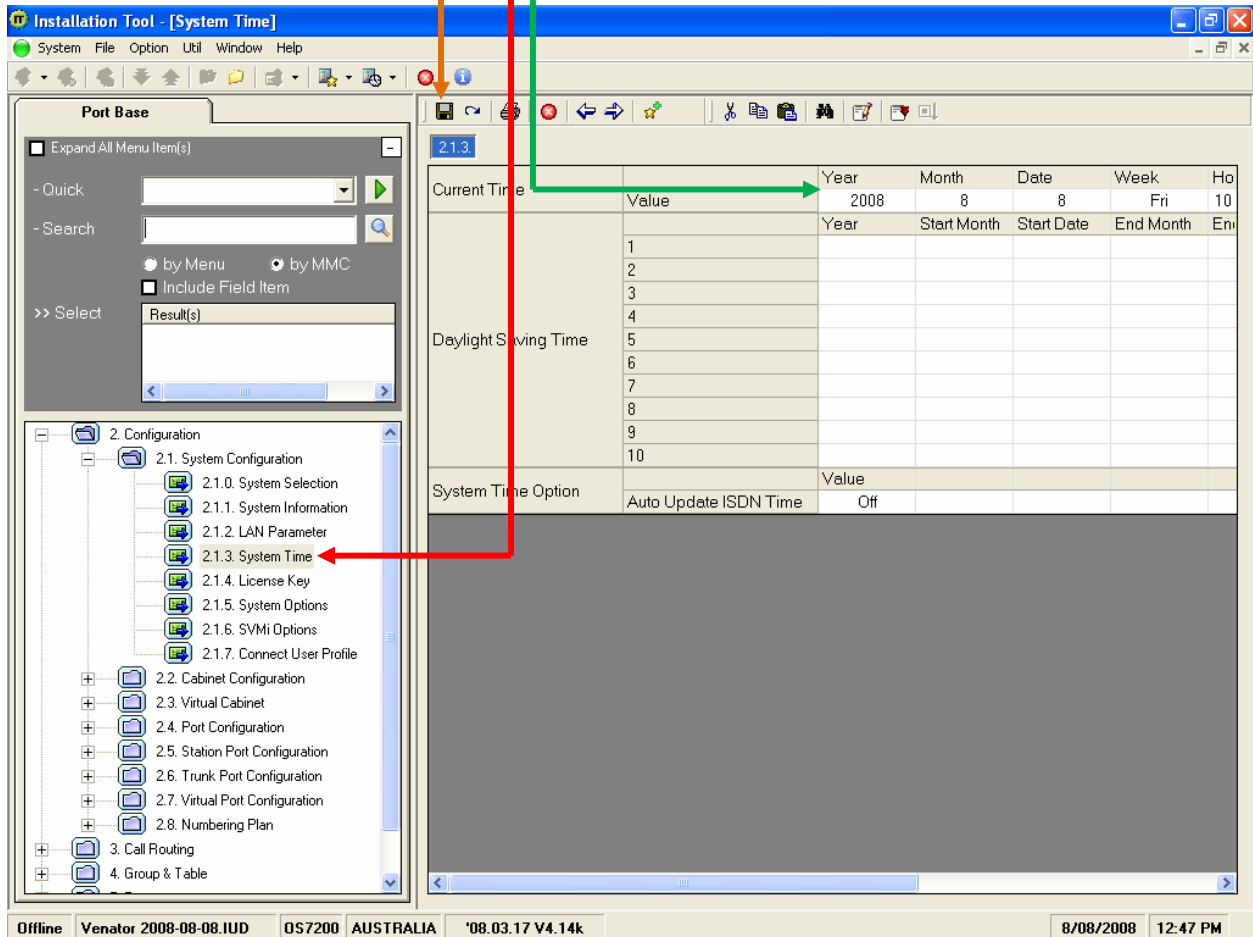
The screenshot shows the 'Installation Tool - [Call Forwarding]' window. The 'Port Base' sidebar on the left has a search box containing '102' and a list of results including '5.15.6 >> MMC102'. Below this is a tree view of menu items, with '5.15.6. Call Forwarding' selected. The main area displays a table with columns: 'Tel Number', 'Forward Type', 'All Forward T/S No', 'Outgoing Digit', and 'Busy Forward T/S No', 'Outgoing Digit'. A dropdown menu is open for extension 215, showing options like 'Busy/No Answer', 'Forward Cancel', 'All', 'Busy', 'No Answer', 'Busy/No Answer', 'DND', and 'Follow Me set to'. The status bar at the bottom shows 'Offline', 'Venator 2008-08-08.IUD', 'OS7200 AUSTRALIA', ''08.03.17 V4.14k', '8/08/2008', and '12:20 PM'.

***Note: There are more forwarding fields if you scroll the screen to the right.

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Changing the Time and Date:

- Find and click on 2.1.3
- Enter in NEW time and date
- Click the save button



The screenshot shows the 'System Time' configuration window. The left pane shows a tree view with '2.1.3. System Time' selected. The main area shows a table for '2.1.3.' with columns for 'Current Time', 'Value', 'Year', 'Month', 'Date', 'Week', and 'Ho'. The current values are Year: 2008, Month: 8, Date: 8, Week: Fri, Ho: 10. Below this is a 'Daylight Saving Time' section with a table for 'Value' and 'Auto Update ISDN Time' set to 'Off'.

Current Time	Value	Year	Month	Date	Week	Ho
		2008	8	8	Fri	10
		Year	Start Month	Start Date	End Month	End Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

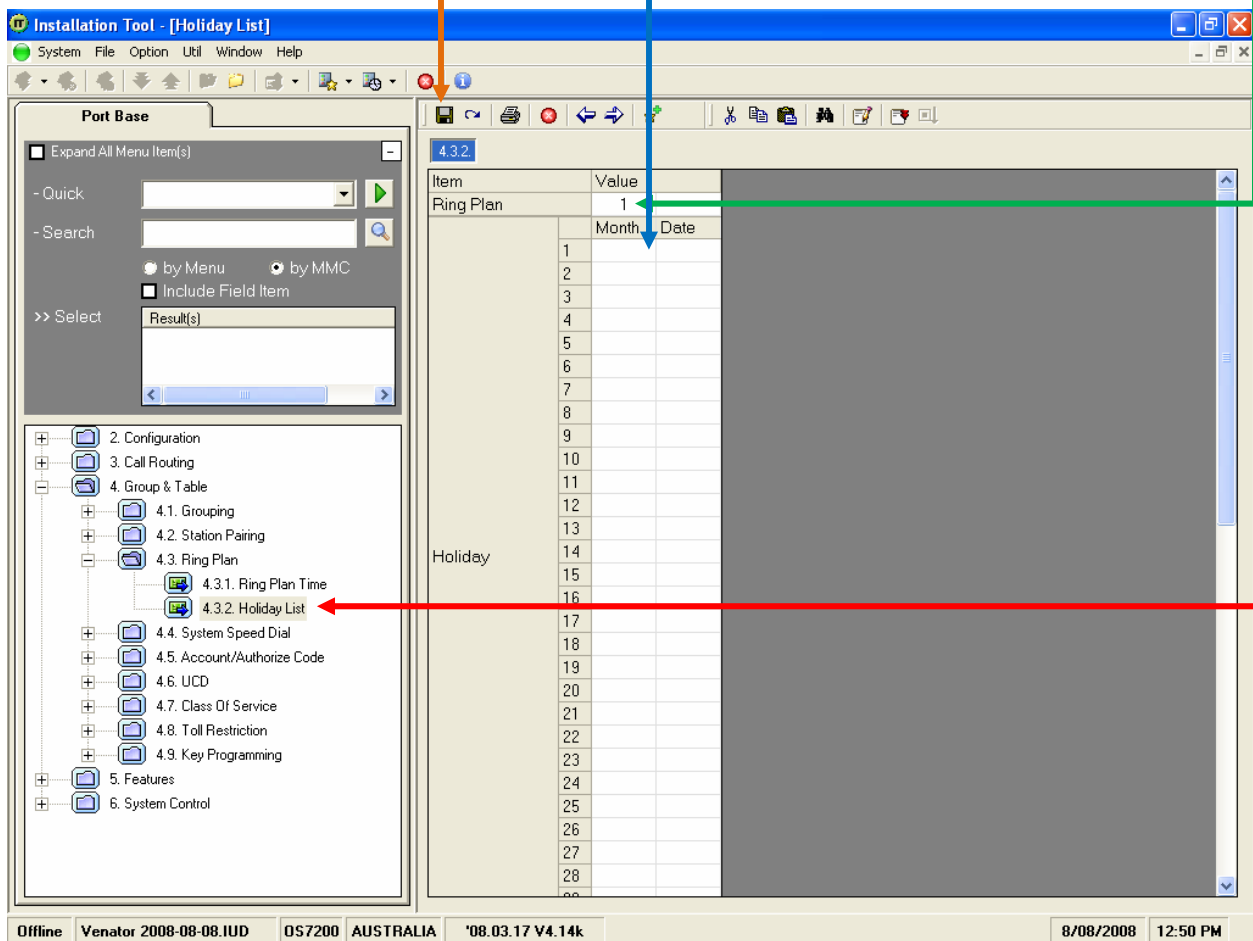
System Time Option	Value
Auto Update ISDN Time	Off

Offline Venator 2008-08-08.IUD OS7200 AUSTRALIA '08.03.17 V4.14k 8/08/2008 12:47 PM

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Setting Public Holidays (So the system stays in Night Mode):

- Find and click on 4.3.2
- Make sure the ring plan value is the number that represents night or holiday mode, if you are unsure ask your GlobalTalk representative
- Enter in Month and Date (e.g. if you were entering Xmas day, you would put 12 in the Month and 25 in the day)
- Click the save button

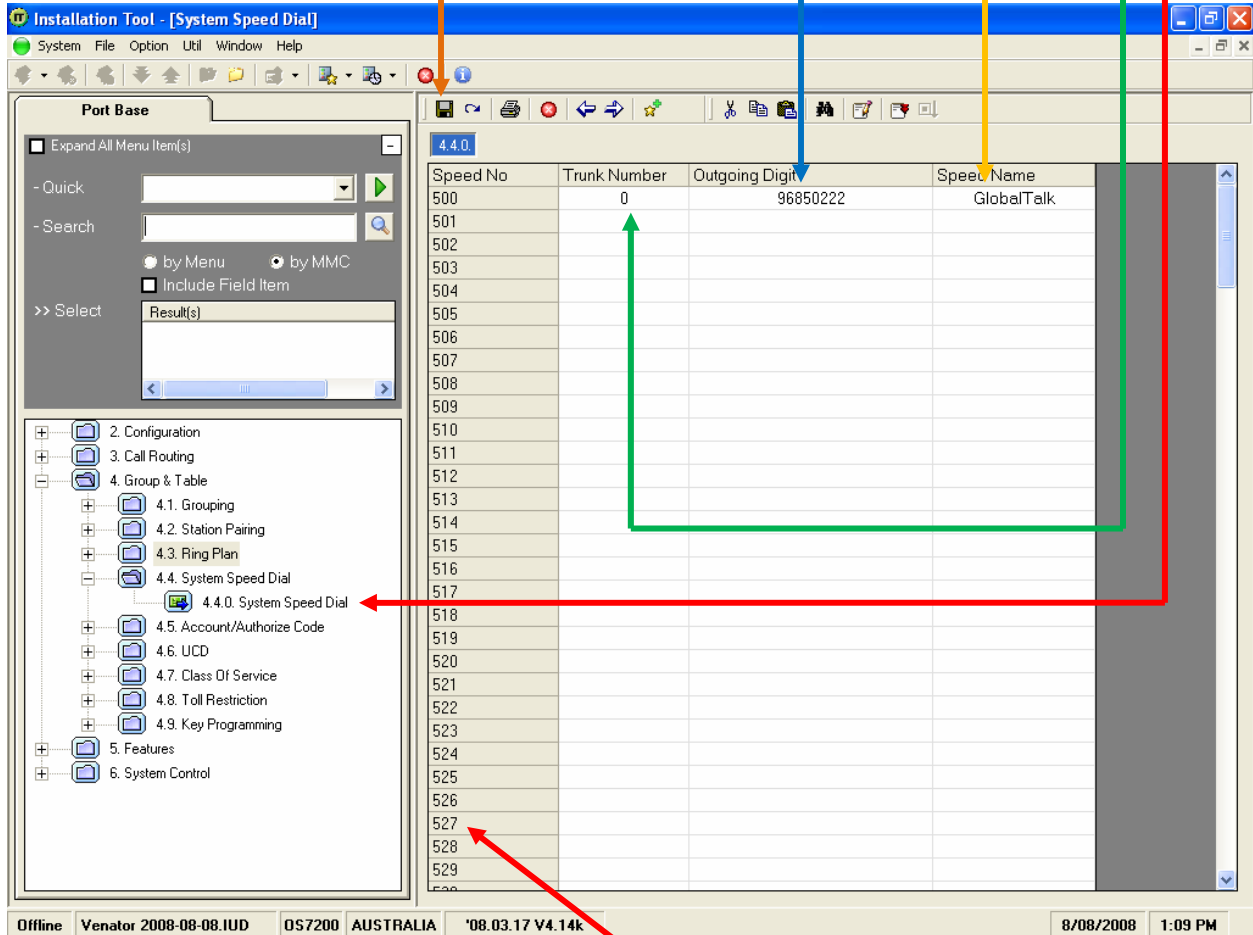


***Note: It is extremely important that you change these dates at the start of every new year as the public holidays will not always fall on the same day.

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Changing System Speed Dials:

- Find and click on 4.4.0
- Enter in Trunk Number (will always be 0 unless otherwise advised)
- Enter in Telephone Number
- Enter in Speed Dial Name
- Click the save button



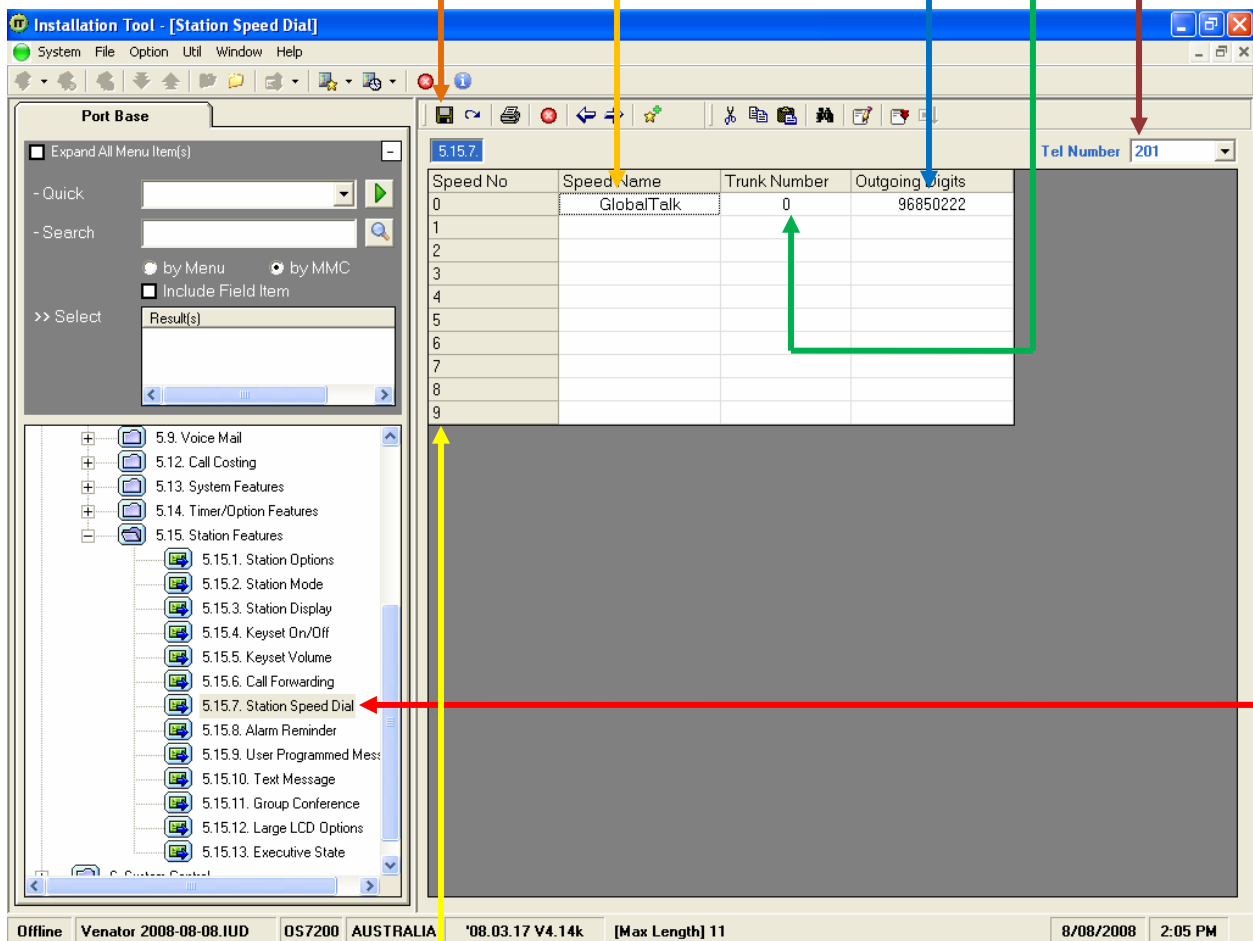
Speed No	Trunk Number	Outgoing Digit	Speed Name
500	0	96850222	GlobalTalk
501			
502			
503			
504			
505			
506			
507			
508			
509			
510			
511			
512			
513			
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***Note: If you don't have a Speed Dial button setup on your handset you can still access these by dialing 16 followed by the 3 digit speed dial number.

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Changing Personal Speed Dial:

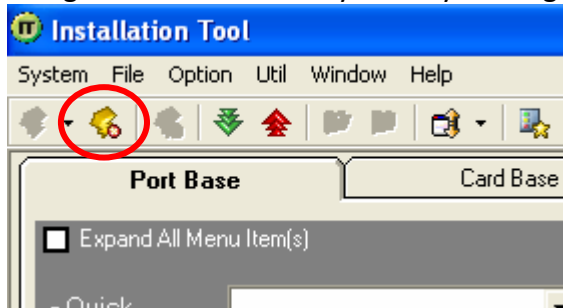
- Find and click on 5.15.7
- Select an extension number
- Enter in Trunk Number (will always be 0 unless otherwise advised)
- Enter in Telephone Number
- Enter in Speed Dial Name
- Click the save button



***Note: If you don't have a Speed Dial button setup on your handset you can still access these by dialing 16 followed by the 2 digit speed dial number (you just add 0 to the front of the advertised speed dial number).

GETTING OFFLINE

1. You get offline from the system by clicking the disconnect button:



2. You can then Close the application:

