

IX Series 2

Receptionist Mode

GENERAL OVERVIEW:

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

Receptionist Mode

Table View	
Tew	1.1 - Station View
	Switch from Table View to Station View clicking the Station View button in the
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	1.2 - Display Mode
	Expand Function Sattings and click
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	[1.3 - Soloct a Station
Station Number:	101	Se	lect Station to I	Edit	1.5 - Select a Station
Station Name:	Front Desk	Type:	All	~	Use the drop-down menu
Location:		Number:	101	~	to choose the station
Station Type:	IX-MV7-*	Previous	Select	Next	number of the master
					station to be configured
					and click Select.

Display Mode			-	1.4 - Receptionist
Changing Display Mode se	ttings will cause station to restart	after Update is clicked. This will take a few minutes.		Click the Receptionist
Master UI Mode	⊖ Standard	Receptionist		options listed below.

Text Values and Screen Layouts

2.1 - Color Scheme

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



2.2 - Scene Layout To adjust the layout of the Layout 1 C Layout 2 C Layout 3 Screen Layout screen, choose between one of three options. Aiphone Corporation Welcome Please Select from Below Buttons Select By Select By Enter Group Call Name List Number Aiphone Corporation Froup Call Welcome Please Select from Select By Name Below Buttons Select By List Enter Number Welcome Aiphone Corporation Please Select from Below Buttons Call by Station # 🕨 2 1 3 4 5 6 Group Call 7 8 9 Select By Name AC 0 4 Select By List CAL

TECH NOTE

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

2.3 - 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.



2.4 - Greeting Information

This text is below the Company Information and is used to give a simple greeting or instructional information. Click **Enter** to show a pop-up window to fill in the text with desired spacing, and **Text Size**, **Bold**, and **Text Color** customize this text.

Images

Images			
To upload Image to the station, uplo	ad 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 (WxH) 400x240 , and the file type must be .PNG.	Recommended resolution (WxH) 800x340, and the file type must be .PNG.
Click Browse to choose the image to be uploaded.	Click Browse to choose the image to by uploaded.	Click Browse 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.

Update

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		G	roup Call 🗸 🗸		
	Button 2		S	elect By Name 🗸 🗸		
	Button 3		S	elect By List 🗸 🗸		
	Button 4		E	nter Number 🗸 🗸		
Group Call		Select By Name		Select By List		Enter Number
Call a pre-conf group of station receive a call.	igured ns to	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 single station to the list.		Select a station to call in the master station's address book by typing in the destination station's station number.
If Group Cal to call. A grou	I is selected, usu up must be crea Group Call Destination •	e Group Call Destination to ted under "System Informatio	chơ n >	oose a group number of an ex Group".	, – – xistir 99	ng group for the button

		Reject Incoming Call
O Enable	Disable	Determines if the master station can be called by other stations while in Receptionist Mode .
	C Enable	O Enable

	2.5 - Update
D Update	Click the Update button to save changes



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.

Note that without uploading a setting file, most functions and features will be unavailable to the stations.



