**INSTALLING
TALKSWITCH
SOFTWARE**

CT.TS005.517.EN – 02

INSTALLING TALKSWITCH SOFTWARE

1. CHECK TALKSWITCH PARTS

Unpack the TalkSwitch, and make sure you have the following parts:

A TalkSwitch unit

B USB cable with 24-CA or RJ-45
 Ethernet cable with 48-CA/48-CVA

C Quick Reference Cards

D 2 or 4, 6 foot telephone cables (RJ-11)

E Configuration Software CD-ROM

F AC Adapter 16VAC, 1.5 A

System Requirements

- PC running Windows XP/2000/98*
- 120 MB free hard disk space
- 128 MB RAM
- 800x600 video resolution

*Although TalkSwitch will function with Windows 98, we cannot guarantee full compatibility with any operating system that Microsoft no longer supports.

2. INSTALL TALKSWITCH SOFTWARE

Step A

Turn on the computer and insert the CD into the CD-ROM drive.

Step B

The Install main window appears within 20 seconds. Click 'INSTALL' and follow the instructions. Note: If using Windows XP or 2000, ensure that you have Administrator privileges.

If the install process does not start, do the following:

- From the desktop, double click on "My Computer" icon
- Double click on the "TalkSwitch" icon
- Double click on the "Setup.exe", click "Install" and follow the instructions on the screen.

## 3. CONNECT TALKSWITCH TO YOUR COMPUTER

Step A

Use the provided USB cable to connect TalkSwitch to an open COM port on your PC, OR for 48-CA/48-CVA use the provided Ethernet cable to connect to your LAN equipment.

Step B

Connect the AC Adapter from the electrical outlet to the TalkSwitch.

Step C

Turn your TalkSwitch on by pressing the "Power" button on the front of the unit. The lights on the front panel will flash for a few moments during boot-up, then stop. The center light marked "Data" will remain lit indicating that the TalkSwitch unit is on.
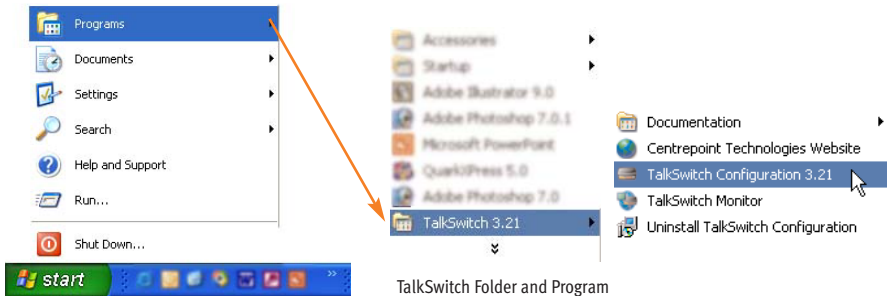
to AC Adapter

LAN (Ethernet)
Connection

Serial Connection
to Computer
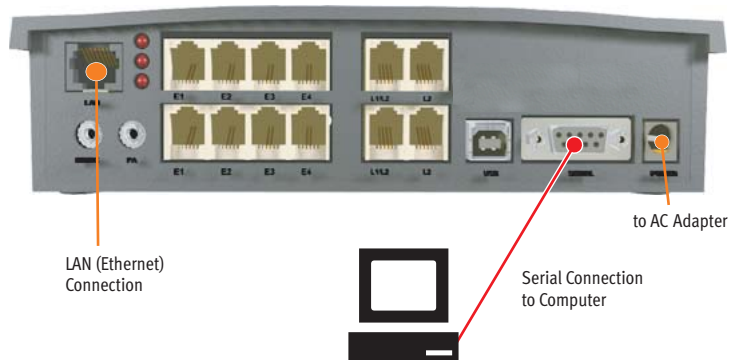
TalkSwitch 48-CA/48-CVA Rear Panel.

4. OPEN TALKSWITCH SOFTWARE PROGRAM

Step 1

Double-click the TalkSwitch icon on your desktop or from the "Start" button, click on "Programs" then choose "TalkSwitch Configuration 3.21" from the "TalkSwitch 3.21" folder.

TalkSwitch Folder and Program

Windows start menu

Step 2

If you are connected to TalkSwitch via a USB or Serial connection, a dialog box opens asking you to select the connection type. Select "USB", or "Serial" and the Serial Port, and click "Connect.." A progress bar appears showing the connection to TalkSwitch in progress.

If you are connected to TalkSwitch via a LAN (Ethernet) connection, a progress bar appears showing the connection to TalkSwitch in progress.
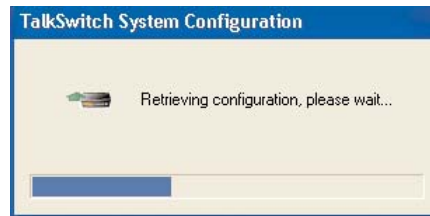
TalkSwitch Retrieving Settings

TalkSwitch Software Program

These are the main elements of the TalkSwitch Software and are referred to throughout the documentation.

Menu Items

Configuration Navigation
A drop down menu system to show configuration topics.

TalkSwitch Software Program
Software may look slightly different from the above diagram

System Information
View information such as system unit ID numbers, local IP addresses, firmware and software versions, mailbox information

5. WHAT NEXT?

We recommend that you change your default call handling settings to suit your environment. Use the Installation and User Guide supplied with TalkSwitch or these Quick Guides to configure those options that interest you.

Read the question below, then use the Quick Guide to get you started.

How do I?

|	Connecting Phones & Devices	Detecting Faxes	Creating an Auto Attendant	Adding Remote Extensions	Configuring Mode Scheduling	Configuring Call Cascade	Adding Extension Ring Groups	Adding Call Back / Call Bridge	Remote Management over IP
Set up my phones, fax, music on hold, P.A.?	●								
Answer incoming calls with an auto attendant?			●						
Detect incoming faxes and automatically route them to the fax machine?		●	●						
Connect my cell phone to the office?				●					
Connect an external number to the office?				●					
Transfer a call off site?				●					
Automatically change the auto attendant greeting based on time of day?			●		●				
Automatically change my call handling after business hours?					●	●			
Automatically forward calls to my cell phone when I am not at my desk?				●		●			
Send a call to my partner when I am on the phone?				●		●			
Get calls to automatically find me?				●	●	●			
Screen calls, and what happens if I don't want to take the call?						●			
Ring a group of local extensions?							●		
Create 'departments' within the office?							●		
Recognize the type of incoming call by the ring tone?							●		
Mimic services like ident-a-call?							●		
Get my voicemail when out of town?								●	
Use my office long distance savings plan when away from the office?								●	
Make calls from my office when I am in another country?								●	
Remote Management over IP									●

Quick Guide

6. SAVE SETTINGS TO TALKSWITCH

⚠ Once you have configured the TalkSwitch Setting using the Quick Guides, or User Manual you need to save the settings to TalkSwitch to invoke your changes.

Step 1

Choose "File" then "Save to TalkSwitch". A progress bar will show the data exchange to the TalkSwitch unit which should take only a few seconds to complete.
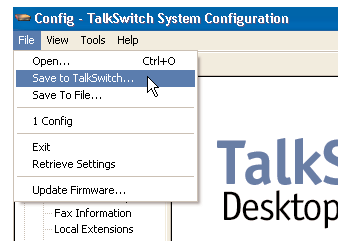
Saving TallSwitch Settings.
Software may look slightly different from the above diagram.

talkswitch®
ANSWERS WITH INTELLIGENCE