

OW5000 Location Status Information

An OW5000 Solution

User Guide

NEC NEC Infrontia Corporation

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1

Introduction

Welcome to the *OW5000[®] Location Status Information User Guide*. The *OW5000 Location Status Information User Guide* provides the information you need to work with the Location Status Information application.

- Chapter Topics*
- [Overview](#)
 - [How This Guide is Organized](#)
 - [Location Status Information Keys and Prompts](#)

Overview

Location Status Information is an OW5000 application that lets your colleagues locate you when you are away from the office, and allows you to locate colleagues who are away from their offices. Using any Dterm phone with an associated function key, you can use LSI to:

- Set, modify, or delete your own location information.
- View the location information of your colleagues.
- Query an extension to determine whether location information is set, and call that extension, if the person is available.
- Check the status of other users simply by dialing their extension, if configured to do so.

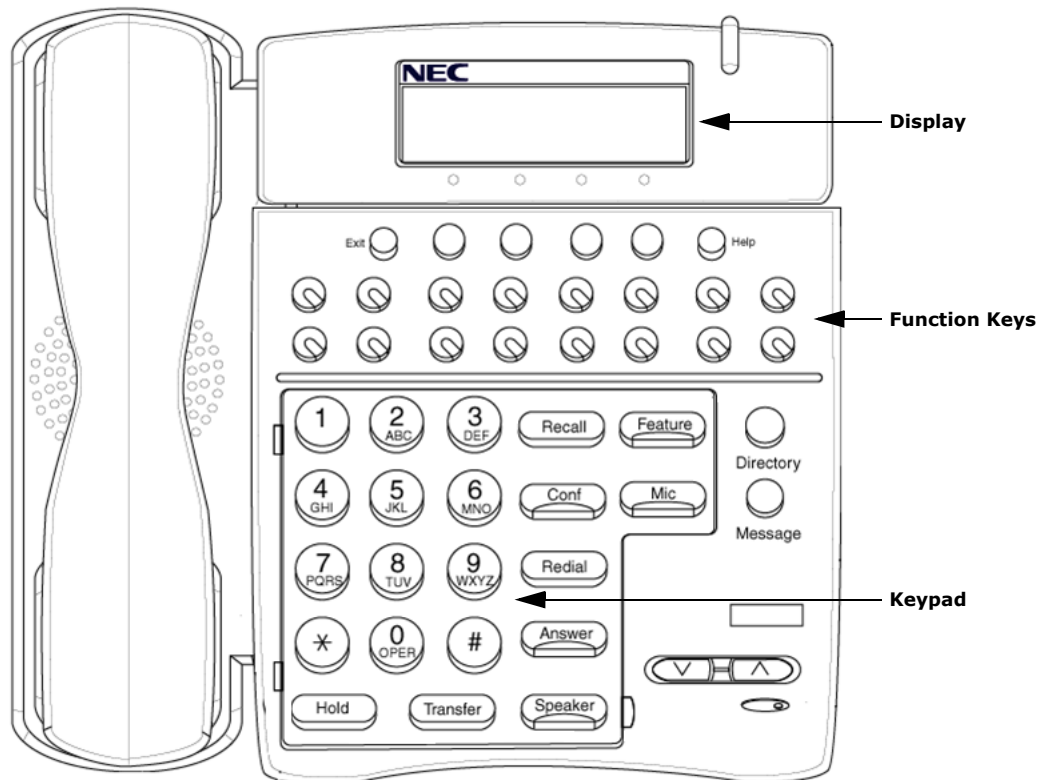
How This Guide is Organized

Chapter 1 Introduction This chapter outlines how to use the manual, including the actual manual organization, chapter layout, conventions, and function keys for the Location Status Information application.

Chapter 2 Using Location Status Information This chapter explains how to set, view, and cancel location information using the Location Status Information application.

Location Status Information Keys and Prompts

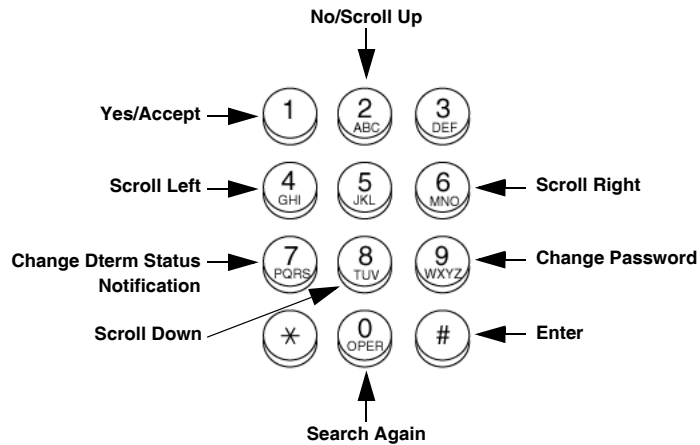
Figure 1-1 Dterm Components



Keypad Conventions

The general keys used throughout the Location Status Information application are listed in [Figure 1-2](#).

Figure 1-2 Scroll List Function Keys



Location Status Information Prompts

[Table 1-1](#) details standard prompts encountered throughout the Location Status Information application.

Table 1-1 Location Status Information Prompts

Prompt	Description
Time-out	The terminal will be released if no key entry has been received for a configurable amount of time.
Prompts	All listings are circular.
[Extension:]	At this prompt, a # key input will assume the current extension. If multiple users are assigned to an extension, [x Users] will display for name selection.
[New Password:]	At this prompt, a # key input indicates the user does not have a password. If you have selected to skip the password, this prompt will not appear. However, if you want to add a password later, press 9 to bring up the [New Password:] prompt and enter the new password.
[Password:]	Enter the user password.
[AM - 1 PM - 2]	Enter 1 to select AM, or enter 2 to select PM.
[Invalid, Retry]	Indicates an input error.



2

Using Location Status Information

Location Status Information (LSI) gives you the ability to let your colleagues know where you can be reached when you are away from the office, and allows you to locate colleagues who are away from their offices. Using any Dterm phone with an associated function key, you can use LSI to:

- Set, modify, or delete your own location information for others to retrieve when they enter your extension numbers.
- View the location information of someone else you are trying to reach.
- Query an extension to determine whether location information is set, and then call that extension, if the person is available.
- Check the status of other users simply by dialing their extension, if configured to do so.

Chapter Topics

- [Starting Location Status Information](#)
- [Setting or Changing the Location Information](#)
- [Viewing Location Information](#)
- [Calling an Extension](#)
- [Canceling Location Information](#)
- [Configuring Automatic Location Status Display](#)
- [Changing User Passwords](#)
- [Exiting Location Status Information](#)

Starting Location Status Information

Each time you work with Location Status Information, you must select an extension to query, call, or change.



NOTE

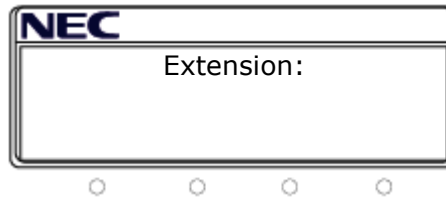
You can exit the Location Status Information application at any time by pressing the associated LSI function key again.

Use the following steps to start LSI on any Dterm with an associated function key:

Step 1 Press the function key on the Dterm associated with LSI.

The [Extension:] prompt displays ([Figure 2-1](#)), requesting the extension number you want to query, call, or change.

Figure 2-1 Extension Prompt



Step 2 Do one of the following:

- Press the # key to default to the location information for the current extension.
- Enter the extension number for the location information you want to access and press the # key.



If the extension number was not a valid entry, the error message [Invalid, Retry] will display. Enter a valid extension number and press # to clear the message.

NOTE

Step 3 If you are logging in for the first time, LSI prompts you to create a new password by displaying the **[New Password]** prompt (Figure 2-2):

Figure 2-2 New Password Prompt

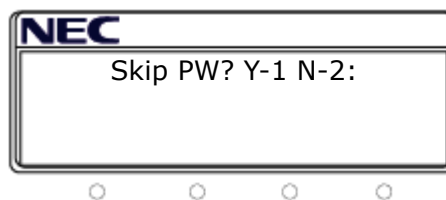


Step 4 Do one of the following:

- If you want to create a password, enter a password and then press the # key.
- If you do not want to create a password, press the # key.

The [Skip PW? Y-1 N-2] prompt displays (Figure 2-3):

Figure 2-3 Skip Password Prompt



Step 5 Do one of the following:

—To skip the entering a password in the future, press **1** for Yes.



If you select option 1, you can still activate or change a password at a later date. See [“Changing User Passwords” on page 2-12](#).

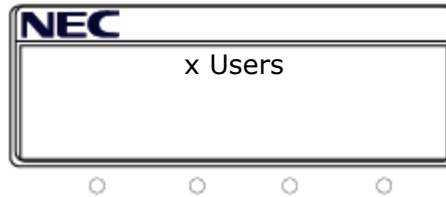
—To continue entering password in the future, press **2** for No.



Selecting this option prevents others without a valid password from changing your Location Status Information.

Step 6 If multiple users are assigned to this extension, LSI will display the number of users assigned to this extension. To select the correct user, do one of the following at the **[x Users]** prompt ([Figure 2-4](#)):

Figure 2-4 Multiple User Prompt



—Press **8** to scroll down the list of names. When the desired name appears in the display, press **#** to select that name.

—Press **2** to scroll up the list of names. When the desired name appears in the display, press **#** to select that name.

—Press **4** to go back to the **[Extension:]** prompt.

—Press **#** to select the displayed user name.

You will see one of the following prompts listed in [Table 2-1](#).

Table 2-1 Multiple User Prompts

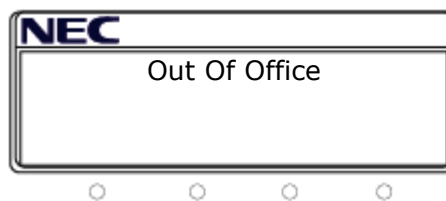
The LCD Displays:	What This Means:	What You Can Do:
The first location message Ex: [Out of Town]	The selected extension is the current Dterm, it has no location status information set, and no password is required.	Press 8 to scroll through the available locations and press # to choose a location. See “Setting or Changing the Location Information” on page 2-4 .
[Password]	The selected extension is assigned to the Dterm you are using, no location status information is set, and a password is required.	Enter your password to continue.

The LCD Displays:	What This Means:	What You Can Do:
[Chg-1 Vw-2 Cnl-3]	The selected extension has location status information set.	<p>Press 1 to set the location information. See “Setting or Changing the Location Information” on page 2-4.</p> <p>Press 2 to view the location information. See “Viewing Location Information” on page 2-8.</p> <p>Press 3 to cancel the location information. See “Canceling Location Information” on page 2-10.</p> <p>Press 0 to return to the [Extension:] prompt.</p>
[Set-1 Call-2]	The selected extension is not associated with the Dterm you are using and it has no location status information set.	<p>Press 1 to set the location information for that extension. See “Setting or Changing the Location Information” on page 2-4.</p> <p>Press 2 to call that extension. See “Calling an Extension” on page 2-9.</p> <p>Press 0 to return to the [Extension:] prompt.</p>

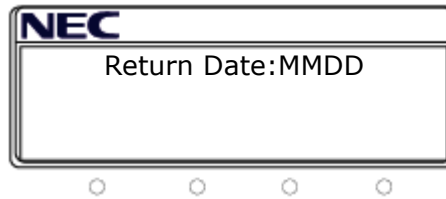
Setting or Changing the Location Information

Setting or changing the Location Status Information is very simple. After selecting the set or change options and, if required, entering a valid password, the first available location status displays ([Figure 2-5](#)).

Figure 2-5 Location Prompt

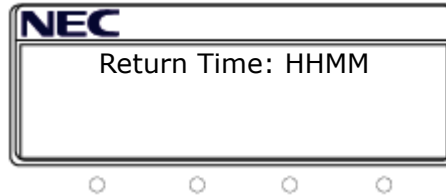


- Step 1** Do one of the following:
- Press **#** to select the displayed location.
 - Press **2** to scroll up the list.
 - Press **8** to scroll down the list.
- Step 2** After pressing the **#** key, the [Return Date] prompt displays ([Figure 2-6](#)):

Figure 2-6 Return Date Prompt
**Step 3** Do one of the following:

- Enter the month and day that you will return, and press #. (For example, enter 0102 if you will return on January 2nd.)
- Enter the day that you will return, and press # to specify a day for the current month. (For example, enter 20 if you will return on the 20th of the current month.)
- Press # to set the return date to the current day.
- Press # to skip setting a return date. If you skip setting a return date, you will not be prompted to set a return time.

Step 4 After pressing the # key, the [Return Time] prompt displays (Figure 2-7):

Figure 2-7 Return Time Prompt
**Step 5** Do one of the following:

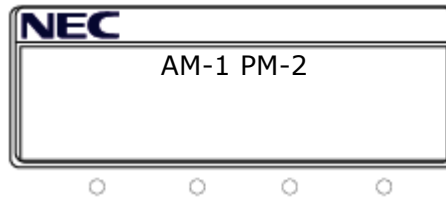
- Enter the hour and minute that you will return, and press #. (For example, enter 1215 if you will return at 12:15 p.m.).



If zero is the first number entered, LSI assumes that the return time entry is military time, and you will not be prompted to specify if the return time is A.M. or P.M. (For example, enter 0915 if you will return at 9:15 a.m.)

- Press # to skip setting a return time. If you skip setting a return time, you will not be prompted to specify if the return time is A.M. or P.M.

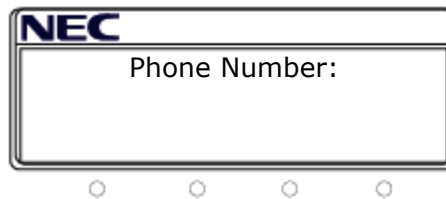
Step 6 If you did not enter military time or you selected a time whose morning has not passed, the [AM-1 PM-2] prompt displays (Figure 2-8) after pressing the # key:

Figure 2-8 A.M. - P.M. Prompt


Step 7 Do one of the following:

- Press **1** to set the return time to A.M.
- Press **2** to set the return time to P.M.
- Press **4** to return to the Return Time prompt.

Step 8 After pressing the **#** key, the [Phone Number:] prompt displays (Figure 2-9):

Figure 2-9 Phone Number Prompt


Step 9 Do one of the following:

- Enter the alternate phone number where you can be reached, and press **#**.



NOTE

The alternate phone number can be no more than 22 digits. The error message [Must be 1-22] will display if more than 22 digits are entered. Enter an extension for internal numbers (up to 16 characters) and enter 7 to 10 digits for an external number, if you are in North America.



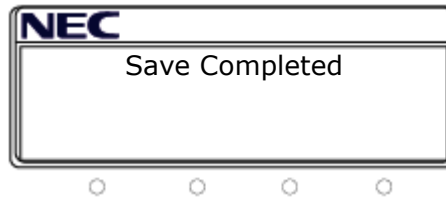
NOTE

If another user attempts to call you at this number using the LSI calling feature, LSI will apply the Microsoft Dialing Properties configured on the OW5000 Server prior to placing the call.

- Press **#** to skip entering an alternate phone number.

Step 10 After pressing the **#** key, the [Save Completed] prompt displays (Figure 2-10):

Figure 2-10 Save Completed Prompt



The LSI saves the new location status information and exits. After LSI exits, the extension displays the new status and the LED key for LSI will have a solid red light.

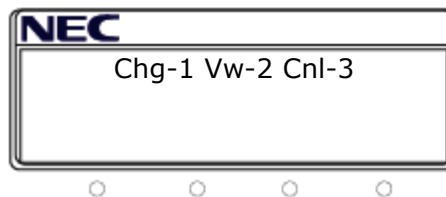


If the extension has multiple users and another user had already set a status, the new status will replace the existing one.

Viewing Location Information

If an extension already has Location Status Information set, the following prompt displays (Figure 2-11):

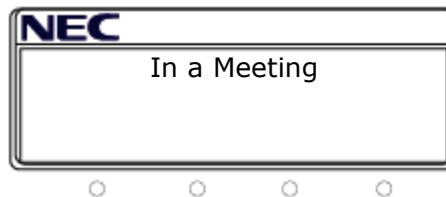
Figure 2-11 View LSI Prompt



To view the location status information for an extension, do the following:

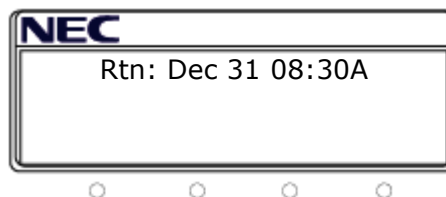
- Step 1** Press **2** to view the Location Status Information for the selected extension. The location message for that extension displays (Figure 2-12):

Figure 2-12 View LSI Information



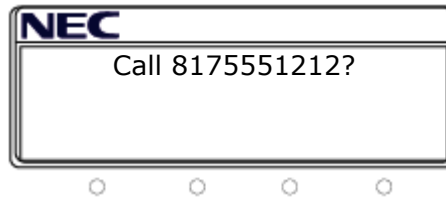
- Step 2** Do one of the following:
- Press **2** or **8** to view the return date (Figure 2-13).
 - Press **2** or **8** to return to the previous prompt.

Figure 2-13 Return Time



- Step 3** Do one of the following:
- Press **2** or **8** to return to the previous prompt.
 - Press **4** to scroll left and **6** to scroll right if the length of the text is over 16 characters.
 - Press **#** to view the alternate phone number.
- Step 4** After pressing the **#** key, the [Call] prompt displays (Figure 2-14) listing the alternate phone number:

Figure 2-14 Call Prompt



Step 5 Do one of the following:

- Press **1** to dial the displayed number.
- Press **2** to return to the previous prompt.
- Press **4** to scroll left and **6** to scroll right when the length of the text is over 16 characters.



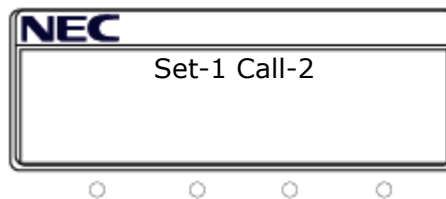
NOTE

If the phone number has more than 16 digits, the first 13 digits plus “->” will display. (For example, the number “817-555-1212 x1234567” would appear as 8175551212123-> on the display. Press 6 to display the remaining digits.

Calling an Extension

If the current Dterm is not the extension you selected, the following prompt displays (Figure 2-15):

Figure 2-15 Call Prompt



Step Do one of the following:

- Press **2** to dial the extension.

LSI places the call to the extension. LSI will exit if the call is placed successfully. If the call is not successful, LSI will display the following:

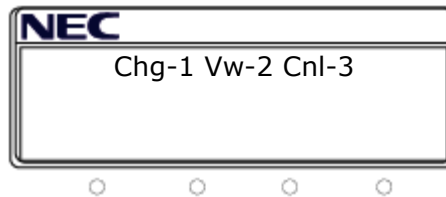
- [Line Busy] if the called party is busy.
- [Invalid Number] if the number cannot be found.
- Otherwise, [Unable To Call] will be displayed.

- Press **0** to return to the [Extension:] prompt.

Canceling Location Information

If an extension already has Location Status Information set, the following prompt displays (Figure 2-16):

Figure 2-16 Cancel Prompt



To cancel the location status information for an extension, do the following:

Step 1 Press **3** to cancel the Location Status Information for the selected extension.

The location status information for the current extension is cleared.

Step 2 Do one of the following:

—If the password prompt is required for this extension, the [Password:] prompt displays (Figure 2-17):

Figure 2-17 Password Prompt



Enter the password and press **#** to confirm the cancellation.

—If a password is not required for this extension, press any key to exit LSI and complete the cancellation.

After confirming the cancellation, LSI exits and clears the message from the extension's display and turns off the LSI LED.



NOTE

If more than one user has location status information configured on a multi-user terminal, the next user's location message will display and the LSI LED will remain lit after cancelling the first user's location status information.

Configuring Automatic Location Status Display

Once the location status information on the terminal is set, LSI will automatically monitor all incoming calls for that terminal. If the calling extension is on the same PBX, LSI will automatically display the location status message selected for the called extension, such as "On Vacation", on the calling station's LCD. The status message will display on the caller's LCD for 4 seconds. Then, the return date and time, if available, will display for 4 seconds. Finally, an alternate phone number, if available, will display for 16 seconds. For example, calling an extension with the location status information set will result in the following actions:

- (Chime) + [On Vacation] - displays for 4 seconds on the caller's LCD.
- (Chime) + [Rtn Dec 24 5:30p] - displays for 4 seconds on the caller's LCD.
- (Chime) + [Try 8008008000] - displays for 16 seconds on the caller's LCD.



NOTE

In this case neither the date/time nor the alternate phone number are entered, the status message will display for 16 seconds.

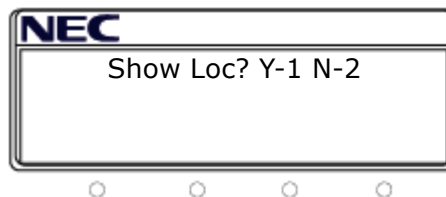
The caller may briefly see the normal switch display upon placing the call (for instance, the person's name and extension, if so configured on the PBX), followed by multiple displays describing the person's location, return date, time, and alternate phone number if originally entered by the end user. The caller can press the OAI key to query the called party's information and automatically dial the alternate number, if desired.

However, the location status display feature is optional and can be started and stopped manually, if enabled by the OW5000 administrator system wide.

To enable or disable the automatic location status display for an extension, do the following:

- Step 1** When the LSI displays a status you want to select or change, press **7** to change the automatic location status display.
- Step 2** After pressing the **7** key, the **[Show Loc? Y-1 N-2]** prompt displays (Figure 2-18):

Figure 2-18 Show Loc Prompt



- Step 3** Do one of the following:
- Press **1** to enable others calling you to automatically see your status.
 - Press **2** to bar others calling you from automatically seeing your status.
 - Press **0** to return to the [Extension:] prompt.

Changing User Passwords

To change your user password, do the following:

- Step 1** When the LSI displays a status you want to select or change, press **9** to change your password.
- Step 2** Do one of the following:
- If you have logged in to Location Status Information before, the [Password:] prompt displays ([Figure 2-19](#)):

Figure 2-19 Password Prompt



- Step 3** Enter the password and press the **#** key. The [New Password:] prompt displays ([Figure 2-20](#)):



NOTE

If you have forgotten your password, contact your OW5000 administrator.

Figure 2-20 New Password Prompt



- Step 4** Enter a new password and press the **#** key. The password is changed.
- If this is the first time you have logged in to Location Status Information or you chose to skip entering the password previously, the [New Password:] prompt displays ([Figure 2-21](#)):

Figure 2-21 New Password Prompt

The image shows a terminal window with a double-line border. In the top-left corner, the letters "NEC" are displayed in a bold, blue font. Below this, the text "New Password:" is centered. The main area of the window is empty, intended for password input. Below the window, there are four small, light-gray circles arranged horizontally, likely representing a progress indicator or a status bar.

Step 5 Enter a new password and press the # key. The password is changed.

Exiting Location Status Information

To exit LSI, press the function key on the Dterm associated with LSI. If you do not press the function key within a configured amount of time, the application will exit automatically.



***For additional information or support on this NEC Infrontia product,
contact your NEC Infrontia representative.***

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