

TexBox

Communicator

User Manual

for Analogue systems

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1. Introduction

TextBox comprises of two elements:

TextBox Communicator - which is the user application and described in this manual.

Easy to use Interface makes text call reception and handling simple.

Web browser based operation ensures a familiar environment and low training investment.

Access controlled by user name and password.

Incoming call indication (pop-up window and sound notification).

User defined message (stored in personal user profile on the system).

Message taking facility (messages can be stored for users and groups of users/ departments).

TextBox Control Centre - which is the administrators function through which users and groups are setup

2. Overview

The TextBox communication screen consists of 4 main sections.

Section 1. User Log in and Log Out, User profile settings.

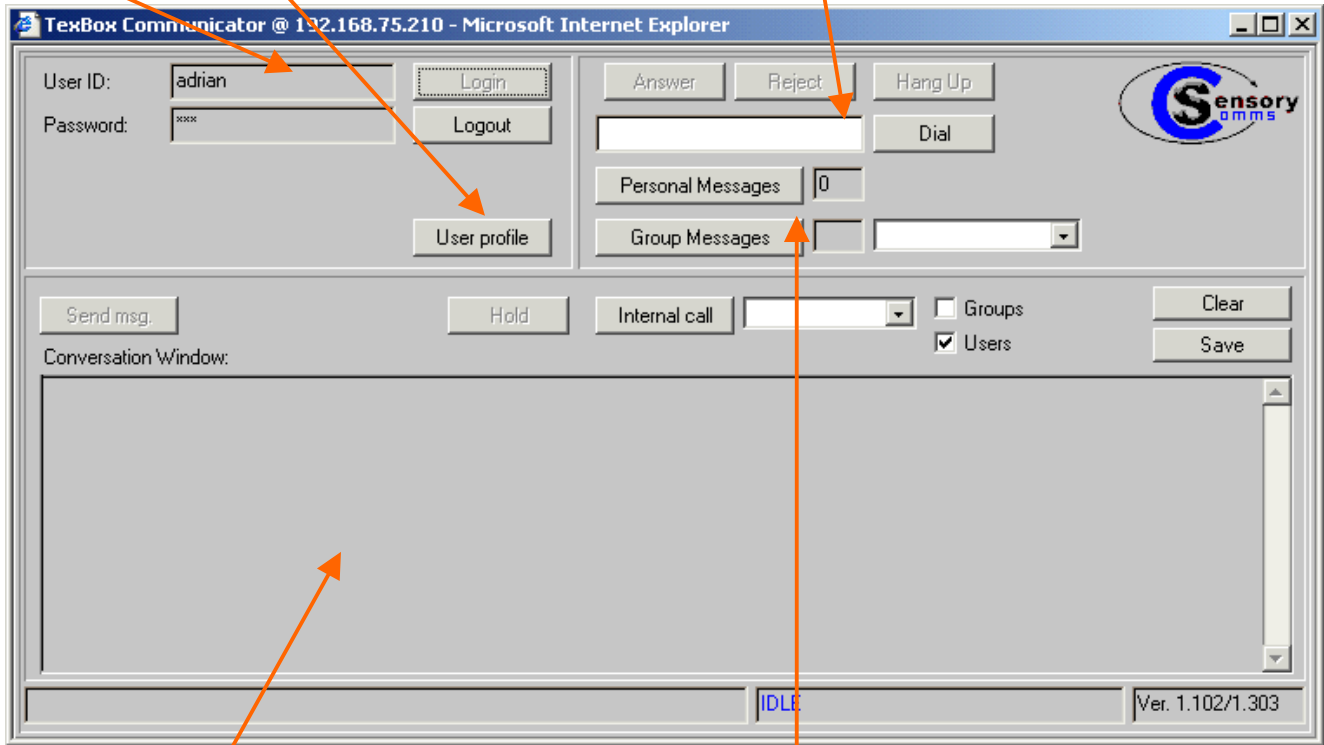
Section 2. Answer incoming calls, make outgoing calls.

Section 3. Read text messages left while you were away.

Section 4. Text conversation window.

Log In and User profile section.

Phone dialler section.



Text conversation window.

Message section.

3. Starting the Communicator

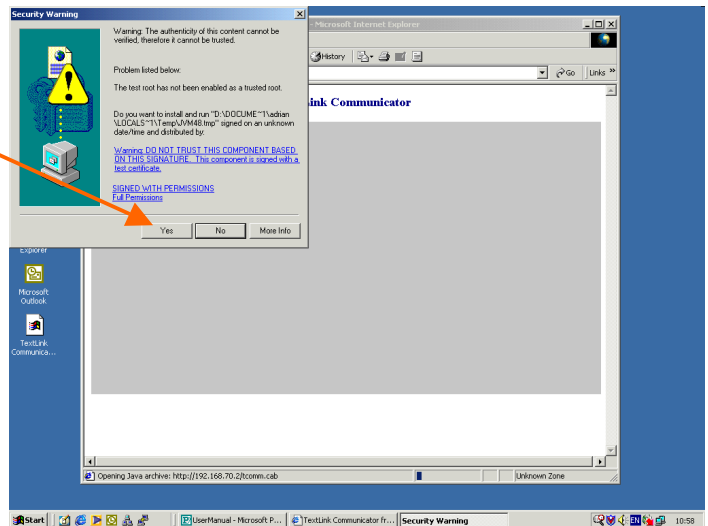
It is important that the administrator of your TextBox creates a shortcut on your computer desktop in order to simplify the use of the communication software.

Double click on the shortcut on your computer desktop to open the TextBox communication screen.



This will open the TextBox communication screen together with a software authenticity warning. (see figure below)

Click Yes on the security warning window.

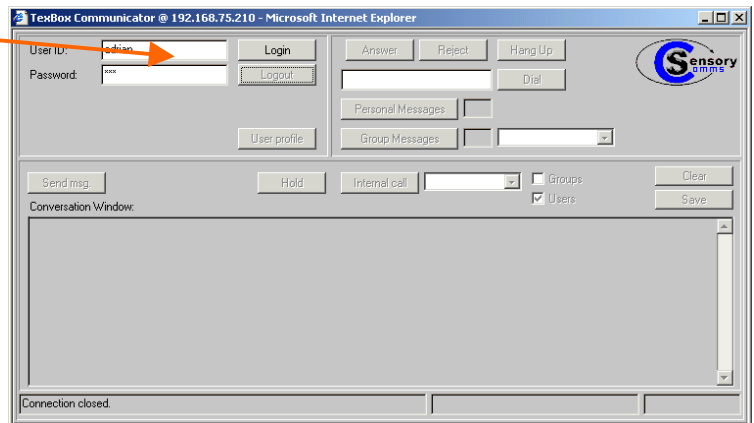


The TextBox communication screen is now initialised and ready for a user to log in.

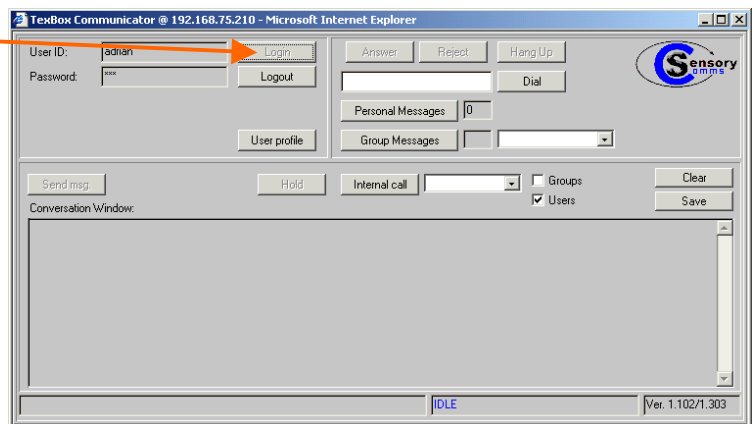
4. Logging On

Your TextBox administrator will supply you with a user ID and password which must be entered in order to use the communication screen.

Enter your user ID and password.



Click Login

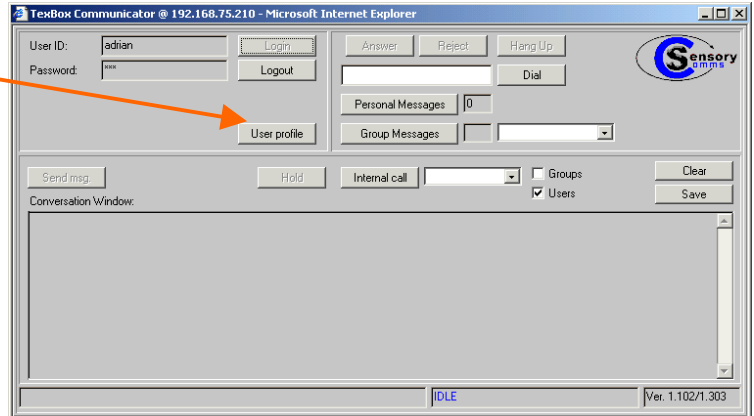


Your communicator is now ready to accept calls. You may minimise the communicator window to allow you to continue using other applications. The Communicator will accept incoming calls and indicate them with a pop-up window even when minimised.

5. User Profile settings

Once logged on to the system, you can modify your User profile settings to suit your preferences. Font sizes and font colour can be changed as well as the background colour and your personal welcome message.

Click User profile



Edit your personal welcome message

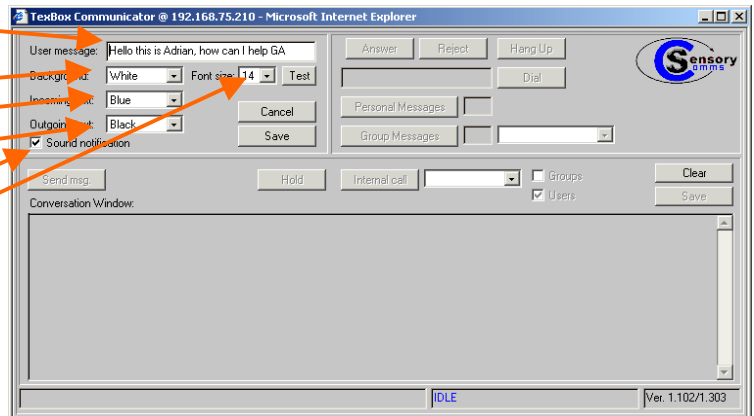
Background colour

Incoming text colour

Outgoing text colour

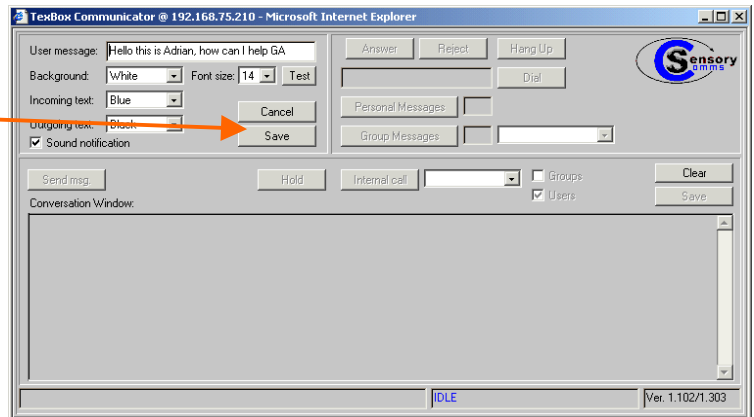
Enable sound notification

Font size



After making any changes,

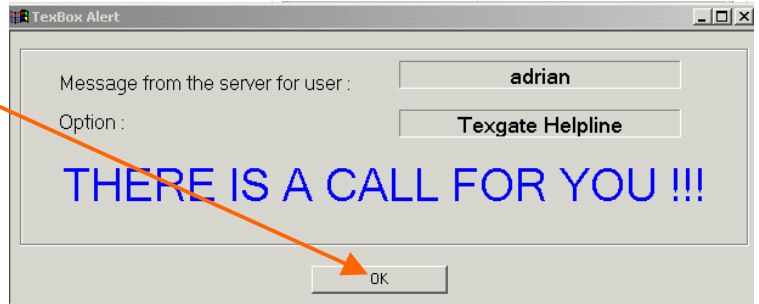
click Save



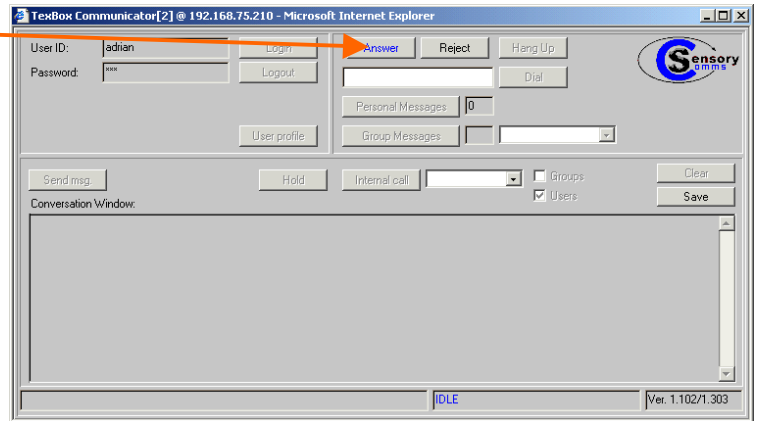
6. Answer an external call

When a call arrives for you, a POP-UP info window informing you of an incoming call will appear over the top of any application that you may be using.

Click OK on the POP-UP info window.



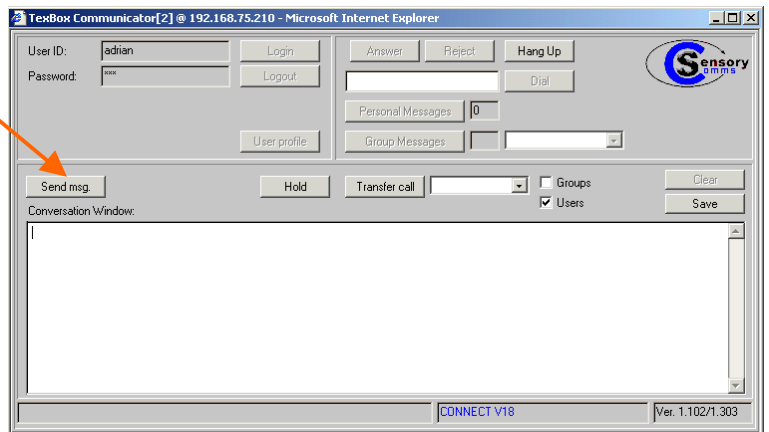
Click Answer



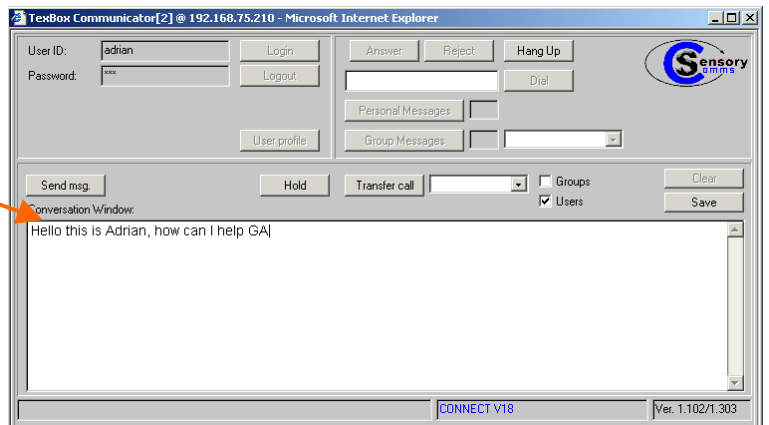
This will open the text window enabling you to read incoming and write outgoing text.

Click Send msg. to send a pre set message to the caller.

This is optional as you may wish to answer a call with a different greeting.

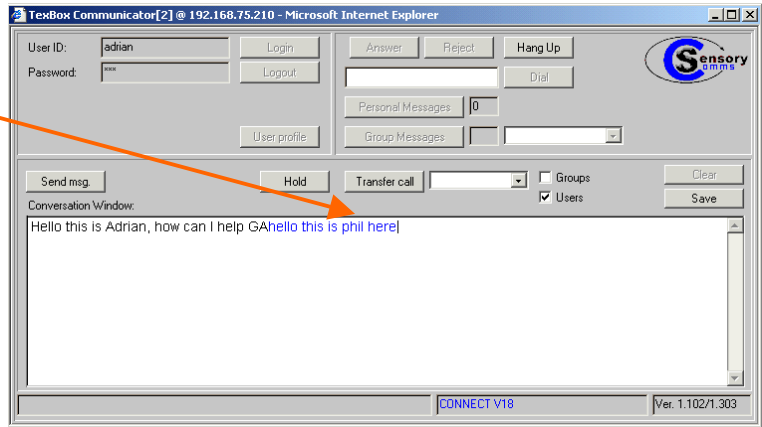


Your pre set message will be sent to the caller and will be displayed in your text window.

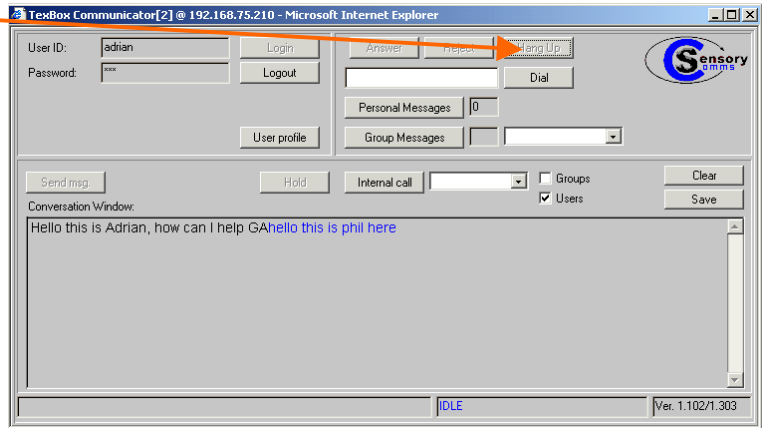


The callers text will be displayed in a different colour.

You may continue with a conversation.



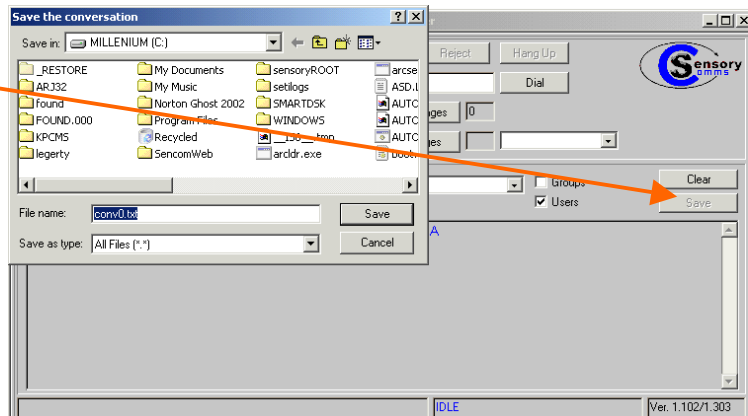
To end the call, click Hang up



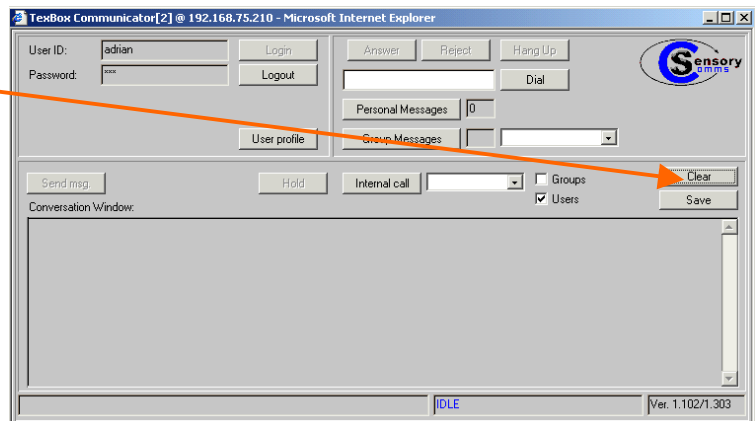
You may wish to save the conversation before clearing the text window. (see figure below)

Click Save

You may then elect where on your PC or etwork you wish to save the file. (You may wish to save messages in a common location set aside for users or groups). The file will be saved as a text file and can be opened at any time by using Microsoft Word.



Click Clear to clear the conversation in the text window.

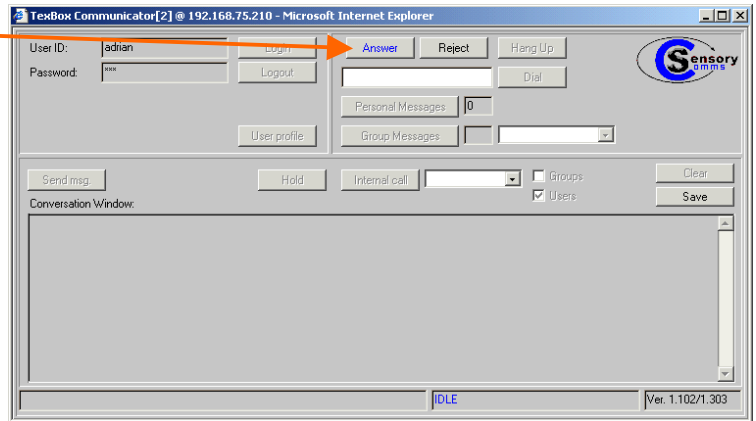


7. Answer an Internal call

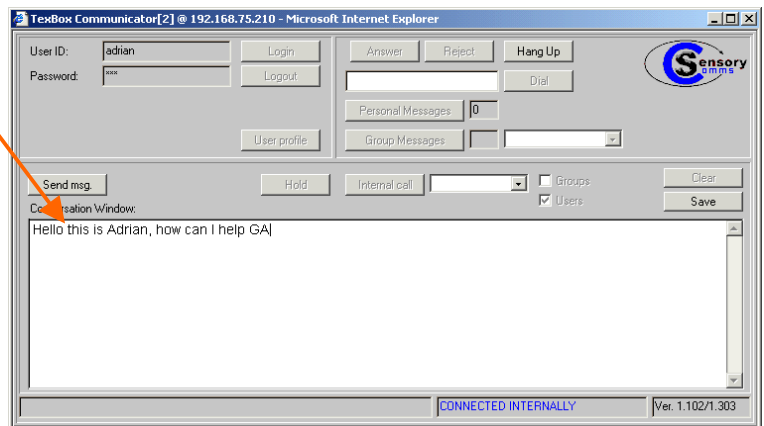
Click OK on the POP-UP info window.



Click Answer



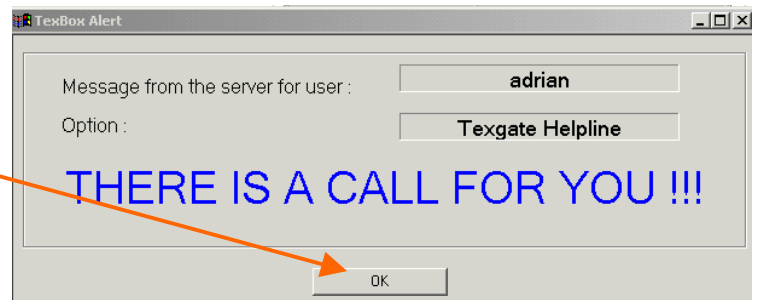
Continue with your conversation.



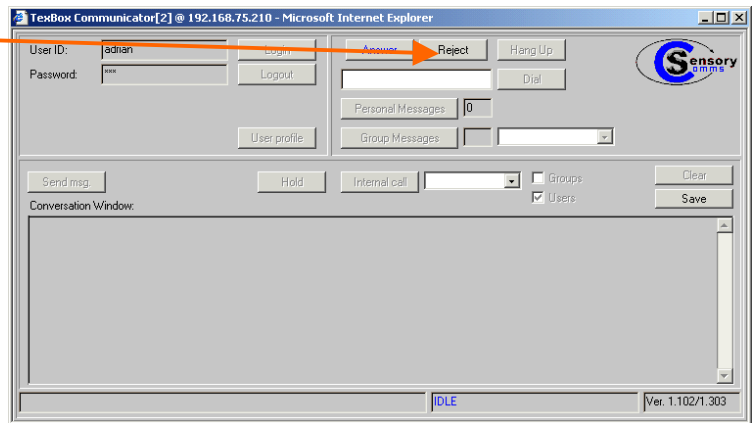
8. Rejecting a call

This function allows you to reject an incoming call if you are unable to answer at the time.

Click OK on the POP-UP info window.



Click Reject

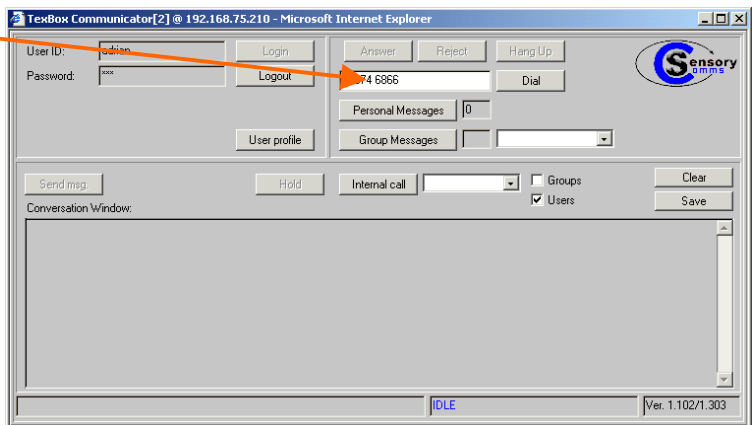


The caller will be notified that you are unavailable and will be asked to leave a message or will be transferred to another available user.

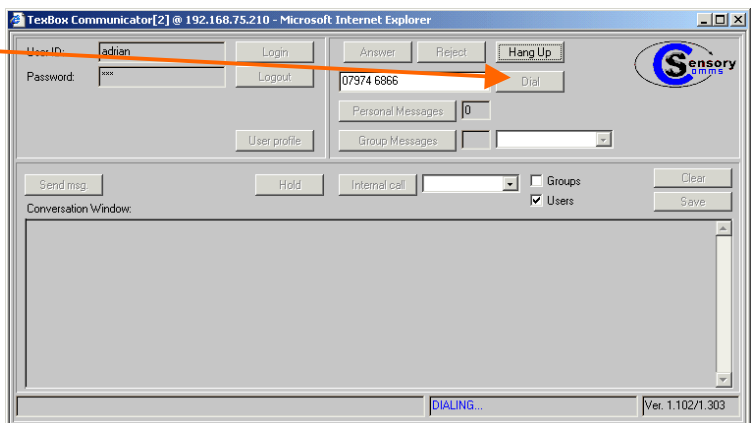
9. Making an external call

In order to make a call to a textphone user, you must first make sure that you are logged in.

Enter the number you wish to call.



Click Dial

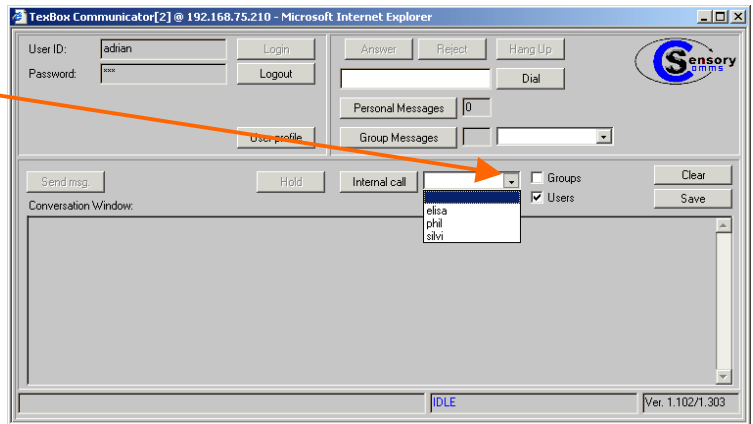


You may continue a conversation once the called party answers. Only begin typing in the text window once the caller has indicated that you may go ahead with **GA**

10. Making an Internal call

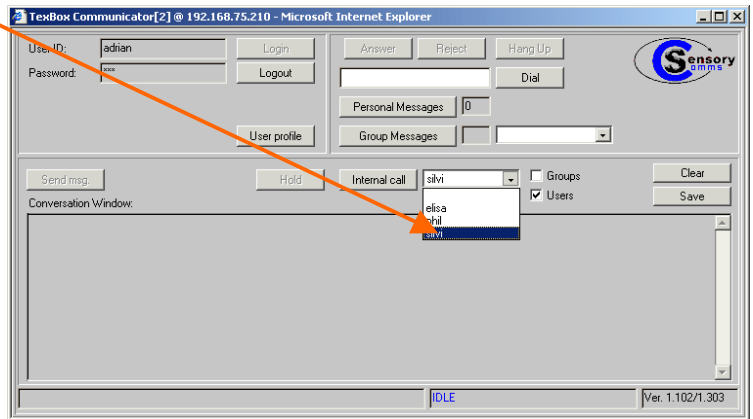
In order to make a call to another user, you must first make sure that you are logged in.

Click on the drop down box to the right of the Internal call button.



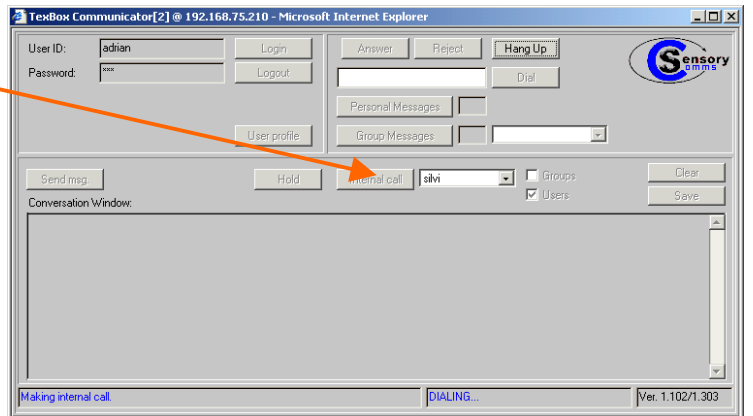
Click on the user you wish to contact.

Only users who are logged into the system will be displayed.



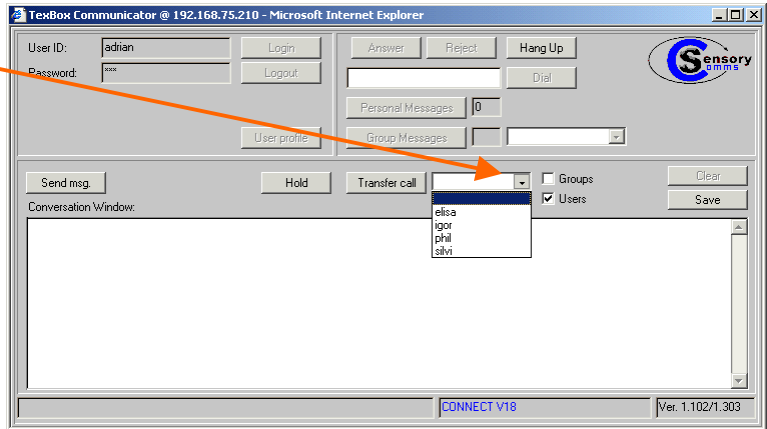
Click Internal call

Once the user has answered, you may continue a conversation.



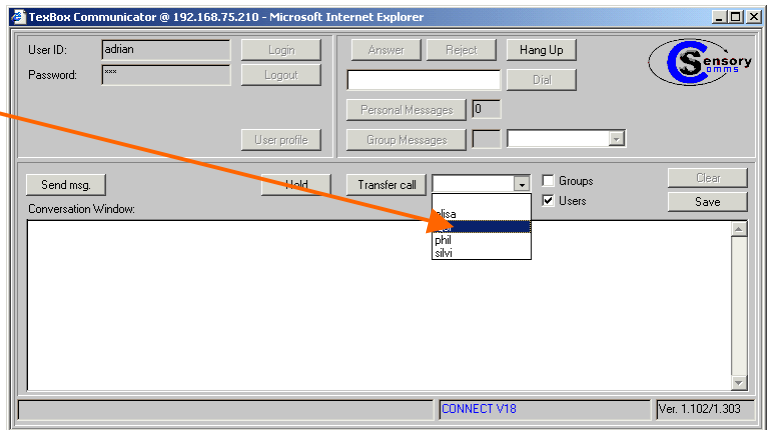
11. Transferring a call

Click on the drop down box to the right of the Transfer call button.



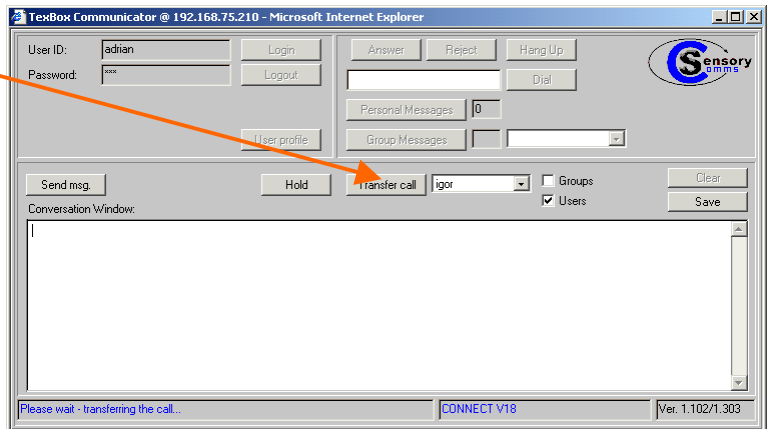
Click on the user you wish to transfer the call to.

Only users who are logged into the system will be displayed.



Click Transfer Call

Once the call has been accepted by the other user, the status of a successful transfer will be displayed.

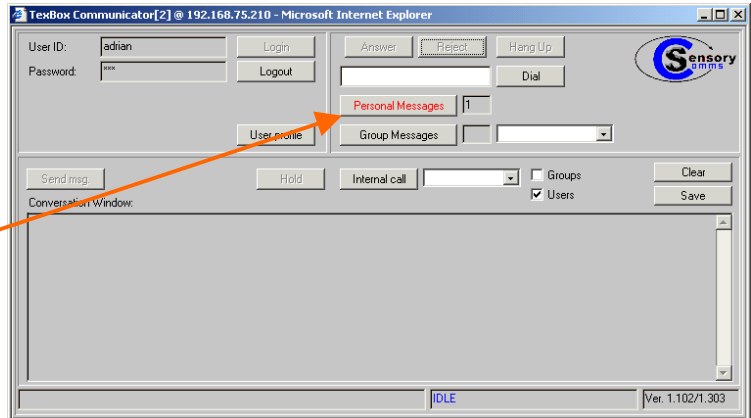


12. Messages

After logging in to the Communicator, you can check to see if you have any messages which may have been left while you were away.

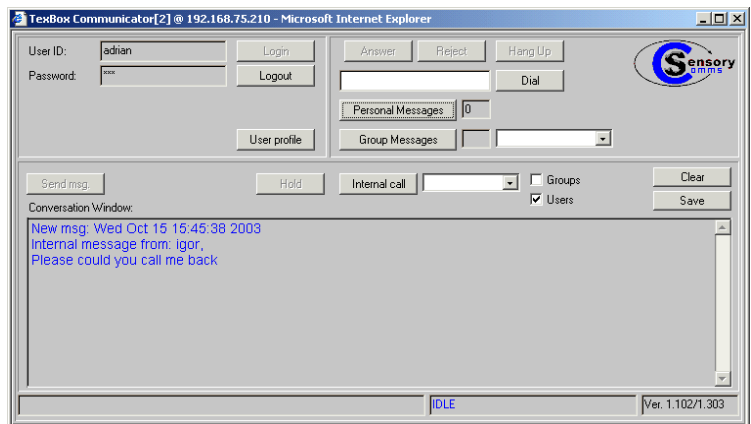
If there is a personal message left for you, the Personal Messages will be highlighted. If there are any group messages left, the Group Messages will be highlighted.

Click Personal Messages in this case.



The date and time of the message will be displayed together with the message.

Click Clear to clear the message. Alternatively you can save the message by clicking Save



13. Useful Text Abbreviations

Quickword	Meaning
BIBI	Bye Bye
CD	could
CUL	see you later
COS	because
HD	hold, please
MTG	meeting
NBR	number
OIC	oh, I see
OPR	operator
PLS	please
Q	question mark—saves you typing a whole question
R	are
SHD	should
THX	thanks
TMW	tomorrow
U	you
UR	your
GA	go ahead
SK	stop keying
SK SK SK	goodbye

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