



# Station User Guide

October 2007 - Issue 2.0

Note: Although this User Guide has information about using NomadSP with XTS systems, NomadSP produced as of the date of this issue is currently supported only on TeleniumIP systems.

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Issue	Release	Changes
1.0	7-05	Initial Release
2.0	10-07	Significant product enhancements are added.

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mlj/2007

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## Introduction

*Nomad SP* is a multi-media communication tool using a PC-based application to link the operation of an on-screen multi-button telephone with other communications-related PC applications. *Nomad SP* is visualized on the desktop and interfaced to the user via the mouse and keyboard. All the features of the traditional IP multi-button phone are available to the user. In addition, a Phonebook database with links to the user's PIM (Personal Information Manager), provides pop-up windows for incoming caller identification. *Nomad SP* users can employ the Phonebook to place calls as well as manage contact records. Other special functions available to *Nomad SP* users include: appointment scheduling, SMS support, e-mail, and call recording.

### *Features*

The *Nomad SP* application includes the following features/functions:

- ☐ Login with ID and Password
- ☐ Local/Remote Connection Mode
- ☐ Flexible Buttons
- ☐ User Short Message Service (SMS) (*Telenium<sup>IP</sup>* only)
- ☐ Automatic Database Synchronization
- ☐ Incoming Call Pop-up Window
- ☐ Hotkey Support
- ☐ Database Import/Export (MS Outlook, GoldMine, ACT!, Excel)
- ☐ User Connection Profiles
- ☐ Smart Tray Icon & Menu
- ☐ Quick Call Menu
- ☐ Simple Dial-pad Pop-up
- ☐ Display Mode (*Clock, Calendar*)
- ☐ Phone Book Calling
- ☐ Phone Book Management
- ☐ Scheduled Dial and Notification
- ☐ User Call Log Management
- ☐ Voice Recording
- ☐ E-mail with MS Outlook
- ☐ Simple Favorites Contact List

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## Installation and Setup

Set-up of the *Nomad SP* is a four step process:

1. Connect the PC to the host *Vodavi* system.
2. Install the *Nomad SP* application on the user's PC.
3. Install the system lock key.
4. Login to complete registration of the *Nomad SP* application to the *Vodavi* system.

Completing the registration process may require assistance of the system administrator to adjust settings of the *Vodavi* system. *Telenium<sup>IP</sup>* requires a User ID and Password to log into *Nomad SP*. For remote applications, the *Vodavi* system will require entry of the MAC address of the PC running the *Nomad SP*. Also, for remote users, the *Nomad SP* will require entry of the host *Vodavi* system's IP address.

Prior to installation, the PC and operating system should be verified for compatibility with the *Nomad SP* application. Ensure that the PC and OS (Operating System) comply with the minimum requirements as stated in the following two sections.

### *System Requirements*

The minimum requirements for the *Nomad SP* are described below.

- ☐ Pentium 4 or compatible CPU
- ☐ 1 GHz clock speed or higher
- ☐ 256 Mbytes RAM
- ☐ 200 Mbytes of free hard-drive space
- ☐ 1024 x 768 resolution monitor
- ☐ CD-ROM drive
- ☐ If you have WinDBA/XTS-IP Admin installed, uninstall it before installing *Nomad SP* because they are incompatible.

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## *Supported Operating Systems*

The *Nomad SP* application can run under one of several Microsoft Operating Systems including:

- Microsoft Windows XP Home
- Microsoft Windows XP Professional
- Microsoft Windows 2000 Professional

## *Headset/Microphone Requirements*

To use the *Nomad SP*, a USB headset/microphone is required.

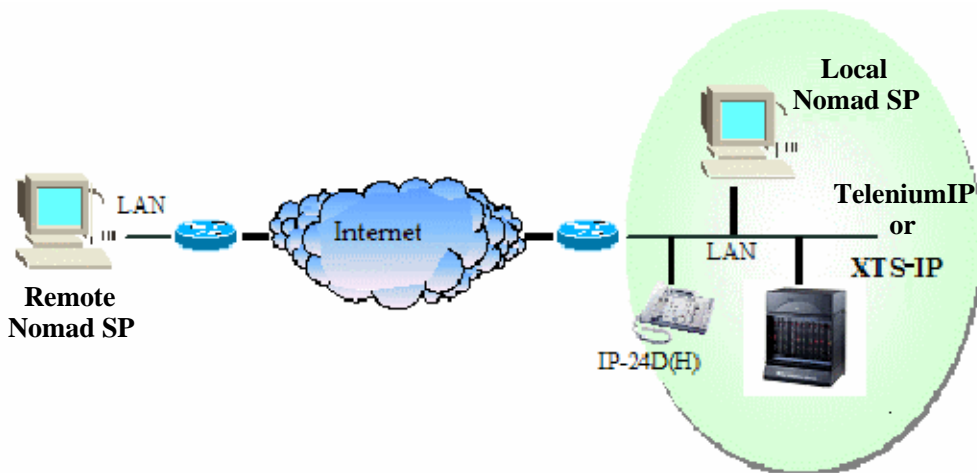


*The USB headset needs to be connected to the PC prior to launching the Nomad SP application, otherwise the headset will not work properly.*

### *Nomad SP Connection*

The PC running the *Nomad SP* application may be connected to the *Vodavi* system either as a local or remote device. The connection as a local device requires the *Nomad SP* to be connected to the same LAN as the host *Vodavi* system. When connecting as a remote device in a *TeleniumIP* system, the User ID and Password must be preregistered in the MFIM database. When connecting as a remote device, the PC's MAC address must be assigned as a Remote device in the *Vodavi* system for proper registration and operation.

*Figure 1* provides a pictorial view of the connections to the *Vodavi* system.

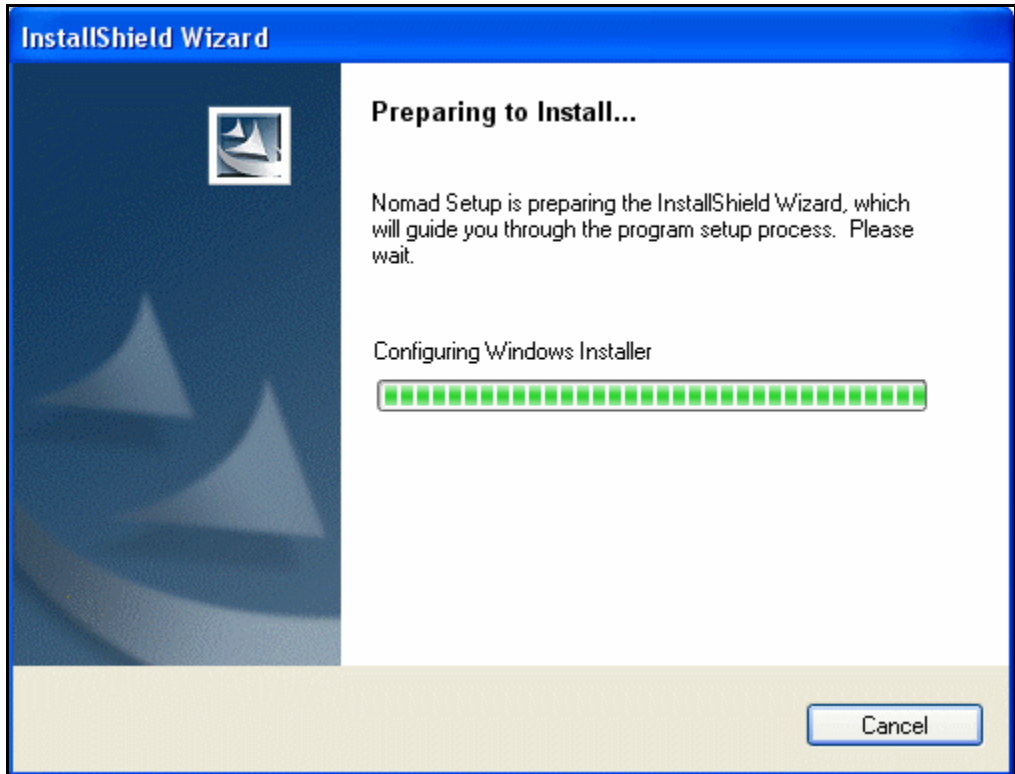


**Figure 1: Nomad SP Connections**

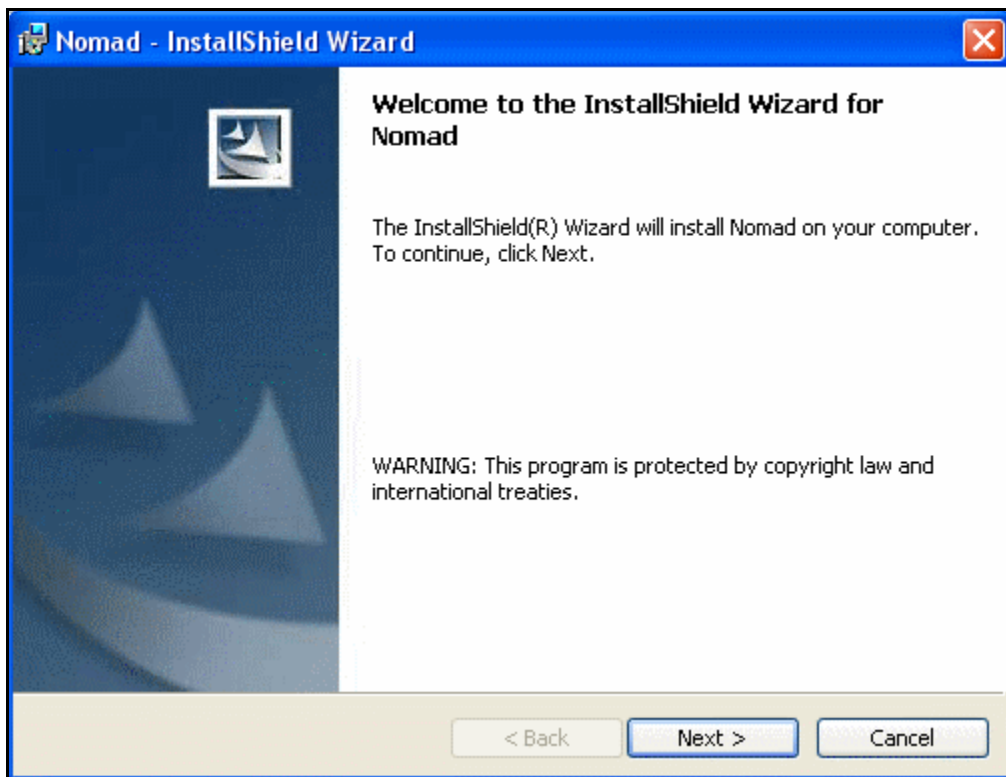


### *Nomad SP Application Installation*

When the *Nomad SP* CD-ROM is placed in the PC, an auto-execute install program will start. The InstallShield Wizard prepares the setup as shown in [Figure 2](#). To abandon the installation, click **Cancel**.

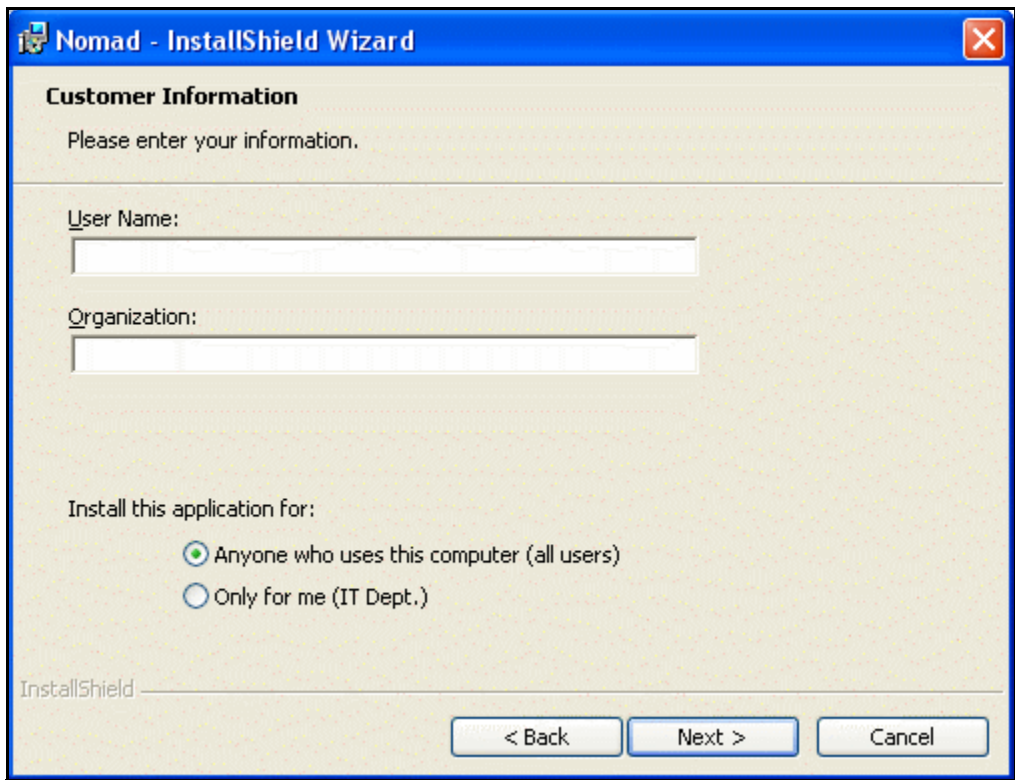


**Figure 2: Nomad SP Setup**



**Figure 3: Welcome to the InstallShield Wizard**

Click on the **Next>** button to continue with the installation.

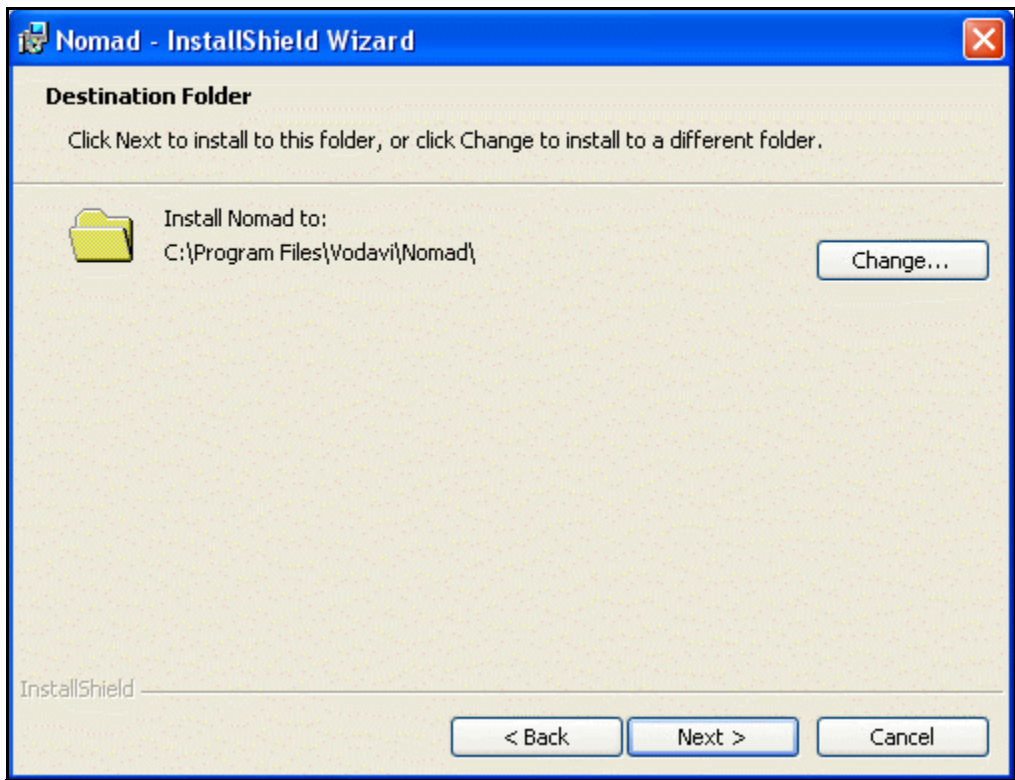


The image shows a Windows-style dialog box titled "Nomad - InstallShield Wizard". The window has a blue title bar with a close button in the top right corner. The main content area has a light beige background. At the top, the text "Customer Information" is displayed in bold. Below it, a message says "Please enter your information." followed by a horizontal dotted line. There are two text input fields: the first is labeled "User Name:" and the second is labeled "Organization:". Below these fields, the text "Install this application for:" is followed by two radio button options: "Anyone who uses this computer (all users)" (which is selected) and "Only for me (IT Dept.)". At the bottom left, the text "InstallShield" is followed by a horizontal dotted line. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

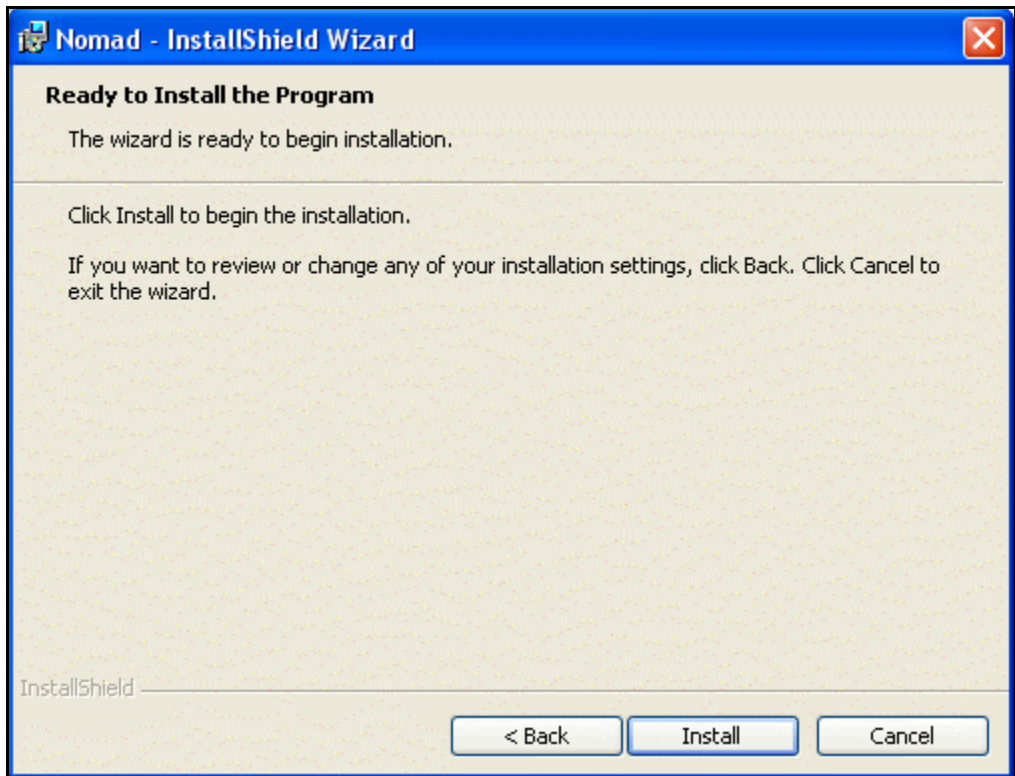
Click in the User Name box and type in the name. Click in the Organization box and type the organization. Click on the desired radio button to select who the application is to be installed for. Then click on the **Next>** button to continue with the installation.



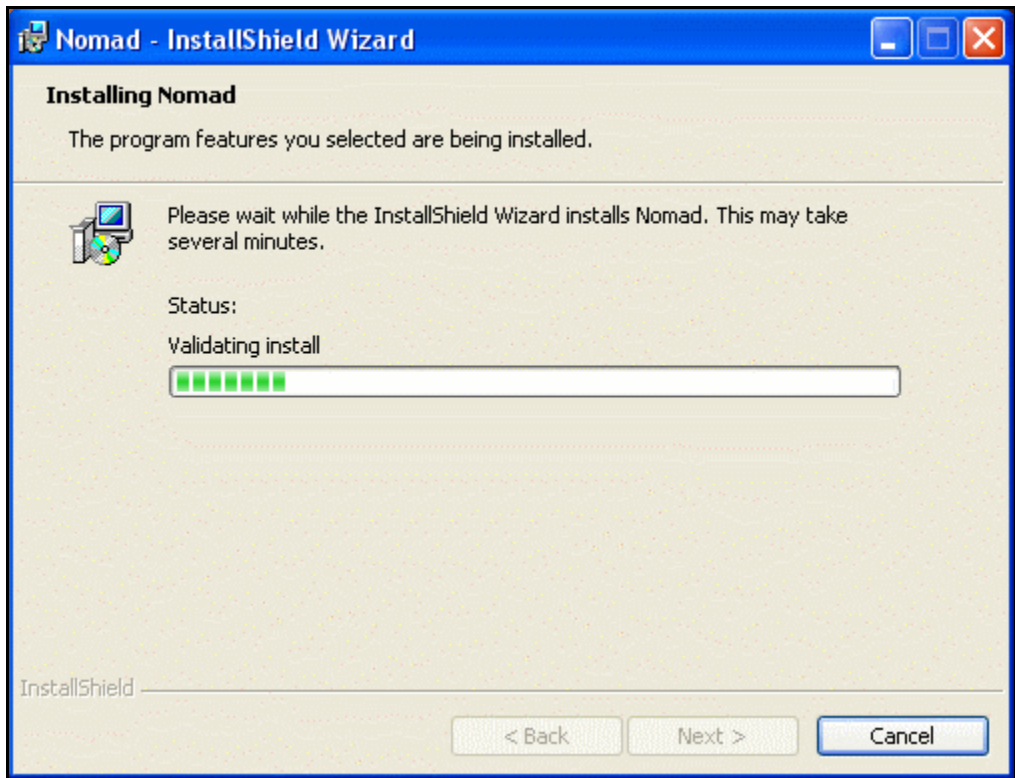
Click on the radio button for *Nomad SP*, then click on the **Next>** button to continue with the installation.



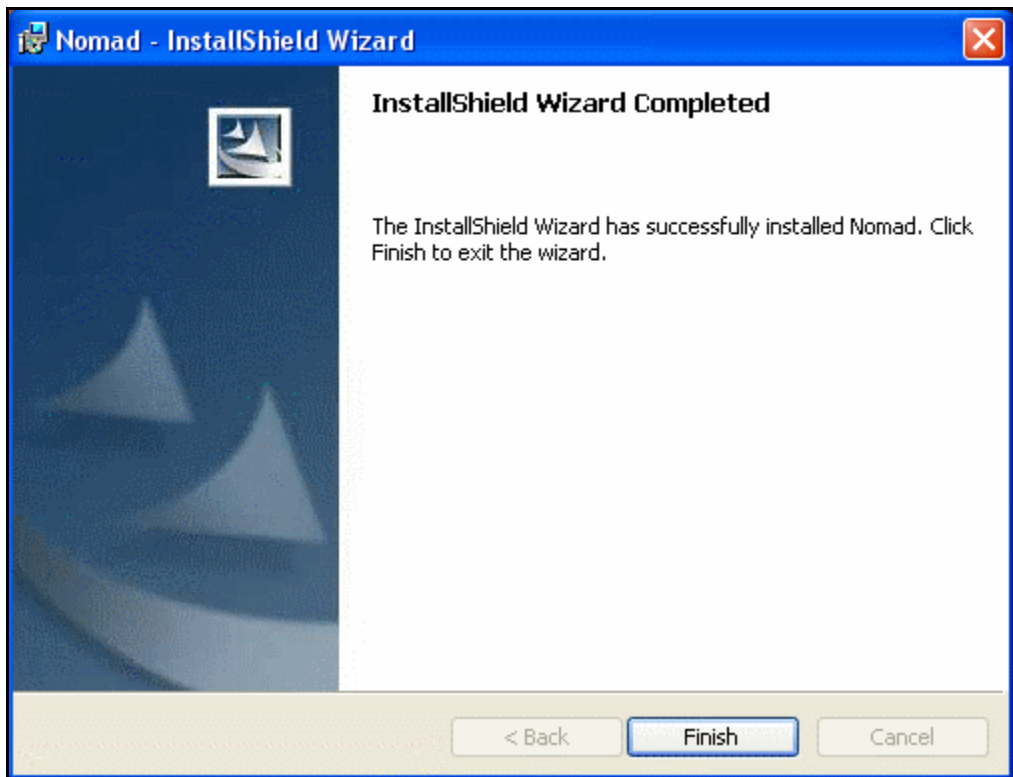
The default destination folder for the *Nomad SP* application can be modified using the Change button. The default directory for installation is "C:\Program Files\Vodavi\Nomad\". It is possible to back-up one step in the install process or to cancel the installation. To continue the installation click the **N**ext> button.



To continue the installation click the **Install** button.



A progress bar will show the status of the installation. During the Installation, the Wizard will prompt you to install WinPcap. Follow the instructions of the Wizard to install WinPcap.



Click on the **Finish** button to exit the wizard.



## Registration in a Telenium<sup>IP</sup> System

### Nomad SP Lock-key

The Vodavi Inside Sales Department representatives will issue the lock-key code. Prior to registration of the *Nomad SP* with the host *Telenium<sup>IP</sup>* system, the host *Telenium<sup>IP</sup>* system will require installation of the *Nomad SP* software lock-key. The *Telenium<sup>IP</sup>* system administrator installs the lock-key code under the system's web Admin Maintenance window. The administrator should refer to the *Telenium<sup>IP</sup>* Programming Manual for guidance.

### Nomad SP User ID and Password

The *Telenium<sup>IP</sup>* system administrator establishes the Nomad SP User ID and Password in Station User Login under Device Login in *Telenium<sup>IP</sup>* Web Admin.

#### Device Login

Remote Phone/CO G/W  
Registration(PGM 442)  
Station User Login(PGM  
443)

### Login and Registration Process

To run the *Nomad SP* application and login:

1. Click on the Nomad shortcut icon. The *Nomad SP* application will start and the Login window will display.

A screenshot of the Nomad SP application login window. The window has a title bar with "Nomad SP" and standard Windows window controls. Inside, there are three input fields on the left: "User ID", "Password", and "Number", each preceded by a small grid icon. To the right of these fields are four checkboxes: "Desired Number" (checked), "Remember User ID", "Remember Password", and "Auto Login". Below the input fields is a "Login" button. At the bottom right of the window is a "Network" button. The window has a light gray background and a dark border.

2. In the Login window, enter User ID and Password, then click on the **Login** button to attempt to register with the host *Telenium<sup>IP</sup>* system. You may check several option boxes to automate login and you may enter a desired Station number, which the system will honor if the number is available.

In addition to Login information, the Login window accesses the Network Setting window for defining the device environment.

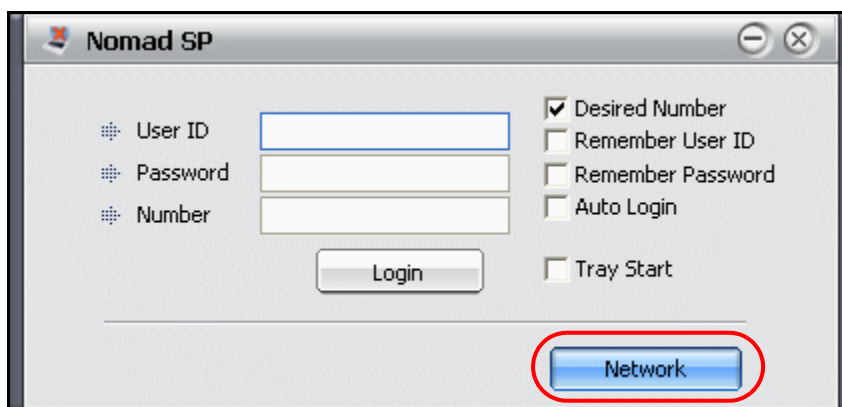
#### LOCAL CONNECTION

The initial registration is automatic, when locally connected, assuming the *Telenium<sup>IP</sup>* system is set to allow registration. Refer to the *Telenium<sup>IP</sup> Installation Manual* for the MFIM Registration Switch settings.

*Audio* -- For a locally connected device, audio is from point to point over the LAN, NAT (Network Address Translation) is not supported, and IPSEC is not implemented.

#### REMOTE CONNECTION

When the *Nomad SP* is remotely connected the first time, registration will fail unless pre-registered in a local environment. When this occurs, the host *Telenium<sup>IP</sup>* system IP address must be entered and the connection mode changed to remote.

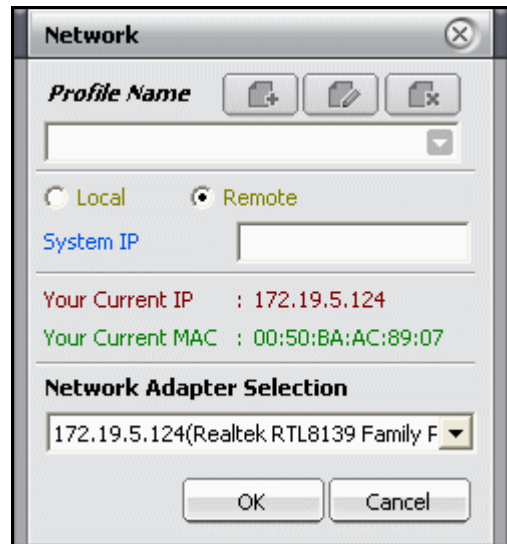


1. Click on the **Network** button on the Login window to display the Network window.  
Network Settings define the connection mode, Local or Remote, and the IP address of the host *Telenium<sup>IP</sup>*.
2. Select Local or Remote mode.
3. Enter the *Telenium<sup>IP</sup>* system IP address, if remote connection.  
In the local mode, if the System IP Address is blank, *Nomad SP* will multi-cast discovery messages to locate a host.

Defined Profiles can be selected from the drop-down list or added/edited/deleted with the Profile Name Tool icons.

1. Select Profile Name add or edit icon in the Network Setting window.
2. Select the mode and enter the IP address of the host.
3. Select OK to enter the Profile.

*Audio* -- For a remotely connected device, audio is handled through a system VoIP channel and remote NAT is supported.



## *Registration in an XTS-IP/XTSc-IP System*

### **Nomad SP Lock-key**

Provide Inside Sales with the serial number of your MPB (use feature code 609 to view the serial number). The Vodavi Inside Sales Department representatives will issue the lock-key code. Prior to registration of the *Nomad SP* with the host *XTS-IP/XTSc-IP* system, the host *XTS-IP/XTSc-IP* system will require installation of the *Nomad SP* software lock-key. This is accomplished by the *XTS-IP/XTSc-IP* system administrator using HyperTerminal and the following steps.

1. Open HyperTerminal on port 1 and enter the following settings:  
Bits per second: 19,200  
Data bits: 8  
Parity: None  
Stop bits: 1  
Flow control: None
2. Upon getting a password prompt, enter maintenance by typing config and pressing <Enter>.
3. Type S and press <Enter> to show licensing.
4. Type SF and type the lock-key code (no space between SF and the code).

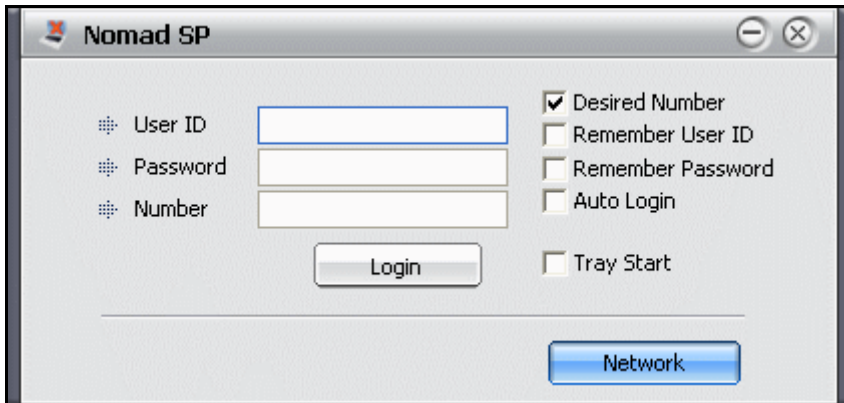
### **Nomad SP User ID and Password**

The *Nomad SP* User ID and Password does not apply to *XTS-IP/XTSc-IP* systems; however, a User ID and Password entry must be used during the Login process - it just does not matter what entries are used, e.g., enter your station number for both ID and Password.

## Registration Process

To run the *Nomad SP* application:

Click on the Nomad shortcut icon. The *Nomad SP* application will start and attempt to register with the host *XTS-IP/XTSc-IP* system.



5. In the Login window, enter User ID and Password, then click on the **Login** button to attempt to register with the host *Telenium<sup>IP</sup>* system. You may check several option boxes to automate login and you may enter a desired Station number, which the system will honor if the number is available.

In addition to Login information, the Login window accesses the Network Setting window for defining the device environment.

### LOCAL CONNECTION

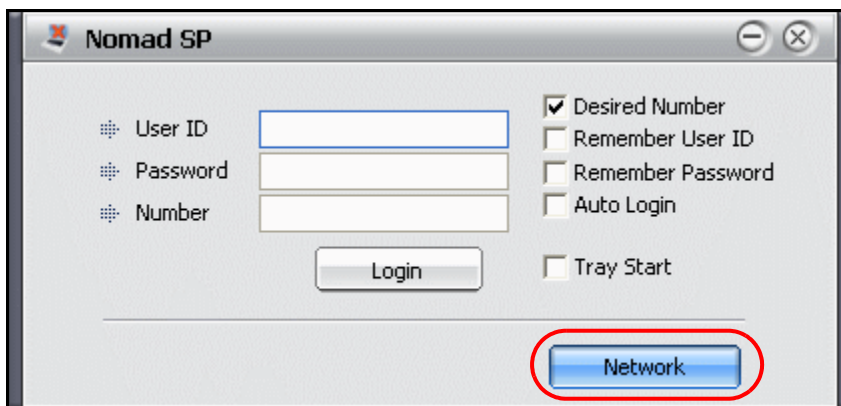
The initial registration, when locally connected, is automatic.

*Audio* -- For a locally connected device, audio is from point to point over the LAN, NAT (Network Address Translation) is not supported, and IPSEC is not implemented.

### REMOTE CONNECTION

When the *Nomad SP* is remotely connected the first time, registration will fail unless pre-registered in a local environment. When this occurs, the host *XTS-IP/XTSc-IP* system IP address must be entered and the connection mode changed to remote.

*Audio* -- For a remotely connected device, audio is handled through a system VoIP channel and remote NAT is supported.

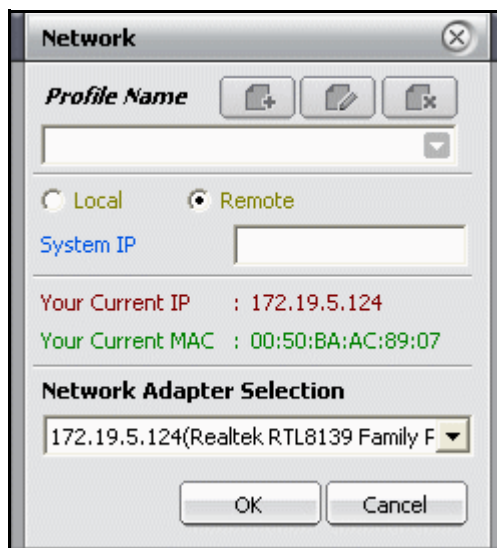


1. Click on the **Network** button on the Login window to display the Network window.

Network Settings define the connection mode, Local or Remote, and the IP address of the host *Telenium<sup>IP</sup>*.

2. Select Local or Remote mode.
3. Enter the *Telenium<sup>IP</sup>* system IP address, if remote connection.  
In the local mode, if the System IP Address is blank, *Nomad SP* will multi-cast discovery messages to locate a host.

Defined Profiles can be selected from the drop-down list or added/edited/deleted with the Profile Name Tool icons.



1. Select Profile Name add or edit icon in the Network Setting window.
2. Select the mode and enter the IP address of the host.
3. Select OK to enter the Profile.

*Audio* -- For a remotely connected device, audio is handled through a system VoIP channel and remote NAT is supported.

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To enter information in the dialog box, complete the following:

*System IP Address:*

1. Select New IP Address box.
2. Enter new IP Address.

*Connection Mode:*

Select Local or Remote radio button.

*PC Network Interface Card:*

If the PC has multiple NICs, e.g., wired, wireless, VPN network support, etc., select the desired NIC from the drop down menu under In Use MAC.

After changing characteristics in the message box it may be necessary to:

1. Select Retry to register.
2. Close the *Nomad SP* application.
3. Restart the application.

*Registration Error Messages that may be received include:*

- **No Response from System** – there is no connection over the LAN to the host *Vodavi* system, the host IP address is incorrect, the *Vodavi* system is not set for local registration, the wrong NIC (MAC) is being used.
- **Current Adapter NOT presently Available** – the currently defined NIC is in use by another application, not connected, or has failed to properly connect to the LAN.

### *Plantronics CS-50 USB Headset Integration*

Any compatible headset can be used; however, if a Plantronics CS-50 USB is used, complete the following procedure for successful integration.

1. Install *Nomad SP*. Verify connection to the TeleniumIP or XTS-IP system.
2. Install the "PerSonoCall" software that came with the Plantronics CS-50 USB headset.
3. Install the "cs50 event driver", which can be obtained from Plantronics or Vertical Communications, Inc.
4. Run PersonoCall and set the *Nomad SP* file path in the "Smart Button" option in PerSonoCall options. By default, this path is **C:\Program Files\Nomad\Nomad.exe**
5. Reboot the PC and log back into Windows.
6. Run the *Nomad SP* application and log onto the TeleniumIP or XTS-IP system.
7. Open **File>>Setting>>CS 50 USB Headset Option**.
8. Click **"Use CS50 USB Headset"**. then click OK.



## Nomad SP Operation

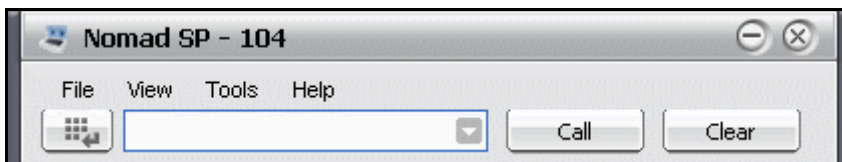
*Nomad SP* interfaces with the user through the *Nomad SP* Main Window. The *Nomad SP* Main Window incorporates several elements in the User Interface as shown in [Figure 4](#).



**Figure 4: Main Window**

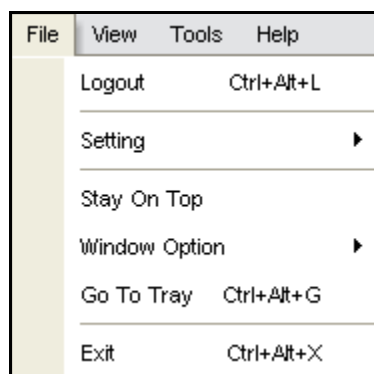
## Application Menu Bar

The Application Menu bar includes File administration, View windows selection, Tools access, and Help access menus.



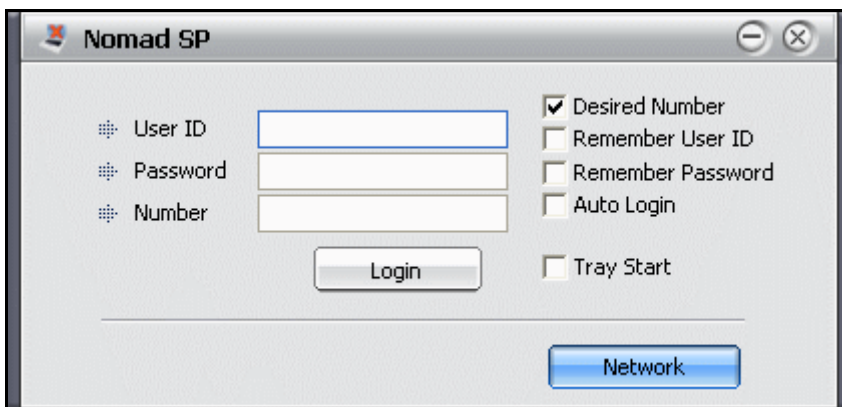
### File

Selecting the File item from the Application Menu bar shows the File menu selections.



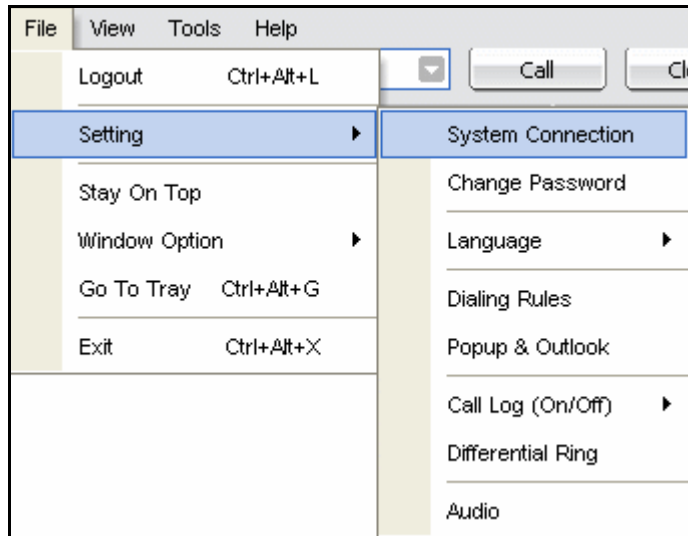
### File - Logout

The Logout selection logs the active user out of the *Nomad SP* application and displays the Login screen. Closing the Login window terminates the application.



### *File - Setting*

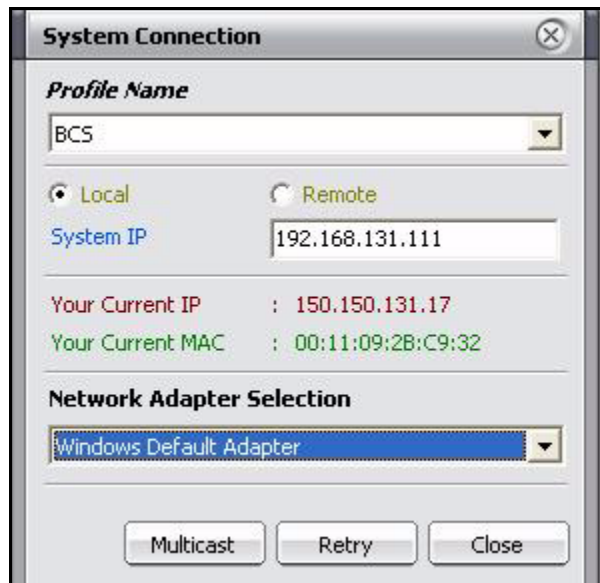
The Setting selection displays the Setting sub-menu. You can establish the connection mode, change password, language, dialing rules, popup & Outlook configuration, Call Log On/Off, Differential ring tone, and Audio In/Out settings.



### *File - Setting- System Connection*

Nomad SP can be registered to a host system in Local or Remote Mode. In the Remote Mode, the host system allocates a VoIP channel to support the call. The VoIP channel implements NAPT (Network Address & Port Translation) compatibility and packet forwarding to internal appliances.

Selecting System Connection displays the System Connection window with the present mode (Local/Remote) checked. When either mode is selected, the Nomad SP will terminate and re-connect with the host system to establish the selected connection mode. Also in this window, the host system IP address and a Network Adapter Ethernet MAC address can be entered or selected.



### *File - Setting - Password Change*

Selecting Password Change displays the Change Password window where the *Nomad SP* access password can be changed. The correct current password must be entered followed by the new password, which must also be confirmed.

A screenshot of a 'Change Password' dialog box. The dialog has a title bar with a close button (X). Inside, there are three text input fields labeled 'Current Password', 'New Password', and 'Confirm New Password'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

### *File - Setting - Language*

English is the default language. The Local Language option is reserved for future use.

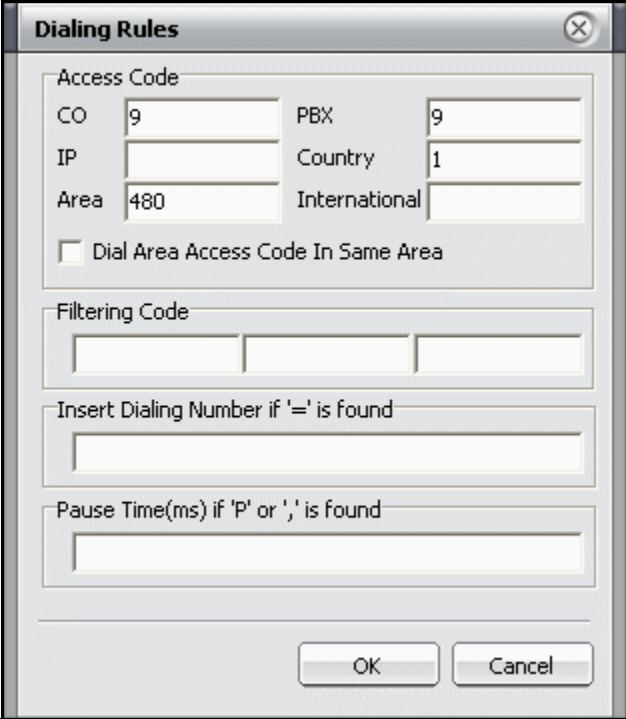
Selecting File> Setting>Language, will display the English/Local Language selection window with the present mode checked.

### *File - Setting - Dialing Rules*

When you place an outside call from the Phonebook or Call Log window, *Nomad SP* must include or remove certain dial codes to ensure proper dialing through the host system. When a number is selected from either window, the system will compare the number to the dialing rules codes. The dialing rules country and area codes are compared to the number and if matched are deleted from the number. If not matched, the appropriate LD or International codes are inserted preceded by the PBX and CO or IP line access codes. Codes are entered in the Dialing Rules dialog box, along with local codes for comparison. To enter codes:

1. Select Dialing Rules from the Setting menu.
2. Enter the various codes.
3. Select OK.

For proper operation, Phonebook entries should follow normal conventions: "+country code (area code) number", e.g., "[+1(480)450-4636]"



The image shows a 'Dialing Rules' dialog box with a title bar and a close button. It contains several input fields and a checkbox. The 'Access Code' section has fields for CO (9), PBX (9), IP (empty), Country (1), Area (480), and International (empty). Below this is a checkbox labeled 'Dial Area Access Code In Same Area'. The 'Filtering Code' section has three empty input fields. The 'Insert Dialing Number if '=' is found' section has one empty input field. The 'Pause Time(ms) if 'P' or ',' is found' section has one empty input field. At the bottom are 'OK' and 'Cancel' buttons.

Access Code	
CO	9
PBX	9
IP	
Country	1
Area	480
International	

☐ Dial Area Access Code In Same Area

Filtering Code

--	--	--

Insert Dialing Number if '=' is found

--

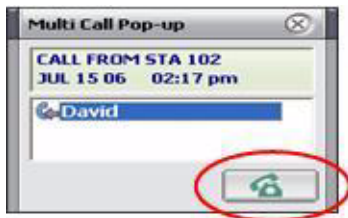
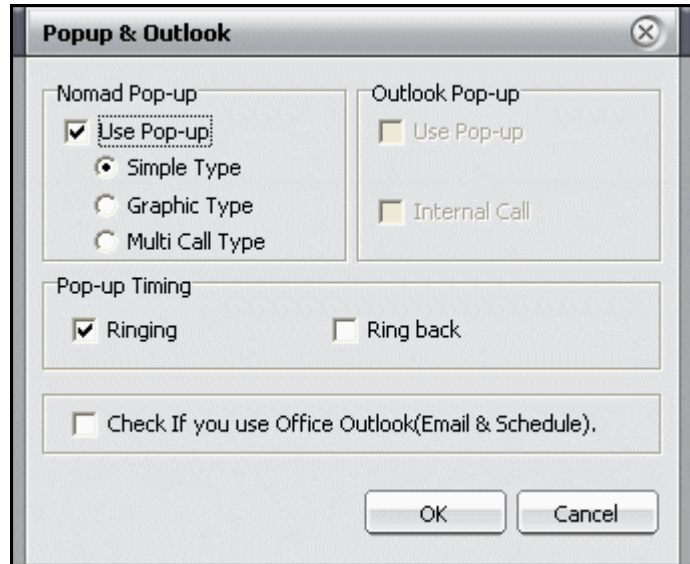
Pause Time(ms) if 'P' or ',' is found

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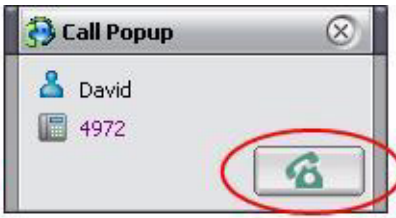
OK Cancel

### *File - Setting - Popup & Outlook*

When an incoming call is received, *Nomad SP* provides one of several Call ID pop-up windows. In addition, the pop-up can be displayed for an outgoing call. The selection of pop-up and when the pop-up is displayed is assigned in the Popup & Outlook window. Note the "Multi-call" type pop-up provides added information for DID call types.



**Multi-Call**



**Simple**



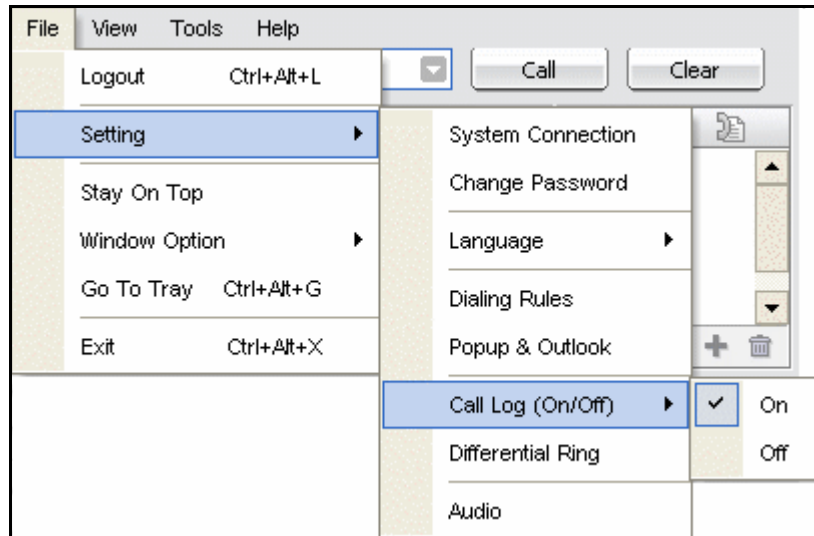
**Graphic**

To define the pop-up use:

1. Select Popup & Outlook from the Setting menu.
2. Select the desired Pop-up. Popup selections include Simple, Graphic and Multi-Call or the Outlook Contact window.
3. Select the desired Pop-up Timing.
4. Select OK.

### File - Setting - Call Log (On/Off)

Nomad SP can maintain a list of all calls to the phone. Select Setting, then Call Log to display the On/Off selection box with the present mode checked. When enabled, the Call Log is available for viewing and use.



### File - Setting - Differential Ring

When used in a Telenium<sup>IP</sup> system, the Nomad SP can provide one of 4 different ring signals with separate assignments for internal and external calls. Each of the 4 ring signals is contained in a \*.wav file. You may select one of the 4 predefined \*.wav files (ring1.wav, ring2.wav, ring3.wav, or ring4.wav) or replace any of these files with a desired \*.wav or \*.mp3 file.



To change a Ring tone file:

1. Select the Search spyglass icon next to file to be replaced.
2. Select the desired \*.wav or \*.mp3 file from the PC's file system.
3. Select Change.
4. Select Listen at any time to hear the ring tone.

5. Select OK to close the Ring tone files window and the new file may be selected for use.

Note: Some wave or MP3 files are not supported. In this case an error message will be shown.

To select a Ring Tone for use:

1. Open the IP Phone window.
2. Click the PGM fixed feature button.
3. Dial 1 for Ring Tone Selection.
4. Dial either 1 for Intercom Ring or 2 for CO/IP ring.
5. Dial desired Ring Tone (1-4). A short burst of the tone is generated.
6. Press SAVE.

#### *File - Setting - Audio Control*

*Nomad SP* can control the audio input/output device employed. The devices for audio input and output are selected in the Audio Setting screen. The audio output device (received audio) can be defined separately for voice and ring signals. Select the Audio device drop-down menu to display the device choices available.



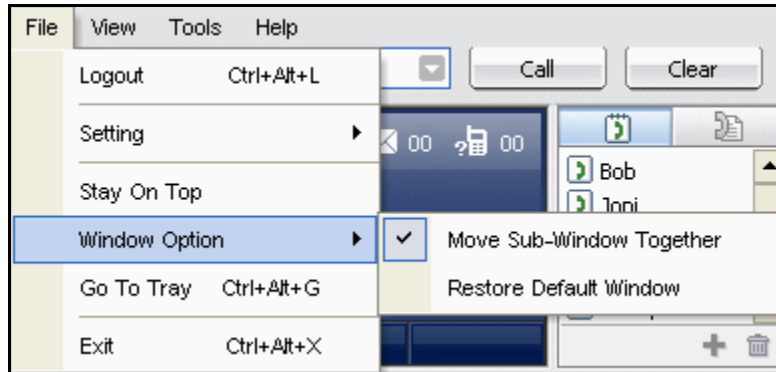
#### *File - Stay On Top*

Check the Stay On Top item from the File menu to enable the *Nomad SP* Main Display to stay on top of other desktop displays. Thus, the *Nomad SP* application is always available to you.



*File - Window Option - Move Sub-Window Together*

Check the Move Sub-Window Together item to have any optional windows (i.e., Phonebook, Call Log, Recorded Calls List, Scheduled Dial, IP Phone, and Flex Buttons) that are docked to the Main Window, move and remain docked whenever the Main Window is moved.

*File - Window Option - Restore Default Window*

Check the Restore Default Window item to close all optional windows that are open and return to the Main Window only.

*File - Go To Tray*

The Go To Tray selection minimizes the *Nomad SP* application to the system tray.

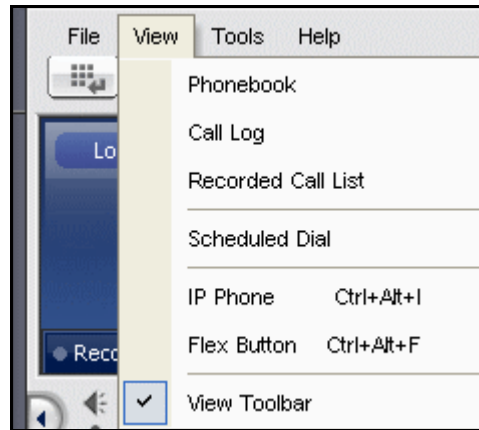
*File - Exit*

The Exit selection terminates and closes the *Nomad SP* application.

## View

The View item allows access to the *Nomad SP* optional windows and controls display of the Window View Icon Menu bar. Optional windows available are:

- ☐ Phonebook (refer to [page 45](#))
- ☐ Call Log (refer to [page 47](#))
- ☐ Recorded Call List (refer to [page 48](#))
- ☐ Schedule Dial (refer to [page 49](#))
- ☐ IP Phone (refer to [page 51](#))
- ☐ Flex Buttons (refer to [page 52](#))

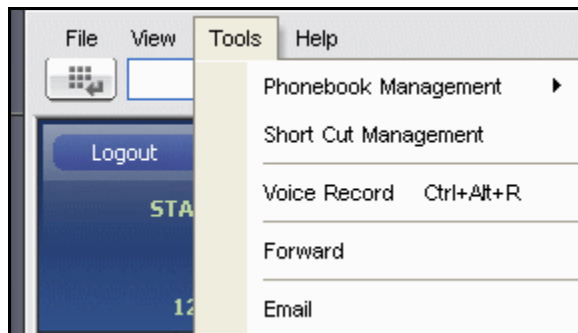


Details on each optional window are provided starting on [page 44](#).

The last item in the View menu (View Toolbar) controls display of the Window View Icon Menu bar. Checking the View Toolbar enables display of the Icon Menu bar at the bottom of the *Nomad SP* Main Window.

## Tools Menu

From the Tools menu you manage the Phonebook, Short-cut keys, Voice Record, Call Forward settings, and open a new e-mail window.



---

### *Tools - Phonebook Management*

Selecting Phonebook from the File menu will present the Phonebook menu where you can manage the Phonebook database. From this menu, you may select to open a new or existing database, save a database, import or export a database or maintain synchronization with an external database. Once a Phonebook is opened, operation of the window is as discussed in [Phonebook on page 45](#).

To open a new blank database for use with the Phonebook window:

1. Select New from the Phonebook Management menu.
2. Select a folder location.
3. Enter a filename.

You can select the database to employ for the Phonebook window. Once selected, the database is used for the *Nomad SP* Phonebook until you make a new selection. To open a selected database:

1. Select Open from the Phonebook Management menu.
2. Select a database. The file format of the database must be consistent with the \*.DB file format of the *Nomad SP* database; other file type selections will receive a warning message.

You can save a copy of the Phonebook database as a backup copy or for future use. To save a copy of a database:

1. Select Save As from the Phonebook Management menu.
2. Select a folder, if different than the *Nomad SP* folder.
3. Select the filename.
4. Select Save.

Various contact manager applications employ different data formats. To permit use of common formats, *Nomad SP* allows you to import databases from Outlook, GoldMine, ACT!, or Excel applications. When imported, the database format is modified to match the Phonebook database and is displayed in the Phonebook window. To import a database:

1. Select Import from the Phonebook Management menu.
2. Set the application type to either Outlook, GoldMine, ACT! or Excel.
3. If GoldMine, ACT! or Excel is selected, use the spyglass icon to set the file path to the database.

The Phonebook database can be exported for use in other applications including Outlook, GoldMine, and ACT!, or Excel. To export a Phonebook database:

1. Select Export from the Phonebook Management menu.
2. Set the application type to either Outlook, GoldMine, ACT! or Excel.
3. If GoldMine, ACT! or Excel is selected, use the spyglass icon to set the file path to the database.

The Phonebook can be synchronized with an external Outlook, GoldMine, ACT!, or Excel database automatically. When synchronized, each time the *Nomad SP* is started it will use the external database as the Phonebook and will update the external database after any changes in the Phonebook. To enable automatic synchronization:

1. Select Sync DB from the Phonebook Management menu.
2. Select Import from the Phonebook Management menu.
3. Set the application type to either Outlook, GoldMine, ACT! or Excel.
4. If GoldMine, ACT! or Excel is selected, use the spyglass icon to set the file path to the database.

Note that changes made directly to an external database are not effective in an active *Nomad SP*. Such changes require a restart of the *Nomad SP* application to update the active Phonebook database.

Note: Do not close the Excel program while database is importing from or exporting to.

### *Tools - Short Cut Management*

While *Nomad SP* is active, Short Cut or Hotkeys are available for quick access to functions within the application as shown in the Hotkey Setting window. Hotkey settings can be modified to meet your needs. To modify the Hotkey assignments:

1. Select Short Cut Management from the Phonebook Management menu.
2. Select the desired Hotkey.
3. Enter Hotkey combination.
4. Click on the plus icon to confirm the new Hotkey assignment.

### *Tools - Voice Record*

*Nomad SP* uses your PC hard drive to record an active call. Recording a call is controlled using the Voice Record selection in the Tools menu, the Ctrl-Alt-R Short-cut keys, or the Record button in the Info Console. For detailed operation, refer to [Call Recording on page 40](#).

### Tools - Forward

You may select to re-route incoming calls to other stations (Internal Stations, Network Stations), station groups, the system Voice Mail, or over CO/IP resources.

To activate Call Forward, Unconditional, Busy, No Answer, or Busy/No Answer:

1. From the Tools menu select Forward to display the Forward control window.
2. Select the desired Call Forward type.
3. Input the station or station group to receive calls.
4. Select OK.



To activate Call Forward, Off Premise (to an external number):

1. Check SPEED from the Forward control window.
2. Select desired Call Forward type.
3. Input desired bin number.
4. Select OK.

To activate Call Forward, Remote (Follow-me):

1. Select REMOTE from the Forward control window.
2. Select desired Call Forward type.
3. Input the station's Authorization Code (Station number & password),
4. Input the station or station group.
5. Select OK.

To deactivate Call forward:

1. Select Clear as the Forward type
2. Select OK.

### Tools - e-mail

You can access the Outlook application via *Nomad SP* to send ad hoc e-mails. Access to the e-mail application is provided by the e-mail item in the Tools menu, which calls your Outlook e-mail application. The e-mail application can also be called from the Phonebook window (refer to [Phonebook on page 45](#)).

### Help - About

The About item from the Help menu displays the software version, release date, and copyright date of the *Nomad SP*.

## Quick Call Menu Bar and Placing & Receiving Calls

You can place a call by pre-dialing a number with a mouse in the Simple Dial-pad pop-up, by selecting a party from the Smart Recent Calls List or the Simple Favorites List, or by using the PC keyboard to enter a number or Phonebook name.

### Placing a Call

Placing a call with the Quick Call Menu is quick and efficient. For your convenience, a number of calling options are available.

To place a call:

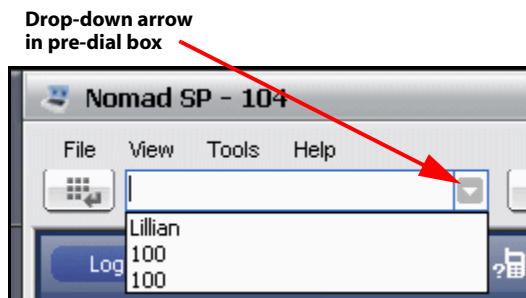
#### Option 1 - Simple Key Pad pop-up.

1. Select the Simple Key Pad pop-up with the Key Pad icon.
2. Use the mouse to select and click digits which are then displayed in the pre-dial box.
3. Click on the Call button to place the call.



#### Option 2 - Smart Recent Call List, maintains a list of calls.

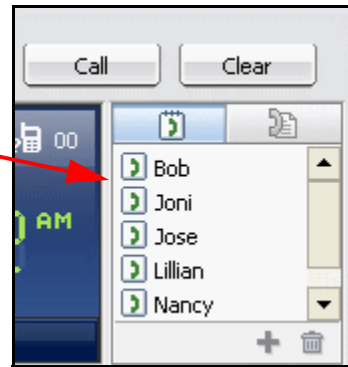
1. Select the Smart Recent Call List with drop-down arrow in the pre-dial box.
2. Select the desired entry.
3. Click on the Call button to place the call.



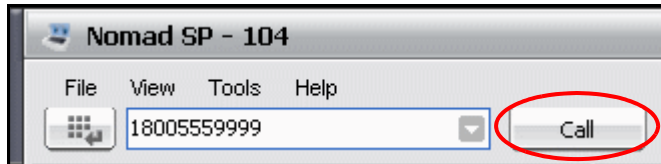
**Option 3 - Simple Favorites Contact List.**

Double-click an entry from the Simple Favorites List to place the call.

Simple  
Favorites  
List

**Option 4 - PC Keyboard dialing.**

1. Use the PC keyboard to enter digits or Phonebook name; entries appear in the pre-dial box as entered.



2. Click on the Call button to place the call.

Calls may also be placed directly from the Phonebook or Call Log windows. In addition, opening the IP Phone window permits placing calls as with any IP phone.

Calls can be placed from other applications while the *Nomad SP* is active or minimized. To place a call from another application:

1. Select the desired digit string.
2. Copy the desired digit string (Ctrl + C).
3. Press "Ctrl + Shift + D".

## Receiving a Call

When a call is received, the phone will "ring" and the selected Caller Information pop-up window will appear (refer to [File - Setting - Popup & Outlook on page 26](#)). The window shows the caller ID delivered from the host system and the name associated from the Phonebook database. If *Nomad SP* is minimized, the Caller Information window will pop-up to display the incoming call information or the *Nomad SP* icon in the Windows tray will flash to indicate the new call. In the later case, *Nomad SP* must be opened to answer the call.

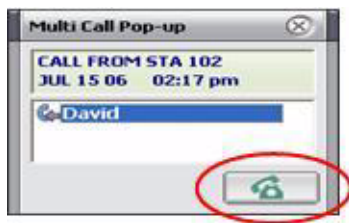
To answer the call with *Nomad SP* active:

Click on the Telephone icon from the Basic Call Control Menu bar.

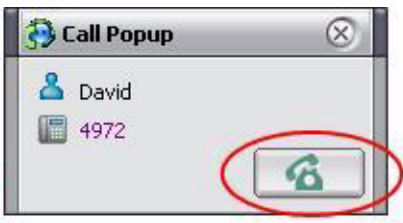


To answer the call with *Nomad SP* minimized:

Click on the Telephone icon or *Nomad SP* icon from the Caller Information pop-up window.



Multi-Call



Simple



Graphic

## Ending a Call

Click the Telephone icon on the Basic Call Control Menu bar.





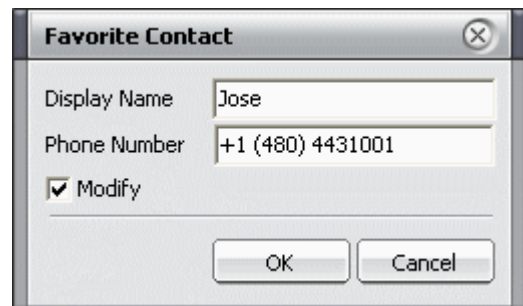
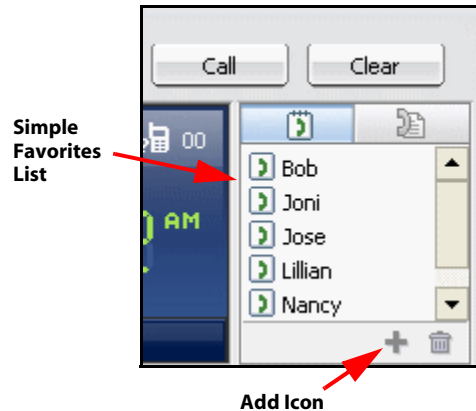
## Simple Favorites List

The Simple Favorites List is a list of names and corresponding numbers. To simplify dialing of commonly used numbers, you can populate the Simple Favorite List with a name and number only. Double-clicking on a name in the list places the call.

From this window, a Favorite contact can be added, modified or deleted.

To add or modify the contact list:

1. If modifying a contact, select the contact.
2. Select the add icon to add a new contact or to modify a contact selected in step 1.
3. If adding a new contact, click to remove the checkmark next to "Modify".
4. Enter the Display Name and Phone Number.
5. Select OK to add a contact to the Simple Favorites Contact List.



## Info Console

### Logout

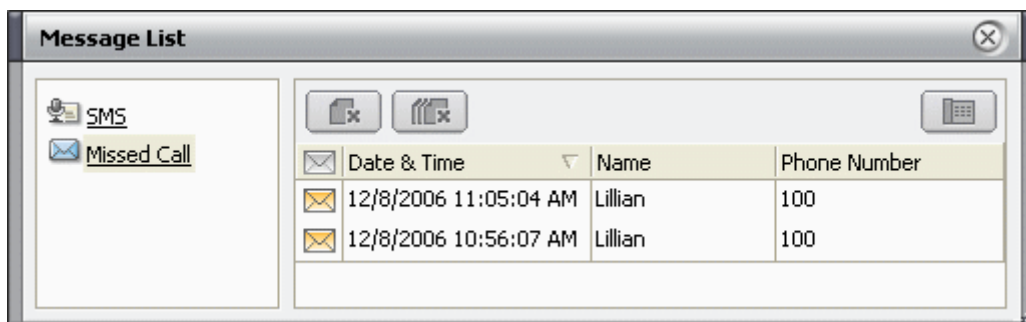
The Logout button, located in the upper left area of the console, logs the current user out of the *Nomad SP* application and returns the Login screen.



## Message Icons

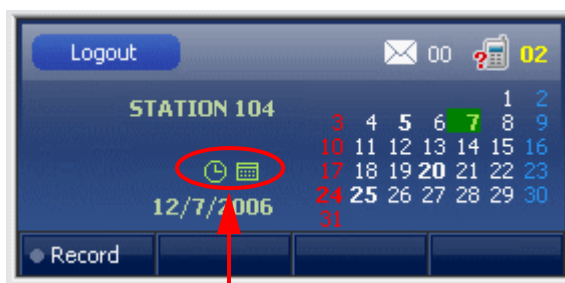
Icons at the top right of the Info Console maintain a count of SMS messages not read and a count of new missed calls. The icons may be used to access the Message List window for simple access to a list of unopened messages or missed calls.

1. Click on either of the icons to display the Message List window, then select the desired folder in the left side of the window to see the list of either SMS messages or Missed Calls.
2. Select the message or missed call, then use the icons above the right side of the window to delete or respond to the message or missed call.



## Clock/Calendar View

The Console displays either the time of day or a monthly Calendar, which will show appointment dates in bold numbers. The Calendar links to Outlook scheduler, allowing appointments to be added from *Nomad SP*.



## Appointment Calendar

The *Nomad SP* Calendar displays a monthly calendar with the current date in green and any date with appointments in bold text. By right-clicking the mouse over a bold date on the calendar, an Appointment Summary window is displayed over the Schedule window.

The Calendar display permits on-screen access to Outlook scheduler in two ways:

Double-click on a date in the Calendar display to create a new appointment. Enter a new appointment following the Outlook instructions. When complete, save and close the Appointment. This saves the Appointment in Outlook and updates the *Nomad SP* database.

The screenshot shows the 'Untitled - Appointment' window in Outlook. The window has a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar (Save and Close, Recurrence..., Invite Attendees, etc.). The 'Appointment' tab is active, showing fields for Subject, Location, Label, Start time, End time, Reminder, and Show time as. The Start time is Wed 12/27/2006 at 12:30 PM, and the End time is Wed 12/27/2006 at 1:00 PM. The Reminder is set to 15 minutes. The Show time as is set to Busy. There is a large text area for notes at the bottom.

-or-

1. Right-click the mouse over a calendar date shown in bold text to reveal an Appointment Summary window.



**Appointments for 12/20/06 display after right-clicking on bold 20**

2. In the Summary window, double-click an existing appointment. Modify the appointment following the Outlook instructions. When complete, save and close the Appointment. This saves the Appointment in Outlook and updates the *Nomad SP* database.

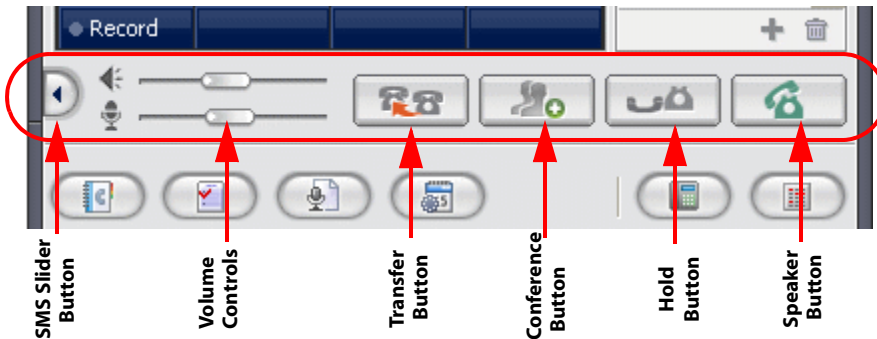
## Call Recording

*Nomad SP* uses your PC hard drive to record an active call. The recorded files are then managed in the Recorded Calls List accessed from the View menu or directly from the Recorded Calls List button in the Window View Icon Menu, refer to [Recorded Call List on page 48](#). A recording is initiated using the Record button, which illuminates to indicate recording in progress.



**Record Button**

## Basic Call Control Menu Bar

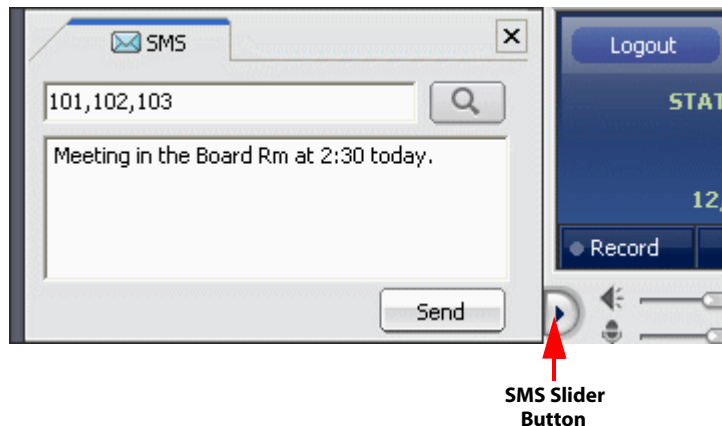


## Short Message Service in XTS-IP / XTSc-IP Systems

Short Message Service (SMS) is typically provided in GSM mobile networks and is a service permitting users to share (send and receive) text messages with other users (refer to [page 42](#) for information on SMS in *Telenium<sup>IP</sup>*). A text message is comprised of an alphanumeric combination of up to 60 characters when used in *XTS-IP / XTSc-IP* systems. An SMS can be sent employing the Text Message Window or as a reply to a received message (refer to [Message Icons on page 38](#)). The *Nomad SP* can maintain an unlimited number of messages when used in *XTS-IP / XTSc-IP* systems.

*To send a text message to other users:*

1. Select the SMS Slider Button.
2. Click in lower portion of SMS window and type message.
3. Type the desired station number in the area of the window above the message. To send to more than one station, type a comma between station numbers. Do not insert a space after the comma.
4. Click on "Send". The message is delivered.

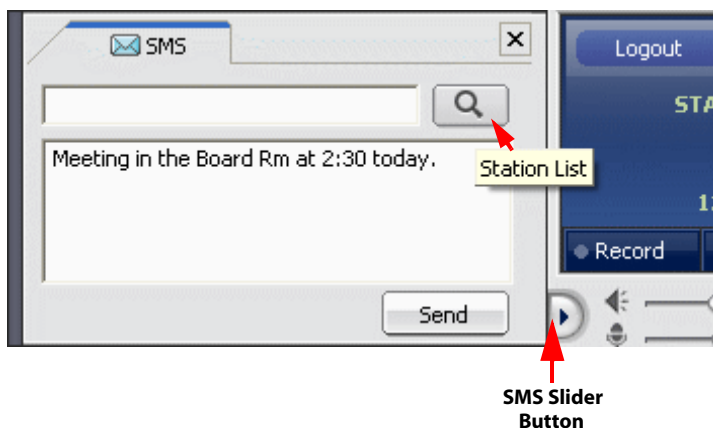


## Short Message Service in TeleniumIP Systems

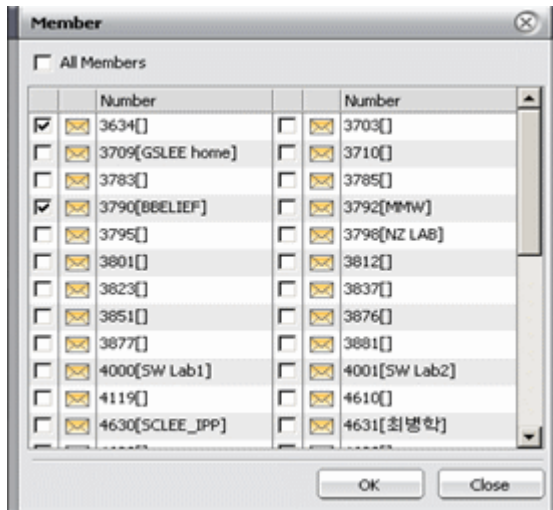
Short Message Service (SMS) is typically provided in GSM mobile networks and is a service permitting users to share (send and receive) text messages with other users (refer to [page 41](#) for information on SMS in *XTS-IP* and *XTSc-IP* systems). A text message is comprised of an alphanumeric combination of up to 100 characters when used in *Telenium<sup>IP</sup>* systems. An SMS can be sent employing the Text Message Window or as a reply to a received message (refer to [Message Icons on page 38](#)). When an SMS message is received, the Message Wait indication will activate and the user of the *Nomad SP* can review the received message. The *Nomad SP* can maintain up to 10 received messages in *Telenium<sup>IP</sup>* systems, after which new messages are not stored.

To send a text message to other users:

1. Select the SMS Slider Button.
2. Enter text message.
3. Click on the Station List button. The Member window appears.



4. Select the desired recipients with the check boxes or check the box labeled All Members. Then click OK to return to the SMS window
5. Click the Send button to deliver the message.



## Volume Controls

Separate slide controls are provided for adjusting the Speaker and Microphone volume levels; with the mouse drag the slide button right to increase volume, drag left to decrease volume.

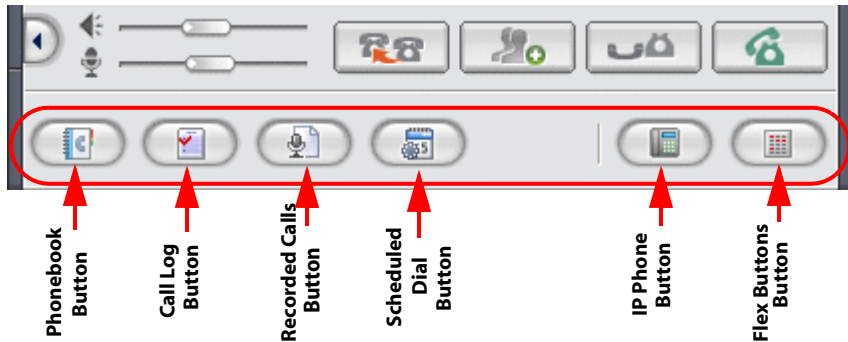
## Call Handling Buttons

On the Basic Call Control Menu Bar are several buttons for quick access to common call handling features. These buttons are:

- ☐ Transfer - to initiate a call transfer.
- ☐ Conference - to initiate and set-up a conference call.
- ☐ Hold - to place the active call on Hold.
- ☐ Speaker - to answer and end calls.

### *Window View Icon Menu Bar*

The Window View Icon Menu Bar can be displayed at the bottom of the Main Window to easily access the Optional Windows.



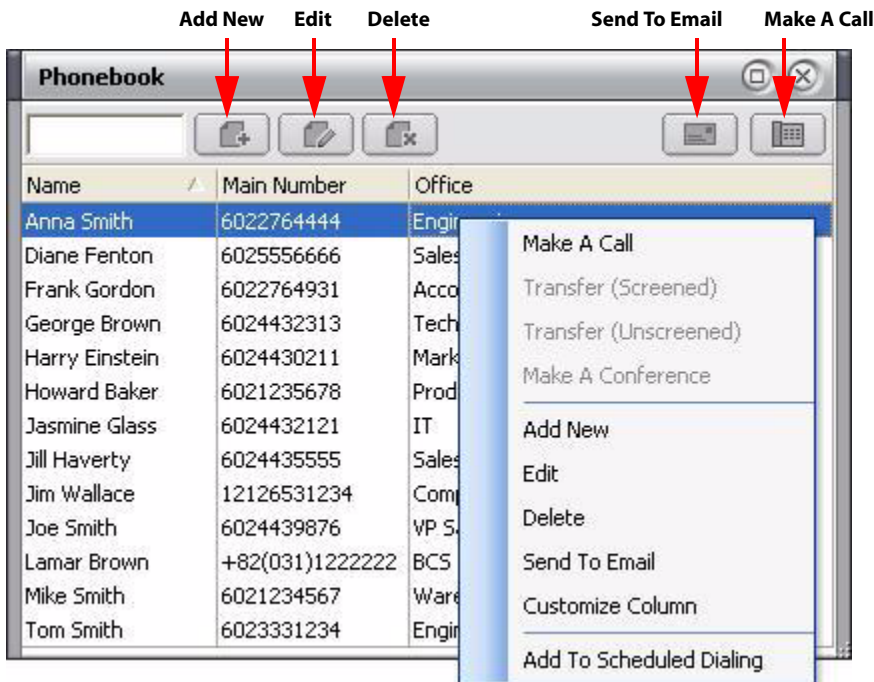
Only one of the database windows (Phonebook, Call Log, Recorded Calls, and Schedule Dial) can be opened at a time. A database, IP Phone and Flex Buttons windows can be opened simultaneously. The window size is adjustable except for the IP Phone window.

Each of the Optional Windows is described in the following sections.



## Phonebook

*Nomad SP* maintains a Phonebook database of your contacts; both other *Nomad SP* users and external contacts may be included. You can place calls and send e-mails to contacts selected from the database employing the search, sort, and record management tools on the Phonebook Tool bar. When a record is added, edited, or deleted in the Phonebook, *Nomad SP* can also update (synchronize) the original source database (refer to [Tools - Phonebook Management on page 31](#)).



To call a number from the Phonebook:

1. Right-click on the desired record (see search & sort below).
2. Select the desired function from the drop-down menu: Make a Call, Transfer (Screened), Transfer (Unscreened), Make a Conference, etc.

-or-

1. Select the desired record.
2. Click the Telephone icon in the Phonebook Tool bar.

-or-

Double-click on the desired record or phone number field.

To send an e-mail from the database:

1. Select the desired record.
2. Select the e-mail icon from the Phonebook Tool bar. The Outlook e-mail program is called and loaded with the selected recipient.
3. Type in subject, message, and send the e-mail.

To search the Phonebook database:

Enter an alphanumeric string in the search box.


To sort records in the Phonebook:

Click on the header field at the top of the Phonebook to sort alphabetically/numerically; click again for reverse order.

To add or edit a record:

1. Either click on the Add icon or select the desired record for edit and then click on the Edit icon to view the Contact Record form.

**Detail Info. ( Edit ) - Joe Smith**

 Name   
Main Number

Office  Department   
Office Tel.1  Office Tel.2   
Office Fax  Email   
Office Address

Home Tel.  Cellular   
Home Address   
Memo

OK Cancel

2. Fill in the form - Name is a required field.
3. To add an image from the contact record, double-click in the image field (upper left of the Contact Record form), then navigate to the desired graphic and click on the Open button.
4. Select OK to save the record in the Phonebook and synchronize the source database.

To delete a record:

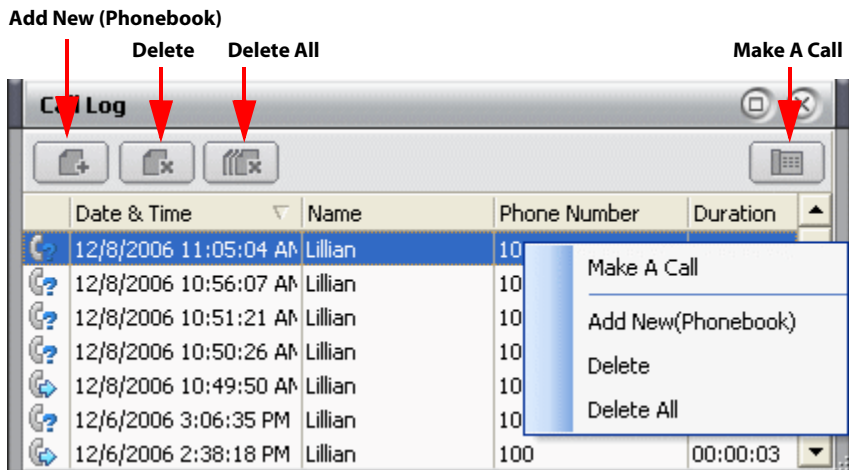
1. Select the desired record(s).
2. Click the delete icon in the Phonebook Tool bar.

## Call Log

The Call Log window is a log of all calls placed or received by the *Nomad SP*. If Call Log is enabled under the File - Setting menu, each call, initiated or received,

will generate a record, which will contain information on the call as well as data derived from the Phonebook. Once the call terminates, a record is stored in the Call Log database. The record will contain the following fields:

- Date & Time: date and time of the call from the user's PC
- Name: name of connected party from the Phonebook
- Phone: the called or calling party phone number, from the host system or carrier
- Call Type: type of call icon, incoming/outgoing and answer/no answer
- Duration: duration the call was connected or ringing in hours, minutes and seconds



The Toolbar at the top of the Call Log window, allows you to place a call and manage the Call Log database.

To place a call from the Call Log window:

Double click on the record to place the call.

-or-

1. Select a record.
2. Click the Telephone icon, *Nomad SP* will place a call to the phone number of record.

To copy a record to the Phonebook:

1. Right-click on the desired record.
2. Click Add New (Phone Book).

Selecting the Delete icon will remove the selected record(s); selecting the Delete All icon will delete all records in the Call Log.

## Recorded Call List

*Nomad SP* permits recording of a conversation onto the PC's hard drive. Recorded conversations can be reviewed after recording. In addition,

voice memos can be added to the recording and the recording with memo sent by e-mail as attached .wav files.

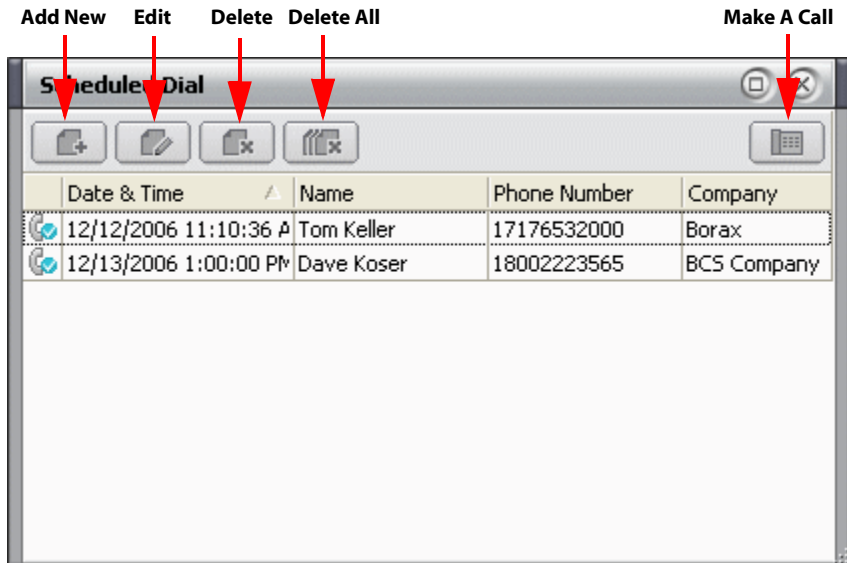
Recording can be activated from the *Nomad SP* Tools item in the Application Menu bar or from the Info Console Record button. *Nomad SP* sends a single "record-start" tone; you should notify the other parties of any recording.

The Recorded Call List window includes playback controls for playing a selected file. You can delete a file, record a comment, and/or e-mail the recording using the Playback window controls.



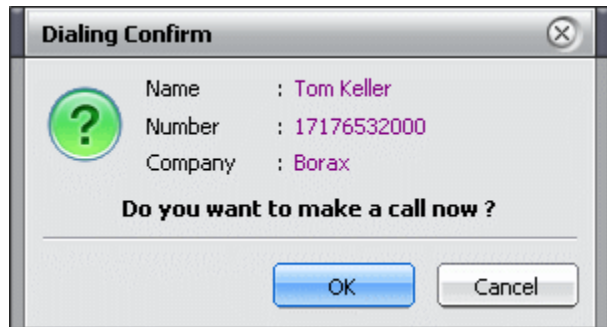
## Scheduled Dial Window

Scheduled Dialing permits you to enter a phone number for dialing at a later scheduled time.



When the scheduled time is reached, the Confirm window will appear and you must confirm before dialing will begin.

The Scheduled Dial window contains a list of the phone numbers and schedules you enter. The window Tool bar permits you to manage the Scheduled dialing feature.

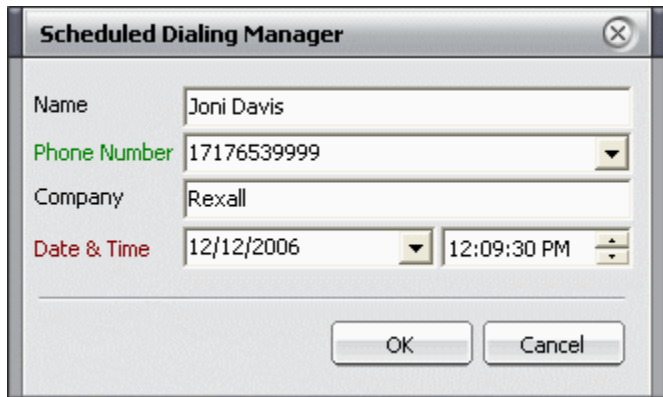


To add or edit a Scheduled Dial:

1. Click the Add New or Edit icon on the window Tool bar and the Scheduled Dialing Manager dialog box appears.
2. Click the pull-down Date/Time menu.
3. Select a date from the calendar and the time (in 24 hour mode) menu. Date & time are required entries.
4. Input or edit the telephone number. The telephone number is a required entry.
5. If desired, enter or edit Name and Company.
6. Select OK to save the schedule and number for later dialing.

To delete an entry from the Scheduled Dial folder:

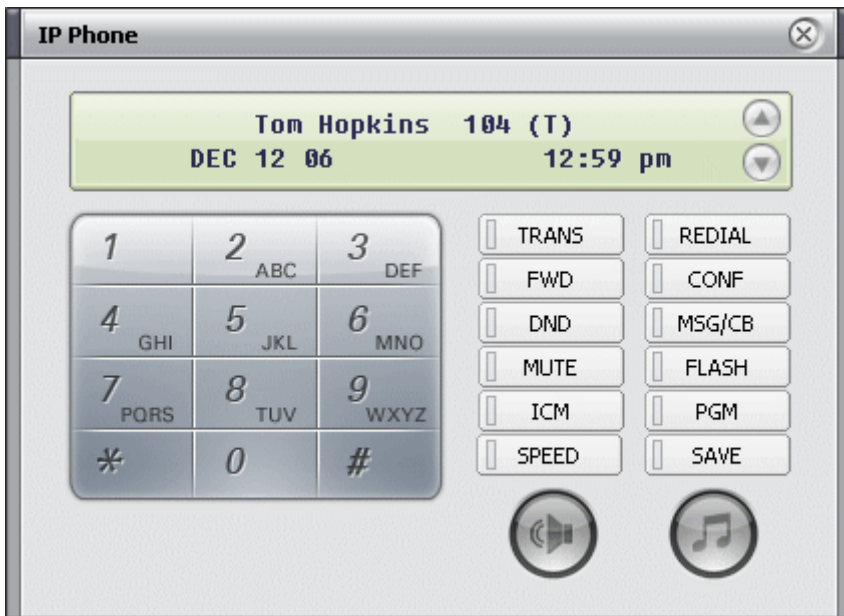
Select the Delete or Delete All icon to remove the record. You will be asked to confirm deletion of the record.



The image shows a screenshot of the 'Scheduled Dialing Manager' dialog box. It has a title bar with a close button (X). The dialog contains several input fields: 'Name' with the text 'Joni Davis', 'Phone Number' with the text '17176539999' (the label is green), 'Company' with the text 'Rexall', and 'Date & Time' with the text '12/12/2006' (the label is red). There are pull-down arrows next to the Phone Number and Date & Time fields. To the right of the Date & Time field is a time selection field showing '12:09:30 PM'. At the bottom right are 'OK' and 'Cancel' buttons.

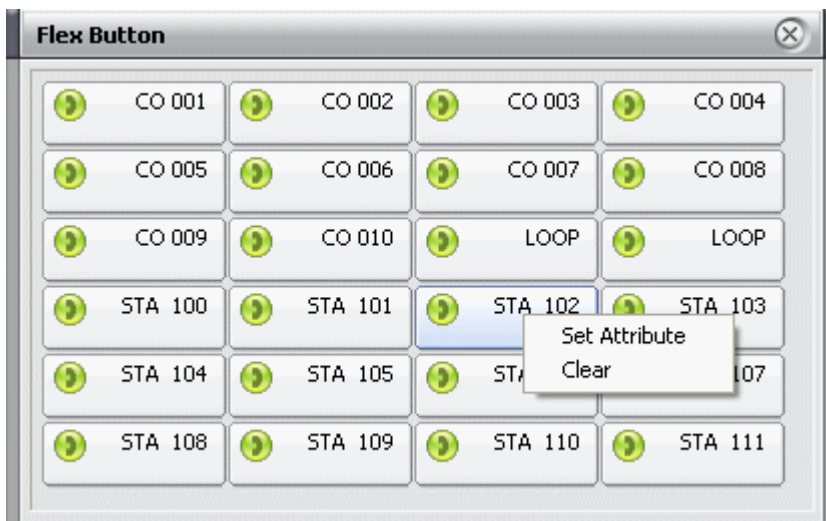
## IP Phone Window

With the IP Phone Window you have complete access to all of the system features as well as the features available to the traditional IP phones, with the few exceptions based on the differences in the user platform (refer to [User Programming Differences on page 54](#)). The fixed feature keys operate in the same manner as the IP phones except the mouse is used to select dial pad and feature buttons. For operation of the features, refer to the IP Phone User Guide.



## Flex Button Window

The Flex Button window provides access to the 24 Flex buttons in the screen. Each button includes a status icon, which displays the status of the CO Line or station

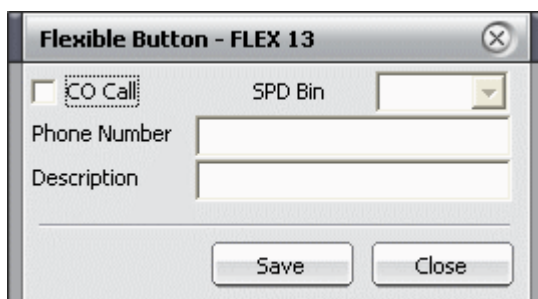


associated with the button. The button also displays a designation from the host system database, such as CO 001, SPD 001, etc. A further label, which will be displayed in the button, can be assigned in *Nomad SP*.

Selecting a Flex button with the left mouse button will access a CO line, call a station, or activate a feature based on the function assigned to the Flex Button in the host system database.

To enter and assign a Station Speed Dial number to a Flex button:

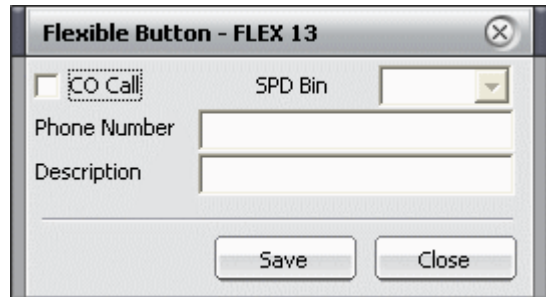
1. Place the mouse pointer over the desired Flex Button.
2. Right-click the mouse, then click on "Set Attribute" to display the Flexible Button entry window.
3. Click to enter a check mark in the CO box.
4. Use the pull-down menu to assign the Speed Dial bin number.
5. Enter the number to be dialed in the Phone Number box.
6. Enter an optional label for the Flex Button in the Description box.
7. Select Save to store the number and return to the Flex Button window.





To assign a station number or feature code to a Flex button:

1. Place the mouse pointer over the desired Flex Button.
2. Right-click the mouse, then click on "Set Attribute" to display the Flexible Button entry window.
3. Enter the station number or feature code in the Phone Number box.
4. Enter an optional label for the Flex Button in the Description box.
5. Select Save to store the number and return to the Flex Button window.



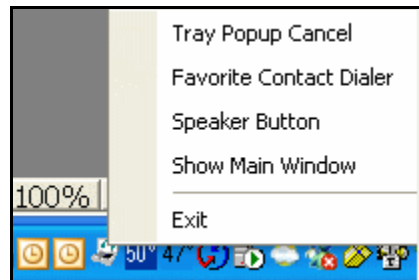
### Smart Tray Icon and Menu

When the *Nomad SP* application is executed, a tray icon is created. The icon is displayed in the Windows system tray. The Smart Tray Icon will display the status of the connection with the host system (Online or Offline), as well as message events as shown.



A right-click on the Smart Tray Icon opens the Smart Tray Menu. Selections in this menu include:

- |                         |  |
|-------------------------|--|
| Tray Popup Cancel       | - select to close the Smart Tray Menu                          |
| Favorite Contact Dialer | - select to open a small version of the Simple Favorites List. |
| Speaker Button          | - select to control the speakerphone.                          |
| Show Main Window        | - select to open the <i>Nomad SP</i> Main Window.              |
| Exit                    | - select to close the <i>Nomad SP</i> application.             |



### *User Programming Differences*

As previously noted, the *Nomad SP* operates in essentially the same manner as the traditional *Vodavi IP* phone. However, there are several user programmable functions which are not supported due to differences in the platform, i.e., *Nomad SP* versus *Vodavi IP* phone.

Also several functions that can be used in one system are not supported in another system, i.e., *Telenium<sup>IP</sup>* versus *XTS-IP/XTSc-IP* (refer to the applicable *XTS-IP/XTSc-IP* or *Telenium<sup>IP</sup>* User Guide for other feature operation descriptions). These differences are described in the following Table.

Feature	XTS-IP/XTSc-IP	TeleniumIP
Registration	Code from Vodavi Inside Sales & flash programming	Lock Code in web-based programming
Differential Ring	One ring tone for CO/IP & ICM calls	Different ring tones possible for CO/IP & ICM calls
OHVO	Not supported	Supported
Background Music	Not supported	Supported
Ring Tone Selection	Feature code 695 is not supported; however, can use different wav file	Supported
Pages	Can make a page, but can't receive	Can make and receive pages
PGM Button Function	H-P-T button	User programming
ICM Button	No current function	Supported
SAVE Button	No current function	Supported
Audio Source Control	N/A	Sta PGM 6 is not supported
Sta Answer Mode	H-T-P function supported via PGM button	Tone mode only; Sta PGM 13 is N/A
Sta Ring Download	N/A	Sta PGM 15 is not supported
Local/Remote Mode	Remote mode is supported	Both modes are supported
Conference Room	Not supported	Supported
Flex Button Programming	Supported via XTS-IP/XTSc-IP method and feature codes	Supported via TeleniumIP method and feature codes
Station List on SMS	Not supported	Supported