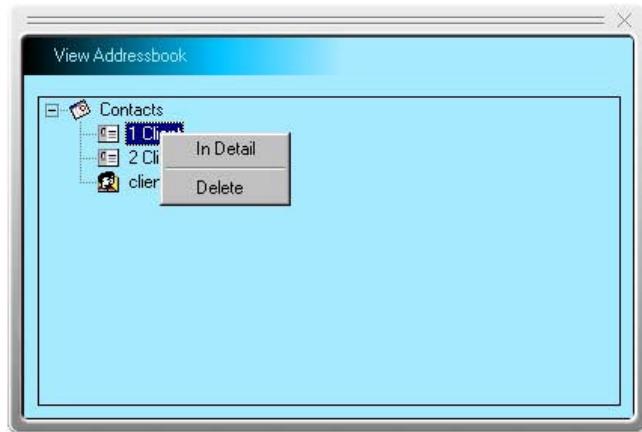


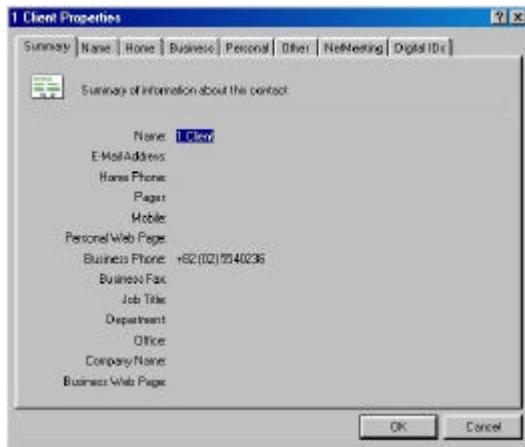
Click the Where-to-make-contact you want using **Right** button of the mouse, and then a menu is shown.



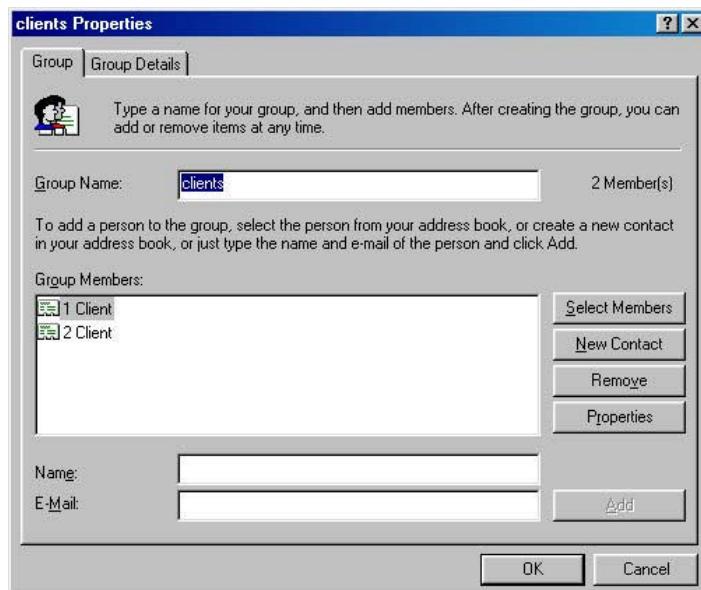
Choose **Delete**, and then the allotted item is deleted in the where-to-make-contact.

Choose **View Concretely**, and then **Registration Information** window is shown.

The registration information about personal where-to-make-contact is as follows:

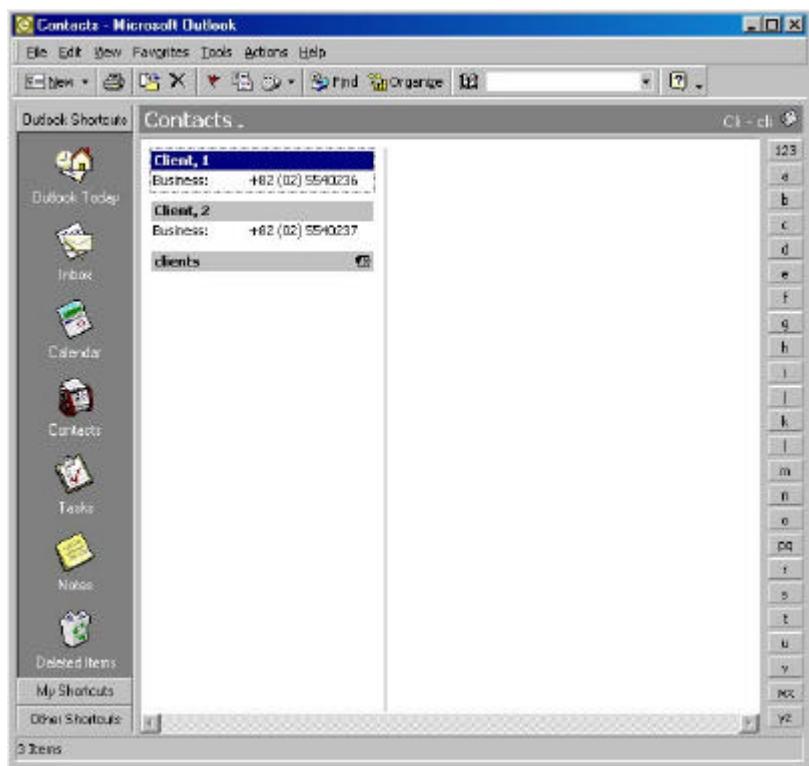


The registration information about group where-to-make-contact is as follows:



#### 4. Basic Address Book Opening

Press Dial button **No. 4 (PHONEBOOK)** in **Function key** Mode, and then Outlook where-to-make-contact window is shown.



When you use menu, if you choose **Opening Basic Address Book, where-to-make-contact** window is shown.

## 5.2. Schedule Management Function

In case that Outlook is installed in user's PC, schedule management function can be used directly without Outlook execution.

To use schedule management function, click **Schedule Management** button.

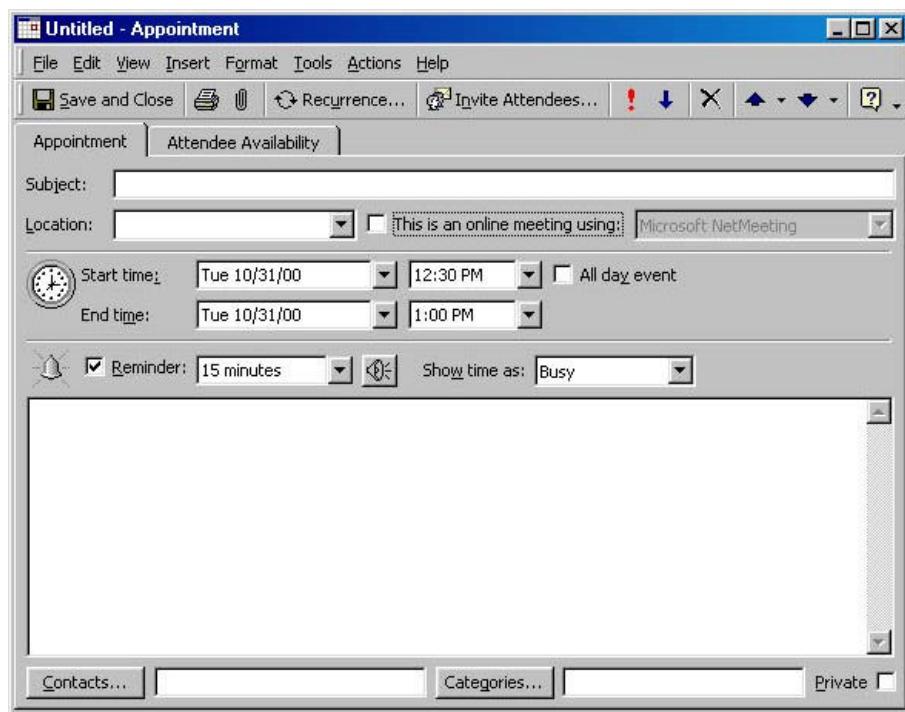


Click **Schedule Management** button, and then the menu is shown.



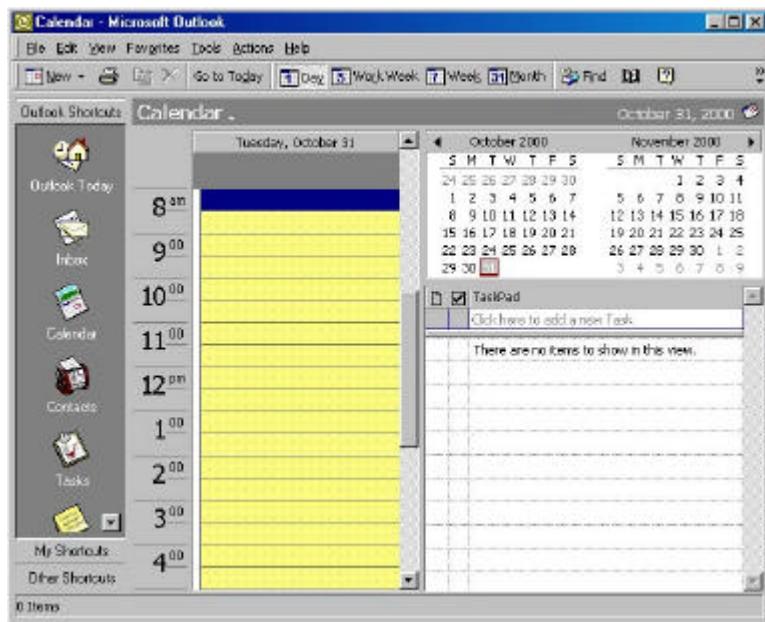
## 1. New Schedule Addition

Choose **New Management** in Menu, and then **Appointment** window is shown.



## 2. View Schedule

Choose **View Schedule** in menu, and then **Schedule** window is shown.



### 5.3. Mail Box Function

In case that Outlook is installed in user's PC, mail management function can be used directly without Outlook execution.

When you execute this using phone **Dial Button**, change dial button input mode to **Function key** mode configuration, first.



When you use **Menu**, click **Mail Box** button in LCD window, and then the menu is shown.



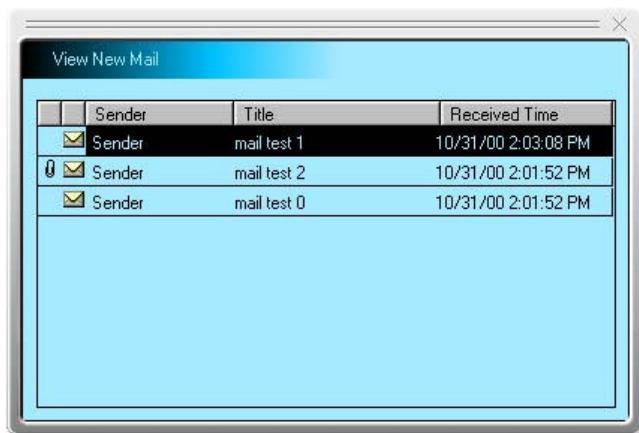
## 1. View New Mail

When new mail is arrived, icon that inform the arrival of mail is shown in LCD. (In the case of **Outlook 97**, Outlook window is shown.)



**Double click** the icon, and then **View New Mail** window is shown.

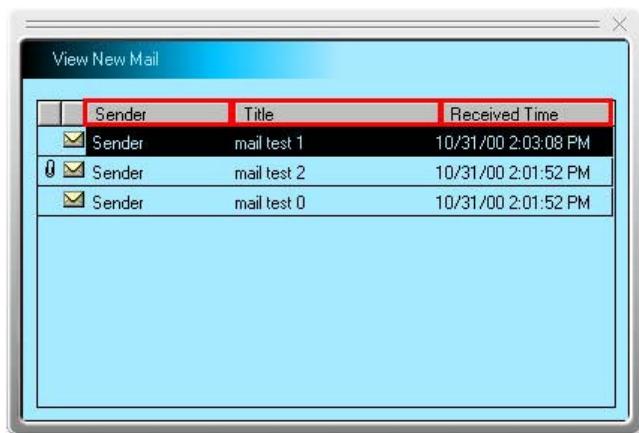
When you execute this using phone **Dial Button**, press dial **No. 1** button (view mail) in **Function key (F)** Mode, and then View New Mail or View All mails window is shown.



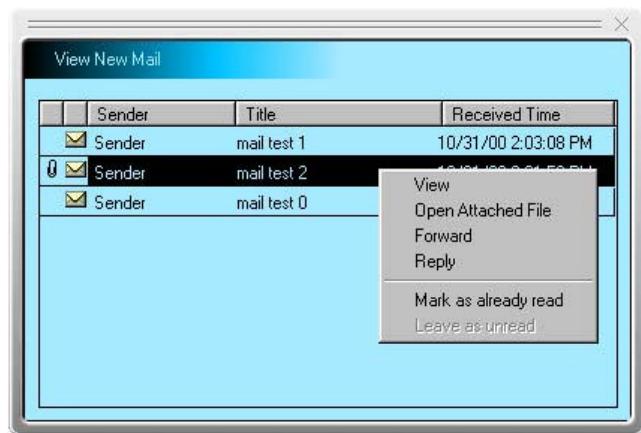
If you press dial No. 1 button again, it's changed from view new mail to view all mails or from view all mails to view new mail.

In the case of using Menu, choose **View New Mail** in Mail Box Menu, and then **View New Mail** window is shown.

If you choose each mail item (sender, title, delivered time), mail is classified according to the allotted item.



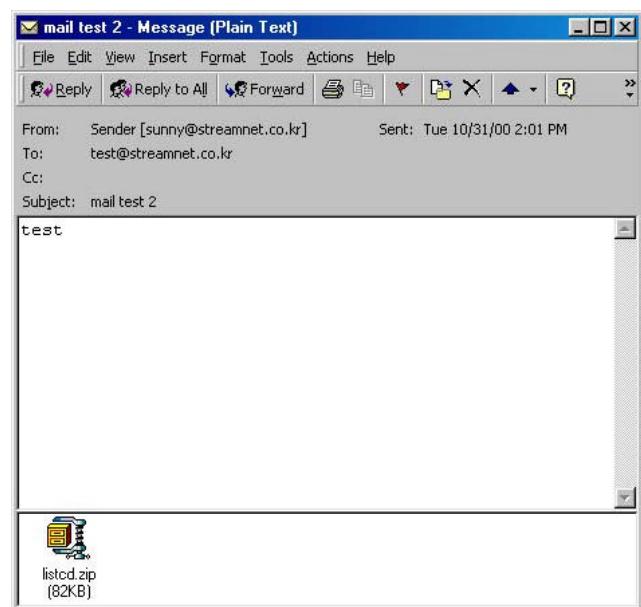
Click the mail you want using **Right** button of the mouse and then, the menu is shown.



The explanation for each menu item is as follows:

### 1.1. View Mail Contents

You can check the mail contents choosing **View Mail Contents** in the menu.



### 1.2. Opening Attached File

Choose **Opening Attached File** in menu, and then **Save Attached File** window is shown.



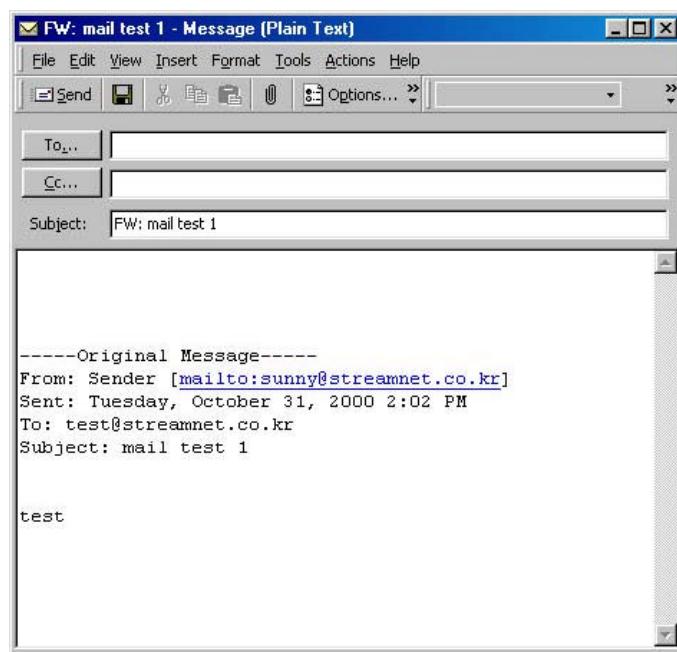
First, click the file you want.

Choose **Opening** and press **Execution**, and then the allotted file is executed.

Choose **Save** and press **Execution** button, and then the save file dialogue box is shown..

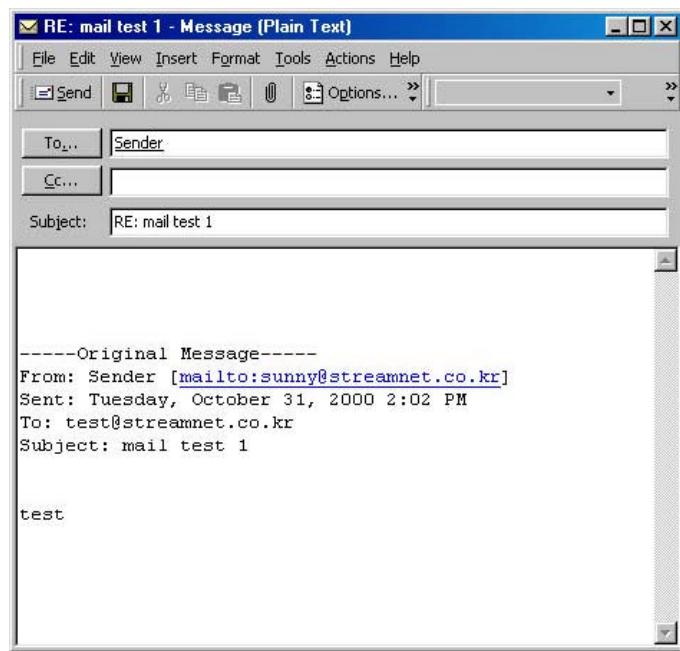
### 1.3. Mail Sending

Choose **Send** in menu, and then mail sending window is shown.



### 1.4. Mail Reply

Choose **Reply** in menu, and then mail reply window is shown.

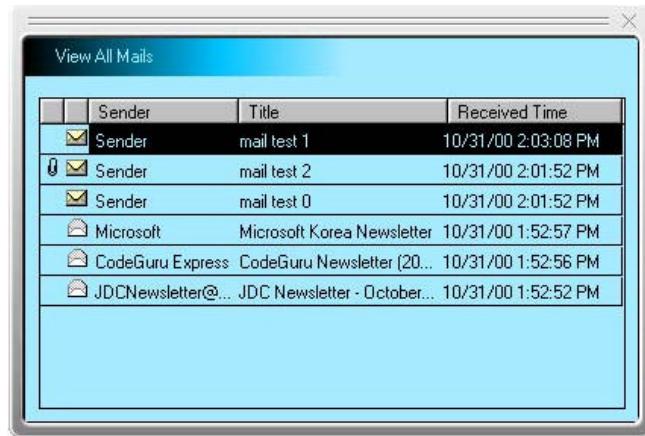


### 1.5. Marking Read/Unread mail

This function marks the mail you check as a read/unread mail.

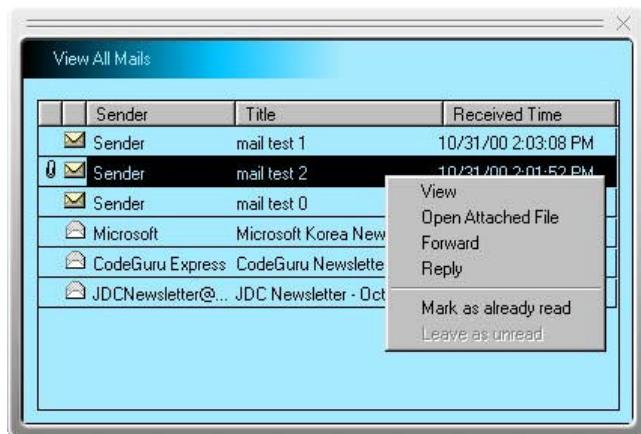
## 2. View All mails

Press phone dial button **No.1** (VIEW MAIL) in **Function key** mode, and then **View New Mail** or **View All mails** window is shown.



If you press dial **No. 1** button again, it's changed from view new mail to view all mails or from view all mails to view new mail.

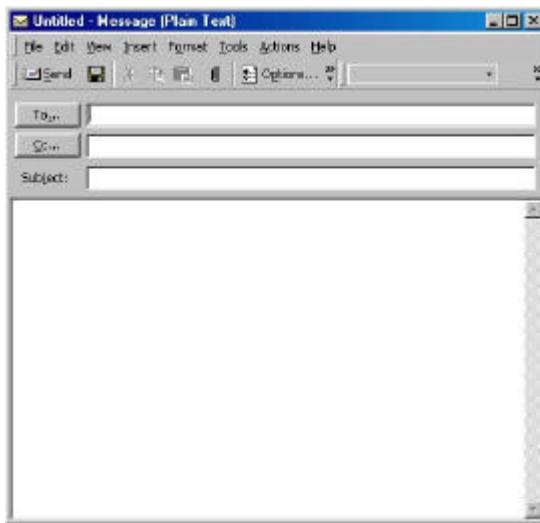
In the case of using Menu, choose **View All mails** in Mail Box Menu, and then **View All Mails** window is shown. Click the mail you want using **Right** button of the mouse, and then the menu is shown.



The explanation for each item of menu is the same as the **View New Mail**.

### 3. Writing New Mail

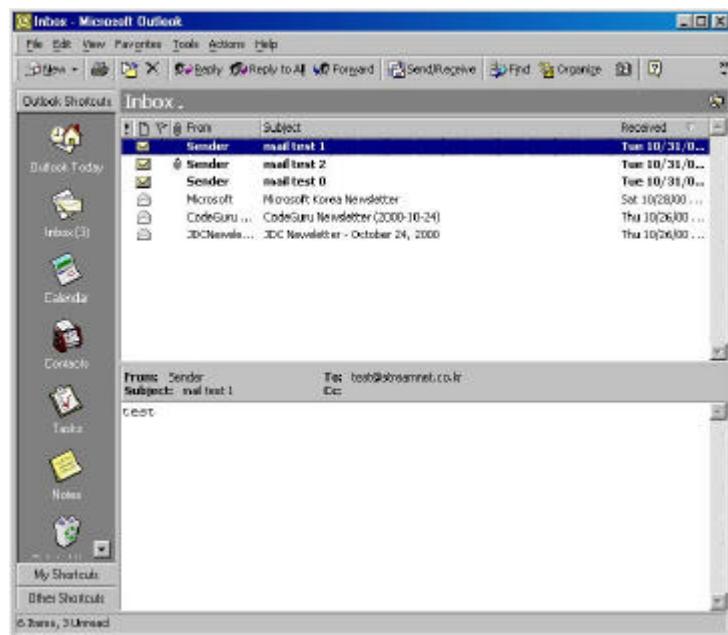
(F) If you press phone dial button **No. 7 (SEND MAIL)** in Function key mode, **View New mail** or Writing mail window is shown.



When you use menu, choose **Writing New Mail** in mail box menu, and then writing mail window is shown.

#### 4. Opening Mail Program

Choose **Opening Mail Program**, and then **Outlook** window is shown.



#### 5.4. Memo Function

In case that Outlook is installed in user's PC, memo function can be used directly without Outlook execution.

When you execute this using phone **Dial Button**, change dial button input mode to **Function key** mode configuration, first.

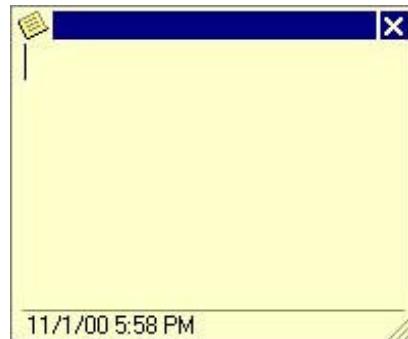


When you use menu, click **Memo** button in LCD window, and then the menu is shown.



## 1. Writing New Memo

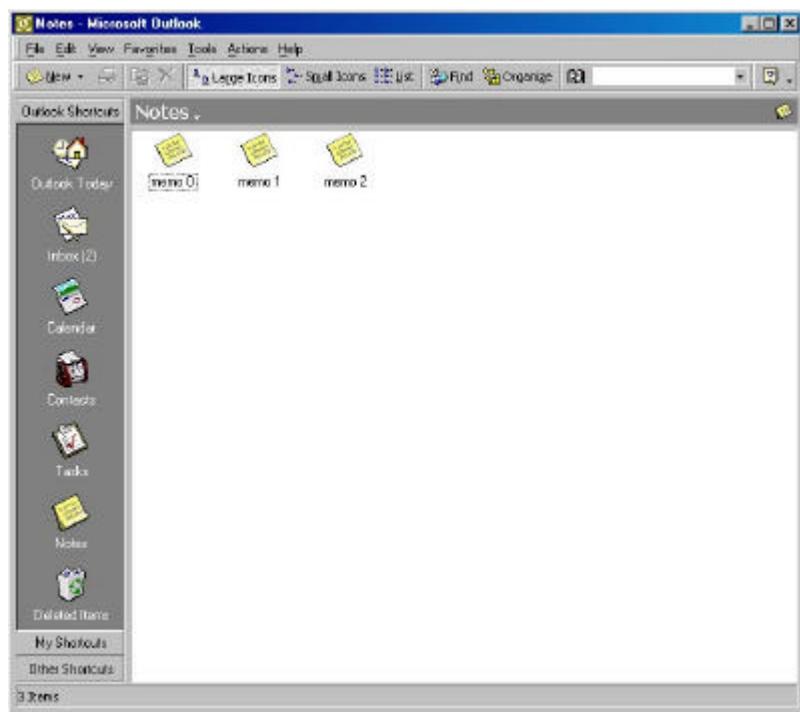
Press phone dial **No. 6** button (NEW MEMO) in **Function key (F)** mode, and then Writing memo window if shown.



When you use menu, choose **New Memo** in Memo menu, and then writing memo window is shown.

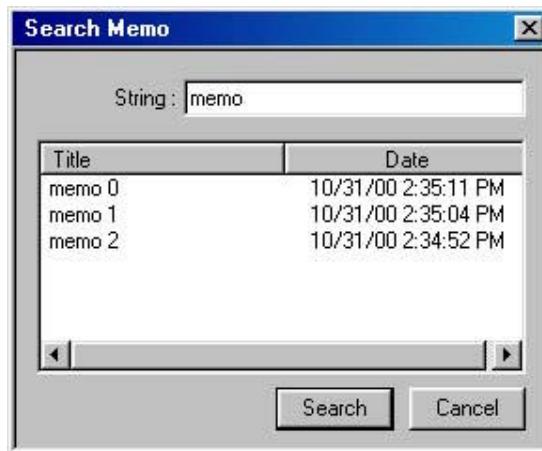
## 2. View Memo

Choose **View Memo** in memo menu, and then **Memo** window is shown.



### 3. Memo Search

Choose **Memo Search** in memo menu, and then **Memo Search** window is shown.



Input **Character String** you want to find and press **Search** button, and then the memo list, which contains the allotted searching word, is shown.

---

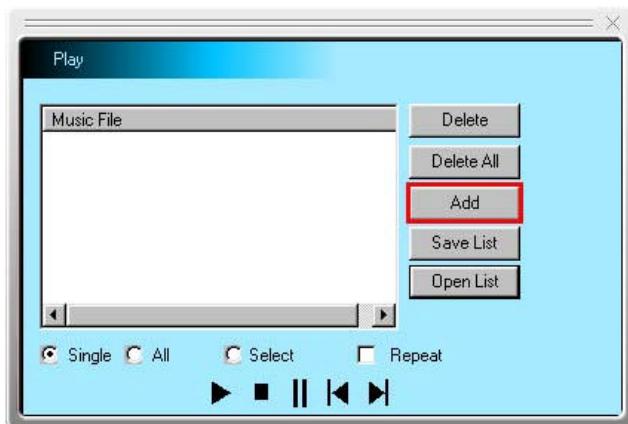
## 7. Listening to Music Using Gz

---

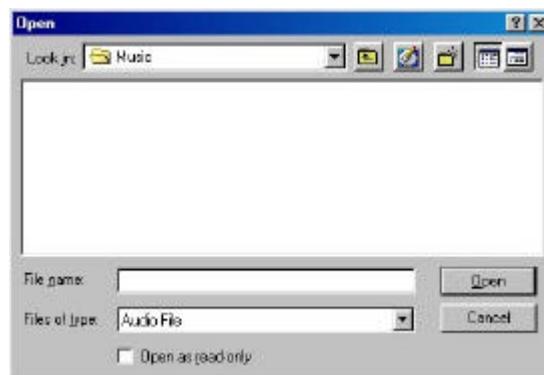
Gz offers high quality sound card function. You can make various music files in list and they're played, as you want using Gz's function for listening to music.

First of all, connect a speaker or a head set to the phone. Exterior speaker is located next to USB cable.

Change Dial button input mode to **Functions key (F)** mode, and press dial button **No. 9** (music), and then listening to music window is shown.



Add the music you want in the list. Press **Addition** button in the right side, and then **Opening** window is opened.

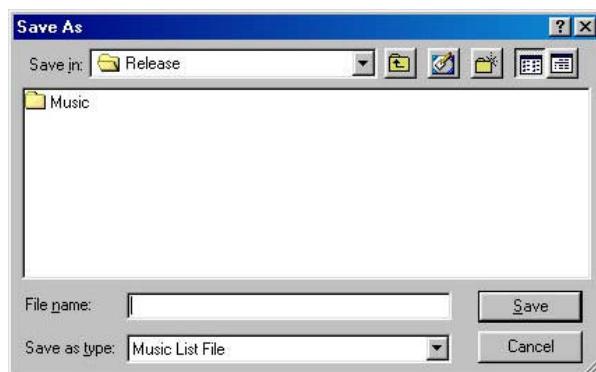


Click the song you want and press **Opening** button, and then it is added in the list. If you want to choose several songs, click the songs you want, pressing **Ctrl key**.

In the same way, add the file you want to listen in the list.

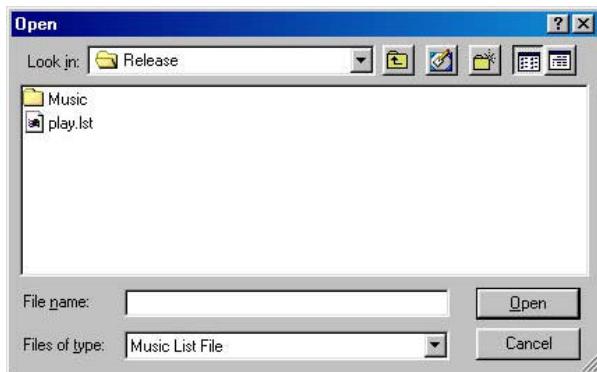


To save the completed list, press **Save List**. **Save As** window is shown.



Choose the list name and the folder, and then press **Save** button.

To open the list file saved before, choose **Opening List**. **Opening** window is shown.



Choose file list you want and press **Opening** button, the list is shown in listening to music window.

The list is completed, it can be played in various ways. Choose the play mode in the lower part of the window.



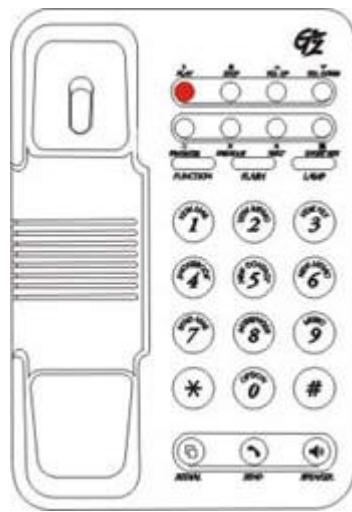
If you choose **One Song**, one song is played at one time.

If you choose **Play All the Songs**, the songs in the list are played. If you choose **Repeat**, they are repeated continually.

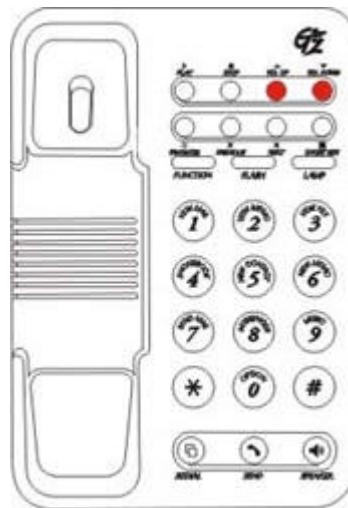
If you choose **Play Chosen Songs**, only the chosen songs in the file list are played. To choose several songs, click the songs you want, clicking **Ctrl. Key**.

If you choose **Repeat**, they are repeated continually.

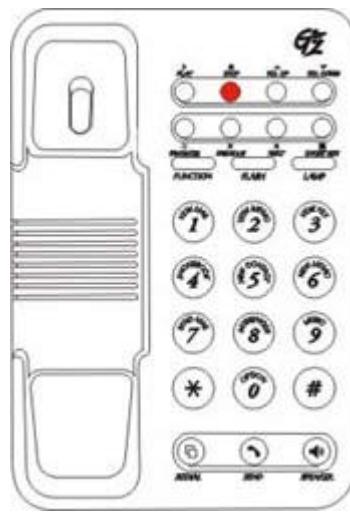
Press PLAY button in the upper part of the phone or press Play button using mouse, and then music is played.



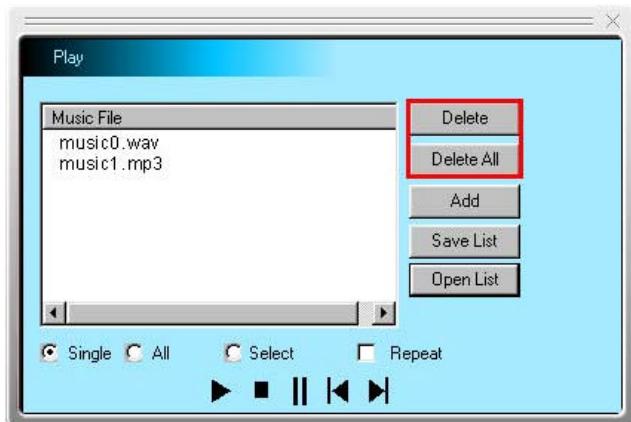
While music is played, you can control the volume using **VOL UP / DOWN** button in the upper part of the phone.



If you press **STOP** button during play, music is stopped.



Click the file you want and click **Delete** button, and then it is disappeared in the list. Click **Delete All**, and then all files in the list are disappeared.



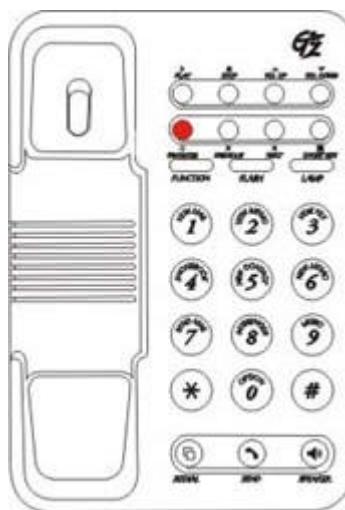
---

## 7. View Internet Explorer Bookmark

---

You can check bookmark menu with one button without Internet Explorer execution.

Press **FAVORITES** button in the upper part of the phone.



The bookmark list is appears registered in Internet Explorer.



When you use menu, choose **Bookmark** in **Etc. Option** menu.



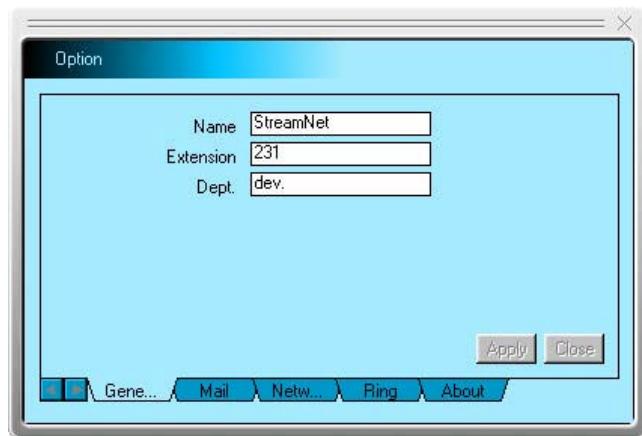
---

## 8. Environment Configuration

---

This is to change various functions Gz offers for user's need.

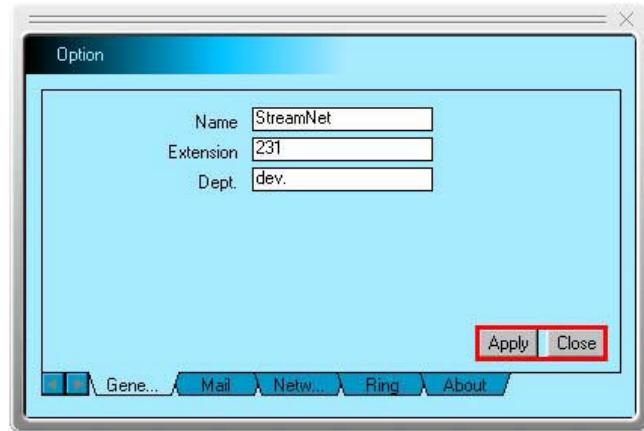
First, Change Dial button input mode to **Functions key (F)** mode, and press dial button **No. 0** (option), and then **Environment Configuration** window is shown.



When you use menu, choose **Environment Configuration** in **Etc. Option**.



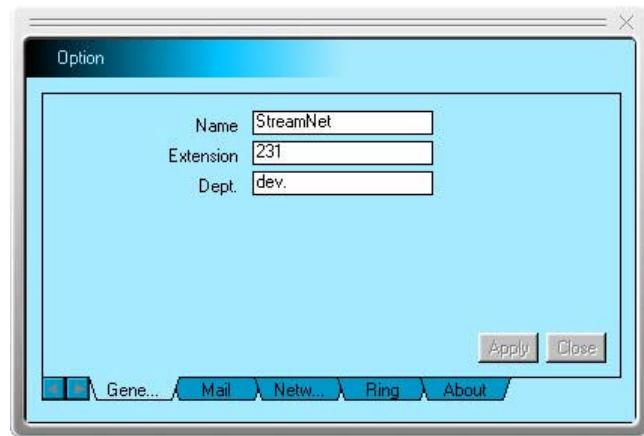
If you change configuration item, **Apply/Cancel** buttons are operated actively.



If you press **Apply** button, the altered contents is saved and if you press **Cancel** button, it's returned to the former state.

## 1. General Configuration

Click **General Environment Configuration Tab** in Environment Configuration.



The explanation for each item is as follows:

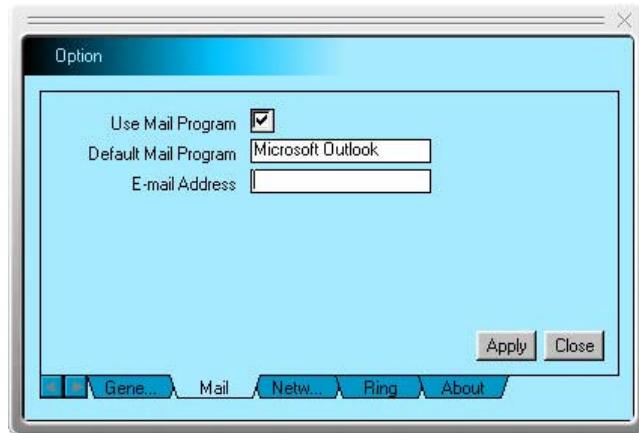
Name: Configuration for name, which will be marked in LCD window.

Phone number: Configuration for number.

Dep. Name: Configuration for the department name in which user is.

## 2. Mail Configuration

Click **Mail Configuration Tab** in Environment configuration.



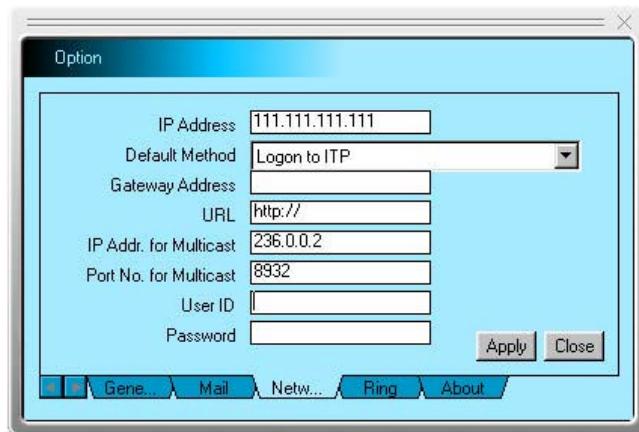
Mail Function Use: Choose whether you will use Outlook connected function or not.

Basic Mail Service: Mark the name of the present basic mail program.

User' s E-mail Address: Configuration for user' s E-mail address.

### 3. Network Configuration

Click **Network Configuration Tab** in Environment configuration.



The explanation for each item is as follows:

IP Address: Configuration for the present IP address.

Basic Phone Call Method: When you pick up the receiver, it's called in the way of configuration here. To know the concrete explanation, please refer to **Making a phone call using Gz**.

Gateway Address: In case that basic phone call method is **Making a Phone call using**

**Gateway**, this is the configuration for IP address.

Internet Pone ISP URL: In case that basic phone call method is **Internet Phone Service Log-on**, this is the configuration for the allotted web site address.

IP address for Multicast: This is for message broadcast. We recommend you to use basic configuration.

Port number for Multicast: This is for message broadcast. We recommend you to use basic configuration.

### 3. Bell Sound Configuration

This shows usable basic bell sound files.



Click the file you want using **Right** button of the mouse, and then the menu is shown.



If you choose **Play** in menu, you can hear the bell sound.

If you choose **Stop** in menu, file play will be stopped.

If you choose decision **Setting as a Basic Ring**, the bell sound will be changed.

User can set the bell sound except basic bell sound.

Click **Setting Bell Sound File**, and then the **Searching Folder** window is shown.



After choosing the folder in which the bell sound you want is saved, set it as a basic ring.

## 5. Product Explanation

This is the explanation about Gz Phone Software.



---

## 9. Version for Company Use

---

If you install Gz version for company use, various functions are offered using intra-company network environment. The functions Gz version for company use are as follows:

- Phone call using IP**
- Phone call using Gateway**
- Use Hot key**
- Absence Configuration**
- Use Intra-company Messenger**

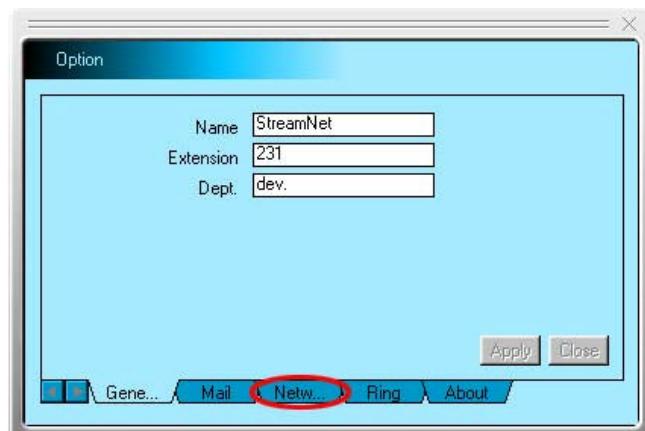
### 9.1. Phone call using IP

In case that **Microsoft NetMeeting** is installed in partner' s PC, make a phone call the partner' s IP address.

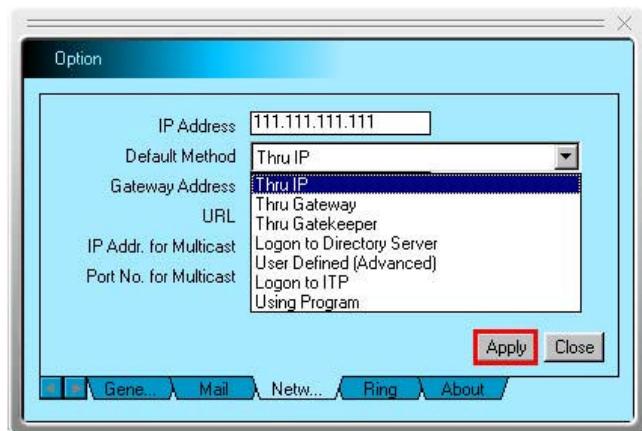
If you set phone call using IP as a **Basic Phone call**, you can call directly picking up the telephone receiver.

#### 1. Basic Phone call Configuration

Choose **Network Configuration** Tab in Environment configuration.



Choose **Phone call (IP)** and press **Apply** button in **Basic Phone call Method** combo box.



## 2. Making a Phone call

In case that the registration is done using basic phone call in environment configuration, when you pick up the receiver **Direct Phone call** dialogue box is shown.



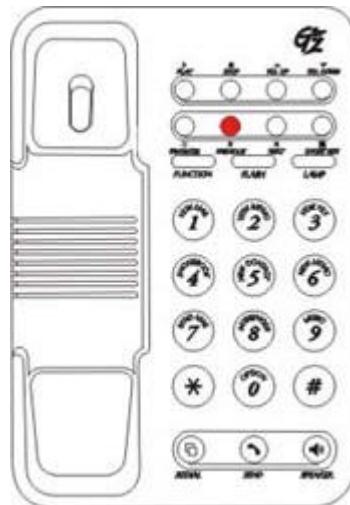
When you use menu, choose Phone call (IP) in **Direct Phone call** menu.

You can input IP address using phone dial button without keyboard.

First, Change Dial button input mode in LCD window to **Phone call** mode.

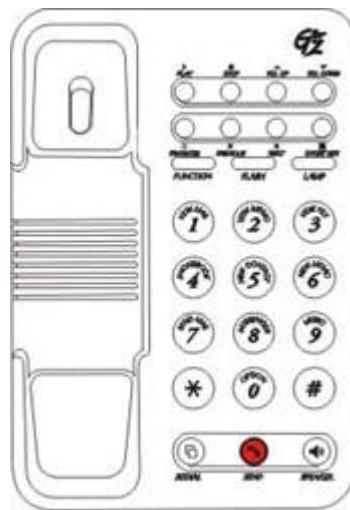


To input "." in IP address, use dial button \*, and to correct wrong inputted number, use **PREVIOUS** key in the upper part of the phone.



For example, in case that IP address is "123.456.789.123", the input order is "123\*456\*789\*123".

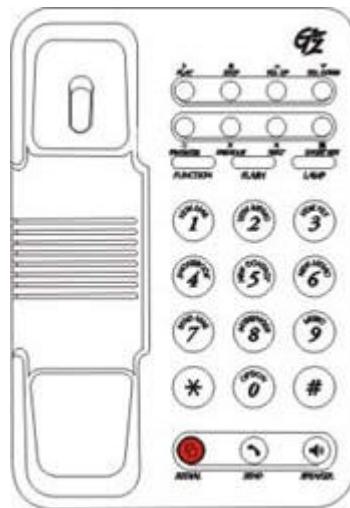
Press **SEND** button in the lower part of the phone after inputting IP address, phone call is started.



If you press dial button without picking up the receiver, **Direct Phone call** window is shown and numbers are inputted.

### 3. Re-Phone cal

Press **REDIAL** button in the lower part of the phone, and then you can call the number you called last.



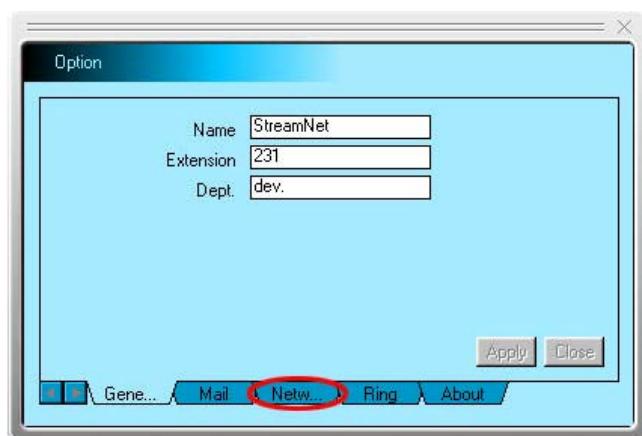
## 9.2. Phone call using Gateway

In case that Gateway is installed in intra-company, you can call home or cellular phone using PC.

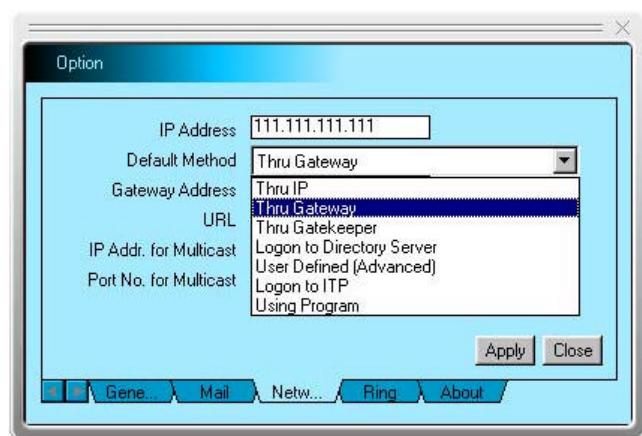
If you set **Phone call using Gateway** as a **Basic Phone Call**, you can call directly picking the receiver.

### 1. Configuration as a Basic Phone call

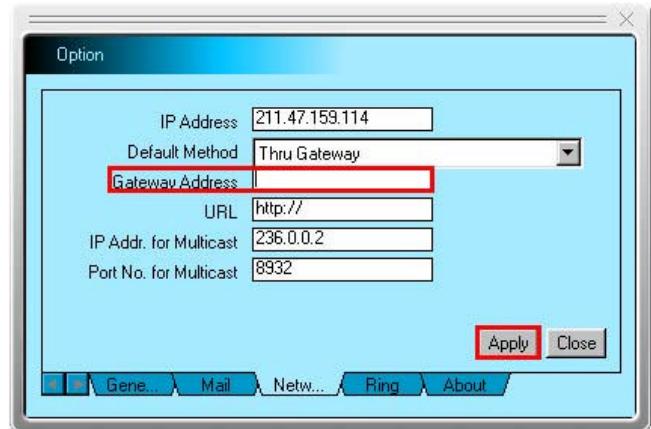
Choose **Network Configuration Tab** in Environment configuration



In **Basic Phone call Method** combo box, choose **Phone call using Gateway**.



After inputting IP address of Gateway server in **Gateway Address** blank, press **Apply** button.  
(If you want to know Gateway IP address, refer to Gateway manager.)



## 2. Making a Phone call

In case basic phone call configuration is done in environment configuration, when you pick up the receiver, **Direct Phone call** dialogue box is appeared.



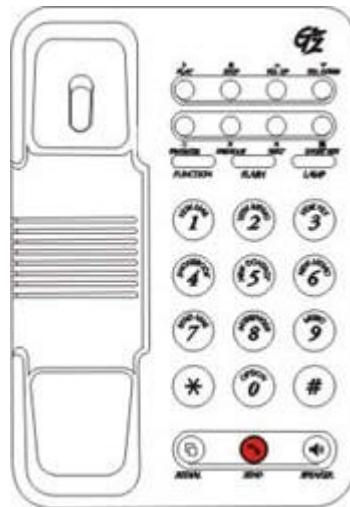
When you use menu, choose **Phone call using Gateway** in **Direct Phone call**, and then



Press dial button, and then phone number is inputted.

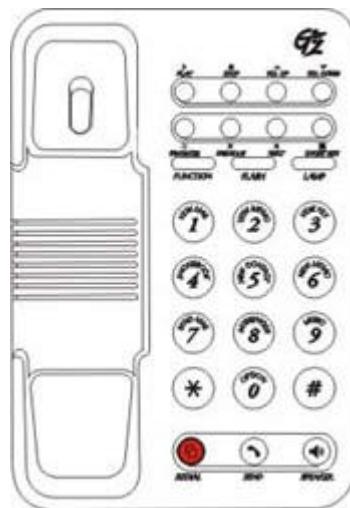
If you press dial button without picking up the receiver, **Direct Phone call** window is shown and numbers are inputted.

Press **SEND** button in the lower part of the phone after inputting phone number, and then phone call is started.



### 3. Re-Phone call

Press **REDIAL** button in the lower part of the phone, and then you can call the number you called last.

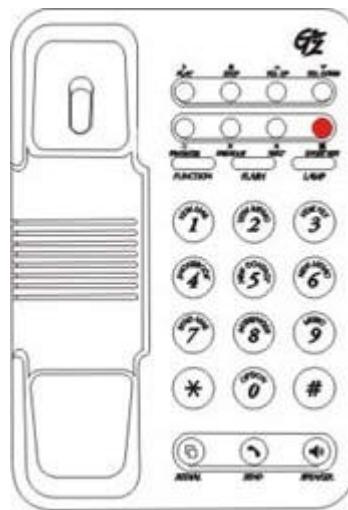


### 9.3. Use Hot key

It's convenient if you register the number you use frequently in phone call using **IP** or **Gateway** as a **Hot key**.

#### 1. Open Hot key Window

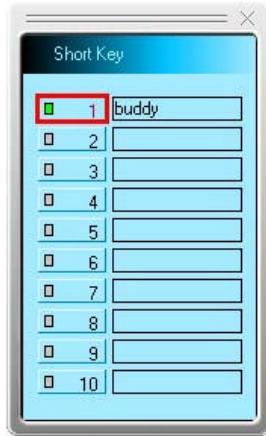
Press **SHORT KEY** button in the r part of the phone.



When you use menu, choose **Hot key** in LCD **Etc. Option** menu.



**Hot key** window is shown.

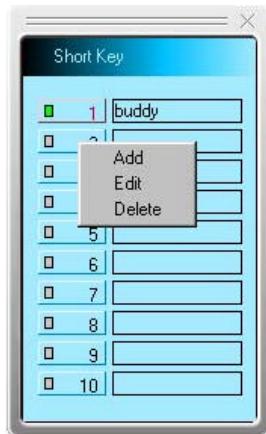


Press dial button you want, and then phone call is started directly.

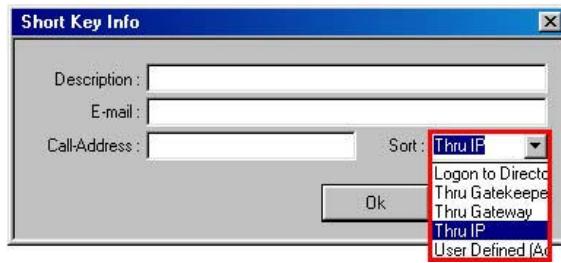
In the above example, if you press dial button No. 1, you can phone call buddy.

## 2. New Hot key Registration

If you click the button you want to register using right button of the mouse, Hot key menu is shown.



Choose **Setting New Hot key, Hot key Registration Information** window is shown.



First, input **Name**, choose phone call mode you want in **Objective Type** blank, and input number in the **Objective** blank.

In case Objective type is **Phone call (IP)**, input IP address in objective blank.

In case Objective type is **Phone call using Gateway**, input partner' s home or cellular phone number.

**Phone call using Gatekeeper, Log-on through Directory Server, Phone call User' s Justification** in objective type blank will be offered in no distant future.

After registering all, press Confirm and then they are added in Hot key window.

### 3. Hot-key Correction and Deletion

Choose **Hot key Correction** in Hot key menu, and then Hot key input information window is shown. Correct the item you want and press Confirm, and then the contents is changed.

Press **Hot key Delete**, and then Hot key is deleted.

### 9.4. Absence Configuration

In the case of Absence Configuration, when user is out, let men who call to the user know the fact that he or she can ' t answer the phone.

To use Absence Configuration function, choose **A b s e n c e** in **E t c . O p t i o n** menu.



If you press Etc. Option button again, you can check whether Absence menu is marked or not.



Choose Absence menu again, and then Absence configuration is undone.

## 9.5. Use Group Messenger

Under the intra-company LAN environment, employees can contact without equipment using **Group Messenger**. Besides this, various messaging function and character chatting such as mail, memo, file, etc. are possible.

First, set dial button input mode to **Function key** mode.



Press dial **No. 8** button (OPTION) in **Function key (F)** mode, and then **Group Messenger** window is shown.



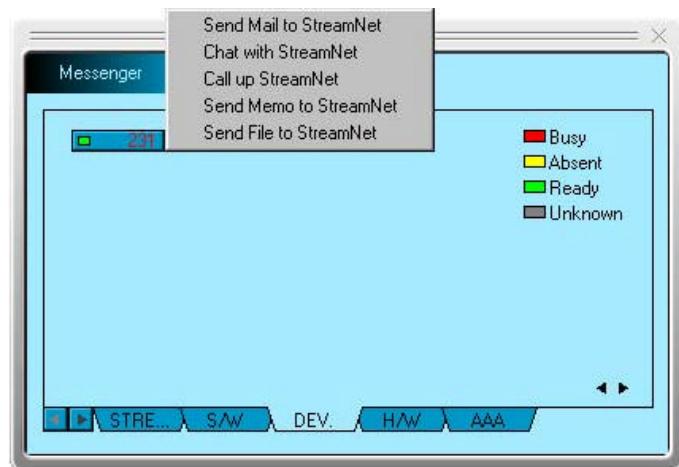
When several departments can't be marked in the present window, you can move group tab from left to right using Tab Move button.

In case that all employees in one group in the present window, you can use scroll button to see the hidden part.

The button in below red rectangle marks the state of each employee and line number. Present state is marked in color and the number marks line number. The name of the employee is marked right side of the button.



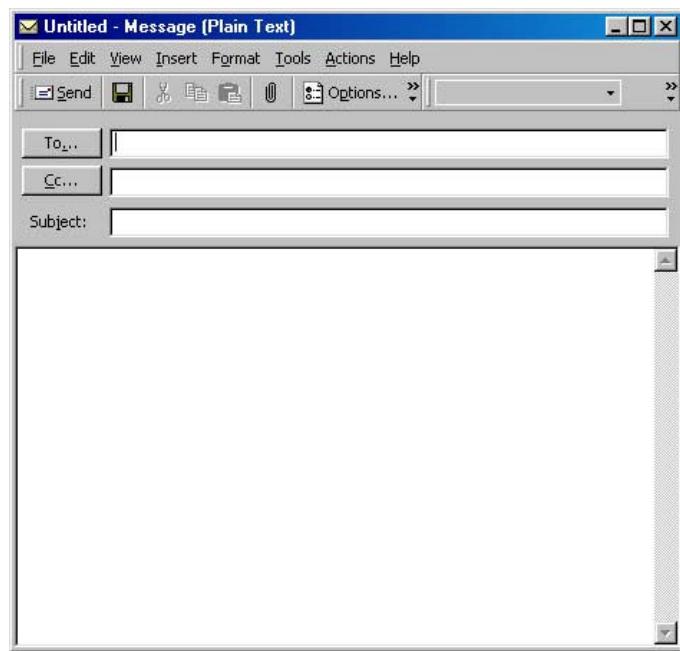
Press button, and then the menu is shown.



The explanation for each item is as follows:

### 1. Send Mail

Choose **Send Mail** in menu, and then new mail window is shown.



## 2. Chatting

Choose **Chatting** in menu, and then chatting window is shown.



Press **Send** button or Enter key after inputting message in **Dialogue contents** blank, the message is sent..

## 3. Phone call

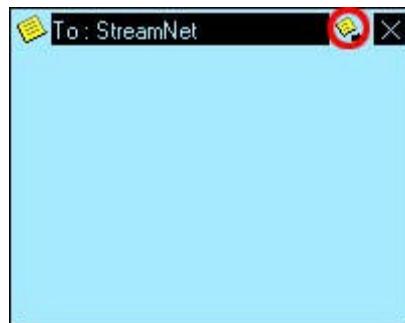
Choose **Phone call** in menu. If it's connected successfully, icon is changed into the mark of 'line is busy' .



To finish phone call, double click the 'line is busy' icon.

#### 4. Send / Receive Memo

Choose **Send Memo** in menu, and then Memo window is shown.



Press Send button in red circle after writing contents, the memo is sent.

When memo is arrived, Gz window is shown and the icon that inform the message arrival appears in LCD.

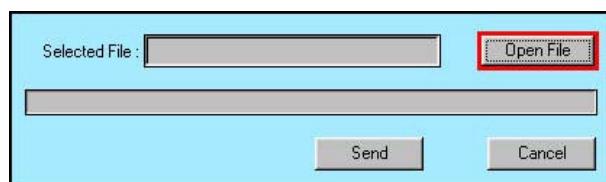


You can check new memo if you **double click** the icon or press phone dial button **No. 2** (view memo).

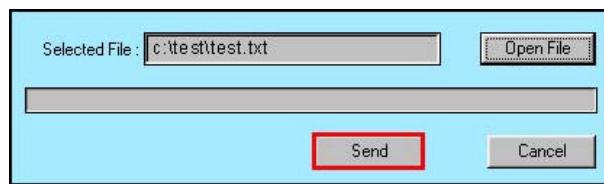


## 5. Send/ Receive File

Choose **Send File** in the menu.



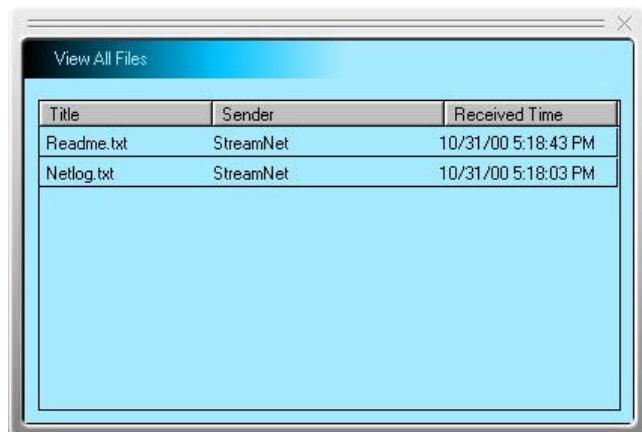
Press **Bring File** button, and then **Opening** window is shown. Press Send button after choosing the file you want, the file is sent.



When new file is arrived, Gz window is shown and the icon that inform the message arrival appears in LCD.

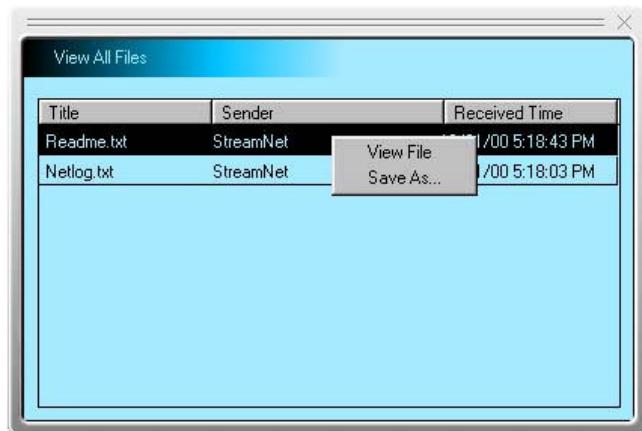


Click the icon, and then the menu is appeared. Choose either new file or View all files, View received file window is shown.



When you use phone, press phone dial button **No. 3 (VIEW FILE)** in **Function key (F)** mode, and then View newly received file or View all received files window is shown. Whenever you press the button, it's changed from new file to all files or from all files to new file.

Click the file you want in the file list using **Right** button of the mouse, and then the menu appears.



If you choose **View Received File**, the allotted file is executed.

Choose **Save Received File in Other Name...**, and then **Save in Other Name** window is shown.

