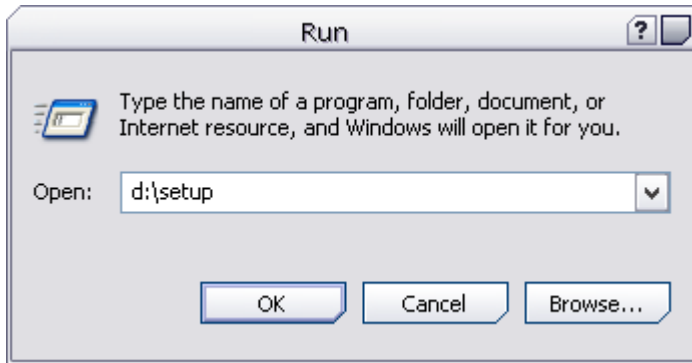


GenSwitch

Quick Install Instructions

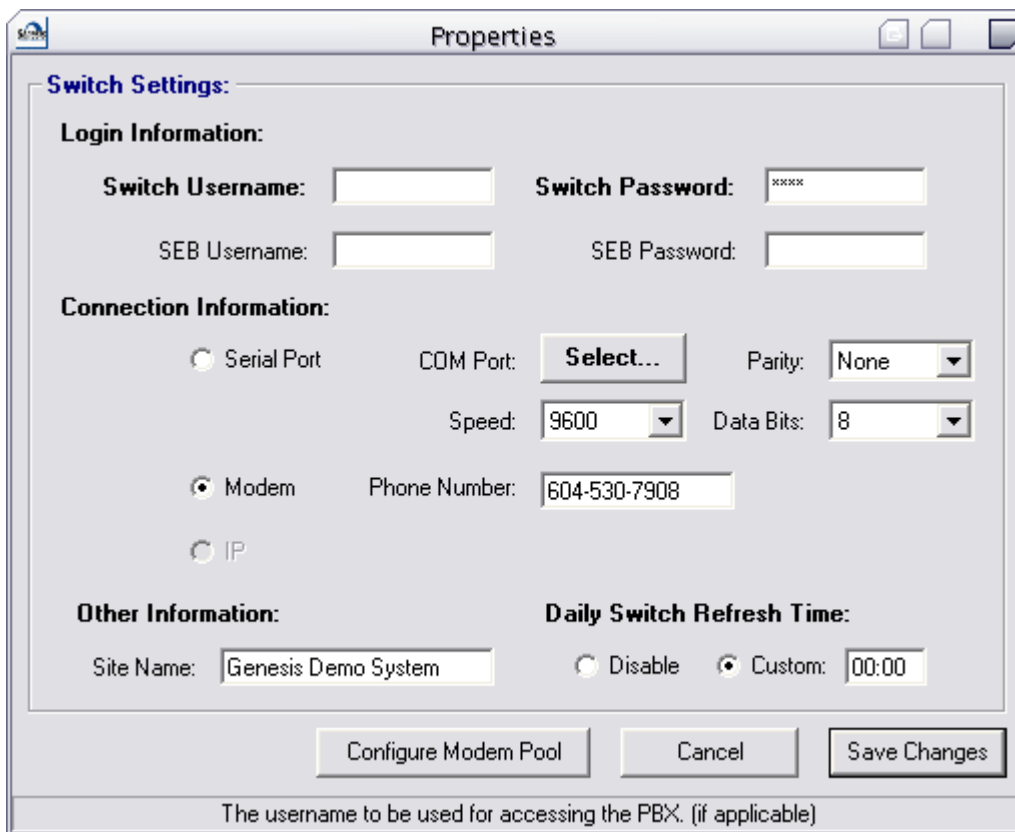
- **Installing the Software**
- **Configuring Switch Settings**
- **Completing the Installation**
- **Running GenSwitch**
- **System Overview**
 - **File Menu**
 - **Backup Menu**
 - **View Menu**
 - **Settings Menu**
 - **Upgrade Menu**
 - **Advanced Menu**
 - **Refresh List Button**

Installing the Software



Insert the GenSwitch CD into your CD drive. The installation program should launch immediately. If it does not click **Start » Run** and enter **D:\SETUP** (where D is the letter of your CD drive) Insert the remaining installation disks (if any) when prompted to do so.

Configuring Switch Settings



Follow the installation instructions that appear on your screen. You will be prompted to select a drive to install the software on and to accept the Genesis license agreement. After the software has been copied to your computer the above screen will be displayed automatically. In this screen be sure to specify the communication parameters that **GenSwitch** should use for retrieving data from your telephone switch via the SDI port.

System Overview

There are two ways to perform changes to phones in your PBX. You can either do so via the **File » Perform Macs** menu, or you can simply locate and double click on the desired phone in the front screen of the software.

File Menu - This is the main menu of the system. From here you can perform moves, adds, changes and deletes on your PBX. You can also lookup system messages (ex OVL400) and phone features. The lookup phone features screen allows you to choose or specify a value to find all phones which share that value. For example if you want to find all users who share a pickup group you could do so on this screen. From here you can also add, change, delete and view members of the speed call lists defined within your system. Lastly you also can also acc, change, delete and view template phones. When you add a phone using GenSwitch you must select a template to use. Templates can be easily created from existing phones in your PBX. As long as you have at least one phone in your PBX you can add new phones using a template.

Backup Menu - This menu can be used to backup and restore system configuration files, such as templates and switch connection parameters. Within this menu you have the choice of backing up to a floppy or alternate hard drive.

View Menu - Through this menu you can view the historic data file of all transactions. This file shows whether transactions were posted successfully or if they failed. From here you can also view a listing of all phones within your PBX in addition to PBX information. Any transactions you have queued to happen at a later date and time can also be viewed from within this menu.

Settings Menu - We have already discussed both items in this menu above. This menu allows you to configure the communication parameters with your PBX and manually refresh the GenSwitch offline databases.

Upgrade Menu - If you receive a CD via mail from Genesis you will need to install these system updates via this menu. Insert the CD in your CD drive and continue with the update. Detailed information on installing system updates are sent along with the CD you receive in the mail.

Advanced Menu - This menu allows you to upload entire data files to your PBX. For example if you are adding many new phones to your PBX or you are moving to a new PBX this menu could be helpful. **Please contact Genesis before using items in this menu.**

Refresh List Button - This button can be pressed at any time. It will cause the user interface to request a new listing of all information displayed on this front screen. Since any MAC you submit can be processed at any time you specify the program has no idea when successful changes have been made to the front screen data in our databases. If you exit the program and restart it the user interface automatically retrieves the latest copy of this information from **GSQM**.