

# Application Note

## Installing OfficeServ Manager

T. Sarna November 11, 2006

### Installation

1. From the OfficeServ Manager on this CD, click on the “OfficeServ Manager v1.03 Setup” button and follow the instructions.
2. Now click on the “OfficeServ Manager 100 Patch v1.09” button and follow the instructions.

### Using OfficeServ Manager

1. To use OSM, double click on the OfficeServ Launch Pad icon.
2. You will see 7 programs that can be launched. Your system is an OSM\_100R2. Double click on this icon.
3. Double click on the icon that has a hammer and wrench on top of a folder (tool box).
4. On the upper left under LINK select LAN.
5. Select ADD
6. Put in a name and the IP address of the MCP (default is 192.168.1.10).
7. Click ADD
8. You will be asked if you want to apply the new setting. Click on YES.
9. Close the tool box.
10. To launch OSM for maintenance on your phone system double click on the icon with the red arrow pointing up under the words Card Configuration.
11. You should immediately see a rectangular box with a blue line filling it from right to left. When prompted enter password 4321.
12. The MMC.s (man machine codes) will appear on the left of the screen in categories 100 – 900.

### Service and Technical Support

- Emergency service is available 24 hours a day by calling our service department.
- Technical support is available by calling or sending an email to our service department. Technical support hours are 8 am to 5 pm Eastern time.

#### **I.T.I. Service Department**

Farmington Hills	248-381-8440
Flint	810-733-7530
Lansing	517-882-1100
Midland	989-839-0423
Saginaw	989-777-2700
Southfield	248-353-6700
Email	<a href="mailto:service@ITL.net">service@ITL.net</a>