



UC Express Quick Start Guide

Programming IP Phone Keys

Guide for Installation, Registration, Configuring & Programming Keys

Carleton University



Unified Communicator Express Quick Start Guide

The Unified Communicator Express PC application enhances the use of your VOIP telephone set by providing quick and easy access to program **Speed Call & Application** keys on your phone from your desktop.

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Unified Communicator Express User Guide

The Unified Communicator Express PC application enhances the use of your VOIP telephone set by providing quick and easy access to your phone from your desktop.

Install UC Express

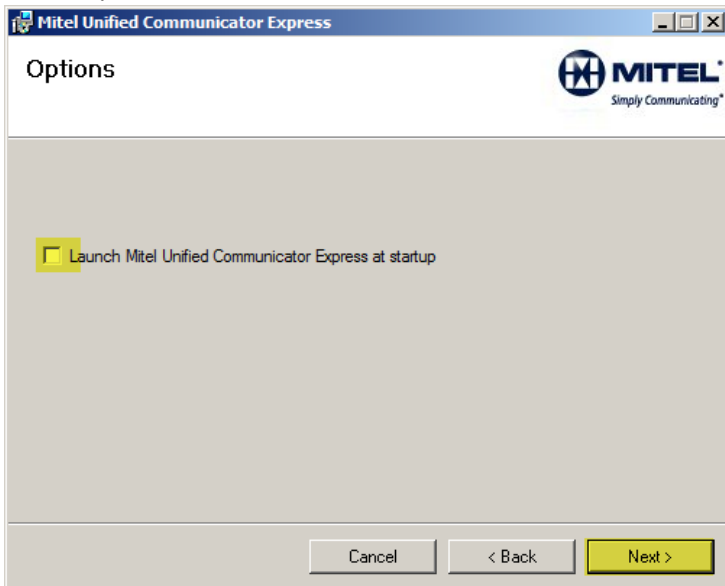
To initiate the install of UC express, double click the install file: **UnifiedCommunicatorExpress.msi**

Follow the onscreen instructions :

a) On the License Agreement dialog, select 'I Agree' and click 'Next'



In the Options window, **remove** the check mark for 'Launch UC Express at startup'.



b) Allow the software to be installed in the default folder shown by choosing 'Next' then 'Next' again

c) Once completed you can choose to 'Run UC Express Now' by choosing 'Close'

Registration

When you install Unified Communicator Express and run it for the first time, you will encounter a registration dialog requiring you to enter your license key. **Remove** the check mark beside 'User Registration (optional)'

Enter the license key 41bdc034-fc52-43c9-ab63-86886dbb183a and choose 'Register Now'

MITEL License & Registration - Mitel Unified Communicator

**Thank you for using
Mitel Unified Communicator Express**

User Registration (Optional)

*First Name: *Last Name:

Company: *Email:

Phone Number: * Required fields.

Send information about my computer

By selecting to send your user information you will make it easier for our team to support you in case of a problem.

You can also select to send information about your computer which will help our engineers improve the application by keeping track of the kind of systems it is running on. No personal information is sent other than what you entered in this form.

[Click here to read our privacy policy.](#)

If you have a license key for Mitel Unified Communicator Express, enter it here and press "Register Now".

Enter license key here:

If you don't have a license key but want to find out how to get one [click here](#).

Once the application starts to launch, you will be presented a popup. To integrate with your Outlook Contacts, choose 'Microsoft Outlook', 'OK'

MITEL Information Manager - Mitel Unified Communicator

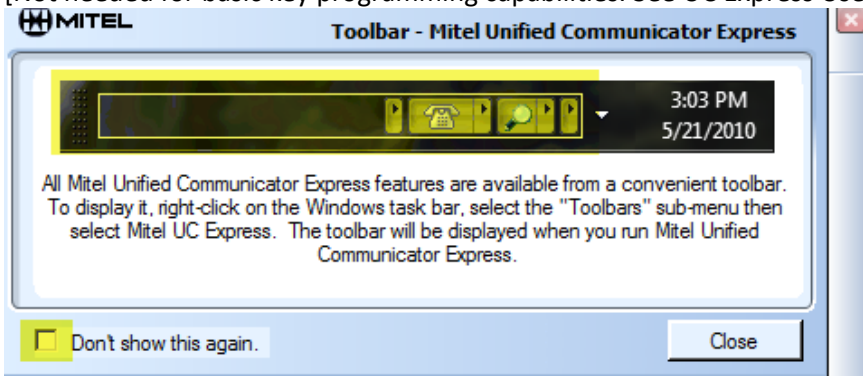
Select information manager to integrate with

Microsoft Outlook

Lotus Notes Password:

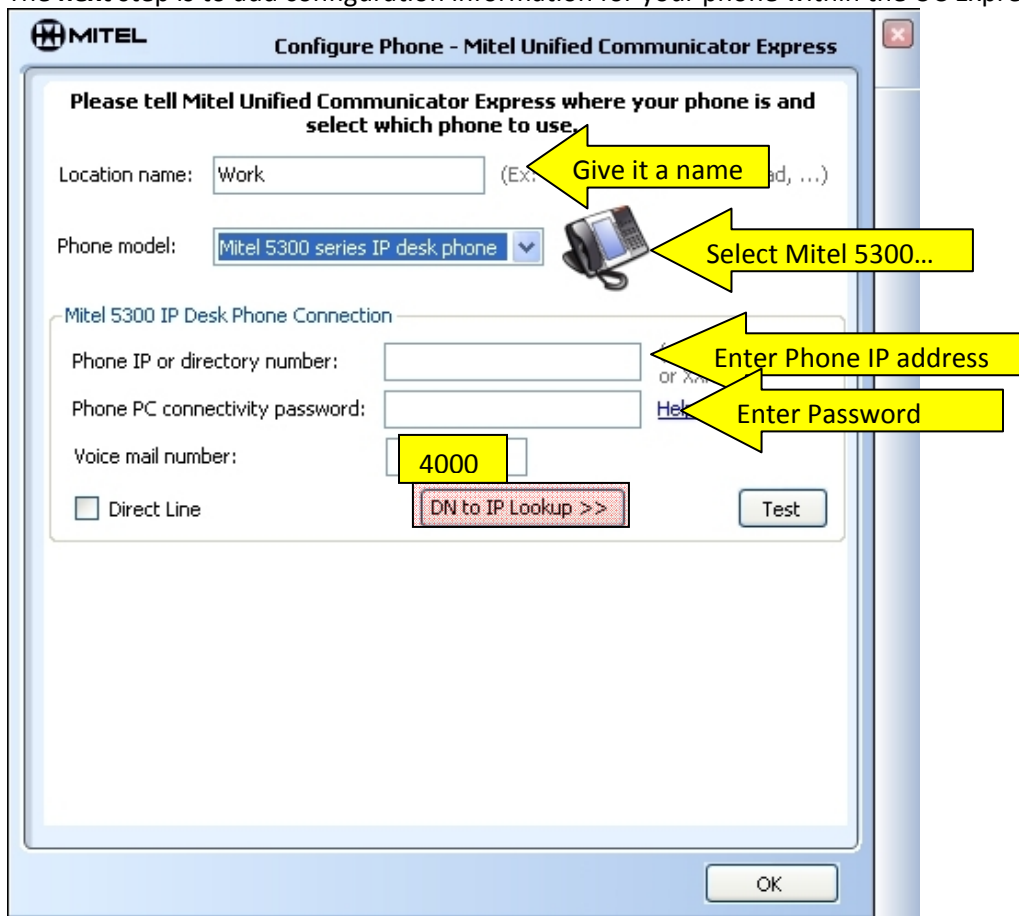
None

This popup explains how to show the UC Express Toolbar. Choose 'Don't show this message again'.
[Not needed for basic key programming capabilities. See UC Express User Guide for further information]



Phone Configuration

The next step is to add configuration information for your phone within the UC Express Application.



- 1) Give the phone a location
- 2) Choose 'Mitel 5300 series IP desk phone'.
- 3) Enter the 'Phone IP' [See Appendix A 'Finding Phone IP Address']
- 4) Enter 'Password'
- 5) Enter '4000' for the 'Voice mail number'

Note: 'DN to IP Lookup' is not configured for our system

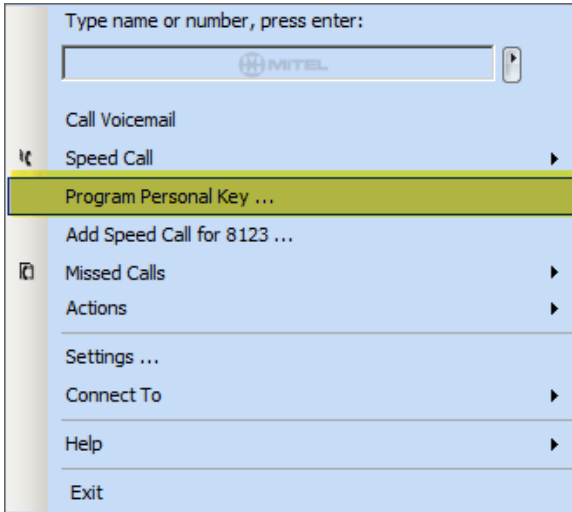
The phone will try and connect at this point

Once UC Express is launched, the 'phone' icon will appear in the system tray on the PC desktop.
[See Appendix B: Windows 7 variables if you are a Windows 7 user]



Programming Keys

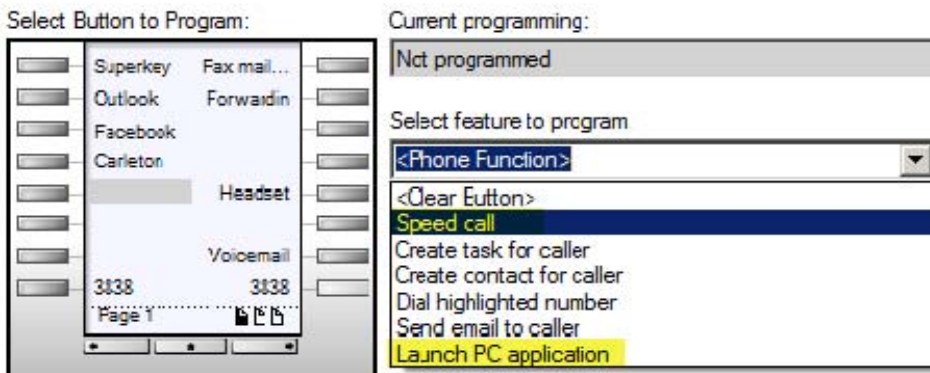
Right click on the phone icon in your system tray and select 'Program Personal Key'.



A window will pop-up which provides a basic view of the keys of your phone.

There may be more than one page of keys depending on your phone type.

The two main types of functions used are for programming a 'Speed Call' & 'Launch PC Application'.



Program a Speedcall Key

Choose a key that is 'not programmed' by clicking on a button in the diagram of the keys on your phone.

MITEL Program Personal Keys - Mitel Unified Communicator Express

Select Button to Program:

Superkey	Fax mail...	
Outlook	Forwardin	
Facebook		
Carleton		
Headset		
Voicemail		
3838	3838	
Page 1		

Current programming: Not programmed

Select feature to program: <Phone Function>

Button Label:

Clear this Button Save & Close Cancel

Select 'Speed call' from the drop down of 'Select features to program'

Select Button to Program:

Superkey	Fax mail...	
Outlook	Forwardin	
Facebook		
Carleton		
Headset		
Voicemail		
3838	3838	
Page 1		

Current programming: Not programmed

Select feature to program: <Phone Function>

- <Clear Button>
- Speed call
- Create task for caller
- Create contact for caller
- Dial highlighted number
- Send email to caller
- Launch PC application

Button Label:

Enter a 'button label' [to show beside the key on your phone] & 'Number'. Click 'Save & Close'.

Select Button to Program:

Superkey	Fax mail...	
Outlook	Forwardin	
Facebook		
Carleton		
Home	Headset	
Voicemail		
3838	3838	
Page 1		

Current programming: Not programmed

Select feature to program: Speed call

Button Label: Home

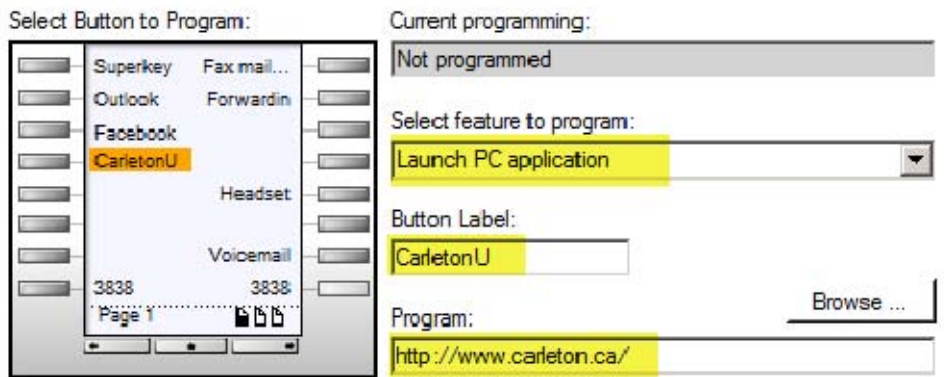
Number: 613-555-1212

Note: There is no need to add a '9' to the beginning of the number.

Program a 'Launch PC Application' key

You can program a key on a phone to launch a 'Web page' on the user's PC.

Choose a key to program; choose 'Launch PC application' from the 'feature to program' drop down. Give the button a label. Enter a URL in the 'Program' window. Choose 'save & close'.



Select Button to Program: Superkey Fax mail... Outlook Forwardin... Facebook CarletonU Headset Voicemail 3838 3838 Page 1

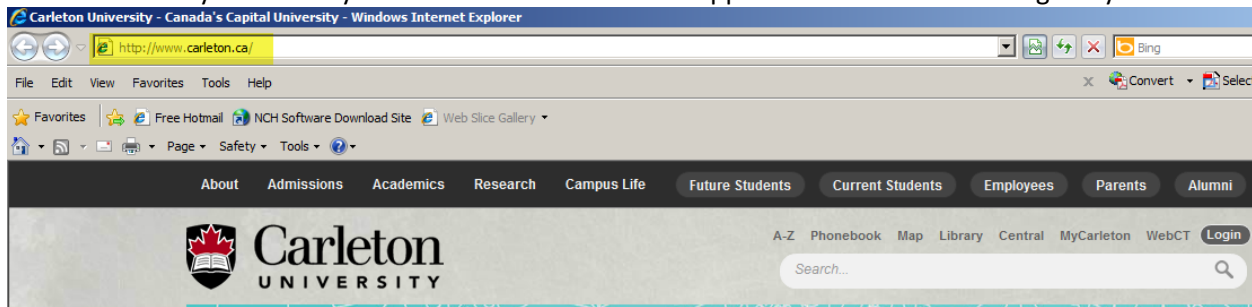
Current programming: Not programmed

Select feature to program: Launch PC application

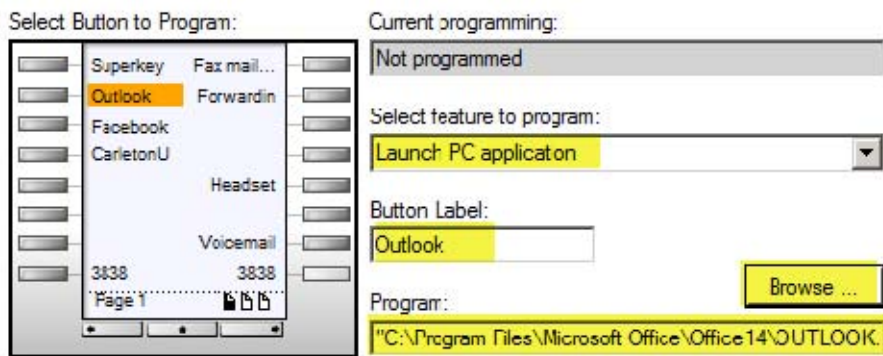
Button Label: CarletonU

Program: http://www.carleton.ca/ Browse ...

Once a key is configured, pressing the button 'CarletonU' on the phone; will open the Carleton web page on the PC. This functionality allows easy access to websites and web applications that are used regularly.



You can also program a key to open any 'PC application'. Clicking on 'browse' will open a window on your PC to allow you to browse to the application executable.



Select Button to Program: Superkey Fax mail... Outlook Forwardin... Facebook CarletonU Headset Voicemail 3838 3838 Page 1

Current programming: Not programmed

Select feature to program: Launch PC application

Button Label: Outlook

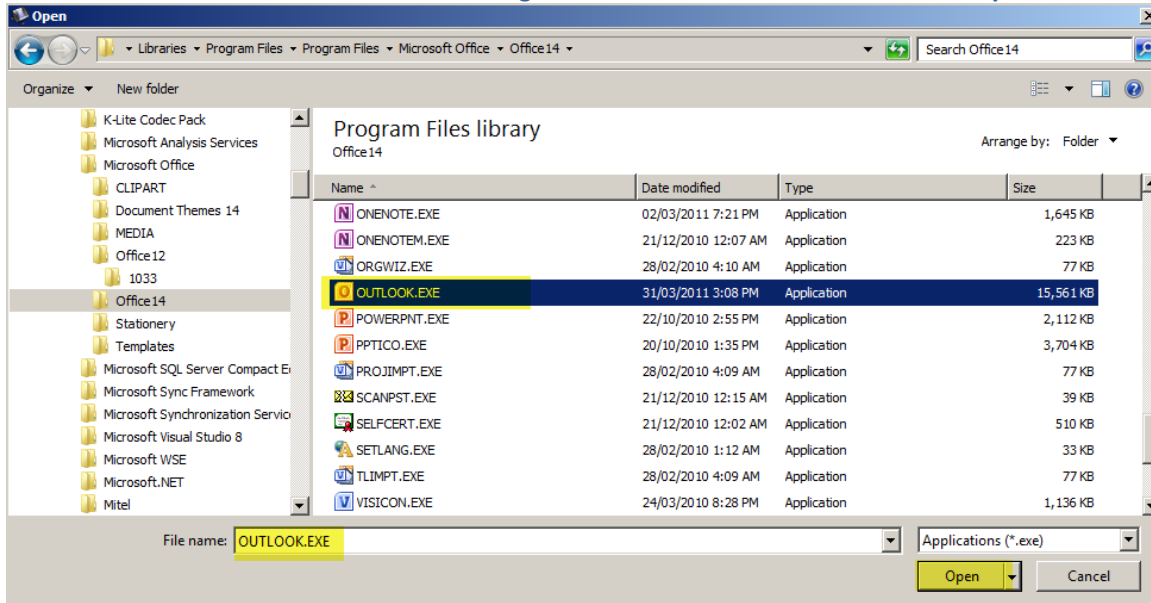
Program: Browse ...

"C:\Program Files\Microsoft Office\Office14\OUTLOOK"

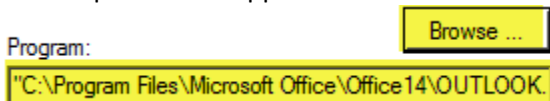
For the **Program Application** you must specify the full path to the document or application to run:

- A path to an executable;
- A path to an executable + arguments;
- A path to a document;
- Browse to a program

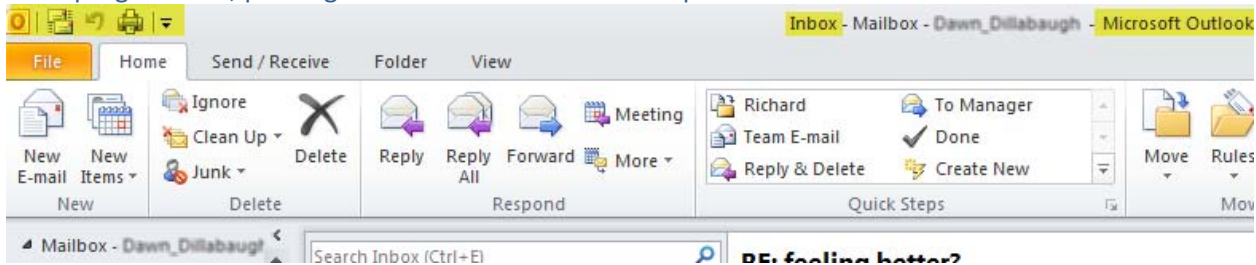
Browse to the executable. Click on it to bring it into the 'file name' window. Click 'open'



The file path to the application executable will be brought into the UC Express 'program' window. Click 'Save&close'.



Once programmed, pushing the 'Outlook' button on the phone will launch Microsoft Outlook on the PC.



You can 'browse' to any 'shortcut icon' on a PC and program an application key to launch it.

**NOTE: UC Express needs to be launched for the 'PC Application' keys to work.
Speed calls work even if UC Express is not launched.**

To **remove** a programmed key; click on the button of the key you want to delete, then press '**Clear this Button**'. You must click on '**Save & Close**' for the changes to take effect.

Select Button to Program:

<input type="checkbox"/>	Superkey	Fax mail...	<input type="checkbox"/>
<input type="checkbox"/>	Outlook	Forwarding	<input type="checkbox"/>
<input type="checkbox"/>	Facebook		<input type="checkbox"/>
<input type="checkbox"/>	CarletonU		<input type="checkbox"/>
<input type="checkbox"/>		Headset	<input type="checkbox"/>
<input type="checkbox"/>		Voicemail	<input type="checkbox"/>
<input type="checkbox"/>	3838	3838	<input type="checkbox"/>
<input type="checkbox"/>	Page 1		<input type="checkbox"/>

Current programming:

PhoneApplication

Select feature to program:

<Phone Function>

Button Label:

Forwarding

Clear this Button Save & Close Cancel

Appendix A: Finding Phone IP Address

How to find the IP Address of the 5330/5340 sets

Use this procedure to connect your phone to the PC. This procedure is normally required only once. When your PC and phone have successfully associated the first time, your settings are saved and reused for each subsequent connection.

1. Press the application key on your phone



2. Press **Settings**, and then select **PC Connectivity**.

The phone's IP Address appears on the display:

IP Address for PC: AAA.BBB.CCC.DDD

3. Record the IP address, if desired, or repeat Step 1 when you need to view the IP address.
4. Still in the PC Connectivity window, select **Enable**.
5. Select **Edit password** and enter the password that will be used to set up the association with the PC application. Select 'Save'.
You can also choose to use the default password. Record this password as you will need it to configure the PC application.

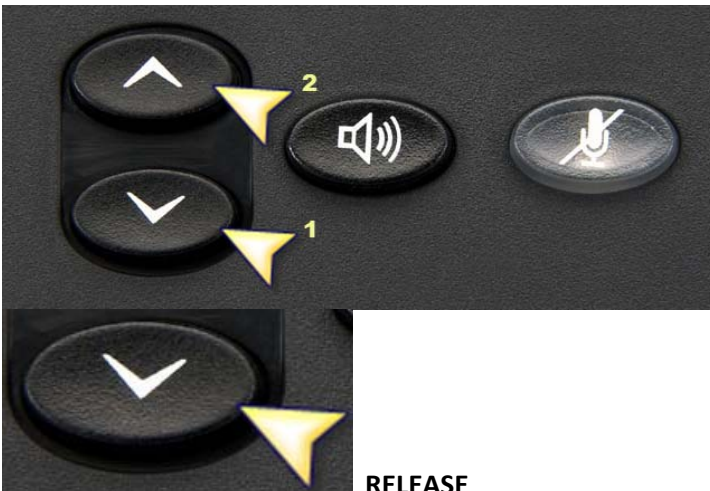
How to find the IP Address for the 5312 set

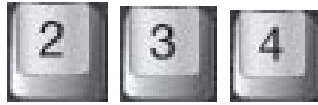
Finding the IP Address of the 5312 set requires going into the configuration mode of the set to view the IP Address and to set the password.

On the set:

Press the **down** arrow & while still holding the **down** arrow, Press the **up** arrow.

Then release **ONLY** the **down** arrow.



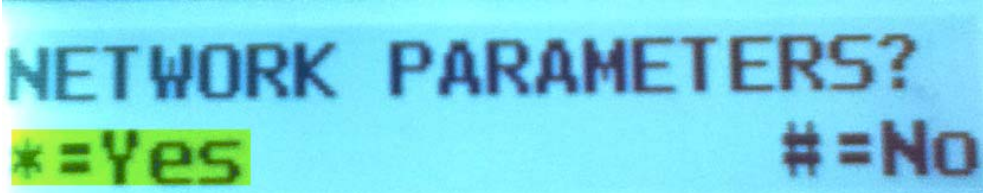


While still pressing the **up** arrow; push **2 3 4** on the number pad of the phone.
Release the **up** arrow.

The next set of instruction will be followed on the 'display' of the phone.

To find IP Address:

1) The display will show 'Network Parameters?'. Press the * button to choose 'Yes'.



2) 'View Current Release?'. Press * for yes.



3) Use the down arrow to scroll through the paramters.

4) Scrolling down twice will display the phones IP Address [xxx.xxx.xxx.xxx]. Write down the address.

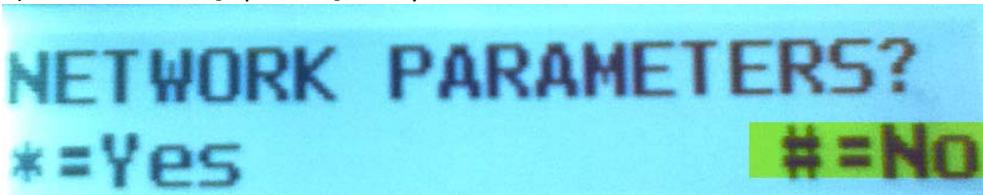
5) Use the down arrow [takes 15 presses] to scroll through the values until you are back to 'View Current Release.'

6) Press the # key for 'NO' [takes 5 presses] until you see 'Exit Menu'. Press * for yes.

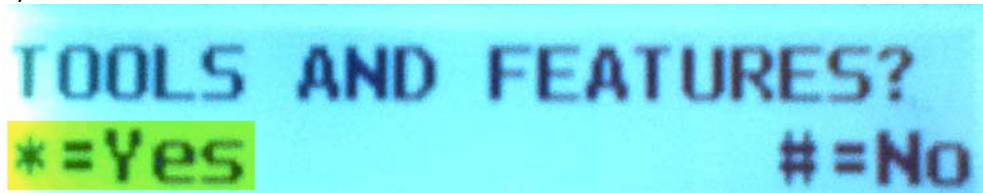
7) You will now be brought back to 'Network Parameters?'

To set the Password:

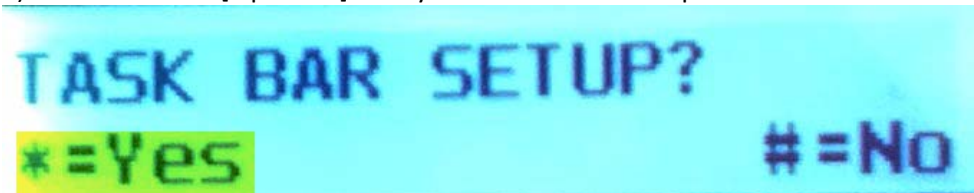
1) Press # for 'No' [3 presses] until you see 'Tools and Features?'



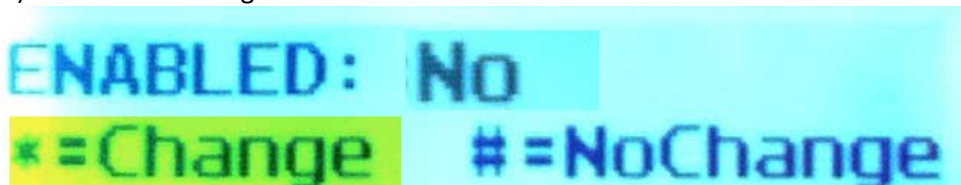
2) Press * for 'Yes' for 'Tools and Features?'



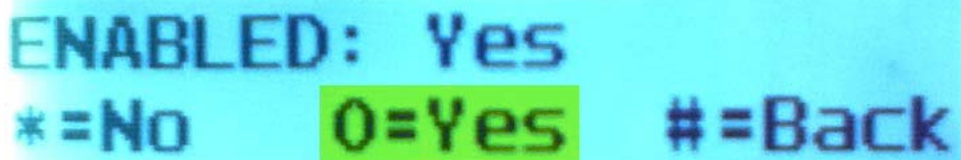
3) Press # for 'No' [3 presses] until you see 'Task Bar Setup?'. Press * for 'Yes'.



4) Select * for 'Change'

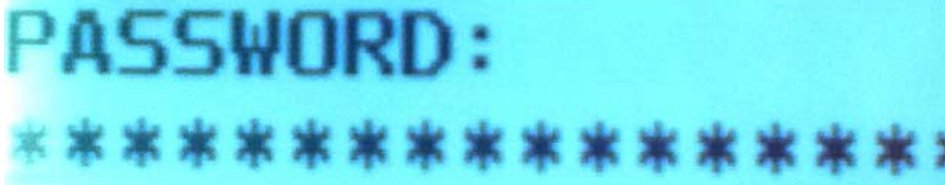


5) Press 0 [zero] for 'Yes' to enable a password. After pressing 0, choose # for 'Accept'.



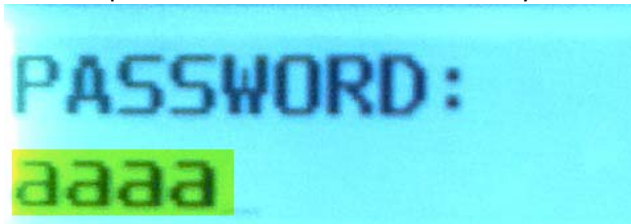
ENABLED: Yes
*=No 0=Yes #=Back

6) You will be brought to the following display:



PASSWORD:

7) Use the number pad on the phone to enter a password [4-10 characters]. Entering a password is the same as texting on a cell phone. There are 3 letters for every number. Press the number until the desired letter is displayed

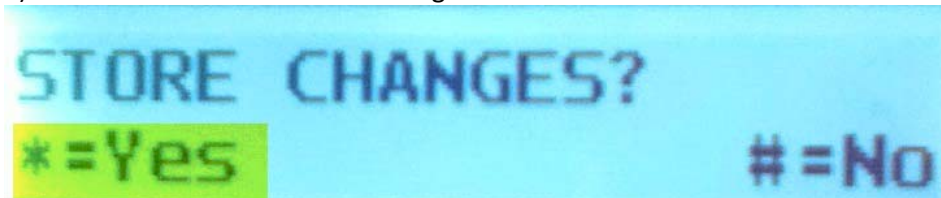


PASSWORD:
aaaa

8) Once the password is entered, scroll down using the **down** arrow

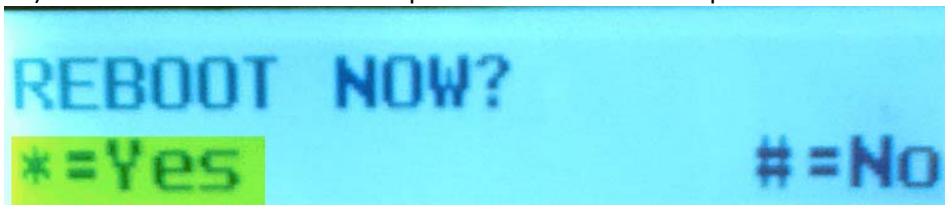


9) Press * for 'Yes' to store the changes.



STORE CHANGES?
*=Yes #=No

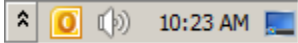
10) Press * for 'Yes' to reboot the phone. This is the last step.




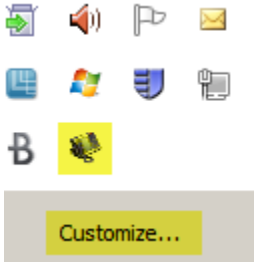
REBOOT NOW?
*=Yes #=No

Appendix B: Windows 7 variables

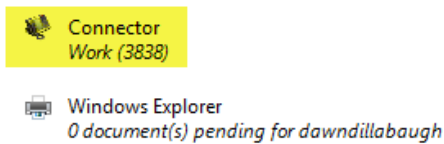
With Windows 7; an icon for an application doesn't show in the systray by default.



To view the UC Express icon, for easy access, click on the double arrow  to view all the hidden icons. Choose 'Customize'.



Choose 'Connector' and 'Show icon and notification' from the dropdown. Click 'OK'.



The icon will now show in the systray

