Directory Installation Manual

Version 3.7.4

ALICE Receptionist
DIRECTORY INSTALLATION MANUAL

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Chapter 1: Installation

Installation of the ALICE Receptionist Directory software is accomplished by following the steps outlined in this chapter.

Before installing the ALICE Receptionist Directory software, ensure the following prerequisites have been met.

TIME TO COMPLETE: 5–10 MINUTES

Prerequisites:

1. Video camera and optional external speaker / microphone has been successfully installed and configured.

2. Touchscreen drivers have been installed and calibrated correctly.

3. External speaker/microphone is configured as the primary recording device and audio output device.

Once all prerequisites have been met, launch the Setup application and follow the instructions in the Setup Wizard.
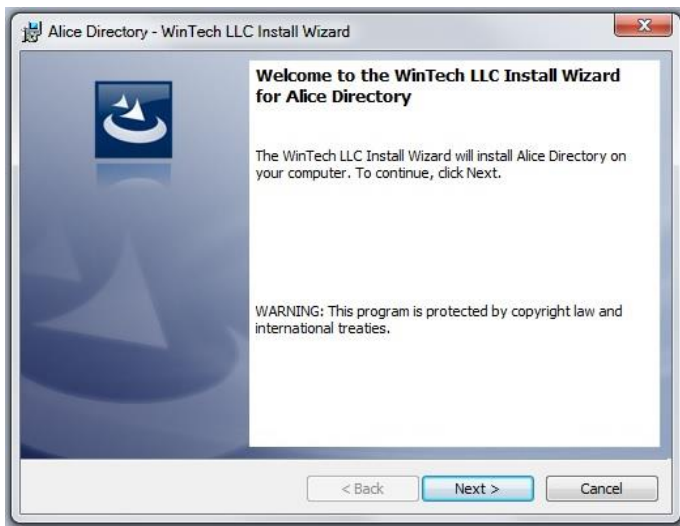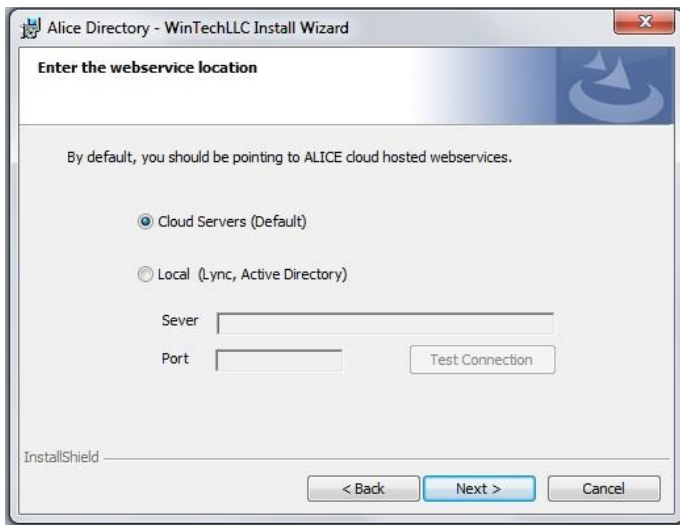
Install Wizard

Launch the ALICE Directory install program.

Install wizard step #1

Click "Next" to move through the process and follow the on-screen recommendations. Give permission to your computer's firewall software, if applicable, to allow the installation to continue.

Install wizard step #2

Choose the webservices from the following options:

Cloud Servers (Default): Customers who are using the ALICE Cloud Servers for communications will select this option.

Local (Lync, Active Directory): Customers who have installed the ALICE Local Database and ALICE Services will select this option.

Server: Enter the name of the server where the ALICE Services are installed.

Port: Enter the Port number for the server on which the ALICE Services are installed.
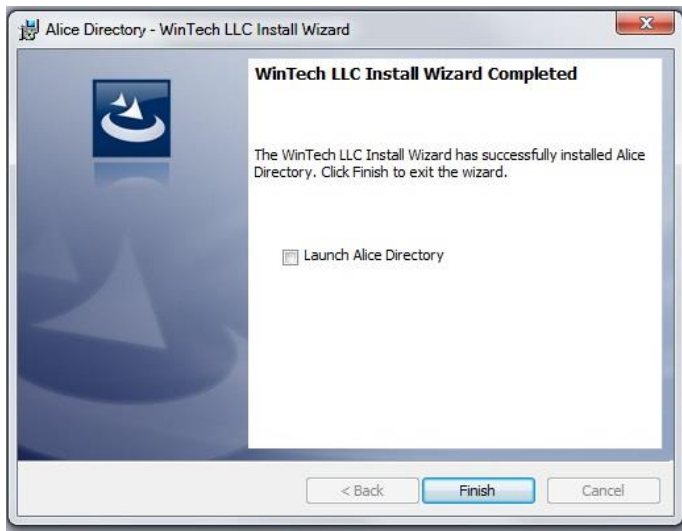
Test Connection: This button will become available when entering the Local information. Use this button to verify that the settings entered are correct.

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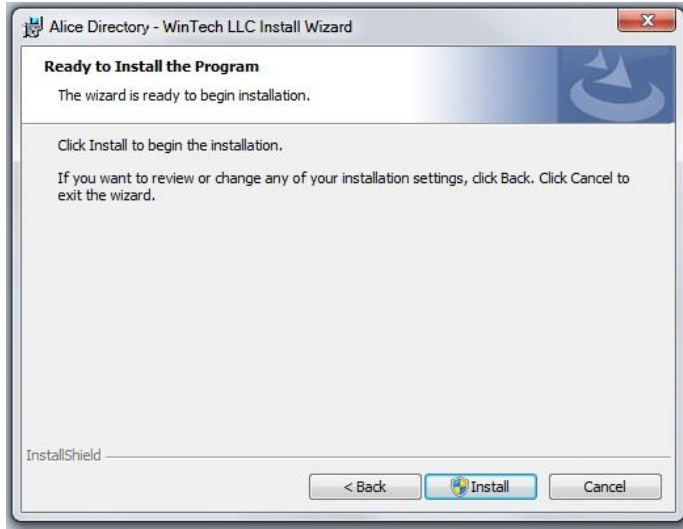
Install wizard step #3

Follow the on-screen recommendations and click "Install."

Install wizard step #4

If you check the box in the completion window (step #4), the ALICE Directory will be launched.

When you launch the ALICE Directory for the first time, you will be prompted to enter your product key. Once the product key is entered you will be directed to complete the Configuration process (see chapter 2).

You will now have two Desktop icons:

ALICE Directory   ALICE Directory Configuration

Chapter 2: Configuration

Before configuring the ALICE Directory software, ensure you have received your software registration key. It will be necessary to complete the installation.

Configuration of the ALICE Directory software must be completed before the Directory will run. Configuration requires some network information and phone system information.

TIME TO COMPLETE: 10–20 MINUTES

Prerequisites:

1. Ensure Chapter 1 prerequisites have been met.

2. An active Internet connection to complete the registration process.

3. All network access rules defined in the ALICE Network Access Guide have been met.

Once all prerequisites have been met, launch the **ALICE Directory Configuration** program. This can be launched from the Desktop shortcut or If installed in its default location, it can also be found on in the Windows Start menu under: **All Programs – WinTech LLC \ Alice \ Directory**

Note: At any time during the Configuration process, clicking "Save" will save your settings and launch the ALICE Directory. As you finish the settings for one tab, simply click the next tab to move on.
Clicking "Close" will close the Configuration window without saving your changes, and without launching the ALICE Directory.
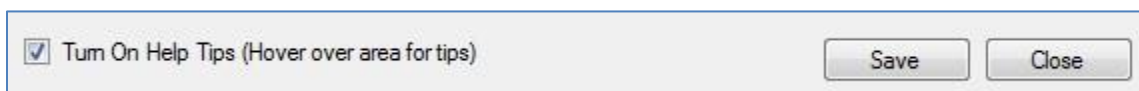
For hints on what to enter in each field as you move through the Configuration process, click Turn On Help Tips at the bottom of the Configuration window.
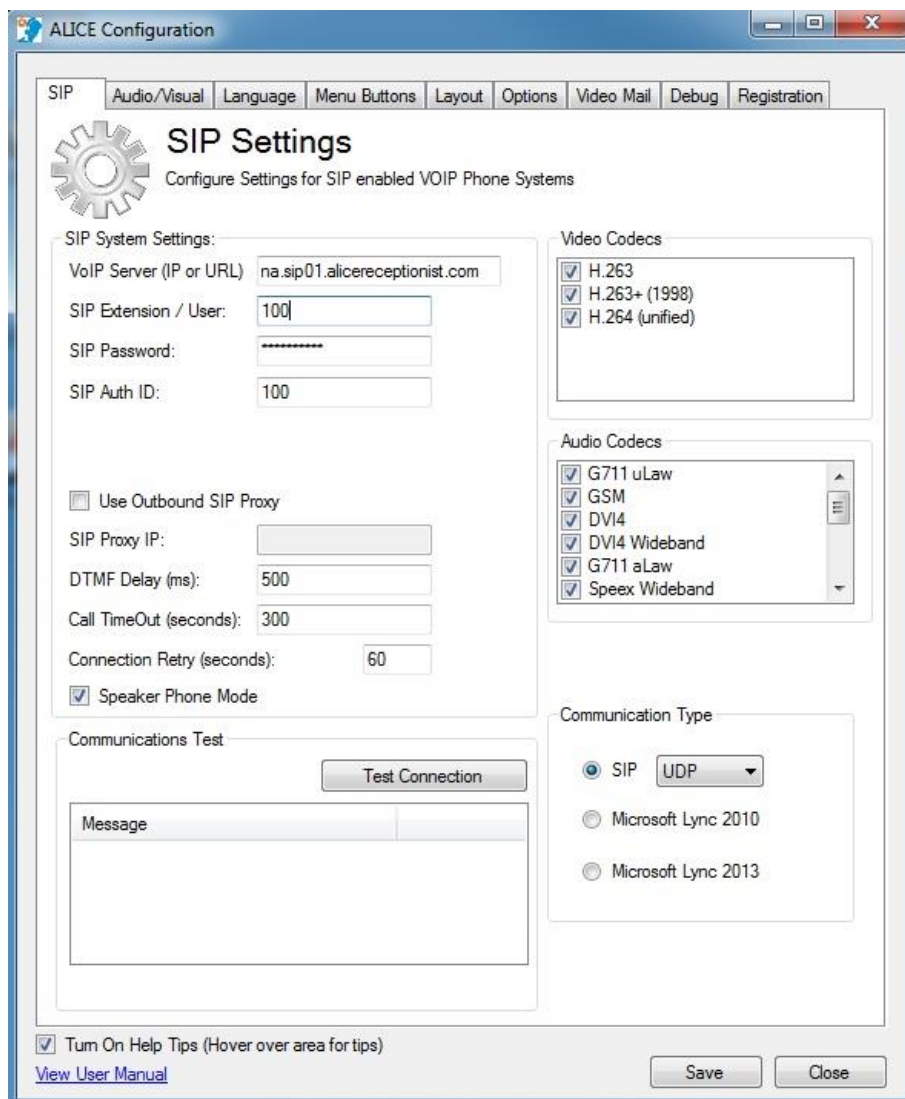
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SIP Settings Tab:

ALICE uses SIP Voice-over IP (VoIP) for all its communications. For ALICE to operate it must be configured to connect to an active VoIP SIP-enabled communication server. This can be your business' VoIP Phone server, ALICE's hosted Cloud Communications Server, ALICE Virtual PBX or another Hosted communication provider with SIP-enabled VoIP. On the SIP Tab you'll enter the appropriate SIP settings for your environment, be able to test and verify those settings, select your Video and Audio codecs and configure optional call and network related settings.

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SIP System Settings:

▶ **VoIP Server (IP or URL**): The IP or URL address of your VoIP SIP Server or Hosted VoIP Server address.

▶ **SIP Extension / User:** The SIP extension that the Alice Receptionist System will use to connect to the communications server

▶ **SIP Password:** Password for SIP Extension / User.

▶ **SIP Auth ID:** For some communication systems such as the ALICE Cloud Communications Service, the Authorization ID is the same as the SIP Extension. Other communication systems may be configured to use an Authorization ID in addition to the Extension number. If your system requires different Authorization ID to connect successfully to your phone system, enter that here. If not, simply re-enter the SIP Extension number here. Check with your phone engineer for details.

▶ **Use Outbound SIP Proxy:** Needed only if your VoIP communications server is behind a proxy and sends calls through the proxy. If checked, enter the proxy address under **SIP Proxy IP**. If you are not sure, check with your network administrator.

▶ **DTMF Delay (ms):** Sets the number of milliseconds that the phone system delays between DTMF signals when sending DTMF tones. This is helpful if the system will be calling an older analog phone system which responds to DTMF signaling slower than digital phone systems.

▶ **Call TimeOut (seconds):** Enter the number of seconds the system should wait before it automatically disconnects a phone call. This feature is necessary for a situation such as when a visitor calls an employee, gets their voicemail and walks away from the Directory without hanging up the call. 300 seconds (5 minutes) is the default setting, however, in order to utilize the Watch feature on the Directory, you may wish to set this at 0 so that your Watch activity will not be limited.

▶ **Connection Retry (seconds):** Set the number of seconds the system should wait before waiting to retry its connection to the Communication server should it lose connection.

▶ **Speaker Phone Mode:** This helps reduce background noise for some systems.

Communications Test:

▶ **Test Connection**
Press the Test Connection button to test the SIP System Settings entered to verify they are correct and the ALICE Directory can successfully register to the communications server. This is an important test to perform when setting up your Directory.

▶ **Message window**
The result of the communication test will be displayed in the message window. If successfully a "Test Successful" message will be displayed. If unsuccessful, a message describing the cause for the failed test will be displayed.

Video Codecs:

▶ Select the preferred video codecs available for the communication server you are connecting to. The system will choose the best connection from the selected codecs, so selecting "All" is the recommended setting. For a Lync connection, this section will be blank.

Audio Codecs:

▶ Select the preferred audio codecs available for the communication server you are connecting to. Again, the system will choose the best connection from the selected codecs, so selecting "All" is the recommended setting.

Communications Type:

▶ Select the type of communication the ALICE Directory will use to communicate to the ALICE Client application. Valid options include:

- o SIP

  - ▪ Transport Protocol (UDP / TCP / TLS). **UDP is default**

- o Microsoft Lync 2010

- o Microsoft Lync 2013

Audio / Visual Settings Tab

The Audio / Visual Settings tab is used to select the Audio & Video devices the ALICE Receptionist Directory will use during communications.

Not all video cameras produce the same quality video and not all microphones produce the same audio quality. Higher quality video cameras will result in better quality video, just as higher quality microphones will produce better audio quality. Please consult an ALICE Receptionist representative if you are not sure what device to use.
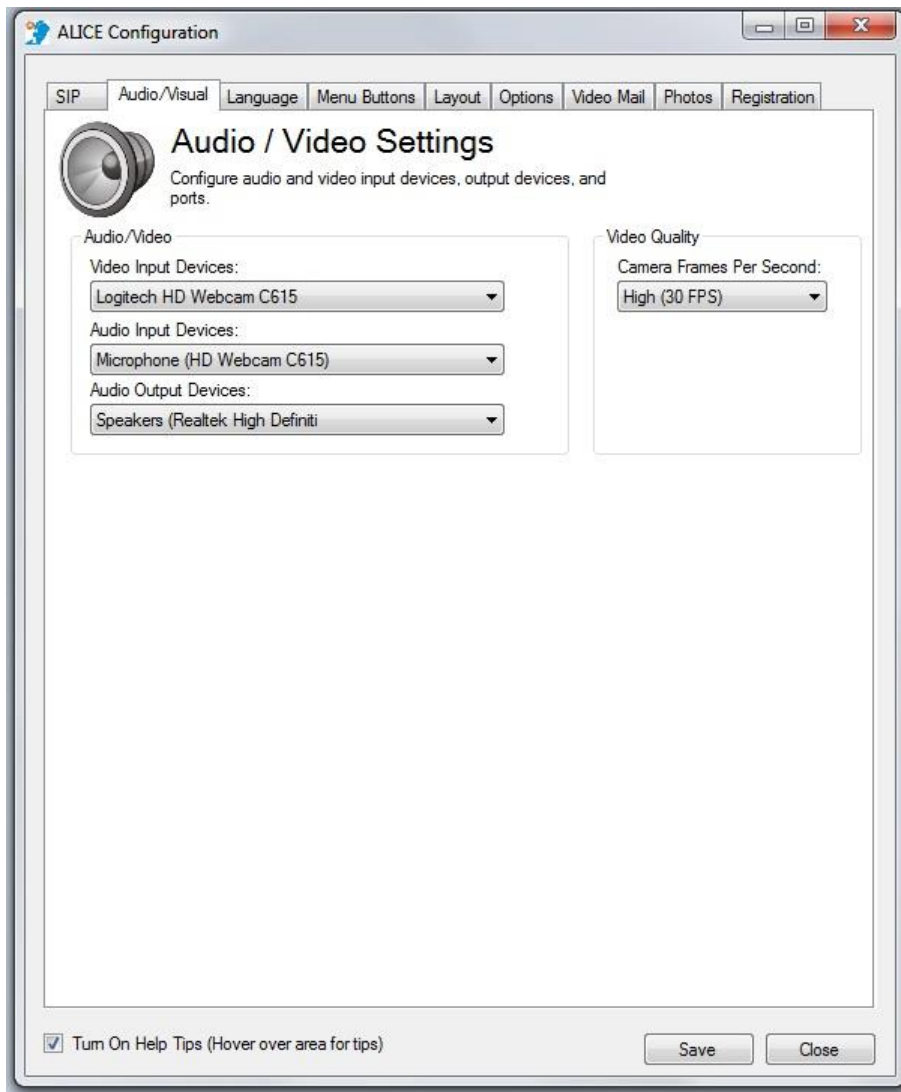
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Audio / Video

- ▶ **Video Input Devices:** Select the installed video camera.

- ▶ **Audio Input Devices:** If your system includes an externally attached speaker / microphone, select this as your input device. If you do not have an externally attached speaker / microphone, it is recommended you use the camera microphone.

- ▶ **Audio Output Devices:** If your system includes an externally attached Speaker / Microphone, select this as your Input Device. If you do not have an externally attached speaker / microphone, select the sound card device for your machine's speakers.

Video Quality

- ▶ **Camera Frames Per Second:**

  Depending on your attached or integrated web camera hardware abilities, you can select quality of the video by selected the Frames Per Second (FPS). If you have issues with video showing up at a higher video quality setting, your web camera may not support that setting, and you may have to try a lower video quality setting. 30 Frames Per Second is the recommended setting. This should only be changed if the camera on your device does not support this setting.

Language Settings Tab

The Language Settings tab is used to select language preferences, select custom videos and configure options for the ALICE videos. The prerecorded videos of the ALICE Receptionist come in a variety of personalities and languages. Depending on your ALICE licenses, you will have access to one or more of these languages and video personalities.

If you have purchased more than one Language package, you will see each of languages that you have available on this screen. If you have purchased more than one ALICE Personality, you will be able to select from the available ALICE Personalities.
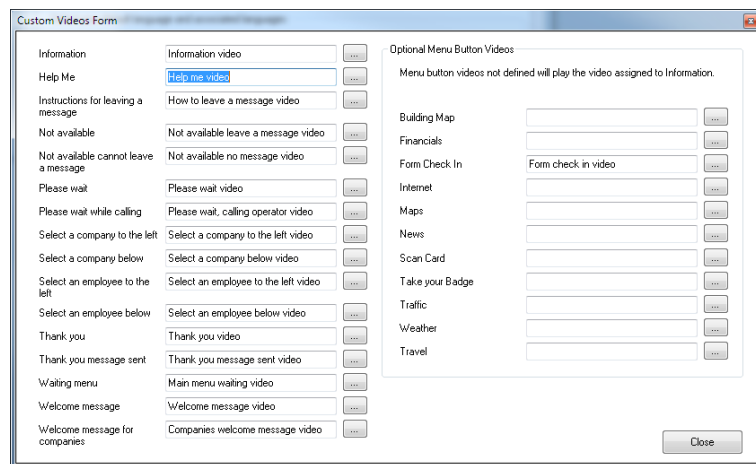
Select your default language and associated languages

- ▶ **Default Language:** Set the default language to be used by the ALICE system. The default language will run at startup, and the system will return to the default language if a visitor has chosen to communication with the Directory in another offered language.

- ▶ **Custom:** Check this option if you wish to use your own videos, flags, or flag labels in place of the provided ALICE Receptionist items. Once you select the Custom box you will need to use the Videos, Flag and Label button to setup your custom videos.

  - ○ **Videos:** Click the expand button [...] next to the Videos item to open the Custom Videos Form. Use the button next to each of the defined options to select your custom video file. Files must be saved in a Windows Media Format (.WMV) and should be set to a resolution of 624x624 for optimal viewing.

    - ▪ Different videos play at different times depending on the features configured on your ALICE System. If you are creating a custom set of videos for your ALICE System, you will only need to replace the standard ALICE videos that are used by the features you have turned on. For a list of which videos are used based on the system features, see the Custom Videos Guide document.

    - ▪ Click "Close" when finished uploading custom videos.

  - ○ **Flag:** Click the expand button [...] next to the Flag item to select your preferred flag image to represent the language a visitor may select. Your ALICE Directory comes pre-loaded with flags that will represent the languages you have purchased, however, if you prefer to use your own image you will upload it here. Clicking this button will launch an explorer window to find the image on your computer or network.

  - ○ **Label:** Click the expand button [...] next to the Label item to select your preferred image that will serve as the language label under the Flag for your custom videos.

Clicking this button will launch an explorer window to find the image on your computer or network.

▶ **Additional Language Selection** (English, French, German, Spanish, etc.): If you have more than one available language installed you can select as many languages as you want to be available. For each language you select, a flag representing the country for that language will display on the Directory screen. A visitor can press the corresponding flag button in order to change the language that the videos are spoken in.
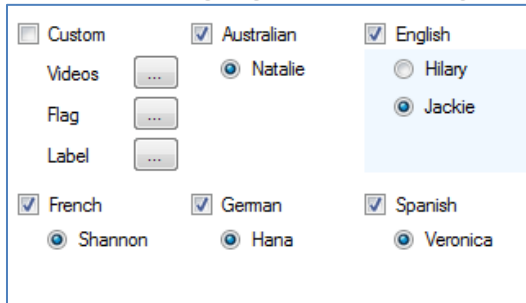
▶ **ALICE Personality Selection:** Some languages may have more than one ALICE personality listed under them; you can select which ALICE personality you would like to use for that Language.

▶ **Receptionist Preview:** The Receptionist preview area will display an image of the selected ALICE Personality.

Video Options
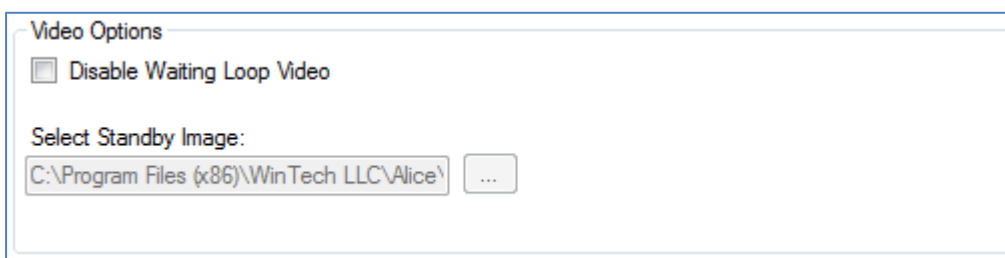
▶ **Disable Waiting Loop Video:** Check this option if you prefer to display an image on the ALICE Directory in place of the looping video of the ALICE personality standing and waiting for interaction with a visitor.

▶ **Select Standby Image:** If you check the Disable Waiting Loop Video feature, you will use this button to select the image to display in place of the standard video.
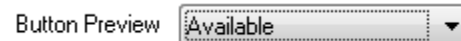
Menu Buttons Settings Tab

The Menu Buttons settings Tab is used to configure and customize the main menu buttons that display on the ALICE Directory screen. You can define the action for up to four buttons.

▸ **Button Preview:**

Select **Selected** to see a preview of what the menu buttons will look like when they are the selected button.

Select **Available** to see a preview of what the menu buttons will look like when they are not the selected button but are available to be clicked by the user.

▸ **Display Buttons:** Use the check boxes to turn on and off these standard buttons.

- o **Receptionist:** Will display a Receptionist button (An Employee must be designated as the Receptionist contact for this Directory using the ALICE Admin Portal or Admin App before the button will be visible on the Directory screen).

- o **Security:** Will display a Security button (An Employee must be designated as the Security contact for this Directory using the ALICE Admin Portal or Admin App before the button will be visible on the Directory screen).

- o **Help:** Will display the HELP button, which plays a brief video that explains how to use the Directory.

- o **Events:** Will display the Events Button, which when pressed will display a list of today's events for the current building. Configure your events page using the settings available on the Events tab.

▸ **Menu Button Options**: If you prefer to have specific button colors, background images for buttons, or text color on the buttons, you will make those selections in this section.

- o **Button On Image:** Select the image to use as the background image for buttons when they are selected. Affects all buttons except Hang Up button.

- o **Button Off Image:** Select the image to use as the background image for buttons when they are not selected. Affects all buttons except Hang Up button.

- o **Hang Up Image:** Select the image to use as the background image for the Hang Up button.

- o **Remove:** Removes the custom uploaded image and causes the system to use the default images.

- o **Text Color:** Sets the Text color for the buttons.

▸ **Add Button:** Click **Add Button** in this section to add a customizable button for the Directory screen. After clicking **Add Button**, a new button will appear. Type the caption of the button in the "Button Text" window. In this example, a button with the caption of "CUSTOM BUTTON" has been created and is ready to be customized.


- o **Delete Selected Button**: Removes the selected button.

- o **Button Text**: Set the caption that will display on the button.

- o **Button Functionality**: Set the function the button will perform when clicked. Currently there are two functions you can assign:

    - ▪ Open URL: Opens a website or HTML page. Enter URL address to be opened when the button is pressed.

        - • Remove Links: Disables links that open in new browser windows.

        - • Browser Zoom %: Set the percentage of zoom for the HTML page to use.

- o **Open Media File:** Display an image or play a video.

    - • Full Screen Video: Show the video in full screen mode to fill the video area on the ALICE Directory screen.

- o **Visitor Check-In:** Makes the button the Visitor Check-In button. When pressed will open the Visitor Check-In screen.

    - ▪ Badge Logo: Use the browse button to load an image to be printed on the Visitor Badge.

- o **Button Video**: Choose whether this button should launch a video by checking the box next to **Play video when button is pressed.**

    - ▪ Select from the ALICE videos which should be played when this button is pressed.
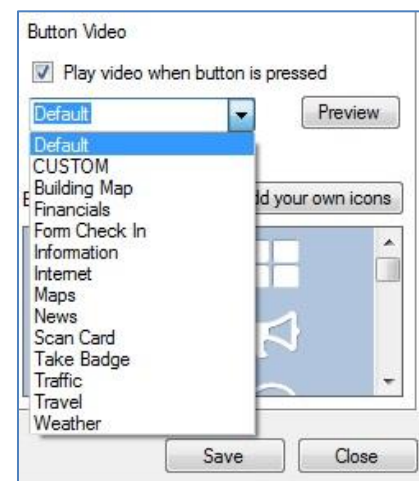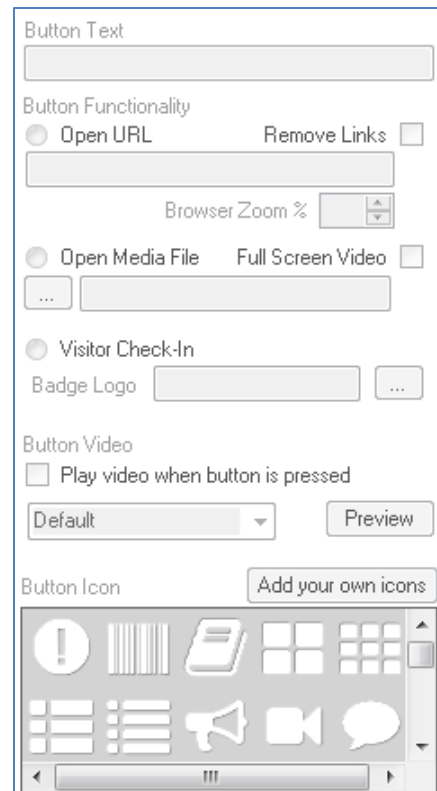
o **Button Icon**: Select the icon to be displayed on the selected button.

- The icon is the small graphic within the button that helps identify the button's functionality.

o **Add your own icons**: Use this button to upload your own custom button icons.

- Image size should be 100 x 100 pixels

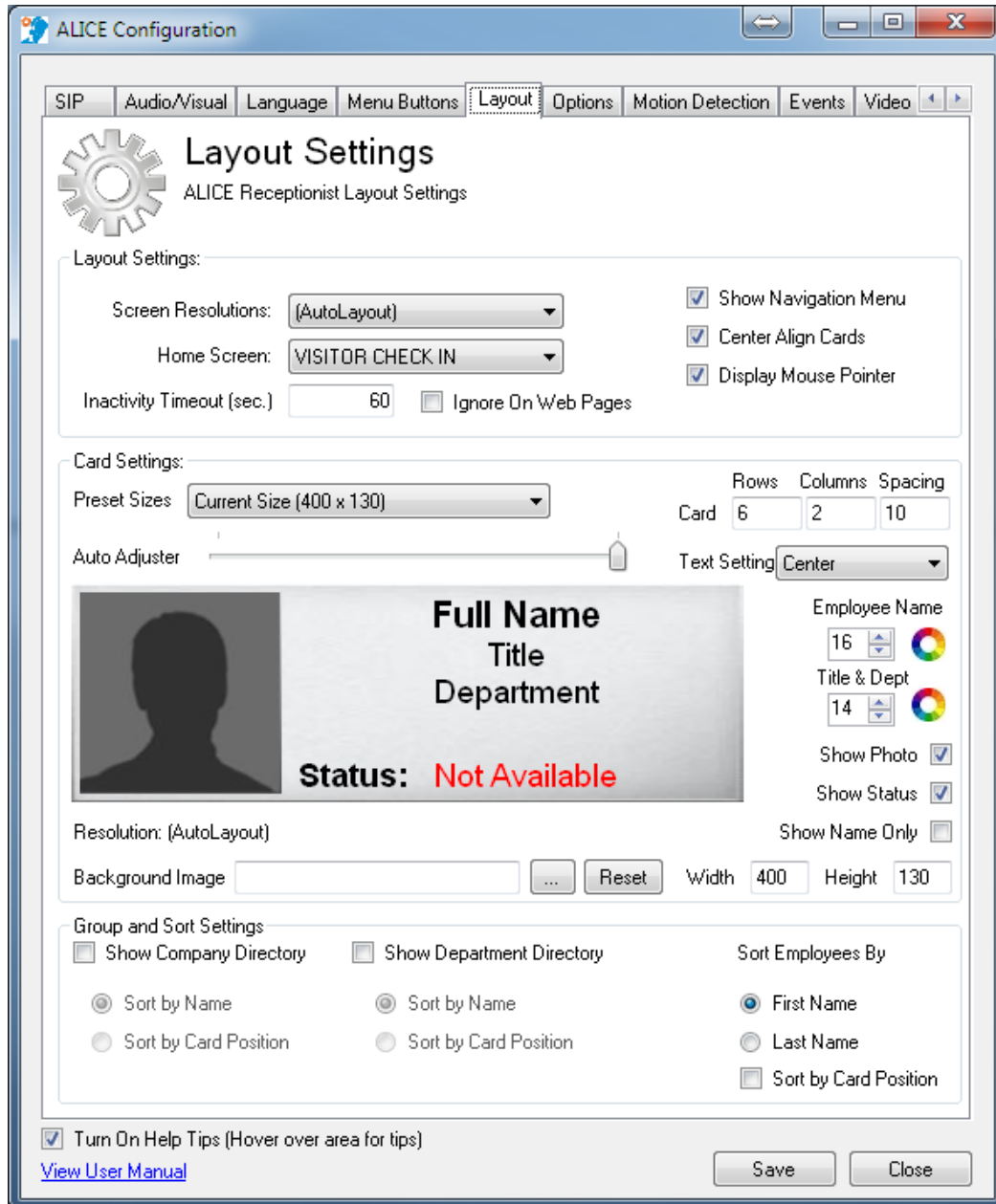- Image file format should be either .png or .jpg

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Layout Settings Tab

The Layout Settings Tab is used to configure various features that affect the appearance and layout of your ALICE Receptionist Directory screen. You can set up your system's layout options by making changes on this screen.

Layout Settings:

▶ **Screen Resolutions**: AutoLayout is the default selection and attempts to identify the resolution of your screen and choose the optimized corresponding layout. You can override this setting by selecting from the drop down list in one of the other resolution settings. Please note, if you select a different resolution and it does not match your screen resolution you will likely have incompatible graphics for your screen and will not be able to use the Directory until this is corrected.

▶ **Home Screen**: Select what screen the system will display when the software first loads. Default will display the Directory contacts list. Other options will be based on which Menu Buttons have been configured on the Menu Buttons tab. For example, the company website or building map might be displayed on the home screen instead of the Directory contacts list. If this is the case, the visitor would need to select "Employee List" in order to contact an Employee.

▶ **Inactivity Timeout (sec**.): Number of seconds the system will wait after someone interacts with it before it reverts back to the Home Screen and all other language presets. If set to zero, the system will not reset back to the home screen.

▶ **Ignore on Web Pages**: When checked the Inactivity Timeout will not apply when a web page is being displayed on the screen.

▶ **Show Navigation Menu**: Above the Directory contacts list, a bar showing alphabetical navigation can be displayed.

▶ **Center Align Cards**: Aligns the cards on the Directory evenly between the left and right margins.

▶ **Display Mouse Pointer:** This will turn on the mouse pointer if checked. In most cases this box should be left unchecked. On some machines the touchscreen drivers will override this feature and you must turn off the mouse pointer using the touchscreen settings for the computer. Additionally, if you need to load the Directory on a device for troubleshooting, you should turn on the mouse pointer.

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Card Settings:

The Card Settings section is where users can adjust details on how the Cards on the Directory are configured. By selecting one of the pre-defined card sizes (Custom Small or Custom Large), pre-defined settings are loaded into all of the card setting fields. Based on your screen resolution and preference in the size and number of cards for your directory, you can make adjustments to any or all of these settings. To see these changes in real time, be sure to refer to the example card under the Auto Adjuster.

- ▶ **Preset Sizes:** Select from the two (2) default card sizes (Small, Large). Different card sizes work better on different screen resolutions and screen layouts. Your system will come preconfigured for the best setup for your device.

  - o **Card Design Details**

    - ▪ **Card Rows:** The number of rows of cards to display.

    - ▪ **Card Columns:** The number of columns of cards to display.

    - ▪ **Spacing:** This is the space between cards, as measured by number of pixels. Depending on the size of cards and the number of rows and columns you have chosen, you may need to adjust the spacing accordingly through trial and error.

- o **Auto Adjuster:** By moving the slider left or right, this will adjust the size of the example card, which will allow you to see how the card will look.

  - **Text Setting:** Choose the text alignment on the card.

  - **Font Name:** Make adjustments to the font size and color for the name field on the cards.

  - **Font Others:** Make adjustments to the font size and color for all other fields on the cards (Department, Title)

  - **Show Photo:** This will display photos of users on Employee cards. If a photo file for the user has not been installed, a default shadow icon is used. Checking this box will create a Photos tab in the Configuration panel.

  - **Show Status:** Check this box to display the status indicator on the Employee cards on the Directory.

  - **Show Name Only:** Displays only Employee name on card; no Title or Department information will be displayed.

- o **Resolution: (Auto Layout)**

  - **Width:** The width in pixels of the card. For the best results use the Auto Adjuster to adjust the card height and width settings to ensure the card proportions remain properly scaled.

  - **Height:** The height in pixels of the card. For the best results use the Auto Adjuster to adjust the card height and width settings to ensure the card proportions remain properly scaled.

- o **Background Image:** Use this window to upload a custom background image to display behind the Employee name on the card. Click Reset to clear the custom image.

Care should be taken when modifying changes to the Cards settings as described above. The information on the cards can become unreadable if you make the card sizes too small or font sizes too big for the card size you select. If you find the settings you have made do not look as you expect, simply go back and try different settings.

Group and Sort Settings

▶ **Show Company Directory:** Check this box to display a list of Organization cards on the Directory.

   o   Sort by Name: Sort Organization cards by name

   o   Sort by Card Position: Sort Organization cards by card position given in the Admin Portal or Admin App

▶ **Show Department Directory:** Check this box to display a list of Department cards on the Directory.

   o   Sort by Name: Sort Department cards by name

   o   Sort by Card Position: Sort Department cards by card position given in the Admin Portal or Admin App

▶ **Sort Employees By:**

   o   First Name: Sort Employee cards by first name

   o   Last Name: Sort Employee cards by last name

   o   Sort by Card Position: Sort Employee cards by card position given in the Admin Portal or Admin App
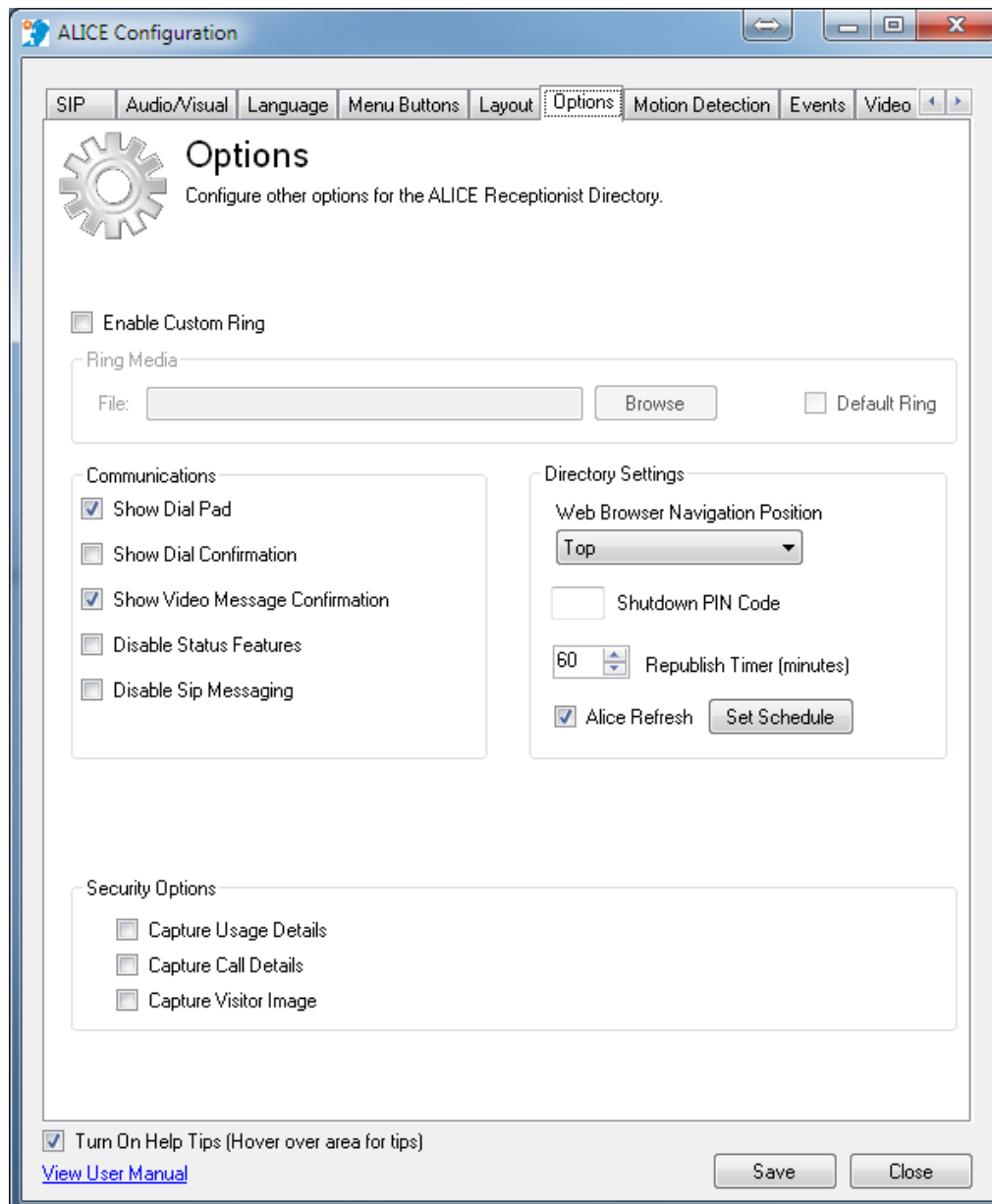
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Options Tab

The Options Settings Tab is used to configure various optional features including custom rings, confirmation messages, shutdown PIN code and security capture events.

▸ **Enable Custom Ring**
Depending on your phone system, you may or may not need to enable the Custom Ring setting. Most phone systems provide a ringing sound when a call is being connected so there is no need to enable the custom Ring setting. For those phone systems that do not provide a ringing sound when a call is being made, users may want to enable the Custom Ring feature to have the Directory play a ringing sound or another alert of their choosing.

> **File:** To select a custom ring use the browse button to load the desired sound file.

> **Default Ring:** Check this box to use the default ring sound. This is recommended if the Enable Custom Ring feature is turned on.

Communications:

▸ **Show Dial Pad:** Display an on-screen keypad that allows visitor to navigate phone system prompts when calls are made from the Directory to employees.

▸ **Show Dial Confirmation:** Display a confirmation pop-up window after a visitor touches on the Employee's card they want to call.

▸ **Show Video Message Confirmation:** Display a confirmation pop-up window to confirm the visitor wants to leave a video message after they fail to reach the person they are trying to reach. *Video Messages only apply to ALICE Client users.

▸ **Disable Status Features:** This will disable the Employee Status from showing on the Employee Cards. This is useful for customers running communications through their Microsoft Lync 2013 Servers.

▸ **Disable Sip Messaging:** This will disable all Sip messaging by the application. This should only be used when configuring the ALICE Directory to use the customers VoIP Communication server instead of ALICE Cloud Communication Servers.

Directory Settings:

▸ **Web Browser Navigation Position:** Choose from Top, Bottom and Hidden to set where the browser navigation panel will display on browser windows.

▸ **Shutdown PIN Code:** The ALICE System offers a hidden Shutdown. To prevent accidental visitor shutdown, enter a 4-digit PIN code in this window if you want to require a PIN code to be entered when the hidden Shutdown button is pressed.

▸ **Republish Timer (minutes):** Set the number of minutes the Directory should wait before checking for content changes made on the Admin Portal.

▸ **Alice Refresh:** When checked the ALICE software will do a complete refresh, meaning it will close and restart. This reduces the need to restart windows on occasion to clear memory and other operating system resources. Using the Set Schedule button this feature can be configured to refresh as frequently as once per day. It is recommend to set your refresh time to the middle of the night to ensure no users are impacted by this action during operating hours.

▸ **Capture Usage Details:** Capture events related to what buttons visitors are pressing on the screen.

▸ **Capture Call Details:** Capture events related to calls from the ALICE system to employees.

▸ **Capture User Image:** Capture images of visitors, initiated by the motion detection feature.

SHUT DOWN BUTTON
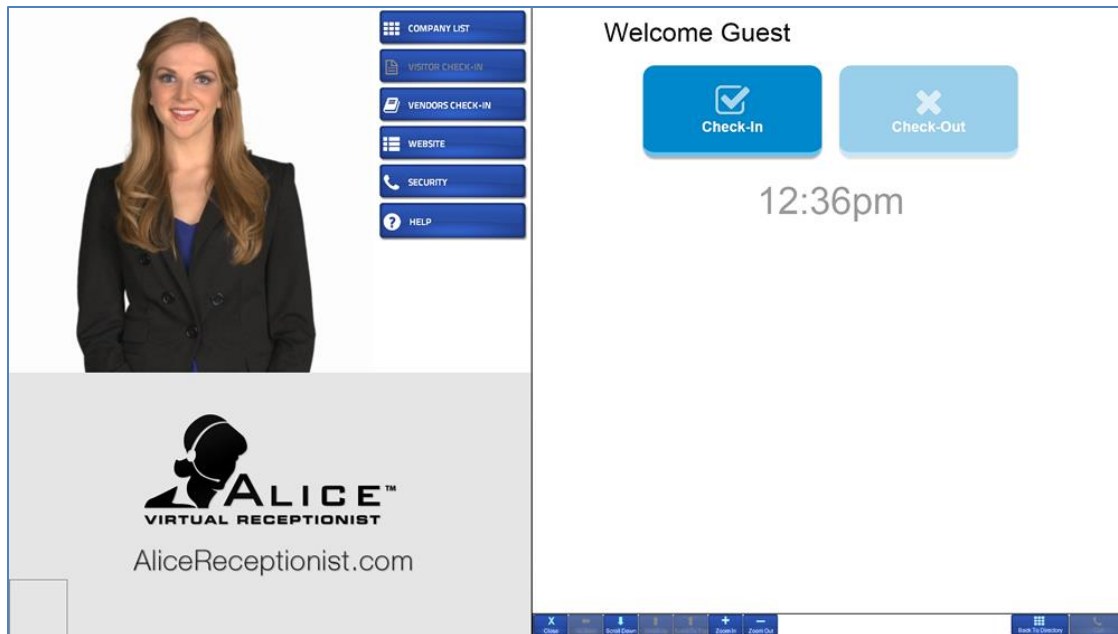
The hidden Shutdown button is typically located in the bottom left hand corner of the screen. By pressing this area 10 times in a row, the ALICE Directory will close and give the user access to the Windows desktop.

Motion Detection Tab

The Motion Detection Settings Tab is used to configure the motion detection feature.
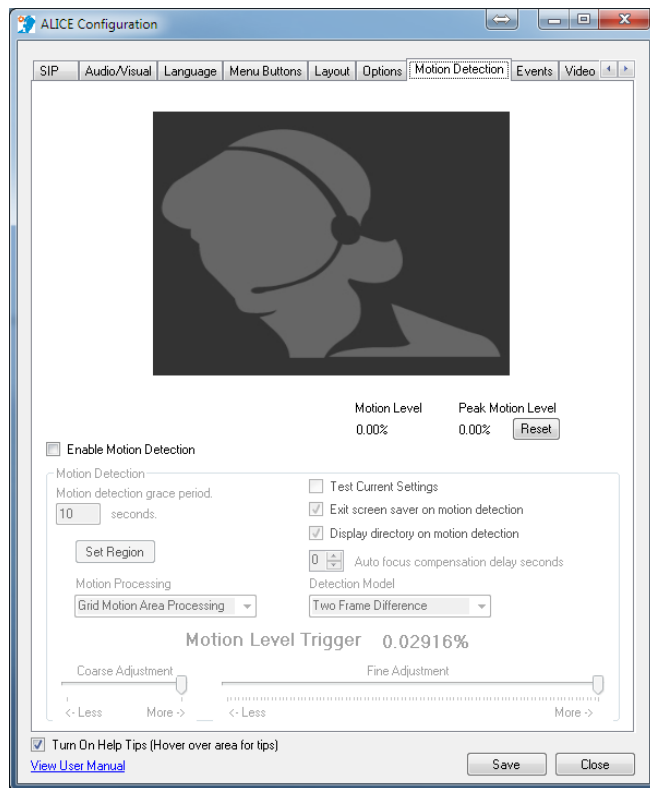
▶ **Enable Motion Detection:** Check this box to enable motion detection by the Directory camera. Uncheck to turn off motion detection. * *Motion Detection must be turned on for the following features to work: Operator Mode and Capture Visitor Images.*

▶ **Motion Detection Grace Period:** This is the number of seconds the system will wait after the last visitor interaction before it starts attempting to detect new visitors.

▶ **Set Region:** Allow you to set the area viewed by the camera that you want to limit motion detection to.

▶ **Motion Processing:** Changes the type of processing used for motion detection.

▶ **Test Current Settings:** Check this option to turn on the camera and perform motion detection sensitivity testing. The video image will display red in the areas it detects motion.

▶ **Exit Screen Saver on Motion Detection:** Check this box to exit the Windows screen saver when the motion detection senses a visitor.

▶ **Display directory on Motion detection:** This will cause the Company / Department or Employee directory to display when the Motion Detection senses movement, even when the Home Screen on the layout tab is set to something other than the Directory screen.

▶ **Auto focus compensation delay seconds:** Some cameras auto-focus every time they are turned on which causes false positive motion detection. To avoid this enter a number of seconds they system should delay before it starts looking for motion detection after the camera is turned on. 6 seconds is normally a sufficient amount of time.

▶ **Detection Model:** Set the model used for motion detection.

▶ **Motion Level Trigger:** Shows the percentage of motion detected during testing.

▸ **Coarse Adjustment and Fine Adjustment:** The coarse and fine adjustments work together to identify how sensitive the motion detection should be. Sensitivity determines at what point a visitor walking in front of the camera will be detected. A Low Coarse setting will result in a visitor only being detected at very close distances. A High Coarse setting will result in a visitor being detected from a greater distance. The Fine adjustment can be used to fine tune adjustments once the correct coarse setting is made.

Events Tab
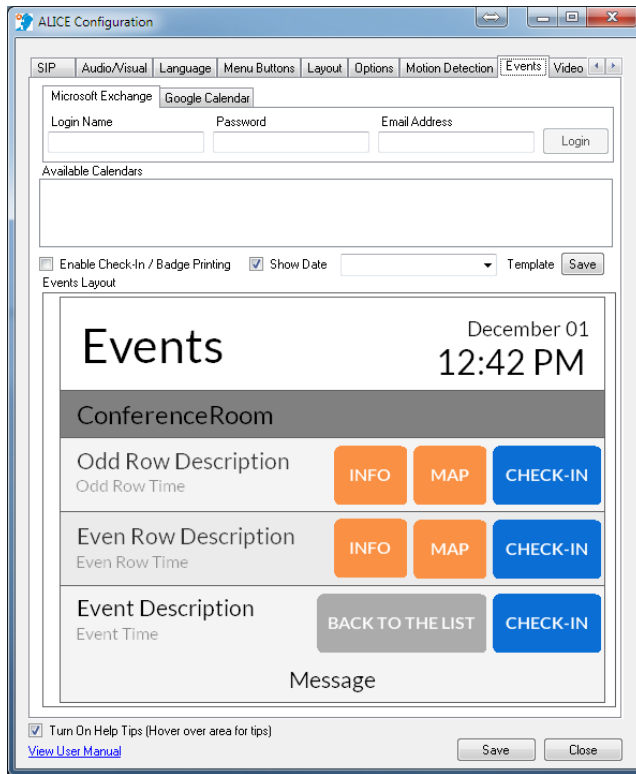
The Events Tab is used to display a list of events from one or more calendars. The calendars can be either Microsoft Outlook or Google Calendars. All events scheduled for the current date will be displayed on the screen for any calendars that are selected.

Calendars:

Microsoft Exchange Tab: Enter the credentials for the outlook account that contains the calendar you wish to retrieve:

▶ Login Name: Outlook user name

▶ Password: Outlook User password

▶ Email Address: Outlook User Email Address

▶ Login: Press the Login button to connect to the Exchange Server and retrieve a list of calendars for the user.

Available Calendars

☑ Calendar
☑ Conference Room Alpha
☑ Conference Room Delta

If the login credentials are correct a list of calendars associated with that user will be displayed. Select any and all calendars you will to display events for.

Google Calendar Tab:

*Before retriving a list of calendars from a Google account, you must be logged into your Google account on a browser with the account you wish to use.

Microsoft Exchange | Google Calendar

Email Address

Joe.Brown@gmail.com   Login

Enter the email address for the user who's calendar you want to retrieve. A browser window will appear prompting you to approve access to this users calendar. Click the Accept button to allow ALICE to retrieve a list of calendars from this google account.

After permission is granted, a list of calendars will be returned and will display in the Available Calendars section along with any other calendars that may have been retrieved from an Outlook account.

▾ Alice Receptionist would like to:

31 View your calendars   ⓘ

By clicking Accept, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other Account Permissions at any time.

Cancel   Accept
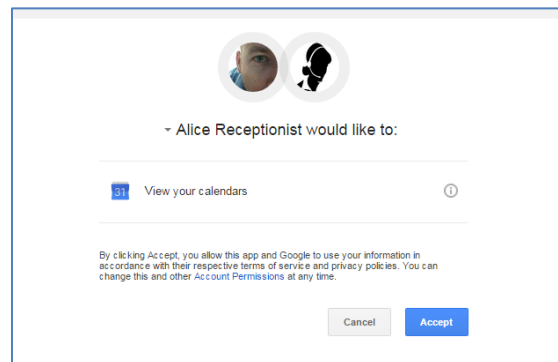
☐ Enable Check-In / Badge Printing   ☑ Show Date   Raised   ▾   Event Button Style

▶ **Enable Check-In / Badge Printing:** if checked will enable the Check-In button for each event, when pressed the visitor will be shown the Visitor check-in screen.
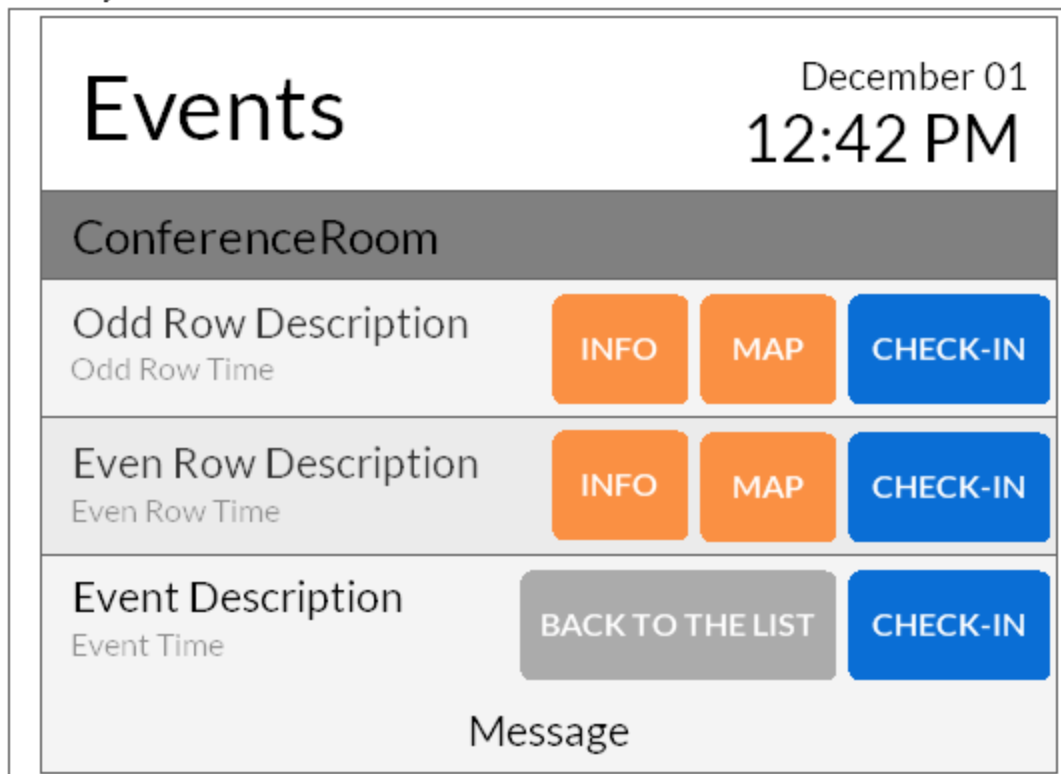
▶ **Show Date:** Displays the days date in the header of the Events page

▶ **Event Button Style:** Change the style of the Event buttons

Events Layout

The Events Layout section allows the user the ability to modify the colors and fonts of the Events page. To modify any section simply click on that section and the appropriate window will display to allow you to make modifications.

Events Layout
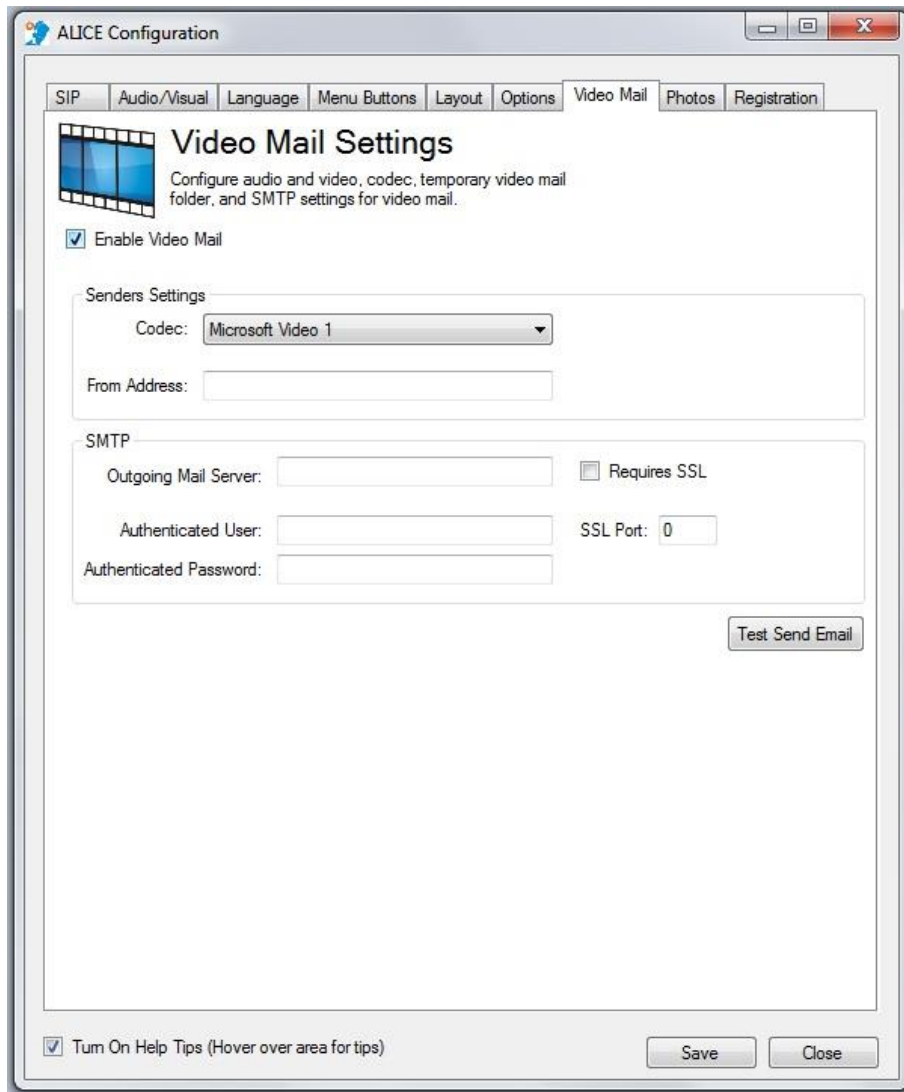
Video Mail Tab

The Video Mail Tab is used to configure the video mail feature, which is available to users who are using the ALICE Client software to receive calls from the ALICE Directory. The Video Mail feature allows visitors to record video message which are sent to the employees email account when the employee does not answer call from the Directory.

▶ **Enable Video Mail**
Check this box to turn on the Video Mail feature and enable the field below for configuration.

Senders Settings

▶ **Codec:** The video codec that will record the video message from the Directory.

▶ **From Address:** Email address that will show as the "From" address when video emails are sent to client.

SMTP Settings:

▶ **Outgoing Mail Server:** Mail server name for your organization or hosted mail server.

▶ **Authenticated User:** The authenticated user name that will be used to send Video Mail (not all mail servers require authentication)

▶ **Authenticated Password:** The password for the authenticated user (if required).

▶ **Requires SSL:** Check this box if your mail server requires SSL.

▶ **SSL Port:** If you checked Requires SSL, you will need to enter the SSL Port Number here.

▶ **TEST Send Email:** Press this button to test your email settings. If successful, the email address in the From Address field will receive an email notification from the ALICE system.
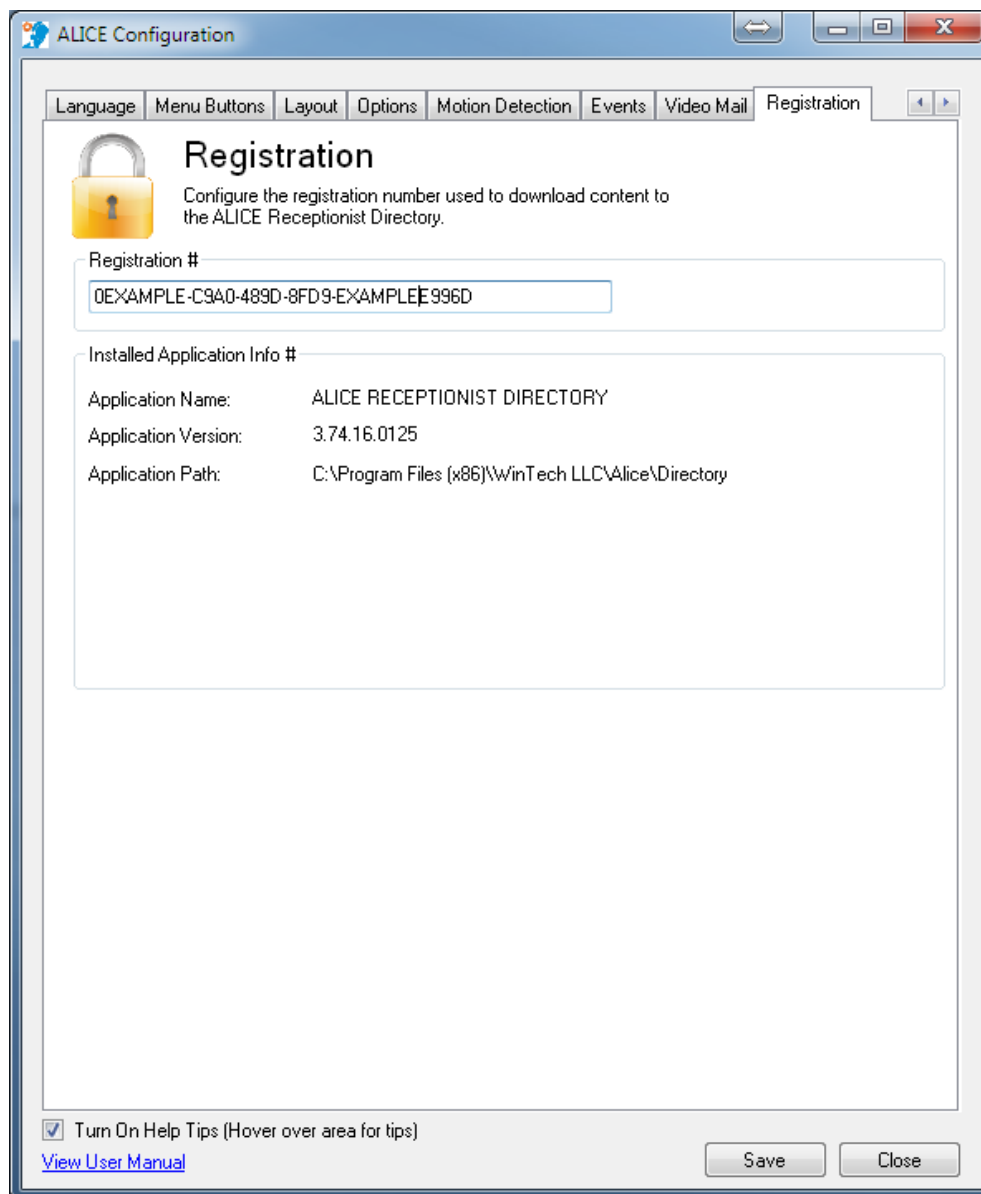
ALICE Receptionist
DIRECTORY INSTALLATION MANUAL

Registration

The final step of Configuration is to enter in your unique Registration Number. This number is unique to this machine and will be provided when your license has been purchased. Enter your registration number and press **Save**.

The **Installed Application Info** section provides information regarding your installed version of the ALICE Receptionist Directory.

Configuration of the ALICE Receptionist Directory is now complete and you can install the ALICE Receptionist Client software on users' computers for any ALICE Clients. If your users are using the VoIP phone system for communication, you will not need to install the ALICE Receptionist Client software.

Other Recommendations

Auto Login: It is recommended that the ALICE Receptionist Directory be configured to log in automatically upon power up. This will ensure the system can self-start in the event of an unexpected reboot.

Windows Start-Up: It is recommended that the ALICE Receptionist Directory be configured to load at Windows Start-Up. This will ensure it restarts should the machine be rebooted at any time.

Internet Connection: It is important for your Directory machine to keep an active Internet connection to ensure availability of updates and content changes.

Single Purpose Design: The ALICE Receptionist Directory is designed to run on a single-use machine. This means the machine should not be used by other users for any other purposes.