

1 What Is Designation Card Manager?

The Designation Card Manager makes it possible for you to create designation cards to put on your Ericsson telephones. All you need is a PC and a printer. Designation Card Manager can be used both with Ericsson pre-cut papers, or with any paper your printer will take. A wide variety of standard labels for Ericsson telephones are available, and translations for several languages are included in the program.

Producing standard designation cards is a matter of a few key presses! And what's more, you can edit each single key label, to enter extension numbers and names. You can even include symbols on the designation cards. No more hand-written labels on your telephones. A free selection of colors and text styles makes it easy to personalize your office telephones.

Note: *On some telephones, the plastic cover over the designation card is transparent grey, which may change the appearance of colors.*

1.1 Requirements

- Windows 98 Second Edition, Windows Me, Windows 2000 (service pack 2 or higher), Windows XP (service pack 1 or higher) or Windows NT4 (service pack 4 or higher)
- TrueType font Arial required. Any additional TrueType fonts can also be used.
- A4 capable printer.

2 How To Use the Designation Card Manager

2.1 Creating Designation Cards

To create a new designation card layout

From the File menu, Select New Card.

Make selections of language, telephone type etc.

When you see the generated telephone layout on your screen, you can edit each label.

***Note:** As the program does not supply all languages for all telephone types, some texts may appear in English even if you selected another language. However, you can edit these texts and type your own translation.*

To edit text

Click on the text to edit.

Type your text, select font, color, horizontal and vertical alignment etc.

Add new texts in the empty fields.

You can press Tab to go to the next field.

The text fields are quite limited. Use a small text size to fit more text. You can break the text into more than one line. Always check the end result by a test print, since the design window does not show the exact output.

To use images and symbols

Click the Image radio button.

Browse to find your icon or logo.

See section 2.8 Logos In the Image Directory .

To enter extension numbers (Dialog 3000 phones only)

You can enter an extension number on the extension number label, or you can let the Designation Card Manager create a running number series automatically during printout.

2.2 Saving Designation Cards

From the File menu, Select Save.

Save your designation cards on your computer or network drive.

It is a good idea to create sets of designation cards for your office, and saving them in a directory. By default, this is the Cards directory.

Note: *If you are using a network drive to save your designation cards, the network drive must be mapped to a drive letter. Otherwise, printout will not work correctly. Please refer to your Windows help on how to map a network drive.*

Storing and distributing designation cards

By setting up a library of ready-made designation card files, you will make it easy to reprint cards later, or to make copies for creating similar cards. It is also possible to create the cards on one computer, and move them to another computer for printout, as long as Designation Card Manager is installed on both computers.

2.3 Printing Designation Cards

To print a single card

You can print the single card that you have created or opened. You can print on Ericsson pre-cut designation card papers, or any A4 size paper.

Mark the checkbox for each of the card items that you want to print.

Depending on telephone type, you can select the designation cards for telephone and the additional key panels, and the cards for extension number and the pull-out leaf.

Click the Print button.

Now you can choose to print on standard paper or pre-cut paper. For pre-cut papers, it is recommended to perform an initial printer calibration. See section 2.7 Printer Calibration .

Printing using the Print Wizard

Using the Print Wizard, you can print cards for a selected telephone, without opening the file, or you can print all cards that you have saved in a directory. The Print Wizard also helps you to print an automatic numbering sequence for extension number cards.

2.4 Time-saving Features For Editing Designation Cards

To change the style for all text fields of a telephone

From the Edit menu, select Change Field Styles.

To be able to change a property, you must first activate the property.

Click the checkbox next to the property you want to edit.

Apply the changes by pressing Apply or OK.

If you choose Apply, you can undo the changes by pressing Cancel. If you choose OK, the changes are made and the window is closed.

To re-use the style from one field to another

Edit a text field as appropriate.

Text size, alignment, font, color etc. The style settings are saved.

Click in another field which is empty and start to type.

The style of the previously selected field is applied to the new field.

To cut, copy and paste between fields

Any text or image in a field can be cut or copied and later pasted in another field by using the commands in the Edit menu or the equivalent keyboard shortcuts.

If you paste text in a field already containing some text, the format of the pasted text is ignored, i.e. the pasted text uses the same format as the text already written.

2.5 Creating Your Own Symbols

The Designation Card Manager can use any Windows bitmap file that you can create in your preferred image editing software. In order to make the image fit correctly on the designation cards, the images must be of the correct sizes, see page 7.

If the proportions are not correct, the Designation Card Manager will resize the image when importing, resulting in bad image quality.

To create an image

Find an image of the correct size in the Images directory.

Use this image as a template in your preferred image editing software. Or, you can create a completely new image of the correct size.

Edit the symbol as desired.

Make sure there is a one pixel black or grey dot in each of the upper left and lower right corners.

This is to assure white space around the symbol or icon.

Otherwise, Designation Card Manager will size up the image to the edges of the field.

Save the image under a new name.

If you do not want to save your images in the Images directory, please make sure that you save them in the same directory as where you put your corresponding cards.

Image sizes for Dialog 4000 phones

For example Dialog 4223, Dialog 4224 Operator, Dialog 4147 etc.

490x57 pixels:	For wide header images on the top of wide designation cards for Dialog 4224 Operator, Dialog 4225, 4425, 4422, 4222, 4220 and 4147.
343x125 pixels:	For narrow header images on the top of narrow designation cards for Dialog 4186 and 4223.
216x125 pixels:	For symbols on Dialog 4224 Operator, Dialog 4225, 4425, 4422, 4222, 4220 and 4147.
314x125 pixels:	For symbols on Dialog 4186 and 4223.

Image sizes for Dialog 3000 phones

For example Dialog 3213, 3212, 3214, Dialog 3185 etc.

572x125 pixels:	For wide header images on the top of wide designation cards for Dialog 3213, Dialog 3214
308x125 pixels:	For narrow header images on the top of narrow designation cards for Dialog 3212, Dialog 3185.
375x38 pixels:	For a low header image on the top of Dialog 3210 designation card.
338x125 pixels:	For symbols on the 3210 or analog telephones.
300x125 pixels:	For symbols on other telephones and key panels.

2.6 Using Pre-cut Paper

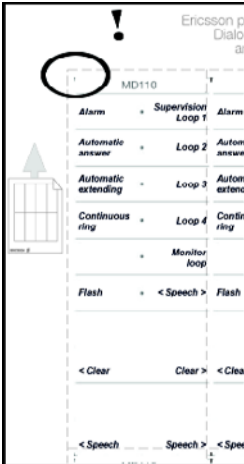
It is recommended to use Ericsson pre-cut papers. They have been perforated to make it easy to produce professionally looking designation cards for your Ericsson telephones. You can order them from your local Ericsson distributor, visit <http://www.ericsson.com/enterprise/contacts.shtml>.

Name:	
Position:	
Company:	
Address:	
City:	
Postcode:	Country:
Tel:	Fax:
Email:	

<i>Pre-cut designation papers in white, for Dialog 4000 telephones.</i>		
<i>Quantity</i>	<i>Article number</i>	<i>Description</i>
x20	LZTBS 160 021/1	Dialog 4224 Operator
x20	LZTBS 160 021/2	Dialog 4223, 4186
x20	LZTBS 160 021/3	Dialog 4225, 4425, 4422, 4222, 4220, 4147
x20	LZTBS 160 021/4	Key panel
x20	LZTBS 160 021/5	Pull-out leaf for Dialog 4224 Operator, 4225, 4425, 4223
x20	LZTBS 160 021/6	Pull-out leaf for Dialog 4422, 4222, 4220

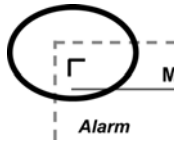
<i>Pre-cut designation papers in grey, for Dialog 3000 telephones.</i>		
<i>Quantity</i>	<i>Article number</i>	<i>Description</i>
x20	LZTBS 203 10/1	Extension number labels
x20	LZTBS 203 10/2	Dialog 3210
x20	LZTBS 203 10/3	Dialog 3211, Dialog 3212
x20	LZTBS 203 10/4	Dialog 3213, Dialog 3413, Dialog 3214
x20	LZTBS 203 10/5	Key panel
x20	LZTBS 203 10/6	Dialog 3145, Dialog 3146, Dialog 3185, Dialog 3186

2.7 Printer Calibration



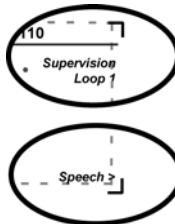
The position of a printout may be different on different printers. If you use Ericsson pre-cut papers, it is important that the printout is placed correctly inside the pre-cut designation cards. If you print on ordinary paper, you do not have to perform the calibration.

After your calibration is ready, the DCM program will store the adjusting values (x and y offset) on your computer. Therefore, you do not have to repeat the calibration, unless you change printer. It will be valid for all pre-cut papers.



Calibrate Scaling

Use this calibration feature if you need to compensate for any horizontal or vertical scaling error in your printouts. This is useful, because some printers may produce printouts, which are a little too large or too small.



Notes:

The calibration values will be stored in the file "TTDCM1.ini", which is located in the Designation Card Manager program folder, or the Windows System folder. Make sure the file "TTDCM1.ini" is present and that it is not write-protected.


















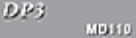
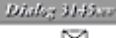
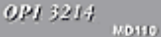
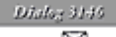
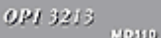

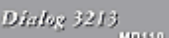


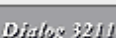


There is no need to discard a designation card paper that has been used for calibration. To avoid the upper left position, set the number of designation card copies to at least two.

2.8 Logos In the Image Directory





















Dialog 4000 phones

BusinessPhone	Business Phone Logo_4222.bmp
Dialog 4222 Office	BP_4222.bmp
Dialog 4220 Lite	BP_4220.bmp
Dialog 4224 Operator	BP_4224.bmp
BusinessPhone	Business Phone Logo_4223.bmp
Dialog 4223 Professional	BP_4223.bmp
MD110	MD110Logo_4224.bmp
Dialog 4222	MD110_4222.bmp
Dialog 4220	MD110_4220.bmp
MD110	MD110Logo_4223.bmp
Dialog 4223	MD110_4223.bmp
Dialog 4225	MD110_4225.bmp
Dialog 4425 IP Vision	MD110_4425IPVision.bmp
Dialog 4422 IP Office	MD110_4422IPOffice.bmp
Dialog 4147	MD110_4147.bmp
Dialog 4186	MD110_4186.bmp

Dialog 3000 phones

	BP_Logo.bmp		Fx25050comp.bmp
	BP_Logo_3213.bmp		Fx250comp.bmp
	Eric_Logo_Black.bmp		Fx25050hotel.bmp
	Eric_Logo_Black_3213.bmp		Fx25050budg.bmp
	Eric_Logo_Blue.bmp		Fx25050oper.bmp
	Eric_Logo_Blue_3213.bmp		Fx25050busn.bmp
			Fx250busn.bmp
	MD110Logo wide.bmp		MD110_Logo.bmp
	EriessonLogo wide.bmp		EriessonLogo.bmp
	MD110_DP3.bmp		MD110_3145MW.bmp
	MD110_OPI_3214.bmp		MD110_3146.bmp
	MD110_OPI_3213.bmp		MD110_3145.bmp
	MD110_3213.bmp		MD110_3185.bmp
	MD110_3413.bmp		MD110_3211.bmp
	MD110_3210.bmp		MD110_3212.bmp

Dialog 3000 phones

	cleaning.bmp		operator.bmp
	cleaning_3210.bmp		operator_3210.bmp
	dontdisturb.bmp		reception.bmp
	dontdisturb_3210.bmp		reception_3210.bmp
	info.bmp		restaurant.bmp
	info_3210.bmp		restaurant_3210.bmp
	lineout.bmp		roomservice.bmp
	lineout_3210.bmp		roomservice_3210.bmp
	message.bmp		wakeup.bmp
	message_3210.bmp		wakeup_3210.bmp

2.10 Creating Designation Cards for other telephones (Dialog 3201, Dialog 3202 etc.)

You may be using a telephone which is not available in the Designation Card Manager. If that is the case, please select the corresponding telephone and adjust the designation card, as follows:

<i>Your telephone</i>	<i>Corresponding telephone</i>
Dialog 3201	Dialog 3211
Dialog 3202	Dialog 3212
Dialog 3203	Dialog 3213

When you have selected your language and the corresponding telephone, the designation card is displayed in the design window of DCM.

Mark the header field of the card.

Click at "Text" above the card.

The header image disappears.

Type the name of the telephone, eg "Dialog 3202" and style the text as appropriate.

When printing the designation card, please use the pre-cut papers for the corresponding telephone according to the table above.

3 The Import Wizard (BusinessPhone)

The Designation Card Manager can generate designation cards automatically, by importing data about the programmable keys. The BusinessPhone Management Suite (BMS) and the BusinessPhone Extension Assistant (BEA), article number FASBS 102 213/CD, are capable of exporting the type of text file that the Import Wizard can read. The data is located in a comma-separated file. The text file with data about the programmable keys is called a BMS export file. It is assigned a name starting with "DCMGEN" and the time of creation. File name extension is ".ext".

3.1 Generating Cards by Using the Import Wizard

To start the import process

From the File menu, select Import Wizard.

Choose the folder where the BMS export file is located, and click Next.

A list of valid export files appears.

Select the file you want to import.

A list appears showing all phones and directory numbers (in brackets) found in the export file.

To avoid generating a card for a phone, select it and move it to the other list.

Import language selection

The BMS export file has a preset BMS export language. However, you can change the language of the designation cards by selecting from a list.

Generated designation cards

When the designation cards have been generated, you can open and edit them as appropriate.

File name is "Generated-000.dcm ", where 000 is the extension number of each phone (asterisks (*) replaced by letter (A)).

Note: *If the report contains directory numbers where no card was generated, it is because there is no phone connected, or it is an unrecognised phone type, or a phone that does not have a designation card.*

Adjusting the DCM export file

If you are not satisfied with the suggested texts in the cards, do this to avoid having to edit each single card:

Open the BMS export file in a text editor and modify the key texts until you are satisfied, taking care not to change any other information.

Run the Import Wizard again to create a new set of cards.

3.2 BMS Export File Structure

[General]

*DCM file generated online/offline at
 yymmdd,hhmm by BMS user BMSuserid
 Numberofphones=nnn
 Language=selected export language
 Release=systemrelease
 ModifiedKeyLayout=N/Y (BMS 3.x, note 1)*

[Phone1]

*dirnum=dddd
 teltype=DBCxxx
 acdkeylayout=0/1/2 (BMS 3.x, note 1)*

*text1=key#,function,assigned
 number,directory book entry,individual
 abbreviated number,text suggestion*

*text2=key#,function,assigned
 number,directory book entry,individual
 abbreviated number,text suggestion*

*text3=key#,function,assigned
 number,directory book entry,individual
 abbreviated number,text suggestion*

*text4=key#,function,assigned
 number,directory book entry,individual
 abbreviated number,text suggestion*

[Phone2]

*dirnum=dddd
 teltype=DBCxxx
 acdkeylayout=0/1/2*

*text1=key#,function,assigned
 number,directory book entry,individual
 abbreviated number,text suggestion*

*text2=key#,function,assigned
 number,directory book entry,individual
 abbreviated number,text suggestion*

...

[End]

Note: 1) Only valid for BMS 3.x

3.3 Description of the BMS Export File Contents

Property	Description	Note
online/offline	Indicates if the file was generated running an online or offline programming session	(optional)
yymmdd,hhmm	Date and time of file creation	(optional)
BMSuserid	Identification of the BMS user who created the file	(optional)
Numberofphones=nnn	Counter for the number of extensions included in the file	(optional)
selected export language	Language of the exported data from the exchange, e.g. "EN" for English. You can change language during import.	
systemrelease	Release of the originating exchange	
ModifiedKeyLayout	N (No) indicates that telephone types DBC220, DBC 222 (BMS 3.x, and DBC223 use key layout from before Release 8.	(note 1)
dirnum=dddd	Internal directory number of an extension	
DBCxxx	Type of telephone physically connected	
acdkeylayout	1 indicates ACD layout with clerical key, 2 indicates ACD layout without clerical key, else standard layout	(BMS 3.x, note 1)
text1=key#,...	Per-key descriptions containing all necessary information. The line starts with 'text#=', where # is a counter starting with 1 and is incremented by 1 up to the last defined key per handled extension	(note 2)
function	Name of function	(optional)
assigned number	Number associated to the function	(optional)
directory book entry	Entry in the telephone system directory	(optional)
individual abbreviated number	Abbreviated number programmed on the key, which will be put on the card	(optional)
text suggestion	The text that will be put on the card	

Notes:

(1) Only valid for BMS 3.x

(2) The comma-separation must be correct on the line even if an item is blank. However, if neither a function nor an individual abbreviated number is specified for the numbered key, the whole line can be omitted.

(optional) Optional item not used by the Import Wizard.

3.4 Examples For Key Definitions

```
text1=key1,Supervision,3401,BOB
BURNES,0049123454410,Sup BOB BURNES
```

- Supervision of extension 3401 is programmed on the first key.
- 'BOB BURNES' is stored in the directory book for extension 3401.
- 0049123454410 is programmed as individual abbreviated number on the key, and will be put on the designation card on that key.
- 'Sup BOB BURNES' is the suggested text that will be put on the designation card on that key.

```
text2=key3,Name
selection,3402,,00491888221275,Call 3402
```

- Name selection for extension 3402 is programmed on the third key.
- No name is stored in the directory book for extension 3402
- 00491888221275 is programmed as individual abbreviated number on the key, and will be put on the designation card on that key.
- 'Call 3402' is the suggested text that will be put on the designation card on that key.

```
text3=key4,,,,,00491888221276,
```

- No function assigned on the fourth key.
- 00491888221276 is programmed as individual abbreviated number on the key, and will be put on the designation card on that key.
- No suggested text since no function is defined.

Ericsson is shaping the future of Mobile and Broadband Internet communications through its continuous technology leadership. Providing innovative solutions in more than 140 countries, Ericsson is helping to create the most powerful communication companies in the world.

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