Customizable Home Screen for GT890

User's Guide

Before using this product and document, please read the following documents carefully. Also, please keep this document to the place where you can see any time.

- Safety Precautions and Regulatory Notices for GT Series
- GT890 User Guide (ST500) / GT890 Administration Guide(ST500)

GVT-189300-001
Issue 1.0
January, 2022

CAUTION

Caution:

Changes or modifications to this product not expressly approved by NEC Platforms, Ltd., or operation of this product in any way other than as detailed by this manual, could void your manufacturer warranty.

WARNING

Warning:

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Document Purpose

This document describes how to set up and use Customizable Home Screen V2.0 for GT890.
For GT890 itself and the other apps operations, please refer to “GT890 User Guide (ST500)”

This manual covers following topics:

- Product Overview
- Getting Started
- Operation
- Settings
- Appendix

Product Overview

Customizable Home Screen (hereafter referred to as CHS) is an application that works on GT890. It makes several tiles on LCD of GT890 so that the user can set various features (e.g. accessing to certain URL, launching apps, making a call) to each panel that makes the operation simple and handy. In addition, the app has reservation management feature.

Note:

For the fixed text (e.g. setting menu and options), CHS only supports English. For text entering with keyboard (e.g. text on Tiles and URL), it can be input and displayed in the same kinds of languages as GT890 supports.

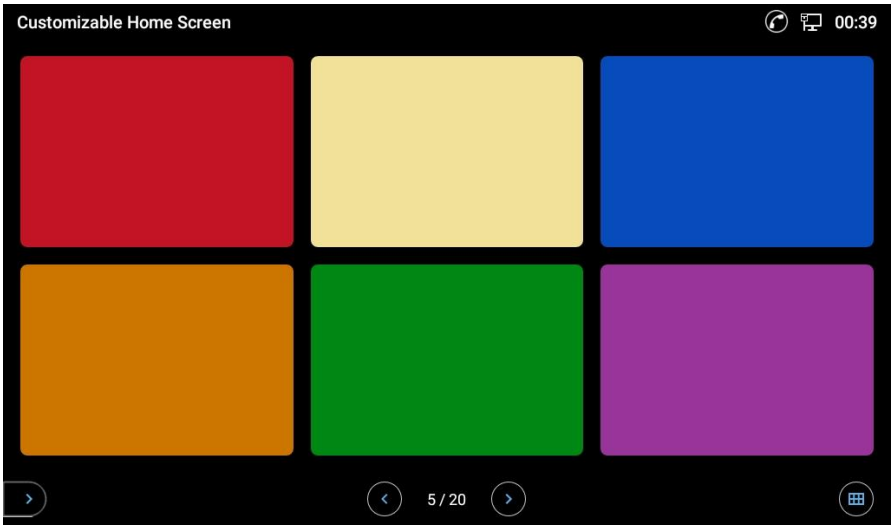


Figure 1: Customizable Home Screen overview

Table 1: Application info

Application Name	version
Customizable Home Screen	2.0

Supporting Device (Firmware version)

Customizable Home Screen is supported by IP Phone GT890 (Firmware version 1.0.4.70 or later).

Table 2: Model Lineup of GT890

Model Name	Description
ITX-3370-1(BK)TEL	Standard SIP Video Terminal (Black) for North America
ITX-3370-1W(BK)TEL	Standard SIP Video Terminal (Black) for Global

Supporting Communication Servers

The following communication servers support GT890.

Table 3: GT890 Supporting Communication Server

	Communication Server Name
1	UNIVERGE SV9500 (V7 or later)
2	UNIVERGE SV9300 (V7 or later)
3	UNIVERGE SV9100 (R10 or later)
4	SL2100 (R3 or later)

Getting Started

CHS is available for downloading from “NEC Apps” on GT890. For how to use NEC Apps, please refer to “GT890 Administration Guide(ST500)”.
When CHS on NEC Apps is updated, users can install again to upgrade.

To start using CHS, it is necessary to do some pre-works. This section describes the following steps:

- Pre-work with ST500
- Operation at the first startup
- Names of each part of CHS

Pre-work with ST500

Certain items of ST500 on GT890 needs to be set beforehand to use Customizable Home Screen properly. Please start ST500 and set the following items.

1. Tap Menu button, and tap **Settings**.
   - The **Settings** screen is displayed.

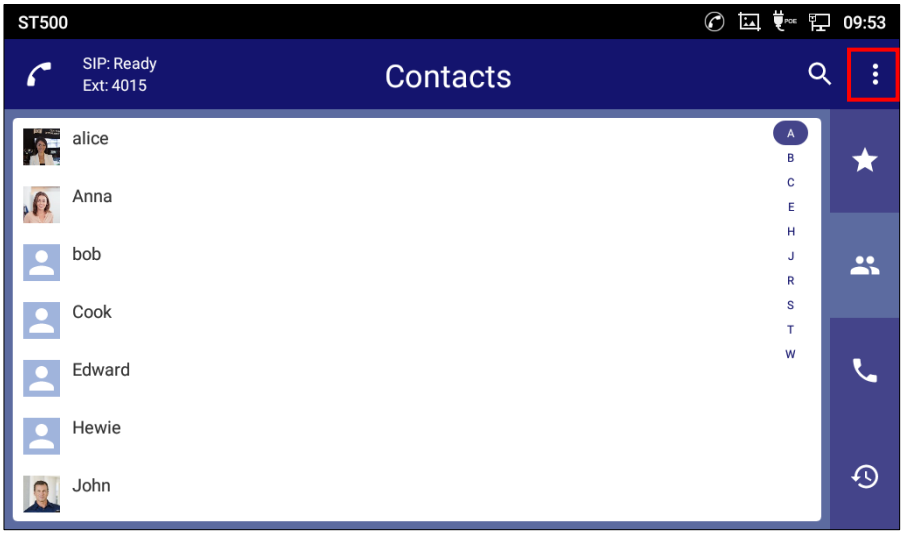


Figure 2: ST500 Pre-work

2. On the **Settings** screen, tap **Profiles**.
   - The **Profiles** screen is displayed.
3. On the **Profiles** screen, tap a profile.
   - The **Profile** screen is displayed.
4. On the **Profile** screen, tap **Telephone service** screen.
   - The **Telephone service** screen is displayed.

5. On the **Telephone service** screen, tap **Notifications**.
   - The **Notifications** screen is displayed.

6. On the **Notifications** screen, change the **Incoming call** setting to **Notification only**.

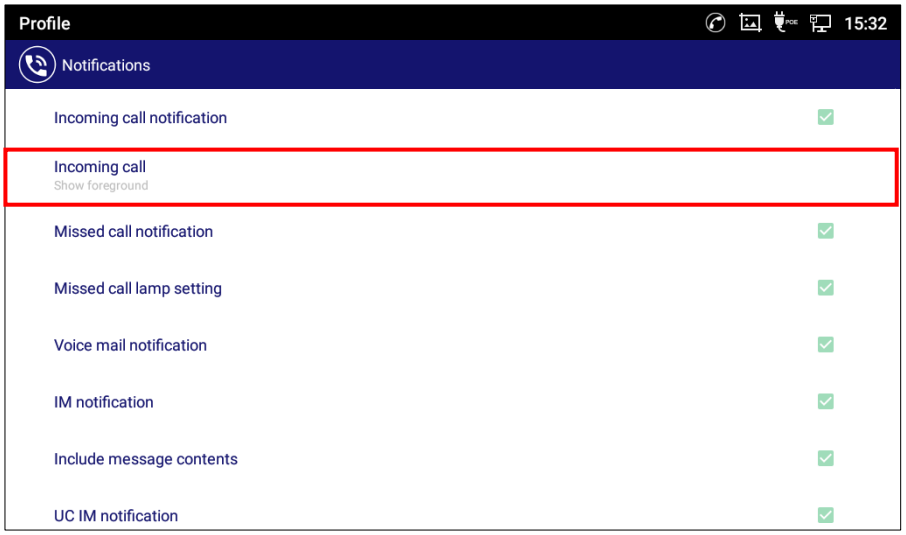


Figure 3: ST500 Notification setting

Operation at the first startup

The first time CHS started, a request message to access some data and Software License Agreement will appear.

1. When a request message appeared as follows, tap **ALLOW** to give CHS the permission.
   The following requests will appear at this stage.
   - Accessing the storage of the phone
   - Accessing the contacts of the phone

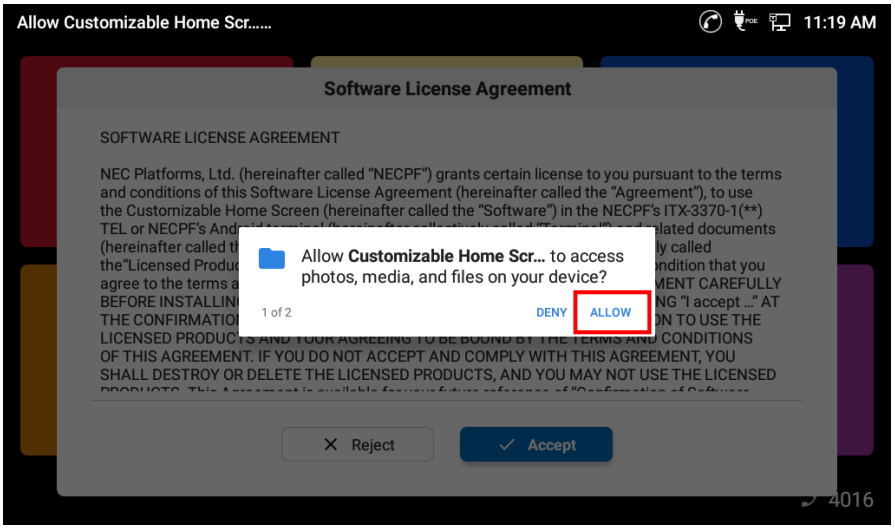


Figure 4: Giving permission to CHS

Note:

- If the requests are denied, some of CHS features will not work. Also, the messages will keep appearing each time CHS starts unless the permission is given.
- The permission status can be seen from Settings app of GT890. If the permission is revoked, the messages will appear again.

2. When Software License Agreement is displayed as a dialog, read it tap **Accept**.

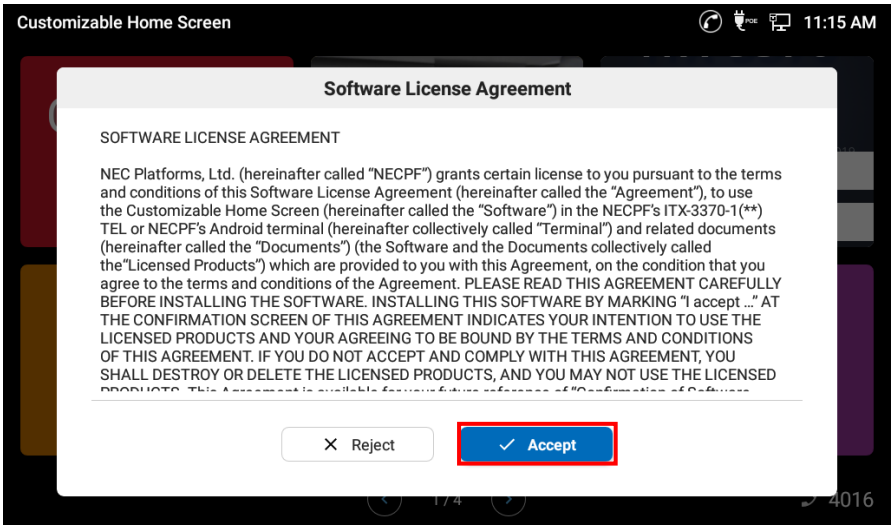


Figure 5: Software License Agreement

Note:

- If **Reject** is tapped, CHS will close. The dialog will keep appearing each time CHS starts.
- Software License Agreement can be seen from "Confirmation of Software License Agreement" in Side menu at any time.

Names of each part of CHS

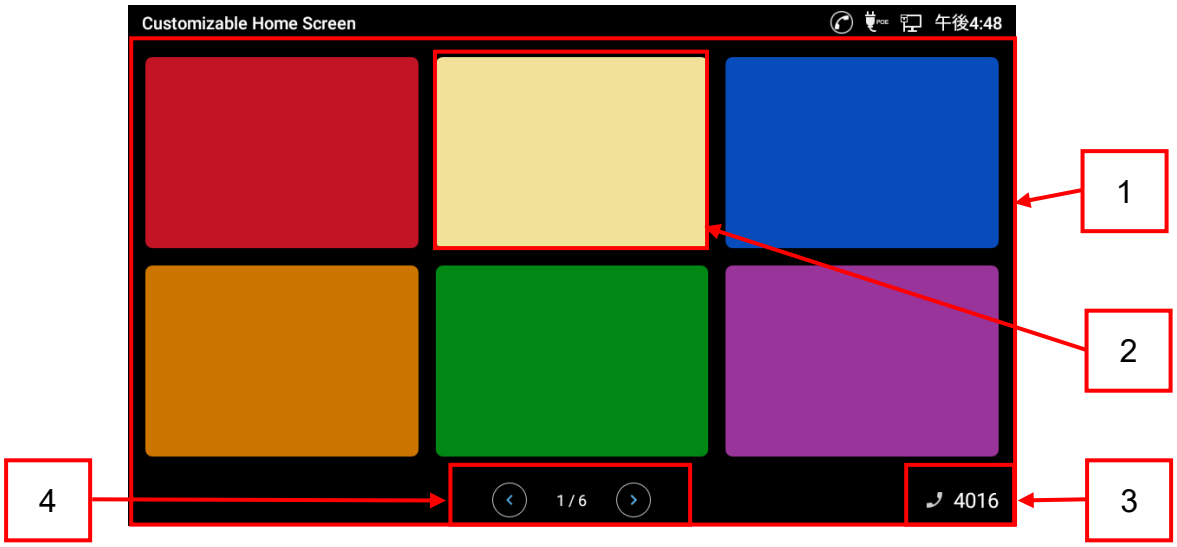


Figure 6: Names of each part 1

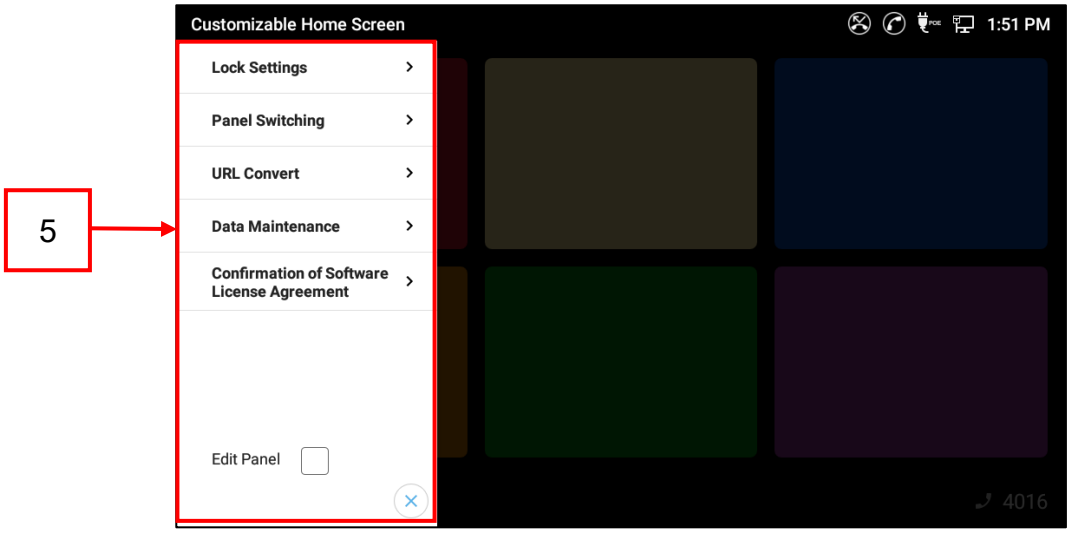


Figure 7: Names of each part 3

Table 4: Names of each part of CHS

Item	Name	Description
1	**Panel**	The entire screen of CHS. Setting and any operations of CHS are going to be done here.
2	**Tiles**	Colorful buttons laid out on Panel. They can have various functions such as speed dial, accessing URL, launching apps. The design of them is editable.

3	**Phone number**	It shows the extension number and connection status of GT890. Phone call is available (ST500 is connected to the system): Phone call is unavailable (ST500 is disconnected to the system):
4	**Page number**	It shows the current page number and total number of pages.
5	**Side menu**	Swipe the screen from left to right or tap icon on Panel, the Side menu will appear. It allows users to do advanced settings or see Software License Agreement. The icon will appear only when “Edit Panel” box is checked.

Operation

Phone call

On GT890 that ST500 is working, CHS can make a simple phone call. In addition, some features can be used, which perform according to the calling status.

Note:

- For the system connection settings, please conduct from ST500.
- Customizable Home Screen and ST500 status are synchronized. Therefore, after users make a call on Customizable Home Screen, the user can hold or end the call by ST500 operation. However, if a call is on hold state on ST500, the call cannot be ended by operating CHS.
- Even if the handset is off-hooked while CHS is idle state, the dial tone does not sound.

To Make a call

1. Off-hook the handset.
   If the handset is not off-hooked before calling, the phone makes a call in hands-free mode.

2. Tap the Tile that is assigned speed dial function.
   - The phone starts calling, and the display changes as follows.

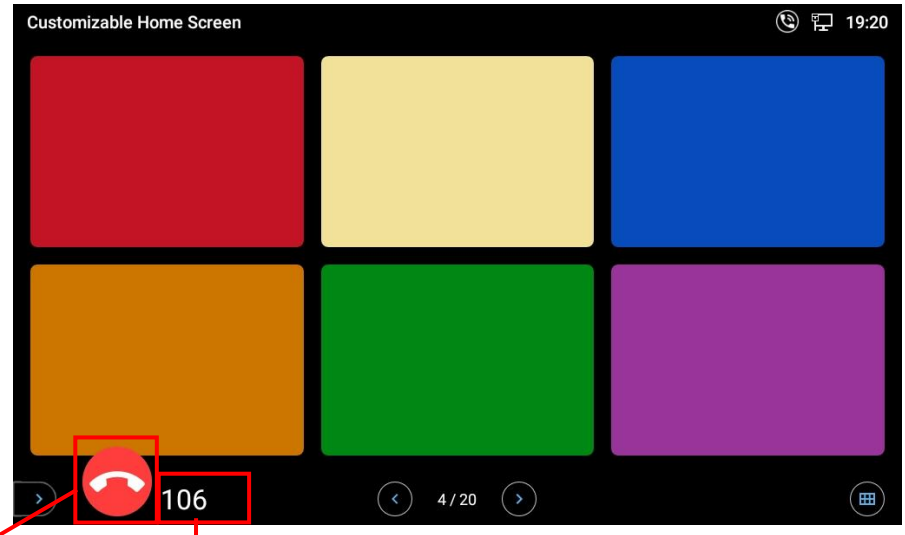


Figure 8: Making a call

3. Tap End call icon or hang up the handset to end the call.
   When the other party hanged up, CHS ends the call after a few seconds.

Note:

When the call is in hands-free mode, the user can only end the call by tapping End call icon.

To Answer to Incoming call

1. When the phone receive a call, ringtone sounds and the display changes as follows.

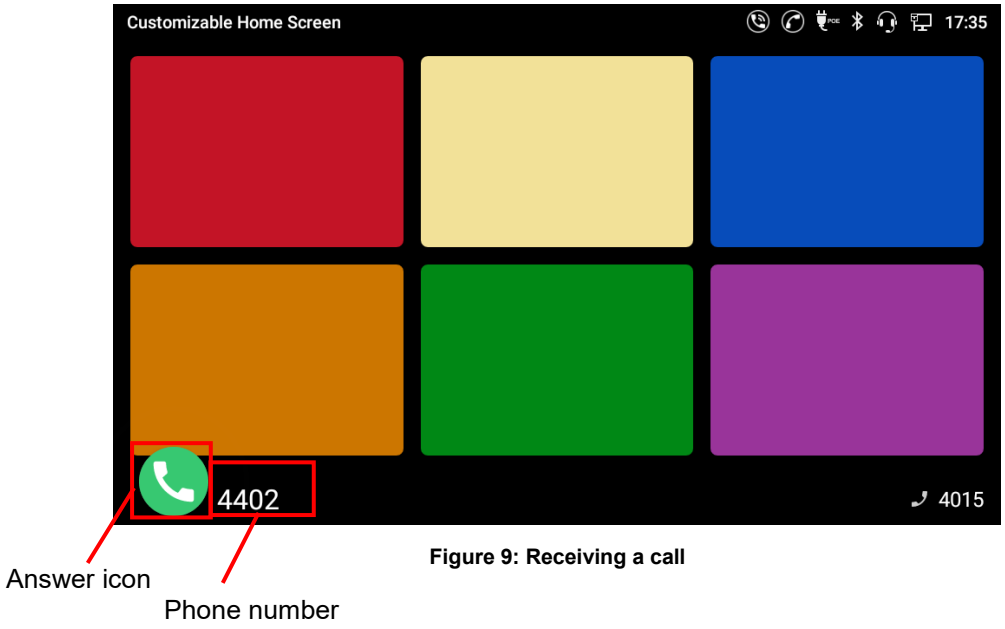


Figure 9: Receiving a call

2. Tap Answer icon to answer the call in hands-free mode, or off-hook the handset to answer with the handset.
   - Once a user answered the call, End call icon will appear instead of Answer icon.

Note:

When the call is in hands-free mode, the user can only end the call by tapping End call icon.

To Access URL / Open App

When a Tile has Access URL function or App Launch function, users can tap the Tile to access the URL or open the app that is specified in advance.

1. Tap the Tile that is assigned Access URL/App Launch.

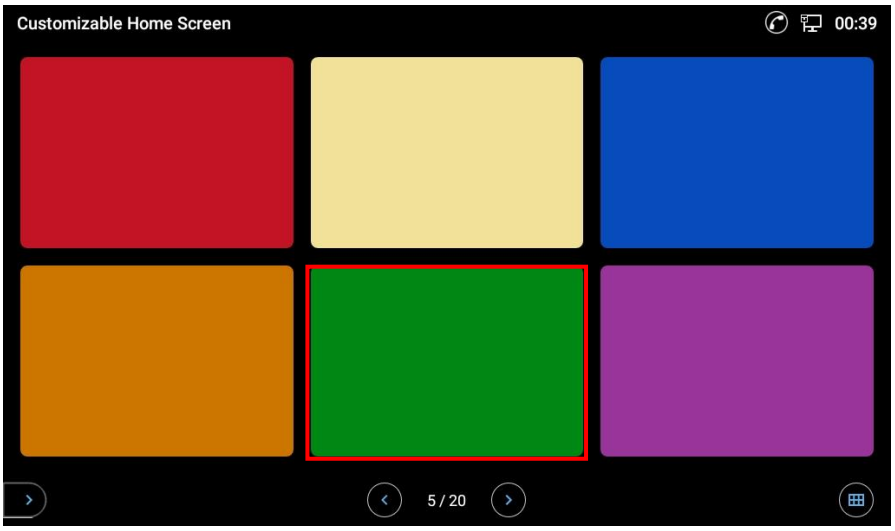


Figure 10: Access URL/application

2. The web page will show up using browser app, or the app will starts.

<Web page & app icon on the Tile>

Tiles assigned Access URL or App launch functions can be set to display the web page or app icon on the tile as follows. Please refer to Setting Access URL and Setting App Launch for the settings.

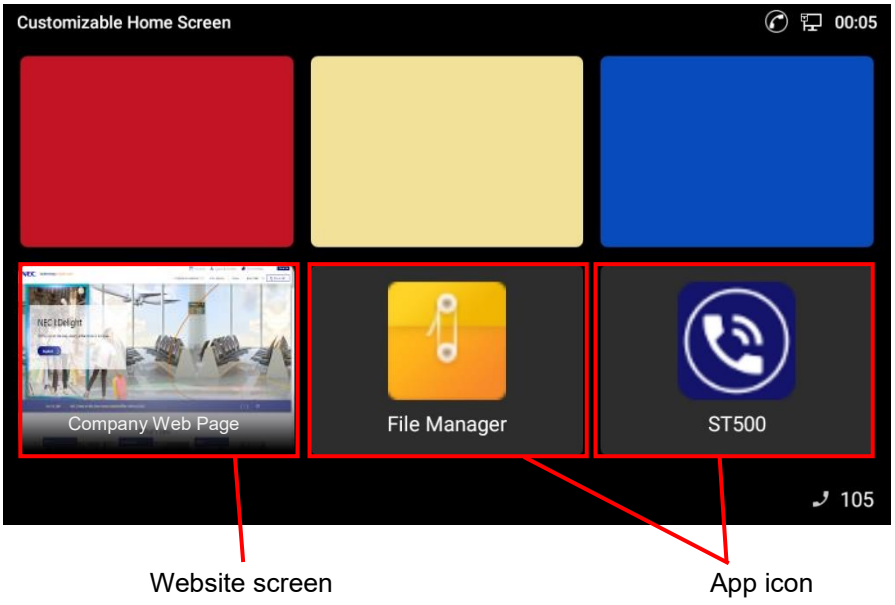


Figure 11: Tile Setting Sample

To Move between Panels

CHS can have 20 panels at most and users can move between the panels in 2 ways.
Each method can be used at the same time.

To Switch Panels using Page Flip Button

1. Tap either of the arrow icons at the bottom.
   - On Page 1, the right arrow icon goes to Page 2.

Figure 12: Arrow buttons on Bottom bar

Note:

- Users can specify the last panel to limit the range that can be switched with these buttons in Setting Page Flip Button. The page number shows that range and the page number where the user currently is.
- If the Page Flip Button is disabled in Setting Page Flip Button, this function is not available.
- After moving between pages, users can go back 1 page each time tapping Back key on GT890. (It does not mean going back to the page displayed previously. For example, if a user moves from page 5 to 4 and then taps Back key, page 3 will be displayed, not page 5.)

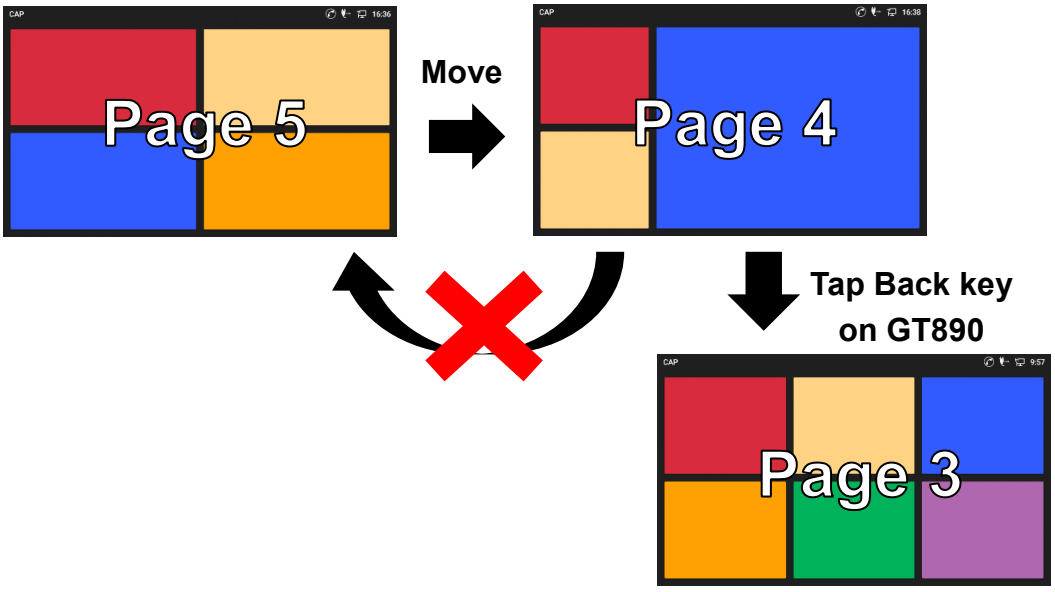


Figure 13: Switching page example 1

To Switch Panels using Tiles

By tapping the Tile assigned Move Page function, users can move to certain page. It allows users to jump over pages, users can have CHS act hierarchical transition.
Please refer to

Setting Move Page for how to assign this function.

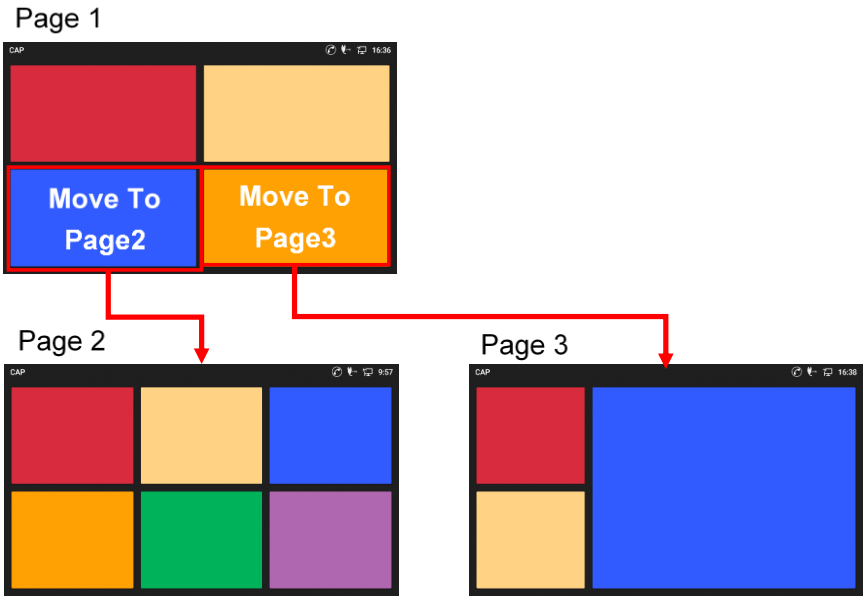


Figure 14: Switching page example 2

Note:

- After moving between pages, users can go back 1 page each time tapping Back key on GT890. (It does not mean going back to the page displayed previously. For example, if a user moves from page 1 to 4 and then taps Back key, page 3 will be displayed, not page 1.)
- After the user navigates to Page 1> Page 2> Page 3> Page 4, the page returns each time the Back key is tapped (e.g. Page 4> Page 3> Page 2> Page 1).
  However, if a page already passed is displayed again, it will be considered that the user has returned to that page. Therefore, if the user goes to page 1> page 2> page 3> page 4> page 2 and then taps the Back key, page 1 will be displayed.
- If the app displays a panel that is out of the range set in Setting Page Flip Button, the page flip buttons will not appear.

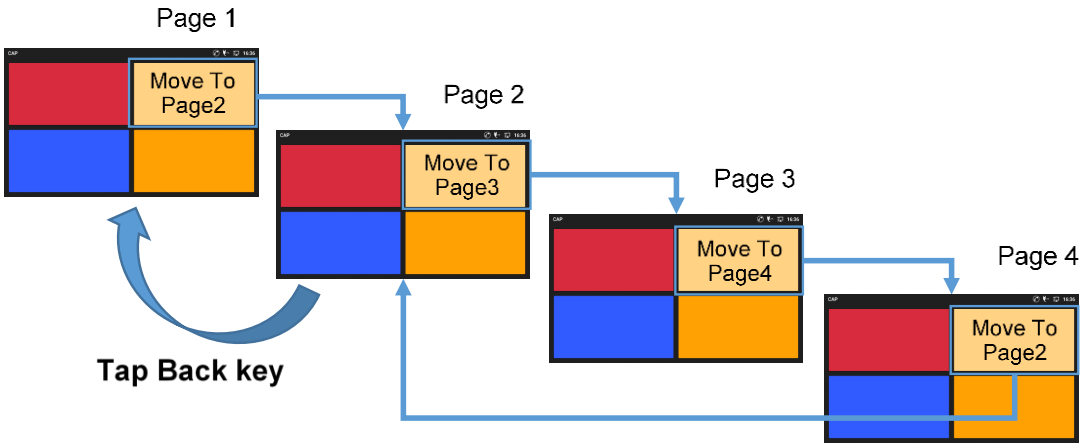


Figure 15: Switching page example 3

Settings

This section describes how to set and maintenance the app.

To Get Tiles Assigned Actions

Each Tile can have one of various functions. This section introduces each function and describes how to assign them to Tiles.

1. On the Panel, tap and hold one of the Tiles that needs to be assigned an action.
   - Action setting dialog will open.

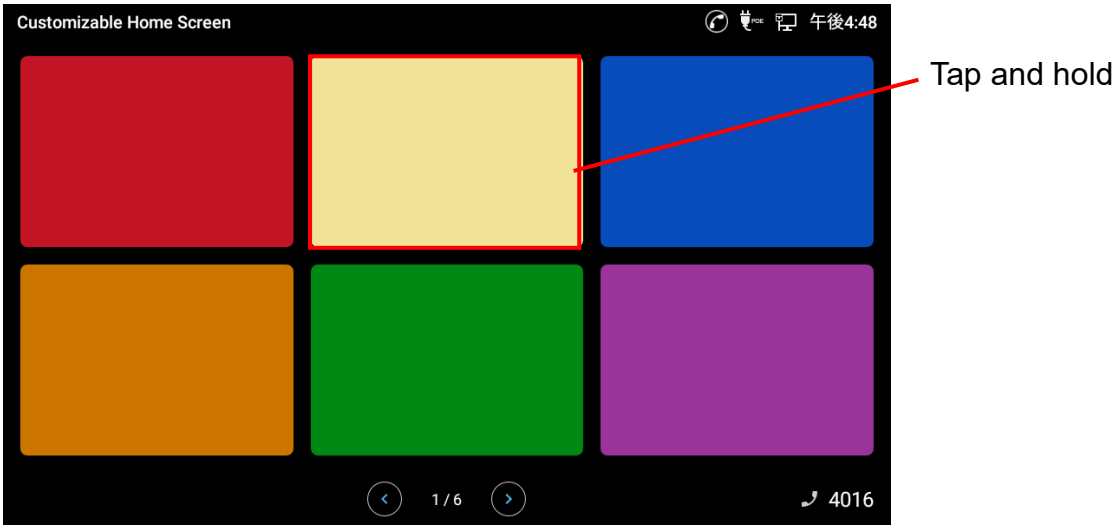


Figure 16: Tap and Hold a Tile

2. Tap the Action pull down menu and select an action the tile need to have.

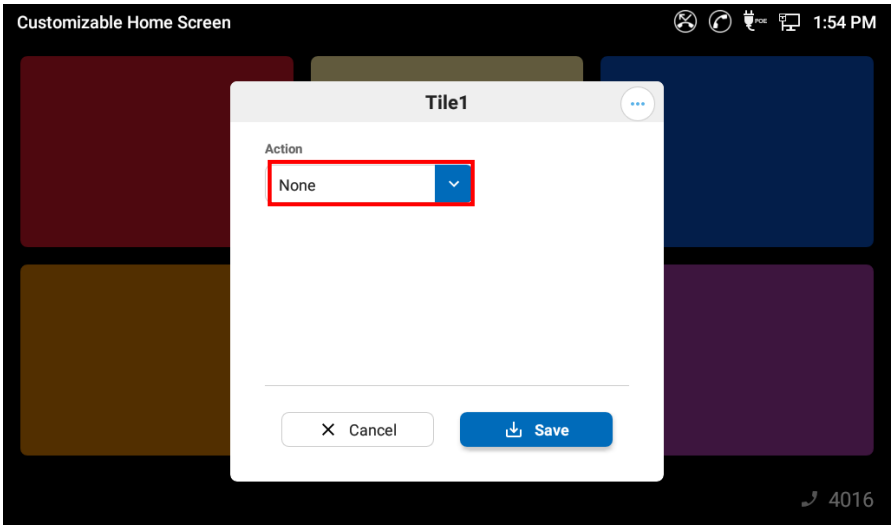


Figure 17: Select an Action to Assign

Table 5: Actions list

Action	Description
None	Tapping the tile will do nothing.
Speed Dial	It makes a call to certain phone number immediately.
Access URL	It opens Browser app and access certain URL.
Move Page	It switches the page from current one to certain one.
App Launch	It launches certain app GT890 has.

3. Tap **Save** button after the setting is done.
   - Action setting dialog will close.

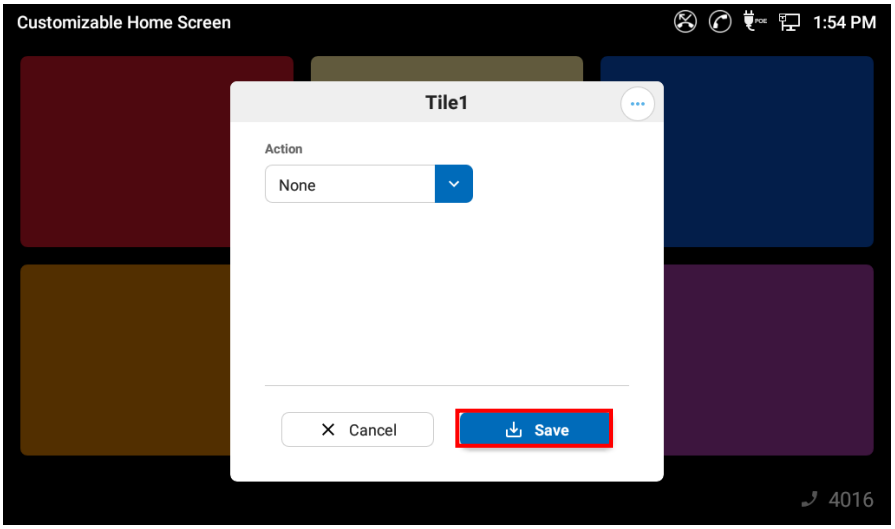


Figure 18: Tap Save button

Note:

When **Cancel** button is tapped, the setting will be discarded.

Setting Speed Dial

Tiles assigned action makes a call using ST500 that is an app GT890 has as default.

Note:

- ST500 needs to connect with the system.
- For ST500 operations, please refer to “GT890 User Guide (ST500)”.

Table 6: Speed Dial Setting Items

Setting items	Descriptions	Setting range/items	Default value
Phone Number	Input phone number that needs to be called. Prefix (+) and pause (,) can be used.	Enterable characters: half-width numeric (0~9*#) Enterable symbols: +-,.;()N (Spaces are also enterable) Maximum number of characters：32	-

Setting Access URL

Tiles assigned this action opens browser and accesses URL set in advance.

Table 7: Access URL Setting Items

Setting items	Descriptions	Setting range/items	Default value
URL	Input URL that needs to open on browser.	Enterable characters and symbols: Characters specified in UTF-8 **Note:** There are some characters that cannot be used for URL. Please substitute them with their escape characters referring to Symbols - Escape characters list for URL. Maximum number of characters：250	-
Web view on Tile	Choose whether to display the website screen obtained from the URL on the tile. Check the box to enable it. **Note:** • The app gets the website information when the Panel appears. If it is failed to do so,	Check/Uncheck	Uncheck

	the app will retry in a minute. • When the setting is enabled, only the text setting of all Tile design settings will be applied. • If the server uses a self-signed certificate when connecting to HTTPS, this function will not work properly.		
Enable JavaScript	When the Web view on Tile setting is enabled, choose whether to enable Javascript on the Tile display. Check the box to enable it.	Check/Uncheck	Uncheck

<URL format examples>

http://www.example.com/
http://192.168.100.1:8080/
https://www.example.com/search?q=keyword&id=<CPN>

Note:

- URL must start with “http://” or “https://”. If it doesn’t, “http://” will automatically be added to the beginning.
- A query can be added after “?”.
- There are some characters that cannot be used for URL. Most of them will be replaced with their escape characters, with some exceptions. When parameter of query needs to have those characters, please substitute with their escape characters when entering. For substitution required symbols, please refer to Symbols - Escape characters list for URL.
- If the URL has the following conversion code, that part will be converted to a string that matches the conditions.

Table 8: URL Conversion Code

Conversion code	Descriptions
<CPN>	When the phone is on a call (including calling/incoming), this code is converted to the other party’s phone number. “*” will be replaced by “%2A” automatically. “#” will be replaced by “%23” as well.
<CPNCNV>	When the phone is on a call (including calling/incoming), this code is converted to a string that matches in the conversion table. Please refer to To Set URL Conversion for how to set the conversion table.

Setting Move Page

Tiles assigned this action switches the page to the one specified in advance.

Table 9: Move Page Setting Items

Setting items	Descriptions	Setting range/items	Default value
Move To	Specify the page number that should be displayed.	1-20	-

Setting App Launch

Tiles assigned this action opens an app specified in advance.

Table 10: App Launch Setting Items

Setting items	Descriptions	Setting range/items	Default value
App Select	Select an app to launch among the apps GT890 has.	The choices depend on what the actual device has.	-
Show icon on Tile	Choose whether to display the app icon on the tile. Check it to enable it. **Note:** When the setting is enabled, only the text setting of all Tile design settings will be applied.	Check/Uncheck	Uncheck

To Customize the Screen Design

Users can customize the design of. This section describes how to change the Panels and Tiles.

Setting Panel Design

1. Check **Edit Panel** to show the icon for setting panel design.

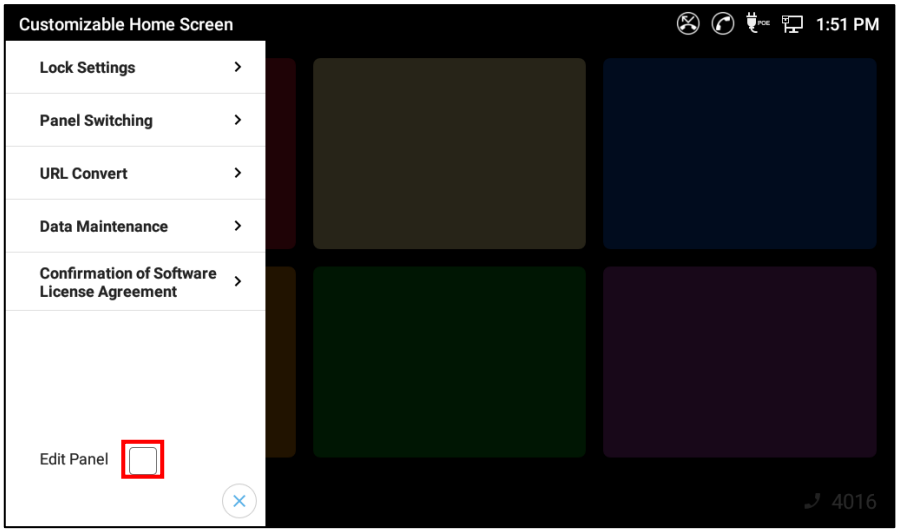


Figure 19: Check Edit Panel

Note:
Edit Panel is automatically turned off each time launching CHS.

2. Tap the icon at the bottom right.
   - The Panel design setting dialog will appear.

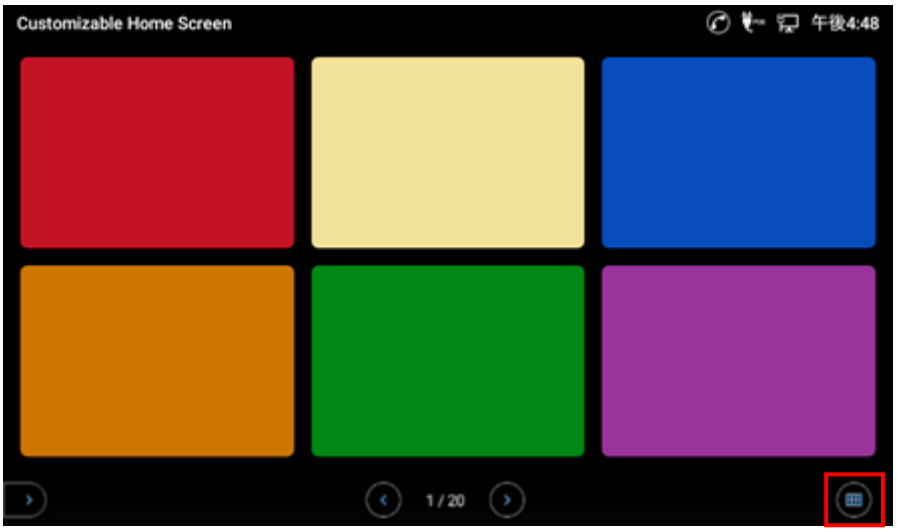


Figure 20: Tap Pencil Icon on Bottom bar

3. Tap Layout menu and select a layout pattern.

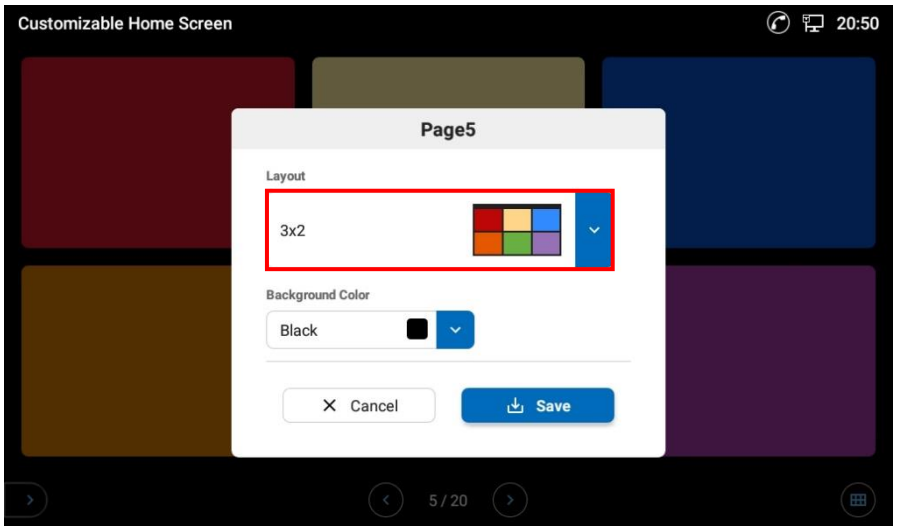


Figure 21: Select Layout Pattern

4. Tap Background Color menu and select a color for the background.

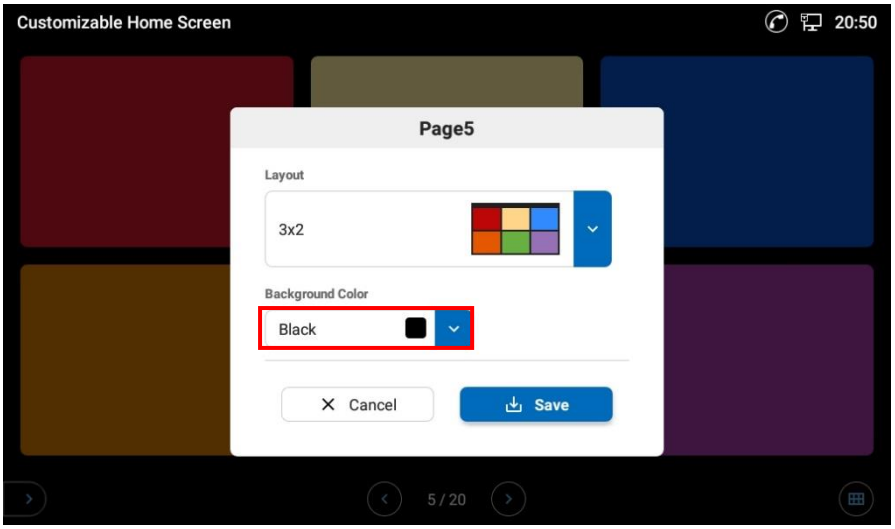


Figure 22: Select Background Color

Note:

For the panel “Reservation”, the background color cannot be changed even if the setting is done.

4. Tap **Save** button to complete the setting.

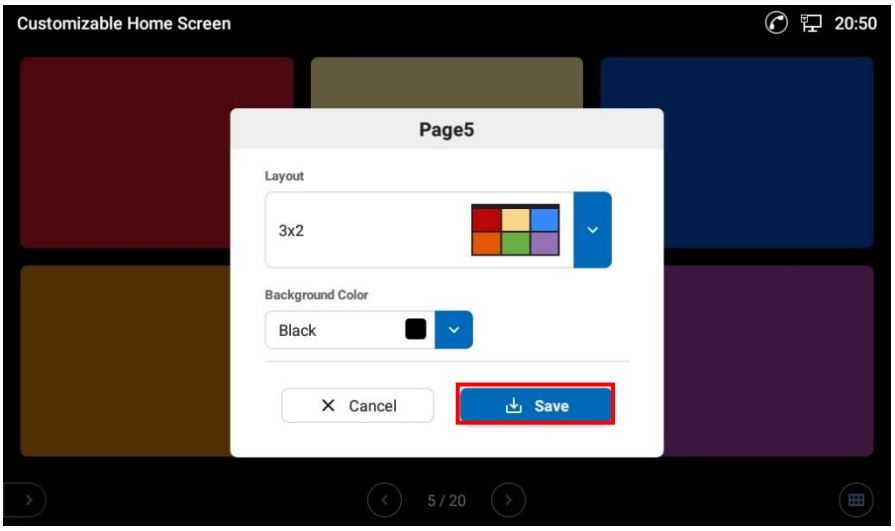


Figure 23: Save the Panel Design

Table 11: Panel Design Setting Items

Setting items	Descriptions	Setting range/items	Default value
Layout	Select a panel layout among 9 patterns. Even after the change, settings for each tile will remain.	Please refer to Panel Layout.	3x2
Background Color	Select a color for the Panel background.	There are 17 colors. Please refer to Color Swatch for the detail.	Black

Setting Tile Design

1. On the Panel, tap and hold one of the Tiles that needs to be assigned an action.
   - Action setting dialog will open.

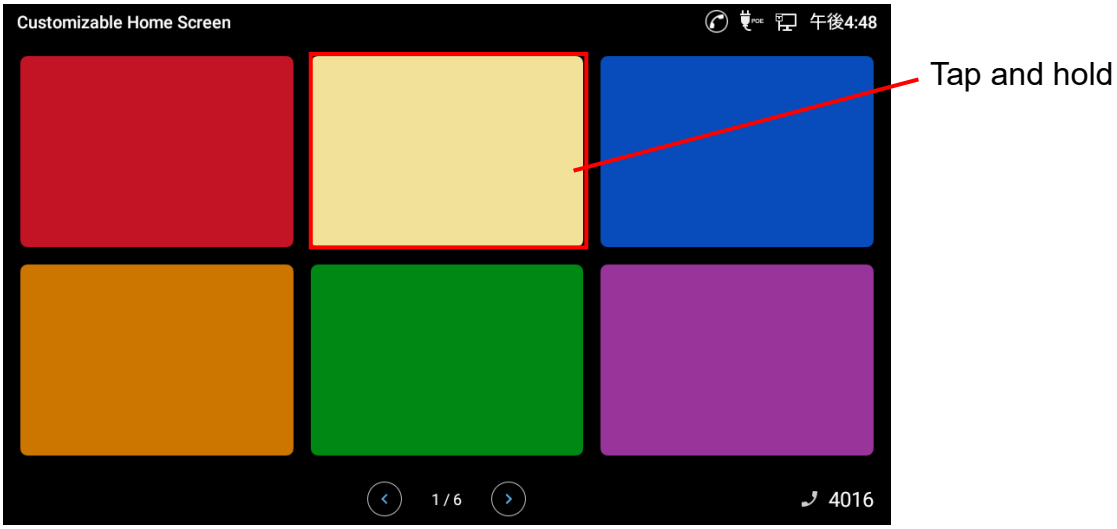


Figure 24: Tap and Hold a Tile 2

2. Tap the icon at the top right of the dialog.
   - Tile design setting dialog will appear.

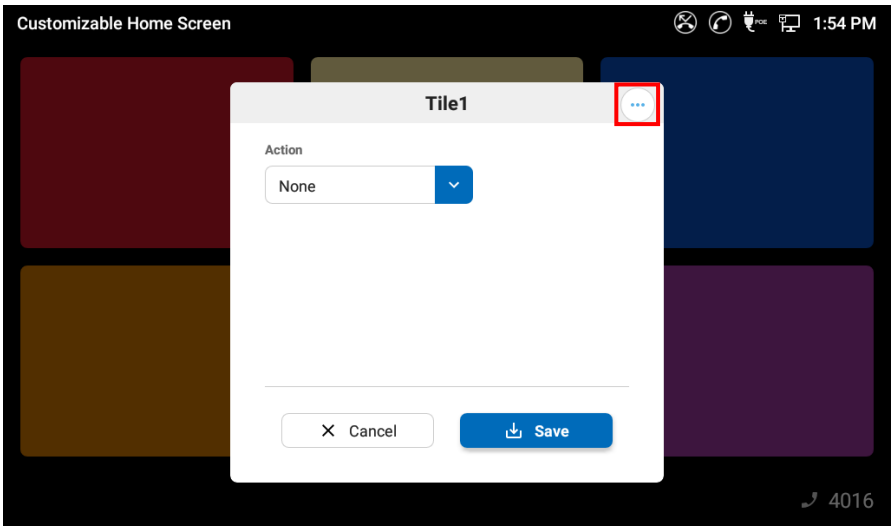


Figure 25: Tap Pencil icon on the dialog

3. Set the design and text, and then tap **Save** button.

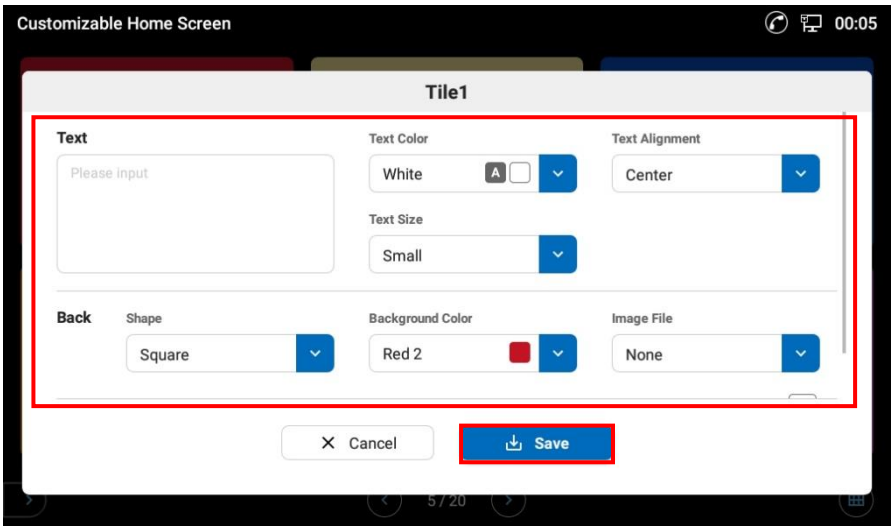


Figure 26: Design Setting Dialog

Note:

- Tile setting design dialog can be scrolled to see all setting items.
- GT890 keyboard may cover some buttons and menus of the app dialogs. The keyboard can be hidden by tapping Back key on GT890.

Table 12: Tile Design Setting Items

Setting items	Descriptions	Setting range/items	Default value
Text	Input text to display on the selected Tile. It will be displayed in the center laterally. The text can be multiple lines.	Enterable characters and symbols: Characters specified in UTF-8 Maximum number of input characters : 250	-
Text Color	Select a color for the text.	There are 17 colors. Please refer to Color Swatch for the detail.	White
Text Alignment	Set the text longitudinal position to display	Top/Center/Bottom	Center
Text Size	Slide the bar and set the text size.	Ex Small Small Medium Large Ex Large Double Ex Large	Small
Shape	Set a shape for the selected Tile.	Square/Circle	Square

Background Color	Select a color for the Tile background.	There are 17 colors. Please refer to Color Swatch for the detail.	Depends on the Tile number.
Image File	Set an image file to display on the selected Tile. The image file needs to be saved in the following folder in advance using File Manager app. **All > Internal storage > CHS > Images**	Any image file (JPEG/BMP/PNG) in the "Images" folder.	-
Darken image	Choose whether to reduce the brightness of the image set to the tile. It can make the text easy to read.	Check/Uncheck	Uncheck

<Display Priority>

Text has the highest priority and the other information follow it as below.

Text > Image file > Background

If the image file is transparent PNG, the background color will be displayed.

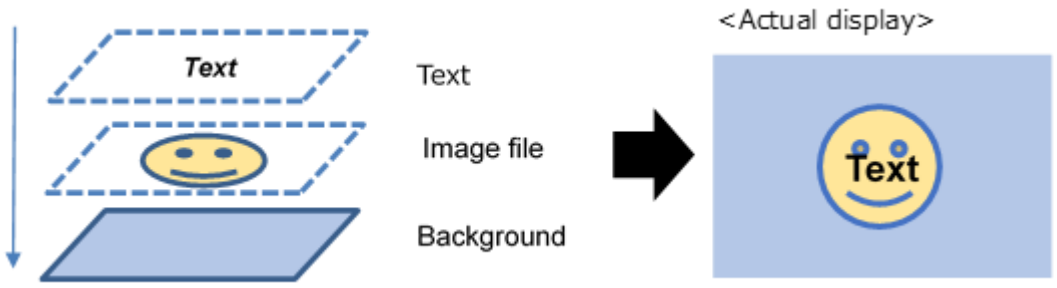


Figure 27: Display Priority

Note:

- When Access URL function is set to a Tile and Web view on Tile is enabled, the Tile can only show the website screen and entered text. Even if it has an image file and back ground color, it will not be displayed.
- When App Launch function is set to a Tile and Show icon on Tile is enabled, the Tile can only show the app icon and entered text. Even if it has an image file and back ground color, it will not be displayed.

<Display size of the image>

Display size of the set image will be adjusted to the tile size while fixing the aspect ratio.
The tile displays the center part of the set image, and the part outside of the frame will be trimmed as below.

- Example 1

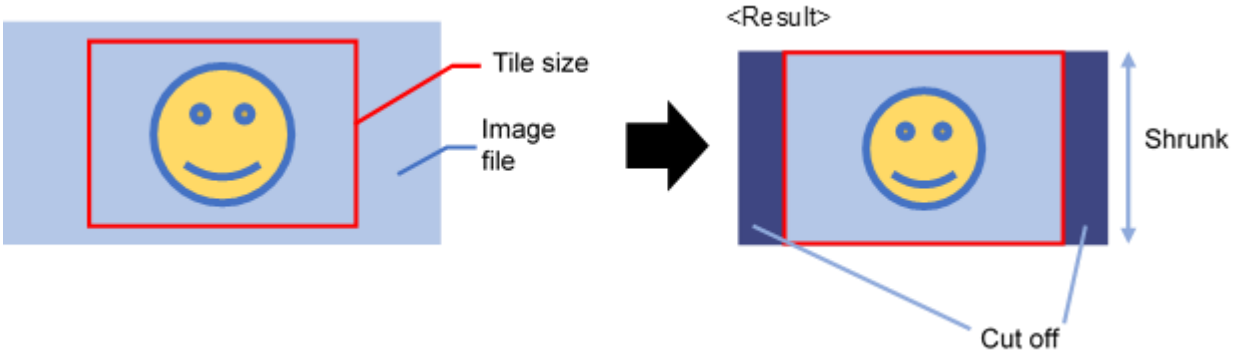


Figure 28: Image display size - example 1

- Example 2

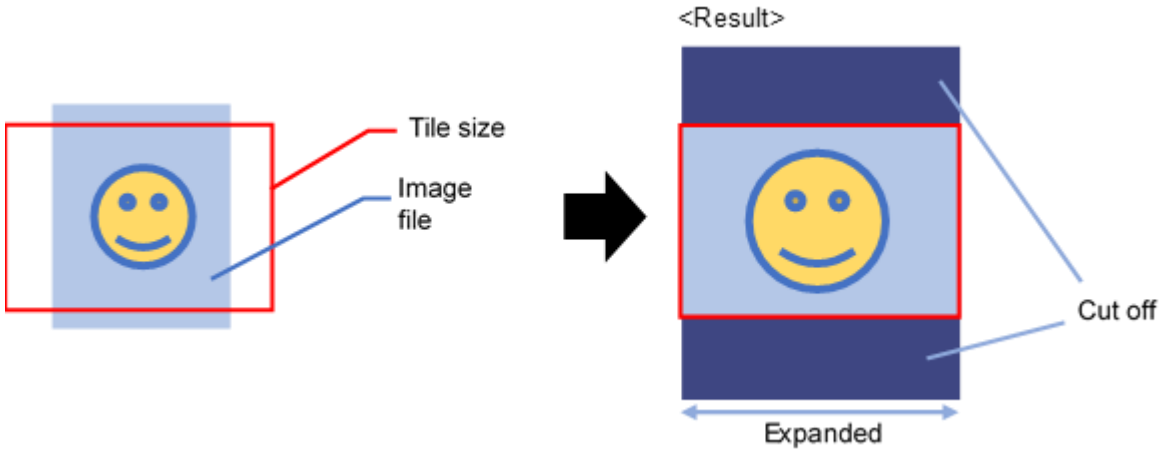


Figure 29: Image display size - example 2

To Set Auto Panel Switching

Users can set Panels to switch automatically as well. Each method can be used at the same time.

Setting Timeout Limitation

When the app is displaying other pages than Page 1 with no operation, it can automatically return to Page 1 after a certain amount of time.

1. Open Side menu and tap **Panel Switching**.

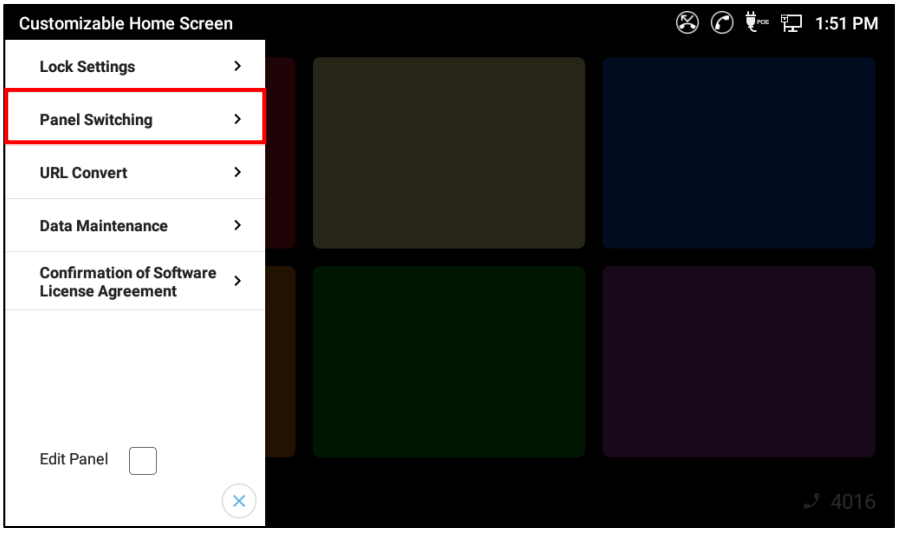


Figure 30: Tap Panel Switching

2. On the **Panel Switching** dialog, check the box and input a number as Wait Time.
   The setting range is between 1 and 60 minute(s).
   For more details on the setting items, please refer to Table 13: Timeout and Panel Switching Settings.

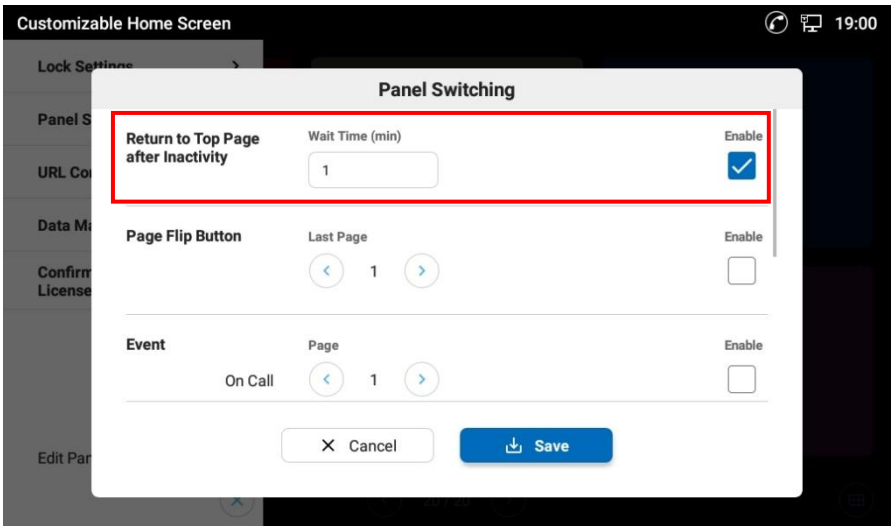


Figure 31: Set timeout

3. Tap **Save** button to save and apply the settings.
   - The dialog will close.

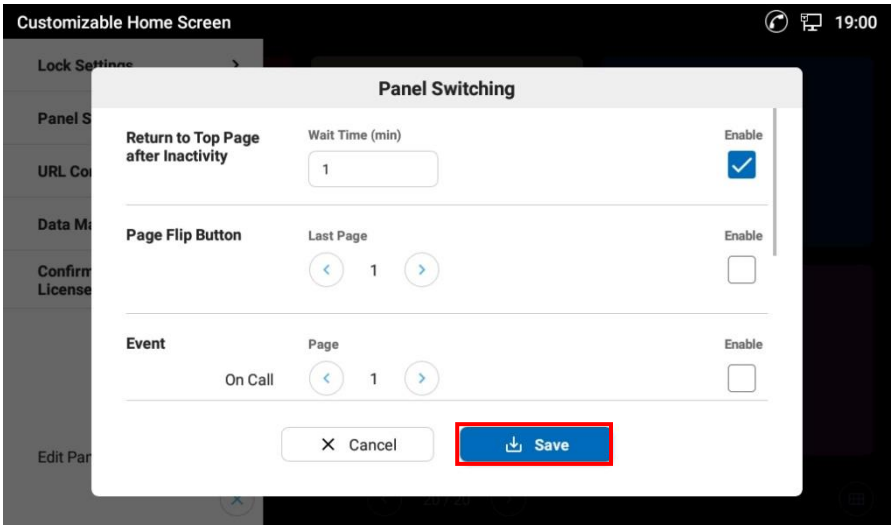


Figure 32: Save Panel Switching Settings.

Note:

- When any dialog is open with no operation, the Wait time is not counted. Therefore, the app does not return to Page 1 during that time.
- When any other app is open with no operation, the Wait time is counted. Therefore, the app returns to Page 1 after the time set is passed.

Setting Page Flip Button

Users can set how many pages CHS shows by the page flip button. It is useful to limit the performance that works without Edit Panel.

1. Open Side menu and tap **Panel Switching**.
2. On the **Panel Switching** dialog, check the box and set the last page number.
   The setting range is between page 1 and 20.
   For more details on the setting items, please refer to Table 13: Timeout and Panel Switching Settings.

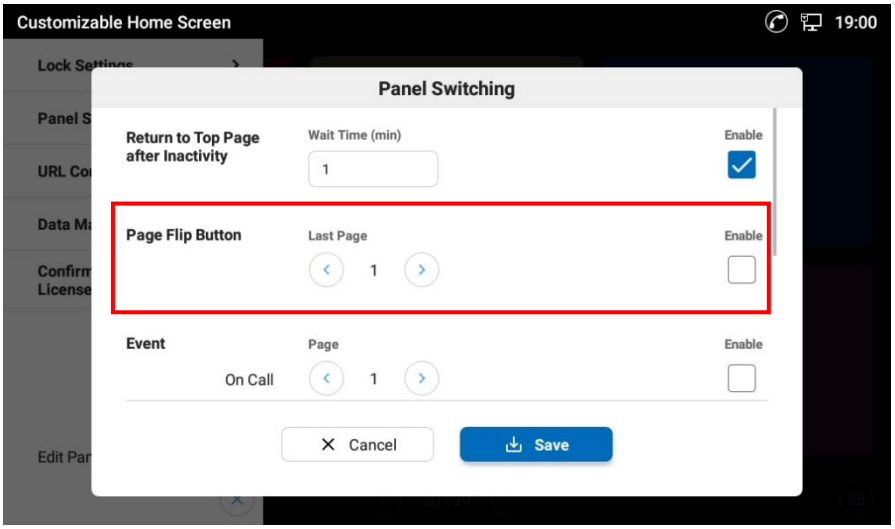


Figure 33: Set timeout

3. Tap **Save** button to save and apply the settings.
   - The dialog will close.

Scheduling Panel Switching

The app can automatically switch the display to a certain page according to certain conditions.

1. Open Side menu and tap **Panel Switching**.
2. On the **Panel Switching** dialog, check each box and set each items.
   - For each item description, please refer to Table 13: Timeout and Panel Switching Settings.

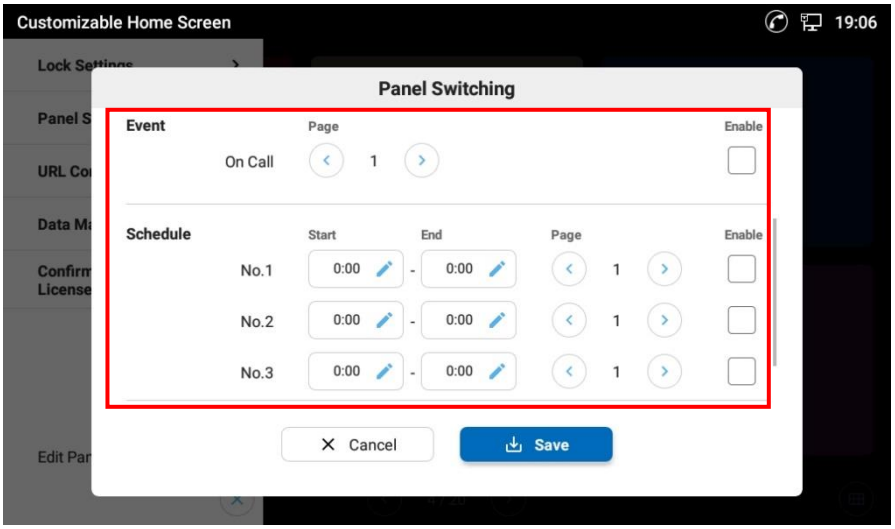


Figure 34: Schedule Panel Switching

3. Tap **Save** button to save and apply the settings.
   - The dialog will close.

Table 13: Timeout and Panel Switching Settings

Setting items	Descriptions	Setting range/items	Default value
Return to Top Page after Inactivity			
Wait Time	Set the time that the app displays other pages than Page 1 with no operation. After this amount of time is passed, it returns to Page 1. Check the box to enable it. Even if the page is selected, it will not work unless the box is checked.	Blank / 1-60 (min)	Blank
		Check/Uncheck	Uncheck
Page Flip Button			
Last Page	Set the page number as the last page that page flip button shows. Check the box to enable it. Even if the page is selected, it will not work unless the box is		

	checked.		
Event			
On Call	Set this item when it needs to display a certain page during a call. If it is enabled, the specified page will show up when making/receiving a call. After ending the call, the page will return to the one displayed before the call. Check the box to enable it. Even if the page is selected, it will not work unless the box is checked.	Select a page number.	1
		Check/Uncheck	Uncheck
Schedule			
Schedule 1-4	Set this item when it needs to display a certain page according to specific time. Users can set 4 patterns. Check the box to enable it. Even if the page is selected, it will not work unless the box is checked. During the time that is not set, Page 1 will be displayed. **Note:** • An error will occur if the start time is set later than the end time. • During the time that is applicable to multiple patterns, the upper item has the priority.	00:00 AM ~ 11:59 PM	00:00 AM
		Check/Uncheck	Uncheck

To Set URL Conversion

The app can convert some part of URL that is set as Access URL. This conversion is performed according to the other party's phone number that is on call.
When the URL has the conversion code "<CPNCNV>", the code will be converted into a certain string according to URL conversion table when accessing the URL.
This section describes how to set the URL conversion table.

1. Open Side menu and tap **URL Convert**.

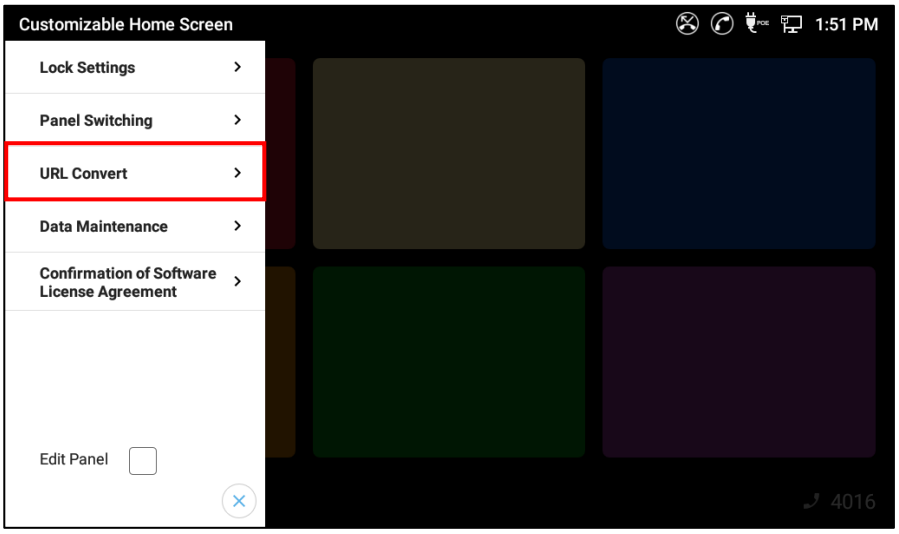


Figure 35: Tap URL Convert

2. On the **Call Party Convert** dialog, input numbers and text that needs to be converted.
   - 10 patterns can be set. For each item description, please refer to Table 14: Conversion Table description.

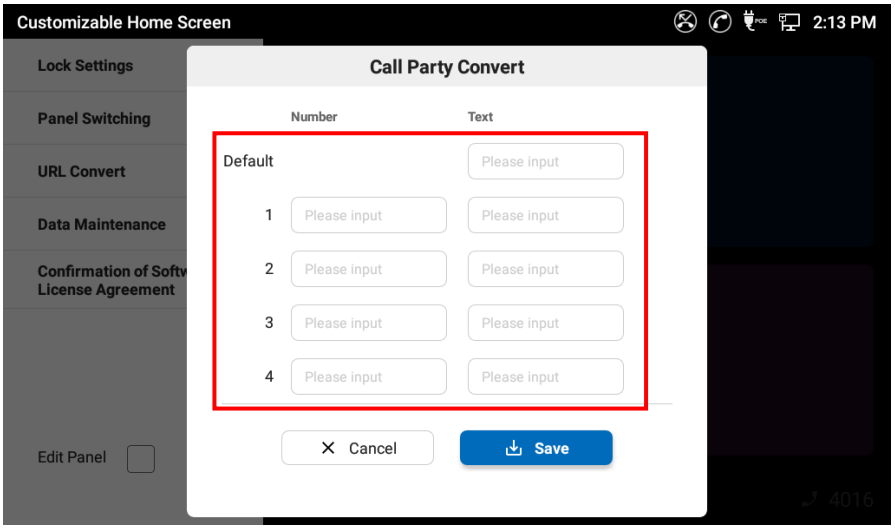


Figure 36: Input numbers and texts for conversion

3. Tap **Save** button to save and apply the settings.
   - The dialog will close.

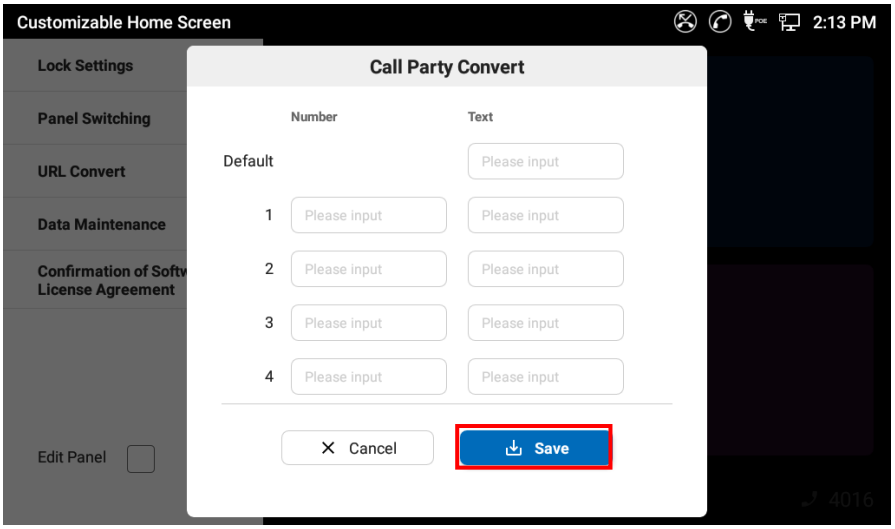


Figure 37: Save URL Conversion Table

Table 14: Conversion Table description

Setting items	Descriptions	Setting range/items	Default value
Number 1-10	Input a part of phone number that needs to be converted.	Enterable characters: half-width numeric (1~9*#) Enterable symbols: +-,.;()N (Spaces are also enterable) Maximum number of characters：32	-
Text 1-10	Input a text that replaces the applicable phone number.	Enterable characters and symbols: Characters specified in UTF-8 Maximum number of characters：32	-
Default	Input a text that replaces the conversion code “<CPNCNV>” when none of patterns is hit or the phone is not on a call.		-

Note:

- When the URL has multiple conversion codes, all of the codes will be converted.
- When the other party’s phone number hits multiple patterns, the upper item has the priority.

To Limit the Operation

Users can set some restrictions on the phone operation.

Lock Settings of the app

This settings lock the app settings so that only certain users can change the settings.
The details of the restrictions are as follows.

- Action setting dialog will not open even when users tap and hold any Tile.
- Edit Panel will be unchecked and cannot be checked again unless the app is unlocked.
- Side menu will show a PIN code entry form instead of the menu items.
  After entering the PIN code set in advance, the menu items will appear.

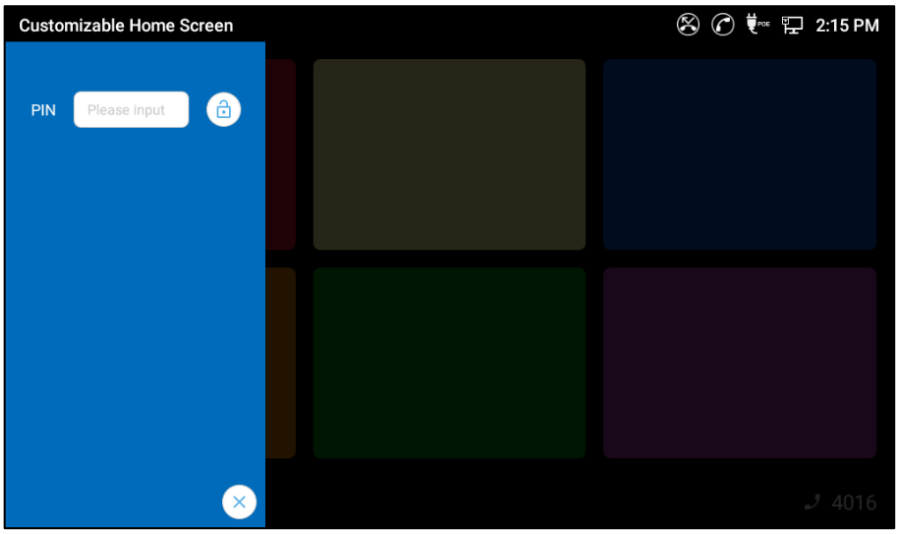


Figure 38: PIN code entry form

1. Open Side menu and tap **Lock Settings**.

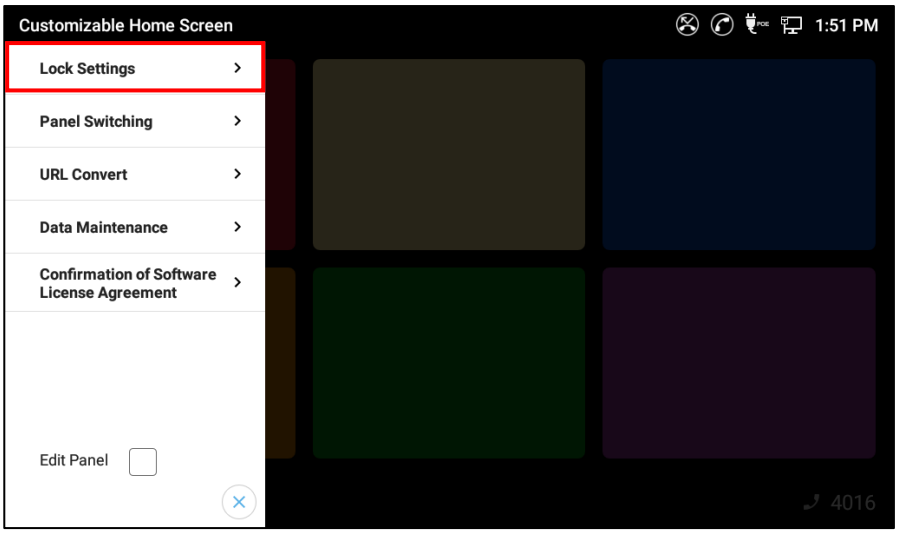


Figure 39: Tap Lock Settings

2. Set each item and tap **Save** button.

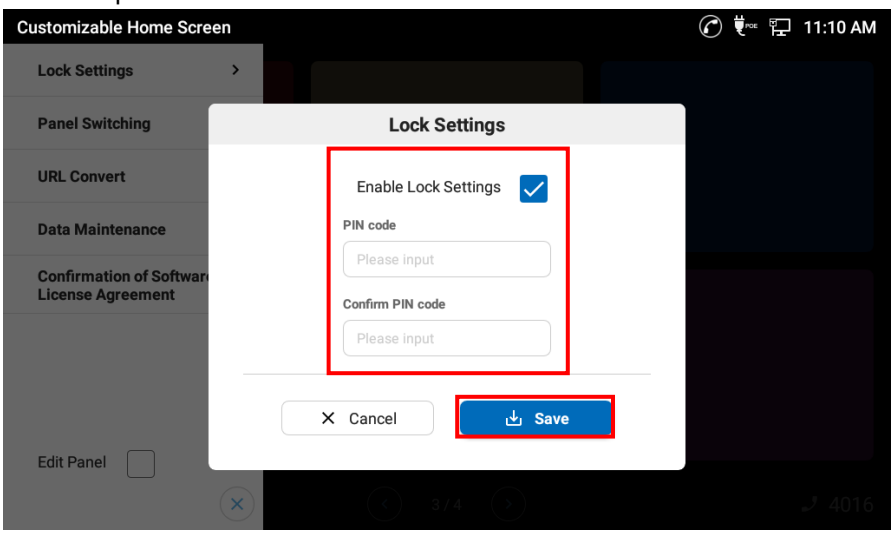


Figure 40: Set each items and Tap Save button

Table 15: Lock Setting Items

Setting items	Descriptions	Setting range/items	Default value
Enable Lock Settings	Check the box to enable the lock settings.	Check/Uncheck	Uncheck
PIN code	Input and set numbers to unlock.	Enterable characters: numeric Number of characters：4-16	-
Confirm PIN code	Input PIN code again to confirm. If it does not match the first one, the error message will appear.	Enterable characters: numeric Number of characters：4-16	-

Note:
The PIN code is important information. Please handle it with care and do not forget.

Lock Settings of GT890

This settings restrict GT890 setting items that users can change from Settings app.
For more details, please refer to “GT890 Administration Guide (ST500)”

1. Log in Web GUI for GT890.
2. Set the setting items restrictions
   under **System Settings > Security Settings > Configuration via Keypad Menu**.

To Set CHS as Home application

Users can use Customizable Home Screen as the home application so that the phone does not display GT890 home screen. By doing this, users can restrict apps that can open.

When the app is set as the home application, the behavior will change as follows.

- When GT890 starts, the app starts automatically.
- Home key on GT890 will be invalid. (The app will not close.)

For more details, please refer to “GT890 Administration Guide (ST500)”

1. On home screen of GT890, open **Settings** app.

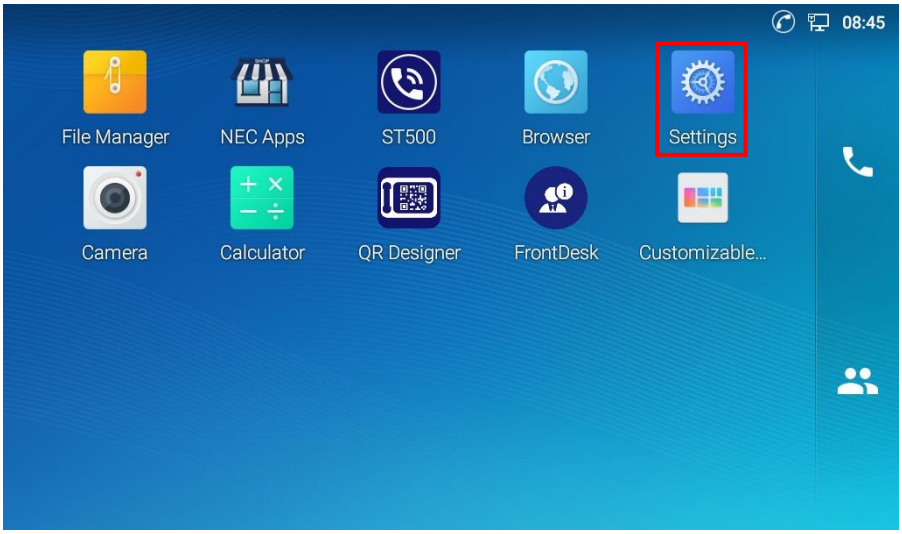


Figure 41: Open Settings app

2. Select **App > Default Application**.

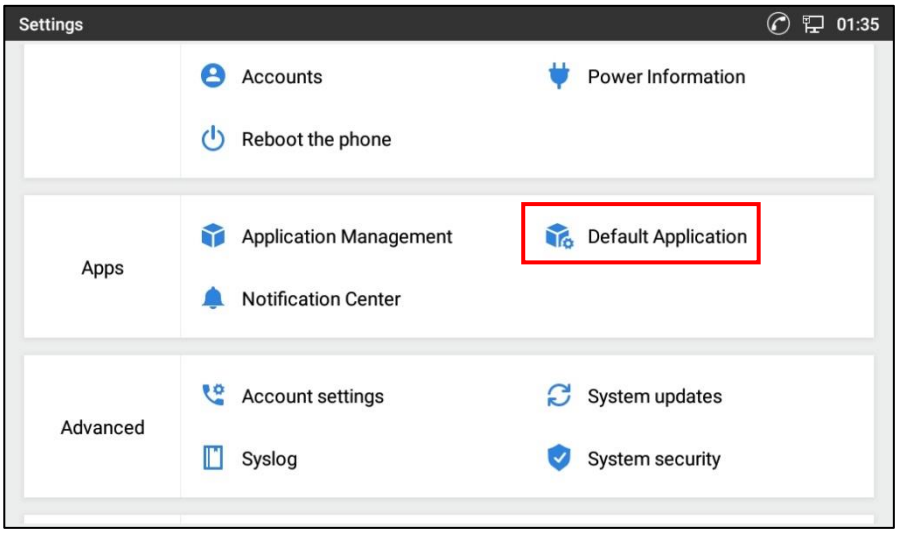


Figure 42: Setting Default Application

3. Tap **Home app** and select **Customizable Home Screen**.

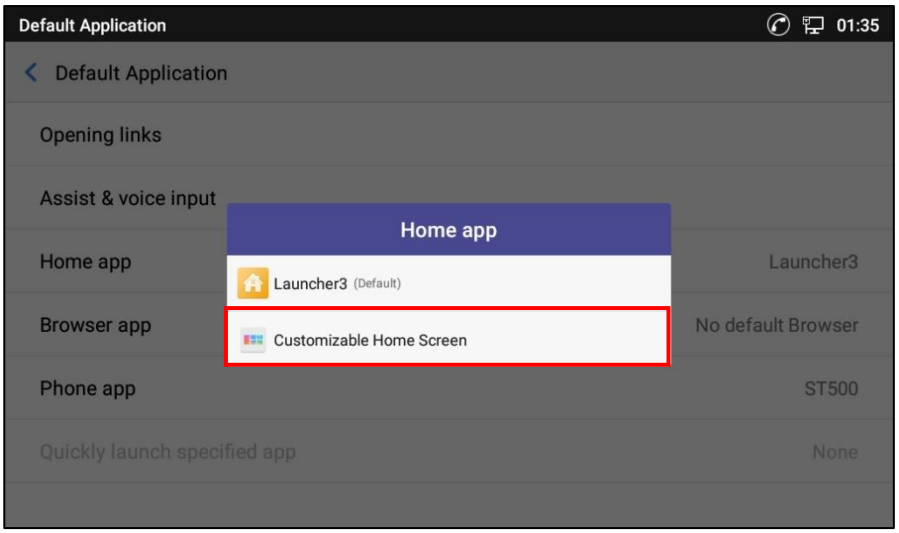


Figure 43: Set CHS as Home app

To Import/Export CHS Settings

The app can import/export the setting contents as an XML format file. It allows users to copy the settings to other GT890.

Note:
Restoring GT890 to factory default removes CHS from GT890, including settings.

1. Open Side menu and tap **Data Maintenance**.

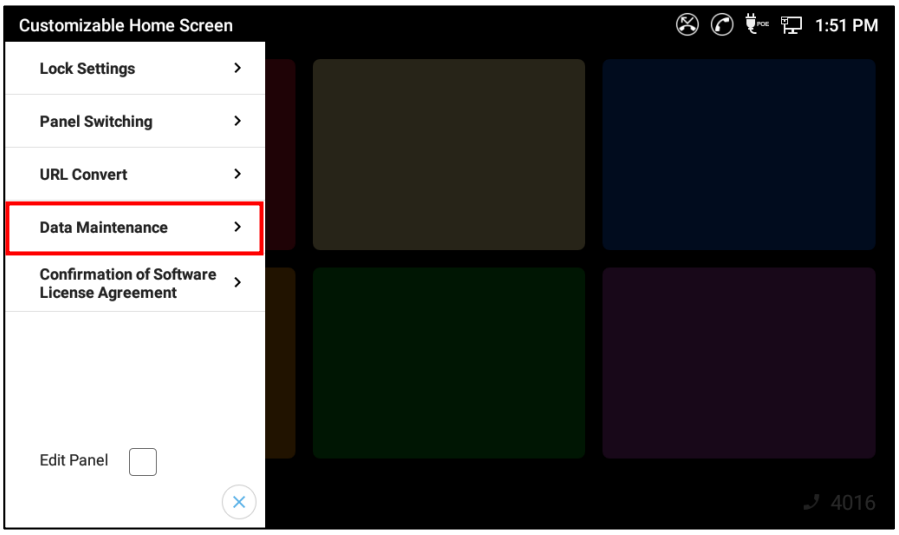


Figure 44: Tap Data Maintenance

2. To export, set the file name and tap **Export** button.
   To import, select the XML file and tap **Import** button.
   After tapping **Import** button, the app will load and apply the contents immediately.

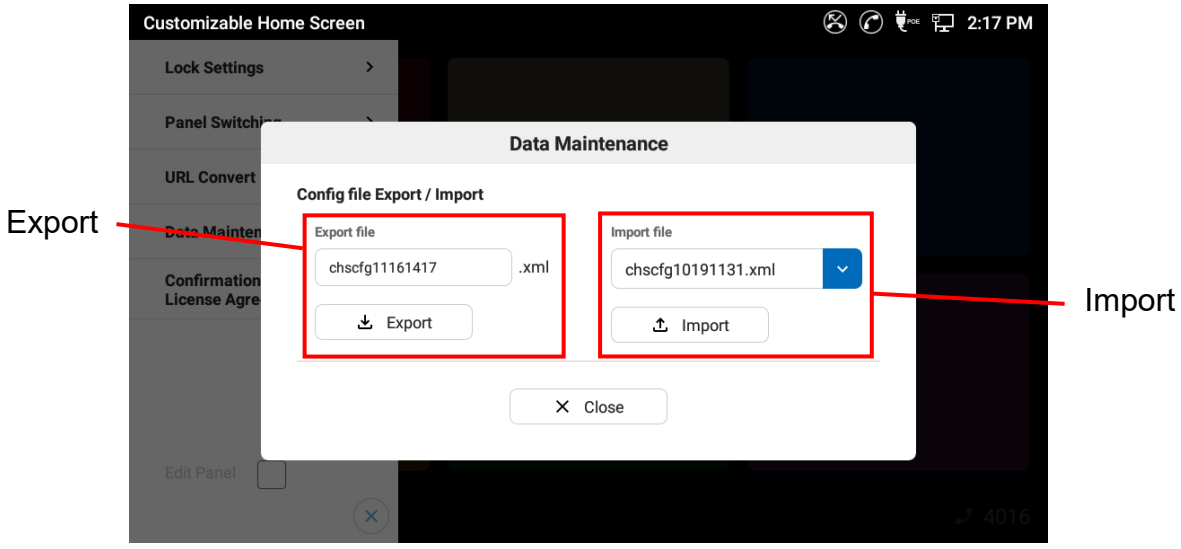


Figure 45: Set a config file to export/import

Table 16: Data Maintenance Setting Items

Setting items	Descriptions	Setting range/items	Default value
Export Config File	Set the name of the export file. After tapping **Export** button, the config file will be generated with this name in the following folder. **All > Internal storage > CHS > Config**	Enterable characters and symbols: Characters specified in UTF-8 Maximum number of characters：250	chscfg MMDDHHMM
Import Config File	Select the config file from the following folder. **All > Internal storage > CHS > Config**	Select the config file	-

To Use Reservation Management

The Customizable Home Screen app has reservation management function as a panel. The setting items can be customized according to the needs.

Start Reservation Management

1. On Panel design setting dialog, set layout as **Reservation**.
   - The panel will become reservation management screen.

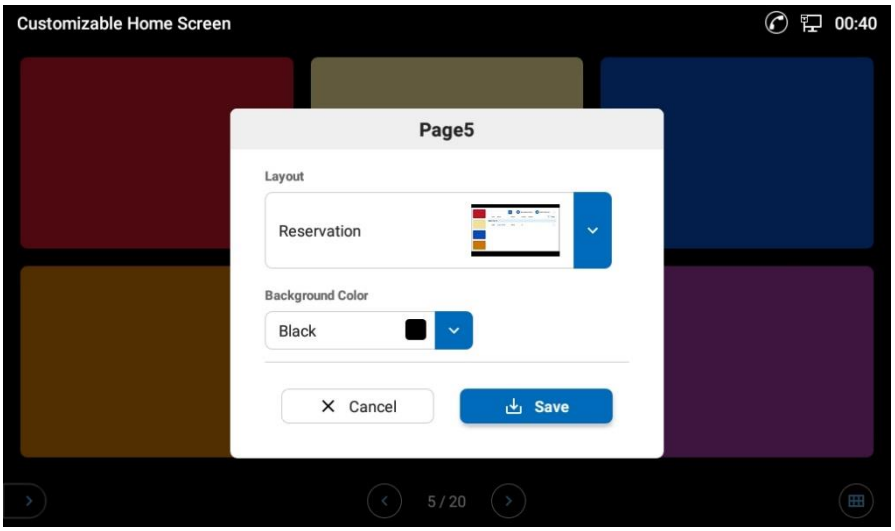


Figure 46: Set layout to Reservation

Note:

- When multiple panels are set as Reservation, the data is synchronized with all of them.
- For the panel “Reservation”, the background color cannot be changed even if the setting is done.

Reservation Management Screen Description

This section describes items on reservation management screen.

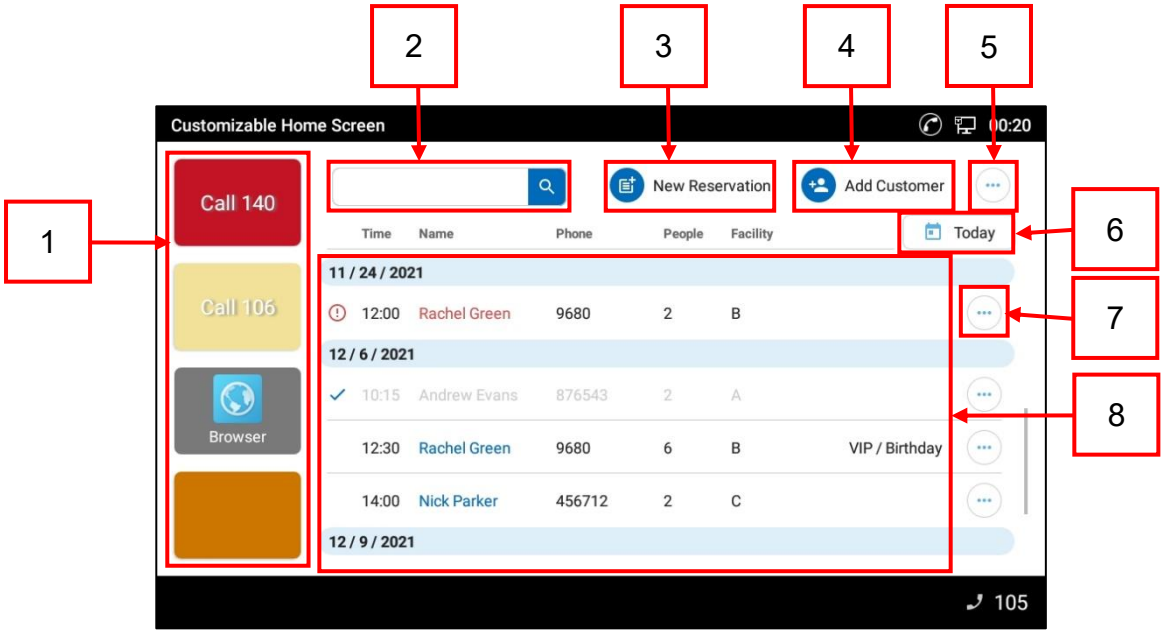


Figure 47: Reservation Screen

Table 17: Reservation Screen Description

Item	Name	Description
1	Tiles	They can have the same functions as ones on other panels. There are 4 tiles on reservation management screen.
2	Search	Users can search for reservations based on one keyword (It does not accept multiple keywords). All items are covered. Once any letter is input, the search will start.
3	New Reservation	Make a reservation from here.
4	Add Customer	Add a customer information (name and phone number) from here. The information will be saved as GT890 contacts.
5	Menu icon	Tap to open menu for all of reservations.
6	Today button	Tap to go to today's reservation list.
7	Submenu	Tap to open menu for the reservation.
8	Reservations list	It shows reservations based on reservation date/time that users registered. Users can scroll the list when it cannot show at once.

The icon at the left of each reservation indicates certain status.

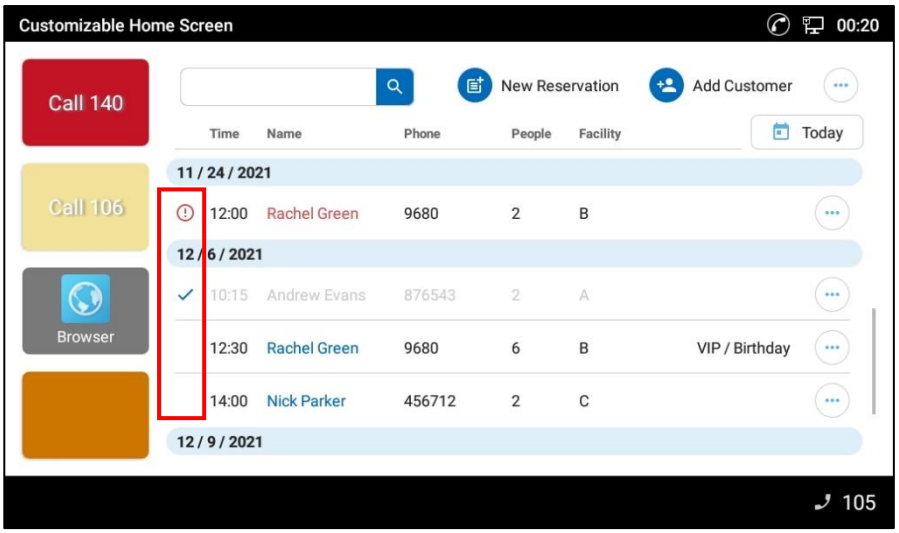


Figure 48: Reservation Icons

Table 18: Reservation Icons Description

Item	Icon	Description
1		It means the reservation has been complete. The information on the reservation list is grayed out.
2		It means there are 15 minutes left until the reserved date/time. This indication lasts even after the reserved date/time has passed unless the reservation status is in “Check”. Please refer to [To Access/Change a](#) Reservation for changing the reservation status.

To Add Customer Information

1. Tap **Add Customer**.
   - Add Customer dialog will appear.

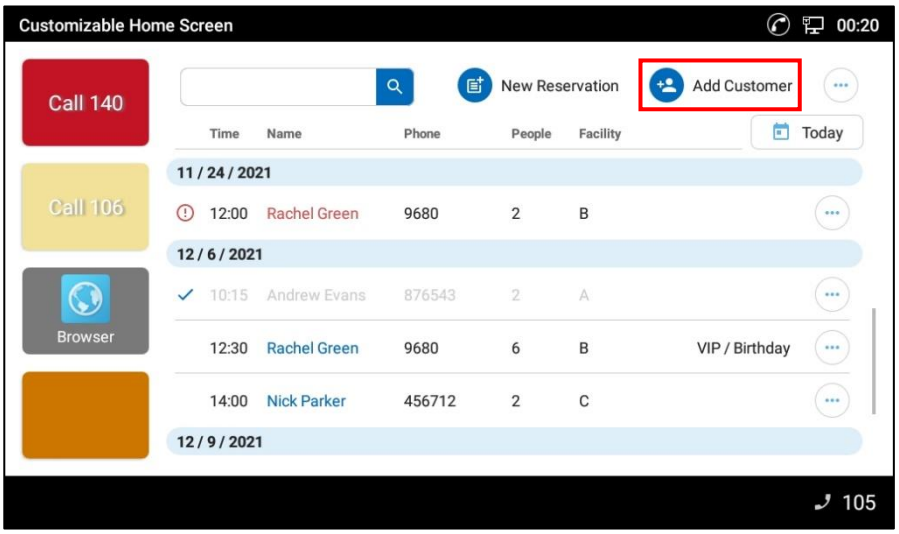


Figure 49: Add Customer information

2. Enter customer's name and phone number, and then tap **Save**.
   - The information entered will be saved and the dialog will close.

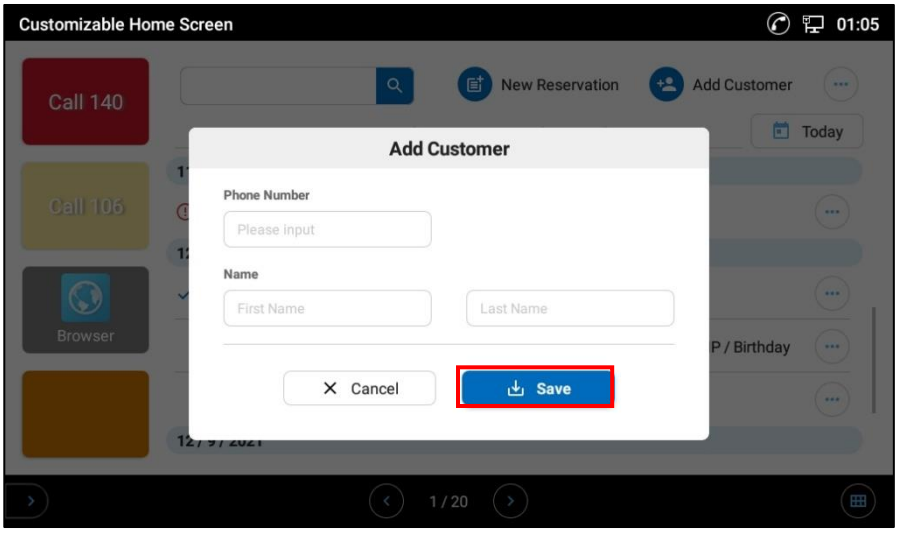


Figure 50: Add Customer dialog

Table 19: Field Description in Add Customer dialog

Setting items	Descriptions
Name	Set customers' name. Maximum number of characters: 64 for each field.
Phone number	Set customers' phone number. Maximum number of characters: 32.

Note:

- If the same phone number already exists, an error message will appear and the registration will not succeed.
- CHS can store up to 1,000 contacts. If the contact list is already full, an error message will appear and the registration will not succeed.

To Make a new Reservation

1. Tap **New Reservation**
   - New Reservation screen will appear.

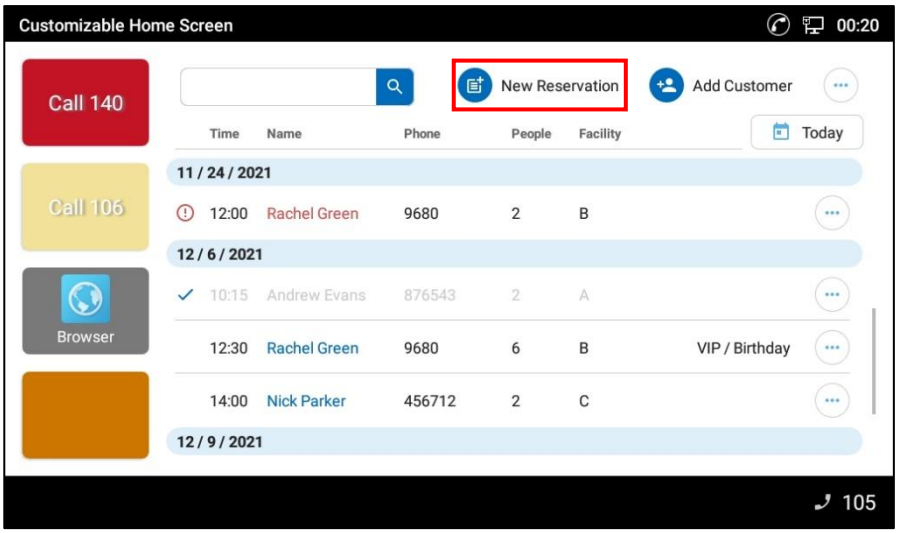


Figure 51: Make a New Reservation

2. Set required items and then tap **Save**.
   The customer information can be set by selecting from the Customer List or adding the information.
   - Reservation will be made.

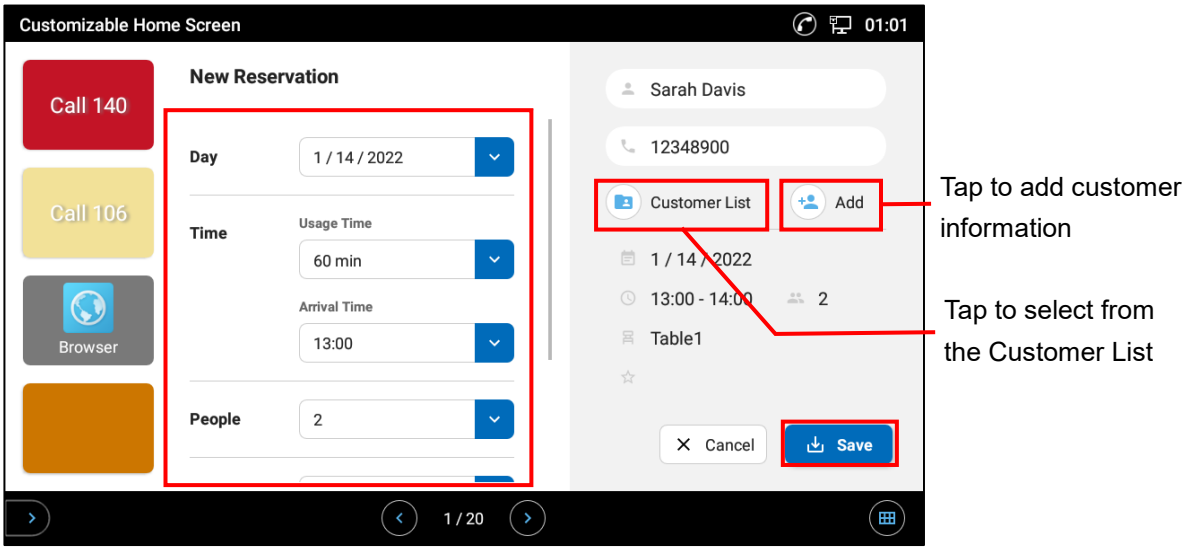


Figure 52: Set Reservation information

Note:

- Setting items are assumed to be set in order from the top. If the user changes the items related to date/time after selecting the later items, the later items will be reset (except “Remarks”). This behavior is because the availability of the reservation details depends on the date/time and it needs to be checked again.
  For example, if the “Time” in **[Figure 52: Set Reservation information]** is changed, “People” and “Facility” information will be reset.
- Dates/times in fully booked status are grayed out and marked with ”x”. Those dates/times cannot be selected. Triangles mean there is only a few left on those dates.

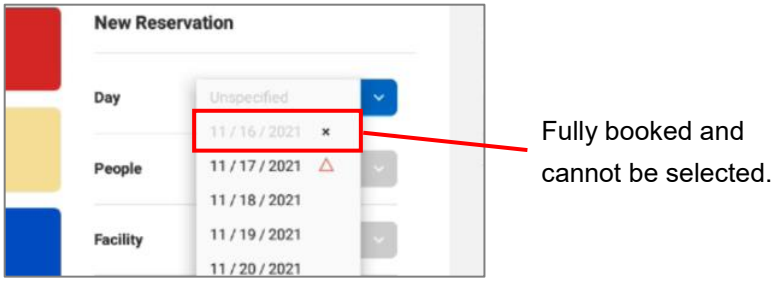


Figure 53: Fully booked icon

Table 20: Setting Items for Making Reservation

Setting items	Descriptions
Name	Set customers’ name by selecting or creating a customer information.
Phone number	Set customers’ phone number by selecting or creating a customer information.
Date	Set the date customers reserved. This is a required field.
Time (Usage Time)	Set the duration that the reservation lasts. The Duration can be set every 15 minutes.
Time (Arrival Time)	Set the time customers reserved. The time can be set every 15 minutes. This setting item can be valid/invalid according to the needs. This is a required field as long as it is valid.
People	The number of people who reserved. The total number on the same date and time cannot beyond the maximum number of people (set in advance). If the reservation time is set to invalid, it is managed based on date. This setting item can be valid/invalid according to the needs. This is a required field as long as it is valid.
Facility	Equipment or facility that is reserved (e.g. tables or rooms). Users can select only one of the equipment/facilities per reservation. Each equipment/facility can only be chosen once on the same date and time. If the reservation time is set to invalid, it is managed based on date. The options need to be set in advance. This setting item can be valid/invalid according to the needs.

	This is a required field as long as it is valid.
Remarks	Users can add some remarks for the reservation. It can be chosen multiple per reservation. The options need to be set in advance. This setting item can be valid/invalid according to the needs.

Note:

- Available dates for reservation are within 1 year of the current date.
- The app can indicate availability status (Available/Only a few left/Fully booked) on each date/time. It is necessary to set the conditions for indicating them in advance. Please refer to To Customize the Reservation Items for how to set the conditions.
- CHS can store up to 3,000 reservations. Each time it reached multiple of 3,000, CHS performs automatic backup and the following message will be displayed at the bottom of the screen. The backup files are saved in the internal storage of GT890.

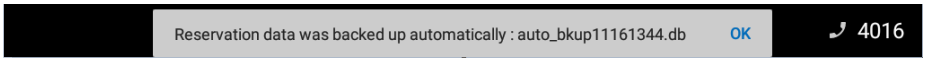


Figure 54: Automatic Backup Message

To Access/Change a Reservation Status

Submenu allows users to access/change the reservation information.

Tap the icon next to the reservation that needs to be accessed to open Submenu.

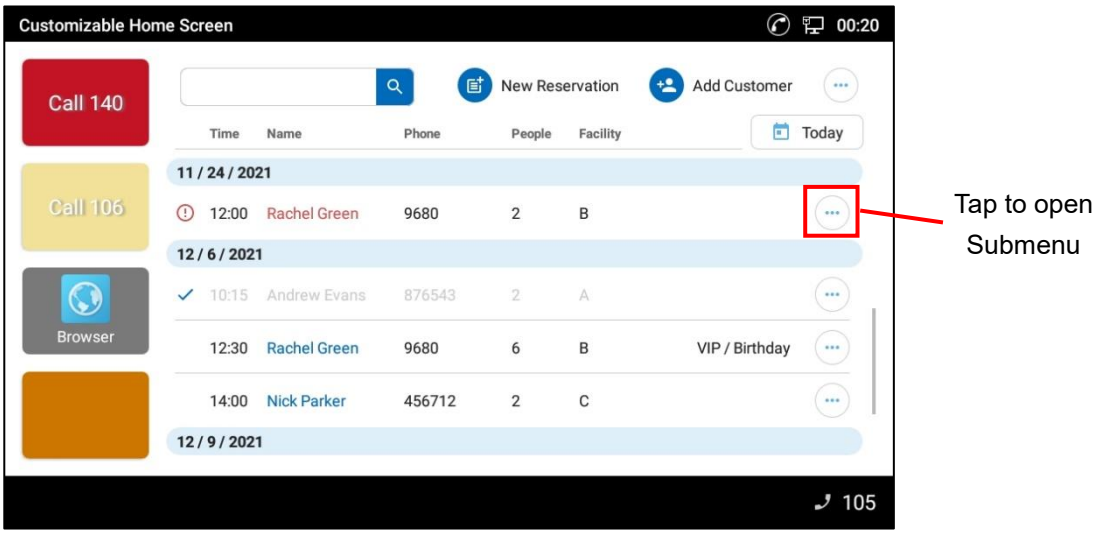


Figure 55: Open Submenu

Table 21: Submenu Description

Item	Description
Call	Tap to call the phone number registered in the reservation.
Edit Reservation	Tap to open Edit Reservation screen. Please refer to To Edit/Delete a Reservation for this function.
Check	Tap to switch status of .the reservation in order visualize whether the reservation is in progress/complete. The status switches each time it is tapped.
X (Exit)	Tap to close submenu.

To Edit/Delete a Reservation

1. Tap **Edit Reservation** on Submenu.
   - Edit Reservation screen will appear.

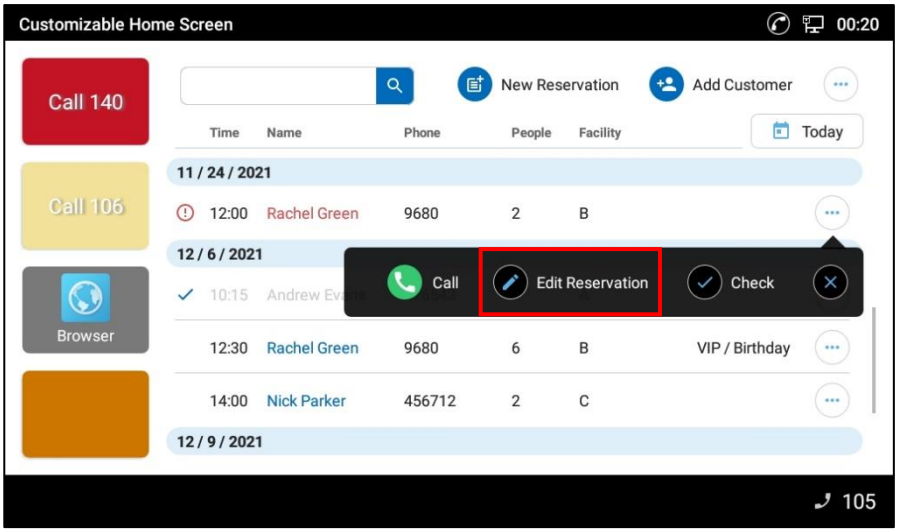


Figure 56: Edit Reservation

2. To edit, change the items and then tap **Save**.
   To delete the reservation, tap the bin icon at the bottom.

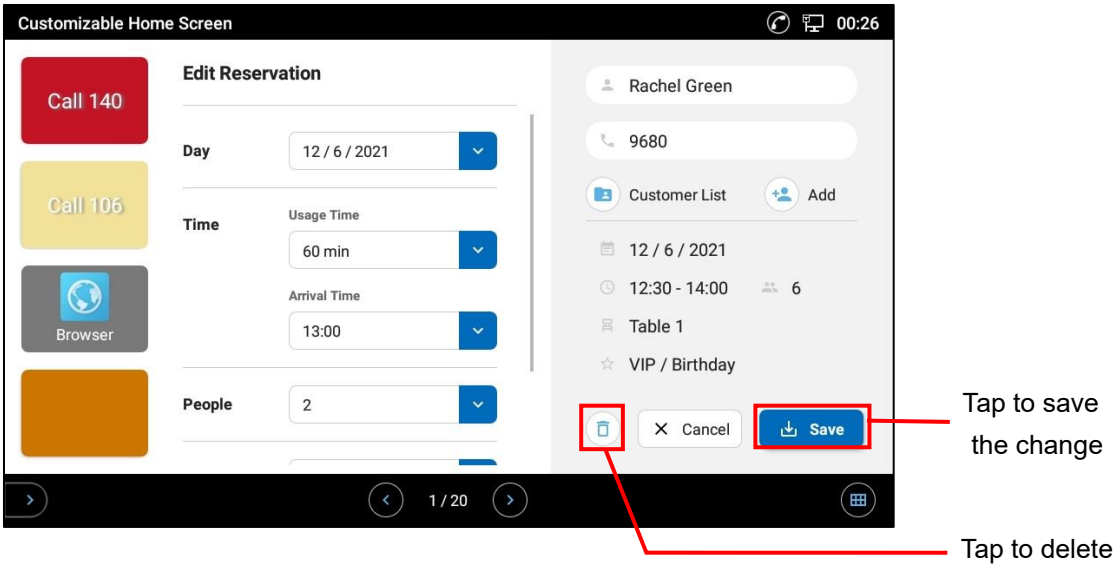


Figure 57: Edit Reservation Screen

To Customize the Reservation Items

Users can customize the items to be registered / managed as reservation information according to the usage scene.

1. Tap Menu icon and select **Customize Reservation**.
   - Customize Reservation dialog will appear.

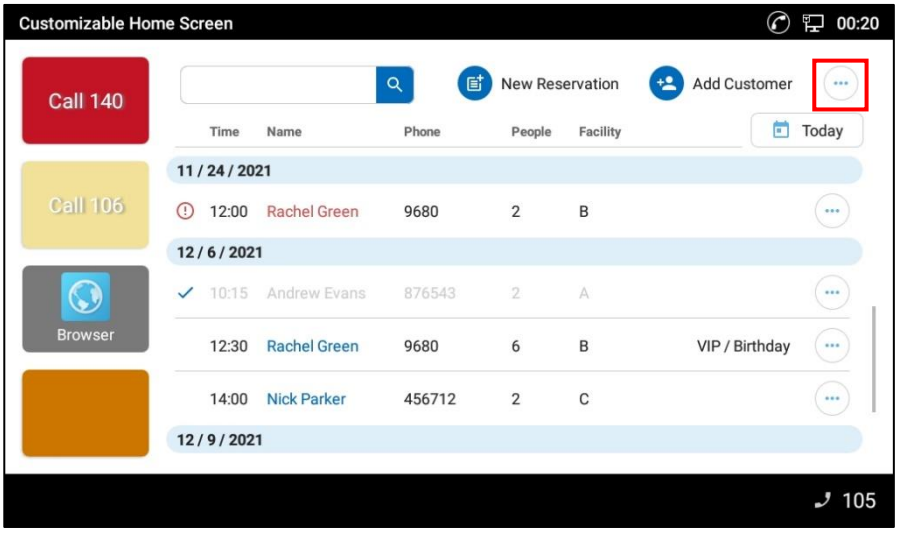


Figure 58: Open Menu

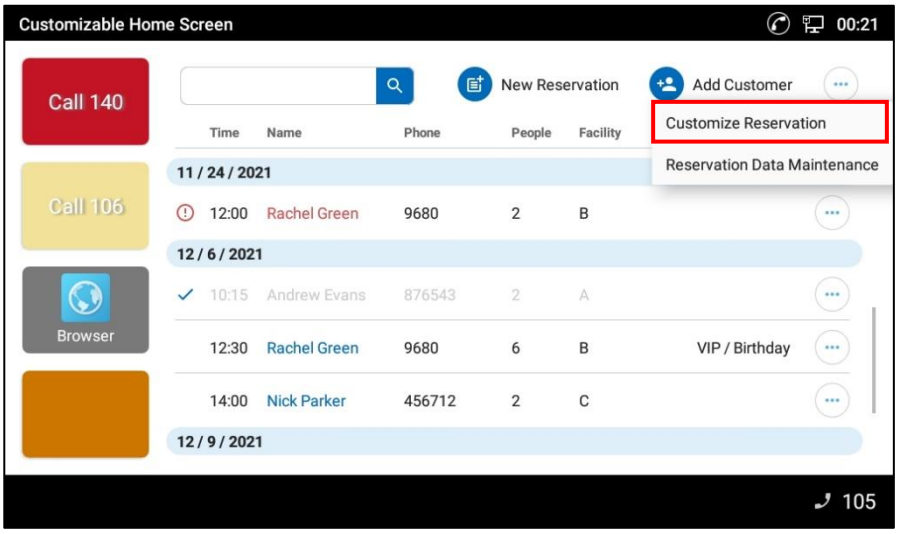


Figure 59: Tap Customize Reservation

2. Set each items and then tap **Save**.

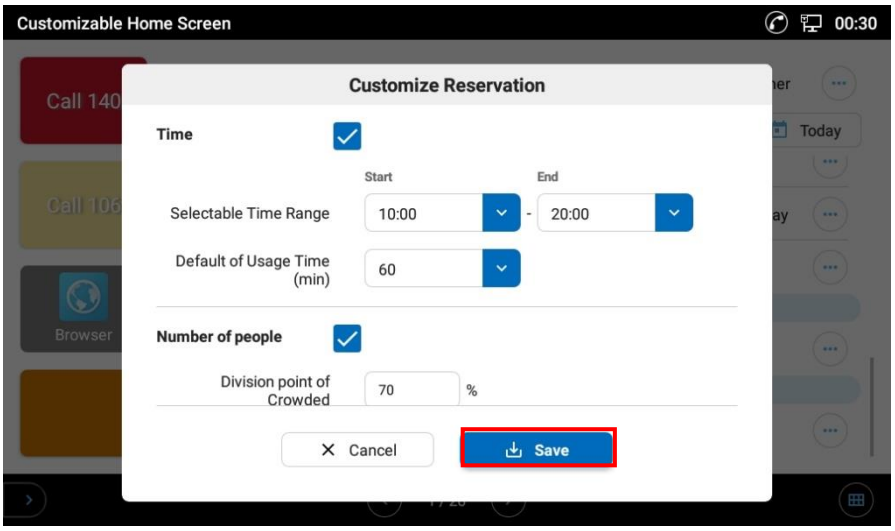


Figure 60: Save Customized Setting

3. For setting Facility/Remarks items, tap **Edit items** of each.
   - Facility/Remarks items dialog will be displayed. (The example below is for Facility.)

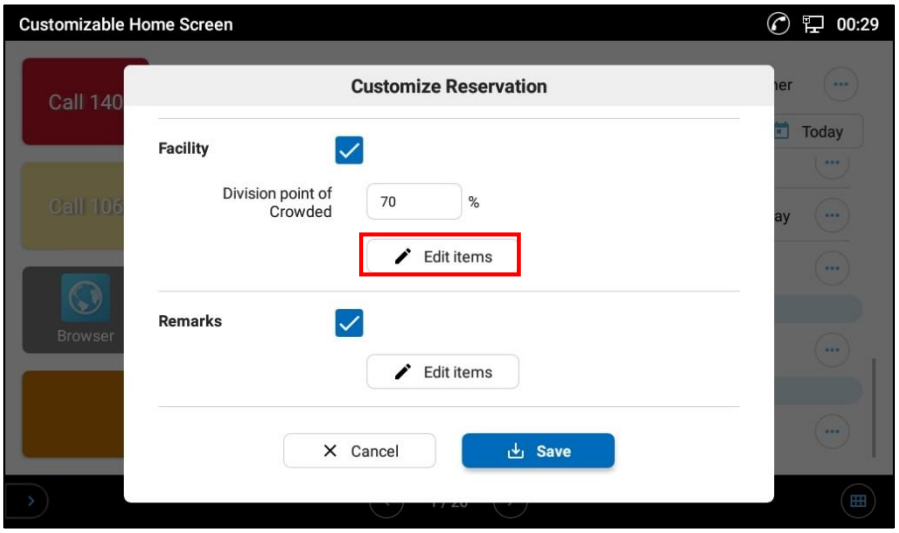


Figure 61: Edit Facility/Remarks Items

4. To add/edit items, tap **+** button to add a field and then set items.
   (The example below is for Facility items.)

Figure 62: Add a field

Figure 63: Set Facility/Remarks items

5. To delete existing items, tap a bin icon next to the item.

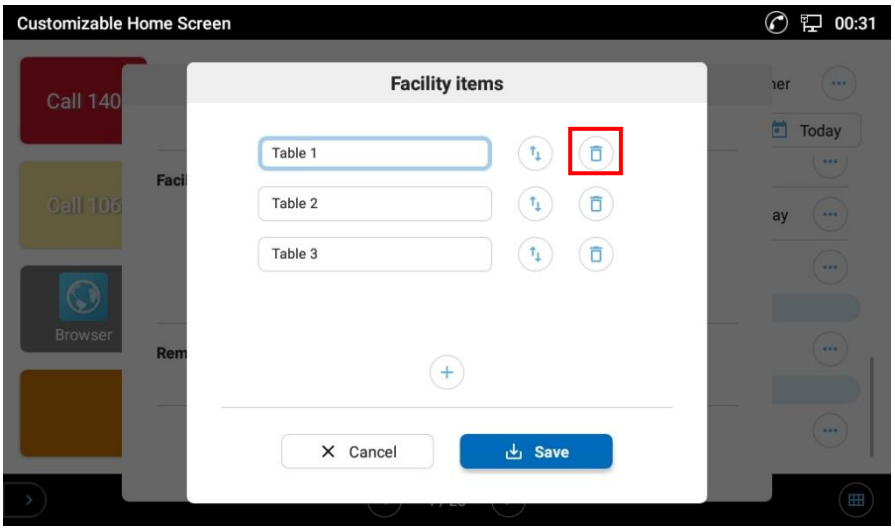


Figure 64: Delete Facility/Remarks Items

6. To change the order of existing items, tap and hold the arrows icon next to the item, and then move up/down it without releasing the finger.

Figure 65: Change the order of Facility/Remarks Items

7. Tap **Save** once the setting is done.

Figure 66: Save Edited Facility/Remarks Items

Note:

- **Save** button on Facility Items/Remarks Items dialog is not for the items of Customize Reservation dialog. To save the change for them, **Save** button on Customize Reservation dialog needs to be tapped as well.
- Even if Facility Items/Remarks Items dialog is opened before saving the change for the items of Customize Reservation dialog, the change does not discarded.

Table 22: Setting items of Customize Reservation

Setting items	Descriptions	Setting range/items	Default value
Time			
Checkbox	When it is checked, the app will require time information to make reservations.	Check Uncheck	Check
Selectable Time Range	Set the range of arrival time users can select to make a reservation. It is also possible to set only either the start time or the end time. **Note:** • As the minimum of usage time is 15 minutes, the end time needs to be set 15 minutes earlier than the actual end of opening hours. • An error will occur if the start time is set later than the end time.	00:00~23:45 (15 minutes intervals)	Start: 00:00 End: 23:45
Default of Usage Time	Set the default value of duration that the reservation lasts.	15~720 (min) (15 minutes intervals)	60
Number of people			
Checkbox	When it is checked, the app will require information on the number of people to make reservations.	Check Uncheck	Check
Division point of Crowded	Set the conditions in a percentage for indicating “Only a few left” (Triangles) on dates/times. When the total number of people who reserved on the same date and time exceeds this percentage for the capacity, the triangles will appear. If it is set as “0”, the triangles never appear.	0~99 (%)	70
Capacity	Set the maximum number of people the app accepts reservations on the same date and time. If the time information is not used, it is considered the maximum number of people per day.	1~100	10
Facility			
Checkbox	When it is checked, the app will require facility information to make reservations.	Check Uncheck	Check
Division point of Crowded	Set the conditions in a percentage for indicating “Only a few left” (Triangles) on dates/times. When the total number of facilities reserved on the same date and time exceeds this percentage to the number of the selection items, the triangles appear.	0~99 (%)	70

	If it is set as “0”, the triangles never appear.		
Edit items	Tap to open Facility items dialog and set items as equipment/facilities. It can be added up to 100 items.	Maximum number of characters: 100	-
Remarks			
Checkbox	When it is checked, users can use the remarks as a part of reservation information.	Checked Unchecked	Check
Edit items	Tap to open Remarks items dialog and set items as remarks. It can be added up to 30 items.	Maximum number of characters: 100	-

Cooperation between Calling and Reservation Management

When CHS is on a call, it uses the phone number to easily manage reservations of the person the user is calling with.

- When the app started a call (including outgoing/incoming call state) while displaying Reservations list, the app will automatically start searching for reservations by the other party’s phone number. This makes it easy for users to find relevant reservations.

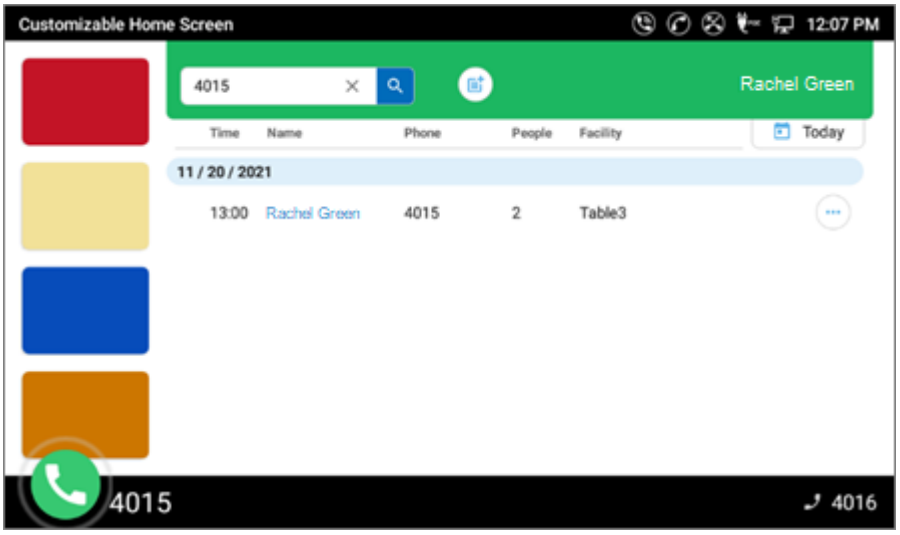


Figure 67: Reservations List during a Call

- When the user opens New Reservation screen during a call (including outgoing/incoming call state), the app will automatically load the other party’s information saved in customers list based on the phone number.
- When the user open Add Customer dialog during a call (including outgoing/incoming call state), the other party’s phone number will automatically be input to the phone number field.

To Backup/Restore the Reservation Information

The app can back up the reservation information and can also export the data as CSV format file.
Users can restore the data loading backup file.

Note:
Once the data restored, reservation information existed in CHS will be deleted by overwriting. Therefore, we recommend to back up existing information before restoring.

1. Tap Menu icon and select **Reservation Data Maintenance**.
   - Reservation Data Maintenance dialog will appear.

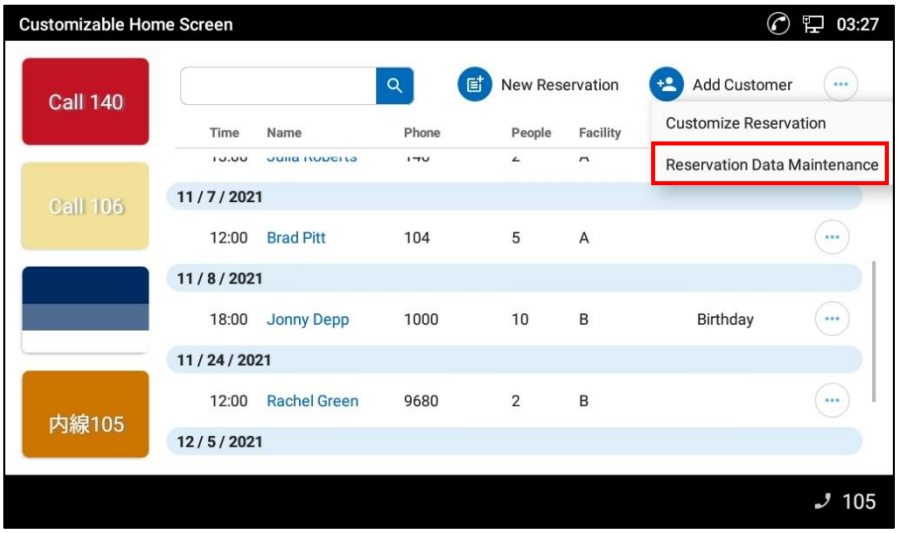


Figure 68: Reservation Data Maintenance

2. To back up, set the file name and tap **Backup** button.
   To restore, select the backup file and tap **Restore** button.
   After tapping **Restore** button, the app will load and apply the contents immediately.

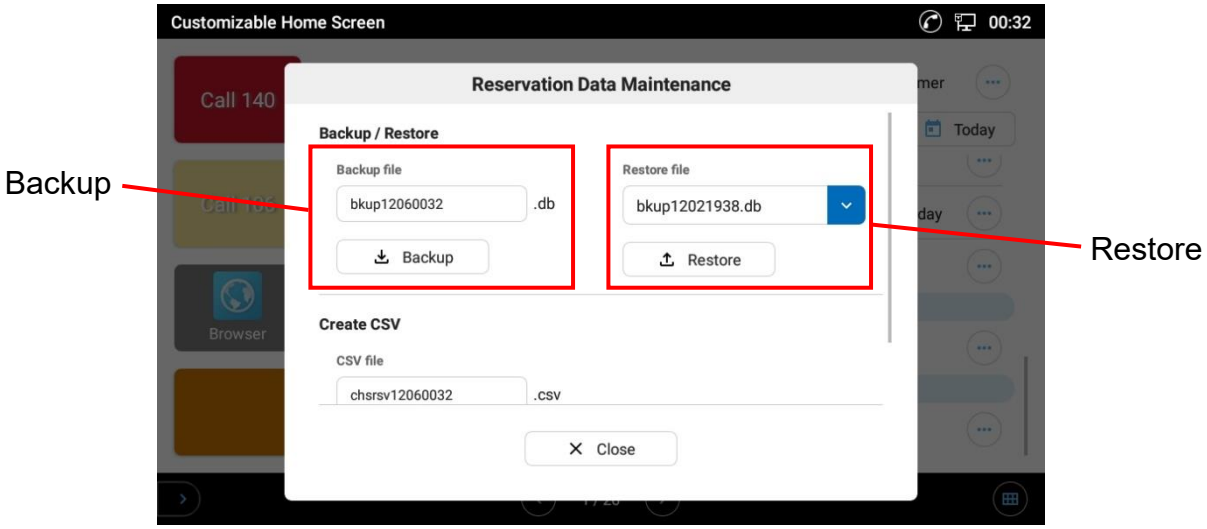


Figure 69: Backup/Restore Reservation Data

Table 23: Setting items of Backup/Restore

Setting items	Descriptions	Setting range/items	Default value
Backup file	Set the name of the backup file. After tapping **Backup** button, the backup file will be generated with this name in the following folder. **All > Internal storage > CHS > RSV > Backup**	Enterable characters and symbols: Characters specified in UTF-8 Maximum number of characters：250	bkup MMDDHHMM
Restore file	Select the backup file from the following folder. **All > Internal storage > CHS > RSV > Backup**	Select the backup file	-

To Export Reservation Data as a CSV Format File

1. Tap Menu icon and select **Reservation Data Maintenance**.
   - Reservation Data Maintenance dialog will appear.
2. Set the file name and tap **Create CSV** button.

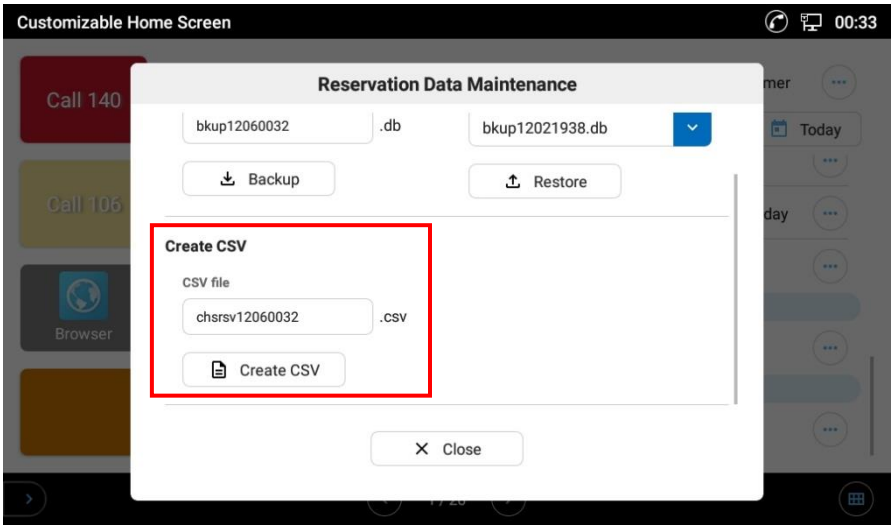


Figure 70: Create a CSV file

Table 24: Setting Items of Create CSV

Setting items	Descriptions	Setting range/items	Default value
Create CSV	Set the name of the CSV file. After tapping **Create CSV** button, the CSV file will be generated with this name in the following folder. **All > Internal storage > CSH > RSV > CSV files**	Enterable characters and symbols: Characters specified in UTF-8 Maximum number of characters：250	chsrsv MMDDHHMM

<CSV format >

The following table describes the CSV format.

The first row is the headings and the second or later are the contents of each record. Although the actual items are divided by commas, in this table, they are divided by cells instead and numbered for clarity.

Table 25: CSV format example

1	2	3	4	5	6	7	8	9	10
“Date”	“Start Time”	“End Time”	“Name”	“Phone”	“People”	“Facility”	“Remarks”	“Status”	“Serial No.”
2021-01-01	9:00	13:00	“Hanako Nichiden”	“0901234 5678”	4	“Table1”	“Item1, Item2”	“Checked”	1234

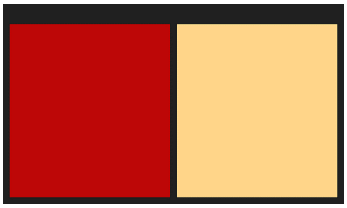
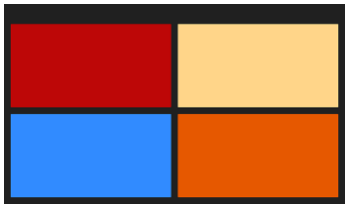
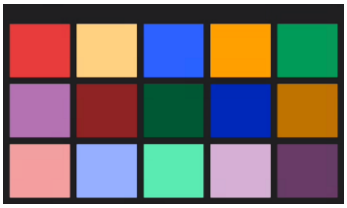
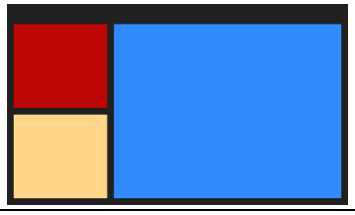
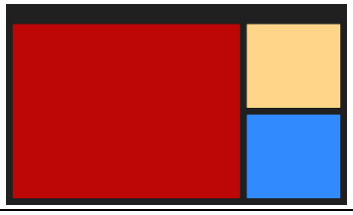
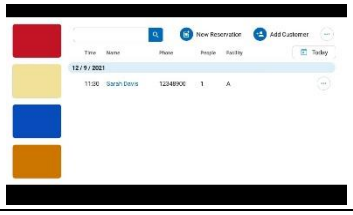
Table 26: Description of each Heading

Item	Heading	Description
1	**Date**	The reservation date of each record. Data format: YYYY-MM-DD
2	**Start Time**	The start time of each reservation. Data format: HH:mm (24h clock)
3	**End Time**	The end time each reservation. Data format: HH:mm (24h clock)
4	**Name**	The name of the person who made each reservation. Surrounded by “”.
5	**Phone**	The Phone number of the person who made each reservation. Surrounded by “”.
6	**People**	The number of people of each reservation.
7	**Facility**	The facility information of each reservation. Surrounded by “”.
8	**Remarks**	The remarks information of each reservation. Surrounded by “”. If there are multiple items, commas divide them.
9	**Status**	The status (Check ON/OFF) of each reservation. Surrounded by “”. It indicates Check ON as: “Checked” It indicates Check OFF as: Blank
10	**Serial No.**	Serial numbers assigned to each reservation. This number will be the order of registration in the database.

Appendix

Panel Layout

Table 27: Panel Layout

3x2 (Default) 	1x1 	2x1 
2x2 	4x2 	5x3 
2+1L (R) 	1L (L)+2 	Reservation 

Color Swatch

Table 28: Color Swatch

Name	Color
White	
Blue 1	
Blue 2	
Blue 3	
Green 1	
Green 2	
Green 3	
Orange 1	
Orange 2	
Orange 3	
Purple 1	
Purple 2	
Purple 3	
Red 1	
Red 2	
Red 3	
Black	

Note:
It may differ from the color displayed on the actual screen.

Symbols - Escape characters list for URL

The following correspondence table shows which symbols need to be substituted and escape characters.

Table 29: Symbols - Escape characters list for URL

Symbol	Escape character	Symbol	Escape character	Symbol	Escape character
!	%21	*	%2A	=	%3D
#	%23	+	%2B	?	%3F
$	%24	,	%2C	@	%40
%	%25	-	%2D	[	%5B
&	%26	.	%2E	]	%5D
‘	%27	/	%2F	_	%5F
(	%28	:	%3A	~	%7E
)	%29	;	%3B		

To Uninstall CHS

There are two way to uninstall CHS from GT890.

Note:

- Once CHS is launched, “CHS” folder is created in the internal storage under **All > Internal storage**. This folder will not be deleted even after uninstalling CHS.
- Restoring GT890 to factory default removes CHS including the settings. How to restore GT890 to factory default, please refer to “GT890 Administration Guide (ST500)”.

To Uninstall on GT890 Home screen

1. On GT890 home screen, tap and hold the CHS icon.
2. Drag to the bin icon appeared on top of the screen.

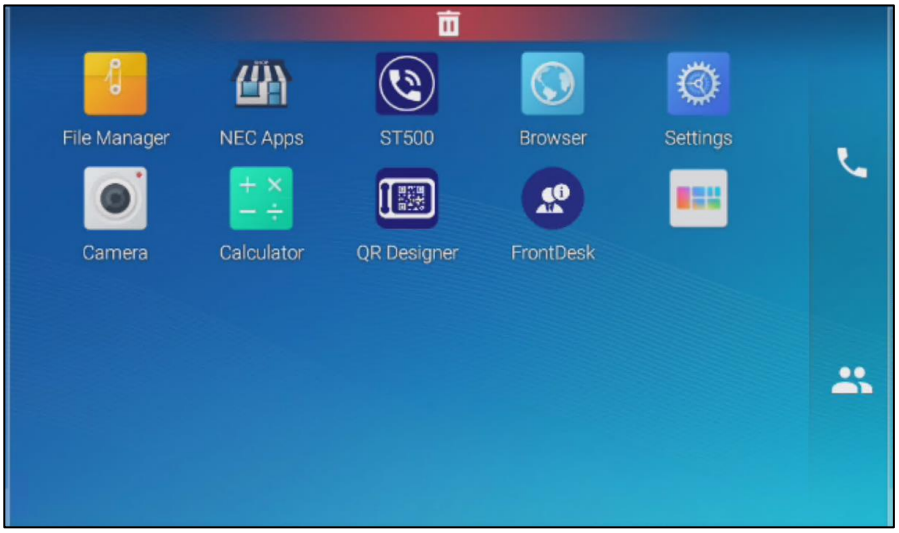


Figure 71: Uninstalling CHS from Home screen

To Uninstall on GT890 Settings app

1. On GT890 home screen, open the Settings app.

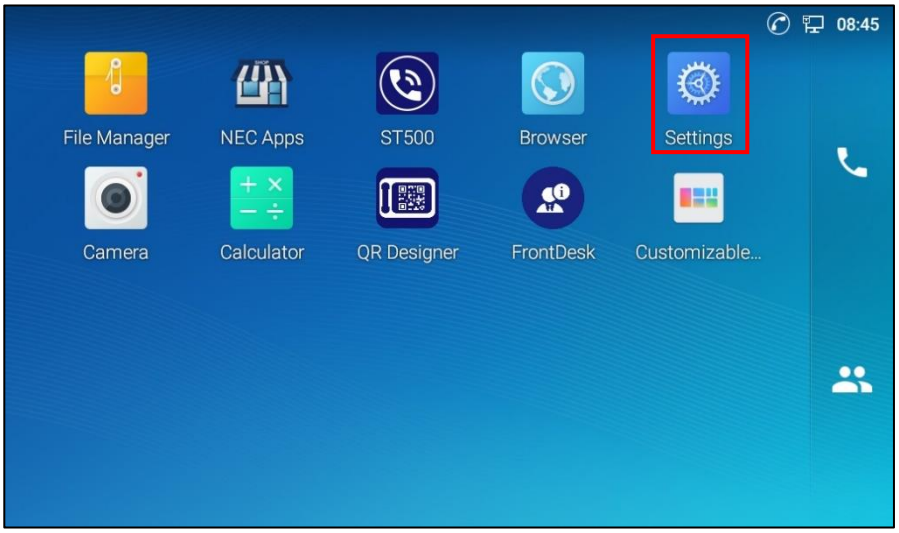


Figure 72: Open Settings app 2

2. Open **Settings > App > Application Management**.

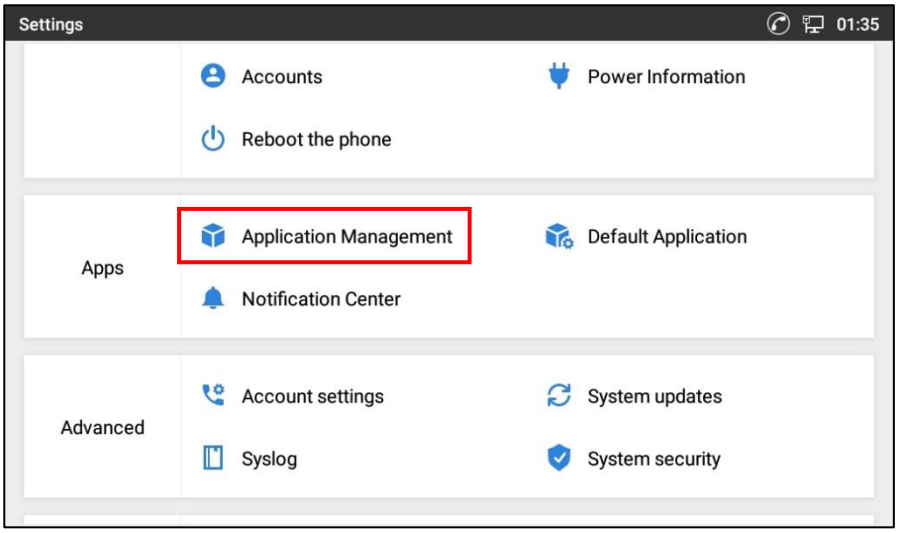


Figure 73: Select Application Management

3. Select **Customizable Home Screen** and then tap **Uninstall**.

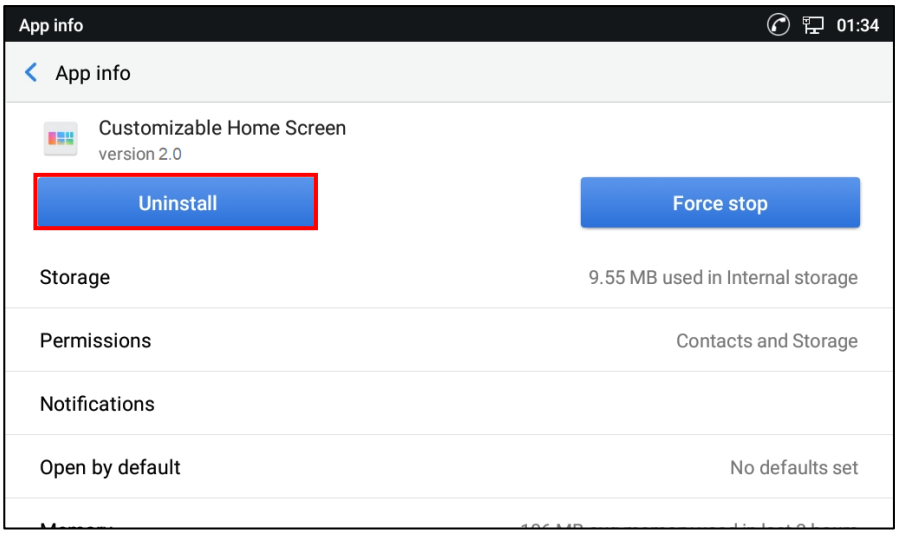


Figure 74: Uninstall from Settings

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(1) Do not reprint or copy this manual in whole or in part without the express permission of NEC Platforms, Ltd.

(2) The contents of this manual are subject to change without prior notice in the future.

(3) This manual is published under strict quality control standards. If, however, you have any questions, spot an error, or find a description lacking, please feel free to contact us.

Related documents

This section introduces related documents to this manual. Please refer to these if you do not find any information in this manual.

Note:

Documents for the heading “For administrator” contain content that requires expert knowledge and skills. Please contact your administrator if you want to check the contents described in these documents.

For user

- Safety Precautions and Regulatory Notices for GT Series
- GT890 User Guide (ST500)

For administrator

- GT890 Administration Guide (ST500)

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Revision history

January, 2022 - Issued 1.0

Customizable Home Screen for GT890
User's Guide

GVT-189300-001

January, 2022 Issue 1.0

NEC Platforms, Ltd.