## SET - 30 <br> PROGRAMMING MANUAL

## SD-192/SD-192MX AND SD-232

TH-S3D-2B

## RROGRAMMING

SET-38 is programmed from the Key pad in conjunction with the feature buttons.
General
The STORE button is used at the end of each procedure or during a procedure to store the programmed information in the instrument's memory.

Pressing the STORE button in response to a particular prompt will leave the programmed information in tact. If nothing was programmed, it will remain blank. It is, therefore, used to skip prompts,which require no response during a change procedure.

The BACF button is used to erase the last character entered. Pressing the button several times will erase several entries.

The 日ANG UP button is used to terminate a procedure that was entered by mistake or requires to be terminated for other reasons. If the RANG UP button is pressed during a programming procedure which is not finished, the program will default to . what was originally programmed (if anything).

The DISPLAY button will display information concerning another feature button when that feature button is also pressed after pressing the DISPLAY button.

The first item to be programmed on each SET-30 will be a mask.
MASK 0 is used for SATURN II or SATURN III.
MASK 1 is used for SD-192, SD-232, or SD-192MX. MASK 2 is used for SD-80

If after programming the mask is reprogrammed, the programmed data will be lost (it will revert to standard data base).

To display the mask press the DISPLAY button twice. (This will also indicate what type of set after programming.)

Part of the display will be a number as shown'below:


PROGRAMMING
Before programming, fill out the database tables shown on the next several pages or the tables in the regular SET-30 documentation.

Separate sets of tables are provided for Multiplexer (MUX) Groups (one or two secretaries and many executives) and Executive/Private Secretary combinations.

For stand-alone executive phones, use the portion of the Executive/Private Secretary table which is applicable.
EXECUTIVE STAND ALONE TABLE

-4-

Press STORE, FEATURE + , 0, $\ddagger$ buttons in sequence. (Disregard INVALID display between buttons.).


Enter__and STORE
SELECT MODEL
SECT $=1$, EXEC $=2$

Enter
2 and STORE

Press STORE and COM (3rd ivory button in bottom row) in sequence

| EXTENSION FOR |
| :--- |
| LINE A: |

Enter $\qquad$ and STORE

(Normally not used) Enter STORE

To display the programmed lines , perform the following procedure:
Press DISPLAY and COM (3rd ivory button in bottom row) in sequence


Enter $\qquad$ and STORE




```
RING ARRANGEMENT AND DIRECT FORWARD DESTINATIONS (STAND-ALONE_EXECUTIV
Press STORe and DiReCT FORWARD buttons in sequence
    Ring arrangement need not be entered.
    Press STORE
    If no ring arrangement is programmed, it
    automatically defaults to arrangement 1.
    Descrintion
Duplicate ringing. Rings both secretary's and
executive's phones.
2 Delayed duplicate ringing. Rings of executive's
phone. After two rings, the call also rings at
the secretary's phone.
3 Executive answers. Rings only at executive's phone.
4 Full call screening. Rings only at secretary's phone.
5
```

7 Secondary line call screening. Same as 6 but $A$ and $B$ are reversed.

Enter $\qquad$ and STORE executive's phone. Subsequent calls will ring at the secretary's phone as long as the executive's phone is busy.

Primary line call screening. Line A designated as primary line, and rings at the secretary's phone. Line B designated as secondary line, and rings at executive's phone when idle. If line $B$ is busy, calls ring at secretary's phone.

FORWARD LINE A
то

FORWARD LINE B I TO $\qquad$ and--STORE

To display Ring Arrangement and Direct Forward Destination perform the following procedures:

Press DISPLAY and DIRECT FORWARD buttons in sequence

-Enter $\qquad$ and store
station to which chosen line is forwarded !


Ring Arrangement used

## SPEED DIAL

Press STORE and SPEED DIAL buttons in sequence


Enter but do not press STORE unless you want to skip the next step (just change name, not telephone number).

If the instrument is to merely outdial digits, enter the telephone number and STORE (preceded by the PBX trunk group access code for the trunk group to be used, unless the instrument is connected directly to CO trunks).

If additional commands are required (see Table page 11), perform the procedure in the dotted lines between the digits where an additional command is required. Several commands may be programmed in succession.

Press SPEED DIAL button


Note: Each numbered Key except 0 and 1 has three letters ( 0 Key has two letters and a dash). In order to select one of the three, another entry is necessary.
| USE: $P=1, R=2, S=3$ |
$\qquad$

Display shows the result of pressing the $7(P R S)$ key in the previous step

Continue the procedure until the command sequence is finished.

Press the SPEED DIAL button each time a change from numbers to alpha characters or vice versa is required.

When the entire string of numbers and alpha characters is finished, press the STORE button..

। 1 ENTER NAME
'Press tone pad Key which corresponds to the first letter or number of name
(Key 1 is used for space). If no name is desired, press STORE.

Note: Each numbered Key except 0 and 1 has three letters ( 0 Key has two letters and a dash). In order to select one of the three, another entry is necessary.

## USE: $A=1, B=2, C=3$ |

Press Key pad number which corresponds to the desired letter shown on left, but do not press STORE button unless name is finished. If a number was selected in the previous step, press Key 4.

Display shows the result of pressing the 2 ( ABC ) key in the previous step.


Display shows the result of pressing the 3 key in the previous step to select the third letter of the three choices.

```
USE: l=0, 2=2, 3=- : Select desired character
```

Display shows the result of pressing the 8 (QZ-) key in the previous step

Continue the procedure until the name is finished (12 characters including spaces maximum), then press the STORE button.

To display SPEED DIAL numbers perform the following procedure: Press DISPLAY and SPEED DIAL buttons in sequence

| $\left\|\begin{array}{l}\text { WHICH LOCATION } \\ 1-6,70-99\end{array}\right\| \quad$ Enter index'to be displayed |
| :--- | :--- |



Number dialed (trunk group access code and address)
Note: The display will show only the last 12 digits. If more than 12 digits are used, press the BACK button to view the remaining numbers.

To. display the first four letters of the names for the first six speed call indexes (1-6), perform the following procedure:

Press SPEED DIAL button

| 1 STFM | 2 | 3 |
| :--- | :--- | :--- |
| 4 | 5 | 6 |

This Table Is Used For Programming SPEED DIAL And Access to Pbx features SUMMARY OF FEATURE SEQUENCE CODES

| OH |  |
| :---: | :---: |
| 0-9,*,\# | DTMF tones |
| A | Any tone detect |
| B | Busy tone detect |
| C | Control tone detect |
| D | Dial tone detect |
| E | Insert the extension number of the active line |
| F | Timed Hookflash/Connect |
| GI | Get an idle line and connect |
| GL | Get a line -- now active or idle |
| GR | Get ringing line and connect |
| Gl or 2 | Get line 1 or 2 |
| H | Hang-up |
| J | Jam display with blanks |
| R 0 | Allows user entry of digits, and proceeds after total digits equal the number of digits in LINE A's extension |
|  | number. An underline cursor will be displayed. |
| R1 to 9 | Allows user entry of 1 to 9 digits. A underline cursor will be displayed. |
| Ll to 6 | Chain a speed dial location * |
| L70 to 99 |  |
| NA | Terminate if no tone. |
| NB | Terminate if no busy tone. |
| NC | Terminate if no control tone. |
| ND | Terminate if no dial tone. |
| NI | Terminate if selected line not idle. |
| NR | Terminate if selected line not ringing. |
| Nu | Terminate if selected line not in use |
| P | Pause |
| S | Stored name remains until hang-up. |
| U | Display an underline cursor after name. |
| W | Wait for call back ringing. |
| X | Ignore automatic dial tone detection.* |
|  | Display "-" for clarity.* |
| GF | Get line (s) to be forwarded. |
| R. | Outdial forwarding destination(s) as programmed. |

* Normally used in SPEED DIAL storage only, do not use in feature sequence.


## LOUDNESS and TONE of RING

Press Volume or Volume button. Instrument will ring.
To increase loudness, press the VOLUME button.
To decrease loudness, press the VOLUME 'button.
To change the tone, press tone pad buttons 1 through 9 until desired tone is received.

## CLOCK AND DATE

Press STORE and DISPLAY buttons in sequence

## SELECT MODE $\mathrm{AM}=1, \quad \mathrm{PM}=2, \quad \mathrm{HR}=3$

ENTER HOUR

Enter $\qquad$ and STORE

Enter and STORE
(24-hour time if 3 was chosen in last step)

Enter $\qquad$ and STORE

Enter $\qquad$ and STORE (Numeral)

Enter $\qquad$ and STORE
ENTER DAY !
ENTER YEAR

Enter $\qquad$ and STORE
(2 digits)

## PROGRAMMABLE FEATURE BUTTONS

Fourteen PBX features may be programed to be accessed by a single button or a combination of two buttons.

Conference Call................. Conference Button
Call Park.......................... Call Park Button.
Pick Up............................ Pick Up Button
Direct Forward - Activate.......Direct Forward Button
Direct Forward - Deactivate....Direct Forward Button

Any nine
PBX features

| FEATURE | button | $+\frac{1}{w}$ |
| :---: | :---: | :---: |
| $w$ | $w$ | +2 |
| $w$ | $w$ | +4 |
| $w$ | $w$ | +5 |
| $w$ | $w$ | +6 |
| $w$ | $w$ | +7 |
| $w$ | $w$ | +8 |
| $w$ | $w$ | +9 |

Note: Even the CONF, PARK, and PICKUP buttons listed above may be programmed with a different feature, but the label would have to be changed.

The table two pages ahead is used to program a string of commands for SET-30 to perform.

Example of a command string for Call Forwarding.

| GL | ND | 58 | KO | P | H |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Get a | Terminate | PBX | Allow | Pause | Hang |
| Line | if no | Access | user to |  | UP |
|  | Dial Tone | Code | -dial digits |  |  |
|  |  | for the | equal to |  |  |
|  |  | call | number in |  |  |
|  |  | Forwarding | user's station |  |  |
|  |  | Feature | number |  |  |

In order to save time it is recommended that the table on the next page be used for this purpose. It shows the command string for the most commonly used features.

## ProgRAmmAble feature Buttons (continued)

Copy the command string except for the access code. Use the access code of the particular PBX with which the SET-30 is to be used.

The existing command string can also be displayed first and then copied with the new access code.

FEATURE ACCESS SEQUENCE CODES
FEATURE OR KEY
AND FEATURE
NAME.

In order for the end user not to accidentally reprogram the command string, a security Key (code) has to be entered to program the features.

The SET-30 remains in the feature programming mode until timeout or until the HANG UP button is pressed. The security key is:

> STORE
> FEATURE +
> 0
> STATUS
'Disregard INVALID display between buttons.

PROGRAMMABLE FEATURE BUTTONS (continued)
Enter security key $=$ STORE, FEATURE $\boldsymbol{+}$, , STATUS
Note: The direct forward feature is unique and will be explained separately.
Press STORE and FEATURE button.
If the featuret button was pressed, a feature number is also selected. If the CONF, PARK, or PICKUP was pressed, skip the next step.

$\frac{|$|  SELECT PBX  |
| :--- |
|  FEATURE (l-9)  |}{Feature number (if used)}



> Request a string of commands (See table on preceding page).
> If the string of commands starts with numbers, enter the numbers.

If the string of commands starts with alpha characters, press the SPEED DIAL button and the next display shown will appear.

Press the SPEED DIAL button each time the command string changes from numbers to alpha characters or visa versa.

Press tone pad key which corresponds to the alpha character desired.
1 ENTER (ALPHA)

Note: Each number key except 0 and 1 has three letters $(0$ key has two letters and a dash). In order to select one of the three, another entry is necessary.
USE: G=1, $\mathbf{H = 2 , I = 3}$

| Press key pad number which corresponds |
| :--- |
| to the desired letter shown on left, but |
| do not press STORE button. |

Display above shows the result of pressing the 4
(GHI) key in the previous step.


Display above shows the result of pressing the 1 key in the previous step.


Press key pad number which corresponds to the next alpha character desired. (If the next character is a number, press the SPEED DIAL button first, then enter the number.

Display above shows the
result of pressing the
5 (JKL) key in the previous step.
Press key pad number which corresponds to the desired letter shown on left, but do not press STORE button.

```
| ENTER (ALPHA)
I GL
```

Display above shows the result of pressing the 3 key in the previous step.

Note: The command up to this point is "Get a Line, now active of idle".
Continue the procedure until the command sequence is finished, then press the STORE button.
$\overline{\mid \text { ENTER NAME }}$

Press tone pad key which corresponds to the first letter of number of the name (key 1 is pressed twice for space)

Note: Each numbered key except $\emptyset$ and 1 has three letters ( 0 key has two letters and a dash). In order to select one of the three, another entry is necessary.

If the number 1 was selected to be used a number or a space,'the display will be different.

```
USE: 1=A, 2=B, 3=C
```

Display shows the result of pressing the 2 (ABC) key in the previous step

Press key pad number which corresponds to the desired letter shown on left, but do not press STORE button unless name is finished. If a number was selected in the previous step, press key 4.

Enter next letter on tone pad

Select desired character

Display shows the result
of pressing the 8 (QZ-)
key in the previous step
Continue the procedure until the same is finished (12 characters including spaces and dashes maximum), then press the STORE button.

For the DIRECT FORWARD feature, two command strings have to be programmed, one to activate the feature and one to deactivate the feature, .although the same button is used.

After entering the feature programming security key (code), perform the following steps:

## PROGRAMMABLE FEATURE BUTTONS (cont inued1

Direct Forward Activate
Press STORE, FEATURE +, and * buttons in sequence.
Using the same procedure described on
previous pages, enter the command string
and press STORE.

To display the feature, press the DISPLAY, FEATURE +, and * buttons in sequence.

Direct Forward Deactivate
Press STORE, FEATURE + , and buttons in sequence.

| \# ENTER NUMBER |
| :--- |
| Using the same procedure described above, |

| \# ENTER NAME

Using the same procedure described above, enter the feature name and press STORE. .

To display the feature, press the DISPLAY, FEATURE +, and \# buttons in sequence.

ProgrAmmable feature BuTTONS (continued)
Note: When the fEATURE + button is pressed, the first three letters of the feature name are displayed for features 1 through 6. In order for the user to recognize the feature, the first three letters should clearly show the entire feature. 'When using the feature, the entire name is displayed.

Examples of Feature names:
FWN - NO ANSWER
FWB - BUSY
Fwc - CANCEL
UN1 - ZONE ONE
To display the feature , perform the following procedure:
Press DISPLAY and feature button
If the FEATURE + button was pressed, a feature number is also selected. If one of the other buttons was pressed, skip the next step.


SET-30 PROGRAMMING
This exercise contains four different SET-30 configurations.
Complete the database tables in the back of this booklet for each of the configurations.

The database tables also contain some wiring information for easy identification of each station.

After completion of the database tables , program each of the configurations.

RINGING ARRANGEMENT

Selection
Duplicate ringing. Rings both secretary's and executive's phones.

Delayed duplicate ringing. Rings at executive's phone. After two rings, the call also rings at the secretary's phone.

Executive answers. Rings only at executive's phone.
Full call screening. Rings only at secretary's phone.
Overflow call screening. Rings first call at executive's phone. Subsequent calls will ring at the secretary's phone as long as the executive's phone is busy.

Primary line call screening. Line A designate as primary line, and rings at the secretary's phone. Line B designated as secondary line, and rings at executive's phone when idle. If line $B$ is busy, calls ring at secretary's phone.

Secondary line call screening. Same as 6, but A and B are reversed.

## EXECUTIVE SECRETARY COMBINATION (THE SAME TWO PBX LINES ON BOTH INSTRUMENTS)

## Exercise \#l

The following Executive/Private Secretary combination will be used.
Extension 1300 will appear on Line A of both instruments. Answer Phrase is Siemens.
Extension will ring at Secretary.
Direct Forward Destination is Ext. 200.
Extension 1301 will appear on Line $B$ of both instruments. Answer Phrase is JANE DOE.
Extension will ring at Secretary.
Direct Forward Destination is Ext. 211.
The executive's ring arrangement is full screening of calls.


PAIRS 1 \& 4 MAY BE REVERSED To HAVE DIFFERENT LINES ON THE FIRST LINE BUTTON OF EACH OF THE TWO INSTRUMENTS AND (IF USED) AGAIN ON THE SECOND LINE BUTTON OF EACH OF THE TWO INSTRUMENTS.

```
EXECUTIVE SECRETARY COMBINATION
(ONE PBX LINE ON BOTH INSTRUMENTS, ANOTHER PBX LINE ON EXECUTIVE_INSTRUMENT_ONLY)
Exercise #2
```

The following Executive/Private Secretary combination will be used.
Extension 1300 will appear on Line A of both instruments.
Answer Phrase is Siemens.
Extension will ring at Secretary.
Direct Forward Destination is Ext. 200.
Extension 1301 will appear on Line $B$ of the executive's instrument only.
( $D$ irect Forward Destination is Ext. 211 .

The executive's ring arrangement is duplicate ringing.


## EXECUTIVE SECRETARY COMBINATION CONE PBX LINE ON ROTH INSTRUMENTS, SECOND PBX LINETO SECRETARY ONLY. THIRD PBX LINE TO EXECUTIVE only

## Exercise \#3

The following Executive/Private Secretary combination will be used.
Extension 1300 will appear on Line A of both instruments.
Answer Phrase is Siemens.
Extension Will ring at Secretary.
Direct Forward Destination is Ext. 200.
Extension 1301 will appear on Line B of the Secretary's instrument only.
Direct Forward Destination is Ext. 211.
Extension 1302 will appear on Line B of the executive's instrument only.
Direct Forward Destination is Ext 1220.
The executive's ring arrangement is delayed duplicate ringing.


## SECRETARY

Press STORE, FEATURE +, 0, $\ddagger$ buttons in sequence. (Disregard INVALID display between buttons.)


Press STORE and COM. (3rd ivory button in bottom row) in sequence
WIRED FOR INTERCOM?
YES=1, NO=2

## PRIVATE SECRETARY (continued

To display the programmed lines , perform the following procedure: Press DISPLAY and COM (3rd ivory button in bottom row) in sequence

$\qquad$


```
I \(\mathrm{I} \mathrm{XOM}=\mathrm{YES} \quad\) LINE A |
```



## HEADSET IN PLACE OF HANDSET

```
Press STORE and HANGUP buttons in sequence
```

SELECT HANDSET $=1$
OR HEADSET $=2$$| \quad$ Enter $\quad$ and STORE

## PRIVATE SECRETARY (continued)

ANSWER PHRASE (Programmed at Secretary Stations only)
Press the STORE and STATUS buttons in sequence

EXECUTIVE'S LINE NUMBER
(1st display shows highest)
V
$\prod_{\mathrm{I}}^{2} \mathrm{x} 01 \mathrm{BACK}, \mathrm{UP}, \mathrm{DN}$ ?


If the extension does not ring here, enter BACK, and next extension will be displayed.

If the extension rings here, press the VOLUME button.

Note: Pressing the VOLUME button removes the extension from this secretary station

Press tone pad key which corresponds to the first letter or number of the answer phrase (key 1 is pressed twice for space).

Note : Each numbered key except 0 and 1 has three letters $(0$ key has two letters and a dash). In order to select one of the three, another entry is necessary. If the number 1 was selected to be used as a number or a space, the display will be different.


Display shows the result of pressing the 2 (ABC) key in the previous step


Display shows the result of pressing the 3 key in the previous step to select the third letter of the three choices.

Press key pad number which corresponds to the desired letter shown on left, but do not press STORE button unless phrase is finished.
If a number was selected in the previous step, press key 4.

Enter next letter on tone pad


## DIRECTED FORWARD

Press STORE and DIRECT FORWARD buttons in sequence

IFORWARD LINE B
I TO
i
inter $\quad$ and STORE

To display DIRECT FORWARD, perform the following procedure:
Press DISPLAY and DIRECT FORWARD buttons in sequence


```
Line being displayed
```



Station to which chosen line is forwarded

## EXECUTIVE (with SECRETARY)

Press STORE, FEATURE+, 0, \# buttons in sequence. (Disregard INVALID display between buttons.)


Press STORE and COM (3rd ivory button in bottom row) in sequence


Enter and STORE

Note : If an extension is a private line, enter \# for extension number.

To display the programmed lines, perform the following procedure: Press DISPLAY and COM (3rd ivory button in bottom row) in sequence


| Not applicable at |  |  |  |
| :--- | :--- | :--- | :--- |
| EXECUTIVE | Station | Line requested | (A or $B)$ |
| $\quad$ I |  | V |  |

$\left\{\begin{array}{l}\text { COM }=\text { NO } \\ 1 \times 1400\end{array}\right.$

Extension number of requested line (XNONE if none is assigned)

EXECUTIVE (with SECRETARY) (continued)

## RING ARRANGEMENT AND DIRECT FORWARD DESTINATIONS

Unplug the line cord of the Secretary set associated with this station and plug it back in.

Press STORE and DIRECT FORWARD buttons in sequence

| RING ARRANG EMENT <br> $(1-7) ?$ |
| :--- | :--- |

> Select number from table below, enter number and STORE. If just STORE is pressed, it defaults to arrangement 1 .

## Selection Description

1 Duplicate ringing. Rings both secretary's and executive's phones.

2 Delayed duplicate ringing. Rings at executive's phone. After two rings, the call also rings at the secretary's phone.

3 Executive answers. Rings only at executive's phone.
4 Full call screening. Rings only at secretary's phone.
5 Overflow call screening. Rings first call at executive's phone. Subsequent calls will ring at the secretary's phone as long as the executive's phone is busy.

Primary line call screening. Line A designate as primary line, and rings at the secretary's phone. Line B designated as secondary line, and rings at executive's phone when idle. If line $B$ is busy, calls ring at secretary's phone.

Secondary line call screening. Same as 6, but A and B are reversed.


Enter __ and STORE
(Used only for private EXECUTIVE lines which are not answered by secretary. For lines answered by secretary, enter STORE only. )

Enter $\qquad$ and STORE

To display Ring Arrangement and Direct Forward Destination perform the following procedures:

Press DISPLAY and DIRECT FORWARD buttons in sequence
WHICH LINE ?
WHICH LINE ?
Enter
Enter
and
and
STORE
STORE
A-1, B-2
Station to which chosen
$\stackrel{+}{\mathrm{V}}$ line is forwarded
i AEWD TO 1400
1 DUPLICATE RING
$i$
Ring Arrangement used

## EXERCISE_\#4

The following PBX stations will be used in a Multiplexer 2 configuration (two secretaries and several executives).

Station extension numbers 1320 through 1326 (already programmed in the PBX data base as tone phones).

The station numbers will be distributed as shown below:

| Ext | 1320 | to | Secretary 1 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Ext | 1321 | to | Secretary 2 |  |  |
| Ext | 1322 | to | Executive 1, | Line A |  |
| Ext | 1323 | to | Executive 1, | Line B |  |
| Ext | 1324 | to | Executive 2, | Line A |  |
| Ext | 1325 | to | Executive 2, | Line B |  |
| Ext | 1326 | to | single-line | (2500 type) | phone |

The Answer Phrases and secretary destinations (ring) will be as shown below:
EXTENSION ANSWER PARASE BING AT SECRETARY \#

```
1320 ---------m---------SIEMENS---m---------------------------
1321-------------------TRAINING---------------------------
1322------------------SALES}\mp@subsup{}{}{----------------------------------
1323 ------------------JANE-------------------------------
1324 -------------------DIR TNG----------------------------
```



```
1326 -------------------WAREHOUSE------------------------------
```

The Direct Forward destinations will be as shown below:

EXTENSION
1320
1321
1322
1323
1324
1325
1326
All stations will use handsets.
Ring Arrangement for the Executive Stations will be "Full Call Screening".

The following Speed Dial numbers will be programmed:


The following features will be programed:
Direct Forward Activate,access code 48
Direct Forward Deactivate, access code 46
Call Forward - No Answer, Key pad button 1, access code 42
Feature name: FWN NO ANS
Call Forward - Busy, Key pad button 2, access code 41
Feature name: FWB BUSY
Call Forward - Cancel, Key pad button 3, access code 46
Feature name: FWC CANCEL
Call Park, PARK button, access code 72
Feature name: CALL PARR

MJX GROUP NUNBER
PBX CONNECTIONS TO MUHTIPLEXER
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MUX GROUP NUMBER $\qquad$ (continued)
SECRETARY 1


MUX GROUP NUMBER
SECRETARY 2

$\qquad$ (continued)

SECRETARY 2


MUX GROUP NUMBER
EXECUTIVE STATIONS


Note: Secretary 1 has $T \& R$ connected to pair 9 of the multiplexer.
Press STORE, FEATURE $\boldsymbol{+} \boldsymbol{\emptyset}, \ddagger$ buttons in sequence. (Disregard INVALID display between buttons.)
SELECT MODEL
SELECT MODEL
SECT = 1, EXEC =2
SECT = 1, EXEC =2

## SECRETARY 1,2 or

PRIVATE = 3

Enter $\qquad$ and STORE

Enter 1 and STORE

Press STORE and COM (5th ivory button in bottom row) in sequence
WIRED FOR INTERCOM?
YES $=1$, NO $\equiv 2$

Enter $\qquad$ and STORE
If answer is yes (1) secretary has 4 line buttons and 1 intercom button.
If answer is no (2) secretary has 5 line buttons and no intercom button.

| AUTO ANSWER $\quad$ COM? |
| :--- |
| YES $=1$, NO $=2$ |

Enter $\qquad$ and STORE

| EXTENSION FOR` |
| :--- |
| LINE 1: |

Enter $\qquad$ and STORE
EXTENSION FOR

$$
\text { LINE } 32 \text { : }
$$

Enter $\qquad$ and STORE

Enter $\qquad$ and STORE

## SECRETARY 1 (continued)

If fewer than 32 lines are programmed, press HANG UP button after last line has been programmed and stored.

To display and programmed lines, perform the following procedure: Press DISPLAY and COM (5th ivory button in bottom row) in sequence

| WHICH LINE ? |
| :---: |
| $(01$ to 32$)$ |

Enter__and STORE

Intercom wired
Yes or
No


Extension number of requested line (XNONE if none is assigned)

## HEADSET IN PFACE OF EANDSET

Press STORE and HANGUP buttons in sequence

SELECT HANDSET =1
OR HEADSET $\mathbf{m} 2$
= 2

E n t e rand STORE

```
SECRETARY 1

ANSWER PHRASE (Programmed at Secretary Stations only)
Press the STORE and STATUS buttons in sequence
\(\begin{array}{lll}\text { EXECUTIVE'S } & \text { LINE } \\ \text { NUMBER } & \text { (1st } & \text { display } \\ \text { ( } & \text { Shows } & \text { highest) }\end{array}\)
```

2 BACK, UP, DN?
X01

```

Last two digits of EXECUTIVE'S LINE NUMBER

If the'extension does not ring here, enter BACK, and next extension will be displayed.

If the extension rings here, press the VOLUME button.

Note: Pressing the VOLUME button removes the extension from this secretary station.

Press tone pad key which corresponds to the first letter or number of the answer phrase (key 1 is pressed twice for space).

Note: Each numbered. key except and has three letters 10 key has two letters and a dash). In order to select one of the three, another entry is necessary. If the number 1 was selected to be used as a number or a space, the display will be different.

\section*{USE: 1=A, 2=B, 3=C}

Display shows the result of pressing the 2 (ABC) key in the previous step.

\section*{ANSWER PHRASE? C}

Display shows the result of pressing the 3 key in the previous step to select the third letter of the three choices.
SECRETARY 1 (continued)
```

| USE: l=Q, 2=2, 3= = Select desired character

```

Display shows the result of pressing the
8 (QZ-) key in the previous step
Continue the procedure until the phrase is finished (12 characters including spaces maximum), then press the STORE button.


Next lower executive extension is displayed. Repeat the procedure above for this extension.
```

SECRETARY 1 (continued)
DIRECT FORWARD
Press STORE and DIRECT FORWARD buttons in sequence

```

\section*{FORWARD ALL}
```

LINES TO

```
If all lines. are' to be
```

If all lines. are' to be
forwarded to the same
forwarded to the same
station,
station,
ENTER

```
```

ENTER

```
```

$\qquad$

``` and STORE
```

If lines are forwarded to different destinations, Enter STORE

ENTER $\qquad$ and STORE

ENTER $\qquad$ and STORE

```
I FORWARD LINE 2
TO
Repeat with every line to be forwarded.
Enter STORE to skip lines.
To display DIRECT FORWARD, perform the following procedure
Press DISPLAY and DIRECT FORWARD button in sequence ....
\begin{tabular}{|c|}
\hline WHICH LINE ? \\
01 to 32 \\
\hline
\end{tabular}
ENTER
``` \(\qquad\)
``` and STORE
```

```
Display when just STORE
```

Display when just STORE
was entered in last step
was entered in last step
FORWARD LINE I
TO
I
Repeat with every line to be forwarded.

```
```

To display DIRECT FORWARD, perform the following procedure
Press DISPLAY and DIRECT FORWARD button in sequence ....
Line being displayed
ㄴ․․

```


\section*{SECRETARY 2 (Second SECRETARY of two with several EXECUTIVES)}

Note: Secretary 2 has T\&R connected to pair 10 of the multiplexer.
In order to program Secretary 2, Secretary 1 line extension assignments have to be programmed first.

Also, the intercom and power connections to the multiplexer at both secretary stations have to be complete.

Press STORE, FEATURE \(\boldsymbol{+} \boldsymbol{\emptyset}\), buttons in sequence. (Disregard INVALID display between buttons. )


Unplug Secretary 1, instrument' and plug it back in. This transfers programmed extension numbers from Secretary 1 data base to Secretary 2 data bases. To assure proper transfer, display at least one extension at Secretary 2.
\begin{tabular}{|c|c|c|}
\hline \multicolumn{3}{|l|}{\multirow[t]{2}{*}{WHICH LINE ?
(01 to 32)}} \\
\hline & & \\
\hline \multicolumn{3}{|l|}{Intercom wired} \\
\hline Yes or No & Lined & requested \\
\hline V & V' & \\
\hline
\end{tabular}

Extension number of requested line (XNONE if none is assigned)

\section*{HEADSET IN PLACE OF BANDSET}

Press STORE and HANGUP buttons in sequence
\begin{tabular}{l}
\hline SELECT HANDSET \(=1\) \\
OR HEADSET \(\quad 2\)
\end{tabular}

ENTER \(\qquad\) and STORE

ANSWER PHRASE (Programmed at Secretary Stations only)
Press the STORE and STATUS buttons in sequence

EXECUTIVE'S LINE
NUMBER (1st display
\(!\)
shows highest)
I 2 BACK, UP, DN?
I X 81

Last two digits of
EXECUTIVE'S LINE NUMBER

If the extension does not ring here, enter BACK, and next extension will be displayed.

If the extension rings here, press the VOLUME button.

Note: Pressing the VOLUME button removes the extension from this secretary station.

Press tone pad key which corresponds to the first letter or number of the answer phrase (key 1 is pressed twice for space).

Note: Each numbered key except and 1 has three letters 10 key has two letters and a dash). In order to select one of the three, another entry is necessary. If the number 1 was selected to be used as a number or a space, the display will be different.

\section*{USE: \(1=A, 2=B, 3=C\)}

Display shows the result of pressing the 2 ( \(A B C\) ) key in the previous step

Press key pad number which corresponds to the desired letter shown on left, but do not press STORE button unless phrase is finished. If a number was selected in the previous step, press Key 4.
I ANSWER PHRASE?
Display shows the result of pressing
the \(\mathbf{c}\) key in the previous step to select
the third letter of the three choices.
i USE: \(\mathbf{1 = 0}, \mathbf{2 = Z}, \mathbf{3 =}\)
```

Display shows the result of pressing
the 8 (QZ-) key in the previous step
Continue the procedure until the phrase is finished (12 characters including spaces maximum), then press the STORE button.

```

RING HERE? YES-1
Enter \(\qquad\) and STORE
\(\mathrm{NO}=2\), DELAYED-3
```

Note: Delayed is used if the call goes to a conventional instrument (2500) first and rings the secretary. if not answered within a given time.

```

\section*{1 BACK. UP!, DN? \\ XOO}
```

Next lower executive extension is displayed.
Repeat the procedure above for this extension.

```

\section*{DIRECT FORWARD}
press STORE and DIRECT FORWARD buttons in sequence

```

If- all lines are to be forwarded to the same station,
Enter. - and STORE
If lines are forwarded to different destinations, Enter STORE

```


ENTER \(\qquad\) and STORE

ENTER \(\qquad\) and STORE
| FORWARD LINE 2 To

Repeat with every line to be forwarded
Enter STORE to skip lines.
To display DIRECT FORWARD, perform the following procedure
Press DISPLAY and DIRECT FORWARD buttons in sequence

PBX EXTENSIONS


\section*{SET - 30}

INSTALLATION MANUAL

\section*{SET-30 INSTALLATION AND PROGRAMMING}

The following information is a synopsis of the installation and programming procedures outlined in the SET-30 Documentation Package.

It is intended to provide the craftsperson with a quick overview of the steps- which have to be taken to install and program a SET-30.

For more detailed information, refer to the Documentation Package.

\section*{SPECIFICATIONS}

AUTOCOM
\begin{tabular}{|c|c|}
\hline Number of Loops & \(2+\) Intercom \\
\hline PBX Loop Resistance & 1200 Ohm maximum \\
\hline Loop Type & Loop Start \\
\hline Power Loop Resistance & 120 Ohm maximum \\
\hline Power Loop Distance & 2200 FT @ 24 GA \\
\hline Voltage & 24 to 56 VDC \\
\hline & Non-polarity Sensitive \\
\hline Hold & Hard hold on all lines \\
\hline Frequence Response & 300-3,400 Hz \\
\hline Tones & Standard 12 DTMF \\
\hline Keys & 34 \\
\hline Display & \(325 x 7\) matrix, alphanumeric character, LCD technology \\
\hline Speakerphones & Integral - Half Duplex \\
\hline Handset & Standard K-type with modular connection \\
\hline Data Retention & 6 Years without power \\
\hline FCC Specification & \begin{tabular}{l}
Meets or exceed parts: \\
15 subpart J = Class A (EMI)
\end{tabular} \\
\hline
\end{tabular}

\section*{MULTIPLEXER}

PBX Loop Type
PBX Lines
Secretary Stations
Power Connection

Loop Start
8 (32 with 4 multiplexers)
1 (2 on Multiplex II version)
42-56 VDC, 200 MA plus 200 MA per phone maximum
Polarity sensitive

All specifications and prices are subject to change without notice.

PARTS LIST AND ORDER FORM
Note: These items are supplied by Siemens


\section*{GENERAL INFORMATION}

SET-30 can be programmed to operate in any of the configurations shown below:
1. 2 dedicated line buttons stand-alone EXECUTIVE station.
2. 2 dedicated line buttons plus intercom button EXECUTIVE station (with private or group secretary).
3. 2 dedicated line buttons plus intercom button PRIVATE SECRETARY station, (serving one EXECUTIVE station).
4. 4 nondedicated line buttons plus intercom 'button' GROUp SECRETARY station, serving upto 32 EXECUTIVE stations or nonexecutive stations (2500) phones).
5. 5 non-dedicated line buttons (without intercom) GROUP SECRETARY station serving up to 32 EXECUTIVE stations or nonexecutive stations (2500 phones).

The first or only secretary station of this type is programmed as SECRETARY 1. If a second secretary station is used, it is programmed as SECRETARY 2.

Stand-Alone EXECUTIVE stations are connected to the PBX only.
One EXECUTIVE, one SECRETARY combinations are connected to the PBX only with an intercom line between the two stations.

If one SECRETARY station screens calls for more than one EXECUTIVE station a Multiplexer \(I\) card is required.

If two SECRETARY stations (both) screen calls for EXECUTIVE stations, a Multiplexer II card is required.

Each Multiplexer group may use up to four 8-port multiplexer cards (of the same type).

SET-30 is powered locally, using an AC to DC converter, or connected to a multiplexer card, or connected to a power buffer card.

Each power buffer card supplies power for 25 instruments, individually fused at 400 ma @ 48V.

A 16-slot card cage is used to house' multiplexer and power buffer cards.

Multiplexer cards for the same group are placed in adjacent slots.
Each multiplexer group is separated by an "empty" slot.
If power buffer cards are used, they may be placed in any unoccupied slot, including the "empty" slot between multiplexer groups.

Power to the cage for the multiplexer and buffer cards is \(\mathbf{- 4 8 V}\) and ground from a separate power supply.
\[
\begin{aligned}
& \text { 'Total = } 200 \text { ma @ } 48 \mathrm{~V} \text { X (number of multiplexer } \\
& \text { cards }+ \text { number of multiplexer and } \\
& \text { buffer ports used) }
\end{aligned}
\]

Each multiplexer of buffer card is connected'via a 25-pair cable to the MDF (female amphenol connector at cage end),

\section*{WIRING AND CABLING}

SET-30 uses 4-pair wiring (using RJ-45 connector)


Four Pair Station Wiring
Stand-Alone EXECUTIVE_S't-
First pair (pin 4\&5) T \& \(R\) for lst PBX line. Connected to PBX station circuit.
Second pair (pins 3\&6) Power (local or from buffer)
Third pair (pins 2\&7) Not used
Fourth pair (pins l\&8) T\& R for 2nd PRX line. Connected to PBX station circuit. Second line would normally not be used in this configuration.

Confiquration Example_SET-306


\section*{ONE EXECUTIVE/SECRETARY COMBINATION}

Executive Station

First pair (pins 4\&5)

Second pair (pins 3\&6)
Third pair (pins 2\&7)
 4\&5) of secretary station. Power (local or from buffer)
Intercom crossconnected to third pair (pins 2\&7) of secretary station
\(T \& R\) for 2nd \(P R X\) line (optional). Connected to PBX station circuit. Crossconnected to fourth pair (pins l\&8) of secretary station, unless it is a private line.

Note: In the configuration above, if both PBX station circuits are crossconnected between the executive station and secretary station as shown, the first extension number will appear on the first button of both instruments, and the second extension number on the second button of both instruments.

To have the extension numbers on one of the two instruments reversed, pair 1 at that station is crossconnected to pair. 4 of the other station, and pair 4 at that station is crossconnected to pair 1 of the other station.

\section*{Private Secretary}

First pair (pins 4\&5) \(T 6\) for lst PBX line Connected to PBX station circuit and crossconneeted to first pair (pins 4\&5) of executive station. Power (local or from buffer)
Intercom crossconnected to third pair (pins 2\&7)of executive station.
\(T \& R\) for 2nd \(P B X\) line (optional). Connected to PBX station circuit. Crossconnected to fourth pair (pins
1\&8) of executive station, unless it is a private line.

\section*{Configuration Example SET-30E}

One Private Secretary Serving One Executive with Two Common Lines and Dedicated Intercom


Note: Different multiplexer cards are used for single and dual secretary applications.

Each PBX station circuit to appear at a SECRETARY station and an exeCuTIVe station is wired to a line pair on the multiplexer and the particular line on the EXECUTIVE instrument where it is to appear (pair 1 or 4 of the 4 -pair modular connector).

Each PBX station circuit to appear at a SECRETARY station and a conventional telephone (2500 set) is also wired to a line pair on the multiplexer and the line of the instrument. (Conventional instruments merely forwarded to a secretary are connected to the PBX only).

A PBX station circuit appearing at a SECRETARY station only is wired to a line pair on the multiplexer only.

A PBX station circuit appearing at an EXECUTIVE station only (never to be answered by a secretary) is wired to the particular line on the EXECUTIVE instrument where it is to appear (pair 1 or 4 of the cl-pair modular connector).

The INTERCOM pairs of all instruments are wired in parallel and in addition to pair 11 of one of the multiplexer cards in the multiplexer group.

The \(T \& R\) pair (pair 1 on the 4-pair modular connector) of SECRETARY I is wired to pair 9 of one of the multiplexer cards in 'the multiplexer group.

The \(T \& R\) pair (pair 1 on the 4-pair modular connector) of SECRETARY II (if used) is wired to pair 10 of one of the multiplexer cards in the multiplexer group.

Power for each instrument (pair 2 of the 4-pair modular connector) may be obtained locally, from the multiplexer card, or a power buffer card.

\section*{Configuration Example_SET-30E}

One group Secretary Serving Two Executives with Two Common Lines and Dedicated Intercom, and Serving Non-Executives as a Message Center with Group Lines to which they can forward their calls.


Two group Secretaries serving Two executives with Two Common Lines and Dedicated Intercom, and Serving Non-Executives as a Message Center with Group Lines to which they can forward their calls.


Configuration Example SET-30E
Two secretaries serving Two Executives with Two Common Lines and Dedicated Intercom, and Two Non-Executives with Delayed Ring.



\section*{Typical Multiplexer 1 Configuration}

\section*{seen}
on Muty)


Typical Multiplexer 2 Configuration

\begin{tabular}{|c|c|c|c|c|}
\hline IN/OUT & PAIR & PINS & COMMENT & \\
\hline In & 1 & 1,26 & Polarity & Insensitive \\
\hline In & 2 & 2,27 & Polarity & Insensitive \\
\hline In & 3 & 3,28 & Polarity & Insensitive \\
\hline In & 4 & 4,29 & Polarity & Insensitive \\
\hline In & 5 & 5.30 & Polarity & Insensitive \\
\hline In & 6 & 6,31 & Polarity & Insensitive \\
\hline In & 7 & 7,32 & Polarity & Insensitive \\
\hline In & 8 & 8,33 & Polarity & Insensitive \\
\hline out & 9 & 9,34 & Polarity & Insensitive \\
\hline out & 10 & 10,35 & Polarity & Insensitive \\
\hline In/Out & 11 & 11,36 & Polarity & Insensitive \\
\hline & 12 & 12,37 & \# not used & \\
\hline & 13 & 13,38 & \# not used & \\
\hline & 14 & 14,34 & \# not used & \\
\hline & 15 & 15,40 & \# not used & \\
\hline & 16 & 16,41 & \# not used & \\
\hline & 17 & 17,42 & \# not used & \\
\hline Out & 18 & 18,43 & *Polarity & Insensitive \\
\hline Out & 19 & 19,44 & *Polarity & Insensitive \\
\hline Out & 20 & 20,45 & *Polarity & Insensitive \\
\hline Out & 21 & 21,46 & *polarity & Insensitive \\
\hline Out & 22 & 22,47 & *Polarity & Insensitive \\
\hline Out & 23 & 23,48 & *Polarity & Insensitive \\
\hline Out & 24 & 24,49 & *Polarity & Insensitive \\
\hline Out & 25 & 25,50 & *Polarity & Insensitive \\
\hline
\end{tabular}

Power Buffer Card Connections
\begin{tabular}{ccc} 
PAIR & RINS & FUNCTION \\
1 & 1,26 & Power \\
2 & 2,27 & Power \\
3 & 3,28 & Power \\
4 & 4,29 & Power \\
5 & 5,30 & Power \\
6 & 6,31 & Power \\
7 & 7,32 & Power \\
8 & 8,33 & Power \\
9 & 9,34 & Power \\
10 & 10,35 & Power \\
11 & 11,36 & Power \\
12 & 12,37 & Power \\
13 & 13,38 & Power \\
14 & 14,39 & Power \\
15 & 15,40 & Power \\
16 & 16,41 & Power \\
17 & 17,42 & Power \\
18 & 18,43 & Power \\
19 & 19,44 & Power \\
20 & 20,45 & Power \\
21 & 21,46 & Power \\
22 & 22,47 & Power \\
23 & 23,48 & Power \\
24 & 24,49 & Power \\
25 & 25,50 & Power \\
& & \\
& \(-15=\) &
\end{tabular}

\section*{INSTALLING REY STRIPS}

Key strips for each type of SET-36 are included with the User's - Guide. Select the correct strip for the programmed set-30. Type the extension(s) programmed for a Private Secretary or EXEC on the strip (Secretary 1 or 2 use the pre-typed strips). Remove the hand-set from the instrument and insert the strip into the slot at the lower right corner of the bottom hand-set well 。

\section*{SYSTEM INITIALIZATION}

After the programming of all instruments, to ensure proper system initialization prior to operation, unplugthe Secretary instruments, except Secretary 2, and then plug them back in. This ensures that each Secretary data base is transmitted and stored in the appropriate EXEC telephone, thereby allowing proper intercom link between telephones.```

