MT-16H INSTALLATION MANUAL



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1.0 PURPOSE OF MANUAL

This manual details the instructions and procedures required to install, program and maintain the MT-16H Electronic Key Telephone System. For convenience, the manual has been written in separate sections. They are as follows:

GENERAL DESCRIPTION: Provides an overview of system operation, capacities and physical characteristics.

INSTALLATION: Detailed installation instructions to enable the installer to complete the installation of the KSU and associated equipment.

PROGRAMMING: Step by step procedures are provided that allow the installer to program the customer database. Programming sheets can be left on site.

TROUBLESHOOTING: The last section covers troubleshooting procedures to be followed should the installer encounter any difficulties.

2.0 TELEPHONE COMPANY AND F.C.C. REQUIREMENTS AND RESPONSIBILITIES

In compliance with the requirements of Part 68 of the F.C.C. Rules and Regulations for connection of terminal system (this device is classified as a terminal system) to the telephone network and for your convenience, the following information is presented:

Notification to the Telephone Company

Customers connecting terminal equipment to the telephone network shall, upon request of the Telephone Company, inform the Telephone Company of the particular line(s) to which such connection is made, the F.C.C. registration number (see label on side of unit) and ringer equivalence number (REN) of the registered terminal equipment.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most, but not all areas, the sum of the REN's of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

- Direct Connection to a Party-Line or Coin-Operated Telephone Line is Prohibited.
- Incidence of Harm to the Telephone Lines

Should terminal equipment cause harm to the Telephone Network, the Telephone Company shall, where practical, notify the customer that service may be temporarily discontinued. However, where prior notice is not practical, the Telephone Company may temporarily discontinue service forthwith, if such action is reasonable in the circumstances. In case of such un-notified temporary discontinuance of service, the Telephone Company shall:

- (a) Promptly notify the customer of such temporary discontinuance of service.
- (b) Afford the customer the opportunity to correct the situation which gave rise to the temporary discontinuance.
- (c) Inform the customer of the right to bring a complaint to the Commission pursuant to the procedures set out in Subpart E of Part 68 of FCC Telephone Equipment Rules.
- 4. Compatibility of the Telephone Network and Terminal Equipment
 - (a) Availability of telephone interface information. Technical information concerning interface parameters and specifications not specified in FCC Rules, including the number of Ringers which may be connected to a particular line, which is needed to permit Terminal Equipment to operate in a manner compatible with Telephone Company communications facilities, shall be provided by the Telephone Company upon customer's request.

(b) Changes in Telephone Company Communications Facilities, Equipment, Operations and Procedures.

The Telephone Company may make changes in its communications facilities, equipment, operations or procedures, where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68 of the FCC Rules and Regulations. If such changes can be reasonably expected to render any customer Terminal Equipment incompatible with Telephone Company Communications Facilities, or require modification or alteration of such Terminal Equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing to allow the customer an opportunity to maintain uninterrupted service.

5. Dual Registration Notification

When the MT-16H is installed and programmed to have manual and automatic selection of outgoing lines, it is considered to be a hybrid system. Therefore, it must be registered as such. Because of this duality, the F.C.C. has granted the MT-16H system a dual registration. The installer is required to notify the telephone operating company of the correct registration number that reflects the configuration of the installation. The installer may be required to certify in writing to the telephone company how the system is configured.

RADIO FREQUENCY INTERFERENCE

This equipment generates and uses radio frequency energy and if not installed and used properly, that is in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type-tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-Reorient the receiving antenna
-Relocate the equipment with respect to the receiver
-Move the equipment away from the receiver
-Plug the equipment into a different outlet so that equipment and receiver area are on different branch circuits

3.0 GENERAL DESCRIPTION

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The general description section provides detailed information of the operation of the MT-16H Electronic Key Telephone System. The CPU, network interface and system components are described in order to provide a working knowledge of the equipment and its operation.

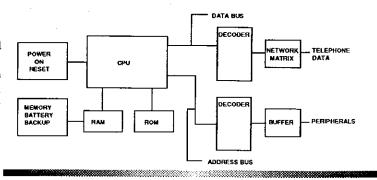
GENERAL DESCRIPTION OF KSU

The system architecture of the MT-16H is designed with "state of the art" components and high quality design criteria. The system is organized into three major sections: The Central Processing Unit, the Speech Path Network and Interface, and the Power Supply section.

CPU PROCESSOR UNIT

The heart of the system is controlled by a Z80-A Microprocessor.

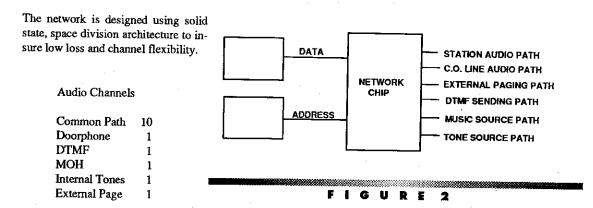
When the AC power is turned on, the power-on reset initializes the CPU. The CPU, in turn, requests instructions from the ROM to start call detection and processing. Temporary data is stored in the RAM along side user programmed data.



The user programmed data is backed up by a 3.7 volt NICAD battery that is under constant trickle charged by the KSU power supply. The NICAD is also used to provide backup voltage for the real time clock. The NICAD battery will protect the speed dial numbers and customer database until the power outage exceeds approximately 40 hours. When the AC power is turned ON, the NICAD recharges.

Memory power backup circuitry is monitored by voltage detecting circuitry controlled by the CPU and, in turn, works with the power supply circuitry, which monitors the DC output of the power supply.

NETWORK CONTROL



The 12 x 8 cross point supports common audio channels, DTMF sending channel, music source channel, and the external paging source channel. In the event that all common channels are busy and an incoming call is ringing, the system will select the external page channel and ring the appropriate phone(s). If that channel is busy, the system will notify the system operator via the alarm tone. When the power-on sequence takes place, the matrix is instructed to connect all stations with a tone. This checks the data connection showing the digital communication is working between the KSU microprocessor and the telephone microprocessor. It also checks that the audio path from the KSU network is communicating with the telephone network.

POWER SUPPLY

The power supply section consists of components which change 110/220 AC voltage into DC voltage which the integrated circuits use. Working in conjunction with this circuitry, the MT-16H employs an on-line monitoring circuit which detects under voltage and over voltage.

In the event the system loses the AC voltage and the system battery backup has been installed, the system detects when the batteries have discharged to such a rate that the KSU is no longer usable. Instead of allowing the batteries to completely discharge which may damage the batteries, the system disconnects the batteries.

When the AC voltage is restored to the KSU, the circuitry also monitors the charging of the batteries. Charging will take place until the monitor circuit detects the batteries are in a charged state; which, in turn, turns off the charging circuit thereby preventing the batteries from being overcharged.

SYSTEM COMPONENTS

The basic MT-16H cabinet is a 408 configuration expandable to a 612 and 816 configuration. The 408 cabinet provides for 4 central office lines, 1 doorphone and 8 electronic telephones. Two (2) of the 8 telephones are optionally selectable as keyphones or single line telephones. Included in the cabinet is a ring generator for single line telephones, power supply PCB and the main PCB. The following are also contained on the main PCB:

Z80-A Microprocessor
Associated Logic and Memory Circuitry
Real Time Clock
RAM Battery Backup
System Timer
Speech Path Network Circuit
External Paging Circuitry
Music on Hold Circuitry

POWER SUPPLIES

AC to DC rectification
External system battery backup monitoring and control
DC battery input fuse
Battery backup
Ring generator for single line telephones

DOORPHONE

The MT-16H main PCB contains circuitry for 1 Doorphone. Calling to and from the KSU is standard and also a door lock relay contact is provided. The user, after answering the call, may depress the door key (or dial 3) which, in turn, activates the relay. Programming in the database activates the hardware.

EXPANSION CARDS

The MT-16H KSU supports the following three expansion cards:

MT-STU/A

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Provides additional capacity of 2 C.O. lines and 4 keysets. Programming activates the additional C.O. lines and keysets.

MT-STU/B

Provides additional capacity of 2 C.O. lines and 4 single line telephone circuits. Programming activates the additional C.O. lines and single line telephones.

MT-STU/C

Provides additional capacity of 2 C.O. lines or 2 E&M tie lines and 4 keysets. Programming activates the additional C.O. or E&M lines and keysets.

SMDR CARD

This card is used to record details for calls made to the public switched network. A printer or monitor is required.

LCD DISPLAY KIT

The LCD Display Kit is field installed and allows the user to upgrade to a display telephone without having to replace the original telephone. No programming is needed to enable this feature.

WALL MOUNT KIT

The WMK is a dual function kit which allows the phone to be attached to a wall in a vertical manner or by reversing the unit, provides a 28 degree elevation to the telephone.

BATTERY BACKUP

The battery backup consists of two maintenance-free lead acid 12 volt DC batteries connected in series which provide 24 volts DC to the MT-16H when commercial power has failed. The batteries are monitored and charged by circuitry contained with the KSU. When fully charged, the batteries will supply power for 6 to 8 hours. The batteries may be purchased individually or in an easy to install wall mount rack kit with all necessary cables included.

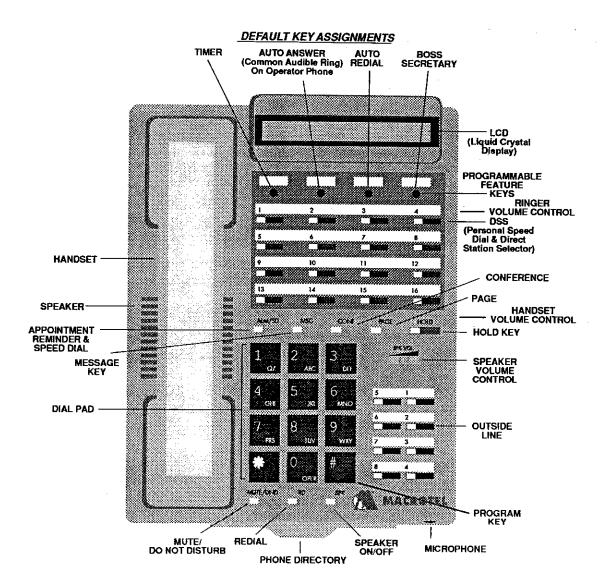
SINGLE LINE TELEPHONES

Any industrial standard single line telephone may be installed on the MT-16H. The total ringer equivalency should not exceed 5.0B per single line port or damage to the system might result.

ELECTRONIC TELEPHONE SETS

The MT-16T telephones support 8 C.O. lines and 16 stations. It has a built-in speakerphone and an optional LCD unit may be installed at a later date. Any phone location may be used to program the system database as long as the correct security code is entered. All phones support dual color LEDs to distinguish active lines and utilize separate volume controls for C.O. line ringing and hands-free conversation. All phones are equipped with magnetic receiver transducers compatible with most hearing aid pickup coils.

MT-16T TELEPHONE SET



MAXIMUM SYSTEM CAPACITIES

| | | MT-16H |
|------|---|------------------------------|
| | Key Stations | 16 |
| • | Single Line Telephones (Rotary or DTMF) | 10 |
| • | Central Office Lines | 8 |
| • | Tie Lines (2 wire E&M Type 1) | 4 |
| • | Speed Dial Numbers (up to 30 digits) | · |
| | System | 90 |
| | Station | 16 |
| • | Doorphone | 1 |
| • | Conference | • |
| | Simultaneous parties | 5 |
| | Simultaneous conferences | 6 |
| | Simultaneous Call Forwards | 16 |
| | Station Status Messages | 20 |
| | Toll Restriction (5 classes) | 20 |
| | Class 0 is unrestricted | |
| | Class 1 follows a programmable allow/deny table | |
| | Class 2 follows another programmable allow/deny table | |
| | Class 3 follows an allow table | |
| | Class 4 restricts station to internal calls only | |
| | Digits monitored: Up to 10 | |
| | Page Zones | |
| | External | 1 |
| | Internal | 1 4 |
| | Boss/Secretary Station Assignment | 1 |
| - | Ringing Stations | 1 |
| • | | 0 |
| | Day Night | 8 |
| 4 | Night | 8 |
| • | Automatic Power Failure Transfer Circuits | 6 |
| - | DTMF Receiver | 6 |
| • | DTMF Sender | 1 |
| | ELECTRICAL SPECI | FICATIONS |
| INPU | _ | |
| | AC Input | 115/220 VAC at 60/50Hz |
| | Power Consumption | 60.5 watts maximum |
| | Current Draw | 1.0 AMP maximum |
| ALLO | DWABLE VARIANCES | |
| | 115 VAC | 110~130 VAC |
| | 220 VAC | 210~230 VAC |
| | 60Hz | 50~65Hz |
| | | 4 |
| OUTI | | |
| | Main Power Supply | 5V± 5% @ 1.0A DC |
| | | $12V \pm 10\%$ @ 1.0A DC |
| | | -12V ± 10% @ 0.2A DC |
| | | 30V max @ 1.0A DC |
| | · | 24V min @ 1.0A DC |
| | Ring Generator | 80V ± 10% @ 0.06A AC (20 Hz) |
| MUSI | C ON HOLD SPECIFICATIONS | |
| | Input Level | 600 OHMS |
| | Input Voltage Maximum | 250 mV (Nominal) @ -10dbm |
| | Output Maximum | 1 Volt RMS |
| | Use Johnson Plug | Miniature 1/8" (3.5mm) |

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EXTERNAL PAGING SPECIFICATIONS

Output Level Output Maximum

250 mV (Nominal) @ -10dbm 400 mVRMS

HANDSET

Dynamic Transducers

BATTERY SPECIFICATIONS

Load Side Minimum Battery Size

2.5A@+24 VDC 6AH

40AH

KSU PHYSICAL CHARACTERISTICS

Maximum Battery Size

Weight

Dimensions

22.5 lbs (10.2Kg) 20.75" (527mm)H x 13.56"

(344.4mm)W x 3.44" (87.4mm)D

ENVIRONMENTAL SPECIFICATIONS

To provide optimal performance of the equipment, the following guidelines should be followed:

KSU - operating range

41°F (5°C) - 104°F (40°C)

Relative humidity

Not more than 90% non condensing

VENTILATION

This equipment uses state-of-the-art components which generate very little heat. Although it does not require strict environmental conditions, it is strongly suggested that the equipment (mainly the KSU) be in a controlled environmental area. Places such as garages, cleaning rooms, etc., have high heat, dust and/or corrosive air which reduces the life of any equipment.

| LED | STATUS | LINE STATUS |
|----------------|--------------------------------|---|
| TERCOM LED | OFF | - Idle |
| | 360 IPM | - Placing an ICM Call |
| | 0.5 sec ON/0.5 sec OFF | - Station is on HOLD |
| | ON | - Busy |
| D. LINE LED | OFF | - Idle |
| | 360 IPM (GREEN) | Receiving an outside line call |
| | 0.5 sec ON/0.5 sec OFF (GREEN) | - Outside Line is on Hold |
| | ON (RED) | Other station is using the outside line |
| RIVACY RELEASE | 3 Flashes @ 360 IPM/0.5 ON | Outside line is available for other user to join in conversation. |

| TONE | STATUS | LINE STATUS |
|-------------------------------|-------------------------|---|
| DIAL TONE | Steady | When the handset is lifted or SPK button is pressed - HOLD button is pressed while talking to station or C.O. line |
| BUSY TONE | 0.5 sec ON/0.5 sec OFF | -Selected outside line or ICM is busy |
| RING BACK TONI | E 1 sec ON/2 sec OFF | -When calling another station on intercom |
| TRANSFER TONE CONFERENCE TONE | 0.25 sec ON/.25 sec OFF | -Conference button is pressed |
| CONFIRMATION TONE | Fee. | -When a feature is confirmed |
| NOT USED TONE | 0.5 sec ON/2.5 sec OFF | When DSS key to which no keyset is connected is pressed When outside line key to which no outside line is connected is pressed |

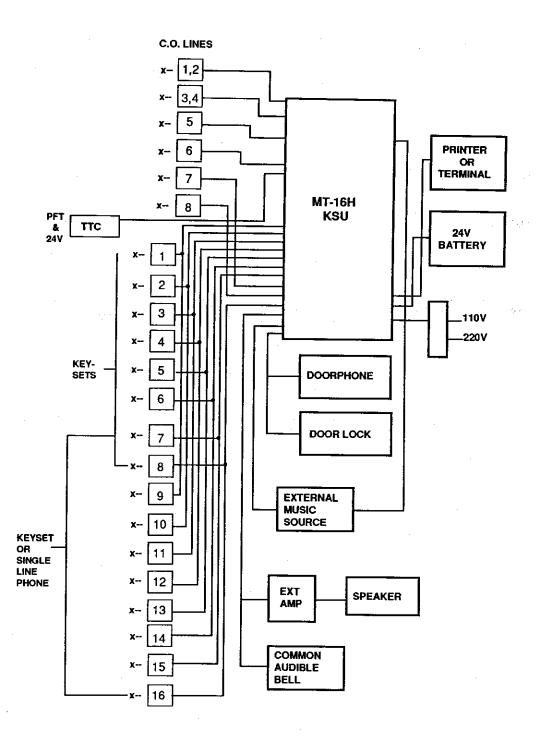
| RING TONE | STATUS | |
|-----------------------------------|---|--|
| INCOMING LINE RING | 1 sec ON/2 sec OFF | -When an outside line is ringing |
| STATION LINE RING | 0.4 sec ON/0.2 sec OFF/ 0.4 sec ON/2 sec OFF | -When a station is receiving an ICM call |
| DOORPHONE RING (ALARM RING) | 0.5 sec ON/0.5 sec OFF | -When a doorphone is ringing a station |

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SINGLE LINE TELEPHONE AUDIBLE INDICATIONS

| TONE | STATUS | |
|-----------------------|--------------------------|---|
| DIAL TONE | Steady | When the handset is lifted or when call is put on hold. |
| BUSY TONE | 0.5 sec ON/0.5 sec OFF | When selected outside line or ICM is busy. |
| RING BACK | 1 sec ON/2 sec OFF | When calling another station on ICM. |
| TRANSFER TONE | 0.25 sec ON/0.25 sec OFF | When station hook flashes to transfer a call. |
| NOT USED TONE | 0.5 sec ON/2.5 sec OFF | When station or outside line selected is not connected to the system. |
| INCOMING LINE RING | t and ONR and OFF | |
| TINE KING | 1 sec ON/3 sec OFF | When an outside line is ringing. |
| STATION LINE RING | 1 sec ON/1 sec OFF | When a station is receiving an ICM call. |
| DOORPHONE RING | 0.5 sec ON/0.5 sec OFF | When a doorphone is ringing a station. |

SYSTEM CONNECTION LAYOUT



4.0 MT-16H FEATURE DESCRIPTIONS

Call Forwarding

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Account Code *** Non verifiable account codes can be entered while on an outside call. 7 digit maximum including [*] and [#] All Call Paging A station user can page all stations simultaneously by depressing his or her own DSS key. Alphanumeric Display An LCD kit is available to be installed on a phone. The display is 16 characters. Appointment Alert The user can program his or her own phone to remind them with a series of tones at a predetermined time. Assignable DND*** The Do Not Disturb feature can be allowed or denied on a per station basis. The attendant can camp a call on to a busy station. Attendant Camp-On **Attendant Direct Access** Station users have direct access to the attendant simply by depressing a DSS key or dialing [0]. Attendant Recall** When the hold/exclusive recall timer expires, the attendant recall timer will start and the user's phone will recall for 30 seconds before recalling to the operator. While on an outside line, the user places it on hold automatically by pressing a DSS **Automatic Hold** or the PAGE key. Automatic Pause Insertion A pause is automatically inserted when using the redial feature to ensure that dial tone is present before the system dials the telephone number. Automatic Privacy All outside line calls are private. Automatic Recall A transferred call automatically recalls the originating station after a period of **Automatic Redial** The system will automatically redial a busy telephone number up to 3 times at 45 second intervals (up to 99 attempts**). **Automatic Trunk Queuing** The system will automatically call a user's station when the line he or she has queued on becomes free. **Background Music** Music can be played through the speaker of a user's phone while it's not in use. **Battery Backup, Memory** System and user programming is safe even during an extended power failure. Battery Backup, System The system can continue processing calls during a power failure (optional). **Boss/Secretary Hotline** A hotline can be setup between a boss and secretary. If the boss activates the Do Not Disturb feature, all intercom calls are forwarded to the secretary. **Built-In Directory** A directory holder comes with each phone to display important numbers to **Busy Lamp Field** A user can tell when another user is busy by observing the status of the LED on the DSS keys of his or her telephone. **Busy Station Callback** A user can queue onto a busy station and be called back when the station becomes

or both**).

Users can forward their intercom calls to another station (ICM, outside line

| Call Pickup, ICM and CO | A call can be picked up from your phone even though it may be ringing on someone else's phone. |
|--|--|
| Call Offering | Allows you to notify a busy station of another call. |
| Call Offering Alert** | After Call Offering has been activated, a repeated tone is provided to the called party each time the DSS key is depressed. |
| Camp-On Busy/No Answer | A station user can camp a call onto a station that's busy or does not answer. The user can also camp-on to the busy station so that when the called party hangs up or returns to his phone the calling station is alerted. |
| CO Flash Capability | The system is capable of sending an adjustable flash for PBX and CENTREX features. |
| CO Line Pickup | An outside line can be picked up with a dial code, even it it doesn't appear on your phone. |
| Common Audible Ring** | This feature allows the system to direct incoming calls to an external bell, in addition to their normal day/night ring assignments. |
| Conference Calls, 5 Party | Up to 5 parties can be conferenced together in any combination of outside lines and inside parties. |
| Conference Rejoin *** | The originator of an unsupervised conference can rejoin the conference. |
| Date/Time Display* | The optional LCD kit displays time and date when the phone is not in use. |
| Dial Pulse or DTMF Selection | The system will operate with dial pulse or DTMF lines. |
| Dial 9 Group | Outside lines to be accessed by dialing 9 can be specified. |
| Dial 7 Group** | Outside lines to be accessed by dialing 7 can be specified. |
| Display Dialing Number* | The LCD displays the telephone number you've dialed, even speed dial numbers. |
| Display Calling Intercom* | The LCD displays the intercom number and name of the station that is calling you. |
| Display Message Wait Caller Number* | The LCD will display the station number that left you a message waiting indication. |
| Direct Station Selection | You may place an intercom call with the touch of one button (DSS). |
| DISA*** | An outside caller can talk to an internal party or, with a password, access an outside line to place a call. |
| Disconnect Warning Tone *** | During external call forward, unsupervised conference and DISA calls, a warning tone is heard 15 seconds before the line is disconnected. At that time, the user can override the disconnection. |
| Discriminating Ringing | Intercom ringing and outside line ringing are different for ease of identification. |
| Doorphone | The MT-16H system has 1 doorphone circuit. (Standard on main PCB). |
| Door Release Relay | Allows the user to open a door lock. |
| Do Not Disturb | A user may stop intercom calls to his or her station with the do not disturb feature. |
| DTMF Muting | The system can be programmed so the user does not have to hear the DTMF tones. |
| DTMF on Transfer** | Keyset users may now perform a screened transfer into a voice messaging system and enter required digits for personal greeting of a specific mailbox before hanging up. 11 |

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| DTMF Over Page *** | DTMF tone can be sent over the page circuit for special paging applications. |
|--|--|
| Dual Color CO LED's | Dual color LEDs help the user keep track of calls. |
| Dual Level Passwords *** | Two passwords are available, one for system programming and one for user programming. |
| E&M Trunks | The system supports 2-wire E&M Type 1 Tie lines (up to 4 max.). |
| Exclusive Hold | A call can be put on exclusive hold so that only the station that put the call on hold can retrieve it. |
| Executive Priority (Override) | Specially classed stations are able to intrude into existing telephone conversations. |
| External Call Forwarding | The system can be programmed to forward incoming calls to another outside location. |
| Flexible Ringing Assignment | Outside lines can be programmed to ring at different phones in the system. |
| Group Listening *** | While on an outside call, the outside parties voice can be heard from the speaker of the telephone. |
| Handsfree Answer Back | A user can respond to an intercom call without touching his phone. |
| Headset Hookswitch Control | Through programming, the speaker key operates hookswitch control when a headset is installed. |
| I-Hold and I-Use Indications | Distinctive LED flash rates make it easy to see what lines are in use and which ones are holding. |
| | |
| Incoming Call Distribution | Multiple stations arranged to receive incoming ringing may be programmed to allow the distribution of inbound calls in a circular hunt fashion. |
| Incoming Call Distribution Interface for External Music Source | Multiple stations arranged to receive incoming ringing may be programmed to allow the distribution of inbound calls in a circular hunt fashion. A music source may be installed for music on hold and background music. Internal music source is standard. External music requires customer supplied source. |
| Interface for External | allow the distribution of inbound calls in a circular hunt fashion. A music source may be installed for music on hold and background music. Internal |
| Interface for External Music Source | allow the distribution of inbound calls in a circular hunt fashion. A music source may be installed for music on hold and background music. Internal music source is standard. External music requires customer supplied source. |
| Interface for External Music Source Interface for External Paging | A music source may be installed for music on hold and background music. Internal music source is standard. External music requires customer supplied source. An external page network can be setup for areas like large warehouses. |
| Interface for External Music Source Interface for External Paging Internal Page Zones *** Last Number Redial, | A music source may be installed for music on hold and background music. Internal music source is standard. External music requires customer supplied source. An external page network can be setup for areas like large warehouses. A station can be a member of one of three page zones and all call page. |
| Interface for External Music Source Interface for External Paging Internal Page Zones *** Last Number Redial, One Button | A music source may be installed for music on hold and background music. Internal music source is standard. External music requires customer supplied source. An external page network can be setup for areas like large warehouses. A station can be a member of one of three page zones and all call page. The last number dialed may be redialed with the press of one button. A user can queue onto a busy outside line and then be called back when it becomes |
| Interface for External Music Source Interface for External Paging Internal Page Zones *** Last Number Redial, One Button Line Queuing Callback | A music source may be installed for music on hold and background music. Internal music source is standard. External music requires customer supplied source. An external page network can be setup for areas like large warehouses. A station can be a member of one of three page zones and all call page. The last number dialed may be redialed with the press of one button. A user can queue onto a busy outside line and then be called back when it becomes available. |
| Interface for External Music Source Interface for External Paging Internal Page Zones *** Last Number Redial, One Button Line Queuing Callback MacroVoice MVX Compatibility | A music source may be installed for music on hold and background music. Internal music source is standard. External music requires customer supplied source. An external page network can be setup for areas like large warehouses. A station can be a member of one of three page zones and all call page. The last number dialed may be redialed with the press of one button. A user can queue onto a busy outside line and then be called back when it becomes available. The MT-16H was designed to work with the MacroVoice MVX Series. The paged party may answer the caller from any phone by dialing a code. An |
| Interface for External Music Source Interface for External Paging Internal Page Zones *** Last Number Redial, One Button Line Queuing Callback MacroVoice MVX Compatibility Meet Me Page *** | A music source may be installed for music on hold and background music. Internal music source is standard. External music requires customer supplied source. An external page network can be setup for areas like large warehouses. A station can be a member of one of three page zones and all call page. The last number dialed may be redialed with the press of one button. A user can queue onto a busy outside line and then be called back when it becomes available. The MT-16H was designed to work with the MacroVoice MVX Series. The paged party may answer the caller from any phone by dialing a code. An outside line may be processed with the meet me page feature. A station may leave an indication on another station's phone to alert the user that |

Microphone Mute The speakerphone microphone can be muted so the calling party cannot hear the user. Night/Day Ringing Assignment Different stations can be programmed to ring in day and night mode. Night Transfer The attendant can redirect ringing assignments by activating night transfer. Non Private Line Application *** The MT-16H can be configured with or without privacy on the C.O. lines to meet the customer's needs. **Off-Hook Signalling** While busy on another call, a tone alerts the user of another call ringing in. Optional Class of Service After normal business hours, the operator may set a master instruction which reassigns all stations into a toll-restricted class of service. (Exception stations are unaffected**) Various levels of outgoing call restriction are programmable on a per station basis. Outgoing Call Restriction by Station Class Pre-Selection A user may select an outgoing line before lifting the handset and the speaker turns on automatically. Prime Line The user can choose between automatic outside line or ICM when the handset is lifted. Privacy Release Privacy on outside lines may be released to allow other users to join your conversation. Private CO Line An outside line can be made private by denying all other users access to it. Processing Second Call** This feature allows a station to more efficiently process calls by eliminating the need to go on hook to complete a transfer. Programmable Function Keys Many features may be programmed under the DSS keys. Programmable Timing **Parameters** Many timers, such as hold recall time, are programmable to meet the users particular needs. Recall Identification* From a display set, any returning calls from the transfer condition will indicate the type of call and station involved in the original transfer such as hold recall and transfer recall. Ringing Line Preference *** A user can choose between having to press the line key to answer a ringing line or answer simply by lifting the handset. Rotary Dialing to DTMF This feature enables the user to change from pulse dialing to DTMF tone Tone Sender Changeover sending while dialing a telephone number. (Very important for voice mail applications). Save Last Number Dial This feature enables the user to store a number, which may be frequently dialed

of Rotary).

Single Line Station Compatibility within the course of a day, and retrieve this number for dialing at any time.

Up to 10 single line telephones may be installed on the MT-16H. (DTMF

Single Line Transfer (Recall to Operator)**

When a single line station user transfers a C.O. line to an unanswered destination, after the transfer recall timer, the call will return to the originator or

operator (programmable).

Speakerphone

All telephones incorporate standard speakerphones for both inside and outside

calls.

Speakerphone Volume Control

The volume of the voice emitting from the speakerphone is changeable with a slide

control located on the face of the telephone.

Speed Dial Privacy

Ten bins of the system speed dial and 2 bins of a users personal speed dial will not display the number programmed. This prevents users from seeing the

programmed number.

Splash Tone

The user is warned with a splash tone when an intercom call arrives.

Speed Dial, Station

and System

The system has 90 system speed dial numbers and each user has up to 16 personal

speed dial numbers.

Speed Dial, Chain Dialing

You may dial an additional telephone number manually after a speed dial. You

may also access more than 1 speed dial number.

SMDR

SCHELL SEPTEMBLE STORES STORES

Station Message Detail Reporting is standard.

Station Hunt Group ***

Three Station Hunt Groups can be created. A Hunt group can have a maximum of

8 stations. A station can be in only one group.

Status Message Display*

A user leaving their telephone may select a message to be displayed to a calling

intercom user. Ten (10) messages are preprogrammed and 10 more are

programmable.

Station Name Display*

The user's name can be displayed on the LCD.

Stop Watch Timer*

The LCD may be used as a stop watch on an idle phone.

System Hold

A call placed on system hold may be retrieved from any phone.

System Programming

with Password

For security, a password is required to enter into system programming.

Timer *

The call timer will automatically begin in a predetermined amount of time after the outside line is seized. The timer information can be displayed on your phone.

Tone Ringer Control

A 3-position switch is located on the base of the telephone to control the volume

of all tones emitted from the phone.

Toll Restriction

Multi-level toll restriction is programmable on a per station basis.

Traveling Class of Services

The system will permit override of toll restriction for a toll-barred phone through the use of a special security code. (Single line phones included**)

Unsupervised Trunk Conference

A conference established with one or more trunks will be permitted to remain engaged without the presence of an internal station on the circuit.

Voice Signaling

A voice announcement may be made to an idle station.

*Display Telephone **MV2

*** MV3

5.0 INSTALLATION

OVERVIEW

To complete the installation of the MT-16H and associated equipment in a timely and efficient manner, it is essential to establish a complete installation plan. Be sure to complete the customer data programming sheets before getting started.

The following sections offer a detailed documentary and pictorial view on installation of the equipment with notes, as needed.

Please completely read through the Installation and Programming Sections before attempting to install the equipment.

INSTALLATION PRECAUTIONS

- DO NOT run cables parallel to fluorescent light fixtures or AC lines. If unavoidable, run the cable across at 90 degree (right) angles.
- DO NOT run station cables inside electrical conduit already occupied by an AC power cable. This will induce AC voltage into the cable and also is in violation of the National Electrical Code.
- DO NOT exceed 66 OHMS or 1310' (400M) with AWG 24 cable on keysets. For single line telephones, DO NOT exceed 480 OHMS, including the telephone, or 5000' (1525M) with AWG 24 cable.
 Note: See page 16 for more information.
- Avoid installing in the following places. (Doing so may result in malfunction, noise, or discoloration)
- A. In direct sunlight and hot, cold, or humid places.
 (Temperature range: 41°F (5°C) 104°F (40°C)
- B. Due to sulfuric gases produced in areas where there are thermal springs, etc., damage to the equipment or contacts may occur.
- C. Places in which shock or vibration are frequent or strong.
- D. Dusty places, or areas where water or oil may come into contact with the unit.
- E. Near high-frequency sewing machines, electric welders, copy machines or motors.
- F. On or near computer, telexes, or other office equipment, as well as microwave ovens or air conditioners. (It is advisable not to install the system in the same room with the above equipment)
- G. Near radio broadcast antennas (including short wave).
- H. Install at least 5 feet from radios and televisions.
- DO NOT OBSTRUCT THE AREA AROUND THE KSU FOR REASONS OF MAINTENANCE AND INSPECTION. (BE ESPECIALLY CAREFUL TO ALLOW SPACE FOR COOLING ABOVE AND AT THE SIDE OF THE KSU)

EQUIPMENT VERIFICATION

A THE RESIDENCE AND A STANDARD WASHINGTON AND A STANDARD AND A STA

Verify that all components on the packing slip are included in the boxes. For reference, utilize the chart below to assure that all components have been received. Any damaged material should immediately be reported to the carrier. Report any discrepancies of required equipment to MacroTel International Corporation.

| | SYSTEM CON MT-16 | |
|----------------|---------------------|---|
| UNIT | PART NUMBER | DESCRIPTION |
| 408 KSU | 2609100 | Electronic Switching System |
| MT-16T | 2609102 | 8 Line/16 Station Speakerphone |
| LCD Display | 2609105 | LCD Display Module |
| WMK | 2609113 | Wall Mount Kit |
| Battery Backup | Kit 2208037 | Wall Mount Kit, 2 batteries and associated cables |
| MT-STU/A | 2609106 | 2 C.O./4 keyphone expansion card |
| MT-STU/B | 2609107 | 2 C.O./4 SLT expansion card |
| MT-STU/C | 2609108 | 2 C.O. or /2 E&M/4 keyphone expansion card |
| SMDR | 2609109 | SMDR PCB |
| Doorphone | 2609110 | Doorphone Unit |

INSTALLATION LOCATION CHECKLIST

- Select the KSU location to minimize station cable run lengths. DO NOT exceed measurements of 66 OHMS or 1310' (400M) using 24 AWG wire for keysets. Single line telephones should not exceed 480 OHMS, including the telephone, or 5000' (1525M) using 24 AWG wire. The OHM value is the loop measurement. The length is the maximum one way measurement from the KSU.
- Select a wall that is strong enough to support twice the weight of the equipment and plywood to be mounted.
- 3. The main distribution frame (MDF) requires a maximum 3x4 foot, 3/4 inch plywood backboard. The KSU is mounted on this backboard, along with connecting block(s) and modular jack assemblies.
 Allow room near the KSU for the paging amplifier, battery backup equipment and the external music source, if used. To avoid interference, the music source should be placed a minimum of 5 feet away from the KSU.

Place the KSU within 9 feet of an isolated, dedicated, 110/220 VAC, single-phase, commercial power source. DO NOT use an extension cord. This MUST be an isolated, dedicated, AC circuit for proper operation. The ground wire must be dedicated to this outlet. Run the power, neutral and ground wires directly from a separate circuit in the breaker box to the KSU outlet. DO NOT plug any other equipment into this outlet. Make sure there are AC outlets for a music source and a paging amplifier, if they are to be installed. These outlets MUST NOT be on the same circuit as the outlet for the KSU.

Prepare a floor plan for the keysets/slt locations using a star (home-run) configuration. Include each keyset's intercom number 1~16. Intercom number 4 is assigned to the system attendant in default software programming.

The system location should not be exposed to direct sunlight, high humidity, heat, dust or strong magnetic fields (such as heavy motors or large copy machines).

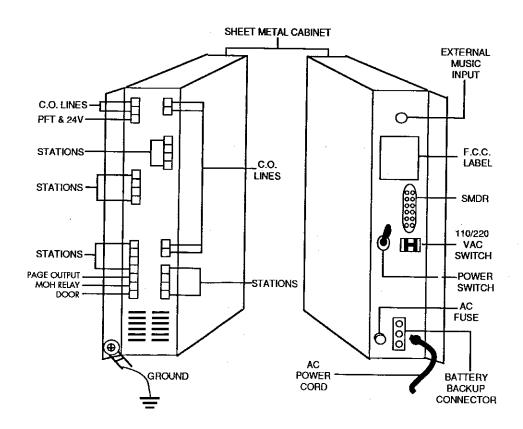
Simple air space should be provided for the KSU since the power supply is convection cooled. DO NOT block the cooling vents located on the KSU. Never place anything on top of the KSU.

TOOLS CHECKLIST

1

- 1. A high-impedance, digital multimeter is required to ensure the correct wiring and voltage on the keyset modular jack assembly.
- 2. Standard telephone hand tools.
- 3. 2-pair (4 conductor) twisted cable to run from the MDF to each keyset/slt location.
- 4. 4-conductor modular jack assemblies for terminating the station cables at keyset/slt location.
- Punch down tool, Phillips head screwdriver, flat head screwdrivers, and drill and bit set.

MT-16H FACILITIES LOCATION



MAIN DISTRIBUTION FRAME (MDF)

Plan the location for the 66 blocks, central office connectors, KSU and any other assemblies included in the installation. BE SURE TO CONNECT THE FRAME GROUND STATION CABLES

Using the floor plan developed in pre-installed planning, run 2-pair twisted cable (3 pair if installing off hook voice announce unit) from the MDF to each keyset/slt location. Label both ends of every cable with the keyset/slt intercom number (1~16).

Avoid cable runs parallel to flourescent light fixtures or AC lines not in conduit. If these obstacles are unavoidable, run the cable across them at right angles.

DO NOT run station cables inside electrical conduit already occupied by the AC power cable. To do so is a violation of the National Electrical Code.

DO NOT run station cables near equipment with electronic motors or past strong magnetic fields (copy machines, heavy motors, welding equipment, etc.).

DO NOT place station cables where they can be rolled over by office furniture or stepped on.

DO NOT allow the station cable length to exceed 66 OHMS or 1310' (400M) using 24 AWG wire. For single line telephone do not exceed 480 OHMS, including the telephone, or 5000' (1525M) using 24 AWG wire. The OHM value is the loop measurement; the foot (meter) length is the maximum one-way measurement from the KSU.

TERMINATING STATION CABLES AT THE MDF

Terminate each station cable at the MDF as described below:

- 1. Mount the station 66 block assembly on the MDF backboard.
- Ensure that each station cable is correctly labeled with the keyset/slt intercom number.
- 3. Using the punch down tool, terminate the cables for each set.

TERMINATING STATION CABLES AT KEYSET/SLT LOCATIONS

Terminate the keyset/slt end of each station cable on a 4-conductor modular jack assembly as shown in Figure 10.

CENTRAL OFFICE LINE

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Assure that the central office lines have been installed on the backboard. These lines will be connected to the KSU with modular cords supplied with the KSU. Follow the diagram on Figure 11.

KEY SERVICE UNIT

BEFORE MOUNTING THE KSU

Unpack the KSU and lay it on a flat surface with the cover facing up. Open it by removing the four retaining screws and lifting off the cover. The PCBs contain static-sensitive components.. Lift them only by the edges and carefully handle the components while inspecting them in the next step. Always use a static wrist strap for protection.

Inspect the fuses for the correct voltage and current rating. The AC fuse (1A, 250V, fast-acting) is accessible from the outer right side of the KSU.

Ensure that the ROM integrated circuits are properly seated in their sockets.

If the KSU or any of its components are damaged, contact MacroTel International Corporation.

****IMPORTANT****

You MUST activate the NICAD battery by setting the BACKUP switch (Dip Switch 2) to the "ON" position. Otherwise, the database memory will not be protected during a power outage. Refer to Figure 22 for location of backup switch.

MOUNT THE KSU

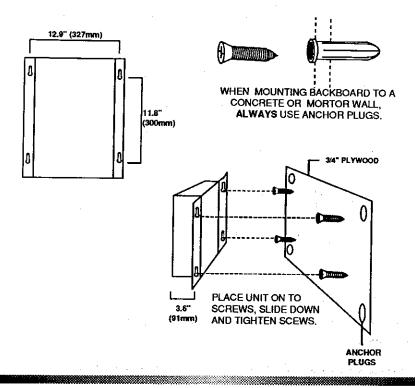
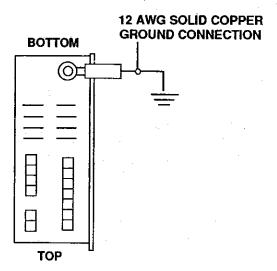


FIGURE 7

FRAME GROUND CONNECTIONS



FIGURER

110/220 VOLTAGE CONNECTION:

- Determine the proper voltage of the AC wall receptacle using a meter, if necessary.
- 2. Move the switch on the side of the KSU to the proper voltage selection.

INSTALLING THE KEYSETS/SLT

Unpack and inspect each keyset for damage. Along with the keyset, the box should contain a 6-foot line cord, a coiled handset cord, a handset, and a plastic bag of key designation labels.

With the KSU AC power "ON", check the voltage on each modular jack assembly as follows:

Keyphone

THE RESERVE AND ASSESSED ASSESSED.

- a. Measure the voltage on the YELLOW (+24) terminal with respect to the RED (GND) terminal. Place the common probe of the voltmeter on the RED terminal. It must measure +24V, ±5VDC. If -24VDC is measured, check the cabling for a reversed pair.
- b. Check the voltage on the BLACK (+24) and GREEN (GND). The voltage condition is the same.

Single Line Telephone

 a. Check the voltage on the RED and GREEN. The voltage should be +24VDC, ±5VDC. If -24VDC is measured, check the cabling for a reversed pair.

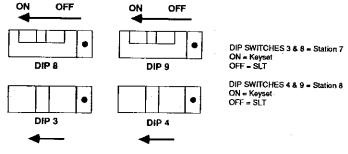
Connect all keysets to their respective connectors with the provided modular cord.

TO CONNECT EACH STATION TO KSU

- Plug the modular cord supplied with the KSU into the modular plug labeled Station Number 1.
- Connect the wires at the other end of the cord to a connecting block. See Figure 10.
- Use the same procedure as described above for connection of Station Numbers 2 through 16.
- 4. As Station Number 7 and 8 are available for keyset/slt, make sure that the DIP switches located on the main PCB are set as shown in Figure 9.
- In order to connect Station Numbers 9 through 16, expansion cards MT-STU-A, B or C must be installed. See Figure 13.

Note: Program Item 38 is also required to activate single line telephones.

DIPSWITCH SETTING FOR STATIONS 7 & 8



MAIN PCB

FIGURE 9

Single line telephones should be wired exactly like the keysets to allow for easy upgrading to keysets.

CONNECTION OF KEYSETS AND SINGLE LINE TELEPHONES

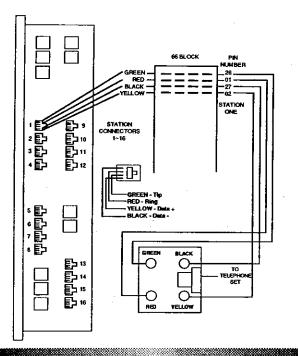


FIGURE 10

Note:

- 1. Use 2 or 3 pair twisted wire to prevent the possibility of crosstalk.
- Review Installation Precautions as listed on Page 15.
- Stations 9~16 require the installation of MT-STU/A, B or C. See Page 23~24.
- 4. Single line telephones require only tip and ring but it is recommended to wire single lines just like keyphones so that future upgrading is easier for the installer.

CONNECTING CENTRAL OFFICE LINES 1, 2, 3 AND 4

- 1. Plug the modular jack at one end of the 2-pair cable supplied with the KSU into the connector for lines 1 and 2.
- Connect the other end to the outside lines through the connecting block according to Figure 11.
- Use the same procedure for connection of C.O. lines 3 and 4.

TO CONNECT C.O./E&M TIE LINES 5, 6, 7 AND 8 (Expansion Card Required) See installation expansion cards, pages 38~40.

- 1. Plug the modular jack at one end of the 2-pair cable supplied with the expansion card into the connector for Line 5.
- Connect the other end to outside line through the connecting block according to Figure 11.
- 3. Use the same procedure for connection of C.O. Lines 6,7 and 8 respectively.

CONNECTION OF CENTRAL OFFICE LINES/ E&M TIE LINES

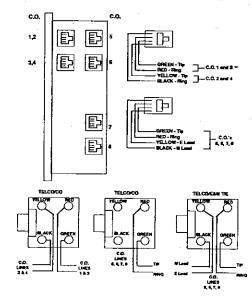


FIGURE 11

Notes:

- 1. For Central Office lines in positions 5,6, 7 or 8, MT-STU/A, B or C must be installed. For E&M Tie lines in positions 5,6,7 or 8, MT-STY/C must be installed.
- 2. Incorrect wiring of C.O. may cause malfunction. If so, refer to Troubleshooting Section.MT-STU/A provides 2 C.O. lines and 4 key telephone circuits.

MT-STU/A provides 2 C.O. lines and 4 key telephone circuits.

MT-STU/B provides 2 C.O. lines and 4 single line telephone circuits.

MT-STU/C provides 2 C.O. lines or 2 E&M tie lines and 4 key telephone circuits.

SWITCH SETTINGS FOR MT-S

| DIP SWITCH | 11 | 12 | 13 | 14 | 15 | DIP SWITCH | 21 | 22 | 23 | 24 | 25 |
|---------------|----|----|----|----|-----|------------------|----|----|----|-----|-----|
| C.O. — 5 or 7 | 0 | 1 | 0 | 0 | ON | C.O. — 6 or 8 | 0 | 1 | 0 | 0 | ON |
| E&M | 1 | 0 | 1 | 1 | OFF | E&M_FOOTO | 1 | 0 | 1 | . 1 | OFF |

FIGURE 12

TO INSTALL EXPANSION CARDS

- 1. Remove the 4 screws from the main PCB and replace them with the standoffs supplied with the expansion board.
- Position the expansion card so that the modular jacks appear on the left side of the KSU.
- 3. Plug the ribbon cable into the proper connector on the main PCB.
- 4. Secure the expansion card with the 4 screws previously removed.
- 5. When installing the expansion card towards the top of the main PCB, C.O. lines 5, 6 and Stations 9, 10, 11 and 12 are added. When installing the expansion card towards the bottom of the main PCB, C.O. lines 7, 8 and Stations 13, 14, 15 and 16 are added.

INSTALLATION OF EXPANSION CARDS

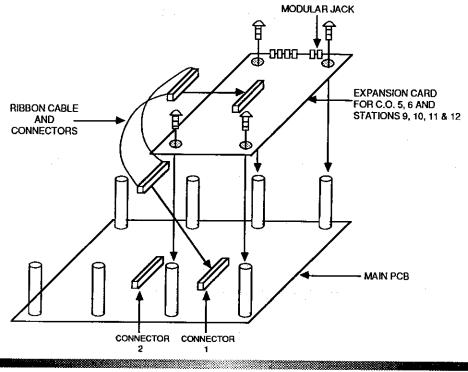


FIGURE 13

CONNECTING EXTERNAL PAGING SPEAKERS

- 1. Plug the modular cord supplied with the KSU into the modular plug labeled PAGE.
- 2. Connect the Voice pair (blue & yellow wires) to the 600Ω input of the amplifier.
- 3. The black and white wires are dry contact points that can be used, for example, to mute background music over page. Connect the black and white wires to the mute terminals of the amplifier.

 (The relay can also be used to ring a bell during Common Audible Ring**)

Note: Connect only DC voltage to the black and white wires. KSU relay rating is 24 vdc, .5 amp.

CONNECTING THE DOORPHONE AND DOOR LOCK CONTROL

- 1. Plug the 3-pair modular cord supplied with the KSU into the modular plug labeled DOOR.
- Connect the Voice pair (blue & yellow wires) and the power pair (green & red wires) to the back of the doorphone.
- The black and white wires are dry contacts used to operate a customer provided electric door lock unit.

Note: Connect only DC voltage to the black and white wires. Use a slave relay if the door lock unit requires AC. KSU relay rating is 24 vdc, .5 amp. 330 (100m) with 24 AWG. See Figure 14.

** = MV2

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EXTERNAL PAGE AND DOORPHONE CONNECTIONS

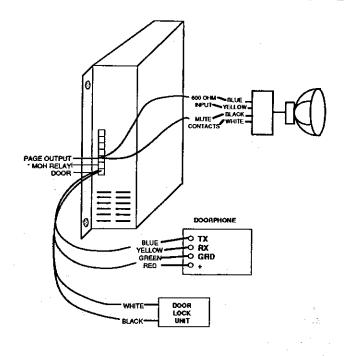


FIGURE 14

Note: This Music on Hold connection is used to turn the external source audio output on and off. When no calls are on hold, the source is turned off. The yellow/black wires perform this function. Apply no AC voltage to the contacts. Use only DC voltage and a slave relay.

The black and white wires on the Page circuit can also be used to operate a bell or some other device during Common Audible Ring Mode. KSU relay rating is 24 vdc, .5 amp.**

** = MV2

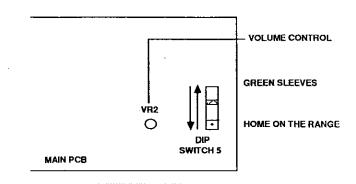
INTERNAL MUSIC SOURCE

The internal music source of MT-16H has two selections.

TO CHANGE INTERNAL MUSIC SOURCE

1. Refer to Figure 15.

CHANGE INTERNAL MUSIC SOURCE



EXTERNAL MUSIC SOURCE

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THE PROPERTY.

Although the MT-16H is provided with an internal music source, an external music source such as a radio or tape player can be connected to the system.

TO CONNECT AN EXTERNAL MUSIC SOURCE

- 1. Connect the external music source to the external music jack using a 1/8 in. (3.5mm) mini phono plug. See Figure 16.
- Impedance 600 OHMS. 250 mvolts maximum. Caution: Over voltage may cause damage to MOH circuit.

MUSIC ON HOLD CONNECTIONS

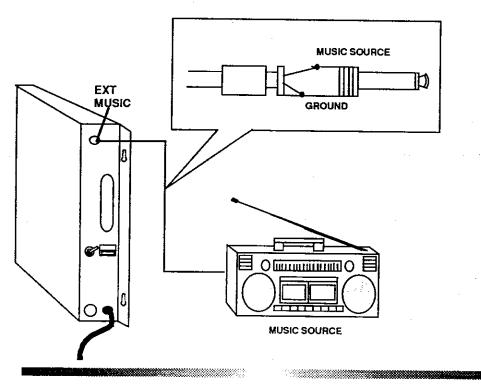


FIGURE 16

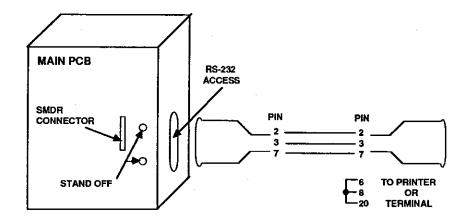
Note:

- The MOH plug between the page and the doorphone modular plug (Figure 14) is used to turn the external music audio output on and off. The yellow/black wires perform this function. When no calls are on hold, the source is turned off. No AC voltage. DC voltage only with slave relay! KSU relay rating 24 vdc, .5 amp.
- 2. Always used shielded cable.
- Do not connect radio source to same AC outlet as KSU.
- 4. Locate music source a minimum of five (5) feet away from KSU to prevent RFI interference.
- For no music on hold or background music disconnect connector 5 from main PCB.

CONNECTING A PRINTER OR TERMINAL (SMDR)

A printer or terminal for the purpose of station message detailed recording can be connected to the MT-16H. To enable this feature, the optional SMDR card must be installed into the system. An RS-232C connector and cable are required for connection of the printer or terminal.

- A. Install the two plastic standoffs provided with the SMDR card into the KSU base.
- B. Insert the RS-232C connector through the hole in the KSU labeled SMDR.
- C. Align the SMDR card with the connector on the main PCB and the standoffs. Press card into place.



DIP SWITCH SETTING

| | | 4800 bps | 2400 bps | 1200 bps | 600 bps |
|-------|---|----------|----------|----------|---------|
| DIP 1 | 2 | ON | OFF | OFF | OFF |
| | 1 | OFF | ON | OFF | OFF |
| DIP 2 | 2 | OFF | OFF | ON | ON |
| | 1 | OFF | OFF | OFF | ON |

Serial collection device settings:

- * Even Parity
- * 8 bits
- * No start or stop bit

SMDR FORMAT

| STN CO MM/DD STT.TIME DURATION DIAL NUMBER ACCO |
|---|
|---|

POWER FAILURE TRANSFER

類例

The MT-16H provides up to 6 PFT circuits. On the main PCB, station 7 and 8 can be configured as PFT circuits.

1. If stations 7 and 8 are being used as single line stations on the system, they will

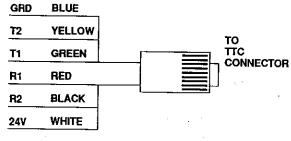
> automatically be connected to C.O. lines 1 and 2 respectively if dip switches 6 and 7 are set as follows:

Dip 6 - ON = C.O. 1 to SLT 7 Dip 7 - ON = C.O. 2 to SLT 8

TTC CONNECTOR If stations 7 and 8 are being used as

2. key telephones on the system, C.O. lines 1 and 2 will be automatically connected to 2 single line telephones connected to the TTC plug on the left side of the KSU. For this scenario to operate, dip switches 6 and 7 are set a follows:

> Dip 6 - OFF = C.O. 1 to Tip 1, Ring :Dip 7 - OFF = C.O. 2 to Tip 2, Ring \angle



18

Note: In scenario 2 the SLT's do not operate until power has failed.

Any device connected to the 24V power source must draw no more than

12.5 mA.

3. When using the MT-STU/B, the first 2 single line circuits are automatically connected to the C.O. lines served by the MT-STU/B. For example:

MT-STU/B #1

MT-STU/B #2

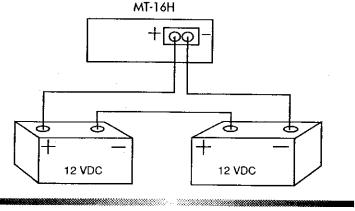
C.O. 5 goes to SLT 9

C.O. 7 goes to SLT 13

C.O. 6 goes to SLT 10

C.O. 8 goes to SLT 14

BATTERY BACKUP



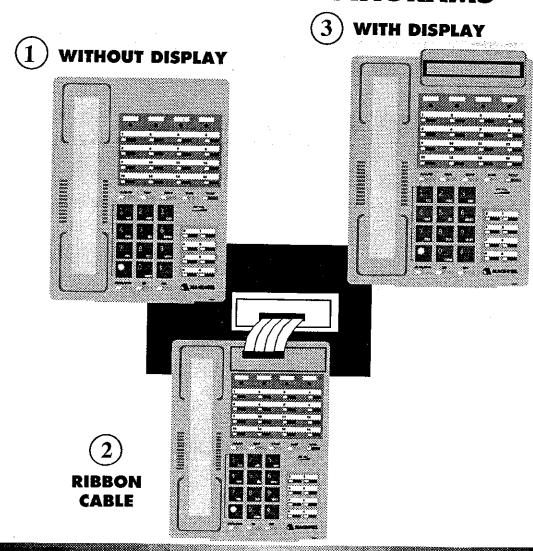
^{*}No dip switch settings are required for scenario 3.

LCD DISPLAY KIT INSTALLATION

CAUTION - USE A STATIC WRIST STRAP WHEN PERFORMING THIS INSTALLATION.

- 1. WITH THUMBS ON FRONT OF COVER PLATE, PRESS FINGERS GENTLY ON BACK OF COVER PLATE AND LIFT.
- 2. LOCATE RIBBON CABLE INSIDE PHONE.
- 3. BEING CAREFUL NOT TO PULL ON RIBBON CABLE, INSERT CABLE INTO THE CONNECTOR OF THE DISPLAY KIT. ENSURE THAT THE RIBBON CABLE CONDUCTORS ARE TOUCHING THE CONNECTORS CONDUCTORS.
- 4. GENTLY "SNAP" THE DISPLAY KIT INTO THE PHONE FRONT PART FIRST, THEN BACK.

MT-16T TELEPHONE LCD INSTALLATION DIAGRAMS



MEMORY BATTERY INITIALIZE

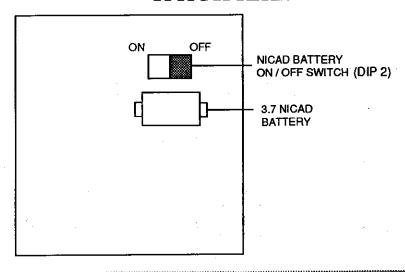


FIGURE 22

NOTE:

- 1. Remove the cover from the unit.
- 2. Locate the battery ON/OFF switch and turn the switch "ON". (Dip 2)
- 3. The battery will normally last approximately 40 hours during power outage, if it is fully charged.

6.0 CUSTOMER DATABASE PROGRAMMING SHEETS

CUSTOMER NAME _____

| ADI | DRESS | | | | |
|------------|--|--------------------|---------------------------------|--|--|
| | TID A COM | | | | · |
| PHC | ONE # | | | | |
| | | | | | |
| *UP BAC | ON INSTALLATIO CK-UP SWITCH ON | N, ALWAYS IN I. | NTIALIZE THE | E SYSTEM AND S | SET THE MEMORY |
| PRG # | SET | DATA | DEFAULT | NOTE | |
| 20 | Programming Mode | | 0 | Enables Progra 0 = Disable 1 = Enable 2 = Enable dial | |
| | | | | line access 3 = Disable dial line access | |
| | | _ | | 4 = 12 hour clos 5 = 24 hour clos time) | ck mode ck mode (military |
| 21 | Change Password | | 1234 | Must be 4 digit DSS keys (1~6) | (0~9) and |
| 05 | User Password | | 4321 | Must be 4 digit (DSS keys (1-6)* | (0-9) and |
| 18 | Station Basis Key Assignment | STATION | BUTTONS | *** | 38 - Attendant 39 - Doorphone 40 - Com. Aud. Ring |
| | | | | 33- Timer 34 - Auto Ans 35 - Auto Rdl 36 - Boss/Sec 37 - Int. Page | 41 - Group Listen 42 - Account Code 43 - GRP 1 44 - GRP 2 45 - GRP 3 |
| 22 | Touch Tone Mute | | 1 | 1 = Disable 0 = Enable | |
| 23 | Make/Break Ratio Toll Check Time | | 33/66 05.0 sec 10.0 sec** | Standard is 33/66 PPS is set at 10 p 04.0~14.9 sec (10 | ps |

^{** =} MV2

^{*** =} MV3

| PRG # | T0 SET | DATA | DEFAULT | NOTES |
|----------|--|--------------|---------|---|
| 24 | System Version Display | | | Displays Current KSU & Keyset Software Version |
| 25 | System Enabled | | 0 | 0 = Do Not Initialize 1 = Initialize Memory 3 = Initialize System and Clear |
| 26 | Night Mode Class of Service | | 0 | 0 = Day Toll (Program 30) 1 = All Stations Class B |
| ** Exc | Stations ception Stations $1 = \text{Exception, } 0 =$ | No Exception | 0 | 2 = All Stations Class C 3 = All Stations Class D 4 = All Stations Class E |
| 27 | To turn ON and OFF External Call Foward | | 0 | 0 = Off 1 = On |
| 30 | Set Class of Service for Stations | | 0 | 0 = No restriction 1 = Program 33/34 (Allow/Deny) 2 = Program 35/36 (Allow/Deny) 3 = Program 37 (Allow Only) 4 = Table E (ICM Only) |
| | | | | |
| 31 | C.O. Line Access by Stations | | 1 | 0 = Deny 1 = Allow |
| 32 | Internal Paging Station | | 1 | 0 = Disable 1 = Enable Requires all fields to be entered |
| 38 | Station Type | | | 0 = Keyphone |
| J6 | Station Type | |] N | 1 = SLT DTMF 2 = SLT DP |
| 40 | C.O. Lines Incoming/ Outgoing | | J | 0 = Incoming & Outgoing 1 = Incoming Only |
| 41 | Assign Privacy | | 0 | 0 = Privacy Disabled 1 = Privacy Enabled *** |

THE REPORT OF THE PROPERTY OF

^{** =} MV2 *** = MV3

| PRG | Т0 | " | | ' | |
|-----|---|------------|------|--------------|---|
| # | SET | | DATA | DEFAUL | T NOTES |
| 42 | Trunk Dial Type | | | 0 | 0 = Rotary Pulse 1 = Touch Tone |
| 43 | C.O. Lines Enabled | | | 1 | 0 = Disabled 1 = Enabled 3 = E/M Tie Line |
| 44 | C.O. Line Definition | | | 1 | 0 = PABX Line 1 = C.O. Line |
| 45 | External Call Forward Line Assignment | | | DENY | 0 = Deny 1 = Allow |
| 46 | Flash or Privacy Release | у | | FLASH | 0 = Flash 1 = Privacy |
| 47 | Dial 9 Group | | | 0 | 0 = Accessed 1 = Not Accessed |
| 48 | Dial 7 Group** | | | 0 | 0 = Accessed 1 = Not Accessed |
| 49 | Common Audib | ole Ring** | | 0 | 0 = Not Assigned 1 = Assigned |
| 50 | C.O. Flash Timing | | oo | 00 | 0000 - 5000ms* |
| 51 | PABX Flash Timing | | 06 | 00 | 0000ms - 5000ms |
| 52 | Hold Recall Timing | | 030 | 0 | 000 sec - 200 sec 000 sec - 999 sec** |
| 53 | Transfer of Call Recall Timing | | 030 | 0 | 000 sec - 200 sec ØØØ = No Recall*** |
| | Alarm Duration Timer | | 010 |) | 000 sec - 200 sec |
| | | | | | |

^{*}ms = millisecond ** = MV2

^{*** =} MV3

| | " | | | |
|---------------|---|----------|---------------------------|---|
| PRG # | TO SET I | DATA | DEFAULT | NOTES |
| 55 | Time and Date Change | | | YY = Year MM = Month DD = Day W = Day of Wea HH = Hour (Military Time) MM = Minute (Military Time) |
| 56 | Intrusion Tone Timer (Executive Priority) | | 10 seconds | 00 ~ 99 Set to 00 for no tone |
| 57 | CO to Co Call Duration Timer | | 150 seconds | Used for external call forwaring and unsupervised conference 010~999 seconds |
| 58 | Automatic Timer | | 10 seconds | 00 ~ 99 seconds |
| 59 | Door Release Timer | |]. 03.0 sec | 00.1 - 10.0 sec |
| 60 | C.O. Line Ringing Mode | |] 0 | 0 = Individual Ring Mode: Stations to ring in order of Program 61 & 62. If all stations are busy, the 1st station set to ring will ring |
| | | | | 1 = Conditional Ring Mode:Only stations that are idlewill ring within a programmed group. |
| | | | | 2 = Unconditional Ring Mod All stations to ring whether idle or busy. |
| | | | | 3 = Distributed Ring Mode: Stations ring in sequentia order. |
| | | | | Note: Per line basis** |
| 61 Nig Sta | ght Ringing tions | | | See Page 57 |
| NOTE: USE | ATTENDANT DND KEY TO PU | JT SYSTE | M IN NIGHT MODE. | |
| | y Ringing tions | | | See Page 57 |
| | orphone Ring signment | | 1, 2, 3, 4, 5, 6, 7, 8 | Up to 8 stations may be assigned to receive doorphone ring |
| | | | | |

TO A WEST OF THE PLANTAGE TO THE PROPERTY OF T

| PR: # | G T0 SET | DATA | DEFAULT | NOTES |
|----------|---|--------------|--------------|---|
| 65 | DISA Security Code | | 1234 | 4 digits 0~9*** |
| 66 | DND Status | | 1 | 1 = Allowed*** 0 = Denied Operator always denied. |
| 67 | Hunt Group Ring Mode | Group Mo | ode No Group | Group # 1,2 or 3 0 = Individual*** 1 = Distributed Individual 2 = Conditional |
| 68 | Internal Page Zone | | Ø | Ø = All Call 1 = Zone 1*** 2 = Zone 2 3 = Zone 3 |
| 69 | Station Hunt Group Gro | oup Stations | No | Group *** 3 Hunt Groups Available 8 stations per group Pilot # = *1,*2 and *3 |
| 70 | Attendant Station Assignment | 04 | | Attendant's DND key is used to put system in Night Mode. |
| 71 | System Speed Dialing override of toll restriction | 0 | | 0 = Disable 1 = Enable |
| 72 | Executive Priority | 0 | Item 56 must | 0 = Override disabled 1 = Override enabled without intrusion tone 2 = Override enabled with intrusion tone be addressed to disable tone |
| 73 | Boss/Secretary Set | · | Boss Sec | Requires one Boss and one Secretary. Use Program 80 to set Boss/Secretary Key |
| 74 | Camp On Tone Timer** | | 00 | 00 = 1 tone only |
| 75 | Auto Redial Attempts** | | 03 | $10 \sim 99 = 1$ tone every 10-99 sec $01 \sim 99$ |
| 76 | Transfer Recall Destination | n** | 0 | 0 = Back to station 1 = to operator |
| 77 | Single Line Hook Flash Tir | me** | 0160 0600 | Lower limit 0040~1980 Upper limit 0060~2000 |

PROF

1

71

^{** =} MV2

^{*** =} MV3

| ria) tatani tatini | PRG | ТО | DATA | DEFAULT | NOTES |
|--|--------------------|--------------------|------------|------------|---|
| | # | SET | | | |
| | 78 D | DISA LINE | | 0 | 0 = Not DISA Line 1 = DISA Line*** |
| 3 | 80 S | oftkey Programming | 5 | | (See below) |
| | 82 S | tatus Messages | | | 10 programmable messages 16 characters each |
| | ** = MV *** = M | 72 V3 | | | |
| | | | | | |
| And the second s | | so | FTKEY PROC | GRAMMING C | ODES |
| | | 01 = STATION 1 | | | STATION 2 |

CALL SOME AND SUBJECT OF THE PARTY OF THE PA

SOFTKEY PROGRAMMING CODES

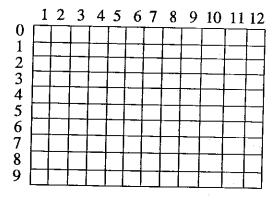
| 01 = STATION 1 | 02 = STATION 2 |
|-------------------------|----------------------------|
| 03 = STATION 3 | 04 = STATION 4 |
| 05 = STATION 5 | 06 = STATION 6 |
| 07 = STATION 7 | 08 = STATION 8 |
| 09 = STATION 9 | 10 = STATION 10 |
| 11 = STATION 11 | 12 = STATION 12 |
| 13 = STATION 13 | 14 = STATION 14 |
| 15 = STATION 15 | 16 = STATION 16 |
| 17 = C.O. LINE 1 | 18 = C.O. LINE 2 |
| 19 = C.O. LINE 3 | 20 = C.O. LINE 4 |
| 21 = C.O. LINE 5 | 22 = C.O. LINE 6 |
| 23 = C.O. LINE 7 | 24 = C.O. LINE 8 |
| 25 = HOLD | 26 = SPK BUTTON |
| 27 = REDIAL | 28 = MUTE/DND BUTTON |
| 29 = EXT PAGE | 30 = CONFERENCE |
| 31 = MESSAGE | 32 = ALARM/SPEED DIAL |
| 33 = TIMER BUTTON | 34 = AUTO/ANSWER |
| 35 = AUTO REDIAL | 36 = BOSS/SECRETARY |
| 37 = INTERNAL PAGE | 38 = ATTENDANT |
| 39 = DOORPHONE | 40 = COMMON AUDIBLE RING** |
| 41 = GROUP LISTENING*** | 42 = ACCOUNT CODE *** |
| 43 = GROUP 1*** | 44 = GROUP 2*** |
| 45 = GROUP3*** | TT - OROOT Z |
| -3 - OROUL 3 | |

PROGRAM #33 CLASS B DENY

PROGRAM #34 CLASS B ALLOW

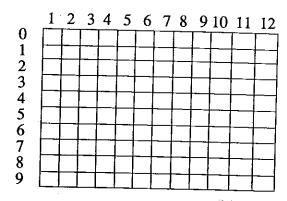
Dialed Digits

Line Entry



Dialed Digits

Line Entry

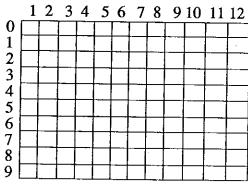


PROGRAM #36 CLASS C ALLOW

PROGRAM #35 CLASS C DENY

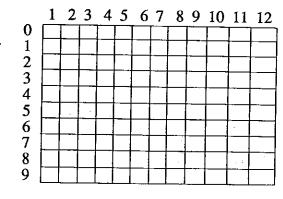
Dialed Digits

Line Entry



Dialed Digits

Line Entry

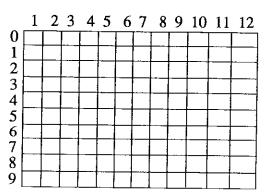


PROGRAM #37 CLASS D ALLOW

Dialed Digits

Line Entry

40



PROGRAM #61 NIGHT MODE RINGING

| STATION | - | | | | | | | | | | | | | | | - |
|---------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|
| LINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| LINE 1 | | | | | | | | | | | | | | | · | |
| LINE 2 | | | | | | | | | | | | | | | | - |
| LINE 3 | | | | | | | | | | | | | | | | |
| LINE 4 | 1 | | | | | | | | | | : | | | | | |
| LINE 5 | | | | | | | | | | | | | | | | |
| LINE 6 | | | | | | | | | | | | | | | | |
| LINE 7 | | · | | | | | | | | | | | | | | |
| LINE 8 | | | | | | | | | | | | | | | | |

THE ME OF SHIPE LAND TO THE WAY TO BE AND A SERVICE OF THE SHIPE OF TH

PROGRAM #62 DAY MODE RINGING

| STATION | | | | | | | | | | | | | i | | | |
|---------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|
| LINE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| LINE 1 | | | | | | | | | | | | | | | | |
| LINE 2 | | | | | | | | | | | | | | | | |
| LINE 3 | | | | | | | | | | | | | | | | |
| LINE 4 | | | | | | | | | | | | | | | | |
| LINE 5 | | | | | | | | | | | | | | | | |
| LINE 6 | | | | | | | | | | | | | | | | |
| LINE 7 | | | | | | | | | | | | | | | | |
| LINE 8 | | | | | | | | | | | | | | | | |

| | | YSTEM SPEED D | IALIN | G SHEET | |
|----------|------------------|---|-------|-------------|---------------------------------------|
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| 12 | | | 57 | | |
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| 16 | | | 60 | | |
| 7 | | | 61 | | · · · · · · · · · · · · · · · · · · · |
| 8 | · | | 62 | | |
| 9 | | | 63 | | |
| 20 | | | 64 | | |
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| 7 | | | 72 | | |
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| 1 | | | | | |
| 2 | | | 76 | | |
| 3 | | | 77 | | |
| 4 | | | 78 | | |
| | | | 79 | | |
| 5 | - - | | 80 | | |
| 5 | | | 81 | | |
| 7 | | | 82 | | · · · · · · · · · · · · · · · · · · · |
| 3 | | 2 | 83 | | |
| <u> </u> | | | 84 | | |
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| <u> </u> | | | 99 | * | |

PROGRAMMING

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7.0 PROGRAMMING INSTRUCTIONS

OVERVIEW

Programming of the MT-16H is a simple and easy exercise which can be performed from any display set.

This section describes all programming options available to the installer and includes applicable notes where required.

The program is broken down into five basic categories:

- System-wide programming requiring the enabling of system program mode.
- User programming requiring the enabling of system or user programming mode.
- System wide programming requiring the entry of the system password during input.
- 4. User programming requiring the entry of the system or user password during input.
- User programming requiring no password.

Before programming for the first time, you must initialize the system using Program 25.

- Depress [#]
 "Programming" is displayed
- Dial 25
 "Initial Sys?" is displayed
- 3. Dial 1234
- 4. Dial 2
- Depress [#]
 Wait approximately 10 seconds for the system to
 complete initialization. System is ready to program
 after the display returns to date and time.

Conditions:

- Entering [2] clears all "scratch-pad" RAM memory and battery back-up RAM.
- All program are set to default values. Refer to Customer Database Programming Sheets for values.
- All call processing is reset to idle status.

ENTERING/EXITING SYSTEM PROGRAMMING MODE (PROGRAM 20)

Description:

Allows programmer to gain access to programming mode for systemwide or individual software changes.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 20
 "MMC Disabled" is displayed
- Enter password (Default is 1234)
 "MMC Disabled" is displayed
- 4. Dial 0 to Exit progam mode Dial 1 to Enter program mode Dial 2 Enables "Dial 9" for any idle C.O. line Dial 3 Disables "Dial 9" for any idle C.O. line Dial 4 Sets clock to 12 hour mode Dial 5 Sets clock to 24 hour mode
- Depress [#]

Conditions:

- Default value "MMC Disabled" and "Dial 9"
 Disabled; ("Dial 9" Enabled)**; 24 hour clock
- ◆ The phone must be in the On-Hook mode
- ◆ The unit will automatically go out of the programming mode if no data is entered in 4 minutes
- Data is entered into working memory after exiting the programming mode
- To verify programming is possible, follow steps 1 and 2. "MMC Enabled" is displayed
- ◆ ** = MV2

ENABLING USER PROGRAMMING MODE (PROGRAM 04)***

Description:

Allows user to gain access to user programming mode.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 04
 "MMC Disabled" is displayed
- Enter user password (Default is 4321)
 "MMC Disabled" is displayed
- 4. Dial 1
- 5. Depress [#]

Conditions:

- ◆Phone must be in the on-hook mode
- ◆Unit will automatically go out of programming mode if no data is entered in 4 minutes.
- ◆*** = MV3

CHANGE USER PASSWORD (PROGRAM 05)***

Description:

This item allows the system programmer or user to modify the user password.

Programming:

- Depress [#]
 "Programming" is displayed
- 2. Dial 05
 - "Old Password" is displayed Enter OLD password
- 3. Enter OLD password "New Password" is displayed
- 4. Enter new password
- 5. Depress [#]

NOTE: If user pasword is unknown it can be viewed by entering system password in step 3.

Conditions:

Default password is 4321

- · Password must be four digits.
- This program is available to the user, if desired by using the user password to enable user programming. (Program 04)
- System password will enable all programming. User password will enable:
 - 1. Enable User Programming (MMC 04)
 - 2. User password change. (MMC 05)
 - 3. Optional class of service. (MMC 26)
 - 4. External call forward (MMC 27, 45)
 - 5. Common audible ring. (MMC 28)
 - 6. Date & Time. (MMC 55)
 - 7. DISA Code change (MMC 65)
 - 8. Programmable Messages. (MMC 82)
 - 9. System Speed Dial. (SPD/PGM)
 - 10. Disa Line Assignment (MMC 78)
- → *** = MV3.

MODIFICATION OF PASSWORD (PROGRAM 21)

Description:

This feature enables the system programmer the flexibility to modify the system password. This controls unauthorized entry into the database.

Programming:

- 1. Depress [#]
 "Programming" is displayed
- Dial 21
 "Old Password" is displayed
- 3. Enter in current password "New Password" is displayed
- 4. Enter in new password
- 5. Depress [#]

Conditions:

- ◆ Default value is 1234.
- Valid entries are 0-9 and the first 6 DSS keys.
 The DSS keys 1-6 represent the letters A, B, C, D, E and F.
- If a valid 4 digit password is entered, the password will be changed.
- Loss of RAM memory will initialize the password to default value (1234).

DTMF MUTING TO STATION USER (PROGRAM 22)

Description:

This feature enables the system to mute the DTMF tones to the station user that is dialing on a central office line.

Programming:

- Depress [#]
 "Programming" is displayed
- 2. Dial 22 "DTMF MUTED" or "DTMF-ON" is displayed
- 3. Enter password

- 4. Dial 0 to enable user to hear DTMF
 Dial 1 to deny user to hear DTMF
- 5. Depress [#]

Conditions:

- ◆ Default is "1" (DTMF muted).
- If the password is incorrect, the display will show "ERROR" and the system will exit the programming mode.
- DTMF level is not adjustable
- ◆ DTMF mute on transfers. **
- ♦ ** = MV2

DIAL PULSE MAKE/BREAK RATIO/TOLL CHECK TIMER (PROGRAM 23)

Description:

This feature enables the system programmer to define the dial pulse make/break ratio of a C.O. line circuit that is classed as a rotary line.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 23
 "Make Ratio" is displayed
- Enter password "Make xx" is displayed
- 4. Enter time by 2 digits "Break: xx" is displayed
- Enter break time by 2 digits "Break 66: xx" is displayed
- 6. Depress [*].
 Note: See 5th condition below (toll check time).
- 7. Enter password
 "Toll check time" is displayed
- Enter time parameter
 From 04.0 sec to 14.9 sec (10 sec to 99 sec)***
 05.5 sec is default
 10.0 sec is default**
- 9. Depress [#]

- ◆ Default dial pulse make/break ratio is 33/66.
- Make/break time standards are normally 33/66 or 40/60.
- ◆ Dial pulse (pps) is set at 10 pps.
- Toll check time is not a required entry. The installer may depress "#" after Step 5. Toll check time is used to extend the interdigit toll checking time to beyond the point where the central office line goes to reorder tone.
- ** = MV2.
- ★ *** = MV3.

SOFTWARE VERSION OF SYSTEM AND TELEPHONE (PROGRAM 24)

Description:

This feature displays the current level of software being used in the main equipment. It also displays the version of current software in the telephone set.

Programming:

- Depress "#"
 "Programming" is displayed
- Dial 24 "Version" is displayed
- Enter password
 "KSU: xx KTS: xx" is displayed (version of software)
- 4. Depress [#]

Conditions:

- If the password is incorrect, the display will show "Error" and the system will exit the programming mode.
- \bullet x = 0 thru 9, A thru Z.

NOTE: Maintain this data in your office for future reference.

SYSTEM INITIALIZATION (PROGRAM 25)

Description:

This enables the system programmer the ability to initialize the system without turning the system power off. There are 2 levels of initialization.

Level 1 initializes scratch pad data in RAM.

Level 2 initializes scratch pad data and battery backed-up data in RAM.

Programming:

- Depress [#]
 "Programming" is displayed
- 2. Dial 25
 "INITIAL SYS?" is displayed
- 3. Enter password
- Enter 0; Do not initialize Enter 1;
 Enter 2:
- 5. Depress [#]

Conditions:

- All current data should be validated against programming sheets.
- Program 25 resets all RAM data and system database is restored to original default program.

OPTIONAL CLASS OF SERVICE (PROGRAM 26)

Description:

This enables the system user to change the toll class of service of all telephones in the system. Exceptions are allowed starting with MV2.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 26 "NIGHT TOLL:X" is displayed
- 3. Enter password
- 4. Enter one of the following numbers on the dial pad to set night time toll restriction:
- 0 = Same as normal toll restriction (Program 30)
- 1 = For all stations to be Class B
- 2 = For all stations to be Class C
- 3 = For all stations to be Class D
- 4 = For all stations to be Class E
- "Exception station" is displayed**
 "000000000000000000" is displayed**
- 5. Enter [1] for exeption station**
 Enter [0] for non-exception station**
- 6. Depress [#]

- ◆ Default data is Ø
- C.O. Lines class marked for PBX use are not subject to system changes to night mode class of service.
- ◆ Toll restriction override will still operate when the system changes to night mode class of service.
- Once data is entered in this program the new class of service is effected immediately regardless of day/night mode operation.
- ◆ Step 5 is only required one time. Press [#] after Step 4, unless exception station status changes.**
- ◆ This program is accessible through user password. ***
- ◆ ** = MV2
- ◆ *** = MV3

EXTERNAL FORWARD (PROGRAM 27)

Description:

This enables the system user the ability to turn on and turn off External Call Forwarding.

- Depress [#]
 "Programming" is displayed
- Dial 27
 "EXTL FORWARD OFF (ON) is displayed
- 3. Enter password
- 4. Enter [1] to turn external forwarding ON Enter [0] to turn external forwarding OFF
- 5. Depress [#]

Conditions:

- ◆ Default data is 0 (OFF)
- Program 45 must also be addressed before this feature will work.
- ◆ This program is accessible through user password.***
- ◆ *** = MV3

STATION TOLL CLASS OF SERVICE (PROGRAM 30)

Description:

This enables the system user the flexibility to assign individual classes of service to each extension.

Programming:

- Depress [#]
 "Programming" is displayed
- 2. Dial 30
 "STN Toll Class" is displayed
 "xxxxxxxxxxxxxxxxxxxxxx" is displayed
- 3. Enter new toll class of service for each station.
- 4. Depress [#]

Conditions:

- ◆ There are 5 classes of service: (0-4)
 - 0 = unrestricted
 - 1 = Class B uses Program 33 and 34 (Deny/Allow)
 - 2 = Class C uses Program 35 and 36 (Deny/Allow)
 - 3 = Class D uses Program 37
- (Allow only)
- 4 = Class E Internal calls only

- ◆ Default Data is 0.
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED REGARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXTRING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- System abbreviated dialing overrides toll restriction if Program #71 is enabled.
- If a line is programmed as a PABX line, no toll restriction is applied except for class 4.
- ◆ Field definition:

C.O.S Data

C. O. LINE ACCESS BY STATION USER (PROGRAM 31)

Description:

This program defines what stations have access to C.O. lines on a station by station basis.

Programming:

- Depress [#]
 "Programming" is displayed
- Depress 31
 "Trunk Access" is displayed
- 3. Depress DSS Key to be programmed "EXT yy: xxxxxxxx" is displayed
- 4. Enter [0] or [1] for each line
- 5. Depress [#]

- ◆ Default is set to [1].
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED REGARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- ◆ To assign a private line, also use program 61 & 62 for ringing assignment.

Caution: A station that rings on incoming calls for a restricted line has the ability to pick-up the line.

- Although a station may not have access to the line to dial out, if the line is put on hold, the "privacy" feature is canceled for that particular call. To override, use Executive Hold.
- ◆ Field definition

Line Number

1 2 3 4 5 6 7 8 X X X X X X X X

Station Access Data

INTERNAL PAGING - ALLOW OR DENY (PROGRAM 32)

Description:

This enables the system programmer to allow or deny a station from receiving an internal page.

Programming:

- Depress [#]
 "Programming " is displayed
- Dial 32
 "Enable Page Rcv" is displayed

"xxxxxxxxxxxxxxxx" is displayed

- 3. Enter [0] (Deny) or [1] (Allow) for each station
- 4. Depress [#]

Conditions:

- ◆ Default value is 1.
- Any station user can make an internal page.
- Page overrides DND.
- ◆ ENTRY INPUT MUST BE ALL 16
 EVEN IF ONLY ONE STATION IS
 BEING CHANGED. AN INCORRECT ENTRY
 WILL NOT CHANGE THE STATION DATA.
 UPON EXITING THE PROGRAM, THE OLD
 DATA WILL NOT BE MODIFIED.
- ◆ Field Definition

Station Number

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 x x x x x x x x x x x x x x x x x x

Page Access Data

CLASS OF SERVICE - TOLL RESTRICTION

Class 0 is non-restricted. Class of Service 1(B) and 2(C) are the primary toll restriction classes. Each class has a deny table and an allow table which provides for definition of the dial patterns to be restricted and allowed. Each table is comprised of ten entry lines having twelve digits per entry. Inserting the desired allow or deny codes in the appropriate table line entry defines the type of restriction. Here is a sample table:

DENY TABLE (SAMPLE)

DIALED DIGITS

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|----|---|---|---|--------|---|---|---|-----------|---|----|----------|-------|
| 0 | 9 | 7 | 6 | | | | | | | | | |
| 1 | 1 | * | | | | | | T | | f1 | <u> </u> | |
| 2 | 0 | | | | | | | | | | | |
| 3 | | | | | | T | | | | | | |
| 4 | | | | | | | | | _ | | | |
| 5 | | | | | | | | | | | | : : - |
| _6 | Ţ | | | | 1 | | | | | | | |
| 7 | | | | | | | | 1 | | | - | |
| 8 | | | | 7 | | | _ | \exists | | | | |
| 9 | | | | \neg | | | | 寸 | | | | |

ENTRY LINES

In this case, any number beginning with "976" or "0" will result in disconnection of the attempted call. An asterisk is programmed after the "1" in entry line 1 because the allow table may have exceptions such as 1 800 + numbers, 1-555-1212 or 1-800-555-1212. No asterisk is used after "976" and "0" as no exceptions are to be made with these prefixes being dialed. The asterisk used in a position allows for any number to be dialed in that digit. To limit the length of digits dialed, depress the "hold" key (displays "E") after your numbers and asterisks in the digit, respective of the total digit length to be permitted.

Class 3 (D) is used to fully restricted stations. If, however, there must be an allowed emergency code from this Class 3 station, Program 37 (allow table) defines the allowed codes desired. (Example 911).

Class 4 (E) only permits intercom calls; no trunk calls.

NOTE: See Program 33 through 37 for detailed information and examples.

DENY CODES FOR CLASS OF SERVICE 1 (B) (PROGRAM 33)

Description:

This program defines what leading digits in a dialing plan are to be restricted. There are 10 line entries (0-9) which define up to 12 digits per entry.

- 1. Depress [#]
 "Programming" is displayed
- 2. Dial 33
 "Deny in Class B" is displayed
- 3. Enter [0] to [9] to select line entry "BD x" is displayed
- Enter digit sequence to be toll restricted
 To erase existing digit sequence depress "HOLD" key
- 5. Depress [#]

Conditions:

THE CHAND SERVICE SERVICES AND A CONTROL OF THE PROPERTY OF A CONTROL OF THE SERVICES OF THE CONTROL OF THE CON

- \bullet x = line entries (0-9).
- ◆ Not all 12 digits in a line entry are required.
- ◆ Digit entries:
 - a. Numbers 0-9
 - b. [*] = allow any digit, subsequent digits will be restricted unless programmed in allow table.
 - c. "E" entry (caused by depressing "HOLD" key) means that no more digits can be dialed.
- ◆ If certain 1 + dialing is allowed, the [1] must be followed by a [*] and the allow Program 34 must define the sequence to be allowed.

Example: Deny 0+ and 1+ calls

Allow 1-800

Allow 1+7 digits

Enter Program 33,

Line 0 = 1 *

Line 1 = 0

Enter Program 34

Enter Lines

0 = 1800

1 = 1 ** ** ** *E

ALLOW CODES FOR CLASS OF SERVICE 1 (B) (PROGRAM 34)

Description:

This program defines what leading digits in a dialing plan are to be allowed. There are 10 line entries (0-9) which define up to 12 digits per entry.

Programming:

- Depress [#]
 "Programmed" is displayed
- Dial 34
 "Allow in Class B" is displayed

- Enter [0] to [9] to select line entry "BA x" is displayed
- 4. Enter allowed dialed digits
 To erase existing digit sequence depress "HOLD"
 key
- 5. Depress [#]

Conditions:

- \bullet x = line entries (0-9).
- Not all 12 digits in a line entry are required.
- ♦ Digit entries:
 - a. Numbers 0-9
 - b. [*] = allow any digit, subsequent digits will be restricted unless programmed in allow table.
 - c. "E" entry (caused by depressing "HOLD" key) means that no more digits can be dialed.
- ◆ If certain 1 + dialing is allowed, the [1] must be followed by a [*] in Program 33 and the allow Program 34 must define the sequence to be allowed.

Example: Deny 0+ and 1+ calls

Allow 1-800

Allow 1+7 digits

Enter Program 33, Line 0 = 0

Line 1 = 0

Enter Program 34

Enter Line 0 = 1800

1 = 1 * * * * * * * E

DENY CODES FOR CLASS OF SERVICE 2 (C) (PROGRAM 35)

Description:

This program defines what leading digits in a dialing plan are to be restricted. There are 10 line entries (0-9) which define up to 12 digits per entry.

Programming:

- 1. Depress [#]
 "Programming" is displayed
- Dial 35
 "Deny in Class C" is displayed
- 3. Enter [0] to [9] to select line entry "CD x" is displayed
- 4. Enter digit sequence to be toll restricted
 To erase existing digit sequence depress "HOLD"
 key
- 5. Depress [#]

Conditions:

- \bullet x = line entries (0-9).
- Not all 12 digits in a line entry are required.
- Digit entries:
 - a. Numbers 0-9
 - b. [*] = allow any digit, subsequent digits will be restricted unless programmed in allow table.
 - c. "E" entry (caused by depressing "HOLD" key) means that no more digits can be dialed.
- ◆ If certain 1 + dialing is allowed, the [1] must be followed by a "*" and the allow Program 36 must define the sequence to be allowed.

Example: Deny 0+ and 1+ calls
Allow 1-800
Allow 1+7 digits
Enter Program 35 Line 0 = 0

Enter Program 36

Enter line

0 = 1800

Line 1 = 1*

1=1*****E

ALLOW CODES FOR CLASS OF SERVICE 2 (C) (PROGRAM 36)

Description:

This program defines what leading digits in a dialing plan are to be allowed. There are 10 line entries (0-9) which define up to 12 digits per entry.

Programming:

- 1. Depress [#] "Programming" is displayed
- Dial 36
 "Allow in Class C" is displayed
- Enter [0] to [9] to select line entry "CA x" is displayed
- Enter allowed dialed digits
 To erase existing digit sequence depress "HOLD" key
- 5. Depress [#]

Conditions:

- \bullet x = line entries (0-9).
- Not all 12 digits in a line entry are required.
- ◆ Digit entries:
 - a. Numbers 0-9
 - b. [*] = allow any digit, subsequent digits will be restricted unless programmed in allow table.
 - "E" entry (caused by depressing "HOLD" key) means that no more digits can be dialed.

◆ If certain 1 + dialing is allowed, the "1" must be followed by a "*" in Program 35 and the allow Program 36 must define the sequence to be allowed.

Example: Deny 0+ and 1+ calls

Allow 1-800

Allow 1+ 7 digits

Enter Program 35

Line 0 = 0

Line 1 = 1*

Enter Program 36

Enter Line

0 = 1800

1 = 1******

ALLOW CODES FOR CLASS OF SERVICE 3 (D) (PROGRAM 37)

Description:

This program defines what leading digits in a dialing plan are to be allowed. There are 10 line entries (0-9) which define up to 12 digits per entry.

Programming:

- Depress [#] "Programming" is displayed
- Dial 37
 "Allow in Class D" is displayed
- 3. Enter [0] to [9] to select line entry "DA x" is displayed
- Enter allowed dialed digits
 To erase existing digit sequence depress "HOLD"
 key
- 5. Depress [#]

Conditions:

- \bullet x = line entries (0-9).
- ◆ Not all 12 digits in a line entry are required.
- ◆ Digit entries:
 - a. Numbers 0-9
 - b. [*] = allow any digit, subsequent digits will be restricted unless programmed in allow table.
 - "E" entry (caused by depressing "HOLD" key) means that no more digits can be dialed.

Example:

All calls are to be restricted except 911. Enter program 37.
Select Line entry 0 and enter 911. Depress [#].

TOLL RESTRICTION OVERRIDE (PROGRAM 01, 02, 03) Description:

Allows the system programmer to assign specific passwords for each toll class of service. With these passwords the station users are permitted to place calls on a telephone set that is normally toll restricted.

Also referred to as **traveling class of service**.

Programming:

- Depress [#]
 "Programming" is displayed
- 2. Depress 01(A), 02(B) or 03(C) Class x:xxxxx is displayed
- 3. Enter new password for class of service
- 4. Depress [#]

Conditions:

- When using the feature, after entering password and [#], you must dial number within 60 seconds or the telephone reverts back to its original class of service.
- ◆ Default value is as follows: Class A (0) 00000 Class B (1) 11111 Class C (2) 22222
- Password entry consists of five (5) digits.

TELEPHONE TYPE (PROGRAM 38)

Description:

Allows installer to define the type of telephone assigned to each port.

Programming:

- 1. Depress [#]
 "Programming" is displayed
- 2. Dial 38
 "SLT DIAL TYPE" is displayed then

"nnnnnnnnnnnnnn" is displayed

3. Enter [0] for keyphone, "1" for DTMF SLT or "2" dial pulse SLT

4. Depress [#]

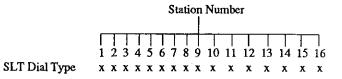
Conditions:

for

- ◆ Default value for SLT ports is N.
- System recognizes keyphone ports automatically.
- Entry input must be all 16 digits even if only one station is being changed.

An incorrect entry will not change the station data; upon exiting the program, the old data will not be modified.

◆ Field definition



CENTRAL OFFICE INCOMING/OUTGOING DENIAL (PROGRAM 40)

Description:

This enables the system programmer to class the C.O. lines as incoming only or incoming and outgoing.

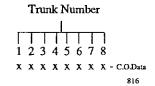
Programming:

- 1. Depress [#]
 "Programming" is displayed
- Dial 40
 "Incoming trunk" is displayed
 "xxxxxxxx" is displayed
- 3. Enter data

0 = incoming/outgoing calls enabled 1 = incoming call only enabled Current data is displayed

4. Depress [#]

- ◆ Default value is 0.
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED RE GARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- Any data entered other than 0 or 1 will cause "ERROR" to be displayed and the system will exit the programming mode
- ◆ Field definition



ASSIGN PRIVACY (Program 41)***

Description:

This enables the system programmer to assign privacy or remove privacy from all C.O.lines.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 41
 "Privacy Enable" is displayed
- 3. Enter password.
- 4. Enter 0 = Privacy Disable Enter 1 = Privacy Enable
- 5. Depress [#]

Conditions:

- ◆ Default is Ø (Privacy Enabled)

C.O. LINE DIAL MODE SELECTION (TONE/PULSE)/ (PROGRAM 42)

Description:

This enables the system programmer the flexibility to define which C.O. lines are to be classed as either tone dial lines or dial pulse lines.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 42
 "Trunk dial type" is displayed

"xxxxxxxx" is displayed

0 = Dial pulse lines, 1 = DTMF lines

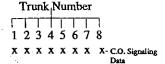
- 3. Enter Data
- 4. Depress [#]

Conditions:

- ◆ Default value is 0.
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED REGARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.

- Tone Dial Mode the digital signal from the telephone will be converted to DTMF by the trunk circuit and sent to the Central Office.
- DTMF tones are industry standard frequencies and have a duration of approximately 100ms.
- ◆ Dial Pulse Mode the digital signal from the telephone will be converted to Dial Pulses by the trunk circuit and sent to the Central Office. Make/ Break ratio is set in Program 23. Dial pulse mode is set at 10 pps.

◆ Field definition



C.O. LINE ENABLED FOR SERVICE (PROGRAM 43)

Description:

This enables the system programmer to define what lines are to be enabled in the system.

Programming:

- Depress [#]
 "Programming" is displayed
- 2. Dial 43
 "Trunk Tie" is displayed

0 = C.O. line is not connected

1 = C.O. line is connected

3 = E/M Tie line

- 3. Enter Data
- 4. Depress [#]

Conditions:

- ◆ Default value is 1
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED RE GARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXTTING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.

Field definition

Trunk Number
1 2 3 4 5 6 7 8
x x x x x x x x x
-C.O. Signaling

◆ Lines 5 to 8 can be used for E&M Tie lines

C.O. LINE DEFINITION (PROGRAM 44)

Description:

This enables the system programmer to define which lines are directly connected to a C.O. line or to a PABX line. If a line is classed as a PABX line, no toll restriction from the Excel will be activated.

Programming:

- Depress [#]
 "Programming" is displayed
- 2. Dial 44
 "PO CO TRUNK" is displayed

0 = PABX line 1 = C.O. line

- 3. Enter 0 or 1
- 4. Depress [#]

Conditions:

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- ◆ Default value "11111111"
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED REGARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- Any data entered other than 0 or 1 will cause "ERROR" to be displayed and the system will exit the programming mode.
- ◆ IF A LINE IS CLASSED AS A PABX LINE, NO TOLL RESTRICTION IS APPLIED.
- ◆ Field definition

Trunk Number
1 2 3 4 5 6 7 8

X X X X X X X X X-C.O. Line
Data

EXTERNAL CALL FORWARDING (PROGRAM 45)

Description:

Specific incoming C.O. lines can be externally call forwarded to an outside telephone number.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 45
 "Forward Line Set" is displayed
- Enter [0] (Deny) or [1] (ALLOW) for each incoming C.O. line to be forwarded

- 4. Depress [#]
- 5. Program system speed dial bin #99 with the appropriate telephone number.
- 6. Press ALM/SD
 "Dial Memory" is displayed
 Enter [99]
 Enter [09] followed by telephone number for random selection of outgoing C.O. line
 OR
 Enter [81-88] followed by telephone number for specific selection of outgoing C.O. line.

Conditions

- The allowed C.O. line, upon incoming seizure, will dial the telephone number stored in bin#99 on one of the other available C.O. lines.
- The connection will automatically be dropped in accordance with the timer as defined in Program 57.
- Field definition:

| | | Line Number |
|-----------|---|-------------|
| | | |
| 0 = Deny | | 12345678 |
| 1 = Allow | | x |
| Th: | • | 9 1 1 1 |

 This program is available to the user, if desired by using the user password to enable user programming. (Program 04)***

PRIVACY RELEASE/FLASH (PROGRAM 46)

Description:

This enables the system programmer to define whether privacy release or flash is activated on each central office line.

Programming:

- 1. Depress[#]
 "Programming" is displayed
- 2. Dial 46
- "FLASH OR PRIVACY" is displayed
- 4. Enter: 0 = Flash 1 = Privacy Release
- Depress [#]

Conditions:

- ◆ Default value is "00000000"
- ◆ Each C.O. line is programmed on an individual basis either for privacy release or flash operation.
- Single line telephone is always set to flash.
- ◆ Field Definition:

Line Number
1 2 3 4 5 6 7 8
x x x x x x x x

DIAL 9 ACCESS (Program 47) DIAL ACCESS (PROGRAM 48)**

Description:

This allows or denys access to individual trunks when the digit 9 (7)** is dialed for pooled access.

Programming:

- 1. Depress [#]
 "Programming" is displayed
- 2. Dial 47
 - "Access Line by 9" is displayed "ACCESS CO: 0 NO:1" is displayed
- 3. Enter [0] or [1] for each line
- 4. Depress[#]

Programming:**

- 1. Depress [#]
- 2. Dial 48
 - "Access Line by 7" is displayed "ACCESS CO: 0 NO:1" is displayed
- 3. Enter {0} or {1} for each line
- 4. Depress [#]

Conditions:

- ◆ Default is 00000000
- ◆ Each C.O. is programmed individually to be allowed or denied access from a station by dialing 9 [7]**.
- ◆ Field Definition:

Line Number
1 2 3 4 5 6 7 8
x x x x x x x x

♦ ** =MV2

COMMON AUDIBLE RING (PROGRAM 49)**

Description:

This enables the system programmer the ability to assign individual lines to common audible ringing.

Programming:

- 1. Depress [#]
 "Programming" is displayed
- 2. Dial 49 "Com Audible

"Com Audible Ring" is displayed "COMMON:1 NON: Ø" is displayed "XXXXXXXX" is displayed

- 3. Enter 0 = not assigned
 Enter 1 = Assigned Common Audible Ring
- 4. Depress [#]

Conditions:

◆ Default is 00000000

- Common audible key appears in default on the 2nd round key from the left on the attendant phone, regardless of Program 49.
- ◆ Common audible key can be assigned in program 80
- Page circuit is disabled during incoming common audible ring.
- ◆Stations assigned to ring in Program 61 and 62 ring regardless of common audible state.
- ◆ Station assigned as Operator turns feature on and off.
- ♦ ** = MV2

C.O. FLASH TIMING (PROGRAM 50)

Description:

This enables the system programmer to define the length of a flash for a line defined as a C.O. line.

Programming:

1. Depress [#]

"Programming" is displayed

Dial [50]
 "C.O. Flash Time" is displayed
 "xxxx" msec is displayed

3. Enter new flash time

4. Depress [#]

Conditions:

- ◆ Default value is set at ØØØØ msec.
- ◆ The C.O. line Flash Time may range from 0 msec to 5000 msec.
- ◆ If timer is set to ØØØØ, flash is disabled
- ◆ If the value entered is over 5000 msec, 5000 msec is entered into the memory.
- If value is an odd value, the value will be rounded off to an even number.
- To accomplish Hook-Flash, depress C.O. line that is being used.
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED RE-GARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- Verify Flash is enabled in Program 46.

PABX FLASH TIMING (PROGRAM 51)

Description:

This enables the system programmer to define the length of a flash for a line defined a PABX line.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 51
 "PO Flash Time" is displayed
 "XXXX" msec is displayed

- 3. Enter new flash time "xxxx"
- 4. Depress [#]

Conditions:

- Default value is set at 0600 msec.
- The PABX line flash time may range from 0 msec to 5000 msec.
- ◆ If timer is set to ØØØØ, flash is disabled
- If the value entered is over 5000 msec, 5000 msec is entered into the memory.
- If value is an odd value, the value will be rounded off to an even number.
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED RE GARDLESS IF THE DATA
 IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- ◆ Verify Flash is enabled in Program 46.

HOLD RECALL TIMER (PROGRAM 52)

Description:

SERVING SERVICE

This enables the system programmer to define the length of time a C.O. line is allowed to be on hold before it recalls the station user. Programming:

- Depress [#]
 "Programming" is displayed
- Dial 52
 "Hold Recall Time" is displayed
 Current data is displayed
- Enter new Hold Recall Time "xxx"
- 4. Depress [#]

Conditions:

- ◆ Default value is set at 030 seconds.
- The Hold Recall Time may range from 0 seconds to 200 seconds.
- ◆ If ØØØ is entered, then Hold Recal is disabled
- ◆ If the value entered is over 200 seconds, 200 seconds is entered into the memory.
- If the telephone is off hook during the recall mode, the telephone will ring as soon as the telephone goes on-hook.
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED REGARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- ♦ ** = MV2

TRANSFER RECALL TIME (PROGRAM 53)

Definition:

This enables the system programmer to define the length of time a call may ring to a transferred station before a line reverts back to the original station.

Programming:

- 1. Depress [#]
- Dial 53
 "TRSF Recall Time" is displayed
 Current data is displayed
- 3. Enter new Transfer Recall Time information "xxx"
- 4. Depress [#]

Conditions:

- ◆ Default value is 30 seconds.
- The Transfer Recall Time may range from 0 seconds to 200 seconds.
- If the values entered are over 200 seconds,
 200 seconds will be entered in the memory.
- ◆ If ØØØs is entered, no recall will occur ***
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED RE GARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- ◆ *** = MV3

ALARM TIME DURATION (PROGRAM 54)

Definition:

This enables the system programming to define the length of time the alarm will ring the telephone.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 54
 "Alarm Ring Time" is displayed
 Current data is displayed
- 3. Enter new Alarm Ring Time data "xxx"
- 4. Depress [#]

- Default value is 10 seconds.
- The Alarm Time Duration may range from 0 seconds to 200 seconds.

- ◆ If the value entered is over 200 seconds, 200 seconds will be entered into the memory.
- The alarm timing is not reset unless a new time is entered.
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED RE-GARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.

TIME & DATE DISPLAY (PROGRAM 55)

Description:

This enables the system programmer or user the ability to adjust the time of day or modify the date.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 55
 "YY MM DD W HH MM" is displayed
 Current data is displayed
- 3. Input new data

YY = last 2 digits of year MM = month of year (01 to 12) DD = day (01 to 31) W = weekday HH = Hour (24 hour mode) MM = Minutes (00 to 60)

0 = Sunday 1 = Monday 2 = Tuesday 3 = Wednesday — Weekday

4 = Thursday 5 = Friday

6 = Saturday

4. Depress [#]

Conditions:

- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED REGARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- When setting 12 hour mode in Program 20, HH:MM must be set in 24 hour mode.
- ◆ This program is available to the user, if desired by using the user password to enable user programming. (Program 04)***
- ♦ *** = MV3

EXECUTIVE PRIORITY INTRUSION TONE INTERVAL TIMER (PROGRAM 56)

Description:

This timer defines the interval for intrusion tone when the executive priopity feature is engaged.

Programming:

- Depress [#]
 "Programming" is displayed
- 2. Dial 56
 "Overrride Alarm" is displayed
- 3. Enter intrusion tone interval 00 sec to 99 sec
- 4. Depress [#]

Conditions:

- Intrusion tone is heard by both parties in conversation
- Default is 10 seconds
- ◆ Duration tone is 250 msec.
- Set data to 00 seconds if no intrusion tone is desired or enable "override enable without intrusion tone" in Program 72.

C.O. TO C.O. CALL DURATION TIMER (PROGRAM 57)

Description:

This parameter defines the length of time for an unsupervised conference, a DISA call or an external call foward connection. The connecton wile automatically be dropped when this timer expires.

See MV3 note.

Programming:

- 1. Depress [#]
 "Programming" is displayed
- Dial 57
 "CO/CO call time" is displayed
- 3. Enter number of seconds Example: XXXSEC
- 4. Depress [#]

- ◆ Default is 150 sec.
- ◆ Allowable time is 010 sec to 999 sec.
- MV3 allows users to extend talk time after hearing a disconnect warning tone. ***
- ♦ *** = MV3

AUTO TIMER (PROGRAM 58)

Description:

On outgoing calls, display sets will automatically change to the start of the call timer. The timer will appear in accordance with this timer.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 58
 "Timer Delay Time" is displayed
- Enter xx (seconds) for the start of the automatic timer function
- 4. Depress [#]

Conditions:

- Default for the start of timer is 10 seconds.
- After user has placed an outside call, the user may start the timer sooner by depressing the programmable timer key.
- User may alternate between timer display and dialed number by successively depressing the timer key.
- Auto timer operates with user's timer feature.

DOOR RELEASE TIMER (PROGRAM 59)**

Description:

This allows the programmer to select the duration of door lock release timer.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 59
 "Door Release TM" is displayed
 "XX.X SEC:" is displayed
- 3. Enter XX.X seconds (00.1 to 10.0 seconds)
- 4. Depress [#]

Conditions:

- Default value is 03.0 seconds.
- ◆ Door key may be assigned in Program 80 or (Program 18)***
- ♦ ** = MV2

C. O. LINE RINGING MODE (PROGRAM 60)

Description:

This feature enables the system programmer the flexibility to designate how C.O. lines ring to keysets on a system-wide basis.

Programming:

- 1. Depress [#]
 - "Programming" is displayed
- 2. Dial 60
 - "Incoming Ring Mode" is displayed
- 3. Enter new data
 - 0 = Individual ring mode
 - 1 = Conditional universal
 - ring mode
 - 2 = Unconditional ring mode
- 4. Depress [#]

Conditions:

- ◆ Default value is "0".
- ◆ Individual ring mode: An incoming line will ring the first non-busy station in the order defined in Program 61 for night mode and Program 62 for day mode. If all stations are busy, off-hook ringing is sent to the 1st station programmed for the line ringing group (refer to Program 61 & 62).
- If individual ring is programmed, a phone can transfer it's C.O. ringing to another phone by using call fowarding
- Conditional ring mode: An incoming line will ring all station(s) that are idle for that line ringing group (refer to Program 61 &62)
- Unconditional 'ring mode: An incoming line will ring station(s) as defined in a line ringing group whether they are active or idle.
- Distributed ring mode: An incoming C.O. line will ring all station(s) in sequential order as defined for that line ringing group (refer to Program 61 & 62)
- To remove a station from the ring group, place their set in "do not disturb".
- ◆ ** = MV2

NIGHT MODE RINGING (PROGRAM 61)

Description:

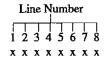
This feature enables the system programmer the flexibility to define which phone(s) ring on a per-line basis when the system is in the night mode.

Programming:

- 1. Depress [#]
 "Programmine" is die
- "Programming" is displayed
 2. Dial 61
- "Night Ring Assign" is displayed
- Depress the C.O. line key to be programmed Current data is displayed
- 4. Depress the DSS key of each phone that is to ring
- 5. Depress [#]

Conditions:

- ◆ Default value has all C.O. lines ring station 4.
- A C.O. line may have a maximum of 8 stations assigned to ring.
- To modify ringing program, enter new ringing program sequence.
- Stations 10 to 16 are displayed as A to G, respectively.
- ◆ Field Definition:



DAY MODE RINGING (PROGRAM 62)

Description:

This feature enables the system programmer the flexibility to define which phone(s) ring on a per-line basis when the system is in the day mode.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 62
 "Day Ring Assign" is displayed
- 3. Depress the C.O. line key to be programmed Current data is displayed
- 4. Depress the DSS key of each phone that is to ring
- 5. Depress [#]

Conditions:

- ◆ Default value has all C.O. lines ring to station 4.
- A C.O. line may have a maximum of 6 stations assigned to ring.
- ◆ To modify ringing program, enter new ringing program sequence.
- Stations 10 to 16 are displayed as A to G, respectively.
- ◆ Field Definition:

Line Number
1 2 3 4 5 6 7 8
x x x x x x x x x

DOORPHONE RING ASSIGNMENT (PROGRAM 63)

Description:

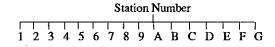
This feature enables the system programmer the flexibility to define which telephones are called by the doorphone.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 63
 "Door Ring Assign" is displayed
- 3. Depress the DSS Key of each phone that is to ring.
- 4. Depress [#]

Conditions:

- ◆ Default value is 1, 2, 3, 4, 5, 6, 7, 8.
- ♦ A doorphone may ring a maximum of 8 stations
- ◆ Stations 10-16 are displayed as A to G respectively.
- ◆ Field Definition:



DISA SECURITY CODE (PROGRAM 65) ***

Description:

This item allows the system programmer or user to modify the DISA security code.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 65
 "DISA Secu Code" is displayed
 "XXXX" Current Code is displayed
- 3. Enter new password
- 4. Depress [#]

- ◆ Default password is 1234
- Password must be four (4) digits
- ♦ * and # are not allowed
- Assign DISA lines in program 78
- This program is available to users, if desired, by using user password to enable user programming. (Program 04)
- ◆ *** = MV3

DO NOT DISTURB STATUS (PROGRAM 66) ***

Description:

This allows the system programmer, on a per station basis, to allow or deny the DND feature.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 66
 "Set DND Status" is displayed
 "XXXXXXXXXXXXXXXXXXXXI"is displayed
- 3. Enter 0 = DND Disabled Enter 1 = DND Enabled
- 4. Depress [#]

Conditions:

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- ◆ Default value is 1110111111111111
- Denying DND will disable status message function
- Denying DND will not affect the MUTE function
- DND is not available on the operator station
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED RE-GARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- ◆ *** = MV3

HUNT GROUP RING MODE (PROGRAM 67)

Description:

This feature enables the system programmer the flexibility to designate how intercom calls ring to telephones in a hunt group.

Programming:

- 1. Depress [#]
 "Programming" is displayed
- Dial 67
 "HNTGRP RING MODE" is displayed
- Dial group number (1, 2 or 3)
 Current Ring Mode is displayed
- 4. Enter 0=Individual
 - 1 = Distributed Individual
 - 2 = Conditional
- 5. Depress [#]

Conditions:

- ◆ Default value is Individual
- Assign hunt group members in program 69

◆ INDIVIDUAL RING:

Calls will ring the lowest station number first.

Caller will receive busy signal if all members are busy.

◆ DISTRIBUTED INDIVIDUAL:

Calls will be distributed among all members of the group. A busy member will loose it's turn in hunt sequence. Caller will receive a busy signal if all members are busy.

◆ CONDITIONAL:

Calls will ring all members at the same time. If all members are busy, ringing is applied to the lowest station number if it is a keyset.

- CAMP-ON and CALL BACK features cannot be applied to groups *1, *2 and *3.
- ♦ *** = MV3

INTERNAL PAGE ZONE ASSIGNMENTS (PROGRAM 68) ***

Description:

This program is used to assign telephones to one of three internal page zones or all call page.

Programming:

- Depress [#]
 "Programming" is displayed
- 2. Dial 68

- 3. Enter new data for all stations.
 - 0 = Included in all page
 - 1 = Zone 1 only
 - 2 = Zone 2 only
 - 3 = Zone 3 only
- 4. Depress [#]

- Default value is 00000000000000000
- Program 32 can disable internal paging regardless of status in this program.
- Station can be in only one zone.
- ◆ THIS PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED REGARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA: UPON EXITING THE PROGRAM, THE OLD DATA WILL NIT BE MODIFIED.
- ♦ *** = MV3

STATION HUNT GROUPS (PROGRAM 69) ***

Description:

This program is used to assign a station to one of three (3) hunt groups

Programming:

- Depress [#]
 "Programming is displayed
- 2. Dial 69
 "STN HUNT GROUPS" is displayed
- 3. Dial group number (1, 2, or3) "Group X:" is displayed
- Depress DSS of up to 8 stations to be assigned to the hunt group
- 5. Depress [#]

Conditions:

- Default Values are no stations assigned to hunt groups
- Press hold key to erase hunt group in step 4
- ◆ A station can be assigned to only one hunt group
- Stations 10 16 are displayed as A G
- ◆ Hunt Group pilot numbers are *1, *2 and *3
- ♦ Set ring mode in program 67
- ♦ *** = MV3

ATTENDANT KEYSET DESIGNATION (PROGRAM 70)

Description:

This feature enables the system user to define which keyset is to act as the Operator's station.

Programming:

-
 - Depress [#]
 "Programming" is displayed
 - Dial 70
 "Attend: Ext 04:" is displayed
 - Input new data by depressing the new station's DSS key
 - 4. Depress [#]

Conditions:

- ◆ Default operator station is station 4.
- Operator places system into night mode by depressing DND key.

- ◆ DND feature is not allowed on the attendant keyset.
- If DND is flashing at a rate of 250ms on/off, this signifies the system is in the night mode.
- Dialing "0" on a station set will ring this designated attendant station.
- Unsupervised recalls will return to this station.

SYSTEM SPEED DIAL PROGRAMMING

Description:

The MT-16H can have 90 System Speed Dial Numbers programmed. They are numbers 10-99. Each Speed Dial Number may have 30 digits.

Programming:

- Depress [Speed Dial] key (ALM/SD)
 "Dial Memory" is displayed
- Select a number 10-99 to store your Speed Dial Number
- 3. Dial the phone number to be stored
- 4. Depress [Speed Dial] key to finish

Note: Only speed dial number 90-99 require the programmer to enable MMC.*

Note: System speed dial numbers 10-89 require programmer to enable user MMC. Speed dial number 90-99 require the programmer to enable either user or system MMC.***

- System speed dial overrides station toll restriction classes 1, 2 and 3. (If allowed in Program 71) Station toll restriction class 4 is not overridden.
- Each pause entered takes the place of a programmed digit.
- To clear a number, depress [Hold] key after entering memory location.
- ◆ To insert a 3 second pause, use the [Hold] key. This can be inserted after the first digit has been entered or any time thereafter.
- ◆ This program available to the user, if desired by using the user password to enable user programming.(Program 04)***
- \bullet *= MV1
- ♦ *** = MV3

SYSTEM SPEED DIAL TOLL RESTRICTION (PROGRAM 71)

Description:

This feature enables the system programmer the ability to define whether the system allows or denies long distance numbers in system speed dialing to override toll restriction.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 71
 "Allow Toll" is displayed
- 0 = Allow speed-dialing to override toll restriction
 1 = Deny speed-dialing to override toll restriction
- 4. Depress [#]

Conditions:

- ◆ Default is "0".
- ◆ Will not override Class 4 restriction.

EXECUTIVE PRIORITY (PROGRAM 72)

Description:

Executive priority allows a station user to override an existing conversation based on class of service.

Programming:

- 1. Depress [1] "Programming" is displayed
- 2. Dial 72"Override Status" is displayed
- 3. Enter Executive Override option:
 - 0 = Overide disable
 - 1 = Override enable without intrusion tone.
 - 2 = Override enable with intrusion tone
- 4. Depress [#]

Conditions:

- ◆ Default is 0
- To define the interval of intrusion tones, refer to program 56.
- The following matrix defines possible override combinations:

CALLED STATION TOLL C.O.S.

CALLING STATION C.O.S.

| | 0 | 1 | 2 | 3 | 4 | Y = YES |
|---|---|---|---|---|---|---------|
| 0 | Y | Y | Y | Y | Y | N = NO |
| 1 | N | Y | Y | Y | Y | |
| 2 | N | N | Y | Y | Y | |
| 3 | N | N | N | N | Y | 1 |
| 4 | N | N | N | N | Y | 1 |

- Override is permitted on both station to station and station to C.O. line connections. During dial tone, busy tone, etc., override is not permitted.
- If overriding a station to station conversation, the C.O.S. of both parties are considered.

BOSS/SECRETARY COMBINATION (PROGRAM 73)

Description:

This feature identifies which station is defined as boss and which station is defined as secretary.

Programming:

- Depress [#] "Programming" is displayed
- Dial 73 "Boss" is displayed
- 3. Depress DSS key which is to be Boss "Boss xx Sec." is displayed
- Depress DSS key which is to be Secretary "Boss xx Sec xx" is displayed
- 5. Depress [#]

Conditions:

- ◆ There is only one Boss/Secretary group.
- If the Boss enables DND, all ICM calls are transferred to the secretary. C.O. calls do not forward.
- Use Program 80 to define Boss/Secretary key. On all other key sets, this key is disabled.

CAMP ON TONE TIMER (PROGRAM 74)**

Description:

This enables the programmer to select the interval of camp on tones to a station.

Programming:

- 1. Depress [#]
 "Programming" is displayed
- 2. Dial 74
 "Camp On Tone" is displayed

XX:(current data is displayed)

- 3. Input new data XX:NN (new data is displayed)
- 4. Depress [#]

Conditions:

- ◆ Default value is ØØ.
- ♦ Data range $\emptyset \emptyset$, 10-99 $\emptyset \emptyset = 1$ tone only 10 = 1 tone every seconds
- ◆ ** = MV2

AUTO REDIAL ATTEMPTS (PROGRAM 75)**

Description:

This enables the programmer to choose the number of times the system will attempt an auto redial.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 75
 "Repeat No. of ARD" is displayed XX:(current data is displayed)
- Input new data XX:NN (new data is displayed)
- 4. Depress [#]

Conditions:

- ◆ Default value is Ø3.
- ◆ Data range is 01 to 99 times.
- ◆ Auto redial key must be assigned in Program 80.
- ◆ ** = MV2

TRANSFER RECALL DESTINATION (PROGRAM 76) **

Description:

In the case where a single line telephone transfers a call, this program will enable the programmer to assign whether the call will recall to the single line telephone or the Operator. Valuable for automated attendant applications.

Programming:

- Depress [#]
 "Programming" is displayed
- Dial 76
 "TRSF TO XX" is displayed
- 3. Inout new data

0 = transfer recall back to station1 = transfer recall to operator

4. Depress [#]

Conditions:

- ◆ Default value is Ø
- ◆ ** = MV2

SINGLE LINE HOOK FLASH TIME (PROGREAM 77) ** Description:

This item allows the programmer to define the parameters of a valid hook flash from a single line telephone.

Programming:

- 1. Depress [#]
 "Programming" is displayed
- Diał 77
 "SLT FLASH TIME" is displayed
 "LOWER LIMIT:XXXX" is displayed
- 3. Input 4 digits (0040-1980 msec)
 "UPPER LIMIT:XXXX" is displayed
- 4. Input 4 digits (0060-2000)
- 5. Depress [#]

- Default is 0160 msec lower limit, 0600 msec upper limit.
- ◆ Lower and upper limit cannot match.
- ◆ Entries must be in 20 msec increments.
- ◆ To assign only lower limit, press [#] after step 3.
- ◆ To assign only upper limit, press [*] after Step 2.
- **★ **** = **MV2**

DISA LINE ASSIGNMENT (PROGRAM 78) ***

Description:

This program is used to assign lines to be used for the DISA feature. Programming:

- Depress [#]
 "Programming" is displayed
- Dial 78
 "ASSIGN DISA" is displayed
 "XXXXXXXXX" is displayed
- 3. Enter 0 = NOT DISA1 = DISA
- 4. Depress [#]

Conditions:

- ◆ Default value is 00000000
- DISA password is assigned in program 65
- ◆ THE PROGRAM REQUIRES THAT ALL DIGITS FOR THAT FIELD MUST BE ENTERED REGARDLESS IF THE DATA IS TO BE CHANGED. AN INCORRECT ENTRY WILL NOT CHANGE THE DATA; UPON EXITING THE PROGRAM, THE OLD DATA WILL NOT BE MODIFIED.
- This program is available to the user, if desired by using the user password to enable user programming. (Program 04)
- ♦ *** = MV3

STATION BASIS KEY ASSIGNMENT (PROGRAM 18) ***

This program allows the system programmer or user to assign functions to the four (4) round buttons on an INDIVIDUAL STATION BASIS. Programming:

- 1. Depress [#]
 "Programming" is displayed
- 2. Dial 18
 "STN KEY PROGRAM" is displayed
- Depress round button to be programmed. The default function key followed by the current function key is displayed.
- Dial selected code from table to change function of round button.

| CODES | | | | | | | |
|--------------------|------------------------|--|--|--|--|--|--|
| 33 TIMER | 34 AUTO ANSWER | | | | | | |
| 35 AUTO REDIAL | 36 BOSS/SECRETARY | | | | | | |
| 37 INTERNAL PAGE | 38 ATTENDANT | | | | | | |
| 39 DOOR PHONE | 40 COMMON AUDIBLE RING | | | | | | |
| 41 GROUP LISTENING | 42 ACCOUNT CODE | | | | | | |
| 43 GROUP 1 | 44 GROUP 2 | | | | | | |
| 45 GROUP 3 | | | | | | | |

Conditions:

- Each key is programmed on an individual station basis
- If program 80 is used to assign a function to the four (4) round keys then it is on a system wide basis.
- ◆ See default keys, Figure 3.
- This is a user program and is described in the user guide.
- ◆ *** = MV3

SOFT KEY PROGRAMMING (PROGRAM 80)

Description:

This feature defines what each soft key (all keys except key pad) is assigned as a function.

Programming:

- 1. Depress [#] "Programming" is displayed
- 2. Dial 80
- Depress key to be programmed The default function of the key followed by the current function is displayed
- Dial selected code from table to change function of soft key

CODES

| | CODES |
|----------------------|----------------------------|
| 01 = STATION 1 | 02 = STATION 2 |
| 03 = STATION 3 | 04 = STATION 4 |
| 05 = STATION 5 | 06 = STATION 6 |
| 07 = STATION 7 | 08 = STATION 8 |
| 09 = STATION 9 | 10 = STATION 10 |
| 11 = STATION 11 | 12 = STATION 12 |
| 13 = STATION 13 | 14 = STATION 14 |
| 15 = STATION 15 | 6 = STATION 16 |
| 17 = C.O. LINE 1 | 18=C.O.LINE2 |
| 19=C.O.LINE3 | 20 = C.O. LINE 4 |
| 21 = C.O. LINE 5 | 22 = C.O. LINE 6 |
| 23 - C.O. LINE 7 | 24 = C.O. LINE 8 |
| 25 = HOLD | 26 = SPK BUTTON |
| 27 = REDIAL | 28 = MUTE/DND BUTTON |
| 29 = EXT PAGE | 30 = CONFERENCE |
| 31 = MESSAGE | 32 = ALARM/SPEED DIAL |
| 33 = TIMER BUTTON | 34 = AUTO ANSWER |
| 35 = AUTO REDIAL | 36 = BOSS SECRETARY |
| 37 = INTERNAL PAGE | 38 = AUTO ATTENDANT |
| 39 = DOORPHONE | 40= COMMON AUDIBLE RING*** |
| 41 = GROUP LISTENING | |
| 43 = GROUP 1*** | 44 = GROUP 2 *** |
| 45 = GROUP 3*** | |
| 7 | |

Conditions:

- Each key programmed is a system-wide function
- Boss/Secretary Ket only operates on the Boss Secretary station. This key is disabled on all other sets.
- ◆ To assign four (4) round buttons on station by station basis see program 18 ***
- ◆ See default keys, Figure 3.
- ♦ ** = MV2
- ◆ ***= MV3

KEY TEST (PROGRAM 81)

Description:

This program item allows the installer to test all the LEDs and keys on a telephone set.

Programming:

- 1. Depress [#]
- 2. Dial 81 "Key Test" is displayed All LED's light and the telephone rings
- Depress all the keys on the telephone one-by-one to test the LEDs and determine their function.
- 4. Lift handset from cradle then replace it to end the test.

STATUS MESSAGE DISPLAY (PROGRAM 82)

Description:

Station users are provided with up to 20 status messages that can be engaged from their telephone when leaving the office. Once activated, other users calling will receive a display of the status message (i.e., OUT TO LUNCH, IN A MEETING).

Programming:

- Depress [#] "Programming" is displayed
- 2. Dial 82

"Message Writing" is displayed "MSGX:" is displayed

Program desired message using keypad and C.O. line keys 1, 2 and 3. For example: A=2+C.O.1

C = 2 + C.0.3

Depress [Message Key] to insert space between words Depress [Hold Key] to clear message

Depress [#] when finished

To scroll through messages:

Depress [*] to advance Depress [O] to review

Depress [#] when finished

Programming**

- 1. Depress [#] "Programming] is displayed
- Dial 82

"Message Writing" is displayed "MSGX:" is displayed

- 3. Program desired message using keypad. For example, each depression the [2] key displays A, B, C, 2 respectively.
- 4. Depress [#]

Conditions:

- Up to 10 standard messages and 10 programmable messages are allowed.
- Standard messages included:

1.DO NOT DISTURB

6. OUT TO LUNCH

2. IN A MEETING

7. IN TOMORROW

3. OUT OF TOWN

8. PAGE ME

4. ON VACATION

9. RETURN AFTERNOON

5. OUT ON CALL

10. GONE HOME

Dial pad function: **

| $0 = :, ., !, \emptyset$ 1 = Q, Z, k, 1 2 = A, B, C, 2 | 5 = J, K, L, 5 6 = M, N, O, 6 7 = P, R, S, 7 | * = Display Set ALM/SD = Backspace MSG = Space |
|--|--|--|
| 3 = D, E, F, 3 4 = G, H, I, 4 | 8 = T, U, V, 8 9 = W, X, Y, 9 | DSS = Message Location (DSS1-DSS10) HOLD = Erase |

- This program is available to the user, if desired by using the user password to enable user programming. (Program 04)
- * = MV2
- ** = MV3

TROUBLESHOOTING **DURING INSTALATION**

| | · · · · · · · · · · · · · · · · · · · | |
|----------------|---------------------------------------|---|
| System does | No AC input | Meter verify |
| not operate | from wall socket | 110 VAC at outlet |
| | Red LED on | ◆ Check battery power fuse |
| | Main Equipment | ◆ Check battery connection |
| | | for correct polarity |
| | | ◆ Power supply unit is not |
| | | working properly |
| Extension | No LEDs or | ◆ Bad or open connection to the |
| does not | display | telephone |
| operate | | Data pair is reversed |
| properly | | Phone is bad; verify phone on |
| | | another ext. port that is working |
| External | No Page | ◆ Verify audio contacts correct |
| Paging | Noise over | ◆ Use shielded cable to |
| | Page | amplifier input |
| | J | ◆ Verify input matches amplifier |
| | | ◆ A short, shielded input cable |
| | | is recommended |
| Music on | No Music | ◆ Disconnect external MOH |
| Hold | | source from KSU and verify |
| | | internal MOH works |
| | | ◆ Verify no loose connections |
| No one can | | ◆ Verify dial tone at the DEMARC |
| make or reciev | ve | ◆ Replace connecting cords |
| C.O. calls | | ◆ Verify programming |
| Function | Functions not | ◆ Verify soft key programming |
| Buttons | working as | ◆ Refer to user's guide for |
| | should be | complete description of function |
| Extension | One Extension | ◆ Check line and handset cord |
| does not | ONC EXICIPION | ◆ Unplug the extension and plug |
| operate | | in again |
| operato | | |
| Phone does | | ◆ Verify at a working port◆ Check volume control on side |
| not ring | | |
| | Re-initialize | of telephone |
| not operate | No-mindalize | ◆ Soft Initialize - use Program 25 - |
| nor operate | | 1 to reset the system. Turning of |
| - | | the AC power does the same |
| | | thing. Clears: Calls on hold, |
| | | redial, camp-ons |
| | | ◆ Check ringing Program of #60, |
| | · | #61 and #62 |
| | | ◆ Hard Initialize - Program 25-2 to |
| | | reset the system. Turning off the |
| | | power and removing the RAM |
| | | battery does the same thing. |
| | | C1 433 37 |
| | | Clears: All call processing, all data stored in RAM memory |

DIP SWITCHES

| Main | PC. | B Dip | Swit | ches |
|------|-----|-------|------|------|
|------|-----|-------|------|------|

| Dip 2 | RAM Battery | Page 30 |
|----------------|------------------------|---------|
| Dip 3, 4, 8, 9 | Keyset on SLT | Page 20 |
| Dip 5 | Internal Music | Page 25 |
| Dip 6, 7 | Power Failure Transfer | Page 28 |

SMDR Dip Switches

Dip 1, 2 Page 27

Expansion Card Dip Settings

MT/STU/C Dip Switch (E&M Tie Lines)

Page 23

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MACROTEL INTERNATIONAL CORPORATION 6001 Park of Commerce Boulevard Boca Raton, FL 33487 Tel. (407) 997-5500 Fax. (407) 997-9922

☼ MacroTel International Corporation

CALL FORWARD

To Set

- 1. With handset in cradle, press the [#] key.
- 2. Press "11".
- 2a. Press **
- 1 = Intercom 2 = Outside Line
- 3 = Both
- 3. Press [DSS] key of transfer location.
- 4. Press [#] key (Speaker key will flicker).

To Cancel

- 1. With handset in cradle, press the [#] key.
- 2. Press "11".
- 3. Press your own [DSS] key.
- 4. Press [#] key.
- -> Call forward applies to intercom and transferred outside lines.
- --> Call forward applies to intercom, outside lines or both.**

CALL PICK-UP

Intercom Call Only

1. Lift handset or press [SPK] key, then press ringing [DSS] key.

Intercom and Outside Lines

- 1. Lift handset or press [SPK] key, dial 11.
- --> Also answers in common audible ringing.**

PAGING

Internal

- 1. Lift handset.
- 2. Press your own [DSS] key.
- 3. Make announcement.
- --> Programmable key: Internal page.

External

- 1. Lift handset.
- 2. Press page key.
- 3. Make announcement.

MEET ME PAGE

- 1. Press own [DSS] key.
- 2. Instruct paged party to dial 12.
- Press own [DSS] key again and stay on line.
 Paged party lifts handset, then dials 12 to speak with you.
- --> Programmable key: Internal page.

DO NOT DISTURB

- 1. With handset in cradle, press [DND] key.
- 2. [DND] key lights up.
- --> Disables intercom calls to your station. Not available on Attendant

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| BA | CKGHOUND MUSIC (IT Enabled) |
|----------------|--|
| 2. | With handset in cradle, press the [HOLD] key. (Music is heard). Press [HOLD] key a second time and music is turned off. Music is automatically turned off when telephone is in use. |
| MU | TE |
| | While on speakerphone, press [MUTE] key. Microphone is turned off. |
| TIM | IER |
| 2. | With handset in cradle, press timer key to start. Press timer key to stop. Lift handset to restore display. |
| > | Timer key must be programmed on your phone. |
| 1. 2. 3. | wile Talking When you place an outside call, the timer starts automatically. Press the timer key to display dialed number. Press the timer key for the total elapsed time. Additional depressions of timer key repeat steps 3 and 4. |
| ΑŪ | TOMATIC TIMER |
| 1. 2. 3. | Disable or Enable With handset in cradle, press [#] key. Press "15". Press "0" to disable or "1" to enable. Press [#] key. |
| | LL RESTRICTION OVERRIDE aveling Class of Service) |
| 2. 3. | Press [#]. Dial 00. Enter password Press [#]. |
| > | Must place phone call within 60 seconds. |
| CA DIS | ALL FORWARD ES CALL PICK-UP IN PAGING IN DO NOT STURB IN BACKGROUND MUSIC IN MUTE IN TIMER IN DILL RESTRICTION OVERRIDE |
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MESSAGE WAITING

To Leave a Message

- 1. Call a station.
- 2. Press [MSG] key.
- 3. Hang up.

To Retrieve a Message

- 1. Lift handset or press [SPK] key.
- Press flashing [MSG] key (station that left you message will be called automatically).
- --> Message indication clears if other station answers you.

To Review Messages

- 1. With handset in cradle, press flashing [MSG] key.
- 2. Stations that have left messages will be listed.
- --> Display phone only.

To Cancel Messages

- 1. With handset in cradle, press flashing [MSG] key.
- 2. Press [DSS] key of station that left you the message.

STATUS MESSAGE DISPLAY

To Se

- 1. With handset in cradle press [DND].
- 2. Press [*] or "0" to advance or reverse messages.
- 3. Press [#] after selection is complete.

To Cancel

1. With handset in cradle, press [DND] key.

BOSS/SECRETARY (If Programmed)

- Boss and secretary can override each other [DND] by pressing [BOSS/SECRETARY] key.
- --> If boss phone is in [DND], all intercom calls to boss will ring secretary's phone.

APPOINTMENT REMINDER

To Se

- 1. With handset in cradle, press [ALM/SD] key twice.
- 2. Enter four digit time (military time).
- 3. Depress [ALM/SD] (key will light solid).
- --> Your phone will ring at set time.

To Cancel

1. Press the [ALM/SD] key twice, then press the [HOLD] key.

PERSONAL SPEED DIAL

To Store or Change

- 1. Wi:'n handset in cradle, press [ALM/SD] key.
- 2. Pro ss specific [DSS] key to store number.
- 3. Enter phone number ([HOLD] KEY = 3 SECOND PAUSE).
- 4. Press [ALM/SD] key to finish.

To Use

- 1. Select outside line.
- 2. Press [ALM/SD] key.
- 3. Press desired [DSS] key.

To Erase

- 1. With handset in cradle, press [ALM/SD] key.
- 2. Press [DSS] key of number to be erased.
- 3. Press [HOLD] key.
- --> Personal speed dial bins 1 and 2 will not display programmed numbers for privacy.

SYSTEM SPEED DIAL

To Use

- 1. Select outside line.
- 2. Press [ALM/SD] button.
- 3. Dial BIN number 10~99.

CHAIN DIALING SPEED DIAL

- 1. Select personal or system speed dial number.
- 2. Dial additional digits manually or Press [ALM/SD] key again.
- 3. Press desired [DSS] key or system bin number.
- --> You may chain as many speed dial numbers together as required.

PRIVACY RELEASE (If programmed)

You may allow other users to enter your conversation.

- While talking on an outside line, press the outside line key a second time.
- 2. Privacy is now released, other users can pick up the line.
- When the other party has joined the conversation, you can prevent other users from entering the line by pressing the outside line key again.
- --> Mute key activates on users who join the conversation in speaker-phone mode.

MESSAGE WAITING 國 STATUS MESSAGE DISPLAY 質 BOSS/ SECRETARY 質 APPOINTMENT REMINDER 國 SPEED DIAL 題 PRIVACY RELEASE

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PRIME LINE PRESELECT

- 1. With handset in cradle, press [#] key.
- 2. Press "13".
- 3. Press "1" to enable outside line or "0" for ICM.
- 4. Press [#].
- --> This feature gives the user a choice between ICM or outside line. If outside line is allowed, then every time the user lifts the handset, an outside line will be automatically selected instead of an ICM line.

STATION NAME

Users can program their names to appear on the LCD.

- 1. With handset in cradle, press [#] key.
- 2. Press "14".
- 3. Press a key on the dial pad followed by outside line key 1,2 or 3. Example:

To program SUE

- "S" appears as the third letter on the seven key, press 7 and line key 3, for "U" press 8 and line key 2, for "E" press 3 and line key 2.
- 3a. Each subsequent depression of a key on the dial pad sets one of the 3 letters or number printed on the key.**

Example:

0 Key = :,., !, 0 1 Key = Q, Z, *, 1

2 Key = A, B, C, 2

- --> With software ** use step 3a. instead of step 3.
- 4. After entering your name press [#].
- --> [HOLD] key = erase.
- --> [MSG] key = space.
- --> ALM/SD = backspace.
- --> DSS = Message location (DSS-1~DSS-10)
- --> * = display set.
- --> Attendant can program other user's names by pressing [DSS] key before step 3.*

ANSWERING A DOORPHONE

Ringing Phone

- 1. Pick up handset or presş speaker [SPK] key.
- 2. Connection is complete.

Non-ringing phone

- 1. Press [DOOR] key.
- 2. Connection is complete.

TO OPEN DOOR

- 1. Press [DOOR] key twice.
- 2. Relay operates to open door.
- --> Door remains unlocked for predetermined amount of time or until user hangs up.**

TO CALL DOORPHONE

- 1. Press [DOOR] key 1 time.
- 2. Connection is completed.

| While handset is in cradle, pr Dial 20. Enter password | ess [#]. |
|---|--|
| Press "1" then [#]. | - |
| E AND DATE (Attendant Fe | eature) |
| ible Attendant Programming, Press [#]. Dial 55. Input new data: | then: |
| YY = Last 2 digits of year MM = Month (01~12) DD = Day (01~31) W = Weekday HH = Hour (24 hour mode) | 1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday |
| MM = Minutes (00~59) | 6 = Saturday 7 = Sunday |
| Press [#]. Attendant program enable no | ot required.* |
| HT MODE CLASS OF SER | /ICE (Attendant Feature) |
| 0 = Same as daytime to 1 = All stations class B. 2 = All stations class C. 3 = All stations class D. 4 = All stations class E. Enter '1' for exception. Enter '0' for no exception.** Press [#]. | mbers to set nighttime toll restriction: Il restriction. s feature, all telephones will follow cla |
| selected. The attendant mus normal day toll restriction (Er Step 4a, is only required one | t repeat the procedure to return to nate the transfer to the t |
| Exempt phones don't follow | class selected. |
| STEM SPEED DIAL (Attend | ant Feature) |
| able Attendant Programming, Change or Store Press [ALM/SD] key. Dial in BIN number 10~99. Dial phone number ([HOLD] Press [ALM/SD] key. Erase Press [ALM/SD] key. | |
| Erase | |

- Press [HOLD] key.
 System speed dial bins 90~98 will not display programmed numbers for privacy.
 --> Speed dial bins 90~98 require enabling attendant programming.*

PRIME LINE PRESELECT 医 STATION NAME 框 DOORPHONE 纸 ATTENDANT FEATURES AND PROGRAMMING

| TRANSFER | (Attendant | Feature) |
|----------|------------|----------|
| | | |

- 1. Press [MUTE/DND] key on Attendant phone.
- 2. [MUTE/DND] lamp flashes, system is in night node.

EXTERNAL CALL FORWARDING (Attendant Feature)

Enable Attendant Programming, then;

To Program External Call Forwarding

- 1. With handset in cradle, press [#] key.
- 3. Dial "0" (Deny) or "1" (Allow) for each outside line to be forwarded.
- 4. Press [#].
- --> Steps 1-8 must be performed only if changes are needed.
- 5. Press [ALM/SD] key.
- 6. Dial 99 (System speed dial bin 99).
- 7. Dial 09 followed by telephone number that you want to forward to or Dial 8 followed by outgoing line number 1-8, followed by the telephone number that you want to forward to.
- 8. Press [ALM/SD] key.
- --> 09 before telephone number will select a random outgoing line.
 - 81~88 will select a specific outgoing line.

Example:

82 = Line 2

87 = Line 7

To Turn On/Off

- 1. Press [#].
- 2. Dial 27.
- 3. Enter Password _____
- 4. Enter 1 = On

0 = Off

Press [#].

HEADSET OPERATION*

To Turn On/Off

- 1. Press [#].
- 2. Dial 16.
- 1 = On (Headset) 3. Enter
 - 0 = Off (Handset)
- 4. Press [#].

COMMON AUDIBLE RINGING (Attendant Feature)**

To Turn On/Off

- 1. Press [#].
- 2. Dial 28.
- 3. Enter Password _
- 4. Enter

1 = On0 = Off

5. Press [#].

--> Programmable key: Common Audible Ring.

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PERSONAL SPEED DIAL
ID# NAME/NUMBER

SYSTEM SPEED DIAL

| STSTEM SPEED DIAL | | | | | | |
|-------------------|-------------|--|--|--|--|--|
| ID# | NAME/NUMBER | | | | | |
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ATTENDANT FEATURES AND PROGRAMMING PERSONAL SPEED DIAL SYSTEM SPEED DIAL

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MT-16T ELECTRONIC KEY TELEPHONE USER GUIDE



INTRODUCTION # MT-16T DISPLAY & NON-DISPLAY TELEPHONE

DESCRIPTION OF KEYS

PLACING A CALL & ANSWERING A CALL & HOLD

CALLBACK ■ INTERCOMOFFHOOK SIGNALING ■ FLASH ■ REDIAL ■ AUTO ANSWER ■ DIRECT RETRY ■ PULSE TO TONE

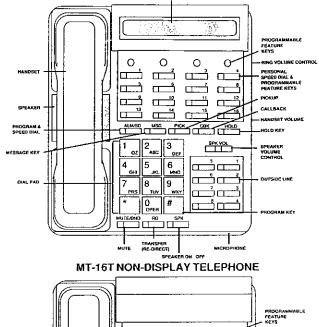
TRANSFER RETRIEVING CAMPED-ON CALL CALL OFFERING EXECUTIVE PRIORITY CONFERENCE

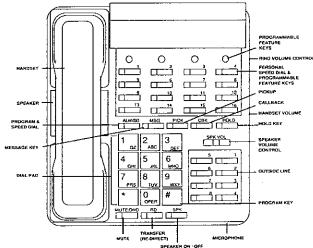
CALL FORWARD & CALL PICK-UP W PAGING W DO NOT DISTURB W BACKGROUND MUSIC W MUTE TIMER W TOLL RESTRICTION OVERRIDE

MESSAGE WAITING ■ STATUS MESSAGE DISPLAY ■ BOSS/ SECRETARY ■ APPOINTMENT REMINDER ■ SPEED DIAL ■ PRIVACY RELEASE

PRIME UNE PRESELECT ₩ STATION NAME ₩ DOORPHONE ₩ ATTENDANT FEATURES AND PROGRAMMING

ATTENDANT FEATURES AND PROGRAMMING ■ PERSONAL SPEED DIAL ■ SYSTEM SPEED DIAL





INTRODUCTION M MT-16T DISPLAY & NON-DISPLAY TELEPHONE

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PLACING A CALL M ANSWERING A CALL M HOLD

CALLBACK ■ INTERCOMOFFHOOK SIGNALING ■ FLASH ■ REDIAL ■ AUTO ANSWER ■ DIRECT RETRY ■ PULSE TO TONE

TRANSFER RETRIEVING CAMPED-ON CALL CALL OFFERING EXECUTIVE PRIORITY CONFERENCE

CALL FORWARD BE CALL PICK-UP BE PAGING BE DO NOT DISTURB BE BACKGROUND MUSIC BE MUTE BE TIMER BE TOLL RESTRICTION OVERRIDE

MESSAGE WAITING STATUS MESSAGE DISPLAY BOSS/ SECRETARY APPOINTMENT REMINDER SPEED DIAL PRIVACY RELEASE

PRIME LINE PRESELECT ■ STATION NAME ■ DOORPHONE ■ ATTENDANT FEATURES AND PROGRAMMING

DESCRIPTION OF KEYS

Outside Line - You can select the outside line you want to use $t^{\cdot,\cdot}$ pressing one of these keys.

Liquid Crystal Display (LCD) - The LCD is an optional unit that can be added to your telephone. It displays date, time and call information for you.

Personal Speed Dial Key / Direct Station Selector [DSS] - This key has two functions. You can store up to 16 frequently called numbers. One associated with each of your 16 personal speed dial keys. The other function this key performs is DSS. A DSS is used to call another station on the intercom. It's easy, just lift your handset and press the key that's labeled with the station number you wish to speak with.

Conference - This key is labeled [CONF]. It allows you to join outside lines together for a conference call or allow other stations in your phone system to enter into a conference call. Up to five parties can be conferenced together.

Page - If your system has a loudspeaker, like in a warehouse area, you can make a PAGE by pressing this key.

 $\mbox{\bf Dial\ Pad}$ - The dial pad is used to dial telephone numbers. It's also used for entering programming data.

Program - One of the functions of the [#] key on your dial pad is to activate your station programming mode.

Hold - Place a call on hold by pressing the [HOLD] key.

Microphone - The small opening on the lower right hand side of the telephone is where the speakerphone microphone is located.

Speaker - You can turn your speakerphone on and off with the [SPK] key.

Speaker Volume Control - When using the speakerphone you can adjust the speaker volume.

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Last Number Redial - With the [RD] key you can redial the last number you called. It's also used to save a frequently called number. Think of it as an additional personal speed dial.

Mute/Do-Not-Disturb - This key has two functions. If you are using your speakerphone you can temporarily turn off your microphone, [MUTE], so that you can confer with someone else and the outside party can't hear you. If you are in a meeting and do not want to be disturbed, just press the key and no one will be able to interrupt you with an intercom call. On the operator phone [MUTE] is the same but [DND] sets night service.

Handset - If you want a private conversation, just lift your handset to speak and your speakerphone is automatically turned off.

Message Key - The [MSG] key allows you to alert another station in the system that you would like them to call you back. It also allows you to call back other stations that have alerted you.

Appointment Reminder/Speed Dial - The [ALM/SD] key has two functions, it gives you the capability of programming your phone to notify you, with a tone and display, of an important engagement. The [ALM/SD] key is also used to access your personal and system speed dial numbers.

Timer - Press the timer key to start and stop the stopwatch timer.

Auto Redial - Press this key to activate the automatic redial feature. While the system attempts to place your call, you can concentrate on other matters.*

Internal Page - This is a page key for internal page.

Doorphone - The doorphone key is used to answer doorphone calls and unlock doors.

Auto Answer - This key turns auto answer mode on and off.*

Boss/Secretary - The Boss/Secretary key is a hotline from boss to secretary.

Attendant - Reach the attendant with the press of one key.

Common Audible Ringing - This key allows the operator to place the phone system into the common audible ring mode.**

DESCRIPTION OF KEYS

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PLACING AN INTERCOM CALL

- 1. Lift handset, then press [DSS] key of desired station *or* Press [DSS] key of desired stat on (speaker turns on automatically).
- 2. Speak into hands: to converse or use speakerphone.
- --> You may call the station directly by dialing 21~36 for stations 01~16 respectively.

PLACING AN OUTSIDE CALL

- Lift handset, then press outside line key or Press outside line key (speaker turns on automatically) or Lift handset and dial "9" to automatically select an available line (if programmed) or Lift handset or press SPK key, then dial 8 followed by outside line number 1~8.
- 2. Dial number.
- When called party answers, converse on the handset or speakerphone.
- --> Dial '7' is also available.**

ANSWERING AN INTERCOM CALL

Auto Answer Mode

 After hearing tone burst, you may begin speaking into speakerphone (Not private) or After hearing tone burst, lift handset to converse (Privacy).

Ringing Mode

 When your telephone begins ringing, press the [SPK] key and begin speaking (Not private) or When your telephone begins ringing, lift handset to converse (Privacy).

ANSWERING AN OUTSIDE CALL

Ringing Phone

 Lift handset or press [SPK] key. Line ringing on your phone is automatically connected.

Non-ringing Phone

 Lift handset, then press flashing green outside line key or Press flashing green outside line key (speaker turns on automatically) or Lift handset, then dial 11. The most recent incoming call will be answered.

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ATTENDANT CALL

 Lift handset, dial "0" or With handset in cradle, dial "0" (speaker turns on automatically), or Press [Attendant] key.

PLACING OUTSIDE LINE OR INTERCOM ON HOLD

Universal Hold

- Press [HOLD] key. (Any station can retrieve outside line from [HOLD]).
- 2. To retrieve, press flashing outside line or [DSS] key.
- --> DSS is exclusive hold.

Exclusive Hold (Outside Line Only)

- Press [HOLD] key twice. (Only station that placed call on hold can retrieve).
- To retrieve, press flashing outside line or Lift the handset, then dial 8 followed by outside line number 1~8.
- --> Calls not retrieved within a preset amount of time will recall the originating station.
- --> Calls on exclusive hold, that are not retrieved, will become universal hold upon recalling to the operator.**

CONSULTATION HOLD

- 1. While on an outside line, press [DSS] key for desired party.
- 2. Inside party answers, consult.
- 3. Inside party hangs up. Connection to outside party is reestablished.

HOLD RECALL

- When an outside line or [DSS] call has remained on hold for an extended period of time, you will be reminded with a recall tone.
- 2. While telephone is recalling, lift handset or press [SPK] key.
- --> Outside line recalls not answered by the originating station within preset time will recall the attendant station.**

PLACING A CALL ■ ANSWERING A CALL ■ HOLD

CALLBACK ■ INTERCOMOFF HOOK SIGNALING ■ FLASH ■ REDIAL ■ AUTO ANSWER ■ DIRECT RETRY ■ PULSE TO TONE

TRANSFER A RETRIEVING CAMPED-ON CALL CALL
OFFERING EXECUTIVE PRIORITY CONFERENCE

CALL FORWARD IN CALL PICK-UP IN PAGING IN DO NOT DISTURB IN BACKGROUND MUSIC IN MUTE IN TIMER IN TOLL RESTRICTION OVERRIDE

INTERCOM CALLBACK

- 1. Place an intercom call to a busy station.
- Wait five seconds for confirmation tone ([MSG] light on your phone flashes).
- 3. Hang up.
- 4. When called station hangs up, your phone will ring.
- 5. Lift handset or press [SPK] key, called station's phone will ring.

OUTSIDE LINE CALLBACK

- Select busy outside line, wait five seconds for confirmation tone. [MSG] light flashes.
- 2. Hang up.
- 3. When line becomes free, your phone will ring.
- 4. Lift handset and begin dialing.

INTERCOM OFF HOOK SIGNALING

To Set

- 1. With handset in cradle, press [#] key.
- 2. Press "12".
- 3. Press "1" to enable and "0" to disable.
- 4. Press [#].
- --> While on a call, this feature enables or disables an alert tone to your station when called by another station on intercom.

FLASH

 While connected to outside line, press line key again. Disconnects call and gives you the line back to make another call.

LAST NUMBER REDIAL

1. Press [RD] key.

To Save

1. After dialing number, press [RD] key before hanging up.

To Redial

1. Press 4. Line is selected automatically and saved number is dialed.

AUTOMATIC REDIAL

If the outside telephone number you dial is busy.

- 1. While listening to busy signal, press the [AUTO REDIAL] key.
- 2. Hang up.
- --> The phone will attempt to place the call again for you, up to three times at 45 second intervals.
- --> Programmable from 1~99 retrys.**
- --> LED on RD key flashes to indicate this feature is active.

AUTO ANSWER (Intercom Only)

To Turn On and Off

- 1. With handset in cradle, press [#] key.
- 2. Press "10".
- 3. Press "1" for auto answer or "0" for ringing mode.
- 4. Press [#] key or press [Auto Answer] key.
- --> [SPK] key flashes when in ringing mode.
- --> Programmable key: Auto Answer.*

DIRECT RETRY

1. If you encounter the following on an intercom call:

Called party hangs up

Busy

No answer

Do Not Disturb

Invalid Station

2. You may place another intercom call without hanging up.

PULSE TO TONE CHANGEOVER ON OUTSIDE CALL

 When on outside line, press [#] on the key pad to change from pulse to touch tone dialing.

CALLBACK INTERCOMOFFHOOK SIGNALING IN FLASH INTERCOMOFFHOOK SIGNALING INTERCOMOFFHOOK SIGNALING IN FLASH INTERCOMOFFHOOK SIGNALING INTERCOMOFFHOOK SIGNALING IN FLASH INTERCOMOFFHOOK SIGNALING IN FLASH INTERCOMOFFHOOK SIGNALING INTERCOMOFFHOOK SIGNALING INTERCOM

TRANSFER RETRIEVING CAMPED-ON CALL CALL
OFFERING EXECUTIVE PRIORITY CONFERENCE

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TRANSFER

Unscreened Transfer

- While on an outside call, press [DSS] key of desired station (outside party automatically put on hold).
- Hang ut
 - Not busy, outside line rings station.
 - No answer, outside line recalls you.
- If busy, outside line CAMPS ON to station and tone alerts called party. If called station doesn't answer after an extended period of time, the line recalls you.
- --> While still in transfer mode, before hanging up, pressing same [DSS] key will disengage station connection and return caller to you.
- —> While still in transfer mode, if second outside line rings, pressing second outside line completes transfer.**

Screened Transfer

- While on an outside call, press [DSS] key of desired station (outside line automatically put on hold).
- Await reply. If accepted, hang up. If not accepted, when called station hangs up, outside line will be reconnected automatically.
- --> While still speaking to station, if second outside line rings, pressing second outside line completes transfer.**
- 1. Place outside line on hold by pressing hold key.
- 2. Call desired station on intercom.
- 3. Announce call and outside line number.
- 4. Hang up.
- If accepted, called station presses outside line key. If not accepted, originating party retrieves call.

Transfer Via Internal Page

- 1. While talking to outside party, press your own [DSS] key.
- 2. Announce call and outside line number.
- 3. Hang up.
- 4. Paged party presses outside line key.

Transfer Via External Page

- 1. While talking to outside party, press page key.
- 2. Announce call and outside line number.
- 3. Hang up.
- 4. Paged party presses outside line key.

RETRIEVING CAMPED-ON CALL

- Complete existing call and hang up. Your phone will ring, lift handset or press [SPK] key or Put existing call on hold, hang up. Your phone will ring, lift handset or press [SPK] key.
- --> Camped-on tone is heard once every 10~99 seconds until retrieved.**

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CALL OFFERING

To interrupt a busy extension.

- 1. Depress busy intercom (DSS) key.
- After receiving busy tone, depress ac iin. (your DSS will flicker on called person's phone.)
- 3. Stay on line, you will hear hold music until you are connected.
- --> Additional depressions of DSS key will send additional interruption tones.**

To receive a call while busy on intercom or outside line.

 After hearing the interruption tone, depress the flickering DSS key, your call goes on exclusive hold and you are connected to caller.

EXECUTIVE PRIORITY (If Programmed)

- 1. Press busy [DSS] key of station you wish to override.
- 2. Dial 5.
- --> Override status is displayed on LCD. If Conference, Transfer, Hold or Forward features are engaged, override is not permitted.

CONFERENCE

- 1. Establish call (outside line or intercom).
- 2. Press [CONF] key.
- 3. Establish another call (for additional parties, repeat steps 2 & 3).
- 4. To join conference, press [CONF] key twice.

TO RELEASE A PARTY FROM CONFERENCE

- 1. Establish conference.
- 2. Press [CONF] key.
- 3. Press the outside parties line or [DSS] key that you want to exclude.
- 4. Press [CONF] key to return to conference.

UNSUPERVISED CONFERENCE

- 1. Establish conference.
- Press [CONF] key, then your own [DSS] key to leave the conference.

TRANSFER ■ RETRIEVING CAMPED-ON CALL ■ CALL
OFFERING ■ EXECUTIVE PRIORITY ■ CONFERENCE

CALL FORWARD

To Set

- 1. With handset in cradle, press the [#] key.
- 2. Press "11". 2a. Press **
- 1 = Intercom 2 = Outside Line
- 3 = Both
- 3. Press [DSS] key of transfer location.
- 4. Press [#] key (Speaker key will flicker).

To Cancel

- 1. With handset in cradle, press the [#] key.
- 2. Press "11".
- 3. Press your own [DSS] key.
- 4. Press [#] key.
- --> Call forward applies to intercom and transferred outside lines.
- --> Call forward applies to intercom, outside lines or both.**

CALL PICK-UP

Intercom Call Only

1. Lift handset or press [SPK] key, then press ringing [DSS] key.

Intercom and Outside Lines

- 1. Lift handset or press [SPK] key, dial 11.
- --> Also answers in common audible ringing.**

PAGING

Internal

- 1. Lift handset.
- 2. Press your own [DSS] key.
- 3. Make announcement.
- --> Programmable key: Internal page.

External

- 1. Lift handset.
- 2. Press page key.
- 3. Make announcement.

MEET ME PAGE

- 1. Press own [DSS] key.
- 2. Instruct paged party to dial 12.
- 3. Press own [DSS] key again and stay on line.
- 4. Paged party lifts handset, then dials 12 to speak with you.
- --> Programmable key: Internal page.

DO NOT DISTURB

- 1. With handset in cradle, press [DND] key.
- 2. [DND] key lights up.
- -> Disables intercom calls to your station. Not available on Attendant station.