

STUDENT SERVICES

Administrator Guide

NEC America, Inc.

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Chapter 1 INTRODUCTION

This guide provides the information needed to work effectively with the Student Services software application. This document is based on **Release 1** of the Student Services software.

Refer also to the *Student Services Installation Guide* for additional information. The installation guide describes the screens, parameters, and step-by-step procedures to install and configure all components of the Student Services software.

How To Use This Guide

This guide describes the screens and functions for Administrator operation of Student Services. There are examples of displayed screens and step-by-step procedures. The steps to perform a given task (Adding a Station, for example) are given in sequence and marked as: **Step 1...Step 2...etc.**

Guide Organization

Chapter 1 - Introduction

This chapter details how to use this guide, the actual guide organization, and an overview of Student Services.

Chapter 2- Getting Started

Getting Started describes the procedures for logging on, main menu screen format, and program Exit functions.

Chapter 3- Stations Database

Chapter 3 explains the Stations Database and all procedures for adding, deleting, or modifying stations.

Chapter 4- Groups Database

This chapter describes the Groups Database and all procedures for adding, deleting, or modifying groups and group stations.

Chapter 5- Scheduled Events

Chapter 5 describes the procedures for adding, deleting or modifying group and station scheduled events.

Chapter 6- Install Databases & Immediate Action

The chapter describes the procedures for Installing the databases to the PBX and procedures for performing an Immediate Action change.

Chapter 7- Special Functions

Chapter 7 describes special functions and their procedures available in Student Services.

How To Use This Guide (Cont)

Appendix A - Example Scheduled Events

The Appendix provides further information on the types of events and how they function. Examples are shown for typical applications of Normal and Special events.

What is Student Services?

Overview

Student Services is an application software package for the NEC Open Application Interface (OAI) environment. It operates on an NEC User Application Processor (UAP) system, in conjunction with an NEC PBX.

The Student Services application is designed to meet the needs of a student housing facility. It provides a telephone system Administrator's interface for feature and operational scheduling of designated telephone stations and station groups.

The application updates station parameters directly to the premises NEC PBX. The PBX applies these parameters to the designated stations, providing telephone service restrictions or service changes based on a defined schedule.

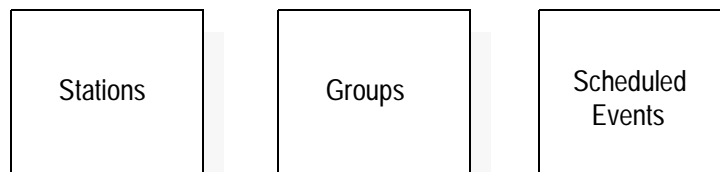
Application & Functions

Often in a student housing environment, telephone service must be limited and operational capabilities changed on a scheduled basis. Daily, weekly, and special term scheduling may be required depending on the facility. Additionally, the telephone privileges and scheduling may be different for select groups of users.

Student Services provides a database for station telephone functions. The database allows existing stations to be scheduled for special operation according to the defined parameters for the schedule. Stations can also be grouped in a group database where parameters can be defined and scheduled over the whole group.

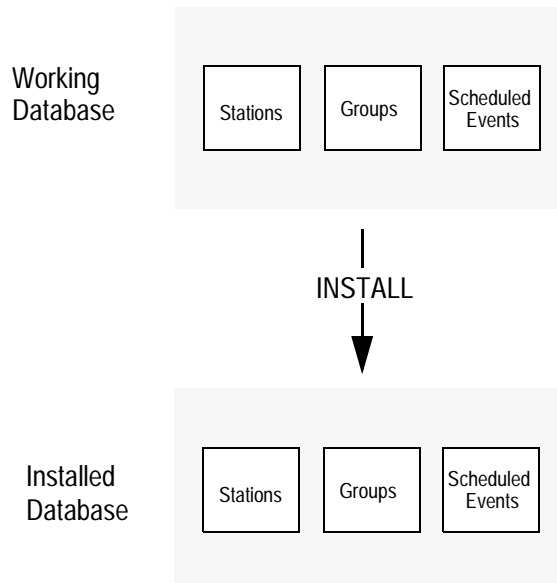
Databases

The Student Services software application is comprised of multiple databases. Three primary databases contain all the information specific to the **Stations**, **Groups**, and the **Scheduled Events** functions of the program.



What is Student Services? (Cont)

The software uses two copies of these databases; the **Working database** and the **Installed database**. The working database allows changes to be made to Student Services Stations, Groups, or Scheduled Events without affecting the realtime operation of the PBX system. The installed database is the data base actually being used realtime by the PBX for Student Services data.



When changes are made to any of the three primary databases, they are first made to the working database copy. It is this working copy that is being changed from any of the menus and functions of the Student Services software. The **Install Databases** function of the Student Services application (or when exiting the program) will install the current working database as the new installed database.

This process ensures the PBX operates on complete data and only receives any changes all at once. This also allows major changes to the working database to be discarded if an error is made, before installing to the PBX.

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Chapter 2 GETTING STARTED

Review the sections in this chapter for software logon and startup, and general main menu screen information.

Keyboard Conventions

All letter and number keys are used to enter data in the various menu functions. The following keys are also used:

- **Enter** Accepts a selection or field entry.
- **Esc** Exits the current screen or action and moves to the previous screen or action.
- **Arrow keys** Moves to select the next menu item or data field.
- **BkSp** Erases the character to the left of the cursor.
- **Tab** Moves to select the next window or command field.
- **Back Tab** (Shift+Tab) Moves to select the previous window or command field.

Step Procedures

The Student Services functions and associated screen displays are described in this guide. In addition, Step-by-Step procedures show how to perform a specific function or action. This will be shown in a procedure section for the action, and uses the **Step 1**, **Step 2**, etc. terminology to illustrate the steps. (This can be seen below in the Log In procedure.)

Logging in to Student Services

Student Services is a software application that executes on a UAP (User Application Processor). From the UAP terminal, follow the steps below to login and start Student Services:

Step 1: At the **Login:** prompt, type **stactrl** (lower case) and press **Enter**.

- If the system is configured for a password, a password prompt will be displayed. Type your password at the prompt and press **Enter**.

Step 2: The Student Services application will start and display the Main Menu screen. See Figure 2-1.

Main Menu Screen

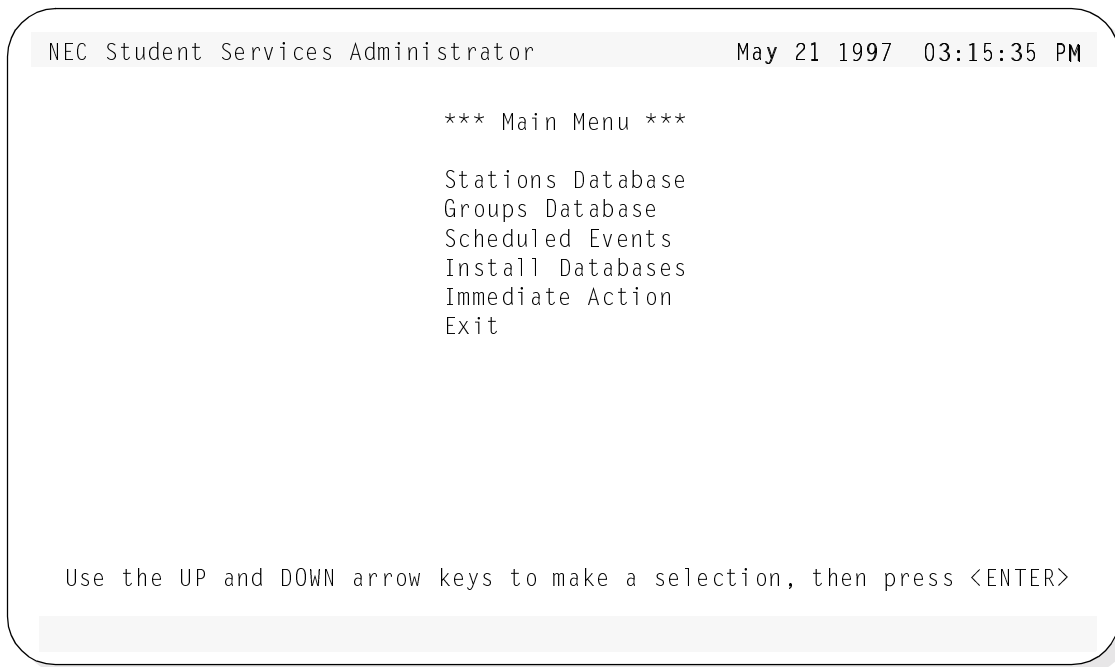


Figure 2-1 Main Menu Screen

The Main Menu screen is divided into three areas:

- **Title Bar** At the top of the screen, shows the application title and current system date and time.
- **Message Bar** At the bottom of the screen, any system status or error messages will be displayed in this area.
- **Command** The center area of the screen, between the Title and Message bars, will show specific menu selections, function windows, and action messages. This area will change depending on what function or action is being performed.

Selecting Menu Items

Select menu items from the screen using the Up and Down arrow keys to highlight the desired function. Each menu selection can also be selected by a specific “Hot Key” character, displayed in **Bold**.

For example: **S**tations Database
 Groups Database

Typing **S** will select the Stations Database function, and **G** will select the Groups Database function. Look for the Hot Keys on each menu screen.

Main Menu Screen (Cont)

Main Commands

Some Main Menu command selections and their functions are described in detail in other chapters of this guide:

- **Stations Database** - See Chapter 3
- **Groups Database** - See Chapter 4
- **Scheduled Events** - See Chapter 5, Appendix A
- **Install Databases** - See Chapter 6
- **Immediate Action** - See Chapter 6
- **Exit** - See this chapter

Refer to these chapters for specific information on these functions.

Screen Saver

The Student Services application uses a screen saver function to avoid screen image burn-in of the terminal display. If when in Student Services, no keys are pressed for a period of time, the screen will clear and display a message. Both the time period and the displayed message are configurable in the application configuration files. Pressing any key will deactivate the screen saver and redisplay the screen that was previously in use.

Screen Scrolling

Many functions use scrolling windows to display database entries. Each window shows a highlight bar which indicates the current selected entry. Use the **UP** and **DOWN arrow keys** to move the highlight bar through the database entries to the desired record entry.

With many entries, all may not display in the window. The **UP and DOWN arrow keys** will move through the database entries one entry at a time, and scroll the window entries accordingly.

The **HOME** key can be used to position the highlight bar to the first entry in the database and *Top* will be displayed in the window lower right corner.

The **END** key can be used to position the highlight bar to the last entry in the database and *End* will be displayed in the window lower right corner.

The **Page Up** and **Page Down** keys will display the previous or next page of entries, a whole page window at a time.

Exit Student Services

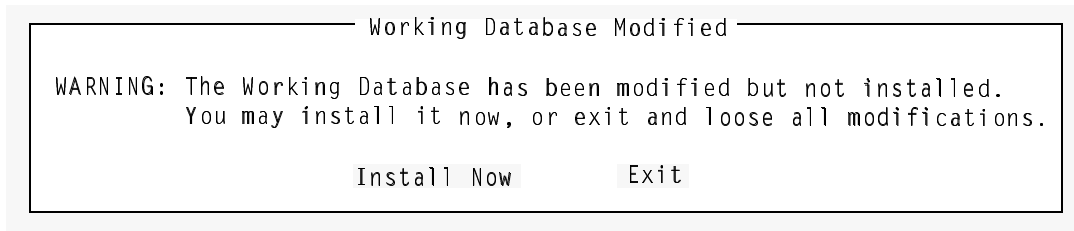
Follow the steps to exit the Student Services application:

Procedure

Step 1: Go to the Student Services Main Menu.

Step 2: Use the UP and DOWN arrow keys to select **Exit** from the menu and press **Enter**.

- If changes have been made in one of the databases, the following window will be displayed.



- Select the **Install Now** option to install the current working database to the PBX. When returned to the Main Menu after installing database, select **Exit** again and press **Enter** to exit the application.

Chapter 3 STATIONS DATABASE

The Stations Database contains the station numbers and descriptions for all stations used in Student Services. These stations are existing stations in the telephone PBX system.

A Note on Selecting Commands

*In the following procedures, a step may call for pressing the **Tab** key to select a command. It may be required to press the **Tab** key multiple times in order to select the specific command. When reading a step, understand to press the **Tab** key (as needed) to select the specified command.*

Using the Stations Database

Step 1: From the Student Services Main Menu (Figure 3-1), select **Stations Database** and press **Enter**.

```
NEC Student Services Administrator          May 21 1997 03:15:35 PM

*** Main Menu ***

Stations Database
Groups Database
Scheduled Events
Install Databases
Immediate Action
Exit

Use the UP and DOWN arrow keys to make a selection, then press <ENTER>
```

Figure 3-1 Main Menu Screen - Select Stations Database

Step 2: The Stations Database screen will be displayed (See Figure 3-2). The screen will display the top entries of the database.

Continue to the next page...

Using the Stations Database (Cont)

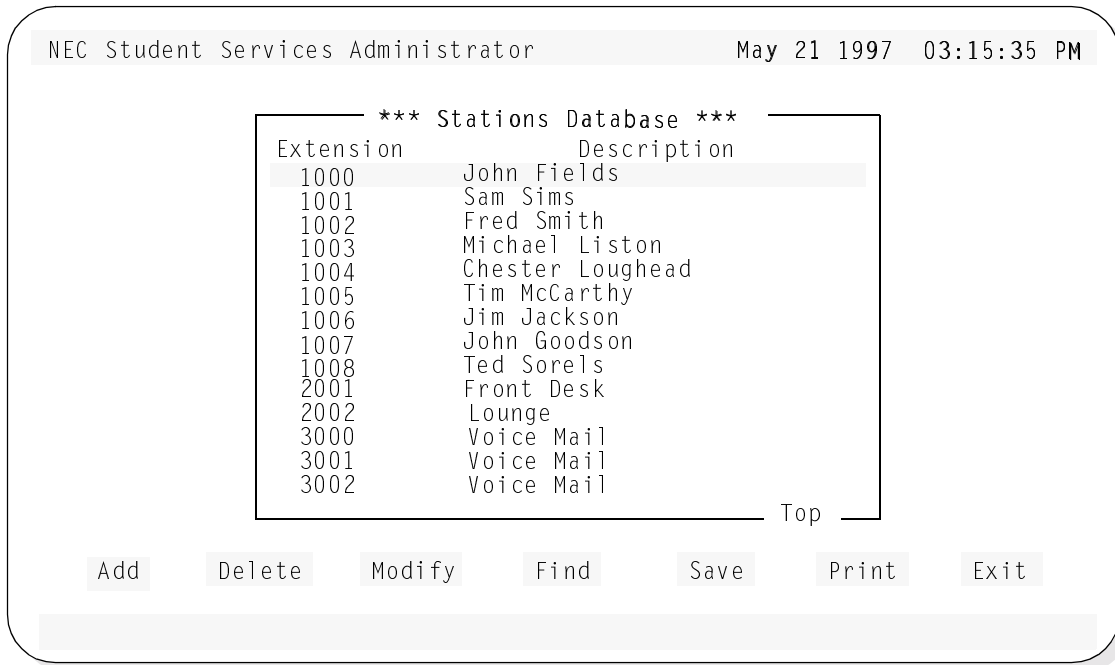


Figure 3-2 Stations Database Screen

The screen window shows the first entries of the Stations Database. Use the UP and DOWN arrow keys to move through the station entries. When at the first entries of the database, *Top* will be shown in the lower right corner of the window (as shown in Figure 3-2). Likewise, when the end is reached, *End* will be displayed.

Below the screen window, seven commands are available:

- **Add** Add a station to the database.
- **Delete** Delete a station from the database.
- **Modify** Change an existing station in the database.
- **Find** Locate a specific station in the database.
- **Save** Save the current changes to the working database.
- **Print** Print station information in the database.
- **Exit** Exit the Stations Database.

These commands are described in detail in the following sections.

Adding a Station

The **Add** command will add a station to the Stations Database: Follow the steps to add a station:

Step 1: From the Stations Database screen (Figure 3-2), press **Tab** to select the **Add** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

Add/Modify A Station		
	Modified	Original
Extension:	<input type="text"/>	
Description:		
<p>To Add a Station, type in all fields. To Modify a station, modify the desired fields. To save changes, select Ok and press <ENTER>. Press <ESC> or select Exit and press <ENTER> when done.</p>		
<input type="button" value="Ok"/>	<input type="button" value="Clear"/>	<input type="button" value="Exit"/>

Step 2: Type the extension number of the station to be added to the database and press **Enter**.

- If the station is already in the database, the existing station information will be displayed in the window (see below). The station description information can now be modified if desired.

Add/Modify A Station		
	Modified	Original
Extension:	<input type="text" value="1000"/>	1000
Description:	John Fields	John Fields
<p>To Add a Station, type in all fields. To Modify a station, modify the desired fields. To save changes, select Ok and press <ENTER>. Press <ESC> or select Exit and press <ENTER> when done.</p>		
<input type="button" value="Ok"/>	<input type="button" value="Clear"/>	<input type="button" value="Exit"/>

Note: *The window shows the number and description for the existing station in the database. The window shows the modified information (if any) and the original information (before this modify operation).*

Continue to Step 3 on the next page...

Adding a Station (Cont)

Step 3: Type a description for the new station to be added to the database and press **Enter**. (This description can contain up to 25 characters.)

- The window will now show the new station and description to be added to the database (shown below):

Add/Modify A Station		
Extension:	Modified	Original
1010		
Description:	Fred Jones	
<p>To Add a Station, type in all fields. To Modify a station, modify the desired fields. To save changes, select Ok and press <ENTER>. Press <ESC> or select Exit and press <ENTER> when done.</p>		
Ok	Clear	Exit

Step 4: Select **Ok** and press **Enter**. The following message will be displayed in the screen message bar:

station 1010 added to the database

- To add more stations, select **Clear**, press **Enter**, and repeat this procedure from Step 2.

Step 5: When finished adding stations, press **Esc** (or select **Exit**) to return to the Stations Database menu screen.

Step 6: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. See [“Saving & Installing Database” on page 21](#).

This completes the Adding a Station procedure...

Deleting a Station

The **Delete** command will remove a station from the Stations Database. Follow the steps to delete a station:

Step 1: From the Stations Database screen (Figure 3-2), press **Tab** to select the **Delete** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

```

Delete A Station

Extension: 
Description:

Type the extension of the station to delete then press <ENTER>
Select Ok and press <ENTER> to delete the station. Press <ESC>
or select Exit and press <ENTER> when done.

Ok          Clear          Exit
```

Step 2: Type the number of the station to be deleted from the database, and press **Enter**. The example window (below) shows an entered station number (1010) to be deleted from the database. The window also displays the associated station description.

```

Delete A Station

Extension: 1010
Description: Fred Jones

Type the extension of the station to delete then press <ENTER>
Select Ok and press <ENTER> to delete the station. Press <ESC>
or select Exit and press <ENTER> when done.

Ok          Clear          Exit
```

Step 3: Select **Ok** and press **Enter** to delete the station. From the example above, the following message will be displayed in the screen message bar:

Station 1010 removed from the database

- To delete more stations, select **Clear**, press **Enter**, and repeat this procedure from Step 2.

Continue to Step 4 on the next page...

Deleting a Station (Cont)

Step 4: When finished deleting stations, press **Esc** (or select **Exit**) to return to the Stations Database menu.

Step 5: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. See [“Saving & Installing Database”](#) on page 21.

This completes the Deleting a Station procedure...

Modifying a Station

The **Modify** command will change the information for a station in the Stations Database. Follow the steps to Modify a station:

Step 1: From the Stations Database screen (Figure 3-2), press **Tab** to select the **Modify** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

Add/Modify A Station		
	Modified	Original
Extension:	<input type="text"/>	
Description:		
<p>To Add a Station, type in all fields. To Modify a station, modify the desired fields. To save changes, select Ok and press <ENTER>. Press <ESC> or select Exit and press <ENTER> when done.</p>		
<input type="button" value="Ok"/>	<input type="button" value="Clear"/>	<input type="button" value="Exit"/>

Step 2: Type the extension number of the station to be modified and press **Enter**. An example window for station 1008 is shown below:

Add/Modify A Station		
	Modified	Original
Extension:	<input type="text" value="1008"/>	1008
Description:	Ted Sorels	Ted Sorels
<p>To Add a Station, type in all fields. To Modify a station, modify the desired fields. To save changes, select Ok and press <ENTER>. Press <ESC> or select Exit and press <ENTER> when done.</p>		
<input type="button" value="Ok"/>	<input type="button" value="Clear"/>	<input type="button" value="Exit"/>

Note: *The window shows the number and description for the existing station in the database. The window shows the modified information (if any) and the original information (before this modify operation).*

Step 3: Modify the extension description as desired, and press **Enter**.

Continue to Step 4 on the next page...

Modifying a Station (Cont)

Step 4: Select **Ok** and press **Enter** to modify the station. From the example, the following message will be displayed in the screen message bar:

Station 1008 has been modified

- To modify more stations, select **Clear**, press **Enter**, and repeat this procedure from Step 2.

Step 5: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. [See “Saving & Installing Database” on page 21.](#)

This completes the Modifying a Station procedure...

Finding a Station

The **Find** command can be used to locate a station in the database by extension or by description. Follow the steps to find a station in the Stations Database:

Finding by Extension

Follow the steps to Find a station by extension number.

Step 1: From the Stations Database screen (Figure 3-2), press **Tab** to select the **Find** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

```
Find A Station
-----
Extension
Description
Cancel

Use the UP and DOWN Arrow keys to select the
field type used to find a station and press
<ENTER>, or press <ESC> to cancel
```

Step 2: Use the UP and DOWN arrow keys to select the **Extension** field and press **Enter**. The following window will be displayed:

```
Find A Station By Extension
-----
Extension:

Type the extension of the station to find, then
select OK and press <ENTER>. Press <ESC> or
select Cancel and press <ENTER> to cancel.

Ok      Clear      Cancel
```

Step 3: Type the extension number of the station to find, select the **Ok** option and press **Enter**. The Stations Database screen will be displayed, with the found extension. (This is shown in Figure 3-3, of an example search for extension **1006**.)

Continue to step 4 on the next page...

Finding a Station (Cont)

Finding by Extension (Cont)

The example Find a Station result screen of a find for extension **1006**.

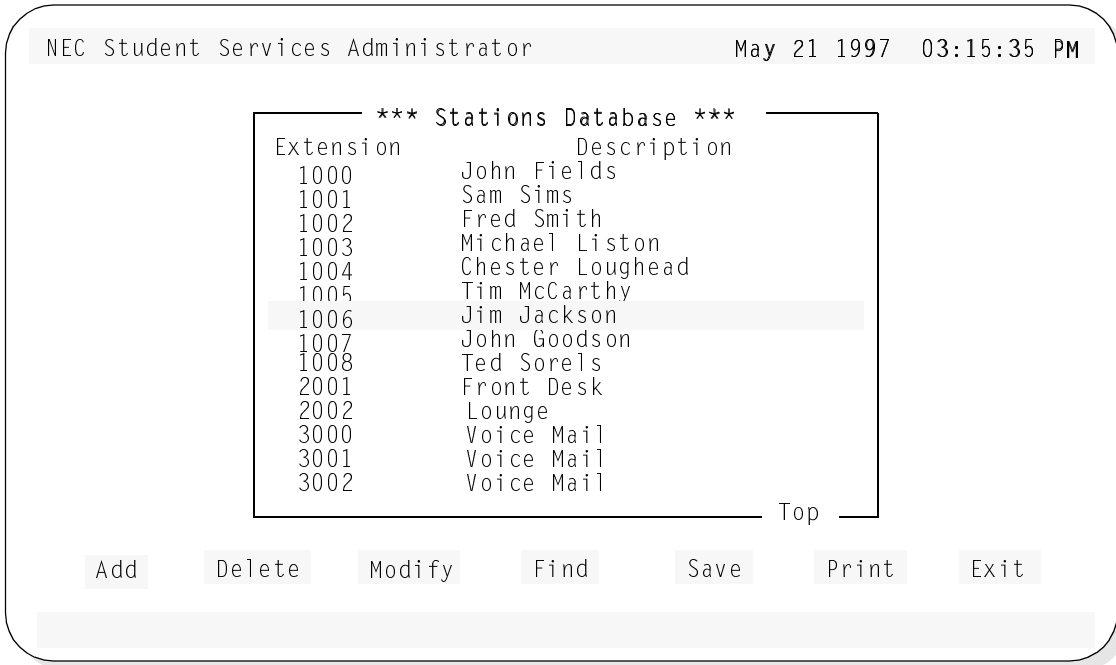


Figure 3-3 Find Station by Extension Screen

Step 4: At this point, any of the Stations Database commands of Add, Delete, Modify, Find, Save, and Print can be performed.

Finding a Station (Cont)

Finding by Description

Follow the steps to Find a station by description.

Step 1: From the Stations Database screen (Figure 3-2), press **Tab** to select the **Find** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

Find A Station

Extension
 Description
 Cancel

Use the UP and DOWN Arrow keys to select the field type used to find a station and press <ENTER>, or press <ESC> to cancel

Step 2: Use the UP and DOWN arrow keys to select the **Description** field and press **Enter**. The following window will be displayed:

Find A Station By Description

Description:

Type the description of the station to find, then select OK and press <ENTER>. Press <ESC> or select Cancel and press <ENTER> to cancel.

Step 3: Type the description of the station to find, select the **Ok** option and press **Enter**. The Stations Database screen will be displayed, with the found station description. (This is shown in Figure 3-4, of an example search for description **Sam Sims**.)

Note: *The description must be exact as it is in the database. A “wildcard” character (*) can be used and the Find will locate the first occurrence of the most complete match.*

EXAMPLE: A find for Sam Sims...

*Sam * or Sam S* or Sam Si*, etc. could be typed as a find parameter.*

Finding a Station (Cont)

Finding by Description (Cont)

The example Find a Station result screen of a find for description **Sam Sims**.

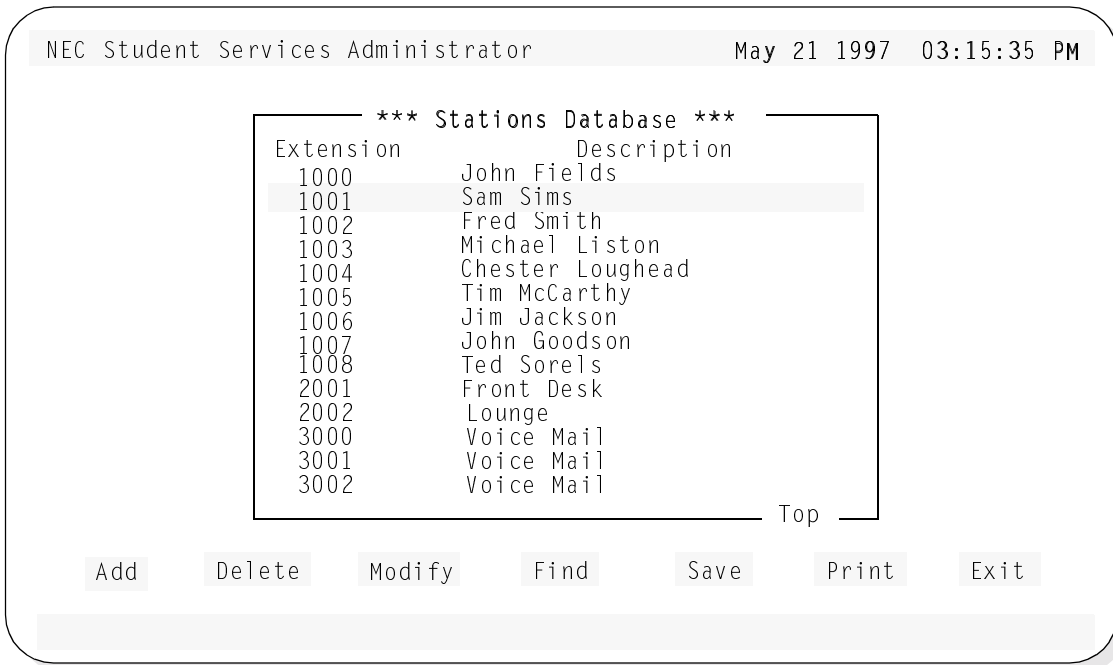


Figure 3-4 Find Station by Description Screen

Step 4: At this point, any of the Stations Database commands of Add, Delete, Modify, Find, Save, and Print can be performed.

Saving & Installing Database

Changes made to the Stations Database using the Add, Delete or Modify commands are first changed to UAP memory. It is recommended, when a series of changes are made that the changes are saved.

The Save command saves any current changes in UAP memory to the UAP hard disk. This prevents an error made in a later change operation from affecting any previous changes.

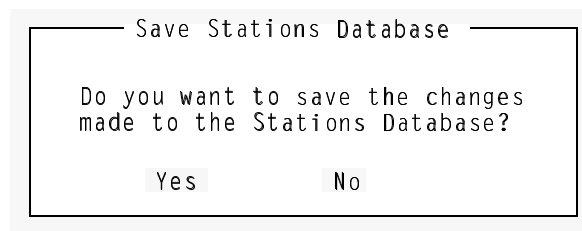
For example: When adding stations, add all the needed stations. Before proceeding to any other operation (such as deleting or modifying a station); save these add changes. Then, if an error is encountered in a later modify operation, a cancel or clear to start over will not affect the changes made in the previous Add operation.

The databases will not become recognized by the system, until the databases have been installed in the system. Unlike the save command following each database change, the Install Databases command only needs to be performed when all changes to any (and all) of the Student Services database are completed.

Save Database

Follow the steps below to save the database.

Step 1: From the Stations database screen (Figure 3-2), press **Tab** to select the **Save** command, and press **Enter**. The following window will be displayed:



Step 2: Select **Yes** and press **Enter** to save all changes. The following will be displayed in the screen message bar:

The changes made to the Stations Database have been saved

Step 3: If finished with the Stations Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Continue to Install Database on the next page...

Install Database

The Install Database function installs the Student Services Working Database to the PBX. The working database then becomes the installed database that the PBX will operate from. Until the working database is installed, the PBX will not be able to implement any changes made to station parameters in Student Services.

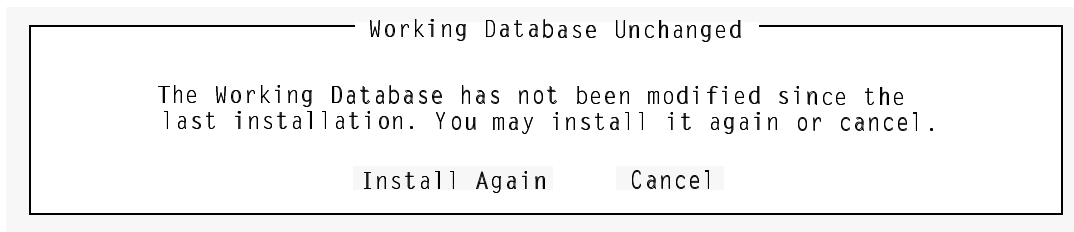
Note: *This step only needs to be performed if no other changes to any of the databases will be made at this time. Otherwise complete any other changes and then perform a Install Databases procedure.*

Follow the step below to install the database.

Step 1: From the Student Services Main Menu, select the **Install Databases** function, and press **Enter**. The following message appears in the screen message bar:

The Working Database has been installed

- If no changes have been made to the working database, the following window will be displayed:



This completes the Save and Install Databases procedures...

Print

Station Database information can be printed to a hardcopy printer device. Three Print command options are available:

Current Record Prints the current record selected on the Stations Database screen window.

Records On Screen Prints all records shown in the window on the Stations database screen.

All Records Prints all the records in the Stations Database.

Follow the next procedures for these print options:

Printing the Current Record

This prints the current record of the selected station.

Step 1: From the Stations database screen (Figure 3-2), use the UP and DOWN arrow keys to select the station record to be printed.

Step 2: Press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

Print Stations Database

Records to Print:

Select the records to print, then select Print and press <ENTER>. Press <ESC> or select Cancel and press <ENTER> to cancel.

Step 3: Use the UP and DOWN arrow keys to select the **Current Record** option and press **Enter**.

Step 4: Select **Print** and press **Enter**. The following message (for an example station 1008) will be displayed in the screen message bar and the record will be printed on the online printer device.

Printing Station 1008

Step 5: If finished with the Stations Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Print (Cont)

Printing Records On Screen

Prints the records of the stations displayed in the window of the Stations Database screen.

Step 1: From the Stations database screen (Figure 3-2), use the UP and DOWN arrow keys to select the station records in the window to be printed. All station records shown within this window will be printed

Step 2: Press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

```
Print Stations Database

Records to Print: Current Record  Current Record
                  Records On Screen
                  All Records

Select the records to print, then select Print and press <ENTER>.
Press <ESC> or select Cancel and press <ENTER> to cancel.

Print          Cancel
```

Step 3: Use the UP and DOWN arrow keys to select the **Records On Screen** option and press **Enter**.

Step 4: Select **Print** and press **Enter**. The following message will be displayed in the screen message bar and the records will be printed on the online printer device.

Printing the stations shown on screen

Step 5: If finished with the Stations Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Print (Cont)

Printing All Records

Prints the records for all stations in the Stations Database.

Step 1: From the Stations database screen (Figure 3-2), press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

```
Print Stations Database

Records to Print: Current Record      Current Record
                  Records On Screen
                  All Records

Select the records to print, then select Print and press <ENTER>.
Press <ESC> or select Cancel and press <ENTER> to cancel.

Print          Cancel
```

Step 2: Use the UP and DOWN arrow keys to select the **All Records** option and press **Enter**.

Step 3: Select **Print** and press **Enter**. The following message will be displayed in the screen message bar and the records will be printed on the online printer device.

Printing all stations

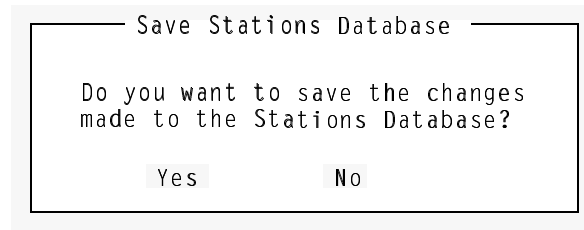
Step 4: If finished with the Stations Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Exit

Follow the step to exit the Stations Database function.

Step : From the Stations database screen (Figure 3-2), press **Tab** to select the **Exit** command, and press **Enter**.

- If changes have been made and not saved to the database, The following window will be displayed:



- Select **Yes** and press **Enter** to save all changes. The following will be displayed in the screen message bar:

The changes made to the Stations Database have been saved

Chapter 4 GROUPS DATABASE

The Groups Database contains named groups of stations used in Student Services functions. This allows common use stations to be grouped and events scheduled for the group.

A Note on Selecting Commands

*In the following procedures, a step may call for pressing the **Tab** key to select a command. It may be required to press the **Tab** key multiple times in order to select the specific command. When reading a step, understand to press the **Tab** key (as needed) to select the specified command.*

Using the Groups Database

Step 1: From the Student Services Main Menu (Figure 4-1), select **Groups Database** and press **Enter**.

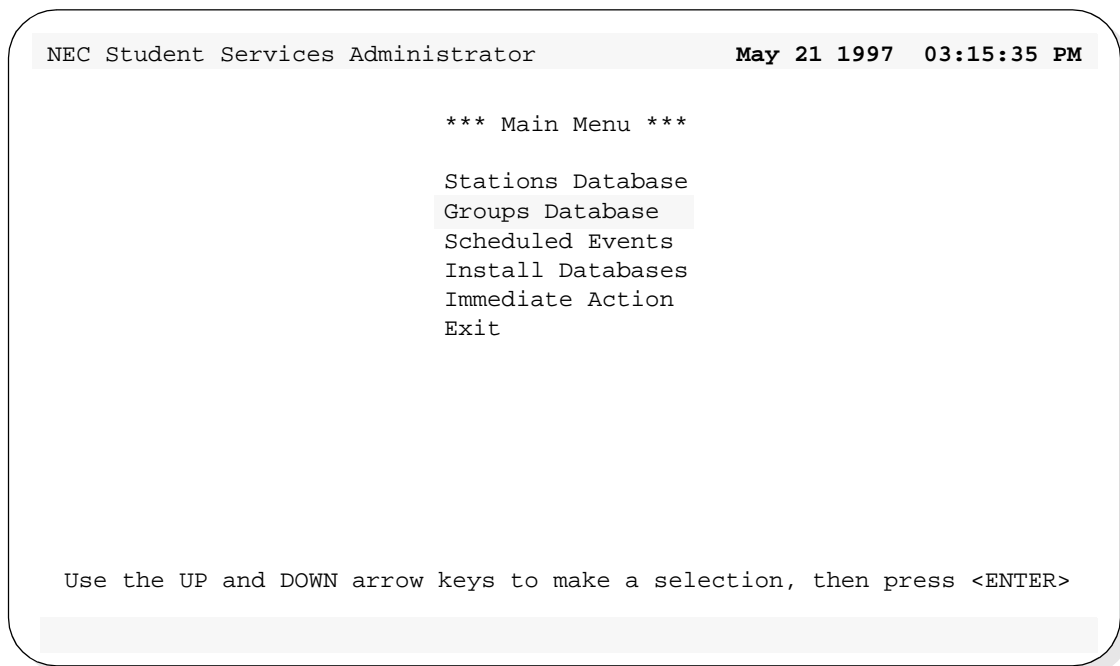


Figure 4-1 Main Menu Screen - Select Groups Database

Step 2: The Groups Database screen will be displayed (See Figure 4-2). The screen will display the top entries of the database.

Continue to the next page...

Using the Groups Database (Cont)

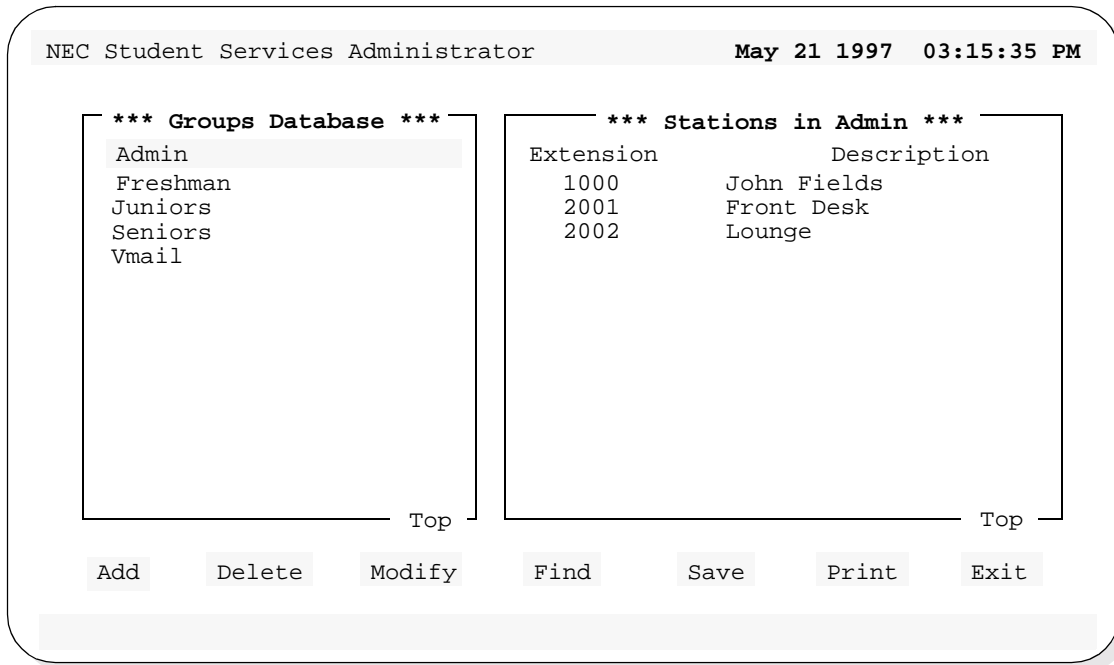


Figure 4-2 Groups Database Screen

The left screen window shows the first entries of the Groups Database. Use the UP and DOWN arrow keys to move through the group entries. When at the first entries of the database, *Top* will be shown in the lower right corner of the window (as shown in Figure 4-2). Likewise, when the end is reached, *End* will be displayed.

The right screen window shows the stations that have been assigned to the selected group. In the screen example (Figure 4-2), the Admin group is selected on the left. The stations shown on the right are the stations that have been assigned to the Admin group. Using the Up and Down arrow keys to move through the groups on the left, will display the associated stations for that group on the right.

Below the screen window, seven commands are available:

- **Add** Add a group to the database, or station to a group.
- **Delete** Delete a group from the database, or station from a group.
- **Modify** Change an existing group or station in the database.
- **Find** Locate a specific group or station in the database.
- **Save** Save the current changes to the working database.
- **Print** Print group information in the database.
- **Exit** Exit the Groups Database.

These commands are described in detail in the following sections.

Add

The **Add** command will add a new group to the Groups Database and add a station to a group. Follow the steps for these two procedures:

Adding a New Group

Follow the steps to add a new group to the Groups Database.

Step 1: From the Groups Database screen (Figure 4-2), press **Tab** to select the **Add** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

```
Groups Database Or Stations In Group

Do you want this command to apply to the groups database,
or to the stations in the group?

Groups Database      Stations In Group      Cancel
```

Step 2: Select **Groups Database** and press **Enter**. The following window will be displayed:

```
Add/Modify A Group

Modified              Original
Group Name: _____

Type the group name, then select Ok and press <ENTER> to save
changes. Press <ESC> or select Exit and press <ENTER> when done.

Ok                   Clear                   Exit
```

Step 3: Type the name of the group to be added to the database and press **Enter**.

Continue to Step 4 on the next page...

Add (Cont)

Adding a New Group (Cont)

Step 4: Select the **Ok** command and press **Enter**. The following message will be displayed in the screen message bar (for an example new group of **Class 8**):

Group "Class 8" added to the database

- To add more groups, select **Clear**, press **Enter**, and repeat this procedure from Step 3.

Step 5: When finished adding groups, press **Esc** to return to the Groups Database screen.

Step 6: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. See ["Saving & Installing Database" on page 50](#).

This completes the Adding a new Group procedure...

Add (Cont)

Adding a Station In Group

Follow the steps to add a station to a group.

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select a group (in the left window) to add a station.

Step 2: Press **Tab** to select the **Add** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

```

      Groups Database Or Stations In Group
-----
Do you want this command to apply to the groups database,
or to the stations in the group?

  Groups Database      Stations In Group      Cancel

```

Step 3: Select **Stations In Group** and press **Enter**. The following window will be displayed:

```

      Add/Modify A Station
-----
Modified              Original
Extension: [ ]
Description:

To Add a Station, type in all fields. To Modify a station,
modify the desired fields. To save changes, select Ok and press
<ENTER>. Press <ESC> or select Exit and press <ENTER> when done.

  Ok              Clear              Exit

```

Continue to Step 4 on the next page...

Add (Cont)

Adding a Station In Group (Cont)

Step 4: Type the extension number of the station and press **Enter**. The following window will be displayed (for an example station **1000**):

Add/Modify A Station		
	Modified	Original
Extension:	1000	1000
Description:	John Fields	John Fields
<p>To Add a Station, type in all fields. To Modify a station, modify the desired fields. To save changes, select Ok and press <ENTER>. Press <ESC> or select Exit and press <ENTER> when done.</p>		
Ok	Clear	Exit

Note: *The window shows the number and description for the existing station in the database. The window shows the modified information (if any) and the original information.*

- A station not yet defined in the Stations Database can also be added at this step. The new station will be added to both the Stations Database and added to this group in one operation.
5. Type the extension number of the new station and press Enter (as above). A new station will not have a description (as shown above).
 6. Type the description for the new station and press Enter. Now continue to Step 5.

Step 5: Select **Ok** and press **Enter**. The following message will be displayed in the screen message bar (for the example station 1000, added to group Admin):

Station 1000 added to group "Admin"

- To add more stations, select **Clear**, press **Enter**, and repeat this procedure from Step 4.

Continue to Step 6 on the next page...

Add (Cont)

Adding a Station In Group (Cont)

Step 6: When finished adding stations in groups, press **Esc** (or select **Exit**) to return to the Groups Database menu screen.

Step 7: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. See [“Saving & Installing Database”](#) on page 50.

This completes the Adding a Station in Group procedure...

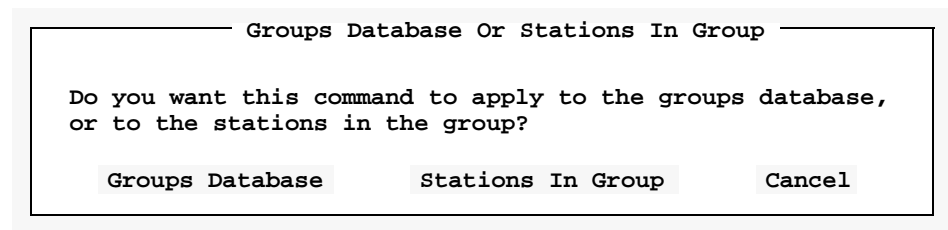
Delete

The **Delete** command will delete a group from the Groups Database and delete a station from a group. Follow the steps for these two procedures:

Deleting a Group

Follow the steps to delete a group from the Groups Database:

Step 1: From the Groups Database screen (Figure 4-2), press **Tab** to select the **Delete** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

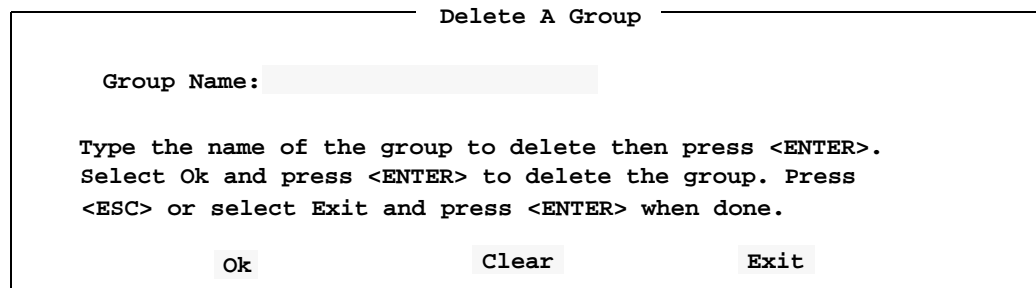


Groups Database Or Stations In Group

Do you want this command to apply to the groups database, or to the stations in the group?

Groups Database Stations In Group Cancel

Step 2: Select **Groups Database** and press **Enter**. The following window will be displayed:



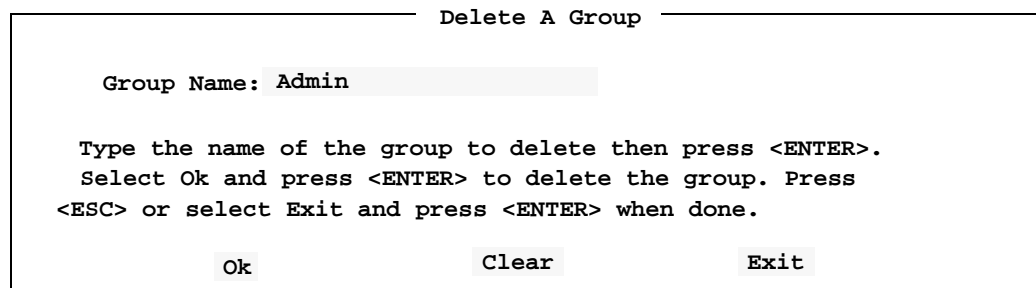
Delete A Group

Group Name:

Type the name of the group to delete then press <ENTER>. Select Ok and press <ENTER> to delete the group. Press <ESC> or select Exit and press <ENTER> when done.

Ok Clear Exit

Step 3: Type the name of the group to be deleted from the database, and press **Enter**. The example window (below) shows an entered group name (Admin) to be deleted from the database.



Delete A Group

Group Name: Admin

Type the name of the group to delete then press <ENTER>. Select Ok and press <ENTER> to delete the group. Press <ESC> or select Exit and press <ENTER> when done.

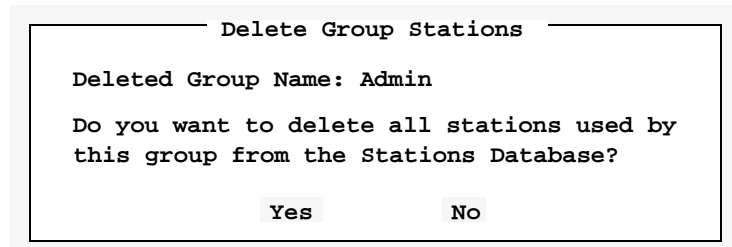
Ok Clear Exit

Delete (Cont)

Deleting a Group (Cont)

Step 4: Select **Ok** and press **Enter** to delete the group. From the example, the following message will be displayed in the screen message bar and the following window will be displayed:

Group Admin removed from the database



Step 5: Select **Yes** or **No** and press **Enter**.

- **CAUTION** ---- If answering **Yes**, all stations that were assigned to the deleted group will also be removed from the Stations Database. Consider whether any of these stations are also assigned to other groups or whether they might be reassigned to another group later. If these stations were removed now and needed later, they will have to be added back to the Stations Database.
- To delete more groups, repeat this procedure from Step 3.

Step 6: When finished deleting groups, press **Esc** (or select **Exit**) to return to the Groups Database menu.

Step 7: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. See [“Saving & Installing Database” on page 50.](#)

This completes the Deleting a Group procedure...

Delete (Cont)

Deleting a Station In Group

Follow the steps to delete a station from a group.

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select a group (in the left window) to delete a station.

Step 2: Press **Tab** to select the **Delete** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

```

      Groups Database Or Stations In Group
-----
Do you want this command to apply to the groups database,
or to the stations in the group?

  Groups Database   Stations In Group   Cancel

```

Step 3: Select **Stations In Group** and press **Enter**. The following window will be displayed:

```

      Delete A Station
-----

Extension: 
Description:

Type the extension of the station to delete then press <ENTER>
Select Ok and press <ENTER> to delete the station. Press <ESC>
or select Exit and press <ENTER> when done.

  Ok           Clear           Exit

```

Continue to Step 4 on the next page...

Delete (Cont)

Deleting a Station In Group (Cont)

Step 4: Type the extension number of the station and press **Enter**. The following window will be displayed (for an example station 1000):

```

      Delete A Station
-----
Extension: 1000
Description: John Fields

Type the extension of the station to delete then press <ENTER>
Select Ok and press <ENTER> to delete the station. Press <ESC>
or select Exit and press <ENTER> when done.

      Ok                Clear                Exit

```

Step 5: Select **Ok** and press **Enter**. The following message will be displayed in the screen message bar (for the example station 1000):

Station 1000 removed from the database

- To delete more stations from this group, select **Clear**, press **Enter**, and repeat this procedure from Step 4.
- If a station extension is typed that is not part of this group, a message will be displayed in the screen message bar indicating the station could not be found. **Ensure the station to be deleted is part of the selected group.**

Step 6: When finished deleting stations, press **Esc** (or select **Exit**) to return to the Groups Database menu.

Step 7: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. See [“Saving & Installing Database” on page 50.](#)

This completes the Deleting a Station in Group procedure...

Modify

The **Modify** command will change the name of a group and change the station description in a selected group.

Modifying a Group

Follow the steps to modify a group name in the Groups Database:

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select a group (in the left window) to modify.

Step 2: Press **Tab** to select the **Modify** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

```

Groups Database Or Stations In Group

Do you want this command to apply to the groups database,
or to the stations in the group?

Groups Database      Stations In Group      Cancel
  
```

Step 3: Select **Groups Database** and press **Enter**. The following window will be displayed (for an example group of Admin):

```

Add/Modify A Group

Group Name: Admin      Modified      Original
                       Admin
Type the group name, then select Ok and press <ENTER> to save
changes. Press <ESC> or select Exit and press <ENTER> when done.

Ok      Clear      Exit
  
```

Step 4: Modify the name of the group and press **Enter**.

Continue to Step 5 on the next page...

Modify (Cont)

Modifying a Group (Cont)

Step 5: Select **Ok** and press **Enter**. The following message will be displayed in the screen message bar (for the example - changed group name Admin to Admin2):

Group "Admin2" has been modified

Step 6: Press **Esc** (or select **Exit**) to return to the Groups Database menu.

Step 7: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. [See "Saving & Installing Database" on page 50.](#)

This completes the Modifying a Group procedure...

Modify (Cont)

Modifying a Station In Group

This will change a station description in the same manner as the modify command from the Stations Database function. Follow the steps to modify a station in the selected group:

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select a group (in the left window).

Step 2: Press **Tab** to move to the right stations window. Use the UP and DOWN arrow keys to select a station to modify (in the right window).

Step 3: Press **Tab** to select the **Modify** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

```

Groups Database Or Stations In Group

Do you want this command to apply to the groups database,
or to the stations in the group?

Groups Database      Stations In Group      Cancel
  
```

Step 4: Select **Stations In Group** and press **Enter**. The following window will be displayed (for an example station 1000):

```

Add/Modify A Station

Modified              Original
Extension: 1000      1000
Description: John Fields      John Fields

To Add a Station, type in all fields. To Modify a station,
modify the desired fields. To save changes, select Ok and press
<ENTER>. Press <ESC> or select Exit and press <ENTER> when done.

Ok                  Clear                  Exit
  
```

Continue to Step 5 on the next page...

Modify (Cont)

Modifying a Station In Group (Cont)

Step 5: Select station **Description** and type a new description, and press **Enter**. (Perhaps there is a new person at this station.)

Step 6: Select **Ok** and press **Enter**. The following message will be displayed in the screen message bar. The following screen shows the changes (for example - station 1000, description change from John Fields to Joe Luna):

station 1000 has been modified

Add/Modify A Station		
	Modified	Original
Extension: 1000	1000	
Description: Joe Luna	Joe Luna	
<p>To Add a Station, type in all fields. To Modify a station, modify the desired fields. To save changes, select Ok and press <ENTER>. Press <ESC> or select Exit and press <ENTER> when done.</p>		
Ok	Clear	Exit

Note: *The station description has also been changed in the Stations Database.*

Step 7: Press **Esc** (or select **Exit**) to return to the Groups Database menu.

Step 8: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. See [“Saving & Installing Database”](#) on page 50.

This completes the mODIFYING a Station in Group procedure...

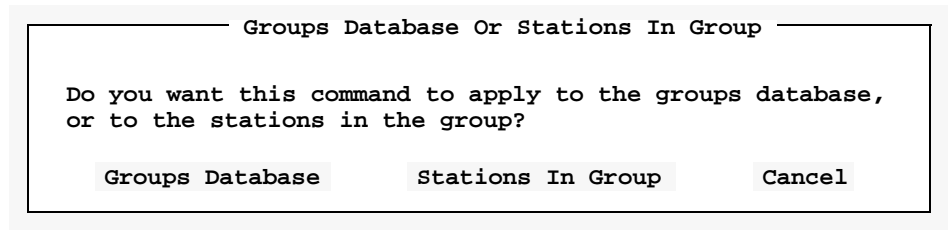
Find

The **Find** command can be used to locate a group in the Groups Database and find a station in a group.

Find a Group by Name

Follow the steps to find a group by name:

Step 1: From the Groups Database screen (Figure 4-2), press **Tab** to select the **Find** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

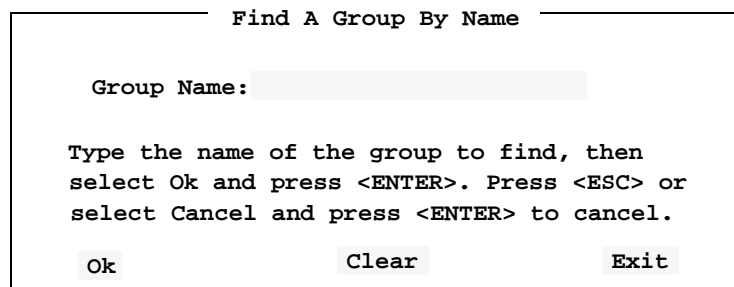


Groups Database Or Stations In Group

Do you want this command to apply to the groups database, or to the stations in the group?

Groups Database Stations In Group Cancel

Step 2: Select **Groups Database** and press **Enter**. The following window will be displayed:



Find A Group By Name

Group Name:

Type the name of the group to find, then select Ok and press <ENTER>. Press <ESC> or select Cancel and press <ENTER> to cancel.

Ok Clear Exit

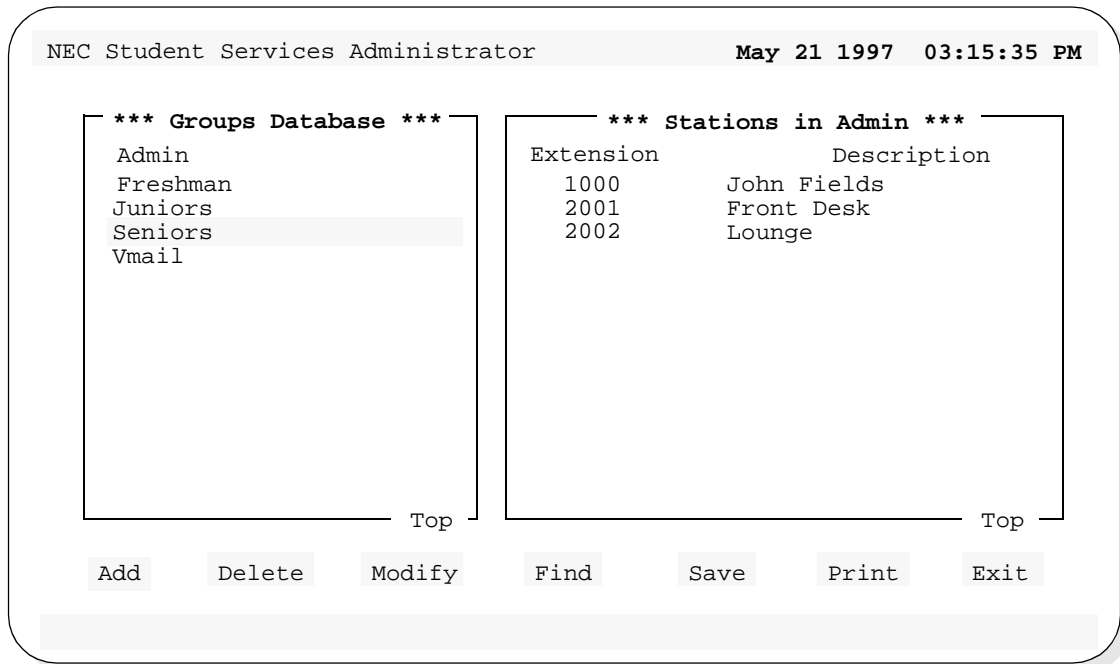
Step 3: Type the name of a group to find and press **Enter**.

Continue to Step 4 on the next page...

Find (Cont)

Find a Group by Name (Cont)

Step 4: Select the **Ok** command and press **Enter**. The Groups Database screen will be displayed, and the found group name highlighted in the left window. The screen example below shows a find for group name **Seniors**:



Note: *The Groups Database may have many groups defined. This would require scrolling the left window through all the group names. The Find command will position the display directly to the located group name.*

Step 5: At this point, any of the Groups Database commands of Add, Delete, Modify, Find, Save, and Print can be performed on the found group.

Find (Cont)

Find a Station In Group by Extension

This will find a station, by extension, in the selected group. Follow the steps to find a Station In Group:

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select a group (in the left window).

Step 2: Press **Tab** to select the **Find** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

```
Groups Database Or Stations In Group
Do you want this command to apply to the groups database,
or to the stations in the group?
Groups Database      Stations In Group      Cancel
```

Step 3: Select **Stations In Group** and press **Enter**. The following window will be displayed:

```
Find A Station
Extension
Description
Cancel
Use the UP and DOWN Arrow keys to select the
field type used to find a station and press
<ENTER>, or press <ESC> to cancel
```

Continue to Step 4 on the next page...

Find (Cont)

Find a Station In Group by Extension (Cont)

Step 4: Use the UP and DOWN arrow keys to select the **Extension** field and press **Enter**. The following window will be displayed:

Find A Station By Extension

Extension:

Type the extension of the station to find, then select OK and press <ENTER>. Press <ESC> or select Cancel and press <ENTER> to cancel.

Ok Clear Cancel

Step 5: Type the extension number of the station to find, select **Ok** and press **Enter**. The Groups Database screen will be displayed, with the found extension. The screen example shows a Find for station extension **2001**, of group **Admin**.

NEC Student Services Administrator May 21 1997 03:15:35 PM

*** Groups Database ***

Admin
Freshman
Juniors
Seniors
Vmail

Top

*** Stations in Admin ***

Extension	Description
1000	John Fields
2001	Front Desk
2002	Lounge

Top

Add Delete Modify Find Save Print Exit

Step 5 continues on the next page...

Find (Cont)

Find a Station In Group by Extension (Cont)

Step 5: --- CONTINUED ---

- If the extension typed is not assigned to the selected group, the following message will be displayed in the screen message bar:

Unable to find station 2001

Step 6: At this point, any of the Groups Database options of Add, Delete, Modify, Find, Save, and Print can be performed.

Find (Cont)

Find a Station in Group by Description

This will find a station, by description, in the selected group. Follow the steps to Find a Station In Group:

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select a group (in the left window).

Step 2: Press **Tab** to select the **Find** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

```
Groups Database Or Stations In Group

Do you want this command to apply to the groups database,
or to the stations in the group?

Groups Database      Stations In Group      Cancel
```

Step 3: Select **Stations In Group** and press **Enter**. The following window will be displayed:

```
Find A Station

Extension
Description
Cancel

Use the UP and DOWN Arrow keys to select the
field type used to find a station and press
<ENTER>, or press <ESC> to cancel
```

Continue to Step 4 on the next page...

Find (Cont)

Find a Station In Group by Description (Cont)

Step 4: Use the UP and DOWN arrow keys to select the **Description** field and press **Enter**. The following window will be displayed:

Find A Station By Description

Description:

Type the description of the station to find, then select OK and press <ENTER>. Press <ESC> or select Cancel and press <ENTER> to cancel.

Step 5: Type the description of the station to find, select **Ok** and press **Enter**. The Groups Database screen will be displayed, with the found extension. The screen example shows a Find for station description **Front Desk**, of group **Admin**.

NEC Student Services Administrator May 21 1997 03:15:35 PM

*** Groups Database ***

Admin
Freshman
Juniors
Seniors
Vmail

Top

*** Stations in Admin ***

Extension	Description
1000	John Fields
2001	Front Desk
2002	Lounge

Top

Step 5 continues on the next page...

Find (Cont)

Find a Station In Group by Description (Cont)

Step 5: --- CONTINUED ---

Note: *The description must be exact as it is in the database. A “wildcard” character (*) can be used and the Find will locate the first occurrence of the most complete match.*

EXAMPLE: A find for Sam Sims...

*Sam * or Sam S* or Sam Si*, etc. could be typed as a find parameter.*

- If the description typed is not assigned to the selected group, the following message will be displayed in the screen message bar:

Unable to find description “Front Desk”

Step 6: At this point, any of the Groups Database options of Add, Delete, Modify, Find, Save, and Print can be performed.

Saving & Installing Database

Changes made to the Groups Database using the Add, Delete or Modify commands are first changed to UAP memory. It is recommended, when a series of changes are made that the changes are saved. This command saves the changes to UAP disk. This prevents an error made in a later change operation from affecting any previous changes.

For example: When adding groups (or stations to groups), add all the needed groups. Before proceeding to any other operation (such as deleting or modifying a group); save these add changes. Then, if an error is encountered in a later modify operation; a cancel, or clear to start over will not affect the changes made in the previous Add operation.

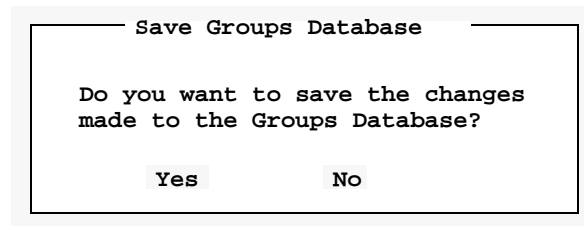
In all the operations (Add, Delete, and Modify), this Save operation was provided as an ending step in all the procedures. However, the Save operation can be done at any time.

The databases will not become recognized by the system, until the databases have been installed in the system. Unlike the save command following each database change, the Install Databases command only needs to be performed when all changes to any (and all) of the Student Services database are completed.

Save Database

Follow the steps below to Save the database.

Step 1: From the Groups Database screen (Figure 4-2), press **Tab** to select the **Save** command, and press **Enter**. The following window will be displayed:



Step 2: Select **Yes** and press **Enter** to save all changes. The following will be displayed in the screen message bar:

The changes made to the Groups Database have been saved

Step 3: If finished with the Groups Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Continue to Install Database on the next page...

Install Database

The Install Database function installs the Student Services Working Database to the PBX. The working database then becomes the installed database that the PBX will operate from. Until the working database is installed, the PBX will not be able to implement any changes made to station parameters in Student Services.

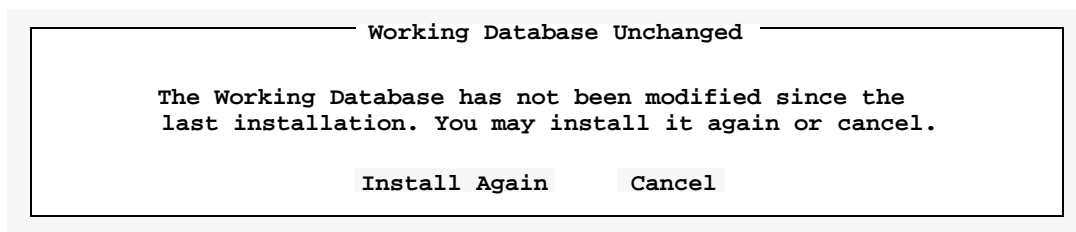
Note: *This step only needs to be performed if no other changes to any of the databases will be made at this time. Otherwise complete any other changes and then perform a Install Databases procedure.*

Follow the step below to install the database.

Step : From the Student Services Main Menu, select the **Install Databases** function, and press **Enter**. The following message appears in the screen message bar:

The Working Database has been installed

- If no changes have been made to the working database, the following window will be displayed:



This completes the Save and Install Databases procedures...

Print

Group Database information can be printed to a hardcopy printer device. Three Print options are available:

Current Record Prints the current record selected on the Groups Database screen (left window).

Records On Screen Prints all records shown in the left window on the Group database screen.

All Records Prints all the records in the Groups Database.

Information can also be printed for stations of a selected group. Follow the procedures for these print options:

Printing Group Current Record

Prints the current record of the selected group.

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select a group (in the left window).

Step 2: Press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

```

Groups Database Or Stations In Group
-----
Do you want this command to apply to the groups database,
or to the stations in the group?

Groups Database      Stations In Group      Cancel
  
```

Step 3: Select **Groups Database** and press **Enter**. The following window will be displayed

```

Print Groups Database
-----
Records to Print: Current Record      Current Record
                                      Records On Screen
                                      All Records

Select the records to print, then select Print and press <ENTER>.
Press <ESC> or select Cancel and press <ENTER> to cancel.

Print      Cancel
  
```

Print (Cont)

Printing Group Current Record (Cont)

Step 4: Use the UP and DOWN arrow keys to select **Current Record** and press **Enter**.

Step 5: Select **Print** and press **Enter**. The following message (for example selected group **Admin**) will be displayed in the screen message bar and the record will be printed on the online printer device.

Printing Group "Admin"

Print (Cont)

Printing Group Records On Screen

Prints the records of the groups displayed in the left window of the Groups Database screen.

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select the groups to print (in the left window). The records for all groups shown in the left window will be printed.

Step 2: Press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

Groups Database Or Stations In Group

Do you want this command to apply to the groups database, or to the stations in the group?

Step 3: Select **Groups Database** and press **Enter**. The following window will be displayed

Print Groups Database

Records to Print:

Select the records to print, then select Print and press <ENTER>. Press <ESC> or select Cancel and press <ENTER> to cancel.

Step 4: Use the UP and DOWN arrow keys to select **Records On Screen** and press **Enter**.

Step 5: Select **Print** and press **Enter**. The following message will be displayed in the screen message bar and the records will be printed on the online printer device.

Printing all stations in groups shown on screen

Print (Cont)

Printing Group All Records

Prints the records for all groups in the Groups Database.

Step 1: From the Groups Database screen (Figure 4-2), press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

```
----- Groups Database Or Stations In Group -----
Do you want this command to apply to the groups database,
or to the stations in the group?
Groups Database      Stations In Group      Cancel
```

Step 2: Select **Groups Database** and press **Enter**. The following window will be displayed.

```
----- Print Groups Database -----
Records to Print: Current Record      Current Record
                                      Records On Screen
                                      All Records

Select the records to print, then select Print and press <ENTER>.
Press <ESC> or select Cancel and press <ENTER> to cancel.

Print      Cancel
```

Step 3: Use the UP and DOWN arrow keys to select **All Records** and press **Enter**.

Step 4: Select **Print** and press **Enter**. The following message will be displayed in the screen message bar and the records will be printed on the online printer device.

Printing all stations in all groups

Print (Cont)

Printing Station In Group Current Record

Prints the record of the current station in the selected group.

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select a group (in the left window).

Step 2: Press **Tab** and use the UP and DOWN arrow keys to select a station in the group (in the right window).

Step 3: Press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

```

      Groups Database Or Stations In Group
    _____
    Do you want this command to apply to the groups database,
    or to the stations in the group?
    _____
    Groups Database      Stations In Group      Cancel
  
```

Step 4: Select **Stations In Group** and press **Enter**. The following window will be displayed.

```

      Print Stations Database
    _____
    Records to Print: Current Record      Current Record
                                         Records On Screen
                                         All Records
    _____
    Select the records to print, then select Print and press <ENTER>.
    Press <ESC> or select Cancel and press <ENTER> to cancel.
    _____
    Print      Cancel
  
```

Continue to Step 5 on the next page...

Print (Cont)

Printing Station In Group Current Record (Cont)

Step 5: Use the UP and DOWN arrow keys to select **Current Record** and press **Enter**. The following screen will be displayed for example group **Admin**:

```
Print Stations in Admin

Records to Print: Current Record

Select the records to print, then select Print and press <ENTER>.
Press <ESC> or select Cancel and press <ENTER> to cancel.

Print          Cancel
```

Step 6: Select **Print** and press **Enter**. The following message (for example station **2001** in selected group **Admin**) will be displayed in the screen message bar and the record will be printed on the online printer device.

Printing Station 2001 in group Admin

Print (Cont)

Printing Station In Group Records On Screen

Prints the records of the stations displayed in the right window, of the selected group.

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select a group (in the left window).

Step 2: Press **Tab** and use the UP and DOWN arrow keys to select the stations (in the right window) to print. The records for all stations shown in the right window will be printed.

Step 3: Press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

```

      _____ Groups Database Or Stations In Group _____
      |
      | Do you want this command to apply to the groups database,
      | or to the stations in the group?
      |
      | Groups Database      Stations In Group      Cancel
      |
      |_____
  
```

Step 4: Select **Stations In Group** and press **Enter**. The following window will be displayed.

```

      _____ Print Stations Database _____
      |
      | Records to Print: Current Record      Current Record
      |                               Records On Screen
      |                               All Records
      |
      | Select the records to print, then select Print and press <ENTER>.
      | Press <ESC> or select Cancel and press <ENTER> to cancel.
      |
      | Print      Cancel
      |
      |_____
  
```

Continue to Step 5 on the next page...

Print (Cont)

Printing Station In Group Records On Screen (Cont)

Step 5: Use the UP and DOWN arrow keys to select **Records On Screen** and press **Enter**. The following screen will be displayed for example group **Admin**:

```
Print Stations in Admin

Records to Print: Records On Screen

Select the records to print, then select Print and press <ENTER>.
Press <ESC> or select Cancel and press <ENTER> to cancel.

Print          Cancel
```

Step 6: Select **Print** and press **Enter**. The following message (for example stations in selected group **Admin**) will be displayed in the screen message bar and the records will be printed on the online printer device.

Printing stations shown on screen for group Admin

Print (Cont)

Printing Station In Group All Records

Prints the records of all stations assigned to the selected group.

Step 1: From the Groups Database screen (Figure 4-2), use the UP and DOWN arrow keys to select a group (in the left window).

Step 2: Press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

```

      Groups Database Or Stations In Group
    _____
    Do you want this command to apply to the groups database,
    or to the stations in the group?
    _____
    Groups Database      Stations In Group      Cancel
  
```

Step 3: Select **Stations In Group** and press **Enter**. The following window will be displayed.

```

      Print Stations Database
    _____
    Records to Print: Current Record      Current Record
                                         Records On Screen
                                         All Records
    _____
    Select the records to print, then select Print and press <ENTER>.
    Press <ESC> or select Cancel and press <ENTER> to cancel.
    _____
    Print      Cancel
  
```

Continue to Step 4 on the next page...

Print (Cont)

Printing Station In Group All Records (Cont)

Step 4: Use the UP and DOWN arrow keys to select **All Records** and press **Enter**. The following screen will be displayed for example group **Admin**:

```
Print Stations in Admin

Records to Print: All Records

Select the records to print, then select Print and press <ENTER>.
Press <ESC> or select Cancel and press <ENTER> to cancel.

Print          Cancel
```

Step 5: Select **Print** and press **Enter**. The following message (for example stations in selected group **Admin**) will be displayed in the screen message bar and the records will be printed on the online printer device.

Printing all Stations in group Admin

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Chapter 5 SCHEDULED EVENTS

Scheduled Events is the primary function of Student Services. Events can be scheduled that allow different operating privileges for a station or a group of stations. These events can be recurring events or they can be scheduled as a one-time occurrence.

Event Types

Three Event Types are available in Student Services:

- **Normal** --- the usual event type for recurring or ongoing events.
- **Special Start** --- an event start that will override an existing normal event.
- **Special End** --- an event end that will reset the current special event and return settings to the current normal event.

The Normal event is used for everyday and recurring events. Routine schedules for station and group telephone operations are best set with a Normal event type.

A Normal event can be overridden by a Special event. The Special event is a one-time event or special situation, separate from a Normal event. This could be a holiday, activity break, or other situation different from the normal scheduled routine.

The Special event is divided into two components: Special Start and Special End. Special Start will activate the new parameters for the selected stations or groups, overriding the current Normal event conditions for these same stations or groups. Special End will return the selected stations or groups back to the current Normal event, for these stations or groups.

Events are assigned on a station-by-station basis. Any station will either be under a Normal Event condition, Special Event condition, or no scheduled event assignment. See Appendix A for some example scheduled events.

Event Times

When an event is activated, the operational information is sent to the PBX for all event associated stations and groups. A few minutes may be required to transfer this information to the PBX, depending on how many stations are affected. Because of this transfer time, avoid setting any event time intervals less than ten minutes.

Special Event Times

When setting times for a Special event, set times slightly different from any existing Normal events. Set the time of a Special Start slightly ahead of a corresponding Normal event and set a Special End slightly later than the Normal event. This simplifies information transfer to the PBX for the events and will speed operation.

Example: *An existing normal event is scheduled from 4:00PM to 10:00PM. For a Special Event during the same time period, set Special Event Start to 3:58PM and the Special Event End to 10:02PM.*

Using Scheduled Events

A Note on Selecting Commands

*In the following procedures, a step may call for pressing the **Tab** key to select a command. It may be required to press the **Tab** key multiple times in order to select the specific command. When reading a step, understand to press the **Tab** key (as **needed**) to select the specified command.*

Step 1: From the Student Services Main Menu (Figure 5-1), select **Scheduled Events** and press **Enter**.

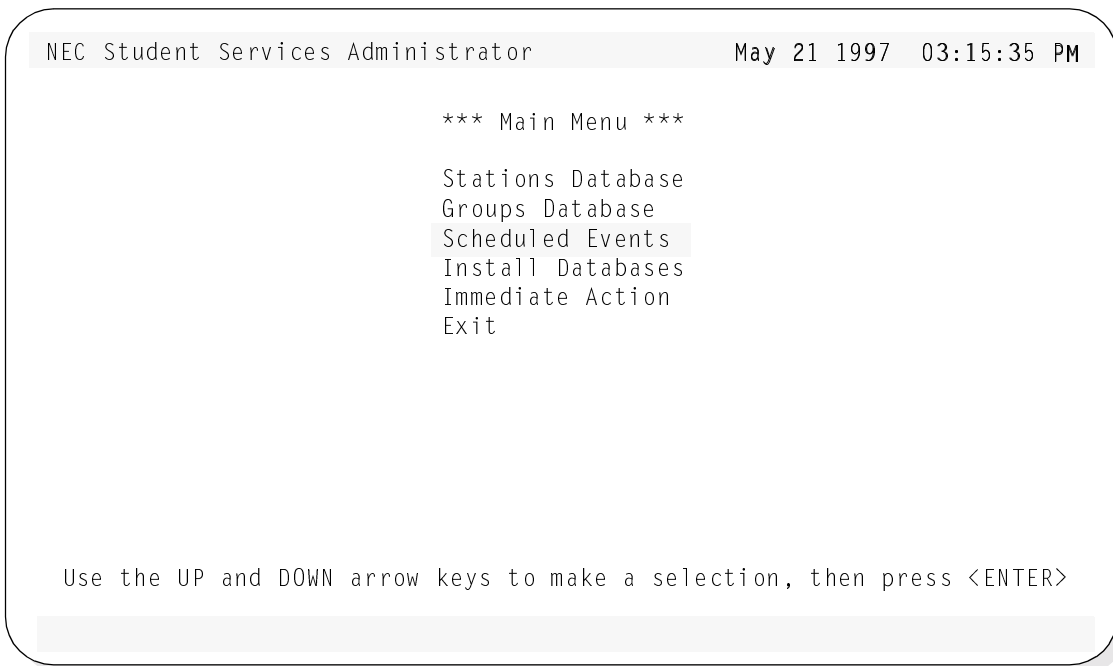


Figure 5-1 Main Menu Screen - Select Scheduled Events

Step 2: The Scheduled Events screen will be displayed (See Figure 5-2).

Continue to the next page...

Using Scheduled Events (Cont)

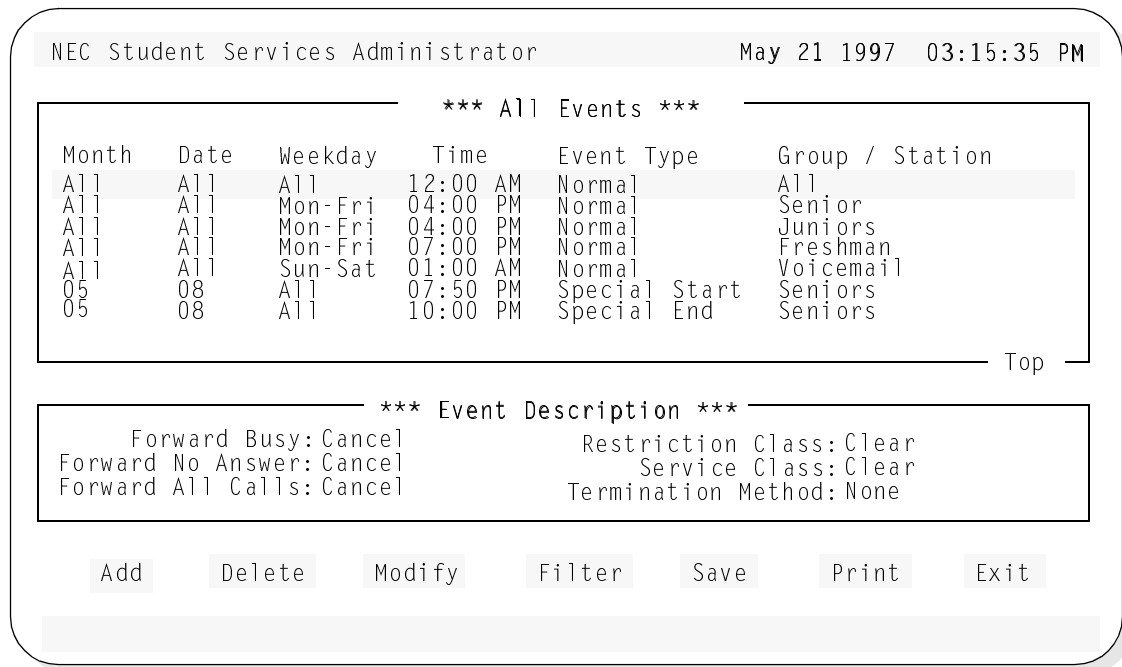


Figure 5-2 Scheduled Events Screen

The All Events window (top window) shows the events that have been scheduled and are currently in the database. The All Events window may contain many entries. When the highlight bar is positioned at the first of the database, *Top* will be shown in the lower right corner of the window (as shown in Figure 5-2). Likewise, when the end is reached, *End* will be displayed. Use the Up and Down arrow keys to move through the events.

The Events Description window (bottom window) shows the description items for the selected event (in the top window). Each event will have description items that set how the selected station or group will operate for that event.

Below the Events Description window, seven commands are available:

- **Add** Add an event to the database.
- **Delete** Delete an event from the database.
- **Modify** Change an existing event in the database.
- **Filter** Show specific event listings.
- **Save** Save the current changes to the working database.
- **Print** Print event information in the database.
- **Exit** Exit the Scheduled Events Database.

These commands are described in detail in the following sections.

Adding an Event

The **Add** command will add a new event to the Scheduled Events Database. Follow the steps to add a new event.

Step 1: From the Scheduled Events screen (Figure 5-2), press **Tab** to select the **Add** command (at the bottom of the screen) and press **Enter**. The following window will be displayed (with default values):

Add/Modify An Event

Time: 12:00 AM
 Month: All
 Date: All
 Weekdays: All-Yes Mon-Yes Tue-Yes Wed-Yes
 Thu-Yes Fri-Yes Sat-Yes Sun-Yes

Affected Stations: Group
 Event Type: Normal
 Forward Busy: Unchanged
 Forward No Answer: Unchanged
 Forward All Calls: Unchanged
 Restriction Class: Unchanged
 Service Class: Unchanged
 Termination Method: None

To Add an event, type data in all fields. To Modify an event, modify the desired fields. To save changes, select Ok and press <ENTER>. Press <ESC> or select Exit and press <ENTER> when done.

Ok Clear Exit

Step 2: The **Time** specifies the time of day when the event will be active or inactive. Type the hour for the new event and press **Tab**. Type the minutes for the new event and press **Tab**. Type hot keys **A** or **P** (or use the Up and Down arrow keys) to select either **AM** or **PM** for the time of the event, and press **Enter**. (See setting Event Times in Appendix)

Step 3: The **Month** specifies the month of the year the event will be active or inactive. Type a number value **1** to **12** or **A** (or use the Up and DOWN arrow keys) to select a specific month for the event, or select **All** and press **Enter**.

Note: *All selects all months for a recurring event every month.*

Continue to Step 4 on the next page...

Adding An Event (Cont)

Step 4: The **Date** specifies the day of the month when the event will be active or inactive. Type a number **1** to **31** or **A** (or use the Up and DOWN arrow keys) to select a specific day of the month for the event, or select **All** and press **Enter**.

Note: *All selects all days of the month(s) for a recurring event every day.*

Note: *If a date is specified, in addition to a set weekday, that does not correspond to this date, then the event will be active or inactive on this date and on the set weekday preceding and following this date (see Step 5 Example).*

Step 5: The **Weekday** specifies which day of the week the event is active or inactive. The **All** option selects this event to be active on all days of the week. Type a **Y** or **N** (or use the Up and DOWN arrow keys) to select **Yes** or **No** and press **Enter**.

- If Yes is selected, all weekdays are set to Yes.
- If No is selected, the option allows each day of the week to be specified.
 6. For **Mon**, select **Yes** or **No** for this event to be active or inactive for this weekday and press **Enter**. (**Yes** selects active.)
 7. Continue to select for each remaining weekday.

Note: *If a date is specified (see Step 4) and a weekday is set that does not fall on the Date weekday, then the event will first occur:*

- 1) on the set Weekday BEFORE the specified Date
- 2) on the specified Date
- 3) and on all FOLLOWING set Weekdays. (See Example).

Example: *A Month and Date of June 9 is specified. Then Weekdays of Tue and Thurs are set. The event will then be active:*

- on the preceding Tues and Thurs to June 9
- on June 9 (a Monday in 1997)
- and on each Tues. and Thurs following June 9.

Continue to Step 6 on the next page...

Adding An Event (Cont)

Step 6: Affected Stations specifies the group or station this event will act on. Type **G**, **S**, or **A** (or use the Up and DOWN arrow keys) to select **Group**, **Station** or **All** and press **Enter**.

- If selecting **Group**, a listing of all groups in the Groups Database will be displayed. Type the name of the group (or use the Up and DOWN arrow keys to select the affected group) for this event and press **Enter**.

- If selecting **Station**, a listing of all stations in the Stations Database will be displayed. Type the number of the station (or use the Up and DOWN arrow keys to select the affected station) for this event and press **Enter**.

- If selecting **All**, then all groups and all stations will be affected by this event.

Step 7: Event Type specifies one of three event types for this event:

- **Normal** is the usual event type for recurring or ongoing events.
- **Special Start** is an event start that will override an existing normal event.
- **Special End** is an event end that will reset the current special event and return settings to the current normal event.

- Type **N**, **S**, or **E** (or use the Up and DOWN arrow keys) to select **Normal**, **Special Start** or **Special End** and press **Enter**.

Step 8: Forward Busy specifies the action for incoming calls to this station or group, for a busy line(s), during this event. Three actions for this event are available:

- **Unchanged** does not change the current condition from the previous valid event for this specified station or group.
- **Set** will set a station number where incoming calls will be forwarded to in the case of a busy line.
- **Cancel** will cancel any previous Forward Busy action and return to the default PBX action for this station or group.

- Type **U**, **S**, or **C** (or use the Up and DOWN arrow keys) to select **Unchanged**, **Set** or **Cancel** and press **Enter**.

- If **Set** is selected, type the station number where the callers will be forwarded when the station or group is busy during this event, and press **Enter**.

Adding An Event (Cont)

Step 9: Forward No Answer specifies the action for incoming calls to this station or group, for an unanswered line(s), during this event. Three actions for this event are available:

- **Unchanged** does not change the current condition from the previous valid event for this specified station or group.
- **Set** will set a station number where incoming calls will be forwarded to in the case of a unanswered line.
- **Cancel** will cancel any previous Forward No Answer action and return to the default PBX action for this station or group.
- Type **U**, **S**, or **C** (or use the Up and DOWN arrow keys) to select **Unchanged**, **Set** or **Cancel** and press **Enter**.
- If **Set** is selected, type the station number where the callers will be forwarded when the station or group is unanswered during this event, and press **Enter**.

Step 10: Forward All Calls specifies the action for incoming calls to this station or group, during this event. Three actions for this event are available:

- **Unchanged** does not change the current condition from the previous valid event for this specified station or group.
- **Set** will set a station number where all incoming calls will be forwarded.
- **Cancel** will cancel any previous Forward All Calls action and return to the default PBX action for this station or group.
- Type **U**, **S**, or **C** (or use the Up and DOWN arrow keys) to select **Unchanged**, **Set** or **Cancel** and press **Enter**.
- If **Set** is selected, type the station number where the callers will be forwarded for the station or group during this event and press **Enter**.

Continue to Step 11 on the next page...

Adding An Event (Cont)

Step 11: Restriction Class specifies a PBX designated action class for this station or group, during this event. Three actions for this event are available:

- **Unchanged** does not change the current restriction class from the previous valid event for this specified station or group.
 - **Clear** will remove any restriction class actions for this station or group during this event.
 - **1, 2...** will select a specific PBX designated restriction class, for this station or group, during this event.
- Type **U**, **C**, or a number (or use the Up and DOWN arrow keys) to select **Unchanged**, **Clear** or **1,2...** and press **Enter**.

Note: *The Restriction Class is defined and designated at the PBX. A restriction class may be different depending on PBX operations. For the actions designated by Restriction Classes, refer to the related PBX configuration for this site.*

Step 12: Service Class specifies a PBX designated action class for this station or group, during this event. Three actions for this event are available:

- **Unchanged** does not change the current service class from the previous valid event for this specified station or group.
 - **Clear** will remove any service class actions for this station or group during this event.
 - **1, 2...** will select a specific PBX designated service class, for this station or group, during this event.
- Type **U**, **C**, or a number (or use the Up and DOWN arrow keys) to select **Unchanged**, **Clear** or **1,2...** and press **Enter**.

Note: *The Service Class is defined and designated at the PBX. A service class may be different depending on PBX operations. For the actions designated by Service Classes, refer to the related PBX configuration for this site.*

Continue to Step 13 on the next page...

Adding An Event (Cont)

Step 13: Termination Method specifies the action taken for any current connections (calls in progress), for the station or group, when this event is started. Two actions are available:

- **None** does not change the status of any connections. No calls in progress are affected when this event begins.
- **All** will disconnect any connections for the station or group, when this event begins.

Note: Typically for the All action, an announcement message from the PBX is designated to play to any connected callers when the event begins. The announcement may alert the callers that they will be disconnected within a short time period. Refer to the PBX configuration information for this site.

- Type **N** or **A** (or use the Up and DOWN arrow keys) to select **None** or **All** and press **Enter**.

Step 14: Select **Ok** and press **Enter**. The following message will be displayed in the screen message bar:

The event has been added to the schedule

- To add more events, select **Clear**, press **Enter**, and repeat this procedure from Step 2.

Step 15: When finished adding events, press **Esc** to return to the Scheduled Events screen.

Step 16: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. See [“Saving & Installing Database” on page 81](#).

This completes the Adding an Event procedure...

Deleting an Event

The **Delete** command will delete a scheduled event from the Scheduled Events Database. Follow the steps to delete an event:

Step 1: From the Scheduled Events screen (Figure 5-2), in the All Events window, use the UP and DOWN arrow keys to select the event to delete.

Step 2: Press **Tab** to select the **Delete** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

Delete An Event					
Month	Date	Weekday	Time	Event Type	Group / Station
All	All	Mon-Fri	04:00 PM	Normal	Senior
Forward Busy: Cancel			Restriction Class: Clear		
Forward No Answer: Cancel			Service Class: Clear		
Forward All Calls: Cancel			Termination Method: None		
To delete this event, select Ok and press <ENTER>. Press <ESC> or select Exit and press <ENTER> when done.					
Ok			Exit		

Step 3: Select **Ok** and press **Enter** to delete the event. The following message will be displayed in the screen message bar:

Event removed from the schedule

- To delete more events, press **Esc** and repeat this procedure from Step 1.

Step 4: When finished deleting events, press **Esc** (or select **Exit**) to return to the Scheduled Events screen.

Step 5: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. See [“Saving & Installing Database” on page 81](#).

This completes the Deleting an Event procedure...

Modifying An Event

The **Modify** command will allow a change to any of the event option parameters that were set when the event was added.

Step 1: From the Scheduled Events screen (Figure 5-2), in the All Events window, use the UP and DOWN arrow keys to select the event to modify.

Step 2: Press **Tab** to select the **Modify** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

```

Add/Modify An Event
Time: 10:00 PM
Month: All
Date: All
Weekdays: All-Yes    Mon-Yes    Tue-Yes    Wed-Yes
              Thu-Yes    Fri-Yes    Sat-Yes    Sun-Yes
Affected Stations: Group Seniors
Event Type: Normal
Forward Busy: Unchanged
Forward No Answer: Unchanged
Forward All Calls: Unchanged
Restriction Class: 5
Service Class: 4
Termination Method: None

To Add an event, type data in all fields. To Modify an event, modify
the desired fields. To save changes, select Ok and press <ENTER>.
Press <ESC> or select Exit and press <ENTER> when done.

Ok          Clear          Exit

```

Step 3: Modify the desired event parameter. (Press **Tab** to select the parameters)

Step 4: Select **Ok** and press **Enter** to modify the event. The following message will be displayed in the screen message bar:

The selected event has been modified

- To modify more events, press **Esc** and repeat this procedure from Step 1.

Continue to Step 5 on the next page...

Modifying An Event (Cont)

Step 5: When finished modifying events, press **Esc** (or select **Exit**) to return to the Scheduled Events screen.

Step 6: Whenever changes are made to one of the databases, it is recommended the changes be saved to disk before proceeding to another operation. [See “Saving & Installing Database” on page 81.](#)

This completes the Modifying an Event procedure...

Filter

The **Filter** command will display selected event entries from the Scheduled Events Database. Four Options are available:

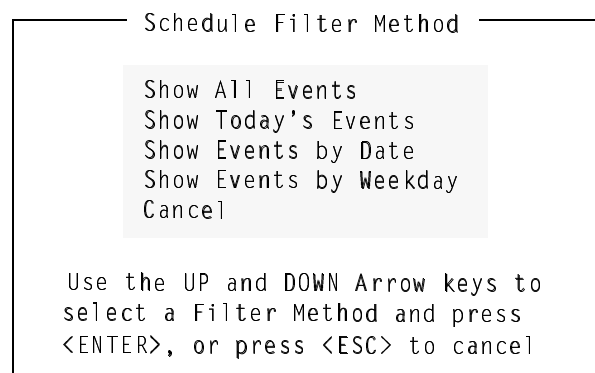
- Show All Events** Shows all events in the database
- Show Today's Events** Shows only the events scheduled for today
- Show Events by Date** Shows events scheduled for a specific date
- Show Events by Weekday** Shows events scheduled for a specific weekday

Follow the next procedures for these filter options.

Show All Events

Follow the steps to filter the Scheduled Events Database for All Events.

Step 1: From the Scheduled Events screen (Figure 5-2), press **Tab** to select the **Filter** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:



Step 2: Use the UP and DOWN arrow keys to select **Show All Events** and press **Enter**. The Scheduled Events screen will be displayed with filtered events displayed in the All Events window (see below).

*** All Events ***						
Month	Date	Weekday	Time	Event Type	Group / Station	
All	All	All	12:00 AM	Normal	All	
All	All	Mon-Fri	04:00 PM	Normal	Senior	
All	All	Mon-Fri	04:00 PM	Normal	Juniors	
All	All	Mon-Fri	07:00 PM	Normal	Freshman	
All	All	Sun-Sat	01:00 AM	Normal	Voicemail	
05	08	All	07:50 PM	Special Start	Seniors	
05	08	All	10:00 PM	Special End	Seniors	

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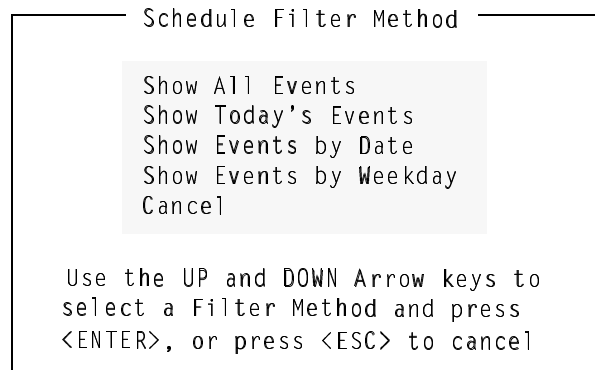
Step 3: If finished with the Scheduled Events Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Filter (Cont)

Show Today's Events

Follow the steps to filter the Scheduled Events Database for Today's Events.

Step 1: From the Scheduled Events screen (Figure 5-2), press **Tab** to select the **Filter** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:



Step 2: Use the UP and DOWN arrow keys to select **Show Today's Events** and press **Enter**. The Scheduled Events screen will be displayed with filtered events displayed in the Today's Events window (see below).

```

*** Today's Events ***
Month   Date   Weekday   Time   Event Type   Group / Station
All     All    All       12:00 AM Normal       All
All     All    Mon-Fri   04:00 PM Normal       Senior
All     All    Mon-Fri   04:00 PM Normal       Juniors
All     All    Mon-Fri   07:00 PM Normal       Freshman
    
```

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Note: *The example shows a display for a today's date of Monday, June 16. Month/Date/Weekday (All) events will be displayed and Monday events.*

Step 3: If finished with the Scheduled Events Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Filter (Cont)

Show Events By Date

Follow the steps to filter the Scheduled Events Database for Events by Date.

Step 1: From the Scheduled Events screen (Figure 5-2), press **Tab** to select the **Filter** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:

Schedule Filter Method

Show All Events
Show Today's Events
Show Events by Date
Show Events by Weekday
Cancel

Use the UP and DOWN Arrow keys to select a Filter Method and press <ENTER>, or press <ESC> to cancel

Step 2: Use the UP and DOWN arrow keys to select **Show Events by Date** and press **Enter**. The following window will be displayed.

Show Events By Date

 / /

Type the filtering date as MM/DD/YYYY, where MM=the month (1..12), DD=the day (1..31) and YYYY=the year, or press <ESC> to cancel

Ok Clear Exit

Continue to Step 3 on the next page...

Filter (Cont)

Show Events By Date (Cont)

Step 3: Type the date to filter the database and press **Enter**. The Scheduled Events screen will be displayed with the selected date events displayed in the window (example below for a selected date of June 16, 1997):

*** June 16 1997 Events ***						
Month	Date	Weekday	Time	Event Type	Group / Station	
All	All	All	12:00 AM	Normal	All	
All	All	Mon-Fri	04:00 PM	Normal	Senior	
All	All	Mon-Fri	04:00 PM	Normal	Juniors	
All	All	Mon-Fri	07:00 PM	Normal	Freshman	
06	16	All	10:00 PM	Special Start	Seniors	

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Note: Since "All" Month and "All" Day events would include June 16, those events are displayed along with any specific June 16 events.

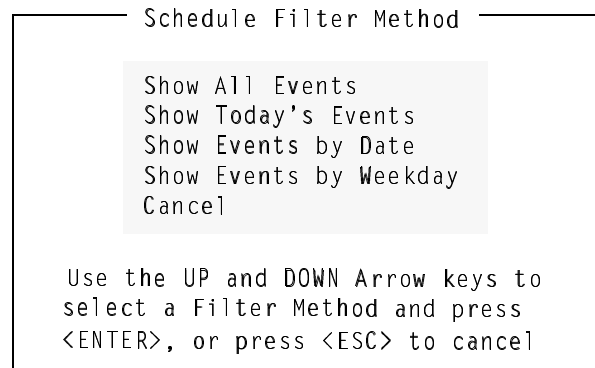
Step 4: If finished with the Scheduled Events Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Filter (Cont)

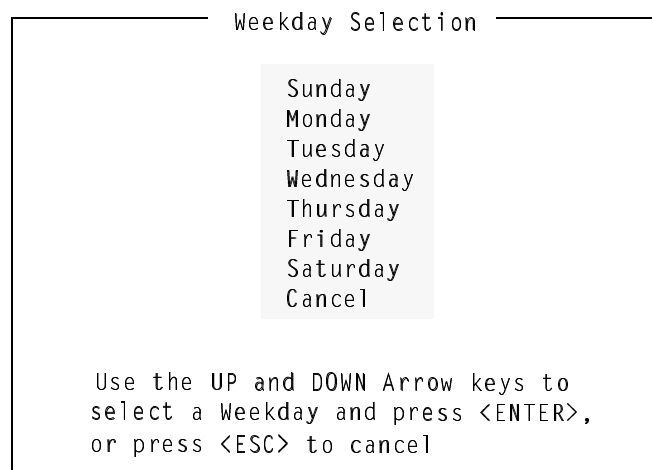
Show Events By Weekday

Follow the steps to filter the Scheduled Events Database for Events by Weekday.

Step 1: From the Scheduled Events screen (Figure 5-2), press **Tab** to select the **Filter** command (at the bottom of the screen) and press **Enter**. The following window will be displayed:



Step 2: Use the UP and DOWN arrow keys to select **Show Events by Weekday** and press **Enter**. The following window will be displayed.



Continue to Step 3 on the next page...

Filter (Cont)

Show Events By Weekday (Cont)

Step 3: Use the UP and DOWN arrow keys to select the weekday and press **Enter**. The Scheduled Events screen will be displayed with selected weekday events displayed in the window (example below for selected weekday Monday):

*** Monday's Events ***						
Month	Date	Weekday	Time	Event Type	Group / Station	
All	All	All	12:00 AM	Normal	All	
All	All	Mon-Fri	04:00 PM	Normal	Senior	
All	All	Mon-Fri	04:00 PM	Normal	Juniors	
All	All	Mon-Fri	07:00 PM	Normal	Freshman	
05	08	All	07:50 PM	Special Start	Seniors	
05	08	All	12:00 PM	Special End	Seniors	

Top

Note: Any "All" Weekday events would be displayed as this would include Monday, along with specific Monday events.

Step 4: When finished with the Scheduled Events Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Saving & Installing Database

Changes made to the Scheduled Events Database using the Add, Delete or Modify commands are first changed to UAP memory. It is recommended, when a series of changes are made that the changes are saved. This command saves the changes to UAP disk. This prevents an error made in a later change operation from affecting any previous changes.

***For example:** When adding events, add all the needed events. Before proceeding to any other operation (such as deleting or modifying an event); save these add changes. Then, if an error is encountered in a later modify operation; a cancel, or clear to start over will not affect the changes made in the previous Add operation.*

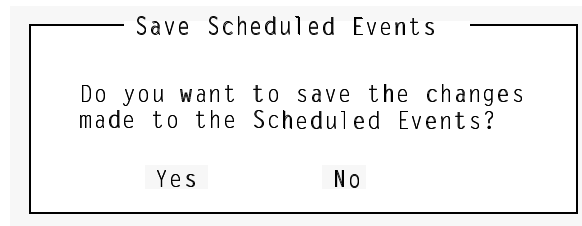
In all the operations (Add, Delete, and Modify), this Save operation was provided as an ending step in all the procedures. However, the Save operation can be done at any time.

The databases will not become recognized by the system, until the databases have been installed in the system. Unlike the save command following each database change, the Install Databases command only needs to be performed when all changes to any (and all) of the Student Services database are completed.

Save Database

Follow the steps below to save the database.

Step 1: From the Scheduled Events Database screen (Figure 5-2), press **Tab** to select the **Save** command, and press **Enter**. The following window will be displayed:



Step 2: Select **Yes** and press **Enter** to save all changes. The following will be displayed in the screen message bar:

The changes made to the Scheduled Events have been saved

Step 3: If finished with the Scheduled Events Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Continue to Install Database on the next page...

Install Database

The Install Database function installs the Student Services Working Database to the PBX. The working database then becomes the installed database that the PBX will operate from. Until the working database is installed, the PBX will not be able to implement any changes made to station parameters in Student Services.

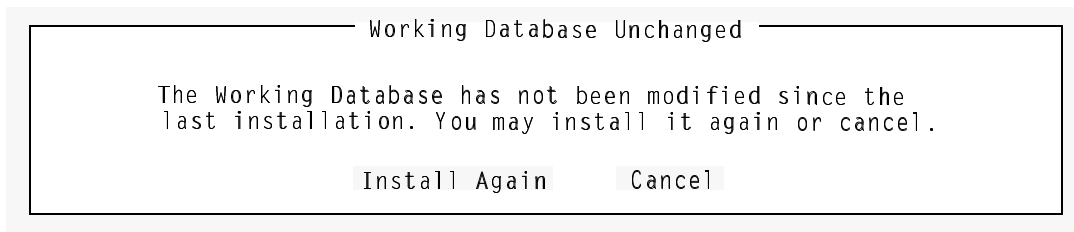
Note: *This step only needs to be performed if no other changes to any of the databases will be made at this time. Otherwise complete any other changes and then perform a Install Databases procedure.*

Follow the step below to install the database.

Step 4: From the Student Services Main Menu, select the **Install Databases** function, and press **Enter**. The following message appears in the screen message bar:

The Working Database has been installed

- If no changes have been made to the working database, the following window will be displayed:



This completes the Save and Install Databases procedures...

Print

Various Schedule Events Database information can be printed to a hardcopy printer device. Three Print options are available:

Current Record Prints the current record selected in the events window from the Scheduled Events Database.

Records On Screen Prints all records shown in the events window from the Scheduled Events Database.

All Records Prints all the records in the Scheduled Events Database.

Follow the next procedures for these print options:

Printing Event Current Record

Prints the current record of the selected scheduled event.

Step 1: From the Scheduled Events Database screen (Figure 5-2), use the UP and DOWN arrow keys to select an event (in the events window).

Step 2: Press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

Print Scheduled Events

Records to Print:

Select the records to print, then select Print and press <ENTER>. Press <ESC> or select Cancel and press <ENTER> to cancel.

Step 3: Use the UP and DOWN arrow keys to select **Current Record** and press **Enter**.

Step 4: Select **Print** and press **Enter**. The following message will be displayed in the screen message bar and the record will be printed on the online printer device.

Printing the selected scheduled event

Step 5: When finished with the Scheduled Events Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Print (Cont)

Printing Event Records On Screen

Prints the records of the scheduled events displayed in the events window from the Scheduled Events Database.

Step 1: From the Scheduled Events Database screen (Figure 5-2), use the UP and DOWN arrow keys to select the events to print (in the events window). The records for all events shown in the window will be printed.

Step 2: Press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

```

Print Scheduled Events

Records to Print: Current Record  Current Record
                  Records On Screen
                  All Records

Select the records to print, then select Print and press <ENTER>.
Press <ESC> or select Cancel and press <ENTER> to cancel.

Print          Cancel
  
```

Step 3: Use the UP and DOWN arrow keys to select **Records On Screen** and press **Enter**.

Step 4: Select **Print** and press **Enter**. The following message will be displayed in the screen message bar and the records will be printed on the online printer device.

Printing the scheduled events shown on screen

Step 5: If finished with the Scheduled Events Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Print (Cont)

Printing Event All Records

Prints the records for all events in the Scheduled Events Database.

Step 1: From the Scheduled Events Database screen (Figure 5-2), press **Tab** to select the **Print** command, and press **Enter**. The following window will be displayed:

```
Print Scheduled Events

Records to Print: Current Record      Current Record
                                      Records On Screen
                                      All Records

Select the records to print, then select Print and press <ENTER>.
Press <ESC> or select Cancel and press <ENTER> to cancel.

      Print          Cancel
```

Step 2: Use the UP and DOWN arrow keys to select **All Records** and press **Enter**.

Step 3: Select **Print** and press **Enter**. The following message will be displayed in the screen message bar and the records will be printed on the online printer device.

Printing all scheduled events

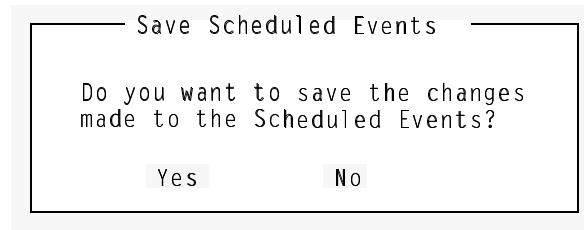
Step 4: If finished with the Scheduled Events Database, press **Esc** or select **Exit** to return to the Student Services Main Menu.

Exit

Follow the step to exit the Scheduled Events Database function.

Step : From the Scheduled Events Database screen (Figure 5-2), press **Tab** to select the **Exit** command, and press **Enter**.

- If changes have been made and not saved to the database, The following window will be displayed:



- Select **Yes** and press **Enter** to save all changes. The following will be displayed in the screen message bar:

The changes made to the Scheduled Events have been saved

Chapter 6 INSTALL DATABASES

Install Databases

The Install Database function installs the Student Services Working Database to the PBX. The working database then becomes the installed database that the PBX will operate on.

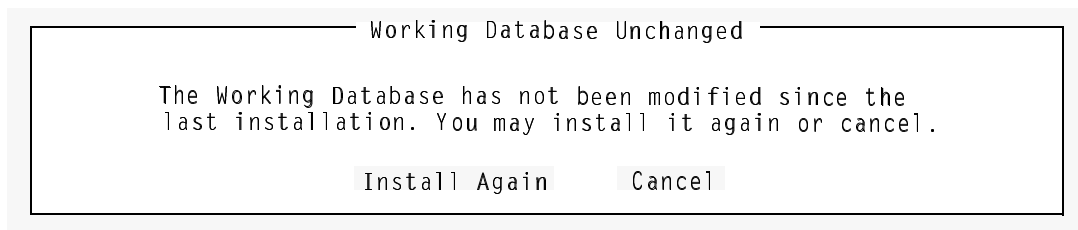
Until the working database is installed, the PBX will not be able to implement any changes made to station parameters in Student Services. Follow the step below to install the working database:

Procedure

Step : From the Student Services Main Menu, select the **Install Databases** function, and press **Enter**. The following message appears in the screen message bar:

The Working Database has been installed

- If no changes have been made to the working database, the following window will be displayed:



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Chapter 7 IMMEDIATE ACTION

Immediate Action

The Immediate Action function can be used to override the current parameters for a selected station, group, or all groups and stations. This could be required for a special one-time situation or an emergency event.

This function allows selected parameters to be changed and the changes immediately sent to the PBX. The PBX will act on these when received.

When the Immediate Action function is selected from the Main Menu, the following screen will be displayed (Figure 6-1):

```

NEC Student Services Administrator          May 21 1997 03:15:35 PM

*** Immediate Action ***

Affected Stations: Group      Group
                  Event Type: Normal  Station
                  Forward Busy: Unchange All
Forward No Answer: Unchanged
Forward All Calls: Unchanged
Restricted Class: Unchanged
Service Class: Unchanged
Termination Method: None

Activate      Clear      Exit
  
```

Figure 7-1 Immediate Action Screen

Menu Options

Each screen item can have multiple options for each menu item. These options will be displayed in a popup window when the item is selected:

- Affected Stations:** Options - **Group, Station, All**
 (If Group or Station is selected, another popup window allows the selection of the specific group or station from the current defined group and station databases.)
- Event Type:** Options - **Normal, Special Start, Special End**
 -Normal selects Normal event type
 -Special Start selects Special Start event type
 -Special End selects Special End event type

Immediate Action (Cont)

Menu Options (Cont)

- Forward Busy:** Options - **Unchanged, Set, Cancel**
- Unchanged leaves the current setting unchanged
 - Set, enter the destination station number where the station will be forwarded.
 - Cancel, cancels the forward for this station or group.
- Forward No Answer:** Options - **Unchanged, Set, Cancel**
- Unchanged leaves the current setting unchanged
 - Set, enter the destination station number where the station will be forwarded.
 - Cancel, cancels the forward for this station or group.
- Forward All Calls:** Options - **Unchanged, Set, Cancel**
- Unchanged leaves the current setting unchanged
 - Set, enter the destination station number where the station will be forwarded.
 - Cancel, cancels the forward for this station or group.
- Restriction Class:** Options - **Unchanged, Clear, 1-15**
- Unchanged leaves the current class unchanged
 - Clear returns the setting to the PBX default*
 - 1-15 refer to classes defined by the PBX*.
- *Refer to the PBX configuration for these settings.*
- Service Class:** Options - **Unchanged, Clear, 1-15**
- Unchanged leaves the current class unchanged
 - Clear returns the setting to the PBX default*
 - 1-15 refer to classes defined by the PBX*.
- *Refer to the PBX configuration for these settings.*
- Termination Method:** Options - **None, All**
- None, no connected stations affected
 - All connected stations will be disconnected

Below the Menu window, one of three commands are available to complete the Immediate Action Function:

- Activate** Activate sends the changes to the PBX and completes the action.
- Clear** Clears all item and option changes made on this screen. This can be used to clear all changes and start over if an error was made.
- Exit** Exits the Immediate Action function WITHOUT activating the changes made on this screen.

Immediate Action (Cont)

Procedure

Follow the steps to perform an Immediate Action:

Step 1: From the Student Services Main Menu, select the **Immediate Action** function and press **Enter**. The Immediate Action screen (Figure 6-1) will be displayed.

Step 2: Make all desired changes to the station and group parameters.

Step 3: When finished making changes, press **Tab** to select the **Activate** command and press **Enter**.

- If performing an Immediate Action on a group, the following message will display in the screen message bar (for example group Admin):

Immediate Action performed on group Admin

- If performing an Immediate Action on a station, the following message will display in the screen message bar (for example station 1000):

Immediate Action performed on station 1000

- If performing an Immediate Action on All, the following message will display in the screen message bar:

Immediate Action performed on all stations

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Chapter 8 SPECIAL FUNCTIONS

A special function in Student Services allows an administrator to place calls to stations that are currently scheduled as restricted.

Student Services Override

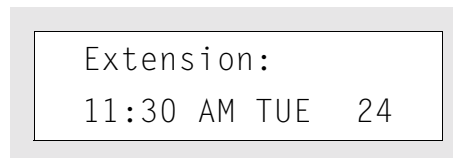
The Override function allows a Student Services Administrator to call a restricted station. Follow the steps for this procedure.

Step 1: From a D^{term} phone, press the function key assigned for the Student Services Override function.

Note: *If this function key is used for other OAI applications, an access code must also be entered using the D^{term} numeric keypad.*

Note: *The originating D^{term} phone must be On-Hook for this function.*

- When activated, the assigned function key LED will flash and the following will display in the D^{term} LCD display:

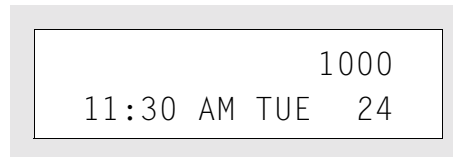


- If no action takes place, the function key may not be properly configured at the PBX. (Refer to the PBX configuration information to verify the Student Services Override function has been configured and which D^{term} key has been assigned.)
- If a “chime chime (pause) chime chime” sequence is heard, the override function may be configured on the PBX but the override function is not working properly.

Continue to Step 2 on the next page...

Student Services Override (Cont)

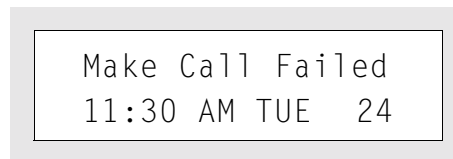
Step 2: Enter the destination extension number using the D^{term} numeric keypad. When the first digit is entered, the LCD display will clear and the entered digits will be shown in the upper right corner. (The following LCD display example for an entered number of 1000) (See ***Special Note*** below):



- When all digits are entered, the function key LED will stop flashing and the Student Services Override will place the call to the destination station. The D^{term} is placed in speaker phone mode with the ringing tone heard through the speaker. The destination extension will flash in the LCD display while ringing, and go steady when answered.

Note: *The D^{term} handset may be taken off-hook at anytime to take the phone out of speaker phone mode. The call may be cancelled by pressing the speaker button or by taking the handset off-hook and then returning the handset to on-hook.*

- If the call cannot be placed, the following message will display in the D^{term} LCD display:



Special Note - Multi-length station numbers...

Student Series can accommodate multi-length station numbers. A site configuration may implement (for example): 4-digit station numbers AND 5-digit station numbers.

- When making an Override call at a site with multi-length station numbers: Enter the destination number followed by the # key at the D^{term} keypad.

Continue to Step 3 on the next page...

Student Services Override (Cont)

Step 3: When the destination station answers, begin conversation.

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Appendix A EXAMPLE SCHEDULED EVENTS

Scheduled Events is the main feature of Student Services. Events can be scheduled that allow different operating privileges for a station or a group of stations. These events can be recurring events or they can be scheduled as a one-time occurrence.

The example events shown are representative of a university student dormitory or housing facility. This is the primary application of Student Services. The examples are not indicative of all possibilities, but a typical application to provide ideas and a starting point for your specific site requirements.

Example Station Groups

As described in other chapters of this Student Services guide, stations can be grouped to allow group-wide scheduling of events and services. One example would group stations by class, administration, and voice mail as follows:

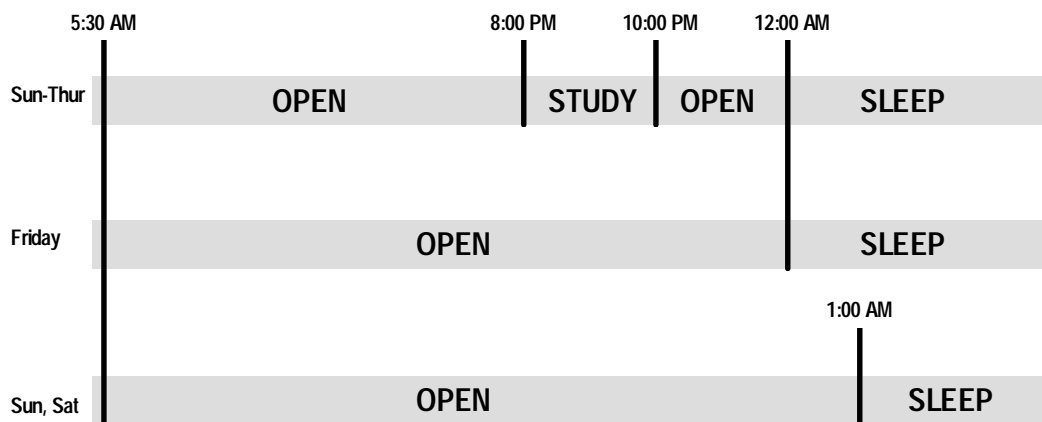
- Station Groups** --- Freshman
 Sophomores
 Juniors
 Seniors
 Administration
 Voice Mail

This would create six station groups. Keep in mind that other stations that are not grouped can still be controlled by Student Services on an individual basis. Refer to Chapter 4 of this guide for detail procedures on how to establish station groups.

Normal Event Scheduling

Using the example station groups (above), the following is an example of normal scheduled events for a student dormitory site:

***Site:** A student dormitory, with university classes Monday through Thursday. No regular classes on Friday, Saturday, or Sunday.*



Example Events (Cont)

Normal Event Scheduling (Cont)

The Open periods would allow:

- Unlimited calling (using Restriction Class)
- Caller access to voice mail
- Call Waiting (using Service Class).

The Study and Sleep periods would allow:

- No calling except for emergency 911 calls (using Restriction Class)
- Forward all incoming calls to voice mail
- No caller access to voice mail
- No Call Waiting (using Service Class).

In this example, with classes Monday through Thursday, a Study period is provided from 8:00 PM to 10:00 PM. Friday, with no regular classes, all day is an Open period except for the Sleep period. Saturday and Sunday allow for a little later Open period before “Lights Out”. This would be a typical scenario allowing Open periods for unrestricted calls and other restricted periods.

Note: *In the case of an urgent message or other emergency, the Administrator can Override any calling restriction. See Chapter 7 of this guide for the procedure to Override a call restriction.*

Events would be established for each group and for each day sequence. This would require a total of 48 events (Sun-Thur 6 groups x 4 events + Fri 6 groups x 2 events + Sun, Sat 6 groups x 2 events). These would be normal events and would be in affect as scheduled except for any special event. Refer to Chapter 5 of this guide for detail procedures on how to schedule normal events.

Many options and variations are certainly possible depending on the needs of the site. Special restrictions could be set for calling BETWEEN select groups or a variety of station groupings. Most any condition can be accommodated using the Student Services application, the PBX Restriction Class codes, and the PBX Service Class codes.

Example Events (Cont)

Special Event Scheduling

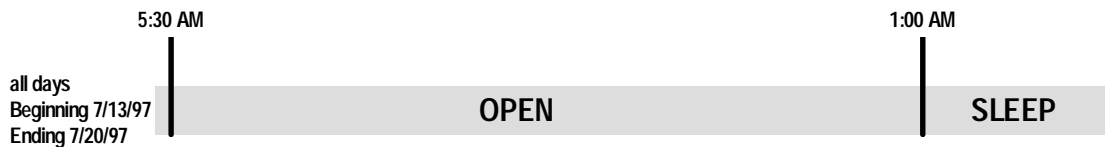
As described in Chapter 5 of this guide, a Special Event overrides a Normal Event. The Special event is a one-time event or special situation, separate from a Normal event.

In the university setting, Special Events could include class breaks and vacations, building closings, holidays, or other non-routine events. Using the dormitory example from the previous section, the following are some typical examples of Special Events:

Consider the Normal events (from the previous example) initially are in affect...

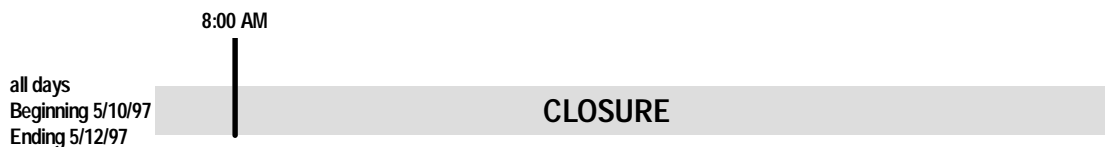
Special Event 1 - University Holiday

- Change normal events and restrictions to Open period with late Sleep period restrictions starting and ending on the specified dates. No classes during this period, but some students will still reside in the dorms. Following the ending date, the normal events return in affect.



Special Event 2 - Building Closure

- Change normal events and restrictions to disallow all calls and features over the specified dates. Due to repairs, the building will be closed with no students in residence during this period. Following the ending date, the normal events return in affect.



Example Events (Cont)

Special Event Scheduling (Cont)

Special Event 3 - Student meeting

- Change normal events and restrictions to disallow all calls and features over the specified times, forwarding all calls to voice mail. Due to student meeting, avoid interruptions by restricting all calls during the meeting period. Following the period, the normal events return in affect.



As in Normal Events, many options and variations are certainly possible for Special Events. Refer to Chapter 5 of this guide for detail procedures on how to schedule Special events. Most any condition can be accommodated using the Student Services application, the PBX Restriction Class codes, and the PBX Service Class codes.