

MOD KEY 32

Program Record Form

Customer: _____

Location: _____ Date: _____

No. of Extensions: _____ No. of Lines: _____

The Program Record Form is used to record the program options selected in Section 2 of the MOD KEY 32 Software Manual. This form should be completed and kept in a safe place. A copy of the form can be left at the customer site for future reference.

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**PROGRAM 1 - Routine 1: Direct Station Selection (DSS)
 Routine 2: Speed Dial/Save
 Routine 3: Paging
 Routine 4: Line Access and Ringing**

Keys	1	2	3	4	5	6	7	8	9	10	11	12
EXT. 01	/	/	/	/	/	/	/	/	/	/	/	/
02	/	/	/	/	/	/	/	/	/	/	/	/
03	/	/	/	/	/	/	/	/	/	/	/	/
04	/	/	/	/	/	/	/	/	/	/	/	/
05	/	/	/	/	/	/	/	/	/	/	/	/
06	/	/	/	/	/	/	/	/	/	/	/	/
07	/	/	/	/	/	/	/	/	/	/	/	/
08	/	/	/	/	/	/	/	/	/	/	/	/
09	/	/	/	/	/	/	/	/	/	/	/	/
10	/	/	/	/	/	/	/	/	/	/	/	/
11	/	/	/	/	/	/	/	/	/	/	/	/
12	/	/	/	/	/	/	/	/	/	/	/	/
13	/	/	/	/	/	/	/	/	/	/	/	/
14	/	/	/	/	/	/	/	/	/	/	/	/
15	/	/	/	/	/	/	/	/	/	/	/	/
16	/	/	/	/	/	/	/	/	/	/	/	/
17	/	/	/	/	/	/	/	/	/	/	/	/
18	/	/	/	/	/	/	/	/	/	/	/	/
19	/	/	/	/	/	/	/	/	/	/	/	/
20	/	/	/	/	/	/	/	/	/	/	/	/
21	/	/	/	/	/	/	/	/	/	/	/	/

From extension 01:

1. Dial #.
 2. Dial 1.
 3. Dial extension number.
 4. Press desired key.
 5. Dial Routine number from top half of box.
 6. Enter code from bottom half of box. Hear beep.
- To enter data for another key at the same extension, repeat steps 4-6.
 - To enter data for another extension, repeat steps 3-6.
 - To exit the program, press HF/MON/SPK.

(continued)

PROGRAM 1 – Routines 1-4 (continued)

Keys		1	2	3	4	5	6	7	8	9	10	11	12
EXT.	22	/	/	/	/	/	/	/	/	/	/	/	/
	23	/	/	/	/	/	/	/	/	/	/	/	/
	24	/	/	/	/	/	/	/	/	/	/	/	/
	25	/	/	/	/	/	/	/	/	/	/	/	/
	26	/	/	/	/	/	/	/	/	/	/	/	/
	27	/	/	/	/	/	/	/	/	/	/	/	/
	28	/	/	/	/	/	/	/	/	/	/	/	/
	29	/	/	/	/	/	/	/	/	/	/	/	/
	30	/	/	/	/	/	/	/	/	/	/	/	/
	31	/	/	/	/	/	/	/	/	/	/	/	/
	32	/	/	/	/	/	/	/	/	/	/	/	/

From extension 01:

1. Dial #.
 2. Dial 1.
 3. Dial extension number.
 4. Press desired key.
 5. Dial Routine number from top half of box.
 6. Enter code from bottom half of box.
Hear beep.
- To enter data for another key at the same extension, repeat steps 4-6.
 - To enter data for another extension, repeat steps 3-6.
 - To exit the program, press HF/MON/SPK.

PROGRAM 1 - Line Access and Ringing

Keys	1	2	3	4	5	6	7	8	9	10	11	12
EXT. 01						00						
02												
03												
04												
05												
06												
07												
08												
09												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												

From extension 01:

1. Dial #.
 2. Dial 1.
 3. Dial extension number.
 4. Press desired key.
 5. Dial 4.
 6. Dial four-digit code from Key box.
- OR
- Dial 00 to erase a line (see NOTE).

Either way, hear beep.

- To enter data for another key at the same extension, repeat steps 4-6.
- To enter data for another extension, repeat 3-6.
- To exit the program, press HF/MON/SPK.

NOTE: When 00 is entered, the key is automatically assigned to Transfer Receive.

NOT REQUIRED FOR ISSUE 1-1

(continued)

PROGRAM 1 - Line Access and Ringing (continued)

Keys	1	2	3	4	5	6	7	8	9	10	11	12
EXT. 22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												

From extension 01:

1. Dial #.
2. Dial 1.
3. Dial extension number.
4. Press desired key.
5. Dial 4.
6. Dial four-digit code from Key box.

OR

Dial 00 to erase a line (see NOTE).

- To enter data for another key at the same extension, repeat steps 4-6.
- To enter data for another extension, repeat steps 3-6.
- To exit the program, press HF/MON/SPK.

NOTE: When 00 is entered, the key is automatically assigned to Transfer Receive.

NOT REQUIRED FOR ISSUE

PROGRAM 2 - Night Ringing, Door Chime Recipients, External Call Waiting

	A	B	C	D
EXT. 01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

From extension 01:

1. Dial #.
2. Dial 2.
3. Dial extension number.
4. Enter ABCD data. Hear beep.

- To enter ABCD data for another extension, repeat steps 3-4.
- To exit the program, press HF/MON/SPK.

(continued)

PROGRAM 2 – Night Ringing, Door Chime Recipients, External Call Waiting (continued)

	A	B	C	D
EXT. 22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				

From extension 01:

1. Dial #.
 2. Dial 2.
 3. Dial extension number.
 4. Enter ABCD data. Hear beep.
- To enter ABCD data for another extension, repeat steps 3-4.
 - To exit the program, press HF/MON/SPK.

PROGRAM 3 – Internal Page Zones

	A	B	C	D	E	F	G	H
EXT. 01								
02								
03								
04								
05								
06								
07								
08								

From extension 01:

1. Dial #.
 2. Dial 3.
 3. Dial extension number.
 4. Enter ABCDEFGH data. Hear beep.
- To enter ABCDEFGH data for another extension, repeat steps 3-4.
 - To exit the program, press HF/MON/SPK.

PROGRAM 3 - Internal Page Zones

	A	B	C	D	E	F	G	H
EXT. 09								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								

From extension 01:

1. Dial #.
2. Dial 3.
3. Dial extension number.
4. Enter ABCDEFGH data. Hear beep.

- To enter ABCDEFGH data for another extension, repeat steps 3-4.
- To exit the program, press HF/MON/SPK.

PROGRAM 4 – Toll Restriction

	A	B	C	D
EXT. 01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

From extension 01:

1. Dial #.
 2. Dial 4.
 3. Dial extension number.
 4. Enter ABCD data. Hear beep.
- To enter ABCD data for another extension, repeat steps 3-4.
 - To exit the program, press HF/MON/SPK.