In Edit ➔ Preferences ➔ General, set the following:
- Default Magnification = Fit Width
- Display Splash Screen at Startup = Disabled (box not checked)
- Display Open Dialog Box at Startup = Disabled (box not checked)

For easiest reading on-screen, select View ➔ Fit Width (or Ctrl K). This option is automatically enabled if you set the Default Magnification in General Preferences as described above.

To return to the opening screen at any time, press Home.
To scroll up or down on a page, press PageDown or PageUp.
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• To return to the opening screen, press the HOME key.
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This manual has been developed by Nitsuko America. It is intended for the use of its customers and service personnel and should be read in its entirety before attempting to install or program the system. Any comments or suggestions for improving this manual would be appreciated. Forward your remarks to:

Nitsuko America, Telecom Division
4 Forest Parkway
Shelton, CT 06484

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<table>
<thead>
<tr>
<th>Line #</th>
<th>(A.) Line Type</th>
<th>(B.) Dial Mode</th>
<th>(C.) Queue Group</th>
<th>(D.) PBX Night Mode</th>
<th>(E.) Not Used</th>
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**Program Record Form Entry**

1. Enter desired option number in each feature's column.

**System Program Entry**

1. Enter 01 (program number).
2. Press *.
3. Enter line number.
4. Press *.
5. Enter data from columns A-E.
6. Press *.
7. Next line number displays. Repeat steps 5-6 OR Press * to advance to another line OR Press # to exit program.

**Options**

- **(A.) Line Type**
  - 0=Not connected, 1=CO line, 3=PBX line
- **(B.) Dial Mode**
  - 0=DP, 1=DTMF
- **(C.) Queue Group**
  - 0=not assigned, 1=Group 1, 2=Group 2, 3=Group 3, 4=Group 4, 5=Group 5, 6=Group 6
- **(D.) PBX Night Mode**
  - 0=disabled, 1=enabled
- **(E.) Not Used**
  - Must be entered as "0"
Program 2 - Line Group Assignment

(Display shows: LINE GROUPS)

<table>
<thead>
<tr>
<th>Line Group #</th>
<th>(A.) Lowest Line # in Group</th>
<th>(B.) Highest Line # in Group</th>
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</thead>
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</table>

Program Record Form Entry
1. Enter the lowest and highest line numbers to be assigned in each line group.

System Program Entry
1. Enter 02 (program number).
2. Press *.
3. Enter the line group number.
4. Press *.
5. Enter the data from column A.
6. Press *.
7. Enter the data from column B.
8. Press *.
9. Enter the values for the next line group number OR
   Press * to advance to another line group number OR
   Press # to exit the program.

Options
(A.) Lowest Line Number in Group
Line numbers: 01-system maximum

(B.) Highest Line Number in Group
Line numbers: 01-system maximum
### Program Record Form Entry

1. Enter desired option number in each feature's column.

### System Program Entry

1. Enter 03 (program number).
2. Press *.
3. Enter line number.
4. Press *.
5. Enter data from columns A-E.
6. Press *.
7. Next line number displays. Repeat steps 5-6 OR Press * to advance to another line OR Press # to exit program.

### Options

- **(A.) DISA Line**
  0=disabled, 1=enabled

- **(B.) DISA Line Access Mode**
  0=no access, 1=day mode, 2=night mode, 3=day and night mode

- **(C.) Common Line Use**
  0=cannot use as a common line, 1=can use as a common line

- **(D.) Non-Restricted Line**
  0=restricted, 1=non-restricted

- **(E.) Caller ID**
  0=disabled, 1=enabled
<table>
<thead>
<tr>
<th>Extension Port #</th>
<th>(A.) Executive Override</th>
<th>(B.) CO Off-Hook Signaling</th>
<th>(C.) Intercom Off-Hook Signaling</th>
<th>(D.) Intercom Signal Call</th>
<th>(E.) Headset</th>
</tr>
</thead>
<tbody>
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</table>

**Options**

(A.) Executive Override  
0=not allowed, 1=allowed  
with tone, 2=allowed  
without tone

(B.) CO Off-Hook Signaling  
0=disabled, 1=enabled

(C.) Intercom Off-Hook Signaling  
0=disabled, 1=manually  
sent when busy, 2=automatically sent  
when busy

(D.) Intercom Signaling  
0=voice call, 1=forced ringing

(E.) Headset  
0=disabled, 1=enabled

**Program Record Form Entry**

1. Enter desired option number  
in each feature's column.

**System Program Entry**

1. Enter 04 (program number).  
2. Press *.  
3. Enter extension port number.  
4. Press *.  
5. Enter data from  
columns A-E.  
6. Press *.  
7. Next extension port  
displays. Repeat steps  
5-6 OR  
Press * to advance to  
another extension  
port OR  
Press # to exit program.
Program 5 - Unsupervised Conference Port

<table>
<thead>
<tr>
<th>Circuit Number</th>
<th>Extension Port #</th>
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<tbody>
<tr>
<td>01</td>
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</tbody>
</table>

Program Record Form Entry
1. Enter desired extension port for each Unsupervised Conference circuit.

System Program Entry
1. Enter 05 (program number).
2. Press *.
3. Enter extension port number to be assigned to the first Unsupervised Conference circuit.
4. Press *.
5. Enter the extension port to be assigned to the next circuit number OR
   Press * to advance to another circuit number OR
   Press # to exit program.
Program 6 - Outgoing Line Access

<table>
<thead>
<tr>
<th>Extension Port #</th>
<th>(A.) Line Group #1</th>
<th>(B.) Line Group #2</th>
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<tbody>
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</table>

(Display shows: OUTGOING CO ACC.)

Options
(A.) Outgoing Line Group #1
00=no group assigned, 01-30=groups 1-30

(B.) Outgoing Line Group #2
00=no group assigned, 01-30=groups 1-30

Program Record Form Entry
1. Enter the outgoing line group numbers (1 and 2) to be assigned to each extension.

System Program Entry
1. Enter 06 (program number).
2. Press *.
3. Enter extension port number.
4. Press *.
5. Enter data from column A.
6. Press *.
7. Enter data from column B.
8. Press *.
9. Next extension port displays.
   Repeat steps 5-8 OR
   Press ** to advance to another extension port OR
   Press # to exit program.
# Program 7 - Incoming Line Access/Audible

(Display shows: INC.LINE ACC/AUD)

<table>
<thead>
<tr>
<th>Extension Port #</th>
<th>(A.) Line Group #1</th>
<th>(B.) Ring Type for Line Group #1</th>
<th>(C.) Line Group #2</th>
<th>(D.) Ring Type for Line Group #2</th>
</tr>
</thead>
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</table>

## Options

(A.) Incoming Line Group #1
Enter first line group number [00=no group assigned, 01-30=groups 1-30]

(B.) Ring Type for Line Group #1
0=no ringing, 1=day ringing, 2=night ringing, 3=day and night ringing

(C.) Incoming Line Group #2
Enter second line group number [00=no group assigned, 01-30=groups 1-30]

(D.) Ring Type for Line Group #2
0=no ringing, 1=day ringing, 2=night ringing, 3=day and night ringing

## Program Record Form Entry

1. For each extension, enter the incoming line group numbers (1 and 2) and the ring types to be assigned to them.

## System Program Entry

1. Enter 07 (program number).
2. Press *.
3. Enter extension port number.
4. Press *.
5. Enter data from columns A-B.
6. Press *.
7. Enter data from columns C-D.
8. Press *.
9. Next extension port displays.
   Repeat steps 5-8 OR
   Press ** to advance to another extension port OR
   Press # to exit program.
Program 8 - Extension Options (2)  
(Display shows: STN ASSIGNMENT2)

<table>
<thead>
<tr>
<th>Extension Port #</th>
<th>(A.) Instrument Type</th>
<th>(B.) SLT Dial Plan</th>
<th>(C.) Internal Page Zone</th>
<th>(D.) Tenant Group</th>
<th>(E.) Park Group</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Options
- (A.) Instrument Type:  
  0=KTS, 1=DISA, 2=SLT (DP), 3=SLT (DTMF)
- (B.) SLT Dial Plan Set:  
  0=Dial Plan 1, 1=Dial Plan 2
- (C.) Internal Page Zone:  
  0=disabled, 1=Page Zone 1, 2=Page Zone 2, 3=Page Zone 3, 4=Page Zone 4
- (D.) Tenant Group:  
  0=disabled, 1=Tenant Group 1, 2=Tenant Group 2, 3=Tenant Group 3, 4=Tenant Group 4
- (E.) Park Group:  
  0=disabled, 1=Park Group 1, 2=Park Group 2, 3=Park Group 3, 4=Park Group 4

Program Record Form Entry
1. Enter the desired option number in each feature's column.

System Program Entry
1. Enter 08 (program number).
2. Press *.
3. Enter extension port number to be programmed.
4. Press *.
5. Enter data from columns A-E.
6. Press *.
7. The next extension port displays. Repeat steps 5-6 OR Press * to advance to another extension port OR Press # to exit program.
**Program 9 - Executive Call Forward**

(Display shows: EXEC. CALL FWD)

**Options**

(A.) Executive Extension Port #
00=none, 10-system maximum= extension port number

(B.) Secretary Extension Port #
00=none, 10-system maximum= extension port number

<table>
<thead>
<tr>
<th>Executive Call Forward Pair</th>
<th>(A.) Executive Extension Port #</th>
<th>(B.) Secretary Extension Port #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</table>

**Program Record Form Entry**
1. Enter the extensions for the executive and secretary pairs.

**System Program Entry**
1. Enter 09 (program number).
2. Press *.
3. Enter the data from column A.
4. Press *.
5. Enter data from column B.
6. Press *.
7. Next Call Forwarding Pair number displays. Repeat steps 3-6 OR
   - Press * to advance to another Call Forwarding Pair OR
   - Press # to exit program.
Program 10 - Dual Handsfree Hotline

(Display shows: DUAL HF HOTLINE)

<table>
<thead>
<tr>
<th>Dual HF Hotline Pair</th>
<th>(A.) Secretary Extension Port #</th>
<th>(B.) Executive #1 Extension Port #</th>
<th>(C.) Executive #2 Extension Port #</th>
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</thead>
<tbody>
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</table>

Program Record Form Entry
1. Enter the extensions for the executive and secretary pairs.

System Program Entry
1. Enter 10 (program number).
2. Press *.
3. Enter the data from column A.
4. Press *.
5. Enter data from column B.
6. Press *.
7. Enter data from column C.
8. Press *.
9. Enter next Dual Handsfree Hotline pair by repeating steps 3-8 OR Press # to exit program.

Options
(A.) Secretary Extension Port #
00=none, 10-system maximum=extension port number

(B.) Executive #1 Extension Port #
00=none, 10-system maximum=extension port number

(C.) Executive #2 Extension Port #
00=none, 10-system maximum=extension port number
**Program 11 - Hunt Groups**

(Display shows: HUNT GROUPS)

<table>
<thead>
<tr>
<th>Ext. # in Hunt Group</th>
<th>Hunt Group 0</th>
<th>Hunt Group 1</th>
<th>Hunt Group 2</th>
<th>Hunt Group 3</th>
<th>Hunt Group 4</th>
</tr>
</thead>
<tbody>
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</table>

**Program Record Form Entry**

1. Enter the extensions to be assigned to each Hunt Group.

**System Program Entry**

1. Enter 11 (program number).
2. Press *.
3. Enter the Hunt Group number (0-4) to be programmed.
4. Press *.
5. Enter the first extension port for that particular Hunt Group.
6. Press *.
7. Continue entering extension ports for the Hunt Group as in steps 5-6.
8. When all extensions are entered, continue pressing * through the 16th extension to continue with the next group or press # to exit the program.
9. Enter next Hunt Group by repeating steps 3-8 OR
   - Press # to exit program.
## Program 12 - Door Chime Box

**Program Record Form Entry**

1. Enter the required extensions for each Door Box and assign the ring type each extension should receive.

**System Program Entry**

1. Enter 12 (program number).
2. Press *.
3. Enter the Door Box number (1 or 2) to be programmed.
4. Press *.
5. Enter the first extension port to be assigned and its ring type.
6. Press *.
7. Continue entering extension ports and ringing assignments through the tenth extension port.
   If no other extensions need to be entered, press * through the tenth extension or press # to exit the program.
8. To enter the next Door Box number repeat steps 3-7 OR Press # to exit program.

<table>
<thead>
<tr>
<th>Door Box #1</th>
<th>(A.) Extension #</th>
<th>(B.) Ring Type</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Door Box #2</th>
<th>(A.) Extension #</th>
<th>(B.) Ring Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</table>

**Options**

(A.) Extension Port #
00=None, 10-system maximum=extension port number

(B.) Ring Type
0=no ringing, 1=day ringing, 2=night ringing, 3=day and night ringing
Program 13 - Extension Options (3)

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</tbody>
</table>

Options

(A.) Confirmation Tone
0=enabled, 1=disabled

(B.) Do Not Disturb
0=disabled, 1=incoming CO calls blocked, 2=CO and ICM calls blocked, 3=CO and ICM calls blocked or CO calls blocked and ICM calls allowed

(C.) Alarm Audible
0=disabled, 1=enabled

(D.) Voice Announce Device Port
0=disabled, 1=enabled

(E.) Terminal Connection
0=not connected, 1=connected

Program Record Form Entry

1. Enter the desired option number in for each feature.

System Program Entry

1. Enter 13 (program number).
2. Press *.
3. Enter extension port number.
4. Press *.
5. Enter data from columns A-E.
6. Press *.
7. The next extension port displays. Repeat steps 5-6 OR Press * to advance to another extension port OR Press # to exit program.
## Program 14 - Flexible Station Numbering

(Display shows: FLEX.STA.#ING)

<table>
<thead>
<tr>
<th>Extension Port #</th>
<th>(A.) Extension Number Assigned to Port</th>
<th>B.) Number Plan</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### Options

- **(A.) Extension Number Port Assignment**
  - 10-79 = 2-digit number plan extensions,
  - 110-799 = 3-digit number plan extensions

- **(B.) Number Plan**
  - 002 = 2-digit number plan assignment,
  - 003 = 3-digit number plan assignment

### Program Record Form Entry

1. Enter the extension numbers to be assigned to each port, and assign the number plan.

### System Program Entry

**To change port assignments:**

1. Enter 14 (program number).
2. Press *.
3. Enter data from column A.
4. Press *.
5. Enter the next extension port number to be assigned by repeating steps 5-6 OR Press * to skip the displayed port OR Press # to exit program.

**To change the system numbering plan:**

1. Enter 14 (program number).
2. Press * *.
3. Enter the data from column B.
4. Press *.
5. Press # to exit program.
Program 15 - System Options (1)

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<td></td>
</tr>
</tbody>
</table>

**Options**

- **A. Flexible Line Appearance**
  0=disabled, 1=enabled

- **B. Night Transfer**
  0=all tenants, 1=each tenant

- **C. Automatic Line Access**
  0=disabled, 1=press SPK key and queuing group number, 2=dial 0 from on-hook condition, 3=press SPK key and queuing group number and dial 0 from on-hook condition

- **D. Exclusive Hold**
  0=disabled, 1=enabled

- **E. Single Step Access**
  0=disabled, 1=enabled

**Program Record Form Entry**

1. Enter desired option number in each feature's column.

**System Program Entry**

1. Enter 15 (program number).
2. Press *.
3. Enter the data from columns A-E.
4. Press *.
5. Press # to exit the program.

Program 16 - System Options (2)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Options**

- **A. Ringing Line Preference**
  0=disabled, 1=all incoming calls to Group 1 and ringing incoming calls to Group 2, 2=incoming ringing calls to Group 1 and Group 2

- **B. Recalling Line Preference**
  0=disabled, 1=enabled

- **C. Allow SLT to Access Line on Hold**
  0=no access for line on hold, 1=can access line on hold

- **D. Add-On Conference Setup Mode**
  0=increment one by one, 1=increment 5 parties at once

- **E. Multi=Line Conference**
  0=disabled, 1=enabled

**Program Record Form Entry**

1. Enter desired option number in each feature's column.

**System Program Entry**

1. Enter 16 (program number).
2. Press *.
3. Enter the data from columns A-E.
4. Press *.
5. Press # to exit the program.
**Program 17 - System Options (3)**

(Display shows: SYS ASSIGNMENT3)

<table>
<thead>
<tr>
<th>Options</th>
<th>(A.) Dial Pulse Sender Speed</th>
<th>0=10 PPS, 1=20 PPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(B.) Make/Break Ratio</td>
<td>0=33%, 1=39%</td>
<td></td>
</tr>
<tr>
<td>(C.) DTMF Duration</td>
<td>0=high speed (80 ms On - 80 ms Off), 1=mid speed (100 ms On - 100 ms Off), 2=low speed (150 ms On - 150 ms Off)</td>
<td></td>
</tr>
<tr>
<td>(D.) Storage Quantity of Speed Dial</td>
<td>0=100 (numbers range from 00-99), 1=200 (numbers range from 000-199)</td>
<td></td>
</tr>
<tr>
<td>(E.) Existence of Attendant for DISA</td>
<td>0=none, 1=day mode, 2=night mode, 3=day and night mode</td>
<td></td>
</tr>
</tbody>
</table>

**Program Record Form Entry**
1. Enter desired option number in each feature's column.

**System Program Entry**
1. Enter 17 (program number).
2. Press *.
3. Enter the data from columns A-E.
4. Press *.
5. Press # to exit the program.

---

**Program 18 - System Options (4)**

(Display shows: SYS ASSIGNMENT4)

<table>
<thead>
<tr>
<th>Options</th>
<th>(A.) Three Minute Warning Tone</th>
<th>0=disabled, 1=enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>(B.) Not Used</td>
<td>Must be set to &quot;0&quot;</td>
<td></td>
</tr>
<tr>
<td>(C.) Speed Dialing Restriction</td>
<td>0=not restricted, 1=restricted</td>
<td></td>
</tr>
<tr>
<td>(D.) Handset Receiver Volume</td>
<td>0=reset after conversation, 1=keep current volume</td>
<td></td>
</tr>
<tr>
<td>(E.) Time Indication</td>
<td>0=12 hour mode, 1=24 hour mode</td>
<td></td>
</tr>
</tbody>
</table>

**Program Record Form Entry**
1. Enter desired option number in each feature's column.

**System Program Entry**
1. Enter 18 (program number).
2. Press *.
3. Enter the data from columns A-E.
4. Press *.
5. Press # to exit the program.
Program 19 - System Options (5)

(Display shows: SYS ASSIGNMENT5)

<table>
<thead>
<tr>
<th>(A.) All Call to External Zone</th>
<th>(B.) Intercom Signaling</th>
<th>(C.) Microphone On/Off</th>
<th>(D.) Room Monitor</th>
<th>(E.) Not Used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Program Record Form Entry
1. Enter desired option number in each feature's column.

System Program Entry
1. Enter 19 (program number).
2. Press *.
3. Enter the data from columns A-E.
4. Press *.
5. Press # to exit the program.

Options
(A.) All Call to External Zone
0=disabled, 1=speaker 1, 2=speaker 2, 3=speaker 1 and 2
(Option 2 and 3 not used in Portrait 308)

(B.) Intercom Signaling
0=voice call, 1=forced ring signal

(C.) Microphone On/Off
0=on, 1=off

(D.) Room Monitor
0=disabled, 1=enabled

(E.) Not Used
Must be set to "0"

Program 20 - System Options (6)

(Display shows: SYS ASSIGNMENT6)

<table>
<thead>
<tr>
<th>(A.) Door Chime Tone Duration</th>
<th>(B.) Paging Splash Tone</th>
<th>(C.) Door Alert Tone</th>
<th>(D.) Automatic Line Access Code for SLT</th>
<th>(E.) Existence of Door Box</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Record Form Entry
1. Enter desired option number in each feature's column.

System Program Entry
1. Enter 20 (program number).
2. Press *.
3. Enter the data from columns A-E.
4. Press *.
5. Press # to exit the program.

Options
(A.) Door Chime Tone Duration
0=2 times, 1=30 seconds

(B.) Paging Splash Tone
0=disabled, 1=enabled

(C.) Door Alert Tone
0=disabled, 1=enabled

(D.) Automatic Line Access Code for SLT
0=off-hook and dial 0, 1=off-hook and dial 9

(E.) Door Box
0=none, 1=Door Box 1 enabled, 2=Door Box 2 enabled, 3=Door Box 1 and 2 enabled
Program 21 - Exclusive Hold Timers

(Display shows: EXC.HOLD TIMERS)

Options

(1.) Recall Start Time
000 = not assigned, 001-225 = 10-2550 seconds

(2.) Recall Signal Duration Time
000 = not assigned, 001-225 = 1-255 seconds

Program Record Form Entry
1. Enter desired option number in each feature's column.

System Program Entry
1. Enter 21 (program number).
2. Press *.
3. Enter the option number to be programmed (1 or 2).
4. Press *.
5. Enter the value for the option being programmed.
6. Press *.
7. If the first option number entered was ‘1’, you can enter the value for option number ‘2’ OR
   Press # to exit the program.

Program 22 - System Hold Timers

(Display shows: SYS.HOLD TIMERS)

Options

(1.) Recall Timer
000 = not assigned, 001-225 = 10-2550 seconds

(2.) Duration Timer
000 = not assigned, 001-225 = 1-255 seconds

Program Record Form Entry
1. Enter desired option number in each feature's column.

System Program Entry
1. Enter 22 (program number).
2. Press *.
3. Enter the option number to be programmed (1 or 2).
4. Press *.
5. Enter the value for the option being programmed.
6. Press *.
7. If the first option number entered was ‘1’, you can enter the value for option number ‘2’ OR
   Press # to exit the program.
Program 23 - Unscreened Transfer Recall
(Display shows: UNANN.XFER TIMER)

Unscreened Transfer Recall Timer
Options
Unscreened Transfer Recall Timer
000=disabled, 001 - 255 = 10-2550 seconds

Program Record Form Entry
1. Enter desired value for the timer.

System Program Entry
1. Enter 23 (program number).
2. Press *.
3. Enter the value for the timer.
4. Press *.
5. Press # to exit the program.

Program 24 - Screened Transfer Recall
(Display shows: ANN'D XFER TIMER)

Screened Transfer Recall Timer
Options
Screened Transfer Recall Timer
000=disabled, 001 - 255 = 10-2550 seconds

Program Record Form Entry
1. Enter desired value for the timer.

System Program Entry
1. Enter 24 (program number).
2. Press *.
3. Enter the value for the timer.
4. Press *.
5. Press # to exit the program.
Program 25 - Call Duration Timer

(Display shows: CALL DUR. START)

**Options**
Call Duration Timer  
000 = disabled, 001 - 180 = 1-180 seconds

**Program Record Form Entry**
1. Enter desired value for the timer.

**System Program Entry**
1. Enter 25 (program number).
2. Press *.
3. Enter the value for the timer.
4. Press *.
5. Press # to exit the program.

---

Program 26 - Flash Timer

(Display shows: FLASH TIMER)

**Options**
(1.) CO Line Flash Timer  
000 = not assigned, 001 - 250 = 10 - 2500 ms

(2.) PBX/Centrex Line Flash Timer  
000 = not assigned, 001 - 250 = 10 - 2500 ms

**Program Record Form Entry**
1. Enter desired option number in each feature's column.

**System Program Entry**
1. Enter 26 (program number).
2. Press *.
3. Enter the option number to be programmed.
4. Press *.
5. Enter the value for the option being programmed.
6. Press *.
7. If the first option number entered was ‘1’, you can enter the value for option number ‘2’ OR Press # to exit the program.
Program 27 - SMDR Timer

(1.) Call Duration Timer
00 = starts immediately,
01 - 60 = 1 - 60 seconds

(2.) Call Start Timer
00 = starts immediately,
01 - 60 = 1 - 60 seconds

Program Record Form Entry
1. Enter desired option number in each feature's column.

System Program Entry
1. Enter 27 (program number).
2. Press *.
3. Enter the value for the Call Duration Timer.
4. Press *.
5. Enter the value for the Call Start Timer.
6. Press *.
7. Press # to exit the program.

Program 28 - Call Forward Transfer Timer

(1.) Call Forward Transfer Timer
000 = disabled, 001 - 255 = 1 - 255 seconds

Program Record Form Entry
1. Enter desired value for the timer.

System Program Entry
1. Enter 28 (program number).
2. Press *.
3. Enter the value for the timer.
4. Press *.
5. Press # to exit the program.
Program 29 - Attendant Reverting

Options
Attendant Revert Timer
000=disabled, 001 - 255 = 1-255 seconds

Program Record Form Entry
1. Enter desired value for the timer.

System Program Entry
1. Enter 29 (program number).
2. Press *.
3. Enter the value for the timer.
4. Press *.
5. Press # to exit the program.

Program 30 - Voice Message Timer

Options
(1.) Automatic Answering Timer
000=disabled, 001 - 255 = 1 - 255 seconds
(2.) Dial Tone Sent Timer
000=disabled, 001 - 255 = 1 - 255 seconds

Program Record Form Entry
1. Enter desired option number in each feature's column.

System Program Entry
1. Enter 30 (program number).
2. Press *.
3. Enter the option number (1 or 2) for the timer to be programmed.
4. Press *.
5. Enter the value for the timer being programmed.
6. Press *.
7. If the first option number entered was '1', you can enter the value for option number '2' OR
   Press # to exit the program.
**Program 31 - Line to Line Cut-Off Timer**

(Display shows: LN.TO LN.TIMERS)

<table>
<thead>
<tr>
<th>(1.) Path Connection Waiting Timer</th>
<th>(2.) Warning Tone Timer for Conv. Cut-Off</th>
</tr>
</thead>
</table>

**Program Record Form Entry**
1. Enter desired option number in each feature's column.

**System Program Entry**
1. Enter 31 (program number).
2. Press *.
3. Enter the option number (1 or 2) for the timer to be programmed.
4. Press *.
5. Enter the value for the timer being programmed.
6. Press *.
7. If the first option number entered was '1', you can enter the value for option number '2' OR
   Press # to exit the program.

**Options**
(1.) Path Connection Waiting Timer
000=disabled, 001 - 255 = 1 - 255 seconds

(2.) Warning Tone Timer for Conversation Cut-Off
000=disabled, 001 - 255 = 1 - 255 minutes

---

**Program 32 - DTMF Receiver Release Timer**

(Display shows: PB REC.REL.TIMER)

<table>
<thead>
<tr>
<th>DTMF Receiver Release Timer</th>
</tr>
</thead>
</table>

**Program Record Form Entry**
1. Enter desired value for the timer.

**System Program Entry**
1. Enter 32 (program number).
2. Press *.
3. Enter the value for the timer.
4. Press *.
5. Press # to exit the program.

**Options**
DTMF Receiver Release Timer:
000=disabled, 001 - 255 = 1 - 255 seconds
**Program 33 - LND/Repeat Dial Timer**

(Display shows: LINE DROP TIMER)

<table>
<thead>
<tr>
<th>LND/ Repeat Dial Timer</th>
</tr>
</thead>
</table>

**Program Record Form Entry**

1. Enter desired value for the timer.

**System Program Entry**

1. Enter 33 (program number).
2. Press *.
3. Enter the value for the timer.
4. Press *.
5. Press # to exit the program.

**Options**

Last Number Redial/Repeat Dial Timer:

000 = disabled, 001 - 010 = 1-10 seconds

---

**Program 34 - Repeat Dial**

(Display shows: REP.DIAL.TIMES)

<table>
<thead>
<tr>
<th>(1.) Waiting Time Between Recall</th>
<th>(2.) Calling Time</th>
<th>(3.) Number of Times Redialed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Record Form Entry**

1. Enter desired value for the counter.

**System Program Entry**

1. Enter 34 (program number).
2. Press *.
3. Enter the value for the option.
4. Press *.
5. Press # to exit the program.

**Options**

(1.) Waiting Time Between Recall

000 = No Function, 001-255 = 1-255 Seconds

(2.) Calling Time

000 = No Function, 001-255 Seconds

(3.) Number of Times Redialed

001-255 = 1-255 times
### Program 35 - Class of Service

<table>
<thead>
<tr>
<th>Extension Port #</th>
<th>(A.) Day Mode</th>
<th>(B.) Night Mode</th>
<th>(C.) Dial Block Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>12</td>
<td></td>
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<td>13</td>
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<td>14</td>
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<td>15</td>
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<td>32</td>
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<td></td>
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<tr>
<td>33</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### Options

Enter one of the following Class of Service levels for options (A.), (B.), and (C.):

- **0** = No Restrictions
- **1** = Restricted by Program 40 [4 codes, 4 digits long]. Allows calls matching PBX extension and Common Unrestricted Codes (Program 39).
- **2** = Restricted by Program 41 [8 codes, 4 digits long]. Allows Permitted Codes (Program 36), PBX extension calls and Common Unrestricted Codes (Program 39).
- **3** = Restricted by Program 37 and Program 41 [8 Codes, 2 digits long]. Allows PBX extension calls and Common Unrestricted Codes (Program 39).
- **4** = Restricts all outgoing calls. Allows PBX extension calls and Common Unrestricted Codes (Program 39).
- **5** = Restricted to Intercom calls only.

#### Program Record Form Entry

1. Enter the desired Class of Service number in each feature's column.

#### System Program Entry

1. Enter 35 (program number).
2. Press *.
3. Enter the extension port to be programmed.
4. Press *.
5. Enter data from columns A-C.
6. Press *.
7. Enter the data for the next extension port displayed OR Press * to skip the displayed extension port OR Press # to exit program.
Program 36 - Permitted Codes

<table>
<thead>
<tr>
<th>Permitted Code #</th>
<th>Permitted Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
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<td>09</td>
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<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

Program Record Form Entry
1. For each Permitted Code, program up to the first 8 digits of an allowed telephone number. Use 'DC' as a 'Don't Care' digit within the 8 digits if it doesn't matter what number is dialed.

System Program Entry
1. Enter 36 (program number).
2. Press *.
3. Enter the Permitted Code number (01-12) to be programmed.
4. Press *.
5. Enter the value for the code being programmed.
6. Press *.
7. Enter the value for the next Permitted Code OR
   Press * to skip to the next code OR
   Press # to exit the program.
Program 37 - COS 3  Allowed Number of Dialed Digits  
(Display shows: DIGIT LIMIT COS3)

<table>
<thead>
<tr>
<th>Allowed Number of Dialed Digits</th>
</tr>
</thead>
</table>

Program Record Form Entry
1. Enter desired value for this option.

System Program Entry
1. Enter 37 (program number).
2. Press *.
3. Enter the value for the option.
4. Press *.
5. Press # to exit the program.

Program 38 - PBX/Centrex Access Codes  
(Display shows: PBX ACCESS CODES)

<table>
<thead>
<tr>
<th>PBX/ Centrex Access Code #</th>
<th>PBX/ Centrex Access Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Program Record Form Entry
1. For each PBX/Centrex Access Code Number, assign an access code digit (2 digits maximum).

System Program Entry
1. Enter 38 (program number).
2. Press *.
3. Enter the PBX/Centrex Access Code number (1-4) to be programmed.
4. Press *.
5. Enter the value for the code being programmed.
6. Press *.
7. Enter the value for the next PBX/Centrex Access Code OR
   Press * to skip to the next code OR
   Press # to exit the program.
Program 39 - Common Unrestricted Codes

(Display shows: COMM.UNRESTRICT)

<table>
<thead>
<tr>
<th>Common Unrestricted Code #</th>
<th>Common Unrestricted Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Options

Common Unrestricted Codes Digits:
Digits 0-9 are accepted

Program Record Form Entry
1. For each Common Unrestricted Code number, assign an access code digit (4 digits maximum).

System Program Entry
1. Enter 39 (program number).
2. Press *.
3. Enter the Common Unrestricted Code number (1-4) to be programmed.
4. Press *.
5. Enter the value for the code being programmed.
6. Press *.
7. Enter the value for the next Common Unrestricted Code OR
   Press * to skip to the next code OR
   Press # to exit the program.

Program 40 - COS 1, Restricted Codes

(Display shows: RESTR.CODES B)

<table>
<thead>
<tr>
<th>Restricted Code #</th>
<th>Restricted Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Options

Restricted Codes Digits:
Digits 0-9 are accepted

Program Record Form Entry
1. For each Restricted Code number, assign a Restricted Code digit (4 digits maximum).

System Program Entry
1. Enter 40 (program number).
2. Press *.
3. Enter the Restricted Code number (1-4) to be programmed.
4. Press *.
5. Enter the value for the code being programmed.
6. Press *.
7. Enter the value for the next Restricted Code OR
   Press * to skip to the next code OR
   Press # to exit the program.
Program 41 - COS 2 and 3, Restricted Codes

(Display shows: RESTR. CODES D2)

<table>
<thead>
<tr>
<th>Restricted Code #</th>
<th>Restricted Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

Options
Restricted Codes Digits:
Digits 0-9 are accepted

Program Record Form Entry
1. For each Restricted Code number, enter the digits to be assigned to the code number (2 digits maximum).

System Program Entry
1. Enter 41 (program number).
2. Press *.
3. Enter the Restricted Code number (1-8) to be programmed.
4. Press *.
5. Enter the value for the code being programmed.
6. Press *.
7. Enter the value for the next Restricted Code OR
   Press * to skip to the next code OR
   Press # to exit the program.
Program 42 - Walking COS Security Code

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td></td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>25</td>
<td></td>
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<tr>
<td>11</td>
<td></td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Options

Restricted Codes Digits:
Digits 0-9 are accepted

Program Record Form Entry
1. For each Security Code number, enter the digits to be assigned to the code

System Program Entry
1. Enter 42 (program number).
2. Press *.
3. Enter the Security Code number (01-30) to be programmed.
4. Press *.
5. Enter the value for the code being programmed.
6. Press *.
7. Enter the value for the next Security Code OR
   Press * to skip to the next code OR
   Press # to exit the program.
### Program 43-COS Assignment on Security Code

(Display shows: UNREST.CLASS)

#### Security Code # Class of Service

<table>
<thead>
<tr>
<th>Security Code #</th>
<th>Class of Service</th>
<th>Security Code #</th>
<th>Class of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td></td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

#### Options

Enter one of the following Class of Service levels for each Security Code:

- **0** = No Restrictions
- **1** = Restricted by Program 40 [4 codes, 4 digits long]. Allows calls matching PBX extension and Common Unrestricted Codes (Program 39).
- **2** = Restricted by Program 41 [8 codes, 4 digits long]. Allows Permitted Codes (Program 36), PBX extension calls and Common Unrestricted Codes (Program 39).
- **3** = Restricted by Program 37 and Program 41 [8 codes, 2 digits long] Allows PBX extension calls and Common Unrestricted Codes (Program 39).
- **4** = Restricts all outgoing calls. Allows PBX extension calls and Common Unrestricted Codes (Program 39).
- **5** = Restricted to Intercom calls only.

#### Program Record Form Entry

1. For each Walking Class Security Code number, enter a Class of Service to be assigned to the code.

#### System Program Entry

1. Enter 43 (program number).
2. Press *.
3. Enter the Security Code number (01-30) to be programmed.
4. Press *.
5. Enter the Class of Service for the code being programmed.
6. Press *.
7. Enter the value for the next Security Code OR
   Press * to skip to the next code OR
   Press # to exit the program.
Program 44 - External Alarm Sensor

(Display shows: ALARM SENSOR)

<table>
<thead>
<tr>
<th>Alarm #</th>
<th>(A.) Alarm Installed?</th>
<th>(B.) Alarm Trigger Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Record Form Entry**

1. Enter desired option number in each feature's column.

**System Program Entry**

1. Enter 44 (program number).
2. Press *.
3. Enter the alarm number to be programmed.
4. Press *.
5. Enter the value from column A for the alarm being programmed.
6. Press *.
7. Enter the value from column B for the alarm being programmed.
8. Press *.
9. If the first alarm programmed was '1', you can enter alarm '2'
   information by repeating steps 5-8 OR
   Press # to exit the program.

**Options**

(A.) Alarm Installed?
0=not installed, 1=installed

(B.) Alarm Trigger Condition
Internal Power: 0=normally closed loop, 1=normally open loop
OR
External Power: 0=normally open loop, 1=normally closed loop

Program 45 - Intercom Link Increase

(Display shows: ICM LINK INCR.)

<table>
<thead>
<tr>
<th>Last Used Line #</th>
</tr>
</thead>
</table>

**Program Record Form Entry**

1. Enter the last line number used in the system.

**System Program Entry**

1. Enter 45 (program number).
2. Press *.
3. Enter the last line number used in the system.
4. Press *.
5. Press # to exit the program.

**Options**

Last Used Line #:
00 = not assigned, 01-24 = last line number used

**WARNING:**
The system will reset upon exiting programming mode if this program is changed.
Program 46 - DISA Security Codes

<table>
<thead>
<tr>
<th>DISA Security Code #</th>
<th>Security Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

Options
Security Code Digits:
Digits 0-9 are accepted

Program Record Form Entry
1. For each DISA Security Code number, enter the digits to be assigned to the code number (4 digits maximum).

System Program Entry
1. Enter 46 (program number).
2. Press *.
3. Enter the DISA Security Code number (1-8) to be programmed.
4. Press *.
5. Enter the value for the code being programmed.
6. Press *.
7. Enter the value for the next DISA Security Code OR
   Press * to skip to the next code OR
   Press # to exit the program.
Program 47 - DISA Security Code Extension

(Display shows: DISA SEC.CODE ST)

<table>
<thead>
<tr>
<th>Security Code #</th>
<th>Extension Port #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

Program Record Form Entry
1. For each DISA Security Code number, enter the extension port number to be assigned to the code.

System Program Entry
1. Enter 47 (program number).
2. Press *.
3. Enter the DISA Security Code number (1-8) to be programmed.
4. Press *.
5. Enter the extension port for the code being programmed.
6. Press *.
7. Enter the extension port for the next DISA Security Code OR
   Press * to skip to the next code OR
   Press # to exit the program.
Program 48 - DISA Class of Service

(Display shows: DISA COS)

Options
Enter one of the following Class of Service levels for each Security Code:

0 = No Restrictions
1 = Restricted by Program 40 [4 codes, 4 digits long]. Allows calls matching PBX extension and Common Unrestricted Codes (Program 39).
2 = Restricted by Program 41 [8 codes, 4 digits long]. Allows Permitted Codes (Program 36), PBX extension calls and Common Unrestricted Codes (Program 39).
3 = Restricted by Program 37 and Program 41 [8 codes, 2 digits long]. Allows PBX extension calls and Common Unrestricted Codes (Program 39).
4 = Restricts all outgoing calls. Allows PBX extension calls and Common Unrestricted Codes (Program 39).
5 = Restricted to Intercom calls only.

Program Record Form Entry
1. For each DISA Security Code number, enter a Class of Service to be assigned to the code.

System Program Entry
1. Enter 48 (program number).
2. Press *.
3. Enter the DISA Security Code number (1-8) to be programmed.
4. Press *.
5. Enter the Class of Service for the code being programmed.
6. Press *.
7. Enter the value for the next DISA Security Code OR Press * to skip to the next code OR Press # to exit the program.
**Program 49 - External Zone BGM/Alarm**

(Display shows: EXT.ZONE BGM/ALM)

<table>
<thead>
<tr>
<th>External Speaker Zone</th>
<th>(A.) Background Music</th>
<th>(B.) Alarm #1</th>
<th>(C.) Alarm #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Record Form Entry**
1. Enter desired option number in each feature's column.

**System Program Entry**
1. Enter 49 (program number).
2. Press *.
3. Enter the external speaker zone number (1 or 2) to be programmed.
4. Press *.
5. Enter the value from columns A-C.
6. Press *.
7. If the first external speaker zone programmed was '1', you can enter the information for zone '2' by repeating steps 5-6 OR Press # to exit the program.

**Program 50 - External Zone Line Audible**

(Display shows: EXT.ZONE LN/AUD)

<table>
<thead>
<tr>
<th>External Speaker Zone</th>
<th>(A.) Line Group</th>
<th>(B.) Incoming Ring Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Record Form Entry**
1. Enter desired option number in each feature's column.

**System Program Entry**
1. Enter 50 (program number).
2. Press *.
3. Enter the external speaker zone number (1 or 2) to be programmed.
4. Press *.
5. Enter the value from columns A-B.
6. Press *.
7. If the first external speaker zone programmed was '1', you can enter the information for zone '2' by repeating steps 5-6 OR Press # to exit the program.

**Options**

(A.) Background Music  
(Not used with Portrait 308)  
0=disabled, 1=enabled

(B.) Alarm #1  
0=disabled, 1=enabled

(C.) Alarm #2  
(Not used with Portrait 308)  
0=disabled, 1=enabled

**Note:** The Portrait 308 only has one external speaker zone.

(A.) Line Group  
00=no ringing, 01-30=Group 01 - Group 30

(B.) Incoming Ring Mode  
0=no ringing, 1=day ring, 2=night ring, 3=day and night ring

- 36 -
**Program 51 - Attendant Extension for DISA**

(Display shows: A.A. DIVERT STA.)

<table>
<thead>
<tr>
<th>Attendant Ext. Port #</th>
</tr>
</thead>
</table>

**Program Record Form Entry**
1. Enter the attendant's extension port number for DISA.

**System Program Entry**
1. Enter 51 (program number).
2. Press *.
3. Enter the attendant's extension port number.
4. Press *.
5. Press # to exit the program.

**Program 52 - Tenant Options**

(Display shows: TENANT OPTION)

<table>
<thead>
<tr>
<th>(1.) Intercom Call</th>
<th>(2.) Internal Paging</th>
<th>(3.) Common Speed Dial</th>
<th>(4.) Transfer to Attendant</th>
</tr>
</thead>
</table>

**Program Record Form Entry**
1. Enter desired option number in each feature's column.

**System Program Entry**
1. Enter 52 (program number).
2. Press *.
3. Enter the option number (1-4) to be programmed.
4. Press *.
5. Enter the value for the option being programmed.
6. Press *.
7. Enter the value for the next option OR
   Press * to skip the displayed option OR
   Press # to exit the program.

**Options**

- **Attendant Extension Port Number for DISA:**
  10-33 = extension port number

**Options**

- **(1.) Intercom Call**
  0=enabled, 1=disabled

- **(2.) Internal Paging**
  0=enabled, 1=disabled

- **(3.) Common Speed Dial**
  0=common use, 1=assigned Speed Dial

- **(4.) Transfer to Attendant**
  0=system, 1=each tenant group
**Program 53 - Tenant Speed Dial**
(Display shows: TENANT ABBR.DIAL.)

<table>
<thead>
<tr>
<th>Tenant Group #</th>
<th>(A.) First Speed Dial #</th>
<th>(B.) Last Speed Dial #</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Record Form Entry
1. Enter the first and last speed dial numbers each tenant group will be able to access.

System Program Entry
1. Enter 53 (program number).
2. Press *.
3. Enter the tenant group (01-04) to be programmed.
4. Press *.
5. Enter the value from column A.
6. Press *.
7. Enter the value from column B.
8. Press *.
9. Enter the information for the next tenant group OR
   Press ** to skip the displayed tenant group OR
   Press # to exit the program.

**Program 54 - Tenant Attendant**
(Display shows: TENANT ATT.ASSIG)

<table>
<thead>
<tr>
<th>Tenant Group #</th>
<th>Attendant Ext. Port #</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
</tr>
</tbody>
</table>

Program Record Form Entry
1. Enter the attendant's extension port number for each Tenant Group.

System Program Entry
1. Enter 54 (program number).
2. Press *.
3. Enter the attendant's extension port number for the display Tenant Group OR
   Press * to skip to the next Tenant Group.
4. Press *.
5. Enter the information for the next Tenant Group OR
   Press * to skip the display Tenant Group OR
   Press # to exit the program.
Program 55 - Park Key Assignment

(Display shows: PARK HD LN.ASSIG)

<table>
<thead>
<tr>
<th>Park Group #</th>
<th>(A.) First Park Key #</th>
<th>(B.) Last Park Key #</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: These options are not available with the Portrait 308.

Program Record Form Entry
1. Enter the first and last Park Key numbers each Park Group will be able to use.

System Program Entry
1. Enter 55 (program number).
2. Press *.
3. Enter the Park Group (01-04) to be programmed.
4. Press *.
5. Enter the value from column A.
6. Press *.
7. Enter the value from column B.
8. Press *.
9. Enter the information for the next Park Group OR
   Press ** to skip the displayed Park Group OR
   Press # to exit the program.

Program 56 - Relay Assignment

(Display shows: RELAY ASSIGN)

<table>
<thead>
<tr>
<th>Relay #</th>
<th>(A.) Relay Option #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Options
(A.) First Park Key #
00=not assigned,
01-12=line key number

(B.) Last Park Key #
00=not assigned,
01-12=line key number

Program Record Form Entry
1. Enter the option to be assigned to each relay.

System Program Entry
1. Enter 56 (program number).
2. Press *.
3. Enter the relay number (1-2) to be programmed.
4. Press *.
5. Enter the value from column A.
6. Press *.
7. Enter the information for the next relay OR
   Press # to exit the program.

Options
(A.) Relay Option
0=not assigned, 1=Door Box 1,
2=Door Box 2, 3=external MOH,
4=Background Music
(Background Music is only available on the Portrait 824.)
### Program 57 - SMDR Options (1)

<table>
<thead>
<tr>
<th>(A.) Dial Digits</th>
<th>(B.) Outgoing/Incoming Transfer</th>
<th>(C.) No Answer</th>
<th>(D.) KTS Account Code</th>
<th>(E.) Incoming Call</th>
</tr>
</thead>
</table>

#### Program Record Form Entry

1. Enter desired option number in each feature's column.

#### System Program Entry

1. Enter 57 (program number).
2. Press *.
3. Enter data from columns A-E.
4. Press *.
5. Press # to exit program.

### Program 58 - SMDR Options (2)

|----------------------------------|---------------------------|-------------------------|-------------------------|-------------------|

#### Program Record Form Entry

1. Enter desired option number in each feature's column.

#### System Program Entry

1. Enter 58 (program number).
2. Press *.
3. Enter data from columns A-E.
4. Press *.
5. Press # to exit program.

### Options

- **(A.) Dial Digits**
  
  0=every time, 1=more than the number of digits assigned in Program 59

- **(B.) Outgoing/Incoming Transfer**
  
  0=printed, 1=not printed

- **(C.) No Answer**
  
  0=printed, 1=not printed

- **(D.) KTS Account Code**
  
  0=input enabled, 1=input forced before dial, 2=input disabled

- **(E.) Incoming Call**
  
  0=printed every time, 1=printed when account code is entered

- **(A.) Print Barred Outgoing Calls**
  
  0=printed, 1=not printed

- **(B.) Allow SLT Account Code**
  
  0=input enabled, 1=input disabled

- **(C.) Print Dialed Number**
  
  0=printed, 1=not printed

- **(D.) Caller I.D. Printout**
  
  0=not printed, 1= telephone number printed, 3= name printed if programed, otherwise telephone number printed.

- **(E.) Masking digit**
  
  0=disabled, 1-9= # of digits from the end of the # to be masked (replaced by an ‘x’).
**Program 59 - SMDR Printout Digit**

(Display shows: SMDR PRINT DIGIT)

<table>
<thead>
<tr>
<th>Dial Digits</th>
</tr>
</thead>
</table>

**Program Record Form Entry**
1. Enter the number of dialed digits (01-24) that must be exceeded in order for the SMDR to print the call.

**System Program Entry**
1. Enter 59 (program number).
2. Press *.
3. Enter the number of dialed digits to be exceeded for SMDR printout.
4. Press *.
5. Press # to exit the program.

---

**Program 60 - Loop Disconnect Detection Timer**

(Display shows: LOOP DISCONNECT)

<table>
<thead>
<tr>
<th>Loop Disconnect Detection Timer</th>
</tr>
</thead>
</table>

**Options**
Loop Disconnect Detection Timer:
000=not detected, 001 - 050=20-1000 ms (20 ms steps)

**Program Record Form Entry**
1. Enter the time the system should wait for detecting open loop (disconnect) from telco.

**System Program Entry**
1. Enter 60 (program number).
2. Press *.
3. Enter the value for the timer.
4. Press *.
5. Press # to exit the program.
### Program 61 - Extension Options (4)

<table>
<thead>
<tr>
<th>(A.) Message Edit Mode</th>
<th>(B.) Caller ID Indication</th>
<th>(C.) Edit Caller ID Table</th>
<th>(D.) SMDR Prints Outgoing Information</th>
<th>(E.) Door Box Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Record Form Entry**
1. Enter desired option number in each feature's column.

**System Program Entry**
1. Enter 61 (program number).
2. Press *.
3. Enter extension port number.
4. Press *.
5. Enter data from columns A-E.
6. Press *.
7. The next extension port displays. Repeat steps 5-6 OR
   Press * to advance to another extension OR Press # to exit the program.

### Program 64 - System Options (7)

<table>
<thead>
<tr>
<th>(A.) Not Used</th>
<th>(B.) Temporary Memory Status</th>
<th>(C.) Automatic Line Access With Single Digit Code</th>
<th>(D.) LED Indication for Incoming DISA Call</th>
<th>(E.) SLT Flash Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Record Form Entry**
1. Enter desired option number in each feature's column.

**System Program Entry**
1. Enter 64 (program number).
2. Press *.
3. Enter data from columns A-E.
4. Press *.
5. Press # to exit the program.

### Options

[(A.) Message Edit Mode](#)
0=phone's dial pad '1' key has Q_Z printed above it, 1=phone's dial pad '1' key has no letters indicated

[(B.) Caller ID Indication](#)
0=not displayed, 1=displayed

[(C.) Edit Caller ID Table](#)
0=disabled, 1=enabled

[(D.) SMDR Prints Outgoing Information](#)
0=printed out, 1=not printed out

[(E.) Door Box Restricted](#)
0=enabled, 1=disabled
Program 65 - Voice Mail Port

(Display shows: VOICE MAIL PORT)

<table>
<thead>
<tr>
<th>Voice Mail Port(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Program Record Form Entry
1. Enter the port number(s) to be assigned to the voice mail.

System Program Entry
1. Enter 65 (program number).
2. Press *.
3. Enter the port to be assigned to the voice mail.
4. Press *.
5. Enter the next port to be assigned OR Press # to exit the program.

Program 66 - DISA Timers

(Display shows: DISA TIMERS)

<table>
<thead>
<tr>
<th>(1.) Automatic Answer Time</th>
<th>(2.) Dial Waiting Time</th>
<th>(3.) Extension Calling Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Options
For each voice mail port, assign the extension port number to be used
00=no port assigned, 10 - 17 (308), 10 - 33 (824)=extension ports

Program Record Form Entry
1. Enter desired option number in each feature's column.

System Program Entry
1. Enter 66 (program number).
2. Press *.
3. Enter the option number (1-3) to be programmed.
4. Press *.
5. Enter data for the option being programmed.
6. Press *.
7. Enter the information for the next displayed option OR
   Press # to exit program.

Options
(1.) Automatic Answer Time
000=answers at once, 001-255 = 1-255 seconds

(2.) Dial Waiting Time
001-255 = 1-255 seconds

(3.) Extension Calling Time
001-255 = 1-255 seconds
Program 67 - Fax Assignment (1) (Portrait 308 Only)

<table>
<thead>
<tr>
<th>(1.) Line Number</th>
<th>(2.) Station Port</th>
</tr>
</thead>
</table>

Program Record Form Entry
1. Enter the line number and station port to be assigned to the fax machine.

System Program Entry
1. Enter 67 (program number).
2. Press *.
3. Enter the line number to be assigned.
4. Press *.
5. Enter the station port to be assigned.
6. Press *.
7. Press # to exit the program.

Options
(1.) Line Number
00=not assigned, 01 - 03=line numbers 01-03

(2.) Station Port
00=not assigned, 12 - 17=stations 12-17

Program 68 - Fax Assignment (2) (Portrait 308 Only)

<table>
<thead>
<tr>
<th>(A.) Line Type</th>
<th>(B.) CNG Signal is Not Received</th>
<th>(C.) Extension Busy</th>
<th>(D.) Not Used</th>
<th>(E.) Not Used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Program Record Form Entry
1. Enter the desired option number in each feature's column.

System Program Entry
1. Enter 68 (program number).
2. Press *.
3. Enter the data from columns A-E.
4. Press *.
5. Press # to exit the program.

Options
(A.) Line Type
0=fax, 1=DISA, 2=fax and DISA

(B.) CNG Signal is Not Received
0=cut off, 1=transfer to operator, 2=transfer to fax

(C.) Extension Busy
0=cut off, 1=transfer to operator, 2=redial

(D.) Not Used
Must be entered as "0".

(E.) Not Used
Must be entered as "0".
### Program 69 - Fax Assignment (3) (Portrait 308 Only)

(Display shows: FAX ASSIGNMENT3)

<table>
<thead>
<tr>
<th>(1.) Automatic Answer</th>
<th>(2.) Waiting Time for CNG Signal Detection</th>
<th>(3.) Waiting Time for DTMF Signal Receiving</th>
<th>(4.) Calling Time for Telephone / Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Record Form Entry**
1. Enter the desired option number in each feature's column.

**System Program Entry**
1. Enter 69 (program number).
2. Press *.
3. Enter the data from column 1 OR Press * to advance to the desired option, then enter data.
4. Press *.
5. Enter the data for the next option or press * to advance to the desired option.
6. Press # to exit the program.

### Program 74 - Caller ID Timers

(Display shows: CALLER-ID TIMERS)

<table>
<thead>
<tr>
<th>(1.) Caller ID Information Waiting Timer</th>
<th>(2.) Incoming Signal Detection Timer</th>
<th>(3.) Caller ID Signal Duration Timer</th>
<th>(4.) Caller ID Signal Carrier Detection Timer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Record Form Entry**
1. Enter the desired option number in each feature's column.

**System Program Entry**
1. Enter 74 (program number).
2. Press *.
3. Enter the item number to be programmed.
4. Press *.
5. Enter the data for the option being programmed.
6. Press *.
7. Enter the data for the next option OR Press # to exit the program.
Program 75 - Extension Options (5)

(Display shows: STN ASSIGNMENT5)

<table>
<thead>
<tr>
<th>(A.) Not Used</th>
<th>(B.) Not Used</th>
<th>(C.) Automatic Line Seizing by Fax</th>
<th>(D.) Not Used</th>
<th>(E.) Not Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Program Record Form Entry
1. Enter the desired option number in each feature's column.

System Program Entry
1. Enter 75 (program number).
2. Press *.
3. Enter the station port to be programmed.
4. Enter the data from columns A-E.
5. Press *.
6. Enter the data for the next station OR Press * to advance the station port numbers OR Press # to exit the program.

Program 77 - Extension Options (6)

(Display shows: STN ASSIGNMENT6)

Options
(A.) Not Used
Must be entered as "0".

(B.) Not Used
Must be entered as "0".

(C.) Automatic Line Seizing by Fax
0=disabled, 1=enabled

(D.) Not Used
Must be entered as "0".

(E.) Not Used
Must be entered as "0".

Options
(A.) Day Mode
0=Hold feature subject to Program 87, 1=can always place calls on Hold immediately

(B.) Night Mode
0=Hold feature subject to Program 87, 1=can always place calls on Hold immediately

(C.) Dial Block Mode
0=Hold feature subject to Program 87, 1=can always place calls on Hold immediately.

Program Record Form Entry
1. Enter the desired option number in each feature's column.

System Program Entry
1. Enter 77 (program number).
2. Press *.
3. Enter the station port to be programmed.
4. Enter the data from columns A-C.
5. Press *.
6. Enter the data for the next station OR Press * to advance the station port numbers OR Press # to exit the program.
**Program 86 - Line Options (3)**

(Display shows: LINE ASSIGNMENT3)

<table>
<thead>
<tr>
<th>(A.) Loop Disconnect Detection</th>
<th>(B.) Not Used</th>
<th>(B.) Not Used</th>
<th>(D.) Not Used</th>
<th>(E.) Not Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Program Record Form Entry**
1. Enter the desired option number in each feature’s column.

**System Program Entry**
1. Enter 86 (program number).
2. Press *.
3. Enter the line number to be programmed.
4. Enter the data from columns A-E.
5. Press *.
6. Enter the data for the next line OR Press * to advance the line numbers OR Press # to exit the program.

**Program 87 - Hold Disable Timer**

(Display shows: HD DISABLE TIMER)

**Options**
(A.) Loop Disconnect Detection
0=disabled, 1=enabled

(B.) Not Used
Must be entered as "0".

(C.) Not Used
Must be entered as "0".

(D.) Not Used
Must be entered as "0".

(E.) Not Used
Must be entered as "0".

**Program Record Form Entry**
1. Enter the value to be used for the timer.

**System Program Entry**
1. Enter 87 (program number).
2. Press *.
3. Enter the value to be used for the timer.
4. Press *.
5. Press # to exit the program.
**Program 88 - Door Relay Timer**

(Dispaly shows: DOOR RELAY TIMER)

**Options**
Door Relay Timer:
000=manual operation, 001-255 = 100 msec - 25.5 seconds

**Program Record Form Entry**
1. Enter the value to be used for the timer.

**System Program Entry**
1. Enter 88 (program number).
2. Press *.
3. Enter the value to be used for the timer.
4. Press *.
5. Press # to exit the program.

---

**Program 89 - CO Dial Tone Delay Timer**

(Dispaly shows: DIAL WAIT TIMER)

**Options**
CO Dial Tone Delay Timer:
000=no delay, 001-255 = 100 msec - 25.5 second delay

**Program Record Form Entry**
1. Enter the value to be used for the timer.

**System Program Entry**
1. Enter 89 (program number).
2. Press *.
3. Enter the value to be used for the timer.
4. Press *.
5. Press # to exit the program.
**Program 92 - Program Entry Password**

(Display shows: SYS.PRG.PASSWORD)

<table>
<thead>
<tr>
<th>New Password</th>
</tr>
</thead>
</table>

**Program Record Form Entry**
1. Enter the new system password (8 digits maximum).

**System Program Entry**
1. Enter 92 (program number).
2. Press *.
3. Enter the new system password.
4. Press *.
5. Press # to exit the program.

---

**Program 95 - Sub-CPU Timers**

(Display shows: SUB CPU TIMERS)

<table>
<thead>
<tr>
<th>Options</th>
</tr>
</thead>
</table>

**Options**

Password:
Any digits between 0 and 9
(maximum of 8 digits)

**Program Record Form Entry**
1. Enter the desired option number in each feature's column.

**System Program Entry**
1. Enter 95 (program number).
2. Press *.
3. Enter the item number to be programmed.
4. Press *.
5. Enter the data for the option being programmed.
6. Press *.
7. Enter the data for the next option OR Press # to exit the program.

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Customer Service FAX: ................................. 203-926-5454
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Discontinued Product Service: ....................... 900-990-2541
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(Excludes discontinued products)