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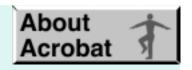
Tips 🍃

- - **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.
 To navigate between pages, press -> or <-.
- To increase the speed with which your Acrobat files load, try one of the following:
 - In **Windows 3.1**, add *ACRORÉAD.EXE* to your **Startup Group** (with the Run Minimized box checked).
 - In Windows 95, add ACROREAD.EXE to the Windows\Start Menu\Programs\StartUp folder (with Run Minimized selected). You'll have to maximize the first Acrobat file you run.

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• To return to the opening screen, press the **HOME** key.



About the Program Record Form

The Program Record Form lets you record the way you configure a customer's DIGITAL SYSTEM and shows you how to enter the configuration data into system memory. For each program in the system, there is a form (grid) for recording the program's configuration data codes. Next to each grid are instructions for entering the data codes into system memory from a system programming extension (e.g., a display phone connected to port 00, initially extension 300).

You'll find the configuration data codes in the DIGITAL SYSTEM Administrator's Programming Guide (P/N N1872ADG**). Simply turn to a program and look for the heading, **Filling Out the Program Record Form**. The data codes for each feature option are underneath.

See also How to Use Part II (Customizing the System) in the DIGITAL SYSTEM Administrator's Programming Guide

General Programming Tips

There are four basic steps to entering data codes into system memory. Once you become familiar with them, you will not need to continually refer to the specific entry instructions with each program.

To enter data codes into memory:

- 1. Enter the program mode from the port 00 phone (initially extension 300) or from another system programming extension (see Program 15).
- 2. Enter a program.
- 3. Enter data using the dialpad, erase mistakes, and move through the program's feature options.
- 4. Save and Exit.

Note: When you program the system for the first time, run Program 20 before any others to ensure that the factory set values are in place.

Entering the Program Mode

To enter the program mode from the port 00 phone or another system programming extension (see Program 15):

- 1. Do not lift the handset.
- 2. Press # key.
- 3. Dial SP.

The code SP stands for "System Program" and is 77 on the dialpad.

4. Dial 5312.

The code 5312 is the DIGITAL SYSTEM password.

5. Press #.

If you leave the system in the program mode too long without pressing a key or dialing a code, you'll hear reorder (fast busy) tone, and the system automatically exits the program mode.

Entering a Program

To enter a program after you enter the program mode:

1. Press the program's key.

-Keys 1-20 give you access to programs 1-20. Keys 1-5 are on the left, keys 6-10 are on the right, keys 11-16 are directly below the dial pad. The HOLD (Program 17), CONF (Program 18), MIC/DND (Program 19), and ICM (Program 20) keys are in the last row of keys. Note: Program numbers 9 and 13 are not used.

Entering Data, Erasing Mistakes and Moving Through Options

To enter data after you enter a program:

- 1. Dial the data.
- 2. Press the # key.

This step stores the data and moves you to the next feature option.

For example, to enter the data code Y:

- 1. Dial Y, which is 9 on the dialpad.
- 2. Press #.

When you dial data for the last feature option in a program and press #, you exit the level you are working in and return to the previous level. In some cases, "returning to the previous level" means you exit the program and do not have to press SAVE to exit the program (see below).

To erase a mistake (in most cases):

1. Dial * after you dial the mistake but before you press # to store it.

If you make an invalid entry and press #, you will hear reorder (fast busy) tone. You can dial * (in most cases) during the reorder tone and re-enter the data.

To accept the data on the display and move to the next feature option: 1. Press the # key.

Saving and Exiting

To save and exit after entering data: 1. Press the SAVE key.

Pressing SAVE moves you out of a program, one level at a time. You may have to press SAVE several times to exit all the way out.

Note: Some instructions in the Program Record Form are abbreviated.

When You See:	It Means This:
Dial data + #	Enter the system program information, then press #
SAVE	Press SAVE
DIAL	Press DIAL

18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01	00	COS
																			Only Intercom Calls at Night
																			Off-Premise Call Forward
																			Break-In (Intrusion)
																			Camp-On (Busy Extension)
																			Internal Call Forward
																			System Speed Dial
																			Toll Restriction Level
																			Only Local Calls (Day/Night)
																			Only Local Calls at Night
																			Extended Ring
																			Privacy
																			Callback Priority
																			Direct Trunk Access/Camp-On
																			All Call Page
																			Page Zone 1 Access
																			Page Zone 2 Access
																			Page Zone 3 Access
																			Silent Monitor
																			No Single Line Flash/ACD Supervisor
																			Single Ring for ASI/OPX
																			Only CO Call FWD to VX

Cont'd next page

Page 1

Program 1 - Class of Service (cont'd)

COS	Only Intercom Calls at Night	Off-Premise Call Forward	Break-In (Intrusion)	Camp-On (Busy Extension)	Internal Call Forward	System Speed Dial	Toll Restriction Level	Only Local Calls (Day/Night)	Only Local Calls at Night	Extended Ring	Privacy	Callback Priority	Direct Trunk Access/Camp-On	All Call Page	Page Zone 1 Access	Page Zone 2 Access	Page Zone 3 Access	Silent Monitor	No Single Line Flash/ACD Supervisor	Single Ring for ASI/OPX	Only CO Call FWD to VX
19																					
20																					
21																					
22																					
23																					
24																					
25																					
26																					
27																					

To enter Program 1 data:

1. Enter program mode.

+ *dial* 775312 + #.

2. Press key 1.

3. Dial COS number + #.

4. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

To erase data before pressing #: Press *.

5. Repeat step 4 until done.

If you finish and do not see, "COS. NO.": SAVE.

6. Select an option:

- To program another COS: Go to step 3.

- To exit Program 1: SAVE.

- To enter another program after exiting: Press its key.

- To exit program mode: SAVE twice.

Program 2 - Intercom Signaling



To enter Program 2 data:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 2.
- 3. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

- To erase data before pressing #: Press *.

4. Repeat step 3 for all data.

If you finish and do not see, "SAVE TO EXIT": SAVE.

5. Select an option:

- To enter another program: Press its key.

- To exit program mode: SAVE.

Program 3 - Miscellaneous System Features

Feature Name	Feature Data									
# Operators										
Oper. 01 Ext.										
Oper. 02 Ext.										
Oper. 03 Ext.										
Oper. 04 Ext.										
# System Speed Dial Digits										
Side Tone Test Digit										

Feature Name	Feature Data								
Voice Mail									
Voice Mail Master Ext.									
Dial-Out # in Speed Dial									
Dial 1 Before Area Code									
Walking COS Security Code									
Play MOH on Transfer									
AUX Port's Baud Rate									

To enter Program 3 data:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 3.
- 3. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

- To erase data before pressing #: Press *.

4. Repeat step 3 for all data.

If you finish and do not see, "SAVE TO EXIT": SAVE.

- 5. Select an option:
 - To enter another program: Press its key.
 - To exit program mode: SAVE.

Note: Before a number can be entered as the Voice Mail Master Extension, the VX (Voice Mail) prompt in Program 18 must be set to Y(es) and UCD group programming must be completed.

Timer Number	Timer Name	Duration
01	Park Orbit	
02	Hold Recall	
03	Camp-On	
04	Line Response	
05	Modem Reserve	
06	# Ring Before Recall	
07	# Delayed Rings	
08	Flash Response	
09	Dial Tone Detect	
10	Make	
11	Break	
12	Interdigit	

Program 4 - System Timers

To enter Program 4 data:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 4.
- 3. Dial Timer number + #.
- 4. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

To erase data before pressing #: Press *.

- 5. Repeat steps 3-4 for remaining timers.
- 6. Select an option:
 - To exit Program 4: SAVE.

- To enter another program after exiting: Press its key.

- To exit program mode: SAVE twice.

Program 5 - PBX Trunk Access Codes

ID Number	PBX Access Code		
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			

To enter Program 5 data:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 5.
- 3. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

- To enter a wild card: DIAL + dial X(9) + #.
- To erase data: Press * + #.

4. Repeat step 3 for all data.

If you finish and do not see, "SAVE TO EXIT": SAVE.

- 5. Select an option:
 - To enter another program: Press its key.
 - To exit program mode: SAVE.

Program 6 - Toll Restriction

Before you fill in data, either use the Copy and Paste commands to make additional copies of the Toll Restriction forms for each Toll Restriction level you wish to customize or print copies of the blank forms. You may not need to use all three forms for each level.

Table	e 1: Allow	/Deny NI	NX Codes	For Toll	Calls

Table	Table 2: Allow/Deny NNX Codes for Local Calls										

Table 3: Allow/Deny NPA Codes										

Toll Level:	Table 4:	Table 4: Allow/Deny Codes For Area Code:							

Tab	le 5: Allo	w/Deny (Codes For	· Area Co	de:	

Tab	le 6: Allo	w/Deny (Codes For	· Area Co	de:	

Tab	le 7: Allo	w/Deny (Codes For	· Area Co	de:	

Toll Level:	Tab	Table 8: Allow/Deny Codes For Area Code:										

Tab	le 9: Allo	w/Deny (Codes For	· Area Co	de:	

Tab	le 10: All	ow/Deny	Codes Fo	or Area C	ode:	

Tab	le 11: All	ow/Deny	Codes Fo	or Area C	ode:	

Tab	ode:					
	Tab	Table 12: All	Table 12: Allow/Deny	Table 12: Allow/Deny Codes For	Table 12: Allow/Deny Codes For Area C	Table 12: Allow/Deny Codes For Area Code:

Table	13: All	ow/Deny	Codes Fo	or Area C	ode:	

To enter Program 6 data:

1. Enter program mode.

+ dial 775312 + #.

2. Press key 6.

3. For first-time programming or to initialize (reset) toll levels: Dial I + Y. Otherwise, go to step 5.

To stop initialization after dialing I: Dial N + go to step 5.

4. To allow the system to accept the new NPA codes, at the prompt "NEW DIAL PLAN-N", dial Y.

5. Dial P to program toll levels.

Re-order tone means: Go to step 1 and initialize in step 3.

6. Dial toll level + #.

7. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

- To erase data before pressing #: Press *.

- ADD-DELETE-LIST means you can enter Table data. Use a-c for Tables 1 through 3. Use the steps on the following page for Tables 4 through 13.

a. Dial A, D, or L. Or, to exit the table at this point: # and go to beginning of step 7.

b. To add/delete: Dial codes.

OR

To list more or exit list: # + *go to step 7a.*

c. To save and exit table: # + go to beginning of step 7.

OR

To save and go to "ADD-DELETE-LIST:" SAVE + go to step 7a.

8. Repeat step 7 for all data.

If you finish and do not see, "TOLL LEVEL": Press # until you see it.

- 9. Select an option:
 - To program another level: Go to step 6.
 - To exit Program 6: SAVE.
 - To enter another program after exiting: Press its key.
 - To exit mode: SAVE twice.

To use the 6-Digit Analysis Tables (4 - 13) when you see ADD-DELETE- LIST on the display:

1. Dial A, D, or L.

OR

Press # to exit the table (and Program 6).

- 2. Dial the area code intended for 6-digit analysis.
 - If you selected "Listing" in step 1, the system lists the codes now, four at a time. To see more codes or exit at the end of the list, press # and return to step 1. Steps 3-6 do not apply to listing.
- 3. Dial A for an Allow Table of NXX codes.

OR

Dial D for a Deny Table of NXX codes.

4. Dial codes to be added or deleted.

5. Select an option:

- To save and go to "ADD-DELETE-LIST" for another area code: SAVE + Go to step 1.
- To save and exit toll level: # + Go to step 6 on the previous page.
- To save and exit Program 6: SAVE three times.
 - To enter another program after exiting: Press its key.
- To SAVE and exit program mode: SAVE four times.

Program 7 - Music, External Paging, Relays

Feature Name	Feature Data
Background Music (BGM)	
Music on Hold	
External Page Zone 1	
Ring Over All Call	
External Page Zone 2	
BGM to Ext. Zones	
Interrupted Ring Relays	
Page/Music Volume	
Relay 01 Owner	
Relay 02 Owner	

To enter Program 7 data:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 7.
- 3. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

To erase data before pressing #: Press *.

4. Repeat step 3 for all data.

If you finish and do not see, "SAVE TO EXIT": SAVE.

5. Select an option:

- To enter another program: Press its key.

- To exit program mode: SAVE.

Program 8 - System Messages

Message No.				Mes	sages	5			
600									
601									
602									
603									
604									
605									
606									
607									
608									
609									
610									
611									
612									
613									
614									
615									

To enter Program 8 data:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 8.
- 3. Dial Message number + #.
- 4. To accept the displayed data: #.

OR

To erase displayed data: Press * + Enter new message (see below) or press # and go to step 3.

OR

To changed the displayed data: Enter entire message + #.

To enter message:

- a. Press dialpad button for desired letter or number. To enter a blank space, Q, or Z: Press 0.
- b. To make a letter appear: Dial the number (1, 2, or 3) that corresponds to the letter's position on the button (e.g. dial 1 if you want the first letter).

OR

- To make a number appear: Dial 4.
- Note: To make a blank space, Q, or Z appear: Dial 1, 2, or 3, respectively.
- c. Repeat a-b for all characters (to erase previous character: LAST).
- 5. Repeat steps 3-4 for all messages.

6. Select an option:

- To exit Program 8: SAVE.

- To enter another program after exiting: Press its key.
- To exit program mode: SAVE twice.

Program 10 - Line Port Characteristics

Line Number	Circuit	Type	Line	Gain	PBX Line	Side Tone Test				Na	me				
01															
02															
03															
04															
05															
06															
07															
08															
09															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															

Program 10 - Line Port Characteristics (cont'd)

To enter Program 10 data:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 10.
- 3. Dial Line number + #.

4. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

- To erase data before pressing #: Press *.

- To enter circuit type X: DIAL + dial X.
- To enter a name:
 - a. Press dialpad button for desired character. To enter a blank space, Q, or Z: Press 0.
 - b. To make a letter appear: Dial the number (1, 2, or 3) that corresponds to the letter's position on the button (e.g. dial 1 if you want the first letter).

OR

To make a number appear: Dial 4.

- Note: To make a blank space, Q, or Z appear: Dial 1, 2, or 3, respectively.
- c. Repeat a-b for all characters (to erase previous character: LAST).

5. Repeat step 4 for all data.

If you finish and do not see, "LINE NO.": SAVE.

6. Select an option:

- To program another line: Go to step 3.
- To exit Program 10: SAVE.
 - To enter another program after exiting: Press its key.
- To exit program mode: SAVE twice.

Program 11 - Line Groups

Group Number			Li	ne M	[emb	ers			
90									
91									
92									
93									
94									
95									
96									
97									
98									

To enter Program 11 data:

1. Enter program mode.

+ dial 775312 + #.

2. Press key 11.

3. Dial Group number + #.

4. To accept the displayed data: #.

OR

To enter or change the displayed data: Dial data + #.

- To erase data before pressing #: Press *.

- To erase a line from the group, dial *. Dialing * for the first member of the group erases the entire group.

5. Repeat step 4 for all data in group.

6. Press SAVE.

7. Select an option:

- To program another line group: Go to step 3.

- To exit Program 11: SAVE.

- To enter another program after exiting: Press its key.

- To exit program mode: SAVE twice.

24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	60	80	07	06	05	04	03	02	01	Line Number
																								CPG (Call Pickup Group) TR (Toll Restriction)
																								DTD (Direct Termination Day)
																								DTN (Direct Termination Night)
																								COS (Class Of Service)

Program 12 - Line Features (cont'd)

To enter Program 12 data:

1. Enter program mode.

+ *775312* + *#*.

- 2. Press key 12.
- 3. Dial Line number + #.
- 4. Dial feature's abbreviation + #.
- 5. To accept the displayed data: #.

OR

- To change the displayed data: Dial data + #.
 - To accept DTD or DTN data, you may have to press SAVE instead.
 - To erase data before pressing #: Press *.
- 6. Repeat steps 4-5 for all features.
- 7. Press SAVE.
- 8. Select an option:
 - To enter data for another line: Dial Y + go to step 3.
 - To exit Program 12: SAVE.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE twice.

Port Number	Extension Number	Circuit Type	DSS Owner	DSS Block	Name (16 characters, maximum)
00					
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					

Program 14 - Extension Port Characteristics

* Note: A DSS console cannot be installed in an Expansion Cabinet.

Port Number	Extension Number	Circuit Type	DSS Owner	DSS Block	Name (16 characters, maximum)
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					

Program 14 - Extension Port Characteristics (cont'd)

* Note: A DSS console cannot be installed in an Expansion Cabinet.

Program 14 - Extension Port Characteristics (cont'd)

To enter Program 14 data:

1. Enter program mode.

+ dial 775312 + #.

2. Press key 14.

3. Dial Port number + #.

4. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

- To erase data before pressing #: Press *.

- To enter circuit X: DIAL + dial X.

- To enter circuit Z: DIAL + dial 0.

- To enter a letter, number, blank:

- Press dial pad button that has desired character. Zero button=blank, Q, Z (in that order).
- Dial digit (1, 2, 3)=letter's position on button (e.g., dial 1 for 1st letter).

OR

Dial 4 for the button's number.

- To erase last character, press LAST.
- Repeat above steps for entire message.

5. Repeat step 4 for all data.

If you finish and do not see, "STN PORT NO.": SAVE.

6. Select an option:

- To program a port: Go to step 3.

- To exit Program 14: SAVE.

- To enter another program after exiting: Press its key.

- To exit program mode: SAVE twice.

Note: You cannot change the circuit type of the extension from which you are programming; you must use another extension that has program access level 04 or 05.

Program 15 - Programming Access Level

Extension	Program	Access Level
300		
301		
302		
303		
304		
305		
306		
307		
308		
309		
310		
311		
312		
313		
314		
315		
316		
317		
318		
319		
320		
321		
322		
323		

Extension	Program	Access Level
324		
325		
326		
327		
328		
329		
330		
331		
332		
333		
334		
335		
336		
337		
338		
339		
340		
341		
342		
343		
344		
345		
346		
347		

Extension	Program	Access Level
348		
349		
350		
351		
352		
353		
354		
355		
356		
357		
358		
359		
360		
361		
362		
363		
364		
365		
366		
367		
368		
369		
370		
371		

Program 15 - Programming Access Level (cont'd)

To enter Program 15 data:

1. Enter program mode.

+ *dial* 775312 + #.

- 2. Press key 15.
- 3. Dial extension + #.
- 4. To accept the displayed data: #.

OR

- To change the displayed data: Dial data + #.
- To erase data before pressing #: Press *.
- 5. Repeat steps 3-4 for all extensions.
- 6. Select an option:
 - To exit Program 15: SAVE.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE twice.

330	329	328	327	326	325	324	323	322	321	320	319	318	317	316	315	314	313	312	311	310	309	308	307	306	305	304	303	302	301	300	Extension
																															Line Access
																															Line Access
																															Line Access
																															Line Access
																															Line Access
																															Line Access
																															Line Access
																															Line Access
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																															Line Access
																															Line Access
																															Line Access
																															Group 90 Access
																															Group 91 Access
																															Group 92 Access
																															Group 93 Access
																															Group 94 Access
																															Group 95 Access

361	360	359	358	357	356	355	354	353	352	351	350	349	348	347	346	345	344	343	342	341	340	339	338	337	336	335	334	333	332	331	Extension
																															Line Access
																															Line Access
																															Line Access
																															Line Access
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																															Line Access
																															Line Access
																															Line Access
																															Line Access
																															Group 90 Access
																															Group 91 Access
																															Group 92 Access
																															Group 93 Access
																															Group 94 Access
																															Group 95 Access

Cont'd next page

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Program 16 - Line and Line Group Access (cont'd)

Extension	LineAccess	Line Access	LineAccess	LineAccess	Line Access	Line Access	Line Access	Line Access	LineAccess	LineAccess	LineAccess	LineAccess	Line Access	Line Access	Line Access	Line Access	Group 90 Access	Group 91 Access	Group 92 Access	Group 93 Access	Group 94 Access	Group 95 Access
362																						
363																						
364																						
365																						
366																						
367																						
368																						
369																						
370																						
371																						

To enter Program 16 data:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 16.
- 3. Dial extension + #.

- To erase data before pressing #: Press *.

- 4. Dial L for line or G for group data.
- 5. Dial Line or Group number + #.
- 6. To accept the displayed data: #,

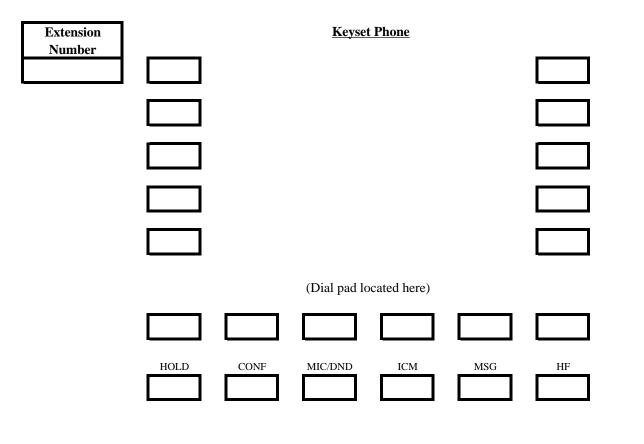
OR

To change the displayed data: Dial data + #.

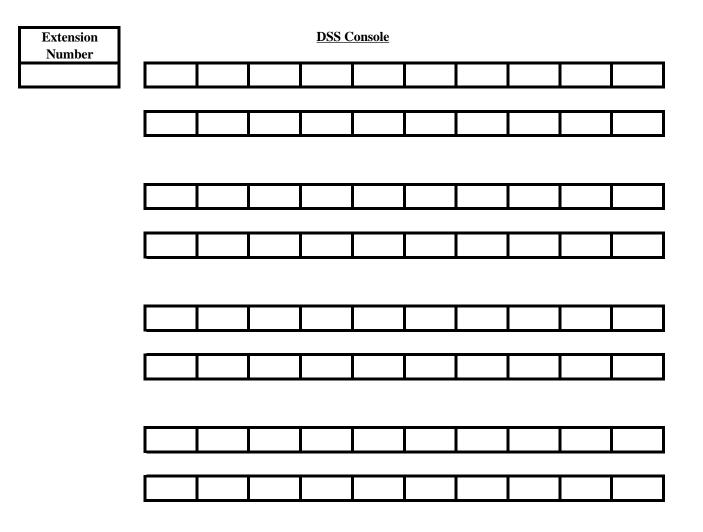
- 7. Repeat steps 5-6 for all lines/groups.
- 8. Press SAVE.
- 9. Select an option:
 - To enter line or group data for same extension: Go to step 4.
 - To enter data for another extension: SAVE + dial Y + go to step 3.
 - To exit Program 16: SAVE twice.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE three times.

Program 17 - Key Assignments

Before you fill in data, either use the Copy and Paste commands to make additional copies of the blank Key Assignment forms for each installed Multibutton phone and DSS Console or print copies of the forms required. There is a form for the phone and the console. Make sure you copy the correct one.



Program 17 - Key Assignments (cont'd)



Program 17 - Key Assignments (cont'd)

To enter Program 17 data:

1. Enter program mode.

- # + dial 775312 + #.
- If you are programming assignments for a DSS Console, you must program from the phone assigned to the console.

2. Press key 17 (HOLD).

You see "DEST ICM NO:" (i.e., destination extension).

3. Dial extension (XXX) to be programmed + #.

You see "SOURCE:" (i.e., source extension). If you are programming assignments for your DSS Console, enter your entension number.

4. To program the keys at extension XXX: Dial extension (XXX) again + #.

OR

To copy keys from extension YYY to XXX: Dial YYY + # + go to step 8 if you

do not need to change individual keys after you copy; otherwise, go to step 5.

- This procedure does not copy Speed Dial (stored) numbers, Ring Assign. (Program 18 [II]), or Line Access (Program 16).

- If you are programming assignments for your DSS Console, enter your entension number.

5. Press key you wish to program.

- For DSS Consoles, press DSS Console key.

6. To accept the displayed data: #.

OR

To change the displayed data: Dial key data + #.

Remember: To dial "Z", dial 0 (zero).

- 7. Repeat steps 5-6 for other keys.
- 8. Press SAVE and select an option:
 - To program another extension: Dial Y + go to step 3.
 - To exit Program 17: SAVE.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE twice.

Cont'
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330	329	328	327	326	325	324	323	322	321	320	319	318	317	316	315	314	313	312	311	310	309	308	307	306	305	304	303	302	301	300	Extension
																															DND (Do Not Disturb)
																															COS (Class of Service)
																															RG
																															(Ring Group)
																															CPG
																															(Call Pickup Group)
																															PRG
																															(Privacy Release Group)
																															OHR (Off-Hook Ring)
																															BLF (DSS/BLF Lamps)
																															LDU (Line Dial-Up)
																															PZ
																															(Page Zone Member)
																															SO
																															(Station Operator)
																															SDB
																															(Speed Dial Block)
																															VX (Voice Mail)
																															DS (Data set)
																															DB (Door Box) - Alert 1
																															DB (Door Box) - Alert 2
																															DB (Door Box) - Alert 3
																															DB (Door Box) - Alert 4

361	360	359	358	357	356	355	354	353	352	351	350	349	348	347	346	345	344	343	342	341	340	339	338	337	336	335	334	333	332	331	Extension
																															DND (Do Not Disturb)
																															COS (Class of Service)
																															RG
																															(Ring Group)
																															CPG
																															(Call Pickup Group)
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																															(Privacy Release Group)
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																															BLF (DSS/BLF Lamps)
																															LDU (Line Dial-Up)
																															PZ
																															(Page Zone Member)
																															SO
																															(Station Operator)
																															SDB
																															(Speed Dial Block)
																															VX (Voice Mail)
																															DS (Data set)
																															DB (Door Box) - Alert 1
																															DB (Door Box) - Alert 2
																															DB (Door Box) - Alert 3
																															DB (Door Box) - Alert 4

Program 18 - Extension Features (Part I) (cont'd)

Extension	DND (Do Not Disturb)	COS (Class of Service)	RG	(Ring Group)	CPG	(Call Pickup Group)	PRG	(Privacy Release Group)	OHR (Off-Hook Ring)	BLF (DSS/BLF Lamps)	LDU (Line Dial-Up)	PZ	(Page Zone Member)	OS	(Station Operator)	SDB	(Speed Dial Block)	VX (Voice Mail)	DS (Data set)	DB (Door Box) - Alert 1	DB (Door Box) - Alert 2	DB (Door Box) - Alert 3	DB (Door Box) - Alert 4
362																							
363																							
364																							
365																							
366																							
367																							
368																							
369																							
370																							
371																							

To enter Program 18 (Part I) data:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 18 (CONF).
- 3. Dial extension + #.
- 4. Dial feature abbreviation + #.

To dial PZ: Dial P0.

5. To accept the displayed data: #.

OR

To change data: Dial data + #.

- To erase a data entry before you press #: Press *.

- To accept the SO (station operator) data, you may have to press SAVE instead.

- 6. Repeat steps 4-5 for all features.
- 7. Press SAVE or Go to step 4 in a Program 18 (Part II) procedure.
- 8. Select an option:

- *To enter Part I data for another extension: Dial Y* + *go to step 3.*

- To exit Program 18: SAVE.
 - To enter another program after exiting: Press its key.
- To exit program mode: SAVE twice.

Program 18 - Extension Features (Part II)

Before you fill in data, either use the Copy and Paste commands to make additional copies of the blank Extension Feature forms for each installed extension or print copies of the blank forms as needed.

Extension:												Fea	ture				Y/N	
									HS	(Hea	ıdset)						
									VA	(Voi	ce-A	nnou	unce	Call	s)			
									VP	(Voi	ce Pa	age T	[hru	Spk	r)			
									VO	(Wł	ispe	r Pa	ge)					
									RL	P (Ri	ingin	g Li	ne P	ref.)				
Feature	Line #																	
RA (Ringing Assignment)																		
NR (Night Ringing)																		
DRA (Direct Ringing Assign.)																		
PLA (Prime Line Assign.)																		

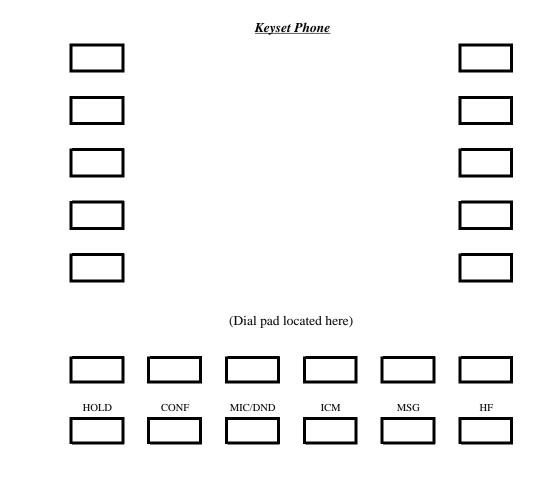
	Personal Speed Dial Numbers
Bin 50:	Bin 20:
Bin 51:	Bin 21:
Bin 52:	Bin 22:
Bin 53:	Bin 23:
Bin 54:	Bin 24:
Bin 55:	Bin 25:
Bin 56:	Bin 26:
Bin 57:	Bin 27:
Bin 58:	Bin 28:
Bin 59:	Bin 29:

Key 1:	
Key 2:	
Key 3:	
Key 4:	
Key 5:	
Key 6:	
Key 7:	
Key 8:	
Key 9:	
Key 10:	
Key 11:	
Key 12:	

Key 13:	
Key 14:	
Key 15:	
Key 16:	
Key 17:	
Key 18:	
Key 19:	
Key 20:	
Key 21:	
Key 22:	
Key 23:	
Key 24:	

Direct Station Selection (and Call Coverage) and Hotline Layout

Keys 1-15 are Direct Station Selection keys. The Call Coverage and Hotline keys can be anywhere, depending on how they are assigned in Program 17. You can use the DSS procedure below to change the extension associated with a DSS or Call Coverage key.



To enter Program 18 data for HS, VA, VP, VO, RLP:

1. Enter the program mode.

+ dial 775312 + #.

- 2. Press key 18 (CONF).
- 3. Dial extension + #.
- 4. Dial feature abbreviation + #.
- 5. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

- 6. Select an option:
 - To program another feature: Go to step 4 (in any Program 18 procedure).
 - To program another extension: SAVE + dial Y + go to step 3 (in any Program 18 procedure).
 - To exit Program 18: SAVE twice.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE three times.

To enter Program 18 data for RA, NR, DRA, PLA:

1. Enter program mode.

+ *dial* 775312 + #.

- 2. Press key 18 (CONF).
- 3. Dial extension + #.
- 4. Dial feature abbreviation + #.

The Line keys you can program light steadily or flash. Steady means the feature is disabled, flashing means it is enabled.

5. Dial a line number.

OR

Press a Line key.

- 6. To change or enter data: Dial data (Y)es or (N)o, press #.
- 7. Repeat steps 5-6 for all lines.
- 8. Select an option:
 - To program another feature for same extension: SAVE + go to step 4 (in any Program 18 procedure).
 - To program another extension: SAVE twice + dial Y + go to step 3 (in any Program 18 procedure).
 - To exit Program 18: SAVE three times.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE four times.

To enter Program 18 data for Personal Speed Dial (SD):

1. Enter the program mode.

+ dial 775312 + #.

- 2. Press key 18 (CONF).
- 3. Dial extension + #.
- 4. Dial SD + #.
- 5. Dial bin number + #.

OR

Press lit bin key (to make a SD bin keys, see Program 17).

6. If you can store a name: Enter name + #. Or, skip to step 7.

To enter a letter, number, blank:

- Press dial pad button that has desired character. Zero button=blank, Q, Z (in that order).

- Dial digit (1, 2, 3)=letter's position on button (e.g., dial 1 for 1st letter).

OR

Dial 4 for the button's number.

- To erase last character, press LAST.
- Repeat above steps for entire message.
- 7. Store a line as follows: Press a Line key or (Dial line number + #).
 - Reorder tone means you cannot store that line. Go to step 4.
 - To store Intercom feature codes: Press ICM in step 7, dial codes in step 8.
- 8. To accept the displayed data: # + go to step 5.

OR

To change the displayed data: Dial telephone number + #.

- You can store any number allowed by the toll level of the extension you program from.
- Numbers longer than 16 digits flow to the next bin.
- To enter a pause: HOLD.

- To enter a Flash, press MSG, or to enter a Delay, press DIAL. These options are only
- available with software versions AUX Module 02.10/Base 02.00 and higher.
- To enter *: DIAL + press *.
- To enter #: DIAL + press #.

9. Select an option:

- To program more bins: Go to step 5.
- To program another feature: SAVE + go to step 4 in any Program 18.
- To program another extension: SAVE twice + dial Y + go to step 3.
- To exit Program 18: SAVE three times.
 - To enter another program after exiting: Press its key.
- To exit program mode: SAVE four times.

To enter Program 18 data for DSS:

1. Enter the program mode.

+ *dial* 775312 + #.

- 2. Press key 18 (CONF).
- 3. Dial extension + #.
- 4. Dial DSS or HL + #.

DSS keys (1-15) flash, any Call Coverage and Hotline keys flash.

- 5. Press a flashing key.
- 6. To accept the displayed data: #.

OR

To change the displayed data: Dial data + #.

- 7. Repeat steps 5-6 for all DSS keys you wish to program.
- 8. Select an option:
 - To program another extension for DSS: SAVE twice + dial Y + go to step 3 (in any Program 18 procedure).
 - To program another feature for same extension: SAVE + go to step 4 (in any Program 18 procedure).
 - To exit Program 18: SAVE three times.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE four times.

Form for System Speed Dial

Bin Number	System Speed Dial Numbers and Names

To enter Program 18 data for System Speed Dial (SD):

1. Enter the program mode.

+ dial 775312 + #.

2. Press key 18 (CONF).

3. Dial the number of the extension you are programming from + #.

4. Dial SD + #.

5. Dial bin number + #.

6. If you can store a name: Enter name + #. Or skip to step 7.

To enter a letter, number, blank:

- Press dial pad button that has desired character. Zero button=blank, Q, Z (in that order).

- Dial digit (1, 2, 3)=letter's position on button (e.g., dial 1 for 1st letter).

OR

Dial 4 for the button's number.

- To erase last character, press LAST.
- Repeat above steps for entire message.
- 7. Store a line: Press a Line key or (Dial line number + #).

- Reorder tone means you cannot store that line. Go to step 4.

- To store Intercom feature codes: Press ICM in step 7, dial codes in step 8.
- 8. To accept the displayed data: # + go to step 5.

OR

To change the displayed data: Dial telephone number + #.

- You can store any outside number allowed by the toll restriction level of the extension you program from. Numbers longer than 16 digits automatically flow to the next bin.
- To enter a pause: HOLD.
- To enter a Flash, press MSG, or to enter a Delay, press DIAL. These options are only available available with software versions AUX Module 02.10/Base 02.00 and higher.
- To enter *: DIAL + dial *.
- *To enter #: DIAL* + *dial #*.
- 9. Select an option:
 - To program more bins: Go to step 5.
 - To program another feature: SAVE + go to step 4 (in any Program 18 procedure).
 - To program another extension: SAVE twice + dial Y + go to step 3
 - (in any Program 18 procedure).
 - To exit Program 18: SAVE three times.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE four times.

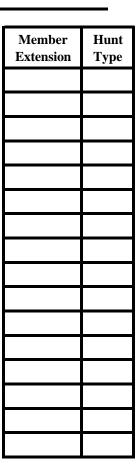
Program 19 - Extension Hunt Groups

Before you fill in data, either use the Copy and Paste commands to make additional copies of the blank Circular/Terminal or UCD/ACD Hunt Group form for each such group you wish to program or print and copy the forms as needed.

Form for Circular/Terminal Hunt Group

Group Name:

Member	Hunt	
Extension	Туре	



Member Extension	Hunt Type

To enter Program 19 data for Circular or Terminal Hunt (types 01, 02, 03):

- 1. Enter program mode.
 - # + dial 775312 + #.
- 2. Press key 19 (MIC/DND).
- 3. Dial 01, 02, or 03 (it doesn't matter).
- 4. Dial Member Extension + #.
- 5. Dial Hunt Type + #.
- 6. Repeat steps 4-5 for all Member Extension
- 7. Select an option:
 - To program another group: # until you see "HUNT TYPE -" + Go to step 3 in any Program 19 procedure.
 - To exit Program 19: SAVE.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE twice.

Note: To accept the displayed data in any step: #.

To delete a member of a Circular or Terminal group:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 19 (MIC/DND).
- 3. Dial 01, 02, or 03 (it doesn't matter).
- 4. Dial first Member Extension in group + #.
- 5. Press # until you see the extension you want to delete.
- 6. If the extension is the last extension in a Terminal hunt group: Dial 300 + #.

OR

If the extension is in the middle of a group, dial the extension that comes after it + #.

For example, if the group is 304, 305, 306 and you want to delete 305:

- Press # until you see 305 (as explained in step 5).

- Dial 306 + #.

7. Continue as follows:

- Press # until you see "HUNT TYPE - ".

- Dial 01, 02, or 03 + #.

- Dial the extension you just deleted + #.
- Dial 00 for Hunt Type + #.
- 8. Press SAVE until you exit program mode.

Note: To accept the displayed data in any step: #.

To add a member to a Circular or Terminal Group:

1. Enter program mode.

- # + dial 775312 + #.
- 2. Press key 19 (MIC/DND).
- 3. Dial 01, 02, or 03 (it doesn't matter).
- 4. Dial first Member Extension + #.
- 5. Press # until you see the extension before which you want to add an extension.

For example, if the group is 304, 305, 306 and you want to add 307 before 306: Press # until you see 306.

6. Dial the extension you want to add + #. Dial its Hunt Type + #. Repeat for the extension after it.

To continue with the example set up in step 5: Do step 6 for extension 307, then 306.

7. Press # until you see "HUNT TYPE-".

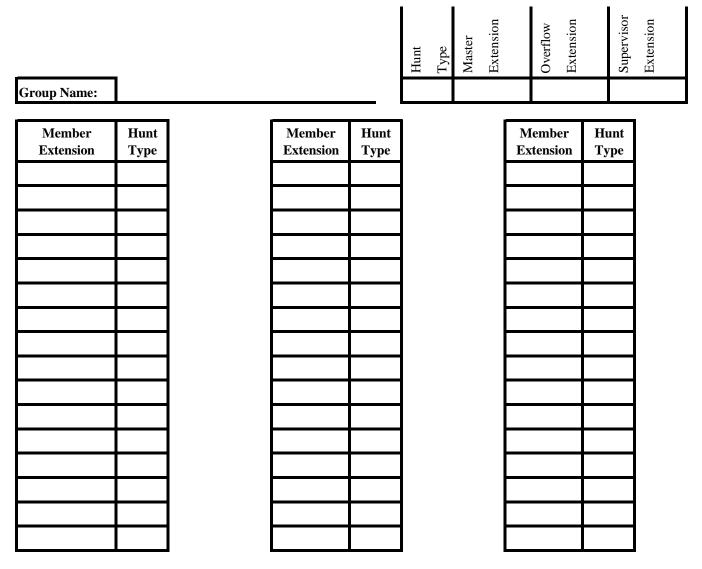
8. Press SAVE until you exit program mode.

Note: To accept the displayed data in any step: #.

Program 19 - Extension Hunt Groups (cont'd)

Form for a UCD/ACD Hunt Group

Before you fill in the data, either use the Cut and Paste commands to make additional copies of the blank forms for each UCD/ACD group you wish to program or print and copy the forms as needed.



To enter Program 19 data for UCD/ACD Hunt (type 04, 05):

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 19 (MIC/DND).
- 3. Dial Hunt Type + #.
- 4. Dial Master Extension + #.
- 5. For type 04: Go to step 6.
- For type 05: Dial Overflow + #.
- 6. Press # to move past "MASTER EXT." prompt.

OR

To delete a group: Dial * + SAVE + Go to step 10.

7. Dial a Member Extension when you see UCD MEMBER + #.

- To move past a member: #.
- To delete a member: Dial *.

Program 19 - Extension Hunt Groups (cont'd)

- 8. Repeat step 7 for all members.
- 9. Press SAVE.

10. Select an option:

- To program another group: Go to step 3 in any Program 19 procedure.
- To exit Program 19: SAVE.
- To enter another program after exiting: Press its key.
- To exit program mode: SAVE twice.

Note: To accept the displayed data in any step: #.

To enter Program 19 data for ACD Supervisor:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 19 (MIC/DND).
- 3. Dial 00 for Hunt Type + #.
- 4. Dial Master Extension for Supervisor's group + #.
 - You see "UCD MEMBER."
- 5. Dial Supervisor Extension + #.

This step automatically places the Supervisor Extension in the associated UCD group.

- 6. Select an option:
 - To program another Supervisor, go to step 3.
 - To exit Program 19: SAVE.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE twice.

To delete an ACD Supervisor

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 19 (MIC/DND).
- 3. Dial Hunt Type for Supervisor's group + #.
- 4. Dial Master Extension for Supervisor's group + #.
- 5. Press # until you see Supervisor's Extension.
- 6. Press *.
- 7. Press SAVE.
- 8. Select an option:
 - To delete more Supervisor Extensions: Go to step 3.
 - To exit Program 19: SAVE.
 - To enter another program after exiting: Press its key.
 - To exit program mode: SAVE twice.

Note: To accept the displayed data in any step: #.

Program 20 - System Initialization

To use Program 20:

1. Enter program mode.

+ dial 775312 + #.

- 2. Press key 20 (ICM).
- 3. Dial Y to initialize and wait for the date and time to display. When you see the date and time,
 - this means initialization is complete.

OR

Dial N to exit Program 20 without initialization.

- To enter another program: Press its key.
- To exit program mode: Press SAVE.



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Digital System Program Record Form

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

Attention: Manager, Technical Publications

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