



Customer Name _____

Address _____

Phone _____

DOSS Order No. _____

SPIRIT[®] Communications System Model 308/616

System Planner

The information on this form will enable your AT&T Service Technician to install your new **SPIRIT** system so that it works exactly as you want. It is important that you provide the information **prior to installation**. In addition to installing the system, the Service Technician will train you to use it, so you **must** have someone present during installation.

1. What is the name and phone number of the person who will be present for training when the system is installed? Name _____ Phone _____
2. How many phone numbers (lines) do you have? _____
3. What sound do you hear when you dial your telephone? Touch tones _____ Rotary clicks _____
Depends on the line _____
4. Do you dial a 1 before the area code when you make long distance calls? Yes _____ No _____
5. Do the people in your business have a need for private telephone conversations, or should they be able to join one another's calls without permission? Privacy _____ No privacy _____
6. Do you have any lines that should be used only by a specific person or group of people? For example, a manager's personal line that no one else is allowed to use. Yes _____ No _____ If yes, complete Part A of the attached form.
7. Unless you specify otherwise, all lines are available when someone lifts the receiver to make a call. The system automatically selects one of the lines, the person hears a dial tone and makes the call without pressing a line button. Do you want any lines to be ineligible, so that people will have to press a line button before getting a dial tone? Yes _____ No _____ If yes, complete Part B of the attached form.
8. The **SPIRIT** system lets you set your lines to ring immediately, in an abbreviated fashion, with a delay, or not at all. For example, if you have a secretary who answers your calls, you may want the secretary's phone to ring immediately, but yours to ring with a delay (that is, only if it has already rung for 12 seconds at the secretary's phone). If you want anything other than immediate ring on any of your phones, complete Part C of the attached form.
9. You can restrict some phones to internal calls only or local calls only, if you like. If you want to restrict any of your phones, complete Part D of the attached form.
10. The location of your controller must meet the following requirements:
 - It should be mounted at least two feet from the floor.
 - It should be within five feet of the network interface jacks, that is, where your telephone lines come into your establishment.
 - It should be within five feet of 110V AC outlet not controlled by a switch.
 - The area should be well ventilated and free of excess dust.
 - The dimensions are:

Controller	8½ " H x 16" W x 3"D
Expansion Unit	6"H x 16"W x 3"D

Where will your controller be located? _____

SPIRIT[®] COMMUNICATIONS SYSTEM MODEL 308/616

Please assign each telephone to an intercom extension number. (Use 18-25 only if you have a Model 616). The person who will be customizing your system should be intercom extension 10.

Intercom Extension Number	Telephone User Name and Location	A Line Use Permission 1-No Permission 2-Full Permission 3-Answer Only							B Automatic Line Selection 1-Not Eligible 2-Eligible							C Line Ringing Options 1-No Ring 2-Normal 3-Abbreviated 4-Delayed							D Outside Service 1-Outward Restricted 2-Unrestricted 3-Toll Restricted	
		Line	1	2	3	4	5	6	Line	1	2	3	4	5	6	Line	1	2	3	4	5	6		
10																								
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LINE 1 _____ LINE 2 _____ LINE 3 _____ LINE 4 _____ LINE 5 _____ LINE 6 _____

- A**
1 — No Permission - Can't use this line to make or receive calls.
2— Full Permission - Line can be used both to make and receive calls.
3— Answer Only - Can only receive calls on this line.

- B**
1 — Not eligible -To use this line you must press a button.
2— Eligible -This line is eligible for use without pressing a button.

- C**
1 — No Ring - Line will never ring.
2— Normal - Line will begin ringing immediately.
3— Abbreviated - Line will ring for 12 seconds only.
4— Delayed - Line will begin ringing after 12 seconds.

- D**
1 — Outward Restricted - User can make intercom calls only.
2— Unrestricted - User is unrestricted.
3—Toll Restricted - User can make intercom and local calls only.