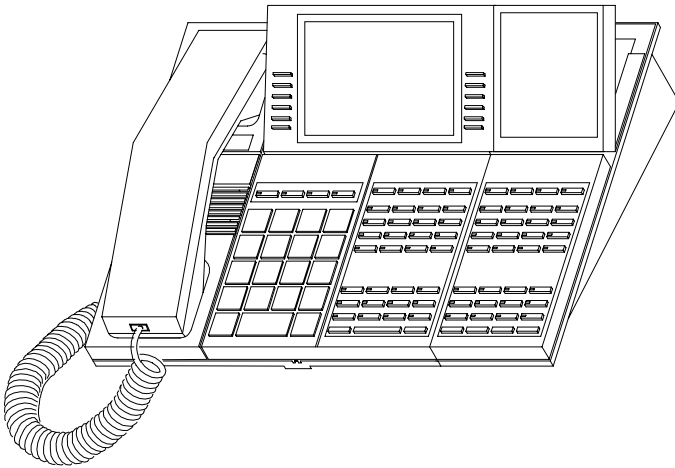


Attendant console

User guide



79-120-0006/F, Issue 1

== Telrad == *DIGITAL*
Attendant console
User guide

Telrad

**Telrad Telecommunications Inc.,
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NOTICE

This publication refers to Telrad's Attendant console connected to Telrad's DIGITAL KEY BX system, Release SBU-6, or Telrad's DIGITAL 400 system, Release DBU-6, as of March 1998.

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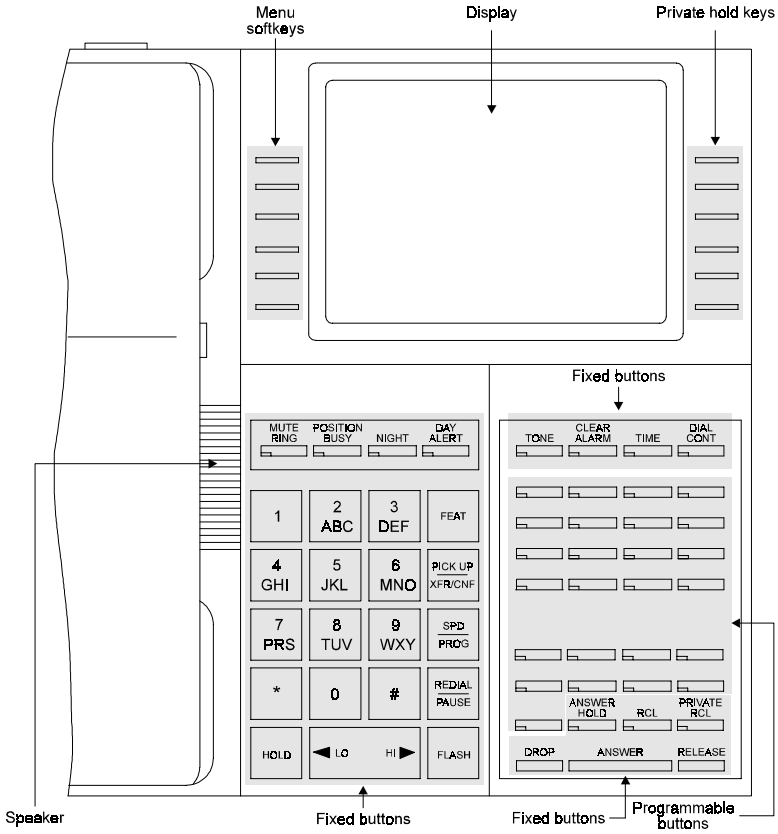


Figure 1 Attendant console faceplate

THE DIGITAL ATTENDANT

The Attendant console is a versatile unit which can be programmed in many different configurations. The configuration of your particular console depends on the size and special requirements of your system.

ATTENDANT CONSOLES (ATC) AND ATTENDANT CONSOLE POSITIONS (ATP)

Your DIGITAL telephone system can be served by up to four attendants. Each attendant operates a telephone unit called an Attendant console (ATC).

The Attendant console may be configured as the only attendant serving the extensions, outside lines and call queues assigned to it.

Alternatively two or more attendants may work in parallel, in a logical Attendant Position (ATP). All the Attendant consoles in the ATP serve the same extensions, outside lines and queues.

ATTENDANT CONSOLE BUTTONS

The Attendant console is provided with twelve softkeys and an array of fixed and programmable buttons (see Figure 1 above).

NOTE

In this guide, all fixed buttons appear in bold type within brackets, e.g. **[ANSWER]**. All softkeys appear in bold and italicized type, within braces, e.g. **{SERIAL}**. User-programmable button names appear in capital letters, e.g. SPEED DIAL.

Most of the telephone buttons have dual-color light indicators. The color and flash rate of the indicators show the status of the programmed line, feature or extension.

In general, red indicates non-availability (for example, a busy line); green indicates that you are using the feature or line, or that it is available to you.

NOTE

When the following features are activated, their button indicators light red: **[MUTE RING]**, **[TIME]**, **[POSITION BUSY]**, **[NIGHT]**, **[DAY ALERT]**, **[TONE]**, **[CLEAR ALARM]**, and **[DIAL CONT]**.

Softkeys

Softkeys have several functions which change during the course of call handling. A softkey's function, at any particular moment, is indicated on the console display. To operate a displayed function, press the adjacent softkey.

The softkeys perform the same function as equivalent fixed buttons.

The six softkeys to the left of the display panel are used to activate features (menu softkeys).

The six softkeys to the right of the display panel are used for Private Hold (See page 8).

Fixed feature buttons

A fixed button is marked or labeled (by a sticker) with its permanent function on the console faceplate (for example , **[FLASH]**, **[NIGHT]**, **[RELEASE]**).

User-programmable buttons

Some of the buttons on your console may be user-programmable MEMORY or SPEED DIAL buttons. You may program these to access extensions, features or outside numbers.

NOTE

Whenever you have to dial a feature access code, outside line number or extension, you may press a button programmed with the relevant code instead.

ATTENDANT CONSOLE DISPLAY

The console has a large display, which enables you to follow the status of calls in progress.

The first line of the display provides general system information, such as the time and date and the number of calls waiting. It also displays the name or number of the extension or outside line of the current call.

The second line of the display provides information on the status of the attendant and the specific call being handled. It also displays the elapsed time and caller identification information of the current call.

The lower six lines of display are divided into two sectors:

The softkeys on the left side indicate current available functions, such as **{PROGRAM}**.

The softkeys on the right side of the display indicate the status and line number of calls placed on Private Hold by you, (the attendant).

PRINCIPLES OF OPERATION

THE ATTENDANT IS NEVER BUSY

All calls reaching the attendant get a ring tone.

OFFHOOK STATE

The console is always offhook. Lifting or replacing the handset makes no difference to the console's state.

EXECUTIVE SUITE ATTENDANT

If your console is programmed for the Executive suite application, you handle calls for a number of organizations. Your display assists you by indicating for which organization the arriving call is intended.

HEADSET/HANDSET OPERATION

The console may be operated with either a headset or a handset.

SETTING VOLUME AND DISPLAY CONTRAST

To adjust the handset volume

During a conversation:

- Press [**<LO HI>**] to change the volume.

To adjust the volume of tones

While connected to the tone:

- Press [**<LO HI>**] to change the volume.

To adjust the display contrast

While the console is in idle state:

- Press [**<LO HI>**] to change the display contrast.

To disconnect a call

Pressing [**DROP**] disconnects the console from the current

process, and returns the console to the previous stage of the process.

Pressing **[RELEASE]** terminates a call in progress, or completes the transfer of an outside line. Afterwards, the console is returned to an inactive state.

THE [ANSWER] BUTTON

Pressing **[ANSWER]** completes the transfer of the current call and connects you to the next call in the Main Call queue.

DIALING ON THE CONSOLE

If you are connected to an outside line and **[DIAL CONT]** indicator is on, any digits you press are dialed on the outside line.

If the **[DIAL CONT]** indicator is off, any digits you press are considered the beginning of a transfer process.

When dialing internally or when dialing a system feature, the **[DIAL CONT]** indicator should be off.

You need to use **[DIAL CONT]** when dialing to Voice Store & Forward machines, SPRINT, MCI lines etc.

MUTE RING

The arrival of a new call is announced by a ring burst. Also, a call waiting tone is sounded, at preset intervals, when calls are waiting in queues. You may disable these tones.

To disable ringing

- Press **[MUTE RING]**.
The **[MUTE RING]** indicator lights.

To enable ringing

- Press **[MUTE RING]** again.
The **[MUTE RING]** indicator goes out.

DISTINCTIVE RINGING

You can program telephone sets located close to each other with distinctive rings, to enable you to identify which telephone is ringing. Nine different rings are available.

To change the ring for your telephone console

1. Press [*] and [#] simultaneously.
2. Press one of the dialpad buttons ([1] - [9]).

When you hear the ring that you want:

3. Press **{SAVE}**.
4. Lift and replace the handset.
Your telephone set reinitializes and all telephone rings (internal, external, recall, etc.) sound with the distinctive ring selected.

ANSWERING CALLS

When your telephone rings, the display may show the following:

for internal calls: the calling extension's name and number;

for outside calls: the ringing line or calling party's name or number.

NOTE

Telrad's DIGITAL systems support Caller Name and Caller Identification display.

MAIN CALL QUEUE

Internal and external calls enter the Main Call queue.

The number of calls waiting in the attendant queue is indicated in the top line of the display, e.g. CW23, where CW stands for Calls Waiting and 23 is the number of calls.

To answer the first call waiting in the Main Call queue

- Press **[ANSWER]**.

SUBQUEUES

Depending on the type of call and system programming, calls may also enter subqueues.

The subqueues include:

- Recall queue - contains transferred calls unanswered by other extensions or placed on hold for longer than a preset time. Press **[RCL]** to retrieve from this queue;
- Private Recall queue - contains calls due to recall at your console only. Press **[PRIVATE RCL]** to retrieve from this queue.

- Hold queue - contains incoming calls placed on hold by any of the attendants in your group. To retrieve from this queue, press **[ANSWER HOLD]** .
- Incoming Call Identifier (ICI) queues (if defined) - contains calls from specific lines or extensions and allows you to give them preference over other incoming calls waiting in queue. Press a designated ICI button to retrieve from this queue;
- Dial Attendant queue (if defined) - contains calls from extensions that dialed "0". Press the designated Dial Attendant button to retrieve from this queue.
- Interposition queue (if defined) - contains calls from extensions that dialed your extension number. Press the designated Interposition button to retrieve from this queue.

Depending on system programming, each subqueue may be provided with a dedicated button. When a call exists in the queue, the button's green light indicator flashes.

To answer the first call waiting in a particular subqueue

- Press the appropriate queue button.

By pressing the queue button of your choice, the DIGITAL system enables you to answer calls selectively and to give priority to a chosen call queue.

PLACING CALLS ON HOLD

Private hold

If you want a call (external or internal) to remain on hold at your console only:

- Press an available Private Hold softkey on the right side of the display panel.
The line number and status, e.g. **{HOLD 8880}** appear in the display.

To pick up a call from Private Hold

- Press the Private Hold softkey again.

Manual hold

Calls may be placed on hold manually, by pressing **[HOLD]**.

A call placed on hold enters the Hold queue, from which it can be retrieved by any attendant console in the attendant position.

To pick up a call on hold

- Press **[ANSWER HOLD]**.

Automatic hold

Incoming calls are placed automatically on hold when you:

- Dial any digit.
- Press **[TONE]**.
- Press a SPEED DIAL, PAGE or LCR button.
- Press a MEMORY button programmed with an extension number.

TRANSFERRING CALLS

TO TRANSFER AN INCOMING CALL

After answering the call:

1. Dial the requested extension,
or
Press the extension button.
The call is placed automatically on hold.
2. Inform the answering party that a call is waiting.

To complete the transfer, do one of the following:

- Press **[RELEASE]**.
You are returned to idle state,
or
Press **[ANSWER]**.
You are connected to the next call in the queue.

To transfer a call which you initiated

When the called party answers:

1. Press **[DIAL CONT]** to deactivate dial continuation.
2. Proceed as for an incoming call transfer (see above).

CAMP ON

If the requested extension is busy when you attempt to transfer a call.

You can complete the transfer so that the call camps on the busy extension:

- Press **[RELEASE]**.
When the busy extension hangs up, the camped on call rings.

If the called party does not answer, you can return to the call:

- Press the softkey with the appropriate outside line number (e.g. **{SPLT 805}**).

If the called party does not wish to receive the call, you can transfer the call to someone else:

1. Press **[DROP]**.
2. Dial the new extension number.

To make a confirmed transfer

After answering the call:

1. Dial the requested extension.

When the extension answers:

2. Press **{JOIN}**.

You hear a short beep indicating a conference has been initiated.

Once you have confirmed that the two parties are connected:

3. Press **[RELEASE]**.
You exit the conference.

SERIAL TRANSFER

A serial transfer enables you to serve an external caller who asks to speak to several persons in turn.

After answering the call

1. Press **{SERIAL}**.
2. Dial the first requested extension.
3. Press **[RELEASE]**.

When this conversation is finished (i.e. when the called extension hangs up), the call enters the attendant's Private Recall queue.

To return to the outside call

4. Press **[PRIVATE RCL]**.

NOTE

You may have to answer other calls in the private Recall queue, before being connected to the serial transfer call.

To make further serial transfers, repeat steps 1 through 4, above.

To transfer a call by page

After answering the call:

1. Press **[FEAT]** and dial the PAGE zone access code
or
Press the PAGE zone button.
2. Announce the call and the line on which it is ringing.
3. Press **[RELEASE]**.

To transfer internal calls

After answering the call:

1. Dial the requested extension.
2. Press **[RELEASE]**.

INTERNAL CALLS

TO PLACE A NON-RINGING CALL

- Dial the extension number
or
Press the extension button.

TO PLACE A RINGING CALL

1. Press **[TONE]**.
2. Dial the extension number.

IF THE EXTENSION YOU CALLED IS BUSY

When you dial an extension and hear busy tone, you can activate the Callback feature:

1. Press **{CALLBACK}**.
When the extension becomes available, if the private Recall Queue is empty, you hear call back ringing and CALLBACK appears in the display.
2. Answer the call.
You hear the called extension ringing.

TO CANCEL CALLBACK

- Press **{CNCL CBACK}**.

BARGE INTO A CONVERSATION

Depending on system programming, you may be able to break into another conversation.

When you dial an extension and hear busy tone:

- Press **{BARGE IN}**.
A warning tone is heard by all parties (depending on system programming).

PAGE CALL

1. Press the PAGE zone button,
or
Press **[FEAT]** and dial the PAGE zone access code.
You hear a tone burst.

Then:

2. Make your announcement.
3. Press **[RELEASE]** to end the page call.

To speak directly with a page initiator

While the page announcement is heard:

1. Press **[FEAT]**.
2. Dial the MEET ME PAGE access code (**[6][6]**).
3. Press **[FEAT]** and dial the PAGE zone access code.

OUTSIDE CALLS

TO PLACE AN OUTSIDE CALL

1. Press the outside line group or dial the LCR code.
2. Dial the required number.
Depending on system programming, the cost of your call may be displayed briefly at the end of the conversation.

ABBREVIATED OUTSIDE DIALING

To speed dial an outside number

Do one of the following:

- Press the appropriate SPEED DIAL button,
or
Press **{SPEED DIAL}** and dial the desired speed dial bin code.

Redialing the last outside number

1. Press an outside line group button.
2. Press **{REDIAL}**.

To save a frequently dialed outside number

During an outside call which you initiated:

- Press **{SAVE}**.
The dialed number is stored in memory.

To dial the saved number

1. Press an outside line group button or dial LCR code.
2. Press **{REPEAT}**.

NOTE

Pauses may be entered, where needed, in a memory sequence (e.g. speed dial sequence), by pressing **{PAUSE}**.

WAITING FOR AN AVAILABLE OUTSIDE LINE

When you try to select an outside line and receive busy tone:

1. Press **{TK QUE}**.
When an outside line becomes available, if your Private Recall queue is empty, you hear ringing and TK QUE appears in the display.
2. Press **[PRIVATE RCL]**.
3. Listen for outside dial tone and dial the desired number.

To cancel trunk queue

- Press **{CNCL TKQUE}**.

FLASH (DISCONNECT)

When connected to an outside line, you may disconnect the call or cancel the dialing, without losing the outside line.

- Press **[FLASH]**.
You may now dial any outside number.

FLASH (SIGNAL)

If your system is connected to a private switch or to Centrex, you may obtain special services on lines defined accordingly.

To obtain special services via a line defined as behind an exchange

- Press **{FLASH SIG}** while connected to the line.

TO SWITCH TO TONE DIALING

- Press **{TONE DIAL}**.
The dialing method is changed to DTMF.

ACCOUNT CODES

Account codes are assigned to extension users and clients, to record telephone call duration and costs.

The account codes entered are printed out on the Station Message Detail Recording printer.

Account codes may be entered before seizing an outside line or during an outside call, after the elapsed call time appears in the display.

Account code entry may be voluntary, prompted or forced.

Prompted account code

You hear a periodic tone during outside conversations as a reminder to enter an account code.

Forced account code

You must enter an account code in order to seize an outside line.

Account code entry

Before seizing an outside line or after the elapsed call time appears:

1. Press **{ACCOUNT}**.
2. Dial the account code (up to 11 digits).
3. Press **{SAVE}**.

NOTE

Several account codes may be entered during the conversation.

PICK UP

You may pick up calls ringing or on hold at other extensions.

1. Press **{PICK UP}**.
2. Dial the number of the extension or outside line that is ringing or on hold.

MESSAGES

If after dialing an extension, there is no answer or you hear busy tone, you can send a basic message or a message from a predefined list, which appears on the display of the extension you called.

When you send a basic message, display telephones show "CALL" followed by your extension name or number (e.g. "CALL STEVE").

When you send a predefined message, display telephones show the text of the message, followed by your extension name or number (e.g. "GONE OUT STEVE").

SENDING MESSAGES

To send a basic message

After dialing an extension:

1. Press **{MESSAGE}**.
2. Press **[RELEASE]**.

The message ("CALL ATT") is sent to the called extension.

To select and send a predefined message

After dialing an extension:

1. Press **{MESSAGE}**.

The first five of the available messages are displayed.

To view more messages:

2. Press **{NXT SCREEN}**.

See also Answering messages, below.

To select a message:

3. Press the softkey adjacent to the desired message.

If the message includes asterisks (*), you may edit the message using the dialpad.

To send the message to the called extension:

4. Press **{SEND MSG}**.

The message enters the called station's message memory.

To send a message with confirmation

When you dial a display telephone and hear busy tone, you can send a message which appears on the display of the telephone called.

1. Select a message, as explained above.

Then:

2. Press **{SEND MSG}**.

"WAIT..", followed by the message text, appears on your display. You see either "MSG ACCEPTED" or "MSG REJECTED" on your display.

If your message is rejected:

To send the message to the called station's memory

- Press **{SEND MSG}**.

To disconnect without sending a message

- Press **[DROP]**.

RECEIVING MESSAGES

To read your messages

- Press **{MESSAGE}**.

All your messages are displayed.

To call the message sender

- Press the softkey to the left of the message.

To delete a message

- Press the softkey to the right of the message you wish to delete.

To cancel all messages

You may erase all messages sent throughout the system.

1. Press **{CANCEL}**.
2. Press **{MESSAGE}**.
3. Press **{ALL}**.

ABBREVIATED DIALING PROGRAMMING

SPEED DIAL

You may program SPEED DIAL buttons or SPEED DIAL bin codes to enable you to dial outside numbers quickly.

NOTE

Pauses may be entered, where needed, in a speed dial sequence, by pressing **{PAUSE}**.

To program a speed dial bin code or button

1. Press **{PROGRAM}**.
2. Do one of the following:
Press **{SPEED DIAL}** and dial a speed dial bin code (see your System Administrator for a list of code numbers).
or
Press the SPEED DIAL button to be programmed.
The number previously entered is displayed.
3. Dial an outside line access code followed by the number you want to store.
4. Press **{SAVE}**.

MEMORY BUTTONS

Memory buttons are used for one-press dialing of extensions, page zones and feature access codes.

To program a MEMORY button

1. Press **{PROGRAM}**.
2. Press the MEMORY button to be programmed.
The number previously programmed is displayed.
3. Dial the desired extension number or feature access code (up to four digits, not including the FEATURE code).
See the Feature codes table at the end of this guide.
4. Press **{SAVE}**.

CONFERENCE CALLS

A total of eight parties, any of which may be on outside lines, can participate in a conference.

Once a conference is established, you may leave the conference to handle other calls or perform any other activity and later rejoin the conference.

You may also split the conference to consult privately with one party without the other conference parties hearing the conversation.

To establish a conference call

1. Call the first party.
If the first party is on an outside line:
 - Press **[DIAL CONT]** to deactivate dial continuation.
2. Call the next party.
This puts the first party on hold.
If the party is on an outside line:
 - Press **[DIAL CONT]**.

After the call is answered:

3. Press **{JOIN}** to complete the three-way conference.
4. Repeat steps 2 and 3 to add up to five more parties to the conference.

While in a conference, the display shows SPLT, the line, and the names or numbers of the parties to the conference. When there are more than four other parties, use **{PREVIOUS}** and **{NEXT}** to access the various SPLT buttons.

To consult with a particular conference member

- Press the softkey of the required party **{SPLT XXXX}** (where XXXX indicates the name or number of the party).

To return to the conference call

- Press **{JOIN}**.
You are connected with all the conference members.

To exit a conference call temporarily

- Press digit on the dialpad.

At least one of the parties to the conference must be internal for the conference to continue.

If not, the parties are placed on hold. You must return to the conference within a predefined time. Otherwise, the parties are disconnected.

Once you have exited the conference call temporarily, you must disconnect subsequent calls using the **[DROP]** button.

To return to a conference call which you exited temporarily

- Press **{CONF RET}**.

To exit a conference call permanently

- Press **{CONF EXIT}**.

To cancel a conference call

While connected to the conference call:

- Press **[DROP]**.
All parties to the conference are disconnected.

CONNECTING TWO LINES TOGETHER

You may connect two outside lines to enable a private conversation between two parties outside the system.

1. Establish a three-way conference with the two outside parties (see previous feature, Conference calls).
2. Notify the parties that whenever the periodic tone is heard, one of them must press a dialpad digit in order to continue the conversation.

Then:

3. Press **[FEAT]**.
4. Dial the TRUNK PATCH access code (**[8][7]**).

NOTE

If no digit is pressed after the tone is heard, the call is disconnected after a defined timeout.

To return to the patch call

1. Press **{PICK UP}**.
2. Dial the number of one of the outside lines taking part in the patch.
You are rejoined in a three-way conference call.

To rejoin a recalling patch call

When you hear the recall ring:

- Press **[PRIVATE RCL]**.

NOTE

You may have to answer more than one call from the Private Recall queue before retrieving the outside line patch call.

CANCEL CALL FORWARD TO THE ATTENDANT

If other extensions have programmed the attendant extension number as their Call Forward destination, you can cancel their Call Forward programming.

1. Press **{CANCEL}**.
2. Press **{CFWD TO ME}**.

Then:

To cancel all Call Forward programming

- Press **{ALL}**.

or

To cancel an individual extension's Call Forward programming

Dial the extension number.

DAY ALERT

During times of heavy call traffic, you may direct incoming calls to ring at a day alert extension in addition to their ringing at the attendant position.

Calls may be answered from either the attendant or the day alert position.

To activate a day alert extension

1. Press **[DAY ALERT]**.
The **[DAY ALERT]** indicator flashes.
2. Dial the number of the day alert extension.
The **[DAY ALERT]** indicator lights steadily.

To cancel day alert

- Press **[DAY ALERT]**.
The **[DAY ALERT]** indicator goes off.
Calls stop ringing at the (former) day alert extension.

OVERFLOW

When predefined overflow conditions are met, the system automatically directs incoming calls to ring at a preprogrammed overflow extension.

Calls continue to ring at the attendant position as well, and may be answered from either the overflow extension or the attendant position.

Overflow conditions are met when:

- More than a defined number of calls are waiting in the Main Call queue.
- A call has been waiting in the Main Call queue beyond a defined time limit.
- The attendant activates night service while calls remain in the Main Call queue.

When overflow occurs, the display shows OF followed by the number of calls waiting (instead of CW).

When the overflow condition passes, normal operation is resumed.

TO SHUT DOWN THE CONSOLE

- Press **[POSITION BUSY]**.
The **[POSITION BUSY]** button indicator lights steadily.

To return the console to operation

- Press **[POSITION BUSY]** again.
The **[POSITION BUSY]** button indicator light goes off.
If your console has been programmed to require a password when deactivating position busy, you are prompted to enter your four-digit Executive Credit Code number.

NOTE

If all members of an attendant position activate position busy, night service is automatically induced (see next section).

NIGHT SERVICE

To put the console and the system into night service

- Press **[NIGHT]**.
The **[NIGHT]** indicator flashes.
During Night service, the attendant console does not receive incoming calls and the queues are not active.

To return the console to day service

- Press **[NIGHT]** again.
The **[NIGHT]** indicator goes off.

BUSY VERIFICATION

You can verify the current state of any outside line.

- Dial the number of an outside line.
If the line is available, you seize the outside line and hear outside dial tone.
Otherwise, busy tone is heard. The extension using the outside line and the outside line status (e.g. RING, BUSY, HOLD, etc.) is shown on the console display.

TO CLEAR AN ALARM DISPLAY

When a fault is detected in system operation, an alarm message is sent to the display of the attendant console.

The System Administrator should be advised of any alarm indication.

When the alarm message is no longer needed, you may clear the alarm from the display:

- Press **[CLEAR ALARM]**.

CLASS OF SERVICE (COS) REASSIGNMENT

You may change the Day and Night Class Of Service (COS) of any extension in the system.

To change an extension's Class Of Service

1. Press **{PROGRAM}**.
2. Press **{COS}**.
3. Dial the extension number.
4. Press **{DAY COS}**.
5. Enter the new Day COS number.
6. Press **{NIGHT COS}**.
7. Enter the new Night COS number.
8. Do one of the following:
 - Press **{EXIT}** once to repeat the extension number entry procedure for another extension.
or
 - Press **{EXIT}** three times, to exit the programming function while saving the changes.
or
 - Press **[DROP]** to exit the programming function without saving the changes.

NOTE

If the configuration computer is connected online to the system, the message *PLEASE TRY LATER* appears on the display. After the computer is disconnected, you are able to program COS assignments.

THE 36 BUTTON ADD-ON UNIT

The Attendant console may be equipped with a 36 button Add-on unit (see front cover) to provide Direct Station Selection (DSS), Busy Lamp Field (BLF) indications and additional personal speed dial buttons.

The Add-on unit has 32 programmable buttons and may be assigned up to four 32-button maps. A map is an arrangement of up to 32 entries representing extensions. This provides the attendant with an additional 128 programmable buttons.

To change the active map on the Add-on unit

- Press **[MAP #]** (MAP1 to MAP4; also to MAP5 to MAP8 on DIGITAL 400) of your choice.
The MAP button indicator lights.
Alternatively, up to four Add-on units may be chained together for single touch access to the system extensions.

DOOR UNIT

If your system is equipped with a door unit and your console has been programmed accordingly, you can control the entry of visitors into premises.

When someone presses the doorbell, a call waiting ring sounds at your console.

To speak to the visitor

1. Press **[ANSWER]** or the flashing **[DOOR]** button.
2. Speak to the visitor.

To open the door

- Press **[*]**.

To end your conversation

- Press **[RELEASE]** or **[DROP]**.

SETTING THE SYSTEM CLOCK

If your console has been defined as the time setting station:

1. Press **{PROGRAM}**.
2. Press **{TIME}**.
3. Dial the correct time, using "HHMM" in 24 hour format (e.g., 1530 for 3:30 pm).
4. Dial the correct date, using "DDMMYY" format (e.g. 030194 for Jan 3, 1994).
5. Press **{SAVE}**.

ALARM

You may program the Attendant console to sound an alarm at any desired time.

To set the alarm time

1. Press **{PROGRAM}**.
2. Press **{TIME}**.
The current programmed alarm time is displayed.
Use the dialpad to enter the desired alarm time, using 24 hour format (e.g. 1530 for 3:30 pm).
3. Press **{SAVE}**.

NOTE

Once an alarm has rung, the alarm setting is canceled.

To stop the alarm ring

- Press **[ANSWER]**.

To cancel the alarm setting

Before the alarm rings:

1. Press **{CANCEL}**.
2. Press **{TIME ALARM}**.

NOTE PAD

You can save a number of up to 16 digits during a call.

1. Press **{PROGRAM}**.
2. Press **{SPEED DIAL}**.
3. Dial an available speed dial bin code or press an available SPEED DIAL button.
4. Enter up to 16 digits.
5. Press **{SAVE}**.

To dial the number saved, do a regular Speed Dial using the Speed Dial bin code or button you used to save the number (see ABBREVIATED DIALING).

CALL COST DISPLAY

If programmed as the system setting station, the attendant can view the current cost or message units (depending on programming) for a call in progress at another extension or for all toll calls currently in progress in the system.

1. Dial the CALL ACCOUNT MONITOR code.
2. Dial the password (ECC code).
3. Dial the Directory Number of the desired extension or the ALL code (default = *) for the current total of all calls in the system.

To display another extension, press **{CANCEL}** and dial the desired Directory Number.

Press **{EXIT}** to quit.

FEATURE CODES

Features can be activated by pressing the **[FEAT]** button and then dialing a feature access code.

The default feature codes (see next page) reflect the feature initials, using the letters on the dialpad buttons.

For example:
To access Barge In

- Press **[FEAT]** followed by the dialpad buttons corresponding to the letters BI (Barge In).
That is,

FEAT	2	4
	ABC	GHI

The feature codes in your system may have been changed. If so, enter the updated feature access codes in the "Access method" column of the Feature codes table.

Feature codes

Feature name	Abbreviation	Access method
ACCOUNT CODE	AT	[FEAT][2][8]
ACD LOGIN (1)	-	-
ACD LOGOUT (1)	-	-
ALL/GROUP	-	[*]
ATTENDANT	-	[0]
BACKGROUND MUSIC 1	BM	[FEAT][2][6]
BACKGROUND MUSIC 2-4(1) or 2-8(3)	-	-
BARGE IN	BI	[FEAT][2][4]
CALL ACCOUNT MONITOR (1)	-	-
CALLBACK/QUEUE	CB	[FEAT][2][2]
CALL FORWARD-ALWAYS	FL	[FEAT][3][5]
CALL FORWARD-BUSY	FB	[FEAT][3][2]
CALL FORWARD-NO ANSWER	FN	[FEAT][3][6]
CANCEL	-	[#]
CLIR (1)(2)	-	-
CONFERENCE LOOP 1-10 (1)	-	-
DIRECTORY 1 THROUGH 9 (1)	-	-
DIRECTORY 10 (HELP) (1)	-	-
DROP (from conference) (1)	-	-
END OF DIALING	-	[FEAT][#]
EXECUTIVE CREDIT CODE	EX	[FEAT][3][9]
FEATURE	-	[7]
FLASH SIGNAL(1)	FS	[FEAT][3][7]
FLIP FLOP	FF	[FEAT][3][3]
GROUP PICKUP (1)	-	-
INTRUSION	-	[6]
LAST HOLD	LH	[FEAT][5][4]
LEAST COST ROUTING (1)	-	-
LOCK (1)	-	-

(1) Access method not assigned by default.

(2) Only available on ISDN PRI calls.

(3) Available in DIGITAL 400

Not all of the above features are available on every type of telephone set.

Feature codes (Continued)

Feature name	Abbreviation	Access method
MEET ME CONFERENCE 1-5 (1)	-	-
MEET ME PAGE	MM	[FEAT][6][6]
MESSAGE	ME	[FEAT][6][3]
NIGHT SERVICE (1)	-	-
PAGE - INTERNAL 1 through 8	11 through 18	[FEAT][4][1] through [4][8]
PAGE - EXTERNAL 1 through 8 (1)	X1 through X8	-
PICKUP	PU	[FEAT][7][8]
PROGRAM	PM	[FEAT][7][6]
REDIAL	RL	[FEAT][7][5]
SAVE/REPEAT	SR	[FEAT][7][7]
SPEED DIAL	SD	[FEAT][7][3]
TIME ALARM	TA	[FEAT][8][2]
TONE	-	[1]
TONE DIAL (DTMF) (1)	-	-
TRAVEL COS(1)	-	-
TRUNK PATCH	TP	[FEAT][8][7]
TRUNK SPEED DIAL (1)	-	-
VOICE MESSAGE (1)	-	-

(1) Access method not assigned by default.

(2) Only available on ISDN PRI calls.

(3) Available in DIGITAL 400

Not all of the above features are available on every type of telephone set.

System messages

Message number	Default message	Updated message
01	CALL_ (Basic message)	
02	CALL * * * * * (1)	
03	CALL HOME	
04	CALL ME	
05	GONE OUT	
06	READ MAIL	
07	VOICE MAIL	
08	CALL BOSS	
09	TAKE MSGS	
10	GONE HOME	
11	JOB DONE	
12	IN TROUBLE	
13	CLIENT	
14	BRING WORK	
15	ANY NEWS?	
16	REPORT DUE	
17	COME HERE	
18	MEET. NOW	
19	MEMO READY	
20	TYPE LETTR	
21	WELL DONE	

(1) When editing messages, substitute asterisks with the desired digits.

Messages 22 to 30 are intended for customer's definition.

