

Hytel Digital Key Systems
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A C C E S S C O M M U N I C A T I O N S

Hytel Feature Key & System Programming Guide



- How to program Feature Keys
- How to program system parameters
- How to program DSS keys

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The purpose of this publication is to outline the procedures for:

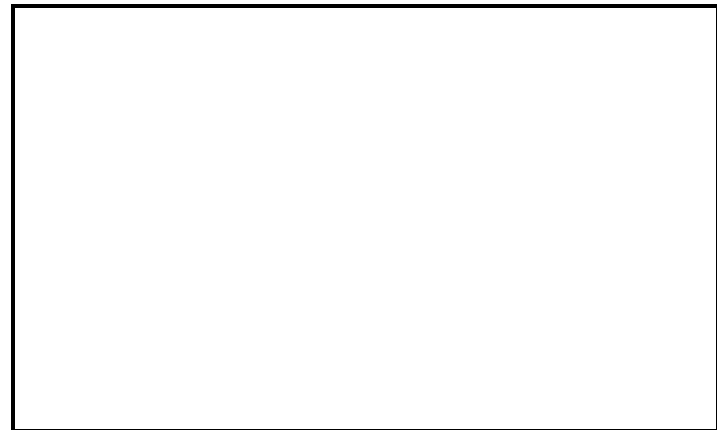
Programming feature keys on Hytel telephones.

Programming system parameters using “Attendant Mode” programming from any Hytel display keystation.

Programming a DSS unit from its associated telephone.

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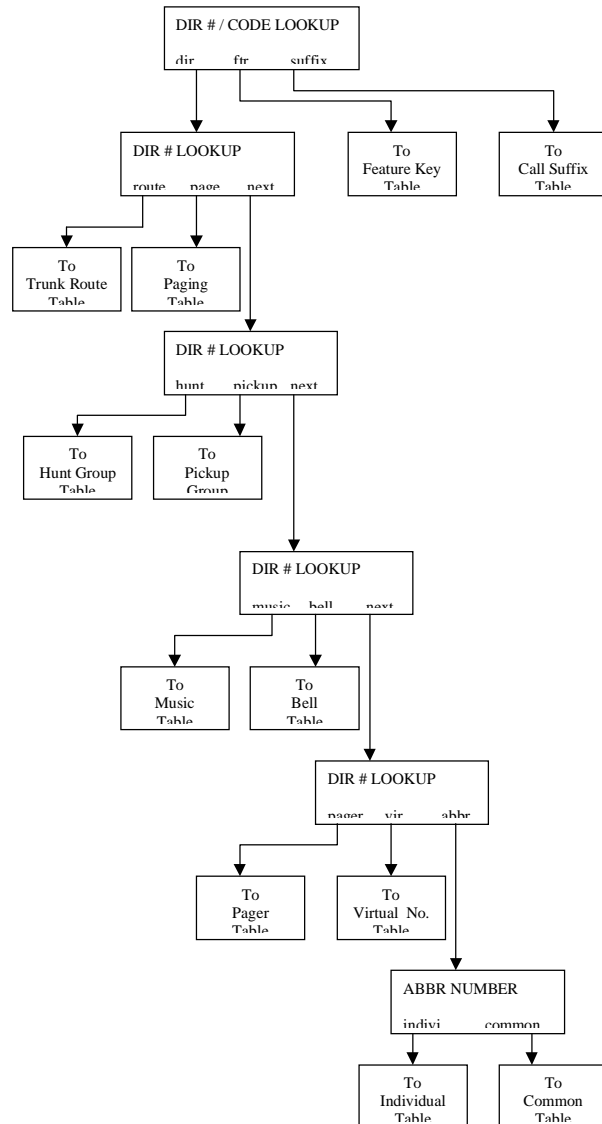


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Nomenclature used in this publication.

The instructions in this publication may often ask you to “press” a specified key. The word “press” means “press and release”, not “press and hold”.

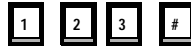
You may also be instructed to “dial”. The word “dial” means: “using the dial-pad of your keystation, press the nominated numbers and/or symbols in the sequence given”. Where the digits dialled are to be determined by you, the guide will show this symbol:




Keys designated with a specific name (i.e. “function”) are shown in this publication as:



Dial-pad keys are shown as:



Lifting the handpiece from a telephone is shown as  and



indicates that the telephone handset is replaced or that the telephone must be idle.



Notes, hints and additional explanation are indicated by use of the symbol shown adjacent to this paragraph.

APPENDIX 5. Using the dialpad to enter text.

The telephone keypad is used to enter text (for names etc) by following the table below. Both numerical and alpha information is assigned to each key. Multiple presses of a key will scroll through the characters assigned to that key.

To enter a word with consecutive characters that are the same (e.g. “ROOM”) you enter the “R” and first “O” as normal, then press another digit (in this example anything except digit 6) to enter an “incorrect” character. Backspace over the “incorrect” character using the soft key F1 below the word “bksp” and enter the second “O” as normal.



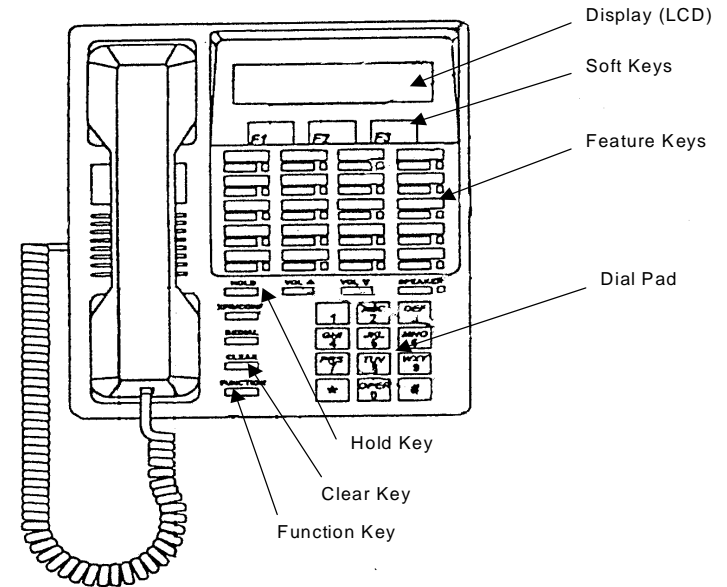
Number of times that the

1	,	A	D	G	J	M	P	T	W	Q	Space
2	-	B	E	H	K	N	R	U	X	Z	Space
3	&	C	F	I	L	O	S	V	Y	.	Space
4	1	2	3	4	5	6	7	8	9	0	Space

APPENDIX 4. Attendant programming Menu Items

System Abbreviated Number	Used to input or amend telephone numbers and names of system “speed dial” entries (default resource numbering starting at 600).
Service Mode	Used to switch the system between Day1, Day2, Day3, Night and Time operating modes.
Night Switching	Used to set the time of day automatic system switching occurs between day and night modes. Times are set on a day-of-the-week basis. The system must be operating in “time” mode for these settings to have any effect.
System Time	Used to set the Year, Month, Day, Weekday, Hour and Minute of the system clock. Hytel systems are Y2K compliant.
Alarm Reports	Used to look at alarms recorded by the system.
Extension C.O.S.	Used to change the Class of Service of extensions.
User Name	Used to change the User Name displayed on telephone LCD panels.
Unanswered Call	Used to view the telephone number of incoming calls that were unanswered. Note that ICLID / CLI must be active on the incoming exchange lines for this feature to be used.
RS232-1 Usage	Toggles the use of the RS232 Port #1 between RMP and ICLID usage.

Location of keys used to programme keyset feature keys and system parameters.



The above drawing represents a 20-key display telephone.

A 9-key display telephone will have only 9 programmable feature keys instead of 20.

A non-display telephone will have 9 programmable feature keys and will not have either the LCD display or the three soft keys (F1, F2, F3) situated directly below the display.

Section 1. Programming feature keys on Hytel telephones.



Assuming that the nominated extension has not had its *feature disable* field set to “Y” within system programming, feature keys on that extension may be (re)programmed by following the procedures in this section of the publication. Note that the pre-programmed “redial” key is also able to be re-programmed with another function.

Your telephone has either nine or twenty programmable feature keys. Speed dial numbers can be programmed on the “upper level” of dual function feature keys whilst the “lower level” of all keys can be programmed to be:

- an outside line key
- a DSS (direct station select) key
- a feature such as “do not disturb”
- a speed dial number.

Note that all 9 keys on a 9-key telephone are dual-function but only the ten keys in the two right-hand columns of a 20-key telephone are dual-function.

If your telephone has a LCD panel, you can use the following procedures to:

- check the status of a feature key
- check the “upper level” of a dual function key
- look up system codes.

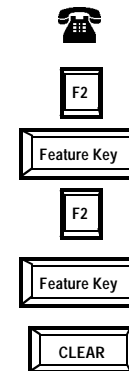
If you have a non-display telephone you will not be able to perform status checks or use the code-lookup feature.

APPENDIX 3. Description of Feature Codes

FEATURE	CODE	
User Saved #	F5*	Allows a user (active on a call) to manually save a number for later re-dialling
VC Msg Del	F*64	Used to turn off a lit voice mail LED if it fails to normally extinguish after messages have been read.
Voice Deny	F*98	Disables voice call function.
Voice Select	F98	If enabled, ICM calls are immediately received in handsfree mode.
Voice MW Key	F64	Accesses system voice mail features
Wait Dialtone	F79	Used in a decadic dialling string.

APPENDIX 3. Description of Feature Codes

FEATURE	CODE	
Page Answer	F59	Answers a page and connects to the extn that initiated the page.
Pause	F70	Used in a decadic dialling string.
Premises Msg	F90	Allows a premises message to be set.
Pre Msg Del	F*90	Deletes a previously set premises message
Private Talk	F57	Used in conference mode to talk privately with only one party.
Reminder Del	F*92	Deletes a reminder call.
Reminder Call	F92	Phone rings at time specified.
Room Ready	F7#1	Changes room status to “room ready” in hotel/motel mode.
Room Status	F7#	Prefix code for room status codes. Used in hotel/motel mode.
Saved number redial	F51	Allows user to store last number dialled for later re-dialling.
Sup. Monitor	F58	Allows UCD Supervisor to monitor UCD agent calls.
UCD Override	F6#	Allows UCD traffic to be redirected to UCD group 24
Unsup. Conf.	F77	Leaves outside parties connected together in an unsupervised conference mode.



1. Telephone is idle.
2. Press soft key F2.
3. Press the feature key you want to check.
4. Press soft key F2 to get more information.
5. Press another feature key when prompted
OR
Press clear to return telephone to normal.



1. Telephone is idle.
2. Press soft key F1.
3. Press the feature key you want to check.
4. Press another feature key when prompted
OR
Press clear to return telephone to normal.

To look up the system codes applicable to your Hytel system:

1. Telephone is idle.
2. Press the function key and then dial #5.

FUNCTION

#

5
3. Press soft key F1 to look up directory numbers
OR
Press soft key F2 to look up feature access codes
OR
Press soft key F3 to look up suffix codes.

F1

or

F2

or

F3
4. Press soft keys F1 and F2 to scroll through the chosen directory OR press soft key F3 if you need to move to a sub-directory.

F1

F2

or

F3
5. Press clear to return telephone to normal.

CLEAR



Refer to appendix 1 on page 31 for a table showing the default system numbering plan.

Refer to appendix 2 on page 32 for a table of suffix codes.

Refer to appendix 3 on pages 33 to 39 for a brief description of system feature codes.

Refer to appendix 6 on page 42 for a chart showing the menus and soft key choices available using the directory number and code look up feature (F#5).

Note that the actual numbering plan, suffix codes and feature codes on your system may differ from the lists shown in the appendices depending on the actual system programming and the type of system.

APPENDIX 3. Description of Feature Codes

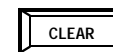
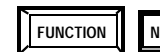
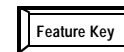
FEATURE	CODE	
ICM Key	F65	Used to give intercom dialtone to a specified feature key.
Last # Redial	F8	Automatically redials the last number dialed. Used for the redial key on the keystation
LCR Key	F67	Allows voluntary access to LCR Functions for a call.
Lock Phone	F97	Used to block ALL (including 000) outgoing trunk calls. Also used to allow users to change their password.
Lookup	F#5	Displays resource allocation numbers and lists feature codes
MPD Check	F7#4	In hotel/motel mode, allows an extensions meter to be checked.
MSG Waiting	F96	Access outgoing message function
Mute key	F76	Disables the handset transmitter and the keystation microphone.
Night Sw. Key	F63	Allows the system attendant to place the system in night-switch mode.
No Ring Xfr.	F73	Allows a trunk call to be parked at any valid extn directory number.
No_Ans Fwd	F24	Calls are forwarded if not answered before the no-answer time expires.
Page Accept	F*99	Allows keyset to receive a page.
Page Deny	F99	Disables paging at the keyset.

APPENDIX 3. Description of Feature Codes

FEATURE	CODE	
External Fwd	F26	Allows calls to be externally call-forwarded.
[Follow] FM	F23	Used at a remote extension to divert calls from your normal extension.
[Follow] To	F25	Used at your normal extension to divert calls to a remote extension.
Force Clr Trk	F#9	Access force-clear-trunk menus.
Forced Rlse	F74	Used by a non-display phone to force-release a conference participant.
FTR Key Prog	F#3	Allows Feature Keys to be user-programmed from telephones.
Get Held Trk	F7*	Retrieves calls placed on system hold.
Headset Del	F*9#	Disables headset mode.
Headset Func.	F9#	Enables headset mode.
Hot Key	F93	If enabled, users can dial without lifting the handset or pressing the speaker key.
Hot Key Del.	F*93	If disabled, users must lift the handset, press the speaker key or press a resource key to get dialtone.
Hotline	F9*	If enabled, the user automatically accesses a resource by going off-hook.
Hotline Del.	F*9*	Disables the hotline feature.

Programming a Feature under a feature key on a LCD telephone:

1. Telephone is idle.
2. Press soft key F2.
3. Press the feature key you want to programme.
4. Press soft key F3 below the word “chg”.
5. Press soft key F2 below the word “feat”.
6. Press the function key and dial the appropriate feature code digits.
7. Press soft key F2 below the word “save” to save your selection.
8. Press clear to return telephone to normal.



You can also programme a key whilst on a call by pressing the function key and dialling #3 as step 2 in the above procedure. After you have saved your programming (step 7), do not press the clear key or your call will be terminated. Just wait for 10 seconds and your display will again show your call details.

Programming a Resource under a feature key on a LCD telephone :

A resource can be another extension number e.g. 207 or a system resource such as “page tenant” – 400). Programming a feature key to directly access another extension is called Direct Station Select – DSS.

Refer to appendix 1 on page 31 for a table showing the system default numbering plan which gives you the system resource codes.



Note that the actual resource codes on your system may differ from the examples in appendix 1 depending on actual system programming

1. Telephone is idle.



2. Press soft key F2.



3. Press the feature key you want to programme.



4. Press soft key F3 below the word “chg”.



5. Press soft key F1 below the word “dir”.



6. Dial the resource directory number.



7. Press soft key F2 below the word “save” to save your selection.



8. Press clear to return telephone to normal.



You can also programme a key whilst on a call by pressing the function key and dialling #3 as step 2 in the above procedure. Do not press the clear key or your call will be terminated. Just wait for 10 seconds and your display will again show your call details.

APPENDIX 3. Description of Feature Codes

FEATURE	CODE	
CO Flash	F3	Generates a momentary (100mS) open
Conference	F60	Sets up a 3 or 4 party conference.
Data Key	F66	Not used in Aust. Used with Data
Data Rate Sel	F75	Not used in Aust. Used to set baud
DB Prog	F#0	Access to Attendant Programming
Default Set	F69	Returns some telephone features to
Del MW_to	F*#9	Used by system to clear MW settings
Direct Dial	F52	Accesses Directory Dialling feature
Direct FWD	F22	Forwards calls without regard to the status of the extension.
Distinc. Ring	F#7	Selects ring cadence
Do Not Disturb	F4	Stops incoming calls ringing at the
DSS Key Prog	F#4	Allows DSS keys to be programmed
Dual Func Key	F#1	Allows upper level of a dual function
Ext Ftr Check	F#8	Allows display station users to check

APPENDIX 3. Description of Feature Codes

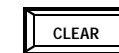
FEATURE	CODE	
Auto Hold	F94	If on a call, and another system resource (line, DSS etc) is seized, the first call is put on automatic hold.
A_Hold Deny	F*94	Denies use of Automatic Hold to the extension.
Auto Line Sel	F95	Allows user to choose intercom dial-tone, trunk or trunk route when going off-hook.
Auto Line Del	F*95	If disabled, the user must press a resource key to access dial tone.
Auto msg Note	F72	Sends an automatic message to a nominated extn every-time the extn handles a call.
Auto Redial	F78	Automatically keeps redialling a busy telephone number.
Auto Transfer	F54	When enabled, allows a blind transfer to occur by pressing a DSS key.
Busy Fwd.	F21	Calls are forwarded if busy or in DND
Call Fwd	F2	Prefix to access call forward features.
Call Pickup	F53	Pickup calls ringing or held on another extn in the same tenant group
CBCK Delete	F*#5	Deletes a single call-back call
CBCL All Del	F*#5*	Deletes all call-back calls
Check In	F7#2	Check-in a room in hotel/motel mode.
Check out	F7#3	Check-out a room in hotel/motel mode

Programming an Abbreviated Number (Speed Dial) under a feature key on a LCD telephone:



Default resource numbers for storing abbreviated numbers are in the 600 range for common numbers and in the 500 range for individual numbers. Note that the actual abbreviated number resource codes on your system may differ from this (depending on system programming).

1. Telephone is idle.
2. Press soft key F2.
3. Press the feature key you want to programme.
4. Press soft key F3 below the word “chg”.
5. Press soft key F1 below the word “dir”.
6. Dial the abbreviated directory number.
7. Press soft key F2 below the word “save” to save your selection.
8. Press clear to return telephone to normal.



You can also programme a key whilst on a call by pressing the function key and dialling #3 as step 2 in the above procedure. After you have saved your programming (step 7), do not press the clear key or your call will be terminated. Just wait for 10 seconds and your display will again show your call details.

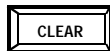
Programming an Abbreviated Number (Speed Dial) on the “upper level” of a dual function feature key on a LCD telephone:



Remember that while all 9 feature keys on a 9-key telephone are dual function, only the ten keys in the two right-hand columns of a 20-key telephone are dual function.

Default resource numbers for storing abbreviated numbers are in the 600 range for common numbers and in the 500 range for individual numbers. Note that the actual abbreviated number resource codes on your system may differ from this (depending on system programming).

1. Telephone is idle.
2. Press soft key F1.
3. Press the feature key you want to programme.
4. Press soft key F3 below the word “chg”.
5. Dial the abbreviated directory number.
6. Press soft key F2 below the word “save” to save your selection.
7. Press clear to return telephone to normal.



You can also programme a key whilst on a call by pressing the function key and dialling #1 as step 2 in the above procedure. Do not press the clear key or your call will be terminated. Just wait for 10 seconds and your display will again show your call details.

APPENDIX 3. Description of Feature Codes

A brief description of system feature codes is given in the following table. Note that not all features may be available on your system.

FEATURE	CODE	
Abbr. Dialling	F1	Allows access to programme individual abbreviated dialling numbers.
Account Code	F71	Used to input account code info. On an outgoing exchange call.
Agent Help	F61	Sends message to the UCD group supervisor.
Agent Log Off	F91	Removes the extension from the UCD group.
Agent Log On	F*91	Logs an extension onto the UCD group
Alarm reports	F62	Key will light of a system alarm occurs.
Alert	F50	Whilst using the handset on a call, an independent simultaneous ICM call can be established over the speaker.
All CFW Del	F20	Deletes all Call Forward destinations
Auto Answer	F6*	If set “off” the user must press a feature key to answer an incoming call.
Authority Code	F55	The code consists of the extn. No. and the password. When the correct codes are entered the extn COS (and other parameters) is transferred to the phone for 1 minute.

APPENDIX 2.

Suffix Codes.

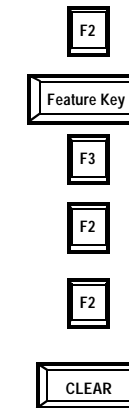
Suffix codes are automatically appended by using a soft-key on a display telephone to the end of a dialled number to instruct the system to invoke an instruction such as “intrude on this call”. The Code Look-up table allows you to see the value of these codes for your system. Non-display telephones and analog telephones may manually use these codes to initiate a system response such as “camp-on” to a busy extension.

System default values are shown in the table below.

Feature	Code
ICM Voice/Ring	2
DND Over-ride	3
Camp-On	4
Call-Back	5
Intrusion	8
Message Waiting	9
ICM OHVA	0
VM to ___	7

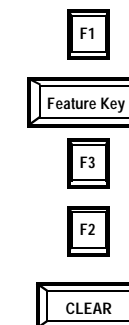
Deleting the contents of a feature key on a LCD telephone:

1. Telephone is idle.
2. Press soft key F2.
3. Press the feature key you want to clear.
4. Press soft key F3 below the word “chg”.
5. Press soft key F2 below the word “feat”.
6. Press soft key F2 below the word “save” to delete the feature key programming.
7. Press clear to return telephone to normal.



Deleting the contents of an abbreviated number on the upper level of a feature key on a LCD telephone:

1. Telephone is idle.
2. Press soft key F1.
3. Press the feature key you want to clear.
4. Press soft key F3 below the word “chg”.
5. Press soft key F2 below the word “save” to delete the feature key programming.
6. Press clear to return telephone to normal.



Programming a Feature under a feature key on a telephone without a LCD panel:



1. Telephone is idle or in use on a call.
2. Press the function key and then dial #3.
3. Press the feature key you want to programme.
4. Dial 2.
5. Press the function key and dial the appropriate feature code digits.
6. Press the hold key to save your selection.
8. Press clear to return telephone to normal.

If you are on a call, do not press the clear key in step 8 or your call will be terminated.

APPENDIX 1. System default numbering plan.

The table below shows the default numbering plan for Hytel digital telephone systems. As well as defining the extension numbering range (200-399), the numbering plan also defines the numbers reserved for system resources such as paging etc. Note that the allocated numbers may exceed the actual physical system capacity.

Resource	Assigned Numbers	96/120 System Physical Capacity	412/616/620/824 System Physical Capacity
Extension numbers	200-399	96/120	12/16/20/24
Paging groups	400-429	24	8
UCD Groups	430-459	24	16
Call pickup groups	460-489	24	8
Abbreviated numbers	500-599 (individual 600-699 (system))	1000	500
Exchange lines	700-799	48/72	4/6/8
Exchange routes	100-129	24	8
Background music	800-809	2	1
Loud bell	810-819	2	1
External paging amplifier	820-829	2	1
Operator	0	1	1
Exchange line access	9	1 route	1 route

Programming a Resource under a feature key on a telephone without a LCD panel:

A resource can be another extension number e.g. “207” or a system resource such as “page tenant” – “400”). Programming a feature key to directly access another extension is called Direct Station Select – DSS.

Refer to appendix 1 on page 31 for a brief description of default resource codes.



Note that the actual resource codes on your system may differ from the examples in appendix 1.

1. Telephone is idle or in use on a call.



2. Press the function key and then dial #3.



3. Press the feature key you want to programme.



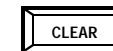
4. Dial 1.



5. Dial the resource directory number.



6. Press the hold key to save your selection.



7. Press clear to return telephone to normal.



If you are on a call, do not press the clear key in step 7 or your call will be terminated.

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Programming an Abbreviated Number (Speed Dial) under a feature key on a telephone without a LCD panel:



Default resource numbers for storing abbreviated numbers are in the 600 range for common numbers and in the 500 range for individual numbers. Note that the actual abbreviated number resource codes on your system may differ from this (depending on system programming).

1. Telephone is idle or in use on a call.



2. Press the function key and then dial #3.



3. Press the feature key you want to programme.



4. Dial 1.



5. Dial the abbreviated directory number.



6. Press the hold key to save your selection.



7. Press clear to return telephone to normal.



If you are on a call, do not press the clear key in step 7 or your call will be terminated.

Section 3. Programming keys on a DSS unit from its associated Hytel display telephone.

1. Telephone is idle or in use on a call.



2. Press the function key and then dial #4.



3. Press soft key F3 below the word “chg”.



4. Dial the resource directory number.



5. Press soft key F2 below the word “save” to save your selection.



6. Press clear to return telephone to normal.




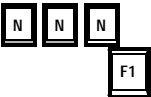


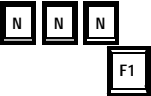

If you are on a call, do not press the clear key in step 6 or your call will be terminated.



It is not possible to programme keys on a DSS unit from an associated non-display telephone. In this case, all programming of the DSS keys must be done by the technician via computer based RMP programming.

Changing an extensions User Name.

Enter Attendant Mode and select the “USER NAME” menu, following the procedure described on page 21 of this guide.

1. Press soft key F3 below the word “show”.

2. Use dial-pad keys to dial the extension number. Use soft key F1 below the word “bksp” to backspace and correct errors.

3. Press soft key F2 below the word “show”.

4. Press soft key F3 below the word “chg” .

5. Dial the name by multi-pressing the dial-pad keys. Refer to appendix 5 on page 23 which shows the number of presses needed on each key to display a nominated character. Use soft key F1 below the word “bksp” to backspace and correct any errors.

6. Press clear to return telephone to normal.


Programming an Abbreviated Number (Speed Dial) on the “upper level” of a dual function feature key on a telephone without a LCD panel:



Default resource numbers for storing abbreviated numbers are in the 600 range for common numbers and in the 500 range for individual numbers. Note that the actual abbreviated number resource codes on your system may differ from this (depending on system programming).

1. Telephone is idle or in use on a call.



2. Press the function key and then dial #1.



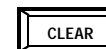
3. Press the feature key you want to programme.



4. Dial the abbreviated directory number.



5. Press the hold key to save your selection.



6. Press clear to return telephone to normal.



If you are on a call, do not press the clear key in step 6 or your call will be terminated.

Deleting the contents of a feature key on a telephone without a LCD panel:

1. Telephone is idle.



2. Press the function key and then dial #3.



3. Press the feature key you want to clear.



4. Press the hold key.



5. Press clear to return telephone to normal.

Deleting the contents of an abbreviated number on the upper level of a feature key on a telephone without a LCD panel:

1. Telephone is idle.



2. Press the function key and then dial #1.



3. Press the feature key you want to clear.



4. Press the hold key.



5. Press clear to return telephone to normal.

Changing an extensions Class of Service.

Enter Attendant Mode and select the “EXTENSION COS” menu, following the procedure described on page 21 of this guide.



1. Press soft key F3 below the word “show”.



2. Use dial-pad keys to dial the extension number. Use soft key F1 below the word “bksp” to backspace and correct errors.



3. Press soft key F2 below the word “show”.



4. Repeatedly press soft key F3 below the word “chg” to select the desired COS number.



5. Press soft key F2 below the word “next” to return to step 2

OR



Press clear to return telephone to normal.

Changing the function of port RS232-1.

Enter Attendant Mode and select the “RS232-1 USAGE” menu. Following the procedure described on page 21 of this guide.



1. Press soft key F3 below the word “show”.



2. Repeatedly press soft key F3 below the word “chg” to select either ICLID or RMP.



3. Press clear to save the parameter and return the telephone to normal.

Changing the System Time.

Enter Attendant Mode and select the “SYSTEM TIME” menu, following the procedure described on page 21 of this guide.



1. Press soft key F3 below the word “show”.



2. Use soft keys F1 and F2 below the words “prev” and “next” to go to the parameter you want to change. These keys will cycle through *Year, Month, Day, Weekday, Hour and Minute.*



3. Press soft key F3 below the word “chg” and use the dial-pad keys to change any parameter.



4. Press clear to return telephone to normal.

Checking unanswered calls.

Enter Attendant Mode and select the “UNANSWERED CALL” menu, following the procedure described on page 21 of this guide.



1. Press soft key F3 below the word “show”.



2. Use soft keys F1 and F2 below the words “prev” and “next” to view any recorded unanswered calls.



3. Press clear to return telephone to normal.



Your incoming exchange lines must receive Caller I.D. information from the telephone exchange for this feature to work.

Section 2. Programming system parameters using “Attendant Mode” programming from any Hytel display telephone.

Attendant mode programming allows some system parameters to be changed by:

- entering attendant mode
- selecting the applicable menu topic
- changing (or adding) system parameters
- saving the changes.

Entering attendant mode

1. Telephone is idle.



2. Press the function key and then dial #0.



3. Dial the applicable tenant group (nominally “1”).



4. Press soft key F2 key below the word “save”.



5. Dial the system password (default 0000).



6. Press soft key F2 key below the word “show”.

Selecting the applicable menu topic











1. Use the F1 and F2 keys below the words “prev” and “next” to select the menu you require. Refer to appendix 4 on page 40 for a list of menu items and a brief description of each item.



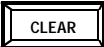
Your actual menu items may be slightly different to the list in appendix 4 (depending on system type and the features installed).

Changing (or adding) system abbreviated numbers.


Enter Attendant Mode and select the “SYSTEM ABBR No.” menu, following the procedure described on page 21 of this guide.

1. Press soft key F3 below the word “show”.

2. Dial the resource number (600-699).

3. Press soft key F1 below the word “number”.

4. Press soft key F3 below the word “chg”.

5. Dial the digits/characters required. Use soft key F1 below the word “bksp” to backspace and correct any errors.


6. Press soft key F2 below the word “save” to save the data.

7. Press soft key F2 below the word “name” if you want to enter a name and then go to step N1 on the next page.


OR






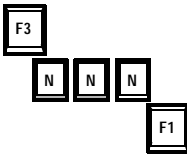

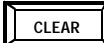
-  Press clear to return telephone to normal.

OR

-  Press soft key F3 below the word “next” to change COS and Trunk-Route data. Note that care must be taken in changing either of these two parameters. (Refer to the note on the following page).

Changing Night Switching parameters.

Enter Attendant Mode and select the “NIGHT SWITCHING” menu, following the procedure described on page 21 of this guide.

1. If you do not want to follow times set for tenant 1, press soft key F3 below the word “chg”.

2. Press soft key F2 below the word “next”.

3. Use soft keys F1 and F2 below the words “prev” and “next” to select the day of the week.

4. Press soft key F3 below the word “show”.

5. Use soft keys F1 and F2 below the words “prev” and “next” to go to the time of day you want to change.

6. Use both soft key F3 below the word “chg” and the dial-pad to change the displayed time. Use soft key F1 below the word “bksp” to backspace and correct errors.

7. Press soft key F2 below the word “save” to save the data.

8. Press clear to return telephone to normal.




The system must be operating in “time” mode to enable automatic time-switched night switching.

Changing the system Service Mode.

Enter Attendant Mode and select the “SERVICE MODE” menu, following the procedure described on page 21 of this guide.



1. Press soft key F3 below the word “show”.



2. Repeatedly press soft key F3 below the word “chg” until the desired operating mode is displayed on the LCD panel.



3. Press clear to save the selected mode and return the telephone to normal.

Checking System Alarm Reports.

Enter Attendant Mode and select the “ALARM REPORTS” menu following the procedure described on page 21 of this guide.



1. Press soft key F3 below the word “show”.



2. Use soft keys F1 and F2 below the words “prev” and “next” to view alarm reports.



3. Press clear to return the telephone to normal.



If the “COS over-ride” field is changed to “Y” the stored number may be dialled from any extension regardless of their COS. If a Trunk Line or Trunk Route is nominated, calls to the particular abbreviated number can only be made on the specified Line or Route.



N1. Press soft key F3 below the word “chg”.



N2. Dial the name by multi-pressing the dial-pad keys. Refer to appendix 5 on page 23 which shows the number of presses needed on each key to display a nominated character. Use soft key F1 below the word “bksp” to backspace and correct any errors.



N3. Press soft key F2 below the word “save” to save the data.



N4. Press clear to return telephone to normal.



The default resource numbers used for system abbreviated numbers are from 600 to 699.

Entries can be up to 20 digits long. A twelve character name can be associated with each abbreviated number and used for dialling-by-name (directory dialling).

To keep a record of the last-used abbreviated number (useful to know when you want to add some additional numbers), create abbreviated number 699 with the name of *last entry* and with a “telephone number” representing the last-used abbreviated number. You can subsequently use directory dialling to find this entry and then enter your new abbreviated numbers. (Don’t forget to update your *last entry* “telephone number” to the “new” last-used abbreviated number value.)