

1.3 OPERATING INSTRUCTIONS

1.3.1 Station Nomenclature

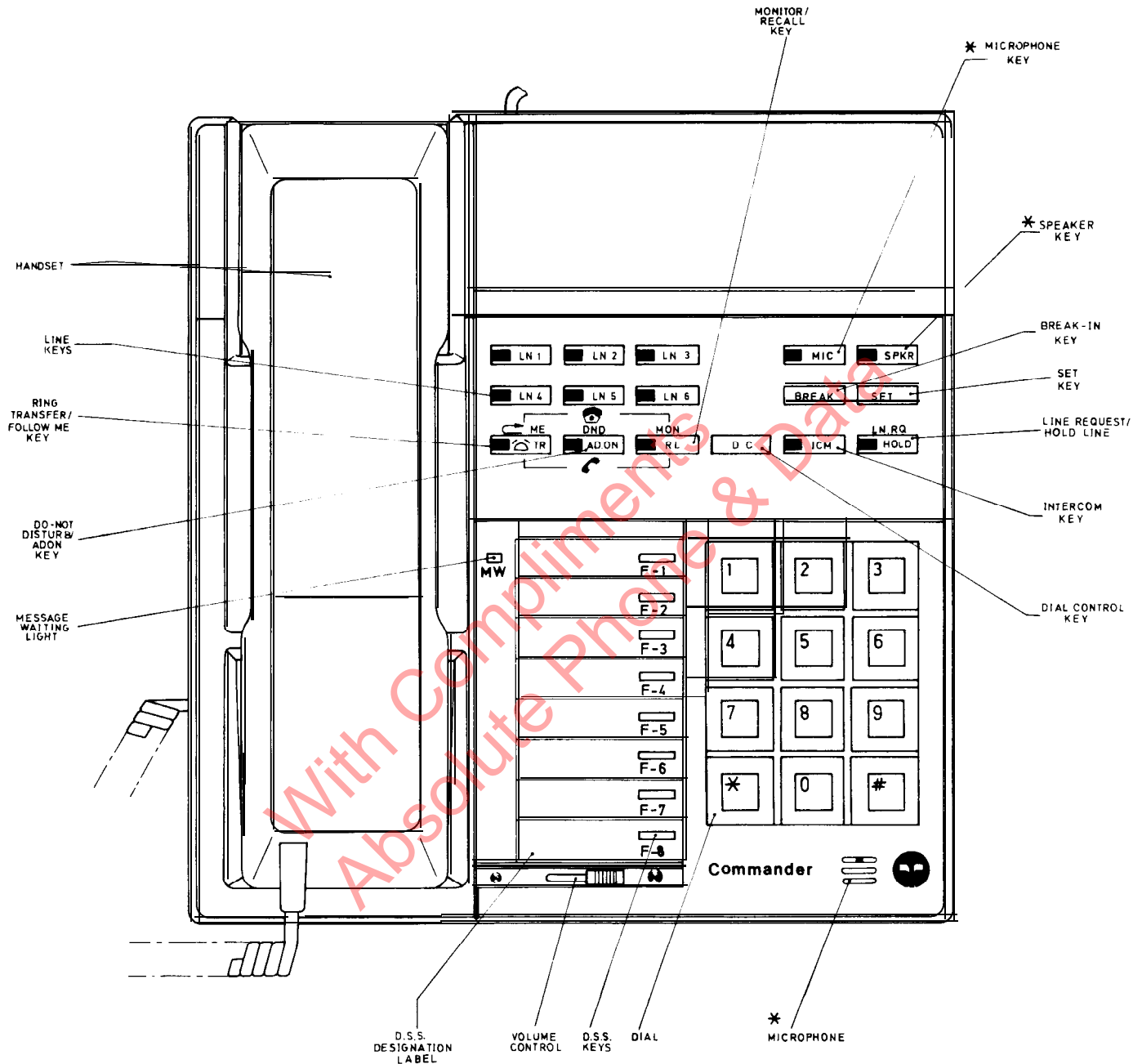


Fig. 1.3.1 (a) TS-AN-BA BASIC AND TS-AN-OH ON-HOOK STATIONS

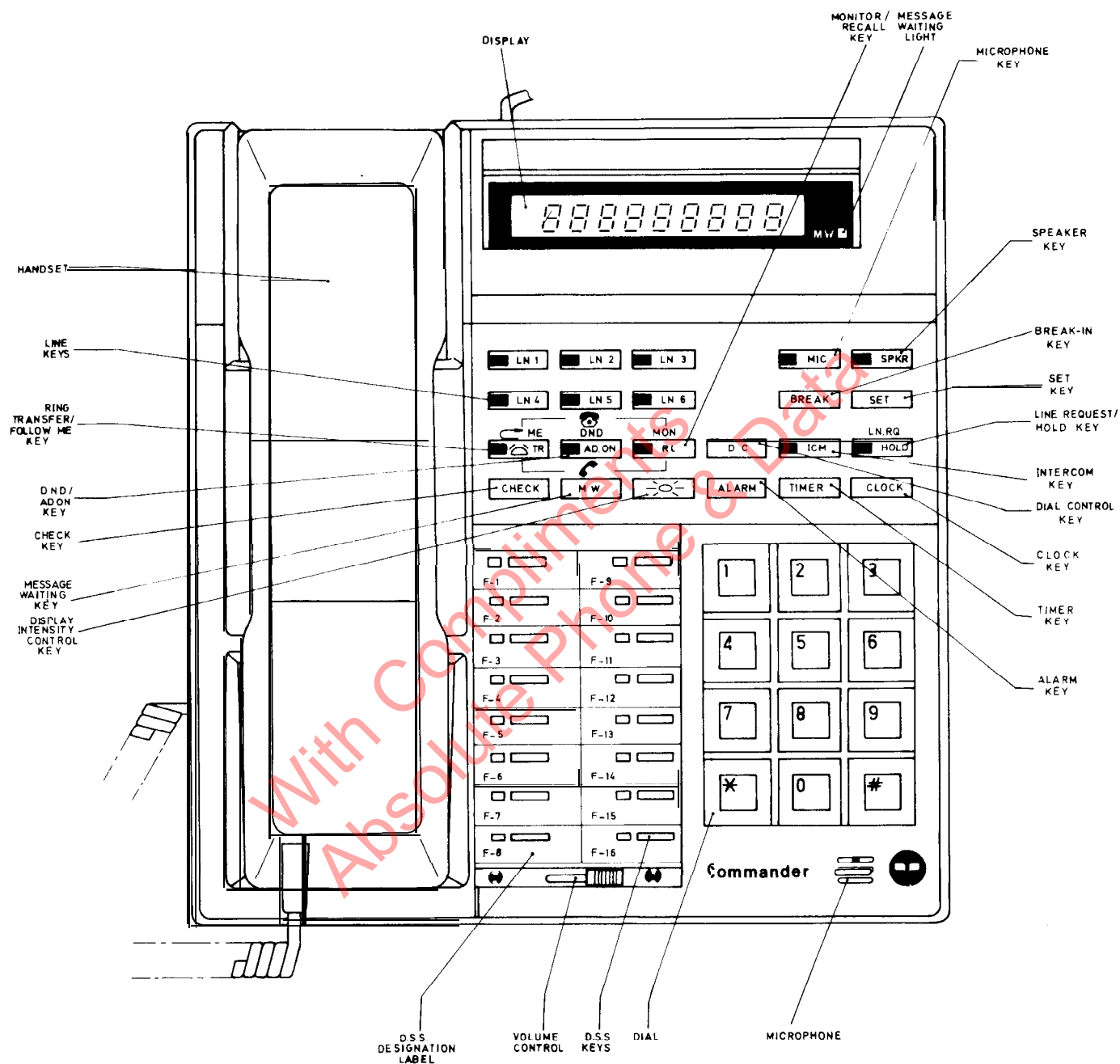


Fig. 1.3.1 (b) TS-AN-HF HANDSFREE STATION

1.3.2 Station Lamp Signals

	LAMP SIGNAL	—	STATUS
OUTSIDE LINES LN1/6	Out	—	line free
	Steady	—	line busy
	Slow Flash	—	incoming call
	Flash	—	hold
	Flicker	—	exclusive hold add-on standby
	Double Flash	—	I hold
ICM KEY	Steady	—	intercom call (handset)
	Double Flash	—	incoming intercom call
SPKR KEY	Steady	—	on-hook dialling handsfree speech enabled (optional)
MIC KEY	Steady	—	microphone off
HOLD/LN.RQ KEY	Steady	—	outside line request in progress
	Flicker	—	outside line request accepted
TR/ME KEY	Steady	—	ring transferred
	Flicker	—	follow-me originating station
	Double Flash	—	follow-me transferred station
ADON/DND KEY	Steady	—	do-not-disturb
	Slow Flash	—	call forwarding active
MON KEY	Flicker	—	remote monitoring station
MW LAMP	Double Flash	—	message waiting signal received
	Flicker	—	message waiting signal sent
DSS KEYS	Steady	—	station off hook
F1/16	Flash	—	intercom call in progress
	Double Flash	—	station in do-not-disburb

1.3.3 System Tones

Constant tone	—	internal dial tone
Busy tone	—	station busy
		number unobtainable
Slow repeating tone	—	incoming intercom signal call
Single tone burst	—	intercom call (microphone on)
		intrusion tone (intercom)
		outside line request accepted
Double tone burst	—	intercom call (microphone off)
Triple tone burst	—	intrusion tone (outside line)
Repeating double tone burst	—	station in do-not-disturb
Five quick tone bursts	—	follow-me request denied
		outside line request denied
Slow repeating warbling tone	—	incoming call
Fast repeating warbling tone	—	automatic hold recall
		line available in outside line request

1.3.4 Outside Calls

1.3.4.1 Outgoing calls

- lift the handset and select a free outside LINE key
- listen for dial tone, then dial the wanted number.

1.3.4.2 On Hook Dialling

To make a call

- press the SPKR key
- press a free outside LINE key
- when dial tone is heard, dial the wanted number
- when the called party answers, lift the handset to speak.
- replace the handset when the call is completed
- to release a line before connection is established, press the SPKR key

1.3.4.3 Incoming Calls

- the line lamp will slow flash and the audible signal will sound (if provided)
- to answer, lift the handset and press the LINE key.

1.3.4.4 Holding an Outside Call

- ask your outside party to wait
- press the HOLD key. The line lamp will show I HOLD, and show normal hold at all other stations.

Any other station can take over a held call.

Pressing the HOLD key twice will place the outside line on EXCLUSIVE HOLD.

In this condition other stations cannot take over a held call.

Return to your outside caller by pressing the LINE key.

1.3.4.5 Auto Ringback (optional)

Once an outside line has been on "HOLD" or "EXCLUSIVE HOLD" for a predetermined time, the audible signal will remind you of the held call.

If the line on "EXCLUSIVE HOLD" is not re-answered within a predetermined time the line will automatically revert to normal hold so that it can be answered at any station.

1.3.4.6 Off Hook Signalling — external (optional)

If you are engaged on a call, the audible signal on incoming calls will sound through the station speaker.

You may either hold your existing outside call or release by hanging up.

Answer the new call by pressing the LINE key.

An intercom call will be terminated automatically when the outside call is answered.

1.3.4.7 Abbreviated Dialling

All stations have access to a system which contains frequently called telephone numbers. These numbers are entered into the memory from station 10 (refer to 1.3.6.5).

To call a stored number

- lift the handset and press any free outside LINE key
- press the DC key
- dial the appropriate abbreviated code (10-69).

The stored number will be automatically dialled.

1.3.4.8 Last Number Redial

- lift the handset and press any free outside LINE key
- when dial tone is heard, press DC then ● .

The last number called will be automatically dialled again.

1.3.4.9 Last Number Saved

A frequently called outside number which does not answer, or is engaged, can be saved for automatic redial.

After busy tone or no answer:

- press the DC key twice
- replace the handset.

To call the last number saved

- lift the handset
- select a free outside line
- when dial tone is heard, press the DC key then dial 0.

The saved last number will be automatically dialled.

1.3.4.10 Outside Line Request

When all outside lines in your group are busy, you may request the next free line

- lift the handset
- press the HOLD key. The HOLD and ICM lamps glow
- dial your outside line group number (1 to 6)

If the request is accepted

- a burst of tone is heard
- the HOLD lamp flickers
- replace the handset

If the request is denied

- the HOLD lamp goes out
- five quick bursts of tone will be heard.

When a line is available

- a fast repeating warbling tone will sound and the line lamp will flicker
- lift the handset and press the line key.

Note: If the free line is not accepted within 20 seconds, the request will be automatically cancelled.

1.3.5 Intercom Calls

1.3.5.1 Making an Intercom Call

- ensure the ICM lamp is out (the ICM lamp will glow if all intercom lines are busy)
- lift the handset, press the ICM key, the lamp will glow
- listen for internal dial tone, then dial the wanted station number
- speak after hearing a single burst of tone

If a double burst of tone is heard the called station has the microphone switched off. Remind the called party to switch the microphone on to reply.

If a slow repeating tone is heard, then a continuing ring signal is being sent to the called station.

Busy tone means the party is engaged on another call.

A repeating double tone means the station is in the "Do Not Disturb" mode (1.3.7.1).

1.3.5.2 Special Ring Signal

If there is no immediate response when a station is called, a special continuing ring signal can be transmitted by dialling "1".

1.3.5.3 Incoming Intercom Calls

Incoming intercom calls are signalled by a single burst of tone followed by the calling party's voice through the speaker. The ICM lamp will double flash indicating your microphone is active. The call can be answered as required, either handsfree, or by lifting the handset and pressing the ICM key.

1.3.5.4 Ring Signal

Incoming intercom calls can be signalled by a slow repeating tone and a double flash on the ICM key. The call can only be answered by lifting the handset and pressing the ICM key.

1.3.5.5 Alternative Answering

An intercom call to a particular station can be answered at any other station in the same internal zone group, by lifting the handset and pressing the BREAK key.

NOTE: If two or more calls are waiting to be answered, the call to the lowest numbered station will be answered first.

1.3.5.6 Microphone Cut-Off

If required, your microphone can be cut off during a handsfree intercom call, or while your station is idle, by pressing the MIC key. The lamp will indicate status. Press again to restore to normal.

1.3.5.7 Off Hook Signalling — internal (optional)

If you are engaged on outside call, and an intercom call is waiting to be answered, the signal will be a slow repeating tone and a double flash on the ICM key. You may either terminate your existing call or hold the call automatically by answering the waiting call.

- Press the ICM key to answer.

1.3.5.8 Direct Station Selection (Basic and On-Hook Stations)

The Direct Station Selection keys are designated F1-F8. 8 frequently called station numbers can be stored in the system memory, and called by using only one key (F1-F8).

To store a station number

- lift the handset
- press DC, ICM and the required F key where the station number is to be stored
- dial the station number
- replace the handset

Repeat the above steps for other F locations.



To make an intercom call

- lift the handset
- press the required F key

All the normal intercom tones will be received when using Direct Station Selection.



1.3.5.9 Follow Me

To divert intercom calls from your station to any other station:

- with the handset on hook
- press the  TR key
- dial your station number, then the station number to which your calls are to be diverted
- press the  TR key again

The  TR lamp will flicker at your station and will show a double flash at the selected station.

To cancel

- with the handset on hook
- press the  TR key
- dial your own station number
- press the  TR key again. The lamps will go out.

1.3.5.10 Paging (optional)

Three types of paging calls can be made:

All call paging

To make an announcement to all stations

Zone paging — Internal

To make an announcement to stations in one of three zones

Zone paging — External

To make an external public address announcement

To make a paging call

- lift the handset
- press the ICM key
- wait for internal dial tone
- dial the wanted paging code and make the announcement

Paging codes

all call paging	80
internal zone 1	81
internal zone 2	82
internal zone 3	83
internal all-zone	84
external zone	85

1.3.5.11 Meet-me Paging (optional)

After making an All Call or Internal Zone paging announcement for a called party to “Meet-Me”

- press . and wait, with the handset off hook, for the called party to respond

The called party establishes the connection by lifting the handset and dialling . at any station receiving the paging call.

1.3.5.12 Intercom Camp-on (optional)

If busy tone is heard when making intercom calls

- press . and remain off-hook, the intercom call will be automatically established when the called station is free.

Note: This feature is not provided if the called station is programmed for off-hook signalling.

1.3.5.13 Intercom Call Back (optional)

If busy tone is heard when making intercom calls

- press . key
- replace the handset

When the called station is free your station will ring

- lift the handset and the intercom call will be automatically established

NOTE: If the call back is not answered within 20 seconds, it will automatically be cancelled.

This feature is not provided if the called station is programmed for off-hook signalling.

To cancel Intercom Call Back

- lift the handset
- dial "0"

1.3.5.14 Message waiting

- make an intercom call
- press . if the called party does not answer
- hang up

The MW lamp will flicker at your station and double flash at the called station.

To answer the message waiting at a called station

- lift the handset and press the ICM key
- wait for dial tone, then dial "0"

To cancel

- lift the handset and press the # key
- dial the called station number
- replace the handset

1.3.6 Other Features

1.3.6.1 Repertory Dialling

In addition to direct station selection, the FI -F8 keys are used for repertory dialling. On each F key you may store one intercom number (as described earlier) and one outside number.

To store an outside number

- lift the handset
- press the DC key. The ICM lamp will glow when internal dial tone is heard
- press the HOLD key and the required F key where the number is to be stored
- dial the telephone number
- replace the handset. The ICM lamp will go out.

NOTE: If your system is an extension from a PABX and a pause is required within the telephone number, press BREAK key and continue to enter the remaining digits. Up to 20 digits can be stored including any pauses.

To call a stored outside number

- lift the handset
- press any free outside line key
- press the DC key
- press the required F key, the stored number will be called automatically

1.3.6.2 Transferring Outside Calls

To transfer without announcing

- ask the outside party to wait
- press the required FI -F8 key, the line lamp will show normal hold
- press the HOLD key, the line lamp will change to a steady glow
- replace the handset

If the call is unanswered after a predetermined time it will recall at your station. The line lamp will show I-HOLD on your station and normal hold on all other stations.

To answer

A transferred call is signalled by a flickering line lamp and a fast repeating warbling tone.

- lift the handset
- press the LINE key

To transfer after announcing

- ask the outside party to wait
- call the second station via paging, DSS or intercom. The line will be held automatically
- announce the call
- when the wanted party has taken the call the line lamp will glow steadily.

To answer

After being advised of a waiting call

- lift the handset
- press the given LINE key.

Transferring a call from a key station to a standard telephone station

To transfer without announcing, use the procedure above.

To transfer after announcing

- ask the outside party to wait
- press the AD.ON key
- call the required standard telephone station (via ICM or DSS)
- press the AD.ON key
- replace the handset.

If the called station does not answer or is engaged

- press the AD.ON key to return to the held call.

1.3.6.3 Ring Transfer (from station 10 only)

The audible signal for outside calls can be transferred from station 10 to any number of other stations:

- lift the handset
- press \curvearrowright TR key. The ICM lamp glows and internal dial tone will be heard
- dial the required station numbers, separating each number by the pressing the # key
- replace the handset. The \curvearrowright TR lamp glows.

To cancel ring transfer

- lift the handset
- press the \curvearrowright TR key.
- replace the handset. The lamp will go out.

1.3.6.4 Night Transfer (from station 10 only)

When required your system may be switched to allow all outside calls to be directed to the programmed night transfer stations.

- lift the handset
- press the \curvearrowright TR key. ICM lamp glows, internal dial tone is heard
- replace the handset. The \curvearrowright TR lamp glows.

To cancel the night transfer mode simply repeat the above steps.

1.3.6.5 Abbreviated Dialling — programming procedures for station 10 only

Up to 60 frequently called numbers can be stored in the system memory for abbreviated number calling. All stations have access to stored numbers, but programming can be done only from station 10.

Numbers with up to 20 digits can be entered into memory locations 1 O-69.

Storing Numbers

- lift the handset
- press the DC key. The ICM lamp will glow, and internal dial tone will be heard
- press the HOLD key
- dial the required location number eg. 10
- dial the required telephone number eg. 123456
- to store more numbers, press the DC key and repeat the above procedure
- replace the handset

The telephone number 123456 is now stored in memory location 10. Any number previously stored for location 10 will be automatically erased.

NOTE: If your system is an extension from a PABX and a pause is required within the telephone number, press the BREAK key and continue to enter the remaining digits.

1.3.6.6 Outside Call Conference

Two stations and one outside party can take part in a conference.

To set up the conference:

- ask the outside party to wait
- press the AD.ON key. The line lamp flickers
- call the second station via intercom using the special ring facility
- the called party answers by lifting the handset and pressing the ICM key
- press the AD.ON key. A triple burst of tone is heard.

The conference is then established.

If the intercom call is not answered press the AD.ON key to return to your caller.

1.3.6.7 Simultaneous Outside Line Calls

Two outside line calls can be conducted simultaneously at a station.

The second call is established as follows:

- ask your first party to wait
- press the AD.ON key. The line lamp flickers
- place the second outside call
- press the AD.ON key. A triple burst of tone is heard

The conference is then established.

To redial the number if the second party is busy or does not answer

- press the first party's LINE key
- press the second line key again and redial on receipt of dial tone

To return to your first party if the second party is unavailable

- press the first party's LINE key
- press the AD.ON key

Either party can be released from the connection by pressing the line key of the incompleting call.

1.3.6.8 Three Station Conference

- call the first station and ensure that the called party answers using the handset
- press the AD.ON key
- listen for internal dial tone
- call the second station and ensure that the called party answers using the handset
- press the AD.ON key. A single burst of tone is heard.

The conference is then established

If any party replaces the handset the call can continue between the remaining parties.

1.3.6.9 Meet-me Conference

After making an all call or internal zone paging announcement for the called parties to "Add On"

- press AD.ON key and wait, with the handset off hook, for the called parties to respond

To respond to the meet-me conference call

- lift the handset
- press AD.ON key

1.3.6.10 Room Monitor

The monitoring of sound in the vicinity of any On Hook station is set up as follows:

At the station to be monitored

- lift the handset
- press the MON key, the lamp shows a double flash
- replace the handset

At the station monitoring the sound

- press the MON key, the lamp flickers

Outside calls and intercom calls can still be made. However, Room Monitoring will be automatically suspended during the progress of a call and will resume when the call is completed.

Repeat the above procedures to cancel room monitor.

1.3.6.11 Power Failure

- i) If a Power-fail Station is installed, incoming and outgoing calls can be made during a power failure simply by lifting the handset.
All other facilities are inoperative.
- ii) When a power failure occurs, outside lines are automatically switched through to pre-assigned stations as follows:

OUTSIDE LINE	POWERFAIL STATION CONNECTION
1	10
2	11
3	14
4	15
5	18
6	19
7 (Exclusive Line)	22
8 (Exclusive Line)	23

Incoming calls are signalled via a remote bell unit which is equipped with both audible and visual signalling. One remote bell is provided for each line required for use during power failure.

All other facilities are inoperative.

1.3.7 Optional Features

1.3.7.1 Do Not Disturb

To activate the Do Not Disturb facility, press the AD.ON key with the handset on hook. All audible signals to your station will be blocked. The AD.ON lamp will show status.

Press the AD.ON key again to restore normal service.

1.3.7.2 Call Forwarding

Pressing the AD.ON key will transfer incoming intercom and exclusive line call signals to a predetermined station. To restore normal service, press the AD.ON key again. The AD.ON lamp will go out.

1.3.7.3 Exclusive Line

An exclusive line is an outside line which is dedicated to one station only. The exclusive line appears instead of LN6 at the assigned station.

1.3.7.4 Priority Break-In

Stations equipped with this facility are able to break into a busy conversation.

There are three categories in this break-in facility:

- Category I — stations can break in to busy outside line and intercom calls.
- Category II — stations can break into intercom calls and make a ring signal call to a station on an outside call.
- Category III — stations can send a ring signal call to a busy station.

To break-in

If, when making an intercom call, busy tone is heard, press the BREAK key. Intrusion tone will be heard by both parties in the conversation.

1.3.7.5 Background Music

On systems where background music is provided it can be heard through the speaker by pressing # key once.

To turn the music off press # key once again.

NOTE: The music is automatically suppressed when incoming or outgoing calls are in progress.

1.3.7.6 Music-On-Hold

On systems where background music is provided, a caller may hear this music when placed on hold.

1.3.7.7 PABX Recall

If your system is an extension from a PABX, the RL key can be used to obtain hold and transfer features.

1.3.7.8 Ring Cancel (except Station IO)

Stations equipped with this facility are able to stop audible signalling for incoming exchange line calls by pressing the  TR key with the handset off hook. The  TR lamp will show status.

Press the  TR key with handset off hook to restore audible signalling.

1.3.7.9 Headset Station

Plug the headset into the socket on the left side of the station.

To use the station in the headset mode press the SPKR key with the handset on hook. To terminate the call press the SPKR key again.

Incoming talkback on voice call intercom calls are connected immediately to the headset. Ring signal intercom calls are answered by pressing the SPKR and ICM keys.

A headset station will operate as an On Hook station when the headset is unplugged.

1.3.8 Optional Equipment

1.3.8.1 Handsfree Station

Handsfree stations feature a display, 16 Direct Station Selection keys F1-F16, and display control feature keys.

The station numbers for direct station selection on keys F1-F16 are preassigned for the Handsfree Station.

The F1-F16 keys are also used to store outside numbers for Repertory Dialling (see 1.3.6.1).

The following facilities are available in addition to the standard station facilities described earlier:

Dialled Number Display

When dialling out the number dialled will be shown on the display. The last 11 digits will remain displayed during the progress of the call, or can be cleared by pressing the CLOCK key.

Clock

The display in the clock mode will show month, date, day of the week and time in hours and minutes.

Timer

The timer can be used either as a stop-watch or to time call duration in hours, minutes and seconds.

Starting the timer

- press the TIMER key. The elapsed time will be shown in hours, minutes and seconds.


Stopping the timer

- press the TIMER key or replace the handset
- press the CLOCK key to return the display to the clock mode.

Alarm Clock

The clock can be set for three separate alarms. Alarms 1 and 2 are non-repeatable while Alarm 3, when set, will go off at the set time every day.

To set alarm 1

- lift the handset
- press the ALARM key
- press . for AM or # for PM
- dial the required time, 2 digits for the hour and 2 digits for the minutes eg, 03-35
- replace the handset. The  symbol glows on the display to indicate an alarm has been set.

The alarm can be silenced by pressing the ALARM key. If the ALARM key is not pressed, the tone will continue for approximately 10 minutes.

The alarm setting can be checked by lifting the handset and pressing the ALARM key.

To set alarms 2 and 3, follow the above steps, but press the ALARM key twice for alarm 2 and 3 times for alarm 3.

To cancel a set alarm, eg. alarm 1

- lift the handset
- press the ALARM key. The set time for alarm 1 will be displayed
- press .
- replace the handset

To cancel alarms 2 and 3, follow the above steps but press the ALARM key twice for alarm 2 and 3 times for alarm 3.

Clock Setting

If station 10 is a handsfree station, the time, date, year and day may be set as follows:

Enter the clock set mode by going off-hook and pressing the SET key.

To set time

- press clock key once
- dial . for AM or # for PM
- dial the time (four digits), e.g. 9 o'clock — 0900
- dial *#

To set date

- press clock key twice
- dial the date (four digits), e.g. 2 1 st June — 062 1
- dial *#

To set year

- press clock key three times
- dial the year (four digits), e.g. 1986
- dial *#

To set day

- press clock key four times
- dial day of week (1 digit) 0 Sunday — 6 Saturday
- dial *#

Leave the clock set mode by pressing the SET key and replacing handset.

Handsfree Operation

To use the station in the handsfree mode press the SPKR key with the handset on hook. To terminate the call press the SPKR key again.

Lift the handset to change from handsfree mode to normal conversation.

If you wish to disable the microphone during a handsfree conversation press the MIC key. To enable the microphone press the MIC key again.

Message Waiting Check

If the MW lamp is indicating that there is a message waiting, press MW key to display the originating station number. If more than one message has been left, repeated pressing of the MW key will show the numbers of the stations that have left messages.

If you are engaged on an outside call and an intercom call arrives, press the MW key and the calling station number will be displayed.

NOTE: The number will not be shown if the display is in the timer mode.

Repertory Dial Check (see 1.3.6.1 for storing numbers for Repertory dialling)

To display the numbers stored for repertory dialling

With the handset on-hook

- press the CHECK key
- press the required F1-F16 key. The stored number will be displayed.

If the number exceeds 11 digits, press the . key to display the remaining digits.

Abbreviated Dial Check

To display numbers which have been stored for abbreviated code dialling

With the handset on-hook

- press the CHECK key
- dial the abbreviated code (1 O-69). The stored number will be displayed.

If the number exceeds 11 digits, press the . key to display the remaining digits.

Brightness Control

The brightness of the display can be changed by pressing the  key to one of the three levels.

Battery Low Alarm

“ALM3” will flash slowly on the display at all handsfree stations to indicate battery low condition. If this occurs, call Service Difficulties on 1 100 immediately.

1.3.8.2 Standard Telephone Station

Intercom calls

Making an Intercom Call

- lift the handset, listen for dial tone
- dial the required station number
- speak after hearing a single burst of tone

If a double burst of tone is heard the called station has the microphone switched off. Remind the called party to switch the microphone on to reply.

If a slow repeating tone is heard, then a continuing ring signal is being sent to the called station.

Busy tone means the party is engaged on another call.

A repeating double tone means the station is in the "Do Not Disturb" mode (1.3.7.1).

Intercom Camp On

If busy tone is heard when making intercom calls

- dial 1.

Provided you remain off hook, the intercom call will be automatically established when the called station is free.

NOTE: This feature is not provided if the called station is programmed for off hook signalling.

Intercom Call Back

If busy tone is heard when making intercom calls

- dial 1
- replace the handset.

When the called station is free your station will ring.

- lift the handset and the intercom calls will be automatically established.

NOTES: If the call back is not answered within 20 seconds the call is cancelled.

This feature is not provided if the called station is programmed for off-hook signalling.

Incoming Intercom Calls

- Simply lift handset to answer.

Three Station Conference

- call the first station and ensure the called party answers using the handset
- quickly depress and release the switchhooks
- listen for special facility tone
- call the second station and ensure the called party answers using the handset
- quickly depress and release the switchhooks, a single burst of tone is heard.

The conference is then established.

Outside Calls

Outgoing

- lift the handset, listen for dial tone
- dial 0 to connect to any free line
- listen for outside dial tone, then dial the wanted number.

To seize a line from a particular group dial 9 instead of 0, then the group number 1-6.

If an exclusive line is assigned dial 0 to seize the exclusive line.

Outside Line Request

If all outside lines in your group are busy, you may request the next free line, when busy tone is heard.

- dial the line group number 1-6
- 3 bursts of tone will be heard
- replace the handset.

When a line in your group becomes free, your station will ring

- lift the handset, outside dial tone will be heard.

NOTE: If the call is not answered within 20 seconds the request will be automatically cancelled.

Incoming Calls

- Simply lift the handset to answer an incoming call signalled at your station.

Enquiry Call

To make an internal call while holding an outside call

- ask the outside party to wait
- quickly depress and release the switchhooks
- listen for special facility tone
- dial the required station number for the enquiry call
- depress and release the switchhooks to return to the held call.

Transferring an Outside Call

- ask the outside party to wait
- quickly depress and release the switchhooks
- hear special facility tone
- dial the required station number, ensure the called party answers using the handset
- announce the call
- replace the handset, the call is automatically transferred.

Outside Call Conference

A conference can be set up between two stations and an outside party by following the procedure for holding an outside call, but dialling 3 before the required station number.

PABX Recall

If your system is an extension from a PABX, to obtain hold and transfer features

- quickly depress and release the switchhooks
- hear special facility tone
- dial 4

Last Number Redial

- Select an outside line
- quickly depress and release the switchhooks
- hear special facility tone
- dial 5.

The last number called will be automatically dialled.

Abbreviated Dialling

Standard telephone stations have access to the system memory which contains up to 60 frequently called telephone numbers.

To call a stored number

- select an outside line
- quickly depress and release the switchhooks
- listen for special dial tone
- dial 6 and the abbreviated dial code, 1 0-69.

The stored number will be automatically dialled.

Repertory Dialling

This facility allows you to store up to 8 frequently called outside numbers for abbreviated dialling. Only your station will have access to these stored numbers.

To store a number

- lift the handset, listen for internal dial tone
- dial 7, listen for special facility tone
- dial the required location number 1-8
- dial the telephone number
- replace the handset.

To call a stored number

- select an outside line
- quickly depress and release the switchhooks
- listen for special facility tone
- dial 7 followed by the required location number 1-8.

The stored number will be automatically dialled.

Paging

To make a paging call

- lift the handset, listen for dial tone
- dial the required paging code

Paging codes

all call paging	80
internal zone 1	81
internal zone 2	82
internal zone 3	83
internal all-zone	84
external zone	85

Call Forwarding

To set call forwarding

- lift the handset, listen for dial tone
- dial 3
- hear 3 tone bursts if call forwarding is successful
- replace the handset.

Incoming call signalling will be transferred to a predetermined station.

To cancel call forwarding

- lift the handset, listen for dial tone
- dial 4
- hear 3 tone bursts if cancel is successful
- replace the handset.

Follow Me

To set follow me

- lift the handset, listen for dial tone
- dial 5
- dial your station number, then the station number to which your calls will be diverted
- dial 5
- hear 3 tone bursts if follow me is successful
- replace the handset.

Incoming intercom calls will be diverted.

To cancel follow me

- lift the handset, listen for dial tone
- dial 6
- dial your station number
- dial 6
- hear 3 tone bursts if cancel is successful
- replace the handset.

1.3.8.3 Call Details Recorder

This facility provides call data printouts via a terminal printer. Details of calls made and received on your Commander AN system are printed in 5 categories.

The categories and abbreviations for each are:

- | | |
|-------------------|-----|
| ● outgoing | OTG |
| ● incoming | INC |
| ● all trunks busy | ATB |
| ● barred outgoing | BRD |
| ● Buffer full | BFL |

The details for each category will include date, time, line number or group number, duration, station number, number dialled, ring duration before answer (incoming only) and if required an account code.

Details of 55 calls per page will be printed. The page number is printed on the top righthand side of the printout and the call number (01-55) will be printed in the first column.

CDR PRINTOUT

Example:

CLASS	DATE	TIME	LINE	DUR	ST#	DIALED #	RING	PAGE 001 AC
01 OTG	28/4/83	15:50:05	01	00:00:11	20	60655		
02 INC	28/4/83	15:51:10	01	00:00:10	10		00:01	
03 ATB	28/4/83	15:50:42	03	00:05:00				
04 OTG	28/4/83	15:55:43	01	00:00:06	20	02 60683		
05 BRD	28/4/83	15:55:53	02	00:00:03		0		
06 OTG	28/4/83	15:56:09	02	00:00:30	10	001112136502311		
07 BFL	28/4/83	16:00:00	14					
08 OTG	28/4/83	16:42:54	01	00:00:05	11	60666		12345678

Outgoing Calls (OTG)

A maximum of 20 digits dialled can be printed. However, the last 2 digits will not be printed in order to maintain privacy.

The timing of the call commences 1 or 5 seconds after the last digit is dialled (set at installation).

NOTE: Call duration provided by the Call Details Recorder is not used by Telecom to determine call charging.

Incoming Calls (INC)

The time in the DURATION column (hours,mins,secs) indicates call duration after answer. The time in the RING column (mins,secs) indicates the time the caller waited before answer. The entry in the ST# column indicates the station number that answered the call, if there is no entry in this column the call was not answered.

All Trunks Busy (ATB)

When all lines in a group are in use, the entry in the LINE column indicates the line group number. See call number 3 of sample printout.

Barred Outgoing (BRD) — Option

When this option is selected, the printout will indicate the station number, line number and the barred code attempted.

Buffer Full (BFL)

4 Buffer memories per outside line are provided to store information while the printer is out of service. This will occur when changing the paper. When the printer is back in service the call details will be printed.

If the printer is out of service for a lengthy period the buffers may become full. The number of calls for which information is lost is printed out on an hourly basis. The entry in the LINE column indicates the number of calls not printed. See call number 7 of sample printout.

Account Code (AC)

If it is necessary to charge calls to a department, individual extension, or a client, account codes are entered when calls are made and received. Account codes are selected from a range of 1 to any 8 digit number. The person making or receiving the call enters the account code by dialling . account code ● . The account code can be entered at any time during the call.

NOTE: If your company has selected the option of inserting the account code before dialling, outgoing calls cannot be made until the account code is entered.

1.3.9 Service Difficulties and assistance

1.3.9.1 Service Difficulties

If difficulties are encountered call ~~Service Difficulties on 1-100.~~

1.3.9.2 Assistance

~~Telecom Australia has skilled Service Advisers available to assist you with the operation of your Commander system. For further information, call your Telecom Business Office. The free call telephone number is listed in the information pages of your telephone directory.~~