DCS

DIGITAL COMMUNICATION SYSTEM

SYSTEM ADMINISTRATION AND SPECIAL FEATURES GUIDE

SAMSUNG

CONTENTS

ABOUT THIS BOOK

This book contains instructions for special features that every telephone user may not need to know. The owner can decide who the System Administrator will be and who will have access to these features. Station users can be trained on only the items that apply to them. This procedure will help ensure your system and communications are managed effectively.

Several of the features listed in this book are specific to the system operator or attendant position. You can have more than one operator or set your system up to be used without an operator.

The designated System Administrator can access specific programs and modify some functions to tailor the DCS, DCS 70, DCS 24 and DCS Compact telephone system to suit your needs. Instructions are detailed and easy to follow. Where a feature is specific to one of the systems above it will be clearly identified otherwise all features are applicable to all DCS systems.

When assistance is needed, contact your Samsung Communications Specialist.

1. SPECIAL FEATURES

NOTE: Please note that features marked with an * may not be available on all models and software versions. Please check with your Samsung DCs supplier.

1.1   NIGHT SERVICE OPERATION

(AUTOMATIC OR MANUAL)
Your system is designed to have an alternate mode of operation generally designated as Night Service. Night Service permits incoming calls to answered differently to normal day operation. Night Service is available on an individual tenant basis and may be set manually or automatically. While in **NIGHT** mode, stations will be limited to their individual night class of service dialling restrictions. You can put the system in or out of Night Service at any time. For automatic Night Service, each tenant has an on-time and an off-time for each day. If no automatic timer is set, Night Service must be turned on and off manually.

1.2   AUTOMATIC NIGHT SERVICE

Automatic Night Service is turned on or off according to the programmed on and off times. These programmed times use the system clock as a reference, so the system clock must be set correctly.
Pressing the manual **NIGHT** key will override the automatic mode until the next programmed time in all software versions prior to July 1998 (Version 5.0). In Version 5.0 software manual setting will have priority over automatic night mode ie. the system once manually set will stay in night mode until changed manually.

1.3   MANUAL NIGHT SERVICE

Press the **NIGHT** button on any keyset associated with the tenant group that wants to enter Night service. Enter the Night service passcode and press 1 to enter Night Service. The NIGHT key on all keysets in that tenant group will light red to indicate that Night Service has been set for that tenant.

To enter day service, press the **NIGHT** button, enter the night service passcode followed by the digit 0 to exit night service and enter day service.

1.4   HOLIDAY MODE *

This feature allows up to 120 holiday dates to be programmed into the system, so that when automatic night service is selected the system will remain in night service for the programmed holiday. When using the optional Automated Attendant or Digital Voice Mail system your callers will receive the night greeting. This feature is programmable in later software releases.

1.5   CALLING THE SYSTEM OPERATOR

Any station that dials **9** will ring its assigned operator. (If tenant service is used, each tenant may have a different operator or operator group.) Calls to the system or tenant operator are easily identified because the CALL key will have a rapidly flashing red light. Station users will never receive a busy signal when they dial **9** or the operator group number. The calls will continue ringing in queue until answered.

1.6   OPERATOR RECALLS *

Transferred calls that go unanswered will recall to the station that originated the transfer. Should the station that originated the transfer not answer the recall, the call will be sent to the system or tenant group operator as a transfer recall.

A call left on hold will recall the station that put it on hold. If the hold recall is unanswered at the station that originated the hold, the call will be sent to the system or tenant group operator.

Both types of recalls will ring and have a slow flashing amber or red light on the **LINE** key or **CALL** key.

1.7   EXECUTIVE BARGE-IN

If you want to break into another station's conversation, you must be allowed to barge-in and the other station must not be secure.
- Dial the desired extension number and listen for the busy signal.
- Press the BARGE-IN button and begin speaking after the tone.
- Hang up when you are finished.

The system must be programmed for this feature. Consult your Samsung Communication Specialist.

1.8   WALKING CLASS OF SERVICE

You can change a restricted station's class of service to the same class as your station is in, allowing you to make calls or use features that would otherwise be restricted from that station.
- Lift the handset or press the SPEAKER key.
- Dial 59 and then your extension number.
- Dial your station passcode and receive internal dial tone.
- Dial an access code and then the telephone number - OR - use the desired feature as usual.
- Hang up. The station will be returned to its restricted status

NOTE: The default station passcode 1234 cannot be used to activate this feature.

1.9   IN/OUT OF GROUP

Any station assigned to a station group can remove itself from that group and then re-enter the group at a later time. When out of the group, a station can receive calls to its extension number but not to the group. There are 30 groups and the access codes are 500 - 529.

To create a backup or relief operator position, assign the main operator and one or more backup individuals to the operator group. All but the main operator should be out of the group. When it is necessary to use a backup operator, put the desired backup station in the group and remove the main operator. When incoming call traffic is heavy, you can have another station put itself in the operator group along with the main operator to handle the extra call load.

If the station does not have an **IN/OUT** key:
- Lift the handset and dial **53**.
- Dial the group number.
- Dial **0** to be out of the group **- OR-** dial **1** to be in the group.
- Receive confirmation tone and hang up.

If the station has an **IN/OUT** key assigned to it:
- Press the **IN/OUT** key. It will light red when the station is in the group.
- Press the **IN/OUT** key again. The light is off when the station is out of the group.

NOTE: A station can be in more than one group.

1.10 DIRECT INWARD SYSTEM ACCESS (DISA)

DISA allows the use of an incoming line to gain access to system resources for the purpose of dialling an intercom, accessing a outside line, internal paging or changing external forward setting.

From outside of the office, selected individuals can call into the DCS system on special DISA line(s). A security code must be entered to gain access. Once these individuals are in the system, they can:
- Make outside calls using the office lines
- Call stations within the system

OR
- Access paging resources
- Set/reset their external forward database.

Individuals who use DISA must have their stations assigned for DISA access and they must change their station passcodes. The default passcode 1234 cannot be used. To use DISA:
- Call in on the DISA line from any phone with tone dialling.
- When you hear the DISA dial tone, dial your security code (the extension number plus your station passcode).
- If you are allowed access, you will receive system dial tone.
- Dial any line access code, receive outside dial tone and then dial a telephone number
- OR - dial any extension number to call a station in the system.
- To make a second intercom call press ¦R, receive dial tone and dial another extension number.
- Press **#** and hang up when finished.

NOTE: Outgoing DISA calls are controlled by the dialling class of the station identified by the security code. The DISA line must have disconnect supervision from the central office. Insist that this condition be verified by your service company.

1.11 DISA SECURITY

A common practice among hackers is to repeatedly dial a known DISA access number (usually with a computer) and try a different passcode each time. The hacker hopes to eventually chance upon the correct passcode and thus gain access to your system. The SAMSUNG DCS' security
feature will count the number of sequential incorrect passcode attempts, and if a certain number is reached, DISA will be disabled and the system will alert designated stations. The number of incorrect passcodes and the disable duration are both programmable. In addition, the DCS system will print an SMDR record (a customer-provided printer and a SIM are required) each time an incorrect passcode is entered.

To clear the DISA alarm, follow the following procedure:
- Lift the handset and dial the access code 58.
- Enter the DISA alarm passcode (see your Samsung Communication Specialist for this number).
- Replace the handset.

Warning
As it is impossible to prevent unauthorised access to your telephone system by hackers, we suggest that you do not turn the DISA feature on unless you intend to use it. If you do use this feature, it is good practice to frequently change access passcodes and periodically review your telephone records for unauthorised use.

1.12 FORCED ACCOUNT CODES

Account codes are used to provide accountability for the calls that are made. These account codes can be either forced or optional; if forced, they are always verified from a system list of up to 500 entries.

1.12.1 USING FORCED ACCOUNT CODES

- Lift the handset and press the ACCT CODE key or dial 47.
- Enter the account code.
- Press the account code button again, then press **TRSF** (or hookflash on an standard telephone).

If a correct code is entered, you will hear DCS dial tone and you can make an outside call in the usual manner. If an incorrect code is entered, the station returns error tone.
For information on entering and changing forced account codes, see the System Administrator programming section of this book.

1.13 AUTHORISATION CODES

Authorisation codes are used to validate a station user and give permission to make a call. These four digit authorisation codes can be either forced or optional; if used, they are always verified from a system list of up to 250 entries.
Each authorisation code has an associated class of service. When the code is entered, the class of service is changed to the dialling class of the authorisation code.

1.13.1 USING AUTHORISATION CODES

After going off-hook, you must dial ¦R followed by a four digit authorisation code. If you enter a correct code, you will hear a confirmation tone and then receive DCS dial tone and you can make an outside call in the usual manner. The station then follows the dialling class for that authorisation code. If you enter an incorrect code, the station returns error tone. This code may or may not print on SMDR reports depending on SMDR programming.

1.14 USING THE TIELINE

OUTGOING
Your office can be connected to another system with a tieline. Use this line to make calls to stations in the other system. If programming allows, you can access lines in the other system to make outside calls. Tieline calls can be put on hold, transferred and conferenced in the same manner as other outside calls.

- Lift the handset or press the SPEAKER key.
- Dial the tie line access code or press the tie line key.

- When you receive dial tone from the other system, you can dial extension numbers or access outside lines. You must know the extension numbers and the line access codes for the other system.
- Finish the call by replacing the handset or pressing ANS/RLS key.

NOTE: Outgoing calls are controlled by the station's dialling class.

INCOMING
Station users in the other system can access the tieline and make intercom calls to stations in your system.
Answer tieline calls ringing at your station as you would any other outside call. They can be put on hold, transferred and conferenced in the same manner as other outside calls.

IN AND OUT ON TIELINE
Users accessing the tieline from the other system can get a line in your system and make outgoing calls. These calls can be controlled by assigning a dialling class to the tieline. For further information, see your Samsung Communication Consultant.

1.14 ALARM SENSOR OPERATION

Your system may be equipped with an alarm sensor. When this sensor is activated, the designated stations will ring and will display a related message.
To clear the alarm:
- Lift the handset and dial 57.
- Enter the alarm clear passcode (must be obtained from your service company).
- Replace the handset.

2. CLIP (Calling Line Identification Presentation) SPECIAL FEATURES

2.1 INTRODUCTION

The Call Line identification Presentation (CLIP) feature requires that ISDN is connected to the system or the network provider to supply the information via the analog network (PSTN). In both cases the system requires the appropriate hardware and or software so please speak to your Samsung Communication Specialist to ensure your system can support this feature. The DCS Compact can support ISDN CLIP only.

2.2 INVESTIGATE

Investigate allows selected stations with a special class of service to investigate any call in progress. If CLIP information is available for an incoming call, you will know to whom this station user is speaking. For outgoing calls, you can see the number that was dialled. After investigating, you may barge-in on the conversation, disconnect the call or hang up your phone to end the investigation.

- At your keyset, press the **INVESTIGATE** key.
- Enter your station passcode. (Default passcodes cannot be used).
- You can now press **BARGE** to barge-in on the conversation.

OR

You can press **NND** to view more information about the call.

OR

You can press **DROP** to disconnect the call.

NOTE:
1. If the call is an outgoing call, the **NND** key will not appear.

2.3 ABANDON CALL LIST (50)

The system has a system-wide abandoned calls list that stores CLIP information for the last 50 calls that rang but were not answered and were accompanied with valid CLIP information. The abandoned calls list is accessed using the System Administrator's passcode. When reviewing this list, you are provided options to **CLEAR** the entry or **DIAL** the number. You can use the **NND** key to toggle between the CLIP name, CLIP number and the date and time the call came in. To view the list of abandoned incoming calls for which CLIP information has been received:

- Dial 64 and dial the System Administrator passcode.
- Scroll through the entries using the VOL keys.

2.4 NUMBER TO NAME TRANSLATION (250)

The system provides a translation table of 250 entries (200 entries for the DCS 70 and DCS 24) for displaying names on your LCD instead of numbers. When the CLIP number is received, the table is searched and when a match is found, the system displays the corresponding name from the table.

3. SYSTEM ADMINISTRATOR PROGRAMMING

3.1 CUSTOMER-LEVEL ACCESS

Before any customer programs can be accessed, you must first open system programming using the passcode you have been assigned. This must be done using an LCD 24B keyset. Should it become necessary to change this passcode, see your Service company.

- While your handset is on-hook, press **TRSF** and then dial **200**.
  The display shows [ENABLE CUS. PROG. PASSCODE].
- Dial the four digit passcode.
  The display shows [ENABLE CUS. PROG. - DISABLE].
- Dial 1 to enable.
  The display shows [ENABLE CUS. PROG - ENABLE].
- Press **TRSF**. The keyset returns to its idle condition.
- Now press **TRSF** and the three digit program code you want to access. Follow the instructions for that program.

NOTE: You must begin programming within 30 seconds. Once you are in programming, any delay of more than 30 seconds between key strokes will cause the system to automatically close programming.

3.2 SET DATE AND TIME DISPLAY

Should it ever become necessary to correct the date and time displayed on all of the keysets, do so as soon as you notice that they are incorrect. Automatic Night Service will not work correctly and SMDR records will be of no value if the date and time are not correct.

The display format is as follows:

W (Day of the week, 0-6): eg., enter **0** for Sunday and **6** for Saturday.
MM (Month, 01-12): eg., enter **01** for January and **12** for December.
DD (Day of the month): enter a number in the range 01 - 31.
YY (Year): enter the last two digits of the year, eg. 95.
HH (Hours): use the 24-hour clock and enter a number in the range **00 - 24**.
MM (Minutes): enter a number in the range of 00 - 59.

Failure to enter the time using the 24-hour clock will cause the date to change at 12:00 PM Open customer programming and follow the instructions below.

ACTION   **DISPLAY**

1 Press **TRSF 505** | OLD : 6010184 : 0047 |
   Display shows | NEW : WNNDDYY : HHMM |

2. Enter the new time and date using the | OLD : 6010184 : 0047 |
   above format | NEW : 3020994 : 1445 |

3. Verify the time and date and re-enter
   them if necessary

4. Press **TRSF** to store and exit
   programming OR press **SPEAKER** to
   store and advance to the next program

If you have entered invalid data, you will receive an [INVALID ENTRY] message for three seconds. Re-enter the correct date and time. If the information you entered is incorrect, repeat the procedure.

3.3   RESET STATION PASSCODES TO DEFAULT

Individual keyset users can set or change their own individual passcodes. These passcodes are used to lock and unlock keysets, override toll restriction and access the DISA feature. At times, it may be necessary for the System Administrator to reset a station's passcode to default "1234." This program cannot be used to display passcodes, only to reset them.

 PROGRAM KEYS
UP & DOWN - Select the extension number.
HOLD - Press to reset the passcode.

Open customer programming and follow the instructions below.

ACTION   **DISPLAY**

1 Press **TRSF 101** | [201] PASSCODE |
   Display shows | PASSCODE : * * * * |

2. Dial the station (eg. : 205) OR use the | [205] PASSCODE |
   UP and **DOWN** keys to scroll through | PASSCODE : * * * * |
   the keyset numbers and press the RIGHT
   soft key to move the cursor to the right
3. Press **HOLD** to reset passcode | [205] PASSCODE |
                                                           | PASSCODE : 1234 |

4. Press the RIGHT soft key to return to
   step 2 OR press **TRSF** to store and exit
   programming OR press **SPEAKER** to
   store and advance to the next program

3.4   PROGRAM STATION ANSWER MODE

Allows a System Administrator to change the answer mode of any keyset or add-on module. Each keyset or add-on module can have its answer mode set to one of the following options:

0. RING: The keyset will ring in one of eight custom ring patterns. Calls are answered by pressing the ANS/RLS key or by lifting the handset.

1. AUTO: After giving a short attention tone, the keyset will automatically answer calls on the speaker phone. When a CO line is transferred to a keyset in Auto Answer, the screened portion of the call will be Auto Answer, but the keyset or add-on module (AOM) will ring when the transfer is made if the user has not pressed the ANS/RLS key or lifted the handset.

2. VOICE: ANNOUNCE after a short attention tone, callers can make an announcement but the ANS/RLS key or handset must be used to answer calls.

PROGRAM KEYS
UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL

ACTION   **DISPLAY**

1. Press **TRSF 103**
   Display shows

   ```
   [201] ANS MODE
   RING MODE
   ```

2. Dial keyset number (eg., **205**) OR
   Press **UP or DOWN** to select keyset OR

   ```
   [205] ANS MODE
   RING MODE
   ```

   Press **ANS/RLS** to select all Stations
   Press RIGHT soft key to move cursor

   ```
   [ALL] ANS MODE
   ?
   ```

3. Dial **0, 1** or **2** to change ring mode OR
   press **UP or DOWN** to select ring mode
   and press RIGHT soft key to return to
   step 2above

   ```
   [205] ANS MODE
   VOICE ANNOUNCE
   ```

4. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and advance
   to next program

3.5   PROGRAM STATION NAMES

This program is used to add or replace a 11-character name or identification for each extension.
You may assign a name 11 characters long.

 PROGRAM KEYS
UP & DOWN - Used to scroll and move cursor.
KEYPAD - Used to enter characters.
HOLD - Press to clear entry.

Open customer programming and follow the instructions below.

ACTION	DISPLAY

1 Press **TRSF** 104
   Display shows

```
[201]  STN NAME
```

2. Dial the station (eg. : 205) OR use the
    UP and **DOWN** keys to scroll through
    the keyset numbers and press the RIGHT
    soft key to move the cursor

```
[205]  STN NAME
_
```

3. Enter the station name using the
    procedure described on the next page
    and press the RIGHT soft key to return
    to step 2

```
[205]  STN NAME
SAM SMITH
```

4. Press **TRSF** to store and exit
     programming OR press **SPEAKER** to
    store and advance to the next program

NOTE: Directory information cannot exceed 11 characters.

Names are written using the keypad. Each press of a key selects a character. Pressing the dial pad key moves the cursor to the next position. For example: if the directory name is "SAM SMITH," press the number "7" three times to get the letter "S." Now press the number "2" once to get the letter "A." Continue selecting characters from the table below to complete your message. Pressing the "A" key changes the letter from upper case to lower case.

NOTE: When the character you want appears on the same dial pad key as the previous character, press the VOL **UP** key to move the cursor to the right.

COUNT	1	2	3	4	5
DIAL 0	(	)	.	&	0
DIAL 1	space	?	,	!	1
DIAL 2	A	B	C	@	2
DIAL 3	D	E	F	#	3
DIAL 4	G	H	I	$	4
DIAL 5	J	K	L	%	5
DIAL 6	M	N	O	^	6
DIAL 7	P	Q	R	S	7
DIAL 8	T	U	V	*	8
DIAL 9	W	X	Y	Z	9
DIAL *	:	=	[	]	*

The # key can be used for the following special characters: #, space, &, !, :, ?, ., %, $, -, /, =, [,], @, ^, (,), _, +, {, }, |, ;, \, " and ~.

3.6   PROGRAM OUTSIDE LINE NAMES

This program is used to add or replace a 11-character name or identification for each outside line. You may assign a name 11 characters long.

 PROGRAM KEYS

UP & DOWN - Used to scroll and move cursor.
KEYPAD - Used to enter characters.
HOLD - Press to clear entry.

Open customer programming and follow the instructions below.

ACTION   **DISPLAY**

1 Press **TRSF 404**
   Display shows

```
[701] TRUNK NAME

```

2. Dial the station (eg. : **704**) OR use the
   UP and **DOWN** keys to select a
   trunk and press the RIGHT
   soft key to move the cursor

```
[704] TRUNK NAME
_
```

3. Enter the station name using the
   procedure described above
   and press the RIGHT soft key to return
   to step 2

```
[704] TRUNK NAME
SAMSUNG
```

4. Press **TRSF** to store and exit
    programming OR press **SPEAKER** to
   store and advance to the next program

3.7   PROGRAM STATION GROUP NAMES

This program is used to assign a 11-character name or identification for each station group (501-519/529). You may assign a name 11 characters long.

 PROGRAM KEYS

UP & DOWN - Used to scroll and move cursor.
KEYPAD - Used to enter characters.
HOLD - Press to clear entry.

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF 602** Display shows	[50<u>1</u>] SGR NAME

2. Dial the group number (eg. 505) OR
     press the **UP or DOWN** key to make a
     selection and press the LEFT or RIGHT
     soft key to move the cursor
	[505] SGR NAME
	_

3. Enter in the name using the method in 3.5 *Program Station Names*	[50<u>5</u>] SGR NAME SAMSUNG

4. Press the LEFT or RIGHT soft keys to
     return to step 2 OR press **TRSF** to store
     and exit programming OR press
     SPEAKER to store and advance to the
     next program	

3.8   PROGRAM SYSTEM SPEED DIAL NUMBERS

The system list starts with 200 numbers (**DCS Compact, DCS 24 & DCS 70**) and 500 numbers (**DCS**) and can be increased in blocks of 10. The maximum amount is 500 numbers if no more than 1000 station speed dial numbers are assigned on the **DCS** and no station speed dial numbers are assigned on the **DCS Compact**. Speak to your Samsung Communications Specialist to increase or decrease the system list.

Speed dial codes are 500 - 699 or 500 - 999. Each speed dial number consists of a line access code and the telephone number to be dialled. The access code can be any line group, individual line, station group or individual extension. The speed dial number can be up to 18 characters long including **#**, **FLASH** and **PAUSE**.

NOTE: If Least Cost Routing (LCR) is being used, the LCR access code must be entered.

When you are entering a speed dial number, there are some special keys that you will need to use.
These are the last 6 programmable keys of the right hand row are known as **A, B, C, D, E** and **F** and are defined below.

PROGRAM KEYS

UP & DOWN - Select the speed dial bin.
KEYPAD - Used to enter number.
HOLD - Press to clear entry.
ANS/RLS - Save data and advance to next program.
A - Does not have a function.
B - Inserts a FLASH.
C - Inserts a PAUSE.
D - Changes the dialling type from pulse to tone.
E - Hides and displays digits.
F - Toggles program between Station speed dial numbers and names

Open customer programming and follow the instructions below.

ACTION   **DISPLAY**

1. Press **TRSF 705**
   Display shows

   | SYS SPEED DIAL |
   | 500 : |

2. Dial the speed dial bin desired (eg. 505)
   OR press **UP or DOWN** to make a
   selection and press the RIGHT soft key
   to move the cursor

   | SYS SPEED DIAL |
   | 505 :_ |

3. Enter the access code (eg. 0 - the
   system automatically inserts a dash)
   followed by the phone number (up to 18
   digits long) and press the RIGHT soft to
   return to step 2

   | SYS SPEED DIAL |
   | 505 :0-121223456789 |

4. Press the **F** key to toggle to program
   System Speed Dial Names, step 3, to
   enter the name

   | SYS SPEED NAME |
   | 500 :_ |

5. Press **TRSF** to store and exit
    programming OR press **SPEAKER** to
   store and advance to the next program

3.9   PROGRAM SYSTEM SPEED DIAL NAMES

This procedure allows a 11-character name to be assigned for each system speed dial location.
The name enables you to locate the speed dial number when you are using the directory dial feature. You may assign a name a 11 characters long.

PROGRAM KEYS

UP & DOWN - Used to scroll through options.
KEYPAD - Used to enter selections.
SOFT KEYS - Move cursor left and right.
SPEAKER - Used to store data and advance to next program.
HOLD - Used to clear previous entry.

ACTION   DISPLAY

1. Press **TRSF** 706
   Display shows

SYS SPEED NAME
500 :

2. Dial the system speed number (eg. 505)
   OR press the UP and DOWN keys to
   select the entry number and press the
   RIGHT soft key to move the cursor

SYS SPEED NAME
505 :_

3. Enter the name as shown in *3.4 Program
   Station Names* and press the RIGHT
   soft key to return to step 2 OR press the
   F key to toggle to the speed dial number
   to return to System Speed Dial Numbers,
   step 4

SYS SPEED DIAL
505 : 0- 121223456789

4. Press the RIGHT soft key to return to
   step 2 above OR press **TRSF** to store
   and exit programming OR press
   SPEAKER to store and advance to the
   next program

3.10 PROGRAM PERSONAL SPEED DIAL NUMBERS FOR OTHER STATIONS

Individual station users can program their own numbers, but in cases where this is not practical, or for standard telephone users, this program allows a System Administrator to view or change any station's speed dial numbers. The station speed dial codes are 00 - 19. Each station begins with 10 numbers (00 - 09) and can be assigned more in blocks of 10 (up to a maximum of 50 numbers).

Each speed dial number consists of a line access code and the telephone number to be dialled. The access code can be any line group, individual line, station group or individual extension. The speed dial number can be up to 18 characters long including **#, FLASH** and **PAUSE**.

NOTE: If Least Cost Routing (LCR) is being used, the LCR access code must be entered.

When you are entering a speed dial number, there are some special keys that you will need to use.
These are the last 6 programmable keys of the right hand row are known as **A, B, C, D, E** and **F** and are defined below.

PROGRAM KEYS

UP & DOWN - Selects a station.
KEYPAD - Used to enter number.
HOLD - Press to clear entry.
A - Does not have a function.
B - Inserts a FLASH.
C - Inserts a PAUSE.
D - Changes the dialling type from pulse to tone.
E - Hides and displays digits.
F - Toggles program between Station speed dial numbers and names

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF 105** Display shows	[205] SPEED DIAL 00 :
2. Dial the station number (eg. **205**) OR press **UP or DOWN** keys to select the station and press the RIGHT soft key to move the cursor OR press the LEFT soft key to go to step 4	[205] SPEED DIAL 00 :
3. If the selected station has no speed dial bins, this display will be shown and a new	[205] SPEED DIAL SPDBLK NOT EXIST

station may be selected

4. Dial the location number (eg, **05**) OR
   press **UP or DOWN** to select a location
   and press the RIGHT soft key to move
   the cursor OR press the LEFT soft key to
   return to step 2

```
[205] SPEED DIAL
05 : 0-4264100_
```

5. Enter the line access code (eg. **0**)
   followed by the number to be stored
   (eg. 4264100) OR press the RIGHT soft
   key to return to step 2 OR press the
   Left soft key to return to step 3 OR press
   HOLD to clear an entry (if you make an
   error, use the **DOWN** key to step back)

6. Press the **F** key to access program
   System Speed Dial Names OR press
   TRSF to store and exit programming OR
   press **SPEAKER** to save and advance
   to the next program

3.11   PROGRAM PERSONAL SPEED DIAL NAMES FOR OTHER STATIONS

Each individual station user can program his/her own names, but in cases where this is not practical, this program allows the System Administrator to view or change any station's speed dial names. The station speed dial codes are 00 - 19. Each station begins with 20 numbers (00 - 19) and can be assigned more in blocks of 10 up to a maximum of 50 numbers.

 PROGRAM KEYS

UP & DOWN - Used to scroll through options.
KEYPAD - Used to enter selections.
SOFT KEYS - Move cursor left and right.
SPEAKER - Used to store data and advance to next program.
HOLD - Used to clear previous entry.
ANS/RLS - Used to select ALL.

ACTION	DISPLAY

1. Press **TRSF 106**
   Display shows

   ```
   [201]  SPEED NAME
   00 :
   ```

2. Dial the station number(eg. **205**) OR
   press **UP or DOWN** keys to select the
   station and press the RIGHT soft key to
   the cursor

   ```
   [205]  SPEED NAME
   00 :
   ```

3. If the selected station has no speed dial
   bins, this display will be shown and a new
   station may be selected

   ```
   [205]  SPEED NAME
   SPDBLK NOT EXIST
   ```

4. Dial the speed dial bin location(eg. **05**)
   OR use the **UP or DOWN** keys to scroll
   through the bin locations and use the
   RIGHT soft key to move the cursor OR
   press the LEFT soft key to return to step
   2

   ```
   [205]  SPEED NAME
   05 :_
   ```

5. Enter the name using the procedure in
   3.5 Program Station Names and press the
   RIGHT soft key to return to step 2 OR
   press the LEFT soft key to return to step
   3

   ```
   [205]  SPEED NAME
   05 : SAM SMITH
   ```

6. Press the **F** key to access program
   Personal Speed Dial Numbers for Other
   Stations OR press **TRSF** to store and
   exit programming OR press **SPEAKER** to
   store and advance to the next program

3.12 CREATE PROGRAMMED STATION MESSAGES

Messages 1 - 10 are fixed and cannot be changed. However, you can create 10 additional 16 character messages (11 - 20) that fit your company's needs. After programming these messages, inform other employees so they can add the new messages to the list on the back of their user guides.

 PROGRAM KEYS

UP & DOWN - Select the message number.
KEYPAD - Used to enter characters.
HOLD - Press to clear entry.

Open customer programming and follow the instructions below.

ACTION   **DISPLAY**

1. Press **TRSF 715**
   Display shows

VAC. MESSAGE (01)
IN A MEETING

2. Dial the message number (eg, 11)
   OR press the **UP or DOWN** key to make
   the selection and press the RIGHT soft

VAC. MESSAGE (11)
_

3. Enter the message using the
   procedure in *3.5 Program Station Names*
   and press the RIGHT soft key to return
   to step 2 above

VAC. MESSAGE (11)
IN THE SHOWROOM_

4. Press **TRSF** to store and exit
   programming OR press **SPEAKER** to
   store and advance to the next program

SET ALARM/APPOINTMENT REMINDER WITH MESSAGE

Keyset users can set their own alarms but standard telephone users cannot. The System
Administrator can set alarm/appointment reminders for other stations in the system. Three
alarms may be set for each station and each alarm may be defined as a one time alarm or
TODAY alarm or as a DAILY alarm which rings everyday at the same time

 PROGRAM KEYS

UP & DOWN - Select a station.
HOLD - Press to clear data.
KEYPAD - Used to enter data.
ANS/RLS - Used to select ALL stations

Entry	Alarm Type
DIAL 1	NOTSET
DIAL 2	TODAY
DIAL 3	DAILY

Open customer programming and follow the instructions below.

ACTION	DISPLAY

1. Press **TRSF 116**
   Display shows

```
[201] ALM REM (1)
HHMM :    -> NOTSET
```

2. *Dial the station number (eg. **205**) OR*
   *press **UP or DOWN** to select the station*
   and press the RIGHT soft key to move
   *the cursor OR press **ANS/RLS** to select*
   all stations

```
[205] ALM REM (1)
 HHMM :    -> NOTSET
```

```
[ALL] ALM REM (1)
 HHMM :    -> NOTSET
```

3. *Dial 1-3 to select the alarm (eg. **2**) OR*
   *press **UP or DOWN** to select the alarm*
   and press the RIGHT soft key to move
   the cursor OR press the LEFT soft key
   to return to step 2

```
[205] ALM REM (2)
 HHMM :_   -> NOTSET
```

4. *Enter the alarm time in 24 hour clock*
   *format (eg. **1300**) and the display will*
   automatically advance to step 5

```
[205] ALM REM (2)
 HHMM :1300-> NOTSET
```

5. *Enter the alarm type from the list above*
   *OR press **UP or DOWN** to select the*
   alarm type and press the RIGHT soft key
   to move the cursor

```
[205] ALM REM (2)
 HHMM :1300-> DAILY
```

6. *Enter the reminder message using the*
   procedure in 3.5 Program Station Names
   and press the RIGHT soft key to return
   to step 2

```
[205] ALM REM (2)
 TAKE MEDICATION
```

7. *Press **TRSF** to store and exit*
   *programming OR press **SPEAKER** to*
   store and advance to the next program

3.14 MANAGING KEY ASSIGNMENTS

You can view station key assignments and add extenders to some of the programmable keys for easy one-touch operation of frequently-used features.

An extender is a number that makes an otherwise general soft key very specific. Adding the digit **4** to a **PAGE** key defines this key for paging zone four. Adding 225 to a directed pick-up key defines this key as pick-up for extension 225 only. The soft key must already be assigned by the installing technician. Adding extenders allows one- touch operation for that feature.

Use this program to assign extenders to the following soft keys:

KEY	EXTENDER
BOSS	Boss and Secretary (1 - 4)
DIR	PERS(1), SYS(2) or STN(3)
DP	Direct Pick-up (station or group no.)
DS	Direct Station Select (station or group no.)
FWD	Call Forward (0 - 5)
GPIK	Group Pick-Up (01 - 20)
IG	In/Out of Group (501- 519/529)
MMPG	Meet Me Page (0 - 9, *)
PAGE	Page (0 - 9, *)
PMSG	Programmed Message (01 - 20)
SP	UCD Supervise (UCD group no.)
SPD	Speed Dial (00 - 09, 500 - 999)

PROGRAM KEYS

UP & DOWN - Select the extension number.
KEYPAD - Used to enter extender codes.
HOLD - Used to clear the displayed data.

Open customer programming and follow the instructions below.

ACTION   **DISPLAY**

1. Press **TRSF 107**
    Display shows

    ```
    [201] KEY EXTEND
    01 : CALL1
    ```

2. Dial the station number (eg. **205**) OR
    press **UP** or **DOWN** to select the station
    and press the RIGHT soft key to move

    ```
    [205] KEY EXTEND
    01 : CALL1
    ```

3. Enter the key number (e.g. 18) OR use
    UP or DOWN to scroll through the keys
    and use the RIGHT soft key to move the
    cursor OR press the key to be
    programmed

    ```
    [205] KEY EXTEND
    18 : DS     -> DS_
    ```

4. Dial the extender according to the list
    above OR use **UP or DOWN** to scroll
    through the keys and press the LEFT soft
    key to return to step 3 OR the RIGHT soft
    key to return to step 2

    ```
    [205] KEY EXTEND
    18 : DS    -> DS207
    ```

5. Press **TRSF** to store and exit
    programming OR press **SPEAKER** to
    store and advance to the next program

3.15 PROGRAMMING ACCOUNT CODES

This program allows the System Administrator to add or change account code entries. Each entry can have a maximum of 12 digits

 PROGRAM KEYS

KEYPAD - Used to enter the account code (allowable digits 0 - 9).
UP & DOWN - Used to select entry number.
RECALL & TRSF - Used to view and change only the used entries.
HOLD - Used to clear data.

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF 708** Display shows	ACCOUNT CODE (001_)
2. Dial the account code entry (eg. **005**) OR press **UP or DOWN** to select the entry number and press the RIGHT soft key to move the cursor	ACCOUNT CODE (005) _
3. Enter the account code via the dial pad (eg. 1234) and press the RIGHT soft key to move the cursor back to step 2	ACCOUNT CODE (005) 1234
4. Press **TRSF** to store and exit programming OR press **SPEAKER** to store and advance to the next program	

3.16   SETTING CALL FORWARD DESTINATIONS FOR STATIONS

Allows the System Administrator to program the call forward destinations for other station users. The program also allows call forward to be set after the destination has been entered. The DCS system allows five types of call forwarding. FORWARD ALL, FORWARD NO ANSWER, FORWARD BUSY, FORWARD FOLLOW ME and FORWARD EXTERNAL. There is an additional option, FORWARD BUSY/NO ANSWER, that allows both of these options to be activated at the same time, provided that destinations have been entered for both.

0 = FORWARD CANCEL	3 = NO ANSWER
1 = ALL CALL	4 = BUSY/NO ANSWER
2 = BUSY	5 = EXTERNAL

PROGRAM KEYS
UP & DOWN   Used to scroll through options
KEYPAD   Used to enter selections
SOFT KEYS   Move cursor left and right
SPEAKER   Used to store data and advance to next program
HOLD   Used to clear previous entry

ACTION   **DISPLAY**

1. Press **TRSF 102**
   Display shows

```
[201] FORWARD
0 : FORWARD CANCEL
```

2. Dial station number (eg., **205**)
   OR
   Press **UP or DOWN** to select station
   Press RIGHT soft key to move cursor

```
[205] FORWARD
0 : FORWARD CANCEL
```

3. Dial **0–5** to select forward type OR
   Press **UP** or **DOWN** to select forward
   type
   Press RIGHT soft key to move cursor

```
[205] FORWARD
1 : ALL CALL : NONE
```

4. Dial destination number (eg., **201**) OR
   Press **UP** or **DOWN** to select destination
   Press RIGHT soft key to move cursor

```
[205] FORWARD
1 : ALL CALL : 201
```

5. Dial **1** for YES, **0** for NO OR
   Press **UP** or **DOWN** to select YES or
   NO and Press RIGHT soft key to
   return to step 2

```
[205] FORWARD
CURRENTLY SET : YES
```

6. Press **TRSF** to store and exit
   OR Press **SPEAKER** to store and
   advance to next program

3.17 SETTING INDIVIDUAL FORWARD NO ANSWER TIMERS

Each station can have an individual call Forward No Answer timer to accommodate station
users with different individual work habits. When adjusting this timer, take care that the value
is not greater than the transfer recall timer. The range is 000 - 250 seconds.

 PROGRAM **KEYS**

KEYPAD - Used to set timer values.
UP & DOWN - Used to select extension number.
ANS/RLS - Save data and advance to next PROGRAM.

Open customer programming and follow the instructions below.

ACTION	DISPLAY

1. Press **TRSF 502**
    Display shows

```
[201] NO ANS FWD
010 SEC
```

2. Dial the station number (eg. **205**) OR
    press **UP** or **DOWN** to select the station
    and press the RIGHT soft key to move
    the cursor OR press **ANS/RLS** to select
    all stations

```
[205] NO ANS FWD
010 SEC_
```

```
[ALL] NO ANS FWD
010 SEC_
```

3. Enter the new value via the dial pad (eg.
    020) and the system will automatically
    return to step 2

```
[205] NO ANS FWD
010 SEC 020
```

4. Press **TRSF** to store and exit
    programming OR press **SPEAKER** to
    store and advance to the next program

3.18   ADDING NAMES TO THE CLIP TRANSLATION TABLE

This program allows the System Administrator to associate a CLIP number received from the Telephone Exchange with a name programmed in this translation table. If there is no match between a received number and a name in this table, [no CLIP name] will be displayed. The translation table consists of 250 entries, each comprising a 10-digit telephone number and a 16-digit name.

CLIP names are programmed in accordance with the procedure in 3.5 Program Station Names.

 PROGRAM KEYS

UP & DOWN - Used to scroll through options.
KEYPAD - Used to enter selections.
SOFT KEYS - Move cursor left and right.
SPEAKER - Used to store data and advance to next program.
HOLD - Used to clear previous entry.

Open customer programming and follow the instructions below.

ACTION   **DISPLAY**

1. Press **TRSF 728**
    Display shows

    ```
    CLIP XLAT   (001)
    DGT :
    ```

2. Dial the account code entry (eg. 005)
    OR press **UP** or **DOWN** to select the
    entry number and press the RIGHT soft
    key to move the cursor

    ```
    CLIP XLAT   (005)
    DGT :_
    ```

3. Enter the telephone number and press
    the RIGHT soft key to advance to name
    entry OR enter the telephone number
    and press the LEFT soft key to return
    to step 2

    ```
    CLIP XLAT   (005)
    DGT : 0399887755_
    ```

4. Enter the associated name using the
    procedure in program *Station Names*
    and press the RIGHT or LEFT soft key
    to return to step 2

    ```
    CLIP XLAT   (005)
    SAMSUNG TEL
    ```

5. Press **TRSF** to store and exit
    programming OR press **SPEAKER** to
    store and advance to the next program

3.19   ASSIGNING STATIONS TO THE VOICE DIALLER FEATURE

This program allows the System Administrator to assign station users to a Voice Diallerso
they can dial a personal speed dial number by speaking the recorded name into the handset.

NOTE: This feature requires optional software and/or hardware. Ask your Service company
for details.
  PROGRAM KEYS

UP & DOWN - Used to scroll through options.
KEYPAD - Used to enter selections.
SOFT KEYS - Move cursor left and right.
SPEAKER - Used to store data and advance to next program.
HOLD - Used to clear previous entry.

Open customer programming and follow the instructions below.

ACTION   **DISPLAY**

1. Press **TRSF 216**
   Display shows

```
[3551] VOICE DIAL
USER 1 : NONE
```

2. Dial the voice dial number (eg. **3552**) OR
   use the **UP** or **DOWN** to make a
   selection and press the RIGHT soft key
   to move the cursor

```
[3552] VOICE DIAL
USER 1 : NONE
```

3. Dial user number(1-7 or 1-5) dependent
   on the number of users programmed by
   your Service company OR press UP or
   DOWN to make a selection and press
   the RIGHT soft key to move the cursor

```
[3552] VOICE DIAL
USER 5 : NONE
```

4. Dial the station number (eg. **205**) OR
   press **UP** or **DOWN** to select the station
   and press the RIGHT soft key to return to
   step 3 to continue entries

```
[3552] VOICE DIAL
USER 5 : 205
```

5. Press **TRSF** to store and exit
   programming OR press **SPEAKER** to
   store and advance to the next program

3.20   PROGRAM TIME AND DATE FORMAT

Allows the System Administrator to select the date and time display mode on
a per-station basis or system-wide.

0	**COUNTRY**	Sets overall display format and has two options
		0 = ORIENTAL MM/DD DAY HH:MM
		1 = WESTERN DAY DD MON HH:MM

1	**CLOCK**	Sets format of clock display and has two options
		0 = 12 HOUR Displays 1 PM as 01:00
		1 = 24 HOUR Displays 1 PM as 13:00

2	**DISPLAY**	Sets format of DAY and MON display and has two options
		0 = UPPER CASE Displays Friday as FRI and March as MAR
		1 = LOWER CASE Displays Friday as Fri and March as Mar

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL

ACTION   **DISPLAY**

1. Press **TRSF 109**
   Display shows

   ```
   [201] DAY FORMAT
   COUNTRY : WESTERN
   ```

2. Dial station number (eg., **205**) OR
   Press **UP** or **DOWN** to select station
   and press RIGHT soft key to move
   cursor OR
   Press **ANS/RLS** for all keysets

   ```
   [205] DAY FORMAT
   COUNTRY : WESTERN
   ```

   ```
   [ALL] DAY FORMAT
   COUNTRY : ?
   ```

3. Dial **0-2** to select mode OR
   Use **UP** and **DOWN** to scroll through
   modes and press RIGHT soft key to
   move cursor

   ```
   [205] DAY FORMAT
   COUNTRY : ORIENTAL
   ```

4. Use **UP** or **DOWN** to scroll through
   formats and press RIGHT soft key
   to return to step 2 OR press
   LEFT soft key to return to step3

5. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and advance to
   next program

3.21 SETTING DISPLAY LANGUAGE

Allows the System Administrator to program the language displayed on a keyset users LCD display. The options available are English, German and Portuguese.

0:   English
1:   German
2:   Portuguese

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next MMC
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL
ACTION	**DISPLAY**

1. Press **TRSF 121**
   Display shows

   | [2̲01] LANGUAGE |
   | ENGLISH |

2. Dial station number (eg. **205**) OR
   Press **UP** or **DOWN** to select station
   and press RIGHT soft key to move
   cursor OR
   Press **ANS/RLS** for all keysets

   | [2̲05] LANGUAGE |
   | ENGLISH |

   | [ALL] LANGUAGE |
   | ?̲ |

3. Dial **0-2** to select language (eg. **1**) OR
   Use **UP** and **DOWN** to scroll through
   modes and press RIGHT soft key to
   move cursor

   | [2̲05] LANGUAGE |
   | GERMAN |

4. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and advance to
   next program

3.22 PROGRAM KEYSET FEATURES

Allows the System Administrator to set any of the keyset features listed below.

0. **AUTO HOLD**   Automatically places an existing outside call on hold if a CALL button, line key or line group key is pressed during that call.

1. **AUTO TIMER**   Automatically starts the stopwatch timer during a CO call.

2. **HEADSET**   When on, this feature disables the hookswitch allowing a headset user to answer all calls by pressing the ANS/RLS button.

3. **HOT KEYPAD**   When on, this feature allows the user to dial directory numbers without having to first lift the handset or press the SPEAKER button.

4. **KEY TONE**   Allows the user to hear a slight tone when pressing buttons on his/her set.

5. **PAGE REJOIN**   Allows the user to hear the latter part of page announcements if his/her becomes free during a page.

6. **RING PREF**.   When off, requires the user to press the fast flashing button to answer a ringing call after lifting the handset.

7. **CALL COST**.   If enabled (ON), LCD shows real time call cost calculated based on meter pulses sent by the local Telephone Exchange.

8. **AME BGM ***.   This feature selects whether a station using Answer Machine Emulation will hear their personal greeting or BGM while callers are listening to the personal greeting. A BGM source must be selected for this to work. (Not applicable to DCS 24).

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL

ACTION   **DISPLAY**

1. Press **TRSF 110**
   Display shows

   ```
   [201] STN ON/OFF
   AUTO HOLD : OFF
   ```

2. Dial keyset number (eg., **205**) OR
   press **UP** or **DOWN** to select keyset and
   press RIGHT soft key to move cursor OR

   ```
   [205] STN ON/OFF
   AUTO HOLD : OFF
   ```

   press **ANS/RLS** for ALL Keysets

   ```
   [ALL] STN ON/OFF
   AUTO HOLD : OFF
   ```

3. Dial option number from the above list **0-8**
   (eg., **3**) OR Press **UP** or **DOWN** to select
   option and press RIGHT soft key to move
   cursor

   ```
   [205] STN ON/OFF
   AUTO HOLD : OFF
   ```

4. Press **UP** or **DOWN** to select **ON** or **OFF**
   and press LEFT soft key to return
   to step 3 OR Dial **1** for **ON** or **0** for **OFF.**
   The system automatically returns to step
   3

   ```
   [205] STN ON/OFF
   HOT KEYPAD : ON
   ```

5. Press **TRSF** to store and exit OR press
   SPEAKER to store and advance to next
   program

Other Options

Dial option number 0 from above list
at step 3

```
[205] STN ON/OFF
AUTO HOLD : OFF
```

Dial option number 1 from above list
at step 3

```
[201] STN ON/OFF
AUTO TIMER : ON
```

Dial option number 2 from above list
at step 3

```
[205] STN ON/OFF
HEADSET : OFF
```

Dial option number 3 from above list
at step 3

```
[205] STN ON/OFF
HOT KEYPAD : ON
```

Dial option number 4 from above list
at step 3

```
[205] STN ON/OFF
KEY TONE : ON
```

Dial option number 5 from above list
at step 3

```
[205] STN ON/OFF
PAGE REJOIN : ON
```

Dial option number 6 from above list
at step 3

```
[205] STN ON/OFF
RING PREF : ON
```

Dial option number 7 from above list
at step 3

```
[205] STN ON/OFF
CALL COST : ON
```

3.23 SETTING KEYSET RING TONES

Allows the System Administrator to select the type of ring tone heard at each keyset. There
are eight ring tones available at each keyset. A short tone burst of the selection will be heard
when the dial key pad is pressed.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL keysets

ACTION   DISPLAY

1. Press **TRSF 111**
   Display shows

```
[201] RING TONE
FREQUENCY 6
```

2. Dial keyset number (eg., **205**) OR
   press **UP** or **DOWN** to select station
   and press RIGHT soft key to move cursor

```
[205] RING TONE
FREQUENCY 6
```

   OR press **ANS/RLS** to select All keysets

```
[ALL] RING TONE
FREQUENCY?
```

3. Dial **1-8** to select ring tone OR press
   UP or **DOWN** to select ring tone and
   press RIGHT soft key to move cursor and
   return to step 1

```
[205] RING TONE
FREQUENCY 6
```

```
[ALL] RING TONE
FREQUENCY 6
```

4. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and advance to
   next program

3.24 SETTING KEYSET OFF HOOK RING VOLUME

Allows the System Administrator to set the off-hook ring volume for any or all keysets. In later software versions this program also allows the System Administrator to set other keyset volume levels such as; Ring, handset, speaker and BGM volume.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
ANS/RLS	Used to select ALL

ACTION   **DISPLAY**

1. Press **TRSF** 114
   Display shows

```
[201] OFFRNG VOL
RING VOLUME 4
```

2. Dial station number (eg., **205**) OR
   press **UP** or **DOWN** to select station and
   press RIGHT soft key to move cursor OR

```
[205] OFFRNG VOL
RING VOLUME 4
```

   Press **ANS/RLS** for All keysets

```
[ALL] OFFRNG VOL
RING VOLUME ?
```

3. Press **UP** or **DOWN** to select ring level or
   dial volume level **1–8** on dial key pad
   Press RIGHT soft key to return to step 2

```
[205] OFFRNG VOL
RING VOLUME 3
```

4. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and advance to
   next program

3.25 SETTING A MESSAGE ON A KEYSET

Allows the System Administrator to set a programmed message at any or all keysets. There are 20 messages available. Ten are pre- programmed and ten can be customised as described in *3.11 - Create programmed Station Messages* above. programmed station messages are numbered 01-20.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL

ACTION	DISPLAY

1. Press **TRSF 115**
   Display shows

   ```
   [201] PGMMSG (00)
   CANCEL PGM MSG
   ```

2. Dial station number (eg., **205**) OR
   press **UP** or **DOWN** to select station and
   press RIGHT soft key to move cursor

   ```
   [205] PGMMSG (00)
   CANCEL PGM MSG
   ```

   OR
   Press **ANS/RLS** to select All keysets

   ```
   [ALL] PGMMSG (??)
   CANCEL PGM MSG
   ```

3. Dial **01-20** to select message number,
   (eg., **05**) OR
   Press **UP** or **DOWN** to select message
   press RIGHT soft key to return to step 2

   ```
   [205] PGMMSG (05)
   PAGE ME
   ```

4. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and advance to
   next program

3.26 SETTING BACKGROUND MUSIC VOLUME LEVEL

Allows the System Administrator the ability to assign volume levels for background music for individual or all stations. This program will not change the level for the speakerphone. For early versions of software this feature is programmed using MMC 117; later versions use MMC 114.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL

ACTION	DISPLAY

1. Press **TRSF 117 or 114**
   Display shows

   ```
   [201] BGM VOLUME
   VOLUME 13
   ```

2. Enter in desired station number (eg., **205**)
   OR press **UP** or **DOWN** key to make
   selection and press RIGHT soft key OR
   press **ANS/RLS** key to select all stations

   ```
   [ALL] BGM VOLUME
   VOLUME ??
   ```

3. Enter in valid volume level (**1-16**) and
   press RIGHT soft key to return to step 2

   ```
   [ALL] BGM VOLUME
   VOLUME 06
   ```

4. Press **TRSF** to store and exit OR
    press **SPEAKER** to store and advance to
    next program

3.27 SETTING KEYSET RINGER VOLUME

Allows the System Administrator the ability to assign a system-wide level for each station
ringer volume.. There are eight levels of volume; level 1 is the lowest and level 8 is the
highest. For early versions of software this feature is programmed using MMC 118; later
versions use MMC 114.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
ANS/RLS	Used to select ALL stations

ACTION   **DISPLAY**

1. Press **TRSF 118**
    Display shows

    ```
    [201] RING VOL.
    RING VOLUME 1
    ```

2. Dial station number (eg., **205**) OR
    Use UP and DOWN to select station
    and use the RIGHT soft key to move the

    ```
    [205] RING VOL.
    RING VOLUME 1
    ```

    cursor OR press **ANS/RLS** to select all
    stations

    ```
    [ALL] RING VOL.
    RING VOLUME ?
    ```

3. Enter value 1-8 (eg., **5**) OR press **UP** or
    DOWN key to make selection and press
    the RIGHT soft key to return to step 2
    Note: you will hear a short burst of ring at
    the selected value

    ```
    [205] RING VOL.
    RING VOLUME 5
    ```

3.28 PROGRAMMING CLIP PRESENTATION

This program allows the System Administrator to set what CLIP information will be displayed on an LCD keyset. If CLIP name is chosen the details must be programmed in the CLIP translation table as per 3.18 above. The CLIP display options are as follows:

0	NO DISPLAY	No CLIP data will be displayed.
1	NUMBER ONLY	The CLIP number received from the central office will be displayed first.
2	NAME ONLY	The CLIP name will be displayed first

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SPEAKER	Save data and advance to next program
ANS/RLS	Used to select ALL stations

ACTION   **DISPLAY**

1. Press **TRSF 119**
    Display shows

    ```
    [201] CLIP DISPLAY
    NUMBER FIRST
    ```

2. Display shows first station current display
    mode enter Station number OR
    Press **UP** or **DOWN** to scroll through and
    press the RIGHT soft key to select a
    station OR
    press ANS/RLS to select ALL stations

    ```
    [201] CLIP DISPLAY
    NUMBER FIRST
    ```

    ```
    [ALL] CLIP DISPLAY
    ?
    ```

3. Dial display option **0,1** or **2** OR press **UP**
    or **DOWN** to select option and press the
    RIGHT or LEFT soft key to return to step
    2

    ```
    [201] CLIP DISPLAY
    NUMBER FIRST
    ```

4. Press **TRSF** to store and exit OR
    press **SPEAKER** to store and advance to
    next program

3.29 PROGRAMMING FEATURE PASSCODES

Allows the System Administrator to change the passcodes for several features. These features are the following: DAY/NIGHT, DISA ALARM, ALARM CLR and AA RECORD.

NOTE: The passcode is four digits long. Each digit can be 0-9. The current (old) passcode is not required for this program.

PROGRAM KEYS

KEYPAD   Used to enter passcodes
SPEAKER   Save data and advance to next program

ACTION	DISPLAY
1. Press **TRSF 202** Display shows	CHANGE PASSCODE DAY/NIGHT : 0000
2. Press **UP** or **DOWN** key to make selection Press RIGHT soft key to move cursor to passcode entry	CHANGE PASSCODE ALARM CLR : 8765
3. Enter new passcode via digits from dial key pad OR Press RIGHT soft key to return to step 2 Continue to change other passcodes	CHANGE PASSCODE ALARM CLR : 9999
4. Press **TRSF** to store and exit OR press **SPEAKER** to store and advance to next program	

3.30 ASSIGNING DOOR PHONE RING

Allows the System Administrator to allocate ring when a door phone button is pressed and which ring mode the station or station groups will follow.

The default station and station group numbers are listed below

Station   201-349
Station group   500-529

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Clears previous entry
ANS/RLS	Used to select ALL keysets

ACTION   **DISPLAY**

1. Press **TRSF 211**
   Display shows first door phone

```
[201] DOOR RING
D : 500      N:500
```

2. Dial door phone number (eg., **230**) OR
   press **UP** or **DOWN** to scroll through
   door phone numbers and use the RIGHT
   soft key to move cursor OR
   press **ANS/RLS** to select all door ring

```
[230] DOOR RING
D : 500      N:500
```

3. Enter new DAY/NIGHT selection via dial
   key pad OR press **UP** or **DOWN** key to
   make selection and press RIGHT soft key

```
[ALL] DOOR RING
D : 500      N:500
```

4. Press RIGHT soft key to return to step 2
   above OR Press LEFT soft key
   to return to step 3 above.

```
[250] DOOR RING
D : 500      N:500
```

5. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and advance
   to next program

3.31 ASSIGNING ALARM RING

Allows the System Administrator to determine what stations or station groups ring when an alarm sensor is activated. The ring can be allocated as follows:

Station	201-349
Station group	500-529

The above stations or station groups will ring like a door phone and follow the door ring time-out. When ringing, display keysets will show the display message programmed in *3.12 SET ALARM/APPOINTMENT REMINDER MESSAGE* above. The bottom line of the keyset display will give an option to clear the alarm. Ringing initiated by an alarm sensor is answered by going off-hook and on-hook again at a ringing keyset. If a device such as Ring Over Page or a common bell is the only device assigned to ring, it may be answered by assigning a direct pickup key with this device as the extender. If the alarm is unanswered by the door ring time-out, ringing will cease but the display will remain until cleared by dialling the alarm clear feature code (57) and passcode (default 8765).

PROGRAM KEYS

UP & DOWN   Used to scroll through options
KEYPAD   Used to enter selections
SOFT KEYS   Move cursor left and right
SPEAKER   Used to store data and advance to next program
HOLD   Used to clear previous entry

ACTION	DISPLAY
1. Press **TRSF 212** Display shows first sensor	[3501] ALARM RING D : 500N : 500
2. Dial sensor number (eg., **3502**) OR Use **UP** or **DOWN** to scroll through sensor numbers and press RIGHT soft key to advance cursor	[3502] ALARM RING D : 500N : 500
3. Enter valid ring destination (eg., **205**) OR press **UP** or **DOWN** key to make selection and press RIGHT soft key to advance cursor to night destination and press RIGHT softkey	[3502] ALARM RING D : 205N : 500
4. Press **TRSF** to store and exit OR press **SPEAKER** to store and advance to next program	

Note: This program is not available on the DCS Compact System

3.32   PROGRAM ALARM SENSOR NAME

Allows the System Administrator to assign a name to an alarm sensor. Names are written using the using the procedure in *3.5 PROGRAM STATION NAMES.*

PROGRAM KEYS

UP & DOWN Used to scroll through options
KEYPAD   Used to enter selections
SOFT KEYS Move cursor left and right
SPEAKER   Used to store data and advance to next program
HOLD   Used to clear previous entry
A   Key 19, acts as toggle between upper case and lower case

ACTION	DISPLAY

1. Press **TRSF 213**
   Display shows

   ```
   [3501] ALARM NAME
   ```

2. Dial ALARM number (eg., **3502**) OR
   press **UP** or **DOWN** key to make
   selection and press RIGHT soft key to
    move cursor

   ```
   [3502] ALARM NAME
   _
   ```

3. Enter in name using above method and
   table press RIGHT soft key to return to
   step 2

   ```
   [3502] ALARM NAME
   FIRE!
   ```

4. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and advance to
   next program

Note: This program is not applicable to DCS Compact and DCS 24 Systems.

3.33   ASSIGNING DISA ALARM RING

Allows the System Administrator to assign the DISA alarm to ring at a specific phone(s). It is
recommended that the person who can clear the alarm receive the notification.. Both a day
and a night station can be selected. A valid destination can be either a station group (500-
529) or an individual station (201-349).

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next PROGRAM
HOLD	Used to clear previous entry

ACTION	DISPLAY

1. Press **TRSF** 214
   Display shows

   ```
   DISA ALARM RING
   D : 500    N : 500
   ```

2. Enter in valid day destination number(eg.,
   217) OR Press **UP** or **DOWN** key to
   make selection and press RIGHT soft key
   to advance cursor

   ```
   DISA ALARM RING
   D : 217    N : 500
   ```

3. Enter in valid night destination number
   (eg., **249**) OR press **UP** or **DOWN** key to
   make selection and press RIGHT soft key
   to return to step 2

   ```
   DISA ALARM RING
   D : 217    N : 249
   ```

4. Press **TRSF** to store and exit OR
press **SPEAKER** to store and advance to
    next PROGRAM

NOTE: DISA ALARM is not available on the DCS Compact system.

3.34 ALLOCATING STATIONS TO CALL PICKUP GROUPS

Allows the System Aministrator to assign of stations into call pickup groups. There is a
maximum of 20 pickup groups. An unlimited number of members can belong to each group.
Stations can only be in one pickup group.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL

ACTION   **DISPLAY**

1. Press **TRSF** 302
    Display shows

```
[201] PICKUP GRP
PICKUP GRP : 01
```

2. Dial station number (eg., 205) OR
    Use **UP** or **DOWN** to select station
    number and press RIGHT soft key OR

```
[205] PICKUP GRP
PICKUP GRP : 01
```

   Press ANS/RLS key to select all

```
[ALL] PICKUP GRP
PICKUP GRP : ??
```

3. Dial pick up group number OR
    press **UP** or **DOWN** to select group
    number

```
[205] PICKUP GRP
PICKUP GRP : 05
```

4. Press RIGHT soft key to return to step 2
    above OR Press LEFT soft key to return
    to step 3 above

5. Press **TRSF** to store and exit OR
    press **SPEAKER** to store and advance to
    next program

3.35 ASSIGNING BOSS SECRETARY PAIRS

Allows the System Administrator to assign BOSS keysets to SECRETARY keysets. One BOSS station can have up to four SECRETARY stations and one SECRETARY station can have up to four BOSS stations. A dedicated BOSS button must be programmed on the SECRETARY keyset(s). A dedicated BOSS button must be programmed on the BOSS keyset.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL
F BUTTON	Used to toggle BOSS/SECRETARY field

ACTION   **DISPLAY**

1. Press **TRSF** 303
    Display shows

```
BOSS STN : NONE
SECR 1 : NONE
```

2. Dial station number (eg., **205**) OR
    press **UP** or **DOWN** to selected station
    and press RIGHT soft key, to advance
    cursor to step 3

```
BOSS STN : 205
SECR 1 : NONE
```

```
BOSS STN : [205]
SECR 1 : NONE
```

3. Dial station numberfor secretary (eg.,
    201) OR press **UP** or **DOWN** to
    selected station and press RIGHT soft
    key to return to step 3

```
BOSS STN : [205]
SECR 1 : [201]
```

4. Press LEFT soft key to return to step 2
    and continue entries OR Press **TRSF** to
    store and exit OR press **SPEAKER** to
    store and advance to next program

```
BOSS STN : [205]
SECR 2 : [202]
```

3.36 ASSIGNING STATIONS TO USE ACCOUNT OR AUTHORISATION CODES

Allows the System Administrator to assign stations to use either account or authorisation codes to make an outside call.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry
ANS/RLS	Used to select ALL stations

FEATURE KEYS

0	NONE
1	AUTHORISE
2	ACCOUNT

ACTION   **DISPLAY**

1. Press **TRSF** 305
   Display shows

   ```
   [201]   FORCD CODE
   NONE
   ```

2. Dial station number (eg., 205) OR
   press **UP** or **DOWN** key to select station
   and press RIGHT soft key to move
   cursor and advance to step 3

   ```
   [205]   FORCD CODE
   NONE
   ```

3. Dial a feature option 0-2, (eg., **2**) OR
   Press **UP** or **DOWN** key to select option
   and press RIGHT soft key to return step 2

   ```
   [205]   FORCD CODE
   ACCOUNT CODE
   ```

4. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and advance
   to next program.

3.37 SET FORWARD NO ANSWER TIME

Allows the System Administrator to adjust the Forward No Answer timer on a per-station basis or for the entire system.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
ANS/RLS	Used to select ALL

ACTION   **DISPLAY**

1. Press **TRSF** 502
    Display shows

```
[201] NO ANS FWD
010 SEC →
```

2. Dial station number (eg., 205) OR

```
[205] NO ANS FWD
010 SEC →
```

    press **UP** or **DOWN** key to select station
    and press RIGHT soft key OR
    press ANS/RLS to select all stations and
    press RIGHT soft key

```
[ALL] NO ANS FWD
010 SEC →
```

3. Enter the new value (must be three digits)
    via dial key pad (eg., 020) and sytem will
    automatically return to step 2

```
[205] NO ANS FWD
010 SEC → 020
```

4. Press **TRSF** to store and exit OR
    Press **SPEAKER** to store and advance
    to next program

3.38 PROGRAM AUTOMATIC NIGHT MODE OPERATION

Allows the System Administrator to set the time the system will enter into night mode automatically by utilising time and day tables. A NIGHT key is not needed as the system will switch automatically. However, it is helpful to have a dedicated button so the status can be manually changed. The start time is the time the system will switch from day to night service the end time is the next day (eg., start 1730 WED, end 0800 THUR) This prevents entering of start and stop times on the same day.

FEATURE KEYS

0	SUN	**4**	THU
1	MON	**5**	FRI
2	TUE	**6**	SAT
3	WED		

 PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry

ACTION   **DISPLAY**

1. Press **TRSF** 507
   Display shows

   ```
   NIGHT TIME   (SUN)
   ST : _          END :
   ```

2. Dial day number (0-6 eg., 3) OR
   press **UP** or **DOWN** key to select day
   and press RIGHT soft key to advance
   cursor to step 3

   ```
   NIGHT TIME   (WED)
   ST : _          END :
   ```

3. Dial in start time for night (eg.**1730**)
   If time entered is valid, cursor moves
   to end time enter end time If time
   entered is valid, the system returns to
   step 2

   ```
   NIGHT TIME   (WED)
   ST : 1730       END : 0800
   ```

4. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and
   advance to next program

3.39 SET HOLIDAY DATES *

Allows the System Administrator to program up to 120 holiday into the system memory so that on the days programmed, the system will remain in night mode.
The holiday date must be entered in MMDD format

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry

ACTION   **DISPLAY**

1. Press **TRSF** 512
   Display shows

```
ASSIGN HOLIDAY
01:
```

2. Dial day number (01 - 60 eg. 05) OR
   press **UP** or **DOWN** key to select number
   and press RIGHT soft key to advance
   cursor to step 3

```
ASSIGN HOLIDAY
05:_
```

3. Dial in date using 2 digits for month
   followed by 2 digits for the day (eg. 1225)
   entered is valid, the system returns to
   step 2

```
ASSIGN HOLIDAY
05: 1225
```

4. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and
   advance to next program

3.40 ASSIGNING STATIONS TO STATION GROUPS

Allows the System Administrator to assign stations to station groups. A station, common bell, and external amplifier can be in more than one group, but all groups must have the same ring type. There is a maximum of 48 members per group on the DCS system, 30 members for the DCS 70 and DCS Compact system and 16 members for the DCS 24.

NOTES:

1.   A device for announcement if used, must provide a hookflash and return the call back to the group.
2.   The DCS Compact and DCS 70 Systems have up to a maximum 30 of members in each group. The DCS 24 system has a maximum of 16 members and the DCS system has a maximum of 48 members.
3.   The DCS 70 will only support a maximum of 10 stations in a group with unconditional ring.

GROUP TYPES

0	NORMAL GROUP	This is the standard station group
1	VMAA GROUP	Can only have distribute or sequential ringing.
2	UCD GROUP	Has a wrap up capability.
3	AA GROUP	Can only have distribute or sequential ringing.

FEATURE KEY

0	TYPE	Group type (Normal, VM/AA, UCD)
1	RING	Ring mode
2	OVERFLOW	Overflow time
3	GRP TRSF	Group transfer time
4	WRAP-UP *	Wrap-up time (timer only valid in type = UCD)
5	NEXT PORT	Overflow port
6	MEMBER	Group member (eg., station 202)

    * The Wrap timer is not available on the DCS 70 in the program.

RING MODES

0	SEQUENTIAL	The first idle station listed in the group will ring. If the first is busy, the next idle station will ring.
1	DISTRIBUTE	The first call will ring the first station listed in the group. The next call will ring the next station listed in the group.
2	UNCONDITION	All the stations listed in the group will ring, busy stations will receive off-hook ring. MAXIMUM 32 STATIONS RINGING.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry

ACTION   **DISPLAY**

1. Press **TRSF 601**
   Display shows

   ```
   [5̲01] STN.GROUP
   TYPE:NORMAL GRP
   ```

2. Dial group number (eg., **505**) and press
   RIGHT soft key to move cursor OR
   press **UP** or **DOWN** key to select group
   and press LEFT soft key to move cursor

   ```
   [505] STN.GROUP

   TYPE:N̲ORMAL GRP
   ```

3. DIAL group type (0–3, eg., **1**) OR
   press **UP** or **DOWN** key to make a

   ```
   [505] STN GROUP
   TYPE:V̲MAA
   ```

selection and press LEFT soft key to
move cursor

4. Dial Feature option number (0–6, eg., **1**)
   OR press **UP** or **DOWN** key to make
   selection and press RIGHT soft key
   to move cursor to ring value

```
[505] STN GROUP
RING:SEQUENTIAL
```

5. Dial ring option (0–2, eg., **1**) OR
   Press **UP** or **DOWN** key to make
   selection and press LEFT soft key to
   move cursor back to step 4 or press
   RIGHT soft key to return to step 2

```
505] STN GROUP
[RING:DISTRIBUTE
```

6. Dial next feature option and continue OR
   press **UP** or **DOWN** key to select
   option OR Press LEFT soft key to
   return to step 2

```
[505] STN GROUP
RING:DISTRIBUTE
```

7. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and
   advance to next program

3.41 PROGRAMMING STATIONS TO PAGING ZONES

Allows the System Administrator to assign a keyset to any of the four internal paging zones
and all call page (page plus ∗). The total number of keysets that can receive a page is limited
to 80. A keyset may be assigned to more than one zone.

The assignment is controlled by the use of class marks. If a keyset is flagged as "1" in a zone
column, it will receive pages for that zone. If the keyset is flagged as "0," it will not receive
pages for that zone. Keysets can receive pages for more than one zone or can be
programmed not to receive an all call page.

 PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear entry

ACTION   **DISPLAY**

1. Press **TRSF 604**
   Display shows

```
ENTRY:STN :1234∗
01:NONE:     00001
```

2. Enter index number (01–80, eg.,**05**)

```
ENTRY:STN :1234*
```

via dial key pad OR press **UP** or
DOWN key to make selection and
press RIGHT soft key to move
cursor

```
05:NONE:     00001
```

3. Enter station number (eg., 205) via
   dial key pad OR press **UP** or
   DOWN key to make selection and
   press RIGHT soft key to move
   cursor

```
ENTRY:STN :1234*
05:205    :   00001
```

4. Move cursor under page zone
   desired by pressing **UP** or
   DOWN key and enter the digit **1**
   under zone and press RIGHT soft
   key to return to step 2 to continue
   with entries

```
ENTRY:STN :1234*
05:205    :   01001
```

5. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and
   advance to next program

3.42 PROGRAMMING FEATURE KEYS

Allows the System Administrator to customise the programmable keys on specific keysets on
the DCS system. Buttons 1 and 2 are set as CALL buttons by default. Features are entered
via the dial pad key by pressing the dial pad number the required steps to select the feature.
For example, for OHVA the number 6 is pressed three times. If a BOSS key is required,
press 2 for the first letter B, and then use the UP or DOWN key to change selection from
BARGE to BOSS.

DIAL KEYPAD

COUNT →	1	2	3	4
DIAL 2	AAPLAY	BARGE	CALL	
DIAL 3	DICT	DICT	FAUTO	
DIAL 4	GPIK	HLDPK*	IG	
DIAL 5	LCR	LCR	LCR	
DIAL 6	MMPA	NEW	OHVA	
DIAL 7	PAGE	PAGE	REJECT	SETMG
DIAL 8	TG	UA	VDIAL	

* On the DCS 70 this is HDSET
 PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program
HOLD	Used to clear previous entry

ACTION	DISPLAY

1. Press **TRSF** 722
   Display shows

   ```
   [201] KEY PROG.
   01 : CALL 1 →
   ```

2. Enter selected station number (eg., **205**)
   OR press **UP** or **DOWN** key to select
   station number and press RIGHT soft key
   to move cursor

   ```
   [205] KEY PROG.
   01 : CALL 1 →
   ```

3. Enter selected key number (eg., 18) OR
   press **UP** or **DOWN** key to select key
   number and press the RIGHT soft key to
   move the cursor

   ```
   [205] KEY PROG.
   18 : NONE  → _
   ```

4. Using above chart press the dial pad key
   number to make selection OR press the
   UP or **DOWN** key to make selection
   and press RIGHT soft key to move
   the cursor to step 5 to enter extender
   if required or to return to step 2

   ```
   [201] KEY PROG.
   18 : NONE  → GPIK_
   ```

5. If required, enter extender (eg., **03**) OR
   Press **UP** or **DOWN** key to make
   selection Press RIGHT soft key to
   return to step 2

   ```
   [201] KEY PROG.
   18 : NONE  → GPIK 03
   ```

6. Press **TRSF** to store and exit OR
   press **SPEAKER** to store and advance
   to next program

Programmable Feature Keys

KCMMC	Feature Description
AAPLAY:	Play Auto Attendant messages
AAREC:	Record Auto Attendant messages Default password is 4321
AB: *	DCS 70 ONLY. Absent feature. When activated at a station display will read ABSENT. DSS keys for that station programmed on other keysets will flash. It is still possible to call stations in absent mode.
ABAND *	View abandoned call CLIP details Default password = 1234
ACCT: *	Account code entry
ALARM:	Alarm ring answer key Passcode under TENANT/PASSCODES Alarm sensor ring
AN/RLS:	DCS 70 ONLY. Answer / Release key
BARGE:	Executive Barge-in or Override.
BLOCK:	OHVA block. Blocks OHVA to the station
BOSS:	Set up for BOSS or SEC. Allows intercom calls between parties, flashes on SEC when BOSS sets DND and all calls to Boss extension divert to Sec.
CALL:	Termination point for calls to keysets for C.O calls (if no DTS keys assigned), Intercom calls and Indial calls. – 1st & 2nd keys are CALL keys by default and it is suggested that these remain.
CAMP:	Camp On key. Useful on Non display keysets
CANMG:	Cancel Message. Cancels messages.

CBK:	Call back. Allows you to set a callback on a busy station or outside line when it becomes free.
CONF:	Conference. Allows up to 4 other parties (with a maximum of 2 external) to join in a conversation,.
CLIP:	Calling line identification presentation. Displays outside callers number when available
CR	Call Recording
CS: *	UCD Call Waiting Status. Provides flashing indication when calls in UCD queue reach the number as set in MMC 500 UCD CS level indication. This key must be programmed with a group extender eg.510
CNSR: *	CLIP Number Saved Redial. Whilst on an incoming call pressing this key will save the CLIP number, pressing this key later will redial that CLIP number.
DICT:	When on a call, allows you to leave up to 3 13 character messages or memos on your LCD which can be recalled later.
DIR:	Directory. Alpha search of numbers stored in Personal/System speed dials or station directory. An extender may be added: 1=Personal 2=System 3=Station
DLOCK:	Door Lock. Operates door unlock feature.
DND:	Do Not Disturb
DP:	Directed Call Pick up. A specific Station or group number can be specified.
DROP:	Transfer Call Drop.
DS:	Direct Station Select. Station number must be specified.
DT:	Direct Trunk Select. External line number must be specified.
FAUTO	Forced answer. When dialling another Keyset, on hearing ring tone pressing this key will auto answer the remote called station setting up an intercom hands free call.
FLASH:	Flash. Sends hookflash to the outside line.
FWRD:	Forward. If only FWRD entered user will need to input forward option presented on LCD activated via soft keys. An extender can be assigned to this key 1=All 2=Busy 3=No Answer 4=Busy/No Answer 5=Follow Me 0=Cancell call forward.
GPIK:	Group Pick Up. Allows calls ringing at a group to be picked up. An extender can be assigned eg. GPIK 501.
HDSET: *	DCS 70 ONLY. Headset Mode. Toggles keyset between Headset & Handset mode. Key will light when headset mode is set.
HLDPK:	Hold Pick Up. Allows a call is on hold to be retrieved by pressing this key followed by the station number that put the call on hold or the held trunk number.
IG:	In / Out of group. If only IG is entered user must specify which group they wish to log in/out of. An extender may be assigned to this key eg. IG 501
INQUIRE:	Inquire. By pressing this key then entering a trunk number the user can read the CLIP data for a held call on that trunk.
ISPY:	I Spy. Allows station user to view the dialled external number of a busy extension and gives options to either Barge in or Drop the call. Note: the station passcode must be changed from the default 1234.
LCR:	Lease Cost Route Calls will be made via the most cost effective route, if programmed.
LISTN:	Listen. When on a call using the handset, pressing this key enables the conversation to be heard through the speaker, the microphone remains muted.
LNR:	Last Number Redial.
MMPA:	Meet Me Page Answer.
MMPG:	Meet Me Page.
MSG:	Message Waiting Indication. NOTE: this key is not for SVM-800 message indication.
MUTE:	Mute key. Mutes either the handset or microphone when on a call. The key will light to indicate the mute condition.
NEW:	New Call key:Terminates the existing call, allowing you to make another call.
NIGHT:	Night. Allows access to night mode setting (note COS reliant) Lights steady when system in night mode.

NND:	Name Number Display. Pressing this key whilst in conversation will toggle the display between the CLIP name if any and the CLIP number.
NXT:	Next. Displays the CLIP name/number of the waiting call at your station.
OHVA:	Off Hook Voice Announcement. Pressing this key after dialling a busy ext on an external call allows you to communicate with the internal station without intruding on the conversation.
OPER:	Rings assigned operator group. Default 500.
PAGE:	Allows a Page call. A valid page zone can be assigned as an extender eg. PAGE 1 (page zone 1)
PARK:	DCS 70 only. Call park / retrieve. Pressing this key places a call on hold in a park slot; park slot can either be entered after pressing Park key or programmed as a key extender.
PAUSE:	Pause. Inserts a pause (break) in dialled digit stream.
PGPK:	Page Pickup Allows a parked call to be picked up when announced via a page. Pressing this key then a ext number which made the page or the line number of the parked call will pick up that call
PGMMSG:	Program Message. An extender may be programmed to specify a specific system message number.
REJECT:	Blocks an OHVA announcement at the keyset.
RETRY:	Retry on Busy. Only for PSTN TKs Retry is given as a soft key option on LCD.
REVW:	CLIP Review. Review CLIP information of previous calls.
SETMG:	Set Message for ext.
SG:	Station Group . Calls a specific group when pressed. eg. SG 501
SNR:	Saved Number Redial. Saves a number for dialling later
SP:	UCD Supervisor. Enter UCD Supervisor mode. Presents 3 options CALL, ADMIN , AGENT A Specific group number must be programmed as an extender eg. SP 510
SPD:	Speed Dial. A specific speed dial can be assigned as a key extender eg. SPD 500
STORE:	Store Clip information in personal speed dial location (uses next free location)
TG:	Trunk Group. A specific trunk group can be assigned as a key extender eg. TG 81
TIMER:	Stopwatch. Activates a stopwatch feature when on hook.
UA:	Universal Answer Key
VDIAL:	Voice dial access. Press key and speak name.
VG:	VMS Group message key. Message wait indication for group mailbox must have group number assigned as a key extender eg. VG 501
VMSCMT:	VMS Comment. Allows a comment to an existing message and forwarded to another mailbox.
VMSMSG:	Voicemail message indication. Lights when a message is left in that specific exts mailbox
VMSOUT:	Allows user to select to be notified when a voicemail message has been left
VMSREC:	Voicemail Record. Allows a user to record a message and send it to another mailbox or if pressed whilst on a conversation the conversation will be recorded.
VMSVAC:	VMS VACANT. Forwards all calls to Voice mail mailbox.
VREC:	Voice Record. Access Voice Dial card for recording entries.
VT	Voice Mail transfer

3.43 PROGRAMMING THE SMDR REPORT FORMAT

Allows the System Administrator to select the information printed on the SMDR report. The following options may be selected to print on SMDR:

	0.	PAGE HEADER	This option determines whether a page header will print at the top of each page. This would normally be turned off if SMDR is being sent to a call accounting machine.
	1.	LINE PER PAGE	This option selects the length of each page to determine when to print the SMDR header. The number of lines may be in the range 01-99.
	2.	INCOMING CALL	This option determines whether incoming calls will print on SMDR.
	3.	OUTGOING CALL	This option determines whether outgoing calls will print on SMDR.
	4.	AUTHORISE CODE	This option determines whether authorisation codes will print on SMDR.
	5.	LESS START TIME	This option determines whether valid calls will include the minimum call time in total call duration.
	6.	IN/OUT GROUP	This option allows a message, IN GROUP or OUT GROUP, to be printed in the Digits Dialled column each time a station enters or leaves a group.
	7.	DND CALL	This option allows a message, IN DND or OUT DND, to be printed in the Digits Dialled column each time a station enters or leaves DND.
	8.	WAKE-UP CALL	This option determines whether stations receiving an alarm reminder call will print on SMDR.
	9.	DIRECTORY NAME	This option allows the System Administrator to enter a 16 character name which will appear on the SMDR header.
	10.	CLIP	This option can be selected to print CLIP data received from the CO on incoming ISDN calls. This option requires the use of a 132 column printer or an 80 column printer set for condensed print.
	11.	ABANDON CALL	If this option is set to YES unanswered calls will print on SMDR.
DCS 70	12.	NO. OF DIAL MASK	Determines if number of masked dial digits print on SMDR
DCS	12	DID NUM/NAME	If this option is set to YES the DID number and name will print on SMDR in the Outgoing call number field.

PROGRAM KEYS

UP & DOWN	Used to scroll through options
KEYPAD	Used to enter selections
SOFT KEYS	Move cursor left and right
SPEAKER	Used to store data and advance to next program

ACTION   **DISPLAY**

1. Press **TRSF 725**
   Display shows

```
PAGE HEADER
PRINT          :YES
```

2. Dial the option number (eg. **1**) OR
   Use the **UP** and **DOWN** keys to scroll
   through the options and press the RIGHT
   soft key to select an option

```
LINE PER PAGE
66 LINE/PAGE
```

3. Enter the number of lines per page in the
   range 01-99 (eg., **50**) Use the **UP**
   and **DOWN** keys to change the
   number of lines and press the RIGHT soft
   key to save the data and return to step 2
   THEN

```
LINE PER PAGE
50 LINE/PAGE
```

```
LINE PER PAGE
50 LINE/PAGE
```

```
LINE PER PAGE
50 LINE/PAGE
```

4. If option 0 is selected at step 2

```
PAGE HEADER
PRINT          :YES
```

5. If option 2 is selected at step 2

```
INCOMING CALL
PRINT  : YES
```

6. If option 3 is selected at step 2

```
OUTGOING CALL
PRINT  : YES
```

7. If option 4 is selected at step 2

```
AUTHORISE CODE
PRINT  : NO
```

8. If option 5 is selected at step 2

```
LESS START TIME
PRINT  : YES
```

9. If option 6 is selected at step 2

```
IN/OUT GROUP
PRINT  : YES
```

10. If option 7 is selected at step 2

```
DND  CALL
PRINT  : YES
```

11. If option 8 is selected at step 2

```
WAKE - UP CALL
PRINT  : YES
```

12. If option 9 is selected at step 2

```
DIRECTORY NAME
```

```
_
```

12a. Enter the 16 character name as
      described in the procedure for program
      Station Names

```
DIRECTORY NAME
SAMSUNG DCS
```

12b. Press RIGHT key to save name and
      return to step 2

```
DIRECTORY NAME
SAMSUNG DCS
```

13. If option 10 is selected at step 2

```
CLIP DATA
PRINT : YES
```

14. If option 11 is selected at step 2

```
ABANDONED CALL
PRINT  : YES
```

15. If option 12 is selected at step 2

DID NUM/NAME
PRINT : YES

16. After all desired options have been
     selected, press **TRSF** to exit OR
     press **SPEAKER** to exit and advance to
     next program

SYSTEM ACCESS CODES

The DCS telephone system has the following preset (default) feature access codes. These codes can be used if a key is not available for the feature you want to use. Standard telephone users must always dial these codes.

Code	Feature	Code	Feature
9	Call attendant or system operator	55 + 1	Page Internal zone 1
10 + xxx	Retrieve parked calls	55 + 2	Page Internal zone 2
11	Put calls on and take calls off hold	55 + 3	Page Internal zone 3
12 + xxx	Retrieve call on hold at another station	55 + 4	Page Internal zone 4
13	Door lock release	55 + 5	Page external zone 1
16 + xxx	Make speed dial calls	55 + 6	Page external zone 2
17	Save number and redial it	55 + 7	Page external zone 3
18	Recall dial tone for new call	55 + 8	Page external zone 4
19	Last number redial	55 + 9	Page all external zones
2xx	Extension numbers	55 + *	All page
3xx	Extension numbers	56	Meet Me Answer
400	Cancel Do Not Disturb	57	Alarm sensor clear
401	Set Do Not Disturb	58	DISA alarm clear
41	Set Message No Ring	59	Walking Class of Service
42 + xxx	Cancel message	600	Cancel Call Forwarding
43	Set/Return messages	601 + xxx	Set Forward All Calls
44	Busy station/ line callback	602 + xxx	Set Forward Busy
45	Busy station camp-on	603 + xxx	Set Forward No Answer
46	Set up a conference	604 + xxx	Set Forward Busy/No Answer
47	Enter an account code	605 + xxx	Set Forward Follow Me
48	Set programmed station message	65	Directed call pick-up
49	Send a flash to an outside line	66	Group call pick-up
500	Station hunt group	67	Universal Answer
to		681	Voice Dialler activate
529	Station hunt group	682	Voice Dialler Record
53+grp+0	Out of group	7xx	Individual line numbers
53+grp+1	In group	8x	Outside line groups
54+zone	Meet me page	0	Line Group 0
55 + 0	Page all internal zones		