DV SERIES

SYSTEM ADMINISTRATOR'S USER GUIDE

Aristel networks

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■ Icons Used in this Manual:

Dial pad symbols

: Press digit [1].

: Press digit [2].

: Press digit [3].

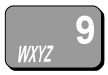
: Press digit [4].

: Press digit [5].

: Press digit [6].

: Press digit [7].

: Press digit [8].



: Press digit [9].

: Press digit [0].

: Press digit [*].

: Press digit [#].

: Enter numbers.

Special function keys

: Press [FUNC] key.

: Press [SPK] Button.

: Press [VOL] Key.

: Press [REDIAL] Button.

: Press [SPD] Key.

: Press [TRF/FL] Button.

: Press [HOLD] Key.

DSS keys

: Press [DSS Function] Key.

: Press [DSS CO line] Key

: Press [DSS Station] Key.

:Microphone On/Off.

:FAC Button

: Forward Button

: Press [SAVE] Key.

:Calculator Start/Cancel

: Press Page Key.

: Press Be Paged Key toAnswer a Page Call

: Press MW Key.

: Press conf/dnd Key

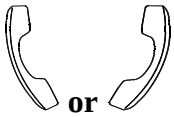
:Press door Key.

Other symbols

: Hang Up or On Hook.

: Lift Handset or Off Hook.

: Station (Key Phone or SLT) during ringing.


or : During Conversation or on talking.

A: Key Telephone Layout and Parts List

B: Key Telephone Station Operation

01. Automatic Answer

+ AT/MIC to enable Automatic Answer. The AT/MIC LED will be on.

+ AT/MIC to disable Automatic Answer. The AT/MIC LED will be off.

External Call

During incoming ringing, press SPK on the ringing Station.., or press the flashing DSS button assigned for the incoming line, or # + 4 GHI + 01 ~ 08 for the line number.

Other Calls

or press SPK on the ringing Station.

02. Baby Listening

or SPK on the Key Telephone that will be listened to.

Press # + 5 JKL + 1 QZ on same Station

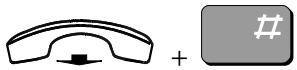
Press SPK or on listening telephone. Station to be listened to.

Cancel Baby Listening

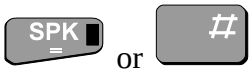
+ SPK + SPK to cancel.

Note: Once the Baby Listening has been enabled, the microphone on the listened to Station will be active all the time.

03. Background Music Listening



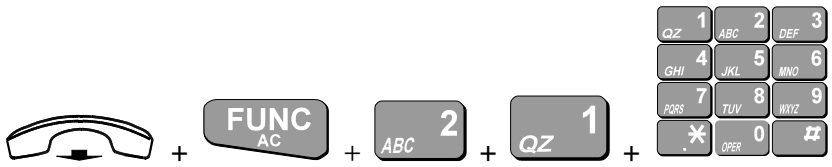
Cancel Background Music Listening



04. Call Forward

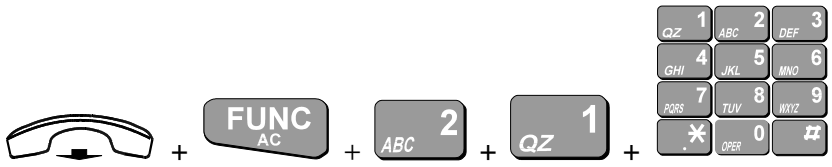
NOTE! FUNC AC + ABC 2 can be replaced by pressing FWD in all Modes.

To Cancel All Call Forward Modes



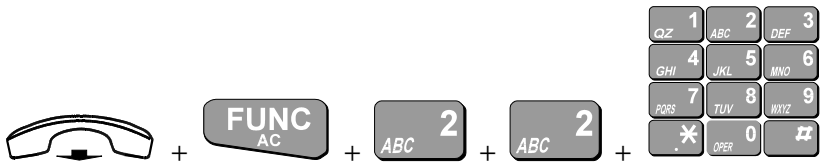
own station number**.**

Call Forward All



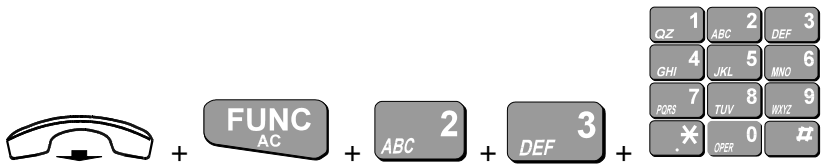
destination station number**.**

Call Forward Busy



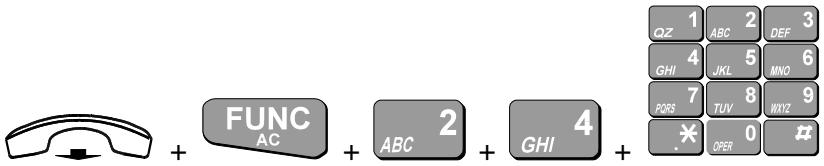
destination station number.

Call Forward No Answer



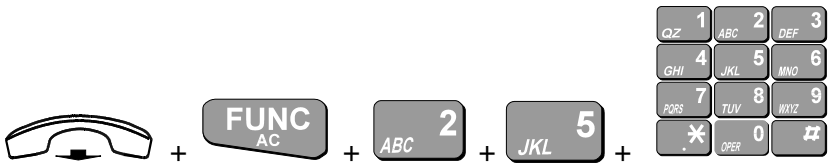
destination station number.

Call Forward Busy/No Answer



destination station number

Call Follow Me

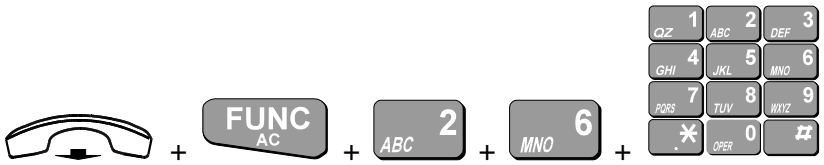


destination station number.

Call Forward to External Number

DSS set for Individual Speed Dial

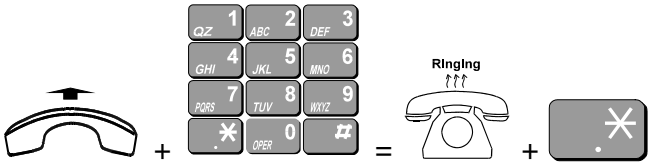
OR



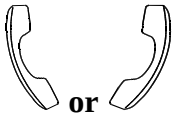
digit set for Individ Spd Dial.

05. Call Signal

Changing call signal from Ring to Voice or from Voice to Ring.



06. Call Split


or with station A +

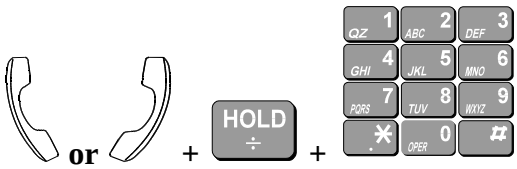
+ **call station B + on answer**

Pressing

will alternate between station A and station B.

07. Call Transfer

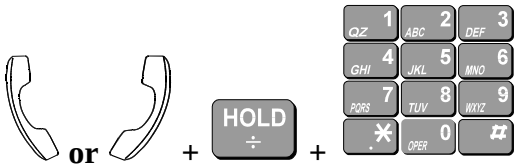
Announced Transfer



or + + required station number.

Talk to station, announce call +

Unannounced Transfer (Camp On)



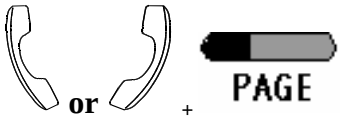
or + + required station number. +

+

Quick Transfer by DSS key

or + +

Quick Transfer by Page key

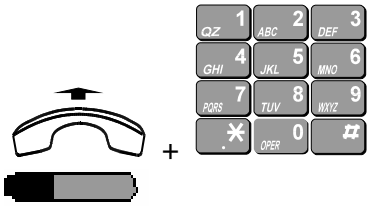


or + + make Page announcement and wait for answer.

Paged station answers page by

then paging party

08. Call Waiting

Step 1. 

+ call a station which is busy or does not answer.

Step 2.

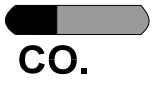
Note: If the called station was busy, it will recall to the station leaving the message and when this station answers the call, it will call the message left station.

Answer Call Waiting

will flash and display will show Message Wait by …..

Press and call will be made to station that left message signal.

Busy C.O. line queuing

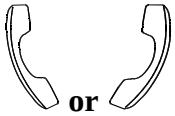


and C.O. line is busy. Press

The C.O. line will be placed in the queue. When the C.O. line becomes free, it will recall to your station.

09. Conference

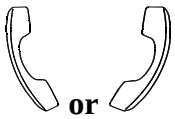
Combined External/Internal Conference


or During internal call, press

+ use C.O. line to call third party +

to commence conference.

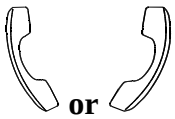
External Conference


or During external call, press

+ use C.O. line to call third party +

to commence conference.

Internal Conference

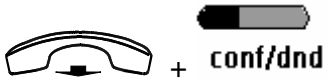

or During internal call, press

+ dial the station for third party +

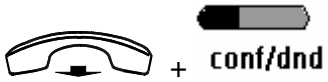
to commence conference.

10. Do Not Disturb

Set Do Not Disturb



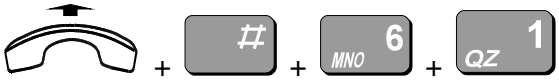
Reset Do Not Disturb



OR

11. Door Phone

Call Door Phone



for Door 1

OR

for Door 2

OR

Note: To operate the door latch, press

during a door call.

12. Environment Monitoring

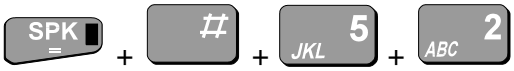
OR

on listening ext. Press

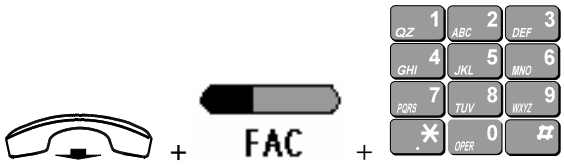
ext number to be listened to

Note: The Environment Monitor ability is set in Zone506-ST-Item 07 for each station and the monitor level is set in Zone 506 Item 07. Monitoring gives no indication of operation at the monitored station and is one-way talking/listening.

13. Fire Alarm Off (Console Only)

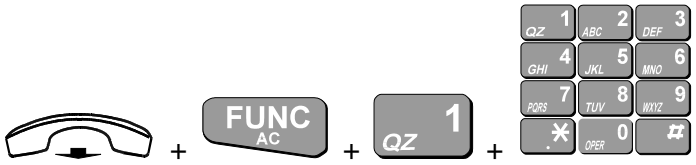
While Alarm is ringing, **OR** 

14. Forced Account Codes



the Forced Account Code. The system will automatically seize a free C.O.line.

OR

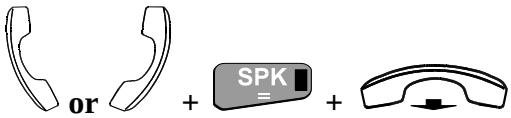


the Forced Account Code. The system will automatically seize a free C.O. line.

15. Handsfree / Handset Switching

Handset to Handsfree operation

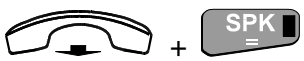
OR



Handsfree to Handset operation

16. Handsfree Operation

OR



17. Headset Operation

Programming

An eight digit max. Password can be programmed into Zone 301 Set 08 Item 01. This is not necessary for operation.

Enable Headset mode

Step 1. Connect Headset to Key Telephone

Step 2. SPK + # + 5 JKL + 6 MNO

Step 3. Leave handset

Disable Headset mode

As above

Answer a Call in Headset mode

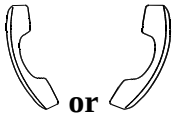
Press SPK **OR** ST. **OR** CO.

Disconnect from a Call in Headset mode

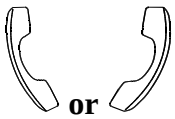
Press SPK

18. Hold Calls

Normal Hold

 **or** press HOLD ÷

Exclusive Hold

 **or** press HOLD ÷ + HOLD ÷

Retrieve External Call from Normal Hold

With a Call on hold, CO.

OR

+ 4 GHI + and the two digit number of the C.O. line (01, 02, 03, etc)

Retrieve External Call from Exclusive Hold

At Holding Station: ,

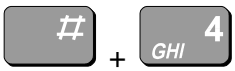
OR

+ and the two digit number of the C.O. line (01, 02, 03, etc)

At any other Station:

+

OR

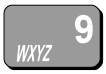


+ and the two digit number of the C.O. line (01, 02, 03, etc) +

19. Individual / Own station Alarms / Date & Time

Date & Time Setting (Console Only)

+

+ 

+

+

+

+

enter the data as: DD MM YY W HH MM

DD = Day of the Month
MM = Month of the Year
W = Day of the week. Monday = 1, Tuesday = 2, etc.
YY = Year
HH = Hour of Day
MM = Minutes

To save the new Date and Time on a **25 Button:**

To save the new Date and Time on a **15 Button:**

Individual Station Alarm (Console Only)

+

+

enter the Station number

enter the Alarm Time and Duration +

Own Station Alarm

+ FUNC AC + 9 WXYZ or if a Console + 9 WXYZ + enter alarm time and duration + SAVE

20. Internal Calls

Call Operator

+ enter the number programmed for Operator (Usually 0 or 9)

Handsfree Call

SPK + enter Station number

OR

SPK + CO. + enter Telephone number

Hot Call

connection will be made as programmed (Internal or SPD number)

Manual Call

or SPK and call will be made to the Operator.

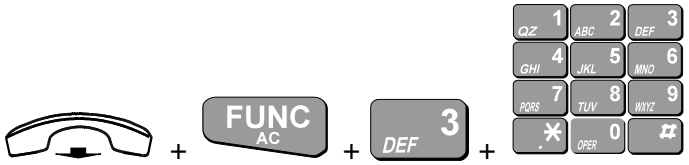
Note: This must programmed to function prior to using. It is an individual station feature.

Normal Call

or SPK **then** CO. **or** ST. **or** Dial digits as required.

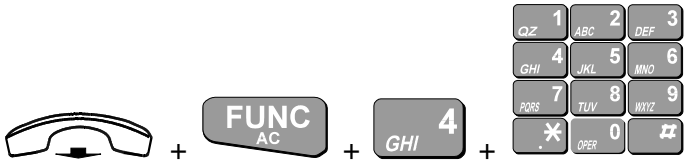
21. Lock / Unlock Telephone.

Normal Lock and Unlock



enter the password to lock/unlock then press **SAVE**

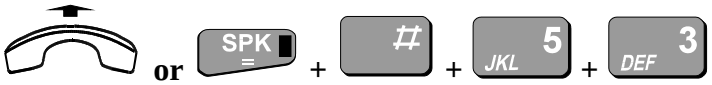
Temporary (once off) Lock and Unlock



enter the password to lock/unlock

22. Lock / Unlock RS232 (SMDR) port.

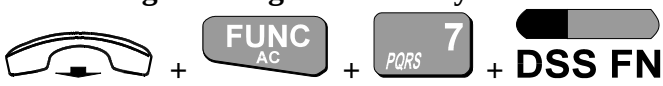
Lock and Unlock RS232 Port/SMDR (Console Only)



or each operation toggles the lock/unlock

23. Macro Key Assignment.

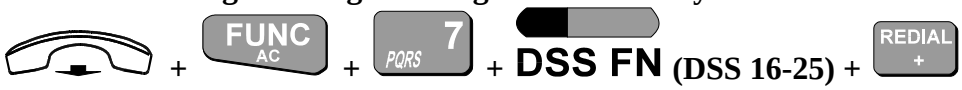
Programming a Macro Key



(DSS 16-25) + Press the Keys in the sequence required + **SAVE**

The DSS key selected to be the Macro key must not be already programmed as a function key.

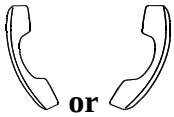
Cancelling the Programming of a Macro Key



(DSS 16-25) +

24. Mute

During a Handset Call

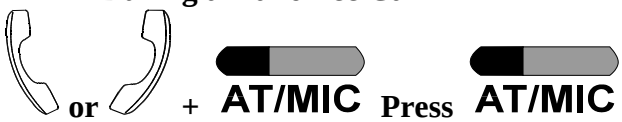


or + Press again to resume talking.

OR

or + Press again to resume talking.

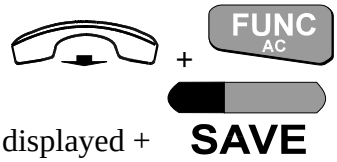
During a Handfree Call



or + Press again to resume talking.

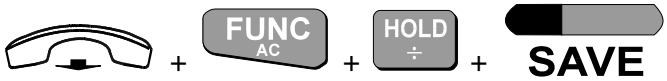
25. Message Text

Selecting and displaying a message



+ + + press 1 ~ 6 to select the required message to be displayed + +

Removing the Message



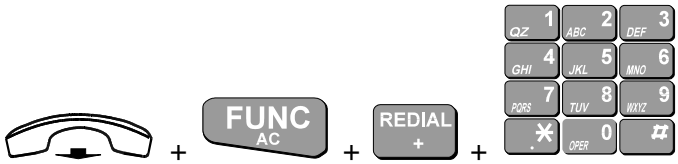
+ + + +

Note: These are the six available messages

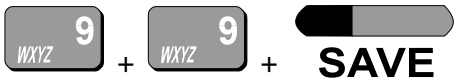
1. DO NOT DISTURB
2. BACK AT (ENTER TIME) = : AS IN 2:00
3. NOT IN OFFICE
4. RETURN ON (ENTER DATE OR TIME) = / AS IN 12/6
5. RING MY MOBILE
6. CALL (ENTER NUMBER. Max = 11 digits)

26. Morning Call

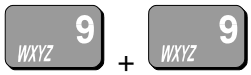
Individual Station Morning Call



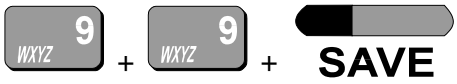
Station number to be called. +

enter the Alarm time. The duration must be 

Own Station Morning Call

(for a Console 

) +

enter the Alarm time. The duration must be 

27. Night Switching

Automatic switching: Day Mode/Night Mode Toggle

Note: This will toggle the system from Auto to Manual Night Switching Mode and visa versa

Manual switching: Day Mode/Night Mode Toggle

Note: When the system is in Manual Mode, this will toggle the system from Night Mode to Day Mode and visa versa. When the system is in Night Mode:- The 1st Console will display "Night Service" and the dnd/conf LED will fast flash. The dnd/conf LED on the other Consoles will fast flash.

28. OHCA

Step 1. Call a busy Station that is programmed and cabled as OHCA and is on an Off-Hook call

Step 2. Press

Talk to Station through the handsfree speaker and microphone

29. Outgoing Calls

Automatic C.O. line access

or + dial the C.O. access code (usually 9 or 0) + dial the required Telephone number.

Hot Call

+ Talk to Operator or outside Speed Number.

Manual C.O. line access

or + + dial the required number

OR

or + + + enter the two digit number of the desired C.O. line (01, 02, 03, etc)

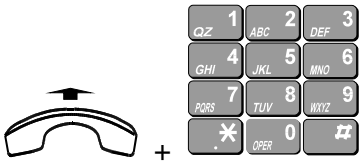
30. Over-Ride and Monitor

Monitor

+ dial busy Station number **OR** to select a busy C.O. line +

Note: During Monitoring, the Monitoring party will hear the other parties' conversation, but the Monitored parties will not hear the Monitoring party. ie: One way connection.

Over-Ride



+ dial busy Station number **OR**

to select a busy C.O. line +

Note: An Over-Ride tone will be heard by the parties and a conference call is set up with all parties connected.

Cancel Monitor or Over-Ride

31. Paging

All Internal and External

All External

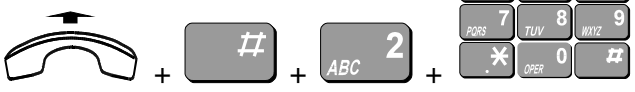
All Internal

Answer Paging

External Zone

External Zone Number (1 ~ 8)

Internal Zone



Internal Zone Number (1 ~ 8)

Incoming DISA Paging to All Internal Zone

Step 1. Set a password DISA Paging

Step 2. Call in on a C.O. line set for Auto-Attendant answer.

Step 3. On answer, + + enter password + Make announcement

32. Pick Up

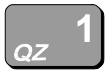
All Pick Up

Other Station + Your Station + +

Group Pick Up

Other Station + Your Station + + Ringing Station's Pick Up Group number 1~8

Own Group Pick Up

Other Station + Your Station + + 

Station Pick Up

Other Station + Your Station + Ringing Station Number

33. Pulse / Tone Switching

OR to select a Pulse type C.O. line + button set for Pulse to Tone dialing.

Note: It is only possible to change from Pulse to Tone. It is not possible to change from Tone to Pulse dialing.

34. Redial

Auto-Redial

Step 1. Call Busy external Telephone Number + SAVE

Step 2. **OR** SPK + SPD + REDIAL

Note: During Redial, the SAVE LED will flash.

Last Number Redial

REDIAL The system will select a free C.O. line and redial the last number that was dialed.

35. Releasing Calls

Handset

Handsfree

Press SPK

36. Review System Software Version

For all systems **+** TRF/FL **LCD shows operating Software version**

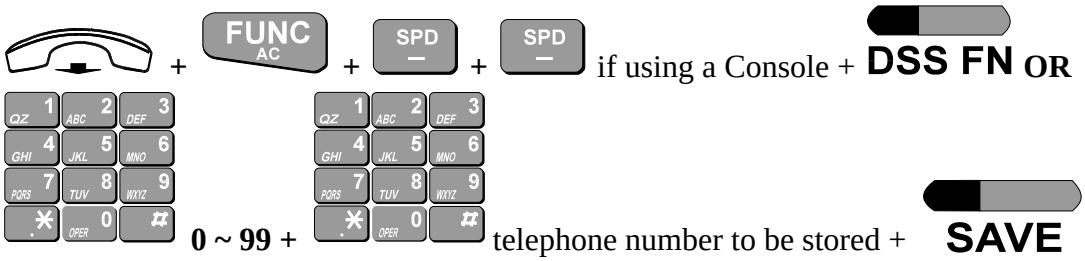
37. Review RS232 (SMDR) status

For all systems **+** TRF/FL **+** TRF/FL **LCD shows RS232 / SMDR status**

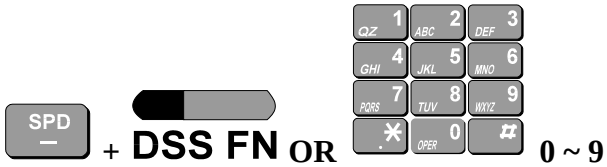
38. Speed Dial Programming and operation

Individual Speed Dial Programming

OR



Individual Speed Dial Operation



OR

System Speed Dial Programming (Console Only)

Step 1. + FUNC AC + SPD — + QZ 1

Step 2. enter the Speed Dial Code and the Item = OPER 0 + OPER 0

Step 3. enter the Telephone Number for this Speed Dial Code + SAVE

System Speed Dial Operation

Step 1. + SPD —

OR

Step 1. CO. + SPD —

OR

Step 1. SPD —

OR

Step 1. SPK = + SPD —

Step 2. enter the Speed Dial Code required. The System will select a free C.O. and dial the number.

Note: When entering Names in Name Speed Dial,

DSS FN DSS button 3 moves the cursor to the left

DSS FN DSS button 4 moves the cursor to the right

DSS FN DSS button 10 clears all digits/letters previously stored

System Name Speed Dial Programming (Console Only)

Step 1. Name Speed Dial must be enabled in programming.

Step 2. + FUNC AC + SPD — + 1 QZ = System

Step 3. enter the Speed Dial Code (100~Max)

Step 4. Item = 0 OPER 0 OPER

Step 5. enter the Telephone number + SAVE

Step 6. enter the Name + SAVE

Individual Name Speed Dial Programming (Console Only)

Step 1. Name Speed Dial must be enabled in programming.

Step 2. + FUNC AC + SPD — + 2 ABC = Individual

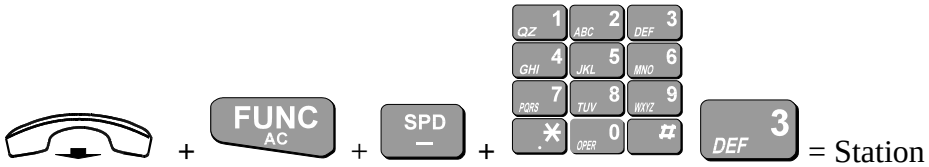
Step 3. enter the Speed Dial Code (1~9) or DSS FN for Speed Dial Number

Step 4. enter the Telephone number + SAVE

Step 5. enter the Name + SAVE

Station Name Speed Dial Programming (Console Only)

Step 1. Name Speed Dial must be enabled in programming.

Step 2.  = Station

Step 3. enter the Station number +

Step 4. enter the Station Name +

Name Speed Dial Operation

Step 1. set for Name Speed Dial + = System **OR** = Individual **OR** = Station

Step 2. enter the first letter of the name + DSS button 1 to start searching through the Speed Dial Codes beginning with that letter.

Step 3. DSS button 2 to select the particular name.

Step 4. or to dial and talk.

39. Station Operations Help List

Note: The LCD will display the function information for 3 seconds and then scroll to the next function. To activate a function, press

40. Toll Code

Step 1. + any C.O. line to be used for the call.

Step 2. + +

Step 3. enter the Toll Password (Max. 8 digits) +

Step 4. the required Telephone number

Step 5. +

Note: If zone 253 is enabled, the full Toll Code used will be printed in the SMDR output.

41. Voice Message Recording/Playback (Console Only)

Message Recording

Step 1. + + +

Step 2. The LCD will display the following instructions:-

= **R** = Record message(s) = **P** = Playback the message(s)

= **N** = Go to the next message = **B** = Go to previous message

Step 3. the system will **immediately** commence recording the message.

Step 4. When the recording of the message has finished, this marks the end of the message and the system will **immediately** commence recording the next message.

Step 5. Repeat Step 4 for each message except for the last message.

Step 6. At the end of recording the last message, hangup the handset using your fingers. (this gives a “clean” sounding end to the message)

Note: The messages **MUST** be recorded in the sequence as programmed**. IF THE SEQUENCE IS ALTERED, THE SYSTEM WILL MALFUNCTION.**

Message Playback

Step 1. + # + 6 MNO + 3 DEF

Step 2. 7 PQRS system will play the first message

Step 3. 1 QZ system will play the next message

Step 4. when finished listening

42. Volume Control

For the call in progress only (does not affect future calls)

During a call

VOL change to speech volume as required

During Ringing

VOL change the Ring volume as required

For all future calls (sets the default levels)

To set the Ring volume level: FUNC AC + 8 TUV + 1 QZ + VOL

To set the Speaker volume level: FUNC AC + 8 TUV + 2 ABC + VOL

To set the Hand piece volume level: FUNC AC + 8 TUV + 3 DEF + VOL

To set the Ring frequency (tone): FUNC AC + 8 TUV + 4 GHI + VOL

POWER-FAIL EMERGENCY CALLS

Please note that under Power-Fail (no 240V mains supply) conditions, the system is completely non-operational. Power-Fail conditions result in the system being incapable of receiving or making any calls. However, if you require full or partial system operation during Power-Fail conditions, there are three options available.

1. An emergency Power-Fail backup battery can be installed (at initial installation or at a later date). The Aristel battery backup set will allow the telephone system to operate with full capability and functions for approximately 4~8 hours. This time will vary depending on the system capacity, features installed and the amount of calls on the system during the Power-Fail period. The Aristel backup battery is constantly charged by the telephone system and (assuming that your battery is fully charged) there will be no service interruption during the change over from Mains supply to backup battery supply.

2. Power-Fail phones can be connected/installed to the system. In the event of a 240V power failure, these phones can be used to receive and make calls. In general, only certain lines will be available for answering incoming and making out going calls during the power-fail period. Depending which system you have and how many/which “power-fail phones” are connected, you may have one or several operating phones on selected lines during Power-Fail.

3. An “Uninterruptible Power Supply” (UPS) can be fitted to the system. This is a power source that is fed by the 240V mains and in turn feeds manufactured 240V power to the telephone system. It also stores power in a battery for use during Power-Fail periods. The battery is then used to supply the telephone system with 240V manufactured by the UPS itself. This will give full operation for a limited time only. A UPS can be also used to power computers, alarms, etc. during power-fail periods. The period of time that a UPS will operate for is dependant on the number of devices being fed with power. A UPS can supply power for periods from five minutes to several hours.

See your Aristel dealer for further details on these options, or contact Aristel Networks on 03 8542 2300 during business hours.