DCS

DIGITAL COMMUNICATION SYSTEM

SYSTEM ADMINISTRATION AND SPECIAL FEATURES GUIDE
ABOUT THIS DOCUMENT

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 DCS200, 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 * 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.

1.15 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.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DISPLAY</th>
</tr>
</thead>
</table>
| 1 Press TRSF 505 | OLD : 6010184 : 0047
|   | NEW : WNNDDYY : HHMM |
| 2. Enter the new time and date using the above format | OLD : 6010184 : 0047
|   | 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.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DISPLAY</th>
</tr>
</thead>
</table>
| 1. Press **TRSF 101**  
Display shows | ![Display](example) |
| 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 to the right | ![Display](example) |
| 3. Press **HOLD** to reset passcode | ![Display](example) |
| 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 | ![Display](example) |
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

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
   Press ANS/RLS to select all Stations
   Press RIGHT soft key to move cursor
   [205] ANS MODE
   RING MODE
   [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 2 above
   [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.

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

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**

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

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

3. Enter in the name using the method
   in 3.5 Program Station Names

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
   Display shows 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
   Display shows 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 station may be selected
   [205] SPEED DIAL SPDBLK NOT EXIST
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.

ACTIONDISPLAY
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

3.13 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

<table>
<thead>
<tr>
<th>Entry</th>
<th>Alarm Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAL 1</td>
<td>NOTSET</td>
</tr>
<tr>
<td>DIAL 2</td>
<td>TODAY</td>
</tr>
<tr>
<td>DIAL 3</td>
<td>DAILY</td>
</tr>
</tbody>
</table>
Open customer programming and follow the instructions below.

**ACTION**

1. Press **TRSF 116**
   Display shows
   
<table>
<thead>
<tr>
<th>DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[201] ALM REM (1)</td>
</tr>
</tbody>
</table>

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
   
<table>
<thead>
<tr>
<th>DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[205] ALM REM (1)</td>
</tr>
<tr>
<td>[ALL] ALM REM (1)</td>
</tr>
</tbody>
</table>

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
   
<table>
<thead>
<tr>
<th>DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[205] ALM REM (2)</td>
</tr>
</tbody>
</table>

4. Enter the alarm time in 24 hour clock format (eg. **1300**) and the display will automatically advance to step 5
   
<table>
<thead>
<tr>
<th>DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[205] ALM REM (2)</td>
</tr>
</tbody>
</table>

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
   
<table>
<thead>
<tr>
<th>DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[205] ALM REM (2)</td>
</tr>
</tbody>
</table>

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
   
<table>
<thead>
<tr>
<th>DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[205] ALM REM (2)</td>
</tr>
</tbody>
</table>

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:

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

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
   Display shows [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
   Display shows [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
   Display shows [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

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

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

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

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

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

### DISPLAY

**[201] FORWARD**  
0 : FORWARD CANCEL

**[205] FORWARD**  
0 : FORWARD CANCEL

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

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

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

### 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**

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

3. Enter the new value via the dial pad (eg. **[205] NO ANS FWD**
020) and the system will automatically return to step 2

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**

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

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

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

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

**DISPLAY**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DISPLAY</th>
</tr>
</thead>
</table>
| 1. Press TRSF 728 | CLIP XLAT (001)
| Display shows    | DGT : |
| 2. Dial the account code entry (eg. 005) | CLIP XLAT (005)
| OR press UP or DOWN to select the entry number and press the RIGHT soft key to move the cursor | 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)
| 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 | 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**

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

3. Dial user number(1-7 or 1-5) dependent

**DISPLAY**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DISPLAY</th>
</tr>
</thead>
</table>
| 1. Press TRSF 216 | [3551] VOICE DIAL
| Display shows    | 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
| 3. Dial user number(1-7 or 1-5) dependent | [3552] VOICE DIAL |
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

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

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

1. Press **TRSF 109**
   Display shows
   ![Display](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
   ![Display](205 DAY FORMAT
   COUNTRY : WESTERN)
   ![Display](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
   ![Display](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 step 3

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

1. Press TRSF 121
   Display shows

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

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

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

1. Press TRSF 110
   Display shows

2. Dial keyset number (eg., 205) OR
   press UP or DOWN to select keyset and
   press RIGHT soft key to move cursor OR
   press ANS/RLS for ALL Keysets

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

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

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

Dial option number 1 from above list
at step 3

Dial option number 2 from above list
at step 3

Dial option number 3 from above list
at step 3

Dial option number 4 from above list
at step 3

Dial option number 5 from above list
at step 3

Dial option number 6 from above list
at step 3

Dial option number 7 from above list
at step 3
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

1. Press TRSF 111
   Display shows [201] RING TONE
   [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

   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

   [ALL] RING TONE
   FREQUENCY 6

   [ALL] RING TONE
   FREQUENCY 6
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

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
   Press ANS/RLS for All keysets
   Display shows [205] OFFRNG VOL RING VOLUME 4

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
   Display shows [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

1. Press **TRSF 115**  
   Display shows **[201] PGMMMSG (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  
   OR  
   Press **ANS/RLS** to select All keysets  
   **[205] PGMMMSG (00)**  
   **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] PGMMMSG (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.

<table>
<thead>
<tr>
<th>PROGRAM KEYS</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP &amp; DOWN</td>
<td>Used to scroll through options</td>
</tr>
<tr>
<td>KEYPAD</td>
<td>Used to enter selections</td>
</tr>
<tr>
<td>SOFT KEYS</td>
<td>Move cursor left and right</td>
</tr>
<tr>
<td>SPEAKER</td>
<td>Used to store data and advance to next program</td>
</tr>
<tr>
<td>HOLD</td>
<td>Used to clear previous entry</td>
</tr>
<tr>
<td>ANS/RLS</td>
<td>Used to select ALL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTION</th>
</tr>
</thead>
</table>
| 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 [201] RING VOL.
     Display shows RING VOLUME 1

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

     cursor OR press ANS/RLS to select all
     stations [ALL] RING VOL.

 3. Enter value 1-8 (eg., 5) OR press UP or [205] RING VOL.
     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 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
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

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

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

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
3.31 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 and DCS24 Systems
3.32 PROGRAM ALARM SENSOR NAME

Allows the System Administrator to assign a name to an alarm sensor. Names are written 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

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Press TRSF 213 Display shows</td>
<td>[3501] ALARM NAME</td>
</tr>
<tr>
<td>2. Dial ALARM number ( eg., 3502) OR press UP or DOWN key to make selection and press RIGHT soft key to move cursor</td>
<td>[3502] ALARM NAME</td>
</tr>
<tr>
<td>3. Enter in name using above method and table press RIGHT soft key to return to step 2</td>
<td>[3502] ALARM NAME FIRE!</td>
</tr>
<tr>
<td>4. Press TRSF to store and exit OR press SPEAKER to store and advance to next program</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>KEY</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP &amp; DOWN</td>
<td>Used to scroll through options</td>
</tr>
<tr>
<td>KEYPAD</td>
<td>Used to enter selections</td>
</tr>
<tr>
<td>SOFT KEYS</td>
<td>Move cursor left and right</td>
</tr>
<tr>
<td>SPEAKER</td>
<td>Used to store data and advance to next PROGRAM</td>
</tr>
<tr>
<td>HOLD</td>
<td>Used to clear previous entry</td>
</tr>
</tbody>
</table>

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 Administrator to assign 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

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP &amp; DOWN</td>
<td>Used to scroll through options</td>
</tr>
<tr>
<td>KEYPAD</td>
<td>Used to enter selections</td>
</tr>
<tr>
<td>SOFT KEYS</td>
<td>Move cursor left and right</td>
</tr>
<tr>
<td>SPEAKER</td>
<td>Used to store data and advance to next program</td>
</tr>
<tr>
<td>HOLD</td>
<td>Used to clear previous entry</td>
</tr>
<tr>
<td>ANS/RLS</td>
<td>Used to select ALL</td>
</tr>
</tbody>
</table>

ACTION

1. Press TRSF 302  
   Display shows [201] PICKUP GRP  
   PICKUP GRP : 01

2. Dial station number (e.g., 205) OR  
   Use UP or DOWN to select station number and press RIGHT soft key OR  
   Press ANS/RLS key to select all  
   [205] PICKUP GRP  
   PICKUP GRP : 01

3. Dial pick up group number OR  
   press UP or DOWN to select group number  
   [ALL] PICKUP GRP  
   PICKUP GRP : ??

4. Press RIGHT soft key to return to step 2 above OR Press LEFT soft key to return to step 3 above  
   [205] PICKUP GRP  
   PICKUP GRP : 05

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

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP &amp; DOWN</td>
<td>Used to scroll through options</td>
</tr>
<tr>
<td>KEYPAD</td>
<td>Used to enter selections</td>
</tr>
<tr>
<td>SOFT KEYS</td>
<td>Move cursor left and right</td>
</tr>
<tr>
<td>SPEAKER</td>
<td>Used to store data and advance to next program</td>
</tr>
<tr>
<td>HOLD</td>
<td>Used to clear previous entry</td>
</tr>
<tr>
<td>ANS/RLS</td>
<td>Used to select ALL</td>
</tr>
<tr>
<td>F BUTTON</td>
<td>Used to toggle BOSS/SECRETARY field</td>
</tr>
</tbody>
</table>

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
```

3. Dial station number for 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 

1. Press TRSF 305
   Display shows

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

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

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**

1. Press **TRSF 502**
   Display shows 010 SEC →

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

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

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

1. Press TRSF 507
   Display shows

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

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

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

1. Press TRSF 512
   Display shows

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

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

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 DISTRIBUT 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**

1. Press **TRSF 601**
   Display shows

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

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

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

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

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

**DISPLAY**

<table>
<thead>
<tr>
<th>Action</th>
<th>Display</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press <strong>TRSF 601</strong></td>
<td><img src="image" alt="Display shows" /></td>
<td>Shows <strong>[501] STN.GROUP</strong> TYPE:NORMAL GRP</td>
</tr>
<tr>
<td>Dial group number (eg., <strong>505</strong>), press RIGHT soft key to move cursor, press <strong>UP</strong> or <strong>DOWN</strong> key to select group, press LEFT soft key to move cursor</td>
<td><img src="image" alt="Display" /></td>
<td>Shows <strong>[505] STN.GROUP</strong> TYPE:NORMAL GRP</td>
</tr>
<tr>
<td>DIAL group type (0–3, eg., <strong>1</strong>), press <strong>UP</strong> or <strong>DOWN</strong> key to make a selection, press LEFT soft key to move cursor</td>
<td><img src="image" alt="Display" /></td>
<td>Shows <strong>[505] STN GROUP</strong> TYPE:VMAA</td>
</tr>
<tr>
<td>Dial Feature option number (0–6, eg., <strong>1</strong>), press <strong>UP</strong> or <strong>DOWN</strong> key to make selection, press RIGHT soft key to move cursor to ring value</td>
<td><img src="image" alt="Display" /></td>
<td>Shows <strong>[505] STN GROUP</strong> RING:SEQUENTIAL</td>
</tr>
<tr>
<td>Dial ring option (0–2, eg., <strong>1</strong>), press <strong>UP</strong> or <strong>DOWN</strong> key to make selection, press LEFT soft key to move cursor back to step 4, press RIGHT soft key to return to step 2</td>
<td><img src="image" alt="Display" /></td>
<td>Shows <strong>[505] STN GROUP</strong> RING:DISTRIBUTE</td>
</tr>
<tr>
<td>Dial next feature option and continue, press <strong>UP</strong> or <strong>DOWN</strong> key to select option, press LEFT soft key to return to step 2</td>
<td><img src="image" alt="Display" /></td>
<td>Shows <strong>[505] STN GROUP</strong> RING:DISTRIBUTE</td>
</tr>
<tr>
<td>Press <strong>TRSF</strong> to store and exit, press <strong>SPEAKER</strong> to store and advance to next program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP &amp; DOWN</td>
<td>Used to scroll through options</td>
</tr>
<tr>
<td>KEYPAD</td>
<td>Used to enter selections</td>
</tr>
<tr>
<td>SOFT KEYS</td>
<td>Move cursor left and right</td>
</tr>
<tr>
<td>SPEAKER</td>
<td>Used to store data and advance to next program</td>
</tr>
<tr>
<td>HOLD</td>
<td>Used to clear entry</td>
</tr>
</tbody>
</table>

#### ACTION

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Press TRSF 604  
      Display shows | ENTRY:STN :1234*  
      01:NONE:  00001 |
| 2.   | Enter index number (01–80, eg., .05) 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: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.

<table>
<thead>
<tr>
<th>COUNT →</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAL 2</td>
<td>AAPLAY</td>
<td>BARGE</td>
<td>CALL</td>
<td></td>
</tr>
<tr>
<td>DIAL 3</td>
<td>DICT</td>
<td>DICT</td>
<td>FAUTO</td>
<td></td>
</tr>
<tr>
<td>DIAL 4</td>
<td>GPIK</td>
<td>HLDPK*</td>
<td>IG</td>
<td></td>
</tr>
<tr>
<td>DIAL 5</td>
<td>LCR</td>
<td>LCR</td>
<td>LCR</td>
<td></td>
</tr>
<tr>
<td>DIAL 6</td>
<td>MMPA</td>
<td>NEW</td>
<td>OHVA</td>
<td></td>
</tr>
<tr>
<td>DIAL 7</td>
<td>PAGE</td>
<td>PAGE</td>
<td>REJECT</td>
<td>SETMG</td>
</tr>
<tr>
<td>DIAL 8</td>
<td>TG</td>
<td>UA</td>
<td>VDIAL</td>
<td></td>
</tr>
</tbody>
</table>

* 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**

1. Press TRSF 722  
   Display shows
   ![TRSF 722 Display](image)

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 Display](image)

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 Display](image)

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 Display](image)

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 Display](image)
6. Press TRSF to store and exit OR
press SPEAKER to store and advance
to next program

Programmable Feature Keys

<table>
<thead>
<tr>
<th>KCMMC</th>
<th>Feature Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APLAY:</td>
<td>Play Auto Attendant messages</td>
</tr>
<tr>
<td>AAREC:</td>
<td>Record Auto Attendant messages Default password is 4321</td>
</tr>
<tr>
<td>AB: *</td>
<td>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.</td>
</tr>
<tr>
<td>ABAND *</td>
<td>View abandoned call CLIP details Default password = 1234</td>
</tr>
<tr>
<td>ACCT: *</td>
<td>Account code entry</td>
</tr>
<tr>
<td>ALARM:</td>
<td>Alarm ring answer key Passcode under TENANT/PASSCODES Alarm sensor ring</td>
</tr>
<tr>
<td>AN/RLS:</td>
<td>DCS 70 ONLY. Answer / Release key</td>
</tr>
<tr>
<td>BARGE:</td>
<td>Executive Barge-in or Override.</td>
</tr>
<tr>
<td>BLOCK:</td>
<td>OHVA block. Blocks OHVA to the station</td>
</tr>
<tr>
<td>BOSS:</td>
<td>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.</td>
</tr>
<tr>
<td>CALL:</td>
<td>Termination point for calls to keysets for C.O calls (if no DTS keys assigned), Intercom calls and Indial calls. – 1st &amp; 2nd keys are CALL keys by default and it is suggested that these remain.</td>
</tr>
<tr>
<td>CAMP:</td>
<td>Camp On key. Useful on Non display keysets</td>
</tr>
<tr>
<td>CANMG:</td>
<td>Cancel Message. Cancels messages.</td>
</tr>
<tr>
<td>CBK:</td>
<td>Call back. Allows you to set a callback on a busy station or outside line when it becomes free.</td>
</tr>
<tr>
<td>CONF:</td>
<td>Conference. Allows up to 4 other parties (with a maximum of 2 external) to join in a conversation.</td>
</tr>
<tr>
<td>CLIP:</td>
<td>Calling line identification presentation. Displays outside callers number when available</td>
</tr>
<tr>
<td>CR:</td>
<td>Call Recording</td>
</tr>
<tr>
<td>CS: *</td>
<td>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</td>
</tr>
<tr>
<td>CNSR: *</td>
<td>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.</td>
</tr>
<tr>
<td>DICT:</td>
<td>When on a call, allows you to leave up to 3 13 character messages or memos on your LCD which can be recalled later.</td>
</tr>
<tr>
<td>DIR:</td>
<td>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</td>
</tr>
<tr>
<td>DLOCK:</td>
<td>Door Lock. Operates door unlock feature.</td>
</tr>
<tr>
<td>DND:</td>
<td>Do Not Disturb</td>
</tr>
<tr>
<td>DP:</td>
<td>Directed Call Pick up. A specific Station or group number can be specified.</td>
</tr>
<tr>
<td>DROP:</td>
<td>Transfer Call Drop.</td>
</tr>
<tr>
<td>DS:</td>
<td>Direct Station Select. Station number must be specified.</td>
</tr>
<tr>
<td>DT:</td>
<td>Direct Trunk Select. External line number must be specified.</td>
</tr>
<tr>
<td>EXTMIC</td>
<td>External microphone key when Full Duplex handsfree option is added to Falcon 18 and 28 Button Keysets. Switches external microphone(s) in or out.</td>
</tr>
<tr>
<td>FAUTO</td>
<td>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.</td>
</tr>
<tr>
<td>FLASH:</td>
<td>Flash. Sends hookflash to the outside line.</td>
</tr>
<tr>
<td>FWRD:</td>
<td>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=Cancel call forward.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>GPIK</td>
<td>Group Pick Up. Allows calls ringing at a group to be picked up. An extender can be assigned eg. GPIK 501.</td>
</tr>
<tr>
<td>HDSET</td>
<td>DCS 70 ONLY. Headset Mode. Toggles keyset between Headset &amp; Handset mode. Key will light when headset mode is set.</td>
</tr>
<tr>
<td>HLDPK</td>
<td>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.</td>
</tr>
<tr>
<td>IG</td>
<td>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</td>
</tr>
<tr>
<td>INQUIRE</td>
<td>Inquire. By pressing this key then entering a trunk number the user can read the CLIP data for a held call on that trunk.</td>
</tr>
<tr>
<td>ISPY</td>
<td>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.</td>
</tr>
<tr>
<td>LCR</td>
<td>Lease Cost Route Calls will be made via the most cost effective route, if programmed.</td>
</tr>
<tr>
<td>LISTN</td>
<td>Listen. When on a call using the handset, pressing this key enables the conversation to be heard through the speaker, the microphone remains muted.</td>
</tr>
<tr>
<td>LNR</td>
<td>Last Number Redial.</td>
</tr>
<tr>
<td>MMPA</td>
<td>Meet Me Page Answer.</td>
</tr>
<tr>
<td>MMPG</td>
<td>Meet Me Page.</td>
</tr>
<tr>
<td>MSG</td>
<td>Message Waiting Indication. NOTE: this key is not for SVM-800 message indication.</td>
</tr>
<tr>
<td>MUTE</td>
<td>Mute key. Mutes either the handset or microphone when on a call. The key will light to indicate the mute condition.</td>
</tr>
<tr>
<td>NEW</td>
<td>New Call key: Terminates the existing call, allowing you to make another call.</td>
</tr>
<tr>
<td>NIGHT</td>
<td>Night. Allows access to night mode setting (note COS reliant) Lights steady when system in night mode.</td>
</tr>
<tr>
<td>NND</td>
<td>Name Number Display. Pressing this key whilst in conversation will toggle the display between the CLIP name if any and the CLIP number.</td>
</tr>
<tr>
<td>NXT</td>
<td>Next. Displays the CLIP name/number of the waiting call at your station.</td>
</tr>
<tr>
<td>OHVA</td>
<td>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.</td>
</tr>
<tr>
<td>OPER</td>
<td>Rings assigned operator group. Default 500.</td>
</tr>
<tr>
<td>PAGE</td>
<td>Allows a Page call. A valid page zone can be assigned as an extender eg. PAGE 1 (page zone 1)</td>
</tr>
<tr>
<td>PARK</td>
<td>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.</td>
</tr>
<tr>
<td>PAUSE</td>
<td>Pause. Inserts a pause (break) in dialled digit stream.</td>
</tr>
<tr>
<td>PGPK</td>
<td>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.</td>
</tr>
<tr>
<td>PGMMSG</td>
<td>Program Message. An extender may be programmed to specify a specific system message number.</td>
</tr>
<tr>
<td>REJECT</td>
<td>Blocks an OHVA announcement at the keyset.</td>
</tr>
<tr>
<td>RETRY</td>
<td>Retry on Busy. Only for PSTN TKs Retry is given as a soft key option on LCD.</td>
</tr>
<tr>
<td>REVW</td>
<td>CLIP Review. Review CLIP information of previous calls.</td>
</tr>
<tr>
<td>SETMG</td>
<td>Set Message for ext.</td>
</tr>
<tr>
<td>SG</td>
<td>Station Group. Calls a specific group when pressed. eg. SG 501</td>
</tr>
<tr>
<td>SNR</td>
<td>Saved Number Redial. Saves a number for dialling later.</td>
</tr>
<tr>
<td>SP</td>
<td>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</td>
</tr>
<tr>
<td>SPD</td>
<td>Speed Dial. A specific speed dial can be assigned as a key extender eg. SPD 500</td>
</tr>
<tr>
<td>SPKR</td>
<td>Speaker Key. For use with Falcon Keysets</td>
</tr>
<tr>
<td>STORE</td>
<td>Store Clip information in personal speed dial location (uses next free location)</td>
</tr>
<tr>
<td>TG</td>
<td>Trunk Group. A specific trunk group can be assigned as a key extender eg. TG 81</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>TIMER</td>
<td>Stopwatch. Activates a stopwatch feature when on hook.</td>
</tr>
<tr>
<td>TRSF</td>
<td>Transfer key for use with Falcon Keysets.</td>
</tr>
<tr>
<td>UA</td>
<td>Universal Answer Key</td>
</tr>
<tr>
<td>VDIAL</td>
<td>Voice dial access. Press key and speak name.</td>
</tr>
<tr>
<td>VG</td>
<td>VMS Group message key. Message wait indication for group mailbox must have group number assigned as a key extender eg. VG 501</td>
</tr>
<tr>
<td>VMSCMT</td>
<td>VMS Comment. Allows a comment to an existing message and forwarded to another mailbox.</td>
</tr>
<tr>
<td>VMSMSG</td>
<td>Voicemail message indication. Lights when a message is left in that specific exts mailbox</td>
</tr>
<tr>
<td>VMSOUT</td>
<td>Allows user to select to be notified when a voicemail message has been left</td>
</tr>
<tr>
<td>VMSREC</td>
<td>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.</td>
</tr>
<tr>
<td>VMSVAC</td>
<td>VMS VACANT. Forwards all calls to Voice mail mailbox.</td>
</tr>
<tr>
<td>VREC</td>
<td>Voice Record. Access Voice Dial card for recording entries.</td>
</tr>
<tr>
<td>VT</td>
<td>Voice Mail transfer</td>
</tr>
</tbody>
</table>
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.

DCS70
DCS24
Later
DCS

12. NO. OF DIAL MASK  Determines if number of masked dial digits print on SMDR.

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

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

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
    DIRECTORY NAME
described in the procedure for program

Station Names

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

SAMSUNG DCS

13. If option 10 is selected at step 2

DIRECTORY NAME
SAMSUNG DCS

PRINT : YES

14. If option 11 is selected at step 2

CLIP DATA

PRINT : YES

15. If option 12 is selected at step 2

ABANDONED CALL

PRINT : YES

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

DID NUM/NAME
PRINT : YES
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.

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