

DCS

DIGITAL COMMUNICATION SYSTEM

SYSTEM ADMINISTRATION AND SPECIAL FEATURES GUIDE

The Samsung logo, consisting of the word "SAMSUNG" in white, uppercase letters inside a blue, horizontally-oriented oval shape.

SAMSUNG

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ABOUT THIS BOOK

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

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

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

When assistance is needed, contact your Samsung Communications Specialist.

1. SPECIAL FEATURES

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

1.1 NIGHT SERVICE OPERATION

(AUTOMATIC OR MANUAL)

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

1.2 AUTOMATIC NIGHT SERVICE

Automatic Night Service is turned on or off according to the programmed on and off times. These programmed times use the system clock as a reference, so the system clock must be set correctly.

Pressing the manual **NIGHT** key will override the automatic mode until the next programmed time in all software versions prior to July 1998 (Version 5.0). In Version 5.0 software manual setting will have priority over automatic night mode ie. the system once manually set will stay in night mode until changed manually.

1.3 MANUAL NIGHT SERVICE

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

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

1.4 HOLIDAY MODE *

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

1.5 CALLING THE SYSTEM OPERATOR

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

1.6 OPERATOR RECALLS *

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

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

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

1.7 EXECUTIVE BARGE-IN

If you want to break into another station's conversation, you must be allowed to barge-in and the other station must not be secure.

- Dial the desired extension number and listen for the busy signal.
- Press the BARGE-IN button and begin speaking after the tone.
- Hang up when you are finished.

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

1.8 WALKING CLASS OF SERVICE

You can change a restricted station's class of service to the same class as your station is in, allowing you to make calls or use features that would otherwise be restricted from that station.

- Lift the handset or press the SPEAKER key.
- Dial 59 and then your extension number.
- Dial your station passcode and receive internal dial tone.
- Dial an access code and then the telephone number - OR - use the desired feature as usual.
- Hang up. The station will be returned to its restricted status

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

1.9 IN/OUT OF GROUP

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

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

If the station does not have an **IN/OUT** key:

- Lift the handset and dial **53**.
- Dial the group number.
- Dial **0** to be out of the group - **OR**- dial **1** to be in the group.
- Receive confirmation tone and hang up.

If the station has an **IN/OUT** key assigned to it:

- Press the **IN/OUT** key. It will light red when the station is in the group.
- Press the **IN/OUT** key again. The light is off when the station is out of the group.

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

1.10 DIRECT INWARD SYSTEM ACCESS (DISA)

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

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

- Make outside calls using the office lines
 - Call stations within the system
- OR**
- Access paging resources
 - Set/reset their external forward database.

Individuals who use DISA must have their stations assigned for DISA access and they must change their station passcodes. The default passcode 1234 cannot be used. To use DISA:

- Call in on the DISA line from any phone with tone dialling.
- When you hear the DISA dial tone, dial your security code (the extension number plus your station passcode).
- If you are allowed access, you will receive system dial tone.
- Dial any line access code, receive outside dial tone and then dial a telephone number
- **OR** - dial any extension number to call a station in the system.
- To make a second intercom call press !R, receive dial tone and dial another extension number.
- Press # and hang up when finished.

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

1.11 DISA SECURITY

A common practice among hackers is to repeatedly dial a known DISA access number (usually with a computer) and try a different passcode each time. The hacker hopes to eventually chance upon the correct passcode and thus gain access to your system. The SAMSUNG DCS' security

feature will count the number of sequential incorrect passcode attempts, and if a certain number is reached, DISA will be disabled and the system will alert designated stations. The number of incorrect passcodes and the disable duration are both programmable. In addition, the DCS system will print an SMDR record (a customer-provided printer and a SIM are required) each time an incorrect passcode is entered.

To clear the DISA alarm, follow the following procedure:

- Lift the handset and dial the access code 58.
- Enter the DISA alarm passcode (see your Samsung Communication Specialist for this number).
- Replace the handset.

Warning

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

1.12 FORCED ACCOUNT CODES

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

1.12.1 USING FORCED ACCOUNT CODES

- Lift the handset and press the ACCT CODE key or dial 47.
- Enter the account code.
- Press the account code button again, then press **TRSF** (or hookflash on a 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 IR followed by a four digit authorisation code. If you enter a correct code, you will hear a confirmation tone and then receive DCS dial tone and you can make an outside call in the usual manner. The station then follows the dialling class for that authorisation code. If you enter an incorrect code, the station returns error tone. This code may or may not print on SMDR reports depending on SMDR programming.

1.14 USING THE TIELINE

OUTGOING

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

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

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

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

INCOMING

Station users in the other system can access the tieline and make intercom calls to stations in your system.

Answer tieline calls ringing at your station as you would any other outside call. They can be put on hold, transferred and conferenced in the same manner as other outside calls.

IN AND OUT ON TIELINE

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

1.14 ALARM SENSOR OPERATION

Your system may be equipped with an alarm sensor. When this sensor is activated, the designated stations will ring and will display a related message.

To clear the alarm:

- Lift the handset and dial 57.
- Enter the alarm clear passcode (must be obtained from your service company).
- Replace the handset.

2. CLIP (Calling Line Identification Presentation) SPECIAL FEATURES

2.1 INTRODUCTION

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

2.2 INVESTIGATE

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

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

OR

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

OR

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

NOTE:

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

2.3 ABANDON CALL LIST (50)

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

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

2.4 NUMBER TO NAME TRANSLATION (250)

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

3. SYSTEM ADMINISTRATOR PROGRAMMING

3.1 CUSTOMER-LEVEL ACCESS

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

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

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

3.2 SET DATE AND TIME DISPLAY

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

The display format is as follows:

W (Day of the week, 0-6): eg., enter **0** for Sunday and **6** for Saturday.

MM (Month, 01-12): eg., enter **01** for January and **12** for December.

DD (Day of the month): enter a number in the range 01 - 31.

YY (Year): enter the last two digits of the year, eg. 95.

HH (Hours): use the 24-hour clock and enter a number in the range **00 - 24**.

MM (Minutes): enter a number in the range of 00 - 59.

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

ACTION

1. Press **TRSF 505**
Display shows
2. Enter the new time and date using the above format
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

DISPLAY

OLD : 6010184 : 0047 NEW : WNNDDYY : HHMM
--

OLD : 6010184 : 0047 NEW : 3020994 : 1445
--

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

3.3 RESET STATION PASSCODES TO DEFAULT

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

PROGRAM KEYS

UP & DOWN - Select the extension number.

HOLD - Press to reset the passcode.

Open customer programming and follow the instructions below.

ACTION

1. Press **TRSF 101**
Display shows
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
3. Press **HOLD** to reset passcode
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

[201] PASSCODE PASSCODE : * * * *

[205] PASSCODE PASSCODE : _ * * *

[205] PASSCODE PASSCODE : 1234

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

DISPLAY

[201] ANS MODE RING MODE

[205] ANS MODE RING MODE

[ALL] ANS MODE ?

[205] ANS MODE VOICE ANNOUNCE

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 keypad numbers and press the **RIGHT** soft key to move the cursor

[205] STN NAME
_

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

[205] STN NAME
SAM SMITH

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

NOTE: Directory information cannot exceed 11 characters.

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

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

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

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

3.6 PROGRAM OUTSIDE LINE NAMES

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

PROGRAM KEYS

UP & DOWN - Used to scroll and move cursor.

KEYPAD - Used to enter characters.

HOLD - Press to clear entry.

Open customer programming and follow the instructions below.

ACTION

- 1 Press **TRSF 404**
Display shows
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
3. Enter the station name using the procedure described above and press the **RIGHT** soft key to return to step 2
4. Press **TRSF** to store and exit programming OR press **SPEAKER** to store and advance to the next program

DISPLAY

[701] TRUNK NAME

[704] TRUNK NAME
_

[704] TRUNK NAME
SAMSUNG

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

[501] SGR NAME

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

[505] SGR NAME _

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

[505] SGR NAME SAMSUNG

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

3.8 PROGRAM SYSTEM SPEED DIAL NUMBERS

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

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

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

When you are entering a speed dial number, there are some special keys that you will need to use.

These are the last 6 programmable keys of the right hand row are known as **A, B, C, D, E** and **F** and are defined below.

PROGRAM KEYS

UP & DOWN - Select the speed dial bin.

KEYPAD - Used to enter number.

HOLD - Press to clear entry.

ANS/RLS - Save data and advance to next program.

A - Does not have a function.

B - Inserts a FLASH.

C - Inserts a PAUSE.

D - Changes the dialling type from pulse to tone.

E - Hides and displays digits.

F - Toggles program between Station speed dial numbers and names

Open customer programming and follow the instructions below.

ACTION

DISPLAY

1. Press **TRSF 705**

Display shows

SYS SPEED DIAL 500 :_

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

SYS SPEED DIAL 505 :_

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

SYS SPEED DIAL 505 :0-121223456789

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

SYS SPEED NAME 500 :_

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

3.9 PROGRAM SYSTEM SPEED DIAL NAMES

This procedure allows a 11-character name to be assigned for each system speed dial location.

The name enables you to locate the speed dial number when you are using the directory dial feature. You may assign a name a 11 characters long.

PROGRAM KEYS

UP & DOWN - Used to scroll through options.

KEYPAD - Used to enter selections.

SOFT KEYS - Move cursor left and right.

SPEAKER - Used to store data and advance to next program.

HOLD - Used to clear previous entry.

ACTION

DISPLAY

1. Press **TRSF** 706
Display shows

SYS SPEED NAME 500 :

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

SYS SPEED NAME 505 :_

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

SYS SPEED DIAL 505 : 0- 121223456789

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

3.10 PROGRAM PERSONAL SPEED DIAL NUMBERS FOR OTHER STATIONS

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

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

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

When you are entering a speed dial number, there are some special keys that you will need to use.

These are the last 6 programmable keys of the right hand row are known as **A, B, C, D, E** and **F** and are defined below.

PROGRAM KEYS

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

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press TRSF 105 Display shows	[205] SPEED DIAL 00 :
2. Dial the station number (eg. 205) OR press UP or DOWN keys to select the station and press the RIGHT soft key to move the cursor OR press the LEFT soft key to go to step 4	[205] SPEED DIAL <u>0</u> :
3. If the selected station has no speed dial bins, this display will be shown and a new	[205] SPEED DIAL SPDBLK NOT EXIST

station may be selected

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

[205] SPEED DIAL 05 : 0-4264100_

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

1. Press **TRSF 106**
Display shows
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
3. If the selected station has no speed dial bins, this display will be shown and a new station may be selected
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
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
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

DISPLAY

[201] SPEED NAME
00 :

[205] SPEED NAME
00 :

[205] SPEED NAME
SPDBLK NOT EXIST

[205] SPEED NAME
05 :_

[205] SPEED NAME
05 : SAM SMITH

3.12 CREATE PROGRAMMED STATION MESSAGES

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

PROGRAM KEYS

UP & DOWN - Select the message number.

KEYPAD - Used to enter characters.

HOLD - Press to clear entry.

Open customer programming and follow the instructions below.

ACTION

1. Press **TRSF 715**
Display shows
2. Dial the message number (eg, 11)
OR press the **UP or DOWN** key to make the selection and press the RIGHT soft
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
4. Press **TRSF** to store and exit programming OR press **SPEAKER** to store and advance to the next program

DISPLAY

VAC. MESSAGE (0 <u>1</u>) IN A MEETING
--

VAC. MESSAGE (11) _

VAC. MESSAGE (11) IN THE SHOWROOM_

SET ALARM/APPOINTMENT REMINDER WITH MESSAGE

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

PROGRAM KEYS

UP & DOWN - Select a station.

HOLD - Press to clear data.

KEYPAD - Used to enter data.

ANS/RLS - Used to select ALL stations

Entry

DIAL 1

DIAL 2

DIAL 3

Alarm Type

NOTSET

TODAY

DAILY

Open customer programming and follow the instructions below.

ACTION

DISPLAY

1. Press **TRSF 116**
Display shows

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

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

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

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

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

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

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

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

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

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

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

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

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

3.14 MANAGING KEY ASSIGNMENTS

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

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

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

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

PROGRAM KEYS

UP & DOWN - Select the extension number.

KEYPAD - Used to enter extender codes.

HOLD - Used to clear the displayed data.

Open customer programming and follow the instructions below.

ACTION

DISPLAY

1. Press **TRSF 107**
Display shows

[201] KEY EXTEND 01 : CALL1

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

[205] KEY EXTEND 0 <u>1</u> : CALL1
--

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

[205] KEY EXTEND 18 : DS -> DS <u> </u>

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

[205] KEY EXTEND 18 : DS -> DS20 <u>7</u>
--

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

3.15 PROGRAMMING ACCOUNT CODES

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

PROGRAM KEYS

KEYPAD - Used to enter the account code (allowable digits 0 - 9).

UP & DOWN - Used to select entry number.

RECALL & TRSF - Used to view and change only the used entries.

HOLD - Used to clear data.

Open customer programming and follow the instructions below.

ACTION

DISPLAY

1. Press **TRSF 708**
Display shows

ACCOUNT CODE (001)

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

ACCOUNT CODE (005) _

3. Enter the account code via the dial pad (eg. 1234) and press the RIGHT soft key to move the cursor back to step 2

ACCOUNT CODE (005) 1234

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

3.16 SETTING CALL FORWARD DESTINATIONS FOR STATIONS

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

0 = FORWARD CANCEL

3 = NO ANSWER

1 = ALL CALL

4 = BUSY/NO ANSWER

2 = BUSY

5 = EXTERNAL

PROGRAM KEYS

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

ACTION

DISPLAY

- | | |
|--|--|
| 1. Press TRSF 102
Display shows | [201] FORWARD
0 : FORWARD CANCEL |
| 2. Dial station number (eg., 205)
OR
Press UP or DOWN to select station
Press RIGHT soft key to move cursor | [205] FORWARD
0 : FORWARD CANCEL |
| 3. Dial 0–5 to select forward type OR
Press UP or DOWN to select forward type
Press RIGHT soft key to move cursor | [205] FORWARD
1 : ALL CALL : <u>N</u> ONE |
| 4. Dial destination number (eg., 201) OR
Press UP or DOWN to select destination
Press RIGHT soft key to move cursor | [205] FORWARD
1 : ALL CALL : 201 |
| 5. Dial 1 for YES, 0 for NO OR
Press UP or DOWN to select YES or NO and Press RIGHT soft key to return to step 2 | [205] FORWARD
CURRENTLY SET : <u>Y</u> ES |
| 6. Press TRSF to store and exit
OR Press SPEAKER to store and advance to next program | |

3.17 SETTING INDIVIDUAL FORWARD NO ANSWER TIMERS

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

PROGRAM KEYS

KEYPAD - Used to set timer values.

UP & DOWN - Used to select extension number.

ANS/RLS - Save data and advance to next PROGRAM.

Open customer programming and follow the instructions below.

ACTION

DISPLAY

1. Press **TRSF 502**
Display shows

[201] NO ANS FWD 010 SEC

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

[205] NO ANS FWD 010 SEC_

[ALL] NO ANS FWD 010 SEC_

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

[205] NO ANS FWD 010 SEC 020

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

3.18 ADDING NAMES TO THE CLIP TRANSLATION TABLE

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

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

PROGRAM KEYS

UP & DOWN - Used to scroll through options.

KEYPAD - Used to enter selections.

SOFT KEYS - Move cursor left and right.

SPEAKER - Used to store data and advance to next program.

HOLD - Used to clear previous entry.

Open customer programming and follow the instructions below.

ACTION

DISPLAY

1. Press **TRSF 728**
Display shows

CLIP XLAT (00 <u>1</u>) DGT : _

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

CLIP XLAT (005) DGT : _

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

CLIP XLAT (005) DGT : 0399887755_

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

CLIP XLAT (005) SAMSUNG TEL

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

3.19 ASSIGNING STATIONS TO THE VOICE DIALLER FEATURE

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

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

PROGRAM KEYS

UP & DOWN - Used to scroll through options.

KEYPAD - Used to enter selections.

SOFT KEYS - Move cursor left and right.

SPEAKER - Used to store data and advance to next program.

HOLD - Used to clear previous entry.

Open customer programming and follow the instructions below.

ACTION

DISPLAY

- 1. Press **TRSF 216**
Display shows

[355 <u>1</u>] VOICE DIAL USER 1 : NONE

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

[3552] VOICE DIAL USER <u>1</u> : NONE

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

[3552] VOICE DIAL USER 5 : <u>N</u> ONE
--

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

[3552] VOICE DIAL USER 5 : 2 <u>0</u> 5
--

- 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 MONHH: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
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 mode OR
Use **UP** and **DOWN** to scroll through
modes and press RIGHT soft key to
move cursor
4. Use **UP** or **DOWN** to scroll through
formats and press RIGHT soft key
to return to step 2 OR press
LEFT soft key to return to step3
5. Press **TRSF** to store and exit OR
press **SPEAKER** to store and advance to
next program

DISPLAY

[201] DAY FORMAT COUNTRY : WESTERN

[205] DAY FORMAT COUNTRY : WESTERN

[ALL] DAY FORMAT COUNTRY : ?

[205] DAY FORMAT COUNTRY : <u>O</u> RIENTAL
--

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

DISPLAY

- | | |
|--|---------------------------|
| 1. Press TRSF 121
Display shows | [201] LANGUAGE
ENGLISH |
| 2. Dial station number (eg. 205) OR
Press UP or DOWN to select station
and press RIGHT soft key to move
cursor OR
Press ANS/RLS for all keysets | [205] LANGUAGE
ENGLISH |
| | [ALL] LANGUAGE
? |
| 3. Dial 0-2 to select language (eg. 1) OR
Use UP and DOWN to scroll through
modes and press RIGHT soft key to
move cursor | [205] LANGUAGE
GERMAN |
| 4. Press TRSF to store and exit OR
press SPEAKER to store and advance to
next program | |

3.22 PROGRAM KEYSSET FEATURES

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

0. **AUTO HOLD** Automatically places an existing outside call on hold if a CALL button, line key or line group key is pressed during that call.
1. **AUTO TIMER** Automatically starts the stopwatch timer during a CO call.
2. **HEADSET** When on, this feature disables the hookswitch allowing a headset user to answer all calls by pressing the ANS/RLS button.
3. **HOT KEYPAD** When on, this feature allows the user to dial directory numbers without having to first lift the handset or press the SPEAKER button.
4. **KEY TONE** Allows the user to hear a slight tone when pressing buttons on his/her set.
5. **PAGE REJOIN** Allows the user to hear the latter part of page announcements if his/her becomes free during a page.
6. **RING PREF.** When off, requires the user to press the fast flashing button to answer a ringing call after lifting the handset.
7. **CALL COST.** If enabled (ON), LCD shows real time call cost calculated based on meter pulses sent by the local Telephone Exchange.
8. **AME BGM *** This feature selects whether a station using Answer Machine Emulation will hear their personal greeting or BGM while callers are listening to the personal greeting. A BGM source must be selected for this to work. (Not applicable to DCS 24).

PROGRAM KEYS

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

ACTION

DISPLAY

1. Press **TRSF 110**
Display shows

[201] STN ON/OFF
AUTO HOLD : OFF

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

[205] STN ON/OFF
AUTO HOLD : OFF

press **ANS/RLS** for ALL Keysets

[ALL] STN ON/OFF
AUTO HOLD : OFF

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

[205] STN ON/OFF
AUTO HOLD : OFF

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

[205] STN ON/OFF
HOT KEYPAD : ON

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

Other Options

Dial option number 0 from above list
at step 3

[205] STN ON/OFF
AUTO HOLD : OFF

Dial option number 1 from above list
at step 3

[201] STN ON/OFF
AUTO TIMER : ON

Dial option number 2 from above list
at step 3

[205] STN ON/OFF
HEADSET : OFF

Dial option number 3 from above list
at step 3

[205] STN ON/OFF
HOT KEYPAD : ON

Dial option number 4 from above list
at step 3

[205] STN ON/OFF
KEY TONE : ON

Dial option number 5 from above list at step 3

[205] STN ON/OFF
PAGE REJOIN : ON

Dial option number 6 from above list at step 3

[205] STN ON/OFF
RING PREF : ON

Dial option number 7 from above list at step 3

[205] STN ON/OFF
CALL COST : ON

3.23 SETTING KEYSSET 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
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

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

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

DISPLAY

[201] RING TONE
FREQUENCY 6

[205] RING TONE
FREQUENCY 6

[ALL] RING TONE
FREQUENCY ?

[205] RING TONE
FREQUENCY 6

[ALL] RING TONE
FREQUENCY 6

3.24 SETTING KEYSSET OFF HOOK RING VOLUME

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

PROGRAM KEYS

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

ACTION

DISPLAY

1. Press TRSF 114 Display shows	[<u>2</u> 01] 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	[<u>2</u> 05] OFFRNG VOL RING VOLUME <u>4</u> [<u>A</u> LL] OFFRNG VOL RING VOLUME <u>?</u>
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	[<u>2</u> 05] 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 KEYSSET

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

DISPLAY

[201] PGMMSG (00)
CANCEL PGM MSG

[205] PGMMSG (00)
CANCEL PGM MSG

[ALL] PGMMSG (??)
CANCEL PGM MSG

[205] PGMMSG (05)
PAGE ME

3.26 SETTING BACKGROUND MUSIC VOLUME LEVEL

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

PROGRAM KEYS

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

ACTION

1. Press **TRSF 117 or 114**
Display shows
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
3. Enter in valid volume level (**1-16**) and
press RIGHT soft key to return to step 2

DISPLAY

[201] BGM VOLUME
VOLUME 13

[ALL] BGM VOLUME
VOLUME ??

[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 KEYSER 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

1. Press **TRSF 118**
Display shows
2. Dial station number (eg., **205**) OR
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
3. Enter value 1-8 (eg., **5**) OR press **UP** or
DOWN key to make selection and press
the RIGHT soft key to return to step 2
Note: you will hear a short burst of ring at
the selected value

DISPLAY

[201] RING VOL. RING VOLUME 1

[205] RING VOL. RING VOLUME <u>1</u>

[ALL] RING VOL. RING VOLUME <u>?</u>

[205] RING VOL. RING VOLUME <u>5</u>

3.28 PROGRAMMING CLIP PRESENTATION

This program allows the System Administrator to set what CLIP information will be displayed on an LCD keypad. 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 KEYPAD	Used to scroll through options
SPEAKER	Used to enter selections
ANS/RLS	Save data and advance to next program
	Used to select ALL stations

ACTION

DISPLAY

1. Press TRSF 119 Display shows	[201] CLIP DISPLAY NUMBER FIRST
2. Display shows first station current display mode enter Station number OR Press UP or DOWN to scroll through and press the RIGHT soft key to select a station OR press ANS/RLS to select ALL stations	[201] CLIP DISPLAY NUMBER FIRST
	[ALL] CLIP DISPLAY ?
3. Dial display option 0,1 or 2 OR press UP or DOWN to select option and press the RIGHT or LEFT soft key to return to step 2	[201] CLIP DISPLAY NUMBER FIRST
4. Press TRSF to store and exit OR press SPEAKER to store and advance to next program	

3.29 PROGRAMMING FEATURE PASSCODES

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

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

PROGRAM KEYS

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

ACTION

DISPLAY

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

3.30 ASSIGNING DOOR PHONE RING

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

The default station and station group numbers are listed below

Station 201-349
Station group 500-529

PROGRAM KEYS

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

ACTION

DISPLAY

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

[201] DOOR RING D : 500 N:500

[230] DOOR RING D : 500 N:500

[ALL] DOOR RING D : 500 N:500

[250] DOOR RING D : 500 N:500

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 : <u>5</u> 00N : 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 : <u>5</u> 00

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

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

3.32 PROGRAM ALARM SENSOR NAME

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

PROGRAM KEYS

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

ACTION

1. Press **TRSF 213**
Display shows
2. Dial ALARM number (eg., **3502**) OR press **UP** or **DOWN** key to make selection and press RIGHT soft key to move cursor
3. Enter in name using above method and table press RIGHT soft key to return to step 2
4. Press **TRSF** to store and exit OR press **SPEAKER** to store and advance to next program

DISPLAY

[3501] ALARM NAME

[3502] ALARM NAME

[3502] ALARM NAME
FIRE!

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

3.33 ASSIGNING DISA ALARM RING

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

PROGRAM KEYS

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

ACTION

1. Press **TRSF 214**
Display shows
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
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

DISPLAY

DISA ALARM RING
D : 500 N : 500

DISA ALARM RING
D : 217 N : 500

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

PROGRAM KEYS

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

ACTION

DISPLAY

1. Press **TRSF** 302
Display shows

[<u>2</u> 01] PICKUP GRP PICKUP GRP : 01
--

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

[<u>2</u> 05] PICKUP GRP PICKUP GRP : <u>0</u> 1
--

Press ANS/RLS key to select all

[ALL] PICKUP GRP PICKUP GRP : ??

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

[<u>2</u> 05] PICKUP GRP PICKUP GRP : 05
--

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

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

3.35 ASSIGNING BOSS SECRETARY PAIRS

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

PROGRAM KEYS

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

ACTION

DISPLAY

1. Press **TRSF** 303
Display shows

BOSS STN : <u>N</u> ONE SECR 1 : <u>N</u> ONE
--

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 <u>1</u> : NONE
--

BOSS STN : [205] SECR 1 : <u>N</u> ONE

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 : [<u>2</u> 01]

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 <u>2</u> : [202]

3.36 ASSIGNING STATIONS TO USE ACCOUNT OR AUTHORIZATION CODES

Allows the System Administrator to assign stations to use either account or authorization 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.

DISPLAY

[201] FORCD CODE NONE

[205] FORCD CODE NONE

[205] FORCD CODE ACCOUNT CODE

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
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

DISPLAY

[201] NO ANS FWD 010 SEC →

[205] <u>N</u> O ANS FWD 010 SEC →

[ALL] <u>N</u> O ANS FWD 010 SEC →

[205] NO ANS FWD 010 SEC → 020

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
KEYPAD
SOFT KEYS
SPEAKER
HOLD

Used to scroll through options
Used to enter selections
Move cursor left and right
Used to store data and advance to next program
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 enter 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

DISPLAY

NIGHT TIME (SUN)
ST : _ END :

NIGHT TIME (WED)
ST : _ END :

NIGHT TIME (WED)
ST : <u>1730</u> END : 0800

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

DISPLAY

ASSIGN HOLIDAY 01:

ASSIGN HOLIDAY 05:_

ASSIGN HOLIDAY 05: 1225

3.40 ASSIGNING STATIONS TO STATION GROUPS

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

NOTES:

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

GROUP TYPES

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

FEATURE KEY

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

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

RING MODES

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

PROGRAM KEYS

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

ACTION

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

DISPLAY

[501] STN.GROUP TYPE:NORMAL GRP

[505] STN.GROUP TYPE:NORMAL GRP

[505] STN GROUP TYPE:VMAA

selection and press LEFT soft key to move cursor

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

[505] STN GROUP RING:SE <u>Q</u> UENTIAL

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

505] STN GROUP R <u>I</u> NG:DISTRIBUTE
--

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

[505] STN GROUP RING:D <u>I</u> STRIBUTE

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

3.41 PROGRAMMING STATIONS TO PAGING ZONES

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

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

PROGRAM KEYS

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

ACTION

1. Press **TRSF 604**
Display shows

DISPLAY

ENTRY:STN :1234* 01:NONE: 00001

2. Enter index number (01–80, eg.,05)

ENTRY:STN :1234*

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

05:NONE: 00001

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

ENTRY:STN :1234*
05:205 : 00001

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

ENTRY:STN :1234*
05:205 : 01001

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

3.42 PROGRAMMING FEATURE KEYS

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

DIAL KEYPAD

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

* On the DCS 70 this is HDSET

PROGRAM KEYS

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

ACTION

1. Press **TRSF** 722
Display shows
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
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
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
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
6. Press **TRSF** to store and exit OR
press **SPEAKER** to store and advance
to next program

DISPLAY

[201] KEY PROG. 01 : CALL 1 →

[205] KEY PROG. 01 : CALL 1 →

[205] KEY PROG. 18 : NONE → _

[201] KEY PROG. 18 : NONE → GPIK_

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

Programmable Feature Keys

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

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

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

3.43 PROGRAMMING THE SMDR REPORT FORMAT

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

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

PROGRAM KEYS

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

ACTION

1. Press **TRSF 725**
Display shows
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
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
4. If option 0 is selected at step 2
5. If option 2 is selected at step 2
6. If option 3 is selected at step 2
7. If option 4 is selected at step 2
8. If option 5 is selected at step 2
9. If option 6 is selected at step 2
10. If option 7 is selected at step 2
11. If option 8 is selected at step 2
12. If option 9 is selected at step 2

DISPLAY

PAGE HEADER PRINT :YES

LINE PER PAGE 66 LINE/PAGE

LINE PER PAGE 50 LINE/PAGE

LINE PER PAGE 50 LINE/PAGE

LINE PER PAGE 50 LINE/PAGE

PAGE HEADER PRINT :YES

INCOMING CALL PRINT : YES

OUTGOING CALL PRINT : YES

AUTHORISE CODE PRINT : NO

LESS START TIME PRINT : YES

IN/OUT GROUP PRINT : YES

DND CALL PRINT : YES

WAKE - UP CALL PRINT : YES

DIRECTORY NAME

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

DIRECTORY NAME
SAMSUNG DCS

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

DIRECTORY NAME
SAMSUNG DCS

13. If option 10 is selected at step 2

CLIP DATA
PRINT : YES

14. If option 11 is selected at step 2

ABANDONED CALL
PRINT : YES

15. If option 12 is selected at step 2

DID NUM/NAME
PRINT : YES

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

SYSTEM ACCESS CODES

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

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