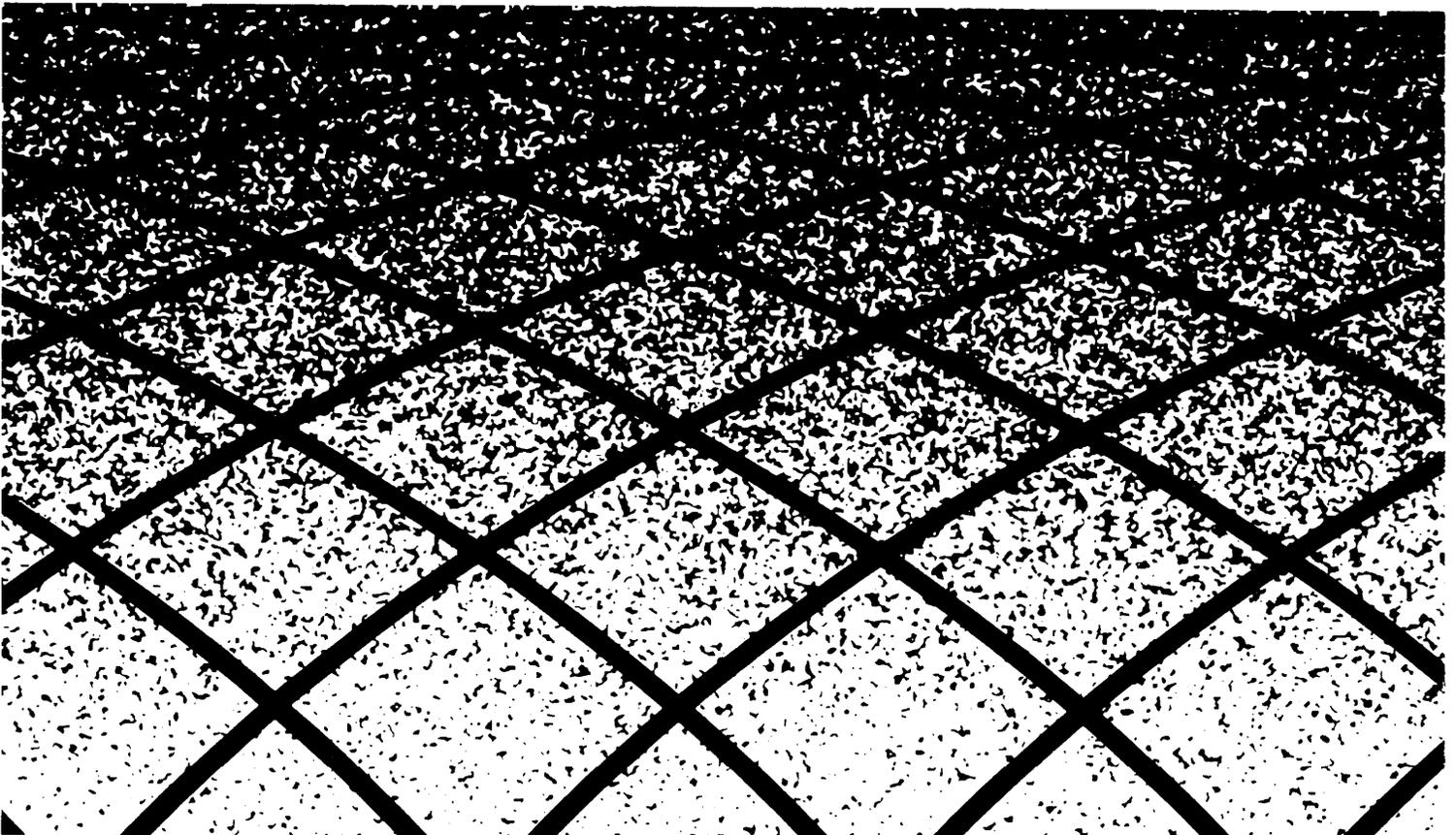




# **Call Accounting Terminal Plus**

CAT Plus for Hospitality

Installation and Use



## **Notice**

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This equipment has been tested and found to comply with the limits of a Class A digital device, pursuant to Part 15 of FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his or her own expense.

## **Canadian Emissions Requirements**

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le present appareil numerique n'emet pas de bruits radioelectriques depassant les limites applicable aux appareils numeriques de la classe A prescribes clans le Reglement sur le brouillage radioelectrique edicte par le ministere des Communications du Canada.

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### **Support Telephone Numbers**

AT&T provides a toll-free customer helpline 24 hours a day. In the U.S. call the AT&T Helpline at 1800628-2888 if you need assistance when installing, programming, or using your system. For assistance in Canada, contact your local AT&T authorized representative.

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# Introduction

# 1

---

The AT&T CAT Plus for Hospitality provides an easy-to-use interface for a sophisticated, in-house call-costing and -reporting system. The CAT Plus collects call data directly from the Station Message Detail Recording (SMDR) output of your Communications System and automatically stores, processes, and organizes the data into meaningful reports. Properly used, these reports provide the basis for effective cost management.

The AT&T CAT Plus can be used with the following Communications Systems:

- MERLIN LEGEND® Communication System
- MERLIN® II Communicaitons System
- MERLIN® Plus Communications System
- MERLIN® 1030/3070 Communications System
- System 25 Communications System
- SPIRIT® 1224/2448 Communications System
- PARTNER® II, Communications System
- PARTNER® Plus, Release 3, Communications System

## **Applications**

---

**Control Misuse and Abuse:** Usage reports for each extension show if long distance facilities are being used economically. Personal calls are reduced because employees know that calling patterns are monitored.

**Cost Allocation:** Extension number summary reports provide easy tracking of hotel-wide telephone usage to accurately allocate telephone costs by department, division, or product.

**Network Optimization:** Records of call patterns help optimize network facilities for better cost effectiveness and lower long distance costs.

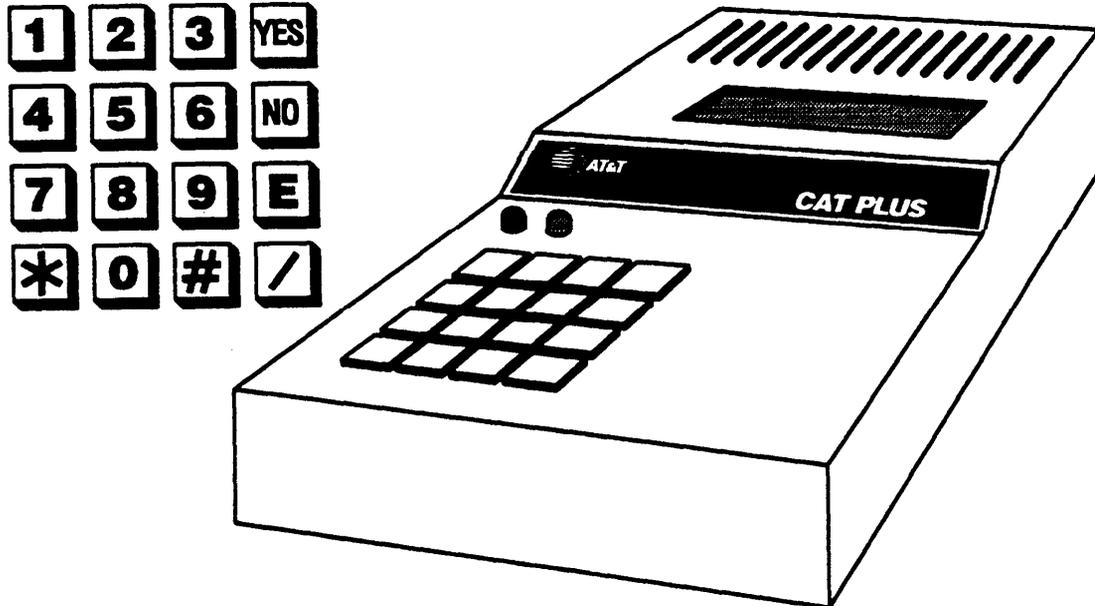
**System Diagnostics:** The Summary by Facility report helps identify out-of-order lines and any failure of your Communications System's Automatic Route Selection (ARS) to place long distance calls over the most economical route available.

**Resale of Telephone Services:** In dedicated resale and sharing operations, call reporting by extension can help to make the Communications System one of your most profitable investments.

## General Description

The AT&T CAT Plus for Hospitality is a small, self-contained unit that operates with a Communications System to provide cost accounting information. It requires connections to power, to the Station Message Detail Recording (SMDR) output of the Communications System, and to the CAT Printer. It collects, stores, organizes, and prints data about telephone calls in convenient reports that can be used for many administrative and billing purposes. The unit is shown in Figure 1-1.

---



---

Figure 1-1. AT&T CAT Plus

## General Description

---

### **Lamps**

---

Two Light Emitting Diodes (LEDs) above the keypad indicate whether power is connected and whether the CAT unit is receiving SMDR data from your Communications System.

### **Keypad**

---

The sixteen-key keypad enables you to select from the system menus and to enter setup options and parameters. Six “special” keys facilitate setting up and changing system options. Chapter 3 on Installing the CAT Plus describes the use of each key.

### **LCD Display**

---

The top of the CAT Plus has a Liquid Crystal Display (LCD) with two lines of 24 characters each. The messages, menus, and input data displayed here make it easy to operate the CAT Plus.

### **Alarms**

---

The CAT Plus has four alarms to signal when the unit is not receiving SMDR data, when the printer is out-of-paper or not responding properly, when the storage capacity of the CAT Plus is 85% full, and when excess room charges are detected.

## Capacities

---

The CAT Plus has the following Capacities

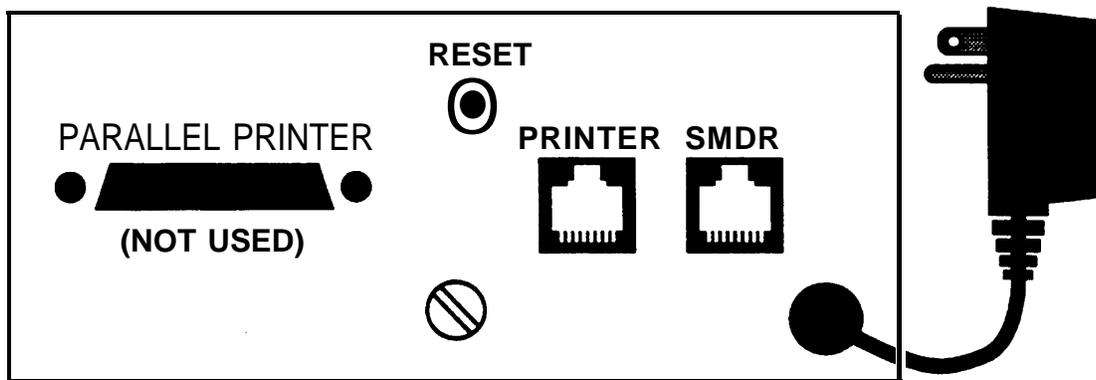
- **Storage:** 6,500 Automatically Collected call detail records.
- **Extensions/Rooms:** 200 Automatically collected 4-digit extensions or room numbers
- **Lines or Trunks:** 49 lines or trunks, plus 4 special facilities that can be independently priced
- **Maximum dialed digits:** 10 plus "1" or "0" or "=" for equal access (for international calls, maximum of 10 digits after the "011")
- **Maximum Call Duration:** 999 minutes
- **Battery Backup:** 24-hour battery-backed for call record storage
- **Reports:** 17 summary and detail reports
- **Standard Costing:** AT&T tariff
- **Custom Rate Options:** Local rate table and AT&T International

## Rear Panel

---

The rear panel contains connections for the printer and the Communications System, and a reset switch.

---



---

**Figure 1-2. CAT Plus Rear Panel**

The reset switch is used only during initial installation, or when you cannot obtain a response through the keyboard

Both the serial printer and the SMDR connect through 8-position modular jacks.

### **Report Printing**

---

Using the CAT Plus keypad, you can enter the setup mode and choose to print reports

- on demand
- automatically, when the system reaches 90% capacity
- automatically, once each day

You can also print individual call records immediately after each call is completed.

### **Report Information**

---

CAT Plus has eight standard reports available from the Main Menu:

- **Room Checkout** - provides up-to-the-minute final report when the Customer is checking out.
- **Night Audit** - provides all of the following reports with a single selection and no operator intervention.
- **Room Billing Report** - lists the details of each unbilled call in a separate report for each room.
- **Room Revenue Report** - lists the details of all calls for each room with indications of which calls have already been charged and which have not
- **Profit and Loss Report** - shows the total cost of calls, the total resale price, and the profit.
- **Time of Day Usage Report** - lists the number of calls, total duration, and total cost for each hour of the day.
- **Trunk Usage Report** - lists the number of calls, total duration, and total cost for each Central Office trunk or special facility.

charges exceed the system-wide dollar limit.

### **Customization Options**

---

Using the setup menu, you can select from among 26 options and parameters so that the CAT Plus settings and values precisely match your company's needs. Here are some of the many options available:

- **Percentage Markup:** Markups can be added to both local and long distance calls, or to long distance calls only.
- **Print On-the-Fly:** Individual call records can be printed as each call is completed; such calls are also saved for periodic and other reports.
- **New Page Option:** For reports that will be distributed, each extension or room number can begin on a new page. For reports that will not be distributed, printing continuously can save paper.
- **Minimum Duration of Calls:** To detect extreme abuse, or just to avoid billing for very short calls, call printing can be eliminated for calls less than a user-specified minimum duration.
- **Print 7-Digit Calls:** 7-digit calls, whether local or long distance, can be printed or ignored.
- **Print Incoming Calls:** Printing of call records can be limited to outgoing calls only or can include incoming calls.

**Night Discounts:** Evening and night discounts can be applied to local and long distance calls. Discounts can also be applied across-the-board when necessary.

**Call Costing:** The Read Only Memory (ROM) contains AT&T long distance tariffs for the location of the Communications System. You can set a mark-up for calls to make a profit on selling call to clients or guests.

- **Special Call Pricing:** Prices for special calls can be assigned as follows:
  - Operator Assisted Calls: by the call
  - 411 Calls (local directory assistance): by the call
  - 555 Calls (long distance directory assistance): by the call
  - 800 Calls: by the call
  - 900 and 700 Calls: by the minute
  - Flat Surcharge: by the call for local, long distance, and/or international
- **Suppress 7-Digit or Incoming Calls:** You can choose not to store certain calls and thus conserve storage capacity for calls you want to track.
- **Ignore 7-Digit Calls:** If you do not have to dial 1 for long distance calls within your home area code, use this option instead of Suppress 7-Digit Calls or Print 7-Digit Calls. This parameter looks at a special table in your ROM (if an update was ordered) and determines all local calling, whether 7-digit, 10-digit, or in other area codes.



---

# Pre-Installation Preparations

# 2

---

Installing the AT&T CAT Plus for Hospitality is very easy. No special tools are needed except a small (1/8-inch), flat-blade screwdriver.

However, it is important to complete each of the following preparations before you start the installation:

- Select the place where you will install the CAT Plus,
- Unpack and inventory the CAT unit and printer.
- Verify the switch settings on your CAT Plus.
- Make sure that your Communications System's SMDR output has been activated.
- Make sure that you have a *non-switched* 110 volt AC outlet with sufficient power available to plug in the CAT Plus and the CAT Printer.
- Prepare the CAT Printer for installation.

## Selecting a Site

---

### Selecting a Site

---

If possible, the CAT Plus should be located very near the Communications System. The limits are as follows:

**Table 2-1. CAT Plus Location Requirements**

<b>Installation Procedure</b>	<b>Communications System</b>	<b>Maximum Distance and Other Requirements</b>
<b>1</b>	MERLIN 1030/3070 MERLIN II MERLIN LEGEND System 25 SPIRIT 1224/2448	Up to 50 feet from the SMDR port of the Communication System, directly connected to it.
<b>2</b>	PARTNER II PARTNER Plus	Between 51 and 1000 feet from the Communications System using PDS (premises Distribution System) Wiring.
<b>3</b>	MERLIN PLUS	Up to 14 feet from Data Collector, which may be up to 1000 feet from the Communications System.

### **Unpacking and Inventorying Equipment**

---

Unpack the CAT unit, the CAT Printer, and any associated packages. You should have the following items:

- The AT&T CAT Plus for Hospitality unit with attached power transformer
- The AT&T CAT Printer
- A 355A 8-position modular to DB-25P adapter
- Two 14-foot D8W-87 8-position modular cords
- Any special equipment unique to your installation

### **Verifying Switch Settings and EPROM**

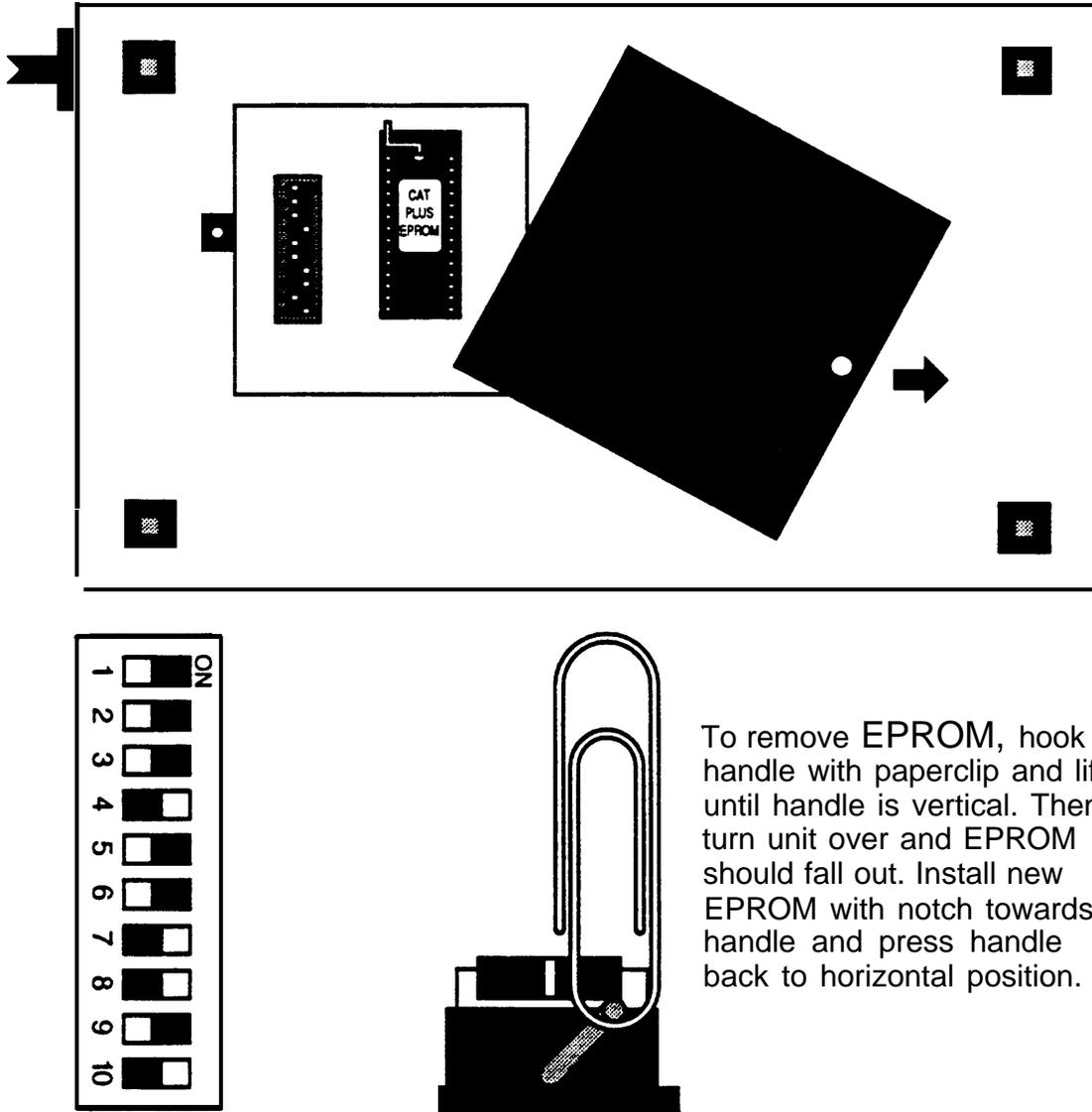
---

Before installing the CAT Plus, verify that the internal switches have been properly set and that the EPROM containing the rate tables has been installed. Refer to Figure 2-1 while following these steps:

1. Turn the CAT Plus unit over so that the access cover is visible.
2. Remove the screw holding the access cover and swivel the access cover out of the way.
3. Verify that the remaining switches are set as shown in Figure 2-1. If necessary, change the switches to match Figure 2-1.
4. Verify that the EPROM is installed in the socket with the notched end of the EPROM toward the handle. If necessary, reseal the EPROM using the instructions in Figure 2-1.
5. Swivel the access cover back into place and secure it with the screw removed previously,

## Verifying Switch Settings and EPROM

---



**Figure 2-1. Location and Settings for Switches and Location of EPROM**

### **Preparing the CAT Printer**

---



**CAUTION:**

*Do not plug the printer in until preparations have been completed. Attempting to operate the printer with the retainer installed can damage the printer,*

### **Unpacking**

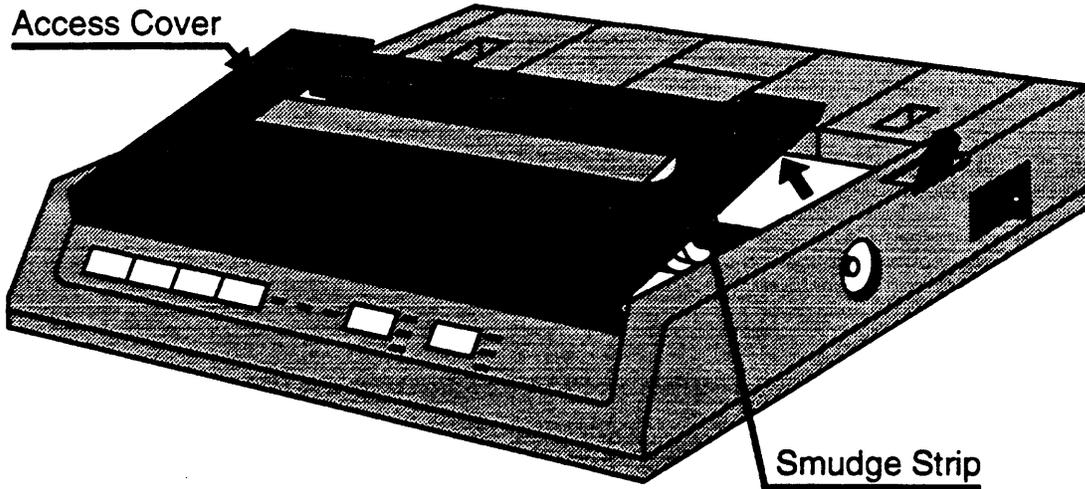
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1. Your AT&T CAT Printer is packed in a protective container along with some supplies and accessories. Lift the printer together with the styrofoam packing materials from the box and place it on a convenient table, desk, or printer stand. Remove the styrofoam side pieces and check the box for these contents:
  - Ribbon Cartridge
  - Platen Knob
  - Power Cord
  - Paper Separator
  - Access Cover (on the printer)

## Preparing the CAT Printer

---

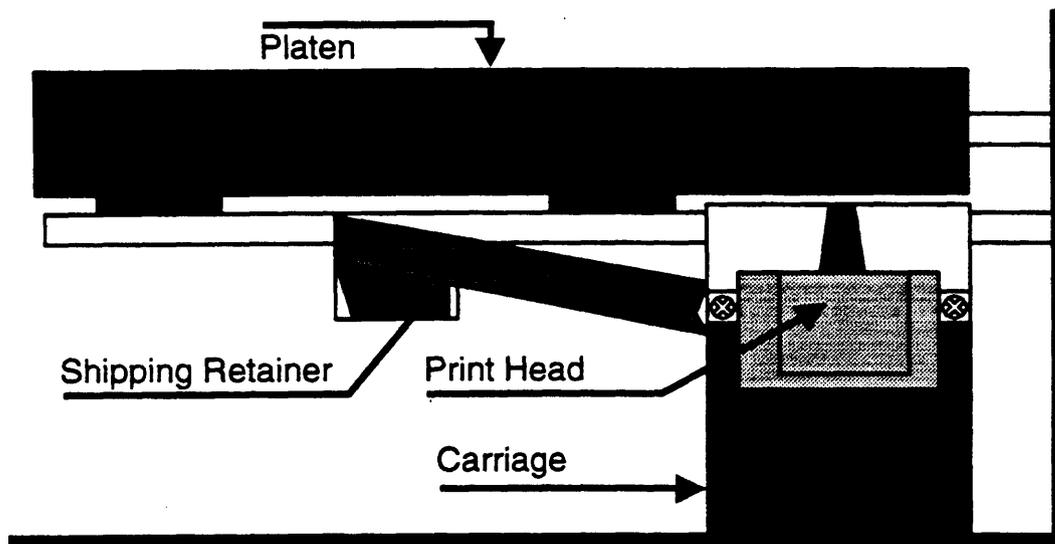
2. Lift off the access cover and remove the clear smudge strip from the cover.
- 



---

**Figure 2-2. Removing Access Cover and Smudge Strips**

3. Remove the plastic retainer that secures the print head during shipment  
Save it in case you ever need to ship the printer.
- 



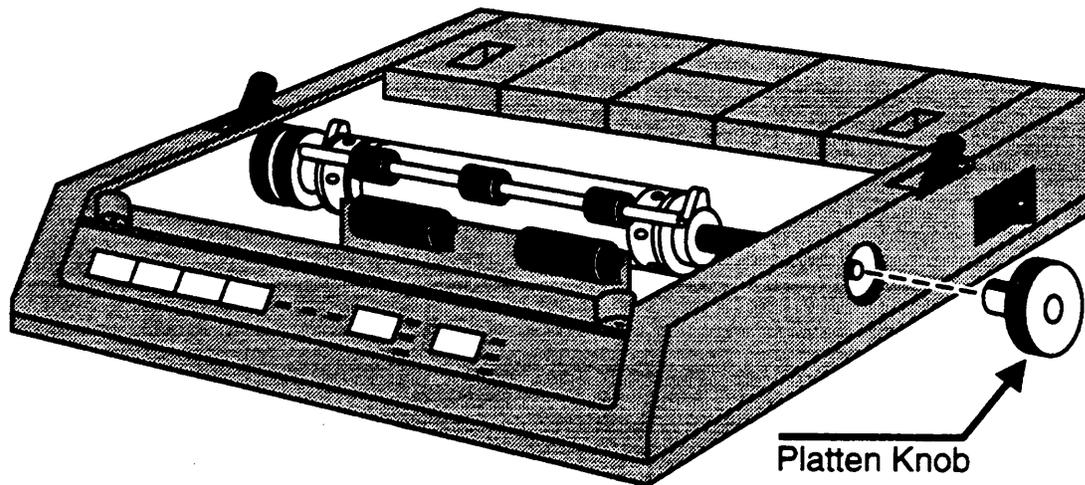
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**Figure 2-3. Location of Shipping Retainer**

## Preparing the CAT Printer

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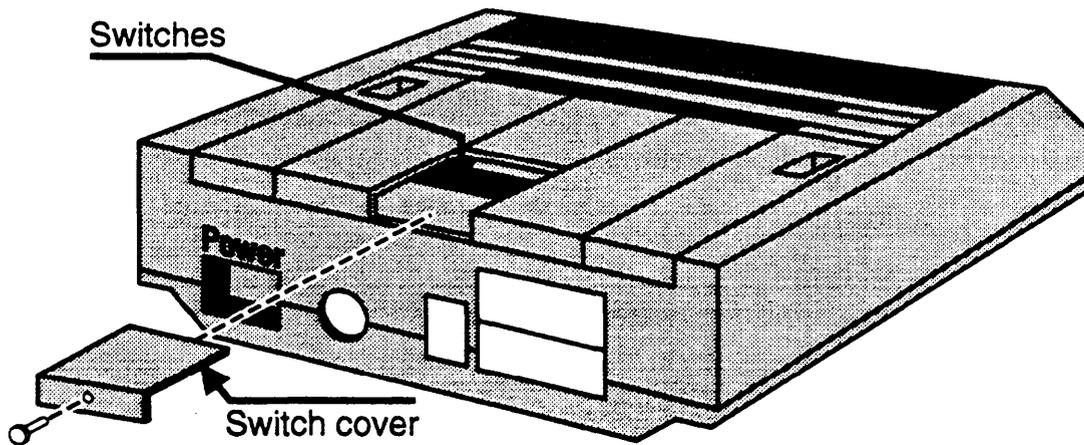
4. Insert the platen knob in the hole on the right side of the printer, lining up the notch in the knob with the pin on the shaft,
- 



**Figure 2-4 Inserting Platen Knob**

## Verifying the Internal Switches

1. Turn the printer around and remove the screw holding the switch cover in place. Remove the switch cover.



---

**Figure 2-5. Removing the Switch Cover**

2. Verify that the switches are set as shown in Figure 2-6. If necessary, change the switches to correspond to the settings shown in Figure 2-6. Refer to Appendix C for switch meanings.
3. Replace the switch cover and tighten the screw.

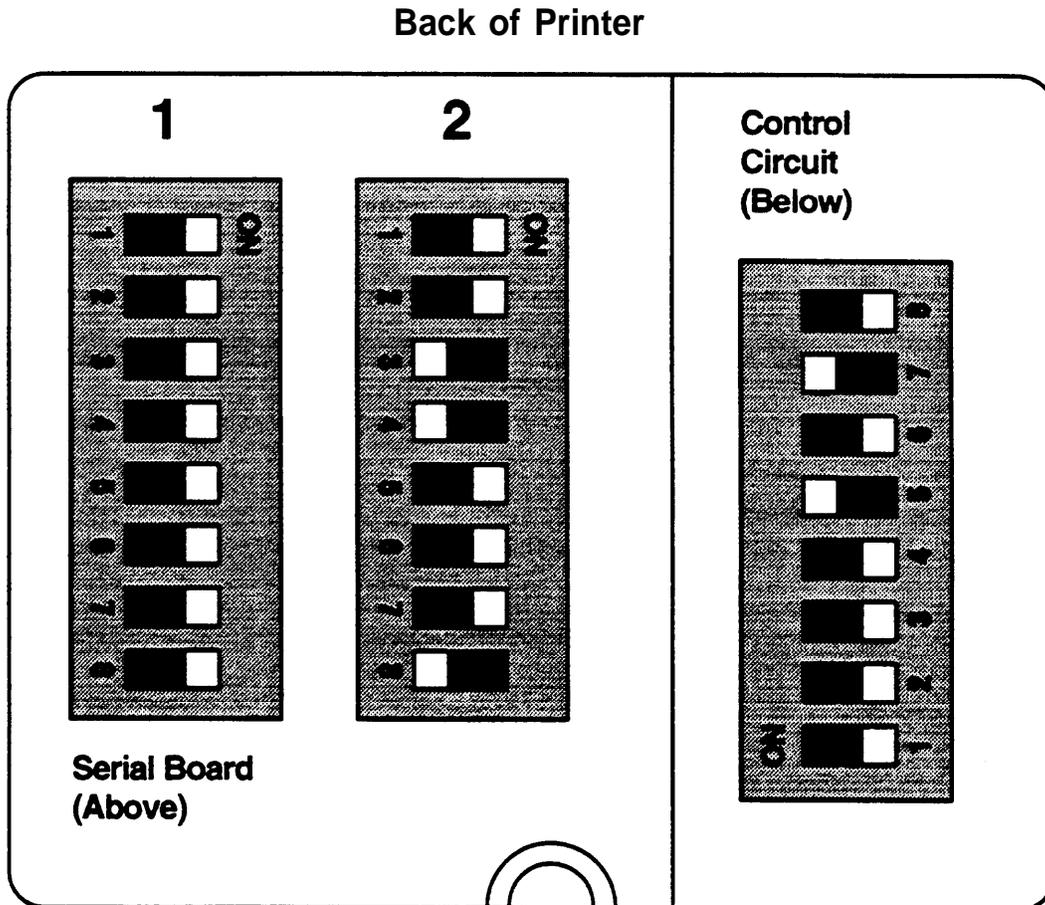
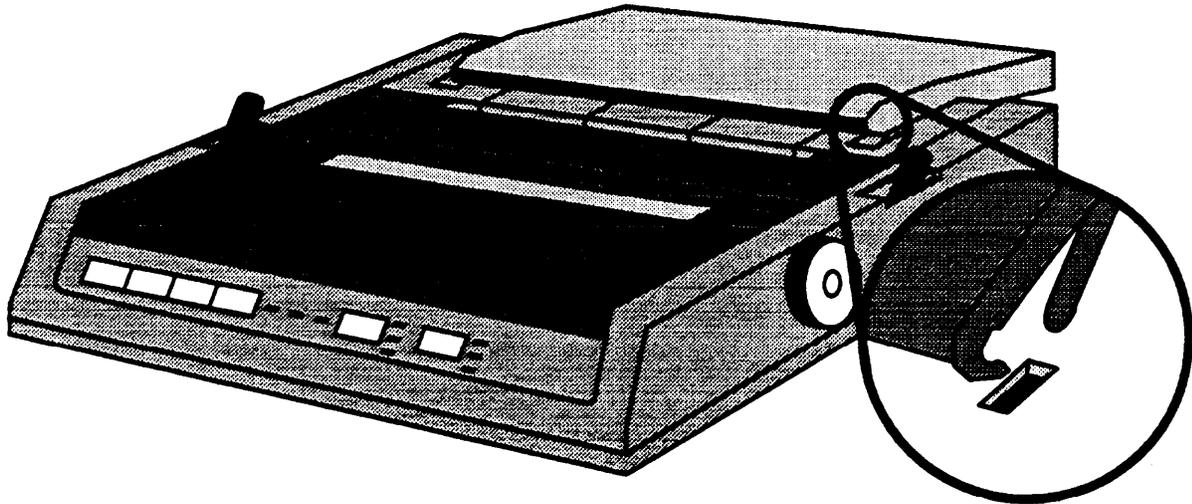


Figure 2-6. CAT Printer Switch Settings

## **Installing the Paper Separator**

---

1. Holding the paper separator at an angle to the top of the printer, insert the tabs into the slots on the top of the printer as shown in the detail blow-up in Figure 2-7.
2. Slide the paper separator towards the back of the printer so that the tabs fit securely in the slots.



---

**Figure 2-7. Installing the Paper Separator**

3. Press the back of the paper separator down so that it lies flat on top of the printer.

## **Installing the Ribbon Cartridge**

---

1. Center the print head so that it is away from the bail rollers. Make sure that the bail is closed. (The lever on the left side of the printer should be pushed towards the back.)



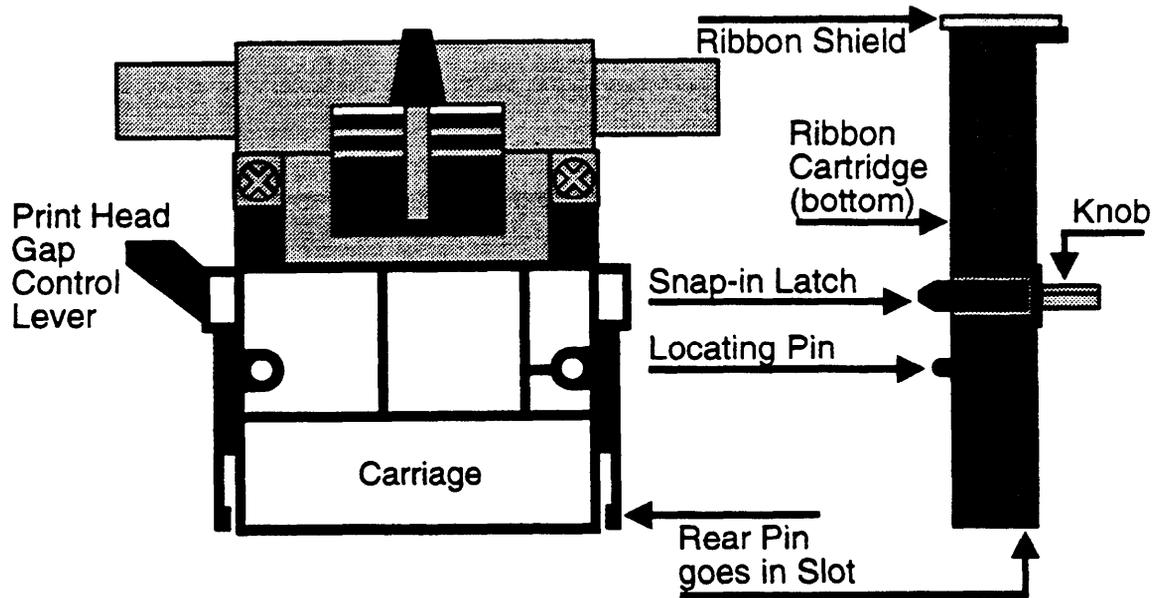
**CAUTION:**

*If the ribbon cartridge is inserted when the print head is at either end of the platen, or is directly opposite a bail roller, the ribbon shield maybe damaged.*

2. With the knob side up, tilt the back of the ribbon cartridge onto the carriage so that the pins on the sides at the back of the carriage slip into the slots on the sides at the back of the ribbon cartridge.

**Note:**

If the ribbon will not load easily, turn the blue knob slightly until the x-shaped notch on the bottom of the ribbon cartridge aligns with the x-shaped insert on the ribbon plate

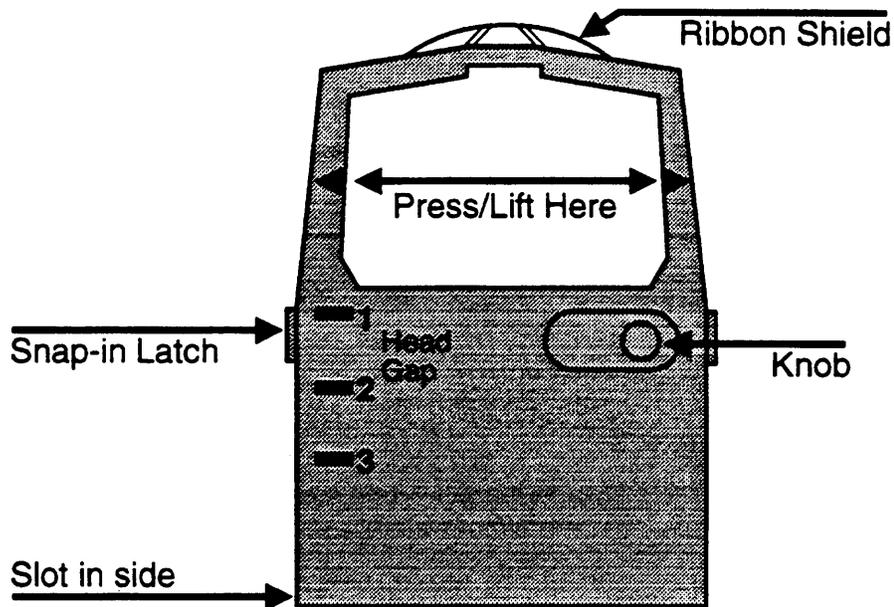


**Figure 2-8. Inserting the Ribbon Cartridge**

3. To seat the ribbon cartridge, press down on the cartridge at the two arrow heads at the sides of the print head opening.

**NOTE:**

Do not remove the clear plastic ribbon shield from the ribbon cartridge.



---

**Figure 2-9. Ribbon Cartridge, Top View**

4. To remove the cartridge, slide the print head away from the rollers, grasp the cartridge on both sides at the arrow heads, and lift off.

### **Setting the Print Head Gap Lever**

---

Before you load paper, be sure to set the blue print head gap level (located to the left side of the print head and shown in Figure 2-9) to the correct position as shown in Table 2-2.

**Table 2-2. Print Head Gap Lever Setting**

---

<b>Paper Type</b>	<b>Print Head Gap Lever Setting</b>
1-part or 2-part	1
3-part or 4-part	2
Extra thick	3

---

## **Loading Paper for Bottom Feed**

---

You can use bottom feed only if you have a slotted printer stand that is designed for bottom feed. To load paper for bottom feed, follow these steps:

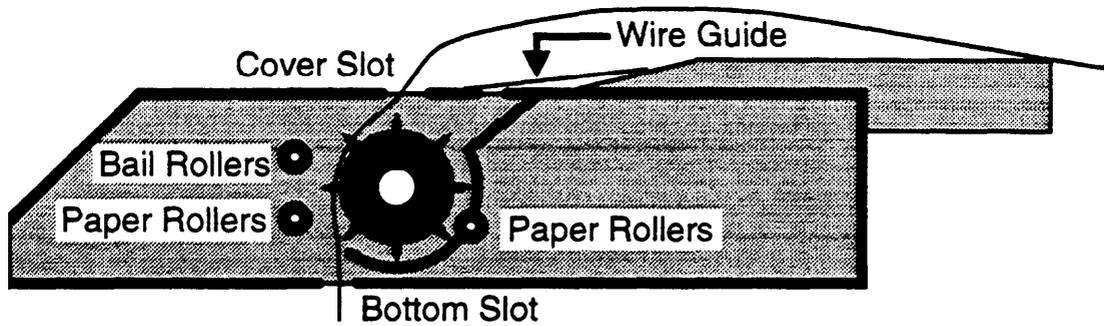
**NOTE:**

Use only fan-fold, pin-feed paper with the CAT Printer.

1. Set the printer on a slotted printer stand with the opening in the base of the printer aligned with the slot on the printer stand.
2. Place the paper under the printer stand.
3. Lift off the access cover.
4. Move both the paper lever (on the right side of the printer) and the bail lever (on the left side of the printer) forward.
5. Slide the first sheet of paper through the opening in the base of the printer.
6. Using the platen knob, engage the sprocket holes with the pins. If the pins need adjusting, pull the tabs forward and slide the pins left or right to accommodate the width of the paper. Lock the tabs when the pins are the proper distance apart.

**NOTE:**

Do not stretch the paper. If the sprocket holes stretch or tear during printing, readjust the pins.



---

**Figure 2-10. Loading Paper for Bottom Feed**

7. Close the bail by moving the bail lever (on the left side of the printer) towards the back.



**CAUTION:**

*The paper lever (on the right side of the printer) must be left forward or the sprocket holes will tear.*

8. Using the platen knob, advance the paper to the first line where printing is to begin.
9. Replace the access cover making sure that the paper exits through the opening. Then lower the wire guide on the paper separator to prevent exiting paper from re-entering the printer.

### **Loading Paper for Rear Feed**

---

You can use rear feed with or without a printer stand. To load paper for rear feed, follow these steps:

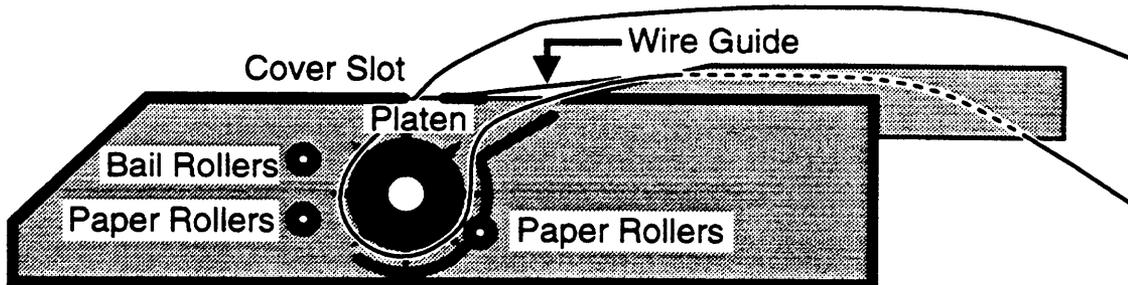
**NOTE:**

Use only fan-fold, pin-feed paper with the CAT Printer.

1. Place the paper behind the printer.
2. With the paper separator laying flat on the printer, slide the guides to their widest position.
3. Lift off the access cover.
4. Move the bail lever (on the left side of the printer) and the paper lever (on the right side of the printer) forward.
5. Insert the paper in the slot in the paper separator.
6. Push the paper forward until it reaches the platen.
7. Using the platen knob, engage the sprocket holes with the pins. If the pins need adjusting, pull the tabs forward and slide the pins left or right to accommodate the width of the paper. Lock the tabs when the pins are the proper distance apart.

**NOTE:**

Do not stretch the paper. If the sprocket holes stretch or tear during printing, readjust the pins.



---

**Figure 2-11. Loading Paper for Rear Feed**

8. Continue advancing the paper until it reaches the front of the platen, behind the bail.
9. Close the bail by moving the bail lever (on the left side of the printer) towards the back.

**⚠ CAUTION:**

*The paper lever (on the right side of the printer) must be left forward or the sprocket holes will tear.*

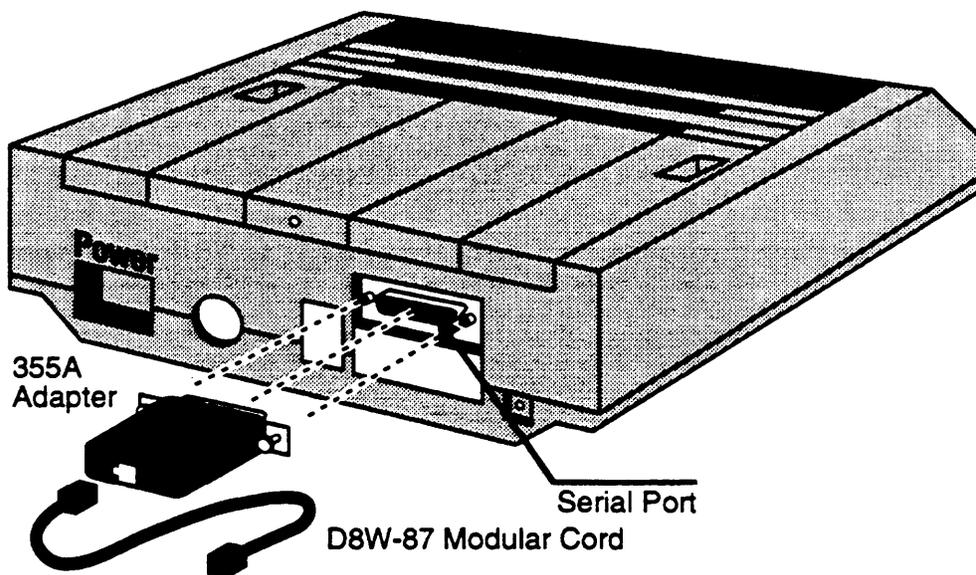
10. Using the platen knob, advance the paper to the first line where printing is to begin.
11. Replace the access cover making sure that the paper exits through the opening. Then lower the wire guide on the paper separator to prevent exiting paper from re-entering the printer.

## Connecting the Printer Cable

---

To connect the printer cable, follow these steps:

1. Slide the 355A adapter into the serial connector on the rear of the printer.
- 



**Figure 2-12. Connecting the Printer Cable**

2. Using a small screwdriver, tighten down the screws on each side of the 355A adapter.
3. Connect one end of a D8W-87 8-position modular cord to the modular jack at the back of the 355A adapter.
4. At the appropriate time, connect the other end of the D8W-87 modular cord to the printer modular jack on the back of the CAT PLUS.
5. At the appropriate time, connect the power cord to the back of the printer and plug the printer in.



### **CAUTION:**

*Be sure the printer is turned off M (switch on the right side of the printer) before connecting the power cord.*

## **Testing the Printer**

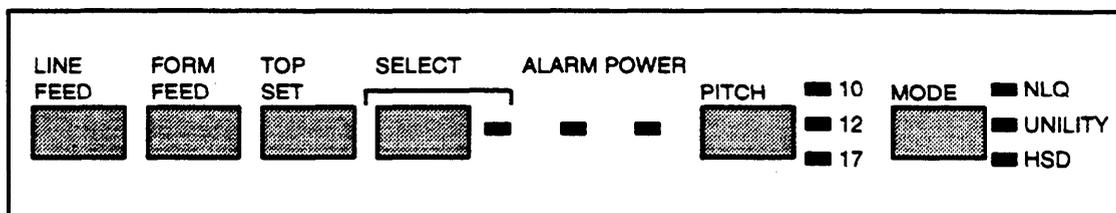
---

To check the printer's operation, hold down the [LINE FEED] button while turning on the printer. The printer should respond by printing its entire character set several times at different sizes and quality levels.

## **Operating the Printer**

---

The printer control panel is shown in Figure 2-13



**Figure 2-13. Printer Control Panel**

- The [SELECT] button controls communications with the computer. Pressing this button turns the [SELECT] lamp on and off. When the lamp is on, the printer is on-line and is ready to receive data. When the lamp is out, the printer is off-line and cannot receive data from the computer.

### **NOTE:**

If the printer is off-line for more than a few minutes, the CAT sounds an alarm. Be sure to put the printer back on-line after making adjustments.

- The [LINE FEED] button moves the paper up one line. The [LINE FEED] button works only when the printer is off-line.
- The [FORM FEED] button advances the paper to the top margin of the next page. The [FORM FEED] button works only when the printer is off-line.
- The [TOF SET] button sets the top margin at the current location of the paper. To set the top of form, use the platen knob to position the paper correctly and then press the [TOF SET] button. The [TOF SET] button works only when the printer is off-line.
- The red [ALARM] lamp indicates that the printer has run out of paper or that there is an internal problem with the printer.
- The [POWER] lamp is on when the printer is plugged in and turned on.
- The [PITCH] button controls the character size. Pressing it cycles between 10, 12, and 17 characters per inch. The corresponding lamps indicate which size is selected.
- The [MODE] button controls the print quality and speed. Pressing it cycles between Near Letter Quality (NLQ, slow), Utility (good quality, medium speed), and High Speed Draft (HSD, fast but low quality). The corresponding lamps indicate which quality/speed combination is selected.

The default settings are 10 characters per inch and Utility print quality (medium speed).

---

## Installing the CAT Plus

# 3

---

### Installing the CAT Plus

Before installing the CAT, be sure that you have:

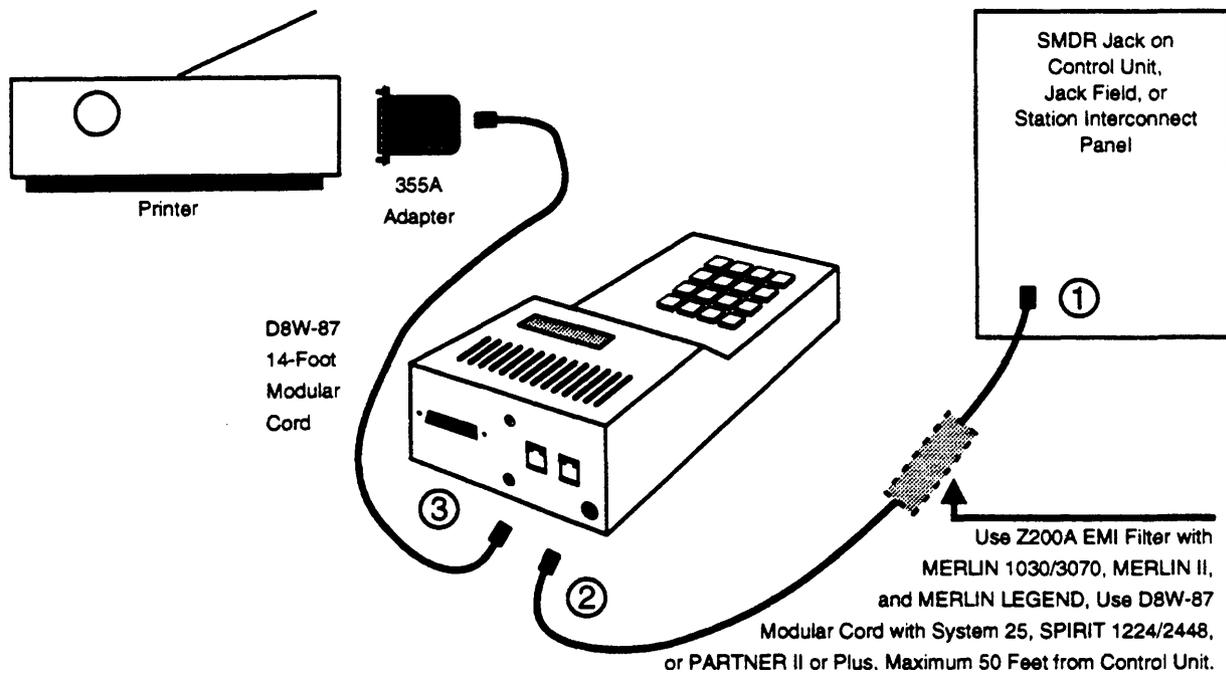
- Selected the site according to the requirements in Table 2-1.
- Set up the CAT printer according to the instructions outlined in Chapter 2.
- Administered the Call Reporting options for your Communications System, following the instructions in the system's manual.

Next, refer again to Table 2-1 to determine which installation procedure is appropriate for your Communications System and the location of your CAT Plus. The three procedures that follow are numbered according to the left column of Table 2-1.

Note that the numbered labels in each of the illustrations that follow refer to steps in the corresponding installation procedure.

### 1. Installation on the Same AC Outlet

---



**Figure 3-1. Installation on the Same AC Outlet**

1. For MERLIN 1030/3070, MERLIN II, and MERLIN LEGEND, use a Z200A EMI filtered cord. For System 25, SPIRIT 1224/2448, PARTNER II, and PARTNER Plus, use a D8W-87 modular cord. Plug one end of the modular cord into the SMDR jack on the Processor Module, into the Jack Field, or into the Station Interconnect Panel.
2. Plug the other end of the modular cord into the modular jack labeled SMDR on the back of the CAT.

### 3-2 Installing the CAT Plus

3. Connect another D8W-87 modular cord from the printer to the modular jack labeled *Printer* on the back of the CAT.

### **2. Installation on a Different AC Outlet**

---

For this installation, you need the following items, which should have been ordered at the same time as your CAT:

- Two 248B adapters
- Two 355AF adapters
- Two 400B2 adapters
- Three (additional) D8W-87 modular cords
- Two D6AP-87 modular cord
- One D8AM-87 modular cross over cable
- One M7-U87 EIA cross over cable
- One Z3A2 Asynchronous Data Unit (ADU)
- One Z3A4 ADU
- Two 2012D power transformers
- For MERLIN 1030/3070, MERLIN II, and MERLIN LEGEND only, one Z200A EMI filtered modular cord

This installation proceeds in two stages:

- In Stage 1, you connect the switch to the wall jack near it,
- In Stage 2, you connect the CAT to the other wall jack.

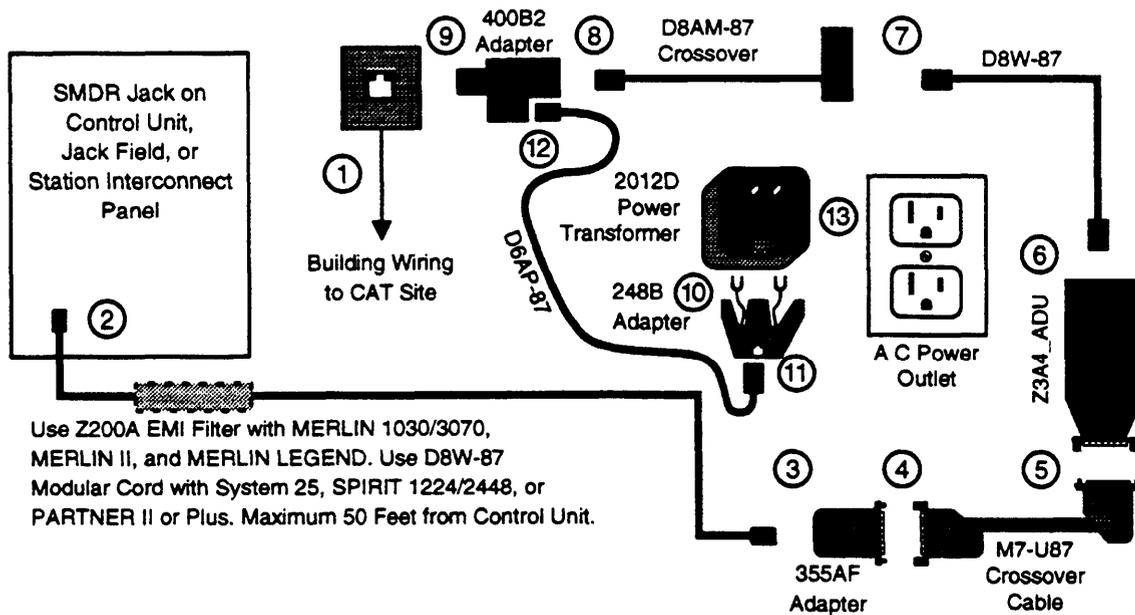
Figure 3-2 illustrates Stage 1 of this installation, and Figure 3-3 illustrates Stage 2. In both figures, the numbered labels refer to steps in the corresponding stage.

### **Stage 1 — Connecting the Switch to the Wall Jack (Figure 3-2)**

1. Make sure that the building wiring was installed from the Communication System to the location of the CAT. Identify the wall jack, the position in the jack field, or the position in the Station Interconnect Panel (SIP) that represents these wires.
2. Plug one end of the modular cord into the SMDR jack in the Jack Field, on the Processor Module, or on the Station Interconnect Panel,  
For MERLIN 1030/3070, MERLIN II, and MERLIN LEGEND, use a Z200A EM I filtered cord. For System 25, SPIRIT 1224/2448, PARTNER 11, and PARTNER Plus, use a D8W-87 modular cord.
3. Plug the other end of the modular cord into the modular jack on one of the 355AF adapters.
4. Connect the 355AF to one end of the M7-U87 EIA cross-over cable. Tighten the screws.
5. Plug the other end of the M7-U87 EIA cross-over cable into the matching socket on the Z3A4 ADU. Tighten the screws.
6. Plug one end of a D8W-87 modular cord into the modular jack on the ADU labeled Wall Jack.
7. Plug the other end of the D8W-87 modular cord into the modular jack of the D8AM-87 cross-over cable.
8. Plug the other end of the D8AM-87 cross-over cable into the top modular jack of one of the 400B2 adapters.
9. Plug the 400B2 adapter into the wall jack, jack field, or SIP with the building wiring leading to your CAT location.
10. Attach the spade lugs of one of the 248B adapters to the two screw terminals of the 2012D power transformer,
11. Plug one end of a D6AP-87 modular cord into the modular jack on the 248B adapter.

## Installing the CAT Plus

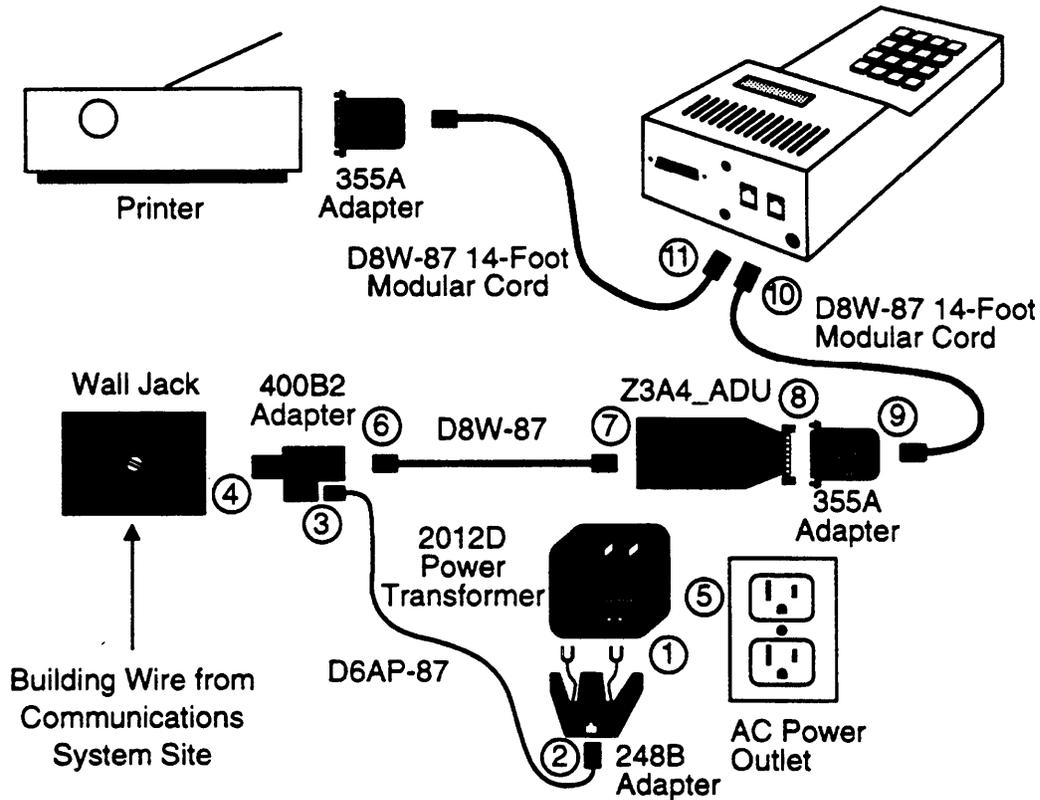
12. Plug the other end of the D6AP-87 modular cord into the lower modular jack of the 400B2 adapter in the SIP.
13. Plug the 2012D power transformer into a standard AC power outlet.
14. Take your remaining cables and adapters to the CAT location.



**Figure 3-2. Connecting the Switch to the Wall Jack**

**Stage 2 — Connecting the CAT to the Wall Jack**  
**(Figure 3-3)**

---



**Figure 3-3. Connecting the CAT to the Wall Jack**

1. At the CAT location, attach the second 248B adapter's spade lugs to the two screw terminals on the remaining 2012D power transformer.
2. Plug one end of the second D6AP-87 modular cord into the modular jack on the 248B adapter.

3. Plug the other end of the D6AP-87 modular cord into the lower modular jack on the second 400B2 adapter.
4. Plug the 400B2 adapter into the modular wall jack.
5. Plug the 2012D power transformer into a standard AC power outlet.
6. Plug one end of the third D8W-87 modular cord into the top modular jack on the 400B2 adapter.
7. Plug the other end of the D8W-87 modular cord into the modular jack on the Z3A2 ADU labeled *Wall Jack*.
8. Connect the second 355AF adapter to the matching connector on the Z3A2 ADU. Tighten the screws.
9. Plug one of the D8W-87 modular cords that came with the CAT into the modular jack on the 355AF adapter.
10. Plug the other end of the D8W-87 modular cord into the modular jack labeled *SMDR* on the back of the CAT.
11. Connect the D8W-87 modular cord from the printer to the modular jack labeled *Printer* on the back of the CAT.

### **3. Installation with MERLIN Plus**

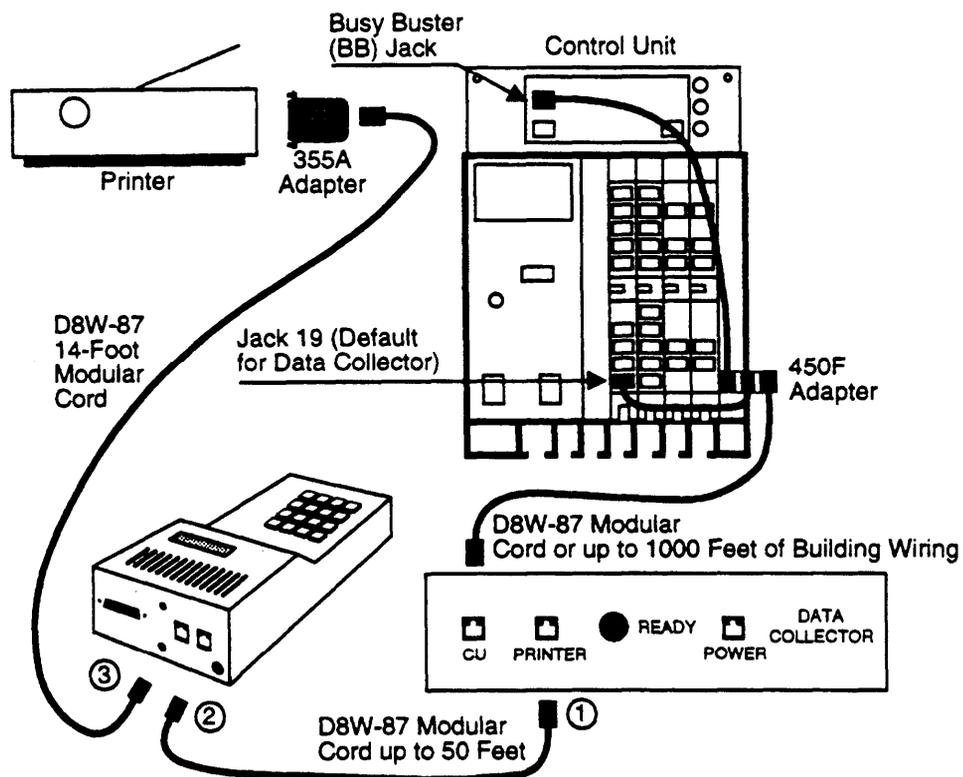
To install the CAT with MERLIN Plus, refer to Figure 3-4 and follow these instructions:

1. Plug one end of a D8W-87 modular cord into the modular jack labeled *Printer* on the back of the Data Collector.
2. Plug the other end of the D8W-87 cord into the modular jack labeled SMDR on the back of the CAT.
3. Connect another D8W-87 modular cord from the printer to the modular jack labeled Printer on the back of the CAT.

Make sure the Data Collector is connected to the MERLIN Plus.

## System Features

---



**Figure 3-4. Installation With MERLIN Plus**

## System Features

---

Now is the time—before you begin to initialize the CAT Plus—to familiarize yourself with the system's features, especially the keypad, lamps, and alarms.

### Keypad

---

The 16-key keypad allows you to make selections from the system menus and to enter data for the system setup options and parameters. There are six “special” keys that are shown in Figure 1-1 and described as follows:

- YES**      Used in response to Yes/No questions.
- NO**        Used in response to Yes/No questions.
- E**          Not used in the Hospitality system.
- /**          Used as a field delimiter to indicate the end of an extension, account, trunk, or special number.
- #**          Used to “escape” from any report, option, or Y/N question back to the main menu.
- \***          Used to print Room Checkout reports.

### LCD Display

---

The top of the CAT Plus has a 2-line by 24-character Liquid Crystal Display (LCD). Messages, menus, and input data are presented on this display to help you operate the CAT Plus. Messages on the display are shown as follows in this document:

```
Line 1 of LCD display xx  
Line 2 of LCD display xx
```

### Lamps

---

Two Light Emitting Diodes (LEDs) are located above the keypad:

- The green LED indicates that power is connected.
- The yellow LED indicates that data is being received from the Communications System SMDR output.

### Alarms

---

The CAT Plus has four alarms that indicate situations requiring attention. A distinctive beep signals each of the alarms:

- **No SMDR Data:** A continuous beeping sound indicates that no SMDR data has been received for an hour. The alarm is only received if enabled by a setup option, and is only received during the hours from 8:00 am to 6:00 pm, daily. It is reset when a call is received.

**Printer Stalled:** A solid beep indicates that the printer is not responding properly because of an out-of-paper condition or another printer problem.

**85% Full:** A single beep for each call indicates that the storage capacity of the CAT Plus is 85% used. (5525 calls have been stored in the system.) This is an indication that the management and system reports should be run. When 90% of the storage capacity is used, six standard reports run automatically. (See Chapter 6, *Standard Reports*, for more information.)

**Excess Room Charges:** A solid beep indicates when a room's phone charges exceed the dollar limit programmed by the hotel management. A warning message is printed as shown below:

```
*****  
CREDIT LIMIT ALARM! ROOM      0021      $0089.34  
*****
```

### **System Initialization**

---

After the CAT has been installed, follow these steps to initialize the system.

1. Plug the printer line cord into a standard AC power outlet.
2. Turn on the printer. The switch is on the right side.
3. Plug the power module for the CAT into a standard AC power outlet.
4. Check the green LED on the CAT to verify that power is on. If the green LED is not on.
  - Verify that the AC outlet has power.
  - Verify that the EPROM is properly installed with the notch toward the lever.

If the green LED is still not on, unplug the CAT power module and call for technical assistance.

5. Press the *RESET* switch on the back of the CAT.

The system responds:

INITIALIZE SYSTEM Y/N?

If it does not produce this response:

- Verify that power to the CAT is on.
- Verify that the printer has been installed properly, is plugged in and turned on, and is on-line.
- Wait about two minutes and then if the display shows *PRINTER STALLED*:
  - Check the printer cables.
  - Verify that the ribbon is installed properly.
  - Verify that the paper is loaded and is not jammed.

If there is still a problem, call for technical assistance.

6. Press the [YES] function key.

The printer should print a line of l's, followed by a line of asterisks, followed by the Diagnostics shown in Form 3-1.



Then the Main Menu shown in Form 3-2 prints.

### Form 3-2. CAT Main Menu

```
AT&T "CAT PLUS" MENU
  CALLS /DATE /TIME   0324  FRI 11/11/94 13:00

  "*"  ROOM CHECKOUT
  "0"  NIGHT AUDIT

1-ROOM BILLING REPORT
2-ROOM REVENUE REPORT
3-P&L REPORT
4-TIME OF DAY USAGE RPT.
5-TRUNK USAGE REPORT
6-SYSTEM SETUP
7-DIAGNOSTICS
8-EXCESS CHARGE REPORT
```

#### NOTE:

After a power failure, the battery backup feature in CAT Plus protects your data for a minimum of 24 hours. Since the time of incoming and outgoing calls occurs independently of the CAT Plus, your calls continue to be marked with the correct dates and times even after a power failure

If the label on the underside of your CAT Plus has a code later than 01/93, your CAT's clock is also backed up during a power outage. On earlier CAT Plus models, the clock is not backed up, and it reverts to a date of SUN 01/01/90 and a time of 00:00 during an outage. This date and time also occur if you press RESET on the back of the system and answer [YES] to the prompt INITIALIZE SYSTEM Y/N? In both cases, you must reset the system clock.

To reset the CAT Plus clock so that your reports will be marked with the correct times, select the *SYSTEM SETUP* option from the Main Menu and enter the correct date and time. The procedures for resetting the CAT Plus clock follow.

### Setting the Real-Time Clock

---

After the system initializes, the LCD displays the day, date, and time.

```
FRI 11/11/94 13:00 0000  
CALLS. PRESS # FOR MENU!
```

To set the real-time clock, follow these instructions:

1. At the Main Menu, press [6] for *SYSTEM SETUP*.

```
REAL TIME CLOCK SETUP ?  
ENTER A "YES" OR "NO"
```

2. Press [YES]

```
FRI 11/11/94 13:00  
IS DATE/TIME CORRECT Y/N
```

3. Press [NO]

```
ENTER DAY OF WK. SUN=1
```

## System Initialization

---

4. Press the button that corresponds to the of the week:

- [1] Sunday
- [2] Monday
- [3] Tuesday
- [4] Wednesday
- [5] Thursday
- [6] Friday
- [7] Saturday

```
ENTER DAY OF WK. SUN=1
ENTER MM DD YY HH MM
```

5. Enter the month, day, year, hour, and minute using two digits for each. After the 10th digit is entered, the system responds with your entry:

**NOTE:**

You must enter the hour based on a 24 hour clock (military time), Use 01 for 1:00 am, 12 for noon, 13 for 1:00 pm, 00 for midnight, etc.

```
FRI 11/11/94 13:00
IS DATE/TIME CORRECT Y/N
```

6. If the date and time are correct, press [YES]. If they are not correct, press [NO] and repeat the setup. The system displays the following message:

```
FRI 11/11/94 13:00 0000
CALLS. PRESS # FOR MENU!
```

### Testing the System

---

The system is now ready to receive calls. Test the system by following these instructions:

1. Place several calls on different extensions and stay on the line for at least one minute, then hang up. When a call reaches the CAT (after you hang up), the yellow LED on the top of the CAT flashes, and the call counter on the LCD display increments.

If the number of calls on the display remains at zero:

- Verify that the SMDR option has been administered on your Communications System.
- Verify that the SMDR communication speed has been set to 1200 baud on the CAT. Switches 1, 2, and 3 should be off. Switch 4 should be on.

If this does not solve the problem, call for technical assistance.

2. Select the *Room Billing Report* from the menu by pressing [1]. The System responds:

PRINT CALL DETAIL IN RPT  
ENTER A "YES" OR "NO"

3. Press [YES]. The system prints the details of the test calls that you made, which should appear similar to those shown in Form 3-3

System Initialization

---

**Form 3-3. Test Call Detail Report**

DETAIL ROOM BILLING		REPORT	DATE	FRI 11/11/94 13:42			
ROOM NUMBER		0020					
DATE	TIME	EXT	DIALED#	ST	DUR	COST	FAC
11/11	09:34	0020	12346565	NJ	024	\$002.86	01
11/11	10:35	0020	15551212	I#	012	\$000.50	01
TOTAL		CALLS	DURATION	COST			
		000002	00000036	000003.36			

## Running Diagnostics

---

Occasionally, you may want to run the CAT diagnostic routines to verify that the CAT is operating properly. You can access the diagnostic function from Main Menu option 7, *DIAGNOSTICS*

Most of the time, the LCD displays the day, date, time, and number of calls stored, and indicates that you can press [#] to print the Main Menu.

```
FRI 11/11/94 13:42 0520  
CALLS. PRESS # FOR MENU!
```

When you press [#], the Main Menu shown in Form 3-4 prints.

### Form 3-4. CAT Main Menu

```
AT&T "CAT PLUS" MENU  
CALLS /DATE /TIME 0520 FRI 11/11/94 13:42  
  
"*" ROOM CHECKOUT  
"0" NIGHT AUDIT  
  
1-ROOM BILLING REPORT  
2-ROOM REVENUE REPORT  
3-P&L REPORT  
4-TIME OF DAY USAGE RPT.  
5-TRUNK USAGE REPORT  
6-SYSTEM SETUP  
7-DIAGNOSTICS  
8-EXCESS CHARGE REPORT
```

To start the diagnostic routines, press [7] for *DIAGNOSTICS* after the Main Menu has printed.

The CAT pauses for about 30 seconds while it runs memory tests. It reports any memory errors by printing the error address as a 6-digit number. If there are no memory errors, the CAT prints the diagnostic results and setup values as shown in Form 3-5. The CAT then returns to the regular display and main menu prompt.

### Form 3-5. CAT Diagnostics

```
DIAGNOSTICS  DATE          FRI  11/11/94 13:42
ATT  CAT PLUS    06/09/94   HOSPITALITY
PAR+H1.212431.917914.718516.061094.M

01  PERCENTAGE MARKUP          00
02  LINE SPACING              00
03  MIN. DUR. TO PRINT CALL    00
04  NIGHT DISCOUNT LOCAL      N
05  PRINT 7-DIGIT CALLS        Y
06  PRINT INCOMING CALLS       Y
07  PRINT REPORTS DAILY        N
08  SUPPRESS 7-DIGIT CALLS     N
09  SUPPRESS INC CALLS         N
10  PRINT ON THE FLY           N
11  NEW PAGE OPTION            N
12  ZERO COST 7-DIGIT CALLS    Y
13  SMDR DATA ALARM ON       N
14  FREE TIME                  0.0
15  COST FOR 0+ CALLS          0.00
16  COST FOR 555 CALLS         0.50
17  COST FOR 800 CALLS         0.00
18  COST FOR 900/700 CALLS     0.50
19  LOCAL SURCHARGE            0.00
20  LONG DISTANCE SURCHARGE    0.00
21  COST FOR 411 CALLS         0.00
22  NIGHT DISCOUNT TABLE    00 00 00 00 00 24 00
23  ALARM ON EXCESS CHARGES    N
24  ROOM CHARGE LIMIT          99
25  IGNORE LOCAL CALLS        N
26  SURCHARGE FOR 011 CALLS    0.00
```

- The first line indicates the date and time that the diagnostics were requested.
- The second line indicates the CAT type and the software release date.
- The third line indicates the Communications System type, EPROM creation date, the values of the four special numbers (area code and exchange). An “M” at the end of the line indicates local costing has been added to the system cost table (no “M” at the end indicates local costing has not been included).
- The remainder of the report shows the current values of the setup options and parameters.

---

# Setting Options and Parameters

# 4

---

There are 26 options and parameters that can be set by the user. The first part of this chapter describes how to enter the setup mode and change any option or parameter. The remainder of the chapter describes each option and parameter in detail to help you choose the settings and values that are best suited to your company's needs.

## Setup Mode

---

## Setup Mode

---

Most of the time, the LCD displays the, date, time, and the number of calls stored, and indicates that you press [#] to print the MAIN MENU

```
FRI 11/11/94 13:42 0520  
CALLS. PRESS # FOR MENU!
```

When you press [#] , the Main Menu shown in Form 4-1 prints.

### Form 4-1. CAT Main Menu

```
AT&T "CAT PLUS" MENU  
CALLS /DATE /TIME 0520 FRI 11/11/94 13:42  
  
"*" ROOM CHECKOUT  
"0" NIGHT AUDIT  
  
1-ROOM BILLING REPORT  
2-ROOM REVENUE REPORT  
3-P&L REPORT  
4-TIMER OF DAY USAGE RPT.  
5-TRUNK USAGE REPORT  
6-SYSTEM SETUP  
7-DIAGNOSTICS  
8-EXCESS CHARGE REPORT
```

To set the options and parameters, follow these instructions:

1. Press [6] for *SYSTEM SETUP*.

```
REAL TIME CLOCK SETUP ?  
ENTER A "YES" OR "NO"
```

### 4-2 Setting Options and Parameters

## SETUP MODE

---

### 2. PRESS [NO]

SETUP SYSTEM PARAMETERS?  
ENTER A "YES" OR "NO"

### 3. Press [YES]

The current option settings and parameter values print as shown in Form 4-2. These options and parameters are explained in detail later in the chapter.

#### Form 4-2. Setup Option Settings and Parameter Values

01	PERCENTAGE MARKUP	00
02	LINE SPACING	00
03	MIN. DUR. TO PRINT CALL	00
04	NIGHT DISCOUNT LOCAL	N
05	PRINT 7-DIGIT CALLS	Y
06	PRINT INCOMING CALLS	Y
07	PRINT REPORTS DAILY	N
08	SUPPRESS 7-DIGIT CALLS	N
09	SUPPRESS INC CALLS	Y
10	PRINT ON THE FLY	N
11	NEW PAGE OPTION	N
12	ZERO COST 7-DIGIT CALLS	Y
13	SMDR DATA ALARM ON	N
14	FREE TIME	0.0
15	COST FOR 0+ CALLS	0.00
16	COST FOR 555 CALLS	0.50
17	COST FOR 800 CALLS	0.00
18	COST FOR 900/700 CALLS	0.50
19	LOCAL SURCHARGE	0.00
20	LONG DISTANCE SURCHARGE	0.00
21	COST FOR 411 CALLS	0.00
22	NIGHT DISCOUNT TABLE	00 00 00 00 00 24 00
23	ALARM ON EXCESS CHARGES	N
24	ROOM CHARGE LIMIT	99
25	IGNORE LOCAL CALLS	N
26	SURCHARGE FOR 011 CALLS	0.00

The LCD display then requests:

## Setup Mode

---

ENTER TWO DIGIT CODE FOR  
OPTION OR # TO EXIT

4. To change an option or set a parameter value, enter the 2-digit number corresponding to the option or parameter.
5. Follow the instructions on the display. Typically, they are:

XX  
IS THIS THE OPTION Y/N?

XX  
IS THIS VALUE OK Y/N?

— if no:

ENTER NEW VALUE XX

XX  
IS THIS VALUE OK Y/N?

— if yes:

ENTER TWO DIGIT CODE FOR  
OPTION OR # TO EXIT

6. When you are finished changing option settings and parameter values, press [#] to return to the Main Menu.

### 4-4 Setting Options and Parameters

## **Options and Parameters**

---

This section discusses each option and parameter.

### **01 PERCENTAGE MARKUP**

This parameter specifies the percentage to mark up the cost tables when pricing calls. To change the value enter in the new percentage. If the value is less than 10 enter a leading zero. For no markup, use 00. The default value is 00%. The value of this parameter interacts with *NIGHT DISCOUNT LOCAL*.

### **02 LINE SPACING**

This parameter controls the number of lines that are skipped between calls printed when ON THE FLY call printing is active. If you require spacing between printed calls, enter the two-digit value from 01 to 99. The default value of 00 prints calls on consecutive lines with no extra space.

### **03 MIN. DUR. TO PRINT CALL**

This parameter specifies the minimum duration in minutes that a call must last if it is to print either in the reports or when O/V *THE FLY* call printing is active. Enter the 2-digit value from 00 to 99. The default value of 00 causes all calls to print.

**NOTE:**

Calls shorter than the minimum are stored and can be printed later if the duration is reduced. Non-printing calls are included in summary totals.

### 04 NIGHT DISCOUNT LOCAL

This option controls whether local calls are discounted by hour of the day and marked up by the *PERCENTAGE MARKUP* option. The default is NO. You have to turn this option on if you want the night discount to apply to local calls.

### 05 PRINT 7-DIGIT CALLS

This option controls whether or not calls having 7 or fewer digits are printed in reports or when *On THE FLY* call printing is active. The default is YES.

**Caution:** If you do not dial “1” for long distance calls within your home area code, setting this option to NO prevents printing of all 7-digit calls, both local and long distance.

**NOTE:**

These calls are stored and can be printed later if the option is reset to YES. Non-printing calls are included in summary totals.

### 06 PRINT INCOMING CALLS

This option controls whether incoming calls are printed in the reports or when *ON THE FLY* call printing is active. The default is YES.

**NOTE:**

These calls are stored and can be printed later if the option is reset to YES. Non-printing calls are included in summary totals.

### 07 PRINT REPORTS DAILY

This option controls whether all reports are run on a daily basis. When the reports run, the call records are automatically deleted. The default value is NO.

- If there are no calls for the day, no report are run.
- When you activate this option, the CAT runs reports for the calls it has stored up until this time. From then on, reports run every midnight when there is call data in the CAT.
- When the CAT reaches 90% full, it automatically runs the reports and deletes the call records. This option cannot be changed

## **08 SUPPRESS 7-DIGIT CALLS**

This option controls whether 7-digit calls (local or long distance) are stored. Not storing 7-digit calls increases the storage capacity of the CAT. The default is NO (do not suppress). **Caution:** If you do not dial “1” for long distance calls within your home area code, setting this option to YES suppresses all 7-digit calls, both local and long distance.

### **NOTE:**

Suppressing calls causes them not to be stored in the CAT and they cannot be retrieved at a later time. See option 25, Ignore Local Calls.

## **09 SUPPRESS INC CALLS**

This option controls whether incoming calls are stored. Not storing incoming calls increases the storage capacity of the CAT. The default is NO (do not suppress).

### **NOTE:**

Suppressing calls causes them not to be stored in the CAT, and they cannot be retrieved at a later time.

## **10 PRINT ON THE FLY**

This option controls whether call records are printed “on the fly, ” that is, as soon as the call record is received from the Communications System, The default is NO. This option interacts with *LINE SPACING*, *PRINT 7-DIGIT CALLS*, *MIN. DUR. TO PRINT CALL*, and *PRINT INCOMING CALLS*.

## **11 NEW PAGE OPTION**

This option controls whether reports for each extension or room number appear on separate pages. The default is NO. If the reports will be distributed, the option should be specified as YES. When this option is selected, a dash is printed on the first line following a top-of-form command. Use this to determine whether the paper is properly aligned.

## **12 ZERO COST 7-DIGIT CALLS**

This option controls whether 7-digit calls are free. The default is YES. If you use the *LOCAL CALL SURCHARGE* parameter to apply a fixed cost per call on 7-digit calls or if you have ordered message units with your cost database (in the EPROM), you must set this option to NO. If local costing has been added to your system cost table (see "Running Diagnostics" earlier in this chapter), you must set this option to NO.

## **13 SMDR DATA ALARM ON**

This option controls whether the CAT sounds the alarm if there are no calls received for an hour. The default is NO. When this option is set to YES, it is only in effect from 8 am to 6 pm all week. (These times cannot be changed.)

## **14 FREE TIME**

This parameter specifies the time (in seconds) that is subtracted from each call's duration to allow for connect and ring. The value of this parameter is controlled by the type of Communications System and telephone company equipment you have and by the type of business you are in,

The minimum (default) free time is 30 seconds. Table 4-1 shows the relationship between the number you specify and the total free time.

**Table 4-1. Free Time Values**

---

<u>Free Time</u>	<u>Entry</u>
30	00 (default)
36	01
42	02
48	03
54	04
60	05
66	06
72	07
78	08
84	09
90	10

---

**15 COST FOR 0+ CALLS**

This parameter specifies a flat-rate charge for operator-assisted calls such as credit card and third-party billing. Up to \$9.99 can be charged for each call. The default value is zero (no charge).

**16 COST FOR 555 CALLS**

This parameter specifies a flat-rate charge for long distance directory assistance calls. Up to \$9.99 can be charged for each call. Most telephone companies now charge 50 cents per call, and this is the default.

**17 COST FOR 800 CALLS**

This parameter specifies a flat-rate charge for 800 (toll free) calls. Up to \$9.99 can be charged for each call. The default value is zero (no charge).

### **18 COST FOR 900 AND 700 CALLS**

This parameter specifies a per-minute charge for 900 and 700 calls. Up to \$9.99 can be charged for each minute. The default is 50 cents.

### **19 LOCAL SURCHARGE**

This parameter specifies a flat-rate surcharge on local calls. (If an update was ordered, a local call can be 7-digits, 10-digits, or in another area code.) Up to \$9.99 can be charged for each call. The default value is zero (no charge).

### **20 LONG DISTANCE SURCHARGE**

This parameter specifies a flat-rate surcharge on long distance calls. Up to \$9.99 can be charged for each call. The default value is zero (no charge).

### **21 COST FOR 411 CALLS**

This parameter specifies a flat-rate charge for local directory assistance calls. Up to \$9.99 can be charged for each call. The default is zero (no charge).

## 22 NIGHT DISCOUNT TABLE

This series of seven parameters specifies the time periods and percentages for discounting long distance calls. The default is no discount. To specify this parameter, you must enter seven values:

- Percent 1 = percent discount starting at midnight
- Time 1 = ending hour for first discount
- Percent 2 = percent discount after hour Time 1
- Time 2 = ending hour for second discount
- Percent 3 = percent discount after hour Time 2
- Time 3 = ending hour for third discount
- Percent 4 = percent discount after Time 3 until following midnight

7-digit local calls are also discounted if the *NIGHT DISCOUNT LOCAL* option is active.

For example, to select the normal AT&T discounts, you would enter the following values:

53	53% discount night rate
08	ends at 8.00 am
00	00% discount day rate
17	ends at 5.00 pm
38	38% discount evening rate
23	ends at 11 pm
53	53% discount night rate until midnight

## 23 ALARM ON EXCESS CHARGES

This option allows you to specify if an audible alarm and printed message are to be generated when a room's charges exceed the set dollar limit (see option 24). The default is NO.

## 24 ROOM CHARGE LIMIT

This option allows you to set a system-wide room charge limit that prints a warning and generates an audible alarm (see option 23) when a room's charges have exceeded your selected limit. Valid entries are \$0 to \$99. The default setting is \$99. The system will not sound an alarm or print the warning message while reports are being generated. The audible alarm is reset by pressing a [9] on the keypad. A sample message is shown below:

```
*****  
*  
CREDIT LIMIT ALARM!      ROOM  0021      $0089.34  
*****  
*
```

## 25 IGNORE LOCAL CALLS

This option determines whether local calls are printed in reports and if their totals are included in any report totals. The default value is NO. These calls are stored by the system so that "CALLS IN SYSTEM XXXX" will include them. Local calls are defined by the cost table in the system EPROM. The local costing EPROM must be ordered with the system for it to operate properly. In large metropolitan areas, calls in adjoining area codes may also be local and be controlled by this parameter.

## 26 SURCHARGE FOR 011 CALLS

This parameter specifies a flat-rate surcharge on 011 (international) calls. Up to \$9.99 can be charged for each call. The default value is zero (no charge).

---

# Facility Update, Delete, and Print

# 5

---

The Facility Table defines the facilities you have and how calls placed using them are priced. Each facility is defined by a 2-digit code as follows:

**Table 5-1. Facility Definitions**

---

<b>Facility</b>	<b>Used For</b>	<b>Considerations</b>
01-49	Trunks (lines)	For MERLIN (except MERLIN LEGEND), SPIRIT, and PARTNER Communications Systems, the facility numbers must match the system line numbers, For System 25 and MERLIN LEGEND, the line number is assigned to the facility.
50	OCC and Equal Access	CAT Plus uses Facility 50 for Other Common Carriers (OCCs) and equal access. Under the default settings, CAT Plus reports the trunk used for each equal access call (a call via another long distance carrier) and applies the normal AT&T Direct Distance Dial rates. If, instead, you use the facility setup routine to specify special rates for these calls, CAT Plus reports them under Facility 50.
51-54	Special Numbers	A Special Number is a specific area code or area code and exchange that is priced at a special rate. You may create facilities for up to four Special Numbers.

---

The Facility Table also contains the pricing method for each facility. There are two methods for pricing calls:

- According to the telephone company rates, which are in the rate tables that you received with your CAT. (Rate tables are contained in the EPROM.)
- At per minute rates, which you enter while updating the Facility Table. If you price calls at per minute rates, you must enter costs for both initial and secondary periods.

## Selecting Update, Delete, or Print

You can access the facility delete, update, and print functions from Main Menu option 6, *SYSTEM SETUP*.

Most of the time, the LCD displays the day, date, time, and number of calls stored, and indicates that you can press [#] to print the Main Menu.

```
FRI 11/11/94 13:42 0520  
CALLS. PRESS # FOR MENU!
```

When you press [#], the Main Menu shown in Form 5-1 prints.

### Form 5-1. CAT Main Menu

```
AT&T "CAT PLUS" MENU  
CALLS /DATE /TIME 0520 FRI 11/11/94 13:42  
  
1-ROOM BILLING REPORT  
2-ROOM REVENUE REPORT  
3-P&L REPORT  
4-TIME OF DAY USAGE RPT.  
5-TRUNK USAGE REPORT  
6-SYSTEM SETUP  
7-DIAGNOSTICS  
8-EXCESS CHARGE REPORT
```

To enter the facility delete, update, and print routines, follow these instructions:

1. Press [6] *SYSTEM SETUP*.

```
REAL TIME CLOCK SETUP ?  
ENTER A "YES" OR "NO"
```

## Selecting Update, Delete, or Print

---

2. Press [NO] .

```
SETUP SYSTEM PARAMETERS?  
ENTER A "YES" OR "NO"
```

3. Press [NO] .

```
FACILITY DELETE ?  
ENTER A "YES" OR "NO"
```

4. To delete the Facility Table, press [YES] and follow the instructions on the LCD display. To continue to the next option, press [NO] .

```
FACILITY UPDATE ?  
ENTER A "YES" OR "NO"
```

5. To update the Facility Table, press [YES] and follow the instructions on the LCD display. To continue to the next option, press [NO] .

```
FACILITY PRINT ?  
ENTER A "YES" OR "NO"
```

6. To print the Facility Table, press [YES] and follow the instructions on the LCD display. To continue to the next option (not related to Facility Table), press [NO] .

### Deleting the Facility Table

When you initialize the system upon installation, the Facility Table is automatically deleted. The only time you need to delete the Facility Table is when the setup changes are so drastic that it is easier to delete the table and start over.

To delete the Facility Table, follow these instructions.

1. When you see:

```
FACILITY DELETE ?  
ENTER A "YES" OR "NO"
```

press [YES] . The CAT asks for verification

```
ARE YOU SURE          Y/N
```

2. Press [YES] .

The CAT deletes the Facility Table and returns to the main menu prompt.

```
FRI 11/11/94 13:42 0520  
CALLS. PRESS # FOR MENU!
```

## Printing the Facility Table

You should print the Facility Table before making changes, and again after changes have been made. Keep these printouts for your records,

To print the Facility Table, follow these instructions:

1. When you see:

FACILITY PRINT ?  
ENTER A "YES" OR "NO"

press [YES] The CAT prints a Facility Report similar to that shown in Form 5-2.

### **Form 5-2. Facility Report**

FAC NUM	TRUNK ACCESS	TOL PRI	# A	PRI PER	PRI COST	SEC PER	SEC COST
01	01	P	0	1	0.50	1	0.25
02	02	T	0	0	0.00	0	0.00
03	03	T	0	0	0.00	0	0.00

**NOTE:**

The facility number must match the trunk number in all cases except System 25 and MERLIN LEGEND. For MERLIN LEGEND, the facility number must be four digits with leading zeros.

After printing the report, the CAT returns to the main menu prompt.

### Updating the Facility Table

The Facility Table or *trunk file* is used to generate usage reports by trunk. It is also used to specify rates for special numbers and to set up for Other Common Carriers (OCCs) and equal access.

For SPIRIT, PARTNER, and MERLIN systems (except MERLIN LEGEND), the facility defaults to the line number. For example, if you place a call on line 2, the facility will be 02. For System 25 and MERLIN LEGEND systems, you must set up a facility table if you wish to generate trunk usage reports. In all cases, if the switch is behind a centrex, you must set up the facility table to strip off the access digits. Unless your Communications System requires a Facility Table, you should wait until you have had a chance to store several calls and become familiar with the CAT before setting up your Facility Table.

The Facility Update allows you to add or delete trunk numbers. Facility numbers must be assigned in sequence, starting with 01 and ending with 49. Facility 50 is reserved for OCC lines or equal access, and facilities 51 to 54 for special numbers or area codes. After completing an update, print the file.

### Adding Trunks

Before you start, obtain a list of the telephone numbers assigned to each trunk from the company that installed your Communications System.

To enter the facility update routines, follow these instructions:

1. When the Main Menu has printed, press [6] for *SYSTEM SETUP*.

REAL TIME CLOCK SETUP ?  
ENTER A "YES" OR "NO"

## Updating the Facility Table

---

2. Press [NO] .

```
SETUP SYSTEM PARAMETERS?  
ENTER A "YES" OR "NO"
```

3. Press [ NO ] .

```
FACILITY DELETE ?  
ENTER A "YES" OR "NO"
```

4. Press [NO] .

```
FACILITY UPDATE ?  
ENTER A "YES" OR "NO"
```

5. Press [YES] .

```
EXIT FACILITY UPDATE Y/N
```

6. Press [NO] .

```
FACILITY NUMBER    XX
```

## Updating the Facility Table

---

7. For MERLIN (except MERLIN LEGEND), SPIRIT, and PARTNER Communications Systems, the facility number must be the same as the line number, which you enter next. For the System 25 and MERLIN LEGEND, the line numbers will be different from the facility numbers, but it is essential that you enter the Facility Table in sequence without any skipped facility numbers.

Enter the two-digit facility number. Facility numbers for trunks start at 01 and go to 49. (For facility 50, see “Other Common Carriers (OCCs) and Equal Access” later in this chapter. For facilities 51-54, see “Special Numbers” later in this chapter.)

```
          01
IS THIS VALUE OK Y/N?
```

If the facility number is correct, press [YES]. If the facility number is incorrect, press [NO] and you will be asked to reenter the facility number.

```
TRUNK/ACCESS #  XXXXXX
```

8. For MERLIN (except LEGEND), SPIRIT, or PARTNER Communications Systems, enter a 2-digit line number that is exactly the same as the facility number. Then press the [/] key. For the MERLIN LEGEND, enter the 4-digit line number (with leading zeros) assigned to the facility, followed by the [/] key. For the System 25, enter the 4-digit line number assigned to the facility followed by the [/] key.

```
          01
IS THIS VALUE OK Y/N?
```

(Only the number of digits entered show on the display.)

## Updating the Facility Table

---

If the line number is correct, press [YES] . If the line number is incorrect, press [NO] and the CAT Plus will prompt you to re-enter the line number.

# DIGS IN ACCESS CODE X

9. If your Communications System is installed behind a centrex and you must dial an access code of at least two digits for an outside line, enter the *number* of digits that must be dialed *less one*. (For example, if you must dial [9] [9] for an outside line, that is 1 digit.) If it is not necessary to use an access code, or if the access code is only one digit, enter the digit 0.

0  
IS THIS VALUE OK Y/N?

If the number of digits shown is correct, press [YES]. If the number of digits shown is incorrect, press [NO] , and you will be asked to re-enter the number of digits.

TOLL COSTING            Y/N

## Updating the Facility Table

---

10. If you specify [YES] , all calls placed over this trunk will be priced at the telephone company rates stored in the EPROM. If you specify a percentage markup or surcharge using the setup parameters, CAT Plus will add these costs to the toll rates. If you specify [NO] CAT Plus will prompt you to add period and cost parameters for both initial and secondary periods. The next section discusses these parameters. Here we'll assume that you press [YES] at this time.

```
      Y
IS THIS VALUE OK Y/N?
```

If the choice of costing method is correct, press [YES] . If the choice of costing method is incorrect, press [NO] , and you will be asked to re-enter the choice of costing method.

```
EXIT FACILITY UPDATE Y/N
```

11. If you have entered all the facility information you need, press [YES]. If you still have more facilities to enter, press [NO] and repeat the process for each additional facility.

### Specifying Rates for a Facility

If you answered [NO] to the *TOLL COSTING Y/N* question, calls placed over the trunk will be priced at an initial cost plus an incremental rate. You specify the rates to be used by responding to the next four questions.

1. You have pressed [NO] in response to:

TOLL COSTING	Y/N
--------------	-----

The LCD now displays:

INITIAL PERIOD	X
----------------	---

- 2.. Enter the number of minutes in the initial period — from 1 minute to 9 minutes.

X
IS THIS VALUE OK Y/N?

If the number of minutes in the initial period is correct, press [YES] . If the number of minutes in the initial period is incorrect, press [NO] and you will be asked to re-enter the number of minutes in the initial period.

INITIAL COST            XXX

3. Enter the cost for the initial period in dollars and cents with leading zeros but without a decimal

                                 X.XX  
IS THIS VALUE OK Y/N?

If the cost for the initial period is correct, press [YES] . If the cost for the initial period is incorrect, press [NO] and you will be asked to re-enter the cost for the initial period.

SECONDARY PERIOD    X

4. Enter the number of minutes in the secondary (incremental) period — from 1 minute to 9 minutes.

                                 X  
IS THIS VALUE OK Y/N?

## Updating the Facility Table

---

If the number of minutes in the secondary period is correct, press [YES] . If the number of minutes in the secondary period is incorrect, press [NO] and you will be asked to re-enter the number of minutes in the secondary period.

SECONDARY COST	XXX
----------------	-----

5. Enter the cost for the secondary (incremental) period in dollars and cents with leading zeros but without a decimal point. The cost can range from 000 (none) to 999 (\$9.99).

X.XX IS THIS VALUE OK Y/N?
-------------------------------

If the cost for the secondary period is correct, press [YES]. If the cost for the secondary period is incorrect, press [NO] and you will be asked to re-enter the cost for the secondary period.

EXIT FACILITY UPDATE Y/N
--------------------------

6. If you have entered all desired facility information, press [YES] . If you still have more facilities to enter, press [NO] to repeat the facility entry process.

## **Other Common Carriers (OCCs) and Equal Access**

---

Facility 50 is used for Other Common Carriers (OCCs) and equal access. Use this section if you want to price calls with values other than normal AT&T direct distance dialing rates.

OCC and equal access are different methods for accessing other carriers. An OCC is a second (or additional) long distance carrier and is usually accessed by dialing a local number of the form 950-XXXX. An authorization code (or password) is then required before the facility can be used.

Equal access allows any long distance carrier to be used by dialing [10XXX] where XXX is the carrier's equal access code. (For example, AT&T's code is [10ATT] or 10288.) In 1995, this will change to 101-XXXX.

Table 5-2 summarizes the setup procedures for both OCCs and equal access, and the pages that follow provide step-by-step instructions.

**Table 5-2. Other Common Carriers and Equal Access**

---

<b>Type</b>	<b>Setup</b>
OCC	If you have a single OCC, enter the local OCC number and the number of digits in the authorization code. If you have multiple OCCs, you must have the same number of digits in all the authorization codes. Enter zeros for the local OCC number and the number of digits in the authorization code.
Equal Access	For equal access, specify the local OCC number as zeros and specify zero digits in the authorization code.

---

### Setting Up an OCC or Equal Access

To set up for one or multiple OCCs, or for equal access, press [YES] in Response to the FACILITY UPDATE? question, and enter 50 as the facility number. (See "Adding Trunks" earlier in this chapter.) The LCD display then shows:

```
LOCAL OCC NUMBER XXXXXXXX
```

1. If you have a single OCC, enter the local OCC number. If you have multiple OCCs, or if you want equal access, enter seven zeros.

```
XXXXXXX  
IS THIS VALUE OK Y/N?
```

If the local OCC number is correct, press [YES] . If the local OCC number is incorrect, press [NO] and you will be asked to re-enter the local OCC number.

```
# DIGITS IN AUTH. CODE X
```

2. Enter the number of digits in the authorization code. If you have multiple OCCs, all must have the same number of digits in their authorization codes. For equal access, enter zero for the number of digits.

```
X  
IS THIS VALUE OK Y/N?
```

## Special Numbers

---

If the number of digits in the authorization code is correct, press **[YES]** . If the number of digits in the authorization code is incorrect, press **[NO]** and you will be asked to re-enter the number of digits in the authorization code.

TOLL COSTING	Y/N
--------------	-----

3. Now proceed as you would for a normal facility by specifying standard or special rates. See "Specifying Rates for a Facility" earlier in this Chapter.

## Special Numbers

---

The CAT Plus has the ability to use special charging for four groups of special numbers using facilities 51 through 54. These facilities may be used for calls to specific area codes (3 digits), calls to specific area codes and exchanges (6 digits), exchanges (3 digits), and 7-digit numbers.

To set up special numbers, update the Facility Table and enter *51*, *52*, *53*, or *54* as the facility number (see "Adding Trunks" earlier in this chapter). The LCD display shows:

SPECIAL NUMBER	XXXXXX
----------------	--------

1. Enter a 3-digit or 6-digit number. For a 3-digit number, enter the 3 digits and press the **[/]** key

AREA CODE?	Y/N?
------------	------

## Special Numbers

---

2. Do one of the following:

- If you entered a 3-digit number in Step 1:  
Press [YES] for area code  
Press [NO] for exchange
- If you entered a 6-digit number in Step 1:  
Press [YES] for area code and exchange  
Press [NO] for 7-digit number

The LCD display shows:

```
XXXXXX
IS THIS VALUE OK Y/N?
```

3. If the special number is correct, press [YES] . If the special number is incorrect, press [NO] and you will be asked to re-enter the special number.

```
INITIAL PERIOD      Y/N
```

4. Now proceed as you would for a normal facility by specifying special rates, See “Specifying Rates for a Facility” earlier in this chapter.

---

## Standard Reports

# 6

---

You have four ways to generate the CAT reports:

- On-request (standard)
  - Automatically on a daily or weekly basis (see option 7 described in Chapter 4)
- Automatically when the CAT reaches 90% of memory capacity (5850 calls)
- Whenever a room's charges exceed the dollar limit set in the system (see option 23 described in Chapter 4)

Automatic reporting generates all reports. The automatic reports are:

- Room Billing Report (detailed)
- Room Billing Report (summary)
- Room Revenue Detail
- Profit and Loss
- Time of Day Usage Report
- Trunk Usage Report
- Excess Charge Report

## Running Standard Reports

---

There is no way of altering this list of reports. Following an automatic report, the CAT deletes all call records that were used to generate the reports. Calls received while the CAT is printing are not included in the report but are saved for the next report.

**NOTE:**

The 90% capacity automatic report overrides all options. It is intended for your protection so that no data is lost. The CAT beeps its alarm for each call received after 85% (5525) calls to notify you that an automatic report and data deletion will occur soon.

The number of calls is very handy in determining when to run on-request reports, Standard reports can be run at any time by entering the report number through the keypad whenever the Main Menu is displayed.

## Running Standard Reports

---

Most of the time, the LCD displays the day, date, time, and number of calls stored, and indicates that you can press [#] to print the Main Menu.

```
FRI 11/11/94 13:42 0520  
CALLS. PRESS # FOR MENU!
```

When you press [#] , the Main Menu shown in Form 6-1 prints.

### Form 6-1. CAT Main Menu

```
AT&T "CAT PLUS" MENU  
CALLS /DATE /TIME 0520 FRI 11/11/94 13:42  
  
"*" ROOM CHECKOUT  
"0" NIGHT AUDIT  
  
1-ROOM BILLING REPORT  
2-ROOM REVENUE REPORT  
3-P&L REPORT  
4-TIME OF DAY USAGE RPT.  
5-TRUNK USAGE REPORT  
6-SYSTEM SETUP  
7-DIAGNOSTICS  
8-EXCESS CHARGE REPORT
```

To select the Standard Reports, press [\*], [0], [1], [2], [3], [4], [5] or [8] depending on the report to be selected.

On all standard reports, the duration of calls is in minutes.

### Codes in the State Field

The state (ST) field normally contains the state or Canadian province abbreviation for the area code called. There are a number of other possibilities, which are shown in Table 6-1.

**Table 6-1. Special Codes in the State Field**

---

<b>Code</b>	<b>Stands For</b>	<b>Means</b>
TF	Toll Free	800 call
SP	Special Purpose	900 or 700 call
IS	Islands	809 calls (Virgin Is/Puerto Rico)
OV	Overseas	011 calls
OP	Operator Assisted	O+ calls
1#	Information	555-1212 or 411 calls
FD	Forward Disconnect	PABX or key system function

---

### Equal Access Indicators

The dialed number (DIALED#) field may contain an “=” at the front of the number shown. The “=” indicates that an equal access code was dialed (for example, 10288 for AT&T) to access a long distance carrier.

\* Room Checkout

---

**\* Room Checkout**

---

This selection generates a checkout slip, and optionally, a call detail report for a specified room. The calls print sorted in chronological order.

To select this report, follow these instructions:

1. Press [\*] at the Main Menu.

```
ROOM CHECKOUT
ENTER ROOM NO   XXXX
```

2. Enter up to four digits to specify the room (extension) to be reported. If the extension (room) number has less than four digits, enter the digits and then press the [ ] key. The system verifies your entry and prints the selected report or prints *not found* for there are no calls for that room.

**Form 6-2. Room Checkout Summary**

ROOM CHECKOUT SLIP	REPORT DATE	FRI 11/11/94 13:42	
ROOM	CALLS	DURATION	COST
0220	000004	00000130	000003.36

After printing the Room checkout Summary, the LCD display shows:

```
PRINT CALL DETAIL IN RPT
ENTER A "YES" OR "NO"
```

\* Room Checkout

---

3. For all call detail, press [YES] . In addition to the above summary, the CAT prints:

**Form 6-3. Room Checkout Report Detail**

DATE	TIME	ROOM	DIALED#	ST	DUR	COST	FAC
11/11	09:34	0020	12346565	NJ	024	\$002.86	01
11/11	10:35	0020	15551212	I#	012	\$000.50	01
11/11	12:10	0020	04561000	OP	070	\$000.00	02
11/11	19:35	0020	2346565	NJ	024	\$000.00	01
TOTAL		CALLS	DURATION	COST			
		000004	00000130	000003.36			

Following the report the LCD display shows:

ARE CALLS BEING BILLED?  
ENTER A "YES" OR "NO"

4. If you press [YES] , the calls are identified as billed in the Room Revenue Report and a further Room Checkout Report for the same room will not show them. If you press [NO] , the same calls will show again on the next Room Checkout Report.

## **0 Night Audit**

---

This selection generates the Room Billing Report (detailed), the Room Billing Report (summary), the Room Revenue Report, the Profit and Loss Report, and the Excess Charge Report. All reports are run in sequence with no operator intervention required. At the end of reporting, the information on all calls reported is deleted. (See the individual report descriptions for additional details.)

- The first report is the Room Billing Report. It lists all the rooms that were active since the last audit and have not checked out. The rooms are listed in numeric sequence. The calls for each room are in chronological sequence with the totals for the room at the end. These individual room reports are attached to the room bill or are used to justify call charges to the client.  
At the end of the report, a total is printed for all unbilled calls.
- The second report is a summary of the Room Billing Report showing only the totals for each room.
- The third report is the Room Revenue Report. This is a single report showing all calls from all rooms with the calls that have already been billed (on the Room Checkout Report) marked.
- The fourth report is the Profit and Loss Report. This report shows the number of calls, the actual costs based directly on the rate tables, and the billed amount based on the percentage markups, flat-rate surcharges, and other charges defined in the options and parameters, and the profit based on the difference between the cost and billed amounts.
- The final report is the Excess Charge Report, which prints a summary of all rooms that have charges in excess of the dollar limit set in option 24, ROOM CHARGE LIMIT. The system prints this report even if option 23, ALARM ON EXCESS CHARGES, is set to NO.

At the end of reporting, all detail for these calls is deleted from the CAT.

### **1 Room Billing Report**

---

This selection generates a report listing all rooms (extensions) that placed calls since the last audit and have not checked out. The room reports are printed in numeric order, with the calls in each extension (room) sorted in chronological order.

**NOTE:**

The report does not list calls that have already been billed through the Room Checkout Report.

At the end of each room report, total lines are printed listing the number of calls, the total duration, and the total cost. At the end of the last report, grand totals are listed and the Profit and Loss Report (explained later) is printed. The call detail can be eliminated so that only the totals print.

To select this report, follow these instructions:

1. Press [1] at the Main Menu.

PRINT CALL DETAIL IN RPT  
ENTER A "YES" OR "NO"

2. For all call detail, press [YES] . For summary totals only, press [NO] . The CAT prints:

# 1 Room Billing Report

---

## Form 6-4. Room Billing Report

DETAIL ROOM	BILLING	REPORT DATE	FRI 11/11/94 13:42				
ROOM NUMBER	0020						
DATE	TIME	ROOM	DIALED#	ST	DUR	COST	FAC
11/11	09:34	0020	12346565	NJ	024	\$002.86	01
11/11	10:35	0020	15551212	I#	012	\$000.50	01
11/11	12:10	0020	04561000	OP	070	\$000.00	02
11/11	13:15	0020	2346565	NJ	024	\$000.00	01
TOTAL	CALLS	DURATION	COST				
	000004	00000130	000003.36				

Following the report the LCD display shows:

DELETE ALL CALLS IN CAT  
ENTER A "YES" OR "NO"

3. Press [YES] if you are finished with the data. Press [NO] if you still need the data for additional reports. If you press [YES] , the LCD display shows:

ARE YOU SURE            Y/N  
ENTER A "YES" OR "NO"

4. Press [YES] to delete the calls. Press [NO] to retain the call data.

### **2 Room Revenue Report**

---

This selection generates a report listing all rooms (extensions) that placed calls since the last audit. The room reports are printed in numeric order, with the calls on each extension (room) sorted in chronological order.

**NOTE:**

This report includes calls that have already been billed through the Room Checkout Report. These calls are marked with a "C" at the left.

At the end of each room report, total lines are printed listing the number of calls, the total duration, and the total cost. At the end of the last report, grand totals are listed and the Profit and Loss Report (explained later) is printed. The call detail can be eliminated so that only the totals print.

To select this report, follow these instructions:

1. Press [2] at the Main Menu.

PRINT CALL DETAIL IN RPT  
ENTER A "YES" OR "NO"

2. For all call detail, press [YES] . For summary totals only, press [NO] . The CAT prints:

## 2 Room Revenue Report

---

### Form 6-5. Room Revenue Report

DETAIL ROOM	BILLING	REPORT DATE	FRI 11/11/94 13:42				
ROOM NUMBER	0020						
DATE	TIME	ROOM	DIALED#	ST	DUR	COST	FAC
C 11/11	09:34	0020	12346565	NJ	024	\$002.86	01
11/11	10:35	0020	15551212	I#	012	\$000.50	01
11/11	12:10	0020	04561000	OP	070	\$000.00	02
11/11	13:15	0020	2346565	NJ	024	\$000.00	01
TOTAL	CALLS	DURATION	COST				
	000004	00000130	000003.36				

**NOTE:**

The "C" to the left of the first call indicates that the call was already checked out and billed.

Following the report the LCD display shows:

```
DELETE ALL CALLS IN CAT
ENTER A "YES" OR "NO"
```

3. Press [YES] if you are finished with the data. Press [NO] if you still need the data for additional reports. If you press [YES] , the LCD display shows:

```
ARE YOU SURE          Y/N
ENTER A "YES" OR "NO"
```

4. Press [YES] to delete the calls. Press [NO] to retain the call data.

### 3 Profit and Loss Report

---

### 3 Profit and Loss Report

---

This selection prints a short report containing the following information:

#### Form 6-6. Profit and Loss Report

PROFIT & LOSS REPORT	REPORT DATE	FRI 11/11/94 13:42	
CALLS	COST	BILLED	PROFIT
0017	0009.30	0019.23	0009.93

The cost is based on the direct distance dialed rates current at the time that the costing was set up. The billed amount includes any operator assistance, markups, and surcharges defined in the options and parameters.

#### Exceptions for PARTNER Systems

All call totals generated by extension 10, the console, will not be reflected in the Profit and Loss Report. As a result, the system totals generated at the end of some of the other reports, such as Room Revenue Report, will not match the Profit and Loss Report totals.

Actual costs, rather than marked up costs, from extension 10's calls are shown in a room detail report (such as Room Checkout Report or Room Billing Report). Surcharges, markups, and special costs are not used in pricing these calls.

The room charge limit will not apply to extension 10. However, if extension 10's charges exceed the preset limit, it will print in the Excess Charge Report,

## 4 Time of Day Usage Report

---

### 4 Time of Day Usage Report

This selection generates either a 24-hour summary matrix or a summary or detail report for a single hour.

To select this report, follow these instructions:

1. Press [4] at the Main Menu. The CAT prints:

#### **Form 6-7. Time-of-Day Report Heading**

HOURLY USAGE	REPORT DATE	FRI 11/11/94 13:42
--------------	-------------	--------------------

and the display shows:

PRINT CALL DETAIL IN RPT ENTER A "YES" OR "NO"
---

2. To include all call detail in the single hour report, press [YES] . For summary totals only in the single hour report, press [NO] . This choice does not affect the 24-Hour Summary report.

24 HOUR SUMMARY	Y/N
-----------------	-----

3. If you want the 24-Hour Summary report, press [YES] . If you want the single hour report, press [NO] . If you press [YES] for the 24-hour Summary report, the CAT prints:

## 4 Time of Day Usage Report

---

### Form 6-8. Summary by Hour Report

SUMMARY BY HOUR			
HOUR	CALLS	DURATION	COST
00	0001	000001	0000.54
.	.	.	.
.	.	.	.
07	0006	000122	0058.99
.	.	.	.
23	0000	000000	0000.00

and the CAT returns to the Main Menu.

4. If you press [NO] for the single hour report, the LCD display shows:

ENTER START HOUR XX
---------------------

5. Enter two digits to specify the hour to be reported. Use military time from 00 to 23 to specify the hour. The CAT prints:

### Form 6-9. Hourly Usage Report

HOURLY USAGE FOR								0015
DATE	TIME	EXT	DIALED#	ST	DUR	COST	FAC	
11/14	15:14	0023	411	I#	006	\$000.50	03	
11/14	15:22	0023		I#	010	\$000.00	21	
11/14	15:39	0023	06178902000	OP	007	\$000.00	03	
11/14	15:48	0023	16479190	NJ	006	\$002.37	03	
TOTAL		CALLS	DURATION	COST				
		000004	00000029	000002.87				

After the report has printed, the CAT returns to the Main Menu.

## 6-14 Standard Reports

## 5 Trunk Usage Report

---

### 5 Trunk Usage Report

---

This selection generates either a summary report for all facilities or trunks, or a summary or detail report for a single facility or trunk.

To select this report, follow these instructions:

1. Press [5] at the Main Menu. The CAT prints:

#### Form 6-10. Facility Report Heading

FACILITY	REPORT DATE	FRI 11/11/94 13:42
----------	-------------	--------------------

and the LCD shows:

PRINT CALL DETAIL IN RPT ENTER A "YES" OR "NO"
---

2. To include all call detail in the single facility report, press [YES]. For summary totals only in the single facility report, press [NO]. This choice does not affect the All Facility Summary report.

PRINT ALL FAC. SUMMARY
------------------------

3. If you want the All Facility Summary report, press [YES]. If you want the single facility report, press [NO]. If you press [YES] for the All Facility Summary report, the CAT prints:

## 5 Trunk Usage Report

---

### Form 6-11. Summary by Facility Report

SUMMARY BY FACILITY			
FACIL	CALLS	DURATION	COST
01	0003	000060	0003.36
02	0002	000075	0002.50
03	0003	000019	0000.00
11	0002	000002	0000.17
21	0001	000010	0000.00
23	0003	000012	0001.50
50	0003	000060	0003.36

and the CAT returns to the Main Menu.

4. If you press **[NO]** for the single facility report, the LCD display shows:

ENTER FAC. NUMBER XX

5. Enter two digits to specify the facility to be replace. Use a leading zero, if necessary. The CAT prints:

### Form 6-12. Selected Facility Report

SELECTED FACILITY		50						
DATE	TIME	EXT	DIALED#	ST	DUR	COST	FAC	
11/14	09:34	0020	12346565	NJ	024	\$002.86	50	
11/14	10:35	0020	15551212	I#	012	\$000.50	50	
11/14	19:35	0020	2346565	NJ	024	\$000.00	50	
TOTAL		CALLS	DURATION	COST				
		000003	00000060	000003.36				

After the report has printed, the CAT returns to the Main Menu.

## 6-16 Standard Reports

## 8 Excess Charge Report

---

### 8 Excess Charge Report

This selection prints a summary report for all rooms that have charges in excess of the system-wide dollar limit set up in option 24, Room Charge Limit. This report prints summary totals for rooms exceeding the limit even if option 23, Alarm On Excess Charges is set to "NO".

To select this report, follow these instructions:

1. Press [8] at the Main Menu. The CAT prints:

#### **Form 6-13. Excess Charge Report**

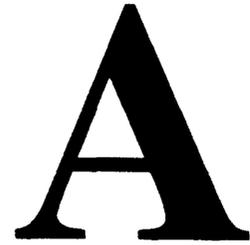
EXCESS CHARGE REPORT	REPORT DATE	FRI 11/11/94 13:42	
SUMMARY BY ROOM	REPORT DATE	FRI 11/11/94 13:42	
ROOM	CALLS	DURATION	COST
0002	0018	000472	0280.11
TOTAL	CALLS	DURATION	COST
	000018	00000472	000280.11

## 8 Excess Charge Report

---

---

# Option and Parameter Default Values



---

**Table A-1. Default Values for CAT Plus for Hospitality**

---

<b>#</b>	<b>Parameter Name</b>	<b>Default Value</b>
01	Percentage Markup	00
02	Line Spacing	00
03	Minimum Duration to Print Calls	00
04	Night Discount Local	N
05	Print 7-Digit Calls	Y
06	Print Incoming Calls	Y
07	Print Reports Daily	N
08	Suppress Local Calls	N
09	Suppress Incoming Calls	N

---

*Continued on next page*

Option and Parameter Default Values

---

**Table A-1, Continued**

---

<b>#</b>	<b>Parameter Name</b>	<b>Default Value</b>
10	Print on the Fly	N
11	New Page Option	N
12	Zero Cost 7-Digit Calls	Y
13	SMDR Data Alarm ON	N
14	Free Time	0.0
15	Cost for 0+ Calls	0.00
16	Cost for 555 Calls	0.50
17	Cost for 800 Calls	0.00
18	Cost for 900 & 700 Calls (per rein)	0.50
19	Local Surcharge	0.00
20	Long Distance Surcharge	0.00
21	Cost for 411 Calls	0.00
22	Night Discount	00 00 00 00 00 24 00
23	Alarm on Excess Charges	N
24	Room Charge Limit	99
25	Ignore Local Calls	N
26	Surcharge for 011 Calls	0.00

---

---

# CAT Plus Switch Settings

# B

---

**Table B-1. CAT Plus Switch Settings**

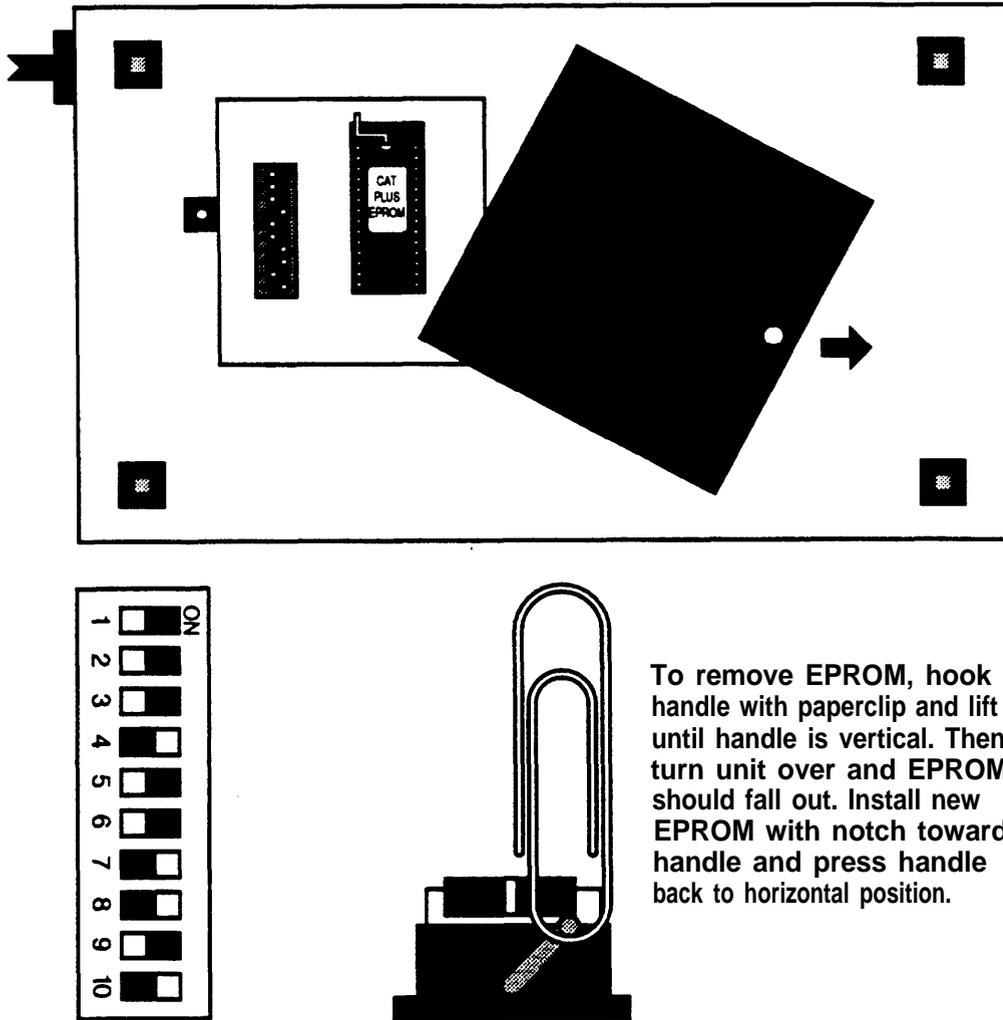
---

<u>Number</u>	<u>Switch</u>	<u>Setting</u>
1	110 baud PABX	Off
2	300 baud PABX	Off
3	600 baud PABX	Off
4	1200 baud PABX	On
5	300 baud Printer	Off
6	600 baud Printer	Off
7	1200 baud Printer	On
8	Serial Printer	On
9	Parallel Printer	Off
10	Battery	On

---

# CAT PLUS Switch Settings

---



To remove EPROM, hook handle with paperclip and lift until handle is vertical. Then turn unit over and EPROM should fall out. Install new EPROM with notch towards handle and press handle back to horizontal position.

---

**Figure B-1. Location and Settings for Switches and Location of EPROM**

---

# CAT Printer DIP Switch Settings

# C

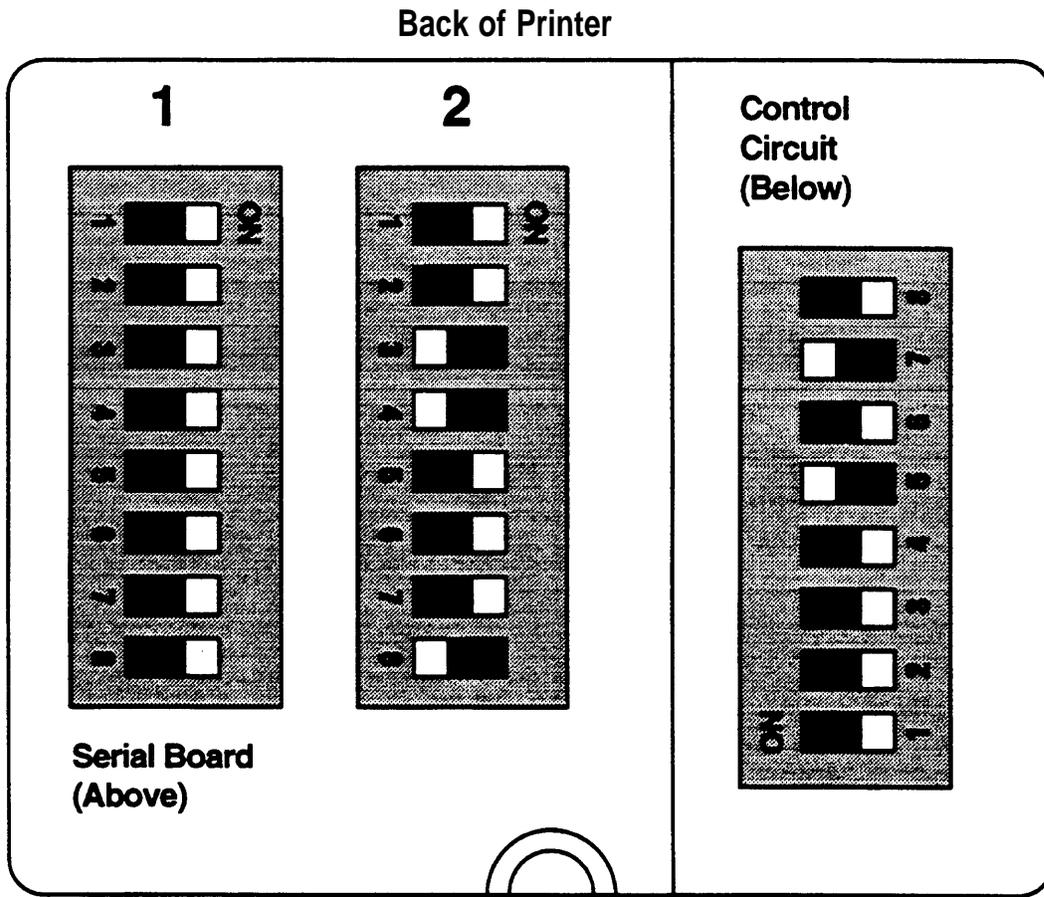
---

**Table C-1. Settings for Switch Bank 1**

---

<b>Number</b>	<b>Switch</b>	<b>Setting</b>
1-1	On: Odd Parity Off: Even Parity	On
1-2	On: Without Parity Off: With Parity	On
1-3	On: 8 data bits Off: 7 data bits	On
1-4	On: Ready/Busy Protocol Off: XON/XOFF Protocol	On
1-5	On: Circuit Test Select Off: Monitor Test Select	On
1-6	On: Print Off: Test	On
1-7	On On : DTR- Pin-20	On On
1-8	On Off: RTS- Pin-4 Off On : SSD- Pin-11 Off Off: SSD+ Pin 11	

---



---

Figure C-1. CAT Printer Switch Settings

## CAT Printer DIP Switch Settings

---

**Table C-2. Settings for Switch Bank 2**

---

<u>Number</u>	<u>Switch</u>	<u>Setting</u>
2-1	On On On: 19200 baud	
2-2	Off On On: 9600 baud	
2-3	On Off On: 4800 baud	
	Off Off On: 2400 baud	
	On On Off: 1200 baud	On On Off
	Off On Off: 600 baud	
	On Off Off: 300 baud	
	Off Off Off: 110 baud	
2-4	On: DSR Input Active	
	Off: DSR Input Inactive	Off
2-5	On: 32 byte buffer	On
	Off: 256 byte buffer	
2-6	On: 200 ms minimum busy	On
	Off: 1 second minimum busy	
2-7	On: Space DTR on Power On	On
	Off: Space DRT on Select	
2-8	Not Used	Off

---

## CAT Printer DIP Switch Settings

---

**Table C-2. Settings for Control Switch Bank (Lower Level)**

---

<u>Number</u>	<u>Switch</u>	<u>Setting</u>
C-1	On On On: Spanish	
C-2	Off On On: French Canadian	
C-3	On Off On: Unslashed 0	
	Off Off On: French	
	On On Off: German	
	Off On Off: British	
	On Off Off: Unslashed 0	
	Off Off Off: Slashed 0	<u>Off Off Off</u>
C-4	Off Off: 5.5-inch Form	
C-5	On Off: 8.5-inch Form	
	Off On: 11-inch Form	Off On
	On On : 14-inch Form	
C-6	On: Auto Line Feed	
	Off: No Auto Line Feed	<u>Off</u>
C-7	On: 8 data bits	On
	Off: 7 data bits	
C-8	On: Disable Front Panel	
	Off: Enable Front Panel	<u>Off</u>

---

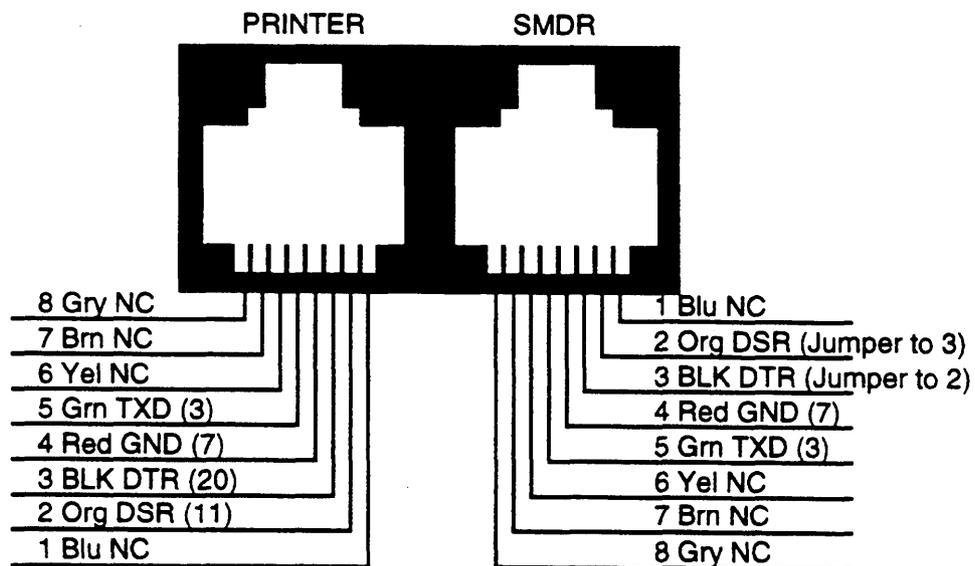
---

# Pinouts

# D

---

---



---

Figure D-1. CAT Plus Pinouts



---

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# FEEDBACK FORM

## Call Accounting Terminal Plus

Title: **CAT Plus for Hospitality, Installation and Use**  
Order No.: **585-247-204** Date: **November 1994**

AT&T welcomes your feedback on this document. Your comments can be of great value in helping us improve our documentation.

	Excellent	Good	Fair	Poor	Not Applicable
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Information is easy to find					
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• Rate the Table of Contents					
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