Meridian 1

Option 11C Compact

Set-Based Administration User Guide

Document Number: P0872785
Document Release: Standard 1.0
Date: November 1997

Printed in Canada

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Revision history

November 1997

Standard, Release 1.0

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Overview of Set-Based Administration

Introduction

Set-Based Administration allows a telephone set to be used to perform several installation and maintenance procedures.

Levels of access

There are three levels of access:

- Administrator
- Installer
- User

Each level of access allows changes to be made to a number of features that fall into different categories of procedures.

Administrator level

The Administrator level allows an administrator to:

- change telephone set features
- add or change Calling Party Name Display (CPND)
- change system time and date
- change toll restrictions
- determine Directory Number (DN) - Terminal Number (TN) correspondence
- Add or remove trunks and change trunk route access codes
- Specify default sets and a numbering plan

Installer level

The Installer level allows an installer to:

- change telephone set features

- add or change Calling Party Name Display (CPND)

- change system time and date

- change toll restrictions

User level

The User level allows a user to:

- Add or change their own Calling Party Name Display (CPND)

Supported Telephones

Telephones sets used with the Set-Based Administration feature can be any of the following equipped with a digit display:

- M2008

- M2016

- M2216

- M2616

Supported languages

Currently the following languages are supported:

• English	• Dutch
• German	• Italian
• Spanish	• Danish
• Swedish	• Portuguese
• French	• Norwegian

How to configure the system for the Set-Based Administration feature

General information

This chapter describes:

— how the Set-Based Administration feature interacts with certain other features of the Meridian 1 Option 11C Compact

and

— how to configure the Set-Based Administration feature itself.

Interactions

Set-Based Administration has interactions with the following features:

— History File, as described on

— Limited Access Passwords, as described on

— Model sets, as described on

— Maintenance sets, as described on

— Data dump (LD 143), as described on

— Busy Forward Status, as described on

— Office Data Administration, as described on

— Remote Call Forward, as described on

— User Selectable Call Redirection, as described on

Implementation

The steps to follow to implement the Set -Based Administration feature are found under the heading . Included are examples of how to do the following:

Feature interactions

This section describes the interactions between the Set-Based Administration feature and certain other features found on the Option 11C Compact system.

History File

Set-Based Administration logins and logouts can be recorded in the system History File if configured to do so in LD 17.

An audit trail of data changes made through Set-Based Administration is recorded in the system History File. The record format is as follows:

ADMINSET {login name} [TN of admin set] [time and date stamp]

[CHG:/NEW:] {who's being changed} [item changed] {current value->} [new value]

Note that items between [ ] always appear, while items between { } appear depending on the function being performed or configuration options.

Examples

An administrator on set TN 8 12 changes TN 7 3's Voice Call key 3 from DN 8626 to 8723:

ADMINSET ADMIN5 8 12 12:42 22/02/1993

CHG: TN 0703 KEY 3 VCC 8626 ->8723

An administrator on set TN 8 14 changes the system time from 12:53 to 12:50.

ADMINSET SBA01 08 14 12:50 03/05/1993

CHG: TIME 12:53:16 -> 12:50:00

An installer on set TN 9 15 adds the new CPND name "Darth Vader."

ADMINSET INST09 15 12:48 28/11/1993

NEW: DN 8723 NAME Darth Vader

Limited Access Passwords

The Set-Based Administration (SBA) access passwords, which are added to Limited Access Password (LAPW), are subject to the same conditions as the overlay access passwords with the following exceptions:

—   Set-Based Administration passwords must be numeric.

—   There is no maximum number of login attempts for administration sets or installer sets. Lockout procedures are not used.

—   TTY users are not permitted to log in using a Set-Based Administration password although an overlay password can be the same as an SBA password.

—   Administration sets and installer sets are not permitted to log in using overlay access passwords (although an overlay password can be the same as an SBA password).

The total number of LAPW passwords allowed, including overlay access and Set-Based Administration access, is 100.

The permissions and restrictions associated with a Set-Based Administration password used to log in to an administration set or installer set remain unchanged throughout the login session. Thus, if a TTY user changes a Set-Based Administration password (in LD 17) while an administration set or installer set is logged in with the same password, the permissions and restrictions associated with the session are not affected. The changes become effective the next time a user logs in using that password.

Model sets

The User Level Access Allowed (ULAA) class of service can be assigned to a model. After set installation, a Station Control Password (SCPW) may need to be assigned to a set in LD 10 or 11 to a set.

Maintenance sets

Telephone sets with Maintenance Allowed (MTA) class of service provide an alternative means of access to system maintenance and diagnostic procedures. Through one of these sets a user is able to log in to the system using one of the maintenance passwords and execute maintenance overlays. The operation of maintenance sets is not affected by the Set-Based Administration feature; however, a maintenance set becomes an administration set if a user logs in using an administrator access Set-Based Administration password.

Data dump (LD 143)

Login through an administration set or user set is not permitted while a data dump is in progress. Trying to log in during a data dump results in overflow tone and the message "LOGIN UNAVAILABLE PLEASE TRY AGAIN" being displayed.

If an attempt is made to load a data dump while there are active Set-Based Administration logins, the logins are treated as TTY logins and the situation is handled by the Multi-User Login feature.

Busy Forward Status

When a Busy Forward Status (BFS) key is changed through Set-Based Administration, the lamp state of the key is updated accordingly.

Office Data Administration

Changes to data blocks made using Set-Based Administration cause the Office Data Administration System (ODAS) time stamps to be updated.

Remote Call Forward

A set can be Remote Call Forwarded while someone is actively logged into it with a Set-Based Administration login.

User Selectable Call Redirection

If a user is performing User Selectable Call Redirection, data changes (to the user's set) attempted with Set-Based Administration are blocked since the user's set is not idle.

Set-Based Administration implementation

This section describes how to implement the Set-Based Administration feature.

To configure the Set-Based Administration feature, with administrator and installer access, complete the following steps:

1   If needed, increase the output buffers. See "Increasing output buffers" on page 8.

2   Define Set-Based Administration passwords. See "Configuring passwords" on page 8.

3   Define Set-Based Administration Flexible Feature Codes (FFC). See "Defining FFCs" on page 11.

4   Give Maintenance Allowed (MTA) class of service to an administration set or sets. See "Assigning MTA class of service" on page 13.

5   If needed, change the value for the maximum number of concurrent logins. See "Changing maximum logins" on page 12.

6   If needed, define the types of logins to print in the History File. See "Configuring a History File" on page 14.

7   Optionally, enable use of Station Control Passwords (SCPW) and define whether users need to enter the SCPW after dialing the FFC. See "Enabling use of Station Control Password Length (SCPL) for user access" on page 15.

8   Assign User Level Access Allowed (ULAA) class of service to user sets. See "Assigning User Level Access class of service" on page 16.

Increasing output buffers

If you start losing characters from the display the 500 buffers need to be increased. The following table shows an example of the prompts and responses to increase the number of output buffers.

LD 17—Increase buffers

Prompt	Response	Comment
REQ	CHG	Change data request
TYPE	PARM	Change system parameters
…	…	
500B	16-5000	Output buffers for single line and digital telephones, and trunks, range depends on system type

Configuring passwords

The following table shows the prompts and responses for configuration of a Set-Based Administration administrator or installer password.

LD 17—Define Set-Based Administration passwords

Prompt	Response	Comment
REQ	CHG	Change data request
TYPE	PWD	Password data
…	…	
PWD	YES	Change password options

LD 17—Define Set-Based Administration passwords

PWD2	x...x	Password 2
...		
LAPW	nn	Limited Access to Overlays Password number
PWTP	SBA	Set-Based Administration password
PWnn	x...x	Password (must be numeric). You may enter a new password for the Set-Based administration feature.
LOGIN_NAME	aaa	Login name for this password, if LAPW login names enabled
LEVL	(INST) ADMN	Installer or administrator access level
CUST	0	Customer to be accessible by way of PWnn

LD 17—Define Set-Based Administration passwords

OPT	aaaa	Specify permissions and restrictions associated with Set-Based Administration password PWnn. At least one permission must be given. The default is no permissions.
	(FEAD) FEAA	(Deny) allow Change Set Features (administrator and installer access)
	(NAMD) NAMA	(Deny) allow Change CPND Names (administrator and installer access)
	(TADD) TADA	(Deny) allow Set Time and Date (administrator and installer access)
	(TOLD) TOLA	(Deny) allow Change Toll Restrictions (administrator and installer access)
	(DTD) DTA	(Deny) allow DN-TN Correspondence (administrator access only)
	(TRKD) TRKA	(Deny) allow Change Trunks (administrator access only)
	(INSD) INSA	(Deny) allow Installation options (administrator access only)

Defining FFCs

The following table shows an example of the configuration of SBA FFCs.

LD 57—Define Set-Based Administration FFCs

Prompt	Response	Comment
REQ	NEW	Create data request
TYPE	FFC	Type of data block
CUST	0	Customer number associated with this function
...	...	
CODE	ADMN	SBA administrator access
ADMN	*41	Enter Administrator FFC
CODE	INST	SBA installer access
INST	*44	Enter Installer FFC
CODE	USER	SBA user access
USER	*45	Enter User FFC
CODE	<CR>	

Changing maximum logins

Maximum logins are divided into the following categories:

— a combined administrator and installer login limit

— a user login limit.

The login limits are given in <u>Table 1</u>. These limits specify the maximum number of concurrent logins of each type. The maximum login limits are configured in LD 17.

Table 1
Login Limits

Login type	Default	Max
Administrator/installer	1	2
User	10	20

Note: Set-Based Administration login limits are in addition to the multi-user login limit for TTYs.

The following table shows an example of the configuration of the maximum concurrent logins allowed.

LD 17—Maximum logins

Prompt	Response	Comment
REQ	CHG	Change data request
TYPE	PARM	Change system parameters
...	...	
SBA_ADM_INS	5	5 administrators/installers at once
SBA_USER	10	10 users at once

Assigning MTA class of service

Each administration set must have Maintenance Allowed (MTA) class of service, to be able to use the Set-Based Administration feature. An administrator can log in on a set with MTA class of service by entering an administrator FFC and password.

The following table shows the prompts and responses in LD 11 for configuring MTA class of service on an M2616 set.

LD 11—Assign MTA class of service

Prompt	Response	Comment
REQ	CHG	Change data request
TYPE	2616	Meridian digital set
TN	c u	Terminal Number
…	…	
CLS	MTA	Maintenance Allowed class of service

Configuring a History File

The following table shows an example of the configuration of the types of access to record in the History File.

LD 17—History File

Prompt	Response	Comment
REQ	CHG	Change data request
TYPE	ADAN	Action Device And Number
ADAN	CHG HST	Change the History File
SIZE	<CR>	Size of History File buffer
USER	ADM, INS, USR XADM, XINS, XUSR[1]	Set-Based Administration access levels to be stored in the History File: administrator, installer, user. Use X to keep the SBA access level from printing in the History File.
Note 1: Accepted only if the AMINSET package is equipped.		

Enabling use of Station Control Password Length (SCPL) for user access

The following table shows an example of the configuration of SCPL. To enable the new SCPL value, a data dump and sysload must be performed after the data has been entered.

LD 15—Enable use of station control passwords

Prompt	Response	Comment
REQ	CHG	Change data request
TYPE	CDB	Type of data block
FFC_DATA	YES	Change Flexible Feature Code data
…	…	
SCPL	4	Station control password length (SCPL)
SBUP	YES	Users must dial an FFC followed by a station control password for this set
PWD2	x...x	Enter Password 2 to confirm SBUP response

Assigning User Level Access class of service

The following table shows an example of the configuration of User Level Access Allowed (ULAA) or User Level Access Denied (ULAD) class of service for an M2616 set.

LD 11—Assign ULAA/ULAD class of service

Prompt	Response	Comment
REQ	CHG	Change data request
TYPE	2616	Meridian digital set
TN	c u	Terminal Number
…		
SCPW	1234	Station control password for this set
CLS	(ULAD) ULAA	User-level access (denied) or allowed for SBA

How to use Set-Based Administration

This chapter describes how to use menus and respond to prompts on a telephone set used to perform Set-Based Administration (SBA).

General information

The system must be configured for Set Based Administration before the feature can be used. Refer to the Chapter titled "How to configure the system for the Set-Based Administration feature" on page 3 if the SBA feature has not yet been implemented.

The following procedures are described in this chapter:

- System Access

- Feature Changes

Administrator capabilities

An administrator is presented with the entire main menu as shown in upon successfully logging in.

Table 1
Administration main menu

Administration set display	Response	Description
Dial tone	*41	Enter Administrator FFC to log in (configured in LD 57).
PASSWORD?	1234#	Enter LAPW password (configured in LD 17).
PRESS DIGIT, * FOR NEXT 1 SET FEATURES	*	Scroll to next menu item.
PRESS DIGIT, * FOR NEXT 2 SET NAME DISPLAY	*	Scroll to next menu item.
PRESS DIGIT, * FOR NEXT 3 TIME AND DATE	*	Scroll to next menu item.
PRESS DIGIT, * FOR NEXT 4 TOLL RESTRICTIONS	*	Scroll to next menu item.
PRESS DIGIT, * FOR NEXT 5 EXTENSION - TN	*	Scroll to next menu item (wraps to top of menu on options 21E through 81C).
PRESS DIGIT, * FOR NEXT 6 TRUNK INSTALLATION	*	Scroll to next menu item (displayed for option 11E only).
PRESS DIGIT, * FOR NEXT 7 INSTALLATION OPTIONS	*	Scroll to next menu item (displayed for option 11E only).
PRESS DIGIT, * FOR NEXT 1 SET FEATURES	*	Scroll to next menu item (wraps to top of menu).

If the administrator password entered by the user is restricted from using one of these options, the option is not displayed. The first available item is displayed. If the administrator attempts to select a restricted option, the prompt "FUNCTION RESTRICTED" is displayed.

The administrator is prompted to enter the extension (DN) of the telephone set to be changed. If the selected DN is a Multiple Appearance DN, the administrator is prompted with a list of Terminal Numbers (TN) within the associated with the DN.

If the TN selected to be changed is not idle when selected or becomes active while attempting to change is feature data, the administrator is not permitted to continue and receives the message "DENIED: SET NOT IDLE." After four seconds, the administrator is returned to the main menu.

If the administrator attempts to select a TN that is currently being changed by another administration set or by a service change overlay, the prompt "CHANGE IN PROGRESS" is displayed and the administrator is not allowed to select it. After 4 seconds the administrator is returned to the main menu.

Table 4 on page 23 shows the Set Features menu for a Single Appearance DN. Table 5 on page 24 shows the Set Features menu for a Multiple Appearance DN.

Table 6 on page 25 shows Section 2 of the Set Features menu.

Installer capabilities

An installer is presented with a main menu of SBA functions 1-4, as shown in Table 2, upon successfully logging in. An installer can use a digital or 2500 set to change certain parts of the set's feature data.

Installer access allows changes to feature data only for the telephone through which the installer has logged in, so there is no need to supply the DN of the set to be changed. The installer is not prompted for an extension like an administrator.

Table 2 on page 21 shows an example of installer-level menu.

Table 2
Installer menu

Administration set display	Response	Description
	off hook	Press DN key or lift handset.
dial tone	*52	Enter Installer FFC (configured in LD 57).
PASSWORD?	1234#	Enter LAPW password (configured in LD 17).
PRESS DIGIT, * FOR NEXT 1 SET FEATURES	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 2 NAME DISPLAY	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 3 TIME AND DATE	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 4 TOLL RESTRICTIONS	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 1 SET FEATURES		

If a feature is not already configured on the terminal being changed, the feature option is not displayed on the menu.

If the terminal being changed is not a digital set, feature options 4, 5, 9-1, and 9-3 are not displayed on the menu.

It is not possible to add a feature from an installer login.

After gaining access to the system using an Installer FFC and password from a user set, an installer can change each of the Set Features menu items in exactly the same manner as described for the administrator set. At this level in the menus, there is no difference between the installer and the administrator interfaces.

User capabilities

User access gives set users the ability to add and change their own CPND name when logged in through their own telephone set.

Upon login the user is placed directly into the Name Display function and is presented with the prompt "FIRST NAME?." From here name entry proceeds as described in . Upon completion of entering the last name, the "OK" prompt is displayed for four seconds, with the special dial tone, and the user is then logged out.

Table 3 shows an example of user-level menu.

Table 3
User-level menu

Set Display	Response	Description
	off hook	Press DN key or lift handset.
dial tone	*53	Enter User FFC (configured in LD 57).
PASSWORD?[1]	1234#	Enter station control password (configured in LDs 11 and 15).
FIRST NAME? (Peter) # WHEN DONE, * FOR HELP	*	Press * to review letter/key associations.
Note 1: Only prompted if station control passwords are configured and the SBUP prompt in LD 15 is set to YES.		

Table 4
Set Features menu: Section 1 (Single Appearance DN)

Display	Response	Description
PRESS DIGIT, * FOR NEXT 1 SET FEATURES	1	Select Change Set Features Item.
EXTENSION?	3024#	Respond with DN to be modified.
0710 IDLE		Entered DN corresponds to one idle TN. Display TN for four seconds. This prompt is interruptible, digit input selects the menu option, * input displays the first menu option.
PRESS DIGIT, * FOR NEXT 1 HUNTING	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 2 CALL FORWARD NO ANSWER	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 3 CALL FORWARD ALL CALLS	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 4 BUSY FORWARD STATUS[1]	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 5 VOICE CALL[1]	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 9 MORE...	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 1 HUNTING		
Note 1: "NOT AVAILABLE" when changing 500/2500 sets.		

Table 5
Set Features menu: Section 1 (Multiple Appearance DN)

Display	Response	Description
PRESS DIGIT, * FOR NEXT 1 SET FEATURES	1	Select Change Set Features Item.
EXTENSION?	8666#	Enter DN to be modified.
MULTI TN, # TO SELECT 0712 IDLE[1], * NEXT TN	*	Entered DN that corresponds to multiple TNs. First TN is offered. Enter * to see the next TN in the list.
DENIED: SET NOT IDLE	*	Enter * to select the next TN.
MULTI TN, # TO SELECT 0801 NOT IDLE[2], * NEXT TN	#	Enter # to select this TN.
PRESS DIGIT, * FOR NEXT 1 HUNTING	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 2 CALL FORWARD NO ANSWER	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 3 CALL FORWARD ALL CALLS	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 4 BUSY FORWARD STATUS[3]	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 5 VOICE CALL[3]	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 9 MORE...	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 1 HUNTING		Wraps to first menu item.

Note 1: "IDLE" indicates that the set is not active.

Note 2: "NOT IDLE" indicates that the set is active.

Note 3: "NOT AVAILABLE" when changing 500/2500 sets.

Table 6
Set Features menu: Section 2

Display	Response	Description
PRESS DIGIT, * FOR NEXT 9 MORE...	9	Press 9 to access second section of Set Features menu.
PRESS DIGIT, * FOR NEXT 1 DIAL INTERCOM GROUP[1]	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 2 GROUP CALL	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 3 RINGING NUMBER PICKUP[1]	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 4 SYSTEM SPEED CALL	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 5 PERSONAL SPEED CALL	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 6 HOT LINE	*	Scroll to see next menu item.
PRESS DIGIT, * FOR NEXT 9 MORE…	9	Enter 9 to see next section of menu.
PRESS DIGIT, * FOR NEXT 1 RINGING NUMBER PICKUP		Displays first menu item in next section of menu.
Note 1: "NOT AVAILABLE" for 500/2500 sets.		

If one of the key-related features is selected to be changed for a digital telephone, the key number associated with the feature is displayed. Key related features are:

- Call Forward All Calls

- Busy Forward Status

- Voice Call

- Dial Intercom Group

- Group Call

- Ringing Number Pickup

- System Speed Call

- Personal Speed Call

If the selected TN is that of the administration set, or if the set being changed is a Meridian digital set, and one of the key-related features is selected, the number of the key associated with the feature is displayed. The corresponding lamp is lit on the administration set.

If one of the key-related features is selected to be changed for a digital telephone and the feature appears more than once on the set being changed, then each key associated with the feature is sequentially indicated.

If the feature is not already configured on the terminal being changed, then the feature option is not displayed on the menu. Instead "NOT AVAILABLE" is displayed and overflow tone is given.

Note: Features cannot be added using an administration set.

If the terminal being changed is not a digital telephone, the following feature options are not displayed:

- Busy Forward Status

- Voice Call

- Dial Intercom Group

- Ringing Number Pickup

System access

Administrator login

Procedure 1
Administrator set login

1   Dial the Administrator Flexible Feature Code (FFC).

2   Enter the administrator password.

The entire SBA main menu is displayed upon successfully logging in.

3   Make selection from the main menu.

————————— *End of Procedure* —————————

Installer login

Procedure 2
Installer set access (refer to Table 2)

1   Lift the handset.

2   Dial the Installer Flexible Feature Code (FFC).

3   Enter the Limited Access Password (LAPW).

The Installer SBA main menu is displayed upon logging in.

4   Make selection from main menu.

————————— *End of Procedure* —————————

User access

Procedure 3
User set access (refer to Table 3)

1   Lift the handset.

2   Dial the User Flexible Feature Code (FFC).

3   Enter the Station Control Password (SCPW).

A menu is displayed upon successfully logging in.

4   Proceed with the name change as described in .

————————— *End of Procedure* —————————

Changing Set Features

Hunting (key sequence: 1-1)

Selecting the Change Hunt DN item brings up a submenu containing two items: "1 HUNT EXTENSION" and "2 EXTERN HUNT EXTENSION." The administrator or installer selects item 1 or item 2. The following description applies to both internal and external Hunt DN changes.

The current Hunt DN is shown and you are prompted to enter a new Hunt DN. Operation of this menu is identical for changing both 500/2500 sets and digital telephone sets.

To enter a new Hunt DN, enter the DN on the keypad and terminate the input with pound (#). At this point the Hunt DN is changed, "OK" is displayed with the special dial tone. After four seconds the Hunt menu appears.

If you enter a Hunt DN that is not valid (that is, the DN is a prefix of a longer DN), overflow tone is given and "INVALID HUNT EXTENSION" is displayed. After four seconds you are reprompted for input.

Entering pound (#) without preceding it with a DN leaves the Hunt DN unchanged and returns to the Hunt menu.

Single appearance DN

describes how to change the Hunt feature on a set with a Single Appearance DN.

Multiple Appearance DN

describes how to change the Hunt feature on a set with a Multiple Appearance DN.

Procedure 4
Changing Hunt — Single Appearance DN

1   Access the SBA feature. See or
         .

2   Press '1' to access SET FEATURES.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode.
         Enter the EXTENSION? number (DN) to be modified.

4   Press digit 1 to select the HUNTING feature.

         The Hunt submenu appears.

5   Select one of the following from the submenu:

         • Press 1 for HUNT EXTENSION
           The HUNT? prompt and existing hunt DN appear.

         • Press 2 for EXTERN HUNT EXTENSION
           The EHT? prompt and the existing hunt DN appear.

6   Enter the new Hunt DN followed by pound (#). One of the following is
         displayed:

         • OK
           indicates the change is accepted. OK is displayed for four
           seconds accompanied by special dial tone, then returns to the
           Hunt menu.

         • INVALID HUNT EXTENSION
           indicates an invalid Hunt DN was entered. This message is
           displayed for four seconds after which a valid Hunt DN may be
           entered.

         Note: Entering pound (#) without preceding it with a valid DN leaves
         the existing Hunt DN unchanged.

         ———————————— *End of Procedure* ————————————

Procedure 5
Changing Hunt — Multiple Appearance DN

1 Access the SBA feature. See "Administrator login" on page 27 or "Installer login" on page 27.

2 Press '1' to access SET FEATURES.

3 Skip this step and go to Step 5 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

- IDLE
- DENIED:SET NOT IDLE

4 Select one of the following:

- Press pound (#) to select the displayed TN.

- Press asterisk (∗) to select the next TN for the Multiple Appearance DN.
  When the correct TN appears, select it by pressing the pound (#) key.

5 Press digit 1 to select the HUNTING feature.

The Hunt submenu appears.

6 Select one of the following from the submenu:

- Press 1 for HUNT EXTENSION
  The HUNT? prompt and existing hunt DN appear.

- Press 2 for EXTERN HUNT EXTENSION
  The EHT? prompt and the existing hunt DN appear.

7   Enter the new Hunt DN followed by pound (#) (. One of the following is
displayed:

- OK
indicates the change is accepted. OK is displayed for four
seconds accompanied by special dial tone.

- INVALID HUNT EXTENSION
indicates an invalid Hunt DN was entered. This message is
displayed for four seconds after which a valid Hunt DN may be
entered.

Note: Entering pound (#) without preceding it with a valid DN leaves
the existing Hunt DN unchanged.

———————————— *End of Procedure* ————————————

Call Forward No Answer (key sequence: 1-2)

Selecting the change Call Forward No Answer (CFNA) item brings up a
submenu containing two items: "1 CFNA EXTENSION" and "2 EXTERN
CFNA EXTENSION." The administrator or installer selects item 1 or item 2.
The following description applies to both internal and external CFNA
extension changes.

The current CFNA extension is shown and you are prompted to enter a new
extension. Operation of this menu is identical for changing both 500/2500
sets and digital telephone sets.

To enter a new CFNA extension, enter the DN on the keypad and terminate
the input with pound (#). At this point, the CFNA extension is changed and
"OK" is displayed with the special dial tone. After four seconds the CFNA
menu appears.

If you enter an extension that is not valid (that is, the DN is a prefix of a longer
DN), overflow tone is given and "INVALID CFNA EXTENSION" is
displayed. After four seconds you are reprompted for input.

Entering pound (#) without preceding it with a DN leaves the CFNA
extension unchanged and returns to the CFNA menu.

describes how to change the Call Forward No
Answer (CFNA) feature on a set with a Multiple Appearance DN.

Procedure 6
Changing CFNA

1   Access the SBA feature from an administrator or installer set. See
        "Administrator login" on page 27 or "Installer login" on page 27.

2   Press '1' to access SET FEATURES.

3   Skip this step and go to Step 5 if you are logged-in in "Installer" mode.
        Enter the EXTENSION? number (DN) to be modified.

4   Select one of the following:

        • Press pound (#) to select the displayed TN.

        • Press asterisk (∗) to select the next TN for the Multiple
          Appearance DN.
          When the correct TN appears, select it by pressing the pound
          (#) key.

5   Press digit 2 to select the CALL FORWARD NO ANSWER feature.

        The CFNA submenu appears.

6   Select one of the following from the submenu:

        • Press 1 for CFNA EXTENSION (internal)
          The FDN? prompt and existing CFNA DN appear.

        • Press 2 for EXTERN CFNA EXTENSION (external)
          The EFD? prompt and the existing CFNA DN appear. (external
          CFNA is not available with class-of-service CFTD.)

7   Enter the new CFNA DN followed by pound (#). One of the following is
        displayed:

        • OK
          indicates the change is accepted. OK is displayed for four
          seconds accompanied by special dial tone.

        • INVALID CFNA EXTENSION
          indicates an invalid CFNA DN was entered. This message is
          displayed for four seconds after which a valid CFNA DN may
          be entered.

        Note: Entering pound (#) without preceding it with a valid DN leaves
        the existing CFNA DN unchanged.

        ———————————— *End of Procedure* ————————————

Call Forward All Calls (key sequence: 1-3)

Call Forward All Calls extension changes are performed as described in . The current extension is shown and you are prompted to enter a new extension. Operation of this menu is identical for changing both 500/2500 sets and digital telephone sets.

To enter a new Call Forward extension, enter the DN on the keypad and terminate the input with pound (#). At this point, the Call Forward extension is changed and "OK" is displayed with the special dial tone. After four seconds the Set Features menu appears.

If you enter an extension that is not valid (that is, the DN is a prefix of a longer DN), overflow tone is given and "INVALID CFW EXTENSION" is displayed. After four seconds you are reprompted for input.

Entering pound (#) without preceding it with a DN leaves the Call Forward extension unchanged and returns to the Set Features menu.

Procedure 7
Changing CFW

1   Access the SBA feature from an administrator or installer set. See or .

2   Press '1' to access SET FEATURES.

3   Skip this step and go to Step 5 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

     The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

     • IDLE

     • DENIED:SET NOT IDLE

4   Select one of the following:

     • Press pound (#) to select the displayed TN.

     • Press asterisk (∗) to select the next TN for the Multiple Appearance DN.
        When the correct TN appears, select it by pressing the pound (#) key.

5   Press digit 3 to select the CALL FORWARD ALL CALLS feature.

CALL FORWARD (the existing CFW DN)
is displayed followed by the prompt

EXTENSION?

6   Enter the new CFW DN followed by pound (#). One of the following is displayed:

- OK
  indicates the change is accepted. OK is displayed for four seconds accompanied by special dial tone.

- INVALID CFW EXTENSION
  indicates an invalid CFW DN was entered. This message is displayed for four seconds after which a valid CFW DN may be entered.

Note: Entering pound (#) without preceding it with a valid DN leaves the existing CFW DN unchanged.

———————————— *End of Procedure* ————————————

Busy Forward Status (key sequence: 1-4)

This menu option is not offered for 500/2500 sets.

If more than one BFS key is defined on the terminal being changed, a list of all available BFS keys is provided. Advance through the list of keys by pressing *.

To select a BFS TN to be monitored, enter the DN of the set to be monitored on the keypad and terminate the input with pound (#).

Entering pound (#) without preceding it with data leaves the BFS TN unchanged for that key and returns you to the Set Features menu.

If the extension entered is a Multiple Appearance DN, you are presented with a scrollable list of the TNs of sets with that extension. Scroll through the list and press # when the desired TN is displayed.

If you enter a BFS extension that is not valid (for example, the TN does not exist), overflow tone is given, "INVALID BFS EXTENSION" is displayed, and you are reprompted for input.

The lamp state of the modified BFS key is updated in the same way as it is in LD 11.

Changes to BFS data may actually acquire and release data store, similar to the CPND feature changes.

Procedure 8 on page 35 describes how to change the BSF feature on a set with a Single Appearance DN.

Procedure 9 on page 36 describes how to change, from an Administrator set, the BSF feature on a set with a Multiple Appearance DN.

Procedure 8
Changing BSF — Single Appearance DN

1   Access the SBA feature from administrator or installer set. See "Administrator login" on page 27 or "Installer login" on page 27.

2   Press '1' to access SET FEATURES.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

The Terminal Number (TN) for the set is displayed and status of set is shown as one of the following:

- IDLE — proceed with Step 4
- SET NOT IDLE — after 4 seconds the main menu appears
- CHANGE IN PROGRESS — currently being changed by another Administrator set or by a service change overlay (after 4 seconds the main menu appears).

4   Press digit 4 to select the BUSY FORWARD STATUS feature.

BFS KEY (key number and existing TN)

are displayed followed by the prompt

EXTENSION?

5   Enter the new BSF DN followed by pound (#). One of the following is
displayed:

- OK
  indicates the change is accepted. OK is displayed for four
  seconds accompanied by special dial tone.

- INVALID BSF EXTENSION
  indicates an invalid BFS DN was entered. This message is
  displayed for four seconds after which a valid BSF DN may be
  entered.

Note: Entering pound (#) without preceding it with a valid DN leaves
the existing BSF DN unchanged.

———————————— *End of Procedure* ————————————

Procedure 9
Changing BSF — Multiple Appearance DN

1   Access the SBA feature from an administrator or installer set. See
"Administrator login" on page 27 or "Installer login" on page 27.

2   Press '1' to access SET FEATURES.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode.
Enter the EXTENSION? number (DN) to be modified.

The first Terminal Number (TN) for the Multiple Appearance DN is
displayed and status of set is shown as one of the following:

- IDLE
- DENIED:SET NOT IDLE

4   Press digit 4 to select the BUSY FORWARD STATUS feature.

BFS KEY (key number and existing TN)

are displayed followed by the prompt

EXTENSION?

5   Enter one of the following:

- the DN to be monitored by this BFS key followed by pound (#)

- an asterisk (∗) to scroll to the next DN. Once the correct DN is
  displayed, enter the DN to be monitored by this BFS key
  followed by pound (#)

6 Enter the new BSF DN followed by pound (#). One of the following is displayed:

- OK
indicates the change is accepted. OK is displayed for four seconds accompanied by special dial tone.

- INVALID BSF EXTENSION
indicates an invalid BFS DN was entered. This message is displayed for four seconds after which a valid BSF DN may be entered.

7 Select the TN to be monitored by the BSF key.

- Press pound (#) to select the TN to be monitored by the BSF key.

- Press asterisk (∗) to scroll to the next TN.
When the correct TN appears, select it by pressing the pound (#) key.

8 One of the following is displayed:

- OK
indicates the change is accepted. OK is displayed for four seconds accompanied by special dial tone.

- INVALID BSF TN
indicates an invalid BFS DN was entered. This message is displayed for four seconds after which a valid BSF DN may be entered.

———————————— *End of Procedure* ————————————

Dial Intercom Group (key sequence: 1-9-1)

This option is not offered for 500/2500 sets.

Changes to DIG data may acquire and release data store, similar to the CPND feature changes.

If you enter a Dial Intercom Group or member number that is not valid (group does not exist, member number conflicts), overflow tone is given, "INVALID GROUP NUMBER" or "INVALID MEMBER NUMBER" is displayed, and you are reprompted for input.

To enter new DIG data, enter the group number on the keypad and terminate the input with pound (#). You are then prompted for a member number. Respond with the member number followed by pound (#).

Entering pound (#) at the GROUP prompt without preceding it with data leaves the group and member numbers unchanged and returns you to the Set Features menu.

Entering pound (#) at the MEMBER prompt without preceding it with data leaves the member number unchanged. You are then prompted with GROUP for the next key or returned to the Set Features menu if there are no more DIG keys.

describes how to change the DIG feature on a set. Table 5 on page 24 shows the Set Features menu.

Procedure 10
Changing DIG

1   Access the SBA feature from an administrator or installer set. See "Administrator login" on page 27 or "Installer login" on page 27.

2   Press '1' to access SET FEATURES, then 9 to access second section of the Features menu Table 4 on page 23, Table 5 on page 24 and Table 6 on page 25.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

- IDLE
- DENIED:SET NOT IDLE

4   Press digit 1 to select the DIAL INTERCOM GROUP feature.

DIG KEY (key number and existing group and member numbers) are displayed

5 Enter one of the following:

- pound (#) to accept the displayed DIG

- an asterisk (∗) to scroll to the next DIG key. Once the correct key is displayed, enter pound (#)

- new group number for this key
  INVALID GROUP NUMBER is displayed if an invalid number is entered. Overflow tone is heard and you are reprompted.

6 Enter the new member number in response to the prompt MEMBER?

- OK
  indicates the change is accepted. OK is displayed for four seconds accompanied by special dial tone.

- INVALID MEMBER NUMBER
  indicates an invalid member number was entered. This message is displayed for four seconds after which a valid member number may be entered.

———————————— *End of Procedure* ————————————

Group Call (key sequence: 1-9-2)

This menu option is not offered for 500/2500 sets.

If more than one GRC key is defined on the terminal being changed, a list of the GRC keys is given. Advance through the list by pressing the asterisk (*).

To enter a new GRC group number, enter the group number on the keypad and terminate the input with pound (#).

Entering pound (#) without preceding it with data leaves the GRC data unchanged and returns you to the Set Features menu.

If you enter a GRC number that is not valid (for example, the group does not exist), overflow tone is given, "INVALID GROUP NUMBER" is displayed, and you are reprompted for input.

describes how to change the Group Call (GRC) feature on a set.

Procedure 11
Changing GRC

1   Access the SBA feature from an administrator set or installer set. See "Administrator login" on page 27 or "Installer login" on page 27.

2   Press '1' to access SET FEATURES, then 9 to access second section of the Features menu. See Table 4 on page 23, Table 5 on page 24 and Table 6 on page 25.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

- IDLE
- DENIED:SET NOT IDLE

4   Press digit 2 to select the GROUP CALL feature.

GFC KEY (key number and existing group number)
are displayed

5   Enter one of the following:

- pound (#) to accept the displayed GFC

- an asterisk (∗) to scroll to the next GFC key. Once the correct key is displayed, enter pound (#)

- new group number for this key
  INVALID GROUP NUMBER is displayed if an invalid number is entered. Overflow tone is heard and you are reprompted.

OK

indicates the change is accepted. OK is displayed for four seconds accompanied by special dial tone.

————————————— *End of Procedure* —————————————

Voice Call (key sequence: 1-5)

This menu option is not offered for 500/2500 sets.

If more than one VCC key is defined on the terminal being changed, then a list of VCC keys is given. Advance through the list of keys by pressing the asterisk (*).

To enter a new VCC DN, enter the DN on the keypad and terminate the input with pound (#).

Entering pound (#) without preceding it with data leaves the VCC DN unchanged for that key and returns you to the Set Features menu.

If you enter a VCC DN that is not valid (for example, the DN does not exist), overflow tone is given, "INVALID VCC EXTENSION" is displayed, and you are reprompted for input.

describes how to change the Voice Call (VCC) feature on a set.

Procedure 12
Changing VCC from an Administrator set

1   Access the SBA feature from an administrator set or installer set. See "Administrator login" on page 27 or "Installer login" on page 27.

2   Press '1' to access SET FEATURES, then 9 to access second section of the Features menu Table 4 on page 23, Table 5 on page 24 and Table 6 on page 25.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

   The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

   • IDLE

   • DENIED:SET NOT IDLE

4   Press digit 5 to select the VOICE CALL feature.

   VCC KEY (key number and existing DN are displayed)

5   Enter one of the following:

   • pound (#) to accept the displayed VCC DN

   • an asterisk (∗) to scroll to the next VCC key.

   • new VCC DN for this key followed by pound (#)
     INVALID VCC EXTENSION is displayed if an invalid DN is entered. Overflow tone is heard and you are reprompted.

   OK
   indicates the change is accepted. OK is displayed for four seconds accompanied by special dial tone.

————————————— *End of Procedure* —————————————

Ringing Number Pickup (key sequence: 1-9-3)

If more than one RNP key is defined on the terminal being changed, then a list of RNP keys is given. Advance through the list of keys by pressing the asterisk (*).

To enter a new RNP group number, enter the group number on the keypad and terminate the input with pound (#).

Entering pound (#) without preceding it with data leaves the RNP data unchanged and returns you to the Set Features menu.

If you enter an RNP number that is not valid (for example, group does not exist), overflow tone is given, "INVALID GROUP NUMBER" is displayed, and you are reprompted for input.

describes how to change the Ringing Number Pickup Group (RNPG) feature on a set.

Procedure 13
Changing RNPG

1   Access the SBA feature from an administrator set or installer set. See or .

2   Press '1' to access SET FEATURES, then 9 to access second section of the Features menu Table 4 on page 23, Table 5 on page 24 and Table 6 on page 25.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

- IDLE
- DENIED:SET NOT IDLE

4   Press digit 3 to select the RINGING NUMBER PICKUP feature.

RNPG (existing Group number is displayed)

5   Enter one of the following:

- pound (#) to accept the displayed RNPG

- an asterisk (*) to scroll to the next RPNG key

- new RPNG DN for this key followed by pound (#)
  INVALID GROUP NUMBER is displayed if an invalid DN is
  entered. Overflow tone is heard and you are reprompted.

OK

indicates the change is accepted. OK is displayed for four seconds
accompanied by special dial tone.

————————————— *End of Procedure* —————————————

System Speed Call (key sequence: 1-9-4)

This menu option is offered for both 500/2500 sets and digital telephone sets;
however, the menu structures are slightly different.

If you enter a System Speed Call List number that is not valid (for example,
list does not exist), overflow tone is given, "INVALID LIST NUMBER" is
displayed, and you are reprompted for input.

500/2500 sets

500/2500 sets can be configured as System Speed Call Users but not as
System Speed Call Controllers.

To enter a new SSU list number, enter the list number on the keypad and
terminate the input with pound (#).

Entering pound (#) without preceding it with data leaves the SSU data
unchanged and returns you to the Set Features menu.

describes how to change the System Speed Call
User (SSU) feature on a 500/2500-type set.

Procedure 14
Changing SSU—500/2500-type set

1   Access the SBA feature from an administrator set or installer set. See
          "Administrator login" on page 27 or "Installer login" on page 27.

2   Press '1' to access SET FEATURES, then 9 to access second section
          of the Features menu Table 4 on page 23, Table 5 on page 24 and
          Table 6 on page 25.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode.
          Enter the EXTENSION? number (DN) to be modified.

          The first Terminal Number (TN) for the Multiple Appearance DN is
          displayed and status of set is shown as one of the following:

          • IDLE

          • DENIED:SET NOT IDLE

4   Press digit 4to select the SYSTEM SPEED CALL feature.

          SSU LIST (existing list number is displayed)

5   Enter one of the following:

          • pound (#) to accept the displayed SSU LIST

          • an asterisk (∗) to scroll to the next SSU LIST number

          • new SSU LIST number for this set followed by pound (#)
             INVALID LIST NUMBER is displayed if an invalid list number
             is entered. Overflow tone is heard and you are reprompted.

          OK
          indicates the change is accepted. OK is displayed for four seconds
          accompanied by special dial tone.

          ————————————— *End of Procedure* —————————————

Multi-line sets

If more than one SSC/SSU key is defined on the terminal being changed, a list of SSC/SSU keys is given. Advance through the list of keys by pressing the asterisk (*).

If the terminal is a Controller of a System Speed Call list, the SSC key is displayed. If the terminal is a User of a System Speed Call list, the SSU key is displayed.

To enter new SSC/SSU data, enter the Speed Call list number on the keypad and terminate the input with pound (#).

Entering pound (#) without preceding it with data leaves the SSC/SSU data unchanged for that key and returns you to the Set Features menu.

Procedure 15 on page 46 describes how to change the System Speed Call Controller (SSC) and System Speed Call User (SSU) feature on a multi-line set.

Procedure 15
Changing SSC/SSU — multi-line set

1   Access the SBA feature from an administrator set or installer set. See "Administrator login" on page 27 or "Installer login" on page 27.

2   Press '1' to access SET FEATURES, then 9 to access second section of the Features menu Table 4 on page 23, Table 5 on page 24 and Table 6 on page 25.

3   Enter the EXTENSION? number (DN) to be modified.

     The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

     • IDLE

     • DENIED:SET NOT IDLE

4   Press digit 4to select the SYSTEM SPEED CALL feature.

     SSC KEY LIST (key number and existing list number is displayed)

5   Enter one of the following:

- an asterisk (∗) to scroll to the next SSC KEY number

- new SSC LIST number for this key followed by pound (#)
  INVALID LIST NUMBER is displayed if an invalid list number
  is entered. Overflow tone is heard and you are reprompted.

OK
indicates the change is accepted. OK is displayed for four seconds
accompanied by special dial tone.

————————————— *End of Procedure* —————————————

Personal Speed Call (key sequence: 1-9-5)

This menu option is offered for both 500/2500-type sets and digital telephone
sets; however, the menu structures are slightly different.

If you enter a Personal Speed Call list number that is not valid (for example,
the list does not exist), overflow tone is given, "INVALID LIST NUMBER"
is displayed, and you are reprompted for input.

500/2500 sets

To enter a new SCC/SCU list number, enter the list number on the keypad and
terminate the input with pound (#).

Entering pound (#) without preceding it with data leaves the SCC/SCU data
unchanged and returns you to the Set Features menu.

describes how to change the System SSC/SSU
feature on a 500/2500-type set.

Procedure 16
Changing SSU — 500/2500-type set

1   Access the SBA feature from an administrator set or installer set. See <u>"Administrator login" on page 27</u> or <u>"Installer login" on page 27</u>.

2   Press '1' to access SET FEATURES, then 9 to access second section of the Features menu Table 4 on page 23, Table 5 on page 24 and Table 6 on page 25.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

- IDLE
- DENIED:SET NOT IDLE

4   Press digit 5 to select the PERSONAL SPEED CALL feature.

SSU LIST (existing list number is displayed)

5   Enter one of the following:

- pound (#) to accept the displayed SSU LIST
- an asterisk (∗) to scroll to the next SSU LIST number
- new SSU LIST number for this set followed by pound (#) INVALID LIST NUMBER is displayed if an invalid list number is entered. Overflow tone is heard and you are reprompted.

OK
indicates the change is accepted. OK is displayed for four seconds accompanied by special dial tone.

————————————— *End of Procedure* —————————————

Multi-line sets

If more than one SCC/SCU key is defined on the terminal being changed, a list of SCC/SCU keys is given. Advance through the list of keys by pressing the asterisk (*).

If the terminal is a Controller of a Speed Call list, the SCC key is displayed. If the terminal is a User of a Speed Call list, the SCU key is displayed.

To enter new SCC/SCU data, enter the Speed Call list number on the keypad and terminate the input with pound (#).

Entering pound (#) without preceding it with data leaves the SCC/SCU data unchanged for that key and returns you to the Set Features menu.

describes how to change the System Speed Call Controller (SSC) and System Speed Call User (SSU) feature on a multi-line set.

Procedure 17
Changing SSC/SSU — multi-line set

1   Access the SBA feature from an administrator set or installer set. See "Administrator login" on page 27 or "Installer login" on page 27.

2   Press '1' to access SET FEATURES, then 9 to access second section of the Features menu Table 4 on page 23, Table 5 on page 24 and Table 6 on page 25.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

- IDLE
- DENIED:SET NOT IDLE

4   Press digit 5 to select the PERSONAL SPEED CALL feature.

SSC KEY LIST (key number and existing list number is displayed)

5   Enter one of the following:

- an asterisk (∗) to scroll to the next SSC KEY number

- new SSC LIST number for this key followed by pound (#)
  INVALID LIST NUMBER is displayed if an invalid list number
  is entered. Overflow tone is heard and you are reprompted.

OK
indicates the change is accepted. OK is displayed for four seconds
accompanied by special dial tone.

————————————— *End of Procedure* —————————————

Hot Line (key sequence: 1-9-6)

The Hot Line function allows you to change which member of a Hot Line list
is associated with a HOT L key. The Hot Line list is defined in LD 18. There
can be one Hot Line list per customer.

This menu option is offered for both 500/2500 sets and digital telephone sets;
however, the menu structures are slightly different.

If you enter a member number that is not valid (for example, the list does not
exist), overflow tone is given, "INVALID MEMBER NUMBER" is
displayed, and you are reprompted for input.

500/2500 sets

To enter a new Hot Line list member number, enter the member number on
the keypad and terminate the input with pound (#).

Entering pound (#) without preceding it with data leaves the member number
unchanged and returns you to the Set Features menu.

describes how to change, from an Administrator set,
the Hot Line feature on a 500/2500-type set.

Procedure 18
Changing Hot Line — 500/2500-type set

1   Access the SBA feature from an administrator set or installer set. See or .

2   Press '1' to access SET FEATURES, then 9 to access second section of the Features menu Table 4 on page 23, Table 5 on page 24 and Table 6 on page 25.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

- IDLE
- DENIED:SET NOT IDLE

4   Press digit 6 to select the HOT LINE feature.

HOT LIST (key number and existing list number is displayed)

5   Enter one of the following:

- an asterisk (∗) to scroll to the next HOT LIST KEY number
- new HOT LIST number for this key followed by pound (#) INVALID MEMBER NUMBER is displayed if an invalid member number is entered. Overflow tone is heard and you are reprompted.

OK
indicates the change is accepted. OK is displayed for four seconds accompanied by special dial tone.

————————————— *End of Procedure* —————————————

Multi-line sets

If more than one Hot Line list key is defined on the terminal being changed, a list of Hot Line list keys is given. Advance through the list of keys by pressing asterisk (*).

To enter a new Hot Line list member number, enter the member number on the keypad and terminate the input with pound (#).

Entering pound (#) without preceding it with data leaves the member number unchanged and returns you to the Set Features menu.

describes how to change the Hot Line feature on a multi-line set.

Procedure 19
Changing Hot Line — multi-line set

1 Access the SBA feature from an administrator set or installer set. See "Administrator login" on page 27 or "Installer login" on page 27.

2 Press '1' to access SET FEATURES, then 9 to access second section of the Features menu Table 4 on page 23, Table 5 on page 24 and Table 6 on page 25.

3 Skip this step and go to Step 4 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

The first Terminal Number (TN) for the Multiple Appearance DN is displayed and status of set is shown as one of the following:

- IDLE
- DENIED:SET NOT IDLE

4 Press digit 6 to select the HOT LINE feature.

HOT LIST MEMBER? (existing list member number is displayed)

5   Enter one of the following:

- an asterisk (∗) to scroll to the next SSC KEY number

- new SSC LIST number for this key followed by pound (#)
  INVALID MEMBER NUMBER is displayed if an invalid
  member number is entered. Overflow tone is heard and you
  are reprompted.

OK

indicates the change is accepted. OK is displayed for four seconds
accompanied by special dial tone.

————————————— *End of Procedure* —————————————

Name Display (key sequence 2)

Administrator and Installer sets

This function allows you to add or change CPND names. Before this function
can be used, the CPND data block must be configured in LD 95.

Activate this function by selecting "2 NAME DISPLAY" from the main
menu. After selecting the Name Display function, you are prompted for the
extension to which the changes will be applied. Names can be changed for
any DN including ACD queues, route access codes, and so on.

You are then prompted to enter the last name.

Each letter in the name can be obtained by pressing the corresponding dial
pad key until the desired character appears under the current cursor. When the
desired character is displayed, press # to accept that character and move to the
next. Once all characters have been entered for the first name, # must be
pressed a second time to indicate the end of all characters. This causes the
"LAST NAME?" prompt to appear. The last name is entered using the same
key sequences as for the first name.

describes how to change the CPND feature on a set.

Procedure 20
Changing the CPND from Administrator and Installer set

1   Access the SBA feature from an administrator set or installer set. See "Administrator login" on page 27 or "Installer login" on page 27.

2   Press '1' to access SET FEATURES.

3   Press digit 2 to select the NAME DISPLAY feature.

4   Skip this step and go to Step 5 if you are logged-in in "Installer" mode. Enter the EXTENSION? number (DN) to be modified.

The status of the set is shown as one of the following:

- IDLE
  FIRST NAME prompt appears

- SET NOT IDLE — after 4 seconds the main menu appears

- CHANGE IN PROGRESS — currently being changed by another Administrator set or by a service change overlay (after 4 seconds the main menu appears).

5   Enter the first name by pressing the dial pad key corresponding to the letter. Press the dial pad key until the desired letter is displayed.

Example:
To select the letter 'A' press digit 2 on the key pad once.
To select the letter 'B' press digit 2 on the keypad twice.
To select the letter 'C' press digit 2 on the keypad three times.

When the desired letter is displayed, press pound (#) to select it, then repeat the process to select the second letter and so on.

Press the pound key a second time to save the first name.

LAST NAME? prompt appears. Repeat this step to spell the last name, then press pound twice after the last letter is entered.

Note: Use digit 7 on the keypad to select the letter 'Q' and digit '9' to select the letter 'Z'.

————————————— *End of Procedure* —————————————

Procedure 21
Changing the CPND from User set

1   Access the SBA feature from the User set. See .

2   Enter the first name by pressing the dial pad key corresponding to the letter. Press the dial pad key until the desired letter is displayed.

Example:
To select the letter 'A' press digit 2 on the key pad once.
To select the letter 'B' press digit 2 on the keypad twice.
To select the letter 'C' press digit 2 on the keypad three times.

When the desired letter is displayed, press pound (#) to select it, then repeat the process to select the second letter and so on.

Press the pound key a second time to save the first name.

LAST NAME? prompt appears. Repeat this step to spell the last name, then press pound twice after the last letter is entered.

Note: Use digit 7 on the keypad to select the letter 'Q' and digit '9' to select the letter 'Z'.

———————————— *End of Procedure* ————————————

Help

Help is available at any time while entering a CPND name by pressing #. Help consists of a list of keys and the characters associated with each key. Scroll through the help list by pressing "*". If approximately six seconds pass without any key presses, the screen returns to the previous state of name entry. If you press a digit key, the Help function stops and the key takes effect immediately, just as if Help had never been entered. Pressing # exits Help, returning you to the state prior to entering Help.

Time and Date (key sequence: 3)

Activate this function by selecting "3 TIME AND DATE" from the main menu. After selecting this function from the main menu, you are presented with a menu containing two items "1 TIME" and "2 DATE."

— After selecting the first function, "1 TIME," you are prompted for hours and minutes in two separate sequences.

— After selecting the second function, "2 DATE," you are prompted for year, month, and day in three separate sequences.

Each response has to be terminated by pound (#) to confirm the newly entered values. If an invalid entry is detected, an overflow tone is given and you are reprompted for input.

Whenever the time or date is changed, a CDR time stamp is printed to all TTYs exactly as if the change had been made by the attendant. Also, similar to the attendant changing the time or date, the Time Synchronization feature is activated for masters and slaves in a network, and messages are sent to auxiliary machines.

Validation

Each section of the data is validated when it is entered.

— For times; hours are entered before minutes.

— For dates; first the year, then the month, then the day is entered. The year and month are entered first so that the highest valid day can be determined based on the month and whether it is a leap year.

If an illegal value is entered, the message "INPUT OUT OF RANGE" is displayed for four seconds and you are reprompted for input.

Format
Time

HH   =   Hour from 0 to 23 (one or two digits)

MM   =   Minute from 0 to 59 (one or two digits)

Date

YYYY   =   Year from 1975 to 9999 or

YY   =   Last two digits of the year from 0 to 99 (If >= 75, equals
            1900. If < 75, equals 2000.)

MM   =   Month from 1 to 12 (one or two digits)

DD   =   Day of the month from 1 to 31 (one or two digits)

describes how to change the TIME and DATE.

Procedure 22
Changing the Time and Date

1   Access the SBA feature from an administrator set or installer set. See
        or .

2   Press '3' to access TIME AND DATE.

3   If only the DATE setting is to be changed, go to Step 6.
        Press '1' to select the TIME setting.

        The prompt HOUR? and the existing hour setting appear.

4   Enter one of the following:

        • pound (#) to leave the setting unchanged and scroll to the
          MINUTE prompt

        • new HOUR followed by pound (#)
          INPUT OUT OF RANGE is displayed if an invalid hour is
          entered. Overflow tone is heard and you are reprompted.

        MINUTE: and the existing MINUTE setting is displayed

5   Enter one of the following:

- pound (#) to leave the setting unchanged

- new MINUTE followed by pound (#) to change the setting
  INPUT OUT OF RANGE is displayed if an invalid minute is
  entered. Overflow tone is heard and you are reprompted.

OK
indicates the change is accepted. OK is displayed for four seconds
accompanied by special dial tone.

6   Press '2' to select the DATE setting.

The prompt YEAR? and the existing year setting appear.

7   Enter one of the following:

- pound (#) to leave the setting unchanged and scroll to the DAY
  prompt

- new MONTH followed by pound (#)
  INPUT OUT OF RANGE is displayed if an invalid month is
  entered. Overflow tone is heard and you are reprompted.

DAY and the existing DAY setting is displayed

8   Enter one of the following:

- pound (#) to leave the setting unchanged

- new DAY followed by pound (#)
  INPUT OUT OF RANGE is displayed if an invalid day is
  entered. Overflow tone is heard and you are reprompted.

OK
indicates the change is accepted. OK is displayed for four seconds
accompanied by special dial tone.

————————————— *End of Procedure* —————————————

Toll Restrictions (key sequence: 4)

You are prompted with the current class of service and a scrollable list of valid options from which to choose a new class of service. Operation of this menu is identical whether changing 500/2500 sets or digital telephone sets.

To select a new class of service, enter the number of the desired class of service. Entering pound (#) without preceding it with data, leaves the class of service unchanged and returns you to the Set Features menu.

describes how to change the Toll Restrictions. .

Procedure 23
Changing the Toll Restrictions

1   Access the SBA feature from an administrator set or installer set. See "Administrator login" on page 27 or "Installer login" on page 27.

2   Press '4' to access TOLL RESTRICTIONS.

3   Skip this step and go to Step 4 if you are logged-in in "Installer" mode. Enter the EXTENSION number (DN) of the telephone to be changed.

The prompt RESTRICTIONS? and the existing setting are displayed.

4   Enter one of the following:

- asterisk (∗) to scroll through the restriction choices, then enter the corresponding digit for the desired restriction

- enter the corresponding digit for the desired restriction

OK
indicates the change is accepted. OK is displayed for four seconds accompanied by special dial tone.

—————————————— *End of Procedure* ——————————————

Extension-TN correspondence (key sequence: 5)

Select the Extension-TN correspondence function by selecting "5 EXTENSION-TN" from the main menu. After selecting the Extension-TN correspondence function, you are prompted to enter the extension of the telephone sets to be queried. Only telephones configured on the same customer (and tenant if applicable) as the administration set are accessible. If the selected extension is a multiple appearance number, a scrollable list of TNs associated with the extension is displayed. Browse the list of TNs by pressing *. If you enter # without first entering an extension, you are returned to the main menu.

Procedure 24 on page 60 describes how to display the EXTENSION-TN correspondence.

Procedure 24
Displaying Extension TN correspondence

1   Access the SBA feature from an administrator set. See "Administrator login" on page 27.

2   Press '5' to access EXTENSION-TN.

The prompt EXTENSION? appears.

3   Enter the EXTENSION number (DN) of the telephone to be changed followed by pound (#).

The TN and its status is displayed.

————————— *End of Procedure* —————————

Trunk Installation (key sequence: 6)

This option is only available from an administration set. The functions pertaining to trunk installation and removal and route access code changes are not changed by this feature; they are just grouped under a single item on the main menu.

For more information, see the Meridian 1 Option 11C Compact *Planning, Installation and Fault Clearing Guide.*

Installation Options (key sequence: 7)

This option is only available from an administration set.

For more information, see the Meridian 1 Option 11C Compact *Planning, Installation and Fault Clearing Guide.*

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