Quick Reference Guide For
Merlin II R3 – System Administration

<u>**System Administration**</u> – Place the administration overlay on the Merlin II display console. Enter **System Administration** from station 10 by pulling the switch on the left-hand side of the Merlin II display console down to 'P' and pressing the **Conference** button 2 times. The following procedures are performed while in **System Administration** mode.

<u>**System Administration programming procedures**</u>

<u>**Attendant Positions**</u> – Press **System**, **Attendnts**, **Position**. Press the DSS button of a station to assign it as an attendant (green light on). Only every fourth Merlin station jack may be assigned as an attendant (10, 14, 18, etc.). A max of 8 attendants can be assigned.

<u>**Call Restriction**</u> – Press **Stations**, **Restrct**. Press the DSS button of the station to restrict. Press **Enter**. Press a key for the restriction desired; **NoRestr** = unrestricted, **Local** = toll restricted, **Intercom** = outward restriction.

<u>**Group Call Distribution**</u> – Press **Stations**, **More**, **GrpCall**. Dial group number (870-875). Press **Enter**. Press the DSS buttons of the stations to assign (green light on). To associate lines or pools with this group press the line or pool button to assign (green light on).

<u>**Group Page**</u> – Press **Stations**, **More**, **PageZn**. Dial group number (881-886). Press **Enter**. Press the DSS buttons of the stations to assign (green light on).

<u>**Loudspeaker Page**</u> – Press **More**, **Options**, **XtrnPg**. Press the line button to be assigned as the **Loudspeaker Page** jack (green light on). A line must be unassigned from pools or any line appearances before it can be assigned to **Loudspeaker Page**.

<u>**Music-On-Hold**</u> – Press **More**, **Options**, **Music**. Press the line button to be assigned as the **Music-On-Hold** jack (green light on). A line must be unassigned from pools or any line appearances before it can be assigned to **Music-On-Hold**.

<u>**Recall Timer Interval**</u> – Press **More**, **Options**, **More**, **More**, **Recall**. Dial number to specify **Recall Timer Interval**; 0 = 350 msec, 1 = 450 msec, 2 = 650 msec, 3 = 1 sec. Press **Enter**.

<u>**System Renumbering**</u> – Press **System**, **More**, **Renumbr**. Wait for system to restart. This procedure is performed when modules are changed in the control unit.

<u>**System Size**</u> – Press **System**, **Size**. Press **Small** (8 lines or less **and** 20 phones or less), or press **Large** (more than 8 lines **or** more than 20 phones).

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System Type – Press **System**, **Type**. Press a button for the desired **System Type**: **Square**, **ButnAcc** (Pooled), **ARS** (Pooled), **Dial Acc** (Pooled).

Transfer Return Interval – Press **More**, **Options**, **TfrRet**. Dial number of rings (0-9) before a transferred call returns to the originator. Note: 0 rings means transferred calls will not return to originator.

Line Assignments – Square System - Press **Stations**, **Line/Pool**. Press the DSS button for the station being programmed. Press **Enter**. Press line buttons to assign (green light on) or unassign (green light off) lines. To customize line assignments remove all line assignments from a station, then press line buttons in the order of desired assignment. Lines will appear in the order that line buttons were pressed.

Line Assignments – Pooled System – Press **Stations**, **Line/Pool**. Press the DSS button for the station being programmed. Press **Enter**. Press line buttons to assign (green light on) or unassign (green light off) pools. The main pool (dial 9) is automatically assigned to the 2 line buttons above the **Intercom** buttons. These button assignments **cannot** be changed.

Assigning Lines To Pools – Press **Lines**, **Pools**. Dial pool code (9 or 890-899). Press **Enter**. Press line buttons to assign (red light on) or unassign (red light off) lines to pools. A line can only be assigned to one pool. To change a line's pool assignment it must first be removed from its current pool assignment.

System Speed Dial – Press **More**, **SpdDial**. Dial **System Speed Dial** code (600-729). Press **Enter**. Press **Bksp** to remove current entry. Dial * to mark the code secret. Dial telephone number. Press **Enter**. Special dialing characters can be inserted in **System Speed Dial** numbers as follows: **Pause** = press **Hold**, **Stop** = press **Drop**, **Flash** = press **Recall**, press **Hold**, **Touchtone Enable** = press **Transfer**.

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Station Programming Mode - Enter **Station Programming** by pulling the switch on the left-hand side of the phone down to 'P'. All the following procedures are performed with the phone in **Station Programming** mode.

Station Programming Procedures

Account Code Entry - Press the button to be programmed. Dial *82.

Auto Answer-All - Press the button to be programmed. Dial *75. (This feature is used when connecting an analog device to a station through a General Purpose Adapter. This allows the ringing signal to be passed through to the analog device.)

Auto Answer-Intercom - Press the button to be programmed. Dial *70. This feature is used to enable HFAI on a Merlin membrane telephone with a speakerphone adjunct.

Auto Intercom (DSS/BLF button) - Press the button to be programmed. Dial *91 plus the intercom number of the station.

Automatic Line Selection - Dial **. Press line buttons in the order of preferred selection. Dial ** when finished if additional programming will be done to this phone.

Call Coverage - Press the button to be programmed. Dial *40 for primary coverage, or dial *50 for secondary coverage. Dial intercom number of station to cover calls for.

Call Forwarding - Press the button to be programmed. Dial *33.

Call Park - Press the button to be programmed. Dial *86.

Call Pickup - Press the button to be programmed. Dial *84. Dial intercom number to make this button **Call Pickup-Individual**.

Call Pickup Groups - Press the button to be programmed. Dial *32.

Camp On - Press the button to be programmed. Dial *29.

Coverage Inhibit - Press the button to be programmed. Dial *77.

Do Not Disturb - Press the button to be programmed. Dial *71.

Executive Barge-In - Press the button to be programmed. Dial *25.

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Group Call Distribution - Press the button to be programmed. Dial *91. Dial group number (870-875).

Group Page - Press the button to be programmed. Dial *91. Dial group number (881-887).

Last Number Redial - Press the button to be programmed. Dial *73.

Outside Auto Dial (One Touch Speed Dial) - Press the button to be programmed. Dial *90, plus a pool code (if required), plus the telephone number.

Personal Speed Dial - Dial a **Personal Speed Dial** code (#01-#24). Dial *90 plus the telephone number.

Personalized Ringing - Press the **Speaker** button until desired ringing pattern is found.

Privacy - Press the button to be programmed. Dial *72.

Ringing Options - Press the line/pool button to be programmed. Dial one of the following codes for ringing option desired: *35 (No ring/red light off), *36 (Delayed ring/red light flashes), *37 (Immediate ring/red light on). Repeat for each line to be programmed. For all lines/pools press a line/pool button. Dial one of the following codes for ringing option desired: *345 = No ring, *346 = Delayed ring, *347 = Immediate ring.

Voice Announce Enable/Disable - Press **Intercom-Voice**. Dial one of the following codes: *37 (Enable voice announce/green light on), *35 (Disable voice announce/green light off).

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