AT&T

AT&T SYSTEM 25

R2V1
ADVANCED ADMINISTRATION
USER GUIDE (UNIX®)
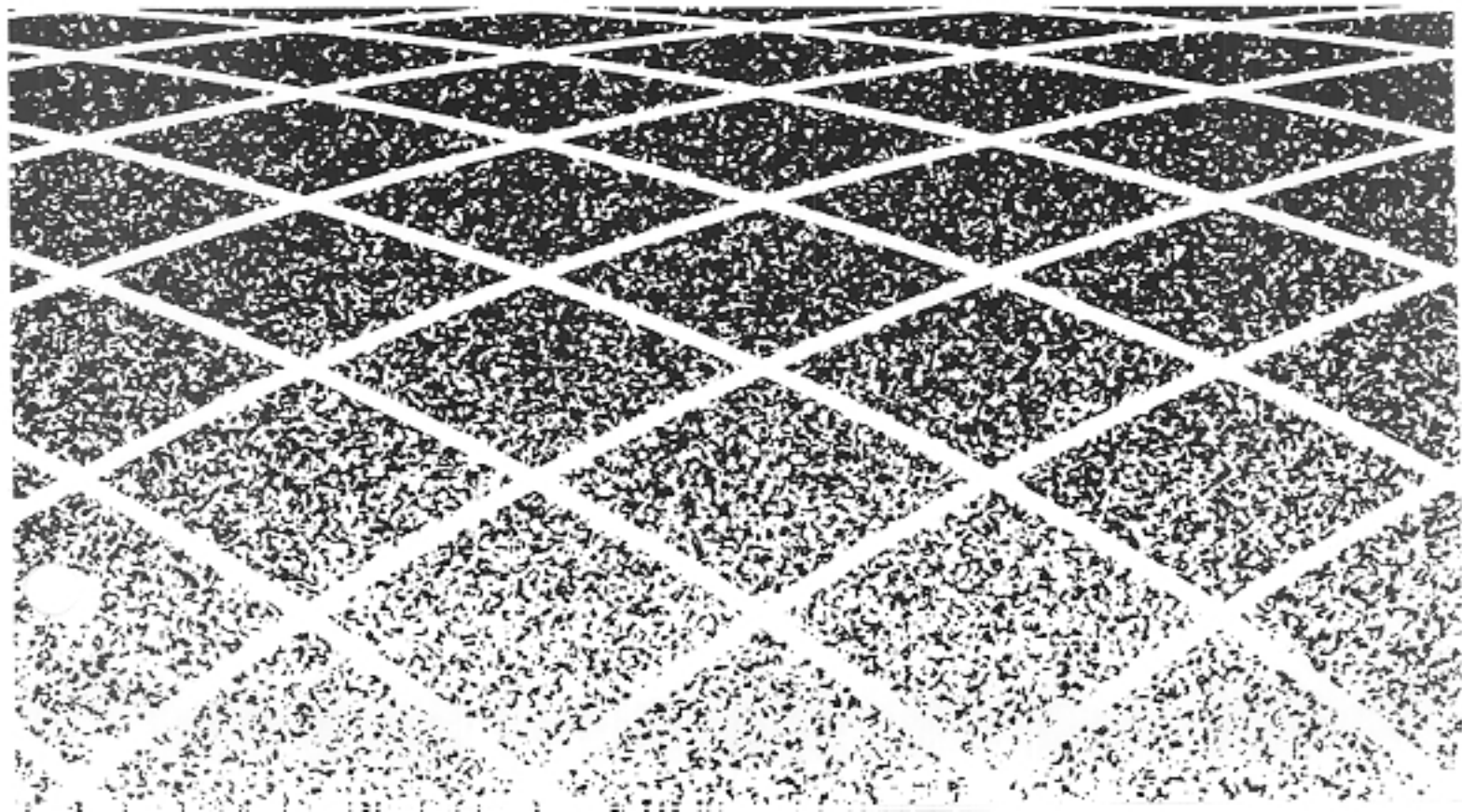
MS-DOS is a registered trademark of Microsoft Corp.

System 25 Documents

The following System 25 product documents are available for your reference. Copies may be purchased from the AT&T Customer Information Center (CIC) by calling 800-432-6600. (In Canada call 800-255-1242.)

DOCUMENT	ORDER NUMBER
■ R2V1 Administration Manual	555-530-500
■ An Introduction to System 25	555-530-021
■ R2V1 Implementation Manual	555-530-650
■ R2V1 New Capabilities Manual	555-530-205
■ R2V1 Reference Manual	555-530-200
■ Installation and Maintenance Manual	555-530-103
■ R2V1 Terminal Operations Manual	555-530-710
■ User Guides:	
— Data Features User Guide	555-520-704
— Direct Trunk Attendant Console User Guide	555-530-701
— Multiline Terminal User Guide	555-520-703
— Remote Access Wallet Card	555-530-717
— Single-Line Terminal User Guide	555-530-702
— Switched Loop Attendant Console User Guide	555-530-706
■ Integrated Solution Documents:	
— Integrated Solution User Guide	555-530-715
— AT&T Call Accounting System Reports Guide	775-413

To expand your System 25's communications and networking capabilities, AT&T offers the following optional software packages:

DOCUMENT	ORDER NUMBER
■ R2V1 Advanced Administration Software Package (MS-DOS)	PEC #1203-020-Release 2
■ R2V1 Advanced Administration Software Package (UNIX)	PEC #1203-021-Release 2
■ Call Management System for System 25	PEC #1207-030
■ Communications Access Manager Software Package	555-520-709
■ STARLAN NETWORK ACCESS Software Package	555-520-708

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1 Introduction

Introduction

The Advanced Administration Software (AAS) allows you to administer System 25 using an AT&T Master Controller (UNIX® PC). This software is designed to be used with the System 25 Release 2, Version 1 (R2V1) only.

To "administer" means to give instructions (translations) to System 25 about how it should operate to best fit your company's needs. This includes such things as making station and trunk assignments, customizing feature operations, and defining calling restrictions, coverage arrangements, and data facilities.

This manual describes step-by-step procedures for installing the AAS software, and general guidelines for carrying out a variety of administrative tasks. It does not, however, provide explanations of how System 25 features work or details about items you will find on the AAS forms, lists, or menus. If you need feature descriptions, see the *AT&T System 25 R2V1 Implementation Manual* and the *AT&T System 25 R2V1 Reference Manual*. If you need more detailed information about items within AAS, the software provides a comprehensive, on-line "Help" feature. You should use the Help feature as often as necessary.

NOTE: Before you use Advanced Administration, you should be familiar with the *AT&T UNIX PC Owner's Manual* that came with your PC.

Connection Information

AAS can be used to administer System 25 locally or remotely. If you will be using the UNIX PC's built-in modem, the connection is considered *remote*. In all other instances (direct connection to the System 25 call processor card, connection via a System 25 data port, etc.), the connection is considered *local* (direct). The *R2V1 Reference Manual* contains detailed information on the connections required for both local and remote administration.

Saving Translations and Keeping Records

Two important duties of the System Administrator are saving translations after changes have been made to the system, and keeping accurate hardcopy (paper copy) or PC records of all System 25 assignments. These are two separate tasks, and each is handled differently by the Advanced Administration Software.

Saving Translations

Information sent to System 25 by AAS is stored in System 25's memory. Each piece of information is called a translation. The System Administrator is responsible for making backup copies of the translations to a PC or to a specially-designed tape recorder (Digital Tape Unit).

It is imperative that you make a backup copy every time you make changes to the system. In the unlikely event that system translations are lost or damaged, you can use the backup copies to quickly restore System 25 service. See Chapter 5, "Using Save and Restore," for more information.

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Keeping Records

AAS simplifies the task of record keeping. It is important to keep records to give you an accurate picture of the current System 25 assignments. You should save a hardcopy of each voice station class of service and flexible button form, and use the *AT&T System 25 Administration Records* binder to store the forms for on-going administration. If System 25 translations are lost (and you do not have backup translations), you can use the hardcopy records to help restore service. Hardcopy records also give you added flexibility. With the information about your system, you can add notes, consult with others, and review the information more leisurely.

You can also save information on your UNIX PC hard disk; you can print out this information if a printer is connected to your PC. See the entry "Using the Function Keys" in Chapter 4 for additional information about saving or printing information.

Chapter Contents

- Chapter 2 - "Installation"

  This chapter contains procedures for loading AAS onto the UNIX PC disk, and procedures for setting up RS232 connections and user profiles.

- Chapter 3 - "Logging On to System 25"

  This chapter contains procedures for running AAS, entering the password, and completing the PC Configuration form.

- Chapter 4 - "Using the AAS Program"

  This chapter explains how to use Advanced Administration Software, and methods for submitting information to the System 25.

- Chapter 5 - "Using Save and Restore"

  This chapter explains how to save, verify, and restore translations.

- Appendix A - "Administration Tasks"

  This section contains flow chart procedures for implementing a variety of administration tasks on AAS.

- Appendix B - "Terminal Access to the UNIX PC"

  This section provides instructions for dialing up the UNIX PC to access AAS from a remote terminal.

Conventions Used in This Manual

The following conventions are used in this manual:

- Commands and text you should type appear **in this style of type.**

- Values, instructions, and prompts that appear on the screen are *in this style of type.*

- Key names and function keys on the PC keyboard appear in smooth-cornered boxes, as in (Return) .

2 Installation

Installing the Advanced Administration Software

After you complete the hardware connections for your System 25, you are ready to install AAS. In addition, if you are administering System 25 locally, you need to define your RS232 setup.

Installing AAS

Before you can run Advanced Administration, you need to install the AAS files on the UNIX PC disk.

To install AAS:

1 At the *Login:* prompt, type **Install** and then press (Enter). If needed, enter your password and then press (Enter).

   — The Office of install window is displayed.

   NOTE: For information on logging into the UNIX PC and creating passwords, see the *UNIX PC Owner's Manual.*

2 Move the cursor to *Administration* and then press (Enter).

   — The Administration window is displayed.

3 Move the cursor to *Software Setup* and then press (Enter).

   — The Software window is displayed.

4 Move the cursor to *Install Software from Floppy* and then press (Enter).

   — The system tells you to insert the first floppy disk.

5 Insert Disk #1 and then press (Enter).

   — First, *Checking for Size file* is displayed.

   — Next, *Install in progress* is displayed.

6 When the system tells you to remove the floppy disk and insert the next one, insert Disk #2 and then press (Return).

7 When you see this prompt:

   > *This version of administration for R2V1 System 25 ONLY*
   > *continue? (y or n)*

   type **y** and then press (Enter).

8 When the system notifies you that AAS is installed, remove Disk #2 and then press (Return).

9 When the system notifies you that the installation is complete, press (Enter).

(Continued)

The AAS program is now installed. If you will be performing local administration (not using the UNIX PC's built-in modem), check to see that the UNIX PC serial port is administered correctly by following the next procedure. If you will be performing *remote* system administration, you can go directly to Chapter 3.

RS232 Setup

For further information on RS232 setup, see the *AT&T UNIX PC Owner's Manual*.

1 From the Office of install window, move the cursor to *Administration* and then press [Enter].

— The Administration window is displayed.

2 Move the cursor to *Hardware Setup* and then press [Enter].

— The Hardware window is displayed.

3 If you are using the built-in serial port on the UNIX PC, move the cursor to *RS232 Setup* and then press [Enter].

or

If you are using a serial port on the UNIX PC expansion board, move the cursor to *RS232 Expansion Setup* and then press [Enter]. From the Port Selection window, select the port number to be used and then press [Enter].

— The system displays the appropriate Setup window.

4 Change the fields, as needed, so that the completed RS232 Setup window looks like this:

```
Connect to RS232 Device

Device Type:    OTHER
Device Speed:   1200 baud
Enable Hardware Flow Control: No

        [OK]
```

SCREEN 2-1 RS232 Setup Window

5 When the entries are correct, press [Enter].

— A new window appears requesting information about the type of connection.

(Continued)

6 Type in a device name (such as SYSTEM25) and change the other field, if needed, so the completed window looks like this:

```
Connect to Special Device

Device Name:        SYSTEM25
Type of Connection: CALLER only
```

SCREEN 2-2 Connect to Special Device Window

NOTE: The device name is for *your* benefit, not the computer's benefit—you may use whatever name you prefer.

7 When the entries are correct, press (Enter) .

8 When the system instructs you to do so, press (Enter) again.

— The window closes automatically.

9 Use (Exit) to close the remaining windows and return to the Office of install.

3 Starting AAS

Starting AAS

The first time you use AAS, you will have to check that your PC's configuration is correctly defined. Then, you can log on to System 25.

Completing the PC Configuration Form

The AAS program contains a default configuration, which is shown in the form below. This form allows you to change the default configuration to match that of your PC.

```
         SYSTEM 25 ADMINISTRATION                    Screen #: 081


    ┌──────────────────────────────────────────────────────────────┐
    │                      PC CONFIGURATION                          │
    │  Connection (scroll):...............................Direct      │
    │  Device name / telephone #:.........................tty000      │
    │  Default File for Saving Screens:...................screens.prn │
    │  Path for Directory Information:.................... current    │
    │  Initiate Dialing (scroll):......................... no         │
    │                                                                │
    │                                                                │
    └──────────────────────────────────────────────────────────────┘
```

SCREEN 3-1 PC Configuration Form

The options listed on the PC Configuration form are explained below.

Connection

This option allows you to specify a direct (local) or remote connection. If you will be using the UNIX PC's built-in modem, the connection is considered *remote*. In all other instances (direct connection to the System 25 call processor card, connection via a System 25 data port, etc.), the connection is considered *direct* (local).

Device name / Telephone

This option allows you to specify the name of the System 25 device you are connecting to. For a direct (local) connection, it is the device name of the serial port to be used for administration. If you will be using the UNIX PC's built-in modem (remote connection), it is the phone number the UNIX PC should dial to connect to a remote System 25.

Default File for Saving Screens

This option allows you to specify the name for the file used when you save information to your UNIX PC for reference purposes. A UNIX text file is created (and then appended to) when you press (Save). The files are saved in /usr/lib/aas/v3.

The default file name, "screens.prn", can be changed. For example, you can change the file name to **coverage.records**. When changing a filename, however, do not include any slashes (/) in the new filename.

Path for Directory Information

This option allows you to change the default path for directory files. Do not include any slashes (/) in the directory name for the new path. This option appends the new directory name to the current path.

Initiate Dialing

This option allows you to redial a remote System 25 if your connection is dropped during an administration session. It also lets you dial into a different System 25 without exiting AAS. For more information on using this option, see the section titled 'Losing the Connection During Remote Administration' on page 3-4.

Completing the PC Configuration Form

This procedure does not connect you to System 25, and you cannot access the AAS resident directory, if one exists. Any changes you make to the PC Configuration form, however, *are* saved to the AAS file.

1 At the *Login:* prompt, type **install** and then press (Enter). If needed, enter your password and then press (Enter).

    — The Office of install window is displayed.

2 Use the (↓) to move the cursor to *System 25 AAS* and then press (Enter).

    — The S25AAS window is displayed.

3 Use the (↓) to move the cursor to *System 25 AAS Configuration/Demo* and then press (Enter).

    NOTE: The first time you log on, you will probably see this message:

        Configuration file for AAS does not exist.
        Use AAS Configuration object first.

        Touch ENTER to continue
        or CANCL to stop.

    If you see this message, press (Esc).

    — The '-x Option' (Demo Mode) Help screen is displayed.

4 Press (Esc).

    — The Main Menu is displayed.

5 Move the cursor to *PC Configuration* and then press (Return).

    — The PC Configuration form is displayed.

6 If you are administering System 25

    ► Remotely: move the cursor to *Connection*. To change the entry to *Remote*, press (Spacebar). Move the cursor to *Device name / telephone #* and type over any existing entry with the phone number of the remote system.

    ► Locally: move the cursor to *Connection*. To change the entry to *Direct*, press (Spacebar). Move the cursor to *Device name / telephone #* and type over any existing entry to specify the administration port to be used. If you will be using the UNIX PC's built-in serial port, specify **/dev/tty000**. If you will be using a serial port on an expansion board, see the documentation that came with the board to determine which name (/dev/tty001 through /dev/tty006) applies.

(Continued)

7 To save your changes and exit the form, press (F3) SUBMIT.

— The Main Menu is displayed.

8 Press (Exit).

— The display shows:

> *Do you really want to quit?*
> *Press [SUBMIT] to go ahead or [CANCEL] to cancel*

9 Press (F3) SUBMIT.

— The system returns you to the S25AAS window.

Logging On to System 25

Use this login procedure for either local or remote system administration.

1 At the *Login:* prompt, type **Install** and then press (Enter). If needed, enter your password and then press (Enter).

— The Office of install window is displayed.

2 Use the (↓) to move the cursor to *System 25 AAS* and then press (Enter).

— The S25AAS window is displayed.

3 Move the cursor to *System 25 Advanced Administration* and then press (Enter).

— The System 25 Administration screen is displayed.

```
┌────────────────────────────────────────────────────────────────┐
│             SYSTEM 25 ADMINISTRATION              Screen #: 086  │
│  ┌──────────────────────────────────────────────────────────┐   │
│  │ Connecting /dev/tty000                                    │   │
│  │                                                           │   │
│  │ 1).  Insure that you are correctly connected by pressing the [Return] key │
│  │      · the System 25 should display a password prompt     │   │
│  │ 2).  After the password prompt is displayed, do NOT enter the password │
│  │      but press the [Esc] key to continue                  │   │
│  │                                                           │   │
│  │                                                           │   │
│  │                                                           │   │
│  │                                                           │   │
│  └──────────────────────────────────────────────────────────┘   │
│                                                                  │
└────────────────────────────────────────────────────────────────┘
```

SCREEN 3-2 System 25 Administration Screen

(Continued)

4 If you are using the UNIX PC's built-in modem, or if the serial port on your UNIX PC is directly connected to the System 25 Administration port, proceed to Step 5.

If the serial port of your UNIX PC is connected to a System 25 Data Line Card, an external modem, or some other device, your next step is to dial your System 25, following the directions below.

► If you are connected to a System 25 Data Line Card, initiate dialing by typing a | (Shift - |) and then pressing Return ; proceed with the data call in the usual way. For more information, see the *AT&T System 25 Data Features User Guide*.

► If you are connected to a modem, follow the manufacturer's instructions for placing a data call.

5 Press Return .

The System 25 should display the following prompt:

> *SYSTEM 25 ADMINISTRATION*
> *Release CPU: 3.X MEM: 3.X*
> *AT&T Copyright 1988*
> *Enter password ->*

If the above prompt is not displayed, you are not connected to a System 25. Disconnect by pressing Exit and then F3 SUBMIT. Check all of the hardware connections before attempting to log on again.

6 After the password prompt is displayed, press Esc .

— The System 25 Administration Security Screen is displayed.

7 Go to the next section in this chapter, "Entering the Password."

Losing the Connection During Remote Administration

If the line is dropped during a remote administration session, the following message is displayed:

> *Cannot read communications port*
> *Press an available function key, or <Esc> to resume.*

If this happens, use the procedure below:

1 Press Esc to remove the error message.

2 Move to *PC Configuration* in the Main Menu and then press Return .

3 Move the cursor to *Initiate Dialing* and then press the Spacebar to display *yes* .

4 Press F3 SUBMIT.

— The System 25 Administration screen is displayed.

5 Return to Step 4 of the previous procedure.

Entering the Password

At this point, the UNIX PC should be displaying the Administration Security screen, which is shown below.

```
         SYSTEM 25 ADMINISTRATION                    Screen #: 056

     ┌──────────────────────────────────────────────────────┐
     │                                                      │
     │        SYSTEM 25 ADMINISTRATION SECURITY SCREEN       │
     │                                                      │
     │              Password:                               │
     │                                                      │
     │                  Release r2v1.x                      │
     │              Copyright (C) 1988, AT&T                 │
     │                                                      │
     └──────────────────────────────────────────────────────┘
```
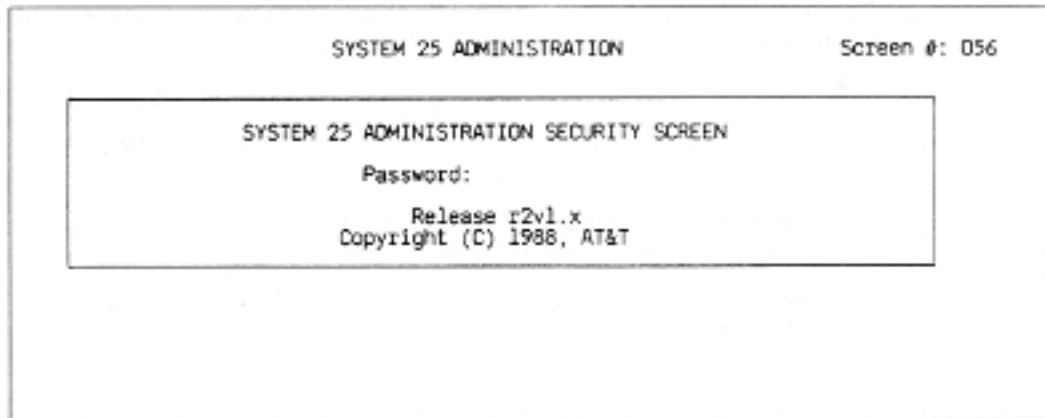
SCREEN 3-3 Administration Security Screen

The blinking cursor appears next to *Password:* in a reverse video block.

The default password for System 25 administration is **systemx5**. This password is user administrable, meaning you can change it to protect the security of your System 25.

NOTE: It is strongly recommended that you create your own password and change the default after logging on for the first time.

1 At the *Password:* prompt, type the password. When you type the password, the letters do not appear on the screen.

2 Press (Return) .

— If you have logged on successfully, the Main Menu is displayed.

```
         SYSTEM 25 ADMINISTRATION                    Screen #: 001

                         MAIN MENU
              ┌────────────────────────────┐
              │  System Wide Features       │
              │  Voice Stations             │
              │  Trunks                     │
              │  Groups                     │
              │  Data Resources             │
              │  Auxiliary Equipment        │
              │  Alarms and Errors          │
              │  Searches                   │
              │  Verify Directories         │
              │  PC Configuration           │
              │  Save and Restore           │
              └────────────────────────────┘
```
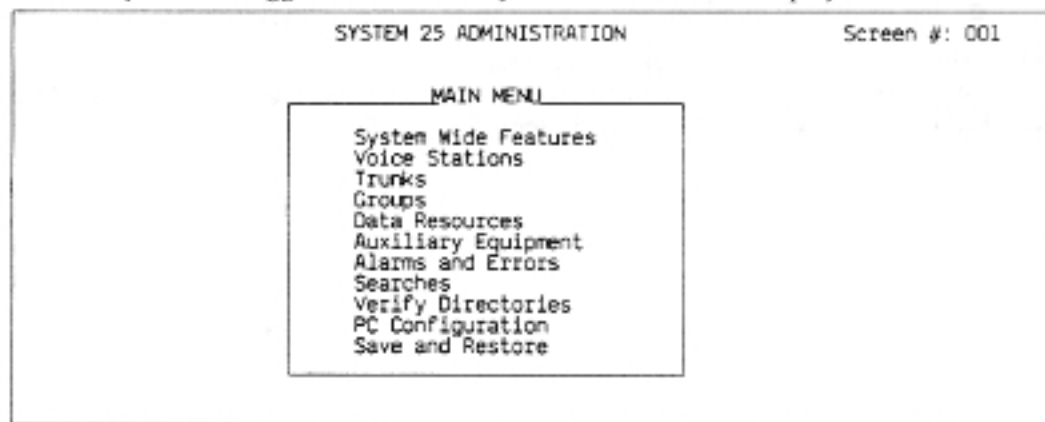
SCREEN 3-4 Main Menu

(Continued)

— If you entered the password incorrectly, this error message is displayed:

> *Communications error, switch not responding (adm)*
> *Press an available function key, or <Esc> to resume.*

When you press `Esc` , this message is displayed:

> *Could not log in to S/25 — Check configuration.*
> *Press an available function key, or <Esc> to resume.*

When you press `Esc` again, the cursor moves back to the *Password:* prompt. Repeat Steps 1 and 2.

NOTE: You are given an unlimited number of attempts to log on.

— If you receive the following error message, you should check the PC Configuration form to be sure the information is correct:

> *Could not log in to S/25 — Check configuration.*
> *Press an available function key, or <Esc> to resume.*

Go to the section in this chapter titled "Completing the PC Configuration Form" on page 3-1.

Administering Multiple System 25s

To administer a different R2V1 System 25, go to the PC Configuration form and specify a remote connection. Then, enter the phone number for the other System 25. If you want to dial the other system without first exiting AAS, use the "initiate dialing" field as described in the section titled "Losing the Connection During Remote Administration," on page 3-4.

Reminder: If you have the responsibility of administering more than one System 25, it is *strongly recommended* that you maintain a list of the following:

- the System 25s you are administering, and their version numbers (e.g. R2V1, etc.)

- the passwords for each System 25

- the telephone numbers you will use to do remote administration.

In addition, it is a good idea to change the filename for saving screens (on the PC Configuration form) to identify the switch you are administering. Likewise, you should use a different directory name to identify each System 25.

4 Using the AAS Program

Using the AAS Program

This section explains, in general, how to use the Advanced Administration Software. The topics covered in this section include:

- Using the keyboard
- Using the three different types of screens
- Using the Help function
- Using the Demo Mode option
- Verifying directories

Using the Keyboard

While performing system administration tasks with AAS, you will use the following four groups of keys:

Alphanumeric keys	the keys located in the center of your keyboard. These keys allow you to enter information such as names, access codes, and extensions.
Function keys	the row of keys located at the top of the keyboard. These keys are marked F1 through F8, and are described further on page 4-2.
Cursor keys	the arrow keys located on the right side of your keyboard. The specific functions of these keys are described on page 4-3.
Additional keys	(Esc) , (Return) , (Exit) , (Save) , and (Spacebar) . The functions of these keys are described on page 4-3.

FIGURE 4-1 UNIX PC Keyboard

Function Keys

The function keys are positioned across the top of of the keyboard. These keys correspond to labels on the bottom of the screen and allow you to execute commands with one keystroke. You can use a function key only when its corresponding label is displayed on the screen. Some function key commands also appear on permanently labeled keys, such as (Cancel), (Next), and (Undo). When a command is available on a function key, use *it* instead of the permanently labeled key.

Advanced Administration allows you to execute seven commands with the function keys. The following list gives the name and function of each key:

(F1) HELP — displays additional information about the selected field or form. See the entry "Using the Help Function" in this chapter for more information.

(F2) UNDO — restores a changed field to the value it had when the form was *last* submitted. You must place the cursor on the field you want to restore and then press UNDO.

(F3) SUBMIT — sends the information on a form to System 25. In lists, this key must be pressed to send *each line* to the system.

(F4) CANCEL — restores *all* changed field values on a form to the values that were present when the form was last submitted.

(F5) DELETE — erases the current field value. You must place the cursor on the field you want to erase and then press DELETE.

(F7) NEXT — displays the next related list or form.

(F8) PRINT — sends entire list or form to an attached printer.

Cursor Keys
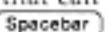
Cursor keys allow you to move the cursor in different directions on a screen.

⬆	moves up one field. If the cursor is on the first field on a screen, it wraps around to the last field.
⬇	moves down one field. If the cursor is on the last field on a screen, it wraps around to the first field.
→	moves one field to the right. If the cursor is on the right-most field, it wraps around to the left-most field.
←	moves one field to the left. If the cursor is on the left-most field, it wraps around to the right-most field.
(Home)	moves to the upper left field.
(End)	moves to the lower right field.
(TAB)	is the same as right arrow.
(SHIFT) (TAB)	is the same as left arrow.

Additional Keys

In addition to the alphanumeric, function, and cursor keys, the following keys allow you to perform special functions while using Advanced Administration:

NOTE: In UNIX AAS, (Enter) does not perform the same function as (Return) . (In fact, (Enter) is not used in the UNIX AAS program.)

(Esc)	exits the current screen and moves you to the *previous* screen. (If you are in a form or list, any changes you made must be submitted or canceled before you can exit.)
(Spacebar)	cycles through a list of predefined values in a field. (Fields that can be changed with this key are labeled "scroll".) In menus, the (Spacebar) moves the cursor downward.
(Return)	selects an item in a menu.
(Save)	sends a copy of the current screen to a UNIX file which is located in a directory named /usr/lib/aas/v3. (The filename is specified in the PC Configuration form.) Each time this key is pressed, the current list or form is appended to the file. For information about changing the filename, see "Completing the PC Configuration Form" in Chapter 3.
(Exit)	allows you to exit Advanced Administration and return to UNIX. Accidental exiting is prevented by the confirmation prompt *Do you really want to QUIT?*

Screen Types

Advanced Administration uses three different types of screens:

- Menus
- Forms
- Lists

The screen printouts in this manual are samples, and may not exactly match what appears on your screen.

How to Select a Menu Item

Each menu consists of a series of selectable items. You can select an item from a menu to get more information about that topic.

An example of a menu is shown below.

```
        SYSTEM 25 ADMINISTRATION              Screen #: 001

                        MAIN MENU

                 System Wide Features
                 Voice Stations
                 Trunks
                 Groups
                 Data Resources
                 Auxiliary Equipment
                 Alarms and Errors
                 Searches
                 Verify Directories
                 PC Configuration
                 Save and Restore
```

SCREEN 4-1 Menu

To select an item in the menu, press the (Spacebar) or ⬇ to move the cursor down down one item; press ⬆ or ⬅ to move the cursor up one item. When the cursor is on the item you want, press (Return). The next menu, form, or list is displayed.

How to Complete a Form

Forms allow you to configure the way your System 25 operates. Generally, forms consist of "fields" and text that describes these fields. Fields are the areas where you enter or change information.

The following screen shows an example of a form:

```
                 SYSTEM 25 ADMINISTRATION                    Screen #: 082


              ATTENDANT OPTIONS - SWITCHED LOOP CONSOLE

    Primary attendant port (read only):.............................. 1/06/01
    Secondary attendant port (read only):............................ 1/06/03
    Number of rings before calls return (1-31):...................... 5
    Number of rings before call goes from DGC to announce (1-31):.... 5
    Force DID calls using unassigned DID numbers to attendant (scroll):. yes
    Force all calls to not logged-in FPDCs to attendant (scroll):....... yes
    DID Number for "0" Treatment (0-9999):............................ 0000
    Allow Queue to cover for call coverage group # (1-8, 0 for none):... 0
    Automatic Hold (scroll)............................................ no
    Number of seconds on Hold before action (10-255):................. 20
    Return call on queue after hold timer expires (scroll):........... no
    Audible tone at expiration of hold timer (scroll):................ no

         For Dual-position attendant system ONLY
    Attendant to take on message center-like characteristics (scroll): neither

         For Single-position attendant system ONLY
    PDC of station serving as coverage (1-9999):...................... 0000
```

SCREEN 4-2 Form

Adding or Changing Field Values in a Form

When you add or change a field value and then move the cursor from that field, the field appears in shaded video. This is a visual indication that the value has been changed but not submitted. When the form is submitted (and accepted), the shading is removed.

Advanced Administration forms use two types of fields:

- ■ Scrollable fields
- ■ Input fields

Scrollable Fields

Some fields (marked "scroll") have a small, specific set of acceptable responses. Instead of having to type in the responses, you simply scroll through the list of potential responses and select the value you want. While the cursor is on a scrollable field, press the (Spacebar) to scroll forward through the fields, or press ⊖ to scroll backwards through the values. The values in scrollable fields "wrap around" when the last value is reached; pressing the (Spacebar) once more causes the first value to appear again.

The following list shows the possible values in a scrollable field:

- The values *yes* or *no* .
- A number *0* through *9* .
- Other values, such as voice terminal or trunk types.

A typical field scrollable field value of *yes* or *no* is shown in the following example:

Allow personal speed dialing (scroll):. . . . . . . __yes__

Input Fields

While the cursor is on an input field, use the alphanumeric keys to type in a new value. If a value already exists in an input field and you move the cursor to that field and begin typing, the existing value disappears and the new value appears.

Certain input fields contain minimum and maximum parameters. The parameters are shown in parentheses next to the field, as shown in the following example:

Prime line preference button number (7-40, 0 for none):. . . .__7__

If you enter a value that is outside of the stated parameters, the PC will beep when you attempt to leave the field.

Submitting and Exiting a Form

Before you can exit a form, you must use (F3) SUBMIT to send the new information to the System 25. When you submit a form, the system checks the data to see if it is valid. If the data is valid, the form remains active. If the information is not valid, the system displays an error message on the screen.

In addition, after (F3) SUBMIT is pressed, the message *Transmitting Data* blinks in the upper left corner of the screen. This is a visual indication that the AAS program is communicating with System 25. When the information transfer is complete, the *Transmitting Data* message is removed.

Use the following procedure as a guide for submitting and exiting a form:

1 If you made changes in field values that you

   ► Do *not* want to keep, press ⌷F4⌷ CANCEL and then go to Step 2.

   ► Want to send to the System 25, press ⌷F3⌷ SUBMIT.

   Any changed fields that are accepted by System 25 become unshaded or
   return to their original colors. If a field value is not accepted by the system,
   an error message is displayed and the cursor highlights the error-causing field.

   NOTE: Use the text description in the error message to determine the error.
   To exit an error message, you must press ⌷Esc⌷. When you do so, the cursor
   remains on the error-causing field.

2 To exit the form, press ⌷Esc⌷ to go to the previous form, list, or menu; or press
   ⌷F7⌷ NEXT to display the next form, list, or menu (if available).

How to Complete a List

In addition to menus and forms, Advanced Administration uses List screens. The main
difference between forms and lists is that with lists, *each line must be submitted using* ⌷F3⌷
SUBMIT. The following screen shows an example of a list:

```
                         SYSTEM 25 ADMINISTRATION                    Screen #: 161

        ┌──────────────────────────────────────────────────────────────────┐
        │                                                                    │
        │                      FLOATING PERSONAL DIAL CODES                  │
        │                                                                    │
        │       EXTENSION        NAME                      LOCATION          │
        │                                                                    │
        │        677          Abrams, E.                                     │
        │        678          Dolce, M.                                      │
        │        679          Agosto, M.                                     │
        │        680          Cetrullo, D.                                   │
        │        681          Williams, B.                                   │
        │        682                                                         │
        │        683                                                         │
        │        684                                                         │
        │        685                                                         │
        │        686                                                         │
        │        687                                                         │
        │        688                                                         │
        │        689                                                         │
        │        690                                                         │
        │                                                                    │
        └──────────────────────────────────────────────────────────────────┘
```

SCREEN 4-3 List

Adding or Changing Values in a List

Unlike form fields, list fields generally do not have any text description (aside from column headings) of the type of information to be entered in the field.

When you add or change a field value and then move the cursor from that field, the field appears in shaded video. This is a visual indication that the field has been changed and not submitted. Remember, after you make all necessary changes to field values on a line, you must press (F3) SUBMIT. When the fields are submitted and accepted, the shading is removed.

Advanced Administration lists use two types of fields:

- Scrollable fields
- Input fields

Scrollable Fields

Scrollable fields are usually labeled "scroll". While the cursor is on a scrollable field, press (Spacebar) to scroll forward through the values or press (—) to scroll backwards through the values. In most scrollable fields, the value is automatically displayed; however, in certain scrollable fields, you must press the (Spacebar) to initially display the value. The values in scrollable fields "wrap around" when the last value is reached; pressing the (Spacebar) once more causes the first value to appear again.

Input Fields

With the cursor on an input field, use the alphanumeric keys to type in a new value. If a value already exists in an input field and you move the cursor to that field and begin typing, the existing value disappears and the new value appears.

Removing a Line from a List

1 Move the cursor to the line you want to remove.

2 Press (F5) DELETE.

— The following message is displayed:

Do you really want to DELETE?
Press [SUBMIT] to go ahead or [CANCEL] to cancel

3 Press (F3) SUBMIT.

— The information is removed from the screen and from the system.

Exiting a List

After you have completed all additions, changes, or deletions for a list, you can exit the list by pressing (Esc) to display the previous screen or by pressing (F7) NEXT to display the next screen (if available).

Using Help

You can get more information about any field or any screen by pressing (F1) HELP.

Each Help message consists of two screens. The first screen provides additional information about the field or menu item the cursor is on. The second screen describes, in general, what actions the function, cursor, and other special keys perform.

The following keys can be used with Help:

(F1)　　　　　　　displays the first level of a Help message.

(Spacebar)　　　toggles between the two Help screens.

(Esc)　　　　　　exits the Help screen and returns you to the current menu, form, or list.

Below is an example of a first-level Help screen.

```
Main Menu
Voice Stations


     Select Voice Stations if you want to add, modify,
     or delete a voice station.  In addition, select
     this item if you want to administer Floating
     Personal Dial Codes (FPDCs).

     You may want to verify which ports have already
     been administered or have been assigned by
     default.  To do so, select Searches from the Main
     Menu.

     <Esc> -- to leave Help     <space> -- For More Help
```

SCREEN 4-4 Help Screen, First Level

Below is an example of a second-level Help screen.

```
              Function Key Guide for Forms and Lists

     arrow keys      move cursor between fields
     space bar       scroll through current field values
     HOME            move cursor to first field
     END             move cursor to last field
     <Esc>           return to previous menu
     F1              help
     F2              undo change to current field
     F3              submit all changes entered
     F4              cancel all changes, restoring previous values
     F5              delete current field value
     F7              activates the next list or form
     F8              prints the current list or form
     <Save>          saves the current list or form, to disk
     <Exit>          exit AAS
     ...............................................................
     <Esc> -- to leave help
```

SCREEN 4-5 Help Screen, Second Level

Verifying Directories

Advanced Administration Software offers the following types of directories:

- Data Stations
- Direct Group Calling
- Floating Personal Dialing Codes
- Trunks
- Voice Stations

In general, directories display the name, number (e.g., PDC, DDC, etc.), and room locations for users. The directories are useful when performing on-going administration. They can be saved to a PC file or they can be sent to a printer attached to your PC.

Why Directories Have to be Verified

The "Verify Directories" item in the Main menu is used to keep directories synchronized. Because directories reside in two places (System 25's memory and the Advanced Administration Software), it is possible that a change may have been made to one and not the other.

If a discrepancy is found between the two directories, the information in System 25's memory is considered to be correct. In this case, the information in Advanced Administration will be changed automatically when you use the Verify Directories feature.

This feature should be used each time you log on to System 25. The following procedure describes how to use Verify Directories:

1 In the Main Menu, select *Verify Directories* and then press ⌈Return⌋ .

   — The following message is displayed:

   > WARNING Verifying directories may delete records from database.
   > Press [SUBMIT] to go ahead or [CANCEL] to cancel.

2 Press ⌈F3⌋ SUBMIT.

   — If there are no discrepancies between the AAS directories and System 25 directories, the following message is displayed:

   > Database has been verified.
   > Press an available function key, or <Esc> to resume.

   — If there is a record on the AAS directory and not on System 25's directory, the following message is displayed:

   > There is a discrepancy with System 25 directory and AAS directory.
   > Press F3 to delete the AAS record.

(Continued)

3 To continue,

► If there are *no* discrepancies. press ⌞Esc⌟ .

   or

► If there *are* discrepancies, press ⌞F3⌟ SUBMIT.

   — The records that were on AAS but not on System 25 are deleted from
     AAS.

Using the Demo Mode

Demo Mode allows you to look at most AAS screens without being connected to System 25. This option is useful as a training aid, as a way of generally demonstrating the capabilities of AAS, and for changing the PC Configuration screen. While the Demo Mode allows you to display AAS screens, this option does not simulate exactly the way AAS looks when you are connected to System 25. In general, default values are not displayed, and error messages may be misleading.

The first few times you use Demo Mode, refer to the section "Using the Keyboard" at the beginning of this chapter for information on how to move around in AAS. Also, see the entry in this section, "Sample Procedure While in Demo Mode," for additional guidance.

When using the Demo Mode, certain parts of AAS are not accessible. These areas are provided in Table 4-1.

TABLE 4-1 Inaccessible Demo Mode Screens

Cannot Access
Alarms and Errors
Attendant Options
Attendant Station Directory
Circuit Packs
Data Station Directory
Dial Plan
Modify an Attendant Station
Modify a Data Station
Modify a Trunk
Modify a Voice Station
Port Board Options
Save and Restore
Security Codes
STARLAN Administration
Trunk Directory
Verify Directories
Version Information
Voice Station Directory

How to Start Demo Mode

1 At the *Login:* prompt, type **install** and then press [Enter] . If needed, enter your password and then press [Enter] .

 — The Office of install window is displayed.

2 Use the [↓] to move the cursor to *System 25 AAS* and then press [Enter] .

 — The S25AAS window is displayed.

3 Move the cursor to *System 25 AAS Configuration/Demo* and then press [Enter] .

 — The "-x Option" (Demo Mode) Help screen is displayed.

4 Press [Esc] .

 — The Main Menu is displayed.

Sample Procedure While in Demo Mode

This is your opportunity to feel free to experiment. Because you are not connected to System 25, information you enter will not be submitted to the system. This means that what you "input" will not, in any way, affect your System 25 translations.

The following procedure is an example of what you can do in Demo Mode:

1 In the Main Menu, move the cursor to *Voice Stations* and then press [Return] .

2 Press [Return] to select *User Stations* when the Voice Stations menu is displayed.

3 Press [Return] to select *Add a Voice Station* when the Voice Station Operations menu is displayed.

 — The Add a Voice Station form appears.

4 Enter a carrier/slot/port designation, such as **1/06/06** , then press [F3] SUBMIT.

 — The Voice Station form is displayed.

5 Enter a PDC, such as **444** .

6 Move the cursor down to the *Name* field and enter the name, such as **Smith, Joe** .

7 Move down to the *Type* field and use the [Spacebar] to select a **10 Button** voice terminal for Mr. Smith.

8 Move to the *Loc* field and enter Mr. Smith's room number, such as **K-22** .

9 Press [F3] SUBMIT.

 — The shading is removed from the changed fields.

10 Press [F7] NEXT.

 — The Station Options menu is displayed.

(Continued)

11 Move the cursor to *Class of Service* and then press (Return) .

   — The first page of the Class of Service form is displayed.

     NOTE: Because you are using Demo Mode, default field values are not displayed.

12 Use the Class of Service form to experiment with scrollable fields, input fields, and the various function keys. When you are done, press (F3) SUBMIT.

13 Press (F7) NEXT to display the second page of the Class of Service form. When you are finished experimenting, press (F3) SUBMIT.

14 Press (Esc) to return to the first page of the Class of Service form.

15 Press (Esc) to return to the Station Options menu.

16 Move the cursor to *Buttons* and then press (Return) .

   — The 10-Button Feature Assignment form is displayed.

17 Move to the button where you want to assign a feature and then press (Return) .

   — The cursor moves to the list of features.

18 Move the cursor to the *Manual Signal* feature and then press (Return) .

   — Since additional information is needed, a "pop-up" screen appears.

19 Enter information in the pop-up screen (for example, **445**) and then press (F3) SUBMIT.

   — The pop-up screen is removed and the feature button name appears in the numbered button field.

20 Press (F3) SUBMIT to submit the entire Button form.

21 Press (Esc) to go back to the Station Options menu.

22 Press (Esc) to go back to the Voice Station Operations menu.

23 Press (Esc) to go back to the Voice Stations menu.

24 Press (Esc) to go back to the Main Menu.

5 Using Save and Restore

Using Save and Restore

Information sent to the system via Advanced Administration is kept (stored) in System 25's memory. This stored information is referred to as the "translations." The Save and Restore feature allows you to copy translations from the system's memory to a UNIX PC file or to a cassette tape.

It is very important that you make copies of the translations in your System 25. In the unlikely event that the system's translations are damaged or lost, your copy allows you to restore the system to the state it was in before the problem occurred. If your translations are lost and you do not have a backup, you will have to manually reconfigure the system, a procedure that would mean hours of lost System 25 service.

NOTE: Since these procedures can affect or be affected by call traffic, they should be performed "off-hours."

The Save and Restore options are described below.

Save to Tape	copies System 25 translations to a blank cassette in the tape unit.
Verify with Tape	matches a copied translation tape against the original translations to check for exact duplication. This procedure should be carried out each time you perform "Save to Tape."
Restore from Tape	restores the system translations using a translation tape.
Save to File	copies System 25 translations to a disk file.
Verify with File	matches translations copied to the UNIX PC against the original translations to check for exact duplication. This procedure should be carried out each time you perform "Save to File."
Restore from File	restarts the system using translations that have been saved to a UNIX PC file.

Table 5-1 shows approximately how long each procedure takes and whether or not service is lost.

TABLE 5-1 Duration/Service for Save

Procedure	Duration	Lose Service?
Save to Tape or PC	10 minutes	No
Verify with Tape or PC	10 minutes	No*
Restore from Tape or PC	10 minutes	Yes
System Warm Start	3 minutes	Yes
System Cold Start	3 minutes	Yes
System Cold Start without defaults	1 minute	Yes

* Service is not lost, but is slowed significantly.

Saving and Restoring with the UNIX PC

This section describes the procedures for saving translations to a file on your UNIX PC and verifying saved translations.

Saving Translations to a File

1 In the Main Menu, move the cursor to *Save and Restore* and then press
   [Return] .

2 Move the cursor to *Save to File* and then press [Return] .

   — The following message is displayed:

     Do you really want to do this function?
     Press [SUBMIT] to go ahead or [CANCEL] to cancel

3 Press [F3] SUBMIT.

   — The default file name *aas.bkup* is displayed. (You can change the
     filename.)

4 Press [F3] SUBMIT.

   — The following message is displayed:

     Please wait while SAVE TO DISK is being completed
     Error <0>, Last Acknowledged Record <   >

   — When the save is complete, the following message is displayed:

     transfer completed

Verifying Saved Translations

1 In the Main Menu, move the cursor to *Save and Restore* and then press
   [Return] .

2 Move the cursor to *Verify with File* .

   — The following message is displayed:

     Do you really want to do this function?
     Press [SUBMIT] to go ahead or [CANCEL] to cancel

3 Press [F3] SUBMIT.

   — The default file name *aas.bkup* is displayed. (You can change the
     filename.)

(Continued)

4   Press `F3` SUBMIT.

—   The following message is displayed:

Please wait while VERIFY WITH DISK is being completed
Error <0>, Last Acknowledged Record <   >

—   When the verify is complete, the following message is displayed:

verify completed

Restoring Translations from a File

When the translations have been restored, you will need the default administration password, **systemx5** , to log on.

NOTE: During the Restore process, System 25 service is lost. *Be sure to perform this procedure when system use is at a minimum.*

1   In the Main Menu, move the cursor to *Save and Restore* and then press
`Return`

2   Move the cursor to *Restore from File* and then press `Return`

—   The following message is displayed:

Do you really want to do this function?
Press [SUBMIT] to go ahead or [CANCEL] to cancel

3   Press `F3` SUBMIT.

—   The default file name *sas.bkup* is displayed. (You can change the filename.)

4   Press `F3` SUBMIT.

—   The following message is displayed:

Please wait while RESTORE FROM DISK is being completed
Error <0>, Last Acknowledged Record <   >

—   When the restore is complete, the following message is displayed:

restore completed

and the Login screen is displayed.

NOTE: If the following message is displayed,

RESTORE FAILED

perform this procedure again. If restoration fails a second time, perform "Save to File" again (if possible). Then, perform the "Restore from File" procedure again.

If the third Restore procedure is not successful, the file may be corrupted or your UNIX PC disk may be faulty. Call your AT&T service representative.

Saving and Restoring with a Tape Unit

If you have a digital tape unit, you can make a copy of the translations following the steps in the next three sections:

- Preparing the Cassette and Tape Unit
- Saving Translations
- Verifying Saved Translations

Preparing the Cassette and Tape Unit

The procedures in this section assume the tape unit is installed and in operating condition. Before you begin this procedure, make sure the tape unit is properly connected and tapes are high-quality audio cassette tapes (such as Maxell's UD XL-II C60, TDK SA C60, or C90).

1 Press the STOP/EJECT button on the tape unit.

   — The plastic cassette cover pops up.

2 Insert the cassette and close the plastic cover.

3 Press the REWIND button to completely rewind the tape. (Be sure the tape is fully rewound.)

4 Press STOP.

5 Go to the next procedure "Saving the Translations."

Saving the Translations

In this procedure, you need to perform actions on your UNIX PC and the tape unit. If you are not logged on to Advanced Administration, do so now.

1 In the Main Menu, move the cursor to *Save and Restore* and then press
   [Return]

   — The Save and Restore menu is displayed.

2 On the tape unit, press the RECORD and PLAY buttons at the same time. (The tape should not move at this point.)

(Continued)

3   In the Save and Restore menu, move the cursor to *Save to Tape* and then
    press [Return] .

    — The following message is displayed:

        Do you really want to do this function?
        Press [SUBMIT] to go ahead or [CANCEL] to cancel

4   Press [F3] SUBMIT.

    — The tape unit starts and the following message is displayed:

        Please wait while the System 25 sends data

    — When the save is complete, the tape unit stops and you see this
      message:

        SAVE COMPLETED SUCCESSFULLY

    NOTE: If the tape is not running, you will get an error message.
    Make sure you pressed PLAY and RECORD.

5   Press the STOP/EJECT button on the tape unit.

6   Press [Esc] to return to the Save and Restore menu.

7   Check the accuracy of the saved translations using the procedure in the
    next section, "Verifying Saved Translations".

Verifying Saved Translations

The following procedure assumes that you have completed the Save Translation procedure;
that the cassette tape is still in the tape unit; and that you are in the Save and Restore menu
of the Advanced Administration program.

NOTE: During the verify procedure, service from the System 25 is slowed down. *Be sure to
perform this procedure when system use is at a minimum.*

1   Rewind the tape.

2   When the tape is fully rewound, press STOP.

    NOTE: If the tape does not rewind, unplug the octopus cord and press
    rewind again; then plug the octopus cord in again.

3   Press the PLAY button on the tape unit. (The tape unit should not begin
    to run.)

4   Move to *Verify with Tape* in the Save and Restore menu and then press
    [Return] .

    — The following message is displayed:

        . *Do you really want to do this function?*
           Press [SUBMIT] to go ahead or [CANCEL] to cancel

(Continued)

5   Press (F3) SUBMIT.

   — The tape unit starts, and the following message is displayed:

      Please wait while the System 25 receives data

   — A message showing the date and time the tape was saved is
     displayed.

   — When the process is complete, the tape unit will shut itself off and the
     screen displays this message:

      VERIFY COMPLETED SUCCESSFULLY

6   Rewind the tape.

7   Remove the tape, label it with the time and date, and store it in a safe
    place.

If the screen displays this message: *VERIFY FAILED* , follow this procedure:

1   Rewind the tape.

2   Repeat the procedure "Verifying Saved Translations."

3   Repeat the "Saving Translations" and "Verifying Saved Translations"
    procedures again if the   *VERIFY FAILED*   message is displayed a second
    time.

Restoring Translations from a Backup Tape

Use the following procedure if there is a need to restart the system with a backup translation
tape. Prior to performing this procedure, you should be logged on to Advanced
Administration. When the translations have been restored, you will need the default
administration password, **systemx5** , to log on.

NOTE: During the restore procedure, System 25 service is lost. *Be sure to perform this
procedure when system use is at a minimum.*

1   Insert the tape (containing the translations you want to use) in the tape
    unit.

2   Rewind the tape.

3   Press the PLAY button. (The tape unit should not begin to run.)

4   Move to *Restore from Tape* in the Save and Restore menu and then press
    (Return) .

   — The following message is displayed:

      Do you really want to do this function?
      Press [SUBMIT] to go ahead or [CANCEL] to cancel

(Continued)

5   Press ⌈F3⌋ SUBMIT.

   — The tape unit starts.

   — When the restore process is complete, the tape unit stops, and this
     message is displayed:

     RESTORE COMPLETED SUCCESSFULLY

   — The system automatically "warm-starts" and the Login screen is
     displayed.

If the screen displays the following message: *RESTORE FAILED* , follow this procedure:

1   Rewind the tape and perform the restoration procedure again. If the
    restoration fails a second time, get a blank tape. Using this tape, perform
    the Save and Verify procedures on the system's current translations.
    Then, perform the Restore procedure using this test tape.

2   If the restoration is successful using the test tape, your current system
    translation tape could be damaged. Perform the Restore procedure using
    a *previous* backup tape, or contact your AT&T service representative.

3   If this restoration is not successful, *do not* use your backup system
    translation tape. (Your digital tape unit may be malfunctioning. If that is
    the case, it could destroy the backup tape as well.) Contact your AT&T
    service representative.

Terminal Access to the UNIX PC

Administrators at a remote terminal can dial into the UNIX PC to access AAS, using the UNIX PC as a host computer. To do this, follow the instructions in the *AT&T UNIX PC Remote Access User's Guide* (999-809-010IS), and check to see that "Terminfo" is installed on your UNIX PC.

Also, the following key combinations take the place of UNIX PC keys when you access UNIX AAS from a remote terminal:

UNIX PC KEY	REMOTE TERMINAL KEY
F1	< Ctrl/X > 1
F2	< Ctrl/X > 2
F3	< Ctrl/X > 3
F4	< Ctrl/X > 4
F5	< Ctrl/X > 5
F6	< Ctrl/X > 6
F7	< Ctrl/X > 7
F8	< Ctrl/X > 8
Save	< Ctrl/X > 9
Exit	< Ctrl/X > 0
↓	< Ctrl/N >
↑	< Ctrl/P >
→	< Ctrl/F >
←	< Ctrl/B >
Home	< Ctrl/X > < Ctrl/H >
End	< Ctrl/X > < Ctrl/E >

B Appendix B

Removing a Non-Attendant Voice Station

If you need assistance at any time during this procedure, press F1 HELP.

Removing a Non-Attendant Voice Station

```
┌─────────────────────────┐
│       MAIN MENU         │
│                         │
│                         │
│ Voice Stations          │
└─────────────────────────┘
            |
┌─────────────────────────┐
│     VOICE STATIONS      │
│                         │
│                         │
│ User Stations           │
└─────────────────────────┘
            |
┌─────────────────────────┐
│     VOICE STATION       │
│      OPERATIONS         │
│                         │
│ Remove a Voice Station  │
└─────────────────────────┘
            |
┌─────────────────────────┐
│    REMOVE A VOICE       │        Complete screen. (RETURN) .
│       STATION           │        (F3) SUBMIT. (F3) SUBMIT.
│                         │
│                         │
│                         │
└─────────────────────────┘
```

Modifying a Non-Attendant Voice Station

Modifying a voice station is used to change the characteristics of an existing voice terminal.

NOTE: If you want to change the terminal *type*, you must *delete* the voice station before assigning a new terminal type to a port.

| If you need assistance at any time during this procedure, press F1 HELP. |

Modifying a Non-Attendant Voice Station
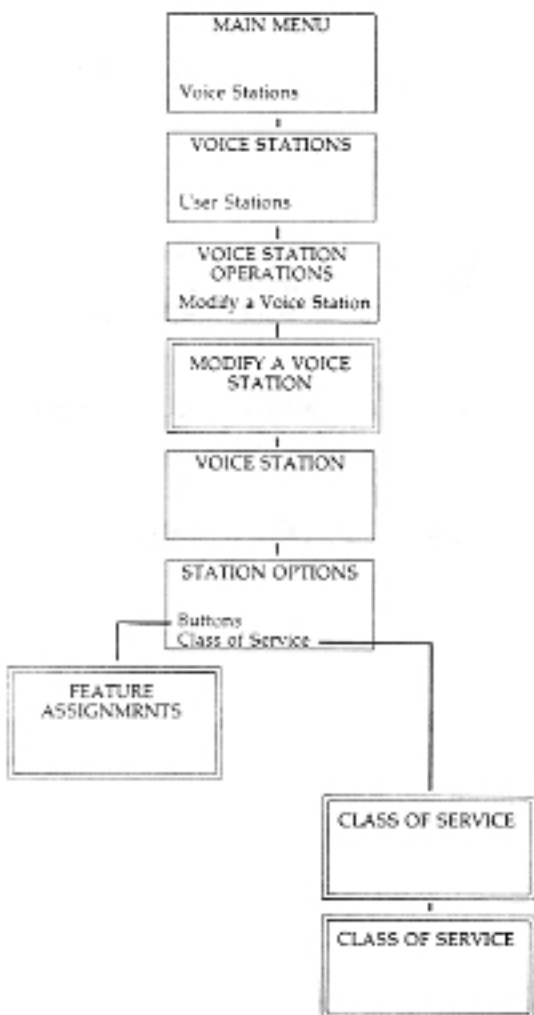
```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│  Voice Stations     │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATIONS    │
│                     │
│  User Stations      │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATION     │
│    OPERATIONS       │
│  Modify a Voice Station │
└─────────────────────┘
          │
┌─────────────────────┐
│   MODIFY A VOICE    │        Complete screen. (RETURN) . (F7) NEXT.
│     STATION         │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATION     │        (F7) NEXT.
│                     │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│   STATION OPTIONS   │
│  Buttons            │
│  Class of Service ──┼──────┐
└──┬──────────────────┘      │
┌──┴──────────────┐          │
│    FEATURE      │          For multiline voice terminals ONLY:
│  ASSIGNMRNTS    │          Complete screen. (F3) SUBMIT. (Esc) .
│                 │          │
└─────────────────┘          │
          ┌──────────────────┘
┌─────────────────────┐
│  CLASS OF SERVICE   │        Complete screen. (F3) SUBMIT. (F7) NEXT.
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│  CLASS OF SERVICE   │        Complete screen. (F3) SUBMIT.
│                     │
└─────────────────────┘
```

Adding a Display Voice Station
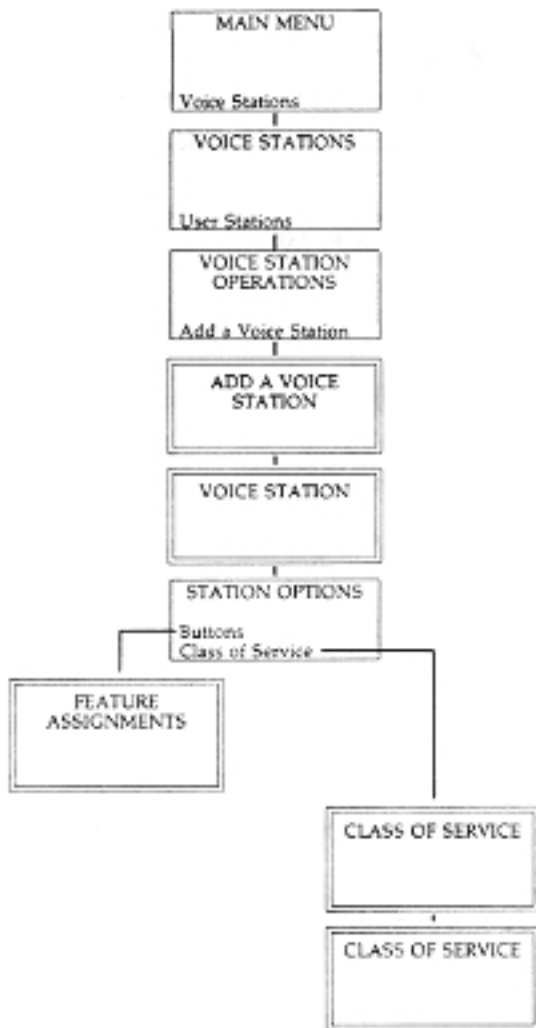
```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│ Voice Stations      │
├─────────────────────┤
│   VOICE STATIONS    │
│                     │
│ User Stations       │
├─────────────────────┤
│   VOICE STATION     │
│   OPERATIONS        │
│ Add a Voice Station │
└──────────┬──────────┘
           │
┌──────────┴──────────┐
│    ADD A VOICE      │         Complete screen. [F3] SUBMIT.
│     STATION         │
│                     │
└──────────┬──────────┘
           │
┌──────────┴──────────┐
│   VOICE STATION     │         Complete screen. [F3] SUBMIT. [F7] NEXT.
│                     │
│                     │
└──────────┬──────────┘
           │
┌──────────┴──────────┐
│  STATION OPTIONS    │
│ Buttons             │
│ Class of Service    │
└──┬────────────┬─────┘
   │            │
┌──┴─────────┐  │        Complete screen. Display-related
│  FEATURE   │  │        buttons: CALL, DIRECTORY,
│ ASSIGNMENTS│  │        INSPECT, LOCAL, NEXT, SCROLL.
│            │  │        [F3] SUBMIT.
└────────────┘  │
        ┌───────┴────────┐
        │ CLASS OF SERVICE│      Complete screen, especially *Display Station?*
        │                │       [F3] SUBMIT. [F7] NEXT.
        └───────┬────────┘
        ┌───────┴────────┐
        │ CLASS OF SERVICE│      Complete screen. [F3] SUBMIT.
        │                │
        └────────────────┘
```

Adding a Multiline Voice Station
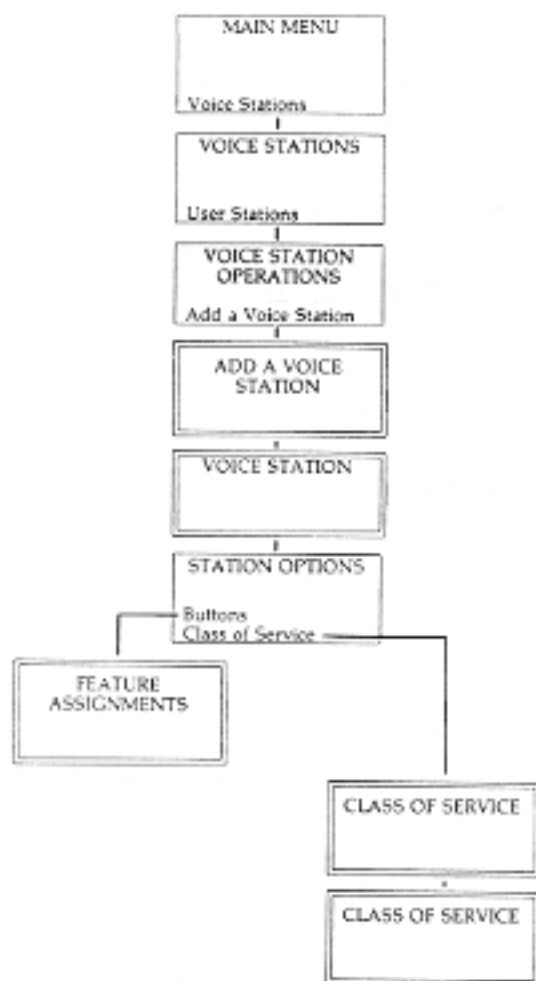
```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│                     │
│ Voice Stations      │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATIONS    │
│                     │
│                     │
│ User Stations       │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATION     │
│   OPERATIONS        │
│                     │
│ Add a Voice Station │
└─────────────────────┘
          │
┌─────────────────────┐
│   ADD A VOICE       │           Complete screen.  [F3] SUBMIT.
│    STATION          │
│                     │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATION     │           Complete screen.  [F3] SUBMIT.  [F7] NEXT.
│                     │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│  STATION OPTIONS    │
│                     │
│  Buttons            │
│  Class of Service ──┼──────┐
└──┬──────────────────┘      │
   │                         │
┌──┴──────────────┐          │
│   FEATURE       │          │     Complete screen.  [F3] SUBMIT.  [ESC].
│  ASSIGNMENTS    │          │
│                 │          │
│                 │          │
└─────────────────┘          │
                      ┌──────┴──────────┐
                      │ CLASS OF SERVICE │   Complete screen.  [F3] SUBMIT.  [F7] NEXT.
                      │                  │
                      └──────────────────┘
                      ┌──────────────────┐
                      │ CLASS OF SERVICE │   Complete screen.  [F3] SUBMIT.
                      │                  │
                      └──────────────────┘
```

Voice Stations

Adding a Non-Attendant Voice Station

> If you need assistance at any time during these procedures, press F1 HELP.

Adding a Single-Line Voice Station

```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│ Voice Stations      │
└─────────────────────┘
           │
┌─────────────────────┐
│   VOICE STATIONS    │
│                     │
│ User Stations       │
└─────────────────────┘
           │
┌─────────────────────┐
│   VOICE STATION     │
│    OPERATIONS       │
│ Add a Voice Station │
└─────────────────────┘
           │
┌─────────────────────┐
│    ADD A VOICE      │          Complete screen.  (F3) SUBMIT.
│     STATION         │
│                     │
└─────────────────────┘
           │
┌─────────────────────┐
│   VOICE STATION     │          Complete screen.  (F3) SUBMIT.  (F7) NEXT.
│                     │
│                     │
└─────────────────────┘
           │
┌─────────────────────┐
│   STATION OPTIONS   │
│                     │
│ Class of Service    │
└─────────────────────┘
           │
┌─────────────────────┐
│  CLASS OF SERVICE   │          Complete screen.  (F3) SUBMIT.  (F7) NEXT.
│                     │
│                     │
└─────────────────────┘
           │
┌─────────────────────┐
│  CLASS OF SERVICE   │          Complete screen.  (F3) SUBMIT.
│                     │
│                     │
└─────────────────────┘
```

Virtual Facilities

Follow the procedure below to assign, change, or remove a Virtual Facility (VF).

> If you need assistance at any time during this procedure, press F1 HELP.

Assigning, Changing, or Removing Virtual Facilities

```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│ System Wide Features │
└─────────────────────┘
          │
┌─────────────────────┐
│    SYSTEM WIDE      │
│     FEATURES        │
│                     │
│ Speed Dialing/Virtual│
│     Facilities      │
└─────────────────────┘
          │
┌─────────────────────┐
│   SYSTEM SPEED      │
│   DIALING AND       │
│     VIRTUAL         │
│  FACILITY CODES     │
└─────────────────────┘
```
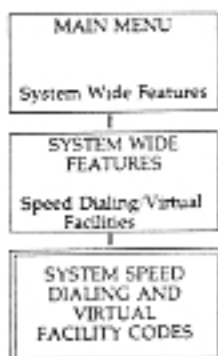
Complete screen. [F3] SUBMIT.

Removing a Trunk

Follow the procedure below to remove any type of trunk from your system.

If you need assistance at any time during this procedure, press F1 HELP.

Removing a Trunk

```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│                     │
│                     │
│ Trunks              │
└─────────────────────┘
┌─────────────────────┐
│       TRUNK         │
│    OPERATIONS       │
│                     │
│ Remove a Trunk      │
└─────────────────────┘
┌─────────────────────┐
│   REMOVE A TRUNK    │
│                     │
│                     │
│                     │
└─────────────────────┘
```

Complete screen. (RETURN).
(F3) SUBMIT. (F3) SUBMIT.

Modifying a Trunk

Follow the procedure below to change the characteristics of an existing trunk.

| If you need assistance at any time during this procedure, press F1 HELP. |

Modifying a Trunk
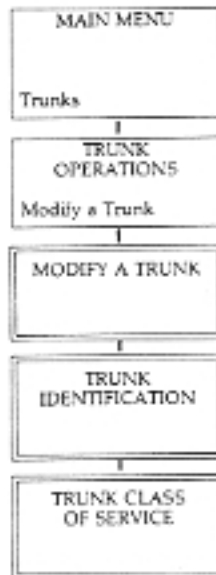
```
┌─────────────────┐
│   MAIN MENU     │
│                 │
│ Trunks          │
└─────────────────┘
        │
┌─────────────────┐
│     TRUNK       │
│   OPERATIONS    │
│ Modify a Trunk  │
└─────────────────┘
        │
┌─────────────────┐
│ MODIFY A TRUNK  │          Complete screen. [RETURN] . [F7] NEXT.
│                 │
│                 │
└─────────────────┘
        │
┌─────────────────┐
│     TRUNK       │          Complete screen. [F7] NEXT.
│ IDENTIFICATION  │
│                 │
└─────────────────┘
        │
┌─────────────────┐
│  TRUNK CLASS    │          Complete screen. [F3] SUBMIT.
│  OF SERVICE     │
│                 │
└─────────────────┘
```

Adding a Trunk

Follow the procedure below to add any type of trunk to your system.

> If you need assistance at any time during this procedure, press F1 HELP.

Adding a Trunk
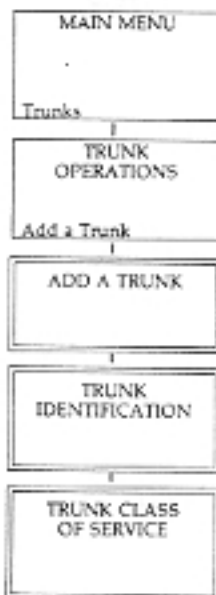
```
┌─────────────────────┐
│     MAIN MENU       │
│         ·           │
│                     │
│ Trunks              │
└─────────────────────┘
          │
┌─────────────────────┐
│      TRUNK          │
│    OPERATIONS       │
│                     │
│ Add a Trunk         │
└─────────────────────┘
          │
┌─────────────────────┐
│    ADD A TRUNK      │          Complete screen.  F3  SUBMIT.
│                     │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│      TRUNK          │          Complete screen.  F3  SUBMIT.  F7  NEXT.
│  IDENTIFICATION     │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│   TRUNK CLASS       │          Complete screen.  F3  SUBMIT.
│   OF SERVICE        │
│                     │
└─────────────────────┘
```

Trunks

Setting System-Wide Trunk Options

Before adding trunks to your system, follow the procedures below to set the system-wide trunk options.

> If you need assistance at any time during this procedure, press F1 HELP.

Setting System-Wide Trunk Options

```
┌─────────────────────────┐
│       MAIN MENU         │
│                         │
│                         │
│  System Wide Features   │
└─────────────────────────┘
            │
┌─────────────────────────┐
│      SYSTEM WIDE        │
│       FEATURES          │
│                         │
│  Dial Plan              │
└─────────────────────────┘
            │
┌─────────────────────────┐
│       DIAL PLAN         │
│                         │
│                         │
│                         │
└─────────────────────────┘
```

Complete screen. [F3] SUBMIT.

Limited-Default Cold Start

This procedure removes all translations in the system, installs "limited default" translations (most of the system-wide default translations), and cancels all calls in progress.

> If you need assistance at any time during this procedure, press F1 HELP.

Limited-Default Cold Start

```
┌──────────────────────┐
│      MAIN MENU        │
│                       │
│                       │
│ Save and Restore      │
└──────────────────────┘
           ┊
┌──────────────────────┐
│  SAVE AND RESTORE     │
│                       │
│                       │
│ Restart w/o Defaults  │
└──────────────────────┘
```

Be *sure* you want to do this.
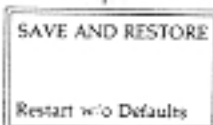
When completed, you will have to log on. *You must use the original default password.*

Full-Default Cold Start

This procedure removes all translations in the system, installs default translations, and cancels all calls in progress.

> If you need assistance at any time during this procedure, press F1 HELP.

Full-Default Cold Start

```
┌──────────────────────┐
│      MAIN MENU        │
│                       │
│                       │
│ Save and Restore      │
└──────────────────────┘
           ┊
┌──────────────────────┐
│  SAVE AND RESTORE     │
│                       │
│                       │
│ System Cold Start     │
└──────────────────────┘
```

Be *sure* you want to do this.
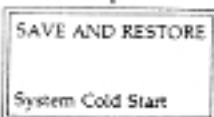
When completed, you will have to log on. *You must use the original default password.*

System Restarts

System Warm Start and Cold Starts should be performed by qualified personnel ONLY. Be sure you understand what occurs with each of the system restarts.

Warm Start

This procedure restarts the system using the current translations. It also cancels all calls in progress.

| If you need assistance at any time during this procedure, press F1 HELP. |

Warm Start

```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│ Save and Restore    │
└─────────────────────┘
          │
┌─────────────────────┐
│ SAVE AND RESTORE    │
│                     │
│ System Warm Start   │
└─────────────────────┘
```

Be *sure* you want to do this.

When completed, you will have to log on. *You must use the original default password.*

Adding, Changing, or Removing System Speed Dialing Numbers

If you need assistance at any time during this procedure, press F1 HELP.

Adding, Changing, or Removing System Speed Dialing Numbers

```
┌─────────────────────┐
│      MAIN MENU       │
│                      │
│ System Wide Features │
└─────────────────────┘
           │
┌─────────────────────┐
│    SYSTEM WIDE       │
│    FEATURES          │
│                      │
│ Speed Dialing/Virtual│
│      Facilities      │
└─────────────────────┘
           │
┌─────────────────────┐
│   SYSTEM SPEED       │
│   DIALING AND        │      Complete screen.  [F3] SUBMIT.
│ VIRTUAL FACILITY     │
│     CODES            │
└─────────────────────┘
```
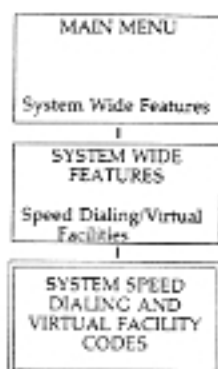
Speed Dialing

Assigning Personal Speed Dialing to a Voice Station

> If you need assistance at any time during this procedure, press F1 HELP.

Assigning Personal Speed Dialing to a Voice Station

```
┌─────────────────────────┐
│      MAIN MENU          │
│                         │
│ Voice Stations          │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    VOICE STATIONS       │
│                         │
│ User Stations           │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    VOICE STATION        │
│     OPERATIONS          │
│ Modify a Voice Station  │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   MODIFY A VOICE        │
│      STATION            │
│                         │
└─────────────────────────┘
```
Complete screen. [RETURN] [F3] SUBMIT.

```
┌─────────────────────────┐
│    VOICE STATION        │
│                         │
│                         │
└─────────────────────────┘
```
[F7] NEXT.

```
┌─────────────────────────┐
│   STATION OPTIONS       │
│                         │
│ Class of Service        │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   CLASS OF SERVICE      │
│                         │
│                         │
└─────────────────────────┘
```
[F7] NEXT.

```
┌─────────────────────────┐
│   CLASS OF SERVICE      │
│                         │
│                         │
└─────────────────────────┘
```
Complete this item:

   Allow personal speed dialing

[F3] SUBMIT.

Assigning Forced Account Code Entry

```
┌─────────────────────────┐
│      MAIN MENU          │
│                         │
│  Voice Stations         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    VOICE STATIONS       │
│                         │
│  User Stations          │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   VOICE STATION         │
│    OPERATIONS           │
│  Modify a Voice Station │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   MODIFY A VOICE        │     Complete screen.  [RETURN] . [F7] NEXT.
│     STATION             │
│                         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    VOICE STATION        │     [F7] NEXT.
│                         │
│                         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    STATION OPTIONS      │
│                         │
│  Class of Service       │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   CLASS OF SERVICE      │     [F7] NEXT.
│                         │
│                         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   CLASS OF SERVICE      │     Complete this item:
│                         │
│                         │            *Type of account code entry*
└─────────────────────────┘
                                [F3] SUBMIT.
```

SMDR/Call Accounting

This task involves administering system-wide Station Message Detail Reporting (SMDR) options and Forced Account Code Entry for multiline voice terminals.

> If you need assistance at any time during these procedures, press F1 HELP.

Assigning SMDR Options

```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│ System Wide Features│
└─────────────────────┘
         │
┌─────────────────────┐
│    SYSTEM WIDE      │
│     FEATURES        │
│                     │
│ SMDR                │
└─────────────────────┘
         │
┌─────────────────────┐
│ STATION MESSAGE     │         Complete screen. [F3] SUBMIT.
│ DETAIL RECORDING    │
│                     │
│                     │
└─────────────────────┘
```

For Remote Access Trunks:
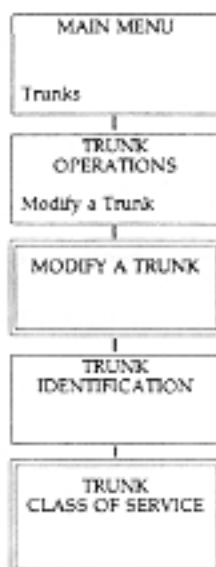
```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│  Trunks             │
└─────────────────────┘
           │
┌─────────────────────┐
│      TRUNK          │
│   OPERATIONS        │
│  Modify a Trunk     │
└─────────────────────┘
           │
┌─────────────────────┐        Complete screen.  [RETURN] . [F7] NEXT.
│   MODIFY A TRUNK    │
│                     │
└─────────────────────┘
           │
┌─────────────────────┐        [F7] NEXT.
│      TRUNK          │
│  IDENTIFICATION     │
│                     │
└─────────────────────┘
           │
┌─────────────────────┐        Complete this item:
│      TRUNK          │
│  CLASS OF SERVICE   │              Specify Remote Access
│                     │
└─────────────────────┘        [F3] SUBMIT.
```

Remote Access

Setting Up Remote Access

In order to set up Remote Access, you must complete the following two procedures.

> If you need assistance at any time during these procedures, press F1 HELP.

System-Wide Remote Access Options

```
┌─────────────────────────┐
│      MAIN MENU          │
│                         │
│ System Wide Features    │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   SYSTEM WIDE           │
│   FEATURES              │
│                         │
│ Remote Access           │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   REMOTE ACCESS         │
│                         │
│                         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   BARRIER CODES         │
│                         │
│                         │
│                         │
└─────────────────────────┘
```

Complete screen. [F3] SUBMIT.
If you do *not* want to enable Barrier Codes, you
have to complete this task. Otherwise, [F7] NEXT.

Enter Barrier digits. [F3] SUBMIT. [RETURN] .
Complete pop-up screen. [F3] SUBMIT.

(Continued)

Assigning Night Service Responsibilities to Voice Stations (Directed only)
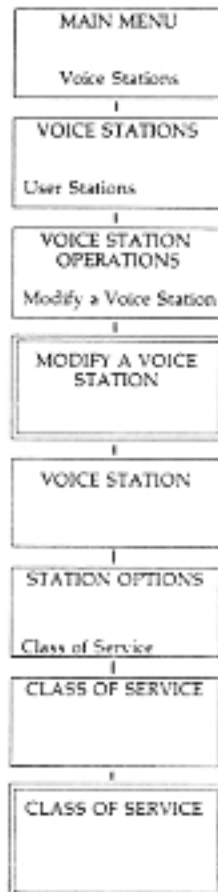
```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│    Voice Stations   │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATIONS    │
│                     │
│   User Stations     │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATION     │
│     OPERATIONS      │
│ Modify a Voice Station │
└─────────────────────┘
          │
┌─────────────────────┐
│   MODIFY A VOICE    │        Complete screen.  [RETURN] . [F7] NEXT.
│      STATION        │
│                     │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATION     │        [F7] NEXT.
│                     │
│                     │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│   STATION OPTIONS   │
│                     │
│  Class of Service   │
└─────────────────────┘
          │
┌─────────────────────┐
│  CLASS OF SERVICE   │        [F7] NEXT.
│                     │
│                     │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│  CLASS OF SERVICE   │        Re:
│                     │        *Administer these Directed Night Service Trunks*
│                     │        [RETURN] . On pop-up screen:
│                     │          To add: Enter trunk #. [F3] SUBMIT.
│                     │          To delete: [F5] DELETE. [F3] SUBMIT.
└─────────────────────┘
```

Assigning a NIGHT Button to the Attendant Console(s)
(Directed and TAAS)

```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│  Voice Stations     │
└─────────────────────┘
           │
┌─────────────────────┐
│   VOICE STATIONS    │
│                     │
│  Attendant Stations │
└─────────────────────┘
           │
┌─────────────────────┐
│     ATTENDANT       │
│     OPERATIONS      │
│  Modify an Attendant │
└─────────────────────┘
           │
┌─────────────────────┐
│   MODIFY A VOICE    │        Complete screen.  [RETURN] . [F7] NEXT.
│      STATION        │
│                     │
│                     │
└─────────────────────┘
           │
┌─────────────────────┐
│     ATTENDANT       │        [F7] NEXT.
│      CONSOLE        │
│                     │
└─────────────────────┘
           │
┌─────────────────────┐
│   STATION OPTIONS   │
│                     │
│  Buttons            │
└─────────────────────┘
           │
┌─────────────────────┐
│      FEATURE        │        Assign NIGHT button.
│    ASSIGNMENT       │        Complete pop-up screen.
│                     │        [F3] SUBMIT.  [F3] SUBMIT.
└─────────────────────┘
```

Night Service

Use the following procedures to set up both Directed Night Service and Trunk-Answer-from-Any-Station (TAAS) Night Service.

For Directed Night Service, the Delay Announcement is an optional feature. See the "Auxiliary Equipment" task if you want to administer this feature.

You *must* set up the External Alert feature when administering TAAS. See the "Auxiliary Equipment" task on page A-15 for setting up this feature.

| If you need assistance at any time during these procedures, press F1 HELP. |

Assigning Night Service to Trunks (Directed and TAAS)
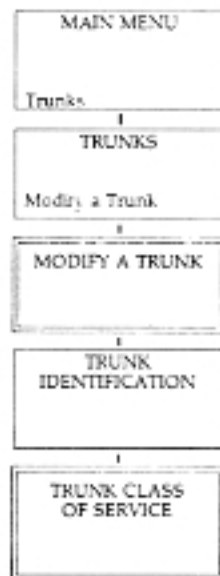
```
   MAIN MENU

Trunks
      |
    TRUNKS

Modify a Trunk
      |
 MODIFY A TRUNK        Complete screen. [RETURN] . [F7] NEXT.


      |
    TRUNK              [F7] NEXT.
 IDENTIFICATION


      |
  TRUNK CLASS          Complete these items:
  OF SERVICE
                            Night service trunk?
                            Directed night service trunk?
                            Assign delay ann. device

                       [F3] SUBMIT.
```

Administering Display IDs for Voice Message System Ports

```
┌─────────────────────────┐
│        MAIN MENU        │
│                         │
│                         │
│  Auxiliary Equipment    │
└─────────────────────────┘
            │
┌─────────────────────────┐
│        AUXILIARY        │
│        EQUIPMENT        │
│                         │
│  Voice Messaging System │
└─────────────────────────┘
            │
┌─────────────────────────┐
│         VOICE           │
│   MESSAGING SYSTEM      │
│                         │
│                         │
│                         │
└─────────────────────────┘
```

Select port. [F3] SUBMIT.
On pop-up screen, enter Display ID.
[F3] SUBMIT.

Administering Display IDs for Data Ports

```
┌─────────────────────────┐
│ MAIN MENU               │
│                         │
│ Data Resources          │
└─────────────────────────┘
            │
┌─────────────────────────┐
│ DATA RESOURCES          │
│                         │
│ Data Stations           │
└─────────────────────────┘
            │
┌─────────────────────────┐
│ DATA STATION            │
│ OPERATIONS              │
│ Data Station Directory  │
└─────────────────────────┘
            │
┌─────────────────────────┐
│ DATA STATIONS           │        Enter ID(s) under the "NAME" column.
│                         │        [F3] SUBMIT.
│                         │
│                         │
└─────────────────────────┘
```
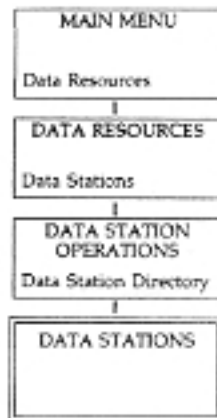
Administering Display IDs for DGC Groups

```
┌─────────────────────────┐
│ MAIN MENU               │
│                         │
│ Groups                  │
└─────────────────────────┘
            │
┌─────────────────────────┐
│ GROUPS                  │
│                         │
│ Direct Group Calling    │
└─────────────────────────┘
            │
┌─────────────────────────┐
│ DGC GROUPS              │        Enter ID(s) under the "NAME" column.
│                         │        [F3] SUBMIT.
│                         │
└─────────────────────────┘
```
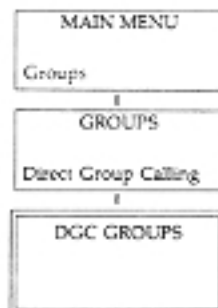
Administering Display IDs for Attendant Consoles

```
┌─────────────────────────┐
│      MAIN MENU          │
│                         │
│ Voice Stations          │
└─────────────────────────┘
            │
┌─────────────────────────┐
│     VOICE STATIONS      │
│                         │
│ Attendant Stations      │
└─────────────────────────┘
            │
┌─────────────────────────┐
│      ATTENDANT          │
│      OPERATIONS         │
│ Attendant Directory     │
└─────────────────────────┘
            │
┌─────────────────────────┐
│      ATTENDANT          │        Enter ID(s) under the "NAME" column.
│      CONSOLES           │        [F3] SUBMIT.
│                         │
│                         │
└─────────────────────────┘
```
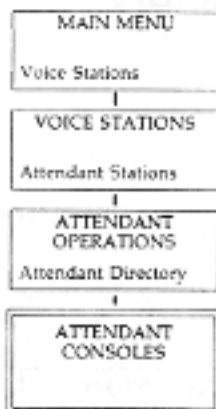
Administering Display IDs for Non-DID Trunks
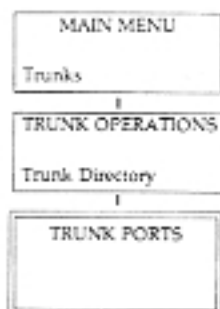
```
┌─────────────────────────┐
│      MAIN MENU          │
│                         │
│ Trunks                  │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   TRUNK OPERATIONS      │
│                         │
│ Trunk Directory         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│     TRUNK PORTS         │        Enter ID(s) under the "NAME" column.
│                         │        [F3] SUBMIT.
│                         │
│                         │
└─────────────────────────┘
```
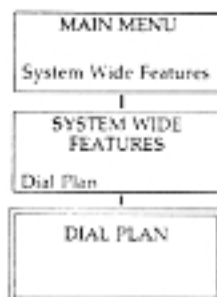
Integrated Display Directory

Setting Up the Integrated Directory

Before any display features for voice terminals or attendant consoles can function fully, you must set up the integrated directory.

> If you need assistance at any time during these procedures, press F1 HELP.

Administering System-Wide Display IDs

```
┌─────────────────┐
│   MAIN MENU     │
│                 │
│ System Wide Features │
└─────────────────┘
         │
┌─────────────────┐
│  SYSTEM WIDE    │
│   FEATURES      │
│                 │
│ Dial Plan       │
└─────────────────┘
         │
┌─────────────────┐
│   DIAL PLAN     │
│                 │
│                 │
│                 │
└─────────────────┘
```

Complete these items:

Name for ATTENDANT
Name for DID Trunks
Name for NO DID Trunks

[F3] SUBMIT.

Administering Display IDs for Voice Stations

```
┌─────────────────┐
│   MAIN MENU     │
│                 │
│ Voice Stations  │
└─────────────────┘
         │
┌─────────────────┐
│ VOICE STATIONS  │
│                 │
│ User Stations   │
└─────────────────┘
         │
┌─────────────────┐
│ VOICE STATION   │
│  OPERATIONS     │
│ Voice Station Directory │
└─────────────────┘
         │
┌─────────────────┐
│ VOICE STATIONS  │
│                 │
│                 │
│                 │
└─────────────────┘
```

Enter ID(s) under the "NAME" column.
[F3] SUBMIT.

Floating Personal Dial Codes

Follow the procedure below to administer Floating Personal Dial Codes (FPDCs).

If you need assistance at any time during this procedure, press F1 HELP.

Administering Floating Personal Dial Codes (FPDCs)

```
┌──────────────────────────┐
│        MAIN MENU         │
│                          │
│                          │
│ Voice Stations           │
├──────────────────────────┤
│      VOICE STATIONS      │
│                          │
│ Floating Personal Dial   │
│           Codes          │
├──────────────────────────┤
│  FLOATING PERSONAL       │
│     DIAL CODES           │
│                          │
│                          │
└──────────────────────────┘
```
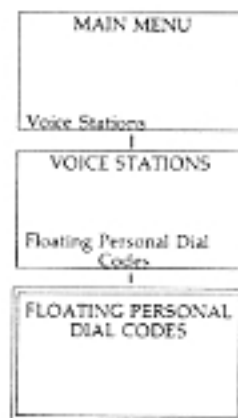
To add: Enter FPDC. (F3) SUBMIT.
To delete: (F5) DELETE. (F3) SUBMIT.

Setting Up a STARLAN Interface

Follow the procedure below to administer a STARLAN CP.

> If you need assistance at any time during this procedure, press F1 HELP.

Setting Up a STARLAN Interface

```
┌─────────────────┐
│   MAIN MENU     │
│                 │
│ Data Resources  │
└─────────────────┘
        │
┌─────────────────┐
│ DATA RESOURCES  │
│                 │
│ STARLAN         │
└─────────────────┘
        │
┌─────────────────┐
│    STARLAN      │        Complete screen.  [F3] SUBMIT.
│ ADMINISTRATION  │
│                 │
└─────────────────┘
        │
┌─────────────────┐
│  STARLAN PORTS  │        Complete screen.  [F3] SUBMIT.  [F7] NEXT.
│                 │
└─────────────────┘
        │
┌─────────────────┐
│ STARLAN BOARD   │        Complete screen.  [F3] SUBMIT.
│ CLASS OF SERVICE│
│   DATA PORT     │
│  PARAMETERS     │
└─────────────────┘
```

Removing a Data Station

Follow the procedure below to remove a data port from the system.

> If you need assistance at any time during this procedure, press F1 HELP.

Removing a Data Station

```
  ┌──────────────────┐
  │    MAIN MENU     │
  │                  │
  │ Data Resources   │
  └──────────────────┘
          │
  ┌──────────────────┐
  │  DATA RESOURCES  │
  │                  │
  │ Data Stations    │
  └──────────────────┘
          │
  ┌──────────────────┐
  │  DATA STATION    │
  │   OPERATIONS     │
  │                  │
  │ Remove a Data Station │
  └──────────────────┘
          │
  ┌──────────────────┐
  │  REMOVE A DATA   │
  │     STATION      │       Complete screen.  (RETURN) .
  │                  │       (F3) SUBMIT.  (F3) SUBMIT.
  │                  │
  └──────────────────┘
```

Setting Up Modem Pooling

Follow the procedure below to add a pooled modem board to your system and to administer pooled modem options.

> If you need assistance at any time during this procedure, press F1 HELP.

Setting Up Modem Pooling

```
  ┌──────────────────┐
  │    MAIN MENU     │
  │                  │
  │ Data Resources   │
  └──────────────────┘
          │
  ┌──────────────────┐
  │  DATA RESOURCES  │
  │                  │
  │ Modem Pools      │
  └──────────────────┘
          │
  ┌──────────────────┐
  │  POOLED MODEM    │
  │     BOARDS       │
  │                  │
  │ List all Pooled Modem │
  │     Boards       │
  └──────────────────┘
          │
  ┌──────────────────┐
  │  POOLED MODEMS   │       Complete screen.  (F3) SUBMIT.
  │                  │       Complete pop-up screen.  (F3) SUBMIT.
  │                  │
  │                  │
  └──────────────────┘
```

Modifying a Data Station

Follow the procedure below to change the characteristics of an existing data port.

If you need assistance at any time during this procedure, press F1 HELP.

Modifying a Data Station
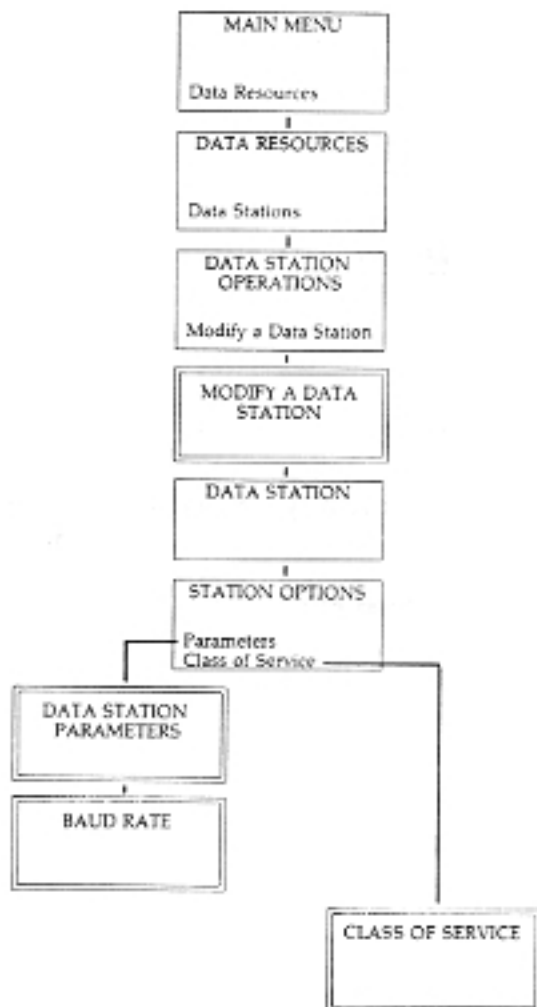
```
      ┌────────────────────┐
      │     MAIN MENU      │
      │                    │
      │ Data Resources     │
      └────────────────────┘
                │
      ┌────────────────────┐
      │  DATA RESOURCES    │
      │                    │
      │ Data Stations      │
      └────────────────────┘
                │
      ┌────────────────────┐
      │   DATA STATION     │
      │    OPERATIONS      │
      │                    │
      │ Modify a Data Station │
      └────────────────────┘
                │
      ┌────────────────────┐
      │   MODIFY A DATA    │          Complete screen. (RETURN) . (F7) NEXT.
      │     STATION        │
      └────────────────────┘
                │
      ┌────────────────────┐
      │   DATA STATION     │          (F7) NEXT.
      │                    │
      └────────────────────┘
                │
      ┌────────────────────┐
      │  STATION OPTIONS   │
      │                    │
      │ Parameters         │
      │ Class of Service   │
      └────────────────────┘
```

┌────────────────────┐
│   DATA STATION   │
│   PARAMETERS   │   Complete screen. (F3) SUBMIT. (F7) NEXT.
└────────────────────┘
           │
┌────────────────────┐
│   BAUD RATE   │   Complete screen. (F3) SUBMIT.
└────────────────────┘

┌────────────────────┐
│ CLASS OF SERVICE │   Complete screen. (F3) SUBMIT.
└────────────────────┘

Adding a Data Station

Follow the procedure below to add any of the following types of data stations to your system:

- Data terminal or Personal Computer with a data module (ADU)
- Host computer port.

NOTE: If you have a data terminal or PC with a modem, administer a single-line voice port instead of using this procedure.

If you need assistance at any time during this procedure, press F1 HELP.

Adding a Data Station

Flowchart	Instruction
MAIN MENU — Data Resources	
DATA RESOURCES — Data Stations	
DATA STATION OPERATIONS — Add a Data Station	
ADD A DATA STATION	Complete screen. (F3) SUBMIT.
DATA STATION	Complete screen. (F3) SUBMIT. (F7) NEXT.
STATION OPTIONS — Parameters, Class of Service	
DATA STATION PARAMETERS	Complete screen. (F3) SUBMIT. (F7) NEXT.
TRANSMISSION SPEEDS	Complete screen. (F3) SUBMIT.
CLASS OF SERVICE	Complete screen. (F3) SUBMIT.

Data Ports

Assigning System-Wide Data Options

If you need assistance at any time during this procedure, press F1 HELP.

Assigning System-Wide Data Options

```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│                     │
│ Data Resources      │
└─────────────────────┘
          │
┌─────────────────────┐
│   DATA RESOURCES    │
│                     │
│                     │
│ Data Stations       │
└─────────────────────┘
          │
┌─────────────────────┐
│   DATA STATION      │
│   OPERATIONS        │
│ System Wide Data    │
│ Options             │
└─────────────────────┘
          │
┌─────────────────────┐
│   SYSTEM WIDE       │
│   DATA OPTIONS      │
│                     │
│                     │
└─────────────────────┘
```
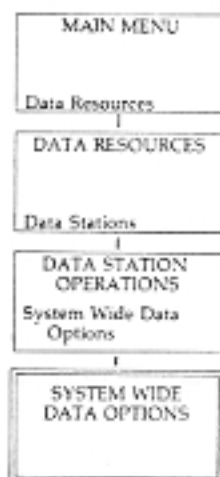
Complete screen. F3 SUBMIT.

Assigning Trunks to DGC Groups
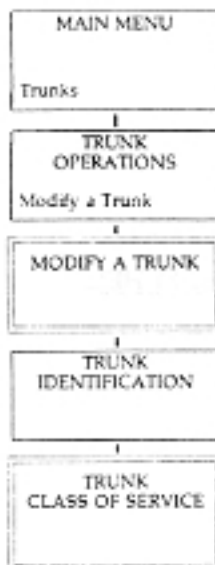
```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│ Trunks              │
└─────────────────────┘
         │
┌─────────────────────┐
│      TRUNK          │
│    OPERATIONS       │
│ Modify a Trunk      │
└─────────────────────┘
         │
┌─────────────────────┐
│  MODIFY A TRUNK     │        Complete screen.  [RETURN] . [F7] NEXT.
│                     │
│                     │
└─────────────────────┘
         │
┌─────────────────────┐
│      TRUNK          │        [F7] NEXT.
│  IDENTIFICATION     │
│                     │
└─────────────────────┘
         │
┌─────────────────────┐
│      TRUNK          │        Complete this item:
│  CLASS OF SERVICE   │
│                     │            Assign to DGC group
│                     │        [F3] SUBMIT.
└─────────────────────┘
```

DGC Groups

Follow the procedure below to administer DGC groups.

> If you need assistance at any time during this procedure, press F1 HELP.

Administering DGC Groups

```
┌─────────────────────┐
│ MAIN MENU           │
│                     │
│ Groups              │
└─────────────────────┘
          │
┌─────────────────────┐
│ GROUPS              │
│ Direct Group Calling│
└─────────────────────┘
          │
┌─────────────────────┐
│ DGC GROUPS          │          Complete screen.  [F3] SUBMIT.  [RETURN].
│                     │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│ GROUP MEMBERS       │          To add: Enter PDC/DDC.  [F3] SUBMIT.
│                     │          To delete: [F5] DELETE.  [F3] SUBMIT.
│                     │
└─────────────────────┘
```

(Continued)

Setting Up Individual Coverage

Follow the procedure below to add Individual Coverage to a voice terminal.

| If you need assistance at any time during this procedure, press F1 HELP. |

For Receiver Stations:

```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│  Voice Stations     │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATIONS    │
│                     │
│  User Stations      │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATION     │
│    OPERATIONS       │
│ Modify a Voice Station │
└─────────────────────┘
          │
┌─────────────────────┐
│  MODIFY A VOICE     │        Complete screen.  (RETURN)  (F7) NEXT.
│     STATION         │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│   VOICE STATIONS    │        (F7) NEXT.
│                     │
│                     │
└─────────────────────┘
          │
┌─────────────────────┐
│  STATION OPTIONS    │
│                     │
│  Buttons            │
└─────────────────────┘
          │
┌─────────────────────┐
│    FEATURE          │        Assign COVER-IND button.
│   ASSIGNMENT        │        Complete pop-up screen.
│                     │        (F3) SUBMIT.  (F3) SUBMIT.
└─────────────────────┘
```

For Sender Stations:
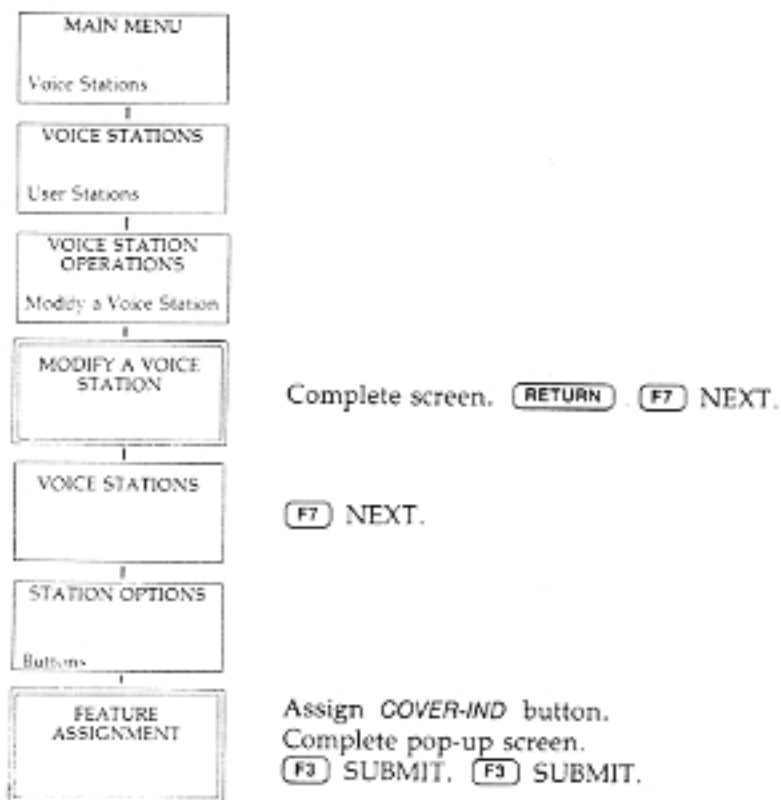
```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│  Groups             │
└─────────────────────┘
           │
┌─────────────────────┐
│     GROUPS          │
│                     │
│  Coverage           │
└─────────────────────┘
           │
┌─────────────────────┐
│  COVERAGE GROUP     │
│       LIST          │        Select group (1-32).  (RETURN).
│                     │
│                     │
└─────────────────────┘
           │
┌──────────┬──────────┐
│ SENDERS  │ RECEIVERS│        To add sender: Enter PDC.  (F3)  SUBMIT.
│          │          │        To delete sender:  (F5)  DELETE.  (F3)  SUBMIT.
│          │          │
│          │          │        NOTE:  Check receiver list. If changes are
└──────────┴──────────┘        necessary, go back to "For Receiver Stations:"
```

Setting Up DGC Group Coverage

Follow the procedure below to assign senders for "DGC" Coverage Groups (101-132).

NOTE: The *receiver* group is a standard DGC group (1-32). See the task procedures under the entry titled "DGC Groups."

| If you need assistance at any time during this procedure, press F1 HELP. |

Setting Up DGC Group Coverage

```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│  Groups             │
└─────────────────────┘
           │
┌─────────────────────┐
│     GROUPS          │
│                     │
│  Coverage           │
└─────────────────────┘
           │
┌─────────────────────┐
│  COVERAGE GROUP     │
│       LIST          │        Select group (101-132).  (RETURN)
│                     │
│                     │
└─────────────────────┘
           │
┌──────────┬──────────┐
│ SENDERS  │ RECEIVERS│        Check receiver list to make sure
│          │          │        calls will be covered by the correct
│          │          │        DGC group. If not, select a
│          │          │        different coverage group (101-132).
└──────────┴──────────┘
                                To add sender: Enter PDC.  (F3)  SUBMIT.
                                To delete sender:  (F5)  DELETE.  (F3)  SUBMIT.
```

Setting Up Standard Group Coverage

Follow the procedures below to set up "standard" Coverage Groups.

| If you need assistance at any time during these procedures, press F1 HELP. |

For Receiver Stations:
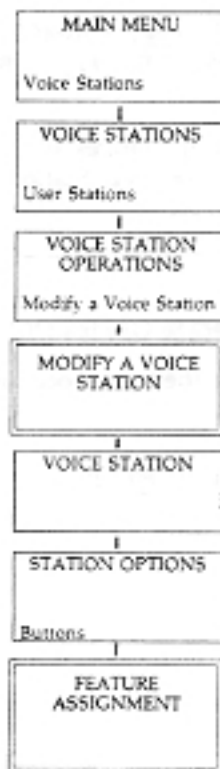
```
     MAIN MENU

  Voice Stations
        │
   VOICE STATIONS

   User Stations
        │
   VOICE STATION
    OPERATIONS

  Modify a Voice Station
        │
   MODIFY A VOICE          Complete screen. [RETURN] . [F7] NEXT.
      STATION
        │
   VOICE STATION           [F7] NEXT.
        │
  STATION OPTIONS

  Buttons
        │
     FEATURE               Assign COVER-GRP button.
   ASSIGNMENT              Complete pop-up screen.
                           [F3] SUBMIT. [F3] SUBMIT.
```

(Continued)

Setting Up Pickup Groups

Follow the procedure below to add users to or remove users from Pickup Groups.

| If you need assistance at any time during this procedure, press F1 HELP. |

Setting Up Pickup Groups

```
┌─────────────────┐
│   MAIN MENU     │
│                 │
│ Groups          │
└────────┬────────┘
         │
┌────────┴────────┐
│    GROUPS       │
│                 │
│ Pickup          │
└────────┬────────┘
         │
┌────────┴────────┐
│ PICKUP GROUP    │        Select group. [RETURN] .
│     LIST        │
│                 │
└────────┬────────┘
         │
┌────────┴────────┐        To add: Enter PDC. [F3] SUBMIT.
│ GROUP MEMBERS   │        To delete: [F5] DELETE . [F3] SUBMIT.
│                 │
└─────────────────┘
```

Coverage

This section provides procedures for the following tasks:

- Assigning System-Wide Coverage Options
- Setting Up Pickup Groups
- Setting Up Standard Group Coverage
- Setting Up DGC Group Coverage
- Setting Up Individual Coverage

Assigning System-Wide Coverage Options

> If you need assistance at any time during this procedure, press F1 HELP.

Assigning System-Wide Coverage Options

```
┌──────────────────────┐
│     MAIN MENU        │
│                      │
│ System Wide Features │
└──────────────────────┘
           │
┌──────────────────────┐
│    SYSTEM WIDE       │
│     FEATURES         │
│                      │
│  Coverage Options    │
└──────────────────────┘
           │
┌──────────────────────┐
│ COVERAGE OPTIONS     │       Complete screen.  F3  SUBMIT.
│                      │
│                      │
└──────────────────────┘
```

Administering Callback Queuing for Each Voice Station

```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│ Voice Stations      │
└─────────────────────┘
           │
┌─────────────────────┐
│   VOICE STATIONS    │
│                     │
│ User Stations       │
└─────────────────────┘
           │
┌─────────────────────┐
│   VOICE STATION     │
│    OPERATIONS       │
│ Modify a Voice Station │
└─────────────────────┘
           │
┌─────────────────────┐
│  MODIFY A VOICE     │         Complete screen.  [RETURN] . [F7] NEXT.
│     STATION         │
│                     │
└─────────────────────┘
           │
┌─────────────────────┐
│   VOICE STATION     │         [F7] NEXT.
│                     │
└─────────────────────┘
           │
┌─────────────────────┐
│   STATION OPTIONS   │
│                     │
│ Class of Service    │
└─────────────────────┘
           │
┌─────────────────────┐
│  CLASS OF SERVICE   │         [F7] NEXT.
│                     │
└─────────────────────┘
           │
┌─────────────────────┐
│  CLASS OF SERVICE   │         Complete these items:
│                     │
└─────────────────────┘                 Number of internal retries
                                         Number of rings per try for Internal Calls
                                         Number of Outgoing retries
                                         Number of rings per try for Outgoing Calls
                                         Automatic Queuing for Internal Calls
                                         Automatic Queuing for Outgoing Calls

                                 [F3] SUBMIT.
```

Administering Callback Queuing for Each Trunk Group
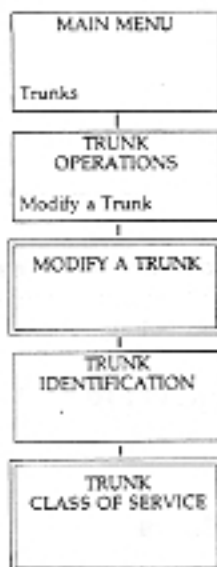
```
┌──────────────────────┐
│      MAIN MENU       │
│                      │
│ Trunks               │
└──────────────────────┘
           │
┌──────────────────────┐
│       TRUNK          │
│     OPERATIONS       │
│ Modify a Trunk       │
└──────────────────────┘
           │
┌──────────────────────┐
│   MODIFY A TRUNK     │        Complete screen.  [RETURN] . [F7] NEXT.
│                      │
│                      │
└──────────────────────┘
           │
┌──────────────────────┐
│       TRUNK          │        [F7] NEXT.
│   IDENTIFICATION     │
│        .             │
└──────────────────────┘
           │
┌──────────────────────┐
│       TRUNK          │        Complete this item:
│  CLASS OF SERVICE    │
│                      │              Trunks can be used for outgoing queued calls
└──────────────────────┘
                                [F3] SUBMIT.
```

(Continued)

Callback Queuing

Setting Up Callback Queuing

In order to set up Callback Queuing, you will be required to complete three sets of steps. From the Main Menu, you will need to select the System Wide Features, Trunks, and Voice Station forms. Be sure you complete all the procedures as listed below.

> If you need assistance at any time during these procedures, press F1 HELP.

Administering System-Wide Callback Queuing Options
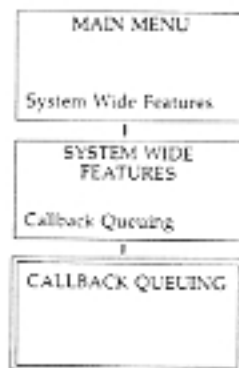
```
+---------------------------+
|        MAIN MENU          |
|                           |
| System Wide Features      |
+---------------------------+
            |
+---------------------------+
|      SYSTEM WIDE          |
|       FEATURES            |
|                           |
| Callback Queuing          |
+---------------------------+
            |
+---------------------------+
|    CALLBACK QUEUING       |      Complete screen.  [F3] SUBMIT.
|                           |
|                           |
|                           |
+---------------------------+
```

(Continued)

On the Bridging Station:
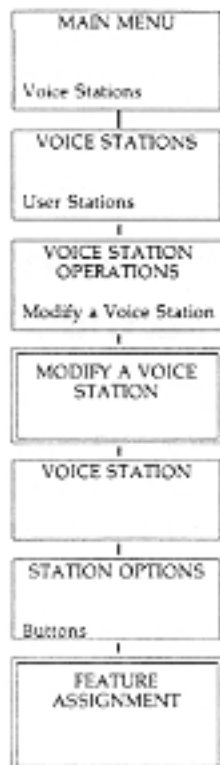
```
┌─────────────────────────┐
│      MAIN MENU          │
│                         │
│  Voice Stations         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    VOICE STATIONS       │
│                         │
│  User Stations          │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    VOICE STATION        │
│    OPERATIONS           │
│  Modify a Voice Station │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    MODIFY A VOICE       │
│      STATION            │        Complete screen.  [RETURN]   [F7] NEXT.
│                         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    VOICE STATION        │        [F7] NEXT.
│                         │
│                         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    STATION OPTIONS      │
│                         │
│  Buttons                │
└─────────────────────────┘
            │
┌─────────────────────────┐
│      FEATURE            │        Assign BRIDGED ACCESS button.
│    ASSIGNMENT           │        Complete pop-up screen.
│                         │        [F3] SUBMIT.  [F3] SUBMIT.
└─────────────────────────┘
```

Bridging

Setting Up Bridging

Follow the procedures below to assign Bridging between two voice terminals.

| If you need assistance at any time during these procedures, press F1 HELP. |

On the Principal Station:
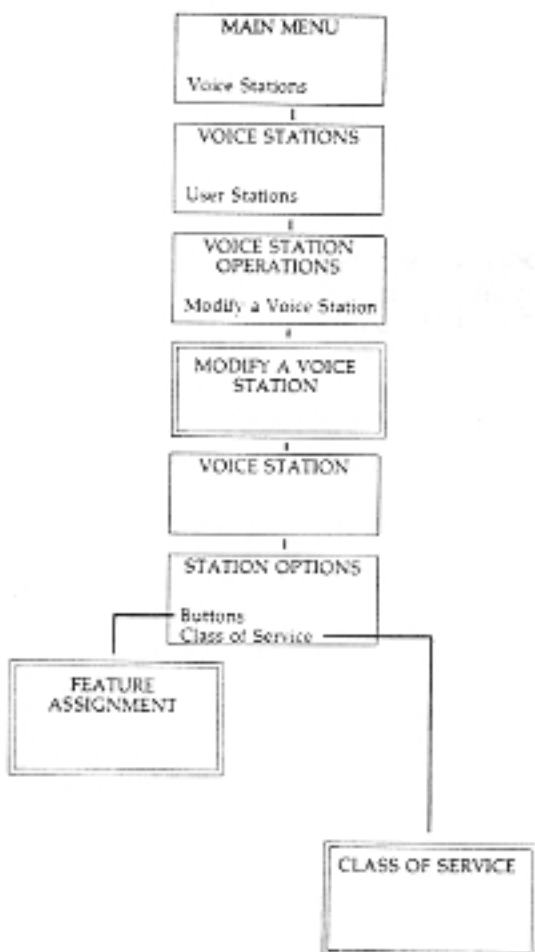
```
      MAIN MENU

   Voice Stations
        |
    VOICE STATIONS

   User Stations
        |
   VOICE STATION
    OPERATIONS

  Modify a Voice Station
        |
   MODIFY A VOICE          Complete screen.  [RETURN]   [F7] NEXT.
      STATION

        |
    VOICE STATION          [F7] NEXT.

        |
   STATION OPTIONS

   Buttons
   Class of Service

   FEATURE                 If SEND ALL CALLS is administered,
  ASSIGNMENT               check option "Ringing to Bridged/
                           Coverage Stations."
                           [F3] SUBMIT. [F3] SUBMIT. [ESC] .


  CLASS OF SERVICE         Complete these items:

                              Bridged Ringing on No Answer
                              Bridged Ringing on Busy
```

(Continued)

Removing Auxiliary Equipment Ports

To remove any type of auxiliary equipment, use the following procedure.

> If you need assistance at any time during this procedure, press F1 HELP.

Removing Auxiliary Equipment Ports
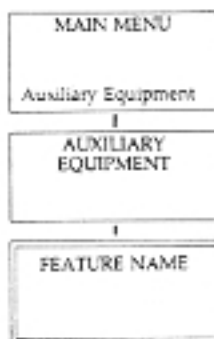
```
┌─────────────────────┐
│     MAIN MENU       │
│                     │
│ Auxiliary Equipment │
└─────────────────────┘
          │
┌─────────────────────┐
│     AUXILIARY       │        Select the type of auxiliary
│     EQUIPMENT       │        equipment you want to remove.
│                     │
└─────────────────────┘
          │
┌─────────────────────┐        Move the cursor to the port
│   FEATURE NAME      │        you want to remove and press
│                     │        (F5) DELETE.  (F3) SUBMIT.
│                     │
└─────────────────────┘
```

Auxiliary Equipment

This task allows you to set up ports for a variety of auxiliary equipment. Some of the auxiliary equipment ports you can administer with this task are as follow:

- Delay Announcements
- Dial Dictation
- External Alerts
- Music-on-Hold
- Paging
- Selector Consoles
- VOICE POWER Voice Message System

Adding Auxiliary Equipment Ports

To add any type of auxiliary equipment port, use the following procedure.

> If you need assistance at any time during this procedure, press F1 HELP.

Adding Auxiliary Equipment Ports

```
┌─────────────────┐
│   MAIN MENU     │
│                 │
│ Auxiliary Equipment │
└─────────────────┘
        │
┌─────────────────┐
│   AUXILIARY     │        Select the type of auxiliary
│   EQUIPMENT     │        equipment you want to add.
│                 │
└─────────────────┘
        │
┌─────────────────┐
│  FEATURE NAME   │        Complete screen. (F3) SUBMIT.
│                 │        Complete pop-up screen (if applicable).
│                 │        (F3) SUBMIT.
└─────────────────┘
```

Assigning Digit Translations

This feature is used to add digits to and/or remove digits from telephone numbers sent through specific facilities.

> If you need assistance at any time during this procedure, press F1 HELP.

Assigning Digit Translations

```
    MAIN MENU

System Wide Features
         |
    SYSTEM WIDE
     FEATURES

Automatic Route Selection
         |
    AUTOMATIC
  ROUTE SELECTION

Digit Translations
         |
  DIGIT TRANSLATIONS          Complete screen.  (F3) SUBMIT.



  DIGIT TRANSLATIONS          Complete screen.  (F3) SUBMIT.
  FOR ACCESS CODE
```

Assigning Exception Lists

Use the following procedure for assigning numbers to the Home Area Code Exception Lists and to the Other Area Codes Exception List.

| If you need assistance at any time during this procedure, press F1 HELP. |

Assigning Exception Lists

```
        ┌─────────────────────────┐
        │       MAIN MENU         │
        │                         │
        │  System Wide Features   │
        └─────────────────────────┘
                   │
        ┌─────────────────────────┐
        │      SYSTEM WIDE        │
        │       FEATURES          │
        │                         │
        │ Automatic Route Selection│
        └─────────────────────────┘
                   │
        ┌─────────────────────────┐
        │      AUTOMATIC          │
        │   ROUTE SELECTION       │
        │  Home Area Code         │
        │      Exception Lists    │
        │  Other Area Codes       │
        │      Exception List ────┤
        └─────────────────────────┘
```

```
┌─────────────────────────┐
│  'HOME' AREA CODE       │
│  EXCEPTION LISTS        │
│                         │
│                         │
└─────────────────────────┘
```
Complete screen. [F3] SUBMIT. [F7] NEXT.
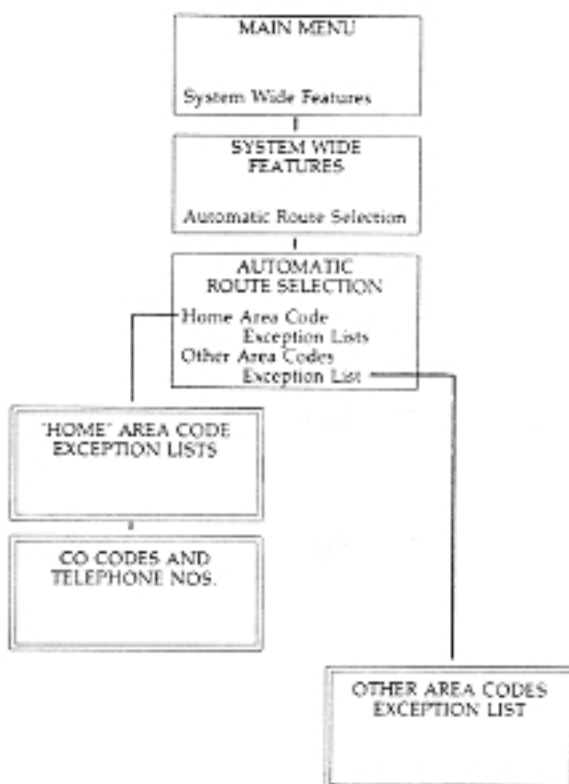
```
┌─────────────────────────┐
│  CO CODES AND           │
│  TELEPHONE NOS.         │
│                         │
│                         │
└─────────────────────────┘
```
Complete screens. [F3] SUBMIT. [ESC] [ESC] .

```
┌─────────────────────────┐
│  OTHER AREA CODES       │
│  EXCEPTION LIST         │
│                         │
│                         │
└─────────────────────────┘
```
Complete screen. [F3] SUBMIT.

Building ARS Routing Patterns

Use the following procedures for building ARS routing patterns.

> If you need assistance at any time during these procedures, press F1 HELP.

Defining Routing Patterns

```
┌─────────────────────────┐
│        MAIN MENU        │
│                         │
│  System Wide Features   │
└─────────────────────────┘
             │
┌─────────────────────────┐
│      SYSTEM WIDE        │
│       FEATURES          │
│                         │
│ Automatic Route Selection│
└─────────────────────────┘
             │
┌─────────────────────────┐
│       AUTOMATIC         │
│    ROUTE SELECTION      │
│                         │
│ Routing Pattern Overview│
└─────────────────────────┘
             │
┌─────────────────────────┐
│    ROUTING PATTERN      │
│       OVERVIEW          │
│                         │
│                         │
└─────────────────────────┘
```
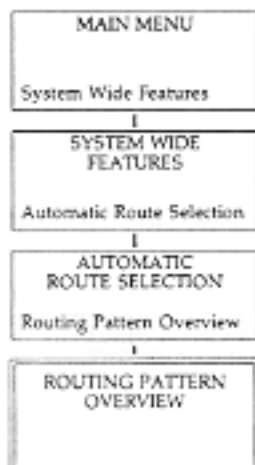
Complete screen. [F3] SUBMIT. [ESC]

Assigning Area Codes to Patterns

```
┌─────────────────────────┐
│       AUTOMATIC         │
│    ROUTE SELECTION      │
│                         │
│                         │
│  NPA Codes              │
└─────────────────────────┘
             │
┌─────────────────────────┐
│    ROUTING PATTERN      │
│       NUMBERS           │
│                         │
└─────────────────────────┘
```

Complete screen. [F3] SUBMIT.

```
┌─────────────────────────┐
│     AREA CODE LIST      │
│                         │
└─────────────────────────┘
```

Complete screen. [F3] SUBMIT.

Automatic Route Selection

Setting up Automatic Route Selection (ARS) involves the following tasks:

- Assigning ARS Options
- Building ARS Routing Patterns
- Defining Exception Lists
- Assigning Digit Translations

Assigning ARS Options

> If you need assistance at any time during this procedure, press F1 HELP.

Assigning ARS Options
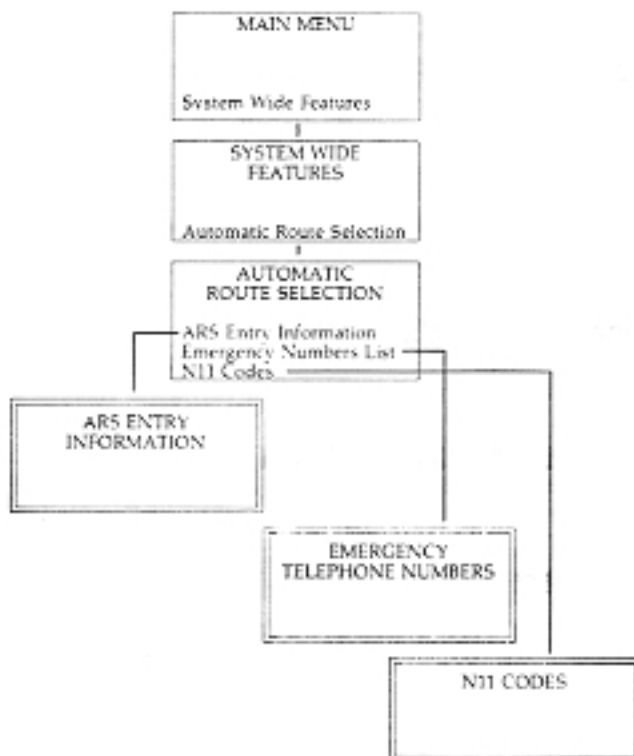
```
            MAIN MENU

      System Wide Features
              |
          SYSTEM WIDE
           FEATURES

      Automatic Route Selection
              |
           AUTOMATIC
        ROUTE SELECTION

      ARS Entry Information
      Emergency Numbers List
      N11 Codes
```

```
  ARS ENTRY
 INFORMATION
```
Complete screen. [F3] SUBMIT. [ESC].

```
    EMERGENCY
TELEPHONE NUMBERS
```
Complete screen. [F3] SUBMIT. [ESC].

```
   N11 CODES
```
Complete screen. [F3] SUBMIT.

Removing an Attendant Console

Follow the procedure below to remove either a SLAC or a DTAC from your system.

| If you need assistance at any time during this procedure, press F1 HELP. |

Removing an Attendant Console

```
┌─────────────────────┐
│     MAIN MENU        │
│                      │
│ Voice Stations       │
├─────────────────────┤
│   VOICE STATIONS     │
│                      │
│ Attendant Stations   │
├─────────────────────┤
│     ATTENDANT        │
│     OPERATIONS       │
│                      │
│ Remove an Attendant  │
├─────────────────────┤
│      REMOVE          │
│   AN ATTENDANT       │
│                      │
│                      │
└─────────────────────┘
```
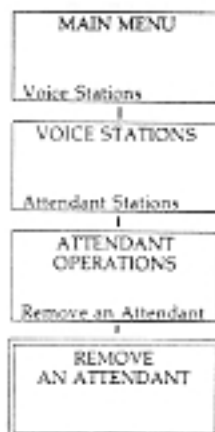
Complete screen.
[F3] SUBMIT. [F3] SUBMIT.

Adding a Selector Console

System 25 can be equipped with one or two Direct Extension Selector Consoles, one per attendant station.

If your system is equipped with two Selector Consoles, their button assignments will always be the same. If, for example, you change a button on the first Selector Console, the corresponding button on the second console is automatically assigned the same value.

Follow the procedure below to add a Selector Console for either a SLAC or a DTAC.

If you need assistance at any time during this procedure, press F1 HELP.

Adding a Selector Console

```
┌─────────────────┐
│   MAIN MENU     │
│                 │
│                 │
│ Voice Stations  │
└─────────────────┘
        │
┌─────────────────┐
│  VOICE STATIONS │
│                 │
│Attendant Stations│
└─────────────────┘
        │
┌─────────────────┐
│   ATTENDANT     │
│   OPERATIONS    │
│                 │
│ Selector Console │
└─────────────────┘
        │
┌─────────────────┐
│ SELECTOR CONSOLE │
│                 │
│                 │
│                 │
└─────────────────┘
```

Complete screen. [F3] SUBMIT.
Complete pop-up screen. [F3] SUBMIT.

Assigning Switched Loop Attendant Options

```
┌─────────────────────────┐
│       MAIN MENU         │
│                         │
│ System Wide Features    │
└─────────────────────────┘
            │
┌─────────────────────────┐
│     SYSTEM WIDE         │
│      FEATURES           │
│                         │
│ Attendant Options       │
└─────────────────────────┘
            │
┌─────────────────────────┐
│  ATTENDANT OPTIONS      │
│   SWITCHED LOOP         │       Complete screen.  [F3] SUBMIT.  [F7] NEXT.
│     CONSOLE             │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   SWITCHED LOOP         │
│    ATTENDANT            │       Complete screen.  [F3] SUBMIT.
│  ·  CALL TYPES          │
└─────────────────────────┘
```
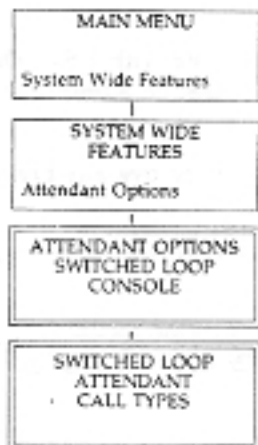
Assigning Trunks to the SLAC Queue
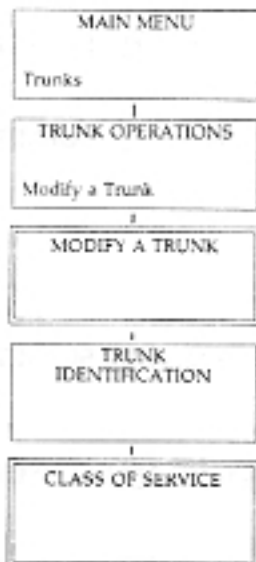
```
┌─────────────────────────┐
│       MAIN MENU         │
│                         │
│ Trunks                  │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   TRUNK OPERATIONS      │
│                         │
│ Modify a Trunk          │
└─────────────────────────┘
            │
┌─────────────────────────┐
│    MODIFY A TRUNK       │       Complete screen.  [RETURN] . [F7] NEXT.
│                         │
│                         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│      TRUNK              │
│   IDENTIFICATION        │       [F7] NEXT.
│                         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   CLASS OF SERVICE      │       Complete these items:
│                         │
│                         │           Queue priority
└─────────────────────────┘           Attendant Route

                                   [F3] SUBMIT.
```

Setting Up Switched Loop Attendants

Follow the procedures below to set up your System 25 to operate with a Switched Loop Attendant Console (SLAC). To set up a SLAC system, you need to administer three areas: attendant consoles, attendant options, and trunks.

NOTE: Before you can add a SLAC to your system, you must remove any previously assigned DTAC(s).

If you want to add a Selector Console(s) after setting up the SLAC(s), see the "Adding a Selector Console" task on page A-9.

Adding a SLAC

```
      MAIN MENU

  Voice Stations
        │
    VOICE STATIONS

  Attendant Stations
        │
     ATTENDANT
     OPERATIONS

  Add an Attendant
        │
    ADD A VOICE
      STATION                    Complete screen.  [F3] SUBMIT.
        │
     ATTENDANT
      CONSOLE                    Complete screen.  [F3] SUBMIT.  [F7] NEXT.
        │
   STATION OPTIONS

     ─Buttons
      Class of Service
        │
     FEATURE
    ASSIGNMENT                   Complete screen.  [F3] SUBMIT.  [ESC].

   CLASS OF SERVICE              Complete screen.  [F3] SUBMIT.  [F7] NEXT.

   CLASS OF SERVICE              Complete screen.  [F3] SUBMIT.
```
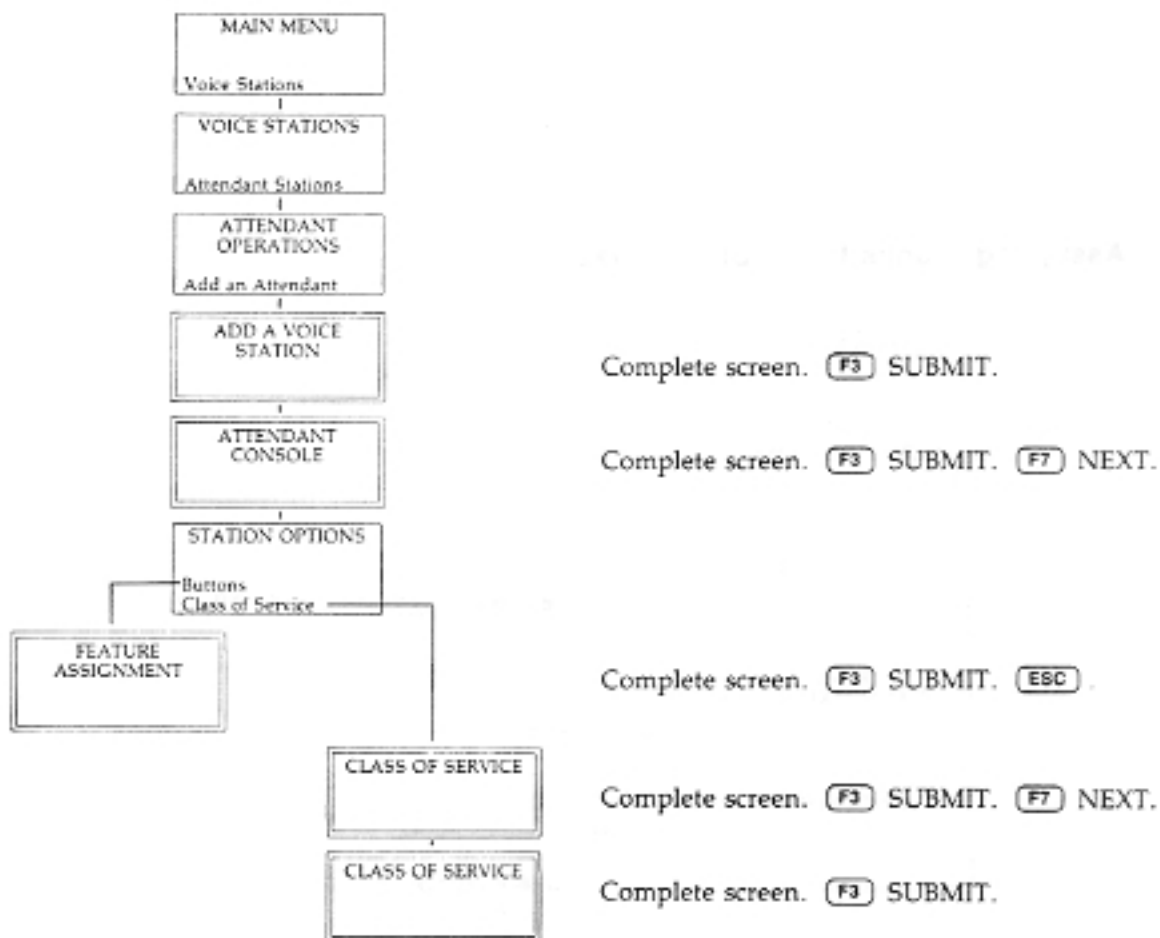
(Continued)

Assigning Direct Trunk Attendant Options

```
┌─────────────────────────┐
│        MAIN MENU        │
│                         │
│  System Wide Features   │
└─────────────────────────┘
            │
┌─────────────────────────┐
│      SYSTEM WIDE        │
│       FEATURES          │
│                         │
│   Attendant Options     │
└─────────────────────────┘
            │
┌─────────────────────────┐
│╔═══════════════════════╗│
│║ ATTENDANT OPTIONS -   ║│
│║    DIRECT TRUNK       ║│
│║                       ║│
│╚═══════════════════════╝│
└─────────────────────────┘
```

Complete screen. [F3] SUBMIT.

Attendant Consoles

Setting Up Direct Trunk Attendants

Follow the procedures below to set up your System 25 to operate with a Direct Trunk Attendant Console (DTAC). To set up a DTAC, you need to administer two areas: attendant consoles and attendant options. If you want to add a Selector Console(s) after setting up the DTAC(s), see the "Adding a Selector Console" task on page A-9.

NOTE: If any other attendant console(s) exist that you want removed, do so *before* starting this task.

If you need assistance at any time during these procedures, press F1 HELP.

Adding a DTAC

```
      MAIN MENU
    Voice Stations
    ─────┼─────
    VOICE STATIONS
   Attendant Stations
    ─────┼─────
    ATTENDANT
    OPERATIONS
  Add an Attendant
    ─────┼─────
    ADD A VOICE              Complete screen.  [F3] SUBMIT.
      STATION
    ─────┼─────
    ATTENDANT                Complete screen.  [F3] SUBMIT.  [F7] NEXT.
     CONSOLE
    ─────┼─────
  STATION OPTIONS
  ┌─ Buttons
  │  Class of Service ────────┐
  │                           │
FEATURE                       │
ASSIGNMENT                    │      Complete screen.  [F3] SUBMIT.  [ESC]
                              │
                    CLASS OF SERVICE    Complete screen.  [F3] SUBMIT.  [F7] NEXT.

                    CLASS OF SERVICE    Complete screen.  [F3] SUBMIT.
```

(Continued)

Alarms and Errors

Three types of alarms and errors records are maintained by the System 25:

- Permanent Alarms
- Transient Alarms
- Most Recent Errors

You can view and delete alarms, one at a time, on both the Permanent Alarm and Transient Alarm forms. The Most Recent Errors list is read-only.

If you need assistance at any time during this procedure, press F1 HELP.

Alarms and Errors
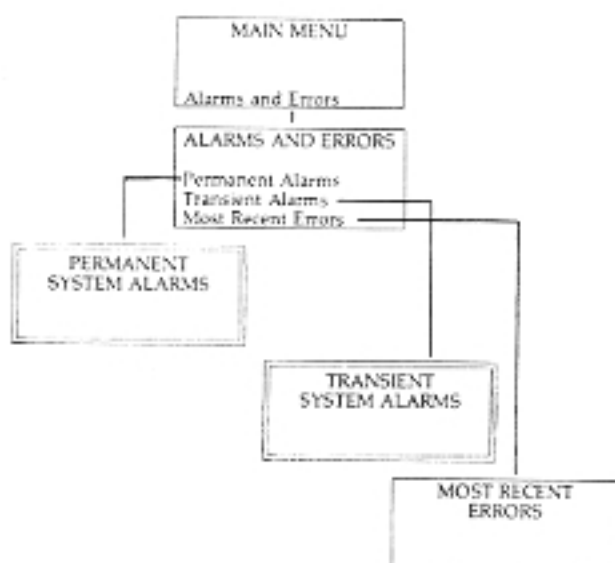
To view: (F7) NEXT.
To delete: (F5) DELETE. (F3) SUBMIT.

To view: (F7) NEXT.
To delete: (F5) DELETE. (F3) SUBMIT.

To view: (F7) NEXT.

Administering AAS Tasks

This section offers flowchart procedures for administering AAS tasks, and is designed to be used during administration sessions. However, it does not provide explanations of how System 25 features work or details about material you will find on the AAS forms, lines, or menus. If you need feature descriptions, see the *AT&T System 25 R2V1 Implementation Manual* and the *AT&T System 25 R2V1 Reference Manual*.

Follow the task diagrams *after* reading the introductory material. Menus and other screens that you step through without input are marked in black. Screens requiring or allowing input are marked in red, as are items to be selected on menus. Notes are placed next to some of the diagrams where you may require assistance. However, most of the necessary information for completing forms and lists can be found by using ⌈F1⌉ HELP.

If you need assistance at any time during these procedures, press F1 HELP.

A Appendix A

Index