SYSTEM
ADMINISTRATION
AND
SPECIAL FEATURES GUIDE

DCS 50si
DIGITAL COMMUNICATIONS SYSTEM

March 2000

TABLE OF CONTENTS

SYSTEM ADMINISTRATOR PROGRAMMING

ABOUT THIS BOOK

SPECIAL FEATURES

CALLER ID SPECIAL FEATURES

ABOUT THIS BOOK

This book contains instructions for special features that every telephone user may not need to know. The owner can decide who the system administrator will be and who will have access to these features. Station users can be trained on only the items that apply to them. This procedure will help control costs and telephone abuse.

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

The designated system administrator can access specific programs and modify some functions to better manage the DCS 50si office telephone system. Instructions are detailed and easy to follow. When assistance is needed, contact your installation and service company.

SPECIAL FEATURES

NIGHT SERVICE OPERATION

(AUTOMATIC OR MANUAL)

Your system is designed to have an alternate mode of operation generally designated as Night Service. Night Service permits incoming calls to ring differently than during normal day operation. Night Service is available on an individual tenant basis and may be set manually or automatically. While in the Night mode, each station will be limited to its individual night class of service dialing restrictions. You can put the system in or out of Night Service at any time. For Automatic Night Service, each tenant has an on-time and an off-time for each day. If no automatic timer is set, you must turn Night Service on and off manually.

AUTOMATIC NIGHT SERVICE

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

NOTES:
1. If the manual **NIGHT** key is pressed **BEFORE** the system automatically enters night service then the automatic night service timer tables will be overriden until the system is manually restored to day mode.
2. If the manual **NIGHT** key is pressed **AFTER** the system automatically enters night service then the automatic night service timer tables will not be overriden.

MANUAL NIGHT SERVICE

Press the **NIGHT** button on any keyset associated with the tenant group that wants to enter Night Service. Enter the night service passcode (see your service company for this number) and press **1** to turn Night Service on or **0** to turn Night Service off. The **NIGHT** key on all keysets in that tenant group will light red to indicate that Night Service has been set for that tenant.

CALLING THE SYSTEM OPERATOR

Any station that dials **0** will ring its assigned operator. (If tenant service is used, each tenant may have a different operator or operator group.) Calls to the system or tenant operator are easily identified because the **CALL** key will have a fast flashing red light. Station users will never receive a busy signal when they dial **0** or the operator group number. The calls will continue ringing in queue until answered.

OPERATOR RECALLS

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

A call left on hold will recall the station that put it on hold. If the hold recall is unanswered at the station that originated the hold, the call is sent to the operator. Both types of recalls will ring and have a slow flashing amber light on the **LINE** key or **CALL** key.

EXECUTIVE BARGE-IN

If you want to break into another conversation, you must be allowed to barge-in and the other station or trunk must not be secure.
* Dial the desired extension or trunk number and listen for the busy signal.
* Press the **BARGE-IN** button and begin speaking after the tone.
* Hang up when you are finished.

The system can be set for one of the three following barge-in options:
* No barge-in allowed
* Barge-in with intrusion tone
* Barge-in without intrusion tone (service observing)

When the third option is selected, the station that barges-in can monitor the conversation and no warning tone or display will be sent to the station being monitored. The handset transmitter and keyset microphone are disabled. The party that originated the barge-in may join the conversation by pressing the **MUTE** button on the keyset. Your service company must program these options for you.

> ### WARNING
> Barge-in without tone may violate state or federal laws concerning the right to privacy. Samsung Telecommunications America is in no way responsible for the possible misuse of this feature.

WALKING CLASS OF SERVICE

You can change a restricted station's class of service to the same class as your station, allowing you to make calls or use features that would otherwise be restricted from that station.
* Lift the handset or press the **SPK** key.
* Dial **59** and then your extension number.
* Dial your station passcode and receive internal dial tone.
* Dial an access code and then the telephone number—**OR**—use the desired feature as usual.
* Hang up. The station will be returned to its restricted status.

NOTE: The default station passcode 1234 cannot be used.

IN/OUT OF GROUP

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

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

If the station does not have an **IN/OUT** key:
- Lift the handset and dial **53**.
- Dial the group number.
- Dial **0** to be out of the group or dial **1** to be in the group.
- Receive confirmation tone and hang up.

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

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

DIRECT INWARD SYSTEM ACCESS (DISA)

From outside of the office, selected individuals can call into the DCS 50si system on special DISA line(s). A security code must be entered to gain access. Once these individuals are in the system, they can make outside calls using the office lines or call stations within the system. Individuals who will use DISA must have their stations assigned for DISA access and must change their station passcodes. The default passcode 1234 cannot be used.
- Call in on the DISA line from any phone with tone dialing.
- You will hear DCS 50si dial tone. Dial your security code (your extension number plus your station passcode).
- If you are allowed access, you will receive DCS 50si dial tone.
- Dial any line access code, receive outside dial tone and then dial a telephone number
  OR
  Dial any extension number to call a station in the system.
- To make another call, press ✱, receive dial tone and dial another number.
- Press **#** and hang up when finished.

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

DISA SECURITY

A common practice among hackers is to repeatedly dial a known DISA access number (usually with a computer) and try a different passcode each time. The hacker hopes to eventually chance upon the correct passcode and thus gain access to your system. The DCS' 50si security feature counts the number of sequential incorrect passcode attempts. If a certain number is reached, DISA is disabled and the system sends an alarm to designated display stations. The number of passcode attempts and the disable duration are both programmable. In addition, the DCS 50si system will print an SMDR record (a customer-provided printer and a MISC card are required) each time an incorrect passcode is entered.

The DISA alarm will ring for a programmable time before canceling the ringing; however, the DISA alarm display will remain until the alarm is cleared. To clear the DISA alarm, follow the following procedure:
- Lift the handset and dial **58**.
- Enter the DISA alarm passcode (see your service company).
- Replace the handset.

WARNING

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

FORCED ACCOUNT CODES

Account codes are used to provide accountability for the incoming and outgoing calls. If you do not have SMDR running, you can not use this information. These account codes can be either forced or optional:

- When forced, they are always verified from a system list of 500 entries.
- When optional, the account code is only verified from the system list of 500 entries when the ACCT key is pressed before the call is made. If the ACCT key is pressed during a call the account number is not verified. They can include digits 0–9, star (✱) and #.

USING FORCED ACCOUNT CODES

- Lift the handset and press the **ACCT CODE** key or dial **47**.
- Enter the account code.
- Press the account code button again, press **TRSF** or hookflash (on an SLT). If a correct code is entered, you will hear DCS 50si dial tone and you can make an outside call in the usual manner. If an incorrect code is entered, the station returns error tone.

This code will always print on SMDR reports. For information on entering and changing forced account codes, see the system administrator programming section of this book.

AUTHORIZATION CODES

Authorization codes are used to validate a station user and give permission to make a call. These four digit authorization codes can be either forced or optional, but if used, are always verified from a system list of 250 entries. Each authorization code has an associated class of service. When the code is entered, the class of service is changed to that of the authorization code.

USING AUTHORIZATION CODES

After going off-hook, the station user must dial ✱ followed by a four digit authorization code. If you enter a correct code, you will hear confirmation tone and then receive DCS 50si dial tone and you can make an outside call in the usual manner. The station then follows the dialing class for that authorization code. If you enter an incorrect code, the station returns error tone. This code may or may not print on SMDR reports depending on SMDR programming.

USING THE TIE LINE

OUTGOING

Your office can be connected to another system with a tie line. Use this line to make calls to stations in the other system. If programming allows, you can access lines in the other system to make outside calls. Tie line calls can be put on hold, transferred and conferenced in the same manner as are other outside calls.
- Lift the handset or press the **SPK** key.
- Dial the tie line access code or press the tie line key.
- When you receive dial tone from the other system, you can dial extension numbers or access outside lines. You must know the extension numbers and the line access codes for the other system.
- Finish the call by replacing the handset or pressing the **ANS/RLS** key.
NOTE: Outgoing calls are controlled by the station's dialing class.

INCOMING

Station users in the other system can access the tie line and make intercom calls to stations in your system. Answer tie line calls ringing at your station as you would any other outside call. They can be put on hold, transferred and conferenced in the same manner as are other outside calls.

IN AND OUT ON TIE LINE

Users accessing the tie line from the other system can get a line in your system and make outgoing calls. These calls can be controlled by assigning a dialing class to the tie line. For further information, see your service company.

ALARM SENSOR OPERATION

Your system may be equipped with an alarm sensor. When this sensor is activated, the designated display stations will ring and display a related message. The alarm will ring for a programmable time before cancelling the ringing; however, the alarm display will remain until the alarm is cleared. This message is programmable. To clear the alarm:
- Lift the handset and dial **57**.
- Enter the alarm clear passcode (obtain from your service company).
- Replace the handset.

CALLER ID SPECIAL FEATURES

NOTE: The Caller ID features below require optional software and/or hardware. Please ask your installation and service company for details.

ABANDON CALL LIST (50)

The system has a system-wide abandoned calls list that stores CID information for the last 50 calls that rang but were not answered and were accompanied with valid CID information. Calls with CID information consisting of OUT OF AREA, PAYPHONE or PRIVATE will not be stored in the list. The abandoned calls list is accessed using the system administrator's passcode. When reviewing this list, you are provided options to **CLEAR** the entry or **DIAL** the number. You can use the **NND** key to toggle between the CID name, CID number and the date and time the call came in. The system must be using LCR to dial numbers from the abandoned calls list.

To view the list of abandoned incoming calls for which CID information has been received:
* Dial **64** and dial the system administrator passcode.
* Scroll through the entries using the **VOL** keys.

CALLER ID ON SMDR

The Station Message Detail Records (SMDR) report can be set to include the CID name and number for incoming calls. This format expands the printout to 113 characters. You must use a wide carriage printer or an 80 column printer set to the condensed print option.

NUMBER TO NAME TRANSLATION

The system provides a translation table of 250 entries (350 entries if the version is V4.x) for use in areas that do not provide name and number (sometimes called "deluxe") Caller ID. Some Central Office lines may use a service called ANI this service does not support name information. You may find this feature useful to display a name when none is received from the central office. When the CID or ANI number is received, the table is searched. When a match is found, the system will display the corresponding name from the table. This will allow ANI calls or users in areas that do not support "deluxe" Caller ID to provide names for regular callers.

CALLER ID SPECIAL FEATURES

INVESTIGATE

Investigate allows selected stations with a special class of service to investigate any call in progress. If CID information is available for an incoming call, you will know to whom this station user is speaking. For outgoing calls, you can see the number that was dialed. After investigating, you may barge-in on the conversation, disconnect the call or hang up your phone to end the investigation.
* At *your* keyset, press the **INVESTIGATE** key.
* Enter your station passcode. (Default passcodes cannot be used.)
* Enter the station number to be investigated.
* You can now press **BARGE** to barge-in on the conversation.
  OR
  You can press **NND** to view more information about the call.
  OR
  You can press **DROP** to disconnect the call.

NOTES:
1. If the call is an outgoing call, the **NND** key will not appear.
2. This feature requires optional software and/or hardware. Please ask your installation and service company for details.

WARNING

This feature may violate state or federal laws concerning the right to privacy. Samsung Telecommunications America is in no way responsible for the possible misuse of this feature.

NOTE: This information is NOT repeated in this user guide.

SYSTEM ADMINISTRATOR PROGRAMMING

CUSTOMER LEVEL ACCESS

Before any customer programs can be accessed, you must first open system programming using the passcode you have been assigned. You must use an LCD 12B or LCD 24B keyset. Should it become necessary to change this passcode, see your service company.

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

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

SET DATE AND TIME DISPLAY

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

The display format is the following:

W (Day of the week): Enter **0** for Sunday and **6** for Saturday.
MM (Month): Enter **01** for January and **12** for December.
DD (Day of the month): Enter a number in the range of **01–31**.
YY (Year): Enter the last two digits of the year.
HH (Hours): Use the 24 hour clock and enter a number in the range of **00–24**.
MM (Minutes): Enter a number in the range of **00–59**.

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

ACTION	DISPLAY
1. Press **TRSF** and then dial **505** Display shows	OLD:6010184:0047 NEW:WMMDDYY:HHMM
2. Enter the new time and date using the above format	OLD:6010184:0047 NEW:3020994:1445
3. Verify the time and date and reenter them if necessary	OLD:3020994:1445 NEW:WMMDDYY:HHMM
4. Press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program	

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

RESET STATION PASSCODES TO DEFAULT

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

PROGRAM KEYS

UP & **DOWN** - Select the extension number.
HOLD - Press to reset the passcode.

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF** and then dial **101** Display shows	[201] PASSCODE PASSCODE:✶✶✶✶
2. Dial the station number OR use the **UP** and **DOWN** keys to scroll through the keyset numbers and press the right soft key to move the cursor right	[205] PASSCODE PASSCODE:✶✶✶✶
3. Press **HOLD** to reset the passcode	[205] PASSCODE PASSCODE : 1234
4. Press the right soft key to return to step 2 OR press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program	

DEFAULT DATA: ALL STATION PASSCODES = 1234

PROGRAM STATION NAMES

This program is used to assign an 11 character name or identification for each extension.

PROGRAM KEYS

UP & **DOWN** - Used to scroll and move cursor.
KEYPAD - Used to enter characters.
HOLD - Press to clear entry.

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF** and then dial **104** Display shows	**[201] STN NAME**
2. Dial station number (e.g., **205**) OR press **UP** or **DOWN** to select the station and press the right soft key to move the cursor	**[205] STN NAME**
3. Enter the station name using the procedure described on the next page and press the right soft key to return to step 2	**[205] STN NAME** **SAM SMITH**
4. Press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program	

NOTE: Directory information is always 11 characters.

DEFAULT DATA: NONE

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

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

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

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

PROGRAM TRUNK NAMES

This program is used to assign a character name or identification for each C.O. line. To verify the system software version, press **TRSF 727**. If the version is V1.x, you may assign a name ten characters long. If the version is V2.x or later, you may assign a name 11 characters long.

PROGRAM KEYS

UP & **DOWN** - Used to scroll and move cursor.
KEYPAD - Used to enter characters.
HOLD - Press to clear entry.

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF** and then dial **404** Display shows	**[7̲01]TRUNK NAME**
2. Dial trunk (e.g., **704**) OR press **UP** or **DOWN** to select trunk and press the right soft key to move the cursor	**[704]TRUNK NAME**
3. Enter the trunk name using the procedure in *Program Station Names* and press the right soft key to return to step 2	**[704]TRUNK NAME** **SAMSUNG̲**
4. Press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program	

PROGRAM STATION GROUP NAMES

This program is used to assign an 11 character name or identification for each station group (501–529).

PROGRAM KEYS

UP & **DOWN** - Used to scroll and move cursor.
KEYPAD - Used to enter characters.
HOLD - Press to clear entry.

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF** and then dial **602** Display shows the first group	**[501] SGR NAME**
2. Dial the group number (e.g., **505**) OR press the **UP** or **DOWN** key to make a selection and press the left or right soft key to move the cursor	**[5̲05] SGR NAME**
3. Enter the name using the method in *Program Station Names*	**[505] SGR NAME** **SAMSUNG̲**
4. Press the left or right soft key to return to step 2 OR press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program	

PROGRAM SYSTEM SPEED DIAL NUMBERS

The system list starts with 200 numbers and can be increased in blocks of ten. The maximum amount is 500 numbers if no more than 1000 station speed dial numbers are assigned. See your service company to increase or decrease the system list.

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

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

When you are entering a speed dial number, there are some special keys that you will need to use. These are the bottom row of programmable keys on the LCD 12B and LCD 24B keysets and are known as keys **A**, **B**, **C**, **D**, **E** and **F**.

PROGRAM KEYS

UP & **DOWN** - Select the speed dial bin.
KEYPAD - Used to enter number.
HOLD - Press to clear entry.
SPK/RLS - Save data and advance to next program.
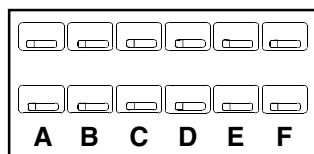**A** - Does not have a function.
B - Inserts a FLASH.
C - Inserts a PAUSE.
D - Changes the dialing type from pulse to tone.
E - Hides and displays digits.
F - Changes display to speed dial name entry.
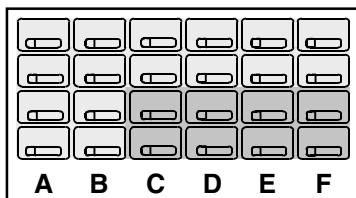
Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF** and then dial **705** Display shows the first number	**SYS SPEED DIAL** **5̲00:**
2. Dial the speed bin desired (e.g., **505**) OR press **UP** or **DOWN** to choose and press the right soft key to move the cursor	**SYS SPEED DIAL** **5̲05:**
3. Enter the access code (e.g., **9**—the system will automatically insert a dash) followed by the phone number (up to 18 digits long) and press the right soft key to return to step 2	**SYS SPEED DIAL** **505:9–121223456789**
4. Press the **F** key to toggle to *Program System Speed Dial Names*, step 3 to enter the name	**SYS SPEED NAME** **505:**
5. Press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program	

DEFAULT DATA: NO SPEED NUMBERS ASSIGNED

12 BUTTON KEYSET PROGRAMMABLE KEYS LAYOUT

A B C D E F

24 BUTTON KEYSET PROGRAMMABLE KEYS LAYOUT

A B C D E F

PROGRAM SYSTEM SPEED DIAL NAMES

This program is used to assign a character name or identification for each system speed dial location. This name enables you to locate the speed dial number when you are using the directory dial feature. You may assign a name 11 characters long.

PROGRAM KEYS

UP & **DOWN** - Used to scroll through speed dial bins.
KEYPAD - Used to enter selections.
SOFT KEYS - Move cursor left and right.
SPK - Used to store data and advance to next program.
HOLD - Used to clear previous entry.

ACTION	DISPLAY
1. Press **TRSF** and then **706** Display shows the first name	SYS SPEED NAME 500:
2. Dial the system speed number (e.g., **505**) OR press **UP** or **DOWN** to select the entry number and press the right soft key to move the cursor	SYS SPEED NAME 505:
3. Enter the name as shown in *Program Station Names* and press the right soft key to return to step 2 OR press the **F** key to toggle to the speed dial number to return to *Program System Speed Dial Numbers*, step 4	SYS SPEED NAME 505:SAMSUNG
4. Press the right soft key to return to step 2 above OR press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program	

PROGRAM PERSONAL SPEED DIAL NUMBERS FOR OTHER STATIONS

Individual station users can program their own numbers, but in cases where this is not practical, or for single line telephone users, this program allows a system administrator to view or change any station's speed dial numbers. The station speed dial codes are 00–49. Each station begins with ten numbers (00–09) and can be assigned more in blocks of ten (up to a maximum of fifty numbers).

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

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

When you are entering a speed dial number, there are some special keys that you will need to use. These are the bottom row of programmable keys on the LCD 12B and LCD 24B keysets and are known as keys **A**, **B**, **C**, **D**, **E** and **F**.

PROGRAM KEYS

UP & **DOWN** - Scrolls through extension numbers and speed dial bins..
KEYPAD - Used to enter number.
HOLD - Press to clear entry.
A - Does not have a function.
B - Inserts a FLASH.
C - Inserts a PAUSE.
D - Changes the dialing type from pulse to tone.
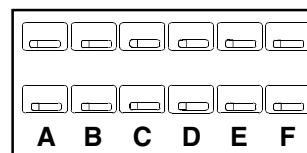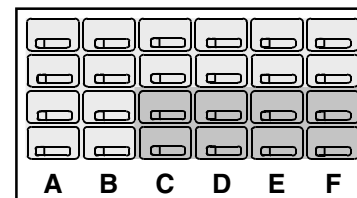**E** - Hides and displays digits.
F - Changes display to speed dial name entry.

12 BUTTON KEYSET PROGRAMMABLE KEYS LAYOUT

A B C D E F

24 BUTTON KEYSET PROGRAMMABLE KEYS LAYOUT

A B C D E F

Open customer programming and follow the instructions below.

Each individual station user can program his/her own names but in cases where it is impractical or for single line telephone users, this program allows a system administrator to view or change any station's speed dial names. The station speed dial codes are 00–49. Each station begins with ten numbers (00–09) and can be assigned more in blocks of ten up to a maximum of fifty numbers.

PROGRAM KEYS

UP & **DOWN** - Used to scroll through extension numbers and speed dial bins.
KEYPAD - Used to enter selections.
SOFT KEYS - Move cursor left and right.
SPK - Used to store data and advance to next program.
HOLD - Used to clear previous entry.
ANS/RLS - Used to select ALL.

ACTION	DISPLAY
ACTION	**DISPLAY**
1. Press **TRSF** and then dial **105** Display shows	**[201] SPEED DIAL** **00 :**
2. Dial the station number (e.g., **205**) OR press **UP** or **DOWN** to select the station and press the right soft key to move the cursor OR press the left soft key to go to step 4	**[205] SPEED DIAL** **00 :**
3. If the selected station has no speed dial bins, this display will be shown and a new station may be selected	**[205] SPEED DIAL** **SPDBLK NOT EXIST**
4. Dial the location number (e.g., **05**) OR press **UP** or **DOWN** to select the location and press the right soft key to move the cursor OR press the left soft key to return to step 2	**[205] SPEED DIAL** **05: _**
5. Enter the trunk access code (e.g., **9**) followed by the number to be dialed (e.g., **4264100**) OR press the right soft key to return to step 2 OR press the left soft key to return to step 3 OR press **HOLD** to clear an entry (if an error is made, use the **DOWN** key to step back)	**[205] SPEED DIAL** **05 : 9-4264100_**
6. Press the **F** key to access *Program Station Speed Dial Names* OR press **TRSF** to save and exit programming OR press **SPK** to save and advance to the next program	

DEFAULT DATA: NO SPEED DIAL NUMBERS PROGRAMMED

ACTION	DISPLAY
ACTION	**DISPLAY**
1. Press **TRSF** and then dial **106** Display shows	**[201] SPEED NAME** **00:**
2. Dial the station number (e.g., **205**) OR press **UP** or **DOWN** to select the station and press the right soft key to move the cursor	**[205] SPEED NAME** **00:**
3. If the selected station has no speed dial bins, this display will be shown and a new station may be selected	**[205] SPEED DIAL** **SPDBLK NOT EXIST**
4. Dial the speed dial location (e.g., **05**) OR use **UP** or **DOWN** to scroll through the location numbers and use the right soft key to move the cursor OR press the left soft key to return to step 2 above	**[205] SPEED NAME** **01:_**

5. Enter the name using the procedure in *Program Station Names* and press the right soft key to return to step 2 OR press the left soft key to return to step 3

[205] SPEED NAME
01:SAM SMITH

6. Press the **F** key to access *Program Personal Speed Dial Numbers for Other Stations* OR press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program

CREATE PROGRAMMED STATION MESSAGES

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

PROGRAM KEYS

UP & **DOWN** - Select the message number.
KEYPAD - Used to enter characters.
HOLD - Press to clear entry.

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF** and then dial **715** Display shows the first message	VAC.MESSAGE (01) IN A MEETING
2. Dial in the message number (e.g., **11**) OR press **UP** or **DOWN** to scroll through the messages and press the right soft key to move the cursor	VAC.MESSAGE (11) _
3. Enter in the message using the procedure in *Program Station Names* and press the right soft key to return to step 2 above	VAC.MESSAGE (11) IN THE SHOWROOM
4. Press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program	

SET ALARM/APPOINTMENT REMINDER WITH MESSAGE

Keyset users can set their own alarms but standard telephone users cannot. The system administrator can set alarm/appointment reminders for other stations in the system.

PROGRAM KEYS

UP & **DOWN** - Scroll through extensions.
HOLD - Press to clear data.
KEYPAD - Used to enter data.

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF** and then dial **116** Display shows	**[201]ALM REM(1)** **HHMM: NOTSET**
2. Dial the station number (e.g., **205**) OR press **UP** or **DOWN** to select the station and press the right soft key to move the cursor OR press **ANS/RLS** to select all stations	**[205]ALM REM(1)** **HHMM: NOTSET** OR **[ALL]ALM REM(1)** **HHMM: NOTSET**
3. Dial **1—3** to select the alarm (e.g., **2**) OR press **UP** or **DOWN** to select the alarm and press the right soft key to move the cursor OR press the left soft key to return to step 2	**[201]ALM REM(1)** **HHMM: NOTSET**
4. Enter the alarm time in 24 hour clock format (e.g., **1300**) and the display will automatically advance to step 5	**[205]ALM REM (2)** **HHMM:1300NOTSET**
5. Enter the alarm type from the list above OR press **UP** or **DOWN** to select the alarm type and press the right soft key to move the cursor	[205]ALM REM (2) **HHMM:1300DAILY**

6. Enter the messages using the procedure in *Program Station Names* and press the right soft key to return to step 2

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

[205]ALM REM (2)
TAKE MEDICATION

MANAGING KEY ASSIGNMENTS

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

An extender is a number that makes an otherwise general key very specific.
Adding the digit "4" to a **PAGE** key defines this key for paging zone four. Adding
"225" to a directed pickup key will define this key as pickup for extension 225
only. The key must already be assigned by the installing technician.

Use this program to assign extenders to the following keys:

KEY	DESCRIPTION	EXTENDER
BOSS	Boss/Secretary	1–4
DP	Direct Pickup	Extension or station group number
DS	Direct Station	Any extension number
FWRD	Call Forwarding	0–6
GPIK	Group Pick-Up	01–20
IG	In/Out of Group	Any group number you are part of 500–529
MMPG	Meet Me Page	0–9, ✱
PSMG	Programmed Message	01–20
PAGE	Page	0–9, ✱
SPD	Speed Dialing	00–49, 500–999
DIR	Directory	PERS (1), SYS (2) or STN (3)
VT	Voice Mail Transfer	Voice Mail Group (501–529)

PROGRAM KEYS

UP & **DOWN** - Select the extension number.
KEYPAD - Used to enter extender codes.
HOLD - Used to clear the displayed data.

Open customer programming and follow the instructions below.

ACTION   **DISPLAY**

1. Press **TRSF** and then dial **107**
   Display shows the first station

   > [201] KEY EXTEND
   > 01:CALL1

2. Dial the station number (e.g., **205**) OR use
   UP or DOWN to scroll through the station
   numbers and press the right soft key to
   move the cursor

   > [205] KEY EXTEND
   > 01:CALL1

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

   > [205] KEY EXTEND
   > 18:DS

4. Dial the extender according to the list
   above and the system will display your
   selection
   If there are no more entries, press
   the left soft key to return to step 2

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

   > [205] KEY EXTEND
   > 18:DS207

PROGRAMMING ACCOUNT CODES

This program is used to add or change account code entries.

PROGRAM KEYS

KEYPAD - Used to enter the account code (allowable digits 0–9).
UP & **DOWN** - Used to select entry number.
FLASH & **TRSF** - Used to view and change only the used entries.
SPK/RLS - Used to clear data.

Open customer programming and follow the instructions below.

ACTION	DISPLAY
1. Press **TRSF** and then dial **708** Display shows	ACCOUNT CODE (001)
2. Dial the account code entry (e.g., **005**) OR press **UP** or **DOWN** to select the entry number and press the right soft key to move the cursor	ACCOUNT CODE (005)
3. Enter the account code via the dial pad, e.g., **1234** (maximum of 12 digits) and press the right soft key to move the cursor back to step 2	ACCOUNT CODE (005)123456789012
4. Press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program	

SETTING INDIVIDUAL FORWARD NO ANSWER TIMERS

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

Open customer programming and follow the instructions below.

PROGRAM KEYS

KEYPAD - Used to set timer values.
UP & **DOWN** - Used to select extension number.
SPK/RLS - Save data and advance to next program.

ACTION	DISPLAY
1. Press **TRSF** and then dial **502** Display shows	[201] FWD NO ANS 010 SEC _
2. Dial the station number (e.g., **205**) OR press **UP** or **DOWN** key to select the station and press the right soft key OR press **ANS/RLS** to select all stations and press the right soft key	[205] NO ANS FWD 010 SEC _ OR [ALL] NO ANS FWD SEC _
3. Enter the new value via the dial pad, e.g., **020** (must be three digits) and the system will return to step 2	[205] NO ANS FWD 010 SEC 020
4. Press **TRSF** to store and exit programming OR press **SPK** to store and advance to the next program	

ADDING NAMES TO THE TRANSLATION TABLE

This program allows the system administrator or technician to associate a CID number received from the Central Office with a name programmed in this translation table. If there is no match between a received number and a name in this table, [no CID name] will be displayed.

The translation table consists of 350 entries which each entry comprised of ten digit telephone number and a 16 digit name.

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

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

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

Open customer programming and follow the instructions below.

PROGRAM KEYS

UP & **DOWN** - Used to scroll through options.
KEYPAD - Used to enter selections.
SOFT KEYS - Move cursor left and right.
SPK - Used to store data and advance to next MMC.
HOLD - Used to clear previous entry.

ACTION	DISPLAY
1. Press **TRSF** and then dial **728** Display shows first entry	**TRANSLATION:(001)** **DIGIT:**
2. Dial entry number (e.g., **005**) OR use **UP** and **DOWN** to scroll through entries and press right soft key to select entry	**TRANSLATION:(005)** **DIGIT:_**
3. Enter telephone number and press right soft key to advance to name entry OR enter telephone number and press left soft key to return to step 2 above	**TRANSLATION:(005)** **DIGIT:3054264100**
4. Enter associated name as described above and press right or left soft key to return to step 2 above OR press **SPK** to save and advance to next MMC OR press **TRSF** to save and exit programming	**TRANSLATION:(005)** **SAMSUNG TELECOM**

DEFAULT DATA: NONE

CUSTOMER SET RELOCATION

This program is used to swap information associated with two stations. All assignments such as trunk ring, station group, station COS, station speed dial etc. will follow this program. 12 button keysets and 24 button keysets can be exchanged. Basic 7 button keysets can be exchanged with Basic 7 button key sets. Single line stations numbers can be exchanged. If incompatible set types are selected the DCS 50si system will provide an ERROR: NO MATCH message. 12 button and 24 button key assignments should be taken in consideration when relocating these type of sets. The table below shows which phones can be switched with each other.

NOTE: In order to use this program it must first be activated by a technician. Please see your installing company to have this done if you wish to use this program.

CUSTOMER SET RELOCATION ALLOW TABLE

	S/L	7 BTN	BSC 12	LCD 12	BSC 24	LCD 24	AOM	64 BM
S/L	YES	NO	NO	NO	NO	NO	NO	NO
7 BTN	NO	YES	NO	NO	NO	NO	NO	NO
BSC 12	NO	NO	YES	YES	YES	YES	NO	NO
LCD 12	NO	NO	YES	YES	YES	YES	NO	NO
BSC 24	NO	NO	YES	YES	YES	YES	NO	NO
LCD 24	NO	NO	YES	YES	YES	YES	NO	NO
AOM	NO	NO	NO	NO	NO	NO	YES	NO
64 BM	NO	NO	NO	NO	NO	NO	NO	YES

PROGRAM KEYS

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

ACTION	DISPLAY
1. Press **TRSF 315** Display shows	**SET RELOCATION** **EXT _ EXT**
2. Enter first station number (e.g., **202**) Press **RIGHT** soft key to move cursor	**SET RELOCATION** **EXT 202 EXT _**
3. Enter second station number (e.g., **210**) Press **RIGHT** soft key to enter data	**SET RELOCATION** **EXT 202 EXT 210**
4. Display will return to **STEP 1** Go to **STEP 2** OR press **TRSF** to store and exit programming.	**SET RELOCATION** **EXT _ EXT**

N O T E S

SYSTEM ACCESS CODES

The DCS 50si telephone system has preset (default) feature access codes that use the following number plan. These codes can be used if a key is not available for the feature you want to use. Standard telephone users must always dial these codes.

Code	Description	Code	Description
0	Call attendant or system operator	55 + 1	Page internal zone 1
10 + xxx	Retrieve parked calls	55 + 2	Page internal zone 2
11	Put calls on and take calls off hold	55 + 3	Page internal zone 3
12 + xxx	Retrieve calls on hold at another stn	55 + 4	Page internal zone 4
13	Door lock release	55 + 5	Page external zone 1
16 + xxx	Make speed dial calls	55 + 6	Page external zone 2
17	Save number and redial it	55 + 7	Page external zone 3
18	Recall dial tone for new call	55 + 8	Page external zone 4
19	Last number redial	55 + 9	Page all external zones
2xx	Extension numbers	55 + ✳	All Page
3xx	Extension numbers	56	Meet Me Answer
400	Cancel Do Not Disturb	57	Alarm sensor clear
401	Set Do Not Disturb	58	DISA alarm clear
41	Set Message No Ring	59	Walking class of service
42 + xxx	Cancel message	600	Cancel all call forwarding
43	Set/return messages	601 + xxx	Set Forward All Calls
44	Busy station/line callback	602 + xxx	Set Forward Busy
45	Busy station camp-on	603 + xxx	Set Forward No Ans
46	Set up a conference	604 + xxx	Set Fwd Busy/No Ans
47	Enter account code	605 + xxx	Set Fwd Follow Me
48	Set programmed station message	607 + xxx	Set Fwd DND
49	Send flash to outside line	65	Directed call pickup
500	Station hunt groups	66	Group call pickup
to		67	Universal Answer
529	Station hunt groups	7xx	Individual line numbers
53 + grp + 0	Out of group	8x	Trunk groups
53 + grp + 1	In group	9	Trunk group 9 (Local)
54 + zone	Meet Me Page		
55 + 0	Page all internal zones		