

Installation:

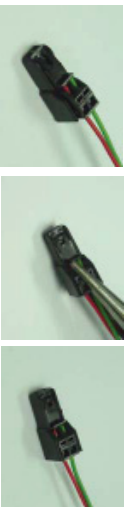
1. Select a well lit and ventilated area to mount your KSU.
2. Using the supplied Template, insert mounting screws into the Main Distribution back board, which is mounted on the wall.



3. Mount the Cabinet, and be sure that it is secure on the wall.
4. Insert and secure any optional modules and voice processing system. They are placed in the following order

308 Module	Voice Processing System
308 Module	Option Module
308 KSU Main Board	

5. Using the supplied connectors - connect all of the CO Lines and Extension.



When installing the connector into the MDF/Patch Panel the widest part of the connector faces away from the PCB.

6. Plug the system into an isolated, dedicated 110 ± 10% electrical outlet.
7. Locate the RAM Switch and place it in the "On" Position. If it is already in the on position, switch it the "RST" position for 10 seconds and then place it into the "ON" position.
8. Switch the power to the "1" or "On" position to power up the system. This should take less than 30 seconds.

Basic Programming:

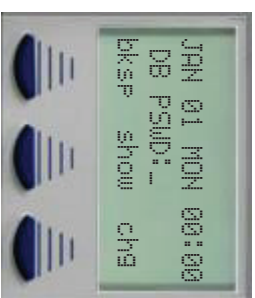
The system is "Squared" which means that all CO Lines ring all extensions, including single line telephones/Door phones.

The voice processing system is self identifying and automatically sets up all mailboxes and forwards the extensions "No Answer" to the voice mailbox.

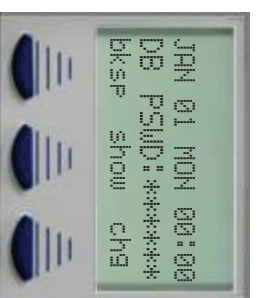
System Time:



Enter Programming:
To enter programming press Feature and dial #*



Enter Password: 000000

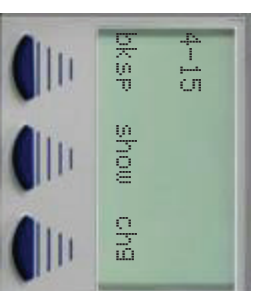


Press show

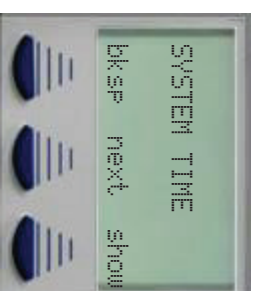
The blank screen that comes up is the "Menu Bypass Code" Entry Screen which can be accessed anytime in programming by pressing the Volume up or down key.



Dial 4 1 5



Press show



Enter the time using the following method:

- Press ch9 and enter the Year
- Press save
- Press next
- Press ch9 and scroll through to select current the month
- Press next
- Press ch9 and enter the correct date 01 – 31
- Press save
- Press next
- Press ch9 and scroll through to select the current day of the week
- Press next
- Press ch9 and enter the hours, in 24 hour format. For example, 1:00 pm is entered as 13:00
- Press save
- Press next
- Press ch9 and enter the minutes 00 – 59
- Press save
- Press next
- Press ch9 until the number 6 appears in the display

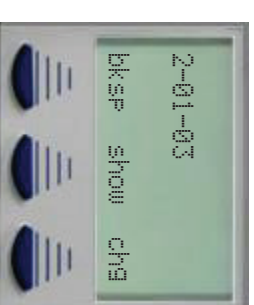
Direct Ringing:

To program the system to use "front end" auto attendant, meaning that the voice processing system answers inbound call before ringing the telephone extensions do the following:

Press the volume up or down to return to the MBC entry screen



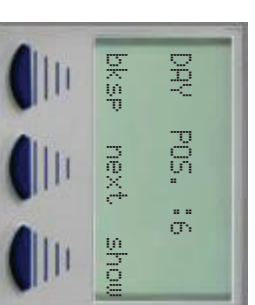
Dial 2-LN-03 (where LN = Line Number 01-09)



Press show



Press show



The Day Ringing will be displayed.

Press ch9 until the number 6 appears in the display
Press next - there is no need to press "save"
Repeat for the Night Ringing. assignment.

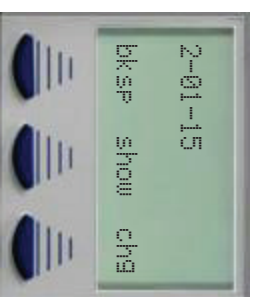
Delay Ringing:

To create a delay ringing, using the voice processing system as a back up auto attendant use the following programming steps:

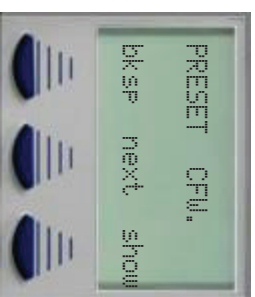
Press the volume up or down to return to the MBC entry screen



Dial 2-LN-15 (where LN = Line Number 01-09)



Press show



Press show

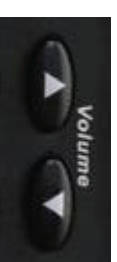


Press chg and enter 87 the display will update to show VM. Do the same for Night or use Direct Ringing.

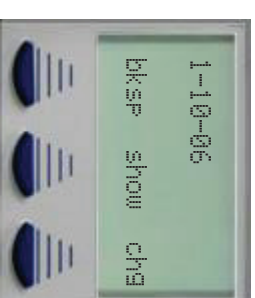
Ringling Individual Extensions:

To change ringing assignment at one extension, enter that extension number. To modify all extensions at once, go to the **1** "EXTENSION" and enter ***6** rather than the extension number.

Press the volume up or down to return to the MBC entry screen



Dial 1-EN-06 (where EN = Extension Number 10-37)



Press show



Press show



Press ch9 to toggle between Y for Yes (allow ringing), or N for No (don't ring). Press next and continue through all CO Lines.

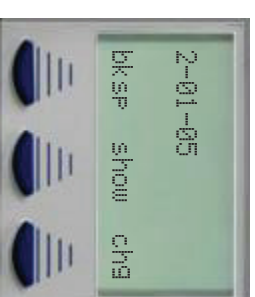
Ringling Individual Extensions:

To ensure proper operation of automated features such as Speed Bins and Redial, it is important to mark all non-connected Central Office Lines as "EMPTY".

Press the volume up or down to return to the MBC entry screen



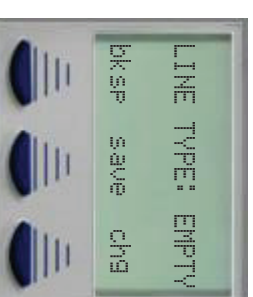
Dial 2-LN-05 (where LN = Line Number 01-09)



Press show



Press ch9



Press ch9 until "EMPTY" is displayed. This is only for Lines that are in the system but not connected to the CO Line facility.

Voice Processing System:

The voice processing system always assumes that it is night, and plays the night greeting. Therefore, it is important to define the office hours so that it plays the day greeting. At default, the office hours are preset from 8:00am to 17:00 (5:00pm).

Programming the Voice Processing System

From a digital telephone:

Dial **7** ***6** - when the greeting starts to play
Dial **7** ***6** ***6** - You will be prompted to enter the company ID.

Enter **1** - you will need to confirm the company ID by Pressing **1** a second time.
Enter the Voice mail password at default the password is **1 2 3 4 5 6**.

Set the office Hours:

Dial **1** for general settings
Dial **3** for system time
Dial **1** to set the office hours for Monday through Friday; **2** for Saturday. Enter all 8 digits at once. For example for 9 to 6, you will enter **0 9 0 0 1 8 0 0**.

Recording Greetings:

Dial **1** for general settings
Dial **2** to record greetings
Dial **1** to record an English greeting
Dial **7** to record a temporary greeting
Dial **1** to record the day greeting
Dial **2** to record the night greeting
Dial **3** to record the break greeting
Dial **4** to record the Holiday greeting
Dial **5** to record a department directory
Dial **6** to record a extension directory