COMDIAL®

Installing And Programming The Off-Premise Extension Interface On The Digital Communications System

1.0   Introducing The Off-Premise Extension Interface

This publication describes the features, applications, installation, specifications, and operation of the off-premise extension interface (OPX-X). The OPX-X is a multipurpose accessory with dual circuits that provide the following features:

● OFF-PREMISE EXTENSION—This feature adapts most industry-standard telephone devices to the digital communications system and allows them to be remotely located. The OPX-X will accept both tone (DTMF) and pulse (rotary) dialing from these devices.

● TIE-LINE—This feature allows you to connect two systems to each other using single-pair wiring of dedicated telephone lines.

● MODEM ADAPTER—This feature allows the flow of switched data between a data source and a data receiver through the DXP Plus analog station ports.

The OPX-X is a dual off-premise extension (OPX) unit. It is housed in a self-contained metal enclosure that you can either wall or rack mount. The OPX-X has an internal power supply and ringing generator. Dual, high quality, low-loss, balanced, telephone transmission circuitry supports two off-premise extensions.

Each off-premise circuit can drive a load with a maximum ringer equivalence number (REN) of two (2) thus allowing more than one industry-standard telephone connection at each off-premise location if desired.

The OPX-X will support virtually any industry-standard telephone device such as 500 and 2500-type telephones, cordless telephones, answering machines, and data modems. The OPX-X provides the interfacing capability required to connect these devices to analog station ports in digital communications system.

1.1   Detailing The Specifications

Electrical Specifications

Power requirements:	117VAC +/- 10% single-phase @ .13A maximum
Ringing voltage:	95 VAC Nominal @ 20 Hz Power rated to maximum REN = 2.0
Battery feed voltage:	50 VDC nominal
Loop current limits:	20 ma min. at 1500 ohms 50 ma max. at 0 ohms
DC loop limits:	1500 ohms maximum including telephony device (Approximately 20,000 feet with #24 AWG twisted-pair cable and 400 ohm device load)
Cable insulation resistance:	30,000 ohms minimum
Cable requirement OPX-X to digital communications system	2-pair, twisted
Cable terminations:	623-type, 4-conductor minijacks
Dialing:	Industry-standard DTMF Dial pulse (rotary) with nominal make/break ratio of 40/60 @ 10 PPS
Ringing cadence:	1 second on/4 seconds off (typical for intercom calls)

Environmental Specifications

Operating temperature: 32-122 F (0-50 C)

Humidity: 90 % relative, non-condensing

Mechanical Specifications

Height: 3.0 in.

Width: 10.25 in.

Length: 11.50 in.

Weight: 8 lbs. (plus 2 lbs. for packing material)

Industry/Regulatory Standards

FCC registered   Key System: CVW7WC-12829-KF-E
                                                                Hybrid/Key System: CVW7WC-16553-MF-E

FCC certified, Part 15 (class A)

UL listed

Leased Line Specifications

Facility interface code: 0L13C

Line conditioning: Dry metallic

2.0   Installing the Off-Premise Extension Interface

2.1   Detailing The Mounting Considerations

● You can attach the OPX-X to any sturdy, flat, surface. It may be vertically rack mounted if desired.

● you must locate the OPX-X within six (6) feet of the proper electrical outlet. It requires a 117VAC circuit, with a third-wire ground, supplied to a standard (NEMA 5-15R) electrical outlet.

● you must keep the distance between the OPX-X and the KSU to 25 feet or less.

● Be sure that the mounting location is secure and dry and have adequate ventilation. Be sure that the temperature range of the location is within 32-122° F (0-50° C).

● If the mounting surface is damp or if it is concrete or masonry material, you must attach a backboard to the mounting surface. Suitable mounting backboards are available commercially or can be constructed out of 1/2-inch plywood cut to size.

● Tools and hardware required for mounting the KSU cabinet include:

  • Fasteners - wood screws (1/4 x 1-inch round head), toggle bolts, or wall anchors.

  • Screwdriver - to match fasteners.

  • Electric drill - if prepared holes are required.

  • Connecting tool - for fastening wires to a type-66 connector block.

  • Crimping tool - for 623-type modular plugs.

2.2   Mounting The Cabinet

1. Unpack, and carefully inspect the OPX-X for shipping damage. Notify the shipper immediately of any damages found. Verify that the packages contain all parts and accessories needed for proper installation and operation.

2. If a backboard is required at the mounting location, attach it securely to provide a stable KSU mounting surface.

3. Use the base of the OPX-X as a template or measure for mounting hole locations per the dimension details shown in Figure 1.

4. Drill holes in the mounting surface of a proper size to accommodate the hardware being used. If necessary, prepare these holes with inserts, anchors or other attachment devices as dictated by the type of mounting surface.

5. Attach the OPX-X to the mounting surface with four (4) screws installed through the mounting flange and into the mounting surface holes. Note that the flange holes are elongated with an enlargement at one end of the hole. This feature allows the mounting screws to be partially installed in the mounting surface before the KSU is hung on them.

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3.0

10.25

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8.75
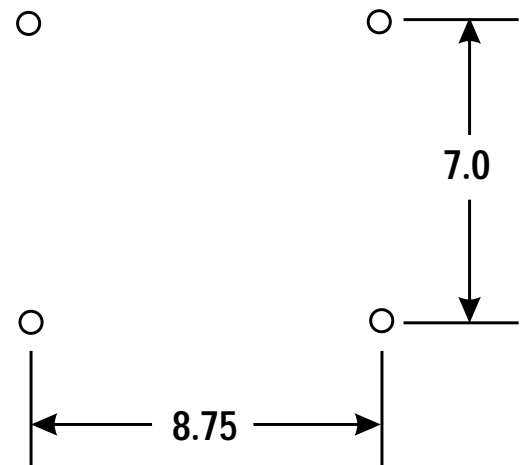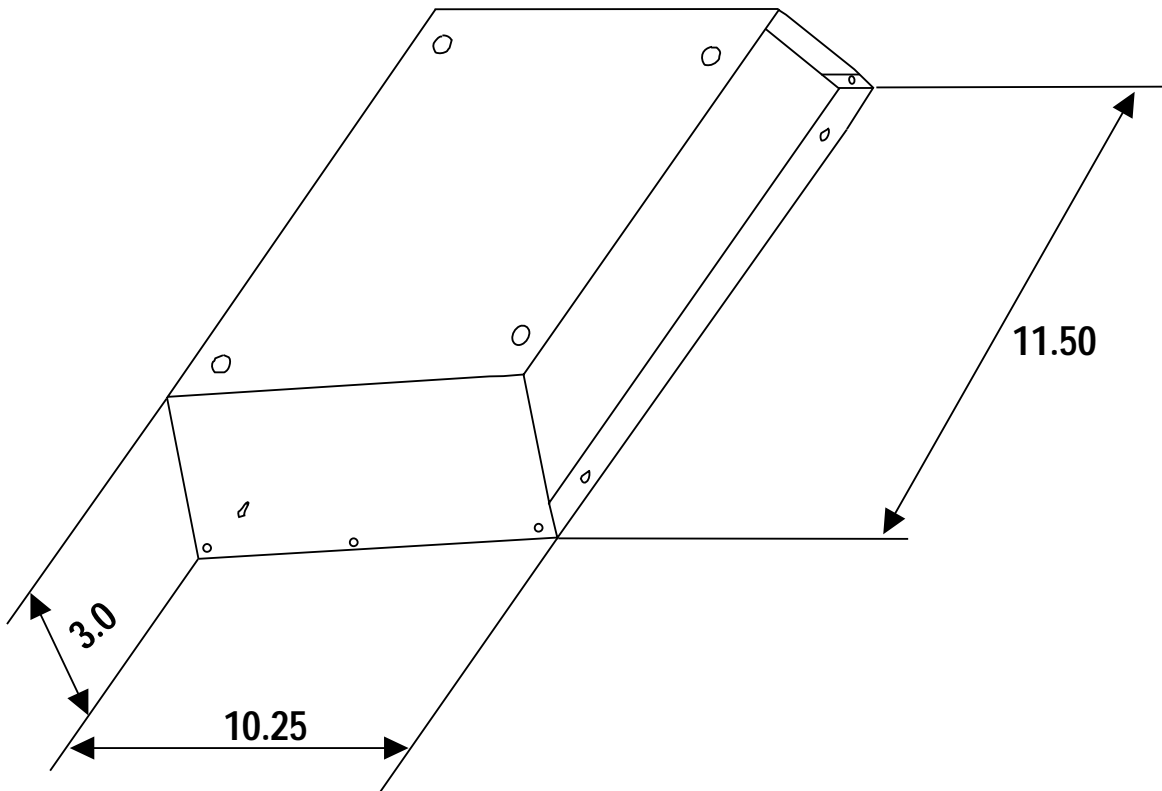
Detailing The OPX-X Dimensions

2.3   Connecting The Equipment

● Route the necessary cabling, and connect the OPX-X to the digital communications system per the connections detailed on the next page.

● The installation requires a grounding wire separate from the third-wire AC line cord ground. The OPX-X cabinet provides a ground stud. Connect a #10 or #12, insulated, solid copper, wire between this ground stud and either the ground stud on the digital communications system cabinet or a reliable earth ground.

● Plug the AC line cord for the OPX-X into a 117 VAC outlet. Observe the status light on the unit, and insure that it turns on steady.
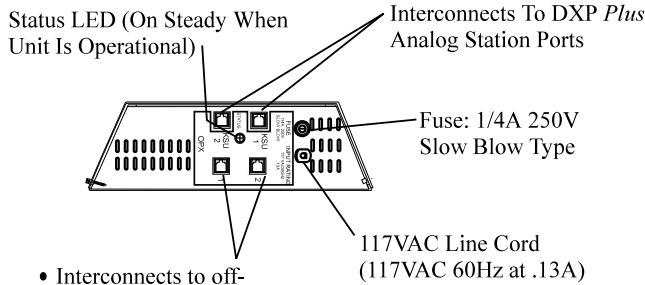
<div align="center">

CAUTION

</div>

To help insure that foreign voltages, which could appear on the TELCO lines, do not damage the system, be sure gas discharge tubes or similar protection devices are installed, and properly grounded, in all connected TELCO lines.

2.4   Verifying Proper Installation

Use a voltmeter to check for the presence of either AC or DC voltage on the OPX1 and OPX 2 ports.

Make these voltage measurements with all system wiring installed and the AC power turned off.

1. Measure for both AC and DC voltage between the TIP lead of the OPX 1 port and the KSU grounding stud. The measured voltage must be 0 volts.

2. Measure for both AC and DC voltage between the RING lead of the OPX 1 port and the KSU grounding stud. The measured voltage must be 0 volts.

3. Repeat steps 1 and 2 for the OPX 2 port.

4. Apply AC power to the OPX-X.

5. Repeat steps 1–3. The measured voltage must now be approximately -50VDC.
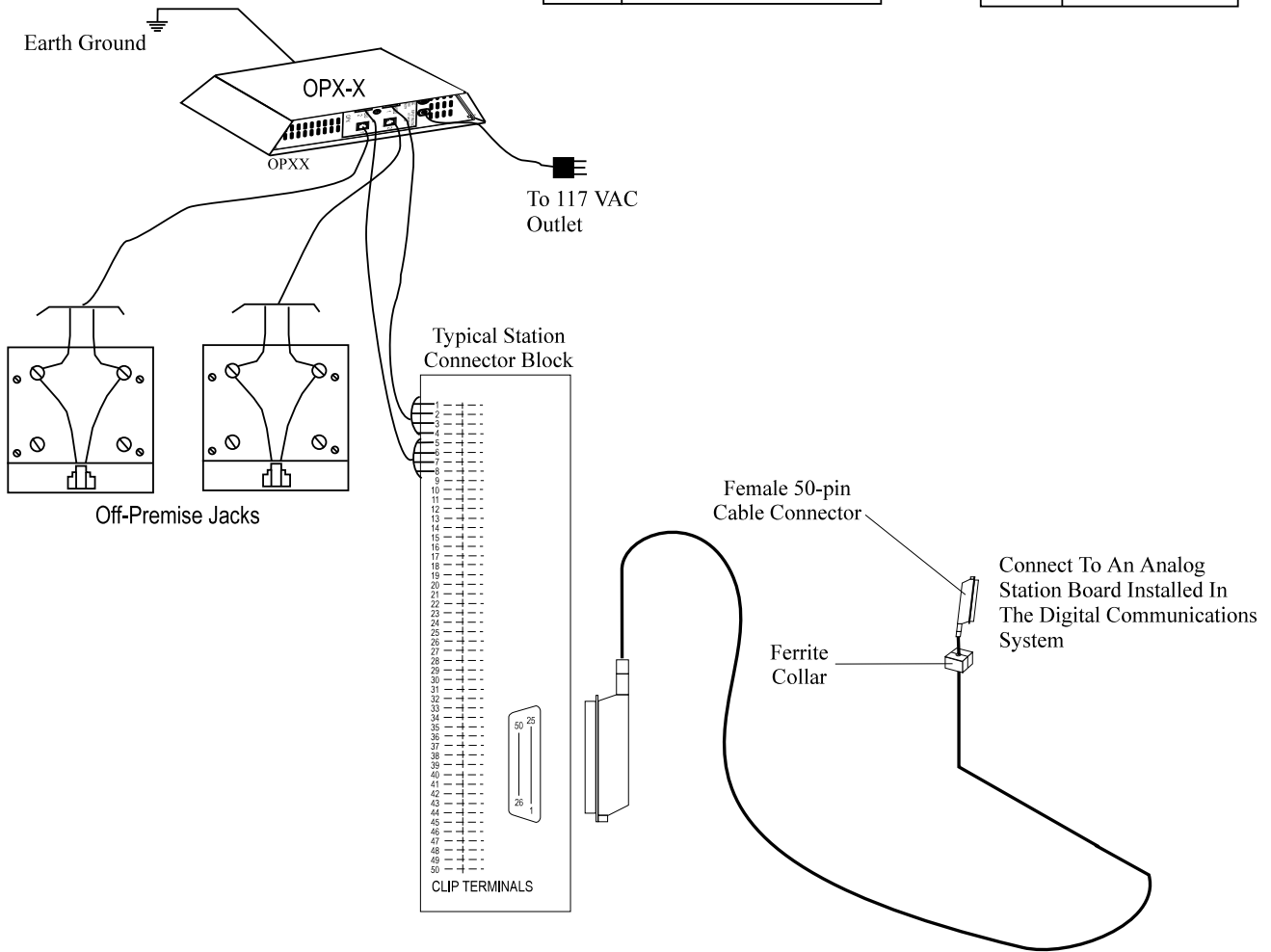
Status LED (On Steady When Unit Is Operational)

Interconnects To DXP *Plus* Analog Station Ports

Fuse: 1/4A 250V Slow Blow Type

117VAC Line Cord (117VAC 60Hz at .13A)

• Interconnects to off-premise IST Device

• Interconnects to tip and ring of a dry metalic telephone line

PIN Locations On All Jacks - Front View

6 5 4 3 2 1
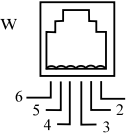
Common Equipment Jacks 1&2	
PIN 1	No Connection
PIN 2	Data 1
PIN 3	Voice 1
PIN 4	Voice 2
PIN 5	Data 2
PIN 6	No Connection

OPX Jacks 1 & 2	
PIN 1	No Connection
PIN 2	No Connection
PIN 3	Tip
PIN 4	Ring
PIN 5	No Connection
PIN 6	No Connection

Earth Ground

OPX-X

OPXX

To 117 VAC Outlet

Off-Premise Jacks

Typical Station Connector Block

CLIP TERMINALS

Female 50-pin Cable Connector

Connect To An Analog Station Board Installed In The Digital Communications System

Ferrite Collar

Connecting The Equipment

## 2.5   Setting The Configuration Switches

You must set the OPX-X's configuration switches to match the digital communications system. The switches are located in an opening on the left side of the cabinet.

Setting The Configuration Switches				
Switch	**System Condition**			**Setting**
A	System programmed to assign analog station port to OPX-X for circuit 1		Yes	Closed
			No	Open*
B	System programmed to assign analog station port to OPX-X for circuit 2		Yes	Closed
			No	Open*
C	Key- System Configured with . .	Voice first intercom signalling enabled **(note 1)**		Closed*
		Tone first intercom signalling enabled		Open
		Prime line automatic enabled		Open
	Hybrid system configured			Open
D **(note 2)**	Off-premise device is intercom only			Closed*
	Off-premise device has access to outside line through the digital communications system			Open
NOTE 1: This switch setting matches the system requirements. It is not possible to perform voice signalling from a device connected through an OPX-X to the common equipment. *NOTE 2: When you have programmed the system to allow the off-premise device to have access to outside line, you must also enable a signal delay to prevent transmission of extraneous DTMF tones from the device over the outside line. When you enable this delay, the user must wait approximately 2 seconds before speaking when performing call announce and paging over intercom line. When the off-premise device is an intercom only device with no access to an outside line, you can disable the delay to facilitate faster cut-through to call announce and paging.*				

*Factory settings
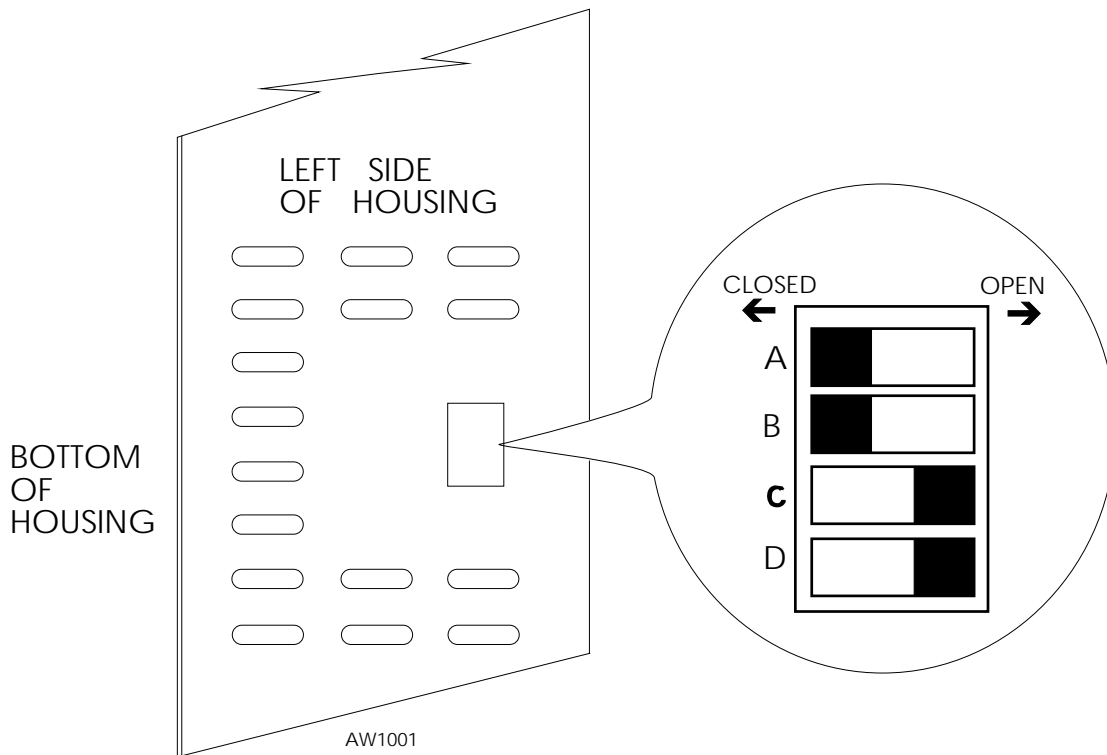
Locating The Switches

3.0   Programming For Off Premise Extension Interface Operation

When operated through the OPX-X, the IST provides basic intercom service coupled with the ability to access outside lines. You can program the analog station port (through which the IST is being interfaced via the OPX-X) for either **prime intercom** operation or **prime line automatic and idle line preference** operation. Default is for prime intercom. Under either operating condition, you can program the station port to receive outside line ringing and to match either the rotary or DTMF dialing employed by the IST.

3.1   Detailing The Prime Intercom Operating Condition

With key-system configured digital communications systems, a system multiline telephone user can extend line access for call origination to an IST station by employing the call transfer feature. To provide outside line ringing to a prime intercom IST, program the OPX-X station port to have the ringing line preference feature and then enable ringing for all lines that you want to ring at the IST.

With hybrid configured digital communications systems, you can make outside lines available to the IST for call origination by programming the IST for line group access. With line group access, the IST user can access an outside line by dialing the group access code over the intercom line. The digital communications system then selects one of the grouped lines for IST use.

3.2   Detailing The Prime Line Automatic Or Idle Line Preference Operating Condition

You can program an outside line as a prime line at the station port through which the IST is being interfaced, or you can program that station port for idle line preference and then assign several lines to the station port.

With either prime line automatic or idle line preference, the IST has outside line dial tone for call origination when its user lifts its handset. You can enable outside line ringing at the IST station port that you have programmed for either prime line automatic or idle line preference. Alternately, you can enable the ringing line preference feature for the IST station port.

The intercom line is still available to an IST even though you have provided outside line access. After going off-hook, the IST user obtains intercom dial tone by performing a hookflash (press and release the hookswitch) or by pressing the TAP button if one is available. Hookflash either drops the outside line (if the used dialed no digits after lifting the handset) or (if the user dialed some digits) places the line on hold and provides intercom dial tone.

3.3   Detailing The Distinctive Ringing Condition

Intercom calls that ring at equipment connected through an OPX-X have a different cadence than outside calls have. If desired, you can disable this distinctive ringing feature to make the intercom ring cadence the same as that for outside calls.

3.4   Detailing The Through Dialing Condition

You can program the station port through which the IST is being interfaced for through-dialing or you can disable the feature. The system automatically enables the feature when you connect an OPX-X to the station port. Through dialing enabled is necessary if the connected IST is a dual-tone multifrequency (DTMF) tone dial device that requires that its generated dialing tones pass through the OPX-X, the common equipment, and onto a tone dial compatible telephone line.

If the IST is a rotary telephone, you must disable the through dialing feature.

3.5   Programming Procedures

The OPX-X automatically identifies itself as an analog terminal interface for the digital station board as soon as you connect it to the digital communications system.

Prime Line Programming

Prime Line Type

When you enable this feature, the station automatically selects a line, line group, or intercom number for use when the station user takes the station off hook. Use the programming procedures shown below to select the line port, line group, or intercom number to serve as the prime station calling interface.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming.
4. Type personal intercom number or previously assigned name and press ENTER.
5. From station programming menu, type item number for feature and press ENTER.
6. Press SPACE BAR for desired value and press ENTER.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
9. Repeat steps 4-8 for each station or press ESCAPE to end.

Prime Line

Use this procedure to choose the prime line.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming and press ENTER.
4. Type personal intercom number or station name and press ENTER.
5. From station programming menu, type item number for feature and press ENTER.
6. From prime line menu, type line port number (type as n,nn,nnn or n–nnn) and press ENTER.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
9. Repeat steps 4-8 for each station or press ESCAPE to end.

Prime Intercom Number

Use this procedure to choose the prime intercom number.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming and press ENTER.
4. Type personal intercom number or station name and press ENTER.
5. From station programming menu type item number for feature and press ENTER.
6. From prime intercom menu, type personal intercom number and press ENTER.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
9. Repeat steps 4-8 for each station or press ESCAPE to end.

Idle Line Programming

Idle Line Preference

With you enable this feature, a station automatically connects to an idle line when the user lifts the telephone's handset.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select COS programming and press ENTER.
4. Type class of service number (1-32) and press ENTER.
5. Fro COS programming menu, type item number for feature and press ENTER.
6. Press SPACE bar for feature setting.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
9. Repeat steps 4-8 for each COS or press ESCAPE to end.

Idle Line Priority

If you give a station the ability to automatically connect to an idle assigned line when the user takes the handset off-hook, take this programming action to set the priority in which the system chooses the idle lines for use. You can place up to eight lines in this priority list.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming and press ENTER.
4. Type personal intercom number or previously assigned name and press ENTER.
5. From station programming menu, type item number for feature and press ENTER.
6. Type any eight line numbers (type as n,nn,nnn or n–nnn) and press ENTER.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
9. Repeat steps 4-8 for each station or press ESCAPE to end.

Ringing Line Preference

When you enable this feature, a station can automatically connect to a ringing line when a user takes his or her telephone off-hook.

1. Press CONTROL T for main menu.
2. From the main menu, select stations and press ENTER.
3. From the stations menu, select COS programming and press ENTER.
4. Type class of service number (1-32) and press ENTER.
5. From the COS programming menu, type item number for feature and press ENTER.
6. Press SPACE bar for feature setting.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
9. Repeat steps 4-8 for each COS or press ESCAPE to end.

Dialing Mode

Program the line port to match either a DTMF tone or a rotary (pulse) dialing line as supplied by the central office (CO).

1. Press CONTROL T for main menu.
2. From main menu, select lines and press ENTER.
3. From lines menu, select line programming and press ENTER.
4. Type line port number or name and press ENTER.
5. From line programming menu, type item number for feature and press ENTER.
6. Press SPACE bar for feature setting and press ENTER to accept setting.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
9. Repeat steps 4-8 for each line port or press ESCAPE to end.

Pulse Dial Make/Pulse Dial Break (Pulse Dial Ratio)

Use this procedure to set the make/break ratio for rotary dial signalling to match rotary dial line requirements. You can set the line make/break ratio for rotary dial (pulse dial) signalling in a more flexible manner to match many different rotary dial line requirements. You can set the make time and the break time independently in one msec. increments to any time from one to 99 msec.

1. Press CONTROL T for main menu,
2. From main menu, select system and press ENTER.
3. From system menu, select timing and press ENTER,
4. From timing menu, type item number for line pulse make and press ENTER.
5. Type desired time (1–99) and press ENTER,
6. From timing menu, type item number for line pulse break and press ENTER.
7. Type desired time (1–99) and press ENTER.
8. Press ESCAPE twice,
9. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.

Pulse Dial Interdigit Time

You can set the interdigit time between dial pulses when the system pulse-dials a number over a line. The digital communications system defaults this time to 200 msec. and provides a range of timing values between 100 msec. and one sec. that you can set in 100 msec. increments.

1. Press CONTROL T for main menu,
2. From main menu, select system and press ENTER.
3. From the system menu, select timing and press ENTER.
4. From timing menu type item number for feature and press ENTER.
5. Press SPACE bar to select desired time and press ENTER to select setting.
6. Press ESCAPE twice,
7. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.

Flexible Ringing Assignments

Program ringing assignments on a per station/per line/per intercom number basis. Ringing can be immediate, delayed, or special purpose. Use the procedures in this section to customize the ringing features for the system.

Direct Ringing

Use this procedure to choose the line ports that you want to ring at a station as soon as a call appears. Direct ringing sounds during the day 1 and day 2 time periods but does not ring during the night ringing mode or during the manual night transfer (of ringing) operation.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming and press ENTER.
4. Type personal intercom number or previously assigned name and press ENTER.
5. From station programming menu, type the item number for feature and press ENTER.
6. Press CONTROL E for edit.
7. Type a for add or r for remove and press ENTER.
8. Type line port number (type as n,nn,nnn or n–nnn) and press ENTER.
9. When finished, press ESCAPE twice.
10. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
11 Repeat steps 4-10 for each station or press ESCAPE to end.

Delayed Ringing

Use this procedure to choose the line ports that you want to ring at a station after waiting a short time period from when a call appears. Delayed ringing sounds during day 1, day 2 time periods, during the night ringing mode, and during the manual night transfer (of ringing) operation.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming and press ENTER.
4. Type personal intercom number or previously assigned name and press ENTER.
5. From station programming menu, type item number for feature and press ENTER.
6. Press CONTROL E.
7. Type a for add or r for remove and press ENTER.
8. Type line port number (type as n,nn,nnn or n—nnn) and press ENTER.
9. When finished, press ESCAPE twice.

Day 1 Ring

Use this procedure to choose the line ports that you want to ring at stations during the day 1 ringing mode time period. Refer to the paragraph below titled, Day 1, Day 2, and Night Ringing Begin and End Times, to set the beginning and ending times of this ringing.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming and press ENTER.
4. Type personal intercom number or previously assigned name and press ENTER.
5. From station programming menu, type item number for feature and press ENTER.
7. Type a for add or r for remove and press ENTER.
6. Press CONTROL E to edit.
8. Type line port number (type as n,nn,nnn or n–nnn) and press ENTER.
9. When finished, press ESCAPE twice.
10. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
11. Repeat steps 4–10 for each station or press ESCAPE to end.

Day 2 Ring

Use this procedure to choose the line ports that you want to ring at stations during the day 2 ringing mode time period. Refer to the paragraph below titled, Day 1, Day 2, and Night Ringing Begin and End Times, to set the beginning and ending times of this ringing.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming and press ENTER.
4. Type personal intercom number or previously assigned name and press ENTER.
5. From station programming menu, type item number for feature and press ENTER.
6. Press CONTROL E to edit.
7. Type a for add or r for remove and press ENTER.
8. Type line port number (type as n,nn,nnn or n–nnn) and press ENTER.
9. When finished, press ESCAPE twice.
10. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
11. Repeat steps 4-10 for each station or press ESCAPE to end.

Day 1, Day 2, And Night Ringing Begin And End Times

With this programming procedure, set the begin and end times of the day 1, day 2, and night ringing time periods.

1. Press CONTROL T for main menu.
2. From main menu, select system and press ENTER.
3. From system menu, select system parameters and press ENTER.
4. From the system parameters menu, select day 1, day 2 or night ringing begin times
   and press ENTER.
5. Type times in 24–hour format (hh:mm) and press ENTER.
6. Press ENTER (repeatedly if needed) to place cursor at next time desired setting.
7. Repeat step 5 and press ENTER.
8. Repeat steps 6 and 7 until all times are set and press ENTER.
9. When finished, press ESCAPE twice.
10. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
11. Repeat steps 4-10 for each station or press ESCAPE to end.

Night Ring (Night Transfer - Of Ringing)

Choose the line ports that you want to ring, along with the delayed ringing line ports, at stations during the night ringing mode of operation. The ringing arrangement that you configure here is the arrangement that is active both during the automatic night ringing time period and whenever the attendant manually activates the night transfer (of ringing) operation. Do note that the attendant commanded night ringing period supersedes the automatic night ringing period. Refer to the above paragraph titled, Day 1, Day 2, and Night Ringing Begin and End Times, to set the time for the automatic night ringing period.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming and press ENTER.
4. Type personal intercom number or previously assigned name and press ENTER.
5. From station programming menu, type item number for feature and press ENTER.
6. Press CONTROL E.
7. Type a for add or r for remove and press ENTER.
8. Type line port number (type as n,nn,nnn or n–nnn) and press ENTER.
9. When finished, press ESCAPE twice.
10. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.

Ring No-Answer Rings

This procedure sets the amount of rings that sound at one station port before the call rolls over to ring at another station port. Any system feature that requires a ring no-answer value (for example, call forwarding) uses the setting that you program here.
The system defaults the ring no-answer value at regular station ports to four rings, and it defaults ports programmed to function as voice mail ports to three rings. This insure that, at default, the voice mail equipment will have sufficient time to answer a call before it rolls over to the next port.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming and press ENTER.
4. Type personal intercom number or previously assigned name
    and press ENTER.
5. From station programming menu, type item number for feature and press ENTER.
6. Type number of rings 0–6 and press ENTER.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing
    and press ENTER.
9. Repeat steps 4-8 for each station or press ESCAPE to end.

Personalized Ringing Tone

Program a station to ring in one of several distinctive tones for proprietary digital telephones and in one of four distinctive tones for analog telephones.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select station programming and press ENTER.
4. Type personal intercom number or previously assigned name and press ENTER.
5. From the station programming menu, type item number for feature and press ENTER.
6. Type ring tone choice and press ENTER.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
9. Repeat steps 4-8 for each station or press ESCAPE to end.

While industry-standard telephones do not provide personalized ringing, you can set distinctive ringing for them. An industry-standard telephone can sound one ring cadence for intercom calls and a different ring cadence for outside calls or it can sound the same ring cadence for both types of calls. You must select one of these ringing styles on a station class of service basis. All industry-standard telephones with the same class of service have the same ringing style.

NOTE: Do not enable distinctive ringing for voice mail ports.

1. Press CONTROL T for main menu.
2. From main menu, select stations and press ENTER.
3. From stations menu, select COS programming and press ENTER.
4. Type class of service number (1–32) that corresponds with class of service assigned
     to the IST and press ENTER.
5. From COS programming menu, type row number for IST distinctive ringing
     and press ENTER.
6. Press SPACE bar for feature setting.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
9. Press ESCAPE to end.

Through Dialing (Thru-Dialing)

This procedure allows DTMF tones that are generated by an external device connected to the system through necessary interface equipment to pass through the system and out to any line connection.

1. Press CONTROL T for main menu.
2. From main menu, select station and press ENTER.
3. From station menu, select station programming and press ENTER.
4. Type personal intercom number or previously assigned name of station being programmed
     and press ENTER.
5. From station programming menu, type item number for feature and press ENTER.
6. Press SPACE bar for desired setting and press ENTER.
7. When finished, press ESCAPE twice.
8. Type y to accept changes, n to reject them, or r to resume editing and press ENTER.
9 . Repeat steps 4–8 level for each station or press ESCAPE to end.