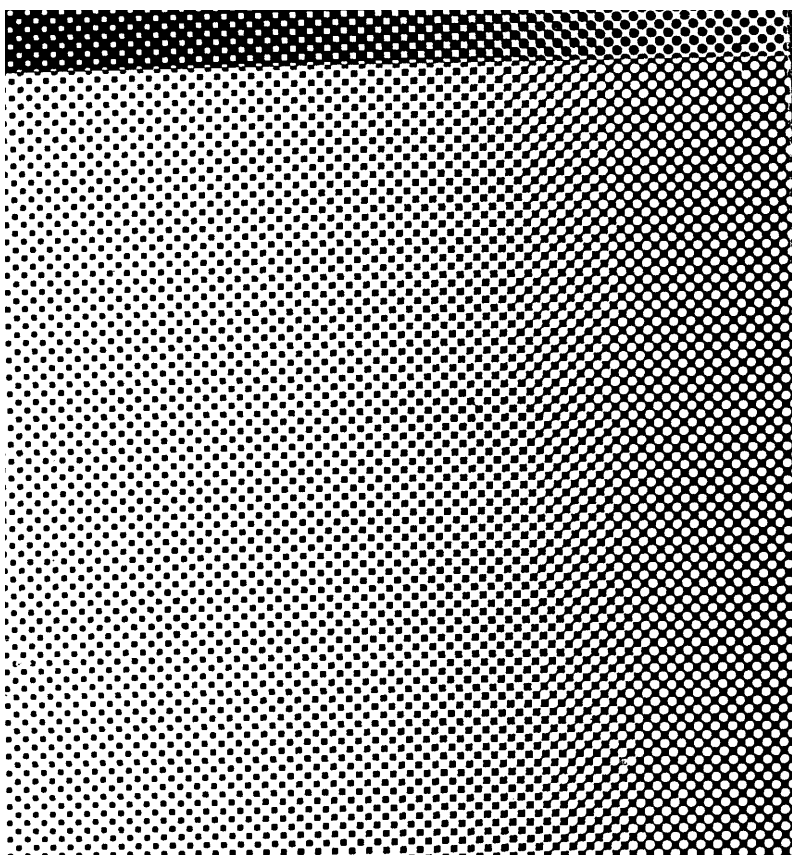




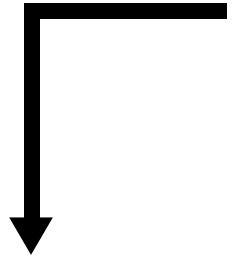
MERLIN[®] Plus
COMMUNICATIONS SYSTEM
Release 1

Customization Chart



How to Use This CUSTOMIZATION CHART

Follow this chart to perform all of your administration procedures. More detailed instructions are included in Section 5, "Reference," of the *MERLIN® Plus System Manual*. If you have any problems or questions please call the *MERLIN System Hotline: 1-800-628-2888*.



SYSTEM RESET

DIAL * 99198

TURN power off, wait 10 seconds

TURN power on

DIAL CODE CHART

INTERCOM NUMBER	DIAL CODE	INTERCOM NUMBER	DIAL CODE
10	#22	20	#03
11	#21	21	#04
12	#20	22	#05
13	#19	23	#06
14	#18	24	#07
15	#17	25	#08
16	#16	26	#09
17	#15	27	#10
18	#14	28	#11
19	#13	29	#12

If you do not have an Auto Intercom button for all of the voice terminals in your system, use this dial code chart when instructed to do so in these administration procedures.

AT VOICE TERMINAL 10

TO ENTER ADMINISTRATION MODE: SLIDE the T/P switch to P
TOUCH **Administer** or dial #01†

TO LEAVE ADMINISTRATION MODE: SLIDE the T/P switch to center position

BASIC ADMINISTRATION

NUMBER OF OUTSIDE LINES

DIAL * 4
DIAL one digit for the number of lines (1-8)
TOUCH **Administer**

DIAL SIGNALS

DIAL [* 38 Touch-Tone (F‡)
* 39 Rotary
TOUCH **Administer**

LONG DISTANCE DIALING

DIAL [* 36 Toll prefix (0 or 1) needed (F)
* 37 Area code only needed
TOUCH **Administer**

TRANSFER RETURN INTERVAL

DIAL * 2
DIAL one digit for the number of rings before
a transferred call returns to the attendant
(0-9) (F= 4 rings)
TOUCH **Administer**

GROUP PAGING

DIAL [* 71 Group 1 (voice terminals
10-19) (F)
* 72 Group 2 (voice terminals
20-29) (F)
TOUCH Auto Intercom button (or dial
appropriate code from dial code chart)
Green light on = telephone assigned
Green light off = telephone removed
(or TOUCH **Drop** to remove all telephones
from a paging group)
TOUCH **Administer**

CALL REPORT AND SYSTEM FEATURE REPORT

DIAL [* 82 Call Reports (SMDR)
* 85 System Feature Report
TOUCH Auto Intercom button (or dial
intercom number) of jack (F = jack 19)
Green light on = jack assigned
Green light off = jack not assigned
TOUCH **Administer**

LINE ADMINISTRATION

ASSIGN LINES TO A VOICE TERMINAL

TOUCH Auto Intercom button (or dial intercom
number)
TOUCH line buttons
Green light on = line assigned
Green light off = line not assigned
TOUCH **Administer**

BUTTON - FREE LINE OPERATION

TOUCH Auto Intercom button (or dial intercom
number)
TOUCH line buttons
Green light on = line assigned
Green light off = line not assigned
(or DIAL * 34 to reassign lines to
separate buttons)
DIAL [* 31 Incoming calls ring
* 32 Incoming calls don't ring
TOUCH **Administer**

SYSTEMWIDE OPTIONS

ALLOWED LIST ENTRIES

DIAL three-digit list code (* 01- * 08)
DIAL two-digit item number (01-10)
To add an entry:
DIAL the allowed number (up to six digits)
TOUCH **Administer**
To remove an entry:
TOUCH **Drop**
TOUCH **Administer**

ASSIGN CALL RESTRICTIONS

TOUCH Auto Intercom button (or dial intercom
number)
TOUCH **Restrict** until:
Green light on steady = Unrestricted
(all calls)
Green light flashing = Toll Restricted (no
long distance calls)
Green light off = Outward Restricted
(no outside calls)
TOUCH **Administer**

ASSIGN ALLOWED/DISALLOWED LISTS

DIAL three-digit list code:
* 01- * 08 Allowed list codes
DIAL 00
TOUCH Auto Intercom button (or dial
appropriate code from dial code chart)
Green light on = list assigned
Green light off = list not assigned
TOUCH **Administer**

SYSTEM SPEED DIAL

DIAL code (#60-#99)
DIAL [* 88 Account code assignment
* 92 Restriction override
* 90 No restriction override
DIAL * to make the number private
DIAL [Telephone number
Account number
TOUCH **Administer**

MUSIC VOLUME

MUSIC-ON-HOLD VOLUME

DIAL [* 12 Off
* 13 Low
* 14 Medium (F)
* 15 High
TOUCH **Administer**

BACKGROUND MUSIC VOLUME

DIAL [* 16 Off
* 17 Low
* 18 Medium (F)
* 19 High
TOUCH **Administer**

† If you are using a 10-button voice terminal for
administration, dial #01 in place of touching
Administer when following these procedures.

‡ F=Factory setting.

REPORT OPTIONS

CALL REPORT - TYPE OF CALLS REPORTED

DIAL * 84

- DIAL [0 No calls (F)
1 Outgoing calls only
2 All calls

TOUCH **Administer**

CALL REPORT - MINIMUM CALL DURATION

DIAL * 83

DIAL one digit for the minimum number of minutes (0-9) (F=1 minute)

TOUCH **Administer**

SYSTEM FEATURE REPORT & CALL REPORT (SMDR) - DATE/TIME

DATE

DIAL * 80

DIAL two digits for the month (01-12)

DIAL two digits for the day (01-31)

DIM two digits for the year (00-99)

TOUCH **Administer**

TIME

DIAL * 81

DIAL two digits for the hour (00-23)

DIAL two digits for the minutes (00-59)

TOUCH **Administer**

SYSTEM FEATURE REPORT - PRINTOUT

- DIAL [* 60 System administration report and individual telephone reports
* 61 System administration report only
* 62 Individual telephone reports
TOUCH one or more Auto Intercom buttons (or dial intercom numbers)
* 63 Abort printout and cancel all other report requests

TOUCH **Administer**

VOICE TERMINAL OPTIONS

CENTRALIZED PROGRAMMING

TOUCH Auto Intercom button (or dial intercom number)

TOUCH **Conference**

PROGRAM telephone

TOUCH **Conference**

COPY

TOUCH Auto Intercom button (or dial intercom number)

TOUCH **Copy**

TOUCH Auto Intercom button (or dial intercom number) of the source phone

TOUCH **Administer**

999-503-146

