
Operations KI-1766E

Telecenter[®] System 21



Rauland-Borg Corporation

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1

General Information

Scope of this Document



This manual covers both interconnected and non-interconnected systems. It provides complete operating information for each station type, from administrative telephones to rooms with a speaker and a call-in switch. Be sure to consult the Glossary for any terms with which you are unfamiliar.

Revision History



This manual has been reformatted and revised. It includes changes implemented in the operating firmware, version 4.0. This version includes changes for the following features:

- ✓ Media Retrieval MRC7600 and MRC7611
- ✓ Voice Mail Integration (#56,#57, and #58 to control stutter dial-tone)
- ✓ EECRS—Enhanced Emergency Call Response System (#25 cancel display of 911 calls)
- ✓ Speaker Call Cancel

Drawings, Diagrams, and Other Graphics



This document includes the following drawings, diagrams, and/or supplemental graphics:

- ✓ Telecenter Media Retrieval Classroom Operating Guide (IL0550)
- ✓ Laser Disk Function Mode Diagram (IL0548)

Basic Operations

Entering a Hook-Flash

This is used for a variety of operations, especially for transferring calls and establishing conference calls.

If your phone has a *Transfer* or *Flash* button, use it; otherwise, depress the hook switch for less than a second (but long enough to break dial tone).



Important:

If there is a *Transfer* or *Flash* button on the phone, depressing the hook switch will have the same effect as hanging up the handset.

If you do not hear dial tone, the system may be busy: try again after a couple of seconds. Soft hold is confirmed by a series of interruptions in dial tone [stutter tone].

Hanging up Properly

Whenever you finish using a dialing telephone, **always hang up for at least three seconds** before dialing a number or a function. The system may interpret a shorter hang-up time as a hook-flash, which is used for establishing conference calls.

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Administrative Telephones

Answering a Telephone Call

The type of ring indicates the source of the call:

- ✓ *Single Ring*: A call from within the system.
- ✓ *Double Ring*: A call from outside the system.

When Your Phone Rings

1. Pick up the handset and talk.
2. When finished, hang up.

Picking up Calls

When a nearby unattended phone rings, you may be able to pick up its calls at your phone in one of two ways, depending upon how your system is set up:

Individual Pick-up

1. Dial the ringing phone's number.
 - You will hear a busy signal.
2. While receiving the busy signal, dial *.
 - You will be connected with the Caller.

Group Pick-up

Any phone in a specified group can pick up a call from any other member by dialing **#65**.

- The system will immediately connect you to the caller; it is not necessary to enter the number of the ringing phone. If no phone in your group is ringing, you will hear a disallow tone.

The system can support up to three such groups, each of which can have up to five members.

Answering Intercom Call-ins

The system can be programmed to send all intercom call-ins to your phone, or only call-ins from one or more groups of rooms. Your telephone display will show only the call-ins assigned to your phone, and answering applies only to those call-ins.



Important:

There are two features that may be activated effecting answering call-ins. Check the appropriate box below for the installed settings.

An administrative phone without a display can be programmed to answer call-ins by pressing the asterisk (*) key. However, a display is needed to signal the presence of call-ins (by beeping and showing them on its screen). Any phone in the system can answer a call-in, even if it is not assigned to do so, by dialing the architectural number. This will connect to the caller's line (speaker or phone), and clear the call-in request.

- ✓ Single digit answering of call-ins will be routed always to the speaker, even if the station port settings are for phone first.
- ✓ Emergency call-ins directed to your display will be auto-answered simply by going off-hook.

Answering the Top Call-in

Press the asterisk key (*) to immediately connect with the first room shown on your display.

Answering Call-ins Sequentially

You can always go on to the next call-in by depressing the hook switch for three seconds (to hang up) and then pressing *.

If the installer has checked one of the following boxes, you can go on to another call without hanging up. Pressing * will end your current call and immediately connect you with the next room in the queue.

- Press * no later than _____ seconds after answering the current call-in.
- Press * whenever you want to answer the next call-in; there is no time limit.

Answering Call-ins out of Sequence

Dial any number in the queue, just as if you were placing a normal call.

Previewing Call-ins

1. Lift the handset and dial #22.
 - The display will show the next set of call-ins.
2. Continually press * (asterisk) until you have seen the entire list. Higher-priority call-ins are listed first.
 - The display will continue to move down the list. When the display shows “END,” there are no more call-ins to show.
3. Hang up or hook-flash when you have finished.
 - Dial tone and full operational ability will return.

Canceling All Call-ins

This affects all call-ins, Normal and Emergency, including any that are not shown on your display.

Lift the handset and dial #21.

Placing a Telephone Call

Inside the System

Dial the number and respond to the signal in your receiver:

- ✓ *Ring*ing: Wait for an answer.
- ✓ *Room Noise*: You are connected to a room speaker. Talk to send your voice over that speaker; stop talking to switch back to the listen mode.
- ✓ *Quiet Line*: The room speaker is switched to the privacy mode (you can be heard but cannot listen). Ask the person there to disengage the privacy switch.
- ✓ *Busy Signal*: The phone or speaker is busy. You may be able to have the system call you back when the line is free (Automatic Call-Back—Busy: dial ____) or break in on the conversation (Executive Override: dial *). If the room has both a speaker and a phone, you may be able to connect to whichever one is not in use (Always an Answer [____]).
- ✓ *Reorder (Disallow) Tone (a fast busy signal)*: The number or function you dialed is invalid or is not allowed for your extension. Try again or use another extension. If you are at another extension, you may be able to enter your PIN number to temporarily give that phone all your regular calling privileges.
- ✓ *Two Beeps*: The intercom channel is busy. You can press (*) and remain off-hook until you are connected (channel queuing). Alternatively, you can use the Always-an-Answer function by dialing ____ . This will ring the room’s telephone (if it has one). If you then receive a busy signal, you can try Automatic Call-Back—Busy or Executive Override.

Outside the System

If you are calling outside the system, you may have to dial a special digit to access a PBX (private branch exchange—an in-house telephone switch), a key-telephone system, or a central-office (telephone-company) line. In some systems, you may have to access the PBX first or dial another digit to reach the PBX's central-office lines. The installer should check any of the following that apply:

- Dial ____ to obtain PBX dial tone.
- After obtaining the PBX's dial tone, dial ____ to reach an outside telephone line.
- Dial ____ to reach an outside telephone line directly.

Options when You Receive a Busy Signal

Automatic Call-Back—Busy

The system offers two forms of automatic Call-Back:

Call-Back—Busy Extension: If you dial another phone in the system and receive a busy signal, you can have the system ring your phone when that line is free. When you pick up your receiver, the system will ring the line for you.

Trunk Queuing: If you dial an outside number and all the trunks are busy, you can have the system call you back when a trunk is available. When you pick up your handset, the system will dial the outside number for you. *This feature is not available if the Immediate Busy (busy signal upon dialing of outside access code, if all trunks are busy) feature is enabled.*



Important:

The Trunk-Queuing feature works only on Telecenter busy signals. This feature does not apply to busy signals from another system or the telephone company.

Entering Call-Back—Busy Extension

1. If you hear a busy signal after dialing an extension, dial _____.
 - The system will give you dial tone again, indicating that it has activated the Call-Back feature.
2. Hang up or dial another number.
3. When the system calls back, pick up the handset.
 - The system will begin ringing the other phone.

Entering Trunk Queuing

1. If you hear a busy signal after dialing a number that is outside the system, dial _____.
 - The system will give you dial tone again, indicating that it has activated the Trunk-Queuing feature. If it does not give dial tone, the busy signal is from the outside system, which means that you will have to redial the number.
2. Hang up or dial another number.
3. When the system calls you back, lift the handset.
 - The system will dial the outside number.

Notes on Call-Back and Trunk-Queuing

- ✓ You can use your phone after entering a call-back request. The system will wait until both your extension and the desired line or trunk are free before ringing your phone.
- ✓ If the desired line becomes busy again by the time the system rings it back for you, you will have to redial the single-digit code for Trunk-Queuing or Call-Back—Busy to re-establish your call-back request.
- ✓ The system will cancel your call-back request if you do not answer within ____ rings when it calls you back.
- ✓ The system will queue one call-back per extension. A second call-back request will cancel an earlier one.
- ✓ All Call-Back and Trunk-Queuing requests will be cleared at midnight.

Always an Answer

This optional feature enables the administrative phone to communicate with a classroom whose phone or speaker is busy. If the speaker is in use, you will ring its phone; if its phone is busy, you will be connected to the speaker.

1. Press ____ to override the busy signal.
 - You will ring the phone or be connected to the speaker, depending upon whichever is free.

Notes on Always an Answer

- ✓ This feature is not available if the TC2113 System Line Card is used in the system.
- ✓ Your phone may not be programmed for this feature.
- ✓ If the room's speaker and phone are both in use when you attempt to dial the station, you will receive a disallow signal after pressing the "Always an Answer" digit.
- ✓ This feature can be given to an outside caller using a DISA (direct inward

system access) line (an outside line given the powers of an inside administrative line).

Executive Override

Telephone users with this privilege can press (*) to break in on a conversation, whether it is between two telephones or between a telephone and a speaker. The system sends a “beep” to all the parties to announce the override.

Speaker Call Cancel

Occasionally when placing an outside caller on hold, and dialing a classroom that is programmed as *speaker first*, it is desirable to cancel the speaker connection and re-connect to the party on hold, rather than hook-flashing and conferencing the speaker with the outside party. If someone calls a speaker, and then dials a (#), then the call will be immediately torn down. If the caller had a party on hold, they would be reconnected.

Transferring and Conferencing Calls

“Transfer” means connecting the other party to a different line. “Conference” means adding a third party to your current connection, e.g., for a three-way conversation.

For convenience, we will use the following terms. In practice, either party in a conversation can do the transferring, provided that the extension can obtain Telecenter dial tone and is authorized to access the desired line. The other two lines may be outside the system.

- ✓ **Dialer:** The Telecenter telephone that will dial the transfer or conference call. It will be transferred or included in the conference.
- ✓ **Target:** The station to which the Caller will be transferred or that will be added to form a three-way conference call.

Establishing a “Soft Hold”

Hook-flash to simultaneously obtain dial tone and place the Caller on soft hold. If your phone has a *Transfer* button, use it; otherwise, depress the hook switch for less than a second.

- You should briefly hear stutter tone (a series of interruptions in dial tone), confirming that the Caller has been placed on soft hold; then you should hear dial tone. If you do not hear stutter tone, the system may be busy: wait a couple of seconds and try again.

A. An Outside Caller with an Inside Target

1. Hook-flash to establish a soft hold.
2. Dial the Target number.

3. If the Target fails to answer, repeat the hook-flash to stop the ringing and get the Caller back from soft hold for further call-handling.

If the Target is busy, you will receive a busy signal. Hook-flash to return to the Caller.

When the Target answers, request permission to complete the transfer or conference. You can talk privately while the Caller remains on soft hold.

If the Target refuses the transfer or conference, wait for three seconds after the Target hangs up, then hook-flash to get the Caller back. (If the Target is a speaker, push # for “Speaker Call Cancel.”)

If the Target accepts:

- ✓ **Transferring:** Hang up to automatically connect the Caller to the Target.
 - ✓ **Conferencing:** Repeat the hook-flash to get the Caller onto the same line with you and the Target.
4. Each station must hang up for at least three seconds before attempting another call.

B. An Outside Caller with an Outside Target

Is this feature available? Yes No



Important:

Outside lines cannot be transferred to a speaker.

1. Hook-flash to establish a soft hold.
2. Press * to replace the Telecenter dial tone with dial tone from the external system (PBX, Key system, or Centrex system), then dial the Target’s number.
3. When the Target answers, request permission to complete the transfer or conference. The remote system will normally allow you to talk privately while the caller remains on soft hold. Your next step depends upon the target’s response:

If the Target refuses the transfer or conference, wait for three seconds after the Target hangs up, then hook-flash for dial tone and press * to get the Caller back.

If the Target accepts the transfer, hang up and the caller will automatically be connected to the Target.

If the Target accepts the conference, repeat the hook-flash–dial-tone–* sequence to get the Caller back from soft hold and onto the same line.

If the Target is busy or fails to answer, repeat the hook-flash–dial-tone–* sequence to get the Caller back from soft hold.

C. An Inside Caller with an Outside Target

1. Hook-flash.
2. If you must access an external system before dialing outside calls, do “a” or “b” (or both); otherwise, do “c”:
 - a. Dial _____ to replace Telecenter dial tone with dial tone from the external system.
 - b. Dial _____ to replace the external system dial tone with dial tone from the public telephone network.
 - c. Dial _____ to replace Telecenter dial tone with dial tone from the public telephone system.
3. Complete the transfer or conference using whichever of the following methods is appropriate:
 - ✓ **Transfer:** If the caller can dial and has “full access,” hang up.
 - The caller will be connected to the outside dial tone and can then dial the desired number.
 - ✓ **Transfer or Conference:** If the caller has any prefix restrictions or cannot dial, dial the Target number and either hang up to transfer or hook-flash to conference. Once you are sure the call will go through, you can hang up.
 - The caller will be connected to the calling line and hear the ring or busy signal supplied by the telephone company.
4. The Caller and the Dialer must hang up for three seconds before attempting another call.

D. An Inside Caller with Another System

1. Hook-flash.



Important:

If possible, have the Caller hang up; then call the Target and transfer or conference the latter to the Caller, using procedure “C,” above.

2. Dial _____ to replace Telecenter dial tone with dial tone from the external system.
3. Complete the transfer or conference using whichever of the following methods is appropriate:
 - ✓ **Transfer:** If the Caller can dial, hang up.
 - The Caller will be connected to the external system dial tone and can then dial the desired number.
 - ✓ **Transfer or Conference:** If the Caller cannot dial, dial the Target number and either hang up to transfer or hook-flash to conference.

- The Caller will be connected to the calling line and hear the ring or busy signal supplied by the external system.
- The Caller and Dialer must hang up for three seconds before attempting another call.



Important:

With Uniform Dialing (UDP), complete Step 1, then dial the Target and complete the transfer or conference.

Call-Forwarding (#61– #63)

You can have calls to your Telecenter extension forwarded to another phone. Any numbers forwarded to your extension will also be forwarded to the phone that you specify.



Important:

You can forward calls to any telephone inside the system except a Student Phone™ line. You can also forward calls to a UDP extension (or voice mail), if that extension is allowed to be dialed from your phone. You cannot forward calls to speaker or to an outside central office number.

There are three types of forwarding:

- ✓ **Call-Forward–No Answer (#61)** After ringing your extension a programmed number of times, the system will forward the call.
- ✓ **Call-Forward–Busy (#62)** While your phone is in use, the system will forward all calls.
- ✓ **Call-Forward–Always (#63)** The system will automatically forward all calls without trying to ring your extension.



Important:

- ✓ The “Busy” and “No Answer” types of call-forwarding can be used individually or together. The “Always” form of call-forwarding will override the other types.
- ✓ Upon picking up an extension with “Always” call-forwarding, you will hear an interrupted form of dial tone.
- ✓ A fast interrupted dial tone indicates that a line is forwarded always. A slow brief interruption during dial tone indicates that the caller has a message waiting. Dial _____ to retrieve the message.
- ✓ The system can be programmed to automatically clear all Call-Forward–Always entries at midnight.

Entering Call-Forwarding

The three forms of call-forwarding use the same procedure except for their code numbers:

1. Dial #61, #62, or #63.
 - This will silence the dial tone.
2. Dial the number of the extension where you want the calls forwarded.
 - You will hear dial tone.
3. Hang up.

Remote Call-Forwarding

This feature allows you to remotely forward calls from your own extension to another extension. A pin number must be assigned to your extension for this feature to work.

1. Dial #50 followed by your PIN code.
 - You will hear system dial tone.
2. Dial #61, #62, or #63 to activate call forwarding.
3. Dial the extension to which your calls will be forwarded.
 - You will hear system dial tone.
4. Hang up.

Canceling Call-Forwarding

This procedure cancels one form of call-forwarding and leaves another form in place. The three forms use the same procedure except for their code numbers:

1. Dial #61, #62, or #63.

- This will silence the dial tone.
2. Hang up.

Canceling All Call-Forwarding

This cancels all call-forwarding at your telephone:

1. Dial #60.
 - This will silence the dial tone.
2. Hang up.

Using PIN Codes (#50 and #51)

A “Personal Identification Number” lets you temporarily give any dialing phone in the system (except a Student Phone™ line) all the capabilities of your own extension. For example, an administrator whose phone can page, send emergency tones, and make unrestricted outside calls could perform these functions on a room phone ordinarily restricted to inside calls.

Establishing a PIN

In order to use a PIN, you must first establish it from your own extension (or have a technician program it).



Important:

When first establishing a PIN or subsequently changing it, you must dial it twice. The system requires this to make sure you have correctly dialed the number you want. *Be sure to record this number for yourself.* If you forget it, you will need a technician to change it.

1. Dial #51.
 - You will hear a double beep.
2. Dial #51 again.
 - You will hear a second set of double beeps.
3. Dial the desired PIN: it must have 3 4 digits.
 - You will hear a single beep.
4. Dial the desired PIN again.
 - You will hear dial tone.
5. Hang up.

Changing a PIN

To establish a different PIN, you must know the current one. You must do this procedure from your phone:

1. Dial #51.
 - You will hear a double beep.
2. Dial your current PIN.
 - You will hear a second set of double beeps.
3. Dial the new PIN: it must have 3 4 digits.
 - You will hear a single beep.
4. Dial the new PIN again.
 - You will hear dial tone.
5. Hang up.

Using a PIN

This can be done at any dialing phone except a Student Phone line (because that does not receive system dial tone).



Important:

Entering a PIN authorizes only one call or function; to make a second call, re-enter the PIN.

1. Dial #50.
 - You should hear a single beep.
2. Dial your PIN.
 - You should hear the system dial tone.
3. Dial your call or function.

Controlling Student Phone™ Lines (#53)

Typically, a Student Phone line can only make brief outside calls within the local area. The system may be set up to automatically turn all these phones on and off at specified times. An administrative phone can manually turn them on or off at any time, and this setting will remain in effect until it is changed by a display phone or the next automatic change by the system.



Important:

The system will allow any calls in progress to be completed before turning off those individual phones.

1. Dial #53.
 - If you have a display, it will show the current status: Student—On or Student—Off.
2. Press * to toggle between the two settings (or use 1 and 0 to enable and disable, respectively).
 - The display will alternate between the “On” and “Off” settings.
3. When the display shows the desired setting, hang up.

Controlling Message Waiting Stutter Dial tone (#56,#57 and #58)

The Message Waiting Stutter Dial Tone feature allows a voice mail system to turn on or off the message waiting stutter dial tone. There are separate # functions to control the Message Waiting Indication. The first function #56 requires a digit for the required state, in the remaining two functions the desired message waiting state is implicit to the #XX function.

To change the state message waiting dial-tone using a digit

1. Dial #56
2. Enter an architectural number followed by a digit to changes the state of its message waiting dial tone as follows:
 - 0-turns off stutter dial tone.
 - 1-turns on stutter dial-tone.
 - If the architectural number entered was valid, you will hear system dial tone; if the extension wasn't recognized, you will hear reorder (disallow) tone.

To turn off message waiting dial-tone using #XX function

1. Dial #57
2. Enter an architectural number to turn off its message waiting dial-tone.
 - If the architectural number entered was valid, you will hear system dial tone; if the extension wasn't recognized, you will hear reorder (disallow) tone.

To turn on message waiting dial-tone using #XX function

1. Dial #58
2. Enter an architectural number to turn on its message waiting dial-tone.

- If the architectural number entered was valid, you will hear system dial tone; if the extension wasn't recognized, you will hear reorder (disallow) tone.

Making Paging Announcements and Sending Tones

Only authorized phones can perform paging functions and send tone signals. There are two types of voice paging.



Important:

Some speakers may be programmed not to receive pages or tone signals. The system may also turn off any speaker associated with the phone sending the page, to prevent acoustic feedback.

Except for the dialing code, the procedure for enacting these functions is essentially the same.

1. Refer to the next three subsections and determine which function (All-Page, Zone-Page, Tones) you wish to perform.
2. Lift the handset and dial the required code.
3. If you are paging, wait for a pre-announce tone in the handset before making the announcement.

All-Page (#00 or #000)

This announcement will go to all speakers, even those not programmed for a zone (except for speakers that have been programmed not to receive pages).



Important:

The quickest and easiest way to make an announcement over all speakers in the Telecenter System 21 is to use an optional microphone with a push-to-talk bar: simply press this bar while you speak into the microphone.

Zone Page (#01–#08 or #001–#008, #011–#018)

The system can be programmed for either two-digit or three-digit paging. Two-digit paging provides up to eight groups of speakers in the system; three-digit paging provides up to 16. This announcement will be sent to any one of these zones.

Examples: For two-digit paging, to page Zone 1, dial **#01**. For three-digit paging, to page Zone 3, dial **#003**; to page Zone 9, dial **#011**.

Tones (#11–#15)

The system has five all-purpose tones that can be sent to all speakers (except those that have been programmed not to receive tones), like the All-Page function.

- ✓ **#11** (Chime).
- ✓ **#12** (Westminster Chime).
- ✓ **#13** (Siren).
- ✓ **#14** (Pulsating Tones).
- ✓ **#15** (Steady Tone).



Important:

Tones and voice can be used simultaneously. In an emergency, for instance, you can issue a tone alert while offering verbal instructions.

Distributing an Audio Program to All Zones (#80)

This can only be done from an administrative display phone. To distribute a program throughout the building:

1. Dial #80.
 - The display will read All Zn On (*,#) if the All-Zone Program is already on. If only specific rooms or zones are on (or no programming is being distributed), the display will read All Zn Off (*,#).
2. Press * to toggle between “On” and “Off” (or press 1 and 0 for On and Off, respectively.)
 - The display will show the new setting, with the cursor under the “O” of “On” or “Off.”
3. Press # when the desired state is displayed.



Important:

Hanging up before you press # will cancel your changes.

- **If you selected “Off,”** the display will read All Zones Off. The system will disconnect all the program sources from all the rooms and will not accept further keypad input.

- **If you selected “On,”** you will see one of two displays:
 - On a system with only one program source:* The display will read *All Zones On*. The program will be distributed to all rooms, and the system will not accept further input.
 - On a system with between two and four program sources (“SRC”), the display will show how many are available— e.g., SRC 12.* The cursor will be under the currently selected source. If there is an associated speaker, the system will play the source through it.
- 4. If you do not see numbers, go to Step 6. If you see numbers, dial one of them:
 - You will hear the selected source if you have an associated speaker.
- 5. If that is not the desired source, enter another listed number. When you have made your final selection, press #.
 - The system will route the chosen program source to all the speakers in the system. The system will disconnect any other program source that had been playing, whether to all the speakers, to zones, or to individual rooms. The display will read All Zn SRCX (Source number “X” has been chosen). The system will not accept further input from your keypad.
- 6. Hang up.

Distributing Programs to Selected Zones (#81)

You can select from one zone to all zones, in any combination, to receive a program. You can also select the program source for each zone.



Important:

- ✓ You cannot use this function while the All-Zone function is active.
- ✓ You can distribute only as many program sources as there are system channels. Selecting an unused program source when all channels are being used will switch one of the channels to the new program and thus send it to whichever zones and rooms were already receiving that channel.
- ✓ If you select a source that is already in use, the system will simply add your selected zone to that channel. If you select a new source when all channels are in use, the system will switch one of the channels to the new source in this priority: (a) channels connected to individual rooms before those connected to zones; and (b) if more than one channel is connected to individual rooms, or all channels are being used by zones, then the system will select the highest-numbered channel.

1. Dial #81.

- The system will display the Zone-Selection Prompt: Zones ? ____ (1–8) or (for systems set to three-digit paging) Zones ? ____ (1–16). If the All-Zone distribution is on, the display will not change and you will hear a reorder tone.
- 2. Press the number of the desired zone followed by # (e.g., **1#** for Zone 1).
 - When you press the number, the display will show that digit-e.g., for Zone 1, the display will read Zone? 1 (#). When you press #, the system will display the status of the selected zone, e.g., Zn 1 On. If you enter an invalid number, the system will send a reorder tone and display Invalid Zone. If that happens, hang up and start over.
 - The cursor should be under the “O” of “On” or “Off.”
- 3. Press * to toggle between “On” and “Off” (or dial 1 and 0 for On and Off, respectively.)
- 4. When the desired status is displayed, press # to select it.



Important:

Hanging up before you press # will cancel your changes.

- The system’s response depends upon your selection and the number of program sources.
- ✓ **If you select “Off,”** the Zone? _ (1–8) prompt will return. Any program that had been playing in any rooms in that zone will be disconnected.
- ✓ **If you select “On,”** the system’s response depends upon whether it has more than one program source:
 - If the system has only one program source,* it will distribute the program to the selected zone and return to the Zone _ (1-8) prompt. You may then select another zone.
 - If the system has more than one program source,* it will display all the available sources, place the cursor under the currently selected source (e.g., *ZN 1 On SRC 123*) and, if you have an associated speaker, route it there.
- 5. Press the number for the desired source.
 - You will hear the source via the classroom, overhead speaker.
- 6. If this is not the desired source, press a different number.
 - You will hear the newly selected source via your speaker.
- 7. Press # when you hear the desired source via your speaker.
 - The system will transfer the program to the rooms in that zone and return to the zone-select display. The system will cancel any programming that had been selected for individual rooms in this zone.
- 8. You may select another zone. When you are finished, hang up.

Distributing Programs to Selected Rooms (#82)



Important:

- ✓ When the All-Zone Program Distribution is in use, you will receive a reorder tone if you enter #82.
- ✓ When some zones are receiving a program, you can enter the #82 function but you will only be able to program stations not in the active zones.
- ✓ When all the channels are being used by zones, you connect a room to any of them but not change any channel's program source.
- ✓ You can change the source on a busy channel that is serving individual rooms. If there is more than one such channel, the system will select the highest-numbered one.

1. Dial #82.
 - The display will read Room ? _ (#).
2. Press the number of the desired room plus # (e.g., 416#).
 - The system will display the status of the selected room (e.g., 416 Off).



Important:

If you selected an invalid room number, the system will display *Invalid*. If you selected a room currently in a zone receiving a program, the system will display *Disallowed*. In either case, the system will sound the reorder tone, which means you must hang up and start over.

3. Press * to toggle the status between “On” and “Off.” (or dial 1 and 0 for On and Off, respectively)
4. Press # to select the desired status.
 - The system's response depends upon your selection and the number of program sources.
 - ✓ **If you selected “Off,”** the system will return to the *Room ? _ (#)* prompt and will turn off the program for that room.
 - ✓ **If you selected “On,”** the system's response depends upon the number of program sources and channels in the system:

If there is only one program source and one amplifier channel, the system will redisplay the room-selector prompt and route the source to the speaker you selected.

If there is more than one program source, the display will show how many are available (e.g., 416 On SRC 1234), with the cursor under the currently selected source—in this example, 4. If you have an associated speaker, you will hear that source.

5. Press the number of the desired source.
 - You will hear that program through your speaker.
6. When you hear the desired source, press #.
 - The system will transfer the program to the room and redisplay the room-selection prompt.
7. You may select another room. When you have finished, hang up.

Reviewing the Audio Program Distribution (#89)



Important:

This function will not allow the users to make any program distribution changes.

This function provides a quick review of the current program distribution status for an administrator. Reviewing of the Audio Program Distribution is a top-down process. All-Zone Program Distribution is reviewed first. Next, Zone Program Distribution is reviewed. Finally, stations not belonging to any Zone Program Distribution are reviewed.

1. From an administrative display phone, dial #89.
 - The display will read All Zones SRC1 if the All-Zone Program is on. The “SRC1” indicates the program source used for the All-Zone Program distribution. Press * to end the review or simply hang up the phone.

If All-Zone Program is off, but some of the zones are receiving the program, the display will read ZONE 1 2 5 SRC1. The numbers following “ZONE” indicate the zones receiving the program source and “SRC1” indicates the program source.

2. Press * to show the next screen.

If there are other zones receiving a different program source, the display will show the zone number and the corresponding program source.

If there are some individual classroom stations that are not included in the zones previously displayed, the display will show the station number and the program source it is receiving (e.g. 412 SRC1).

3. Press * to review next station receiving a program. If there are no more stations receiving a program, *End of Review* will appear on the display.

3

Classroom Telephones and Speakers

Answering a Telephone Call

The type of ring indicates the source of the call:

- ✓ *Single Ring:* A call from within the system.
- ✓ *Double Ring:* A call from outside the system.

When Your Phone Rings

1. Pick up the handset and talk.
2. When finished, hang up.

Placing a Call

Inside the System

Dial the number desired and respond to the signal in your receiver:

- ✓ *Ringing:* Wait for an answer.
- ✓ *Room Noise:* You are connected to a room speaker. Talk to send your voice over that speaker; when you stop talking, the system will automatically switch back to the listen mode.
- ✓ *Quiet Line:* The room speaker is switched to the privacy mode (you can be heard but cannot listen). Request the person in the room to unlock the call-in switch from the privacy mode.
- ✓ *Busy Signal:* The phone or speaker is busy. You may be able to have the system call you back when the line is free (Automatic Call-Back, Busy [____]).
- ✓ *Reorder (Disallow) Tone (a fast busy signal):* The number you dialed is invalid or is not allowed for your extension. Try again or dial from another extension.

If you are at another extension, you may be able to enter your PIN number to temporarily give that phone all your regular calling privileges.

- ✓ *Two Beeps:* The intercom channel is busy. You can press (*) and remain off-hook until you are connected (channel queuing).

Outside the System

If you are calling outside the system, you may have to dial a special digit to access a PBX (private branch exchange—an in-house telephone switch), a key-telephone system, or a central-office (telephone-company) line. In some systems, you may have to access the external system first and then dial another digit to reach the central-office lines. The installer should check off any of the following that apply:

- Dial ____ to obtain external system dial tone.
- After obtaining the external system dial tone, dial ____ to reach an outside telephone line.
- Dial ____ to reach an outside telephone line directly.

Options when You Receive a Busy Signal

Automatic Call-Back-Busy

The system offers two forms of automatic Call-Back:



Important:

The Trunk-Queuing feature works only on Telecenter busy signals. This feature does not apply to busy signals from another system or the telephone company.

Call-Back–Busy Extension: If you dial another phone in the system and receive a busy signal, you can have the system ring your phone when that line is free. When you pick up your receiver, the system will ring the line for you.

Trunk Queuing: If you dial an outside number and all the system's trunks are busy, you can have the system call you back when a trunk is available. When you pick up your handset, the system will redial the outside number. *This feature is not available if the Immediate Busy (busy signal upon dialing of outside access code, if all trunks are busy) feature is enabled.*



Important:

The Trunk-Queuing feature works only on Telecenter busy signals. This feature does not apply to busy signals from another system or the telephone company.

Entering Call-Back–Busy Extension

1. If you hear a busy signal after dialing an extension, dial _____.
 - The system will give you dial tone again, indicating that it has activated the Call-Back feature.
2. Hang up or dial another number.
3. When the system rings you back, pick up the handset.
 - The system will begin ringing the other phone.

Entering Trunk Queuing

1. If you hear a busy signal after dialing a number that is outside the system, dial _____.
 - The system will give dial tone, indicating that it has activated the Call-Back feature. If it does not give dial tone, the busy signal may be from the outside system.
2. Hang up or dial another number.
3. When the system calls back, pick up the handset.
 - The system will redial the outside number.



Important:

- ✓ You can use your phone after entering a call-back request. The system will wait until both your extension and the desired line are free before ringing your phone.
- ✓ If the desired line becomes busy again by the time the system rings it back for you, you will have to redial the single-digit code to re-establish your call-back request.
- ✓ The system will cancel your call-back request if you do not answer when it calls you back.
- ✓ The system will queue only one call-back at a time for any extension. Entering a second call-back request before an earlier one has been carried out will cancel the earlier one.
- ✓ The system cancels all call-back queuing at midnight.
- ✓ All Call-Back and Trunk-Queuing requests will be cleared at midnight.

Transferring and Conferencing Calls

“Transfer” means connecting a party to a different line. “Conference” means adding a third party to your current connection, e.g., for a three-way conversation.

For convenience, we will use the following terms. In practice, either party in a conversation can do the transferring, provided that the extension can obtain Telecenter dial tone and is authorized to access the desired line. The other two lines may be outside the system.

- ✓ **Dialer:** The Telecenter telephone that will dial the transfer or conference call.
- ✓ **Caller:** The line originally connected to the Dialer; it may be inside or outside the system. It will be transferred or included in the conference.
- ✓ **Target:** The station to which the Caller will be transferred or that will be added to form a three-way conference call.

Establishing a “Soft Hold”

Hook-flash to simultaneously obtain dial tone and place the Caller on soft hold. If your phone has a *Transfer* button, use it; otherwise, depress the hook switch for less than a second.

- You should briefly hear stutter tone (a series of interruptions in dial tone), confirming that the Caller has been placed on soft hold; then you should hear dial tone. If you do not hear stutter tone, the system may be busy: wait a couple of seconds and try again.

A. An Outside Caller with an Inside Target

1. Hook-flash.
2. Dial the Target number.

If the Target fails to answer, repeat the hook-flash to stop the ringing and get the Caller back from soft hold for further call-handling.

If the Target is busy, you will receive a busy signal. Hook-flash to return to the Caller.

When the Target answers, request permission to complete the transfer or conference. You can talk privately while the Caller remains on soft hold.

If the Target refuses the transfer or conference, wait for three seconds after the Target hangs up, then hook-flash to get the Caller back. (If the Target is a speaker, push # for “Speaker Call Cancel.”)

If the Target accepts:

- ✓ **Transferring:** Hang up to automatically connect the Caller to the Target.
 - ✓ **Conferencing:** Repeat the hook-flash to get the Caller onto the same line with you and the Target.
3. Each station must hang up for at least three seconds before attempting another call.

B. An Outside Caller with an Outside Target

Is this feature available? Yes No



Important:

Outside lines cannot be transferred to a speaker.

4. Hook-flash.
5. Press * to replace the Telecenter dial tone with that of the external system (PBX, KSU, Centrex), then dial the Target's number.
6. When the Target answers, ask permission to complete the transfer or conference. The remote system will normally allow you to talk privately while the Caller remains on soft hold. Your next step depends upon the Target's response:

*If the Target refuses the transfer, wait for three seconds after the Target hangs up, then hook-flash for dial tone and press * to get the Caller back.*

If the Target accepts the transfer, hang up and the Caller will automatically be connected to the Target.

If the Target accepts the conference, repeat the hook-flash–dial-tone– sequence to get the Caller back from soft hold and onto the same line.*

If the Target is busy or fails to answer, repeat the hook-flash–dial-tone– sequence to get the Caller back from soft hold.*

C. An Inside Caller with an Outside Target

1. Hook-flash.
2. If you must access an external system before dialing outside calls, do “a,” “b,” or both; otherwise, do “c”:

 - a. Dial _____ to replace Telecenter dial tone with dial tone from the external system.
 - b. Dial _____ to replace the external system dial tone with dial tone from the public telephone system.
 - c. Dial _____ to replace Telecenter dial tone with dial tone from the public telephone system.

3. Complete the transfer or conference using whichever of the following methods is appropriate:
 - ✓ **Transfer:** If the Caller can dial and has “full access,” hang up.
 - The Caller will be connected to the outside dial tone and can then dial the desired number.
 - ✓ **Transfer or Conference:** If the Caller has any prefix restrictions or cannot

dial, dial the Target number and either hang up to transfer or hook-flash to conference. When you are sure the call will go through, you can hang up.

- The Caller will be connected and hear the ring or busy signal supplied by the telephone company.
4. The Caller and the Dialer must hang up for three seconds before attempting another call in each of the following situations:
 - ✓ The call has been completed.
 - ✓ The Target is busy or fails to answer.
 - ✓ The call cannot be completed for any other reason.

D. An Inside Caller with Another System

1. Hook-flash.
2. Dial _____ to replace Telecenter dial tone with dial tone from the external system.
3. Complete the transfer or conference using whichever of the following methods is appropriate:
 - ✓ **Transfer:** If the Caller can dial, hang up.
 - The Caller will be connected to the external system dial tone and can then dial the desired number.
 - ✓ **Transfer or Conference:** If the Caller cannot dial, dial the Target number and either hang up to transfer or hook-flash to conference.
 - The Caller will be connected to the calling line and hear the ring or busy signal supplied by the external system.
4. The Caller and Dialer must hang up for three seconds before attempting another call in each of the following situations:
 - ✓ When the call has been completed.
 - ✓ If the Target is busy or fails to answer.
 - ✓ If you cannot complete the call for any other reason.

Call-Forwarding

You can have calls to your Telecenter extension forwarded to another number. Any numbers forwarded to your extension will also be forwarded.

There are three types of forwarding:



Important:

You can forward calls to any telephone inside the system except a Student Phone™ line. You can also forward calls to a UDP extension (or voice mail), if that extension is allowed to be dialed from your phone. You cannot forward calls to speaker or to an outside central office number.

- ✓ **Call-Forward-No Answer (#61)** After ringing your extension for a preprogrammed number of times, the system will forward the call.
- ✓ **Call-Forward-Busy (#62)** Forward calls when your phone is in use.
- ✓ **Call Forward-Always (#63)** Forward all calls without trying to ring your phone.



Important:

- ✓ The “Busy” and “No Answer” types of call-forwarding can be used individually or together. The “Always” form of call-forwarding will override the other two types.
- ✓ Upon picking up an extension with “Always” call-forwarding, you will hear interrupted dial tone.
- ✓ A fast interrupted dial tone indicates that a phone is forwarded always; while a slow, brief interruption indicates that the line has a message waiting. Dial _____ to retrieve the message.
- ✓ The system can be programmed to automatically clear all Call-Forward-Always entries at midnight.

Entering Call-Forwarding

The three forms of call-forwarding use the same procedure except for their code numbers:

1. Dial #61, #62, or #63.
 - This will silence the dial tone.
2. Dial the line where you want the calls forwarded.
 - You will hear dial tone.
3. Hang up.

Remote Call-Forwarding

This feature allows you to remotely forward calls from your own extension to another extension. A pin number must be assigned to your extension for this feature to work.

1. Dial #50 followed by your PIN code.
 - You will hear system dial tone.
2. Dial #61, #62, or #63 to activate call forwarding.
3. Dial the extension to which your calls will be forwarded.
 - You will hear system dial tone.
4. Hang up.

Canceling Call-Forwarding

This procedure lets you cancel one form of call-forwarding and leave another in place. The three forms of call-forwarding use the same procedure except for their codes:

1. Dial #61, #62, or #63.
 - This will silence the dial tone.
2. Hang up.

Canceling All Call-Forwarding

This will cancel all call-forwarding at your phone:

1. Dial #60.
 - This will silence the dial tone.
2. Hang up.

Making Paging Announcements



Important:

Some speakers may be excluded from pages. The system may also turn off any speaker associated with the phone sending the page, to prevent acoustic feedback.

Only authorized phones can perform paging functions. There are two types of voice paging.

Except for the dialing code, the procedure for enacting the pages is essentially the same.

1. Refer to the next two subsections and determine which function (All-Page, Zone Page) you wish to perform.
2. Lift the handset and dial the required code.
3. Wait for a pre-announce tone in the handset before making the announcement.

All-Page (#00 or #000)

This announcement will go to all speakers, even those not programmed for a zone (except for speakers that have been programmed not to receive pages).

Zone Page (#01– #08 or #001–#008, #011-#018)

The system can be programmed for either two-digit or three-digit paging. Two-digit paging provides up to eight groups of speakers in the system; three-digit paging provides up to 16. This announcement will be sent to any one of these zones.

Examples: For two-digit paging, to page Zone 1, dial #01. For three-digit paging, to page Zone 3, dial #003; to page Zone 10, dial #012.

Self-Exclusion from All-Call, Programs, and Time Signals (#84 and #85)



Important:

- ✓ System programming can disable this feature.
- ✓ The system will clear all self-exclusions at midnight.

Some rooms may be able to temporarily prevent their speakers from receiving All-Page announcements, audio programs, and Time-tone signals. This does not exclude Zone Pages, Zone programming distribution, or Emergency Page announcements.

To Exclude the Speaker: Dial #84.

To End the Exclusion: Dial #85.

Answering Calls to the Speaker



Important:

If there is an associated phone, you can pick up its receiver at any time to transfer the conversation there.

1. If there is a *Privacy Switch*, make sure it is off.

2. Wait until the caller pauses before talking. (Speakers cannot “talk” and “listen” at the same time; when the caller stops speaking into the handset, the system automatically switches to let you talk.)

Placing a Call-in

There are three basic methods for placing call-ins to the Attendant, depending upon the type of station used to place the call-in and how the station is programmed.

Calling in with a Non-dialing Phone

Pick up the handset and wait for an answer or hang up within four seconds and wait for the Attendant to respond (see “Answering Calls”).

Canceling: If the remote-canceling feature is enabled, you can cancel the call-in by picking up the phone and leaving it off-hook for five seconds.

Calling in with a Dialing Staff Phone

Pressing * is equivalent to pressing a *Call* switch. Pressing it twice (**) within about one second is equivalent to pressing an *Emergency* call-in switch.

Placing Call-ins with a Switch

Normal and Priority Call-ins may go to different display phones or to the same ones. The administrative display shows the number of each station that has called in: emergency call-ins first. Within each priority (emergency and normal), the call-ins are shown in the order they were placed.

To place a normal call-in, press *Call*. To place a Priority call-in, press *Emergency* or press *Call* three times.

- The call-in will be announced at the office by an audible beep, and its number will be displayed until it is answered or canceled.



Important:

If the *Call* or *Emergency* push button locks in the depressed position, release it. Otherwise, all other classroom functions may not work.

Canceling: If your station is so programmed, you may cancel your call-in by pressing the call-in switch for at least five seconds and then releasing it.

Selecting an Audio Program via a Classroom Music Push-button

A *Music* push-button works like a stepper switch for selecting audio programs to be played over your speaker.

1. When your speaker is not in use or is playing a program, briefly press the *Music* push-button.
 - If there is only one source, it will be selected; if it was already playing, it will turn off. If there are at least two sources, you can cycle through them by pressing *Music*. After you reach the “Off” setting, pressing *Music* again will bring back the first program source.
2. To turn off the program, keep pressing and releasing the *Music* push button until you reach the “Off” setting.

Selecting an Audio Program via a Classroom Telephone (#83)

A Dialing Staff Phone also enables you to play any system program source over your classroom speaker.

1. While your speaker is not in use or is playing a program, dial #83.
2. Press and release the asterisk key (*) to step through all the available program sources.
 - You will hear each available source in succession over your speaker. When you hear the last source, pressing * again will bring you to the “Off” setting. Pressing * yet again will bring you back to the first source.
3. When you hear the desired source (or “Off” setting), hang up.



Important:

This feature is not available if the TC2113 Station Line Card is used in the system. Audio program retrieval from a classroom in a 3-wire system (e.g., TC2113) can only be accomplished through a Music Selector Switch, Rauland part number RS511.

4

Media Retrieval

Controlling a Player

This section gives detailed instructions on controlling a video player from a telephone. The two illustrations at the back of this manual summarize these functions.

Media-Related Operation

Most of the functions described here pertain to the user who calls an MR100, MR7600, or MR7611 Telemedia Controller and uses the telephone keypad to control the video player.

Establishing and Relinquishing Control of a Player



Important:

All Administrative Phones can control media lines. If your Dialing Staff Phone is not programmed to access a media line directly, call the Media Center to have the desired line assigned to your phone.

Optional Single-Digit Dialing: Telecenter systems can provide single-digit access to a media line already assigned to your phone. To gain control of a media line, dial its full number or have the Media Center assign it to your phone. Thereafter, until you release the media line, you can simply dial a single digit (e.g., 7) to have the system connect you to the assigned line.

1. Tune the television monitor to the channel assigned to the desired video player.
2. Dial the number of the desired player or a single-digit access code if the player is already assigned to your phone.
 - The system will send a short beep when it has given you control of the player, and will continue to beep at one-second intervals. (If someone else already has control, the system will send you a busy signal. If your phone is not authorized to call an

- media line, the system will send you a reorder signal; in this case, call the Media Center to have the line assigned to your phone, then repeat Step 2.)
3. After gaining control, use your telephone's keypad to operate the player (see the next subsection).
 4. To operate the keypad, keep the receiver off-hook. Once the player is running the program and you do not need to send any more control signals for a while, you can hang up.
 - The player will continue running, and its media line will remain assigned to you, which means no one else can access it (unless the Media-Center Phone intervenes with the #24 function). Hanging up frees a Telecenter link for other functions and lets you receive or make other calls.
 5. To resume sending control signals, call that media line back from the same phone, as in Step 2.
 6. If you need to contact the Media Center while you are connected to the media line (e.g., because you need a different program or there is a malfunction), simply hook-flash (press *Tap* or quickly press and release the hook-switch).
 - You will be temporarily disconnected from the media line and will ring the Media-Center line (or be connected to its associated speaker).
 7. To end the connection with the Media-Center telephone and return to the player, hook-flash or wait for Media-Center telephone to hang up.
 8. To relinquish control of a player, dial **0** and hang up.

Operating a Player

The illustrations at the end of this manual identify the functions of the keypads. This section explains those that are not self-evident and gives examples of typical operations.

In general, the keypad commands parallel the layout of a typical remote control.



Important:

The VCR model may affect some operational details; look for an instruction sheet from the Media Center or experiment with the keypad commands.

VCR (Video Cassette Recorder) Commands

This mode uses the first six keys and “0.” Some keys can work in combination with others. For example, *Fast Forward (3)* and *Fast Reverse (1)* by themselves advance or rewind the tape rapidly without displaying a picture. Pushing either one while the tape is playing runs the picture rapidly on the screen in a search function.

Laser-Disk Player Commands

There are two laser-disk command sets. The numeric mode, discussed in the next paragraph, is for entering chapter and frame numbers, which are typically found on educational disks; other disks, like those containing motion pictures, may not have this numbering. The function mode is illustrated at the end of this manual.

Which Laser-Disk Mode?

With a laser player, a picture indicates the function mode. The numerical mode always displays a blue screen; if the “Show Numbers” key has been selected, it will display numbers. However, the “Pause, Blank Screen” key (5) in the play mode also shows a blue screen. Pressing the “2” key should start the disk playing if the “freeze” function is engaged, but will have no visible effect if you are in the numerical mode.

Laser Numeric Mode

On educational disks, each motion sequence has 30 frames per second of viewing time, and each frame can be shown as a still picture or selected as a starting or stopping point. Some disks have “slides”—individual pictures recorded as a series of single frames on the disk. These have to be stepped through, one by one; pressing *Play* would result in a rapid, confusing succession of images, like a run-away slide projector.

To Select a Chapter

In the function mode, dial **0**–[Chapter Number]–*. For example, to select Chapter 11, dial **011***:

- | | |
|-----------|---|
| 0 | Go to the numeric mode and interpret the keypad entries as a chapter number. |
| 11 | Chapter 11. |
| * | Put the first frame of the chapter on the screen and return to the function mode. |
- The first frame will appear frozen on the screen; pressing **2** (Play) will cause the laser-disk player to begin running the program from that frame.

To Select a Frame

In the function mode, dial **8**–[Frame Number]–*. For example, to select Frame 41222, dial **841222***:

- | | |
|--------------|--|
| 8 | Go to the numeric mode and interpret the keypad entries as a frame number. |
| 41222 | Frame 41222. |
| * | Put that frame on the screen and return to the function mode. |
- The first frame will appear frozen on the screen; pressing **2** (Play) will cause the laser-disk player to begin running the program from that frame.

To Select a Stopping Point



Important:

Some disks have built-in stop marks between chapters. These could stop the program before it hits the stop mark you set in the numeric mode. Pressing Play again will cause the disk to run again until it hits your stop mark (or another intervening stop mark on the disk).

The above two procedures select a starting point. To select a point at which the program will automatically halt, use the above formula but enter # instead of * as the final keystroke. You can select the stopping point either before or after selecting the starting point.

- The keypad will return to the function mode, and the last frame that was on the screen will reappear.

Selecting Audio Channels

Some stereo disks are bilingual, using the left audio channel for a narrator in one language (e.g., English) and the right audio channel for a speaker in a second language (e.g., French). Since the Pioneer player's default audio mode is stereo, the result would be hearing the two narrators simultaneously.

Selecting just Channel 1 (7) or just Channel 2 (*) is done with a single keystroke in the function mode. Selecting the combined Channels 1 and 2 is done by pressing 0-#. Once you have selected an audio function, it will remain in effect until you change it.

CDI Operation

The MRC7600 and MRC7611 Media Retrieval Controllers support CDI players. The CDI player allows the user to interactively move a cursor across a TV screen and to click on various buttons to control the program. You must use the MRH7700 Hand Held Remote to control a CDI player. The directional arrows are labeled on the MRH7700. The function definitions are as follows:

Function	MRH7700 Key
Left	←
Up	↑
Right	⇒
Down	↓
Action 1	Stop
Action 2	Run
Release	Quit

Cursor Operation

The cursor scrolls at three speeds across the TV screen. The cursor starts moving at the slowest rate and then jumps to faster rates after programmable time intervals. From the MRH7700, you simply hold down the arrow button and the cursor scrolls and accelerates across the screen.

Action Buttons

The action buttons cause certain actions to occur in the CDI program. Generally, action 1 and action 2 buttons have the same affect, but some programs may make use of both. Consult the users manual for each specific CDI program.

5

Media-Center Telephone

#24 Media-Center Control Function

This function allows a display phone to review and, if necessary, terminate a user's control of a media line. Dialing #24 will display the first video player's status in the following manner:

VCR 717 = 105

or

VCR 718 = Free

“VCR” indicates the player's line, which may be either a video-tape or a laser-disk player. The first display shows that the player on Media Line 717 is currently assigned to phone line 105. The second display indicates that player 718 is currently available.

To Pre-assign a Player

Enter the Architectural (dialing) Number of the station to which you are assigning the player. The display will then list the new station owner. Unless the Media-Center telephone intervenes, only that owner can call this player, and the player will receive the initializing tones when it is called.

To Terminate a Connection

Press the asterisk (*) key on your dial pad. The display will show that the line is “Free” after sending the ending tones to that line. Pressing * when the player is already “Free” will also send the ending tones to it.



Important:

This method works whether or not a user is connected to a Media Line.

To View the Next Player Extension

Press the #. When you have gone through the entire list of player lines, the words *End List* will appear in the display, and the system will ignore any subsequent key entries. To end the review at any point, hang up.



Student Phone™ Line

This phone can make brief outside calls (30 seconds to three minutes, depending upon the system setting). Upon picking up the receiver, you should receive dial tone. Use it like an *ordinary phone*. The system will send a warning beep ten seconds before ending the connection.

911 Emergency Calls: For “911” emergency calls, the timing restrictions for Student Phone lines are suspended. Note that such calls can only be made when the Student Phone lines are turned on.

Other Restrictions

- ✓ The phone can usually call only local exchanges (programmed).
- ✓ Once you connect with the number you dialed, you cannot redial it from any Student Phone line for a programmed period of time (one minute to one hour).
- ✓ The system can be programmed to automatically turn off all Student Phone lines during specified times. In addition, an administrative phone can manually turn the Student Phone lines on or off at any time.



Other Display-Phone Operations

Any display phone operation code may be re-mapped into a numeric sequence. The control codes below are the system default values.

To perform a Telecenter display operation from a Vodavi key phone, you must first hit the designated Telecenter “ACCESS” key, and then dial the # code.

Resetting a Display (#20)

Each time power is applied to the system or it is reset, the system processor automatically initializes the displays. If a phone with a display is connected after this or if a wall display loses power, it may need to be reset manually.

Display Initialization

A display shows the activities of all display phones that share the same display number. After the system has been turned on or reset, the displays will read *Telecenter Sys21* until there is activity on its associated lines or the system clock updates the time.

Use the station and verify that the display shows the current activity (call-ins and the last number dialed) or the time and date. If the display is blank, half blank, or does not respond as expected, use the following procedure to restore it. This will affect every display in your group.

1. Dial #20.
 - After a moment, the display should read Telecenter Sys21.
2. Hang up.
 - The display should show any current call-in activities for your display group. If none are occurring, it should show the time and date.

Cancel the EECRS display #25

If the Enhanced Emergency Call Response System feature is enabled, every time a 911 call is attempted, the architectural number of those stations are displayed on all programmed displays.

1. Dial #25. (There is a programmable timer which will inhibit this reset function for the duration of timer. #25 should be dialed after the expiration of the timer.)
 - After a moment, the display should show either any normal call-ins pending or the last number dialed.
2. Hang up.

Changing the Time and Paging Zones (#97)

Each speaker station in the system can be placed in up to eight Time Zones and sixteen Paging Zones, or in none. The first eight zones (“TZ”) serve as both Time and Paging Zones 1–8. In sixteen-zone paging, selected by three-digit paging, the eight Paging-Only Zones (“PZ”) serve as Paging Zones 9–16 (dialing codes #011–#018).

Regardless of its zone programming, all stations can be contacted by the All-Page function. The Zone Page is used to contact a specific set of stations. Zone programming is normally done during initial system programming, but it can be changed at any time with an Administrative Display Phone.

Important:



The system may be set to prevent programming changes. Try changing and testing one station first. The failure to receive the prompts described below indicates you are at the wrong phone. The failure of the system to carry out your changes indicates you need a technician to move the programming jumper on the central processing unit’s printed circuit board to allow reprogramming.

1. Dial #97.
 - The display will read Arch?_.
 2. Enter the Architectural (dialing) number of the room you want to rezone.
 - The display will show the number you dialed, “TZ” (Time and Paging Zones), and the numbers of the currently selected zones (e.g., 101 TZ:12 45 8).
 3. Dialing a number from **1** to **8** will cause a displayed number to disappear; if the number was not displayed, it will appear. Type the numbers until you see the desired zones, then press *.
- With three-digit paging, the display will show the number you dialed, “PZ” (Paging-Only Zones), and the numbers of the currently selected zones (e.g., 101 PZ: 23 56).
 - With two-digit paging, the display will advance to the “TZ” settings for the next consecutive Architectural number.

4. Dialing a number from **1** to **8** will toggle the displayed numbers on and off, as it did for the “TZ” zones. Type the numbers until you see the desired zone numbers, then press *****.
 - The display will advance to the “TZ” settings for the next consecutive Architectural number.
5. To skip to a different Architectural number, dial **#**.
 - This will bring up the Arch?_ display.
6. When you are finished, hang up.

Setting the Time and Date (#55)

All Telecenter displays show the time and date. This function may be set from any administrative phone. The message will appear on the associated LCD or VFD.



Important:

If the display is in use by another phone, a disallow tone will sound.

1. Dial #55.
 - The display will read Time HH:MM (#). The format will be HH:MM with AM and PM appearing in the 12-hour mode.
2. To go to the date setting without changing the time, press ***** and go to Step 3. To change the time, use the dial pad to type the new one. Always use a two-digit number for the hour and the minutes (e.g., **09** for 9 o'clock). Press **A** for AM, **P** for PM, and **M** for Military time (24 hour). If an invalid time was entered, the display will show the prompt *Invalid Time*. If that happens, hang up and start over.
 - The cursor will be on the position of the entry.
3. When the setting is satisfactory, press **#**.
 - The new time will be stored and the display will read date MM-DD-YY(#).
4. Enter a new date in the MM-DD-YY format. Type in a different two-digit number for the month, day, and year (e.g., 06 for June). Press **#** to store the date and then hang up. If an invalid date is entered, the display will read *Invalid Date*. If that happens, hang up and start over.
 - If there are call-ins waiting, they will appear on the display. Otherwise, the display will show the time and date.

Activating Time Tones Manually (#92)

This function directs the system to sound the time tone over whichever zones (groups of speakers) you specify. The system will also activate its corresponding zone relays if they are not used for latched events (Zone Duration = 0). There can be up to eight such zones. However, any zones used for correcting secondary clocks cannot be used for tones.

1. Dial #92.
 - The display will read Zones? 12345678 (fewer numbers will be shown if some zones are used for secondary-clock correction).
2. Pressing a number shown will remove it from the display; pressing it again will cause it to reappear. When you see the desired zone numbers, press #.
 - The time tone will begin sounding through the selected zones.
3. To exit this function and stop the tones, hang up.

Changing Time Events (#91)

This function allows the user to add, delete, or change time events from any Administrative display phone. It is not designed for programming all time events in the system. Rather, it is a quick way for an administrator to add, delete, or change a single time event without connecting a computer to the system.

Adding new Time Events

1. Dial #91.
 - The display will show: ADD=1 EDIT=2.
2. Press **1** to add a new time event.
 - The display will show: TIME: 12:00AM
3. Enter the time in either the 12- or 24-hour format by pressing **2** (A) for AM, **7** (P) for PM, or **6** (M) for Military time. Press # to go to next field.
 - If an invalid time is entered, the display will show INVALID TIME. Press # to re-enter the time again.
4. After the time is entered, the display will show ZONES: 12345678. Initially all available zones are selected. If a clock correction is enabled in the system, only 6 zones are selected. To deselect a zone, press that zone number to toggle it off. When the desired selection is made, press # to go to the next field.
 - The display will show: DAYS: 1234567.
5. Initially all days will be selected for this event. To toggle a choice on or off, press the corresponding digit. Press **1** for Sunday and **7** for Saturday. When the desired selection is made, press # to go to the next field.

- The display will show: SCHEDULE: 1.
- 6. To change the schedule, simply press one of the four schedule keys (1–4). When the desired schedule is displayed, press #.
- After the entire event has been entered, the system will prompt for confirmation by displaying the event time (e.g., the display will show ADD 08:00 AM? Y/N).
- 7. Press **9** (Y) to accept this event and store it in the system’s non-volatile memory, or **6** (N) to re-enter the selection.
- The display will return to the “TIME” prompt when adding another event. If the user hangs up the phone without confirming the addition of this event, the event will not be stored in the system’s memory. If the number of events has reached the maximum allowable counts (256), the display will show: MAXIMUM EVENTS.

Editing a Time Event

1. Press **2** to edit an existing event.
 - The display will show the first time event, starting at midnight (e.g. TIME: 08:30AM). If no events are programmed, the display will show END EVENT.
2. To view the next event, press *****.
 - The display will show the next time event in chronological order. If there is more than one event with the same time, the events will be displayed in the order they are stored in the system memory. The digit furthest to the right on the display will show how many time events are remaining.
3. To search for an event starting from a certain time, enter the desired time and then press *****. If an event with the exact time is found, it will be displayed. Otherwise, the first event after the time entered will be displayed.
4. To delete the event, press **9999#** when the time is displayed.
 - The display will prompt for confirmation (e.g., DEL 08:30AM? Y/N).
5. To make changes to the time event, make the necessary changes and press **#** to display the next field.
 - Pressing **#** after the Schedule field is displayed will prompt for confirmation of the changes made (e.g. the display will show: CHG 08:30AM? Y/N). If no changes are made, the next time event will be displayed.
6. Press **9** (Y) to delete or **6** (N) to ignore the changes and re-display the time event.

Reviewing the Master-Clock Time Events (#93)

This function allows you to view the time events for the currently active schedules (see the #95 function, below). It can be viewed from any administrative display phone.

1. Dial #93.
 - If there are events, the display will show the next scheduled one (e.g., 10:40AM 1234 78, showing the time and the Time Zones for the event). If there are no events between the present time and midnight, the display will read No More Event.
2. Press * to advance to the next event.
 - Each time that you press *, the display will advance one event at a time, in chronological order. After the last event for that day, the display will read No More Event.
3. When you have finished, hang up.

Turning the Time Tone On and Off (#94)

This function will temporarily turn the system's bell signal (sounded over the speakers) on or off, until midnight, when the system automatically enables it for the next day. Resetting the system also enables the time tones.

1. Dial #94.
 - The display will show the current status—e.g., Bells ON (*).
2. Press * to toggle between “On” and “Off” (or press 1 and 0 for On and Off, respectively.) When you see the desired setting, hang up.

Selecting the Active Time Schedules (#95)

This can be done from any administrative display phone.

1. Dial #95.
 - The display will show which of the four schedules are activated (e.g., Schedule: 1234).
2. You can toggle the numbers 1–4 on and off by dialing them. When you have selected the Time Schedules you want active, hang up.
 - The normal display will return.

Restricting and Permitting Outside Calls (#96)

The system programming lists each possible prefix (exchange number), from 200 through 999, and specifies whether or not telephones restricted to local calling can dial it. This function allows you to change these restrictions from an administrative telephone.

Individual Prefix Changes

The “Prefix?” prompt allows you to allow or restrict the dialing of specific prefixes.

1. Dial #96.
 - The display will read Prefix?
2. Dial the first prefix you want to reprogram.
 - The display will show the number you dialed, that prefix’s current status (“Allow” or “Restrict”), and “(*),” which means that you can press the asterisk key to toggle the setting.
3. Press the asterisk key (*) to toggle between *Allow* and *Restrict*. When the alternative you want is displayed, select it by pressing #.
 - The display will show the status of the next prefix.
4. You may now press the asterisk key to change the status of this next prefix, or dial a different prefix. To exit at any time, hang up.

Global Change

“Allow All” or “Restrict All” allows or disables every dialing prefix. Typically, you would do this only if you were making extensive changes and wanted to allow or restrict only a few prefixes. For example, you could turn off all prefixes, then use the “Prefix?” prompt to enable the few you wanted.

1. Dial **#96**.
 - The display will read Prefix?
2. Press #.
 - The display will read All Allow (*) or All Restrict (*).
3. Press the asterisk key (*) to toggle between *All Allow* and *All Restrict*. When the alternative you want is displayed, select it by pressing #.
 - The display will read Prefix?
4. You may now enable or disable specific prefixes, as described above. To exit at any time, hang up.



Appendix A: Glossary

EEPROM	The Electrically Erasable Programmable Read-Only Memory chip in this system is used to store all the user settings. It stores these settings even when the system is turned off, but you can change them.
LCD	The Liquid Crystal Display is used in the smaller displays attached to telephones.
Hook-Flash	Depressing the telephone hook-switch or <i>Transfer</i> button for about one-half second (i.e., press it firmly and then release it). If a <i>Transfer</i> button is present, you must use it to produce a hook-flash, because depressing the hook-switch will cut off (hang up on) the call in progress. A hook-flash can: <ul style="list-style-type: none">• Place a caller on standby (soft hold) while you dial another number to perform a transfer or create a conference call.• Regain contact with a caller who has been placed on standby (soft hold).
Hook-Switch	The switch connected to the lever or buttons on which the phone is placed when it is hung up. The action of the hook switch depends upon whether or not the phone has a <i>Transfer</i> button. <ul style="list-style-type: none">• If there is a Transfer button, depressing the hook switch is always the same as hanging up.• If there is no Transfer button, depressing the hook switch for one-half second will produce a hook-flash. Depressing it for over three-quarters of a second is the same as hanging up.
KSU	Key System Unit—a small system that runs key phones. It can be connected to the Telecenter system.
Programming	Instructions that tell the system's CPU (Central Processing Unit) what to do and how. The <i>System Programming</i> (software) contains the instructions for all the system's functions. The <i>User Programming</i> , stored in the EEPROM, selects options offered by the software (e.g., Architectural numbers, the functions authorized for each line, time events).

Soft Hold	The standby state into which a caller is placed when waiting to be transferred to another number or to be included in a conference call. When in soft hold (standby), the Caller can hear only a dead line while the dialer hears stutter tone. In strict technical language, “soft hold” indicates that the caller is placed on hold through software rather than hardware. “Standby” indicates the caller is waiting to talk to someone.
VFD	The Vacuum Fluorescent Display, which is larger and brighter than an LCD, is used on the larger, wall-mounted displays.
Transfer Button	An additional button present on many phones. It may be labeled with a variety of names (e.g., <i>Flash</i> , <i>Link</i> , and <i>Tap</i>). If there is a <i>Transfer</i> button, it is the only means of producing a hook-flash.

Audible Signals

In a Telephone Handset

These signals can only be heard with the phone off-hook and held in a normal manner for telephone conversation.

Busy Signal	A tone that sounds a half-second on and a half-second off. The number dialed is busy. Hang up and try again later.
Confirmation Tone	A short series of quick interruptions in dial tone, followed by steady dial tone, which occurs when you place a station on soft hold
Dial Tone	An audible steady tone indicating that the system is ready to accept dialing information.
Interrupted Dial Tone	A fast interrupted dial tone indicates that a line is call forward always (#63). This is not to be confused with “stutter” dial tone, which is slower and indicates the presence of a waiting message.
Reorder (Disallow)	A steady series of fast, repeating tones, a quarter-second on and a quarter-second off. You have attempted a call or function that is disallowed for one of the following reasons. <ul style="list-style-type: none">• The number has not been programmed into the system.• The prefix or area code dialed is not authorized for your phone.• The function attempted is not authorized for your phone.
Room Noise	You have contacted a speaker that is not set to privacy. The speaker is emitting a monitor beep every twenty seconds. If you speak, your voice will transmit over the speaker. You must be silent to receive sound from the room.

Silence	<p>There is no activity on the line: no tones, no voices, no noise. This state occurs in each of the following situations:</p> <ul style="list-style-type: none">• You are on standby (soft hold), waiting to be transferred to another number or to be included in a conference call.• You are connected to a speaker that is in the privacy mode.• You dialed a speaker and have been placed in a queue because the intercom channel is busy.• Your phone was left off-hook beyond the busy-signal or dial-tone time limit. Hang up for three seconds to clear the condition.
Single Beep	<p>You have dialed a paging function and may now proceed with the page.</p>
Stutter Tone	<p>A series of slow interruptions in dial tone (briefly every 1.25 seconds), this indicates that a message is waiting for that station.</p>

Telephone “Ring” Signals

Double Ring	<p>The call is coming from outside the system.</p>
Quick Beeps	<p>An Emergency call-in has been placed from a staff station. This signal will only be sounded on displays (telephone or wall-mounted). The display will read Emer, followed by the number of the station that placed the call-in (e.g., Emer 208). If the EECRS feature is enabled, and a 911 call has been placed, the system will beep every 3 seconds.</p>
Single Ring	<p>The normal telephone ring, indicating that a call is coming from within the system.</p>
Slow Beeps	<p>A normal call-in has been placed by a staff station. This signal will only be sounded on telephone or wall-mounted displays. The number of the station that placed the call-in will be shown in the left-most position of the display.</p>

Signals from Speakers

Alarm and General Purpose Tones	<p>Your organization can designate five tones as signals (e.g., for warnings, class changes). At the time of installation, the organization can choose four of these tones.</p> <ul style="list-style-type: none">• European Warble• Electronic Chimes• Pulsating Tone• Westminster• Steady Tone
--	--

Supervisory Tone

This single beep indicates that someone is calling the speaker or is attempting to monitor audible activity in the room. The caller can hear any noise or conversation within the speaker's range. However, if the speaker is in the privacy mode, the caller will not be able to hear anything.

After the supervisory beep, if the calling party does not speak (stays in the listen mode), a monitor beep will occur every 12 seconds. The monitor beeps will not be sent to a speaker that is in the privacy mode, since the room cannot be listened to.

B

Appendix B: Commonly Asked Questions

Questions about Answering Calls

What will happen if I hang-up for less than three seconds after completing a call?

The system may interpret this as a hook-flash and, thus, the call will not be properly terminated. If the phone is not hung up for this period, the trunk or extension you were connected to may be placed on soft hold and be unavailable for other calls.



Important:

Although you can place a speaker on soft hold, it will be dropped if you hang up.

The system will provide a “stutter tone” (three short interruptions of dial tone) whenever a hook-flash causes a trunk to be placed on soft hold. If this happens, hang up.

What if no one can answer a call?

If the call is to a speaker, the caller will hear room noises: ask for a response, and, failing to get one, hang up.

If the call is to a telephone, the phone will ring until answered or the caller hangs up.

If an outside call is to a private (DIL) line, and the owner of the trunk line is busy with an inside call, the caller will hear the line ring, but no indication can be given the owner of the line who is busy with another call. The ringing will continue until the owner of the private (DIL) line hangs up, is rung, and answers, or until the outside caller hangs up.

What is the purpose of the *Privacy Switch*?

The Privacy Switch prevents monitoring of rooms with speakers. When the switch is set to “Privacy,” the speaker will still provide a pre-announce beep when it is first called, but the caller cannot hear anything until the privacy switch is turned off.

Questions about Placing Calls

What happens if I try to place another call without hanging up for three seconds?

Hanging up for too short a period may be interpreted by the system as a hook-flash and cause a trunk to be incorrectly held and made unavailable for use.

How can I contact a busy station?

If you are using an authorized Administrative station and the call is important, simply press * while you are receiving a busy signal. This will allow you to break into the ongoing telephone conversation. When this is done, all three parties can communicate in the conference mode, and any party can hang up without affecting those remaining (this is a programmable option).

If you are calling a room that has both a speaker and a telephone, you may be able to connect to whichever is not in use (see “Always an Answer”).

Can any phone dial another station?

Not necessarily. You can only dial another station if your phone receives dial tone when taken off-hook. For example, a phone with a keypad may receive dial tone during the day and not at night. Therefore, calls could be dialed directly during the day but taking the phone off-hook at night would send a call-in.

Will the music playing on the classroom speaker stop when I use the classroom phone?

Not necessarily. If the TC2114 Station Line Card is used in the system, the music will not be interrupted when the classroom phone is in use. However, if the TC2113 Station Line Card is used, music will be interrupted when the classroom phone is off-hook. The music will be reconnected when the phone is placed back on-hook.

Questions about Using the Paging Functions

When should I use All-Page?

Use All-Page when a direct call or a Zone Page will not achieve the desired objective. For example, when an announcement must be heard by everyone in the organization or there is an important message for a particular individual whose whereabouts is unknown.

When should I use Zone Page?

Use Zone Page whenever you have an announcement that applies to a group of individuals in an identified zone. For example, zones may be established by floor, building, or department. Using Zone Page allows the announcement to go only to the individuals who need to hear the announcement, without interrupting the rest of the organization.

When should I generate different types of tones?

The specific use of each tone is determined by the policies and procedures of your organization. Typically, the tones are used to notify personnel of an emergency (flood, tornado, fire, etc.). They may also be used as attention markers prior to announcements or to provide unscheduled time-of-day reminders.

Will my page disrupt clock signals?

No. It works the other way around: clock-activated signals (e.g., for class change) have a higher priority and will interrupt any paging announcement. When the signal occurs, it will sound in your handset. When it ends, you will be returned to the paging channel and notified with a beep. Then you may resume your announcement.

Will the page in the classroom disrupt my phone conversation?

If the TC2113 Station Line Card is used in the system, the phone conversation will be muted during the page announcement if the SLC3 “Page Priority” feature is enabled. If that feature is not enabled, the page announcement will not be heard on your speaker and the phone conversation will not be disrupted.

In a system with the TC2114 Station Line Card, paging announcement will never disrupt your phone conversation.

Questions about Answering and Canceling Call-ins

Why is my time limited for using the * method of answering call-ins?

The * (asterisk) method of answering call-ins requires the dedicated use of a critical system component (a tone generator and receiver). The system waits for the programmed period of time in case the Single-Button-Dialing feature is needed to rapidly answer a series of call-ins. On most systems, it is canceled after this time to release the system hardware required for normal call-processing.

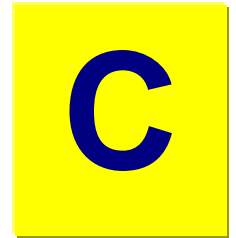
When would I want to cancel all call-ins?

Whenever there is a problem with unnecessary (accidental or intentional) pressing of call-in switches. Generally, you may want to do this if many call-ins occur simultaneously during times of excessive activity or without any apparent reason. This can be a problem in schools during class changes, especially if switches are located near exits.

Question about Transferring and Conferencing

If the Target at a speaker refuses a transfer, how can I return to the Caller?

Push # to use the “Speaker Call Cancel” feature and connect to the party on soft hold.



Appendix C: Summary of “#XX” Dialing Codes

Code	Function
#00	All-Call
#01–#08	Zone Page (1–8)
#11–#15	Tone selection
#20	Initialize display
#21	Cancel all call-ins
#22	Review call-ins
#24	Media Assignments
#25	Cancel EECRS display (911 calls)
#50	PIN Access Code
#51	Assign PIN Code
#53	Control Student Phone™ line
#55	Change time and date
#56	Control Message Waiting Stutter Dial tone
#57	Turn off Stutter Dial tone
#58	Turn on Stutter Dial tone
#60	Cancel Call-Forward
#61	Call-Forward–No Answer
#62	Call-Forward–Busy
#63	Call-Forward–Always
#65	Group Pick-up Code
#70	Display Firmware Version Number
#80	Distribute audio program to all zones
#81	Distribute audio program to individual zones
#82	Distribute audio program to individual rooms
#83	Select audio program from room phone
#84	Exclude room from program, tones, pages
#85	End self-exclusion
#89	Review Audio Program Distribution
#91	Edit Time Events
#92	Activate bell tones manually
#93	Review Master Clock Time Events
#94	Turn bell tones on and off
#95	Activate Time Schedules
#96	Change restrictions on local calls prefixes
#97	Change paging/time zones
#98	Premium Software

Accessing and Releasing

1. Tune the television set to the desired channel.
2. Dial the number of the desired player.
3. Wait for a "beep".
4. Use the phone keypad to control the player.

To hang up without releasing a player, make sure you are in the function mode, then hang up.

To resume contact with player, call its number again and wait for a "beep".

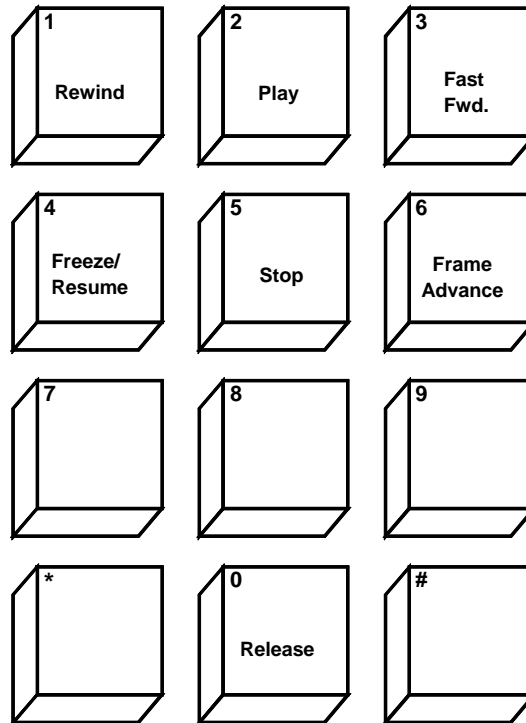
5. **To release a player,** press "0" and hang up.

Special Laser Commands

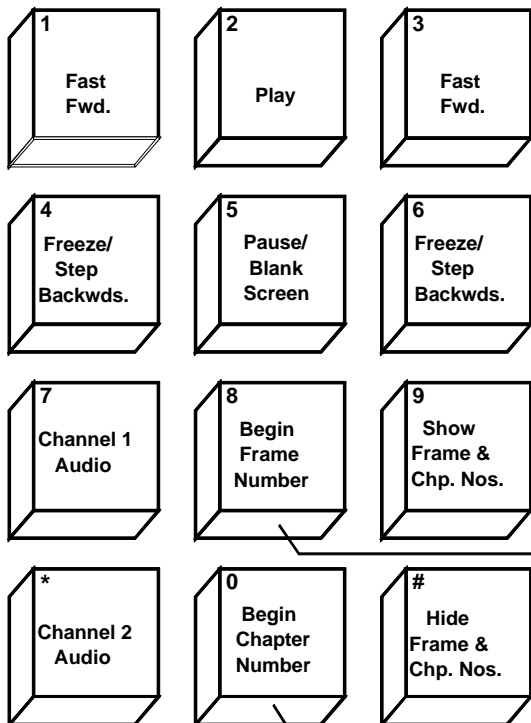
To select a laser-disk frame: 8-[frame no.]-*

To select a laser-disk chapter: 0-[chpt.no.]-*

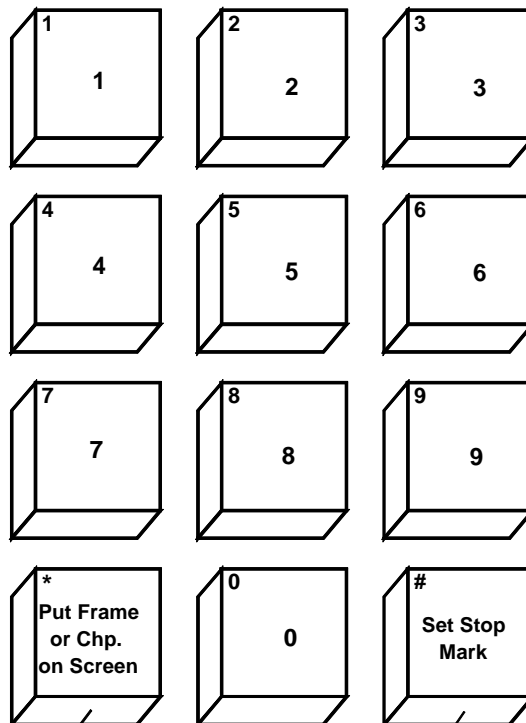
VCR Functions



Laser Function Mode



Laser Numeric Mode



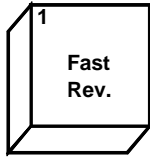
(Go to Numeric Mode)

(Go to Numeric Mode)

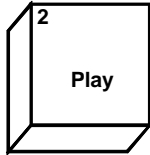
(Go to Play Mode)

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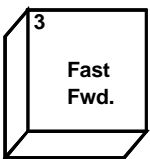
Laser - Disk Function Mode



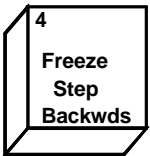
Fast Reverse (1) : Quickly pressing and releasing this causes the player to rapidly scan back about 300 frames (about ten seconds of viewing time). Holding it down causes the player to continuously scan backwards: however, it will continue scanning for a short time after you release this key.



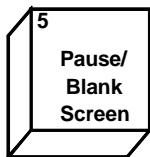
Play (2): Begins playing from the frame currently on the screen (if you previously pressed "Freeze, Blank Screen", pressing "Play" will bring back the picture and begin playing from the point where the program had been "frozen").



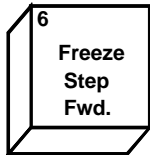
Fast Forward (3): Quickly pressing and releasing this makes the player scan ahead about 300 frames (about ten seconds viewing time). Holding it down makes the player continuously scan, even shortly after you release this key.



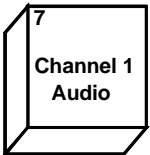
Freeze/Step Backwards (4): This stops any motion and holds a frame on the screen. Pressing it when a frame is already "frozen" on the screen brings the previous frame onto the screen.



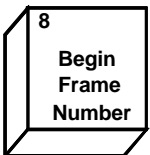
Pause/Blank Screen (5): This freezes a frame but displays a blank blue screen. This is helpful when a presenter wants to halt a program to talk about what has been seen, and not have the audience distracted by the screen. Pressing "Play" or any of the other first six keys causes the player to start from the frame it had frozen.



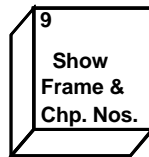
Freeze/Step Forward (6): This stops any motion and holds a frame on the screen. Pressing it when a frame is already "frozen" on the screen brings the next frame onto the screen.



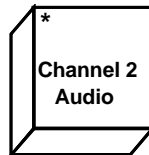
Channel 1 Audio (7): Pressing this selects the audio from the left channel only. Use "0 - #" to restore mixed audio.



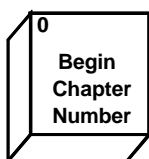
Begin Frame Number (8): This takes you to the numeric mode, where the digits you enter will be used to select a frame.



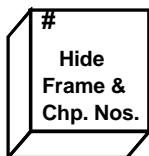
Show Frame and Chapter Numbers (9): This instructs the player to display the numbers on the upper left part of the screen. Of course, this works only for disks encoded with these numbers.



Channel 2 Audio (*): Pressing this selects the audio from the right channel only. Use "0 - #" to restore mixed audio.



Begin Chapter Number (0): This takes you to the numeric mode, where the digits you enter will be used to select a chapter.



Hide Frame and Chapter Numbers (#): This prevents the numbers from being displayed on the upper left part of the television screen.

Selecting Laser - Disk Frames and Chapters

- ① In the function mode, press "8" to select a frame number or "0" to select a chapter number.
 - ⇒ The player will halt, the screen will be a blue blank, and the system will begin interpreting your keystrokes under the numeric mode.
- ② Type the chapter or frame number.
- ③ (a) *To go to the selected chapter or frame:* Press " * ".
 - ⇒ The frame or chapter will "freeze" on-screen, and the keypad will be in the command mode.
 - (b) *To make the selected chapter or frame the "end mark" (stopping point):* Press "#".
- ⇒ The currently selected frame or chapter will appear "frozen" on the screen, and the end mark will be in the system's memory.

Note:

You cannot select the current frame as an end mark (because the player has already stopped there).