

BSS 104 MANUAL

OPERATION OF DIFFERENT FACILITIES

1. INTERCOM

Lift the handset and dial the required extn No. If the called extn is free you will get RBT (Ring Back Tone) otherwise 'Busy Tone' will be returned.

2. INETRCOM CALLER ID

If an extn is equipped with CLID phone calling extn no. will be displayed on that extn.

3. DO NOT DISTURB (DND)

To activate DND lift the handset and dial '45'. Busy tone indicates DND is activated. To cancel the same lift the handset and dial '46' and this time regular dial tone is returned, indicating DND is cancelled. When DND is on, Mono tone is given instead of regular dial tone and the extn will not ring for any incoming calls. But O/G calls from this extn can be made as usual.

4. '0' DIALING

Dial '0' to access trunk. If you are allowed by class of service and if the line is free Trunk Dial Tone is received. If the line is busy you will get 'Busy Tone'. If the trunk is busy you can dial 8 over the busy tone for trunk queuing.

5. CALL CONSULT / TRANSFER WITH / WITHOUT ANNOUNCEMENT

After establishing a call on the trunk or on receiving a call on trunk line, if you wish to transfer the call to any other extn., press the flash and you will hear music, indicating the Tk line has been put on hold. Over music dial the extn. No. to which the call is to be transferred. When the called extn answers announce the call and replace your handset. The trunk call gets routed to the called extn. If the called extn does not answer or after speaking to you, does not wish to take the call or if he is busy then, you can dial flash or if he puts down, you will be connected back to the trunk. If you had dialed a wrong No., you will get NUT and if you flash you will be connected back to the trunk.

While transferring a call, after getting RBT from called extn if you replace your handset, the called extn will ring for 8 rings in Trunk Ring Mode, and if that extn does not answer within this time, call will be routed back to your extn. It will ring for 8 rings in Fast Ring Mode at your extn and if you do not answer, the call will get disconnected.

NOTE: On an outgoing call wait for at least 5sec after dialing the last digit on trunk before dialing for any facilities. P&T No. should consist at least of 2 digits to access any facilities.

6. CALL CONFERENCE EXTERNAL (TK AND TWO EXTNS)

After establishing trunk call consult with an extn as given in the consult facility, if you want to set up conference with the trunk, double flash and both the extns and the trunk will be put in conference. If you want to drop the called extn dial flash and the called extn will be released. If you put down you will be dropped from the conference and the called extn and the trunk can continue the conversation.

7. CALL PICK UP TRUNK/INTERCOM

- a. Intercom Call Pick up: If an extn is ringing due to an intercom call any other extn can pick up this call by dialing '8'.
- b. Trunk Call Pick up: If an extn is ringing due to an incoming trunk call any other extn can invite the call on it. When an extn is ringing for trunk call and if you wish to invite the call on your extn, lift your handset and dial '8' you will be connected to the trunk line and the ringing on that extn will stop.

NOTE: Call pick up is not possible if you are, talking to another extn. If you want to pick up the trunk call, disconnect the local conversation. When two extns are ringing simultaneously, one for trunk and other for intercom, if you lift the handset and dial '8' you will be first put on to the trunk line.

8. LOCAL / STD / ISD / 95 / 94 & 98 LOCKING

- a. Local Lock: An extn can individually be programmed so that '0' dialing is barred from it. If an extn is locked for local calls, on dialing '0' NUT is switched to that extn instead of P&T tone. But trunk calls received from other extns can be transferred to that extn.
- b. STD Lock: An extn can individually be programmed so that STD calls are not allowed from it. If an extn is locked for STD calls, on dialing '00' NUT is switched on to that extn.
- c. 95 Lock: You can block anybody dialing '95' STD dialling. This is independent of STD lock.
- d. ISD Lock: An extn can individually be programmed so that ISD calls will not be allowed from it. If an extn is locked for ISD calls on dialing '000' NUT is switched on that extn and the trunk is released.
- e. 94&98 Lock: An extn can individually be programmed so that calls to mobiles are not allowed from it. If an extn is programmed for '94 & 98' lock, on dialing 94 or 98 NUT is switched on to that extn.

9. PROGRAMMABLE O/G CALL DISCONNECTION

One can program in such a way that trunk calls (outgoing only) from a particular extn. is cut off after 3 minutes or 5 minutes or no limit.

If an extn is programmed for 3 minutes trunk disconnection, on an O/G call from that extn, the same will be disconnected, after 3 minutes. If an extn is programmed for 5 minutes trunk disconnection, on an O/G call from that extn, the call will be disconnected, after 5 minutes.

10. TONE/PULSE DIALING

The system will operate for both DTMF and PULSE type of dialing telephones. The trunk can be programmed as pulse trunk or tone trunk. If a trunk is programmed as Pulse Trunk, irrespective of the digits being dialed in pulse or tone, they go as pulse only on the trunk. On the other hand if a trunk is programmed as Tone Trunk, irrespective of digits being dialed in pulse or tone, they go as tone only on the trunk. If a DoT line is a tone line do not program that as a pulse type trunk.

11. REDIAL

For redialing on trunk dial # in tone mode. The last trunk No. dialed out from your telephone will be dialed out, if the trunk is free.

12. BARGE IN

- a. Barge in on Extn: When dialing for an extn, if you find, that extn. is busy in intercom mode or busy with trunk you can barge in on that extn by dialing '9' over busy tone, provided that extn is not barge_in protected by programming. If you put down you will be disconnected without affecting the other extns. Whereas, if the calling extn on whom you have barged in puts down, all the three will be disconnected.
- b. Barge in on Trunk: While dialing for trunk, if you find it busy, you can barge in on the trunk by dialing, '9' over busy tone. If you put down you will be disconnected without affecting the trunk or the other extns.

NOTE: Barge in is possible only if called extn or trunk is in conversation. During barge in alert tone is fed to caution the extn which has been barged in. Barge in over extn can be protected.

13. NIGHT / DAY MODE

- a. Night Mode: In night mode the extns which are programmed to ring will ring simultaneously. If any one extn answers, the ring will stop at all other extns. If the specified extns are programmed to ring in night mode and if those extns are busy during I/C call in night mode, the first extn will get warning tone. If they replace the handset, the first extn will ring for I/C trunk. To program night mode dial ** and # in tone mode from Extn 21. By dialing this again the system will flip flop between day mode and night mode.
- b. Day Mode: When the exchange is in Day Mode, the incoming call can ring, either in 'Round Robin Mode' or 'Single Extn Ringing Mode'.

PLEASE NOTE: When the system is in DAY mode the CPU LED blinks slowly. Whereas in NIGHT mode CPU LED blinks fast to indicate that NIGHT mode is on.

14. ROUND ROBIN / OPERATOR MODE

- a. Round Robin Mode: When the exchange is in Round Robin Mode of the Day Mode, all the extns which are programmed to ring for I/C trunk will ring one after the other in cyclic order. The number of rings in each extn is programmable as 3 or 4 or 5 rings.
- b. Operator Mode (Single Extn Ringing Mode): In this mode only one extn, programmed as operator, will ring for the incoming trunk call. In single extn ringing mode, if this extn is busy, and if an incoming call arrives, this extn will get a 'Warning Tone' and if this extn replaces handset, it will ring for I/C trunk.

15. CAMP ON TRUNK / CALL QUEUEING

While '0' dialing if you find the trunk is busy and you are returned busy tone, you can dial '8' over busy tone to camp on free trunk. If your request is accepted, you will get dial tone else NUT. Replace the handset and as soon as trunk becomes free, your extn will start ringing and if you lift the handset, you will be connected to the trunk and you will get DOT dial tone. Any extn can ask for trunk queue. Maximum of 2 extns can queue in on trunk.

16. DISTINCTIVE RINGING

For incoming trunk calls, the ring is switched for 0.4 sec. ON, 0.2 sec. OFF, 0.4 sec. ON, and 2.2 sec. OFF. For intercom calls, the ring is switched on for 1 sec. ON and 2 sec. OFF. From this the extn can distinguish, whether the call is a trunk call or intercom call.

17. TRUNK CALLER ID (DTMF)

The system is equipped to receive DTMF CLID. If the trunk is provided with CLI, then on an I/C call the received CLI will be displayed on the extn, if equipped with CLI and programmed accordingly while ringing for an I/C call. While transferring the call to another extn and if that extn is equipped with CLI phone, the calling external No. will be displayed on the called extn. Certain CLI Phones require minimum of 5 digits as CLI input. Programme the extns accordingly.

18. REMOTE PROGRAMMING

The system can be programmed for different facilities, as desired by the user from any remote phone. To invoke this facility, from a remote phone first make an incoming call to this system and upon answering, ask the operator to flash and dial ‘**’ in tone mode. Now you can dial the system password and program it as needed. While programming, if you get NUT instead of confirmation tone you can dial # to go back to main menu.

19. DYNAMIC STD / LOCAL LOCK

- a. Dynamic STD Lock: This facility is useful only if your extn is, programmed for STD. This facility can be invoked until this facility is removed and all STD calls from that particular extn can be barred. To invoke this facility, dial ‘96’ and after hearing the acknowledgement tone put down the receiver. Now, all STD calls from this extn are barred. If you want to open this lock and allow STD calls from this extn., dial the code ‘96’ and after the acknowledgement tone dial your secret personal password and after hearing the acknowledgement again tone put down. Now STD calls from this extn are allowed.
- b. If you want to change the personal password, repeat the procedure above, for opening the dynamic lock and after the acknowledgement tone, dial ‘*’ and 3 digit new password and put down the handset, after hearing the acknowledgement tone again. The factory set password for dynamic STD lock is ‘000’.
- c. Dynamic Local Lock: To lock any O/G calls from your extn dial ‘97’. To open the lock, dial ‘97’ and your personal 3 digit password (Same as for STD Lock).

20. PASSWORD PROTECTION

The system programming has to be made only after entering the four digit system password. Each Extn has separate 3 digit personal password, for changing the Dynamic STD Lock and Local Lock. The factory set password for general programming is 1234. This password can be changed as and when required to any other four digit password.

FACTORY SETTINGS :

1. General Password — — — 1234
2. Individual Password — — — 000
3. All Extns allowed all calls
4. Day mode is set and Round Robin Extns are 21, 22, 23 and 24
5. Night mode ringing Extns are 21, 22, 23 and 24
6. Trunk — — — Tone Type
7. Power Fail Extn. 21
8. Flash Time less than 600 msec in all extns.

