System Details

System ID: _____ (10 digits, format XXXXXXXXXX)

Customer name: _____ Address: _____

KSU location: _____ _____

Contact: _____ _____

Phone number: _____ Install date: _____

RAD phone number: _____ RAD password: _____

Remote time difference + - _____ hours from local time (circle + or -)

Type of system: **3X8** Software version: **DR5**

System language: **English/French** or **English/Spanish**

System Startup

Apply a Template to the KSU (use the Initialize system feature to apply a template)

Template (select one of the following, the default is shown in bold)

Square	☐	**Line 1 and 2 are assigned to each set**.
Hybrid	☐	Line 1 is assigned to each set. All sets have access to Line Pool A.
PBX	☐	No line is assigned to any set. All sets have access to Line Pool A.

Installed equipment

Trunks

Line	Name	Type

Sets

Port Number	Default DN	New DN	Name or Location (max. 7 characters)	Telephones				Addons		Other equipment
				M7100	M7208	M7310	M7324	CAP	BLF	

• Other equipment includes Analog Terminal Adapters (ATAs), Auxiliary ringers, External paging equipment, Music sources, Emergency telephones, Station Auxiliary Power Supplies (SAPS), Remote Access Devices (RADs), and Station Message Detail Recording Units (SMDRs).

Note: On a 3X8 KSU, you must use a SAPS to power the RAD.

System programming

Call handling

Held reminder	On		**Off**								
Held line reminder delay	30	**60**	90	120	150	180					seconds
Delayed ring transfer to prime	**On**		Off								
Delayed ring transfer to prime delay	1	2	**3**	4	6	10					rings
Directed pickup	**On**		Off								
Voice Message Center	telephone number 1 _____					telephone number 2 _____					
	telephone number 3 _____					telephone number 4 _____					
	telephone number 5 _____										
Transfer callback delay	**3**	4	5	6	12						rings
Park prefix	0	**1**	2	3	4	5	6	7	8	9	None
Call park timeout delay	30	**45**	60	90	120	150	180	300	600		seconds
Camp timeout delay	30	**45**	60	90	120	150	180				seconds
On hold feedback	**Tone**		Music		Silence						

Miscellaneous

Direct dial number	**0**	1	2	3	4	5	6	7	8	9	None
Direct dial set	**21**	DN: _____									
Link time	100	200	300	400	500	**600**	700	800	900	1000	milliseconds
Host delay	200	400	600	800	**1000**	1200	1400	1600	1800	2000	milliseconds
External line code	0	1	2	3	4	5	6	7	8	**9**	None
Supervision time	60	100	260	**460**	600						milliseconds
Background music	On		**Off**								
Set relocation	On		**Off**								
Line pool access codes:											
(1 to 4 digits long, or blank)	Line pool A: _____				Line pool B: _____				Line pool C: _____		

Service modes

Name (max. 7 chars.)	**Night** _____			**Evening** _____			**Lunch** _____		
Type	**Manual**	Off	Auto	**Manual**	Off	Auto	**Manual**	Off	Auto
If Auto									
Start time	**23:00**	Hr: ___	Min: ___	**17:00**	Hr: ___	Min: ___	**12:00**	Hr: ___	Min: ___
Stop time	**07:00**	Hr: ___	Min: ___	**23:00**	Hr: ___	Min: ___	**13:00**	Hr: ___	Min: ___
TAFAS	**On**	Off		**On**	Off		**On**	Off	
Extra-dial set DN	**21**	DN: _____		**21**	DN: _____		**21**	DN: _____	

 Photocopy this page if you are recording programming for more than 30 filters or 34 Class of Service passwords.

System Filters

Filter #	Restrictions		Exceptions	
	# (2 digits)	Restrictions digits (maximum 15 digits)	# (3 digits)	Exceptions digits (maximum 16 digits)

System Passwords

**CONFIG password: _ _ _ _ _ _ **ADMIN password: _ _ _ _ _ _

Class of Service (COS) Passwords

Number (2 digits)	COS Password (6 digits)	User Filter (2 digits)	Line Filter (2 digits)	Number (2 digits)	COS Password (6 digits)	User Filter (2 digits)	Line Filter (2 digits)

System speed dials

Code	Phone number	Line	Name	Show	Bypass
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**
				Y N	Y **N**

Maximum length of each System speed dial number is 24 digits. **Note:** Pause (P) and Run/Stop (X) each use one digit, and Link/Flash (F), and Programmed Release (R) use two digits when programmed into a System speed dial number.

Line programming

Line data

	Line ___	Line ___	Line ___
CO line number			
Line type **Public** Private to Pool (A to C)	☐ ☐_____ ☐_____	☐ ☐_____ ☐_____	☐ ☐_____ ☐_____
Prime set (**21**)			
Auto privacy	**On** Off	**On** Off	**On** Off
Auxiliary ringer	**On** Off	**On** Off	**On** Off

Trunk data

Dialing mode	**Pulse** Tone	**Pulse** Tone	**Pulse** Tone
Trunk mode	**Unsupervised** Supervised	**Unsupervised** Supervised	**Unsupervised** Supervised
Full autohold	On **Off**	On **Off**	On **Off**

Abilities and Call Services

Line filter			
Auto call information set	None **21** DN:_____	None **21** DN:_____	None **21** DN:_____
Voice Message Center	**1** 2 3 4 5 None	**1** 2 3 4 5 None	**1** 2 3 4 5 None

Service mode options

	Line __	Line __	Line __
Service control set (**21**)			
Mode 1 Ringing telephone	_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____
Auxiliary ringer	**On** Off	**On** Off	**On** Off
Mode 2 Ringing telephone	_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____
Auxiliary ringer	**On** Off	**On** Off	**On** Off
Mode 3 Ringing telephone	_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____
Auxiliary ringer	**On** Off	**On** Off	**On** Off

Set programming

Line access

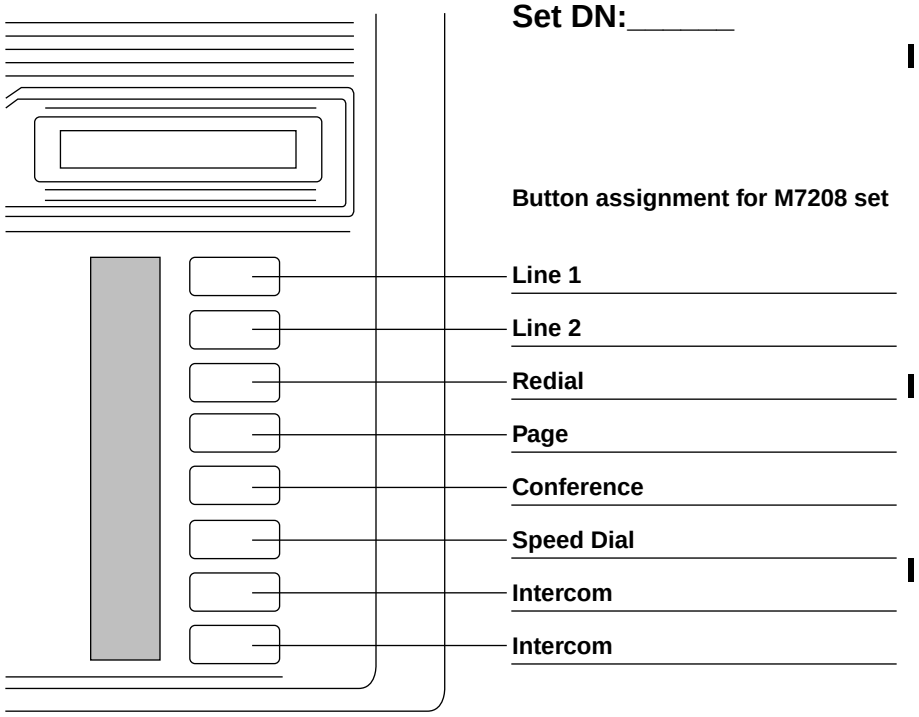
Set DN					
Set type					
Line assignment	Line Ringing _____ **On** Off _____ **On** Off _____ **On** Off	Line Ringing _____ **On** Off _____ **On** Off _____ **On** Off	Line Ringing _____ **On** Off _____ **On** Off _____ **On** Off	Line Ringing _____ **On** Off _____ **On** Off _____ **On** Off	Line Ringing _____ **On** Off _____ **On** Off _____ **On** Off
Set/Line Filters	Line Filter _____ _____ _____ _____ _____ _____	Line Filter _____ _____ _____ _____ _____ _____	Line Filter _____ _____ _____ _____ _____ _____	Line Filter _____ _____ _____ _____ _____ _____	Line Filter _____ _____ _____ _____ _____ _____
Line pool access	A B C	A B C	A B C	A B C	A B C
Answer DN's	Set Ringing _____ **On** Off _____ **On** Off _____ **On** Off _____ **On** Off	Set Ringing _____ **On** Off _____ **On** Off _____ **On** Off _____ **On** Off	Set Ringing _____ **On** Off _____ **On** Off _____ **On** Off _____ **On** Off	Set Ringing _____ **On** Off _____ **On** Off _____ **On** Off _____ **On** Off	Set Ringing _____ **On** Off _____ **On** Off _____ **On** Off _____ **On** Off
Number of intercom lines	0 1 **2**	0 1 **2**	0 1 **2**	0 1 **2**	0 1 **2**
Prime line	**None** Intcm Line:___ Pool:___	**None** Intcm Line:___ Pool:___	**None** Intcm Line:___ Pool:___	**None** Intcm Line:___ Pool:___	**None** Intcm Line:___ Pool:___

Set abilities

Set DN					
Full handsfree	On **Off**	On **Off**	On **Off**	On **Off**	On **Off**
Auto handsfree	On **Off**	On **Off**	On **Off**	On **Off**	On **Off**
Priority call	On **Off**	On **Off**	On **Off**	On **Off**	On **Off**
Handsfree answerback	**On** Off	**On** Off	**On** Off	**On** Off	**On** Off
Auxiliary ringer	On **Off**	On **Off**	On **Off**	On **Off**	On **Off**
Allow Redirection	On **Off**	On **Off**	On **Off**	On **Off**	On **Off**
Redirect ring	**On** Off	**On** Off	**On** Off	**On** Off	**On** Off
Receive tones	On **Off**	On **Off**	On **Off**	On **Off**	On **Off**
Pickup group	**None** 1 2 3 4	**None** 1 2 3 4	**None** 1 2 3 4	**None** 1 2 3 4	**None** 1 2 3 4
Page	**On** Off	**On** Off	**On** Off	**On** Off	**On** Off
Page zone	None **1** 2 3	None **1** 2 3	None **1** 2 3	None **1** 2 3	None **1** 2 3
Set lock	**None** Full Partial	**None** Full Partial	**None** Full Partial	**None** Full Partial	**None** Full Partial
Call forward on busy to	**None** DN ____	**None** DN ____	**None** DN ____	**None** DN ____	**None** DN ____
Forward no answer to Forward to delay	**None** DN ____ 2 **3** 4 6 10	**None** DN ____ 2 **3** 4 6 10	**None** DN ____ 2 **3** 4 6 10	**None** DN ____ 2 **3** 4 6 10	**None** DN ____ 2 **3** 4 6 10
Set filter					
Direct dial set	**Set1** None	**Set1** None	**Set1** None	**Set1** None	**Set1** None
Hotline type	**None** Internal External	**None** Internal External	**None** Internal External	**None** Internal External	**None** Internal External
Internal hotline DN	**None** DN ____	**None** DN ____	**None** DN ____	**None** DN ____	**None** DN ____
External hotline line					
Hotline external digits					

Buttons and Status - M7208 set

Some of the default button assignments shown cannot be changed from Buttons and status - they must be changed from other Set programming areas. For example, to change the first button to Line 3 go to Set programming (Line access).



Set DN:_____

Button assignment for M7208 set

Line 1

Line 2

Redial

Page

Conference

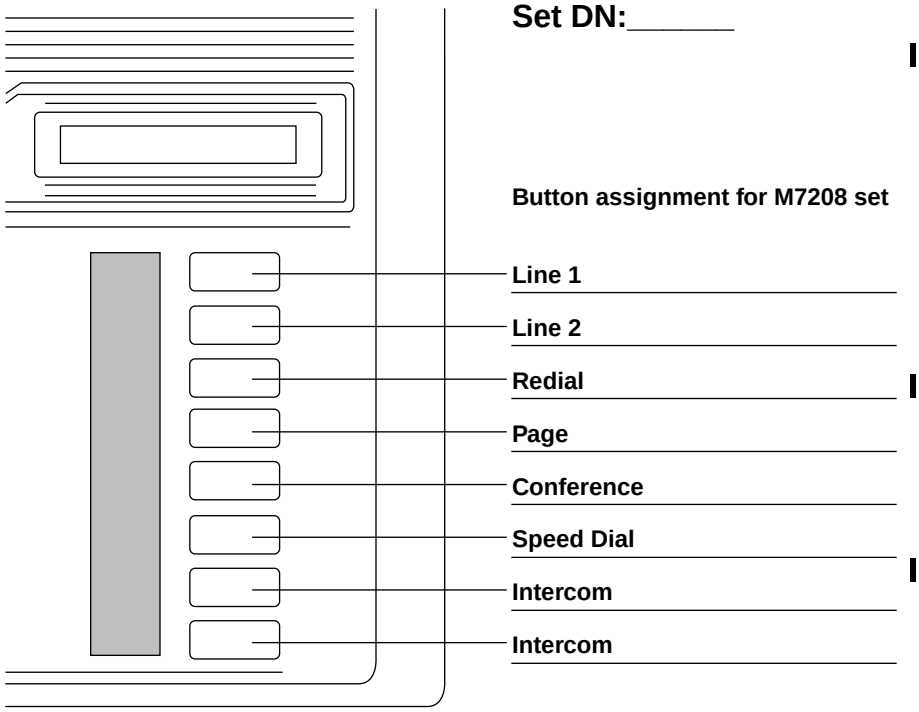
Speed Dial

Intercom

Intercom

Pre-dial mode	Automatic dial Pre-dial **Standard dial**
Do not disturb	On **Off**
Background music	On **Off**
Ring volume	0 1 2 **3** 4 5 6 7
Ring type	**1** 2 3 4
Contrast	1 2 3 **4** 5 6 7 8 9
Language	**English** French Spanish

Note: Depending on the KSU software, French or Spanish is the alternate language.



Set DN:_____

Button assignment for M7208 set

Line 1

Line 2

Redial

Page

Conference

Speed Dial

Intercom

Intercom

Pre-dial mode	Automatic dial Pre-dial **Standard dial**
Do not disturb	On **Off**
Background music	On **Off**
Ring volume	0 1 2 **3** 4 5 6 7
Ring type	**1** 2 3 4
Contrast	1 2 3 **4** 5 6 7 8 9
Language	**English** French Spanish

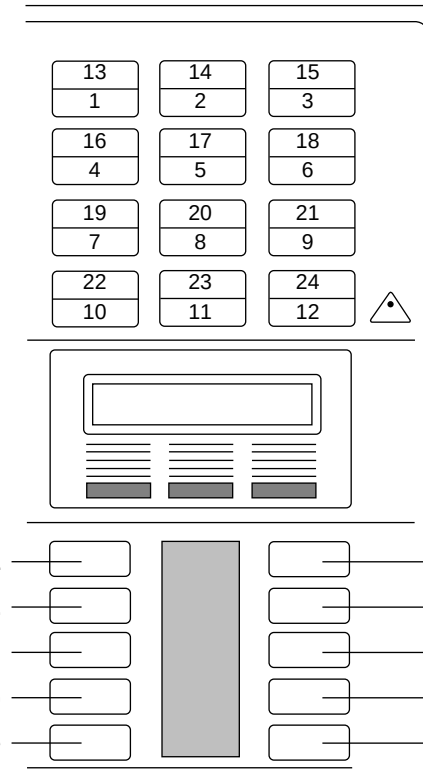
Note: Depending on the KSU software, French or Spanish is the alternate language.

Buttons and Status - M7310 set

Some of the default button assignments shown cannot be changed from Buttons and status - they must be changed from other Set programming areas. For example, to change the first button to Line 3 go to Set programming (Line access).

1_____
2_____
3_____
4_____
5_____
6_____
7_____
8_____
9_____
10_____
11_____
12_____
13_____
14_____
15_____
16_____
17_____
18_____
19_____
20_____

Set DN:_____



Line 1
Line 2
Call Fwd
Grp Pickup
Page

Conference
Redial
Voice Call
Intercom
Intercom

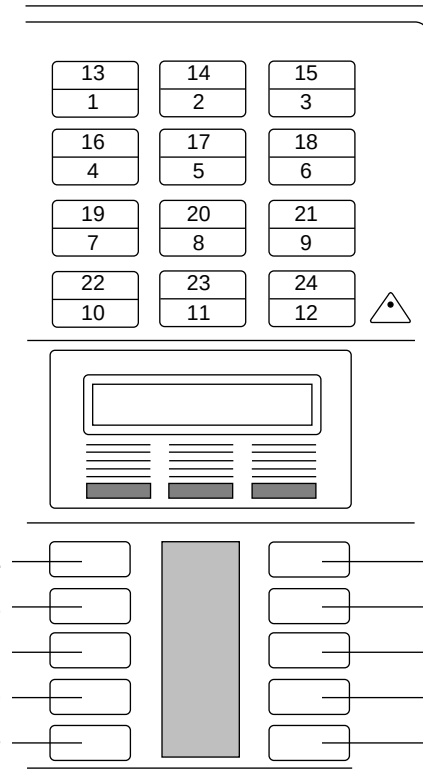
Pre-dial mode	Automatic dial Pre-dial **Standard dial**
Do not disturb	On **Off**
Background music	On **Off**
Ring volume	0 1 2 **3** 4 5 6 7
Ring type	**1** 2 3 4
Contrast	1 2 3 **4** 5 6 7 8 9
Language	**Eng** Fr Sp

Note: Depending on the KSU software, French or Spanish is the alternate language.

21_____
22_____
23_____
24_____

1_____
2_____
3_____
4_____
5_____
6_____
7_____
8_____
9_____
10_____
11_____
12_____
13_____
14_____
15_____
16_____
17_____
18_____
19_____
20_____

Set DN:_____



Line 1
Line 2
Call Fwd
Grp Pickup
Page

Conference
Redial
Voice Call
Intercom
Intercom

Pre-dial mode	Automatic dial Pre-dial **Standard dial**
Do not disturb	On **Off**
Background music	On **Off**
Ring volume	0 1 2 **3** 4 5 6 7
Ring type	**1** 2 3 4
Contrast	1 2 3 **4** 5 6 7 8 9
Language	**Eng** Fr Sp

Note: Depending on the KSU software, French or Spanish is the alternate language.

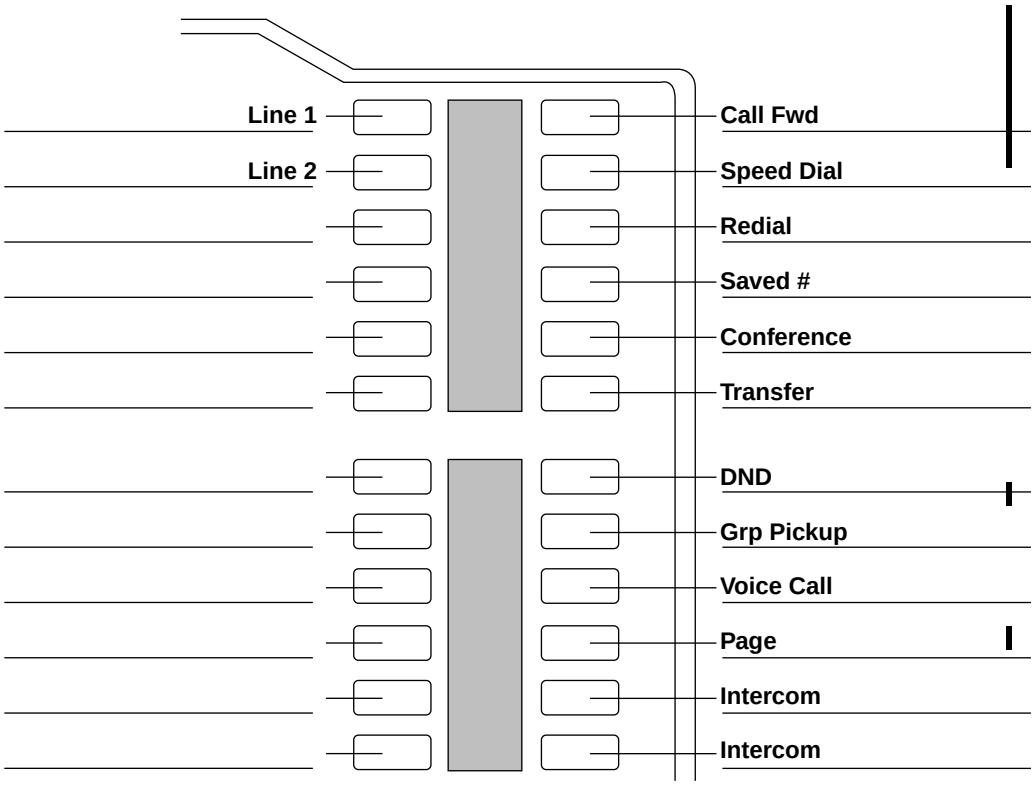
21_____
22_____
23_____
24_____

Note: Dual memory buttons (1 through 24) can be programmed with features, or internal and external autodial numbers.

Buttons and Status - M7324 set

Some of the default button assignments shown cannot be changed from Buttons and status - they must be changed from other Set programming areas. For example, to change the first button to Line 3 go to Set programming (Line access).

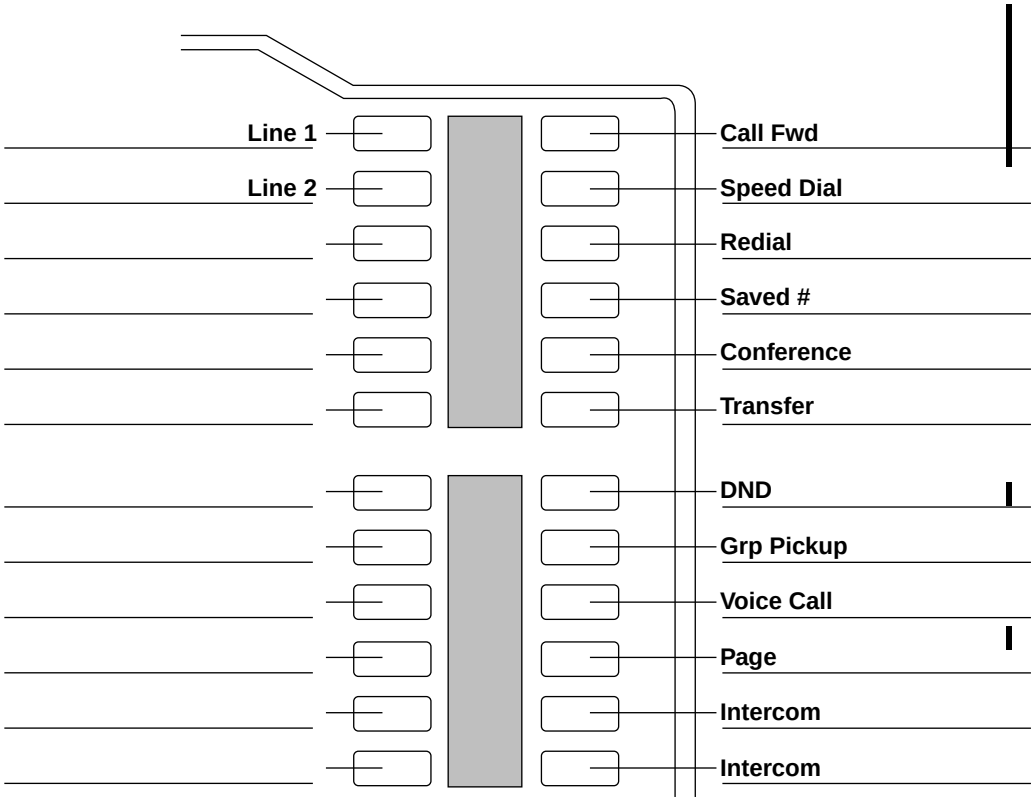
Set DN: _____



Pre-dial mode	Automatic dial Pre-dial **Standard dial**
Do not disturb	On **Off**
Background music	On **Off**
Ring volume	0 1 2 **3** 4 5 6 7
Ring type	**1** 2 3 4
Contrast	1 2 3 **4** 5 6 7 8 9
Language	**English** French Spanish

Note: Depending on the KSU software, French or Spanish is the alternate language.

Set DN: _____

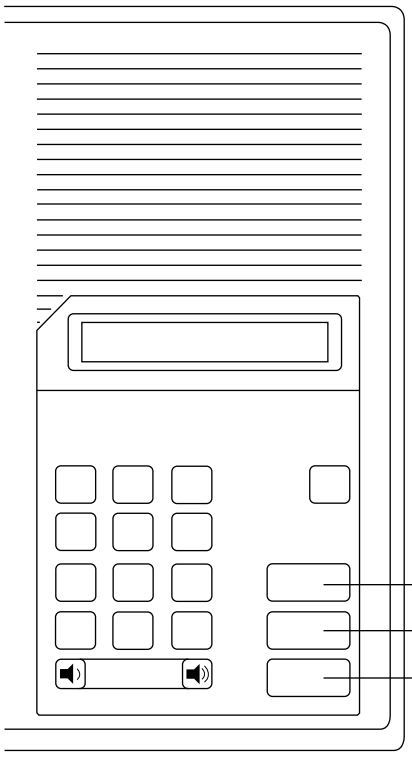


Pre-dial mode	Automatic dial Pre-dial **Standard dial**
Do not disturb	On **Off**
Background music	On **Off**
Ring volume	0 1 2 **3** 4 5 6 7
Ring type	**1** 2 3 4
Contrast	1 2 3 **4** 5 6 7 8 9
Language	**English** French Spanish

Note: Depending on the KSU software, French or Spanish is the alternate language.

Buttons and Status - M7100 set

Some of the default button assignments shown cannot be changed from Buttons and status - they must be changed from other Set programming areas. For example to change the first button to Line 3 go to Set programming (Line access).



Set DN: _____

Pre-dial mode	Automatic dial	Pre-dial	**Standard dial**
Do not disturb	On	**Off**	
Background music	On	**Off**	
Ring volume	0 1 2 **3** 4 5 6 7		
Ring type	**1** 2 3 4		
Contrast	1 2 3 **4** 5 6 7 8 9		
Language	**English**	French	Spanish

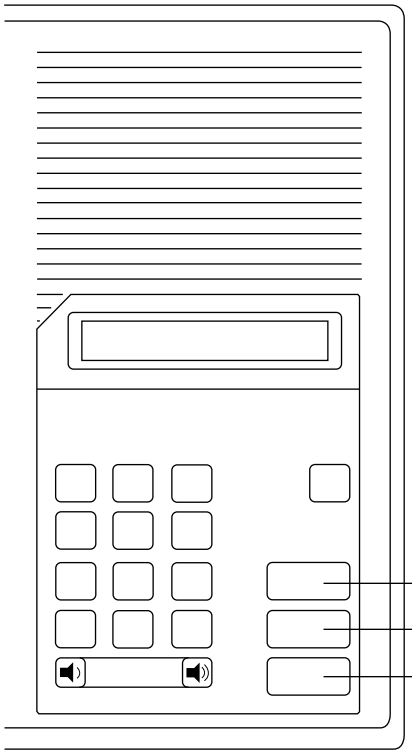
Note: Depending on the KSU software, French or Spanish is the alternate language.

Button assignment for M7100 set

Redial _____

Feature

Hold



Set DN: _____

Pre-dial mode	Automatic dial	Pre-dial	**Standard dial**
Do not disturb	On	**Off**	
Background music	On	**Off**	
Ring volume	0 1 2 **3** 4 5 6 7		
Ring type	**1** 2 3 4		
Contrast	1 2 3 **4** 5 6 7 8 9		
Language	**English**	French	Spanish

Note: Depending on the KSU software, French or Spanish is the alternate language.

Button assignment for M7100 set

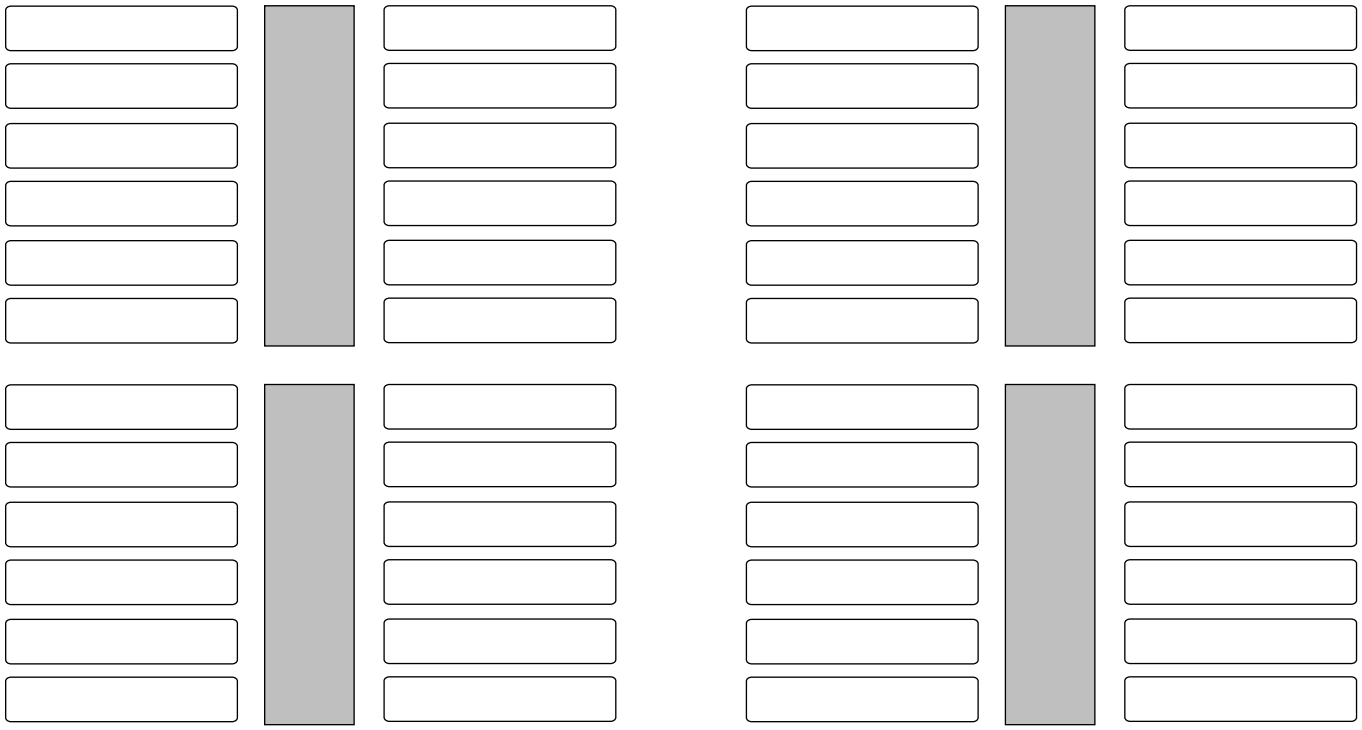
Redial _____

Feature

Hold

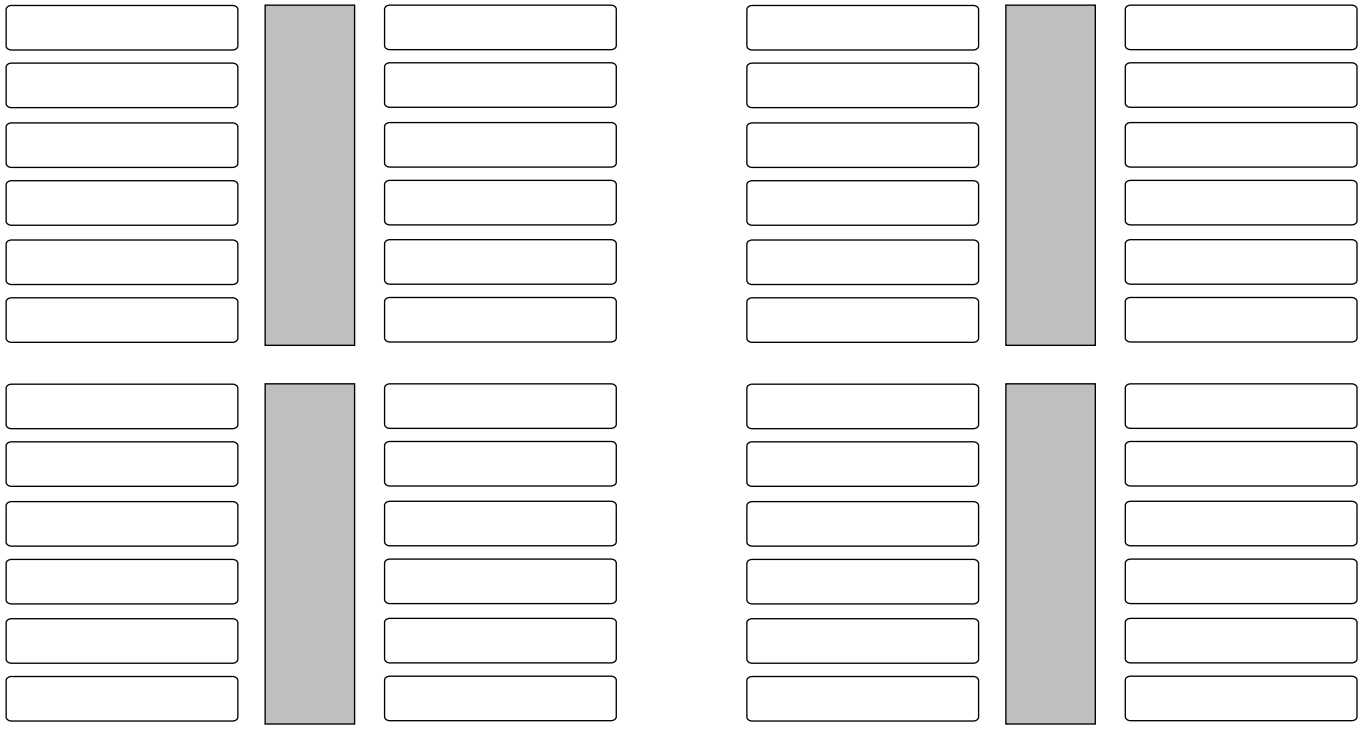
Buttons and Status - CAP

Buttons on a CAP (Central Answering Position) can be programmed with features, internal autodial numbers, or external autodial numbers. Each CAP has 48 programmable buttons.



CAP #: _____ (each CAP has a unique identity number) **On DN #:** _____

Write in what feature, internal or external autodial number, or line is programmed onto each button (write directly onto the picture of the CAP shown above).



CAP #: _____ (each CAP has a unique identity number) **On DN #:** _____

Write in what feature, internal or external autodial number, or line is programmed onto each button (write directly onto the picture of the CAP shown above).

Personal speed dials

Set DN: _____

Code	Optional Line	Phone number
#71:	_____	_____
#72:	_____	_____
#73:	_____	_____
#74:	_____	_____
#75:	_____	_____
#76:	_____	_____
#77:	_____	_____
#78:	_____	_____
#79:	_____	_____
#80:	_____	_____
#81:	_____	_____
#82:	_____	_____
#83:	_____	_____
#84:	_____	_____
#85:	_____	_____
#86:	_____	_____
#87:	_____	_____
#88:	_____	_____
#89:	_____	_____
#90:	_____	_____
#91:	_____	_____
#92:	_____	_____
#93:	_____	_____
#94:	_____	_____

Set DN: _____

Code	Optional Line	Phone number
#71:	_____	_____
#72:	_____	_____
#73:	_____	_____
#74:	_____	_____
#75:	_____	_____
#76:	_____	_____
#77:	_____	_____
#78:	_____	_____
#79:	_____	_____
#80:	_____	_____
#81:	_____	_____
#82:	_____	_____
#83:	_____	_____
#84:	_____	_____
#85:	_____	_____
#86:	_____	_____
#87:	_____	_____
#88:	_____	_____
#89:	_____	_____
#90:	_____	_____
#91:	_____	_____
#92:	_____	_____
#93:	_____	_____
#94:	_____	_____

Set DN: _____

Code	Optional Line	Phone number
#71:	_____	_____
#72:	_____	_____
#73:	_____	_____
#74:	_____	_____
#75:	_____	_____
#76:	_____	_____
#77:	_____	_____
#78:	_____	_____
#79:	_____	_____
#80:	_____	_____
#81:	_____	_____
#82:	_____	_____
#83:	_____	_____
#84:	_____	_____
#85:	_____	_____
#86:	_____	_____
#87:	_____	_____
#88:	_____	_____
#89:	_____	_____
#90:	_____	_____
#91:	_____	_____
#92:	_____	_____
#93:	_____	_____
#94:	_____	_____

Set DN: _____

Code	Optional Line	Phone number
#71:	_____	_____
#72:	_____	_____
#73:	_____	_____
#74:	_____	_____
#75:	_____	_____
#76:	_____	_____
#77:	_____	_____
#78:	_____	_____
#79:	_____	_____
#80:	_____	_____
#81:	_____	_____
#82:	_____	_____
#83:	_____	_____
#84:	_____	_____
#85:	_____	_____
#86:	_____	_____
#87:	_____	_____
#88:	_____	_____
#89:	_____	_____
#90:	_____	_____
#91:	_____	_____
#92:	_____	_____
#93:	_____	_____
#94:	_____	_____

The maximum length of each Personal speed dial number is 24 digits. **Note:** Pause (P) and Run/Stop (X) each use one digit, and Link/Flash (F), and Programmed Release (R) use two digits when programmed into a Personal speed dial number.

Call services

Set DN					
Line assignment	Auto log calls / Ext. VMsg. _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Auto log calls / Ext. VMsg. _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Auto log calls / Ext. VMsg. _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Auto log calls / Ext. VMsg. _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Auto log calls / Ext. VMsg. _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Logging option	Log all calls No autologging **No one answered** Unanswered by me	Log all calls No autologging **No one answered** Unanswered by me	Log all calls No autologging **No one answered** Unanswered by me	Log all calls No autologging **No one answered** Unanswered by me	Log all calls No autologging **No one answered** Unanswered by me
First display	**Name** Number Line Name	**Name** Number Line Name	**Name** Number Line Name	**Name** Number Line Name	**Name** Number Line Name
Log password					
Log space					
Auto bumping	**Yes** No	**Yes** No	**Yes** No	**Yes** No	**Yes** No

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