

Karel PK38s

PC-Console

*Owner's
Guide*



Edition 3.1

KAREL

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INTRODUCTION

This Owner's Guide provides an overall reference on the PK38s PC-Console software facilities of KAREL MS38s Telephone System.

This guide is formed up of three main parts:

- 1) In the first part, information on setup and activation of the program is given.*
- 2) In the second part, information about protection is given.*
- 3) In the third part, the program is explained with all its menus, options and facilities.*

I. SOFTWARE INSTALLATION

PK38s is designed to work on DOS operating system of version 3.2 or better.

- 1) Insert PK38s diskette in the floppy drive and choose that drive.
- 2) Type *Install* and press <Enter> to start the installation of PK38s. While loading, installation program will ask you the serial port number to communicate with the MS38s System, the parallel port number where the printer is connected to and the name of the directory where the program will be installed. Before answering these questions, make sure that there are no hardware conflicts regarding the serial port number that you specify during the installation process.
- 3) With the answers to above questions installation program creates the required configuration files (PCCON.CNF, PCCON.HLP, PCCON.MSG, and PCCON.PMG) and the installation is completed.

II. SOFTWARE PROTECTION

PK38s uses a security plug for hardware protection. If you try to use PK38s without this security plug then the error message "The Security Plug Cannot Be Found" is received. The principles of the protection of the PK38s are described below:

1. Each PK38s is prepared to run with only one security plug.
2. Each security plug has an 8-character alphanumeric serial number (e.g. D5FC8038). This serial number is printed on the stickers that are placed both on the security plug and on the PK38s diskette. You can see this serial number also when PK38s is running, from the "Version" item in "**Options**" menu.

Corresponding to each security plug serial number, there exists a 16-character alphanumeric string, which is called as *ACTIVATION KEY* (e.g. PK38s AK = 1A78FE6C78BD460D). This Activation Key is kept in the *KAREL.INI* file that exists in the PK38s diskette. *KAREL.INI* is copied to the PC during the installation process of the PK38s program.

3. Each time you run PK38s, it checks whether the Activation Key stored in *KAREL.INI* file matches with the serial number of the security plug. If not, you see the message:

Enter Activation Key

where you are required to enter the Activation Key. If you enter the correct Activation Key, *KONSOL.EXE* updates the content of *KAREL.INI* and then starts running. Otherwise, you see the error message:

Wrong Activation Key!

4. To prevent any possible problems that may occur while running PK38s, it is highly recommended to take note of the serial number of the security plug and the Activation Key.

III. HOW TO RUN PK38s

To start PK38s you must switch to the directory where the program is installed, then type *Konsol* and press *<Enter>*. The main screen will be displayed.

The menu bar at the top of the main screen consists of the names of the pull down menus, named **“File”**, **“Console”**, **“Service”**, **“Program”**, **“Options”** and **“Window”**. Each pull down menu has a set of submenus and items. To activate one of the PK38s facilities, you need to pull down a menu and choose the submenu or item related to that facility.

TO PULL DOWN A MENU:

1. Press the *function key <F10>* to reach the menu bar.
2. Use the right and left arrow keys to move the highlighting to the pull down menu.
3. Press *<Enter>*.

The highlighted letter in the name of each pull down menu can be easily distinguished. The key of this letter is called as the *shortcut key*. You can also pull down a menu by pressing *<ALT+shortcut>* key.

Press *<Esc>* to close the pull down menu and exit the menu bar.

TO CHOOSE A MENU ITEM:

1. Use the up and down arrow keys to move the highlighting to the menu item.
2. Press *<Enter>*.

Each available menu item has a highlighted character as the *shortcut key*. You can also choose a menu item by pressing the *shortcut key*.

All menu items that can be selected are displayed in brilliant letters. The items in dull letters are not available at the current state of the program. For example, the "New File" item in the **“File”** menu is dull, if the mode of operation is assigned to be On Line. The "New File" item becomes accessible after you start working on File mode. (You can switch from On Line mode to File mode with the "Mode" item in the **“Options”** menu).

There are *function keys* assigned to some of the menu items. You can select such an item simply by pressing the *function key* that is displayed next to the item name. Note that you need not pull down the menu before pressing the *function key*.

The **▶** sign next to the name of the submenus or items indicates the existence of another item or option and you can access them by pressing *<Enter>*.

You need to press *<Esc>* to exit that level and return back to the previous level.

Items are the commands to PK38s. A few of the commands are direct instructions that can be executed as soon as the user chooses the item. However, most of the commands are meaningful only with some extra information entered by the user.

After choosing such an item, the user is asked to indicate the necessary instructions in the related dialog boxes.

An example to the first kind is the "Console" item in the "**Console**" menu. You need not give any extra information in this item. As soon as you choose the item, the Busy Display Panel of the operator console is displayed on the screen. On the other hand, all items in the "**Service**" and "**Program**" menus are examples to the second kind. After you choose any one of these items, dialog boxes asking for additional information are displayed on the screen.

Instructions are to be typed in the control fields of the dialog boxes. There may be more than one control field in a dialog box. You can switch among the control fields using <Tab>. The selected field is highlighted.

TO ACCESS A CONTROL FIELD:

There are four types of control fields that can be employed in the dialog boxes:

- 1) Input Line: You type the command on the empty input line. The dialog boxes have separate input lines for each parameter. You can switch to the input line on the control field by pressing <Tab> until you highlight the control field you want to change and then type in the parameter value. An example for this type is the dialog box of the "**Service**" ► "Trunk Lines" ► "Forwarding" item.
- 2) Radio Buttons: All possible options for the command are listed. Each option has an empty box, called as the radio button, at its left. The user selects one of the options by moving the highlighting to the option with arrow keys or pressing the highlighted shortcut key of the option. The dot (.) mark is placed in the radio button of the selected option. As there may be only one selected option at a time, the previously selected option is canceled just after a new option is selected. An example for this type is the dialog box of the "**Service**" ► "System" ► "Music On Hold" item.
- 3) Check Boxes: All possible options of the command are listed. Each option has a check box at its left. At a time, there may be more than one option selected.

The selected options have the (X) mark in their check boxes. To choose an option, the user must use the arrow keys to move the cursor to the option and press <Space>. The same method can be used to cancel a previously selected option. An example for this type is the dialog box of the "**Program**" ► "System" ► "CMDR" ► "CMDR Filters" item.

- 4) Switch Line: The active value of the parameter is written on a line. You can go through all possible values of the parameter by pressing <Space>. Each time you press <Space>, you see the next value of the parameter. An example for this type is the dialog box of the "**Program**" ► "Trunk Lines" ► "Marking" item.

In addition to the control fields, there are OK and Cancel buttons in each dialog box. After you enter the correct parameter values into the control fields, you must choose one of these fields to continue. You must select OK and press <Enter> to make your commands valid. If you choose Cancel and then press <Enter>, PK38s

ignores your command. After you accept or cancel the modifications, the dialog box is closed and the starting pull down menu(s) including the highlighted item of this dialog box are displayed on the screen. Note that:

1. You can use <Tab> to make switching among the control fields, OK and Cancel.
2. If you press <Enter> on a control field, you exit the dialog box and return to the starting pull down. This is as if you have selected OK before you exit and therefore, all modifications are accepted.
3. If you press <Esc> on a control field, you exit the dialog box and return back to the starting pull down(s). This is as if you have selected Cancel before you exit and therefore, all modifications are canceled.

MODES OF OPERATION FOR PK38s:

PK38s has two modes of operation which are On Line and File modes. When you are working in On Line mode the parameters on the screen are the current parameters of the MS38s System. Then, if you make any modifications, the new values of the parameters are transferred to the MS38s System just after *the* modifications are accepted. When you are working on File mode the modifications are not transferred to the MS38s System, rather they are stored in a file on the hard disk of your PC. See “**Options**” ► “Mode” item. The MS38s System parameters stored in this file can be transferred to the MS38s System when desired. See “**File**” ► “PC to Exchange” item.

IV. DAILY SERVICES

The “**Console**” and “**Service**” menus are explained in this section, since the items in these menus are for the daily use of PK38s program. The other menus are explained in the next section.

IV.1. CONSOLE MENU

IV.1.A. CONSOLE

With “Console” item, you can open the Console window that displays the status of all lines and extensions as well as some activated features in the MS38s System.

The indications of the current status of an extension or line and some activated features in the Console window are explained below:

EXTENSION STATES:

Listed at the left-hand columns of the Console window are the extension numbers. Each extension has two empty fields at the right. For the sake of simplicity, these two empty fields are named as A1 and A2. (A1 is the field next to the extension and A2 is the one next to A1.)

- On-hook extensions are grey.
- Off-hook extensions are white.
- In case the extension rings, the extension blinks white. For an intercom, the extension blinks white at field A1. For an external call, the line holding the incoming call blinks white at field A1.
- During the ongoing call of an extension, the called extension or accessed line is displayed green at field A1 of the calling extension. Besides, the calling extension is displayed green at field A1 of the called extension or the accessed line.
- For Wake-Up call of an extension, the abbreviation **ALR** is displayed green at field A1 of that extension.
- For a Call Back request of an extension, the abbreviation **CB** is displayed white at field A1 of that extension.
- For the transfer operations, when extension A calls extension B to transfer an external call, extension B starts blinking white, the line on transfer is displayed green at field A1 of extension B and extension A is shown grey at field A2 of extension B. The transferred line also blinks white. This is similar for extension transfers, the only difference is that the transferred extension does not blink.
- Abbreviation **OFF** appears green at the field A1 of the extension whose telephone is left off-hook.
- Abbreviation **MU** appears green next to the extension who is listening to the music.

LINE STATES:

Listed at the left-hand columns of the Console window are the line numbers.

A1 and A2 definitions in Extension States are valid in Line States.

- The idle lines are grey.
- The line through which there is an incoming call starts blinking white.
- The line which is occupied by an extension is shown white. The extension who has accessed the line is shown green at field A1 of the line.
- When line A is connected to line B for External Call Diversion or Line-Line Connection, line A gets white. Line B is displayed green at field A1 of line A. Line B gets white.
- In case there is a parked call (singular) or line on hold, the line blinks white. At field A1, the extension who parked or put the line on hold is displayed grey. In case there is parked call (multiple) on a line, the line is displayed white. At field A1, **H** is displayed white and blinking. At field A2, the extension who parked the line is displayed white.
- The line that is occupied by the automatic dialer is white. The abbreviation **AD** is displayed at field A1.
- If an external call is waiting in the queue, the abbreviation **W** and extension number is displayed at field A1.
- When there is an incoming call through a DISA or ACD line, then the line is displayed white with abbreviation **DID** at field A1.

ACTIVATED FEATURES:

- When the MS38s System is in Night mode, character **N** is displayed green at the up right corner of the Console window.
- When the Parallel Operators are enabled, abbreviation **PA** is displayed green at the up right corner of the Console window.
- When the ACD is active, **ACD** is displayed green at the up right corner of the Console window.

IV.1.B. DIALER

With this item, you can prepare a phone directory holding the numbers that you call most frequently. Later, you can use the PC for dialing the numbers in the directory. Dialer window consists of two parts; Directory and Calling List.

a) DIRECTORY

ENTERING, MODIFYING, DELETING NUMBERS:

Records in the phone directory has three fields, NAME (the name of the party, at most 28 characters), NOTE (any explanation on the record, at most 28 characters) and TELEPHONE_NO (the telephone number, at most 16 digits). You can use character "#" for pause insertion between the digits of the telephone number. Each entry of "#" corresponds to a delay of 1 sec. You can type in consecutive "#"s for delays of longer than 1 sec. Note that each "#" is counted as a digit.

In order to add a new record press <Insert> in Directory window. You will see a dialog box with three input lines. Then type the name, note and phone number into the empty lines 1, 2 and 3, respectively. You can use <Tab> to pass from one line to the other. After that, press <Enter> to add the record to the directory. You can press <Esc> to exit the dialog box without adding the record.

In order to delete a record, move the cursor to the record by arrow keys and press . If you want to modify the record, then press <Enter> instead of pressing .

When you finish working in the directory, you should store the modifications in a file. By pressing <F2>, you save the latest form of the directory in file PHONE.DIR. Pressing <F9> will print the PHONE.DIR records. Press <ALT+F3> if you want to abandon without saving the modifications in a file. Then, PK38s reminds that the modifications will be lost and lets you quit the directory upon receiving your confirmation.

CALLING NUMBERS:

For making the PC dial a number in the directory, move the cursor to the record and press <Ctrl+F1>. A dialog box, with one input line for the number of the extension to whom the call will be connected and one switch line for the type of dialing, is displayed on the screen. By default, ringing extension is the operator and the type of dialing is Normal. Any extension of the MS38s System may be assigned as the ringing extension. To change the ringing extension, select the field SUBSCRIBER_DIALING and type in the extension number. The type of dialing may be Normal or Automatic. In Normal mode, the MS38s System calls the number once. Upon receiving the ring-back tone from the C.O., the MS38s System connects the call to the assigned extension. With any other tone the MS38s System cancels the request. In Automatic mode, the MS38s System starts the automatic dialer. The system keeps calling the external number up to the limit determined by the local authorities. If the telephone at the called number starts ringing in response to one of these attempts, the MS38s System connects the call to the assigned extension. If the called party cannot be reached during these attempts, the facility is cancelled automatically. To switch the type of dialing from Normal to Automatic, choose the field DIALER and press <Space>.

You can modify the default settings of the SUBSCRIBER_NUMBER and DIALER fields using the "Options" ► "Configuration" item.

b) CALLING LIST

Calling List displays the current states of the calls that are initiated by the PC.

After you have started the Dialer on a record in the phone directory, you see a new line in the Calling List displaying the TELEPHONE NUMBER and NAME fields of the record together with the CURRENT STATUS of the call. One of the following identifications is given in the CURRENT STATUS field:

TRANSFERRED:

The extension to whom the call will be connected is not busy. Therefore, the command to initiate the call is transferred from the PC to the MS38s System and the MS38s System has started to dial the number.

WAITING:

The extension to whom the call will be connected is busy. Therefore, the command to initiate the call is not transferred from the PC to the MS38s System.

Transfer of a Waiting call is realized as soon as the extension gets idle. You may initiate new calls for an extension with Waiting call(s). These call requests that stay in the queue of the busy extension are executed one after the other at times the extension is idle.

CONNECTED:

The connection between the extension and the external line is set up.

DISCONNECTED:

The MS38s System could not set up the connection in any one of the attempts of Automatic dialing or in the single attempt of Normal dialing.

BUSY (IN AUTOMATIC DIALING MODE ONLY):

Your auto-dial request is in queue of the automatic dialer that has been already occupied by four extensions. Your waiting request will be executed as soon as one of the four channels of the automatic dialer becomes free.

In Calling List, you can move using Up / Down arrows and Page up/ Page Down keys, move to the beginning of the list with *<Ctrl+ PageUp>*, move to the end of the list with *<Ctrl+ Page Down>*. You are allowed to cancel a call in Transferred or Waiting state. For this, move the cursor to the call and press **.

IV.2. SERVICE MENU

With the items in “**Service**” menu, you can access some user and operator features.

IV.2.A. TRUNK LINES

“*Trunk Lines*” submenu offers the MS38s System services related to lines.

When you pull down “*Trunk Lines*” submenu, a new window displaying the three items will appear on the screen.

IV.2.A.1. FORWARDING

Corresponds to the operator only feature External Call Diversion.

Allows you to assign the external number to which the incoming calls through a particular line will be forwarded at night mode.

After you choose this item, a dialog box with an input line for each external line appears on the screen. Enter the telephone number(s) next to the related line(s).

IV.2.A.2. AUTO CHECK

Corresponds to the program Line Check Service.

You can make the MS38s System determine the states and signaling of all lines automatically.

The lines stay out of service for about 10 sec. after this item is activated. Make sure that there is no ongoing call on the MS38s System before you activate the "Auto Check" item. PK38s asks your confirmation before "Auto Check" starts.

IV.2.B. SUBSCRIBERS

"Subscribers" submenu offers the MS38s System services related to extensions.

IV.2.B.1. REMINDER

Corresponds to the operator only feature Wake-up Service.

When you select "Reminder" item, a dialog box with an input line for each extension is displayed on the screen. Shown at the top of the dialog box is the current time. Enter the wake-up time for the related extension(s).

IV.2.B.2. FORWARDING

Corresponds to the user features Follow Me and Follow Me (No Answer).

After you choose "Forwarding", a new window with three options "day", "night" and "unanswered" appears on the screen. Select, "day" if you want follow me to be valid for all incoming calls in Day mode, "night" if you want follow me to be valid for all incoming calls in Night mode and "unanswered" if you want Follow Me (No Answer) to be activated. Enter the extension number into the input line of the extension whose calls are to be forwarded.

IV.2.B.3. PROGRAMMABLE KEYS

Corresponds to the user feature Programmable Facility Keys.

When you choose this item a dialog box appears and the MS38s System waits for an extension number. Then you can enter the codes for the four facility keys of the telephone at that extension.

IV.2.C. SYSTEM

This submenu offers the items related to the MS38s System itself.

IV.2.C.1. DATE / TIME

Corresponds to the operator only feature *Time Setting* and *Date Setting*.

You can set the current time and date of the MS38s System. When you select "Date/Time" item, a dialog box with two input lines, one showing the current date and the other one showing the current time, is displayed on the screen. You can enter new values in these fields.

IV.2.C.2. MUSIC ON HOLD

Corresponds to the operator only feature *Music On Hold*.

Allows you to enable or disable the internal melody generator or the external music source connected to the MS38s System. You will see three radio buttons in the dialog box of this item to select the music source. NONE (cancels Music On Hold), EXTERNAL (enables external music source) and INTERNAL (enables internal melody generator). Select one of them with arrow keys and then press <Enter>.

IV.2.C.3. NIGHT MODE

Corresponds to the operator only feature *Night Mode*.

Allows you to put the MS38s System in Night mode or cancel the Night mode. When you select this item a dialog box with a check box for NIGHT MODE is displayed on the screen. You can enable or disable the Night mode by marking the check box or by clearing the mark in the check box by pressing <Space>.

IV.2.C.4. PARALLEL OPERATOR

Corresponds to the operator only feature *Parallel Operators*.

Allows you to enable or disable the predefined parallel operators. You can enable or disable the Parallel Operators by marking the check box or by clearing the mark in the check box by pressing <Space>.

IV.2.C.5. ACD

Corresponds to the operator only feature *ACD Activation*.

You can activate ACD (Automatic Call Distributor) feature of the VM38. You can enable or disable the activation of ACD by marking the check box or by clearing the mark in the check box by pressing <Space>.

IV.2.D. MEMORY

Allows you to view and modify the contents of the common pool of the MS38s System and private pools of all the extensions, transfer their values from the MS38s System to PC or transfer the modified values from PC to the MS38s System.

Memory records have three fields, MEMORY_NO is the two digit number of the private or common pools, TELEPHONE NUMBER is the telephone number of at most 16 digits, NAME is the name of the person or place that the telephone number belongs to, at most 30 characters. Pause can be inserted between the digits of the telephone number by entering "#". Each time a "#" is pressed, a pause of 1 sec is entered. Pressing "#" for once is counted as one digit.

IV.2.D.1. COMMON POOL

Corresponds to the operator only feature *Common Pool Entry*.

With this item you can modify the contents of the common pool. You can enter a new record into the common pool by pressing <Insert>. By selecting a record, you can delete that record from the common pool by pressing or modify that record in the common pool by pressing <Enter>.

When you finish working in the directory, you should store the modifications in a file. By pressing <F2>, you save the latest form of the directory in file USERMEM.DAT. You can close the window by "Window" ► "Close" item.

IV.2.D.2. PRIVATE POOL

Corresponds to the user feature *Private Pool Entry*.

With this item you can modify the contents of the private pools of all extensions. When you choose this item a dialog box with an input line will be displayed on the screen. You should enter the extension number whose private pool will be updated. Then you can enter a new record into the private pool by pressing <Insert>. By selecting a record, you can delete that record from the private pool by pressing or modify that record in the private pool by pressing <Enter>.

When you finish working in the directory, you should store the modifications in a file. By pressing <F2>, you save the latest form of the directory in file USERMEM.DAT. You can close the window by "Window" ► "Close" item.

IV.2.D.3. EXCHANGE to PC

Allows you to transfer all or some of the private pool and common pool records from your MS38s System to PC. These records are kept in a file called USERMEM.DAT.

There are two control fields to make this operation (one for the common pool, named COMMON POOL and one for the private pools, named PRIVATE POOL). If you want to load the common pool from MS38s System to PC then you should mark the check-box of COMMON POOL before entering OK. In the PRIVATE POOL field, you see check-boxes for all extensions, you should mark the check-boxes of the extensions (whose private pools will be loaded to PC) one by one.

IV.2.D.4. PC to EXCHANGE

Allows you to transfer all or some of the records of the private pools and common pool from the PC to your MS38s System. The transferred records are written over the existing ones.

PK38s asks for a confirmation before loading the common pool and private pools to MS38s System. There are two control fields to make this operation (one for the common pool, named COMMON POOL and one for the private pools, named PRIVATE POOL). If you want to load the common pool from MS38s System to PC then you should mark the check-box of COMMON POOL before entering OK. In the PRIVATE POOL field, you see check-boxes for all extensions, you should mark the check-boxes of the extensions (whose private pools will be loaded to PC) one by one.

V. MAINTENANCE SERVICES

In this section, the menus “**File**”, “**Program**”, “**Options**”, “**Window**” that serve maintenance purposes are explained.

V.1. FILE MENU

“**File**” menu contains the file processing items of PK38s.

V.1.A. EXCHANGE to PC

"Exchange to PC" is the item to start the transfer of MS38s System parameters from MS38s System to PC. With this item, PK38s receives all parameters from the MS38s System and stores them in a backup file. Later on, you can use the "PC to Exchange" item to load the parameters in the backup file back to the MS38s System.

After you choose this item, a dialog box with two control fields appears on the screen. In the first field, called NAME, you are asked to type the filename without an extension. (PK38s automatically adds the extension .XDT to the end of the filename.)

Listed in the second control field called FILES are the filenames with extension .XDT that are existing in the directory of PK38s. You can choose one of these files as the backup file. The transferred parameters are written over the ones existing in the file.

V.1.B. PC to EXCHANGE

"PC to Exchange" is the item to transfer the MS38s System parameters from a file in PC to the MS38s System.

This item is mostly used to download the backup parameters to the MS38s System. The backup file created by the "Exchange to PC" item can be transferred to the MS38s System. In File mode you can see and modify the parameters in the backup file before transferring the file to the MS38s System. See “**Option**” ► “**Mode**” item.

On the other hand, PK38s also allows you to create new files for MS38s System parameters. See "New File" item. With item "PC to Exchange", you can also transfer such files to the MS38s System.

After you choose this item, you will see a dialog box with two control fields, which is identical to the dialog box of "Exchange to PC" item, on the screen. Fill the control fields in the similar way, so that you can choose one of the files to be downloaded to the exchange.

V.1.C. NEW FILE

PK38s has two modes of operation: On Line and File. Switching from one mode to another is made with the “**Option**” ► “**Mode**” item.

When you are in File mode, you can use the “New File” item to change the file in which you work and to create a new file with default values of system parameters.

V.1.D. PRINT

If you want, you can print the MS38s System and extension / line parameters that are stored in a File or the On-Line memory of the program. See “**Option**” ► “Mode” item. If you use “Print” item in On-Line mode, you can see the current status of the extensions, lines and the MS38s System itself on the printout. You may also use “Print” item in File mode to have a report on the contents of the file you are working on.

V.1.E. DOS SHELL

“Dos Shell” item allows you to access DOS environment without quitting PK38s. Once you activate “Dos Shell” item, you switch to MS-DOS prompt. After running the DOS application you want, you must type Exit and press <Enter> to return back to PK38s.

V.1.F. EXIT

With “Exit” item, you quit PK38s.

You can also use the accelerator command <ALT+X> to exit PK38s.

V.2. PROGRAM MENU

With the “**Program**” menu you can enter the programs for the lines, extensions and MS38s System itself. Before accessing the items in this menu you must enter the password using the “**Options**” ► “Enter Password” item.

V.2.A. TRUNK LINES

In this submenu, you can find the items which modify the line parameters.

V.2.A.1. MARKING

Corresponds to program *Line Status and Signaling*.

With this item, you can mark any line as In Service, Out Of Service or In Service For Incoming Calls Only. This item also allows you to choose the signaling mode, DP or DTMF, for each line in service.

When you choose this item a dialog box with two switch lines (one for status and one for signaling) for each external line is displayed on the screen. You can change the line status and signaling parameters by pressing <Space>.

V.2.A.2. PARAMETERS

Corresponds to program *Line Parameters*.

With this item you can define the extension at which the incoming calls for a specific line will ring, in Day mode and in Night mode. Besides you can define the lines over which the system will check the authority levels of the extensions, as well as the codes to access a line, the mode of the fax router and Night mode ACD, EMB facilities.

When you choose this item a dialog box with two input lines (for ringing extensions in Day and Night modes) and four switch lines (for other facilities) for each external line will be displayed on the screen. Enter extension numbers for ringing extensions and make a selection by pressing <Space> for other facilities.

V.2.A.3. HUNT GROUP

Corresponds to the program Follow Me Busy Line.

When you choose this item a dialog box with an input line for each external line will be displayed on the screen. If you want the extensions to access line B when the line A is busy, enter line B into the input line of line A.

V.2.A.4. DIRECT INWARD DIALING

Corresponds to the program DISA / ACD Line.

With this item you can enable or disable the Direct Inward Subscriber Access (DISA) facility for lines.

When you choose this item a dialog box with a switch line for each external line will be displayed on the screen. Make a selection by pressing <Space>.

V.2.B. SUBSCRIBERS

In this submenu, you can find the items which modify the extension parameters.

V.2.B.1. CALL AUTHORIZATION LEVELS

Corresponds to the program External Call Authority.

When you choose this item, a new window with "day" and "night" options will be displayed on the screen. If you choose "day" option, you can specify the External Call Authority for all extensions in Day mode. If you choose "night" option, you can specify the External Call Authority for all extensions in Night mode.

When you select "Call Authorization Levels" item and then "day" or "night" options, a dialog box with a switch line for each extension will be displayed on the screen. You can change authority levels by pressing <Space>.

V.2.B.2. OUTGOING CALL DURATIONS

Corresponds to the program Outgoing Call Time Out.

Using this item, you can set the outgoing call durations of the extensions.

When you select "Outgoing Call Durations" item, a dialog box with an input line for each extension will be displayed on the screen. Enter the limit time into the input line of the related extension. The number you enter should be between 2 and 20 minutes.

V.2.B.3. HOT LINE

Corresponds to the program Hot Line.

With this item, you can program any Hot Line facility for the extensions. You can enter "extension number, 9 or 7+line number" into the input line of the related extension. For the Hot Abbreviated Dialing you need to enter the common pool register numbers 97, 98, 99. You can assign the hot line as Immediate or Delayed by changing the switch line. This is not valid for hot abbreviated dialing.

V.2.B.4. HUNT GROUP

Corresponds to the program PBX Group.

When you choose this item, a new window with "day" and "night" options will be displayed on the screen. If you choose "day" option, you can define the PBX groups for the day mode, and if you choose "night" option you can define the PBX groups for the Night mode.

When you select this item and then "day" or "night" options, a dialog box with an input line and switch line (used to enable parallel extension) for each extension will be displayed on the screen. Enter the extension numbers into these input fields. When the related switch line is active, you can enable parallel extensions by pressing <Space>.

V.2.B.5. SUBSCRIBER AUTHORIZATION LEVELS

In this dialog box you can edit the following authorities for extensions:

INTRUSION AUTHORITY (Intrusion Authority), HOOK-FLASH / HOOK-ON KEYS (Flash Disable), HOOK-FLASH OPERATION (Flash Disable), VM MESSAGE LEAVE (EMB Facilities Authority), VM MESSAGES LOCK / RECORD (EMB Facilities Authority), AUTO-DIAL (Auto-Dial / Intrusion Permission), CONFERENCE (Auto-Dial / Intrusion Permission), TRUNK CALL PICK UP (External Call Pick Up / Target For Call Forwarding Permission), RESTRICTED PREFIX OVERRIDE (Call Prefix Restriction Override Permission)

V.2.B.6. TARGET FOR CALL FORWARDING

Corresponds to the program External Call Pick Up / Target For Call Forwarding Permission.

An input line for each extension can be seen on the screen. If you assign Yes for the extension by pressing <Space> when the related switch line is active then you allow the extension to be a target for call forwarding. If you assign No, then none of the extensions can forward their calls to that extension.

V.2.B.7. PASSWORDS

Corresponds to the user facilities Password Define and Password Update.

When you choose "Passwords" item, a dialog box with an input line for each extension will be displayed on the screen. You can enter, change or delete the password of any extension.

V.2.B.8. TOLL ACCOUNT

Corresponds to the program Toll Account.

An input line for each extension can be seen on the screen. You can enter the toll account (between 1 and 9999) into the input line of any extension.

V.2.C. SYSTEM

In this submenu, you can find other submenus or items related to the MS38s System.

V.2.C.1. CMDR

When you choose this submenu, a new window consisting of the "Call Record Listing" program items will be displayed on the screen.

a) CMDR PARAMETERS

Corresponds to the programs Listing Level / Media, CRL Time Filter, Counter Reset and STD / ISD Codes.

With this item, you can define the Call Record Listing Report Level (you can decide the call types that are to be reported), Call Record Listing Media Type (PC or KAREL Mini Printer) and Call Record Listing Time Filter (between 10 and 90 seconds). You can also activate Counter Reset (to reset the counter number) and enter Call Permission Check Code (STD / ISD code parameters 0 or 9).

b) CMDR FILTERS

Corresponds to the program Port Filter.

You can use this item to include or exclude an extension or a line in the Call Record Listing Report. All the extensions and lines are included in the Call Record Report by default.

When you choose this item, a dialog box with two control fields, TRUNK LINES and SUBSCRIBERS will be displayed on the screen. Mark the check-box to report the calls of the extension or line.

c) METERING PULSE UNIT PRICE

Corresponds to the program Pulse Price.

With this item, you can enter the Pulse Price for each line, which is used for the calculation of the cost of outgoing calls.

When you choose this item, a dialog box with an input line for each external line will be displayed on the screen. Enter a number (between 00000 and 65000) as the pulse price.

d) TARIFF TABLE

Corresponds to the programs *Tariff Table* and *Time Table*.

In this dialog box, you can edit the parameters for Tariff Table to be used in calculating the costs of outgoing calls according to call type, duration and time. In order to use this feature, the unit times to be used for charging local, long distance and international calls should be entered for both STANDARD and ECONOMICAL time periods. Unit time is in seconds and can be between 1 and 250.

You should also enter time interval for the TIME TABLE corresponding to the tariff table. This time table shows the time interval of the economical time period. Enter the numbers into the related input lines.

V.2.C.2. SYSTEM PARAMETERS

Using this item you can specify the MS38s System parameters.

When you choose this item, a dialog box with 13 control fields will be displayed on the screen.

- For EQUAL LOAD ON TRUNK (*Equal Load On Lines*), RETRIEVE (*Multiple Parked Call Retrieve Method*), DTMF DIALING (*DTMF Dialing*), TIME LIMITING INCOMING CALLS (*Incoming Call Time-Out*) and HUNT GROUP PARAMETERS (*PBX Group Parameters*), choose the desired values using the space bar.
- For SYSTEM SUPERVISOR (*System Supervisor*), HOLD DURATION (*Recall Time*), AUTO HOLD DURATION (*Automatic Hold*), HOOK FLASH DURATION (*Line Flash Time*) parameters, type the values into the input lines.

V.2.C.3. RELAY

Corresponds to the programs *Buzzer / Relay Facilities*, and *Relay Activation Time*.

You can use this item to specify the parameters of MS38s relay. When you choose this item, a dialog box with 3 control fields will be displayed on the screen. By RELAY FUNCTION you can select the external device to be controlled by the relay. For this control field there are 4 radio buttons, select one of them by pressing arrow keys. RELAY DURATION (activation time parameter) can be typed as a number between 1 and 99. The activation time of relay is calculated as 10 percent of the entered value in seconds.

V.2.C.4. DIALING RESTRICTIONS

Corresponds to program *Call Prefix Restriction*.

There are 10 input lines available, you can type 10 different prefix levels and prefixes.

V.2.C.5. PARALLEL OPERATOR

Corresponds to the program *Parallel Operator*.

Using this item you can assign at most four different extensions to ring in parallel with the operator.

When you choose this item a dialog box with a control field will be displayed on the screen. Enter the extension numbers of the parallel operators.

V.2.C.6. RESET

Corresponds to the program Reset.

Using this item you can reset your MS38s System. When you choose this item all the parameters will return to their default values. Since the MS38s System will be temporarily out of service during this operation you must not reset your MS38s System when there are ongoing calls.

When you choose "Reset" item, the program warns you and asks for confirmation to reset the MS38s System.

V.2.C.7. AUTOMATIC SERVICES

Corresponds to the programs Automatic Night Mode, Automatic Parallel Operators, Automatic ACD Activation and Daily Automatic Services.

This item allows you set the parameters for Automatic Night Mode, Parallel Operator, ACD and Daily Services. For automatic services, you should enter the time intervals into the input lines, and for the daily services, you should mark the check boxes of the related day(s).

V.2.C.8. ACD

Corresponds to the programs DISA / ACD Line, DISA / ACD Inaccessible Extension, Single Key Menus for VM38.

With this item you can enter some parameters related with ACD.

- By Trunk option, you can assign the lines as ACD by pressing <space>.
- By Extensions option, you can set inaccessible extensions by pressing <space>.
- By Menus option, you can enter single key menus for ACD operations.
- By Messages option, you can just see which messages are entered.

V.2.D. GROUP

When you choose this submenu a new window with "Subscriber Group Parameters" and "Trunk Line Group Parameters" items will be displayed on the screen.

V.2.D.1. SUBSCRIBER GROUP PARAMETERS

Corresponds to the program Access Group.

Using this item you can define the access groups for the extensions. Group number of all the extensions are "0" by default.

When you choose this item, a dialog box with an input line for each extension will be displayed on the screen. Enter the group number into the input line of the extension.

V.2.D.2. TRUNK LINE GROUP MATCHING

Corresponds to the program *Access Group Line Matching*.

Using this item you can match the lines with the desired access groups. At the beginning, all the lines are matched to 0 numbered line access group.

When you choose this item a dialog box with an input line for each line will be displayed on the screen. Enter the group numbers into the input lines of related external lines.

V.3. OPTIONS MENU

With the items in this menu, you can define the operation mode of the PK38s program, view and modify the configuration, change the screen size, enter and modify the password of PK38s program and display the PK38s program version and serial number of the security plug.

V.3.A. MODE

PK38s program has two operation modes: (1) On Line and (2) File. You can use "Mode" item to switch from On Line mode to File mode or vice versa. The current mode of the program is written at the right of the "Mode" item. Besides in File mode, between the parenthesis, you can see the name of the file that is currently being worked on.

If you choose this item while working on File mode, the program will check the connection between the MS38s System and the PC and if no error occurs it will switch to On Line mode automatically.

If you choose this item while working on On Line mode, a dialog box is displayed and the program wants you to enter a file name. If you enter a new name, a new file is created and the default values of all the parameters are loaded. If you enter a file name which already exists then you start to work on that file.

V.3.B. CONFIGURATION

With this item you can view and modify the PK38s program and MS38s System configurations.

COM PORT NO is the serial communication port number of the PC, which may be between 1 and 4. PC is connected to the MS38s System via this port.

LPT PORT NO is the parallel port number of the PC, which may be between 1 and 3. PC is connected to the printer by this port.

SUBSCRIBER NUMBER is the default extension to whom a call made from the phone directory, will be connected.

DIALER is the default type of the dialing (auto, normal) which is initiated from the phone directory.

CMDR_DIRECTORY is the name of the directory where the CMDR files are located. If you are also using the CM38 program for MS38s and you want call data to be transferred to the PC even when the PK38s program is running, then, in this field you have to enter the location of CM38 program.

CMDR_DATA_RECEIVE_INTERVAL is the time interval for PK38s program to receive call records from the exchange, if you are also using the CM38 program for MS38s. Enter from 10 to 120 minutes in this field. The reception of call records will be disabled if this field is left blank or zero is entered.

When the program is working in File mode three more data will be displayed on the Configuration window in addition to the ones above. These are NUMBER_OF_TRUNK_LINES (the number of the lines in the system), NUMBER_OF_SUBSCRIBERS (the physical number of the last extension in the system) and MS38_SOFTWARE (Eprom version of the system). These parameters must be entered correctly for proper configuration. When the program is working in the On Line mode, these data are obtained from the MS38s System automatically.

V.3.C. SCREEN SIZE

Normally the screen size is 80X25 characters. If your video card supports, you can make your program work in more condensed screen modes. If you have a Hercules or CGA video card you cannot use your program with any screen size except 80X25. You can work with an 80X43-screen size if your video card is EGA and you can work with an 80X50-screen size if your video card is VGA. Screen sizes will enable you to view more records while working in the phone directory or common pool.

Using this item you can switch from the condensed to normal and normal to condensed screen modes by pressing <Enter>.

V.3.D. ENTER PASSWORD

In order to use the items in “**Program**” menu, you must enter the password using this item. By entering the password the program codes are highlighted, so that you can change program parameters. If you do not enter password then you cannot change the system parameters. By default the password is KAREL and it is not case sensitive.

V.3.E. CHANGE PASSWORD

Allows you to modify your password that controls the access to the items in “**Program**” menu.

When you choose this item, a dialog box asking you the current password will be displayed on the screen.

If you enter the right password, a new dialog box asking you the new password will be displayed on the screen.

You have to enter the new password correctly twice. If the two new passwords are different, the old password will not be changed.

The password can be at most 8 characters and is not case sensitive.

V.3.F. VERSION

Using this item you can view the version of the PK38s program as well as the serial number of the security plug.

V.4. WINDOW MENU

In this menu you can find the items for moving the windows, modifying the size of the windows and switching between the open windows.

V.4.A. MOVE / SIZE

This item allows you to change the position of the active window using the arrow keys. You can size the window using the arrow keys with <Shift> key. The size of some of the windows can not be changed though their position can be modified.

You can select this item by pressing <Ctrl+F5> without entering the **“Window”** menu.

V.4.B. NEXT

If there exists more than one window opened at the same time, using this item you can change the active window.

You can also choose this item by pressing <F6> without entering the **“Window”** menu.

V.4.C. ZOOM

Using this item you can maximize the active window and restore the original dimensions.

You can use this item by pressing <F5> without entering the **“Window”** menu.

V.4.D. CLOSE

Using this item you can close the active window.

You can use this item by pressing <Alt+F3> without entering the **“Window”** menu.

V.4.E. TILE

Using this item you can arrange the open windows so that more than one window share the screen without overlapping.