

Karel DSS40

Direct Station Select Module

Easy to Use
Owner's
Guide



Edition 3.1

KAREL

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INTRODUCTION

This Easy to Use Owner's Guide provides an overall reference on the DSS40 Direct Station Select Module facilities of KAREL MS48 / MS48-ISDN / MS128 / MS224 Telephone System.

The guide is prepared assuming that the DSS40 user is familiar with MS48 / MS48-ISDN / MS128 / MS224 Easy To Use Owner's Guide.

I. OVERVIEW

DSS40 Module is mainly designed to be used together with Karel LT48 & LT48-H Feature Phones and OP48 & OP48-H Consoles.

DSS40 Module consists of a Busy Display Panel, a 2-Character Display and a programmable keypad including 40 keys with corresponding LEDs.

Figure 1 and Figure 2 illustrate the outlook and Busy Display Panel of a DSS40 Module, respectively.

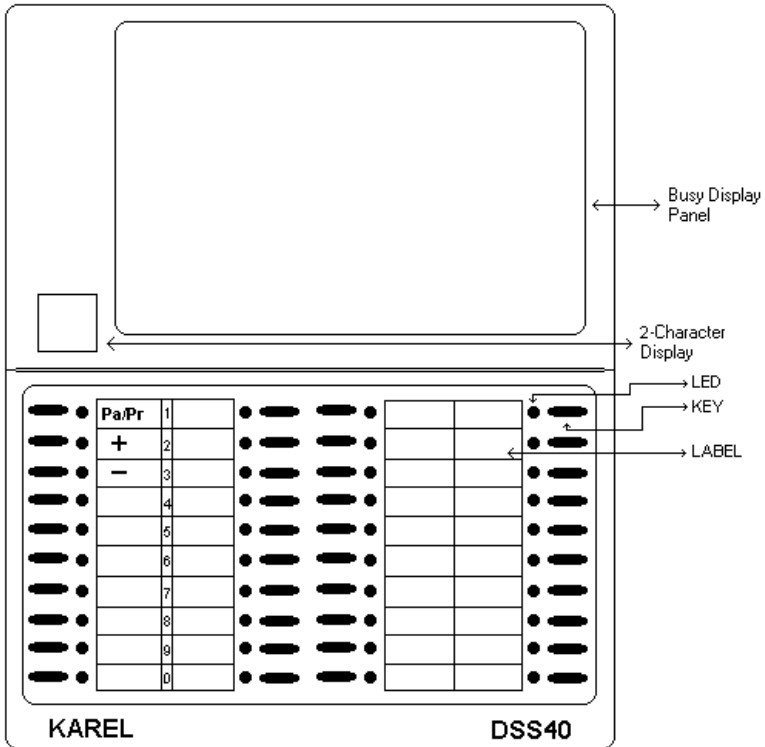


Figure 1

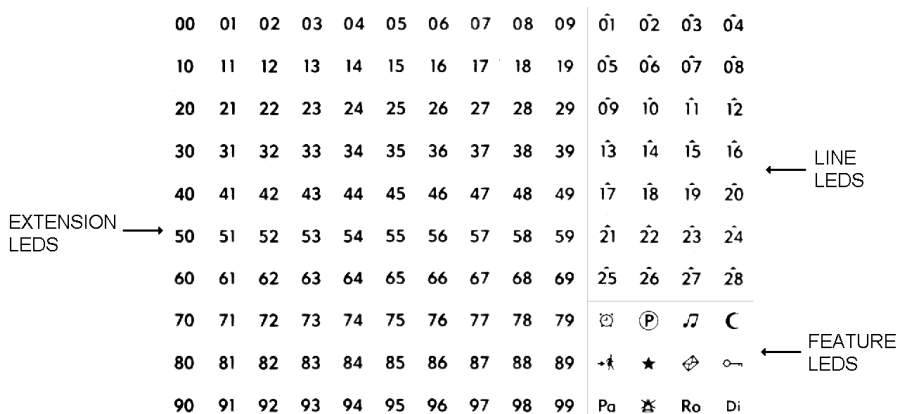


Figure 2

I.1. BUSY DISPLAY PANEL & 2-CHARACTER DISPLAY

The LEDs in the Busy Display Panel together with the 2-Character Display show the states of all extensions and lines as well as some system features.

EXTENSION STATUS :

The Busy Display Panel has 100 LEDs dedicated to extensions. The states of all extensions can be monitored via these LEDs in 3 different pages.

The page structure is based on 4-digit physical extension numbers. The first two digits of the extension number are given on the 2-Character Display, whereas the last two digits are identified by the corresponding LED on the Busy Display Panel.

	Extensions	Number on 2-Character Display	LED on Busy Display Panel
Page 1 ⇒	1100 to 1199	11	00 to 99
Page 2 ⇒	1200 to 1299	12	00 to 99
Page 3 ⇒	1300 to 1399	13	00 to 99

The extension numbers of MS48, MS48-ISDN and MS128 systems may be less than 4 digits. In such cases, the extension numbers are preceded with prefix "11" (for 2-digit extension numbers) and prefix "1" (for 3-digit extension numbers).

The status of the extension LEDs on the Busy Display Panel are :

<u>ON</u>	:	The extension is busy.
<u>OFF</u>	:	The extension is idle.
<u>BLINKING</u> (slow)	:	The extension is ringing.
<u>BLINKING</u> (fast)	:	The extension is calling the operator.

LINE STATUS :










The Busy Display Panel has 28 LEDs dedicated to lines. The states of all lines can be monitored via these LEDs staying at the up right part of the Busy Display Panel and marked by a “▲” sign on top.

The status of the line LEDs on the Busy Display Panel are :

<u>ON</u>	:	The line is busy.
<u>OFF</u>	:	The line is idle.
<u>BLINKING</u> (slow)	:	There is a call coming from the line.
<u>BLINKING</u> (fast)	:	A call on the line is parked.

FEATURE STATUS:

The 12 LEDs at the down right part of the Busy Display Panel show the states of some system features as follows:

Symbol	LED
	ON: <i>Reminder</i> is active.
	ON: There is a parked call.
	ON: <i>Music On Hold</i> is active.
	ON: <i>Night Mode</i> is active.
	ON: <i>Follow Me</i> is active.
	BLINKING: <i>Auto-Dial</i> is active.
	BLINKING: <i>Message Waiting</i> or <i>Call Back</i> is activated for you or a call is waiting in your queue.
	ON: Telephone is locked.
Pa	ON: <i>Parallel Operator</i> is active.
	ON: <i>Do Not Disturb</i> is active.
Ro	ON: <i>Auto – Attendant</i> is active.
Di	ON: The doorphone is in use.

I.2. KEYPAD

1. Each DSS40 key (except for the “Pa/Pr”, “+” and “-” keys) can be programmed to have two different functions: **Primary Function** and **Secondary Function**. While programming the keys, if a feature is to be assigned to the **Primary Function** of a key, the key should be pressed **until the first “beep”**. However, the same key should be pressed **until the second “beep”** if a feature is to be assigned as a **Secondary Function**.

In the following pages, programming the Primary Function of a key is explained.

2. If the feature assigned to the **Primary Function** of a key is to be activated, the key should be pressed **until the first “beep”**. However, the same key should be pressed **until the second “beep”** if the feature assigned to its **Secondary Function** is to be activated.

In the following pages, activating the Primary Function of a key is explained.

3. The features can be activated in two ways:
 - Lifting the handset of the telephone and then pressing the relevant key on DSS40, or
 - Pressing the relevant key on DSS40 and then lifting the handset of the telephone in 3 seconds. This method eliminates the necessity of handset use first; thus enables one-hand operation.

In the following pages, the first method is used to explain how to activate the features.

4. The **LEDs**, corresponding to the DSS40 keys, **function only for** the features assigned to the **Primary Functions** of the keys.
5. Though there are many identical keys on DSS40, some of them have special uses, which take effect during programming of DSS40 or navigating through pages. These keys are identified by the symbols and numbers on the labels.

There are two groups of keys for such special use.

- **DSS40 Numeric Keys**: These keys have numbers “**0, 1, ..., 9**” as indicators. These keys can be used to enter parameters during programming of DSS40.
- **DSS40 Special Keys**: These keys have characters “**Pa/Pr, +, -**” as indicators. These keys are mainly used for entering and exiting the programming mode or navigating through the pages.

PA/PR KEY:

- I. Enters / exits the Programming Mode (see Page 9).
- II. Clears all DSS40 keys (see Page 22).

+ KEY:

- I. Displays the next page on the Busy Display Panel in a cyclic manner (11 after 13).
- II. Navigates forward among the programming options, if pressed in Programming Mode.

- KEY:

- I. Displays the previous page on the Busy Display Panel in a cyclic manner (13 after 11).
- II. Navigates backward among the programming options, if pressed in Programming Mode.

II. PROGRAMMING & USING DSS40 KEYS

Each key of DSS40 can be assigned to the following 5 different functions, upon entering the programming mode.

1. Extensions.
2. Lines.
3. Common pool numbers.
4. Private pool numbers.
5. Some system features.

• **PROGRAMMING MODE ENTRY**



Press "Pa/Pr" key until the first "beep". The last two digits of the physical extension number to which DSS40 is currently connected, starts blinking on the 2-Character Display.



Navigate among the programming options using the "+" or "-" keys. The options are:

En: Extension programming, **Ln:** Line programming, **Co:** Common pool programming, **Pr:** Private pool programming, **Fn:** Function programming

- If there are more keys to be programmed in the same *Programming Mode* and if *Programming Mode* has not been exited, these keys can also be programmed without the need to restart the *Programming Mode* using the relevant key.

• **PROGRAMMING MODE EXIT**



Press "Pa/Pr" key until the second "beep".

- DSS40 exits the programming mode automatically 30 seconds after the last use of a DSS40 key. However, it is recommended to use "Pa/Pr" key to exit *Programming Mode* so as to prevent any possible program errors

II.1. EXTENSION KEYS

PROGRAMMING

- **ACTIVATE**



Press key that you want to program when “En” is shown on the BDP.



Dial extension number using DSS40 Numeric Keys.



Press “Pa/Pr” key until the first “beep” to save the program.

IMPORTANT

4-digit physical extension number should be entered even:

- * **When Flexible Numbering is activated on the system, or**
- * **For MS48, MS48-ISDN and MS128 systems. In these systems, when Flexible Numbering is not activated, the extensions numbers are of 2 or 3 digits. So, the extension number must be preceded with the prefix “1” (for 3-digit extension numbers) or “11” (for 2-digit extension numbers). (E.g. 1128 should be entered if a key is to be programmed for extension 28 of MS48 system.)**

USING

- **ACTIVATE (CALLING AN EXTENSION)**



Lift handset. or,



You are receiving busy or ring-back tone upon calling another extension.



Press extension key.

- **ACTIVATE (INQUIRY CALL AND CALL TRANSFER)**



You have an ongoing call.



Press extension key to hold original call and call this extension.



Converse with extension.



Retrieve original call. or,



Transfer the call to extension.

LED STATUS

- ON** : The extension is busy.
- OFF** : The extension is idle.
- BLINKING (slow)** : The extension is ringing.
- BLINKING (fast)** : The extension is calling the operator.

II.2. LINE KEYS

PROGRAMMING

- **ACTIVATE**



Press key that you want to program when “Ln” is shown on the BDP.



Dial 2-digit line number using DSS40 Numeric Keys.



Press “Pa/Pr” key until the first “beep” to save the program.

USING

- **ACTIVATE (LINE ACCESS)**



Lift handset.



Press line key.



Receive C.O. dial tone.



Dial external number.

- **ACTIVATE (CALL PARK)**



You have an ongoing external call.



Press line key to park call.



Receive internal dial tone.

- **ACTIVATE (PARKED CALL RETRIEVE)**



Lift handset.



Press line key to retrieve call.



Converse.

LED STATUS

- ON** : The line is busy.
- OFF** : The line is idle.
- BLINKING (slow)** : There is a call coming from the line.
- BLINKING (fast)** : A call on the line is parked.

II.3. COMMON POOL KEYS

PROGRAMMING

- **ACTIVATE**



Press key that you want to program when "Co" is shown on the BDP.



Dial the 3-digit common pool register number (00,...,49) using DSS40 Numeric Keys.



Press "Pa/Pr" key until the first "beep" to save the program.

USING

- **ACTIVATE**



Lift handset.



Press common pool key.

The system starts dialing the external number.

NOTES

Only the first 50 common pool registers (in-between 00-49) can be assigned to DSS40 keys.

LED STATUS

LEDs of the keys that are programmed for common pool numbers have no function.

II.4. PRIVATE POOL KEYS

PROGRAMMING

- **ACTIVATE**



Press key that you want to program when "Pr" is shown on the BDP.



Lift the handset.



Dial external number from telephone.

USING

- **ACTIVATE**



Lift handset.



Press private pool key.

The system starts dialing the external number.

NOTES

1. At most 20 private pool numbers can be assigned to DSS40 keys.
2. The number to be stored can be at most 16 digits, except for the 9th key programmed for a private pool number. The number to be stored for the Primary Function of the 9th key programmed can be at most 9 digits.
3. Instead of private pool numbers, any feature code can be assigned to DSS40 keys as well. To do that, instead of the external number, the feature code with a "✳" in front must be dialed from telephone.

E.g. To program a key to activate *Paging* extension 4672, "✳ 867 4672" must be dialed from the telephone, instead of dialing an external number.

4. If Flexible Numbering is active on your MS48 / MS48-ISDN / MS128 / MS224 system and you do not know the physical extension numbers, the method given in item 3 above is the only way to assign flexible extension numbers the keys.

E.g. To program a key for extension 2200, "✳ 2200" must be dialed from the telephone.

LED STATUS

LEDs of the keys that are programmed for private pool numbers have no function.

II.5. FEATURE KEYS

PROGRAMMING

- **ACTIVATE**



Press key that you want to program when "Fn" is shown on the BDP.



Dial 2-digit feature number (feature numbers are given in the table below) using DSS40 Numeric Keys.



Press "Pa/Pr" key until the first "beep" to save the program.

FEATURE NUMBERS & LED STATUS FOR FEATURES

Number	Feature Name	LED
01	Phone Lock	ON: Phone locked.
02	Listening To The New Messages	BLINKING: Message waiting.
03	Auto-Dial (Last Number)	BLINKING: Active.
04	Reminder Service	ON: Active.
05	Do Not Disturb	ON: Active.
06	Follow Me	ON: Active.
07	Call Park/Retrieve	ON: Call Park.
08	Parallel Operators	ON: Active.
09	Auto Attendant Activation	ON: Active.
10	Night Mode	ON: Active.
11	Temporary Absent Message	-
12	Background Music	ON: Music On Hold is activated by the operator. BLINKING: You are listening to music.
13	External Call Pick Up	-
14	Three Party Conference	-
15	Call Back	-
16	Paging All	-
17	Door-opener	-
18	Doorphone	ON: The doorphone is in use.
19	Hook-Flash	-
20	Hang Up	-

USING

The basic procedures to use the feature keys are given below. For details about these features please refer to MS48 / MS48-ISDN / MS128 / MS224 Easy To Use Owner's Guide.

1. Feature 01: (Phone Lock)

- **ACTIVATE**



Lift handset.



Press feature key.



Dial your password from telephone.



Dial "1" from telephone.



Receive internal dial tone.

- **CANCEL**



Lift handset.



Press feature key.



Dial your password from telephone.



Dial "0" from telephone.



Receive internal dial tone.

2. **Feature 02: (Listening To The New Messages)**

- **ACTIVATE**



Lift handset.



Press feature key.



Dial your password (if you have one) from telephone.



Listen to message(s).



Receive internal dial tone.

3. **Feature 03: (Auto-Dial (Last Number))**

- **ACTIVATE**



Lift handset.



Press feature key.



Hang up.



Wait until called party rings.



Your telephone rings in external call cadence.



Lift handset.



Converse.

- **CANCEL**



Lift handset.



Press feature key.



Receive internal dial tone.

4. **Feature 04: (Reminder Service)**

- **ACTIVATE**



Lift handset.



Press feature key.



Hour (00..23) and minute (00..59).



Receive internal dial tone.

- **CANCEL**



Lift handset.



Press feature key.



Receive internal dial tone.

5. Feature 05: (Do Not Disturb)

- **ACTIVATE / CANCEL**



Lift handset.



Press feature key.



Receive internal dial tone.

6. Feature 06: (Follow Me)

- **ACTIVATE**



Lift handset.



Press feature key.



Dial the other extension number from telephone.



Receive internal dial tone.

- **CANCEL**



Lift handset.



Press feature key.



Receive internal dial tone.

7. Feature 07: (Call Park/Retrieve)

- For the operator and OP48(-H) users: The key activates *Call Park/Retrieve*.
- For LT48(-H) users other than the operator: The key activates *Multiple Call Park* and retrieves the multiple call parks with *Line Selective Pick Up* method.

- **PARK**



You have an ongoing external call.



Press feature key to park the call.



Receive internal dial tone.

- **RETRIEVE (for the operator & OP48(-H) users)**



Lift handset.



Press feature key to retrieve the call.



Converse.

- **RETRIEVE** (for LT48(-H) users other than the operator)



Lift handset.



Press feature key



Retrieve parked call by dialing the line number.



Converse.

6. **Feature 08: (Parallel Operators-Operator Only Feature)**

- **ACTIVATE / CANCEL**



Lift handset.



Press feature key.



Receive internal dial tone.

7. **Feature 09: (Auto Attendant Activation-Operator Only Feature)**

- **ACTIVATE / CANCEL**



Lift handset.



Press feature key.



Receive internal dial tone.

7. **Feature 10: (Night Mode-Operator Only Feature)**

- **ACTIVATE / CANCEL**



Lift handset.



Press feature key.



Receive internal dial tone.

11. **Feature 11: (Temporary Absent Message)**

- **ACTIVATE / CANCEL**



Lift handset.



Press feature key.



Record message within 30 seconds after hearing “beep”.

12. **Feature 12: (Background Music)**

- **ACTIVATE / CANCEL**



Lift handset.



Press feature key.



Hang up.

13. **Feature 13: (External Call Pick Up)**

- **ACTIVATE**



Lift handset.



Press feature key.



Converse.

14. **Feature 14: (Three Party Conference)**

- **ACTIVATE**



You have an ongoing call. Announce the conference.



Press feature key to park or hold the first party.



Dial number of the second party from telephone.



Announce the conference.



Press feature key to establish conference.



Converse with both parties.

15. Feature 15: (Call Back)

• ACTIVATE



You are receiving busy tone (or ring-back tone for non-answering extensions).



Press feature key.



Hang up.



Wait until extension or line gets idle; or non-answering extension telephone is used.



Your telephone rings in external call cadence.



Lift handset.



Converse.

• CANCEL



Lift handset.



Press feature key.



Receive internal dial tone.

16. Feature 16: (Paging All)

• ACTIVATE



Lift handset.



Press feature key.



Make announcement after the "beep".

17. Feature 17: (Door-Opener)

• ACTIVATE (WHILE IDLE)



Lift handset.



Press feature key.



Receive internal dial tone.

• ACTIVATE (WHILE TALKING TO THE DOORPHONE)



You are conversing through the doorphone.



Press feature key.



Continue conversing.

18. **Feature 18: (Doorphone)**

- **ACTIVATE**



Lift handset.



Press feature key.



Converse.

19. **Feature 19: (Hook-Flash)**

- **ACTIVATE**



You have an ongoing call.



Press feature key to make hook-flash.



Receive special dial tone.

20. **Feature 20: (Hang Up)**

- **ACTIVATE**

During an ongoing operation,



Press feature key to terminate the operation.



Receive internal dial tone.

II.6. **CLEARING A KEY**

- **ACTIVATE**



Press key that you want to clear under any programming option.



Press "Pa/Pr" key until the first "beep".

II.7. **CLEARING ALL PRIVATE POOL KEYS**

- **ACTIVATE**



Press "Pa/Pr" key until the first "beep" when "Pr" is shown on the BDP.

II.8. CLEARING ALL DSS40 KEYS

- **ACTIVATE**



Press "Pa/Pr" key until the third "beep".