BCCS
Keeping You Connected

Telecommunications Bulletin

Customer Solution Center (CSC)

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Fall Back
Daylight Saving Time ends on 11/6/11
Programming Telecommunications Systems

The Daylight Saving Time change will occur at 2:00 a.m. Sunday, November 6, 2011. Systems must be manually set to make the adjustment to standard time.

Attached are instructions to program time changes on various systems:

1. **Prostar Electronic Key System**
2. **Comdial Electronic Key System**

   Note: The Prostar and Comdial systems are "manufacture discontinued" and the time change is not covered under preventative maintenance. If your agency is unable to complete the programming, you must open a trouble ticket to dispatch a vendor technician to your designated site. This service call will be billed on a "Time and Material" basis.
3. **Norstar Electronic Key System**
4. **Iwatsu/Omega Electronic Key System**
5. **Northcom Electronic Key System**
6. **Toshiba Electronic Key System**

   Note: The Norstar, Iwatsu/Omega, Northcom, and Toshiba systems are covered under the State's maintenance agreement. If your agency is unable to complete the programming, you must open a trouble ticket to dispatch a vendor technician to your designated site. There is NO charge for assistance in setting the time change on this equipment.

If you have an electronic key system that is not specifically referenced above and do not have instructions to change the time, this will require a trouble ticket for vendor resolution. Please be advised, the time change programming has been completed on many PBX and IVR systems, or your agency has been contacted to schedule a date for the programming change. If your agency experiences any problems, a trouble ticket should be opened to resolve the issue. You may open trouble tickets by calling:

Customer Service Center
800-366-8768

[In Springfield: 217-524-4784]

If you have not been contacted regarding the programming of your PBX, ACD, or Voice Mail, of if you have other questions regarding the time change, its impact on your telecommunications equipment, or programming your systems, please do not hesitate to contact your CMS Communications Systems Specialist.

CMS Bulletin
Daylight Saving Time
Attachment 1
Samsung/Prostar Instructions

Daylight Saving Time – Instructions to Program

SAMSUNG/PROSTAR

TIME/DATE CHANGE

PRESS THE “TRSF” KEY

YOU WILL SEE: PROGRAMMING MODE, ENTER PGIM ID

DIAL “200”

YOU WILL SEE: ENABLE CUS. PROG, PASSCODE:

DIAL”12341”

PRESS “TRSF” KEY

PRESS THE “TRSF” KEY AGAIN

DIAL “505”

YOU WILL SEE: (E.G.OLD 30552197:0849)

TYPE IN THE NEW TIME AND DATE USING YOUR TELEPHONE:

W = DAY 0-6(0:SUN, 1:MON, 2:TUES, 3:WED, 4:THUR, 5:FRI, 6:SAT)
MM = MONTH 01-12
DD = DATE 01-31
YY = YEAR 00-99 (1990-2089)
HH = HOUR 00-23
MM = MINUTE 00-59

PRESS “TRSF” KEY TO STORE AND EXIT

HOURS NEED TO BE ENTERED IN MILITARY FORMAT (00-23 FOR THE HOURS AND 00-59 FOR THE MINUTES).

CMS Bulletin
Attachment #2
Daylight Saving Time
Comdial Instructions

Daylight Saving Time – Instructions to Program

COMDIAL

IMI66-031 System Programming

SYSTEM CLOCK INFORMATION

Setting the Clock

1. Press ITCM, then dial *#.

2. Dial clock date with keypad keys.

   -values less than 10 must be dialed as 0X
   -Hours must be expressed in 24-hour format (like Military time)
   -Enter: YEAR MONTH DAY HOUR MINUTE

   example: 8808061530 (August 6, 1988, 3:30 PM)

Checking the Time Setting:

A printing of the current clock date can be obtained from station 10 whenever needed as follows:

-Press ITCM and dial *##.

CMS Bulletin
Daylight Saving Time
Attachment #3
Norstar Instructions

Norstar DST

- Login into system - (Feature **266344) PSWD 266344 (or whatever their password is)
- Press "Next" until you get to "Time and Date"
- Press "Show"
- Press "Change"
- Input Hour
- Press "Change
- Input Minutes
- If year is correct press next, if not press change and input correct year
- If month is correct press next, if not press change and input correct month
- If Day is correct press next, if not press change and input correct day
- Press "Heading"
- Press "Rls"

2.3.C.9 Clock Adjustment

The system has a built-in system clock for a time-display and other time-related functions. An Attendant can make adjustment of the seconds to 0 second.

- **Condition**

  - o Confirmation Tone is connected when adjustment is complete.
  - o Adjusted time of day is immediately displayed on ATTND display.
  - o The time of day is adjusted by depressing the ADJUST key twice.
  - o The adjustment is executed in the manner described below.
    If an Attendant adjusts system-clock while second is between 0 to 29, the value of second is revised to 0.
    If an Attendant adjusts system-clock while second is between 30 to 59, the value of second is revised to 0 and minute increases by 1.
  - o This function is for time, minutes and second adjustment, and not for date.
  - o If there is no Attendant, the KT/VP user with station No. 20 can adjust the system-clock. (See Section 2.3.P.7.4 Programming from KT/VP.)

- **Operation Guide**

  (Attendant KT off-Hook) [ADJ] + [ADJ]

D. Dial the complete telephone number, including pauses. Each pause entered will provide 2 seconds of pause in the dialing sequence.

E. Press the asterisk (*) key twice.

F. Hang up to complete programming or repeat steps B through E to continue entering additional system speed dial numbers.

*NOTE: To program a flash into system speed dial numbers, use the FLASH button. To program a pause use the PICKUP button. To protect confidential numbers in speed dial memories, the HOLD button may be pressed before entering the telephone number. All digits stored after that will not be displayed and the NO DISPLAY prompt will appear on the LCD. The * and the # may be entered as actual digits in speed dial numbers.*

700.112 PROGRAMMING SYSTEM TIME AND DATE

The system date and time are displayed on the NC-1648 LCD Display Phone and must be programmed from the attendant's station keyset (10). The following steps should be taken when programming system date and time.

A. At station 10, lift handset or press ON/OFF button.

B. Press the asterisk (*) key twice.

C. Dial the two digit program code "46" on the dial pad.

D. Enter the system date and time on the dial pad in the following format:

YY/MM/DD/HH/MM where
YY = last 2 digits of year in the range 80-99
MM = month in the range 01-12
DD = day in the range 01-31
HH = hours in the range 00-23
MM = minutes in the range 00-59

E. Hang up to complete programming.

IMPORTANT!
Station 17 may be equipped with either a 10-key or a 20-key EKT. Prior to performing the procedure that follows, refer to Paragraph 02.20/Figure 1/Programming Procedures, Section 300-006-300, for instructions on using a 10-key EKT for programming.

08.12 To clear the Automatic Dialing (-System and -Station) memory (up to 40 numbers), proceed as follows:

1) Lock in the **SET** switch on the HKSU.
   - Station 17: All LEDs except SPKR and MIC flash continuously.

2) Depress the SPKR key on station 17.
   - SPKR LED lights steadily.

3) Dial ■■■ on the dial pad.
   - SPKR LED flashes continuously.

4) Depress the INT CO4 DND AD3 keys, respectively.
   - The corresponding LEDs light.

5) Depress the HOLD key.
   - All station 17 LEDs (except REP) go off.

6) Release the **SET** switch on the HKSU:

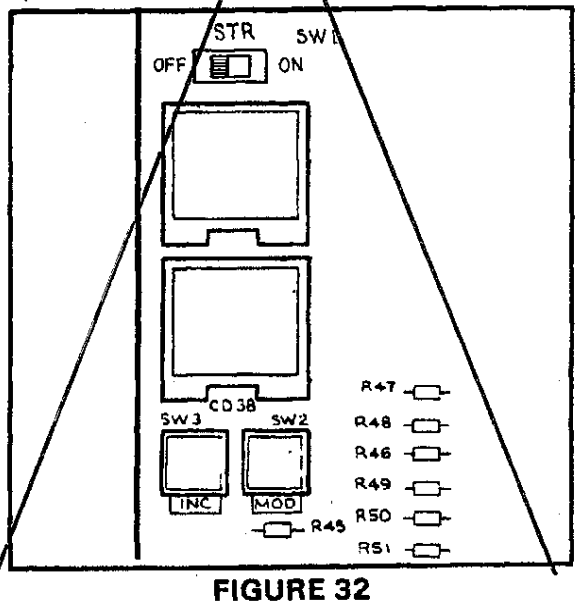

FIGURE 32
HSMB SWITCHES and LEDs

- The SET LED and REP LED on station 17 go off.

08.20 SMDR Real-Time Clock Adjustment

08.21 One of the functions of the HSMB is to provide a calendar and clock for showing time, date and duration of recorded calls. This clock and calendar must be set when the system is first placed into service.

08.22 The HSMB is equipped with a battery to protect the clock and calendar settings in event of a power failure. Ensure that the HSMB battery (**BATT**) strap is in the **ON** position (see Figure 11).

08.23 The HSMB will automatically adjust for 30- and 28-day months and leap year.

08.24 The HSMB is equipped with three switches and two LEDs (Figure 32). Looking from top to bottom, the functions of the switches are as follows:

STR: Writes data into memory once it is properly displayed.

MOD: Selects items to be adjusted. Multiple depressions of the **MOD** switch will cause item numbers to be displayed sequentially by LED #1. The possible displays are:

Off
1 = year
2 = month
3 = day
4 = hour
5 = minute
6 = start

INC: Selects the data (hour, minute, day, etc.) for the item number selected by the **MOD** switch and displayed by LED #1. LED #2 displays data selected by the **INC** switch.
- Depressing the **INC** switch once increments data by 1.
- Depressing and holding the **INC** switch causes data to increase continuously until the **INC** switch is released.

08.25 To set clock and calendar:

1) Verify that the battery is connected on the HSMB (Figure 32).

2) Depress the **MOD** switch once.
   - LED #1 displays 1 (year).

- LED #2 displays current data.

3) Use the **INC** switch to correct data in LED #2 display.

4) Depress the **MOD** switch once.
   - LED #1 displays 2 (month).
   - LED #2 displays current data.

5) Use the **INC** switch to correct data in LED #2 display.

6) Depress the **MOD** switch once.
   - LED #1 displays 3 (day).
   - LED #2 displays current data.

7) Use the **INC** switch to correct data in LED #2 display.

8) Depress the **MOD** switch once.
   - LED #1 displays 4 (hour).
   - LED #2 displays current data.

9) Use the **INC** switch to correct data in LED #2 display.

10) Depress the **MOD** switch once.
   - LED #1 displays 5 (minute).
   - LED #2 displays current data.

11) Use the **INC** switch to correct data in LED #2 display.

12) Depress the **MOD** switch once.
   - LED #1 displays 6 (start).
   - LED #2 has no display.

13) Slide the **STR** switch to **ON** and then back to **OFF**.
   - LEDs go off.
   - Data is transferred to working memory and time keeping starts.

NOTE:
*If LED #1 is changed to **OFF** before **STR** is operated, existing data will not be changed regardless of adjustments made in previous steps.*

08.30 Program Listing

08.31 The HSMB has the capability to retrieve current customer data from memory and output it to the SMDR printer.

08.32 See Section **200-006-300**, *Programming Procedures* for printout method and format.

09 SYSTEM TEST PROCEDURES

09.00 EKT Functional Check

09.01 In order to verify basic system functions, and confirm the proper functioning of the EKT itself, perform the following test procedures at each station. Begin with the lowest numbered station and continue through all stations.

09.02 With handset on-hook:

a) Depress the **INT** key.
   - INT LED: I-use flash.
   - SPKR LED: on steady.
   - MIC LED: on steady.
   - Listen for intercom dial tone via the EKT speaker.

b) Adjust speaker volume with the volume control on the right-hand side of the EKT.

c) Depress the **CO1** key.
   - CO 1 LED: I-use flash.
   - SPKR & MIC LEDs: on steady.
   - Listen for CO/PBX dial tone via the EKT speaker.

d) Dial any digit (**2** - **9**) on the dial pad and dial tone will stop.

e) Depress the **MW/FL** key.
   - Listen for circuit break followed by dial tone after approximately 2 seconds.

f) Continue to depress each **CO** key in order on every EKT; the following should occur:
   - CO LED: I-use flash.
   - SPKR & MIC LEDs: on steady.
   - Listen for CO/PBX dial tone via the EKT speaker.

NOTE:
*If no CO/PBX facility is connected to a **CO** key, dial tone will not be heard but the LED is still functional.*

g) When CO testing is complete on each EKT, continue EKT test by depressing the **SPKR** key.
   - SPKR & MIC LEDs: off.
   - EKT speaker off.

h) Depress the **DND** key.
   - DND LED: on.

i) Depress the **DND** key.
   - DND LED: off.