

MCS350 ACC OPERATION SUMMARY CARD

INTERCOM FUNCTIONS

Answering a Call

- Press <ENTER> and answer call via handset or microphone.
- When answering room call-in using the microphone, press <PUSH TO TALK>.
- When answering an ACC call-in, <PUSH TO TALK> is not required.
- Press cancel to end conversation.

Placing a Call on Hold

- Press <HOLD> to put the current call on hold.
- To remove a call from hold, press <ENTER> while held call is displayed.

Display Waiting Calls

- Press <DISPLAY CALLS> to view each waiting call.

Placing a Call

- To call a room, key in the desired room number, then <ENTER>.
- For rooms programmed for speed dialing, press the appropriate speed dial key (<F1> thru <F4>).
- To redial last room, press <F5>.
- To call an ACC, key in the ACC number (1-4), then <ENTER>.
- Press <CANCEL> to end conversation.

Last Number Redial

- Press <F5> to redial last number dialed.

Speed Dialing

- Press any of the speed dial keys (F1-F4) to dial pre-set numbers.

Call Transfer

- Press <HOLD>, key in an ACC number (1-4), then <HOLD> again.

MAIN CHANNEL FUNCTIONS

Emergency Page

- Press <EMERGENCY>, then <ENTER>.
- After pre-announce tone, use microphone with <PUSH TO TALK> or handset to voice message.
- Press <CANCEL> to end Emergency Page.

Civil Emergency

- Press <EMERGENCY><0>, then <ENTER>.
- Press <CANCEL> to end Civil Emergency.

All Call Page

- Press <PAGE>, then <ENTER>.
- After pre-announce tone, use microphone with <PUSH TO TALK> or handset to voice message.
- Press <CANCEL> to end All Call Page.

Zone Page

- Press <PAGE>, then key in the zone number(s) (1-8) one at a time, pressing the <+> key between each zone number or enter <9> for all zones.
- Press <ENTER> when last zone number is keyed in.
- After pre-announce tone, use microphone with <PUSH TO TALK> or handset to voice message.
- Press <CANCEL> to end Zone Page.

Time Tone Distribution to All Rooms

- Press <SHIFT>, and then <F1>.
- Key in Event Tone number (1-8), then <ENTER>.

Custodial Call

- Press <CUSTODIAN>, then <ENTER>.

Program Distribution to All Rooms

- Press <PROGRAM>, then <ENTER>.
- Press <PROGRAM> to end Program Distribution.

Program Distribution to Zones

- Press <PROGRAM>, then key in the zone number(s) (1-8) one at a time, pressing the <+> key between each zone number or enter <9> for all zones.
- Press <ENTER> when last zone number is keyed in.
- Press <PROGRAM> to end Program Distribution to Zones.

Program Distribution to Selected Rooms

- Press <PROGRAM>, then key in room number(s) one at a time, pressing the <+> key between each room number.
- Press <ENTER> when last room number is keyed in.
- Press <PROGRAM> to end Program Distribution to Selected Rooms.

External Input Function Activation

- Press <SHIFT> to activate function keys <F6> thru <F10>.
- Select External Input function number key (F2-F5) and press.

MCS350 ACC OPERATION SUMMARY CARD

INTERCOM FUNCTIONS

Answering a Call

- Press <ENTER> and answer call via handset or microphone.
- When answering room call-in using the microphone, press <PUSH TO TALK>.
- When answering an ACC call-in, <PUSH TO TALK> is not required.
- Press cancel to end conversation.

Placing a Call on Hold

- Press <HOLD> to put the current call on hold.
- To remove a call from hold, press <ENTER> while held call is displayed.

Display Waiting Calls

- Press <DISPLAY CALLS> to view each waiting call.

Placing a Call

- To call a room, key in the desired room number, then <ENTER>.
- For rooms programmed for speed dialing, press the appropriate speed dial key (<F1> thru <F4>).
- To redial last room, press <F5>.
- To call an ACC, key in the ACC number (1-4), then <ENTER>.
- Press <CANCEL> to end conversation.

Last Number Redial

- Press <F5> to redial last number dialed.

Speed Dialing

- Press any of the speed dial keys (F1-F4) to dial pre-set numbers.

Call Transfer

- Press <HOLD>, key in an ACC number (1-4), then <HOLD> again.

MAIN CHANNEL FUNCTIONS

Emergency Page

- Press <EMERGENCY>, then <ENTER>.
- After pre-announce tone, use microphone with <PUSH TO TALK> or handset to voice message.
- Press <CANCEL> to end Emergency Page.

Civil Emergency

- Press <EMERGENCY><0>, then <ENTER>.
- Press <CANCEL> to end Civil Emergency.

All Call Page

- Press <PAGE>, then <ENTER>.
- After pre-announce tone, use microphone with <PUSH TO TALK> or handset to voice message.
- Press <CANCEL> to end All Call Page.

Zone Page

- Press <PAGE>, then key in the zone number(s) (1-8) one at a time, pressing the <+> key between each zone number or enter <9> for all zones.
- Press <ENTER> when last zone number is keyed in.
- After pre-announce tone, use microphone with <PUSH TO TALK> or handset to voice message.
- Press <CANCEL> to end Zone Page.

Time Tone Distribution to All Rooms

- Press <SHIFT>, and then <F1>.
- Key in Event Tone number (1-8), then <ENTER>.

Custodial Call

- Press <CUSTODIAN>, then <ENTER>.

Program Distribution to All Rooms

- Press <PROGRAM>, then <ENTER>.
- Press <PROGRAM> to end Program Distribution.

Program Distribution to Zones

- Press <PROGRAM>, then key in the zone number(s) (1-8) one at a time, pressing the <+> key between each zone number or enter <9> for all zones.
- Press <ENTER> when last zone number is keyed in.
- Press <PROGRAM> to end Program Distribution to Zones.

Program Distribution to Selected Rooms

- Press <PROGRAM>, then key in room number(s) one at a time, pressing the <+> key between each room number.
- Press <ENTER> when last room number is keyed in.
- Press <PROGRAM> to end Program Distribution to Selected Rooms.

External Input Function Activation

- Press <SHIFT> to activate function keys <F6> thru <F10>.
- Select External Input function number key (F2-F5) and press.

CONSOLE FUNCTIONS

Console Mode

- Cancel all current functions, then press <CONSOLE>.
- To scroll thru and display all console functions, press <NEXT>.
- To exit from a function or Console Mode, press <EXIT>.

Clear Queue

- Display "CLEAR QUEUE" function.
- Press <SELECT> to remove calls from the call-in queue.

View Program

- Display "VIEW PROGRAM" function.
- Press <SELECT> to display zones/rooms receiving program.
- Use <NEXT> key to scroll thru list of room numbers.

Display ACC#

- Display "DISPLAY ACC#" function.
- Press <SELECT> to display ACC#.

Monitor Program

- Display "MONITOR PROGRAM" function.
- Press <SELECT>, then <NEXT> to toggle between "Monitor On" and "Monitor Off".

Call Forward

- Display "FORWARD CALLS" function.
- Press <SELECT>, key in an ACC number (1- 4), press <ENTER>.
- Press <CANCEL> to remove Call Forward.

Preset Speed Dial Numbers

- Display "PRESET NUMBERS" function.
- Press <SELECT>, use <NEXT> key to select the desired speed dial memory (<F1> thru <F4>).
- Key in room number, then <ENTER>.

Defeat Call-in Tones

- Display "DEFEAT TONES" function.
- Press <SELECT>, then <NEXT> to toggle between "Tones On" and "Tones Off".

SYSTEM FUNCTIONS

System Mode

- Cancel all current functions, then press <SYSTEM>.
- When "ACCESS CODE" is displayed, key in access code and press <ENTER>.
- To scroll through and display all system functions, press <NEXT>.
- To exit from a function or System Mode, press <EXIT>.

Set Clock

- Display "SET CLOCK" function.
- Press <SELECT>. then <NEXT> until desired clock mode is displayed, then <SELECT>.
- If 12 Hour Mode, press <NEXT> to select am or pm, then <SELECT>.
- Key in time with four digits in hhmm format, then <ENTER>.

Set Day of Week

- Display "SET DAY OF WEEK" function.
- Press <SELECT> then key in day of the week (1=Sunday ... 7=Saturday), then <ENTER>.

Select Time Schedule

- Display "TIME SCHEDULE" function.
- Press <SELECT>, then <NEXT> until desired schedule number appears.
- Schedule "0" de-activates all time events.

Call-in Mode

- Display "CALL-IN MODE" function.
- Press <SELECT>, then <NEXT> to toggle between "Selected ACC's", "All ACC's" or Auto Transfer".

Set Access Code

- Display "SET ACCESS CODE" function.
- Press <SELECT>, key in new code (1-4 characters), then <ENTER>.

CONSOLE FUNCTIONS

Console Mode

- Cancel all current functions, then press <CONSOLE>.
- To scroll thru and display all console functions, press <NEXT>.
- To exit from a function or Console Mode, press <EXIT>.

Clear Queue

- Display "CLEAR QUEUE" function.
- Press <SELECT> to remove calls from the call-in queue.

View Program

- Display "VIEW PROGRAM" function.
- Press <SELECT> to display zones/rooms receiving program.
- Use <NEXT> key to scroll thru list of room numbers.

Display ACC#

- Display "DISPLAY ACC#" function.
- Press <SELECT> to display ACC#.

Monitor Program

- Display "MONITOR PROGRAM" function.
- Press <SELECT>, then <NEXT> to toggle between "Monitor On" and "Monitor Off".

Call Forward

- Display "FORWARD CALLS" function.
- Press <SELECT>, key in an ACC number (1- 4), press <ENTER>.
- Press <CANCEL> to remove Call Forward.

Preset Speed Dial Numbers

- Display "PRESET NUMBERS" function.
- Press <SELECT>, use <NEXT> key to select the desired speed dial memory (<F1> thru <F4>).
- Key in room number, then <ENTER>.

Defeat Call-in Tones

- Display "DEFEAT TONES" function.
- Press <SELECT>, then <NEXT> to toggle between "Tones On" and "Tones Off".

SYSTEM FUNCTIONS

System Mode

- Cancel all current functions, then press <SYSTEM>.
- When "ACCESS CODE" is displayed, key in access code and press <ENTER>.
- To scroll through and display all system functions, press <NEXT>.
- To exit from a function or System Mode, press <EXIT>.

Set Clock

- Display "SET CLOCK" function.
- Press <SELECT>. then <NEXT> until desired clock mode is displayed, then <SELECT>.
- If 12 Hour Mode, press <NEXT> to select am or pm, then <SELECT>.
- Key in time with four digits in hhmm format, then <ENTER>.

Set Day of Week

- Display "SET DAY OF WEEK" function.
- Press <SELECT> then key in day of the week (1=Sunday ... 7=Saturday), then <ENTER>.

Select Time Schedule

- Display "TIME SCHEDULE" function.
- Press <SELECT>, then <NEXT> until desired schedule number appears.
- Schedule "0" de-activates all time events.

Call-in Mode

- Display "CALL-IN MODE" function.
- Press <SELECT>, then <NEXT> to toggle between "Selected ACC's", "All ACC's" or Auto Transfer".

Set Access Code

- Display "SET ACCESS CODE" function.
- Press <SELECT>, key in new code (1-4 characters), then <ENTER>.