



Quick Reference Card

Administrative Telephone (ATEL)



700 Codes

AUDIO FUNCTION	ATEL DIALING SEQUENCE
Answer Call-in	742, #
Speaker-to-Telephone Intercom Transfer	740, #
Telephone-to-Speaker Intercom Transfer	741, #
Call-in for Associated Speaker	743, <i>switch no.</i> , # 1 = Default Normal Call-In Switch 2 = Default Emergency Call-In Switch 3 = Default Call-In Cancel
Intercom Call-in Pick Up Code	745, #
Temporary Room Exclusion	746, [room nos.], #
Manually Restore Excluded Rooms	747, [room nos.], #
Clear All Temporary Room Exclusions	748, #
Cancel All Normal Calls in System	749, #
Call Forward	756, (*code 1 thru 4) extension no., #
Set Time of Day (12-Hour Format)	750, hhmm (e.g., 0155), 2 (a.m.) or 7 (p.m.), #, password
Set Time of Day (24-Hour Format)	750, hhmm (e.g., 1355), #, password
Set Date	751, day (1-7, Sunday = 1), mmdyy, #, password
Deactivating All Schedules	752, 00, #, password
Activating Schedules	752, schedule nos., #, password
Selecting Schedules	752, schedule nos., #, password
Clear Error Codes	753, #, password
Output Control	754, <i>command</i> , output no., # 0 for Off 1 for On 2 for Momentary (1 second)
Night Mode Override	755, <i>command</i> (0, 1, 2), # 0 for immediate night mode Off 1 for immediate night mode On 2 for return to night mode programming
Cancel Call Forward	757, #
ATEL "Music On Hold" Source Selection	758, source no., #
Hook-switch Flash on CO Trunk	759, #
Message Waiting Indicator (Off)	760, 0, extension no., #
Message Waiting Indicator (On)	760, 1, extension no., #
Telephone Call Pickup (Group)	761, group, #
Telephone Call Pickup (Extension)	762, extension no., #
Trunk-on-Hold Pickup	79, trunk no., #
Emergency All Call	EMERGENCY , #
Inclusive Emergency Zone Page	EMERGENCY , 1, zone nos., #
Exclusive Emergency Zone Page	EMERGENCY , 2, zone nos., #

*enter code only if required

AUDIO FUNCTION	ATEL DIALING SEQUENCE
All Call	PAGE , #
Zone Page to Selected Zones	PAGE , 1, zone nos., #
Zone Page Excluding Selected Zones	PAGE , 2, zone nos., #
Room Page Including Rooms	PAGE , 3, room nos., #
Room Page Excluding Rooms	PAGE , 4, room nos., #
Audio Program to All Rooms	PROGRAM , 0, source no., #
Audio Prog. Including Zones	PROGRAM , 1, source no., zone nos., #
Audio Prog. Excluding Zones	PROGRAM , 2, source no., zone nos., #
Audio Prog. Including Rooms	PROGRAM , 3, source no., room nos., #
Audio Prog. Excluding Rooms	PROGRAM , 4, source no., room nos., #
Add to Rooms Included in Audio Prog.	PROGRAM , 5, source no., [room nos.], #
Add to Rooms Excluded from Audio Prog.	PROGRAM , 6, [room nos.], #
Cancel Audio Program Distribution	PROGRAM , 7, source no., #
Monitor Audio Program Source	PROGRAM , 8, source no., #
Tone to All	TONE , 0, tone no., #
Tone to Selected Zones	TONE , 1, tone no., zone nos., #
Tone Excluding Selected Zones	TONE , 2, tone no., zone nos., #
Tone to Selected Rooms	TONE , 3, tone no., room nos., #
Tone Excluding Selected Rooms	TONE , 4, tone no., room nos., #
Cancel Tone Distribution	TONE , 5, #

- Bold** characters indicate specific ATEL keys.
- Any sequence starting with "7" indicates an Audio Function. The next digit in the sequence determines the specific function. 0 = Emergency, 1 = Tone Distribution, 2 = Page, 3 = Program, 4 = Intercom, 5 = Miscellaneous, 6 = Telephone.
- *Extension no(s)**. Extension numbers are entered as 3, 4 or 5 digits. Up to 16 room numbers can be specified in one sequence.
- Group no(s)**. Group number is entered as 2 digits (01...32).
- *Room no(s)**. Room numbers are entered as 3, 4 or 5 digits. Up to 16 room numbers can be specified in one sequence.
- Schedule no(s)**. Schedule numbers are entered as 2 digits (01...16) or (00) for none.
- Source no**. Program Sources are entered as two digits (01, 02) or (00) for no source.
- Tone no**. System Tones are entered as two digits (01...23).
- Trunk no(s)**. Trunk numbers are entered as 2 digits (01, 02, 10, etc.).
- Zone no(s)**. Zone numbers are entered as two digits (01...32).
- Pressing the <#> key at the end of a sequence will complete the sequence and initiate the function.

Note: A dial tone is required before any codes can be initiated, except when using pre-programmed ATEL keys: EMERGENCY, TONE, PAGE, PROGRAM and F keys. In some cases hitting the FLASH key is necessary to get a dial tone.

* **Extension nos., Room nos.**, may use alphanumeric digits. The star <*> key is used to select alpha characters as follows: A = *2, B = **2, C = ***2, D = *3, etc.