

# Quick Reference Guide For Merlin Plus R2 – System Administration

**System Administration** - Enter **System Administration** from station 10 by pulling the switch on the left-hand side of the phone down to 'P' and pressing the **Admin** button, which is the button directly above the **Transfer** button.

## **System Administration programming procedures**

**Outside Lines** - Dial \*4 plus the number of outside lines (1-8) in the system. Press the **Admin** button. The phone will beep 2 times to verify successful entry.

**Transfer Return Interval** - Dial \*2 plus the number of rings (0-9) before a transferred call returns to the originator. Press the **Admin** button. The phone will beep 2 times to verify successful entry. Note: 0 rings means transferred calls will not return to originator.

**Music-On-Hold** - Dial one of the following codes to set **Music-On-Hold** volume: \*12 (off), \*13 (low), \*14 (medium), \*15 (high). Press the **Admin** button. The phone will beep 2 times to verify successful entry.

**Background Music** - Dial one of the following codes to set **Background Music** volume: \*16 (off), \*17 (low), \*18 (medium), \*19 (high). Press the **Admin** button. The phone will beep 2 times to verify successful entry. Note: This sets the volume of music played through external paging speakers.

**ASA Jack Assignment** - Dial \*59. Press the DSS button of the station to be assigned as ASA **OR** dial the station number. Press the **Admin** button. The phone will beep 2 times to verify successful entry.

**Busy Buster Jack Assignment** - Dial \*35. Press the DSS button of the station to be assigned as **Busy Buster** **OR** dial the station number. Press the **Admin** button. The phone will beep 2 times to verify successful entry.

**Line Assignments** - Press the DSS button of the station to be programmed **OR** dial the station number. A green light on next to a line button means that line is assigned to the station being programmed. Press a line button to assign (green light on) or unassign (green light off) lines. (Lines are assigned to stations in the order in which you press the line buttons. If lines appear out of sequence you must first remove **ALL** line assignments, then press the lines in the order of desired appearance.) Press the **Admin** button. The phone will beep 2 times to verify successful entry.

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**Call Restrictions** - Press the DSS button of the station to be programmed **OR** dial the station number. Press the **Restrict** button (Intercom) until the green light next to it shows one of the following conditions: Steady = Unrestricted, Flashing = Toll restricted, Light off = Outward restriction (intercom only). Press **Admin**. The phone will beep 2 times to verify successful entry.

**System Speed Dial** - Dial the code being assigned to a telephone number (#60-#89 or #900-#999. Dial \*90 **OR** \*92 (use \*92 to allow restricted stations access to a system speed dial code). Dial the telephone number (pressing the **Hold** button will insert a pause in the dialing sequence). Press the **Admin** button. The phone will beep 2 times to verify successful entry.

**System Reset** - Caution! This procedure will reset **ALL** programming to factory defaults. Dial \*99198. The phone will beep 2 times. Turn off power to the Merlin Plus control unit for 10 seconds, then turn it back on. Press the **Admin** button twice. The phone will beep 2 times to verify successful entry.

# Quick Reference Guide For Merlin Plus R2 – Station Programming

**Station Programming Mode** - Enter **Station Programming** by pulling the switch on the left-hand side of the phone down to 'P'. All the following procedures are performed with the phone in **Station Programming** mode.

## **Station Programming Procedures**

**Auto Answer-All** - Press the button to be programmed. Dial \*75. (This feature is used when connecting an analog device to a station through a General Purpose Adapter. This allows the ringing signal to be passed through to the analog device.)

**Auto Intercom (DSS/BLF button)** - Press the button to be programmed. Dial \*91 plus the intercom number of the station.

**Automatic Line Selection** - Dial \*\*. Press line buttons in the order of preferred selection. Dial \*\* when finished if additional programming will be done to this phone.

**Busy Buster** - Press the button to be programmed. Dial \*31.

**Do Not Disturb** - Press the button to be programmed. Dial \*71.

**Last Number Redial** - Press the button to be programmed. Dial \*73.

**Outside Auto Dial (One Touch Speed Dial)** - Press the button to be programmed. Dial \*90 plus the telephone number.

**Personal Speed Dial** - Dial a **Personal Speed Dial** code (#01-#24). Dial \*90 plus the telephone number.

**Personalized Ringing** - Press the **Speaker** button until desired ringing pattern is found.

**Privacy** - Press the button to be programmed. Dial \*72.

**Ringling Options** - Press the button to be programmed. Dial one of the following codes for ringing option desired: \*35 (No ring/red light off), \*36 (Delayed ring/red light flashes), \*37 (Immediate ring/red light on). Repeat for each line to be programmed.

**Voice Announce Enable/Disable** - Press **Intercom**. Dial one of the following codes: \*38 (Enable voice announce/green light on), \*39 (Disable voice announce/green light off).



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