



**CPU-52A**

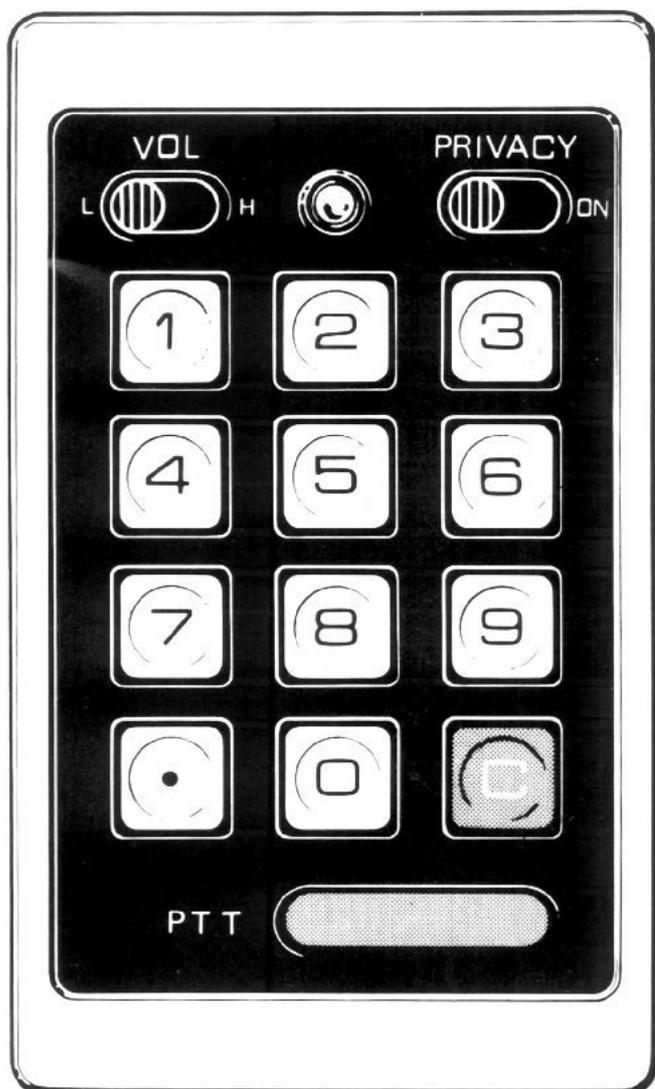
# Functions and Operating Instructions



**TOA ELECTRIC CO., LTD.**  
KOBE, JAPAN

# Master Station Keyboard Allocation

# Keyboard Functions



	Standard Functions	Optional Functions
		Conference
	Personal number call and single-digit number programming	
	MIC-Off	
		Paging
		Paging response, priority, executive priority
	Clear entry	
	Single-digit dialing	
	Conversation over	

Regardless of the station keyboard, the following functions are included as standard.

### Automatic Line Release

When, in dialing, all of the numbers are not dialed within 5 seconds, the station is automatically disconnected from the speech path and dialing cannot be completed. In this instance, the dialing process will have to be repeated from the beginning.

This function has been adopted to speed up traffic processing and to improve the availability of speech paths.

### Camp-On-Busy

When the party you are calling is on another line, by simply waiting you automatically "Camp-On" the line. (Busy tone sounds continuously.) As soon as the line is freed, you will be automatically connected.

### Camp-On-Privacy

When the party you are calling has his station on Privacy mode, by simply waiting you will automatically "Camp-On" the line. (Busy tone sounds countinuously.) As soon as the Privacy mode is released, you will be automatically connected.

# STANDARD FUNCTIONS

Name of function	Description of function	Operation
<p><b>Privacy</b></p>	<p>When a party does not wish to accept incoming calls, this function may be employed to refuse them. With the Privacy switch in the ON position, a continuous privacy tone will be sounded in the station making the call, and at the same time, a brief Privacy tone will sound in the station called, indicating a call attempt is being made.</p>	<p>Shift Privacy Switch to ON.</p> <p style="text-align: center;"><b>PRIVACY</b>  </p>
	<p>To restore a station in the "Privacy" mode to a normal condition, and thus ready to receive or make calls.</p>	<p>Shift Privacy Switch back to the left.</p> <p style="text-align: center;"><b>PRIVACY</b>  </p>
	<p>Note 1: A call received while the station is in the Privacy mode may be accepted if the Privacy function is immediately cancelled, (see Camp-On Privacy)</p>	
	<p>Note 2: With a station that incorporates the Secretary Transfer function, the Privacy switch is used to activate the Secretary Transfer function, (see Secretary Transfer)</p>	
	<p>Note 3: During the above "Privacy" mode, while the calling station has the PTT bar depressed, the privacy tone stops and the caller can transmit a one way message. When the PTT bar is released, the normal "Privacy" mode to be resumed.</p>	
<p><b>Mic Off</b></p>	<p>This function is used when for one reason or another it is desirable to stop a conversation temporarily. With this function in use, a holding tone is transmitted to both the calling and the called station while the conversation is interrupted.</p>	<p>Touch dialing of <b>7</b> during a conversation turns off that station's microphone, and a holding tone is heard at both stations involved.</p>
	<p>When it is desirable to resume the conversation interrupted with the Mic-Off function, the function may be cancelled by the Party who operate the Mic-Off.</p>	<p>Touch dialing <b>7</b> again cancels the Mic-Off function, and the conversation can be resumed.</p>

Name of function	Description of function	Operation
<p><b>Personal Number Call</b></p>	<p>Those who are frequently away from their assigned station, as well as those who share a single station may be assigned a "Personal" 4-digit number which may be programmed to any master station in the system. This personal number, which is completely independent of station numbers, may be programmed at any master station, and any previous programming of that same number at any other station is automatically cancelled. When the party calling has dialed the number to which he wishes to speak, the call is then routed to the station at which the Personal Number was last registered. The numbers which may be assigned in this group are 1000 through 1499.</p>	<p>A personal number may be registered at any master station which the person to whom the number is assigned expects to be. A party wishing to receive personal number calls at a specific station may register his number at that station by touch dialing <b>6</b> plus his personal number on that station's key pad.</p>
<p>Note:</p>	<p>When anyone having a personal number leaves the office, he merely cancels the programming of his personal number. With the personal number cancelled, any incoming calls to that number will be answered by a dial tone, indicating that he is not available.</p>	<p>Personal number program cancellation can be done at any station by merely dialing:</p> <p style="text-align: center;">   Personal Number </p>
<p><b>Press-To-Talk (Selected Simplex)</b></p>	<p>Employed when a person in a high noise level area is called by a person in a quiet area, or when no particular response is required, or when simple announcements are made. In such cases, one-way conversation flow can be used.</p> <p>One-way conversation is activated while the Press-To-Talk bar is continuously depressed.</p> <p>As long as the Press-To-Talk bar is depressed by either party, the voice of the party using this function has dominance. When the key is released, the other party has dominance.</p> <p>One-way conversation is reversed when the Press-To-Talk bar is released.</p>	<p>This function is activated when the</p> <p>PTT  (Press-To-Talk Bar)</p> <p>is continuously depressed after dial tone confirmation or during conversation. This allows one-way conversation from the party depressing the function key. When the key is released, one-way conversation is reversed.</p>
<p>Note:</p>	<p>To return to ordinary hands-free 2-way conversation . . . . .</p> <p>If both parties depress the Press-To-Talk bar, the voice of the party who depresses the bar last will have dominance.</p>	<p>Depress the <b>7</b> key twice.</p>

Name of function	Description of function	Operation
<p><b>Single Digit Dialing</b></p>	<p>This function allows for Single Digit Dialing to any pre-programmed station number, personal number, paging area 1 zone, any 2-, 3- or 4-digit number.</p> <p>Only one single digit dialing number may be programmed at any one station. In the event another number is programmed under this function, the previously programmed number is automatically cancelled. Paging is an optional function. Therefore, Single Digit Dialing for paging purposes is only available if the paging option has been included in the system.</p>	<p>Single digit dialing may be made a function of any master station in the following manner: On the station which will be the calling station, touch dial <b>60</b> plus</p> <ul style="list-style-type: none"> <li>• Station number <b>X X X</b></li> <li>• Personal number <b>X X X X</b></li> <li>• any 2-digit number <b>X X</b> PTT </li> <li>• any 3-digit number <b>X X X</b> PTT </li> <li>• any 4-digit number <b>X X X X</b></li> </ul> <p>or</p> <p>touch dial <b>60</b> plus <b>8</b> or <b>9</b> plus</p> <ul style="list-style-type: none"> <li>• paging zone number <b>X</b></li> </ul>
<p>Note:</p>	<p>At the station where the function is not used program the station number by touch dial</p> <p><b>60 X X X</b></p> <p>(Own station number)</p>	<p>The station, personal number, zone, any 2-, 3- or 4-digit number can then be called by simply touch dialing <b>0</b>.</p>
<p><b>Master/Substations</b></p>	<p>With respect to this function, the stations in the system are divided into two categories; master stations and substations. Any master station can be connected to any other station in the system. However, substations can initiate calls only to specific master stations. This is done by single touch dialing, and will only connect the substation to one specific master.</p>	<p>Master/Substation associations are set up by using station #200 as the programming station. Once these relationships have been established, substations can then contact their designated master stations by simply touch dialing <b>0</b>.</p>
<p>Note 1:</p>	<p>Several substations can be programmed under this station to connect with a signal specified master station.</p>	
<p>Note 2:</p>	<p>Programming a master station for Single Digit Dialing of a substation number under this function is programmed in the same manner as other single digit dialing, and results in one touch dialing from master to substation.</p>	<p>To register single digit dialing as in Note 2, touch dial <b>6</b> plus <b>0</b> plus the station number of the substation. Single digit dialing from that master to a specific substation is then accomplished by touch dialing <b>0</b>.</p>

Name of function	Description of function	Operation
<p><b>Secretary Transfer</b></p>	<p>This function allows a secretary to accept all incoming calls placed to an executive.</p>	<p>This function is only available when a specified station is programmed for this purpose with use of Station #200 in the programming mode. Automatic transfer of incoming calls by an executive to his secretary is accomplished by placing the Privacy Switch on his station in the ON position.</p>
	<p>It is also possible for the executive to accept calls at his station.</p>	<p>For the executive to accept calls directed to his station once the automatic secretary function has been programmed by station #200, he simply moves the privacy switch to the left, or OFF position.</p>
	<p>There is no limit to the number of Executive Secretary pairings except by the number of available number combinations within a given system.</p>	
	<p>Note 1: Adoption of the optional function "Transfer" allow re-routing of the call transferred to the secretary back to the executive's station.</p>	<p>When the secretary answering a call touch dials <b>X X X</b> (executive's station number), the privacy tone sounds continuously at both ends of the line, while the call is held. The call holding tone is transmitted to the calling station. If the executive shifts the privacy switch to the left position, he can talk with the secretary. If the call held is to then be transferred back to the executive's station, the secretary is to touch dial <b>C</b> and the original calling station will be connected to the executive's station.</p>
	<p>Note 2: Adoption of the optional functions "Transfer" and "Single Digit Dialing" allows simple retransfer of the call transferred to the secretary back to the executive's station.</p> <p>With respect to Note 1 and 2, if there is no reply from the executive, the secretary touch dials <b>•</b>. This will then return the secretary to the original call.</p>	<p>Touch dial <b>6 0 X X X</b> (Executive's station number) at the secretary's station in advance. When the call transferred to the secretary has to be transferred back to the executive, the secretary simply touch dials <b>0</b> at her station. This sets the privacy tone sounding continuously at both ends of the line while the call is held, and the holding tone is transmitted to the calling station.</p> <p>If the executive now shifts the privacy switch to the left position, he can talk with the secretary. If the call is to be transferred back to the executive's station, the secretary touch dials <b>C</b>. The calling station will then be connected to the executive's station.</p>



Name of function	Description of function	Operation
<p><b>Paging</b></p>	<p>This function allows paging from any master station. Individual 7-area paging and All-Call paging are possible.</p> <p>7-area paging is feasible in the form of Zone Paging with an external PA system(s) and/or Group Paging using station speakers.</p> <p>7-area paging means that the total number of zones and/or groups that can be paged is limited to 7.</p> <p>All-call paging covers all paging zones.</p> <hr/> <p>Note 1: The paged party is to answer from the nearest station.</p> <hr/> <p>Note 2: Combined use of the Paging and Transfer functions is possible. The results of such a combination of features would amount to putting one party of a two-station connection on Hold while the other party made a page and received its response.</p> <hr/> <p>Note 3: <b>Zone Paging</b> Zone paging can be done from any master station if an external PA system is available.</p> <p><b>Group Paging</b> Even if no external PA system is available, paging to all stations in a given area can be done from any master station, although this mode of paging cannot be made to stations which are occupied. Normal calling can also be made from the station through which the paging voice is being heard, but the paging will be interrupted in such cases.</p>	<p>Dial at any master station.</p> <p><input type="button" value="8"/> <input type="button" value="X"/> (Paging area) 1 through 7, or <input type="button" value="8"/> <input type="button" value="0"/> All-Call paging for the desired paging zone. It is possible to wait for a response in this mode but anything spoken at the station is then broadcast. If this is not desirable, paging may be terminated by dialing <input type="button" value="C"/> while waiting for the response.</p> <hr/> <p>He can respond by simply touch dialing <input type="button" value="9"/> plus the zone number from which the page originated. This, of course, makes it necessary for the person making the page to identify his area or zone during the page. As an example, the page would be made, "Mr. XX, please respond to page Zone 1" or perhaps more simply, "Mr. XX dial <input type="button" value="9"/> <input type="button" value="1"/>.</p> <hr/> <p>In order to do this, during the conversations, touch dial <input type="button" value="8"/> plus the zone number into which a page is to be directed. Immediately, the station to which the paging station has been connected is put in a holding mode. After the paging announcement, touch dial <input type="button" value="•"/> and wait for the response under original conversation mode. On responding the party who paged is connected to the responding party. The original conversation may be continued by simply touch dial <input type="button" value="•"/> again.</p>
<p><b>Talk-Back</b></p>	<p>This function is convenient for stations that normally only receive calls and do not have to call other stations.</p>	<p>First, call the "Talk-Back" station as in a normal call. <input type="button" value="X"/> <input type="button" value="X"/> <input type="button" value="X"/> ("Talk-Back" station). The Calling tone will sound and the message is transmitted. In this case, while the calling station has the Press-To-Talk bar depressed, the caller can transmit a one-way message. When this bar is released, the "Talk-Back" station can give a one-way message to the caller.</p>

Name of function	Description of function	Operation
<b>Priority</b>	When the called party is already on the line, the party calling, if he deems it necessary, can send a Priority signal to the called party. After a response from the party called, the urgent call is allowed to take priority and go through.	When the party called is on the line, as indicated by the busy tone, dialing <b>9</b> transmits a priority tone to the called party. The same tone is audible at the calling station. The call is connected if the called party also responds by dialing <b>9</b> . In this event, the original conversation partner of the party called is temporarily placed on hold and the holding tone is transmitted to his station. Upon completion of the priority conversation, the party who placed the priority conversation dials <b>C</b> at his station. This allows the interrupted conversation to resume.
<b>Executive Priority</b>	When the called station is busy or in the "Privacy" mode, this function allows forced interruption for priority conversation.	This function is available only for those stations specifically programmed for this function, with programming station #200. When the station called is busy or in the Privacy mode, as indicated by the busy or privacy tone, dialing <b>9</b> sends a priority tone. This priority tone is transmitted for a few seconds and then the call is put through. In this event, the original conversation partner of the party called is put on hold and a holding tone is transmitted to his station. Upon completion of the priority conversation, the party placing the priority call dials <b>C</b> at his station to allow the original conversation to resume.

## NOTES

- In the event that an error has been made when dialing for Transfer or Conference, at the start of or during the conversation, dial **•**. This will restore the condition before the error was made, allowing the caller to make a correction without interrupting the call.
- To terminate conversation, dial **C**.



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