
NETWORK OPERATIONS SYSTEM**BUSINESS NETWORK
MANAGEMENT****DNC*-500: OPERATIONS
(STATION ADMINISTRATION)**

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1. INTRODUCTION

THIS MANUAL

1.01 This Northern Telecom Practice (NTP) explains how a telephone operating company (telco) operates the Station Administration features of a Business Network Management (BNM) system. It describes the administrative tasks that the telco must perform to set up Station Administration and keep it running, and the operational tasks that the telco may perform on behalf of a customer. It also explains which features of the system are available to customers.

1.02 This NTP assumes that the reader is familiar with the general operation of a BNM system, including how to use the terminals, screens, and softkeys. To find out how to operate these general BNM features, see NTP 450-1021-311.

1.03 Other related documentation includes the BNM Station Administration User Guide, which explains Station Administration operations from a customer's point of view, and Appendix 1 to 450-1021-101 (for telcos) or Appendix 1 to 450-1021-102 (for customers), which describe Station Administration without explaining how to operate it. For a complete list of all NTPs in the BNM library, see NTP 450-1021-001 (for telcos) and 450-1021-002 (for customers).

AN OVERVIEW OF STATION ADMINISTRATION

1.04 Station Administration enables telcos and their large business customers to request changes to telephone sets and packet data terminals through BNM. With Station Administration, a BNM system can be used to create service orders and transfer them to the appropriate DMS* switches or Network Administration System (NAS) databases. This means that customers can make certain types of service changes themselves (if authorized to do so) instead of routing requests through their telephone companies.

1.05 BNM keeps track of data about each Station Administration customer's network in a separate database. An empty database for each customer must be created when the BNM system is loaded and initialized (see NTP 450-1021-151). After a BNM system has been loaded, the telco must perform the following steps to register each Station Administration customer:

- (1) The telco must initialize the feature subscription limits and counts for the customer. Feature Subscription Limits is a feature of Station Administration that gives the telco control over the number of times a customer can assign a particular feature. Feature Subscription Limits is described in Part 5 of this NTP.

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- (2) The telco must then upload data about the customer's telephone network from the appropriate DMS switches by using the Database Upload feature. During subsequent Station Administration operations, the BNM system automatically updates the database to reflect changes to the network. Database Upload is described in Chapter 8 of this NTP.

1.06 Once a database exists for a customer, the other Station Administration options can be used. They are:

Service Orders	This option allows a customer or the telco to create service orders. Each service order must belong to a batch. Chapter 2 of this NTP explains how to create a batch and how to perform other operations on batches. Part 3 explains individual service orders, and Part 4 describes the parameters that are required for certain types of service orders.
Spare Directory Numbers	This option permits the telco to assign a range of new directory numbers for use in a customer's network. Customers can use this option to display their spare directory numbers. Customers or the telco can use Service Orders to assign spare directory numbers to stations. The Spare Directory Numbers option is explained in Chapter 6 of this NTP.
Network Class of Service	This option allows customers to display the network class of service (NCOS) codes that are available to them, and allows the telco to change the NCOS codes that are available to customers. Customers can use Service Orders to assign available NCOS codes to stations in their networks. The NCOS option is explained in Chapter 7 of this NTP.
Reporting	This option enables a customer or the telco to request printed reports showing the contents of the customer's Station Administration database. Reports can also be sent to the screen of a terminal, the system printer, or a slave printer. This option is explained in Chapter 9.

CHANGES FOR NSR28**1.07** Release NSR28 adds support for

- the voice and data features of integrated services digital network (ISDN) stations
- packet data terminals

Descriptions of these features have been added to this document where appropriate. In general, the changes are:

- (a) ***Addition of LTIDS.*** Where voice stations are identified by line equipment numbers (LENs), ISDN and packet data stations are identified by logical terminal identifiers (LTIDs).
- (b) ***Addition of New Line Class Codes.*** The codes ISDNKSET, B-Packet, and D-Packet have been added to the list of line class codes that Station Administration supports.
- (c) ***Additions to the Reporting Feature.*** The Station Administration reporting feature has been improved as follows:
 - incorporates new reports on ISDN loopless, call forwarded stations, and service order history.
 - telco can select whether reports are to be printed on the telco printer or on the customer's printer
 See Chapter 9 for further details.
- (d) ***Addition of New Directory Number Features.*** Station Administration now supports the directory number features Bearer Capability (BC), Station Message Detail Recording (SMDR), Directed Call Pickup Bargein Exempt (DCBX), Name (NAME), and Suppress (SUPPR). The DN Feature Selection screens in Chapter 3 show these new features. The Bearer Capability Parameters screen and the Name and Suppress Parameters screen are shown in Chapter 4.
- (e) ***Addition of Features for ISDN Stations.*** Chapter 3 shows Station Feature Selection and DN Feature Selection screens for ISDNKSET stations.
- (f) ***Addition of Parameter Screens for Packet Data Terminals.*** Chapter 3 includes screens that can be used to display and change the parameter settings for packet data terminals.

(Last Page of Part 1)

2. SERVICE ORDER BATCHES

INTRODUCTION

2.01 The Service Orders feature of Station Administration enables an authorized customer or the telco to request changes to the customer's Meridian Digital Centrex network. Requests are made in the form of service orders which the BNM system sends to the appropriate DMS switches for processing.

Batches

2.02 A service order is a set of requests for changes to a particular station (telephone set). Each service order must belong to a batch. A batch is a group of service orders for one customer that are scheduled to be processed at the same time. Depending on whether or not the batch has been sent to the DMS switches yet and whether or not it has been processed successfully, a batch can be in one of the following states:

Current	currently being created or modified
Pending	waiting to be processed by the BNM system and sent to the appropriate DMS switches
Active	now being processed by the BNM system and sent to the DMS switches, or already sent but not yet processed by the DMS switches
Partial	partially processed by the DMS switches
Spent	not successfully processed by the DMS switches

2.03 If the DMS switches successfully process all the service orders in a batch, BNM makes analogous changes to the customer's Station Administration database and deletes the batch. If the switches do not successfully process any or all of the service orders in a batch, BNM assigns the batch a status of Partially Processed or Spent and indicates which service orders were not processed.

Local Batches

2.04 A local batch is one that is not sent to any DMS switches, but does cause changes to a customer's Station Administration database. Local batches are used by the telco to make corrections to databases that do not contain current information. Corrections may be necessary if changes are made to customers' networks outside of the BNM system, or if service orders are not processed successfully. Local batches are not available to customers.

2.05 Once a batch has been designated as local, it cannot be changed to a DMS batch (one that does update a DMS). Similarly, a DMS batch cannot be changed to local.

**Creating and
Manipulating Batches
and Service Orders**

2.06 Chapter 2 (this chapter) of this NTP explains how to

- access the Service Orders feature
- create a new batch
- display information about an existing batch
- display information about the service orders that make up a batch
- delete a service order from a batch
- delete a batch

2.07 To create new service orders or perform any other operation on an individual service order, first select a batch by following the procedure *Creating a New Batch* or *Displaying Batches* in this part, then find the appropriate procedures in Chapter 3 of this NTP. Chapter 3 explains all the procedures that have to do with individual service orders.

2.08 As you move to one or more procedures from Chapter 3 (and sometimes to other procedures from Chapter 4), you will have the option of saving or discarding your changes at every step. Eventually, you will return to the screens introduced in Chapter 2. At this point you can either discard all the previously saved changes to the batch, or commit them to the database. If you elect to discard the changes, the system requires confirmation. If you elect to commit the changes, the system registers them and gives the batch Pending status.

**Scheduling Service
Order Processing Jobs**

2.09 A pending batch will not be processed until you give it a schedule. You schedule Service Order Processing (SOP) jobs in much the same way as you schedule other jobs such as printing and spooling, but there are two main differences:

- You use the Scheduling Services option on the BNM main menu to schedule all jobs, but for SOP jobs you must also respond to a prompt on the Service Order Batch Information screen when you are creating a new batch.
- Like PRINT and SPOOL jobs, SOP jobs can be set to run at a particular date and time. Unlike PRINT and SPOOL jobs, however, SOP jobs can also be set to run "immediately", which means as soon as possible (usually within ten minutes).

2.10 The following paragraphs explain the steps you must follow to create SOP jobs. If you are not familiar with Scheduling Services, see 450-1021-101 (description) and 450-1021-311 (operation) for more information.

2.11 To create an "Immediate" job that will process one or more batches as soon as possible, perform these steps:

- (1) Create new batches or change pending batches so that they are identified as "priority" batches on the Service Order Batch Information screen. (This screen is described in the procedures *Creating a New Batch* and *Displaying Batches* later in this part.) Leave the Activation Date and Time fields at their default values; the system changes them automatically for priority batches.
- (2) Exit from the Service Orders screens to the BNM main menu and select Scheduling Services. From the Scheduling Services menu select Jobs Immediate, then from the Jobs Immediate menu select Service Order Processing. This action adds a SOPI (Service Order Processing Immediate) job to the job queue that is scheduled to take place as soon as possible. When the job is executed, the system processes all batches that have priority status.

2.12 To schedule a SOP job to take place at a particular date and time, follow these steps:

- (1) Set the date and time in the Activation Date/Time field on the Service Order Batch Information screen. (See *Creating a New Batch* or *Displaying Batches* later in this part.)
- (2) Exit from the Service Orders screens to the BNM main menu and select Scheduling Services. From the Scheduling Services menu, use Jobs Timetable to schedule a SOP job for the same date and time you entered in Step 1. Specify a daily collection interval. When the job is executed, the system processes all pending batches that have matching or earlier activation dates and times.

2.13 You should delete from the jobs timetable any SOP jobs that are no longer required to process pending service order batches.

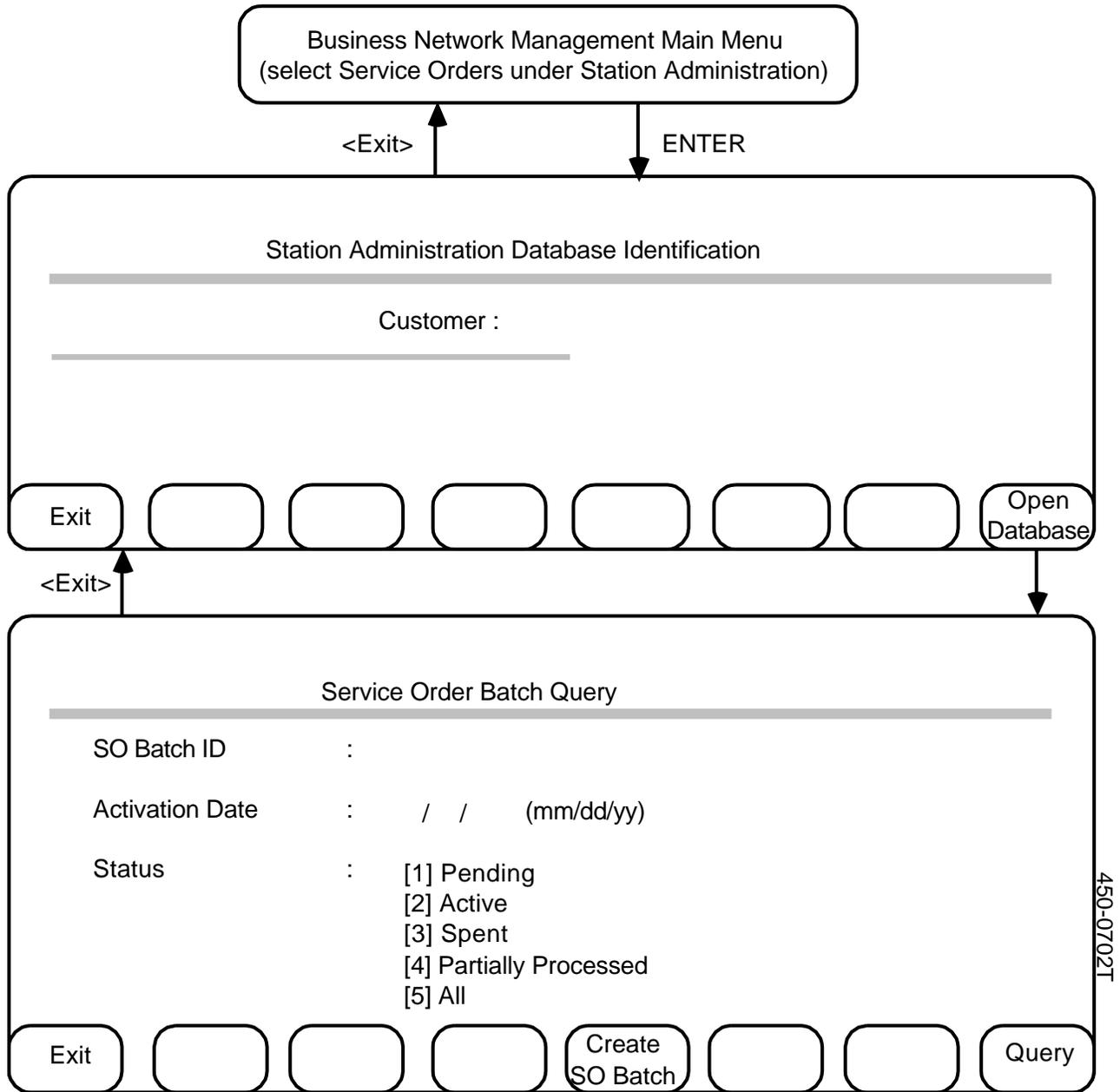


Fig. 2-1
The Service Order Batch Query Screen

ACCESSING THE SERVICE ORDERS FEATURE

2.14 This procedure explains how to reach the Service Order Batch Query screen (Fig. 2-1), which is the starting point for all other operations on batches and on individual service orders.

2.15 You must be prepared to specify the name of the customer whose database you want to use. The name must be registered in the DNC-500 Customer Table, and a Station Administration database for that customer must exist on the BNM system. (See NTP 450-1021-311 for more information about the Customer Table, and see *Database Upload* in Chapter 8 of this NTP for information about loading a database.)

2.16 Start at the BNM main menu, then perform the following steps:

- (1) Use the arrow keys to select the Service Orders option, then press ENTER.
==> The Station Administration Database Identification screen appears.

Note: Pressing the <Exit> softkey at this screen returns you to the BNM main menu.

- (2) Type the name of a BNM Station Administration customer, then press <Open Database> or ENTER.
==> The Service Order Batch Query screen appears.
- (3) Choose one of the three functions available on the Service Order Batch Query screen:

- | | |
|------------------------|---|
| Exit | Press <Exit> to leave the current customer database and return to the Station Administration Database Identification screen. From there you can choose a new customer database, or exit to the BNM main menu. |
| Query | Fill in the fields on the screen and then press <Query> to begin identifying the batches you want to display, update, or delete. See <i>Displaying Batches</i> for details. |
| Create SO Batch | Press <Create SO Batch> to begin creating a new batch of service orders. See <i>Creating a New Batch</i> for details. |

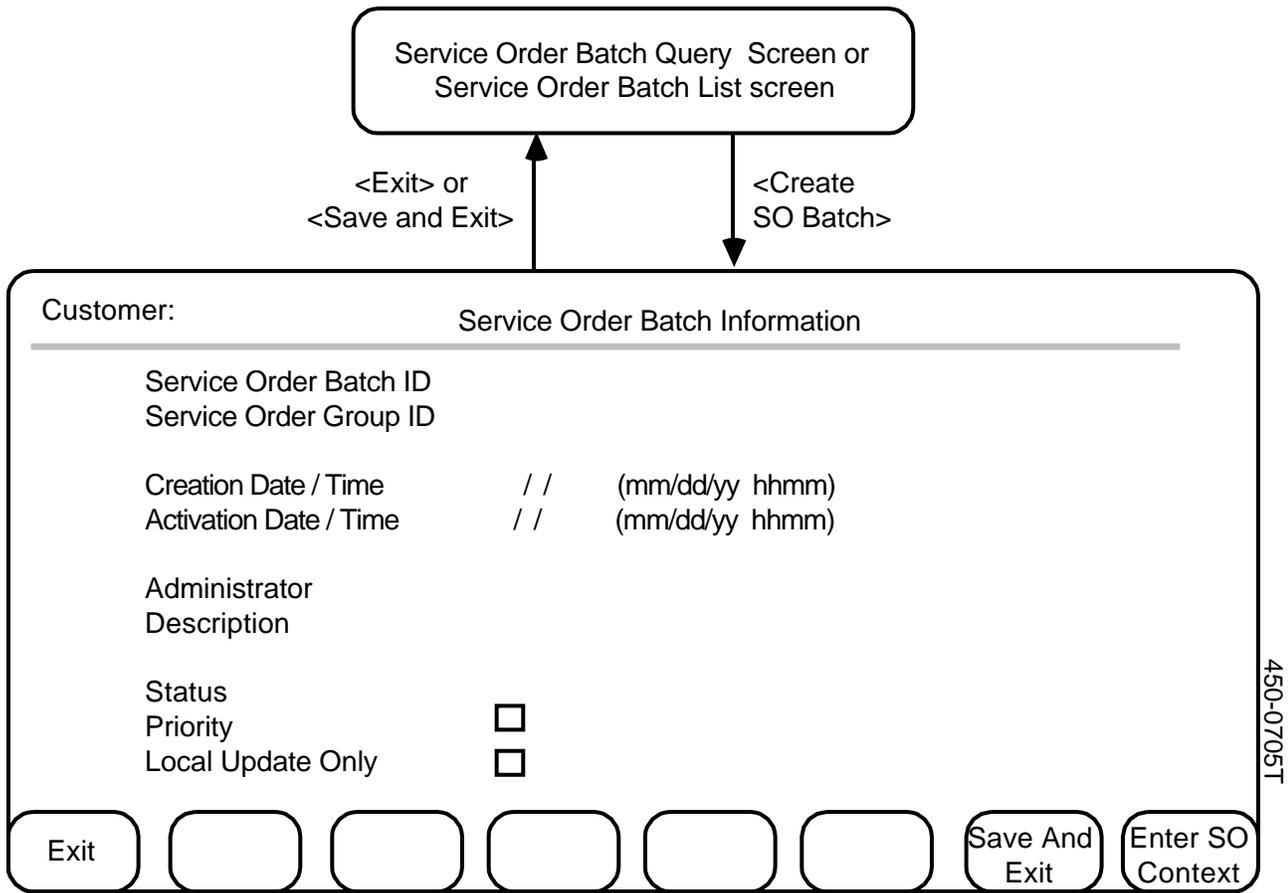


Fig. 2-2
The Screens for Creating a New Batch

CREATING A NEW BATCH

2.17 This procedure explains how to create a new service order batch. Fig. 2-2 shows the necessary screens.

- (1) Start from the Service Order Batch Query screen (see *Accessing the Service Orders Feature*) or the Service Order Batch List screen (see *Displaying Batches*).
- (2) Press the <Create SO Batch> softkey.
==> The Service Order Batch Information screen appears, with the cursor in the Service Order Batch ID field.
- (3) Type a batch ID (an alphanumeric string that identifies the batch). This is the only field for which you must make an entry. The ID can be up to 8 characters long.

- (4) Using the RETURN key or the TAB key to move from field to field, fill in any other identifying information you wish to enter. The system automatically fills in the Creation Date/Time field and the Status field. The other fields are:

Service Order Group ID	An alphanumeric identification of the group to which this batch belongs. The ID can be up to 16 characters long.
Activation Date/Time	The date and time at which the system is to process the service orders in this batch.
Administrator	The name of the person responsible for the batch. It can be up to 8 characters long.
Description	A short description of the new batch. The description can be up to 40 characters long.
Priority	A symbol that shows whether the batch has priority. If there is a check mark in this field, the batch has priority and will be processed the next time a SOPI (Service Order Processing Immediate) job runs. If there is no check mark, the batch does not have priority and will be processed at its scheduled time. Use the SPACE BAR to enter or remove a check mark.
Local Update Only	A symbol that shows whether the service orders in the batch are local. Local service orders affect only the customer's local Station Administration database; they are not sent to any DMS switches. If there is a check mark in this field, the batch is local. Use the SPACE BAR to enter or remove a check mark.

- (5) Select one of the following three functions:

Exit Without Saving	To exit to the previous screen without saving the new batch, press <Exit>.
Save and Exit	To save the new batch without adding any service orders to it, press <Save and Exit>. The system registers the new batch and returns to the previous screen.
Start Adding Service Orders	To start adding service orders to the new batch, press <Enter SO Context>, then follow one of the procedures given in Chapter 3 of this NTP to create a service order. When you eventually return to this screen, press <Save and Exit> to save the new batch of service orders.

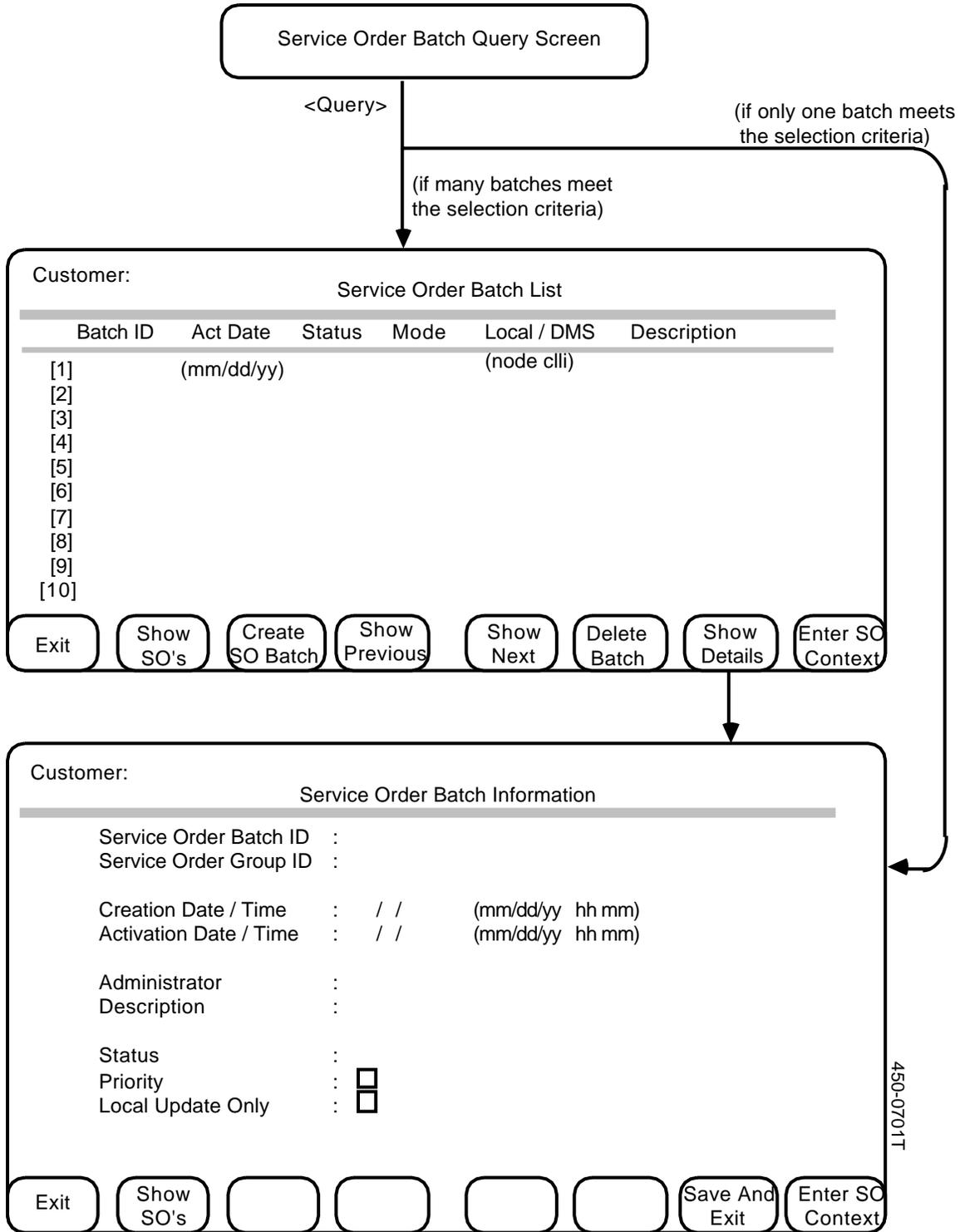


Fig. 2-3
The Screens for Displaying Batches

DISPLAYING BATCHES

2.18 This procedure explains how to display batches. Fig. 2-3 shows the necessary screens.

- (1) Start from the Service Order Batch Query screen. (The procedure *Accessing the Service Orders Feature* explains how to reach this screen.)
- (2) Enter complete or partial information in any or all of the following fields to select the batches you want to display:

Service Order Batch ID	An identification assigned to a particular service order batch by its creator.
Activation Date	The date that the system is/was to process one or more service order batches.
Status	The status of the batches to be examined. The default is ALL. Possible values are Current, Pending, Active, Partially Processed, and Spent (see page 2-1 for more information).

If you don't enter any information, the system will display all batches for the current customer, to a maximum of thirty. Use TAB or RETURN to move between the fields. To select a value in the Status field, use the up and down arrow keys to highlight a value, then press RETURN.

- (3) When you have finished entering selection criteria, press the <Query> softkey.
 ==> If only one batch meets the selection criteria, information about that batch appears on the Service Order Batch Information screen. If more than one batch meets the selection criteria, a list of the batches that meet the criteria appears on the Service Order Batch List screen. (If no batches meet the criteria, the system displays a message and remains at the Query screen.) Use step 4 to move from the List screen to the Information screen for a particular batch.
- (4) If you are on the List screen, use the arrow keys to select any batch for which you wish to see more details and press <Show Details>.
 ==> The Service Order Batch Information screen appears, displaying further details for the selected batch, including when the batch was created and who created it.

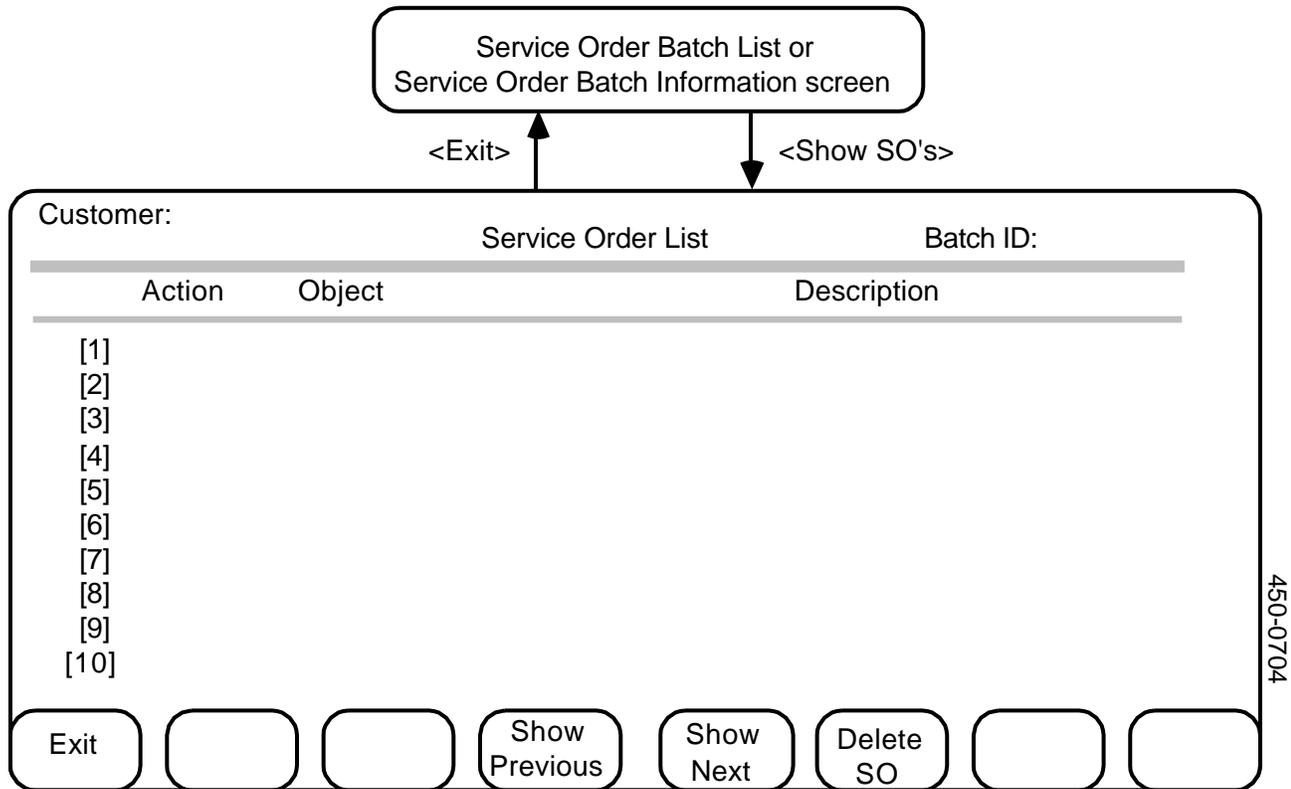


Fig. 2-4
The Service Order List Screen

DISPLAYING SERVICE ORDERS WITHIN A BATCH

2.19 This procedure explains how to display descriptions of the various individual service orders in a selected batch. Fig. 2-4 shows the Service Order List screen on which the descriptions are listed.

- (1) Start from either the Service Order Batch List or the Service Order Batch Information screen. (The preceding procedure, *Displaying Batches*, explains how to reach these screens.)
- (2) If you are on the Batch List screen, use the arrow keys to select a batch. (If you begin from the Batch Information screen, you have already selected a batch.)

- (3) Press the <Show SO's> softkey.
 ==> The Service Order List screen appears, displaying a description of each service order in the selected batch. (If necessary, use the <Show Next> and <Show Previous> softkeys to see all the pages in the list.) The Object field names the object the service order is to act on; the Action field shows what action the service order is to perform.

DELETING A SERVICE ORDER FROM A BATCH

2.20 This procedure explains how to delete a service order from any pending, partially processed, or spent batch. Service orders cannot be deleted from current or active service order batches. Fig. 2-4 shows the necessary screen.

2.21 Start by displaying the service orders that belong to the batch on the Service Order List screen. (See the preceding procedure, *Displaying Service Orders Within a Batch.*)

- (1) Use the arrow keys to select the service order to be deleted, then press the <Delete SO> softkey.
 ==> The system requests confirmation of the deletion.
- (2) Press <Delete SO> again to confirm the deletion.
 ==> The system erases all details of the selected service order from the batch.
- (3) Delete more service orders, or press <Exit> to return to the previous screen.

DELETING A BATCH

2.22 This procedure explains how to delete a pending or spent batch from the system. Current, active, and partially processed batches cannot be deleted.

- (1) You must delete all the service orders from a batch before you can delete the batch. (See the preceding procedure, *Deleting a Service Order from a Batch.*)
- (2) When you are ready to delete a batch, start from the Service Order Batch List screen or the Service Order Batch Information screen (Fig. 2-3). If you are on the List screen, use the arrow keys to select the batch to be deleted.
- (3) Press the <Delete Batch> softkey. (This key is present on the Information screen only if the batch is pending or spent and contains no service orders.)
 ==> The system requests confirmation of the deletion.
- (4) Press <Delete Batch> again to confirm the deletion.
 ==> The system erases all details of the selected batch from the customer's database.

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3. INDIVIDUAL SERVICE ORDERS

INTRODUCTION

3.01 This chapter explains how to create and manipulate individual service orders. A service order is a request for changes to a particular station). Each service order must be created or displayed in one of the following contexts:

- in a new batch of service orders
- in an existing batch that has a status of Pending

See the introduction to Chapter 2 for more information about batches, and see the procedure *Displaying Batches* or the procedure *Creating a New Batch* in Chapter 2 to find out how to select an existing batch or create a new one.

3.02 Authorized customers can create service orders to request the following types of changes to their Meridian Digital Centrex networks:

- changing details for a station
- adding or deleting a directory number for a station
- adding, deleting, or modifying the parameters of a Meridian Digital Centrex feature (such as Call Forwarding or Call Waiting) for a station
- adding, deleting, or modifying the parameters of a code access Meridian Digital Centrex feature (such as Conference Call or Call Pickup) for a station
- changing details for a directory number
- adding, deleting, or modifying the parameters of Meridian Digital Centrex features for a directory number
- changing packet data parameters

3.03 The telephone company can also create all these types of service orders for any customer's network, and has the option of creating them if corrections are needed to be made to a customer's Station Administration database. In addition, the telephone company can also create a local service order to add or delete a station in a network.

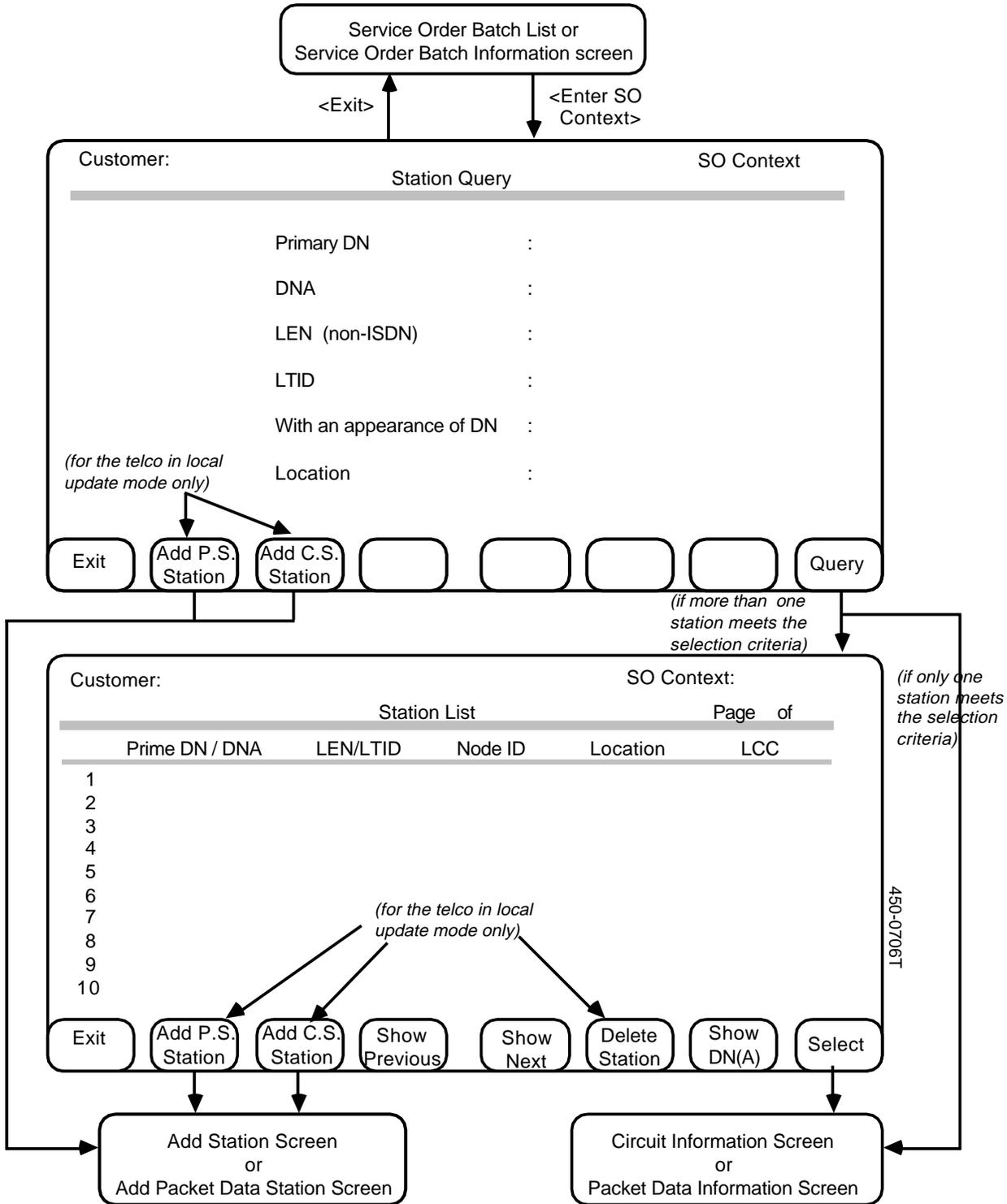


Fig. 3-1
The Station Query and Station List Screens

**STATIONS -
DISPLAYING**

3.04 The first step in creating a service order is to locate the station you want to change:

- (1) Start by displaying a service order batch that has a status of Current or Pending (see *Displaying Batches* in Chapter 2), or by starting to create a new batch (see *Creating a New Batch* in Chapter 2).
- (2) On the Service Order Batch Information screen or the Service Order Batch List screen, press the <Enter SO Context> softkey.
==> The Station Query screen appears (Fig. 3-1).
- (3) The Station Query screen presents you with the option of selecting a single station, or up to 30 stations, depending on information you supply. If the screen is left blank, all stations can be displayed (up to 30). If a field is data filled a station or group of stations can be displayed. The system scans the fields from top to bottom, it processes the first field it finds with data, therefore only one field must be data filled. Use the TAB or RETURN key to move between the fields. The fields are:

Primary DN	The seven-digit primary directory number of a voice (circuit-switched) station.
DNA	The directory network address of a packet data station.
LEN	The line equipment number code of a voice station.
LTID	The logical terminal identifier code of an ISDN station.
With an appearance of DN	A directory number that is assigned to one or more stations.
Location	A code that identifies the location of a station within the customer's network.

The 'With an appearance of DN' field requires a complete directory number, but partial information can be entered in any other field. For example, you can enter the first three digits of a seven-digit directory number. Entering partial instead of complete information affects the result of Step 4.

- (4) When you have finished filling in the Station Query screen, press the <Query> softkey.
==> The system searches for stations that match the information you entered and performs one of the following actions:

- If no matching stations exist, the system displays a message. Go back to Step 3 and enter new information to try again.
- If one matching station exists, the system displays information for that station:
at the appropriate Circuit Information screen for:
circuit-switched stations or BD terminals that are not queried for DNA
at the Packet Data Information screen, for packet data stations and BD stations that are queried for DNA.
These screens are shown in Fig. 3-2, 3-3, and 3-4.
- If several matching stations exist, the system displays them on the Station List screen (Fig. 3-1). Use the arrow keys (and, if necessary, the <Show Next> and <Show Previous> softkeys) to select a station, then press <Select> or ENTER to move to the Circuit Information or Packet Data Information screen.
- The <Show DNA> softkey shown in Fig. 3-1 can show one of two legends depending on the previous selection:

Show DNA is displayed when none of the fields are filled in, or when one of Primary DN, LTID, With Appearance of DN, or Location is filled in.

The <Show DN> softkey is displayed when the DNA field has been filled in.

The objective of this softkey is to alternate the display between DNA and the primary DN.

Note: When many stations match the information you enter on the Station Query screen, the Station List screen displays the first 10 stations and the softkey <Show Next>. You can press this softkey only twice (first to show stations 11 through 20, then to show stations 21 through 30) because the Station List screen retrieves only the first 30 matching stations.

- (5) Press <Exit> to return to the previous screen, or follow another procedure to display other information about this station or request changes to it. You can request many changes before returning to the Circuit Information or Packet Data Information screen. When you return, press <Commit Station> (on the Circuit Information screen) to create a service order containing the changes, or <Commit Station> (on the Packet Data Information screen) to implement the change. The changes for B-Packet and D-Packet stations are implemented immediately in the Station Administration database. The circuit side and station detail

changes for ISDNKSET (BD type) are handled in the same way as circuit switched stations.

CIRCUIT STATIONS - DELETING

3.05 The telephone company can delete a voice station from a customer's Station Administration database by creating a local service order - one that affects only the local Station Administration database and not any DMS switch. This may be necessary if changes are made to a customer's network outside of BNM after the BNM Station Administration database has been created.

Note 1: All directory numbers must be deleted from a station before the station can be deleted (see Stations - *Deleting Directory Numbers* later in this chapter).

- (1) Make sure you are working within the context of a local service order batch, then display the station you want to delete on the Station List screen or the Circuit Information screen. (See the procedure *Stations - Displaying*.) If you stop on the List screen, use the arrow keys to select the station.
- (2) If you are on the List screen, press <Delete Station>. If you are on the Circuit Information screen, press <More Softkeys> (Fig. 3-2) to display a second set of softkeys, then press <Delete Station>. ==> The system prompts for confirmation.
- (3) Press <Delete Station> again to confirm the deletion, or press any other key to cancel the deletion.
- (4) Perform one of the following actions:
 - Press <Commit Station> to save the request for deletion as a local service order for this station.
==> The system registers the new service order in the current "Local Update Only" batch and returns to the Station Query screen or the Station List screen.
 - Press <Exit> to return to the previous screen without saving the request for deletion.
==> The system requests confirmation (press <Exit> again to confirm) then returns to a previous screen without registering a new service order.

PACKET STATIONS - DELETING

3.06 The telephone company can delete a packet station from a customer's Station Administration database by creating a local service order - one that affects only the local Station Administration database and not any DMS switch. This may be necessary if changes are made to a customer's network outside of BNM after the BNM Station Administration database has been created.

- (1) Make sure you are working within the context of a local service order batch, then display the station you want to delete on the Station List screen or the Packet Data Information screen. (See the procedure *Stations - Displaying*.) If you stop on the List screen, use the arrow keys to select the station.
- (2) If you are on the List screen (Fig. 3-3), press <Delete Station>. If you are on the Packet Data Information screen (Fig. 3-4), press <More Softkeys> to display a second set of softkeys, then press <Delete Station>.
 - ==> The system prompts for confirmation.

Note: BD stations can also be deleted from the Circuit Information screen.

- (3) Press <Delete Station> again to confirm the deletion, or press any other key to cancel the deletion.
- (4) Perform one of the following actions:
 - Press <Commit Station> to action the request for deletion as a local service order for this station.
 - ==> The system updates the SA database immediately with the following information:

For a B or D-packet station:

- (a) If the LTID was uploaded from the DMS node, only the DNA is deleted
- (b) If the LTID was added locally, the DNA and the Station is deleted

For a BD packet station (ISDNKSET), only the DNA is deleted. This is because the LTID must be uploaded from the DMS node for BD packet stations.

The user is then returned to the Station Query screen or the Station List screen.

- Press <Exit> to return to the previous screen without saving the request for deletion.
 - ==> The system requests confirmation (press <Exit> again to confirm) then returns to a previous screen without registering a new service order.

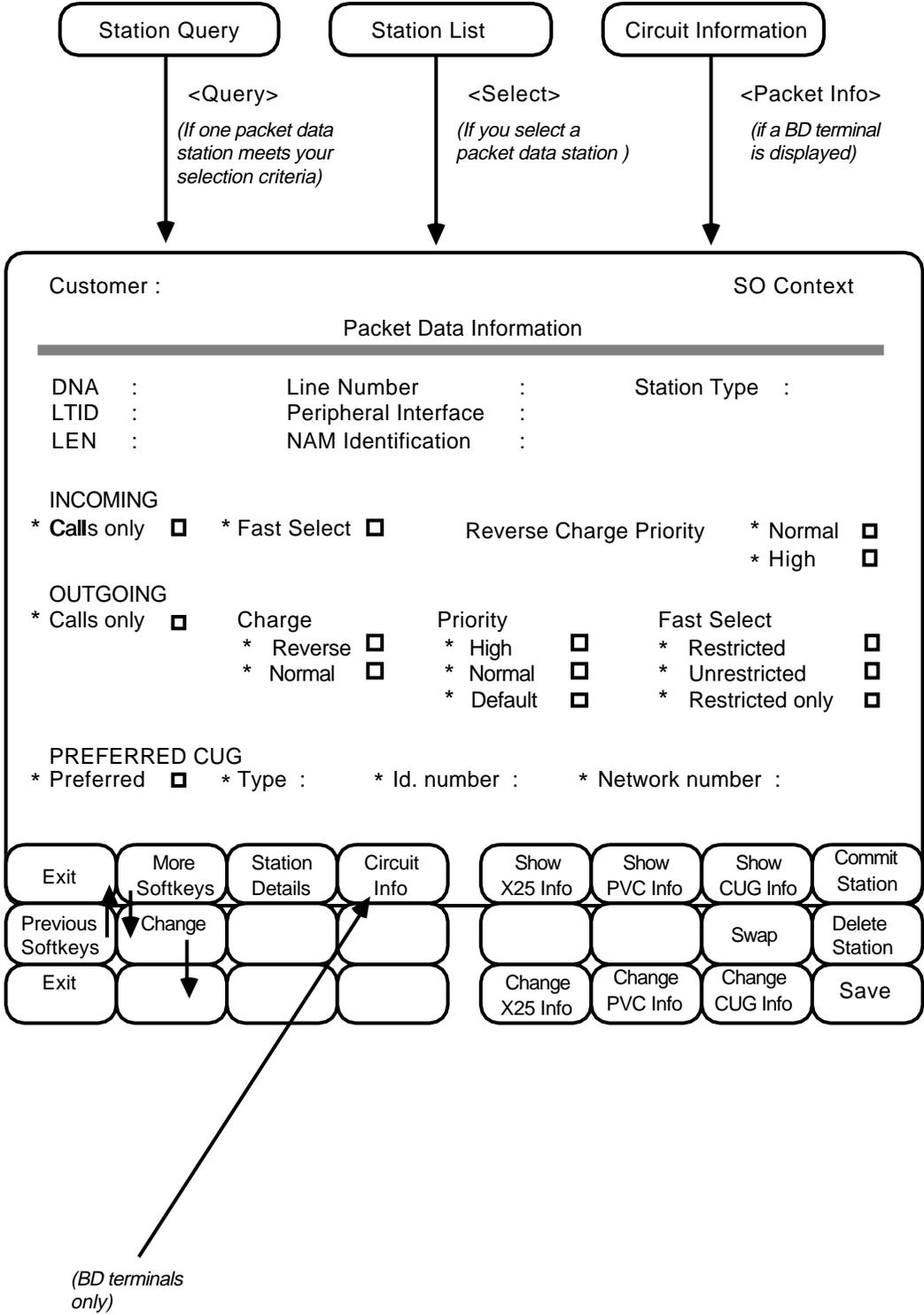


Fig. 3-4
The Packet Data Information (B, D, And ISDNKSETs) Screen

**CIRCUIT STATIONS -
ADDING**

3.07 The telco must use local service orders to add stations to customers' BNM Station Administration databases when stations are added to DMS nodes or NAS databases outside of BNM. The telco cannot use BNM to add stations to a node or to a NAS database.

3.08 New voice (circuit-switched) stations require the following information:

Line Equipment Number	A seven-digit numeric code that uniquely identifies the physical location of the station to the DMS switch. The code is in the form ff u dd cc, where ff is in the range 00 to 99, u is in the range 0 to 9, dd is in the range 00 to 19, and cc is in the range 00 to 31.
Node ID	The identifier for the DMS switch to which the station belongs.
Line Class Code	A code that identifies the type of service the new station provides. In addition to the standard telephone, indicated by IBN, the P-set, M5009, M5209, M5112, and M5312 types of enhanced service telephones are also available.

3.09 The steps for registering a new circuit station are (Fig. 3-5):

- (1) Start by displaying a local batch that has a status of Current or Pending (see *Displaying Batches* in Chapter 2), or by starting to create a new local batch (see *Creating a New Batch* in Chapter 2). Stop on the Service Order Batch Information screen or the Service Order Batch List screen. You can check that a batch is a local one by looking at the Local Update Only field on the Service Order Batch Information screen.
- (2) On the Service Order Batch Information screen or the Service Order Batch List screen, press the <Enter SO Context> softkey.
==> The Station Query screen appears.
- (3) There are two routes from the Station Query screen to the Add Station or Add Packet Data Station screen. Choose one of them (Fig. 3-5):
 - press <Add C.S. Station> (for a circuit-switched station) or <Add P.S. Station> (for a packet-switched station)
 - press <Query> to see the Station List screen and then press <Add C.S. Station> or <Add P.S. Station>
==> The Add Station or Add Packet Data Station screen appears, depending on which softkey you pressed.

- (4) Fill in the fields on the screen. Use the RETURN key to move between fields. Use the arrow keys to select a line class code or a station type. For circuit-switched stations, all fields are required except Location and Change Description, which are optional text information.

- (5) Press <Commit Station>.
==> If you are on the Add C.S. Station screen, the system registers a service order in the selected "Local Update Only" batch and returns to the Station Query screen.

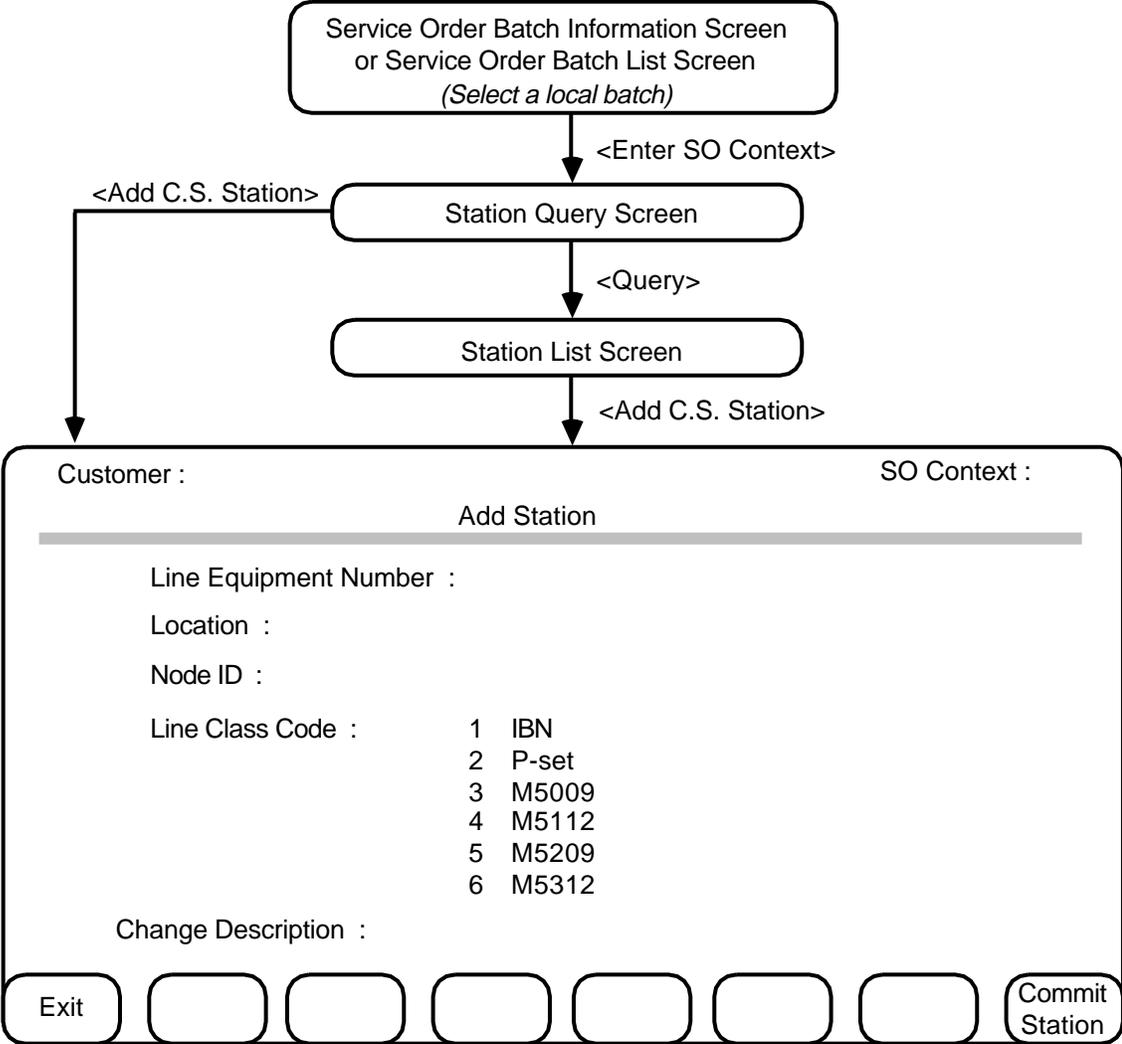


Fig. 3-5
The Add Station Screen For Circuit Stations

**PACKET STATIONS -
ADDING**

3.10 The telco must use local service orders to add stations to customers' BNM Station Administration databases when stations are added to DMS nodes or NAS databases outside of BNM. The telco cannot use BNM to add stations to a node or to a NAS database.

3.11 New packet data (packet-switched) stations require this information:

DNA	Data Network Address
LTID	Logical Terminal Identifier
Node	DMS node CLLI
Line Number	for B-PACKET terminals only
Peripheral Interface	is the Peripheral Interface card number
NAM Identification	is the ID of the network access module
Station Type	one of B-PACKET, D-PACKET, or ISDNKSET

3.12 The steps for registering a new packet data station are (see also Fig. 3-6):

- (1) Start by displaying a local batch that has a status of Current or Pending (see *Displaying Batches* in Chapter 2), or by starting to create a new local batch (see *Creating a New Batch* in Chapter 2). Stop on the Service Order Batch Information screen or the Service Order Batch List screen. You can check that a batch is a local one by looking at the Local Update Only field on the Service Order Batch Information screen.
- (2) On the Service Order Batch Information screen or the Service Order Batch List screen, press the <Enter SO Context> softkey.
==> The Station Query screen appears.
- (3) There are two routes from the Station Query screen to the Add Packet Data Station screen. Choose one of them (Fig. 3-6):
 - press <Add P.S. Station>
 - press <Query> to see the Station List screen and then press <Add P.S. Station>
==> The Add Packet Data Station screen appears.

- (4) Fill in the fields on the screen. Use the RETURN key to move between fields. Use the arrow keys to move between columns. If the LTID-Node pair was loaded from the DMS, then the DNA is assigned to it. If the LTID-Node pair was not loaded from the DMS, then a new station record is added to the SA database that will contain the entered information

Note: A BD station can only have a DNA added to the corresponding LTID-Node pair uploaded from the DMS.

- (5) Press <Commit Station>. ==> The station is added to the SA database immediately.

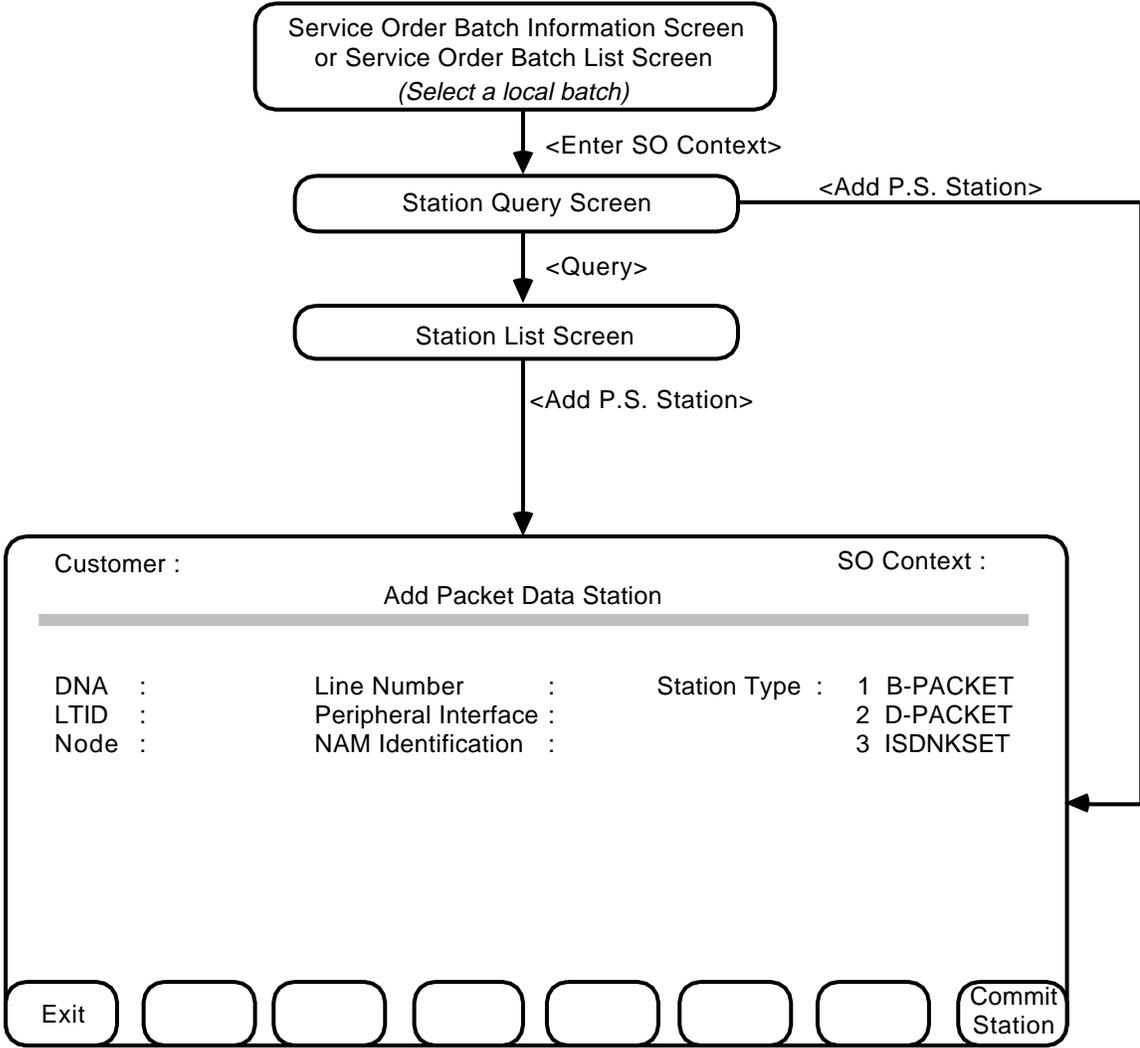


Fig. 3-6
The Add Station Screens For Packet Stations

- (6) Press <Exit> to leave the Add Packet Data screen.
==> The Station Query screen is displayed, irrespective of which screen you came from.

STATIONS - ADD-ON UNITS, ADDING

3.13 This procedure explains how to request the addition of an add-on unit to a P-set or M5000-series set. Up to three 20-key units can be added to a P-set, and a single 36-key unit can be added to an M5000-series set.

3.14 Add-on units can only be added consecutively. For example, unit 2 cannot be added unless unit 1 already exists.

Adding the First Add-On Unit

3.15 The steps for adding the first add-on unit to a station are:

- (1) Display the station on the Circuit Information screen (see *Stations - Displaying*).
- (2) Press <More Softkeys>, then press <Add Addon>.
==> A Station Addon Information screen appears (Fig. 3-7), showing either 20 add-on keys for P-sets, or 36 add-on keys for M5000-series sets.
- (3) Use the <Assign DN> and <Add Feature> softkeys to add directory numbers, multiple appearance directory numbers, and features to the add-on unit's keys in the same way as for the other keys on the key set (see the other procedures in this part).
- (4) When ready to commit the addition, return to the first bank of softkeys, then press <Save & Exit>.
==> The Circuit Information screen reappears. The <Add Addon> softkey is replaced by <Show Addon>.

Note: There is no <Exit> softkey on the Addon screens. You must press <Save and Exit> in order to return to the Circuit Information screen. The changes to add-on units will be saved as a service order if you subsequently press <Commit Station> on the Circuit Information screen. Press <Exit> on the Circuit Information screen to exit without saving the changes.

Adding Subsequent Add-on Units

3.16 A P-Set can have as many as three add-on units. To add the second and third units, follow these steps:

- (1) Display the station on the Circuit Information screen (see *Stations - Displaying*).
- (2) Press <More Softkeys>, then press <Show Addon>.
==> The first existing add-on unit is displayed.

- If there is a <Next Addon> softkey, other add-on units exist. Press <Next Addon>.
 - If there is an <Add Addon> softkey, the displayed add-on unit is the last one. If there are two or fewer existing, another unit can be added.
- (3) Press <Add Addon>.
 ==> The next 20 add-on keys appear.
- (4) Use the <Assign DN> and <Add Feature> softkeys to add directory numbers, multiple appearance directory numbers, and features to the add-on unit's keys in the same way as for the other keys on the key set (see *Stations - Adding Directory Numbers* and *Stations - Adding Features*).
- (5) When ready to commit the addition, return to the first bank of softkeys, then press <Show Previous> until the first add-on unit is displayed, then press <Save & Exit>.
 ==> The Circuit Information screen reappears.

Note 1: The <Save and Exit> softkey is available only on the first add-on screen.

Note 2: There is no <Exit> softkey on the Addon screens. You must press <Save and Exit> in order to return to the Circuit Information screen. The changes to add-on units will be saved as a service order if you subsequently press <Commit Station> on the Circuit Information screen. Press <Exit> on the Circuit Information screen to exit without saving the changes.

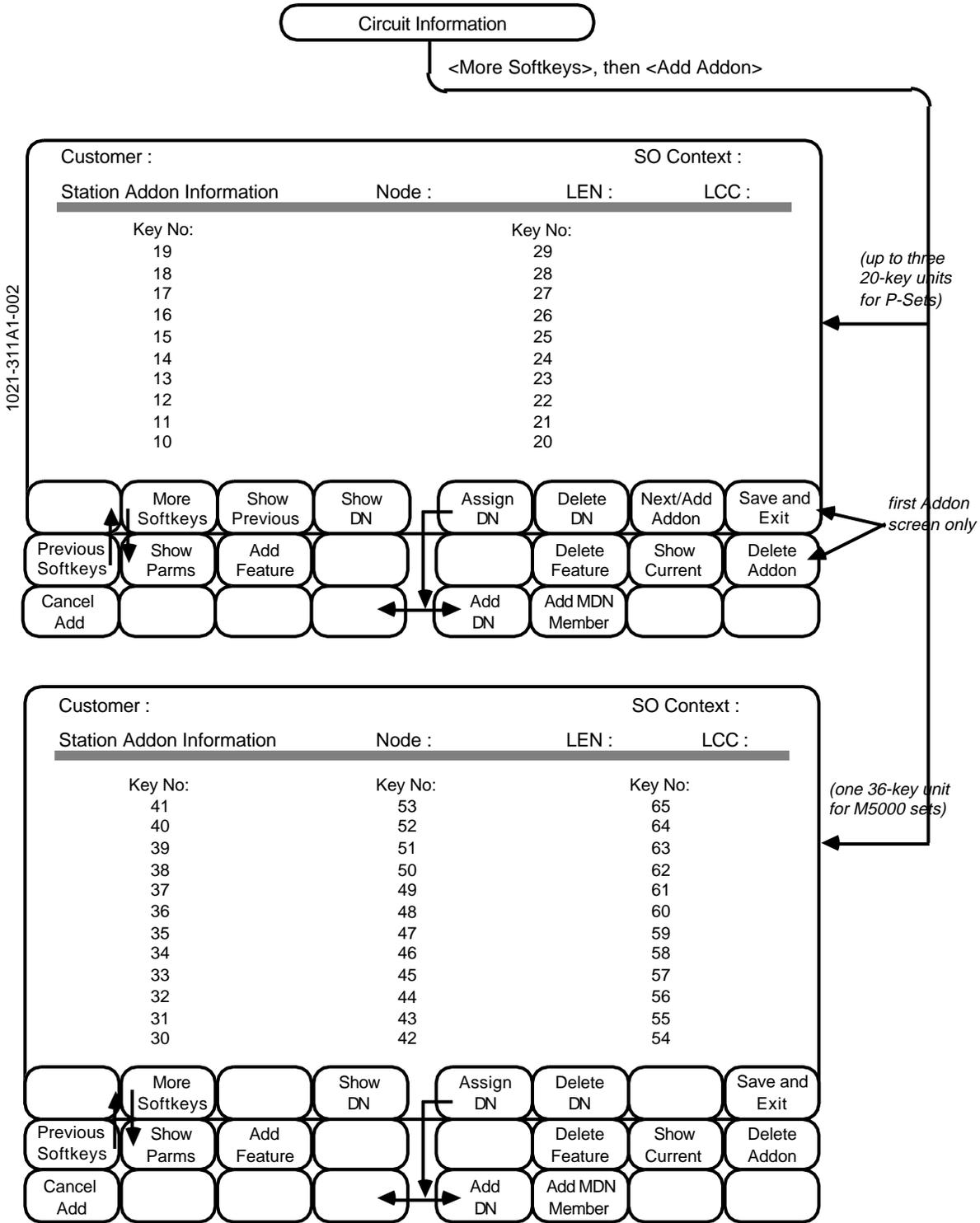


Fig. 3-7
Stations - Add-on Units, Adding

**STATIONS - ADD-ON
UNITS, DELETING**

3.17 This procedure explains how to delete add-on units from stations. In the case of a P-set that has more than one add-on, all add-ons are deleted at the same time. There is no way to delete only one add-on unit from a P-set.

- (1) Display the station on the Circuit Information screen (see *Stations - Displaying*).
- (2) Press <More Softkeys>, then press <Show Addon>.
 - ==> The first existing add-on unit is displayed (Fig. 3-7).
- (3) Delete all directory numbers and features from all add-on units (see the deletion procedures in this chapter of this NTP for instructions). If the station is a P-set that has more than one add-on unit, use the <Show Next> and <Show Previous> keys to move between the add-on units. When you have finished deleting directory numbers and features, return to the first add-on unit.
- (4) Press <Delete Addon>. (Depending on which softkey bank was displayed at the end of Step 3, you may need to press <More Softkeys> first.)
 - ==> A message appears, asking you to confirm that you want to delete all add-on units.
- (5) Press <Delete Addon> again.
 - ==> All add-on units are deleted and the Circuit Information screen reappears.

Note 1: The <Save and Exit> softkey is available only on the first add-on screen.

Note 2: There is no <Exit> softkey on the Addon screens. You must press <Save and Exit> in order to return to the Circuit Information screen. The changes to add-on units will be saved as a service order if you subsequently press <Commit Station> on the Circuit Information screen. Press <Exit> on the Circuit Information screen to exit without saving the changes.

**STATIONS -
DISPLAYING AND
CHANGING DETAILS**

3.18 This procedure explains how to display the following information about a station and change it in the local Station Administration database:

Location	A description of the station's location within the network.
Default NCOS	The default network class of service code assigned to the station.
Customer Group	The name of the local group to which the station belongs within the customer's organization.
Subgroup	A number between 0 and 7 that identifies the attendant subgroup to which the station belongs. The default is the subgroup of the station's primary DN. If the station does not have a primary DN, the default subgroup is 0.
Work Counter	A counter that is used by the telco for billing purposes. The system sets this field to zero when the telco begins a new batch of service orders. The telco can change the value to show how many units of work the customer has requested for this station. When the telco executes the service orders, this value is sent to a billing file and used to increment the accumulated work total for the month. The telco can enter negative values in the Work Counter field to decrement the monthly total.
Swap Eligible	A setting that shows whether or not the station's features can be swapped with those of another station if this station is the origination station. Only the telephone company can change this field. Use the SPACE BAR to insert or remove a check mark from this field.
Swap Restrict	A setting that shows whether or not the station's features can be swapped with those of another station if this station is the destination station. Only the telephone company can change this field. Use the SPACE BAR to insert or remove a check mark from this field.
Change Restrict	A setting to control changes to features or implementing functions on certain critical stations. When set, changes cannot be made.

Station Type	<p>Identifies the current Line Class Code of the current station being accessed. The allowable changes for the station type are:</p> <ol style="list-style-type: none"> 1. From PSET to M5009 or M5112, if the PSET is not a display phone without add-ons. 2. From PSET to M5209 or M5312, if the PSET is a display phone without add-ons.
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3.19 For ISDN stations, a number of additional fields are displayed but cannot be changed:

- LEN (the line equipment number of the ISDN loop to which the station is attached)
 - Maxkey
 - TEI (terminal endpoint identifier)
 - RLS (release key)
 - CS (circuit switched, yes or no)
 - PS (packet switched, yes or no)
- (1) Start by displaying the station on the Circuit Information screen or the Packet Data Information screen (see *Stations - Displaying*).
 - (2) Press the <Station Details> softkey.
==> The Station Details screen appears (Fig. 3-8) with the cursor in the Location (New) field.
 - (3) To change information about the station, type the new values in the appropriate fields. Use the RETURN or TAB key to move between fields.
 - (4) If you haven't made any changes, or if you have made changes but don't wish to save them, return to the Circuit Information screen or Packet Data Information screen by pressing <Exit>. To save changes, go on to steps 5 and 6.
 - (5) To save new information, press the <Save and Exit> softkey.
==> The Circuit Information or Packet Data Information screen appears.
 - (6) At the Circuit Information or Packet Data Information screen, press <Commit Station>.
==> The system registers the changes as a new service order, except for BPacket and DPacket stations. Station details for these stations are updated immediately in the SA database when they are committed.

**STATIONS - ADDING
DIRECTORY NUMBERS**

3.21 This procedure explains how to request the addition of a directory number (DN) to a voice station in a customer's network. The DN must be available to the customer from the DMS node to which the station belongs. (Chapter 6 of this practice, *Spare Directory Numbers*, explains how to assign available directory numbers to a customer.)

Note: You cannot add a primary DN to an ISDNKSET station.

- (1) Start by displaying the station on the Circuit Information screen (see *Stations - Displaying*). If the station is a key set, select the key to which the DN is to be added.
- (2) Press the <Assign DN> softkey.
==> New softkeys appear.
- (3) Press <Add DN>.
==> The Add Directory Number screen appears (Fig. 3-10) with the cursor in the Spare Directory Number field.

Note: Pressing the <Exit> softkey instead of ENTER to complete any of the following steps returns you to the Circuit Information screen without saving the request.

- (4) Perform one of the following steps:
 - Type in a Spare Directory Number and press ENTER.
==> The system checks to confirm that the directory number is valid and returns to the Circuit Information screen. Go to step 6.
 - Press the <List of Spare DNs> softkey.
==> The system displays a list of ten spare DNs available for use by the current customer at this station. Go to step 5.
- (5) Use the arrow keys to select a directory number for the station and press ENTER.
==> The Circuit Information screen appears.
- (6) Perform one of the following actions:
 - Repeat this procedure or follow another procedure to make additional requests for changes to the current station.
 - Press <Commit Station> to save the requests as a service order.
==>The system registers the new service order in the current batch and returns to the Station Query screen or the Station List screen.
 - Press <Exit> to return to the previous screen without saving the requests as a service order.
==> The system requests confirmation (press <Exit> again to confirm) then returns to a previous screen without registering a new service order.

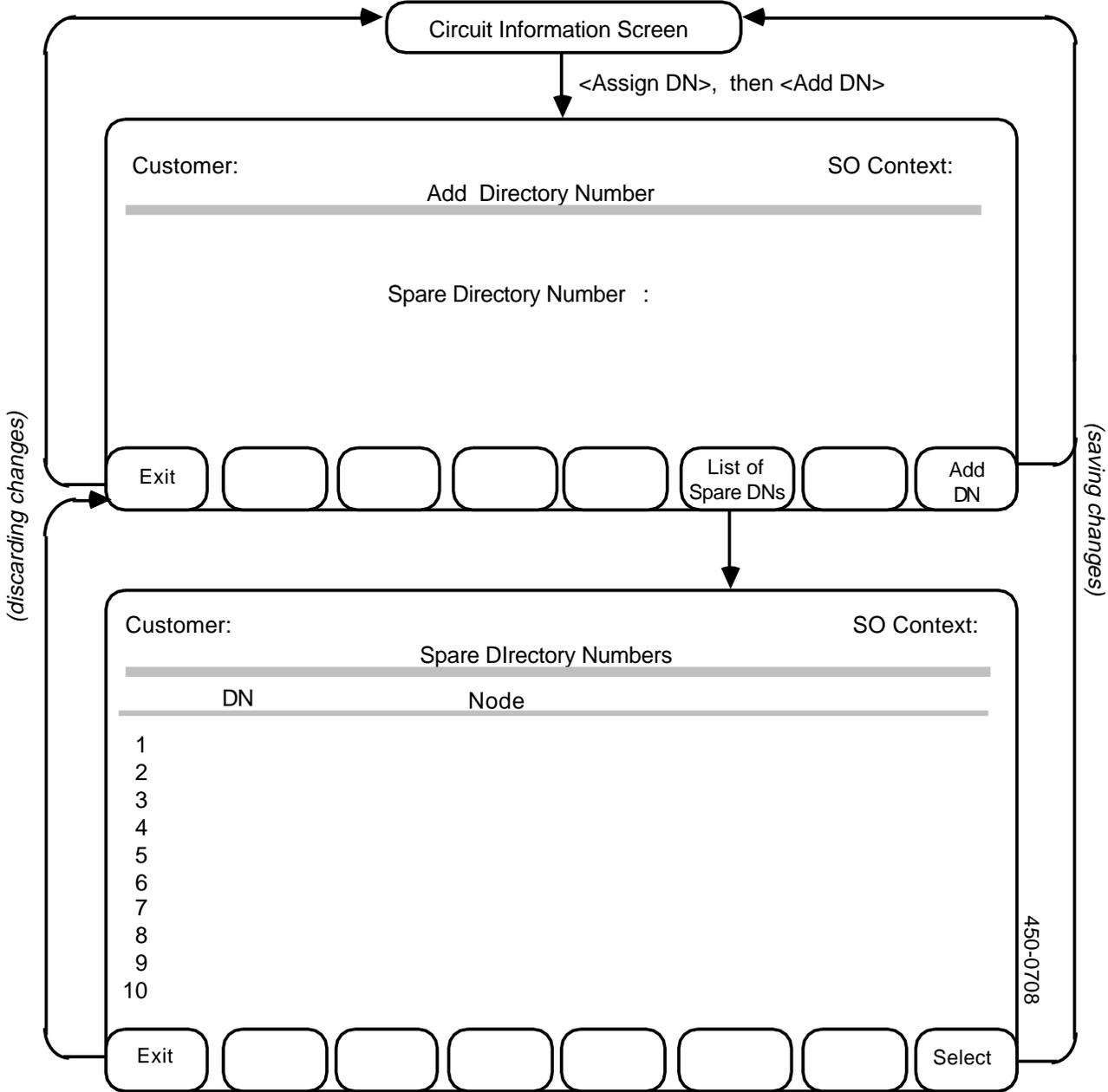


Fig. 3-10
Stations - Adding DNs

**STATIONS - DELETING
DIRECTORY NUMBERS**

3.22 This procedure explains how to delete a directory number from a voice station.

Note 1: You cannot delete a station's primary directory number until you have deleted all the station's secondary directory numbers.

Note 2: You cannot delete a primary directory number until you have deleted all the Meridian Digital Centrex features that are assigned to that number. (See *Directory Numbers - Deleting Features* later in this section.)

Note 3: You cannot delete the primary directory number of an ISDNKSET station.

- (1) Start by displaying the station on the Circuit Information screen (See the procedure *Stations - Displaying*)
- (2) Use the arrow keys to select the directory number to be deleted (for stations with the IBN line-class code, this number defaults to the primary directory number) and then press the <Delete DN> softkey.
==> The system displays a message requesting confirmation of the deletion.
- (3) Press <Delete DN> to confirm the deletion, or press any key other than <Delete DN> to cancel the deletion.
- (4) Perform one of the following steps:
 - Repeat this procedure or follow another procedure to make additional requests for changes to the current station.
 - Press <Commit Station> to save the requests as a service order for this station.
==>The system registers the new service order in the current batch and returns to the Station Query screen or the Station List screen.
 - Press <Exit> to return to the previous screen without saving the requests as a service order.
==> The system requests confirmation (press <Exit> again to confirm) then returns to a previous screen without registering a new service order.

**STATIONS - ADDING
MDN MEMBER**

3.23 This procedure explains how to add a Multiple Appearance DN (MDN) to a voice set. A MDN is a directory number that exists at several stations or keys simultaneously. It can appear on several IBN type sets or on several keys of several key type sets (P-sets, M5000-type sets, or ISDNKSETs).

3.24 From the Station List screen,

- (1) Select the set to which the MDN is to be added and press <Select>.
 - ==> The Circuit Information screen for that set appears.
 - If the station is a key set (P-set, M5000-series set, or ISDNKSET), select the key to which the MDN is to be added.
 - If the MDN is to be assigned to an add-on unit, press <More Softkeys>, then press <Show Addon> and <Next Addon> until the correct add-on unit is displayed. Then select the key on the add-on unit to which the MDN is to be added.
- (2) Press <Assign DN>. (If you displayed an add-on unit, you need to press <Previous Softkeys> first.)
 - ==> New softkeys appear.
- (3) Press <Add MDN Member>.
 - ==> The Add MDN Member screen appears (Fig. 3-11).
- (4) Enter the 7-digit directory number to be assigned and press enter.
 - ==> The system checks to ensure that the number is valid.
- (5) Press <Add MDN Member>.
 - ==> The Circuit Information (or add-on) screen is re-displayed with the new MDN incorporated.

3.25 At the Circuit Information screen, perform one of the following actions:

- Press <Commit Station> to save the request as a service order for this station.
 - ==> The new service order is registered in the current batch and the Station Query or Station List screen reappears.
- To return to the previous screen without saving the change as a service order, press <Exit>.
 - ==> Confirmation is requested. Press <Exit> again. The previous screen is redisplayed without registering a service order.

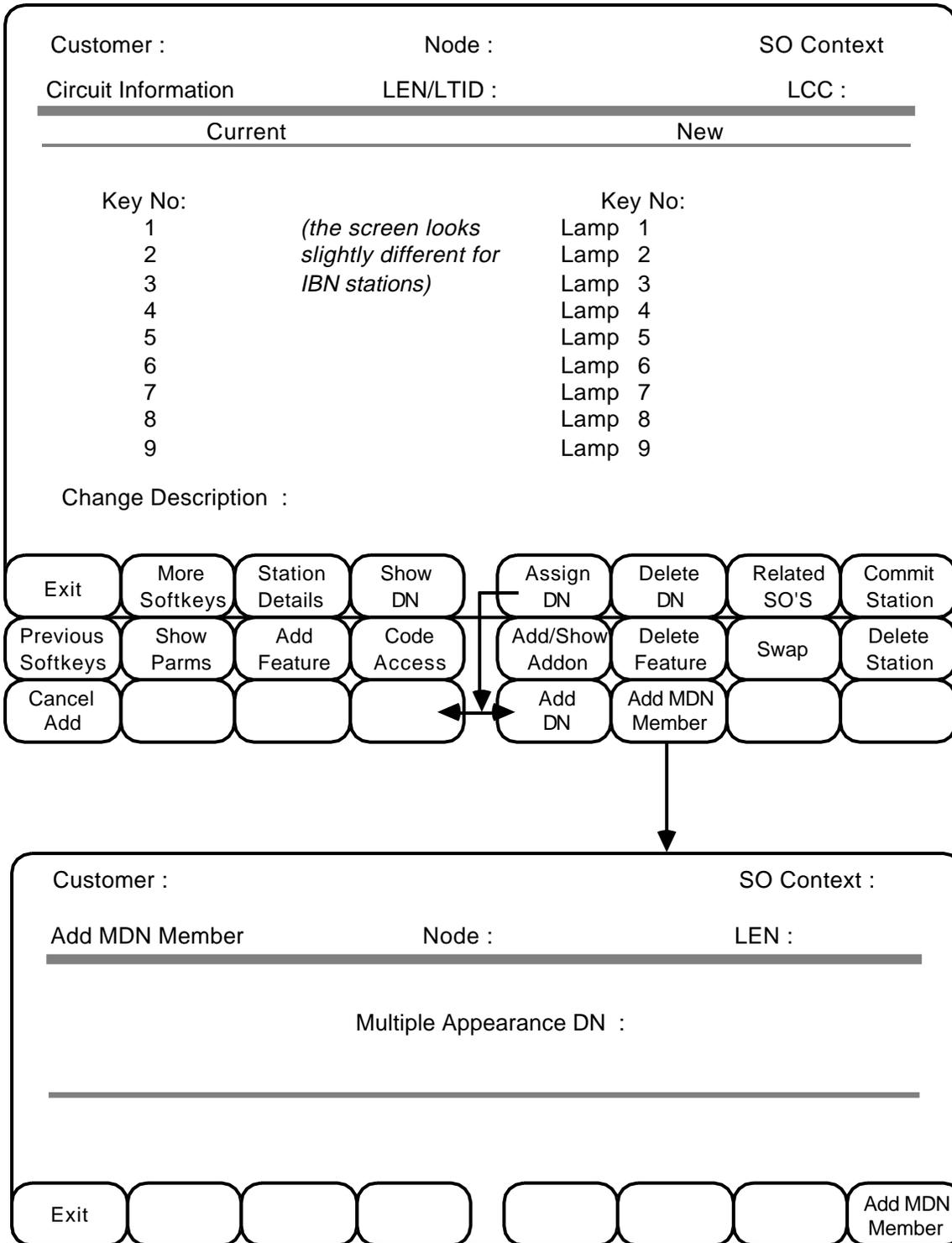


Fig. 3-11
Adding An MDN Member To A Station

STATIONS - ADDING VOICE FEATURES

3.26 This procedure explains how to add an available Meridian Digital Centrex feature to a voice station. The types of features available depend on the station's line class code: IBN, PSET, M5000-series, or ISDNKSET (see Figs. 3-12, 3-13, and 3-14). Refer to the latest *DMS-100 Meridian Services Feature Descriptions* manual (available from Northern Telecom) for descriptions of the individual features.

- (1) Start by displaying the station on the Circuit Information screen. (See the procedure *Stations - Displaying*.)
- (2) Press <More Softkeys>, then press <Add Feature>.
 - ==> The system displays the appropriate Station Feature Selection screen (see Fig. 3-12, 3-13, or 3-14.)

Note: Pressing <Exit> during any of the following steps returns you to the previous screen without saving any changes.

- (3) Use the arrow keys to select a feature you wish to add to the station, then press <Select>.
 - ==> The system performs one of the following actions:
 - If no parameters are required for the feature, the system registers the request in the current service order and returns to the Circuit Information screen. The new feature is displayed in the New column on the screen.
 - If parameters are required for the feature, the system displays the appropriate Parameters screen.
- (4) If the system displayed a parameter screen, complete the screen as directed in the appropriate section of Chapter 4 of this practice.
 - ==> The system registers the parameters and returns to the Circuit Information screen.
- (5) Repeat this procedure or carry out another procedure to request more changes for this station, or press <Commit Station> to save the current requests as a service order.

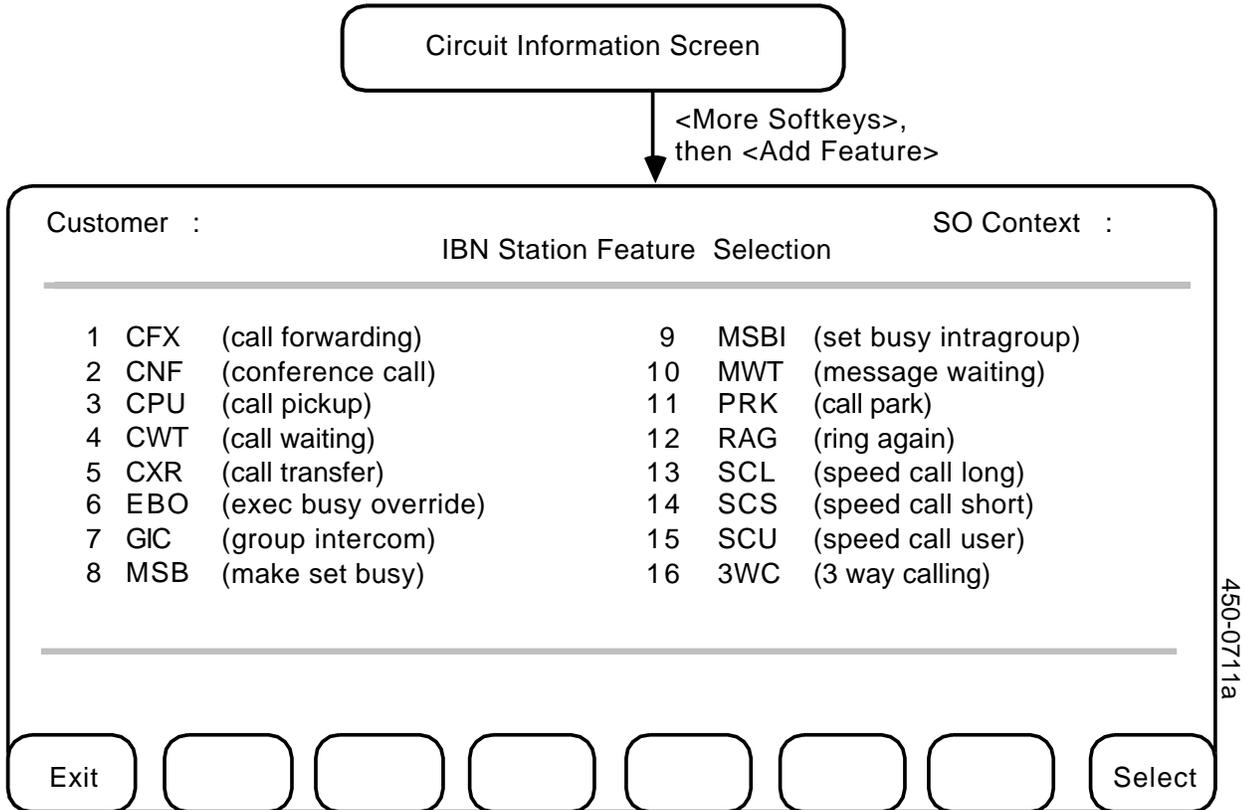


Fig. 3-12
Features for IBN Stations

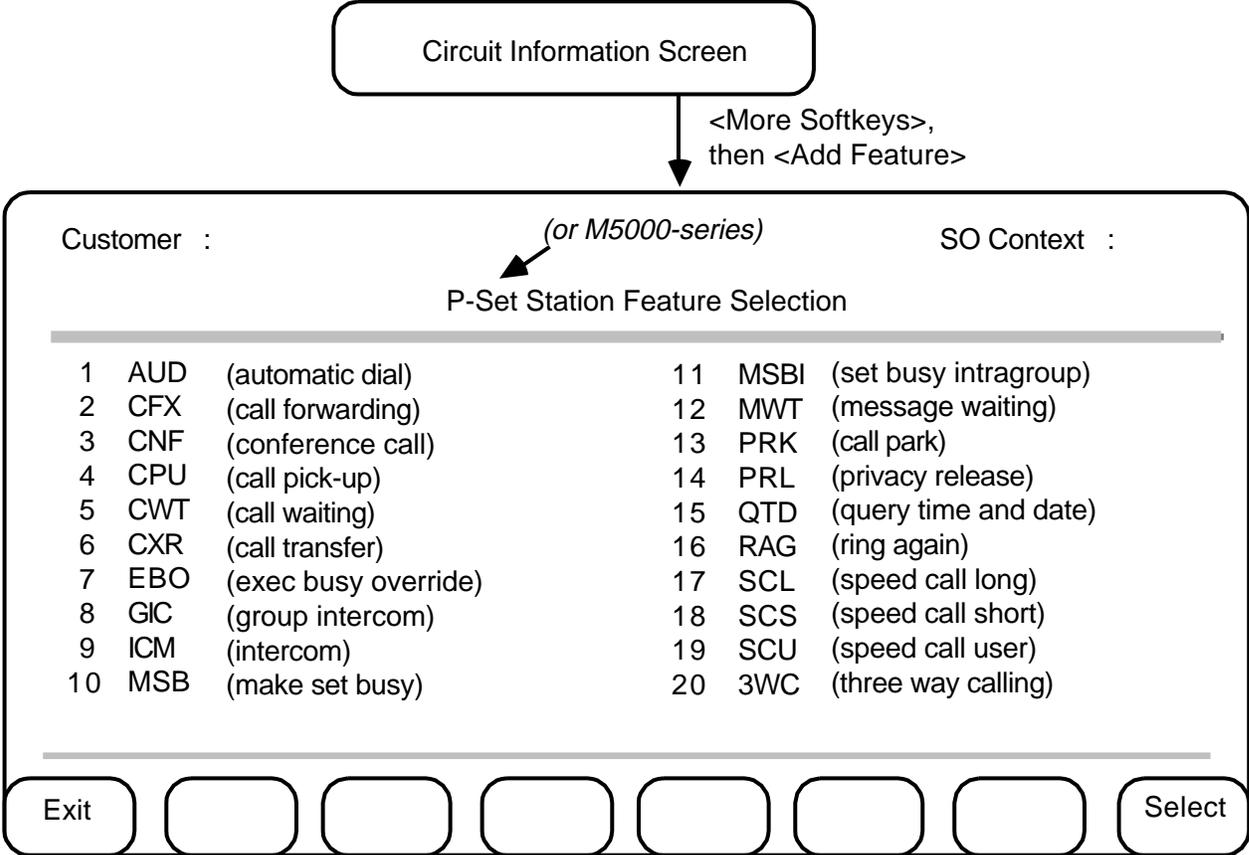


Fig. 3-13
Features for P-Set and M5000-series Stations

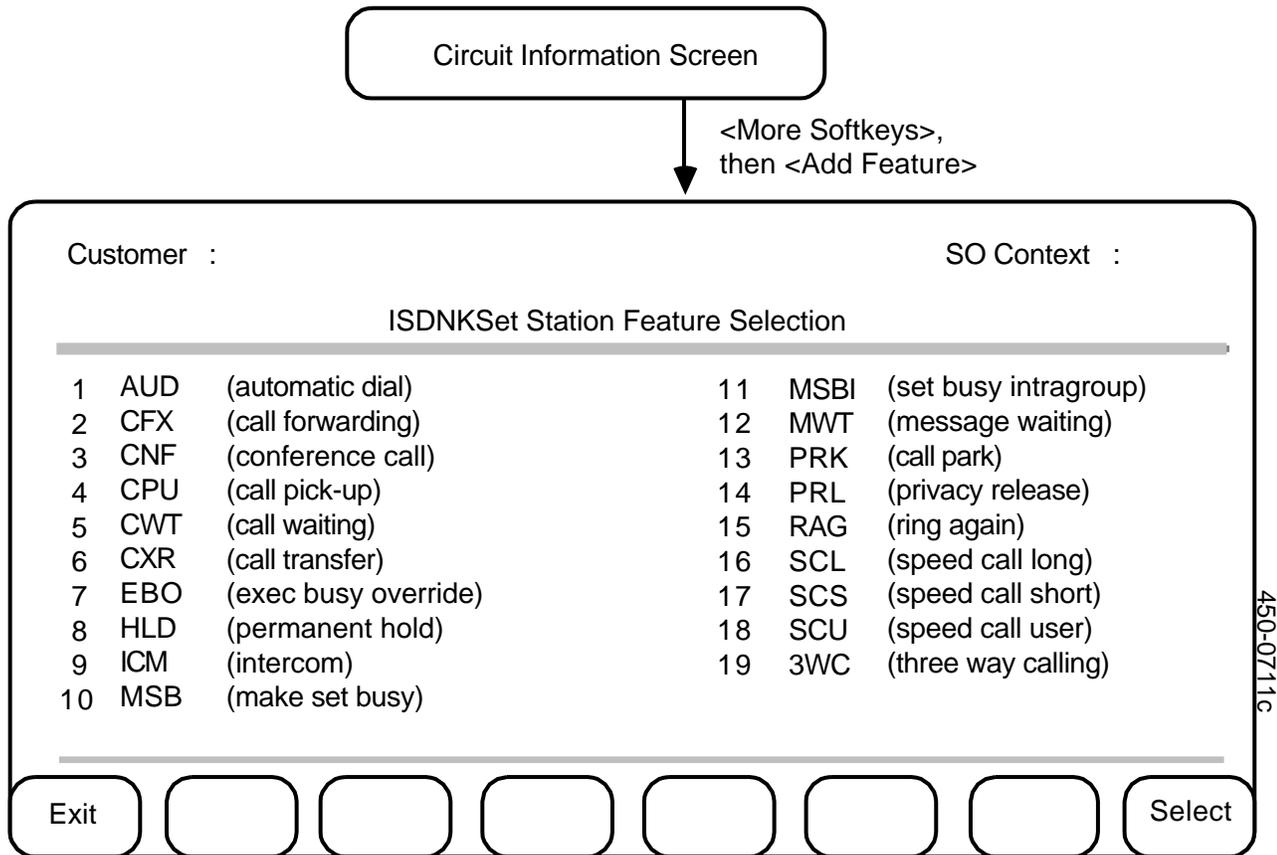


Fig. 3-14
Features for ISDNKSET Stations

**STATIONS - DELETING
VOICE FEATURES**

3.27 This procedure explains how to delete a feature from a voice station.

- (1) Start by displaying the station on the Circuit Information screen. (See the procedure *Stations - Displaying*.)
- (2) Use the arrow keys to select the feature to be deleted, then press <More Softkeys> and then <Delete Feature>. ==> The system requests confirmation of the deletion.
- (3) Press <Delete Feature> to confirm the deletion, or press any key other than <Delete Feature> to cancel the deletion.
- (4) Perform one of the following steps:
 - Repeat this procedure or follow another procedure to make additional requests for changes to the current station.
 - Press <Commit Station> to save the requests as a service order for this station. ==>The system registers the new service order in the current batch and returns to the Station Query screen or the Station List screen.
 - Press <Exit> to return to the previous screen without saving the requests as a service order. ==> The system requests confirmation (press <Exit> again to confirm) then returns to a previous screen without registering a new service order.

**STATIONS -
DISPLAYING CODE
ACCESS FEATURES**

3.28 This procedure explains how to display the code access features that are currently assigned to a PSET, M5000-series station, or ISDNKSET station. IBN stations cannot have code access features.

- (1) Start by displaying the station on the Circuit Information screen. (See the procedure *Stations - Displaying*.)
- (2) Press <More Softkeys>, then press <Code Access>.
==> The system displays a list of the code access features currently assigned to the station on the Code Access Features screen (see Fig. 3-15). If the list is too long to fit on one screen, the <Show Next> and <Show Previous> softkeys are displayed so you can page through the list.
- (3) Certain features require parameters. To display the parameters for such a feature, use the arrow keys to highlight the feature, then press <Show Parms>.
==> The system displays the appropriate Feature Parameters screen. (See Chapter 4 of this NTP for more information about feature parameters.)
- (4) Use <Exit> to return to previous screens and/or continue with other procedures as required.

**STATIONS - DELETING
CODE ACCESS
FEATURES**

3.29 This procedure explains how to request the deletion of a code access feature that is assigned to a station.

- (1) Start by displaying the code access features that are currently assigned to the station on the Code Access Features screen. (See the preceding procedure, *Stations - Displaying Code Access Features*.)
- (2) Use the arrow keys to select the feature to be deleted, then press the <Delete Feature> softkey.
==> The system requests confirmation of the deletion.
- (3) Press <Delete Feature> again to confirm the deletion, or press any other key to cancel the deletion.
- (4) As required, repeat this procedure, perform other procedures, press <Save and Exit> (to save changes and return to the previous screen), or press <Exit> (to return to the previous screen without saving changes.)

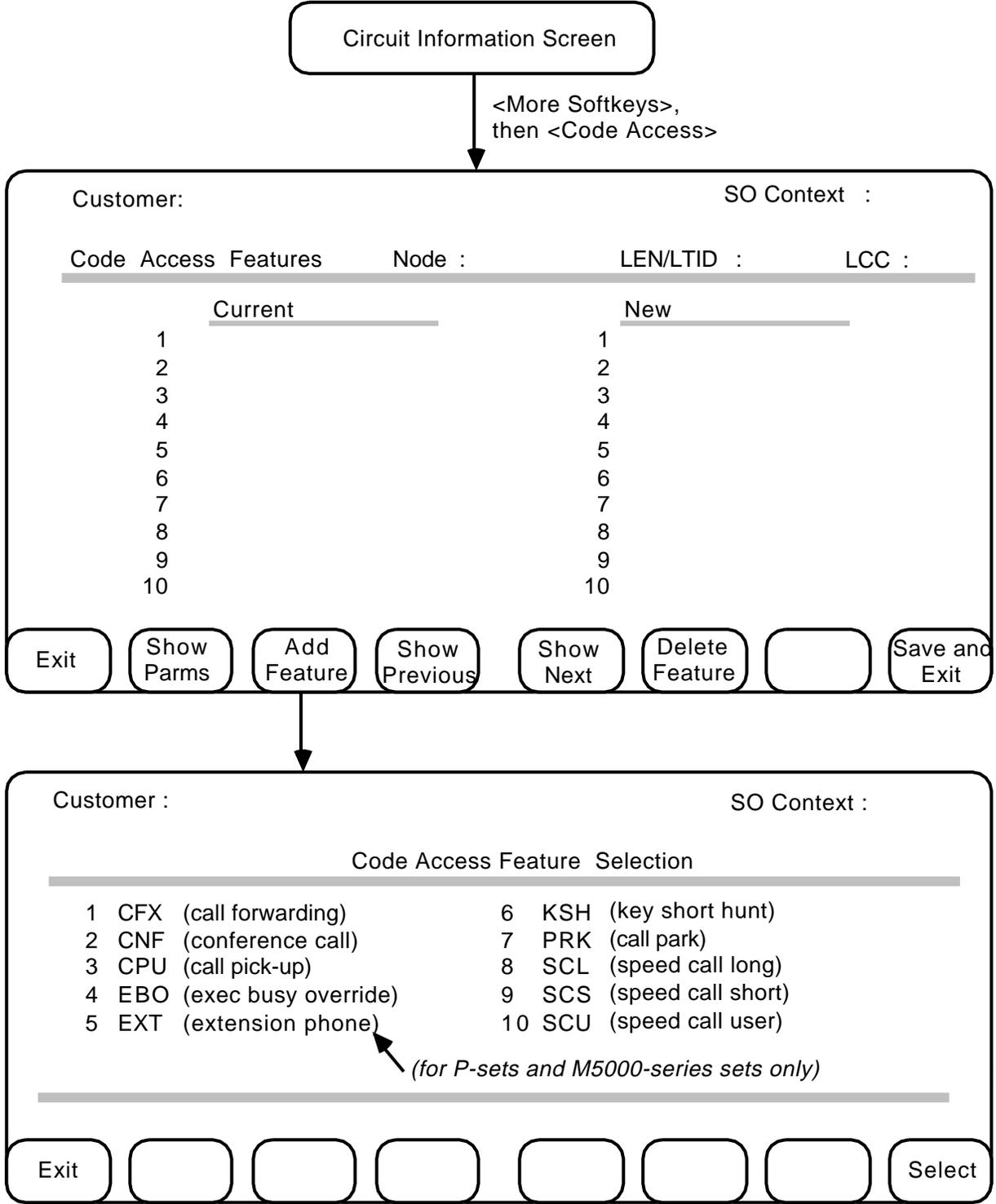


Fig. 3-15
Code Access Features

**STATIONS - ADDING
CODE ACCESS
FEATURES**

3.30 This procedure explains how to request the addition of an available code access feature to a voice station. Code access features are available only for PSET, M5000-series, or ISDNKSET stations that enable the customer to select an access code to be used for a particular Meridian Digital Centrex feature. Code access features are not available on IBN stations. Refer to the latest *DMS-100 Meridian Services Feature Descriptions* manual (available from Northern Telecom) for descriptions of the individual features. Fig. 3-15 shows the screens required for code access feature selection.

- (1) Start by displaying the code access features that are currently assigned to the station on the Code Access Features screen. (See the procedure *Stations - Displaying Code Access Features*.)
- (2) Press <Add Feature>.
==> The Code Access Feature Selection screen appears (Fig. 3-15) with the first feature highlighted.
- (3) Use the arrow keys to select a feature you wish to add to the list for the current station, then press <Select> or ENTER.
==> The system performs one of the following actions:
 - If no parameters are required for the feature, the system registers the request in the current service order and returns to the Code Access Features screen. The new feature is displayed in the New column on the screen.
 - If parameters are required for the feature, the system displays the appropriate Parameters screen.
- (4) If the system displayed a parameters screen, complete the screen as directed in the appropriate section of Chapter 4 of this NTP.
==> The system registers the parameters and returns to the Code Access Features screen.
- (5) Repeat this procedure to request more new code access MDC features for this station, or press <Save and Exit> to return to the Station Information screen.

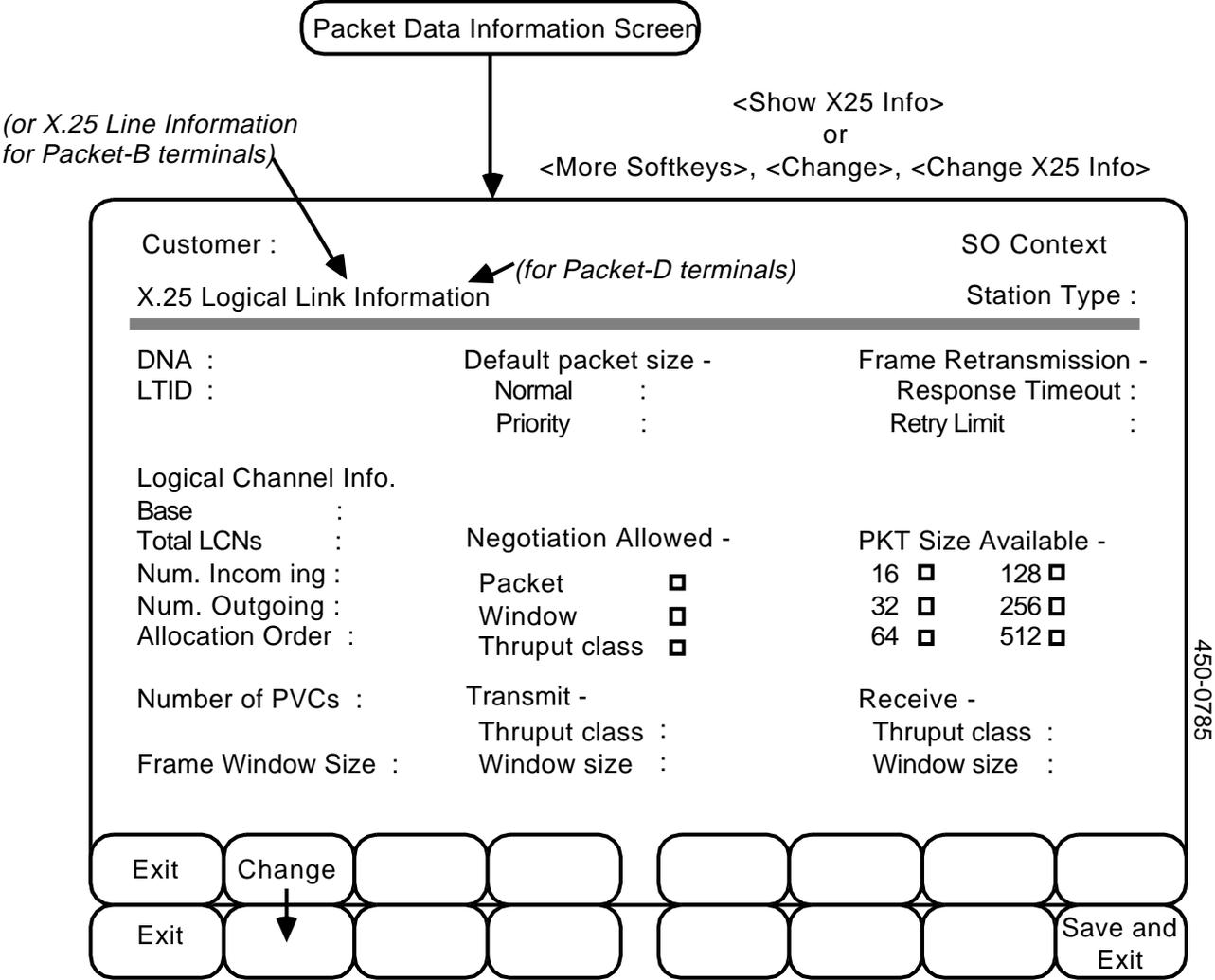


Fig. 3-16 The X.25 Information Screen

STATIONS - X.25 PARAMETERS

3.31 This procedure explains how to display and change X.25 parameters for a packet data terminal on the X.25 Information screen (Fig. 3-16). The screen shows either packet-B or packet-D information, depending on the terminal type. For BD stations, only packet-D information is available.

Displaying X.25 Parameters

- (1) Start by displaying the packet data terminal on the Packet Data Information screen. (See the procedure *Stations - Displaying*.)
- (2) Press <Show X25 Info>.
==> The X.25 Information screen appears (Fig. 3-16).

**Changing X.25
Parameters**

- (1) Start by displaying the packet data terminal on the Packet Data Information screen. (See the procedure Stations - Displaying.)
- (2) Choose one of the following methods to access the X.25 Information screen in Change mode:

- On the Packet Data Information screen, press <Show X25 Info>. ==> The X.25 Information screen appears in Browse mode.

Press <Change>.

==> The screen enters Change mode and allows you to change parameter values. The <Save and Exit> softkey appears.

- On the Packet Data Information screen, press <More Softkeys>. ==> New softkeys appear.

Press <Change>.

==> New softkeys appear.

Press <Change X25 Info>.

==> The X.25 Information screen appears in Change mode.

- (3) Enter new parameter values as required. Use the RETURN key to move from one field to another. For fields that have boxes beside them, use the SPACE BAR to enter and remove check marks in the boxes to correspond to TRUE and FALSE settings.

Note: Fields that are marked with asterisks (*) can be changed only by the telephone company; they cannot be changed by customers.

- (4) When you have finished changing parameter values, press <Save and Exit>. ==> The system returns to the Packet Data Information screen.

- (5) When all changes have been made, press <Commit Station> to update the NAS database.

Note: Press <Exit> to exit from the screen, and confirm the command by pressing <Exit> again to exit without saving any changes.

STATIONS - PVC PARAMETERS

3.32 This procedure explains how to display and change permanent virtual circuit (PVC) parameters for a packet data terminal on the PVC List screen (Fig. 3-17). Only the telephone company can change values on this screen, but customers can display them. (The <Change> softkey is not displayed to customers.)

Displaying PVC Parameters

- (1) Start by displaying the packet data terminal on the Packet Data Information screen. (See the procedure *Stations - Displaying*.)
- (2) Press <Show PVC Info>.
==> The PVC List screen appears (Fig. 3-17).
- (3) If there is more than one page of information, the <Show Next> and <Show Previous> softkeys appear. Use them to move from page to page.

Changing PVC Parameters

- (1) Start by displaying the packet data terminal on the Packet Data Information screen. (See the procedure *Stations - Displaying*.)
- (2) On the Packet Data Information screen, press <Show PVC Info>.
==> The PVC List screen appears in Browse mode.

Press <Change>.
==> New softkeys appear.

Use arrow keys to place cursor on a particular PVC to be changed. Press <Edit PVC>.
==> The Edit PVC Information screen appears (Fig. 3-18).

- (3) Enter new parameter values as required. You can change only the Master Receive parameters, Master Send parameters, Call Priority, and Slave Send fields. Use the RETURN key to move from one field to another.
- (4) When you have finished changing parameter values, press <Save and Exit>.
==> The changes are validated, and the user is returned to the PVC List screen. The PVC List screen will contain the changes that were validated.
- (5) When all changes have been made, press <Commit Station> to update the NAS database.

Note: Press <Exit> to exit from the screen without saving any changes. You are asked for confirmation, by pressing <Exit> once more, if changes were made.

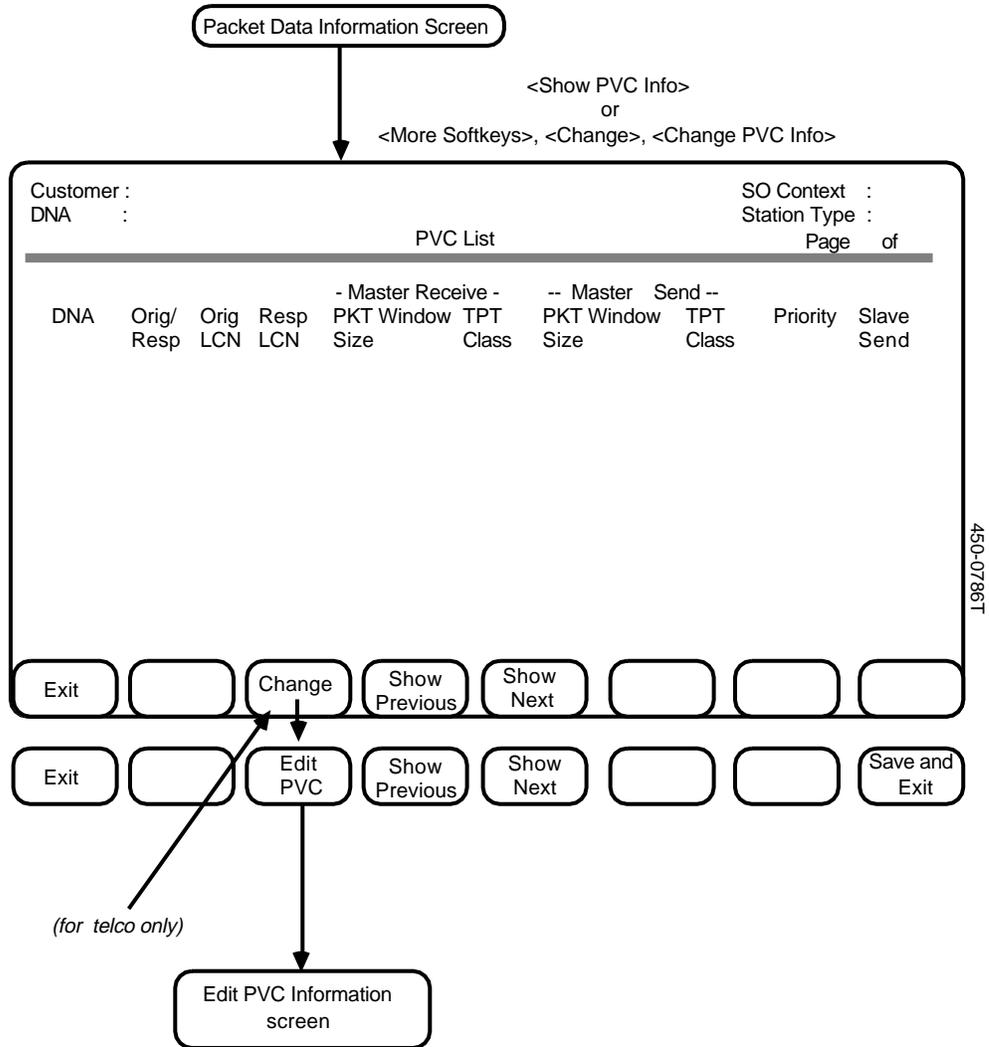


Fig. 3-17
The PVC List Screen

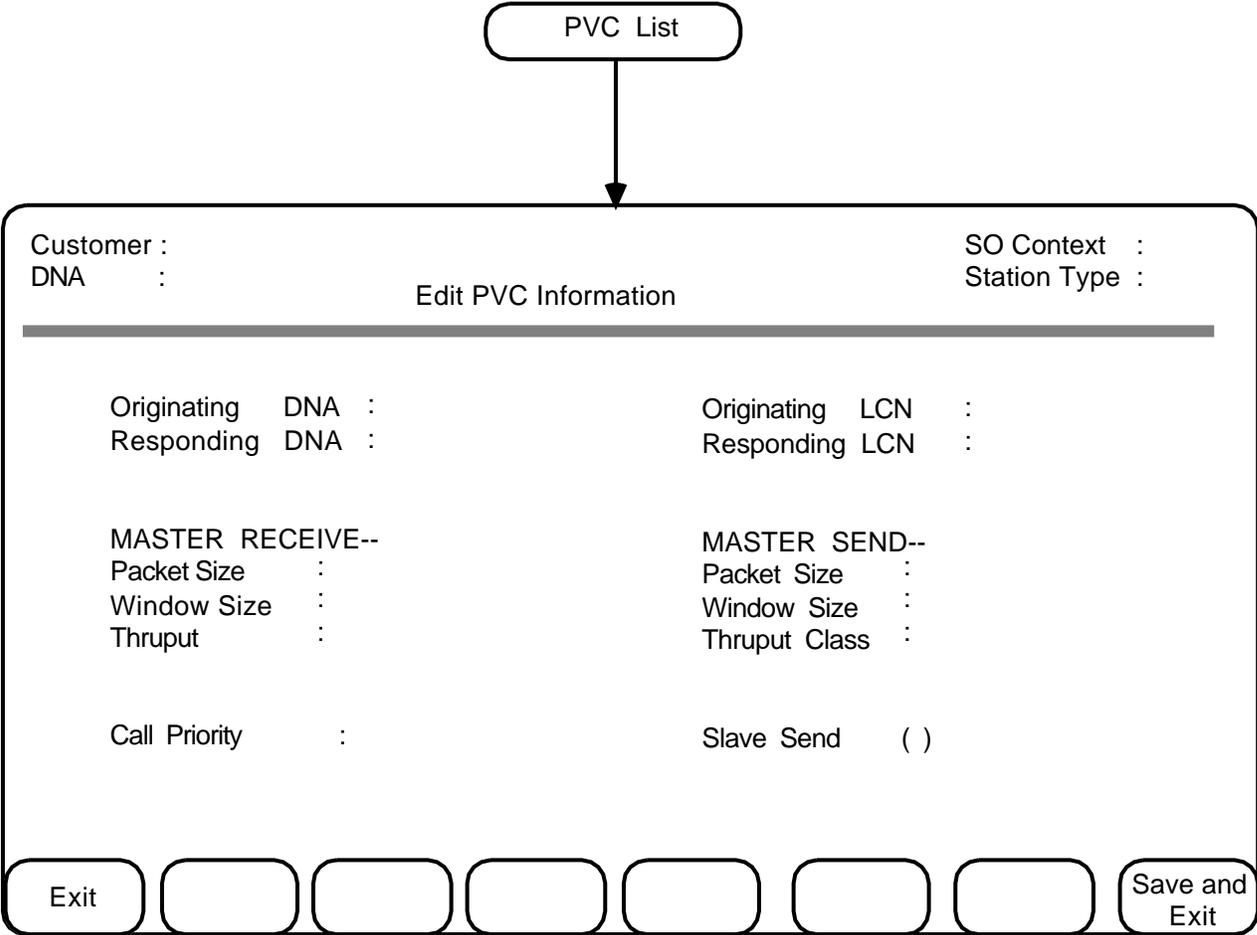


Fig. 3-18
The Edit PVC Screen

**STATIONS - CLOSED
USER GROUPS**

3.33 The procedure explains how to display the closed user groups (CUGs) that belong to the owner of a packet data terminal, change their parameters, and add to and delete from the list of CUGs.

Displaying CUGs

- (1) Start by displaying the packet data terminal on the Packet Data Information screen. (See the procedure *Stations - Displaying*.)
- (2) Press <Show CUG Info>.
==> The CUG List screen appears (Fig. 3-19).
- (3) If there is more than one page of information, the <Show Next> and <Show Previous> softkeys appear. Use them to move from page to page.

**Changing CUG
Parameters**

- (1) Start by displaying the packet data terminal on the Packet Data Information screen. (See the procedure *Stations - Displaying*.)
- (2) On the Packet Data Information screen, press <Show CUG Info>.
==> The CUG List screen appears in Browse mode.
- (3) Press <Change>.
==> New softkeys appear.
- (4) Use arrow keys to place cursor on CUG to be edited, then press <Edit CUG>
==> The Edit CUG Information screen appears (Fig. 3-20).
- (5) Enter new parameter values as required. You can change values for the fields "Index", "In Calls Allowed", "Out Calls Allowed", and "Privileged Member". Use the RETURN key to move from one field to another.
- (6) When you have finished changing parameter values, press <Save and Exit>.
==> The changes are validated and saved; and the user is returned to the CUG List screen. The screen is updated immediately, but the NAS database is not updated until the station is committed using <Commit Station> from the Packet Data Information screen, or the Circuit Information screen (ISDNKSETS (BD type) only).
- (7) When all changes have been made, press <Commit Station> to update the NAS database.

Note: Press <Exit> to exit from the screen without saving any changes.

Deleting a CUG

- (1) Use one of the methods described in Step 2 of *Changing CUG Parameters* (above) to access the CUG List screen in Change mode.
==> The softkeys <Edit CUG>, <Add CUG>, <Delete CUG>, and <Save and Exit> appear.
- (2) Use the arrow keys to select the CUG you wish to delete, then press <Delete CUG>. To confirm the deletion, press <Delete CUG> again.
==> The screen is updated immediately, but the NAS database is not updated until the station is committed (using the <Commit Station > softkey from the Packet Data Information screen, or the Circuit Information screen (BD terminals only)).

Adding a CUG

- (1) Use one of the methods described in Step 2 of *Changing CUG Parameters* to access the CUG List screen in Change mode.
==> The softkeys <Edit CUG>, <Add CUG>, <Delete CUG>, and <Save and Exit> appear.
- (2) Press <Add CUG>.
==> The Add CUG screen appears. This screen lists all international and national CUG members that are available to the customer for use on the packet data terminal. If there is more than one page of CUGs, the <Show Next> and <Show Previous> softkeys appear.
- (3) Use the arrow keys, and if necessary, the <Show Next> and <Show Previous> softkeys, to select a CUG from the list, then press <Select>.
==> The Edit CUG screen is displayed.
- (4) Input an index value, then press <Save and Exit>.
==> The CUG List screen appears.

If <Exit> is pressed, the CUG will not be added and you will be returned to the Add CUG screen.

- (5) Add the CUG parameters, then press <Save and Exit> to save all changes made to the CUG List screen.
==> The CUG List screen appears with the new CUG added to the end of the list.
To ignore the changes, press <Exit> to return to the Add CUG screen. You are asked for confirmation if changes were made.

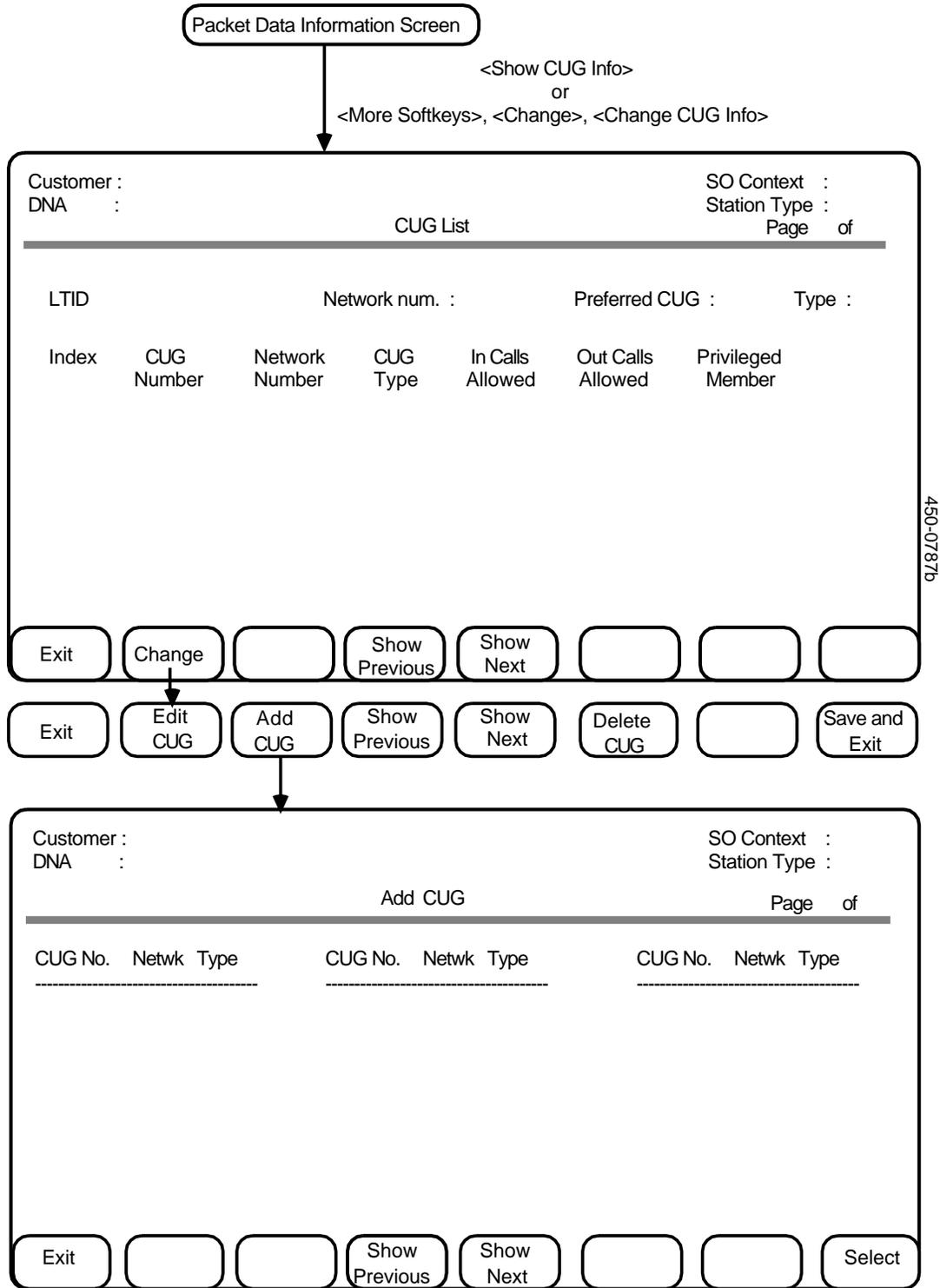


Fig. 3-19
The CUG List and Add CUG Screens

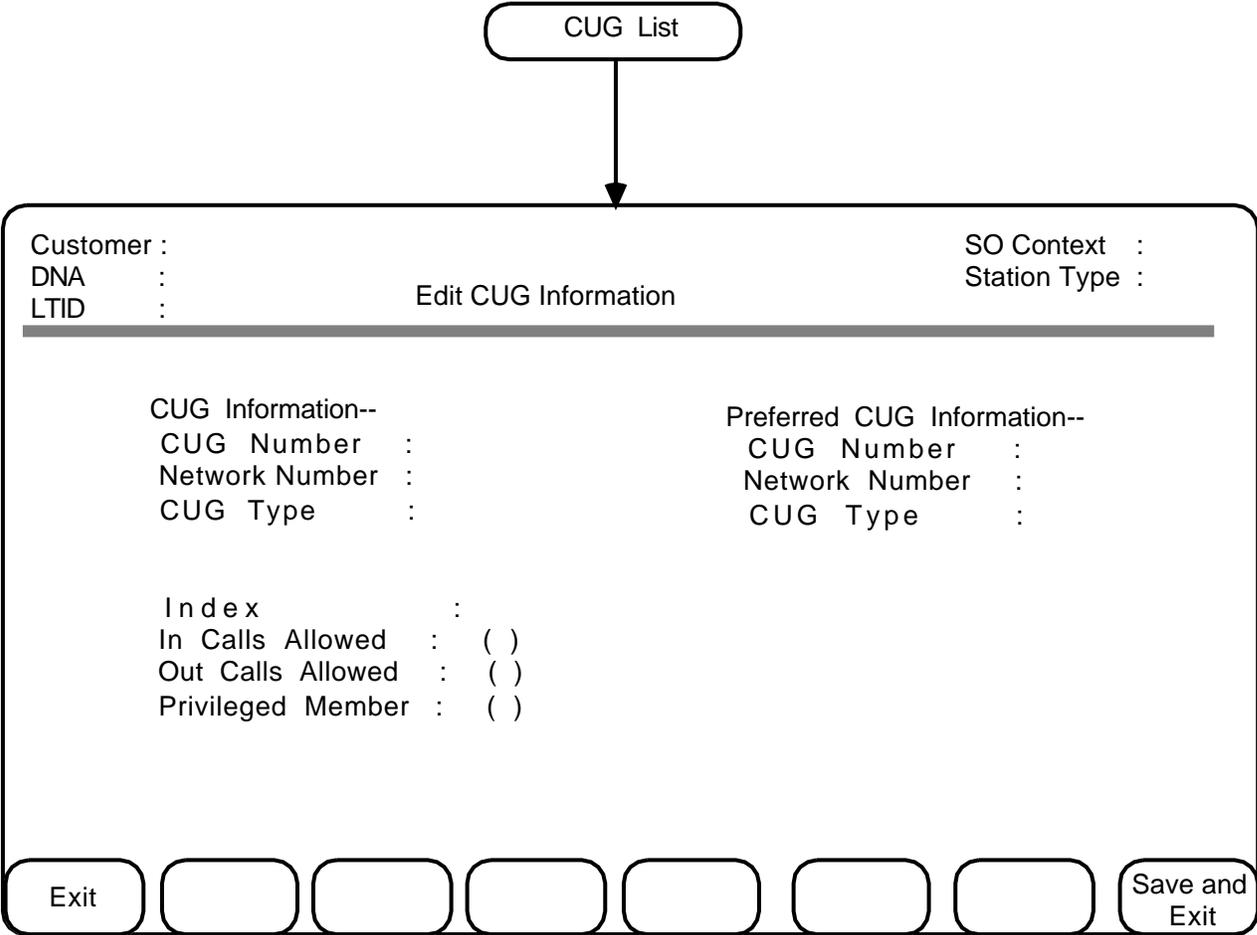


Fig. 3-20
The Edit CUG Screen

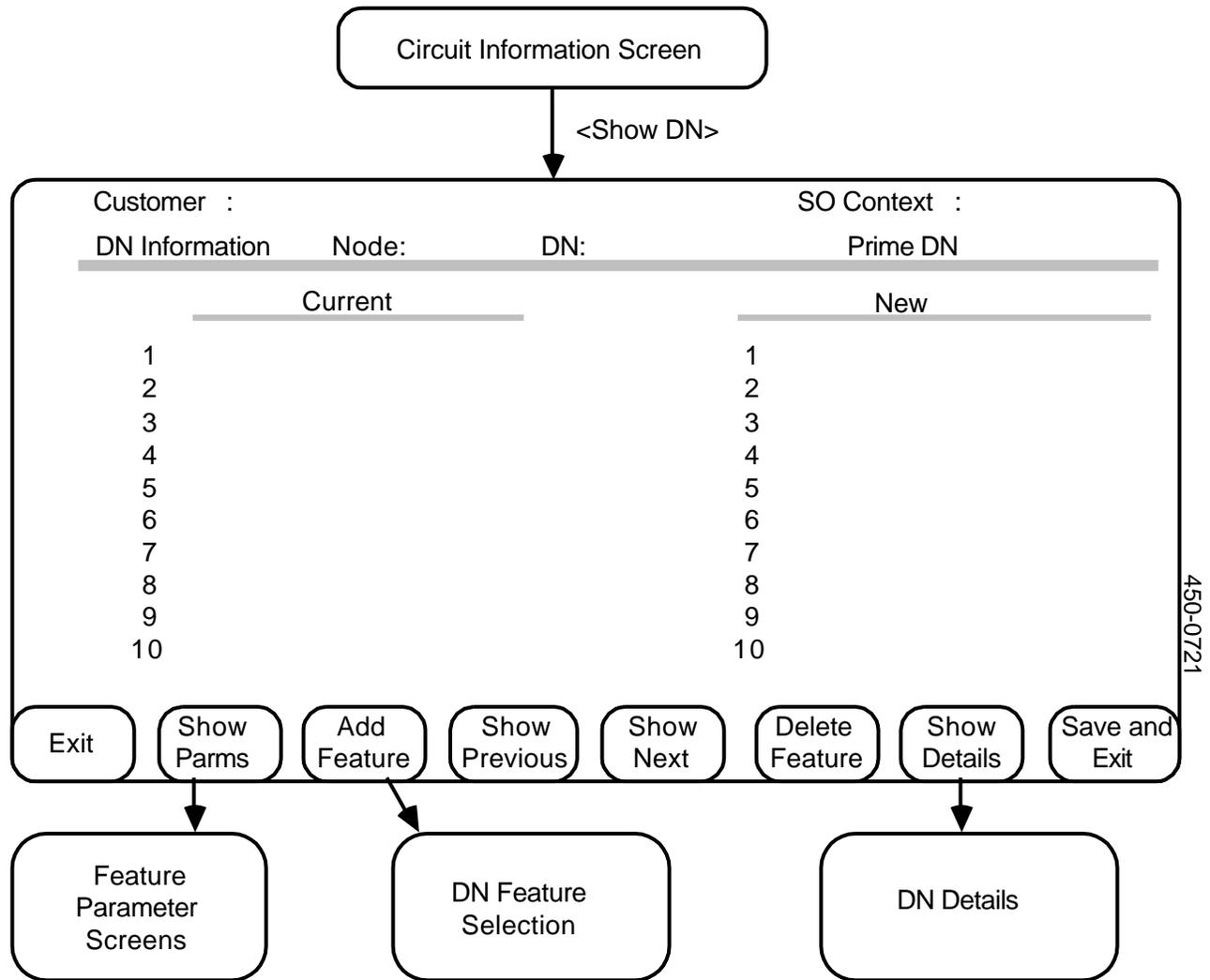


Fig. 3-21
The DN Information Screen

DIRECTORY NUMBERS - DISPLAYING MDC FEATURES

3.34 This procedure explains how to display the features of a directory number (DN) that is currently assigned to a station.

- (1) Start by displaying the station on the Circuit Information screen. (See the procedure *Stations - Displaying*.)
- (2) Use the arrow keys to select a DN (for IBN stations, there is just one DN, the primary DN), then press the <Show DN> softkey. ==> The system displays the features of the directory number on the DN Information screen (Fig. 3-21).

**DIRECTORY NUMBERS
- DISPLAYING
DETAILS**

3.35 This procedure explains how to display the following details about a directory number that is assigned to a station:

Intercept Type	Indicates the intercept treatment to be used for this directory number if the number is deleted from the station in order to be used as a spare in the MDC telephone network.
Ringling DN	Indicates whether calls to this directory number are to cause the telephone set at this station to ring.

- (1) Start by displaying information about the directory number on the DN Information screen. (See the preceding procedure, *Directory Numbers - Displaying MDC Features*.)
- (2) Press the <Show Details> softkey.
==> The DN Details screen appears (Fig. 3-22).
- (3) Use <Exit> to return to previous screens or continue with other procedures as required.

**DIRECTORY NUMBERS
- CHANGING DETAILS**

3.36 This procedure explains how to request a change to the details Intercept Type and Ringling DN for a directory number that is assigned to a station. (See the preceding procedure for more information about these parameters.)

- (1) Start by displaying the details for the directory number on the DN Details screen. (See the preceding procedure, *Directory Numbers - Displaying Details*.)
- (2) Enter new values. In the Intercept Type field, use the arrow keys to select the value you want. In the Ringling DN field, use the SPACE BAR to enter or remove a check mark. Use the RETURN key to move between the two fields.
- (3) Perform one of the following steps:
 - To save the request for changes and move back to previous screens, use <Save and Exit>.
 - To exit without saving the request for change, use <Exit>.

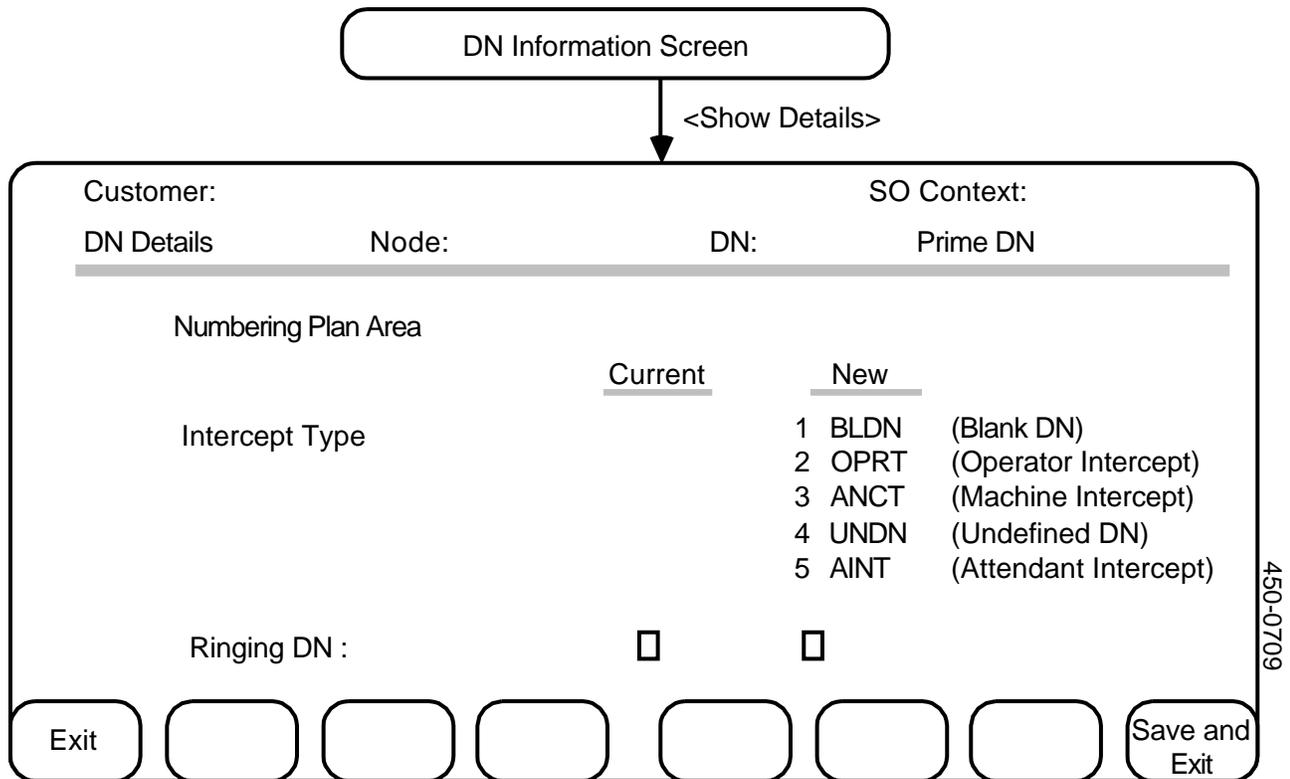


Fig. 3-22
DN Details

DIRECTORY NUMBERS - ADDING FEATURES

3.37 This procedure explains how to assign an available Meridian Digital Centrex feature to a directory number. The types of features available depend on the line class code of the station to which the directory number is assigned: IBN, PSET, M5000-series, or ISDNKSET. Figs. 3-23, 3-24, and 3-25 show the DN Feature Selection screens that appear for different types of stations. Refer to the latest *DMS-100 Meridian Services Feature Descriptions* manual (available from Northern Telecom) for descriptions of the individual features.

Note 1: When a station has both the DNH and SUS features (even if one of them has just been added), the SUS feature does not appear on the DNC even though the features can exist together on the DMS.

Note 2: DNH cannot be added in a local batch

- (1) Start by displaying information about the directory number on the DN Information screen. (See the procedure *Directory Numbers - Displaying MDC Features*.)
- (2) Press <Add Feature>.
 - ==> The system displays the appropriate Directory Number Feature Selection screen with the first feature highlighted. (Figs. 3-23, 3-24, and 3-25.)
- (3) Use the arrow keys to select a feature you wish to add to the directory numbers for the current station, then press <Select>.
 - ==> The system performs one of the following actions:
 - If no parameters are required for the feature, the system registers the request in the current service order and returns to the DN Information screen. The new feature is displayed in the New column on the screen.
 - If parameters are required for the feature, the system displays the appropriate Parameters screen.
- (4) If the system displayed a parameter screen, complete the screen as directed in the appropriate section of Chapter 4 of this NTP.
- (5) Repeat steps 2 to 4 to request more new directory number features for this station, or press <Save and Exit> to return to the DN Information screen.

**DIRECTORY NUMBERS
- DELETING MDC
FEATURES**

3.38 This procedure explains how to delete a Meridian Digital Centrex feature from a directory number that is assigned to a particular station in a customer's telephone network.

- (1) Start by displaying information about the directory number on the DN Information screen. (See the procedure *Directory Numbers - Displaying MDC Features.*)
- (2) Use the arrow keys to select the feature to be deleted and then press <Delete Feature>.
==> The system displays a message requesting confirmation of the deletion.
==> The system displays a message requesting confirmation of the deletion.
- (3) Press <Delete Feature> again.
==> The system registers the request for the feature to be deleted from this directory number.

Note: Pressing any key other than <Delete Feature> at this point cancels the deletion.

- (4) Continue with another DN procedure, or exit by using one of the following methods:
 - To save the requests for changes and move back to previous screens, use <Save and Exit>.
 - To exit without saving the requests for changes, use <Exit>.

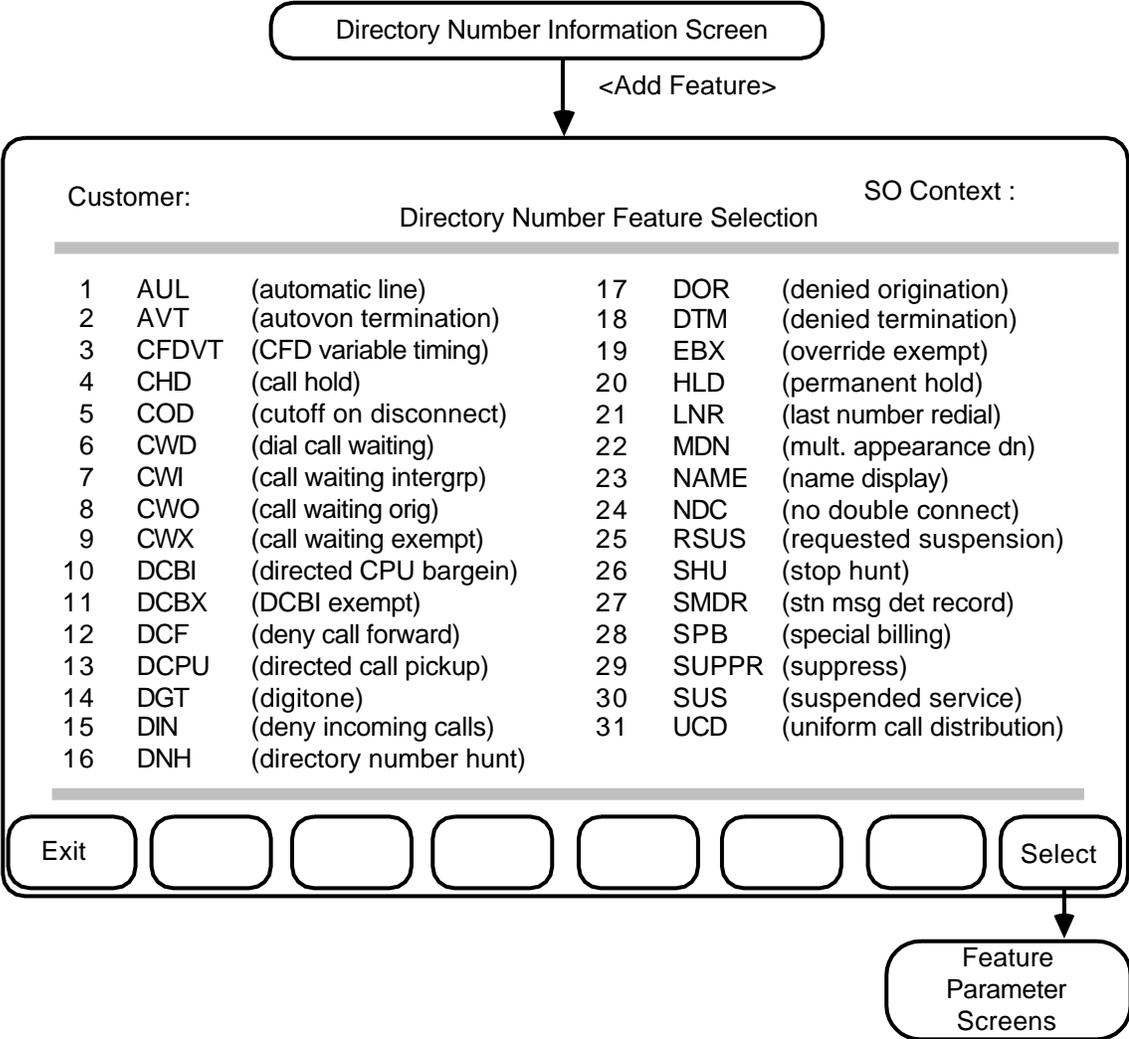


Fig. 3-23
DN Features for IBN Stations

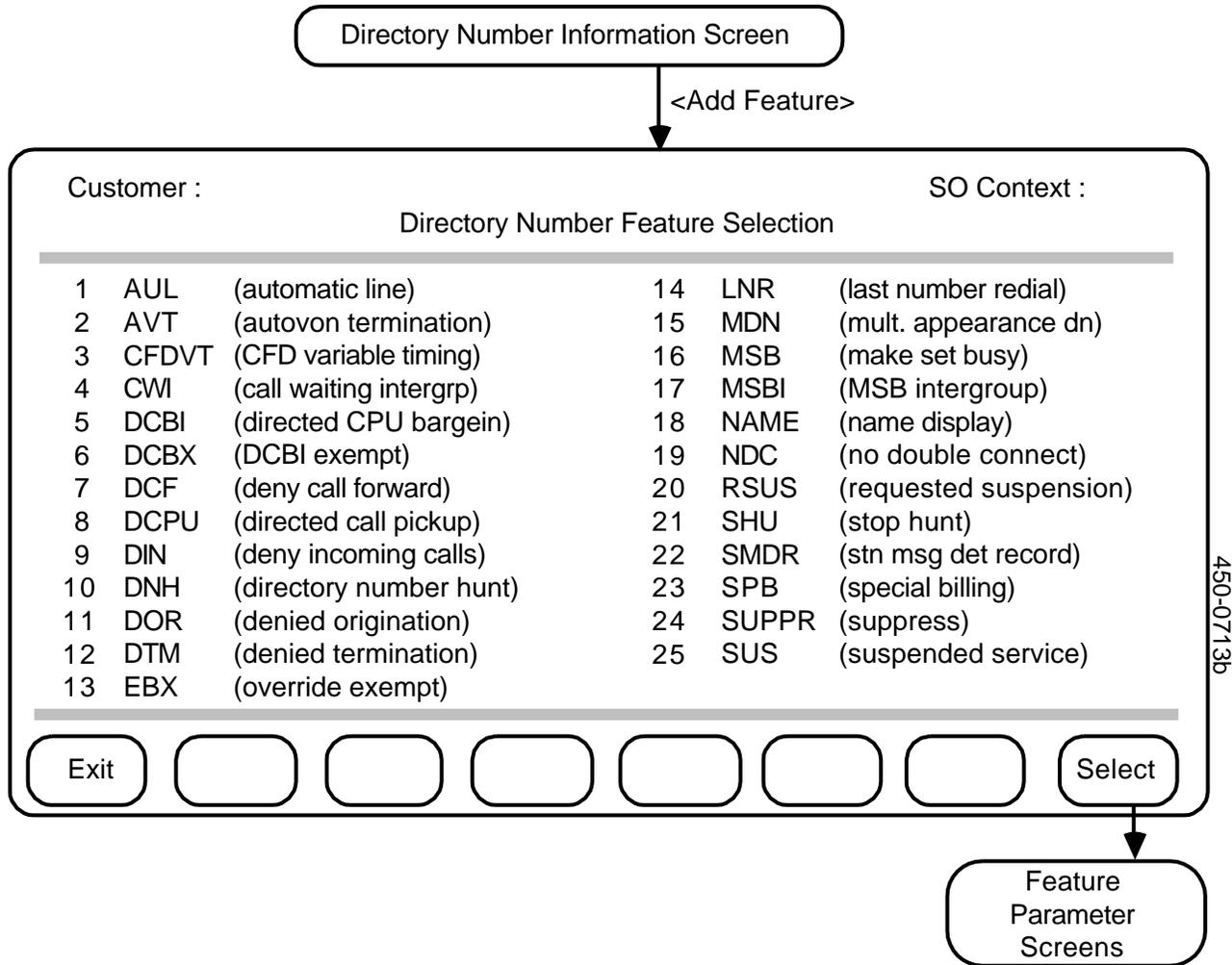


Fig. 3-24
DN Features for P-set and M5000-series Stations

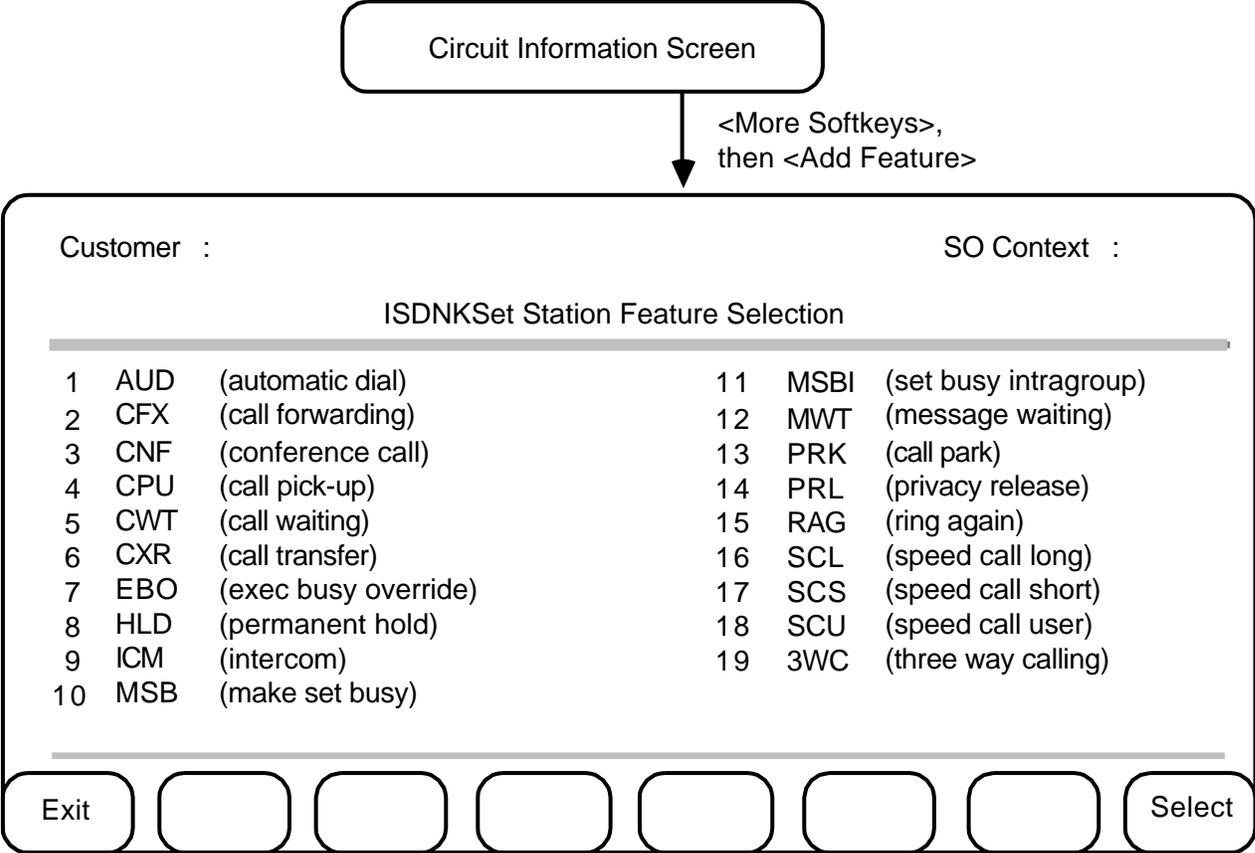


Fig. 3-25
DN Features for ISDNKSET Stations

**SWAPPING SERVICES
BETWEEN TWO
STATIONS**

3.39 This procedure explains how to request the exchange of all services between two stations. This feature is useful when a customer's personnel exchange offices.

3.40 The stations to be swapped must be of the same type.

3.41 Packet data terminals, to be successfully swapped, must conform to the following rules:

- They must be both Packet-D, or both Packet-B.
- They must be members of the same LTID group, and are assumed to be members of the same node.
- ISDNKSET (BD type) terminals cannot be swapped.

3.42 Voice stations cannot be swapped when there are any service orders outstanding for the stations involved, or when any of the following features are assigned to either station:

- Call Pickup
- Group Intercom
- Intercom
- Speed Call Long
- Directory Number Hunting (DNH)
- Multiple Directory Number (MDN)

- (1) Start by displaying one of the stations on the Circuit Information screen or the Packet Data Information screen. (See the procedure *Stations - Displaying*.)
- (2) Press <More Softkeys>, and then <Swap>.
==> The Swap Station Destination screen appears with the first field highlighted (Fig. 3-26).
- (3) Identify the second station in the LEN/LTID field or the DN/DNA field. If you enter values in both fields, both values must represent the same station.

- (4) Press <Swap>. ==> The system registers the request and returns to the Circuit Information screen, or in the case of swaps of packet data terminals (when successful), the changes are made immediately in both NAS and the SA database, the user is then returned to the Station Query screen.

Note: Press <Exit> to exit from the Swap Station screen without creating a request.

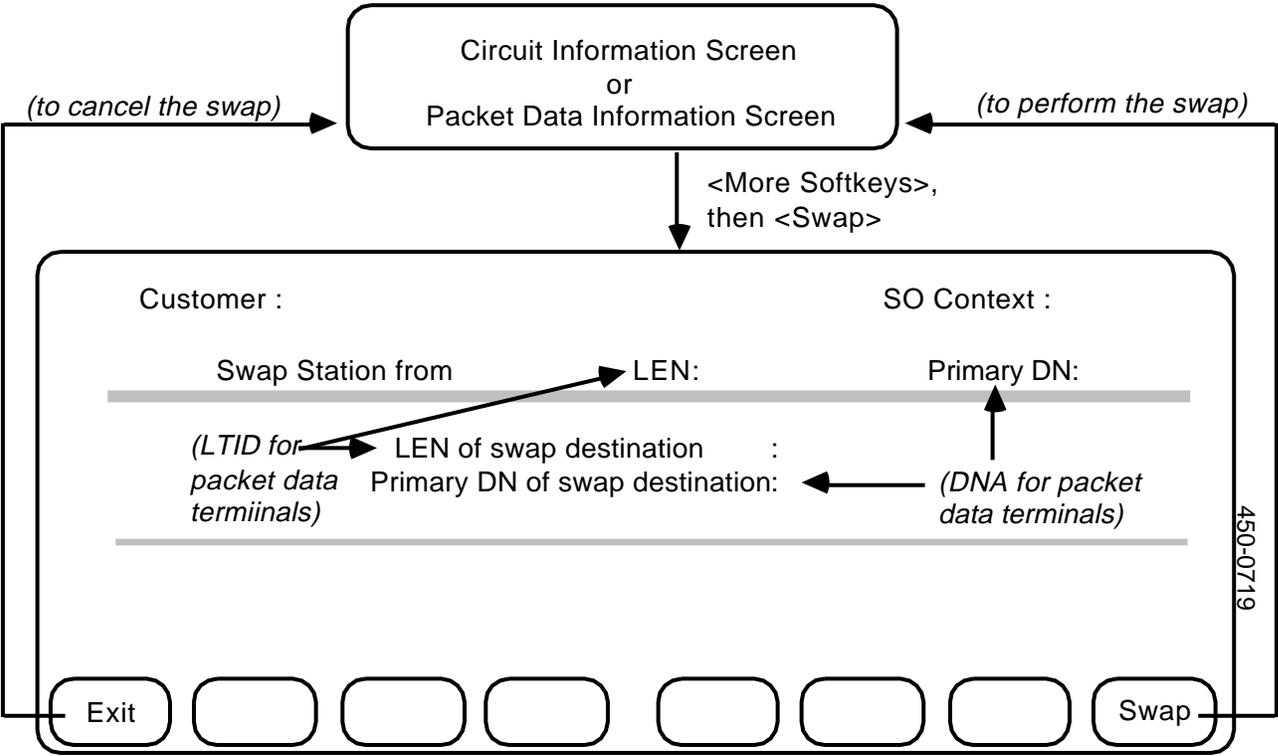


Fig. 3-26
Swapping Services Between Two Stations

4. FEATURE PARAMETERS

INTRODUCTION

4.01 Certain Meridian Digital Centrex features that can be added to a directory number or station in a customer's telephone network require parameters. These parameters specify certain information and option settings for the feature.

SHOWING EXISTING PARAMETERS

4.02 The following procedures explain how to enter parameters for new features being added to a station or directory number in the context of a service order. However, you may also display or change the parameter settings for features that have already been assigned. Simply use the arrow keys to select the feature you want to display or change from the Directory Number Information screen or the Circuit Information screen and press the <Show Parm> softkey. The system displays the current parameter settings.

4.03 Refer to the latest *Meridian Services Feature Descriptions* manual (available from Northern Telecom) for descriptions of the individual features mentioned in the following procedures.

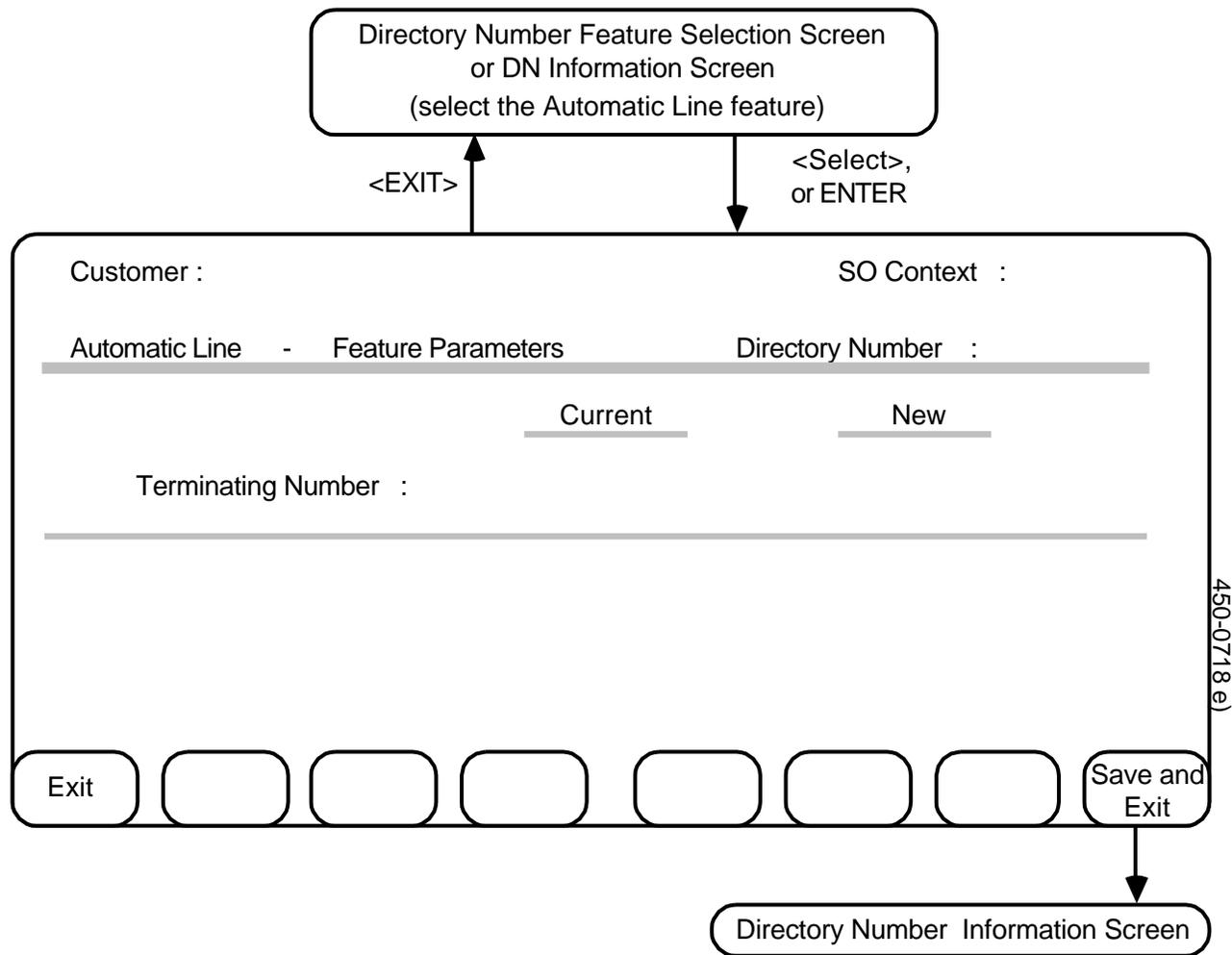


Fig. 4-1
The Automatic Line Feature Parameters Screen

AUTOMATIC LINE

4.04 This procedure explains how to enter parameters for the MDC automatic line feature. The system automatically displays the Automatic Line Feature Parameters screen (see Fig. 4-1) when you select that feature at the appropriate Directory Number Feature Selection screen. (See the procedure *Directory Numbers - Adding MDC Features* in Chapter 3 of this practice.) The feature parameter that you must enter is the Terminating Number, a directory number to which the system will automatically transfer all calls received by the current directory number. The terminating number can be up to fifteen digits long.

4.05 When the system displays the Automatic Line Feature Parameters screen with the Terminating Number field highlighted, perform the following steps:

- (1) Complete the Terminating Number field.
- (2) Press the <Save and Exit> softkey.
==> The Directory Number Information screen appears.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Directory Number Feature Selection screen or the Directory Number Information Screen without registering a new feature or registering any changes to an existing feature.

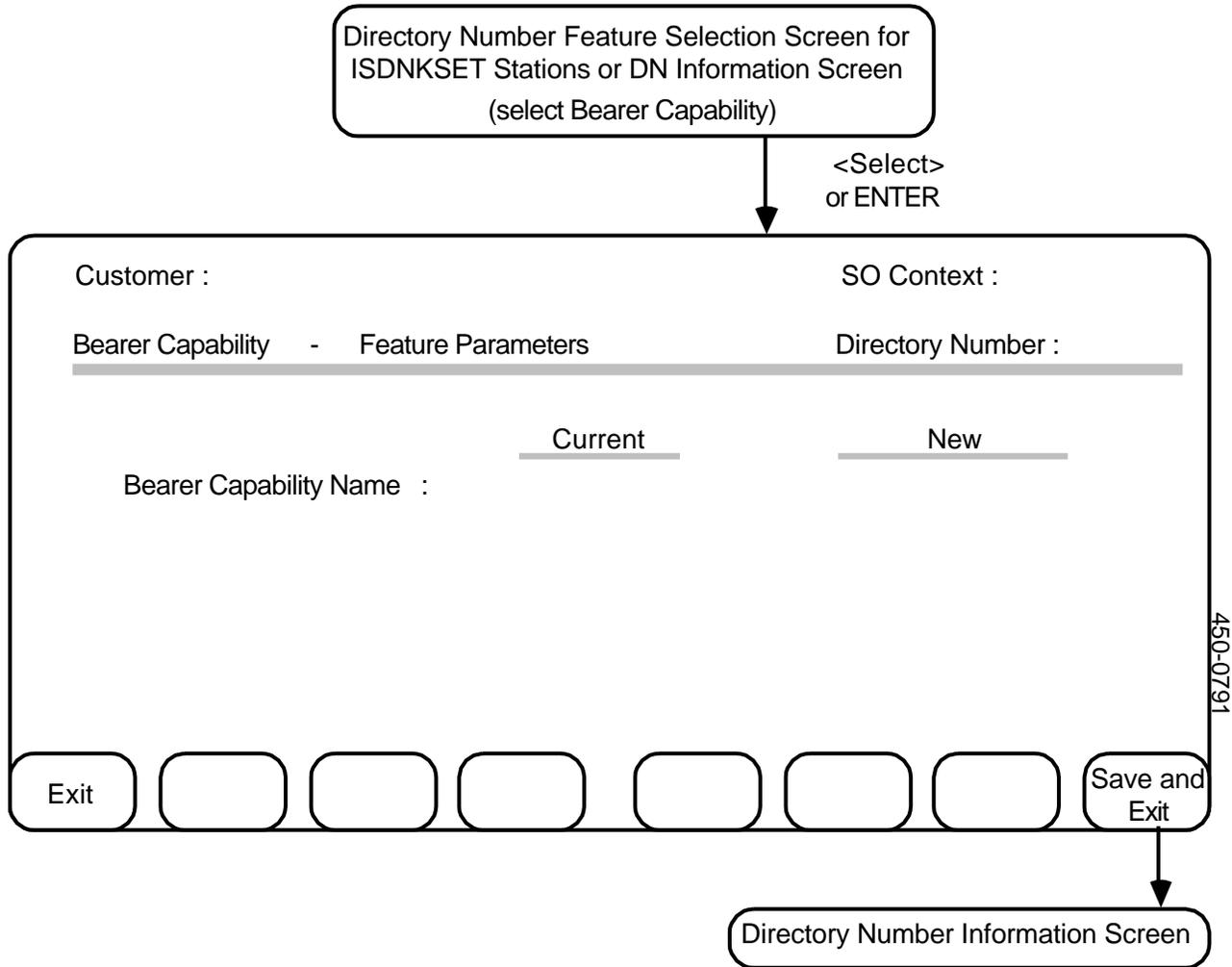


Fig. 4-2
The Bearer Capability Feature Parameters Screen

BEARER CAPABILITY **4.06** This procedure explains how to enter parameters for the Bearer Capability feature. The system automatically displays the Bearer Capability Feature Parameters screen (see Fig. 4-2) when you select that feature at the Directory Number Feature Selection screen for an ISDNKSET station. (See the procedure *Directory Numbers - Adding MDC Features* in Chapter 3 of this practice.) The feature parameter that you must enter is the Bearer Capability Name.

4.07 When the system displays the Bearer Capability Feature Parameters screen, perform the following steps:

- (1) Complete the Bearer Capability Name field.
- (2) Press the <Save and Exit> softkey.
==> The Directory Number Information screen appears.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Directory Number Feature Selection Screen or the Directory Number Information Screen without registering a new feature or registering any changes to an existing feature.

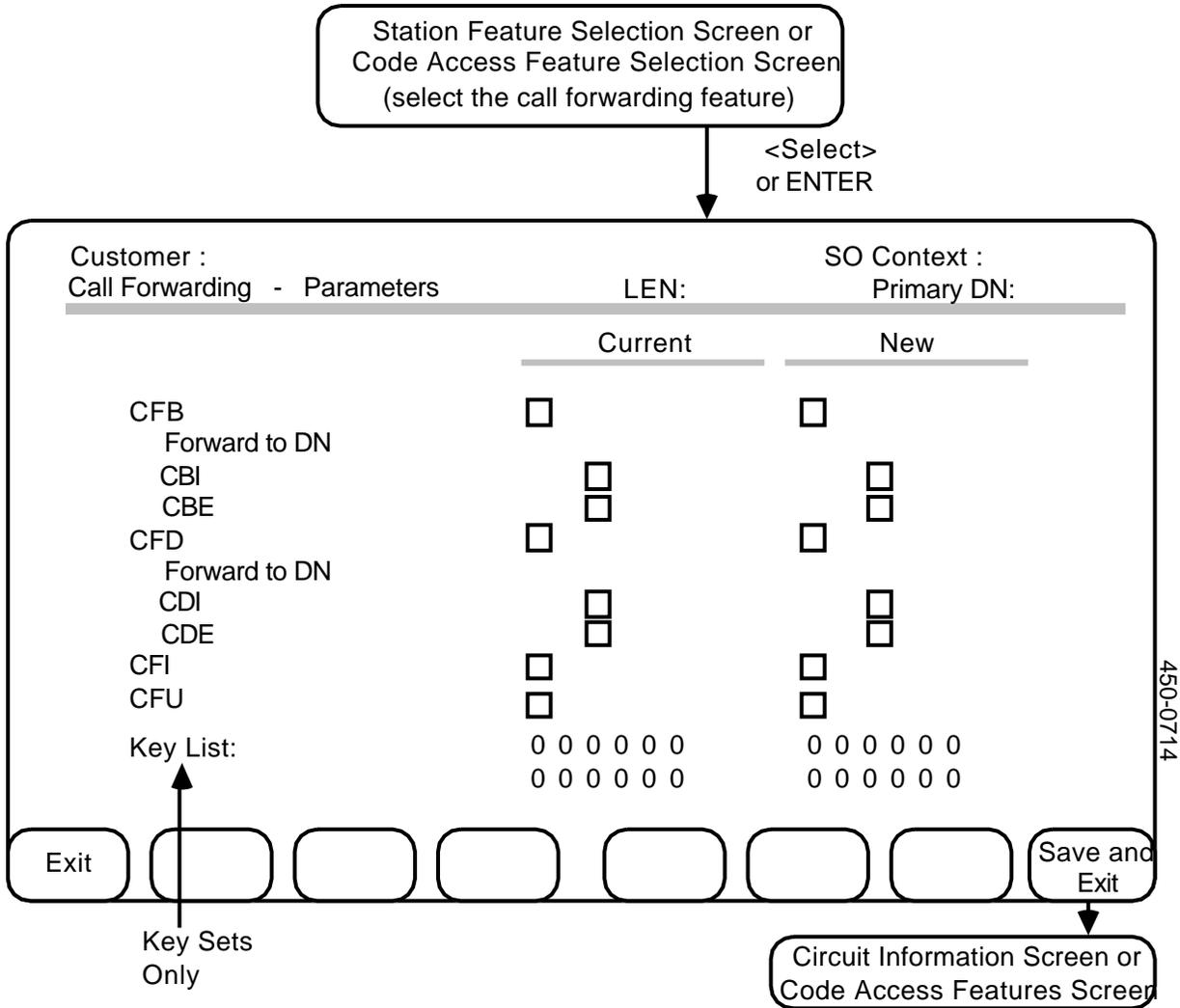


Fig. 4-3
Call Forwarding Parameters

CALL FORWARDING

4.08 This procedure explains how to enter and select parameters for the MDC call forwarding feature. The system automatically displays the Call Forwarding Parameters screen (see Fig. 4-3) when you select that feature at the appropriate Station Feature Selection screen or Code Access Feature Selection screen. (See *Stations - Adding MDC Features* or *Stations - Adding Code Access Features* in Chapter 3 of this practice.)

4.09 The call-forwarding feature parameters are:

CFB Call Forward Busy. When checked, it indicates that the system is to forward calls to another directory number if the called number is busy.

Forward to DN	Indicates the directory number to which calls are to be forwarded when the called number is busy.
CBI	Call Forward Busy Exclude Intragroup. A check mark in this box indicates that Call Forward Busy does not apply to calls from within the same customer group. Only external calls will be forwarded on a busy signal.
CBE	Call Forward Busy Exclude External. A check mark in this box indicates that Call Forward Busy does not apply to calls from outside the customer group. Only internal calls will be forwarded on a busy signal.
CFD	Call Forward Don't Answer. A check mark in this box indicates that the system is to forward calls to another directory number if there is no answer at the called number.
Forward to DN	Indicates the directory number to which calls are to be forwarded when there is no answer at the called number.
CDI	Call Forward Don't Answer Exclude Intragroup. A check mark in this box indicates that Call Forward Don't Answer does not apply to calls from within the same customer group. Only external calls will be forwarded when there is no answer at the called number.
CDE	Call Forward Don't Answer Exclude External. A check mark in this box indicates that Call Forward Don't Answer does not apply to calls from outside the customer group. Only internal calls will be forwarded when there is no answer at the called number.
CFI	Call Forward Intragroup. A check mark in this box indicates that the call forwarding parameters apply only to calls from within the same customer group. CFI and CFU are mutually exclusive.
CFU	Call Forward Universal. A check mark in this box indicates that the call-forwarding parameters apply to all calls from both inside and outside the customer group. CFU and CFI are mutually exclusive.
Key List	For key sets, this is the list of the directory number keys on the set that use the call forwarding feature.

4.10 When the system displays the Call Forwarding Parameters screen, perform the following steps:

- (1) Complete the fields on the screen. To enter or remove a check mark in any field that contains a box, use the SPACE BAR. To change the setting in one of the Forward to DN fields, type the new directory number to which calls for this station are to be forwarded. To move between the fields, use the RETURN or TAB key.
- (2) When you have finished entering any new parameters, press the <Save and Exit> softkey.
==> The Circuit Information screen or the Code Access Features screen appears. At this screen you can complete the current service order or continue with another service order procedure.

CALL FORWARD VARIABLE TIMING

4.11 The Call Forward with Variable Timing (CFDVT) feature allows you to specify how long a call should be allowed to ring before it is forwarded. It applies only when the Call Forward Don't Answer (CFD) feature has already been assigned. For key sets, the directory number to which CFDVT is being assigned must appear in the call forwarding key list. (See *Call Forwarding* for more information about CFD and the key list.)

4.12 The system displays the parameters screen (Fig. 4-4) when you selected the CFDVT feature from the DN Feature Selection screen in Chapter 3. There is only one CFDVT parameter:

- Timing Interval. (integer, range 12-60) This is the time in seconds that a call is allowed to ring before it is forwarded to the next DN.

4.13 If the CFDVT parameters are to be modified, when the CFDVT parameters screen appears,

- (1) Enter the new value for the CFDVT timer.
==> The value appears in the “New” column.
- (2) Press <Save & Exit>.
==> The Circuit Information screen appears. At this point you can complete the current service order or continue with another service order procedure.

Note: To exit without adding a service order, press <Exit>.

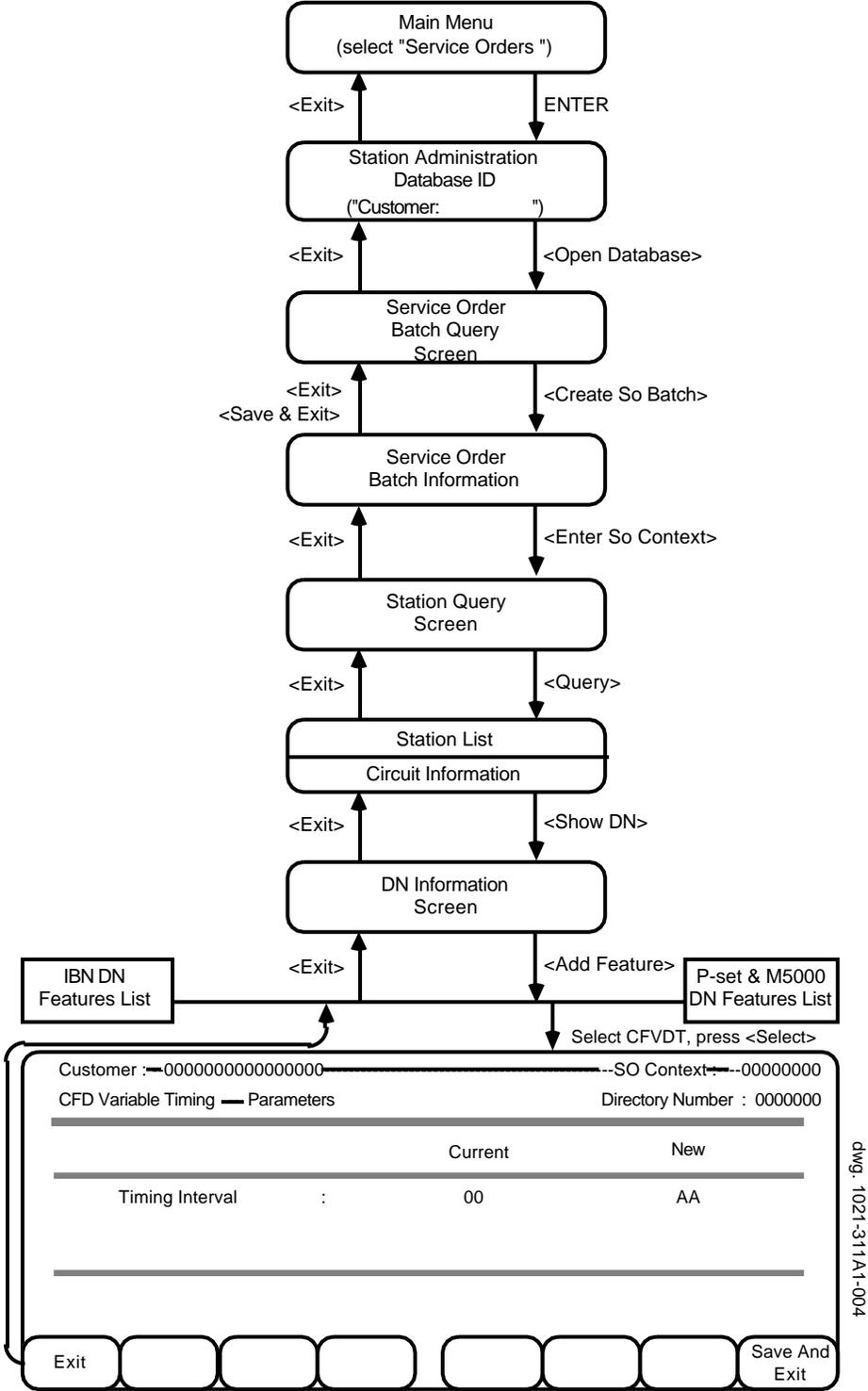


Fig. 4-4
Call Forwarding - Variable Timing

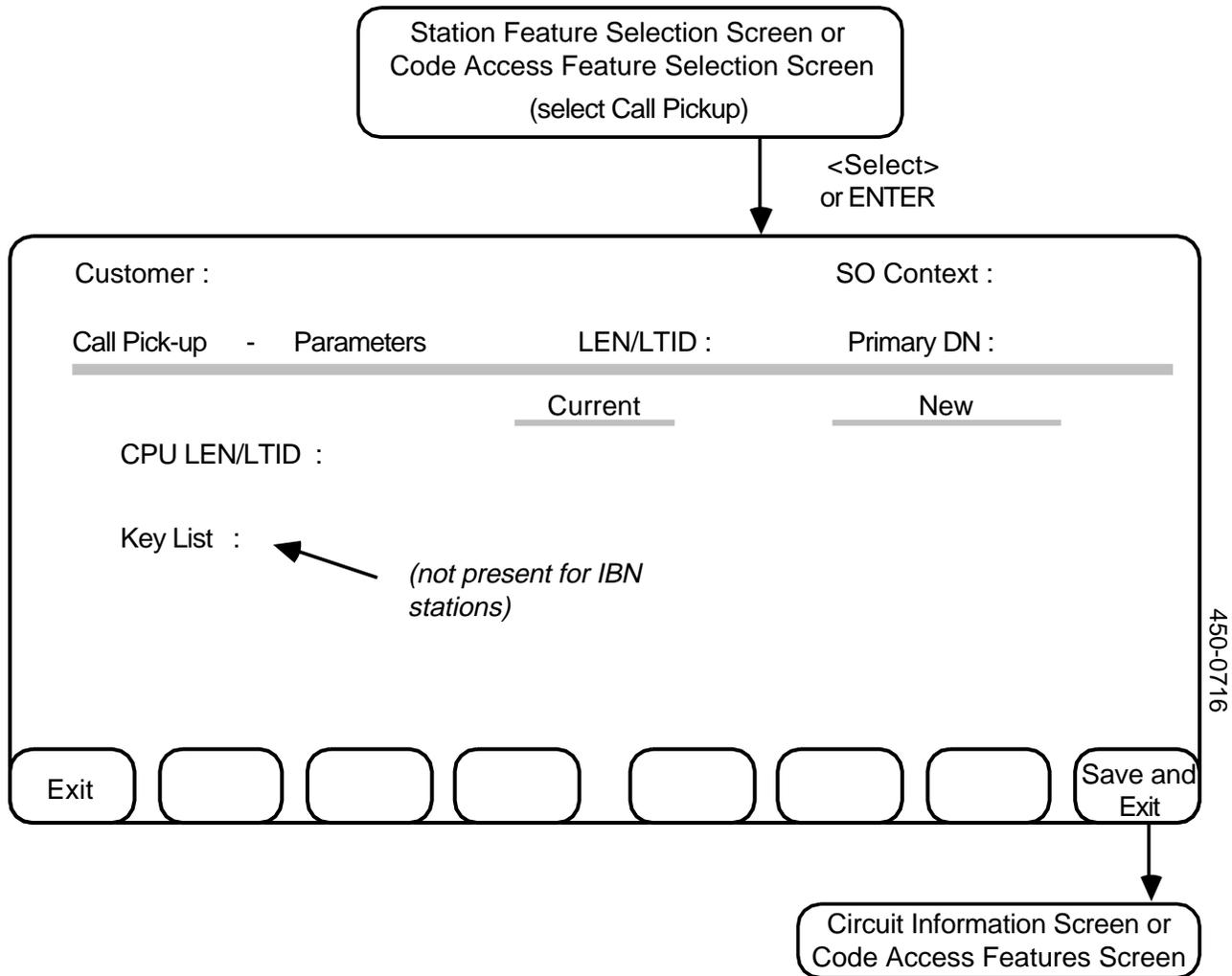


Fig. 4-5
The Call Pickup Parameters Screen

CALL PICKUP

4.14 This procedure explains how to enter and select parameters for the call pickup feature. The system automatically displays the Call Pickup Parameters screen (see Fig. 4-5) when you select that feature at the appropriate Station Feature Selection screen. (See *Stations - Adding MDC Features* in Chapter 3 of this practice.) The call pickup feature parameters are:

Call Pickup LEN/LTID	Indicates the line equipment number (LEN) or logical terminal identifier (LTID) of the station whose calls this station is to be able to pick up. Enter this station's LEN or LTID if you are establishing a pickup group, otherwise enter the LEN or LTID of the group pilot.
Key List	For non-IBN stations, indicates which directory number keys the call pickup feature affects.

4.15 When the system displays the Call Pickup Parameters screen, the first field is highlighted. To enter call pickup parameters, perform the following steps:

- (1) Enter a number in the CPU LEN/LTID field and then press RETURN.
==> The system highlights the following field.
- (2) If required, enter any new directory number keys in the Key List field, pressing RETURN to move to each key field in turn.
==> After moving through the last key field, the system returns to the CPU LEN/LTID field.
- (3) Press the <Save and Exit> softkey.
==> The Circuit Information screen appears. At this point you can complete the current service order or continue with another service order procedure.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Circuit Information screen without registering a new feature or registering any changes to an existing feature.

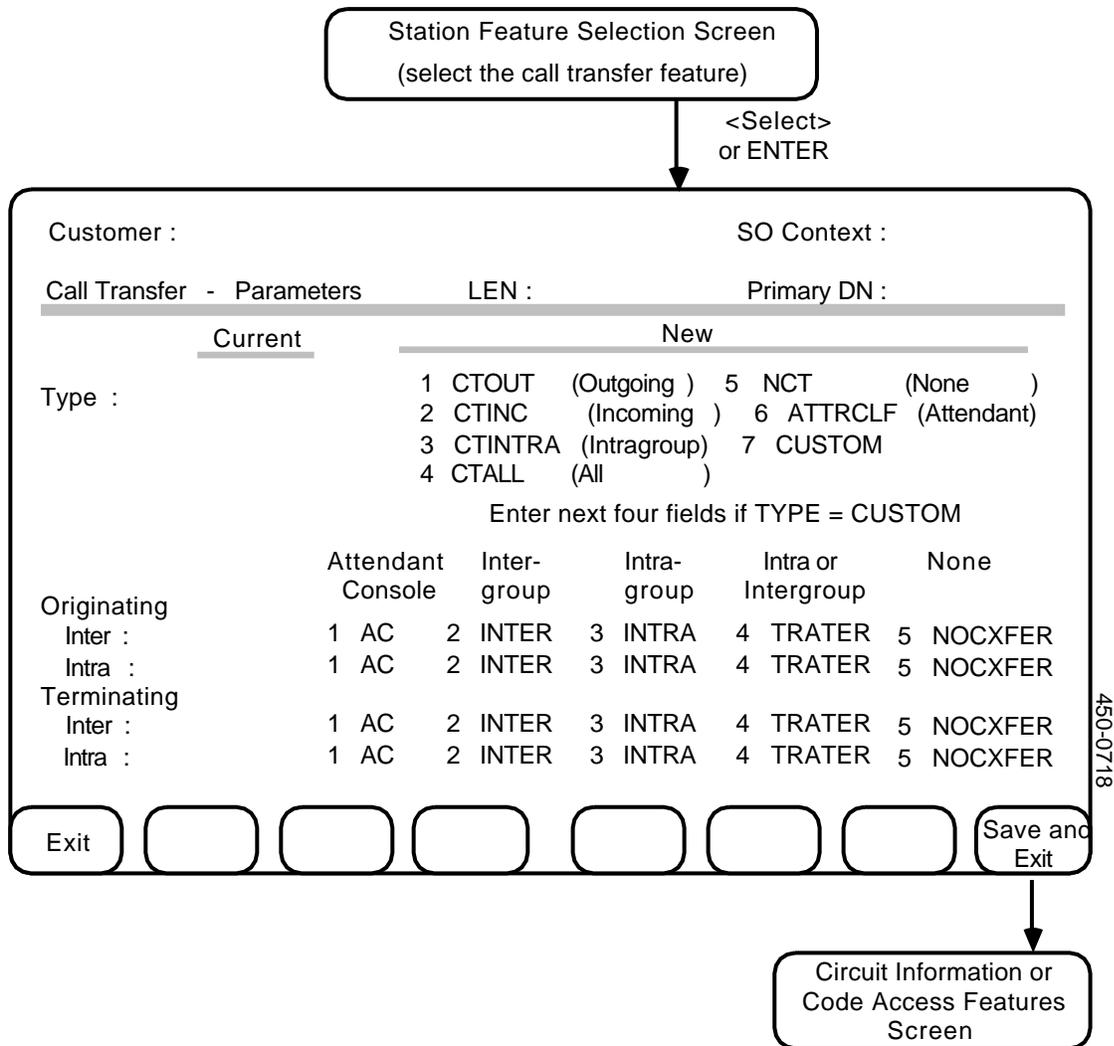


Fig. 4-6
The Call Transfer Parameters Screen

CALL TRANSFER

4.16 This procedure explains how to enter and select new parameters for the MDC call transfer feature. The system automatically displays the Call Transfer Parameters screen (see Fig. 4-6) when you select that feature at the appropriate Station Feature Selection screen. (See *Stations - Adding MDC Features* in Chapter 3 of this practice.) The call transfer feature parameters are:

Type	Determines which types of calls a customer using this station may transfer (outgoing, incoming, intragroup, all calls, no call transfer, attendant call transfer with flash, or custom).
Originating Intergroup	Indicates, for custom call transfer, what types of calls received by this station from both within and outside the customer network may be transferred (all calls, intergroup only, intragroup only, intra- or intergroup, no call transfer).
Originating Intragroup	Indicates, for custom call transfer, what types of calls received by this station from within the customer network may be transferred.
Terminating Intergroup	Indicates, for custom call transfer, what outgoing calls going through this station from both within and outside the customer network may be transferred.
Terminating Intragroup	Indicates, for custom call transfer, what outgoing calls going through this station from within the customer network may be transferred.

4.17 When the system displays the Call Transfer Parameters screen, the first field is highlighted:

- (1) Use the arrow keys to select the type of call transferring desired and press RETURN.
==> If the type selected is Custom, the system highlights the remaining fields. Otherwise, go to step 3.
- (2) If required, use the arrow keys to select the desired feature in each of the Originating Intergroup and Intragroup, and Terminating Intergroup and Intragroup fields, pressing RETURN to advance to each field in turn.
==> After moving through the last field, the system returns to the Type field.
- (3) When you have finished entering any new parameters, press the <Save and Exit> softkey.
==> The Circuit Information screen or the Code Access Features screen appears. Now you can complete the current service order or continue with another service order procedure.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Circuit Information screen, the Code Access Features screen, or the Station Feature Selection screen, without registering a new feature, and without registering any changes to an existing feature.

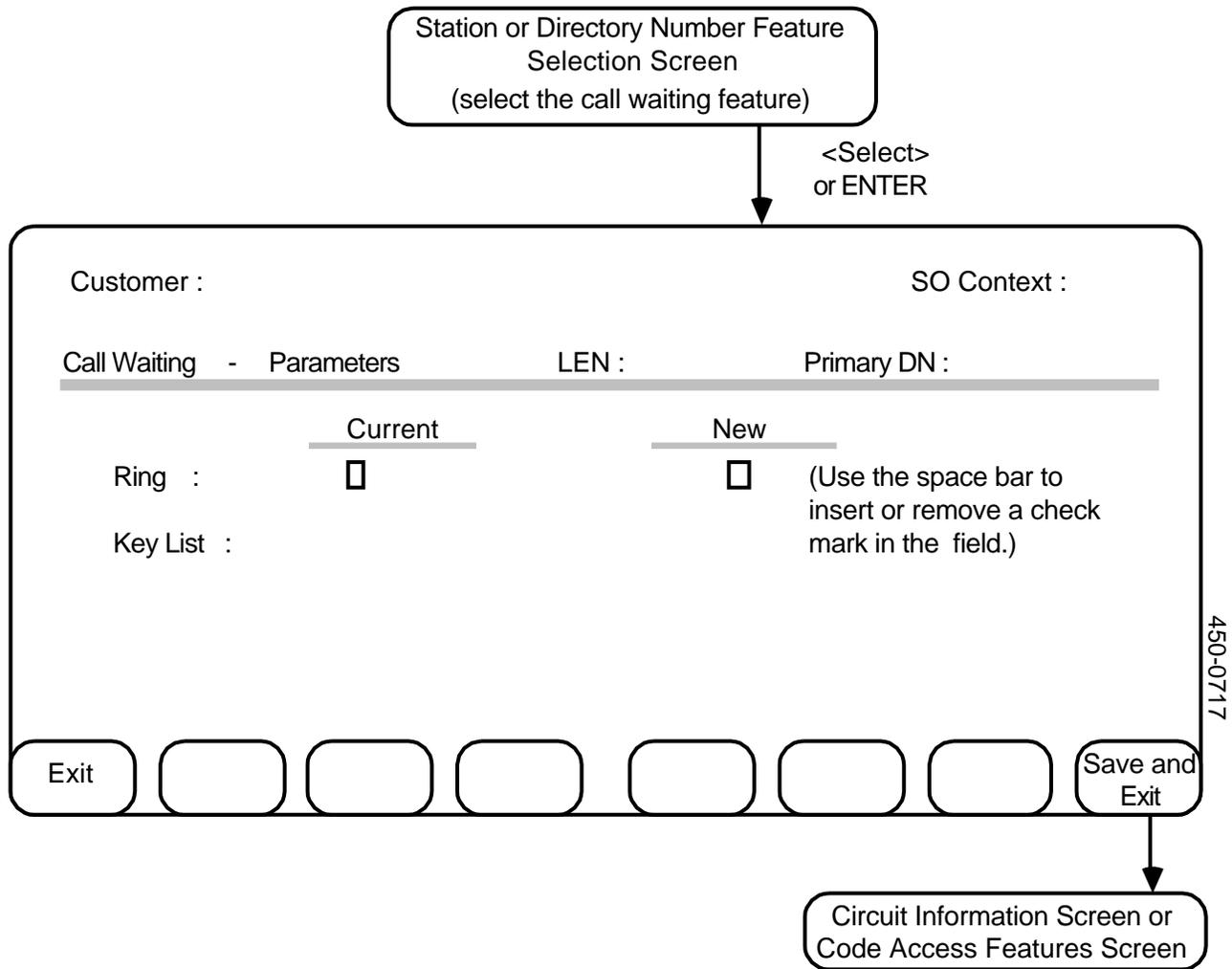


Fig. 4-7
The Call Waiting Parameters Screen

CALL WAITING

4.18 This procedure explains how to enter and select new parameters for the MDC call waiting feature. Only non-IBN stations require parameters for the call waiting feature. The system automatically displays the Call Waiting Parameters screen (see Fig. 4-7) when you select that feature at the appropriate Station or Directory Number Feature Selection screen. (See *Stations - Adding MDC Features*, *Directory Numbers - Adding MDC Features*, or *Stations - Adding Code Access Features* in Chapter 3 of this practice.) The call-waiting feature parameters are:

- Ring** determines whether the telephone sets at this station or directory number generate a tone to indicate a waiting call
- Key List** indicates which directory-number keys the call-waiting feature affects

4.19 When the system displays the Call Waiting Parameters screen, the first field is highlighted. To enter parameters, perform the following steps:

- (1) If required, press the SPACE BAR to enter a check mark in the Ring field, then press RETURN.
==> The system moves to the Key List field and highlights the first code.
- (2) If required, enter any new directory number keys in the Key List field, pressing RETURN to move to each key field in turn.
==> The system moves to the Ring field (after moving through the last code in the key list).
- (3) Press the <Save and Exit> softkey.
==> The Circuit Information screen or the Code Access Feature screen appears, at which point you can complete the current service order or continue with another service order procedure.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Circuit Information screen, the Station Feature Selection Screen, or the Code Access Feature screen without registering a new feature or registering any changes to an existing feature.

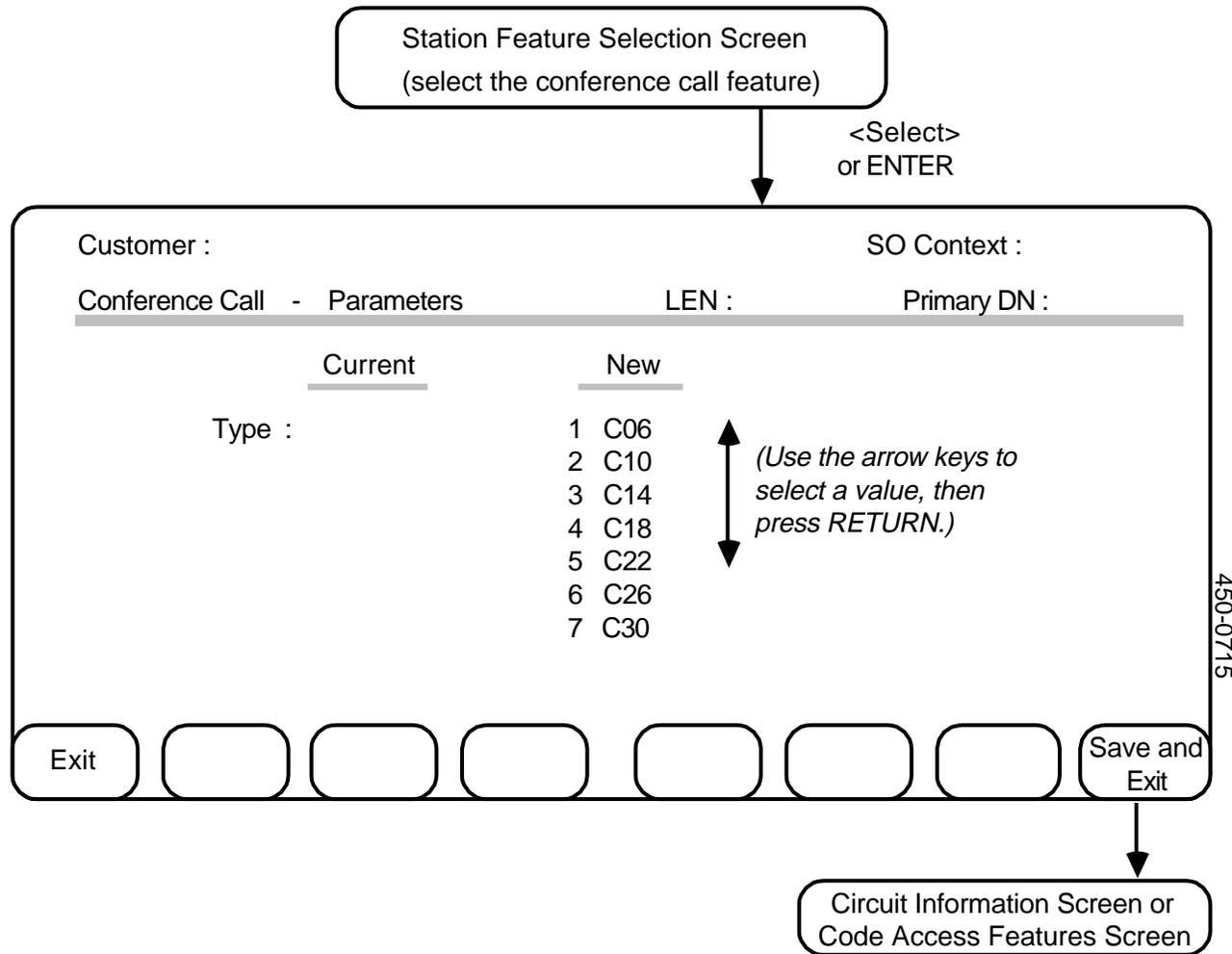


Fig. 4-8
The Conference Call Parameters Screen

CONFERENCE CALL

4.20 This procedure explains how to enter parameters for the MDC conference call feature. The system automatically displays the Conference Call Parameters screen (see Fig. 4-8) when you select that feature at the appropriate Station Feature Selection screen. (See *Stations - Adding MDC Features* in Chapter 3 of this practice.) The only feature parameter you can change is Type, which determines the maximum number of callers that may be included in the conference.

4.21 When the system displays the Conference Call Parameters screen, the first selection in the Type field is highlighted. Use the arrow keys to select the type of conference call to be permitted at this station. Then press the <Save and Exit> softkey.

==> The Circuit Information screen appears. At this point you can complete the current service order or continue with another service order procedure.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Circuit Information screen without registering a new feature or registering any changes to an existing feature.

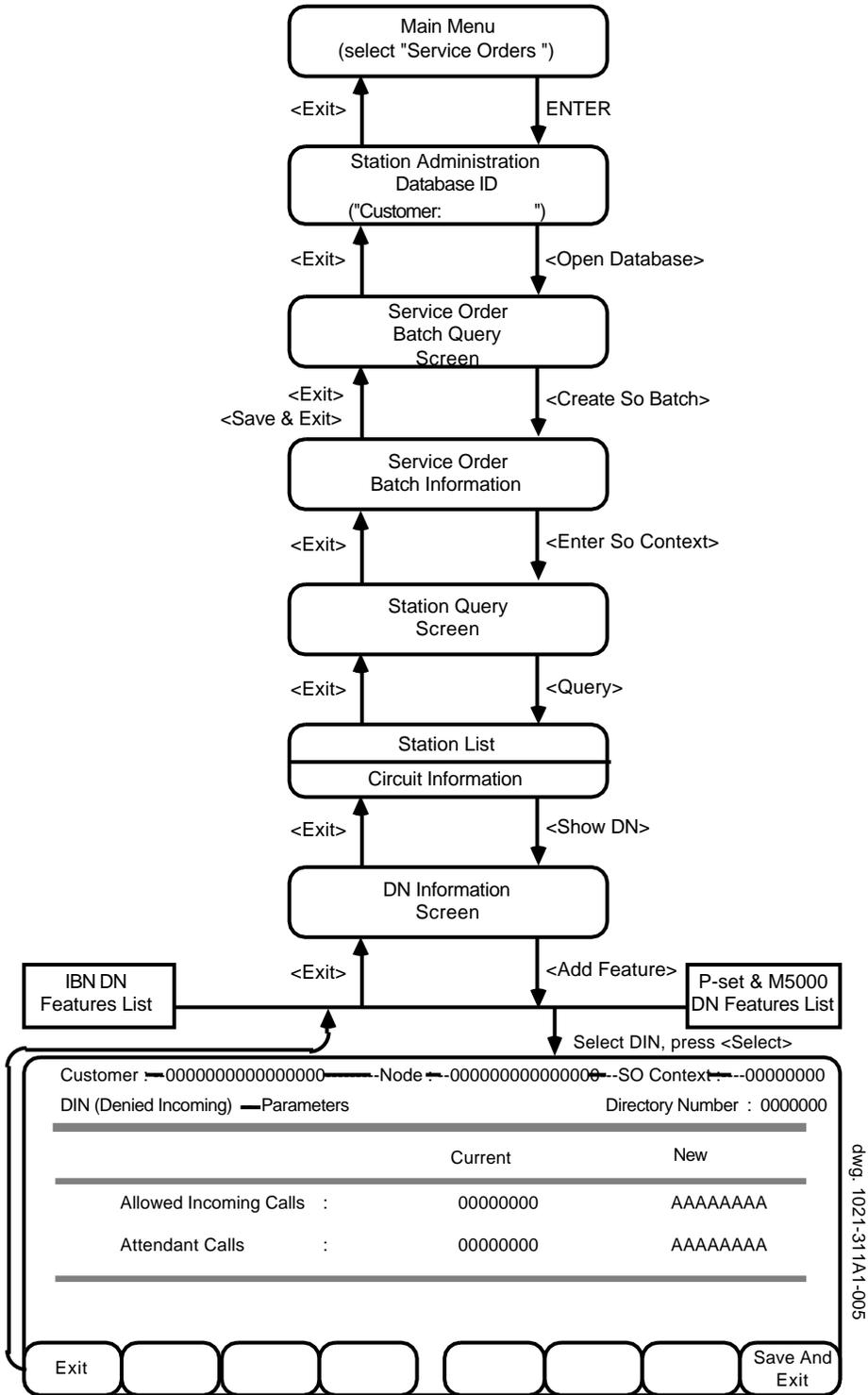


Fig. 4-9
Denied Incoming - Parameters

DENIED INCOMING

4.22 The Denied Incoming (DIN) feature denies a station permission to receive certain types of incoming calls. To use this feature, you normally list the types of incoming calls that the station is allowed to receive, and the types of calls that can be extended to the station by an attendant. The station is then denied permission to receive any types of calls that are not listed. You can also deny all calls explicitly.

4.23 Before you can use this feature, you need to know what types of incoming calls have been defined on the DMS nodes and what their code numbers are. There can be eight different types with code numbers from 0 through 7.

The DIN Parameters Screen

4.24 The DIN Parameters screen (Fig. 4-9) is displayed when you select the DIN feature from the DN Feature Selection screen (see Chapter 3). The DIN parameters are:

- (a) ***Allowed Incoming Calls.*** This field displays the code numbers for types of calls that can be received by the station. For example, the entry "345" means that call type 3, call type 4, and call type 5 are allowed.
- (b) ***Attendant Calls.*** This field displays the code numbers for types of calls that can be received by the station only if extended by an attendant.

An entry of a dollar sign (\$) in one of the fields means that all incoming calls are denied.

Entering or Changing Parameters

4.25 To enter new parameters or change the existing ones, type new values on the screen. You can type up to eight single-digit numbers between 0 and 7 in any order. For example, the entry "814" means that call type 8, call type 1, and call type 4 are allowed. Use a dollar sign (\$) to deny all calls.

4.26 Press RETURN or TAB to move from one field to the other. When the fields are correct, press <Save & Exit> to create a service order, or press <Exit> to exit without creating a service order.

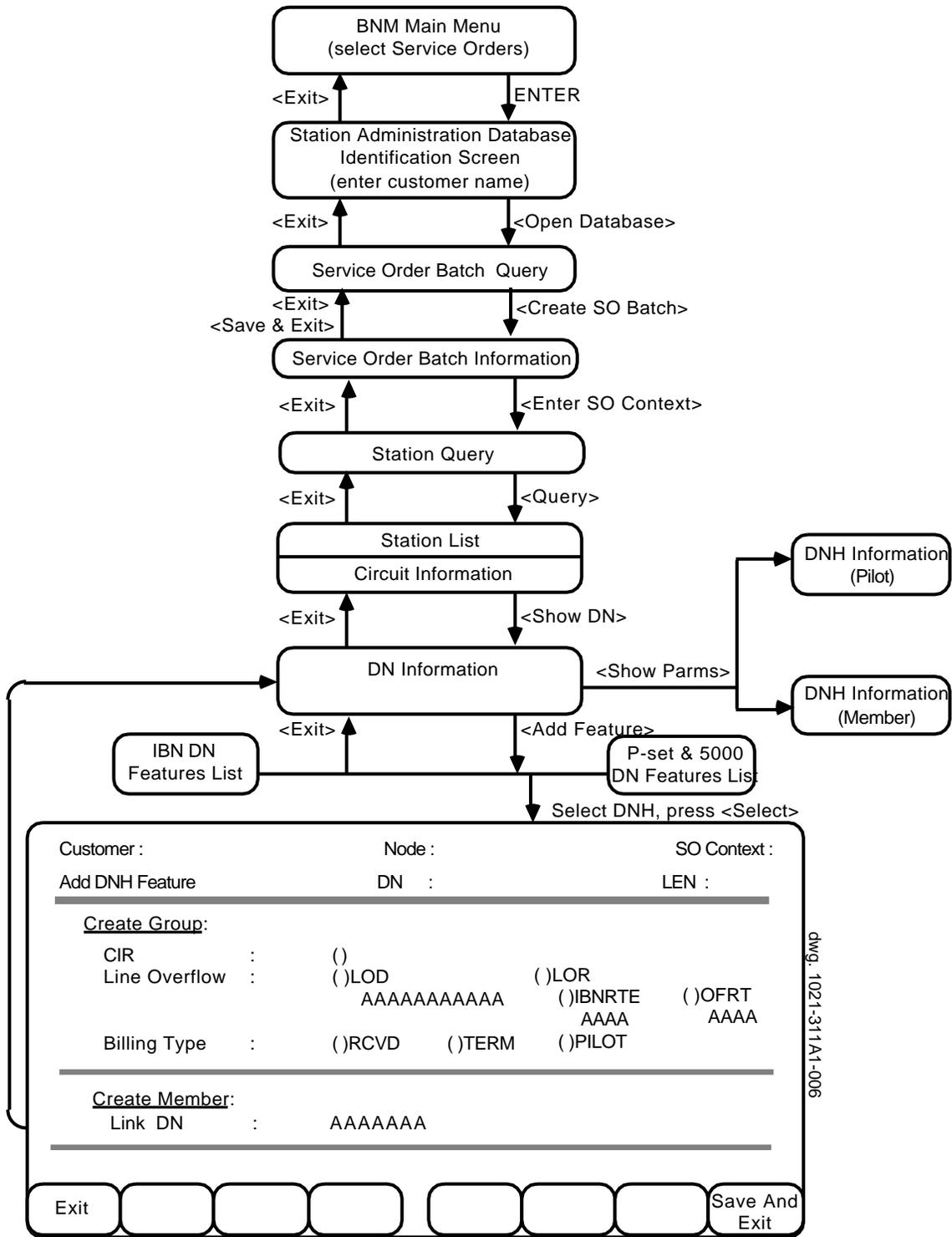


Fig. 4-10
Directory Number Hunt (DNH) Parameters

**DIRECTORY NUMBER
HUNT**

4.27 A DNH hunt group consists of two or more lines that have their own directory numbers (DNs). The first DN in the hunting order is called the pilot DN; the others are called members.

Group Options

4.28 The hunt group can be accessed by dialing any DN that belongs to the group, but the number of lines that will be hunted depends on which options are set for the group. When no options are activated, the hunting starts at the number dialed and proceeds sequentially to the last number in the group. Possible options are:

- (a) ***Circular Hunting (CIR)*** When this option is activated, all lines in the group are hunted. Hunting begins at the number dialed, proceeds sequentially until the last number in the group, and then returns to the beginning of the group and hunts up to the number dialed. (When this option is not in effect, hunting starts at the number dialed and stops at the last number in the group.)
- (b) ***Line Overflow Choices*** When hunting reaches the end of this group, it can be sent to another DN or to a route. One (and only one) of the following two options can be chosen:

LOD. Line Overflow to a DN. The call goes to a specified DN.

LOR. Line Overflow to a Route. The call goes to a trunk route. One of the following options must be chosen:

- ***IBNRTE.*** The route is determined by the IBNRTE table on the DMS switch. The route list index (a value between 1 and 1023) must be specified.
- ***OFRT.*** An office route. The route number (a value between 1 and 1023) must be specified.

- (c) ***Billing Type.*** One (and only one) of the following types of billing must be selected:

RCVD. (default) The call is billed to whichever set originally receives it.

TERM. The call is billed to whichever set it terminates on.

PILOT. The call is billed to the pilot set.

**Creating a New Group
and Setting Group
Options**

4.29 To create a new DNH group, follow these steps (Fig. 4-10):

Note 1: When a station has both the DNH and SUS features (even if one of them has just been added), the SUS feature does not appear on the DNC even though the features can exist together on the DMS.

Note 2: DNH cannot be added in a local batch.

- (1) Display the station that is to be the pilot of the new group on the Circuit Information screen, then press <Show DN>. ==> The DN Information screen appears.
- (2) Press <Add Feature>. ==> The appropriate DN Features Selection screen appears.
- (3) Select DNH and press <Select>. ==> The Add DNH Feature screen appears.
- (4) Fill in the group options on the top of the screen.
 - Use the RETURN or TAB key to move from one field to another.
 - Use the SPACE BAR to add and delete check marks from the boxes beside the options. An option is in effect when a check mark appears beside it.
 - If you activate the LOD or LOR option, type the route list index or route number in the space provided.
- (5) Press <Save and Exit> to create a service order. (To exit without creating a service order, press <Exit>.) ==> The DN Information screen appears.

Adding a Member to a DNH Group

4.30 To add a new member to a DNH group, you need to specify which current member of the group the new member should follow. The current member that you specify is called the Link DN and will precede the new member in the hunting order.

4.31 Every member of a DNH group must belong to the same customer group and have the same line class code (LCC) and area code.

Note: Only one member may be added to or deleted from a hunt group on the same station in the same service order batch.

4.32 The steps for adding a new member to a DNH group are (Fig. 4-10):

- (1) Display the station that is to be the new member on the Circuit Information screen, then press <Show DN>. ==> The DN Information screen appears.
- (2) Press <Add Feature>. ==> The appropriate DN Features Selection screen appears.
- (3) Select DNH and press <Select>. ==> The Add DNH Feature screen appears.

- (4) Fill in the Link DN field under the Create Member heading at the bottom of the screen.
- (5) Press <Save and Exit> to create a service order. (To exit without creating a service order, press <Exit>.)
 ==> The DN Information screen appears.

Querying Current DNH Pilots and Members

4.33 To find out whether or not a particular station is a member of a DNH group, display it on the Circuit Information screen and then press <Show DN>.

==> The DN Information screen appears. If the DNH feature is listed, the station is a member of a DNH group. If the DN is the pilot of the group, the letter "p" appears; if the DN is a member of the group, the letter "m" appears.

4.34 To display the options that are set for the group or to find the pilot DN for a member, select the DNH feature on the DN Information screen and then press <Show Parm>.

==> The DNH Information (Pilot) or DNH Information (Member) screen appears, showing all the options that are set for the DNH group. On the Member screen, the pilot number of the group is also displayed.

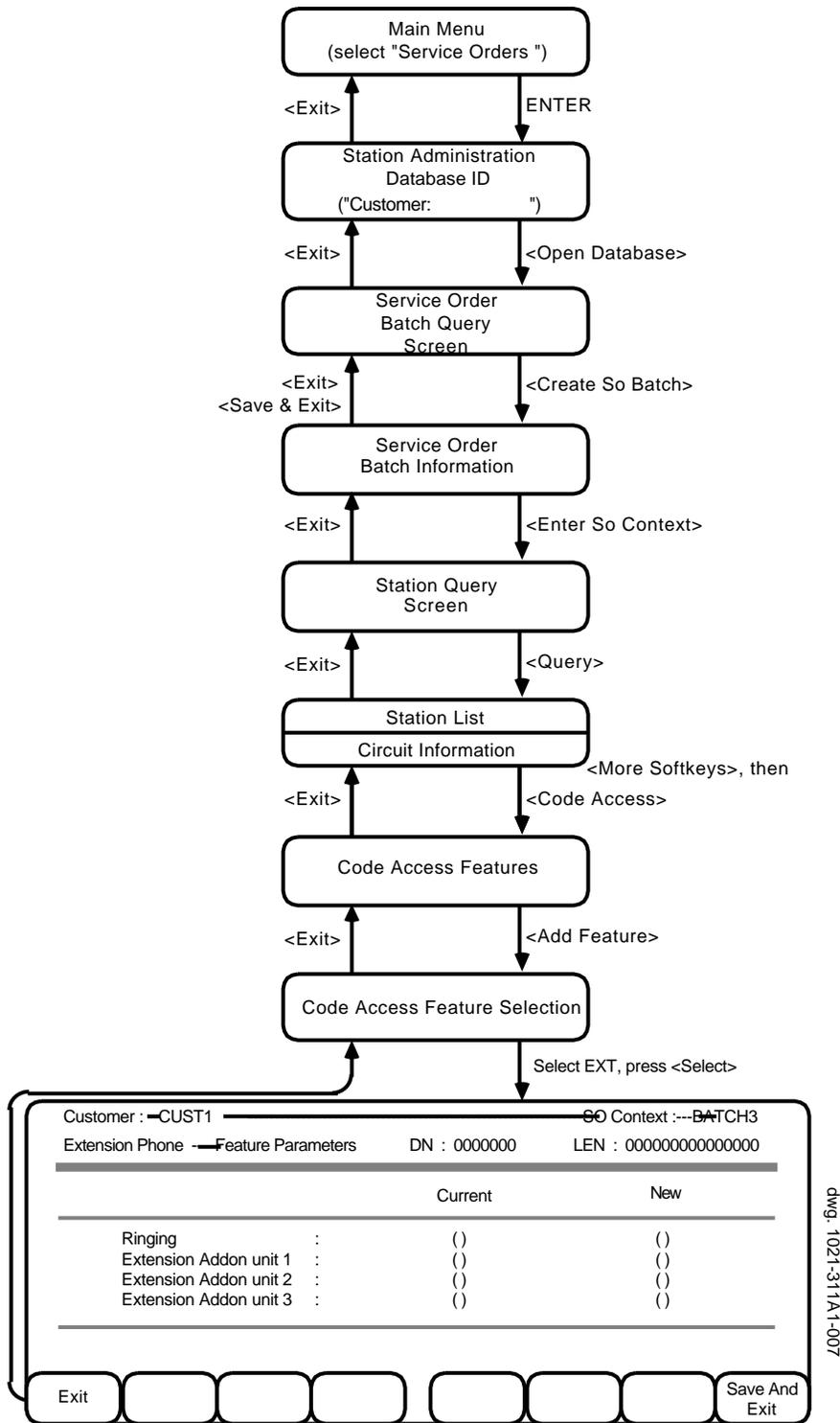


Fig. 4-11
Extension Set Parameters

EXTENSION SET

4.35 This procedure (see also Fig. 4-11) explains how to select the extension set characteristics. An extension set has all the features of its pilot set, except for

4.36 *Ringin*g. (default = ringing) Users can elect to have their extension set ring or remain silent.

4.37 *Add-On Units*. An extension set need not have the same number of add-on units as the pilot set. An extension set's add-on units can be configured in any order, but the extension set cannot be configured with an add-on that the pilot set does not have.

4.38 To enter the parameters,

- (1) Press TAB or RETURN to step through the fields.
- (2) Press the space bar to put a check mark in fields to be selected.

4.39 To create a service order, press <Save & Exit>. To exit without creating a service order, press <Exit>.

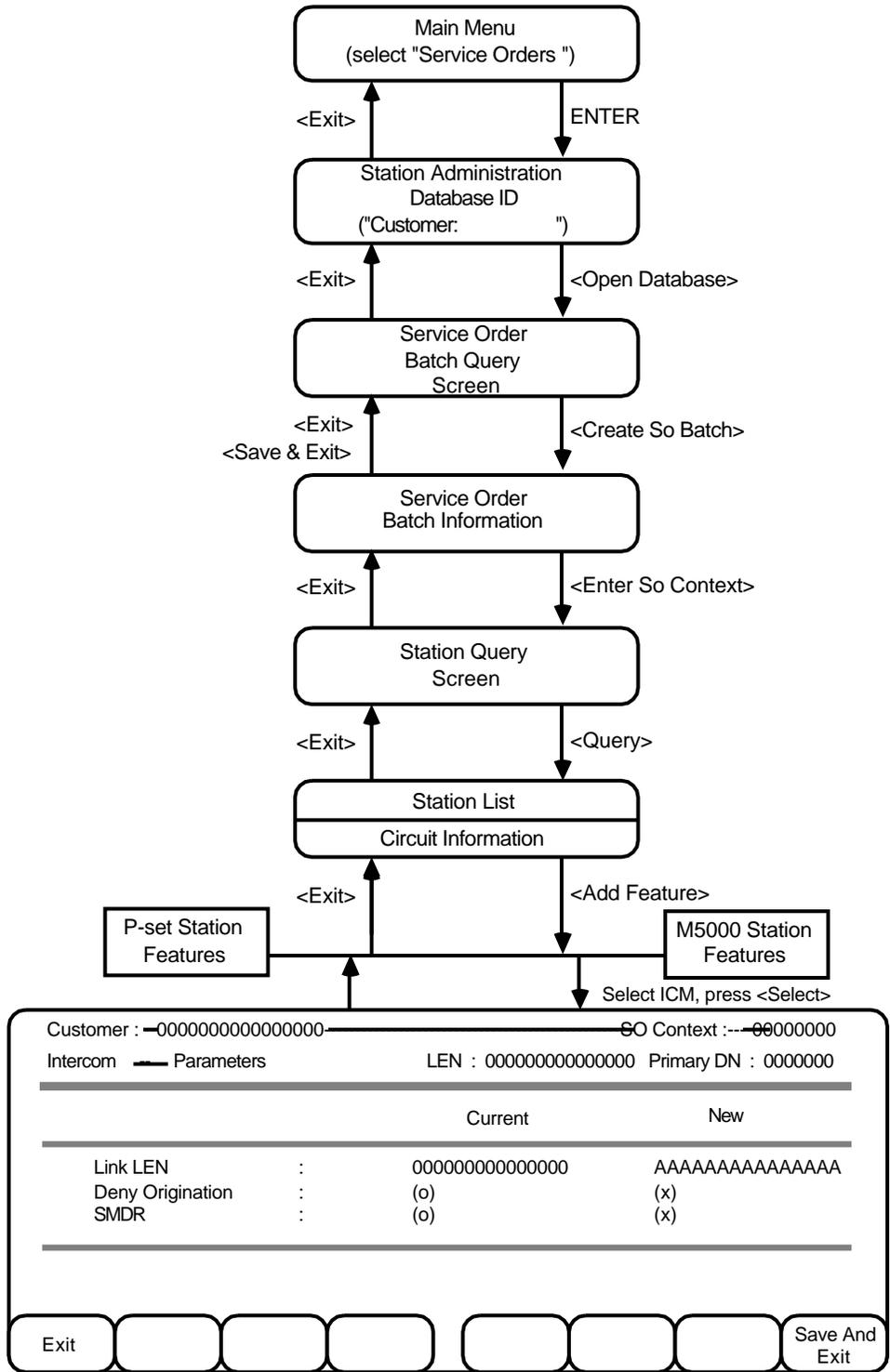


Fig. 4-12
Intercom Parameters

INTERCOM

4.40 The Intercom (ICM) feature is assignable only to lamp keys on key sets. Parameters to be set (see also Fig. 4-12) are:

- (a) **Link LEN/LTID.** This is the line equipment number (LEN) or logical terminal identifier (LTID) of the set to which the connection is to be made when the ICM key is depressed.
- (b) **Denied Origination.** If this field is set, the DN key used for the ICM feature cannot originate calls.
- (c) **SMDR.** If this field is set, intercom connections are recorded on SMDR reports.

4.41 To set parameters,

- (1) Press TAB or RETURN to move from field to field.
- (2) In the Link LEN/LTID field, type a line equipment number or logical terminal identifier.
- (3) In the Denied Origination and SMDR fields, press the space bar to add or remove a check mark in the field. When a check mark is displayed, the feature is set.

4.42 To create a service order, press <Save & Exit>. To exit without creating a service order, press <Exit>.

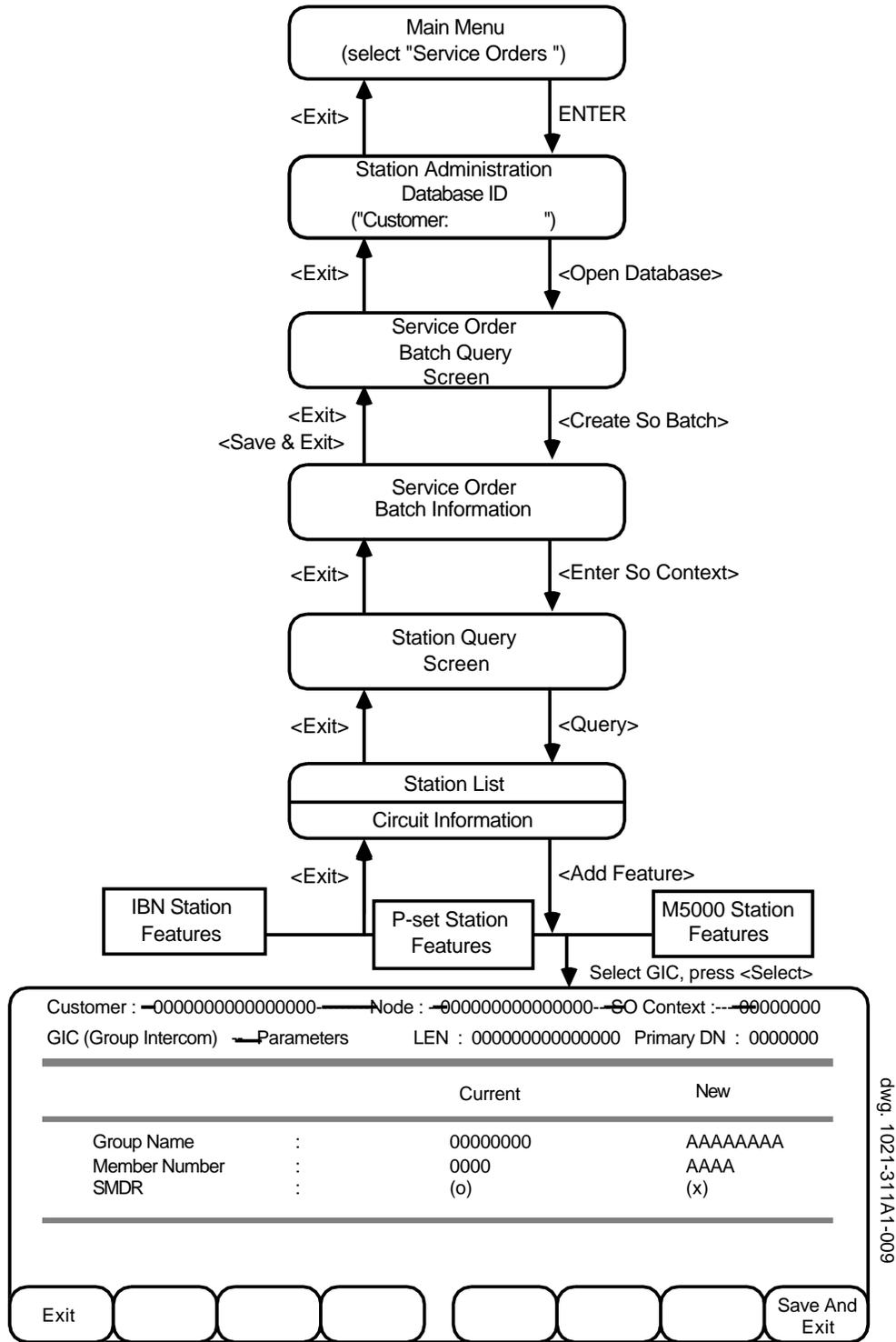


Fig. 4-13
Group Intercom Parameters

GROUP INTERCOM

4.43 The Group Intercom (GIC) feature is assignable only to lamp keys on key sets. Parameters to be set (see also Fig. 4-13) are:

- (a) **Group Name.** This is the name that identifies the Intercom Group. A new GIC can be created by entering a new name.
- (b) **Member Number.** Members of an intercom group are identified by their member number. Each member requires a different number. The first member added to a group determines the number of digits required to identify other members of the group.
- (c) **SMDR.** If this field is set, intercom connections are recorded on SMDR reports.

4.44 To set parameters,

- (1) Press TAB or RETURN to move from field to field.
- (2) In the Group Name and Member Number fields, type the appropriate values.
- (3) In the SMDR field, press the space bar to add or remove a check mark from the field. When a check mark appears beside the feature, the feature is set.

4.45 To create a service order, press <Save & Exit>. To exit without creating a service order, press <Exit>.

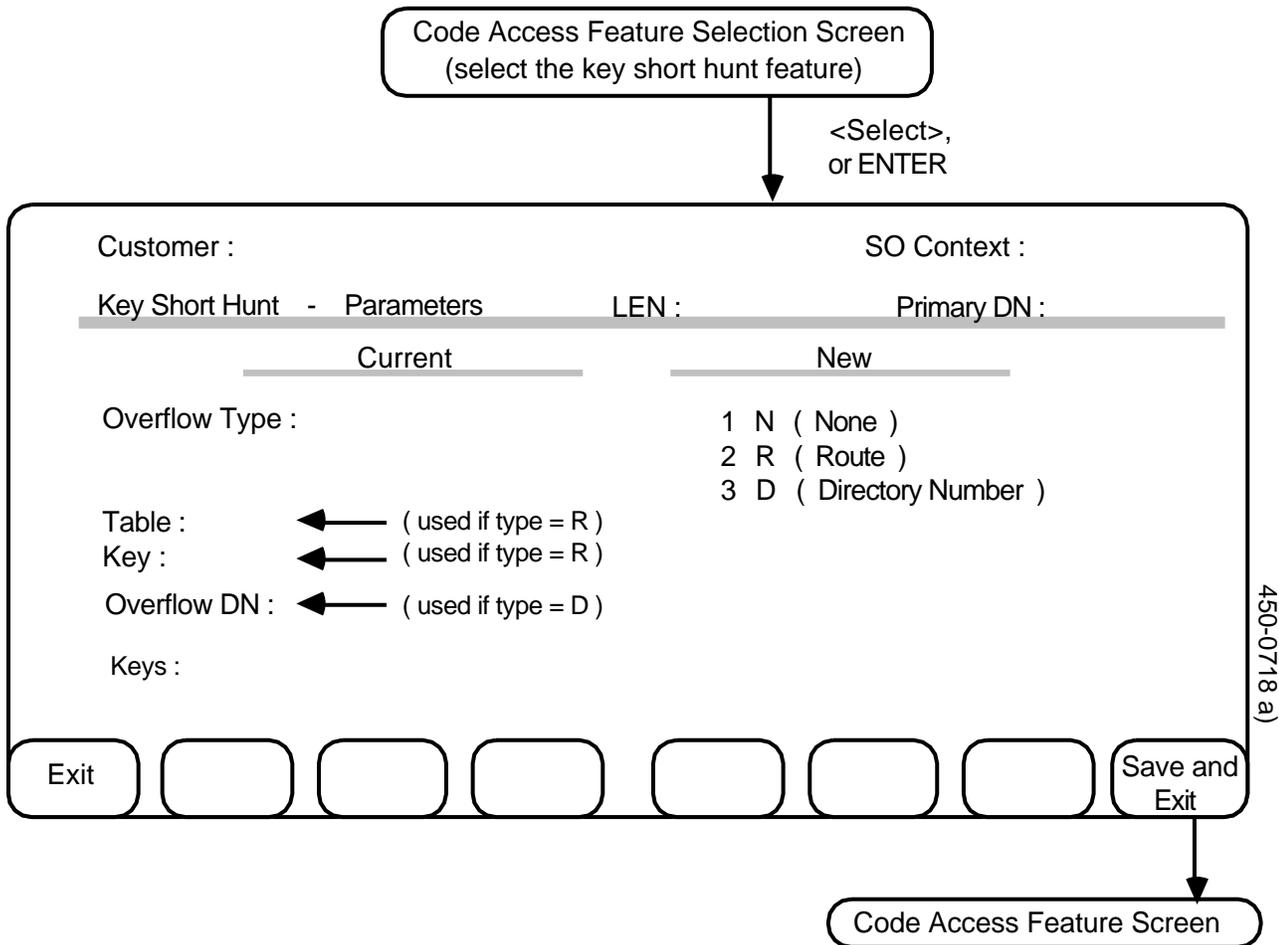


Fig. 4-14
The Key Short Hunt Parameters Screen

KEY SHORT HUNT

4.46 This procedure explains how to enter and select new parameters for the MDC key short hunt feature. The system automatically displays the Key Short Hunt Parameters screen (see Fig. 4-14) when you select that feature at the Code Access Feature Selection screen. (See *Stations - Adding Code Access Features* in Chapter 3 of this practice). The key short hunt feature parameters are:

Type	Indicates which type of key short hunt feature is available at this station: None, Route, or Directory Number.
Table	Indicates, for an R-type key short hunt feature, a seven-character routing table name.
Key	Indicates, for an R-type key short hunt feature, a four-digit routing table key.
Overflow DN	Indicates, for a D-type key short hunt feature, a seven-digit overflow directory number.
Key List	Indicates, for non-IBN stations, which directory number keys the key short hunt feature affects.

4.47 When the system displays the Key Short Hunt Parameters screen the first field is highlighted. To enter parameters, perform the following steps:

- (1) Use the arrow keys to select the type of key short hunt feature desired and press RETURN.
==> The system highlights the next field.
- (2) If required, complete the remaining fields on the screen. Use the RETURN key to move from field to field.
==> The system highlights each field in turn.
- (3) When finished entering any new parameters, press the <Save and Exit> softkey.
==> The Code Access Feature screen appears. At this point you can complete the current service order or continue with another service order procedure.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Code Access Features screen or the Station Feature Selection screen without registering a new feature, and without registering any changes to an existing feature.

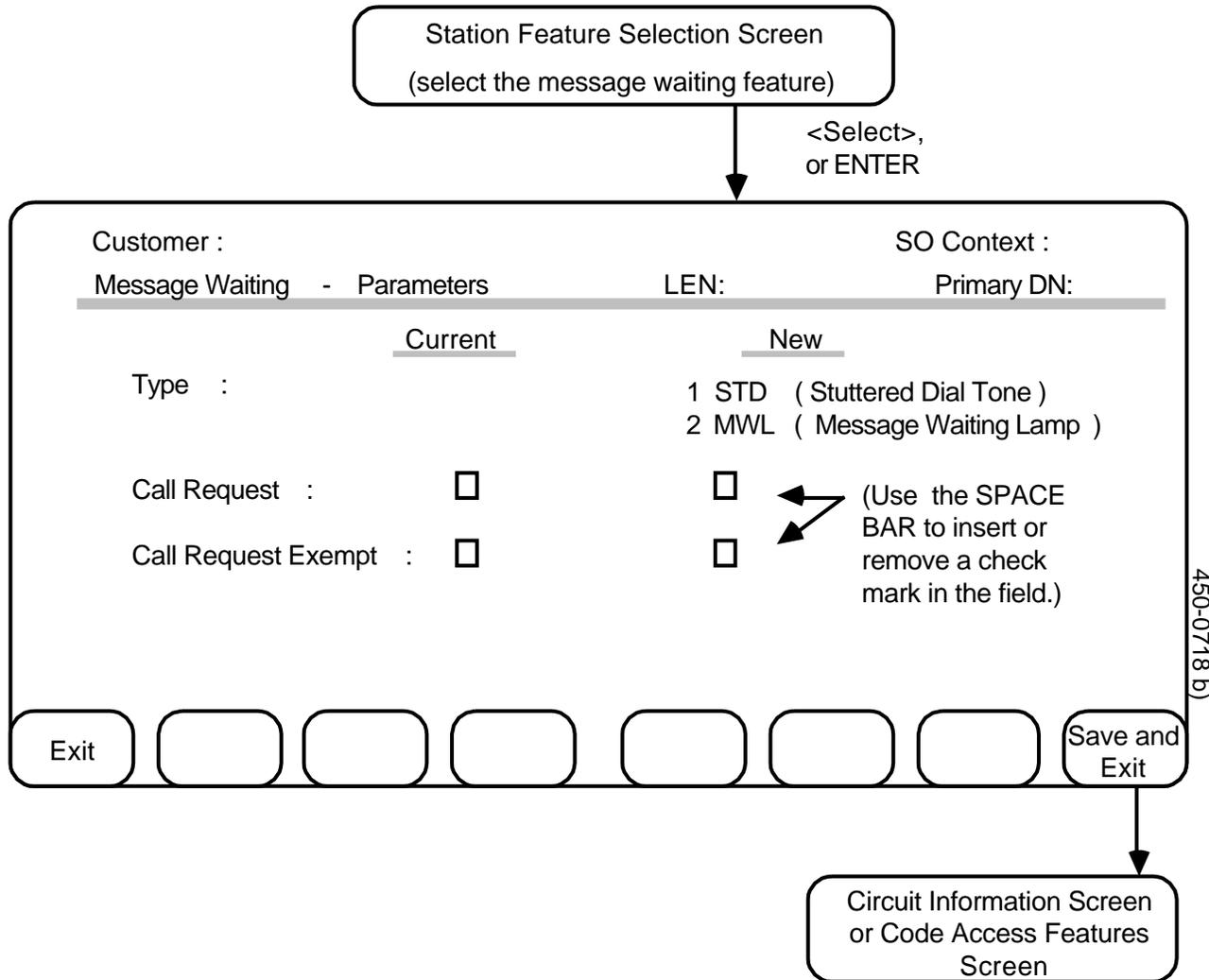


Fig. 4-15
The Message Waiting Parameters Screen

MESSAGE WAITING

4.48 This procedure explains how to enter and select parameters for the MDC message-waiting feature. The system automatically displays the Message Waiting Parameters screen (see Fig. 4-15) when you select that feature at the IBN Station Feature Selection screen. (See *Stations - Adding MDC Features* in Chapter 3 of this practice.) The message-waiting feature parameters are:

Type	Indicates the type of message waiting feature available at this station: Stuttered or Message Waiting Lamp.
Call Request	Determines whether the telephone sets at this station are to register waiting call request messages.
Call Request Exempt	Determines whether the telephone sets at this station are to be exempt from call request messages waiting.

4.49 When the system displays the Message Waiting Parameters screen, the first field is highlighted:

- (1) Use the arrow keys to select the type of message-waiting feature desired and press RETURN.
==> The system highlights the next field.
- (2) Press the SPACE BAR to enter or remove a check mark in the Call Request field, then press RETURN.
==> The system highlights the next field.
- (3) Press the SPACE BAR to enter or remove a check mark in the Call Request Exempt field, then press RETURN.
==> The system highlights the first field.
- (4) When finished entering any new parameters, press the <Save and Exit> softkey.
==> The Circuit Information screen or Code Access Features screen appears, at which point you can complete the current service order or continue with another service order procedure.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Circuit Information screen, or the Code Access Features screen, or the Station Feature Selection screen, without registering a new feature, and without registering any changes to an existing feature.

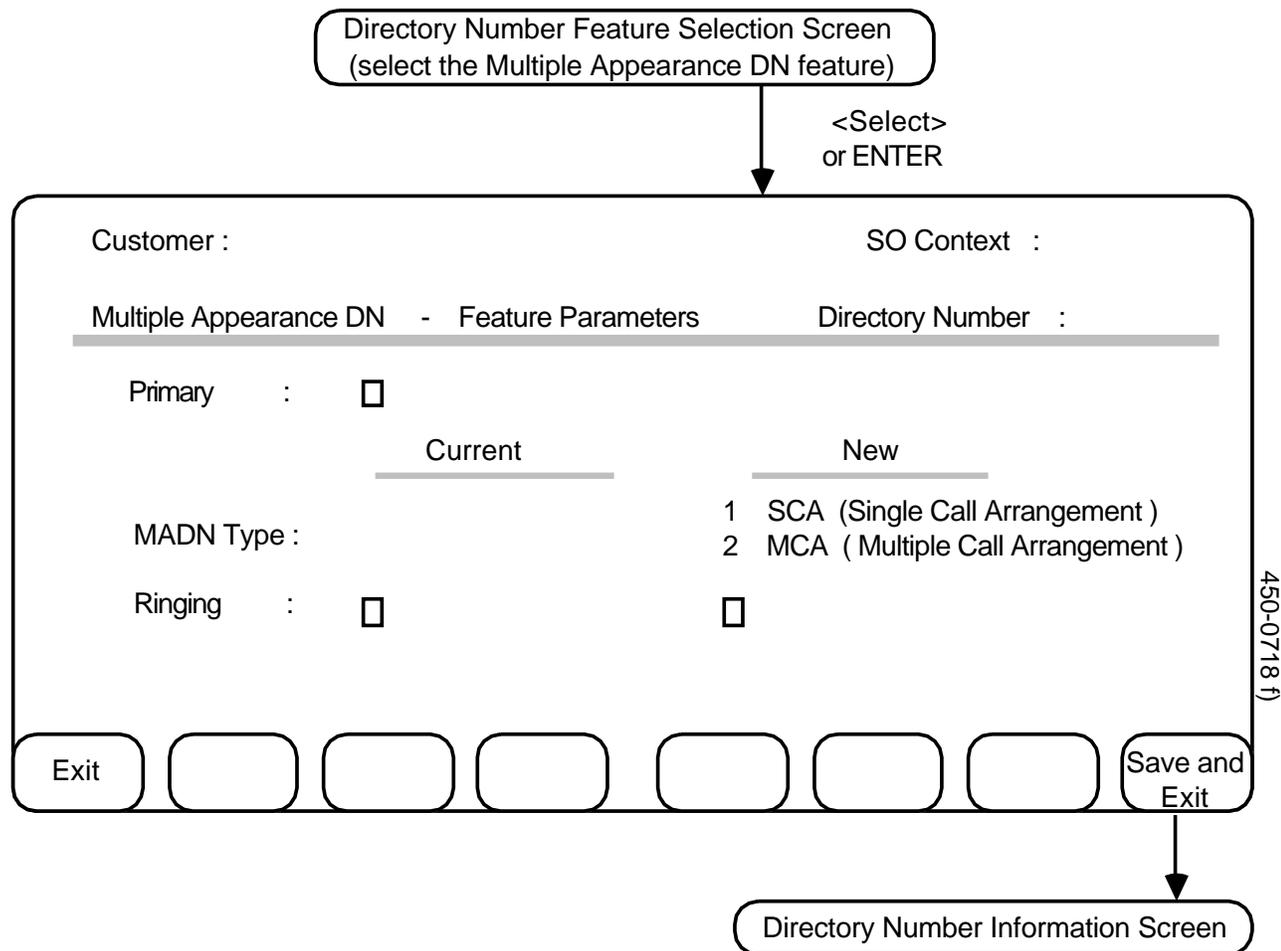


Fig. 4-16
The Multiple Appearance DN Parameters Screen

MULTIPLE APPEARANCE DN

4.50 This procedure explains how to select and enter parameters for the MDC multiple appearance directory number (DN) feature. The system automatically displays the Multiple Appearance DN Parameters screen (see Fig. 4-16) when you select that feature at the appropriate Directory Number Feature Selection screen. (See *Directory Numbers - Adding MDC Features* in Chapter 3 of this practice.)

4.51 The feature parameters that you must select and enter are:

MADN Type	Determines the type of access to this multiple appearance directory number: single call access or multiple call access.
Ringng	Determines whether calls to this multiple appearance directory number receive ringing.

4.52 When the system displays the Multiple Appearance DN Parameters screen with the Primary field highlighted, perform the following steps:

- (1) Use the SPACE BAR to insert or remove a check mark in the Primary field, then press RETURN.
==> The system moves to the MADN Type field.
- (2) Use the arrow keys and press ENTER to select the MADN type desired, then press RETURN.
==> The system moves to the Ringng field.
- (3) Press the SPACE BAR to change the setting of the Ringng field, then press RETURN.
==> The system moves to the Primary field.
- (4) Press the <Save and Exit> softkey.
==> The Directory Number Information screen appears.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Directory Number Information screen without registering a new feature, or registering any changes to an existing feature.

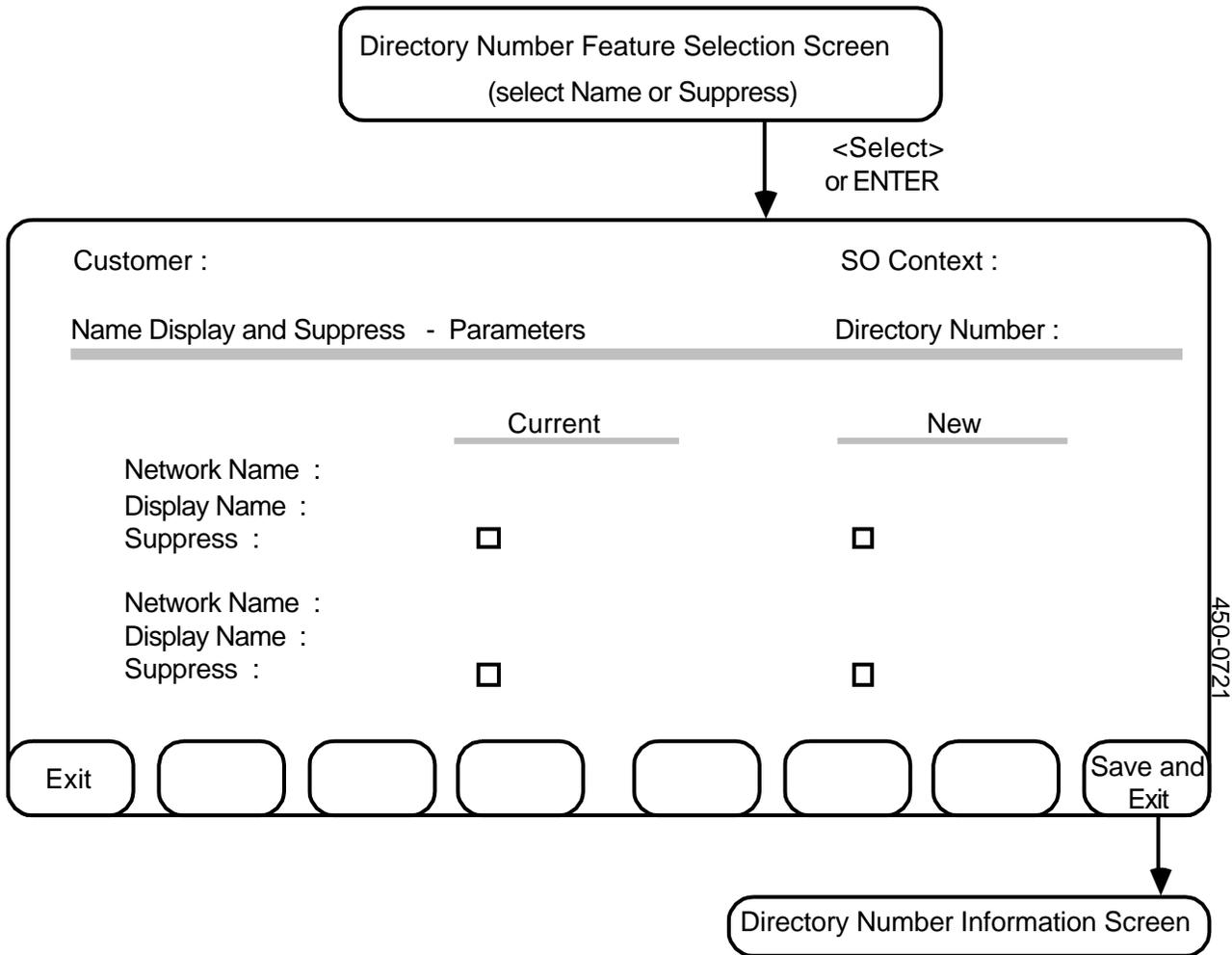


Fig. 4-17
Name and Suppress Parameters

NAME AND SUPPRESS **4.53** The Name feature provides the ability to associate names with directory numbers so that names of calling and called parties can be displayed on telephone sets that have display capabilities. The Suppress feature suppresses the display of a name. These features are available for IBN, Pset, and M5000-series sets that have display capabilities. They are not available for ISDN sets.

4.54 The Name feature is compatible with all other features, with one restriction: it does not support names for members of MADN groups. A name can be assigned to the primary member of a MADN group, but not to other members of the group. The other members use the same name as the primary member.

The Name and Suppress Parameters Screen

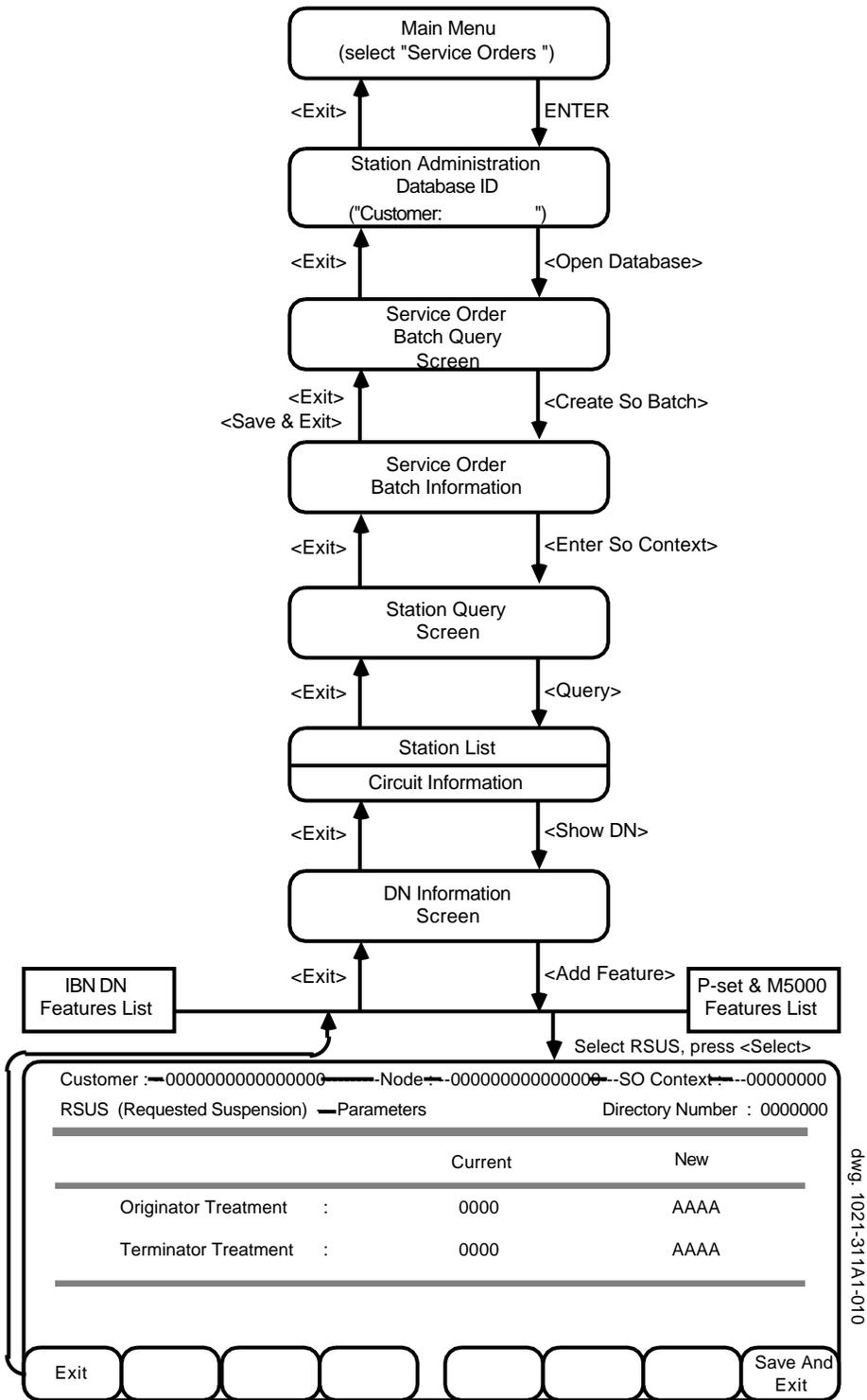
4.55 The Name and Suppress Parameters screen (Fig. 4-17) appears when you select the Name feature or the Suppress feature from the appropriate DN Feature Selection screen (see Chapter 3). The Name and Suppress parameters are:

Network Name	Indicates the name of the network to which the Name or Suppress feature is to apply. The name must be one that is listed in the DMS table NETNAMES. It can be up to 32 characters long and can contain the characters A through Z (uppercase only), 0 through 9, and special characters such as periods (.), colons (:), and hyphens (-).
Display Name	Indicates the name that is to be displayed with the directory number. It can be up to 15 characters long and can include the characters A through Z (uppercase only), 0 through 9, spaces, and special characters such as periods (.), commas (,), hyphens (-), and colons (:).
Suppress	Indicates whether or not the name is to be displayed. When the box is empty, the name is to be displayed. When the box contains a check mark, the name is to be suppressed.

4.56 Each parameter is shown twice on the screen so that you can enter names for two different networks.

Entering or Changing Parameters

4.57 To enter new parameters or change the existing ones, type new values for Network Name and Displayed Name, and use the SPACE BAR to enter or remove a check mark in the Suppress box. Use the RETURN key or the TAB key to move from one field to another. When the fields are correct, press <Save & Exit> to create a service order, or press <Exit> to exit without creating a service order.



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Fig. 4-18
Requested Suspension Parameters

**REQUESTED
SUSPENSION**

4.58 The Requested Suspension feature allows a user to enter treatments of originating and terminating call attempts using the DN. Before using this feature, the user must know what types of call treatments have been defined on the DMS nodes.

(a) *Originator Treatment.* Enter the new originator treatment.

(b) *Terminator Treatment.* Enter the new terminator treatment.

4.59 To set parameters (see also Fig. 4-18),

(1) Press TAB or RETURN to move from field to field.

(2) Type the appropriate values in the fields.

4.60 To create a service order, press <Save & Exit>. To exit without creating a service order, press <Exit>.

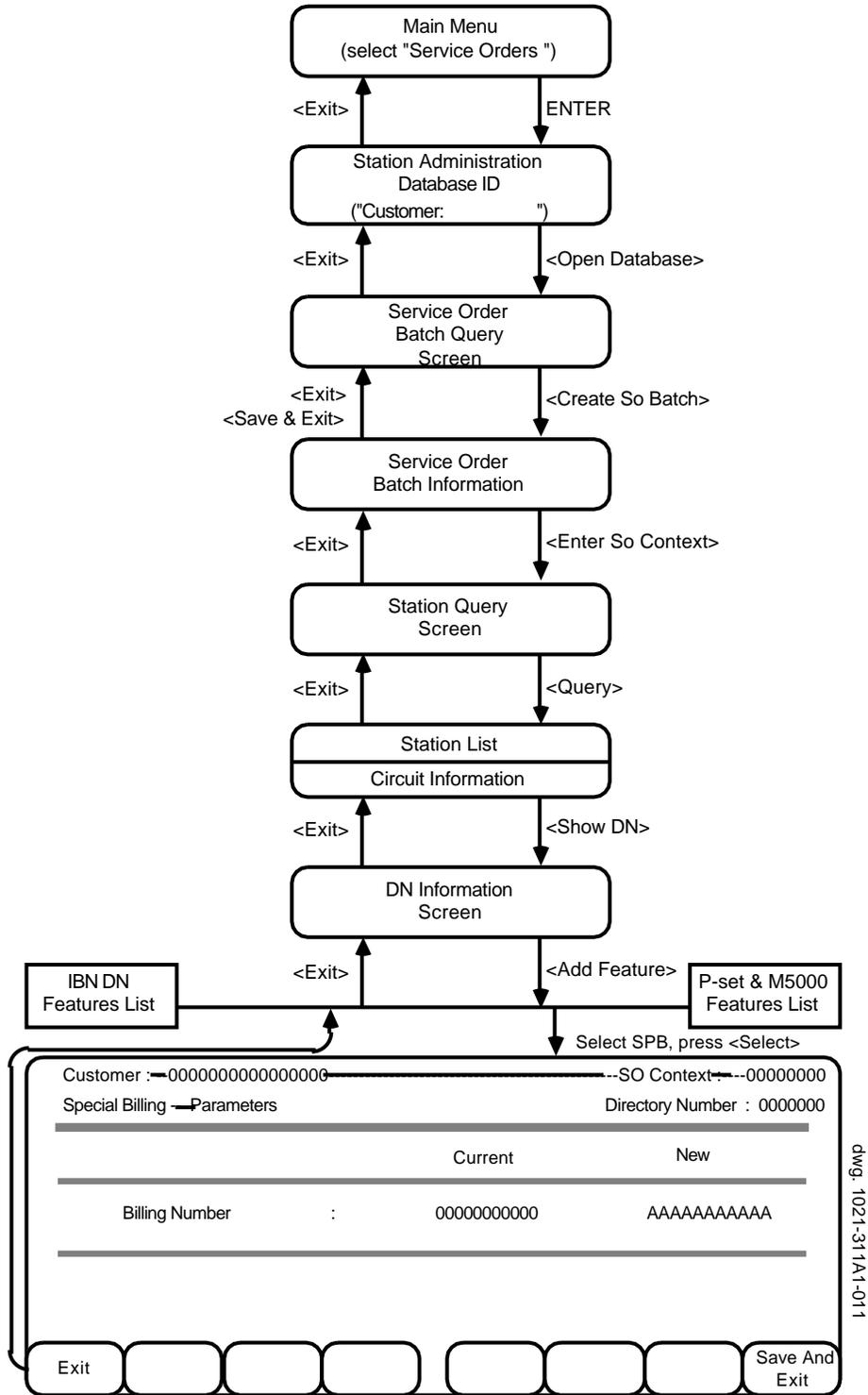


Fig. 4-19
Special Billing Parameters

SPECIAL BILLING

4.61 Special Billing allows any billing normally coming to a set to be directed instead to another set. The only parameter to be set (see also Fig.4-19) is:

- ***Billing Number.*** Enter the 7-digit DN to which all billing for this set is to be directed.

4.62 To create a service order, press <Save & Exit>. To exit without creating a service order, press <Exit>.

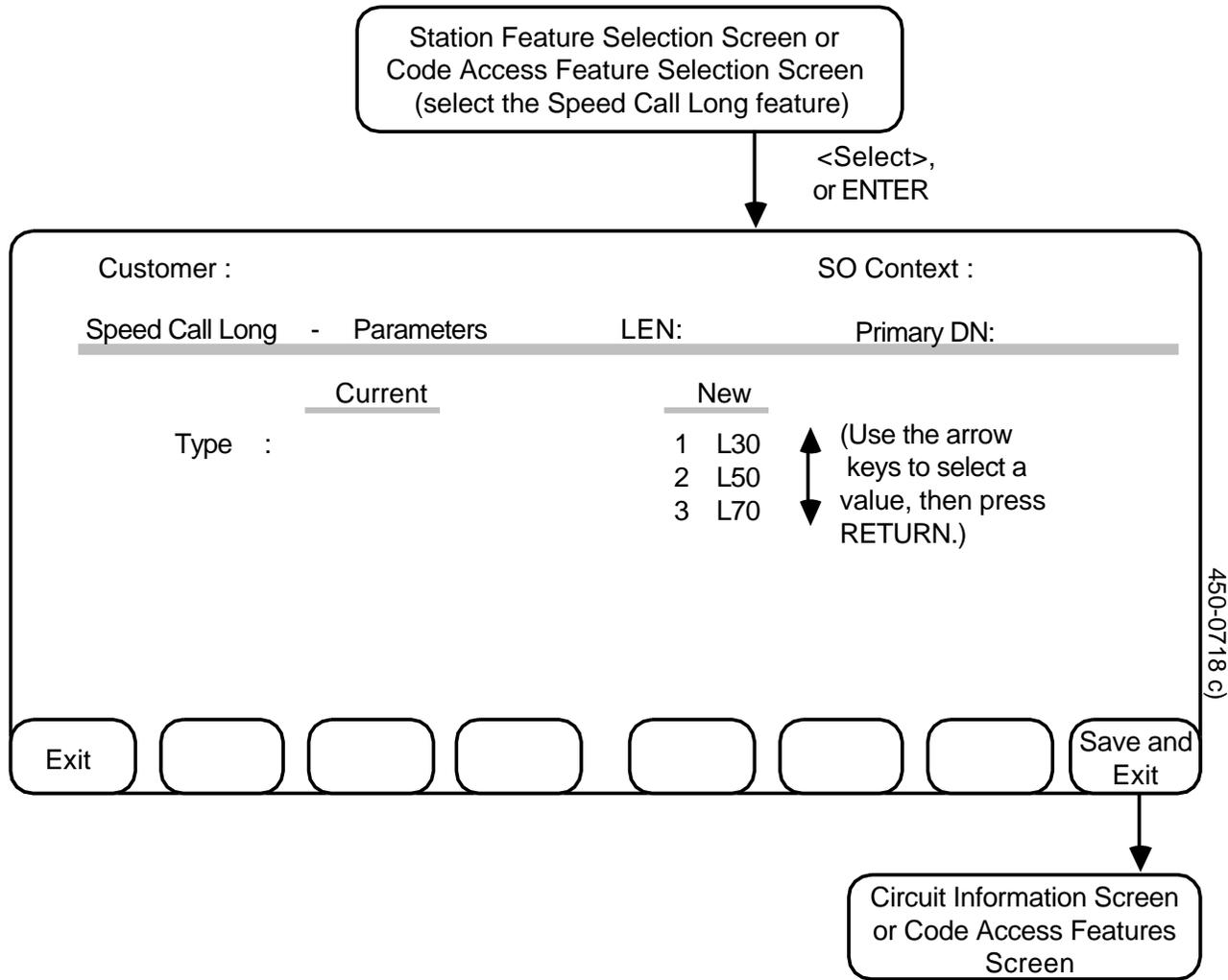


Fig. 4-20
The Speed Call Long Parameters Screen

SPEED CALL LONG

4.63 This procedure explains how to select and enter parameters for the MDC speed call long feature. The system automatically displays the Speed Call Long Parameters screen (see Fig. 4-20) when you select that feature at the appropriate Station Feature Selection screen or Code Access Feature Selection screen. (See *Stations - Adding MDC Features* or *Stations - Adding Code Access Features* in Chapter 3 of this practice.) The feature parameter that you must select is the type, which determines the maximum size of any speed call list available at this station: 30, 50 or 70 directory numbers.

4.64 When the system displays the Speed Call Long Parameters screen with the Type field highlighted:

- (1) Use the arrow keys to select the type of speed call long feature desired.
- (2) When finished entering the new parameter, press the <Save and Exit> softkey.
==> The Circuit Information screen or the Code Access Features screen appears. At the Station Information screen you can complete the current service order and/or continue with another service order procedure.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Circuit Information screen, the Code Access Features screen, or the Station Feature Selection screen without registering a new feature, and without registering any changes to an existing feature.

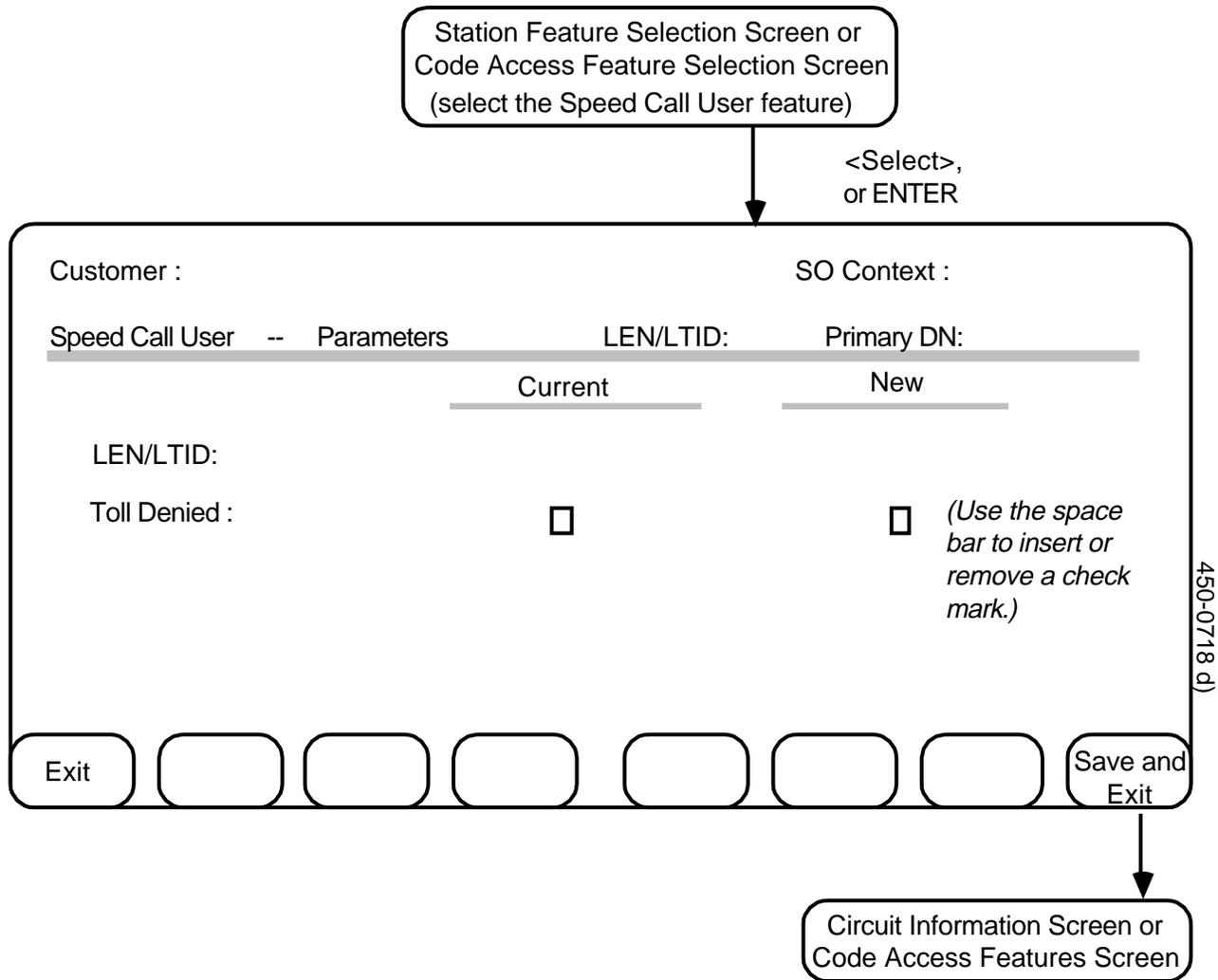


Fig. 4-21
The Speed Call User Parameters Screen

SPEED CALL USER

4.65 This procedure explains how to select and enter new parameters for the speed call user feature. The system automatically displays the Speed Call User Parameter screen (see Fig. 4-21) when you select that feature at the Station Feature Selection screen or the Code Access Feature Selection screen. (See *Stations - Adding MDC Features* or *Stations - Adding Code Access Features* in Chapter 3 of this practice.) The feature parameters that you must select are:

LEN/LTID	The line equipment number (LEN) or logical terminal identifier (LTID) of the station to which the relevant long speed call list belongs. The LEN or LTID must be in the same customer group as this station.
Toll Denied	A true or false value that allows or prevents this user station from accessing toll numbers in the relevant speed call long list.

4.66 When the system displays the Speed Call User screen, the first field is highlighted:

- (1) Complete the LEN/LTID field and press RETURN.
==> The system highlights the next field.
- (2) Press the SPACE BAR to enter or remove a check mark in the Toll Denied field, then press RETURN.
==> The system highlights the first field.
- (3) When finished entering any new parameters, press the <Save and Exit> softkey.
==> The Circuit Information screen or the Code Access Features Selection screen appears.

Note: Pressing the <Exit> softkey at any point before this step returns you to the Circuit Information screen, the Code Access Features screen, or the Station Feature Selection screen without registering a new feature, and without registering any changes to an existing feature.

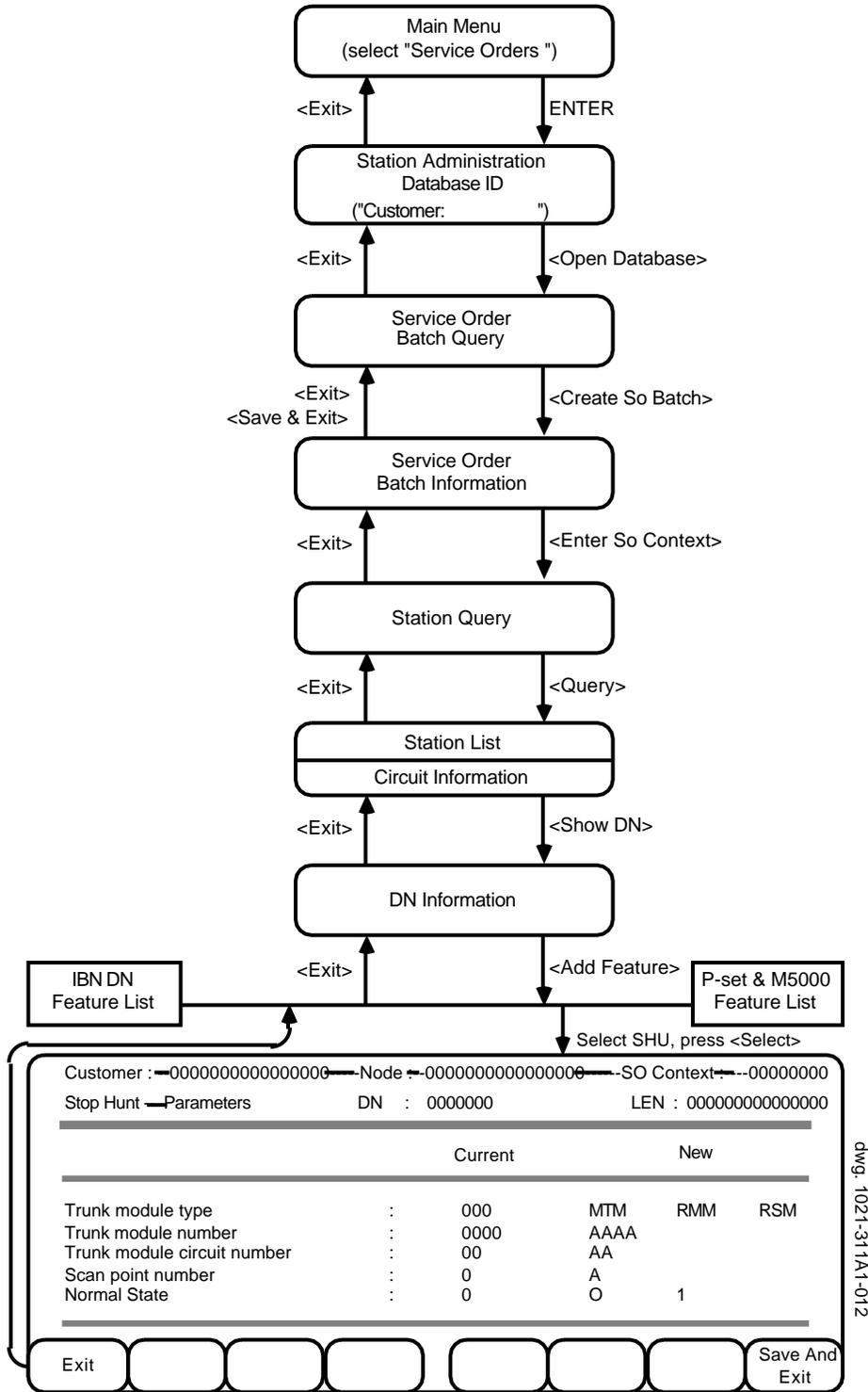


Fig. 4-22
Stop Hunt Parameters

STOP HUNT

4.67 The Stop Hunt (SHU) feature can be added only when the Directory Number Hunt (DNH) feature is already assigned to the directory number. The Stop Hunt parameters are:

- (a) **Trunk Module Type.** Select one of the three trunk module types; MTM, RMM, or RSM.
- (b) **Trunk Module Number.** (range 0-2047) Enter the number that identifies the trunk module.
- (c) **Trunk Module Circuit Number.** (range 0-29) Enter the number of the trunk module circuit number.
- (d) **Scan Point Number.** (range 0-6) Enter the scan point number to be used.
- (e) **Normal State.** Use the value 0 if the scan point is normally off or open, 1 if it is normally on or closed.

4.68 To set the parameters (see also Fig.4-22):

- Press TAB or RETURN to move from field to field.
- In the Trunk Module Type and Normal State fields, use the arrow keys to select a value.
- In the other fields, type the appropriate value.

4.69 To create a service order, press <Save & Exit>. To exit without creating a service order, press <Exit>.

5. FEATURE SUBSCRIPTION LIMITS

INTRODUCTION

5.01 The Feature Subscription Limits feature gives the telephone operating company (telco) the following types of control over how its customers can use the Service Orders option to administer features on their Meridian Digital Centrex networks:

- For each feature on each node in a customer's network, the telco can grant or deny the customer permission to administer the feature. By default, permission is denied for all features on all nodes. The telco must specifically grant permission for a customer to administer a feature on a particular node before the customer can use Service Orders to add, change, or delete that feature for a station or directory number.
- For each feature on each node, the telco can assign a limit to the total number of times the customer can have this feature active at one time. The system keeps track of the number of times each feature has been added to or deleted from the network and does not allow the customer to exceed the limits.

Initialization

5.02 When a new Station Administration customer is being registered, the telco must initialize feature subscription limits and counts before uploading the database for the customer (see *Initializing Limits* later in this section). During the Database Upload procedure, the system counts the actual number of times each feature is currently being used in the customer's network, and stores this information in the new Station Administration database. The system then updates the database whenever the Service Orders option is used to add or delete a feature, and whenever the telco makes changes to the subscription limits.

Displays and Changes

5.03 Once a customer's database has been created, the telco and the customer can display the current feature subscription information in the database, and the telco can change the information. The following items can be displayed and changed for each feature on each node:

- Management Permission** Shows whether the customer has permission from the telco to administer the feature.
- Subscription Limit** Shows the maximum number of stations or directory numbers to which the customer may assign the feature.
- Current Usage** Shows the number of stations or directory numbers that currently use the feature. The system updates this value automatically when a service order that adds or deletes a feature is carried out successfully, but the telco must change this value manually when error reports indicate that a service order has failed, or whenever changes at the DMS node are not reflected in the BNM Station Administration database.

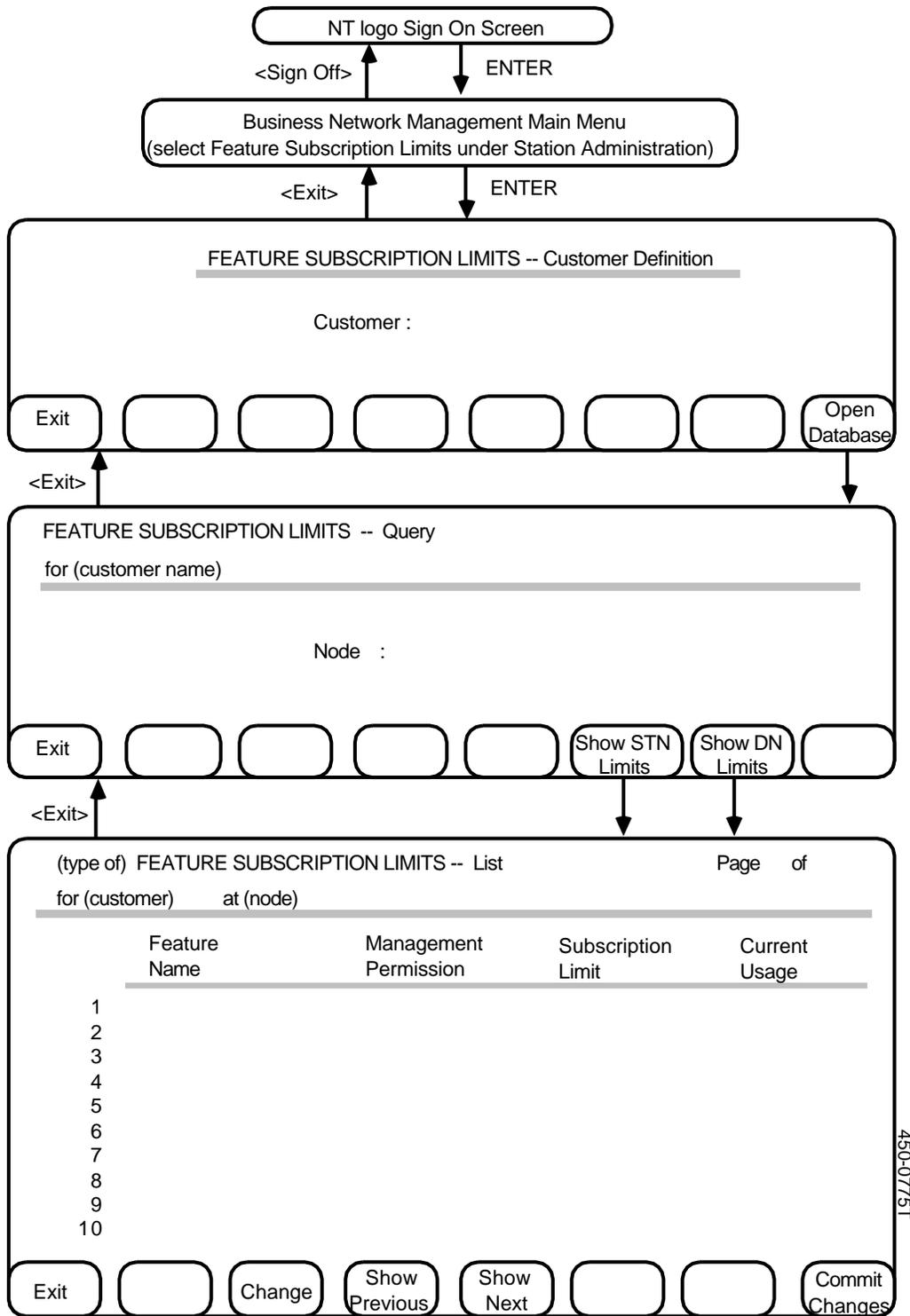


Fig. 5-1
The Feature Subscription Limits List Screen

- INITIALIZING LIMITS** **5.04** The telco must perform the following steps to initialize a new customer's feature subscription limits. See also Fig. 5-1.
- Sign On to the DNC**
- (1) Start with the 'nt' logo displayed on your terminal. The system prompts you for your user ID.
 - (2) Type your user ID, then press ENTER.
==>The system prompts for your password.
 - (3) Type your password, then press ENTER. (The password will not be displayed on the screen.)
==> The BNM main menu appears.
- Select Feature Subscription Limits**
- (1) Use the arrow keys to select the Feature Subscription Limits option, then press ENTER.
==> The Feature Subscription Limits Customer Definition screen appears.
- Identify the Customer**
- (1) Type the name of the new Station Administration customer, then press ENTER or <Open Database>. The name must already be registered in the DNC's Customer Table (see NTP 450-1021-311 for more information about the Customer Table).
==> The Feature Subscription Limits Query screen appears.
- Initialize Limits for Station Features**
- (1) Type the name of a DMS node that belongs to the customer's network, then press <Show STN Limits>. The node must already be registered in the DNC Node Table.
==> The Feature Subscription Limits screen appears with a list of station features. The Management Permission field is set to YES, the Subscription Limit field is set to 32767, and the Current Usage field is set to 0, for every feature.
 - (2) Press <Commit Changes>.
==> The system initializes the limits for the station features and returns to the Query screen.
- Initialize Limits For Directory Number Features**
- (1) Press <Show DN Limits>.
==> The Feature Subscription Limits screen appears with a list of directory number features. The fields are set to same values as they were for station features.
 - (2) Press <Commit Changes>.
==> The system initializes the limits for the directory number features and returns to the Query screen.
 - (3) If there are more nodes in the customer's network, repeat steps 7 through 10 for each node. Then use <Exit> to return to the Customer Definition screen. From there you can either repeat the process for another customer, or use <Exit> to return to the BNM main menu.

DISPLAYING LIMITS **5.05** Perform the following steps to display a customer's feature subscription limits. Fig. 5-1 shows the necessary screens.

- Sign On to the DNC**
- (1) Start with the 'nt' logo displayed on your terminal. The system prompts you for your user ID.
 - (2) Type your user ID, then press ENTER.
==>The system prompts for your password.
 - (3) Type your password, then press ENTER. (The password will not be displayed on the screen.)
==> The BNM main menu appears.

- Select Feature Subscription Limits**
- (1) Use the arrow keys to select the Feature Subscription Limits option, then press ENTER.
==> The Feature Subscription Limits Customer Definition screen appears.

- Identify the Customer**
- (1) Type the name of the customer, then press ENTER or <Open Database>.
==> The Feature Subscription Limits Query screen appears.

Note: You must have exclusive access to the customer's database in order to open it. The system does not open the database for you if someone else is currently using it.

- Select a Node**
- (1) Type the name of a DMS node that belongs to the customer's network.

- Display Station or Directory Number Limits**
- (1) Press either <Show STN Limits> or <Show DN Limits>, depending on which type of limits you want to display.
==> The Feature Subscription Limits List screen appears with a list of either station or DN feature subscription limits for the selected node. If necessary, you can use the <Show Next> and <Show Previous> softkeys to move between the pages of the list.

- (2) Press <Exit> to return to the Query screen. From there you can
 - display other limits for the customer on the selected node by pressing the appropriate softkey
 - type a new node name and then display limits for that node
 - use <Exit> to return to previous screens

CHANGING LIMITS **5.06** To change a customer's limits for a feature on a particular node, first display them on the Feature Subscription Limits List screen (see the preceding procedure, *Displaying Limits*), then perform the following steps.

Note: Pressing <Exit> at any point in this procedure (and pressing <Exit> a second time in response to a prompt) returns you to the previous screen without making any changes.

- (1) Use the arrow keys to highlight the feature for which you want to change limits, then press the <Change> softkey.
==> The Feature Subscription Limits Change screen appears (see Fig. 5-2) with the Management Permission field highlighted.
- (2) Make whatever changes are necessary in the fields on this screen. Use the SPACE BAR to enter or remove a check mark in the box beside Management Permission. (A check mark grants the customer permission to administer the feature; an empty box denies permission.) Use the RETURN or TAB key to move between fields.
- (3) Press <Save and Exit>.
==> The system saves the changes and displays the new limits on the List screen.

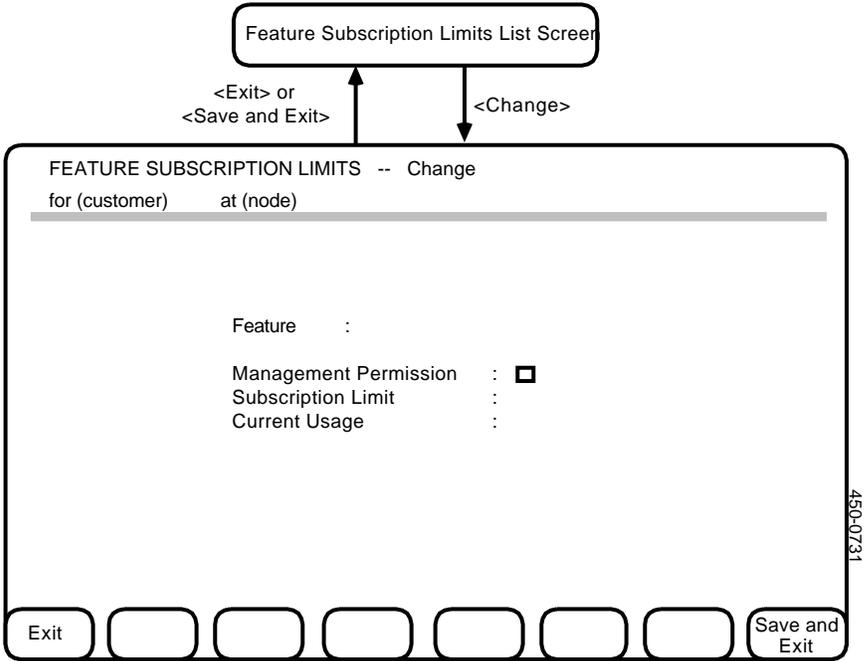


Fig. 5-2
The Feature Subscription Limits Change Screen

6. SPARE DIRECTORY NUMBERS

INTRODUCTION

6.01 The Spare Directory Numbers option on the BNM main menu enables an operating company to allocate a range of spare directory numbers from a specified DMS switch to a customer's Meridian Digital Centrex network. Once spare numbers have been assigned to a network, the customer or the operating company can use the Service Orders option (discussed in parts 2, 3, and 4 of this practice) to assign the numbers to stations in the network.

6.02 Before the Spare Directory Numbers feature can be used, a Station Administration database must exist for the customer on the BNM system. See Chapter 8, *Database Upload*, for information about creating a new database.

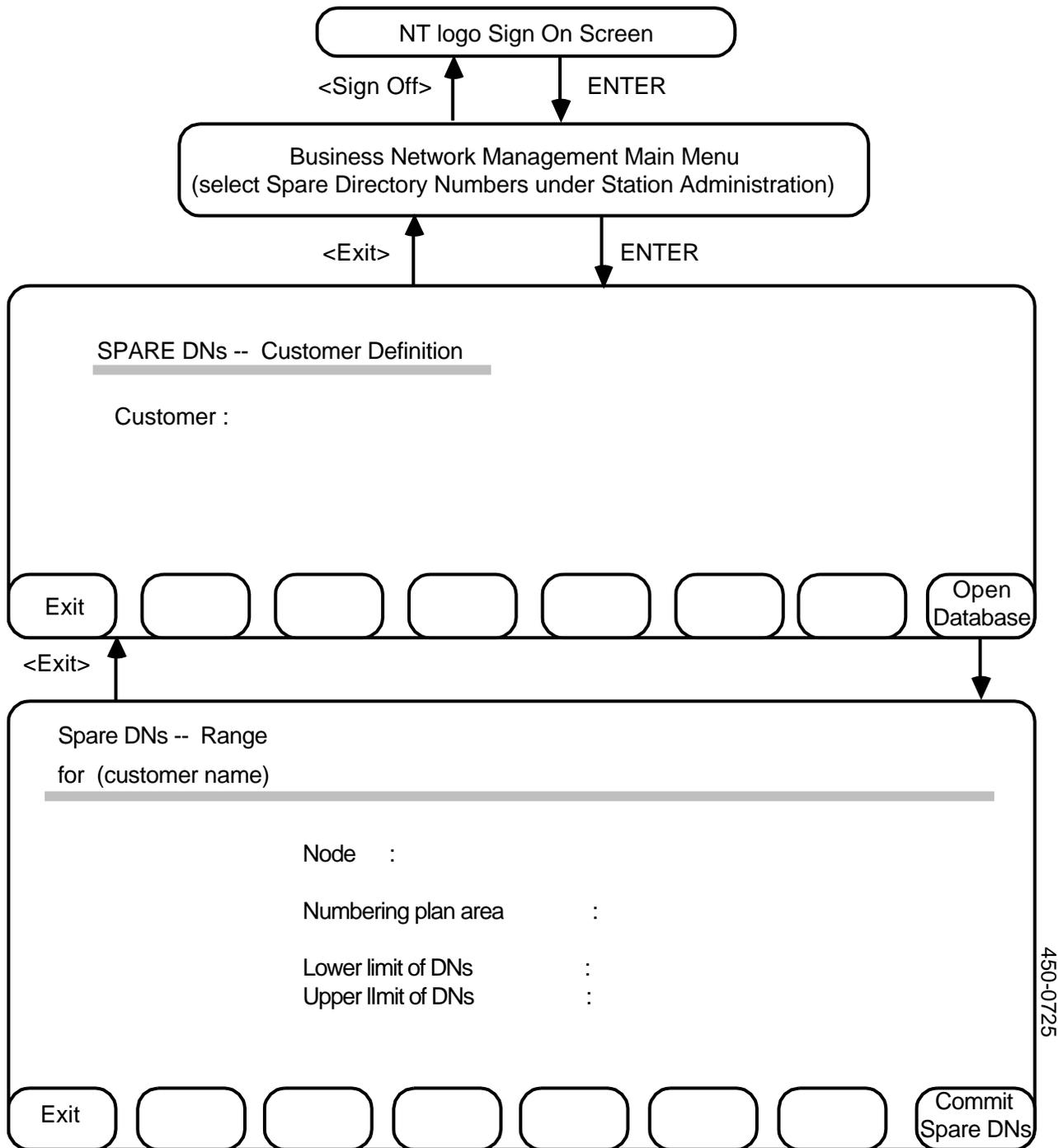
ADDING SPARE NUMBERS

6.03 The information required for the Spare Directory Numbers procedure is:

Customer	the name of the customer to whom the spare numbers are to be assigned (the name must be one that is registered in the DNC's Customer Table)
Node	the CLLI (common language location identifier) code that identifies the DMS-100 node that is to supply the spare directory numbers (the node must be one that is registered in the DNC's Node Table)
Numbering Plan Area	the three-digit area code to which the spare directory numbers belong
Lower Limit of DNs	a seven-digit directory number (valid at the specified DMS node) that sets the lower limit of the range to be assigned
Upper Limit of DNs	a seven-digit directory number (valid at the specified DMS node) that sets the upper limit of the range to be assigned

6.04 To carry out the procedure, perform the following steps. Fig. 6-1 shows the necessary screens.

- (1) Start with the 'nt' logo displayed on your terminal. The system prompts you for your user ID.
- (2) Type your user ID, then press ENTER.
==>The system prompts you for your password.



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Fig. 6-1
The Spare Directory Numbers Screens

- (3) Type your password and press ENTER. (The password will not be displayed on the screen.)
==> The BNM main menu appears.
- (4) Use the arrow keys to select the Spare Directory Numbers option, then press ENTER.
==> The Spare DNs - Customer Definition screen appears.
- (5) Enter the name of a BNM Station Administration Customer, then press ENTER or <Open Database>.
==> The Spare DNs - Range screen appears.

Note: Pressing the <Exit> softkey at either of the Spare DNs screens returns you to the previous screen.

- (6) Fill in every field on the screen. Use the RETURN or TAB key to move between fields.
- (7) When you have finished entering the information for the range of spare directory numbers, press the <Commit Spare DNs> softkey.
==> The system starts to assign spare directory numbers in the range specified and to register them in the customer's Station Administration database, displaying each number as it is processed. The system displays a summary of the new range of spare directory numbers when it has finished processing them.

Note: Pressing the <Exit> softkey (and confirming the action by pressing <Exit> again) at any point before the system has processed all the directory numbers in the range returns you to the previous screen and aborts the procedure, discarding any newly assigned numbers.

- (8) Repeat steps 7 and 8 to assign other ranges of spare directory numbers to the same customer, or press <Exit> to return to the Customer Definition screen. On the Customer Definition screen you can specify another customer to whom you want to assign spare directory numbers, or you can exit to the BNM main menu.

Last Page of Part 6

7. NETWORK CLASS OF SERVICE

INTRODUCTION

7.01 A network-class-of-service (NCOS) number is a code used by DMS nodes that identifies the services that are available to a station. Customers can create service orders to change the NCOS codes that are assigned to their stations by using the Station Details screen described in Chapter 3 of this NTP.

7.02 The NCOS numbers that are available to a customer for use on the Station Details screen are listed in the customer's local Station Administration database. The telco uses the Network Class of Service option on the BNM main menu to add, delete, and change NCOS numbers in the local database. The customer can use the Network Class of Service option to examine the list of NCOS codes in the database.

7.03 Before the Network Class of Service option can be used, a Station Administration database must exist for the customer on the BNM system. See Chapter 8 for information about creating a new database.

DISPLAYING NETWORK CLASSES OF SERVICE

7.04 The NCOS Query and NCOS List screens, shown in Fig. 7-1, are the screens on which you select and list network classes of service. Perform the following steps to reach these screens:

- (1) Start with the 'nt' logo displayed on your terminal. The system prompts you for your user ID.
- (2) Type your user ID and press ENTER.
==> The system prompts you for your password.
- (3) Type your password and press ENTER.
==> The BNM main menu appears.
- (4) Use the arrow keys to select the Network Class of Service option, then press ENTER.
==> The Network Class of Service Customer Definition screen appears.
- (5) Enter the name of a BNM Station Administration customer, then press ENTER or <Open Database>.
==> The Network Class of Service Query screen appears, with the cursor in the Node field. On this screen you enter selection criteria that determine which NCOSs the system will list on the next screen.
- (6) Type the name of a node that belongs to the selected customer's network, then press RETURN. The node name must match one that is registered in the DNC Node Table.
==> The cursor moves to the Customer Group field.

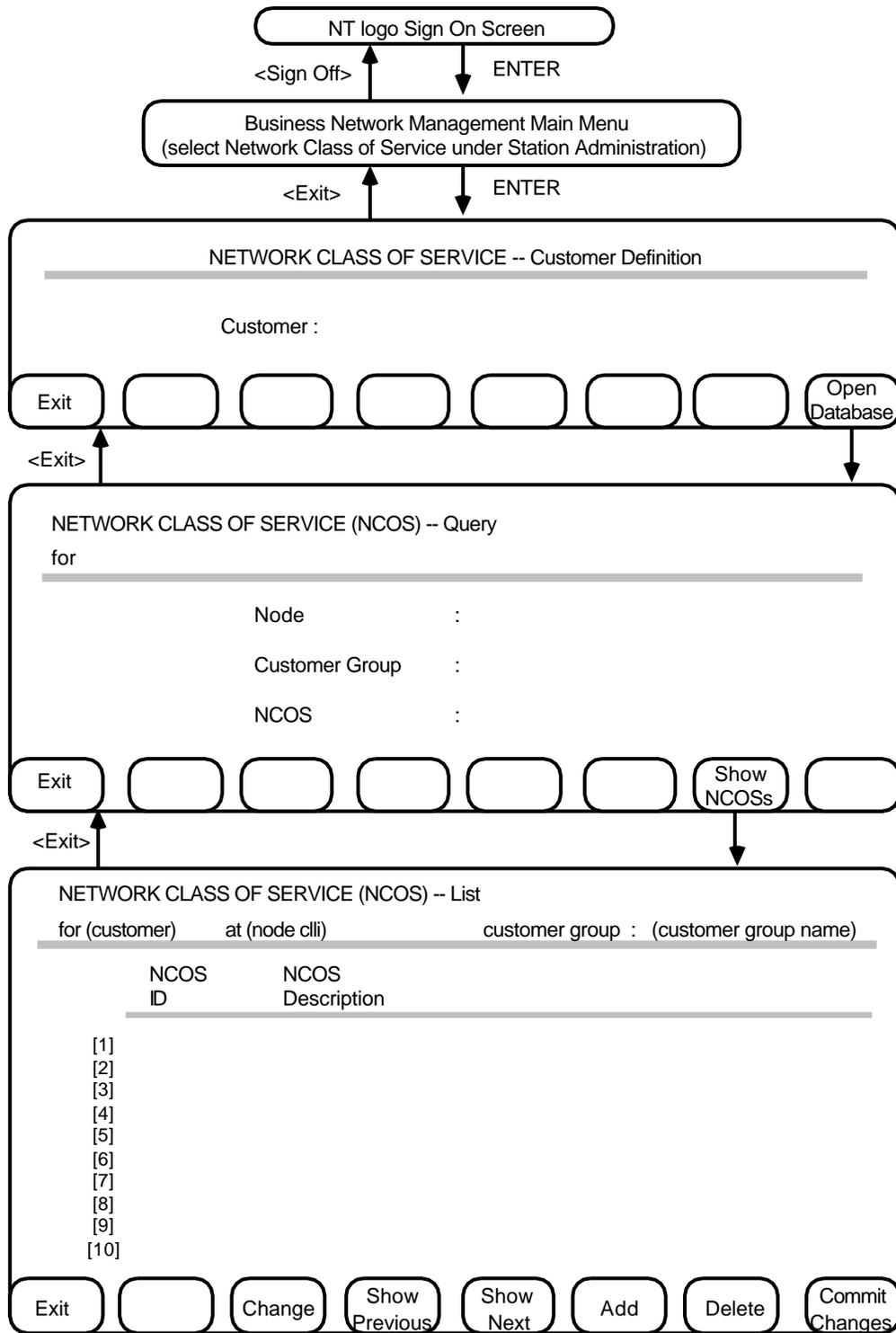


Fig. 7-1
The NCOS Query and List Screens

- (7) Type the name of a customer group to which network classes of service are assigned within the customer's network, then press RETURN.
==> The cursor moves to the NCOS field.
- (8) If you wish, change the NCOS code from its default of 0 to a value between 0 and 255, then press RETURN. This value determines the first NCOS code that the system displays in the list for the specified node and customer group.
==> The cursor returns to the first field.
- (9) You can use the RETURN or TAB key to move around the fields to correct any errors. When you have finished entering information, press the <Show NCOSs> softkey.
==> The Network Class of Service List screen appears, displaying IDs and descriptions of NCOSs that match the selection criteria entered on the Query screen. If the list is long, use the <Show Next> and <Show Previous> softkeys to display different parts of the list.

Note: Pressing the <Exit> softkey at any point (and pressing <Exit> again after a prompt if any changes were made) returns you to the previous screen, discarding any changes.

DELETING AN NCOS

7.05 To delete an NCOS from a customer's Station Administration database, first display it on the NCOS List screen (see the preceding procedure, *Displaying Network Classes of Service*), then perform the following steps.

Note: Pressing the <Exit> softkey at any point in this procedure (and pressing <Exit> again after a prompt) returns you to the previous screen without deleting any NCOSs.

- (1) Use the arrow keys (and, if necessary, the <Show Next> and <Show Previous> softkeys) to select the NCOS to be removed, then press <Delete>.
==> The system displays a message requesting confirmation of the deletion.
- (2) Press <Delete> again.
==> The system deletes the selected NCOS from the list.

Note: Pressing any key other than <Delete> at this point cancels the deletion.

- (3) Repeat steps 1 and 2 to delete more NCOSs, or go to step 4.
- (4) Press <Commit Changes> to register the NCOS deletions in the BNM customer database.
==> The Network Class of Service Query screen appears.

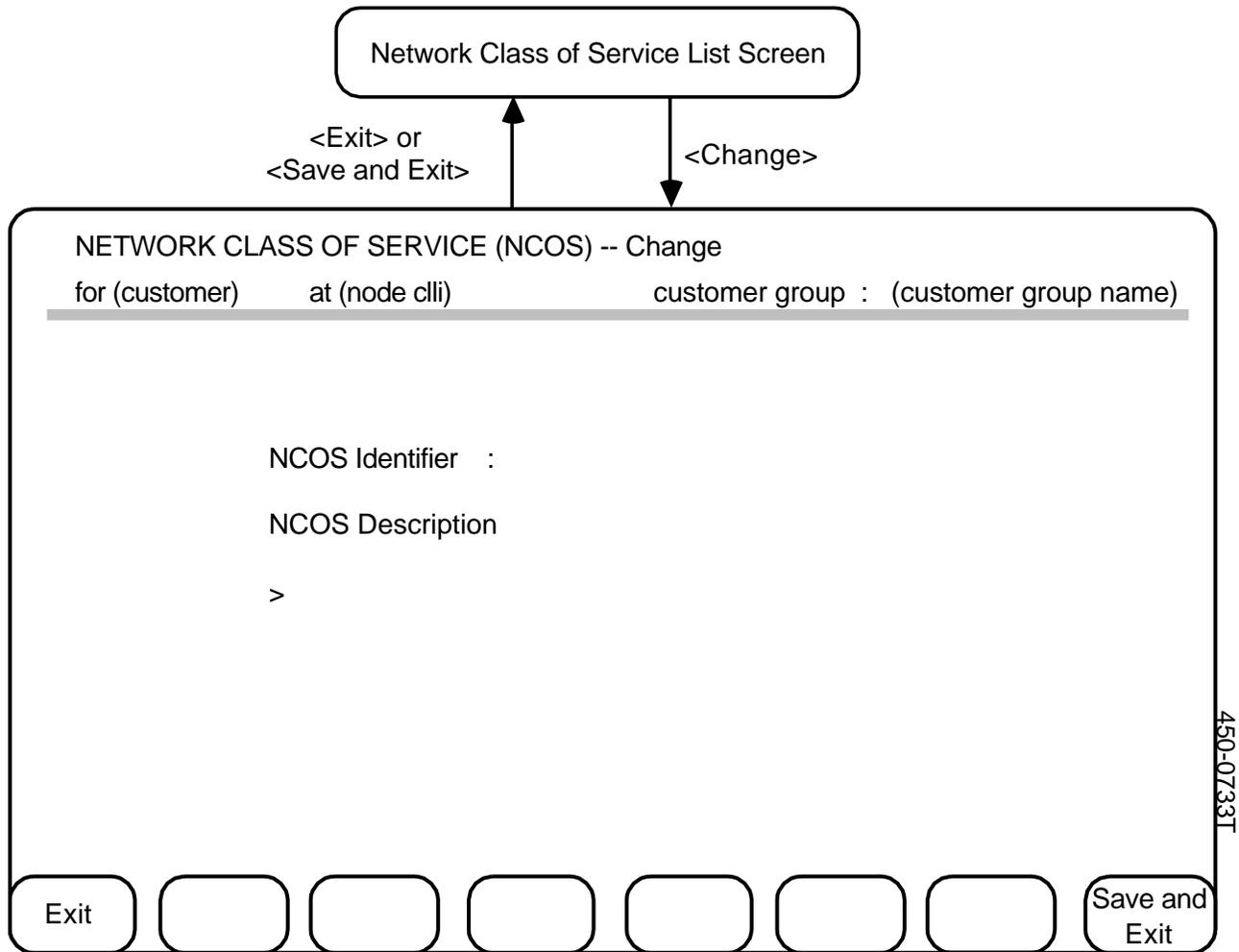


Fig. 7-2
The NCOS Change Screen

CHANGING AN NCOS DESCRIPTION

7.06 To change the description of an NCOS in a customer's Station Administration database, first display the NCOS on the NCOS List screen (see the procedure *Displaying Network Classes of Service*), then perform the following steps.

Note: Pressing the <Exit> softkey at any point in this procedure (and pressing <Exit> again after a prompt) returns you to the previous screen without changing the NCOS description.

- (1) Use the arrow keys (and, if necessary, the <Show Next> and <Show Previous> softkeys) to select the NCOS whose description is to be changed, then press <Change>.
==> The Network Class of Service Change screen appears with the NCOS Description field highlighted. (See Fig. 7-2.)
- (2) Type the new NCOS description. It can be up to 70 characters long.
- (3) Press the <Save and Exit> softkey.
==> The NCOS List screen appears, with the ID and new description displayed in the list.
- (4) Press <Commit Changes> to register the new NCOS in the BNM customer database.
==> The NCOS Query screen appears.

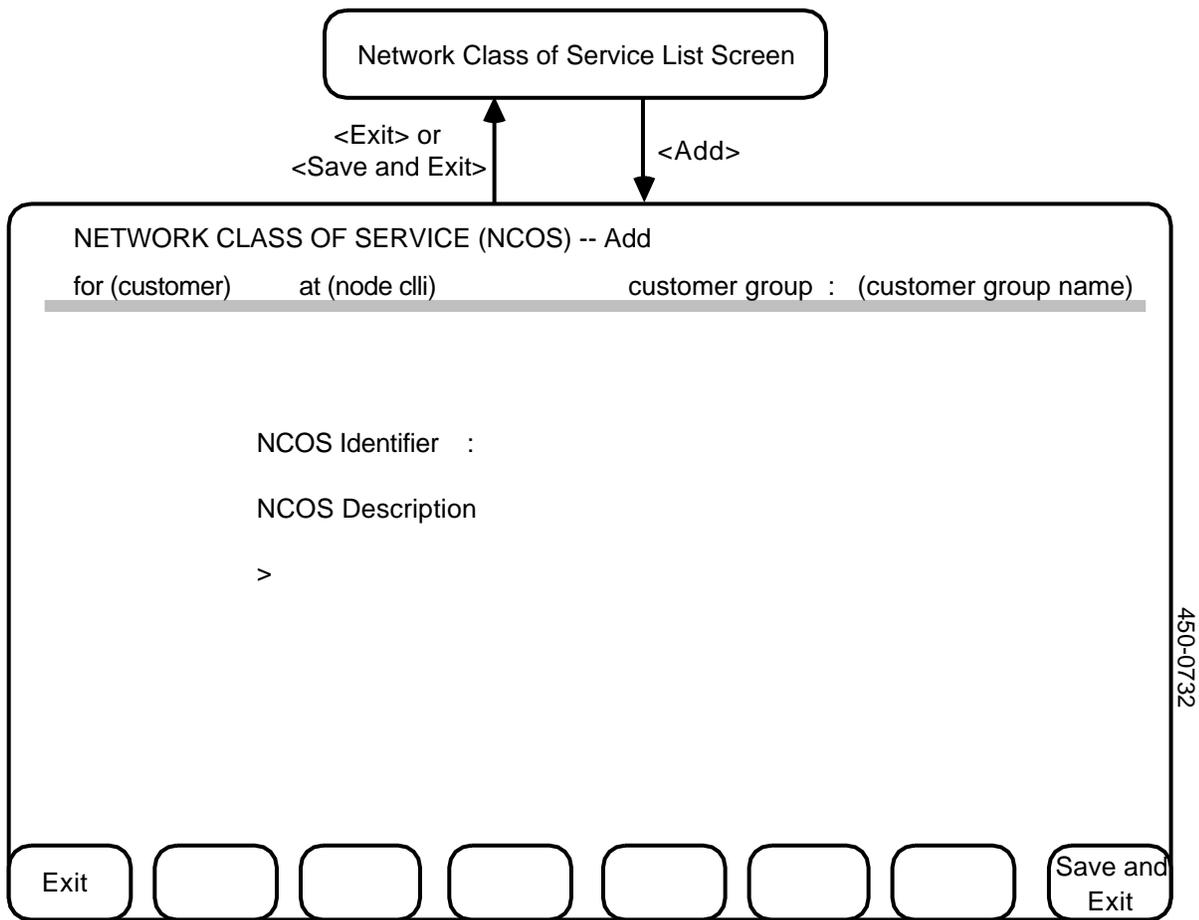


Fig. 7-3
The NCOS Add Screen

ADDING AN NCOS

7.07 To add a new NCOS to a customer's Station Administration database, first display the NCOS List screen (see the procedure *Displaying Network Classes of Service*), then perform the following steps. Each new NCOS must have an NCOS identifier (an integer code in the range 0 to 255 that identifies the new network class of service), and may also have a short (up to 70-character) description.

Note: Pressing the <Exit> softkey at any point in this procedure (and pressing <Exit> again after a prompt) returns you to the previous screen without adding a new NCOS.

- (1)** On the NCOS List screen, press the <Add> softkey.
==> The NCOS Add screen appears with the first field highlighted.
(See Fig. 7-3.)
- (2)** Type the new NCOS identifier and press RETURN.
==> The system highlights the next field.
- (3)** If you wish, enter a corresponding NCOS description.
- (4)** You can use the RETURN or TAB key to move between the fields to correct mistakes. When you have finished entering information, press the <Save and Exit> softkey.
==> The NCOS List screen appears. The system displays the ID and description of the new NCOS at the bottom of the list.
- (5)** Press <Commit Changes> to register the new NCOS in the BNM customer database.
==> The NCOS Query screen appears.

Last Page of Part 7

8. DATABASE UPLOAD AND SYNCHRONIZATION

INTRODUCTION

8.01 In order to carry out Station Administration operations for a customer, BNM must know how that customer's Meridian Digital Centrex network is configured. That information resides on one or more DMS switches (network nodes).

8.02 To register a new Station Administration customer, the telco must use BNM's Database Upload feature to retrieve the information from the appropriate nodes and enter it into a database. During subsequent Station Administration operations, BNM automatically updates the database to reflect changes made to the network from the DNC.

8.03 Changes that are made from equipment other than the DNC are uploaded to the BNM database by the Synchronization feature of Database Upload. Synchronization is discussed in detail following Database Upload.

8.04 Database Upload and Synchronization cannot be run at the same time. The second one attempted will be rescheduled.

Database Upload

8.05 Before the Database Upload feature can be used, the customer's feature subscription limits must be initialized. See Chapter 5 of this NTP for more information.

8.06 Database Upload must be used once for each node in the customer's network. Because of the time required by each DMS node to process a request for an upload, and by the DNC-500 to process the information it receives into a database (usually several hours all together), the uploading procedures should be performed after business hours. This should give ample time for uploading without interfering with other major operations, and ensure that the new customer's database is ready by the next morning.

8.07 Database Upload jobs are carried out on an "immediate" basis; that is, the system performs them as soon as possible. There is no way to schedule an upload for a particular date and time in advance.

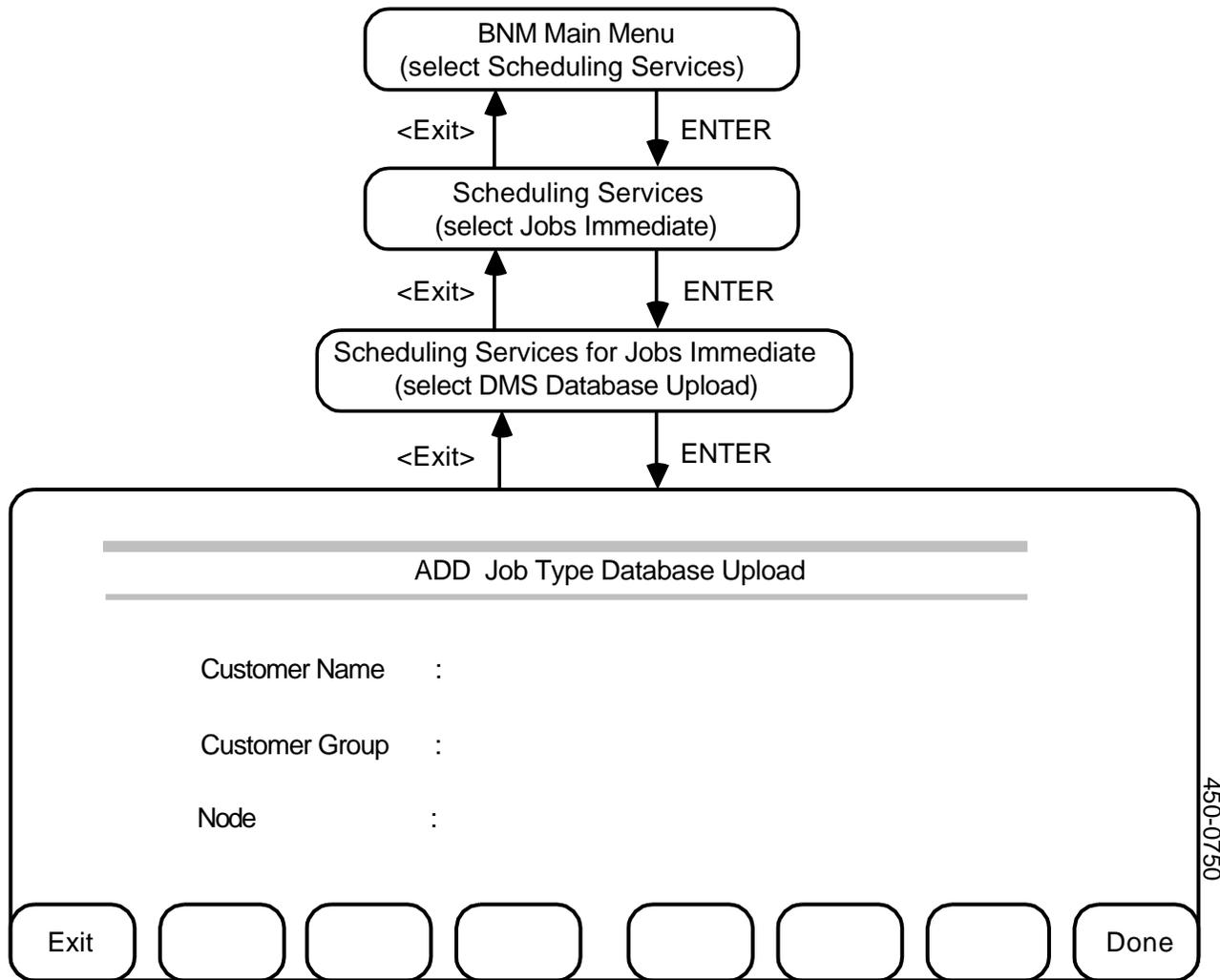


Fig. 8-1
The Database Upload Screen

8.08 The information required for the Database Upload procedure is:

- | | |
|-----------------------|---|
| Customer Name | This is the name of the customer for whom the procedure is being performed. This name must match a name that is registered in the DNC-500's Customer Table. |
| Customer Group | This is the name of the group under which the customer is registered in the Customer Group tables at the DMS nodes. |
| Node | This is the name of a DMS node that is part of the customer's Meridian Digital Centrex network. The name must match one that is registered in the DNC-500's Node Table. |

8.09 To carry out the procedure, start at the BNM main menu, then perform the following steps. Fig. 8-1 shows the necessary screens.

- (1) Select Scheduling Services, then press ENTER.
==> The Scheduling Services menu appears.
- (2) Select Jobs Immediate, then press ENTER.
==> The Jobs Immediate menu appears.
- (3) Select DMS Database Upload, then press ENTER.
==> The Database Upload screen appears with the Customer Name field highlighted.
- (4) Enter a customer name, then press RETURN.
==> The system highlights the Customer Group field.
- (5) Enter the customer group to which that customer belongs on the relevant DMS node, then press RETURN.
==> The system highlights the Node field.
- (6) Enter the name of one DMS node from which the BNM system is to retrieve data, then press RETURN.
==> The system highlights the Customer Name field.
- (7) You can use the RETURN key to move around the fields again if you want to make corrections. When the information in all the fields is correct, press the <Done> softkey.
==> The system schedules an immediate database upload job for the specified customer and node, and displays the message "The database upload job has been added".
- (8) Repeat steps 4 through 7 for each DMS node that is part of the customer's Meridian Digital Centrex network.

Synchronization

8.10 Synchronization uploads all information about the customer groups of a given customer and node that has changed since the last time Database Upload or Synchronization was used.

8.11 If a line is removed from service on the DMS and is not reassigned, this information is uploaded to the DNC. If the LEN is still valid on the DMS, it appears as an unassigned station for the customer on the DNC. It still belongs to the same customer group even though there is no concept of unassigned lines being in customer groups on the DMS. If the LEN is no longer valid or it is owned by a new customer, it is deleted from the old customer's database on the DNC.

8.12 Synchronization must be used once for each node in the customer's network. Because of the time required by each DMS node to process a request for an upload, and by the DNC-500 to process the information it receives into a database (usually several hours all together), the synchronization procedure should be performed after business hours. This should give ample time for synchronizing without interfering with other major operations, and ensure that the new customer's database is ready by the next morning.

8.13 The information required for the Synchronization procedure is:

Customer Name	This is the name of the customer for whom the procedure is being performed. This name must match a name that is registered in the DNC-500's Customer Table.
Node	This is the name of a DMS node that is part of the customer's Meridian Digital Centrex network. The name must match one that is registered in the DNC-500's Node Table.

8.14 Synchronization is scheduled to run on a daily (or more frequent) basis. This incremental upload is intended to be scheduled separately from any database upload. The procedure for scheduling Synchronization is discussed in the Scheduling Services section of NTP 450-1021-311.

8.15 Synchronization should not be scheduled to conflict with any procedure (such as service order processing) that opens the database since it needs to open the database in exclusive mode. Failed synchronization attempts due to this conflict are not rescheduled. A failed synchronization attempt leaves the database unchanged.

9. REPORTING

INTRODUCTION

9.01 This section explains how to request printed reports that show some or all of the contents of a Station Administration customer's database. The following types of reports are available:

Stations	Station reports come in two forms: summary and detailed. Detailed reports list all directory numbers and features that have been assigned to stations. Summary reports list stations by their primary directory numbers but do not show other associated directory numbers and show only a few selected features.
Stations by Call Pickup Groups	Reports on call pickup groups are similar to summary station reports, except that they list only stations that belong to call pickup groups. The stations are sorted and identified by call pickup group.
Stations by Speed Call Groups	Reports on speed call groups are also similar to summary station reports, but they list only stations that belong to speed call groups. The stations are sorted and identified by speed call group.
Stations by ISDN Looplens	Reports on ISDN looplens list the ISDN stations that are connected to each loop. They are sorted by loop and then by logical terminal identifier (LTID).
Service Order Batches	Reports on service order batches show information about schedules, status, and results.
Hunt Groups	Hunt Group reports have two parts. The first part is a summary that shows each hunt group's pilot DN and hunt options. The second part gives details about the members of the hunt groups.
Group Intercoms	Group Intercom reports list the group intercoms that are assigned in the database.
Stations Forwarded to a Specified DN	Call Forward reports list stations that have been call forwarded to a specified directory number. There are two types of Call Forward reports: one lists stations that have the Call Forward Busy (CFB) option; the other lists stations that have the Call Forward No Answer (CFD) option.

Service Order History Service Order History reports list service orders that have been completed successfully.

9.02 You can use various selection criteria to restrict a report to particular stations or service order batches. Generally, selection criteria consist of either an exact value, or lower and upper limits. For example, you can specify the exact value 5551212 to get a report on the station that has this primary directory number, or you can specify the limits 5550000 to 5559999 to get a report on all stations that have primary directory numbers within this range.

REPORT DESTINATION **9.03** Reports are normally printed on telco printers, but by changing an init file parameter (at installation time), the reports can be rerouted to the customer's printer. In this case, it is the customer's responsibility to have their printer online. The baud rate, of the customer's terminal, should be set at a rate no greater than 1200 baud.

THE REPORTS SCREEN **9.04** The BNM Station Administration Reports screen, shown in Fig. 9-1, is the menu from which you choose the type of report you want. Follow these steps to reach this screen:

Sign On to the DNC

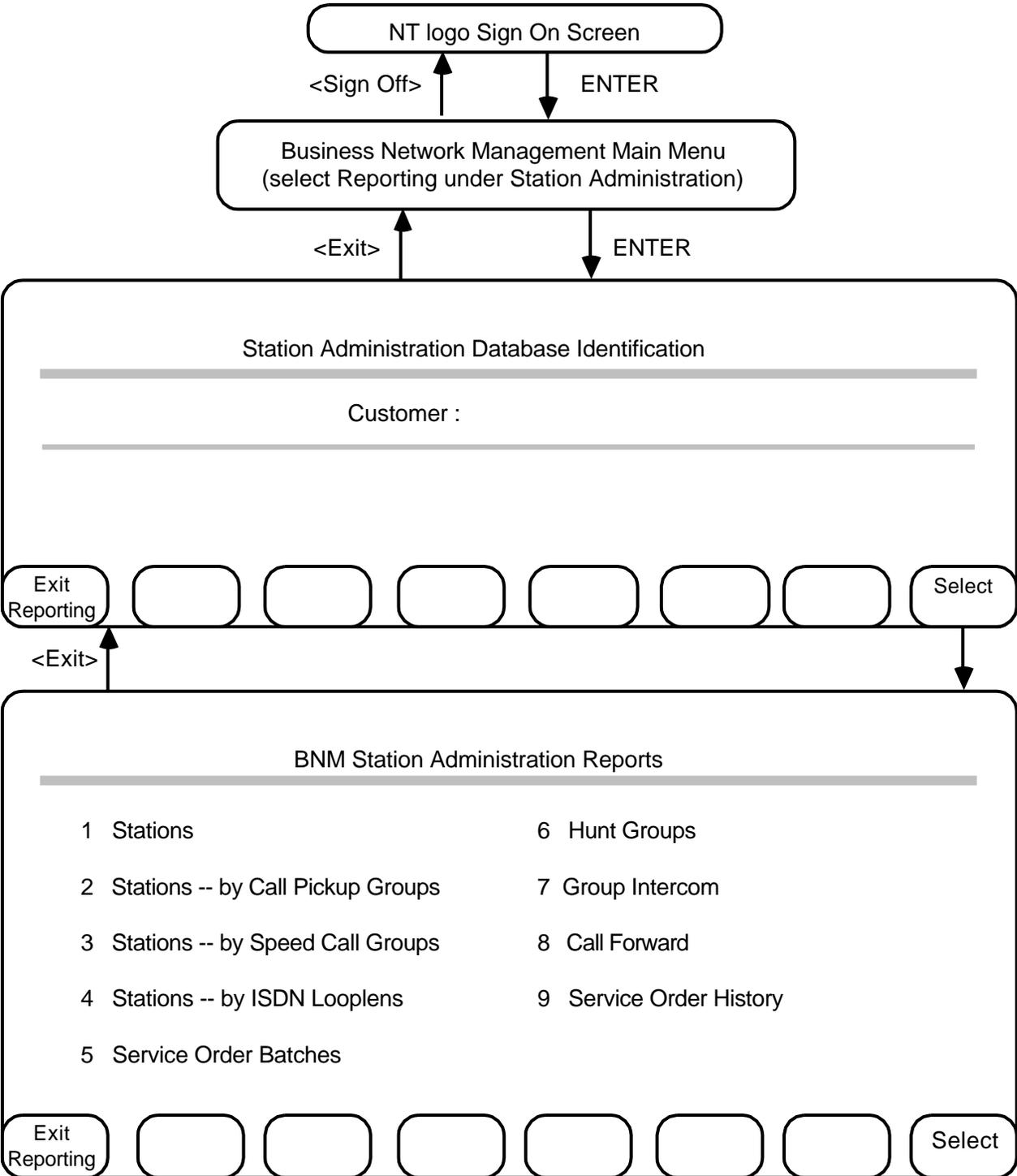
- (1) Start with the 'nt' logo displayed on your terminal. The system prompts you for your user ID.
- (2) Type your user ID, then press ENTER.
==> The system prompts you for your password.
- (3) Type your password, then press ENTER. (The password will not be displayed on the screen.)
==> The BNM main menu appears.

Select Station Administration Reporting

- (1) On the BNM main menu, use the arrow keys to select the Station Administration Reporting option, then press ENTER.
==> The Station Administration Database Identification screen appears.

Select a Customer Database

- (1) Type the name of a customer, then press <Select> or ENTER. The customer name must be one that is registered in the BNM Customer Table.
==> The BNM Station Administration Reports screen appears.



450-0770T

Fig. 9-1
The Station Administration Reports Screen

- (3) Use the arrow keys to select one of the Report Sequence options:

LEN/LTID The stations are listed in order by node and by line equipment number (for non-ISDN lines) or logical terminal identifier (for ISDN lines).

Prime DN In a detail report, the stations are listed in order by numbering plan area (area code) and by primary directory number. In a summary report there is no numbering plan area, so the stations are listed in order by primary directory number.

When you have selected an option, press RETURN.
 ==> The cursor moves to the Report Type options.

- (4) Use the arrow keys to select one of the Report Type options:

Summary Summary reports provide one line of data per station and do not include DN data.

Detailed Detailed reports provide several lines of data per station and include DN data.

When you have selected an option, press RETURN.
 ==> The cursor moves to the Selection Criteria options.

- (5) Enter selection criteria if you want to limit the report to certain stations. If you don't enter any selection criteria, the system produces a report on the entire database.

Enter an exact value to limit the report to one particular station. To specify a range of stations, enter a complete or partial value for the lower limit, the upper limit, or both. For example:

- enter the name of a node in the Exact Value field to get a report on the stations for that node
- enter the lower limit 5550000 and the upper limit 5552000 for Primary DN to get a report on stations whose primary directory numbers fall in that range
- enter 555 as the lower limit for Primary DN to get a report on stations whose primary DN starts with 555 or some higher number

Use the RETURN key to move between the selection criteria fields. When you have finished entering criteria, press <Select>.
 ==> A message appears to tell you that the request for a report is being processed.

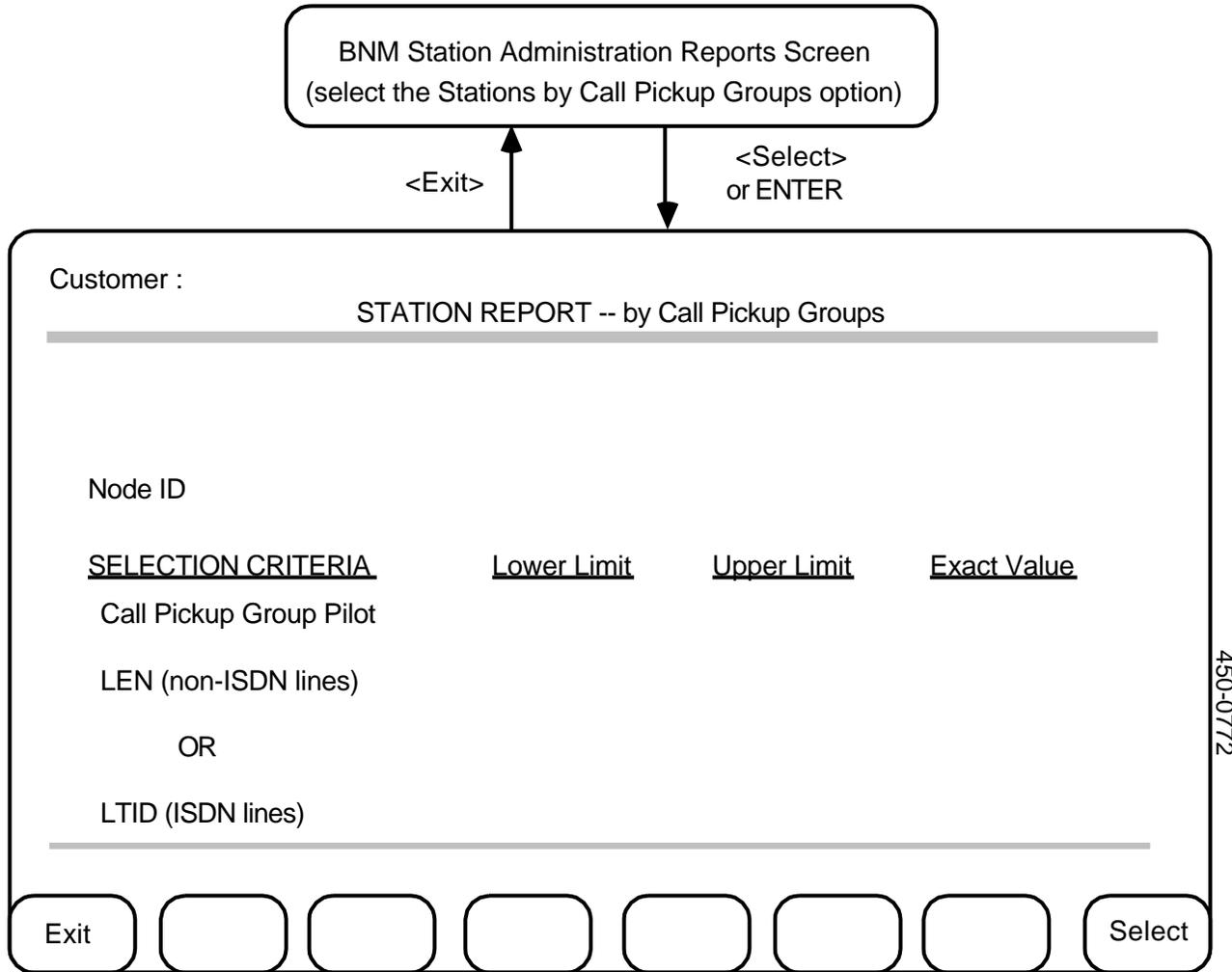


Fig. 9-3
The Station Report by Call Pickup Groups Screen

STATIONS BY CALL PICKUP GROUPS

9.06 This procedure explains how to request a station report that is sorted by call pickup group. The Station Report by Call Pickup Groups screen is shown in Fig. 9-3.

- (1) Follow the procedure described under the heading *The Reports Screen* earlier in this section to reach the BNM Station Administration Reports screen.
- (2) Use the arrow keys to select the Stations by Call Pickup Groups option, then press <Select> or ENTER.
 ==> The Station Report by Call Pickup Groups screen appears with the cursor in the Node ID field.

(3) Type the name of a node, then press RETURN. (Each report lists call pickup groups from one node. You must enter a valid node name in this field.)
==> The cursor moves to the Selection Criteria options.

(4) If you want to limit the report to particular call pickup groups, you can select them by their pilot stations' line equipment numbers (LENs) or logical terminal identifiers (LTIDs). If you don't enter any selection criteria, the system produces a report on all the call pickup groups in the database.

Enter an exact value to limit the report to one particular call pickup group. To specify a range of call pickup groups, enter a complete or partial value for the lower limit, the upper limit, or both.

Use the RETURN or TAB key to move between the fields. When you are finished entering selection criteria, press <Select>.
==> A message appears to tell you that the request for a report is being processed.

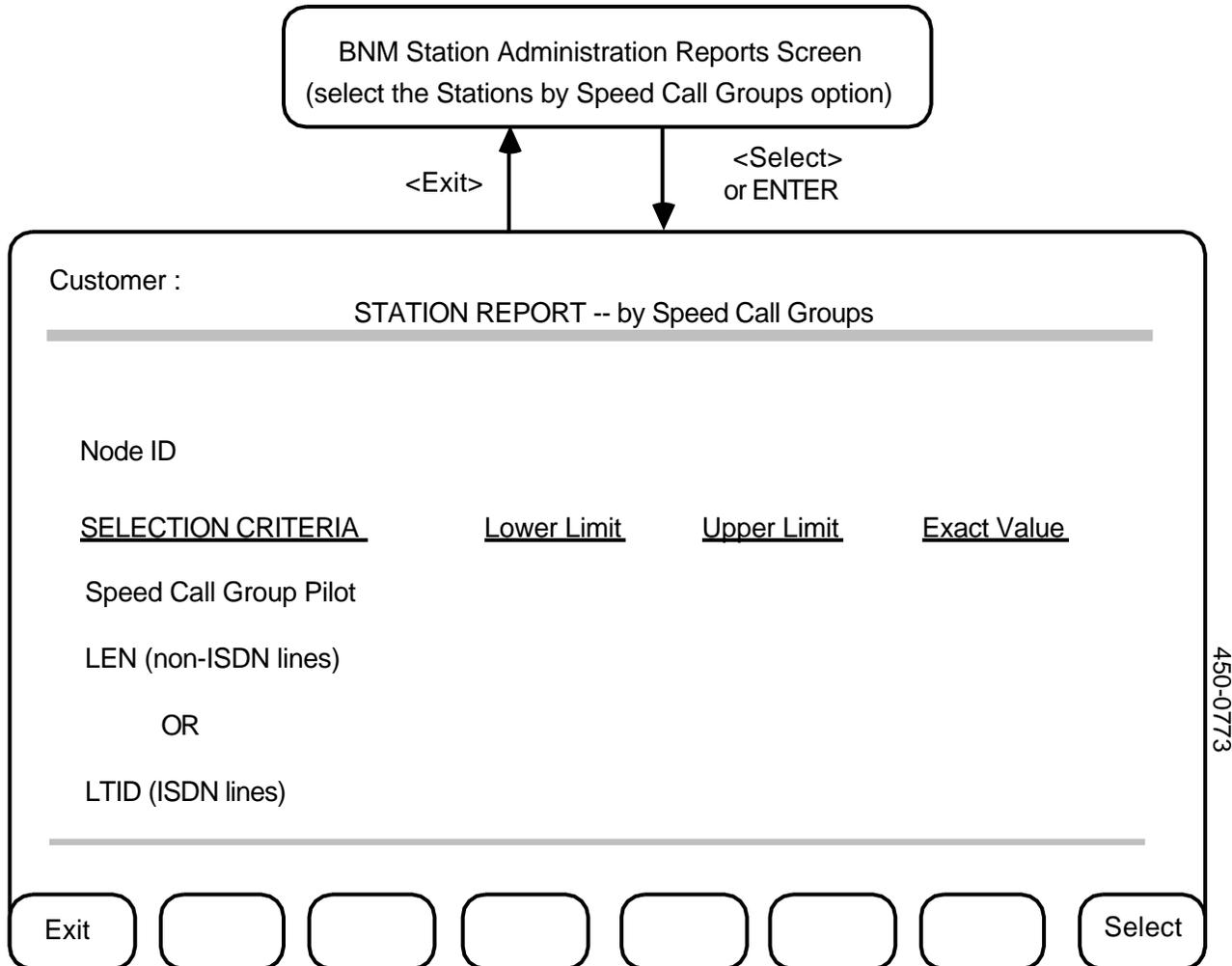


Fig. 9-4
The Station Report by Speed Call Groups Screen

STATIONS BY SPEED CALL GROUPS

9.07 This procedure explains how to request a station report that is sorted by speed call group. The Station Report by Speed Call Groups screen is shown in Fig. 9-4.

- (1) Follow the procedure described under the heading *The Reports Screen* earlier in this section to reach the BNM Station Administration Reports screen.
- (2) Use the arrow keys to select the Stations by Speed Call Groups option, then press <Select> or ENTER.
 ==> The Station Report by Speed Call Groups screen appears with the cursor in the Node ID field.

(3) Type the name of a node, then press RETURN. (Each report lists speed call groups from one node. You must enter a valid node name in this field.)
==> The cursor moves to the Selection Criteria options.

(4) If you want to limit the report to particular speed call groups, you can select them by their pilot stations' line equipment numbers (LENs) or logical terminal identifiers (LTIDs). If you don't enter any selection criteria, the system produces a report on all the speed call groups in the database.

Enter an exact value to limit the report to one particular speed call group. To specify a range of speed call groups, enter a complete or partial value for the lower limit, the upper limit, or both.

Use the RETURN or TAB key to move between the fields. When you are finished entering selection criteria, press <Select>.
==> A message appears to tell you that the request for a report is being processed.

(3) Type the name of a node, then press RETURN. (Each report lists ISDN stations from one node. You must enter a valid node name in this field.)
==> The cursor moves to the Selection Criteria options.

(4) If you want to limit the report to particular ISDN stations, you can select them by looplen. If you don't enter any selection criteria, the system produces a report on all the ISDN stations in the database.

Enter an exact value to limit the report to the stations on one particular looplen. To specify a range of looplens, enter a complete or partial value for the lower limit, the upper limit, or both.

Use the RETURN or TAB key to move between the fields. When you are finished entering selection criteria, press <Select>.
==> A message appears to tell you that the request for a report is being processed.

- (3) If you want to limit the report to particular service order batches, you can select them by batch ID, group ID, or activation date. If you don't enter any selection criteria, the system produces a report on all the batches in the database.

Enter an exact value to limit the report to one particular batch. To specify a range of batches, enter a complete or partial value for the lower limit, the upper limit, or both.

Use the RETURN or TAB key to move between the fields. When you are finished entering selection criteria, press <Select>.

==> A message appears to tell you that the request for a report is being processed.

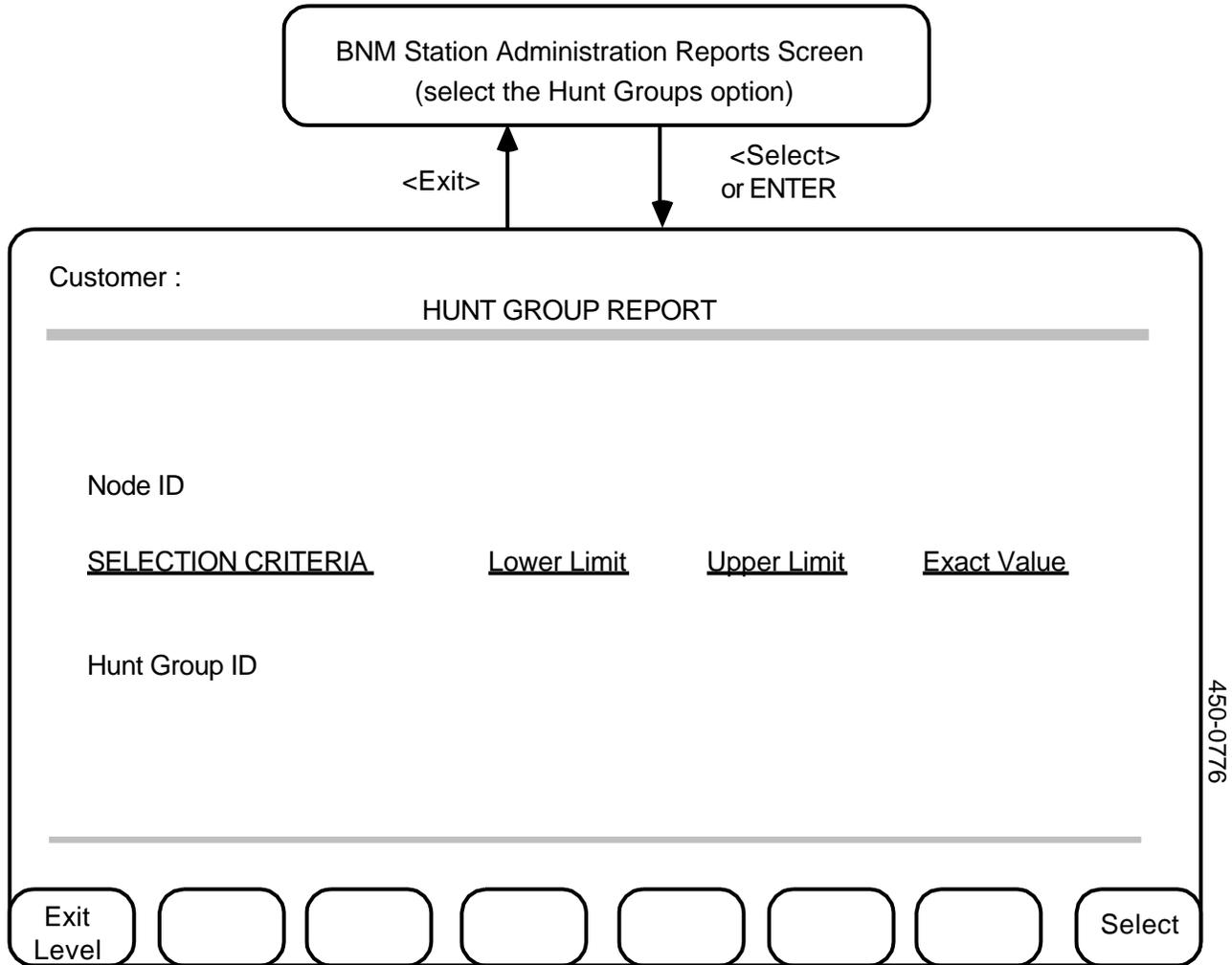


Fig. 9-7
The Hunt Group Report Screen

HUNT GROUPS

9.10 This procedure explains how to request a hunt group report. The Hunt Group Report screen is shown in Fig. 9-7.

- (1) Follow the procedure described under the heading *The Reports Screen* earlier in this section to reach the BNM Station Administration Reports screen.
- (2) Use the arrow keys to select the Hunt Groups option, then press <Select> or ENTER.
 ==> The Hunt Group Report screen appears with the cursor in the Node ID field.

- (3) Type the name of a node, then press RETURN. (Each report lists hunt groups from one node. You must enter a valid node name in this field.)
==> The cursor moves to the Selection Criteria options.
- (4) If you want to limit the report to particular hunt groups, use their Hunt Group ID numbers* in the Selection Criteria fields. You can enter one Hunt Group ID in the Exact Value field, or you can specify a range of hunt groups by entering IDs in the Lower Limit and Upper Limit fields. If you don't enter any selection criteria, the system produces a report on all the hunt groups in the database.

Use the RETURN or TAB key to move between the fields. When you have finished entering selection criteria, press <Select>.
==> A message appears to tell you that the request for a report is being processed.

* A Hunt Group ID is an ID number that the system assigns to a hunt group automatically. You can display the Group ID for a particular hunt group by selecting the Directory Number Hunt feature on the DN Information screen and then pressing <Show Parm> (see Directory Number Hunt in Chapter 4 for more information).

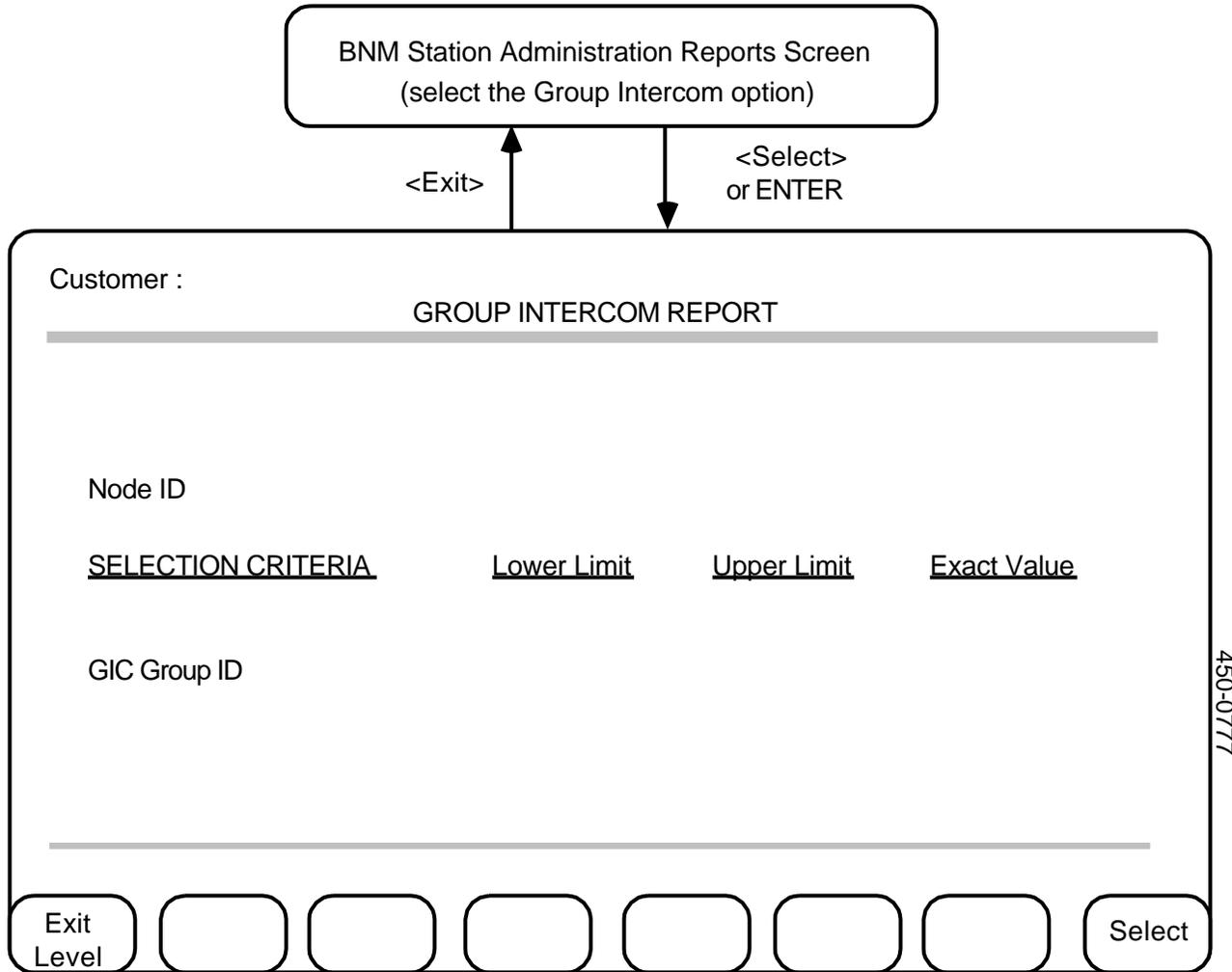


Fig. 9-8
The Group Intercom Report Screen

GROUP INTERCOMS

9.11 This procedure explains how to request a group intercom report. The Group Intercom Report screen is shown in Fig. 9-8.

- (1) Follow the procedure described under the heading *The Reports Screen* earlier in this section to reach the BNM Station Administration Reports screen.
- (2) Use the arrow keys to select the Group Intercoms option, then press <Select> or ENTER.
==> The Group Intercom Report screen appears with the cursor in the Node ID field.

(3) Type the name of a node, then press RETURN. (Each report lists group intercom groups from one node. You must enter a valid node name in this field.)
==> The cursor moves to the Selection Criteria options.

(4) If you want to limit the report to particular Group Intercom groups, you can select them by their GIC group names. If you don't enter any selection criteria, the system produces a report on all the group intercom groups in the database.

Enter an exact value to limit the report to one particular group. To specify a range of groups, enter a complete or partial value for the lower limit, the upper limit, or both.

Use the RETURN or TAB key to move between the fields. When you are finished entering selection criteria, press <Select>.
==> A message appears to tell you that the request for a report is being processed.

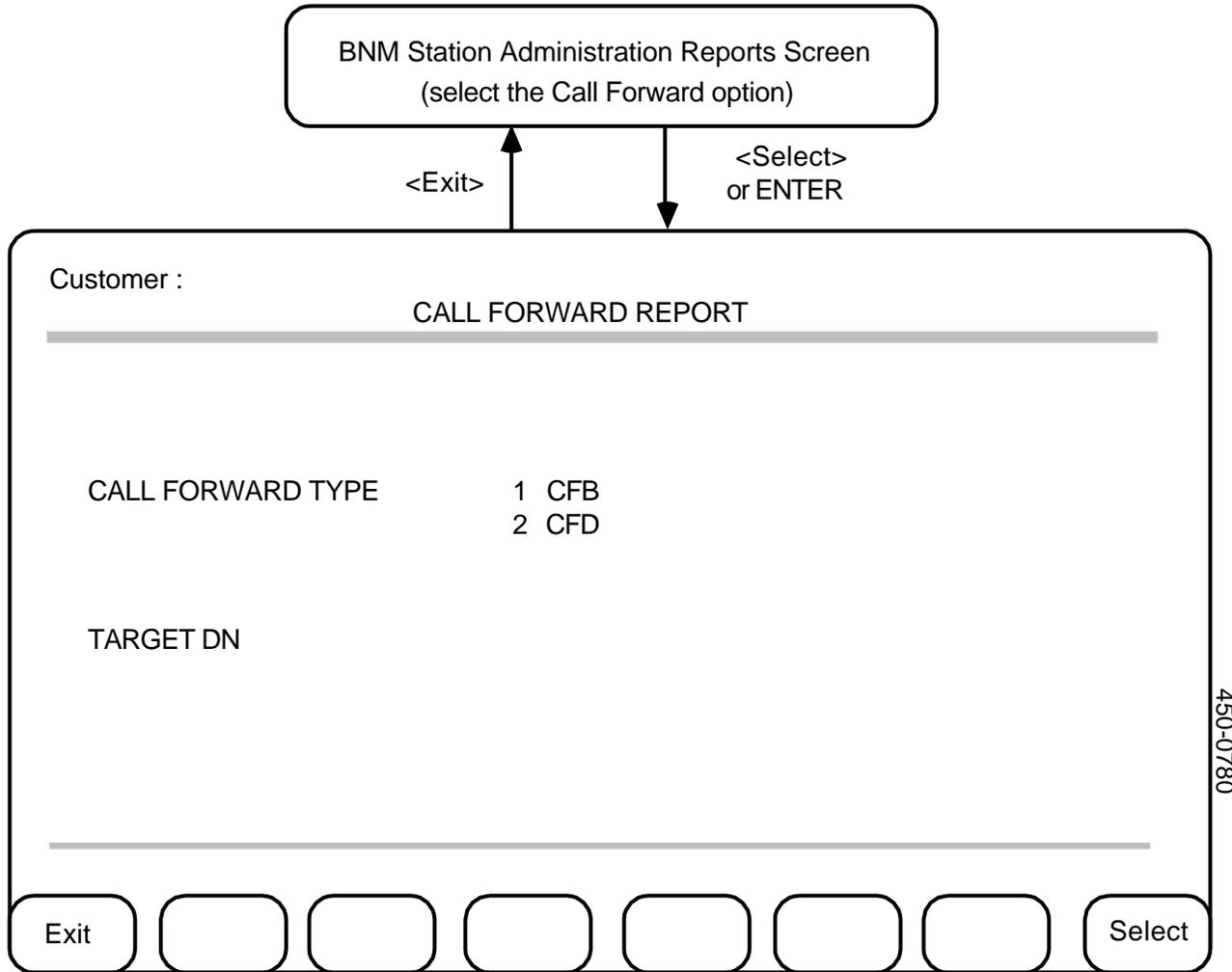


Fig. 9-9
The Call Forward Report Screen

CALL FORWARDED STATIONS

9.12 This procedure explains how to request a report on stations that have been forwarded to a specified directory number (DN). The Call Forward Report screen is shown in Fig. 9-9.

- (1) Follow the procedure described under the heading *The Reports Screen* earlier in this section to reach the BNM Station Administration Reports screen.
- (2) Use the arrow keys to select the Call Forward option, then press <Select> or ENTER.
 ==> The Call Forward Report screen appears with the cursor in the Call Forward Type field.

- (3)** Use the arrow keys to select the value CFB or CFD. Use CFB to produce a report on stations that have the Call Forward Busy option, or use CFD to produce a report on stations that have the Call Forward No Answer option. When you have selected one of these options, press RETURN.
==> The cursor moves to the Target DN field.
- (4)** Type the directory number for which you want a report of forwarded stations. You must enter a value in this field. It is recommended that you enter a complete directory number. If you enter a partial directory number, the resulting report will show all stations that are forwarded to DNs that match the partial DN, but those stations will not be sorted according to the complete DN to which they are forwarded.
- (5)** Press <Select>.
==> A message appears to tell you that the request for a report is being processed.

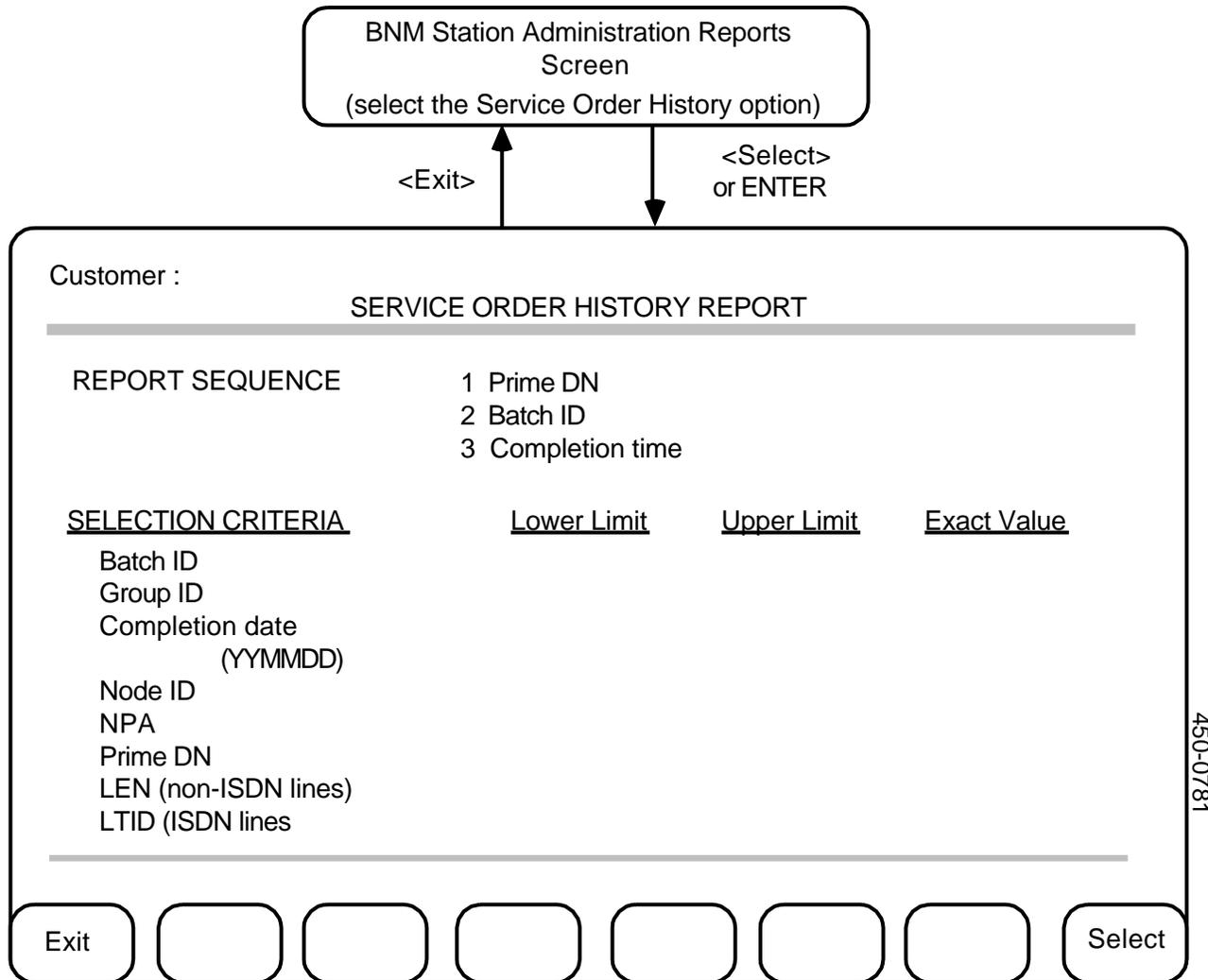


Fig. 9-10
The Service Order History Report Screen

SERVICE ORDER HISTORY REPORTS

9.13 This procedure explains how to request a report of service order history records. Records are available for a predefined length of time, usually a few days, before being deleted automatically by the SADBSYNC job. The length of time that records are kept is set when the BNM system is installed.

- (1) Follow the procedure described under the heading *The Reports Screen* earlier in this section to reach the BNM Station Administration Reports screen.
- (2) Use the arrow keys to select the Service Order History option, then press <Select> or ENTER.
 ==> The Service Order History Report screen appears with one of the Report Sequence options highlighted (Fig. 9-10).

- (3) Use the arrow keys to select one of the Report Sequence options. If you select Completion Time, the service order records will be sorted from oldest to most recent. If you select Prime DN or Batch ID, the records will be sorted first by that field, then by completion time, with the oldest ones listed first. When you have selected an option, press RETURN.

==> The cursor moves to the Selection Criteria options.

- (4) Enter selection criteria if you want to limit the report to certain records. If you don't enter any selection criteria, the system produces a report on all the service order history records in the database.

Enter an exact value to limit the report to records for a particular

- batch
- group
- date
- node
- NPA (numbering plan area, also known as area code)
- primary directory number
- line equipment number (LEN) or logical terminal identifier (LTID)

For example, enter 890101 as an exact value for Completion Date to produce a report containing records of all service orders that were completed successfully on that date.

To specify a range of batches, groups, or other entities, enter a complete or partial value for the lower limit, the upper limit, or both. For example, enter the lower limit 5550000 and the upper limit 5552000 for Prime DN to get a report on service orders for stations whose primary directory numbers fall in that range.

Use the RETURN key to move between the selection criteria fields. When you have finished entering criteria, press <Select>.

==> A message appears to tell you that the request for a report is being processed.

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