BT REVELATION
OPERATOR / SYSTEM ADMINISTRATOR
QUICK REFERENCE

Administration Programming

Programming by default is from a Systemphone on extension 20.

Access Administration Programming:
- Enter access code (70)
- Enter 3-digit PIN (default is 111)
- Display shows "Dial admin code"
- Enter required admin code
- Enter required data
- To enter another admin code, step back to prompt with the #-key
- To finish programming, replace the handset or press HANDS FREE

The prompt keys either side of the Systemphone display provide help and allow you to scroll through the available admin codes.

Day/Night Service

Switching times for day/night service can be automatic at preset times or manual.
Auto start time for day service is admin program code-✱1.
Auto start time for night service is admin program code-✱2.

Manual Night Service (on/off):
(from Extn 20) – Dial the code (78).

Systemphone Key Programming
- Press the #-key
- Press the key to be programmed
- Dial the feature for the key
- Press HANDS FREE to finish and label the key.

Feature codes, telephone numbers, lines and extension numbers can all be programmed to a key.
When programming a telephone number, the access digit (9) and a pause must be programmed before the number.
Line 1 is 51, Line 2 is 52, Line 3 is 53 and Line 4 is 54.

Caller ID Memory (Mark-II System)

Dial code (64) from any Systemphone to see the most recent caller ID (number or name).
The letter A before the number indicates the call was answered, programming can be changed so only unanswered calls are stored.
Pressing the #-key when a number is displayed will show the time and date information for the call.
The prompt keys can be used to scroll through the stored number list (the last 50 calls are stored).
If you press the REDIAL (feature code-60) when a number is displayed, the system will seize a free line and dial the number.
The display of a Systemphone connected to extension 20 will show "New Unansw Calls" when new unanswered calls have been received. This message is erased when the caller ID log is examined by any Systemphone.

Time & Date
- Access administration programming (70) – (PIN 111)
- Dial the admin program code-(4)
- Enter the time (24-hour format) and press the #-key. (e.g. 1345 #)
- Enter the date in the format DDMMYY and press the #-key.
  (e.g. enter 09 Dec 2004 as 091204 #)
- Press HANDS FREE to finish.

Assigning Extension Names
- Access administration programming (70) – (PIN 111)
- Dial the admin program code-(✱3)
- Enter the extension to be assigned a name (20-31)
- The Systemphone display will change to "Extension XX", if a name has previously been programmed, it will appear with the cursor over the first letter
- Enter the name using the alphanumeric keypad. (Max 16 characters)
- When the name is entered, press HANDS FREE to finish.

To enter the name (alphanumeric keypad):
Press 2 once for A, twice for B, three times for C; press 3 once for D, twice for E etc
Press #-key once to enter letter and move on
Press #-key again for a space
Press ✱–key to go back a space
Press 0 to delete a character.

System Speedials

When programming system speedials a pause should be entered before the number, the Pause key must be programmed onto a Systemphone key using code-(56).

To add or delete a system speedial:
- Access administration programming (70) – (PIN 111)
- Dial the admin program code-(5)
- Enter the location (00-99) where you wish to store the number.
- Press Pause, then dial the number to be stored. Press –key to delete a number.
- Press HANDS FREE twice to finish.

Up to 30 digits may be stored in each location.
Mark-I system has 50 speedials available (locations 50-99), accessed by dialling 650-699.
Mark-II system has 100 speedials available (locations 00-99), accessed by dialling 800-899.

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