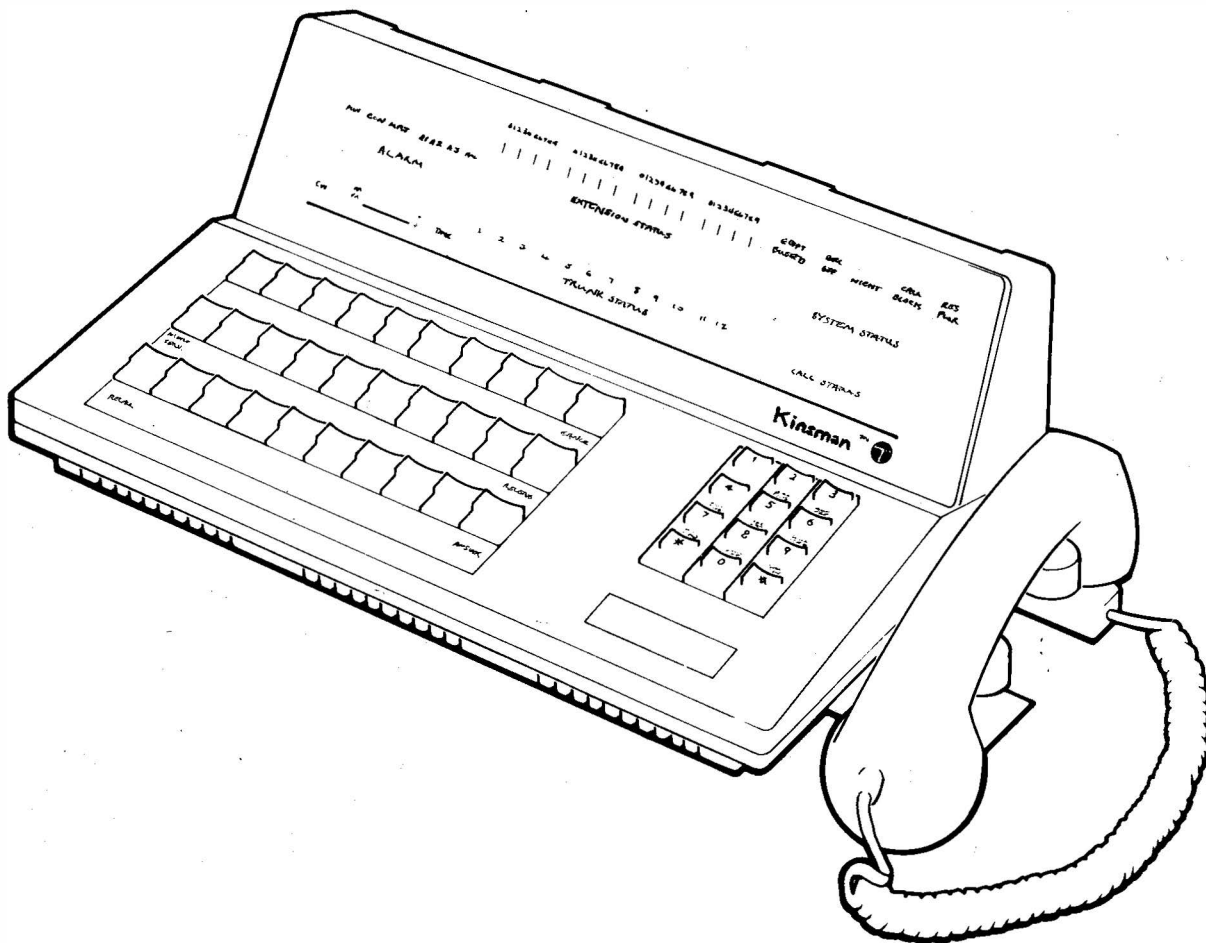


**KINSMAN<sup>TM</sup>**

# LIMITED PROGRAMMING GUIDE



# INTRODUCTION

This booklet is designed to tell you, the Operator, how to make basic changes to the Programming of your KINSMAN Call Connect System. All Programming is performed using the Numeric Keypad (including '\*' and '#' Keys) and the STATUS and RELEASE Keys. While you Program the system, the data you enter is displayed as digits on the Call Status Display.

Before you can start Programming you must put the KINSMAN into Programming

Mode. The procedure for doing this is quite simple, and is printed here inside the front cover, so that you can refer to it at any time.

## NOTE:

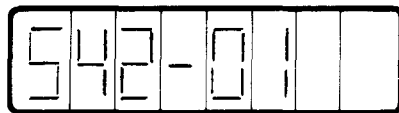
When a KINSMAN is installed for the first time, the User Programming Security Code is '1234'. However, this code can easily be changed, see page G1 of this booklet. Make sure you know the current User Programming Security Code before you try to enter Programming Mode.

Press STATUS

four times and hold down  
on fourth press

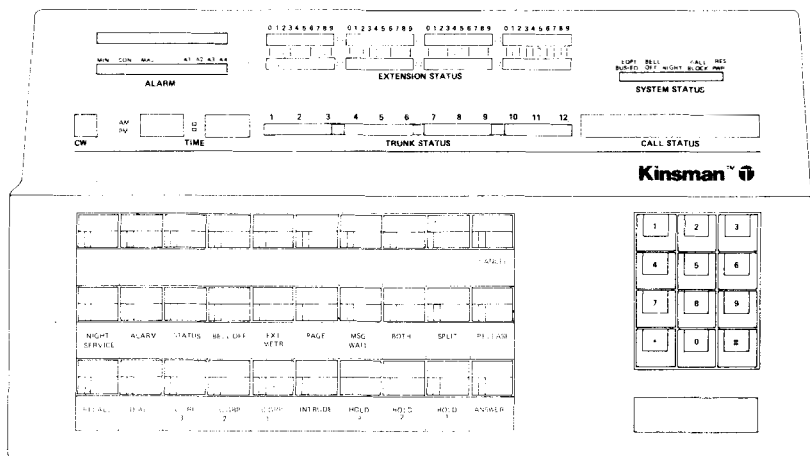
1

Display Shows:



2

Keep STATUS pressed and  
enter User Programming  
Security Code  
(See note above)

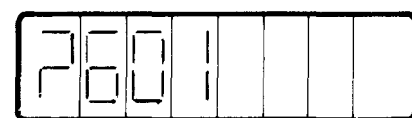


3

The display  
flashes, showing  
that the code has  
been accepted

4

Release STATUS and  
Press '#' to enter  
system memory  
Display Shows:



To Leave Programming Mode:

Press RELEASE

# CONTENTS

---

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# PROGRAMMING KINSMAN

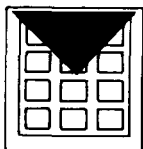
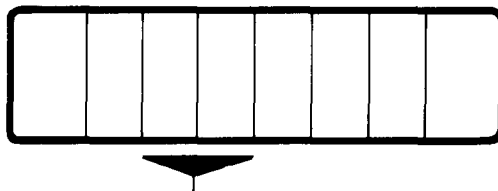
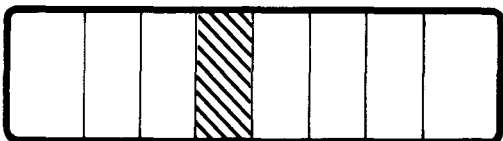
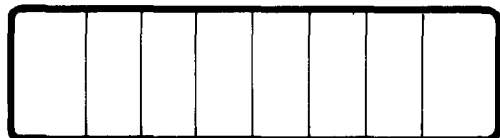
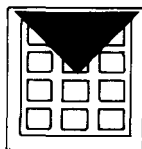
This booklet shows you how to make the following changes in the KINSMAN's programming:

- 1 Extension numbering
- 2 Class of Service (COS) changes
- 3 Pickup Groups
- 4 Hunt Groups
- 5 Direct Extension Select (DES) Keys
- 6 Access Barring

If you are programming KINSMAN for the first time, read the inside front cover and make sure that you understand how to enter and leave programming mode.

This booklet is divided into sections. Each section tells you how to program a particular function of the KINSMAN. Within a section, the first page gives information that you should be aware of before you try to alter the programming of the function. The second page shows you the exact sequence required to perform the programming. The third page onwards contain forms that you should fill in, before you start programming, with any changes that you intend to make. The programming instructions in each section use various symbols to show how to perform the required steps. These symbols are as follows:

## SYMBOL



## MEANING

Enter the number shown over the symbol on the numeric keypad of the console.

General symbol for the console display;

The shaded position on the symbol shows that the corresponding position in the console display is flashing.

Enter on the numeric keypad the digits shown in the positions marked by the broad arrow.

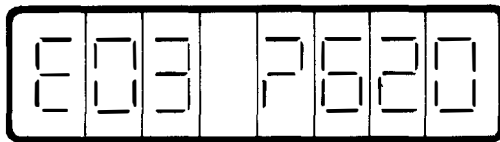
# POINTS TO WATCH OUT FOR

---

You cannot change an extension's Class of Service (COS) if that extension is busy. We suggest that you perform all Programming changes at times when the KINSMAN is quiet, or handling few calls.

## ERRORS

If you enter the wrong digit at any time, simply dial '#'. The KINSMAN will return the Display to it's previous state, and you can start again. At worst, you will only have to re-enter the data for one Register. If the KINSMAN detects that you have made an error (for instance, entered an incorrect extension number) it will flash an error message. These error messages take the form:



Error Code

Command Number

The Error Code tells you what is wrong, while the Command Numbers tell you where the KINSMAN detected the mistake. There is a Table of Error Codes on Page H1, to tell you exactly what they mean. To get back to a normal display, Dial '#' and correct the error by following the suggestions on Page H1.

If you require further information about your KINSMAN installation, refer to British Telecom booklet A4042, Customer Configuration Information for Kinsman and Viceroy Call Connect System. You must always record any changes you make to the programming of your system in booklet A4042.



# CLASS OF SERVICE (COS)

Individual extension users can be assigned features selected from three packages, ranging from the Executive or full feature package to the most restricted. The guide below is intended to aid

the selection of the appropriate package for each extension or group of extensions. Write the COS for each extension on pages A3 - A5.

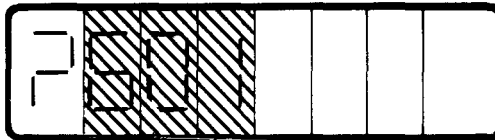
Extension Features	C.O.S.		
	1 Executive	2	3 Restricted
Night Service Dial Answer			
Call Transfer			
Group Pickup			
Wait-on-Busy			
Callback-on-Busy			
Diversion-on-Busy			
Diversion of All Calls			
Exchange Line Access			
Call Hold Retrieve			
Three-party Connection			
Executive Intrusion			

# COS PROGRAMMING

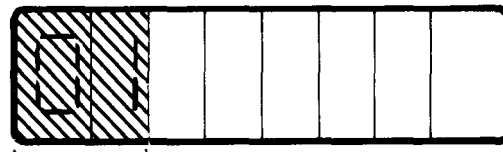
**ACTION**

**DISPLAY SHOWS:**

1. ENTER PROGRAMMING MODE  
(See inside front cover)

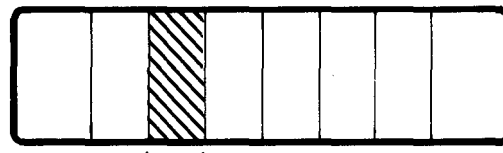


2. **620\***



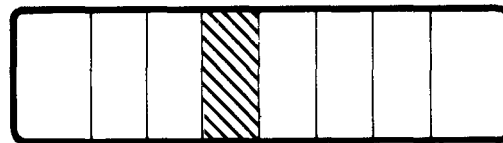
Equipment Number

3. **Equipment Number Required**

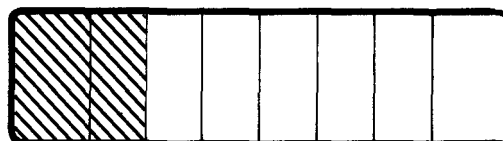


COS Number

4. **COS Required**



5. **\***



(Repeat steps 3, 4 & 5 as often as required)

6. Leave Programming Mode  
(See inside front cover)





# COS FORM

---

EQUIPMENT NUMBER	COS	EXTENSION NUMBER	NAME
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			

# COS FORM

---

EQUIPMENT NUMBER	COS	EXTENSION NUMBER	NAME
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			

# COS FORM

EQUIPMENT NUMBER	COS	EXTENSION NUMBER	NAME
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			

# NOTES

---

# ACCESS BARRING

---

KINSMAN allows you to prevent extensions from making calls to the Exchange (outside calls). This feature is called Access Barring. KINSMAN allow you to select one of two Access Barring Plans. Ask your installer exactly what each of these plans are Programmed to do. Write the Extension Barring Plan on pages B3-B5.

# ACCESS BARRING PROGRAMMING

ACTION	DISPLAY SHOWS:
1. Enter Programming Mode (See inside front cover)	
2. 	
3. Equipment Number Required	
4. Enter Number Displayed	
5. Access Barring Plan Required	
6. 	
(Repeat steps 3, 4, 5 and 6 as required)	
7. Leave Programming Mode (See inside Front Cover)	

# ACCESS BARRING PLAN FORM

---

EQUIPMENT NUMBER	ACCESS BARRING PLAN	EXTENSION NUMBER	NAME
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			

# ACCESS BARRING PLAN FORM

---

EQUIPMENT NUMBER	ACCESS BARRING PLAN	EXTENSION NUMBER	NAME
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			



# ACCESS BARRING PLAN FORM

---

EQUIPMENT NUMBER	ACCESS BARRING PLAN	EXTENSION NUMBER	NAME
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			

# NOTES

---

# PICKUP GROUP

---

**KINSMAN** offers the feature that one extension can answer a call ringing at another extension, by dialling a special Code (see Extension Feature Guide). This feature is called Dial Call Pickup. To use this feature, both extensions must belong to the same Pickup Group.

**KINSMAN** supports up to seven independent Pickup Groups. You may wish to put all extensions in one Pickup

Group so that any extension can answer a call ringing at any other extension. Alternatively, you may wish to program all seven Pickup Groups so that only extensions within one office can answer that office's calls. Write the Pickup Group information into the tables on pages C3-C5.

# ASSIGN EXTENSION TO PICKUP GROUP

ACTION	DISPLAY SHOWS:
1. Enter Programming Mode (See inside Front Cover)	
2. 	
3. Equipment Number Required	
4. Enter Numbers Displayed	
Enter Required Pickup Group	Pickup Group 0 = No Pickup Group Assigned 1→7 = Pickup Groups 1 to 7
5. 	
6. 	
(Repeat steps 3, 4, 5 & 6 as often as required)	
7. Leave Programming Mode (See inside Front Cover)	

# PICKUP GROUP FORM

---

EQUIPMENT NUMBER	PICKUP GROUP	EXTENSION NUMBER	NAME
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			

# PICKUP GROUP FORM

---

EQUIPMENT NUMBER	PICKUP GROUP	EXTENSION NUMBER	NAME
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			

# PICKUP GROUP FORM

---

EQUIPMENT NUMBER	PICKUP GROUP	EXTENSION NUMBER	NAME
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			

# NOTES

---



# EXTENSION NUMBERS

---

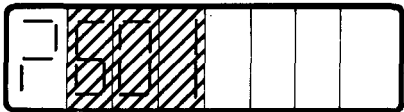
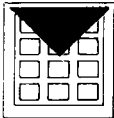

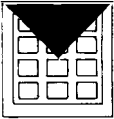


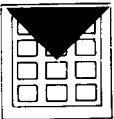

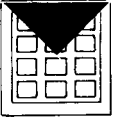
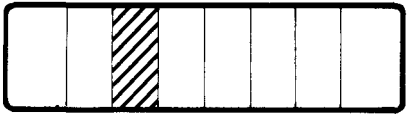




When KINSMAN is first installed, it is already programmed to use extension numbers in the range 200 to 235. Each extension number is assigned to a particular equipment number. KINSMAN uses equipment numbers to identify physical wires leading to individual extensions. You can identify someone's equipment number as follows:

- a) Find their extension number
- b) Perform steps one and two shown on the next page
- c) Dial “\*” until you see the extension number displayed in the third and fourth windows of the console display (see the illustration of the console display in step three overleaf).

- d) Note the equipment number displayed in the first and second positions of the console display.
- e) When you have found all the equipment numbers you require, leave programming mode.

If you try to assign an extension number which is already programmed into KINSMAN, the system will report an error (E03 — Numbering Plan Conflict). The correct way to reassign extension numbers is to first clear all the equipment numbers which are to be changed, and then to assign the new extension numbers. This method is described in detail in the programming instructions given overleaf. Write the changes in the forms on pages D3-D5.

# TO CHANGE EXTENSION NUMBERS

ACTION	DISPLAY SHOWS:
<b>1. Enter Programming Mode</b> (See inside Front Cover)	
<b>2.</b> 	
<b>Equipment Number of Extension to be changed</b>	<b>Equipment Numbers</b>
<b>3.</b> 	
<b>4. Enter Number Displayed</b>	
<b>5.</b> 	
(Repeat steps 3, 4, & 5 for all extension numbers to be changed)	
<b>Equipment Number of Extension to be reassigned</b>	
<b>6.</b> 	
<b>7. Enter Number Displayed</b>	
<b>New Extension Number - *</b>	
<b>8.</b> 	
(Repeat steps 6, 7 & 8 for all new extension numbers)	
<b>9. Leave Programming Mode</b> (See inside Front Cover)	

# EXTENSION NUMBER FORM

---

EQUIPMENT NUMBER	EXTENSION NUMBER	NAME
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		

# EXTENSION NUMBER FORM

---

EQUIPMENT NUMBER	EXTENSION NUMBER	NAME
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		

# EXTENSION NUMBER FORM

---

EQUIPMENT NUMBER	EXTENSION NUMBER	NAME
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		

# NOTES

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# HUNT GROUPS

---

If it is important that certain calls are answered by a particular group of extensions (for example, calls to a Sales Team from potential customers) then you can program the KINSMAN to treat that group of extensions as a Hunt Group. Then, if a call is made to a busy member of the Hunt Group, KINSMAN hunts for the next free extension within that Group and rings that extension. In this way, frequent calls are shared by members of the Hunt Group, and fewer calls are lost because of busy lines.

There are two types of Hunt Group: Circular and Terminal Hunt Groups. In a Circular Hunt Group, KINSMAN searches the Group for the first free extension. The search starts at the extension in the Group AFTER the one which answered the previous call. If KINSMAN comes to the end of the group, it continues its search from the first member of the Group. In this way calls are distributed evenly throughout the Group.

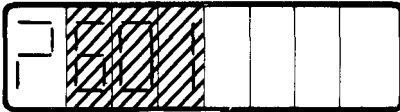


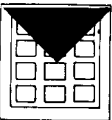



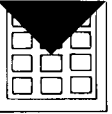

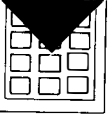



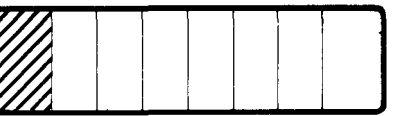

In a Terminal Hunt Group, KINSMAN always starts its search for a free extension at the first member of the group. In this type of Hunt Group the first few extensions in the group receive the majority of the calls, while the last members of the Group are rarely troubled.

If KINSMAN comes to the last member of the group without finding a free extension; it returns a busy signal to the caller.

It is also possible to link Hunt Groups so that, if all the members of one Group are busy, KINSMAN will start searching for free extensions among the members of the linked Hunt Group.

KINSMAN supports up to six Hunt Groups, which may be Circular or Terminal. Each Hunt Group may have up to eight members. By linking Hunt Groups, it is possible to make all KINSMAN extensions members of a Hunt Group. However, it is not possible to joint Hunt Groups in such a way that the Hunt Groups form a complete cycle. Write the Hunt Group Information into the forms on pages E3-E8.

# HUNT GROUP PROGRAMMING

ACTION	DISPLAY SHOWS:
<p>1. Enter Programming Mode (See inside Front Cover)</p> <p>Command No.(632-636)</p> <p>*</p>	
<p>2. </p>	
<p>3. Enter Register No.1</p> <p></p>	
<p>Hunt Group Type Required</p> <p>4. </p>	<p>Hunt Group Type 0 = circular 1 = terminal</p> 
<p>Hunt Group Linking Required *</p> <p>5. </p>	<p>Hunt Group Linking 0 = unlinked 1-6 = linked to Hunt Group 1-6</p> 
<p>6. Enter Register No. 2-9</p> <p></p>	
<p>Extension Number Required - *</p> <p>7. </p>	<p>Extension Number</p> 
<p>(Repeat steps 6 and 7 as required)</p>	
<p>8. Leave Programming Mode (See inside Front Cover)</p>	



# HUNT GROUP 1

## PROGRAMMING FORM (COMMAND 631)

---

REGISTER NUMBER	HUNT TYPE	HUNT GROUP LINKING
1		
A	B	C

REGISTER NUMBER	EXTENSION NUMBER		
2			
3			
4			
5			
6			
7			
8			
9			
A	B	C	D

# HUNT GROUP 2 PROGRAMMING FORM (COMMAND 632)

---

Bit

REGISTER NUMBER	HUNT TYPE	HUNT GROUP LINKING
1		
A	B	C

Bit

REGISTER NUMBER	EXTENSION NUMBER		
2			
3			
4			
5			
6			
7			
8			
9			
A	B	C	D

# HUNT GROUP 3

## PROGRAMMING FORM (COMMAND 633)

---

Bit

REGISTER NUMBER	HUNT TYPE	HUNT GROUP LINKING
1		
A	B	C

Bit

REGISTER NUMBER	EXTENSION NUMBER		
2			
3			
4			
5			
6			
7			
8			
9			
A	B	C	D

# HUNT GROUP 4

## PROGRAMMING FORM (COMMAND 634)

---

Bit

REGISTER NUMBER	HUNT TYPE	HUNT GROUP LINKING
1		
A	B	

Bit

REGISTER NUMBER	EXTENSION NUMBER		
2			
3			
4			
5			
6			
7			
8			
9			
A	B	C	D

# HUNT GROUP 5

## PROGRAMMING FORM (COMMAND 635)

---

Bit

REGISTER NUMBER	HUNT TYPE	HUNT GROUP LINKING
1		
A	B	C

Bit

REGISTER NUMBER	EXTENSION NUMBER		
2			
3			
4			
5			
6			
7			
8			
9			
A	B	C	D

# HUNT GROUP 6 PROGRAMMING FORM (COMMAND 636)

---

Bit

REGISTER NUMBER	HUNT TYPE	HUNT GROUP LINKING
1		
A	B	C

Bit

REGISTER NUMBER	EXTENSION NUMBER		
2			
3			
4			
5			
6			
7			
8			
9			
A	B	C	D

# DIRECT EXTENSION SELECT (DES) KEYS

---

The KINSMAN is equipped with 9 Direct Extension Select Keys. Each DES key may be assigned an extension number. When a DES key is pressed, the KINSMAN dials

the number of the extension to which it is assigned. Each DES key is known to KINSMAN by a number, shown in the table below.

---

01	02	03	04	05	06	07	08	09
----	----	----	----	----	----	----	----	----

---

## DES KEY NUMBERS

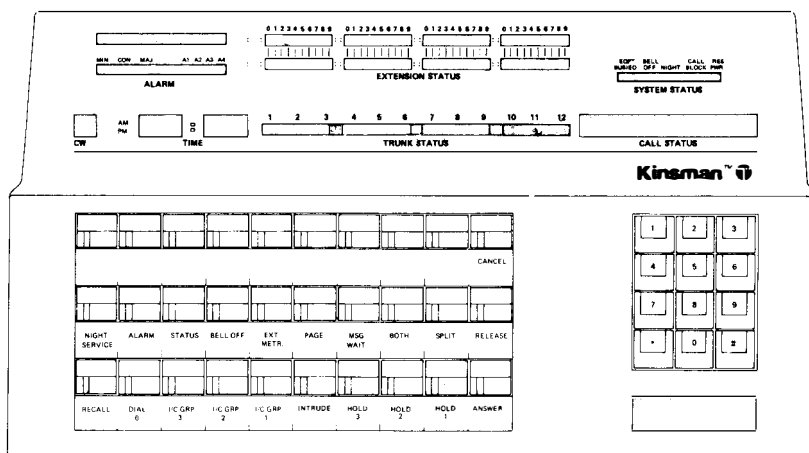
When changing the DES key assignments, KINSMAN will not allow you to assign an extension number already allocated to another DES key. If you try to do this, KINSMAN will report an error (E0 — 14

DES Key Assignment Conflict). The correct way of reassigning extension numbers to DES keys is to first cancel the existing assignments of all the keys to be changed, and then enter the new assignments.

# DES KEY PROGRAMMING

**1** Press DES key you want to reprogram and hold it down.

**2** After 2 seconds DESTINATION display will flash the letters "dn" and the DES key number eg:



**3** Keep the DES key pressed and enter the new extension number (eg: 204)

**4** The new number appears in the DESTINATION display.



**5** Release the DES key.  
The key is now programmed to the new extension number.

**Note:** You can program a DES key to any valid directory number, including trunk group and hunt group codes.



# DES KEY PROGRAMMING FORM

---

EXTENSION EQUIPMENT NUMBER	DES KEY NUMBER	EXTENSION NUMBER	NAME
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>

Bit

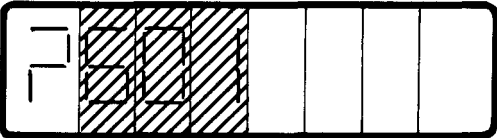
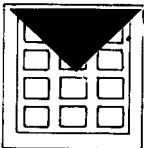

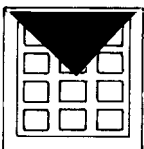
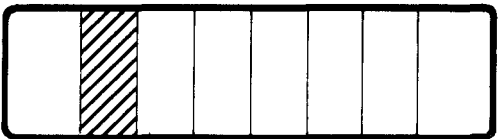
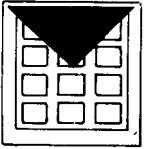

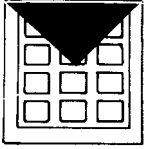
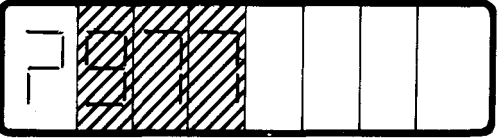

# NOTES

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# USER SECURITY CODE

When the KINSMAN is first installed, the User Security Code is "1234". We recommend that you change the code

immediately to some number of your own choice. The steps given below show you how to do this. Keep a note of your new code somewhere secure.

ACTION	DISPLAY SHOWS:
1. Enter Programming Mode (See inside Front Cover)	
2. 	
3. Enter 1 	
4. Enter 4-digit Security Code 	
5. 	
6. Leave Programming Mode (See inside Front Cover)	



# ERROR CODES

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ERROR CODE	FUNCTION
E01	Invalid Command Number entered
E02	Digit (0-9) dialled while error code was being displayed
E03	Number (access code) already exists (i.e. Numbering Plan Conflict)
E04	Data out of range
E06	Invalid station number block. When programming station numbers by block, all the extension numbers in the block must have the same number of digits (i.e. 1, 2 or 3 digits)
E07	Too many digits dialled
E08	Invalid range of equipment numbers used in block programming (01-17)
E09	Attempt to access command 975 by the User Access Code instead of System Access Code
E10	Command or data accessed is not available in this features package
E11	Data entered is protected
E12	Data field incomplete — enter all data for field that was flashing
E13	Busy Lamp field numbering conflict
E14	DES Key Assignment Conflict
E15	Error programming loop into an extension mount table
E16	Duplicate assignment of programmable function key
E55	Attempt to display the System Security Code (Command Number 976), using the User's Security Code (Command Number 977) when switch 1 on the Master Card is set to closed.





