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Guide to System Documentation

The Commander Connect is provided with the following range of documentation:

Getting Started Guide

Provides overview of System Programming and Key Features

The Getting Started Guide takes the user through key system programming and enables the user to modify basic system configurations to suit their business requirements. In addition, it allows an appointed 'Administrator' to configure the system, through key settings and programming elements, enabling a tailored business solution.

Keystation Quick Reference Guide

Provides Quick Reference to Key System Features

The Quick Reference Guide's are supplied with each Commander Connect keystation as an easy to view fold out for each system user. Also provided is a simple reference to the key operation and system features of Keystations or Standard Telephones.

Owner Manual

Provides complete detail on System Programming and Features

The Owner Manual is provided with each Commander Connect System, covering System Programming, Administration and Usage, and providing the appointed 'Administrator' with information on configuration of advanced system features.

Internet Module Manual

Provides complete detail on Internet Module Programming and Usage

The Internet Module Manual is provided with each Commander Connect system, covering System Programming, Administration and Usage, and provides the appointed "administrator" with information of configuration of advanced system features.

Documentation CD

Contains PDF files of the Getting Started Guide, Owner Manual, Standard keystation Quick reference Guide, Executive keystation Quick reference Guide, Internet Module Manual and personal Keystation label templates.

System description

- The Commander Connect is an Integrated Communications System. It supports all your voice call needs and an Optional integrated Data Solution that allows multiple simultaneous Internet sessions.
- The Commander Connect can accommodate up to 16 Analogue Lines, 8 ISDN Basic Rate Accesses, or a combination of both, with up to <u>32 Stations maximum</u>.

System Options

Your Commander Connect may be delivered or installed with additional optional components, or you may choose to purchase them. The following options are available:

- Additional Station Modules each containing 8 extra station ports.
- Additional Digital or Analogue Line Modules to a maximum of 16 lines
- Optional Internet Module for shared High Speed Internet Connections
- Optional Voice Mail Module for professional voice services
- Optional Battery Back Up Module for full system operation in power fail
- Options Module for connecting Long Line Station, External Music on Hold or Central Bell.
- Standard Keystation with full Menu Display, Handsfree Operation and 8 Programmable keys
- Executive Keystation with full Backlit Menu Display, Handsfree Operation and 16 Programmable keys. Console providing an additional 32 Programmable Keys when used in conjunction with the Executive Keystation
- Door Station to facilitate visitor introduction

System Support

Commander Support Web sitewww.commander.comConnect Support emailcco@commander.com

Commander

132 777

System Programming Notes

The Commander Connect may be programmed from either a Standard / Executive Keystation or from the OVIDA PC Configuration Tool supplied on the CD-supplied with your system. This guide outlines the key elements of System Programming from the Keystations only.



Guide to Standard Keystation layout

Executive Keystation (with 32 key Console)



Explanation of Symbols in this Guide

Specific symbols are used to define particular operations or to highlight important areas as follows:



Caution

Programming Key

Select Function



Scroll through Menus

System Programming

The System may only be programmed from one specific station, by default this is configured as Station 20, but the programming position may be moved to any Station required.

The System Programming is separated into 3 main blocks:

System covers aspects that affect operations across the complete system

Station covers aspects that may be programmed per station

Lines covers aspects which affect the Network connections, Incoming and Outgoing Calls, and Least Cost Routing configuration.

Instruction	Action	Menu Display
From the Programming Position (Stn. 20 by default) select the Programming Key	Program	Phone Setup -Auto Answer -Key Programming -Headset Mode
Scroll through the menus to find [System Programming] and select the option		Phone Setup -Ringing Options -Contrast Options -System Programming
Enter Password	1111 (default)	-Enter System Password -Exit
You are now in the Main Menu for System Programming and are presented with the following Sub Menus for Programming Options		Select Option -System -Stations -Lines

Accessing the System Programming



The remainder of this document assumes that you have successfully navigated to the System Programming Sub Menu above.



Depress the <u>c</u> key for 2 seconds at any time or Hang Up to exit the Programming mode at any time. Modified settings are SAVED automatically.



For more complex settings please refer to the Owners Manual provided on the CD-ROM packaged with your system.

Programming System Time & Date

Instruction	Action	Menu Display	
From the System Programming Sub Menu Select [System]		Select Option -System -Stations -Lines	
Select [Time & Date]		Select Option -Time and date -Change password -Programming position	
Enter Time [HHMM]		Set Time HHMM -Confirm - Exit	
Enter Date [DDMMYY]		Set Date DDMMYY -Confirm -Exit	
Note: Time and date Settings are saved automatically, you are then returned to the Main Programming Menu.			

Configuring a Group (Ring/Hunt Group)

Configuring Group & Assigning Stations

Instruction	Action	Menu Display
From the System Programming Sub Menu Select [Lines]		Select Option -System -Stations -Lines
Select [Group Programming]		Select Option -Equipped Lines -Group Programming -Incoming Ringing
Select the Group to be Programed [Scroll If Necessary]	Scroll	Select Group◊ Group 1Group 4◊◊ Group 2Group 5◊◊ Group 3Group 6◊[To Select a group(s) select the diamond next to it]
Select the Group type to be programed		Select Group Type -Ring Group -Hunt Group -Exit

Note on Groups & Group Types

Groups

Note: Group Programming

When assigning Stations within a Ring or Hunt Group the first 8 stations are included by default in Group 1. The administrator may select or deselect Stations within a Group at any time.

Note: Group Names

All Groups can be assigned specific names to facilitate ease of programming and system usage. Please refer to the section on Naming in this document for instructions on creating Group or Station names.

Groups of different types may be configured in your Commander Connect System. When programming a Group you will be offered the following options:

Ring Group:

When selected all phones in the Group ring simultaneously for an incoming call

Hunt Group: When selected incoming calls are presented to one phone only within the group and the calls are filtered through the various Stations as follows:

• Linear

Calls are presented to the lowest numbered station first. If a station is busy the call is presented to the next free station.

• Circular

Calls are presented in strict rotation starting with the lowest numbered station in the Group (i.e. Call 1 is presented to Station 20, call 2 to Station 21 etc.)

• Longest Idle

Incoming calls are presented to the station that has been idle for the longest period of time

Configuring Group & Assigning Stations [continued]

Instruction	Action	Menu Display
If RING GROUP is selected	~~	
Select the Stations to be included in the RING GROUP		Select Stations ◊ Stn. 20 Stn. 23◊ ◊ Stn. 21 Stn. 24◊ ◊ Stn. 22 Stn. 25◊ [To Select a station(s) select the diamond next to it]
If HUNT GROUP is selected		
Select the HUNT GROUP type required (See Previous page for Notes on Group Types)		Select Hunt Group Type 〈 Linear 〈 Circular 〈 Longest Idle
Select the Stations to be included in the HUNT GROUP		Select Stations ♦ Stn. 20 Stn. 23 ♦ Stn. 21 Stn. 24 ♦ Stn. 22 Stn. 25 [To Select a station(s) select the diamond next to it]

Mapping Incoming Calls to a Group [From a Network Line]

Instruction	Action	Menu Display
From the System Programming Sub Menu Select [Lines]		Select Option -System -Stations -Lines
Select [Incoming Ringing]		Select Option -Equipped Lines -Group Programming -Incoming Ringing
Select the Line or Access for which this rule applies	Scroll	Select Line -Line 1 -Line 2 -Access 2 -Door Station
Select the time when this rule should apply		Select Option -Day Mode -Night Mode -Day and Night Mode
Select the Destination for Incoming Calls on this Line or Access [Group In This Case]		Select Destination -Station -Group ◊ Auto Attendant
Select the Group which is to receive Incoming Calls on this Line or Access during the relevant Time Period	Scroll	Select Group ◊ Group 1 Group 4◊ ◊ Group 2 Group 5◊ ◊ Group 3 Group 6◊ [To Select a group(s) select the diamond next to it]
Note on Incoming Call Mapping You may map Incoming Calls on Sp Night Mode	ecific Lines to be prese	ented to different Groups in Day and

Instruction	Action	Menu Display
From the System Programming Sub Menu Select [Lines]		Select Option -System -Stations -Lines
Scroll down and select [DDI Programming]	Scroll	Select Option -CLI Programming -DDI Programming -PSTN Programming
Enter MSN Index 001 – 100 May be Existing or New	XXX	Enter MSN Index - Exit
Enter MSN/DDI Number May be Existing or New Confirm when complete	XXXXXXXXX	 -Confirm -Change -Delete Exit-
Enter MSN Name May be Existing or New Confirm when complete	ABCDEFGHIJ	 -Confirm -Change -Delete Exit-
Select the time when this rule should apply		Select Option -Day Mode -Night Mode -Day and Night Mode
Select the Destination for Incoming Calls on this MSN or DDI		Select Destination -Station -Group ◊ Auto Attendant
Select the Group that is to receive Incoming Calls on this MSN or DDI Number during the relevant time period.		Select Group ◊ Group 1 Group 4◊ • Group 2 Group 5◊ ◊ Group 3 Group 6◊ [The selected group is indicated by '•]

Mapping Incoming Calls to a Group [From an MSN or DDI]

Configuring Call Barring Rules

Call Barring and Tables

Call Barring allows you to prevent specific stations making specific types of calls in Day or Night Mode. To configure Call Barring Rules you first set up the rules **[CLASS CODES]**as described below and then assign the relevant rules to individual stations.

There are four Tables which may be programed and six **[CLASS CODES]** which may be assigned to a station as listed below.

Type of Restriction	Table	CLASS	Typical Use
No restriction	None	1	None
Restricted from calls in Table 2	2	2	Bar 00
Restricted from calls in Table 2 & 3	3	3	Bar 0
Allowed Internal and Emergency Calls only	None	4	Bar ALL
Allowed Numbers that overide Table 2 & 3	Allowed	5	Exception
Restricted Numbers that overide Table 1, 2 & 3	Restricted	6	Specific Bar

Table	Bar	Default settings
Table 2	International	None
Table 3	National	None

Instruction	Action	Menu Display
From the System Programming Sub Menu Select [System]		Select Option -System -Stations -Lines
Scroll down and select [Class Codes] Scro		Select Option -Class Codes -Reset Options -Set v24 Baud Rate
Select the Table which is to be programmed		Select Table -Table 2 -Table 3 -Allowed Table -Restricted Table
Enter Index 01 – 50		
May be Existing or New Index	XX	Enter Index 01 - 50 - Enter the number or code you wish to bar here -Exit
Select Confirm to Complete the Set- Up [See Note Below for 'ANY' Option]		Select Option -Any -Confirm -Change

Setting up Call Barring Tables

Note: Each entry restricts or allows one number or range of numbers. A wildcard may be used 'ANY' (i.e. 403 X would bar calls to numbers between 403-1 and 403-9.

Assigning rules to Stations

Instruction	Action	Menu Display	
From the System Programming Sub Menu Select [Station]		Select Option -System -Stations -Lines	
Select [Restriction Classes]		Select Option -Name Programming -Restriction Classes -Tone Protect	
Select the time for rule to be applied Day or Night		Select Option - Day Class of Service - Night Class of Service - Exit	
Select the Class Rule to be applied Class 1 to 6		Select Option -Class 1 Class 4- -Class 2 Class 5- -Class 3 Class 6- Exit-	
Select the Stations to which this rule applies		Class X day/night ♦ Stn. 20 Stn. 23◊ ◊ Stn. 21 Stn. 24◊ ◊ Stn. 22 Stn. 25♦ [The selected station is indicated by '♦']	
Note: You may apply the same rule to multiple stations You may apply multiple rules to the same station You may exit the menu at any time and the settings will be saved			

Configuring Night & Weekend Service

Instruction	Action	Menu Display
From the System Programming Sub Menu Select [System]		 Select Option -System -Stations -Lines
Scroll down and select [Night Service]		 Select Option -Night Service -Music on Hold -Line Key Light
Program Night Service On & Off Times [Apply Weekend (if required)]		 Select Option -Automatic On Times -Automatic Off Times -Weekend Service
Select the required On Times		Select Option - On Time 1 - On Time 2 - Exit
Enter Time to be set and then select Confirm		Set Time [HHMM] -Confirm -Change -Delete
Select the required Off Times		Select Option - Off Time 1 - Off Time 2 - Exit
Enter Time to be set and then select Confirm		Set Time [HHMM] -Confirm -Change -Delete
Note:		

You may apply 2 sets of times for the Night Service rules to be applied, typically this will be used for Lunch Time and Out of Office Hours.

Night Service allows you to configure different call routing plans for these time periods.

You may exit the menu at any time and the settings will be saved

System Password

Changing System Password



Examining Station Passwords

Instruction	Action	Menu Display
From the System Programming Sub Menu Select [Station]		Select Option -System -Stations -Lines
Scroll down and select [Exaime Passwords] Scroll		Select Option -No Call Logging -External Diversions -Examine Passwords
Select the password which you need to view		Select Option -Stn. Lock Password -Voice Mail Password -Answering Machine
The Answering Machine password is displayed immediately. For other options you will be prompted to select the station to view		Select Station ♦ Stn. 20 Stn. 23◊ ♦ Stn. 21 Stn. 24◊ ◊ Stn. 22 Stn. 25◊
Note: The ' \ ' next to a station indicates a voice box is enabled for that station.		[To Select a station(s) select the diamond next to it]

Voicemail

Configuring Answering Machine

NOTE: To utilise the Voicemail features on the Commander Connect, you must purchase and install the optional Voicemail module

Instruction	Action	Menu Display
From the System Programming Sub Menu Select [Lines]		Select Option -System -Stations -Lines
Scroll down and select [Answering Machine]		Select Option -Outgoing line priority -PABX group -Answering Machine
Select the Line(s) which are to be answered by the System Answering Machine when it is enabled		Answering Machine ♦ Access 1 ♦ Line 1 ♦ Line 2 [The selected lines are indicated by a '♦']

Enabling Answering Machine



Assigning Voicemail Stations



Assigning Voicemail Capacities

NOTE: The system assigns a limit of 20 Messages per Voicemail Box, this may be modified if required as follows.		
Instruction	Action	Menu Display
From the System Programming Sub Menu Select [System]		Select Option -System -Stations -Lines
Scroll down and select [System VM Capacity]		Select Option -Commander -VM Capacity -Account Codes
Enter the required number of messages allowed per station		Enter VM Cap. 10-50 -Exit

Speed Dials

Programming Personal Speed Dials

NOTE: Speed Dial Numbers may be entered from any station, however the entry of System Speed Dial numbers is password protected with the Administrator Password.



Programming System Speed Dials

Instruction	Action	Menu Display
From your Keystation Select the Directory Key	Directory	Directories -Personal Speed Dial -System Speed Dial -Personal Entries -System Entries
Scroll and Select [System Entries]		Enter system Password
Enter the Speed Dial number index to modify an existing entry or a new index to create a new entry		Enter SPD Index 001-500 1. Enter Number 2. Enter Name 3. Confirm
Enter the number and press 'Confirm'		
Enter the name and press 'Confirm		
Select the outgoing group (normal the first group		 Outgoing group Outgoing group 2 (760) Outgoing group 3 (761)

Power Fail Operation

Your Commander Connect is provided with a basic power fail mechanism to allow the system to continue operation in power fail situations.

Analogue Systems

For systems with traditional Analogue (PSTN) Lines 2 stations on each station module are connected directly to the first 2 Network Lines on that module as follows:

Table 1

Lines	Station
1/2	26/27
5/6	34/35
9/10	42/43
13/14	50/51

Digital Systems

Systems populated with Digital (ISDN) Lines only will not operate in Power Fail mode. These systems MUST be installed with the Optional Battery Back Up unit or an auxiliary uninterruptible Power Supply (UPS)

Battery Backup Unit

The Optional BBU available with the Commander Connect will ensure all system configurations can operate to full capacity for a minimum of 1 hour under normal load conditions.

Station Settings

Station Name & Settings

NOTE: Each Station on the Commander Connect System may be configured with different settings. This section describes how to change the Station names and list the key settings that may be configured. Please refer to the full User Manual for further instructions if required.

Instruction	Action	Menu Display
From the System Programming Sub Menu Select [Station]		Select Option -System -Stations -Lines
Select [Name Programming]		Select Option -Name Programming -Restriction Classes -Tone Protect
Select the required Station and enter the name required and press 'Confirm'		 Select Station ◇ Stn. 20 Stn. 23◊ ◇ Stn. 21 Stn. 24◊ ◇ Stn. 22 Stn. 25◊ [To Select a station(s) select the diamond next to it]

Additional Station Settings

See the table below for a full range of settings. The following parameters may be also be set on a station by station basis. Refer to the full 'User Manual' for detailed programming instructions if required.

25 Hz	This allows the ringing frequency to be changed from 25 to 50 Hz. The default setting is 25Hz however some older phone equipment may require 50 Hz for ringing. This setting should only be applied if a telephone does not ring correctly at 25 Hz.
3.1 kHz Station	Allows an outgoing call to be set for 3.1Khz minimum bandwidth. It is advisable to set this for Fax or Modem calls out over ISDN lines
Station Disconnect	Removes an unpopulated station from all ring maps
Hot Line	Allows a station to be set to call a pre-programmed number when the station goes off hook. Typically used for unsupervised reception areas or fax machines
Individual CLI Stores	The administrator can decide which stations have individual CLI stores
Key Pad Feedback	Allows the keypad tones to be switched on/off on a station by station basis.
Manager/Secretary	Allows specific features to be mapped between a manager and secretary for improved functionality
No Call Logging	Prevents calls to or from this station from being stored in the system call logging information
External Diversions	This prevents or allows stations from setting up diverts externally and also prevents a station from making dual trunk calls, such as External Transfer, Conference or Consultation
Open Door Restriction	A station can be restricted from Opening the Door if a remote door opening system is installed
Page Protect	Removes a station from the paging group
Permanent CLIR	Allows a station to be set so that it never sends the CLI number when making an outgoing call (CLIR)
Permanent COLR	Allows a station to be set so that it never shows the CLI number during a connected incoming call (COLR)
Port Swapping	Allows 2 stations to be swapped on the system for administration or programming purposes
Restrict use of PA	Prevents a station from accessing the PA System if connected to the system
Reverse Cadence	Allows the administrator to swap the ringing cadence used for internal and external calls
Set Restriction	Allows Call Restrictions to be placed on a station by station basis.
Classes	Different rules can be applied day and night if required
	Allows a station to dial a number from the System Store even if that area code is normally barred from that station
Tele-Secretary	Allows the call recipient see who the call is for before answering, this feature is ideal where one secretary answers calls on behalf of several managers
Tone Protect	Allows a station to be protected from system call waiting tones at all times
Voice Boxes	Allows the administrator decide which stations have individual Voice Mail Boxes
	You can cancel the following if they have been programmed on your set, Do Not Disturb, Call Divert, Ring Back, Display Messaging, Reminder Call

Code Feature 100 - 109 Phantom voice boxes 110 - 117 First S ₀ bus numbering 120 - 127 Second S ₀ bus numbering 130 - 137 Third S ₀ bus numbering 140 - 147 Fourth S ₀ numbering 180 - 189 Group 11 - 20 02-29 Stations 11-20 20-29 Stations 21 - 30 50 - 51 Stations 31 and 32 52 Long Line Station 0 Line Access (Line Group 1) 9 Station 20 710 Voice module number 711 Retrieving Voice Messages 712 Pick up a parked calls 713 Station Lock Code Programming 714 Station Lock Code Programming 715 Voice Call 718 Cancel Reminder call 719 Return to call placed on system hold 720 Call no a P Aamplifier 721 Transfer for Remote maintenance 78 Cancel Reminder call 719 Return to call placed on system hold 7	Connect Numbering plan	
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781- 785 Saved numbers Redial	760 - 769	Line Groups 2 - 11
	77	Last number Redial
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	791	Account Codes

792	Group Divert All Calls
793	Group Divert on Busy
794	Group Divert on No Answer
795	Page all
8001 - 8500	System speed dials
Recall	Call hold (POTs)
Recall 1	Return and release in two call handling
Recall 2	Return and hold in two call handling
Recall 3	Call Conference
Recall 5	Ring back
Recall 8	Forced call waiting
Recall 712	Call park
Recall 725	Tone protection

Configuring the Internet Module

This section describes how to configure basis Network Settings on the Internet Module to enable you to connect to the Internet, and to an ISDN or ADSL Internet Service, assuming that you accept all default Internal Network Settings. Please refer to the Internet Module User Manual provided on the enclosed CD-ROM if you need to configure additional options on the Internet Module.

When the Internet Module is installed and running, run the Wizard tool on a PC connected to the system via the V.24 / Serial Port Interface.

When you run the application **Screen 1** will be displayed.

From this screen Select the 'Installation Wizard'

In the next screen displayed (Screen 2), select either ISDN or ADSL depending on the type of connection you have to the Internet.

	× ANDER Connect
Internet Mo	odule
Installation Wizard Internet Module Configuration Get Internet Module Configuration Set Internet Module Configuration Restore Factory Defaults	
Back D:/Program Files/Dvida_Commander_Connect_User_Version_51/user/RouterInstance.xml	

×

ADSL Service

Ensure the Internet Module is connected to an ADSL Modem that is working correctly with the ADSL Service.

- Set Username •
- Set Password •

Set Username	CONVANDER. Connect
Set Password	ADSL Installation Wizard
Enable the Profile	
The service is now configured.	Username Username Password Profile Enabled PPOPOE O IP Yes No O
	Back D:/Program Files\Dvida_Commander_Connect_User_Version_51/user\RouterInstance.xml

ISDN Service

Ensure the ISDN Lines are connected and working through the Commander Connect System.

	X			
	CONVANDER. Connect			
Set Username				
Set Password	ISDN Installation Wizard			
 Set the Phone Number of the ISP 	Username username			
Enable the Profile	Password			
	Tel No 1234678			
The service is now configured.	Profile Enabled Yes 🖲 No 🔿			
	Back Send DAProgram Files\Dvida_Commander_Connect_User_Version_61\user\RouterInstance.xml			

NOTE

When ISDN is the primary (or only) connection to the Internet, you should disable the ADSL Profile in the ADSL Wizard section.

OVIDA PC Management Tool

The OVIDA PC Management Tool enables the system administrator to program and modify system configuration through a simple User Interface. The application contains extensive Help Files that will guide you through key system settings. OVIDA is installed from the CD-ROM provided with your Commander Connect System.

- The application may be run at any time by inserting the CD-ROM and selecting Start / Programs / OVIDA in the Start Menu on the PC.
- The Administrators' PC must be connected to the Commander Connect using the supplied Communications cable between the serial port on the PC and the Commander Connect.
- When the application is running you must establish a connection to the Commander Connect by choosing:

		onnect			
Commander Connect User Version 51					_ 8 ×
File System Stations Lines Intern	et Module Ovida Setup Help				
Save Close Current Pane Get al	I and save! Load and send all	Reset Current Pane to Def	ault	Connect	
Set Range On Set Range Off Rec	ceive Selected Receive on scr	een data Send Selected	Send Changes		
					1
	select conne	ction medium		×	
		🖲 V24 via s	erial Port		
	COM1	~	Speed 115200	-	
			Connect	Cancel	
Disconnected		ConnectPABXModel.xml	ConnectPABXInst	ance.xml dle	

In the following screen [Select Connection Medium] select the settings as shown above using the assigned Com port on the PC.

Once the connection is established you will view information live on the system.

All available settings may be modified or updated without affecting calls in progress on the system.

Once a setting is modified you must SEND this to the Commander Connect. This may be done by:

- Selecting 'Send Changes' to send all updated fields
- Highlighting particular fields and selecting 'Send Selected'

Commander Connect Getting Started Guide

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LAKE Communications Part No. 5869.09500 Commander S/I 760/72

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