

Set Up the KXTA 824 for Built In DISA Auto Attendant

Step 1. Set the CO Lines for DISA/AA Service

Programming must be done from extension 101

Leave the handset in the cradle and press the PROGRAM button

Dial *#1234 (STAR POUND 1 2 3 4)

Dial 414

Press the SP-PHONE button

Dial * (STAR) Sets all lines for DISA or dial a specific CO for individual control.

Press the AUTO ANS/MUTE button until the display flashes "CO *:DISA:OGM-"

Dial 1

Press the AUTO DIAL/STORE button

Press the HOLD button

Step 2. Assign Dialed Digit to Extension Jacks

Dial 501

Press the SP-PHONE button

Dial 1

Press the AUTO ANS/MUTE button until the display reads "1:Jack-"

Dial the jack number (01, 02 etc.)you want the call to go to when the caller dials 1.

Press the AUTO DIAL/STORE button to save your setting.

Press the SP-PHONE button and the display will change to "2:Not Stored"

Dial the jack number you want the call to go to when the caller dials 2.

Press the AUTO DIAL/STORE button to save your setting.

Repeat the steps until you have entered all jack locations you need.

Press the HOLD button when done.

Example: Dial 1 for Jack 03

Dial 2 for Jack 06

Dial 3 for Jack 02

If unused, be sure to assign Dial 7 for Jack 01 to prevent Modem Access.

Special Note:

If unused, be sure to assign Dial 9 and Dial 0 to Jack 01 (Receptionist)

Otherwise, Dial 9 or Dial 0 may allow a caller to go back out on another line.

Note:

CPC Disconnect Service (>250ms) from Telco is required for abandoned calls.

Step 3. Assign Auto Attendant to DISA

Dial 500

Press the SP-PHONE button

Press the AUTO ANS/MUTE button until the display flashes “With AA”

Press the AUTO DIAL/STORE button

Press the HOLD button

Step 4. Assign Call Waiting to DISA

Dial 506

Press the SP-PHONE button

Press the AUTO ANS/MUTE button until the display flashes “Call Waiting”

Press the AUTO DIAL/STORE button

Press the HOLD button

Step 5. Assign “No Dial” to DISA

Dial 510

Press the SP-PHONE button

Press the AUTO ANS/MUTE button until the display flashes “Disconnect”

Press the AUTO DIAL/STORE button

Press the HOLD button

Press the PROGRAM button to exit programming.

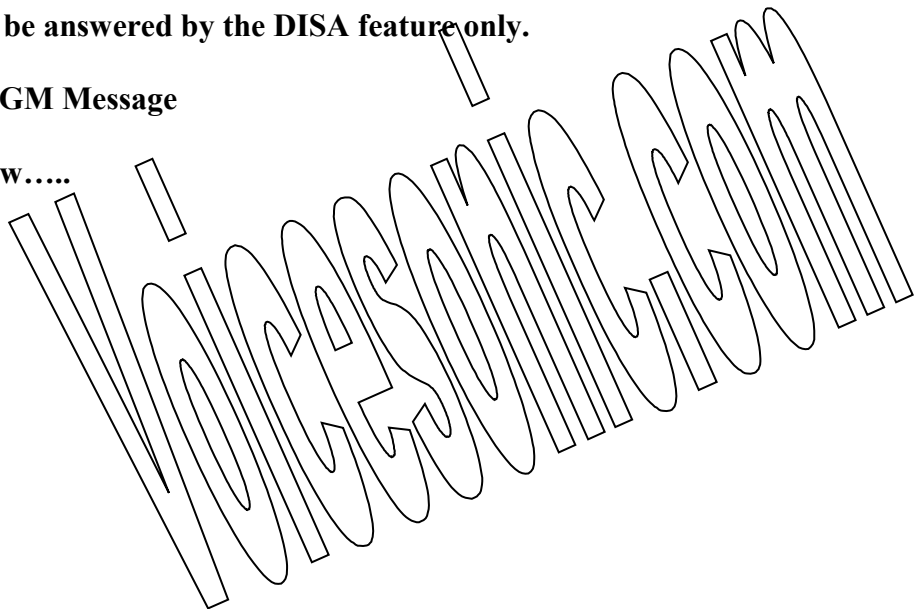
Special Note:

If you use the DISA feature on a particular CO Line, the CO Line CAN NOT ring in on any phones.

The incoming call will be answered by the DISA feature only.

Step 6. Record your OGM Message

Follow procedure below.....



How to Record Out Going Message (OGM)

Programming/Recording must be done from extension 101

Leave the handset in the cradle and press the PROGRAM button

Now raise the handset

Dial 911

When you hear the beep...Begin recording your Out Going Message

When you are done recording...Press the AUTO DIAL/STORE button

The system will play your Out Going Message back to you

If it sounds OK then hang up.

If you want to re-record the OGM, dial 1 and begin recording after the beep.

When you are done recording...Press the AUTO DIAL/STORE button

How to Listen to an Out Going Message (OGM)

Programming must be done from extension 101

Leave the handset in the cradle and press the PROGRAM button

Now raise the handset

Dial 921

The system will play your Out Going Message back to you

If you want to repeat the OGM, dial 1 and it will play again.

Hang up

How to Erase an Out Going Message (OGM)

Programming must be done from extension 101

Leave the handset in the cradle and press the PROGRAM button

Dial 901

Press the AUTO DIAL/STORE button

Press Hold

Press the Program button

Press Hold

