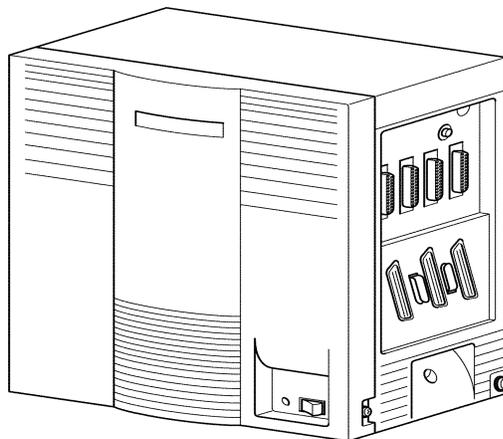


NEC

ElectraElite[®]



**SYSTEM ADMINISTRATION TERMINAL
END-USER MANUAL**

NEC America, Inc.

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(Series 5000)

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SECTION 1 GENERAL INFORMATION

Congratulations! You have purchased the System Administration Terminal (SAT) End-User program for the Electra Elite Key Telephone System. The SAT End-User is a user-friendly Windows application that allows the user to program and configure several features of the Electra Elite KTS from the PC environment.

This application allows the customer to change certain end-user based parameters, such as:

- ① All Call Page
- ① Alphanumeric Display
- ① Attendant Add-on Console
- ① Automatic Day/Night Switching Time
- ① Barge-In {Privacy Override}
- ① Bilingual LCD Indication
- ① Customized Message
- ① Delayed Ringing
- ① Direct Station Selection DSS
- ① Distinctive Ringing
- ① Electric Volume Control
- ① Flexible Line Assignment
- ① Flexible Ringing Assignment
- ① Flexible Timeouts
- ① Full Handsfree Operation
- ① Handsfree Answerback
- ① Headset Operation
- ① Internal Voice/Tone Signaling

- ☎ Internal Zone Paging (Meet-Me)
- ☎ Music On Hold (MOH)
- ☎ Night Transfer
- ☎ Off-Hook Ringing
- ☎ Ringing Line Preference
- ☎ Speed Dial Station
- ☎ Speed Dial Stored Characters
- ☎ Speed Dial System
- ☎ Voice Prompt Selection

It is no longer necessary to call an authorized NEC technician to program these basic system features. Meeting the requirements of a company's day-to-day communications needs just got easier!

Simply connect a SAT End-User PC to the KTS via direct or remote connection, make the programming changes in SAT, upload the changes from SAT to the KTS, and exit. It's that easy!

- ☞ SAT End-User runs on a PC with Windows 95/98, and connects to the Electra Elite KTS either directly (using the serial cable included or remotely using a modem).
 - **Direct Connection** - this method is used when the user is at the KTS location.
 - **Remote Connection** - this method is used for convenient system programming when the KTS is located at a remote site.

End-User PC Programming

CHAPTER 2

SECTION 1 PC REQUIREMENTS

This manual provides detailed information for programming using the Electra Elite System Administration Terminal (SAT) End-User software.

PC requirements:

- ① Pentium Processor
- ① Microsoft Windows 95/98 operating system
- ① At least 13 MB of free hard disk space.
- ① Unused PC serial communication port
- ① MNP Class 4 or V.42 bis modem (if remote programming is required)

SECTION 2 FEATURES OF PC PROGRAMMING

Some of the features of PC programming include:

Wizard – allows a user to select a feature using wizard. *Wizard* prompts the user to program the necessary system data items associated with the feature. When *wizard* is selected, a tabbed list of information is provided.

(For a detailed discussion of *wizard*, refer to [Section 5 Wizard on page 2-4.](#))

System Data Upload/Download – allows system data to be transferred from/to a personal computer to provide backup of data.

**SECTION 3
SOFTWARE
INSTALLATION****3.1 Installing Electra Elite System Administration Terminal (SAT) End-User Software**

Important: Consult an authorized NEC technician to equip the KTS for SAT programming.

1. Insert the SAT setup disk 1 in your floppy drive.
(If installing the CD ROM version, insert the **Setup C** in the CD ROM drive.)
2. Click the Windows 95/98 **Start** button.
3. Select **Run**.
4. Enter **a:\setup.exe** and click OK.
(If installing from CD ROM, enter the letter of the CD ROM drive.)
5. Follow the instructions on the PC installation program.
6. To start the SAT End-User program:
 - Click the Win 95 **Start** button.
 - Select PROGRAMS, NEC Electra Elite SAT fo End-User.
 - Click **Elite System Administration Terminal (SAT End-Use** .
 - Enter the password. The default password is **PASSWORD** (in upper case letters).

SECTION 4 USING SAT

When you first begin SAT End-User, all the buttons and menu items are disabled (grayed out) – except for these menu items:

COMMUNICATIONS/CONNECT/SETUP



Important: To enable the menu items, you must first connect to the KTS using the following procedure:

1. Select **COMMUNICATIONS/SETUP/PC SERIAL POR** .
2. Choose the PC COM Port that is connected to the KTS. The serial cable provides a direct connection to the KTS, while a modem provides for a remote connection.
3. Set up the **baud rate** and line **settings**.
4. For a **direct connection**, install the serial cable (provided) from the PC serial port selected in Step 2, to COM1 on the KTS.

For a **remote connection**, when the KTS is at a remote location, connect a modem to the SAT PC. See an authorized NEC technician for configuring the KTS for remote connection.
5. Select **COMMUNICATIONS/CONNECT**, and choose either **DIRECT** or **MODEM CONNECTION**.
6. Enter a password if the KTS requires one. See an authorized NEC technician for password information.
7. Click the **CONNECT** or **DIAL** button, depending on the type of connection.
8. Once a connection is established, SAT will automatically perform a complete download of all system data from the KTS to the PC.
9. When downloading is completed, all the menu items and buttons are enabled. Begin programming the features using the various menu items in SAT.
10. Complete programming. Select **COMMUNICATIONS/UPLOAD** and press the **Start** button to upload all of the changes and programming to the KTS.



SAT End-User cannot save any data to the PC hard disk. When closing SAT End-User, all programming and changes are cleared from the PC.

SECTION 5

WIZARD

The *wizard* organizes system data assignments for programming individual features. When the user selects *wizard*, the system provides a tabbed list of information related to the selected feature.

Wizard can be accessed by using the wizard button from the toolbar or by selecting **Wizard** from the File pulldown menu.



Select from the toolbar.

When *wizard* is displayed, the user can select any feature from the list or can begin entering letters of the feature name. As the name is being entered, Quick Search finds the matching letters and highlights the match.

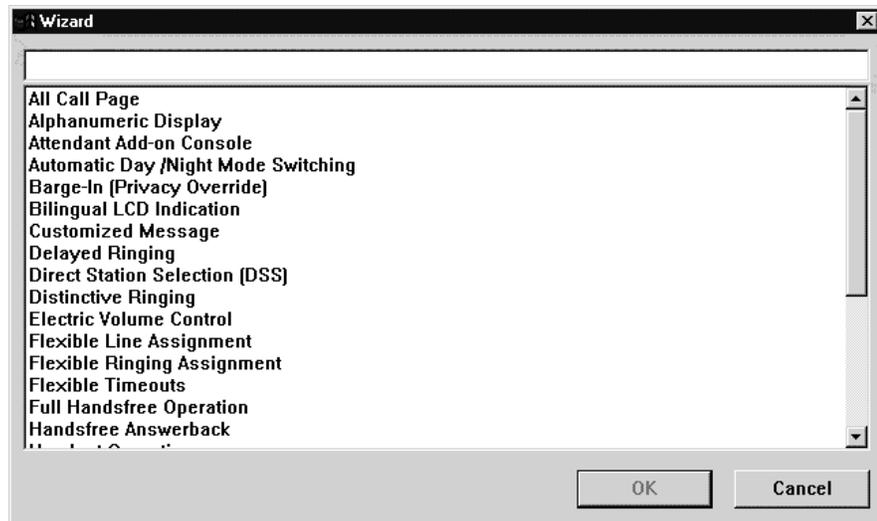


Figure 2-1 Selecting Wizard for a Feature

When a feature is selected, all system related data items for that feature are presented in sequence. Enter the required values in the current tab and click next to advance to the next tab. Click back to go to previous tab. In [Figure 2-2 Sample Wizard](#), the Flexible Line Assignment feature is selected.

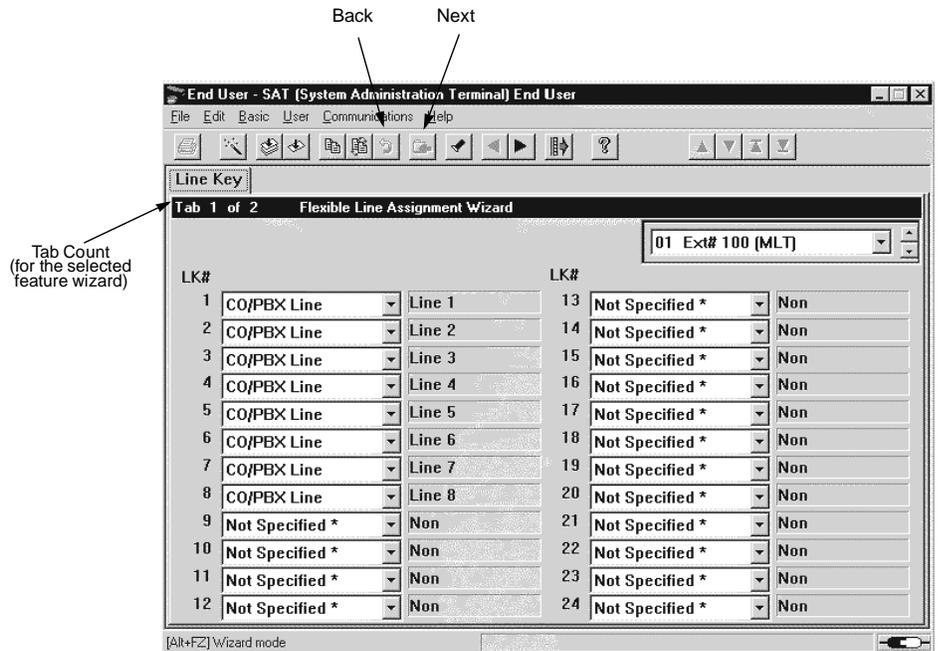


Figure 2-2 Sample Wizard

SECTION 6

PROGRAMMING

SCREENS

Main Menu

When the SAT software program is launched, the first screen that is displayed is the Main Menu screen. This screen allows the user to access the options used to program the Electra Elite system. [Figure 2-3 Electra Elite System Administration Terminal Software Screen Samples](#) shows the menu and describes the layout.

Pulldown Menu

Pulldown menus are available for each function involved in programming the Electra Elite system. To access the data associated with the function, click on the function name on the Main Menu. Some of the options on the initial pulldown menu offer several selections. An arrow to the right of the option name indicates additional selections are available. Refer to [Figure 2-3 Electra Elite System Administration Terminal Software Screen Samples](#) for an example of a Pulldown Menu.

System Data Screen

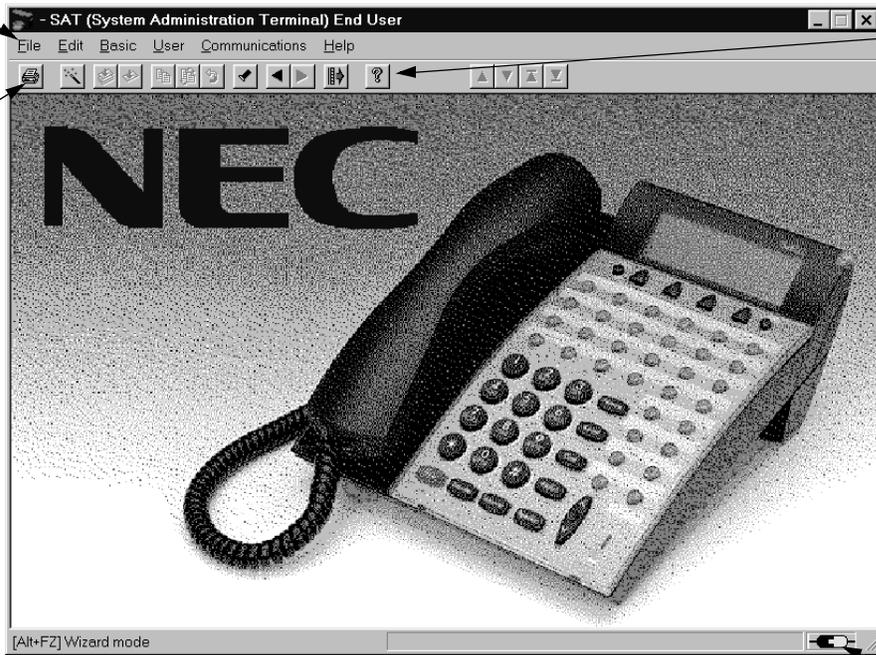
When an option is selected from a pulldown menu, a screen is displayed that allows the user to program data for the function selected. [Figure 2-3 Electra Elite System Administration Terminal Software Screen Samples](#) shows an example of a System Data Screen. This screen indicates three tabs. The tabs indicate system data items that are grouped together for programming. The active tab group is indicated by a box around the tab title. To access another tab group, press the tab or use the keyboard shortcut. Keyboard shortcuts are displayed at the bottom of the screen in the Information Bar.

Main Menu

Pulldown Menus

Toolbar

Help
Accesses help information.



Connection Status
Indicates whether the data path is connected to the Electra Elite system.

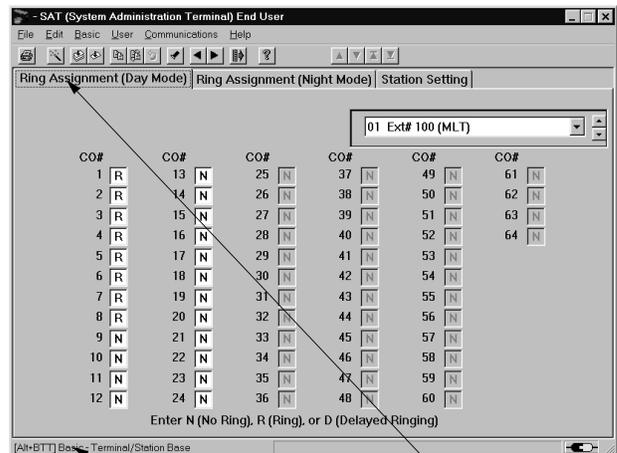
Pulldown Menu

System Data Item Screen



Pulldown Menu
Make selections by clicking on an item. The associated screen is displayed.

The arrow indicates additional information is available for this option.



Information Bar
indicates Keyboard Shortcut.

Tab Groups
The active Tab Group is indicated by the darkened box surrounding the tab name.

Figure 2-3 Electra Elite System Administration Terminal Software Screen Sample

SECTION 7

TOOLBAR

Several icons are provided to allow the user to navigate the program. The icons in the toolbar are explained in this section. The availability of the individual tools depends on the activity the user is performing. When the icon appears shadowed, the tool is not available. When the icon is dark, the tool is available. Refer to [Figure 2-3 Electra Elite System Administration Terminal Software Screen Samples](#) for an example.



Accesses the Job Specifications printing option.



Accesses the *wizard* for individual features. The F10 special function key provides a shortcut to this wizard.



Sets the defaults for *all* items on the open tab.



Sets the defaults for the individual system data items (on the screen the default is set for the item where the cursor is blinking).



Allows data items to be copied between ports. The F3 special function key provides a shortcut to this feature.



Allows values between two ports to be swapped. The F5 special function key provides a shortcut to this feature.



Allows the user to undo the current edits and return to the previous editing operation.



Allows the user to return to the previous editing operation. The F11 special function key provides a shortcut to this feature.



Accesses Quick Search. Quick Search provides a detailed list of system data items. The F8 special function key provides a shortcut to this feature.



Returns to the previous tab group. The Shift + F6 special function key provides a shortcut to this feature.



Advances to the next tab group. The F6 special function key provides a shortcut to this feature.



Displays the help contents for the Electra Elite SAT End-User software program. The F1 special function key provides a shortcut to this feature.



Scrolls up displaying the previous page.



Scrolls down displaying the next page.



Advances to the first page.



Advances to the last page.



Brings up the Connection dialog box. The F7 special function key provides a shortcut to this feature.

SECTION 8

ELECTRA ELITE

PULLDOWN MENUS

This section explains each of the pulldown menus that are available in SAT software.

File

The File pulldown menu provides options for basic file management.



Figure 2-4 File Menu

Wizard

Accesses the Wizard. Wizard is available for every feature offered in the Electra Elite system. Wizard provides all of the information necessary to program a feature. All of the system data items necessary for programming the feature are grouped together. The user can press the appropriate tabs to access system data and make the necessary changes.

Change Password

Allows the user to change the SAT password.

Print

Provides two print options: Job Specifications and Designation Labels (requires a standard inkjet or laser printer).

When Job Specifications is selected, a menu is displayed. There are three options for printing the Job Specifications: printing a family (group) such as system-wide, trunk group, or tenant, printing a range of Memory Blocks, or printing an individual Memory Block.

Designation Labels

SAT End User version does not support exporting data to the DESI Label printing software. This menu item is disabled. However, if you chose to install DESI during SAT installation, you can still run DESI separately by clicking the Windows 95/98 **START** button, and then selecting:

PROGRAMS/DESI for Windows/DESI

Print Setup

Allows access to the printer setup screen. This allows the printer configuration to be modified.

Exit

Exits the programming software. If changes were made, the technician is prompted to upload the changes before the program shuts down.

Edit

The Edit pulldown menu allows files to be edited, swapped, defaulted, or copied.

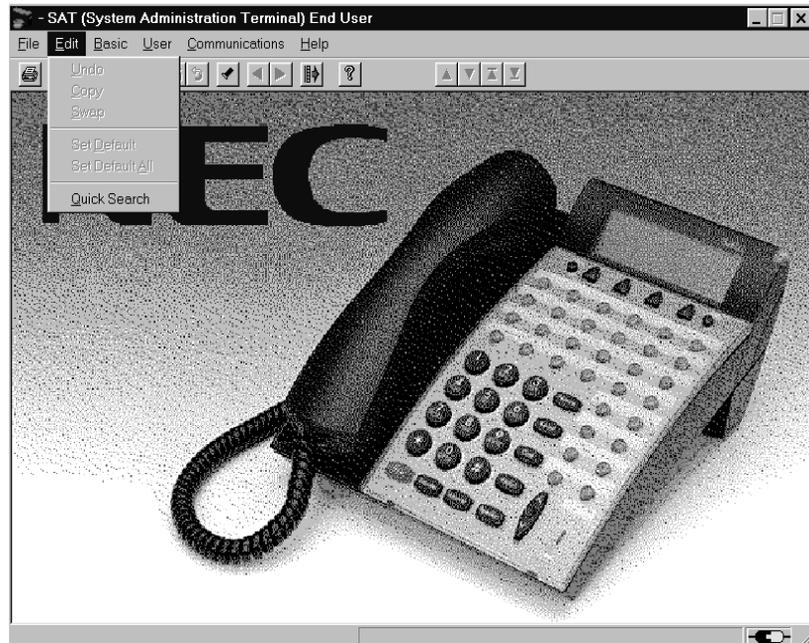


Figure 2-5 Edit Menu

Undo

Allows the user to undo current edits and return to the previous editing operation.

Copy

Brings up the copy screen. This allows port information to be copied from one port to another.

Swap

Allows values *between* two ports to be swapped.

Set Default

Defaults to the current field where the cursor is positioned.

Set Default All

Allows the user to set all values to default on the open tab.

Quick Search

Allows the user to search the Memory Blocks by Memory Block Number, Memory Block Name, or Tab Name. After the search method is specified, a list is provided. The user can scroll through the list and click on the desired Memory Block. System data can then be modified as necessary.

Basic

The Basic pulldown menu allows access to basic end-user programming items.

- ☞ Some menu items may be disabled if the appropriate hardware is not assigned, or a dependent data item is not set.



Figure 2-6 Basic Menu

Terminals

This option allows the user to assign the terminals to the system. Several selections are available with this option.

- ☞ System Wide
- ☞ Station Base
- ☞ Multiline
- ☞ DSS/BLF

CO/PBX Trunks

This option allows user to program system data related to trunk assignments.

One selection is available with the System-Wide option.

Intercom

This option allows the technician to program system data related to intercom assignments.

Speed Dialing

This option allows data related to system and station speed dialing to be programmed.

System Timers

This option allows the user to change the Call Forward – Busy/No Answer and CO/PBX incoming Ringing Alarm tone.

Forced Account Codes

This option allows the user to assign account codes.

User

The User pulldown menu allows access to system data items related to speed dialing.

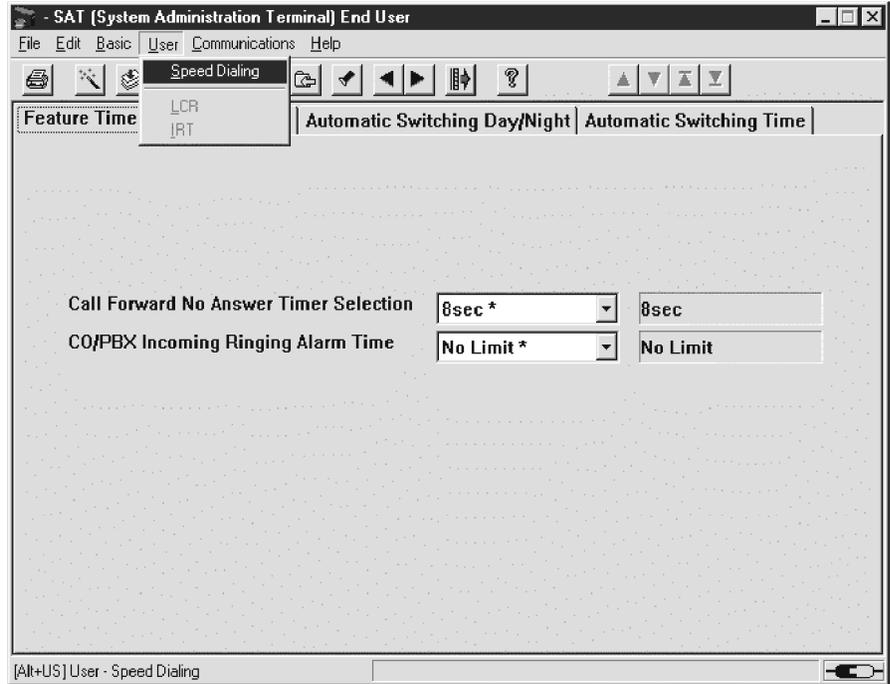


Figure 2-7 User Menu

Speed Dialing

This option allows the user to program Speed Dial memories for each Multiline Terminal in the Electra Elite system.

Communications

The Communications pulldown menu allows access to system data items relating to direct and remote connections to the Electra Elite system.



Figure 2-8 Communications Menu

Connect

This option allows the user to connect to the Electra Elite system.

Disconnect

This option allows the user to disconnect from the Electra Elite system.

Upload

This option allows the user to upload programming changes and configurations to the KTS.

Download

This option allows the user to download the current Electra Elite configuration.

Verify

This option allows the user to compare the configuration programmed in the KTS with that of the PC.

Setup

This option allows the user to set up the PC serial port. This is the serial port connected to the KTS.

Help

The Help pulldown menu allows access to online help.



Figure 2-9 Help Menu

Using Help

This option provides access to the help topics window that describes how to use the help function.

Contents

This option provides access to the help topics that are available for the Electra Elite System Administration Terminal system.

Help Topics

This options provides a list of help topics. The user can bookmark topics that they may want to refer to again.

Show MB Numbers

When enabling this option, the memory block number is displayed above the cursor, when positioning the cursor over a data field.

About

This option provides information about the System Administration Terminal (SAT) End-User software.

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