**SD(DX)-616A 簡易程式操作2015/6/18**

**進入程式：功能＃→＊→000000→F2 /回到主程: 音量▲或▼鍵 / 退出程式 : 免持**

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| **程式說明** | **步驟** | **內定值** |
| 系統時間設定 | 4-15-1→ F2 → F3\_**年(西元後兩碼)** →F2 →F2→ F3\_**月** → F2 → F3\_日→ F2 → F2 →F3\_**星期** → F2 → F3\_**時** → F2 → F2 → F3\_**分** → F2 |  |
| 日間外線响鈴設定 | 1-分機號碼-06-1-01 → F2**從第一線開始(TRUNK1)** → F3修改 Y=響鈴 N=不響鈴 → F2第二線(TRUNK2) | 全響 |
| 夜間外線响鈴設定 | 1-分機號碼-06-2-01 → F2**從第一線開始(TRUNK1)** → F3修改 Y=響鈴 N=不響鈴 → F2第二線(TRUNK2)  | 全響 |
| 分機日間長控設定 | 1-分機號碼-01 → F2 → F3修改 (0不控 / 3控國際 / 5控行動長途 / 7全控 ) | 0 |
| 分機夜間長控設定 | 1-分機號碼-01 → F2 → F3修改 (0不控 / 3控國際 / 5控行動長途 / 7全控 ) | 0 |
| 分機號碼修改 | 1-**原分機號碼**-12 → F2 → F3 → **新分機號碼** → F2 |  |
| 系統速撥設定 | 4-12-**組別20~99** → F2 → F3 → 電話號碼 → F2 |  |
| 啟動自動總機 | 3-17-01-**外線01~06** -1 → F2 → F3修改 Y=啟動 N=不啟動 | N |
| 日間總機分機 | 3-17-02-1 → F2 → F3 → **分機號碼或響鈴群83** → F2 | 10 |
| 午間總機分機 | 3-17-02-2 → F2 → F3 → **分機號碼或響鈴群83** → F2 | 10 |
| 夜間總機分機 | 3-17-02-3 → F2 → F3 → **分機號碼或響鈴群83** → F2 | 10 |
| 上下班時間自動切換 | 4-07-1(星期一~星期日) → F2 → F3 從星期一開始(**午休開始NOON START**→ F3 → 設定時間 → F2 → **午休結束(NOON END)** F3 → 設定時間 → F2 → **下班時間(NITE START)** F3 → 設定時間 → F2 → **上班時間(NITE END)** F3 → 設定時間 → F2 |  |
| 響鈴和弦音樂開放 | 3-42 → F2 → F3修改 Y=啟動 N=不啟動 | Y |
| 外撥限時切斷 | 1-分機號碼-09 → F2 → F3修改 Y=啟動 N=不啟動 | N |
| 外撥通話時間 | 3-12-1 → F2 → F3修改時間 | 5 |
| DISA自動手動切換 | 功能＃0 → 9999 → F2 → F3修改模式 **DAY(日間 ) /NIGHT(夜間 ) /TIME(自動)** | DAY |
| 響鈴群設定 (總機2隻以上) | 6-1-2-2-01 → F2 → F3→ 增加分機號碼 → **(F2 → F2→ F3→ 增加分機號碼→ F2 → F2→F3→增加分機號碼)重複輸入**(最多可設24隻)**(代碼83配合 總機分機號碼)** |  |
| 響鈴群方式設定  | 6-1-2-1 → F2 → F3修改 **HUNT(順序響) / ALL(全響)** |  |
| 外線受話增益 | 2-外線代碼-11 → F2 → F3修改 |  |
| 外線送話增益 | 2-外線代碼-12 → F2 → F3修改 |  |
| 外線鈴聲選擇 | 2-外線代碼-09 → F2 → F3修改(00~28) | 00 |

**F1為上一項(back) / F2為確認(show)，儲存(save)或下一項(next) / F3為選擇，清除(chg)**

**欲做語音錄音時，必須在自動總機功能關閉狀態下操作**

**系統自動總機錄音**

**進入語音程式 : 功能→＃→ 0 →9999 →F2 →F2 →F3 →F3**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ○設定項目**:** | 日間接待語 |  | DAY |  | GREET |  |  |  |  |  |  |  | **進 入:** | **按show** |
| 設定範圍**:** | 錄音 |  |  | b | a | c | k |  | n | e | x | t |  | s | h | o | w | 上一項**:** | 按back |
|  |  |  |  |  | *F* | *1* |  |  |  | *F* | *2* |  |  |  | *F* | *3* |  |  | 下一項**:** | 按next |
|  |  |  |  |  | **▄** |  |  |  | **▄** |  |  |  | **▄** |  |  |  |  |
| **日間接待語錄音** | DAY |  | GREET |  |  |  | **:** | 2 | 0 |  | **錄 音:** | **F1(record)** |
|  | **提起話筒** | r | e | c | o | r | d |  | p | l | a | y |  | c | h | g |  |  |
|  |  |  |  | *F* | *1* |  |  |  | *F* | *2* |  |  |  | *F* | *3* |  |  |  |  |
|  |  |  |  | **▄** |  |  |  | **▄** |  |  |  | **▄** |  |  |  |  |
| 嗶聲後，開始錄音 | RECORDING |  |  |  |  |  |  |  | **結束錄音:** | **按F2(stop)** |
|  |  |  |  |  |  |  |  | s | t | o | p |  |  |  |  |  |  |  |  |
|  |  |  |  | *F* | *1* |  |  |  | *F* | *2* |  |  |  | *F* | *3* |  |  |  |  |
|  |  |  |  | **▄** |  |  |  | **▄** |  |  |  | **▄** |  |  |  |  |

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| 日間接待語試聽 | DAY |  | GREET |  |  |  | **:** | 2 | 0 |  | **聽錄音:** | **按F2(play)** |
|  |  | r | e | c | o | r | d |  | p | l | a | y |  | c | h | g |  |  |
|  |  |  |  | *F* | *1* |  |  |  | *F* | *2* |  |  |  | *F* | *3* |  |  |  |  |
|  |  |  |  | **▄** |  |  |  | **▄** |  |  |  | **▄** |  |  |  |  |

 **回原畫面 : 按保留鍵**

 **下一項 : 按F2(next)**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **午休接待語錄音** | NOON |  | GREET |  |  | **:** | 1 | 2 |  | **錄 音:** | **F1(record)** |
|  | **提起話筒** | r | e | c | o | r | d |  | p | l | a | y |  | c | h | g |  |  |
|  |  |  |  | *F* | *1* |  |  |  | *F* | *2* |  |  |  | *F* | *3* |  |  |  |  |
|  |  |  |  | **▄** |  |  |  | **▄** |  |  |  | **▄** |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 嗶聲後，開始錄音 | RECORDING |  |  |  |  |  |  |  | **結束錄音:** | **按F2(stop)** |
|  |  |  |  |  |  |  |  | s | t | o | p |  |  |  |  |  |  |  |  |
|  |  |  |  | *F* | *1* |  |  |  | *F* | *2* |  |  |  | *F* | *3* |  |  |  |  |
|  |  |  |  | **▄** |  |  |  | **▄** |  |  |  | **▄** |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
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| 午休接待語試聽 | NOON |  | GREET |  |  | **:** | 1 | 2 |  | **聽錄音:** | **按F2(play)** |
|  |  | r | e | c | o | r | d |  | p | l | a | y |  | c | h | g |  |  |
|  |  |  |  | *F* | *1* |  |  |  | *F* | *2* |  |  |  | *F* | *3* |  |  |  |  |
|  |  |  |  | **▄** |  |  |  | **▄** |  |  |  | **▄** |  |  |  |  |

**回原畫面 : 按保留鍵**

**需重複以上動作**白天(DAY) → 午休(NOON) → 晚上(NIGHT) → **(已內建制式語音,可不錄)** 等待(WAITING) → 錯誤(ERROR) → 忙線(BUSY) → 無人應答(NO\_ANS)→ 再見(GOOD\_BY)