ASAP® 104

Installation and Reference Guide

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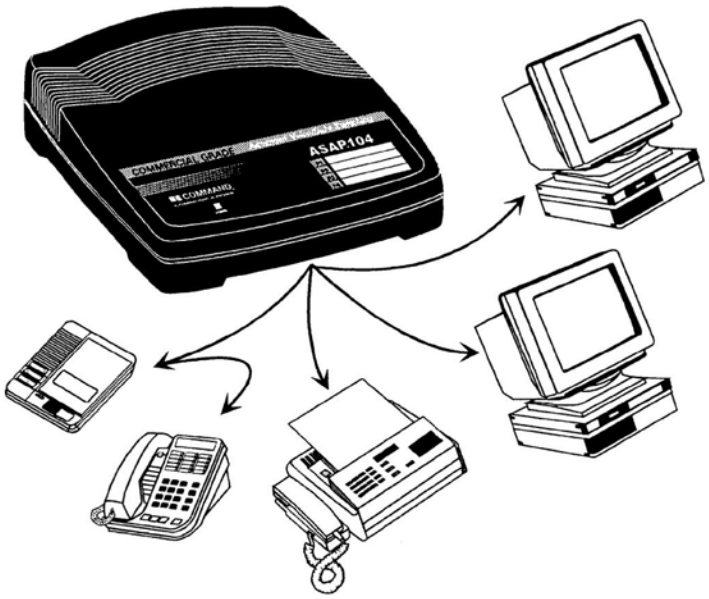
Introducing the *ASAP® 104*



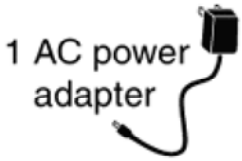
The ASAP 104 is a phone line management system designed to direct incoming phone calls to 1 of 4 destinations. It is capable of transferring calls in virtually any configuration of data devices including, but not limited to the following:

- Credit card authorization terminal
- Security alarm and monitoring system
- Money order dispensing system
- Bulletin Board System (BBS)
- Fax/modem cards
- Telephones (phone systems)
- Answering machine
- Fax machines
- Call diverter
- All-in-one printer-fax-scanner
- Energy management system
- Flow monitoring system
- Time and attendance system
- Fluid storage system
- Point-of-sale terminal
- Remote diagnostic system

Before you begin

- *Read* through this guide and choose the installation which best fits your needs
- Unpack and check for the items shown below. If any of these items are missing or damaged, contact the dealer where you purchased the unit or call Customer service at 1-800-288-6794.

1 ASAP104



1 AC power adapter

1 telephone line cord

Installation kit

Mounting template
2 screws

A note about telephone company services

If you currently subscribe to or plan to subscribe to any of these services, please note the following:

- **Call Waiting**: Fax machine and modem transmissions may be disrupted by the call-waiting signal, unless Call Waiting is disabled. It can be disabled on a single call by pressing * 70 before dialing a phone number.
- **Call Forwarding:** Is compatible only when used in conjunction with the telephone company's Distinctive Ring service and the number of rings before the call forwarding occurs is adjustable. Contact Technical Support for installation assistance.
- **Phone Company Voice Mail:** Is compatible only when used in conjunction with the telephone company's Distinctive Ring service. Contact Technical Support for installation assistance.

Selecting your set-up

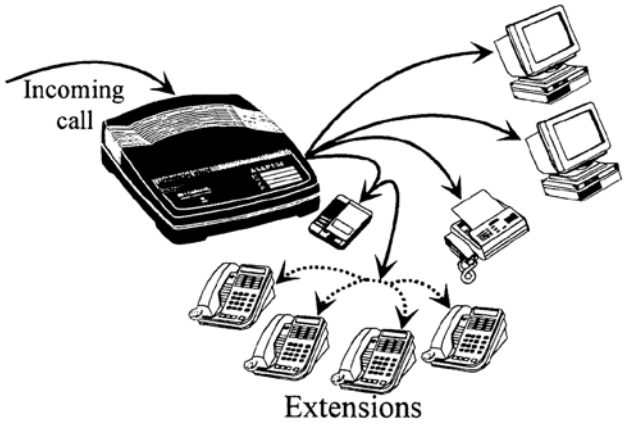
The ASAP 104 is a single line device that can be installed on a single telephone line with or without extension phones. This line may be part of a multi-line telephone system.

The ASAP 104 has 2 operating modes, Automatic and Semi-Automatic, and can be connected in 3 separate configurations as follows:

Standard set-up

Automatic operation (calls are answered and processed for the entire location)

NOTE: This application requires installation at the DEMARC. See "Installation at the DEMARC" for more information.

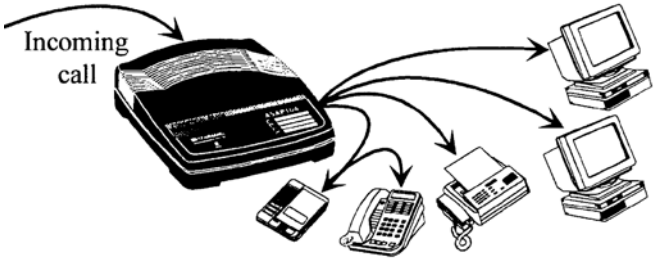


Answers... the call automatically.

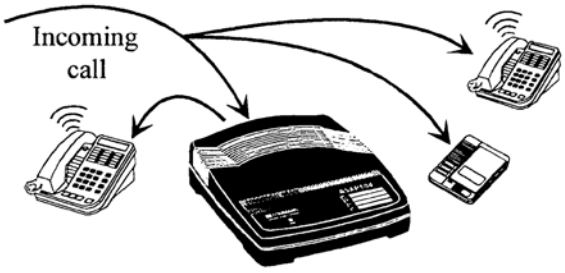
Transfers... all calls to the pre-designated telephone device(s) according to the tone(s) received from the calling telephone device. If telephones are connected to the ASAP 104, calls without tones will transfer directly to the telephones.

Automatic operation (calls are answered and processed where the ASAP 104 is located)

Semi-Automatic operation (all phones in the home ring)



Answers... the call automatically.
Transfers... all calls to the predesignated telephone device(s) according to the tone(s) received from the calling telephone device. If telephones are connected to the ASAP 104, calls without tones will transfer directly to the telephones.



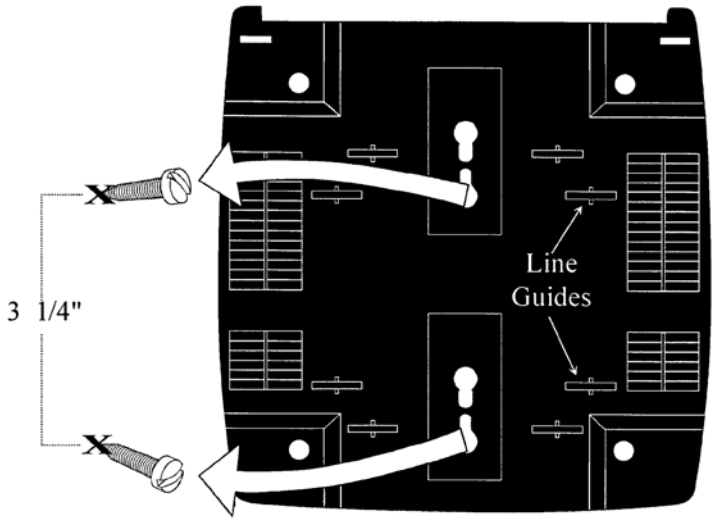
Waits... for you or your answering machine to answer the call on the Primary port or an extenstion not directly connected to the ASAP 104.
Transfers... fax calls to the fax machine if a fax tone is present, or to computer modems if access codes are used.

Once you select your set-up, proceed with connecting the ASAP 104. For more information on operating procedures, see "Using the ASAP 104."

Placing the *ASAP® 104*

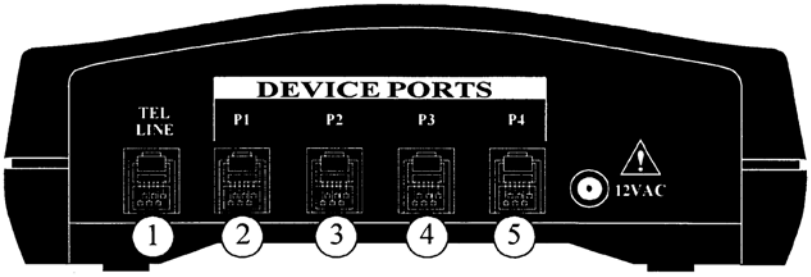
The ASAP 104 can be mounted on a wall with the connected telephone line cords above or below the unit. You can place the telephone line cords through the line guides on the back of the ASAP 104 to reduce tangling.

NOTE: Do not place the ASAP 104 in close proximity to any peripheral equipment (approximately 2 feet from all electronic equipment).



Ports on the *ASAP® 104*

The rear panel of the ASAP 104 includes 5 modular ports and a power input port, as shown:



A typical installation (voice, fax, computer) would connect telephone equipment as follows:

1. Connect the provided modular line cord from a standard telephone (wall) jack to this port.

2. Connect an answering machine or combination phone/answering machine to this port. The ASAP 104 will transfer all voice calls to port P1. Depending on the installation, a single line telephone, an integrated phone/answering machine, multiple phones, or a telephone system (KSU or PBX) can be connected to this port.

3. Connect your fax machine to port P2. A computer modem or fax/modem can connect to this port in lieu of a fax machine.
4. A computer modem or fax/modem can connect to port P3 to enable the ASAP 104 to transfer a modem call with the appropriate transfer codes.
5. A computer modem or fax/modem can connect to port P4 to enable the ASAP 104 to transfer a modem call with the appropriate transfer codes.

Connecting the *ASAP® 104*

This section explains how to install the ASAP 104 in most phone configurations that appear in a home or office. You can install the ASAP 104 into one of the following phone configurations:

- A telephone system
- A single telephone line (at the DEMARC)
- A single telephone line (at an existing RJ11 jack)

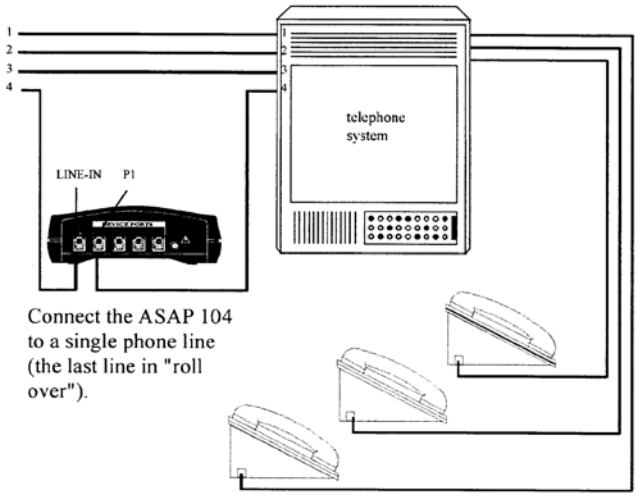
Installation procedures for each of these configurations are provided in the following sections, as well as connecting telephone equipment to the ASAP 104.

Installation on a telephone system

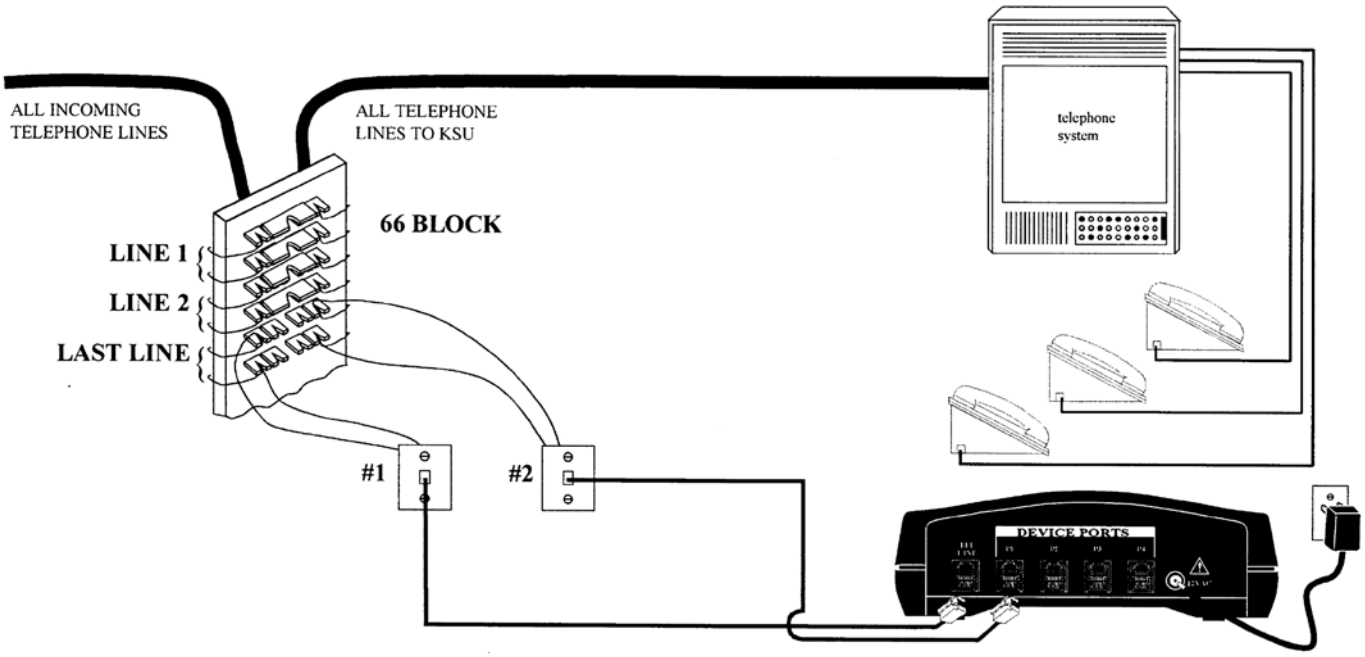
The diagram shows telephone devices connected to the ASAP 104 for a telephone system; follow the same procedures for a mini-telephone system. For the ASAP 104 to operate properly, it must be "in front" of the telephone system. Connect the other equipment as needed.

All equipment on that line (telephone system, fax, computer modem, and so on) must connect directly to the ASAP 104.

CAUTION: Do not plug the ASAP 104 into a telephone system phone jack. You may damage the phone system or the ASAP 104.



Installation on a telephone system using a 66 block

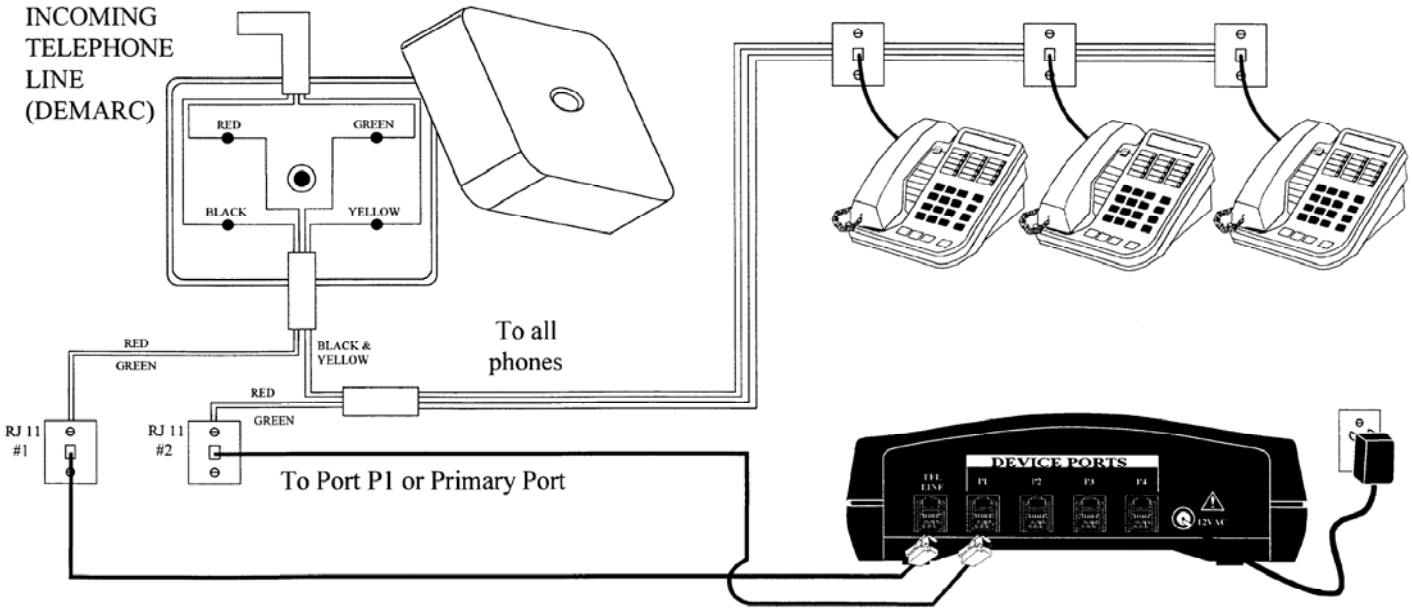


Installation at the DEMARC

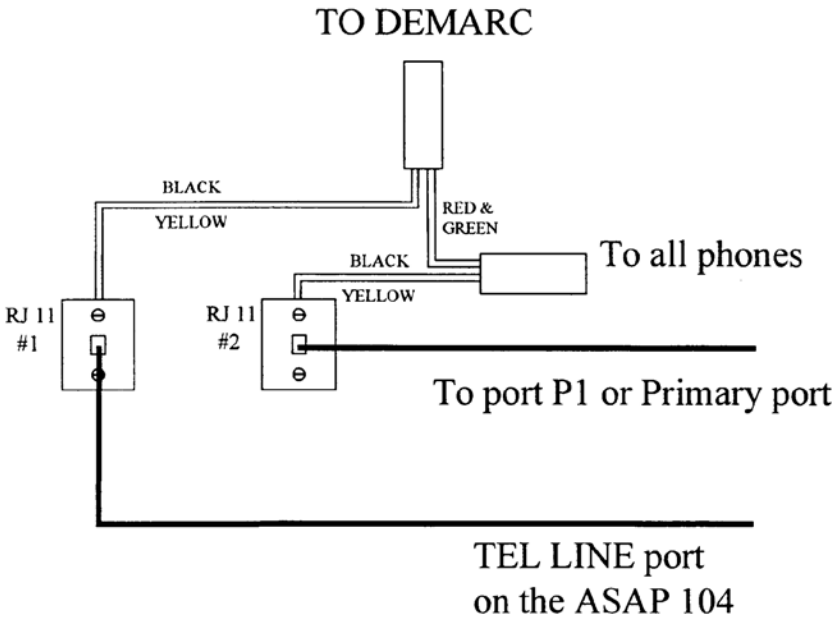
SINGLE LINE INSTALLATION ON LINE 1

For use in the Automatic mode to allow the ASAP 104 control over all phones on the line.

The following diagram shows an installation at the point of DEMARC on line 1. Once connected in this configuration, the telephones will never ring on an inbound call if the ASAP 104 transfers to port P2, P3 or port P4. Only calls that do not produce transfer tones will ring the telephones.



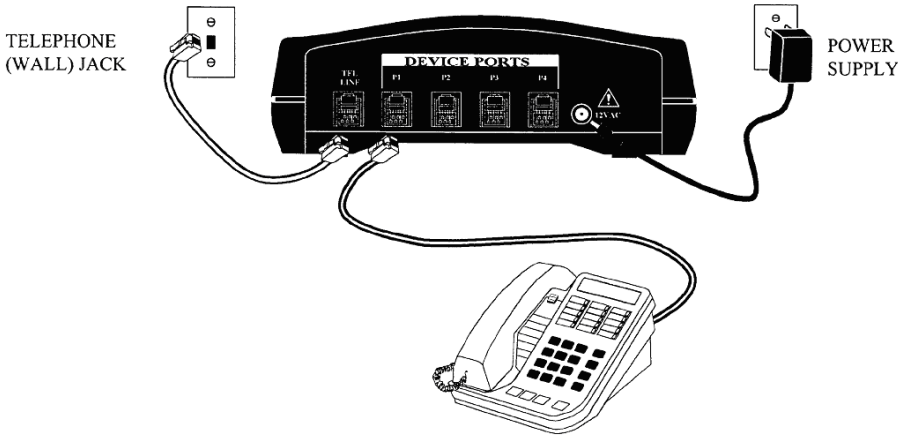
SINGLE LINE INSTALLATION ON LINE 2



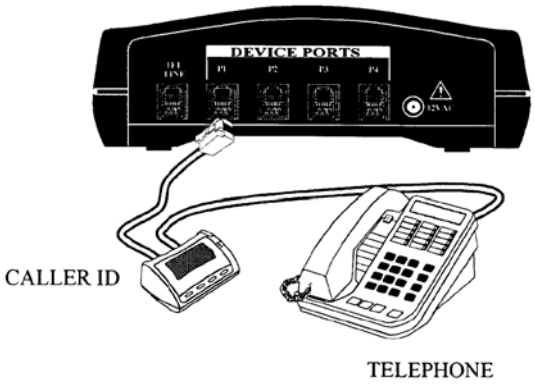
Installation with a single telephone line

The following diagram shows a typical installation with a single line telephone.

This installation is for use in the Semi-Automatic mode, or for the Automatic mode with a phone connected to the Primary port (port P1 default). (Extension phones not connected to the Primary port in the Automatic mode will ring only 1 time on an inbound call. See "Installation at the DEMARC" for an alternate installation.)



NOTE:
If you have a stand alone Caller ID device, simply plug the device into the Primary port (port P1 default), and then plug the phone into the Caller ID.



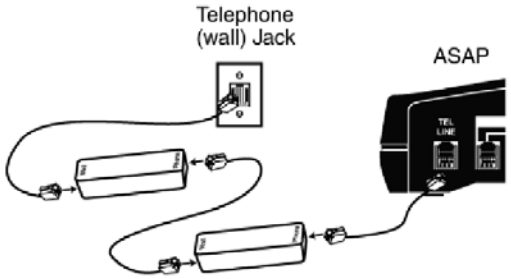
The factory setting for Caller ID operation is ON. See "Programmable features of the ASAP 104" for more information.

Connecting the *ASAP®104* to a DSL Phone Line

One or more DSL filters may be required – available from most consumer electronics stores. Connect your filters as shown:

1. Connect the filter(s) together in series. Be sure to install the "Wall" and "Phone" connections of the filter properly.
2. Plug one end of the connected filters into the telephone (wall) jack.
3. Plug the other end into the TEL LINE port on the ASAP 104.

The filters keep the DSL signal from interfering with the operation of the ASAP 104.

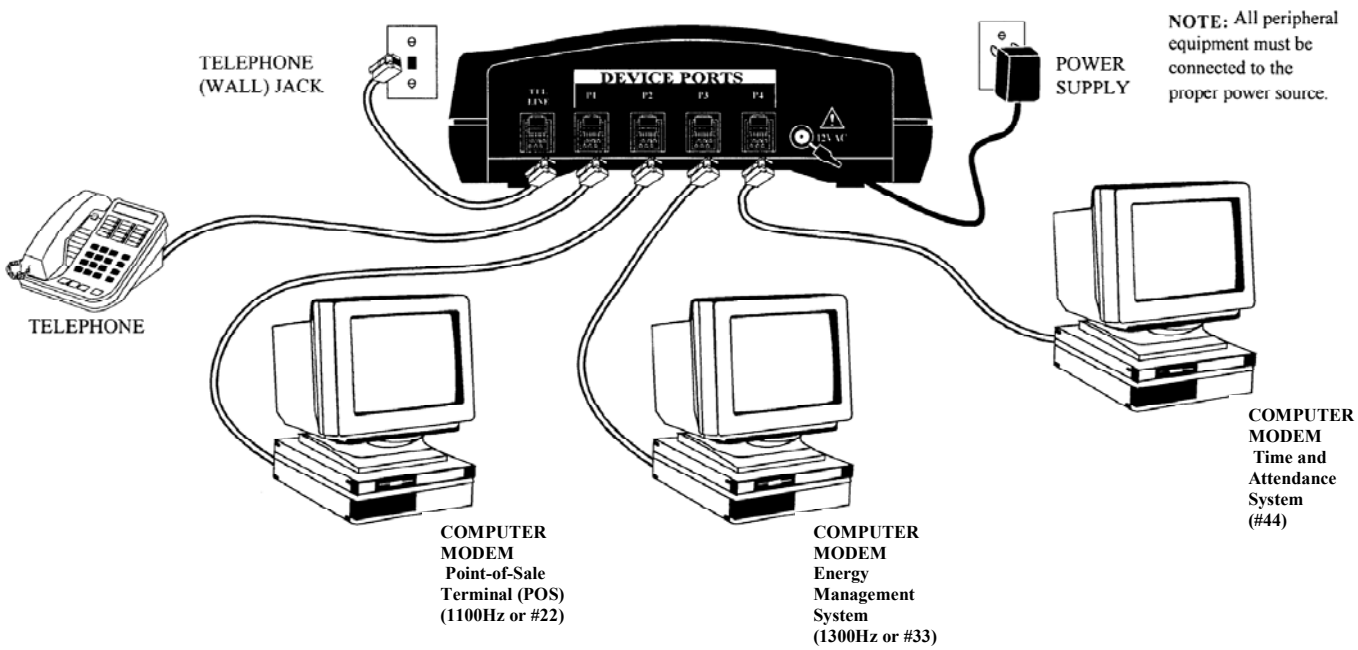


Connecting telephone equipment to the *ASAP®104*

This section illustrates 2 typical applications using the ASAP 104. The ASAP 104 is capable of routing calls to any data device, system or system of devices that can answer a standard phone company ring signal.

If your application requires additional information or support, call our toll-free, Technical Service team at: **800-288-6794**.

Application Number 1:
Typical Connection for a retail store

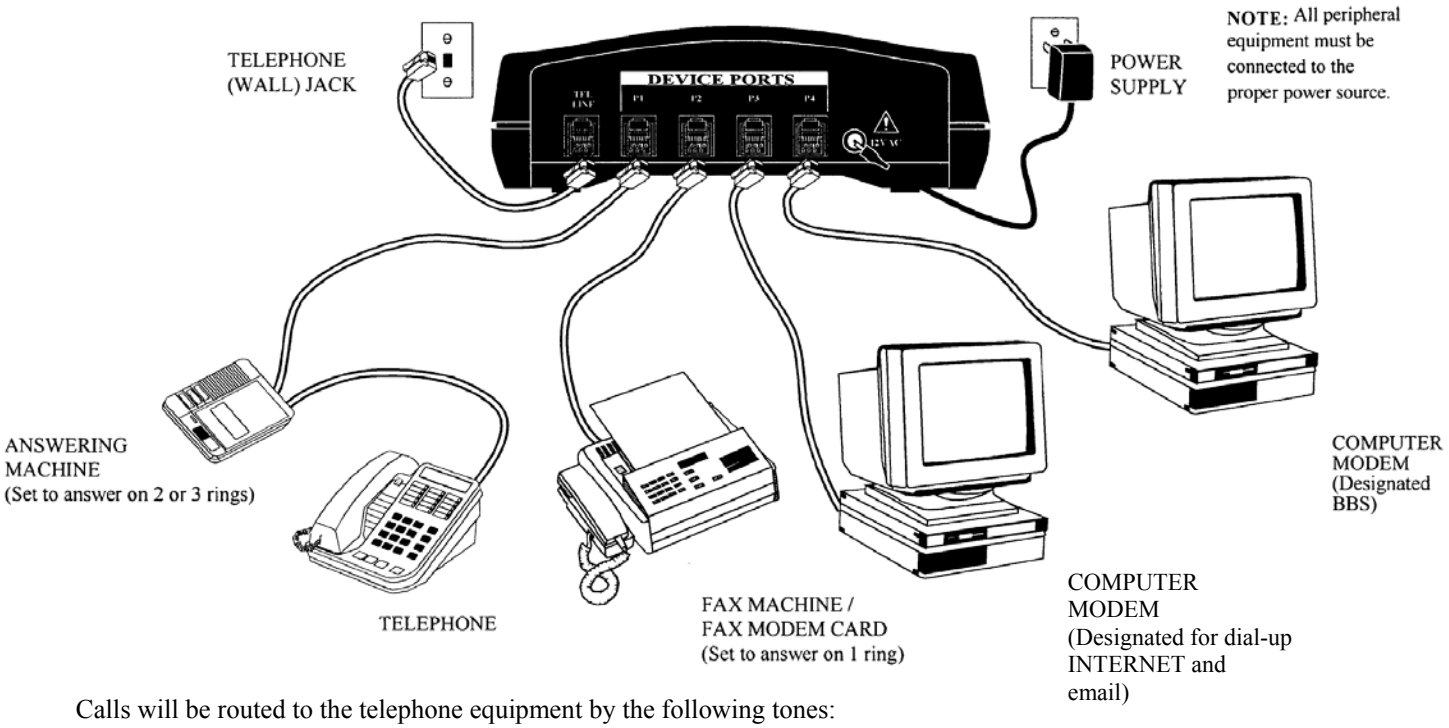


In this application, 3 different computers/systems connect to the ASAP 104, (POS, Energy Management, and Time and attendance) as well as a telephone.

This allows inbound and outbound telephone calls during normal business hours, and automated polling of the connected data devices after hours. Access to the data devices can be accommodated by access codes in the dialing of the calling computer. The ASAP 104 can also be shut down (on all ports or individually) completely to inbound calls depending on application requirements.

Application Number 2:
Typical Connection for a small or home office

The following diagram shows a typical installation with a single line telephone. This application allows incoming and outgoing voice and fax calls, as well as to separate computer modems. One of the computer modems in this application is used for the INTERNET and E-mail access, while the other is a dedicated Bulletin Board System (BBS).



Calls will be routed to the telephone equipment by the following tones:

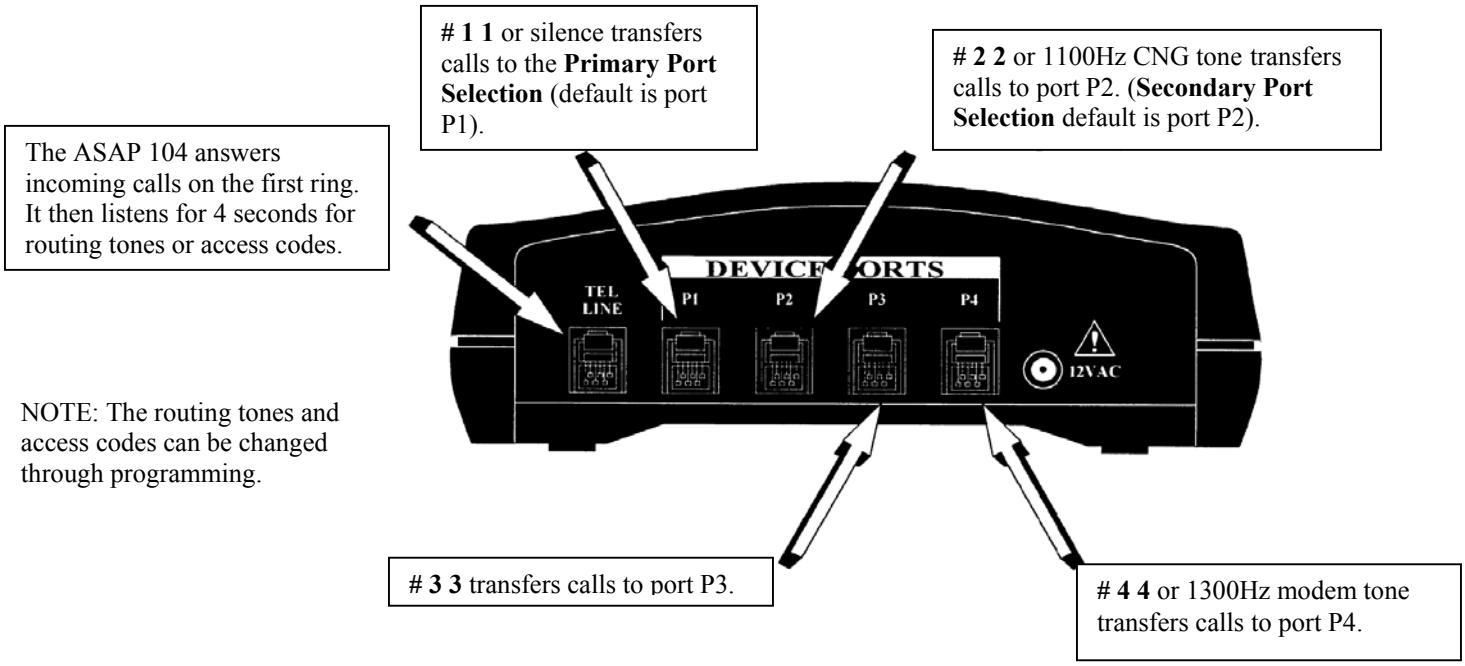
port P1 - silence, or **# 1 1**
port P2 - 1100Hz CNG tone or **# 2 2**
port P3 - **# 3 3**
port P4 - 1300Hz Modem calling tone or **# 4 4**

In this application, the ASAP 104 will provide Emergency Call Override to the Primary port (port P1 is default) if the phone company three-way calling has been activated. See the section "Emergency Call Override" for more information.

See "Operating Modes" for more information about how the ASAP 104 processes calls.

Operating Modes

Automatic Mode



The ASAP 104 will ring the Primary port up to 6 times (Rings to port P1 in this example). If the call remains unanswered after 6 rings, the ASAP 104 will transfer (Automatic No Answer Transfer) the call to the Secondary port. The Automatic No Answer Transfer is designed to accommodate fax machines that do not produce a CNG tone, and can be turned off through programming.

If a device connected to the Primary port answers a call, the ASAP 104 will disable the Single Tone Detection feature (if the Single Tone Detection feature has not expired). Then, only tone and pulse transfers are allowed as follows.

port P1 **# 1 1** tone
port P2 **# 2 2** tone
port P3 **# 3 3** tone
port P4 **# 4 4** tone

Any time a call is transferred to another port, the port that is off-hook with the call is the only port that will be allowed to transfer the call. The originating port will receive a busy tone once the transfer occurs.

To accommodate faxes that do not produce CNG tones, the Automatic Primary Port Transfer feature can transfer a call to another port (Secondary Port Selection) when using an answering machine with the ASAP 104. The factory setting for this feature is OFF, and uses the Primary Port Transfer Timer to set parameters for transfer as described later in this guide.

The factory setting for the ASAP 104 is the Automatic mode. To change the operating mode, see "Programmable features of the ASAP 104" for more information.

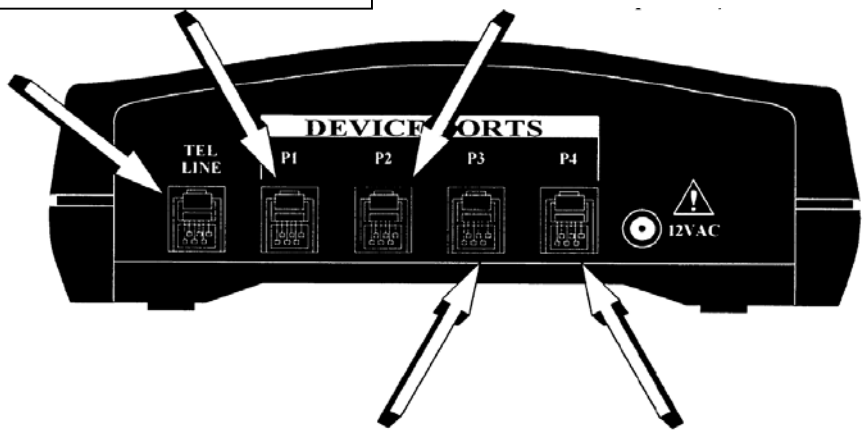
NOTE: In the Automatic mode, any phone(s) not connected to an ASAP port will only ring 1 time (Rings to Answer Call) on inbound calls and do not have complete access to the phone line unless Extension Detection is turned ON.

Semi-Automatic Mode

The ASAP 104 allows incoming calls to simultaneously ring extension phones and phones connected to the Primary port (default is port P1).

 # 2 2 or 1100Hz CNG tone transfers calls to port P2. (**Secondary Port Selection** default is port P2).

The ASAP 104 does not answer calls in this mode. All calls transfer to the **Primary Port Selection** (default is port P1).



NOTE: The routing tones and access codes can be changed through programming.

 # 3 3 transfers calls to port P3.

 # 4 4 or 1300Hz modem tone transfers calls to port P4.

The ASAP 104 will ring the Primary port up to 6 times (**Rings to port P1** in this example). If the call remains unanswered after 6 rings, the ASAP 104 will transfer (**Automatic No Answer Transfer**) the call to the Secondary port. The **Automatic No Answer Transfer** is designed to accommodate fax machines that do not produce a CNG tone, and can be turned off through programming.

If a device connected to port P2, P3 or P4 answers a call only tone transfers are allowed as follows.

port P1 **# 1 1** tone
port P2 **# 2 2** tone
port P3 **# 3 3** tone
port P4 **# 4 4** tone

Any time a call is transferred to another port, the port that is off-hook with the call is the only port that is allowed to transfer the call. The originating port will receive a busy tone once the transfer occurs.

To accommodate faxes that do not produce CNG tones, the **Automatic Primary Port Transfer** feature can transfer a call to another port (Secondary Port Selection) when using an answering machine with the ASAP 104. The factory setting for this feature is OFF, and uses the Primary Port Transfer Timer to set parameters for transfer as described later in this guide.

The factory setting for the ASAP 104 is the Automatic mode. To change the operating mode, see "Programmable features of the ASAP 104" for more information.

Distinctive Ring Service

The phone company's Distinctive Ring service (DRS) is offered in most areas across the U.S. Phone companies offer this service under various names; check with your local phone company for details (service activation required).

When a second, third or fourth phone number is added to a single line, the ASAP 104 works smoothly to process calls without depending on access codes or transfer tones.

The factory default for Distinctive Ring Detection is OFF. When turned ON, the ASAP 104 will process the additional phone numbers (ring styles) as follows:

port P1- - - standard ring
port P3- - - three-burst ring (short-short-long)
(short-short-short)
(long-long-long)
(long-short-short)
(short-long-long)

port P2- - - two-burst ring
port P4- - - three-burst ring (short-long-short)
(long-short-long)
(long-long-short)

NOTE: If a ring burst is not assigned to a port, the ASAP 104 will not answer a call ringing with that specific cadence. (These settings are the default settings for transferring calls and can be changed to meet end-user needs.)

When Distinctive Ring Detection is turned ON, the following features are deactivated:

Automatic Primary Port Transfer **Automatic No Answer Transfer** **Automatic Ring Reduction**

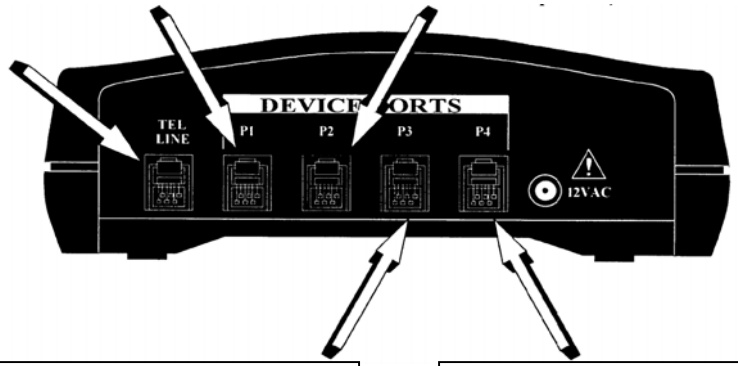
When Distinctive Ring is turned ON, the ASAP 104 will process calls in the current operating mode. Calls will be processed differently in the Automatic mode and Semi-Automatic mode as follows:

Distinctive Ring – Automatic Mode

 # 1 1 or a standard ring, transfers calls to port P1.

 # 2 2, 1100Hz CNG tone or a two-burst ring transfers calls to port P2.

The ASAP 104 answers incoming calls on the first ring. It then listens for 4 seconds for routing tones or access codes.



NOTE: The routing tones and access codes can be changed through programming.

 # 3 3 or a three-burst ring (see above) tone transfers calls to port P3.

 # 4 4, 1300Hz modem tone or a three-burst ring (see above) tone transfers calls to port P4.

If the ASAP 104 detects any of these signals, it transfers the call to the appropriate port. If the ASAP 104 does not detect any of these signals, it will transfer the call to the port designated in the **DRS Assignment**.

The ASAP 104 will answer the call on the first ring (**Rings to Answer Call**) unless the **DRS Assignment** is not set for that line. (This means the ASAP 104 will only process distinctive rings that have been programmed and ignore all other ring styles.)

If a device connected to another port on the ASAP 104 answers a call, the ASAP 104 will disable the Single Tone Detection feature (if the associated timer has not expired). Then only tone transfers are allowed as follows.

port P1 # **1 1** tone
port P2 # **2 2** tone
port P3 # **3 3** tone
port P4 # **4 4** tone

Any time a call is transferred to another port, the port that is off-hook with the call is the only port that will be allowed to transfer the call. The originating port will receive a busy tone once the transfer occurs.

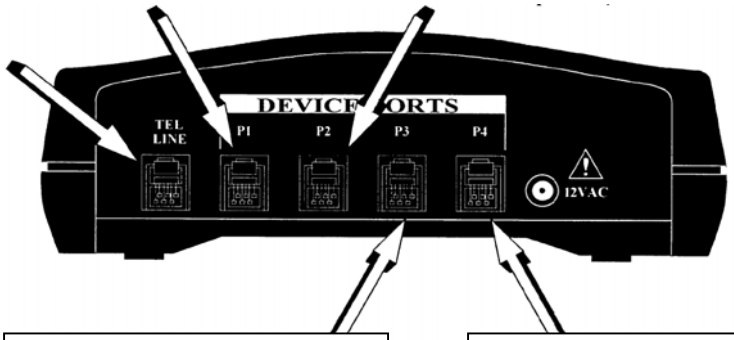
NOTE: Extension phones not connected to the ASAP 104 will only ring one time (**Rings to Answer Call**) on inbound calls and cannot answer calls unless **Extension Detection** is turned ON.

Distinctive Ring – Semi-Automatic Mode

Standard ring, transfers calls to port P1.

A two-burst ring transfers calls to port P2.

The ASAP 104 identifies the ring pattern and routes the call to the proper port.



NOTE: The routing tones and access codes can be changed through programming.

A three-burst ring (see page 12) transfers calls to port P3.

A three-burst ring (see page 12) transfers calls to port P4.

If a device connected to any port answers a call, the ASAP 104 listens for the following signals:

port P1 # **1 1** tone
port P2 # **2 2** tone 1100Hz CNG tone
port P3 # **3 3** tone
port P4 # **4 4** tone 1300Hz modem tone

If a device connected to any port answers a call, the **Single Tone Detection** features activates. When the **Single Tone Transfer Timer** expires (10 seconds), only tone transfers are allowed.

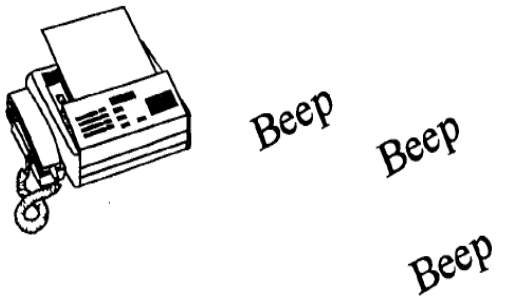
If the ASAP 104 detects any of the above signals, it transfers the call to the appropriate port. Otherwise, it remains on line until it receives transfer codes, or the call disconnects.

Anytime a call is transferred to another port, the port that is off-hook with the call is the only port that will be allowed to transfer the call. The originating port will receive a busy tone once the transfer occurs.

USING the ASAP 104

Special operating note

Before operating the ASAP 104, be sure that you understand the following information concerning the telephone equipment that is used with the ASAP 104. Fax CNG tones: Most faxes send audible beep tones called CNG (**C**alli**NG**) tones. This tone is a distinct beep that repeats every three (3) seconds. Once a fax has dialed the destination fax number, it generates this tone while waiting for the receiving fax to answer. Not all faxes transmit this tone when they call. Most, but not all faxes produce this through their auto-dial feature, speed-dial memory position, or by the operator pressing the start button on the fax machine after the number is dialed. For best results, callers should have your number programmed into their fax machine "speed-dial" memory.



Receiving a computer call

Unlike a fax call, most inbound computer calls do not produce identifying tones; they remain silent until another modem answers the call. To receive a computer call to a port on the ASAP 104, instruct the caller to use one of the following methods. (In this example we use a modem.)

Computer calls using port access codes in dialing strings

To have the calling modem automatically "over dial" an access code to a modem connected to the ASAP 104, the caller must take into consideration whether the call is local or long distance. For remote access to port P3 on the ASAP 104, instruct the caller to use the following dialing string in the modem's software:

ATDT (phone number),**#33**,**#33**,**#33**,**#33** (for Automatic mode)

ATDT (phone number),,,**#33**,**#33**,**#33**,**#33** (for Semi-Automatic mode)

The calling modem picks up its phone line and dials the phone number. The comma (,) tells the modem to wait about two (2) seconds and then repeatedly "over dial" the access code.

NOTE: Not all modem comma (,) commands delay dialing for a 2 second interval. See your modem Operator's Guide and adjust the number of commas you use accordingly. In the Automatic mode, the ASAP 104 will answer a call, detect the tones and transfer the call to port P3.

In the Semi-Automatic mode, you or your answering machine will answer the call, and then the ASAP 104 will detect the tones and transfer the call to port P3. For long distance remote access to port P3, instruct the caller to use the following dialing string in the modem's software:

ATDT 1 (phone number),,,**#33**,**#33**,**#33**,**#33** (for automatic mode)

ATDT 1 (phone number),,,,,**#33**,**#33**,**#33**,**#33** (for Semi-Automatic mode)

NOTE: In the Semi-Automatic mode, the commas entered before the #33 are set to your answering machine's 2-ring answer. Use 3 additional commas for each ring that your answering machine is set to answer above 2 rings.

For calls requiring access to other ports, substitute the appropriate access codes:

port P1 # **1 1**
port P2 # **2 2**
port P4 # **4 4**

Computer calls using Distinctive Ring Service from the Telephone Company

As previously described, the ASAP 104 is capable of routing calls based upon the phone company's Distinctive Ring service. Each telephone device is designated to a specific port and ring signal on the ASAP 104. Callers simply dial the specific phone numbers assigned to the desired device and the ASAP 104 transfers the call as described in the section **Distinctive Ring service**.

ComScan® Scanning / Intercom

The ASAP 104 converts your fax machine into a full page, multi-document scanning system by using the built-in **ComScan** feature.
To scan a document through the ASAP 104, connect a fax/modem or fax/modem card to port P4, and a fax machine to port P2. Once your equipment is connected properly, perform the following steps:

1. Set the fax/modem in "receive fax" on a 1 or 2 ring answer.

2. Insert the document to be scanned into the fax machine and take the fax machine's phone receiver off-hook and press *** * 4 4**.

3. When your fax/modem answers, press the fax machine's start button and return the phone receiver to its cradle.

After you complete these steps, your fax/modem will receive the document and store it as any received fax. You can then retrieve the document using your fax/modem's software to make changes or store it electronically. (There are many software packages on the market that allow you to modify a fax received by a fax/modem, see your local computer software dealer.)

Simply reverse the process to send a print job to your fax machine from your computer *** * 2 2**.

If the ASAP 104 is installed with phones connected to all ports, this feature also allows an intercom path between ports. To make an internal call to another port, perform the following procedures:

1. Take a phone connected to the ASAP 104 off-hook.

2. Press one of the following transfer codes from a tone phone:

*** * 1 1** for port P1

*** * 2 2** for port P2

*** * 3 3** for port P3

*** * 4 4** for port P4

3. Replace the phone receiver on-hook when finished.

Using Telephones with the ASAP 104

Answering incoming calls

You can answer incoming calls from an extension phone (if Extension Detection is turned ON) or from a phone device connected to the Primary port. You can then conduct the call normally, for as long as you like.

1. If, after answering a call, you hear silence on the line, the call is likely coming from a fax that does not produce a CNG tone. Simply transfer the call to the port that the fax is connected to by pressing one of the following:

port P1	**# 1 1**	port P3	**# 3 3**
port P2	**# 2 2**	port P4	**# 4 4**

2. In the Semi-Automatic mode, if you hear a single frequency tone or an access code for another port after answering a call, hang up the phone. The call will be transferred automatically.

Answering incoming calls with an answering machine

NOTE: Use the appropriate access code if the fax is not connected to port P2.

If the answering machine answers a call from the Primary port, the caller can perform the following:

- Record a voice message on the answering machine and/or
- Transfer their call to another port

If the ASAP 104 is in the Semi-Automatic mode, you should record 4 seconds of silence before recording your outgoing message.

Following is a sample announcement message that you may wish to use:

" * Hello, this is _____. If you wish to send a fax, press # 2 2 or leave a message after the tone."

NOTE: Fax calls that do not produce a CNG tone will transfer to the answering machine. To allow the ASAP 104 to transfer these calls to the Secondary port, see "Programmable features of the ASAP 104" to turn on the Automatic Primary Port Transfer feature ON.

With the Automatic Primary Port Transfer turned ON, the ASAP 104 will monitor the line for 30 seconds after the answering machine answers a call. If the answering machine (or telephone) disconnects from the call during this time, the ASAP 104 automatically transfers the call to the Secondary port. To accommodate these timing parameters, the outgoing message should be between 15 and 20 seconds in length. (Single cassette answering machines are not recommended for use with this feature due to timing limitations of these types of machines.)

Retrieving answering machine messages from a remote location

To disable the ASAP 104 and retrieve answering machine messages, follow these steps:

1. Dial your phone number and wait for the answering machine to answer the call.
2. After the answering machine answers the call, press * from a tone phone. (This disables the ASAP 104 from inadvertently transferring a call.)
3. Follow the remote retrieval procedures for your answering machine.
4. After retrieving your messages, hang up. The ASAP 104 resets for the next call.

Placing an outbound call

Outbound calls can be placed from any port. If a port is in use, the ASAP 104 will produce a busy signal when attempting to place a call from a different port. During an outbound call, you can also receive a transmission from someone that is ready to transmit. To transfer this call to a port any time during a conversation, press the following from a tone phone:

port P1 **# # 1 1**
port P2 **# # 2 2**
port P3 **# # 3 3**
port P4 **# # 4 4**

(Picking up an extension phone not connected to a port during a data or fax transmission may interrupt the call.) Once the call is transferred, the phone originating the transfer receives a busy signal. Simply hang up the phone until the transmission completes.

Emergency Call Override

This feature allows the Primary port to interrupt a call that is in process on another port. **Emergency Call Override** operates in conjunction with 3-way calling service from the phone company. Operation of this feature is provided through the Primary port and can be set up for *Automatic* or *Manual* operation as explained below:

Automatic operation (with 3-way calling)

When a call is in process on a port and a telephone connected to the Primary port goes off-hook, the ASAP 104 will disconnect the active port from the phone line, transmit a tone for 3 seconds, and then hook-flash to obtain dial tone from the phone company.

Manual operation (with 3-way calling)

When a call is in process on a port and a telephone connected to the Primary port goes off-hook, the **#** key must be pressed and released to activate the Emergency Call Override. Upon detection of the **#** key, the ASAP 104 will disconnect the active port from the phone line, transmit a tone for 3 seconds, and then hook-flash to obtain dial tone from the phone company.

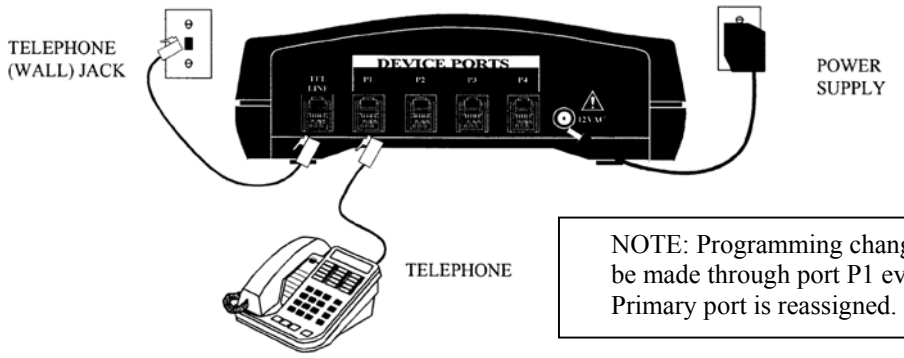
Introduction

The ASAP 104 has many features that can be used to customize its operation.

Many of these features have either feature settings or timing parameters associated directly with their operation. Therefore, read the following sections carefully to obtain the best results when programming the ASAP 104.

Programming Locally

Connect the ASAP 104 as shown, using a tone phone.



NOTE: Programming changes can only be made through port P1 even if the Primary port is reassigned.

Programming changes can be performed from a tone phone connected to port P1 of an operational unit.

To enter the programming mode, take the phone off-hook, press # * . You will hear three beeps indicating the unit is in the programming mode

Once in programming, the ASAP 104 allows 8 seconds between tone commands before exiting the programming mode without saving the changes. Therefore, it would be beneficial to write down all programming changes before entering the programming mode.

Once a complete programming command is entered, it must be followed by the * key, which stores it into memory. After you enter the * key, you can set as many features or feature settings as needed for your application. When all programming changes are complete, press * * to save the changes to exit the programming mode. There is one final beep when exiting programming mode before returning to a dial tone.

The ASAP 104 will not be able to process calls during programming sessions.

If during a programming session you receive a dial tone, the intercept operator message, or if programming was not successful, perform the following steps:

1.Disconnect the telephone line from the TEL LINE port.

2.Take the phone in port P1 off-hook.

3.Disconnect power from the ASAP 104.

4.Reconnect power to the ASAP 104.

5.The ASAP 104 will produce three beeps indicating entry into the programming mode.

6.Continue with programming changes as previously described.

7.When programming changes are complete, hang up the phone.

8.Reconnect the telephone line.

Entering the programming mode remotely

To program the ASAP 104 remotely, the Security Access Code must be previously stored into memory.

From the remote location, dial the phone number of the line connected to the ASAP 104. The call must be placed from a tone phone that has the **#** and ***** keys. When the ASAP 104 answers the call, and between the ring signals, press the **#** key, followed by the **Security Access Code**. The ASAP 104 will beep 3 times indicating successful entry into the programming mode.

Continue with programming changes as previously described.

Customer Service Programming

The ASAP 104 can also be programmed by calling our Technical Service Team (toll free) at: **1-800-288-6794**

Programmable features of the ASAP 104

Feature Number	FEATURE	FACTORY SETTING	OPTIONS	
			OFF	ON
0	**Automatic No Answer Transfer**	ON	00	10
1	**Automatic Primary Port Transfer**	OFF	01	11
2	**Automatic Ring Reduction**	OFF	02	12
3	**Automatic Ring Reduction Reset**	ON	03	13
4	**Extension Detection**	OFF	04	14
5	**On-Line Extension Protection**	ON	05	15
6	**Answer Any Port**	OFF	06	16
7	**Not Used**			
8	**Pound Key Required**	ON	08	18
9	**Single Tone Detection**	ON	09	19
10	**Fax CNG (Calling) Tone Detection**	ON	010	110
11	**Modem (Calling) Tone Detection**	OFF	011	111
12	**Reserved**			
13	**Distinctive Ring Service Detection**	OFF	013	113
14	**Caller ID Pass Thru**	OFF	014	114
15	**Emergency Call Override Action**	OFF	015 2.2 sec on-hook	115 Flash
16	**Not Used**			
17	**Not Used**			
18	**Caller ID Retransmission**	ON	018	118

Programmable feature settings of the ASAP 104

Feature Number	FEATURE	FACTORY SETTING	OPTIONS
20 and 21	**Operating Mode**	20	20 Automatic 21 Semi-Automatic
30	**Port Tone Assignment**	0120	0-3 for each port
40	**Rings to Answer Call**	1	1 to 99
41	**Rings to Port P1**	6	1 to 99
42	**Rings to Port P2**	6	1 to 99
43	**Rings to Port P3**	6	1 to 99
44	**Rings to Port P4**	6	1 to 99
50	**Primary Port Transfer Timer**	30	0 to 99 seconds
51	**Ring Reduction Reset Timer**	10	1 to 60 minutes
52	**Single Tone Detection Timer**	10	4 to 30 seconds
60	**Remote Security Access Code**	None	0 to 9999
61	**Port P1 Transfer Code**	11	0 to 9999
62	**Port P2 Transfer Code**	22	0 to 9999
63	**Port P3 Transfer Code**	33	0 to 9999
64	**Port P4 Transfer Code**	44	0 to 9999
71	**Primary Port Selection**	711	711 P1 712 P2 713 P3 714 P4
72	**Secondary Port Selection**	722	721= P1 722= P2 723= P3 724= P4
80	**DRS Assignment**	1234	0 to 4 (each port)
999	**Reset to Factory Settings**	999	999

Automatic No Answer Transfer

Operates in either the Automatic or Semi-Automatic mode.

This feature is designed to transfer calls that do not produce identifying tones to the appropriate port.

The ASAP 104 will ring the Primary port 6 times (**Rings to Ports P__**). If the call remains unanswered after 6 rings, the ASAP 104 will transfer the call to the Secondary port.

The factory setting for **Automatic No Answer Transfer** feature is ON.

If the **Automatic No Answer Transfer** feature is turned OFF, the ASAP 104 will operate as follows:

Semi-Automatic mode

The call will continue to ring as long as the caller stays on line without transferring.

Automatic mode

The call will ring 6 times to the Primary port without transferring, then reset for the next call. The next incoming call will be processed with Ring Reduction activated as well as associated features and feature settings.

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 0 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 0 * (three beeps) * (one beep)**
3. Hang up the phone

Automatic Primary Port Transfer

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature is designed to work in conjunction with an answering machine to transfer calls that do not produce identifying tones to the appropriate port.

If the answering machine answers a call and is on line for less than 30 seconds (**Primary Port Transfer Timer**) the ASAP 104 will transfer the call to the Secondary port. If the call is on line for more than 30 seconds, the ASAP 104 will simply reset for the next call when the answering machine disconnects.

If the **Automatic Primary Port Transfer** feature is turned OFF, the ASAP 104 will reset each time the answering machine disconnects from a call. No transfer to the Secondary port will occur when the answering machine disconnects from a call.

The factory setting for **Automatic Primary Port Transfer** feature is OFF.

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 1 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 1 * (three beeps) * (one beep)**
3. Hang up the phone

Automatic Ring Reduction

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature is designed to activate when **Automatic No Answer Transfer** sends an unanswered call to the Secondary port. After this transfer occurs, the **Automatic Ring Reduction** is activated and allows only 2 rings to the Primary port for future calls. The ASAP 104 will reset the ring count to 6 rings (**Ring Reduction Reset**) after 10 minutes (**Ring Reduction Reset Timer**) of inactivity on other ports. Otherwise, it can be reset manually from any port by making a call.

If **Automatic Ring Reduction** is turned OFF, the ASAP 104 will continue to allow 6 rings (**Rings Available to Port P__**) to the Primary port on every call. (Turning this feature OFF may limit some fax machine's ability to connect to your fax machine due to timing parameters.

The factory setting for Automatic Ring Reduction is OFF.

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 2 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 2 * (three beeps) * (one beep)**
3. Hang up the phone

Automatic Ring Reduction Reset

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature is designed to reset the ASAP 104 to allow 6 rings (**Rings to Ports P__**) to the Primary port after the **Automatic Ring Reduction** reduced the ring count to 2 rings.

The **Automatic Ring Reduction Reset** will reset the ring count to 6 rings after 10 minutes (**Ring Reduction Reset Timer**) of inactivity. Otherwise, it can be reset manually from any port by making a call.

If **Automatic Ring Reduction Reset** is turned OFF, the ASAP 104 will continue to allow 2 rings to the Primary port on every call until it is manually reset.

The factory setting for **Automatic Ring Reduction Reset** is ON, but will not operate until **Automatic Ring Reduction** is turned ON.

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 3 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 3 * (three beeps) * (one beep)**
3. Hang up the phone

Extension Detection

Extension Detection provides a method to interrupt call processing from an extension phone and operates only in the Automatic mode.

With **Extension Detection** turned OFF, the ASAP 104 does not detect extension phones (phones not connected to the ASAP 104) going off-hook during a call. When answering a call from an extension phone, you will hear the ASAP 104 ringing the selected port. Pressing the ***** key on an extension phone stops the ASAP 104 from ringing the port and gives control of the call to the extension phone.

If **Extension Detection** is turned ON, the ASAP 104 will detect an extension phone going off-hook and stop ringing the port. The extension phone now has control of the call.

The factory setting for **Extension Detection** is OFF.

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 4 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 4 * (three beeps) * (one beep)**
3. Hang up the phone

On-Line Extension Protection

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature allows the ASAP 104 to detect when an extension phone (not connected to the ASAP 104) goes off-hook to place a call. Once the extension phone is on-line, any device connected to the ASAP 104 cannot access the phone line. The device simply receives a busy signal until the extension phone has disconnected from the call.

NOTE: Phones or data devices connected directly to the ASAP 104 do not require this feature as the ASAP 104 maintains exclusion between ports.

If **On-Line Extension Protection** is turned OFF, a device connected to another port of the ASAP 104 will interrupt a call from any extension phone.

The factory setting for **On-Line Extension Protection** is ON.

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 5 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press # *** (three beeps) 1 5 * (three beeps) * (one beep)**
3. Hang up the phone

Answer Any Port

Operates in either the Automatic mode or the Semi-Automatic mode.

When a call comes in, the **Answer Any Port** feature allows any port that is not ringing to answer the call. Once the call is answered, the ASAP 104 listens for tone access codes to transfer the call to another port.

Conditions that allow the **Answer Any Port** feature to operate:

1. Any time between ring signals to the Primary port
2. After a **No Answer Transfer** occurs
3. When **Distinctive Ring Service** Detection is activated

Conditions that restrict the **Answer Any Port** feature:

1. **Automatic Primary Port Transfer**
2. **Single frequency tone transfer**
3. **Tone Access code transfer**

(In the Semi-Automatic mode, **Single Tone Detection** will be activated when a device answers a call.)

The factory setting for the **Answer Any Port** feature is OFF.

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 6 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 6 * (three beeps) * (one beep)**
3. Hang up the phone

Pound Key Transfer Required

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature allows the ASAP 104 to determine whether or not the # key is required on an inbound call to transfer to a port, or for entering the remote programming mode using the **Security Access Code**.

If this feature is turned OFF, you or the caller can transfer a call to any port on the ASAP 104 by entering the access code required for the port without entering the # key. However, if an incorrect access code is entered, the caller can re-enter the access code with the # key included to complete a transfer.

With this feature turned ON, if an incorrect access code is entered, you or the caller can simply re-enter the access code (with the # key) to transfer the call.

The factory setting for the **Pound Key Transfer Required** feature is ON.

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 8 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 8 * (three beeps) * (one beep)**
3. Hang up the phone

Single Tone Detection

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature allows the ASAP 104 to detect single frequency tones (for the duration of the **Single Tone Detection Timer**) from various data devices. It recognizes the following tones:

- 1100Hz Fax CNG tone (if turned ON)
- 1300Hz modem calling tone (if turned ON)

Operation in the Automatic mode and Semi-Automatic mode vary as follows:

Automatic mode

Once the ASAP 104 answers a call, it will listen for and transfer calls when a single frequency tone is detected. The **Single Tone Detection Timer** begins when the ASAP 104 answers the call. After the timer expires, the ASAP 104 will only transfer using the tone access codes.

Semi-Automatic mode

The **Single Tone Detection Timer** begins when the call is answered. Once the call is answered, the ASAP 104 will listen for and transfer calls when a single frequency tone is detected. After the timer expires, transfers will require tone access codes.

The factory setting for **Single Tone Detection** is ON.

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 9 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 9 * (three beeps) * (one beep)**
3. Hang up the phone

NOTE: This feature supersedes the following features: **Fax CNG Detection, Modem Calling Tone Detection.** If **Single Tone Detection** is turned OFF, these features will not operate even if they are programmed ON.

Fax CNG (Calling) Tone Detection

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature allows the ASAP 104 to detect an 1100 Hz Fax CNG tone.

Operation in the Automatic mode and Semi-Automatic mode varies as follows:

Automatic mode

Once the ASAP 104 answers a call, it will listen for and transfer calls when a CNG tone is detected.

Semi-Automatic mode

Once a call is answered, the ASAP 104 will listen for and transfer calls when a CNG tone is detected.

The factory setting for **Fax CNG Tone Detection** is ON.

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 1 0 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 1 0 * (three beeps) * (one beep)**
3. Hang up the phone

Modem Tone Detection

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature allows the ASAP 104 to detect a 1300 Hz modem calling tone.

Operation in the Automatic mode and Semi-Automatic mode varies as follows:

Automatic mode
Once the ASAP 104 answers a call, it will listen for and transfer calls when a modem calling tone is detected.

Semi-Automatic mode
Once a call is answered, the ASAP 104 will listen for and transfer calls when a modem calling tone is detected.

The factory setting for **Modem Calling Tone Detection** is ON.

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 1 1 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 1 1 * (three beeps) * (one beep)**
3. Hang up the phone

Distinctive Ring Service (DRS) Detection

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature allows the ASAP 104 to recognize the various ring signals from the phone company when DRS is activated. It works with DRS Assignment to automatically transfer calls to any port on the ASAP 104 without identifying tones or transfer codes.

The factory setting for **Distinctive Ring Service Detection** is OFF.

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 1 3 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 1 3 * (three beeps) * (one beep)**
3. Hang up the phone

Caller ID Pass Thru

This feature allows Caller ID devices to be connected directly to the Primary port of the ASAP 104.

Operates in either the Automatic mode or the Semi-Automatic mode. (Caller ID requires service activation from the phone company.) Also see the **Caller ID Retransmission** section.

Operation in the Automatic mode and Semi-Automatic mode vary as follows:

Automatic mode

When the ASAP 104 is in the Automatic mode, the first ring of a call passes directly to the Primary port. Between the first and second rings, the Caller ID will display its information. The ASAP 104 answers the call before the start of the second ring and processes the call normally. All extensions phones will ring. If **Distinctive Ring Service Detection** is turned ON, only the primary port will receive the Caller ID information even if the primary port is not the designated port for the distinctive ring pattern. The second incoming ring will be processed as described in "Distinctive Ring Service."

Semi-Automatic mode

In this mode, Caller ID is always ON. When a call comes in, the first ring of a call passes directly to the Primary port. Between the first and second rings, the Caller ID will display its information, and the call is then processed normally. NOTE: If **Distinctive Ring Service Detection** is turned ON, the second ring will be processed as described in "Distinctive Ring Service."

The factory setting for Caller ID Pass Thru is OFF. **Caller ID Retransmission** must be OFF before this feature is turned ON.

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 1 4 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 1 4 * (three beeps) * (one beep)**
3. Hang up the phone

Emergency Call Override Action

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature allows the Emergency Call Override feature to operate the phone company's 3-way calling service.

See Emergency Call Override for operating procedures with the ASAP 104.

The factory setting for Emergency Call Override is set to go on-hook for 2.2 seconds [**# * (three beeps) 0 1 5 * (three beeps) * (one beep)**]

To set the ASAP 104 for operation with the 3-way calling feature (ASAP 104 performs a flash), use the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 1 5 * (three beeps) * (one beep)**
3. Hang up the phone

To set the ASAP 104 to go on-hook for 2.2 seconds, use the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 1 5 * (three beeps) * (one beep)**
3. Hang up the phone

Caller ID Retransmission

This feature allows Caller ID devices to be connected to any port of the ASAP 104.

Operates in either the Automatic mode or the Semi-Automatic mode. (Caller ID requires service activation from the phone company.) Also see the **Caller ID Pass Thru** section.

Operation in the Automatic mode and Semi-Automatic mode vary as follows:

Automatic mode

When the ASAP 104 is in the Automatic mode, the unit detects the incoming ring signal and receives the caller ID information between the first and seconds rings. Before the second ring, the ASAP 104 answers and processes the call normally. The determined port is rung and the Caller ID information is retransmitted to the port after the first ring to the port. The Caller ID information retransmitted only 1 time. It is not retransmitted if the call is transferred from one port to another. If Distinctive **Ring Service Detection** is turned ON, only the port designated by the **DRS Assignment** will receive the Caller ID information.

Semi-Automatic mode

When a call comes in, the first ring of a call passes directly to the Primary port. Between the first and second rings, the Caller ID will display its information, and the call is then processed normally. NOTE: If **Distinctive Ring Service Detection** is turned ON, the second ring will be processed as described in "Distinctive Ring Service." Only the port designated by the **DRS Assignment** will receive the Caller ID information.

The factory setting for Caller ID Retransmission is ON. **Caller ID Pass Thru** must be OFF before this feature is turned ON.

To turn this feature ON:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 1 1 8 * (three beeps) * (one beep)**
3. Hang up the phone

To turn this feature OFF:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 0 1 8 * (three beeps) * (one beep)**
3. Hang up the phone

Operating Mode

The Operating mode can be set in either the Automatic mode or the Semi-Automatic mode as previously described.

The factory setting is for operation in the Automatic mode [**# * (three beeps) 2 0 * (three beeps)]**

To set the ASAP 104 for Semi-Automatic mode, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 2 1 * (three beeps) * (one beep)**
3. Hang up the phone

To set the ASAP 104 for Automatic mode, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 2 0 * (three beeps) * (one beep)**
3. Hang up the phone

Port Tone Assignment

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature designates where the ASAP 104 will transfer a call that produces the following identifying tones:

- 1100Hz Fax CNG tone (if turned ON)
- 1300Hz modem calling tone (if turned ON)

The tones can be set to transfer automatically (depending on operating mode) to any port on the ASAP 104.

The ASAP 104 looks for a 4-digit code to set the port designations for receiving tone transfers. The first digit represents port P1, the second digit represents port P2, the third digit represents port P3, the fourth digit represents port P4. The ASAP 104 cannot be set to transfer any tone to more than one port.

Following are the digits that represent the tones for setting port designations:

0 No tone assigned
1 1100Hz CNG
2 1300Hz modem calling tone
3 1100Hz & CNG 1300Hz modem calling tone

The factory setting for Port Tone Assignment is [# *** (three beeps) 3 0 0 1 2 0 * (three beeps) * (one beep)**].

To change this feature, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 3 0 _ _ _ _ * (three beeps) * (one beep)** (blank spaces represent selection of tones)
3. Hang up the phone

Emergency Call Override

This feature allows the Primary port to interrupt a call in process on another port and operates in either the Automatic mode or the Semi-Automatic mode.

Emergency Call Override is capable of operating with the phone company's three-way calling service (Emergency Call Override Selection).

Operation of this feature is provided through the Primary port, and can be set for automatic or manual operation.

Automatic operation
When a call is in process on a port and a phone connected to the Primary port goes off-hook, the ASAP 104 will automatically release the line as described in "Using the ASAP 104."

Manual operation
When a call is in process on a port while a phone connected to the Primary port goes off-hook and the # key is pressed and released, the ASAP 104 will automatically release the line as described in "Using the ASAP 104."

The factory setting for **Emergency Call Override** is OFF [**# * (three beeps) 3 1 0 * (three beeps) * (one beep)**].

To set the ASAP 104 for Automatic Emergency Call Override, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 3 1 2 * (three beeps) * (one beep)**
3. Hang up the phone

To set the ASAP 104 for Manual Emergency Call Override, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 3 1 1 * (three beeps) * (one beep)**
3. Hang up the phone

Rings to Answer Call

Operates in the Automatic mode only.

This feature determines how many times an incoming phone call rings before it is answered by the ASAP 104. The factory setting is 1 ring, to permit the ASAP 104 to answer and transfer calls as quickly as possible. Under normal circumstances, it is not necessary to change this setting.

This feature has a range of 1 to 99 rings to answer a call. If this ring count is set higher than 1 ring and a call is answered from an extension phone before the ASAP 104 answers, the single tone transfer is deactivated. The tone transfer access codes still function only if preceded by the # key.

The factory setting for the **Rings to Answer Call** is 1 ring. To change this feature, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 4 0 _ _ * (three beeps) * (one beep)** (blank spaces represent the new Rings to Answer Call)
3. Hang up the phone

Rings to Port P1

This feature determines the number of rings that the ASAP 104 provides to port P1 with a range of 1-99 rings and operates in either the Automatic mode or the Semi-Automatic mode.

The factory setting for the **Rings to Port P1** is 6 rings.

To change this feature, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 4 1 _ _ * (three beeps) * (one beep)** (blank spaces represent the new Rings to Port P1)
3. Hang up the phone

Rings to Port P2

This feature determines the number of rings that the ASAP 104 provides to port P2 with a range of 1-99 rings and operates in either the Automatic mode or the Semi-Automatic mode.

The factory setting for the **Rings to Port P2** is 6 rings.

To change this feature, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 4 2 _ _ * (three beeps) * (one beep)** (blank spaces represent the new Rings to Port P2)
3. Hang up the phone

Rings to Port P3

This feature determines the number of rings that the ASAP 104 provides to port P3 with a range of 1-99 rings and operates in either the Automatic mode or the Semi-Automatic mode.

The factory setting for the **Rings to Port P3** is 6 rings.

To change this feature, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 4 3 _ _ * (three beeps) * (one beep)** (blank spaces represent the new Rings to Port P3)
3. Hang up the phone

Rings to Port P4

This feature determines the number of rings that the ASAP 104 provides to port P4 with a range of 1-99 rings and operates in either the Automatic mode or the Semi-Automatic mode.

The factory setting for the **Rings to Port P4** is 6 rings.

To change this feature, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 4 4 _ _ * (three beeps) * (one beep)** (blank spaces represent the new Rings to Port P4)
3. Hang up the phone

Primary Port Transfer Timer

Operates in either the Automatic or Semi-Automatic mode.

This feature designates the timing parameters for operation of the **Automatic Primary Port Transfer**. It is designed to accommodate the timing parameters of fax machines that do not produce CNG tones.

When using the **Automatic Primary Port Transfer** feature, set this feature to 10 seconds longer than the outgoing announcement message. If the outgoing announcement message is 10 seconds, set this timer to 20 seconds. This will allow adequate time for non-CNG faxes to reach the fax machine, yet allow callers to leave messages on the answering machine without transferring to the Secondary port when the call is complete (if the message is longer than 10 seconds).

This feature has a range of 0-99 seconds. If 0 or 00 is entered, the **Automatic Primary Port Transfer** will always transfer calls to the Secondary port regardless of time on the line.

The factory setting for the **Primary Port Transfer Timer** is 30 seconds. To change this feature, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 50_ _ * (three beeps) * (one beep)**
   (Blank keys represent new Primary Port Transfer Timer setting)
3. Hang up the phone

Ring Reduction Reset Timer

Operates in either the Automatic or Semi-Automatic mode.

This feature designates the timing parameters for operation of **Automatic Ring Reduction** and **Automatic Ring Reduction Reset**. It is activated when the **Automatic No Answer Transfer** transfers a call to the **Secondary Port Selection**, and the **Automatic Ring Reduction** reduces the **Rings Available to Port P1** (Primary port) to 2 rings.

When this feature is activated, the ASAP 104 monitors all ports for activity. If there is no activity for 10 minutes, the **Automatic Ring Reduction Reset** will restore the previous number of rings to the Primary port.

This feature has a range of 1-60 minutes. The **Rings to Port P1** (Primary port) can be reset manually as previously described.

The factory setting for the **Ring Reduction Reset Timer** is 10 minutes. To change this feature, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 51 _ _ * (three beeps) * (one beep)**
   (Blank spaces represent new Ring Reduction Reset Timer setting)
3. Hang up the phone

Single Tone Detection Timer

Operates in either the Automatic or Semi-Automatic mode.

This feature designates the timing parameters for operation of the **Single Tone Detection** feature.

When **Single Tone Detection** is activated, but this timer expires on a call, the ASAP 104 will not transfer calls producing identifying tones.

This feature has a range of 4-30 seconds.

The factory setting for the **Single Tone Detection Timer** is 10 seconds. To change this feature, perform the following steps:

1. Take the phone in port P1 off-hook
2. **Press # * (three beeps) 52 _ _ * (three beeps) * (one beep)**
   (Blank spaces represent new Single Tone Detection Timer setting)
3. Hang up the phone

Remote Security Access Code

Operates in the Automatic mode.

This feature designates the tone access code that will be required to program the ASAP 104 from a remote location.

Once entered, the ASAP 104 stores it in non-volatile memory until removed through programming.

The **Remote Security Access Code** can be any numeric 1-4 digits not including the # key. See **Pound Key Transfer Required** for use with the **Remote Security Access Code**. Do not use a transfer code for a port on the ASAP 104, or **0 0 0 0** as it will disable remote programming.

The factory setting for the **Remote Security Access Code** is unprogrammed for your protection. It must be entered before you can access the remote programming mode. To enter an access code, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 6 0 _ _ _ _ * (three beeps) * (one beep)** (blank spaces represent the new Remote Security Access Code)
3. Hang up the phone

Port P1 Transfer Code

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature designates the tone access code that will be required to transfer a call to port P1.

The **Port P1 Transfer Code** can be any numeric 1-4 digits not including the # key. See **Pound Key Transfer Required** for use with the **Port P1 Transfer Code**. Do not use a code that is a transfer code for another port on the ASAP 104.

The factory setting for the Port P1 Transfer Code is **1 1**.

To enter a new access code, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 6 1 _ _ _ _ * (three beeps) * (one beep)** (blank spaces represent the new Port P1 Transfer Code)
3. Hang up the phone

A code of **0 0 0 0** will disable tone access.

Port P2 Transfer Code

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature designates the tone access code that will be required to transfer a call to port P2.

The **Port P2 Transfer Code** can be any numeric 1-4 digits not including the # key. See **Pound Key Transfer Required** for use with the **Port P2 Transfer Code**. Do not use a code that is a transfer code for another port on the ASAP 104.

The factory setting for the Port P2 Transfer Code is **2 2**.

To enter a new access code, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 6 2 _ _ _ _ * (three beeps) * (one beep)** (blank spaces represent the new Port P2 Transfer Code)
3. Hang up the phone

A code of **0 0 0 0** will disable tone access.

Port P3 Transfer Code

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature designates the tone access code that will be required to transfer a call to port P3.

The **Port P3 Transfer Code** can be any numeric 1-4 digits not including the # key. See **Pound Key Transfer Required** for use with the **Port P2 Transfer Code**. Do not use a code that is a transfer code for another port on the ASAP 104.

The factory setting for the Port P3Transfer Code is **3 3**.

To enter a new access code, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 6 3 _ _ _ _ * (three beeps) * (one beep)** (blank spaces represent the new Port P3 Transfer Code)
3. Hang up the phone

A code of **0 0 0 0** will disable tone access.

Port P4 Transfer Code

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature designates the tone access code that will be required to transfer a call to port P4.

The **Port P4 Transfer Code** can be any numeric 1-4 digits not including the # key. See **Pound Key Transfer Required** for use with the **Port P4 Transfer Code**. Do not use a code that is a transfer code for another port on the ASAP 104.

The factory setting for the Port P4 Transfer Code is **4 4**.

To enter a new access code, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 6 4 _ _ _ _ * (three beeps) * (one beep)** (blank spaces represent the new Port P4 Transfer Code)
3. Hang up the phone

A code of **0 0 0 0** will disable tone access.

Primary Port Selection

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature designates where the call is routed when tone transfer codes are not detected in the Automatic mode, or any inbound call when the ASAP 104 is in the Semi-Automatic Mode. Calls can be designated to any of the 4 ports other than the **Secondary Primary Port Selection**. Any of the 4 ports can be designated as the Primary Port. One port cannot be designated to be both the Primary Port and Secondary Port.

The factory setting for Primary Port Selection is port P1 [# *** (three beeps) 7 1 1 * (three beeps) * (one beep)**].

To select transfer to port P2:

1. Take the phone in port P1 off-hook *** (three beeps) * (one beep)**

2. Press **# * (three beeps) 7 2 1 * (three beeps) * (one beep)**

3. Hang up the phone

To select transfer to port P3, press **# * (three beeps) 7 1 3 * (three beeps) * (one beep)**

To select transfer to port P3, press **# * (three beeps) 7 1 4 * (three beeps) * (one beep)**

Secondary Port Selection

Operates in either the Automatic mode or the Semi-Automatic mode.

This feature designates where the call is routed when the **Automatic No Answer Transfer** feature or the **Primary Port Transfer** feature is activated.

The factory setting for **Secondary Port Selection** is port P2 [**# * (three beeps) 7 2 2 * (three beeps) * (one beep)**].

To select transfer to port P1:

1. Take the phone in port P1 off-hook

2. Press **# * (three beeps) 7 2 1 * (three beeps) * (one beep)**

3. Hang up the phone

To select transfer to port P3, press **# * (three beeps) 7 2 3 * (three beeps) * (one beep)**

To select transfer to port P3, press **# * (three beeps) 7 2 4 * (three beeps) * (one beep)**

DRS Assignment

The DRS Assignment operates in either the Automatic mode or the Semi-Automatic mode.

This feature designates where the ASAP 104 will transfer a call using the Distinctive Ring service. It has the ability to recognize four different ring signals:

0- - - no ring assigned
1- - - standard ring
2- - - two-burst ring
3- - - three-burst ring (short-short-long)
(Short short short)
(Long long long)
(Long short short)
(Short long long)
4- - - three-burst ring (short-long-short)
(Long short long)
(Long long short)

The ASAP 104 looks for a 4-digit entry to set the port designations for the individual rings. The first digit represents portP1, the second digit represents port P2, the third digit represents port P3, and the fourth digit represents port P4. The ASAP 104 cannot be set to transfer any ring signal to more than one port.

The factory setting is **# * (three beeps) 8 0 1 2 3 4 *** which transfers a standard ring to port P1, a two burst ring to port P2, a three burst ring (above) to port P3, and a three burst ring (above) to port P4.

To change this feature, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 8 0 _ _ _ _ * (three beeps) * (one beep)** (blank spaces represent the new DRS Assignment)
3. Hang up the phone

NOTE: If a ring burst is not assigned, the ASAP 104 will not respond to the incoming call designated to that phone number.

Each ring burst can be assigned to 1 port. If you attempt to assign a ring burst to more than 1 port, the ASAP 104 will give an error tone.

Reset to Factory Settings

To reset all features and feature settings to their original factory settings, perform the following steps:

1. Take the phone in port P1 off-hook
2. Press **# * (three beeps) 9 9 9 * (three beeps) * (one beep)**
3. Hang up the phone

Three year limited warranty / Service Information

WARRANTOR: Command Communications, Inc.

ELEMENTS OF WARRANTY: Command Communications, Inc. warrants, for the duration of this warranty, the ASAP 104 (hereafter referred to as the "Product") to be free from defects in materials and craftsmanship with only the limitations or exclusions set out below.

WARRANTY DURATION: This warranty shall terminate and be of no further effect three years after the date of original purchase of the Product or at the time the Product is (A) damaged or not maintained as reasonable and necessary, (B) modified, (C) improperly installed, (D) repaired by someone other than the warrantor for defect or malfunction covered by this warranty, (E) used in a manner or purpose for which the Product was not intended, (F) damaged by an act of God (such as a lightning strike), or (G) sold by the original purchaser.

STATEMENT OF REMEDY: In the event the product does not conform to this warranty at any time that this warranty is in effect, the warrantor shall repair the defect, return it to you without charge for parts, service, or any other costs incurred by the warrantor or its representative in connection with the performance with this warranty. This warranty does not cover or provide for the reimbursement or payment of incidental or consequential damages. Some states do not allow this exclusion or limitation of incidental or consequential damages, so the above exclusion or limitation may not apply to you.

SERVICE INFORMATION/PROCEDURE FOR OBTAINING PERFORMANCE OF WARRANTY:

1. Pack the ASAP 104 in the original carton or equivalent.
2. Enclose a copy of the bill of sale or other documentation showing original purchase date.
3. Contact the dealer where you purchased the ASAP 104, or call one of the service centers listed below to obtain a return material authorization number (RMA #).
4. Mail the above prepaid and insured to the warrantor at:

Command Communications, Inc.
14510 East Fremont Avenue
Centennial, CO. 80112 USA
(303) 792-0870 Fax (303) 792-0899

Command Communications, Inc. cannot be held responsible for any loss or damage in transit.

Customer Service: 1-800-288-6794 (for U.S. and Canada)
Customer Service E-mail: techsupport@commandcommunications.com
Web Site: **www.commandcommunications.com**

Please retain proof of purchases to establish date of original purchase. Your warranty starts with the date of original purchase.

LEGAL REMEDIES: This warranty gives you specific legal rights, and you may also have rights that vary from state to state.

Though every effort has been made to ensure accuracy, these instructions may include technical or typographical errors. Content of these instructions may be changed from time to time due to product improvement. These changes will be incorporated in new editions of these instructions. We disclaim liability for any changes, errors, or omissions.

NOTE: Any unit returned without an RMA # clearly marked on the exterior package will be refused and returned at the sender's expense.

International return policy
Command Communications, Inc. does not guarantee that this product will be compatible with the telecommunications systems of all countries. Modifications may have been made to products in order to function in certain locations. Therefore, it is best to purchase our products in the country in which it will be used. If this product is purchased outside the U.S. from an authorized Command Communications' dealer, it should be returned for repair at the location where it was purchased, as provisions have been established to handle warranty repair outside the U.S. If you send the product directly to Command Communications for repair, you will be responsible to pay all freight, handling, and Custom charges (both ways).

FCC Rules Part 68

Statement of Compliance: The ASAP 104 complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the underside of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.
USOC: When ordering service from the telephone company for the equipment the following information should be supplied:

Universal Service Order Code (USOC): RJ11C or RC13C

Plug and Jack: The plug and jack used to connect this equipment to premise wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by ACTA. A compliant telephone cord and modular plug is provided with this product. The telephone cord is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.
Ringer Equivalency Number (REN): The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for the equipment is part of the ACTA/FCC number that has the format US:AAAEQ##TXXXX. The digits represented by the ## are the REN without the decimal point (e.g., 01 is a REN of 0.1) and are followed by the Ringer Class (A or B).

Harm to the Network: If this equipment causes harm to the telephone network, the telephone company will notify you in advance that the temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

Notification of Changes in Telephone Company Equipment: The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.
Repairs or Returns: If trouble is experienced with this equipment, for repairs or warranty information, contact Command Communications at 800-288-6794. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved. Only a qualified factory representative should make repairs.
Party Lines: This equipment must not be used on party lines.
Alarm Equipment: You should ensure that this equipment does not disable alarm equipment in installations where the alarm equipment utilizes the same telephone network connection as this equipment. If you have questions about what will disable the alarm equipment, consult your telephone company or a qualified installer.
Electrical Safety Advisory: Telephone companies report that electrical surges, typically lightening transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. A commercially available, power surge arrestor is recommended for use with this equipment to minimize damage in the event of an electrical surge.

FCC Rules Part 15

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

CAUTION: Changes or modifications not expressly approved by the manufacturer could void the user's authority to operate the ASAP 104.

www.commandcommunications.com

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