EPABX-User's Guide

Facilities

Dialing procedure for accessing local, STD & ISD facilities from your extension phone

- Local-Dial ' 0 ' (access code), than dial required phone number
- STD-Dial ' 00 ' (access code), than dial STD code + STD Number.
- ISD-Dial ' 000 ' (access code), dial ' 0 ' than ISD code + ISD Number.

Virtual calling card/ Toll free numbers

Dial o and follow the instructions of ITC/VCC card.

STD dynamic locking

- 37 1000# To Lock
- 38 1000# To Unlock
- 39 1000* New Password # to Change Password.

Note: 1000 is the default Password. The New Password can be from 1001 to 9999.

Automatic call back

In case phone is busy

- **Dial 6.** Hear confirmation tone
- Replace the handset.

You will get ring as soon as the called extension becomes free.

Cancel call back

- Lift the handset (dial tone).
- Dial #37#
- Replace the handset.

Call waiting

If called extension is busy

- **Dial 5.** You will get ring back tone and called extension will get call waiting tone.

As soon as hear call waiting tone, terminate your call and replace the handset

Your telephone now rings to announce the waiting call.

Redial last external number

- Lift the handset (dial tone).
- **Dial ***
- The last dialed external number is automatically redialed.

Call transfer

You can transfer a call to another extension

- While on conversation (incoming call or outgoing call)
- **Press the Flash** and wait for dial tone
- Dial the extension number

Call Transfer after answer

- Announce the call.
- Replace the handset.

Call Transfer before answer

- Replace the handset.

Conference

You can establish speech connections with up to seven parties. Only the conference leader (i.e. the   person initiating the conference call) can invoke participants.

Initiate a conference

- Call to the first party.
- Press the Flash key (dial tone).
- Dial the second party's extension number (inform about the conference).
- **Dial 3.**

During the conference, conference tone will be heard.

Add a new party in a conference

- Press the Flash key (dial tone).
- Dial the new party's extension number (inform about the conference).
- **Dial 3.**

Leave a conference

- Replace the handset

Note: A tone burst is heard each time a participant enters or leaves the conference. The conversation is changed back to a normal two party connection when there is only two parties left. When the conference leader leaves the conference the conference will continue and the first one to park the conference will be the new conference leader.

Individual abbreviated numbers

Up to ten of your most important and frequently needed telephone numbers can be programmed on your telephone as individual abbreviated numbers 0-9.

- Lift the handset (dial tone).
- **Dial ** (0-9)**

Programming an abbreviated numbers

- Lift the handset (dial tone).
- **Dial *51* digit (0-9)* telephone number #.**
- Replace the handset.

Erase an abbreviated number

- Lift the handset (dial tone).
- **Dial #51* digit (0-9)#.**
- Replace the handset.

Erase all numbers programmed by the extension

- Lift the handset (dial tone)
- **Dial #51#.**
- Replace the handset.

Follow me

To order from your own telephone

- Lift the handset (dial tone).
- **Dial *21*** extension number of the answering position # (special dial tone).
- Replace the handset.

Cancel "Follow-me" from your own telephone

- Lift the handset (special dial tone).
- **Dial #21# (dial tone)**
- Replace the handset.

Caller ID

Trace the incoming call

Incoming calls numbers are displayed on CID enabled phones.

Call EPABX operator

For inquiry/complaints etc dial **7200, 7210, 3000**

Call pick up

Dial extension No. of a ringing phone, than dial 8, the call be picked up.

Do Not Disturb (DND)

This feature is used to avoid incoming calls of the phone. However you can still use the telephone for outgoing calls as usual.

The calling party receives a number unobtainable tone and a display message in informing about this feature.

- Lift the handset (dial tone).
- **Dial *27#.**
- Replace the handset.

Cancel "Do not disturb"

- Lift the handset (special dial tone).
- **Dial #27# (dial tone).**
- Replace the handset.

General Cancellation

The following procedure is used to request general cancellation of all programmed features:-

- **Dial #001#**