

CRYSTAL

104 NEXA

V-1.0

S.No.	Function	User code
1	Extension No. (Default Mode)	1,2,3,4
1.1	Junction No. Access	0
2	Extension No. (Direct Mode)	#1,#2,#3,#4
3	Call pickup	*4
4	Selective call pickup	*76+#x X= extn.no.
5	Call transfer	Flash + Extn. No.
6	Call toggle	Flash + 1
7	Auto call Back (extn / jn)	Dial 75
8	Hot line (Extn./Jn.)	*16+1+ Extn / Jn
9	Hot line cancel	*16+0
10	Dynamic Lock	*81+ self PW
11	Dynamic Lock OPEN	*82+ self PW
12	Dynamic Lock PW change	*86+Old PW+New PW
13	Call forward	*721+ extension no.

Caution: -All System Programming can be done only in Main Password mode from any Extn. in Tone / DTMF mode at the site.

(1) INTERCOM Call : To make an internal call

Step	Procedure	Tones	Abbreviations
1	Lift handset	Dial Tone	
2	Dial X	Ring Back Tone	X = extension number 1,2,3 and 4
3	Start talking when other extension answers		
4	Hang up when conversation is over		

❖ If you get busy tone (i.e. the dialed extn is busy), hang up & try again later or use the "Auto Call Back" function .

(2) TRUNK / JNCALL : To make an outside call

Step	Procedure	Tones	Abbreviations
1	Lift handset	Junction dial tone	
2	Dial 0 + outside number	Ring Back Tone	
3	Start talking when called party answers		
4	Hang up when conversation is over		

❖ If you get busy tone after JN access, hang up & try again later or use the "Auto Call Back" function .

(3) ANSWERING / RECEIVING CALLS : To answer a call

Step	Procedure	Tones	Abbreviations
1	Extension ringing	Ring Tone	
2	Lift handset		
3	Start conversation		
4	Hang up, when conversation is over		

- (4) **CLI (DTMF/FSK SIGNAL)** : if you have a caller ID Telephone set, you can avail this features:
 Caller ID number of incoming call (Round Robin / Simultaneous).

- (5) **CALL PICK UP :**

COMMON (INTERCOM CALL / TRUNK CALL): An extension can pick-up any ringing extension, To do so:

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial * 4 to connect to calling extension		
3	Start talking		
4	Hang up, when conversation is over		

- ❖ Simultaneous & Auto call back Ring on an extension cannot be picked by any other extension.
- ❖ First Priority is always given to incoming call ring.

- (A) **SELECTIVE (INTERCOM CALL / TRUNK CALL):** To do so

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial * 76 + #X		X = Ringing Extension number
3	Start talking		
4	Hang up, when conversation is over		

- (6) **AUTOCALL BACK ON BUSY:** If the dialed junction/extn. is busy, you need not try it again and again. By using this Feature the system will automatically call you when the junction becomes free. Lift the phone for dialing. To do so:

Step	Procedure	Tones	Abbreviations
1	Lift the handset	Internal Dial Tone	
2	Dial desired junction/ Extn. Number	Busy tone	
3	During Busy tone Dial "75"	Confirmation Tone	
4	Hang up		

- (7) **CALL TRANSFER:** You can transfer a call either after conversation with 2nd extn without consult (blind). To do so:

- (A) **Call Transfer (Intercom call \ Junction call):**

Step	Procedure	Tones	Abbreviations
1	While talking with caller		
2	Press the Flash Key, or Flash the Hook switch	Beep-beep tone	
3	Dial Extension number	Ring Tone	
4 A	When other party answers, consult the call with him & hang up to transfer the Call.		
OR			
4 B	Hang up before other party answers. Call will connect automatically as soon as extn answer's.		

- ❖ If by mistake you dial the wrong extension number or the dialed extn is busy / goes noreply, press the Flashkey to Reconnect back with the external caller.
- ❖ To revert back to the call on hold after conversation with any extn., press Flash +1.
- ❖ If the transferred call is not answered with- in 30 sec., it shall automatically disconnect.

- (10) **CALL TOGGLE:** You can toggle between your current call (Intercom / JN) & a 2nd call on hold .

Step	Procedure	Tones	Abbreviations
1	While talking with caller		
2	Press the Flash Key, or Flash the Hook switch	Beep-beep tone	
3	Dial Extn./ jn.	Ring Tone	
4	Start conversation		
5	Now Press Flash + Dial 1 for Call Toggle		
6	Hangup when conversation is over		

- (11) **HOTLINE EXTN. / JN.:** This feature comes in useful when a particular extension/jn is to be used repeatedly. To do so-

Step	Procedure	Tones	Abbreviations
1	Lift Hand set	Internal Dial Tone	
2	Dial * 161 + X	Confirmation Tone	X = Extension Number

Note- Refer programming manual to set delay timer for HOTLINE. Default time is 3 Sec.

- (15) **HOTLINE FUNCTION:**

Step	Procedure	Tones	Abbreviations
1	Lift hand set	Internal Dial Tone	
2	Wait for automatic dial of extn.	Ring back	
3	Start talking when set extension answers		
4	Hang up, when conversation is over		

Cancellation of Hotline	Lift handset& Dial * 160,Get confirmation tone
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- (18) **DYNAMICLOCK:** An extension can use dynamic lock to protect misuse of outgoing trunk call's from his extn. To do so:

To set Dynamic Lock

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial “ *81” + self password (xxxx)	confirmation tone	Default XXXX is 1111
3	Hang up		

To open Dynamic Lock

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial “ *82” + self password (xxxx)	Confirmation tone	Default XXXX is 1111
3	Hang up		

To Change self password

Dial *86 + XXXX + ZZZZ	XXXX = Old self password ZZZZ = New self Password
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- (19) **CALL FORWARD:** You can forward all calls to any other pre-assigned extension. This is useful when you are moving to some Other extension and do not want your calls to remain un-attended. To do so:

Step	Procedure	Tones	Abbreviations
1	Lift the handset	Internal Dial Tone	
2	Dial * 721 + x	Confirmation Tone	X =Extn. No., where the calls are to be forwarded
3	Hang up,		

Now anyone dialing your number shall be connected to this forwarded extension.

Note: A broken dial tone is always heard on the extension with this feature enabled.

However you can make outgoing calls normally from this extn.

Cancellation of Call Forward	Lift handset& Dial * 720, get confirmation tone
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