

Functional Summary

	Function	User code	Remark
1	Extension No.(Intercom)	201,202,203,.....384	
2	Junction No. Access (Analog)	601 to 624 or 0,5	Analog Trunk MAX. 24
	Junction No. Access (PRI)	625 to 654	30 CH PRI
3	Redial (Jn call)	Dial #	
4	Auto call Back (Extn / Jn) Busy	Dial 7 (on busy tone)	
5	Auto call Back on No reply	Flash + 7 (on RBT)	
6	Auto call Back Cancel	Dial 70	
7	Call pickup (common)	4 (priority to JN call)	
8	Call pickup (Selective)	76 + Extn.no.(Ringing)	
9	Call transfer	Flash + Extn. No.	
10	Call Park	Flash + 5	
11	Call Park Pickup	Random (15*), Selective (15+XX)	XX = Parked Jn. No.
12	Conference	Flash + 0	
13	Call Forward	721 + Extn. No.	
14	Call Forward on no reply	723 + Extn. No.	
15	Call Forward on Busy	724 + Extn. No.	
16	Call Forward cancel	720	
17	Do not Disturb	725	
	DND cancel	720	
18	Hot line (Extension)	16 + 1 + Extn no.+ Delay	Delay 2 to 9
	Hot line (Jn no.)	16 + 2 + Jn no.+ Delay	Jn. No. 01 to 54
	Hot line (External no.)	16 + 3 + Jn no. + External num.+ #	Jn. No. 01 to 54
	Hot line cancel	16 + 0	
20	Dynamic Lock	81 + Self PW + COS + min	
21	Dynamic Lock OPEN	82 + self PW	
22	Dynamic Lock PW change	86 + Old PW + New PW	
23	Global Dial	88 + Gr.No.+ Location no + External No	
24	Lunch/Day/Night Mode	85 + 0/1/2 (Manual) & 3 (Auto) (Lunch / Day / Night)	
25	Alarm	78 + 1/2/3/4 (Duration, One, Daily, Remote)	
26	Alarm Cancel	78 + 0	

Remark: - PI refer to programming / user section to activate these function's

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 (Extension To Extension)

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial desired extension number	Ring Back Tone	Extn. No. is 201,202,.....384
3	Start conversation 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 / JN CALL :**
- To make an outside call via particular Junction line (L1 means line 1, L2 means line 2.....onwards) or via Random access Junction Group number 0/5.

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial Access code 601 to 654 or 0,5	Trunk Line Tone	Jn line L1 = 601 to L24=654 or 0 / 5
3	Dial desired outside number	Ring Back Tone	
4	Start conversation when called party answers		
5	Hang up when conversation is over		

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

❖ If you get **Error Tone** that means your extension is locked for OUTGOING calls.

❖ In default mode all Jn. Lines are programmed in "0" group

- (3)
- LAST NO. REDIAL:**
- To redial last external dialed out number

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial #		Redial last dialed external number

❖ Do not use "REDIAL" key of your phone to redial the last dialed external number.

- (4)
- 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		

- (5)
- CLI (DTMF SIGNAL) :**
- If you have a caller ID Telephone set, you can avail following three features:

A) Calling extension number display.

B) Caller ID number of incoming call (Round Robin / Simultaneous).

C) Caller ID number of transferred call (Incoming / outgoing)

- (6)
- CALL PICK UP :**

(A) **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 conversation		
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.

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

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

- (7)
- AUTO CALL BACK:**
- If the dialed extension or junction is busy, you need not dial it again and again. Help of this function, you will get automatically call when the busy extension or Junction becomes free.

Auto Call Back on Busy Extension call: While called extension found busy then proceed as below –

Step	Procedure	Tones	Abbreviations
1	Lift the handset	Internal Dial Tone	
2	Dial desired extension & found busy	Busy tone	
3	During Busy tone Dial "7"	Confirmation Tone	
4	Hang up		

- ❖ The system will give simultaneously ring on both extensions whenever called extension becomes free Lift the handset and wait for other phone to answer.

Auto Call Back on Busy Trunk Line: While dialed Trunk Line code found busy & get continue Busy Tone, then proceed as below to use this facility-

Step	Procedure	Tones	Abbreviations
1	Lift the handset	Internal Dial Tone	
2	Dial junction line number & found busy	Busy tone	JN no. 601,602..... or 0/5
3	During Busy tone Dial "7"	Confirmation Tone	
4	Hang up		

- ❖ The system will give automatic ring on your extension whenever dialed junction line becomes free. Lift the handset and dial desired external number.

Auto Call Back on No Reply Call: While called extension found un-answered means No Reply & get continue Ring back tone, then proceed as below to use this facility-

Step	Procedure	Tones	Abbreviations
1	Lift the handset	Internal Dial Tone	
2	Dial desired extension & found un-answer	Ring back tone	
3	During Ringing Press Flash Key (HF) & Dial "7"	Confirmation Tone	
4	Hang up		

- ❖ The system will give automatic ring on your extension whenever called extension first lift his handset and goes on-hook. Lift the handset and answer it.

Cancellation of Auto call back on No Reply	Lift handset & Dial 70, Get confirmation tone
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- (8) **CALL TRANSFER:** You can transfer a call either after conversation with 2ndextn or without consult (blind). To do so:

Call Transfer with Flash (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	Hold extn. get Music Tone
3	Dial desired Extension number	Ring Tone	You shall get Ring back 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 answer's. 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 no reply, Press the Flash key to reconnect back with the external caller.
- ❖ To revert back to the call on hold after conversation with any extn., press Flash +1.
- ❖ If transferred call is not answered than Call will revert back at original extn.

- (9) **CALL PARK:** Call parking is a facility to temporarily put aside the present call as CALL PARK and your extension become free. You may park a current junction call or multiple calls (2-3) on your extension and retrieve it later at the same extension by random or selective way. To proceed as below to use this facility-

(A) Call Park (Junction call):

Step	Procedure	Tones	Abbreviations
1	While talking with caller		
2	Press the Flash Key, or Flash the Hook switch	Beep-beep tone	Hold extn. get Music Tone
3	Dial 5 to park the current call		
4	Now your extension become free to make / receive another call		

- ❖ Any number of external line can be parked ,
- ❖ If you forget to retrieve the parked call then this call automatically returns back after 30 second on same extension.

(B) Call Park Pickup: To retrieve the park call which you parked recently on your extension.

Step	Procedure	Tones	Abbreviations
1	Lift handset	Dial tone	
2	Dial 15 * to pick up randomly park call		
	Or		
4	Dial 15 + XX to pick up selectively park call		XX= Respective Jn line (01 to 54)
5	Hang up after conversation		

- (10) **DO NOT DISTURB (DND):** If you do not want to receive any calls you can enable this feature. To do so:

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial 725	Confirmation Tone	
3	Hang up,		

Now if any other extension calls your extension, he will get error tone

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 DND	Lift handset & Dial 720, Get confirmation tone
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- (11) **CALL FORWARD:**

(A) **CALL FORWARD (ALL CALLS):** 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 + xx,	Confirmation Tone	XX = 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.

(B) **CALL FORWARD (if your extn goes no reply) :** With this feature, if you do not respond to an incoming call within 20 sec time, the call will be automatically forwarded to programmed extn. To do so:

Step	Procedure	Tones	Abbreviations
1	Lift the handset	Internal Dial Tone	
2	Dial 723 + xx,	Confirmation Tone	XX = Extn. No., where the calls are to be forwarded
3	Hang up,		

Now in No Reply condition, anyone dialing your number shall be connected to the 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.

(C) **CALL FORWARD (Only if your extn is Busy) :** With this feature, only when you are busy and anyone dial your extn., the call will be automatically forwarded to programmed extn. To do so:

Step	Procedure	Tones	Abbreviations
1	Lift the handset	Internal Dial Tone	
2	Dial 724 + xx,	Confirmation Tone	XX = Extn. No., where the calls are to be forwarded
3	Hang up,		

Now in busy condition, anyone dialing your number shall be connected to the 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 Any type Call Forward	Lift handset & Dial 720, get confirmation tone
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- (12) **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 16 + 1 + XXX (Extension No.) + Y (Delay Time)	Confirmation Tone	XXX = Extn. Number, Y= 2 to 9 sec
	Or		
3	Dial 16 + 2 + XX (Junction No.) + Y (Delay Time)	Confirmation Tone	XX= L1 =01,L2 = 02....., Y= 2 to 9 sec
	Or		
4	Dial 16 + 3 + XX (Junction No.) + Y (Delay Time) + External Number + #	Confirmation Tone	XX= L1 =01,L2 = 02....., Y= 2 to 9 sec

Note- Default Delay time is 3 Sec.

- (13) **HOTLINE FUNCTION:** To do operate pre-defined any one Hotline function (1/2/3)

Step	Procedure	Tones	Abbreviations
1	Lift hand set	Internal Dial Tone	
2	Wait for automatic dial as program function (1/2/3)	Ring back/JnTone	RBT for type 1 & 3 & Jn tone for type 3
3	Start conversation when set caller reply		
4	Hang up, when after conversation		

Cancellation of Hotline	Lift handset & Dial 160, Get confirmation tone
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- (14)
- DAY/NIGHT/LUNCH MODE:**
- To set for Lunch / day / night / auto , landing modes for incoming call

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial 89 + self password (xxxx)		Default XXXX is 1111
3	Dial 85 + 0 / 1 / 2 for Manual Mode	Confirmation tone	0= Lunch, 1= day & 2= night mode
	OR		
	Dial 85 + 3 for Automatic Mode	Confirmation tone	3= Automatic mode
4	Hang up		

- (15)
- DYNAMICLOCK:**
- An extension can use dynamic lock to protect misuse of outgoing trunk call's from his extn. User extension will be automatically locked as per defined COS (Class of service) level after respective delay time. To do so:

To set Dynamic Lock

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial " 81" + XXXX (self password) + Y (COS level) + MM (Time Delay)	confirmation tone	Default XXXX is 1111, Y = 0 or 1/2 as intercom or STD/ISD level MM = 01 to 99 min Delay
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 Instant Lock

Dial 8 + #	Activate Immediate dynamic Lock after hang up the phone
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To Change self password

Dial 86 + XXXX + ZZZZ	XXXX = Old self password ZZZZ = New self Password
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- (16)
- Alarm:**

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
A	Duration Alarm To set for extn. to ring at Duration time, Dial 78+1+ XX	Confirmation tone	XX = 01 to 99 minutes
B	One Time Alarm To set for extn. to ring at specified one time, Dial 78+2+HHMM	Confirmation tone	HH MM = 24 hr format time
C	Repeat / Daily Alarm To set for extn. to ring daily at specified time, Dial 78+3+HHMM	Confirmation tone	HH MM = 24 hr format time
D	Remote Alarm To set alarm for some other extn. to get alarm ring one time or daily time, Dial 784+ XXX+Y+HHMM	Confirmation tone	XX = any other extn. no. Y = 1 (duration), 2 (one time) 3 (daily) HH MM = 24 hr format time

Note:- Daily Alarm on your extension shall now ring daily at set specified time till it is not cancelled.

To cancel all Daily alarm	Dial 780
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- (17)
- Global Memory Dialing:**
- 450 no (90 * 5) of Central Memory Pool (88101 to 88995) for external call can be commonly accessed by all Extensions. Each stored no. can be max.16 digits (including STD / ISD codes and external no).

Step	Procedure	Tones	Abbreviations
1	Lift handset	Internal Dial Tone	
2	Dial any one memory location (88101 to 88995)		Particular Memory group location (101 to 105), (201 to 205),..... (991 to 995)

Note- Refer programming manual to set Global Memory Location.