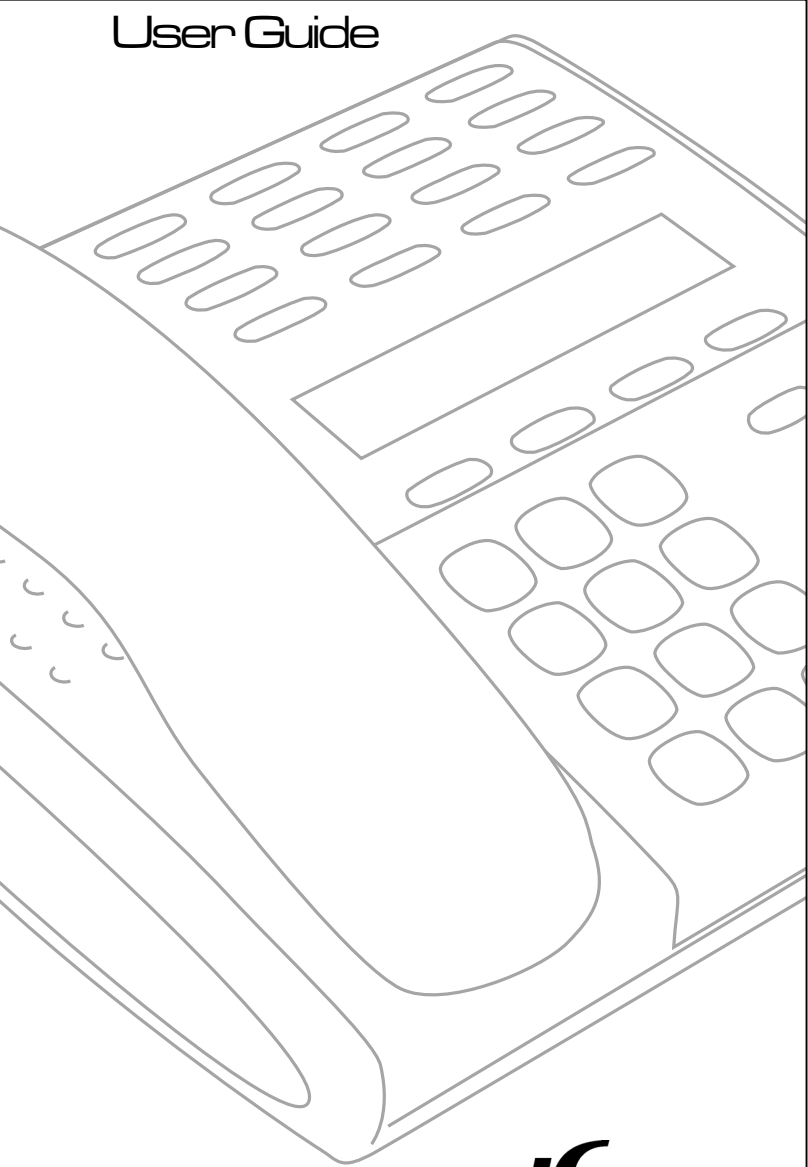


# Terminal

## User Guide



***unifone***

# Small Office / Home Office Telephone System

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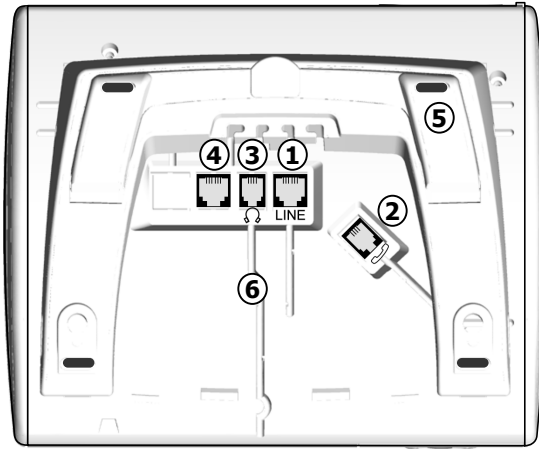
# 1

## Basic Operation

### Phone Introduction



Figure 1 - Executive (top) and Standard Terminal (bottom) layout



- 1** Line cord socket
- 2** Handset cord socket
- 3** Headset cord socket  
Note: the headset socket may not be fitted to the Standard Terminal.
- 4** CTI socket (Computer telephony interface)  
Note: may not be fitted to Standard terminal
- 5** 3 position adjustable non-slip plinth for wall or desk mounting.
- 6** Cabling channels to aid tidy wiring.

Figure 2 - Terminal base layout

Your terminal is a full handsfree speakerphone, designed to be used with your telephone system. There are 8 fixed-function keys for the most common functions, and a further 8 programmable feature keys on the Standard terminal or 16 programmable keys on the Executive terminal. These provide easy access to frequently used system features and 8 fixed function keys for the most common features. The index card on your phone shows the factory default settings for these programmable keys. A dedicated socket is provided for headset operation. Note that the headset port may not be fitted to the Standard terminal.




A CTI port is included to connect to a PC with an optional call management package. Full installation details, cables and instructions are provided with the CTI package option. Note that the CTI port may not be fitted to the Standard terminal.

***Executive version only***

The Executive terminal offers all of the features of the Standard Terminal plus a 48 character interactive display with 4 context-sensitive menu programming keys whose operation changes depending on the state of any calls in progress. In this user guide when a feature is unique to the Executive terminal a dotted line will be shown next to the information as shown to the left of this paragraph.

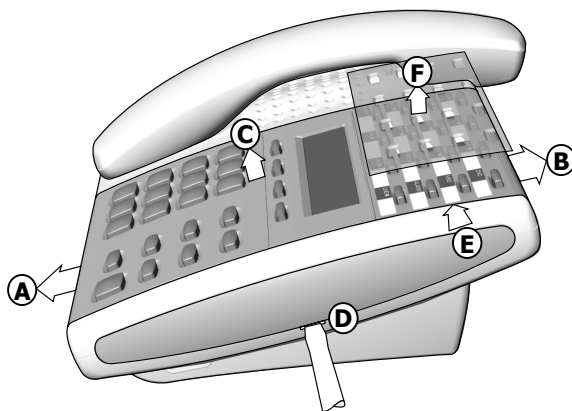
With the display Terminals the user can take advantage of many extra services such as Calling Line Identification (CLI) and call logging. The LCD display provides useful information such as time, call duration, call charges, messages, line status and the telephone number of incoming calls, in addition to fully menu-driven programming for all extension features.

#### Symbols used in this guide

- Whenever the symbol  appears, it means to take the handset off-hook. The same may be achieved by putting the telephone into handsfree mode with the  key. The symbol  means to put the handset on-hook.

## Personalising your phone

The terminal range incorporates a 3-position plinth for placing at the correct angle for wall and desk mounting and a range of clip-on colour schemes. The programmable keys have a re-usable index card, while



an identity label is available in the handset.

Figure 3 - Replacing the index card and clip-on colour panels

#### Replacing the clip-on colour panels (Figure 3)

**Step 1:** Pull the base of the snap-on cover away from the locating holes in the phone body (A).

**Step 2:** Pull the top of the snap-on cover away from the locating holes in the phone body (B).

**Step 3:** Lift the whole panel vertically away from the phone (C).

**Step 4:** Insert a blunt, flat edge such as a screwdriver into the recess shown and gently prise the side panel away from the phone body, repeat for each side (D).

**Step 5:** Finally, push-fit the replacement panels until they click into place.

#### Changing the index card (Figure 3)

**Step 1:** Insert a blunt, flat edge at the side of the clear protective panel (E) and prise away from phone body.

**Step 2:** Lift out the protective cover and index card (F).

**Step 3:** If fitted, remove the clear protective sheet from the face of the index card you wish to write on.

**Step 4:** Write in the new feature name. Using a soft pencil will allow the information to be erased and the card re-used.

**Step 5:** Place the index card over the keys, then push-fit the protective cover until it clicks into place.

#### Changing the handset label (Figure 4)

**Step 1:** Raise the protective panel by pulling up from the recess shown (A).

**Step 2:** Remove the identity label and place on a flat surface before writing on it. It may be re-fitted reversed (B).

**Step 3:** Re-fit the label, then protective cover by inserting the top edge into the two locating holes, then click into place.

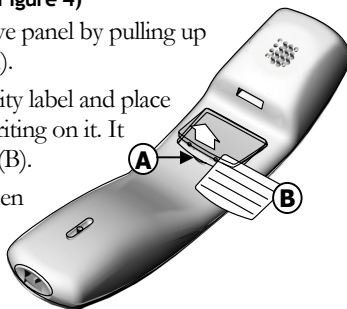


Figure 4 - Handset label

#### Adjusting the plinth (Figure 5)

##### Raising the plinth

**Step 1:** Lift the phone then pull down the bottom section to the required height. (A) There are three positions.

##### Lowering the plinth

**Step 1:** Pull the top half of the plinth away from the bottom half so the locking tab is free of its hole. (B)

**Step 2:** Push the plinth up to reduce its height (C).

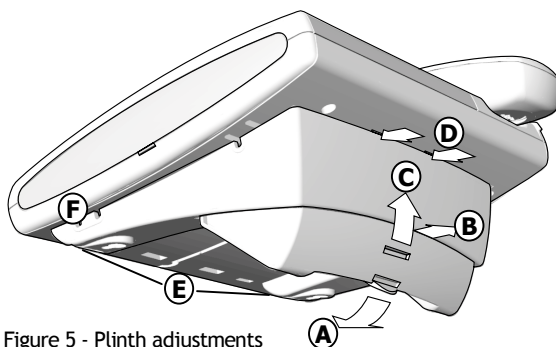


Figure 5 - Plinth adjustments

#### Mounting on desk or wall (Figure 5)

**Step 1:** Push in the top half of the plinth to free the two locking tabs from their holes. (D)

**Step 2:** Pull the plinth away from the main phone body. (A)

**Step 3:** Turn the plinth around so the arms point forward for desk mounting or to the rear for wall-mounting, then locate the two tabs on each plinth arm (E) into their sockets.

**Step 4:** Ensure the handset cord is routed through a free cord gap (F), and fit the remaining two tabs into the body. (D)

**Step 5:** If the plinth has been fitted for wall-mounting, ensure it is in its lowered position (see lowering the plinth, above).

**Step 6:** (Figure 6) Pull out the handset hook and place back in the position shown for wall-mounting (A), or desk mounting (B).

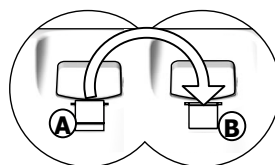


Figure 6 - Handset hook

#### Key Descriptions



Number keypad. These keys are used for dialling and entering codes as well as entering contact names for the 80 built-in speed dial entries. When connected to a call they will send DTMF tones for using Teleservices.



The extension keys allow direct access to the first eight extensions. The LED is lit when the extension is busy, see page 9. Other keys may be re-programmed for any extra extension, page 27 gives details.



The line keys show the status of individual lines. They may be pressed to connect directly to the line. The LED is lit when the line is in use or flashes when there is an incoming or held call on that line.



The pick-up key allows you to answer a call ringing at another extension, see page 20.



The alarm key allows you to easily set a once only Reminder call, see page 32.



The Do not Disturb key stops your extension from ringing. Callers hear unobtainable/error tone. The LED is lit when DND is active, see page 21.



The message key LED lights if you have been left a message and the key allows you to see which extension called.



The mute key stops a caller hearing your conversation through the handset, headset or handsfree.



The hold key puts the current call into non-exclusive hold, see page 26. In addition, pressing the hold key while the phone is idle will display the extension number.



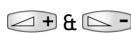
The transfer key is used for transferring, conference and brokerage calls. It is also used as the recall/flash key for network services, and to insert a recall/flash into a speed dial or programmable key sequence.



The conference key is used to quickly set up 3-way conferences. It can also be used to re-program the soft-keys on the phone.



The redial key is used to quickly dial the last number. It is also used with key programming and speed dials to insert a two second pause into the dial sequence. It is also used to show an address book telephone number when the contact name is shown on-screen.



The volume keys are used to alter the handset volume, speaker volume and ringing volume. In the address book they are used to move the cursor left and right while editing names and numbers



The speaker key puts the phone into handsfree mode

(see page 25), or switches the headset on and off in headset mode (page 26). Note the headset port may not be fitted to the Standard terminal.

redial	menu	names	CallID

The four menu keys under the display can change operation depending on the feature in use. The common menu items are:

- redial: accesses the last 10 numbers dialled
- menu: accesses the programming menus
- names: accesses the contacts book
- CallID: accesses the incoming call log.

### System type

(0 for line systems)			
(9 for line systems)			

Your telephone system may use either digit '9' or '0' to seize a free exchange line. In these cases a few codes are different between systems. The code to enter for the '9' for line systems will be shown under the normal code in a shaded box as shown on the left.

## Connecting Terminals

Connect one end of the supplied line cord to the telephone extension socket, and the other to the socket marked 'LINE' on the base of the terminal (see Figure 2 on page 2). The terminal will automatically configure itself when it is connected to the telephone system.

This screen will show the extension number when it has been configured correctly.

18 May 01	Fri 10:04
This is extension: 17	

### Connection to a PC

To use the CTI option with your terminal you should follow the instructions provided with the CTI option package. Note: the CTI port may not be fitted to the Standard terminal.

ext.

### Connecting a terminal to older legacy 308 systems

For older systems that do not automatically identify terminals the code opposite should be entered manually. An intermittent warning beep will continue to sound and the line 1 key lamp will flash until the terminal is correctly programmed.

The message shown will be displayed if it is correctly connected.

Terminal ID correct	00:04
---------------------	-------



### Remove a terminal

Enter this code at the extension where the Terminal is being removed.

- A maximum of six terminals may be connected to the 308 telephone system, ten to the larger 612 system and twelve to the 616 system.
- Terminals cannot be used on power fail extensions 11 and 12 on either the 612 or 616 system.
- If the Terminal is moved to a new extension then the original extension must be re-programmed as a non-terminal otherwise the extension will not ring.
- If the line 1 key lamp is left blinking and the screen on the display terminal shows 'Communication error' then the signalling wires in the connection are not correct.
- Remember that during a power fail a terminal will not work. The power fail extensions are 11, 15 and 17 on the 308 system; 11, 12, 21 and 23 on the 612 and 11, 12, 25 and 27 on the 616 system.

---

## Incoming Calls

### Answering when phone is ringing



Lift the handset if the phone is ringing. *or*



Press the handsfree key to answer in handsfree mode.

### Answering when other phones are ringing

#### Call pick-up



Lifting the handset and pressing the pick up key will connect to the caller. *or*



Pressing the pick up key on its own will answer the call in handsfree mode.

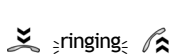
#### External call pick-up with line key



For incoming external calls pressing the flashing line key will also connect to the caller. Pressing the line key on its own will answer the call in handsfree mode.

### Answering when extension is busy

If the extension is in use but other phones are ringing then the call may be answered in one of two ways:

**Drop current call**

To answer a call ringing at another extension, end the current call and pick up the handset when the phone rings with the new call. *or*

**Current call on hold (for external calls only)**

This will put the current external call on hold and answer the incoming external call. The line key with the flashing LED shows which key to press.

---

## Making Calls

When you lift the handset, you will hear dial tone. However, you may hear the special interrupted dial tone indicating that incoming calls are diverted to another extension.

- You may dial as soon as the receiver is taken off-hook. Leaving the phone without dialling for 8 seconds will give error tone.
- If you are on a call and an exchange line call arrives then the alert tone will let you know that a call is waiting if programmed by the administrator.
- All extensions have two digit numbers. The extension numbers are 11 to 18, plus 19, which can be used for a door phone only. When fully expanded the larger 612 system supports extra extensions 21 to 24, while the 616 system supports extra extensions 21 to 28
- If you dial a code which is not valid, you will hear the error tone. Replace the receiver and then re-dial the correct number.

**With programmable key**

The extension will be dialled directly. To dial in handsfree mode do not lift the handset.

**Dialling with extension number**

Dial the extension number. *or*

*ext.* Dial the number without lifting the handset, the extension will be dialled in handsfree mode.

## Dialling Outside Lines



### Access the next free line

Go off hook and press the line access digit, external dial tone will be heard. Now dial the telephone number.



### Access a specific line

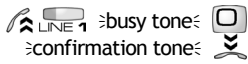
Go off hook and press the corresponding line key, you will be unable to seize lines with a lit LED as these are busy. Now dial the telephone number required. **or**



In order to access the extra lines 5 to 6 on the larger 61x systems dial the digit shown followed by the line number. It is also possible to re-program a key to work with the extra lines, see page 27 for details.

### Ring Back with Line when free

If all outside lines are busy, you may request the system to place you in a queue for the next line which becomes available, the system will ring your extension back when the line becomes available. After answering you are connected to the line.



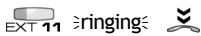
When seizing a line and busy tone is heard, press 0 to camp on the line.



### Cancel Ring Back

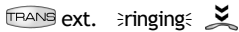
Go off hook and dial the cancel code.

## Transferring calls



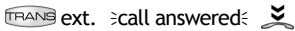
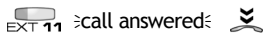
### Internal unannounced

If a key is assigned to the extension, simply press it, then hang up. If no key is available press transfer, followed by the extension number, then hang up.



### Internal announced

Press the extension key, announce the call then hang up. If no key is available press transfer, followed by the extension number, announce the call then hang up.



### Cancel the transfer



To return to the original call do not hang up but press the transfer key, the original call will be re-connected.

### Trunk to Trunk transfer

Calls on one exchange line may be transferred to another exchange line. A trunk to trunk transfer will timeout after 30 seconds. A warning tone will be heard 10 and 5 seconds before this happens, either user may extend the call by pressing digits 1 to 9, to increase the

call time in multiples of 30 seconds. E.g. pressing '4' will increase the call length by 2 minutes before it is cut off.



Transfer the call as with announced internal transfer but dial an external number instead. Note that the external number may be dialled using any of the methods in the 'Dialling Outside Lines' section, above.

- If an internal transfer call is not answered within 60 seconds the call is disconnected, the original caller hears engaged tone.
- If an external call is transferred to an extension and not answered within 1 minute, all extensions will ring as if it is a normal incoming call for 30 seconds. If the call is not answered within this time it is dropped. Note: these times may be changed by the system administrator.

## Screen / Lamp Display

The Executive Terminal incorporates an interactive display, which changes its contents depending on the current phone status and user action.

### Phone Idle

The time and date are always displayed when the terminal is idle.

13 Nov 04	Sat 18:30
redial	menu names CallID

Also, if enabled (see page 12), a second line may be shown with the options available for each of the menu keys.

### Incoming call

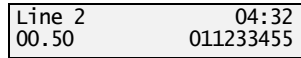
For incoming calls, either the extension or the line number will be

Line 2	Sat 18:30
	Sales office

displayed. For systems with the ISDN option card or analogue CLI option card installed then the calling party number sent by the network may also be displayed on the bottom row. Alternately, if a matching entry is found in the address book the callers name will be shown on-screen. If the calling party has opted to keep their number private then the display will show 'Private'. Depending on the caller location the display may also show 'Operator', 'Overseas', 'Unknown' or 'Payphone'.

### Call in progress

A timer counts the duration of the call in progress at the right

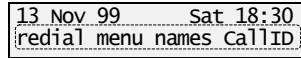


hand side of the screen. For outgoing external calls, the left side of the screen will display the current call cost if the optional CLI /Meter pulse card has been fitted and the network is sending out meter pulses, otherwise it will remain at zero.

### Show / Hide Display line 2

TERMINAL FEATURES  
→ display line 2

Enabling and disabling the second display line is possible through the "Terminal" menu item. The menu keys will remain active regardless of the setting.



Display line 2

### Show / Hide Command string

TERMINAL FEATURES  
→ display commands

When a menu item has been selected, the



Command string

Executive terminal will send a command to the telephone system. The command digits are hidden by default but can be shown on screen as they are sent.

### Ring Indication

TERMINAL FEATURES  
→ ring indicator

Normally, when an incoming call rings other extensions the extension lamp will flash. Ring indication can be restricted to your own extension only for clarity.

## Menu Programming

1st menu item to select  
→ 2nd menu item to select

All extension features may be found in the built-in programming menus, the menu items to select are shown in this manual as on the left.

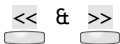
To use features through the built-in menus, follow steps 1 – 5 below.

#### 1. Enter menu programming mode



Press the soft-key under 'menu' when the phone is idle. You will enter the menu at the same item and level used previously.

#### 2. Scroll through items in current menu



Use the left and right menu keys to cycle forwards and backward through the current menu items. The current menu level is shown by the number of chevrons in the arrows. I.e.: < is first menu level, << is second and so

on.

### 3a. Go to previous menu level

exit  



The exit option is used to go back to the previous menu level. Repeated presses will exit the menus completely.

### 3b. Select displayed menu / option

enter  


The enter key enters the currently displayed menu.

### 4a. Enter required feature information

block cursor  
enter info, enter  


If when selecting a feature the user is required to enter data

```
Nr72 : 123456
<->  clr  exit  enter
```

then a large flashing block cursor will be shown on-screen as above. The digit keys are used to enter information in these case. Where a soft key has a '<->' label then more than one item of information on the top row is required, this key is used to switch between them.

### 4b. Cycle through feature options

info requested  
+ / - enter  
   

If an option is displayed, and a '+' key

```
Set divert busy ext. 13
- + exit enter
```


is shown then pressing the key will cycle through all available options. The 'enter' soft-key will select the option.

### 5. Send command

Send the command?  
yes  


When programming has finished then there will be one final chance

```
Send the command ?
Yes No
```

confirmation / error tone  


to cancel the operation. The left menu key will send the code, otherwise the right key will cancel if you have made a mistake. The programming code will be displayed on screen while it is sent unless this option has been disabled with the 'Hide Command strings' option in the 'Terminal' menu. After the code has been sent, confirmation or error tone will sound depending on whether the operation was successful or not. Note that settings in the 'Terminal' menu will not send codes but take immediate effect as these menu items affect only the terminal.



# Extension Features

## Account Codes

This feature is set up by the system administrator in order to keep a personal account of all external calls, you will be told if it is active. It is not possible to make external calls without first entering '\*'\*' followed by your secret account PIN code.



   PIN  
(now dial line and number)

### Enter account code

Go off hook and dial the code shown, where the secret account PIN number will be given to you by the system administrator. After entering the code then calls may be made in the normal manner, as shown in the Dialling Outside Lines section on page 10.





## Address Book

The Executive terminals include an internal address book able to store 80 telephone numbers and names. If your telephone system is equipped with CLI then the name of incoming callers will be displayed on-screen when a match is found in the address book.

name *1st letter* next...  
 

### Fast-finding an address book contact

To search for a name in the address book, press the name soft key, then the first letter of the name. Any matching entries are displayed on-screen after a brief pause. Cycle though all matching entries with the next key.

name find name next...  
   

### Find an address book contact by name

It is possible to search for a contact both while on a call, or while the phone is idle. To search for a name in the address book, select the 'name' then 'find' option. If on a call the 'name' label will be covered by the telephone number dialled, but the key will function as normal. Enter one or more characters of the name,

name ? :CO_
clear                      exit    enter

then 'enter'. Upper and lower case letters are treated as identical when searching.


The closest entry beginning with your

Company XYZ 28  
edit dial exit next

text will be shown, you may scroll through alphabetically with 'next' until the required contact name is shown.

With the correct entry on-screen pressing the

No: 0112233445566  
dial exit

 key will toggle between the contact name and contact telephone number.

**Show a contacts telephone number**



To switch the display between the contact

No: 0112233445566  
dial exit

name and telephone number, press the # key. The number will be displayed without dialling out.

**Dial an address book contact telephone number**

≧contact displayed≦

dial 

When the contact name is selected using the 'find' or 'list' methods above, simply select dial. The contact number will be dialled in handsfree. Pick up the handset if required.

**Edit address book contact details**

≧contact displayed≦

edit 

At the required entry, select the edit option, now change the details as shown in 'Entering & editing names and numbers', on page 16.

name:Office  
clr delrec exit enter

**Delete an address book contact**

≧contact displayed≦  
edit delrec Yes



With the speed dial entry shown, select the 'edit', then 'delrec'

delete record ?  
Yes No

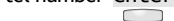
options. You will be asked to confirm.

**Add an address book contact**

name store name enter



tel number enter

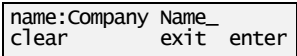


It is possible to add an address book contact both while on a call or while the phone is idle. Select the 'name' then store options. If on a call the 'name' label will be covered by the telephone number dialled, but the key will function as normal. You will be prompted for a contact name, enter the name as shown in 'Entering & editing names and numbers', on page 16. If the display shows 'memory full' then all 80 entries are in use, to free a speed dial entry see 'Delete an address book contact', above. Consecutive entries may be entered one after

another.

### Entering & editing names and numbers

To enter a letter press the digit key with the



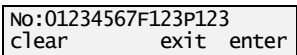
letter shown repeatedly until the required letter is shown. E.g. for 'S' press key '7' four times. To enter a space use key '1'. Each letter is confirmed when either a different key is pressed or no key is pressed for ½ second. To switch between lowercase and uppercase letters, press the '#' key before the letter.

Holding down the clear key will delete the character to the left of the cursor, repeating until released. Contact names may be up to 16 characters long. Punctuation symbols may also be found on each key, all characters for each key are shown below.

1	+ . - ` 1	2	ABC! 2	3	DEF? 3
4	GHI (4	5	JKL) 5	6	MNO& 6
7	PQRS 7	8	TUV% 8	9	WXYZ 9
*	*=@<>	0	(space); , \$ 0	#	(Caps lock)

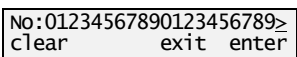
Press the 'enter' key to confirm the contact name.



Next, enter the telephone number,



remembering the line seize code ('0' or '9'), or any of the line seizing codes shown in the table on page 36. A two-second pause in the dial string may be added with <sup>FEDIAL</sup>, shown as P on the display. A recall / transfer key press may be inserted into the dial string by pressing <sup>TRANS</sup>, shown as F on the display. The dial string may be up to 25 digits in length.

A chevron character '<' or '>' will be shown to the left or right of a



telephone number that is too large to fit on-screen, as shown here. In these cases the cursor may be scrolled left and right with the  and  keys to view the hidden part of the number. The 'clear' key will delete the digit to the left of the cursor, while holding down the key will repeat. Press 'enter' to store the contact in the address book. The 'exit' option is available at all times during the operation to cancel without saving to the address book.

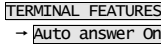
## Automatic Answering

This feature will automatically answer internal calls and switch the phone into handsfree after three brief ring bursts. If the other caller hangs up then your Terminal will also hang up automatically. External calls must still be answered manually.



### Enable auto-answer

Switches on automatic answer.

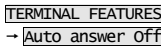


Auto answer is available through the 'TERMINAL FEATURES' menu.



### Disable auto-answer

Switches off automatic answer.



Auto answer is available through the 'TERMINAL FEATURES' menu.

## Brokerage Call

This feature allows you to switch between two calls without the other parties being able to speak to, or hear one another.

### Add an extension



While on a call dialling \* after transfer shows that the call is to be used in a brokerage call.

### Add an exchange line



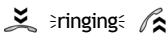
While on a call dialling \* after transfer shows that the call is to be used in a brokerage call.

### Switch between calls



With a brokerage call set up one press of transfer will switch between the calls.

### Removing caller from brokerage call



Hanging up will drop the current call, the phone will ring back with the other call.

## Call Divert

This feature allows you to divert calls to another extension. There are four different types of call diversion.

- Divert all calls internally, all the time.
- Divert all calls to an external number. The number must be one of the programmed system speed dial numbers. The call will not be diverted if it rings at more than one

extension, only internal and external calls direct to the extension will be diverted.

- Divert all calls internally if not answered after a number of rings.
- Divert calls internally when extension is busy.
- Note that the first three diversion methods cannot be set at the same time.
- If your extension is set to divert calls to another extension then the dial tone will change to a broken tone to remind you that you may not receive all calls.

**Divert all calls to extension**

\*21 ext. #  
 or EXTENSION SETTINGS  
 → Call diversion  
 → Set divert all

All calls to your extension will ring the new extension instead.

**Divert all calls to an external number**

\*21 sys speed dial no. #

All calls will be diverted to the system speed dial number entered, from 501 to 599 (511 to 559 on 308 system). These speed numbers must be preset by the system administrator before this command will work.

**Divert if no answer to extension**

\*2 delay, ext. #  
 or EXTENSION SETTINGS  
 → Call diversion  
 → Set divert delay

Enter the diversion code then the extension number. Enter the delay as follows: 2 = 10 seconds, 3 = 15 seconds ... 9 = 45 seconds.

**Divert if busy to extension**

\*31 ext. #  
 or EXTENSION SETTINGS  
 → Call diversion  
 → Set divert busy

Enter the divert on busy code with the extension to divert to.

**Cancel all diversions**

#20#

Cancels all diversions.

**Cancel divert all calls and no answer**

#21#  
 or EXTENSION SETTINGS  
 → Call diversion  
 → Divert all/delay off

Enter the cancel code, note this will not affect a divert on busy setting.

**Cancel divert on busy**

#30#  
 or EXTENSION SETTINGS  
 → Call diversion  
 → Divert busy off

Enter the cancel code, note this will not affect divert on no answer.

**Cancel all call diversion from another extension**

#21 ext. #

If the extension is receiving diverted calls from another extension then it is possible to cancel the setting from

the receiving extension. Enter the cancel diversion code with the extension calls are being diverted from.

**Cancel divert on busy from another extension**

# 3 0 ext. # Enter the code with extension at which divert is set.

**Call Intrude**

It is possible to intrude on a call and make a 3-way conversation. A warning tone will be heard over the conversation while the call is being intruded on. Note that it is only possible to use this feature if it has been enabled by the system administrator.

**Intrude on call**

busy 1 Press 1 if the extension is busy, you are now intruding on the call.

**Call Logging**

The time and date of every outside caller that rings on an Executive Terminal will be logged. If the optional CLI card is fitted, or the call arrives on an ISDN line then the telephone number of the caller will also be logged. The Executive terminal is able to store up to 50 calls. If a call arrives when the memory is full the oldest entry will be discarded and the entries shifted down to fit the latest in at entry 50.

The Call ID log is accessed with the 'CallID' soft key at the right-hand edge of the screen.

02 Jun 00 Fri 16:06  
redial menu names CallID

**View Call Log**

CallID <-- & --> Press the CallID menu soft key. The last received call will be displayed. The information displayed is as follows:

Time of call 14:46 0123456789 Telephone number of caller  
Date of call 30 SEP <-- option -->

**Return a missed call**

option dial With the number you wish to dial on display, press the option soft key and then dial. The number will be dialled out in handsfree mode.

**Delete a single Call Log entry**

option del To delete a call log press the option key, then delete1 option. This will erase one single entry. All subsequent entries will be moved down to fill the gap.

14:46 0123456789  
del1 delALL dial exit

option delALL yes

### Clear entire Call Log

Press the option key while viewing a call log entry, then select 'DelALL'.

Erase ALL CLI numbers ?	
Yes	No

## Call Parking

This feature will allow you to 'park' an external call; this call can then be retrieved from any extension.

TRANS 8 5

### Park an exchange line call

Whilst on a call enter the park code.

^ 8 5

### Pick up a parked exchange line call

From any extension dial the call pick up code, you are re-connected to the original call.

## Call Pick-Up

This feature enables you to 'pick-up' a call ringing on another extension. It will pick up the incoming call, with external calls always taking priority over internal calls.

^ PICK UP

### Pick up call

If an extension is ringing this will connect you to the caller. *or*

PICK UP

Press the pickup key to take the call in handsfree mode.

## Conference calls

This feature allows a conversation between three parties, up to two of which may be external numbers.

CONF ext. answer TRANS

### Add an extension

While on a call enter this code. The final transfer press starts the conference.

CONF 0 number  
answer TRANS

### Add an external number

The external number may be dialed after pressing CONF using any of the methods in the 'Dialling Outside Lines' section on page 10.

(9 for line) CONF 9 number

ANSWER TRANS

### Leaving a conference call

^

Go on-hook, the other parties will be connected together in a normal two-way call, unless the callers were both external, in which case they will be dropped.

### Removing last caller from conference

TRANS

When on a conference call, press transfer. The last person in the conference will be rejected, the other party will be put on hold.

**Talk privately to original caller**

While on a conference call press transfer twice, the first will reject the last party in the conference, the second will bring the first caller back.

**Data Protection**

It is possible to prevent the system from sending warning tones or intruding on an exchange line call. This allows an extension to communicate simply with teleservices, computers etc.

Using Data Protection may depend on whether the extension has several pieces of equipment connected. In this case, you may decide per external line call whether you want data protection (ad-hoc data protection). You can also set an extension up with permanent data protection. This is enabled for all calls.

**Make a data protected external call**

88

tel. no.

Dial the data protection code, then the external number.

**Make call in progress data protected**

on call



88

The data protection code after transfer will enable data protection for the current exchange line call.

**Permanent data protection**

\*

6781

#

All following calls will be made with data protection active.

**Disable permanent data protection**

\*

6780

#

All following calls will be made without data protection active.

**Do not Disturb**

This feature allows you to stop calls ringing at your extension. The caller hears unobtainable/error tone when DND is set.

**Toggle do not disturb on/off**

Pressing the DND key toggles the feature on and off

- You will not receive any calls and will hear broken dial tone to remind you that DND is set. The DND lamp will also remain lit to remind you that the feature is active.


⋮ The screen will also  
⋮ flash 'DND' while the  
⋮ Do Not Disturb feature is active.


16 May 01	Fri 10:06
DND	

## Door Phones

The door phones are designed to work with this telephone system only. Each provides a two-way speech link between any extension on the system and the door. The door phone has a call button for 'ringing' and a permanently lit LED for easy location. Extension numbers 19 and 29 are reserved for the door phones.


### Call Door Phone 1


(308 and 612 only)  Door phone 1 is automatically connected with two-way speech after a brief tone. On the 616 system door phone 1 uses extension port 23.

(616 only) 

### Call Door Phone 2 (factory fitted option)

Note: not available on 308 systems.

(612 only)  Door phone 2 is automatically connected with two-way speech after a brief tone. On the 616 system door phone 2 uses extension port 24.

(616 only) 


### Answer Door Phone

 Calls from the door phones have a distinctive ringing sound.


Door phone calls will display 'Door' or 'Door 2' on the screen as shown. for 308 and 612 systems, while the 616 system will display Ext 23 or Ext 24, but with the unique door phone ringing sound.


Door	wed 10:49
------	-----------

### Open door while connected to a door phone


When call with door phone:  While connected with either door phone, dialling the open door code will activate the relay contacts to open an automatic door latch, if fitted.

### Open door 1 latch

 This will operate the first door latch relay at any time, depending in system configuration.

 This will operate the first door latch relay briefly for 1sec. This is for operating devices other than automatic door latches.

### Open door 2 latch (option)

 This will operate the second door latch relay at any time.

- Both the extension calling and the Door Phone hear a single burst of tone before speech can commence.
- If no extension answers a door phone call


within 70 seconds the ringing will end.


---


## Enquiry Call

This feature enables you to call another extension while the original party is on hold

### Enquire at another extension


 While on a call press transfer, then extension key, or dial the extension with which to enquire if no extension key is available.


 While on a call press transfer, then extension key, or dial the extension with which to enquire if no extension key is available.



 Press transfer, you are connected to the original call.

---


## Exchange Line Timed Break


The system has a function called Forward Recall. This allows you to operate telephone services via the telephone system and allows you to connect the telephone system behind a PBX.

### Flash Signal on External Line


 Whilst on an existing call enter the code to send a recall to the exchange line.

### Flash Transparency


 By dialling 84 instead of a line key to seize an exchange line then any press of the recall key on the phone will be sent out to the exchange line.

- Remember: With a flash transparency call it is not possible to use any features which require the use of the  key, including the programmable keys.
- Calls should not be made for at least 3 seconds after replacing the handset on a call with flash transparency.

---

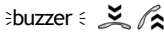
## Executive & Secretary Feature

The administrator is able to set up an 'Executive' and 'Secretary' extension. If calls are made between these two extensions a buzzer in the Terminal will sound for one second every five seconds, instead of the normal ringing. The display will show if it is a 'Boss call' or 'Sec call'. The buzzer will sound even if the extension is busy. The extensions used are as follows:

System size	Executive	Secretary
-------------	-----------	-----------

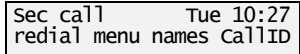
System size	Executive	Secretary
308	12	13
61x	13	15

### Answer Secretary / Executive call



Drop the current call and pick up the handset to connect to the secretary / executive call.

The display will show the call as a call from the boss or secretary as appropriate.



- Note: this feature requires a Terminal to be connected to both the Executive and Secretary extension.

## Extension Call Back

If the extension you are calling is busy, you may leave a call back indication, sometimes called camping on an extension. When the extension becomes free you will be called back.

### Enabling



Press 5 at busy tone to enable call-back.



When you hear busy tone, press the left menu key under the 'Camp On' text.

### Activation



Your extension will ring when the busy extension becomes free, pick up the handset and the other extension will now begin ringing.

### Cancelling



If you do not answer a call back within 30 seconds, it will be cancelled. *or*



To cancel at any time enter the cancel code.

## Extension group calls

This feature allows you to ring a programmed set of extensions simultaneously. The group '80' will ring with the normal internal ring cadence. Groups 81 to 83 have a special ring cadence to tell them apart.




Call extension group 80 with normal internal ring cadence.



Call extension group 81 with one brief ring per cycle.




Call extension group 82 with two brief rings per cycle.

 Call extension group 83 with two brief rings per cycle.

---

## Group Listening

Group listening allows a conversation to continue using the handset but with the loudspeaker switched on so that other people may listen in. Conversation is possible through the handset only with this feature active.


⤵ on call  Switch on / off group listening feature.


---

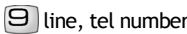
## Handsfree Operation

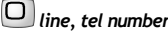
The Terminal is able to operate in a handsfree mode, the handset may be left in the cradle and an internal microphone and speaker allow two-way conversation.

### Make external call in handsfree


 Press the line access digit, a free line will be seized automatically. *or*

 Press free line key (dark LED), the phone switches to handsfree automatically and takes the line ready to dial. *or*

 Press the key shown, followed by the line number if no line key is available, followed by the telephone number.


*(9 for line)*  *line, tel number*


### Make internal call in handsfree

 Press a free extension key, the phone switches to handsfree automatically and calls the extension. *or*



Ext. no. Dial the extension number if there is no key for this extension.

### Loudspeaker Listening in

 Press the handsfree key while on a call using handset. A call in progress using the handset may be heard on the loudspeaker for other parties to listen-in. Only the handset may be used to talk with the other party in this mode, the handsfree microphone is disabled. This mode is not available when using a headset.

 To activate full two-way handsfree mode the handset should be placed on-hook while in listening mode.

### Change from handset to handsfree

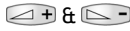
  Press the handsfree key and release, then hang up. The handsfree key symbol will remain lit while in handsfree mode.

### Change from handsfree to handset



The handsfree symbol lamp will go out when the handset is picked up.

### Change handsfree volume



Use the volume keys while on a handsfree call. A bar on the display will show the current volume setting.

---

## Headset Operation

The Terminal is able to support a headset, via a separate socket on the phone base, identified with a headphone icon. When in headset mode the hook switch under the handset is not used, the handsfree key is used to answer calls instead. Note that the handsfree operation is not possible while in headset mode. The Terminal will detect a connected headset and switch to headset mode automatically.

- Note: Headset operation may be supported by the Executive terminal only in your market.

### Answer a call with headset



Press the speaker key to answer the call, instead of going to handsfree mode the call will be answered with the headset.

### End a call with the headset



Press the speaker key again to finish the call. The light will extinguish to show there is no call active.

---

## Holding Calls

It is possible to place any number of external callers on hold. While on hold the caller hears the hold tone or music if this option is fitted. The caller will be unable to hear you. A call can be held in two ways, exclusively and non-exclusively. A non-exclusive call hold allows any number of calls to be placed on hold. Any extension may then pick up the held call. For calls placed on non-exclusive hold the line LED will flash rapidly. An exclusive hold allows you to hold a call temporarily, to talk with another extension, for example. A call on exclusive hold will ring back when you hang up, and cannot be picked up by other extensions.

### Put an external call on non-exclusive hold



This will place an external line on hold, if it is not retrieved within a set time the call will ring back as a

general call. Any extension may retrieve the held call.

**Toggle between lines**



Press the Hold key, followed by the line key, the call will switch between lines. The current line will be placed on hold and the call connected to the new line.

**Pick-up line on hold**



Press the line key with flashing lamp. *or*



line no.

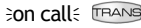


line no.

(9 for line)

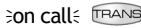
Press the key shown followed by the line number that was held if no key is available.

**Put a call on exclusive hold**



While on a call press the transfer button, you may then dial another number to make an enquiry call. If the extension hangs up the call will ring back your extension immediately.

**Retrieve a call on exclusive hold**



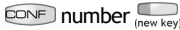
If on a call, repeat the transfer button press again.

**Key Programming**



The programmable keys with integrated LED on the terminal are all programmable, as shown in Figure 1, page 1. Any code or number sequence that may be dialled by pressing the digit keys may also be programmed onto a programmable key. The key may be programmed with any feature code, extension number or an external number.

**Program a key with a new feature**



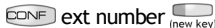
Press the 'CONF' key, the key sequence to store, followed by the key onto which the code will be stored. Up to 30 key presses may be stored onto each programmable key. A 2 second pause may be inserted with the key and a transfer press may be inserted with the key, each counting as a digit in memory.

The Executive terminal gives prompts during the programming sequence, first to enter the digits, then to select the key to store the sequence onto.

enter digits you want to store

012345  
then select key to store

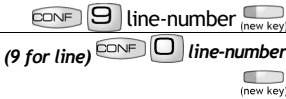
**Program a key as an extension**



Press the CONF key, then enter the extension number, then press a programmable key. The LED will show the

state of the extension automatically.

**Program a key as an exchange line**



Press the CONF key, then ‘9’ (or ‘0’ for systems that use ‘9’ for a free line), enter the line number then press the programmable key to use. The LED will show the state of the line automatically.

**Program a key with an external telephone number**



Press the CONF key, then ‘0’ (or ‘9’ for systems that use ‘9’ for a free line), then enter the telephone number to dial, followed by the key to program the number onto.

**Program a key with a programming code**

Any programming code may be assigned to any programmable key. The two feature codes below will also use the LED to show the state of the feature as follows:

- \*7411# - Toggle Do not disturb
- \*1 – Message waiting

**Changing the Index card**

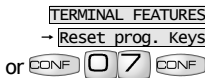
The Index card may be taken out and new functions written in when keys are re-assigned, see ‘Changing the index card (Figure 3)’ on page 4 for details. It is recommended to write on the index card using a soft pencil as this can be erased easily and changed if keys are re-assigned in the future.

**Restore key default setting**



Program the default settings back onto the key. LED operation will also return to this key.

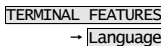
**Restore all keys to default setting**



All programmable keys will return to their default programming.

**Language**

**Change Executive terminal language (Option)**



The menu option will toggle between any installed languages for the display. If there are no extra languages in the terminal, then this menu item will not be available.

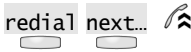
**Last Number Redial**

**Redial last number in Terminal memory**



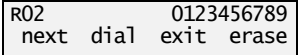
Dials the last number, or code dialled from the terminal.

Pressing redial without going off-hook will switch the terminal to handsfree mode. This is stored in the terminal memory, not the system memory unlike the codes below.



**Redial last 10 numbers in Executive Terminal**

Press the left redial soft key, the last number



dialled will be displayed in the screen. Further presses of next will show the 2<sup>nd</sup> to the 10<sup>th</sup> number dialled. To dial the displayed number simply lift the handset, press the handsfree key or select the 'dial' soft key.

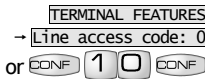


**Erase number from Redial log**

Select the number, then select the erase option.

**Line Access Digit**

Your system may use either '0' or '9' to seize a free exchange line, the terminal must be programmed to use the same digit. Until correctly programmed, the 'Line' keys will not function correctly. This procedure only needs to be carried out once only, and only then if the line keys are not working correctly.



**Set terminal to 0 for a line**

Set terminal to use '0' for a free line and 0(line) to use a specific line.



**Set terminal to 9 for a line**

Set terminal to use '9' for a free line and 9(line) to use a specific line.

**Outgoing Call Lock**

It is possible to lock an extension so that it is not possible to make outgoing external calls. To return to normal operation the user must unlock the extension with a unique PIN number. The PIN number is assigned by the system administrator.



**Lock an extension**

Enter the code. No further external calls may be made from the extension.




**Unlock an extension**

Enter the code, including the PIN number.

For security your PIN number will be



disguised on screen when entering the unlock code or

after pressing .


- Note that it is always possible to dial internally, receive calls and to dial the emergency services from a locked extension.


## Messages

It is possible to light the message LED on another Terminal extension when a user is busy or away from their extension. A voicemail unit can also make the message LED flash to show a voice message may have been left. Each extension may have only one message waiting at one time.

It is also possible to leave a text message on the Executive Terminal display that will be displayed on any other Executive Terminal which dials your extension.

### Leave a text message at a busy Terminal extension

ext busy tone   
 confirmation tone

ext busy tone 

Dial the busy extension then press the 6 key. The message light on the terminal will light.

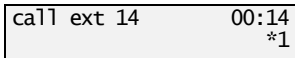
Press the right menu key under the 'Send Msg'. The message LED on the Terminal will light. Only one message maybe left for each Executive Terminal.

### Return message from extension user

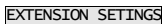


Press the message key if the LED is lit find out who called. The LED next to the calling extension will begin to flash distinctively when it is pressed.

Executive Terminals will also show the calling extension on the display.

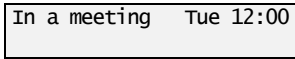


### Leave message on Executive Terminal display

  
 - Leave msg. On terminal


Enter the menu shown.

You may then select between one of four



different messages: 'In a meeting', 'Gone for lunch', 'On a holiday' or 'Gone home'. Callers to your extension from Executive Terminals will be shown the same message while the call is ringing.

### Erase message from display

  
 - Clear msg. On terminal

This menu item clears the message from the display.

### Retrieve voicemail messages

 (blinking)  
 dial voicemail ext.

If the Message LED is flashing then a caller has been diverted to your answering machine or voice mailbox.

Dial the voicemail extension to extinguish the LED.

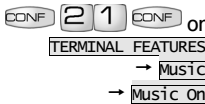
Note: A voicemail unit must be programmed and installed in your telephone system for this feature to be active.

## Music

Note: the background music option is only available on the 616 system.

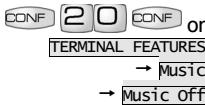
If a music source is connected to your 616 telephone system then the speaker can be used to play back the music while the phone is left idle. The music will be switched off whenever a call is in progress, or a call is ringing.

### Turn on music



Enter the code shown, music will be played while the phone is idle.

### Turn off music



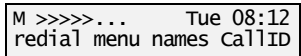
Enter the code shown, the phone will be silent when there is no call activity.

### Change the music volume



While the music is playing the volume keys

will change the volume of the music. At the lowest setting the music will be inaudible.



## Mute Key

The Mute key stops the caller hearing conversation at your extension. The other caller may still be heard.

### Toggle Mute on & off




The mute key symbol will light when mute is active.


## Paging

A paging call can be made to all terminals. This will connect a call in full two-way handsfree mode without waiting for a user to answer. The system administrator must enable this feature for your extension before it can be used. A brief alert ring will be heard by the called person before the page is connected.


**Page a single terminal extension directly**

 Dial 1\*, followed by the extension number.


**Page a single terminal extension if no answer**

ext uring :  Dial an extension, then dial 1 during the first 10 seconds of ringing tone.


**Page all terminals in an extension group**

 Dial 1\*, followed by the extension group 80 – 83.


**On-hook paging to an extension**

 Dialling 2\*, followed by the extension will connect directly to the loudspeaker of the entered extension. On-hook paging is supported by terminals only.

**On-hook paging to extension group**

 Dial 2\*, followed by the extension group 80-83. To page group 80 simply hold the handsfree key down for two seconds. On-hook paging is supported by terminals only.


**Page via public address system**

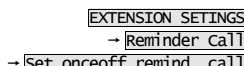
 Dialling 10 will connect directly to the public address system, if available.

**Reminder call**

It is possible to set an alarm which will ring at a set time of the day. It has a unique ringing sound to distinguish from normal calls.


**Once only alarm**

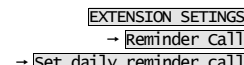
 Enter the time in 24-hour format and with 4 digits. E.g., 1:30 am is entered as 0130. This alarm will ring only once; it must be set again before it will sound again.

 The Executive Terminal prompts for the settings as shown.

**Time(hhmm):**  
clr clear exit enter

**Daily alarm**

 Enter the time as with the once only alarm. This alarm will ring at the same time every day until cancelled.

 The menu contain a programming menu for the daily alarms.

**Set daily reminder call (hhmm):**

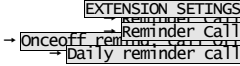
**Answer alarm**

 Go off-hook, the alarm will then stop sounding.

**Cancel once only alarm**  
 \*6690# This will erase the alarm setting and the extension will remain quiet.



**Cancel daily alarm**  
 \*6680# or \*6680# This will stop the reminder call sounding.



## Ring Settings

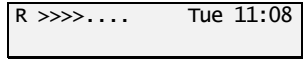
Both the volume and tone of the ringing on the Terminal may be changed independently to give each Terminal a unique ring.

### Ringer volume



Use the volume keys to change the ring volume when the Terminal is ringing. There are eight volume levels.

The current setting is shown on the display.



### Ringer Pitch

The ringer pitch may be changed to one of three different levels on the Standard terminal or eight on the Executive display terminal.



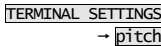
Low ringer pitch.



Medium ringer pitch.

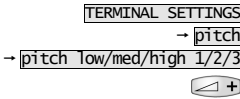


High ringer pitch.



The Executive Terminal can also be programmed using the menus. Eight different ring types are available through the menus.

### Test ringer pitch



When in the menus it is possible to test the currently shown ring setting by pressing a volume key. A brief ring burst will then sound with the selected ring sound.

## Room Monitor

This feature allows you to listen in to a room whenever you want. This can be achieved from any extension or via an outside line. Do not replace the handset or press after entering the code. This feature is enabled at the extension to be monitored only.

**Set an extension to be monitored from other extensions only**

\*6850#  
 ≧confirmation tone≦

Enter the room monitor code or select this menu item, then leave the phone off-hook after the confirmation tone.

EXTENSION SETTINGS  
 → Room monitor  
 → Internal monitor

Use the menu option to enable internal room monitor.

**Set extension to be monitored from extensions and exchange lines**

\*685 exch #  
 ≧confirmation tone≦

Enter code where 'exch' is the line number the extension may be monitored from. The DISA service must also be set up on the exchange line by the system administrator.

EXTENSION SETTINGS  
 → Room monitor  
 → Internal/externalMonitor

Use the menu option to enable internal and external room monitor.

**Listen to room monitor**

☞ ext. no.

Go off hook and dial the extension number which has been left off-hook. The system administrator will have details about accessing the room monitor from an exchange line.

**De-activate room monitor**

☞

Replace the handset on the monitored extension.

**Speed Dialling**

There are two different types of speed dial available to any extension.

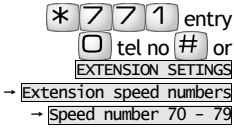
- The Executive and Superior terminals include an 80 entry address book displaying both names and numbers, page 14 gives details.
- System-wide speed dial numbers of up to 25 digits stored in the telephone system. These can be used by all extensions but only changed by the administrator.
- Ten personal speed dial numbers of up to 25 digits each, dialled with codes 70 – 79, these are stored in the telephone system and may be freely changed. They will remain at the extension at which they were programmed.

EXTENSION SETTINGS  
 → Leave msg. On terminal

**Dial a System or Extension speed dial number**

☞ speed dial code

Go off-hook and dial the speed dial code. Numbers 70-79 are used for extension specific speed dial numbers. System speed dial codes on the 308 system use 511 – 559, while 501-599 are used on all larger systems.



**Program a personal extension speed dial number**

Program personal speed dial numbers, where the number may be a maximum of 25 digits. It is not necessary to include the line seize digit in the telephone number. Entry may be a digit from 0 to 9 for speed dial numbers 70 to 79.



**Delete a personal extension Speed dial number**

Where 'entry' is a number from 0 – 9 for the personal speed dial numbers 70 - 79. Alternatively, use the menu item as with programming, but leave the telephone number blank.

**Volume Settings**

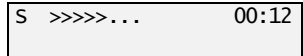
The ring, handset/headset, handsfree and music on idle volumes may each be changed independently. See page 33 for details on changing the ring volume and page 31 for details on changing the music on idle volume.



**Change handset/headset volume**

While on a call using the handset, the volume keys will alter the volume to one of three levels. This volume setting also applies to the headset.

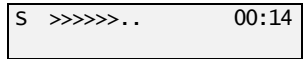
The screen shows the current volume level.



**Change handsfree volume**

While on a handsfree call, use the volume keys to increase and decrease the volume to one of eight levels.

The current level is shown on the display.





# Appendix

## Dialling and Feature Access Codes Quick reference

Access Code Dialed	Service Feature Description
0 (or 9)	Outgoing Exchange Line Call (* For systems using 9 for a line)
1* ext.	Page a terminal extension
1* group	Page terminals in an extension group 80-83
10	Page via public address system
11-18 21-24 21-28	Call extensions (612 systems only) (616 systems only)
19	Door Phone 1 (optional - 308 and 612 systems)
2* ext	Page terminal extension whilst on-hook (616 systems only)
2* group	Page terminal extension group whilst on-hook (616 systems only)
23	Door phone 1 (optional - 616 system)
29	Door Phone 2 (optional - 612 system)
24	Door phone 2 (optional - 616 system)
50	Last number redial (308 system only)
500	Last number redial (61x systems only)
511-559	System speed dial (308 system only)
501-599	System speed dial Call (61x systems only)
70-79	Dial extension speed dial numbers
80	Extension group call with standard ring
81	Extension group 1 call with 1 ring
82	Extension group 2 call with 2 rings
83	Extension group 3 call with 3 rings
84	Outgoing Call with flash transparency
85	Pick up parked call
86	Pick up any call
88	Outgoing Call with Data Protection

Access Code Dialed	Service Feature Description
89	Camp off
91 - 96 (or 01 - 06)	Outgoing Call via Exchange Line 1 - 6 (* For systems using 9 for a line)
#0	Cancel Exchange Line Call-back When Free
#5	Cancel Internal Call Call-back When Free
**account_PIN	Code to enter before dialling out if account codes are active
* 719 #	Operate door 1 latch relay
* 729 #	Operate door 2 latch relay
* 619 #	Operate door 1 latch relay for 1 second
* 21 ext. #	Set All Call Diversion From Own Extension
* 21 sys speed dial #	Set All Call Diversion to a system speed dial number
* 2 N ext. #	Set Divert No Answer After delay N = 2 - 9 for 5, 10, ... 45 sec.
# 21 ext. #	Cancel All Call Diversion from another extension
# 21 #	Cancel All Call Diversion from own extension
# 20 #	Cancel all diversions
*31 ext. #	Set Diversion On Busy
#30 #	Cancel Diversion On Busy
#30 ext. #	Cancel Diversion On Busy from another extension
*7411#	Toggle Do not disturb
*1	Read message on Executive Terminal (optional)
*6 ...	Extension feature programming code
*7 ...	Extension feature programming code
*8 ...	System feature programming code
*9 ...	System feature programming code

## Feature Codes after Transfer key (T)

Access Code Dialed	Service Feature Description
T0 (or 9)	Outgoing Exchange Line Call (* For systems using 9 for a line)
T ext.	Enquiry call to an extension (hang up to transfer)
T19	Operate door latch relay of connected door phone
T** account_PIN	Code to enter before dialling out if account codes are active
T* ext.	Make a brokerage call to an extension
T*0 (or T*9)	Make a brokerage call to exchange line (* For systems using 9 for a line)
T*9 exch. line	Make brokerage call to specific exchange line

<b>Access Code Dialed</b>	<b>Service Feature Description</b>
<i>(or T*0 exch. line)</i>	<i>(* For systems using 9 for a line)</i>
T3 ext.	Initiate conference call with extension
T39 <i>(or T30)</i>	Initiate conference call with free exchange line <i>(* For systems using 9 for a line)</i>
T30 exch. line <i>(or T39 exch. line)</i>	Initiate conference call with specific exchange line <i>(* For systems using 9 for a line)</i>
T50	Transfer to last number (308 system only)
T500	Transfer to last number (61x systems only)
T511-559	Transfer to speed number (308 system only)
T501 - 599	Transfer to speed number (61x systems only)
T70 - 79	Transfer to extension speed number
T80	Transfer to extension group 80 with standard ring
T81	Transfer to extension group 81 with 1 ring/cycle
T82	Transfer to extension group 82 with 2 rings/cycle
T83	Transfer to extension group 83 with 3 rings/cycle
T85	Park an exchange line
T86	Pick up any call
T87	Send a flash signal to exchange line
T88	Make outgoing call data protected
T90 <i>(or T00)</i>	Hold an exchange line call <i>(* For systems using 9 for a line)</i>
T9 exch. line <i>(or T0 exch. line)</i>	Pick up call on exchange line 1 - 6 <i>(* For systems using 9 for a line)</i>

### Feature codes on a Busy Call

<b>Access Code Dialed</b>	<b>Service Feature Description</b>
0	Exchange Line Call-back when free (Camp on)
1	Interrupt busy calls
2	Pick up call from answering machine
3	Set exchange call to camp on extension
5	Extension call-back when free (Camp on)
6	Send message if calling party is busy (optional)
89	Exchange or extension call-back when free



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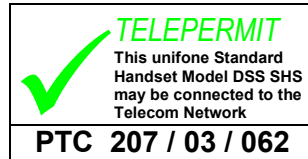
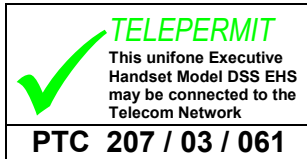
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Version 1.33

2005-04-06