

TRANS



The **TRANS** key is used to **TRANSFER** calls and **PROGRAM** system features on the keyset

HOLD



The **HOLD** key is used to place calls on **HOLD**. It is also used to confirm the programming of features

MUTE



The **MUTE** key mutes the microphone so the other party cannot hear you

SPEAKER



The **SPEAKER** key is used to activate the speaker on the phone for the hands free speakerphone

DND



The **DND** key puts your phone in Do not disturb mode so you will not receive any calls, also switches phone into Day / Night/ Auto modes

HEADSET



The **HEADSET** key lets you choose between Speaker / Headset modes

VOL ▲



The **VOL▲**key is used to increase Volume and Ring tone, hand piece & speaker

VOL ▼

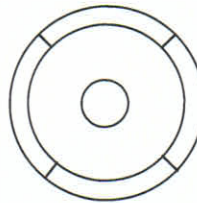


The **VOL▼**key decrease the volume of Ring tone, hand piece and speaker

Menu



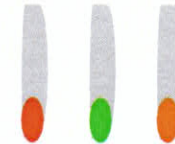
The **MENU** key is used edit phone settings



MSG



The **MSG** key is used to check voice mail message



**Flexible keys:**

The colour of the LED signifies the status of stations, or lines. Feature access also can be programmed on these keys.

# Telephonics

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**For Service Call:**

**06 3570900**

**Fax**

**063570901**

**Email**

**info@telephonics.co.nz**

# iPECS

## 9000

## User Guide

# iPECS

## Placing a Call

- Dial an extension number
- Or: Dial the external number required

## Call Transfer

- While connected to an outside line, press the **TRANS**
- Dial the desired extension number, (700-899)
- Hang up to complete call transfer
- Or: Announce the call, then hang up to complete call transfer

## Call Pick-up

- Press **Pick Up** to answer an unattended phone ringing in your area
- Dial \*1 to answer an unattended phone ringing in your area

## Using Speed Dial Numbers

- Press the **Dir Soft** button
- Dial the speed bin number you wish to call (001-099 or 2000-3499)

## Dialing By Name

- Press the **Dir Soft** button
- Press **1** for Private Directory, **2** for Public Directory
- Dial letter you require (using the Dial by Name Chart)/ or toggle up or down with navigation key
- Press **Send**

## Intercom Answer Mode

- Press **Trans** button.
- Dial **13**
- Dial **1**, for Hands-free, **2** for Tone ring, or **3** for Privacy announce
- Press **Hold** button

## Ring Type Mode

- Press **Menu** button.
- Press **1** for Phone Settings
- Press **2** for internal or **3** for external Ring Tone
- Choose dial tone 01 to 08
- Press **Hold** button

## Do Not Disturb (DND)

- Dial **Dnd/Fwd - 24** button (Toggle On/Off)
- Dial \*53 (Toggle On/Off) - 8 button

## Redial

- Dial **52**—automatically starts last number redial
- Or press Log soft key to show dialed calls

# User Guide

## Paging

- Dial #00 For "All Call" Paging
- Dial #7 For "Internal" Paging
- Dial #5 For External Paging

## Voice Mail

Dial 999 enter password: extension plus \* key

## Greetings:

Record Greeting Press 8

## Messages:

Retrieve Message Press 1

Delete Message Press 3# or Delete Soft Key

Save/Skip Message Press 2

Replay Message Press **Callback** or #3

## Call Forward

- Dial **49**
- Dial the desired call forward type
  - 1 - Immediate
  - 2 - Busy
  - 3 - No Answer
  - 4 - Busy/no answer
  - 5 - Immediate to an External Number
  - 6 - No Answer to an External Number
- Dial the destination you wish to forward your calls to (700-899 or dial # to send to Voice Mail)

## To cancel a Call Forward

- Dial **59**

## Retrieving Voice Mail Messages Externally (DDI's)

- Dial **DDI** Number
- During Message press # key
- Enter Authorisation Code (2 to 5 digits) followed by #
- Follow prompts

## Recording Telephone Conversations-24 Button KP Only

- When connected to Party, press navigation button to right
- Press **Record** (soft key)
- This will be saved in Voicemail and retrieved as a message

## Holding Calls

- To place call on hold
- Press the **HOLD** button
- To retrieve
- Press flashing line button

## Call Park

- While connected to an outside call
- Press the **TRANS**
- Dial the Call Park Location (601-609)
- Hang up

## Retrieve a Parked Call

- Dial the Call Park Location (601-609)

## Flexible Keys

### Program Flexible Buttons

- Press the **TRANS** button
- Press a flexible button you wish to program
- Enter the desired code (refer to the table below)
- Press the **HOLD** button

Extensions	700-899		
Call Park	601-609		
Group Call Pickup	*1		
Speed Dial	Speed 001-Speed 3499		
Call Log	TRANS + 57		
Background Music	TRANS +73		
Call Back	TRANS +92		
Redial	TRANS + 97		
Conference	TRANS + 91		
Flash	TRANS + 94		
Speed	TRANS + 90		

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
- 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
Q - 72	U - 82	X - 92
R - 73	V - 83	Y - 93
S - 74	8 - 80	Z - 94
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - -		
*3 - -		