iPECS

Telephonics

Placing a Call
- Dial an extension number
- *Or:* Dial the external number required

Call Transfer
- While connected to an outside line, press the **TRANS/PGM**
- 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
- Dial ***1** to answer an unattended phone ringing in your area

Using Speed Dial Numbers
- Press the **Speed** Button
- Dial the speed bin number you wish to call (**01-19 or 200-999**)

Ring Type Mode
- Press **Trans/PGM** button
- Press **11** for internal or **12** for external Ring Tone
- Choose dial tone **1** to **8**
- Press **Hold/Save** button

Do Not Disturb (DND)
- Press **Dnd (Toggle On/Off)**
- Dial ***53** (Toggle On/Off) - 8 button

Redial
- Dial **52** - automatically starts last number redial

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 your password

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 **1**

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 **999** 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

Holding Calls
To place call on hold
- Press the **HOLD/SAVE** button
- To retrieve
- Press flashing line flex button

Call Park
While connected to an outside call
- Press the **TRANS/PGM**
- 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/PGM** button
- Press a flexible button you wish to program
- Enter the desired code *(refer to the table below)*
- Press the **HOLD/SAVE** button

Extensions	700-899
Call Park	601-609
Group Call Pickup	*1
Speed Dial	Speed 01-19
	Speed 200-999
Call Log	TRANS/PGM + 57
Background Music	TRANS/PGM + 73
Call Back	TRANS/PGM + 92
Redial	TRANS/PGM + 97
Conference	TRANS/PGM + 91
Flash	TRANS/PGM + 94
Speed	TRANS/PGM + 90

Dial by name Keys Chart

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

The iPECS 4 Button phone has 4 Programmable flex buttons under the LCD display.

Trans/PGM

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

Hold/Save

The **HOLD/SAVE** key is used to place calls on **HOLD**, it is also used to confirm the programming of features

Call Back

The **Call Back** button Initiates call back requests when calling a busy station; Call is competed when busy station returns to idle status

OHD

The **OHD button** allows user to place a call when the handset has not been picked up

Speaker

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

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

Speed

The **Speed** button lets you quickly access speed dials number loaded into the system

Vol ▲

The **Vol ▲** key increase the volume of Ring tone, hand piece and speaker

Vol ▼

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

For Service Call:
06 3570900
Fax
063570901
Email
info@telephonics.co.nz

Flexible keys:
The colour of the LED signifies the status of stations, or lines.

Feature access also can be programmed on these keys.

4 Button iPECS
User Guide