

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

External Call Transfer

- While connected to an outside line, press the **TRANS/PGM**
- Press flex key required
- Hang up to complete call transfer
- Or: press the **TRANS/PGM**
- Dial the number required
- Hang up to complete call transfer
- Or: press the **TRANS/PGM**
- Press Speed key (soft key)
- Select System Speed Dial
- Press **Send** (soft key)

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

Dialing By Name

- Press the **Speed Button** twice
- Dial **2** for Private Directory or **3** 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/PGM** button.
- Dial **13**
- Dial **1**, for Hands-free, **2** for Tone ring, or **3** for Privacy announce
- Press **Hold/Save** button

Ring Type Mode

- Press **TRANS/PGM** button
- Press **1** Phone Settings
- Press **1** for internal or **2** for external Ring Tone
- Choose dial tone **01** to **08**
- Press **Hold/Save** 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 **Redial** soft key to show dialed calls
- Use **Volume Button** to scroll
- Press OK Button to dial phone number

Paging

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

Voice Mail

Dial 999, enter extension then password

Default 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**
- 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

Recording Telephone Conversations

- When connected to Party
- Press Record Flex Key
- This will be saved in voicemail and retrieved as a message

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
Call Record	TRANS/PGM + 80
Headset Option	TRANS/PGM + 61

Dial by name Keys Chart

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		
*2 - :	0-00	#
*3 - ,		



iPECS



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

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 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

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

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.
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User Guide
8 Button Keypad