

CALL FORWARDING

Forward All Calls

Forwards all calls immediately to another extension

Forward Calls on Busy / No Answer :

If your Extension fails to answer after **20 seconds** (programmed) or is busy, all incoming calls to your Extension are automatically forwarded to another Extension you have programmed

To Forward your Phone

- Lift handset
- Dial **70** then
 - Dial **1** for **All Call** or
 - Dial **2** for **Busy** or
 - Dial **3** for **No Answer**.
- Dial the 'forward to' Extension number (or Voice Mail – dial 86)
- Replace handset

To Cancel

Lift handset

Dial **70**

Dial **1** for **All Calls** or
Dial **2** for **Busy** or
Dial **3** for **No Answer**

- Dial your own Extension number
- Replace handset

FLASH TO EXTERNAL LINE (CALL WAITING)

This feature is used to create a Flash to an external line

- Press **RECALL**,
- Dial **800**

LAST NUMBER REDIAL

This feature automatically stores the last dialed outside telephone number for you to redial.

The number is stored whether the call was answered, not answered or busy.

To Redial

Lift Handset

Dial Last Number Redial Code **74**

When **74** is dialled, the extension will automatically select a line, and dial the number

DO NOT DISTURB

To Set

- Lift your handset
- Dial **7051**
- Replace your handset

To Cancel

- Lift your handset
- Dial **7052**
- Replace handset

PAGING

Lift your handset, select and dial paging access codes

#1	All
#2	Then the zone number (1-8)
#9	External (External Paging unit required)

After the tone, make your announcement



G Series

Single Line Phone Quick User Guide

Auto Telecom (Australia) Pty Ltd

Ph: 612 9415 0100

Fx: 612 94176877

www.hybrex.com.au

Author : Steve Simons ATNZ

TO MAKE AN INTERNAL CALL

- Lift Handset
- Dial Extension number
- Replace handset

Note: When ringing a digital phone, you may change the ringing signal to Voice Alert, or back to ringing by dialling 3 after dialling the extension

To Call the operator Dial zero 0

TO MAKE AN OUTSIDE CALL

- Lift Handset
- Dial 9
- Dial the number you wish to call

SPEED DIALING

System Speed Dialling

- Lift Handset
- Dial 75
- Dial Speed Access Code 100 ~ 199

Programming Personal Speed Dials

- Lift Handset
- Dial Speed Dial Access Code 708
- Enter a speed access code between 0~9
- Enter 00 (For outside line – auto line select)
- Enter the number you wish to store
- Press #
- Conformation tone heard
- Replace handset

Dialling Personal Speed Dials

- Lift Handset
- Dial 75
- Dial Speed Access Code (00-09) e.g. 7500

RECEIVING CALLS

To answer another ringing extension

Lift your handset and dial

* 9 (Pick Up All Extensions)

* 0 (Pick up Own Group)

* 8 then (1-8) to Pick up other Groups (1-8)

To answer a specific ringing extension

Lift your handset and Dial * then the extension number

TRANSFERRING CALLS

Press RECALL then dial the extension number
(optional, wait for answer, or hang up immediately)

If you hear engaged tone, retrieve the caller

Press RECALL and inform your caller

To hold the call on the engaged extension

Press RECALL dial the extension and replace your handset

HOLDING CALLS

Press RECALL, leave the handset off the hook or hang-up

To retrieve the call on hold

Press RECALL, speak to your caller

To retrieve the call on Hold from another extension

Dial * then the extension number where the call is on hold at.

To retrieve a call that is on hold from a Key phone

Dial 8 and then the line number (01 = Line 1)

TRUNK QUEUING

When by dialling 9 you are unable to access an outside and receive busy tone, you may reserve the next available line.

- Lift Handset
- Dial 9 to access a Line but hear the busy tone
- Dial 6 before you hear the 2nd type busy tone
- Replace handset
- System will ring you, when the next available line free

EXTENSION CALL BACK

If the Extension you are calling is busy, you may set a Call Back. When the called Extension becomes free it will call you back.

- Lift Handset
- Dial Extension number, if you hear the busy tone
- Dial 6 before you hear the 2nd type busy tone
- Replace handset

System will ring you when the Extension is free, when you pick up the call System will ring extension you requested.



SYMBOL OF EXCELLENCE
WINNER