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A. QUICK REFERENCE CHART

1. REDIAL	12 OR*
2. CALL PARKING	11 (FIRST HOLD THE LINE THEN DIAL 11)
3. PARKED CALL PICKUP	16 (FOR LATEST PARKED CALL) 17 (FOR EARLIST PARKED CALL)
4. PARKED CALL PICKUP FROM OTHER EXTN5.	19 + EXTN
5. CALL PICK UP WITH IN SAME GROUP	4
6. CALL PICK UP FROM ANY EXTENSION	14+EXTN.
7. CONFERENCE	18 (AMONG UPTO FIRST 4 PACKED CALLS
8. EXT. DO NOT DISTURB	115 (ON SELECTIVE EXT. ONLY)
9. FOLLOW ME	113 + 51 + EXTN
10. CALL FORWARDING	114 + EXTN
11. CALL PRIVACY	118 (PERMANENT PRIVACY) HF + 56 (PRIVACY DURING A CONVERSATION FOR THAT CALL)
12. CANCELLATION OF D.N.D. CALL FORWARDING FOLLOW ME, CALL PRIVACY	116
13. EMERGENCY REPORTING	15
14. HOTLINE SETTING	
(a) FOR INTERNAL HOTLINE	110 + 70 + EXTN NO. + HF
(b) FOR EXTERNAL HOTLINE	110 + 70 + TRK + EXTERNAL NO. + HF Where TRK IS 71/72/73 OR 0 OR 9
15. CANCELLATION OF HOT LINE DURING ANY CONVERSATION	HF + 95
16. STORING NOS. IN PERSONAL MEMORY BANK	110 + (60-69) + TRK + EXTERNAL NO. Where TRK IS 71/72/73 OR 0 OR 9
17. ABBREVIATED DIALING	(60-69)
18. AUTOCALL BACK	HF+Get pip tones burst + 7
19. BARGE IN WITH WARNING	HF+Get pip tones burst + 8
20. BARGE IN W/O WARNING	HF+Get pip tones burst + 9 (on selective extns.)
21. SET NIGHT MODE	112 + Night code + 0
22. SET DAY MODE	112 + Night code + 1
23. DIALING FROM GLOBAL MEMORY BANK	
(a) FROM MEMORY BANK 1	(800-849)
(b) FROM MEMORY BANK 2	(850-899)

B. FEATURES EXPLANATIONS

1. EXTENTION TO EXTENTION CALL (EX) :

When one extension user wishes to talk to another extension user operate as follows:

- Lift hand set Hear Dial Tone
- Dial Extn. No. Wait for Ring back tone
- speak when called party answers

NOTE : In case the called extension is busy. Use call back facility explained at the point No. 7

2. TO HOLD A LINE (EXTN. OR TRUNK):

You can hold a conversing party (extension or trunk) by the following procedure for onwards activities as call consult call parking or conference.

Procedure

DURING CONVERSATION

- Hook flash
- You get service confirmation tone for a few seconds while the other party get MUSIC ONHOLD
- Now you can retrieve back the hold party by hook flash again.

3. CALL CONSULT:

It is often required to consult your colleague /staff while conversation with an external or internal caller. This enable you to talk to him /her.

- Flash against to retrieve first party and release second party.

4. REDIAL (* OR 12)

Any extension user can repeatedly dial the last number, if external without pressing all the numbers again. For this follow the producer below :

- Disconnect previous call by pressing hook switch for more than 1 Second
- Lift hand set, Hear dial tone
- Dial "*" or 12

The last dialled number will be re-dialed automatically. Kindly wait for Dialing to complete and hear either the ring back or busy tone from the telephone instrument.

5. BARGE IN WITH WARNING TONE

If some extension is found busy this feature allows the extension (calling) user to get into the conversation of the busy extension after getting warning tone at that extn. To use this feature operate as follows :

When you get engage tone on dialing an extn. Nos.

Hook flash get confirmation tone burst for 2 secs.

- Dial 8
- Speak on during conversation

6. BARGE IN WITHOUT WARNING TONE (On selective extns. only)

If some extension is found busy, this feature allows the extension (calling) user to get into the conversation of the busy extension without any warning tone. To use this feature operate as follows:

- When you get engage tone on dialing an extn. Nos.
- Hook flash get confirmation tone burst for 2 secs.
- Dial 9
- Speak on during conversation

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7. AUTOMATIC CALLBACK ON BUSY EXTENSION (HF + 7):

If the called extension is found busy, this feature automatically on hearing busy tone.

- On hearing busy tone.
- Hook flash get confirmation tone for 2 secs.
- Dial '7
- As soon as called extension becomes free both extension will ring simultaneously
- Lift hand set, hear ring back tone
- Wait for other party to answer.

8. AUTOMATIC CALL BACK ON BUSY TRK (HF + 7):

If all/any co. in Line are /is busy this feature informs the user soon as the co. jn.Trunk Line gets free.

- If a user gets busy tone after attempting to seize any co. line / Group 9
- Hook flash get confirmation tone for 2 secs.
- Dial '7
- As soon as the desired trunk line / trunk group gets free you set ring
- Lift hand set & you get connected to the trunk for further dialing of external number.

9. DO NOT DISTURB (115) (One selective extns only):

If an extension user does not want to be called this feature allows the extension protect from being called. However the extension user can call others.

- Lift hand set and hear dial tone
- Dial 115
- Get assurance tone
- Hang up

10. CALL PRIVACY (Code 118) (Programmable) :

This feature protects an extension user from barging in by any other extension during a conversation

- Lift hand set get dial tone
- Dial 118
- Hang up

For cancellation of feature operate as follows:

- Lift handset wait for dial tone.
- Hook flash. Dial 116
- Hang up.

11. CALL PRIVACY DURING A CALL (Code HF + 56) (Programmable) :

This feature protects an extension against barge in by any other extension during a desired current call.

- Lift hand set & get dial tone.
- Establish internal/external conversation
- During the call, hook flash & get service confirmation tone for few sec.
- Dial 56.

12. CALL TRANSFER (HF EX.):

Any internal or external call received at any extension can be transferred for that extension to any other extension

- Hook flash and hear confirmation tone for 2-3 sec.
- Dial the extension number to which you want to transfer the call
- Wait for ring back tone if called extension is busy than use camp on feature described at point - No 15

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- You may hang up call will be transferred automatically
- You may wait for answer to inform the caller and hangup

NOTE : In case the called extension is unattended, hangup. The call will return back after 20 seconds automatically.

13. CALL FORWARDING (114 + EX):

The feature allows an extension user to receive the calls at any other extension

- Lift hand set of the extension to be forwarded (diverted)
- Dial 114 + Ext. No. (to which calls are to be diverted)
- Hang up.

Cancellation of this feature can be done as follows:

- Lift and set, wait for dial tone
- Dial 116
- Hang up

14. CALLPICKUP (4 or 14 + EX) :

If another extension is ringing, this feature allows user to receive the call at his own extension and hear the dial tone.

If the user extension without physically moving to that particular extension.

- Lift hand set of your extension and hear the dial tone.
- If the user extension number is from the same pick up group, then simply dial 4 OR
- Dial 14 followed by the extn. No. which is ringing. (If the user extension is not from same pick up group)
- Talk to the party.

15. FOLLOW ME (113 + 51 + EXTEN.):

Incoming calls can be made to follow the extn. user, In other words extn. user can use any extn. to receive incoming calls directed at his original extn.

- Lift hand set where user wants to receive calls, hear dial lone
- Dial 113 + 51 + AB

(AB is the No. of the original extn. being used.)

All calls for AB will now ring at extension where above codes has been dialed.

- Cancellation of this feature is as follows :
- Dial 116 from ext. AB after getting dial tone
- Get assurance tone
- Hang up

16. BOSS SECRETARY SYSTEM:

An extn. can route its incoming internal & external & calls through any other extn. using

“Call Forwarding” facility. The first extn. becomes BOSS will land at SECRETARY extn. while only SECRETARY is able to call the BOSS and transfer the calls to him. Though BOSS can dial outside directly or ask the SECRETARY to make a call and transfer to him.

17. CALL CAMPON:

The feature allows an extn. to transfer calls even to busy extn. The transferring extn. becomes free after using this feature, the call gets transferred / camped on to the busy extn.

The busy ext. on which the call is transferred (camped on) gets call waiting tone and can attend the call as soon as the finished his busy call. On getting busy tone while transferring call to any exten. being busy Hang up (your extn. becomes free and call is camped on)

- Pick up Camped Call

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- Hear the call waiting tone try while talking.
- Hook flash and dial 11. (To Park the current call)
- First call is parked and second call gets through
- Finish the call and pick up the parked call. (As illustrated in point 18 (B))

Alternatively,

- You can finish up with first party after going ON HOOK.
- The camped call will immediately ring at your extension.
- Now pick up the handset and start conversation with camped party

18. CALL PARKING (HF + 11):

(A) In case the extn. desires to become free temporarily to attend to some important function using this feature makes the extn. free without losing the call. This feature also helps the receiving extn. to park (hold) the call in case it is not possible to transfer the receiving call to the desired extn.

- While talking to the call hook flash, dial 11
- Hang up.
- Exchange will remind this extn. after 1-2 minutes to attend to the parked call.

(B) Picking up Parked Call by parking Extn.

- Lift hand set, hear dial tone.
- Dial 17
- first (earliest) parked call will be retrieved

(C) Picking Up Parked Call by the extn. other than Parking Extn.

- This feature allows any extn. to pick up the parked call on different extn.
- Lift hand set, hear dial tone,
- Dial 19 + Extn. No. (On which the call is parked).

19. INCOMING TRUNK LINE QUEUING:

This feature enables the user to handle more than one incoming calls i.e. in case the extn. is classified to attend all or more than one incoming calls and is busy with one call then he gets a warning tone of second call landing on horn. The warning tone sound Trin-Trin-Trin will continue till the operator attends it or the call disconnects.

Note : Normally this feature is useful for defining an operator for the system order to make the best use of this Feature use call transfer. Call camp on call Parking facilities to attends to second/waiting call.

20. PERSONAL SPEED DIALING (PERSONAL MEMORY BANK):

This feature enables every extn. to create its own personal memory bank directory of 10 Nos. The codes for this bank/directory is of two digits from 60 to 66 operate as follows: to create this directory / bank:

- Lift hand set, hear dial tone.
- Dial 110 + 6 + N + Trk + Tn N = 0 to 9

Trk = Trunk access code (0 to 9 or 71, 72.. etc.)

Tn = Tel. No. to be stored (Max. 16 digits)

- Get assurance tone if you store a complete 16 digit number Alternatively HOOK FLASH to get assurance tone if you store lesser no. of digits (i.e. less than 16) in memory bank.
- Hang up
- Repeat the above procedure for storing more Tel Nos.

21. SETTING OF HOTLINE:

This facility enables you to set hotline with and extn. or even an number after using this facility as soon as you lift the handset, the extn. you set for hotline gets ring and you get ring back tone. If an External No. is set for hotline then by just lifting the handset the External No. is set dialled

External No. is set dialled

To set the hotline External No. proceed as below:

For internal hotline:

- Lift Hand set, hear dial tone

- Dial 110 + 70 + extn. + HF

- Get assurance tone

- Hang up

- For external hotline :

- Life Hand set, hear dial tone

- Dial 110 + 70 + Trk + External No. + HF Trk = Trunk access code. (0 or 9 or 71, 72 etc.)

- Get assurance tone if you store a complete 16 digit number Alternatively HOOK FLASH to get assurance tone if you store lesser No. of digits (i.e. less than 16) in memory bank.

- Hang up.

Cancellation of HOT LINE can be invoked by following procedure:

- During a conversation

- Hook flash to hold the line

- Dial 95

- You are connected back to the hold line to continue conversation and your hotline is cancelled.

22. FLASHING OF TRUNK:

You can flash the P&T line which is required in case of call waiting facilities of central exchange and when you are talking on a trunk call and you want to draw the attention of trunk operator to inform about low or no voice. Procedure During conversation with P&T line flash hook - switch twice with a time gap of less than 2 seconds, i.e. during conversation - HF + HF

23. CONFERENCE:

You can establish upto five party conference among internal / external calls which are parked. Procedure.

- Make conversation with a party internal / external park it and get dial tone.

- Repeat above procedure for other parties with whom you want to establish the conference (max. upto 4)

- After having parked all call (upto max. 4) just dial 18 to have conference among parked calls and self.

24. DIALING FROM PERSONAL MEMORY BANK:

You can dial the external telephone nos. stored in your personal memory bank just by 2 digit code (provided your external no. satisfies your class of sense status)

- Lift the handset and wait for dial tone

- Dial 60 to 69 The external No. stored in the particular memory will be dialled automatically

- Wait for entire No. to be dialed. Start conversation.

25. DIALING FORM GLOBAL MEMORY BANK:

FROM MEMORY BANK 1

You can dial the external telephone nos. stored in GLOBAL memory bank 1 just by a 3 digit code irrespective of your extn. status for direct outward dialing

- Lift he handset and wait for dial tone.

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- Dial 800 to 849

The external no. stored in the particular memory will be dialed automatically.

- Start conversation

FROM MEMORY BANK 2

You can dial the external telephone Nos. stored in GLOBAL memory bank 2 just by a 3 digit code (provided the external no. satisfies your class of service)

The external no. stored in line particular memory will be dialed automatically.

- Wait for entire no. to be dialed
- Start conversation

26. EMERGENCY REPORTING : (from selected extns. only)

Some times you may require that one should attend you urgently and you would like not to loose any time to search any person. The facility EMERGENCY REPORTING can be used for this purpose as by dialing a two digit code 4 pre-assigned extn. get simultaneous ring. Thus any ringing extn. who first lift the handset is connected to the caller

- Lift the handset and wait for dial tone :- Dial 15
- Four pre-assigned extns. will get ring simultaneously.
- Listen ring back tone.
- Start conversation as the call is answered by any of the four extns.

27. DAY/NIGHT MODE SETTING:

You can set the system to receive the incoming P&T calls in different modes in day and night. The different modes for day and night for different junction lines can be set and it is illustrated in PROGRAMMING MANUAL One this is done all the trunks incoming call modes can be changed by either MANUAL.

SETTING OF DAY/NIGHT MODE OR AUTO/ NIGHT MODE MANUAL SETTING:

TO SET DAY MODE

- Lift handset and wait for dial tone
- Dial 112 + Night Code + 1
- Get assurance tone
- Hang up

TO SET NIGHT MODE

- Lift handset and wait for dial tone dial 112 + night code + 0Get assurance tone
- Hang up

WHIRE NIGHT CODE IS A TWO DIGIT CODE SET DURING SYSTEM

PROGRAMMING AUTO SETTING:

In this option the system switches between day and night mode automatically at programmed timings. The procedure is illustrating in programming manual.

28. SELF ALARMS:

All extns. users can set upto 2 independent alarms at their extns in one of the following modes ALARAM FOR SAME DAY/ALARM FOR ANY TIME IN NEXT 30 DAYS/DAILY ALARM WHICH RINGS DAILY to set these alarms proced as below:-

- Lift handset and get dial tone
- Dial 58 - (1/2) + HH+MM+QQ
- Lift the handset and wait for dial tone
- Get assuraNCE TONE
- Hang up

Where 1 & 2 stands for 1st or 2nd alarm.

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HH hours in 24 hours mode

MM minutes

QQ for same day alarm 01 to 31 as date for next 30 days 33 for daily alarm e.g. to set a daily alarm from 8,0' Clock morning and a same day alarm for 5.30 evening from same extns. you will have to dial as below:

Dial 581080033 for daily alarm.

At the time of maturity your extns. will ring at a fast cadence to make that it is a matured alarm and you will get music if lift the handset then it will automatically OFF within 1 minute. Moreover if at the time of alarm the extns. is busy or the system is off then it will ring whenever next time it finds the system is on and the extns. is free

CANCELLATION OF SELF ALARMS : All extns. users can cancel their self alarm from their extn. The procedure is as follows:

Dial 111 + personal extn code.

- Get confirmation tone
- Hook flash + 79 get confirmation tone

29. DYNAMIC STD/LOCAL CALL CONTROL & AUTO LOCKING

The system offers a very unique facility to all extn. users to completely prevent misuse of STD/LOCAL calls from their extns. A 3 digit personals passcode is provided to all extns. which is initially 777 by using this password you can control your status for direct outward dialing and moreover you can change the pass code any time. However, you can lock extn. by a 3 digit code without password and prevent misuse, Effectively you will get class of service for outside dialing which satisfies both your personal setting and settings of your extn. from master supervisor mode.

To program your extn. class of service you will have to first come in self supervisor mode through our passcode and then you can further program your STD/LOCAL status or change your passcode.

TO LOCK YOUR EXTENSION FOR D.O.D. PROCEDURE

- Lift the handset and get dial tone
- Dial 119
- Get assurance tone
- Hang up

TO OPEN CLASS OF SERVICE AT YOUR EXTENSION

- Dial 111 + Personal Passcode
- Get assurance tone
- Hook flash - get assurance tone OFF.

After each programming step you get assurance tone for further programming again

HOOK FLASH to get assurance tone OFF.

(a) OPENING OF STD CLASS (ALL CALLS)

- Come in self supervisory mode
- Dial 99
- Get assurance tone

(b) OPENING OF LOCAL CALLS (LOCAL CALLS WITHOUT LEVEL 1 NOS.

- Come in self supervisory mode
- Dial 89
- Get assurance tone

(c) OPENING OF STD CALLS (ALL CALLS) IN AUTOLOCKING MODE

- Come in self superviosry mode
- Dial 91
- Get assurance tone

(d) OPENING OF LOCAL CALLS (LOCAL CALLS WITHOUT LEVEL ONE NOS.

- Come in self supervisory mode
- Dial 81
- Get assurance tone

30. TO ERASE YOUR PERSONAL MEMORY BANK FOR ABBREVIATED DIALING

- Come in self supervisory mode
- Dial 80
- Get assurance tone

31. TO CHANGE YOUR PERRSONAL PASSCODE

- Come in self supervisory mode
- Dial 88 + new passcode + new passcode
- Get assurance tone

Now your personal passcode is changed to new passcode (3 digits)

Thus, you should keep your personal passcode secret to avoid any chance of misuse and keep on changing it from time to time. If you forget your personal passcode then it can be set in master supervisory mode. Passcode should be of 3 digits number.

32. TO PICKUP EXTERNAL CALLS AT CENTRAL RINGER:

The external calls ringing at central ringer can be answered from any extn. either of the two, procedures illustrated below :

If more than one external call ring at a time then calls will be attended on first come first serve \ basis and central ringer will continue to ring till all calls are answered.

PROCEDURE 1 (For extensions set in operating console mode)

- Lift hand set and get the dial tone.
- Dial 13
- You get connected to the external call if any ringing at the central ringer.
- Else you get dial tone.

PROCEDURE 2 (For or dinary extensions)

- Lift hand set and get dial tone
- Dial 13
- You get connected to the external call if any, ringing at the central ringer.
- Else you get NU tone
- Hang up.

33. DIRECT IN WARD DIALING (D.I.D.)

This is one of the opotions which can be set for trunk(s) for incoming P & T rings. If trunk is set in D.I.D. mode, the incoming of call and procedure to be adopted by external caller will be as illustrated as below:-

When external call dials your telephone number which is set in D.I.D. then First of all he gets P&T ring back tone for 3-4 seconds, After that the call is maturated by the EPABX itself and the system sends an assurance tone Burst for 2 second indication the caller that now the system expects a 2 digit Extn. No. in DTMF only from the external caller.

If the external caller dials a valid extn. No. in DTMF within 4 seconds and that Extn. No is free then that Extn. gets ring for 20 seconds or it is answered.

In case when the external caller does not dial any Extn. No. in DTMF.

The external caller dials an invalid No.

The Extn. No. dialed is valid but busy.

The extn. no. dialed is valid and free and gets ring but remains unanswered till 20 seconds then it is D.I.D. failure and then the call will ring in one of the following options set.

A simultaneous ring will be present for next 20 second on self service group of the trunk.

A simultaneous ring will be present for next 20 seconds on common service group of trunk.

A round robin ring will be present for next 40 seconds on self service group of trunk.

If still the call is unanswered at all ring extensions. it is disconnected and the P & T is released.

34. DIRECT OUT WARD STATION ACCESS (DOSA):

The DOSA can be routed through any extension but through the personal passcode of any extension. One can have a personal passcode for opening DOSA. This is done because if the boss wants to allow his subordinate to use the DOSA facilities then he should not be worried about any misuse of DOSA facilities through his extension. The printing of those calls will be under that extension only and with the mark 'D' indicating a STD DOSA call or ISD DOSA call respectively. Pre-conditions to use DOSA:

- (1) When you are at some distant place, should have a DTMF dialing
- (2) One P & T line of your EPABX should be set in DID mode.
- (3) Some Your important no. in global memory bank such that the stored no. can be dialed on P & T line except that P & T Line set in DID mode.
- (4) If global memory of memory bank - 2 are to be dialled then these nos. to be allowed on your extension of EPABX.
- (5) The personal passcode should not be 777 i.e. that is the initial personal passcode.
- (6) For new personal passcode
 - Lift the handset
 - Dial 111 or 777 + HF + XYZ + XYZ (where, XYZ are any three digit nos.)
 - Now, your new Personal passcode is XYZ. (This programming is done from where DOSA facility is using)
- (7) Suppose you have a 308-HT System. You are at some distant place from this place you want to call Mumbai. In EPABX P & T 71 is in DID mode & P & T 72 is in DOSA mode P & T 72 line has STD Facility. Initial Programming in your EPABX :

Dial 111777 HF 88 XYZXYZ

For example - 111 777 HF 88567567

Now your new personal Pass code is 567

Global setting :- 101234 HF 6800 72022 Mumbai Tel. No. HF

Now Mumbai No. is stored in global memory location 800.

Programme through your personal Extension - 10+1234 HF 72 25 1.

Procedure for DOSA is as follows as per example

1. Dial your office No. which is connected to P & T 71
2. Get voice DISA message if already fed
3. or get assurance tone
4. Now, you are in internal mode of the system
5. Dial 10+25+567
6. Get assurance tone for two seconds.
7. Dial global memory location No. i.e. 800
8. Mumbai No. will be dialed automatically though P & T 72.
9. Start conversation.

PROCEDURE FOR DOSA IS AS FOLLOWS:

- (1) Dial your office number which is set in DID mode.
- (2) Get ring back tone.
- (3) Get voice DISA message if already fed.
- (4) Or get assurance tone.
- (5) Now, you are in internal mode of the system.
- (6) Dial (10+Your Extn. No. + Personal Passcode)
- (7) Get assurance tone for two seconds.
- (8) Dial global memory location No.
- (9) Number will be dialled on other P & T Line
- (10) Conversation start to the party.
- (11) After 45 seconds you will get beep tone.
- (12) Press # to extend your calls for next 30 secs. Or Press '0' Key to extend your call for next 60 secs.
- (13) Otherwise call will disconnected after 5 Secs.
- (14) For longer conversation repeat step no. (12)
- (15) To disconnect the call at any time dial "***"

35. AUTO BARGING AT BUSY EXTENSION

If an extension "A" receives a P & T Calls and want to consult/transfer it no some other extension "B" which is busy in conversation with another TRK/Extn. then two type are possible and following steps should be followed:

Type 1:

- Ext "A" will HF his phone.
- P & T Call be on "music on hold."
- Then extn. "A" will dial Extn. "B"
- Extn. "A" gets engaged tone as Extn. "B" is busy in conversation with some other TRK/Extn. "C"
- Now if "A" continues to listen engaged tone for 4 seconds.
- After four seconds Extn. "B" & TRK/ Extn. "C" will listen barge in tone burst.
- TRK/Extn "C" will go to music on hold.
- Extn. "A" & Extn. "B" comes in conversation.

Now two options are possible for extension "A".

OPTION 1

If extension A hangs up his phone then that call will be camped on to Extn. "B" which he can retrieve later on and extension "B" resumes conversation with its earlier call.

OPTION 2

If Extn. "A" again HF then he will be connected to previous call and Extn. "B" resumes conversation with its earlier call.

TYPE 2:

- Extn "A" will HF his Phone.
 - P & T call will be on music on hold.
- The Extn. "A" gets engaged tone as Extn "B" is busy in conversation with some other TRK/EXTN."C".
 - Now if "A" continues to listen engage tone for four seconds
 - After four seconds Extn. "B" and TRK / Extn. "C" will listen barge in tone burst and "A" will come in conversation mode with both "B" & "C". now two options are possible for Extn. "A"

OPTION 1

If Extn. "A" hangs up his phone the that call will be camped on to Extn. "B" which he can be retrieve later on a extension "B" resumes conversation with its earlier call.

OPTION 2

If Extn. "A" again HF then he will be connected to previous call and Extn. "B" resumes conversation with its earlier call.

36. CALL WAITING (OFFERED BY P&T DEPARTMENT)

If you are having call waiting facility on your trunk line it can be invoked at extension also. The difference between the procedures on direct phone lines and Extensions of EPABX is illustrated below:

ON DIRECT PHONE LINES	ON EXTENSION PHONE
- Hook Flash	- Hook Flash
- Dial "1"	- Dial "81"
- Hook Flash	- Hook Flash
- Dial "2"	- Dial "82"

37. PRINTING OPTIONS AND STORAGE

The printout of calls can have taken out in various modes. To take printout of call details stored in memory connect a parallel port printer & keep its power ON Adjust the top of page properly & then choose following options:

(i) to take printout in various modes

- Enter personal passcode.
- Get Confirmation tone off.
- Dial the following code
 - a. 8411 - Take printout of buffer printing
 - b. 8444 - Take CO line-wise printout of buffer printing.
 - c. 8433 - Take Extension wise printout
 - d. 8455 - Take printout of all calls made after the last printout of buffer.

RESUME PRINTING :

(ii) To Take ExTension/CO Line Wise Printing Format:

- Enter Personal Passcode
- Get confirmation Tone
- HF
- Get confirmation Tone Off.
- Dial Print Code + Type + Ext./Co line to Ext./CO line
- Where print code - 82 Type - 1 for all calls
- 0 for STD & ISD Calls.
- 2 for DOSA calls

Ext. Extension Number

CO Line - Central Office (i.e. 71, 72.....73)

EXAMPLE:

- to take printout of Ext. 20 to 27 of all calls.
- Printout + type + Ext. to Ext.
 - Dial - 82 + 1 + 20 + 27

For printing format of particular or a CO line. Enter and EXT, or a line No. twice printing format will come out top of the buffer of an EXT. or a CO line.

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(iii) to take date-wise & extn. CO Line-wise printing formats option

- enter personal passcode
- get confirmation tone
- HF
- get confirmation tone off
- dial print code + type + extn. / CO line + date Range.
- Where print code - 83
- Type 1 for all calls
- 0 for STD & ISD calls
- 2 for Dosa calls

Ext - Extension number

CO line - General office line

Date Range - Starting date - ending date.

Example:

- to take printout of CO line 71 to 74 of STD & ISD call from date range 15/2/97 to 15/4/97
- print code + type + CO line + start date of End date.
- Dial - 83 + 0 + 71 + 74 + 1502 + 1504
- NB for printing formats of an EXT of an EXT a CO line date - wise you have to enter an Ext. or CO line numbers twice but date should be different i.e. starting date & ending date. Similarly for printing formats of ext wise or CO line wise for a particular date you should enter the EXT or CO line range but starting & ending date should be the same.

(iv) To take printout out of stored STD Codes and Pulse.

You can check the STD codes with the respective peak hour pulse rate stored in STD location memory fed by your self.

- Enter personal passcode
- Get confirmation off
- Dial 8466

2. STOP PRINTING:

During printing, sometime the User wants to stop the printing then you should proceed as under

- Enter personal passcode
- Get confirmation tone
- HF
- Get Confirmation tone off
- Dial - 8422

3. CLEAR THE BUFFER:

You can clear the buffer whenever to do so. This may be required if the Buffer becomes nearly full or due to any other reason. This is possible through second printing extension only - Enter Personal passcode

- Get confirmation tone
- HF
- Get confirmation tone off
- Dial 8469

38. PAGING:

The extension having this facility can use the paging for announcement purpose.

- Lift the handset
- Dial 70