PABX TELEPHONE SWITCHING SYSTEM USER MANUAL



Model 416-832 Extendible PABX System

PRECAUTIONS

PLEASE KEEP ALL CHILDREN AWAY FROM THIS EQUIPMENT!

ONLY CONNECT TO STANDARD 220V/110 VAC 60 HZ – USE AVR TO ENSURE STABLE POWER. POWER THAT HAS STANDARD 3 PRONG GROUNDED POWER OUTLET. NEVER RETROFIT OR FORCE THE PLUG INTO A POWER OUTLET.

AVOID ALL LIQUID SPILLS ONTO THE UNIT - IF WATER OR ANY LIQUID SPILLS INTO UNIT, DISCONNECT FROM POWER IMMEDIATELY. DO NOT RECONNECT THE POWER UNTIL THE UNIT IS CHECKED BY A COMPETANT TECHNICIAN

THIS UNIT COMPLIES WITH PART 15 OF THE FCC REGULATIONS. IT MUST NOT PUT OUT INTERFERANCE TO ANY OTHER DEVICE. IT MAY RECEIVE INTERFERENCE FROM ANY OTHER DEVICE. IF EITHER OF THE ABOVE OCCUR, RE-ORIENT THE UNIT TO ELIMINATE INTERFERANCE OR DISCONTINUE IT'S USE.

NO USER SERVICEABLE PARTS - DON'T OPEN THE UNIT EXCEPT WHEN POWER IS DISCONNECTED TO INSTALL UPGRADE CARDS AS NEEDED AND USE PROTECTIVE GLOVES / EYEWARE WHEN WORKING ON UNIT

KEEP UNIT AWAY FROM MOISTURE, EXCESSIVE HEAT, COLD, SUNLIGHT, OR SOURCES OF MAGNETIC OR RADIO FREQUENCY RADIATION

All wiring should be done by a competent electrician or interconnect company so that RJ-11 plugs may connect all lines and extensions to the PBX.

ADVANCED FUNCTION LIST

The PBX's are compatible with almost all standard single and multi line touch tone phones. (multi line phones use multi extensions). A single line phone has access to all CO lines incoming and outgoing calls essentially turning a single line phone into a 4 line phone. Transfering and holding of calls are performed using the flash button.,or *. Full Programming and Operating Instructions are in this manual! All Lines connect using standard RJ-11 plugs.

- 1. The PBX is Extendible from 416 to 832 using CO. line card and extension cards.
- AUTO ATTENDANT -- up to 3 parts of OGM (Recordable Digital Auto Attendant outgoing message.)
- 3. Intercom communication.
- 4. Call Parking, call Pick-up.
- 5. Extension Password.
- 6. Daytime & Night service
- 7. Operator Assistant / Auto Attendant
- 8. Restrict extension receiving incoming call
- 9. Outgoing call restriction.
- 10. Call Duration Control.
- 11. Busy and No Answer transfer.
- 12. Secretary Call.
- 13. Caller ID.
- 14. External music source (Optional)

A. SYSTEM DEFAULT SETTINGS

- 1. Ext.600 as default console (operator) .
- 2. The system working state is daytime service.
- 3. Access CO line by dialing 9. Access CO1 by dialing 41, CO2 42, CO3 -43, CO8 48, etc...
- 4. The operating state is Operator Assistant.
- 5. The incoming calls from any CO lines will ring on Ext.600.
- 6. The extension numbers are 3 digits, from 600-663.
- 7. The original OGM recording of Auto Attendant is turned off and is vacant. Please turn the auto attendant feature on and record the OGM(s) after installation of this PBX system.
- 8. CO 5, CO 6, --- CO8 are in CO line vacant state.
- System programming password is 0000.
- **10.** Transfering mode is patting the "FLASH" button.

B. SYSTEM TRANSFER MODE SETTING

1. The system has two mode of transfering the CO. line call. By flash or by pressing *, in the default setting, the system is on the mode of patting hook switch for transfering. You can change the mode by programming:

Enter the programming state on Ext.600,

52 ABC 1# To transfer the call by pressing *.

52 ABC 0# To transfer the call by patting hook switch or R button.

When ABC is ***, it means all extensions.

2.If two units use the same systems, please set one by flash, and the other system by pressing *.Or you can set both of the systems by flash.

C. PC BILLING SETTING(OPTIONAL)

The system secret code is 88888.

Baud Rate:2400

Parity Bit:N

Word Length:8

Stop Bit:1

Connect COM1 or COM2 or USB port in the computer.

Connect the software dog connector with the printer port in the computer.

SYSTEM PROGRAM INSTRUCTION

- 1. All PBX Program settings should be made after entering into the system programming state. To enter the programming state dial * # 99 ABCD # (ABCD = system programming password. The default password is 0000) using Ext.600.
- 2. m stands for CO line code(01-08,**). A CO Line is the outside telephone company line(s) connected to the CO Line Input Jacks. When m = **, it stands for all CO.lines. abc stands for extension number. When abc = ***, it stands for all extensions. When the extension number is four digits ,abc stands for four digits extension number.
- 3. All the extensions should be standard DTMF (touch tone) telephone sets connected to the extension jacks using standard rj-11 plugs.
- 4. CO line in this manual refers to the telephone line(s) from your local telephone company connected to the CO line jacks using standard single line rj-11 plugs.

Programming State – To program the PBX settings:

Lift handset of extension port 600, listen for high pitched intercom dial tone and dial * # 99 ABCD # (ABCD = system programming password. The default password is 0000). The intercom dial tone will be heard again when this command is entered, which means it

©2012 Makati Corporate Office Services Inc. is located at 28th Floor, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati Clty, Philippines 1200. Trunkline +63 2 893-8909.

has entered into PBX System programming state. Then you can do the following programming.

To exit the system programming state, please dial 999999# or hang up the handset for over 10 seconds.

SECTION ONE: CO Line Function Programming

Explanation:

- 1. In the programming, reference is made to daytime service and night service. This must be switched from one state to the other by the operator. The PBX system does not change the operating state from daytime to night service according to the actual time. This is not the case for our Auto Attendant / Voice Mail Systems. In normal working state, any extension dials *900 and the system enters the daytime service state, while dialing *901 the system enters the night service state. The day or night service can be programmed to have different characteristics. Example: There can be different assigned ringing extensions when in day or night modes.
- 2. CO line in this manual refers to the telephone line form your local telephone company.

Item 1. To set the CO line(s) in the system:

Code:60 m 1#

Explanation: The m CO.line port accesses the CO.line.

Code:60 m 0#

Explanation: The m CO. line port doesn't access the CO. line.

Remark: For the vacant CO line ports should set NON-Access CO line state. In default setting, CO ports 5, 6,8 are NON-Access CO line state.

Example: The third CO line port doesn't have CO line connected, while the fifth port and the sixth port have CO lines connected.

Code: 60 03 0# hear dialing tone,

60 05 1# hear dialing tone,

60 06 1# hear dialing tone, then hang up handset.

Item 2. To set the operating state(Operator assistant / Auto attendant)

Code:61 m 1#

Explanation: The m CO.line is on auto attendant on daytime service state.

Code:61 m 0#

Explanation: The m CO. line is on operator assistant on daytime service state.

Code:62 m 1#

Explanation: The m CO line is on auto attendant on night service state.

©2012 Makati Corporate Office Services Inc. is located at 28th Floor, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati Clty, Philippines 1200. Trunkline +63 2 893-8909.

Code:62 m 0#

Explanation: The m CO line is on operator assistant in night service state.

Example: Set the second CO line for Operator assistant in daytime service state, while auto

attendant in night service state.

Code: 61 02 0# hear dialing tone,

Code: 62 02 1# hear dialing tone, then hang up handset.

Item 3. To set extension ringing state when CO line calls in

Code:1 m abc 1#

Explanation: Operator assistant on daytime service state and Ext.abc RINGING when the m CO.line calls in.

Code:1 m abc 0#

Explanation: Operator assistant on daytime service state with Ext.abc NON-RINGING when the m CO.line calls in.

Code:2 m abc 1#

Explanation: Operator assistant on night service state, Ext.abc RINGING when the m CO.line called in.

Code:2 m abc 0#

Explanation: Operator assistant on night service state, Ext.abc NON-RINGING when the m CO.line called in.

For example:To set the fifth CO.line,on daytime service, Ext. 600,605 and 607 ringing, while Ext. 602 ringing on night service when the fifth CO.line called in.

Code: 1 05 600 1# hear dialing tone,

1 05 605 1# hear dialing tone,

1 05 607 1# hear dialing tone,

2 05 600 0# (change Ext.600 non-ringing) hear dialing tone,

2 05 602 1# hear dialing tone, then hang up the handset.

Item 4. To set CO.line group(only two groups)

Code:63 m 1#

Explanation:Set the m CO.line in the first group.

Code:63 m 0#

Explanation:Set the m CO.line NOT in the group.

Code:64 m 1#

Explanation:Set the m CO.line in the second group.

Code:64 m 0#

Explanation:Set the m CO.line NOT in the group.

SECTION TWO: Extension Function programming

Item 5.To set extension using a certain CO line to dial out

Code:3 m abc 1#

©2012 Makati Corporate Office Services Inc. is located at 28th Floor, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati Clty, Philippines 1200. Trunkline +63 2 893-8909.

Explanation: FORBID Ext. abc dialing out using the m CO line.

Code:3 m abc 0#

Explanation: Permit Ext. abc dialing out using the m CO line.

Item 6. To set extension dialing out mode

Code:51 abc 1#

Explanation: Ext.abc dials out directly.

Code:51 abc 0#

Explanation: Ext.abc dials out by dialing 9 first (default).

Item 7. Transfering the extension

Code:52 abc 1 #

Explanation:Ext.abc transfering by pressing " * "

Code:52 abc 0 #

Explanation: Ext. abc transfering by patting hook-switch or "R" button.

Item 8. To FORBID extension dialing out on CO lines

Code:41 abc 1#

Explanation: FORBID Ext.abc dialing out with all CO.lines.

Code:41 abc 0#

Explanation:Permit Ext.abc dialing out with all CO.lines.

Item 9.To FORBID extension dialing out domestic long call(begin with

0) and information inquiry call

Code:42 abc 1#

Explanation: FORBID Ext.abc dialing out domestic long call and information inquiry call.

Code:42 abc 0#

Explanation: Permit Ext. abc dialing out domestic long call and information inquiry call.

Item10.To FORBID extension dialing out international long call(begin

with 00)

Code:43 abc 1#

Explanation: FORBID Ext.abc dialing out international long call.

Code:43 abc 0#

Explanation:Permit Ext.abc dialing out international long call.

Note:Item 9 and item 10 is designed according to Chinese telecom situation,for different countries,we can modify the software to match the different numbers for the domestic and international long call.

Item 11. To FORBID extension dialing out with restrict number call (see Item 21)

Code:44 abc 1#

Explanation: FORBID Ext.abc dialing out with restricted number call.

Code:44 abc 0#

Explanation:Permit Ext.abc dialing out with restricted number call.

Item 12.To permit extension dialing out with specific number call (see Item 22)

Code:45 abc 1#

Explanation: FORBID Ext.abc dialing out with the specific number call.

Code:45 abc 0#

Explanation:Permit Ext.abc dialing out with the specific number call.

Item 13.To permit extension answering the CO.lines

Code:46 abc 1#

Explanation: FORBID Ext. abc to answering the CO lines.

Code:46 abc 0#

Explanation: Permit Ext.abc answering the CO.lines.

Item 14. To permit a certain extension to monitor another extension's call.(Internal conference function).

Code:47 abc 1#

Explanation: Permit Ext.abc to monitor another extension's call.

Code:47 abc 0#

Explanation: FORBID Ext. abc monitor another extension's call.

Remark:Any illegality regarding personal privacy has nothing to do with the manufacturer or the seller of this PBX. The user is responsible for this action. Please check privacy laws in your location.

Item 15. To permit extension dialing out with fast- dialing number (see Item 23)

Code:48 abc 1#

Explanation: Permit Ext.abc dialing out with fast-dialing number.

Code:48 abc 0#

Explanation: FORBID Ext. abc dialing out with fast-dialing number.

©2012 Makati Corporate Office Services Inc. & located at 28th Floor, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati Clty, Philippines 1200. Trunkline +63 2 893-8909.

Item 16. To set call duration of extension

Code:54 abc 1#

Explanation: The call duration of Ext. abc should be no longer than 3 minutes.

Code:54 abc 0#

Explanation:NO restriction for the call duration of Ext.abc.

Code:55 abc 1#

Explanation: The call duration of Ext. abc should be no longer than 5 minutes.

Code:55 abc 0#

Explanation:NO restriction for the call duration of Ext.abc.

Code:56 abc 1#

Explanation: The call duration of Ext. abc should be no longer than 10 minutes.

Code:56 abc 0#

Explanation:NO restriction for the call duration of Ext.abc.

Item 17. To permit extension dialing out with IP-number(see Item24)

Code:57 abc 1#

Explanation: Permit Ext.abc dialing out with IP-number.

Code:57 abc 0#

Explanation: FORBID Ext.abc dialing out with IP-number.

Remark: When permitting the extension dialing out with IP-number for long distance call(the number begine with 0 for the domestic call or 00 for international call), the system may use the preset IP-number as a prefix to the user dialed number to save toll charges. When forbidding this function, the system will not add the prefix IP-number when dialing numbers to the outside line(s).

Item 18. To clear the extension password

Code:91 abc 0#

Explanation:Clear out the password of Ext.abc.

Item 19.To set extension flexible numbers

Code:8 abc ABC # or 8 abcd ABCD #

Explanation:abc is the old extension number, ABC is the new extension number.

Remark: The three digits extension number must be among 100-899; The four digits extension number must be among 1000-8999.

SECTION THREE: System Function Programming

Item 20.To change system password

Code:0 ABCD#

Explanation: ABCD is four digits for new system password.

©2012 Makati Corporate Office Services Inc. & located at 28th Floor, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati Clty, Philippines 1200. Trunkline +63 2 893-8909.

Item 21.To set system restrict number

Code:71 n ABCDE#

Explanation:n is the group number for the restrict numbers. There are 10 groups for restrict numbers, n is from 0-9 that matches your planning. ABCDE is five digits for restricting numbers. When less than five digits, please use * to make every group of restricted numbers five digits. For example, the first group of restricted numbers is 168. The eighth group of restrict numbers is 17909. Set them like this: 71 1 168**#; 71 8 17909#.

Item 22. To set system specific number

Code:72 n ABCDE#

Explanation: The same as above item 21.

For example: Ext.603 is forbid to make domestic long call with 0 as the beginning telephone number, but Ext.603 need to dail to the eara with 0757 as the beginning telephone number for normal business connection.

- 1. See Item 9.Pick up Ext.600, dial 42 603 1#.Hang up.
- 2. Pick up Ext.600, dial 72 1 0757*#.(here n is your plan to be 1 for 0757, or you can name n as 2 for 0757. Here * is adding to make the number of 0757 to get five digits.)
- 3. Now Ext.603 can not make domestic long call with 0 as beginning of telephone number, but it can make the call beginning with 0757.

Item 23.To set system fast-dialing number

Code: 79 n ABCD....hang up handset.

Explanation: n is the group number for fast-dialing numbers,n is from 1 to 5. You can set at most 5 groups. ABCD... are fast-dialing numbers. The longest numbers can be 30 digits. If there is * among the numbers, the system will pause 2 seconds for each *. For example, you set the telephone number 0086-757-83991060 as the first group fast-dialing number:

Pick up Ext.600, dial 79 1 008675712345678, then hang up. See Item 15, pick up Ext.600, dial 48 600 1#, That is OK. After these two settings are made, when you dial *51, the system will dial 0086-757-83991060 for you to save your valuable time.

Item 24. To set system IP-number

Code:790 ABCD...0, hang up.

Explanation: ABCD...are IP number. You can set up to 30 digits. * is for pause. For example: you want to set 17909 as the IP number, pick up Ext.600 and dial 790 17909 0 and hang up. And then after your setting of some extension to use IP-number, see Item 17. When you dial 0757-12345678, the system will dial 17909-0757-12345678 to save you time and money.

Item 25. RESET - To restore the system to default setting by software

First enter into programming state on ext. 600. By dialing * # 990000# on ext. 600. Hear dial tone,

©2012 Makati Corporate Office Services Inc. 1st located at 28th Floor, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati Clty, Philippines 1200. Trunkline +63 2 893-8909.

then dial 995*5*#

Explanation: **RESET --** Restore the system to default settings.

Item 26. To restore the system to default setting by hardware

Explanation: FOR TECHNICIANS ONLY— When the software reset does not work: To restore the system to default settings if the software setting above does not work, please disconnect the power cord and remove the top case. Restore Power being careful not to touch exposed parts and press K1 micro switch on the PCB board.

Item 27.To set system long time recording

Code:990001#

Explanation:The first part of OGM time will have 20 seconds for your recording. When this function is set, the second and the third part of OGM will not be effective.

Code:990000#

Explanation: The system will restore three parts of OGM recording mode.

Item 28.To set extension number with three or four digits

Code:990010#

Explanation: Extension number is three digits.

Code:990011#

Explanation: Extension number is four digits.

Remark: After the system set extension number digits, the system should be cut power supply

and restore turnon the system,the default extension number is three digits,if you want to

change extension number is four digits.so the extension is for 6000-6630, the lasted add $\,$ 0 .

Item 29. Connect OGM time

Code:990031 #

Explanation: OGM is connected immediately.

Code:990090#

Explanation:OGM is connected after receiving caller ID numbers.

Operating Instructions:

Explanation: When the extension is in the mode of getting CO line directly "you are hearing outside dial tone", please dial * before the code. When the extension is in the mode of getting the CO line by dialing 9 first (default - you are hearing higher pitched intercom dial tone), dial the code directly without the *.

Item 1. Dialing out

Operation: Pick up the handset and if you hear outside dialing tone, Dial the telephone number directly. If you hear intercom dialing tone, dial 9 first, then the telephone number.

Item 2. Dialing out using a specific CO line

Operation:1.Pick up the handset. Hear intercom dialing tone.

2.Dial *4 and CO line code (01-08) and hear the outside dialing tone and then dial the telephone number.

Explanation: Line code 01 is the first CO line, 02 is the second....08 is the twelfth CO.line.

Item 3. Dialing out using CO line group

Operation: Dial #1,the system using the first CO.line group to dial out. While dial #2, the system using the second CO.line group to dial out.

Explanation: When the CO lines set to the first or the second CO.line group, there are only two groups for you to set the all CO lines.

Item 4. Dialing intercom extension

Operation:

- 1. Pick up the handset. Hear intercom dialing tone.
- 2. Dial extension number.

Explanation: 1.If the system doesn't have CO 5--CO 12, please set them as **CO line vacant**. (See Item 1 in CO line function programming)

2. Ext.600 will hear wevak be-be tone which to tell you there is a new incoming call when you are talking with another CO.line. You can use call parking function to answer another call.

Item 5. Answering Calls

Operation:

- 1. Operator Assistant mode: Pick up the ringing handset and answer the call directly.
- 2. Auto- attendant mode: After hearing the OGM, the caller may dial the extension number

©2012 Makati Corporate Office Services Inc. 12 located at 28th Floor, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati Clty, Philippines 1200. Trunkline +63 2 893-8909.

directly.

Explanation: If the caller dials 0 or a wrong extension number, Ext.600 will ring. If the dialed extension is busy and it is not set for busy transfer, the system will hint the extension is busy, or automatically transfer to Ext.600. If Ext.600 is busy, you need to set busy transfer to another extension as a second console.

Item 6. Transferring the CO line call

Operation:

- 1. Extension is talking with CO line caller.
- 2. Dial "*", then dial extension number.
- 3. Tap the switch hook (0.2-0.8 second), or press the FLASH button and then dial the transferred extension number within 3 seconds.

Explanation: Any extension may be communicating with the CO line. If the extension dialed out (Usually called this function as "secretary call") or the CO line dialed in, you can transfer the CO line call to any extension. During the transfer, the CO line caller will hear music and will not hear any intercom conversation. Any one of the two talking extensions can hang up. The other extension can continue talking with CO line caller. If the transferred extension is busy, you will hear busy tones. Please hang up and the system will ring back to your extension again. You can then pick up your ringing extension and talk with the CO line caller again.

Item 7. Busy transfer or transfer for NO answer after 25 seconds

Operation:1. Pick up the handset and hear dial tone.

2. Dial * # 6 and transferred extension number. Hear dial tone, then hang up.

To cancel this setting, dial * # 960, hear dial tone, then hang up.

Explanation: You can set CO line call and intercom call busy transfer for many forwards. For example: Ext.600 is busy. The call will transfer to Ext.601. Ext.601 is busy and the call will transfer to Ext.602. But please don't set it in a circle. For example, Ext.600 to Ext.601, then Ext.601 to Ext.600.

Item 8. Pick up code—Picking up the call of ringing extension for CO line call

Operation: Pick up the non-ringing extension to answer the call on the ringing extension. After hearing dial tone, dial * and #8 to pick up the call. If you are hearing high pitched intercom dial tone, forget the * and simply dial #8 to pick up the call.

To pick up specific ringing extension, dial *#7 and the ringing extension number. Don't press the * if you are hearing high pitched intercom dial tone before picking up the call.

Explanation: Any extension can pick up the ringing call for CO or intercom call on any non-ringing extension using the above pick up code. TIP: This is very useful when you have a group of extensions that need to pick up calls coming into a specific extension. For example, if Ext..605 is ringing when callers dial into SALES gruop, any extension in the SALES group can pick up that extension from their extension.

Item 9.Call parking - Hold The CO Call

Operation:

Extension is talking with CO line. Press R button or * and then dial #98 then hang up. The CO line is parked (on hold) and the CO caller is hearing music.

To get back the parked CO line, pick up the handset, hear intercom dialing tone and dial *+#94.

Explanation: After the CO line is parked, the CO line caller will hear music. It won't effect other operations on the extension .When the parked time is over 30 seconds, the CO line will ring back to the parked (holding) extension. If the extension is busy, the CO line is still parked..

Item 10. Monitor—Multi-party conference (Telephone conference)

Operation:1. Pick up the handset and hear dial tone,

2.Dial * + #5 and the extension number, the dialed extension should be talking with other extension.

To cancel this function, just hang up the handset.

Explanation: When the transferred extension is busy, you can join the conversation with the talking parties, and tell the transferred extension there is another important call for him / her, or you can monitor their conversation. In this way, you can also get the function of a multi-party conference call.

Remark: Any illegality regarding personal privacy has nothing to do with the manufacturer and the seller of this PBX. The user is responsible for this action.

Item 11. Change daytime service to night service

Operation:

- 1. Pick up the handset and hear dialing tone.
- 2. Dial * + #900,the system is in daytime service mode;
- 3. Dial * + #901, the system is on night service mode.

Explanation: Here the daytime service and night service is for the different ringing extensions and different answering mode for the CO line(s) incoming calls. Daytime or night modes need to be set manually by the operator on Ext. 600 since the system can not switch the modes according to the actual time.

Item 12. To lock the extension with password

Operation:

- 1. Pick up the handset and hear dialing tone, dial * + #91 and your password(3 digits),for example 123. Then hang up. After lock, no one can use your extension.
- 2. To clear the password, pick up the handset and hear dialing tone, dial * + #91 and your password. If you forget your password, please use the code of Clear Extension Password to unlock your extension. That is on Ext.600, dial 91 abc 0#

©2012 Makati Corporate Office Services Inc. 1st located at 28th Floor, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati Clty, Philippines 1200. Trunkline +63 2 893-8909.

Item 13. To transfer the call to your new extension automatically

Operation:

- 1. Pick up the handset and hear dialing tone, dial *#3 and the new extension number which you want to transfer.
- 2.To cancel this function, you just need to go back to your extension and pick up the handset and then hang up.

Explanation: Some times you need to leave your extension and move to another office, and you don't need to tell the operator you have left your extension. You can use this operation to transfer your calls to the new extension automatically without informing the operator. NOTE: This only works for the incoming CO call – not a transferred call.

Item 14. Three pieces of OGM recording

Operation:

- 1. Pick up the handset of Ext.600 and hear dialing tone,
- 2. Dial *#950 to record the first piece message, then hang up. (10 seconds.)
- 3. Pick up the handset and dial *#951 to record the second piece message, then hang up (5 seconds)
- 4. Pick up the handset and dial *#952 to record the third piece message, then hang up (5 seconds)

To review the three recorded outgoing messages, pick up the handset and dial *#953,for the first part, dial *#954 for the second part, dial *#955 for the third part.

Explanation:

OGM's (Auto Attendant outgoing messages) may be recorded. many times, new recording message deletes the old one.

The telephone set should have a good quality handset. Use the handset—don't use handset-free while recording the OGM message.

It should be in a silent place while recording the message.

The three pieces of OGM should be short in duration as the following examples:

The first: "Thank you for calling to our company. Please dial extension number or 0 for operator service".

The second message is for the busy extension after the caller transferred: "Sorry, the extension you dialed is busy, would you please dial another extension. Thank you!"

The third message is for no answer after 25 seconds: "Sorry, the extension you dialed has no answer. Please dial another extension or call back later? Thank you!"

Item 15. Fast dialing

Operation:

- 1. Pick up the handset and hear dial tone,
- 2. Dial *##5 (1-5) and then group number of set fast dialing number. Please see Item 23 in System

Function Programming.

Item 16. Automatic reporting of extension number

©2012 Makati Corporate Office Services Inc. 15 located at 28th Floor, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati Clty, Philippines 1200. Trunkline +63 2 893-8909.

Operation:

- 1. Pick up the handset and hear dial tone,
- 2.Dial * + #97 then it is the extension number.

Item 17.Many CO.lines Conference

When you want to make many CO.lines and extensions for conference, please dial all CO.lines first, then hold them, and after all CO.lines were holded, then dial * # 93, you can make conference.

When one CO.line want to secede the conference, pick up other extension dial * # and (01-08) correspond CO.line code.

INDEX OF OPERATING INSTRUCTIONS

Explanation: When the extension is in the mode of getting CO line directly, please dial *before the code. When the extension is in the mode of getting CO line by dialing 9 first, dial the code directly without dialing the preceding *.

Item	Operation Code
Dial outgoing call mode	Direct dial or dial "9" for outgoing calls
Intercom call	* + extension number
Dial system console	0
Access the choice of CO line	# 4+CO.line code (01-08)
Daytime Service	# 900
Night Service	# 901
Broadcast	# 908
Lock extension with password	# 91 + password (3 digits)
Monitor	# 5 +extension number
Call forwarding	#3 + extension number
Retrieve the parked call	# 94
OGM Recording	# 950- # 952(Only on Ext.600)
OGM Reviewing	# 953- # 955(Only on Ext.600)
Transfer when busy or no answer	# 6+extension number
Cancel Transfer when busy or no answer	# 960
Call pick up	# 7+ ringing extension number
Fast picking up the call of ringing extension	# 8
Using the CO.line group	# 1(using the first CO.line),
	# 2(using the second CO.line)
Fast-dialing number code	# # + fast-dialing number(1-5)
Call Parking	Tap switch-hook + # 98
Program code	# 99
Retrieve the parked call for telephone conference	# 93
Automatic reporting of extension number	# 97
Personal password	# 0 + password(4 digits)

INDEX OF PBX SYSTEM PROGRAMMING

Explanation:

1. All the settings should be enter the system programming state ,#99 ABCD # (ABCD means

system programming password, the default password is 0000) on Ext.600 or Ext.607.

2. m stands for CO line code(01-08,**),when m =**, it stands for all CO.lines;abc stands for

extension number, three digits. When abc=***, it stands for all extensions.when the extension number is four digits, abc satands for abcd(4 digits).

3. All the extensions should be standard analog touch tone (DTMF) telephone sets, modems,

cordless phones, fax machines or POS systems designed to connect to ANALOG extensions.

4.CO line in this manual refers to the telephone line from your local telephone company.

Item	Command Code
To set operator state	61 m 1# Auto attendant on daytime service when m CO line call in
	61 m 0 # Operator assistant on daytime service when m CO line call in
	62 m 1# Auto attendant on night service when m CO line call i
	62 m 0# Operator on night service when m CO line call in
CO line group	63(64) m 1# The m COline is in first(second) group
	63(64) m 0# The m COline is NOT in first(second) group
	1 m abc 1# Ext.abc rings in daytime service when m CO line call in
To set the extension	1 m abc 0# Ext.abc NO rings in daytime service when m CO line call in
ringing state	2 m abc 1# Ext.abc rings in night service when m CO line call in
	2 m abc 0# Ext.abc NO rings in night service when m CO line call in
To set extension dialing out	51 abc 1# Ext.abc dials out directly.
mode	51 abc 0# Ext.abc dials out by dialing 9 first.
Transfering the extension	52 abc 1 # Ext.abc transfer by dial "*"
	52 abc 0 # Ext.abc transfer by pat "R" button
To FORBID extension	41 abc 1# FORBID Ext.abc dialing out with CO.lines
dialing out with all CO.lines.	41 abc 0# Permit Ext.abc dialing out with CO.lines
To FORBID extension dialing	42 abc 1# FORBID Ext.abc dialing out domestic long call and
out domestic long call and	information inquiry call.
information inquiry call	42 abc 0# Permit Ext.abc dialing out domestic long call and information
T. FORRID . I	inquiry call.
To FORBID extension dialing	43 abc 1# FORBID Ext.abc dialing out international long call.
out international long call	43 abc 0# Permit Ext.abc dialing out international long call.
To FORBID extension dialing	44 abc 1 # PORBID Ext.abc dialing out with restricted number call
out with restrict number	44 abc 0 # Permit Ext.abc dialing out with restricted number call
To permit extension dialing out	45 abc 1 # PORBID Ext.abc dialing out with the specific number call
with specific number call	45 abc 0 # Permit Ext.abc dialing out with the specific number call
To permit extension	46 abc 1# FORBID Ext.abc answering the CO.lines.
answering COline calls	46 abc 0# Permit Ext.abc answering the CO.lines.
To permit a certain extension	47 abc 1# Permit Ext.abc monitor other extension's call.
monitor other extension's call	47 abc 0# FORBID Ext.abc monitor other extension's call.
To permit extension dialing out	48 abc 1 # Permit Ext.abc dialing out with fast-dialing number

©2012 Makati Corporate Office Services Inc. 15 located at 28th Floor, Cityland Pasong Tamo Tower, 2210 Chino Roces Avenue, Makati Clty, Philippines 1200. Trunkline +63 2 893-8909.

with fast-dialing number	48 abc 0 # FORBID Ext.abc dialing out with fast-dialing number
To set call duration of extension	54 abc 1 # The call duration of Ext.abc should be no longer than 3
	minutes
	54 abc 0 # NO restriction for the call duration of Ext.abc
	55 abc 1 # The call duration of Ext.abc should be no longer than 5
	minutes
	55 abc 0 # NO restriction for the call duration of Ext.abc
	56 abc 1 # The call duration of Ext.abc should be no longer than 10
	minutes
	56 abc 0 # NO restriction for the call duration of Ext.abc
To permit extension dialing out	57 abc 1 # Permit Ext.abc dialing out with IP-number
with IP-number	57 abc 0 # FORBID Ext.abc dialing out with IP-number
Clear extension password	91 abc 0#
Flexible coding	8 abc ABC# (ABC is new extension number)
Change system password	0 ABCD# (ABCD is new password)
To set system restrict number	71 n ABCDE # n=0-9,ABCDE is for the restrict numbers
To set system specific number	72 n ABCDE # n=0-9,ABCDE is for the specific numbers
To set system fast-dialing	79 n ABCDE n=1-5,ABCDEis for fast-dialing number
number	
To set system IP-number	790 ABCDE0 ABCDEis for IP-number
To set system long time	990001# The first part of OGM time will have 20 seconds
recording	990000# The system will restore three parts of OGM recording mode

Item	Command Code
RESET-To restore the system default setting by software	995 * 5 * #
To set extension number digits	990011# Extension number is for four digits
	990010# Exrension number is for three digits
To set system connect OGM	990031# OGM is connected immediately.
time	990030# OGM is conected after caller ID
To set CO.line	990051# Turnon connect number function
connect-number function	990050# Trunoff connect number function
To set connect-number mode	990060# Connect-number the first mode
10 set connect-number mode	990061# Connect-number the second mode
I to set connect-number rate \vdash	990070# Fast connect-number
	990071# Slow connect-number
To set CO.line	65 m 1 # The m CO.line have connect-number function
connect-number	65 m 0 # The m CO.line without connect-number function
To set caller ID mode	66 m 0 # The m CO.line is for general mode
	66 m 1 # The m CO.line is for particular mode

Specifications:

1. RD-416 -832 Max 08 CO lines with upgrade 8 line card -- Max 32 extension-ports with upgrade 32 ext. card

2. Ringing Voltage: +90V 60Hz sine wave3. Extension power requirement: +32V DC

4. Power: AC 220V/110V 60Hz5. Power consumption: 35W MAX

6. Weight: 6kgs