

**User Guide
for
206E – 308Exp. NextGen System**

| A. MAKING INTERNAL CALLS | | |
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| A.01 Making an Internal Call | <ul style="list-style-type: none"> Dial required ext. Number (30-37 ext. for 206Exp.) & For 308Exp. (30-52 ext.) depend on add-on cards | |
| A.02 Making Call to Operator | <ul style="list-style-type: none"> Dial [9] | |
| A.03 Making Outgoing Calls | Dial "0" Trunk Access | <ul style="list-style-type: none"> Dial "0" Dial tone from CO Line Dial the required number |
| | Selective Trunk Access | <ul style="list-style-type: none"> Dial 24-29 for 308Exp. & 27,28,29 for 206Exp. Dial tone from CO Line Dial the required number |
| A.04 Memory Dialing | Dial Stored Personal Memory | <ul style="list-style-type: none"> Press [6] Dial Memory Access Code 00 to 09 |
| | Dial Stored Global Memory | <ul style="list-style-type: none"> Press [6] Dial Memory Access Code 10 to 99 |
| A.05 Calling Door Phone | <ul style="list-style-type: none"> Dial [125] to speak to Door phone | |
| B. ANSWERING CALLS | | |
| B.01 TO ANSWER AN INTERCOM CALL | <ul style="list-style-type: none"> LIFT HANDSET | |
| B.02 TO ANSWER AN OUTSIDE CALL | <ul style="list-style-type: none"> LIFT HANDSET (Trunk Call Ring Pattern Different from an Intercom call.) | |
| C. CALL TRANSFER | | |
| C.01 CALL TRANSFER (Transfer a call from one ext. to another ext.) | Transfer Internal Call | <ul style="list-style-type: none"> Flash the Hook Switch or Press [Flash] key Dial Ext. no. |
| | Transfer an Outside Call | <ul style="list-style-type: none"> Flash the Hook Switch or Press [Flash] key Dial Ext. no. Hang up for Direct Transfer & Hang up after ext. answer a call for Indirect Transfer |
| C.02 Call Camp On (Allows user to transfer a call on busy ext. The ext. on which the call is camped will hear the waiting tone as intimation for the same) | Transfer Call on Busy Ext. | <ul style="list-style-type: none"> In Conversation With 1st outside party (Trunk call) Flash the Hook Switch or Press [Flash] key to hold the 1st party Dial ext. no., get busy tone Press 7 Music Hang up |
| C.03 Call Hold (Keeps outside or ext. call on Hold. Call on Hold can be retrieved by the same ext. only) | Place a call on HOLD | <ul style="list-style-type: none"> During conversion with outside party Flash the Hook switch or Press [Flash] key To retrieve a held party press [Flash] key |
| C.04 Multiple Call Park (Use for outside or intercom call. Calls on Park can be retrieve by the same ext, only. Max.6 calls can be park (only available for 620) | Call Park | <ul style="list-style-type: none"> During conversation with outside part press Hook Switch or [Flash] key Press [#] key Hang Up/Conversation with waiting party |
| | Call Retrieve | <ul style="list-style-type: none"> Lift Hand Set & Press [#][*] |

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| C.05 Call Splitting | Call Splitting | <ul style="list-style-type: none"> • In conversation with 1st Party, Flash the Hook Switch or Press [Flash] • Make another call 2nd Party • Flash the Hook Switch or Press [Flash][1] • In conversation with 1st Party, Flash the Hook Switch or Press [Flash][1] • In conversation with 2nd Party, Flash the Hook Switch or Press [Flash][1] • Flash the Hook Switch or Press [Flash][9] to disconnect connected party |
| D. EXTENSION FEATURES | | |
| D.01 Auto Call Back (Use for Intercom on busy ext. & for outgoing calls on busy trunk no.) | When Busy Tone Heard or When No one answers your call | <ul style="list-style-type: none"> • Press [9] • Listen to Music • Hang Up (if Handset is off hook) and wait for recall |
| | Cancel Auto Call Back | <ul style="list-style-type: none"> • Dial 109 • Hang Up |
| D.02 Auto Redial (Use for Intercom & outgoing call is answered, not answered or busy) | Activate | <ul style="list-style-type: none"> • Dial 77 • Hang Up |
| | Cancel | <ul style="list-style-type: none"> • Dial 70 • Hang Up |
| D.03 Last Number Redial (Use for Intercom & outgoing calls also) | Redial | <ul style="list-style-type: none"> • Press [7] only |
| D.04 Trunk Queuing (Use for an ext. to queue for a busy trunk. When busy trunk becomes free, it will auto signals the first free ext. in queue. | When Busy Tone Heard | <ul style="list-style-type: none"> • Press [9] • Listen to Music • Hang Up |
| D.05 Call Forwarding (Call Divert) | Forwarding All Calls | <ul style="list-style-type: none"> • Dial 13 + Dial 2 + Ext. No. & Hang UP |
| | Forwarding On Busy | <ul style="list-style-type: none"> • Dial 13 + Dial 3 + Ext. No. & Hang UP |
| | Forwarding On No Reply | <ul style="list-style-type: none"> • Dial 13 + Dial 4 + Ext. No. & Hang UP |
| | To Cancel call Forwarding | <ul style="list-style-type: none"> • Dial 130 + Hang Up |
| D.06 Call Follow Me | Activate | <ul style="list-style-type: none"> • Dial 131 + Extension No. & Hang UP |
| | Cancel | <ul style="list-style-type: none"> • Dial 130 + Hang Up |
| D.07 Conference | Conference with two parties | <ul style="list-style-type: none"> • In conversation with 1st Party, Flash the Hook Switch or Press [Flash] to Hold 1st Party • Make second call. When 2nd Party answers a call Flash the Hook Switch or Press [Flash] and Dial 8 • All three parties are connected • Press [1] to disconnect 1st party • Press [2] to disconnect 2nd party • Press [7] when 2nd party answers a call, 1st & 2nd party are connected. |
| D.08 Call Pickup | Call pickup Same Group | <ul style="list-style-type: none"> • Press[8] |
| | Pickup Other Groups | <ul style="list-style-type: none"> • Press 18 • Dial the Ringing Extension Number |
| D.09 Call Waiting | When another Ext. uses The Call Camp On | <ul style="list-style-type: none"> • Press[Flash][1] • Terminate the previous call by hanging up • Press [1] to talk with waiting party |

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| D.10 Barge-In (Authorized ext. can monitor another busy ext.) | When Extension Busy Tone heard | <ul style="list-style-type: none"> • Press [4] • A 3-Party conference is made • Hang Up |
| D.11 Executive Override (Used for an ext. to interrupt an ongoing conversation of another ext. with outside line, in case of any important message to be delivered.) | When Extension Busy Tone heard | <ul style="list-style-type: none"> • Press [3] • A third party will be going on Hold |
| | Cancel | <ul style="list-style-type: none"> • Hang Up |
| D.12 Extension Privacy (Facility provides privacy from Barge-In. Hence if this facility is enabled on your ext., no other ext. can listen to your conversation) | Activation | <ul style="list-style-type: none"> • Dial 1391 • Listen Music • Hang Up |
| | Cancel | <ul style="list-style-type: none"> • Dial 1390 • Stop Music • Hang Up |
| D.13 Do Not Disturb(DND) (Authorized person can use the facility for either all incoming calls or for DISA call) | Active DND for All Calls | <ul style="list-style-type: none"> • Dial 1381 |
| | Active DND for DISA Call | <ul style="list-style-type: none"> • Dial 1382 |
| | Cancel | <ul style="list-style-type: none"> • Dial 1380 |
| D.14 Dynamic Lock for Ext. (The Security Code is made up of four digits. Default Password is 1111.) | To Lock/Unlock | <ul style="list-style-type: none"> • Dial 142 + Password+ Level • Level [0] Open the lock • Level [1] Lock STD/ISD Calls • Level [2] Lock STD/ISD/95 Calls • Level [3] Lock All Out going Calls |
| | Define Auto Shunt Timer | <ul style="list-style-type: none"> • Dial 143 • Insert your password • Insert timer (00-99 Min.) |
| | To Change Password | <ul style="list-style-type: none"> • Dial 144+Old password+ New Password |
| | D.15 Alarm (Prog. the system to remind you at some specific time. At the set time, your telephone starts ringing. On Lifting the handset, you get Music) | Activate |
| Cancel | | <ul style="list-style-type: none"> • Dial 110 • Hang Up |
| D.16 Walk in COS (class of service) (You can use your class of service from any extension or you can activate Force Account Code Which can be use.) (Account code starts from 60-99. Default password is 1111.) | Password setting for FAC | <ul style="list-style-type: none"> • Dial 145+ FAC Code+ Old Password+ New Password |
| | How to Use it | <ul style="list-style-type: none"> • Dial 121 • Enter your FAC code or Extension number • Enter your Password • Dial "0" or Selective trunk • Hang Up |

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| D.17 Hot Line (Authorized Person Get connected to a desired ext. no. or trunk line after three seconds from the instant that you lift the handset.) | Enable | <ul style="list-style-type: none"> • Dial 124 • Enter extension number or trunk number • Hang Up |
| | Cancel | <ul style="list-style-type: none"> • Dial120 • Hang Up |
| D.18 Flash Time | For own Extension | <ul style="list-style-type: none"> • Dial 140 • Enter flash time between 350 to 999ms • Hang Up |
| E. TRUNK FEATURES | | |
| E.01 Trunk Flash (Flash provides a temporary loop disconnection from used CO line. Used when Call Waiting, Call forward facility enabled in CO line) | Trunk Flash | <ul style="list-style-type: none"> • In conversation with 1st party, Flash the hook switch and 6 • Required digits • In conversation with 2st party, Flash the hook switch and 6 • Required digits • In conversation with 1st party • On hook to end an outside call |
| E.02 Trunk Reservation (Authorized person can reserve trunk for some time, if the person want to make call on the trunk continuously) | Activation | <ul style="list-style-type: none"> • Dial 119 • Enter trunk line number • Hang Up |
| | Cancel | <ul style="list-style-type: none"> • Dial 119 • Press 00 • Hang Up |
| F. SYSTEM FEATURES | | |
| F.01 RELAY 1 : ON/OFF (Operate Manually. Any electrical device can be control through this prog.) | Relay 1 ON | <ul style="list-style-type: none"> • Dial 1221 • Hang Up |
| | Relay 1 OFF | <ul style="list-style-type: none"> • Dial 1220 • Hang Up |
| F.02 RELAY 2 : Auto-Shut Down (Operates Automatically. If door lock is programmed then by code system device can be control through this prog.) | | <ul style="list-style-type: none"> • Dial 123 |
| F.03 Paging (External) (Allows ext. user to deliver message on PA System by dialing a code access by Autho. Person only) | | <ul style="list-style-type: none"> • Dial 125 • Speak/ Announce |
| F.04 Baby Extension (By dialing code & keeping ext. the handset off hook an ext. can monitor the sound on another ext.) | To Enable | <ul style="list-style-type: none"> • Dial 135 |
| | To Disable | <ul style="list-style-type: none"> • Hang Up |
| F.05 Monitor the Baby Ext. (Any ext. can dial baby ext. no. followed by the code so hear the voice without ringing) | | <ul style="list-style-type: none"> • Dial 136 • Dial Baby Ext. Number |

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| F.06 Direct Inward System Access (DISA) (Used to reach an ext. directly from outside line without having to go through operator ext. Facility requires DISA activation) | Calling DISA Line From Out Side | <ul style="list-style-type: none"> • Dial EPABX Number (Trunk No) • System Answers the call • Caller will get DISA beep tone or Announcement • Caller can dial intercom number • Listen Music • Dial ext. ring • Converse |
| F.07 Direct Outwards System Access (DOSA) (Person can use this facility from his resident or from any where to use his office line & make call any where. Facility can be use by Authorized Person Only) | From Outside (Through DISA Line) | <ul style="list-style-type: none"> • Dial EPABX Number (Trunk No.) • System Answers the call • Get DISA beep tone or Announcement • Dial 6 + ext. no. + ext. password • Get Beep • Dialing "0" or selective trunk • Get Trunk Dial Tone • Dial Required Number • Converse |
| G. HOTEL FEATURES FOR ROOM EXTENSION | | |
| G.01 Room to Room Call (Room Ext. can call other Room Ext. In Group) | By Dialing Number | <ul style="list-style-type: none"> • Dial 6 • Dial Room Ext. No. |
| G.02 Do Not Disturb | | <ul style="list-style-type: none"> • Dial 81381 • Hang Up |
| | To Activate DND for DISA Call | <ul style="list-style-type: none"> • Dial 81382 • Hang UP |
| | To Cancel | <ul style="list-style-type: none"> • Dial 81380 • Hang Up |
| G.03 Flash Time Setting for Own Ext. | | <ul style="list-style-type: none"> • Dial 8140 • Enter Flash Time between 350 to 999ms • Hang Up |
| G.04 Auto Redial (Use for Intercom & outgoing call is answered, not answered or busy) | Activate | <ul style="list-style-type: none"> • Dial 877 • Hang Up |
| | Cancel | <ul style="list-style-type: none"> • Dial 870 • Hang Up |
| G.05 Alarm (Prog. the system to remind you at some specific time. At the set time, your telephone starts ringing. On Lifting the handset, you get Music) | To Define | <ul style="list-style-type: none"> • Dial 8111 • Insert the Alarm-Time HH:MM (24-Hour) format • Hang-UP |
| | To Cancel | <ul style="list-style-type: none"> • Dial 8110 • Hang Up |
| G.06 Room Clean (When guest check out from room, that room is automatically marked as UNCLEAN. That room is not offered for check-in unless the room clean code is given for that room) | | <ul style="list-style-type: none"> • Dial 8148 • Hang Up |