

The Friendly HYBRid EXchange

GX Series

Digital Telephone System ISDN Digital Telephone System

Single Line Phone User's Guide

NOTIFICATION

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IMPORTANT SAFETY INSTRUCTIONS



Installation Safety Precautions:

- 1. Never install telephone wiring during a lightning storm.
- 2. Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch un-insulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- 4. Use caution when installing or modifying telephone lines.

The *HYBREX* Digital System utilizes a 3 pin grounding power supply cord. This cord is not to be attached to any building surfaces. When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- 1. Read and understand all instructions.
- 2. Follow all warnings and instruction marked on the product.
- 3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
- 5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 6. Slots and openings in the cabinet and the back or bottom are provided for ventilation, to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on the bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
- 7. This product should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supply to your home or office, consult your dealer or local power company.
- 8. This product is equipped with a three-wire grounding type plug, this plug will only fit into a grounding type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the safety purpose of the grounding type plug.
- Do not allow anything to rest on the power cord. Do not locate this product where the cord will be damaged by persons walking on it.
- 10. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
- 11. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 12. To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified service man when some service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassemble can cause electric shock when the appliance is subsequently used.
- 13. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - A. When the power supply cord or plug is damaged or frayed.
 - B. If liquid has been spilled into the product.
 - C. If the product has been exposed to rain or water.
 - D. If the product does not operate normally by following the operating instructions. Adjust only those control, that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - E. If the product has been dropped or the cabinet has been damaged.
 - F. If the product exhibits a distinct change in performance.
- 14. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- 15. Do not use the telephone to report a gas leak in the vicinity of the leak.

Icon Used

Then.



Lift Handset; Handset off hook.



Hang up; Handset on hook.



In conversation; make a call.





Press Dial Key [0] - [9].



Press [*] key.



Press [#] key.

1 2; 3; 4; 5; 6; 7, 8; 9; * 0; #

Dial numbers.

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A. MAKING CALLS

A. 01 Inter Office Call (Intercom)

General:

An Intercom is for an Extension to call another Extension of the same system.

Description:

. Lift Handset.

2 EXT No.

Dial Extension number.

Note: For ringing the called Extension, you may change signaling from Ring Signal to Voice Alert or Voice Alert to Ring Signal by pressing [3].

A. 02 Automatic Line Access (Trunk Group Access)

General:

The feature allows each Extension to automatically access an idle CO Line. If CO lines are divided into trunk groups, the Extension can only access the CO line in its own group.

Description:

. Lift Handset.



. Dial [9] **or** [0]. (programmable)

Dial tone from CO (Central Office) is heard.

Extra Trunk Group Access: (8 Groups)



. Lift Handset.



. Dial [8][7].

* Dial tone from CO (Central Office) is heard.

NOTE: After key [9] or [0] is dialed, you will hear the following tones:

- * Dial tone means a CO line is selected.
- * Busy tone means all CO lines are busy.

A. 03 Individual Line Access

General:

Any CO line can be directly selected.

Description:



Lift Handset.



Dial Individual Line Access Code. Dial tone from CO(Central Office) is heard.



Dial the Telephone Number.

A. 04 Speed Dialing

General:

By dialing a programmed Speed Dial Access Code, System will automatically dial a set of telephone number assigned for the Code. For individual Speed Dial, 10 sets are available for programming.

*** For programming, please refer to F. 03 Station Programming -- Store Speed Dial. ***



2



Lift Handset.



Dial Speed Dial Access Code [7],[5].



Dial Speed Access Code 00~09, 100~999.



Single Line Telephone A. MAKING CALLS

A. 05 Calling Doorphone

General:

This is for an Extension to call a Doorphone.

Description:



. Lift Handset.



Dial 88 to speak to Doorphone 1 or

89 to speak to Doorphone 2.

A. 06 Dial Access to Attendant

General:

This is for an Extension user to reach the Attendant Console or the operator by dialing a programmed one-digit code. (usually $\mathbf{0}$)

Description:



. Lift Handset.



. Dial [0] or [9]. (programmable)

NOTE: When digit [9] is programmed for Automatic Line Access, digit [0] is for Dial Access to Attendant. On the contrary, when digit [0] is programmed for Automatic Line Access, digit [9] is for Dial Access To Attendant.

B. WHEN LINE BUSY

B. 01 Call Waiting

General:

If the Extension you're calling is busy or not answered, this feature allows you to "mark" the station so that when the called Extension becomes free, the called Extension will ring back your Extension.

Description:

When Busy Tone is heard or no one answers your call:



. Press [6] before you hear the 2nd type busy tone.



. Hang up and wait for recall.

When Call Waiting Ring is heard:



. Lift Handset, then the called Extension will ring.

NOTE: If a Call Waiting Recall is not answered after a programmed duration of about 90 seconds, the recall will automatically be canceled.

B. 02 Trunk Queuing

General:

Trunk Queuing is for an Extension to queue (wait in line) for a busy trunk. When the busy trunk gets free, it will automatically signal the first free Extension in Queue.

Description:



Lift Handset.



Press [9] or [0] to access a CO Line but hear the busy tone.

Press [6] before you hear the 2nd type busy tone.



. Hang up and wait for recall.

4 Single Line Telephone B. WHEN LINE BUSY

^{*} When the called Extension is free, your will hear the Call Waiting Ring on your Extension.

NOTE: After receiving a recall, lift the Handset. A dial tone will be heard. You can then dial the telephone number.

B. 03 Last Number Redial

General:

This feature automatically stores the last dialed outside telephone number for you to redial. The number is stored whether the call answered, not answered or busy.

Description:



Lift Handset.



Dial Last Number Redial Code [7], [4].

B. 04 Barge-In/Monitor Extension

General:

This feature is for an Extension to override or to monitor another busy or DND Extension or CO line. This needs to be programmed beforehand.

Description:

When you dial an Extension or CO Line but busy tone is heard, you can

to Override:



Dial [0], a short tone will signal the barged Extension. A 3-party conference is made.

to Monitor:



- . Dial [#] to monitor. (If programmed)
- * This feature is without the handset-mute function.

^{*} When [7], [4] are pressed, the Extension will automatically select a CO line for dialing the last dialed number.

C. RECEIVING CALLS

C. 01 Answer

General:

To answer a call.

Description:

To answer an Intercom call or CO:



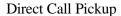
Lift Handset.

C. 02 Call Pickup

General:

The feature is for an Extension to answer for another ringing Extensions.(grouped by programming or not grouped.)

Description:





. Lift Handset.



Press [*] key.



Dial the ringing Extension number.

Pickup All Groups



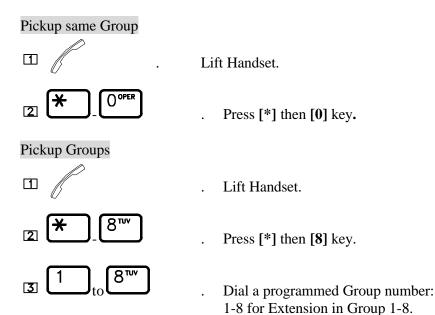
6

. Lift Handset.



Press [*] then [9] key.

Single Line Telephone C. RECEIVING CALLS



C. 03 Doorphone (Optional)

General:

The feature is for an Extension to answer a Doorphone call.

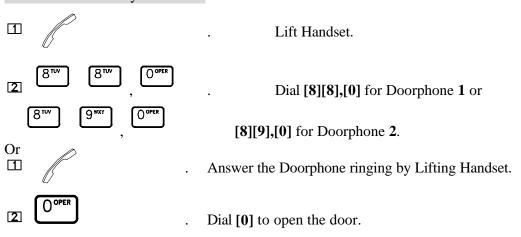
Description:

To answer a Doorphone call:



*** An Extension has to be programmed beforehand for receiving Doorphone calls. Please refer to the **System Programming** manual.***

To unlock the door by Extension:



D. DURING CONVERSATION

D. 01 Call On Hold

General:

This is for holding a CO line or an intercom call. Calls on hold can be retrieved by any Extension.

Description:

To place a call on hold:



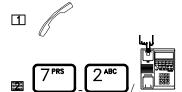
In conversation.



. Flash the hook switch or press [Flash] Key.

- ** 1. The party placed on hold will hear the music from the system.
 - 2. If you program the System Programming 05-06-07 to 1 or 3 then you need to press [7] to hold a call after the step 2.

To retrieve a **hold** call:



. Lift handset.

Press [7][2] or flash the hook switch again.

To retrieve a hold internal call by any Extension:



. Lift Handset.

2 Hold Ext No.

. Dial the hold Extension number.

To retrieve an **outside** call by any Extension:

Lift Handset.

2 L.A.C.

Dial Line Access Code-

^{8™}-rK No.

NOTE:

- 1. The holding Extension will be recalled if it fails to retrieve after a programmed duration *** See System Programming. ***
- 2. The "Hold Recall" will ring the holding Extension. If the call is still not answered, the "Hold Recall" will continue to ring both the holding Extension and the Attendant Console. The Recall won't stop until it is answered.
- 3. If there are several calls hold at the same time, unless the first "Hold Recall" is answered, the second won't ring.

D. 02 Conference

General:

An Extension user can make a Conference with two other parties. (Either outside or inside.)

Description:

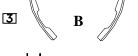
Conference with two parties:



In conversation with the **A** party.



Flash the hook switch or press [Flash] Key.



Make a call to the **B** party.



Flash the hook switch or press [Flash] Key.

3^{DEF}

. Press [3] when the A party answers, all three parties are connected.

^{**} Please refer to **D.01 Call on Hold** if you meet the hold problem.

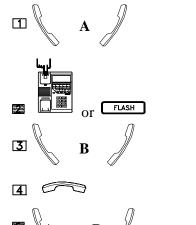
D. 03 Call Transfer

General:

Call Transfer is to send a call from one Extension to another. There are three types of Transfer: **Directly, Indirectly, and voice-announced.** For Directly Transfer, the sending Extension transfers the call and hangs up directly; for Indirect Transfer, the sending Extension rings a selected Extension and waits until the call is answered, then transfer the call; for voice-announced, the sending Extension informs the selected Extension through Speaker by the paging function.

Description:

Transfer an outside call:



In conversation with the A party.

. Flash the hook switch or press [Flash] Key.

Make a call to the internal **B** party.

- . Hang up the handset.
- Then the **A** party is connected to the **B** party.

** If you program the System Programming 05-06-07 to 1 or 3 then you need to press [7] to hold a call after the step 2.

NOTE: 1. Transfer Recall:

If the selected Extension is busy, the transferred call will ring when the busy Extension is free. If the transferred call is not answered after a programmed duration, the call will ring back the sending Extension.

2. To transfer the call again or to another party, retrieve the hold party and repeat the **Call Transfer** procedure.

D. 04 Answer Call Waiting

General:

As described in **B.01 Call Waiting**, you are absent or your Extension is busy when other Extension uses the **Call Waiting** feature to wait for your answer.

Description: Your Extension busy

. In conversation.



. You hear the Call Waiting Tone.



End the previous call.



. Wait for the Call Waiting Ringing.



. Lift Handset to answer the call.

Terminate the previous call by hanging up or hold the previous call by flashing hook switch then put the handset on hook to wait the call waiting.

* The waiting Extension will receive a Call Waiting Ring when you stop the previous call. Once the waiting caller answers the Ring, your telephone then rings. If the Handset of the waiting Extension is still off hook for waiting, or its Speaker is on to wait your answer, your Extension will ring immediately after you hang up.

Your Extension is idle when someone leaves Message at your Extension.



Lift Handset.



Press [7][6] to ring the waiting Extension.

- * If someone is waiting for your response, you will hear ringback tone after pressing [7][6].
- * If the waiting extension is busy or no one leaves message to you, you will hear busy tone after pressing [7][6].
- * There are maximum 8 extensions can leave messages to you before you retrieve all the messages.

D. 05 Call Splitting

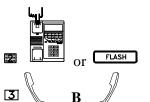
General:

This is for an Extension user to talk to two parties alternatively at the same time.

Description:

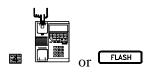


In conversation with the A party.

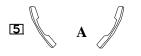


. Flash the hook switch or press [Flash] Key.

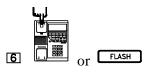
Make another call to the B party.



. Flash the hook switch or press [Flash] Key.



In conversation with the A party.



. Flash the hook switch or press [Flash] Key.



In conversation with the B party.

** If you program the System Programming 05-06-07 to 1 or 3 then you need to press [7] to hold a call after the step 2, 4, 6.

E. PAGING

E. 01 Zone Paging (Internal)

General:

This feature allows an Extension to announce to a zone of Extensions through Speaker on the telephone. There are eight Paging Zones in the system. The paging can be received from Key Telephone only.

Description:



Lift Handset.



Press [#] then [2].
(Dial [7] [3] instead of [#] for pulse dialing.)



. Dial a one-digit Paging Zone Code.

The range of the paging zone is from 1 to 8.

NOTE: A busy Extension cannot receive the paging.

E. 02 All Paging (Internal)

General:

The feature is for Paging all zones. The paging can be received from Key Telephone only.

Description:



. Lift Handset.



. Press [#].

(Dial [7] [3] instead of [#] for pulse dialing.)



Dial a one-digit All Paging Code 1.

14 Single Line Telephone E.PAGING

E. 03 Zone Paging (External)

General:

In system, Paging can be broadcast over external paging equipment to one of the eight (maximum, depend on the system) External Zones.

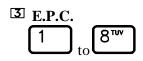
Description:



. Lift Handset.



Press [#] then [3].(Dial [7] [3] instead of [#] on the pulse dialing.)



Dial a one-digit External Paging Code(1-8).

E. 04 All Paging (External)

General:

Paging can be broadcast over an external paging equipment to all external zones.

Description:



. Lift Handset.



Press [#].

(Dial [7] [3] instead of [#] for pulse dialing.)



. Dial All External Paging Code [9].

E. 05 All Paging (Internal and External)

General:

The feature allows an Extension to announce to all Internal and External Paging Zones.

Description:



. Lift Handset.



Press [#].(Dial [7] [3] instead of [#] for pulse dialing.)



Dial All Paging Code [0].

E. 06 Answer Paging (Meet Me Page)

General:

A paging through Speaker or external paging equipment can be answered through any Extension before the paging party hangs up.

Description:



. Lift Handset.



Press [#], [*].

(Dial [7] [3] instead of [#] for pulse dialing.) (Dial [7] [1] instead of [*] for pulse dialing.)

16 Single Line Telephone E.PAGING

F. STATION PROGRAMMING

F. 01 Call Forwarding

General:

1. To forward All Calls:

All incoming calls (Incoming CO, Intercom and Transferred CO Lines) to your Extension is automatically forwarded to any other Extension of the system you have programmed.

2. When **No Answer** or **Busy:**

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

Description:

To forward:

. Lift handset.

. Press [7], [0].

3 CODE. Dial [1] for All Call,

[2] for **Busy**, and [3] for **No Answer**.

Ext. No. Dial the forwarded Extension number.

To cancel:

. Lift handset.

7 PRS O OPER . Press [7], [0]

CODE. . Dial [1] for All Call,

[2] for Busy, and[3] for No Answer.

Ext. No. Dial your Extension number.

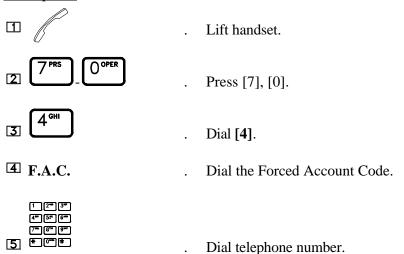
F. 02 Toll Restriction Override (Forced Account Code)

General:

Toll Restriction prevents telephone toll abuse and saves telephone costs. Once a correct Forced Account Code (FAC) is dialed, you have access to Unrestricted Dialing. And the SMDR will record all outgoing calls of the station.

*** For details of setting an FAC, please refer to the **System Programming** manual of each system. ***

Description:



NOTE:

- 1. If the dialed FAC is correct, your Extension will automatically selects an idle CO line for you. If not, you will hear Busy Tone.
- 2. Once you end the call, the Extension automatically returns to normal (in Toll Restriction Mode).

F. 03 Store Speed Dial

General:

Speed Dial automatically dials the stored telephone numbers.

Description:

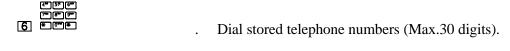
To store Personal Speed Dial:







- SPD CODE
 Dial the Speed Access Code.
 PERSONAL SPEED ACCESS CODE: 0 9
- **5** Enter the CO line number
 - * 00 for the automatic line access;
 - * TK number for the desired CO line.





F. 04 Lock Up/Unlock Extension By Security Code

General:

To prevent others from making outside calls through your telephone, you may lock your telephone by Security Code.

Description:

To lock up/unlock:

- . Lift handset.
- [2] 7 PRS 0 OPER . Press [7], [0].
- . Press [9].
- **4** S. CODE . Define/Enter your Security Code.
- . Hang up. Extension is locked/unlocked.

The Security Code is made up of three digits.

NOTE: To change the Security Code, unlock the Extension and then lock it up by a new Security Code.

Access to a locked-up telephone:

- . Lift handset.
- [2] [7 PRS] _ [0 OPER] . Press [7], [0].
- . Press [6].
- **A** S. CODE . Enter your Security Code.
- Wait for Dial Tone then dial the telephone number.

F. 05 Define Time-Reminding Service

General:

System is equipped with an internal clock. For the Time-Reminding Service, you can assign your Extension to receive a Time-Reminding call at a specific time. There are two kinds of the reminding source can be selected from the system programming **44-st-08**. You will hear one of the reminding source after you answer the Time-Reminding call.

Description:

To define:



. Lift handset.



Press [7], [0].



. Press [0].

4 HH:MM

Enter the Alarm-Time HH:MM (24-hour) format.

<u>5</u> (((—))

Enter the duration (00-98 minutes).

<u>г</u>

. Hang up.

To cancel:

Repeat all above steps except entering **00:00** for Alarm-Time (step 4).

F. 06 Define Morning Call Service

General:

For the Morning Call Service, a predefined Voice Announcement alarms or Tone alarm or Music alarm will ring assigned Extensions when the programmed time is on.

Description:

The procedures are the same as **F. 05 Define Time-Reminding Service**. Step set the duration for **99**.

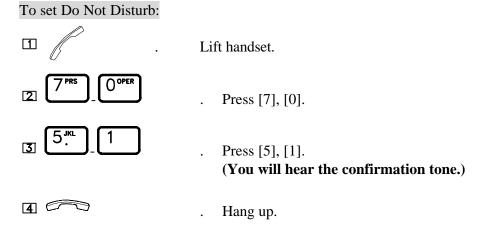
NOTE: Once the morning call is answered, the "Morning Call Service" feature is automatically cancelled. And you have to define again next time when you want to use this service.

F. 07 Do Not Disturb

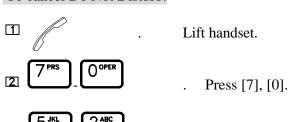
General:

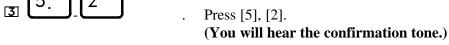
Each Extension can be individually programmed for blocking all incoming calls. A user whose Extension is in the **DND mode** can still make calls and use features of the telephone. A caller attempting to reach an Extension in DND mode will receive "**Do Not Disturb**" on the LCD (Key Telephone) and hear Busy Tone.

Description:



To cancel Do Not Disturb:







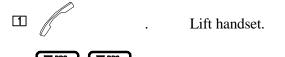
F. 08 Baby Listen

General:

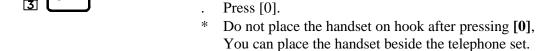
By assigning beforehand, another extension can directly call this extension without ringing and monitor from Handset.

Description:

to enable:







to disable:

Hang up.



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All data and specifications are subject to change without notice.

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