HYBREX

The Friendly HYBRid Exchange

DK Series

Hybrid IP Communication System
Digital Key Telephone

User's Guide

NOTIFICATION

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CE

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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.
3. 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*** G1-824 / G1E / GDS600 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.
4. 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. The socket-outlet shall be installed near the equipment and shall be easily accessible.
9. 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.
10. 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.
11. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
12. 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.
13. 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.
14. 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.
15. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
16. Do not use the telephone to report a gas leak in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

1.

During power outages access to emergency number 000 will not be available unless optional external battery backup is fitted

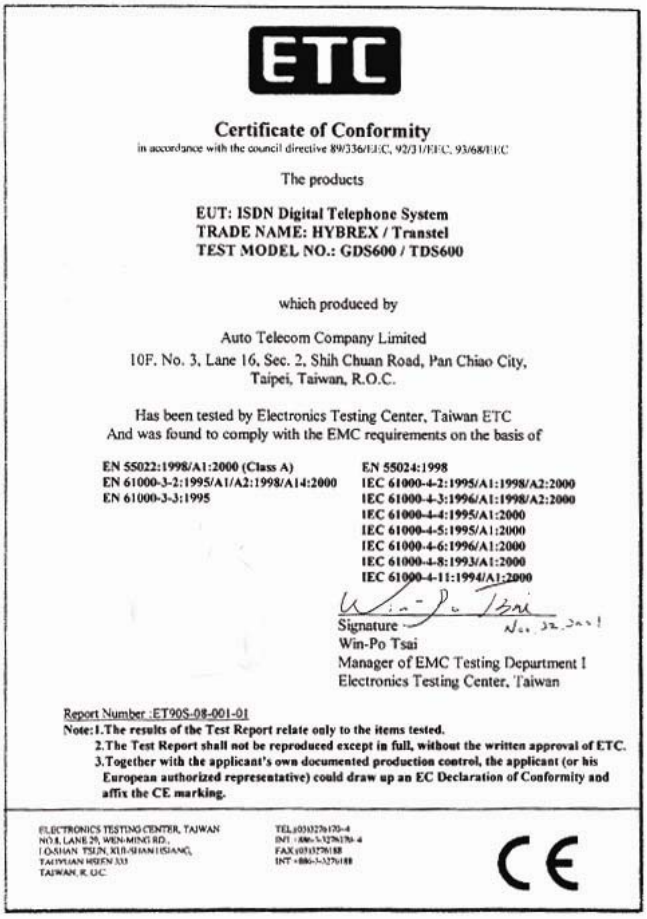
2.

CAUTION - This handset may retain small unmagnetised ferromagnetic common items (staples/pins) if held very close above such items

3.

Warning

This is a Class A product. In a domestic environment this product may cause interference in which case the user may be required to take adequate measures.



ETC

Certificate of Conformity

in accordance with the council directive 89/336/EEC, 92/31/EEC, 93/68/EEC

The products

EUT: ISDN Digital Telephone System
TRADE NAME: HYBREX / Transtel
TEST MODEL NO.: GDS600 / TDS600

which produced by

Auto Telecom Company Limited
10F, No. 3, Lane 16, Sec. 2, Shih Chuan Road, Pan Chiao City,
Taipei, Taiwan, R.O.C.

Has been tested by Electronics Testing Center, Taiwan ETC
And was found to comply with the EMC requirements on the basis of

EN 55022:1998/A1:2000 (Class A)	**EN 55024:1998**
EN 61000-3-2:1995/A1/A2:1998/A14:2000	**IEC 61000-4-2:1995/A1:1998/A2:2000**
EN 61000-3-3:1995	**IEC 61000-4-3:1996/A1:1998/A2:2000**
	IEC 61000-4-4:1995/A1:2000
	IEC 61000-4-5:1995/A1:2000
	IEC 61000-4-6:1996/A1:2000
	IEC 61000-4-8:1993/A1:2000
	IEC 61000-4-11:1994/A1:2000

Signature
Win-Po Tsai
Manager of EMC Testing Department I
Electronics Testing Center, Taiwan

Report Number :ET90S-08-001-01

Note: 1.The results of the Test Report relate only to the items tested.
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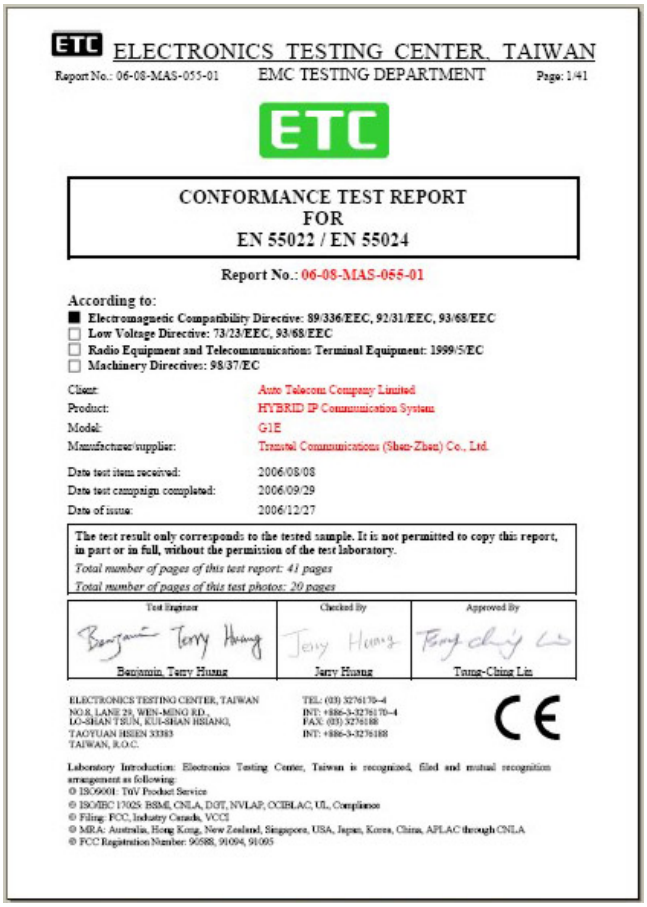

ETC ELECTRONICS TESTING CENTER, TAIWAN

Report No.: 06-08-MAS-055-01 EMC TESTING DEPARTMENT Page: 1/41

ETC

CONFORMANCE TEST REPORT
FOR
EN 55022 / EN 55024

Report No.: 06-08-MAS-055-01

According to:

- ■ **Electromagnetic Compatibility Directive: 89/336/EEC, 92/31/EEC, 93/68/EEC**
- ☐ **Low Voltage Directive: 73/23/EEC, 93/68/EEC**
- ☐ **Radio Equipment and Telecommunications Terminal Equipment: 1999/5/EC**
- ☐ **Machinery Directives: 98/37/EC**

Client:	Auto Telecom Company Limited
Product:	HYBRID IP Communication System
Model:	G1E
Manufacturer/supplier:	Transtel Communications (Shen-Zhen) Co., Ltd.
Date test item received:	2006/08/08
Date test campaign completed:	2006/09/29
Date of issue:	2006/12/27

The test result only corresponds to the tested sample. It is not permitted to copy this report, in part or in full, without the permission of the test laboratory.

Total number of pages of this test report: 41 pages

Total number of pages of this test photos: 20 pages

Test Engineer	Checked By	Approved By
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CE

Laboratory Introduction: Electronics Testing Center, Taiwan is recognized, filed and mutual recognition arrangement as following:
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- ISO/IEC 17025: BSMI, CNLA, DOT, NVLAP, OCIBLAC, UL, Compliance
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- MRA: Australia, Hong Kong, New Zealand, Singapore, USA, Japan, Korea, China, APLAC through CNLA
- FCC Registration Number: 90588, 91094, 91095

Congratulations on your purchase and welcome to the *HYBREX* Digital Series Key Telephone Set. The *HYBREX* Digital Telephone Sets were specifically designed with you in mind to make you more productive in communicating with customers, vendors, and fellow business associates. We at Auto Telecom believe that you should not require extensive training to effectively use your digital phone set, and as such, have taken great care in developing one of the most "user friendly" telephone available in the market today. Please take a moment to review this guide. Just as each person's job function differs, so do their digital phone requirements. Pay particular attention to those features which will be most helpful for you. Since each telephone can be customized for your specific needs, your *HYBREX* Authorized Dealer will be happy to make sure your digital phone set is configured to your requirements.

Model

For your reference and convenience the following models are available from your Authorized *HYBREX* Dealer.

Model	Description
DK1-21	Keyphone – 20 Dual Color DSS/ 2x16 LCD/ Handsfree/ Headset interface/ 14 Programmable Function Keys
DK2-21	Keyphone – 22 Dual Color DSS/ 4x16 LCD/ Handsfree/ Headset interface
DK2-21BT	Keyphone – 22 Dual Color DSS/ 4x16 LCD/ Handsfree/ Blue Tooth Headset Interface
DK3-21	Keyphone – 10 Dual Color DSS/ 2x16 LCD/ Handsfree/ Headset interface
DK3-31	Keyphone – 10 Dual Color DSS/ 2x16 LCD
DK3-33	Keyphone – 10 Dual Color DSS
DK6-21	Keyphone - 2x16 LCD display/ Speaker phone/ Handsfree / Headset Jack Visible Ringing Indication LED/ 36 dual color programmable keys/ 8 function keys
DK6-31	Keyphone - 2x16 LCD display/ Speaker phone/ Handsfree/ Headset Jack Visible Ringing Indication LED/ 18 dual color programmable keys/ 8 function keys
DK6-33	Keyphone – Speaker phone Visible Ringing Indication LED / 18 dual color programmable keys / 8 function keys
DK1-WMU	DK1 Wall Mount Unit
DK2-WMU	DK2 Wall Mount Unit
DK3-WMU	DK3 Wall Mount Unit

DK1-21

DK2-21

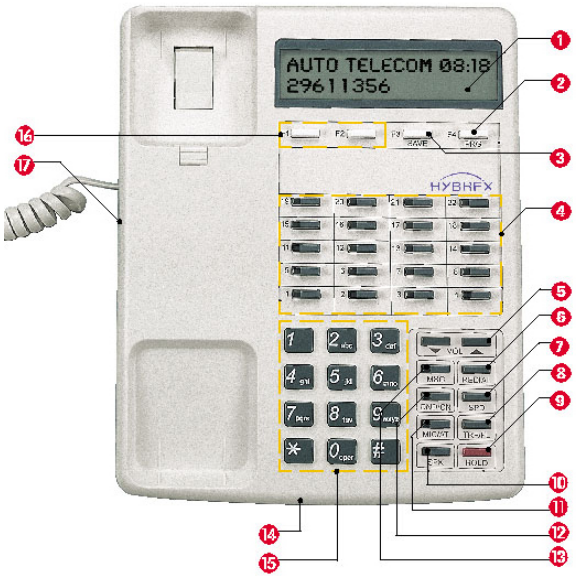
DK3-21/DK3-31

DK6-21

DK6-31

DK6-33

Digital Key Telephone Layout:

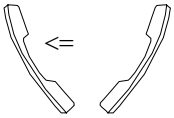
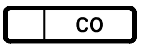
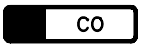
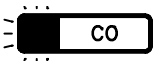


1. LCD display (2 x 16 characters)
2. PRG: Programming Key
3. SAVE: Save Key
4. CO/DSS Keys
5. Volume Control Keys
6. REDIAL key
7. SPD: Speed Dial Key
8. TRF/FL: Transfer/Flash Key
9. HOLD key
10. SPK: Speaker key
11. MIC/AT: Microphone key / Auto Answer Key
12. DND/CN: Do not Disturb / Conference Key
13. MSG: Message Waiting Key
14. Microphone
15. Numeric dial key pad
16. Menu Key
17. Speaker

1. Ring/Message Waiting Lamp
2. LCD Display (4 x 16 characters)
3. Arrow Keys / Volume Control Keys

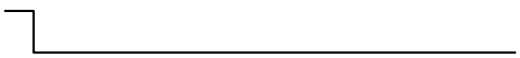
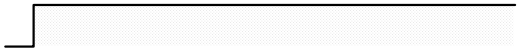
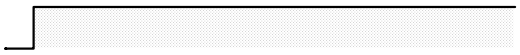
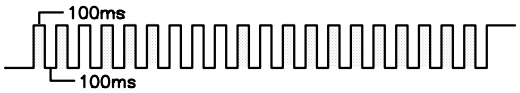
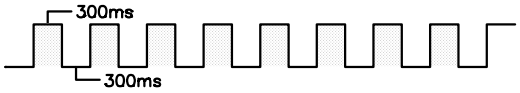
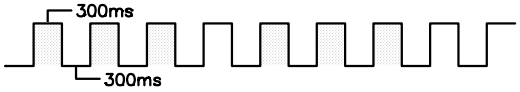
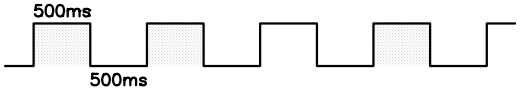
Other keys are the same as DK1.

Icon Used

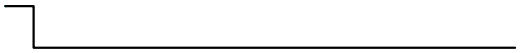
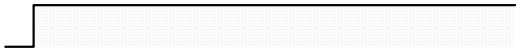
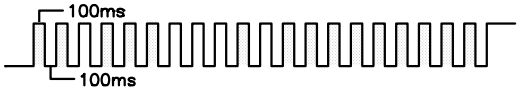
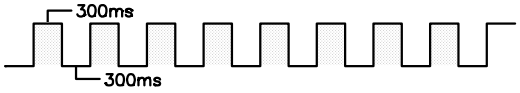
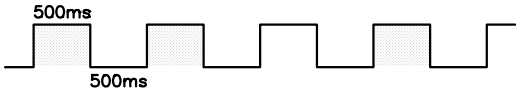
→	Then.
	Lift Handset; Handset off hook.
	Hang up; Handset on hook.
	In conversation; make a call.
	Press Dial Key **[0]** - **[9]**.
	Press **[*]** key.
	Press **[#]** key.
	Dial numbers.
	Press the CO key.
	Press the busy CO key.
	Press the flashing or blinking CO key.
	Press DSS key.

LED Indication

CO key (Trunk Line)

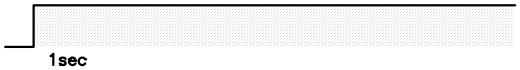
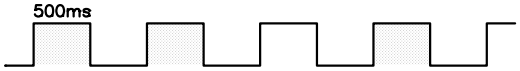
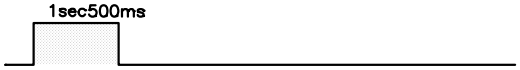
Idle		(Steady Off)	
I-Use		(Steadily On)	Green
Busy		(Steadily On)	Red
Ring		(Fast Blinking)	Red
I-Hold		(Fast Flashing)	Green
System Hold		(Fast Flashing)	Red
Exclusive Hold		(Slow Flashing)	Green

SPK key

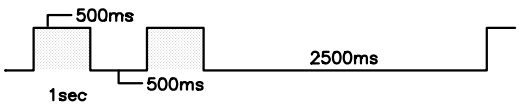
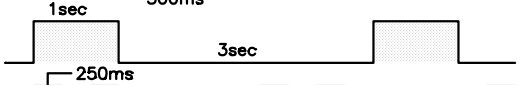
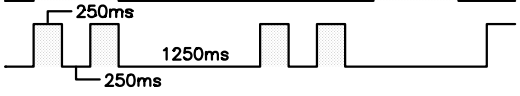
Idle		(Steady Off)	
I-Use		(Steadily On)	Red
Save Redial		(Fast Blinking)	Red
System Program		(Fast Flashing)	Red
Call Forward		(Fast Flashing)	Red

Signalling

Tone

Dial Tone	
Ring Back tone	
Busy Tone	
Override Tone	

Ring

Intercom	
Trunk	
Hold Recall	

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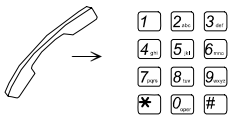
A. MAKING CALLS

A.01 Inter Office Call (Intercom)

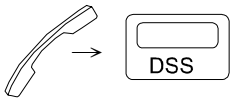
An Intercom is for an Extension to call another Extension of the same system.

By Dialing number:



. Lift Handset or press **[SPK]** key.
. Dial Extension number.

By DSS key:



. Lift Handset or press **[SPK]** key.
. Press a programmed DSS key

Note: 1. Extension number of the calling party will display on the LCD of the called extension.
2. To ring the called extension, you may change signaling from Ring Signal to Voice Alert or Voice Alert to Ring Signal by pressing **[3]**.
3. If the system is programmed for Voice Alert, after Alert Tone is heard, speak to the called party through Speaker, and your voice will be heard from the called extension.
4. When the called extension is busy (Busy Tone heard,) pressing another DSS key can call another extension.

A.02 Automatic Line Access (Trunk Group Access)

The feature allows each Extension to automatically select an idle CO Line. If CO lines are divided into trunk groups, Extensions can only select in their own group.

Dial 9/0 Trunk Group Access: (8 Groups)

. Handset off hook / on hook.
. Dial **[9] or [0]**. (programmable)

***** Dial tone from CO (Central Office) is heard.
***** The CO LED goes steady at your Extension and at other Extensions.

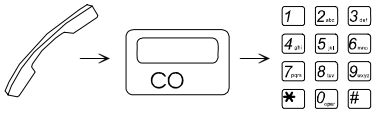
Extra Trunk Group Access: (8 Groups)

. Lift Handset or press **[SPK]** key.
. Dial **[8],[7]**.

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

A.03 Individual Line Access

Any CO line can be directly selected.



. Handset off hook / on hook.
. Press a CO key **(**Dial tone heard).
. Dial phone numbers.

NOTE:
1. In the G1-824, G1E, GDS systems you can also dial Individual Line Access codes instead of pressing any CO key Code 801-8XX for systems.
   * Code 801 represents the first CO line, Code 802 the second, etc.
   In the systems when all CO keys light busy, dial [9] or [0] to automatically select another idle CO line beyond the CO lines displayed on CO keys.
   A steadily lit LED of a CO key means the CO line is busy.
2. During conversation, if you press another CO key, the original conversation will stop and you will be connected to a new CO line without hanging up.

A.04 Flash (Open Loop Timed Flash)

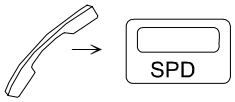
Flash Key provides a temporary loop disconnection from a used CO line. This allows a user to end a conversation and regain dial tone on the same trunk. Flash duration is pre-programmed, and can meet the special needs of Central Office or PABX Lines if they offer them. (eg. Call waiting, Broker's call).

. Press [TRF/FL] key to Network hold an outside call or activate the Call waiting feature.

A.05 Speed Dialing

By dialing a programmed Speed Dial Access Code, the System will automatically dial the telephone number assigned for the Code.

******* For programming, please refer to **Program G.04 Station Programming -- Store Speed Dial / One Touch Dial**. *******

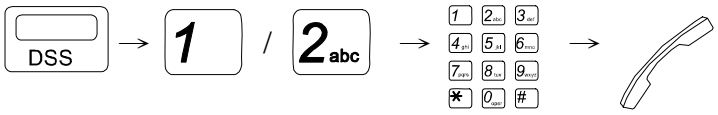


. Handset off hook / on hook.
. Press **[SPD]** key.
. Dial Speed Access Code (programmed).

*You may also press a CO key to select a CO Line before pressing **[SPD]** key.

A.06 Dial By Name

The Name function is for extensions, trunks and system speed dials. Dial by Name provides the Directory dial feature for system speed dials and extensions.

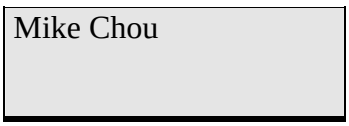


. Press [Directory] Key. (Assign code 62 on DSS from system programming 07.)
. Press [1] or [2] to select the Intercom dial or Speed dial (optional).
. Use the following function keys to enter the first letter of the name and depress [Vol ▲] or [Vol ▼] to find the desired name forward or backward:

Key Pad	Depress 1 time	Depress 2 times	Depress 3 times	Depress 4 Times	Depress 5 Times
1	,	.	:	1	Space
2	A	B	C	2	;
3	D	E	F	3	/
4	G	H	I	4	_
5	J	K	L	5	-
6	M	N	O	6	'
7	P	Q	R	S	7
8	T	U	V	8	+
9	W	X	Y	Z	9
0	ä	Ü	ñ	ö	0
*	%	^	&	*	(
#	$	!	@	#	)
Vol ▲	Find the next name				
Vol ▼	Fine the previous name				

. Lift Handset / press [SPK] key to make the connection.

If the system finds a match, the LCD displays as the following example:

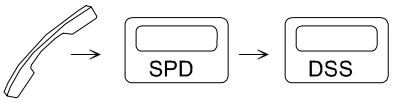


If the system cannot find a match for the first character of name, the LCD displays:

Then, the user can enter another letter and try again.

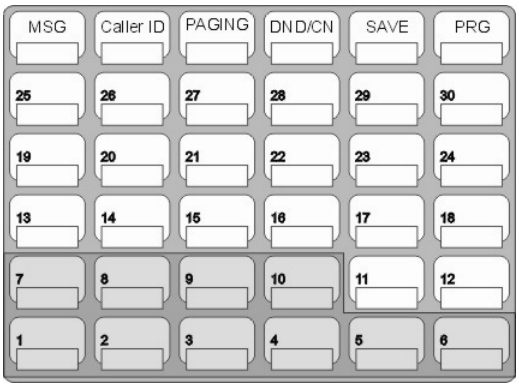
A.07 One Touch Dialing

For One Touch Dialing, after a programmed DSS key is selected, the Extension automatically selects an idle CO line, and a previously stored phone number will be dialed.

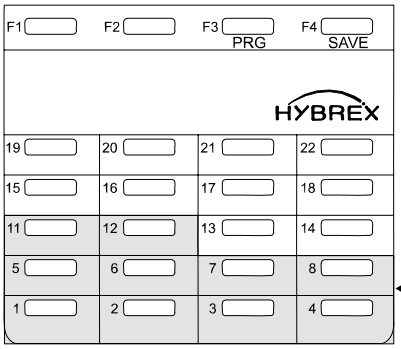


. Handset off hook / on hook.
. Press **[SPD]** key.
. Press a programmable DSS key.

DK3 Series – One Touch Dialing Keys

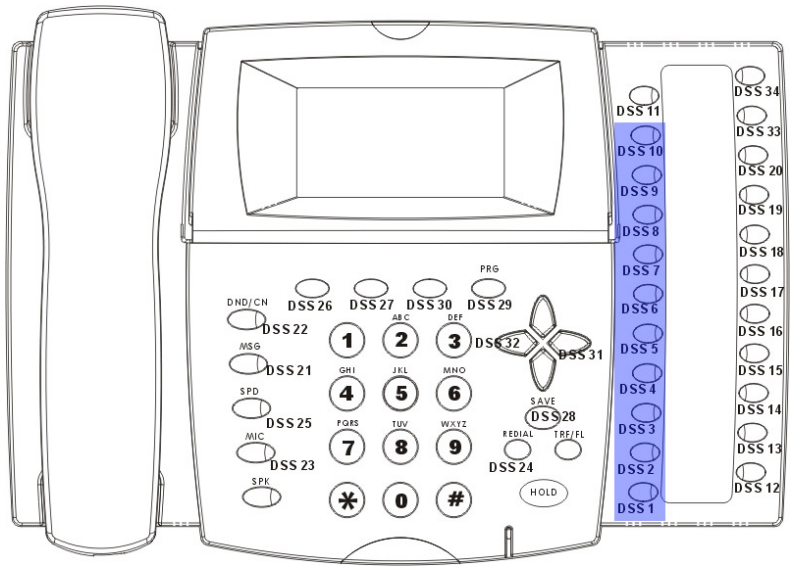


DK6 Series – One Touch Dialing Keys



DSS1 ~ DSS10 for One Touch Dialing

DK1 Series – One Touch Dialing Keys



DK2 Series – One Touch Dialing Keys

- **G1-824/G1E/GDS600 has 10 sets for One Touch Dialing on DSS 1-10.**

A.08 Dial Access To Attendant

This is for an Extension user to reach the Attendant by dialing a programmed one-digit code.

. Lift Handset or press **[SPK]** key.
. Dial **[9]** or **[0]**. (programmable)

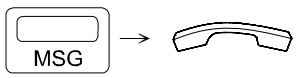
NOTE: When digit [9] is programmed for Automatic Line Access, digit [0] is for Dial Access To Attendant.
When digit [0] is programmed for Automatic Line Access, digit [9] is for Dial Access To Attendant.

B. WHEN LINE/EXTENSION IS BUSY

B.01 Call Waiting

If the Extension you're calling is busy, this feature allows you to "mark" the station so that when the called Extension becomes free, the called Extension will ring back your Extension.

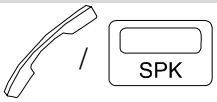
When Busy Tone is heard:



. Press **[MSG]** key.
. Hang up (if Handset is off hook) and wait for recall.

* When the called Extension is free, a Call Waiting Ring will be heard at the Extension which leaves Message.

When Call Waiting Ring is heard:

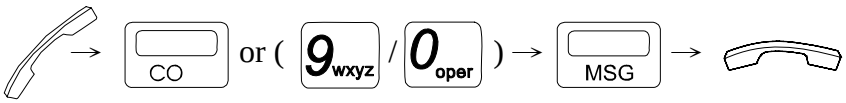


. Lift Handset or press **[SPK]** key, the called Extension will ring.

NOTE: 1. When you use the Call Waiting feature, the MSG LED Lamp (Red) will flash slowly on the Called party.
2. If an Intercom Recall is not answered after a programmed duration of about 90 seconds, the recall will automatically be canceled.

B.02 Trunk Queuing

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

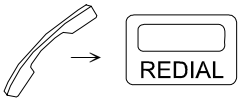


. Lift Handset or press **[SPK]** key.
. Select a CO line but it is busy.
. Press **[MSG]** key.
. Hang up (if Handset is off hook) and wait for recall.

NOTE: After receiving a recall, lift the Handset or press **[SPK]** key. A Dial tone will be heard. You can then dial telephone numbers.

B.03 Last Number Redial

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



. Handset off hook / on hook.
. Press **[REDIAL]** key.

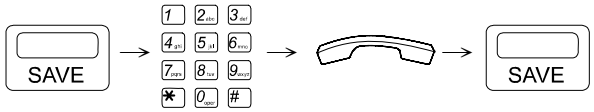
***** When **[REDIAL]** key is pressed, the Extension will automatically select a CO line for dialing the last stored number.

B.04 Automatic Redial

If you dial an outside number and find it busy, by using this feature, the numbers will be automatically redialed at intervals of at least 10 seconds. The value for the interval can be programmed from 10 to 90 seconds.

Automatic Save Number Redial

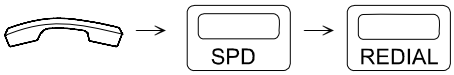
Busy Tone heard when making an outside call:



. Press **[SAVE]** key. ***** "Auto Save" will display in LCD.
. Press new Telephone number. (If you skip this step, the last dialed number will be stored.)
. Hang up.
. Press **[SAVE]** key again for Redial.

Automatic Last Number Redial

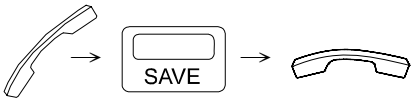
Busy Tone heard when making an outside call:



. Hang Up.
. Press **[SPD]**.
. Press **[REDIAL]**.

NOTE: 1. The **LCD** will show you the dialed numbers.
2. LED of SPK Key lights (Red) steady when the Extension redials automatically. After each redial, the SPK LED (Red) blinks, reminding you that Auto Number Redial is activated.

To Cancel Automatic Save Number Redial



. Lift Handset and press **[SAVE]** key.
. Hang up to cancel.

B.05 Barge-In / Monitor Extension

This feature is for an Extension to override or to monitor another busy or DND (Do Not Disturb) Extension. This needs to be allowed by programming before use.

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).

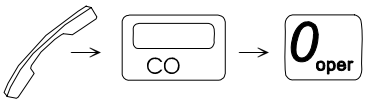
To Cancel:

. Hang up / press **[SPK]** key (if Handsfree).

B.06 Barge-In CO

This feature is for an Extension to join another Extension in conversation with a CO line. The calling Extension needs to be set up by programming before using this feature.

To Barge in:



. Lift Handset or press **[SPK]** key.
. Press the busy CO key.
. Dial **[0]**, a short tone will be heard at the barged Extension. A 3-party conference is made.

To Cancel:

. Hang up / press **[SPK]** key (if Handsfree).

C. RECEIVING CALLS

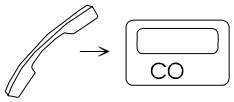
C.01 Answer

To answer a call.

To answer an intercom call:

. Lift Handset or press **[SPK]** key.

To answer an outside call:



. Use Handset or use Handsfree by pressing **[SPK]** or the blinking CO key.

C.02 Automatic Answer-Intercom

Assigned in advance, the feature allows an Extension to automatically answer an intercom call in the Handsfree mode. (The feature can only be applied to Extensions with a Microphone.)

To assign / to cancel:

. Press **[MIC/AT]** to assign and to cancel.

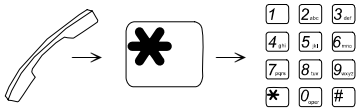
*** LED Indicating:**

. When Extension is in Automatic Answer Mode, LED is steady on.
. When Extension is back to normal mode, the LED is off.

C.03 Call Pickup

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

Direct Call Pickup

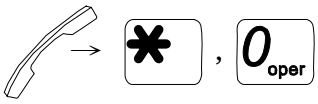


. Lift Handset or press **[SPK]** key.
. Press **[*]** key.
. Dial the ringing Extension number.

Pickup All Groups

. Lift Handset or press **[SPK]** key.
. Press **[*]** then **[9]** key.

Pickup same Group



. Lift Handset or press **[SPK]** key.
. Press **[*]** then **[0]** key.

Pickup Groups

. Lift Handset or press **[SPK]** key.
. Press **[*]** then **[8]** key.

→ **Group Number (1-8)**

. Dial a programmed Group number:
1-8 for Extension in Group 1-8.

C.04 DPU/ACP phone (Optional)

The feature is for an Extension to answer a DPU/ACP phone call.

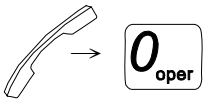
To answer a DPU/ACP phone call:

* ACP/DPU phone Ring is heard through Extension Speaker.

. Lift Handset or press **[SPK]** key.

*** An Extension has to be programmed beforehand for receiving DPU/ACP phone calls. Please refer to the **System Programming** manual.***

To unlock the door by Extension:



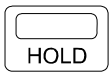
. Answer the DPU/ACP phone ring by Lifting Handset or pressing **[SPK]** key.
. Dial **[0]** to open the door.

D. DURING CONVERSATION

D.01 Call On Hold

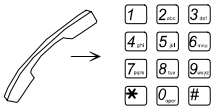
This is for holding an outside or intercom call. Calls on hold can be retrieved by any Extension.

To place a call on hold:



. Press **[HOLD]** key.

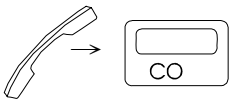
To retrieve a held **internal** call by any Extension:



Held Ext No.

. Lift Handset or press **[SPK]** key.
. Dial the held Extension number.

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



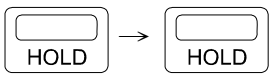
. Lift Handset or press **[SPK]** key.
. Press the flashing CO key or
Line Access Code : 801-8XX

NOTE:
1. The holding Extension will be recalled if it fails to retrieve after a programmed duration (30 to 270 seconds). ******* See System Programming.*******
2. The **"Hold Recall"** will ring the holding Extension. If the call is still not retrieved, 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 held at the same time, unless the first **"Hold Recall"** is answered, the second won't ring.

D.02 Call On Exclusive Hold

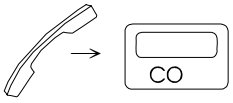
This is for an Extension to hold an outside call which can be retrieved only by the holding Extension.

To place an outside call on Exclusive Hold:



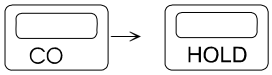
. Press **[HOLD]** key twice.

To retrieve by the holding Extension:



. Press the flashing CO key or
Line Access Code: 801-8XX

To retrieve by other Extension:

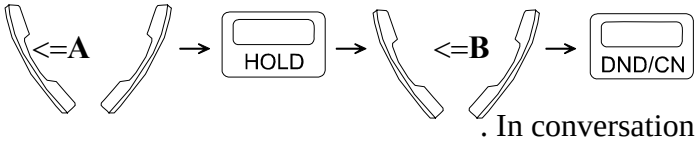


. At other Extensions, the LED of the CO goes steady. Press the CO key, Busy Tone will be heard, then press **[HOLD]**.

D.03 Conference

An Extension user can make a Conference with two or more parties. (Either outside or inside.) Up to 5 parties of 3 members or a single conference up to 15 members are permitted.

Conference with two outside parties:



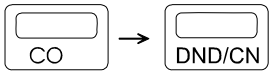
. In conversation with the 1st outside party.
. Press **[HOLD]** key to hold the 1st party.
. Make the second outside call.
. Press **[DND/CN]** when the 2nd answers, all three parties are connected.

Unsupervised Conference:

. To leave an existing conference in place, press the **[DND/CN]** conference key and hang up.
. Remaining members are granted up to 4 minutes of time for their unsupervised conference.
. A warning tone is provided 10 seconds before the termination of the conference period.
. Members can press any key 0-9 (Note1) to extend the time an additional time period.

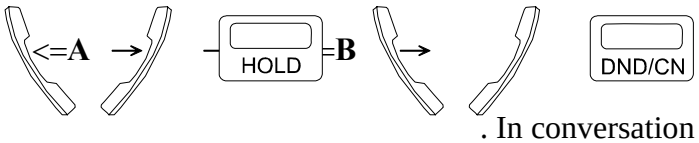
NOTE:
1. A CFC conference card is needed for this feature in the G1-824.
2. A VMC card is needed for this feature in the G1E.
3. In order to provide the capability to extend time on the unsupervised conference the G1-824 system must be equipped with either a Single Line Station Card (SLC-8) or a Voice Service Card (VSC).
4. The unsupervised conference period is programmable from 1 minute to 4 in one minute increments.
5. When you hang up, the other two parties can not converse with each other unless you press [Hold] key again before hanging up. The other two parties can then have three minutes for conversation, and either of them can dial a digit (0-9)--DTMF signal--for three more minutes. (Optional)

To Rejoin An Unsupervised Conference:



. Press either CO keys (light) of the two CO lines, A Busy tone is heard.
. Press **[DND/CN]** key.
OR
Simply lift the handset and press the **[DND/CN]** key.

Conference with 1 internal party and 1 outside party:



. In conversation with an outside / internal call.
. Press **[HOLD]** key to hold the call.
. Make another internal / outside call.
. Press **[DND/CN]** when the 2nd answers, all three parties are connected.

NOTE: 1. To return to the first call if the second call is not answered, press the blinking CO key (outside call) or the called Ext. No. (intercom) to retrieve the held party.
2. When connecting 1 outside party and 1 internal party, after one of the three parties has hung up, the other two parties can still converse with each other.

To Remove A Party From A Conference Call:

- During the conference, press the CO line of the party you would like to disconnect.
- You will be connected to this line and removed from the conference. Other parties will continue in the conference.
- Disconnect the other party by hanging up.
- To return to the original conference, simply lift the handset and press the conference key.

To Confer With Members Privately In A Conference Call:

- During the conference, press the CO line of the party you would like to confer with. Other members will continue in the conference.

- To return to the original conference, simply press the conference key.

D.04 Call Transfer

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

Transfer an outside call:

. Press **[HOLD]** key.
. Dial the selected Ext. number.
. Press **[TRF/FL]** key directly for **Direct Transfer**; press **[TRF/FL]** after the selected Ext. answers for **Indirect Transfer.**

NOTE: 1. When a programmed DSS key is pressed, the call automatically goes on hold and dials the Extension number programmed for the DSS key.
2. **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.
3. To transfer the call again or to another party, press the blinking CO key to retrieve the call and repeat the **Call Transfer** procedure.

D.05 Answer Call Waiting

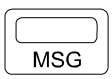
As described in **B.01 Call Waiting**, you are absent or your Extension is busy when another Extension uses the **Call Waiting** feature to wait for your answer, the LED of your [MSG] key flashes slowly.

Your Extension busy: end / hold the previous call:

. The LED of the [MSG] key flashes, informing you someone is waiting.
. Terminate the previous call by hanging up / press **[SPK]** or hold the previous call and then hang up to wait.

* 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 off hook, or its Speaker is on, your Extension will ring directly after you hang up.

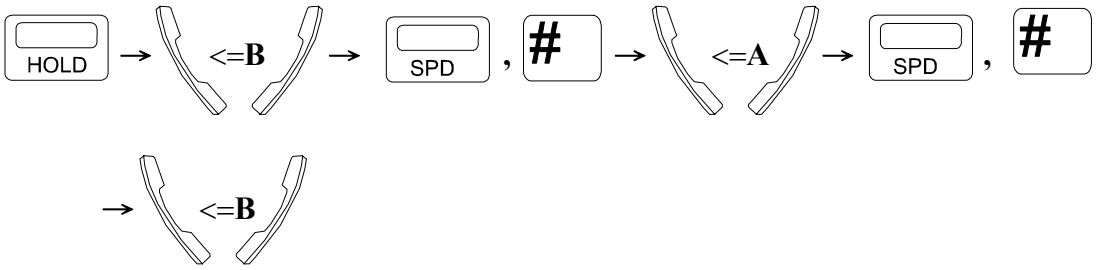
Your Extension idle when someone leaves a Message at your Extension



. Press the **[MSG]** key for ringing the waiting Extension.

D.06 Call Splitting

This is for an Extension user to alternate between two parties on separate calls.



. Press **[HOLD]** key to hold A party.
. Make another call B.
. Press **[SPD]** then **[#]** key for retrieving A party and holding B.
. In conversation with A.
. Press **[SPD]** then **[#]** key for retrieving B party and holding A.
. In conversation with B party.

D.07 Mute Operation

When you do not want your voice to be heard by the party in conversation with you, use this feature.

To place in Mute:

. Press **[MIC/AT]** key.

* Indicating LED Lamp goes steady when off hook / goes off when on hook.

To resume the conversation:

. Press **[MIC/AT]** key again.

* Indicating LED Lamp goes off when off hook / goes on when on hook.

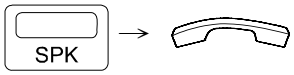
D.08 Switching Between Using Handset And Handsfree

You may choose to use Handset or Handsfree alternatively.

From Handsfree to Using Handset:

. Lift Handset.

From Using Handset to Handsfree:

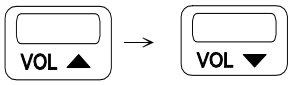


. Press **[SPK]** key, Handset back on hook.

D.09 Volume Control

During a conversation, you may Increase or Decrease volume by this function. Two volume levels can be chosen (for handset).

During Conversation Adjustment:

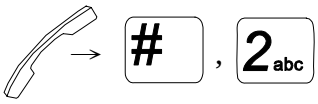


. Press **[VOL ▲]** key for voice up.
. Press **[VOL ▼]** key for voice down.

E. PAGING

E.01 Zone Paging (Internal)

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



. Lift Handset.
. Press **[#], [2]**.

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

NOTE: A busy Extension or the single line phone cannot receive the paging.

E.02 All Paging (Internal)

The feature is for paging all zones. The paging can be received from Keyphones only.

. Lift Handset.
. Press **[#], [1]**.

E.03 Zone Paging (External)

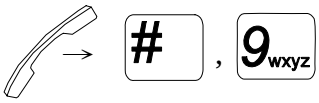
In GX system, Paging can be broadcast over external paging equipment to one of the eight (maximum, depending on the system) External Zones.

. Lift Handset.
. Press **[#], [3]**.

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

E.04 All Paging (External)

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



. Lift Handset.
. Press **[#], [9]**.

E.05 All Paging (Internal And External)

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

. Lift Handset.
. Press **[#], [0]**.

E.06 Answer Paging (Meet Me Page)

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

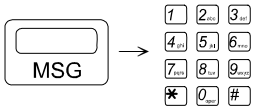
. Lift Handset.
. Press **[#]**, **[*]**.

F. OTHER FEATURES

F.01 Pulse to Tone Conversion

The feature is used for changing Pulse Mode to Tone Mode when DTMF signaling is needed.

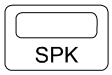
To change from Pulse to Tone while dialing:



. Press **[MSG]** key.
. Dial the phone number. **(In Tone Mode)**

F.02 Handsfree

Handsfree allows a user to make and receive calls with Microphone and Speaker of the telephone, instead of using the Handset.



. Press **[SPK]** key.

NOTE: Handsfree is only available for telephones with a Microphone (DK1-21, DK1-21H, DK1-22, DK2-21, DK2-21W, DK3-21).

F.03 Background Music

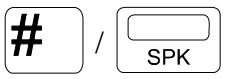
Background Music (BGM) is available through the Keyphone Speakers. The music is temporarily off when the telephone is in use. Background Music can share the music source for Music On Hold.

To listen:

. Press **[#]** key.

NOTE: 1. Incoming calls, Lifting the Handset or Paging will interrupt the Background Music.
2. The interrupted music will resume when the Handset is back on hook or the Paging completed.

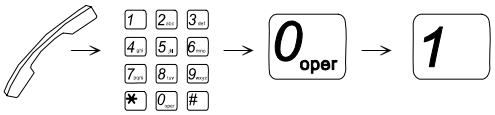
To cancel:



. Press **[#]** or **[SPK]** key.

F.04 Voice Service Channel - G1-824

Each Voice channel has 8 segments (maximum) for recording and playing the voice. The maximum recording time is 60 seconds for each channel. For the applications and programming, you can refer to the system programming manual of each system.
For example: If the first segment occupies 20 seconds and segment two occupies 40 seconds, then the other segments will not be available.
Message Recording on the Service Voice must be performed at the **Console** telephone set.
Recording Method:



. Handset off hook.
. Dial the Voice Channel number. 86
. Dial **[0]** (Record your voice after the tone).
. Dial **[1]** to stop the recording and select the next voice segment.

Playing Method:

. Handset off hook.
. Dial the Voice Channel number. 76
. Dial **[7]** (The Voice Service Channel will play the recorded voice).
. Dial **[1]** to stop the playing or select the next voice segment.

The Voice Channel Number for G1-824: **86**.

F.05 Voice Mail Operation – G1E/GDS Systems

If your system is equipped with the optional inbuilt Voice mail unit and your handset has been allocated Voice Mail Usage then you can Call forward your phone to the mail box in the same way that you can Call Forward to other extensions. The Call Forward instructions can be found elsewhere in this manual. The Call forward number for inbuilt Voice mail is 86.

To forward:

PRG → **CODE.** → 8 tuv 6 mno

. Press **[PRG]** key.
. Dial **[1]** for **Any Call**,
[2] for **Busy**, and
[3] for **Busy/No Answer**.
. Dial **86** for Voice mail

To cancel:

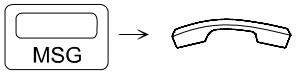
PRG → 1 → **Ext. No.**

. Press **[PRG]** key.
. Dial **[1]**.
. Dial your own Extension number.

F.06 Message Waiting

If the Extension you're calling does not answer, this feature allows you to light the extension's message light.

If the extension does not answer:



. Press **[MSG]** key.
. Hang up.

* The called extension's [MSG] lamp will flash.

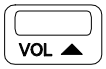
F.07 Caller ID and Smart Redial

If Your system is equipped with Optional Caller ID equipment then incoming calls will display the number of the calling party on extensions which are ring assigned. Note that not all incoming calls contain Caller Id information. This is sometimes blocked by the calling party. The installer of your system may have allocated a key on your extension called CLI Status. This key when pressed can display the number date and time of the last 10 incoming calls to your extension. You can view all of these numbers by pressing the **VOL UP** or **VOL DOWN** keys. You may by pressing the **Redial** key then call that number back.

→ CLI Status**.**

. Press **[CLI STATUS]** key.

```
0294150100
02/15  10:20  MISS
```



. Press **[VOL ▲]** key for next record.
. Press **[VOL ▼]** key for previous record.

. Press **REDIAL** Key to call back this number.

. Press **[TRF/FL]** key to delete the current record.

. Press **[MIC/AT]** key to view the date and time.

. Press **[SPK]** key to exit the Caller ID mode.

G. STATION PROGRAMMING

G.01 Call Forwarding

1. To forward **All Calls:**
   All incoming calls (Incoming CO, Intercom and Transferred CO Lines) to your Extension are automatically forwarded to any other Extension, Voice Mail or another outside number such as a cell phone.

To Forward:

PRG →**[FWD]** → **Ext. No.**

. Press **[PRG], [FWD]** key.
. Dial **[1]** for **Any Call**,
[2] for **Busy**,
[3] for **Busy/No Answer**.
. Dial the ext. or hunt group number you want your calls forwarded to.
When activated, your forward key will flash.

To Enable and Disable Call Forwarding:

. Simply Toggle **[FWD]** key.
. Call Forward LED will flash when active and be out when the forwarding is inactive.

2. When **Busy** or **No Answer:**
   If your Extension fails to answer after programmed time (10 to 100 seconds) or is busy, all incoming calls to your Extension are automatically forwarded to any other Extension you have programmed.

3. To forward an external number:

Program the external speed number:

→ PRG → 8 tuv → [DSS1~10] → Number → SAVE

Busy

. Press **[PRG], [SPD], [DSS]** key.
. Enter the outside telephone number and [SAVE].

To Forward:

PRG → **[1]**→ **[DSS]**

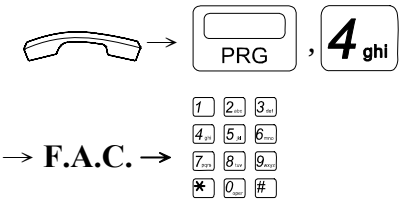
. Press **[PRG], [1], [DSS]** key.
When activated, your forward key will flash.

6. To Enable and Disable Call Forwarding:
. Simply Toggle **[FWD]** key.
. Call Forward LED will flash when active and be out when the forwarding is inactive.

G.02 Toll Restriction Override (Forced Account Code)

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 and Forced Account Cord used by the station.

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



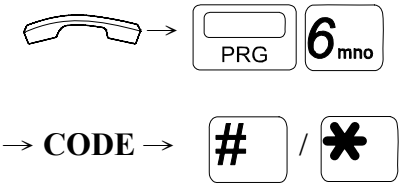
. **[SPK]** key off / Handset on hook.
. Press **[PRG]** key then Dial **[4]**.
. Dial the Forced Account Code.
. Dial telephone number.

NOTE: 1. If the dialed FAC is correct, your Extension 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).

G.03 Volume Control (Setting)

This program can adjust the **Volume** of Digital Phones. There are six or seven types of Volume you can adjust - Ring, Speaker, Handset, Ring Volume Up Gradually, Ring Frequency and Microphone level and Background Ring Level (DK1-2x / DK2-2x phones).

Program the Volume for your Telephone:



. Handset on hook / **[SPK]** key off.
. Press **[PRG]**, **[6]**.
. Dial **[1]** for setting **Ring Volume**,
[2] for setting **Speaker Volume**,
[3] for setting **Handset Volume**,
. Press **[#]** key for Volume Up.
. Press **[*]** key for Volume Down.

To **Set** or **Cancel** the "Ring Volume Up Gradually" method is:

To Save . Press [PRG], [6], [4]
Confirmation Tone and the LCD will show "Save."
To Cancel . Press [PRG], [6], [4]
Confirmation Tone and the LCD will show "Cancel."

To Set the Ring Frequency:

. 8 ring frequencies can be selected.
The method is:[PRG], [6], [5] then key in your choice[1]~[8].

To Set the Microphone level:

. 8 Mic levels can be selected.
The method is:[PRG], [6], [6] then key in your choice[1]~[8].

To Set the Background Ring level:

. 8 Ring levels can be selected.
The method is:[PRG], [6], [7] then key in your choice[1]~[8].

During Conversation, Adjust the Volume:

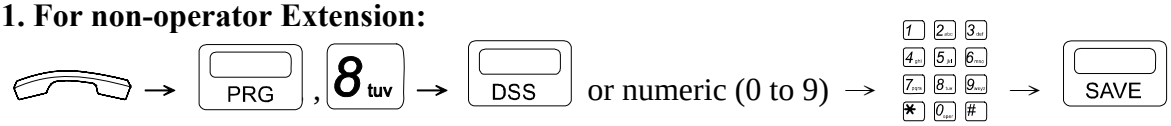
. Press **[VOL ▲]** key for voice up.
. Press **[VOL ▼]** key for voice down.

G.04 Store Speed Dial / One Touch Dial

Speed Dial automatically dials the stored telephone numbers.
There are two types of Speed Dial: **Personal** (Extension) and **System**.

To store Personal Speed Dial numbers:

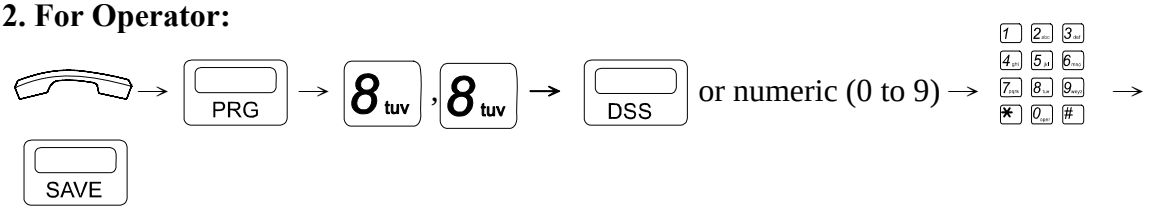
1. For non-operator Extension:



. Press **[PRG]** key then Dial **[8]**.
. Press a programmed DSS key (1-10)
or Dial the Speed Access Code (0 – 9).
. Dial desired outside telephone number (Max.30 digits).
. Press **[SAVE]** key.

Special Note: You will be prompted to enter a ring frequency level. This used for Caller ID applications. If you would like the number you are storing to ring at your phone at a specific ring frequency, then enter that frequency here and press save. For example, you program your home number in DSS location 1 on your telephone. If you want your phone to ring at a specific and unique frequency when someone from your home calls your office, then enter a unique frequency. Valid settings are 1 through 8. If you do not want to use this feature, simply press save at the Set Ring Frequency prompt.

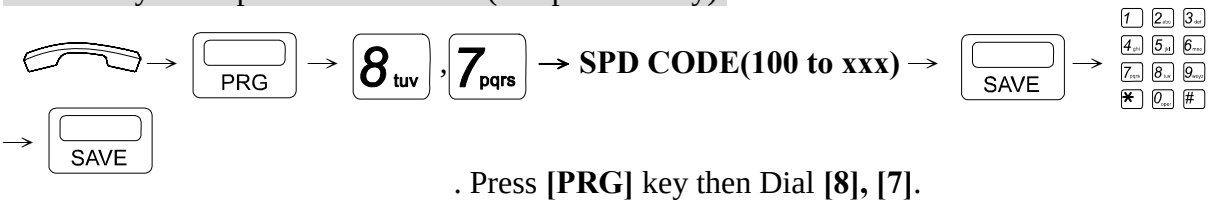
2. For Operator:



. Press **[PRG]** key then Dial **[8], [8]**.
. Press a programmed DSS key (1-10)
or Dial the Speed Access Code (0 – 9).
. Dial desired outside telephone number (Max.30 digits).
. Press **[SAVE]** key.

Special Note: You will be prompted to enter a ring frequency level. This used for Caller ID applications. If you would like the number you are storing to ring at your phone at a specific ring frequency, then enter that frequency here and press save. For example, you program your home number in DSS location 1 on your telephone. If you want your phone to ring at a specific and unique frequency when someone from your home calls your office, then enter a unique frequency. Valid settings are 1 through 8. If you do not want to use this feature, simply press save at the Set Ring Frequency prompt.

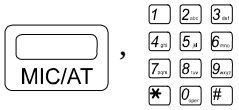
To store System Speed Dial numbers (at Operator only):



. Press **[PRG]** key then Dial **[8], [7]**.
. Dial System Speed Access Code then Press **[SAVE]** key.
. Dial stored numbers (Max. 30 digits).
. Press **[SAVE]** key to exit.

To define a specific CO line / Name for Speed Dialing:

* After or before dialing stored telephone number, User can assign a CO line for the stored numbers.



. Press **[MIC/AT]** key then dial the CO line number
01-10 for G1-824, or 00 for Automatic CO Selection.
01-12 for G1E, or 00 for Automatic CO Selection.
Or key in Name for this System Speed Dial.

To exit:

. Press **[SPK]** key.

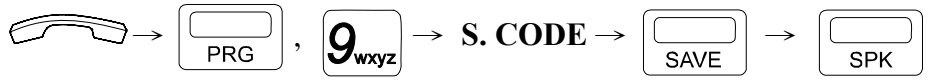
* Other signal for stored number when storing data:

Key	Meaning	LCD display
HOLD	Pause	**"P"**
TRF/FL	Flash	**"F"**
MSG	Pulse to Tone	**"T"**

G.05 Lock Up / Unlock Extension By Security Code

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

To lock / unlock:



. Handset on hook / **[SPK]** key off.
. Press **[PRG]** key then Dial **[9]**.
. Define / insert your Security Code.
. Press **[SAVE]** key.
. Press the **[SPK]** key to quit, then Extension is locked / unlocked.

- The Security Code is made up of three characters (digits).

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

Access to a locked telephone:

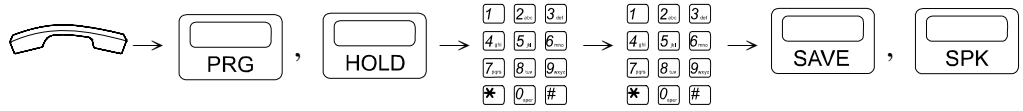
. Handset on hook / **[SPK]** key off.
. Press **[PRG]** key then Press **[#]** key.
. Enter your Security Code.
. If the code is right, system will provide a free CO. Line automatically.
. Dial the telephone number.

G.06 Define Time-Reminding Service

The System is equipped with an internal clock. For the Time-Reminding Service, you can assign your Extension to play the Background Music at a specific time.

1. For general Extension:

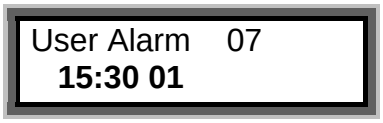
To define: HH:MM Duration



. Handset on hook / **[SPK]** key off.
. Press **[PRG]** then **[HOLD]** key.
. Insert the Alarm-Time HH:MM (24-hour) format.

. Insert the duration (00-98 minutes).
For instance, 01 means 1 minute's duration.

EXAMPLE:

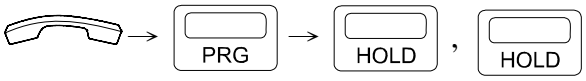


The music plays at 15:30, for one minute.

. Press **[SAVE]** key.
. Press **[SPK]** key to exit.

NOTE: If the time is not correctly set in HH:MM format, the LCD will show "Access Denied," and a Busy tone will be heard.

To cancel:

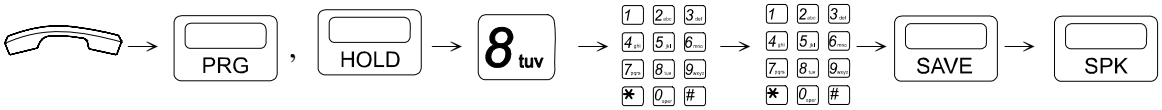


. Handset on hook / **[SPK]** key off.
. Press **[PRG]**.
. Press **[HOLD]** twice.

2. For Attendant Console :

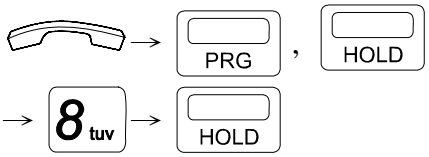
To define:

HH:MM Duration



. Handset on hook / **[SPK]** key off.
. Press **[PRG]** key.
. Press **[HOLD]** then **[8]** key.
. Insert the Alarm-Time.
. Insert the duration (00-98 minutes).
. Press **[SAVE]** key.
. Press **[SPK]** key to exit.

To cancel:



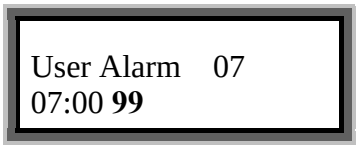
. Handset on hook / **[SPK]** key off.
. Press **[PRG]** then **[HOLD]** key.
. Press **[8]** then **[HOLD]** key.

G.07 Define Morning Call Service

For Morning Call Service, the Background Music or a predefined Voice Announcement is played to the assigned Extension when the programmed time is reached.

The same as **G.06 Define Time-Reminding Service**.
Set the duration for 99 minutes.

EXAMPLE:

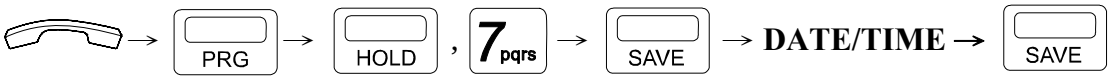


The music or a Predefined Voice Announcement alarm plays at 07:00 A.M. for Morning Call.

NOTE: Once the morning call is answered, the "Morning Call Service" feature is automatically canceled. The time will need to be reprogrammed when next you want to use this service.

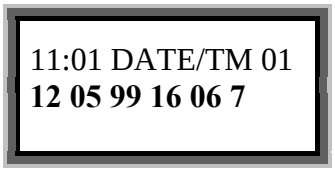
G.08 Date / Time Setting (For Console only)

The user can set Date and Time without entering into System Programming.



. Handset on hook / **[SPK]** key off.
. Press **[PRG]** key.
. Press **[HOLD]** then **[7]** key.
. Press **[SAVE]** key.
. Set Date and Time.
. Press **[SAVE]** key.

EXAMPLE:



12: Month (Dec.)
99: Year (1999)
06: Minute (16:06)
05: Date
16: Hour
7: Sunday (Sun.)

G.09 Switching of Day / Night Service Mode (For Console only)

Normal system operation is set in day time mode. Night service provides Outward Dialing restriction, Night-Time Incoming Ringing Assignment, etc. The **Switching of Day / Night Service Mode** is programmed by the Attendant Console, executed by either an Extension user (Manual / User Select) or the system itself (Auto / System Select).

By Auto / System, set a Day-time duration (e.g., 08:30 to 17:00, in 24-hour format). This means that after 17:00, the system switches automatically to **Night Service**.
By Manual / User, User can also activate the **Night Service at any time .**

To prevent unauthorized people from accessing programming functions, the Attendant Extension can be locked by a Security Code. (See **G.05** ***Lock / Unlock Extensions By Security Code***.)

*** For programming of the Day-Time duration, please refer to **Day-Time Duration Setup** of **System Programming manual** ***

Setting for Manual / User or Auto / System Select:

. Handset on hook / **[SPK]** key off.
. Press **[PRG]**, **[TRF/FL]**, then **[*]** key.

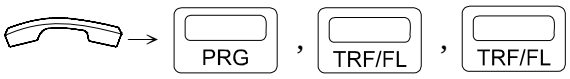
*** LED Indication**

[**SPK**] key LED Lamp flashes **slowly** : **Manual / User Select** status.
[**SPK**] key LED Lamp blinks **fast** : **Auto / System Select** status.

*** To change selection** from Auto / System Select to Manual / User Select or vice versa:

. Press **[*]** key.

Under Manual / User Mode, set Day / Night Service:



. Handset on hook / **[SPK]** key off.
. **Press [PRG]**, **[TRF/FL], [TRF/FL]**.

*** LED Indication**

[**DND/CN**] key blinks fast: **Night Time**.
[**DND/CN**] key off: **Day Time**.

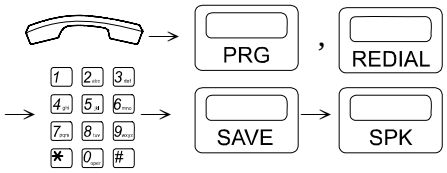
*** To change selection**

. Press [TRF/FL] key to change Selection from **Night** to **Day** or **Day** to **Night**.

G.10 Alarm Assignment (For Console only)

The Console can set morning call service for other extensions.

To define:

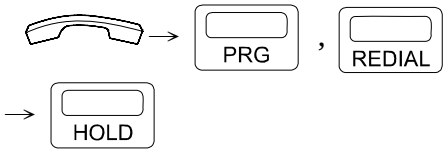


→ **Ext. No.**

Alarm time

. Handset on hook / **[SPK]** key off.
. Press **[PRG]** then **[REDIAL]** key.
. Dial the Alarm Assigned Ext. number.
. Insert the Alarm-Time.
. Press **[SAVE]** key.
. Press **[SPK]** key to exit.

To cancel:



→ **Ext. No.**

. Handset on hook / **[SPK]** key off.
. Press **[PRG]** then **[REDIAL]** key.
. Dial the Alarm Assigned Ext. number.
. Press **[HOLD]** key.

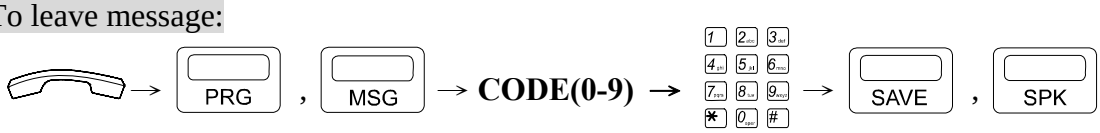
G.11 Absent Message

Any telephone can be programmed to use this feature. When a caller calls a telephone with an Absent Message, one of the following Absent Messages will display on the caller's telephone LCD.

Absent Message (0 to 9):

Message 0= Vacation
Message 1= Will back
Message 2= Lunch
Message 3= Meeting
Message 4= Call
Message 5= DND
Message 6= Call EXT
Message 7= Off duty
Message 8= Business trip
Message 9= _____ (Future feature)

To leave message:



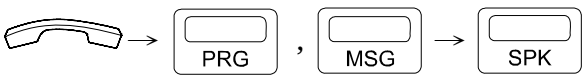
. Handset on hook / **[SPK]** key off.
. Press **[PRG]**, **[MSG]** key.
. Dial one of the Absent Messages.
. Insert data after Message. (If needed)
. Press **[SAVE]** then **[SPK]** to exit.

Examples:

Message 0= Vacation 12/24
Message 1= Will back 15:30
Message 2= Lunch 12:00
Message 3= Meeting 10:10
Message 4= Call 9578244
Message 5= DND 12:30/13:30
Message 6= Call EXT 16
Message 7= Off Duty 17:30

NOTE: 1. Each "Absent Message" can have a maximum of 16 characters, the Absent Message included.
2. Press **[*]** key to insert a colon (:).
3. Press **[#]** key to insert a slash (/).

To cancel:

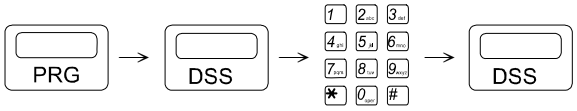


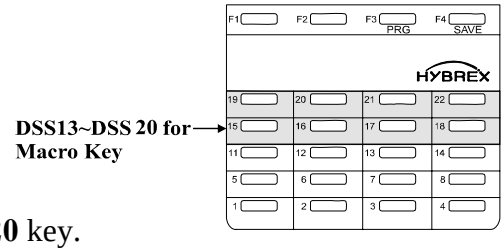
. Handset on hook / **[SPK]** key off.
. Press **[PRG]**, **[MSG]** key.
. Press the **[SPK]** key.

G.12 Function Key Assignment (Macro Key)

This program allows a user to store a special functions into an assigned DSS key.

Programming:





. Press **[PRG]** key.
. Press **DSS13~DSS20** key.
. Insert the operation steps of a special function that you would like to store. (For example, # 0 for All Paging.)
. Press the programmed **[DSS]** key again to store the function.

Note: To use Macro Key function the DSS key must be assigned to CO or Extension. (For G1-824 only)

G.13 User Programming Help

This Program assists users to perform station programming by LCD help information, if the user has no operation manual available.

Programming:

. Handset on hook / **[SPK]** key off.
. Press **[PRG]** key then Dial **[0]**

* The LCD of the telephone will display help information.
Each Help Information example will be held for two seconds and the screen will go on the next example.

To Operate:

. Press **[*]** key to Scroll the Screen Up.

. Press **[#]** key to Scroll the Screen Down.

. Press **[0]** to select and execute this function.

G.14 Station Programming – Saved Number Redial

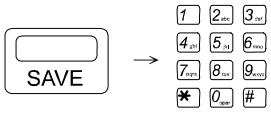
Saved Number Redial allows the last dialed CO number to be stored and easily accessed when required. The number is stored in the system memory and remains until the User replaces it with another number.

To save:

1. Automatic Save:

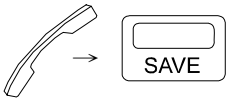
. Before ending the call, press **[SAVE]** key.

2. Manual Save:



. Before ending the call, press **[SAVE]** key.
. Insert the phone number to be saved.

To redial:



. Handset off hook / on hook.
. Press **[SAVE]** key

NOTE: 1. Once **[SAVE]** key is pressed, your Extension will automatically select an idle CO line for you.
2. You may also press a CO key to select an idle CO line before pressing **[SAVE]** key.

G.15 Account Code

This feature allows an Extension user to enter an Accounting Code into System's **S**tation **M**essage **D**etail **R**ecording (**SMDR**), which records all incoming and outgoing calls.

Setting:

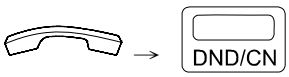
*During Conversation when two parties are connected.

. Press **[SAVE]** key then Press **[MSG]** key.
. Dial an Account Code. (8 digits maximum)
. Press **[SPK]** to complete the input.

NOTE: If the Account Code is inserted wrong, repeat the above steps.

G.16 Do Not Disturb

Each Extension can be individually programmed to block all incoming calls, including Paging announcements. A caller attempting to reach an Extension in DND mode will receive "**Do Not Disturb**" on the LCD and hear Busy Tone.



. Handset on hook / **[SPK]** key off.
. Press **[DND/CN]** key to active or to cancel.

*** LED Indication**

* The flashing **[DND/CN]** indicates the DND status.
* **[DND/CN]** off indicates the status back to normal.

G.17 Baby Listen

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

to enable

. Handset off hook or Press **[SPK]** key.
. Dial **[7],[7],[0]**.

to disable

. Put handset on hook or Press **[SPK]** key.

G.18 Automatic Line Access by Lifting Handset

By assigning beforehand, a CO line is directly selected when Handset is lifted.

to enable / cancel

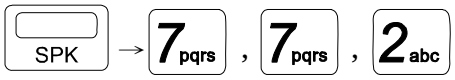
. Press **[SPK]** key.
. Dial **[7],[7],[1]**.

NOTE: You can still dial intercom by on hook dialing after you enable this feature.

G.19 Lock / Unlock S.M.D.R output (For Console only)

This feature allows an Extension user to Lock / Unlock System's **S**tation **M**essage **D**etail **R**ecording (**SMDR**) output. If the S.M.D.R is locked then S.M.D.R. records will be stored in the System's Memory and will not be sent out until the S.M.D.R. output is unlocked.

to lock / unlock

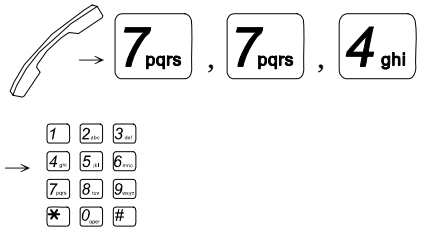


. Press **[SPK]** key.
. Dial **[7],[7],[2]**.

NOTE: The G1-824 System's RAM can store max. 25 records.

G.20 Environment Monitor

This feature is allowed for an Extension to monitor another idle Extension which must have Handsfree feature. This needs to be programmed beforehand. (See System Programming mode 40.)



. Handset off hook or Press **[SPK]** key.
. Dial **[7],[7],[4]**.
. Dial the Ext. number which you like to monitor.

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P/N: 550249000001