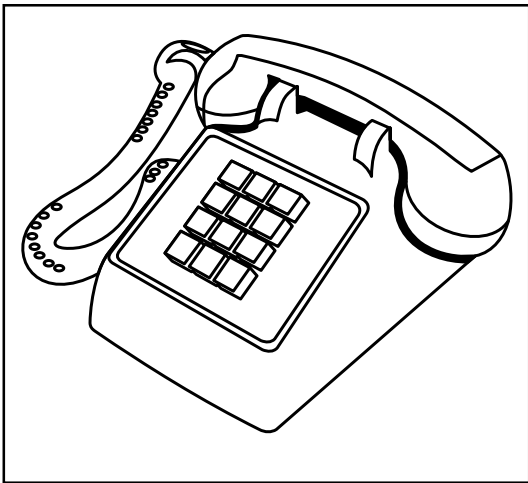


OMEGA-PHONE.

ADIX



SINGLE LINE TELEPHONE STATION USER QUICK REFERENCE GUIDE

IWATSU.

INTRODUCTION

Using the Receiver Button to Access ADIX Features - By performing a hookswitch flash (quickly pressing and releasing the Receiver Button) and dialing the desired Feature Operation Code, you can easily access ADIX features.

Each feature operation code must be programmed in the ADIX database by your system installer. Space is provided on the inside back cover of this guide to write your feature operation codes for quick reference. Check with your telephone system administrator if you encounter problems accessing any of the features described in this guide.

BASIC FEATURES

Making An Outgoing Call

- ▶ Lift the receiver
- ▶ Dial the outside line access code*
- ▶ When you hear the dial tone dial the telephone number

Make a Dialing Mistake?

- ▶ Hang up, then start again

Receiving An Incoming Call

When your phone rings:

- ▶ Just lift the receiver. The call is automatically connected

* All access codes are programmed by the system

911 Support

At default, ADIX is programmed to automatically contact your local Public Safety Answering Point (PSAP) when 911 is dialed. In addition, ADIX is one of the only systems that supports Enhanced 911 Service. Enhanced 911 Service ensures that when 911 is dialed from a system extension, information that allows the PSAP to identify the caller's location in a building is sent to the PSAP along with the call. Check with your system installer or Authorized Iwatsu Distributor to make sure your system is programmed for Enhanced 911 Service.

Transferring A Call To Another Extension

When speaking on an outside line:

- ▶ Quickly press and release the receiver button
- ▶ When you hear the tone dial the extension number
- ▶ Announce the call when the extension answers
- ▶ Hang up the receiver

The call is automatically transferred.

Receiving A Second Call

When you are speaking on a call and hear a tone signaling another incoming call:

- ▶ Quickly press and release the receiver button
- ▶ Dial the Hold code to put the first call on hold
- ▶ Quickly press and release the receiver button
- ▶ The second call is automatically connected

To Return to the First Call

When you have finished with the second call:

- ▶ Hang up
- ▶ Lift the receiver
- ▶ Dial the Hold code
- ▶ The first call is automatically retrieved

Call Park

A call can be placed in “park” from where it can be picked up by another extension. For example, if you want to transfer a call and the person is not at their extension, you can park the incoming call, then page a second party. The second party can retrieve the call by dialing the Call Park Pick Up code from any extension.

Putting a Call in Call Park

When speaking on an outside line:

- ▶ Quickly press and release the receiver button
- ▶ Wait for the dial tone then dial the Park code
- ▶ If the call is picked up you will hear a confirmation tone
- ▶ If the call is not picked up it will return to your phone

Picking up a call in call park

From the same extension that parked the call:

- ▶ Lift the receiver
- ▶ Dial the Park code again
- ▶ The call is retrieved

From another extension:

- ▶ Lift the receiver
- ▶ Dial the Park Pick-Up code
- ▶ Then dial the extension number where the call is parked
- ▶ The call is retrieved

Making An Intercom Call

- ▶ Lift the receiver
- ▶ When you hear the dial tone dial the extension number

Receiving A Call From Another Extension

When you hear the intercom call signal (two short ring bursts):

- ▶ Lift the receiver
- ▶ The call is automatically connected

Last Number Redial

When you want to automatically redial the last number you called:

- ▶ Lift the receiver
- ▶ From a touchtone telephone press **#**
- ▶ From a rotary telephone dial the Last Number Redial code
- ▶ The system automatically dials the last number you dialed

ADVANCED FEATURES

Call Forward

You can set your phone to automatically transfer calls to another extension. To use this feature you must first set the forwarding extension.

Setting the Forwarding Extension

- ▶ Lift the receiver
- ▶ Dial the Call Forward code
- ▶ Dial the extension number to which you want your calls forwarded.
- ▶ When you hear the confirmation tone, hang up

Your phone is set in the All Calls Forward mode (or in the last mode you set).

Changing the Call Forward Mode

All Calls

Automatically forward all calls arriving at your telephone to another extension.

- ▶ Lift the receiver
- ▶ Dial the Call Forward Mode Change code and dial 1
- ▶ When you hear the confirmation tone hang up

Busy

Forward calls only when you are busy on another call.

- ▶ Lift the receiver
- ▶ Dial the Call Forward Mode Change code and dial 2
- ▶ When you hear the confirmation tone hang up

No Answer

If you are unable to answer a call within a specified time, you can have the call forwarded to another extension.

- ▶ Lift the receiver
- ▶ Dial the Call Forward Mode Change code and dial 3
- ▶ When you hear the confirmation tone hang up

Follow Me

When you move to a different extension, you can change the forwarding destination from the extension originally set to the phone that you are now using.

- ▶ Lift the receiver
- ▶ Dial the Follow Me code, then dial your extension number
- ▶ When you hear the confirmation tone hang up

Cancel Call Forward

- ▶ Lift the receiver
- ▶ Dial the Cancel code then dial the Call Forward code
- ▶ Your phone will return to normal operation

Call Pickup

Internal Group

You may answer calls ringing at any extension in your pick up group without dialing the extension number. When you hear a call ringing

at another extension:

- ▶ Lift the receiver
- ▶ Dial the Internal Group Call Pick Up code
- ▶ The incoming call is connected to your extension

Direct Extension

You may answer an incoming call at another extension

- ▶ Lift the receiver
- ▶ Dial the Direct Extension Call Pick Up code
- ▶ Dial the number of the extension where the call is ringing
- ▶ The incoming call is connected to your extension

Busy ICM Callback

When you call another extension and get a busy signal, do not hang up:

- ▶ Quickly press and release the receiver button
- ▶ When you hear the dial tone, dial the Busy ICM Callback code
- ▶ When you hear the confirmation tone hang up
- ▶ When the busy extension is available, you will receive a call back
- ▶ Lift the receiver and you are automatically connected to the extension

To Cancel Busy ICM Callback

- ▶ Lift the receiver
- ▶ Dial the Cancel code then dial the Busy ICM Callback code
- ▶ When you hear the confirmation tone hang up

Busy Number Callback

When an outside number you have called is busy the system can be programmed to automatically recall the number at a later time.

- ▶ When you receive a busy signal do not hang up
- ▶ Quickly press and release the receiver button
- ▶ When you hear the dial tone, dial the Busy Number Callback Code
- ▶ Enter the time in minutes (1-9) at which you want to be called back
- ▶ When you hear the confirmation tone hang up
- ▶ At the set time you will receive a callback from the system

- ▶ Lift the receiver and the number is automatically dialed

To Cancel Busy Number Callback

- ▶ Lift the receiver
- ▶ Dial the Cancel code then dial the Busy Number Callback code
- ▶ When you hear the confirmation tone hang up

Conference

During a call the ADIX system allows you to make conference calls with any combination of up to four extensions and outside lines.

Add-On (Up To 1 Outside + 3 Inside Parties Or 4 Inside Parties)

While speaking on an outside call or an intercom call:

- ▶ Quickly press and release the receiver button
- ▶ Dial the extension number that you want to add to the conference
- ▶ When the party answers, tell them to stay on the line, then quickly press and release the receiver button
- ▶ When you hear a tone burst all parties are connected

To add another extension, repeat the same procedure.

Multi-Line (Up To 3 Outside + 1 Inside, Or 2 Outside + 2 Inside)

While speaking on an outside call:

- ▶ Quickly press and release the receiver button
- ▶ Dial the Hold code to put the outside line on hold
- ▶ After you hear the confirmation tone, access the second outside line and call the other outside party
- ▶ After the second outside line has answered quickly press and release the receiver button
- ▶ When you hear the tone dial the Conference code

- ▶ All three parties are connected

To add a third outside line repeat the same procedure.

Trunk-To-Trunk (2 Outside Parties Only)

When you are speaking with two outside parties

in a multiline conference call:

- ▶ Quickly press and release the receiver button
- ▶ When you hear the tone dial the Conference code
- ▶ Hang up

The two outside parties will still be in a conference.

To return to the multiline conference call:

- ▶ Lift the receiver
- ▶ Dial the Hold Pick Up code

You are automatically reconnected to the conference.

Do Not Disturb

If you do not wish to be disturbed, you can set your extension to prevent any calls from getting through or ringing on the phone.

- ▶ Lift the receiver
- ▶ Dial the Do Not Disturb code
- ▶ When you hear the confirmation tone hang up

To cancel Do Not Disturb:

- ▶ Lift the receiver
- ▶ Dial the Cancel code and the Do Not Disturb code
- ▶ When you hear the confirmation tone hang up

E-Response Help Call

If programmed, ADIX provides emergency notification to a group of telephones or paging system. **NOTE:** This feature is in addition to 911 Support.

Paging

- ▶ Lift the receiver
- ▶ Dial the PAGING Code *
- ▶ Speaking into the receiver make your announcement
- ▶ Hang up

Speed Dial

To Register Personal Speed Dial Numbers

- ▶ Lift the receiver
- ▶ Dial the Speed Dial Registration code then dial the Personal Speed Dial Code (9) (9) (9) (9)

within a speed dial number dial **[*]** and the **desired pause time in seconds** (1-9).

To Register a [*]: When registering the telephone number, at the place where you want to insert a [*], dial **[*]**.

* This code is programmed by your system administrator

To Speed Dial A Number

From A Touch Tone Phone

- ▶ Lift the receiver
- ▶ Press **[*]**, then dial the Speed Dial Code for the number you want to call
- ▶ The system automatically dials the registered number

From A Rotary Dial Phone

- ▶ Lift the receiver
- ▶ Dial the Speed Dial Access code
- ▶ Dial the Speed Dial Code for the number that you want to call
- ▶ The system automatically dials the registered number

Message Waiting

To Leave A Message

When the extension you are calling is busy or does not answer:

- ▶ Do not hang up
- ▶ Quickly press and release the receiver button
- ▶ Dial the Message code
- ▶ When you hear the confirmation tone hang up

If the extension you called is an ADIX digital telephone, the lamp on the message button [MSG] will light. If it is a single line telephone with a message lamp, the message lamp on the phone will flash.

To Cancel Message Waiting

If you want to cancel a message you left at an extension:

- ▶ Lift the receiver
- ▶ Dial the Cancel code and the Message code
- ▶ Dial the extension number
- ▶ When you hear the confirmation tone hang up

The Message button [MSG] lamp at the extension will be extinguished.

Universal Night Answer

If you need to pick up an incoming call when the system is in the night mode:

- ▶ Lift the receiver
- ▶ Dial the Universal Night Answer code [546]
You will be connected to the incoming call

Note: In some cases, available features and feature operation may differ from those listed in this guide, depending on the hardware, software, and programmed functions in your ADIX system. For more information, contact your authorized Iwatsu distributor.

FEATURE OPERATION CODES

To access the features listed below, lift the receiver, then follow the operation instructions. Use the Code column to write the operation code programmed in your system database. Note: "Hook" means "press and release the receiver button quickly."

Feature Code	Operation
Account Codes _____	Hook+"zzz"+(Acct. Code) [*]+Hook
Busy ICM Callback _____	Hook+"zzz"
Busy Number Callback _____	Hook+"zzz"
Busy Trunk Queue _____	Hook+"zzz"
Cancel Code _____	Cancel Code+Feature Code
Call Forward	
Set FWD extension _____	"zz"+Ext.No.
All _____	"zzz"+[1]
Busy _____	"zzz"+[2]
No Answer _____	"zzz"+[3]
Follow Me _____	"zzz"+Ext.No.
Cancel _____	Cancel Code+"zzz"
Call Park - Station _____	Hook+"zzz"
Call Park Pick Up _____	"zzz"+Ext.No.
Call Pick Up	
Internal Group _____	"zzz"
External Group _____	"zzz"+GroupNo.
Direct Extension _____	"zzz"+Ext.No.
Conference	
Add-on _____	Hook+Ext.No.+Hook
Multiline _____	Hook+"zzz"
Trunk to Trunk _____	Hook+"zzz"
Do Not Disturb _____	"zzz"
Exclusive Hold _____	Hook+"zzz"
Extension Lock _____	"zzz"+Password
Release _____	Cancel code +"zzz"+(Password)
Flash-Long _____	Hook+"zzz"
Flash-Short _____	Hook+"zzz"
Last No. Redial _____	[#] or "zzz"
Meet-Me Page Answer _____	"zzz"
Message Waiting	
Set _____	Hook+"zzz"
Cancel _____	Cancel Code +"zzz"+Ext.No.
Answer _____	"zzz"
Clear _____	"zzz"+[*][*]
Speed Dial Registration	
With Line Group _____	"zzz"+(Code)+(Line Group No.)+(Phone No.)
W/out Line Group _____	"zzz"+(Code)+(Phone No.)
Speed Dial	
Touch Tone Phone _____	[*]+Speed Dial Code
Rotary Phone _____	"zzz"+Speed Dial Code
Universal Night Answer _____	"zzz"

Outside line access code is: _____

Paging code is: _____

Outside line group access code is (used to register Personal Speed Dial numbers): _____

"zzz" = Operation Code Programmed in System Database.

IWATSU AMERICA, inc.
The sound business value.

An Equal Opportunity Employer
430 Commerce Blvd. • Carlstadt, NJ 07072 • (201) 935-8580