

Single Line (Cordless/Conference Phone) Instructions for *Iwatsu ECS/ADIX Systems:*

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Basic Features

- ➔ To answer an incoming call, press the **TALK** button on the cordless. To hang up, press **END**.
 - ➔ To transfer a call to another extension, press **FLASH** (this might also be your **TALK** button), dial the extension number, then hang up by pressing the **END** button. The call will then ring to the extension.
 - ➔ To transfer a call directly to a voice mailbox, press **FLASH**, dial *, dial the extension/mailbox number, then hang up by pressing **END**.
 - ➔ To pick up a holding call, press **TALK**, then the line number:
 - ◆ **101** for line one, ¹
 - ◆ **102** for line two, ¹
 - ◆ **103** for line three, etc. ¹
- ¹ These codes may be different on your system. If the above codes don't work, contact us for the correct codes.
- ➔ To make an outside line call, press **TALK**, then dial **9**. You may then dial the phone number.
 - ➔ To make an extension-to-extension call, press **TALK**, then dial the extension you wish.
 - ➔ To Pick up a call ringing at another extension, press **TALK**, dial **511** and the extension number.
 - ➔ To check voice mail on your cordless, dial **519** and follow the voice mail prompts.
 - ➔ To Park a call, press **FLASH**. When you hear the confirmation tone, dial **512** and hang up.
 - ◆ To pick up that parked call at another station, press **PARK** on the top row of buttons, and dial the extension that parked the call. (**Your cordless is extension _____.**)
 - ◆ To pick up the call again at the cordless, press **TALK** and **512**. You will then be connected to the call.
 - ➔ To Transfer to Park, press **FLASH**. When you hear confirmation tone, dial **553**, dial the extension number where you want to park the call, then hang up. The call will then be parked at that extension.
 - ◆ To pick up that call at that extension, dial **512** (or press the **PARK** key if parked at a digital extension).
 - ◆ To pick up the call from the originating extension, press **TALK**, dial **512**, and the extension where you parked the call.
 - ➔ To Group Park a call, press **FLASH**. When you hear confirmation tone, dial the Group Park number (Usually, **601** through **620**) and hang up.
 - ◆ To pick up a call on Group Park, press **TALK** and dial the Group Park number (**601** through **620**).



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Speed Dial

To Register Personal Speed Dial Numbers:

- ➔ Press **TALK** or lift the receiver and wait for dial tone.
- ➔ Dial the Speed Dial Registration code **503**.
- ➔ Dial the Personal Speed Dial Code (**90-99**).
- ➔ Enter the phone number.
- ➔ Hang up by pressing **END**.

To Register a Pause Time:

- ➔ To register a pause within a speed dial number, dial * and the desired pause time in seconds (1-9).
Note: Pause cannot be used if your lines are on a PRI.

To Register a " * ":

- ➔ When registering the telephone number, at the place where you want to insert a * , dial * * .
Note: * cannot be used if your lines are on a PRI.

To Speed Dial a Number:

- ➔ Press **TALK** or pick up the receiver.
- ➔ Dial **502**, then dial the Speed Dial Code for the number you want to call (**90-99**).
- ➔ The system automatically dials the registered number.



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Conference Calls

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

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

While speaking on an outside call:

- ➔ Press the **FLASH** key.
- ➔ Dial **508** to put the outside line on hold.
- ➔ After you hear the confirmation tone, hang up.
- ➔ Access the second outside line by dialing **9** and calling the other outside party.
- ➔ After the second outside line has answered, press the **FLASH** key.
- ➔ When you hear the tone, dial **516**.
- ➔ All three parties are connected.

To add a third outside line, repeat the same procedure.

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

While speaking on an outside call or an intercom call:

- ➔ Press the **FLASH** key.
- ➔ Dial the extension number that you want to add to the conference (they will have to pick up the handset to answer).
- ➔ When the party answers, tell them to stay on the line, then press the **FLASH** key.
- ➔ When you hear a tone burst, all parties are connected

To add another extension, repeat the same procedure.

Trunk-To-Trunk (2 Outside Parties Only)

When you are speaking with two outside parties in a multi-line conference call:

- ➔ Press the **FLASH** key.
- ➔ When you hear the tone, dial **516** and hang up. The two outside parties will still be in a conference.

To return to the multi-line conference call:

- ➔ Lift the receiver.
- ➔ Dial **508**.

You are automatically reconnected to the conference.

NOTE:

On some Polycom Conference phones, the **FLASH** key may be indicated with a  icon or a lightning bolt icon.



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Call Forwarding

SET FORWARD DESTINATION

- ➔ Lift the receiver (handset).
 - ➔ Enter the Call Forward Code **522**.
 - ➔ Enter the Call Type you wish to forward:
 - ◆ **1** = All calls (CO/Intercom).
 - ◆ **2** = CO calls only.
 - ◆ **3** = Intercom calls only.
 - ➔ Enter the Flexible Call Forward Mode:
 - ◆ **1** = All calls to another extension or hunt group.
 - ◆ **2** = Busy/No Answer calls to another extension or hunt group.
 - ◆ **3** = No Answer calls to another extension or hunt group.
 - ◆ **4** = All Calls forward to an external number (using Personal Speed Dial Codes 90-99).
 - ➔ Do one of the following:
 - ◆ If you chose Mode 1,2, or 3, enter the extension or hunt group number.
 - ◆ If you chose Mode 4, enter the Personal Speed Dial Code (90-99).
- Note: When the setting is valid, you will hear a confirmation tone. If the setting is invalid, you will hear a warning tone.*
- ➔ Hang up.

FORWARD CANCEL

You may cancel the forwarding of All calls, CO calls only, or Intercom calls only.

- ➔ Lift the receiver (handset).
- ➔ Enter the Cancel Code **501**.
- ➔ Enter the Call Forward Code **522**.
- ➔ Enter the Call Type number you wish to cancel:
 - ◆ **1** = All calls (CO/Intercom).
 - ◆ **2** = CO calls only.
 - ◆ **3** = Intercom calls only.

For example, to forward all calls to speed dial bin 95, you would do the following:

- ➔ Pick up the handset, dial **522, 1, 4, 95**, then hang up.
- ➔ To cancel, you would pick up the handset, dial **501, 522, 1**, and hang up.



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