



**KAREL S200**

**KAREL S200 S**

**KAREL S200 M**

# **KAREL DS SERIES**

## **DIGITAL TELEPHONE EXCHANGES**

**USER GUIDE**

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DIGITAL TELEPHONE EXCHANGES

**KAREL S200**

**KAREL S200 S**

**KAREL S200 M**

## **USER GUIDE**

NOVEMBER - 2010

**TSEK**

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- MS 38 MODEL;
- MS 48 MODEL;
- MS 128 MODEL;
- MS 224 MODEL;
- DS 200 MODEL;
- DS 300 MODEL. (K.G.11.01.2007)



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ANKARA / TURKEY  
22.10.2003

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## **DS SERIES USER GUIDE-REV AAG-25.11.2010**

KAREL reserves the right to make modifications in product features mentioned in this document for development and improvement purposes, without prior notice. Individual products may possess characteristics different from those that have been mentioned in this document, due to their differences in software and hardware versions.



## **ISSUES TO PAY ATTENTION TO**

- ◆ Read this guide carefully before you use your device and keep it for later reference.
- ◆ Any mistake with the connections in your device may damage it or your exchange. Especially the connection to the exchange must be made by the Authorized Technical Services. The explanations about connections in the User's Guide have been intended to give information only.
- ◆ A connection box comes with your device. The connections must be made as described in the installation chapter.
- ◆ In case you need a connection of plug-outlet type, never apply electric plugs and outlets; use plugs, outlets and connection components that are specific to telephones.
- ◆ Do not make any connection other than the extension connection of the KAREL telephone system.
- ◆ There is no part that you can repair or maintain in your device; therefore call the authorized technical service in case of any malfunction.
- ◆ Keep your device away from direct sunlight.
- ◆ Do not let any liquid substance spill on your device.
- ◆ Do the exterior cleaning of your device with a slightly moistened piece of cloth.
- ◆ Do not apply any chemicals for cleaning.
- ◆ Please call your authorized dealer in case you would like to change the place of your device. Use its own packing to carry the device.
- ◆ Please do not use exterior signal for the test operations or maintenance. Any signal which is used externally may damage your device.



## **PREFACE**

This guide covers all the facilities presented by DS Series systems, which can be used to meet your daily communications requirements.

All the features in this guide, can be used easily through any telephone set. If you have Karel proprietary telephones, you can use the facilities more easily. Please contact your authorized reseller for detailed information on Karel proprietary telephones.

Some of the features in this guide can vary when used by IP extensions. There are also some features which cannot be used by IP extensions at all. Besides, the features supported by Karel IP telephones and other IP extensions can vary.

We recommend you to read this guide thoroughly in order to be familiar all the features of your PABX.

We hope you will enjoy using your PABX.

**KAREL Electronics**

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# SYSTEM FEATURES

## Definition:

DS series systems are modular digital telephone exchanges, which can be easily expanded, thanks to their modular and flexible structures, and whose initial configuration can be modified and improved in time. It essentially fulfills needs of medium and large-scale enterprises.

## Structure of the System:

DS series exchanges consist of power circuits, a central processor, a control unit, ACD system, extension, line and network connection cards, together with their line connection cards, which are all mounted in a metal chassis. The system can be used with any standard phone set, in addition to the special feature telephone sets that are manufactured especially for it.

It is possible to connect peripheral units to the exchange such as answering machines, wireless telephone sets, fax, data terminals and modems. Please call your authorized reseller for detailed information.

## Dial Tones and Hook Flash:

There is information below, about the factory default tones of the system and their structures. Durations of those tones can be changed through the Admin program upon wish.

### Internal dial tone:

An extension receives this tone, which consists of a continuous signal at a single frequency when the handset is lifted. The tone indicates that one can dial numbers for any action. Meanwhile, if the Auto-dialer or Follow Me is active, then the tone shifts to another tone with double frequency.

### CO dial tone:

An extension receives this tone upon accessing a line. An external number can be dialed after receiving the tone.

### Ring back tone:

This tone is received when an extension calls another extension and if that extension is not busy at the moment. It is in the form of one ringing. The tone is different in one of the following cases:

- If the called extension has activated the Follow Me function, the tone changes to a double-frequency one.
- If the called extension has left his telephone off-hook, the ringing tone is different.
- If the called extension has activated Do Not Disturb facility and his telephone is not ringing at all due to system programming, the ringing tone is different.

### Busy tone:

This is tone is in the form of short ringings, which indicates that the called extension or the external number is busy at the moment. This tone is different if the called extension has left his telephone off-hook.

## Special dial tone:

The special dial tone rings continuously like the dial tone, but it is deeper. It indicates that the extension has already put another extension or a line on hold at the moment. One receives the special dial tone upon making hook flash during a conversation with an extension or line. The extension who has received this tone can go back to the conversation by making hook flash again or s/he can make use of services that are available upon receiving the special dial tone, such as information service. It is still possible to go back to the conversation by making hook flash again, after taking such actions.

## Error tone:

This tone is in the form of three short tones and one long tone and it should not be confused with the busy tone. The tone indicates that an erroneous action has been taken by the extension or that extension has left his telephone off-hook for 15 seconds.

## Hook flash:

This action is taken for putting the line, through which a conversation is taking place, on hold during the conversation. You need to press your phone's hook switch for a short while, for about 100-600 milliseconds (This duration can be changed through programming.) and then release it in order to make hook flash. The "Flash" or "R" keys on some phones can also be used for making hook flash. Moreover, some extensions with DTMF (tone dialing) phones can be given the authorization to make hook flash by pressing the "#" key, through programming.



## Definitions

### Extension (Internal line):

Owners of the phones that are connected to the exchange.

### Extension number (Internal line number):

The inner-exchange phone number that must be dialed to call another phone, which is also connected to the same exchange. Extension numbers begin with 1110 by default and of four digits for all extensions.

### Operator:

Owner of the first phone that is connected to the exchange. Its phone number is 1110 by default. The operator can perform some special operations in addition to the entire operations that can be done by other extensions.

### Hotel Room:

The extension who has been given authorization for some extra features, yet who has also been restricted for some other features, through programming.

### External number:

The CO number that will be dialed after accessing the lines of the exchange whenever an outgoing call is to be made.

### Line number:

The line number of the exchange to be dialed, if an extension wishes to employ a specific line for making an outgoing call. It is of four digits by default.

### ACD:

If the exchange has been equipped with the EVM200L card, then ACD is the system that makes automatic call distribution (Auto attendant) in order to provide for the external callers faster access of the extensions.

## Service Explanations:

The services have been described both in symbolic pictures and in text that explains the actions to be done step by step, within this guide. As can be seen, the last steps of some services have been stated as "Listen to the internal dial tone". In that step, the extension who receives the internal dial tone can either hang up or can start using another service if s/he wishes.

The service may not work as desired, if one or more of the steps have been skipped or not completed, which are in the explanation list. In case the service does not work, even if the entire steps have been completely followed, then the source of the trouble can be searched by the help of the explanations in the "Notes" section. Please apply to your authorized reseller if a solution cannot be reached through the "Notes" section, either.

Moreover, considering the services ending with the statement: "G Replace the handset", if the extension possesses authorization to use the "\*" key (apply to the System Supervisor for that authorization), s/he can realize the same operation by pressing the "\*" key, instead of replacing the handset. Besides, the extension will directly receive the internal dial tone and will be able to make use of any other service s/he wishes.

Likewise, considering the cases when the extension needs to make "A Hook flash ", if the extension possesses authorization to use the "#" key (apply to the System Supervisor for that authorization), s/he can make hook flash by pressing the "#" key, instead of pressing the hook switch for a short while.

# THE SERVICES RELATED TO USERS

In this chapter, features related to the usage of your exchange have been explained. Please definitely read this section in order to utilize your exchange effectively.

The numbering system of your exchange is of four digits by default (1110...), but it can be changed by the System Supervisor through flexible numbering upon wish.

The features below can be used by an extension with any standard phone set.

As can be seen in the following parts of the guide, several features have been presented in order to satisfy telecommunication needs of users easily. Most of those services can be exploited by dialing a related code through phone. In addition to that, Karel has developed several feature telephone sets (LT200, FT20, ST26, ST30 etc.) and DSS modules (DSS200E, DSS200F, DSS20 etc.) in order to facilitate accessing such services. Users that take advantage of Karel feature telephone sets or DSS units can perform some additional operations that otherwise could not be performed through standard telephone sets, as well as they can utilize such services through pressing a single key or through the help of menu messages. Such features have been explained in the guides of the related telephone set or the DSS unit.

# THE CALL INITIATION SERVICES

## Internal Call:

### *In order to make an internal call:*

- H        Lift the handset and hear the internal dial tone.
- B        Dial the number of the extension you want to call.
- F        Hear the ring back tone.
- E        Make the conversation when the extension answers.
- G        Terminate the conversation by replacing the handset when it is over.

### *Notes:*

1. In the “Hear the ring back tone” step, in case you receive the busy tone, instead of the ring back tone, if you wait without hanging up, then you will receive the ring back tone as soon as the busyness of the called extension is over. You will be able to make the conversation upon the extension answers.
2. In the “Hear the ring back tone” step, in case you receive the busy tone, instead of the ring back tone, you can make use of the Call Back service by dialing 1, before hanging up. Whenever the busyness of the called extension is over, following her/his hang-up, your phone will ring. When you lift the handset, the other extension’s phone will start to ring and the conversation will begin as soon as s/he answers.
3. In the “Hear the ring back tone” step, if the called extension does not answer, while you are hearing the ring back tone, you can make use of the Call Back service by dialing 1, before hanging up. When the extension lifts and then replaces the handset for some reason later, your phone will ring. When you lift the handset, the other extension’s phone will start to ring and the conversation will begin as soon as s/he answers.

## Line Call (9):

When you use this feature of your exchange, it will assign the first available line to you, starting from the first one. By this way, you can reach any external number you wish by accessing an idle line.

### *In order to make a line call:*

- H Lift the handset and hear the internal dial tone.
- 9 Dial 9.
- F Hear CO dial tone.
- B Dial the external number you want to call.
- E Make the conversation when the other party answers.
- G Terminate the conversation by replacing the handset when it is over.

### *Notes:*

In the “Hear CO dial tone” step, if you receive the busy tone, you can make use of the Call Back service by dialing 1, before hanging up. Moreover, that line will be connected as soon as it is available, if you wait without hanging up.

## Selective Line Access:

You can take advantage of this feature, if you want to make an external call through a specific line you will choose, instead of any available line that will be assigned by the exchange. For example: By this way, you can access a GSM gateway device that is connected to your exchange and maintain less costly GSM calls.

### *In order to make an external call over a specific line:*

- H        Lift the handset and hear the internal dial tone.
- B        Dial the number of the line you want to access.
- F        Hear CO dial tone.
- B        Dial the external number you want to call.
- E        Make the conversation when the other party answers.
- G        Terminate the conversation by replacing the handset when it is over.

### Notes:

In the “Dial the number of the line you want to access” step, if you receive the busy tone, you can make use of the Call Back service by dialing 1, before hanging up. Moreover, that line will be connected to you as soon as it is available, if you wait without hanging up. If you receive the error tone, either the line you are trying to access is out of service, or you do not have authorization to access that line.

## Marked Call (790):

You can mark some of your calls in call record listing by making use of this feature, so that later you can do several operations related to them. This feature is especially useful for distinguishing business and private calls from each other.

### *In order to mark the line call in call record listing:*

H	Lift the handset and hear the internal dial tone.
7 9 0	Dial 790.
F	Hear CO dial tone.
B	Dial the external number.
E	Make the conversation when the other party answers.
G	Terminate the conversation by replacing the handset when it is over.

### *Notes:*

Marked Calls are designated by the character “M” in Net-CM outputs and by the phrase “Marked” in serial printer outputs.

## Account Coded Call (797):

You can group your external calls by defining certain account codes through this feature. Later on, you can do operations related to the records of those calls by the help of those codes. For example: Calls can be grouped based on occupations of the called persons such as lawyers, doctors etc.

### *In order to code the line call in the call record listing:*

H	Lift the handset and hear the internal dial tone.
7 9 7	Dial 797.
B	Dial the account code (000..999).
F	Hear CO dial tone.
B	Dial the external number.
E	Make the conversation when the other party answers.
G	Terminate the conversation by replacing the handset when it is over.

### Notes:

1. Account Coded Calls are designated by the characters "Annn" in Net-CM outputs and by the phrase "Account Coded (nnn)" in serial printer outputs, where "nnn" is the account code in the range 000-999.
2. If the phone set through which that feature will be used is locked, then a password is requested after the account code.



## Forced Account Coded Call (797):

Thanks to this feature, you can make external calls through any phone set at other locations within your own authorization level using your own code and password that have previously been defined through programming, so that the conversation is marked in the call record listing and its cost is reduced from your pulse price account.

### *In order to make forced account coded line call:*

H	Lift the handset and hear the internal dial tone.
7 9 7	Dial 797.
B	Dial the account code (000..999).
B	Dial the password defined for the account code (0001..8191).
F	Hear CO dial tone.
B	Dial the external number.
E	Make the conversation when the other party answers.
G	Terminate the conversation by replacing the handset when it is over.

### *Notes:*

1. Forced Account Coded Calls are designated by the characters "Annn" in Net-CM outputs and by the phrase "Account Coded (nnn)" in serial printer outputs, where "nnn" is the account code in the range 000-999.
2. Quantity of the pulse prices in your pulse price account will be reduced according to the number of pulse prices received from the CO during a conversation. You are not allowed to make any further calls by this way, after your pulse price account has dropped to zero.

3. Forced Account Code can be used to access to the lines of assigned group. If no line is assigned to group of the account code error tone will be received.
4. The telephone password is not requested if the telephone set that will be used for this feature has been locked (See Telephone locking).

## Marked and Forced Account Coded Call (796):

Thanks to this feature, you can mark your forced account coded calls as well.

### *In order to make forced account coded line call:*

- |       |  |
|-------|--|
| H     | Lift the handset and hear the internal dial tone.                    |
| 7 9 6 | Dial 796.  |
| B     | Dial the account code (000..999).                                    |
| B     | Dial the password defined for the account code (0001..8191).         |
| F     | Hear CO dial tone.   |
| B     | Dial the external number.  |
| E     | Make the conversation when the other party answers.                  |
| G     | Terminate the conversation by replacing the handset when it is over. |

### *Notes:*

1. Marked and Forced Account Coded Calls are designated by the characters "Annn + M" in Net-CM outputs and by the phrase "Marked, Account Coded (nnn)" in serial printer outputs, where "nnn" is the account code in the range 000-999.
2. The notes of Forced Account Coded calls apply to Marked and Forced Account Coded Calls as well.

## Changing Forced Account Code Password (7352):

### *In order to change your forced account code password:*

- |         |   |
|---------|---|
| H       | Lift the handset and hear the internal dial tone. |
| 7 3 5 2 | Dial 7352.  |
| B       | Dial the account code (001..999).                 |
| B       | Dial your pre-defined password.                   |
| B       | Dial your new password.                           |
| F       | Hear internal dial tone.                          |

### *Notes:*

This facility cannot be used for an account code, which does not have a password. In such a case error tone is received. Consult your system supervisor for the password of your account code.

## Last Number Redial (60):

### *In order to call again the last external number you have called:*

- |     |  |
|-----|--|
| F   | When you have received the busy tone or the error tone, just hang up and lift the handset, so that you will hear the internal dial tone. |
| 6 0 | Dial 60.   |
| C   | Wait for the exchange to call the number.  |
| E   | Make the conversation.   |

## Private Pool Entry (84):

There are nine private memory fields on your exchange allocated for each extension.

### *In order to enter a number into the Private Pool:*

H	Lift the handset and hear the internal dial tone.
8 4	Dial 84.
B	Dial the private pool memory number (1-9).
B	Dial the access code for line access (this code is 9 by default).
B	Dial the external number.
*	Dial *.
G	Replace the handset.

### *Notes:*

1. Each external number that will be entered into the Private Pool can have at most 32digits (including line access code).

Example: In order to enter the number 0212 2113426 into the third memory location, you have to dial 843902122113426.

2. “#” Can be employed for the ACD applications in order to create one-second wait periods between the digits during number entry into the memory. More than one wait signs can be employed consecutively, when it is necessary. For example: 03123850240##117.

## Calling from Private Pool (6):

### *In order to call through the Private Pool:*

- H      Lift the handset and hear the internal dial tone.
- 6      Dial 6.
- B      Dial the private pool memory number you want to call (1-9).
- C      Wait for the exchange to call the number automatically.
- E      Make the conversation.

## Calling from Common Pool (3):

Your exchange has 1000 memory fields in the Common pool, which are available to all authorized extensions. You can have the numbers that you frequently call recorded by the Operator into the memory, so that you can call through the Common Pool.

### *In order to call through the Common Pool:*

- H        Lift the handset and hear the internal dial tone.
- 3        Dial 3.
- B        Dial the common pool memory number you want to call (000-999).
- C        Wait for the exchange to call the number automatically.
- E        Make the conversation.

### *Notes:*

How to enter numbers into the Common Pool has been explained in the chapter "The Services Related to the Operator".

## Last Number Auto-dial (770):

In case a number you call is busy, the Automatic Redialing service make your exchange call the number automatically and continuously in certain intervals and then connect the line when the number becomes available and start to ring.

### *In order to activate the Auto-dialer for the last number you have dialed:*

- |       |   |
|-------|---|
| F     | Hear the dial tone or the special dial tone.  |
| 7 7 0 | Dial 770.   |
| G     | Replace the handset.  |
| C     | Wait for the Auto-dialer to detect the availability of the number and connect the line. |
| D     | Your phone will ring when the connection is established.                                |
| H     | Lift the handset.   |
| E     | Make the conversation.  |

### *Deactivation:*

- |     |   |
|-----|---|
| H   | Lift the handset and hear the internal dial tone. |
| 7 7 | Dial 77.  |
| G   | Replace the handset.                              |

Notes:

1. The redial count for the Auto-dialer is determined through programming (It is 15 by factory default). The system waits for 15 seconds between two consecutive dials.
2. If the system fails to connect the line after it has dialed the number for determined times (in the range 1..16), then the call is cancelled.
3. The dial tone shifts to a dual-tone signal for the extension who has activated the Auto-dialer.
4. The calls coming through the Auto-dialer ring in a distinct cadence at the extension's phone.
5. You are warned through ear by short beeps, if your phone is busy during the connection. In that case, you should either terminate your conversation as soon as possible, or park your current call and hang up. Then you can answer the recall connected by the Auto-dialer when your phone rings.

Private Pool Auto-dial(77):

In case a number you call is busy, the Automatic Redialing service make your exchange call the number automatically and continuously in certain intervals and then connect the line when the number becomes available and start to ring.

*In order to activate the Auto-dialer for a number recorded in the Private Pool:*

H	Lift the handset and hear the internal dial tone.
7 7	Dial 77.
B	Dial the private pool memory number (1-9).
G	Replace the handset.
C	Wait for the Auto-dialer to detect the availability of the number and connect the line.
D	Your phone will ring when the connection is established.
H	Lift the handset.
E	Make the conversation.



Deactivation:

H	Lift the handset and hear the internal dial tone.
7 7	Dial 77.
G	Replace the handset.

Notes:

1. The redial count for the Auto-dialer is determined through programming (It is 15 by factory default). The system waits for 15 seconds between two consecutive dials.
2. If the system fails to connect the line after it has dialed the number for determined times (in the range 1..16), then the call is cancelled.
3. The dial tone shifts to a dual-tone signal for the extension who has activated the Auto-dialer.
4. The calls coming through the Auto-dialer ring in a distinct cadence at the extension's phone.
5. You are warned through ear by short beeps, if your phone is busy during the connection. In that case, you should either terminate your conversation as soon as possible, or park your current call and hang up. Then you can answer the recall connected by the Auto-dialer when your phone rings.

## Common Pool Auto-dial(78):

In case a number you call is busy, the Automatic Redialing service make your exchange call the number automatically and continuously in certain intervals and then connect the line when the number becomes available and start to ring.

### *In order to activate the Auto-dialer for a number recorded in the Common Pool:*

- |     |   |
|-----|---|
| H   | Lift the handset and hear the internal dial tone.                                       |
| 7 8 | Dial 78.  |
| B   | Dial the common pool memory number you want to call (000-999).                          |
| G   | Replace the handset.  |
| C   | Wait for the Auto-dialer to detect the availability of the number and connect the line. |
| D   | Your phone will ring when the connection is established.                                |
| H   | Lift the handset.   |
| E   | Make the conversation.  |

### *Deactivation:*

- |     |   |
|-----|---|
| H   | Lift the handset and hear the internal dial tone. |
| 7 8 | Dial 78.  |
| G   | Replace the handset.                              |

### *Notes:*

1. The redial count for the Auto-dialer is determined through programming (It is 15 by factory default). The system waits for 15 seconds between two consecutive dials.
2. If the system fails to connect the line after it has dialed the number for determined times (in the range 1..16), then the call is cancelled.

3. The dial tone shifts to a dual-tone signal for the extension who has activated the Auto-dialer.
4. The calls coming through the Auto-dialer ring in a distinct cadence at the extension's phone.
5. You are warned through ear by short beeps, if your phone is busy during the connection. In that case, you should either terminate your conversation as soon as possible, or park your current call and hang up. Then you can answer the recall connected by the Auto-dialer when your phone rings.

## Line Flash (#60):

This service provides you with hook flash facility during a line call. It is useful for the cases described below:

- If CO supports some services that require hook flash action, for the cases when such services are exploited,
- If two exchanges have been connected to each other by extensions and lines, for the cases when hook flash action is required on the opposite exchange,
- If another line access is needed immediately after the termination of a line call.

### *In order to make hook flash during a line call:*

E

During a line call:

A 6 O

Dial #60.

F

Hear the tone that will be transmitted over the line and go on with your action.

## Line Transfer to an Extension (839):

You can transfer a line to an extension with no line access authorization by this facility, in order to enable them to make line calls under your control:

### *In order to transfer a line:*

- |       |   |
|-------|---|
| H     | Lift the handset.   |
| 8 3 9 | Dial 839.   |
| B     | Dial the number of the extension to whom you want to transfer the line. |
| G     | Replace the handset.  |

### *Notes:*

1. The extension, to whom a line has been transferred, hears a dual-tone signal after lifting his handset and if EVM200L module is available, listens to the 28<sup>th</sup> system message. He can then access a line by dialing 9 and make an external call. The extension has only one right to establish an external call after a line is transferred to him.
2. The extension, to whom a line has been transferred, can only make calls within the authorization level of the extension that has transferred the line.
3. Password entry is required prior to line transfer, if the phone of the extension to transfer the line is locked.
4. This facility cannot be used by ISDN extensions / ST20-ST25 users or for transferring line to ISDN extensions / ST20-ST25 users.

## Line Transfer to Extension on Hold (06):

Extensions can use this facility to transfer their first parked call to the extension that they are talking.

*In order to transfer your first parked call to the extension that you are talking:*

- A                      Make hook flash.
- O 6                      Dial 06.
- G                      Replace the handset for the transfer.

## Selective Line Transfer to Extension on Hold (07):

Extensions can use this facility to transfer any parked call to the extension that they are talking, provided that they know the access code of the lines.

*In order to transfer your a parked call to the extension that you are talking:*

- A                      Make hook flash.
- O 7                      Dial 07.
- B                      Dial the access code of the line that you want to transfer.
- G                      Replace the handset for the transfer.

## Line Transfer to a Parked Call (07):

This facility can be used to transfer the ongoing conversation to another external call, which has been previously parked by another extension.

### *In order to transfer your ongoing call to a previously parked call:*

- |     |  |
|-----|--|
| A   | Make hook flash.   |
| O 7 | Dial 07.   |
| B   | Dial the access code of the extension that has previously parked the call that you want to transfer your call. |
| G   | Replace the handset for the transfer.  |

### Notes:

External calls can be transferred to each other with this facility. In this case, the conversation will last as much as defined by System Supervisor.

## Conference:

You can take advantage of this feature, if you wish to introduce another extension into the conversation while speaking to an extension or a line.

### *In order to start a conference conversation:*

- |   |  |
|---|--|
| A | Make hook flash.   |
| F | Hear the special dial tone.  |
| 5 | Dial 5.  |
| B | Dial the number of the extension you want to introduce into the conference, or                           |
| 9 | Dial 9 for the line or,  |
| B | Dial the line number if you want to access selectively.  |
| E | Notify the extension, which you have called, of your intention of including her/him into the conference. |
| A | Make hook flash.   |
| E | Carry out the conference.  |

It is sufficient just to hang up, in order to end the conference.

### *Notes:*

1. You can retrieve the previous line by making hook flash again, if the extension you are calling is either busy or not answering.
2. If one of the parties that you include in the conversation is an extension, then the conference continues when you hang up. If both of the parties are external lines, then the decision to continue or drop the conference call when you hang up is made by system programming.

## Multiple Conference (734):

*This feature is available only for DS200 system.*

You can establish a conference with more than three (32 maximum) participants.

### In order to initiate a multiple conference:

H	Lift the handset and hear the internal dial tone.
7 3 4	Dial 734.
F	Hear the special dial tone.
B	Call the internal or the external participant.
E	Notify the participant of your initiation of the conference.
A A	Make hook flash twice.
B	Call the other participant.
E	Notify the participant of your initiation of the conference.
A	Make hook flash.
E	Carry out the conference.



*In order to include more participants:*

- A Put the conference on hold by making hook flash.
- B Call the new participant.
- E Notify the participant of your initiation of the conference.
- A Introduce the new participant into the conference.
- E Carry out the conference.

31 participants can be included in the conference by this way.

*Notes:*

The decision to continue or drop the conference call when you hang up is made by system programming.

## Multiple Conference – One Way Speech (754):

*This feature is available only for DS200 system.*

Using this facility, you can establish a conference of multiple parties where only you can talk and the other participants can only listen.

### *In order to initiate a multiple conference with one way speech:*

- |       |  |
|-------|--|
| H     | Lift the handset and hear the internal dial tone.            |
| 7 5 4 | Dial 754.  |
| F     | Hear the special dial tone.                                  |
| B     | Call the internal participant.                               |
| E     | Notify the participant of your initiation of the conference. |
| A A   | Make hook flash twice.                                       |
| B     | Call the other participant.                                  |
| E     | Notify the participant of your initiation of the conference. |
| A     | Make hook flash.   |
| E     | Carry out the conference.                                    |

### *In order to include more participants:*

- |   |  |
|---|--|
| A | Put the conference on hold by making hook flash.             |
| B | Call the new participant.                                    |
| E | Notify the participant of your initiation of the conference. |
| A | Introduce the new participant into the conference.           |
| E | Carry out the conference.                                    |

31 participants can be included in the conference by this way.

## Handling Multiple Conference Participants (#7350 / #7351) :

When you have already initiated a multiple conference, you can use this feature to include an incoming call in the conference or exclude a participant from the conference.

### *In order to include an incoming call in the conference:*

E While you are in a multiple conference there is an incoming call to your telephone and you hear the warning tone through your handset.

A Make hook flash.

7 3 5 0 Dial 7350.

E Start talking to the calling party.

A Make hook flash and include the second call in the conference.

E Carry out the conference.

*In order to exclude a participant from the conference:*

E	You are in a multiple conference.
A	Make hook flash.
7 3 5 1	Dial 7351.
B	Dial the number of the extension that you want to exclude from the conference.
*	Dial *.
F	Hear the special dial tone.
A or B	Make hook-flash to return to the conference or call another party to include him in the conference.

*Notes:*

If ABA version software for FT20 sets is used, a party can be included in the conference with the speed dial key programmed for this feature.

## Deciding Talking Extensions in Multiple Conference (#7353) :

When you have already initiated a multiple conference, you can use this feature to activate / restrict speech for the extensions.

### *In order to let an extension talk:*

A	Make hook flash when you are in a multiple conference.
7 3 5 3	Dial 7353.
1	Dial 1.
B	Dial the number of the extension that you want to let talk.
*	Dial *.
A	Make hook flash.
E	Carry out the conference. The extension that you dialled will also be able to talk.

*In order to restrict talking of an extension:*

- |         |   |
|---------|---|
| A       | Make hook flash when you are in a multiple conference.  |
| 7 3 5 3 | Dial 7353.  |
| O       | Dial 0.   |
| B       | Dial the number of the extension that you want to restrict.   |
| *       | Dial *.   |
| A       | Make hook flash.  |
| E       | Carry out the conference. The extension that you dialled will not be able to talk anymore, he will be able to just listen to the conference call. |

**Answering Second Call (#7350) :**

When you are already engaged in a call, you can use this facility to answer your next incoming call and park your original call.

- |         |  |
|---------|--|
| E       | You receive an incoming call when you are engaged in call, and you hear a warning tone through your handset. |
| A       | Make hook flash.   |
| 7 3 5 0 | Dial 7350.   |
| E       | Start talking to the calling party. Your first call is parked.   |

*Notes:*

You can retrieve the parked call by using Retrieving Parked Calls facility.

## THE CALL ANSWERING SERVICES

### Answering an Incoming Call:

*In order to answer a call request received by your phone:*

- D                      Your phone rings in case of an incoming call.
- H                      Lift the handset.
- E                      Make the conversation.

### Selective Call Pick Up (82):

*In order to answer a call ringing at another extension:*

- H                      Lift the handset and hear the internal dial tone.
- 8 2                      Dial 82.
- B                      Dial the number of the ringing extension.
- E                      Make the conversation.

### Notes:

If you receive the error tone, then that means the telephone of the extension whose number you have dialed is not ringing.

## Busy Call Pick Up (43):

*In order to pick up a call waiting in a busy extension's queue:*

- |     |   |
|-----|---|
| H   | Lift the handset and hear the internal dial tone. |
| 4 3 | Dial 43.  |
| B   | Dial the number of the busy extension.            |
| E   | Make the conversation.                            |

### Notes:

- 1- This facility cannot be used by ISDN extensions / ST20-ST25 users.
- 2- This facility cannot be used to pickup calls coming from ISDN extensions / ST20-ST25 users.
- 3- A busy extension can understand that there are calls waiting in her/his queue only by hearing the warning signals. When s/he transfers that information, the waiting calls can be picked up by exploiting this facility.

## Group Call Pick Up (5):

*In order to pick up a call coming to an extension from your own pick-up group:*

- |   |   |
|---|---|
| H | Lift the handset and hear the internal dial tone. |
| 5 | Dial 5.   |
| E | Make the conversation.                            |



Notes:

You must have been authorized through programming to pick up calls. Similarly, the calls coming to you can be picked up by other extensions only if such an action is permitted through programming.

## Group External Call Pick Up (42):

*In order to pick up an external call coming to an extension from your own pick-up group:*

- |     |   |
|-----|---|
| H   | Lift the handset and hear the internal dial tone. |
| 4 2 | Dial 42.  |
| E   | Make the conversation.                            |

Notes:

You must have been authorized through programming to pick up calls. Similarly, the calls coming to you can be picked up by other extensions only if such an action is permitted through programming.

## THE OTHER CALL CONTROL SERVICES

### Call Hold:

During an internal or a line call, the Call Hold is used for interrupting the conversation and putting that line on hold. There are several operations that may be done while a line is on hold and Call Hold is a preliminary step for those operations. The line drops if the extension hangs up while the line is on hold.

#### *In order to put a call on hold:*

- A            Make hook flash.
- F            Hear the special dial tone.

#### *In order to retrieve a call that is on hold:*

- A            Make hook flash.
- E            Continue with the conversation.

#### *Notes:*

Operations that may be carried out in case of Call Hold:

- Getting information,
- Call transfer,
- Call park,
- Hook flash during line call,
- Connecting two lines together,
- Serial transfer,
- Conference,
- Multiple conference,
- Transmitting ring to a local battery telephone with.

## Call Transfer:

During an internal or line call, you can transfer that line to another extension by notifying her/him or you can go back to your conversation after getting information from that extension.

### *In order to transfer a call by notifying the extension:*

- A        Make hook flash.
- F        Hear the special dial tone.
- B        Call the extension to whom you want to transfer the call.
- E        Announce that you will transfer the call.
- G        Replace the handset for the transfer.

### *In order to transfer the call without notification:*

- A        Make hook flash.
- F        Hear the special dial tone.
- B        Call the extension to whom you want to transfer the call.
- F        Hear the ring back or the busy tone.
- G        Replace the handset for the transfer.

### *Notes:*

1. In case the extension you are calling is busy or not answering, you can go back to the line over which you were making a conversation by making hook flash,

you can call another extension by making hook flash twice and then dialing the related number, or you can transfer the line to the extension who is busy or not answering, by simply replacing the handset.

2. If the transferred line is not answered within 50 seconds, then it returns to the extension who has performed the transfer operation. The busy extension to whom a line is transferred will be warned by ear with a short beep. In that case, the extension is supposed to answer the transferred call after either terminating the current conversation as soon as possible or parking it. You need to make hook flash to go back to the line you were making a conversation, if you change your mind about transferring the call after you begin speaking to the extension you have called for getting information or transferring the call.
3. If you take a wrong action and hang up during the transfer, then if it is an external line, it is parked and rings back after five seconds or the line drops if it is an extension.
4. The transferred calls can be viewed in call record listing as separate records for each extension who has participated in the conversation until the call is terminated. One call record report for each extension to whom a call has been transferred can be provided through related programming for that purpose.

For example: Extension A transfers a line call to extension B, extension B transfers the call to extension C and extension C terminates the call.

In that case, the conversation made with the related line appears as three separate records in the call record listing.

Extension who starts: "A", Extension who terminates: "B";

Extension who starts "B", Extension who terminates "C", information "T";

Extension who starts "C", Extension who terminates "C", information "T"

*Programming on your system is needed in order to make that information appear in serial printer printouts.*

## Serial Transfer (#8):

Thanks to this facility, you can make a line call you will transfer return to you after the extension, to whom the call is to be transferred, hangs up.

### For serial transfer:

- |   |   |
|---|---|
| A | Make hook flash.  |
| F | Hear the special dial tone.   |
| 8 | Dial 8.   |
| B | Dial the number of the extension to whom you want to transfer the line. |
| G | Replace the handset for the transfer.                                   |

### Notes:

1. Prior to the serial transfer, it would be useful to notify the person you are talking that the call will return to you.
2. The line will return to you, after the extension to whom the call has been transferred terminates the call. The serially transferred line cannot be terminated by the extension to whom it has been transferred.

## Serial Transfer - For ISDN BRI Extensions and ST20-ST25 Users (#48):

ISDN BRI extensions and ST20-ST25 users can use this facility to have the calls they transfer return themselves after the speech.

### For serial transfer:

- |     |   |
|-----|---|
| A   | Press Hold (or Flash) key of your telephone while talking               |
| F   | Wait for internal dial tone   |
| 4 8 | Dial 48   |
| B   | Dial the number of the extension to whom you want to transfer the line. |
| G   | Press Transfer button.  |

## Call Park (#4):

In some cases, you may need to park your ongoing conversation and do some other operation (such as answering a call request coming from another line, or getting information by calling through another line.)

### *In order to park the conversation:*

- |   |                                 |
|---|---------------------------------|
| A | Make hook flash while talking.  |
| F | Wait for the special dial tone. |
| 4 | Dial 4.                         |
| F | Hear the internal dial tone.    |

### *Notes:*

1. This feature can be used to park both internal and external calls.
2. The line gets into waiting state and your phone becomes completely free. If the parked external calls are not retrieved within 60 seconds (this period can be adjusted by programming), then they automatically return to the parking extension. On the other hand, parked internal calls are dropped at the end of this period.
3. The user can park as much calls as he desires, but the total number of parked calls on a system can be at most 200.

## Call Park - For ISDN Digital Extensions and ST20-ST25 Users (#47):

ISDN BRI extensions and ST20-ST25 users can use this facility to park calls.

### *In order to park the conversation:*

- |     |   |
|-----|---|
| A   | Press Hold (or Flash) key of your telephone while talking |
| F   | Wait for internal dial tone                               |
| 4 7 | Dial 47   |
| F   | Hear the internal dial tone                               |

## Retrieving a Call Parked through One's Own Phone (44):

### *In order to retrieve a call you have parked:*

- |     |   |
|-----|---|
| H   | Lift the handset and hear the internal dial tone. |
| 4 4 | Dial 44.  |
| E   | Make the conversation.                            |

## Retrieving a Call Parked through Another Phone (45):

### *In order to retrieve a parked call:*

- |     |   |
|-----|---|
| H   | Lift the handset and hear the internal dial tone.         |
| 4 5 | Dial 45.  |
| B   | Dial the number of the extension who has parked the line. |



E                      Make the conversation.

## Retrieving a Parked Line (45):

*In order to retrieve a line that has been parked by another extension:*

H                      Lift the handset and hear the internal dial tone.

4 5                      Dial 45.

B                      Dial the number of the line that has been parked.

E                      Make the conversation.

## Intrusion (3):

If the extension you are calling or the line you want to select is busy, then you may intrude in the ongoing conversation.

*For intrusion:*

3                      Dial 3 when you receive the busy tone.

E                      Join the conversation.

The intrusion operation terminates when you hang up, conversation of the other parties continues.

*Notes:*

1. If your authorization level is equal or lower than that of the extension whose conversation you attempt to intrude in, then the intrusion operation does not take place and you go on receiving the busy tone. Extensions with 7 as the intrusion authority level 7 can intrude each other.
2. You can intrude the selected line only if your authority level is 7. Besides, this option works only if the line is accessed by Selective Line Access method.
3. Following the intrusion operation, both parties receive a short beep and a triple conference starts.

4. If there is a line (which you hold before) waiting in your queue while you are intruding, then you need to replace the handset to transfer that line to the extension whose conversation you have intruded in. In order to retrieve the line without transferring, you need to make hook flash.
5. If your system supervisor has activated PLC Mode and you have the permission, you can also use this facility in order to intrude special external lines. This facility is called "Break-In". Consult your system supervisor for more details.
6. With the CPU software of versions older than Z\_BAA, instead of 3, 0 was used to intrude.

### Discarding Third Party After Intrusion (0):

You can use this feature to discard the third party from the conversation after you intrude a busy extension.

#### *For discarding third party:*

- Dial 0 while you are in a conversation with the extension that you intruded and the third party that this extension was talking to.
- E Continue talking to the extension that you intruded previously.

#### *Notes:*

1. In addition to the necessary authority, you must have the permission to use your "\*" / "#" keys in order to activate this facility. Consult your system supervisor for this permission.
2. If your system supervisor has activated PLC Mode, you can use this facility only for discarding the third party that was talking to the line. This facility is called "Cut-In". (In PLC Mode, you cannot use this facility to discard the third party after you intrude an extension.) Consult your system supervisor for more details.

## Malicious Call Identification (#68):

If you think that an incoming external call is made by a disturbing or a malicious party, you can mark that external call. You can later check Net-CM records to find the number of the calling party of that call.

### To mark an incoming external call:

- |     |  |
|-----|--|
| A   | Press Hold (or Flash) key of your telephone while talking. |
| F   | Wait for the special dial tone.                            |
| 6 8 | Dial 68.   |
| E   | Continue talking to the external party.                    |

### Notes:

1. This facility can be used to mark only incoming external calls.
2. These marked incoming calls are designated by the characters "MCID" in Net-CM outputs.

## PLC Line Intrusion (#79):

This facility can be used to intrude a busy remote party reached through PLC line.

### For intrusion:

- |     |   |
|-----|---|
| A   | Make hook flash when you receive the busy tone. |
| 7 9 | Dial 79.  |
| F   | Hear the special dial tone.                     |

### Notes:

1. After dialling #79, a pulse is sent to the busy line. Then all parties start to hear each other, just like a conference call.
2. You can use this facility only if you have the necessary authority level.

## Call Back (1/81):

If the extension you call or the line you attempt to access is busy, or the extension does not answer, then you can make your exchange notify you of the availability of the line by making use of the Call Back feature.

### In order to call back:

- 1                      When you receive the busy tone or when the extension you call is ringing dial 1.
- G                      Replace the handset.

When the line gets idle or the extension who has not answered uses her/his telephone and hangs up for the first time after your call attempt, your phone rings and when you answer you automatically hear CO dial tone or the ring back tone of the extension you have called. You may then dial the external number or make the conversation when the extension answers.

### Deactivation:

- H                      Lift the handset and hear the internal dial tone.
- 8 1                      Dial 81.
- F                      Hear the internal dial tone.

### Notes:

1. You need to be authorized through programming in order to take advantage of the Call Back service.
2. With the CPU software of versions older than Z\_BAA, instead of 1, 81 was used to activate Call Back.

## Camp On:

You can wait without hanging up, if the extension you call or the line you attempt to access is busy. Whenever the extension or line is available, you hear CO dial tone or the ring back tone of the extension, accordingly. Then you may dial the line number or make conversation when the extension answers.

## Line Drop (798):

This service allows you to drop and then use an occupied line, even if the entire lines are occupied, in case you must make an urgent line call.

### *In order to drop a line that is being used:*

H Lift the handset and hear the internal dial tone.

7 9 8 Dial 798.

B Dial the number of the line to be dropped.

F Hear CO dial tone.

The line that you have dialed will be connected to you.

### *Notes:*

1. An extension must have an Intrusion Authorization Level of five or higher, in order to take advantage of this facility.
2. Only such lines, which are being used by the extensions whose line calls have been permitted to be dropped through programming, can be dropped.

## Busy Extension Signalling (2):

If the extension you are calling is busy, you can transmit signals that will warn her/him by ear about your call request.

### *In order to warn a busy extension by ear:*

2 Dial 2 while you are receiving the busy tone.

C Wait for the extension to hang up.

Notes:

1. The extension will receive a short warning tone through her/his handset each time you dial 2. However, you should wait for at least 4.5 seconds between two consecutive dials of 2.
2. The extension must be set as "Busy Extension Signalling Exempt Extension", through programming, in order not to be warned by this facility.
3. With the CPU software of versions older than Z\_BAA, instead of 2, 9 was used.

Line-Line Connection (#69 or #63):

This service allows you to call another line after putting the current line on hold during a line conversation. This feature can be used for establishing line-line connection as well, if necessary; such that, you can connect the line on hold and the other line you are making conversation with.

In order to connect two lines together:

A	Make hook flash.
F	Hear the special dial tone.
6 9	Dial 69 and then the external number, or,
6 3 B	Dial 63, the number of the line to be selected and then the external number.
E	Make the conversation with the second line and notify that you will connect to another line.
G	Hang up.

Notes:

1. When two lines are connected to each other, duration of the conversation can be adjusted through programming.

2. In case two lines are connected, two call records are taken related to that call. The extension who has established the connection appears to be the starting extension in both call records, and the numbers of the connected lines appear to be the terminating extensions in each record.
3. This facility is useful for transferring a line to an extension without terminating the conversation.

## Line Voice Level Control (66 / 67):

In case you have difficulty with hearing the incoming voice from the line, over which you are making a conversation, or in case the outgoing voice level seems to be low, then you can increase those voice levels through this facility.

### *In order to increase the incoming voice level:*

- |       |  |
|-------|--|
| A     | Make hook flash.                           |
| 6 6 1 | Get into high-level status by dialing 661. |
| E     | Continue with the conversation.            |

### *In order to decrease the incoming voice level to normal level:*

- |       |  |
|-------|--|
| A     | Make hook flash.                             |
| 6 6 0 | Get into normal level status by dialing 660. |
| E     | Continue with the conversation.              |

### *In order to increase the outgoing voice level:*

- |       |  |
|-------|--|
| A     | Make hook flash.                           |
| 6 7 1 | Get into high-level status by dialing 671. |
| E     | Continue with the conversation.            |

*In order to decrease the outgoing voice level to normal level:*

- |       |  |
|-------|--|
| A     | Make hook flash.                             |
| 6 7 0 | Get into normal level status by dialing 670. |
| E     | Continue with the conversation.              |

*Notes:*

The voice level of the line reverts to the default values after your conversation is over.

**Transmitting Ring Signal to Local-Battery Telephones (#76):**

Local-battery telephones are telephones that cannot be detected by exchanges when their handsets are lifted, due to their structure. Therefore, until they start a conversation, it is never apparent that their handsets have been lifted.

Ringers of such telephones ring only once when they are called. This facility can be used for making the telephones ring by transmitting ring signals to them again, in case such an extension does not answer.

*In order to transmit ring signal:*

- |       |   |
|-------|---|
| H     | In case you call a local-battery telephone,                     |
| A 7 6 | Dial #76.   |
| F     | The telephone will ring once.                                   |
| C     | Wait for the local extension to answer.                         |
| E     | Make the conversation when the opposite telephone is picked up. |



Notes:

One ring signal is transmitted upon each dial of #76. Hence, that feature may be used for ringing the telephone more than once.

## Hot Line

Any extension may be programmed as hot line. The hot line can be used in three different ways:

1. A pre-determined external number is called as soon as the telephone is picked up.
2. CO dial tone is received either as soon as or four seconds after the telephone is picked up. Then an external number may be dialed.
3. Another extension may be called either as soon as or four seconds after the telephone is picked up.

## THE CALL FORWARDING SERVICES

### Follow Me (85):

You can make calls coming to your telephone ring at another extension, thanks to this feature.

#### *In order to activate the Follow Me feature:*

- |     |  |
|-----|--|
| H   | Lift the handset and hear the internal dial tone.                              |
| 8 5 | Dial 85.   |
| B   | Dial the number of the extension to which you want your calls to be forwarded. |
| F   | Hear the internal dial tone.   |

#### *Deactivation:*

- |     |   |
|-----|---|
| H   | Lift the handset and hear the internal dial tone. |
| 8 5 | Dial 85.  |
| G   | Replace the handset.                              |

#### *Notes:*

1. Dial tone for the telephone through which the Follow Me feature has been activated changes to a dual-tone signal. Moreover, when that extension is called, a dual-tone ring back tone is received.
2. You are supposed to be authorized through programming to be able to forward calls.
3. Separate Follow Me extension numbers can be defined for day and night modes.
4. Several telephones can be forwarded to the same extension.

5. If extension A1 has been forwarded to A2 and extension A2 has been forwarded to extension A3, then extension A2 rings when extension A1 is called.
6. When LCR is activated on the system, you can forward your calls to an external number with the following principles:
  - a) The external number to be the target for the forwarded call must be terminated with a \*.
  - b) An incoming external call can be forwarded to an external number only if:
    - The line is in network mode, or
    - The line is marked as ACD/DISA.In other words, calls coming from normal mode external lines cannot be forwarded to an external number.
  - c) Incoming calls through ACD/DISA lines can only be forwarded for the extensions that have Intrusion Authorization Level of 6 or higher.
7. For the calls, in which an extension with Follow Me to an external number is called, the external number sees the following information:
  - The calling party number (when available) if the caller is external.
  - The direct number ringing on the extension if the caller is another extension.
8. The calls, in which an extension with Follow Me to an external number is called, are designated by the character "F" in Net-CM outputs and by the phrase "Forwarded" in serial printer outputs.

## Remote Follow Me (865):

Thanks to this service, you can forward calls, which comes to your telephone, to your present location or to another extension, even though you are not in your place.

### *In order to forward calls remotely:*

- |       |   |
|-------|---|
| H     | Lift the handset of any extension and hear the internal dial tone.    |
| 8 6 5 | Dial 865.   |
| B     | Dial your extension number.   |
| B     | Dial your password, if you have one.                                  |
| B     | Dial the number of the extension to whom the calls will be forwarded. |
| F     | Hear the internal dial tone.  |

### *Deactivation:*

- |       |  |
|-------|--|
| H     | Lift the handset of any extension and hear the internal dial tone. |
| 8 6 5 | Dial 865.  |
| B     | Dial your extension number.  |
| B     | Dial your password, if you have one.                               |
| G     | Replace the handset.   |

## Follow Me No Answer (866):

You can make all calls coming to you ring on another extension in case they are not answered after three ringings.

### In order to forward calls:

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone.                             |
| 8 6 6 | Dial 866.   |
| B     | Dial the number of the extension to whom you want your calls to be forwarded. |
| F     | Hear the internal dial tone.  |

### Deactivation:

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone. |
| 8 6 6 | Dial 866.   |
| G     | Replace the handset.                              |

### Notes:

- 1- Dial tone for the telephone through which the Follow Me feature has been activated changes to a dual-tone signal. Moreover, when that extension is called, a dual-tone ring back tone is received.
- 2- You are supposed to be authorized through programming in order to forward calls.
- 3- Separate Follow Me No Answer / Busy extension numbers can be defined for day and night modes.
- 4- Several telephones can be forwarded to the same extension.

## Follow Me Busy (868):

You can make all calls coming to you ring on another extension in case you are busy.

### In order to forward calls:

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone.                             |
| 8 6 8 | Dial 868.   |
| B     | Dial the number of the extension to whom you want your calls to be forwarded. |
| F     | Hear the internal dial tone.  |

### Deactivation:

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone. |
| 8 6 8 | Dial 868.   |
| G     | Replace the handset.                              |

### Notes:

- 1- Dial tone for the telephone through which the Follow Me feature has been activated changes to a dual-tone signal. Moreover, when that extension is called, a dual-tone ring back tone is received.
- 2- You are supposed to be authorized through programming in order to forward calls.
- 3- Separate Follow Me No Answer / Busy extension numbers can be defined for day and night modes.
- 4- Several telephones can be forwarded to the same extension.

## Follow Me Secretary Mode (89):

This feature activates Follow Me to an extension but the user does not hear the special dial tone or EVM200 system message.

### *In order to activate the Follow Me feature:*

- |     |  |
|-----|--|
| H   | Lift the handset and hear the internal dial tone.                              |
| 8 9 | Dial 89.   |
| B   | Dial the number of the extension to which you want your calls to be forwarded. |
| F   | Hear the internal dial tone.   |

### *Deactivation:*

- |     |   |
|-----|---|
| H   | Lift the handset and hear the internal dial tone. |
| 8 9 | Dial 89.  |
| G   | Replace the handset.                              |

### *Notes:*

1. The ringback tone changes to a double-frequency one when the called extension has activated Follow Me Secretary Mode.
2. You are supposed to be authorised through programming in order to activate this facility.
3. Separate Follow Me Secretary Mode extension numbers can be defined for day and night modes.
4. Several telephones can be forwarded to the same extension.

## Executive-Secretary Service (888):

When the Follow Me feature is activated, since the entire calls coming to you will pass through the extension to whom you have forwarded the calls, you will be defined as Executive and the related extension as Secretary. In such a case, the Secretary extension can activate and deactivate the forwarding through her/his own telephone.

### *In order to deactivate the forwarding:*

H                                      Lift the handset and hear the internal dial tone.

8 8 9                                  Dial 889.

F                                      Hear the internal dial tone.

### *In order to reactivate the forwarding:*

H                                      Lift the handset and hear the internal dial tone.

8 8 8                                  Dial 888.

F                                      Hear the internal dial tone.

### *Notes:*

1. A secretary can serve several executives. In that case, the executive telephones that are connected to the same secretary telephone can call each other directly.
2. The secretary can call the executive telephone.
3. In case there are several executive-secretary groups in the system, executives in different groups can be enabled by programming to call each other directly.



## Extended Call Forward (86300):

This facility offers you options to control forwarding of your calls based on following conditions:

- Your status, as being busy - not answering – unconditional
- Nature of calls, as being internal – external
- Operation mode of the system, as Day-Night Mode.

### In order to forward calls:

H	Lift the handset and hear the internal dial tone.
8 6 3 0 0	Dial 86300.
0 OR 1 OR 2	Dial 0 to forward your calls in Day Mode, or 1 to forward your calls in Night Mode, or 2 to forward your calls in both modes.
0 OR 1 OR 2	Dial 0 to forward your internal calls, or 1 to forward your external calls, or 2 to forward your all calls.
0 OR 1 OR 2 OR 3 OR 4	Dial 0 to delete your forwarding, or 1 to forward your calls for all conditions, or 2 to forward your calls in no answering condition, or 3 to forward your calls in busy condition, or 4 to forward your calls in busy or no answering conditions.
B	Dial the number of the extension to whom you want your calls to be forwarded.
F	Hear the internal dial tone.

### Notes:

- 1- 866 and 868 codes for Follow Me No Answer and Follow Me Busy features cannot cancel the Extended Call Forward. To cancel an Extended Call Forward, 0 must be used as 86300\_system mode\_your status\_0.
- 2- This feature is supported with CPU software versions of Z\_ADZ or better.

## THE PASSWORD SERVICES

### Password Define(836):

You can lock your telephone by using your password in order to prevent unauthorized usage of your telephone for external calls when you are not at your place.

#### *In order to define password:*

H                                      Lift the handset and hear the internal dial tone.

8 3 6                                  Dial 836.

B                                      Dial the password (0000-9999).

F                                      Hear the internal dial tone.

#### *In order to cancel password:*

H                                      Lift the handset and hear the internal dial tone.

8 3 6                                  Dial 836.

B                                      Dial your password.

G                                      Replace the handset.

## Changing Password (836):

### *In order to change password:*

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone. |
| 8 3 6 | Dial 836.   |
| B     | Dial your password.                               |
| B     | Dial your new password.                           |
| F     | Hear the internal dial tone.                      |

## Telephone Lock (837):

When you access a line selectively by dialing 9 through a telephone that has been locked by a password, you will hear a short tone upon dialing a code for calls through the memory. You are supposed to dial your password after that tone in order to proceed. This application is towards security.

### *In order to lock a telephone:*

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone. |
| 8 3 7 | Dial 837.   |
| B     | Dial your password.                               |
| 1     | Dial 1.   |
| F     | Hear the internal dial tone.                      |

*In order to unlock:*

H	Lift the handset and hear the internal dial tone.
8 3 7	Dial 837.
B	Dial your password.
O	Dial 0.
F	Hear the internal dial tone.

**Password Dialing:**

Through this facility, you can make line calls when your telephone is locked by a password.

*In order to make line calls through a locked telephone:*

H	Lift the handset and hear the internal dial tone.
9	Dial 9.
F	Hear the short beep.
B	Dial your password.
F	Hear CO dial tone.
B	Dial the external number.
E	Make the conversation.

Notes:

1. In “Hear CO dial tone” step, if you receive the busy tone, that means the entire lines are in use at that moment. In this case, you should hang up and try again later.
2. The similar kind of usage applies also for the services below, while the telephone is locked. You are warned by a short beep at the point when you are supposed to dial your password. You can proceed normally after the short beep by dialing your password:
  - Selective line access,
  - Last number redial,
  - Calling from the Private Pool,
  - Calling from the Common Pool,
  - Last number automatic redial,
  - Automatic calling from the Private Pool,
  - Automatic calling from the Common Pool.

Phone Lock Level (73125) :

This feature lets you lock your telephone according to the desired levels.

In order to lock a telephone:

H	Lift the handset and hear the internal dial tone.
7 3 1 2 5	Dial 73125.
B	Dial your password defined by 836 coded user code.
B	Dial the lock level (1...8).
F	Hear the internal dial tone.

*In order to unlock:*

- |           |  |
|-----------|--|
| H         | Lift the handset and hear the internal dial tone.  |
| 7 3 1 2 5 | Dial 73125.  |
| B         | Dial your password defined by 836 coded user code. |
| B         | Dial 0.  |
| F         | Hear the internal dial tone.                       |

*Notes:*

Consult your system supervisor to learn the lock levels.

**Password-Protected Line Access (799):**

By taking advantage of this service, you can make line calls within your own authorization level, through any telephone.

*In order to make calls within your authorization level through some other telephone:*

- |       |   |
|-------|---|
| H     | Lift the handset of any unauthorized extension and hear the internal dial tone. |
| 7 9 9 | Dial 799.   |
| B     | Dial your own extension number.   |
| B     | Dial your password.   |
| F     | Hear CO dial tone.  |
| B     | Dial the external number you want to call.                                      |
| E     | Make the conversation.  |

Notes:

1. You must have defined a password previously, in order to make use of this service.
2. These calls are designated by the character “P” in Net-CM outputs and by the phrase “Password Used” in serial printer outputs.

Remote Line Access:

It is possible to make a call within your extension’s authorization level by calling a line that has been marked as DISA from outside your company and by accessing another external line in your system.

*In order to access a line through the DISA line:*

- F            Call the DISA line of your system and hear the DISA tone.
- 9            Dial 9.
- B            Dial your extension number.
- B            Dial your password.
- F            Hear CO dial tone
- B            Dial the external number you want to call.
- E            Make the conversation.

Notes:

1. The authorization limitation is adjusted through programming for the calls you will make by using this service.
2. There is time-out limitation for such calls, however, that time out is adjusted through programming.
3. A password must have been defined on your extension, in order to take advantage of this service.

## Remote Forced Account Coded Call:

It is possible to use your forced account code by calling a line that has been marked as DISA from outside your company and by accessing another external line in your system.

### *In order to access a line through the DISA line:*

F	Call the DISA line of your system and hear the DISA tone.
7 9 7	Dial 797.
B	Dial the account code (001..999).
B	Dial the password defined for the account code (0001..8191).
F	Hear CO dial tone.
B	Dial the external number you want to call.
E	Make the conversation.

### *Notes:*

1. The authorization limitation is adjusted through programming for the calls you will make by using this service.
2. There is time-out limitation for such calls; however, that time out is adjusted through programming.



## OTHER USER SERVICES

### Parallel Ringing / Tone on Busy (835):

If you have been included in a group through PBX Extension Group program, then you can make the calls coming to you ring simultaneously on the next ten members of your group. Moreover, you can select the tone that will be emitted to the parties that will call you when your telephone is busy.

#### *In order to activate parallel ringing / tone on busy:*

H

Lift the handset and hear the internal dial tone.

8 3 5

Dial 835.

1 / O

Dial “1” to activate parallel ringing and dial “0” to deactivate.

1 / O

Dial “0” for a caller to hear the busy tone when you are busy, and dial “1” for the caller to hear the ring back tone.

F

Hear the internal dial tone.

#### *Notes:*

Maximum nine telephones in your extension group begin ringing in parallel when your telephone receives an external call request. The first one to pick up the phone makes the conversation. Night Mode groups are considered when your system is in the Night Mode.

## Reminder Service (8380):

You can employ your telephone as an alarm clock and make it warn you by ringing at a certain time.

### *In order to set the reminding time:*

H Lift the handset and hear the internal dial tone.

8 3 8 0 Dial 8380.

B Dial the hour (00-23) and then the minute (00-59) at which you want to be warned.

F Hear the internal dial tone.

### *In order to deactivate the service before the warning time:*

H Lift the handset and hear the internal dial tone.

8 3 8 0 Dial 8380.

G Replace the handset.

### *In order to deactivate all services (including the ones activated by the operator):*

H Lift the handset and hear the internal dial tone.

8 3 8 0 Dial 8380.

9 Dial 9.

G Replace the handset.

Notes:

1. At the time of warning, the telephone rings with a special reminder ring cadence. The extension receives dial tone when s/he picks up the phone. The system message related to reminder service is announced, if the system is equipped with EVM module. If the extension fails to pick up the phone, then it rings for 55 seconds. If the extension's telephone is busy at that moment, then it rings as soon as the extension hangs up.
2. If the telephone has been off-hook for less than two seconds while the reminding call is answered, then the call is not terminated and the telephone starts to ring again after one minute.

Do Not Disturb (831):

If you want, you can make your telephone ring only once and then halt, instead of ringing until you answer, when it receives a call request.

In order to activate the Do Not Disturb service:

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone. |
| 8 3 1 | Dial 831.   |
| F     | Hear the internal dial tone.                      |

Deactivation:

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone. |
| 8 3 0 | Dial 830.   |
| F     | Hear the internal dial tone.                      |

**Notes:**

1. Even though your telephone rings once and then halts, the party calling you still hears the ring back tone. In this case, you can make conversation by lifting the handset, if you decide to answer the call.
2. The Do Not Disturb Service does not work under the conditions below:
  - If the calling extension has higher intrusion authorization level.
  - If the external line is returning from park.
  - If the automatic redial call has been established.
  - If it is the Reminder call.
3. ST20 digital telephone users can also use this facility. In order to see informative message on their screen, they need to wait for one minute, or they need to first disconnect their telephone line and then reconnect it. (ST telephone sets and EX200 (0/8) & EX200 (0/16) cards must have eeproms of versions AAG and AAE respectively.)

**Room Monitoring Service (8385):**

You can monitor the room in which your telephone is located, through the telephone of any extension, in case it is necessary.

**In order to monitor room:**

8 3 8 5 H

Dial 8385 on your telephone and leave it off hook.

B

Dial the number of your telephone through another telephone.

7

Dial 7 after receiving the busy tone.

**Deactivation:**

G

Hang up the telephone in monitoring status.

**Notes:**

The Room Monitoring service can be used as long as the telephone in monitoring status remains off hook.

## Paging (867):

### *In order to page an extension:*

8 6 7 0

Dial 8670.

B F

Dial the number of the extension that you want to page and wait for the short beep.

E

Make the announcement.

### *In order to page a PBX group:*

8 6 7 1

Dial 8671.

B F

Dial the number of an extension in the PBX group that you want to page and wait for the short beep.

E

Make the announcement.

## PBX Group Log-In / Log-Out (7310):

Extensions can use this facility to temporarily exclude themselves from their PBX group whenever needed (like in case they are not available for a short duration). Using the same facility, they can include themselves again in their PBX group.

### *In order to exclude oneself from the PBX group:*

H Lift the handset and hear the internal dial tone.

7 3 1 O O Dial 73100.

F Hear the internal dial tone.

### *In order to re-include oneself to the PBX group:*

H Lift the handset and hear the internal dial tone.

7 3 1 O 1 Dial 73101.

F Hear the internal dial tone.

### *Notes:*

If an incoming external call is received when all of the extensions have logged out from the PBX group, this call rings on the extension defined for that line.

## Headset User (742):

Thanks to this service, the extensions, which have very intense telephone traffic, can use headset instead of handsets. Such extensions can still exploit the entire features as they would through the handset. In case the headset user extensions receive silence, they receive dial tone at ring cadence from the headset or the handset if someone calls them. They can answer those calls by dialing 0 or by making hook flash. Similarly, in case silence is received, numbers can be dialed directly.

### *In order to activate the headset user extension service:*

H                                      Lift the handset and hear the internal dial tone.

7 4 2                                  Dial 742.

You will start to receive silence from the handset after a few seconds.

### *Deactivation:*

7 4 2                                  Dial 742.

G                                        Replace the handset.

### *Notes:*

1. Every time the phone is picked up, the extension receives the dial tone for two seconds and then shifts to silence mode. Numbers can be dialed directly in this mode.
2. While the headset user mode is active, 743 (Background music) cannot be dialed.

## Background Music (743):

You can listen to the music, which is being transmitted from an external music source that is connected to your system, through your Karel Feature Phone sets with handsfree feature.

### *In order to listen to the music:*

H Lift the handset and hear the internal dial tone.

7 4 3 Dial 743.

After a while, your handsfree telephone will be automatically picked up, the dial tone will be interrupted and the music transmission will begin.

### *Cancellation:*

H Lift the handset and hear the internal dial tone.

7 4 3 Dial 743.

F Hear the internal dial tone.

### *Notes:*

1. Incoming calls during the Background Music mode will be automatically connected to your telephone.
2. The music transmission to your telephone pauses during the telephone conversation when you receive a call request and continues after the conversation.



## CLIR / COLR (7450):

Extensions can use this facility to control CLIR and COLR facilities.

CLIR (Calling Line Identification Restriction) facility is used to present or hide your number to/from the called party.

COLR (Connected Line Identification Restriction) facility is used to present or hide your number to/from the calling party, when the actual called number was someone else but the call was forwarded to you or you have picked up the call.

### *In order to hide / present the number:*

H	Lift the handset and hear the dial tone.
7 4 5 0	Dial 7450.
1 / 0	Dial 1 to hide your number from the party you call, or 0 to show your number to the party you call.
1 / 0	Dial 1 to hide your number from the caller, or 0 to show your number to the caller. (It will function for picked up or forwarded calls.)
F	Hear the dial tone.

### *Notes:*

To have this facility on PRI lines, EX200 (1S2/0) cards must have eeproms of versions ABG or better.

## Door Opener (100):

There are two door openers in the system and they can be controlled independently.

### *In order to activate the door openers:*

H	Lift the handset and hear the internal dial tone.
1 0 0	Dial 100.
1 / 0	Dial the number of the door opener you want to activate (0, 1).

The related door opener will be activated.

**Notes:**

There is a single external relay in DS200S and DS200M systems and it can be activated upon dialing 1000.

**Extension Physical Address Query (73122):**

The physical address of a recently connected telephone in the exchange can be sent to a serial printer or to a computer by this service. The service is utilized rather at the installation stage of the exchange.

**In order to send the information:**

H

Lift the handset and hear the dial tone.

7 3 1 2 2

Dial 73122.

F

Hear the dial tone.

**Notes:**

When this service is used, the extension's physical address is sent to the DS200.LOG file.

**Ring Test (73124):**

It allows testing the ring circuit of the extension.

H

Lift the handset and hear the internal dial tone.

7 3 1 2 4

Dial 73124.

**Notes:**

Once this code is dialled, the telephone starts ringing after one second and it continues to ring for seven seconds. Upon lifting handset, silence is heard (before the software version Z\_ADO, dial tone was received instead).

# THE SERVICES RELATED TO THE OPERATOR

The services below can be used by the Operator only.

## Date Setting (833):

*In order to set the system date:*

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone.                           |
| 8 3 3 | Dial 833.   |
| B     | Dial the day (01-31), the month (01-12) and the year (00-99), respectively. |
| F     | Hear the internal dial tone.  |

## Time Setting (832):

*In order to set the system time:*

- |       |  |
|-------|--|
| H     | Lift the handset and hear the internal dial tone.  |
| 8 3 2 | Dial 832.  |
| B     | Dial the hour (00-23) and then the minute (00-59). |
| F     | Hear the internal dial tone.                       |

## Common Pool Entry(834):

The Common Pool is a memory field with 1000 locations to record telephone numbers, which is available for the utilization of all authorized extensions.

### *In order to enter a number into the Common Pool:*

H	Lift the handset and hear the internal dial tone.
8 3 4	Dial 834.
B	Dial the common pool memory number (000-999).
B	Dial the external number (at most 32 digits).
*	Dial *.
G	Replace the handset.

### *Notes:*

1. Example: In order to enter the number 0 212 2113426 into the memory location 023, dial 834 023 0 212 2113426 and then replace the handset.
2. “#” can be employed for the ACD applications in order to create one-second wait periods between the digits during number entry into the memory. More than one wait signs can be employed consecutively, when it is necessary. For example: 03123850240##117.

## Night Mode (879):

Your exchange has been enriched in order to enable adjustment of the system in two different service modes, in case one needs to utilize certain features differently. The exchange may be adjusted to operate differently in those two modes, namely the Day Mode and the Night Mode.

### *In order to start the Night Mode:*

H                      Lift the handset and hear the internal dial tone.

8 7 9                Dial 879.

F                      Hear the internal dial tone.

### *In order to start the Day Mode:*

H                      Lift the handset and hear the internal dial tone.

8 7 8                Dial 878.

F                      Hear the internal dial tone.

## Wake-Up Service (8388):

You can enter wake-up time into the telephone of any extension. If desired, you can program at most three different wake-up times.

### *In order to activate wake-up:*

- |         |  |
|---------|--|
| H       | Lift the handset and hear the internal dial tone.              |
| 8 3 8 8 | Dial 8388.   |
| B       | Dial the number of the extension.                              |
| B       | Dial the wake-up index as 1, 2 or 3.                           |
| B       | Dial the hour (00.23) and the minute (00..59) for the warning. |
| F       | Hear the internal dial tone.                                   |

### *In order to deactivate the service before the time of warning:*

- |         |   |
|---------|---|
| H       | Lift the handset and hear the internal dial tone. |
| 8 3 8 8 | Dial 8388.  |
| B       | Dial the number of the extension.                 |
| B       | Dial the wake-up index as 1, 2 or 3.              |
| *       | Dial *.   |
| G       | Replace the handset.                              |

In order to deactivate all wake-up services before the time of warning:



Lift the handset and hear the internal dial tone.

8 3 8 8

Dial 8388.

B

Dial the number of the extension.

9

Dial 9.

## G

Replace the handset.

Notes:

1. At the time of waking up, the telephone rings with a special reminder ring cadence. The extension receives dial tone when s/he picks up the phone. The system message related to reminder service is announced, if the system is equipped with EVM module. If the extension fails to pick up the phone, then it rings for 55 seconds. If the extension's telephone is busy at that moment, then it rings as soon as the extension hangs up.
2. If the telephone has been off-hook for less than two seconds while the reminding call is answered, then the call is not terminated and the telephone starts to ring again after one minute.
3. If the extension, whose wake-up service has been activated, does not answer the wake-up call, then this information is sent to both call record device and the screen of the telephone set of the operator, if it is a Karel Feature Phone set.

## Group Wake-Up Service (8389):

Wake-up time can be entered for several extensions at the same time. If desired, you can program at most three different wake-up times.

### *In order to activate group wake-up:*

H	Lift the handset and hear the internal dial tone.
8 3 8 9	Dial 8389.
B	Dial the wake-up index as 1, 2 or 3.
B	Dial the hour (00.23) and the minute (00..59) for the warning.
B	Dial extension numbers.
F	Hear the internal dial tone (or replace the handset if the number of extensions is less than 10).

### *Notes:*

1. At the time of waking up, the telephone rings with a special reminder ring cadence. The extension receives dial tone when s/he picks up the phone. The system message related to reminder service is announced, if the system is equipped with EVM module. If the extension fails to pick up the phone, then it rings for 55 seconds. If the extension's telephone is busy at that moment, then it rings as soon as the extension hangs up.
2. If the telephone has been off-hook for less than two seconds while the reminding call is answered, then the call is not terminated and the telephone starts to ring again after one minute.
3. This service can be activated for at most 10 extensions at a time. It is possible to activate it for more extension by applying the service several times. However, the number of extensions can be at most 4 per card and 8 per rack. The Wake-Up calls for the extensions beyond these limits are activated after 1 minute.



## Message Waiting on the Operator (740):

While there is a message or a note for an extension, the operator may notify her/him, by making use of this service.

### *In order to activate the waiting message:*

H	Lift the handset and hear the internal dial tone.
7 4 0	Dial 740.
B	Dial the extension number.
F	Hear the dial tone.

### *Notes:*

1. If the telephone is idle when the code is dialled, the message lamp of the telephone is activated at the end of that moment. If the telephone is busy, the message lamp is activated after the extension hangs up. Message lamp is activated each time the telephone is hanged up and picked up. It is cancelled when the operator is called.
2. If the extension receives a call request during the message call, then the message call is cancelled and incoming call mode is activated.
3. The operator cannot deactivate the waiting message feature s/he has activated by her/himself. The extension must call the operator for that.
4. This service applies only for the telephone sets with the Message lamp. Provided that ST20 telephones have a dedicated fast dial key for listening to messages, they can use this facility as well.

## Restoring the System Parameters (744):

If unexpected changes are observed with the operation of the exchange, and if those are not related to hardware problems, then the system parameters can be updated and the exchange recovers its normal operation state through this feature.

### *In order to restore the system parameters:*

H

Lift the handset and hear the internal dial tone.

7 4 4

Dial 744.

G C

Replace the handset and wait for about one minute for the system to reload its entire parameters.

### *Notes:*

The entire system parameters are stored in a non-volatile memory. The system loads those parameters each time it starts.

# THE SERVICES RELATED TO HOTEL ROOMS

Some of these services can be utilized by the operator, whereas the others can be utilized by hotel room extensions. The information of who will utilize the service has been presented in the explanation section of the related service.

## Hotel Room Cleanness Status Notification (730):

You can inform the operator of the cleanness status of rooms through the telephones in those rooms.

### In order to inform of the status of a room:

H	Pick up the telephone of the hotel room extension whose status you will inform of and hear the internal dial tone.
7 3 0	Dial 730.
B	Dial the code indicating the status.
G	Replace the handset.

The code related to the status of the room is below.

- If the room is clean, then 0,
- If the room is being cleaned, then 1,
- If the room is dirty, then 2,

### Notes:

As the result of this operation, the printout of the related information is taken from the serial printer.

## Changing Hotel Room Usage Status (730):

You can change the usage statuses of rooms through the operator telephone.

### *In order to change the status of a room:*

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone.                         |
| 7 3 0 | Dial 730.   |
| B     | Dial the number of the hotel room extension whose status will be changed. |
| B     | Dial the code indicating the status.                                      |
| G     | Replace the handset.  |

Status of the room and the related code are below.

- If the room is vacant, then 0,
- If the room is full, then 1,
- If the room is reserved, then 2,
- If the room is out of service, then 3.

### *Notes:*

As the result of this operation, the printout of the related information is taken from the serial printer.

## Hotel Room Query (7311):

By the assistance of the operator or the system supervisor, you can query the values that have been entered through the 730-hotel room status notification service, when necessary.

### *In order to query the room status:*

H Lift the handset and hear the internal dial tone.

7 3 1 1 Dial 7311.

B Dial the number of the hotel room extension whose status will be queried.

The status of the related room will be displayed on your telephone and listed through serial printer, as the result of the query. When your query is over, you can replace the handset and terminate the operation.

## Group Hotel Room Query (7319):

By the assistance of the operator or the system supervisor, you can query the values in groups that have been entered through the 730 hotel room status notification service, when necessary.

### *In order to query the conditions of rooms in a hotel room group:*

H Lift the handset and hear the internal dial tone.

7 3 1 9 Dial 7319.

B Dial the number of the starting hotel room extension.

B Dial the number of the ending hotel room extension.

F Hear the dial tone.

Notes:

The information of the room, whose status has been queried, is taken from the serial printer.

Check-in/Check-out (732):

Through the operator telephone, a hotel room extension can be fully authorized to make calls by day and night, her/his pricing and call record information can be reset (Check-in).

For Check-in:

- |       |  |
|-------|--|
| H     | Lift the handset and hear the dial tone. |
| 7 3 2 | Dial 732.                                |
| B     | Dial the hotel room extension number.    |
| 1     | Dial 1.                                  |
| F     | Hear the internal dial tone.             |

For check-out:

- |       |   |
|-------|---|
| H     | Lift the handset and hear the internal dial tone. |
| 7 3 2 | Dial 732.   |
| B     | Dial the hotel room extension number.             |
| O     | Dial 0.   |
| F     | Hear the internal dial tone.                      |

Notes:

When the Check-out service has been used, the entire calling authorization of the related hotel room extension is reset. The total price record is taken from a printer or PC. A detailed record can be taken by the code 8766 upon wish.

Meet Me Service (738):

The personnel who keep on changing place within a hotel can notify the operator of their locations.

In order to notify of location:

H	Lift the handset of the telephone of the extension of the room you are in and hear the internal dial tone.
7 3 8	Dial 738.
B	Dial the personnel number that has been assigned to you (00..99).
G	Replace the handset.

In order to call one of the personnel who has notified of her/his location:

H	Lift the handset and hear the internal dial tone.
7 3 8	Dial 738.
B	Dial the number of the personnel member you want to call (00..99).
E	Make the conversation.

Cancellation:

H	Lift the handset of the telephone of the extension of the room you are in and hear the internal dial tone.
7 3 9	Dial 739.
B	Dial the personnel number that has been assigned to you (00..99).
F	Hear the internal dial tone.

Notes:

Only an extension who has the authorization to call the operator or a hotel room, but who has not been marked as hotel room extension can call the hotel room, where one of the personnel who has notified of her/his location, is in.

Minibar Account (733):

In order to report minibar expenditure:

H	Lift the handset in the hotel room and hear the internal dial tone.
7 3 3	Dial 733.
B	Dial the minibar expenditure (7 digits at most).
G	Replace the handset.

Notes:

This information appears in call record listing.



# THE SERVICES RELATED TO REPORTING

These services, except the Watchman code, can be used only by the operator.

## Deleting a Record from the Call Record Listing (8765):

*In order to delete records related to a specific extension from the  
Call Record memory:*

- |         |  |
|---------|--|
| H       | Lift the handset and hear the internal dial tone.                    |
| 8 7 6 5 | Dial 8765.   |
| B       | Dial the number of the extension whose call records you will delete. |
| F       | Hear the internal dial tone.   |

## Call Record Listing of a Specific Extension (8766):

Detailed listing of the calls made by a specific extension can be taken again from the Net-CM or a printer.

### *In order to take the call record listing related to a specific extension again:*

H Lift the handset and hear the internal dial tone.

8 7 6 6 Dial 8766.

B Dial the number of the extension.

F Hear the internal dial tone.

The system will list the call record data related to the extension that is in the memory, from the call record device.

### *Notes:*

If you wish to terminate the listing process at a point, then you can stop it by dialing 8768.

## Call Record Listing (8767):

Detailed listing of the external calls can be taken again from the Net-CM or a printer.

### *In order to take the call record listing again:*

H	Lift the handset and hear the internal dial tone.
8 7 6 7	Dial 8767.
B	Dial the amount of records in the range 0000-9999.
F	Hear the internal dial tone.

### *Notes:*

1. If you wish to terminate the listing process at a point, then you can stop it by dialing 8768.
2. In case "0000" is entered as the parameter, the entire call records that are in the system's memory will be listed.

## Resetting the Call Record Counter (8769):

### *In order to reset the call record counter:*

H	Lift the handset and hear the internal dial tone.
8 7 6 9	Dial 8769.
F	Hear the internal dial tone.

## Total Cost Listing (8764):

*In order to take the total cost listing printout related to an extension from a printer:*

- H Lift the handset and hear the internal dial tone.
- 8 7 6 4 Dial 8764.
- B Dial the number of the extension whose total cost listing will be taken.
- F Hear the internal dial tone.

## Night Guard Code (869):

*In order to send information to call record device from a specific location at a specific time:*

- H Lift the handset of the telephone at your location and hear the internal dial tone.
- 8 6 9 Dial 869.
- G Replace the handset.

## EXAMPLES OF TAKEN REPORTS

### Call record listing examples:

#0000 IC

08/12/01 14:32:07 14:32:25 00:18 1110 1110 00000 0 1782

#0001 L

08/12/01 14:34:17 14:34:38 00:21 1110 1110 1398 00000 0 4483219

#0002 L

08/12/01 14:32:07 14:32:25 00:18 1110 1110 1142 00000 0 F 6660789

#### Explanation:

The first line:

The counter (for instance: #0001),

The call type

I: Internal call

L: Local call

LDis: Long distance call

Int: International call

IC: Incoming external call

The second line:

Date,

Starting time,

Ending time,

Call duration,

Number of the extension who has started (8 digits),

Number of the extension who has ended (8 digits),

Number of the line that has been used (8 digits),

Quantity of the pulse prices that have been detected,

Cost (9 digits),

Additional call info:

M: Marked call

A: Account Coded / Forced Account Coded Call

P: Calls with password used at another extension

F: Calls forwarded to an external number.

U: Missed call

Dialed external number.

### Example of transferred call:

#0003 L

08/12/01 15:40:38 15:41:11 00:33 1110 1782 1398 00000 0 1254

#0004 L

08/12/01 15:41:11 15:41:24 00:13 1782 1112 T1398 00000 0 1254

#0005 L

08/12/01 15:41:24 15:41:31 00:07 1112 1112 T1398 00000 0 1254

### Summary information example listed as the result of total cost query:

08/12/2001 16:35 1110 1.106

#### Explanation:

The date of the total cost query,

The time of the total cost query,

The number of the extension for whom the total cost query is performed,

The total cost.

## Night Guard code example:

NIGHTGUARD CODE 1110 08/12/01 15:38:42

### Explanation:

The extension number through which the night guard code has been dialed (8 digits),

The date at the moment when the code was dialed,

The time at the moment when the code was dialed.

## Reminder or wake-up message examples:

#G 1782 08/12/01 15:49:15 07:30:00

### Explanation:

#G: The information of that the reminder (wake-up) has been activated,

The date when the reminder (wake-up) was activated,

The time when the reminder (wake-up) was activated,

The time when the reminder (wake-up) will be on line.

#A 1110 09/12/01 07:31:23

### Explanation:

#A: The information of that the reminder (wake-up) has been accomplished,

The date when the reminder (wake-up) was accomplished,

The time when the reminder (wake-up) was accomplished.

#I 1110 08/12/01 15:49:48

### Explanation:

#I: The information of that the reminder (wake-up) has been deactivated,

The date when the reminder (wake-up) was deactivated,

The time when the reminder (wake-up) was deactivated.

#f 1782 09/12/01 07:34:00

*Explanation:*

#f: The information of that the reminder (wake-up) has been unsuccessful,

The date when the reminder (wake-up) was unsuccessful,

The time when the reminder (wake-up) was unsuccessful.

Hotel room query message examples:

#O 00 1112 08/12/01 16:16:19

*Explanation:*

#O :The hotel room query message information,

The status information reported as the result of the query (00..11),

Number of the queried hotel room extension,

The date of the query,

The time of the query.

Message example in case of check-in:

#C IN 08/12/01 16:27:57 1112 PRICE INFORMATION RESET

*Explanation:*

#C IN: The information of that the check-in has taken place,

The date of the check-in,

The time of the check-in,

The extension number of the room that was checked-in,



"The price information has been reset" information.

### Message example in case of check-out:

#C OUT 08/12/01 16:28:11 1112 72

#### Explanation:

#C OUT: The information of that the check-out has taken place,  
The date of the check-out,  
The time of the check-out,  
The extension number of the room that was checked-out,  
The price information.

### Account code query example:

THE ACCOUNT NO 999  
PASSWORD = 1234, AUTHORIZATION = 8, PULSE PRICE = 000, PULSE PRICE  
CHECK = 0

#### Explanation:

The account number,  
The account password,  
The account line access authorization level,  
The quantity of the remaining pulse prices of the account,  
The parameter of whether the pulse price check will be executed or not.

# THE SERVICES RELATED TO THE VOICE MAIL BOXES

These services can be utilized only if there is an EVM200L module in your system.

## Temporary Absent Message (8648):

You can leave a message to be announced to the parties calling you when you are not at your place.

### *In order to leave message to your own telephone:*

H

Lift the handset and hear the internal dial tone.

8 6 4 8 F

Dial 8648 and wait for the short beep.

E

Leave your message (it cannot be longer than 30 seconds).

G

Replace the handset.

### *Notes:*

1. If the entire recording channels of the EVM200L are occupied at that moment, then it will take a while for the signal to be received after dialing 8648. Meanwhile, the system will transmit music on hold.
2. After leaving the message, every extension that will call you will listen to the message you left (Your telephone will not ring.) The calling extension may leave a message to you by dialing 0 while listening to the message, upon wish. (See: Leaving a Message to an Extension.)
3. If the call is coming from a line (If the calls coming through that line have been forwarded to your telephone), then the message you have left is announced and message of the opposite party is recorded after the signal. If there is a line ringing on your telephone, then you should leave your message accordingly. You can listen to the messages that have been left to you, by dialing 8646 (and then your password, if you have one,) after returning to your place.

That feature is automatically deactivated as soon as you dial any key on your phone and the absent message you have recorded is erased.

4. You can also take advantage of this feature not to be disturbed. For instance, while you are in an important meeting, you can leave a message indicating the meeting and your intension of not being disturbed.

## Permanent Absent Message (737):

The message you have recorded by the 8648 service is automatically erased when you use your telephone. If there is a message you use frequently, then you can record it once and put it on and off line, when necessary.

### In order to record permanent absent message:

H	Lift the handset and hear the internal dial tone.
7 3 7 2 F	Dial 7372 and wait for the short beep.
E	Leave your message (It cannot be longer than 30 seconds.)
G	Replace the handset.

Now the message is on line.

### In order to put the message off line:

H	Lift the handset and hear the internal dial tone.
7 3 7 O	Dial 7370.
G	Replace the handset.

### In order to put the message on line:

H	Lift the handset and hear the internal dial tone.
7 3 7 1	Dial 7371 and listen to the message.
G	Replace the handset.

*In order to erase the message:*

- |         |   |
|---------|---|
| H       | Lift the handset and hear the internal dial tone. |
| 7 3 7 3 | Dial 7373.  |
| G       | Replace the handset.                              |

*Notes:*

1. If a Permanent Absent Message has been recorded but not activated (7370), the callers will hear the Permanent Absent Message if you do not answer the call in 12 ringing periods, or you are busy.  
  
(Depending on your permission which is given by your system supervisor, you can forward your incoming calls to EVM200 when you are busy or not answering in 12 ringing periods, without the need to record a Permanent Absent Message.)
2. If 7372 is dialed while there is already a permanent message, then that message will be erased and a new permanent message is recorded after the received signal. In that case, the caller listens to the latest message.
3. The operational principle of this service is the same as that of the 8648 service. The calling party hears the 8648 message when both messages are present and active. In case of power failure, the permanent message you have left is erased. If the permanent message is active, the system message "Auto-Reply is Active" is announced each time you pick up your phone.

*Leaving a Message to an Extension (0):*

You can leave a message to an extension, if s/he is busy, not answering or has left a message indicating that s/he is not at her/his place.

*In order to leave a message to an extension:*

- |     |  |
|-----|--|
| F   | While receiving the busy tone or the ring back tone, or while listening to the message left by the opposite party, |
| 0 F | Dial 0 and wait for the short beep.  |
| E   | Leave your message (it cannot be longer than 30 seconds)   |

## G

Replace the handset.

### Notes:

1. When the extension, to whom you leave a message, picks up the phone, the system message "You have a message" will be announced, the dial tone will change to a discontinuous signal, the telephone will ring for warning for 0.5 sec. and then remain silent in every 10 minutes and each time it is picked up.
2. The extension, to whom messages have been left, may listen to those messages by dialing 8646 when s/he is back or when her/his busyness is over.
3. Extensions of two different systems that are connected by PRI lines in network mode can leave messages to each other by the code 0.
4. With the CPU software of versions older than Z\_BAA, instead of 0, 82 is used to leave messages.
5. IP extensions cannot leave message using this code. They can only leave messages to busy or non answering extensions, with the help of ACD menus, by pressing 6.

## Listening to New Messages (8646):

If there is a new message left to you, then when you lift the handset, the system message "You have a message" will be announced, the dial tone will change to a discontinuous signal, the telephone will ring, in order to warn you, for 0.5 sec. and then remain silent in every 10 minutes and each time it is picked up.

### *In order to listen to the messages left to you:*

## H

Lift the handset and hear the internal dial tone.

## 8 6 4 6

Dial 8646.

## B

Dial your password, if you have one.

## E

Listen to your message.

### Notes:

1. You will start to listen to the messages in the order they were left. If you receive dial tone again, then that means there is no recorded message. The system will transmit music on hold, or, if that feature is not active, it will transmit silence, in case EVM200L is busy at that moment. In this case, you may either wait until

one of the channels of EVM200L is available and connected to you, or hang up and try again later.

2. If you do not press any key, then you will listen to the entire messages in the order they were left and then receive dial tone after the last message.
3. While listening:
  - If you dial 0, then you return to the beginning of the message you are listening to at that moment.
  - If you dial 1, then you proceed to the next message.
  - If you dial 2, then you return to about 3-3.5 seconds earlier in the message and go on listening to the same message.
  - If you dial 3, then the voice level of the message is increased by one step from then on and you go on listening to the same message.
  - If you dial 4, then you jump to about 3-3.5 seconds later in the message and go on listening to the same message.
  - You can transfer the message to the extension aaaa by dialing 5+aaaa.
  - If you dial 6, then the voice level of the message is decreased by one step from then on and you go on listening to the same message.
  - By dialing 7+ aaaa, you can first append another message in front of the message and then transfer it to the extension aaaa. You should hang up after announcing your message.
  - If you dial 8, then you lock (if you have the necessary authorization) the message you are listening to, until you listen to it again, and then proceed to the next message.
  - If you dial 9, then you erase the message you are listening to and then proceed to the next message.
4. Any message left to you is automatically erased 15 minutes after it is listened to.
5. The discontinuous dial tone shifts back to normal after you have listened to all messages. However, this does not mean that there are no more messages.

## Listening to Entire Messages (8645):

You can listen to the entire messages, new or old, which have been left to you.

*In order to listen to the entire messages in your voice mail box:*

H

Lift the handset and hear the internal dial tone.

8 6 4 5

Dial 8645.

**B** Dial your password, if you have one.

**E** Listen to your message.

**Notes:**

1. You will start to listen to the messages in the order they were left. If you receive dial tone again, then that means there is no recorded message. The system will transmit music on hold, or, if that feature is not active, it will transmit silence, in case EVM200L is busy at that moment. In this case, you may either wait until one of the channels of EVM200L is available and connected to you, or hang up and try again later.
2. If you do not press any key, then you will listen to the entire messages in the order they were left and then receive dial tone after the last message.
3. While listening:
  - If you dial 0, then you return to the beginning of the message you are listening to at that moment.
  - If you dial 1, then you proceed to the next message.
  - If you dial 2, then you return to about 3-3.5 seconds earlier in the message and go on listening to the same message.
  - If you dial 3, then the voice level of the message is increased by one step from then on and you go on listening to the same message.
  - If you dial 4, then you jump to about 3-3.5 seconds later in the message and go on listening to the same message.
  - You can transfer the message to the extension aaaa by dialing 5+aaaa.
  - If you dial 6, then the voice level of the message is decreased by one step from then on and you go on listening to the same message.
  - By dialing 7+ aaaa, you can first append another message in front of the message and then transfer it to the extension aaaa. You should hang up after announcing your message.
  - If you dial 8, then you lock (if you have the necessary authorization) the message you are listening to, until you listen to it again, and then proceed to the next message.
  - If you dial 9, then you erase the message you are listening to and then proceed to the next message.
4. Any message left to you is automatically erased 15 minutes after it is listened to.

## Listening to New Messages Remotely (8640):

You can use this facility to listen to your new voice mail messages from another extension's telephone provided that you have a password.

### *In order to listen to your messages from another extension:*

H	Lift the handset and hear the dial tone.
8 6 4 0	Dial 8640.
B	Dial your extension number.
B	Dial your password.
E	Listen to your new messages.

### *Notes:*

- 1- If you do not have a password, you will receive error tone after you dial your extension number.
- 2- While listening to the messages:
  - If you dial 0, then you return to the beginning of the message you are listening to at that moment.
  - If you dial 1, then you proceed to the next message.
  - If you dial 2, then you return to about 3-3.5 seconds earlier in the message and go on listening to the same message.
  - If you dial 3, then the voice level of the message is increased by one step from then on and you go on listening to the same message.
  - If you dial 4, then you jump to about 3-3.5 seconds later in the message and go on listening to the same message.
  - You can transfer the message to the extension aaaa by dialing 5+aaaa.
  - If you dial 6, then the voice level of the message is decreased by one step from then on and you go on listening to the same message.
  - By dialing 7+ aaaa, you can first append another message in front of the message and then transfer it to the extension aaaa. You should hang up after announcing your message.
  - If you dial 9, then you erase the message you are listening to and then proceed to the next message.
- 3- Any message left to you is automatically erased 15 minutes after it is listened to.



## Listening to All Messages Remotely (8641):

You can use this facility to listen to all of your messages from another extension's telephone provided that you have a password.

### *In order to listen to your messages from another extension:*

H	Lift the handset and hear the dial tone.
8 6 4 1	Dial 8641.
B	Dial your extension number.
B	Dial your password.
E	Listen to all of your messages.

### *Notes:*

- 1- If you do not have a password, you will receive error tone after you dial your extension number.
- 2- While listening to the messages:
  - If you dial 0, then you return to the beginning of the message you are listening to at that moment.
  - If you dial 1, then you proceed to the next message.
  - If you dial 2, then you return to about 3-3.5 seconds earlier in the message and go on listening to the same message.
  - If you dial 3, then the voice level of the message is increased by one step from then on and you go on listening to the same message.
  - If you dial 4, then you jump to about 3-3.5 seconds later in the message and go on listening to the same message.
  - You can transfer the message to the extension aaaa by dialing 5+aaaa.
  - If you dial 6, then the voice level of the message is decreased by one step from then on and you go on listening to the same message.
  - By dialing 7+ aaaa, you can first append another message in front of the message and then transfer it to the extension aaaa. You should hang up after announcing your message.
  - If you dial 9, then you erase the message you are listening to and then proceed to the next message.
- 3- Any message left to you is automatically erased 15 minutes after it is listened to.

## Leaving Message by the Help of Operator (4):

External callers can leave messages to your telephone by the help of operator.

*In order to allow external caller to leave message, the operator:*

- |   |   |
|---|---|
| F | Tells the external caller to leave his message of at most 30 seconds after hearing the warning tone.                                |
| A | Makes hook flash.   |
| B | Dials your extension number.  |
| 4 | Dials 4.  |
| F | Hears the internal dial tone. Simultaneously the external caller hears the warning tone and he can leave a message after this tone. |

### Notes:

1. If EVM200L is busy, external caller hears silence or music before the warning tone is received.
2. If all voice mail capacity of EVM200 has been previously used, the external caller hears ringback tone after the operator presses "4".
3. With the CPU software of versions older than Z\_BAA, instead of 6, 4 was used.

## Reminder Service with Message (8384):

*In order to make the exchange warn you by announcing a message at a specific time:*

- |         |   |
|---------|---|
| H       | Lift the handset and hear the internal dial tone.                                 |
| 8 3 8 4 | Dial 8384.  |
| B       | Dial the hour (00-23) and then the minute (00-59) at which you want to be warned. |
| F       | Wait for the short beep.  |
| E       | Leave your message (it cannot be longer than 30 seconds).                         |
| G       | Replace the handset.  |

*In order to deactivate the service before the warning time:*

- |         |   |
|---------|---|
| H       | Lift the handset and hear the internal dial tone. |
| 8 3 8 4 | Dial 8384.  |
| G       | Replace the handset.                              |

### Notes:

Your telephone will ring at the specified time and you will listen to the message you have previously recorded, when you pick up the phone. The system will keep on announcing the same message until you hang up.

## Permanent Reminder Service with Message (8387):

*In order to make the exchange warn you by announcing a message everyday at a specific time:*

- |         |   |
|---------|---|
| H       | Lift the handset and hear the internal dial tone.                                 |
| 8 3 8 7 | Dial 8387.  |
| B       | Dial the hour (00-23) and then the minute (00-59) at which you want to be warned. |
| F       | Wait for the short beep.  |
| E       | Leave your message (it cannot be longer than 30 seconds).                         |
| G       | Replace the handset.  |

*In order to deactivate the service before the warning time:*

- |         |   |
|---------|---|
| H       | Lift the handset and hear the internal dial tone. |
| 8 3 8 7 | Dial 8387.  |
| G       | Replace the handset.                              |

### Notes:

1. Your telephone will ring everyday at the specified time and you will listen to the message you have previously recorded, when you pick up the phone. The system will keep on announcing the same message until you hang up.
2. If EVM200 is not installed in your system, you can still use this facility as the Permanent Reminder Service. In that case, instead of waiting for you to record your message, the system will accept your reminder activation request and give you internal dial tone.

## Erasing the Entire Messages (7561):

Messages left to the voice mail boxes of extensions are erased 15 minutes after they are listened to, unless they have been locked by dialing 8. When confusion related to the messages occur or when the memory is full, only through the operator or the system supervisor telephones the memory can be erased totally. You will hear the “Wrong action” message when you try to access the services, which include operations related to recording action, when the memory of the EVM is full. In this case, you may clear the entire memory, or wait for the messages to be erased, whose durations have been expired, or you may erase unnecessary messages by dialing 9.

### *In order to erase the entire messages:*

- |         |   |
|---------|---|
| H       | Lift the handset and hear the internal dial tone. |
| 7 5 6 1 | Dial 7561.  |
| B       | Dial the slot number of the related card.         |
| F       | Hear the internal dial tone.                      |

### *Notes:*

Please see the DS Series Programming Guide for the card slot number.

## Recording Conversation (#7571):

You can record a phone conversation you are making, if you have the authorization.

### *In order to record your ongoing conversation:*

- |         |   |
|---------|---|
| E       | You have an ongoing phone call.   |
| A       | Make hook flash.  |
| 7 5 7 1 | Dial 7571.  |
| F       | You hear a warning tone through your handset and then the recording begins. |

*In order to stop recording:*

- A** Make hook flash and then continue to your conversation, or
- G** Hang up.

*Notes:*

1. If EVM200L is busy when you try to record your call, then you receive the error tone. In that case, you can revert to your conversation by making hook flash again.
2. There is no time limit for recording a conversation. However, in the event that the memory of the EVM overflows, the recording is terminated automatically and the original conversation is resumed.
3. You can listen to the recorded conversations by dialing the code "8646". Nevertheless, the conversations are automatically erased 15 minutes after they are listened to.
4. While you are listening to your messages:
  - If you dial **0**, then you return to the beginning of the message you are currently listening to.
  - If you dial **1**, then you proceed to the next message.
  - If you dial **2**, then you return to the point that is about 3-3,5 sec earlier and you go on listening to the same message.
  - If you dial **3**, then, starting from the moment you are in, the voice level of the message is increased by one unit and you go on listening to the message.
  - If you dial **4**, then you go to the point that is about 3-3,5 sec later and you go on listening to the same message.
  - You can transfer the message to the extension aaaa by dialing **5+aaaa**.
  - If you dial **6**, then starting from the moment you are in, the voice level of the message is decreased by one unit and you go on listening to the message.
  - By dialing **7+ aaaa**, you can first append another message in front of the message and then transfer it to the extension aaaa. You should hang up after announcing your message.
  - If you dial **8**, then you lock the message you are listening to at that moment (if you have the required authorization) so that it is not erased until you listen to it again, and then you proceed to the next message.
  - If you dial **9**, then you erase the current message and proceed to the next one.

# THE SERVICES RELATED TO THE DIRECT INWARD SYSTEM ACCESS (DISA)

If any line has been marked as DISA, then you can take advantage of several EVM features, when you call that line from outside.

## Leaving Message to an Extension through the DISA Line:

When you call an extension through the DISA line, you can leave a message to the extension, if s/he is busy, not answering or has left a message indicating that s/he is not at her/his place. "Leaving Message" feature is used for that purpose.

## Listening to the Messages through the DISA Line (8646):

F	While receiving the DISA dial tone,
8 6 4 6	Dial 8646.
B	Dial your own extension number.
B	Dial your password, if you have one.
E	Listen to your message.

### Notes:

1. In that case, you will start to listen to the messages left to you, if you do not have a password. If you have a password, on the other hand, you will only start to listen after you have dialed your password. The codes 0, 1, 2, 3, 4, 5, 6, 7 can similarly be used for those messages, as well. (See: Listening to the Messages Left to You.)
2. When the messages are played from outside, the 15-minute erasure time-out does not apply.

