



**IPECS
Standard Telephone
User Guide**



Datacomms Plus *ltd*

Communication & Network Cabling Specialists

Phone 06 357 6070

Standard Telephone User Guide

Placing a Call

Lift handset.

Dial the external number required or dial extension number.

Call Transfer

While connected to an outside line, press recall button.

Dial the desired extension number.

Hand up to complete the call transfer.

Storing Station Speed Dial Numbers

Lift handset.

Dial * 4 0.

Dial the speed bin number (00-19) or dial the number you wish to store.

Press the recall button.

Using the Speed Dial Numbers

Lift the handset.

Dial #8.

Dial the desired speed bin number (00-19), (200-950).

Do Not Disturb (DND)

Dial 553 On

Dial 559 Off

Call Forward

Lift handset.

Dial 554

Dial the desired call forward number.

1. Immediate

2. Busy

3. No Answer

4. Busy/No Answer

Then dial the extension number you wish to forward your calls to or 620 for Voice Mail.

To Cancel Call Forward

Lift handset and dial 554#.

Call Park

While connected to an outside call, press the recall button.

Dial the call park location (601-610)

Hang up.

To retrieve a parked call, dial call park location (601-610).

Paging

Lift the handset

All call # 00

Internal call # 7

External Call # 5

You will then hear the warning tone, after the tone, speak your message, then hang up.

Call Pick Up

Lift the handset.

Dial * 1 to answer an unattended phone ringing in your area.

Or dial *42 to and the extension number of the ringing phone.

To Setup and Check Voice Mail

Dial 620

Dial Pin No. i.e. Extension No. *

Follow the instructions.



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