



# **IP Office 3.2**

## Analog User Guide

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# The Telephone

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## Making Calls

### To make a call to another extension:

Pick up the handset and dial the number. If the number is busy, you can use *Ring Back When Free* as follows:

1. Dial any digit and hang up. When the extension you called is free, your phone will ring (a burst of three rings).
2. Lift the handset and the extension is dialed automatically.

### To make an external call:

- Pick up the handset and either dial the number (there is no need to add an external call prefix to get an outside line) or use a *speed dial* code (contact your system administrator for a list of your speed codes).

If you hear busy tone whilst dialling, then the call may be barred. Your system administrator can bar certain calls, such as those to premium rate numbers and international calls.

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## Answering Calls

### To answer a call ringing at your own extension:

- Pick up the handset; internal calls have a single ring cadence, external calls have a double ring cadence.

### To answer a call ringing at another extension:

You can answer from your own phone by using *Call Pick-Up*; lift your handset and dial:

- **\*30**, to answer a call ringing anywhere.
- **\*31**, to answer a call within your group.
- **\*32\*201#**, to answer the call for a particular extension, in this example 201.

### Note

- If your phone rings for any longer than a specified period (15 seconds in default), any re-direction feature that you have activated, such as voicemail or call forwarding, will come into effect.

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# Transferring Calls

## To transfer a call to another extension:

1. To get a dial tone, press **R** and put your current caller on hold.
2. Dial the other extension number; you can either hang up when it rings or wait until the other extension answers.

If the call is not answered or the extension is busy, press **R** to return to the held call. If the caller wishes to wait until the busy extension is free, the call can be *queued* to that extension as follows:

- To place the caller on hold, press **R**. To obtain a dial tone, press **R** again.
- To queue the held caller against extension 201, dial **\*33\*201#**.

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# Call Waiting

*Call Waiting* alerts you if another call arrives while you are already making a call, by making a beep at a six second interval.

If you hear the Call Waiting signal, press **R** to put the present caller on hold and to connect you to the new call. To return to the original caller, press **R** again.

To turn call waiting on, dial **\*15**. To turn it off, dial **\*16**.

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# Call Forwarding

Your calls can be forwarded to another extension or an external number when:

- You are away from your desk (on no answer).

or

- Your extension is busy (on all Call Appearance keys).

or

- You are away from the office (e.g. when you are on holiday).

## The following options are available for call forwarding:

- To switch Forward Unconditional On, dial **\*01**. To switch it off, dial **\*02**.
- To switch Forward On Busy On, dial **\*03**. To switch it off, dial **\*04**.
- To switch Forward On No Answer On, dial **\*05**. To switch it off, dial **\*06**.
- To set the number to which your calls are forwarded, dial **\*07\*201#**, forwarding to 201 in this example.

## Note

- Your system administrator may have configured a forwarding number on your behalf. If so, by pressing the star code from your extension, you can over-ride the configured number. *Forwarding on No Answer* is not effective if you are using voicemail.

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## Diverting Calls

You can divert your calls to another extension. In the examples below, **N** is the extension to which you want your calls diverted.

### Note

- If you do not answer calls at the temporary extension, they are forwarded to your own voicemail or call forwarding number.

### To divert calls at another extension:

- Dial **\*12\*N#** from the extension you are temporarily using.
- Dial **\*13\*N#** to re-direct the calls back to your own extension, before you return to it.

### To divert calls at your own extension:

- Dial **\*14\*N#** from your own extension.
- Dial **\*14\*#** to cancel either feature from your own extension.

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## Do Not Disturb

You may choose to receive no calls at all or only those from particular callers on your exceptions list:

- To switch Do Not Disturb on (with or without exceptions), dial **\*08**. To switch it off, dial **\*09**.
- To add a number to the exception list, dial **\*10\*N#**
- To delete a number from the exception list, dial **\*11\*N#**.

### Note

- Your callers, other than your exceptions, either hear busy tone or are re-directed to your voicemail.

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## Voicemail

You can enable voicemail to allow callers to leave messages when you are out of the office, away from your desk or engaged on another phone call. Voicemail messages can be retrieved internally or externally via any phone. Your voicemail may be set up to deliver your messages by calling you whenever you hang up: this feature is known as *Voicemail Ringback*.

### Note

- Not all systems support voicemail or have voicemail installed.

### The following options are available for voicemail:

- To switch voicemail on, dial **\*18**. To switch it off, dial **\*19**.
- To retrieve your voicemail, dial **\*17**.
- To turn Voicemail Ringback on, dial **\*48**. To turn it off, dial **\*49**.

Dialling a number whilst listening to your messages invokes further facilities:

- Once messages have been delivered, they are held on the system for 24 hours.
- You can collect your voicemail from another extension by using the PIN your system administrator has set up for you. You can collect your messages if you are out of the office, by either dialling from a number that has been registered for the purpose or by dialling your extension number and PIN when prompted. If validation is successful, then dial **2** to retrieve your mail.
- The system administrator also specifies the reception number, to which the call is diverted if the caller dials **0**, and your email address if your voicemail and email are integrated.

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## The System Administrator

The system enables you set up a wide range of advanced telephony features, with your own numbering plan, speed dialling and feature codes. It also allows you to restrict access, selectively, to certain numbers for external calls and to permit controlled access to your local network for staff working away from your premises.

Codes and phone numbers can be set up for the benefit of all users or can be assigned to individual extensions. Codes for speed dialling may be up to eight digits and may include the **\*** and **#** symbols. The default feature codes can be deleted and replaced by alternatives, if required.

In use, phone numbers programmed for individual extensions take precedence over general ones, and those entered at extensions take overall precedence; these remain in force until cancelled by the user or when the system is re-booted.



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## Default Speed Dial and Feature Codes

Your system administrator can set up Speed Dial codes for frequently used numbers. These can be full numbers, area codes, or prefixes which give access to other phone service providers.

The phone system also has a number of short codes for special features. The set below are the default codes, note however that these can be edited and changed by your system administrator.

In the short codes below, **N** represents another number such as an extension number.

*01	Forward Unconditional On	*15	Call Waiting On
*02	Forward Unconditional Off	*16	Call Waiting Off
*03	Forward on Busy On	*17	Voicemail Collect
*04	Forward on Busy Off	*18	Voicemail On
*05	Forward on No Answer On	*19	Voicemail Off
*06	Forward on No Answer Off	*26	Clear Call Waiting
*07*N#	Forward to Number	*27*N#	Hold Call Waiting
*08	Do Not Disturb On	*30	Call Pick Up Any
*09	Do Not Disturb Off	*31	Call Pick Up Group
*10*N#	Do Not Disturb Exception Add	*32*N#	Call Pick Up Extension
*11*N#	Do Not Disturb Exception Delete	*33*N#	Call Queue
*12*N#	Follow Me Here	*48	Voicemail Ringback On
*13*N#	Follow Me Here Cancel	*49	Voicemail Ringback Off
*14*N#	Follow Me To	*57*N#	Forward on Busy Number

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