

BASIC FEATURES

Make an External Call

- **Description**
 - Making an outside call to a Land Line or Mobile
- **Operation**
 - 1) Lift Handset.
 - 2) Dial 0 or Press a Line/Loop Key.
 - 3) Dial the required telephone number.
 - 4) Re-place handset when call complete.

To make Hands-free Call,

- 1) Dial 0 or Press a Line/Loop Key.
- 2) Dial the required telephone number.
- 3) Re-place handset when call complete
- 4) Press SPEAKER when call complete.

Make an Intercom Call

- **Description**
 - Making a call within the building to the other station.
- **Operation**
 - 1) Lift Handset.
 - 2) Dial the required STATION number i.e. 101
 - 3) Re-place handset when call complete.

To make Hands-free Call,

- 1) Dial the required STATION number i.e. 101.
- 2) Press SPEAKER when call complete.

Transfer a Call

- **Description**
 - Users can transfer an active Intercom/CO/IP call to other stations. Calls can be transferred after announcing the call (Screened) or without announcing the call (Unscreened)
- **Operation**
 - 1) Press TRANS/PGM button.
 - 2) Dial Station number.
 - 3) At answer , announce call then hang up(Screened)
or
 - 4) Hang-up, (Unscreened).

Use Last Number Redial

Description

- The last number is stored (up to 48 digits) in the station's Last Number. Redial buffer. The user may request the system redial the last dialled number without the need the redial the entire number.

Operation

- 1) Press LOG button.
- 2) Press Volume UP/DOWN to select number.
- 4) Press SEND or OK to dial the number.

Hold

Description

- Hold Preference determines either Exclusive hold or System hold as the preferred hold state and is activated on the first depression of the [HOLD] button.

Operation

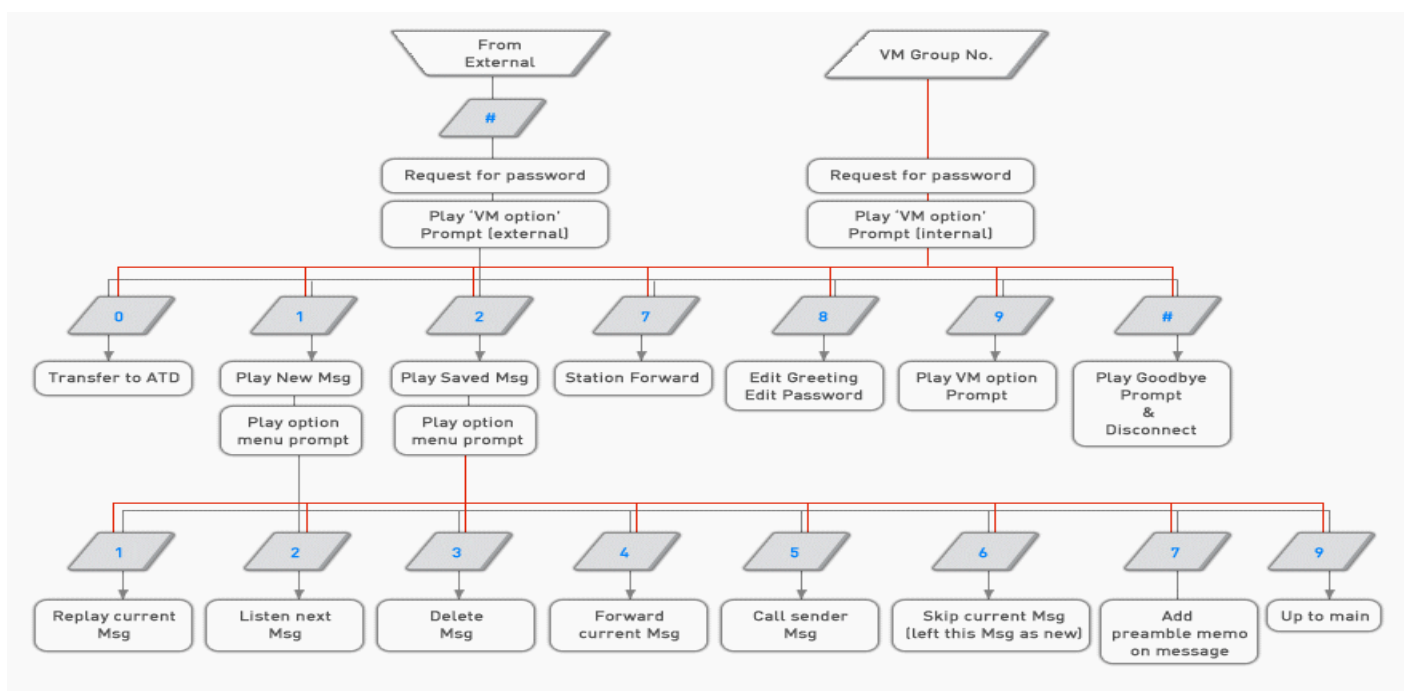
To activate the Hold

- 1) Press HOLD button, connected call placed in the preferred hold state.

To access a call from Hold

- 1) Lift the handset or press the SPEAKER button.
- 2) Press the CO/IP line button or dial 8# and the CO/IP line number

Voicemail Option Tree



Program my Voicemail

▪ Description

-You can access the voicemail box from any station that has access to it. Once there is a message in the mail box, it can then be deleted or saved.

▪ Operation

- 1) Dial number 620 or the FLEX button programmed. i.e Day mail, Night mail
- 2) Press 8, Edit Greeting & Edit Password.
- 3) Press 1, Edit Voice Greeting.
- 4) Press 7, To Record New Greeting.
- 5) Record your Greetings after the BEEP
- 6) Press #, when you're done to save the Greeting.

Remote Access to Voicemail

▪ Description

-Retrieve your voice mail will you are not in the office

▪ Operation

- 1) In-dial direct to your STATION or get transferred from RECEPTION.
- 2) Once you hear your voicemail prompt Press #.
- 3) Dial your PASSWORD. i.e. [Station Number] + *
- 4) Follow the prompts to Listen and Delete your messages.

Do Not Disturb DND

▪ Description

- A station, which is allowed Do-Not-Disturb, can be placed in the Do- Not-Disturb state to eliminate CO/IP Line Ringing, ICM Calls, Transfers, and Paging Announcements.

▪ Operation

To activate the DND

- Press DND button in idle status, the DND LED lights steady

To remove the DND

- Press DND button in idle status, the DND LED extinguishes

Call Forward

▪ Description

- A station, which is allowed Call Forward, can be placed in this state for calls to be diverted to other stations.

▪ Operation

▪ To activate the Call Forward

- Press speaker button
- Press Dnd/Fwd
- Choose the type of forward

- 1) All calls
- 2) Busy
- 3) No answer
- 4) Busy / No Answer (most commonly used)
- #) Cancel

- then dial station number or group number eg: 620 voicemail

Place a Call Park

- **Description**

-Putting a call in Call Park will allow any user with that feature to grab the Parked call on any station.

- **Operation**

To place Call on Park

- 1) Press the CALL PARK Flex Key or TRANS/PGM + 601~608
- 2) Line is automatically place on HOLD.
- 3) Hang up the Station

To Retrieve the Parked Call

- 1) Press the CALL PARK Flex Key to retrieve the call or
- 2) Lift Handset and Dial on any station 601~608

Program a FLEX Key with Outside Number

- **Description**

-The iPECS keyset incorporates a field of "Flexible" buttons as well as the fixed feature buttons

- **Operation**

- 1) Press PGM button.
- 2) Press the desired spare Button.
- 3) Dial the digits from the outside number and then Press the SAVE button twice.

Program a Spare Key with Station Number

- **Description**

-The iPECS keyset incorporates a field of "Flex" buttons as well as the fixed feature buttons

- **Operation**

- 1) Press PGM button.
- 2) Press the desired Spare Button.
- 3) Dial the station number and then Press the SAVE button.

User Name Registration

- **Description**

- A 12-character name can be assigned to an iPECS keyset

- **Operation**

- 1) Press the PGM button.
- 2) Dial 74.
- 3) Dial name, up to 12 characters.
- 4) Press the SAVE button.

To input characters

- 1) *to input the first character of a button, press the button 1 time (ex. for 'a', press 2 button once).*
- 2) *To input the second character of a button, press the button 2 times (ex. for 'b', press the 2 button twice).*
- 3) *To input the third character of a button, press the button 3 times (ex. for 'c', press the 2 button three times).*
- 4) *Press the second Soft button to select ABC> or abc> mode.*

To delete characters,

- 1) Press DND button.

Station Speed Dial

- **Description**

- With the MFIM100, iPECS-50 each station has access to 20 Speed Dial number (00-19) and, with other MFIMs, each station has access to 100 Speed Dial numbers (000-099). Speed Dial numbers can be programmed with up to 48 digits each.

- **Operation**

- 1) Press Trans/PGM then Speed.
- 2) Dial the Station Speed Dial Bin (00-19).
- 3) Press 0 and dial the number to be stored.
- 4) Press SAVE and enter a [SPDNAME] and press SAVE.

System Speed Dial (Attendant Only)

- **Description**

- System memory provides space for 800 "speed dial" bins with the MFIM100, iPECS-50(200-999), and 3000 "speed dial" bins with the MFIM300(2000-4999), and 6000 "speed dial" bins with the MFIM600(2000-7999), and 12000 "speed dial" bins with the MFIM1200(20000-31999). Commonly dialled numbers can be stored by the system attendant or by the administrator.

▪ **Operation**

- 1) Press Trans/Pgm then Speed.
- 2) Dial the System Speed Dial Bin (200-999).
- 3) Press 0 then dial the number to be stored.
- 4) Press SAVE then enter a [SPDNAME] and press SAVE.

[SPDNAME] Character input

ALPHANUMERIC DIAL-PAD ENTRIES

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
Blank - *1	0-00	#
: - *2 , - *3		

Listen To Background Music

▪ **Description**

-iPECS has a feature which allows the user to listen to their Background Music while the handset not in use.

▪ **Operation**

- 1) Press TRANS button.
- 2) Dial 73.
- 3) Dial 03.
- 4) Press The HOLD/SAVE button.

To CANCEL Background Music

- 1) Press TRANS button.
- 2) Dial 73.
- 3) Dial 00.
- 4) Press The HOLD/SAVE button.

ATTENDANT FEATURES

Change Date & Time

- **Description**

-Attendant user can change the date & time to match up with daylight savings.

- **Operation**

- 1) Press TRANS button.
- 2) Enter the Date MM:DD:YY
- 3) Press the HOLD/SAVE button.
- 4) Enter the Time HH:MM
- 5) Press the HOLD/SAVE.

Change Station Name

- **Description**

-The attendant also has the feature to change all the station names from there handset.

- **Operation**

- 1) Press TRANS button.
- 2) Dial 071.
- 3) Enter STATION Number you want to change.
- 4) Enter the NAME via Key pad.
- 5) Press HOLD/SAVE.

Change DAY/NIGHT Mode

- **Description**

- Attendant station, which is allowed to change modes from DAY to NIGHT which changes the Ring assignment.

- **Operation**

- 1) Press DND button.
- 2) Dial 2. (Night Mode)
- 3) Press HOLD/SAVE button.

To Return to DAY mode

- 1) Press DND button.
- 2) Dial 1. (Day Mode)
- 3) Press HOLD/SAVE button.