



## Cordless Telephone Module

## Cordless, Coded or Conference Call Telephones

### Quick Reference Card



Extension Number: \_\_\_\_\_

Voicemail Password: \_\_\_\_\_

#### Answering a Call

1. When an incoming call rings at your phone, pick up the handset or if equipped press the talk or speaker button.
2. When you are done speaking, place the handset back in the cradle or press the talk or speaker button.

#### Placing an Outside Call

1. Pick up the handset or if equipped press the talk or speaker button.
2. Dial 9 or to access a specific telephone line dial 5 + the line number 1–6 i.e. 51 – Line 1, 52 – Line 2, etc.
3. Dial the desired telephone number and speak with the outside party
4. When you are done speaking, place the handset back in the cradle, or if equipped press the talk or speaker button.

#### Placing an Intercom Call

1. Pick up the handset or if equipped press the talk or speaker button.
2. Dial the extension number 301 – 399, press the “\*” button to force the telephone to ring.
3. When you are done speaking, place the handset back in the cradle, or if equipped press the talk or speaker button.

#### Placing a call on Hold

1. While speaking to an outside party, press \* + \* to place the call on hold.
2. To retrieve the held call from the same extension dial \* + \* again. To pick up a call placed on hold from a different extension dial 5 + the line number between 1 – 6

#### Page All

1. Pick up the handset or if equipped press the talk or speaker button.
2. Dial \* + 2 to initiate a Page which will be heard at all idle telephones.

#### Page All (Answer)

1. From any extension dial \* + 2 to speak privately with the extension paging.

#### Transferring a Call

1. While speaking to the calling or called party, press \* + \* to place the call on hold.
2. Dial the desired extension
3. When the party at the extension answers, or if the extension is in voice announce mode, you may announce the caller... or simply...
4. Dial # + \* to complete the transfer

#### Voice Mailbox Operation

1. When a new voicemail message is left in your mailbox, you will hear interrupted (stutter) dial tone.
2. Dial \* + 80 + ppp (ppp= 3 digit password the default is 123)
3. All of the New messages will automatically start playing
4. Hang up when done.

#### Voice Mailbox – Remote Message Pick up

1. While listening to your personal greeting, dial your remote code (password). The default is 123.

## Feature Codes:

Call Pickup Intercom	* + 3
Call Pickup Phone Line	* + 5
Call Transfer	* + * + Ext + # + *
Conference	* + * + 2 <sup>nd</sup> Call + # + 9
Direct VM to Ext	Ext + * + # + 8 + 3
Hold	* + *
Intercom Calling	301 – 399
Intercom Force Ring	Ext + *
Page – All Call	* + 2
Page – All Answer Page	* + 2
Telephone Line Any	9
Telephone Line Specific	5+L (Line No. 1-6)
Transfer to Ext. VM	# + * + 8 + Ext
Transfer to Operator VM	# + * + 8 + 0

## VoiceMail Codes:

Access Mailbox	* + 80+ppp (pswd)
Record Memo	* + 81
Play Personal OGM	* + 82
Rerecord Personal OGM	* + 83
Delete Personal OGM	* + 84
Live Conversation Record	# + 85
Leave a Message (Intercom)	# + 83

## Message Usage:

Your New messages will begin playing automatically	
Play Previous Message	1
Play/Pause Message	2
Play Next Message	3
Delete Message	4
Hang up to disconnect	

## Programming Codes:

Programming Extension Numbers **## Ext ##**  
Ext = 301 – 399

Ringing – Enable/Disable  
**##+5+L+R+##**  
L= Line Number (1-6), R=1 for On, 0 for Off)

Call Forward – Enable/Disable (Telephone Line Calls only. Intercom calls do not forward)  
**##+801+##+T**  
T=0=Off, 1=Voicemail, 2= External, 3= Trk2Trk

Call Forward – Wait Time  
**##+802+##+tt**  
tt=Time before forwarding 00=immediate, 01-25 seconds.

Call Forward – External Number  
**##+803+##+Tn+#**  
Tn=Telephone number, as you would dial it from this location.

VoiceMail – Change Password  
**##+800+##+ppp**  
ppp=Three digit password (passcode)

Factory Default – Set it back to Factory Default  
**##+000+##**

## Installation:

The Cordless Telephone Module is line powered, so it does not need a dedicated power supply.

1. Plug a line from the X16 server into the port labeled “EKT”
2. Plug your cordless, corded or conference call telephone into the port labeled “SLT1”
3. The extension number of the first Cordless Telephone Module will be 320, but can easily be changed to any unused number from 301 – 399.
4. To change the extension number, enter ## + the extension number + ##. For example, if you want to sue extension number 325, you will enter ##325##.

