

SYSTEM ADMINISTRATOR GUIDE

The administration handset is usually the first extension in the group i.e. extension 100.

Administrator Facilities

The following details can **ONLY** be performed from the administration handset

Changing Date & Time

By changing the date/time from the administrator handset will update ALL other handsets.

Changing Date and Time

- Press **TRANS/PGM**
 - Dial **0 4 1**
- OR**
- Press MENU, Dial 0, Dial 1
 - Enter Date (month/day/year)
 - Press the softkey under **OK** or press **HOLD/SAVE**
 - Enter Time i.e. 9:15am = 0915
 - Press the softkey under **OK** or press **HOLD/SAVE**

Adding System Speed Dial Numbers

The iPECS system has 500 system speed dial numbers for you to program.

Any system speed dial added from the administrator handset can then be used by **ALL** other handsets (excluding DECT handsets)

Programming System Speed dial Numbers

1. Press the softkey under **DIR**
 2. Press the softkey under **SPEED**
 3. Press the softkey under **ADD**
 4. The next available speed dial number will be displayed in brackets
 5. Press **HOLD/SAVE** (to confirm that is the speed dial you wish to program)
 6. Dial **9** followed by the **Telephone Number**
 7. Press **HOLD/SAVE**
 8. Enter **Name** (just like text messaging the number of times the key is pressed determines what letter will be used, if you need to go forward press up on the volume keys, if you make a mistake press DND key, press button under ABC to switch between Caps lock, small letters or numbers)
 9. Press **HOLD/SAVE** or the softkey under **OK**
- This will automatically bring you on to save your next one (repeat steps 5-9) or if you wish to exit press **SPEAKER**

Editing a speed dial number

1. Press the softkey under **DIR**
2. Press the softkey under **SPEED**
3. Press the softkey under **ADD**
4. Enter the speed dial number you wish to edit i.e. 01, re-enter telephone number (remember to dial 9 first),
5. Press **HOLD/SAVE**
6. Re-enter name,
7. Press **HOLD/SAVE**

SPECIAL FEATURES

Mobile Extension

ONLY AVAILABLE WHEN USING DIRECT DIAL NUMBERS (DDI)

Mobile Extension works along side Direct Dial Numbers, the feature allows you to link your mobile phone to your desk handset enabling them to ring at the same time whenever you get a call to your DDI number, so if you step away from your desk and you can still receive, transfer and hold callers from your mobile phone. It is also possible to make outgoing calls via your mobile phone but the recipient will see your DDI number or office number rather than your mobile number.

Please Note:

- If your extension is busy (i.e. on another call), forwarded or in Do-not-Disturb, a call is not routed to the mobile extension.
- If you make an outgoing call through the system it displays your DDI/Office number but you are unable to transfer the call.
- If a call is not answered on either your desk handset or mobile phone the call will go through to your desk handsets voicemail (if set -up)
- This feature is only available on ISDN lines
- Call Back feature is not supported to the mobile extension

Setting up Mobile Extension – this can be done on any individual handset

Registering your Mobile Number	Dial TRANS/PGM , Dial 3 , Dial 7 , Enter your mobile number, Press HOLD/SAVE
Activating Mobile Extension	Dial TRANS/PGM , Dial 3 , Dial 8 , Dial 1 , Press HOLD/SAVE
Registering CLI Number (the number to be displayed when making outgoing calls via the mobile)	Dial TRANS/PGM , Dial 3 , Dial 9 , Enter either your DDI number or the main office number, Press HOLD/SAVE

Using Mobile Extension

Transferring a call from a Mobile	Dial * followed by the extension number, introduce the call or hang up to complete the transfer
Retrieving a caller from Transfer	Dial #
Holding a Caller	Dial * (caller will hear music on hold if applicable as they would in the office)
Retrieving a caller from Hold	Dial #
Making a call via Mobile but through the phone system	Ring your personal DDI number from your mobile, you will then hear the internal dial tone. Dial either the extension number or outgoing number you require. The recipient of the call will see the office number rather than you're mobile as if you are in the office.

Conference Room

ONLY AVAILABLE WHEN USING DIRECT DIAL NUMBERS (DDI)

A DDI NUMBER WILL BE DEDICATED TO CONFERENCE ROOMS

This feature allows internal or external callers to join a conference without being invited. The conference facility has the conference join codes (like the B.T service), each conference room has an own join code (room number) and password

Please Note:

- The maximum number of conference rooms is 9
- Up to a maximum of 6 people can enter each conference room
- This feature is only available on ISDN lines
- LCO line cannot be a member of conference room

Setting up a Conference Room	Press MENU key, Dial 2 , Dial 1 , Dial a number between 1-9 (room number), Dial password (must be 5 digits i.e. 12345), Press the button under OK
Joining the Conference Room	The caller rings in on the dedicated DDI number, they dial the room number (1-9) followed by the password i.e. 12345
Deactivating a Conference Room	Press MENU key, Dial 2 , Dial 2 , Dial the room number the conference was programmed on (a number between 1-9), Dial password (i.e. 12345), Press the button under OK