

VISIONPRO

Digital PBX for Small Offices



User Card

Trunk Access Codes

To make External calls, you must dial a Trunk access code.

- Dial 0 or 5 to access any Trunk.
- Dial 61 to access Trunk 1.
- Dial 62 to access Trunk 2.
- Dial 63 to access Trunk 3.

Making a Call

To make an External call:

- Dial a Trunk Access Code (0, 5, 61, 62, 63).
- You get trunk dial tone.
- Dial the number.
- Talk.

To call another Station:

- Dial the desired Station number.
- Talk.

To call the Operator:

- Dial 9.
- Talk.

To call a Department Group:

- Dial Department Group Number (3980 - 3983).
- Talk.

Abbreviated Dialing

To use Personal Abbreviated Dialing:

- Dial 8-Directory Index (00-09).
- Number is out dialed.

To use Global Abbreviated Dialing:

- Dial 8-Directory Index (10-99).
- Number is out dialed.

To program Personal Directory:

- Dial 18-Location Code (directory Index)-Trunk Access Code-Number-#*
Location Code (directory Index): 00-09; Trunk Access Code: 0, 5, 61, 62, 63; Number: Desired number.

Redial

Last Number Redial:

- Dial 7.
- Talk.

To set Auto Redial:

- Dial a Trunk Access Code (0, 5, 61, 62, 63).
- Dial desired Number.
- Disconnect if dialed number is busy.
- Dial 77.
- Replace handset.

To cancel Auto Redial:

- Dial 70.
- Replace handset.

You can set Auto Redial for three numbers.

Receiving a Call

- When your phone rings, lift the handset.
- Talk.
- Replace handset to disconnect.

Call Pick Up - Group

To answer a call ringing on a Station within your Group:

- Dial 4.
- Talk.

Call Pick Up - Selective

To answer any ringing Station:

- Dial 12-Number of the Station you want to pick.
- Talk.

You must first program the call pick up groups to use this feature.

Managing Calls

Call Hold

During speech with remote party (External call/Station):

- Press Flash.
- Remote party is put on Hold.

Call Park

To park a call:

- Speech with remote party (External call/Station).
- Dial Flash-7.
- Go ON-Hook.

To retrieve a parked call:

- Dial 17.

If a parked call is not retrieved before the expiry of the Call Park Timer (default: 45 seconds) the call will automatically ring on the Station that parked the call. The Call Park Timer is programmable.

Call Toggle

To toggle between two calls:

- Speech with Station 1.
- Press Flash.
- Dial the number of Station 2.
- Speech with Station 2.
- Dial Flash-1.
- Speech with Party 1.
- Dial Flash-1, again.
- Speech with Station 2.

IMPORTANT!

The default User Password, 1111 will not be accepted for:

- 1 Call Follow Me
- 2 Dynamic Lock
- 3 Walk-In Class of Service

Please change the User Password before you use these features. For detailed instructions see User Password.

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To toggle between an Internal and an External call:

- Speech with Party 1 on Station.
- Press Flash.
- Dial Trunk Access Code (0, 5, 61, 62, 63).
- Dial number of Party 2.
- Speech with Party 2 on Trunk.
- Dial Flash-1.
- Speech with Party 1 on Station.
- Dial Flash-1 again.
- Speech with Party 2 on Trunk.

To toggle between an External and an Internal call:

- Speech with party on Trunk.
- Press Flash.
- Dial another Station number.
- Speech with party on Station.
- Dial Flash-1.
- Speech with party on Trunk.
- Dial Flash-1 again.
- Speech with party on Station.

To toggle between two External calls:

- Speech with Party 1 on Trunk 1.
- Press Flash.
- Dial 8-Trunk Access Code (0, 5, 61, 62, 63).
- Dial number of Party 2.
- Speech with Party 2 on Trunk 2.
- Dial Flash-1.
- Speech with Party 1.
- Dial Flash-1 again.
- Speech with Party 2.

To answer another External/Internal incoming call while in speech with a Station:

- Press Flash.
- Current call is put on Hold.
- Speech with incoming call.
- Dial Flash-1 to toggle between calls.

When you toggle between calls, only one of the two persons will be in speech with you at a time, the other will be put on hold.

To establish 3-way speech:

- Dial Flash-0. All the three parties are in speech.

To disconnect party you are in speech with:

- Dial Flash-2.

To disconnect the party on hold:

- Dial Flash-3.

Call Transfer - Screened

- Speech with Party 1 on Trunk.
- Press Flash.
- Dial desired Station number.
- Speech with Party 2 on Station.
- Replace handset to transfer.

Call Transfer - While ringing

- Speech with Party 1 on Trunk/Station.
- Press Flash.
- Dial desired Station number.
- When the station rings, replace handset to transfer.

Call Transfer - On Busy

- Speech with Party 1 on Trunk/Station.
- Press Flash.
- Dial desired Station number.
- Dial 5 on busy tone.
- Replace handset.

Call Transfer - Trunk-to-Trunk

- Speech with Party 1.
- Press Flash.
- Dial 8-Trunk Access Code (0, 5, 61, 62, 63).
- Dial number of Party 2.
- Speech with Party 2.
- Dial Flash-6.
- You get disconnected and the other two parties will be in speech.

Conference (3-Party)

- Speech with Party 1.
- Press Flash.
- Dial number of Party 2.
- Speech with Party 2.
- Dial Flash-0.
- 3-way speech is established.

To disconnect from the conference:

- Press Flash again.
- Party on one trunk is put on hold and you are in speech with party on the other trunk.
- Dial Flash-6.
- Both parties on the trunks are in speech.
- Your call is disconnected.

Other Features

Auto Call Back

When the Station you are trying is busy:

- Dial 2 on busy tone.

When there is no reply from the Station:

- Dial Flash-2.

To cancel Auto Call Back-On Busy/No-Reply:

- Dial 102.

Call Forward

Call Forward-Unconditional (all calls):

- Dial 131-Destination Station number.

Call Forward-No Reply:

- Dial 133-Destination Station number.

Call Forward-Busy:

- Dial 134-Destination Station number.

To cancel Call Forward:

- Dial 130.

Call Follow Me

To forward calls from a remote Station:

- Dial 132-Your Station number-Your User Password.

Call Follow Me

To cancel Call Follow Me:

- Dial 130 (from your Station).

Interrupt Request (IR)

- Dial desired Station number.
- Dial 5 on busy tone.
- Ring Back Tone . Called Station gets beeps.
- Called Station presses flash to answer the call, speech with Called party.
- Called Station does not answer the call, call disconnects.

Barge-In

- Dial desired Station number.
- Dial 3 on busy tone.
- Ring Back Tone. Called Station gets beeps.
- Called Station in speech with Called party after 10 seconds.

Raid

- Dial desired Station number.
- Dial 4 on busy tone.
- Dialed Station gets beeps.
- 3-way speech is established.

Hotline

To set Hotline for a Station:

- Dial 153-Station number .

To set Hot Outward Dialing:

- Dial 151-Trunk Access Code (0, 5, 61, 62, 63).

To set Hot Outward Dialing with Number:

- Dial 152-Trunk Access Code (0, 5, 61, 62, 63)-External Number -#*

To set Hotline Timer:

- Dial 154-Number of Seconds (2-9 seconds; default: 3 seconds).

To cancel Hotline:

- Dial 150.

Only one type of hotline can be enabled on a Station at a time.

Dynamic Lock

To set Auto Dynamic Lock:

- Dial 143 - User Password-Minutes (01-99).

To set Manual Dynamic Lock:

- Dial 143 - User Password-00

To lock the Station:

- Dial 140

Dynamic Lock

To unlock the Station:

- Dial 141-User Password.

Alarms

Duration Alarm:

- Dial 161-Minutes (00-99 minutes).

Time Alarm:

- Dial 162-HH-MM (00-23 hours, 00-59 minutes).

Daily Alarm:

- Dial 163-HH-MM (00-23 hours, 00-59 minutes).

Remote Alarm:

- Dial 164-Station Number-Alarm Type (1: Duration Alarm, 2:Time Alarm, 3: Daily Alarm)-MM/HH-MM

To cancel Alarms:

- Dial 160.

To cancel Remote Alarm:

- Dial 164-Station Number-0.

Live Call Supervision

- Dial 199-Station number to be supervised.
- The last external number dialed by the supervised Station is displayed on the LCD of your CLI phone.

User Password

To change User Password:

- Dial 144-Old Password-New User Password (max. 4 digits. Default: 1111).

Walk-In Class of Service

To Walk In into another Station:

- Dial 111-Your Station Number-Your User Password. E. g.: Dial 111-23-3535 to Walk In from Station 25.
- Dial the desired number.

You can make only one call at a time using this feature. To make another call, you must dial the code sequence again.

Cancel Station Features

To cancel all features of a Station:

- Dial 100.
- The following features, if set are cancelled:
 - Alarms
 - Auto Call Back
 - Call Follow-Me
 - Call Forward
 - Hotline
 - Hot Outward Dialing
 - Walk-In Class of Service

For details refer to the System Manual. The documentation can be found at <http://www.matrixtelesol.com/product-manuals.html>