

Model
PBX 206
User Guide

Contents	Page
General Information	3
Incoming Ringing	3
Do you Have 1 or 2 exchange Lines?	3
Auto Attendant (DISA)	3
To Record Out Going Message (OGM)	4
To Set System for DISA Mode	4
To Remove DISA Mode	4
Call Barring / Call Restriction	4
System Default Settings	7
Making Outgoing Calls	7
Making Internal Calls	8
Transferring Calls	8
Conference Calls	8
Call Pick Up	8
Outgoing by Preferred Line	9
Power Failure	9
To Fix a Time Limit on Outgoing Calls	9
How to Use BT Network Services	9
To Access Individual Lines	9

PABX 206 System Programming – General Information:

- System programming can only be done by Extension 1
- To start programming enter * #
- To finish programming enter #
- To delete an incorrect entry, dial * and re-enter
- A long beep confirms successful programming
- A series of beeps confirms that programming has not been successful

Incoming Ringing

Note: The factory default setting is for all 6 extensions to ring on incoming calls on lines 1 and 2

To change this setting to suit your requirements:

Example 1 –

For incoming calls on line 1 to only ring on extensions 1,2,3 and 4:

Lift Handset & Dial * # 1 1 1 2 3 4 # Replace Handset
(Code) (Line) (Extensions) (End)

Example 2 –

For incoming calls on line 2 to only ring on extensions 1,5 and 6:

Lift Handset & Dial * # 1 2 1 5 6 # Replace Handset
(Code) (Line) (Extensions) (End)

Important Note - One or Two Exchange Lines?

The PABX 206 is configured for a 2 exchange lines. If you only have one line enter the following code from extension 1:

Lift Handset & Dial: * # 2 1 # Replace Handset
(Code) (Line) (End)

If in the future you add a second line enter the following code:

Lift Handset & Dial: * # 2 1 2 # Replace Handset
(Code) (Lines) (End)

Auto Attendant - Direct Inward System Access (DISA)

When in the DISA mode, incoming callers will get your Out Going Message (OGM).

If they know the extension number and dial it, they will automatically be routed to that extension. If they do not know the extension number, instruct them to Dial 0 for the operator. Extension 2 will ring.

To Record the Out Going Message (OGM)

The OGM recording time is a maximum of 12 seconds.

Lift handset on Extension 1 & Dial

* # 2 2 0 0 #

When you hear the beep start recording

A second beep indicates the end of recording.

An example OGM is as follows:

“ Thank you for calling Orchid Electronics. If you know the extension number you require, dial it now or dial 0 for the operator”

To set the System for DISA Mode

Lift Handset on Extension 1

Dial * # 2 0 0 0 # Replace the handset

To Remove the DISA Mode

Lift handset on Extension 1

Dial * # 2 1 0 0 # Replace the handset

Call Barring / Call Restrictions

The Orchid PBX 206 has a very flexible Call Restriction feature which allows extensions only to call essential numbers, thereby keeping call costs to a minimum.

Call restrictions of varying degrees can apply to any or all extensions.

There are 7 groups of Call Barring/Call Restrictions available. Groups 1 to 4 enable you to program Call Types to be barred; for example calls to mobiles (07) numbers can be assigned to Group 1 and any extensions assigned to Group 1 will not be able to make a call to a mobile phone.

Any extensions assigned to Group 7 can only make Internal Calls

Groups 5 and 6 for Allowed calls only. It may be quicker and easier to use this feature instead of the Call Barring / Call Restriction options depending on your requirements.

To allow ALL extensions to only dial certain call types

The allowed call types must be programmed in Groups 5 & 6. For example you may want all extensions to only call Local and National number (01 & 02) and Emergency numbers.

NB 999 & 911 MUST ALWAYS BE PROGRAMMED AS ALLOWED CALLS.

Example – To program 999, 911, 01 & 02 numbers into Group 5:

Lift Handset on Extension 1 & Dial:

* # 4 5 999 # * # 4 911 # * # 4 01 # * # 4 02 #
(Code) (Group) (Allowed No) (End)

Replace Handset

NB: Call types can be added to the above at any time up to a maximum of 10 call types.

To assign ALL extensions to the allowed Call Types in Group 5:

Lift Handset on Extension 1 & Dial:

* # 5 0 5 #
(Code) (All Extns) (Group) (End)

Replace Handset

Internal Call Only – Group 7

To Restrict an extension(s) to internal calls only – no outgoing calls.

Lift Handset on Extension1 and Dial:

* # 5 6 7 #
(Code) (Extn) (Group) (End)

Replace Handset

NB: Internal Calls Only Extensions CANNOT make calls to the emergency services.

CALL Barring – Groups 1 to 4

Allows you to set up 4 different groups with various call types being barred.

Suggestions:

Group	Suggested Call Type to be Barred	
1	Mobiles	07
2	International	00
3	Premium Rate	09
4	Network Services	123, 118, etc..

Each Call Type can be up to 4 digits and up to 20 call types per group can be programmed.

Programming the Call Barring Groups

Example1: Programming Premium Rate numbers starting 09 into group 3

Lift Handset on Extension 1 & Dial:

* # 4 3 09 #
(Code) (Group) (Bar) (End)

Replace Handset

Example 2: Programming 07 Mobile Numbers into Group 1

Lift Handset on Extension 1 & Dial:

* # 4 1 07 #
(Code) (Group) (Bar) (End)

Replace Handset

Assigning Call Barring Groups to Extensions

Example 1: To assign Call barring Group 3 to extension 6

Lift Handset on Extension 1 & Dial:

* # 5 3 6 #
(Code) (Group) (Extn) (End)

Replace Handset

Example 2: To assign Call barring Group 1 to extensions 4 & 5

Lift Handset on Extension 1 & Dial:

* # 5 1 4 # * # 5 1 5 #
(Code) (Group) (Extn) (End) (Code) (Group) (Extn) (End)

Replace Handset

Example 3: To assign Group 3 to All Extensions

Lift Handset on Extension 1 & Dial:

* # 5 3 0 #
(Code) (Group) (All Extn) (End)

Replace Handset

To Clear Programming in any group (1 to 6)

Example: To clear programming in Group 3

Lift Handset on Extension 1 & Dial:

* # 4 3 #
(Code) (Group) (End)

Replace Handset

System Default Settings

To Reset the System to Factory Default Mode

Lift the Handset on Extension 1 & Dial

* # 6 0 0 0 #
(Code) (Clear) (End)

Replace Handset

Factory Default Settings

- Configured for two lines
- All Extensions will ring on incoming calls
- No Call Restrictions
- DISA feature not operational.

Making Outgoing Calls

Lift any extension handset and you will automatically be connected to a telephone line – Dial as normal. If both lines are in use you will hear internal dialling tone and you will not be able to dial out.

Making Internal Calls

Lift the handset, Dial * followed by the extension you require (Numbers 1 to 6)

Transferring Calls

Allows you to manually or automatically transfer an incoming or outgoing call to another extension.

To Transfer Manually:

- Press Recall followed by the extension number required
- Announce the caller when connected
- If the extension wants to take the call, replace the handset

NB: If the extension does not want to take the call, when they replace their handset the call will revert back to you.

To Transfer Automatically:

- Press Recall followed by the extension number required
- Replace the handset

If the extension does not answer within 15 seconds the call will be redirected back to you and your phone will ring.

NB: If the extension is engaged the call will immediately revert back to you.

Conference Calls

Allows you to set up a conference call between 2 extensions and an outside call.

- During the call press RECALL
- Dial * followed by the extension number required.

If the extension number does not answer within 15 seconds, you will automatically be connected back to the outside caller.

Call Pick Up

Allows you to pick up an incoming call on another extension

Lift handset and dial # 7

Outgoing by Preferred Line

Allows you to elect which line you use to make an out going call.

Lift handset and dial either:

#1 for Line 1

or

#2 for Line 2

Power Failure

In the event of power failure, all calls on line 1 will ring on extension 1.

If you need to also receive calls on line 2, plug a telephone into 1 of the 2 line sockets, located to the right hand side of the rear panel.

Fix a Time limit for Outgoing Calls.

Individual or ALL extensions can be limited from 1 minute to 99 minutes for each Outgoing call, this is a useful feature if your Calls provider offers Free Calls

but limits them to a certain time .

To make sure you are within any required time limit the actual time allowed is reduced by 20 seconds.

Example 1 : To limit ALL extensions to 3 minutes per outgoing call;

Extn. 1 Dial * # 30 03 #
Time

To remove 3 minute limit for ALL extensions:

Extn. 1 Dial * 3 000 #

Example 2 : To limit extensions 5 and 6 to 60 minutes per outgoing call;

Extn . 1 Dial * # 3 5 60 # * # 3 6 60 #
Ext Time

To remove 60 minute time limit for Extns 5 and 6

Extn. 1 Dial * # 3 5 # * # 3 6 #

How to use BT or Cable network services

In order to use network services eg; Call Divert you need to Dial # 1 in front of the activation code ie; # 1 * 21 * etc. To deactivate the service dial # 1 # 21 # etc.

If you need to use line 2 to set up the Networks services dial # 2 in front of the activation code.

To access individual lines

When you go Off Hook you will automatically be connected to Line 1, however if you need to make a call on line 2 , dial # 2 then the number.

