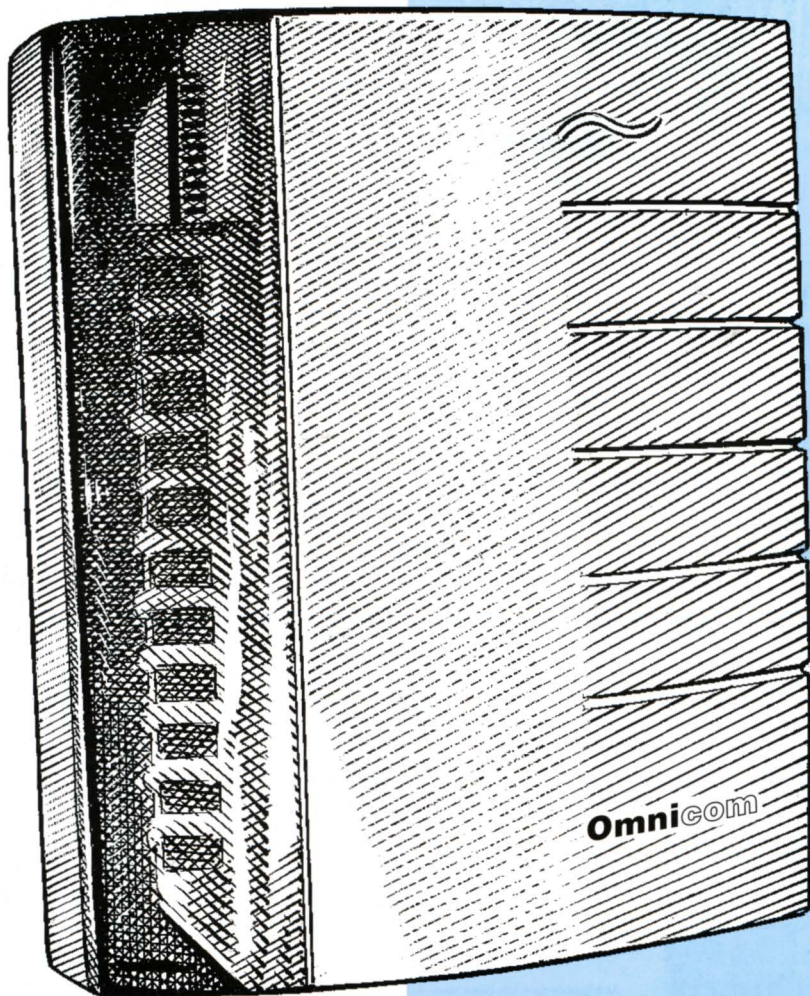
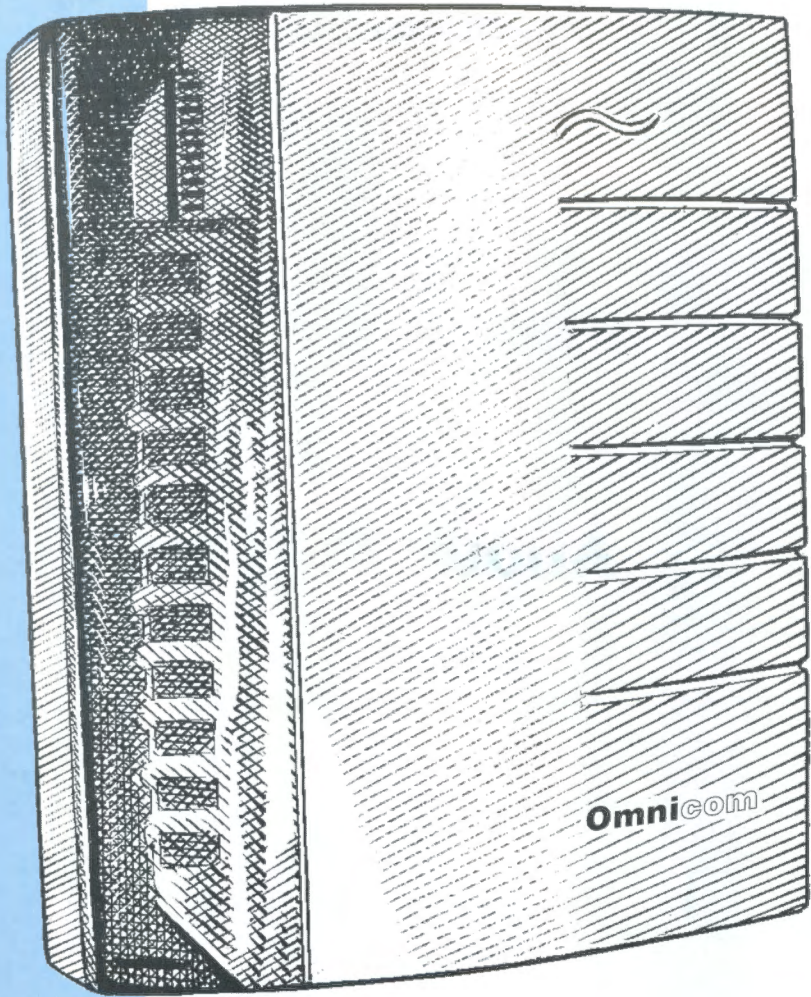


# Omnicom

## FS2828



# Extension Users Guide

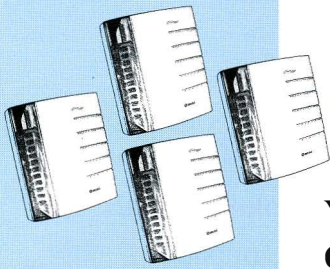


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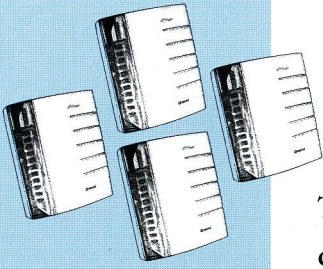


# Introduction

Your extension telephone is connected to an **OmniCom** Private Branch Exchange (PBX) system and provides you with an extensive number of useful and time saving features. These may be easily learned by following the instructions given in this guide.

## About This Guide

This guide gives a working description of the main features of the **OmniCom** and can be used as a day to day reference. However, if more detailed information on extension programming and system functions is required, please refer to the **OmniCom** System Programming Guide.



# Making a Call

The **OmniCom** can be used to make internal calls to other extensions and to the outside network such BT or Mercury.

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## Internal Calls

To call another extension just dial the required number, from 220 to 227.

To ring all extensions - dial 200

To ring all extensions on ring group 1 - dial 201

To ring all extensions on ring group 2 - dial 202

To ring all extensions on ring group 3 - dial 203

To ring all extensions on ring group 4 - dial 204

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## External Calls

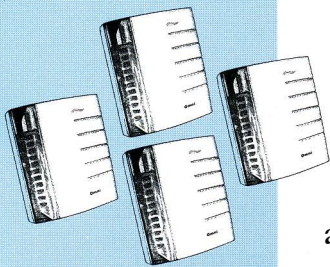
To make an outside call using any line just dial 9 + required number.

If you wish to select a specific line through which to route your call:

To select line 1 - dial 61 + required number

To select line 2 - dial 62 + required number

If you subscribe to both BT and Mercury services, all calls will be switched automatically



and require no further action. It should be noted however, that all service calls, ie., to the operator or directory enquiries, are automatically routed to BT. If Mercury services are required then the service number should be prefixed with 9131 or 9132.

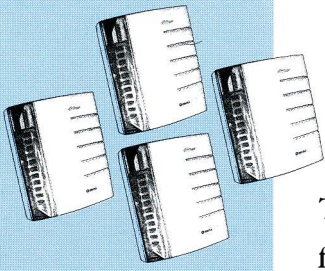
If the **OmniCom** is operated as a satellite exchange, ie., linked to a larger exchange or used with BT Star Services, then a further 9 must be placed in front of the numbers given previously.

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## **Programmed Numbers**

Up to one hundred frequently used telephone numbers may be permanently programmed into the **OmniCom** and can be used by dialling the required short code in the range of 300 to 399. The number stores directory, given at the back of this guide, can be used to record your contact name against the the short code.

Please refer to the System Programming Guide for the instructions to initiate this facility.



# Call Handling

The following instructions provide details of the flexible and efficient call handling features of the **OmniCom** system.

Please note the recall button (indicated R) is for use with a tone operated telephone only. If a pulse dial telephone is used, dial 1 instead of Recall.

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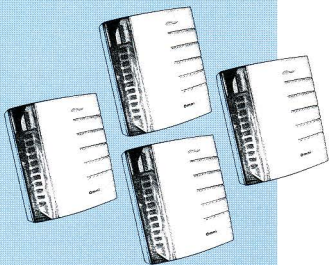
## Hold, Transfer, Park and Divert Functions

Hold	R (To recover the call press R again)
Transfer	R + required extension number
Park	R + replace the handset
Retrieve parked call	66+ parked extension number
Divert on	76+ target extension number
Divert off	76+ replace the handset
Pick up another ringing extension	8

---

## Using Two Lines at Once

This is particularly useful if there is only one user and two calls are received.



Just answer one call as usual. When the second call is received, press recall and answer the call. To toggle between the two calls press recall.

If you wish to release one call and keep the other on line, then hang-up on the one you want to release and you'll be automatically left talking to the other.

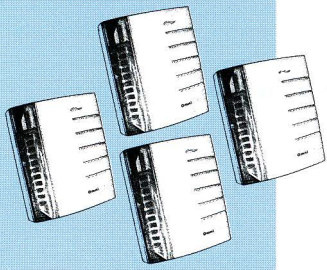
Similarly, when on a call and you wish to set up another call using the other line, press recall and dial the other number. To toggle between the two press recall. To release one, just hang-up and you'll be reconnected to the other.

---

## Call Back and Redial Functions

The **Omni**com system provides a call back feature for both busy extensions and exchange lines. If this function is set the system will ring your extension when the other number is free.

Call back when free R 70



## Call Back and Redial Functions Continued

The redial function can be used to set the system to redial an engaged number in five minutes or set to a time of your choice.

Redial	R 75 (5 minute recall)
Timed redial	R 75 + Time(hh mm)
Last number redial	78

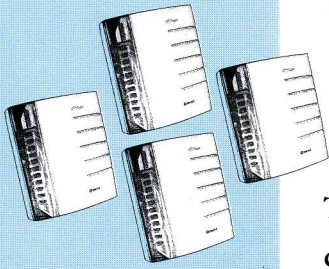
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## Intrude Function

If the extension being called is engaged, the intrude feature can be used to alert the person on that extension that you wish to intrude. The system will then provide a voice prompt advising them of your extension number.

Initiate intrusion	R 71 ( dial on hearing the engaged tone)
Accept intrusion	R (dial on hearing the voice prompt)
Return to existing call	R





# Special Functions

## Clock Functions

The **OmniCom** system provides a comprehensive time function with speaking clock and alarm facilities on all extensions. If at any time the voice prompt “Set the time please” is present, the time must be entered to enable normal functions to operate. To do this follow the instructions given below.

### PLEASE NOTE

**All clock functions must be entered using the 24hr clock ie. 2.15 PM is entered as 14 15.**

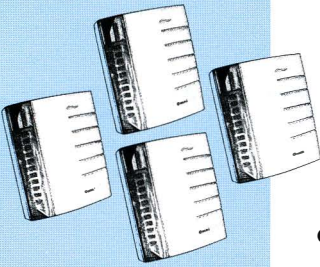
Set the time	73 + time (hh mm)
Call the speaking clock	73
Set the alarm	74 + time (hh mm)
Cancel the alarm	74

Please note the alarm will repeat each day until cancelled.

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## Do Not Disturb

To stop internal calls ringing your extension you may switch the internal ring off. If your extension is called when this function is



## **Do Not Disturb Continued**

selected, the voice prompt, “Sorry internal ring off” will be given to advise the caller that the extension is not ringing. You may check if this option is selected on your extension by performing the self test function described in the Help Section.

Internal ring off	72
Internal ring on	72

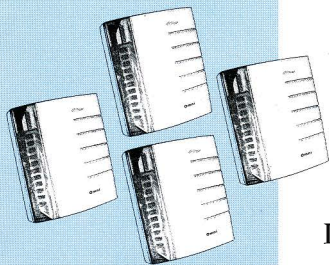
## **Door Intercom and Release**

If this option has been fitted the following facilities will be available to extension users. When the door intercom button is pressed all selected extensions will ring with a series of rapid bursts. To answer this lift the handset and dial 18, you may now talk to the caller. To release the door catch dial R 0.

## **Smoke Alarm**

If the smoke alarm option has been fitted all selected extensions will ring if the alarm is activated. When the handset is picked up the prompt “Alarm alarm” will be repeated. Replacing the handset will stop the ringing on that extension but the other extensions will continue to ring until answered or the alarm is deactivated.

**IF THE ALARM IS ACTIVATED PLEASE FOLLOW YOUR FIRE DRILL INSTRUCTIONS IMMEDIATELY.**



## **Intercom Extension**

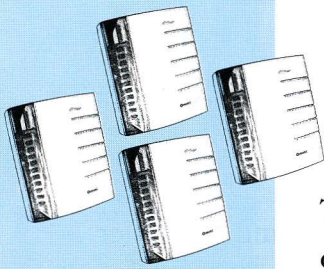
Any extension may be set to operate as a hands free intercom.

In this mode, the line is left open and any caller will automatically be connected without the extension ringing.

To designate a particular extension as an intercom simply lift the handset, dial 77 and do not replace the handset. The Omnicom will confirm this with the response "Set".

To cancel this feature just replace the handset at the intercom extension.

This feature may also be used as a baby monitor if required.

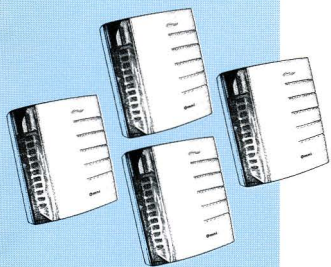


## **Self Test Function**

# **Help Section**

The self test function may be used to test the operation of an extension, confirm the current programmed functions and the number of that extension. To perform this test follow the instructions given below:

- Pick up the handset and dial 60.
- The system voice prompt will now give the extension number and all functions currently programmed on that extension.
- Replace the handset.
- The extension should now ring.
- Pick up and replace the handset again.
- The ringing should stop and the system will function normally.
- If you still have a problem with the extension please contact the system manager, technical department or system installer.



# Telephone Selection

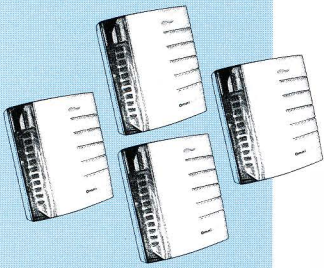
The **Omni@com** is compatible with the most common types of telephones used today.

However, if problems are occurring it is worth checking that the telephone being used is compatible with the **Omni@com** system.

Compatible telephones are Pulse Dialling(LD) and Dual Tone Multi Frequency (DTMF) types.

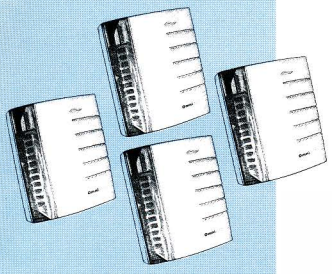
If you are unsure which type of phone you have check with the system manager or your

**Omni@com** or telephone suppliers.



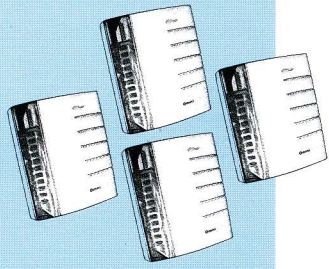
# Extension Directory

EXTENSION	CONTACT	RING GROUP
220	.....	.....
221	.....	.....
222	.....	.....
223	.....	.....
224	.....	.....
225	.....	.....
226	.....	.....
227	.....	.....



# Number Stores Directory

SHORT CODE	CONTACT	FULL NUMBER
300	.....	.....
301	.....	.....
302	.....	.....
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306	.....	.....
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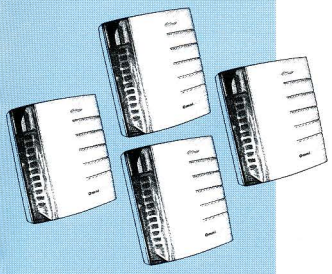
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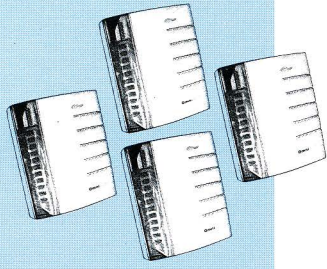
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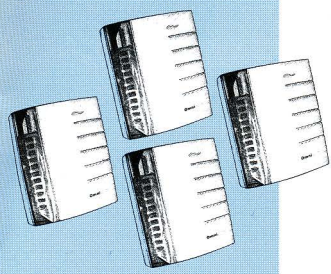
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# Notes

Part No 503-286-01  
Issue No 01/03/94

**APPROVED** for connection  
to telecommunication systems  
specified in the instructions for  
use subject to the conditions  
set out in them

**S/3355/3/P/502900**