Individual Speed Dial Operation

Lift handset.

Dial **[#] + [81]**.

After a tone is heard, dial **[01 ~ 09]**

{Individual Speed Dial Code }

Note: *Individual Speed Dial Code:[0~9] = [01] to [09]*
When dialling out

System Speed Dial Operation

Lift handset.

Dial **[#] + [81]**.

After a one-second tone is heard, enter System Speed

Dial Code [100 +].

The systems will automatically select a free CO line according to the programming specification.

FAC Code + System Speed Dial Procedure

This enables the SLT extension user to [FAC] + [Speed

Code] **Dialling procedure. Example:** Fac = [0394] Spd

Code = [121]

Step 1: Lift handset.

Step 2: Dial [# 76 Hear tone dial 4]

Step 3: Now enter [FAC =0394] *{ No #9 is required}*

Step 4: Enter [Speed Code = 100] *{No #81 is required}*

Analogue Telephone User Guide

Introduction:

Features

Introduction

Congratulations on your purchase of the Hymax HA Series PBX system, we are confident that you will experience many years of excellent use and service from this product.

All of our products are manufactured to the highest international standards and are approved by "ICASA" to comply with the standards required in South Africa.

This short user guide is to assist you in understanding the method of operation of the many user friendly features.

Note! Please be aware that not all extensions are authorized to have access to "all " the features listed in this document.

It is also possible that your extension has been programmed to be subject to a certain level of trunk barring, which may restrict where you may dial.

Should you encounter any difficulty in operation, contact your nearest "Hymax Authorized Dealer" for support.

Own Group Pick Up
When another extension is ringing

Dial **[*]+[1]**.

Extension Pick Up
When another extension is ringing

Dial **[Ringing Station Number] + [*]**   or

Dial **[*] + [3] + [Ringing Station Number]**

Speed Dial

Individual Speed Dial Programming
Lift handset.

Dial **[#] + [78]**.

After a one-second tone is heard, enter Individual Speed

Dial Code **[0~9]**.

Enter **[00]** for first available trunk line

Enter telephone number.

Hang up handset.

External Call

When the CO line starts ringing lift handset of ringing
extension, or you can pick up and answer the incoming
CO by using the code **[* 9]**

All Pick Up *(Not for normal use)*

With handset up or down when another extension is
ringing (only KP can use this function when On Hook).
Dial **[*]+[0]**.

Group Pick Up

With handset up or down when another extension is
ringing (only KP can use this function when On Hook).
Dial **[*]+[Group Number 1~8]** when off Hook.

Incoming CO Pick Up

If you know which CO line is to be selected you can
Dial the CO line number by **[#401 = CO1] [#402 = CO2]**
[#403 = CO3] [#410 = CO10] ect.

Internal & External Dialling

Calls to another internal extension

Lift the handset listen for dial tone (internal)
Dial the required extension number

Calls to an external Number

Lift the handset listen for dial tone (internal)
Dial the line access code [0]
You will now hear a different dial tone (Depending on whether
LCR is activated or not) this tone indicates you have an external
line.Now dial the number you require.

NOTE: *Not all extensions are permitted to make outgoing calls,
be aware that your extension may be restricted to dialing certain codes.
Please contact your superior for more details.*

Calls to the Switchboard

Lift the handset listen for dial tone (internal)
Dial the switchboard code [9]

External Call
When the CO line starts ringing lift handset of ringing

extension or you can pick up and answer the incoming

CO by using the code **[* 9]**

Other Call
Lift the handset of ringing station.

NOTE: *You can distinguish the difference between CO Calls
and internal calls by the ringing signal*. CO Calls have a double
ring and internal calls only one.

Call Transfer

Announced Transfer
Place the call on hold. [R]

Dial required extension number.

Wait for called extension to answer, announce the caller.

Replace the handset.

Unannounced Transfer (Camp On)
Place call on hold.

Dial required extension number. Replace the
handset.

Paging

Internal and External
Lift handset.
Dial **[#] + [0]**.

Internal
Lift handset.
Dial **[#] + [1]**.

Answer Paging
Lift handset.
Dial **[#] + [*]**.

External Zone Paging
Lift handset.
Dial [#] + [3] + [Zone 1~8]**.**

Internal Zone Paging
Lift handset.
Dial [#] + [2] + [Zone 1~8]**.**

Note: *When paging, you can broadcast the voice through the handset
of the telephone over the speaker of the Key Telephone for Internal
paging, or the external PA System paging device for External Paging*.

Incoming Paging

Calling In to The System From Outside

External party makes an incoming call to the system

through DISA trunk line.

Once the system has answering the incoming call,

the caller can dial **[#]+[1]**, followed by the

[Incoming Paging Password] to gain access to

page all internal stations. For Example, dial **[#123]**.

Redial

Last Number Redial

Lift handset or leave handset on Hook.

Dial **[#] + [82]** and the system will automatically select a

free CO line and dial the last outgoing telephone number.

REDIAL When Using Forced Account Code / Pin Codes

Lift handset or leave handset.

Enter the FAC [# 9 Code] you will get dial tone and can dial.

If the number dialed is busy, Press the [R] + dial [# 8 2]

The system will auto insert the FAC and redial the last number.

Morning / Wake Up Call

Lift handset.

Dial**[#] + [79]**.

Enter alarm time [HH] [MM] and duration Replace handset.

Example: To get a wake up call at 6 AM enter the following:

[HH = 06] [MM = 00] [Duration = 01]

NOTE:
You can ask the operator to allocate / program an wake up call for your room
If the duration is < 99 then the Morning Call function will   be changed to an Alarm Function.

Call Park

While talking to the calling party.

Put the call on hold by [R]

Dial **[#] + [80] + [N]** N = 0~9 (You will get internal dial tone)

Do whatever function you want to and then Replace the Handset.

Lift the Handset and Dial **[#] + [80] + [N] N = 0~9**

You will be reconnected to your 1st call.

Call Split / Enquiry Call

During conversation with party A, Hook Hold [R]

to place call A on hold.

Make a call to party B.

When party B answers, Press [R] to place party B on hold

and retrieve party A. Talk to party A and B alternatively

(toggle).

Hot Call Extension

Lift handset.

The assigned station will be called automatically.

NOTE*: Usually implemented for "Speed Points" or for "Modem Ports"*

Electronic Lock / Unlock Extension

Lock/Unlock

Handset on Hook.

Dial **[#] + [77]**.

Enter your security number (maximum of 7 digits).

The station will be automatically Locked/Unlocked.

Temporary Lock/Unlock

Handset on Hook.

Dial **[#] + [70]**.

Enter your security number (maximum of 7 digits).

The station will be automatically Locked/Unlocked.

Call   Forward

All Incoming Calls Forward

Lift handset.

Dial **[#] + [71] + [Forwarded** Extension **Number]**.

To Cancel

Repeat Step 1, **Dial [#] + [71] + [Own Extension** Number]**.**

Call Follow Me

Lift handset at remote extension.

Dial **[#] + [75] + [The Extn. No from where calls must be forwarded]**.

To Cancel

When back at your own extension**!! *Remember*!!! NB!**

Dial **[#] + [71] + [**Own Extension Number**]**.

Incoming When Busy Call Forward

Lift handset.

Dial **[#] + [72] + [Forwarded** Extension **Number]**.

To Cancel

Repeat Step 1, Dial **[#] + [72] + [Own** Extension **Number]**.

Incoming When Busy or No Answer Call Forward

Lift handset.

Dial **[#] + [74] + [Forwarded** Extension **Number]**.

To Cancel
Repeat Step 1, **Dial[#] + [74] + [Own Extension** Number]**.**

Incoming No Answer Call Forward

Lift handset.

Dial **[#] + [73] + [Forwarded** Extension **Number]**.

To Cancel
Repeat Step 1, but replace **[Forwarded Extension Number]** with **[Own Station Number]**.

Call Forward To Individual Speed Number

Lift handset.

Dial **[#] + [76] + [3]**

Enter the Speed Code **Eg 0 ~ 9**

Account Codes

Make or receive an external call.

During the conversation put the call on hold press the [R] button.

When you hear the Hold Tone Dial [**5**]

Enter the client Account Code number (Max of 8 digits)

Press [#] to save. The code will be printed to the management software.

Press the [R] button again to go back to the call.

Individual Reminder Alarm

Lift handset.

Dial **[#] + [79]**.

Enter the alarm time, and duration

EG: HH:MM: 01

Hang up. (Replace the handset)

Call Waiting

When an internal extension which is engaged or

does not answer, you will hear Busy or Ring Back Tone.

Dial **[6]**.

Replace the handset.

*If the called extension is busy, when the extension becomes
free the system will automatically ring the extension that left
the message.*
*When this extension answers the, the system it will also ring
the left message station. After left message station answers,
these 2 extensions can talk*

Answer Call Waiting

If the station is busy when another station leaves the

message, just wait for the recall after the station is free.

If the station is free then lift the handset during the Call

Waiting ringing.

Do Not Disturb Function

Lift handset.

Dial **[#] + [761]**.

Hang up. (*Replace the handset*)

Cancel "Do Not Disturb"
Lift handset.

Dial **[#] + [762]**.

Hang up.

Pin Code / Forced Account Code

Lift the handset.
Dial **[#] [9] [code]**.

Enter Forced Account Code number assigned in

The system will automatically select a free CO for

outgoing calls.

And digits dialed will be sent out automatically.

CO Queuing / Line Reservation

Dial [0] for a line on hearing busy tone.

Dial **[6]** to activate Call back when free CO Lines become available.

The busy CO will be placed in the CO queue.

When a CO in the CO queue goes free, it will recall to the Extension That invoked this facility and on answer the extension will get dial tone.

Conference Calls

Combined External/Internal Conference

During conversation with an external (or internal) party,

Dial **[R]** to place the call on hold.

Dial another station number (or make another external call) that is to participate in the conference.

On answer, Press the [R] button or Dial [**R]+[3**].

Two External Calls

During conversation with an external party, Hold [R] to place the call on hold.

Make a second external call.

On answer, Press the [R] or Dial [R]+[3].

Three Internal calls

During conversation with an internal party,

Dial **[R]** to place the call on hold.

Dial the other extension number which is to participate in the conference.

After the other station answers your call, press the [R] button or Dial **[R] +[3]**.

Door Intercom Calls

Call From Door Phone

Press Door button.

The internal extensions programmed to respond to the Door Phone Call will start to ring.

Open Door

While talking to the person at the Door, Dial **[0]** to open the door lock.

Call To Door Phone

Lift handset and listen for dial tone.

After dial tone is heard, dial **[#] + [61]** to call Door Phone 1

or [#] + [62] to call Door Phone 2.

Hymax SLT User Guide	
Facility	**Code**
Outside Line	**0**
Operator	**9**
Call Transfer	Flash or R + Extn No
All Call Pick Up	*** + 9**
Extension Call Pick Up	*** + 3 + Extn No**
Last Number Redial	**# + 82**
System Speed Dialling	**# + 81 + (100 ~ 599**)
Individual Speed Program	**# + 78 + (1~9) +00+No**
Individual Speed Use	**# + 81 + (1~9)**
Page System	**# + 0**
Forced Account Code	**# + 7 + * + Code**
Account Code	**R + 5 + Code + # + R**
Call Forward All Calls	**# + 71 + Extn No**
Cancel	**# + 71 + Own Extn**
Call Forward When Busy	**# + 72 + Extn No**
Cancel	**# + 72 + Own Extn**
Call Forward No Answer	**# + 73 + Extn No**
Cancel	**# + 73 + Own Extn**
Call Forward No Ans + Busy	**# + 74 + Extn No**
Cancel	**# + 74 + Own Extn**
Call Forward to Indv.Speed	**# + 76 + 3 + (0~1)**
Telephone Lock	**# + 77 + Pin No**
Telephone Unlock	**# + 77 + Pin No**
Temporary Lock/Unlock	**# + 70 + Pin No**

TELECOMS

Hymax

Extension User

Operation Manual