Speed Dial Numbers

#	Telephone Number	Telephone Destination

Hymax 32

Personal Speed Dial numbers 01 – 09
System Speed Dial numbers   10 – 99

Hymax 32i

Personal Speed Dial numbers 001 – 009
System Speed Dial numbers   010 – 999

Hymax 128

Personal Speed Dial numbers 001 – 009
System Speed Dial numbers   010 – 499

Hymax *Service Information*

When you require service from any **_Hymax_** Service Centre, please ensure that you supply as much information as possible along with your query or request.

If you provide accurate details about a problem, this will enable the **_Hymax_** Service Centre to rectify the problem in the shortest time possible. With your assistance, problems can often be rectified over the telephone in an even shorter time.

Certain **_Hymax_** Service Centres may require a faxed request for service. Faxing is a convenient way of requesting help if you provide full details of your request as the information is accurate and guaranteed to go to the correct person.

Hymax 32
**Telephone
User Guide**

If the service call is chargeable then an official order is required. This order can be faxed along with details of the required service.

Hymax Service Contact Information

The _Hymax_ Service Centres pride themselves on providing the kind of service you expect, but, rarely get.

6.4 cm

6.8 cm Times Roman 24

7.8 Size H=.92 W=3.15 Times R 30
Scale 92% 94%
8.7 cm Arial 16
9.4 cm

10.1 cm Times Roman 12
10.6 cm Times Roman 12
11.1 cm

SINGLE LINE TELEPHONES

TO MAKE AN OUTSIDE CALL

- Dial Access Code **(0)**
- Dial Telephone number

TO ANSWER AN INCOMING CALL

Ringing on your phone :
- Lift the handset

TO TERMINATE A CALL

- Replace the handset

TO CALL THE SWITCHBOARD

- Dial 9

TO CALL AN EXTENSION

- Dial Extension number

TO CALL AN EXTENSION HUNT GROUP

(Programmable)
- Dial 78
- Dial Extension Hunt Group number (1 – 8)

WHO WAS THAT ??

- Dial your own Extension number
- This will ring the Extension that last tried to call you.

VOICE ANNOUNCE/SIGNAL CALLING

When an Intercom Call is made to a Terminal, the caller can switch from Signal Calling (ringing) to Voice Announce :
- Press # (during ringing)

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NOTES:

TO PUT A CALL ON HOLD

- Press **'R'** *or* **'Flash'** key

TO RETRIEVE LAST CALL PUT ON HOLD

- Press **'R'** *OR* **'Flash'** key again.

TO TRANSFER A CALL

- Put a call on Hold
- Call extension
- Announce the call (if not busy) (optional)
- Replace the handset

When transferring a call to a busy extension, the call will be camped on. When the Extension replaces the handset, the phone will ring.

HOLD PICKUP

To retrieve the last call put on hold by another Extension.

- Dial 75
- Dial Extension number

TO PARK A CALL

- Put Call on hold
- Dial 76
- Dial Call Park Bin number (0 – 9)
- Press # key

If Park Bin is occupied (indicated by a Special Tone) dial another Call Park bin number.

TO RETRIEVE A PARKED CALL

- Dial 76
- Dial Call Park bin number (0 – 9)
- Press # key

CALLBACK WHEN FREE

Automatic Callback by Busy Extension or Line
- Dial Extension or Line access (Busy)
- Dial 7

System will call back when the Extension or Line is available.
The callback will be automatically cancelled within 20 seconds.

TO SET A MESSAGE

- Dial 743
- Dial Extension number

TO CLEAR A MESSAGE

From the Extension that set the Message.
- Dial 740
- Dial Extension number

From the Extension that received the Message.
- Dial 744*

TO RESPOND TO A MESSAGE

- Dial 744

Message waiting is indicated on a Single-Line Telephone by a message waiting light or a short ring every 10 minutes.

RINGING-CALL PICKUP

"Directed Call Pickup" from an Extension.
- Dial ringing Extension number
- Press * key

"Group Call Pickup" from an Extension Group.
- Dial Extension Group number (1 – 7)
- Press * key

"System Call Pickup" will answer any ringing
Press * key

CALL DEDICATED DOOR PHONE   SLT 4

If your system is equipped with a Dedicated Door Phone, it can be called ;
- Dial 791

The Door Unit can also be used as a room monitor.

To unlock the Door while talking to the Door Unit;
- Dial 0

Features and Dial Codes

Dial	Features
0	Access an Outside Line
77+Line no.	Access a specific Outside Line
71* + EXT + 1	Call Forward – Follow Me ON
71* + EXT + 2	Call Forward –Follow Me Off
71 + EXT.	Call Forward – All Calls
72 + EXT.	Call Forward When Busy
73 + EXT.	Call Forward When No Answer.
78 + (1 – 8)	Call EXT Hunt Group (1-8)
791	Call the Dedicated Door Phone.
76 + (0 – 9)	Call Parking .
9	Call the Switchboard
EXT + *	Call Pickup – Directed (EXT)
1 – 7 + *	Call pickup - Group
*	Call Pickup – System (General).
748	Conference
747	Do-Not-Disturb.
75 + EXT	Hold Pickup.
'R' OR 'FLASH'	Put Call on Hold.
74# + Lock Code	Lock your Phone
749 + Lock Code	Unlock your Phone
741 + HHMM	Meeting Reminder – Daily
742 + HHMM	Meeting Reminder – Once Only.
743 + EXT.	Message – Set.
744	Message – Respond.
744*	Message – Clear.
740 + EXT.	Message – Clear.
1-7 + #	Page a Group of Terminals.
# + (1 – 8)	Page and External Zone(1-8)
# 9	Page All Internal.
# 0	Page All External.
# #	Paging Call Answer
70 #	Redial.
746 + SD number	Program Speed Dial (personal)
70 + (01 – 99)	Speed Dialing H-32
70 + (001 – 999)	Speed Dialing H-32i
70 + (001 – 499)	Speed Dialing H-128
Own EXT.	Call last EXT. (Who Was That?)

PAGE A GROUP OF TERMINALS

- Lift handset
- Dial Extension Group number (1 – 7)
- Press # key
- Pause for tone
- Make your announcement

PAGE ALL TERMINALS

- Lift handset
- Press # key
- Dial 9
- Pause for tone
- Make your announcement

EXTERNAL PAGE

Paging through external speakers
- Lift handset
- Press # key
- Dial Zone Number (1 – 8)
- Pause for tone
- Make your announcement

To page ALL Zones use Zone number 0.

PAGE ALL INTERNAL & EXTERNAL

- Lift handset
- Press # key
- Press * key
- Pause for tone
- Make your announcement

ANSWERING A PAGING CALL

Meet-Me Page
- Lift handset
- Press # key twice

PROGRAM PERSONAL SPEED DIAL

- Dial 746
- Dial Speed Dial Code   01 – 09 for H-32
- Dial Speed Dial Code 001 – 009 for H-32i
- Dial Speed Dial Code 001 – 009 for H-128
- Dial telephone number *or* nothing to clear
- Replace handset

USING SYSTEM / PERSONAL SPEED DIAL

Without seizing an Outside Line:
- Dial 70
- Enter Speed Dial Code   01 – 09 for H-32
- Enter Speed Dial Code 001 – 999 for H-32i
- Enter Speed Dial Code 001 – 499 for H-128

LAST NUMBER REDIAL

Without seizing an Outside Line:
- Dial 70
- Press # key

DO NOT DISTURB

To set or clear Do Not Disturb:
- 747

When the handset is lifted a Special tone will be heard.

SET MEETING REMINDER CALL

Once only Reminder call:
- Dial 742
- Enter Time (HHMM)

Daily Reminder call:
- Dial 741
- Enter Time (HHMM)

For HHMM use 24 Hour format

To cancel Meeting Reminder:
- Dial 741 or 742
- Replace handset

CALL FOLLOW ME

To forward all calls from another Extension :
- Lift the handset
- Dial 71
- Press ***** key
- Type in your own Extension number
- Dial 1 to activate
- Dial 2 to de-activate

This diverts all calls from your Extension to the Extension doing the setting i.e. that you are sitting at.

CALL FORWARDING – ALL CALLS

To Forward All Calls to another Extension :
- Dial 71
- Dial Extension number that must receive your calls.

To Forward All Calls to an External Number :
- Dial 71
- Press # key
- Enter Speed Dial Code   01 – 09 for H-32
- Enter Speed Dial Code 001 – 999 for H-32i
- Enter Speed Dial Code 001 – 499 for H-128

When the handset is lifted a Special Tone will be heard.

CALL FORWARDING WHEN BUSY

To Forward Calls to another Extension when Busy:
- Dial 72
- Dial Extension number that must receive your calls.

To Forward Calls to an External Number :
- Dial 72
- Press # key
- Enter Speed Dial Code   01 – 09 for H-32
- Enter Speed Dial Code 001 – 999 for H-32i
- Enter Speed Dial Code 001 – 499 for H-128

When the handset is lifted a Special Tone will be heard.

CALL FORWARDING NO ANSWER   SLT 6

To Forward Calls to another Extension when No Answer:
- Dial 73
- Dial Extension number that must receive your calls.

To Forward Calls to an External Number :
- Dial 73
- Press # key
- Enter Speed Dial Code   01 – 09 for H-32
- Enter Speed Dial Code 001 – 999 for H-32i
- Enter Speed Dial Code 001 – 499 for H-128

When the handset is lifted a Special Tone will be heard.

TO CANCEL ALL CALL FORWARDS

- Dial 71, 72 *or* 73

INTRUDE TONE

- Call Extension (Busy)
- Dial 1
- Wait for Extension to respond

To respond to Intrude Tone:
- Press **'R'** or **'Flash'** key

You will be connected to the calling Extension

TO LOCK YOUR PHONE

- Dial 74#
- Dial password code (1 – 6 digits)
- Replace the handset

To Unlock your phone:
- Dial 749
- Dial the same password code (1 – 6 digits)

CONFERENCE

- Make the initial call (Internal or External)
- Press **'R'** or **'Flash'** key
- Make the second call (Internal or External)
- Press **'R'** or **'Flash'** key
- Dial 748

All three parties will now be connected.