ADIX APS
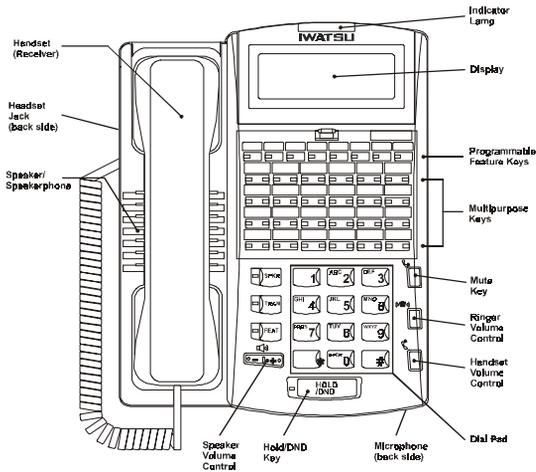

Digital Telephone
Station User
Quick Reference Guide

IWATSU

INTRODUCTION

This guide describes basic features and operations for ADIX APS Omega-Phone telephones. This includes Omega-Phone Digital Multiline Telephones and the Omega-Phone MKT Digital Key Telephone.

Certain features are not available on all ADIX APS models. For more information, refer to the ADIX APS Owner's Manual or contact your authorized Iwatsu distributor.

Multipurpose Keys - These keys can be programmed for specific functions, including outside line access, individual extension selection, and one-touch feature operation.

Key Lamps - These lamps light up or flash when someone is using the line or feature corresponding to that key. A green lamp indicates that you are using that line/feature. A red lamp indicates that someone else is using that line/feature.

SPKR (Speaker) - This button allows you to dial and receive outside or internal calls and converse without lifting the receiver while using the hands-free operation feature.

TRAN (Transfer) - This button allows you to transfer a call from your phone to another extension.

FEAT (Feature) - This button is used to access many ADIX features.

Note: The Echo Cancellation DSP technology used in the IX-12KTD/S-3 speakerphone was developed by NTT.

HOLD/DND (Hold/Do Not Disturb) - This key is used to put a call on Hold or to set the Do Not Disturb function to prevent any calls from getting through or ringing at your extension.

Handset Volume Control - The handset volume control key allows you to adjust the handset volume to one of three levels. Pressing the button will toggle between the three volume levels.

Speaker Volume Control - The speaker volume control key allows you to adjust the volume control of the speaker when using speakerphone. Pressing the [**+**] key raises the volume to one of nine settings. Pressing the [**-**] will decrease the volume.

Ringer Volume Control - Pressing the ringer volume control button allows you to adjust the ringer volume to one of four levels.

[Mute] Key - When talking using the handset, pressing the [**Mute**] key mutes the handset transmitter. If using the speakerphone, pressing the [**Mute**] key mutes the station microphone. When using the headset jack, the [**Mute**] key mutes the transmitter on the headset.

ICM - The intercom system is the internal network used to communicate between the telephone extensions in your ADIX APS system. Pressing the [**ICM**] key connects you to an intercom line for conversation with other extensions.

BASIC FEATURES

Making an Outgoing Call
▶ Lift the receiver
▶ Press an outside line button. You will hear a dial tone.
▶ Dial telephone number

Make a dialing mistake?
▶ Press the [**FLASH**] button to get new dial tone
▶ Dial again

Receiving an Incoming Call
When your phone rings and lamp flashes
▶ Lift the receiver to connect the call

If your phone does not connect you to the call automatically
When your phone rings and lamp flashes
▶ Lift the receiver
▶ Press the button with the flashing lamp to connect the call

Making an Intercom Call
▸ Lift the receiver and wait for dial tone
▸ Dial an extension number
  or
If your phone has a [**DIRECT STATION SELECTION**] button assigned for the extension
▸ Lift the receiver and wait for dial tone
▸ Press the assigned extension button

Receiving a Call From Another Extension
When you hear the intercom call signal - either the caller's voice or intercom ringing tone
▸ Pick up the receiver, and the call is connected
  or
▸ Speak into the microphone without lifting the receiver

Making an Intercom Group Call
▸ Dial the Intercom Group access number when you hear the Intercom Dial Tone.

Putting a Call On Hold
When speaking on an outside line
▸ Press the [**HOLD/DND**] button
  The active outside line button lamp flashes green on your phone and red at other extensions.
  If the call is not picked up, the call will ring again at your phone.

Picking Up a Call On Hold
▸ Press the key with either the green or the red flashing lamp to pick up the call being held on that line

Transferring a Call to Another Extension
When speaking on an outside line
▸ Press the [**TRAN**] button. You will hear a dial tone
▸ Dial an extension number
  or
▸ Press an extension button (if assigned)
▸ Announce the call when the extension answers
▸ Hang up

911 Support
At default, ADIX APS is programmed to automatically contact your local Public Safety Answering Point (PSAP) when 911 is dialed. In addition, ADIX APS is one of the only systems that supports Enhanced 911 Service. Enhanced 911 Service ensures that when 911 is dialed from a system extension, information that allows the PSAP to identify the caller's location in a building is sent to the PSAP along with the call. Check with your system installer or Authorized Iwatsu Distributor to make sure your system is programmed for Enhanced 911 Service.

Call Park
Park a call so that it can be reached from another extension.

Putting a call in Call Park
When speaking on an outside line
▸ Press the [**PARK**] button
▸ You will hear confirmation tone and the [**PARK**] button will flash green
  If the call is not picked up, it will return to your phone.

Picking up a call in Call Park
From the extension that parked the call
▸ Lift receiver
▸ Press flashing [**PARK**] button

From another extension
▸ Lift receiver
▸ Press [**PARK PICK-UP**]
▸ Dial extension number where the call is parked to pick-up the call

Transfer to Park
You can transfer a call to another user's individual park on their telephone. The call can then be picked up remotely from another telephone. The call can also be picked up from the telephone where it is parked.

Transferring a call to another user's individual park
When speaking on an outside line
▸ Press [**TRAN**] + [**PARK**]
▸ Dial the number of the extension where the call is to be parked, or press the extension button (if assigned)
▸ When you hear confirmation tone, hang up
▸ The [**PARK**] key on the user's phone will be lit
▸ If desired, use the paging system to inform the user of the call parked on their telephone

Picking up a call parked on your individual park from your telephone
▸ Lift the receiver (handset)
▸ Press [**PARK**]

Picking up a call parked on your individual park from another telephone
▸ Lift the receiver (handset)
▸ Press [**PARK**]
▸ Dial the number of the extension where the call is parked, or press the extension button (if assigned)
  or

- Lift the receiver (handset)
- Press the [**FEAT**] button and dial ③④
- Dial the number of the extension where the call is parked, or press the extension button (if assigned)
  or
- Lift the receiver (handset)
- Press [**PARK PICK-UP**]
- Dial the number of the extension where the call is parked, or press the extension button (if assigned)

Save Dialed Number
While speaking on an outside line
- Press the [**FEAT**] button and dial ②①
  or
- Press the [**SAVE DIAL**] button (if assigned)
  You will hear a confirmation tone that indicates the phone number you just dialed has been saved.

To dial the saved number
- Lift the receiver
- Press the [**FEAT**] button and dial ②①
  or
- Press the [**SAVE DIAL**] button (if assigned)
- The saved number is automatically dialed

Last Number Redial
To automatically redial the last number you called
- Lift the receiver
- Press the [**SPEED**] button and dial ⃞#

ADVANCED FEATURES

Call Storage
Your telephone may be programmed to capture, store and display telephone numbers and IDs from calls received with Caller ID, ANI or DNIS information.

To view call information
For station
- Press [**SPKR**]
- Press the illuminated [**USAS**] key to display information about the first call that occurred at your station
- Press ⃞# to scroll forward and ⃞* to scroll backward in sequence

For trunk group
- Press [**SPKR**]
- Press the illuminated **[USATn]** key, or
- Press the [**USAT**] key + *trunk group number* to display information about the first call that occurred on a specific trunk group
- Press ⃞# to scroll forward and ⃞* to scroll backward in sequence

To delete a call record from system memory
- With a call record displayed, press the [**USD**] key

To make a call by automatically dialing the Caller ID number
- Display a call record
- Press the [**USAS**] key, [**USAT**] + *trunk group number* or [**USATn**] key a second time, or
- Press [**FLT**], [**OPT**], or [**COL**]

To add digits to the displayed number before calling out
- Display a call record
- Dial the additional digits to be added to the outgoing number (the added digits do not appear on the display when entered)
- Press the [**USAS**] key, [**USAT**] + *trunk group number* or [**USATn**] key a second time
  or
- Press [**FLT**], [**OPT**], or [**OPT**]

Answering Machine Emulation (Voice Mail Monitor)
Station users may monitor voice mail messages as they are recorded. During recording monitor, the station user may select to initiate a conversation with the caller. You may activate or deactivate this feature from your extension.

To begin Voice Mail Monitor
When a call is answered by voice mail at an idle station, you will hear a monitor tone.
- The [**Voice Mail Monitor**] key red LED will begin to flash
- Press the [**Voice Mail Monitor**] key
- When the [**Voice Mail Monitor**] key green LED lights, you will hear the caller's message as it is recorded.
- Press the [**Voice Mail Monitor**] key a second time to begin talking to the caller.
  or
- Press [**SPKR**] or hang up to end voice mail monitoring. The caller's message will be saved to your voice mailbox.

To Activate / Deactivate or Change the Voice Mail Monitor Mode:
- While your station is idle, press [**SPKR**]
- Press [**FEAT**]
- Press the [**Voice Mail Monitor**] key
- Press ⃞1 to deactivate / activate Voice Mail Monitoring.

Busy ICM Callback

When you call another extension and get a busy signal, do not hang up
- ▸ Press the [**FEAT**] button and dial ④③

  or
- ▸ Press the [**ICM CALLBACK**] button (if assigned)
- ▸ Hang up after you hear a confirmation tone

When the busy extension becomes available, the system will call you back
- ▸ Lift receiver

You are automatically connected to the extension.

Busy Number Callback

When an outside number you have called is busy, you may tell the system to remind you to try again.
- ▸ Do not hang up
- ▸ Press the [**FEAT**] button and dial ②④

  or
- ▸ Press the [**TRUNK CALLBACK**] button (if assigned)
- ▸ Dial the desired time you want to be called back
- ▸ Hang up after you hear a confirmation tone

After the set time, the system will call you back to try again
- ▸ Lift receiver to automatically dial the number

To Cancel Busy Number Callback
- ▸ Lift the receiver
- ▸ Press the [**FEAT**] button and dial ⓪②④

  or
- ▸ Press the [**TRUNK CALLBACK**] button and ∗
- ▸ Hang up after you hear a confirmation tone

Call Coverage

Multipurpose buttons on digital multiline telephones can be assigned as Call Coverage buttons to indicate calls ringing at another extension. If you have a Call Coverage button for another extension on your telephone, you can answer calls ringing at that extension by pressing the Call Coverage button.

To answer a call ringing at another extension

When you hear the Call Coverage tone or see the green Call Coverage lamp indication on your phone
- ▸ Lift the receiver
- ▸ Press the [**CALL COVERAGE**] button
- ▸ You will be connected to the call

To change the type of indication at your phone
- ▸ Do not lift the receiver
- ▸ Press the [**FEAT**] button
- ▸ Press the desired [**CALL COVERAGE**] button
  The present indication mode will be displayed
- ▸ Dial the number for the desired mode
- ▸ Dial ① for immediate display and ringing

  or
- ▸ Dial ② for delayed indication (display and ringing starts if call is not answered within a preprogrammed time)

  or
- ▸ Dial ③ for no ringing (lamp indication only)

Call Pick-Up

Internal Group

You may answer calls to any extension in your pick-up group without dialing the extension number.
When you hear a call ringing at another extension
- ▸ Lift receiver
- ▸ Press [**FEAT**] and dial ③①

  or
- ▸ Press the [**GROUP CALL PICK-UP**] button (if assigned)
  The incoming call is connected to your extension.

Direct Extension

You may also answer an incoming call at another extension
- ▸ Lift the receiver
- ▸ Press the [**FEAT**] button and dial ③③

  or
- ▸ Press the [**DIRECT CALL PICK-UP**] button
- ▸ Dial the number of the extension where the call is ringing
  The incoming call is connected to your extension.

Conference

The ADIX system allows you to make conference calls with any combination of up to four extensions and outside lines on the same call.

Add-on (up to one outside + three inside parties or four inside parties)
While speaking on a CO or ICM call
- Press the [**TRAN**] button and dial the extension number
  When the party answers
- Press the [**ADD**] button
  After you hear a tone burst, all parties are connected
- To add another extension, repeat same procedure.

Multiline (up to three outside + one inside)
While speaking on an outside call
- Put the first call on Hold, pressing [**HOLD/DND**]
- Access the second outside line
  After the second or outside line has answered
- Press the [**ADD**] button
- Press the first line that has been on hold
  All three parties are connected
- To add a third outside line, repeat same procedure.

Trunk-to-Trunk (up to two outside parties)
When you are speaking with two outside parties in a multiline conference call
- Press the [**HOLD/DND**] button
- Hang up
The two outside parties are connected.

Conversation Recording
You can record a conversation to voice mail by following the procedures listed below.
Important: Use of this feature may be prohibited by state law.

To start recording a call to voice mail
While on an ICM, outside line or conference call
- Press the [**RECORD**] button
- Your conversation will begin recording to voice mail

Note: A four-party conference call cannot be recorded.

To stop recording a call to voice mail
While recording a call with the [**RECORD**] button lit
- Press the [**RECORD**] button or hang up

To play a recorded conversation
- Follow the same procedure for playing a voice mail message

Do Not Disturb
If you do not wish to be disturbed, you can set your extension to prevent any calls from ringing to or getting through to your extension.
- Do not lift receiver
- Press the [**HOLD/DND**] button
  The lamp on the [**HOLD/DND**] button will stay lit.

To cancel Do Not Disturb
- Do not lift receiver
- Press the [**HOLD/DND**] button
  The lamp on the [**HOLD/DND**] button will go out.

Note: See [Hold/Quick Forward].

Exclusive Hold On Outside Line
A call on "exclusive" hold may only be picked up from your extension.

While speaking on an outside call
- Press the button for the outside line you are already using. The green lamp on that outside line button will flash slowly on your phone. The red lamp will stay lit at other extensions.

To retrieve a call on Exclusive Hold
- Press the same outside line button on your phone again to be connected to the call

Flash
Flash allows you to receive a dial tone on the same outside line that you are using without having to hang up. Flash may also be used to receive an intercom dial tone to place another intercom call.

After you complete a call or if you make a dialing mistake
- Press [**FLASH**]
- Dial the new number.

To Use Centrex or PBX features
- Press [**S FLASH**]
- Dial the new number or feature code.

If your phone does not have [FLASH] or [S FLASH] buttons
- Press [**FEAT**] then dial 11 for Flash
- Press [**FEAT**] then dial 12 for Short Flash

Flexible Call Forwarding

You can set your phone to forward calls to another extension or to an external telephone number. To forward calls externally, you must first register the external telephone number to a personal speed dial code (90-99). (See the *Speed Dial* feature in the *Digital Telephone Station User Quick Reference Guide*.)

You can also separate Call Forward destinations for ICM calls and CO incoming calls. For example, you could forward all ICM calls to your cellular telephone and all CO calls to your Voice Mail.

Set Forward Destination
▸ Lift the receiver (handset) or press [**SPKR**]
▸ Press [**FWD**]
▸ Enter the Call Type you wish to forward
  1 = All calls (CO/Intercom)
  2 = CO calls only
  3 = Intercom calls only
▸ Enter the Flexible Call Forward Mode
  1 = All calls to another extension or hunt group
  2 = Busy/No Answer calls to another extension or hunt group
  3 = No Answer calls to another extension or hunt group
  4 = All Calls forward to an external number (using Personal Speed Dial Codes 90-99)
▸ Do one of the following
  If you chose Mode 1,2, or 3, enter the extension or hunt group number
  If you chose Mode 4, enter the Personal Speed Dial Code (90-99)

Forward Cancel
▸ Lift the receiver (handset)
▸ Press [**FWD**]
▸ Press ⊡
▸ Enter the Call Type number you wish to cancel
  1 = Cancel Forwarding of All calls (CO/Intercom)
  2 = Cancel Forwarding of CO calls only
  3 = Cancel Forwarding of Intercom calls only

Set Active/Inactive
▸ Press [**FWD**]
▸ Enter the Call Type you wish to make Active/Inactive
  1 = All calls (CO/Intercom)
  2 = CO calls only
  3 = Intercom calls only

Set Follow Me Destination
▸ Lift the receiver (handset)
▸ Press [**FWD**] + [**FWD**]
▸ Enter the Call Type you wish to forward
  1 = All calls (CO/Intercom)
  2 = CO calls only
  3 = Intercom calls only
▸ Enter the extension number of the originating forwarding station

Hold/Quick Forward Operation
▸ If your phone is equipped with this feature, pressing [**HOLD/DND**] will automatically forward all incoming calls to you fixed call forward destination.

Master Hunt Groups

ADIX allows extensions to be programmed into Hunt Groups. Each Hunt Group is assigned code and when dialed the system searches for the first idle extension.

To Call a Hunt Group
▸ Lift the receiver
▸ Wait for the dial tone
▸ Dial Hunt Group access code
  or
▸ Press [**HUNT**] if assigned as a Multipurpose button

Message Waiting

To Leave a Message
When the extension you are calling is busy or does not answer
▸ Do not hang up
▸ Press the [**MESSAGE**] button and #
▸ After you hear a confirmation tone, hang up
  The [**MESSAGE**] button lamp will stay lit at the called extension.

To Cancel Message Waiting
If you want to cancel a message you left at an extension
▸ Lift the receiver
▸ Press the [**MESSAGE**] button and ⊡, then dial the extension number
▸ After you hear a confirmation tone, hang up
  The [**MESSAGE**] button lamp will go out at the extension.

Note: This feature is not available if the [MBOX] key is used for voicemail access.

To Answer Messages

When the [**MESSAGE**] button lamp is lit at your extension

▸ Lift the receiver
▸ Press the [**MESSAGE**] button until the desired extension number is displayed
▸ Press ⏺#
  The system will automatically call back the extension that left the message.

Paging

▸ Lift the receiver
▸ Hold down the [**PAGE**] button
▸ When you hear the confirmation tone, make your announcement by speaking into the receiver
▸ Release the [**PAGE**] button and hang up

Whisper Page

You may communicate with a busy station without interrupting their call using the Whisper Page feature.

To communicate with a busy extension:
▸ After calling a busy station, press the ⏺∗ button
▸ You may now speak to that extension

To Respond to Whisper Page
▸ After receiving a whisper page while on a call,
▸ Press the ⏺∗ button to speak with the extension that called using the whisper page feature
▸ Press the ⏺∗ button a second time to resume speaking with the original calling party
Note: The original calling party cannot hear the whisper page or your response to a whisper page.

To Respond to Whisper Page with a Text Message
▸ After receiving a whisper page while on call follow the procedures in "Text Messaging"

Personal Ringing Tones

You may choose one of eight different ringing tones to distinguish your station from others.

To play a ringing tone at your system extension
▸ With your station idle press [**FEAT**] + ⏺# + ⏺∗ + ⏺1-⏺8

To select a ringing tone for your system extension
▸ With your station idle press [**FEAT**] + ⏺# + ⏺∗ + ⏺1-⏺8 + ⏺#

To restore default ringing tone at your system extension
▸ With your station idle press [**FEAT**] + ⏺# + ⏺∗+ ⏺0 + ⏺#

Speed Dial

Personal Speed Dial Registration - To register personal speed dial numbers
▸ Press the [**FEAT**] button.
▸ Press the [**SPEED**] button, then dial the desired PERSONAL SPEED ACCESS CODE (90-99).
▸ Enter the phone number.
▸ Press [**FEAT**] to end the operation.

Personal Speed Dial Registration - To register several speed dial numbers
▸ Press the [**FEAT**] button
▸ Press the [**SPEED**] button, then dial the desired PERSONAL SPEED ACCESS CODE (90-99).
▸ Enter the phone number.
▸ Press the [**SPEED**] button, enter another speed dial code number
▸ Repeat same procedure.
▸ Press the [**FEAT**] button.

To register a pause time
▸ At the desired location, press [**HOLD/DND**]
▸ Dial ⏺1 to ⏺9 for the desired pause time in seconds.

To set an outside line to be selected for speed dialing
▸ Do not lift receiver
▸ Press the [**FEAT**] button
▸ Press [**SPEED**] and ⏺#, then dial the desired PERSONAL SPEED DIAL CODE (90-99)
▸ Dial the desired outside line group number (01-60 or 00)
▸ Press [**FEAT**] to end the operation

To register a directory name for a speed dial number
▸ Do not lift receiver
▸ Press the [**FEAT**] button
▸ Press the [**SPEED**] button and ⏺∗, then dial the desired PERSONAL SPEED DIAL CODE (90-99)
▸ Register the letters of the name using the dial pad
▸ Press the button until the desired letter is displayed, then press the [**HOLD/DND**] button to enter that letter or number (up to 10 characters).

⏺1-,.,[space],1	⏺2A,B,C,2	⏺3D,E,F,3
⏺4G,H,I,4	⏺5J,K,L,5	⏺6M,N,O,6
⏺7P,R,S,7	⏺8T,U,V,8	⏺9W,X,Y,9
⏺∗Alphanumeric	⏺0Q,Z,0	⏺#Upper/lower case
[**FEAT**]All delete	[**HOLD**]Enter/1 character delete	

▸ Press [**FEAT**] to end the operation

To Speed Dial a Number

Outside Line Pre-Select
- Lift the receiver
- Press an outside line button
- Press the [**SPEED**] button, then dial the SPEED DIAL CODE
  The system will automatically dial the registered number.

Quick Dial
- Lift the receiver
- Press the [**SPEED**] button, then dial the SPEED DIAL CODE
  The system will automatically dial the registered number. This operation will not work unless you register the outside line group number.

Alphanumeric Speed Dial By Name Feature
- Press [**SPEED**] [**SPEED**]
- To search for a registered name, press the numbers on the dial pad
- To focus the search, press [**HOLD/DND**], and enter another character
- To scroll through the registered names, press FORWARD ⊞ or BACKWARD ⊡
- Press [**SPEED**] to dial the number

Text Messaging
You may send a manual signaling or busy bypass text message to the display of another system extension. You may also send a stored text message that lights the Text Message button [**TEXT MSG**] at another system extension.

Busy Bypass/Manual Signaling Text Messages

To select and send a manual signaling text message
- Lift the receiver and press [**TEXT MSG**] + *text message number (00-99)*, or [**TEXT MSGn**]
- Dial an extension number or press [**DSS**] or [**CCV**]

To select and send a busy bypass text message
While calling a busy or idle extension
- Press [**TEXT MSG**] + *text message number (00-99)*, or [**TEXT MSGn**]

To respond to a busy bypass text message while on a call
While on a call with a busy bypass text message on your display
- Press [**TEXT MSG**] + ⊡ + *text message number (00-99)* + [**TEXT MSG**]

To delete a busy bypass text message from your display
While a text message is on your display
- Press [**TEXT MSG**] + ⊞ + ⊡

Stored Text Messages

To select and send a stored text message to another system extension
While calling a busy or idle extension
- Press [**TEXT MSG**] + *text message number (00-99)*, or [**TEXT MSGn**]
- Press ⊞

To display a stored text message
- Press [**TEXT MSG**] + ⊞ to display a stored text message

To respond to a stored text message by calling the originating extension
- Press [**TEXT MSG**] + ⊞ to display the stored text message
- Press ⊞ a second time to call the station that sent the text message

To delete a stored text message
While your text message key is lit
- Press [**TEXT MSG**] + ⊞ + ⊡

Scrolling and Selecting Text Messages

To scroll through the available system text messages
- Go off hook and press [**TEXT MSG**] + ⊡ + *text message number (00-89)*
- With a message displayed press ⊞ to scroll forward and ⊡ to scroll backward

To scroll through the available personal text messages
- Go off hook and press [**TEXT MSG**] + ⊡ + *text message number (90-99)*
- With a message displayed press ⊞ to scroll forward and ⊡ to scroll backward.

Registering Personal Text Messages

To enter a personal text message
- Press [**FEAT**] + [**TEXT MSG**] + *text message number (90-99)*
- Press the following keys for text message data entry:

①-,.,[**space**],1	②A,B,C,2	③D,E,F,3
④G,H,I,4	⑤J,K,L,5	⑥M,N,O,6
⑦P,R,S,7	⑧T,U,V,8	⑨W,X,Y,9
⓪Q,Z,&,0	⌗Uppercase/lowercase	
[**HOLD**]Enter/1 character delete		

- Press [**FEAT**] to end the operation

Making an E-Response Help Call

If programmed, ADIX provides emergency notification to a group of telephones or paging system. **NOTE:** This feature is in addition to 911 Support.

- ▶ Go off hook and do not dial for more than 10 seconds,
  or
  Go off hook and begin dialing a system extension. Between digits pause for more than 10 seconds,
  or
  At ICM dial tone dial the E-Response Group access number.
- ▶ The system will initiate an E-Response Help Call to the stations in your E-Response Group and/or a paging system.

Universal Night Answer

If you need to pick up an incoming call when the system is in the night mode

- ▶ Lift receiver
- ▶ Press [**FEAT**] button and dial ③⑥
  or
- ▶ Press the [**UNIVERSAL NIGHT ANSWER**] button (if assigned)
  You are connected with the incoming call

Full / Half-Duplex Toggle

On IX-12KTD/S-3 telephones, you may toggle from half to full-duplex speakerphone modes

- ▶ Lift receiver
- ▶ Press [**Speaker Duplex**]
or
- ▶ Press [**FEAT**] button and dial ⑥⑥

DIRECT INWARD SYSTEM ACCESS

Direct Inward System Access (DISA) allows an external caller to access ADIX system features from outside the office. Feature operation for DISA calls is the same as those for the Single Line Telephone. Certain DISA features, including making an outside call and system paging access require a security password.

Operation

- ▶ When ADIX answers the caller will hear either a message or a special DISA dial tone.

To Interrupt the Message

- ▶ Press #️⃣#️⃣. You will hear DISA dial tone.

To make an intercom or hunt group call

- ▶ Dial the desired extension number or hunt group access code.

To access all DISA features:

- ▶ Dial #️⃣
- ▶ Dial the assigned password. You will have the calling capabilities assigned to the DISA line.
  or

- ▶ Dial an extension number followed by that extension's Station Restriction Password. You will have the same calling capabilities as that extension.
- ▶ Wait for the intercom dial tone
- ▶ Dial the desired extension number, hunt group access code, paging access code or outside line access code and phone number.

To register a flash to make another call

- ▶ Dial #️⃣#️⃣
- ▶ Once an outside call has been made, another call may not be placed.

FEATURE OPERATION CODES

All features listed except those marked with a † require the user to lift the receiver before operating the feature. Press [**FEAT**]+[**#**]+[**9**]+{button} to determine the function of a button.

Absence Message
    Return Time   [**Absence Message**]+✱+HH:MM
    Return Date   [**Absence Message**]+2+DD
    Meeting Time   [**Absence Message**]+3+HH:MM
    Telephone No.   [**Absence Message**]+4+(Phone No.)+#
    Cancel   [**Absence Message**]+✱
Account Code   [**Account Code**]+(Code)+✱
Auto Repeat Dial   [**Auto Repeat Dial**]
    Cancel   [**Auto Repeat Dial**]+✱
BGM-On†   [**BGM**]
    Off†   [**BGM**]
Busy ICM Callback   [**ICM Call Back**]
    Cancel   [**ICM Call Back**]+✱
Busy Number Callback   [**Timed Trunk Queue**]
    Cancel   [**Timed Trunk Queue**]+✱
Busy Trunk Queue   [**Trunk Queuing**]
    Cancel   [**Trunk Queuing**]+✱
Call Coverage [**CCV**]   [**Delayed n**], [**Immed. n**], [**No ring n**]
    Immediate   [**CCV**]+1
    Delay Indication   [**CCV**]+2
    No Ring   [**CCV**]+3
Call Mode Change   Tone to Voice: ICM extension +#
Call Mode Change†   Voice to Tone: [**Calling Mode CHG**]
Call Park Pick Up   [**Call Park Pickup**]+Ext.No.
Call Pick Up
    Internal Group   [**Call Pickup In**]
    External Group   [**Call Pickup Out**]+Group No.
    Direct Extension   [**Spec. Call Pickup**]+Ext.No.
Conference
    Add On   [**TRAN**]+Ext.No.+[**ADD**]
    Multi Line   [**HOLD**]+(Line 2)+[**ADD**]+(Line 1)
    Trunk to Trunk   [**HOLD**]
Display Change   [**LCD Mode Change**]
Extension Lock   [**Station Lockout**]+(Password)
    Release   [**Station Lockout**]+(Password)
Flexible Call Forwarding
    All   [**FORWARD**]+Call Type (1-3)+1+(Destination)
    Busy/No Answer   [**FORWARD**]+Call Type (1-3)+2+(Destination)
    No Answer   [**FORWARD**]+Call Type (1-3)+3+(Destination)
    All External   [**FORWARD**]+Call Type (1-3) +4+(Destination (90-99))
    Cancel   [**FORWARD**]+✱+Call Type (1-4)
    Follow Me   [**FORWARD**]+[**FORWARD**]+Call Type+(Ext. No.)
Flash-Short   [**Short Flash**]
Last No. Redial   [**SPEED**]+#
Meet-Me Page Answer   [**Meet Me**]
Memo Dial
    Set   [**Memo Dial**]+(Phone No.)+[**Memo Dial**]
    Dial   [**Memo Dial**]
Message Waiting
    Set   [**MESSAGE**]+#
    Cancel   [**MESSAGE**]+✱+Ext.No.
    Display   [**MESSAGE**]
    Answer   [**MESSAGE**]+#
    Clear   [**MESSAGE**]+✱✱
Privacy Release   [**Privacy Release**]
Save No. Redial   [**Save No. Redial**]
Speed Dial Registration†
    Number   [**FEAT**]+[**SPEED**]+(Code)+(Phone No.)+[**FEAT**]
    Trunk Group   [**FEAT**]+[**SPEED**]+#+(Code)+(LineNo.)+[**FEAT**]
    Name   [**FEAT**]+[**SPEED**]+✱+(Code)+(Name)+[**FEAT**]
Speed Dial   [**SPEED**]+(Code)
Speed Dial-Scroll   [**SPEED**]+✱+(Code)+✱/#+[**SPEED**]
Transfer to Park   [**TRAN**]+[**PARK**]+Ext.No.
Time Reminder
    Set   [**Reminder**]+HH:MM
    Cancel   [**Reminder**]+✱
Universal Night Answer   [**UNA Pickup**]
Whisper Page   Press ✱

Depending on the hardware, software and programmed functions in your ADIX system, available features and feature operations may differ from those listed in this guide. For more information contact your authorized Iwatsu distributor.