



Quick Start User guide for the PBX207

Your system comes with the following:

- 2 x Black Line cords
- 1 x Power cable
- 4 x Telephones
- 6 x White extension cables

Installation & Set up

1. Locate your PBX 207 near your main incoming Telephone sockets and a mains power socket
2. Connect the telephone socket(s) to the line socket(s) using the black line cords
3. Connect the mains power supply using the black power lead. Turn the power on at the mains and check that a red led light comes on through the speaker grill on the PBX207. Please ensure the lead is pushed firmly into the 220v socket.
4. Locate the phones around the office where you want them and connect to the Extension sockets, numbered 1 to 7, (101 to 107) using the white extension cables. Once connected make sure you get dial tone when you lift the receiver.



System programming

All programming is done on Extension **101** only.

Note: After programming a line successfully you will hear a single *Beep* after you enter the #, if you make a mistake you will hear a series of *Beeps*

System password

The factory default password is: **** 0 1 (1234) #**

Every time you successfully enter the password you will a single *Beep*. If you make a mistake you will hear a series of *Beeps*

Exchange line set up

The PBX 207 is configured at the factory for 2 Exchange Lines to be connected. If you only have 1 line connected it is important that the system is set-up as follows:

One Exchange Line connected

Ext 101 Dial:	Password	*	3	1	#	Hang up
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Two Exchange Lines connected

Ext 101 Dial:	Password	*	3	1	2	#	Hang up
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Your PBX207 is now ready for use. If you want more specific extension programming such as Auto attendant (Dial 101 for sales or 202 for accounts etc), call time, ring patterns etc, please refer to the full user guide on the disc supplied.

The factory default is for all extensions / telephones connected to ring on all incoming calls.

Call Handling Guide

Extension numbers are 101 to 107

What's my extension number?

If you are unsure what your extension number is lift the handset and dial * # 81 and you will hear the extension number announced

Extension to Extension Calls

To call another extension dial * followed by the extension number.

Transferring Calls

Dial Recall (R) followed by the extension number you want to transfer a call to.

You can either speak to the person on the extension asking if they want to take the call, if they do you hang up and the call goes through, if they don't, they hang up and the call will come back to you.

Or you can simply hang up and if the extension does not answer within 25 seconds, the incoming call will ring back to your phone.

Call Pick Up

To pick up a call ringing on another extension dial * # 7

Conference Calls

To set up a conference call between an external call on your extension, yourself and another extension dial Recall (R) * followed by the extension number.

Auto Transfer Calls When Busy

This feature enables you to transfer internal and external calls to another extension if you are engaged on a call.

To activate Auto Transfer: Lift handset of extension to be diverted and dial * # 0 Ext number to be diverted to

To cancel Auto Transfer when busy Dial: * # 0000

Auto Transfer All Calls to Another Extension

Ideal if you are in a meeting or away from your desk

To transfer all calls to another Extension lift the handset of the extension to be diverted

Dial: * # *Ext Number to be diverted to

To cancel the transfer of all calls just lift the handset of the extension that was being diverted.

Select a Specific Line on a Call-By-Call Basis

Lift handset and dial:

* # 1 (For Line 1)

* # 2 (For Line 2)

Call Monitoring

This is a useful feature for sales training – it enables extension 101 to listen to calls and interrupt if necessary.

From extension 101 dial * # 91 to listen to line 1 or * # 92 to listen to line 2

Please refer to the user guide on the disc for a complete guide to installation, programming and operation.