

MINIMASTER 3 USER GUIDE - USER INSTRUCTIONS

MINIMASTER 3

Making calls:

Extensions are able to make internal and external calls.

To make an internal call

1. Lift the handset. Internal dial tone will be heard.
2. Dial the required extension number, 20 - 29.

To make an external call

System selection of exchange line

1. Lift the handset. Internal dial tone will be heard.
2. Dial 9 and wait for exchange dial tone.
3. Dial the required number.

Alternatively, the previous external number dialled may be automatically re-dialled.

The System selects the exchange line as follows:

If only one line is free, that line is selected. If both lines are free, that line which was not selected for the last external call is selected.

User selection of exchange line

1. Lift the handset. Internal dial tone will be heard.
2. Dial 31 to select exchange line 1, or 32 to select exchange line 2 and wait for exchange dial tone. If only one exchange line is fitted, engaged tone will be returned if 32 is dialled.
3. Dial required number.

Repeat last number

The last external number dialled from each extension is retained by the system, and can be dialled automatically.

1. Lift the handset. Internal dial tone will be heard.
2. Dial 5 and wait for exchange dial tone.
3. Dial 5 again. The system will automatically redial the last external number dialled from that extension.

The system automatically selects an exchange line when repeat last number is requested.

Receiving calls

Two ringing cadences are available to enable the (internal or external) origin of the call to be determined.

To answer call at an extension which is ringing Lift the handset. The extension is now connected to the call.

Universal answer

To answer an incoming external call which is ringing at another extension

1. Lift the handset. Internal dial tone will be heard.
2. Dial 8. The extension is now connected to the call.

It is not possible to use this facility to answer an internal call, which is ringing at another extension.

Announcement of incoming external calls

Four options are available to present incoming external calls to up to three extensions. The option must be selected when the system is installed.

If an external caller decides to terminate the call before a connection to an extension is established, the system will continue to send possibly several cadences of ringing. If this abandoned call is now answered at the ringing extension or at another extension using the universal answer facility, exchange dial tone will be heard. The handset should be replaced.

Call Hold, Enquiry, Shuttle and Conference - External calls

A connection must first be established between an extension and an exchange line. To set up an enquiry, shuttle or conference the exchange line must first be placed on 'hold'.

At least 10 seconds must elapse after completion of dialling an external number before the call can be placed on 'hold'. If 'hold' is unsuccessful, wait for another 10 seconds before trying again.

1. Dial 1. Internal dial tone will be heard. The exchange line is now on 'hold'.
2. Dial the number of the required extension. If that extension is busy, dial 1 to revert back to the exchange line. If that extension is not busy, ringing tone will be heard. On answer, a connection is made between the two extensions and an 'enquiry' can be made.
3. Revert back to the exchange line by dialling 1. The exchange line is released from 'hold' and the 'enquiry' extension is placed on 'hold'.
4. It is possible to 'shuttle' back and forth between the exchange line and the 'enquiry' extension by dialling 1 each time, (provided the called extension remains off hook) .

A call on hold cannot overhear any connection. All external, internal and enquiry calls are secret.

To establish a conference call between an exchange line and another extension follow steps 1 and 2 above. The exchange line is on 'hold' and an 'enquiry' call is established with another extension. Dial 4. The exchange line is released from 'hold' and the 'conference' call is established.

6. Either extension can leave the conference, by replacing the handset, without affecting the connection of the other extension with the exchange line.

Abandoned - external calls

If an extension places an exchange line on 'hold' and subsequently replaces the handset without releasing the exchange line from 'hold', that extension is immediately rung by the system. This 'abandoned' call can only be answered at the ringing extension. The extension handset must be lifted, to release the exchange line from hold.

Call Hold, Enquiry and Conference - Internal calls

A connection must first be established between two extensions. Either extension can originate the call.

1. Dial 1. Internal dial tone will be heard. The 2nd extension is put on 'hold'.

2. Dial the number of the required 3rd extension. If the extension is not busy, ringing tone will be heard. On answer, a connection is made between the 1st and 3rd line extensions and an 'enquiry' can be made. If the

required 3rd extension is busy, dial 1 to revert back to the 2nd extension line.

3. To revert back to the 2nd extension, dial 1. The 3rd extension is not put on 'hold' and will hear internal dial tone. It is not possible to 'shuttle' on internal 'enquiry'.

A call on 'hold' cannot overhear any connection. All external, internal and enquiry calls are secret.

4. To establish a 'conference' call between three extensions, first follow the steps 1 to 2 above. The 2nd extension is on 'hold' and an 'enquiry' call is established with a 3rd extension. Dial 4. The 2nd extension is released from 'hold' and the conference is established.

5. Any of the three extensions can leave the conference, by replacing the handset, without affecting the connection between the other two extensions.

Call diversion

'Call diversion' allows any extension to divert all incoming external or internal calls to another extension. Only the host extension is able to call the diverting extension. The diverting extension can originate calls. It is not possible to divert calls either if the extension is acting as host for another diverting extension or if the nominated host extension is already diverting its calls. Busy tone will be heard if call diversion is attempted in these cases, no call diversion will be invoked.

To set-up call diversion

1. Lift the handset. Internal dial tone will be heard.

2. Dial 41 followed by the number of the required host extension. e.g. dial 4124 to divert calls to extension 24.

3. Divert dial tone will be heard to acknowledge this call diversion.

4. Divert tone instead of internal dial tone, will be heard by the diverting extension whenever the handset is to indicate that call diversion, is invoked.

To cancel call diversion

1. Lift the handset. Divert tone will be heard.

2. Dial 41. Wait about five seconds before replacing the handset, this allows time for the extension to signal these digits to the system.

3. Internal dial tone will be heard whenever the handset is subsequently lifted.

Night service

If 'night service' is invoked, all incoming external calls are announced at only one extension.

If the system is equipped with two exchange lines, the extension nominated to receive incoming calls on 'night service' must be equipped only with a central bell. Calls may only be answered at another extension by use of the 'universal' answer facility. If two incoming external calls are being announced at this extension, the bell will continue to ring until both calls have been answered.

The central bell facility may also be provided on single exchange line installations.

'Night service' can only be invoked and revoked from extension 21.

To invoke default 'night service'

1. To invoke 'night service' to ring extension 23 (default night service extension), lift the handset of extension 21. Internal dial tone will be heard.

2. Dial 44. Wait about five seconds before replacing the handset, this allows time for the extension to signal these digits to the system.

To nominate the 'night service' extension

'Night service' can be invoked to indicate incoming calls at any one of the extensions. See above concerning the use of central bells.

1. To invoke 'night service' to ring a nominated extension, lift the handset of extension 21. Internal tone will be heard.

Dial 44 followed by the extension number of the extension nominated to announce incoming calls. Internal dial tone will be heard, to indicate that 'night service' has been invoked.

To cancel 'night service'

1. Lift the handset of extension 21. Internal dial tone will be heard.

2. Dial 45. Internal dial tone will be heard, to indicate that 'night service' has been revoked.

Mains failure operation

In the event of a power failure, exchange line 1 is connected to extension 21 and exchange line 2, if provided, is connected to extension 22. None of the facilities of the system are available during mains failure operation.

Calls can be made from and received by the extensions that are connected to the exchange lines.

Last revised: January 12, 2001