Telephone User Guide

for

HYBREX G1/G2

HYBREX G1/G2 SYSTEM

Function	Function Description
Green/Blue Led	Your Call
Fast red flash	Incoming Call

CALL

Console phone, press **line key, OR press 0,** dial phone number, when called party answers, lift handset and talk.
Cordless phone press "**0**", dial phone number.
DECT phone **press green phone key** symbol, dial **0**, dial phone number.

REDIAL

When a busy tone is heard when making an outside call, hang up and press **Redial** key

HOLD CALL

Console phone press **HOLD** button.
"**Exclusive hold**" press **HOLD** button **twice.**
Cordless phone press **Recall/Flash.**
DECT phone press "**R**" symbol

TRANSFER

Console phone, place call on **HOLD**, dial extension number or press programmed button, announce call, press **TRF/FL** key and hang up.   Call is transferred.
Cordless phone, press **Recall/Flash,** dial extension number, announce call, hang up. **DECT** phone, press ' R ' symbol, dial extension number, announce call, hang up.

TRANSFER CALLS FROM A PANASONIC CORDLESS PHONE

After taking an incoming call to place it on hold look at the screen; the word "recall" will appear on the bottom left hand side of the telephone screen.
To place the call on hold
Press the black button on the left hand side
Dial the extension number
Announce the caller
Press "off" to hang up and the call will be transferred.

Note:
To avoid any confusion the "hold" button on the handset is only used when the Panasonic is not part of a telephone system

ANSWER

Console phone, if phone **rings** lift handset, the call is automatically answered, **OR** press flashing red line on a **non** ringing phone.
Cordless phone, press * then press **9**
DECT phone, press **green phone key** symbol.

HANDSFREE	You may choose to use handsfree rather than the handset **To Operate** Leave handset on the hook, press **SPKR** key or **line** key, talk hands free when party answers. **SPKR** key to hang up when finished.
INTERCOM	Press programmed extension button, or lift handset and dial the extension number.
VOICE TO RING	When calling an extension, you can change the voice to a ring tone, by pressing **3** on the keypad after dialling the extension.
BACKGROUND MUSIC	You can hear background music through your telephone speakers **To operate** – Press **#** key – to turn on and off Note - You must have a radio and is dependent on software
EXTENSION BUSY or MESSAGE WAITING	When extension you are calling is busy or no answer, press MW/PT or MSG key. *When the called extension is free, a ring will be heard at the extension leaving the message.*

**VOLUME CONTROL
(ARROW KEYS)**

During a conversation you may decrease or increase volume

Press **Vol** ⟋⟍ for voice up
Press **Vol** ⟍⟋ for voice down

**VOLUME
CONTROL
(PROGRAMMING)**

With this feature you can adjust **3** types of volume
Ring, Speaker and **Handset** volume

To Operate	**Leave handset down**	
Press		**PRG/VU** key
Press	**6**	on the keypad
Press	(**1**)	for setting **ring volume**
	(**2**)	for setting **speaker volume**
	(**3**)	for setting **handset volume**
Press	⟋⟍⟍⟋	for volume up for volume down
Press		**PRG/VU** key

CALL FORWARD

Incoming calls can be forwarded to another extension or cordless phone

To operate	**Leave handset down**
Press	**PRG/VU** key
Press	**"1"** on keypad
Dial	Dial extension number

To cancel	Leave handset down
Press	**PRG/VU** key
Press	**"1"** on keypad
Dial	**YOUR** extension number

Call FWD Off-Site-

PRG-8-8
Dss Key 1-10
Enter full phone number (0754782000) (0418777222)
Save
PRG-1 then Dss key you stored the number under.
(to cancel follow previous step "to cancel")

CONFERENCE
CALL

* NOTE: This Feature is only available if the system has a Voice Card
In conversation with the 1st outside party.
Press **HOLD** key - to hold the 1st party.
Make the second outside call.
When 2nd party answers, press **DND/CN** key, all 3 parties are connected.

PAGING

Console phone, this feature allows you to announce a statement through all handsets.
Lift handset, Press **#** then press **0**

TRANSFERING
CALLS OFF SITE

(NOTE: The system must first have a voice card)
- Receive incoming call
- Place call on hold
- Make outgoing call
- When answered announce who you have on the phone
- When ready to transfer press the **DND** key and then **HOLD**

CALL BACK
REQUEST

(Only when FRD/BNA key not activated)
Dial ext No.
Press MSG key

TO CHANGE TIME

From main handset (ext. 10 or 11)
Leave handset down
Press **PRG** button
Dial **7**
Dial **2000**
Press **Save**
Dial **11**
Press **Save**
Type in date (mm/dd/yy, time, day of week)
Press **Save**
Press **PRG**
Press **SPK**

SPEED DIAL This feature allows your business to store regularly dialled telephone numbers.

PERSONAL SPEED NO'S FOR INDIVIDUAL PHONES
(**Note - programming completed from **individual** phones)

	Leave handset down	
Press	**PRG**	key
Press	**8**	
Press	**8**	
Select	One digit code number between **0 – 9**	
	(or button to program)	
Dial	**Phone number**	
Press	**Save**	key
Press	**Spkr**	key

To Operate **Press Spd** key then **code no** – eg 00 **OR**
                Press Spd key then programmed **button**

SYSTEM SPEED NO'S FOR ALL PHONES
(Note - programming must be completed from **main consol** phone)

	Leave handset down	
Press	**PRG**	key
Press	**8**	
Press	**7**	
Select	**Code Number** between **100 - 300**	
Press	**Save**	key
Press	**Redial** to clear number if already there	
Load	**Phone number**	
	(If you need to clear digits at the end of the number, press HOLD for each digit)	
Press	**MIC** twice to change key pad to alpha to type in name	
	Type in persons name using volume up arrow to move to next letter	
Press	**Save**	key
Press	**Spkr**	key

TO OPERATE – **From a system phone**

Press	**Spd** key then **code no OR**
Press	**Spd** key then programmed **button**

To operate from a CORDLESS PHONE – **Press talk/on**, **dial 75**, dial code

TO DELETE a Speed Dial Entry (in system for example):

Press	PRG
Press	8
Press	7
Press	Type in Speed Dial Code (e.g. 101)
Press	Save
Press	Redial
Press	Save