

Telephone User Guide

for

HYBREX GDS



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QUICK REFERENCE GUIDE

HYBEX G1/G2 SYSTEM

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

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**

TRANSFERRING 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 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