

Quick Start User Guide to Programming your Orchid KS416/PBX416+

Notes:

- The Factory Default Password is * 01 1234 # To change go to Page 5 of the user guide.
- Programming can only be done on Extension 201
- If Programming is successful you will hear a Beep
- This programming is for all extensions to ring on all incoming calls

Firstly Program how many incoming lines you have:

For One Line:

On Ext 201 Dial: Password (Beep) * 3 1 1 # (Beep) Hang up

For Two Lines:

On Ext 201 Dial: Password (Beep) * 3 1 1 2 # (Beep) Hang up

For Three Lines:

On Ext 201 Dial: Password (Beep) * 3 1 1 2 3 # (Beep) Hang up

For Four Lines:

On Ext 201 Dial: Password (Beep) * 3 1 1 2 3 4 # (Beep) Hang up

How many Extensions do you want to Ring. The system has a factory default setting of extensions 201-204 ringing on all incoming calls. If you want more than the first 4 to ring on all calls carry out the following programming for each line you have and for as many extensions as you want to ring:

For line 1 (01):

* 12 01 25 # (Beep) This will program extension 205 to ring on all calls to line 1

* 12 01 26 # (Beep) This will program extension 206 to ring on all calls to line 1

Repeat for as many extensions as you want to ring for calls coming in on line 1

Now repeat for any additional extensions you want to ring on the other

incoming lines you have. Eg:

For Line 2 (02):

* 12 02 25 # (Beep) This will program extension 205 to ring on all calls to line 2

Or for line 3 (03)

* 12 03 26 # (Beep) This will program extension 206 to ring on all calls to line 3

etc...

If you want a more specific ringing program please refer to page 8 onwards.

Set Date & Time

If you have caller ID phones or are using the Auto attendant or Auto On/Off mode (see page 16-17) you will need to set the Date and Time on the PBX system

To set the Date

On Extension 201 Dial Password (Beep) * 95 1 yy mm dd dow # (Beep)

(Where DOW Monday = 1, Tuesday = 2 etc)

Eg.: Thursday 26 March 2010 would be:

Password (Beep) * 95 1 10 03 26 4 # (Beep) Hang up

To Set the Time (24 Hour)

On Extension 201 Dial Password (Beep) * 952 hh mm # (beep)

Eg.: 3.20 pm would be Password (Beep) * 952 15 20 # (Beep) Hang up

To Reset your Orchid 416 to Factory Default Settings see page 22 of the user guide