



# Manual for TS-108 SOHO PBX Systems

## Table of content

### Chapter 1: Installation and Connection

1.1 Before Installation .....	01
1.2 Warning .....	01
1.3 Connection Chart.....	01

### Chapter 2: System programming

2.0 Remarks.....	04
2.1 Extension Class Assignment.....	04
2.1.9 Setting Time Restriction.....	05
2.2.1 Setting Operate Mode .....	06
2.2.2 Setting Auto-attendant Mode .....	06
2.2.3 OGM Recording .....	06
2.2.4 OGM Play .....	06
2.2.5 Set DND .....	07
2.2.6 Clear DND .....	07
2.2.7 Extension Password Lock .....	07
2.2.8 Extension Flexible Numbering .....	07
2.2.9 Restore extension number to original .....	08
2.3.0 Restore to System Default .....	08

## **Chapter 3: Operating Instruction**

3.1 Make Outside Call .....	08
3.2 Make Outside Call for other extension.....	08
3.3 Call Transfer .....	08

## **Chapter 4: Appendix**

4.1 Factory default setting.....	09
4.2 System program command .....	09

## **Chapter 1 Installation and Connections**

### **Please read the installation notes carefully:**

1. Notes
  - 1) This machine should be installed at dry ventilative and solid indoor place (Temperature range: 0-45, humidity range: 20%-80%, avoid direct sunlight and combustible gas). Better use the special line to connect this machine.
  - 2) There must be some space at the bottom of this machine to ensure the heat elimination and system check and maintenance.
  - 3) There are holes for wall mounting at the bottom, either to be hanged at wall or placed on table. The bolts for wall mounting should be avoid touching the inner circuit board.
  - 4) Do not place this machine together with other equipment to produce big electromagnetism interface such as motor, large transformer and so on.
  - 5) All extensions mustn't be in the same piping with the power supply lines or antennae. Do not be near to the radio reception antenna including shortwave.
  - 6) Do not destroy power supply cable. Avoid water spattering and rain. Immediately cut the power supply if there is water to enter.
  - 7) Do not impact or shake this machine. Do not move it at random when used.
  - 8) If the extension line piping is interfered by electromagnetism wave and the channels

cannot be changed due to the restriction on the spot, we suggest you to use the special insulation wire equipment for communication and ground the insulation network end.

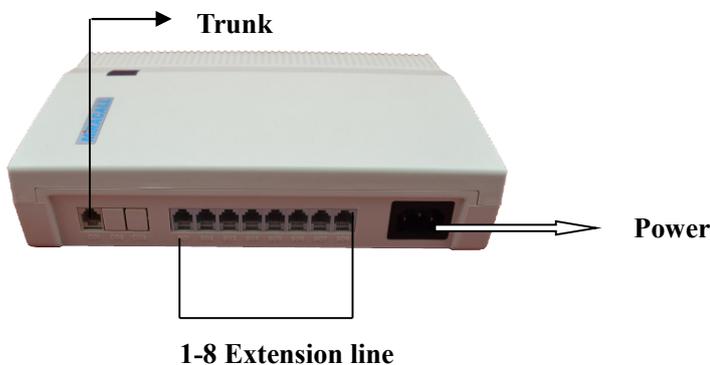
**Warning:**

Do not install or connect it during the thunder.

Do not use the telephone near the spot with combustible gas leakage.

Do not touch the damaged part of the soft line or the terminal of the connection unless the telephone line is separated from the machine.

**Connections:**



## Chapter 2 System Programming

### 2.0 Remarks

2.0.1 All the function setting must be carried out on extension .801 and un-lock first

2.0.2 All the extensions must be of double tone.

2.0.3 At the end of programming “du” is heard when the operation is proper .“du...du...du” is heard when the operation is wrong.

### 2.1 Extension class Assignment

#### 2.1.1 Restricting international call

Format : \*#3n30

Explanation: “n” is the last digits of extension . n=1 stands for

Extension 801 while n=2 stands for extension 802

Example : restrict international call on extension 803. input command “\*#3330” to extension 801 , “du...” is heard when the operation is proper

#### 2.1.2 Restricting long distance call

Format : \*#3n20

Explanation : “n” is the last digits of extension.

Example: restrict long distance call on extension 804.805 and 806,

Process: pick up the handset of extension 801 → dial \*#3420 (listen to the confirmation) → hang up

Pick up the handset of extension 801 → dial\*#3520(listen to the confirmation)→ hang up

Pick up the handset of extension 801 → dial\*#3620(listen to the confirmation)→ hang up

### **2.1.3 Restricting any outgoing**

Format : \*#3n10

Explanation: “n” is the last digits of extension.

Example : restrict any outgoing on extension 807 only allow to make internal call and to pick up the telephone.

Process: pick up the handset of extension 801 dial \*#3710 (listen to confirmation)→hang up

After restricting any outgoing , an external dial tone is heard as soon as pick up the handset of extension.

Call other extension : dial\*and extension number.

Make outgoing : use the function “dialing out for other extension”(which is introduced in chapter3).

### **2.1.4 Clear the restrictions of all outgoing.**

Format : \*#3n00

Explanation : “n” is the last digits of extension.

Example : clear the restricting long distance call on extension 802.

Process: pick up the handset of extension 801 →\*#3200(listen to the confirmation)→hang up

Remarks:

1. Extension. With restricting local call is unable to make long distance call: Extension with restricting long distance call is unable to make international call .But extension with. Restricting international call is able to make long distance call while extension with restricting long distance call is bale to make local call. This setting is logical and repaired.
2. Running “#3n00” only once can clear the restrictions of all outgoing on the corresponding extension.

### **2.1.5 Setting Restriction Class A**

Format :\*#4nmo

Explanation: “n” is the last digit of extension. “mo” is the leading digits of the restricting calling number .Use # to add behide if only one digit is restricted.

Example:

1.Restrict dialing the leading digits “63” on extension 802 : pick up the handset of extension 801 →dial\*#4263.

2.Restrict dialing the leading digit “5” on extension : Picky up the handset of extension 801 and dial \*#445#.

Remark :each extension can restrict ten groups of numbers . This function only works after dialing the forth digit because of this system with a function “Assign special Calling Numbers”.

### **2.1.6 Clear the restriction Class A.**

Format : \*#4n00

### 2.1.7 Assign Special Calling numbers

Format : \*#5n abcd

Explanation : “abcd”(which contains 2 to 4 digits )is the leading digits of special calling number  
End with # if the leading digits are less than 4 digits.

Description : Permit to dial the phone numbers starting with [abcd]only.

Example:

- 1.Extension 803 restricts calling number starting with “1” but permits to dial 1371777XXX (which is management’s mobile phone number) :assign “1371” as special calling number . In this way , permit to dial special calling number starting with “1371” but other numbers starting with “1” is restricted. Operate command \*#531371.
- 2.Extension804 restricts long distance call. Because of a filial in Peking . It should permit to make long distance call to Hangzhou province(whose regoin number is 010) in order to make works convenient After operating command \*#54010# extension 804 can’t make long distance call but to Peking.

### 2.1.8 Clear Special Calling numbers :

Format : \*#0000(which means returning to the system default setting).

### 2.1.9 Setting time restricting

Format : \*#6 nab

Explanation: “n” is the last digit of extension. “ab” is the timing index

Example :

1. Time restricting an extension 802 is a maximum of 5 minutes :pick up the handset of extension 801 and dial \*#6205.
2. Time restricting an extension 803 is a maximum of 25 minutes : picky up the handset of extension 801 and dial \*#6325.

Remark : the time restricting on extension ranges 1 minute to 99 minutes at the user’s The default setting is 99 minutes .Input new time index if necessary . Input \*#6 n00 if need to clear time restricting on extension 60n.

## 2.2 Setting the operating mode

### 2.2.1 Operator mode

FORMAT : \*#1000 Description: In this mode .the ringing extensions won’t ring when an incoming call is received . The outside caller will hear “hello! Please dial the extension number. Dial “0” to check number.”

After hearing the indication. Dial extension number (801 to 808)then the corresponding extension will ring.

1. Eight extensions will ring if the outside caller dial “0” The duty extension is at the user’s option.(The default setting :each extension will ring in turn)
2. The system will turn to the ring –in-tone mode when the outside caller dial no number .In the ring –in-tone mode .the system will cut off when the ring extension doesn’t answer within 30seconds .(Remark :the ring mode after 12seconds is the same to which after dialing 0.)

The caller can dial numbers before the system finishes playing the system finishes playing the

message .the system will terminate playing the message at once.

### **2.2.2 Set Auto-Attendant(OGM):**

Format : \*#1100

Description : Callet will hear the OGM recorded message .While all extensions are in MUTE mode.

Explanation :In Auto-Attendant mode ,the extensions without Mute mode will ring when there is an incoming call . At the moment ,pick up the handset of extension to speak to the outside caller. The default setting is operator mode so the Extensions(801-808)is in the ring mode .Can set in Mute mode if necessary .(Setting Mute mode is introduced in the following section.)

### **2.2.3 OGM(Outgoing Message)Recording (only for type IP)**

Format : \*#1200

Description :Used to record an outgoing message for Direct Inward System Access(DISA)

The user self records the outgoing message of IP mode phone.

For example : “Hello! This is Foshan co.LTD.” Please dial 802 for business department . Please dial 805 for techno-department .Please dial 803 for fax service department . Please dial 0 for inquiry .”

Remarks :

- 1) The recording time is a maximum of 12 seconds .After dialing\*#1200 “du” is heard to start recording and another “du” to end recording;
- 2) No restricting for the recording times and the new message will overwrite the old one;
- 3) Please use high quality telephone with handset to ensure high quality of recording.

### **2.2.4 OGM (Outgoing message) Play**

Format : \*#1300

Description : Confirms the recorded message in the OGM recording program.

### **2.2.5 Set DND mode**

Format : \*#2n10

Explanation: “n” is the last digit of extension. In this mode, the Extension doesn't ring but can transfer and pick up for Another extension when there is an Incoming call.

### **2.2.6 C.O Line Ringing Assignment(clear the DND mode)**

Format : \*#2 n 00 Explanation : “n” is the last digit of extension

### **2.2.7 Extension password lock**

This system adds the extension password. The user who knows the password can dial CO line at any extension, without reference to the extension calling restriction.

### 1. Change the password

Format: \* #8ABCD ABCD is the new password

Notes: Password can only be changed on extension 801.

Pick up Extension 801	Input * #8ABCD	Hear du	Hang up Extension 801
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Example: If you wish to change the original password 1234 to 3456, input \*#83456 on extension 801 and hearing du means the successive change.

Notes:

- 1) The default factory password is 1234. The password will return 1234 if you restore the system to default factory setting.
- 2) In order to avoid the restricted extension to use the password to dial CO line, we suggest the system administrator change the password after testing this machine.

### 2. Use the password lock

Format: \*# 9 ABCD+ CO line number ABCD is the password

Pick up Extension 801	Input *# 9 ABCD	Hear du	Hang up Extension 801
-----------------------	-----------------	---------	-----------------------

Example: Extension 805 is restricted to call CO line. Input \*#92678 (supposing the password is 5678) and then dial the CO line after hearing CO line dialing tone.

### 2.2.8 Extension Flexible Numbering

Format: \*# 02ABC+abc

Notes: ABC is the original number and abc is the new number

Pick up Extension 801	Input *# 02ABCabc	Hear du	Hang up Extension 801
-----------------------	-------------------	---------	-----------------------

Example: Change Extension 801 to 118; change Extension 806 to 668; change Extension 803 to 338.

Pick up Extension 801—Input \*# 02801118---Hear du and input 02806668---Hear du and input 02803339---Hear du and hang up

Notes:

- 1) The new extension number must be from 000 to 999.
- 2) The new extension number cannot be the same with the existed one.

### 2.2.9 Restore to original extension number

Format: \*# 0100

Pick up Extension 801	Input *# 0100	Hear du	Hang up Extension 801
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If you want to adjust most Extension No., use this command to reset the current extension numbers to original ones to avoid duplicate numbers.

### 2.3.0 Return to the system default settings

Format : \*#0000

Description : When all the programmed data is forgot, the system will Restart with the default setting after this format.

## Chapter 3 Operating Instruction

### 3.1 Outward Dialing

Format: Pick up the handset and dial external number directly after Hearing the C.O line tone.

### 3.2. Dial out a call for other party

Format :connect with other side then dial##\*and the extension number .

Example : The secretary dials out a call (0757-83306851) for the Management .The management's extension is 801 while the Secretary's 802.

The process is : pick up the handset of extension 802 to dial "0757-83306852"→dial##\*801 when put through . At the moment the outside caller is listening to the music and the extension 801 the management can speak to the outside caller.

### 3.3 Transfer a call

Format: Dial\* and the extension number .(\*801-\*808)

Description : Allows you to transfer an incoming call to another extension.

Remark :

- 1) The system will clear the number if a wrong number is dialed, then dial the right number is ok.
- 2) There may be following 3 cases after a call is transferred from A TO B:
  - a. A does not hang up and B picks up his handset ,Then communication between A and B is established while the outside caller is on-holding(music on holding),whoever hangs

## Chapter 4 Appendix

### 4.1 Factory Default setting

Operating mode.....	operator mode
Mute mode.....	no setting
Ringing extension.....	801-808
Trunk line grouping.....	no setting
Restrict outgoing digits.....	no setting
Original extension numbers.....	801-808
System password-----	.....1234
Extension number-----	.....801 to 808

### 4.2 System programming command

Serial Number	Command Format	Description
1	*#1000	Setting auto-attendant
2	*#1100	Setting operator mode

3	*#1200	Record outgoing message
4	*#1300	Monitor the outgoing message
5	*#2n10	Setting Mute mode
6	*#2n00	Clear the Mute mode
7	*#3n30	Restrict the international call
8	*#3n20	Restrict the long distance call
9	*#3n10	Restrict any outgoing
10	*#3n00	Clear the restrictions of all outgoing
11	*#4nmo	Setting Restriction Class A
12	*#4n00	Clear the restriction Class A
13	*#5nabcd	Setting special calling numbers starting with abc
14	*#5nabcd#	Setting special calling numbers starting with abc
15	*#5nab##	Setting special calling numbers starting with ab
16	*#6nab	Setting time restricting
17	*#6nab	Clear the time restricting
18	*#8ABCD	Changing the password lock
19	*#9ABCD	Use the password lock
20	*#0100	Restoring original extension number
21	*#02ABCabc	Flexible coding
22	*#0000	restore the default factory setting
23	Pick up any extension	To Pick up ringing extensions