

1.6 Before Leaving Your Desk

Forwarding Calls (Call Forwarding)

Automatically transfers incoming calls to another extension or to an external destination. The following types are available.

TYPE	DESCRIPTION
All Calls	All incoming calls are forwarded to another extension.
Busy or No Answer	All incoming calls are forwarded to another extension when you do not answer or when your extension is busy.
To Exchange Line	All incoming calls are forwarded to an exchange line.
Follow Me	Allows you to set “Call Forwarding — All Calls” feature from another extension.

Note: You can also set Voice Mail as the forwarding destination. Refer to “Voice Mail Integration for KX-TVP100” in this manual.



- To cancel the Call Forwarding features, refer to “Cancel” in this feature.
- Call Forwarding can only be extended to one target telephone. For example, extension A is forwarded to extension B, and if extension B tries to set Call Forwarding to extension C, an alarm tone is heard and the setting is rejected. If extension B has already set Call Forwarding to extension C, and extension A tries to set Call Forwarding to extension B, the setting will be also rejected.



- If the destination extension has already set “Do Not Disturb”, you cannot forward any calls to the extension.
- There should be at least one extension that can receive calls in the same UCD group.
- When a UCD extension which sets “Call Forwarding” function receives a call, the call will not be forwarded and the system will search for an idle extension in the UCD group first. But if the UCD extension is the last one that can receive the call, it will be forwarded to the assigned extension by “Call Forwarding”.
- Setting a new “Call Forwarding” function (All Calls, Busy or No Answer, etc.) cancels any other “Call Forwarding” functions or the “Do Not Disturb (DND)” function.
- If your entry is valid, confirmation tone 1 (1 beep) is sent. If your entry is the same as previously programmed data, confirmation tone 2 (2 beeps) is sent. Refer to the “Tone List” in the Appendix (Section 2).
- You can call the original extension from the Call Forwarding destination extension (for example: Boss/Secretary working).
- Camp-On recall and Hold recall are not forwarded.

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- PT • A flexible line key on a proprietary telephone which is not provided with FWD/DND button can be assigned as the FWD/DND button.
- PT • The lighting patterns of the FWD/DND button are as follows.
 - Off: Both functions are not set.
 - Red: DND mode
 - Flashing red slowly: FWD mode
- PT • You can check the assignment by pressing the FWD/DND button while on-hook.

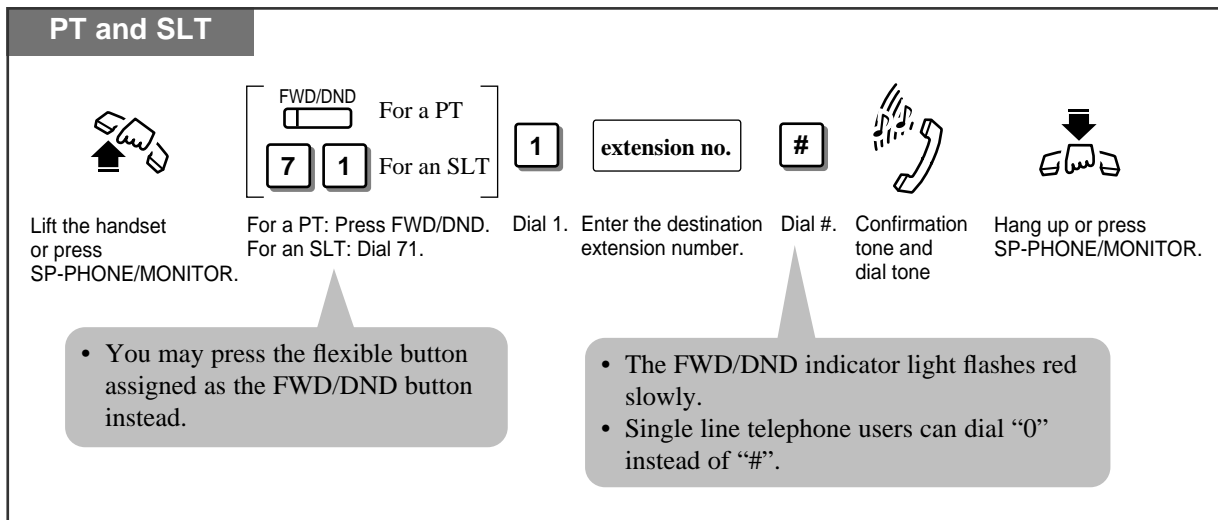


- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, FWD/DND Button
- 1.7 Useful Features, “Rejecting Incoming Calls (Do Not Disturb — DND)”
- 1.7 Useful Features, “Voice Mail Integration for KX-TVP100”
- See the Installation Manual, Section 3, “Call Forwarding”.

All Calls

You can re-direct all of your calls to another extension.

Setting

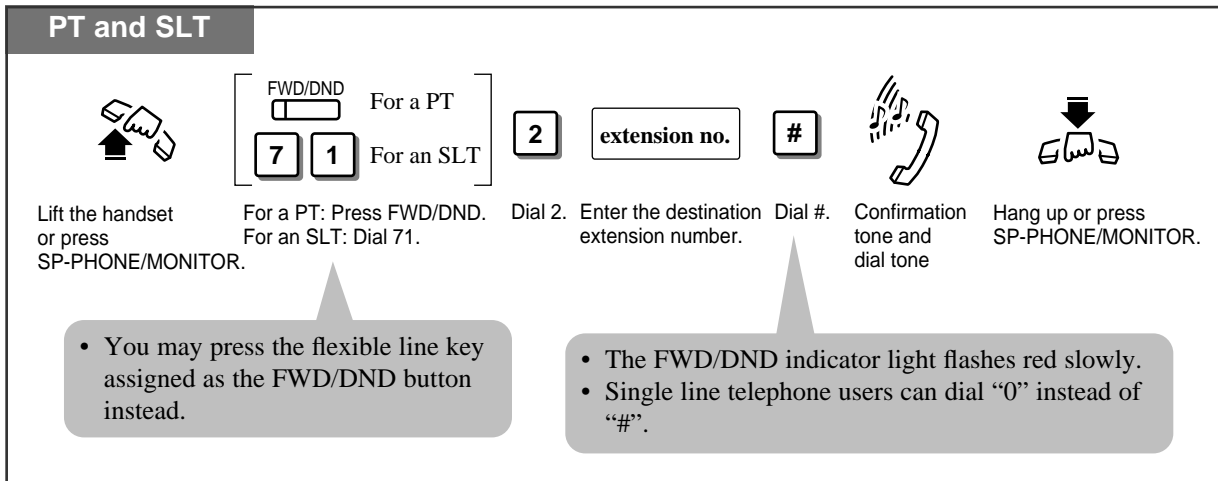


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Busy or No Answer

You can forward your calls to another extension when your extension is busy or if you do not answer the call within a pre-determined time.

Setting

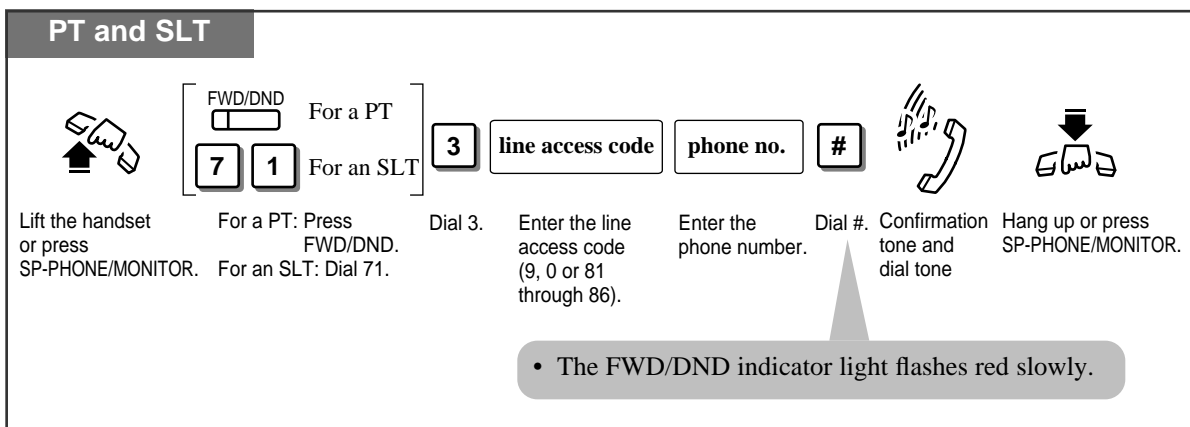


- 1.2 Proprietary Telephone Settings, “Customising Your Telephone Functions”, Intercom Alert Assignment

To Exchange Line

You can forward intercom calls to an external party. System Programming is required to execute this feature.

Setting



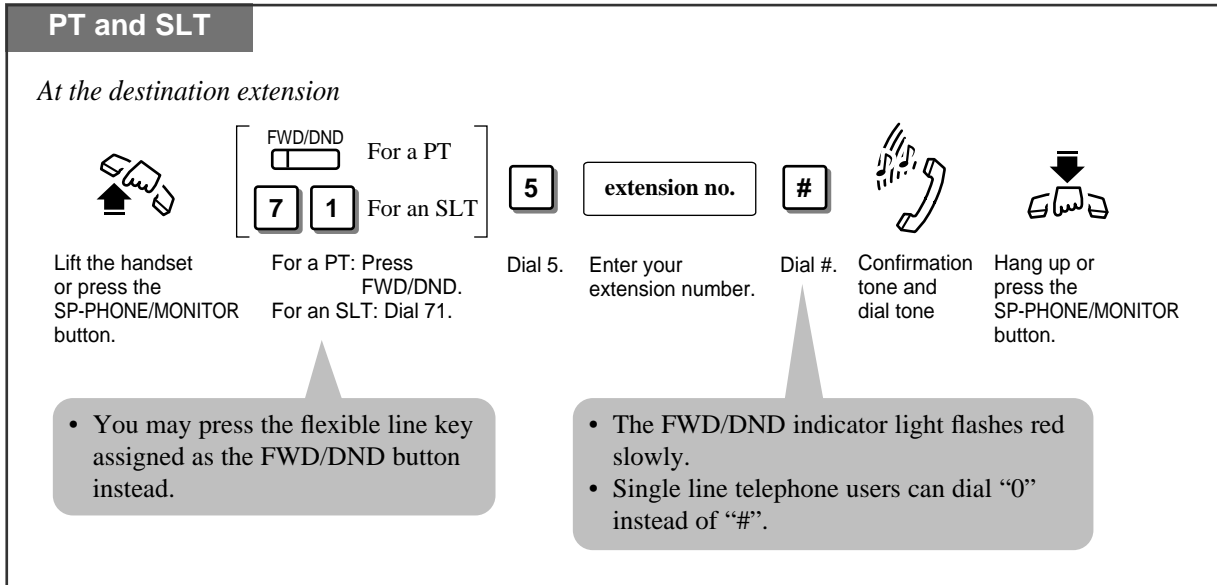
- Up to 32 digits (including the line access code) can be programmed.
- In the account code verify-all and forced modes, an account code must be stored by pressing “* *” and entering the account code after the line access code (“*” is not regarded as a pause).

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Follow Me

You can set the “Call Forwarding” feature from the destination extension. This is useful if you forget to set “Call Forwarding — All Calls” before you leave your desk.

Setting



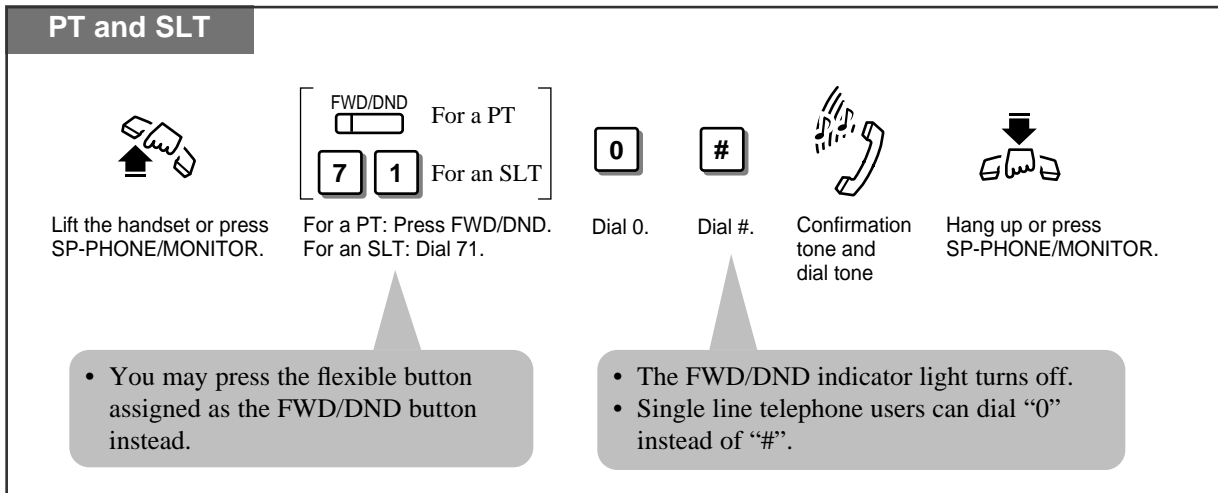
- This feature can be cancelled at your extension or the destination extension.

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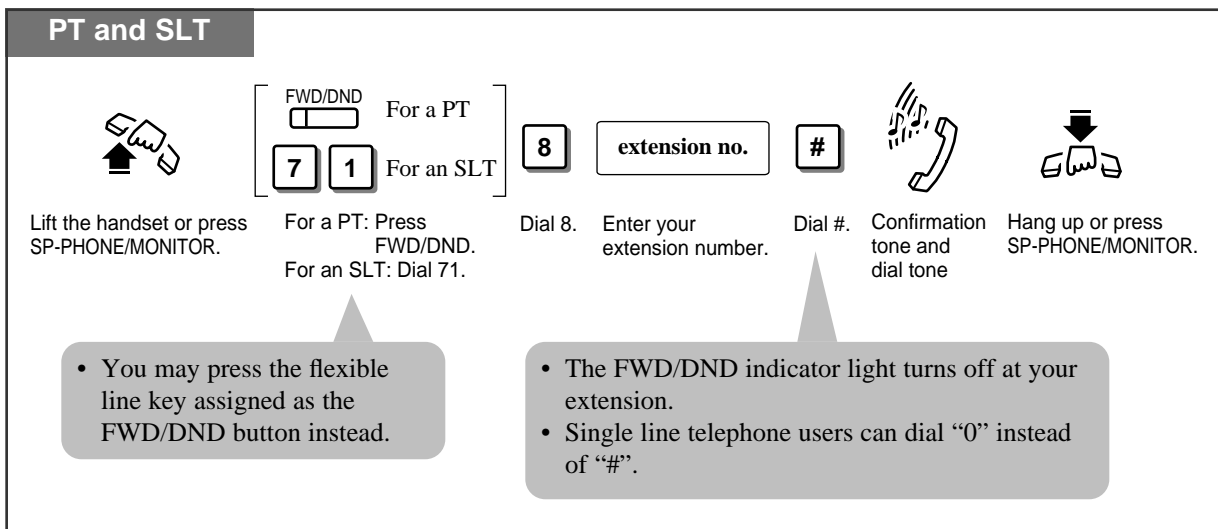
Cancel

There are two cancelling methods for “Call Forwarding”. The cancelling depends on the Call Forwarding type that has been assigned.

Canceling Call Forwarding at your (original) extension



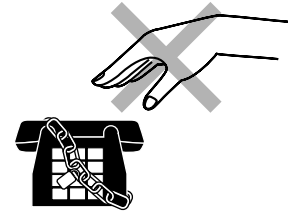
Canceling Call Forwarding at the destination extension — “Follow Me (All Calls)” only



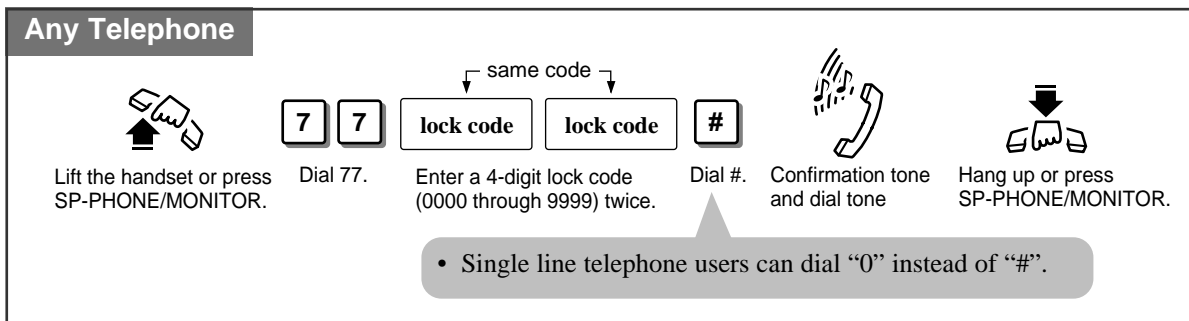
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Locking Your Telephone (Electronic Extension Lockout)

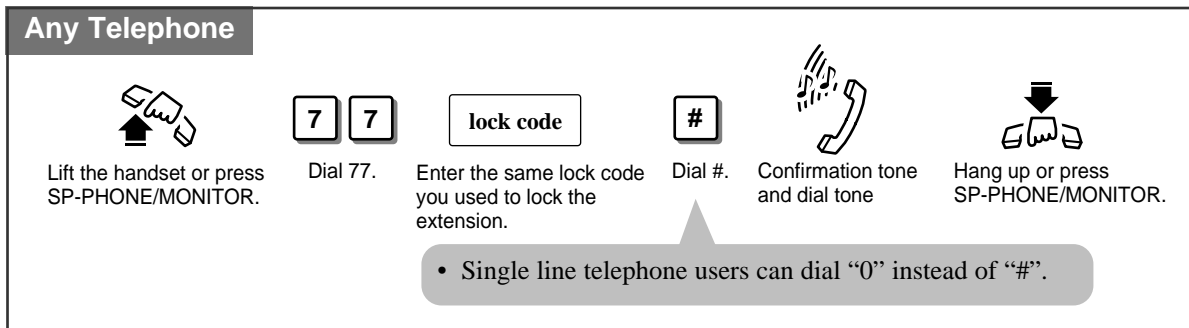
Allows you to lock your extension so that other users cannot make outside calls from your extension.



Locking



Unlocking



- If another user tries to access an exchange line and attempts to dial from a locked extension, the user will hear a reorder tone and for PT users “Restricted” is shown on the display. However, calls can be made at a locked extension depending on system programming. System programming determines which COS number applies to calls at the locked extension.
- An extension assigned as an operator or manager can cancel this function for all extensions (Electronic Extension Lockout — CANCEL ALL).
- “Remote Extension Lock Control” overrides this feature. If the operator or manager sets Remote Extension Lock on the extension you have already locked, you cannot unlock it.
- The lock code must be 4 numerical digits. The “#” and “*” digits may not be used.
- You can make intercom calls and receive intercom or outside calls at a locked extension.
- You can make outside calls depending on the level of call barring.



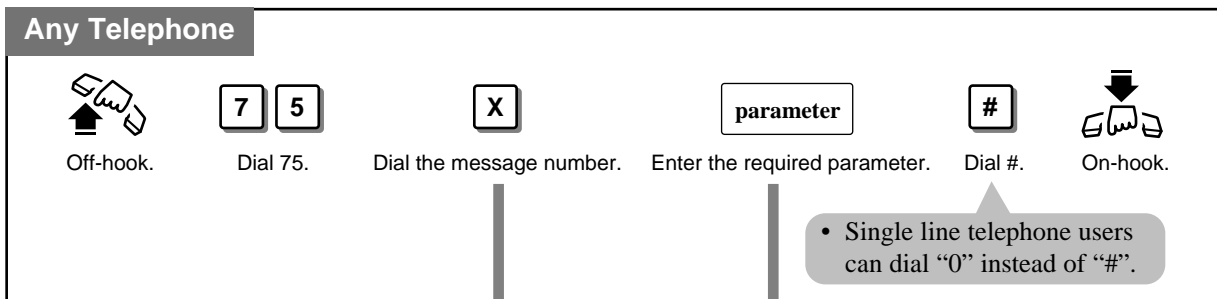
- 1.8 Operator/Manager Service Features, “Electronic Extension Lockout — CANCEL ALL”
- 1.8 Operator/Manager Service Features, “Remote Extension Lock”
- See the Installation Manual, Section 3, “Call Barring — Extension Lock Boundary Class”.
- See the Installation Manual, Section 3, “Extension Lock”.

1.6 Before Leaving Your Desk

Showing Your Message on the Calling Party's Display (Absent Message Capability)

When a caller using a proprietary telephone with a LCD dials another extension, a programmed Absent Message (Message 1 through 6) will be displayed on the calling party's LCD. Absent Messages can be set at any telephone (SLT or PT).

Setting the absent message



DISPLAY MESSAGE	MESSAGE NO.	PARAMETER
Will Return Soon	<input type="text" value="1"/>	
Gone Home	<input type="text" value="2"/>	
At Ext %%% (extension number)	<input type="text" value="3"/>	<input type="text" value="extension no."/> Enter the extension number (100 though 199).
Back at %:%: AM (or PM) (hour:minute)	<input type="text" value="4"/>	<input type="text" value="hour"/> <input type="text" value="minute"/> <input type="text" value="0"/> or <input type="text" value="1"/> Enter the hour (01 through 12). Enter the minute (00 through 59). For AM: press 0. For PM: press 1.
Out Until %%/%% (day/month)	<input type="text" value="5"/>	<input type="text" value="month"/> <input type="text" value="day"/> Enter the month (01 through 12). Enter the day (01 through 31).
In a Meeting	<input type="text" value="6"/>	
Cancel	<input type="text" value="0"/>	

Note: % indicates where you enter the desired parameter.



• To confirm the message, go off-hook. It will be displayed.



• See the Installation Manual, Section 3, "Absent Message Capability".