

# Inter-Tel® Encore CX®

## Getting Started Guide



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## **Guide to System Documentation**

The EncoreCX is provided with the following range of documentation:

### **Getting Started Guide**

#### **Provides overview of System Programming and Key Features**

The Getting Started Guide takes the user through key system programming and enables the user to modify basic system configurations to suit their customer's business requirements. In addition, it allows a designated Administrator to configure the system, through key settings and programming elements, enabling a tailored business solution.

### **Phone Quick Reference Guide**

#### **Provides Quick Reference to Key System Features**

The Quick Reference Guide is supplied to each telephone each user. It gives basic instructions on how to operate features on digital telephone sets and standard telephones.

### **Administrator's Manual**

#### **Provides complete detail on System Programming and Features**

The Administrator's Manual is provided on a CD that is supplied with every EncoreCX System. This manual provides detailed information on System Programming, Administration and Usage, and provides the system Installer or Administrator with information on configuration of advanced system features.

### **Internet Module Manual**

#### **Provides complete detail on Internet module Programming and Usage**

The Internet module Manual is provided with each EncoreCX Internet module, covering Programming, Administration and Usage of the module. It provides the designated Installer or Administrator with information on configuration of advanced system features.

### **Documentation CD**

The Documentation CD contains PDF files of the Getting Started Guide, Administrator's Manual, Phone Quick Reference Guide, Internet Module Manual and personal system phone label templates.

## System description

- The EncoreCX is an integrated communications system. It supports all your voice call needs as well as an optional integrated data solution that allows multiple simultaneous Internet sessions.
- The EncoreCX can accommodate up to 20 Central Office (CO) lines with up to 40 extensions.

## System Options

The following options are available for the EncoreCX:

- Additional extension modules each containing eight extension ports.
- Additional CO line modules, each with two CO Lines, to a maximum of 20 CO lines.
- Optional Internet module for shared high-speed Internet connections.
- Optional Voice Mail module for professional voice services.
- Optional Battery Back-Up module for full system operation in power failure.
- ECX 1000 digital telephone set with full menu display, speaker phone operation and eight programmable keys. It is available in gray (ECX 1000) or off-white (ECX 100W).
- ECX 2000 digital telephone set with full backlit menu display, speaker phone operation and 16 programmable keys. A Direct Station Selection (DSS) unit with an additional 32 programmable keys can be used on up to eight ECX 2000 sets.
- ECX 100 standard analog set with Caller ID.
- Door Phone to facilitate visitor introduction.

## Technical Support

If problems persist when installing or servicing Inter-Tel equipment, certified technicians may, while on site and with the proper troubleshooting tools available, contact Inter-Tel's Technical Support Department at 1-888-777-EASY (3279).

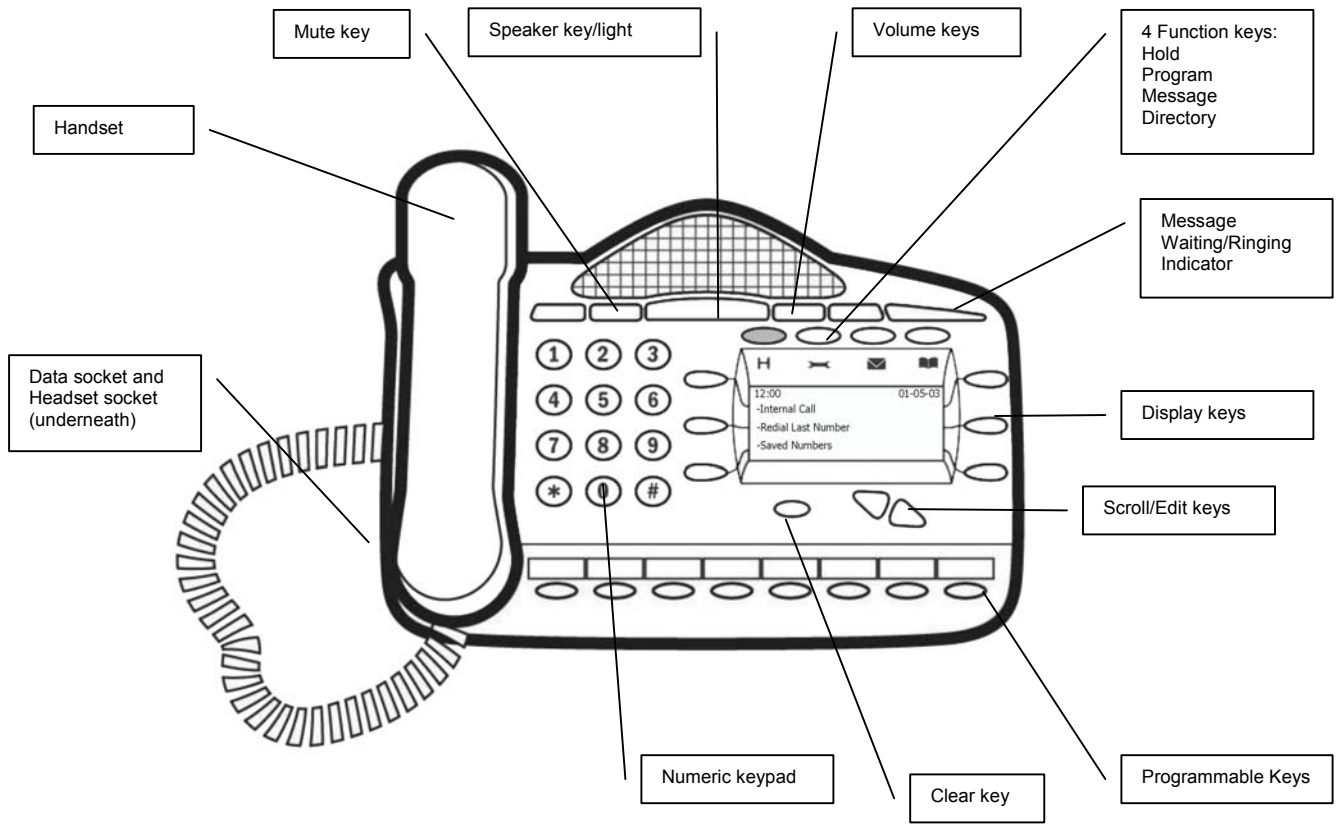
## Emergency Assistance

After office hours and on weekends, call 1-888-777-EASY (3279) and leave your message with the voice mail service. A Technical Support Product Specialist will return your call as soon as possible, usually within an hour. As a backup (e.g., the main number does not answer or you do not receive a call back within an hour), you can call 480-961-0277. Please remember that this is an emergency number for *critical system problems only*. Sales questions, equipment orders, etc., can only be handled during normal business hours.

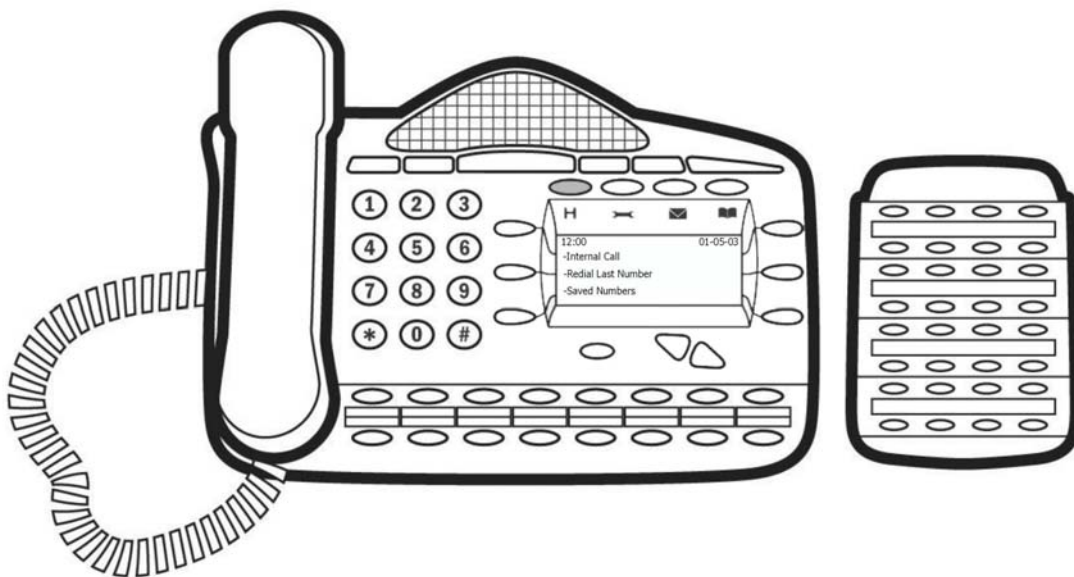
## System Programming Notes

The EncoreCX may be programmed from either a digital telephone set or from a PC running the Maintenance and Programming Software application included on the CD supplied with your system. This guide outlines the key elements of System Programming from the digital telephone sets only.

### ECX 1000 digital telephone set layout







### ECX 2000 digital telephone set (with 32 key Console)



## Explanation of Symbols in this Guide

Specific symbols are used to define particular operations or to highlight important areas as follows:

	Caution
	Program
	Select function
<b>Scroll</b> 	Scroll through menus

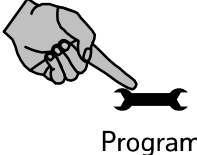
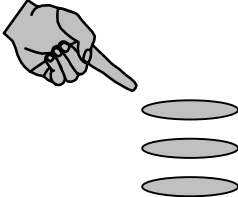
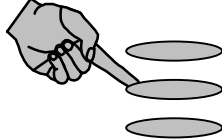
## System Programming

The system may only be programmed from one specific extension, by default this is configured as extension 20, but the programming position can be moved to any extension.

### The System Programming is separated into three main blocks:

<b>System</b>	covers aspects that affect operations across the complete system.
<b>Extension</b>	covers aspects that may be programmed per extension.
<b>Lines</b>	covers aspects which affect the Network connections, Incoming and Outgoing Calls, and Least-Cost Routing configuration.


## Accessing the System Programming

Instruction	Action	Menu Display
From the Programming phone (ext. 20 by default) select the Programming key	 Program	---PHONE SETUP--- - Language - Auto Answer - Key Programming
Scroll through the menus to find [System Programming] and select the option		---PHONE SETUP--- - System Programming - Background Music - Exit
Enter Password	1111 (default)	-Enter System Password -Exit
You are now in the Main Menu for System Programming and are presented with the following Sub Menus for Programming Options		Select Option -System -Extensions -Lines



The remainder of this document assumes that you have successfully navigated to the System Programming sub menu above.



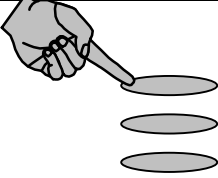
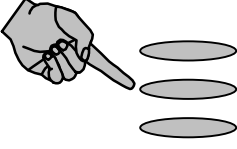
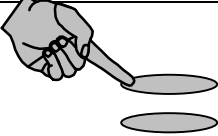
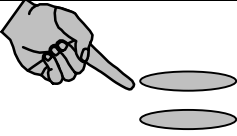
Press the key  for two seconds or hang up to exit the programming mode. Modified settings are saved automatically.



For more complex settings, please refer to the Administrator's Manual provided on the CD-ROM packaged with your system.

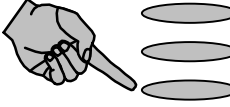
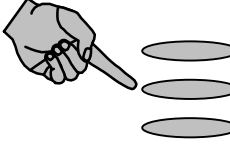
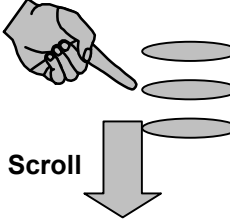
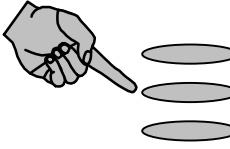


## Programming System Time & Date

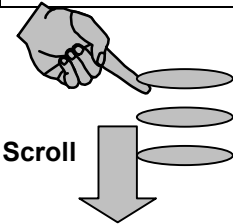
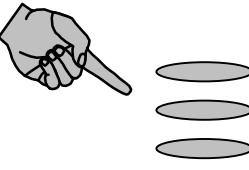
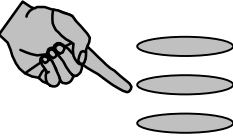
Instruction	Action	Menu Display
From the system programming sub menu select [System]		Select Option -System -Extensions -Lines
Select [Time & Date]		Select Option - Language -Time And Date -Change Password
Enter Time [HHMM]		Set Time HHMM -Confirm -Exit
Enter Date [MMDDYY]		Set Date MMDDYY -Confirm -Exit
<p><b>Note:</b> The time and date settings are saved automatically, you are then returned to the main programming menu.</p>		

## Configuring a Group (Ring/Hunt Group)

### Configuring a Group & Assigning extensions

Instruction	Action	Menu Display
From the system programming sub menu select [Lines]		Select Option -System -Extensions -Lines
Select [Group Programming]		Select Option -Equipped Lines -Group Programming -Incoming Ringing
Select the group to be programmed [Scroll if necessary]		Select Group ◇ Group 1      Group 4 ◇ ◇ Group 2      Group 5 ◇ ◇ Group 3      Group 6 ◇ [To select a group(s), select the diamond next to it ]
Select the group type to be programmed		Select Group Type -Ring Group -Hunt Group -Exit

## Configuring a Group & Assigning extensions [continued]

Instruction	Action	Menu Display
<b>If RING GROUP is selected</b>		
Select the extensions to be included in the RING GROUP		Select Extensions ◇ Ext. 20      Ext. 23 ◇ ◇ Ext. 21      Ext. 24 ◇ ◇ Ext. 22      Ext. 25 ◇ [To select an extension(s), select the diamond next to it ]
<b>If HUNT GROUP is selected</b>		
Select the HUNT GROUP type required  (See next page for Notes on Group Types)		Select Hunt Group Type ◇ Linear ◇ Circular ◇ Longest Idle
Select the extensions to be included in the HUNT GROUP		Select Extensions ◇ Ext. 20      Ext. 23 ◇ ◇ Ext. 21      Ext. 24 ◇ ◇ Ext. 22      Ext. 25 ◇ [To select an extension(s), select the diamond next to it ]

### Note on groups & group types

#### Group programming

- When assigning extensions within a ring or hunt group, the first eight extensions are included by default in Group 1. The remaining 19 groups contain extension 20 only. The Administrator may select or deselect extensions within a group at any time.
- Up to 20 groups can be programmed.
- Up to 16 extensions can be assigned to each group.
- Extensions can be in multiple groups.
  
- Groups of different types may be configured in your EncoreCX system. When programming a group you will be offered the following options:

#### Ring Group:

When selected, all phones in the group ring simultaneously for an incoming call.

#### Hunt Group:


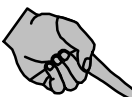






When selected, incoming calls are presented to one phone only within the group and the calls are filtered through the various extensions as follows:

- **Linear**  
Calls are presented to the lowest numbered extension first. If an extension is busy, the call is presented to the next free extension.
- **Circular**  
Calls are presented in strict rotation starting with the lowest numbered extension in the group (i.e., Call 1 is presented to extension 20, call 2 to extension 21 etc.).
- **Longest Idle**  
Incoming calls are presented to the extension that has been idle for the longest period of time.

#### Group names

All groups can be assigned specific names to facilitate ease of programming and system usage.

## Mapping Incoming Calls to a Group [From a CO line]

Instruction	Action	Menu Display
From the System Programming sub menu select [Lines]		Select Option -System -Extensions -Lines
Select [Incoming Ringing]		Select Option -Equipped Lines -Group Programming -Incoming Ringing
Select the line for which this rule applies	 <b>Scroll</b> 	Select Line -Line 1 -Line 2 -Door Phone
Select the time when this rule should apply		Select Option -Day Mode -Night Mode -Day And Night Mode
Select the destination for incoming calls on this line [ Group in this example]		Select Destination -Extension -Group ◇ Auto Attendant
Select the group which is to receive incoming calls on this line during the relevant time period	 <b>Scroll</b> 	Select Group ◇ Group 1      Group 4 ◇ ◇ Group 2      Group 5 ◇ ◇ Group 3      Group 6 ◇ [To select a group(s), select the diamond next to it ]
<p><b>Note on incoming call mapping</b></p> <p>You may map incoming calls on specific lines to be presented to different destinations (Groups, Extensions, Auto Attendant or Courtesy Service) in day and night modes.</p>		

## Configuring Call Restriction Rules

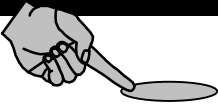
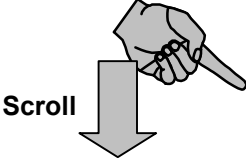
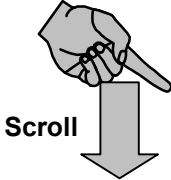
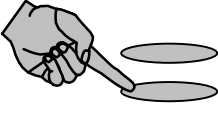
### Call Restriction and Tables

Call Restriction allows you to prevent specific extensions from making specific types of calls in Day or Night Mode. To configure Call Restriction rules, you first set up the rules [CLASS CODES] as described below and then assign the relevant rules to individual extensions.

There are four tables, that can be programmed, and six [CLASS CODES], that can be assigned to an extension as listed below.

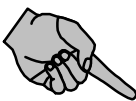

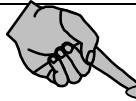
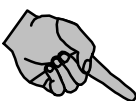
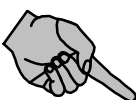
Type of Restriction	Table	CLASS S	Typical Use
No restriction	None	1	All calls allowed
Restricted from calls to codes in Table 2	2	2	Restrict International calls
Restricted from calls to codes in Tables 2 & 3	3	3	Restrict National calls
Allowed internal and emergency calls only	None	4	Restrict all calls
Allowed numbers that can be added to Tables 2 & 3	5	5	Allow these exceptions
Restricted Numbers that can be added to Tables 1, 2 & 3	6	6	Restrict these numbers also

## Setting up Call Restriction Tables

Instruction	Action	Menu Display
From the System Programming sub menu select [System]		Select Option -System -Extensions -Lines
Scroll down and select [Class Codes]		Select Option -Caller ID List -Class Codes -Local Codes
Select the table which is to be programmed		Select Table -Table 2 -Table 3 -Allowed Table
Enter Index 01 – 50 May be an existing or new index	XX	Enter Index 01 - 50 -Exit
Enter the code and press Confirm [See Note below for "Any" option]		xxxxxxxxx -Any -Confirm -Change


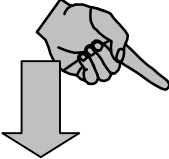





**Note:** The "Any" option is a wildcard entry, which is used to enter the range 1-0, (e.g., entering 403 and then "Any" restricts the range 403-1 to 403-0).

## Assigning Rules to Extensions

Instruction	Action	Menu Display
From the System Programming sub menu select [Extension]		Select Option -System -Extensions -Lines
Select [Restriction Classes]		Select Option -Name Programming -Restriction Classes -Tone Protect
Select the time when this rule should apply		Select Option - Day Class Of Service - Night Class Of Service - Exit
Select the class rule to be applied Class 1 to 6		Select Option -Class 1    Class 4- -Class 2    Class 5- -Class 3    Class 6-
Select the extensions to which this rule applies		Class X    day/night ♦ Ext. 20    Ext. 23 ◊ ◊ Ext. 21    Ext. 24 ◊ ◊ Ext. 22    Ext. 25 ♦ [The selected extension is indicated by ♦ ]
<p><b>Note:</b> You can apply the same rule to multiple extensions.            You can apply multiple rules to the same extension.            You can exit the menu at any time and the settings will be saved</p>		




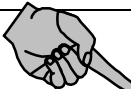


## Configuring Night & Weekend Service


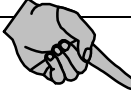
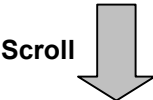


Instruction	Action	Menu Display
From the System Programming sub menu select [System]		Select Option -System -Extensions -Lines
Scroll down and select [Night Service]		Select Option -Programming Position -Night Service -Music On Hold
Program night service Automatic On & Off times [Apply Weekend (if required)]		Select Option -Automatic On Times -Automatic Off Times -Weekend Service
Select the required On Times		Select Option -On Time 1 -On Time 2 -Exit
Enter the time to be set and then select Confirm		Set Time [HHMM] -Confirm -Change -Delete
Select the required Off Times		Select Option -Off Time 1 -Off Time 2 -Exit
Enter the time to be set and then select Confirm		Set Time [HHMM] -Confirm -Change -Delete
<p><b>Note:</b> You can apply two sets of times for the Night Service rules to be applied, typically they are used for lunchtime and out-of-office hours.            Night Service allows you to configure different call routing plans for these time periods.            You may exit the menu at any time and the settings will be saved.</p>		

# System Password

## Changing the System Password

Instruction	Action	Menu Display
From the System Programming sub menu select [System]		Select Option -System -Extensions -Lines
Select [Change Password]		Select Option -Language -Time And Date -Change Password
Select [System Password]		Select Option -System Password -Speed Dial Password -Exit
Enter New Password [xxxx] 4 digit numeric and confirm		1111 -Confirm -Change -Exit

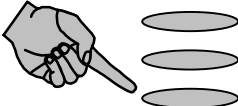
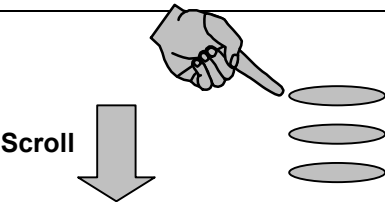
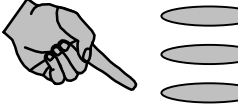
## Viewing Extension Passwords

Instruction	Action	Menu Display
From the System Programming sub menu select [Extensions]		Select Option -System -Extensions -Lines
Scroll down and select [Examine Passwords]	 	Select Option -Examine Passwords -Restrict Use Of PA -Port Swapping
Select the password you want to view		Select Option -Ext. Lock Password -Voice Mail Password -System Voice Mail Box
The system mail box password is displayed immediately. For other passwords you are prompted to select the extension.  <b>Note:</b> The "♦" next to an extension indicates a voice box is enabled for that extension.		Select Extension ♦ Ext. 20      Ext. 23 ♦ ♦ Ext. 21      Ext. 24 ♦ ♦ Ext. 22      Ext. 25 ♦ [To select an extension(s), select the diamond next to it ]

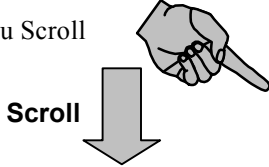
# Voice Mail

## Configuring the System Voice Mail box

**Note:** To utilize the Voice Mail features on the EncoreCX, you must purchase and install the optional Voice Mail module.

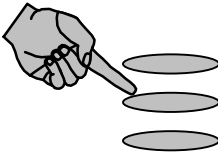
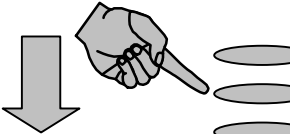
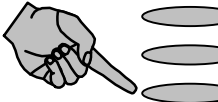
Instruction	Action	Menu Display
From the System Programming sub menu select [Lines]		Select Option -System -Extensions -Lines
Scroll down and select [System Voice Mail Box]		Select Option -System Voice Mail Box -Exit
Select the line(s) which are to be answered by the System Voice Mail box when it is enabled		System Voice Mail Box ◇ Line 1 ◇ Line 2 ◇ Line 3 [The selected lines are indicated by a ◇]

## Enabling the System Voice Mail box

Instruction	Action	Menu Display
From extension 20 in idle menu Scroll down and select [System Voice Mail Box]		Select Option -Night Service -System Voice Mail Box -Forward

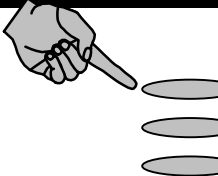
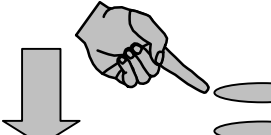

## Assigning Voice Mail extensions

**Note:** To utilize the Voice Mail features on the EncoreCX, you must purchase and install the optional Voice Mail module.

Instruction	Action	Menu Display
From the System Programming sub menu select [Extensions]		Select Option -System -Extensions -Lines
Scroll down and select [Voice Mail Boxes]	<b>Scroll</b> 	Select Option -System Speed No Override -Voice Mail Boxes - Extension Disconnect
Select the extensions which are to be assigned individual Voice Mail boxes		Select Extension ◆ Ext. 20      Ext. 23◇ ◇ Ext. 21      Ext. 24◇ ◆ Ext. 22      Ext. 25◇ [To select an extension(s), select the diamond next to it ]

## Assigning Voice Mail capacities

**Note:** The system assigns a limit of 20 messages per mail box, this can be modified.

Instruction	Action	Menu Display
From the System Programming sub menu select [System]		Select Option -System -Extensions -Lines
Scroll down and select [Voice Mail Capacity]	<b>Scroll</b> 	Select Option -Voice Mail Capacity -VM Capacity % used -Account Codes
Enter the required number of messages allowed per extension		Enter VM Cap. 010-100 -Exit




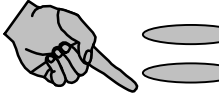
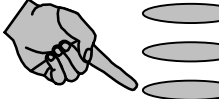
## Auto Attendant

You can configure the system so that calls are automatically answered and a message returned to the caller. The message can be customized. Callers can dial through this message directly to an extension if they know the extension number. There is an option provided where callers can dial # to access a directory message when the message is programmed.

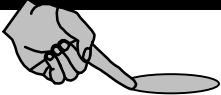
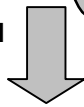
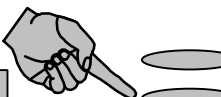
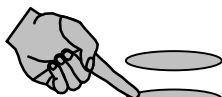
Calls can be answered immediately by the Auto Attendant or you can decide to allow the calls to ring for a period before they are automatically answered.

Users can dial single digits to access groups. Digits 1-9 access groups 20-12 respectively.

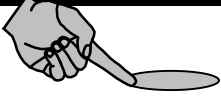
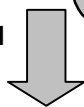


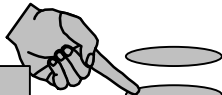
### Assigning lines to be answered by the Auto Attendant

<p><b>Note:</b> To utilize the Auto Attendant features on the EncoreCX, you must purchase and install the optional Voice Mail module.</p>		
Instruction	Action	Menu Display
From the System Programming sub menu select [Lines]		Select Option -System -Extensions -Lines
Select [Incoming Ringing]		Select Option - Equipped Lines - Group Programming - Incoming Ringing
Select the first CO Line to be answered by the Auto Attendant		Select Line - Line 1      Line 4 - - Line 2      Line 5 - - Line 3      Line 6 -
Select whether you want the Auto Attendant to Operate all the time (Day and Night Mode) or during the day or the night only.		Select Option - Day Mode - Night Mode - Day and Night Mode
Select Auto Attendant [A ♦ indicates that Auto Attendant is activated for the line. A ◇ indicates that the Auto Attendant is not activated for the line].		Select Option - Extension - Group ◇ Auto Attendant
<p><b>Note:</b> The group or extension selected to ring for the Line will ring if a caller does not dial an extension number. It will also ring if a caller dials 0. The default is that the Auto Attendant answers incoming calls immediately. However a timer can be set that allows the call to ring for a period before it is answered. This timer is called "Auto Attendant Delay" which is in the "System" sub menu under "Timers".</p>		

## Changing the Auto Attendant Greetings

Instruction	Action	Menu Display
From the System Programming sub menu select [System]		Select Option -System -Extensions -Lines
Select [Change Greetings]	Scroll  	Select Option - Line Key Light - Change Greetings - Call Logging
Select the greeting type and record the greeting.		Select Option - Auto Attendant Day - Auto Attendant Night - Courtesy Service Day
<p><b>Note:</b> It is recommended that you use the handset rather than the speaker phone to record the greetings. The "Auto Attendant Day" greeting is used when the system is in day mode. The "Auto Attendant Night" greeting is used when the system is in night mode.</p>		


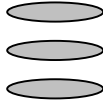
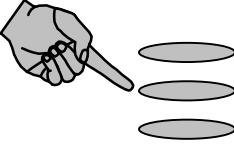
## Entering a Directory Message

Instruction	Action	Menu Display
From the System Programming sub menu select [System]		Select Option -System -Extensions -Lines
Scroll down and select [Change Greetings]	Scroll  	Select Option - Line Key Light - Change Greetings - Call Logging
Scroll down and select [Directory Message]	Scroll  	Select Option - Courtesy Service Night - Directory Message - Exit
<p><b>Note:</b> When a directory message is recorded dialing # when listening to the Auto Attendant greeting replays this message. You can dial through this message.</p>		


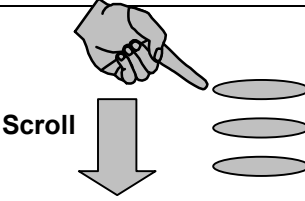
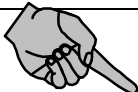
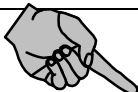
# Speed-Dial Numbers

## Programming Personal Speed-Dial numbers

**Note:** Speed-Dial numbers may be entered from any extension, however the entry of system Speed-Dial numbers is password protected with the Administrator password.

Instruction	Action	Menu Display
From your digital telephone set select the Directory key		--DIRECTORIES-- -Personal Speed Dial -System Speed Dial -Personal Entries
Select [Personal Entries] and enter the index number of the entry you want to enter or change		Enter Spd Index 01-30 -Exit
Enter the number and press "Confirm" Enter the name and press "Confirm"		Enter Number -Pause      Delete- -Confirm -Change      Exit-

## Programming System Speed-Dial numbers

Instruction	Action	Menu Display
<p>From your digital telephone set select the Directory Key</p>		<p>--DIRECTORIES-- -Personal Speed Dial -System Speed Dial -Personal Entries</p>
<p>Scroll and Select [System Entries] and Enter the Speed-Dial Password (0000 default)</p>		<p>--DIRECTORIES-- -System Entries -System Service -System Sales</p>
<p>Enter the Speed-Dial number index to modify an existing entry or a new index to create a new entry</p>		<p>Enter SPD Index 001-500 - Exit</p>
<p>Enter the number and press "Confirm" Enter the name and press "Confirm"</p>		<p>Enter Number -Pause      Delete- -Confirm       -Change      Exit-</p>
<p>Select the outgoing group (normally the first group)  <b>Note:</b> When you use a number in the system Speed-Dial list the call is placed on a free line in the first outgoing group (Access digit 9). In some cases you may want to use specific lines to be used for particular numbers and in this case you can select a different group for the number.</p>		<p>Select Group ◆ Outgoing group ◇ Outgoing group 2 (760) ◇ Outgoing group 3 (761)</p>



## Power Failure Operation

Your EncoreCX is provided with a basic power failure mechanism to allow the system to continue operation in power failure situations.

Your installer will indicate the location of the phones that are automatically connected through to lines when the system power fails. Up to one half of the equipped lines can be used to make and receive calls.

**Table 1**

<i>Lines</i>	<i>Extension</i>
1/2	
5/6	
9/10	
13/14	
17/18	
19/20	

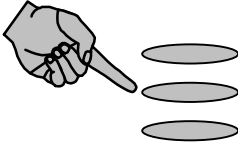
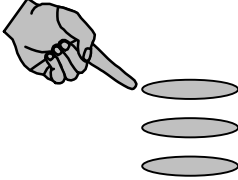
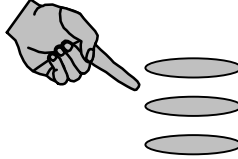
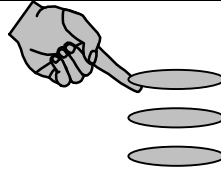
### Battery Backup Unit (BBU)

The optional BBU available with the EncoreCX will ensure all system configurations can operate to full capacity for a minimum of one hour under normal load conditions.

## Extension Settings

### Extension Name & Settings

**Note:** Each extension on the EncoreCX System may be configured with different settings. This section describes how to change the extension names and lists the key settings that may be configured. Please refer to the full Administrator's Manual for further instructions if required.

Instruction	Action	Menu Display
From the System Programming sub menu select [Extensions]		Select Option -System -Extensions -Lines
Select [Name Programming]		Select Option -Name Programming -Restriction Classes -Tone Protect
Select the required extension.		Select Extension ◇ Ext. 20      Ext. 23 ◇ ◇ Ext. 21      Ext. 24 ◇ ◇ Ext. 22      Ext. 25 ◇  [To select an extension(s), select the diamond next to it]
Enter the name and press "Confirm".		Ext.xx -Confirm -Change -Delete

## **Additional Extension Settings**

The following parameters may also be set on an extension-by-extension basis. Refer to the full "Administrator's Manual" for detailed programming instructions if required.

<b>20 Hz</b>	This allows the ringing frequency to be changed from 50 to 20 Hz. The default setting is 50 Hz.
<b>Extension Disconnect</b>	No dial tone is supplied to the extension and it cannot be used. This is generally used if an unoccupied office is equipped with a phone that will be turned on for use at some future date.
<b>Hot Line</b>	Allows an extension to be set to call a pre-programmed number when the extension goes off hook. Typically used for unsupervised reception areas or fax machines.
<b>Individual Caller ID Lists</b>	The Administrator can decide which extensions have individual Caller ID Lists.
<b>Keypad Confirmation</b>	Allows the keypad tones to be switched on/off on an extension-by-extension basis.
<b>Manager/Assistant</b>	Allows specific features to be mapped between a manager and assistant for improved functionality.
<b>No Call Logging</b>	Prevents calls to and from this extension being stored in the Station Message Detail Recorder (SMDR) log.
<b>External Forwarding</b>	This prevents or allows extensions to forward their calls externally. It also allows or prevents an extension from using external transfer or conference with two lines and an extension.
<b>Open Door Restriction</b>	An extension can be restricted from opening the door if a remote door opening system is installed.
<b>Page Protect</b>	Removes an extension from the paging group.
<b>Port Swapping</b>	Allows two extensions to be swapped on the system for administration or programming purposes.

<b>Restrict use of PA</b>	Prevents an extension from accessing the optional PA system if connected to the system.
<b>Reverse Cadence</b>	Allows the Administrator to swap the ringing cadence used for internal and external calls.
<b>Set Restriction Classes</b>	Allows Call Restrictions to be placed on an extension-by-extension basis. Different rules can be applied day and night if required.
<b>Sys Speed-Dial Override</b>	Allows an extension to dial a System Speed-Dial number even if the number is normally restricted at that extension.
<b>Tone Protect</b>	Allows an extension to be protected from system call waiting tones at all times.
<b>Voice Boxes</b>	Allows the Administrator to decide which extensions have Voice Mail boxes.
<b>Extension Reset</b>	You can cancel the following if they have been programmed on your set Do-Not-Disturb, Call Forward, Ring Back, Display Messaging, Reminder Call.

## Numbering Plan

Listed below is the complete numbering plan for the EncoreCX system. This includes all feature activation codes, line access codes and extension numbers.

<b>EncoreCX Numbering plan</b>	
<b>Code</b>	<b>Feature</b>
100 - 109	Phantom Voice Mail boxes
180 - 189	Groups 1 - 10
190 - 199	Groups 11 - 20
20 - 29	Extensions 1 -10
30 - 39	Extensions 11 -20
40 - 49	Extensions 21 - 30
50 - 59	Extensions 31 - 40
9	Line access (Line group 1)
0	Extension 20
710	Voice mail box number (Used to forward calls to Voice Mail)
712	Pick Up a parked call
713	Extension Lock on / off
714	Extension Lock Code programming
715	Intercom Call
716	Page all digital telephone sets
717	External Paging answer
718	Call Reminder
718 *	Cancel Reminder Call
719	Return to a call placed on system hold
720	Call to a PA amplifier
721	Transfer for Remote Maintenance
Recall 722	Hookflash on CO lines
723	Log in / Log out of hunt groups
725	Tone Protection
726	Call Pick Up external
727	Call Pick Up group
729	Display Messaging
731	Operate the doorstrike
732	Call Forward All Calls
733	Call Forward When Busy
734	Call Forward on No Answer
735	Follow Me
736	Do-Not-Disturb set / cancel
737	System Voice Mail box on / off
738	Night Service on / off
739	Phone Reset
7401 - 7430	Personal Speed-Dial recall
7501 - 7530	Personal Speed-Dial programme
760 - 769	Line groups 2 - 11
77	Last Number Redial
781- 785	Saved Numbers Redial
791	Account Codes
792	Group Forward All Calls
793	Group Forward On Busy
794	Group Forward on No Answer

795	Page All
8001 - 8500	System Speed-Dials
*	Retrieving Voice Messages
Hookflash	Call hold (Standard phones)
Hookflash 1	Return and release in two call handling
Hookflash 2	Return and hold in two call handling
Hookflash 3	Call conference
Hookflash 5	Ring back
Hookflash 8	Forced call waiting
Hookflash 712	Call park
Hookflash 725	Tone protection

## Configuring the Internet module

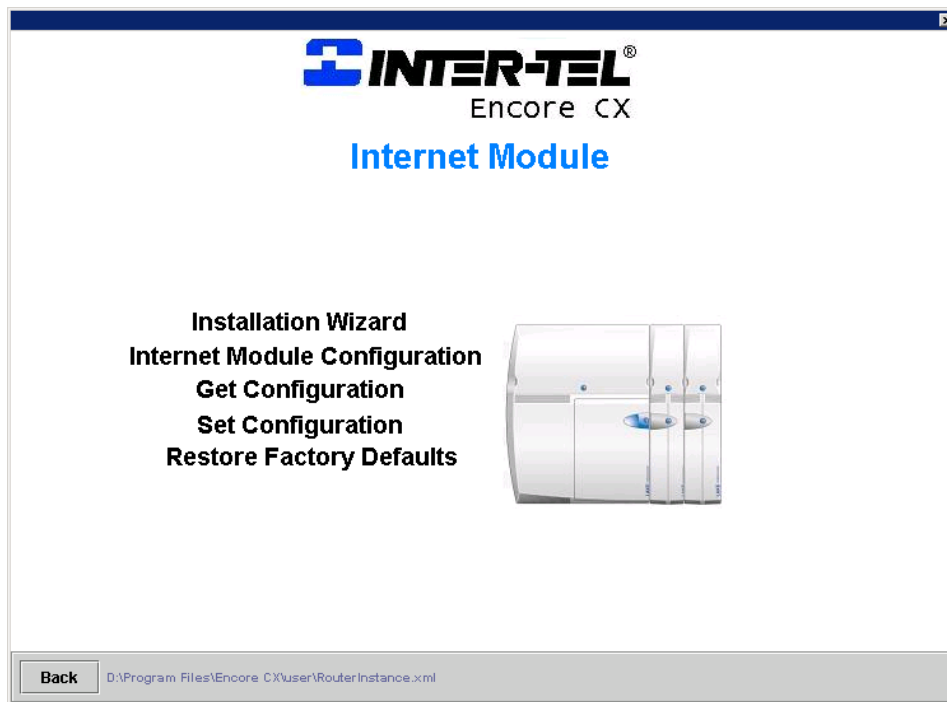
This section describes how to configure basic Network Settings on the Internet module to enable you to connect to the Internet using a DSL or Cable Modem Internet Service. Please refer to the Internet module User Manual provided on the CD-ROM, supplied with the system, if you need to configure additional options on the Internet module.

When the Internet module is installed and running, run the Wizard tool on a PC connected to the system via the Serial Port Interface.

When you run the application **Screen 1** will be displayed.

From this screen select the "Installation Wizard".

In the next screen displayed (**Screen 2**), select either DSL or Broadband (for a Cable Modem) depending on the type of connection you have to the Internet.



## ADSL or Broadband Service

Ensure the Internet module is connected to a modem that is working correctly with the ADSL or Broadband Service.



The screenshot shows a window titled "INTER-TEL® Encore CX ADSL/Broadband Installation Wizard". The window contains the following elements:

- Logo: INTER-TEL® Encore CX
- Title: ADSL/Broadband Installation Wizard
- Username: A text input field.
- Password: A text input field.
- Profile Enabled: A label with two radio buttons, "Yes" (selected) and "No".
- Protocol: A label with two radio buttons, "PPPoE" and "IP" (selected).
- Buttons: "Back" and "Send".
- Path: D:\Program Files\Encore CX\user\RouterInstance.xml

- Enter Username
- Enter Password
- Select Protocol
- Enable the Profile

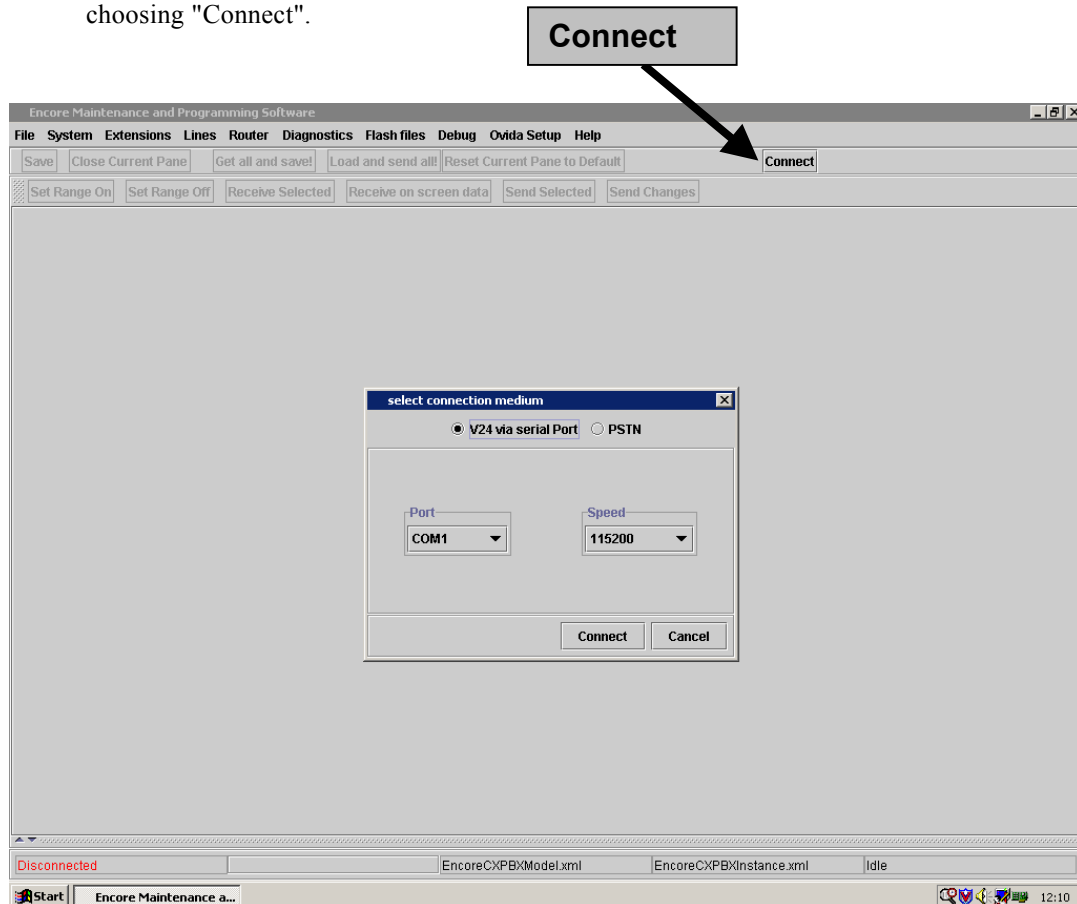
The service is now configured.



## PC Programming and Maintenance Tool (Local Version)

The PC Programming and Maintenance Tool enables the system Administrator to program and modify the system configuration through a simple user interface. The application contains extensive Help Files that will guide you through key system settings. The application is installed from the CD-ROM provided with your EncoreCX System.

- The application may be run at any time by inserting the CD-ROM and selecting Start / Programs / Programming and Maintenance in the Start Menu on the PC.
- The Administrator's PC must be connected to the EncoreCX using the supplied Communications cable between the serial port on the PC and the EncoreCX.
- When the application is running, you must establish a connection to the EncoreCX by choosing "Connect".



In the following screen [Select Connection Medium], select the settings as shown above using the assigned COM-port on the PC.

Once the connection is established, you will view information live on the system.

All available settings may be modified or updated without affecting calls in progress on the system.

Once a setting is modified you must send this to the EncoreCX. This may be done by:

- Selecting "Send Changes" to send all updated fields
- Highlighting particular fields and selecting "Send Selected"

**EncoreCX Getting Started Guide**  
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