



Inter-Tel® 3000 Getting Started Guide

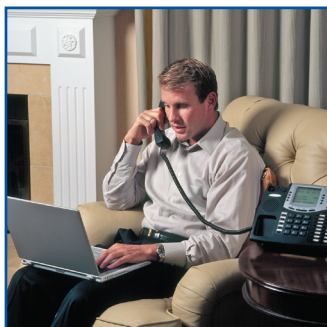


Table of Contents

GUIDE TO SYSTEM DOCUMENTATION	1
<i>Getting Started Guide</i>	1
<i>Phone Quick Reference Guide</i>	1
<i>Administrator's Manual</i>	1
<i>Broadband Module Manual</i>	1
<i>IP Phone Quick Reference Guide</i>	1
<i>Documentation CD</i>	1
SYSTEM DESCRIPTION	2
<i>System Options</i>	2
<i>Technical Support</i>	2
<i>Emergency Assistance</i>	2
<i>System Programming Notes</i>	2
<i>Eight key digital telephone set layout</i>	3
<i>Sixteen digital telephone set (with 32 key Console)</i>	3
<i>Explanation of Symbols in this Guide</i>	4
SYSTEM PROGRAMMING	4
<i>Accessing the System Programming</i>	5
PROGRAMMING SYSTEM TIME & DATE	6
CONFIGURING A GROUP (RING/HUNT GROUP)	7
<i>Configuring a Group & Assigning extensions</i>	7
<i>Configuring a Group & Assigning extensions [continued]</i>	8
<i>Mapping Incoming Calls to a Group [From a CO line]</i>	10
CONFIGURING CALL RESTRICTION RULES	11
<i>Call Restriction and Tables</i>	11
<i>Setting up Call Restriction Tables</i>	12
<i>Assigning the Rules to Extensions</i>	13
CONFIGURING NIGHT & WEEKEND SERVICE	14
SYSTEM PASSWORD	15
<i>Viewing Extension Passwords</i>	15
VOICE MAIL	16
<i>Configuring the System Voice Mailbox</i>	16
<i>Enabling the System Voice Mailbox</i>	16
<i>Assigning Voice Mail extensions</i>	17
<i>Assigning Voice Mail capacities</i>	18
AUTO ATTENDANT	19
DIRECTORY SERVICES	20
<i>Activating the Simple Directory Service</i>	20
<i>Dial Name Directory Service Programming</i>	21
<i>Turning the Service on and Programming the Directory Table</i>	21
SPEED-DIAL NUMBERS	22
<i>Programming Personal Speed-Dial numbers</i>	22

**Inter-Tel 3000
Getting Started Guide**

<i>Programming System Speed-Dial numbers</i>	23
POWER FAILURE OPERATION	24
<i>Battery Backup Unit (BBU)</i>	24
EXTENSION SETTINGS	25
<i>Extension Name & Settings</i>	25
<i>Additional Extension Settings</i>	26
NUMBERING PLAN	28
PC MAINTENANCE AND PROGRAMMING SOFTWARE (LOCAL VERSION)	30

Guide to System Documentation

The Inter-Tel 3000 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 Inter-Tel 3000 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.

Broadband Module Manual

Provides complete detail on Broadband Module Programming and Usage

The Broadband Module Manual is provided with each Inter-Tel 3000 Broadband Module Manual, covering Programming, Administration and Usage of the module. It provides the designated Installer or Administrator with information on configuration of advanced system features.

IP Phone Quick Reference Guide

Provides Quick Reference to IP Phone Features

The Quick Reference Guide is supplied to each IP phone user. It gives instructions on how to install and operate features on the Inter-Tel 3000 IP phone.

Documentation CD

The Documentation CD contains PDF files of the Getting Started Guide, Administrator's Manual, Phone Quick Reference Guide, Broadband Module Manual, IP Phone Quick Reference Guide, Essential Programming Guide, Installation and Maintenance Guide and personal system phone label templates.

System description

- The Inter-Tel 3000 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 Inter-Tel 3000 can accommodate up to 20 Central Office (CO) lines with up to 40 extensions.

System Options

The following options are available for the Inter-Tel 3000:

- 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 Broadband module for shared high-speed Internet connections plus 12 IP endpoints.
- Optional Voice Mail module for professional voice services.
- Optional Battery Back-Up module for full system operation in power failure.
- Eight key digital telephone set with full menu display, speakerphone operation and eight programmable keys.
- Sixteen key digital telephone set with full backlit menu display, speakerphone operation and 16 programmable keys. A Direct Station Selection (DSS) unit with an additional 32 programmable keys can be used on up to 8 sixteen key sets.
- 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).

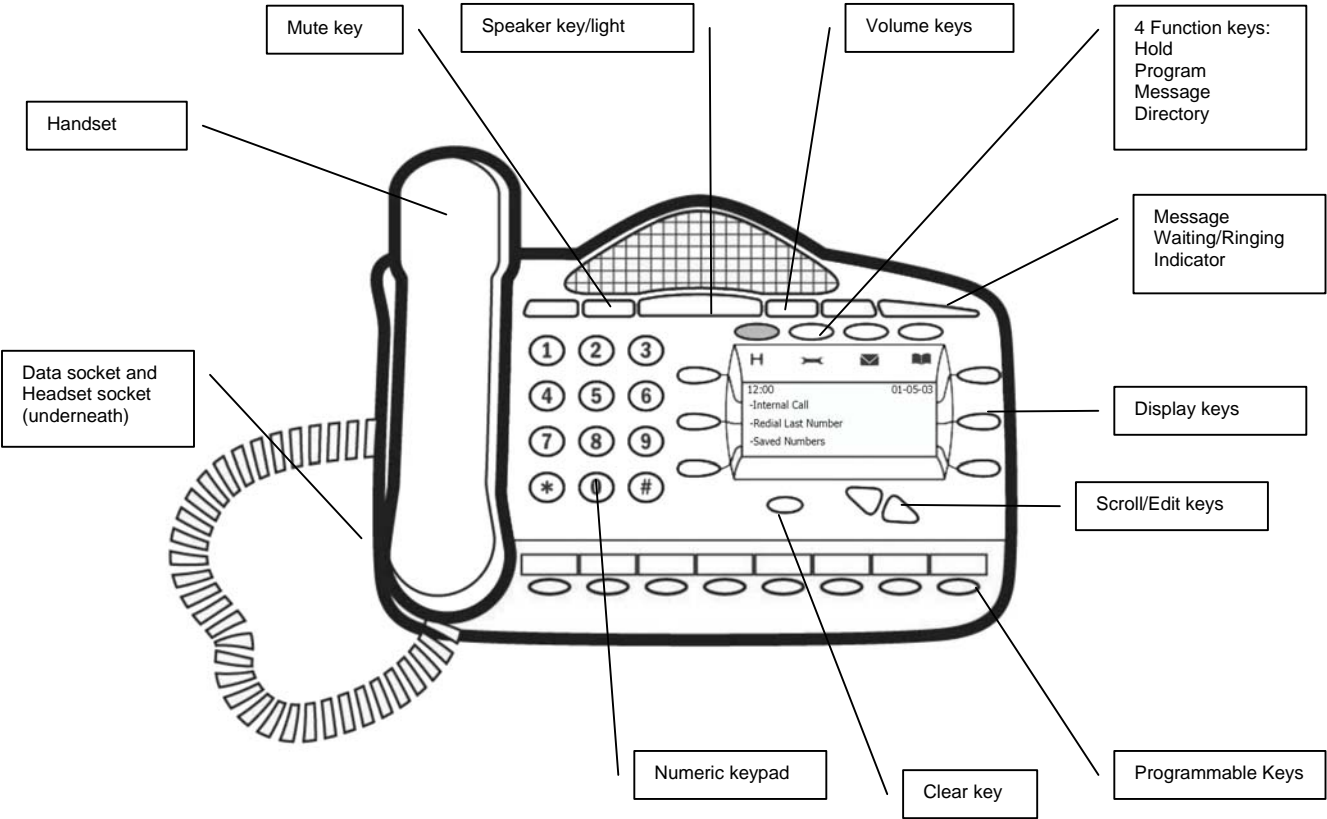
Emergency Assistance

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.

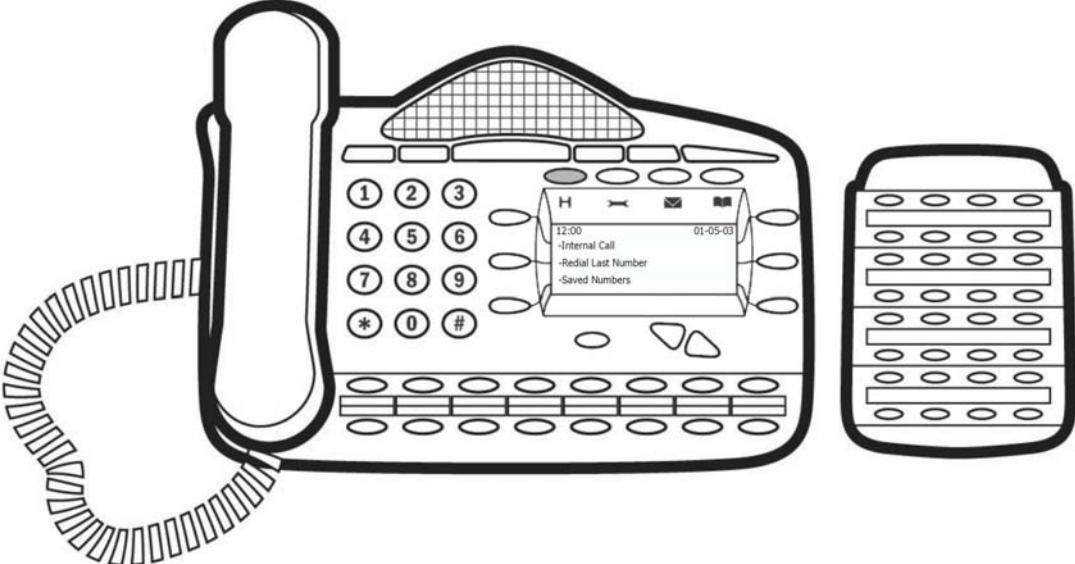
System Programming Notes

The Inter-Tel 3000 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.

Eight key digital telephone set layout







Sixteen 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
Scroll 	Scroll through menus

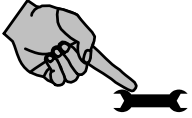
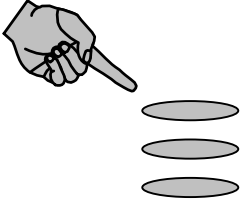
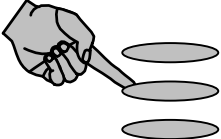
System Programming

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:

System	covers aspects that affect operations across the complete system.
Extension	covers aspects that may be programmed per extension.
Lines	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.

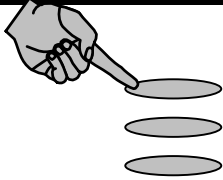
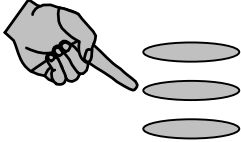
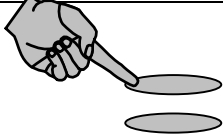
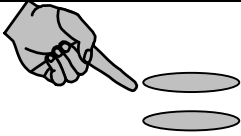


Press the key  for two seconds or hang up to exit the programming mode. Modified settings are saved automatically.



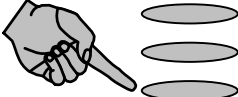
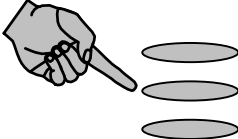
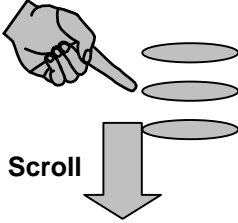
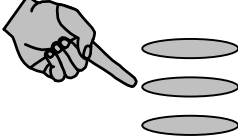
For more complex settings, please refer to the Administrator's Manual provided on the CD-ROM packaged with your system.

Programming System Time & Date

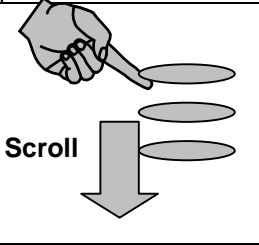
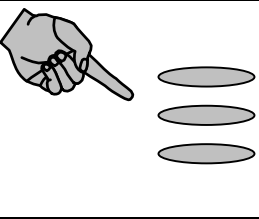
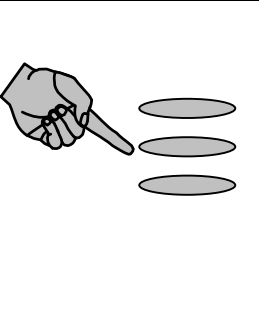
Instruction	Action	Menu Display
From the system programming sub menu select [System]		Select Option -System -Extensions -Lines
Select [Time & Date]		Select Option - Language -Time And Date -Change Password
Enter Time [HHMM]		Set Time HHMM -Confirm -Exit
Enter Date [MMDDYY]		Set Date MMDDYY -Confirm -Exit
<p>Note: 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
If RING GROUP is selected		
<p>Select the extensions to be included in the RING GROUP</p>		<p>Select Extensions</p> <p>◇ Ext. 20 Ext. 23 ◇</p> <p>◇ Ext. 21 Ext. 24 ◇</p> <p>◇ Ext. 22 Ext. 25 ◇</p> <p>[To select an extension(s), select the diamond next to it]</p>
If HUNT GROUP is selected		
<p>Select the HUNT GROUP type required</p> <p>(See next page for Notes on Group Types)</p>		<p>Select Hunt Group Type</p> <p>◇ Linear</p> <p>◇ Circular</p> <p>◇ Longest Idle</p>
<p>Select the extensions to be included in the HUNT GROUP</p> <p>(The order that the extensions are entered into the group determines the order in which they are rung when a call is presented to the group)</p>		<p>Enter in Priority Order</p> <p>◇ Ext. 20 Ext. 23 ◇</p> <p>◇ Ext. 21 Ext. 24 ◇</p> <p>◇ Ext. 22 Ext. 25 ◇</p> <p>[To select an extension(s), select the diamond next to it]</p>

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 Inter-Tel 3000 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 the first available phone in the group depending on the type of hunting selected and the order that the extensions were entered into the group. If the call is not answered at that extension it hunts to the next available extension. The types of hunt group are:

- **Linear**
Calls are presented to the first available extension in the group. The selection of the extension is determined by the order the extensions are programmed into the group.
- **Circular**
Calls are presented to the next available extension in the group. The selection of the extension is determined by the order the extensions are programmed into the group.
- **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		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		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>Note: You can map incoming calls on individual lines to be presented to different destinations (Groups, Extensions, Auto Attendant or Courtesy Service) in day and night modes.</p>		

Configuring Call Restriction Rules

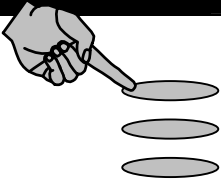
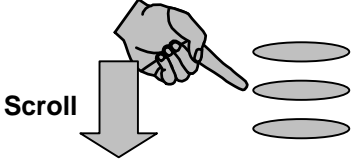
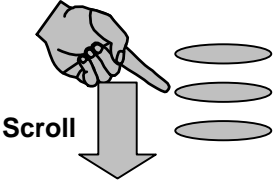
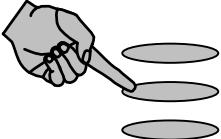
Call Restriction and Tables

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.



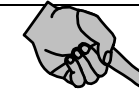


There are four tables, that can be programmed, and six [CLASS CODES], that can be assigned to an extension as listed below.

Type of Restriction	Table	CLASS	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



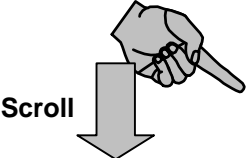
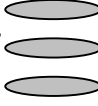










Setting up Call Restriction Tables

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]		xxxxxxxxxx -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 the 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>Note: 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>Note: 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

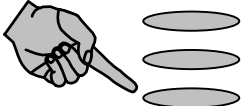
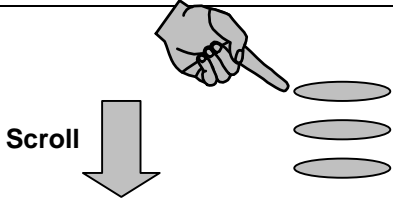
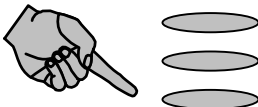
Viewing Extension Passwords

Instruction	Action	Menu Display
From the System Programming sub menu select [Extensions]		Select Option -System -Extensions -Lines
Scroll down and select [Examine Passwords]	 Scroll 	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. Note: 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]

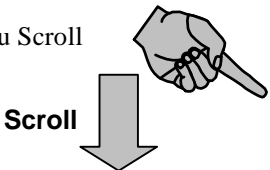
Voice Mail

Configuring the System Voice Mailbox

Note: To utilize the Voice Mail features on the Inter-Tel 3000, you must purchase and install the optional Voice Mail module.

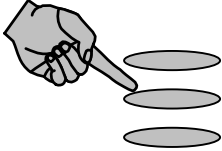
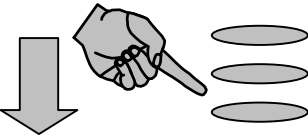
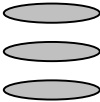
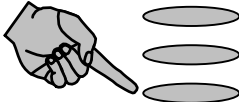
Instruction	Action	Menu Display
From the System Programming sub menu select [Lines]		Select Option -System -Extensions -Lines
Scroll down and select [System Voice Mail Box]		Select Option -System Voice Mail Box -Exit
Select the line(s) which are to be answered by the System Voice Mailbox when it is enabled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

Enabling the System Voice Mailbox

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


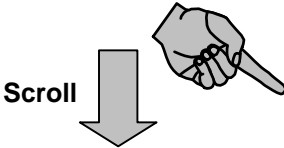
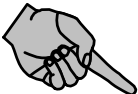
Note: To utilize the Voice Mail features on the Inter-Tel 3000, you must purchase and install the optional Voice Mail module.

Instruction	Action	Menu Display
From the System Programming sub menu select [Extensions]		Select Option - System - Extensions - Lines
Scroll down and select [Voice Mail Boxes]	Scroll 	Select Option - System Speed No Override - Voice Mail Boxes - Extension Disconnect
Select the type of voice mailbox		Select Option - Standard Voice Box - Information only VB - Exit
Select the extensions which are to be assigned individual Voice Mailboxes		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]

Note: Information only voice mailboxes are used when callers are to be given information only. The option to leave a message is not provided.

Assigning Voice Mail capacities

Note: The system assigns a limit of 20 messages per mailbox. 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]		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

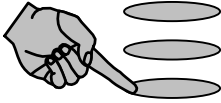
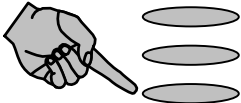
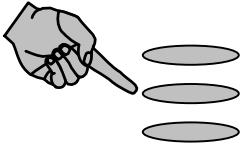


Auto Attendant

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

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>Note: 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.</p> <p>The default is that the Auto Attendant answers incoming calls immediately. However two timers, one for day mode and the other for night mode, can be set, to allow the calls to ring for a period before they are answered by the Auto Attendant. The timers are “Auto Attendant Day” and “Auto Attendant Night” and are in the “System” sub menu under “Timers”.</p>		

Directory Services

There are two types of Directory Service provided in the system - a Simple Directory Service and a Dial Name Directory service.

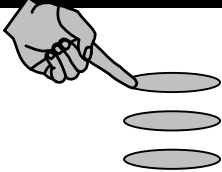
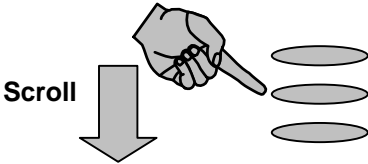
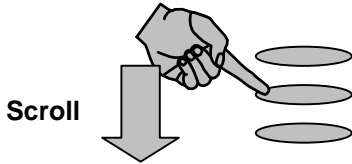
One of these services can be programmed.

Recording a Directory Message, listing the names and extension numbers, provides the Simple Service. Callers can dial through the message to contact the extensions.

The Dial Name service prompts callers to enter the name of the extension they wish to contact. They can scroll up and down through the directory as necessary.

When a directory service is programmed dialing # when listening to the Auto Attendant greeting accesses the directory.

Activating the Simple Directory Service

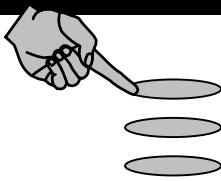
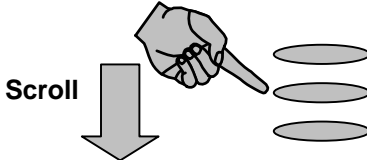
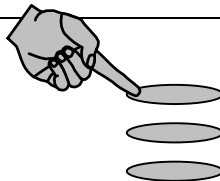
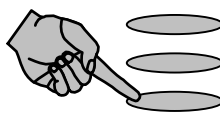
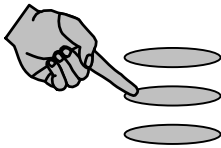
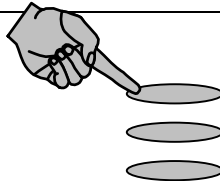
Instruction	Action	Menu Display
From the System Programming sub menu select [System]		Select Option -System -Extensions -Lines
Scroll down and select [Change Greetings]		Select Option - Line Key Light - Change Greetings - Call Logging
Scroll down and select [Directory Message]		Select Option - Courtesy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

Dial Name Directory Service Programming

There are three elements to programming the Dial Name Directory:

- Turn the service on
- Programme the Directory Table
- Each extension records their name in their Voice Mailbox


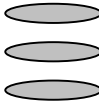
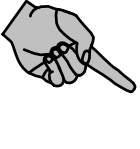
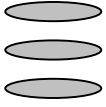
Turning the Service on and Programming the Directory Table

Instruction	Action	Menu Display
From the System Programming sub menu select [System]		Select Option -System -Extensions -Lines
Scroll down and select [Dial Name Directory]		Select Option - Dial Name Directory - Exit
Scroll down and select [Dial Name Directory On]		Select Option ◆ Dial Name Directory On ◇ Dial Name Directory Off - Directory Table
Select [Directory Table]		Select Option ◆ Dial Name Directory On ◇ Dial Name Directory Off - Directory Table
Select the 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". Note: The name entered here is the extension's last name. This is the name to be entered by callers when prompted to enter the extension's last name.		Ext.xx -Confirm -Change -Delete


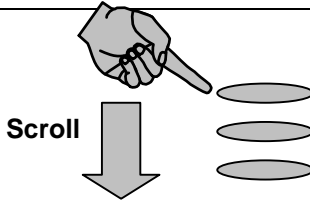
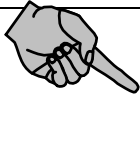
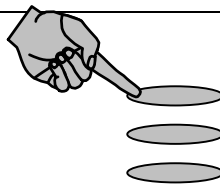
Speed-Dial Numbers

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
<p>From your digital telephone set select the Directory key</p>	 <p style="text-align: center;">Directory</p>	<p>--DIRECTORIES-- -Personal Speed Dial -System Speed Dial -Personal Entries</p>
<p>Select [Personal Entries] and enter the index number of the entry you want to enter or change</p>		<p>Enter Spd Index 01-30 -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> 

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)</p> <p>Note: 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 Inter-Tel 3000 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	

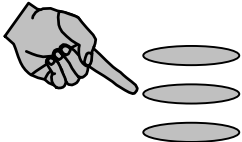
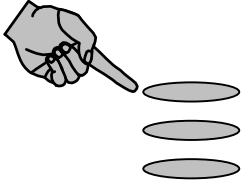
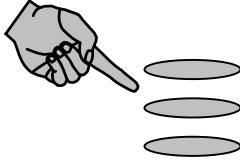
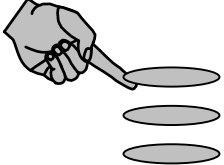
Battery Backup Unit (BBU)

The optional BBU available with the Inter-Tel 3000 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 Inter-Tel 3000 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.

20 Hz	This allows the ringing frequency to be changed from 50 to 20 Hz. The default setting is 50 Hz.
Extension Disconnect	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.
Hot Line	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.
Individual Caller ID Lists	The Administrator can decide which extensions have individual Caller ID Lists.
Keypad Confirmation	Allows the keypad tones to be switched on/off on an extension-by-extension basis.
Manager/Assistant	Allows specific features to be mapped between a manager and assistant for improved functionality.
No Call Logging	Prevents calls to and from this extension being stored in the Station Message Detail Recorder (SMDR) log.
External Forwarding	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.
Open Door Restriction	An extension can be restricted from opening the door if a remote door opening system is installed.
Page Protect	Removes an extension from the paging group.
Port Swapping	Allows two extensions to be swapped on the system for administration or programming purposes.

Restrict use of PA	Prevents an extension from accessing the optional PA system if connected to the system.
Reverse Cadence	Allows the Administrator to swap the ringing cadence used for internal and external calls.
Set Restriction Classes	Allows Call Restrictions to be placed on an extension-by-extension basis. Different rules can be applied day and night if required.
Sys Speed-Dial Override	Allows an extension to dial a System Speed-Dial number even if the number is normally restricted at that extension.
Tone Protect	Allows an extension to be protected from system call waiting tones at all times.
Voice Boxes	Allows the Administrator to decide which extensions have Voice Mail boxes.
Extension Reset	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 Inter-Tel 3000 system. This includes all feature activation codes, line access codes and extension numbers.

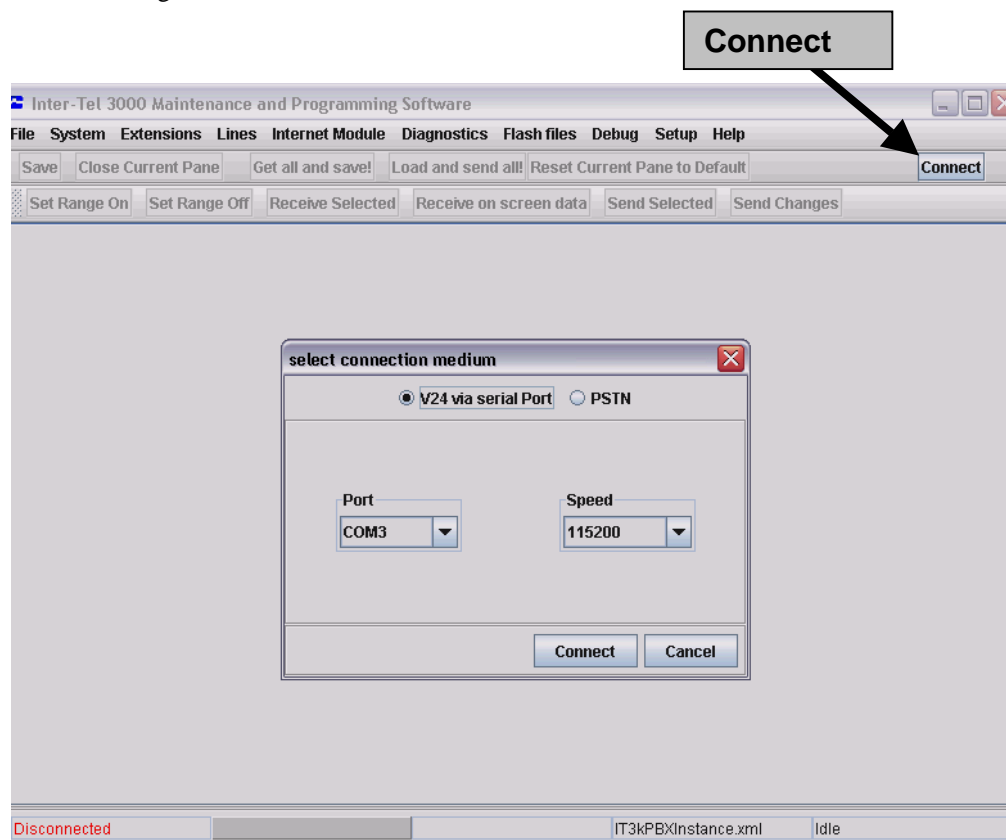
Inter-Tel 3000 Numbering plan Code	Feature
100 - 109	Phantom Voice Mail boxes
180 - 189	Groups 1 - 10
190 - 199	Groups 11 - 20
20 - 29	Extensions 1 -10
30 - 39	Extensions 11 -20
40 - 49	Extensions 21 - 30
50 - 59	Extensions 31 - 40
9	Line access (Line group 1)
0	Group 11 (Contains extension 20 only in default)
702 + Extension lock code	Swap extension
710	Voice mail box number (Used to forward calls to Voice Mail)
712 (1 – 5)	Pick up parked calls (positions 1 to 5)
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 (180 - 199)	Log in / Log out of individual hunt groups
723 * 1	Log in to all hunt groups you are a member of
723 * 0	Log out of all hunt groups you are a member of
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 (1 – 5)	Call park (in positions 1 to 5)
Hookflash 725	Tone protection

PC Maintenance and Programming Software (Local Version)

The PC Maintenance and Programming Software 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 Inter-Tel 3000 System.

- The application may be run at any time by inserting the CD-ROM and selecting Start / Programs / Inter-Tel 3000 in the Start Menu on the PC.
- The Administrator's PC must be connected to the Inter-Tel 3000 using the supplied Communications cable between the serial port on the PC and the Inter-Tel 3000.
- When the application is running, you must establish a connection to the Inter-Tel 3000 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 Inter-Tel 3000. This may be done by:

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

Inter-Tel 3000 Getting Started Guide

Issue 4, May 2007

Part number 618.5046