



**XN120**  
**System Administrator**

**Feature Codes at User Extensions**

To check the Port details of an extension number, press the Check-key then press the Call-key, press Clear-key when complete.

To check the Port details of another extension, press the Check-key then dial the required extension number, press the Clear-key when complete.

Feature Code	Feature	Feature Code	Feature
<b>821/823</b>	Set Handsfree Answerback/Ring Mode	<b>720</b>	Reset Extension (Clear DND/Forwarding)
<b>6</b>	Check Extension Number (Voicemail only)	<b>713 6</b>	Cancel Extension – External Diversion
<b>8</b>	Announce Time (Voicemail only)	<b>873</b>	Message Waiting – Clear All
<b>OPAC 3</b>	Display System Software Version		

**Feature Codes for the System Administrator**

Access to the feature codes shown below are subject to the extension trying to use them having the correct Class of Service for that feature, if unable to access a code – contact your System Administrator. Most features can be used by pressing the SPK key, dialling the feature and then pressing the SPK key again when complete.

Where **N** is shown, this should be replaced with the required number or extension.

Feature Code	Feature
<b>828 HH:MM</b>	<b>System Time</b> <i>HH:MM equals hours &amp; minutes – 24-Hr format.</i>
<b>800N [name]</b>	<b>Extension Names</b> <i>Dial 800, dial Extension number, dial new name, press Hold-key (# = Move forward on character, ## =Insert a space, DND/CONF = Backspace one character, CLEAR = Clear all).</i>
<b>853 XXX</b>	<b>Abbreviated Dialling – Add System Speed Dial.</b> <i>Enter Location Index (000-899), dial the telephone number (trunk access 9 is not required) press Hold to confirm the number. Enter the name (using the keypad) press Hold to confirm. To check a location: Press Check key, press DC key then dial the location index (000-899)</i>
<b>818 X</b>	<b>Day/Night Service Switching</b> <i>Dial 818 + the required Mode of Service 1-8 (normally 1 for Day, 2 for Night etc).</i>
<b>810N</b>	<b>Intrude/Barge-In</b> <i>Lift handset and dial the extension number, then dial 810. System Keyphones with a programmed Intrude key can press the key after calling a busy extension.</i>
<b>807N</b>	<b>Forward/Do Not Disturb Override</b> <i>Lift handset and the extension number, then dial 807. System Keyphones with a programmed Override key can press the key after calling a forwarded/DND extension.</i>
<b>777N X</b>	<b>Set Class of Service (COS)</b> <i>Dial 777 + Extension number, you will see the current mode of operation (Mode 1 = Day, Mode 2 = Night etc), press the Hold-key to leave the COS unchanged for that mode or enter the new COS and press the Hold-key to step onto the next mode. Press SPK to finish.</i>

Feature Code	Feature
<b>724</b>	<b>Force Trunk Disconnect</b> <i>Press the line key or dial Trunk Access Code (805 XX) to access the required trunk line, when busytone is heard, dial 724.</i> <i>For Analogue PSTN trunk lines only.</i>
<b>701 [pin] N X</b>	<b>Dial Block – Lock/Unlock Extension</b> <i>Dial 701, dial the 4-digit System Admin PIN-code and then dial the required extension number. Dial 1 to Lock or 0 to Unlock.</i>
<b>809</b>	<b>Alert Extension – Signal Tone Alert (Call Waiting)</b> <i>All the extension, when busytone is heard, dial 809 (ringback tone is heard whilst alerting the extension). User programming may block call-waiting tones/signal alert.</i>
	<b>Caller ID Log</b> <i>System Keyphones can have a key programmed for a Call Log.</i> <i>Use the volume up/down keys to scroll through the list, press the Call-key to dial a number from the list, press the Clear-key to erase a number from the list. LED indications of the Call-Log key will be:</i> <i>Off – No new or saved numbers</i> <i>On – No new calls, but one or more saved calls</i> <i>Flash – New missed calls</i>
<b>716 7 XX</b>	<b>Voice Response System – Record a Message</b> <i>Dial the required VRS/DSPDB message number (01-48), record the message after the tone, press # or hang-up to end recording.</i>
<b>716 5 XX</b>	<b>Voice Response System – Replay a Message</b> <i>Dial the required VRS/DSPDB message number (01-48), message will be played, if a tone is heard then no message is recorded.</i>
<b>716 3 XX</b>	<b>Voice Response System – Erase a Message</b> <i>Dial the required VRS/DSPDB message number (01-48) then hang-up to erase the message.</i>

## Programming Keys at User Extensions

Keys can be programmed under programming reference 15-07.

Some Keys do not have LEDS and are not suitable for certain features, keys may need to be cleared of existing functions before reprogramming, contact your Maintainer for more information.

### Check Current Function of Key:

Press Check-key then press the required key, press Clear when complete.

### Program a Key:

Press SPK-key then dial **851**, press the key to program, dial the required Function, press Hold, then press SPK-key to finish.

### Common Key Functions

DSS Key (Extn or 9+External Telephone Number)	<b>01 + N</b>
Headset Key	<b>05</b>
Call Log Key	<b>08</b>
Day/Night Mode Key (Service Mode 1-8)	<b>09 + Mode</b>
Message Waiting Key	<b>38</b>
Voice Mailbox Key (Mailbox Number)	<b>67 + Mailbox</b>
Voice Mail Forwarding Key (Mailbox Number)	<b>70 + Mailbox</b>
Conversation Recording Key	<b>69 + 0</b>
Group Logout Key	<b>46</b>
Call Pickup Key (own Group)	<b>24</b>
Call Pickup Key (any Group)	<b>25</b>
Paging Key (all Keyphones)	<b>22</b>
Directory Dial Key (Abb Dials, Internal)	<b>85</b>

