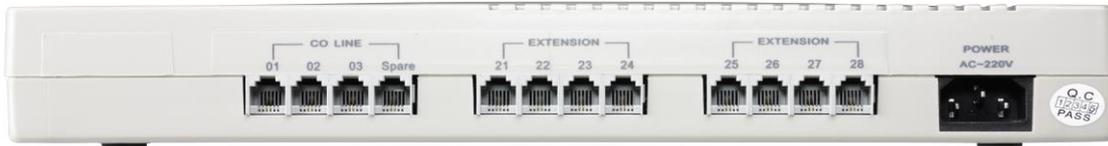




Quick Start User Guide for your Orchid PBX308+ with corded telephones



You will need:

- 1 x PBX308+
- 1 x Power Cable (supplied with PBX308+)
- 3 x Black Line Cords (supplied with PBX308+)
- Corded Telephones with curly cords and their own Line cords (please use those supplied with the telephone)
- **White Extension Cables (available from your supplier)

**If your location is CAT 5 cabled you will need Patch panel leads instead – see guide on how to install in Cat 5 location.

Installation and Set up

1. Locate the PBX308+ near your main incoming telephone sockets and a mains power socket
2. Using the black line cords supplied with the PBX, connect the incoming telephone sockets to the Line sockets, marked CO Line 01 to 03, on the PBX
3. Connect the mains power lead to a mains socket. Switch the mains power on at the wall socket and then switch on the PBX via the rocker switch on the side of the unit.
4. Once on a red LED will light up on the front of the box
5. Locate the phones around the office where you want them, then connect to the PBX extension sockets numbered 21 to 28 using the white extension cables and the black telephone cables.



System Programming

Before you can program the system you must have a phone plugged into the first extension socket 21

The Factory Default Password is * * 01 1234 # (Refer to the disc to change).

- Programming can only be done on Extension 21

- If Programming is successful you will hear voice confirmation (denoted as a Beep in the instructions below)

If you have less than 3 lines you need to program the system accordingly

For One Line:

On Ext 21 Dial: **Password** (Beep) * 3 1 1 # (Beep) Hang up

For Two Lines:

On Ext 21 Dial: **Password** (Beep) * 3 1 1 2 # (Beep) Hang up

How many Extensions do you want to Ring. The system has a factory default setting of extensions 21-24 ringing on all incoming calls. If you want more than the first 4 to ring on incoming calls carry out the following programming for each line

Firstly enter the password on extension 21: * * 01 1234 # As long as you do not hang up you can continue programming without having to re-enter this password.

For line 1 (01):

* 12 01 25 # (Beep) This will program extension 25 to ring on all calls to line 1

* 12 01 26 # (Beep) This will program extension 26 to ring on all calls to line 1

Repeat for as many extensions as you want to ring for calls coming in on line1

Now repeat for any additional extensions you want to ring on the other incoming lines you have. Eg:

For Line 2 (02):

*12 02 25 # (Beep) This will program extension 25 to ring on all calls to line 2

Or for line 3 (03)

* 12 03 26 # (Beep) This will program extension 26 to ring on all calls to line 3

etc...

If you want a more specific ringing program please refer to the disc.

What's my Extension Number?

If you are unsure what your extension number is lift the handset and dial # * 9 a voice prompt will tell you.

Set Date & Time

The PBX308+ controls the time and date displayed on your telephones and when using Auto attendant (see page 16-17)

To set the Date

On Extension 21 Dial **Password** (Beep) * 95 1 yy mm dd dow # (Beep) (Where DOW Monday = 1, Tuesday = 2 etc)

Eg.: Thursday 26 March 2016 would be:

Password (Beep) * 95 1 16 03 26 4 # (Beep) Hang up

To Set the Time (24 Hour)

On Extension 21 Dial **Password** (Beep) * 952 hh mm # (beep)

Eg.: 15.20 would be **Password** (Beep) * 952 15 20 # (Beep) Hang up

Your PBX308+ and telephones are now ready for use. If you want more specific extension programming such as Auto attendant (eg: Dial 1 for sales or 2 for accounts), Call Restrictions, Ring patterns etc. please refer to the full user guide on disc or call Orchid Telecom Direct for assistance on 01572 717888. We offer a free remote programming service as well.

To Reset your Orchid PBX308+ to Factory Default Settings see page 23 of the user guide. NB This will NOT reset the number of lines programmed.

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