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## Quick Reference Card

### Establishing a call

**Please Note:** The following table lists the default settings of the Call Routing table. Refer to your Quadro Administrator to see whether they have been customized.

If you need to use Direct Transfer to Voice Mailbox feature, please ask your administrator to make the appropriate configuration in the routing management.

Internal PBX call	Extension number
External PSTN call*:	
Through the first free line	9+ phone number*
Through the preferred line**	9*+line number*
In case of ISDN	9+ISDN number*
Emergency Calls (e.g. 911)	directly phone number without any prefix
SIP call to sip.epygi.com	8+SIP number
Auto Attendant services	0 0

**Please Note:** You may accelerate connection establishment by a pound (#) sign at the end of your dialed number.

\*) The Quadro may be configured to use either 9 or 0 as PSTN access code.

### Using Quadro's PBX Services on FXS and IP lines

PBX Services accessible at the dial tone, characterized by starting with the key \*

PBX services accessible during the call

		IP Line	FXS Line
Voice mail services	* 0	Hold or Line #	Flash or Flash 0
Redialing automatically	* 1		
Calling back the last caller	* 2		
Do not Disturb service Enabling/disabling	* 7 2	Transfer + destination number + Transfer	Flash + wait for the dial tone + dest. number
Blocking the last caller (Within 10 sec. after terminating the call)	* 7 3		
Getting the line information	* 7 4	Confer. + dest. Number + Confer.	Flash 3 Flash 1 Flash 2
Forwarding service Enabling/disabling	* 4		
Administrator's login	* 7 5	Call Park	Hold * 5 Flash 5

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## Quick Reference Card

### Voice Mail Services

Voice mail services Enter/Exit \* 0

To navigate within the Voice Mail Services menus use:

Voice mailbox 1

Review system messages 3

To navigate within the Voice Mailbox submenu use:

Send message/Leave reminder (follow the subsequent voice messages) 1

Play first message 2

Get date/time info 3

Play previous message 4

Play current message 5

Play next message 6

Play last message 8

Delete current message 9

Reply or Forward a message (follow the subsequent voice messages) 0

To navigate within the Review System Messages submenus use:

Greeting message 1

Incoming Blocking Message 3

Outgoing Blocking Message 4

Your Name 5

Out of office message 6

To navigate within these submenus use:

Listen to current message/name 1

Record a new message/name 2

Restore default message/name 3

Stop recording or playback message/ name #

### Auto Attendant Services

For calls to the Auto Attendant the following key combinations are available to access the Auto Attendant services:

Connection Service - connects to an extension on the Quadro	Starting menu
Remote Mailbox Access - connects to the mailbox of an extension on the called Quadro	* 0
Call Relay Menu - mainly for external calls (IP/FXO or IP/ISDN), local calls are allowed, too. Allows to interrupt the current dialing, ring tone or call (••) without hanging up and redoing the entire dialing, if another call shall be done instead.	* 2
Remote Configuration Menu - allows remote enabling/disabling of the Unconditional Call Forwarding service for All Callers on the extension.	* 4
Permanent Call Back Menu - registers the PSTN caller to the Authorized Phones Database and initiates an instant call back from the Quadro's Auto Attendant to the PSTN caller	* 6
Extensions Directory - accesses Quadro extensions by spelling the extension's user name using the keypad of the phone.	#
Quits the Auto Attendant	Flash 4

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