



3COM

NBX® Entry Telephone Guide

NBX Networked Telephony Solutions
System Release 5.0

Part Number 900-0211-01
Published February 2005

<http://www.3com.com/>



3Com Corporation
350 Campus Drive
Marlborough, MA
01752-3064

Copyright © 1998–2005, 3Com Corporation. All Rights Reserved. No part of this documentation may be reproduced in any form or by any means or used to make any derivative work (such as translation, transformation, or adaptation) without written permission from 3Com Corporation.

3Com Corporation reserves the right to revise this documentation and to make changes in content from time to time without obligation on the part of 3Com Corporation to provide notification of such revision or change.

3Com Corporation provides this documentation without warranty, term, or condition of any kind, either implied or expressed, including, but not limited to, the implied warranties, terms, or conditions of merchantability, satisfactory quality, and fitness for a particular purpose. 3Com may make improvements or changes in the product(s) and/or the program(s) described in this documentation at any time.

If there is any software on removable media described in this documentation, it is furnished under a license agreement included with the product as a separate document, in the hardcopy documentation, or on the removable media in a directory file named LICENSE.TXT or !LICENSE.TXT. If you are unable to locate a copy, please contact 3Com and a copy will be provided to you.

UNITED STATES GOVERNMENT LEGENDS:

If you are a United States government agency, then this documentation and the software described herein are provided to you subject to the following:

United States Government Legend: All technical data and computer software is commercial in nature and developed solely at private expense. Software is delivered as Commercial Computer Software as defined in DFARS 252.227-7014 (June 1995) or as a commercial item as defined in FAR 2.101(a) and as such is provided with only such rights as are provided in 3Com's standard commercial license for the Software. Technical data is provided with limited rights only as provided in DFAR 252.227-7015 (Nov 1995) or FAR 52.227-14 (June 1987), whichever is applicable. You agree not to remove or deface any portion of any legend provided on any licensed program or documentation contained in, or delivered to you in conjunction with guide.

Unless otherwise indicated, 3Com registered trademarks are registered in the United States and may or may not be registered in other countries.

3Com, the 3Com logo, and NBX are registered trademarks of 3Com Corporation. NBX NetSet and pcXset are trademarks of 3Com Corporation.

Other brand and product names may be registered trademarks or trademarks of their respective holders.

CONTENTS

ABOUT THIS GUIDE

- How to Use This Guide 8
- Conventions 8
- Documentation 9
 - Comments on the Documentation 10

1 GETTING STARTED

- Setting Up Your Password and Voice Mail for the First Time 11
- NBX NetSet Utility 13
 - Starting the NBX NetSet Utility 14
 - Navigation and Shortcut Icons in the NBX NetSet Utility 14
- Quick Reference Guides 15

2 3COM 3100 ENTRY TELEPHONE

- Telephone Buttons and Controls 18
- Hook Switch Features 19
 - Hold a Call 19
 - Transfer a Call 19
 - Conference Calls 19

3 NBX MESSAGING

- NBX Messaging Components 21
 - Important Considerations 22
- Changing Your Password 22
 - Security Tips 23
- Changing Your Name Announcement and Personal Greetings 23
- Listening to NBX Messages 24
 - Message Indicators 24
 - Listening from Your Computer 25
 - Listening from Your 3Com Telephone 25

Listening from Any Internal 3Com Telephone	25
Listening from an External Location	25
Managing Your Messages	26
Information About Your Messages	27
Replying to a Message	27
Forwarding a Message	28
Creating and Sending a Message	29
Using Voice Mail Group Lists	30
Viewing System Groups	30
Creating Personal Groups	30
Modifying or Deleting Personal Groups	31
Marking a Message as Private or Urgent	33
Other Ways to Manage Your Voice Mail Messages	34
Other Kinds of Mailboxes	34
Greeting-Only Mailbox	34
Phantom Mailbox	35
Group Mailbox	35

4 STANDARD FEATURES

Answering a Call	37
Dialing a Call	38
An Internal Call	38
An External Call	38
Redialing a Call	38
Forwarding Incoming Calls	38
Call Coverage Points	39
Condition to Forward Calls	39
Setting Call Forward from the Telephone	39
Setting Call Forward from the NetSet Utility	41
Call Forward Precedence	43
Putting a Call on Hold	44
Dialing Another Call	44
Transferring a Call	44
Announced (Screened) Transfer	45
Blind Transfer	45
Direct Mail Transfer	45

Establishing a Conference Call	46
Disconnecting the Last Person That You Called	47
More About Conference Calls	47
Setting the Volume	47

5 PERSONALIZING YOUR TELEPHONE

Guidelines About Features on NBX Telephones	49
Ringer Tones	50
Speed Dials	50
Personal Speed Dials	50
System-wide Speed Dials	51
Printing Speed Dial Lists	52
Off-Site Notification	52
Managing Off-site Notification Using the Telephone	56
Do Not Disturb	56
Preventing Unauthorized Use of Your Telephone	57
Telephone Locking	57
Call Permissions	58
Class of Service Override	58
Using a Headset	59
General Headset Instructions	59
Returning to the Headset After a Long Delay	60

6 GETTING MORE FROM YOUR TELEPHONE SYSTEM

Listening to Your Messages in Your E-mail	63
Account (Billing) Codes	64
Caller ID	65
Internal and External Caller ID	65
Calling Line Identity Restriction (CLIR)	65
Call Pickup	66
Directed Call Pickup on a Specific Telephone	67
Group Call Pickup	67
Automatic Call Distribution Groups, Hunt Groups, and Calling Groups	67
Automatic Call Distribution	68
Hunt Groups	70
Calling Groups	72
Group Membership	72

Supervisory Monitoring	72
Call Park	73
Paging	74
Paging the System	75
Paging Zones	76
Configurable Operators	77
How Configurable Operators Work	77
Configuring the Operators	77
Using Message Waiting Indicator to Telephone	78
Sending an MWI Message	78
Retrieving an MWI Message	79
Cancelling an MWI Message	79
Dialing a Call to a Remote Office	79
Using Unique Extensions	79
Using Site Codes	80
Using Pulse Dialing	81
Additional Applications	82

7 FEATURE CODES

NBX Tones	83
Feature Codes with 3Com Telephones	84
3Com Entry Telephone	85
Using Feature Codes	85

A TELEPHONE INSTALLATION AND MAINTENANCE

Connecting the Telephone	89
Attaching the 3100 Support Bracket	91
Desktop Position	91
Wall-Mount Position	92
Moving Your Telephone	92
Swapping Telephones	92
Cleaning Your Telephone	93
Troubleshooting Problems	93

INDEX

ABOUT THIS GUIDE

This guide is intended for anyone using:

- 3Com® Entry Telephones

It includes information about using the NBX Voice Mail system and the NBX NetSet™ administration utility for personal telephone settings.

Devices documented in this guide include:

- Telephones
 - 3Com 3100 Entry Telephone



If the information in the release notes (readme.pdf) on the NBX Resource Pack CD differs from the information in this guide, follow the instructions in the release notes.



Analog telephones connected through the Analog Terminal Card or the Analog Terminal Adapter can use most of the features described in this book. See the NBX Feature Codes Guide for Analog Telephones in the NBX NetSet utility.

How to Use This Guide

[Table 1](#) shows where to look for specific information in this guide.

Table 1 Where to Find Information

If you are looking for information about	Turn to
How to get started with your new telephone	Chapter 1
The 3Com 3100 Entry Telephone	Chapter 2
NBX Voice Messaging features	Chapter 3
Using standard telephone features	Chapter 4
Personalizing your telephone	Chapter 5
Enhanced system features	Chapter 6
Feature codes	Chapter 7
Telephone maintenance and troubleshooting information	Appendix A
References to all topics in this book	Index

Conventions

[Table 2](#) defines some commonly used words and phrases in this guide.

Table 2 Common Terms

Term	Definition
Auto Attendant	The set of voice prompts that answers incoming calls and describes actions that a caller or user can take to access individual services.
Administrator	The person who is responsible for maintaining your 3Com Networked Telephony Solution.
Receptionist	The person who answers the majority of incoming telephone calls. In some business environments, this person may be a switchboard operator.
User	A person who has a single 3Com Telephone or an analog telephone connected to the NBX system through an ATC card or the single-port ATA device.

[Table 3](#) lists conventions that are used throughout this guide.

Table 3 Icons

Icon	Type	Description
	Information note	Information that describes important features or instructions.
	Caution	Information that alerts you to potential loss of data or potential damage to an application, system, device, or network.
	Warning	Information that alerts you to potential personal injury.

Documentation

The documentation set for 3Com NBX Networked Telephony Solutions is designed to help NBX telephone users, installers, and administrators maximize the full potential of the system.

The *NBX Resource Pack CD* contains many guides to the NBX products and their related 3Com applications.

When you log in to the NBX NetSet utility as a user, you can view the PDF versions of the *NBX Telephone Guides* and *NBX Feature Codes Guide* by clicking the icons at the bottom of the screen. You can view the *Quick Reference Guide* for your telephone by clicking the **Telephone Quick Reference** button.

The NBX NetSet utility also includes a searchable Help system with Help buttons on each screen.

An administrator who logs in can also see the *NBX Installation Guide* and the *NBX Administrator's Guide*.

Comments on the Documentation

Your suggestions are important to us. They help us to make the NBX documentation more useful to you.

Please send your e-mail comments about this guide or any of the 3Com NBX documentation and Help systems to:

Voice_TechComm_Comments@3com.com

Include the following information with your comments:

- Document title
- Document part number (found on the front or back page)
- Page number



As always, please address all questions regarding the NBX hardware and software to your 3Com NBX Voice-Authorized Partner.

1

GETTING STARTED

As soon as you are given a telephone and extension number, you need to set up a password and record your name announcement and personal greeting.

This chapter covers these topics:

- [Setting Up Your Password and Voice Mail for the First Time](#)
- [NBX NetSet Utility](#)
- [Quick Reference Guides](#)



For how to access NBX® features from an analog telephone, set your password as described next and then see the NBX Feature Codes Guide in the NBX NetSet™ utility.

Setting Up Your Password and Voice Mail for the First Time

The procedure by which you set up your password and voice mailbox for the first time depends on:

- The kind of telephone that you have
- The kind of voice messaging system on your NBX system. Ask your administrator what kind of voice messaging is active on your system.

[Table 4](#) describes how to set up your first password.



For details on tones and feature codes, see [Chapter 7](#). For details on tones and feature codes on analog telephones, see the NBX Feature Codes Guide in the NBX NetSet utility.

Table 4 Setting Your NBX NetSet Utility and NBX Messaging Password

Feature	3Com Phones	Analog Telephones
Password — Set Initially		
<p>If your system uses NBX Messaging, follow the NBX voice prompts to set your NBX password (which is the same for the NBX NetSet utility and voice messaging) OR use the NBX NetSet utility, described next.</p>	<p>Message button and follow the voice prompts</p>	<p>500 ** and follow the voice prompts</p>
<p>If your system uses a voice messaging application other than NBX Messaging, use this code sequence to set your password for the NBX NetSet utility. 3Com recommends that you use the same password for the NBX NetSet utility and your messaging application.</p>	<p>OR, for systems that do not use NBX Messaging:</p>	<p>OR, for systems that do not use NBX Messaging:</p>
<p>For all voice messaging systems:</p>	<p>Feature + 434 + new password + # + repeat your new password + #</p>	<p># (Feature Entry Tone) + 434 (Feature Entry Tone) + new password + # (Feature Entry Tone) + repeat your new password + # (Confirmation Tone)</p>
<ul style="list-style-type: none"> ■ Use only 4- to 10-digit numbers ■ Do not use letters, *, or # as part of your password. 		
Password — Change		
<p>If your system uses NBX Messaging, follow the NBX voice prompts to change your NBX password (which changes your NBX NetSet utility password, because they are the same) OR use the NBX NetSet utility, described next.</p>	<p>Message button + current password + # + 9 + 2 + follow the prompts</p>	<p>500 ** + extension number + current password + # + 9 + 2 + follow the prompts</p>
<p>If your system uses a voice messaging application other than NBX Messaging, use this code sequence to change your password for the NBX NetSet utility. 3Com recommends that you use the same password for the NBX NetSet utility and your voice messaging application.</p>	<p>OR, for systems that do not use NBX Messaging:</p>	<p>OR, for systems that do not use NBX Messaging:</p>
<p>For all voice messaging systems:</p>	<p>Feature + 434 + current password + # + new password + # + repeat your new password</p>	<p># (Feature Entry Tone) + 434 (Feature Entry Tone) + current password + # (Feature Entry Tone) + new password + # (Feature Entry Tone) + repeat your new password + # (Confirmation Tone)</p>
<ul style="list-style-type: none"> ■ If you forget your password, the administrator can reset it to your extension. Then use this code (for applications other than NBX Messaging) or the NBX voice prompts to change it. 		

After you have set your initial NBX password, continue to follow the voice prompts to record your name announcement. Your name announcement tells callers that they have reached your voice mailbox.

Then follow the voice prompts to record your personal greeting. Your personal greeting lets callers know important information about you, for instance, that you are on vacation, available at another number, or unavailable for a specified amount of time.

At any time you can change these greetings or record more than one personal greeting and choose which one is active. See [“Changing Your Name Announcement and Personal Greetings”](#) in [Chapter 3](#).

NBX NetSet Utility

The NBX NetSet utility has two interfaces:

- **Administrator** — Your administrator logs in with a special password and uses the NBX NetSet utility to manage and configure system-wide telephone settings and many of the settings for your telephone.
- **User** — As a telephone user, you log in to the NBX NetSet utility with your own system ID (your extension) and password to:
 - View and change your telephone’s personal settings, such as speed dials, ringer tone, and specify where you want your calls to go when you cannot answer them (your *call coverage points*).
 - Listen to and delete your voice messages from your computer as an alternative to managing calls on your telephone.
 - View your call permissions, certain current feature settings, and the internal user directory to call other users on your system.
 - Log in to and out of one or all ACD groups, hunt groups, and calling groups of which your telephone is a member.

See [Chapter 4](#), [Chapter 5](#), and [Chapter 6](#) for discussions about the standard and enhanced features that you can monitor and change in the NBX NetSet utility. See [Chapter 3](#) for voice messaging features.



If your NBX system uses a messaging application other than NBX Messaging, off-site notification and other voice messaging features are available through your messaging application. See the application’s documentation rather than using this Guide.

Starting the NBX NetSet Utility

To use the NBX NetSet utility, you need a computer that is connected to your local area network (LAN) and that has a web browser. (You do not need Internet access.) To start the NBX NetSet utility:

- 1 Ask your administrator for the IP address (or DNS host name) for your NBX system. In the web browser on your computer (Microsoft Internet Explorer version 5.5 or later is optimal), enter the IP address (or DNS host name) in the **Address** field, and then press Enter. The NBX NetSet utility login screen appears.



You cannot log in to the NBX NetSet utility until you establish your password through your telephone using NBX voice prompts or the Feature Code sequence. See [Table 4](#) earlier in this chapter.

- 2 Click **User** to log in as a user. The password dialog box appears.
- 3 Type your NBX NetSet utility user identification (always your 3-digit or 4-digit telephone extension) and your NBX NetSet utility password, and then click **OK**.

Navigation and Shortcut Icons in the NBX NetSet Utility

The icons at the lower right of any **Personal Settings** window allow you or your administrator to navigate to the following features:

Table 5 Navigation Icons

Icon	Action	Where You Go
	Back	<ul style="list-style-type: none"> ■ For the User goes to the main NBX NetSet utility login dialog box ■ For the Administrator goes to the NBX NetSet utility main menu window
	Help	Help for the fields and procedures related to the screen

Click the icons below the window to go directly to these features:

One-Touch Speed Dials
(not available on 3Com® 3100 Entry Telephone)



Off-Site Notification



Telephone Guides
(including this guide)



NBX Feature Codes Guide



Quick Reference Guides

To open and print a copy of the *Quick Reference Guides* for the most frequently used features on your telephone:

- 1 Log in to the NBX NetSet utility. See [“Starting the NBX NetSet Utility”](#) earlier in this chapter.
- 2 Click **Telephone Quick Reference**. The quick reference guide that pertains to your telephone appears. Adobe Acrobat Reader 5.0 or higher is required to view the file. Adobe Acrobat Reader is available free from the Adobe Web site:
www.adobe.com

2

3COM 3100 ENTRY TELEPHONE

This chapter describes the buttons, controls, and features on the 3Com® 3100 Entry Telephone.

The chapter covers these topics:

- [Telephone Buttons and Controls](#)
- [Hook Switch Features](#)

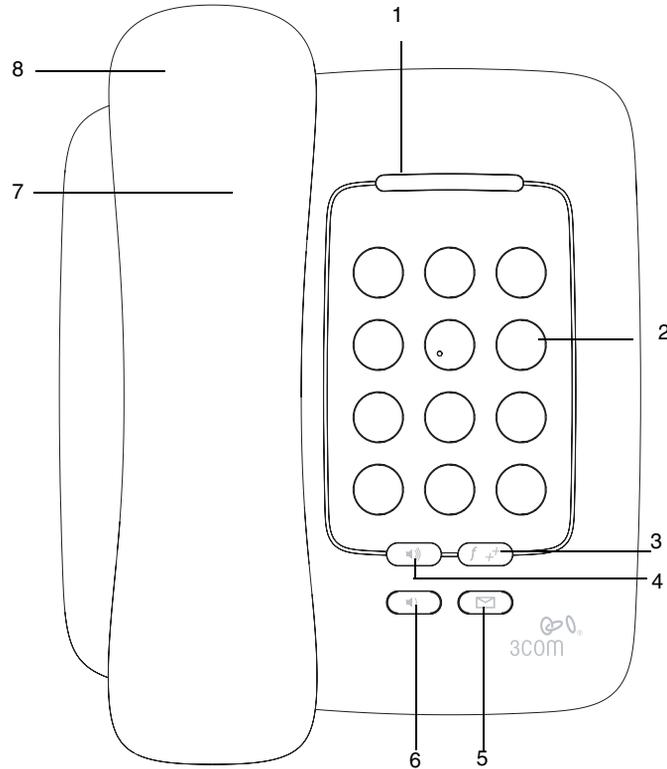


For how these features work on an analog telephone that is connected to the NBX® system, click the NBX Feature Codes Guide icon below any screen in the NBX NetSet™ utility.

Telephone Buttons and Controls

[Figure 1](#) shows the buttons and controls on the 3Com 3100 Entry Telephone.

Figure 1 3Com 3100 Entry Telephone



- 1 Message Waiting Indicator (MWI) for Voice Mail**— When lit, indicates that you have one or more new voice mail messages in your voice mailbox. Also, this indicator flashes when your telephone rings.
- 2 Telephone key pad**
- 3 Feature button** — Allows you to access a large number of telephone features. See [“Feature Codes with 3Com Telephones”](#) in [Chapter 7](#).
- 4 Volume up** — Raises the volume of the ringer or the handset. See [“Setting the Volume”](#) in [Chapter 4](#).
- 5 Message button** — Accesses your voice mail messages through the NBX Messaging system. See [“Listening to NBX Messages”](#) in [Chapter 3](#).

- 6 **Volume down** — Lowers the volume of the ringer or the handset. See [“Setting the Volume”](#) in [Chapter 4](#).
- 7 **Hook switch (under the handset)** — Pressing and releasing the hook switch gives you a dial tone. Quickly pressing and releasing gives you access to hook switch features. See [“Hook Switch Features”](#) below.
- 8 **Handset**

Hook Switch Features

Quickly press and release the hook switch on the 3Com Entry Telephone to hold a call, transfer a call, or establish a conference call. This is sometimes called hook flash.

Hold a Call

Press and release the hook switch to put your current call on hold. You hear the dial tone. Press and release the hook switch again to return to the call. See [“Putting a Call on Hold”](#) in [Chapter 4](#).

If you hang up without returning to the call on hold, your telephone rings to reconnect you to the call on hold.

Transfer a Call

Press and release the hook switch to put your current call on hold. You hear the dial tone. Dial the number to which you want to transfer the call. When you hang up, the transfer completes. See [“Transferring a Call”](#) in [Chapter 4](#).

Conference Calls

Press and release the hook switch to put your current call on hold. You hear the dial tone. Dial the number of the user you want to add to a conference. When you press and release the hook switch again, the new user is added to the conference call. See [“Establishing a Conference Call”](#) in [Chapter 4](#).

If you hang up without returning to the call on hold, your telephone rings to reconnect you to the call on hold.



- *Follow these rules for timing the press and release of the hook switch:*
 - *If you press and then release the hook switch too quickly, the system ignores the signal.*
 - *If you press and then hold the hook switch for too long, the system interprets that you have hung up and returns you to dial tone.*
 - *Therefore, press and hold the hook switch for approximately one half second before you release it and move to the next step in the feature code sequence. Your administrator can set the length of time that you hold it.*

3

NBX MESSAGING

This chapter describes the NBX® Networked Telephony Solutions voice messaging features. It covers these topics:

- [NBX Messaging Components](#)
- [Changing Your Password](#)
- [Changing Your Name Announcement and Personal Greetings](#)
- [Listening to NBX Messages](#)
- [Replying to a Message](#)
- [Forwarding a Message](#)
- [Creating and Sending a Message](#)
- [Using Voice Mail Group Lists](#)
- [Marking a Message as Private or Urgent](#)
- [Other Ways to Manage Your Voice Mail Messages](#)
- [Other Kinds of Mailboxes](#)

NBX Messaging Components

A key component of the NBX Networked Telephony Solutions is the NBX Messaging system, which includes voice mail, off-site notification, and several administrative features. Voice mail allows callers to leave voice messages in your voice mailbox when you are not able to answer your telephone. You can listen to, save, and forward those messages from any touch-tone telephone.



*If your system uses a messaging application other than NBX Messaging, use the documentation for your messaging application instead of the instructions in this chapter. **Exception:** Use the procedures in [“Changing Your Password”](#) regardless of your messaging application.*

Important Considerations

- The steps are the same for initially setting up the name announcement, personal greetings, and passwords for personal, greeting-only, and phantom mailboxes. See [“Setting Up Your Password and Voice Mail for the First Time”](#) in [Chapter 1](#) for details. (Your administrator creates group mailboxes and their passwords.)
- For changes to passwords and greetings, see [“Changing Your Password”](#) and [“Changing Your Name Announcement and Personal Greetings”](#) later in this chapter.
- The default setting for the maximum length of each voice mail message on the system is 5 minutes. Your administrator can configure your organization’s NBX Messaging system to receive and store voice mail messages that are up to 10 minutes long.
- Use the *Off-Site Notification* feature if you want the NBX system to notify you when callers leave voice mail messages in your voice mailbox. See [“Off-Site Notification”](#) in [Chapter 5](#).
- With a touch-tone telephone, you are able to bypass system messages using option buttons if you are configuring passwords and greetings. However, you cannot bypass voice mail messages in this manner.

Changing Your Password

You use the same 4-digit to 10-digit password to log in to the NBX NetSet™ utility and to access your NBX voice mail. You can change this password with your telephone (using the NBX voice prompts or a feature code) or through the NBX NetSet utility.

To set up your password for the first time, see [Table 4](#) and [“NBX NetSet Utility”](#) in [Chapter 1](#). [Table 4](#) also describes how to change your password.

If you forget your password, the administrator can set it to be your extension number. Then follow the instructions in [Table 4](#) in [Chapter 1](#) to change it to a more secure password. Also see [“Security Tips”](#) next.



If your NBX system uses a messaging system other than NBX Messaging:

- *Use the feature code method described in [Table 4](#) in [Chapter 1](#) to set and change the NBX NetSet utility password.*
- *3Com recommends that you use the same password for your voice messaging system and for the NBX NetSet utility.*

- Security Tips**
- Change your password often.
 - Do not use passwords that can easily identify you, such as your phone extension or birth date.
 - Avoid simple passwords such as 1234 or 0000.
 - Use numbers only; do not use letters, *, or # as part of your password.
 - Longer passwords are more secure. You can use up to 10-digits for your password.
 - Never tell your password to anyone.

Changing Your Name Announcement and Personal Greetings

You set name announcement and personal greeting when you first set your voice mail. See [“Setting Up Your Password and Voice Mail for the First Time”](#) in [Chapter 1](#). Change your personal greeting often, to ensure that callers hear up-to-date information.

You can record up to five personal greetings and choose which to use from the telephone. You can also review, delete, or choose which to make active with the NetSet utility.

If appropriate, you may also want to change the greeting for an extension that is a “greeting-only mailbox,” so that callers do not attempt to leave messages. See [“Greeting-Only Mailbox”](#) later in this chapter.

To change your name announcement or personal greetings:

- 1** Log in to your mailbox at your telephone or remotely.
- 2** Press **9** for **Mailbox Options** and then press **1**.
- 3** To review or change your name announcement, press **1** and follow the prompts.
- 4** To review or change your personal greetings, press **2** and follow the prompts.

Using the NetSet utility, you can review or delete a personal greeting or choose which of your recorded greetings to make active.

To hear or delete your personal greetings or choose your active personal greeting from the NetSet utility:

- 1** Log in to the NetSet utility with your extension and password.
- 2** Select **NBX Messaging > Personal Greeting**.

- 3 Select a greeting.
 - a Click **Select** to choose the greeting as the active greeting.
 - b Click **Listen** to hear the greeting.
 - c Click **Delete** to delete the greeting. You cannot delete greeting number 1; you can re-record it through the phone.



If you forget your password, the administrator can set it to be your extension number. Then follow the instructions in [Table 4](#) in [Chapter 1](#) to change it to a more secure password. Also see [“Security Tips”](#) earlier in this chapter.

Listening to NBX Messages

You can listen to your NBX voice mail messages from your 3Com® Telephone, from any touch-tone telephone, or by logging in to the NBX NetSet utility. After you listen to messages, you can save or delete them to clear them from the New Messages queue. For how to set up your NBX NetSet utility password the first time, see [Table 4](#) and [“NBX NetSet Utility”](#) in [Chapter 1](#).



If your system uses a messaging application other than NBX Messaging, use the documentation for your messaging application instead of these instructions.

Message Indicators

Here is how you can tell if you have messages in your mailbox:

- **On a 3Com 3100 Entry Telephone** — The indicator bar above the key pad is lit.
- **On an analog telephone** — Pick up the handset. If you hear the New Messages Tone (rapid stutter tone), you have new messages or messages that you have listened to but have not yet saved or deleted. For information on accessing NBX features from an analog telephone, see the *NBX Feature Codes Guide* in the NBX NetSet utility.
- **In the NBX NetSet utility** — Log in as a user. The list of your messages appears in the Voice Mail Messages area on the **NBX NetSet > User Information** screen. A new message has a ***** next to it. A forwarded messages has **-->Fw:** next to it.

Listening from Your Computer To listen to your messages from your computer, you must have a way of playing audio files:

- A USB audio device such as a USB headset and an operating system that supports USB

OR

- A sound card, an application such as Windows Media Player, and either headphones or speakers

- 1 Log in to the NBX NetSet utility with your extension and password.
- 2 Select a message in **User Information > Voice Mail Messages**.
- 3 Click **Listen**.
- 4 The third-party application downloads the voice message and plays it.
- 5 To delete the message, select the message and then click **Delete**.

Listening from Your 3Com Telephone To listen to your messages from your own 3Com Telephone:

- 1 Pick up the handset and press the **Message** button to access the mailbox.
- 2 At the prompt, dial your password and press #.
- 3 See [Table 6](#) for the buttons that you use to manage your messages.

Listening from Any Internal 3Com Telephone To listen to your messages from any 3Com Telephone other than your own within your NBX system:

- 1 Pick up the handset and press the **Message** button.
- 2 Press * and dial your extension. You hear your name announcement.
- 3 Dial your password and press #.
- 4 See [Table 6](#) for the buttons that you use to manage your messages.

Listening from an External Location To listen to your messages from an external telephone:

- **If you can dial your telephone extension directly** — Press * during your personal greeting. At the prompts, enter your extension and password, and press #.

- **If you call the main telephone number of your organization and:**
 - **The Automated Attendant answers** — Press * * during your personal greeting. At the prompts, enter your extension and password, and press #.
 - **The receptionist answers** — Ask to be transferred to your voice mail. Press * during your personal greeting. At the prompts, enter your extension and password, and press #.

Managing Your Messages

Use these buttons to manage your messages:

Table 6 Managing Messages

	Play or repeat a message.
	Save the message.
	Delete the message from your mailbox. <i>You cannot retrieve a message after you delete it.</i>
	Reply to the message. See “Replying to a Message” later in this chapter.
	Forward the message. See “Forwarding a Message” later in this chapter.
	Listen to date, time, and sender information about the message. See “Information About Your Messages” next.
	Back up 3–5 seconds in the current message.
	Pause the current message for up to 20 seconds.
	Move ahead 3–5 seconds in the current message.
	Move to the next message.
	Return to the main menu.

Information About Your Messages

To listen to date, time, and sender information about a message in your mailbox, press **6** during or after the message, and then press one of these buttons:

-
-  1 Date and time information.
 -  2 Sender information.
 -  4 Listen to the previous message.
-

Replying to a Message

You can send a reply to a voice mail message, provided that the NBX system has received the necessary caller ID information.



If you receive a message that is marked Private, you can reply to the originator, but you cannot forward the message to others.

To reply to a message after you listen to it:

1 Press **4**.

If the message has been sent to more than one person, press **1** to reply only to the sender or press **2** to reply to all of the recipients.

2 After the tone, record your reply.

3 Hang up, or press **#** for more options.

4 If you press **#**, press one of these buttons:

-
-  1 Send your reply.
 -  2 Re-record your reply.
 -  3 Listen to your reply.
 -  9 Mark the message **Private** or **Urgent**. See [“Marking a Message as Private or Urgent”](#) later in this chapter.
 -  * Cancel your message.
-

Forwarding a Message



You can forward most messages, with or without comments.

If you receive a message that is marked Private, you cannot forward it.

To forward a message:

- 1 Log in to your voice mailbox at your telephone or remotely.
- 2 Listen to a message that you want to forward, and press **5**.
- 3 After the tone, record an introductory message and then press **#** OR if you choose not to record a comment, press **#** when you hear the tone.
- 4 Optionally, press one of these buttons, OR proceed to step 5.



Re-record your introductory comment.



Listen to your introductory comment.



Mark the message **Private** or **Urgent**. See [“Marking a Message as Private or Urgent”](#) later in this chapter.



Cancel your message.

- 5 When you are ready to forward the message, press **1**.
- 6 Dial one of these destination numbers plus **#**:
 - The internal extension or mailbox number of the recipient
 - A speed dial number. See [“Speed Dials”](#) in [Chapter 5](#).
 - A voice mail group list number. (See [“Using Voice Mail Group Lists”](#) later in this chapter.)
 - A site code plus extension (to send to a user on another NBX system in your organization). **Example:** *neee* or *neeee* (where *n* = one or more site code digits and *e* = the extension digits on the other system).



For valid site codes in your organization, see your administrator.

- 7 To forward the message to several recipients, dial each destination number followed by **#**.
- 8 After the last destination number and its **#**, press **#** again to send your message.
- 9 Follow the prompts to delete or save the message you just forwarded.

Creating and Sending a Message

To create and send a message directly without actually making a call, follow these steps:

- 1 Log in to your mailbox at your telephone or remotely.
- 2 Dial **2** to select **Create and Send a Message**.
- 3 At the tone, record a message that is at least 2 seconds long, and press **#** to end the recording.
- 4 Optionally, press one of these buttons, OR proceed to step **5**.



Re-record the message.



Review the message.



Mark the message **Private** or **Urgent**. See [“Marking a Message as Private or Urgent”](#) later in this chapter.



Cancel the message.

- 5 When you are ready to send the message, press **1**.
- 6 Dial one of these destination numbers plus **#**:
 - The internal extension or mailbox number of the recipient
 - A speed dial number. See [“Speed Dials”](#) in [Chapter 5](#).
 - A voice mail group list number. (See [“Using Voice Mail Group Lists”](#) later in this chapter.)
 - A site code plus extension (to send to a user on another NBX system in your organization). **Example:** *neee* or *neeee* (where *n* = one or more site code digits and *e* = the extension digits on the other system)



For valid site codes in your organization, see your administrator.

- 7 To send the message to several recipients, dial each destination number followed by **#**.
- 8 After the last destination number and its **#**, press **#** again to send your message.

Using Voice Mail Group Lists

A Voice Mail Group, also called a mail group or mail list, is a collection of extensions with a special “group number.” Use it to send a message to everyone on the list at the same time.



A Voice Mail Group is not the same as an ACD Group, Hunt Group, or Calling Group. See [“Automatic Call Distribution Groups, Hunt Groups, and Calling Groups”](#) in [Chapter 6](#).

Viewing System Groups

System Voice Mail Groups can be set up by your administrator. You can send a message to everyone in a System Voice Mail Group by using * plus the two-digit group number.

You can see a list of System Voice Mail Groups and the membership of each group through the NBX NetSet utility.

To view System Voice Mail Groups:

- 1 Log in to **Netset > NBX Messaging > System Group List**. A list of System Group IDs and Names displays.
- 2 To view the membership of any group, select the group and click **Membership**.

Creating Personal Groups

You can create your own Personal Voice Mail Group either through the telephone or through the NBX NetSet Utility.

To create a personal voice mail list through the telephone:

- 1 Log in to your mailbox at your telephone or remotely.
- 2 Dial **9** for **Mailbox Options**.
- 3 Dial **3** for **Group Lists**, and then **2** for **Create Group**.
- 4 Dial a 2-digit number, 01–99, which becomes the Group Number.
- 5 After the tone, speak a name for the group, and press **#**.
- 6 Dial one of these numbers:
 - **1** to save the group name and proceed to step **7**
 - **2** to change the group name and return to step **5**
 - ***** to exit without saving

- 7 Dial one of these destination numbers plus #:
- The internal extension or mailbox number of the recipient
 - A speed dial number. See [“Speed Dials”](#) in [Chapter 5](#)
 - Another personal or system group list number
 - A VPIM extension
 - A site code plus extension (to send to a user on another NBX system in your organization). **Example:** *neee* or *neeee* (where *n* = one or more site code digits and *e* = the extension digits on the other system)



For valid site codes in your organization, see your administrator.

- 8 When you have added all of the destination numbers, press:
- **1** to save the group list
 - **2** to cancel creating the group
 - ****** to return to the previous menu
- OR** hang up.

To create a Personal Voice Mail List through the NBX NetSet Utility:

- 1 Log in **Netset > NBX Messaging > Personal Group List**. You see a list of your current personal voice mail groups with Group IDs and Group Names.
- 2 Click **Add**.
- 3 Enter a Group ID, a number from 01–99 that is not used for a current group.
- 4 Enter a Name for the new group.
- 5 Enter any VPIM extensions in the VPIMs box.
- 6 Select members from the Non-Members list and move them to the Members list by clicking the left arrow.
- 7 Click **Apply** and **OK** to complete the list.

Modifying or Deleting Personal Groups

You can review your Personal Voice Mail Groups, add members, or delete a group from the telephone or from the NBX NetSet utility.

To review or modify a Personal Voice Mail Group from the telephone:

- 1 Log in to your mailbox at your telephone or remotely.
- 2 Dial **9** for **Mailbox Options**.

3 Dial 3 for Group Lists.**4 Press 1, 3, or 4:**

-
- | | |
|---|--|
|  | Review your list of groups. |
|  | Create a group. |
|  | Delete a group. |
|  | Add or delete group members. See step 5. |
|  | Return to the main menu. |
-

5 To add members to a group or delete members from one, press 4.

- a** To add one or more members to the group, dial one of these destination numbers plus #:
- The internal extension or mailbox number of the recipient
 - A speed dial number. See [“Speed Dials”](#) in [Chapter 5](#).
 - Another personal or system group list number
 - A VPIM extension
 - A site code plus extension (to send to a user on another NBX system). **Example:** *neee* or *neeee* (where *n* = one or more site code digits and *e* = the extension digits on the other system). For valid site codes for your organization, see your administrator.
- b** To delete one or more members from the group, dial the destination number that you want to delete and then press **1**.

6 When you have added or deleted all of the destination numbers, press:

- **1** to save the modified group list
- **2** to cancel this modification to the group
- ****** to return to the previous menu

OR hang up.

To review or modify a Personal Voice Mail Group from the NBX NetSet utility:

- 1 Log in **Netset > NBX Messaging > Personal Group List**. You see a list of your current personal voice mail groups.
- 2 Select the group to review or modify.
- 3 Click **Modify**.
- 4 You can change the Name for the group.
- 5 You can enter any VPIM extensions in the VPIMs box.
- 6 You can select members from the Non-Members list and move them to the Members list by clicking the left arrow. OR select members from the Members list and move them to the Non-Members list by clicking the right arrow.
- 7 Click **Apply** and **OK** to complete your changes.

To delete a Personal Voice Mail Group from the NBX NetSet utility:

- 1 Log in **Netset > NBX Messaging > Personal Group List**. You see a list of your current personal voice mail groups.
- 2 Select the group to delete.
- 3 Click **Remove**.
- 4 Click **Yes** to confirm.

Marking a Message as Private or Urgent

When you compose a voice message, you can select *Private* or *Urgent* from the delivery options. If you do not select a delivery option, your message is sent as a Normal message.

- **Private Messages** — The recipient cannot forward the message to others.
 - **Urgent Messages** — Places the message at the beginning of the recipient's message queue. Urgent messages are heard first.
- 1 Follow the steps in [“Replying to a Message”](#), [“Forwarding a Message”](#), or [“Creating and Sending a Message”](#) earlier in this chapter.
 - 2 In step 4 of those instructions, press 9.

- 3 To mark the message **Urgent**, press **1**. To mark the message **Private**, press **2**.
- 4 To send the marked message, press **1**, or listen to the prompts for other choices.

Other Ways to Manage Your Voice Mail Messages

You can listen to and, in some configurations, delete your voice messages from within an e-mail application or a messaging application using your Internet browser. For details, see [“Listening to Your Messages in Your E-mail”](#) in [Chapter 6](#).

Other Kinds of Mailboxes

The NBX system allows *you* (for the greeting-only mailbox) or the *administrator* (for phantom or group mailboxes) to set up mailboxes for special situations, as described in this section.

Greeting-Only Mailbox

When you designate your mailbox as a *greeting-only mailbox*, callers hear your personal greeting but they cannot leave a voice mail message.

To change your voice mailbox to a greeting-only mailbox, select **NBX NetSet > NBX Messaging > Greeting Only Mailbox**.

Examples:

- When you take an extended leave of absence, you can create a personal greeting with your scheduled date of return and whom to call during your absence. Callers can be transferred but are unable to leave voice messages for you. When you return, clear the Greeting Only Mailbox check box so that callers can leave messages again.
- If you are a teacher, you can create a new personal greeting on the school’s NBX system every day to explain homework assignments. Students call in to the greeting-only mailbox to get the homework information but cannot leave a message for you on this mailbox.
- If you are the administrator, you can create a greeting-only mailbox and use the personal greeting to post information for employees, such as a notice that the offices are closed because of bad weather.



When you create the personal greeting, remember to tell callers that they cannot leave messages in this voice mailbox. For instructions on changing the personal greeting, see [“Changing Your Name Announcement and Personal Greetings”](#) earlier in this chapter.

In addition to preventing a caller from leaving a message, a greeting-only mailbox does not allow anyone to forward or create and send a message to it or reply to a message that was sent from its extension



Avoid adding a greeting-only mailbox to a personal voice mail group list.

Phantom Mailbox

A *phantom mailbox* does not have an actual telephone associated with it. The administrator sets up a phantom mailbox.

Examples:

- If you are a sales representative who travels constantly for your organization and never comes into the office, you still need a way to receive telephone messages. Using your phantom mailbox, you can retrieve, forward, and save messages in the same way that any other employee can but without a physical telephone connected to your NBX system.
- If you are an employee who lives a long distance from your office and works from home, customers and others can leave messages in the your phantom mailbox and you can call in to the NBX system to retrieve them, or you can listen to them from the NBX NetSet utility.

You retrieve messages from a phantom mailbox in the same way that you retrieve messages from a personal mailbox. See [“Listening to NBX Messages”](#) earlier in this chapter.

Group Mailbox

A *group mailbox* is a voice mailbox from which a group of users can retrieve messages. Your administrator creates group mailboxes and can explain how to retrieve messages that are left in the group mailbox.

Example:

- During nonbusiness hours, the system can send incoming telephone calls for your sales department to a group mailbox. Your administrator assigns to the appropriate sales people the ability to listen to, forward, or otherwise handle all messages that are directed to the group mailbox.

4

STANDARD FEATURES

This chapter describes standard features of the NBX® Telephones. It covers these topics:

- [Answering a Call](#)
- [Dialing a Call](#)
- [Forwarding Incoming Calls](#)
- [Putting a Call on Hold](#)
- [Transferring a Call](#)
- [Direct Mail Transfer](#)
- [Establishing a Conference Call](#)
- [Setting the Volume](#)



For help on accessing NBX features from an analog telephone, see the NBX Feature Codes Guide in the NBX NetSet™ utility.



If your system uses a messaging application other than NBX Messaging, use the documentation for your messaging application instead of the instructions in this chapter.

Answering a Call

To answer an incoming call, pick up the handset

An unanswered call on any telephone on the NBX system is forwarded to the call coverage point that you specify in **NBX NetSet > User Information > Call Forward Default** or **Call Forward Override**. To specify the number of times that your telephone rings before the call is forwarded or to specify where you want the call to go, see "[Forwarding Incoming Calls](#)" later in this chapter.

Dialing a Call

This section describes standard dialing features. For information on dialing from an analog telephone, see the *NBX Feature Codes Guide* in the NBX NetSet utility.

An Internal Call

To dial an internal call:

- 1 Pick up the handset. You hear the dial tone.
- 2 Dial the person's 3-digit or 4-digit extension.
- 3 When you are finished, hang up the handset.

For details about placing calls to remote or branch offices, see [“Dialing a Call to a Remote Office”](#) in [Chapter 6](#).

An External Call

To dial an external call:

- 1 Pick up the handset. You hear the dial tone. If necessary, dial **9, 8** or whatever to access an external line.
- 2 Dial the number.
- 3 When you finish speaking, hang up the handset.

Redialing a Call

On a 3Com Entry Telephone:

- Pick up the handset and then press **Feature + 401** to dial the most recent number that you dialed.

Forwarding Incoming Calls

You can choose when and where to forward unanswered incoming calls. Unanswered calls that come in directly to your extension go to a call coverage point. You can set different call coverage points for different conditions: default, no answer, busy, and all calls.

Unanswered calls that come to your telephone through ACD groups, hunt groups, and calling groups follow the call coverage path that your administrator sets up for the group. See [“Automatic Call Distribution Groups, Hunt Groups, and Calling Groups”](#) in [Chapter 6](#).

When you specify call forwarding, you specify the call coverage point and the condition under which to forward calls.

Call Coverage Points

Your call coverage points are the destinations you forward your calls to when you do not answer. They can be telephone extensions or external telephone numbers, your voice mail box, or an automated attendant.

Condition to Forward Calls

You can choose when to forward calls:

- **Default** —Forwards unanswered incoming calls to your default call coverage point after a specified number of rings if you have not specified another condition.
- **Call Forward No Answer** — Forwards unanswered incoming calls to a call coverage point when your phone rings for a specified number of rings.
- **Call Forward Busy** —Forwards incoming calls to a call coverage point when your phone is busy.

If you have multiple lines, all lines must be in use in order for Call Forward Busy to engage.

- **Call Forward All** — Forwards all incoming calls without ringing to a call coverage point regardless of the state of your phone.

Use this feature when, for example, you plan to be away from your phone for an extended period of time.

Setting Call Forward from the Telephone

You can set call forwarding from your telephone. You choose the condition for call forwarding (default, no answer, busy, or all) and the destination. When you specify an external telephone number as the destination, start by entering a **9** or **8** or whatever is required to access an outside line. **Example: 912815551212** dials (281) 555-1212. You can enter a ***** if a pause is required between an access code and a destination number.



*The number that you choose may be limited by your call permissions. To view your permissions, see **NBX NetSet > User Information > Call Permissions**.*

From the telephone, you can set call forwarding using feature codes. Use the NetSet utility to see your call forwarding settings.

Forward to Mail

From the telephone, you can set your 3Com Telephone so that all incoming calls go directly to your default call coverage point, usually your voice mailbox. You can change the destination to the Auto Attendant or receptionist or a different telephone number. This feature is referred to as

FWD MAIL, Forward to Mail, Forward All Calls to Voice Mail, and Forward All Calls to VM. When Forward to Mail is in effect, your telephone rings once before forwarding the call to your default call coverage point.

On a 3Com Entry Telephone:

- 1 Pick up the handset.
- 2 Press **Feature + 440**.
- 3 To turn off **FWD MAIL**, pick up the handset and press **Feature + 440** again.

To set your default call forwarding destination, use the NetSet utility. See [“Default”](#) later in this section.

To prevent the telephone from ringing even once, use the Do Not Disturb feature (see [“Do Not Disturb”](#) in [Chapter 5](#)) or use the Call Forward All feature (see [“Call Forward All”](#) later in this section).

Call Forward No Answer, Call Forward Busy, and Call Forward All override this Forward to Mail setting if they are in effect. If you turn off Forward to Mail and no other call forward options are in effect, unanswered calls still go to your default call coverage point but after the number of rings specified in **NBX NetSet > User Information > Call Forward Default**.

To view your current Forward to Mail setting, log in to **NBX NetSet > User Information > Feature Settings** and see **Forward All Calls to VM**.

Call Forward No Answer

To set Call Forward No Answer:

- 1 Pick up the handset, and press **Feature + 466**.
- 2 Dial the number that you want to forward calls to and press **#**.
- 3 To turn off Call Forward No Answer, pick up the handset and press **Feature + 466** again.

You can specify the number of rings before the call is forwarded by logging into **NBX NetSet > User Information > Call Forward Override**.

Call Forward Busy

To set Call Forward Busy:

- 1 Pick up the handset, and press **Feature + 467**.
- 2 Dial the number that you want to forward calls to and press **#**.
- 3 To turn off Call Forward Busy, pick up the handset and press **Feature + 467** again.

Call Forward All

To set Call Forward All:

- 1 Pick up the handset, and press **Feature + 465**.
- 2 Dial the number that you want to forward calls to and press **#**.
- 3 To turn off Call Forward All, pick up the handset and press **Feature + 465** again.

Setting Call Forward from the NetSet Utility

From the NetSet utility, you can set default call forwarding or choose to override the default with a condition for call forwarding (No Answer, Busy, or All) and a destination. For telephone numbers, do not use parentheses, hyphens, or spaces. When you specify an external telephone number, start by entering a **9** or **8** or whatever is required to access an outside line. **Example: 912815551212** dials (281) 555-1212. You can enter a ***** if a pause is required between an access code and a destination number.

Default

The **Call Forward Default** page defines basic call forwarding. You choose from four destinations: voicemail box, a phone number, the automated attendant, or disconnection. You can override these settings on the **Call Forward Override** page or by making changes on the telephone.

To set the default call forwarding:

- 1 Log in to **NBX NetSet > User Information > Call Forward Default**.
- 2 Select your choice for the **Number of rings before forwarding a call**.

3 Select a call coverage point:

- If you select **Forward to voicemail box**, the caller can leave a message.
- If you select **Forward phone number**, enter that extension or external phone number in the box.



*The number that you choose may be limited by your call permissions. To view your permissions, see **NBX NetSet > User Information > Call Permissions**.*

The check box below **Forward phone number** specifies where you want to forward calls that are not answered at the internal extension that you specified as the Forward phone number.

If you check the box, calls that are unanswered at the number you forward them to are passed on to your choice of:

- **User Voicemail** — Your voicemail box
- **Default Menu** — The default automated attendant, usually extension 500
- **Voicemail** — The default system voicemail, usually extension 501

If you leave the box unchecked, calls that are unanswered at the number you forward them to are passed on to the destination specified for that number. This setting can result in having your calls forwarded to another person's voicemail or to a loop of forwarding where the call is never answered.

- If you select **Automated Attendant**, you can choose to forward calls to your choice of:
 - **Default Menu** — The default automated attendant, usually extension 500
 - **Voicemail** — The default system voicemail, usually extension 501
- If you select **Disconnect (no coverage)**, the system disconnects an incoming call if it is not answered after the specified number of rings.

4 Click **Apply**, and then click **OK**.

Override

To set the call forward override:

1 Log in to **NBX NetSet > User Information > Call Forward Override**.

2 Select your call forward conditions:

- If you select **Call Forward All**, calls will not ring at all on your extension and will be immediately forwarded to the extension or external phone number you specify in the box.

- If you select the next button, you can select either or both of the following conditions:

If you select **Call Forward Busy**, calls will not ring at all when all of your lines are busy and will be immediately forwarded to the extension or external phone number you specify in the box.

If you select **Call Forward No Answer**, calls ring the number of times you specify in the rings box. If they are not answered then, they will be forwarded to the extension or external phone number you specify in the box.

- If you select **No action**, call forwarding follows the specifications of the **Call Forward Default** page.

3 Click **Apply**, and then click **OK**.

Call Forward Precedence

Five features can interact to affect call forwarding: Forward to Mail, Call Forward No Answer, Call Forward Busy, Call Forward All, and Do Not Disturb. If they are enabled at the same time, the NBX system determines precedence, which call forwarding path is in effect, according to the following rules:

- If Call Forward All is enabled, all calls are immediately forwarded to the Call Forward All destination. All other feature settings are ignored.
- If Do Not Disturb is enabled and Call Forward All is not enabled, all calls are immediately forwarded to the Call Forward Default destination. All other feature settings are ignored.
- If Call Forward Busy is enabled and Call Forward All and Do Not Disturb are not enabled, all calls received when this extension is busy are immediately forwarded to the Call Forward Busy destination. All other feature settings are ignored.
- If Call Forward No Answer is enabled and Call Forward All and Do Not Disturb are not enabled, all calls received when this extension is not

busy are forwarded to the Call Forward No Answer destination after the specified number of rings. All other feature settings are ignored.

- If Forward to Mail is enabled and Call Forward All, Do Not Disturb, Call Forward No Answer, and Call Forward Busy are not enabled, all calls received when this extension is not busy are forwarded to the Call Forward Default destination after one ring.
- If no call forwarding settings are enabled, all calls received this extension is busy are immediately forwarded to the Call Forward Default destination. If this extension is not busy, all calls are forwarded to the Call Forward Default destination after the number of rings specified in the Call Forward Default page of the NetSet utility.

Putting a Call on Hold

You can put a call on hold for any reason.

On a 3Com 3100 Entry Telephone:

- 1 Press and release the hook switch.
- 2 To return to the call, press and release the hook switch again.

Dialing Another Call

You can place a call on hold to dial a new call,

On a 3Com 3100 Entry Telephone:

- 1 Press and release the hook switch.
- 2 When you hear the dial tone, dial the second call.

If you hang up without returning to the call on hold, your telephone rings to reconnect you to the call on hold.

Transferring a Call

When you answer an incoming telephone call, the Transfer feature allows you to send that call from your telephone to any other internal line or, if your call permissions allow, to an outside line. To view your permissions, log in to **NBX NetSet > User Information > Call Permissions**. Your administrator can change your call permissions.

**Announced
(Screened) Transfer**

Before you complete a transfer, you can announce to the recipient that you are transferring a call. The recipient can then decide whether to take the call. To announce a transfer:

- 1 While on a call, press and release the hook switch. The system places the caller on hold and selects a new line.
- 2 Dial the number to which you want to transfer the call.
- 3 When the recipient answers, announce the call.
 - If the recipient wants to take the call, hang up the handset to complete the transfer.
 - If you are on a 3Com 3100 Entry Telephone and the recipient does not want to take the call, press and release the hook switch to disconnect the attempted transfer and retrieve the original call.

Blind Transfer

In a blind transfer, you transfer the call without notifying the recipient:

- 1 While on a call, press and release the hook switch. The system places the caller on hold and selects a new line.
- 2 Dial the number to which you want to transfer the call.
- 3 As soon as you hear a full ring, hang up. (If you hang up too soon after you dial the number, the transfer may not occur.)

Direct Mail Transfer

You can transfer a call directly into another user's voice mailbox. The call does not ring on that user's telephone.



Calls transferred to a user's mailbox by means of Direct Mail Transfer are always directed into that user's voice mailbox, even if the recipient has specified a different call coverage point.

On a 3Com Entry Telephone:

- 1 While you are on a call, press **Feature + 441**.
- 2 Dial the voice mail extension of the person to whose voice mailbox you want to transfer the call.
- 3 Hang up the handset.

Establishing a Conference Call

You can establish a Conference Call with up to four parties, including yourself. You must be using a telephone on the NBX system to establish the call. The other three parties can be any combination of internal and external parties.



On 3Com Telephones, either press and release the hook switch or use the Feature Code.

From a 3Com Entry Telephone, follow these steps:

- 1 Dial a call, or receive a call from someone else. Two parties are now on the call.
- 2 While on the call, press and release the hook switch (or press **Feature + 430**). The system places the first party on hold and selects a new line.
- 3 Dial a call to an internal or external third party.
 - For an **announced** conference, wait for the third party to answer the call, and then press and release the hook switch (or **Feature + 430**) again.
 - Until you press and release the hook switch (or **Feature + 430**) the second time, the second party remains on hold, and you may converse with the third party privately.
 - For a **blind** conference, press and release the hook switch (or **Feature + 430**) immediately after you dial the number. You return to the conference, and you and the second party hear the called party's telephone ringing.

If the third party answers, three parties are now in the conference call.



If the third party is internal and does not answer, the attempt to conference that party is cancelled. You cannot establish a conference call with an NBX user's voice mailbox.

- 4 Repeat steps 2 and 3 to conference in a fourth party.

Disconnecting the Last Person That You Called



Use the Conference Drop feature to disconnect the last person that you add to a conference call. This feature is helpful if, when you add a party, your call is answered by someone else.

- *Only the person who added the last caller to the conference call can drop that caller.*

On a 3Com Entry Telephone or a telephone that does not have a button programmed for Conference Drop:

- 1 Press **Feature + 431**.
- 2 The system returns you to the others who are in the conference call.

More About Conference Calls

- To place your part of a conference call on hold, press and release the hook switch. The other parties can talk among themselves, but they cannot hear you. Music on hold does not play when a conference call is on hold.
- To transfer a conference call to another telephone, press and release the hook switch. Dial the number to which you want to transfer the call, announce to the recipient (optionally) that you are transferring a conference call, and then hang up.
 - All of the conferenced parties are transferred except yourself.
 - Your ability to drop the last person that you added to the conference is transferred to the person who accepts the transfer.

Setting the Volume

On any 3Com Telephone, use the **Volume Control** buttons to raise or lower one of these volumes:

- **Ring Volume** — To raise or lower the volume of the ring, press the up or down **Volume Control** button repeatedly *while your telephone is ringing*, until the volume is at the level that you prefer. To read how ringer volume is different from ringer tone, see [“Ringer Tones”](#) in [Chapter 5](#).
- **Handset Volume** — To raise or lower the volume of the dial tone or the sound that you hear when you are using the handset, pick up the handset and then press the up or down **Volume Control** button repeatedly until the volume is at the level that you prefer. You can change the handset volume during a conversation or by listening to the dial tone.

- **Headset Volume** — To raise or lower the volume of the dial tone or the sound that you hear on the headset, put on the headset and activate it as specified for your headset. When you hear the dial tone or during a conversation, press the up or down **Volume Control** button repeatedly until the volume is at the level that you prefer. See [“Using a Headset”](#) in [Chapter 5](#).

5

PERSONALIZING YOUR TELEPHONE

Your NBX® Networked Telephony System has many features that can make your telephone easier to use. This chapter describes:

- [Guidelines About Features on NBX Telephones](#)
- [Ringer Tones](#)
- [Speed Dials](#)
- [Off-Site Notification](#)
- [Do Not Disturb](#)
- [Preventing Unauthorized Use of Your Telephone](#)
- [Class of Service Override](#)
- [Using a Headset](#)



For help on accessing NBX features from an analog telephone, see the NBX Feature Codes Guide below any screen in the NBX NetSet™ utility. For how to set up your NBX NetSet utility password for the first time, see [Chapter 1](#).



If your system uses a messaging application other than NBX Messaging, use the documentation for your messaging application instead of these instructions.

Guidelines About Features on NBX Telephones

- Because your administrator determines whether some of the features that are described in this chapter are available for your telephone or for the entire system, some of these features may not be available to you.
- The settings on your telephone, including your extension, personal settings, and system settings, remain the same even when you move your telephone from one Ethernet jack to another, as long as both Ethernet connections are part of the same LAN.

- Because your extension and personal settings are associated with your telephone, you cannot switch your telephone with another user's telephone without first having your administrator reassociate your profile with the other telephone.

Ringer Tones

To help you to distinguish the ring tone of your 3Com® Telephone from the sound of other phones, use the NBX NetSet utility to select one of nine ringing tones. You can also choose Silent Ring to disable audible ringing.

To change the ringer tone:

- 1 Verify that your computer has a sound device (a USB headset or a sound card with either headphones or speakers).
- 2 Log in to **NBX NetSet > Ringer Tones**.
- 3 Click each of the nine **Sample Ringer Tone** buttons to hear the choices.
- 4 From the **Ringer Tone Setting** pull-down list, select the number of the tone that you want.
- 5 Click **Apply**.

Speed Dials

This section describes the types of speed dials:

- Personal
- System-wide

It also describes how you can print a list of speed dials.

Personal Speed Dials

You can create a list of up to 99 personal speed dials (using ID numbers 601 through 699) for your telephone. These speed dials are available only from the telephone for which they were created.

You create, view, and print your personal speed dial list using the NBX NetSet utility.

To assign or change a personal speed dial number:

- 1 Select **NBX NetSet > Speed Dials > Personal**.
- 2 In the **Personal Speed Dials** box, select an unassigned speed dial ID number, or select the speed dial ID number for which you want to change the speed dial number.
- 3 In the **Destination Number** text box, type the telephone number that you want the system to dial when you use that ID number.
Include all of the prefix numbers that you would normally dial, such as a **9** or **8** or **1** to access an outside line, and, if necessary, the country code or area code. Do not use spaces, hyphens, commas, or other nonnumeric characters.
- 4 In the **Account Code** box, type an account code if it is required or useful for calls to this destination.
- 5 In the **Comment** text box, type a brief description, usually a name, that corresponds to the number.
- 6 After you have made all of your changes to the personal speed dials, click **Apply**, and then click **Close**.

To use a personal speed dial:

- 1 Pick up the handset.
- 2 Press the **Feature** button plus the 3-digit personal speed dial code for the number that you want to call.



If you dial a speed dial code that has no number assigned to it, you hear the dial tone and no number is dialed.

System-wide Speed Dials

The administrator can set up to 100 system-wide speed dials (using ID numbers 700 through 799) for numbers that are dialed frequently by many internal users. You can view the system-wide speed dial list through the NBX NetSet utility.

To use a system-wide speed dial:

- 1 Pick up the handset.
- 2 Press the **Feature** button plus the 3-digit system-wide speed dial ID code for the number that you want to call.



If you dial a speed dial code that has no number assigned to it, you hear the dial tone and no number is dialed.

Printing Speed Dial Lists

You may find it useful to have a paper list of personal or system speed dials. To print a list of speed dials:

- 1 Log in to **NBX NetSet > Speed Dials > Personal** or **System-wide**.
- 2 Click 
- 3 A list appears with all of the personal or system-wide speed dial numbers that are allocated to your telephone.
- 4 Click **Print** to print the list.

Off-Site Notification

When you enable off-site notification, the NBX Messaging system notifies you by e-mail, pager, or telephone that you have received voice mail. You can then retrieve your messages. Off-site notification consists of one cycle of up to five attempts to reach you, one attempt for each Attempt row that you configure in the Off-Site Notification screen.



If your system uses a messaging application other than NBX Messaging, use the documentation for your messaging application instead of these instructions.

To configure off-site notification for your NBX voice mailbox:

- 1 In **NBX NetSet > NBX Messaging > Off-Site Notification**, look for the System and Group columns in the upper right corner. If the columns show “Yes,” your system administrator has enabled off-site notification for the NBX system and for the Class of Service group to which your telephone belongs. If “No,” ask to have these features enabled.
- 2 Check **Enabled**.
- 3 If you want to be notified only about urgent voice mail messages, also check **Urgent Messages Only**.
- 4 In the first **Attempt** row, in the **Method** drop-down list, select **Pager**, **VoiceMail**, or **EMail**



*The cycle of notice behaviors differs depending on the method that you specify for the **first** attempt. See [“Notice Behaviors”](#) later in this chapter.*

5 In the **Number/Address** field:

- If you selected **Pager** for **Method** in step 4:
 - Enter a pager number. Do not use parentheses, hyphens, or spaces. Ask your administrator if you need to include the area code and any other digits that your system needs to dial an outside number, such as 9, 8, 1, or 0. After you receive the pager message, you call in to your voice mailbox to listen to your messages.
 - In the **Numeric Page** field, indicate what you want the pager to display. Enter a series of digits, such as your telephone extension number.
- If you selected **VoiceMail** for **Method** in step 4:
 - Enter the telephone number at which you want to be notified. Do not use parentheses, hyphens, or spaces. Ask your administrator if you need to include the area code and all other digits that your system needs to dial an outside number, such as 9, 8, 1, or 0.
 When you choose to be notified by voice mail, the NBX system calls the number that you enter in this field. When you answer the call, the system announces the new voice message and allows you to follow the prompts to access your voice mailbox and listen to and delete any of your messages.
- If you selected **EMail** for **Method** in step 4:
 - Enter the e-mail address at which you want to be notified. You can use different e-mail addresses for different Attempts.
 When you choose to be notified by e-mail message, the NBX system sends you an e-mail message for each voice mail message that you receive. The voice message may be attached to the e-mail message as a WAV file. See the tables in ["Notice Behaviors"](#) later in this section.
 You can listen to the messages using your PC sound device (a USB headset or a sound card with either speakers or headphones).



If you delete the e-mail notice with its attached WAV file after you listen to the message, you delete only the copy. The original voice mail message remains in your NBX voice mailbox. You must log in to the NBX voice mail system by telephone or through the NBX NetSet utility to delete your messages.

- 6 From the **Interval** drop-down list box, select the number of minutes that you want the system to wait after each attempt before it moves to the next attempt.



The “best” time interval depends on the Attempt method that you choose. For instance, allow sufficient time after a Pager notification for the usual delay at your pager supplier.

- 7 Click **Apply**.
- 8 Repeat steps 4 through 7 to set up additional attempts if you want.



*The cycle of notice behaviors differs depending on the method that you select for the **first** attempt. See [“Notice Behaviors”](#) at the end of this section.*

- 9 You do not need to configure every Attempt row. When you have configured all of the Attempt rows that you want, click **OK**. The NBX Messaging tab appears.
- 10 Test your off-site notification settings by leaving yourself a voice mail message.

Additional Notes

- You can use the same notification method for all five attempts, or any combination of methods.
- If your voice mailbox is full and someone tries to leave you a voice mail message, the NBX system does not send you an e-mail notification.
- When you activate the **Telephone Locking** feature on your telephone, the NBX system sends you off-site notification messages only if the notification number (for example, your pager number) is a toll-free telephone number. See [“Telephone Locking”](#) later in this chapter.

Notice Behaviors

These tables explain how the cycle of notice behaviors depends on the method that you select for the **first** attempt. See the definitions as well as [“Resetting the Off-Site Notification Cycle”](#).

■ **If you specify EMail for the first attempt:**

Attempt	Method	Notice Behavior
1	E-mail	<ul style="list-style-type: none"> ■ You receive an e-mail notice for each voice message. ■ Each e-mail notice contains information about the voice message (like time of receipt and the number that called), and the voice message is attached as a WAV file.

and then you configure attempt:

2 through 5 as	E-mail	<ul style="list-style-type: none"> ■ You receive an additional e-mail notice for each voice message. ■ The second e-mail notice contains no information about the voice message (like time of receipt and the number that called) and no WAV file attachment.
2 through 5 as	Pager	<ul style="list-style-type: none"> ■ You receive a pager call for each voice message.
2 through 5 as	VoiceMail	<ul style="list-style-type: none"> ■ You receive a telephone call for each voice message. Follow the prompts to log in and listen to messages, or log in to the NBX NetSet utility.

■ **If you specify Pager or VoiceMail for the first attempt:**

Attempt	Method	Effect
1	Pager or Voice Mail	<ul style="list-style-type: none"> ■ You receive a telephone call or pager call for only the first new voice message.*

and then you configure attempt:

2 through 5 as	E-mail	<ul style="list-style-type: none"> ■ You receive an e-mail notice for only the first new voice mail message.* The e-mail notice contains no information about the voice message (like time of receipt and number that called) and no WAV file attachment.
2 through 5 as	Pager	<ul style="list-style-type: none"> ■ You receive a pager call for only the first new voice message.*
2 through 5 as	Voice Mail	<ul style="list-style-type: none"> ■ You receive a telephone call for only the first new voice message.*

***First new message** means the first voice mail message that arrived at your mailbox since the last time that you logged in to your voice mailbox through a telephone OR through the NBX NetSet utility. Logging in restarts the cycle.

Resetting the Off-Site Notification Cycle

When you log in to your voice mailbox and hang up or log out (regardless of whether you listen to or delete messages), you start the off-site notification cycle again. You will be notified about the next message that comes into your voice mailbox.

Managing Off-site Notification Using the Telephone

To manage your off-site notification settings directly through the telephone:

- 1 Log in to your voice mailbox at your telephone or remotely.
- 2 Press **9**.
- 3 Press **4**, select one of these options, and follow the prompts:

Button	Description
1	Enable off-site notification.
2	Disable off-site notification.
3	Change off-site notification settings.
4	Review current off-site notification settings.
*	Return to the main menu.

Do Not Disturb

When the Do Not Disturb feature is in effect, calls coming in to your telephone immediately go to your default call coverage point without ringing. You set the default call coverage point by logging in to **NBX NetSet > User Information > Call Forward Default**. See [“Forwarding Incoming Calls”](#) in [Chapter 4](#).



If Call Forward All is in effect, it overrides Do Not Disturb. Calls go to the call coverage point defined for Call Forward All in NBX NetSet > User Information > Call Forward Override.

You can use the Feature Code to enable and disable the feature.

When Do Not Disturb is in effect:

- It overrides Call Forward No Answer, Call Forward Busy, and FWD MAIL.
- Your telephone does not ring when it receives an incoming call.
- You can use the telephone to dial outgoing calls.

- You can use the telephone to dial internal and external pages.
- If your telephone is part of a call pickup group, no other telephone in the pickup group can retrieve a call that comes directly in to your telephone. The incoming call goes immediately to the call coverage point (voice mail, auto attendant, or other extension).
- If your telephone is part of an ACD group, a hunt group, or a calling group, incoming calls to the group ring on your telephone. Calls coming in directly to your telephone (not directed to the group) do not ring on your telephone. To prevent every call from ringing, you must enable Do Not Disturb and *also* log out of the group.

To enable and disable Do Not Disturb using the feature code:

- 1 Pick up the handset and press **Feature + 446**.
- 2 Hang up. Your telephone is now in Do Not Disturb mode. The display panel on a 3Com Telephone shows **DO NOT DISTURB**.
- 3 To disable Do Not Disturb mode, repeat steps **1** and **2**.



*To view your current Do Not Disturb setting even if you do not have a 3Com Telephone or if you are away from your desk, log in to **NBX NetSet > User Information > Feature Settings**.*

When Do Not Disturb is activated, you hear the Feature Enabled Tone when you pick up the handset.

Preventing Unauthorized Use of Your Telephone

To prevent others from dialing long-distance or other unauthorized calls from your telephone permanently, ask your administrator to adjust the call permissions schedule for your extension, or you can adjust it temporarily with the **Telephone Locking** feature.

Telephone Locking

To enable and disable the Locking feature using the feature code:

- 1 Pick up the handset and press **Feature + 432**. The display panel on a 3Com Telephone prompts you to enter your password.
- 2 Enter your password + # and hang up.
Your telephone is now locked.
- 3 To turn off this feature, repeat steps **1** and **2**.

Additional Notes

- When Telephone Locking is activated, a person using your telephone can dial only toll-free calls, calls to emergency services (such as 911 in the United States), or calls to telephone numbers that have been programmed in your system as “*internal*” calls.
- Even when Telephone Locking is active on your telephone, your off-site notification choices remain in effect. That is, notification of voice mail messages is sent to the outside telephone numbers or paging numbers that you have specified in **NBX NetSet > NBX Messaging > Off-Site Notification**, even if these numbers are not toll-free.



When Telephone Locking is activated, you hear the Feature Enabled Tone when you pick up the handset.

- You can view your current Telephone Lock setting by logging in to **NBX NetSet > User Information > Feature Settings**.

Call Permissions

Your administrator establishes Call Permissions to control the types of calls that can be dialed from your telephone. The administrator can configure these permissions to change depending on the time of day. For example, your administrator can prevent long-distance calls from being dialed from your telephone outside of business hours.

To view your current call permissions, log in to **NBX NetSet > User Information > Call Permissions**.

Class of Service Override

The **Class of Service Override** feature allows you to apply the features of your own 3Com Telephone temporarily to another 3Com Telephone on the same local network.

Example:

- The telephone in your organization’s conference room is configured so that long-distance telephone calls cannot be dialed from it. You may, however, need to place a long-distance call during a meeting. Using the Class of Service Override feature, you can apply the features of your own telephone to the conference room telephone **for one call only** and dial the call, assuming that your Call Permissions allow you to make long-distance calls from your own telephone.



If your system uses a messaging application other than NBX Messaging, use the documentation for your messaging application instead of these instructions.

To activate the one-call-only Class of Service Override from a 3Com Telephone:

- 1 Pick up the handset.
- 2 Press **Feature + 433**.
- 3 Dial your telephone extension and press #.
- 4 Dial your voice mailbox password and press #.
- 5 When you hear the dial tone, you can dial the call in the same way that you do from your own 3Com Telephone.



When you use Class of Service (CoS) Override, any reports that are generated on the NBX system indicate that the CoS features of your own 3Com Telephone were applied temporarily to the telephone on which you made the call.

Using a Headset

You can use a headset that has a microphone with any telephone on an NBX system.

- For how to use a typical headset and amplifier with the 3Com Basic, Entry, or 3102 Business Telephone, see ["General Headset Instructions"](#) later in this section.

General Headset Instructions

For 3Com Basic, Entry, or 3102 Business Telephone, follow these instructions.



You may need to modify some of these instructions for some headsets or amplifiers. See the instructions that come with your equipment.

To prepare a headset for all calls:

- 1 Insert the cord for the headset amplifier into the handset cord receptacle on the underside of the telephone.
- 2 Insert the cord for the telephone handset into the headset amplifier.
- 3 Put on the headset.
- 4 Pick up the telephone handset and set it on your desk.

To prepare a headset so that you can choose either the handset or the headset for each call:

- 1 Insert the cord for the headset amplifier into the handset cord receptacle on the underside of the telephone.
- 2 Insert both the headset cord *and* the handset cord into the headset amplifier.
- 3 **For headset calls:** Lift the handset off the telephone and leave it off. Use the headset microphone and earphones.

Even when the headset is plugged into the amplifier, you must remove the handset from the cradle to use the headset.

- 4 **For handset calls:** Press the button on the headset amplifier that turns the headset off, pick up the handset, and speak into it.

To manage calls when you are using the headset:

- 1 Put the headset on. When a call comes in:
 - If the handset is on hook, pick it up, set it on your desk, and begin to speak.
- 2 To end a call when you are using a headset:
 - On a 3Com Entry Telephone or an analog telephone, hang up the handset or press **Feature + 111**.

Returning to the Headset After a Long Delay

Certain brands of headsets enter a power-saving mode that prevents the telephone from ringing for one or more calls when *both* of these circumstances are true:

- The headset amplifier buttons for **Mute** and **On** are both set to **On**.
- The handset is off the phone for a long time (for instance, overnight).

It may take a few minutes for your headset to return from the power-saving mode to the active mode when calls first come in, so your telephone may not ring until the headset has returned to active mode, and you may miss a call.

If you plan to not use the headset for a long time (for instance, overnight), 3Com recommends that you set the mute and headset buttons on the amplifier to **Off** and hang up the handset on your

telephone. When you are ready to receive calls again, set up the headset for receiving calls:

- 1** Pick up the handset on your telephone and set it on your desk.
- 2** Put on the headset. On the amplifier, set the headset button to **On**.

6

GETTING MORE FROM YOUR TELEPHONE SYSTEM

This chapter covers these topics:

- [Listening to Your Messages in Your E-mail](#)
- [Account \(Billing\) Codes](#)
- [Caller ID](#)
- [Call Pickup](#)
- [Automatic Call Distribution Groups, Hunt Groups, and Calling Groups](#)
- [Supervisory Monitoring](#)
- [Call Park](#)
- [Paging](#)
- [Configurable Operators](#)
- [Using Message Waiting Indicator to Telephone](#)
- [Dialing a Call to a Remote Office](#)
- [Using Pulse Dialing](#)
- [Additional Applications](#)



If your system uses a messaging application other than NBX® Messaging, use the documentation for your messaging application instead of the instructions in this chapter.



For help on accessing NBX features from an analog telephone, see the NBX Feature Codes Guide in the NBX NetSet™ utility. For how to set up your NBX NetSet utility password the first time, see [Chapter 1](#).

Listening to Your Messages in Your E-mail

You can listen to your voice mail from any computer that allows you to access your e-mail. Your e-mail software application must be IMAP-4 compliant, such as Microsoft Outlook. See your administrator for assistance with this feature.

If you configure your first off-site notification method to send you an e-mail message when you have voice messages, the NBX system sends each voice mail message as a sound-file attachment to an e-mail message. To listen to your messages using your computer, it must have a sound device such as a USB headset or a sound card with either speakers or headphones.

When you delete the e-mail message that contains the attached voice message, you are not deleting the voice message on the NBX system. To delete voice messages from the NBX system, you must access your voice mailbox through the telephone or the NBX NetSet utility.

See [“Off-Site Notification”](#) in [Chapter 5](#) for a discussion of off-site notification behavior.

Account (Billing) Codes

Account Codes allow your administrator to track calls that are associated with an individual client or account. When you dial a call or when you answer your telephone, you dial a numeric account code that allows the NBX system to track time spent on the telephone with a client, perhaps to be associated with a billable account.

You may be forced to enter an account code for outgoing external calls. See **NetSet > Personal Settings > User Information > Call Permissions** to see if you are forced to enter an account code. See **NetSet > Personal Settings > Account Codes** for a list of public account codes.

To enter an account code for an outgoing external call:

- 1 Dial the phone number.

If an account code is required on a 3Com Entry Telephone or analog telephone, you hear silence as the system waits for the required account code.

- 2 Press the # key.
- 3 Dial the account code that has been assigned by your administrator, and then press the # key.

The NBX system records the account code and completes the call:

- On a 3Com Entry Telephone or analog telephone, if the account code is incorrect you may have to dial the phone number, press #, dial the correct account code, and press # again.

To enter an account code at any time before or during an incoming or outgoing call:

- 1 Press **Feature + 888**.
- 2 Dial the account code that has been assigned by your administrator, and then press the **#** key.

The NBX system records the account code and applies it to:

- The next call, if you activate the Account Codes feature before a call arrives at your telephone
- The current call, if you activate the Account Codes feature during a call

Caller ID

Your administrator can set up your NBX system to allow for Internal and External Caller ID or can configure the system so that you can block your identity (telephone number) from anyone you call.

Internal and External Caller ID

The 3Com 3100 Entry Telephone does not display Caller ID.

Calling Line Identity Restriction (CLIR)

On certain NBX systems, if your organization subscribes to Caller ID service from your local telephone company, you can choose to prevent the NBX system from transmitting your Caller ID information to outside parties when you dial a call. Your administrator must enable this feature, called Calling Line Identity Restriction (CLIR), on the NBX system. If this feature is enabled system-wide, you can choose to restrict calls:

- For *all* external (outbound) calls that you dial

OR

- For only the *next* single external (outbound) call that you dial



Your administrator can configure your system so that CLIR is always active, in which case you cannot change the CLIR settings on your telephone to override this option.

CLIR for All External Calls

To enable CLIR-All for all calls from your telephone:

- 1 Pick up the handset, and press **Feature + 889**. The Confirmation Tone plays.
- 2 Dial the number that you want to call.

The NBX system does not send caller ID information on this call or any future calls until you disable this feature.



When CLIR is enabled, you hear the Feature Enabled Tone when you pick up the handset.

To disable CLIR-All:

- 1 Pick up the handset.
- 2 Press **Feature + 889** again. The Confirmation Tone plays.

To view your current CLIR-All setting, log in to **NBX NetSet > User Information > Feature Settings**.

CLIR for Next External Call Only

To enable CLIR for only the next call from your telephone:

- 1 Pick up the handset.
- 2 Press **Feature + 890**. The Confirmation Tone plays.
- 3 Dial the number that you want to call.

When you disconnect the call, the CLIR feature is no longer in effect. If you hang up the handset without making a call, the CLIR-NEXT feature remains active and will apply to the next external call that you make.

Call Pickup

Use the Call Pickup feature to answer a call that is ringing on another telephone. This feature is best arranged in advance when you and another user know that it would be convenient or necessary to answer calls ringing on that user's telephone.

You can answer a call that is ringing on another telephone only if you and that user both are members of the same Call Pickup group or if that user is a member of a Call Pickup group that allows "nonmember pickup." Your administrator configures call pickup groups and can tell you which group you belong to.

To view the list of Call Pickup groups of which you are a member:

- 1 Log in to **NBX NetSet > User Information > Call Pickup**.
- 2 Select the group number that you want to view from the **Group List**, and click **Details** to list the members of that group.

Directed Call Pickup on a Specific Telephone

You can answer a call that is ringing on a specific user's telephone.

Using the feature code:

- 1 Pick up the handset.
- 2 Press **Feature + 455** and the user's extension. The call is directed to your telephone.

Group Call Pickup

You can answer a call that is ringing on a group member's telephone.

Using the feature code:

- 1 Pick up the handset.
- 2 Press **Feature + 456** and the group number. The call is directed to your telephone.

Automatic Call Distribution Groups, Hunt Groups, and Calling Groups

Your administrator can establish formal and informal call centers so that incoming calls can be directed to several telephones that have been associated into automatic call distribution groups, hunt groups, or calling groups.

A *call center* is a general term that refers to any system that accepts incoming calls to a site and ensures that those calls are sent to the proper destination within the site. The call center can be used, for example, as a help desk, a reservations counter, an information hotline, or a customer service center.

If you do not answer, calls that come in to your telephone:

- Through your extension go to the call coverage point that you have set up.
- Through an automatic call distribution group, hunt group, or calling group follow the call coverage path set up by the administrator for that group.

Automatic Call Distribution

Automatic Call Distribution (ACD) distributes calls to agents and queues the calls that have not been answered before a predetermined time expires. The ACD also manages prerecorded announcements to callers, manages individual ACD agents and groups of agents, and provides database reports on both calls and agents.

Calls coming into ACD are distributed according to rules configured by the administrator. An agent becomes available to receive ACD calls by logging in to the ACD group.

To log in to an ACD group using your 3Com Telephone:

- 1 Pick up the handset.
- 2 Press **Feature +** the feature code for the ACD group. Your administrator can tell you which feature code to use.
- 3 Dial the ACD group password. Your administrator can tell you which password to use.
- 4 Press **#** and hang up.

To log out of an ACD group using your 3Com Telephone:

- 1 Pick up the handset.
- 2 Press **Feature +** the feature code for the ACD group.
- 3 Dial the ACD group password.
- 4 Press **#** and hang up.

To log in to an ACD group using the NBX NetSet utility:

- 1 Log in to **NBX NetSet > User Information > ACD Groups**.
- 2 Select the ACD group to log in to.
- 3 Click **Log In**, and then click **Close**.



If you log in to an ACD group and do not answer a call when it rings on your telephone, the system may log you out of the group depending on how the administrator has configured the group.

To log out of an ACD group using the NBX NetSet utility:

- 1 Log in to **NBX NetSet > User Information > ACD Groups**.
- 2 Select the ACD group to log out of.
- 3 Click **Log Out**, and then click **Close**.

Viewing ACD User Status

NBX NetSet > User Information > ACD Groups shows each ACD group that you are a member of. Click each column heading to arrange the information in ascending or descending order.

- **Ext.** — Shows the extension number of the ACD group.
- **ACD Group Name** — Shows the name of the ACD group.
- **Queue** — Shows the number of calls to this ACD group currently in the queue.
- **Answered** — Shows the number of calls that have been answered by this ACD group since NBX system startup.
- **Status** — Shows whether you are currently logged in or out of the ACD group.
- **State** — Shows whether your extension has been locked in to the ACD group. If your extension has been locked into the ACD group, only the administrator can log you out. If your extension is not locked into the ACD group, you can log yourself out.

You can also perform the following actions:

- **Select All** — Select for an action all ACD groups of which you are a member.
- **Log In** — Log in to the selected ACD group (or groups).
- **Log Out** — Log out from the selected ACD group (or groups).
- **Detail** — Opens the *ACD Groups - Status Details* screen, which provides information about a selected group.

Viewing ACD Group Status Details

Click **Detail** in **NBX NetSet > User Information > ACD Groups** to show more detailed information about the agents of this ACD group. Click each column heading to arrange the information in ascending or descending order.

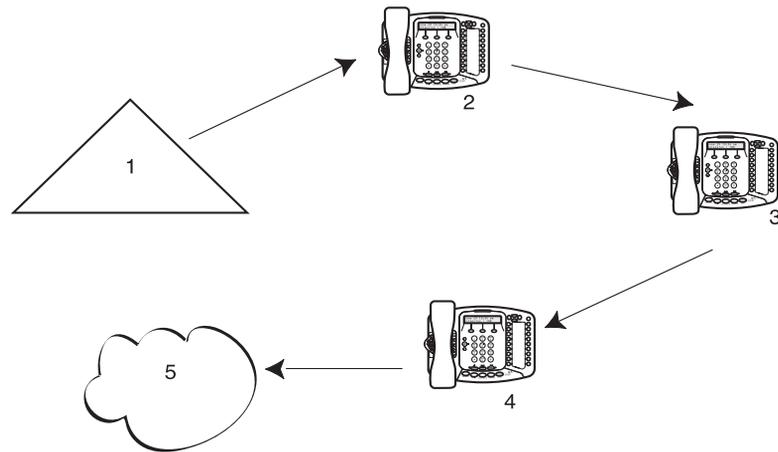
- **Ext.** — Shows the extension number of each agent in the group
- **First Name** — Shows the first name of each agent
- **Last Name** — Shows the last name of each agent
- **Rank** — Shows the order in which calls are routed to agents in the group

- **Status** — Shows whether each agent is currently logged in or out of the ACD group
- **State** — Shows which agents' extensions have been locked in to the ACD group

Hunt Groups

Incoming calls ring to one member of the hunt group. If that member's telephone is in use, or if that member does not answer the call, the system "hunts" for another member of the group until the call is answered or is forwarded to the group call coverage point. For example, if there are no available members of the hunt group, the call might be forwarded to a group mailbox or to the receptionist. [Figure 2](#) shows the path of a call coming into a hunt group.

Figure 2 Sample Hunt Group Configuration



- 1 Incoming Telephone Call
- 2 Telephone #1
- 3 Telephone #2
- 4 Telephone #3
- 5 Group Voice Mailbox

Hunt groups can be static or dynamic:

- If you are in a *static* hunt group, you are always part of that group along with the other group members.
- If you are in a *dynamic* hunt group, you must log in to the group to be part of it.

To log in to a dynamic hunt group using your 3Com Telephone:

- 1 Pick up the handset.
- 2 Press **Feature +** the feature code for the hunt group. Your administrator can tell you which feature code to use.
- 3 Dial the hunt group password and press **#**. Your administrator can tell you which password to use.

To log out of a dynamic hunt group using your 3Com Telephone:

- 1 Pick up the handset.
- 2 Press **Feature +** the feature code for the hunt group.
- 3 Dial the hunt group password.
- 4 Hang up the telephone.

To log in to a dynamic hunt group using the NBX NetSet utility:

- 1 Log in to **NBX NetSet > Hunt Groups**.
- 2 Select the hunt group to which you want to log in.
- 3 Click **Log In**, and then click **Close**.



If you log in to a dynamic hunt group and do not answer a call when it rings on your telephone, the system may log you out of the group depending on how the administrator has configured the group.

To log out of a dynamic hunt group using the NBX NetSet utility:

- 1 Log in to **NBX NetSet > Hunt Groups**.
- 2 Select the hunt group from which you want to log out.
- 3 Click **Log Out**, and then click **Close**.

To log in to all hunt groups of which you are a member:

- 1 Log in to **NBX NetSet > Hunt Groups**.
- 2 Click the **Login all** button.

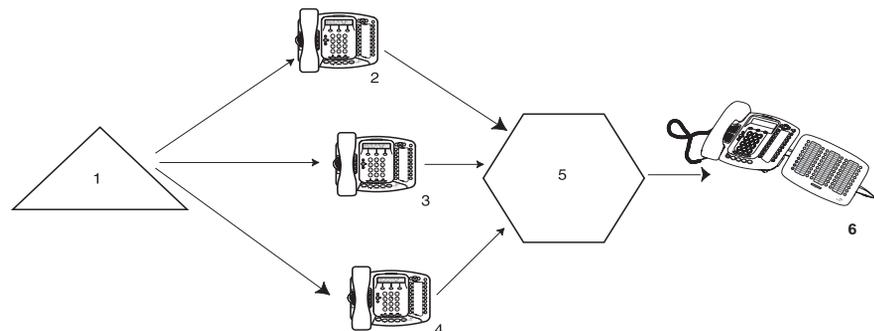
To log out of all hunt groups of which you are a member:

- 1 Log in to **NBX NetSet > Hunt Groups**.
- 2 Click the **Logout all** button.

Calling Groups One type of hunt group is the **Calling Group**. Calling groups allow an incoming call to ring simultaneously on all telephones in a group, for example, a customer service group. To log in to or out of a calling group, follow the steps in [“Hunt Groups”](#) earlier in this chapter.

[Figure 3](#) shows the path of a call coming in to a calling group.

Figure 3 Sample Calling Group Configuration



- 1 Incoming Telephone Call
- 2 Telephone #1
- 3 Telephone #2
- 4 Telephone #3
- 5 After a specified number of rings with no answer
- 6 Receptionist

Group Membership To view the list of users that belong to a group:

- 1 In **NBX NetSet > User Information > Hunt Groups**, select a group.
- 2 Click **Details**.

Supervisory Monitoring

Supervisory monitoring is typically used in call centers to allow supervisors to join a conversation between an agent and a customer to ensure proper customer support. The supervisor's presence may or may not be announced to the agent or customer by a tone. Supervisory monitoring can be used only with incoming calls to Automatic Call Distribution Groups and Hunt Groups. Other calls to and from the agent's telephone are unavailable to the supervisor. The supervisor must provide a password to access the agent's extension during these calls.



Your organization may be legally required to add an announcement to tell callers that their call may be monitored.

Agents — must be logged in as members of an ACD or Hunt Group. Anyone, however, who picks up a call that comes through an ACD or Hunt Group may be monitored like an agent. This includes people who take a transferred call or answer one with call pickup.

Supervisors — are people using the supervisory monitoring password to monitor the ACD or Hunt Group. A call could be forwarded through more than one group; the supervisor must provide the password of the most recent group. The supervisor must use a 3Com Telephone with a display panel and appropriate soft buttons, not a 3Com Entry Telephone, 3Com Cordless Telephone, 3Com 2101 Basic Telephone, or an analog telephone.

Customers — are people who make an incoming call to an ACD or Hunt Group number. It can be an internal or external caller.

Monitor — allows the supervisor to listen to a call.

Whisper — allows the monitoring supervisor to speak to the agent without the customer hearing.

Barge-In — allows the supervisor to speak to both the agent and the customer.

Call Park

Use Call Park to place a call in a “holding pattern” and make it available for another person to pick up from any telephone on the system. Use the internal paging feature, the external paging feature, or both, to announce the call. The recipient can retrieve the call from any 3Com Telephone or analog telephone by dialing the Call Park extension that you give during your announcement.

This feature is useful in any of these circumstances:

- The recipient is elsewhere in the building.
- You want to continue a call on another telephone, for instance, in a conference room for privacy, and transferring the call does not give you enough time to retrieve it.

When you park a call, you assign it a Call Park extension, which anyone can use to retrieve it. [Table 7](#) lists the default Call Park extension numbers. Ask your administrator to verify the Call Park extensions for your location.

Table 7 Default Call Park Extension Numbers

System	Default Extension Numbers
4-digit dial plan	6000 – 6099
3-digit dial plan	601 – 609

If the call is not answered within 5 minutes (default) after it is parked, it rings again at the original telephone. Your administrator can modify the length of this waiting period.

To park a call:

- 1 While you are on a call, press **Feature + 444**.
- 2 Dial a Call Park extension from the list shown in [Table 7](#) or the list of extensions at your location.

If you select a Call Park extension that is already in use, the Error Tone plays. Press the **Feature** button or press and release the hook switch to reconnect to the call and begin again to park the call on another extension. If you hang up with the Error Tone, the original call rings back to your telephone.

To notify another user about the parked call:

- From a 3Com 3100 Entry Telephone, press and release the hook switch. When you hear the dial tone, dial the user's extension, or use the paging feature. See "[Paging](#)" next for details.

To retrieve a parked call:

- 1 Pick up the handset of any telephone on the system.
- 2 Dial the Call Park extension that was assigned to the call.

Paging

Paging is the general term used to describe the act of broadcasting a voice message through audio speakers.



The 3Com 3100 Entry Telephone does not have a speaker. You can broadcast pages to other 3Com Telephones on your system that do have

speakers. You cannot receive pages or be a member of a zone paging group.

You can:

- Page all extensions with speakers on the system
This method uses default codes in [Table 8](#).
- Page a subset of all extensions on the system, called a *zone*.
This method uses extensions that the administrator configures for this purpose.

Each method allows you to broadcast a message to different destinations, depending on your location and equipment.



Do not press the **Feature** button before you dial the Paging code.

Paging the System

When you page the system, you broadcast a message to *all* internal extensions with speakers, to a Public Address (PA) system, or to both simultaneously. Paging codes, as described in [Table 8](#), have default values for each destination.

Table 8 Paging Codes

Feature	3-digit dial plan (default codes)	4-digit dial plan (default codes)
External Paging Broadcast an announcement over a public address system that has a paging amplifier and speaker system that is connected to your NBX system	620	6200
Internal Paging Broadcast an announcement through the speakers on all NBX Telephones with speakers on your system except those that have been set to Do Not Disturb.	621	6201
Simultaneous Paging Broadcast an announcement externally and internally at the same time.	622	6202

To page, perform the following steps using your 3Com Telephone:

- 1 Pick up the handset.
- 2 Dial the appropriate paging code on your system.
- 3 Speak the broadcast message into your handset and hang up.

Paging Zones A page zone is a subset of internal extensions to which you can direct a broadcast using a configured extension. You can page a zone, a P.A. system, or both the zone and the P.A. system simultaneously. Zone extensions are configured by the administrator.

To discover the page zone extensions on your system:

- 1 Log in to **NBX NetSet > Personal Information > User Information > Page Zones**.

The NetSet utility lists the existing page zones and their extension numbers.

- 2 Click **Details** to list the members of each zone.



You can view zone memberships only if the administrator authorizes you to do so.

To page a zone, a P.A. system, or both, perform the following steps using your 3Com Telephone:

- 1 Pick up the handset.
- 2 Dial the appropriate extension to page the zone.
- 3 Speak the broadcast message into your handset.
- 4 Hang up.



3Com Cordless Telephones, 3Com Entry Telephones, and analog telephones can initiate but cannot receive a zone page.

Configurable Operators

The Configurable Operators feature gives a caller who is directed to voice mail the option of going to another destination.

You can configure your own operators for those who call your extension (if the administrator allows it), and you can also use this feature as a caller to another device.

How Configurable Operators Work

Following is a brief description of how the system directs a caller from your voice mail to operators that you designate:

- 1 If you do not answer a call, the system invokes your voice mail.
- 2 The caller listens to your prerecorded voice mail message, which includes the instruction to press an access digit (**0** or **9**) in order to reach the appropriate operator.



When you employ a configurable operator, you must re-record your personal voice mail greeting to tell callers that an operator is available to them if they press the appropriate access digit during the voice mail greeting.

- 3 The caller presses **0** or **9**.
- 4 The call is redirected to the operator that you designated.

The caller can leave a message, and then press **0** or **9** to transfer to a configured operator.

Configuring the Operators

You can view the operators' settings, and modify those settings if your administrator allows it.

The operator's call-handling rules (such as call coverage) may apply to the voice mail caller. Also, you must have external-to-external permissions in order for transfers to external phone numbers to complete successfully.



If you or the administrator do not configure operator destinations, the system directs an operator-bound caller to extension 501.

Viewing Your Operator Permissions

To find out if you have permission to configure operators:

- 1 Log on to **NetSet > User Information > Call Permissions**.

Your current permissions to configure the System Operator and the Personal Operator appear in the **User Information** window.

Configuring the Operator Destinations

To configure your own destinations for System and Personal Operator:

- 1 Log on to **NetSet > NBX Messaging > Personal Operators**.
The current System Operator and Personal Operator extensions and access digits appear. If the administrator has given you the appropriate configuration permissions, the extensions appear in editable text boxes.
- 2 Edit the destinations to include the appropriate extensions.
The operator destination text string cannot exceed 16 characters.
- 3 Click **Apply** to make the changes and keep this screen open, or click **OK** to make the changes and close the screen.



*If you clear an operator destination (using the **Clear** check box), calls directed to that operator are directed instead to the default system operator (extension 501).*

Using Message Waiting Indicator to Telephone

The Message Waiting Indicator (MWI) to Telephone allows a user to light a status button next to a programmable access button and leave a call back number on another telephone. This feature is distinct from voice mail in that the telephone does not ring and there is no voice mail message. The light appears next to the Access button, not the message waiting light used for voice mail. **Example:** A principal can use this feature to notify a teacher, without interrupting the class, to call the office as soon as possible.

Sending an MWI Message

You can send an MWI message to any telephone on your NBX system that has an MWI Retrieve button enabled. Sending an MWI message turns on the light on the target telephone if it is not already lit, and leaves your telephone number as a callback number.

You cannot send an MWI message to:

- Telephones that do not have an MWI Retrieve button enabled or that have reached their MWI message limit (30)
- Remote NBX systems over external line
- Calling Groups, Hunt Groups, or ACD Groups

To send an MWI message:

- 1 Pick up the handset, and press **Feature + 412**. The Feature Entry Tone plays.
- 2 Dial the extension that you want to call and press **#**.
- 3 The display panel on your 3Com Telephone shows **Success**. The Confirmation Tone plays.

Retrieving an MWI Message

To receive and retrieve an MWI message, you must have a 3Com Telephone with a display panel and a programmable access button with status light configured (by your administrator) for MWI Retrieve.



A 3Com Entry Telephone cannot receive an MWI message. An analog telephone cannot receive an MWI message.

Cancelling an MWI Message

After you have sent an MWI message, you can cancel it and remove it from the list on the target telephone. If it is the only unattended MWI message on the target telephone, cancelling it turns off the MWI light. You can cancel an MWI message only from the same extension from which you sent the MWI message.

To cancel an MWI message:

- 1 Pick up the handset and press **Feature + 413**. The Feature Entry Tone plays.
- 2 Dial the extension to which you sent the MWI message that you want to cancel and press **#**.
- 3 The Confirmation Tone plays.

Dialing a Call to a Remote Office

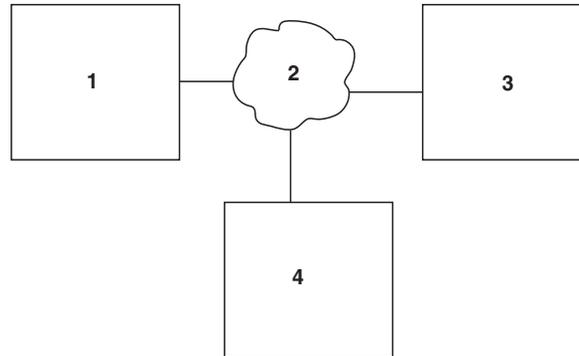
You can dial calls between sites in your organization that are separated geographically but that are linked by a Wide Area Network (WAN) connection. Each site must have an NBX system. Typical configurations are described in the next sections.

Using Unique Extensions

In the sample network shown in [Figure 4](#), everyone in the entire organization has a *unique* telephone extension. Whenever you make a call to an extension that is not located at your own site, your NBX system sets up a connection to the NBX system at the other extension's site.

In this example, to call a user in Dallas, a user in Chicago dials a Dallas extension (3000 through 3999). The dial plan on the Chicago NBX system sets up the necessary connection to the Dallas NBX system and then to the extension at that site.

Figure 4 Using Unique Extensions to Dial Remote Offices

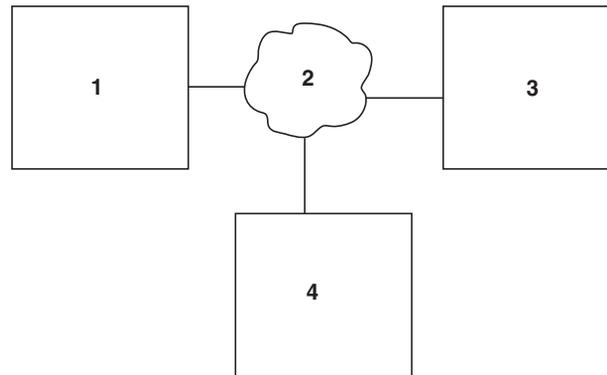


- 1 NBX System in Chicago
Extensions: 1000–1999
- 2 Wide Area Network (WAN)
- 3 NBX System in Atlanta
Extensions: 2000–2999
- 4 NBX System in Dallas
Extensions: 3000–3999

Using Site Codes

If some users have *overlapping* telephone extensions, your administrator can configure your telephone system to use *site codes* for you to dial people at remote offices. Your administrator chooses the site codes for your system. In this example, you dial a site code first, followed by the extension at the site.

For example, as shown in [Figure 5](#), to call someone in Atlanta, a user in Chicago dials the site code 62 and then the appropriate extension (1000 through 3999). To reach a user in Dallas, a user in Chicago dials 63 and then the appropriate extension (1000 through 3999). The site code prevents conflicts between the remote extension number and a duplicated extension number at the local site (Chicago).

Figure 5 Using Site Codes to Dial Remote Offices

- 1** NBX System in Chicago
Extensions: 1000–3999
Site Code: 61
- 2** Wide Area Network (WAN)
- 3** NBX System in Atlanta
Extensions: 1000–3999
Site Code: 62
- 4** NBX System in Dallas
Extensions: 1000–3999
Site Code: 63

Using Pulse Dialing

In some locations, analog telephone users must dial telephone calls using *pulse* dialing instead of *tone* dialing (also called *Dual Tone Multi Frequency*, or *DTMF*, dialing).



Your administrator must configure the Analog Line Card ports for pulse dialing.

Examples:

- Some of your telephone lines are provided by a telephone company that supports only pulse dialing while other lines are provided by a different telephone company that supports DTMF dialing.
- Your organization's telephone service provider offers low-cost, pulse-dialing-only service.

- In some situations, you must switch to DTMF dialing during a call. For example, if your call is answered by an automated attendant that requires that you enter information from your telephone keypad, you must typically enter the information using DTMF dialing.

To change from pulse dialing to DTMF during a call:

- 1 Press **Feature + 891**.
- 2 Your connection is switched from pulse to tone (DTMF) for the remainder of the call. When you hang up, the port you were using on the Analog Line Card reverts to pulse dialing mode.

You can configure a personal speed dial in the NBX NetSet utility to dial a number in pulse dial mode and then to switch to DTMF. Use the left angle-bracket character (<) in the NBX NetSet utility as the command to switch to DTMF mode. You can also include the digits that you want the system to dial after it switches to DTMF. The system dials any digits after the < using DTMF tones. When you hang up, the port that you were using on the Analog Line Card reverts to pulse dialing mode.

For additional information about programming speed dials, see [“Personal Speed Dials”](#) in [Chapter 5](#).

Additional Applications

These software applications are available on the *NBX Resource Pack CD*:

- NBX Call Reports *
- NBX TAPI Service Provider (NBXTSP)
- NBX Desktop Call Assistant *
- Complement Attendant Software *
- Palm Dialer
- pcXset™ Soft Telephone *
- NBX Media Driver



* Applications with a * have been tested with Windows XP Home Edition and Windows XP Professional Edition.

7

FEATURE CODES

This chapter describes how to use feature codes with the 3Com® Telephones. It covers these topics:

- [NBX Tones](#)
- [Feature Codes with 3Com Telephones](#)
- [Using Feature Codes](#)



For help on accessing NBX® features from an analog telephone, see the NBX Feature Codes Guide in the NBX NetSet™ utility.

NBX Tones

As you use your 3Com Telephone to receive voice mail and use the feature codes on the NBX system, you hear these tones:

- **Dial Tone** — When you lift the receiver to place a call or begin using one of the features, you hear the normal Dial Tone (except for the circumstance described in the next bulleted item).
- **New Messages Dial Tone** — When your voice mailbox has either new or unsaved messages and you pick up your handset, you hear the New Messages Dial Tone (a repeated short tone, also called the “stutter” tone) until you delete or save every message. Your administrator can turn the New Messages Dial Tone on or off.
- **Feature Entry Tone** — When you lift the handset and press the **Feature** button to begin using one of the features, you hear the Feature Entry Tone, which is a steady sound at a lower pitch than the normal dial tone. You must enter data, for instance a feature code number, your password, or an extension, as specified in [Table 9](#).
- **Confirmation Tone** — After certain steps, as when you add a party to a conference call, you hear a short Confirmation Tone or “beep,” which confirms that you have completed the action.
- **Error Tone** — You hear the “fast busy” tone, also called the “congestion” tone, when no circuits are available. In addition, you

hear the Error Tone if you make an error such as trying to enter an unsupported feature code, an invalid extension, or an invalid password. Hang up and start the feature code sequence again.

- **Feature Active Tone — Example:** You activate one of the “persistent” features, for instance, you lock your telephone, and then hang up. The next time that you pick up the handset on your analog telephone, you hear the Feature Active Tone. This pair of tones, a sound followed by a higher sound, is repeated to remind you that you have enabled one of these features:
 - Caller ID Restriction — All
 - Do Not Disturb
 - Forward All Calls to Voice Mail (that is, to your call coverage point)
 - Lock or Unlock Your Telephone
 - Call Forward All
 - Call Forward Busy
 - Call Forward No Answer

These features are “persistent,” that is, each one remains active until you turn it off, as described in [Table 9](#).

If you forget which of the persistent features you have activated on your telephone, log in to **NBX NetSet > User Information > Feature Settings**. See “[NBX NetSet Utility](#)” in [Chapter 1](#) for information on how to log in to the NBX NetSet utility.



*Exception: If you have activated one or more persistent features **and** your mailbox has messages, you hear the New Messages Dial Tone whenever you pick up the handset until you have deleted all messages.*

Feature Codes with 3Com Telephones

A large number of telephone features are available by pressing the **Feature** button on a 3Com Telephone and entering a three-digit feature code. These feature codes are listed in [Table 9](#).

- If your telephone does not have a button programmed for Feature, ask your administrator to program one.
- Because your administrator determines whether some of the features that are described in this chapter are available for your telephone or for the entire system, some of these features may not be available to you.

3Com Entry Telephone

Some of the features that are listed in [Table 9](#) are available by using Hook Flash on 3Com Entry Telephone like **Hold**, **Transfer**, and **Conference**. See [“Hook Switch Features”](#) in [Chapter 2](#).

For all other NBX features, use the preprogrammed **Feature** button and the feature codes listed in [Table 9](#).

Using Feature Codes

Follow these steps to use NBX feature codes:

- 1 Pick up the handset.
- 2 Press the **Feature** button.
- 3 Dial the feature code and any additional values as specified in [Table 9](#).
- 4 Hang up when your call is complete or you have activated the features that you want.

Table 9 NBX Feature Codes

Feature	Feature Code	See
Account Codes	F + 888 + account code + # + telephone number	“Account (Billing) Codes” in Chapter 6
ACD, Hunt, and Calling Groups	F + feature code for the group + group password + #	“Automatic Call Distribution Groups, Hunt Groups, and Calling Groups” in Chapter 6
Call Forward All	F + 465	“Forwarding Incoming Calls” in Chapter 4
Call Forward Busy	F + 467	“Forwarding Incoming Calls” in Chapter 4
Call Forward No Answer	F + 466	“Forwarding Incoming Calls” in Chapter 4
Call Park — Park a Call	F + 444 + one of the Call Park extensions for your NBX system	“Call Park” in Chapter 6
Call Pickup — Directed	F + 455 + the extension of the ringing telephone	“Call Pickup” in Chapter 6
Call Pickup — Group	F + 456 + call pickup group number	“Call Pickup” in Chapter 6
Caller ID Restriction (CLIR — All) — On/Off	F + 889	“Caller ID” in Chapter 6
Caller ID Restriction (CLIR — Next Call)	F + 890	“Caller ID” in Chapter 6

Table 9 NBX Feature Codes (continued)

Feature	Feature Code	See
Class of Service Override	F + 433 + your own extension + # + your password + # + the outside party's number	"Class of Service Override" in Chapter 5
Conference Call — Add	F + 430 + telephone number + F + 430	"Establishing a Conference Call" in Chapter 4
Conference Call — Drop	F + 431	"Establishing a Conference Call" in Chapter 4
Direct Mail Transfer	F + 441 + other person's extension + hang up	"Direct Mail Transfer" in Chapter 4
Do Not Disturb — On/Off	F + 446	"Do Not Disturb" in Chapter 5
Flash	F + 260	If your NBX system is connected to a Central Office by one or more Analog Line Card ports, and if the CO provides your organization with a feature such as Call Waiting that requires a flash signal, use this sequence to signal the CO to put the existing call on hold and toggle to the call that is waiting. To return to the first call, repeat F + 260.
Forward All Calls to Voice Mail — On/Off	F + 440	"Other Ways to Manage Your Voice Mail Messages" in Chapter 3
Lock Your Telephone — On/Off	F + 432 + password + #	"Preventing Unauthorized Use of Your Telephone" in Chapter 5
Message Waiting Indicator to Phone — Send	F + 412	"Using Message Waiting Indicator to Telephone" in Chapter 6
Message Waiting Indicator to Phone — Cancel	F + 413	"Using Message Waiting Indicator to Telephone" in Chapter 6
Password — Set Initially	F + 434 + new password + # + repeat your new password + #	"Setting Up Your Password and Voice Mail for the First Time" in Chapter 1
Password — Change	F + 434 + current password + # + new password + # + repeat your new password + #	"Setting Up Your Password and Voice Mail for the First Time" in Chapter 1
Pulse to Tone	Make or receive a call + F + 891	"Using Pulse Dialing" in Chapter 6
Redial	F + 401	"Dialing a Call" in Chapter 4
Release	F + 111	"Using a Headset" in Chapter 5
Speed Dial — Personal List	F + personal speed dial number	"Speed Dials" in Chapter 5
Speed Dial — System-Wide List	F + system-wide speed dial number	"Speed Dials" in Chapter 5
Transfer	F + 420 + telephone number + F + 420	"Transferring a Call" in Chapter 4

Table 9 NBX Feature Codes (continued)

Feature	Feature Code	See
Volume Up or Down	F + 102 to raise the sound or F + 103 to lower the sound	"Setting the Volume" in Chapter 4

A

TELEPHONE INSTALLATION AND MAINTENANCE

This chapter covers these topics:

- [Connecting the Telephone](#)
- [Attaching the 3100 Support Bracket](#)
- [Moving Your Telephone](#)
- [Swapping Telephones](#)
- [Cleaning Your Telephone](#)
- [Troubleshooting Problems](#)

Connecting the Telephone

Although the connector layout varies between telephones, all 3Com Telephones and attendant consoles use these symbols to identify the connectors:



- Power connection for an AC power adapter.



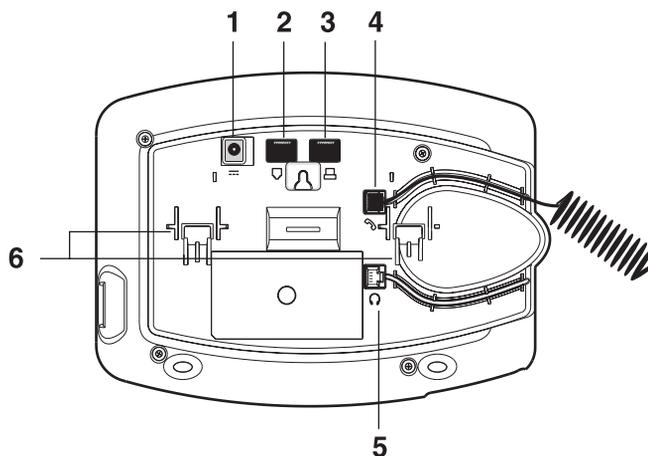
Network connection. Connects the device to the network. A powered Ethernet cable that conforms to the Power over Ethernet (IEEE 802.3af) standard is acceptable for:

- 3Com 3100 Entry Telephones
- 3Com 3101 Basic Telephones
- 3Com 3102 Business Telephones
- 3Com 3103 Manager's Telephones
- 3Com 3105 Attendant Consoles
- Older 3Com telephones that include "PE" in the part number



Handset connector.

[Figure 6](#) shows underside of the 3Com 3102 Business Telephone. Connection details for each type of 3Com device are listed on the packing sheet that is shipped with the device.

Figure 6 Underside of the 3Com 3102 Business Telephone

CAUTION: The NBX system operates over the LAN, not through traditional telephone wiring. Your telephone connects to the NBX system through an RJ-45 LAN connector instead of an RJ-11 telephone connector. Your telephone will not work unless it is connected properly. Ask your administrator if you have questions about your telephone connection.

The underside of a 3Com Telephone or attendant console includes:

- 1 AC power adapter connection.
- 2 Ethernet connector for connection to the LAN.
- 3 Ethernet connector for an optional connection to your desktop computer. Not on 3100.
- 4 Handset connector
- 5 Headset connector (3102 and 3103 only)
- 6 Tabs for the support bracket



- For information about the underside of each 3Com Telephone, and for information about how to connect any 3Com Telephone or Attendant Console to a Power over Ethernet source, see the packing sheet that comes with the device.
- The following device support brackets have built-in strain relief clamps: 3101, 3102, 3103, 3105, and 3100.

Attaching the 3100 Support Bracket

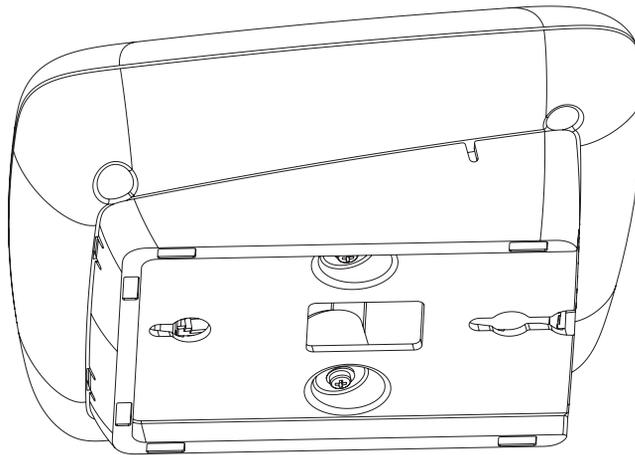
The 3100 support bracket is common to the following devices:

- 3Com 3100 Entry Telephone

The 3100 support bracket can be attached in desktop or wall mount positions. Tabs on the underside of the telephone slip into slots on the bracket, and the opposite mounting points snap into place. Secure the bracket to the telephone with screws.

Desktop Position In [Figure 7](#), the support bracket is installed in the desktop position.

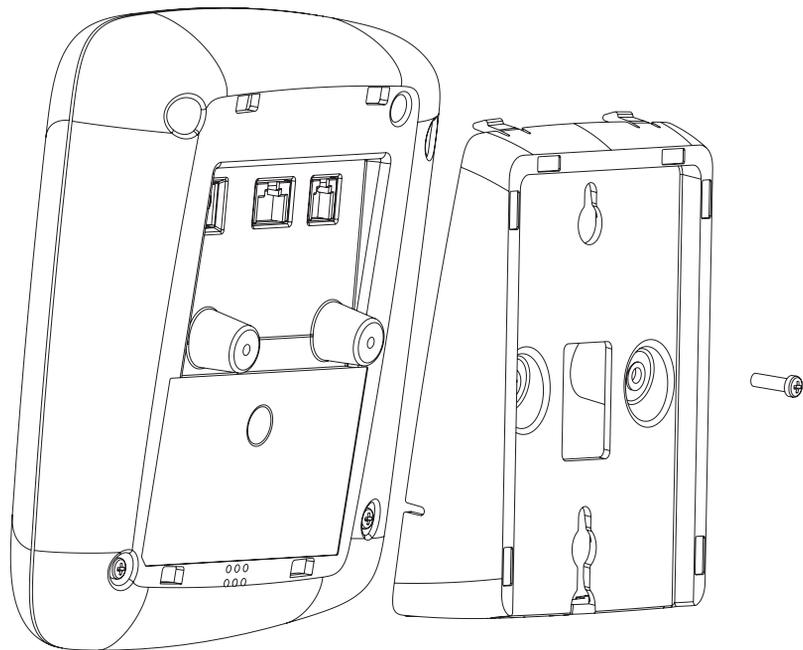
Figure 7 Desktop Position



Wall-Mount Position To mount the telephone on a wall, reverse the bracket on the telephone.

[Figure 8](#) shows how to install the support bracket on an 3Com 3100 Entry Telephone in the wall-mount position. Safe wall mounting requires 3/4-inch drywall and 1.5-inch drywall screws.

Figure 8 Wall-Mount Position



Moving Your Telephone

All 3Com Telephones have the Automatic Telephone Relocation feature. Each telephone has a unique “address.” You can move your telephone to another location, connect it to any Ethernet jack on the LAN, and still maintain all of your personalized features, speed dials, and extension number.

Swapping Telephones

Because your extension number and personal settings are associated with your physical telephone, only your administrator can move phone extension settings from one telephone to another.

Cleaning Your Telephone

Always unplug your telephone from the power source and from the network before you clean it. Use a soft cloth dampened with mild detergent.



WARNING: Failure to unplug the telephone before you clean it could result in electrical shock.

Troubleshooting Problems

[Table 10](#) lists possible problems that you may encounter and the most likely solutions. Where possible, each solution refers to the section in this guide where you can find detailed information.

Table 10 Possible Problems

Possible Problem	Suggested Solutions
My telephone has no dial tone.	<ul style="list-style-type: none"> ■ Verify that the power cord is fully inserted in the correct connector on the underside of the telephone. Use the strain relief tab to prevent the cord from becoming unplugged. ■ Verify that each Ethernet cable is connected and that each cable is in the proper connection. ■ Remove and add power to the telephone by unplugging the power cord at the electric outlet and plugging it back in. ■ If the telephone is powered through a powered Ethernet cable, make sure that power is applied to the cable at its source.
My telephone has "locked up."	<ul style="list-style-type: none"> ■ Your telephone has lost the connection to the system. Remove the Ethernet cord from the jack, and then re-insert it into the jack. ■ Wait a few seconds. If the telephone still appears to be locked, disconnect the electrical power for your telephone, and then plug it back in.
Callers cannot leave messages on my voice mail.	<ul style="list-style-type: none"> ■ Your mailbox may be full. Log in to your voice mailbox and delete some messages. ■ Your telephone may be set up for Greeting Only Mailbox. Log in to NBX NetSet > NBX Messaging and clear the Greeting Only Mailbox checkbox.
When I park a call, an error tone plays.	You have selected a Call Park extension that is already in use. Try another Call Park extension. Your administrator can add additional Call Park Extensions. For details, see " Call Park " in Chapter 6 .

Table 10 Possible Problems (continued)

Possible Problem	Suggested Solutions
When I dial 9 or 8 to access an outside line, an error tone plays.	No outside lines are available. Try again in a few minutes.
After I call another user in my organization, I hear a tone but no ringing.	The other user may have the Hands Free Active on Intercom feature enabled. Begin speaking after you hear the tone.
On my 3Com Business Telephone or 3Com Manager's Telephone, all incoming internal calls come over my speaker phone.	You have the Hands Free Active on Intercom feature enabled.
When I try to access the NBX NetSet utility, I do not get a response after I type the NBX system's IP address and press Enter .	Ask your administrator to verify the IP address that you typed into your web browser.
I am unable to log in to the NBX NetSet utility.	You must set up your voice mail before you can use the NBX NetSet utility. Press the Message button. The prompts guide you through the setup. Then use your voice mail password to access the NBX NetSet utility. If you are on an analog telephone, see "Setting Up Your Password and Voice Mail for the First Time" in Chapter 1 .
My telephone is not forwarding my incoming calls to my voice mailbox.	In NBX NetSet > User Information > Call Forward Default , verify that you have selected Forward to Voice Mail as your call coverage point. For details, see "Forwarding Incoming Calls" in Chapter 4 .
I try to pick up a call ringing on another telephone using Directed Call Pickup, but it fails.	The telephone that you are using to pick up the call may not be in the same group as the telephone that is ringing and the telephone group to which the ringing telephone belongs does not allow nonmember pickup. See "Call Pickup" in Chapter 6 .
My telephone keeps ringing after I pick up the handset.	<ul style="list-style-type: none"> ■ Your telephone may have lost connection to the system immediately after a call came in. Remove the Ethernet cord from the jack, then re-insert it into the wall jack. ■ Wait a few seconds. If the telephone continues to ring, disconnect the electrical power for your telephone, and then plug it back in.
I dial an external call but nothing happens.	You may be required to enter an account code to complete the call. See "Account (Billing) Codes" in Chapter 6 .

INDEX

A

- account codes and billing codes 64
 - feature code 85
- ACD 67
 - and the Do Not Disturb feature 57
 - feature code 85
- administrator, definition 8
- agent (supervisory monitoring) 73
- all calls, forwarding 39
- analog telephones on an NBX system 11
- announcements, broadcasting 74, 76
- answering calls 37
- applying your call permissions to another telephone 58
- Auto Attendant, definition 8
- automatic call distribution (ACD) 67
 - feature code 85
- automatic telephone relocation 49

B

- billing and account codes 64
 - feature code 85
- blocking
 - internal and external ID 65
 - unauthorized outbound calls 57
- bracket
 - 3100, telephone support 91
- branch offices, calling 79
- broadcasting announcements 74, 76
- busy line (call forwarding) 39
- buttons
 - 3100 Entry Telephone 18

C

- call centers 67
- call coverage point 38

- call forward
 - all calls 39
 - busy line 39
 - call coverage point 38
 - default 39, 41
 - feature codes 85
 - override 43
 - precedence 43
 - problems with 94
 - ring no answer 39
- call park
 - default extensions 73
 - feature code 85
 - introduction 73
 - retrieving a parked call 74
- call permissions
 - applying yours to another telephone 58
 - introduction 58
- call pickup
 - directed 67
 - feature codes 85
 - group 67
 - introduction 66
 - problem 94
- caller ID
 - feature code 85
 - identity restriction 65
 - restricting on outbound calls 65
- calling groups
 - and the Do Not Disturb feature 57
 - feature code 85
 - overview 67
 - sample configuration 72
- Calling Line Identity Restriction (CLIR) 65
 - feature codes 85
- Class of Service (CoS) override 58
 - feature code 86
- cleaning telephones 93
- CLIR 65
 - feature codes 85
- codes
 - account and billing 64
 - feature codes 83
 - NBX Feature Codes Guide 7

conference calls
 adding parties 46
 dropping last party 47
 feature code 86
 introduction 46
 configurable operators 77
 confirmation tone 83
 connecting a headset
 general 59
 connecting telephones 49, 92
 caution, RJ-45 versus RJ-11 jacks 90
 electrical power 89
 conventions, documentation 8
 creating voice mail messages 29
 customer (supervisory monitoring) 73

D

dial tone 83
 troubleshooting a 3Com Telephone 93
 dialing calls
 other methods 38
 redial 38
 release with headset 59
 switching from pulse to tone 81
 direct mail transfer
 feature code 86
 overview 45
 directed call pickup 67
 Do Not Disturb Feature
 and call forwarding 43
 Do Not Disturb feature 56
 feature code 86
 dual tone multi-frequency (DTMF) dialing 81
 dynamic hunt groups 71

E

electrical shock, avoiding 93
 e-mail
 getting voice mail messages in 34
 notification of voice mail messages 52
 error tone 83
 External Paging
 dial code 75
 external telephone calls, dialing 38

F

feature active tone 84
 Feature button
 3100 Entry Telephones 18
 feature codes 83

Feature Codes Guide in NBX NetSet utility 11
 feature entry tone 83
 feature settings
 Call Forward All 39
 Call Forward Busy 39
 Call Forward No Answer 39
 CLIR-All 66
 Do Not Disturb 57, 58
 Forward Calls to Mail 40
 flash, feature code 86
 forgot my password 22, 24
 Forward to Voice Mail 39, 86
 forwarding calls
 all calls 39
 directly to another user's mailbox 45
 no answer 39
 to your call coverage point 38
 to your voice mailbox 38
 to your voice mailbox from an Entry
 Telephone 40
 unanswered calls 38
 forwarding voice mail messages 28
 FWD MAIL 39

G

Greeting-Only mailboxes 34
 group call pickup 67
 group lists, personal voice mail
 creating 30
 modifying 31
 group voice mailbox 35

H

handset volume 47
 headset
 using 59
 volume 48
 hold
 3100 Entry Telephone 44
 introduction 44
 hunt groups
 and the Do Not Disturb feature 57
 calling groups 72
 dynamic 71
 feature code 85
 introduction 70
 logging in to or out of 71
 sample configuration 70
 static 70

I

- icons in the NBX NetSet utility
 - navigation 14
 - shortcuts 14
- icons, display panel
 - locked telephone 57
- incoming calls
 - ACD groups 67
 - answering 37
 - calling groups 70
 - forwarding directly to another user's mailbox 45
 - hunt groups 70
 - transferring 44
- indicators of voice mail messages
 - off-site notification 52
 - on your phone 24
- installing telephones 89
- intercom
 - internal paging 74, 76
- internal caller ID 65
- internal calls, dialing 38
- Internal Paging
 - dial code 75

J

- jack, Ethernet 49

L

- length of voice messages 22
- listening to messages 24
 - from remote telephones 25
- lists
 - modifying personal voice mail group lists 31
 - personal voice mail group lists 30
 - printing speed dials 52
- locking your telephone
 - blocking unauthorized calls 57
 - feature code 86
 - off-site notification restriction 54
- long-distance calls, preventing 57

M

- mail group lists
 - personal 30
 - system 30

- mailboxes
 - greeting-only 34
 - group 35
 - phantom 35
 - setting up personal 11
- maintenance, telephone 89
- Message button
 - 3100 Entry Telephones 18
- message waiting indicator for voice mail
 - analog telephones 24
- message waiting indicator to telephone 78
 - cancelling 79
 - feature codes 86
 - retrieving 79
 - sending 78
- message waiting indicators
 - 3100 Entry Telephones 18, 24
- messages
 - creating and sending 29
 - forwarding 28
 - listening, from a remote location 25
 - listening, from telephone 25
 - listening, NBX NetSet utility 24
 - maximum length 22
 - private 33
 - replying to 27
 - sending 29
 - urgent 33
- Messaging, NBX 21
- monitoring, supervisory 72
- moving telephones 50, 92
- MWI
 - See message waiting indicators

N

- name announcement
 - changing 23
 - setting the first time 12
- NBX Entry Telephone
 - 3100 17
- NBX Messaging 21
- NBX NetSet password
 - changing 12
 - forgotten 12
 - initial 12, 14
 - overview 22
- NBX NetSet utility
 - getting started 14
 - listening to messages 24
 - overview 13
 - problems with 94
- new messages dial tone 83

notification, off-site 52

O

off-site notification 52
 managing using the telephone 56
 operators
 configuring 77
 viewing 77
 outbound calls
 dialing 38
 speed dials 50

P

page zones
 extensions 76
 pager, off-site notification 52
 paging 74
 required equipment 74, 76
 to announce a parked call 73
 zones 76
 parking a call
 feature code 85
 overview 73
 retrieving a parked call 74
 passwords
 changing in the NBX NetSet utility 14
 changing on the telephone 22
 feature codes 86
 forgotten 22, 24
 security tips 23
 permissions
 allowed calls 58
 viewing your call permissions 58
 persistent features 84
 personal greeting
 changing 23
 selecting 23
 setting the first time 12
 personal speed dial numbers 50
 personal voice mail group lists
 creating 30
 modifying 31
 phantom mailboxes 35
 picking up calls 66
 feature codes 85
 position, wall-mount bracket 92
 printing speed dial lists 52
 private messages 33
 problems, solving 89
 public address system 74, 76

pulse dialing 81
 feature codes 86

Q

Quick Reference sheets 15

R

receptionist
 definition 8
 redialing calls 38
 feature code 86
 release, feature code 86
 releasing calls with headset 59
 relocating telephones 92
 remote notification 52
 remote offices, calling 79
 replying to voice mail messages 27
 ring no answer (call forwarding) 39
 ringer
 tone, choosing 50
 volume 47
 ringing
 Do Not Disturb 56
 RJ-11 jack caution, avoiding use with 3Com
 Telephones 90
 RJ-45 jack caution, using instead of RJ11 90

S

security
 passwords 22, 23
 preventing unauthorized outbound calls 57
 sending messages 29
 shared telephone lines
 hunt groups 67
 Simultaneous Paging
 dial code 75
 site codes 80
 sound volume
 3100 Entry Telephones 19
 speaker phone
 problems with 94
 using 38
 speed dials 50
 personal speed dial numbers 50
 printing lists of 52
 system-wide speed dial numbers 51
 supervisory monitoring 72
 supervisor 73
 support bracket
 3100, attaching 91

system voice mail groups 30

T

telephone maintenance 89
 telephone number, for off-site notification 53
 telephone support brackets
 3100 91
 telephones
 cleaning 93
 connecting 89
 mounting 3100 91
 moving and swapping 92
 time-of-day calling restrictions 57
 toll calls, preventing others from dialing 58
 tone dialing 81
 tones, 3Com Telephones 83
 tones, ringer selection 50
 transferring calls 44
 feature code 86
 troubleshooting
 introduction 89
 list of possible problems 93

U

unauthorized use of telephone, preventing 57
 urgent messages 33
 user, definition 8

V

voice mail
 accessing through e-mail 34
 changing your password 22
 components 21
 creating messages 29
 forwarding 28
 greeting-only mailbox 34
 group mailboxes 35
 groups 30
 indicators 24
 initializing 11
 listening remotely 25
 listening to messages 24
 maximum message length 22
 password security tips 23
 personal group lists, creating and modifying 31
 private messages 33
 problems with 93
 replying to 27
 retrieving from a remote location 25
 sending 29
 setting up 11
 urgent messages 33
 volume control buttons
 3100 Entry Telephones 19
 volume settings 47
 feature codes 87

W

wall-mount bracket 92

Z

zone paging 74

