Quick Start User Guide for your Orchid PBX416+

Notes:
Your PBX416+ system comes with 4 x Line Cords and a mains power cord. The line cords connect directly between the CO Sockets of the PBX416+ and your main incoming telephone wall sockets.

Before you can program the system you must have a phone plugged into the first extension socket 201

The Factory Default Password is * * 01 1234 # (To change go to Page 6 of the user guide).
- Programming can only be done on Extension 201
- If Programming is successful you will hear a voice confirmation (denoted as a Beep in the instructions below)

If you have less than 4 lines you need to program the system accordingly

For One Line:
On Ext 201 Dial: Password (Beep) * 3 1 1 # (Beep) Hang up
For Two Lines:
On Ext 201 Dial: Password (Beep) * 3 1 1 2 # (Beep) Hang up
For Three Lines:
On Ext 201 Dial: Password (Beep) * 3 1 1 2 3 # (Beep) Hang up

How many Extensions do you want to Ring. The system has a factory default setting of extensions 201-204 ringing on all incoming calls. If you want more than the first 4 to ring on incoming calls carry out the following programming for each line – you can have up to a maximum of any 8 extensions ringing on each line.

Firstly enter the password on extension 201: * * 01 1234 # As long as you do not hang up you can continue programming without having to re-enter this password.
For line 1 (01):
* 12 01 205 # (Beep) This will program extension 205 to ring on all calls to line 1
* 12 01 206 # (Beep) This will program extension 206 to ring on all calls to line 1
Repeat for as many extensions as you want to ring for calls coming in on line1
Now repeat for any additional extensions you want to ring on the other incoming lines you have. Eg:
For Line 2 (02):
*12 02 205 # (Beep) This will program extension 205 to ring on all calls to line 2
Or for line 3 (03)
* 12 03 206 # (Beep) This will program extension 206 to ring on all calls to line 3
etc…
If you want a more specific ringing program please refer to page 8 onwards.

Set Date & Time
The PBX416+ controls the time and date displayed on your telephones and when using Auto attendant (see page 16-17)
To set the Date
On Extension 201 Dial Password (Beep) * 95 1 yy mm dd dow # (Beep) (Where DOW Monday = 1, Tuesday = 2 etc)
Eg.: Thursday 26 March 2016 would be:
Password (Beep) * 95 1 16 03 26 4 # (Beep) Hang up
To Set the Time (24 Hour)
On Extension 201 Dial **Password** (Beep) * 952 hh mm # (beep)
Eg.: 15.20 would be Password (Beep)* 952 15 20 # (Beep) Hang up

To Reset your Orchid PBX416+ to Factory Default Settings see page 23 of the user guide

www.orchid-telecom.com