



Call Handling for phones connected to an Orchid PBX207

The PBX207 has the capacity for 2 lines and 7 Extensions numbered 101 to 107.

To find out what extension your phone is, lift the handset and dial * # 81 you will hear the extension number announced in English

Extension to Extension Calls

To call another extension dial * followed by the extension number.

Transferring Calls

Dial **Recall** (R or Flash on some phones) followed by the extension number you want to transfer a call to. You can either speak to the person on the extension asking if they want to take the call, if they do you hang up and the call goes through, if they don't, they hang up and the call come back to you. Or you can simply hang up and if the extension does not answer within 20 seconds the incoming call will ring back to your phone.

Call Pick Up

To pick up a call ringing on another extension dial * # 7

For further help or assistance please email support at [orchid-telecom.com](mailto:support@orchid-telecom.com)