

## Scrolling Directories

The Scrolling Directories feature, functions like a telephone directory. It provides the user a list of system and/or station speed dial numbers. Using the soft keys, the user can select a speed dial number and then dial the number by pressing the **Speaker** key or lifting the handset.

- \* Press (SYS or STA) soft key to designate system or station speed dialling
- \* Press either:
  - a) UP or DOWN soft key to view names/numbers listed in the directory
  - or-
  - b) Press a dial pad key to select the first letter of the name or number and press the  $\nabla$  key (e.g. press 66 to display letter N). You can now scroll through all names beginning with that letter.
- \* Press **Speaker** or lift handset to dial/ring number.

## Character Codes (Max. 13 Characters)

Button	Press required 'button' until correct character appears
1	1 @ [ ] ^ - ' {   }
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h i 4
5	J K L j k l 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V t u v 8
9	W X Y Z w x y z 9
0	0 ! " # \$ % & ' ( )
*	* + , - . / : ; < = > ?
#	Set Space
Conf	Backspace (delete incorrect character)

# NEC



## DIGITAL EXTENSION USER GUIDE

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### To Make an Internal Call

- ♦ Dial the required Extension Number

### To Make an Outgoing Call

- ♦ Dial '0' for outside line access
- ♦ Dial the required number

### To Call the Operator

- ♦ Dial '9'

### To Place a Call on Hold

- ♦ Press **HOLD** key
- ♦ To retrieve call from hold, press either **LINE**, **CONF** or **CALL APPEARANCE** key

### Exclusive Hold

(Line Appearance only)

- ♦ Press **FEATURE** key
- ♦ Press **HOLD** key

### Changing Signalling Type

On dialling extension number:

- ♦ Press '1'

(Signalling will toggle between Ring Tone and Intercom)

### Conference Call

To establish a 3-way conversation:

- ♦ Whilst on a call, press **HOLD** key
- ♦ Dial extension number or press '0' and external number
- ♦ When called party answers, press **CONF** to establish a 3-way conversation.

### To Transfer a Call

Whilst on a call, press **TRANSFER**

- ♦ Dial extension number and announce the call
- ♦ If call is accepted, hang up
- ♦ To return to caller, press **LINE**, **CONF** or **CALL APPEARANCE** key

### Automatic Call Back

If you dial a busy extension:

- ♦ After receiving busy tone
- ♦ Dial '0'
- ♦ When both extensions are free, your phone will ring
- ♦ Lift handset and the previous busy extension will ring

### Microphone On/Off

To Set/Clear

- ◆ Press **Feature** key
- ◆ Press **'1'**

### Call Forward All

Forwards all calls immediately

**SET** (either)

- a)** ◆ Press **Fwd All** key
- ◆ Dial number your calls are to be forwarded to
  - ◆ Press **Speaker** key

-or-

- b)** ◆ Press **Speaker** key
- ◆ Dial **41**
  - ◆ Dial number your calls are to be forwarded to
  - ◆ Press **Speaker** key

**CANCEL** (either)

- a)** ◆ Press **Fwd All** key
- ◆ Press **Speaker** key

-or-

- b)** ◆ Press **Speaker** key
- ◆ Dial **42**
  - ◆ Press **Speaker** key

### Call Pick Up

To answer another extension

- ◆ Lift handset
- ◆ Dial **68**

### Set Time (Daylight Savings)

From Main Answering phone only

- ◆ Press **Feature** key
- ◆ Press **9** and **#** keys
- ◆ Use dial pad to enter correct time
- ◆ Press **Feature** key

### Redial

- ◆ Press **Redial** key
- ◆ Press **#** key

### Call Forward No Answer/Busy

Forwards calls after approx. 5 rings or when your extension is busy

**SET** (either)

- a)** ◆ Press **Fwd NA/Bsy** key
- ◆ Dial number your calls are to be forwarded to
  - ◆ Press **Speaker** key

-or-

- b)** ◆ Press **Speaker** key
- ◆ Dial **43**
  - ◆ Dial number your calls are to be forwarded to
  - ◆ Press **Speaker** key

**CANCEL** (either)

- a)** ◆ Press **Fwd NA/Bsy** key
- ◆ Press **Speaker** key

-or-

- b)** ◆ Press **Speaker** key
- ◆ Dial **44**
  - ◆ Press **Speaker** key

### Call Pick Up - Direct

To answer a specific extension in any area:

- ◆ Lift handset
- ◆ Dial **67**
- ◆ Dial **Extn No.** of ringing phone

### Background Music

- ◆ Press **Feature** key
- ◆ Dial **26**

### Programming a Feature Access Key or One Touch Key for External or Internal calls

**Note:** A maximum of **10** Feature Access keys per station can be programmed on unused Line Keys

- ◆ Press **Feature** key
- ◆ Press **Redial** key
- ◆ Press **One Touch** or **Line** key
- ◆ Press following (a) or (b) on dial pad:

(a) External number:

**0 - 0 + telephone no.**

(b) Internal number:

**1 - extension no.**

- ◆ Press **Feature** key

### Programming Station Speed Dial

Speed Dial numbers between 80-99

**To Program:**

- ◆ Press **Feature** key
- ◆ Press **Redial** key
- ◆ Dial 2 digit Speed Dial No. **(80 - 99)**
- ◆ Dial **'0'** (outside line access)
- ◆ Dial telephone number
- ◆ Press **Hold** and enter name using codes overleaf (\*\*optional)
- ◆ Press **Feature** key to set

**To Access:**

- ◆ Press **Redial** key
- ◆ Dial 2 digit Speed Dial No. **(80 - 99)**

See overleaf for use of Scroll keys

Speed Dial No.	Name	Phone Number
<b>80</b>		
<b>81</b>		
<b>82</b>		
<b>83</b>		
<b>84</b>		
<b>85</b>		
<b>86</b>		
<b>87</b>		
<b>88</b>		
<b>89</b>		
<b>90</b>		
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<b>99</b>		