

NEC

48/192/IPK ADMINISTRATION GUIDE



Table of Contents

Phone System Programming.....	3
Phone Button Description	3
Clock / Calendar Setting:	4
Program Call Forward Busy/No Answer to Voicemail:	4
System Speed Dial.....	5
Voicemail Programming.....	6
How To Record Company Greetings	6
How to Record Any Sub-Menus.....	6
How To Add / Delete / Or Change Mailboxes	7



Phone System Programming

Phone Button Description

On the display:

SYS – Quick access to system speed dials

STA – Quick Access to the Station (Personal) Speed Dials

Recall – Can transfer calls off-premise to another location or to an employee's cell phone.

Note: Must have call forwarding on the lines through the line carrier and it has to be activated.

Feature – Used for some programming

Conf – Used to make conference calls

Redial – Last Number Redial

Answer – Picks up the next incoming call

Speaker – Puts phone onto speakerphone

Transfer – Transfers a call from your extension to another extension

Hold – Puts the caller on hold on the line they called in on

Directory – The ability to scroll through the system and station speed dials.

Message – Access to your voicemail

Arrow Keys – Adjusts the contrast on the display and the volume



Clock / Calendar Setting:

1. Press the **FEATURE** Key
 2. Dial **9#**
 3. Enter the hour and the minute via the dial pad
 4. Press the **RECALL** Key to change the AM/PM setting
 5. Press the **FEATURE** Key to exit this feature
- OR**
6. Press the **HOLD** Key to change the date
 7. Press the **RECALL** Key to select the day of the week
 8. Dial **#** to move the cursor to the day of the month field
 9. Enter the day of the month via the dial pad
 10. Press the **RECALL** Key to select the month
 11. Dial **#** to move the cursor to the year field
 12. Enter the last two digits of the year via the dial pad
 13. Press the **FEATURE** Key

Note: The above changes the time on the *Phone System only*. If you have voicemail, you will have to change the time in that as well.

Program Call Forward Busy/No Answer to Voicemail:

**** Must be done from the extension you would like to call forward**

- Press **SPEAKER**
- Enter **43**
- Enter Voicemail Extension Number (Usually it is 300)
- **SPEAKER**



System Speed Dial

*** Must be Programmed from a phone with System Admin (usually ext 100)

1. Press the **FEATURE** key, then the **REDIAL** key
2. Enter a bin number: 00-79 for system
3. Enter 9 plus the desired telephone number to be stored (24 digits max)
4. Press **HOLD** key if entering a name
5. Spell out name: Press **#** after each letter to move cursor to the right OR press **CONF** key to move the cursor to the left
6. Press **FEATURE** key

Use this keypad digit . . . When you want to . . .

1	Enter characters:	1 @ [¥] ^ _ ` { } Æ " Á À Ã Ä Ç È É Ê Ì Ó
2	Enter characters:	A-C, a-c, 2.
3	Enter characters:	D-F, d-f, 3.
4	Enter characters:	G-I, g-i, 4.
5	Enter characters:	J-L, j-l, 5.
6	Enter characters:	M-O, m-o, 6.
7	Enter characters:	P-S, p-s, 7.
8	Enter characters:	T-V, t-v, 8.
9	Enter characters:	W-Z, w-z, 9.
0	Enter characters:	0 ! " # \$ % & ' () ð Õ ú ä ö ü α ε .
*	Enter characters:	* + , - . / : ; < = > ? B E σ S 8 ç £
#	# = Accepts an entry (only required if two letters on the same key are needed – ex: TOM). Pressing # again = Space. (In system programming mode, use the right arrow Softkey instead to accept and/or add a space.)	
CONF	Clear the character entry one character at a time.	
HOLD	Clear all the entries from the point of the flashing cursor and to the right.	

To USE System Speed dial:

1. Lift handset or press **SPEAKER** key
2. Press **REDIAL** key
3. Enter desired code

OR: press SYS, use arrow keys to scroll OR press a letter on the dial pad then use arrow keys to scroll



Voicemail Programming

How To Record Company Greetings

1. Call into the voicemail master extension (or press the voicemail key IF applicable)
2. When asked for the security code, enter ***2#**
3. When you hear the main greeting, enter 9 followed by the Admin mailbox (usually 850 or 100)
4. IF Applicable, enter in security code (Default, 1234)
5. At the main menu it will say “There are no new messages, would you like to leave any messages?” – Press **2** for NO
6. It will say “Would you like to access your setup options?” - Press **2** for NO
7. It will say “Would you like to access your System Manager Option?” – Press **1** for YES
8. It will say “Would you like to change a mailbox?” – Press **2** for NO
9. It will say “Would you like to change the opening greeting?” Press **1** for YES
10. Follow Prompts

Example Greeting:

- Thank you for calling.....
- Our regular business hours are....
- If you know the extension of the person you are calling please enter it now
OR press 4 for our company directory
- To reach reception (or to leave a general message) please remain on the line

How to Record Any Sub-Menus

1. Call into the voicemail master extension (or press the voicemail key IF applicable)
2. When asked for the security code, enter ***2#**
3. When you hear the main greeting, enter 9 followed by the Admin mailbox (usually 850 or 100)
4. IF Applicable, enter in security code (Default, 1234)
5. At the main menu it will say “There are no new messages, would you like to leave any messages?” – Press **1** for Yes
6. Enter Sub Menu Mailbox number
7. Follow Prompts



How To Add / Delete / Or Change Mailboxes

1. Call into the voicemail master extension (or press the voicemail key IF applicable)
2. When asked for the security code, enter ***2#**
3. When you hear the main greeting, enter 9 followed by the Admin mailbox (usually 850 or 100)
4. IF Applicable, enter in security code (Default, 1234)
5. At the main menu it will say "There are no new messages, would you like to leave any messages?" – Press **2** for NO
6. It will say "Would you like to access your setup options?" - Press **2** for NO
7. It will say "Would you like to access your System Manager Option?" – Press **1** for YES
8. It will say "Would you like to change a mailbox?" – Press **1** for YES
9. Follow Prompts

