

NEC

48/192/IPK ADMINISTRATION GUIDE



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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 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

