

# NEC

## NEC 48/192/IPK QUICK REFERENCE

### **To DIAL OUT:**

- List Handset or press **SPEAKER** Key
- Press line key (or dial 9)

### **INTERCOM CALLS:**

- List Handset or press **SPEAKER** Key
  - Dial 3 Digit Extension, Speak
- NOTE: Press **7** to leave a voicemail

### **TRANSFER A CALL**

- With an active call on the line, press the **TRANSFER** key
- Dial the Extension
- Announce call (Optional)
- Hang up, **OR** press 7 to transfer directly to Voicemail, then Hang up.

### **PAGE:**

- Press **PAGE** key OR
- Dial 51 for all sets; 55 for speakers; 59 for both

### **LAST NUMBER REDIAL:**

- Press **REDIAL** key then \*

### **CONFERENCE CALLS:**

- With An active call on the line, Press **CONF** key
- Make 2<sup>nd</sup> call (press a line out, dial tel # or dial an extension number)
- Press **CONF** key again.

### **TURN BACKGROUND MUSIC ON/OFF:**

- Press **FEATURE 26**

### **ADJUST RINGING VOLUME:**

- Press **SPEAKER** key and dial **601**
- Use arrow keys up & down to set volume; press Speaker key when done



### TURN MIC ON OR OFF:

- Press **FEATURE** then **1** OR
- Press **Mic** key (Not all phones have this key)

### CALL FORWARD:

- Press **CALL FWD** Key (Or **FEATURE 60**)
- Enter \_\_\_\_\_ (for calls to go immediately to your voicemail) or another extension number
- Press **Speaker**

#### To Cancel:

- Press **CALL FWD** Key (Or **FEATURE 69**)
- Press **SPEAKER**

### 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)
- Press **SPEAKER**

### PROGRAM ONE TOUCH KEYS

- Press **FEATURE** key,
- Press **REDIAL** key
- Press key to be programmed
- For an *internal* extension: enter **1** plus the extension number OR
- for an *external* number: enter **0** then **9** plus the outside telephone number
- Press the **FEATURE** key

### SET UP SPEED DIAL

- Press the **FEATURE** key,
- Press **REDIAL** key
- Enter a bin number: **80-99** for personal: **00-79** for system

**NOTE:** System speed dial *must* be done from main phone (Usually extension 100)

- Enter **9** plus the desired telephone number to be stored (24 digits max)
- Press **FEATURE** key

### USE SPEED DIAL

- Press **REDIAL** key
- Enter the desired code (00-99)

