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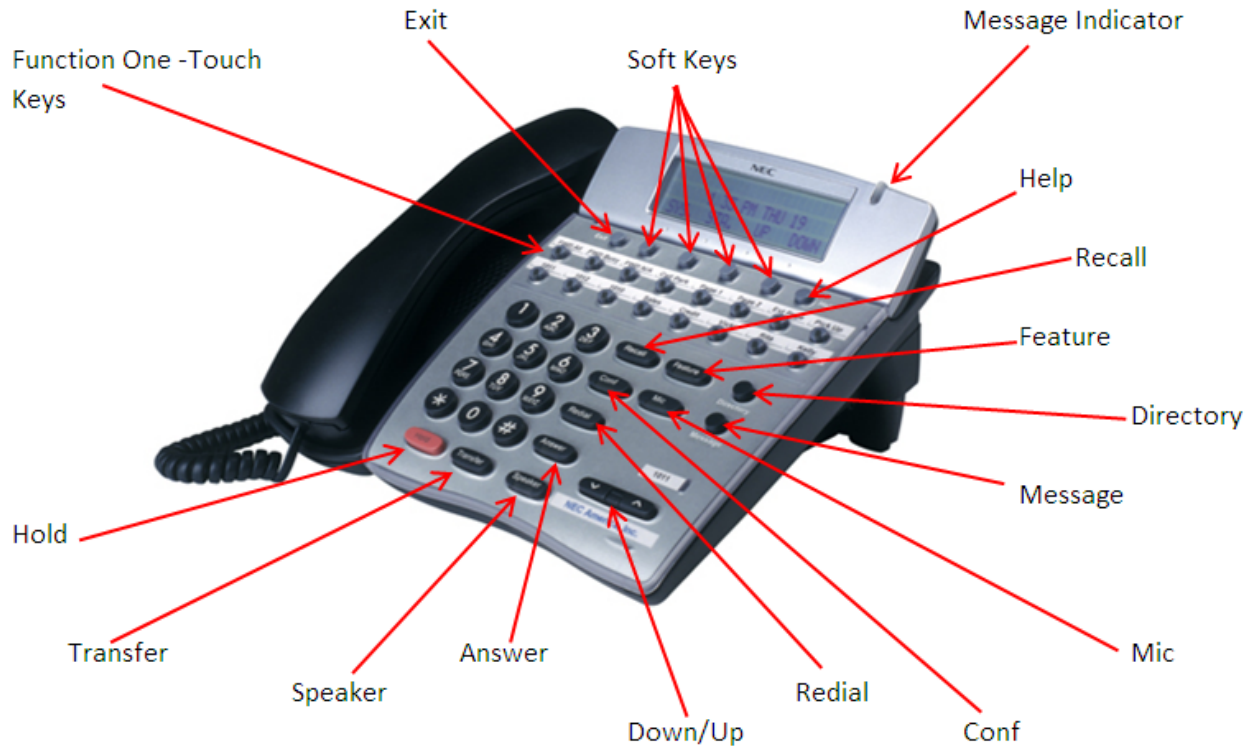
**\*\* Important Note:**

*The extension and mailbox numbers referenced in this guide are the most commonly used configuration. It does **not** guarantee that your company will use the same extension and mailbox numbers due to each systems **customized** configuration. If you are **unsure** of what numbers were used in your configuration, please call or email the NATG service department.*



## Phone System Programming

### Phone Button Description



<b>One Touch Keys</b> .....	Used for various features, line keys, intercoms and one touch speed dials
<b>Exit</b> .....	Exit's out of various programming
<b>Soft Keys</b> .....	Corresponds with what the display says
<b>Message Indicator</b> .....	Flashes when you have a voicemail
<b>Help</b> .....	Tells how a one touch key is programmed
<b>Recall</b> .....	Same as Flash Key for various features
<b>Feature</b> .....	Used for programming
<b>Directory</b> .....	Access to station and system wide speed dials
<b>Message</b> .....	Access to your voicemail
<b>Mic</b> .....	Mutes the microphone while on speakerphone
<b>Conf</b> .....	Used to make conference calls
<b>Redial</b> .....	Review the last numbers dialed
<b>Down/Up</b> .....	Adjusts the volume on the ringer, handset and speaker
<b>Answer</b> .....	Answers the FIRST incoming call to a specific phone
<b>Speaker</b> .....	Speakerphone (Also used to get in/out of some programming)
<b>Transfer</b> .....	Transfer a call to another extension
<b>Hold</b> .....	Holds the call



## ***Clock Setting***

### To set the Time:

1. Press **SPEAKER** key, enter **728**
2. Dial **2 digits** for the hour (must be in 24 hour clock time)
3. Dial **2 digits** for the minutes
4. Press **SPEAKER**

## ***Program Set Name***

1. Press **SPEAKER** key, enter **700**
2. Enter the extension number
3. Spell out name; press **HOLD**  
**NOTE:** # moves cursor to right: Conf key moves cursor to left
4. Press **SPEAKER**

## ***Program One-Touch Keys with Functions***

1. Press **SPEAKER**
2. Enter **751**
3. Press the key you would like to program
4. Enter 2 digit code from below
5. Press **SPEAKER**

<b>Code</b>	<b>Function</b>	<b>Brief Explanation</b>
<b>00</b>	Not Defined	Clears the button and leaves it blank
<b>01</b>	DSS/One Touch	Extension number or a phone number
<b>03</b>	DND Key	Do Not Disturb
<b>05</b>	Headset	Needed if you are using a corded headset
<b>10</b>	Call Fwd Immediate	Forwards all calls immediately to desired destination
<b>13</b>	Call Fwd B/NA	Forwards calls if you are busy or do not answer the call in time to desired destination
<b>78</b>	Record	Records conversation into a mailbox

## ***Message Waiting***

### To Set

1. Call the extension
2. Press **0**
3. Press **SPEAKER**

### To Clear

1. Press **SPEAKER**
2. Enter **773**
3. Press **SPEAKER**



## System Speed Dial

### Program a new Speed Dial

1. Press **SPEAKER** key
2. Enter **753**
3. Enter a speed dial code: 000-999
4. Enter the desired telephone number you want to store (up to 24 digits); NOTE: do NOT enter a 9 before the telephone number
5. Press **HOLD** key
6. Spell out the name using the dial pad...  
NOTE: press **#** to move cursor to right or **CONF** key to move cursor to left
7. Press **HOLD** key
8. Press **SPEAKER** key

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

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

### To Use Speed Dial

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

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

### Delete a Speed Dial

1. Press **SPEAKER** Key
2. Enter **753**
3. Enter the Code you would like to delete: 000-999
4. When the name and number appear, press **EXIT** (Top left key)
5. Press **SPEAKER** key



## **Voicemail Programming**

### ***Record Company Greetings***

1. Press **MESSAGE** key at extension 101 (\*\*see note on Table of Contents)
2. Enter security code
3. Press **SA** (72 on dial pad) to enter system administration
4. Press **I** (4 on dial pad) to record an instruction greeting (main company greeting)
5. Enter mailbox **001** to record the DAY greeting  
OR enter **002** to record the NIGHT greeting  
OR enter **003** to record a HOLIDAY greeting  
OR enter **004** to record a COMPANY DIRECTORY Message
6. Press **R** (7 on dial pad) to record and follow the prompts
7. Press **L** ( 5 on dial pad) to listen to your recording and press # to exit listen mode
8. Press **#** to back up one step to step 5 to record another greeting
9. Hang up when you are finished

#### **Example:**

- 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

### ***Holiday Greeting Activation/De-Activation***

1. Record holiday greeting.. (see above for 1 for instructions)
2. Press **MESSAGE** key at extension 101 (\*\*see note on Table of Contents)
3. Enter security code for this mailbox
4. Press **SA** (72) for system administration
5. Press **O** (6) for override
6. When asked for the table: enter **1**
7. Press **ON** soft key on display
8. Press **SPEAKER**

\*\*\*\* NOTE: to take override OFF after the holiday follow steps 2-6 then at step 7 press OFF soft key on display, then press speaker



### ***Make Changes to Mailboxes***

1. Press **MESSAGE** key at extension 101 (\*\*see note on Table of Contents)
2. Enter security code .. if required
3. Press **SA** (72) for system administration
4. Press **S** (7) for subscriber mailbox maintenance
5. Choose from one of the following options:
  - A. Press **EA** (32) to erase all messages in a mailbox
  - B. Press **EG** (34) to erase the greeting in a mailbox
  - C. Press **EN** (36) to erase the name recording for the mailbox
  - D. Press **S** (7) to delete the security code for a mailbox
  - E. Press **N**(6) to record the name for a mailbox

### ***Set up Message Notification from a Mailbox***

1. Press **MESSAGE** key
2. Enter security code
3. Press **OP** (67)
4. Press **N** (6)
5. Press **O** (6)
6. Enter the two digits of the hour you would like the Notification to start, followed by A (2) for AM or P(7) for PM
7. Enter the two digits of the hour you would like the Notification to end, followed by A (2) for AM or P(7) for PM
8. Press **N** to be notified from a number
9. Enter in the telephone number





## **NORTH AMERICAN TELECOMMUNICATIONS GROUP**

### **Abbotsford Head Office**

1919 Sumas way  
Abbotsford, BC V2S 4L5  
**Phone:** 604.856.9155 / 604.853.6699 **Toll Free:** 877-856-9155  
**Fax:** 604.856.9246 / 604.853.6342  
**Email:** [service@natgtelecom.com](mailto:service@natgtelecom.com)

### **Vancouver Office**

9-1585 Cliveden Avenue  
New Westminister, BC V3M 6M1  
**Phone:** 604.526.2129 **Toll Free:** 877-856-9155  
**Fax:** 604.526.5972  
**Email:** [service@natgtelecom.com](mailto:service@natgtelecom.com)

### **Victoria Office**

**Phone:** 250.361.4696 **Toll Free:** 877-856-9155  
**Fax:** 604.853.6342  
**Email:** [service@natgtelecom.com](mailto:service@natgtelecom.com)

