

NEC

ASPIRE TELEPHONE QUICK REFERENCE

INTERCOM CALLS

- Lift handset or press **SPK**, dial 3 digit extension

***press **MSG** key if no answer or busy to leave a voicemail message

TRANSFER A CALL

- With active call, press **HOLD**, dial extension,
- Announce call if desired (Optional)
- Hang up for call to be transferred

PARK A CALL

- With active call, press unlit **PARK** key.. key will then flash

To Retrieve Parked Call: press flashing **PARK** key

CALL PICK UP

- To answer a call not ringing at your extension: lift handset, press ** and dial extension number of telephone that is ringing

LAST NUMBER REDIAL

- Press **LND**... last number will display.. lift handset or press **SPK** to dial
- Or** press arrow keys up and down to scroll

CALLER ID

- Press **LIST** Soft Key
- Press **CID**
- Press ↑ or ↓ to review the latest calls to your extension

CONFERENCE CALLS

- Establish 1 call, press **CONF** key,
 - Make 2nd call, press **CONF** key *twice* to join all calls
- Repeat for up to 8 callers, max. 2 outside

CALL FORWARD

- To call forward all calls to your voicemail: press **CALL FWD**, press **4**, dial **600**, press **2**

TO CANCEL: press **CALL FWD** key, press **0**



Do NOT DISTURB

- Press **DND** and one of the following:
 - 1** = to block outside calls i.e. DID calls
 - 2** = to block paging, intercom and transferred calls (DID calls still ring)
 - 3** = block everything
 - 4** = to block just transferred calls
 - 0** = cancel any of the above

ONE TOUCH SPEED DIAL PROGRAMMING

- Press **CALL 1** key, Dial **855**,
- Press a one touch key, enter **9** plus the desired telephone number to be stored, press **SPK** key

HOT LINE KEY PROGRAMMING

- Press **CALL 1**, dial **851**
- Press desired function key
- Enter **01** plus the extension number you want stored; then press **HOLD**

PROGRAM SET NAME

- Press **SPK** key, enter **800**
- Enter in your extension number
- Spell out name; press **HOLD**

RING TONE:

- Press **SPK** key, enter **820**
- Press **1** to set intercom ring; **2** to set external call ring
- Dial code for desired ring pattern (1-8)
- Press **SPK**

