

NEC

ASPIRE & ASPIREMAIL ADMINISTRATION GUIDE



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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

Clock Setting

To set the Time:

1. Press **SPEAKER** key, enter **828**
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 **800**
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 **851**
3. Press the key you would like to program
4. Enter 2 digit code from below
5. Press **SPEAKER**

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



System Speed Dial

Program a new Speed Dial

1. Press **SPEAKER** key
2. Enter **853**
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 . . .

1	Enter characters:	1 @ [¥] ^ _ ` { } Æ " Á À Â Ã 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 ¢ £
#	# = Accepts an entry (only required if two letters on the same key are needed – ex: TOM). Pressing # again = 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 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 **853**
3. Enter the Code you would like to delete: 000-999
4. When the name and number appear, press **CLEAR** (Top left key)
5. Press **SPEAKER** key



Voicemail Programming

Record Company Greetings

Company Greetings have both a Welcome message followed by the Instruction Message

1. Press **Msg** key at extension 301 (**see note on Table of Contents)
2. Enter security code
3. Press **SA** (72 on dial pad) to enter system administration
4. Press **W** (9) to record the Welcome greeting (*IF* Applicable)
OR **I** (4 on dial pad) to record an instruction greeting
5. Enter mailbox : (801) to record the **morning** greeting)
(802) to record the **afternoon/Day** greeting)
(803) to record the **night** greeting)
(804) to record the **weekend** greeting)
(805) to record a **holiday** greeting)
(**see note on Table of Contents)
6. Press **R** (7 on dial pad) to record and follow the prompts or press **C** (2) to copy the recording from another greeting
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

Welcome Greeting Example:

- Thank you for calling.....Our regular business hours are....

Instruction Message Example:

- 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

Mailboxes 800-820,400-420, or 001-016 could be used for greetings
To check dial "600" and enter mailbox number to listen to message



To Activate/Deactivate A Holiday Greeting

FIRST: follow instructions above to record a WELCOME and INSTRUCTION greeting in the Holiday mailbox (Usually 805)

1. Press **MSG** key at Ext _____
2. Enter security code:
3. Press **SA** (72) for system administration
4. Press **SO** (76) for OVERRIDE
5. It will say override is OFF.. press **O** (6) to turn on
6. It will then ask for the override mailbox: enter 805(usually), Hang up

To Delete The Security Code for a Mailbox

1. Press **MSG** key at
2. Enter security code:
3. Press **SA** (72) for system administration
4. Listen for option to press **DS** (37)
5. Follow prompts to enter the mailbox number





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