

NEC

Aspire

Basic Telephone Quick Reference Guide

For countries in the European Union



The symbol depicted here has been affixed to your product in order to inform you that electrical and electronic products should never be disposed of as municipal waste.

Electrical and electronic products including the cables, plugs and accessories should be disposed of separately in order to allow proper treatment, recovery and recycling. These products

should be taken to a designated facility where the best available treatment, recovery and recycling techniques are available. Separate disposal has significant advantages: valuable materials

can be re-used and it prevents the dispersion of unwanted substances into the municipal waste stream. This contributes to the protection of human health and the environment.

Please be informed that a fine may be imposed for illegal disposal of electrical and electronic products via the general municipal waste stream.

In order to facilitate separate disposal and environmentally sound recycling, NEC Infrontia has made arrangements for local recycling in all member states of the European Union. In case your electrical and electronic products need to be disposed of please refer to the contractual agreements that your company has made upon acquisition of these products. Should this information not be available, please contact us at recycle@necinfrontia.co.uk.

For countries outside the European Union


Disposal of electrical and electronic products in countries outside the European Union should be done in line with local regulations. If no arrangement has been made with NEC Infrontia or your supplier, please contact the local authorities for further information.

NOTICE

The key designations in this guide may be different to those on your own telephone.
The paper inlay can be customised to your individual needs.

Using Your Telephone

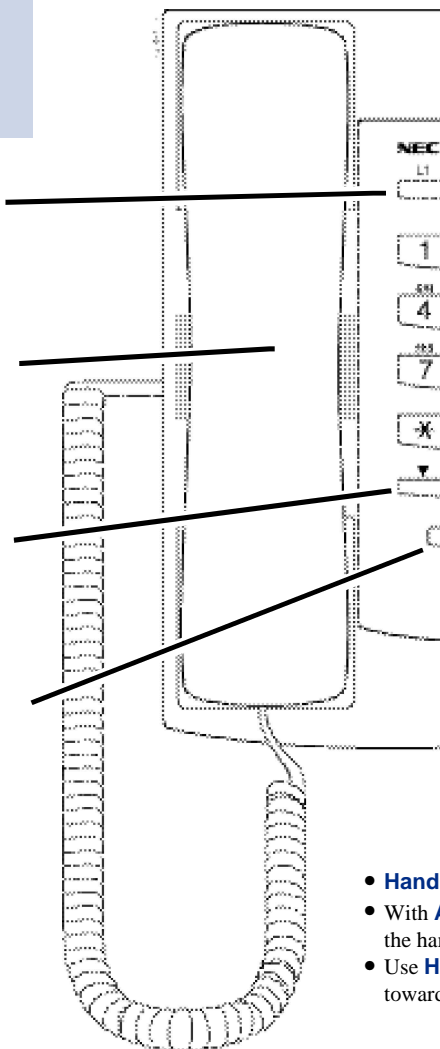
Due to the flexibility built into the system, your **Dialling Codes** and **Feature Capacities** may differ from those in this guide. Check with your System Administrator and make a note of any differences.

These are  and/or keys. See *Programming Function Keys* for more on setting up these keys.

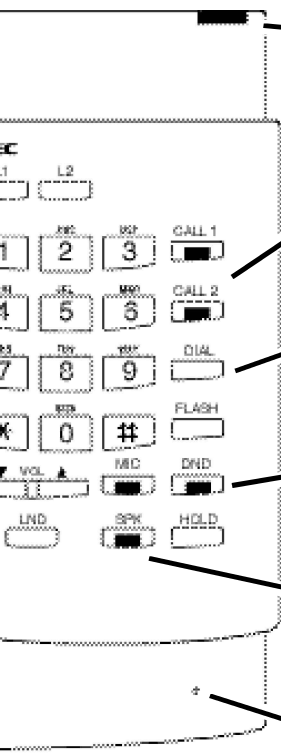
If you're on a Handsfree Call (see *Handsfree Options* below), lift the **handset** for privacy.

These **Volume Controls** are for speaker, handset and ringing calls.

Press CALL1 then **LND** to automatically redial the last number you called.



- **Hand**
- With **A** the ha
- Use **H** toward



The **Message Wait LED** flashes when you have Messages Waiting. If you don't have a Voice Mail key, it also flashes when you have Voice Mail messages left in your mailbox.

Line Appearance Keys are Intercom keys for placing and answering calls. If you're busy on one – just use the other.


Press CALL1, **DIAL** and dial a bin number for Common Abbreviated Dialing.

Enable **Do Not Disturb** to block your calls when you don't want to be interrupted. This key will also flash when Call Forwarding is activated.

Press  for **Handsfree** calls, or use the handset instead. See *Handsfree Options* below. While on a handset call, press SPK once for Handsfree; twice for **Group Listen**.

The **Microphone** picks up your voice for Handsfree calls. Press **MIC** to turn off the microphone.

Handsfree Options


Handsfree lets you place and answer calls by pressing  instead of using the handset. With **Automatic Handsfree**, you can press a line or line Appearance key without lifting the handset. Normally, you have Automatic Handsfree.

Handsfree Answerback to answer a voice-announced Intercom call by speaking toward your phone — without lifting the handset.

Placing Calls



Placing an Outside Call . . .





Press a line key for quick access:





1. (Optional) Lift handset.
2.  + Listen for dial tone + Outside number.
 - *You can have function keys for lines or line groups.*

OR

Dial codes for outside lines:


1. (Optional) Lift handset.
2.  +  + Outside number.

OR
2.  +    + Line group (1-9 or 001-100) + Outside number.

OR
2.  +    + Line number (e.g., 005 for line 5) + Outside number.

Calling a Co-Worker . . .

Dial using the Intercom:

1. (Optional) Lift handset.
 - *For one-touch calling, press a Call Coverage or Hotline function key instead of going on to step 2.*
2.  + Co-worker's extension number.
 - *Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialing 1 changes mode.*
 - *For your **Voice Mailbox**, dial 717.*
 - *For **Paging**, dial 801 + 0 for All Call or 801 + 1-64 for zones.*

If your call doesn't go through . . .

Camp On and Callback

When you hear system busy, use **Camp On** or **Callback**:

1. To **Camp On**



(wait without hanging up),


- (Intercom calls) When you hear ringing, wait for the called party to answer.
- (Outside calls) When you hear new dial tone, begin dialling your number.

OR

1. To leave a **Callback**, (and hang up).



- Wait for the system to call you back.

2.  or lift handset.

- (Outside calls) Begin dialling your number.
- (Intercom calls) Speak to co-worker.

To cancel your Callback:

1. (Optional) Lift handset.

2.  +  + Hang up.

Message Waiting (Direct Messaging)

Leave a Message Waiting (flashing Message Wait LED) when your co-worker doesn't answer:

1. Do not hang up +



- Your co-worker's Message Wait LED flashes fast. Your MW LED is lit.
- With Voice Mail, dial 717 to leave a message in your co-worker's mailbox.

To answer a Message Waiting left for you:

1.  +




- To cancel Messages Waiting (those you left and those left for you): CALL1 + 873.

Answering Calls


Answering Outside Calls . . .

Listen for two rings and look for a flashing line key:

1.  or lift handset.

Answering Intercom Calls . . .

**Listen for your phone ringing:
Listen for beep if you have voice announce set:**









1.  or lift handset.
1. Speak toward your phone.
 - *You can lift the handset for privacy.*

You can set ringing at your phone with CALL1 + 823 or set voice announce with CALL1 + 821.

Picking up calls not ringing your phone . . .







When a call is ringing a co-worker's phone within your group:

To pick up a call at a specific co-worker's phone:

1. (Optional) lift handset.
2.  +   
2.  +    + Co-worker's extension.
 - *You can press a Group Call Pickup or Call Coverage function key instead of step 2.*

Have a telephone meeting (Conference) . . .

Use Conference to have a telephone meeting:

1. Place/answer call +  +   
2. Place/answer next call + 
 - *Repeat this step to add more parties. You may be able to have up to 32 callers.*
3. After adding all parties, press  again to begin the Conference.




Handling Your Calls



Your call can wait at your phone . . .

Hold


Use Hold instead of leaving the handset off-hook:

1. Do not hang up +  .
 - *This puts your outside call on System Hold. Your co-workers can take the call off Hold. To place the call on Exclusive Hold, press your Exclusive HOLD function key.*
 - *Intercom calls automatically go on Exclusive Hold when you press HOLD.*

Easily retrieve a call from Hold:

1.  or lift handset.
2. Press flashing  .


OR

2. Press flashing  if the call was not on a line key (or was an Intercom call).


Send the call you're on to a co-worker . . .

Transfer

Send (Transfer) your call to a co-worker:





1. Do not hang up +  .
2. Dial your co-worker's extension.
 - *To transfer the call to Voice Mail, press your Voice Mail key before dialing your co-worker.*

OR





2.  (DSS/One Touch).
3. Go on hook to transfer the call through.
 - *You may also have a function key for Transfer.*

Park a call in orbit

Park a call in orbit so a co-worker can pick it up:





1. Do not hang up.
2.  +    + Park Orbit.
 - *Park Orbits are 1-64. For **Personal Park**, dial 773 instead of 831.*
3. Page your co-worker to pick up the call.
 - *For **Paging**, dial 801 + 0 for All Call or 801 + 1-64 for zones.*
4. Hang up.

Or pick up a call a co-worker parked for you:

1. (Optional) Lift handset.
2.  +    + Park Orbit.
 - *For **Personal Park**, dial 773 (if Parked at your phone) or 715 + Extension.*

Forward your calls to a co-worker . . .

While at your desk, forward your calls to a co-worker, Voice Mail or off-premise:

1.  +   
2. Dial Call Forwarding condition:
 - 1 = Personal Answering Machine Emulation (then skip to step 4)
 - 2 = Busy or not answered
 - 3 = Follow Me
 - 4 = Immediate
 - 6 = Not answered
 - 7 = Immediate with both ringing (not for Voice Mail)
 - 0 = Cancel
3. Dial destination extension, Voice Mail master number or press Voice Mail key.
4. Dial Call Forwarding type:
 - 2 = All calls
 - 3 = Outside calls only
 - 4 = Intercom calls only
 - *DND flashes slowly. A voice prompt may remind you that your calls are forwarded.*

Placing Calls Quickly

Automatically redial calls . . .

Last Number Redial

Quickly redial your last outside call:

1. (Optional) Lift handset.



- *The system selects an outside line.*

OR



- *The call uses the line you select.*

Save

Save your call for quick dialling later on:

Then redial your saved number:

1.  (Save).

1. (Optional) Lift handset.



- *The system selects an outside line.*

OR



- *The call uses the line you select.*

Quickly dial co-workers and outside calls . . .

Abbreviated Dialling (Speed Dial)

To dial your stored
Abbreviated Dialling
number:

1. (Optional) Lift handset.

2.  +    + Bin for common.

OR

2.  +    + Bin for group.

• *You may also have function keys for Abbreviated Dialling.*

Quick Reference for Other Features

Do Not Disturb: **DND + 1** to block your outside calls **OR 2** to block Paging, Intercom calls, Call Forwards and transferred outside calls **OR 3** to block all calls **OR 4** to block Call Forwards **OR 0** to cancel.

Call Forward: **CALL1 + 848 + 1 + Extension** for Immediate
CALL1 + 842 + 1 + Extension for Dual Ring
CALL1 + 843 + 1 + Extension for Busy
CALL1 + 844 + 1 + Extension for Busy and No Answer
CALL1 + 845 + 1 + Extension for No Answer
CALL1 + 846 + 1 + Extension for Follow Me
 You can replace **Extension** with the Voice Mail master number to forward calls to your mail box.

Cancel a Call Forward: **CALL1 + code + 0**

Call Redirect: When your phone is ringing, do not lift the handset or press the CALL1 key, press **FUNCTION** (Redirect)

Ringing Tone: **CALL1 + 820 + 1** for Intercom calls to your phone
CALL1 + 820 + 2 for Outside calls to your phone
 Select the tone **1-8** (the tone will be heard)
SPK to set the ringing tone

Time: **CALL1 + 828 + 2** digits for hour (24 hour format) + 2 digits for minutes + **SPK** to hang up.

Common Cancel **CALL1 + 720** to cancel all of the following features:

Code: Call Forward, Message Waiting, DND, Alarm Clock, Repeat dial, Text Message.

Programming Function Keys - General

To program: **CALL1 + 851 + Key + Code + Optional Data.**

Call Forwarding: Enter **10** for Call Forwarding Immediate.
Enter **11** for Call Forwarding Busy.
Enter **12** for Call Forwarding No Answer.
Enter **13** for Call Forwarding Busy/No Answer.
Enter **14** for Call Forwarding Both Ring.
Enter **15** for Call Forwarding Follow Me.
Enter **16** for Call Forwarding to extension (same as dialing **888**).
Enter **17** for Selectable Display Messaging, Personal Greeting (same as dialing **713**).

Conference: Enter **07** if you want a Conference key.

Hold: For Exclusive Hold, enter **45**.

DSS/One Touch: Enter **01** + Partner's extension + **HOLD**.

Memo Dial: Enter **31**.

Save Number Dialed: Enter **30**.

Repeat Redial: Enter **29**.

Voice Mail: Enter **77** + Your extension number.

Transfer: Enter **06**.

Page: Internal: **21** + **Zone** (1-64) or **22** (All Call).
External: **19** + **Zone** (0-8).
Combined: **20** for (Internal and External All Call).

Programming Function Keys - Appearance

To program: **CALL1 + 852 + Key + Code + Optional Data.**

Line Keys: Enter ***01** + **Line number** (001-200).

Call Coverage Leys: Enter ***03** + **Co-worker's extension number** (01-64).

Park: Enter ***04** + **Orbit number** (01-64).

