

UP/DOWN ARROWS

Arrows are used to adjust LCD contrast, speaker and receiver volume.

-Display Contrast:

Press arrow **up/down** key while phone is idle

-Speaker/Receiver Volume:

Press arrow **up/down** key during conversation

RING VOLUME

Step 1: Press **Speaker** key

Step 2: Dial **7 2 9**

Step 3: Press volume **up/down** arrow keys to set/adjust volume level of ringer

Step 4: Press **Speaker** key

RING TONES

Step 1: Press **Speaker** key

Step 2: Dial **7 2 0**

Step 3: Dial **1** to set Intercom (internal) ring
OR

Step 3: Dial **2** to set External (trunk) ring

Step 4: Select desired ring pattern **1 ~ 8**

Step 5: Press **Speaker** key

MICROPHONE ON/OFF (Mute)

Step 1: Press **Mic** key (on/off)

NOTE: Mutes your voice on handset and speakerphone

NOTE: A Red MIC LED indicates microphone is active.

VOICE MAIL

Step 1: Press **Message** key

Step 2: Follow voice and soft key prompts

NOTE: Refer to Voice Mail user guide for further details

ANSWERING CALLS

Receive incoming ring signal:

Step 1: Lift handset or press **Speaker**

Step 2: Converse

NOTE 1: To answer an external "call waiting" call:

Press **Hold** key and **Answer** key.

NOTE 2: To answer an internal "call waiting" call:

Press **Hold** key, replace handset, then lift handset or press speaker to answer waiting call.

PLACING OUTSIDE CALLS

Step 1: Lift handset or press **Speaker**

Step 2: Dial **9** and telephone number

PLACING INTERNAL CALLS

Step 1: Lift handset or press **Speaker**

Step 2: Dial internal extension number

OR

Step 2: Press Speed Dial key for person

Step 3: Make a voice announcement

OR wait for party to answer

NOTE 1: To switch from voice announcement to ring or ring to voice announcement dial "1" after the extension #

NOTE 2: To "quick transfer" to voicemail dial "8"

LAST NUMBER REDIAL

Step 1: Press **Redial** key (last number appears)

Step 2: Press "**#**" key to redial last number

OR

Step 2: up/down soft key arrows in display to view the redial list.

Step 3: Lift handset or press **Speaker** to place call

PLACING CALLS ON HOLD

Step 1: Press **Hold** key once

NOTE: To return to a held call:

1) Press **flashing Line key** (external call)

OR 2) Press **flashing Conf key** (internal call)

TRANSFERRING CALLS

With a caller on the line:

Step 1: Press **Transfer** key

Step 2: Dial parties' extension

Step 3: Announce call (Optional)

Step 4: Hang up to complete transfer

NOTE: To return to the original party, press the flashing

Line key or **Conf.** key

QUICK TRANSFER TO VOICE MAIL

With an outside call in progress:

Step 1: Press **Transfer**

Step 2: Dial parties' extension

Step 3: Press **8**

Step 4: Hang up immediately

CALL PARK

With a call in progress:

Step 1: Press **Transfer** key

Step 2: Press **Call Park** key (OR dial **# 6 ***)

Step 3: Look in display for park location:

➤ Display will inform you of the park location of call (Range: **01 ~ 64**)

Step 4: Replace handset

NOTE: The phone system will hold this call so it can be picked up from any phone by simply following the park retrieve steps. The call will hold for 60 seconds where it will then recall back to the originating station if unanswered.

PARK RETRIEVE

From any station:

Step 1: Lift handset or press **Speaker**

Step 2: Press **Park Ret.** key (OR dial *** 6**)

Step 3: Dial call park location **01 ~ 64**

Step 4: Converse

PAGE

Step 1: Lift handset

Step 2: Press **Page** key

OR

Step 2: Press **InPg** or **ExPg**, dial group #

Step 3: Wait for access tones to end

Step 4: Make announcement

Step 5: Hang up gently

NOTE: Default paging group # is "1"

CONFERENCING

With a call in progress:

Step 1: Press **Conf** key

Step 2: Dial 3-digit internal extension to add

OR

Step 2: Dial **9** plus outside phone number

Step 3: Announce conf. when party answers

Step 4: Press **Conf** key twice to establish Conference

FORWARD ALL CALLS (Fwd All)

***Fwd All Set ~**

- Step 1: Press **Prog** soft key (do not lift handset)
- Step 2: Press **Cfwd** soft key to set forward
- Step 3: Press **ALL** soft key
- Step 4: Press **Set** soft key
- Step 5: Dial destination number to forward to
- Step 6: Press **Speaker** to hang up

***Fwd All Cancel ~**

- Step 1: Press **Prog** soft key (do not lift handset)
- Step 2: Press **Cfwd** soft key to set forward
- Step 3: Press **ALL** soft key
- Step 4: Press **Cncl** soft key

DIRECTED CALL PICKUP

- Step 1: Lift handset or press Speaker
- Step 2: Dial ****** plus the extension

NOTE 1: Used to answer a specific ext. that is ringing.

Caller ID

- Step 1: Press **List** soft key
- Step 2: Press **CID** soft key
- Step 3: Scroll thru last 50 calls with arrows
- Step 4: Toggle between ID name and phone # using the **Help** soft key.

***To call from caller ID: scroll to the LOCAL # you want to call and pick up handset to dial.**
**** You cannot make a long distance call from caller ID screens.**

PROGRAMMING ONE-TOUCH SPEED DIAL KEYS

- Step 1: Press **Speaker** key
- Step 2: Dial **7 5 1**
- Step 3: Press one-touch key to program
- Step 4: Dial **0 1**
- Step 5: Dial internal extension
OR
- Step 5: Dial **9** plus telephone number
- Step 6: Press **Hold** key
- Step 7: Press **Speaker**

PROGRAMMING STATION SPEED DIALS

- Step 1: Press **Prog** soft key
- Step 2: Press **STA** soft key
- Step 3: Dial station speed dial buffer number to program (**0 ~ 9**)
- Step 4: Dial **9** plus number
- Step 5: Press **Hold**
- Step 6: Using dial pad, enter name associated with speed dial

NOTE: Press the **"#"** key when selecting the same digit/letter consecutively or add space.

NOTE: Press the **"conf"** key to backspace.

- Step 7: Press **Hold**
- Step 8: Press Speaker

ACCESSING STATION SPEED DIALS

- Step 1: Press **Directory** key **OR Dir** soft key
- Step 2: Press **STA** soft key
- Step 3: Use Up/Down arrows (soft keys) in display to scroll through speed dials
- Step 4: Lift handset or press speaker to place call

NOTE: The stored number dials out

ACCESSING SYSTEM SPEED DIALS

- Step 1: Press **Directory** key **OR Dir** soft key
- Step 2: Press **SYS** soft key
- Step 3: Use Up/Down arrows (soft keys) in display to scroll through speed dials
- Step 4: Lift handset or press speaker to place call

NOTE 1: The stored number dials out

NOTE 2: Optional access: Lift handset, press Redial key and enter 3-digit bin number of speed dial

HELP / EXIT

HELP: (Limited purpose). Press Help key and any line key to view button ID

EXIT: Press the **Exit** key anytime you want to back up from a menu or cancel a step

BATTS COMMUNICATIONS SERVICES, INC.

MULTILINE TELEPHONE USER GUIDE FOR THE NEC IPK II

EXTENSION # _____