

NEC IPK II
Multi-line Telephone User Guide

PLACING CALLS

Internal Calls

1. Lift the handset.
2. Dial a station number

Note 1: When calling a multi-line telephone, dialing **1** after the station number will change ringing to voice or voice to ringing.

Note 2: To directly access a personal voice mailbox, dial **8** after dialing the station number.

Outside Calls

1. Lift the handset.
2. Typically dial **9 OR** press an idle **Outside Line** key.
3. Dial the telephone number.

Last Number Redial

1. Without lifting the handset, press the **Redial** key. The last dialed number is displayed.
2. To redial the last number, press **#**, **speaker** or lift handset. **OR** Search for the desired number from the Redial List by pressing the **Redial Soft-key** or **VOLUME UP** or **VOLUME DOWN** keys. (Scroll through last 10 numbers dialed)
3. Lift the handset or press **Speaker** to place the call.

Station Speed Dial — Programming

To **store** a Station Speed Dialing number (display telephones only):

1. Press the **Speaker** key.
2. Dial **755**.
3. Dial the Station Speed Dial buffer number to be programmed (0~9).

Note: 0 = Station Speed Dial buffer 10

4. Dial the Access Code (e.g., 9) – if required.
5. Dial telephone number you want to store (up to 24 digits).

Note: Valid entries are 0~9, # and *. To enter a pause, press **MIC**. To store a Flash, press **Recall**.

6. Press **Hold**.

7. Enter the name associated with the Speed Dialing number (display telephones only):

= Accepts an entry (only required if two letters on the same key are needed – ex: TOM). Pressing **#** again = Space. **Conf** Clears the character entry one character at a time (used when entering the Name). **EXIT** Clears all the entries from the point of the flashing cursor and to the right (used when entering the Number, this clears both the number and name).

Speed Dial – System/Group/Station

To dial a Station Speed Dialing number:

1. Press the **Speaker** key.
2. Dial **#7** (default Service Code).
3. Dial the Station Speed Dial buffer number (0~9).

Note: 0 = Station Speed Dial buffer 10

To dial a System Speed dialing number:

1. Press the **Speaker** key.
2. Dial **#2** (default Service Code) **OR** press the **Redial** Key **OR** Press the **System Speed Dialing** key.
3. Dial the Station Speed Dial buffer number (Default: 000~999).

MICROPHONE CONTROL

1. Press the **MIC** key. A lit **MIC** LED indicates that the **MIC** is on.

SPEAKERPHONE CALLS

1. Press the **Speaker** key and the LED lights.
2. Ensure that the **MIC** LED is lit.
3. Place internal or outside call. (for speaker calls you will need to dial 9 to capture outside line)
4. Converse.
5. Press the **Speaker** key to disconnect call.

Note: The handset may be used at any time during the conversation. To resume hands-free operation or to monitor a call, press the **Speaker** key (the LED lights) and replace the handset.

GROUP LISTENING

To initiate Group Listening:

1. Place or answer call using the handset.
2. Press **Speaker** twice (but do not hang up). **Note:** Speaker flashes slowly.

Note: You can talk to the caller through your handset. Your coworkers hear your caller's voice over your telephone's speaker.

Note: When you press **Speaker** once, you turn your Speakerphone on. The second press turns on Group Listen. Pressing the **Speaker** key a third time cancels the Group Listening feature.

HOLDING CALLS

Note 1: To retrieve a held call, press the flashing Line key or Conf key (internal calls).

Note 2: Calls on System Hold can be retrieved from any multi-line telephone with the held line appearance.

Note 3: After a preprogrammed time, the held call will recall to the originating station.

TRANSFERRING CALLS

With a call in progress:

1. Press the **Transfer** key.
2. Dial the station number.
3. Announce the call (optional).
4. Replace the handset.

Note 1: If the called station is busy, replace the handset to initiate a camp-on. Unanswered camp-ons and unscreened transfers will recall to the transferring station.

Note 2: To return to the original party, press the flashing **Line** key or **Conf** key.

Call Transfer using programmed DSS keys

With a call in progress:

1. Press the **Transfer** key.
2. Press the programmed **DSS button**.
3. Announce the call (optional).
4. Replace the handset.

Note 3: A **Programmable Function Key** may be assigned for DSS.

Note 4: To transfer a call directly to a personal voice mailbox, dial **8** after dialing the station number.

CONFERENCE

1. Establish intercom or trunk call.
2. Press **Conf** or **Conference** key.
3. Dial the extension you want to add. – **OR** – Access outside call by dialing 9.
4. When called party answers, press **Conference** key twice.

Note: If you cannot add additional parties to your Conference, you have exceeded the system's Conference limit.

CALL PARK – SYSTEM

To Park a call in a system orbit: **Note:** You can Park Intercom or trunk calls.

1. Press the **Transfer** key
 2. Press the **Park** key
 2. Use Paging to announce call (optional)
 3. Press **Speaker** to hang up or hang up handset **Note:** If not picked up, the call will recall to you.
- **OR** –
1. Press the **Transfer** key.
 2. Dial **#6** and the Park orbit (01~64). **Note:** If you hear busy tone, the orbit is busy. Try another orbit.
 3. Use Paging to announce call.
 4. Press **Speaker** to hang up. **Note:** If not picked up, the call will recall to you.

To pick up a parked call:

1. Lift the handset.
2. Press the **Pickup** key – **OR** –
 1. Press the **Speaker** key.
 2. Dial ***6** and the Park orbit (01~64).

STATION BUSY/NO ANSWER OPTIONS

Callback Call Busy or unanswered? To place a Callback:

1. Dial **#**
2. Hang up.
3. Lift the handset when the busy extension calls you back.

Note: If the unavailable extension was unanswered (not busy), the Callback goes through after your co-worker uses their telephone for the first time.

To cancel a Callback:

1. Press idle **Speaker** key and dial **770**.

Caller ID

Answer

Receive incoming ringing or transferred outside call:

1. Review the telephone display for the calling party's name or number.
2. Answer the call accordingly.

To Check Call History

1. Press **LIST** Soft-key and CID.

Note: The last addition to the list is displayed.

2. Press the **ARROW DOWN** Soft-key to scroll through the list of numbers in memory.
3. Press the **DEL** Soft-key to delete the entry and scroll to the next entry.
4. The **Call History** key will remain on as long as entries remain in memory.
5. To place a call back to a number in the temporary memory list, with the number to be dialed displayed, press a line or **Speaker** key. (Long distance numbers will have to be dialed, phone system will not add "1" before dialing.)

CALL PICKUP

Directed Call Pickup

To use Directed Call Pickup to intercept a call to a co-worker's extension:

1. Pick up the handset or press the **Speaker** key.
2. Dial **.
3. Dial the number of extension whose call you want to intercept.

Note: If more than one call is coming in, the system sets the priority for which call it will answer first.

PAGING

To make an Internal Page announcement:

1. Press the ICM soft-key, then the **Internal Paging (InPg) soft-key**, then group No. 1 (1 is the default)
2. Make announcement.
3. Press the hook-switch to disconnect quietly, then hang up.

BACKGROUND MUSIC

To turn Background Music on or off:

1. Press the **Speaker** key.
2. Dial **725**.
3. Press **Speaker** to hang up.

Programming One-Touch Inter-Com Keys

1. Press the **Speaker** key.
2. Dial Service Code **751**.
3. Press the **Line Key** to be programmed. Screen should say "Not Defined" or an old entry you can erase!
4. Dial 01 followed by the extension number.
5. Press **HOLD** then **Speaker**