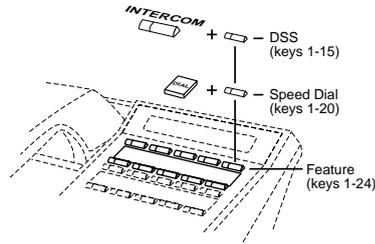


Using Your Telephone

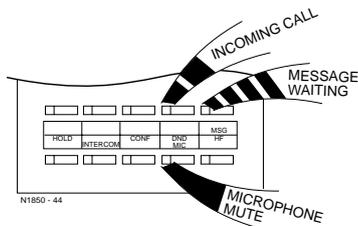


Programmable Keys

- Just *press the key* and you get its first level function (for example — a line or orbit key).
- Press **INTERCOM** and keys 1-15 become DSS Keys
- Press **DIAL** and keys 1-20 become Speed Dial Keys

You can place an Intercom or outside call **on Hold**.

The lights in the keys help you use your features and tell you about your call.



The **Alphanumeric Display** helps you use features and tells you about your calls. With optional Caller ID, a ringing line may show your caller's number and name.

If you have an LCD display, press VOL UP or VOL DN while idle to adjust the brightness.

Head Set —

GHI	PRS
4	7

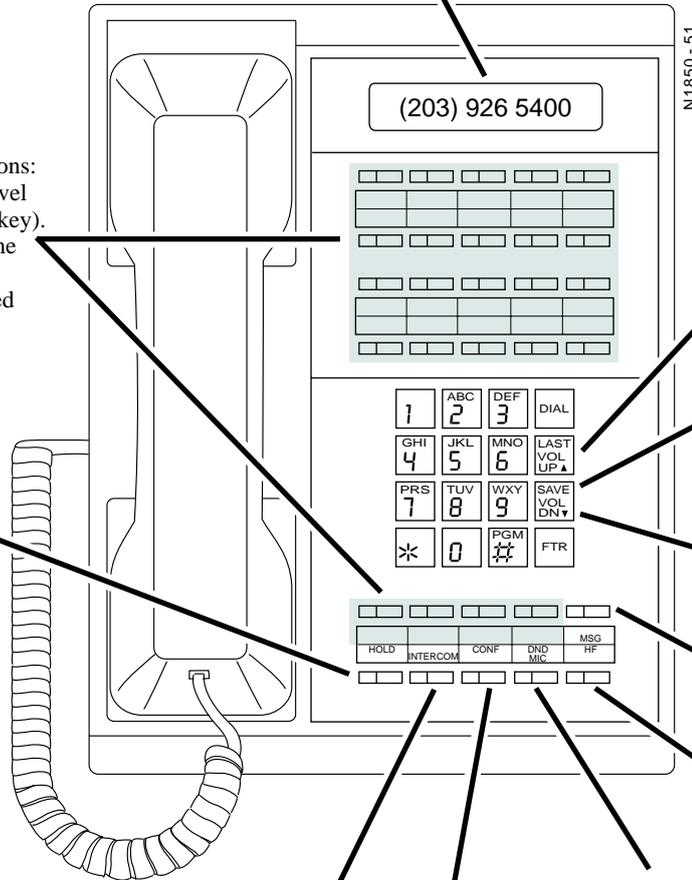
 With **User-Programmable Features** (VS only), you can customize selected features right from your phone.

Night Ring —

MNO	PRS
6	7

Speed Dial —

PRS	DEF
7	3



Press **Dial** then **Last** to automatically redial the last number you called.

Use **VOL UP** and **VOL DN** to adjust the volume of ringing, Paging, Background Music, Handsfree announcements or your handset.

Press **Dial** then **Save** to retain the number you just dialed — or dial a number you previously saved.

After calling a co-worker, press **MSG** to leave them a Message Waiting. MSG flashes when you have messages or your phone is forwarded.

Press **HF** to use Handsfree instead of the handset.

Use **INTERCOM** to call co-workers.

This key lets you set up a **Conference** with your co-workers. See Have a Telephone Meeting in this guide.

- For **Microphone Mute**, press DND/MIC until it flashes.
- For **Do Not Disturb**, press DND/MIC until it flashes.

Placing Calls

Placing an Outside Call . . .

Press a line key for quick access:

1. (Optional) Lift handset.
2. Press line key.
3. Dial outside number.
 - *You may also have line group (rotary) keys on your phone.*
 - *If your system is behind a PBX, you may have to dial 9 before your number.*

OR

Dial codes for outside lines:

1. (Optional) Lift handset.
2. Press INTERCOM.
3. Dial code for outside line.
 - *You may be able to dial:
Line numbers (e.g., 801).
Line group numbers (9 or 90-98).
Line extension numbers (e.g., 348).
9 or 90 for Automatic Route Selection.*

Calling a Co-Worker . . .

Dial using the Intercom:

1. (Optional) Lift handset.
 - *For one-touch calling, press a Call Coverage or Hotline key instead of going on to step 2.*
2. Press INTERCOM.
 - *To call your Voice Mailbox, press MSG instead of going to step 3.*
3. (Optional) To force the call to ring your co-worker, dial 1 before the next step.
4. Dial your co-worker's extension number.
 - *If you hear ringing, wait for an answer. If you hear two beeps, begin speaking.*
 - *You may also be able to dial a co-worker's **Ring Group**.*
 - *For **Paging**, dial 1* for All Call or 2*-8* for zones 1-7.*

If your call doesn't go through . . .

Camp On and Callback

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

1. Dial **C** and **Camp On** (wait without hanging up).
 - *(For Intercom calls) The called party hears two beeps. If you hear ring/busy, dial 1 and your call will go through.*
 - *(For outside calls) When you hear new dial tone, place your call again.*

OR

1. Dial **C** and hang up to leave a **Callback** for a free line or extension.
 - *Wait for the system to call you back.*
2. Lift handset or press HF when the system calls you back.
3. (Outside calls only) Place your call again.

To cancel your Callback:

1. (Optional) Lift handset.
2. Press INTERCOM and dial *.
3. Press FTR and hang up.

Message Waiting

Leave a Message Waiting so your co-worker can call you back:

1. Do not hang up if there is no answer.
2. Press MSG.
 - *With Voice Mail, this will call your co-worker's mailbox.*
 - *When you leave a message, MSG on your co-worker's phone flashes fast.*

To answer your own Message Waitings:

1. (Optional) Lift handset.
2. Press INTERCOM then MSG.
 - *To cancel all your messages without returning them, dial INTERCOM # *.*

Answering Calls

Answering Outside Calls . . .

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

1. Lift handset or press HF.
 - *Press line key if you are not automatically connected to the call.*
 - *Some line keys may be line group (incoming line rotary) keys.*

Answering Intercom Calls . . .

Listen for two short beeps:

1. Speak toward your phone.
 - *The mic in your phone picks up your voice. You can lift the handset for privacy.*
 - *If you hear two beeps and a co-worker's voice while on a handset call, press and hold DND/MIC to respond privately.*

OR

Listen for one ring and look for a slowly flashing INTERCOM key:

1. Press INTERCOM.
 - *The mic in your phone picks up your voice. You can lift the handset for privacy.*

Picking up calls not ringing your phone . . .

If a call is ringing Paging after hours:

1. (Optional) Lift handset.
2. Press INTERCOM and dial * 0.

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

1. (Optional) Lift handset.
 - *You can press a Group Call Pickup or Call Coverage key instead of going to step 2.*
2. Press INTERCOM.
3. Dial * and your co-worker's extension.

Have a telephone meeting (Conference) . . .

Use Conference to have a 3-way telephone meeting:

1. Set up your first call and press CONF.
2. Place or answer your second call.
3. Press CONF again.
 - *The CONF key lights. If you hang up, the Conference may continue.*

QUICK REFERENCE

OUTSIDE CALLS

Placing: Lift handset + Line key + Dial number

Answering: Lift handset (if you are not connected, press flashing key)

Answering ringing over paging speakers: Lift handset + INTERCOM + Dial * 0

INTERCOM CALLS

Placing: Lift handset + INTERCOM + Dial extension (if you hear ring/busy, you may be able to dial 1 to get through)

Answering: If ringing, lift handset. If announced, speak toward phone or lift handset.

HOLD

Placing call on Hold: HOLD + Hang up

Retrieving call: Lift handset + Flashing line key for outside call **OR** INTERCOM then HOLD key for inside call

TRANSFER

Transferring outside call: INTERCOM + Dial extension + Announce call + Hang up

CONFERENCE

Setting up a three-way conversation: Establish an outside/Intercom call + CONF + Establish next call + CONF

Responding to Signal Tones

Two tones during a handset call: Then you hear your caller's voice over your call. To reply, press and hold DND/MIC.

One tone during a speakerphone call: This means a call is waiting to be answered. Press HOLD + Flashing INTERCOM or line key

Fast busy or warble tone anytime: This means you made a mistake in placing a call or using a feature. Hang up and start over.



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.
2. Press HOLD.
 - *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 HOLD again.*
 - *Intercom calls automatically go on Exclusive Hold when you press HOLD.*

Easily retrieve a call from Hold:

1. (Optional) Lift handset.
2. If the call was on a line key, press the flashing line key.
 - OR**
2. If the call was not on a line key (or was an Intercom call), press HOLD.
 - OR**
2. If a co-worker placed the outside call on Hold (and you don't have a line key for it):
 - Press INTERCOM
 - Press * and the line number (e.g., 801) or your co-worker's extension number.

Reroute your calls

Transfer

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

1. Press INTERCOM and dial your co-worker's extension number.
 - *To transfer the call to Voice Mail, press MSG before dialing your co-worker.*
 - *You can optionally press a DSS, Hotline or Call Coverage key.*

VS USER-PROGRAMMABLE FEATURES

To program a feature, press PGM# and the feature's code. For example, to set Night Ring, press PGM# and dial NR. The remaining steps vary with each feature. Your access level determines the features you can program. See your communications manager. Note that enabling RA or NR disables DRA and vice versa. To disable ringing, disable NR, RA *and* DRA.

DELAYED RING ASSIGNMENT PGM# + **DRA** + Line key + **Y(es)** + **N(o)** + Save

DSS PGM# + **DSS** + DSS key + ext. + SAVE

HEADSET PGM# + **HS** + **Y(es)** or **N(o)** + SAVE

HOTLINE PGM# + **HL** + Hotline key + ext. + SAVE

NIGHT RING PGM# + **NR** + Line key + **Y(es)** or **N(o)** + SAVE

PAGE PGM# + **VP** + **Y(es)** or **N(o)** + SAVE

PRIME LINE PGM# + **PLA** + Line key + **Y(es)** or **N(o)** + SAVE

RING ASSIGNMENT PGM# + **RA** + Line key + **Y(es)** or **N(o)** + SAVE

RINGING LINE PREFERENCE PGM# + **RLP** + **Y(es)** or **N(o)** + SAVE

SPEED DIAL Storing Outside Numbers in Bins
PGM# + **SD** + Bin number (20-29, 50-59) + PGM# + (Display only) Name or PGM# + Line key (or line code + PGM#) + Number (32 digits max.) + SAVE

Storing Outside Numbers in One-Touch Keys
PGM# + **SD** + One-Touch Speed Dial Key + (Display only) Name or PGM# + Line key (or line code + PGM#) + Number (32 digits max.) + SAVE

Storing Intercom Features
PGM# + **SD** + One Touch Speed Dial Key (or Bin number + PGM#) + (Display only) Name or PGM# + INTERCOM + Intercom feature code (32 digits max. using 0-9, # and *) + SAVE

TIME AND DATE PGM# + **TD** + Month (01-12) + PGM# + Date (1-31) + PGM# + Year (2 digits) + PGM# + Hour (00-23) + PGM# + Minutes (00-59) + SAVE

VOICE ANNOUNCE PGM# + **VA** + **Y(es)** or **N(o)** + SAVE

VOICE OVER PGM# + **VO** + **Y(es)** or **N(o)** + SAVE

NEC

NEC America, Inc., Corporate Networks Group
4 Forest Parkway, Shelton, CT 06484
TEL: 203-926-5400 FAX: 203-929-0535
cng.nec.com



Park a call in orbit

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

1. Do not hang up.
2. Press INTERCOM.
3. Dial the Park Orbit number.
 - *To Park a call in a System Park orbit, dial 60-69.*
 - *To Park a call at a co-worker's extension (called Personal Park), dial * and your co-worker's extension number.*
4. Page your co-worker to pick up the call.
 - *For **Paging**, press INTERCOM and dial 1* for All Call or 2*-8* for zones 1-7.*
5. Hang up.

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

1. (Optional) Lift handset for privacy.
2. Press INTERCOM.
3. Dial the Park Orbit number.
 - *Your choices are system orbits 60-69 or * and the Personal Park orbit number.*

Forward your calls to a co-worker . . .

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

1. Press INTERCOM and dial PGM#.
2. Dial extension to receive your calls.
 - *Or, press MSG to forward to Voice Mail.*
3. Do one of the following:
 - Dial 1 to forward calls not answered.
 - Dial 2 to forward calls not answered or when busy.
 - Dial 3 to forward all calls.
 - Dial 4 to have Voice Mail screen your calls (emulate a personal answering machine).
4. Press HF to hang up.
 - *MSG flashes slowly. A voice prompt may remind you that your calls are forwarded.*
 - *To cancel your forwarding, press INTERCOM and dial #. MSG goes out.*

Automatically redial calls . . .

Last Number Redial

Quickly redial your last outside call:

1. (Optional) Lift handset.
 - *Press a line key to preselect a line.*
2. Press DIAL then LAST.
 - *If you hear busy tone, press an idle line key to have your call dial out automatically.*

Save

Save your call for quick dialing later on:

1. Do not hang up.
2. Press DIAL then SAVE.

Then redial your saved number:

1. (Optional) Lift handset.
 - *Press a line key to preselect a line.*
2. Press DIAL then SAVE.
 - *If you hear busy tone, press an idle line key to have your call dial out automatically.*

Quickly dial co-workers and outside calls . . .

Direct Station Selection (DSS)

Save time calling co-workers with Direct Station Selection:

1. (Optional) Lift handset.
2. Press INTERCOM.
 - *Your DSS keys show the status of your co-workers: idle (dark), busy (on) or in Do Not Disturb (flashing).*
3. Press DSS key (1-15) for co-worker.

Program your own DSS keys:

1. Press INTERCOM then dial PGM#.
2. Press the DSS key (1-15) you want to program.
3. Dial the number of the extension you want assigned to the key.
 - *To clear a key, dial *.*

Speed Dial

Store up to 20 outside numbers in your own Personal Speed Dial:

1. (Optional) Lift handset.
2. Press DIAL then PGM#.
3. Dial Personal Speed Dial bin number (50-59 and 20-29), press bin key or press One-Touch Speed Dial key.
4. (Optional if you see *PROGM NAME Y/N*)
 - Press Y to program name or N to skip to step 5.
 - Dial the first letter of the desired name, followed by the digit (1, 2 or 3) that selects the letter.
(For example, for B dial 2 2.)
(Press 0 to enter a blank space, Q or Z. Press * to erase a name.)
 - Repeat the above steps to enter more letters, then press PGM# when you are done.
5. Dial line number, press line key or press INTERCOM (to store an Intercom feature).
6. Dial number you want to store.
 - You can press *HOLD* to enter a pause, *MSG* for Flash and *DIAL* for Delay.
7. Hang up.

To dial your stored Speed Dial number:

1. (Optional) Lift handset.
Press a line key to preselect a line.
2. Press One-Touch Speed Dial key.
OR
 2. • Press DIAL
 - Press bin key or dial bin number.
 - If you hear busy after step 2, press idle line key to have the call automatically dial out.

Dialing Plan	VS w/o AUX	VS w/AUX	II/III 32x60	II/III/IV multi-cab.
Extensions	300-323	300-371	300-359	300-479
Lines	801-808	801-824	801-832	801-872
Line Ext.	348-355	372-395	396-427	480-551
Ring Groups	364-371	396-403	428-435	556-563

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Multibutton Telephone Quick Reference Guide

N1850MBG04
June 2001

Printed in U.S.A. (2562)

