

## **NEC Aspire Telephone System User Guide**

### **INTERCOM FEATURES**

#### **How to intercom a co-worker:**

1. Lift handset (optional)
  2. Press **HOTLINE** key for co-worker
- or--
2. Enter the **three-digit extension number**

#### **How to intercom all extensions at once (paging):**

1. Lift handset
2. Dial **8010** (on some systems, you can dial **\*10**)
3. Begin speaking after tones

#### **How to make your intercom calls ring:**

1. With handset in cradle, press **CALL 1**
2. Dial **823**
3. Press **SPK**

#### **How to make your incoming intercom calls voice announce:**

1. With handset in cradle, press **CALL 1**
2. Dial **821**
3. Press **SPK**

### **MAKING OUTGOING CALLS**

#### **How to make an outgoing call:**

1. Lift the handset
2. Press an available (unlit) outside line key
3. Dial number

#### **How to redial:**

1. Lift the handset
2. Press an available (unlit) outside line key
3. Press **LND** (Last Number Dialed)

#### **How to make a conference call:**

1. Establish the first call
2. Press **CONF**
3. Establish the second call
4. Press **CONF**
5. Press **CONF** again to establish three-way conference call
- or--
5. Establish third call
6. Press **CONF** *twice* to establish four-way conference call

## HANDLING INCOMING CALLS

### How to answer an incoming call:

1. If the call is ringing at your extension, lift the handset
- or--
1. If the main line is ringing, lift handset and press slowly-blinking line key
- or--
1. If the call is ringing at another extension, lift the handset, press \* \* and the **three-digit extension number** of the phone ringing

### How to put a call on HOLD:

1. While on call, press **HOLD**
2. Hang up

### How to transfer a call to a co-worker:

1. While on call, press **HOLD** (*do not hang up*)
2. Press the co-worker's **HOTLINE** key
- or--
2. Dial the co-worker's **three-digit extension number**
3. Announce call (optional)
4. Hang up (call will ring the co-worker's extension; if not answered, the call will automatically go to the co-worker's voicemail)

### How to transfer a call directly to a co-worker's voicemail:

1. While on call, press **HOLD**
2. Press the **MSG** key
3. Press the co-worker's **HOTLINE** key
- or--
3. Dial the co-worker's **three-digit extension number**
4. Hang up

## PERSONALIZING YOUR EXTENSION

### How to put your extension in do not disturb:

1. Press the **DND** key
2. Select the DND option:
  - Press **1** to block only outside calls
  - Press **2** to block internal (intercom) calls
  - Press **3** to block all calls
  - Press **4** to block only transferred calls
  - or--
2. Wait for confirmation tone (about 10 seconds). System automatically chooses option 3.

### How to cancel do not disturb:

1. Press the **DND** key
2. Press **0** to cancel
- or--
2. Wait for confirmation tone (about 10 seconds). System automatically cancels DND.

### How to program personal speed dials:

1. With handset in cradle, press **CALL 1**
2. Dial **855**
3. Press speed dial key to program (within top two rows)
4. Enter **9** + telephone number (including 1 + area code for long distance)
5. Press **SPK**

### How to use personal speed dials:

1. Lift handset (optional)
2. Press speed dial key

### How to program HOTLINE keys on your phone:

1. With handset in cradle, press **CALL 1**
2. Dial **851**
3. Press the function key to program
4. Dial **01**
5. Dial **three-digit extension** for the HOTLINE key
6. Press **HOLD**
7. Press **SPK**