NEC

SL2100

DT920 (ITK-8LCX) User Guide

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Chapter 1 DT920 (ITX-8LCX)

LIST OF FIGURES AND TABLES

DT920 (ITX-8LCX)

SECTION 1   INTRODUCTION

Thank you for purchasing NEC SL2100 system.

Due to the flexibility built into the system, your Dialing Codes and Feature Capacities may differ from those in this guide. Check with your NEC Authorized Supplier / System Administrator and make note of any differences.

Figure 1 DT920 (ITK-8LCX-1) Self-Labeling Model

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SECTION 2 INSTALLATION

2.1 Installing the Handset and LAN Cable

When installing the handset:

1. Make sure the handset cord is plugged into the handset jack on the telephone base.
2. The LAN cable routes through the channel on the telephone base or the telephone legs. (The LAN cable is customer provided.)

    *Power Feed: PoE (IEEE802.3af) Only

Figure 2 Installing the Handset and LAN Cable

< Bottom view>
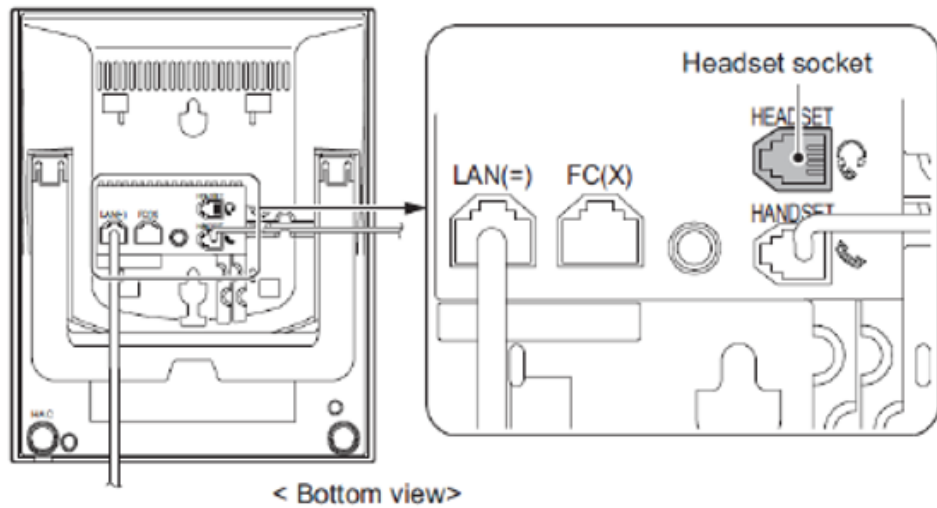
2.2 Adjusting the Angle of the Tilt Legs

2.2.1 Adjust Angle of Tilt Legs

1. Turn the terminal over (key side down).

2. Adjust the legs to the desired height (upward to raise the height / downward to lower the height.

Figure 3 Adjust the Tilt Leg Angle
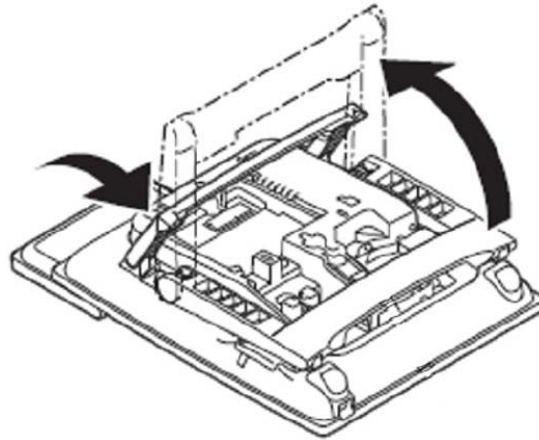
3. Turn the terminal over (key side up).

2.2.2 Raise the Height of the Tilt Legs:

The height can be adjusted by moving the legs, which are attached to the bottom of the terminal.

Figure 4 Adjust the Tilt Leg Height
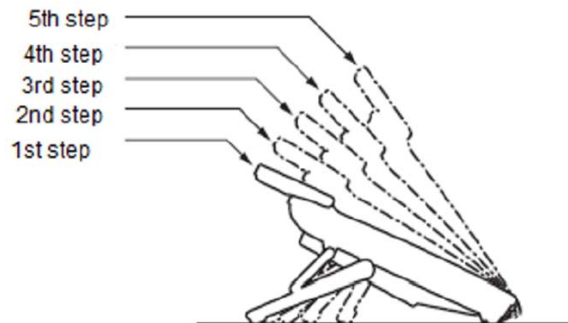
SECTION 3   USING YOUR TERMINAL

This manual provides a function key layout for the DT920 terminal.

3.1   Keys and Parts

Figure 5 DT920 (ITK-8LCX)

No.	Name	Function
(1)	Handset	Used to send/receive voice.
(2)	Back Key	To return to previous window.
(3)	Speaker	To Originate a call with handsfree.
(4)	Dial Keypad	To dial the called party number or feature access code.
(5)	Hold key	To place a call on hold.
(6)	Transfer key	Allows the terminal user to transfer established calls to another terminal, without attendant assistance.
(7)	Speaker Key (with light)	To control the built-in speaker which can be used for handsfree dialing or monitoring.
(8)	Cursor Key	To enter a selected item after navigating the menu. This key is also used to display the shortcut menu for frequently-used features. (Note: Only for classic mode) **Volume (UP/DOWN) key** 　To adjust speaker/receiver volume, and ringer volume while off-hook. To display the directory (DIR) by pressing the down key while on-hook. **Right key (Directory)** 　To access Last Number Redial. 　(Note: Only for classic mode) **Left key (Redial)** 　To display the Call History. 　(Note: Only for Classic Mode)
(9)	Menu Key	To access the menu of terminal. Only "Phone" and "Settings" icons function. Directory and History are not supported from this page and are accessed from the Cursor button.
(10)	Mic Key	MIC LED on Microphone is On, LED off Microphone is muted. LED must be on for handsfree response. MIC key also works for handset.
(11)	Feature Key (with light)	To activate features such as terminal setup and to program One-Touch Speed Calling keys.
(12)	Answer Key (with light)	To answer the incoming call, when LED on this key is lit.
(13)	Recall Key	To finish a call and hear the dial tone to make an another call (same as Flash Key).
(14)	Programmable Keys (with light)	These keys can be programmed as Flexible line key/ Programmable feature key by system administrator.
(15)	Home Key	To display the Utility menu or check the status of programmable keys press and hold this button. To check the status of a programmable key, press this button
(16)	Soft keys	The feature name is shown at the bottom of the LCD. The appropriate feature key is displayed on the screen according to the call handling process.

No.	Name	Function
(17)	LCD	To display date or dialed number, etc.
(18)	Call Indicator Lamp	The large LED at the top of the terminal flashes when receiving an incoming call. It also flashes indicating a voice mail message has been received.
(19)	Multi Key	To display the application switch screen.

3.2   Technical Specifications

Item	ITK-8LCX-1
LCD	3.5 inch TFT
LCD color	Color (16,770,000 colors)
Programmable Line/Feature Key	8 keys
Fixed Feature Key	13 keys (with Menu key and Cursor key)
Soft key	4 keys
Back Light	LCD and digit key (lit for 10 seconds when operating)
Phone Book	System : Max 90,000 records per system Personal : Max 1,000 records per terminal
Call History	Outgoing Call: Max 50 records per terminal Incoming Call: Max 50 records per terminal
XML Browser	Available
Handsfree	Available (Full duplex), Wideband support
Headset	Available (HW510 (A10) / HW251N (A10) / W710 (APD-80)
LAN Interface	2-port, 10BASE-T/100BASE-TX/1000BASE-T, Full-duplex/Half-duplex, Auto Negotiation/Fixed (Except 1000BASE-T)
Voice CODEC	G.711, G.729a, G.722
IP Address Setting	Sets via DHCP server/Sets Statically
QoS	ToS (IP Precedence, Diffserv)
VLAN	Tag VLAN (IEEE802.1Q/p), LLDP-MED, DHCP
Security	IEEE802.1x authentication (EAP-MD5, EAP-TLS), IEEE802.1x authentication support (EAPoL Forwarding) on the PC port via switch at a high hierarchy level, SIP&RTP Encryption, HTTPS (Web Programming/Download), VPN (L2TP/IPsec (IPv4))

Item	ITK-8LCX-1
Power Supply	Central Power Supply = IEEE802.3at Type1 (IEEE802.3af compatible)
Power Consumption	Max : About 3.75W, Standby : About 2.0W (without optional connection)
Download	Boot & Program / Config /Ringing Tone / Music on Hold/ Phone Book / Phone Book list / Wallpaper/ Voice confirmation tone
Adapter and Accessory (Option)	Wall Mount unit (WM) / Numbered Keypad
Dimension (W×D×H)	181(W) x 243(D) x 133(H)
Weight	About 1.0Kg
Environmental	Temperature range = 0° C to 40° C (32° F, to 104° F) Ambient temperature range = -20° C to 60° C (68° F to 140° F) Humidity = 10 to 90% RH (non-condensing)

* Dimensions are approximate.

3.3   Screen Layout and Key Functions

Figure 6 ITK-8LCX Display
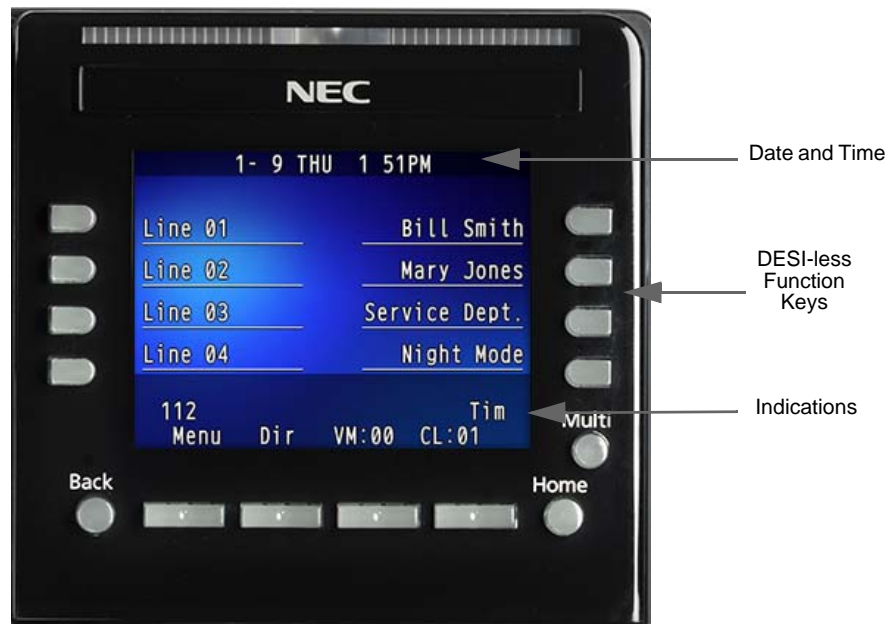
32 function keys (8 keys x 4 pages) additional programmable keys are provided (based on license). They can be programmed as Flexible Line/Programmable feature key by Telephony Server Administrator. For the SL2100, the programmable keys can be set by WebPro/ PCPro/Tel Pro and user can also set them.

NOTE

Maximum of 13 characters is supported.

3.3.1   Function Key Information

Function Key Information displays the following:

Key	Description	Maximum Digits to be Displayed
Line Key	Name and Number information	Refer to **Note***
Feature Key	Feature Name	Refer to **Note***
One Touch Speed Dial Key	- Speed Dial Name information - Number information	Refer to **Note***

Note*: Maximum of 13 characters is supported.

3.3.2   LCD

The LCD (Liquid Crystal Display) provides SL2100 call information and Line Key activity. You will also find Date, Time and Softkey operation. The LCD on the ITK-8LCX has 128 character display and 3-line capability.

Figure 7 Example of Idle Display

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3.3.3 Menu Key

From the Menu key, the user can access various features by pressing the User settings icon.

Press the Menu Key and the User Menu will display. Use the Cursor to navigate to the User settings icon and press the center key. You will then be able to make changes to the User configuration.

Menu Item		Description
Menu		Press ▭ Menu to display the **Menu** screen.
	History	Select this option to view the Call History data. Only applicable when DT920 extension is set to Standard mode in Program 15-02-60.
	Directory	Not supported on SL2100.
	Setting	Select this option to make the user setting on DT920.

Menu List for **History**

Menu Item	Description	Default Value
History	Redial and CID.	–

Menu List for **Setting - Classic Mode (ITK-8LCX)**

Menu Item			Description	Default Value
Setting				
	1 User Setting		Select this option to configure the user setting of DT920.	–
		1 Incoming Call	Select this option to set up for incoming calls.	–
		1 Offhook Ring	Select this option to specify whether to use the Off-hook ringing.	Enable
		2 Headset Ring	Select this option to specify whether to use the headset ringing.	Disable
		3 Ring Tone	Select a ringer tone for External Call and Internal Call. (Automatic / Tone Type 1~14 / Download 1~3)	Automatic (Tone Type 1)
		4 Illumination	Select this option to set the illumination pattern for External Call and Internal Call. (Automatic / Disable / Red / Green / Blue / Yellow / Purple Light Blue / White / Rotation)	Automatic (Red)
		2 Talk	Select this option to set up for telephone conversation.	–
		1 RTP Alarm	Select this option to specify whether to use the RTP alarm.	Automatic
		2 DTMF Tone	Select this option to specify whether to use the DTMF tone.	Automatic
		3 Key Touch Tone	Select this option to set the key touch tone generated when the digit keys are pressed while the telephone is off-hook.	Automatic (Tone)
		4 Hold Music	Select a Music on Hold to be heard by DT920 user.	Default
		5 Prefix	Select this option to register a Prefix number.	–

Menu Item				Description	Default Value
	3 Display			Select this option to set up for the LCD display.	–
		1 Calendar Format		Set calendar display format and time display format.	Automatic (12-hour format)
		2 Local Volume		Specify whether to display the following volume levels: handset receiver volume, speaker volume, ringer tone volume and LCD contrast.	Automatic (Enable)
		3 Screen Saver		Select this option to set up Screen Saver related data.	–
			1 Screen Saver Mode	Select this option to specify whether to use a Screen Saver.	Enable
			2 Wait Time	Select this option to specify the Wait Time to launch a Screen Saver.	30 min
		4 Back Light		Select this option to set the brightness of the backlight. 1. Level 1 (Bright) ~ 4. Level 4 (Dark)	Level 2
		5 Font Size		Select this option to change the font size displayed on an LCD.	Standard
			1 Large		
			2 Standard		
		6 Language		Select this option to select a language to be displayed on an LCD.	Automatic
		7 Advanced		Select this option to set up for the following additional data.	–
			1 Wallpaper *Note: Wallpaper is not supported at this time.*	Select this option to specify the Home screen background (default/download)	Default
			2 Font Color	Select this option to specify the font color for the Time Display/Feature Information Display area. *You can check the color by selecting each color number. (Color 1 ~ Color 16)	Color 16
			3 Turn Off Display	Select this option to specify the data when turning off the display automatically.	–
				1 Turn Off Display Mode	Select this option to set up for Turn Off Display Mode. (Disable/Enable/App Priority)	App Priority
				2 Wait Time	Select this option to specify the time until turning off the display. (1-999 min.)	180 min
			4 Backlight Fade Control	Select this option to specify whether Backlight Fade Control is in service, when turning on/off the backlight of the LCD. (Disable/Enable)	Enable
			5 Home Frame	Select this option to set home frame.	Enable
	4 Change Password			Select this option to change the password to lock/unlock the telephone.	0000
	5 Security			Not used.	–
	6 Usability			Select this option to set up for the operation of the Home key while Pop-up window is displayed.	–
		1. Help Key Mode		Select this option to set up for Help Key Mode (1 SubMenu/2 Popup Window).	SubMenu
	0 Setting Reset			Select this option to reset the telephone settings.	–

Menu Item				Description	Default Value
2 Download				Set the data required when downloading a file.	–
	1 Download Files			Select this option to download files for Music on Hold, ringer tone, Directory and Wallpaper.	–
		1 Hold Music		Select this option to download a file for Music on Hold.	MOH.wav
		2 Ring Tone		Select this option to download files for ringer tones (Download 1 to 3).	–
			1 Music Ring 1	Select this option to download a file for ringer tone (Download 1).	Melody1.wav
			2 Music Ring 2	Select this option to download a file for ringer tone (Download 2).	Melody2.wav
			3 Music Ring 3	Select this option to download a file for ringer tone (Download 3).	Melody3.wav
		3 Directory		Not supported on SL2100.	Directory.csv
		4 Wallpaper *Note: Wallpaper is not supported at this time.*		Select this option to download a file for Wallpaper.	WallPaper.bmp
	2 Download Address			Select this option to enter an IP address of the FTP/TFTP/HTTPS server.	0.0.0.0
	3 Protocol			Select this option to specify a protocol of the server (either FTP or TFTP or HTTPS).	FTP
	4 Account Settings			Select this option to set necessary data when using FTP or HTTPS service.	–
		1 User ID		Select this option to enter a user ID for downloading via FTP or HTTPS server.	–
		2 Password		Select this option to enter a password for downloading via FTP or HTTPS server.	–
		3 Folder		Select this option to specify the directory where the downloaded file is stored.	–
3 Data Backup/Restore				Select this option to set the data required for a file backup/restore.	–
	1 Data Backup			Select this option to specify the file name to be backed up.	PersonalData.tgz
	2 Data Restore			Select this option to specify the file name to be restored.	PersonalData.tgz
	3 Server Address			Select this option to enter an IP address of the FTP/TFTP/HTTPS server.	0.0.0.0
	4 Protocol			Select this option to select a protocol of the server (either FTP, TFTP or HTTPS).	FTP
	5 Account Settings			Select this option to set necessary data when using FTP or HTTPS server.	–
		1 User ID		Select this option to enter a user ID for the data backup via FTP or HTTPS server.	–
		2 Password		Select this option to enter a password for data backup via FTP or HTTPS server.	–
		3 Folder		Select this option to specify the destination directory of FTP or HTTPS server.	–

3.4 For Your Convenience

3.4.1 Programmable Function Keys

Programmable Function Keys can be assigned as "Trunk" Key and/or other Function Keys. You can just press the function key to activate the assigned function without dialing the Service Code.

Figure 8 DT920 – Programmable Function Keys
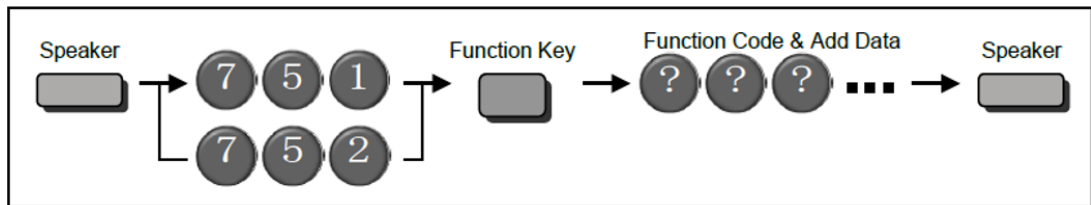
- ☐ There are 2 levels of Function Keys. (General Keys : assigned by **751**, Appearance Keys : assigned by **752**)

- ☐ Appearance Keys have priority. You can overwrite the Appearance Key at the General Key.

- ☐ If you want to overwrite the General Key at the Appearance Key, <u>you have to erase the Appearance Key</u> by dialing **752 + 000** before General Key assignment.

- ☐ In the default setting, Programmable Function Key No. 1 to 12 is assigned as "Trunk" Key. If you want to assign Function Keys (General) at the unused Trunk Keys, these unused keys should be erased by **752 + 000** operation.

- ☐ Programmable Function Keys can be erased by dialing **752 + 00** or **751 + 00**.

- ☐ Programmable Function Keys can be assigned by Soft Key operation as well.

3.4.2   DSS/One-Touch Keys

Programmable Function Keys can be assigned as DSS (Direct Station Selection) or One-Touch Keys. You can place an Outside / Intercom Call by just pressing this key without dialing the number.

Figure 9 DSS/One-Touch Keys
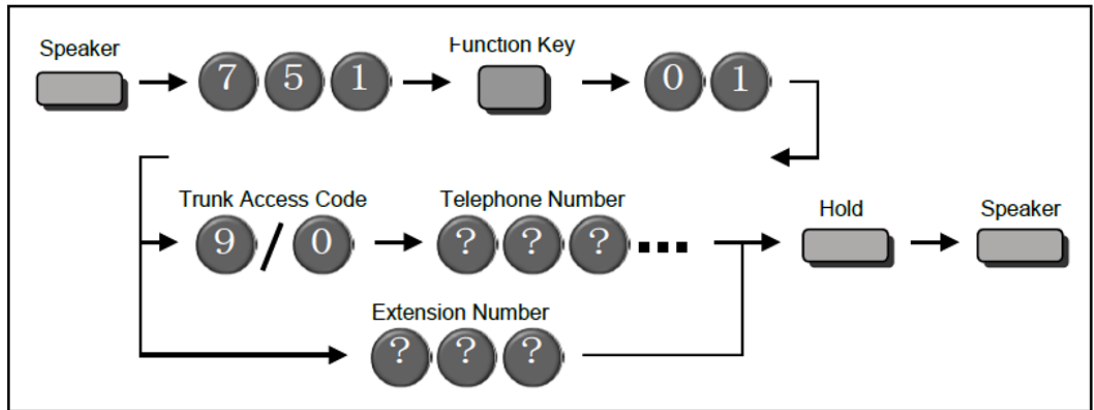
☐   To change the Trunk Access Code, Ask your NEC Authorized Supplier for the details.

☐   In the default setting, Programmable Function Key No. 1 to 12 is assigned as "Trunk" Key. If you want to assign DSS Keys at the unused Trunk Keys, these unused keys should be erased by **752 + 000** operation before the above operation.

☐   In case of DSS Key, the extension status can be indicated on the BLF. (idle : extinguished, Busy : lit).

☐   When you register a telephone number, the Trunk Access Code should be added in front of the number.

☐   Up to 36 digits dialing can be registered, but the name can not be registered.

☐   If you want to continue the operation, press Programmable Function Key instead of Speaker Key to finish.

☐   One-Touch Keys can be assigned by Soft Key operation as well.

3.4.3   Abbreviated Dial (Speed Dial) Registration

Figure 10 Abbreviated Dial (Speed Dial) Registration Keys
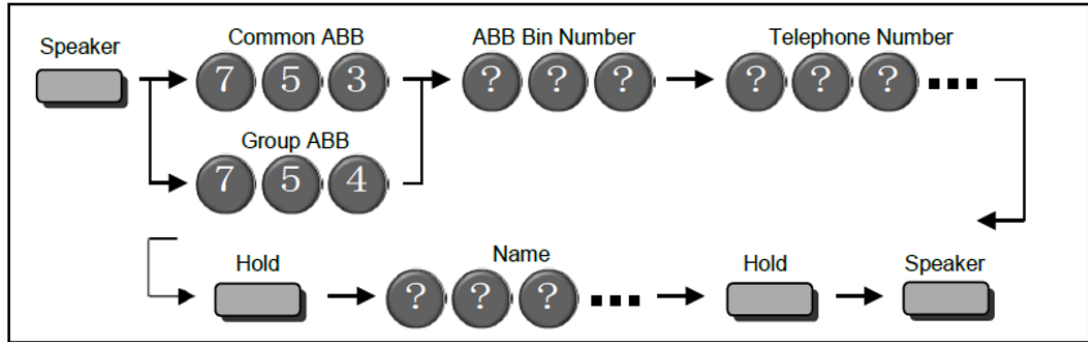
❏ The digit of Bin No. depends on the system setting. (0-9<Only Group ABB> / 00-99 / 000-999)

❏ System setting is necessary for Group ABB function. Ask your NEC Authorized Supplier for the details.

❏ Name can be entered by Dial Pad Keys. (See below)

❏ Up to 36 digits dialing can be registered, and up to 12 characters can be registered as name.

❏ If you want to continue the operation, dial Bin No. instead of Speaker Key to finish.

❏ You can skip to enter the name. (No enter any character, then press **Hold** Key).

❏ You can erase the registered number & name by pressing **Exit** Key after dialing Bin No.

❏ Common Abbreviated Dial can be registered by Soft Key / Cursor Key operations as well.

3.4.4 Entering Alphanumeric Characters

When you enter a name, use Dial Pad Keys to enter letters as below. For example, press **2** key once for **A**, twice for **B**, etc…

Figure 11 Alphanumeric Characters
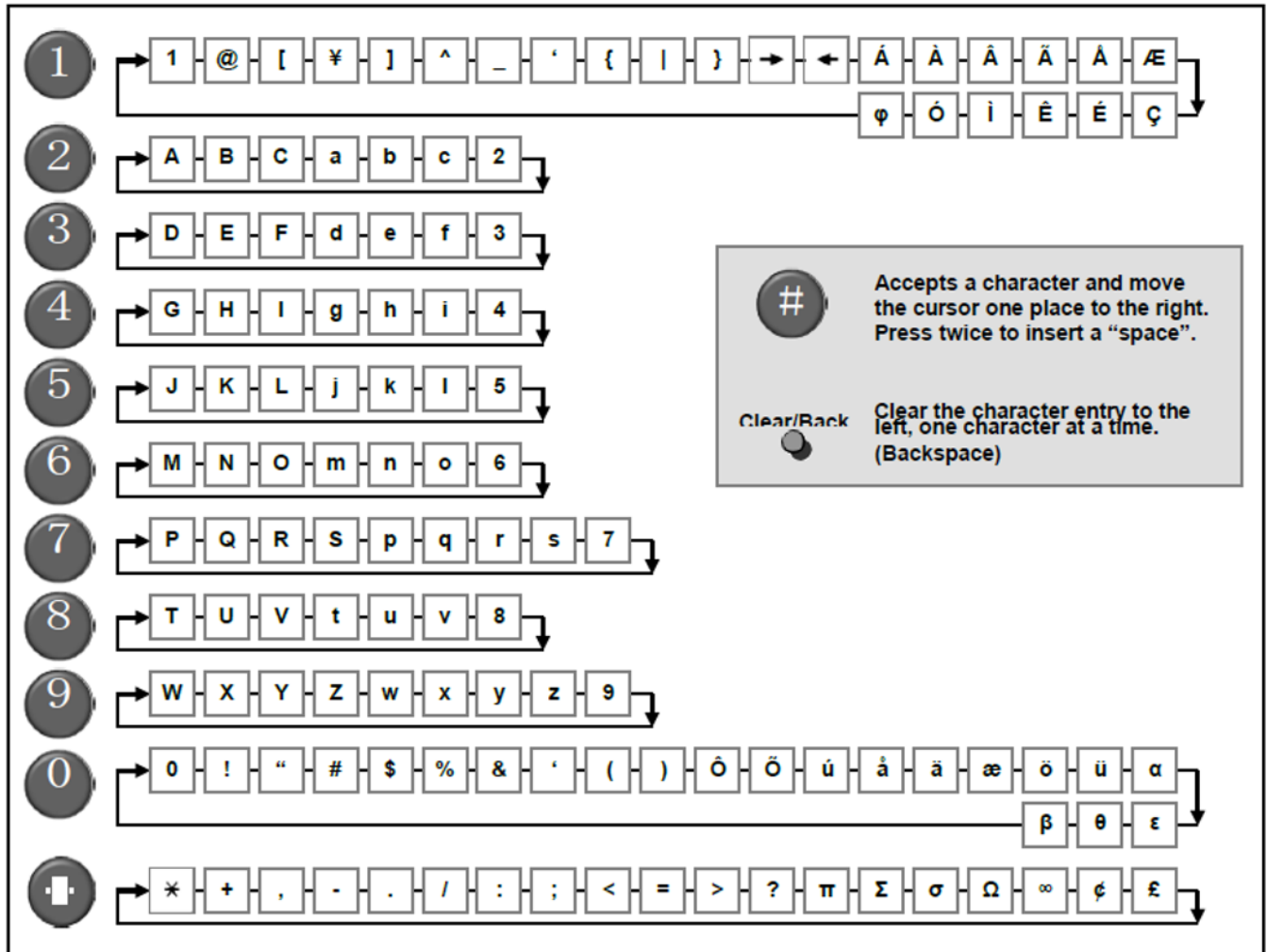
SECTION 4   CALLING FEATURES

4.1   Placing Calls

4.1.1   Place an Outside Call (Quick Access)

Figure 12 Placing an Outside Call Using Quick Access
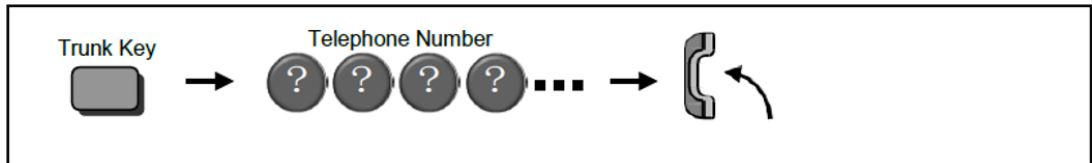
❐   Listen to the Dial Tone before dialing a Telephone Number.

❐   You can have function keys for Trunks or Trunk Groups. Ask your NEC Authorized Supplier for the details.

4.1.2   Place an Outside Call (Access by Code)

Figure 13 Placing an Outside Call Using an Access Code
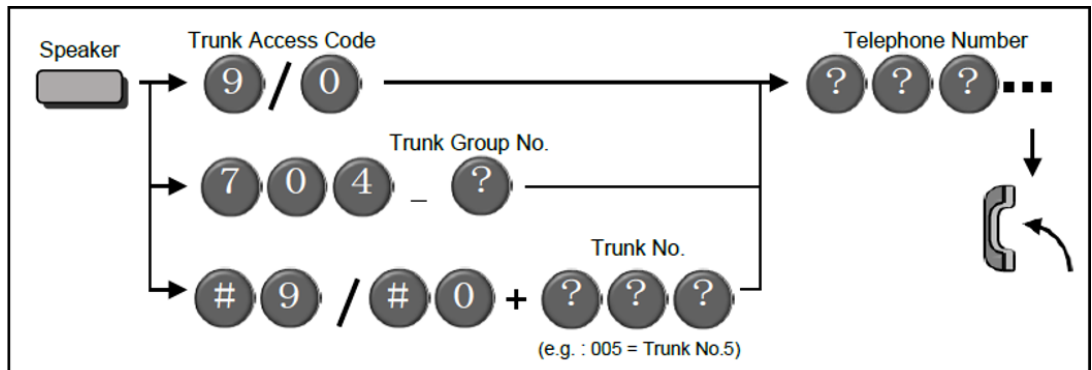
❐   To change the Trunk Access Code, Ask your NEC Authorized Supplier for the details.

❐   Listen to the Dial Tone before dialing a Telephone Number.

❐   In case the number of Trunk Group is more than 10, you should enter 2 digits (e.g. 11 : Group 11) after dialing **704**. Ask your NEC Authorized Supplier for the details.

❐   For the dial digit of Trunk No., ask your NEC Authorized Supplier for the details.

4.1.3   Place an Intercom Call (Dial Access)

Figure 14 Placing an Intercom Call Using Dial Access
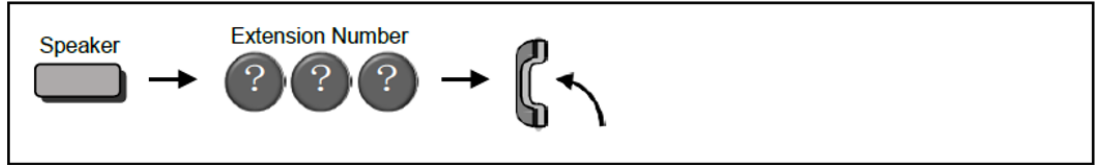
❒   Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialing **1** changes voice/ring mode. (in case the destination is Multi-line Terminal)

4.2   Placing Calls Quickly

4.2.1   Directory Dialing

Figure 15 Directory Dialing
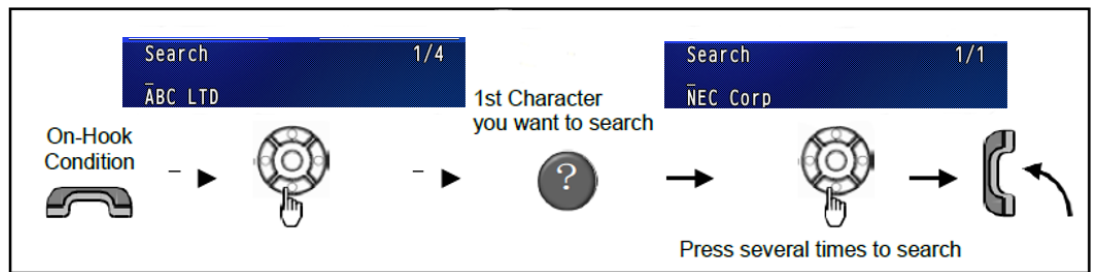
❒   After searching the desired destination, press **Enter** Key to confirm the telephone number before lifting the handset, if necessary.

❒   You can enter more Characters (up to 12) to make desired destination's search even more specific.

❒   You can also search the desired destination without entering the Characters. (press Cursor Keys only)

❒   To cancel the Directory Dialing operation, press **Clear**/**Back** Key.

❒   Directory Dialing can be activated by Soft Key operation as well.

4.2.2 Last Number Dialing

Figure 16 Last Number Dialing
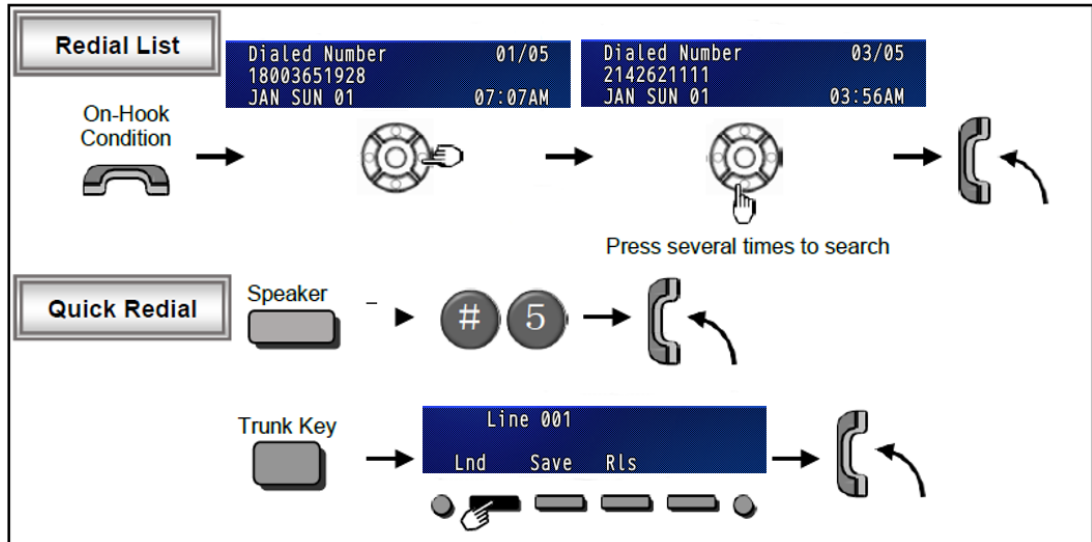
☐ The system retains the last 10 numbers dialed which can be reviewed and redialed.

☐ To cancel the Redial List operation, press "**Clear**/**Back** Key.

4.2.3 Callback by Received Number

Figure 17 Callback Using Received Number
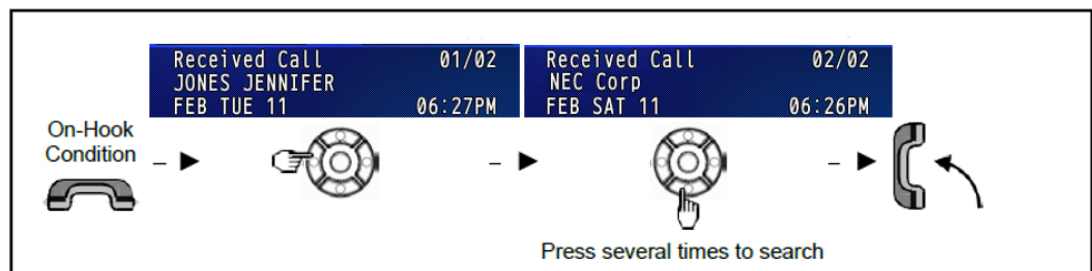
☐ Caller-ID function is required to use this operation for outside calls. Ask your NEC Authorized Supplier for more details.

☐ To cancel the Callback operation, press **Clear**/**Back** Key.

4.2.4 Abbreviated (Speed) Dialing <for Outside>

Figure 18 Abbreviated Speed Dialing for Outside Call
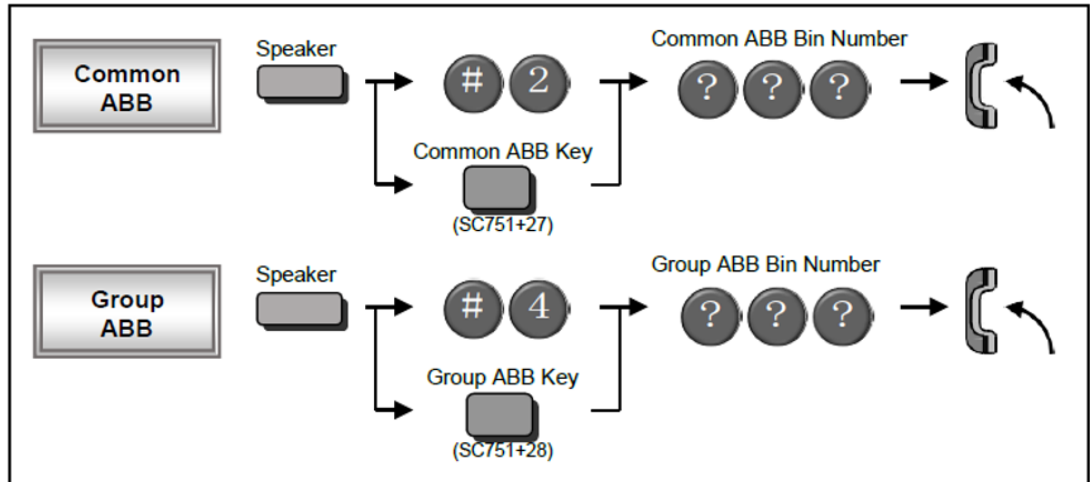
❐   The digit of Bin No. depends on the system setting. (0-9 <Only Group ABB> / 00-99 / 000-999)

❐   Telephone Numbers should be pre-registered to the system.

❐   System setting is necessary for Group ABB function. Ask your NEC Authorized Supplier for the details.

❐   When you assign the Common ABB Key on the Programmable Function Key, **Press HOLD** is required after dialing the Function Code27.

4.2.5 One-Touch / DSS Call

Figure 19 One-Touch / DSS Call
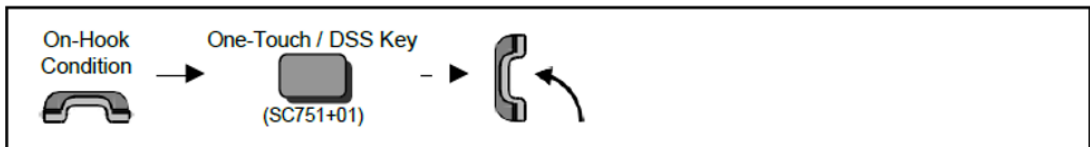
❐   Telephone / Extension number should be pre-registered to a One-Touch / DSS Key.

❐   Trunk Access Code should be added in front of the Telephone number.

4.3   If Your Call Doesn't Go Through...

4.3.1   Set Camp On / Callback

Figure 20 Set Camp On or Callback
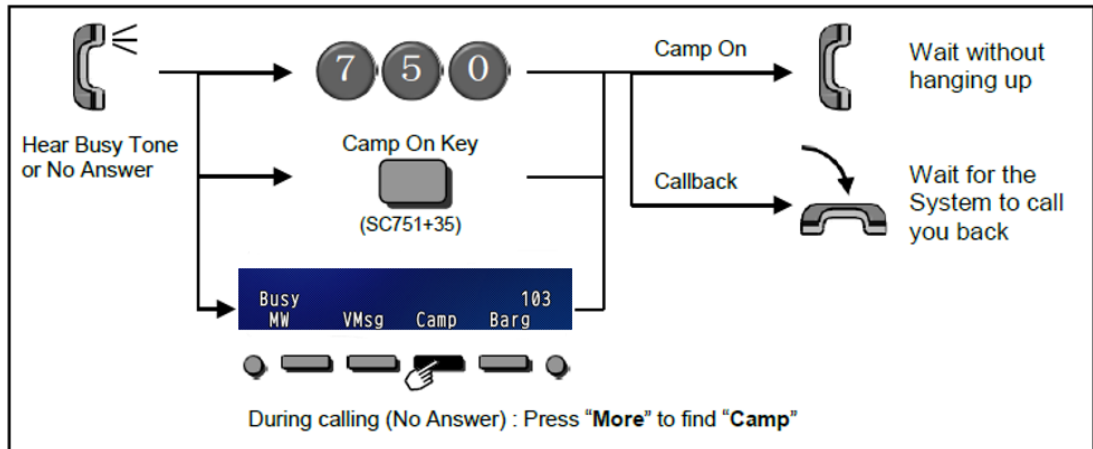
- ❏   Camp On In case of Intercom Call, when you hear ringing, wait for the called party to answer.

    In case of Outside Call, when you hear Dial Tone, begin telephone number dialing.

- ❏   Callback In case of Intercom Call, when your terminal starts the ringing, lift handset and wait for the called party to answer.

    In case of Outside Call, when your terminal starts the ringing, lift handset, hear Dial Tone, and begin telephone number dialing.

- ❏   This function is applicable in case all trunks are busy condition. (not applicable for dialed outside party busy)

4.3.2   Cancel Camp On / Callback

Figure 21 Cancel Camp On or Callback
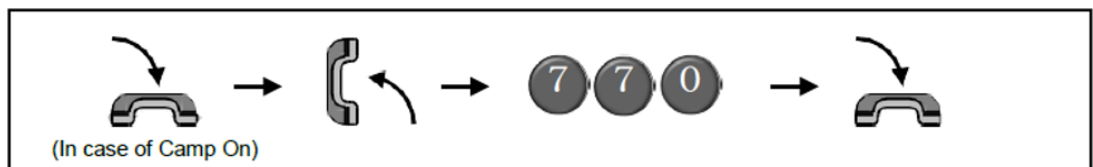
4.3.3 Repeat Dialing (Outside Call Only)

Figure 22 Repeat Dialing for Outside Call
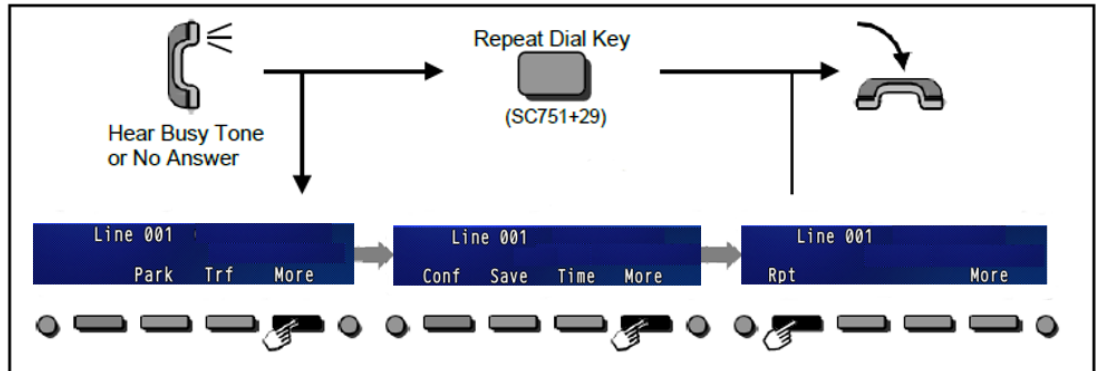
☐ When the Repeat Dialing is set, Repeat Dial Key shall flash and the system automatically and periodically redials a call. Repeat duration is programmable. Ask your NEC Authorized Supplier for the details.

☐ You should lift the handset when the called party answered.

☐ Press flashing Repeat Dial Key to cancel.

4.3.4 Answer Message Waiting (Terminal Indicator is Flashing Red)

Figure 23 Answer Message Waiting When Indicator Flashes Red
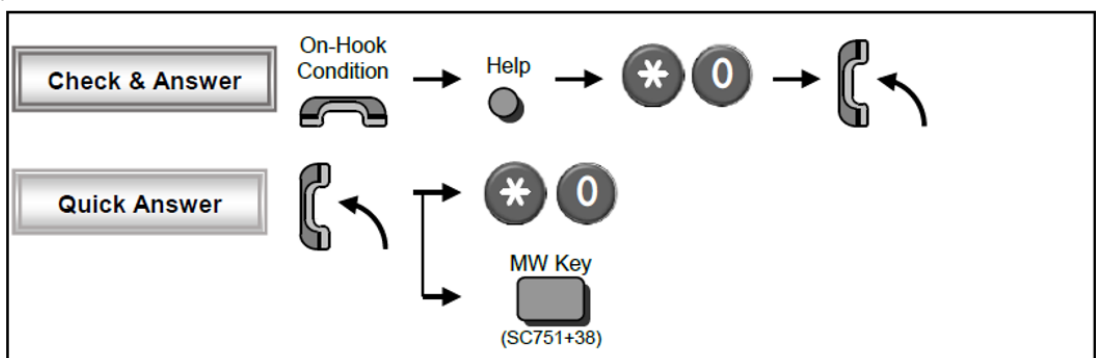
☐ When you answer a MW, the Indicator shall automatically be off when the called party answers.

☐ If multiple message are in queue, you can select the desired party by pressing Up key after dialing " , 0", if several number of Message Waiting has been set.

☐ If Message Waiting is on due to a Voicemail Message. Press VM softkey to enter Voicemail. Once the Voicemail Message is deleted it will clear the Message Waiting lamp.

4.3.5   Cancel Message Waiting

Figure 24 Cancel Message Waiting
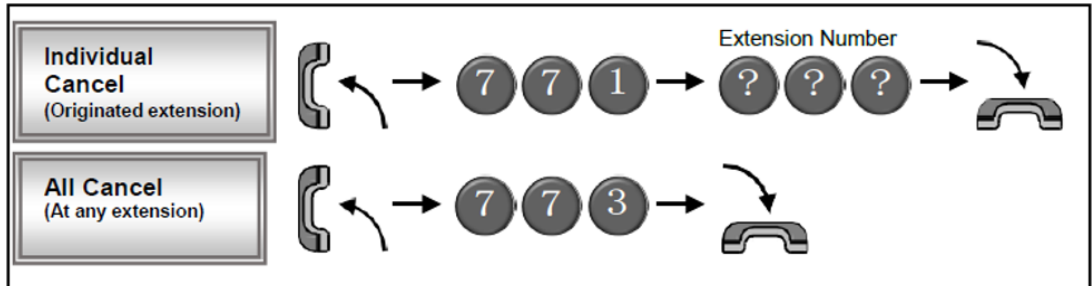
4.4   Answering Calls

4.4.1   Answering an Outside Call

Figure 25 Answering an Outside Call
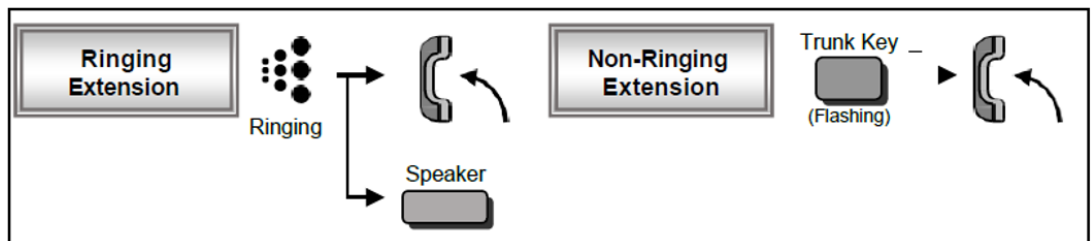
❑   Confirm the status of MIC Key if you want to answer by Handsfree. (If MIC Key is **On**, the microphone is On and Handsfree is possible If MIC Key is **Off**, the microphone is muted.)

4.4.2   Answering an Intercom Call

Figure 26 Answering an Intercom Call
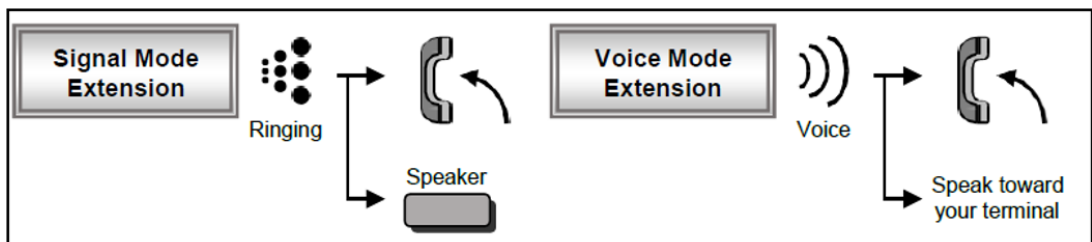
❑   Intercom Call Mode (Signal or Voice) can be set at your terminal by : "Signal" : **Speaker -> 723** "Voice" : **Speaker -> 721**

❒   Confirm the status of MIC Key if you want to answer by Handsfree. (If MIC Key is **On**, the microphone is On and Handsfree is possible If MIC Key is **Off**, the microphone is muted.)

4.4.3   Picking up a Call for Other Extensions

Figure 27 Pick Up Call for Other Extensions
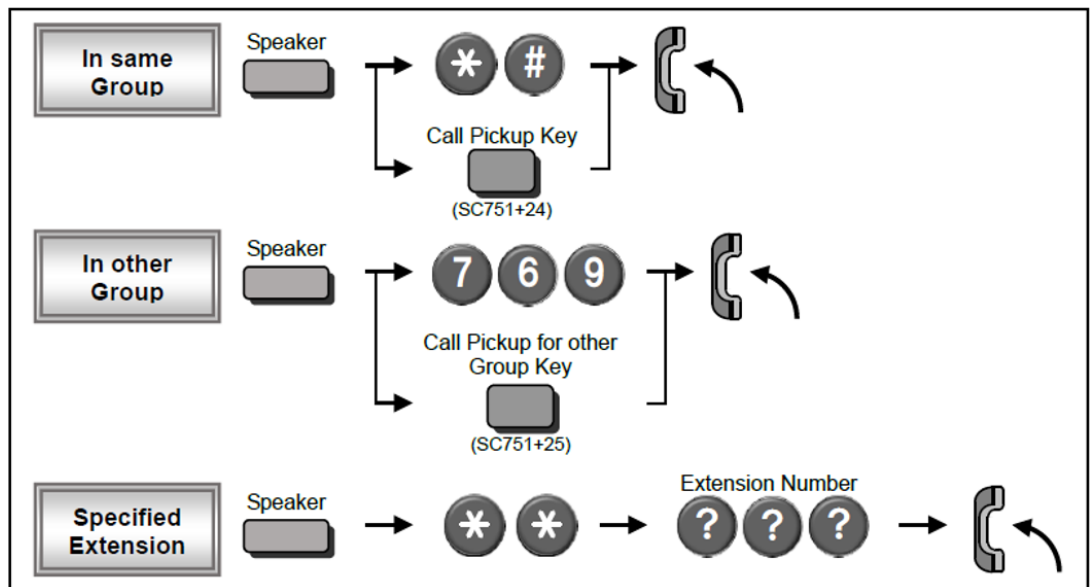
❒   System setting is necessary to create a Call Pickup Group. Ask your NEC Authorized Supplier for the details.

❒   Call Pickup operations are available using Soft Key operation.

4.5   Hold / Transferring Calls

4.5.1   Holding a Call / Retrieving a Held Call

Figure 28 Holding a Call or Retrieve a Held Call
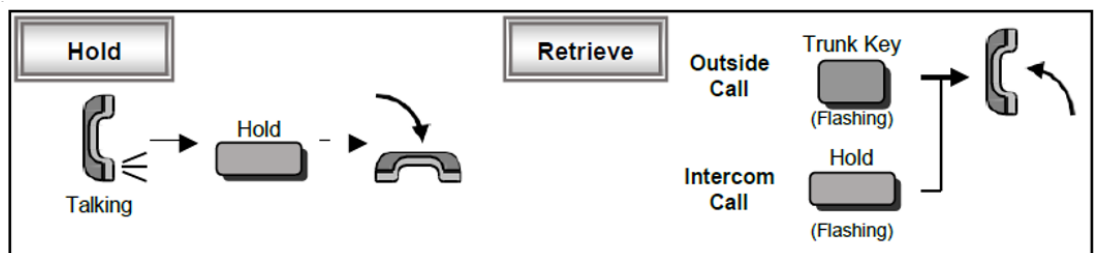
❒ In case of Intercom, the call shall be held as "Exclusive Hold" on your terminal.

❒ This operation puts your outside call on System Hold. Other extension user can take the call off Hold.

4.5.2   Holding a Call Exclusively

Figure 29 Holding a Call Exclusively
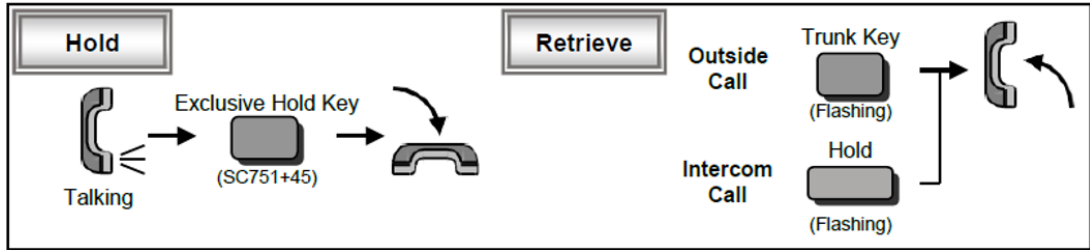
❒ This operation puts your outside call on Exclusive Hold. Other extension user can not take the call off Hold.

4.5.3   Retrieve a Held Outside Call

Figure 30 Retrieve a Held Outside Call
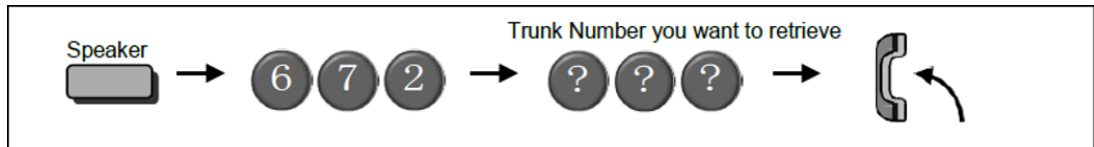
❒ Ask your NEC Authorized Supplier for the details about your Trunk Number dialing digits.

4.5.4 Transferring a Call to the Other Extension

Figure 31 Transfer Call to Other Extension
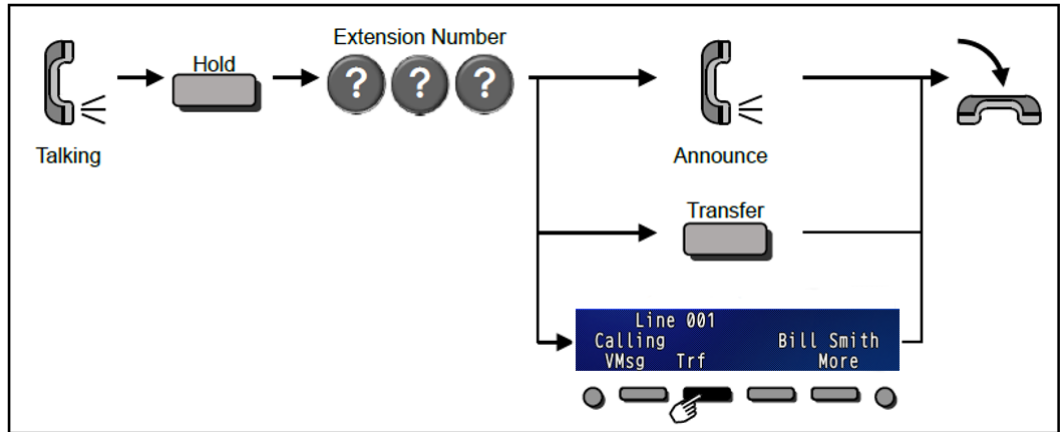
- ❒ If your terminal has DSS/One-Touch key, just press it instead of "HOLD" and "Extension Number" dialing.

4.6 For More Convenient Use...

4.6.1 Do Not Disturb (DND)

Figure 32 Do Not Disturb

0	Cncl	Cancel DND
1	Ext	Incoming Trunk Calls blocked
2	Icm	Paging, Intercom, Call Forward, Transferred Calls blocked.
3	All	All Calls blocked
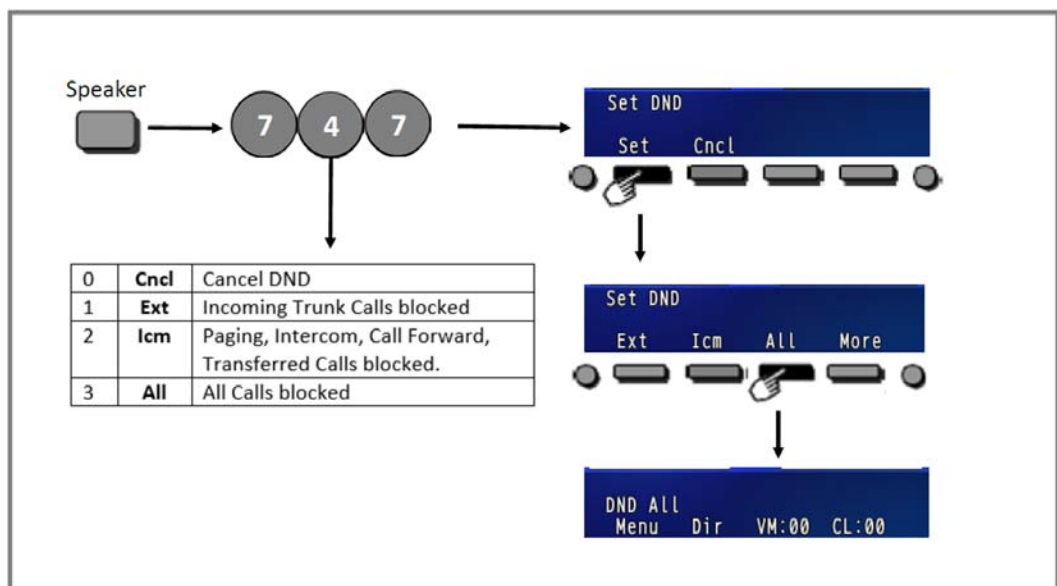
- ❒ When you set DND function, the Internal Dial Tone pattern will change.

4.6.2   Conference

Figure 33 Holding a Call Exclusively
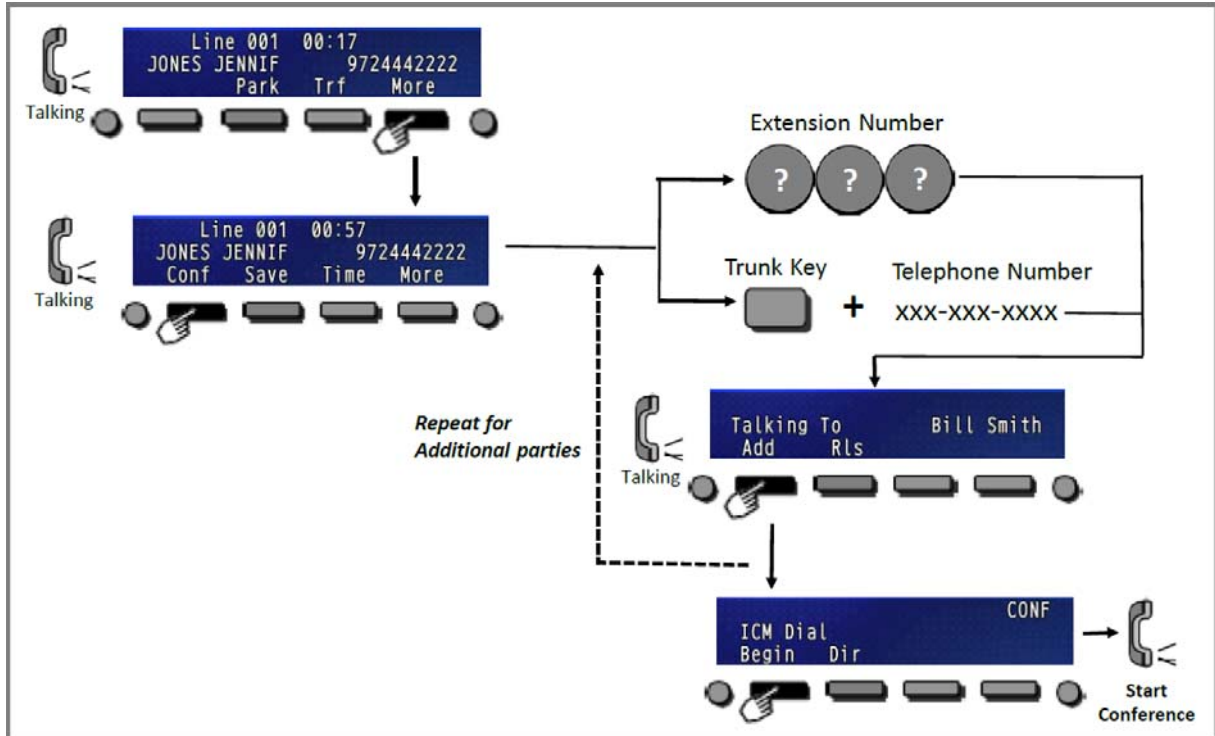
☐   You can repeat this operation to add more parties.

☐   You may be able to have up to 16 parties. (include your terminal) You may need to adjust the volume level due to the Environment where calls are placed. Ask your NEC Authorized Supplier for the details.

4.6.3   Call Forwarding / Follow Me

When you set Call Forward / Follow Me, the destination extension shall be displayed on the LCD, and the Internal Dial Tone pattern shall be changed. (Call Forward / Follow Me can be set by Soft Key as well)

Figure 34 Call Forward Immediate
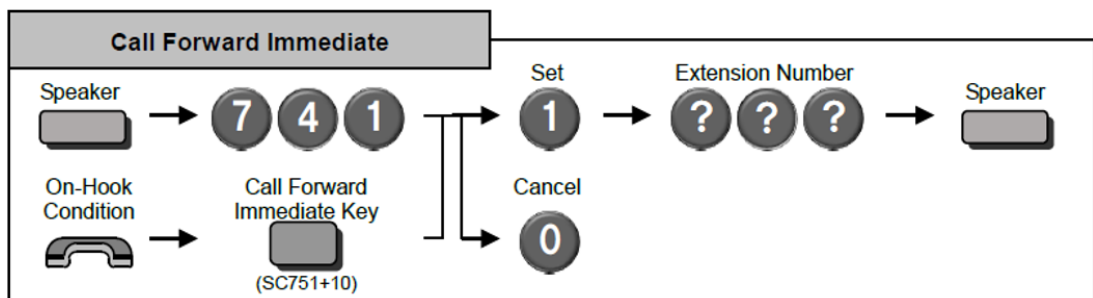
Figure 35 Call Forward When Busy
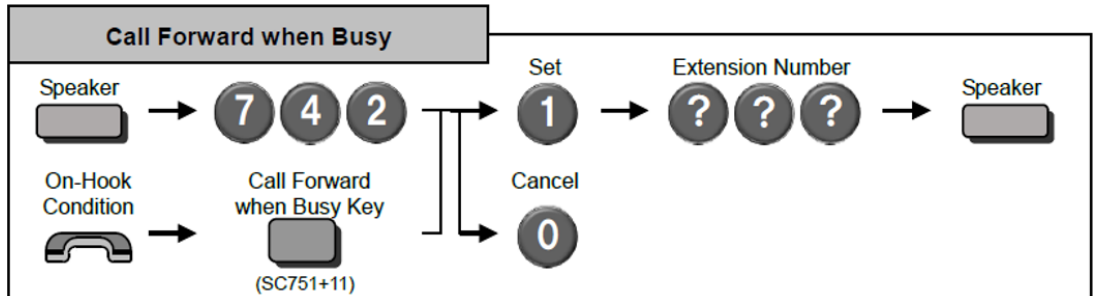
Figure 36 Call Forward No Answer
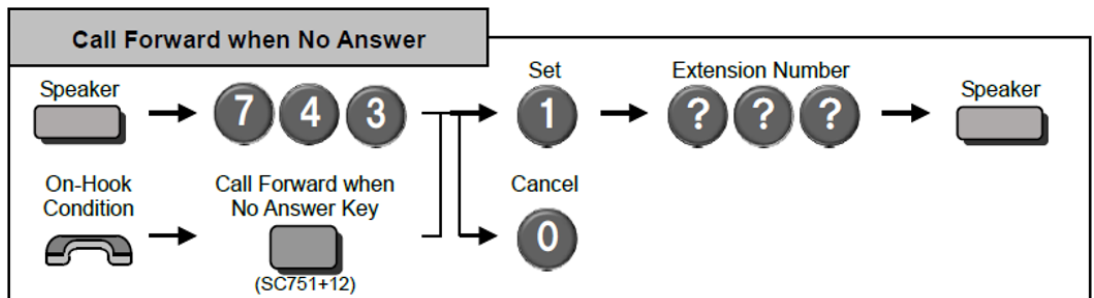
Figure 37 Call Forward Busy / No Answer

NEC
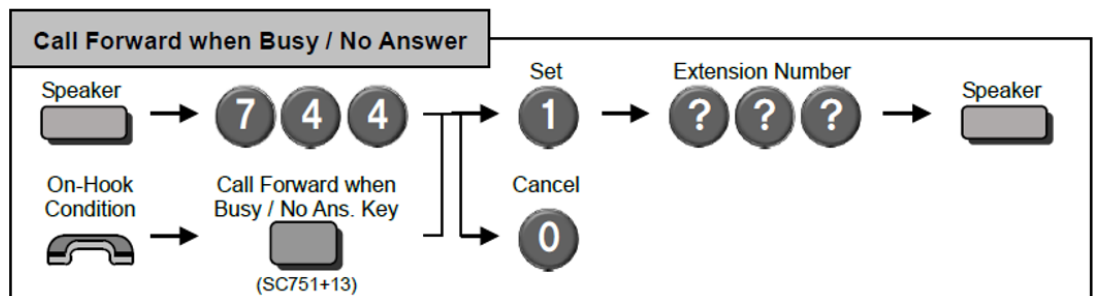
Figure 38 Call Forward Both Ring
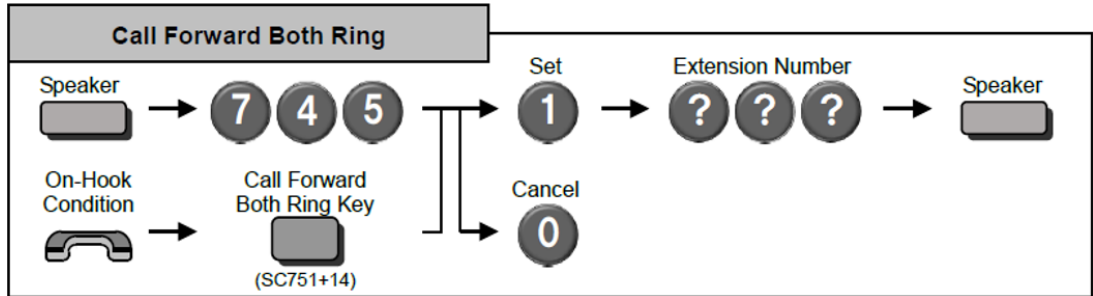
Figure 39 Call Forward Follow Me
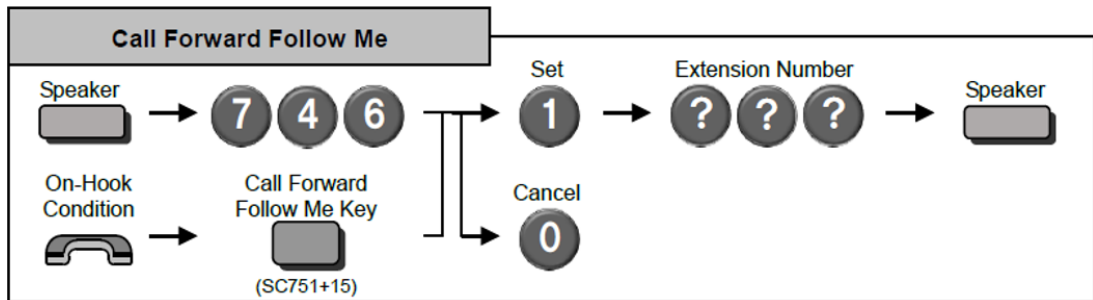
SECTION 5 SOFT KEYS OPERATION – DEFAULT ADVANCED MODE 2

5.1 Menu Soft Key

Figure 40 Menu Soft Key

The following table shows the menu structure of "**Menu**" Soft Key. You can reach the desired feature by following operation.

It is possible to search the desired feature by pressing the Cursor key and then press keys (Up / Down / Right / Left) several times instead of "Prev" or "Next" Soft Keys. It's also possible to access the desired feature directly by dialing the 2 digit Menu Code after pressing the "Menu" Soft Key.

Item	Menu Code	Next Operation after pressing the "Select"
10 : Volume Preferences	**11** : Ring **12** : Off-Hook Ring	Press "**Down**" or "**Up**" to adjust the selected option.
20 : Display Preferences	**21** : Contrast **22** : Minimum Brightness **23** : Maximum Brightness	Press "**Down**" or "**Up**" to adjust the selected option.
30 : Feature Preferences	**31** : Voice Announce **32** : Handsfree Reply **33** : Automatic Call Timer **34** : Preview Dial **35** : Illuminated Dialpad **36** : Auto Call Screening **37** : Incoming Page **38** : Ringing Line Preference	For the selected option, press "**On**" (enable) or "**Off**" (disable).
40 : Ring Preferences	**41** : Intercom **42** : Line Keys **43** : Each Line Keys	Press "**<<**" or "**>>**" to select and save option.
50 : Key Assignments	**51** : Feature Keys **52** : Primeline Key	Press "**<<**" or "**>>**" to select and save option.
60 : Call Forwarding	**61** : Immediate **62** : Ring No Ans **63** : Busy No Ans **64** : Call Forward AME **65** : Display Message **66** : Follow Me **67** : Both Ring	Press "**Set**" or "**Cancel**", enter the destination and select option to save.
70 : Speed Dial	**71** : Personal Speed Dial **72** : Company Speed Dial	Enter Bin number and Phone number, Name and save.
80 : Name and Language	**81** : Extension Name **82** : Display Language	For Name, enter the name using Alphanumeric Characters, For Language, press "**<<**" or "**>>**" to select and save.
90 : Option Preferences	**91** : Headset Mode **92** : Headset Voice Announce **93** : System Information **94** : VoIPDB Information **95** : Not Used **96** : IP Address Information **97** : IP Phone log off **98** : Change login password	For Headset option, press "**On**" (enable) or "**Off**" (disable). For System / VoIPDB information (IP Address, MAC Address), press "**Select**".
00 : Admin	**01** : Time **02** : Date **03** : Extension Name **04** : Clear All Call Fwd **05** : System Night Key Mode	For Time, Date and Extension Name, enter the Time, Date and Extension Number and Name to save. For Clear All Call Fwd, press "**Yes**".

5.2　Dir Soft Key

Figure 41　Holding a Call Exclusively

You can activate the Directory Dialing feature by pressing the "**Dir**" Soft Key.

| 111 | | |
| Menu | Dir | VM:00 CL:00 |

→

| Search | 1/4 |
| ABC LTD | |

→ Refer to Page 7 "Directory Dialing"
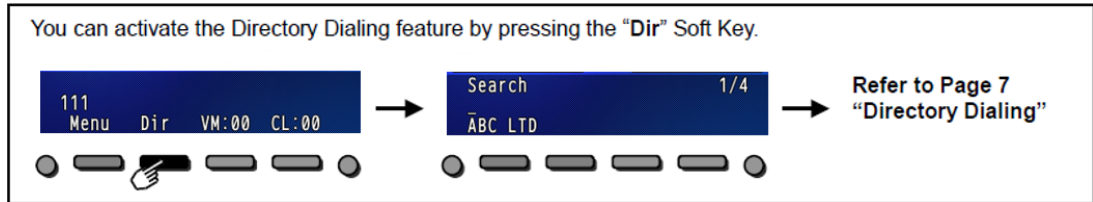
5.3　VM Soft Key

Figure 42　VM Soft Key

Number of new messages in your mailbox is displayed on the "**VM**" Soft Key; you can access your mailbox by pressing this key.

| 111 | | |
| Menu | Dir | VM:03 CL:00 |

— Number of New Left Messages

↓

Press "**More**" to switch　　　Press "**More**" to switch

| Vmail - Mailbox:111 |
| Msgs New: 3　Arch: 0 |
| Lstn Greet LvMsg　More> |

→

| Vmail - Mailbox:111 |
| Msgs New: 3　Arch: 0 |
| Setup Mgr RcNam　More> |

→

| Vmail - Mailbox:111 |
| Msgs New: 3　Arch: 0 |
| Page List Exit　More> |

Soft Key Indication	Feature	Next Operation after pressing Soft Key
Lstn	Listen to Left Messages	Press "**Next**" to play next message, press "**Rplay**" to repeat played message, press "**Del**" to delete played message. Press "**More**" for other Mailbox features.
Greet	Mailbox Greeting	Press one of "**Gr1**" / "**Gr2**" / "**Gr3**" to choose the desired personal greeting message, and press "**Lstn**" (Listen) / "**Rec**" (Record) / "**Del**" (Delete) to maintain it.
LvMsg	Leave Message	Start message recording and press "**Done**" to complete it. Dial extension number you want to send this message and press "**Send**".
Setup	Mailbox Option Menu	Press "**Code**" (Security Code) / "**Notfy**" (Message Notification) / "**CallH**" (Call Handling Option) / "**ATime**" (Auto Time Stamp) to maintain each mailbox option.
RcNam	Name Menu	Press "**Lstn**" (Listen) / "**Rec**" (Record) / "**Del**" (Delete) to maintain the Mailbox Name.
Page	Page Message Menu	Press "**Lstn**" (Listen) / "**Rec**" (Record) / "**Del**" (Delete) to maintain the Paging Message.
List	Message List	Press "**All**" / "**New**" / "**Arch**" to set the message listen mode (message list) which you want to listen.
Exit	Exit VM Menu	- - -

5.4   CL Soft Key

Figure 43 CL Soft Key

Number of new unanswered calls is displayed on the "**CL**" Soft Key; you can access your Caller-ID List by pressing this key.

Soft Key Indication	Feature	Next Operation after pressing Soft Key
All	All Incoming Calls List	See below
Unan	Unanswered Calls List	See below
Del	Delete List	Press "**Yes**" to delete all Caller-ID List. (or press "**No**" to cancel)
Exit	Exit from Summary	- - -

Press "**More**" to switch

Press "VOL Up / Down" Keys to select the desired number.

Soft Key Indication	Feature	Next Operation after pressing Soft Key
Call	Call to displayed number	Lift the handset to talk when the destination answered.
Store	Store displayed number	Press "**STA**" (Personal Speed Dial) or "**Abb**" (Common Abbreviated Dial), and dial Bin Number to store the displayed number with name. (Press Hold Key to save.)
Del	Delete displayed number	Next received Caller-ID shall be automatically displayed, and continue the Caller-ID Soft Key operation.
Edit	Edit displayed number	Press "**<-**" or "**->**" to change the cursor position, press "**DEL**" to delete a digit, and dial new digit. (Press Hold Key to save.) Press "**CNCL**" to cancel Edit Mode.
Back	Return to Summary	Continue the Caller-ID Soft Key operation.

5.5 Soft Key Operations During Off-Hook Condition

Figure 44 Operations During Off-Hook Conditions

When you press the Speaker Key or lift the handset, you will see the following Soft Keys.

Press "**More**" to switch

Dir   Page   Pkup   More   VMsg   Barg   Save   More

Soft Key Indication	Feature	Next Operation after pressing Soft Key
Dir	Directory Dialing	Refer to Page 7 for Directory Dialing operation.
Page	Paging	Press "**InPg**" (Internal Paging) or "**ExPg**" (External Paging), and dial the Group/Zone number to page.
Pkup	Call Pickup	Press "**Pers**" for Extension Call Pickup. Press "**ExPg**" for External Paging pickup Press "**InPg**" for Internal Paging pickup
VM:00	Mailbox Access	Refer to Page 17 (VM Soft Key)
Barg	Barge-In	Dial the target extension number to barge in.
Save	Saved Number Dial	Saved number is dialed automatically. Wait for answer.

5.6 Soft Key Operations During Intercom Calling

Figure 45 Operations During Intercom Calling

During Intercom calling (called party does not answer yet), you will see the following Soft Keys.

Press "**More**" to switch

Calling   103   Calling   103
MW   Voice   Rls   More   VMsg   Camp   More

Soft Key Indication	Feature	Next Operation after pressing Soft Key
MW	Message Waiting	Message Waiting is set. Hang up to finish.
Voice (Signal)	Intercom Call Mode Switching (Signal / Voice)	Signal -> Voice : Start to talk after beep tone. Voice -> Signal : Wait for called party answer. Press "**Voice**" (or "**Signal**") again to switch Call Mode, if necessary.
Rls	Hang Up	- - -
VMsg	Leave a Message (In-Mail) (Option)	Start recording your message.
Camp	Camp On / Callback	Camp On Wait for the system to call you back without hanging up. Callback Hang up and wait for the system to call you back.

5.7   Soft Key Operations After Establishing an Intercom Call

Figure 46 Operations After Intercom Call Established

After establishing an Intercom call, you can use following feature by Soft Key.

	Soft Key Indication	Feature	Next Operation after pressing Soft Key
Talking To 103 Conf Refer to Page 13 "Conference"	Conf	Conference	Dial the desired extension number, or seize an idle trunk and place a call to establish a conference. Press "**Conf**" to invite the other party, or press "**Add**" and "**Begin**" to start a conference. Press "**AnHd**" to retrieve a held call.

5.8　Soft Key Operations During Outside Call

Figure 47 Operations During Outside Call
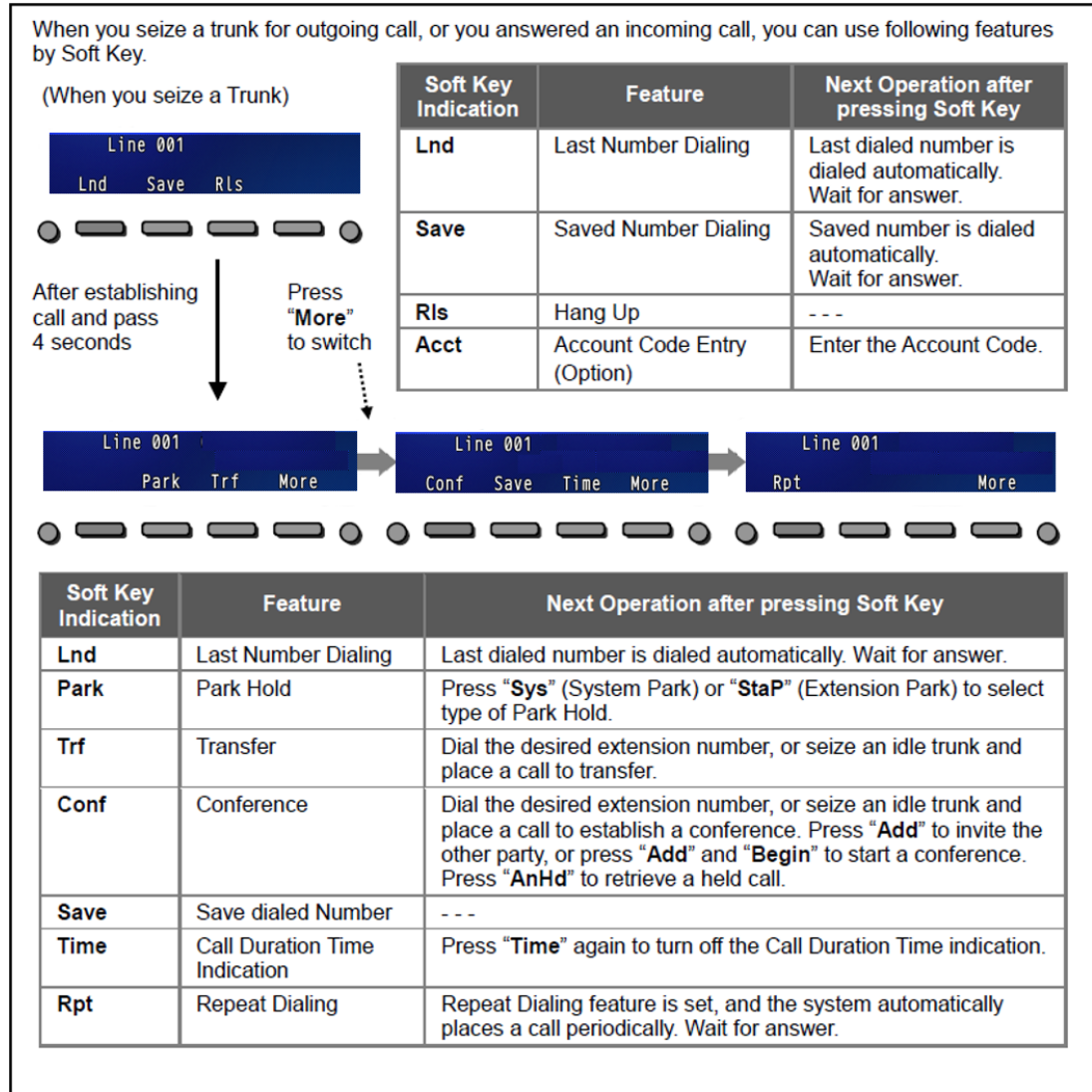
SECTION 6 CURSOR KEY OPERATION

6.1 Menu Structure When PRG 15-02-60 is Set to Standard Mode

Figure 48 Program 15-02-60 Set to Standard Mode

The following table shows the menu structure of the curser keys. You can reach the desired menu by Pressing Navigation Keys (Up / Down / Right / Left) or dial the digit of short cut access after press the "Enter Key" to activate a menu.

Soft Key Indication	Next Operation after pressing Soft Key
1 Missed Calls	Displays Missed Call List
2 Voice mail	Accesses Voice Mail Box main menu
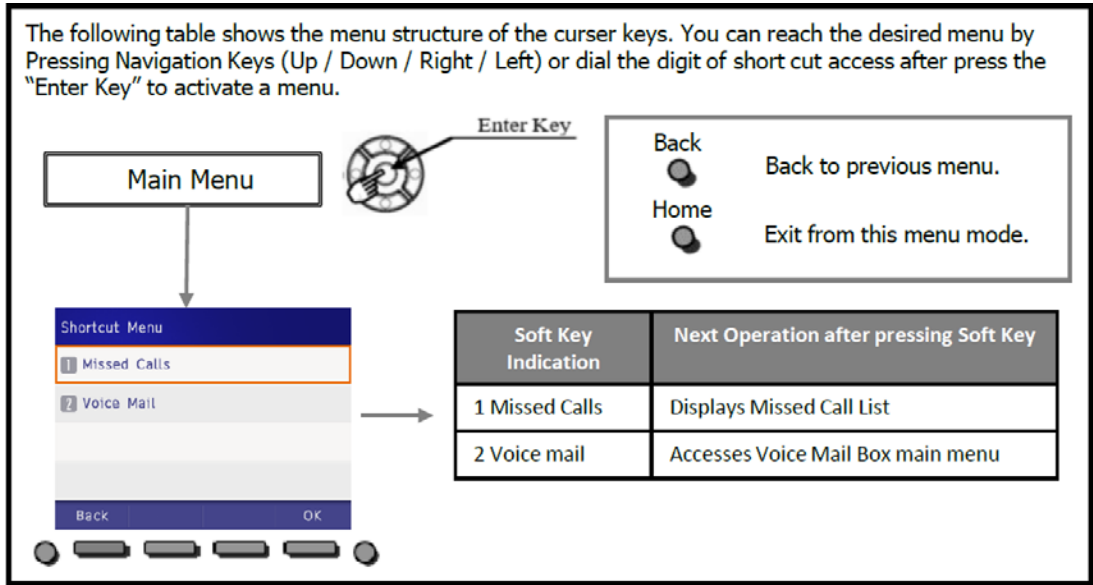
6.2 Menu Structure When PRG 15-02-60 is set to Advanced Mode 1

Figure 49 Program 15-02-60 Set to Advanced Mode 1

The following table shows the menu structure of the Cursor Keys. You can reach the desired menu by pressing Navigation Keys (Up / Down / Right / Left) or dial 3 digits for shortcut access after pressing the "Enter Key" to activate a menu.

Enter Key

Main Menu

Clear/Back — Back to the previous menu.

Exit — Exit from this menu mode.

100 : Call History
- **110 : Missed Call** — 111 - 11x : Missed Call Data
- **120 : Received Call** — 121 - 12x : Received Call Data
- **130 : Dialed Number** — 131 - 13x : Dialed Call Data

200 : Contacts
- **210 : Search Contact** — 211 - 21x : Name Started from A-Z
- **220 : New Contact**
  - 221 : Save Private Phone Book
  - 222 : Save Common Phone Book
  - 223 : Save Group Phone Book
- **230 : Edit Contact** — 231 - 23x : Name Started from A-Z

400 : User Features
- **410 : Call Voice Mail**
- **420 : Call Forward**
  - 421 : All Calls
  - 422 : Both Ring
  - 423 : Busy
  - 424 : No Answer
  - 425 : Busy/No Answer
  - 426 : Follow Me
- **430 : Paging**
  - 431 : Internal Zone
  - 432 : External Zone
- **440 : Dept.Grp login/out**
  - 441 : Join
  - 442 : Withdraw

a

Figure 50 Program 15-02-60 Set to Advanced Mode 1 (Cont.)
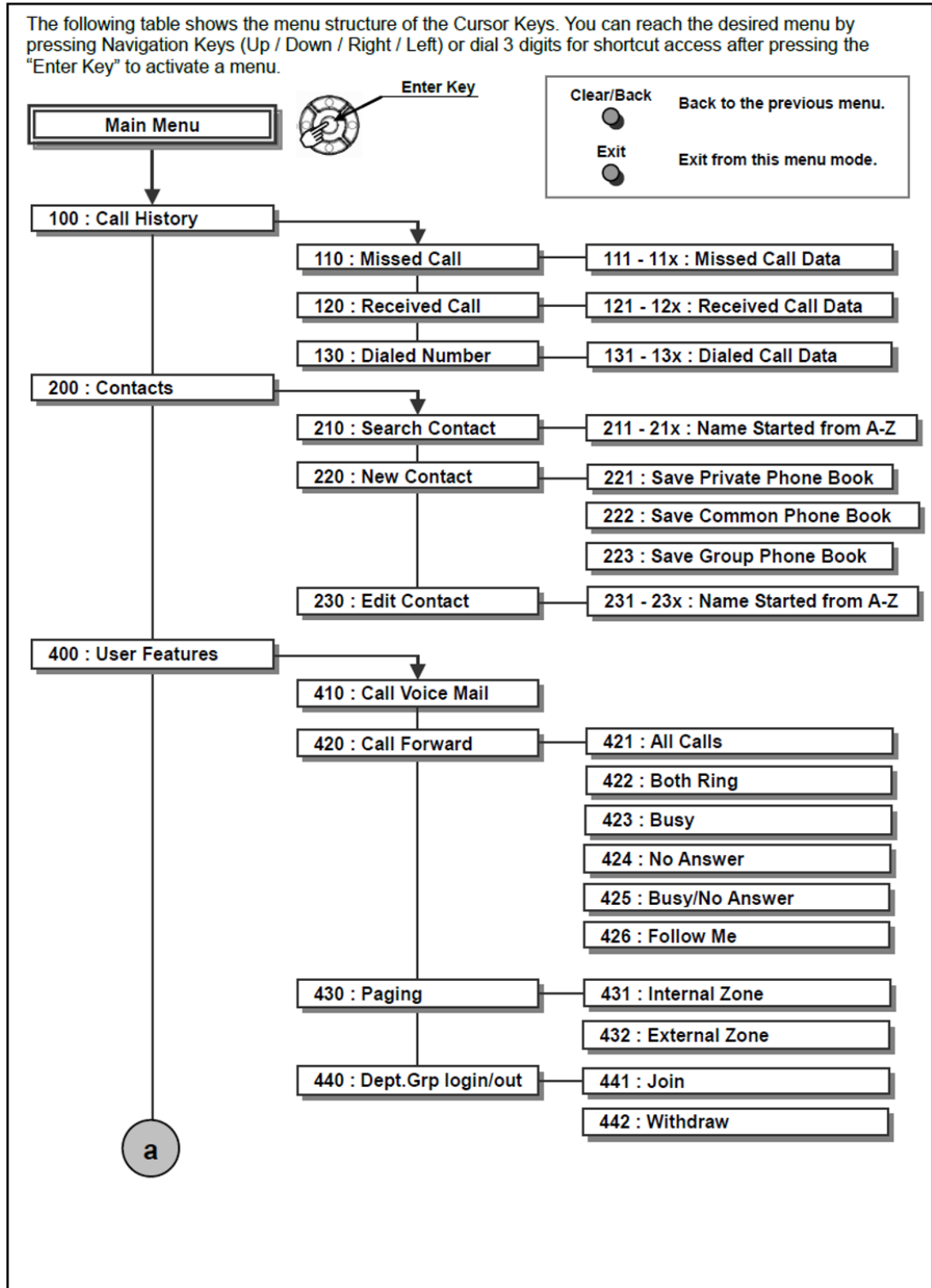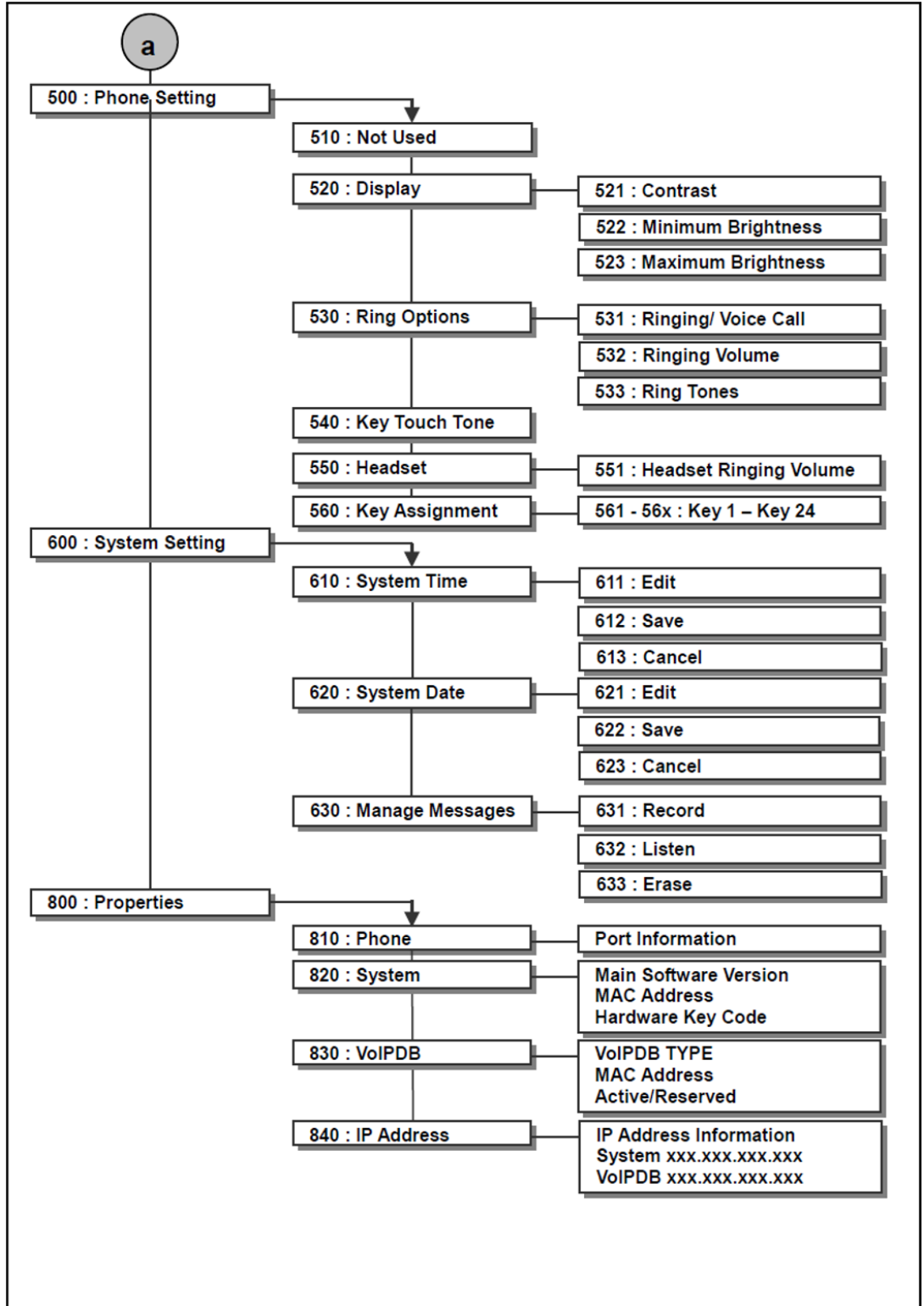
SECTION 7   SOFT KEYS OPERATION – STANDARD MODE

7.1   Soft Key Structure When PRG 15-02-60 is set to Standard Mode

Figure 51 Program 15-02-60 Set to Standard Mode

The following table shows the soft key structure when set to Standard Mode.

Back
Back to previous menu.

Home
Exit from this menu mode.

↓
Additional Soft Keys.

111
List   Dir   VMsg   ↓

List·Menu

Redial   CID

Soft Key Indication	Next Operation after pressing Soft Key
Redial	Displays Last Number Redial List
CID	Displays Caller ID Log

111
List   Dir   VMsg   ↓

Directory Dialing

ABB   EXT.   STA

Soft Key Indication	Next Operation after pressing Soft Key
ABB	Lists System / Common Speed Dial
EXT	Extension Directory
STA	Directory of numbers stored in station's One-Touch Key PRG 15-14

111
List   Dir   VMsg   ↓

111
ICM   Prog   ↑

Continued on next page

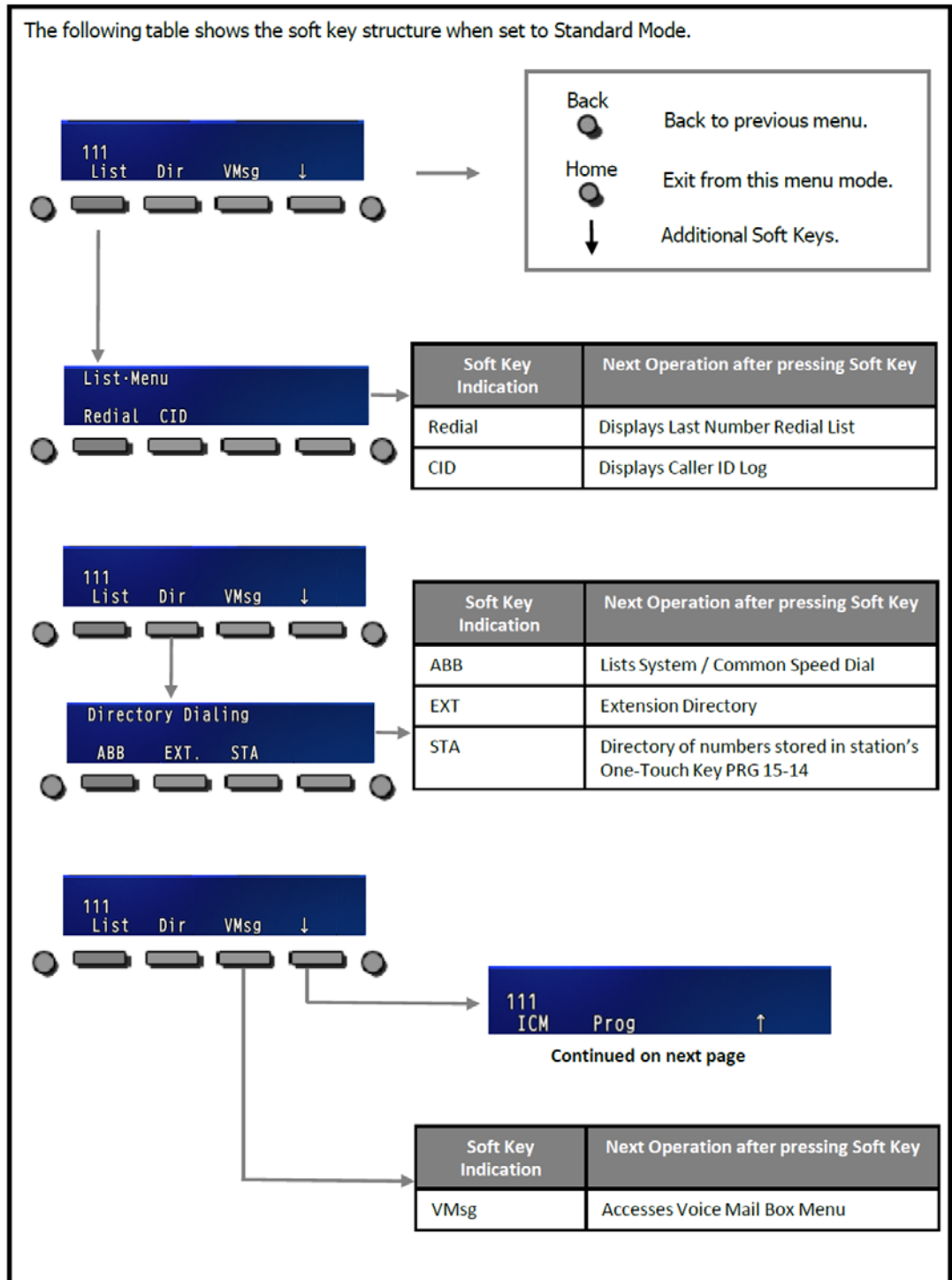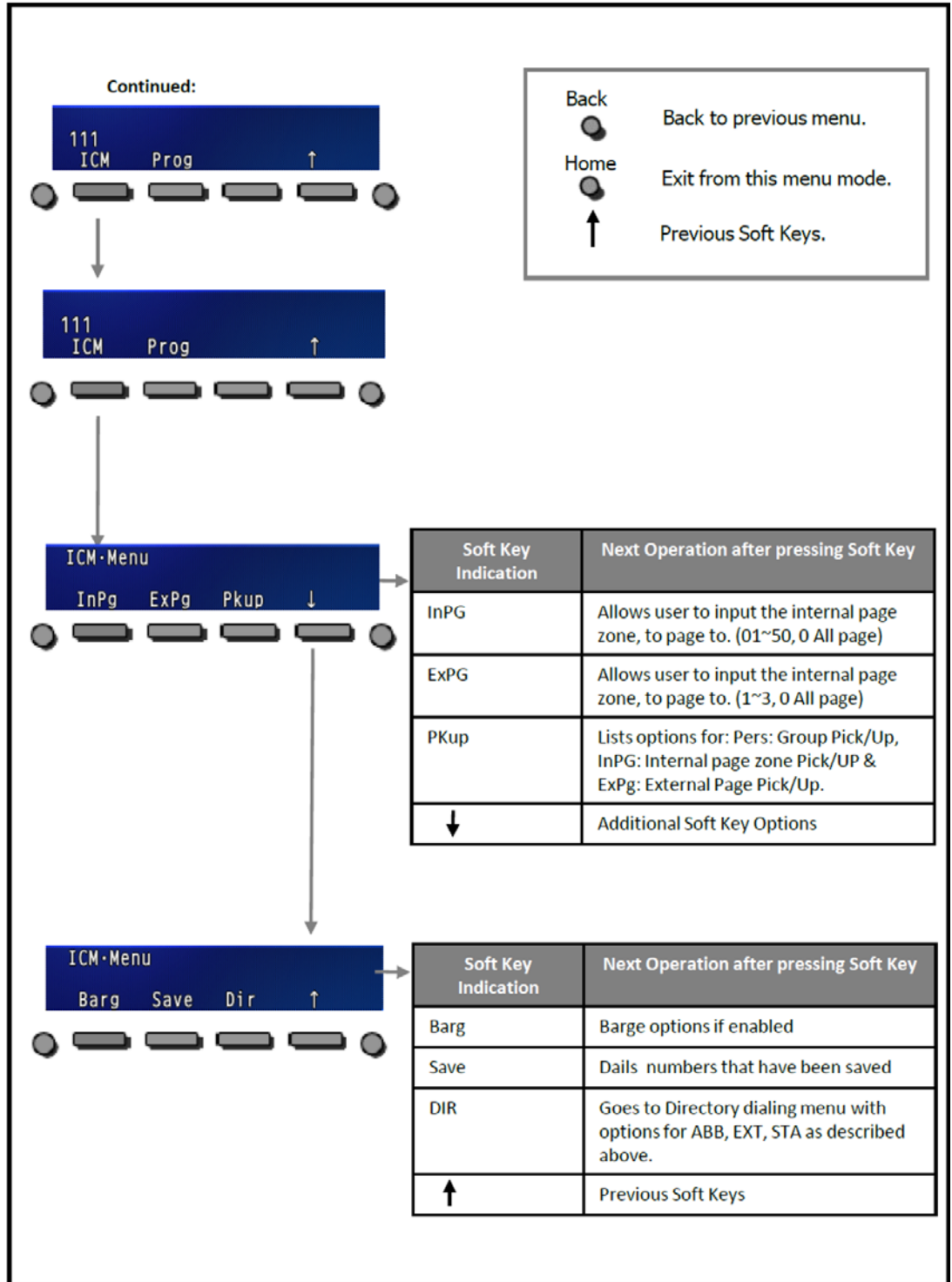| Soft Key Indication	Next Operation after pressing Soft Key
VMsg	Accesses Voice Mail Box Menu

Figure 52 Program 15-02-60 Set to Standard Mode (Cont.)

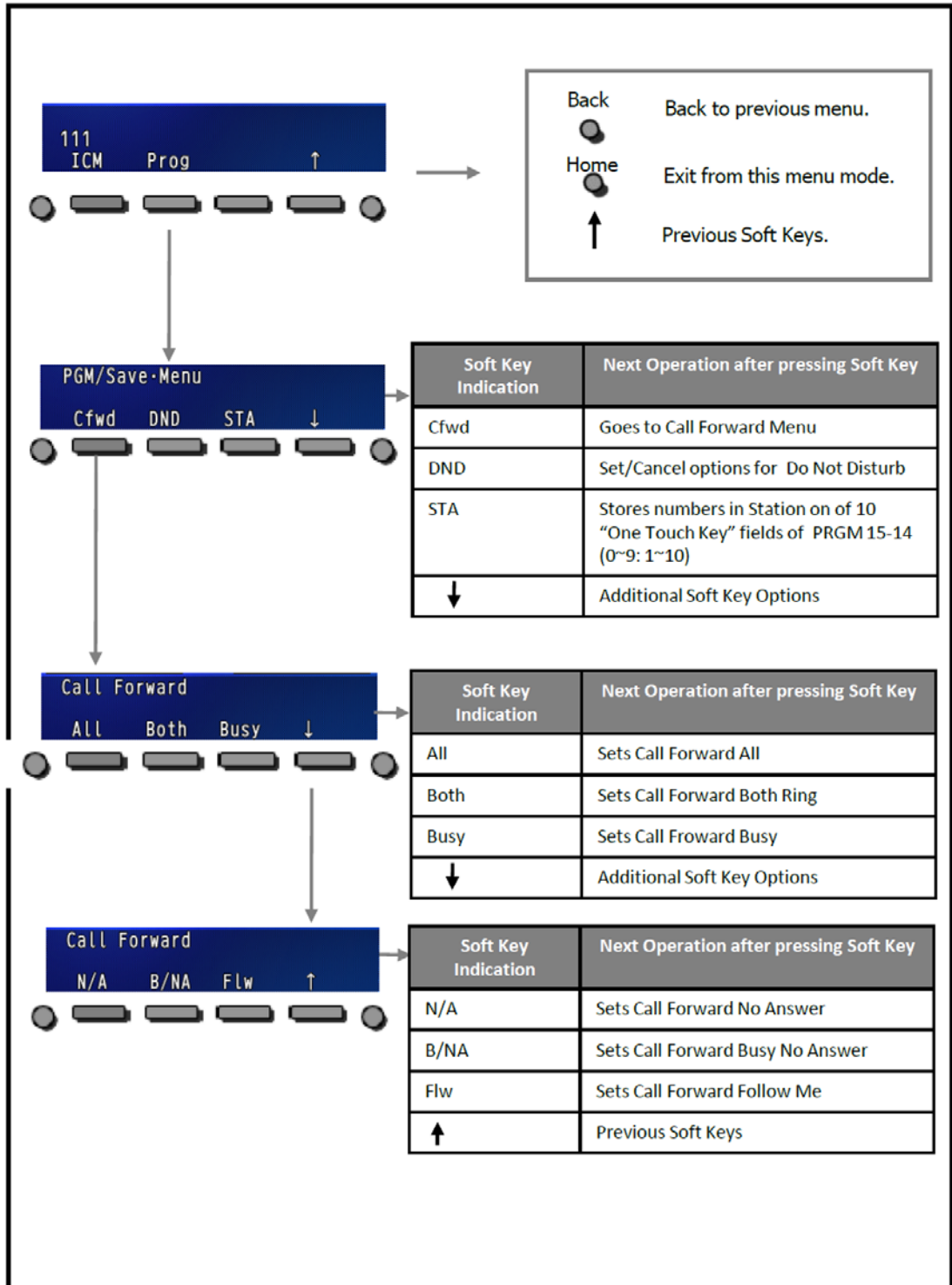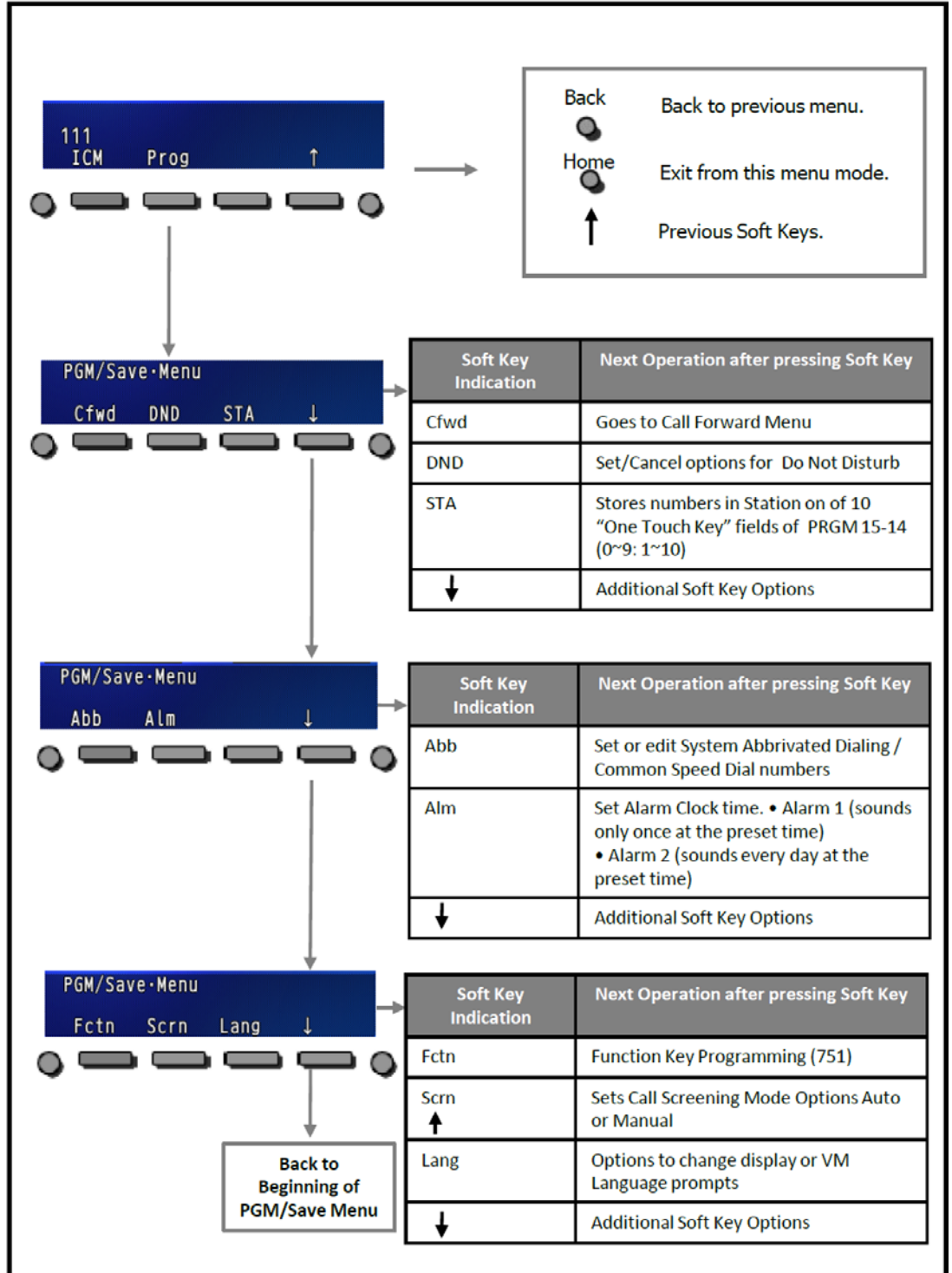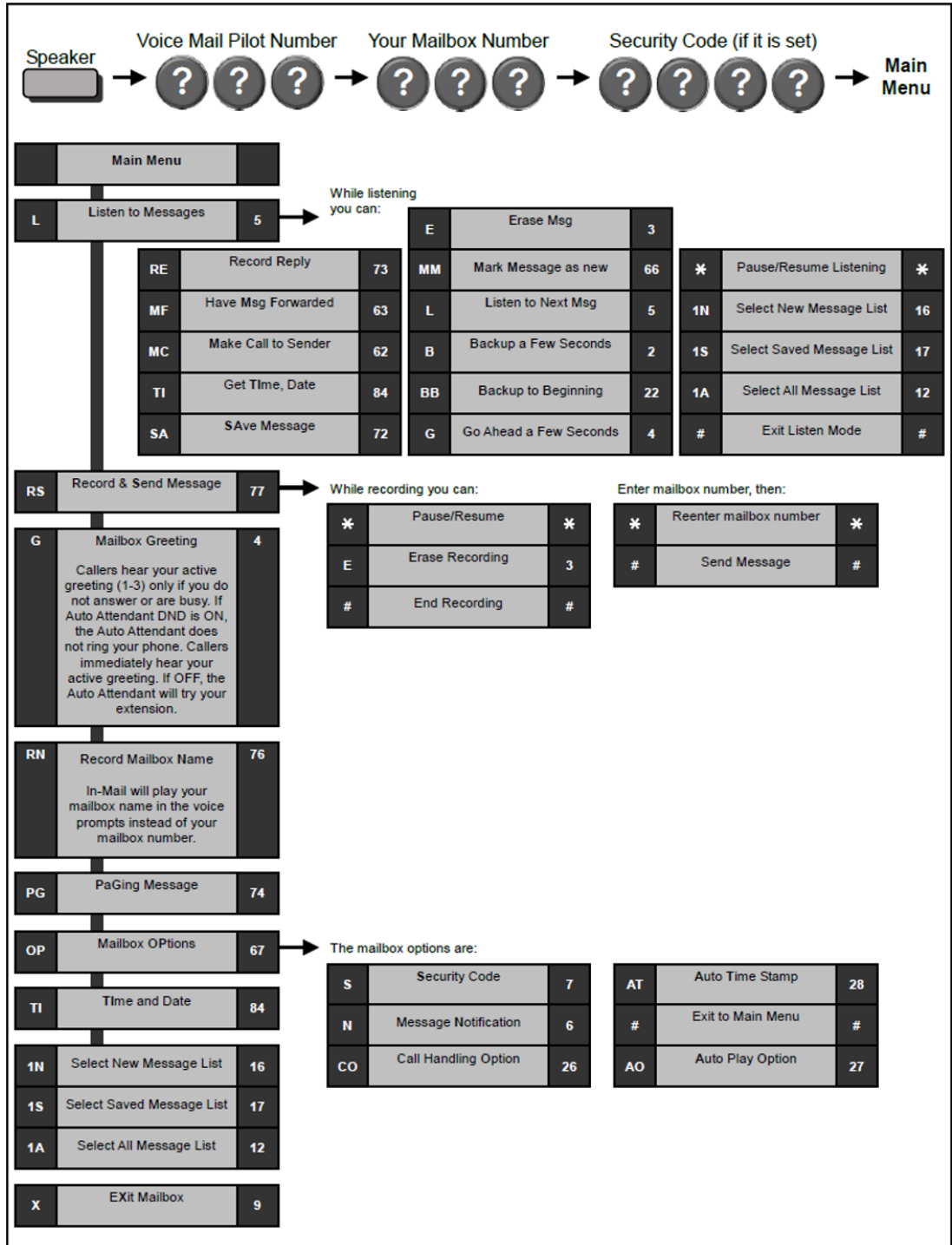*Figure 53 Program 15-02-60 Set to Standard Mode (Cont.)*

Figure 54 Program 15-02-60 Set to Standard Mode (Cont.)

SECTION 8   IN-MAIL (VOICE MAIL)

8.1   Log-On to the In-Mail

Figure 55 Log-On to In-Mail

8.2   Call Forward to Voice Mail
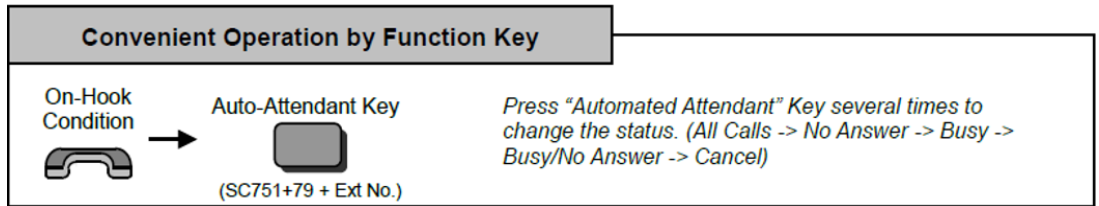
Figure 56 Operation by Function Key

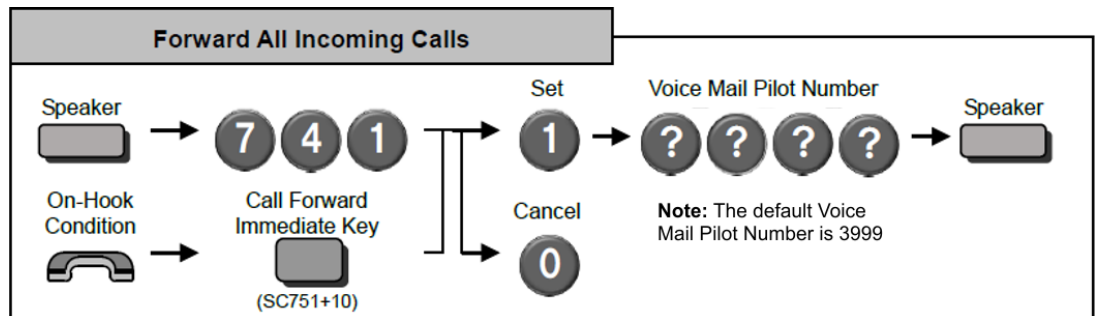*Figure 57 Forward All Incoming Calls*
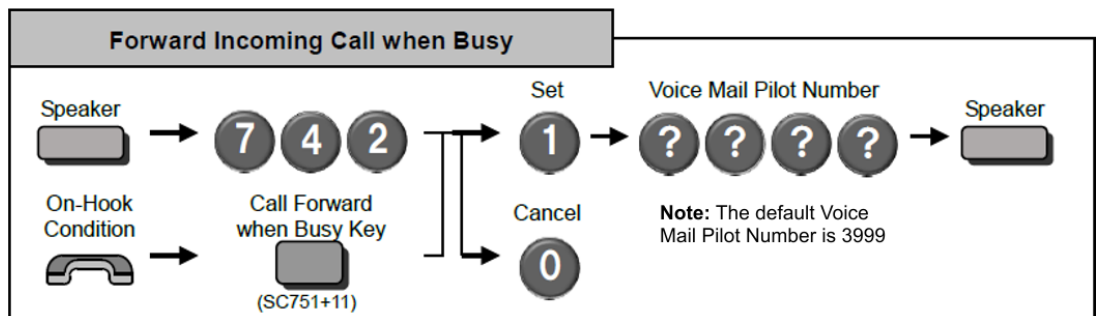

Figure 58 Forward Incoming Call When Busy

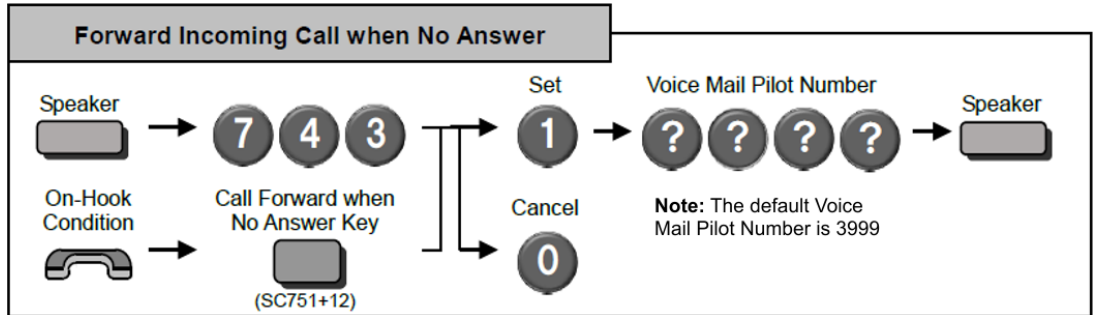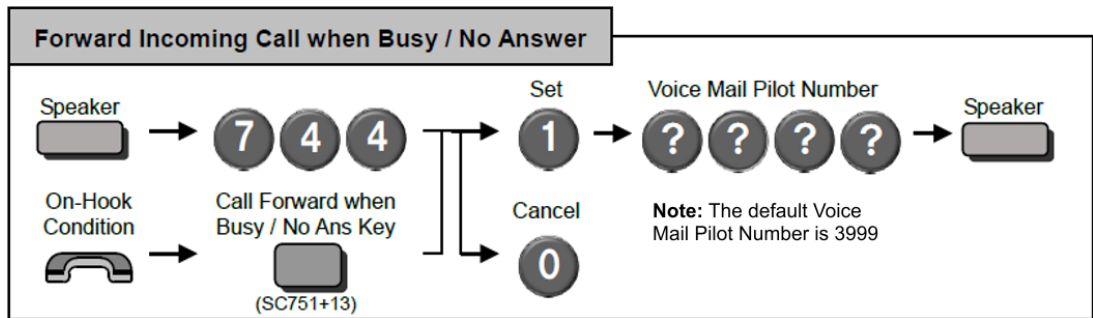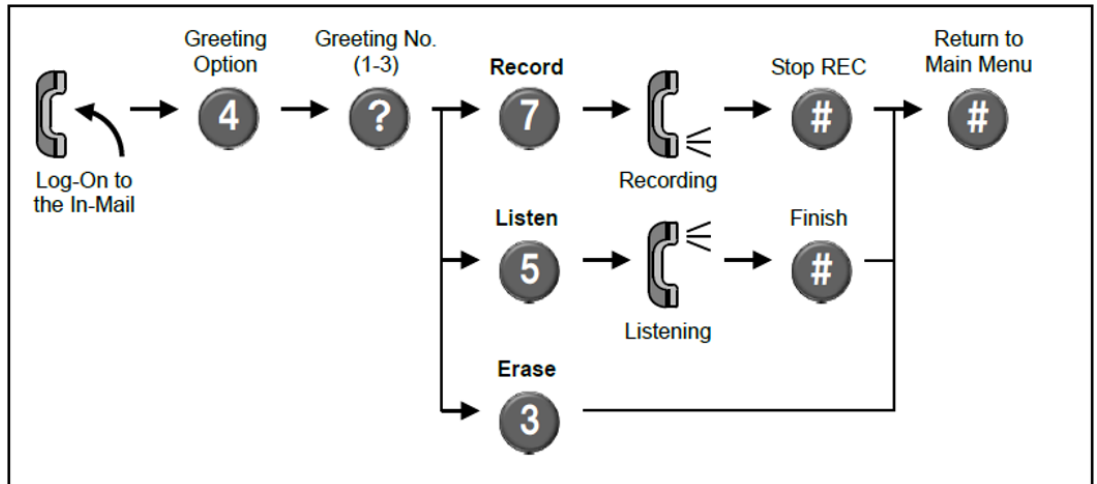*Figure 59 Forward Incoming Call When No Answer*

Figure 60 Forward Incoming Call When Busy / No Answer

8.3   Mailbox Greeting

Figure 61 Mailbox Greeting

❍   Selected Greeting (one of three) will be made active.

8.4   Mailbox Security Code

Figure 62 Mailbox Security Code
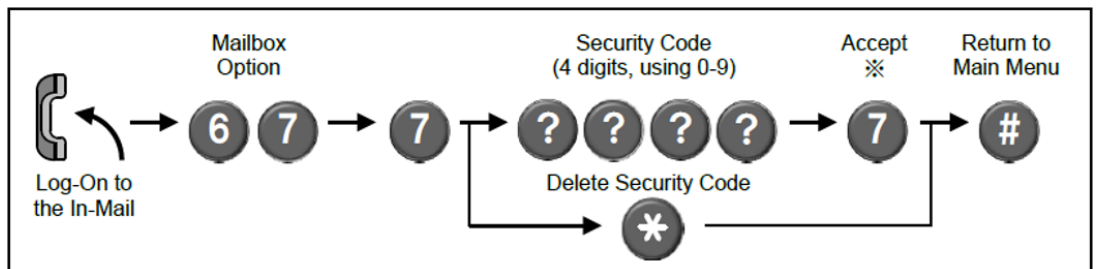
❍   The type of Security Code can be assigned as below:
 - Dial 4 digits Security Code followed by **7**: Security Code for all log-on
 - Dial 4 digits Security Code followed by **6**: Security Code for remote log-on only

❍   System Administrator can delete a Mailbox Security Code.

8.5   Listen to Messages Left in Your Mailbox

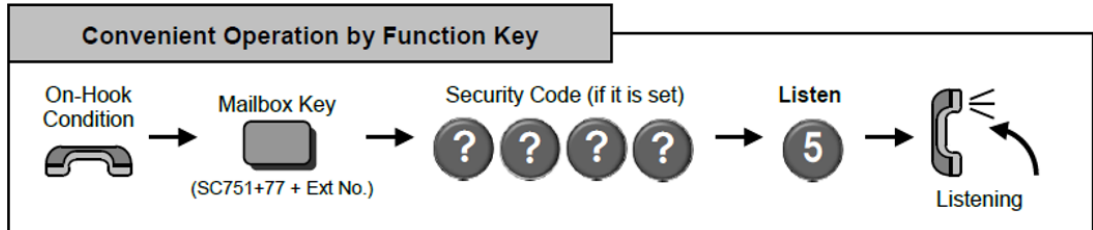*Figure 63 Operation by Function Key*
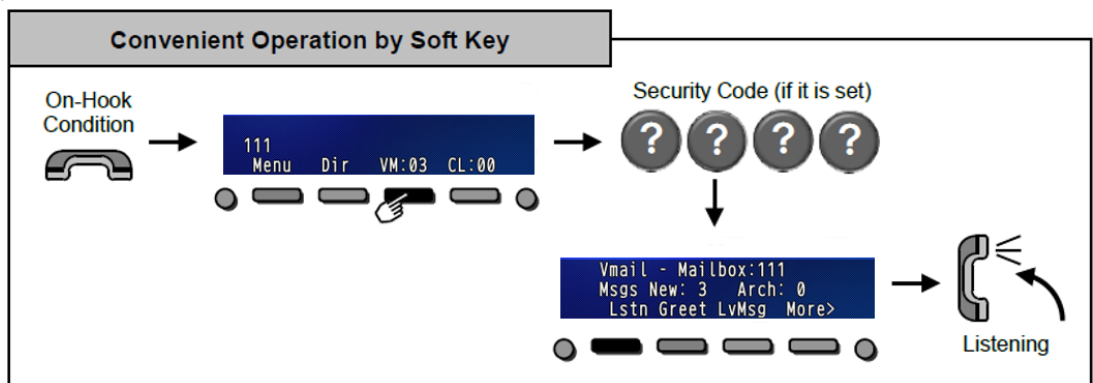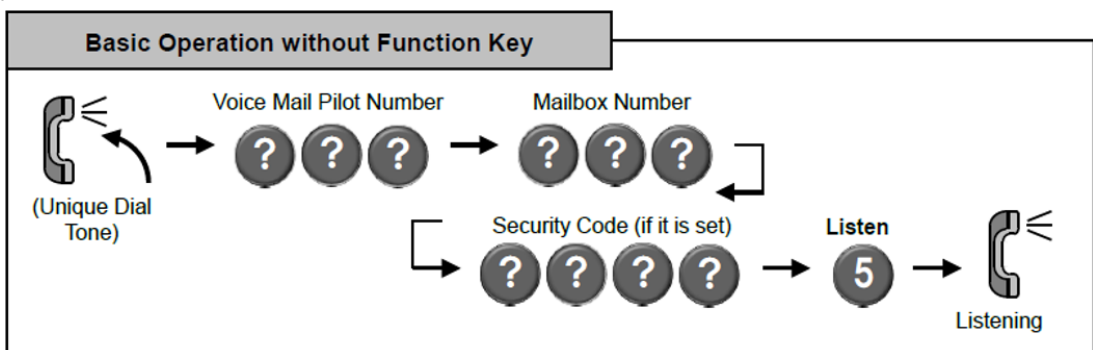

Figure 64 Operation by Soft Key

*Figure 65 Basic Operation Without Function Key*

SECTION 9 IN-MAIL (VOICE MAIL SYSTEM ADMINISTRATOR)

The following administrative features are only available at the system administrator's extension (extension 101 at default). Ask your NEC Authorized Supplier for details on how to become a system administrator.

Log-In to In-Mail

Figure 66 Basic Operation Without Function Key
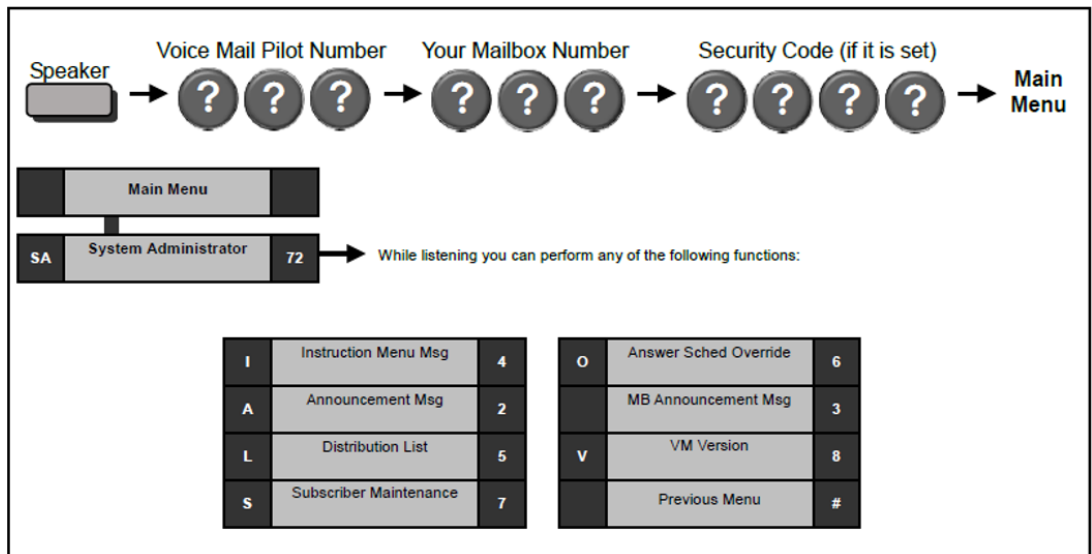
❑ **Instruction Menu Message** are used as the Automated Attendant Main Greetings (e.g. Day Mode greeting, Night Mode greeting, etc)

　○ To record an instruction Menu from the System Administrator Menu, dial the digit **4** (Instruction Menu Messages). Dial the mailbox number (**001 – 032**).
　　❑ Press the digit **5** to **Listen** to the message.
　　❑ Press the digit **7** to **Record** the message.
　　❑ Press the digit **3** to **Delete** the message.
　　❑ Press **#** to return to the **System Administrator Menu**.

❑ **Announcement Message** are used to announce general information to callers such as directions, hours of operation, etc.

　○ To record an Announcement Message from the System Administrator Menu, dial the digit **2** (Announcement Messages). Dial the mailbox number (**001 – 032**).
　　❑ Press the digit **5** to **Listen** to the message.
　　❑ Press the digit **7** to **Record** the message.
　　❑ Press the digit **3** to **Delete** the message.
　　❑ Press **#** to return to the **System Administrator Menu**.

❏ **Distribution List** is a list of extensions set to receive a single voice mail message. Any message left in the distribution mailbox will be sent to all extensions in the list.

   ○ To review or modify the Distribution List from the System Administrator Menu, dial the digit **5** (Distribution List).Dial the mailbox number (**001 – 032**) to be modified.

      ❏ Press the digit **6** to **Review** or **Modify** the list.
      ❏ Press the digit **2** to **Add** an extension to the distribution list.
      ❏ Press the digit **3** to **Delete** the current extension from the list.
      ❏ Press the digit **6** to step to the **Next** entry.
      ❏ Press **#** to return to the **System Administrator Menu**.
      ❏ Press the digit **76** to record a **Name** for the distribution list.
      ❏ Press the digit **5** to **Listen** to the name.
      ❏ Press the digit **7** to **Record** a new name.
      ❏ Press the digit **3** to **Delete** the name.
      ❏ Press **#** to **exit this feature**.
      ❏ Press **#** to return to the **System Administrator Menu**.

❏ **Subscriber Maintenance** is used to modify the subscriber mailboxes.

   ○ To modify a Subscriber Mailbox from the System Administrator Menu, dial the digit **7** (Subscriber Maintenance). Dial the **extension number** of the mailbox you wish to modify.
     - Press the digit **32** to **Delete** all messages.
     - Press the digit **34** to **Delete** the mailbox greeting.
     - Press the digit **36** to **Delete** to the mailbox name.
     - Press the digit **7** to **Delete** the security code.
     - Press the digit **6** to **Record** a new name.
     - Press **#** to return to the **System Administrator Menu**.

❏ **Answer Schedule Override** provides alternate answering for the Automated Attendant by sending calls to a specified Override mailbox, when enabled. As an example you can use the Answering Schedule Override to provide Holiday and Bad Weather closing announcements.

   ○ To modify the Answer Schedule Override from the System Administrator Menu dial **6** (Answer Schedule override). Dial the answer table number (**01-16**) you wish to override.

      ❏ Press the digit **6** to toggle **On/Off** the answer schedule table.
      ❏ Press the digit **2** to enter a **New** answer schedule override mailbox. Enter the override mailbox number (**001-032 or a valid subscriber extension**). The override mailbox can be an announcement, call routing box, or a subscriber box.
      ❏ Press **#** to return to the **System Administrator Menu**.

❏ **Mailbox Announcement Message** is a message recorded by the system administrator that plays to each subscriber when they log into their mailbox. This message will play each time the subscriber logs into their box until it expires, is deleted, or is made inactive by the system administrator.

   ○ To record and modify the Mailbox Announcement Message from the System Administrator Menu, dial the digit **3** (Mailbox Announcement Message).

      ❏ Press the digit **5** to **Listen** to the mailbox announcement message.
      ❏ Press the digit **7** to **Record** a new mailbox announcement message.
      ❏ Press the digit **3** to **Delete** the mailbox announcement message.

❏   Press the digit **2** to **Specify** the amount of days the message is active. Enter * for an indefinite amount of days or enter **01-99** for 1-99 days.

❏   Press **#** to return to the **System Administrator Menu**.

❏   **Voice Mail Version** will play a message indicating the software level of the voice mail.

○   To hear the current Voice Mail Version from the System Administrator Menu, dial the digit **8** (Voice mail Version).

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