

NEC 48/192/IPK TELEPHONE QUICK REFERENCE

To DIAL OUT:

- List Handset or press **SPEAKER** Key
- Press line key (or dial 9)

INTERCOM CALLS:

- List Handset or press **SPEAKER** Key
- Dial 3 Digit Extension, Speak

NOTE: Press **7** to leave a voicemail

TRANSFER A CALL

- With an active call on the line, press the **TRANSFER** key
- Dial the Extension
- Announce call (Optional)
- Hang up, **OR** press **7** to transfer directly to Voicemail, then Hang up.

PAGE:

- Press **PAGE** key OR
- Dial 51 for all sets; 55 for speakers; 59 for both

LAST NUMBER REDIAL:

- Press **REDIAL** key then *

CONFERENCE CALLS:

- With an active call on the line, Press **CONF** key
- Make 2nd call (press a line out, dial tel # or dial an extension number)
- Press **CONF** key again.

TURN BACKGROUND MUSIC ON/OFF:

- Press **FEATURE 26**

ADJUST RINGING VOLUME:

- Press **SPEAKER** key and dial **601**
- Use arrow keys up & down to set volume; press Speaker key when done

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TURN MIC ON OR OFF:

- Press **FEATURE** then **1** OR
- Press **MIC** key (Not all phones have this key)

CALL FORWARD:

- Press **CALL FWD** Key (Or **FEATURE 60**)
- Enter _____ (for calls to go immediately to your voicemail) or another extension number
- Press **Speaker**

To Cancel:

- Press **CALL FWD** Key (Or **FEATURE 69**)
- Press **SPEAKER**

PROGRAM CALL FORWARD BUSY/NO ANSWER TO VOICEMAIL:

*** Must be done from the extension you would like to call forward*

- Press **SPEAKER**
- Enter **43**
- Enter Voicemail Extension Number (Usually it is 333)
- Press **SPEAKER**

PROGRAM ONE TOUCH KEYS

- Press **FEATURE** key,
- Press **REDIAL** key
- Press key to be programmed
- For an *internal* extension: enter **1** plus the extension number OR
- for an *external* number: enter **0** then **9** plus the outside telephone number
- Press the **FEATURE** key

SET UP SPEED DIAL

- Press the **FEATURE** key,
- Press **REDIAL** key
- Enter a bin number: **80-99** for personal: **00-79** for system

NOTE: System speed dial *must* be done from main phone (Usually extension 100)

- Enter **9** plus the desired telephone number to be stored (24 digits max)
- Press **FEATURE** key

USE SPEED DIAL

- Press **REDIAL** key
- Enter the desired code (00-99)