



## QUICK REFERENCE GUIDE CALL AN EXTENSION

## NEC IPK II SYSTEM

- Lift handset or press speaker
- Dial extension number
- Converse
  - If you have a programmed one-touch button of the desired person's extension just push the button to converse
  - If you want to ring the person's extension rather than intercom, dial 1 after the extension (i.e.: 3902 1 will ring extension 3902)

## TRANSFER (With caller on the line)

- Press the TRANSFER key
- Dial extension or push the programmed extension button
- Announce (Private) (Optional)
- Hang up  
(Remember that as soon as you hang up the call is transferred to that extension; if you want the call back press the flashing line key)

## QUICK TRANSFER TO VOICE MAIL

- Press Transfer
- Dial extension number or push the programmed extension button
- Dial 8
  - (i.e.: 103 8 will transfer caller into mailbox 103 without ringing the phone)
- Hang up

## CONFERENCE

- With a call in progress push CONF (original caller automatically goes on hold)
- Dial next person, internally: dial extension or push the programmed extension button (if outside call, dial 9 or press an outside line key)
- Announce (Private)
- Press CONF key twice to join all parties

## REDIAL LAST OUTSIDE NUMBER

- Lift handset/or press speaker
- Press REDIAL
- Press up or down soft keys to scroll through numbers
- When desired number is found, press #
- System will select a line and dial the last number

## Park

- With the caller on the line, press Park Key
- Once you push the Park the call is on hold and available for pick up.
- You can now page or notify a user that their call is held on your ext. (if you are at x3902 and you put a call on Park, you would notify a user that their call is held on x3902)
- To pick up the call, go to any phone and dial \*\* + the extension the call is held on. (i.e. if your call is parked on extension 3902, you will dial \*\*3902 to pick up your call)

### **CALL FORWARD ALL**

- Press the SPEAKER key
- Dial code 741
- Press 1 to set Call Forward All
- Enter internal extension number, or 9 and the outside number you wish to forward to
- Press the SPEAKER key.

### **CANCEL CALL FORWARD ALL**

- Press the SPEAKER key
- Dial code 741
- Press 0 to cancel Call Forward All
- Press SPEAKER key

### **PROGRAMMING ONE TOUCH BUTTONS**

- Press the SPEAKER key
- Dial code 751
- Press the button to be programmed
- Dial 01
- Dial the extension number to be stored, or 9 and the outside number
- Press the HOLD key to write data
- Press SPEAKER key

### **PROGRAMMING STATION SPEED DIAL**

- Press the SPEAKER key
- Dial code 755
- Enter Speed Dial Buffer number (1-9,0)
  - 1 = Station Speed Dial Buffer 1
  - 2 = Station Speed Dial Buffer 2
  - 3 = Etc.
  - 0 = Station Speed Dial Buffer 10
- Dial the trunk access code, i.e. 9
- Dial the telephone number to be stored (24 digits maximum)
- Press the HOLD key (if entering the name) and dial the name of the party using the key pad (13 characters maximum).
  - Press # to move to another letter on the same key and press ## to add a space.
  - Press CONF as a Backspace.
- Press HOLD to write data
- Press the SPEAKER key