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North American Telecommunications Group in the end...it all comes down to service Service: 604-856-9155 Email: service@natg.ca

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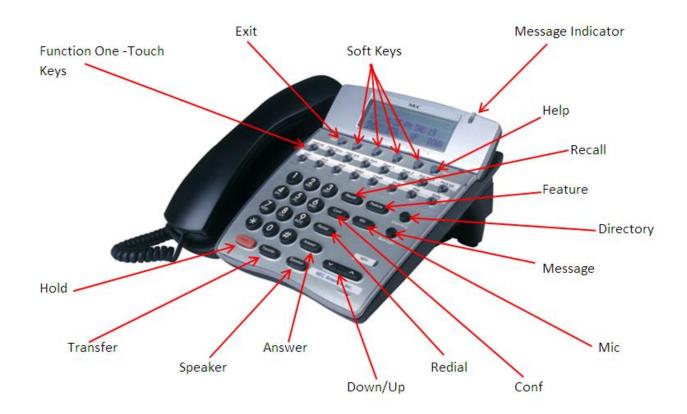
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** Important Note:

The extension and mailbox numbers referenced in this guide are the most commonly used configuration. It does **not** guarantee that your company will use the same extension and mailbox numbers due to each systems **customized** configuration. If you are **unsure** of what numbers were used in your configuration, please call or email the NATG service department.



Phone Outline



ONE TOUCH KEYS	Used for features, line keys, intercoms and speed dials
Ехіт	Exit's out of various programming
Soft Keys	Corresponds with what the display says
Message Indicator	Flashes when you have a voicemail
Help	Tells how a one touch key is programmed
RECALL	Same as Flash Key for various features
Feature	Used for programming
DIRECTORY	Access to station and system wide speed dials
Message	Access to your voicemail
Міс	Mutes the microphone while on speakerphone
Conf	Used to make conference calls
Redial	Review the last numbers dialed
Down/Up	Adjusts the volume on the ringer, handset and speaker
Answer	Answers the FIRST incoming call to a specific phone
Speaker	Speakerphone (Also used to get in/out of some programming)
Transfer	Transfer a call to another extension
Hold	Holds the call

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Phone System Programming

Changing the Time:

- 1. Press the Feature Key
- 2. Dial 9#
- 3. Enter the hour and the minute via the dial pad
- 4. Press the RECALL Key to change the AM/PM setting
- 5. Press the FEATURE Key to exit this feature

Changing the Date:

- 1. Press the Feature Key
- 2. Dial 9#
- 3. Press the RECALL Key
- 4. Press the RECALL Key again
- 5. Dial # to move the cursor to the day of the month field
- 6. Enter the day of the month via the dial pad
- 7. Press the RECALL Key to select the month
- 8. Dial # to move the cursor to the year field
- 9. Enter the last two digits of the year via the dial pad
- 10. Press the Feature Key

Note: The above changes the time on the *Phone System only*. If you have voicemail, you will have to change the time in that as well.

Program Call Forward Busy/No Answer to Voicemail:

- * * Must be done from the extension you would like to call forward
 - 1. Press Speaker
 - 2. Enter **43**
 - 3. Enter Voicemail Extension Number (Usually it is 300)
 - 4. Press Speaker

Programming System Speed Dials:

- * * Must be done from the System Admin Phone (usually 100)
 - 1. Press Feature key
 - 2. Press Redial key
 - 3. Enter the speed dial number you'd like to program (goes from SPD 00 to 79)
 - 4. Enter 9 + the phone number (enter a 1 in front for long distance)
 - 5. Press Hold key
 - 6. **Spell Name**, press # after each letter to move the cursor to the **right** or **Conf** key to move the cursor to the **left**
 - 7. Press Speaker

