NEC Elite IPK Telephone Quick Reference

Dial Out
· **Lift handset** or press **Speaker** key
· Dial **9** (system will automatically grab an available line for you)
Note: When using the **Speaker Phone** you must have your **MIC** key **lit red** in order for the caller to HEAR **you**, turn the **MIC** key **off** if you would like to **Mute** the **Speaker**

Transfer a Call
· *With an active call,* Press **Transfer** key
· **Dial extension** number or **9** + **phone number**, announce call (optional)
· **Hang up** for call to be transferred
Note: press **7** after the extension to transfer call directly to voicemail

Intercom Calls
· **Lift handset** or press **Speaker** key
· **Dial extension** number (if employee is on the other line you will get a busy and ring tone together)
Note: Press **7** after the extension to transfer call directly to voicemail

Paging (if Applicable)
· **Lift handset**
· Press pre-programmed **Page** key OR
  ▪ Dial **51** for **all sets**
  ▪ Dial **55** for **overhead speakers** – *if Applicable*
  ▪ Dial **59** for both **sets** and **overhead speaker**
· **Announce Call**
· **Hang Up**

Last Number Redial
· Press **Redial** key then *****

Conference Calls
· **Make** or **receive** first CALL (internal or external), when the call is connected,
· Press the **Conf** key
· **Make** or **receive** second call (internal or external)
· Press the **Conf** key again

Call Forward
· Press **Call Fwd** Key (Or **Feature 60**)
· Enter **300** (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 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 the speed dial number you'd like to program; **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

Using Speed Dial

· Press **Redial** key

· **Enter** the desired **speed dial number** (00-99)

Adjust Ringing Volume

· Press **Speaker** key and dial **601**

· Use arrow keys **up & down** to set volume; press **Speake**r key when done

Turn MIC on or off

· Press **Feature** then **1**   OR

· Press **Mic** key (Not all phones have this key)

Turn Background Music On/Off - *If Applicable*

· Press **Feature 26**