

NEC IPK II Guide



Dial Out

- Lift handset or press **Speaker**
- Press a line key OR dial **9**

Intercom

- Lift handset or press **Speaker**
- Dial extension number; speak or press **1** to change from voice to ring
- Press **8** to leave a voicemail message

Transfer a Call

- Press **Transfer** key & dial extension number*
- Hang up

*If you want to transfer directly to voicemail, press 8 after you enter the extension number

Transfer a Call Off-Premises

- Press **Recall**
- After you hear the dial tone, dial the number you're transferring the call to
- Wait to hear it ring before you hang up

Page

- Press the **page** key (if pre-programmed)
or
- Dial **7011** to page all sets

Call Forward

- Press **Call Fwd**
- Press **1**
- Dial **300** to forward all calls to your voicemail, or enter another extension; Dial **9** + your telephone number to forward calls to another premises
- Press **Speaker**
- To cancel, press 'Call Fwd' + 0

Redial

- Press **Redial** key until you see the number you're looking for (will show the last 10 numbers you have called)
- Press **#** to dial the number displayed
OR
'List' (soft key), **Redial**, scroll down to see the last numbers you called

Caller ID

- Press 'List' (soft key)
- Press 'CID' (soft key)
- Scroll down to see recent calls to your extension

Set Your Name

- Press **Speaker** and dial **700**
- Enter your extension number
- Spell your name and press **HOLD**
- (the # key moves your cursor to the right; the 'Conf' key moves your cursor to the left)

Change the Time

- Press **Speaker**
- Dial **728**
- Dial 2 digits for the hour and 2 digits for the minutes (using the 24-hour clock)
- Press **Speaker**

Program a One-Touch Key

- Press **Speaker**
- Dial **751**
- Press the key you'd like to program
- Dial **01**, then the extension number
OR
01, then **9**, and then the telephone number
- Press **Hold**
- Press **Speaker**

Ring Tone

- Press **Speaker** and dial **720**
- Press **1** to set the intercom ring or **2** to set external call ring
- Dial the code for the ring pattern you want (1-8)
- Press **Speaker**

Conference Call

- Make or receive first call, press **CONF**
- Make 2nd call (or dial internal extension) and press **CONF**
- Press **CONF** key twice to join all calls

Program a System Speed Dial

- Press **Speaker**, and lift the handset
- Press **Redial** and enter **000-999**
OR
press 'Dir', 'Sys' (soft keys), scroll up, and press 'Dial'

Program a Station Speed Dial

- Press **Speaker** and enter **755**
OR
Press 'Prog' and 'STA' (soft keys)
- Enter a bin number (0-9)
- Enter **9** and the telephone number
- Press **Hold**
- Spell the name (press # for spaces and 'Conf' to backspace)
- Press **Hold**
- To use, press **Speaker, 7**, the speed code (0-9)
OR
'DIR', 'STA', scroll up, 'Dial' (soft keys)