NEC

Intelligent Hybrid System



Single Line Telephone
User Guide

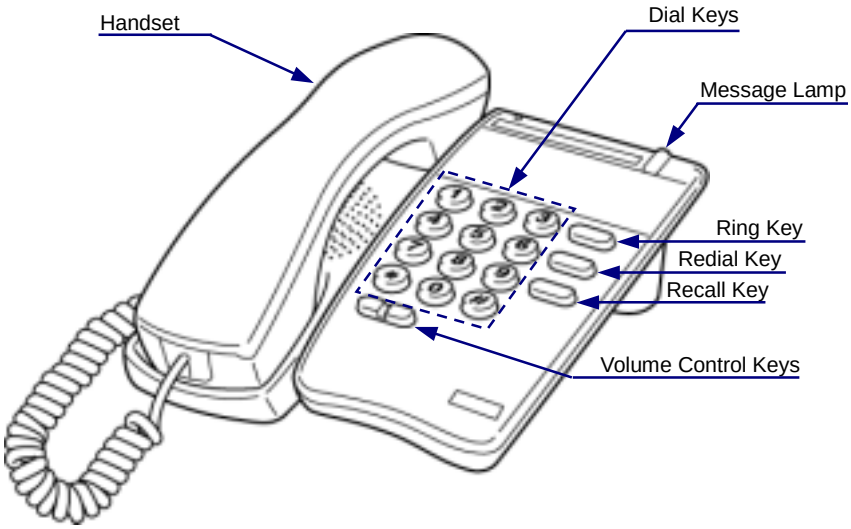
Before using Your Telephone…

Thank you for purchasing the NEC XN120 system.

Due to the flexibility built into the system, your **Dialling Codes and Feature Capacities** may differ from those in this guide. Check with your Supplier / System Administrator and make a note of any differences.

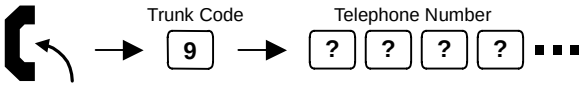
Using Your Telephone

Typical Single Line Telephone is displayed here. This User Guide describes general analogue Single Line Telephone (SLT) procedures. Refer to the User Guide included with to your specific SLT for details on additional key functions.



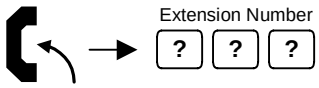
Placing Calls

Placing an Outside Call



- *Listen for Dial Tone before dialling the Telephone Number.*

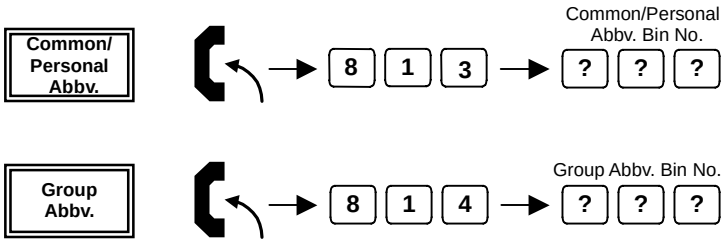
Placing an Intercom Call



- *Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialling "1" changes voice/ring mode (where the destination is an XN120 Telephone).*

Placing Calls Quickly

Abbreviated Dialling <for outside calls>



- *Common/Personal Abbreviated Dialling Bins are numbered as follows (by default):*
  2-digit dialling: Common = 00-79, Personal = 80-99, or
  3-digit dialling: Common = 000-899, Personal = 990-919.
- *Single Line Telephones cannot store a number into an Abbreviated Dialling Bin. For this you must use an XN120 Display Telephone or PC Programming application. Ask your NEC Authorised Supplier for details.*
- *System programming is required to provide Group Abbreviated Dialling. Ask your NEC Authorised Supplier for details.*

Placing Calls Quickly

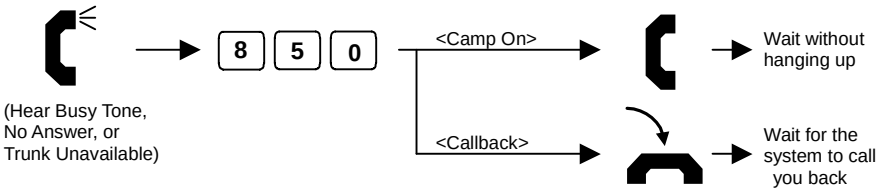
Last Number Redial <for outside and intercom calls>



- *Intercom numbers can also be stored under Last Number Redial. (System programming is required. Ask your NEC Authorised Supplier for details.)*

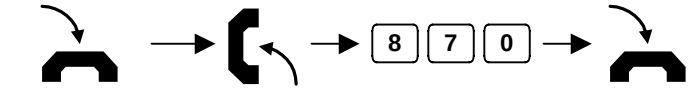
If your call doesn’t go through…

Setting Camp On / Callback / Trunk Queuing



- *<Camp On> For Intercom Call, when you hear ringing, wait for the called party to answer.*
  For Trunk Queuing, when you hear Dial Tone, begin dialling the telephone number.
- *<Callback> For Intercom Call, when your phone starts the ringing, lift handset and wait for the called party to answer.*
  For Trunk Queuing, when your phone starts the ringing, lift handset, hear Dial Tone and begin dialling the telephone number.

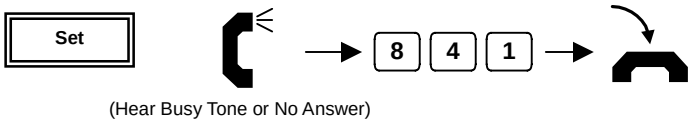
Cancelling Camp On / Callback / Trunk Queuing



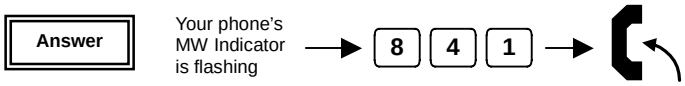
(When Camp On set)

If your call doesn't go through…

Setting / Answering a Message Waiting Indication

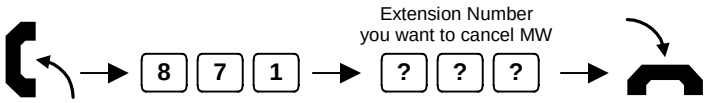


(Hear Busy Tone or No Answer)

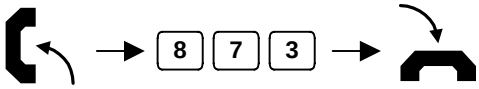


- *When you set MW, the called party's MW Indicator starts to flash.*
- *When you answer MW, the MW Indicator shall automatically go off when the called party answers.*

Cancelling a Message Waiting Indication (at originating extension)



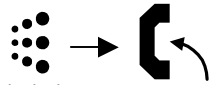
Clearing All Message Waiting Indications (at any extension)



- *Clear all messages (you have left for other extensions and messages other extensions have left for you).*

Answering Calls

Answering an Outside / Intercom Call

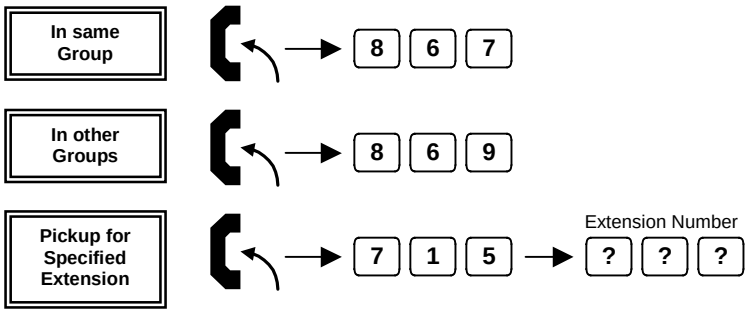


(Ringing)

- *Each type of incoming call can have its own distinctive ringing pattern. Ask you NEC Authorised Supplier for details.*

Answering Calls

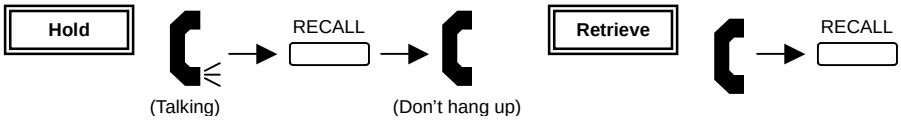
Picking up another Extension's Call



- *System programming is required to allow Group Call Pickup. Ask your NEC Authorised Supplier for details.*

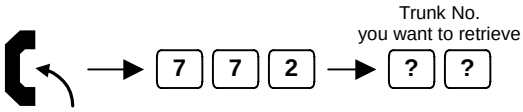
Hold / Transferring Calls

Placing a Call on Hold / Retrieving a Held Call

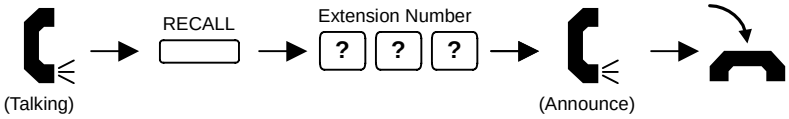


- *If you go on hook, the held call will ring back.*
- *This operation puts your call on Exclusive Hold. Other extension users can not take the call off Hold.*

Retrieving a Held Outside Call

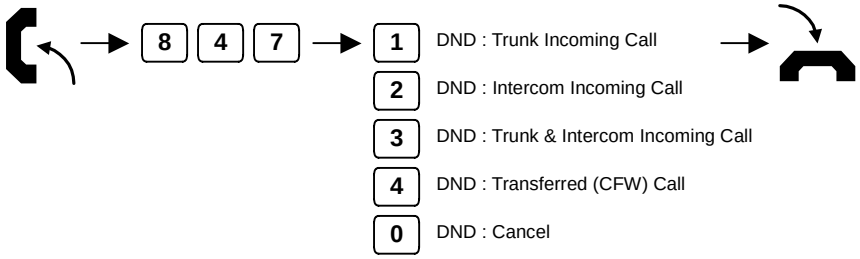


Transferring a Call to another Extension



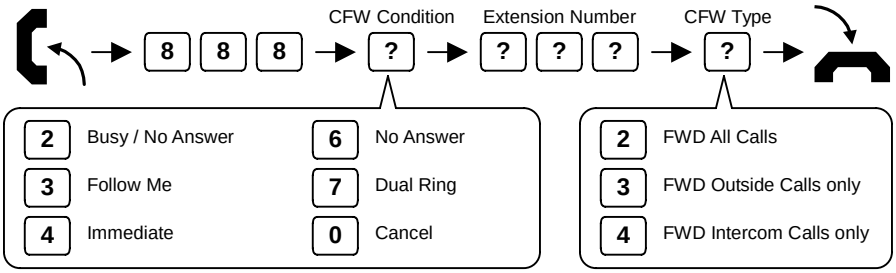
Forwarding Calls / Do Not Disturb

Do Not Disturb (DND)



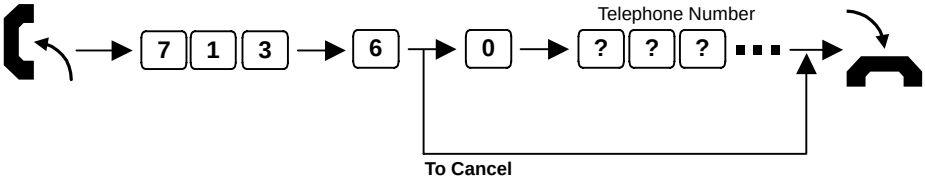
◆ *When you set DND, the Internal Dial Tone pattern changes.*

Call Forwarding / Follow Me



◆ *When you set a Call Forward, the Internal Dial Tone pattern changes.*

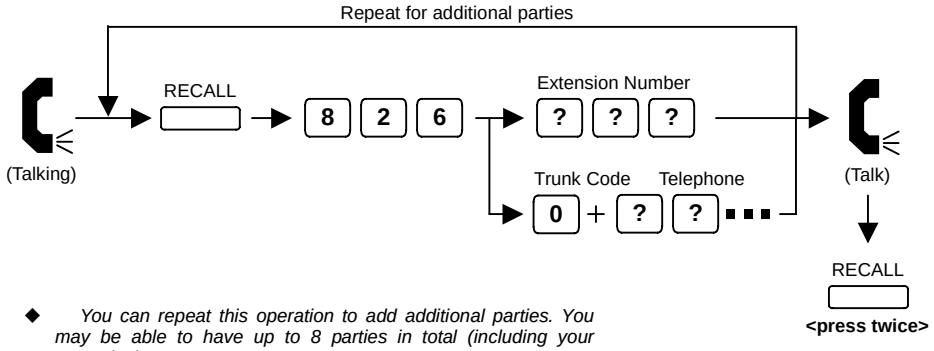
Call Forward Off-Premise



◆ *When you set a Call Forward, the DND/CONF Key's lamp flashes and the Internal Dial Tone pattern changes.*

Conferencing

Establishing a Conference Call



- *You can repeat this operation to add additional parties. You may be able to have up to 8 parties in total (including your extension).*

Regulatory Notice.
Refer to the Getting Started Guide (991409-5) supplied with the XN120 Main Unit for the Declaration of Conformity related to the product.

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