

NEC, IPK II
Quick Start Users Guide
for the
Single Line Telephone

Installed by

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See the full *Single Line Telephone Users Guide* for complete instructions
Download from www.certified-alarm.com or the User Guide CD

Answering Calls

To answer Ringing Phone

- Lift the Handset

To Answer Call Waiting

- Hear call waiting beeps
- **Hang-up** the Handset to disconnect present call
- **Lift** the Handset to answer second call
- Or **Press the Hookswitch*** to place the present call on hold and answer the second call

Making Calls

To place Internal calls

- **Lift** the Handset
- Dial the **3-Digit Extension Number**. (When calling a Multiline phone, dial 1 to toggle ring/voice or dial 8 to go to directly to Voice Mail.)

To Place External Calls

- **Lift** the Handset.
- Dial **9** to access the outside lines
- Dial the **Telephone Number**

Transferring Calls

To transfer a call to another extension

- With the call in progress, **Press the Hookswitch**
- Dial the **3-Digit Extension Number**
- Announce the call (optional)
- **Hang-up** the Handset to complete the transfer

To transfer directly to Voicemail

- With the call in progress, **Press the Hookswitch**
- Dial the **3-Digit Extension Number**
- Dial **8**
- **Hang-up** the handset to complete the transfer

Placing Callers on Hold

To Place a caller on Hold

- With the call in progress, **press the Hookswitch**
- Make another call, press Hookswitch again to return to the original caller and place the second call on hold
- Calls will recall to your extension if not answered within the preprogrammed time limit.

***Press the Hookswitch** = Press the Hookswitch down for 1-Second and Release.

Conference Calls

To make a conference call

- With the first call in progress, **press the Hookswitch** and dial **# 1**
- Dial the next call, wait until they answer
- **Press the Hookswitch** to add more calls or
- **Press the Hookswitch twice** to set up the conference

Redial

Last number redial

- Lift the Handset
- Dial **#5** (Redial Code)
- Dials the last Inside or Outside number dialed

Paging

Paging to Phones

- Lift the handset
- Dial 701
- Dial the internal **Group Number** (see administrator for numbers)
- **Speak** into the handset.
- **Hang-up** the handset

External Paging Speakers

- Lift the handset
- Dial 703
- Dial the external **Zone Number** (see administrator for numbers)
- **Speak** into the handset.
- **Hang-up** the handset

Directed Call Pickup

To answer a ringing co-workers phone

- Lift the handset
- Dial * *
- Dial the **3-Digit Extension Number** of the co-workers phone you want to answer.

DND

To set DND

- **Lift** the Handset
- Dial **747**,
- Dial Code to set options. **1**-Outside calls blocked, **2**-Internal call blocked **3**-All Calls Blocked
- **Hang-up** the Handset

To Cancel DND

- **Lift** the Handset
- Dial **747**,
- Dial **0** to cancel DND
- **Hang-up** the Handset

Call Forward

To set Call Forwarding

- **Lift** the Handset
- Dial **741**,
- Dial **1** to set
- Dial the **Extension** or **Off-Premise destination number**
- **Hang-up** the Handset

To Cancel Call Forwarding

- **Lift** the Handset
- Dial **741**,
- Dial **0** to cancel
- **Hang-up** the Handset

Programming Station Speed Dial

To Store Station Speed dial numbers

- **Lift** the Handset
- Dial **755**
- Dial the location (**0-9**) to store
- Dial the line access code, usually **9**
- Dial the **Telephone Number** you want to store (1+AC+Number)
- **Hang-up** the Handset

Dialing Station Speed Dial Numbers

To Dial Station Speed Dial numbers

- **Lift** the Handset
- Dial **#7**
- Dial the Location (**0-9**) to Dial
- Talk
- **Hang-up** the Handset

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