

Aspire

**4-Button IP Keypad User
Guide**

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Technical Support Web Site:
<http://ws1.necii.com> (registration is required)

This manual has been developed by NEC Unified Solutions, Inc. It is intended for the use of its customers and service personnel, and should be read in its entirety before attempting to install or program the system. Any comments or suggestions for improving this manual would be appreciated. Forward your remarks to:

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Using Your Telephone

Due to the flexibility built into the system, your **Dialing Codes** and **Feature Capacities** may differ from those in this guide. Check with your Communications Manager and make a note of any differences.

The **Alphanumeric Display** helps you use features and tells you about your calls. With optional Caller ID, a ringing line may show your caller's number and name.

If you're on a Handsfree Call (see *Handsfree Options* below), lift the **handset** for privacy.

These **Volume Controls** are for speaker, handset and ringing calls.

Line Appearance Keys are Intercom keys for placing and answering calls. If you're busy on one – just use the other.

Press CALL1 then **LND** to automatically redial the last number you called. Press CALL1, **DIAL** and dial a bin number for Common Abbreviated Dialing.

The **Soft Keys** provide quick and easy access to features - just follow the menu on the display.

The **Message Wait LED** flashes when you have Messages Waiting. If you don't have a Voice Mail key, it also flashes when you have Voice Mail messages left in your mailbox.

These are **LINE** and/or **FUNCTION** keys. See *Programming Function Keys* for more on setting up these keys.

Enable **Do Not Disturb** to block your calls when you don't want to be interrupted. This key will also flash when Call Forwarding is activated.

Press **SPK** for **Handsfree** calls, or use the handset instead. See *Handsfree Options* below. While on a handset call, press SPK once for Handsfree; twice for **Group Listen**.

The **Microphone** picks up your voice for Handsfree calls. Press **MIC** to turn off the microphone.

Handsfree Options

- **Handsfree** lets you place and answer calls by pressing **SPK** instead of using the handset.
- With **Automatic Handsfree**, you can press a line or Line Appearance key without lifting the handset. Normally, you have Automatic Handsfree.
- Use **Handsfree Answerback** to answer a voice-announced Intercom call by speaking toward your phone — without lifting the handset.


Notes :

1. When using this phone for system programming, as there is no MSG key as with a keyset, the LND key must be used to back up a level in the program menu (this requires system software 5.26+).
2. With this phone, to enter the IP programming level, as this phone does not have a CONF key, you must press HOLD + FLASH + * + # (instead of HOLD + CONF + * + # on a keyset).
3. The 4-button IP phone *does not* provide a data connector for the PC as with the 34-button IP phone.

Placing Calls



Placing an Outside Call . . .





Press a line key for quick access:




1. (Optional) Lift handset.
2.  + Listen for dial tone + Outside number.
 - You can have function keys for lines or line groups.
 - If your system is behind a PBX, you may have to dial 9 before your number.

OR

Dial codes for outside lines:


1. (Optional) Lift handset.
2.  +  + Outside number.

OR
2.  +    + Line group (1-9 or 001-100) + Outside number.

OR
2.  +   + Line number (e.g., 005 for line 5) + Outside number.
 - Call a number using the Center Telephone Book. From an idle keyset, press PROG Soft Key + DOWN ARROW Soft Key twice + TELBK Soft Key.

Calling a Co-Worker, Voice Mail and Paging . . .


Dial using the Intercom:



1. (Optional) Lift handset.
 - For one-touch calling, press a Call Coverage or Hotline function key instead of going on to step 2.
2.  + Co-worker's extension number.
 - Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialing 1 changes mode.
 - For your **Voice Mailbox**, dial * 8.
 - For **Paging**, dial *1 + 0 for All Call or *1 + 1-8 for page groups.

If your call doesn't go through . . .

Camp On and Callback

When you hear system busy, use Camp On or Callback:

1. To **Camp On** (wait without hanging up),  .
 - (Intercom calls) When you hear ringing, wait for the called party to answer. If you hear busy/ring instead of busy before camping on, you can optionally dial the Barge In code to send a Voice Over. Check with your Communications Manager for the code.
 - (Outside calls) When you hear new dial tone, place your call again.

OR
1. To leave a **Callback** for a busy line or extension,  and hang up.
 - Wait for the system to call you back.
2.  or lift handset.
 - (Outside calls) Place your call again.
 - (Intercom calls) Speak to co-worker.


To cancel your Callback:

1. (Optional) Lift handset.
2.  +    + Hang up.




Answering Calls

Message Waiting (Direct Messaging)

Leave a Message Waiting (flashing Message Wait LED) when your co-worker doesn't answer:


1. Do not hang up +  .
 - Your co-worker's Message Wait LED flashes fast. Your MW is lit.
 - With Voice Mail, dial 8 to leave a message in your co-worker's mailbox.

To answer a Message Waiting left for you:

1.  +   .
 - To cancel Messages Waiting (those you left and those left for you): CALL1 + 873.

Answering Outside Calls . . .

Listen for two rings and look for a flashing line key:

1.  or lift handset.
 - Press line or loop key if not connected.
 - You can also press **FUNCTION** (Call Redirect) to transfer the call without answering it first.





Answering Intercom Calls . . .

Listen for beep:




1. Speak toward your phone.
 - You can lift the handset for privacy.
 - If you hear one long ring instead, press SPK or lift handset to answer.
 - CALL1 + 823 makes incoming Intercom calls ring your phone - CALL1 + 821 makes them voice-announce.

Picking up calls not ringing your phone . . .

If a call is ringing over the Page after hours:

1.  or lift handset.
2.  +   .

When a call is ringing a co-worker's phone:

1.  or lift handset.
 - You can press a Group Call Pickup or Call Coverage function key instead of step 2.
2.   + Co-worker's extension.

Have a telephone meeting (Conference) . . .

Use Conference to have a telephone meeting:


1. Place/answer call.
2. Press the **CONF Soft Key**.
3. Place/answer next call + **ADD Soft Key**.
 - Repeat this step to add more parties. You may be able to have up to 32 callers.
 - Press the CNCL or RLS Soft Key to disconnect a called party.
4. After adding all parties, press **BEGIN Soft Key** to begin the Conference.
 - Add more calls by repeating steps 2-4.

Handling Your Calls




Your call can wait at your phone . . .

Hold

Use Hold instead of leaving the handset off-hook:

1. Do not hang up +  .
 - This puts your outside call on System Hold. Your co-workers can take the call off Hold. To place the call on Exclusive Hold, press your Exclusive HOLD function key.
 - Intercom calls automatically go on Exclusive Hold when you press HOLD.



Easily retrieve a call from Hold:

1.  or lift handset.
2. Press flashing  .
OR
2.  if the call was not on a line key (or was an Intercom call).

Send the call you're on to a co-worker . . .




Transfer

Send (Transfer) your call to a co-worker:




1. Do not hang up +  .
2. Dial your co-worker's extension.
 - You can press a One-Touch key instead of dialing your co-worker.
 - To transfer the call to Voice Mail, press your **Voice Mail** key before dialing your co-worker.**OR**
2.  (Hotline).

Park a call in orbit

Park a call in orbit so a co-worker can pick it up:

1. Do not hang up.
2.  +   + Park Orbit.
 - Park Orbits are 1-64. For **Personal Park**, dial 857 or press the Personal Park key instead of #6.
3. Page your co-worker to pick up the call.
 - For **Paging**, dial *1 + 0 for All Call or *1 + 1-8 for zones.
4. Hang up.





Or pick up a call a co-worker parked for you:

1. (Optional) Lift handset for privacy.
2.  +   + Park Orbit.
 - For **Personal Park**, dial 857 or press the Personal Park key (if Parked at your phone) or ** + Your extension.

Placing Calls Quickly

Forward (reroute) your calls to a co-worker . . .



While at your desk, forward your calls to a co-worker, Voice Mail or off-premise:



1.  (Call Forward) OR  +  +  .
 - To forward off-premise: *46 + Line access code (e.g., 9) + Number + HOLD.
To cancel: *46 + HOLD + Hang up.
2. Dial Call Forwarding condition:
 - 1 = Personal Answering Machine Emulation (then skip to step 4)
 - 2 = Busy or not answered
 - 3 = Follow Me
 - 4 = Immediate
 - 6 = Not answered
 - 7 = Immediate with both ringing (not for Voice Mail)
 - 0 = Cancel
3. Dial destination extension, Voice Mail master number or press Voice Mail key.
4. Dial Call Forwarding type:
 - 2 = All calls
 - 3 = Outside calls only
 - 4 = Intercom calls only
 - DND flashes slowly. A voice prompt may remind you that your calls are forwarded.



Automatically redial calls . . .




Last Number Redial

Quickly redial your last outside call:

1. (Optional) Lift handset.
2.  +  .
 - The system selects an outside line.

OR
2.  +  .
 - The call uses the line you select.




OR
2.  + Press Arrow Up or Arrow Down Soft Key to scroll to the number to be dialed +  .
 - The system retains the last 10 numbers dialed which can be viewed and then dialed.



OR
2.  +  +  .
 - The system selects an outside line.

Save

Save your call for quick dialing later on:

Then redial your saved number:

1.  (Save).
1. (Optional) Lift handset.
2.  +  (Save).
 - The system selects an outside line.

OR
2.  +  (Save).
 - The call uses the line you select.

Placing Calls Quickly

Quickly dial co-workers and outside calls . . .











One Touch Calling

Use numbers stored under One-Touch bins to save time calling outside numbers:

1. Press the **DIR Soft Key** + the **DOWN ARROW Soft Key** + **ONET Soft Key**.
2. Use the **UP** and **DOWN ARROW Soft Keys** to scroll to the number to dial.
3. Press the **DIAL Soft Key**.
 - You can have One-Touch Keys for Direct Station Selection, Personal Speed Dial (outside calls) or feature codes. See *Programming One-Touch Keys*.







Abbreviated Dialing (Speed Dial)

Store Common or Group Abbreviated Dialing numbers:

1. (Optional) Lift handset.
2.  +    (for Common).
- OR
2.  +    (for Group).
3. Dial Abbreviated Dialing bin number.
 - Ask your *Communications Manager* for your bin numbers.
4. Dial phone number to store + .
 - The number can be up to 24 digits, using 0-9, # and *. Press MIC to enter a pause.
5. Enter name for stored number +  + SPK or hang up.
 - See *Entering Names* below.

Enter Names		
When entering names, use dial pad keys to enter letters. For example, press the digit 2 key once for A, twice for B, three times for C, etc.		
1 = 1 @ [¥] ^ _ { } →	5 = J-L, j-l, 5	9 = W-Z, w-z, 9
Á À Ã Ä Å Ç È É Ê Ë Ì Í	6 = M-O, m-o, 6	0 = 0 ! " # \$ % & ' ()
2 = A-C, a-c, 2	7 = P-S, p-s, 7	ó ô õ ö ù ü ÿ æ é θ
3 = D-F, a-f, 3	8 = T-V, t-v, 8	* = * + , - . / : ; < =
4 = G-I, g-i, 4		> ? π Σ Ω ∞ φ £
# = Accepts an entry (only required if two letters on the same key are needed - ex: STA). Pressing a second time adds a space.		
DND = Clear the character entry one character at a time		

To dial your stored Abbreviated Dialing number:

1. (Optional) Lift handset.
2.  +   + 3-digit Bin (for common).
- OR
2.  +   + Bin (for group).
 - You can also use the *DIR Soft Key* or function keys for *Abbreviated Dialing*.


- For Your Notes -

Quick Reference for Other Features

Do Not Disturb:	DND + 1 to block your outside calls OR 2 to block Paging, Intercom calls, Call Forwards and transferred outside calls OR 3 to block all calls OR 4 to block Call Forwards OR 0 to cancel.
Memo Dial:	<i>While on a call, store a number for easy recalling:</i> Memo Dial function key + Number to store + Memo Dial key to save. <i>To dial number:</i> Memo Dial key + Line key.
Meet Me Conference:	<i>To set up a telephone meeting:</i> While on a call, CONF Soft Key + Page party and announce zone + ADD Soft Key , then BEGIN Soft Key when co-worker answers. <i>To join:</i> CALL1 + 864 + Announced zone .
Name Storing:	CALL1 + 800 + Extension + Name (See Abbreviated Dialing) + HOLD .
Park and Page: (Your Communications Manager can tell you if you can use this feature.)	CALL1 + *47 + Record Personal Greeting + # + 7 + Record Page + # + Dial Page zone (e.g., 801 + 1 for zone 1) + 2 (All) or 3 (CO) + CALL1 to hang up. <i>To cancel:</i> CALL1 + *47 + 3 . <i>To pick up:</i> CALL1 + * * * + Announced extension .
Personal Greeting:	<i>To have your phone greet callers and forward your calls:</i> CALL1 + *47 + Record Personal Greeting + # + 2 (Busy/No Answer), 4 (Immediate) or 6 (No Answer) + Extension to receive calls + 2 (All) or 3 (CO) + CALL1 to hang up. <i>To cancel:</i> CALL1 + *47 + 3 .
Repeat Redial:	<i>To automatically redial your outside call if it's not answered:</i> Place outside call + Repeat Redial function key (or DIAL + LND) + Hang up + Lift handset when call goes through. <i>To cancel:</i> DIAL + LND or press Repeat Redial key.
Secure Set Relocation:	From extension # to be swapped, CALL1 + Extension Data Swap service code (Pgm 11-15-12) + 4 digit password + Extension # to be swapped.
Time:	CALL1 + 828 + 2 digits for hour (24 hour format) + 2 digits for minutes + SPK to hang up.

Directory Dialing

At your display telephone, select a co-worker or outside call from a list of names (rather than dialing the phone number):

1. Press **DIR Soft Key**.
2. Press **Soft Key** for Directory Dialing type:
ABBc = Common Abbreviated Dialing.
ABBg = Group Abbreviated Dialing.
EXT. = Co-worker's extension numbers.
OneT = Your One-Touch Keys (1-10).
3. Dial letter/number range for the party you want to call (e.g., dial 2 for A, B, C or 2).
4. Press the **Down Arrow Soft Key** to jump to that section.
5. Press volume **▲** or **▼** to scroll through the list.
6.  or lift handset to place call or press the **Dial Soft Key**.

Programming One-Touch Keys

To program: CALL1 + 855 + Bin # (1-9, 0) + Number + HOLD + Name
(see *Entering Names under Abbreviated Dialing*) + HOLD.

DSS: Enter **Co-worker's extension # + SPK** to hang up.

Personal Speed Dial: Enter **9 + Outside #** or
Enter **804 + Line group #** (1-9 or 1-100) + **Outside #** or
Enter **#9 + Line #** (e.g., 05 or 005) + **Outside # + SPK** to hang up.

Service Codes: Enter **Service Code + SPK** to hang up. For example, you can make a Save # Clear key by entering 885.

Programming Function Keys - General

To program: CALL1 + 851 + Key + Code + Optional Data.

Call Forwarding: Enter **10** for Call Forwarding Immediate.
Enter **11** for Call Forwarding Busy.
Enter **12** for Call Forwarding No Answer.
Enter **13** for Call Forwarding Busy/No Answer.
Enter **14** for Call Forwarding Both Ring.
Enter **15** for Call Forwarding Follow Me.
Enter **16** for Call Forwarding to extension (same as dialing *2).
Enter **17** for Selectable Display Messaging, Call Forwarding Off Premise, Personal Greeting/Park & Page (same as dialing *4).

Call Redirect: Enter **49 + Destination Extension.**

Conference: Enter **07** if you want a Conference key.

Hold: For Exclusive Hold, enter **45.**

DSS/Hotline: Enter **01 + Partner's extension + HOLD.**

Memo Dial: Enter **31.**

Personal Speed Dial: Enter **01 + 9 + Outside # + HOLD** or
Enter **01 + 804 + Line group #** (1-9 or 1-100) + **Outside # + HOLD** or
Enter **01 + #9 + Line #** (e.g., 05 or 005) + **Outside # + HOLD.**

Service Codes: Enter **01 + Service Code + HOLD.** For example, you can make a Save # Clear key by entering 885.

Save Number Dialed: Enter **30.**

Repeat Redial: Enter **29.**

Voice Mail: Enter **77 + Your extension #.**

Page: Internal: **21 + Zone** (1-64) or **22** (All Call).
External: **19 + Zone** (0-8).
Combined: **20** for (Internal and External All Call).

Programming Function Keys - Appearance

To program: CALL1 + 852 + Key + Code + Optional Data.

If a key is defined with an 852 code, it must be undefined (852+000) prior to defining the key with an 851 code, otherwise an error tone will be heard.

Line and Loop Keys: Enter ***01 + line number** (001-200)
Enter ***05 + 0** (Incoming), **1** (Outgoing) or **2** (Both) + **001-100** (Incoming Trunk Group) or **000** (for ARS) + **001-100** (Outgoing Trunk Group) or **000** (for ARS).

Park: Enter ***04 + Orbit number** (01-64).

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