

Integrated Communication System

Aspíla EX

**Key Telephone
Quick Reference Guide**

Before using Your Telephone...

Thank you for purchasing NEC Infrontia “Aspila EX” system.

Due to the flexibility built into the system, your **Dialing 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 <Digital Key Telephone>

Soft Keys

Provides quick and easy access to features - just follow the menu on the display (available on Display Type Telephones).

One-Touch Keys

Press a One-Touch Key for one-button contact with other extensions or outside party. The number registration is necessary.

Programmable Function Keys

Used as “Trunk” and/or “Function” keys.

Speaker

Ringing Tone, Voice or BGM are sent.

Handset

If you are on a Handsfree Call, lift the handset for privacy.

MSG Key

Press MSG Key to set / answer a Message Waiting.

FLASH Key

While on a call, press FLASH to hang up or flash.

CONF Key

While on a call, press CONF to set up a Conference.

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.

Indicator

Flashes in Green when you have Message Waiting or flashes in Red when there is a call.

DIAL Key

Press CALL1, DIAL and dial a bin number for Abbreviated Dialing.

Line Appearance Keys (CALL1/CALL2)

These are Intercom keys for placing and answering calls. If you are busy on one – just use the other.

LND Key

Press CALL1 then LND to automatically recall the last number you called.

DND Key

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.

HOLD Key

Press HOLD to hold the outside line or intercom.

MIC Key

Press MIC to turn on/off the microphone. **(MIC OFF : Lit)**

Microphone

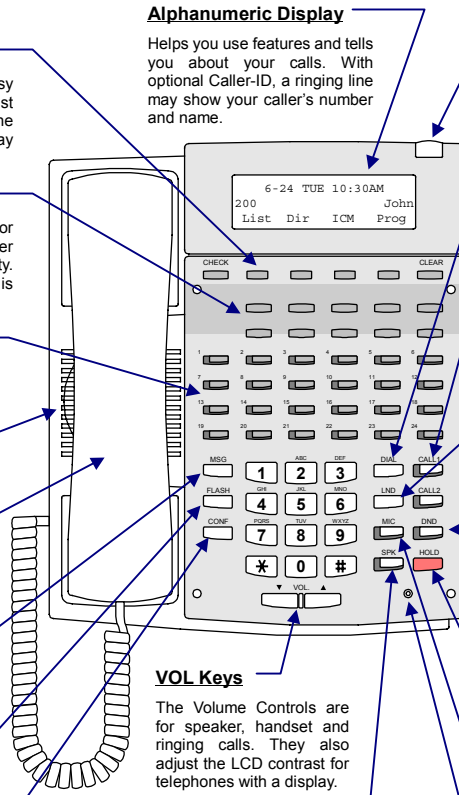
Picks up your voice for Handsfree calls. Press MIC to turn off the microphone.

VOL Keys

The Volume Controls are for speaker, handset and ringing calls. They also adjust the LCD contrast for telephones with a display.

SPK Key

Press SPK Key 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.



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 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.

Using Your Telephone <Super Display Key Telephone>

Alphanumeric Display (Large)

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.

One-Touch Keys

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Soft Keys

Provides quick and easy access to features - just follow the menu on the display.

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Indicator

Flashes in Green when you have Message Waiting or flashes in Red when there is a call.

Display Toggle Key

Changes the display either "Calendar" or "One-Touch".

DIAL Key

Press CALL1, DIAL and dial a bin number for Abbreviated Dialing.

Line Appearance Keys (CALL1/CALL2)

These are Intercom keys for placing and answering calls. If you are busy on one - just use the other.

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DND Key

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HOLD Key

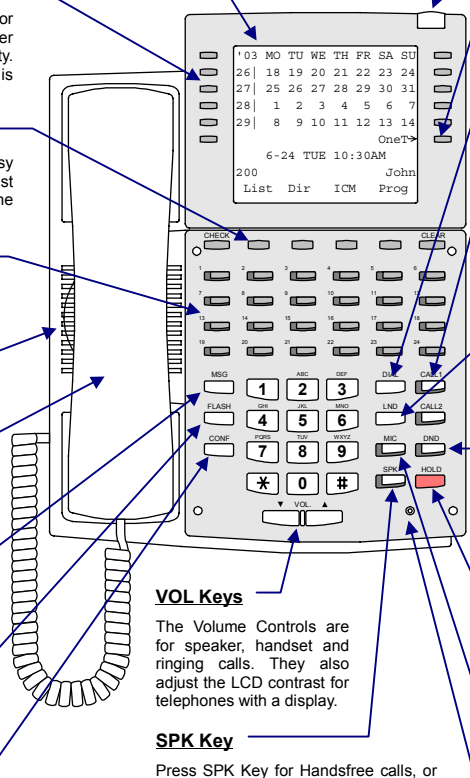
Press HOLD to hold the outside line or intercom.

MIC Key

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Microphone

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Handsfree Options

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- With Automatic Handsfree, you can press a Line Appearance Key without lifting the handset. Normally, you have Automatic Handsfree.
- Use Handsfree Answerback to answer a voice-announced Intercom call by speaking through your phone - without lifting the handset.

Using Your Telephone <Basic Digital Telephone>

Programmable Function Keys (L1, L2)

Used as "Trunk" and/or "Function" keys.

Handset

If you are on a Handsfree Call, lift the handset for privacy.

Speaker

Ringing Tone, Voice or BGM are sent.

VOL Keys

The Volume Controls are for speaker, handset and ringing calls. They also adjust the LCD contrast for telephones with a display.

LND Key

Press CALL1 then LND to automatically redial the last number you called.

MIC Key

Press MIC to turn on/off the microphone. **(MIC OFF : Lit)**

SPK Key

Press SPK Key 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.

Indicator

Flashes in Green when you have Message Waiting or flashes in Red when there is a call.

Line Appearance Keys (CALL1/CALL2)

These are Intercom keys for placing and answering calls. If you are busy on one – just use the other.

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FLASH Key

While on a call, press FLASH to hang up or flash.

DND Key

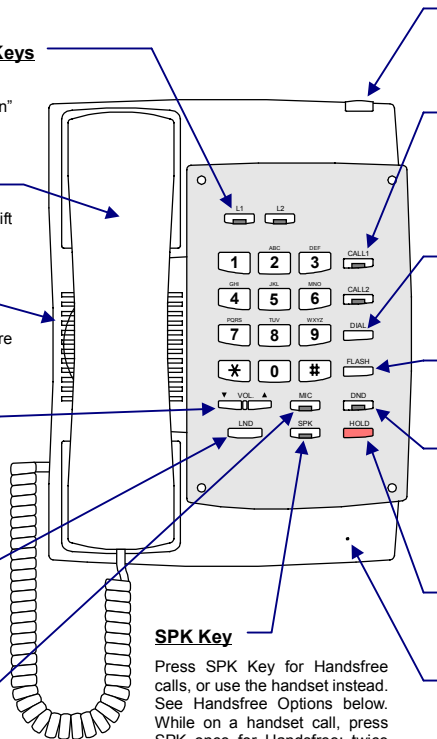
Enable Do Not Disturb to block your calls when you don't want to be interrupted. This key will also flash when Call Forwarding is activated.

HOLD Key

Press HOLD to hold the outside line or intercom.

Microphone

Picks up your voice for Handsfree calls. Press MIC to turn off the microphone.



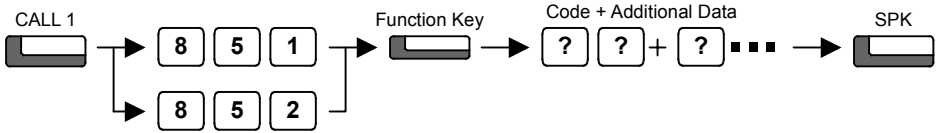
Handsfree Options

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- With Automatic Handsfree, you can press a Line Appearance Key without lifting the handset. Normally, you have Automatic Handsfree.
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For Your Convenience

Program Function Keys

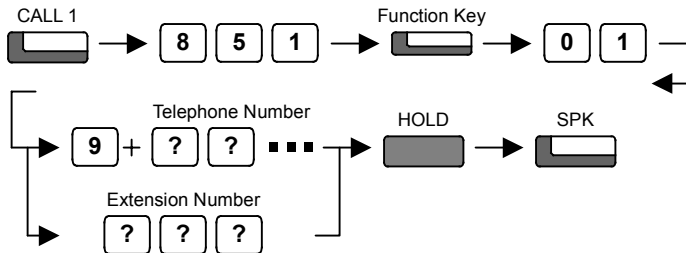
Programmable Function Keys can be assigned as "Trunk" Key and/or other Function Keys. You can just press the function key to activate the assigned function without dialing the Service Code.



- ◆ There are 2 levels of Function Keys. (General Keys : assigned by 851, Appearance Keys : assigned by 852)
- ◆ Appearance Keys have priority. You can overwrite the Appearance Key at the General Key.
- ◆ If you want to overwrite the General Key at the Appearance Key, you have to erase the Appearance Key by dialing "852 + 000" before General Key assignment.
- ◆ In the default setting, Programmable Function Key No. 1 to 12 is assigned as "Trunk" Key. If you want to assign Function Keys (General) at the unused Trunk Keys, these unused keys should be erased by "852 + 000" operation.
- ◆ Programmable Function Keys can be erased by dialing "852 + 000" or "851 + 00".

Program DSS Keys (at your Programmable Function Keys)

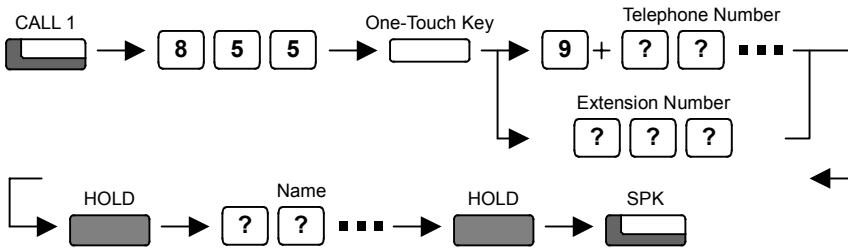
Programmable Function Keys can be assigned as DSS (Direct Station Selection) or One-Touch Keys. You can place an Outside / Intercom Call just pressing this key without dialing the number.



- ◆ In the default setting, Programmable Function Key No. 1 to 12 is assigned as "Trunk" Key. If you want to assign DSS Keys at the unused Trunk Keys, these unused keys should be erased by "852 + 000" operation before the above operation.
- ◆ In case of DSS Key, the extension status can be indicated on the BLF. (idle : extinguished, Busy : lit)
- ◆ When you register a telephone number, "9" (Trunk Access Code) should be added on top of number.
- ◆ Up to 24 digits dialing can be registered, but the name can not be registered.
- ◆ If you want to continue the operation, press Programmable Function Key instead of SPK Key to finish.

For Your Convenience

Program One-Touch Key



- ◆ When you register a telephone number, "9" (Trunk Access Code) should be added on top of number.
- ◆ Name can be entered by Dial Pad Keys. (See below)
- ◆ Up to 24 digits dialing can be registered, and up to 12 characters can be registered as name.
- ◆ If you want to continue the operation, press One-Touch Key instead of SPK key to finish.
- ◆ You can skip to enter the name. (No enter any character, then press "HOLD" Key).
- ◆ You can erase the registered number & name by pressing "CLEAR" Key after pressing an One-Touch Key.

Entering Alphanumeric Characters

When you enter a name, use Dial Pad Keys to enter letters as below. For example, press "2" key once for "A", twice for "B", etc...

	Number of pressing the Key												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	1	@	[¥]	^	_	'	{		}	→	←
2	A	B	C	a	b	c	2						
3	D	E	F	d	e	f	3						
4	G	H	I	g	h	i	4						
5	J	K	L	j	k	l	5						
6	M	N	O	m	n	o	6						
7	P	Q	R	S	p	q	r	s	7				
8	T	U	V	t	u	v	8						
9	W	X	Y	Z	w	x	y	z	9				
0	0	!	"	#	\$	%	&	'	()			
*	*	+	,	-	.	/	:	;	<	=	>	?	

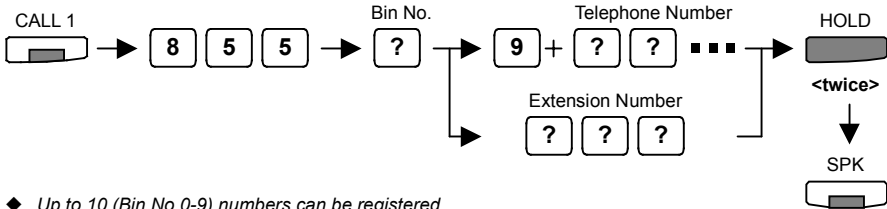
Accepts a character and move the cursor one place to the right. Press twice to insert a "space".

CONF Clear the character entry to the left, one character at a time. (Backspace Key)

For Your Convenience

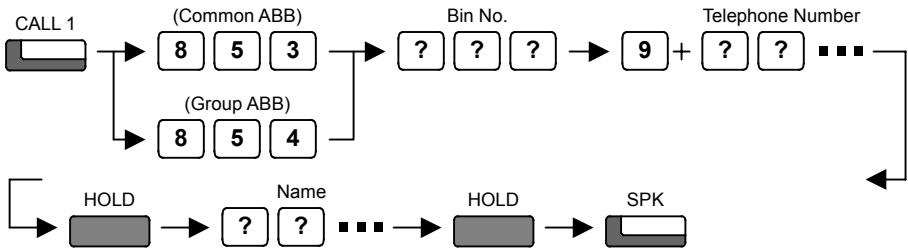
Program Personal Speed Dialing <Basic Digital Telephone>

There are no One-Touch Keys on Basic Digital Telephone, but the system provides Personal Speed Dialing function instead of One-Touch Keys.



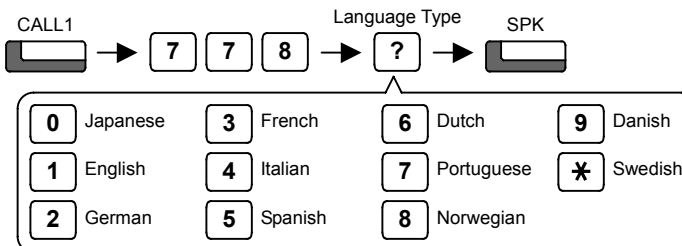
- ◆ Up to 10 (Bin No.0-9) numbers can be registered.
- ◆ Up to 24 digits dialing can be registered.
- ◆ When you register a telephone number, "9" (Trunk Access Code) should be added on top of number.
- ◆ If you want to continue the operation, dial Bin No. instead of SPK Key to finish.

Register Abbreviated Dialing <Display Key Telephone>



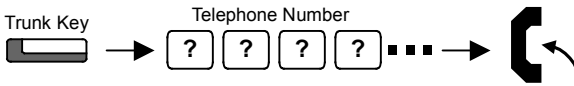
- ◆ The digit of Bin No. depends on the system setting. (0-9 / 00-99 / 000-999)
- ◆ System setting is necessary for Group ABB function. Ask your Supplier for more details.
- ◆ "9" (Trunk Access Code) should be added on top of number.
- ◆ Name can be entered by Dial Pad Keys. (See P5)
- ◆ Up to 24 digits dialing can be registered, and up to 12 characters can be registered as name.
- ◆ If you want to continue the operation, dial Bin No. instead of SPK Key to finish.
- ◆ You can skip to enter the name. (No enter any character, then press "HOLD" Key).
- ◆ You can erase the registered number & name by pressing "CLEAR" Key after dialing Bin No..

Language Selection for your Display <Display Key Telephone>



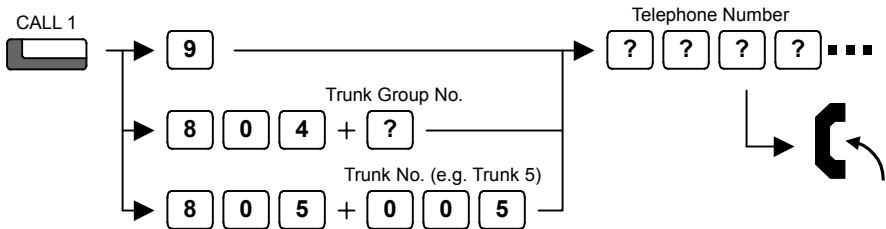
Placing Calls

Place an Outside Call <Quick Access>



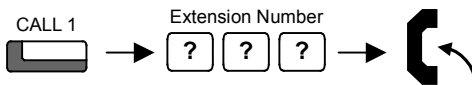
- ◆ Listen for Dial Tone before dialing a Telephone Number.
- ◆ You can have function keys for Trunks or Trunk Groups. Ask your Supplier.

Place an Outside Call <Access by Code>



- ◆ Listen for Dial Tone before dialing a Telephone Number.
- ◆ In case the number of Trunk Group is more than 10, you should enter 3 digits (e.g. 011 : Group 11) after dialing "804". Ask your Supplier more details.

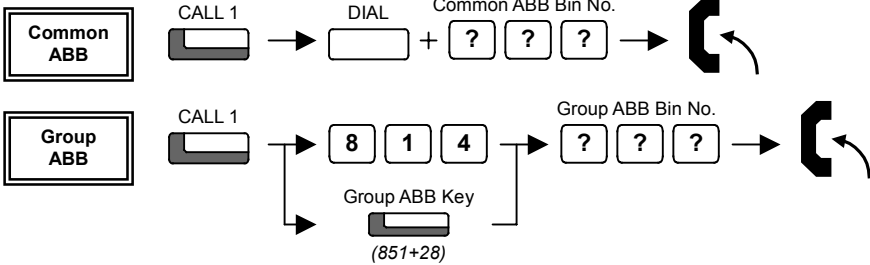
Place an Intercom Call <Dial Access>



- ◆ Pressing CALL key after dialing an extension number is also possible.
- ◆ 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 voice/ring mode. (in case the destination is Key Telephone)

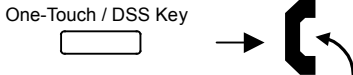
Placing Calls Quickly

Abbreviated Dialing <for Outside>



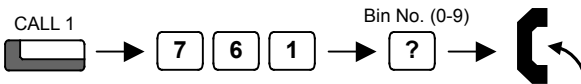
- ◆ The digit of Bin No. depends on the system setting. (0-9 / 00-99 / 000-999)
- ◆ Telephone Numbers shall be pre-registered to the system.
- ◆ System setting is necessary for Group ABB function. Ask your Supplier for more details.

One-Touch Call <for Outside / Intercom>



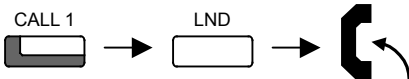
- ◆ The Telephone / Extension Number shall be pre-registered to a One-Touch / DSS Key. (Refer to P4, P5)
- ◆ Trunk Access Code (Dial "9") should be added on top of Telephone Number.

Personal Speed Dialing <Basic Digital Telephone>



- ◆ The Telephone / Extension Number shall be pre-registered. (Refer to P6)
- ◆ Trunk Access Code (Dial "9") should be added on top of Telephone Number.

Last Number Dialing <for Outside / Intercom>



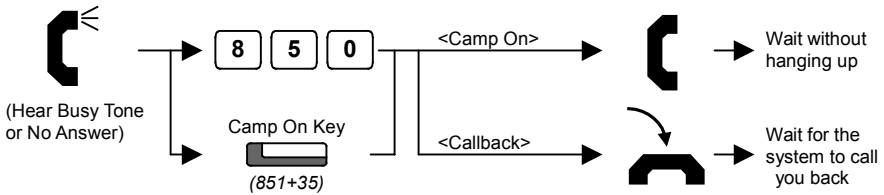
Redial List The system retains the last 10 numbers dialed which can be viewed and dialed. (For Display Key Telephone)



- ◆ Intercom Number can also be stored to LND. (System setting is necessary. Ask your Supplier.)

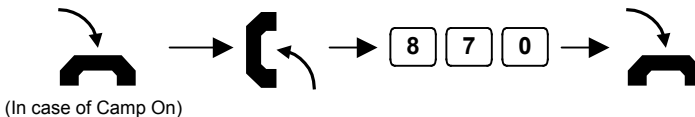
If your call doesn't go through...

Set Camp On / Callback

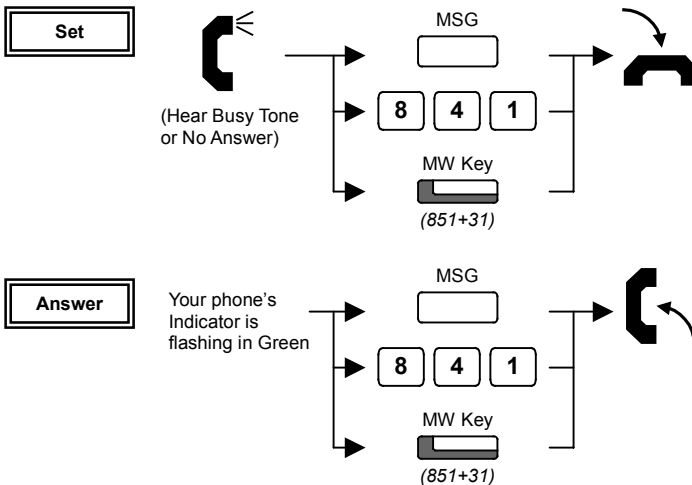


- ◆ <Camp On> In case of Intercom Call, when you hear ringing, wait for the called party to answer. In case of Outside Call, when you hear Dial Tone, begin telephone number dialing.
- ◆ <Callback> In case of Intercom Call, when your phone starts the ringing, lift handset and wait for the called party to answer. In case of Outside Call, when your phone starts the ringing, lift handset, hear Dial Tone, and begin telephone number dialing.
- ◆ This function is applicable in case all trunks are busy condition. (not applicable for dialed outside party busy)

Cancel Camp On / Callback



Set / Answer a Message Waiting

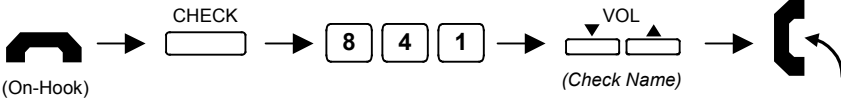


- ◆ When you set a MW, the called party's Indicator starts to flash, and your Indicator is lit in Green.
- ◆ When you answer a MW, the Indicator shall automatically be off when the called party answers.

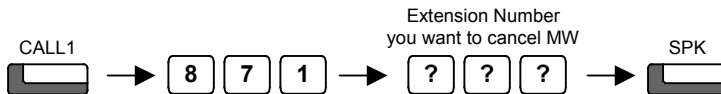
If your call doesn't go through...

Check & Answer a Message Waiting <Display Key Telephone>

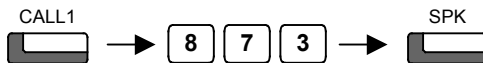
You can check who left a message to you, and then answer.



Cancel Message Waiting (Cancel Individually - at originated extension)

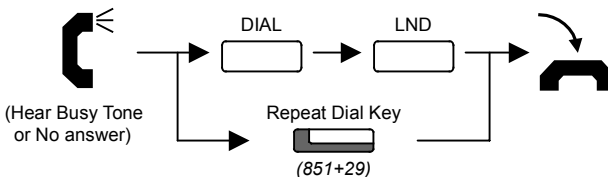


Clear all Message Waiting (at any extension)



◆ Clear all messages (you have left for other extensions and messages other extension have left for you).

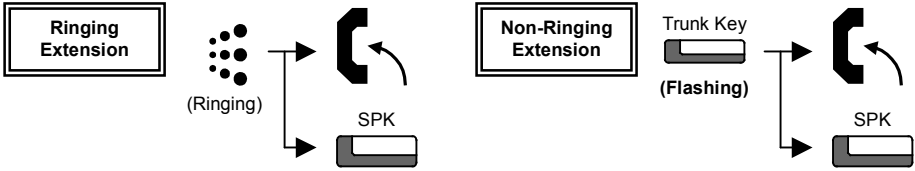
Repeat Dialing <Outside Call>



- ◆ The system periodically redials the call. Repeat duration is programmable. Ask your Supplier.
- ◆ You should lift the handset when the called party answered.
- ◆ You can cancel this function by pressing "DIAL" and "LND" during idle condition.

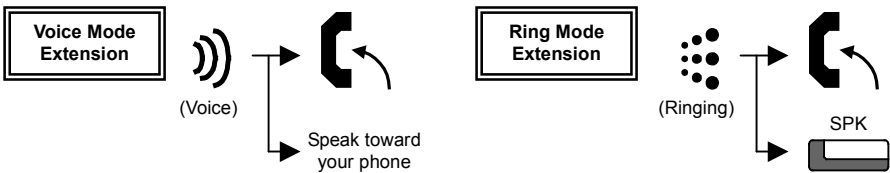
Answering Calls

Answering an Outside Call



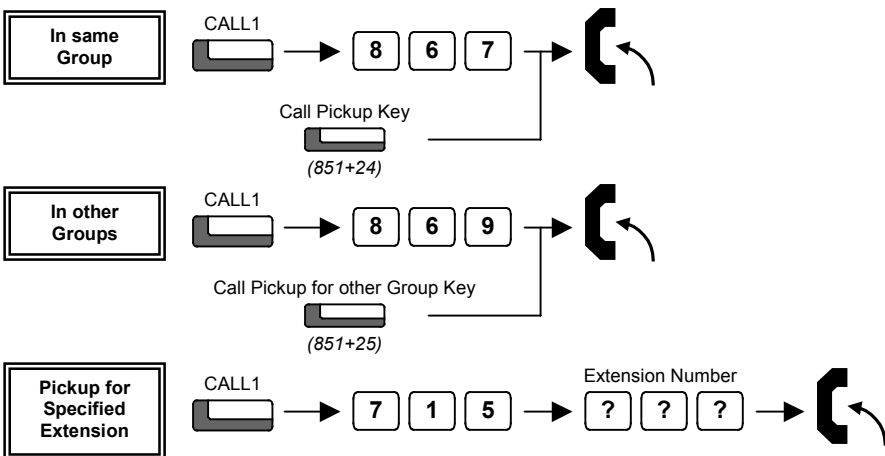
- ◆ Confirm the status of MIC Key if you want to answer by Handsfree. (MIC On : Light off, MIC Off : Light On)

Answering an Intercom Call



- ◆ Intercom Call Mode can be set at your phone by : "Ring" : CALL1 + 823 "Voice" : CALL1 + 821
- ◆ Confirm the status of MIC Key if you want to answer by Handsfree. (MIC On : Light off, MIC Off : Light On)

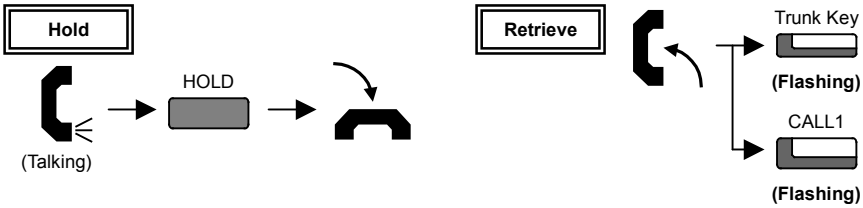
Picking up a call for other Extensions



- ◆ System setting is necessary to make Call Pickup Group. Ask your Supplier.

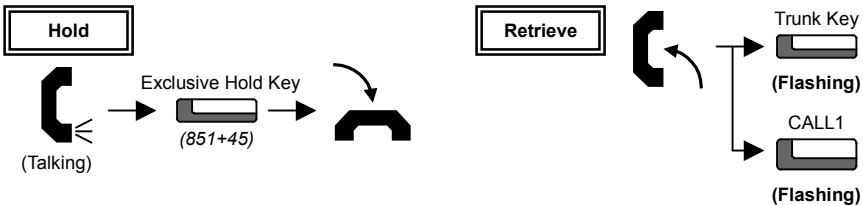
Hold / Transferring Calls

Holding a Call / Retrieving a Held Call



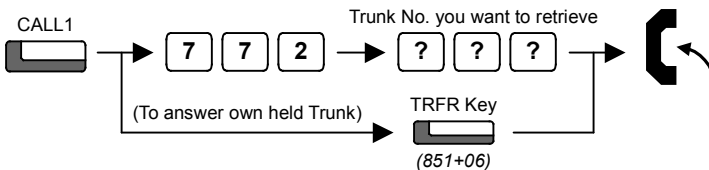
- ◆ In case of Intercom, the call shall be held as “Exclusive Hold” on your phone.
- ◆ This operation puts your outside call on System Hold. Other extension user can take the call off Hold.

Holding a Call Exclusively

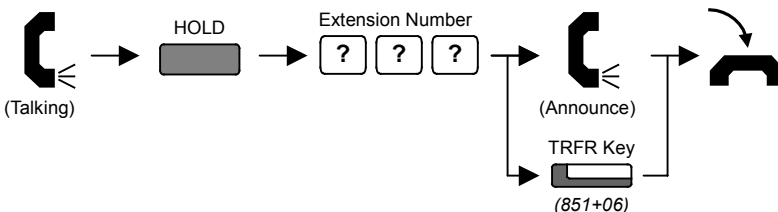


- ◆ System setting is necessary to use Exclusive Hold. Ask your Supplier.
- ◆ This operation puts your outside call on Exclusive Hold. Other extension user can not take the call off Hold.

Retrieve a held outside call (if your extension doesn't have Trunk Keys)



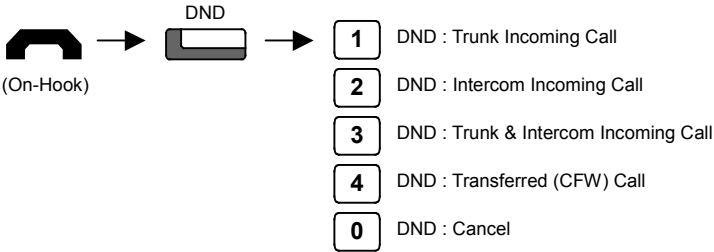
Transferring a Call to the other Extension



- ◆ If your phone has DSS or One-Touch key, just press it instead of “HOLD and Extension Number” operation.

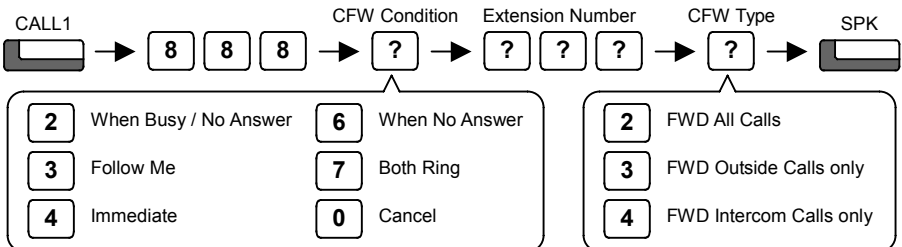
For more convenient use...

Do Not Disturb (DND)



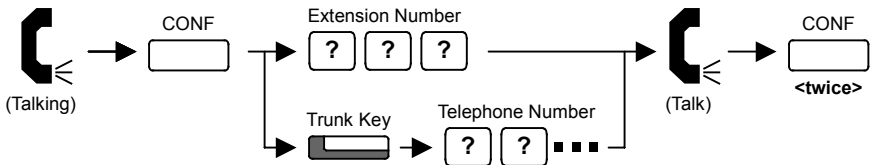
◆ When you set DND function, DND Key's lamp is lit and the Internal Dial Tone pattern is changed.

Call Forwarding / Follow Me

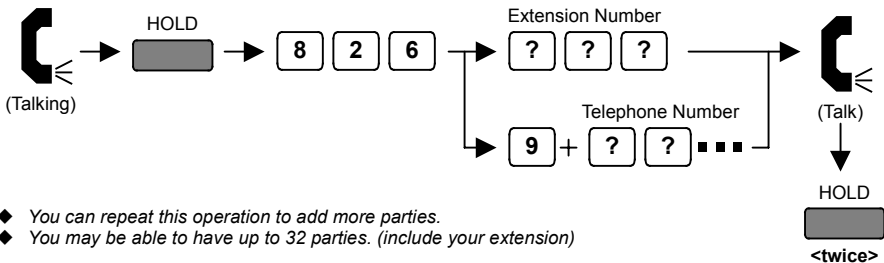


◆ When you set Call Forwarding function, DND Key's lamp flashes and Internal Dial Tone pattern is changed.

Conference



Basic Digital Telephone



- ◆ You can repeat this operation to add more parties.
- ◆ You may be able to have up to 32 parties. (include your extension)

For more convenient use... <Display Type>

Directory Dialing

```

6-24 TUE 10:30AM
200                               John
List Dir ICM Prog
  
```

(On-Hook Condition) Press "Dir" Key.

```

DIRECTORY DIALING
ABBc ABBg EXT. OneT
  
```

Press one of keys you want to use.

- ABBc** Search the desired name from Common ABB
- ABBg** Search the desired name from Group ABB
- EXT.** Search the desired extension name
- OneT** Search the desired name from One-Touch Keys

```

DIRECTORY DIALING [A]
ABB:COMMON
↑ ↓ Dial ←
  
```

Enter the top character of the name by using Ten Keys. (Refer to P3)

- ◆ You can enter more than 1 characters.
- ◆ "←" key is to erase one character at left (Backspace).

```

COMM.004 NEC-i AP
0060355695888
↑ ↓ Dial ←
  
```

Press "↑" or "↓" key to find a desired name.

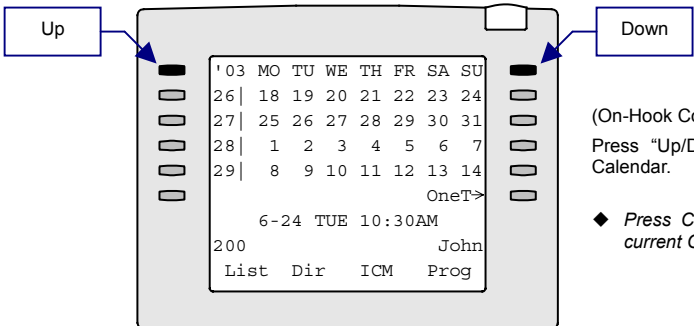
```

COMM.004 NEC-i AP
0060355695888
↑ ↓ Dial ←
  
```

Press "DIAL" key to place a call.

- ◆ You can press SPK key or lift the handset to place a call instead of "DIAL" key.

Check Calendar <Super Display Telephone>



(On-Hook Condition)
Press "Up/Down" keys to scroll the Calendar.

- ◆ Press CLEAR Key to return the current Calendar display.

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