NEC

Integrated Communication System

Aspíla EX

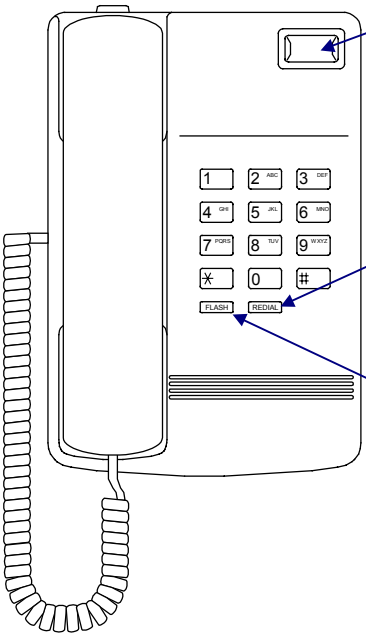
Single Line Telephone
Quick Reference Guide

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.

NEC 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.



Indicator

Flashes when you have Message Waiting or there is an incoming call.

Redial Key

Press REDIAL Key to automatically redial the last number you dialed.

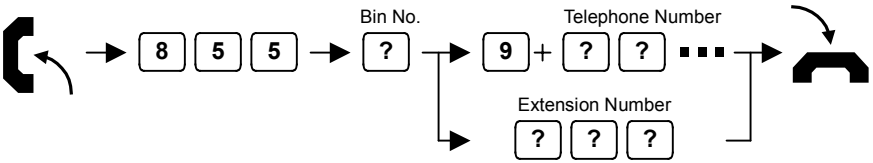
FLASH Key

While on a call, press FLASH Key to hold the line.

For Your Convenience

Program Personal Speed Dialing

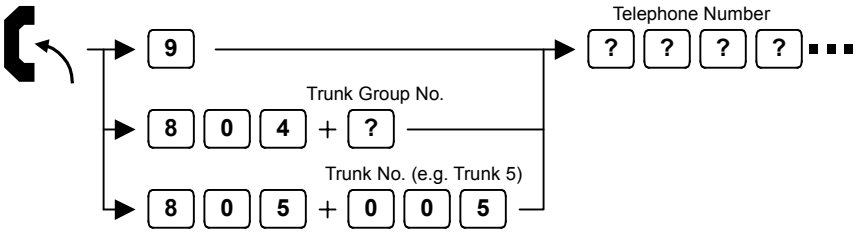
There are no One-Touch Keys on Single Line Telephone, but the system provides Personal Speed Dialing function instead of One-Touch Keys.



- *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.*

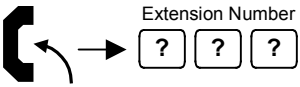
Placing Calls

Place an Outside Call



- *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.*

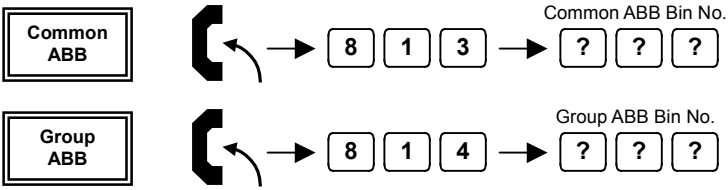
Place an Intercom Call



- *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

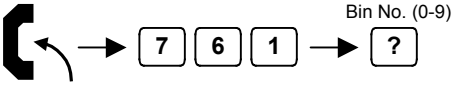
Abbreviated Dialing <for Outside>



- *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.*

Placing Calls Quickly

Personal Speed Dialing



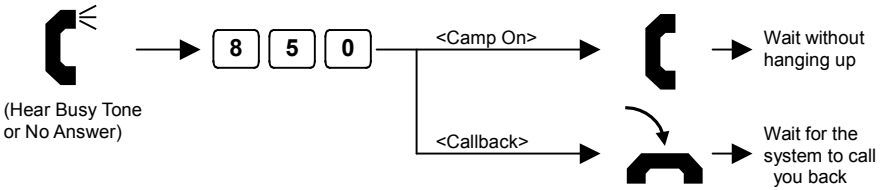
- *The Telephone / Extension Number shall be pre-registered. (Refer to P?)*
- *Trunk Access Code (Dial "9") should be added on top of Telephone Number.*

Last Number Dialing <for Outside / Intercom>

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

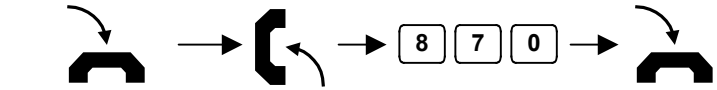
If your call doesn't go through…

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)*

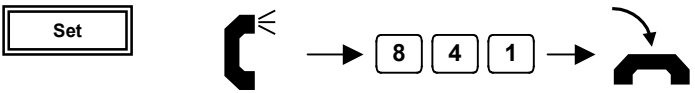
Cancel Camp On / Callback



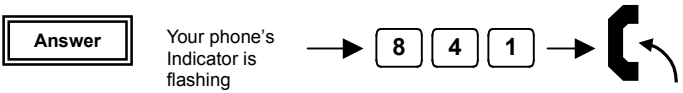
(In case of Camp On)

If your call doesn't go through…

Set / Answer a Message Waiting

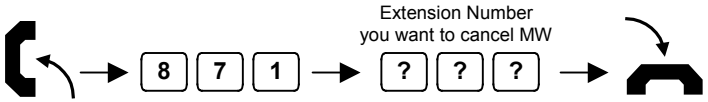


(Hear Busy Tone or No Answer)

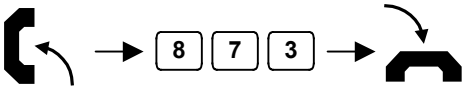


- *When you set a MW, the called party's Indicator starts to flash.*
- *When you answer a MW, the Indicator shall automatically be off when the called party answers.*

Cancel Message Waiting (Cancel Individually - at originated extension)



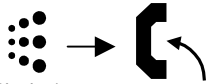
Clear all Message Waiting (at any extension)



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

Answering Calls

Answering an Outside / Intercom Call

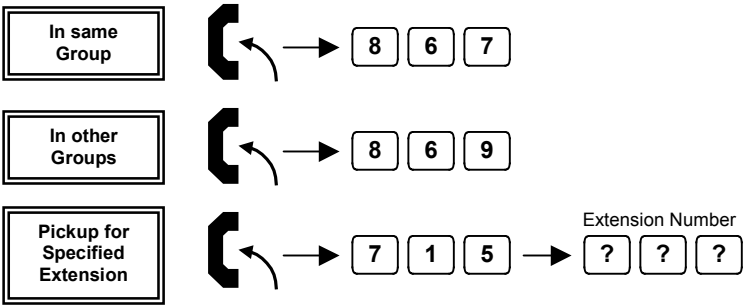


(Ringing)

- *Each incoming call can have specified ringing pattern respectively. Ask you Supplier.*

Answering Calls

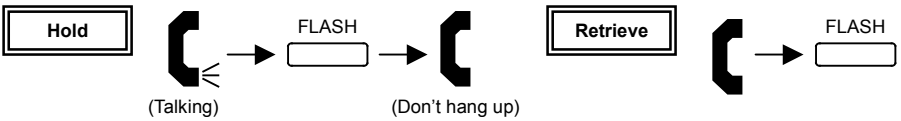
Picking up a call for other Extensions



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

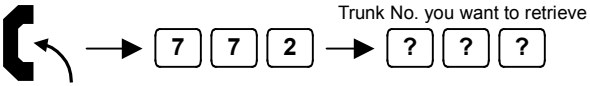
Hold / Transferring Calls

Holding a Call / Retrieving a own Held Call

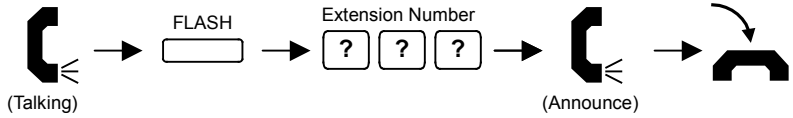


- *If you go on hook, the held call will ring back.*
- *This operation puts your call on Exclusive Hold. Other extension user can not take the call off Hold.*

Retrieve a held outside call

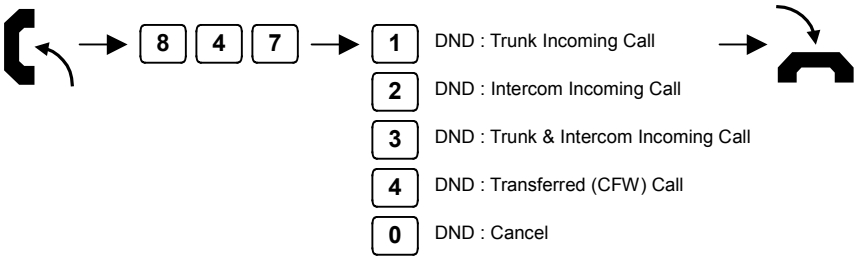


Transferring a Call to the other Extension



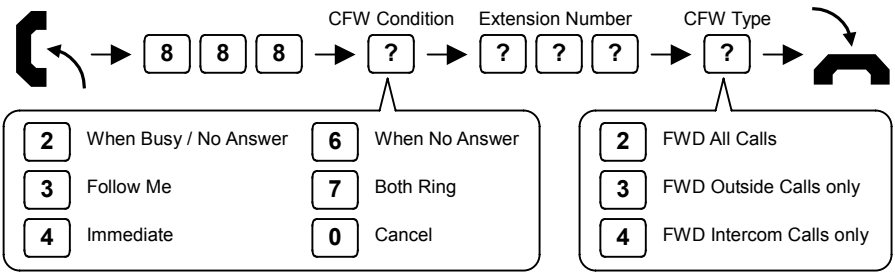
For more convenient use…

Do Not Disturb (DND)



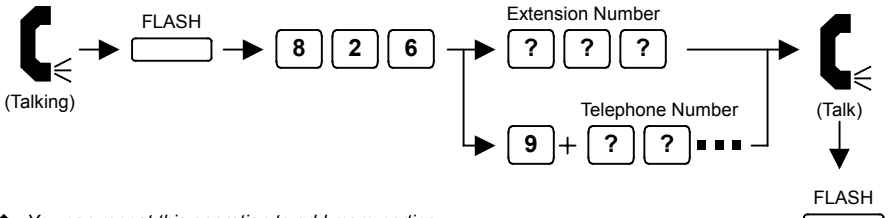
◆ *When you set DND function, the Internal Dial Tone pattern is changed.*

Call Forwarding / Follow Me



◆ *When you set Call Forwarding function, the Internal Dial Tone pattern is changed.*

Conference



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

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Printed in Malaysia

Sales & Marketing Regional Head Office
NEC Infrontia Asia Pacific Sdn Bhd
Selangor Darul Ehsan, Malaysia

Issue 1-0
August, 2003