

Intelligent Hybrid System

*Aspila*  
**TOPAZ**

**Single Line Telephone  
Quick Reference Guide**

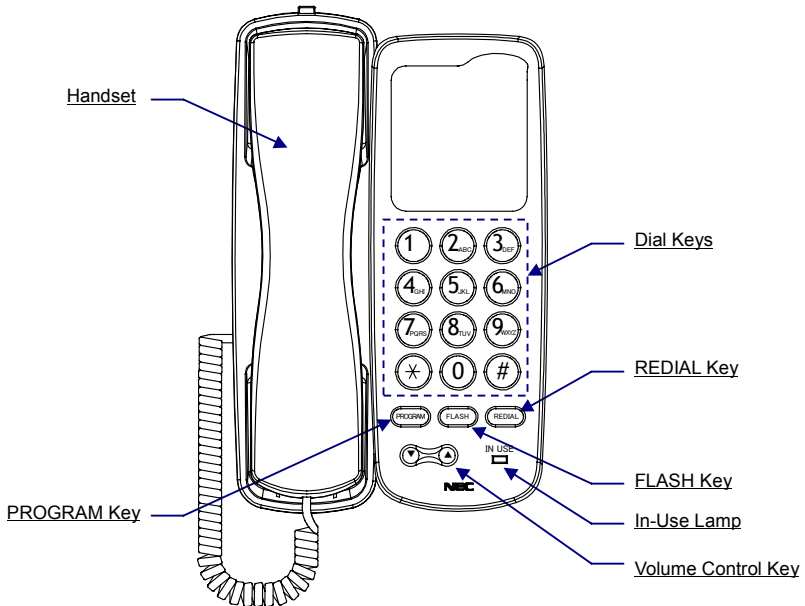
# Before using Your Telephone...

Thank you for purchasing NEC Infrontia “Aspila Topaz” 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.

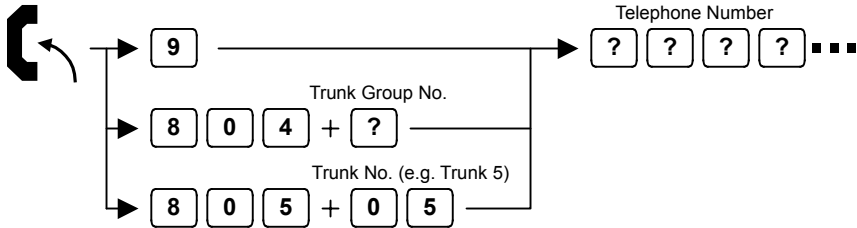
# Using Your Telephone

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.



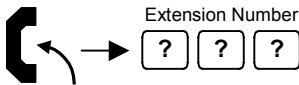
# Placing Calls

## 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.

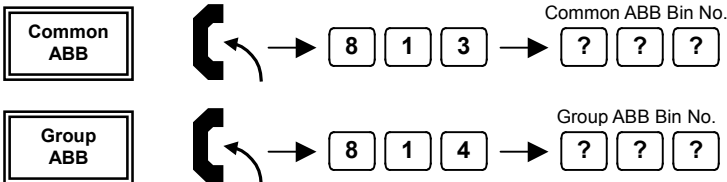
## Place an Intercom Call



- ◆ 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

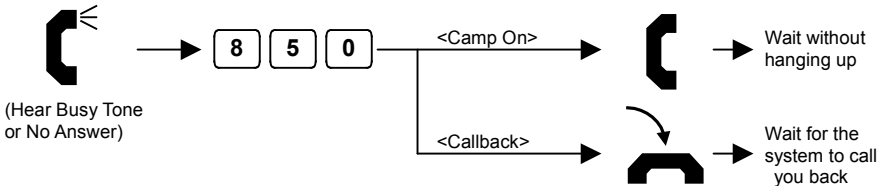
## Last Number Dialing <for Outside / Intercom>



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

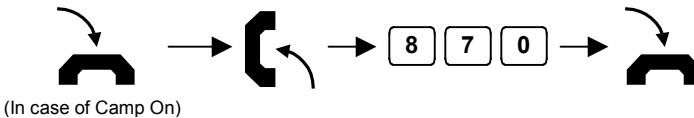
# If your call doesn't go through...

## 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)

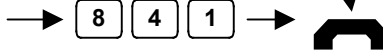
## Cancel Camp On / Callback



# If your call doesn't go through...

## Set / Answer a Message Waiting

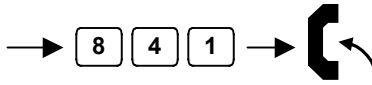
Set



(Hear Busy Tone or No Answer)

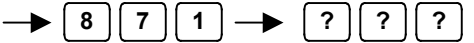
Answer

Your phone's Indicator is flashing



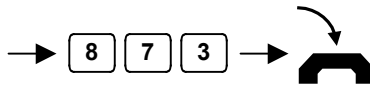
- ◆ When you set a MW, the called party's Indicator starts to flash.
- ◆ When you answer a MW, the Indicator shall automatically be off when the called party answers.

## Cancel Message Waiting (Cancel Individually - at originated extension)



Extension Number  
you want to cancel MW

## 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)

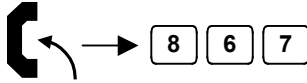


- ◆ Each incoming call can have specified ringing pattern respectively. Ask you Supplier.

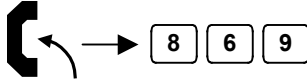
# Answering Calls

## Picking up a call for other Extensions

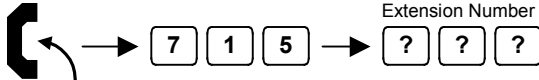
In same Group



In other Groups



Pickup for Specified Extension

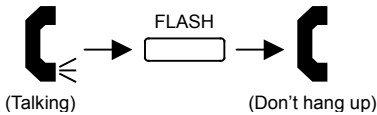


- ◆ System setting is necessary to make Call Pickup Group. Ask your Supplier.

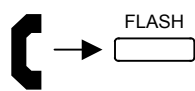
# Hold / Transferring Calls

## Holding a Call / Retrieving a own Held Call

Hold

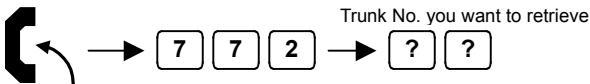


Retrieve

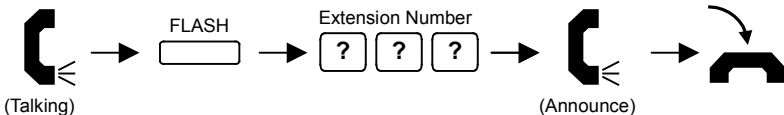


- ◆ If you go on hook, the held call will ring back.
- ◆ This operation puts your call on Exclusive Hold. Other extension user can not take the call off Hold.

## Retrieve a held outside call

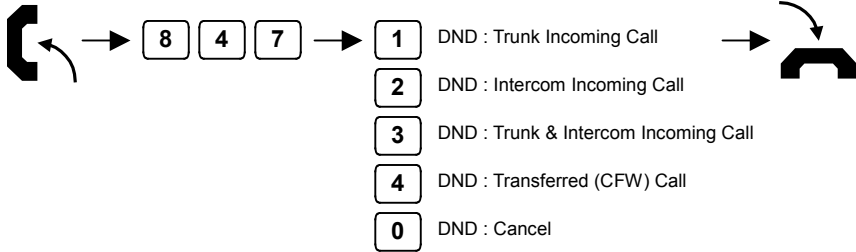


## Transferring a Call to the other Extension



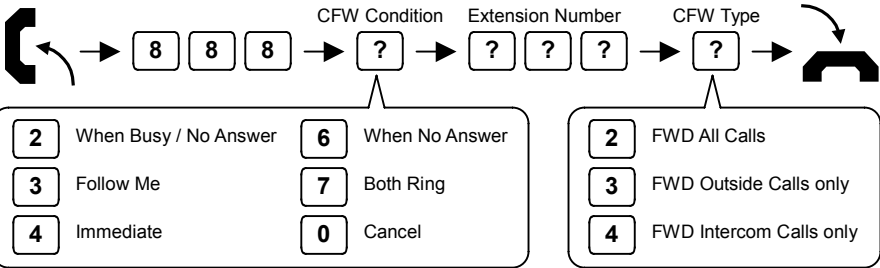
# For more convenient use...

## Do Not Disturb (DND)



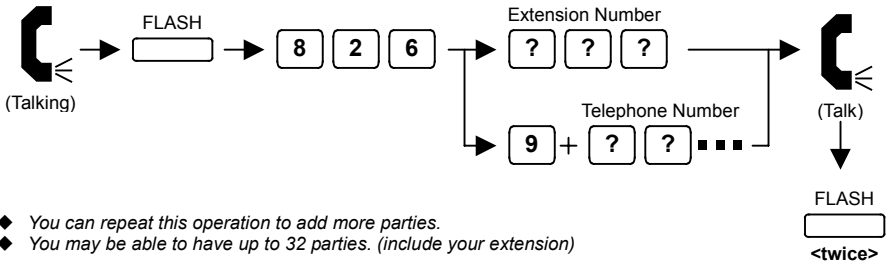
◆ When you set DND function, the Internal Dial Tone pattern is changed.

## 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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