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You can read the recommendations in the user guide, the technical guide or the installation guide for NEC XEN TOPAZ MULTILINE TELEPHONE. You'll find the answers to all your questions on the NEC XEN TOPAZ MULTILINE TELEPHONE in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual NEC XEN TOPAZ MULTILINE TELEPHONE
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Operating instructions NEC XEN TOPAZ MULTILINE TELEPHONE
Instructions for use NEC XEN TOPAZ MULTILINE TELEPHONE
Instruction manual NEC XEN TOPAZ MULTILINE TELEPHONE

NEC

Intelligent Hybrid System



**Multiline Telephone
User Guide**

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Issue 1.2
October 2004



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Manual abstract:

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Further, NEC Business Solutions Ltd also reserves the right, without prior notice, to make changes in equipment design or components as it deems appropriate. @@@@All rights are reserved. No part of this document may be photocopied or reproduced without prior written consent of NEC Business Solutions Ltd. Copyright © 2004 by NEC Business Solutions Ltd All Rights Reserved. NEC Business Solutions Ltd 633-647 Springvale Road, Mulgrave VIC 3170 Issue 1.2 October 2004 Before using Your Telephone... Thank you for purchasing the NEC "Xen Topaz" system.

Due to the flexibility built into the system, your Dialling Codes and Feature Capacities may differ from those in this guide. Check with your Supplier / System Administrator and make a note of any differences. For more convenient use...

Do Not Disturb (DND) DND/CONF 1 DND : Trunk Incoming Call DND : Intercom Incoming Call DND : Trunk & Intercom Incoming Call DND : Transferred (CFW) Call DND : Cancel Using Your Multiline Telephone... Handset Alphanumeric Display Indicator (On-Hook) 2 3 4 0 CHECK Key CLEAR Key When you set DND, the DND/CONF Key's lamp is lit and the Internal Dial Tone pattern changes. Programmable Function Keys LND (Last Number Dial) Key OPAC (Operation Access) Key DC (Dial Control) Key CALL Key FLASH Key TRFR (Transfer) Key SPK (Speaker) Key DND/CONF Key (Do Not Disturb / Conference) HOLD Key Microphone MIC (Microphone) Key Speaker VOL (Volume Control) Key Dial Keys Call Forward / Follow Me Call Forward (Select) Key (SC).

851+16) CALL CFW Condition Extension Number CFW Type SPK 8 2 3 4 8 8 6 7 0 ? No Answer Dual Ring Cancel ? ? ? 2 3 4 ? FWD All Calls FWD Outside Calls only FWD Intercom Calls only Busy / No Answer Follow Me Immediate When you set a Call Forward, the DND/CONF Key's lamp flashes and Internal Dial Tone pattern changes. When using a Call Forward (Select) Key, press the key and wait to cancel a Call Forward setting, then press the key and wait again to restore the previous Call Forward setting. Functions Programmable Keys Additional Prg. Keys Display CHECK/CLEAR Keys Handsfree Accept DLS Console Wall Mount Kit Handsfree Options - 12TXD 12 10 Yes Yes Yes Yes (Built-in) 12TD 12 10 No No No (Talkback) No Yes (Built-in) 6TXD 6 10 Yes Yes Yes Yes Yes (Built-in) 6TD 6 10 No No No (Talkback) No Yes (Built-in) Call Forward Off-Premise CALL Telephone Number 7 1 3 6 0 ? ? ? Call Forward (Device) Key (SC.851+17) To Cancel HOLD SPK Handsfree lets you place and answer calls by pressing "SPK" instead of using the handset. With Automatic Handsfree, you can press the CALL 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. When you set a Call Forward, the DND/CONF Key's lamp flashes and the Internal Dial Tone pattern changes. 1 10 Hold / Transferring Calls Placing a Call on Hold / Retrieving a Held Call Hold HOLD Retrieve Trunk Key (Flashing) CALL (Talking) (Flashing) When an Intercom call is placed on hold, the call is held as "Exclusive Hold" on your phone.

While your outside call is on System Hold, other extension users can take the call off Hold. For Your Convenience Programming a Function Key Programmable Function Keys can be assigned as Appearance Keys (e.g. Trunks) or General Keys (e.g. DSS/One-Touch). Press the Function Key to activate the assigned function without dialling the Service Code. @@@@Ask your NEC Authorised Supplier for details. @@@@This is known as Busy Lamp Field (BLF) indication. @@@@System programming is required to allow Group Abbreviated Dialling.

Ask your NEC Authorised Supplier. @@@@Number of Key Presses 1 2 @ B E H K N Q U X ! @@@@Pickup for Specified Extension CALL (SC.851+25) Extension Number # DND/CONF Accepts a character and move the cursor one place to the right. Press twice to insert a "space". Clear the character entry to the left, one character at a time (Backspace Key).

7 1 5 ? ? ? System programming is required to allow Group Call Pickup. Ask your NEC Authorised Supplier for details. 3 8 If your call doesn't go through... Checking & Answering a Message Waiting Indication You can check who left a message waiting indication for you, and then answer. Placing Calls Placing an Outside Call <Quick Access> Trunk Key Telephone Number CHECK VOL 8 (On-Hook) Applicable to Topaz Display Telephones only. 4 1 (Check Name) ? ? ? ? Listen for Dial Tone before dialling a Telephone Number. You can have function keys for Trunks or Trunk Groups. Ask your Supplier. Cancelling a Message Waiting Indication (at originating extension) Placing an Outside Call <Access Code> CALL Extension Number you want to cancel MW SPK CALL Trunk Code Telephone Number 8 7 1 ? ? ? 0 ? ? ? ? Clearing All Message Waiting Indications (at any extension) CALL SPK Listen for Dial Tone before dialling the Telephone Number. 8 7 3 Placing an Intercom Call <Dial Access> CALL Extension Number Clears all messages you have left for other extensions and messages other extension have left for you. Repeat Dialling <Outside Call> DC LND ? ? ? Pressing CALL key after dialling 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. Dialling "1" changes voice/ring mode (where the destination is a Topaz Telephone). (Hear Busy Tone or No answer) Repeat Dial Key (SC.851+29) [Flashes red when set.] [Press flashing key to cancel.] The system periodically redials the call. Repeat duration is programmable. Ask your NEC Authorised Supplier for details. You should lift the handset when the called party answered. You can cancel this function by pressing "DC" and "LND" during idle condition.

Does not reserve line. Will select other available line when original line is in use. 7 4 Placing Calls Quickly Using Abbreviated Dialling <Outside Calls> CALL DC Common/Personal Abbv. Bin No. If your call doesn't go through.

.. Setting Camp On / Callback / Trunk Queuing <Camp On> Wait without hanging up Common /Personal Abbv. ? ? ? (Hear Busy Tone, No Answer, or Trunk Unavailable) 0 Camp On Key (SC.851+35) [Lit Red when set] <Camp On> CALL Group Abbv.

Group Abbv. Bin No. <Callback> 8 1 4 ? ? ? Wait for the system to call you back Group Abbv. @@System programming is required to provide Group Abbreviated Dialling.



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Supplier for details. @@@@For Intercom Call, when your phone starts the ringing, lift handset and wait for the called party to answer. For Trunk Queuing, when your phone starts the ringing, lift handset, hear Dial Tone and begin dialling the telephone number. Cancelling Camp On / Callback / Trunk Queuing Using One-Touch Keys <Outside/Intercom Calls> 8 One-Touch / DSS Key When Camp On set Camp On Key Or press the Camp On Key The Telephone / Extension Number shall be pre-registered to a One-Touch / DSS Key (refer to Page 2). Trunk Access Code (Dia.



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