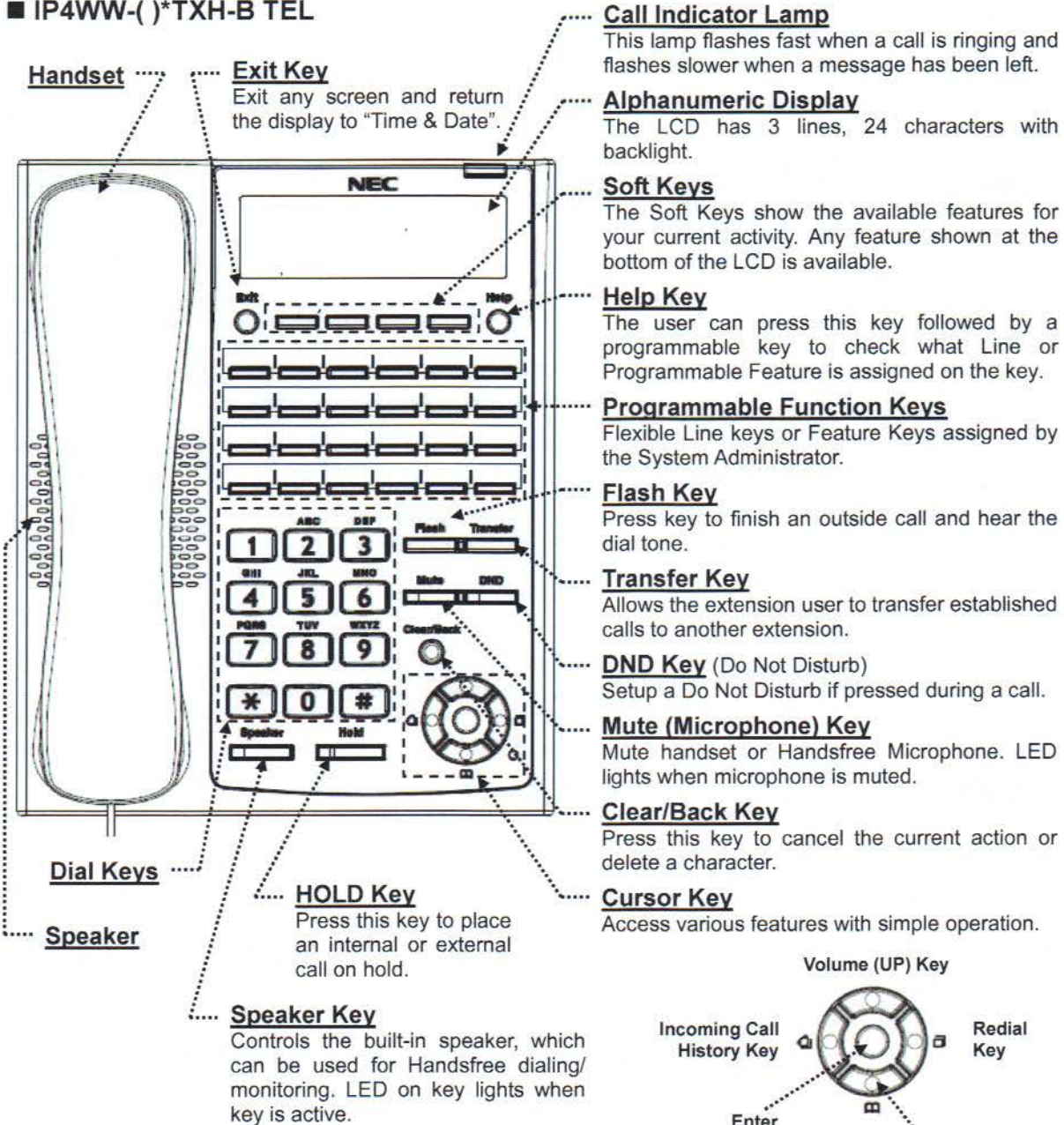


# Using Your Terminal

## ■ IP4WW-( )\*TXH-B TEL



\* 12 Programmable Function Keys are available for IP4WW-12TXH-B TEL.  
24 Programmable Function Keys are available for IP4WW-24TXH-B TEL.

\*\* The illustration shows IP4WW-24TXH-B TEL.

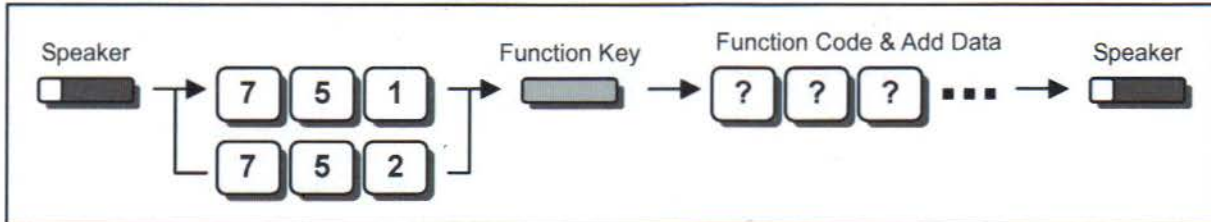
### Handsfree Options

- Handsfree lets you place and answer calls by pressing "Speaker" instead of using the handset.
- With Automatic Handsfree, you can press a Speaker 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.

# For Your Convenience

## ■ Programmable Function Keys

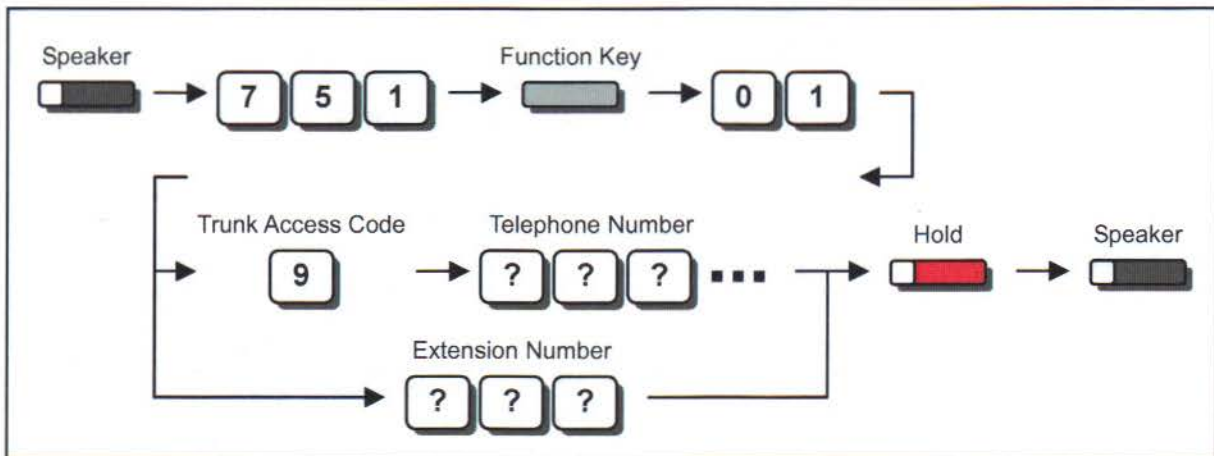
Programmable Function Keys can be assigned as "Trunk" Key and/or other Function Keys. You can just press the function key to activate the assigned function without dialing the Service Code.



- There are 2 levels of Function Keys. (General Keys : assigned by 751, Appearance Keys : assigned by 752)
- 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 "752 + 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 dialing "752 + 000".
- Programmable Function Keys can be erased by dialing "752 + 000" or "751 + 00".
- Programmable Function Keys can be assigned by Soft Key operation as well.

## ■ DSS / One-Touch Keys

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



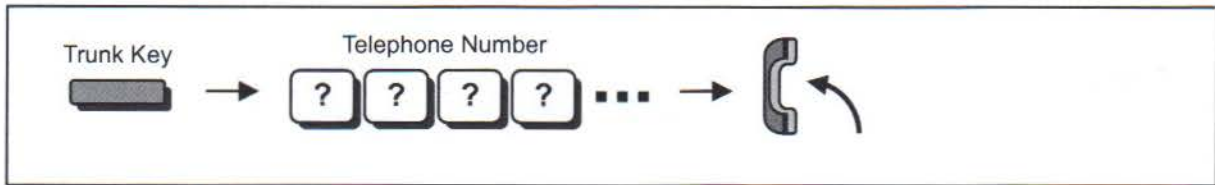
- To change the Trunk Access Code, ask your NEC Authorized Supplier for the details.
- In the default setting, Programmable Function Key No. 1 to 12 is assigned as "Trunk" Key. If you want to assign DSS Keys to the unused Trunk Keys, these unused keys should be erased by dialing "752 + 000" before performing the above operation.
- For the DSS Key, the extension status can be indicated on the BLF. (idle : extinguished, Busy : lit)
- When you register a telephone number, the Trunk Access Code should be added in front of the number.
- Up to 36 dialing digits can be registered, but the name can not be registered.
- If you want to continue the operation, press Programmable Function Key instead of Speaker Key to finish.
- One-Touch Keys can be assigned using Soft Key operation.

You can turn another extension's message waiting light on from your extension

Example.....extension 102 calls extension 101 and 102 presses the soft-key [MSGW] which turns the light on at extension 101. The message waiting light at extension 101 stays on until 101 calls back the extension that turned it on (102). To extinguish the light at extension 101, simply dial the person who light the light at that phone. It should say in the display with several arrows ( >>102 )

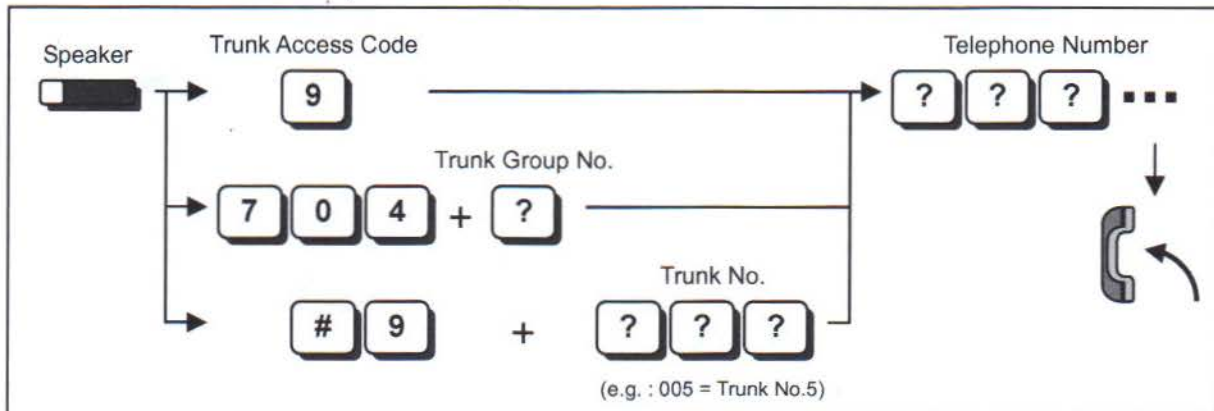
# Placing Calls

## ■ Place an Outside Call <Quick Access>



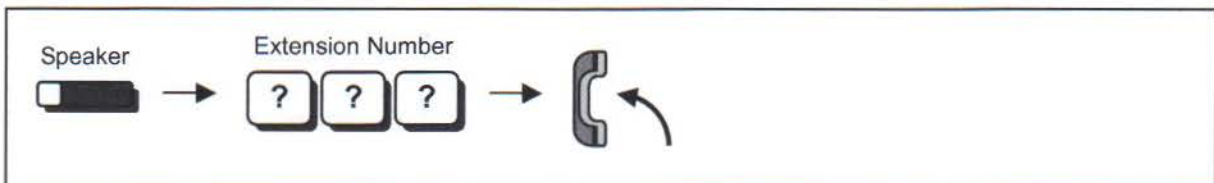
- Listen to the Dial Tone before dialing a Telephone Number.
- You can have function keys for Trunks or Trunk Groups. Ask your NEC Authorized Supplier for the details.

## ■ Place an Outside Call <Access by Code>



- To change the Trunk Access Code, ask your NEC Authorized Supplier for the details.
- Listen to the Dial Tone before dialing a Telephone Number.
- If the Trunk Group number is greater than 10, you should enter 2 digits (e.g. 11 : Group 11) after dialing "704". Ask your NEC Authorized Supplier for the details.
- Ask your NEC Authorized Supplier for the Trunk Number dialing digits.

## ■ Place an Intercom Call <Dial Access>



- 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 (if the destination is Multi-line Terminal).

## Transferring calls directly to a voice mail box

While on an active call press the "Transfer" fixed key, then press the "More" soft key.  
Now press the "VMGS" soft key, Dial the destination mail box number,  
finally hang up to complete the transfer.

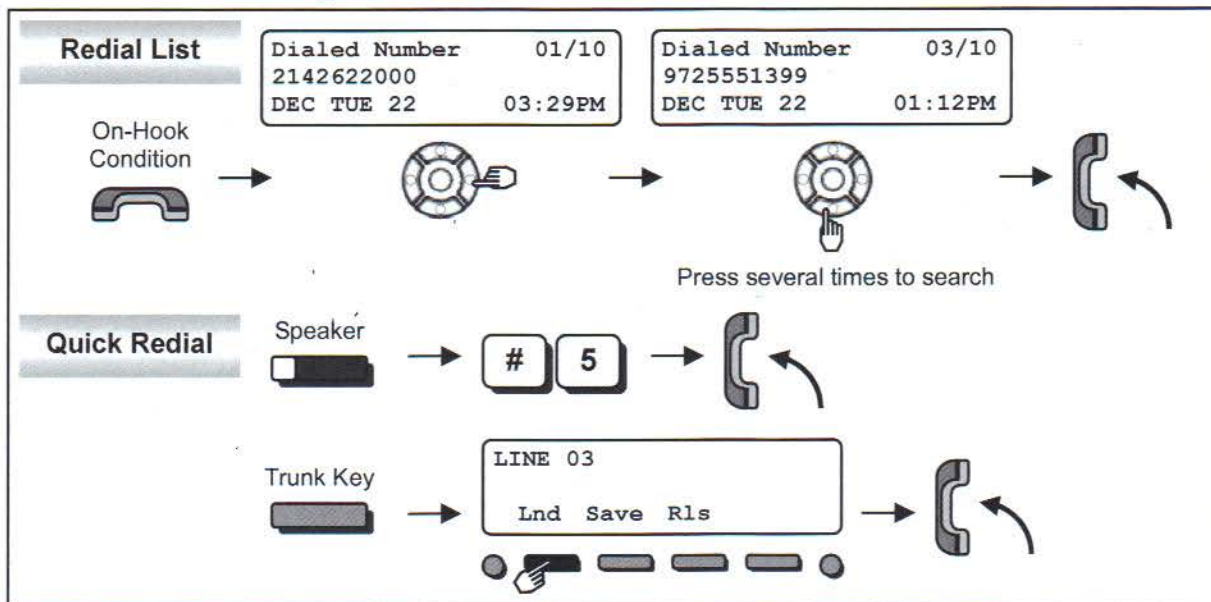
## Transferring calls to an outside phone number

While on an active call press the "Transfer" fixed key, dial [9] + [1] + the ten digit phone number.  
Once the call has been placed and answered, simply hang up to complete the transfer.

To retrieve the original call back, simply press the "Line" appearance button the call originated on

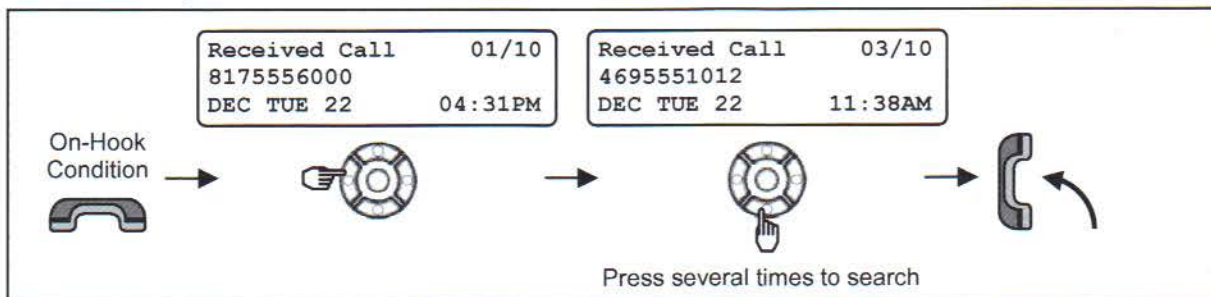
# Placing Calls Quickly

## ■ Last Number Dialing



- The system retains the last 10 numbers dialed, which can be reviewed and redialed.
- To cancel the Redial List operation, press "Clear/Back" Key.

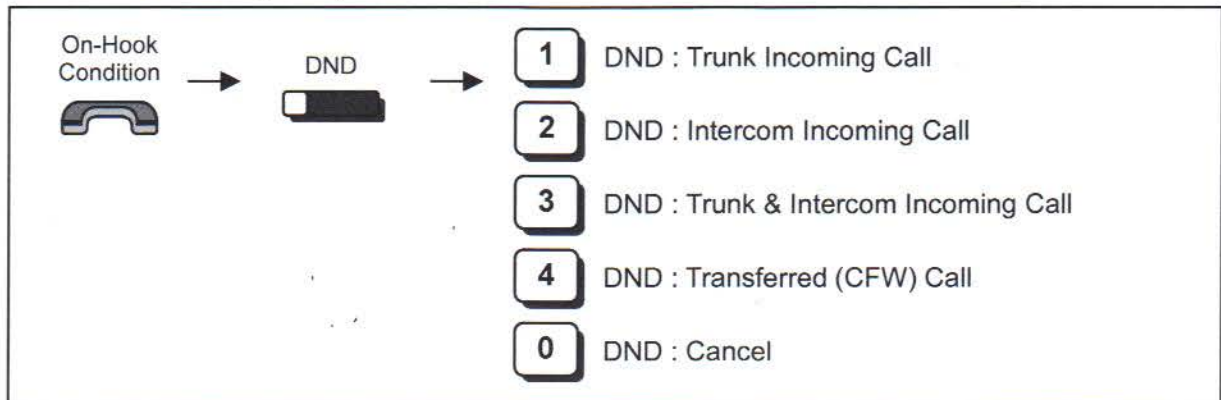
## ■ Callback by Received Number



- Caller-ID function is required to use this operation for outside calls. Ask your NEC Authorized Supplier for more details.
- To cancel the Callback operation, press "Clear/Back" Key.

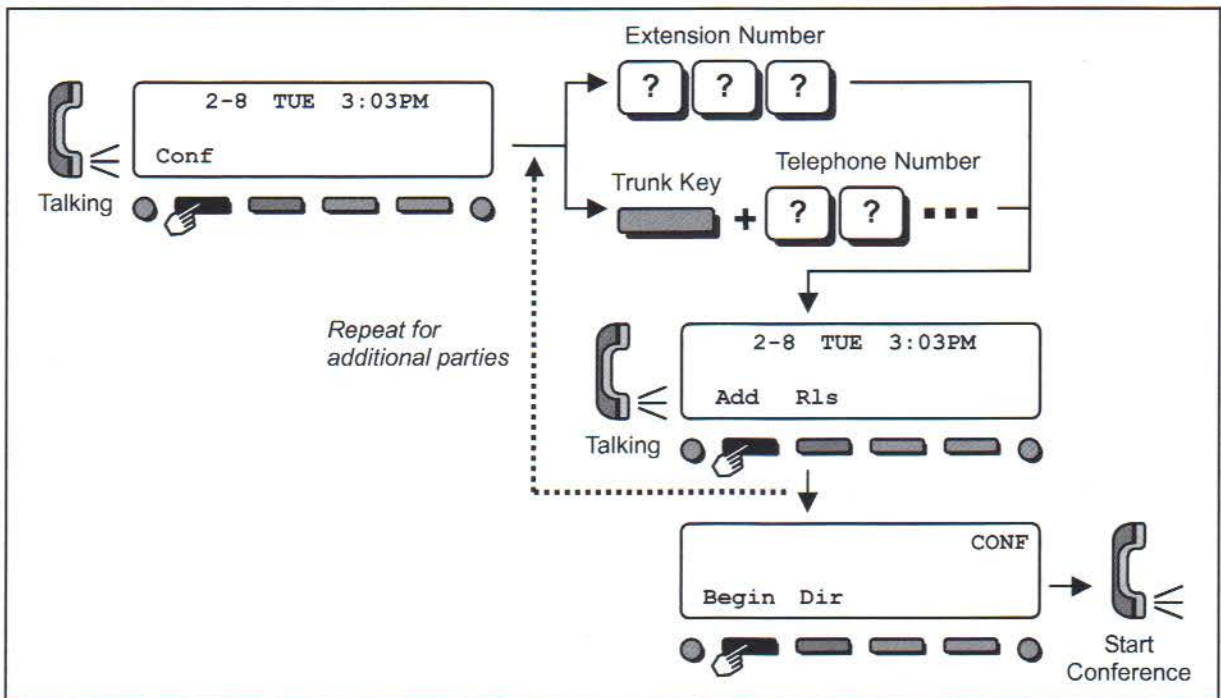
# For more Convenient Use...

## ■ Do Not Disturb (DND)



- When you set DND function, DND Key is lit and the Internal Dial Tone pattern changes.

## ■ Conference

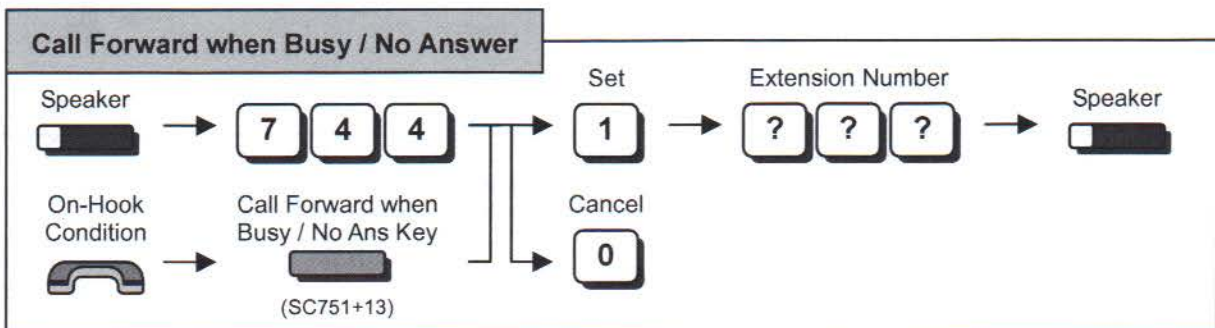
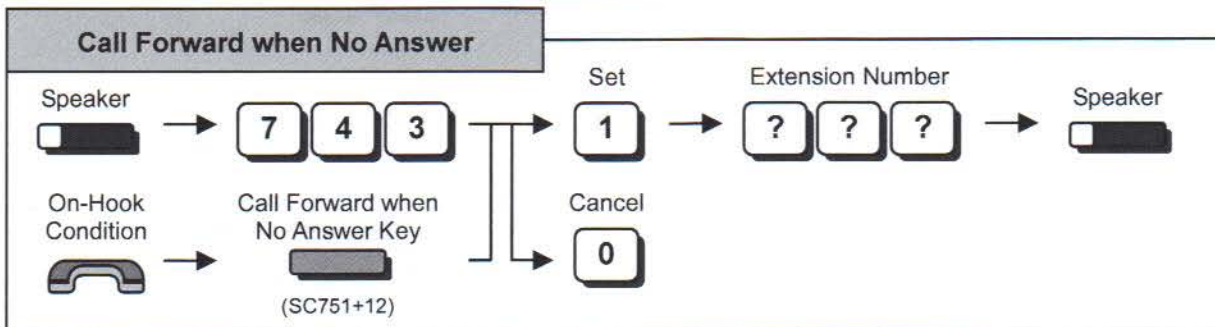
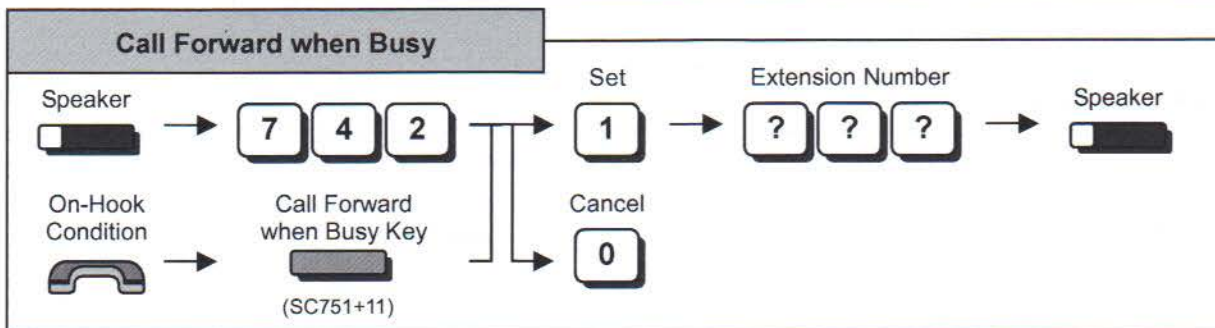
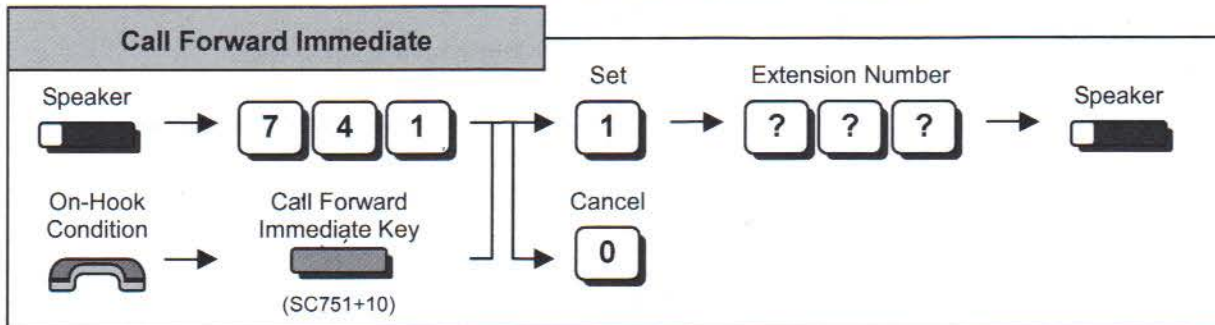


- You can repeat this operation to add more parties.
- You may be able to have up to 16 parties (including your terminal). You may need to adjust the volume level due to the environment where calls are placed. Ask your NEC Authorized Supplier for the details.

# For more Convenient Use...

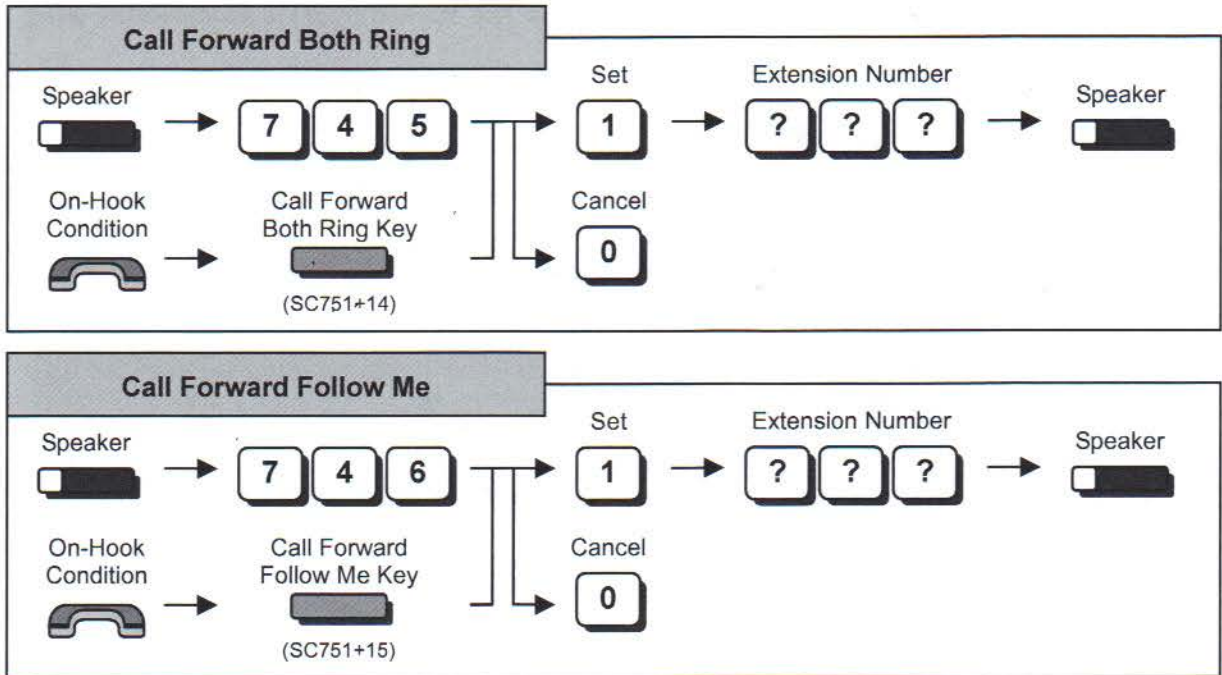
## ■ Call Forwarding / Follow Me

When you set Call Forward / Follow Me, the destination extension is displayed on the LCD and the Internal Dial Tone pattern is changed. (Call Forward / Follow Me can be set using a Soft Key).



# For more Convenient Use...

## ■ Call Forwarding / Follow Me (Cont'd)



Admin:

### Setting the Time

Go to the "Admin" extension (usually x101)

While the phone is idle, press the "Menu" soft key, dial [0][0], you will be at the "Time" setting,

Press the "Select" soft key, enter the time (HH:MM:SS, 24-hour clock).

Press the "Save" soft key to complete the entry.

### Setting the Date

Go to the "Admin" extension (usually x101)

While the phone is idle, press the "Menu" soft key, dial [0][0], as above you will be at the "Time" setting,

Press the "Next" soft key, now you are at the "Date" setting, Press the "Select" soft key,

Enter the date (DD/MM/YYYY).

Press the "Save" soft key to complete the entry.

# Soft Keys Operation

## ■ "Menu" Soft Key

The following table shows the menu structure of "Menu" Soft Key. You can reach the desired feature using the following operation.



It is possible to search the desired feature by pressing Cursor the Keys (Up / Down / Right / Left) several times instead of "Prev" or "Next" Soft Keys, or it's possible to access the desired feature directly by dialing the 2 digit Menu Code after pressing the "Menu" Soft Key.

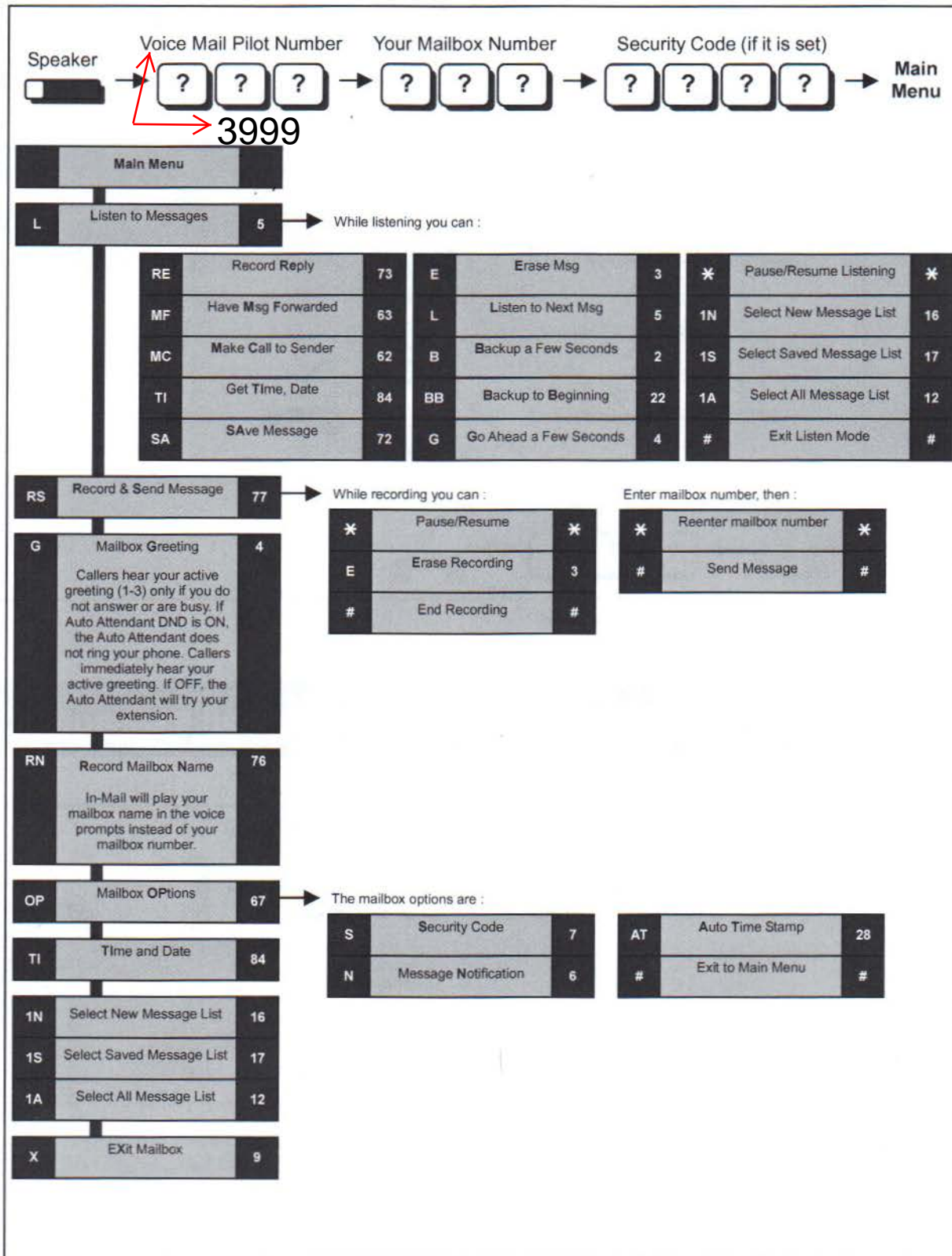
Item	Menu Code	Next Operation after pressing the "Select"
<b>10 : Volume Preference</b>	11 : Ring 12 : Off-Hook Ring	Press "Down" or "Up" to adjust the selected option.
<b>20 : Display Preference</b>	21 : Contrast 22 : Min Brightness 23 : Max Brightness	Press "Down" or "Up" to adjust the selected option.
<b>30 : Feature Preference</b>	31 : Voice Announce 32 : Handsfree Reply 33 : Auto Call Timer 34 : Preview Dial 35 : Illuminated Dialpad 36 : Auto Call Screening 37 : Incoming Page 38 : Ringing Line Preference 39 : Auto Backlit	For the selected option, press "On" (enable) or "Off" (disable).
<b>40 : Ring Preference</b>	41 : Intercom 42 : Line Keys 43 : Each Line Keys	Press "<<" or ">>" to select and save option.
<b>50 : Key Assignment</b>	51 : Feature Keys 52 : Primeline Key	Press "<<" or ">>" to select and save option.
<b>60 : Call Forwarding</b>	61 : Immediate 62 : Ring No Ans 63 : Busy No Ans 64 : Call Forward AME 65 : Display Message 66 : Follow Me 67 : Both Ring	Press "Set" or "Cancel", enter the destination and select option to save.
<b>70 : Speed Dial</b>	71 : Personal Speed Dial 72 : Company Speed Dial	Enter Bin number and Phone number, Name and save.
<b>80 : Name and Language</b>	81 : Extension Name 82 : Display Language	For Name, enter the name using Alphanumeric Characters, For Language, press "<<" or ">>" to select and save.
<b>90 : Option Preference</b>	91 : Headset Mode 92 : Headset Voice Announce 93 : System Information 94 : VoIPDB Information 95 : Auto Backlit (Threshold) 96 : IP Address Information 97 : IP Phone log off 98 : Change login password	For Headset option, press "On" (enable) or "Off" (disable). For System / VoIPDB information (IP Address, MAC Address), press "Select". For Auto Backlit, select threshold option to save.
<b>00 : Admin</b>	01 : Time 02 : Date 03 : Extension Name 04 : Clear All Call Fwd 05 : System Night Key Mode	For Time, Date and Extension Name, enter the Time, Date and Extension Number and Name to save. For Clear All Call Fwd, press "Yes".



# Option : In-Mail (Voice Mail)

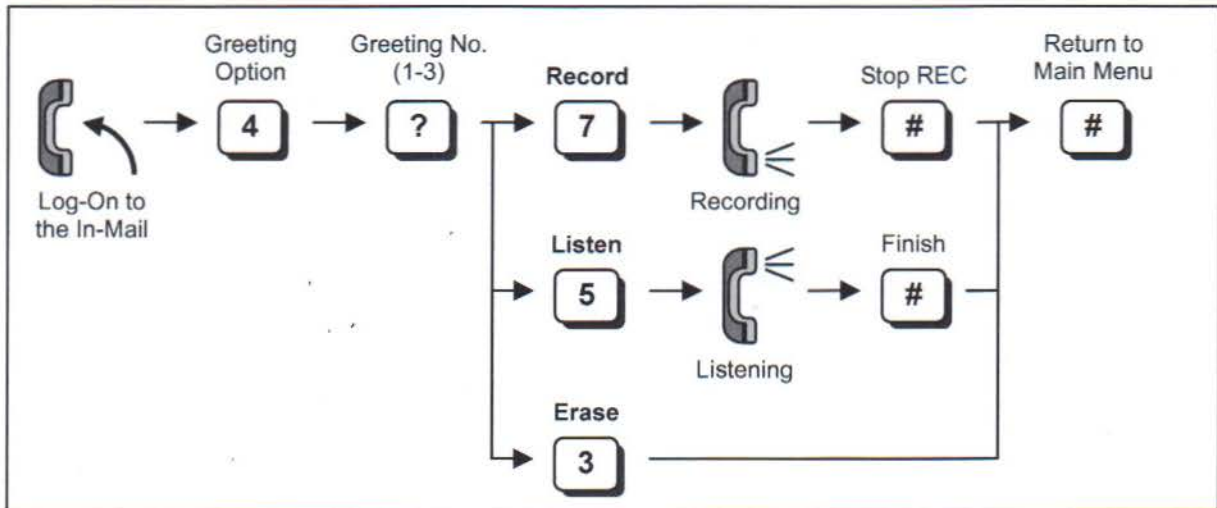
Optional hardware and System setting is necessary to use In-Mail (Voice Mail) feature. Ask your NEC Authorized Supplier for the details.

## ■ Log-On to the In-Mail



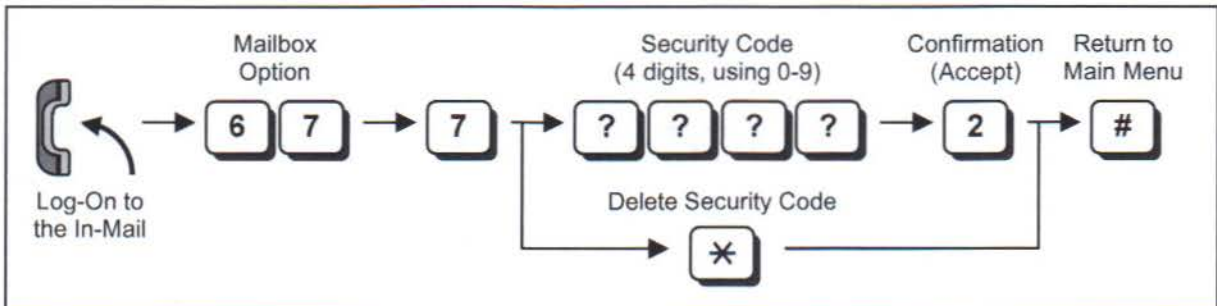
# Option : In-Mail (Voice Mail)

## ■ Mailbox Greeting



- Selected Greeting (one of three) becomes active.

## ■ Mailbox Security Code



- Dialed Security Code can be canceled by pressing "4" instead of "2 (Accept)".
- In case the "In-Mail Advanced Features License (SL-VM-ADVANCE LIC)" is provided, or during Free Trial period (60 days after new installation), the type of Security Code can be assigned as below.
  - Dial 4 digits Security Code followed by "7" : Security Code for all log-on
  - Dial 4 digits Security Code followed by "6" : Security Code for remote log-on only
- System Administrator can delete a Mailbox Security Code.

To Access your Voice Mail Box from outside the system.

Dial into the Automated Attendant Menu (Main Number)

From the main greeting, dial [#] + your mailbox number in one single step.

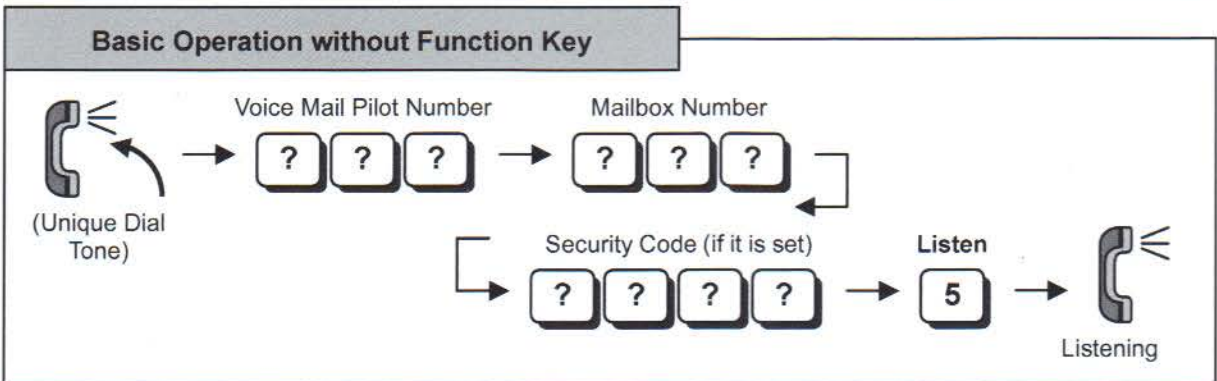
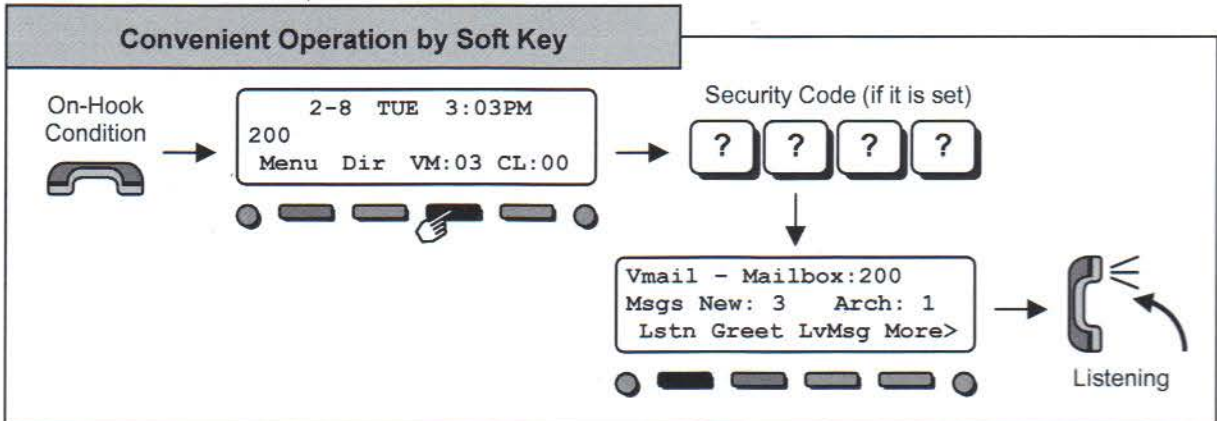
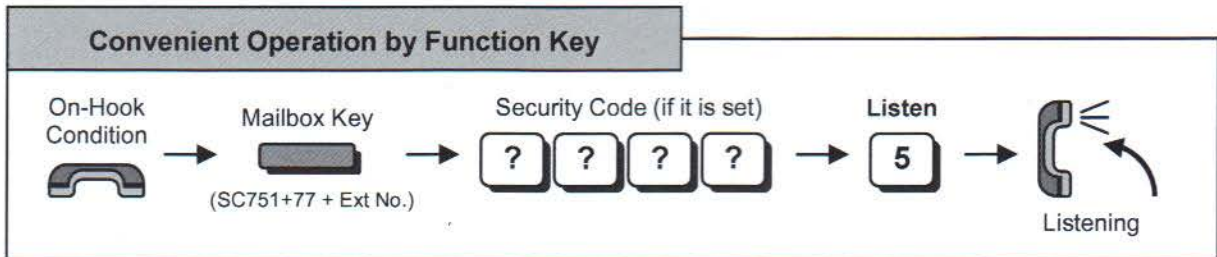
Ex: [#][1][0][1]

If you setup a password then the system will ask you to enter your password after you entered your mailbox number

Ex: [#][1][0][1] "Enter your security code" [x][x][x][x] "You have ....."

# Option : In-Mail (Voice Mail)

## ■ Listen to Left Messages in your Mailbox



Admin:

### Record Main Greeting(s)

While the phone is idle, press the "VM" soft key, when the voice mail answers, press the "More" soft key, now press the "Mgr" soft key, then press the "Instr" soft key,

Enter the message number to record... (Typically Day or Open greeting is 001, Night or Closed greeting is 002)

Follow the prompts to record.

Hang up when finished.