NEC

ELITE IPK/48/192 WITH NO VOICEMAIL
ADMINISTRATION GUIDE

Table of Contents

** <u>Important Note:</u>

The extension and mailbox numbers referenced in this guide are the most commonly used configuration. It does **not** guarantee that your company will use the same extension and mailbox numbers due to each systems **customized** configuration. If you are **unsure** of what numbers were used in your configuration, please call or email the NATG service department.

Phone Outline

ONE TOUCH KEYS	Used for features, line keys, intercoms and speed dials
EXIT	Exit's out of various programming
SOFT KEYS	Corresponds with what the display says
MESSAGE INDICATOR	Flashes when you have a voicemail
HELP	Tells how a one touch key is programmed
RECALL	Same as Flash Key for various features
FEATURE	Used for programming
DIRECTORY	Access to station and system wide speed dials
MESSAGE	Access to your voicemail
MIC	Mutes the microphone while on speakerphone
CONF	Used to make conference calls
REDIAL	Review the last numbers dialed
DOWN/UP	Adjusts the volume on the ringer, handset and speaker
ANSWER	Answers the FIRST incoming call to a specific phone
SPEAKER	Speakerphone (Also used to get in/out of some programming)
TRANSFER	Transfer a call to another extension
HOLD	Holds the call

North American Telecommunications Group
in the end...it all comes down to service

Service: 604-856-9155
Email: service@natg.ca

Phone System Programming

Changing the Time:
1. Press the **Feature** Key
2. Dial **9#**
3. Enter the **hour** and the **minute** via the dial pad
4. Press the RECALL Key to change the **AM/PM** setting
5. Press the FEATURE Key to exit this feature

Changing the Date:
1. Press the **Feature** Key
2. Dial **9#**
3. Press the RECALL Key
4. Press the RECALL Key again
5. Dial # to move the cursor to the **day of the month field**
6. Enter the **day of the month** via the dial pad
7. Press the RECALL Key to select the month
8. Dial # to move the cursor to the year field
9. Enter the **last two digits** of the **year** via the dial pad
10. Press the **Feature** Key

Note: The above changes the time on the *Phone System only*. If you have voicemail, you will have to change the time in that as well.

Program Call Forward Busy/No Answer to Voicemail:
 * * Must be done from the extension you would like to call forward
1. Press **Speaker**
2. Enter **43**
3. Enter Voicemail Extension Number (Usually it is 300)
4. Press **Speaker**

Programming System Speed Dials:
 * * Must be done from the System Admin Phone (usually 100)
1. Press **Feature** key
2. Press **Redial** key
3. Enter the **speed dial number** you'd like to program (goes from SPD 00 to 79)
4. Enter **9 +** the **phone number** (enter a 1 in front for long distance)
5. Press **Hold** key
6. **Spell Name**, press # after each letter to move the cursor to the **right** or **Conf** key to move the cursor to the **left**
7. Press **Speaker**