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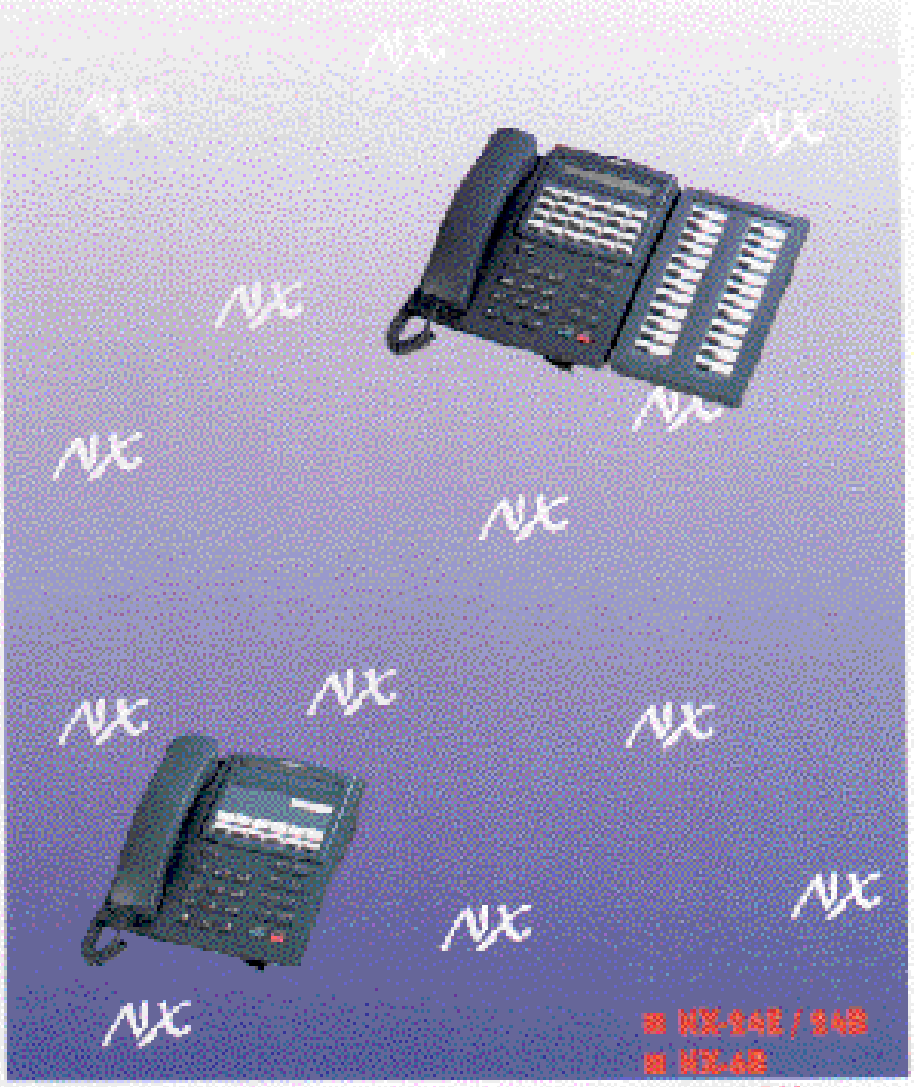
SAMSUNG

NX KEYSET SERIES

OPERATING MANUAL

(For EUROPE)



■ NX-64E / 64B
■ NX-48
■ NX-AOM

OPERATING GUIDE

NX KEYSET

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1998

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GENERAL INFORMATION

About This Book

Your keyset is the most visible part of the SAMSUNG New-Analog Key system. No matter what model keyset you are using, with or without a display, telephone calls are handled in the same way. The NX-24E keyset has a few additional conveniences that are not available to NX-24B and NX-6B keyset users. These are noted throughout this guide.

Please take the time to study this guide and to become familiar with the operation of your keyset. Keep this guide handy. you may need to refer to it for instructions regarding infrequently used features.

Learning to use your keyset correctly will make everyday telephone communications a breeze.

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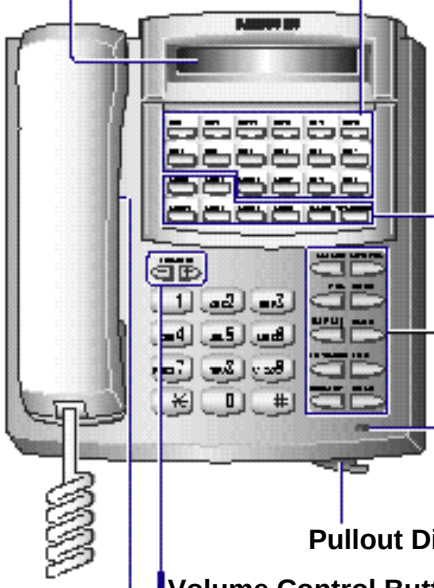
Keyset Layout

NX-24E



Liquid Crystal Display (LCD)
It shows date, time, umber dialed and other useful call information.

16 Programmable Buttons with RED Light
Used to call stations directly, to indicate busy conditions of ther stations, for one touch dialing and many other system features.

8 Programmable Buttons with Dual Colored Light
Used for intercom calls, outside lines and many other system features.

Function Keys and Indicators
Used to access the most commonly used features. The indicator light or flickers to indicate the feature in use.

Microphone
For hands-free operation.

Pullout Directory tray

Volume Control Buttons
Used to set independent levels for handset, speaker, background music, ring and page volumes.

Speaker
For hands-free operation and ringing.

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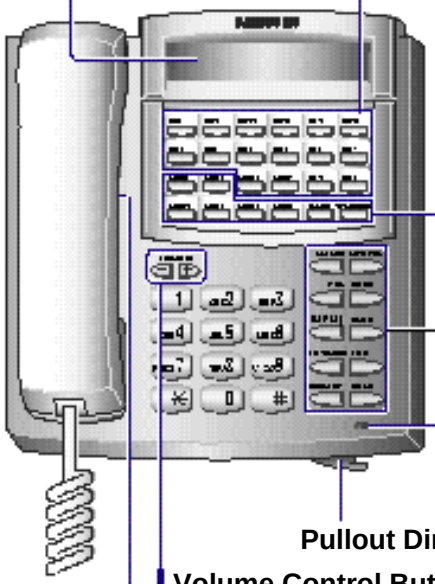
NX-24B



Without LCD

16 Programmable Buttons with RED Light
Used to call stations directly, to indicate busy conditions of other stations, for one touch dialing and many other system features.

8 Programmable Buttons with Dual Colored Light
Used for intercom calls, outside lines and many other system features.

Function Keys and Indicators
Used to access the most commonly used features. The indicator light or flickers to indicate the feature in use.

Microphone
For hands-free operation.

Pullout Directory tray

Volume Control Buttons
Used to set independent levels for handset, speaker, background music, ring and page volumes.

Speaker
For hands-free operation and ringing.

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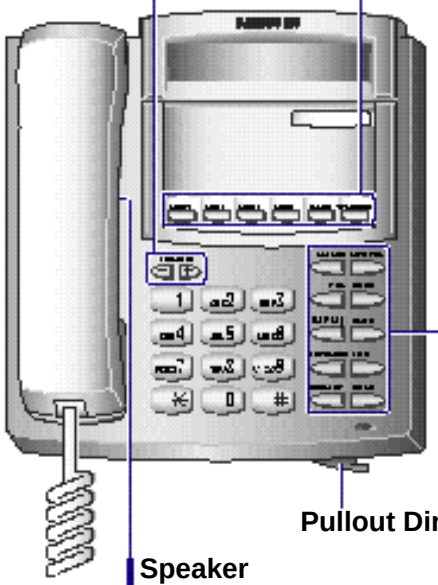
NX-6B



Volume Control Buttons
Used to set independent levels for handset, speaker, background music, ring and page volumes.

6 Programmable Buttons with RED Light
Used to call stations directly, to indicate busy conditions of other stations, for one touch dialing and many other system features.

Function Keys and Indicators
Used to access the most commonly used features. The indicator light or flickers to indicate the feature in use.

Pullout Directory tray

Speaker
For ringing.

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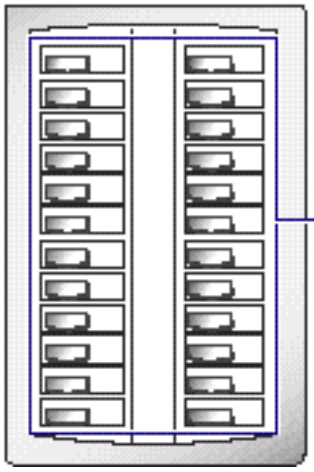
NX-AOM



24 Programmable Buttons with RED Light

Used to call stations directly to indicate busy conditions of other stations, for one touch dialing and many other system features.

Precautions

Do not use or store in areas with high levels of dirt, dust, or corrosive gas. These places will shorten your unit's useful life.

Keep the unit away from hot areas. High temperature can shorten the life of electronic devices, damage batteries, and can even distort or melt certain plastics.

Keep it dry. If water should get on it, wipe it off immediately. Water contains minerals that can corrode electronic circuits.

Do not drop your product. This will likely result in failure to operate. Circuit boards can crack and cases may not survive the impact. Handling your product roughly will shorten its useful life.

Do not use harsh chemicals, cleaning solvents, or strong detergents to keep your unit looking new. You need only wipe it with a dampened cloth from time to time.

To reduce the risk of electric shock, do not remove the cover of the unit. No serviceable parts inside. Refer servicing to qualified service personnel.
If the unit is not working properly, take it to your local A/S center.

Tone and Ring Signal

¡ü **DIAL TONE** indicates you can begin dialing.

CONTINUOUS

¡ü **RING BACK TONE** indicates the station you dialed is ringing.

1000 ON / 2000 OFF /
1000 ON / 2000 OFF

¡ü **BUSY TONE** indicates the station you dialed is busy.

500 ON / 500 OFF /
500 ON / 500 OFF

¡ü **TRANSFER TONE** indicates your call is being held and you can dial another party.

200 ON / 200 OFF /
200 ON / 200 OFF

¡ü **ERROR TONE** indicates you have done something incorrectly.

500 ON / 250 OFF /
500 ON / 250 OFF

¡ü **CONFIRMATION TONE** indicates you have correctly set or canceled a feature.

100 ON / 100 OFF /
100 ON / 100 OFF

¡ü **MESSAGE WAITING TONE** indicates you have messages waiting. (SLT)

200 ON / 200 OFF /
200 ON / 200 OFF

¡ü **CO LINE RING** indicates an outside call is ringing on your station.

1000 ON / 3000 OFF /
1000 ON / 3000 OFF

¡ü **STATION RING** indicates an intercom call is ringing on your station.

400 ON / 200 OFF /
400 ON / 3000 OFF

¡ü **DOORPHONE RING** indicates a door phone call is ringing on your station.

500 ON / 500 OFF /
500 ON / 500 OFF

¡ü **ALARM RING** indicates an alarm is ringing on your station.

500 ON / 500 OFF /
500 ON / 500 OFF

OUTSIDE CALLS

Making an Outside Call

To Select A Specific Outside Line

Keyphone

1. Check the line status indicator, and press an idle outside line button.

   ¡¤ You will receive dial tone through the speaker.

   Or, lift the handset and dial the outside line access number.

2. Dial the outside telephone number.

Standard phone

1. Lift the handset and dial the outside line access number.

   ¡¤ You will receive dial tone through the speaker.

2. Dial the outside telephone number.

To select any Free Outside Line within an Outgoing Group

Keyphone & Standard phone

1. Lift the handset, and listen for a dial tone.
2. Dial the outgoing group number.

- A free line in the group will be selected, and you will hear a dial tone.
- If all lines in the group are busy, "ALL BUSY" is displayed, and you will receive a busy signal.

3. Dial the outside telephone number.

NOTE

- To answer a call while you are on the phone, press the flashing line button. The current line is automatically held, and you can talk with the new calling party.
- When making an outside call on a dial pulse line, all digits entered after pressing **[#]** will be sent as tones.
- When dialing an outside call, press **[PSE]** to insert a preprogrammed pause time.
  [PSE] time can be set by system programming.

Answering an outside Call

Keyphone

1. Lift the handset.
   Or press **[SPEAKER]**.

NOTE Use either handset or speakerphone,

Standard phone

1. Lift the handset.

You may answer calls ringing at another station by pressing the rapidly flashing outside line button. Or, lift the handset and press **[1][0]** and the outside line number. You will be connected to the outside line.

INTERCOM CALLING

Calling Other Stations

Keyphone

1. Lift the handset and dial the desired station number.

   Or, press the desired station's **[DSS]** button with the handset on-hook.

   ¡¤The speakerphone activates automatically and your phone starts dialing.
   ¡¤To program a station number into the **[DSS]** button, refer to the <Technical Manual>.

2. When other party answers, either speak into the handset use the speakerphone.

3. To end the call, replace the handset or, if using the speakerphone, press **[SPEAKER]**.

¡îNOTE To answer a ringing line or place a call to another intercom station while talking with an intercom station, press the **[DSS]** button for the desired second station without hanging up. The original station line is automatically disconnected, and the second station will ring. This feature is not available on standard phones.

Standard phone

1. Lift the handset and dial the desired station number.

2. To end the call, replace the handset.

Calling the Operator Group

Keyphone

Lift the handset or press **[SPEAKER]**.
Dial **[0]** to call your system operator group.

Standard phone

Lift the handset and dial **[0].**

¡îNOTE You can call the operator group by dialing the operator group number. The operator group is the station group numbered **500.**

Station Group Calls

Keyphone

Lift the handset or press **[SPEAKER]**, and dial the station group number.

Or, press the button programmed to dial that station group number.

Standard phone

Lift the handset and dial the station group number.

Answer Mode Change

You can set your phone to Auto-Answer or Voice-Announce mode.

To Set Auto-Answer Mode

1. With the handset on-hook, press **[AUTO RDL]** and dial **[1][0]** to enter program mode.
2. Press **[2]** to set Auto-Answer Mode.
3. Press **[AUTO RDL]** to save and exit.

To Set Voice-Announce Mode

1. With the handset on-hook, press **[AUTO RDL]** and dial **[1][0]** to enter program mode.
2. Press **[3]** to set Voice-Announce Mode.
3. Press **[AUTO RDL]** to save and exit.

¡îNOTE The Answer Mode can be changed by caller. If the caller wants to change the answer mode of the station called, press **[TRANSFER]** and dial **[1][4]**, or press the **[FAT].**

Press the **[FAT]** button can be set by system key programming (MMC 71).
On a single line telephone, hook flash and dial **[1][4]**.

CALL PROCESSING

System Hold

When connected to an outside line, use this feature. It allows you to hang up the line temporarily without disconnecting. While on hold, the held party will hear music. Any other station may retrieve the outside line system being held.

Keyphone

1. When connected to any outside line press **[HOLD]**.

   ¡¤The outside line button placed on hold and the HOLD indicator blink slowly.

2. After placing a call on hold, you can answer or make another call.

3. To retrieve the held outside line, press the blinking line button.

Standard phone

1. When connected to an outside line, hook flash.

2. Press **[1][1]**.

3. After placing a call on hold, you can answer or make another call.

4. To retrieve the call placed on hold, press **[1][1]**.

¡¤If you know the outside line number placed on hold, you can dial **[1][0]** and the outside number to retrieve the call.

¡îNOTE If the held line is not released within a predetermined time, the system rings you back so that you do not forget about the call. If you do not answer the call, it is automatically recalled to the operator group. (Operator group is the station group numbered **500**)

Exclusive Hold

To place a call on hold at your phone and not allow another user to take it, use **Exclusive Hold**.

To Place an Outside Call on Exclusive Hold

Keyphone

1. When connected to an outside line, press **[HOLD]** twice.

   ¡¤The outside line placed on hold will blink green at your keyset, and show a steady red light on all other keysets.

2. After placing a call on hold, you can answer or make another call.

3. To retrieve the held outside line, press the blinking line button.

¡îNOTE
- ¡¤ You must press 2nd **[HOLD]** within 2seconds after pressing **[HOLD]** the first time (Step 1).
- ¡¤ If a held line is not released within a predetermined

time, the system rings you back, so that you do not forget about the call. If you do not answer the call, it is automatically recalled to the operator group. (Operator group is station group numbered **500**)

To Place an Intercom Call on Exclusive hold

Keyphone

1. When connected to a station, press **[HOLD]** once.

   ¡¤The station's **[DSS]** button will blink green on your keyset, and show a steady red light on other keysets.

2. After placing a call on hold, you can answer or make another call.

3. To retrieve the held station call, press the blinking **[DSS]** button.

¡îNOTE Intercom calls will always be placed on exclusive hold.

Transferring Calls

This feature allows you to transfer a call to another station or group. Any outside or intercom call may be transferred, regardless of whether you initiated or received the call.

When you transfer a call, you may wait on the line and announce the call, or you may hang up when you hear the ringback tone. The connection between the caller and the person to whom the call is being

transferred is completed when you hang up.

Keyphone

1. With an outside call in progress, press the **[DSS]** button for the station to which you want to transfer the call.

   ¡¤You hear a transfer tone and the other party hears music.

   Or, with intercom or outside call in progress, press **[TRANSFER]**, and dial the station or group number.

   ¡¤To transfer the call to the operator, dial **[0]**.

2. Replace the handset.

   Or, wait on the line and announce the call, then replace the handset.

   ¡¤If the transfer to station is busy, press **[TRANSFER]** again. You will be reconnected to the original call.

Standard phone

1. With intercom or outside call in progress, hook flash.

2. Dial the station number or group number to which you want to transfer the call.

   ¡¤If you want to transfer the call to the operator group, dial **[0]**.

3. Replace the handset.

¡¤If the transferred station is busy, hook flash again. You will be reconnected to the original call.

Camp-On Transfer

When you transfer outside call to another station and the station is busy, you can set the outside call to camp-on the busy station.

1. When transferring, if you receive a busy signal, hang up the phone.

¡¤The call is automatically put on hold at the busy station.

2. When the called station becomes free, the waiting call will ring the phone.

3. When the called station answers, they may speak.

Transfer with Page

This feature allows you to transfer an outside call to another station, and page-announce the call.

Keyphone

1. While talking on an outside line, press **[PAGE]**.

¡¤The outside line will automatically be placed on hold.

2. Press the desired page zone number.
   [0] : All Internal Page
   [1]~**[4]** : Internal Page Zone
   [5] : External Page
   [*] : All Page

3. Announce to the paged station that they have a call, and specify the line number.

4. Replace the handset.

5. Paged person answers the call by pressing the blinking outside line button that was announced.

Standard phone

1. While talking on an outside line, hook flash.

2. Press **[5][5]**.

   ¡¤The outside line will automatically be placed on hold.

3. Press the desired page zone number.

4. Announce to the paged station that they have a call.

5. Replace the handset.

6. Paged person answers the call by pressing the outside line number that was announced.

Conference Calls

You may conference up to five parties in any combination of outside lines and internal stations, in any order.

To Set Up A Conference

Keyphone

1. While engaged in a conversation, press **[TRANSFER]** and dial **[4][6]**.
   Or, press **[CONF]** button.

   ¡¤You hear a transfer tone.

2. Make another call to either an intercom station or outside party, then press **[TRANSFER]**.
   Or, press **[CONF]** to add this party.

   ¡¤Be sure the party answers your call.

3. Repeat Step 2 until all parties are added.

Standard phone

1. While engaged in a conversation, hookflash and dial **[4][6]**.

   ¡¤You hear a transfer tone.

2. Make another call to either an intercom station or outside party, and then hookflash and you will receive a transfer tone.

3. Repeat Step2 until all parties are added.

To Begin Conference

Keyphone

1. When you hear a transfer tone, press **[TRANSFER]**.
   Or press **[CONF]** button.

   ¡¤The LCD window displays the parties who joined the conference.

Standard phone

1. When you hear a transfer tone, hookflash

To Release a Specific Party From a Conference

Keyphone

1. While engaged in a conference, press **[TRANSFER]**.
   Or, press **[CONF]** button.

2. Press the outside line or the desired station button to be released.

3. Press **[TRANSFER]**.
   Or, press **[CONF]** button to return to the conference.

Standard phone

1. While engaged in a conference, hookflash.

2. Dial the outside line number or station number to be released.

3. Hookflash to return to the conference.

Unsupervised Conference

You may allow two or more outside lines to be conferenced after you hang up.

Keyphone

1. While engaged in a conference, press **[TRANSFER]**. Or, press **[CONF]** button.

2. Press your station button and hang up.

Standard phone

1. While engaged in a conference, hookflash.

2. Dial your station number.

¡iNOTE The system will release the outside lines after a preprogrammed amount of time.

Call Pick-Up

You may pick-up (answer) calls ringing at another station.

Keyphone & Standard phone

1. Lift the handset.

2. Press **[1][0]** and dial the desired outside number or station number.

Or, you can pick up a call ringing in your pick up group by pressing **[*]**.

¡¤You will be connected to any ringing intercom or outside line call.

¡îNOTE You can pick up a call placed on system hold at another station by dialing **[1][0]**, and the desired outside or station number.

Call Back

When you receive a busy signal from the selected outside line or intercom station, use this feature. The system calls you back when the selected line or station becomes free.

Keyphone

1. When you receive a busy signal, press **[CALLBACK]**.

   ¡¤You hear a confirm tone.

2. Replace the handset.

3. When the selected line or station becomes free, the system calls you back.

4. Lift the handset or press **[SPEAKER]**.

   For an outside line, you will receive a dial tone. Dial the outside telephone number.

Standard phone

1. When you receive a busy signal, hook flash and dial **[4][4]**.

2. Replace the handset.

3. When the selected line or station becomes free, the system calls you back.

4. Lift the handset. For an outside line, you will be connected to a dial tone. Dial the outside telephone number.

Sending a Flash

When your system is behind a PBX, you can signal the PBX system with the flash feature in order to access a special operation, dial a second party, or transfer a call while talking on an outside line. It is often used to place a call on temporary hold and transfer call to another station on the PBX.

Keyphone

1. While talking on the phone, press **[FLASH]**.

   ¡¤You hear a transfer tone.

2. Press the desired station number of the other system.

3. When the station answers, replace the handset.

Standard phone

1. While talking on the phone, hook flash.

   ¡¤You hear a transfer tone.

2. Press **[4][9]**.

3. Press the desired station number of the other system.

4. When the station answers, replace the handset.

DIALING FEATURES

Last Number Redial

This feature allows you to redial the outside number that was last dialed.

Keyphone

1. Lift the handset.
2. Press **[RDL]**.

¡¤The last dialed number is automatically dialed.
¡¤If you press **[RDL]** with the handset on hook, the call will be made through the speakerphone.

Standard phone

1. Lift the handset.
2. Press **[1][9]**.

¡îNOTE Redial will automatically select the outside line you originally used to place the call. If that line is busy, the system will select any free line.

Saved Number Redial

This feature allows you to save and redial an outside telephone number.

To Save the Outside Number

Keyphone

1. When making an outside call, press **[SNR]** if programmed, or dial **[1][7]**.
2. Replace the handset.

Standard phone

1. When making an outside call, hookflash and dial **[1][7]**.
2. Replace the handset.

¡îNOTE The saved telephone number is stored in memory, until you save another one. Save and Redial do not apply to intercom calls.

To Dial the Saved Number

Keyphone

1. Lift the handset or press **[SPEAKER]**.
2. Press **[SNR]** or **[1][7]**.

Standard phone

1. Lift the handset.

2. Dial **[1][7]**.

Automatic Redial

Keyphone

1. When placing an outside call and you receive a busy signal, press **[AUTO RDL]** before hanging up if the button is programmed.

2. Replace the handset. Your phone will hold the line and redial the number.

   ¡¤Your phone automatically disconnects from the line if no one answers within a preprogrammed time (default 10 sec).
   Your phone dials the number again, a preprogrammed time later, for a preprogrammed number of times.

3. When the other party answers, lift the handset or press **[SPEAKER]**.

¡îNOTE

¡¤ Be sure to cancel Auto-Redial if you leave the area of your phone.
¡¤ If you answer or make another call or perform other functions, Auto-Redial is canceled.

Speed Dialing

You can dial a preprogrammed telephone number stored in your personal list (numbers 00~19) or in the system-wide speed-dial list (numbers 20~99).

To Dial A Speed-Dial Number

Keyphone

1. Lift the handset or press **[SPEAKER]**.
2. Press **[ALM/SD]** and dial the 2-digit speed-dial location where the desired telephone number is stored.

Standard phone

1. Lift the handset
2. Dial **[1][6]** and the 2-digit speed dial location.

To Program A Personal Speed-Dial Number

Keyphone

1. Refer to user programming.

Standard phone

1. Lift the handset.
2. Dial **[1][5]** and a 2-digit speed-dial location (00~19).
3. Dial a trunk number or trunk group number.

4. Dial the telephone number and hookflash.

5. Replace the handset.

Chain Dialing

You may manually dial additional digits following a Speed-Dial number, or chain together as many speed-dial locations as required.

Keyphone

After the first speed-dial number is dialed, press **[ALM/SD]** again and enter another Speed-Dial location, or manually enter additional digits following the speed-dial number.

Standard phone

After the first Speed-Dial number is dialed, manually dial the additional digits.

Pause in Normal Dial

When dialing an outside number, press [**PSE**] to insert a preprogrammed pause time, if **[PSE]** has been pre-programmed.

PAGING & MESSAGING

Paging

This feature allows you to page through speaker-equipped keyphones or the external paging speaker.

The announcement system is often installed as several different paging zones, so that a page may be restricted to certain areas or a general page to all zones can be made. The system can provide access to a maximum of 6 zone combinations, as follows:

- Page zone [0]: All internal zones (all keyphone speakers)
- Page zone [1 to 4] Internal zones
- Page zone [5]: External zone (external paging speaker)
- Page zone [*]: All internal and external zones (all keyphone speakers and external paging speaker)

Keyphone

1. Lift the handset.
2. Press **[PAGE].**

3. Press the desired page zone number.

4. Make page announcement.

¡îNOTE Grouping certain stations into a specific page zone can be achieved through the system program MMC 23.

Standard phone

1. Lift the handset.

2. Press **[5][5]** and listen for a transfer tone.

3. Press the desired page zone number.

4. Make page announcement.

Meet Me Page and Answer

After making an **ALL** page, you may have the paged party meet you for a private conversation.

Meet Me Page

Keyphone

1. Lift the handset.

2. Press **[PAGE]** and dial **[*]**.

3. After an **ALL** page, press **[TRANSFER] + 56** or **[MPG]**, if programmed, and wait until other person answers the **Meet Me Page**.

Standard phone

1. Lift the handset.
2. Dial **[5][5]** and **[*]**.
3. After an **ALL** page, hookflash and dial **[5][6].**
4. Wait until other person answers the **Meet Me Page**.

Meet Me Answer

Keyphone

1. Lift the handset.
2. Press **[MPG]** if it is programmed.
3. The person who made the **Meet Me Page** will be automatically connected to you.

Standard phone

1. Lift the handset.
2. Dial **[5][6]**.
3. The person who made the **Meet Me Page** will be automatically connected to you.

Leaving a Message

When calling another station and you encounter no answer, you can leave your number for the station to call you back.

To Leave A Message

Keyphone

1. While the called station is ringing, press **[MSG]** before hanging up.
2. Replace the handset.

Standard phone

1. While the called station is ringing, hookflash.
2. Press **[4][1]**.
3. Replace the handset.

¡îNOTE A standard phone will hear message-waiting tone upon lifting the handset.

To Cancel Messages Left on Your Station

Keyphone

1. Press **[MSG]**.
2. Press **[HOLD]** to cancel all messages.

To Cancel Messages You Left

Keyphone & Standard phone

1. Lift the handset.
2. Dial **[4][2]** and the station number or station group number you left a message for.
3. Replace the handset.

To Respond to Messages

Keyphone

1. Lift the handset or press **[SPEAKER]**.
2. Press the blinking **[MSG]** button.

¡¤The station that left you a message will be called automatically.

Standard phone

1. Lift the handset.
2. Dial **[4][3]**.

To Review Messages (Display keyset only)

Keyphone

1. With handset on hook, press blinking **[MSG]** button.

CONVENIENCE FEATURES

Speakerphone

You can talk with a caller using either handset or speakerphone. The speakerphone lets you answer and place calls without lifting the handset. To change a speakerphone call to a handset call, just lift the handset. The speakerphone feature automatically turns off.

Also, you can switch back and forth from the handset to the speakerphone during a call. To activate the speakerphone when you are using the handset, first press **[SPEAKER]**, then place the handset in the cradle.

¡îNOTE Be sure to press **[SPEAKER]** before replacing the handset, or the call disconnects.

When you use the speakerphone, speak in a normal voice. Note that only one party can speak at a time when using the speakphone. The person who speaks first has priority.

Mute

When you make a conversation this feature allows you to have your voice not hear to the other party momentarily.
You can hear the other party's voice.

Keyphone

1. While talking over the phone, press **[MUTE/DND]**.

2, To resume the conversation, press **[MUTE/DND]**.

Do Not Disturb

When you do not want to be disturbed by incoming calls or pages, this feature allows you to block incoming calls temporarily. You can still make and receive calls and use the intercom from your phone.

Keyphone

1. With the handset on-hook, press **[MUTE/DND]** to set the Do Not Disturb function.

2. Press **[MUTE/DND]** again to release the Do Not Disturb function.

Standard phone

1. Lift the handset.

2. Dial **[6][4]** and **[1]** to set the Do Not Disturb function.

3. Dial **[6][4]** and **[0]** to release the Do Not Disturb function.

Group Listening

When engaged on a call using the handset, you may want other persons in your vicinity to hear the distant party's voice over the speaker.

Keyphone

1. To turn on the speaker, press **[LSN]**, if programmed.
2. To turn off the speaker and resume a private conversation, press **[LSN]** again.

Alarm Setting

You can use your phone as an alarm clock.

To enable this feature, you must set the alarm time.

Keyphone & Standard phone

To Set an Alarm

1. Lift the handset.
2. Dial **[5][8]** and enter the time as HHMM (hours and minutes), using a 24 hour time format.
3. Replace the handset.

To Cancel an Alarm

1. Lift the handset.
2. Dial **[5][8]** and **[3]**.
3. Replace the handset.

Call Forward

This feature lets you divert incoming calls to your station to a specific station you have assigned.
It can help you and others to be more efficient, and makes it easier for others to communicate with you.
There are three different types of internal call forwarding, and one external call forwarding.

Internal Call Forwarding

- **All Call Forward :** immediately forwards all calls to your station to another station, and never rings your phone. It may be used when you are going to be away from your desk and want someone else to cover your calls or at any time when you do not wish to receive any calls and do not want your telephone to ring.

- **Forward Busy :** forwards your calls to another station only when your line is busy or in DND.
  At all other times, incoming calls are directed to your telephone.

- **Forward No Answer :** forwards your calls to another station only when you do not answer within a predetermined time.
  It does not forward a call when your line is busy.

External Call Forwarding

Forwards calls to a pre-assigned outside party when you do not answer within a pre-determined time.

Setting All Call Forward

Keyphone & Standard phone

1. Lift the handset.
2. Dial **[6][1]** and then **[1]** to set All Call Forward.
3. Dial the station or station group number that should receive your calls.
4. Replace the handset.

¡îNOTE To cancel All Call Forward, dial **[6][1]** and **[0]**.

Setting Forward Busy

Keyphone & Standard phone

1. Lift the handset.
2. Dial **[6][2]** and **[1]** to set Forward Busy.
3. Dial the station or station group number that should receive your calls.
4. Replace the handset.

¡îNOTE To cancel Forward Busy, dial **[6][2]** and **[0]**.

Setting Forward No Answer

Keyphone & Standard phone

1. Lift the handset.
2. Dial **[6][3]** and **[1]** to set Forward No Answer.
3. Dial the station or station group number that should receive your calls.
4. Replace the handset.

¡îNOTE To cancel Forward No Answer, dial **[6][3]** and **[0]**.

Setting External Call Forward

Keyphone

1. With the handset on-hook, press **[FWE]**, if programmed.
2. Press **[FWE]** again to cancel External Call Forward.

¡îNOTE

- ¡¤ The outside number forwarded to must be stored as a speed-dial number.
- ¡¤ After storing the outside number in the speed-dial number list, you must program the **FWE** button and extender using **MMC 16**. Refer to User Programming Section.

Background Music

When a music source is supplied, you may listen to it through the speaker in your phone.

Keyphone

1. With the handset on-hook, press **[HOLD]** to hear music.

2. Press **[HOLD]** again to turn the music off.

Vacant Messages

You may select a preprogrammed message to appear in the display of calling stations.

To Set Vacant Message

Keyphone

1. With handset on hook, press **[VAC]**, if programmed.

2. Scroll through available messages by pressing [**VOLUME** (**-**) or (**+**)].

3. Press **[VAC]** when the desired message appears on the display.

Standard phone

1. Lift the handset.

2. Dial **[4][8]** and the desired message number **[01~20]**.

3. Replace the handset.

To Cancel Vacant Message

Keyphone

1. With handset on hook, press **[VAC],** if programmed. Or, press **[4][8]**.

Standard phone

1. Lift the handset.
2. Dial **[4][8]** and **[0][0]**.
3. Replace the handset.

Station Locking

You can lock or unlock your station to prevent anyone from using the phone.
Refer to **MMC 00** in USER PROGRAMMING.

Group In/Out

Any station assigned to a station group can remove itself and then reenter the group at any time. When out of the group, a station can receive calls to its extension number but not to the group.

To Be Out Of the Group

Keyphone & Standard phone

1. Lift the handset.
2. Dial **[5][3]** and **[0]**.
3. Replace the handset.

To Be In the Group

Keyphone & Standard phone

1. Lift the handset.
2. Dial **[5][3]** and **[1]**.
3. Replace the handset.

Boss/Secretary Hot Line

If programmed, Boss and Secretary can have a hot line between them. One Secretary can be connected to a maximum of 2 Boss stations.
Each Boss can be associated with only one Secretary.

When the Boss station is in the DND mode, all of its calls will ring at the Secretary station.

To Call the Boss

Keyphone

1. Press **[EXC]**, if programmed, and dial [**1** or **2**] to call **Boss1** or **Boss2.**

To Call the Secretary

Keyphone

1. Press **[EXC]** to call the Secretary.

Answering the Door Phone

This feature allows you to receive calls and control a lock at the Doorphone.

Keyphone & Standard phone

1. When the Doorphone rings on your station, lift the handset or press **[SPEAKER]**.

2. If a door lock is installed, dial **[1]** to unlock the door. On a standard phone, hook flash and dial **[1]** to unlock the door.

Calling the Door Phone

You may call the Doorphone and listen to sounds in its vicinity.

Keyphone & Standard phone

1. Lift the handset.

2. Dial **[1][3]** and **[1** or **2]** to call Doorphone 1 or 2.

3. To unlock door 1 or 2, dial **[1][3]** and **[3** or **4]**.

Account Codes

Account codes provide accountability for incoming and outgoing calls. If you do not have SMDR running, you cannot use this information.
Call accounting is accomplished using C.O. lines that report metering pulses. The unit cost and the number of metering pulses are reported in the SMDR output.

Keyphone

1. During any C.O. call, press **[ACC]**, if programmed.

2. Enter an account code (up to 7 digits) maximum, including * and #. Your conversation will not be interrupted.

Standard phone

1. During any C.O. call, hookflash and dial [**4**][**7**].

2. Enter an account code (up to 7 digits), including * and #.

3. Hookflash.

Ringing Line Preference

When enabled, lifting the handset or pressing **[SPEAKER]** will automatically answer any call ringing at your phone.

This feature may be disabled for outside lines, allowing you to select a ringing line by pressing the associated button. You can access other trunk lines or make an intercom call even though an outside incoming call is ringing on your station.

This feature only affects incoming outside calls. You may answer an intercom call, transferred call, or recall when you lift the handset during ringing, even though the feature is set to disable.

Refer to **MMC 12** of USER PROGRAMMING.

Timer

Display keyset users may use this feature as a simple stopwatch.

Keyphone

1. Press **[TMR]** to start timing.
2. Press **[TMR]** again to stop timing.
3. Read elapsed time in display.
4. Lift handset and replace, display will return to date and time.

¡îNOTE When the automatic timing feature is selected, the system will begin timing outgoing calls automatically. The duration of each call is counted in seconds. Refer to **MMC 12** of USER PROGRAMMING. **[TMR]** button is set up by system programming.

SPECIAL FEATURES

Barge-In(Override)

When specially programmed, you may Barge-in on a busy station.

Keyphone

1. Press the desired **[DSS]** button (red light and/or busy tone).

2. Press **[BRG]**, if programmed.

Standard phone

1. While you receive a busy signal, hookflash and dial [**4**][**0**].

¡îNOTE Barge-in is not allowed if the station is in a conference, or in a hold, transfer, or call forward condition.

Toll Restriction Override

With an authorization code, you can make calls from a restricted station.

Keyphone & Standard phone

1. At a restricted station dial [**6**][**5**].

2. Enter the four-digit authorization code assigned for your level of calling. If valid, you will hear a confirmation tone.

3. Make the outside call

¡îNOTE The Authorization code is assigned by system programming.

Walking Class of Service

You can change a restricted station's class of service to the same class as your station, allowing you to make calls or use features that would other wise be restricted from that station.

Keyphone & Standard phone

1. Lift the handset.
2. Dial [**5**][**9**].
3. Dial your station number and passcode.
4. After hearing the confirmation tone, make the outside call.

Night Service

Your system is designed to have an alternate mode of operation generally designated as Night Service. Night Service permits incoming calls to ring differently than during normal Day operation.
Night Service may be set manually or automatically.

Manual Night Service

Keyphone

1. Press **[NIT]** to enter Night Service, if the button is programmed.

2. Press **[NIT]** again to enter Day Service.

Automatic Night Service

Automatic Night Service is turned on or off according to programmed on and off times.
These times use the system clock as a reference, so the system clock must be set correctly.
Pressing **[NIT]** will override the automatic mode until the next programmed time.
There are several timetables of automatic night service. Refer to the Programming section of the Technical manual. (**MMC 56**)

DISA(Direct Inward System Access)

From outside of the office, selected individuals can call into the system on special DISA line(s).
Once these individuals are connected to the system, they can make outside calls using the office lines, or call stations within the system.
To make outside calls, you must enter your station number and station passcode before dialing the outside telephone number.

1. Call into the system on any line designated for DISA use. You will receive a system dial tone.

2. Enter the station or station group number.

¡îNOTE If you want to call an outside telephone number, enter the trunk number or trunk group number and the station number and station passcode. After hearing the dial tone, make the outside call.

Using Add-On-Module

NX-series' unique Add-On Module (AOM) adds to the capability of any station. Its 24 programmable buttons can be used as feature keys, DSS/BLF keys, or one-touch speed-dial buttons.

1. Connect the Add-On-Module (AOM) to the keyset port.

2. Using **MMC 37**, set the AOM master.

3. Program the keys with MMC 71 SYSTEM KEY PROGRAMMING. (Refer to the Technical manual)

APPENDIX 1 Keyset users may customize programmable keys using system programming.
The following are programmable feature keys:

ACC Account code
ALM Set Alarm
AMD Answer Mode
ARD Auto Redial
BRG Barge-In
CBK Callback
CMP Camp-on
CNF Conference
DND Do Not Disturb
DOR Door
DPC Direct Pickup
EXC Boss/Secretary
FAT Forced Auto Answer
FLS Flash
FWA Call Forward All
FWB Call Forward Busy
FWN Call Forward No answer
GPC Group Pickup
HED Headset mode
IOG Group In/Out
LNR Last Number Redial
MPG Meet Me Page
MSG Message
MUT Mute
NIT Night mode
OPR Operator group
PAG Page
PSE Pause Dialing
SNR Saved Number Redial
SPD Speed-Dialing
TMR Timer
TRN Transfer
UPC UNA Pickup
VAC Vacant Message

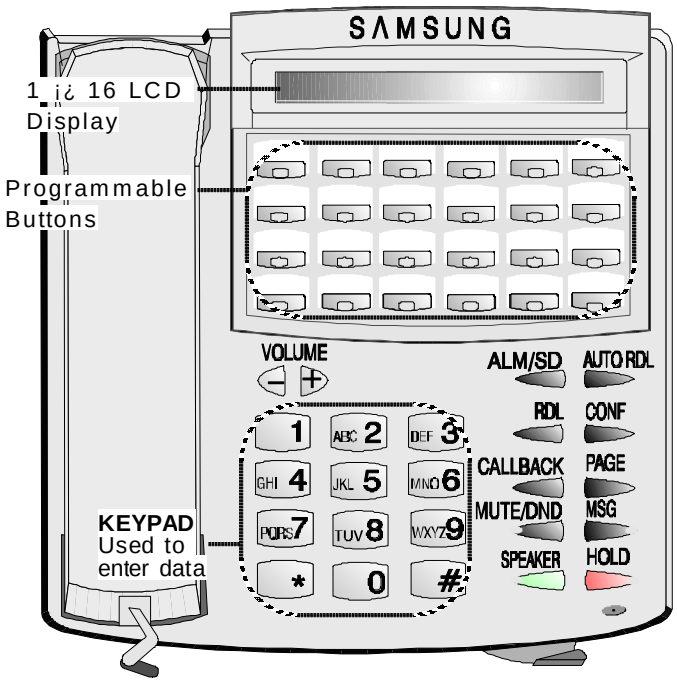
USER PROGRAMMING

This section provides feature programming procedures to be used by experienced display keyset users.

The following programming procedures should be done while the keyset is ON-HOOK.

For more detailed programming data, refer to the **TECHNICAL MANUAL**.

PROGRAM KEYS



FUNCTION KEYS

LINE1, LINE2	:Scroll through stations or trunks.
MUTE/DND or MSG	:Normally used to select data.
AUTO RDL	:Enter programming mode. Also used to save changes and exit the program.
SPEAKER	:Save changes and advance to the next program.
HOLD	:Normally used to clear previous data.

00 Station Lock	If you want to prohibit another user from using your station, you can lock or unlock your station with this MMC.

AUTO RDL ¢¡ 00 ¢¡ station passcode (4 digit) ¢¡ (1 to set LOCKED1 / 2 to set LOCKED2 / 0 to unlock) ¢¡ AUTO RDL

01 Change User Passcode	This is used to change your station passcode. The station passcode is used to lock or unlock the keyset.

AUTO RDL ¢¡ 01 ¢¡ old station passcode (4 digit) ¢¡ new station passcode (4 digit) ¢¡ new station passcode again ¢¡ AUTO RDL

10 Answer Mode	This is used to change answer mode of the station.

¡Ù To set Ring Mode

AUTO RDL ¢¡ 10 ¢¡ 1 ¢¡ AUTO RDL

¡Ù To set Auto Answer Mode

AUTO RDL ¢¡ 10 ¢¡ 2 ¢¡ AUTO RDL

¡Ù To set Voice Announce Mode

AUTO RDL ¢¡ 10 ¢¡ 3 ¢¡ AUTO RDL

11 Call Forward — Use to program the call forward destination and forwarding type.

¡ûTo set Call Forward

AUTO RDL ¢¡ 11 ¢¡ LINE1, 2 ¢¡ station number or station group number ¢¡ AUTO RDL

¡Ý Using [LINE1, 2], select call forwarding type (Forward All, Forward Busy, Forward No Answer)

¡ûTo change No Answer Time

AUTO RDL ¢¡ 11 ¢¡ LINE1, 2 ¢¡ No Answer Time (3 digit) ¢¡ AUTO RDL

¡Ý Using [LINE1, 2], select a No Answer Time.

12 Station ON/OFF — Use to set the keyset features listed below.

AUTO RDL ¢¡ 12 ¢¡ LINE1, 2 ¢¡ 0 for OFF / 1 for ON ¢¡ AUTO RDL

¡Ý Using [LINE1, 2], select a keyset feature:
AUTO HOLD
AUTO TIMER
HEADSET
HOT KEYPAD
KEY TONE
RING PREFERENCE

13 Ring Frequency	Used to select the ring tone heard at each keyset. There are four available frequencies.

AUTO RDL ¢¡ 13 ¢¡ 1,2,3, or 4 ¢¡ AUTO RDL

14 Station Name	Used to enter a twelve character name to identify an indivicual station.

AUTO RDL ¢¡ 14 ¢¡ Station Name ¢¡ AUTO RDL

dial / count	1	2	3	4	5	6	7	8	9	0	*	#
1	¡á	A	D	G	J	M	P	T	W	:	?	
2	1	B	E	H	K	N	Q	U	X	.	&	[
3		C	F	I	L	O	R	V	Y	!	$	]
4		2	3	4	5	6	S	8	Z	0	*	#
5							7		9			

NOTE The station name is assigned by pressing desired dial button repeatedly, as described above.

15 Date Display	This is used to change date display format (24hr/12hr, WESTERN/EASTERN format)

AUTO RDL ¢¡ 15 ¢¡ (1 : 24 WESTERN (ex. WED 21 JUN 17:37) / 2 : 12 WESTERN (ex. WED 21 JUN 05:37) / 3 : 24 EASTERN (ex. 06/21 WED 17:37) / 4 : 12 EASTERN (ex. 06/21 WED 05:37))

¢¡ AUTO RDL

16 Key Extender	This MMC views the programmable keys assigned to your station, and allows assignment of key extenders to some keys.

AUTO RDL ¢¡ 16 ¢¡ LINE1, 2 ¢¡ Extender ¢¡ AUTO RDL

¡Ý Search for extendable keys with [LINE1, 2]

NOTE The feature keys that can have extenders are listed below.

FEATURE KEY	EXTENDER
FWE	External Call forward (00~99)
SPD	Speed-Dial (00~99)
VAC	Vacant programmable message for (01~20)
PAG	Page (0~5, *)
DOR	Door number (1~4)
EXC	Boss (1~2)
DPC	Direct Pickup (station/trunk-line number)
GPC	Pickup Group Number (0~9)

17 Station Speed-Dial	This is used to program personal Speed-Dial numbers. The station may have up to 20 locations, numbered 00 through 19.

AUTO RDL ¢¡ 17 ¢¡ Speed-Dial location number (2 digits) ¢¡ Speed-Dial number (up to 30 digits) ¢¡ AUTO RDL

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