NEC Xen Alpha - Quick User Guide

MAKING CALLS:

To make a call to another extension:
- Lift handset or press **Speaker** key.
- Dial extension number, (10,11,12 etc.) or press Direct Station Key if programmed.
- Wait for answer or talk if the receiving station is hands free.

NB: To toggle between voice and ringing dial "**1**".

To make an outside call:
- Lift handset or press **Speaker** key.
- Dial "**0**" or press "**Line**" key
- Dial telephone number.

To make an outside call using preview dialing:
- While handset is idle dial telephone number
- Press outside line key – number will be called automatically.

To make an outside call using speed dial (see below to program speed dial):
- Press **SPD** key (**Redial** key on Axis/Master handsets)
- Dial speed dial location number (System **20-99**, Personal **00-19**)
- Lift handset or press **Speaker** key to dial.

To make a call using Last Number Redial:
- Lift handset or press **Speaker** key.
- Press **Redial** key (**Redial #** on Axis/Master handsets)

ANSWERING CALLS:

To answer an outside call:
- If ringing at your handset – Lift handset or press **Speaker** key.
- If not ringing at your handset – Lift handset and press the flashing "**Line**" key.

TRANSFERRING CALLS:

To transfer a call:

Method 1:
- Answer or make a call.
- Press the **Hold** key.
- Dial the extension number (10,11,12 etc) or press the Direct Station Key if programmed.
- Announce the call and the "line" number.
- Hang up.

Method 2: (**This method must be used when transferring to a cordless phone**).
- Answer or make a call as above.
- Press **Transfer** key.
- Dial the extension number (10,11,12 etc) or press the Direct Station Key if programmed.
- Announce the call.
- Hang up and the call will be transferred.

PAGING:

To page all extensions:
- Lift handset
- Dial " **70** " (for external only dial **"75"**).
- Make announcement.
- Press receiver down with hand then hang up.

BACKGROUND MUSIC:

To turn background music on/off (where available):
- Press **Feature** key
- Dial " **93** ".
- Press **Feature** key again.

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PROGRAMMING SPEED DIAL NUMBERS:

To program speed dial numbers (system and personal):
- Press **Feature** key.
- Press **SPD** key.
- Dial location number (**20-99** for system numbers, **00-19** for personal numbers).
- Dial telephone number to be stored.
- Press **Feature** key **(NB: System numbers can only be programmed from extensions 10 & 11).**

PROGRAMMING "ONE TOUCH" KEYS

To program **one touch** keys to be a **speed dial key:**
- Press **Feature** key.
- Press **SPD** key (press **Redial** on Axis/Master handsets).
- Press key to be programmed (be sure the key is not already programmed as a Line).
- Dial " **0** " (this makes the button a speed dial key). ^^
- Dial Speed dial LOCATION number (ie: 00 to 19)
- Press **Feature** key.

^^ NB: To program the key to be an external phone number (instead of a location) dial " ***** " followed by the external phone number.

To program **one touch** keys to be a **Direct Station key**:
- Press **Feature** key.
- Press **SPD** key (press **Redial** on Axis/Master handsets).
- Press key to be programmed (be sure the key is not already programmed as a Line).
- Dial " **1** " (this makes the button a station access key (ie somebody else's extension).
- Dial the extension number to be stored (ie: 10,11 etc).
- Press **Feature** key.

RECEPTION (EXTENSION 10) ONLY FEATURES

SET TIME AND DATE

To set time and date (at reception extension **10** only):
- Press **Feature** key.
- Dial " **9** " then " **#** ".
- Enter hours and minutes using the dial pad.
- Adjust AM/PM using the **Recal**l key.
- Press **Hold** key.
- Adjust day of the week using the **Recall** key.
- Press **#** to move curser to 'day' and enter correct day using dial pad.
- Press **Recall** key to select correct month.
- Press **#** to move curser to 'year' and enter correct year using dial pad.
- Press **Feature** key to end.