

# NEC Xen Topaz (door stations) - Quick User Guide

## MAKING CALLS:

To make a call to a door station:

- Lift handset or press **Speaker** key (if available).
- Dial 802 followed by door number (1 or 2) or press Direct Door Station Key (if available).
- Converse with door
- To open door press **Flash** key (if available)

## ANSWERING CALLS:

To answer a door station call:

- If ringing at your handset – Lift handset or press **Speaker** key.
- If not ringing at your handset – Lift handset and dial “**867**”.
- To open door press Flash key (if available) after answering call.