

NEC DK Ranger - 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.
- Dial **1** if you wish the call to go direct to handsfree.

NB: To program your extension for **handsfree answer** on all intercom calls:

- Press FNC key.
- Dial “**1**”
- The “**MIC**” light will stay on.

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 speed dial (see below to program speed dial):

- Press **LNR/SPD** key
- 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 **LNR/SPD** key.
- Dial “**#**”.

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 **Hold** key.
- Dial the extension number (10,11,12 etc) or press the Direct Station Key if programmed.
- Announce the call.
- Press the **Recall** key.
- Hang up and the call will be transferred.

PAGING:

To page all extensions:

- Lift handset
- Dial “**70**”.
- Make announcement.
- Press receiver down with hand then hang up.

BACKGROUND MUSIC:

To turn background music on/off (where available):

- Press **FNC** key
- Dial “**93**”.
- Press **FNC** key again.

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VOLUME CONTROL:

To set ringing volume at your handset:

- Press **Speaker**
- Dial “ **60** ”.
- Dial “ **1** ”.
- Press **▲** or **▼** to set level.
- Press **Speaker**.

PROGRAMMING SPEED DIAL NUMBERS:

To program speed dial numbers (system and personal):

- Press **FNC** key.
- Press **LNR/SPD** key.
- Dial location number (**20-99** for system numbers, **00-19** for personal numbers).
- Dial “ **0** ” + telephone number to be stored.
- Press **FNC** key

PROGRAMMING “ONE TOUCH” KEYS

To program **one touch** keys to be a **speed dial key**:

- Press **FNC** key.
- Press **LNR/SPD** key.
- 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 **FNC** key.

To program **one touch** keys to be a **Direct Station key**:

- Press **FNC** key.
- Press **LNR/SPD** key.
- 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 **FNC** key.

RECEPTION (EXTENSION 10) ONLY FEATURES

SET TIME AND DATE

To set time and date (at reception extension **10** only):

- Press **FNC** key.
- Dial “ **9** ” then “ **#** ”.
- Move the cursor to the left using the “ ***** ” key and to the right using the “ **#** ” key.
- Adjust hours and minutes using the dial pad.
- Adjust AM/PM using the **Recall** key.
- Press **Hold** key.
- Adjust day of the week using the **Recall** key.
- Press **#** to move cursor to ‘day’ and enter correct day using dial pad.
- Press **Recall** key to select correct month.
- Press **#** to move cursor to ‘year’ and enter correct year using dial pad.
- Press **FNC** key to end.