

Intelligent Hybrid System



**TOPAZ**

**Single Line Telephone  
Quick Reference Guide**

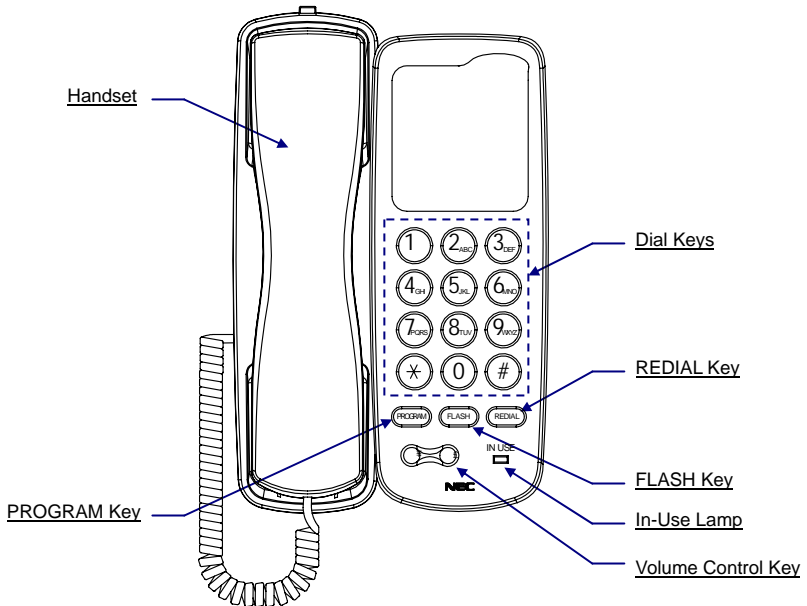
# Before using Your Telephone...

**Thank you for purchasing the NEC “Xen Topaz” system.**

Due to the flexibility built into the system, your **Dialling Codes and Feature Capacities** may differ from those in this guide. Check with your Supplier / System Administrator and make a note of any differences.

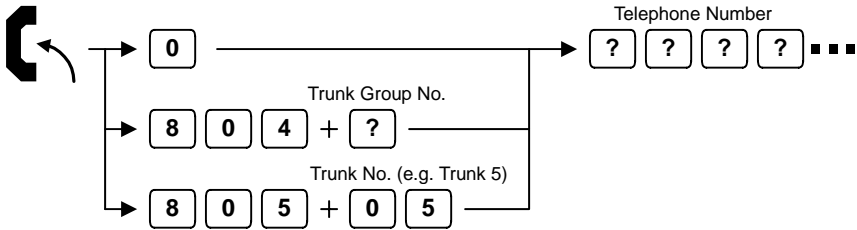
## Using Your Telephone

This User Guide describes general analogue Single Line Telephone (SLT) procedures. Refer to the User Guide included with your specific SLT for details on additional key functions.



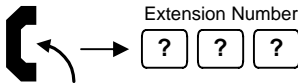
# Placing Calls

## Place an Outside Call



- ◆ Listen for Dial Tone before dialling a Telephone Number.
- ◆ In case the number of Trunk Group is more than 10, you should enter 3 digits (e.g. 011 : Group 11) after dialling "804". Ask your Supplier more details.

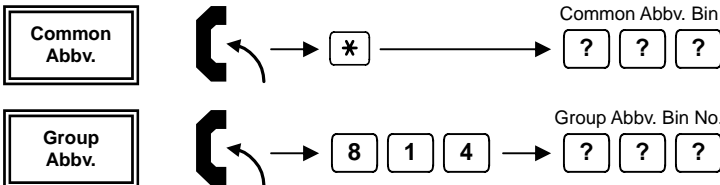
## Place an Intercom Call



- ◆ Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialling "1" changes voice/ring mode. (in case the destination is Key Telephone)

# Placing Calls Quickly

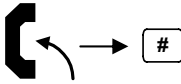
## Abbreviated Dialling <for Outside>



- ◆ The digit of Bin No. depends on the system setting. (0-9 / 00-99 / 000-999)
- ◆ Telephone Numbers shall be pre-registered to the system.
- ◆ System setting is necessary for Group Abbv. function. Ask your Supplier for more details.

# Placing Calls Quickly

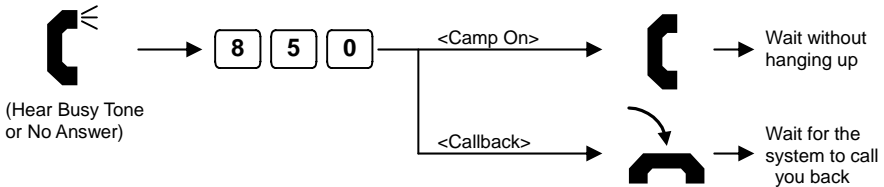
## Last Number Dialling <for Outside / Intercom>



- ◆ An Intercom Number can also be stored to LND. (System setting is necessary. Ask your Supplier.)

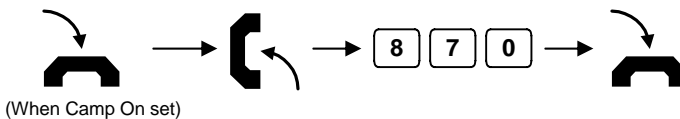
# If your call doesn't go through...

## Set Camp On / Callback



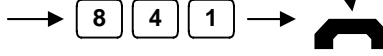
- ◆ <Camp On> In case of Intercom Call, when you hear ringing, wait for the called party to answer.  
In case of Outside Call, when you hear Dial Tone, begin telephone number dialling.
- ◆ <Callback> In case of Intercom Call, when your phone starts the ringing, lift handset and wait for the called party to answer.  
In case of Outside Call, when your phone starts the ringing, lift handset, hear Dial Tone, and begin telephone number dialling.
- ◆ This function is applicable when all trunks are busy condition. (not applicable for dialled outside party busy)

## Cancel Camp On / Callback

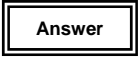


# If your call doesn't go through...

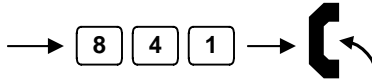
## Set / Answer a Message Waiting



(Hear Busy Tone or No Answer)

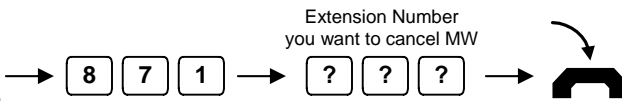


Your phone's Indicator is flashing



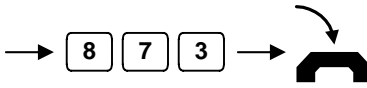
- ◆ When you set a MW, the called party's Indicator starts to flash.
- ◆ When you answer a MW, the Indicator shall automatically be off when the called party answers.

## Cancel Message Waiting (Cancel Individually - at originated extension)



Extension Number  
you want to cancel MW

## Clear all Message Waiting (at any extension)



- ◆ Clear all messages (you have left for other extensions and messages other extension have left for you).

# Answering Calls

## Answering an Outside / Intercom Call



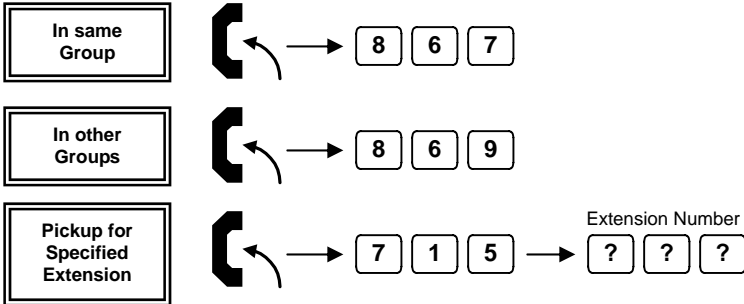
(Ringing)



- ◆ Each incoming call can have specified ringing pattern respectively. Ask you Supplier.

# Answering Calls

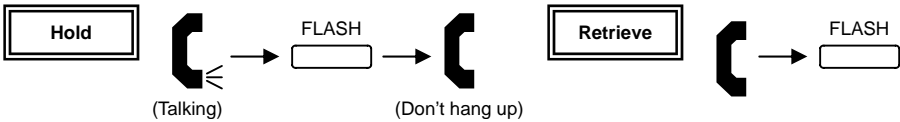
## Picking up a call for other Extensions



◆ System setting is necessary to make Call Pickup Group. Ask your Supplier.

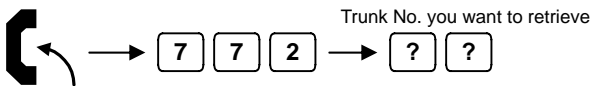
# Hold / Transferring Calls

## Holding a Call / Retrieving a own Held Call

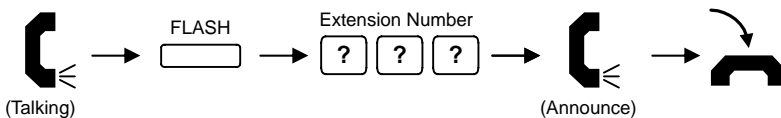


◆ If you go on hook, the held call will ring back.  
 ◆ This operation puts your call on Exclusive Hold. Other extension user can not take the call off Hold.

## Retrieve a held outside call

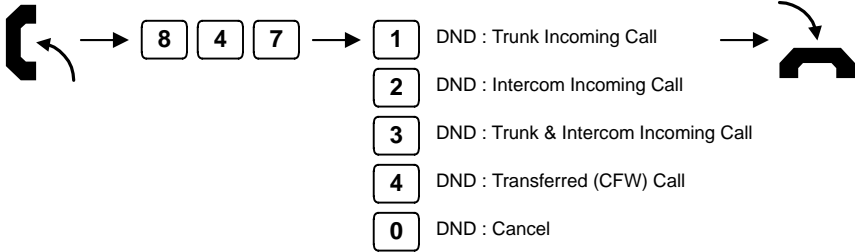


## Transferring a Call to the other Extension



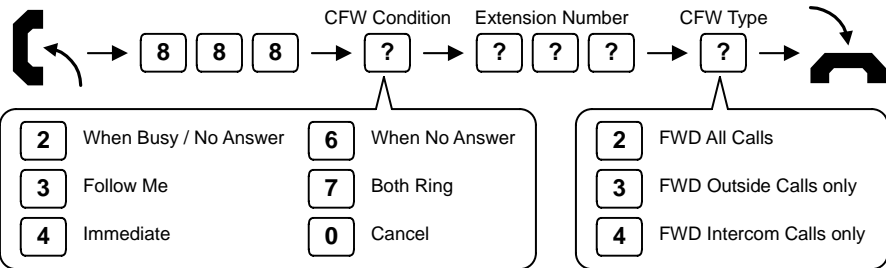
# For more convenient use...

## Do Not Disturb (DND)



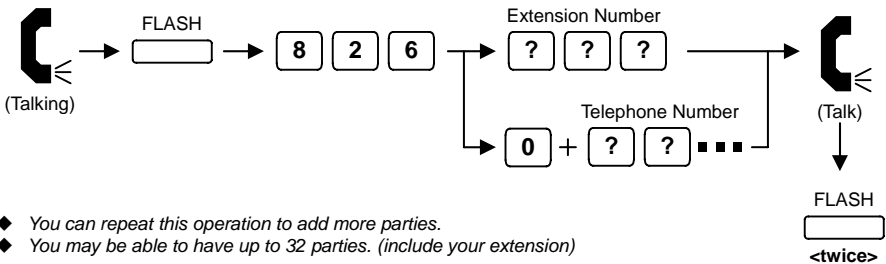
◆ When you set DND function, the Internal Dial Tone pattern is changed.

## Call Forwarding / Follow Me



◆ When you set Call Forwarding function, the Internal Dial Tone pattern is changed.

## Conference



- ◆ You can repeat this operation to add more parties.
- ◆ You may be able to have up to 32 parties. (include your extension)

Nothing contained in this manual shall be deemed to be, and this manual does not constitute, a warranty of, or representation with respect to, any of the equipment covered. This manual is subject to change without notice and NEC Business Solutions Ltd has no obligation to provide any updates or corrections to this manual. Further, NEC Business Solutions Ltd also reserves the right, without prior notice, to make changes in equipment design or components as it deems appropriate. No representation is made that this manual is complete or accurate in all respects and NEC Business Solutions Ltd shall not be liable for any errors or omissions. In no event shall NEC Business Solutions Ltd be liable for any incidental or consequential damages in connection with the use of this manual. This document contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be photocopied or reproduced without prior written consent of NEC Business Solutions Ltd.

Copyright © 2004 by NEC Business Solutions Ltd  
All Rights Reserved.