

NEC XN120 Handset

Quick Setup Guide



Changing the name on a handset

- Press **SPK key**
- Dial **800** – the handset will then display ICM dial
- **Enter your extension number**
- Key in the new name as you would when writing a text. (Press **#** once to use the same letter i.e. rr = r#r, and press **##** twice for a space, to delete letters press **CONF/DND**)
- When name is correct press **HOLD** and then **SPK**

Changing the time on a handset

- Press **SPK key**
- Dial **828**
- Enter 4 digits for 24 hr. time (e.g. for 3.45pm enter 1545)
- Press **SPK**

To set the ringing tone for your phone

- Press **CALL1** and **820** and **1** for intercom calls to your phone
- Press **CALL1** and **820** and **2** for outside calls to your phone
- Select tone required 1-8
- Press **SPK**

Do Not Disturb (DND)

- Press the **DND** and **1** to block your outside calls
- Press the **DND** and **2** to block Paging, internal calls, Intercom, call forwards & transferred outside calls
- Press the **DND** and **3** to block all calls
- Press the **DND** and **4** to block call forwards

To cancel:

- Press the **DND** and **0**
- Press the **SPK key**

To cancel features

- Press **SPK key**
- Press **720**
- Press **SPK**

This will cancel: Call Forward, Message Waiting, DND, Alarm Clock, Repeat Dial and Text Message.

Programming ABB dials

- Press the **SPK key**
- Then press **853**
- You now need to enter a 3 digit number which will be the phone number's ABB DIAL (e.g. 001)
- You now need to key in the phone number that you want to program (no **9** needed)
- Press **hold**
- Key in the new name as you would when writing a text. (Press **#** once to use the same letter i.e. rr = r#r, and press **##** twice for a space.)
- When you have finished press the **hold** key you should hear a beep
- Press **SPK key** or add the next abbreviated dial number.