

NEC XN120 Handset

Talk User Guide



External calls

- To make an external call go off hook* and dial **9** followed by the external number

AB dial calls

- To dial a number stored in the system memory, press the **DC** key followed by the appropriate 3 digit code, i.e. 000, 001, then go off hook to dial

Internal calls

- To make an internal call, go off hook and dial the required extension number

Transferring calls

- Put caller on **Hold**, key in required extension number and then hang up for unannounced transfer.
- If you wish to announce the call first, follow the procedure above, but wait for receiver to collect the call and then hang up. If the extension number is busy, unanswered or if the call is refused, press whichever **Call key** is flashing green to retrieve the call.

Call back

- If you call an extension and it is busy, dial **850** and hang up. Once the extension user has finished their call, your phone will start ringing. Go **off hook** and this will automatically redial the extension.

Last number redial

- Go off hook and press the **LND** key

Paging

- To make a paging announcement lift your receiver and dial 801 and the required paging zone, i.e. 1 for all areas

Group Pick-up

- To answer a call ringing in your group, pick up the received and dial **867** and press on the pre-programmed **pick up** key.

Do Not Disturb (DND)

- Press the **DND** and **1** to block your outside calls
- Press the **DND** and **2** to block internal calls
- Press the **DND** and **3** to block all calls

To cancel:

- Press the **DND** and **0**

Call forward

- To forward your calls to a colleague's extension, go off hook and dial **848 1** followed by their extension number. To cancel, go off hook and dial **848 0**.

Program a Function Key

- Go off hook and dial **851**. Press the feature key to be programmed followed by **01** to set an extension or external number, followed by that number. Press Hold and replace the handset. (If you wish to program an external number, remember to insert a **9** in front of the number.)