QualTel
Business Telephone Systems

NEC UX5000 Telephone System User Guide
(with OUT-PARK configuration)

INTERCOM FEATURES

How to intercom a co-worker:
1. Lift handset (optional)
2. Press **HOTLINE** key for co-worker
--or--
2. Enter the three-digit extension number
3. Begin speaking after tones

How to intercom all extensions at once (paging):
1. Lift handset
2. Dial **8010**
3. Begin speaking after tones

How to make intercom calls to your phone ring:
1. With handset in cradle, press **CALL 1**
2. Dial **823**
3. Press **SPK**

How to make intercom calls to your phone go to speakerphone:
1. With handset in cradle, press **CALL 1**
2. Dial **821**
3. Press **SPK**

MAKING OUTGOING CALLS

How to make an outgoing call:
1. Lift the handset
2. Press an available (unlit) OUT key
3. Dial number

How to redial:
1. Lift the handset
2. Press an available (unlit) OUT key
3. Press **LND** (Last Number Dialed)

How to make a conference call:
1. Establish the first call
2. Press **CONF**
3. Establish the second call
4. Press **CONF**
5. Press **CONF** again to establish three-way conference call
--or--
5. Establish third call
6. Press **CONF** twice to establish four-way conference call

HANDLING INCOMING CALLS

How to answer an incoming call:
1. If the call is ringing at your extension, lift the handset
--or—
1. If the main line is ringing, lift handset and press slowly-blinking line key
--or--
1. If the call is ringing at another extension, lift the handset, press * * and the three-digit extension number of the ringing phone

How to put a call on PARK (so any other extension can pick it up):
 1. While on call, press available (unlit) **PARK** key
 2. Hang up

How to put a call on HOLD at your extension (no one else can pick it up):
1. While on call, press **HOLD**
2. Hang up
3. To retrieve call, press blinking **OUT** key

How to transfer a call to a co-worker:
1. While on call, press **HOLD** (do not hang up)
2. Press the co-worker's **HOTLINE** key
--or--
2. Dial the co-worker's **three-digit extension** number
3. Announce call (optional)
4. Hang up (call will ring the co-worker's extension; if not answered, the call will automatically go to the co-worker's voicemail)

How to transfer a call directly to a co-worker's voicemail:
1. While on call, press **HOLD**
2. Press the **VMsg** soft key
3. Press the co-worker's **HOTLINE** key
--or--
3. Dial the co-worker's three-digit extension number
4. Hang up

PERSONALIZING YOUR EXTENSION

How to put your extension in do not disturb:
1. Press the **DND** key
2. Select the **DND** option:
--Press **1** to block only outside calls
--Press **2** to block internal (intercom) calls
--Press **3** to block all calls
--Press **4** to block only transferred calls
--or--
2. Wait for confirmation tone (about 10 seconds). System automatically chooses option 3.

How to cancel do not disturb:
1. Press the **DND** key
2. Press **0** to cancel
--or--
2. Wait for confirmation tone (about 10 seconds). System automatically cancels DND.

How to program personal speed dials:
1. With handset in cradle, press **CALL 1**
2. Dial **855**
3. Dial bin number (1-9, 0)
4. Dial **9** and the telephone number (include 1 + area code for long distance)
5. Press **HOLD**
6. Enter **name** if desired (see other instructions)
7. Press **HOLD**
8. Press **SPK** to finish
--or--
8. Repeat steps 3 through 7 to program more speed dials
9. Press **SPK** to finish

How to use personal speed dials:
1. Press **CALL 1**
2. Dial **#7** plus the bin number (1-9, 0)

How to program a function key for extension or speed dial number:
1. With handset in cradle, press **CALL 1**
2. Dial **851**
3. Press an available function key
4. Dial **01**
5. Dial **three-digit** extension or 9+number for speed dial
6. Press **HOLD**
7. Press **SPK** to finish