



NEC UX5000 Multibutton Telephone

User Features

KEYS ON YOUR PHONE:

SOFT KEYS – Under the display
CHECK – Check programming on keys
CLEAR – Exit key
FUNCTION KEYS – Keys with lights
CALL1 – Intercom key
CALL2 – 2nd Intercom key
DND – Do Not Disturb
MENU – For system programming
DIAL – Access to system speed dial
FLASH – Used with line features
MIC – Mute for speaker phone
LND – Last Number Dialed (Redial)
DIR – Directory dialing from display
HOLD – Hold/Transfer key
SPK – Speaker
CONF – Conference

TO PLACE AN INTERNAL CALL:

Lift handset or press **SPK**
Dial **extension**
or
press **DSS** (Direct Station Select) key

TO TRANSFER A CALL:

With call in progress
Press **DSS** button
Announce call (optional)
Hang up
OR
with call in progress
Press **HOLD**
Dial **extension**
Announce call (optional)
Hang up

TRANSFER CALL TO VOICEMAIL:

With call in progress
Press **HOLD**
Press **VMSG** in interactive display
Press **DSS** button or ext. #
Hang up

TO PICKUP CALLS FROM NON-RINGING PHONE:

Press * # from any phone
Note: This will pickup phone that has been ringing the longest.
****Ext.** will pick-up a specific extension

TO MAKE CALL WITH ABBREVIATED DIALING/DIAL BY NAME DIRECTORY:

Press **Dir** using soft keys
Press **ABB**
Use dial pad to access first letter
Scroll up or down using arrow keys
When desired number is displayed lift handset or press **SPK**

TO PLACE YOUR PHONE INTO DO NOT DISTURB:

Press **DND** key
Press **1** for external calls ONLY
Press **2** for internal calls ONLY
Press **3** for all calls
Press **0** to cancel
Note: If **DND** key is pressed without entering a code, in ten seconds it will automatically go to **DND** all calls, by pressing **DND** again and waiting ten seconds it will automatically cancel.



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GROUP LISTEN:

With call in progress on handset/headset

Press **SPK** key **twice**

Note: Call is heard through speakerphone although conversation is continued through handset. Caller cannot hear anything through speaker.

TO CHANGE RING TONES:

Press **call1** key

Dial **820**

Press **2** for external ring tone

Dial code for the ring pattern (1-8)

Press **SPK** to hang up

TO PLACE A CONFERENCE CALL:

With call in progress

Press **CONF** key

--*to dial an internal party*

Press **DSS** key or dial **extension**

Wait for party to answer

Note: For internal party to be active on the call – they must lift the handset.

--*to dial another outside party*

Dial **9** or press available line key

Dial **number**, wait for party to answer

Press **CONF**

Continue adding people via steps above OR

Press **CONF** again to bring together

Note: Max is 32 parties.

TO PROGRAM FUNCTION KEYS:

Press ↓

Press **Prog** using soft key

Press ↓↓

Press **Fctn**

Press **Function Key** to program

Dial **code** for corresponding function (see below)

Press **HOLD**

01 and ext = DSS (Direct Station Select)

01 and 9+phone number = speed dial

05 = Headset key

48 = Voice Over

77 and ext = Voicemail Box key

78 = Record

40 = Handset Mute

TO CLEAR FUNCTION KEYS:

Press ↓

Press **Prog** using soft key

Press ↓↓

Press **Fctn**

Press **Function Key** to Clear

Dial **00**

Press **SPK**

VOICEOVER:

Dial busy **ext** or press busy **dss** key

Press **Voiceover** key

Converse

Note: Voiceover is used when you need to get through to someone already on another call. This produces a muted second voice during their call.

TO ANSWER VOICEOVER:

Press and continually hold **voiceover** key

Converse with Voiceover party

Release button to return to initial call