



- Nitsuko DX - Digital Basic Operating Instructions

TO MAKE AN OUTSIDE CALL

OFF HOOK DIALLING

1. Pick up handset.
2. Press "0" or select line key.
3. Dial number.

ON HOOK DIALLING

1. Press line key.
2. Dial number.
3. Lift handset if required.

TO ANSWER AN OUTSIDE CALL

- ** If the phone is ringing pick up handset
- ** If the phone is not ringing
 - a.) Lift handset.
 - b.) Press fast flashing red line key.

TO CALL AN INTERNAL EXTENSION

1. Pick up handset or press "SPK".
2. Dial extension number
OR
3. Press "DSS" key particular to extension.

TO PLACE CALLS ON HOLD & RETRIEVAL

1. Press "Hold" key.
(line key will flash green on your handset)

To retrieve the call

1. Lift handset or press "SPK".
2. Press flashing line key.

TO TRANSFER CALLS TO OTHER EXTENSIONS

1. Press "Hold" key.
2. Make an internal call.
3. Announce call (optional).
4. Press "TFR" to send call.

TO CALL FORWARD TO AN INTERNAL EXTENSION

** Press call forward key (if available)

1. Dial "SPK" and "848".
2. Press "1" set. "0" to cancel.
3. Dial extension to be forwarded to.
4. Press "SPK" key
To Cancel, as above select cancel.

TO PROGRAM EXTENSION NAME

1. Press "SPK".
2. Type "800".
3. Use F1 to enter name (max 10 digits)
i.e. F1 = ABCD
F2 = EFGH
4. Press "check" between each letter to enter.
5. When complete press "HOLD".
6. Press "SPK" to exit.

TO ADJUST VOLUMES

SPK Volume : Use Vol ^ v to adjust when on speaker
Handpiece Volume : Use Vol ^ v to adjust when on handpiece
Ring Volume : Use Vol ^ v to adjust when ringing

PREVIEW DIAL (Display phones only)

Enable number to be previewed before dialling

1. Dial "0" for a line
2. Dial phone number (for preview)
3. Press "CL1" or "CL2" key to initiate call.

PROGRAMMING FUNCTION KEYS

1. Select "CL1" Key
2. Type "851" on keypad
3. Select key to be function key
4. Type in function code, see attached list in back of Nitsuko concise instruction manual
5. Press "SPK" to escape

SET ONE TOUCH SPEED DIAL

1. Press "CL1" key
2. Type "855"
3. Select one touch key (top 10 keys)
4. Enter phone number with a "0" at the beginning
5. Press "SPK" to exit

TO USE ONE TOUCH SPEED DIALS

1. Press programmed one touch key
2. Lift handset or remain on handsfree (display phones only)

TO STORE SYSTEMS SPEED DIALS

1. Press "SPK"
2. Dial "853"
3. Enter abbreviated number (3 digits beginning with 001)
4. Enter phone number
5. Press "hold" to enter
6. Enter name using F1 – F10 for entry using "check" between each letter)
7. Press "hold" to enter
8. Press "SPK"

TO ACCESS SYSTEM SPEED DIALS

1. Press "DC" key
2. Dial Abbreviated number (001)
3. Press a line key
4. Pick-up handset (optional)

REPEAT DIALLING ON BUSY

1. Press "DC" key
2. Press "LND" key whilst on call
3. Hang -up
4. To cancel lift and replace handpiece to cradle

VOICE TO SIGNAL INTERCOM

When dialing another extension to change from signal to voice intercom dial "1"

TO ADJUST RING TONE (3 OPTIONS AVAILABLE)

1. Press "SPK" key
2. Type "820"
3. Dial "1" for internal, Dial 2 for external
4. Select "1", "2", or "3" for tone of ring
5. Press "SPK"

TO ADJUST INTERCOM ANSWERING METHOD

1. Press "SPK"
2. Dial "821" for voice answer
3. Dial "823" for ring answer

TO LEAVE MESSAGE WAITING

1. When extension is busy or unanswered
2. Dial "841" or assigned message function key
3. Hang-up
Message wait light will flash at that extension and you MW lamp will flash slowly

MESSAGE ANSWER

If your message wait (MW) light is flashing rapidly

1. Lift handset
2. Dial "841" or assigned function key
The extension which left the message wait will ring and message wait will be cleared

TO CLEAR ALL MESSAGES LEFT

1. Press "SPK"
2. Dial "873"
3. Press "SPK"

LAST NUMBER REDIAL

1. Press line key or "SPK" key
2. Press "LND"

TO MAKE CONFERENCE CALLS

(conference key must be assigned, see programming function keys)

1. Establish first party
2. Press conference key
3. Establish second party
4. Press conference key twice

BACKGROUND MUSIC ON/OFF

1. Press "SPK"
2. Dial "825"
3. Press "SPK"

PAGE INTERNAL (all zones)

1. Lift handset
2. Dial "801" or function key
3. Dial applicable zone number 1-8 "0" for all zones

PAGE EXTERNAL

1. Lift handset
2. Dial "803" or function key
3. Dial zone 1-8 or "0" for all zones

SETTING TIME & DATE

1. Dial "SPK" "828"
2. Dial "0000"
3. Enter Year (two digits)
4. Enter Month (two digits)
5. Enter Date (two digits)
6. Dial day of the week 0=Sun, 6=Sat
7. Dial Hour (24 Hour)
8. Dial minutes
9. Dial "SPK"

CALL PICK UP

To pick up a call ringing on another extension

1. Lift handset
2. Dial "716" or function key
3. Dial specific extension number

HEADSET OPERATION ON/OFF

1. Dial "SPK"
2. Dial "834"
3. Dial "SPK" to exit

KEY TOUCH TONES ON/OFF

1. Dial "SPK"
2. Dial "824"
3. Dial "SPK" to exit