

**Keyphone User Guide – For NS systems**

- Dial 9 for an outside line. For hands-free operation press SP-PHONE button.
- To record your personal voicemail message, please follow these steps:-
  - 1) Lift handset
  - 2) Dial 500
  - 3) Choose option 4, then 1, then 1
  - 4) Record your message after the tone
  - 5) Press 1 to end, press 1 to review, press 2 to accept
  - 6) Hang up

To retrieve NEW Messages:-

- Lift handset
- Press message button
- Listen to message and then follow the prompts to delete etc
- Hang up when finished

For OLD messages

- Lift handset
- Dial 500
- Press 1 then press 2, follow prompts to delete etc
- Hang up when finished

VoiceMail Message Button – If lit red indicates that you have a new voicemail message

To increase the handset volume or hands free volume using SP-Phone, up to increase, down to decrease

SP-Phone – Speaker phone or hands-free dialling

To transfer a call, press the transfer button, dial the extension number, announce the call then hang up.

If no reply, press the transfer button again to retrieve the call.

HOLD BUTTON – press to put the caller on Hold – The line button flashes green indicating the call is on hold. To retrieve the call press the flashing green button.

**Conferencing Calls**  
 Dial the first person, press transfer, Dial internal or external party, press transfer 3 to connect the conference