



NBX™ Quick Reference

Place an Internal Call

1. Pick up the handset or press the **SPEAKER** button.
2. Dial an extension number.
To end a call, hang up the handset or press **SPEAKER** again.

Place an External Call

1. Pick up the handset or press the **SPEAKER** button.
2. Dial the number. (You might need to first dial 8 or 9 to reach an outside line.)
To end a call, hang up the handset or press **SPEAKER** again.

Transfer (Announced)

1. While on a call, press the **TRANSFER** button.
2. Dial the number that you want to transfer the call to.
3. When the party answers, announce the call.
4. Press **TRANSFER** again, and then hang up.

Transfer (Unannounced)

1. While on a call, press the **TRANSFER** button.
2. Dial the number you want to transfer the call to.
3. When you hear ringing, press **TRANSFER** again, and then hang up.

Conference

1. While on the first call press the **CONFERENCE** button.
2. Place a call to an additional party, wait for that party to answer, and then press **CONFERENCE** again.
3. Repeat steps 1 and 2 to add another party.

A conference can include up to 4 parties, either internal or external, as long as there is at least one internal party. The conference ends when the last internal party hangs up. You must have an available line to add parties to a conference.

Conference Options

- To place a conference call on hold press **HOLD**. The other parties can still talk to each other, but they cannot hear you.
- To transfer a conference, press **TRANSFER**. Dial the number you want to transfer the call to, then press **TRANSFER** again. activates. Handsfree works with internal calls only.

Handsfree Answer on Intercom

- Press the **HANDSFREE** button.
When a call arrives, a tone sounds, and the speakerphone activates. Handsfree works with internal calls only.

Hold

- To place a call on hold, press the **HOLD** button.
- To return to the call, press the Access button where the call is held.

Volume

- To raise or lower the Handset volume, press the volume control buttons repeatedly while the handset is off hook.
- To raise or lower the Speaker volume, press the **SPEAKER** button, and then press the volume control buttons.
- To raise or lower Ringer volume, press the volume control buttons while the phone is ringing.

Mute

- While on speakerphone, press the **MUTE** button. You can hear the caller, but the caller cannot hear you.
- To enable the microphone, press **MUTE** again.
The Mute feature works with the speakerphone only.

Call Park - Park a Call

1. With an active call, press the **FEATURE** Access button.
2. Dial the Call Park Feature Code, 444.
3. Dial a Call Park Extension.
The system reserves 601-609 as Call Park Extensions but your local administrator can create more.

Call Park - Pick Up a Parked Call

- From any phone, dial the active Call Park Extension.

Ringtone Selection

1. Use a web browser (Netscape or Internet Explorer) to connect to NetSet™. Use your extension number as the username and type your personal password.
2. On the Personal Settings page, click the **Ringer Tones** tab
3. Choose one of nine different Ringer Tones, and then click the Apply button. (The Ringer Tone sets the tone frequency. The administrator can set different ring cadences for internal and external calls.)

Personal Speed Dial List

1. Use a web browser (Netscape or Internet Explorer) to connect to NetSet. Use your extension number as the username and type your personal password.
2. On the Personal Settings page, click the **Speed Dials** tab, and then click the Personal button.