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HOW TO PROGRAM FUNCTION KEYS

(for *NEC Aspire and UX* Telephone Systems)

1. Leave the handset in the cradle.
2. Press **CALL1** and dial **851** (if the code you need is 2 digits).ⁱ
3. Press the key you want to program.
4. Press the 2-digit code for the function you want. A few common function codes are in the box below.

<i>code</i>	<i>feature</i>	<i>description</i>
05	Headset	Enabling or disabling your headset.
40	Microphone cutoff	Muting the handset.
77 + ext.	Voicemail	Logging into your voicemail
78	Voicemail Record	Record your conversation into voicemail
34	Barge-In	"Barging in" on a co-worker's conversation
16	Call Forwarding	Forwarding your calls
01 + ext. + Hold	Hotline	Use this key to place a call to a "hotline partner" (at the extension you program).

5. Press 'Speaker' to hang up.

TO CLEAR THE KEY OF PREVIOUS PROGRAMMING

Leaving the handset in the cradle,

- a) press **CALL 1**
- b) press **851** (if clearing a 2-digit code). Use **852** to clear a 3-digit code).
- c) press the key in question
- d) press **00 or 000** (two zeros to clear a 2-digit, three zeros to clear a 3-digit)
- e) wait for the beep

ⁱ Use **852** to program a three digit code (none of the 3-digit codes are listed here).