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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).<sup>i</sup>
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>  |
|-----------------------------|-------------------|---|
| <b>05</b>                   | Headset           | Enabling or disabling your headset.   |
| <b>40</b>                   | Microphone cutoff | Muting the handset.   |
| <b>77 + ext.</b>            | Voicemail         | Logging into your voicemail   |
| <b>78</b>                   | Voicemail Record  | Record your conversation into voicemail   |
| <b>34</b>                   | Barge-In          | "Barging in" on a co-worker's conversation  |
| <b>16</b>                   | Call Forwarding   | Forwarding your calls   |
| <b>01 + ext.<br/>+ Hold</b> | 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

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