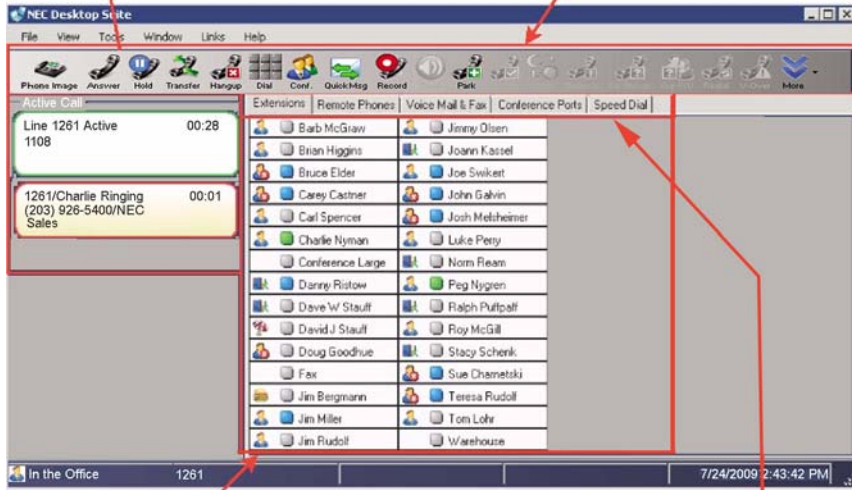


# NEC UX Desktop Suite Quick Reference Guide

Active Call List:  
Green = Active  
Red = In Cue

Access to Terminal Features  
(modify in Tools -> Preferences ->  
Tool Buttons)



Presence Status  
Shows Extension Condition -  
Busy, Forward, Idle, Do-Not-Disturb

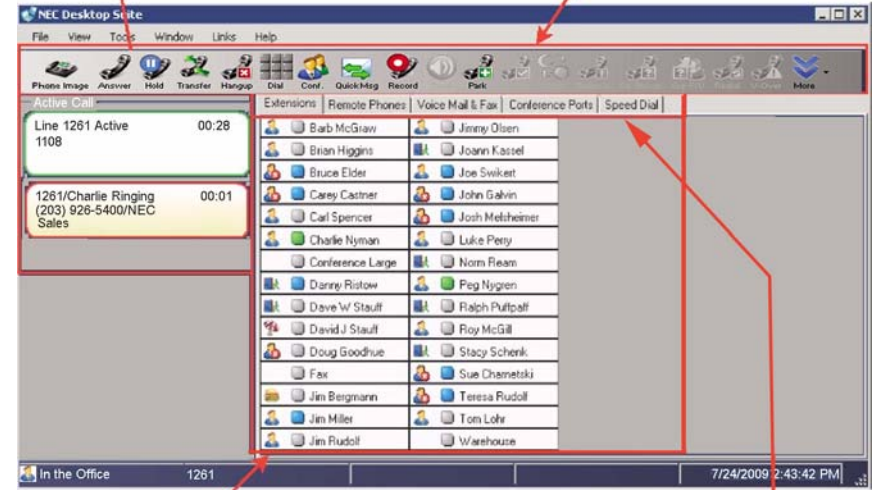
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The complete user guide can be found under Help -> Contents and Index.

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Shelton, CT 06484  
[www.necux5000.com](http://www.necux5000.com)

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## NEC UX Desktop Suite Quick Reference Guide

### Busy Lamp Indications

-  Gray = Idle
-  Red = Do Not Disturb
-  Blue = Forwarded
-  Green = Busy (flashing indicates ringing)

To change the label format, select Tools -> Preferences -> BLF/DSS.

Change *Label Format* and/or *Name Display for DSS/BLF Format* to suit your preferences.

### Changing Your Presence

1. Right-mouse click on your name.
2. Mouse-click on *Set Presence*.
3. Choose the settings that best fit your situation.

Note: Some users may have the ability to set Presence for others.

### Setting Your Presence Profiles

1. Right-mouse click the lower right of the desktop screen (the area shows your current presence status).
2. Select *Set Details*.
3. Choose the settings that best fit your situation.

These settings are retained. To quickly select one of these presence profiles, right-mouse click on the current presence setting in the lower right of the screen and choose another profile.

### Modifying Phone Message / Quick Message Settings

Select Tools -> Preferences -> Quick Message (or Phone Message). Modify or add *Message* or *Responses* to suit your needs. Note: These settings are shared.

### Call Handling

A green call box indicates an active call. To transfer this caller, simply mouse-click any user's icon. To modify call transfer options, select Tools -> Preferences -> Shortcuts. Mouse-click a red caller to make that the active call.

### Extension Groupings (if activated)

Mouse-click any of the extension groups to bring focus to that group. To modify/setup Groups, select Tools -> Preferences -> BLF/DSS. Modify BLF Groups settings.

Note: Modifications are system-wide.

### Telephone Features

Mouse-click the icon to activate a terminal feature from your PC. A grayed out icon means the feature is currently not available. To modify the feature icons, select Tools -> Preferences -> Tool Buttons.

### Directory/Contact Lists





To set up the Directory/Contact Lists, select Window -> Directory. There are three (3) directories: *Directory* is a listing of the extensions on the system (do not modify). *Contacts* is a shared listing of external phone numbers (modify only if authorized). *Personal* is your list to use as you please. These lists can be added to the extension groupings for easy access.

### Screen Pops / Dialing From a Third-Party Application (Such as Outlook)

To activate screen pops or dial out of a 3rd-Party application, select Tools -> Preferences -> Screen Pop. Choose the settings that fit your applications (assistance from your network administrator may be necessary).

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