

# Telephone User Guide

## NEC – Dterm SERIES i

### For NEC 2000 PBX

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| <b>Internal Calls .....</b>  | <b>Dial the 4 digit extension number</b>  |
| <b>Local Calls .....</b>   | <b>Dial 9 + number</b>  |
| <b>Long Distance .....</b>   | <b>Dial 9 + 1 + area code + number</b>  |
| <p><b><u>SPKR BUTTON</u></b><br/>         Allows you to have a conversation, without lifting handset</p> <p><i>*Use with caution</i></p>   | <p><b><u>LAST NUMBER REDIAL</u></b><br/> <i>Your last 5 numbers can be dialed automatically</i></p> <ol style="list-style-type: none"> <li>1. Press <b>REDIAL</b>, last number dialed is displayed</li> <li>2. Press <b>REDIAL</b> until desired number is displayed</li> <li>3. Press the * key and the number is dialed</li> </ol>  |
| <p><b><u>HOLD</u></b></p> <ol style="list-style-type: none"> <li>1. You have a caller on the line</li> <li>2. Press <b>HOLD</b> (See flashing line)</li> <li>3. To return to call press into the flashing line to reconnect caller</li> </ol> <p>Note: If you leave the call on hold too long, the system will remind with a recall ring</p>   | <p><b><u>EXCLUSIVE HOLD</u></b><br/> <i>Can be retrieved only from your set</i></p> <ol style="list-style-type: none"> <li>1. You have a caller on the line</li> <li>2. Press <b>HOLD</b> key twice</li> <li>3. Return to caller, press the flashing line</li> </ol> <p>*Caution: pressing the hold too hard will place the call on Exclusive hold</p>  |
| <p><b><u>TRANSFER</u></b><br/> <i>Transfer one line to another</i></p> <ol style="list-style-type: none"> <li>1. You have caller on the line</li> <li>2. Press <b>TRANSFER</b>, hear stutter dial tone</li> <li>3. Dial extension number, wait for answer</li> <li>4. Announce call privately, hang up</li> <li>5. If unable to transfer because busy, no answer or dialing error, press <b>TRF</b> again to return to caller</li> </ol> <p>Note: If Voice Mail answers and you want to disconnect, press *0</p> | <p><b><u>CONFERENCE CALL</u></b><br/> <i>Allows three parties on the line</i></p> <ol style="list-style-type: none"> <li>1. You have caller on line</li> <li>2. Press <b>TRANSFER</b>, hear stutter dial tone</li> <li>3. Dial the number to be added (internal/external)</li> <li>4. Press <b>CONF</b> to join all three parties</li> </ol> <p>Note: If you are the only internal party and you hang up, the conference call will end.</p> |
| <p><b><u>CALL FORWARD ALL CALLS</u></b></p> <ol style="list-style-type: none"> <li>1. Get Dial tone</li> <li>2. Dial *3 or press <b>FWD</b> (forward) key</li> <li>3. Enter suitable extension, <b>FWD</b> light will stay on</li> <li>4. To cancel, lift handset, press <b>FWD</b> key, or **3</li> </ol>   | <p><b><u>CALL FORWARD NO ANSWER</u></b></p> <ol style="list-style-type: none"> <li>1. Get dial tone</li> <li>2. Dial *6, or press <b>FWD NA</b></li> <li>3. Enter extension, <b>FWD NA</b> light will stay on</li> <li>4. To cancel, lift handset, press <b>FWD NA</b> key, or **6</li> </ol>   |
| <p><b><u>CALL FORWARD BUSY</u></b></p> <ol style="list-style-type: none"> <li>1. Get dial tone</li> <li>2. Dial *8, or press <b>FWDBY</b></li> <li>3. Enter extension, <b>FWDBY</b> light will stay on</li> <li>4. To cancel, lift handset, press <b>FWDBY</b> key,</li> </ol>   | <p><b><u>VOICE CALL</u></b></p> <ol style="list-style-type: none"> <li>1. Dial extension number</li> <li>2. When ringing starts, press <b>VOICE</b></li> <li>3. Speak to user on other end</li> </ol> <p>Note: When receiving a voice call, there is no</p>   |

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| or **8   | need to pick up handset   |
| <p><b><u>SAVE &amp; REPEAT (S&amp;R)</u></b><br/> <i>Save a number, to be dialed later</i></p> <ol style="list-style-type: none"> <li>1. Dial outside number, receive answer, busy or no answer</li> <li>2. Press <b>S&amp;R</b>, light is on</li> </ol> <p><i>To dial saved number</i></p> <ol style="list-style-type: none"> <li>1. Lift handset</li> <li>2. Press <b>S&amp;R</b></li> </ol>   | <p><b><u>UP/DOWN ARROW KEYS ▲ ▼</u></b></p> <p><b>LCD Contrast</b> – Press up or down arrow while idle</p> <p><b>Speaker/Receiver volume</b> – Press up or down arrow during conversation</p> <p><b>Ringer Volume</b> – Press up or down key during ringing</p>   |
| <p><b><u>PICKUP</u></b><br/> <i>Answers any ringing ext. in your group</i></p> <ol style="list-style-type: none"> <li>1. Hear ringing extension in group</li> <li>2. Get dial tone, press <b>PICKUP</b> or *4</li> <li>3. Caller is automatically on line</li> </ol>   | <p><b><u>DIRECTED CALL PICKUP</u></b><br/> <i>Answers a specific ringing ext. anywhere</i></p> <ol style="list-style-type: none"> <li>1. Hear ringing extension number</li> <li>2. Get dial tone, Dial #4 plus ringing ext.</li> <li>3. Caller automatically on line</li> </ol>   |
| <p><b><u>STATION SPEED DIAL</u></b></p> <p><b>To store a number</b></p> <ol style="list-style-type: none"> <li>1. Do Not Lift Handset</li> <li>2. Press <b>FEATURE</b> button</li> <li>3. Press desired Speed Call Button where number is to be stored</li> <li>4. Dial number to be stored (include 9)</li> <li>5. Press <b>FEATURE</b> again, display shows SPD SET</li> </ol> <p><b>To use stored number</b></p> <ol style="list-style-type: none"> <li>1. Lift handset or press <b>SPEAKER</b></li> <li>2. Press Bin Button</li> </ol> | <p><b><u>CALL PARK</u></b><br/> <i>Hold a call that can be picked up anywhere</i></p> <p><b>To Park a call</b></p> <ol style="list-style-type: none"> <li>1. While call on the line, press <b>TRF*2</b></li> <li>2. Hear confirmation tone</li> </ol> <p><b>To retrieve at another extension</b></p> <ol style="list-style-type: none"> <li>1. Get dial tone</li> <li>2. Dial #2 plus the ext you set park</li> <li>3. Caller is on line</li> </ol> <p><b>To retrieve at same set</b></p> <ol style="list-style-type: none"> <li>1. Get dial tone</li> <li>2. Dial **2</li> </ol> |
| <p><b><u>FEATURE BUTTON</u></b></p> <p><b>FEATURE</b> + 1 = Turns MIC on and off<br/> <b>FEATURE</b> + 2 = Adjusts handset receiver vol.<br/> <b>FEATURE</b> + 3 = Selects ringing tone (4 choices)<br/> <b>FEATURE</b> + 4 = Transmission/receiving volume</p>  | <p><b><u>SOFT KEYS</u></b></p> <p><b>Headset</b> – Press to activate Headset Operation<br/> <b>Mic</b> – To Activate or Deactivate Microphone<br/> <b>Help</b> – Press Help and the Soft key for information<br/> <b>Exit</b> – Press to exit Help Program<br/> <b>OHROFF &amp; OHRON</b> – Turns off and on Ringing of other extension on set (while on the phone)<br/> <b>MUTE</b> – Use to mute Handset, Headset or Speaker</p>  |

