

Telephone User Guide  
NEC SERIES E D-TERM  
FOR NEC 2000 PBX

**FIXED BUTTONS:**

*FEATURE BUTTON*

Feature button activates:

- Feature + 1 = Turns MIC on or off
- Feature + 3 = Selects ringer tone (3 different tones)

*CALL HOLD*

- Press Hold, light will flash on held line
- To retrieve, lift handset and press into flashing line key

*EXCLUSIVE HOLD*

- Press Hold button twice. Held line will flash on your set. It will be a steady light on sets that have appearance of same number. Only you are able to retrieve call from hold.

*CALL TRANSFER*

- Press transfer button, receive interrupted dial tone, dial extension number

NOTE: To announce the call transfer, wait until the called party answers, announce the call and replace handset.

- If unable to complete transfer, press transfer key again and you will be connected with your original call. If voice mail is activated, dial 0\*. Voice mail will turn off and automatically return original call to you.

*CONFERENCE CALL*

- Press transfer button
- Dial second party (internal or external)
- When second party answers, press CONF button.

*CALL PARK*

- Press transfer button, original party will be placed on hold and you will receive interrupted dial tone
- Dial \*\*2, a 2 digit code will appear in your display 00-19 (this is the park location)
- To retrieve Call Park from your phone or a remote location, lift handset and dial \*2 plus the two digit park code 00-19, you are connected to the parked call

*SAVE AND REPEAT BUTTON*

To save a specific number after dialing

- Press Save # button, replace handset

To access saved number

- Lift handset, press S & R button, the saved number will be re-dialed

#### *LAST NUMBER REDIAL BUTTON*

- Lift handset, press redial button, then #
- The last dialed number will be re-dialed
- If the dialed number displayed is not the desired number, press the redial button until the desired number is displayed. You may do this for the last 5 numbers dialed.
- When the desired number is displayed, press #, the number will be re-dialed

#### *SPEED DIAL BUTTON-SET*

- Press CONF
- Press desired speed call storage button
- Dial number
- Press CONF button

#### *TO VERIFY*

- Do not lift handset
- Press CONF button
- Press speed call storage dial button
- The stored number will be displayed

#### *TO PLACE A CALL ON SPEED DIAL BUTTON*

- Lift handset
- Press speed call button where number is stored

#### *ARROW BUTTONS ▲ ▼*

(These buttons have several functions)

- With the handset down, they adjust the brightness on the display
- With speaker button pressed, they adjust volume of speaker
- With handset lifted, they adjust the volume of incoming speech
- When phone is ringing, they adjust the ringing volume

## **OPTIONAL BUTTONS**

### *TO ACTIVATE CALL FORWARD NO ANSWER*

- Lift handset, press CFNA (or dial \*6) receive interrupted dial tone
- Dial extension number where calls are to forward, receive set tone
- Replace handset

### *TO CANCEL CALL FORWARD NO ANSWER*

- Lift handset, press CFNA plus \* (or dial \*\*6) receive set tone

### *TO ACTIVATE CALL FORWARD BUSY*

- Lift handset, press CFB button (or dial \*8) receive interrupted dial tone
- Dial extension number where calls are to forward, receive set tone
- Replace handset

### *TO CANCEL CALL FORWARD BUSY*

- Lift handset, press CFB plus \* (or \*\*8) receive set tone

### *TO ACTIVATE CALL FORWARD – ALL CALLS*

- Lift handset, press CFA button (or dial \*3) receive interrupted dial tone
- Dial extension number where calls are to forward, receive set tone
- Replace handset

### *TO CANCEL CALL FORWARD – ALL CALLS*

- Press CFA plus \* (or dial \*\*3) and receive set tone

### *CALL PICKUP (Must be in a pre-designated pickup group)*

- Lift handset, press Pickup button or dial \*4
- You will be connected to the incoming call ringing at an extension in your pickup group

### *DIRECTED CALL PICKUP (Able to pick up a specific ringing telephone)*

- Lift handset, dial #4 plus ringing extension number
- Incoming call is connected to your extension

### *CALL BACK – SET*

- If you have a call back button
- Press CB button, receive set tone
- Replace handset
- NOTE: When busy station becomes idle, your telephone will ring
- Lift handset (the extension will be re-dialed for you)

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