

Telephone User Guide
NEC SERIES 3 D-TERM
FOR NEC 2000 PBX

FIXED BUTTONS

FUNCTION BUTTON

Function button activates:

- FNC + 1 = Turns MIC on or off
- FNC + 3 = Selects ringer tone (three 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 TRF button, receive interrupted dial tone, dial extension number.

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

- If unable to complete transfer, Press TRF 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 TRF button
- Dial Second Party (internal or external)
- When second party answers, press CNF button

CALL PARK

- Press TRF 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 LNR/SPD button, then #
- The last dialed number will be re-dialed
- If the dialed number displayed is not the desired number, press the LNR/SPD button until the desired number is displayed. You may do this for the last five numbers dialed.
- When the desired number is displayed, press #, the number will be re-dialed.

SPEED DIAL BUTTON-SET

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

TO VERIFY

- Do not lift handset
- Press CNF 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 handset down, they adjust the brightness on the display
- With SPKR 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 dial **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)