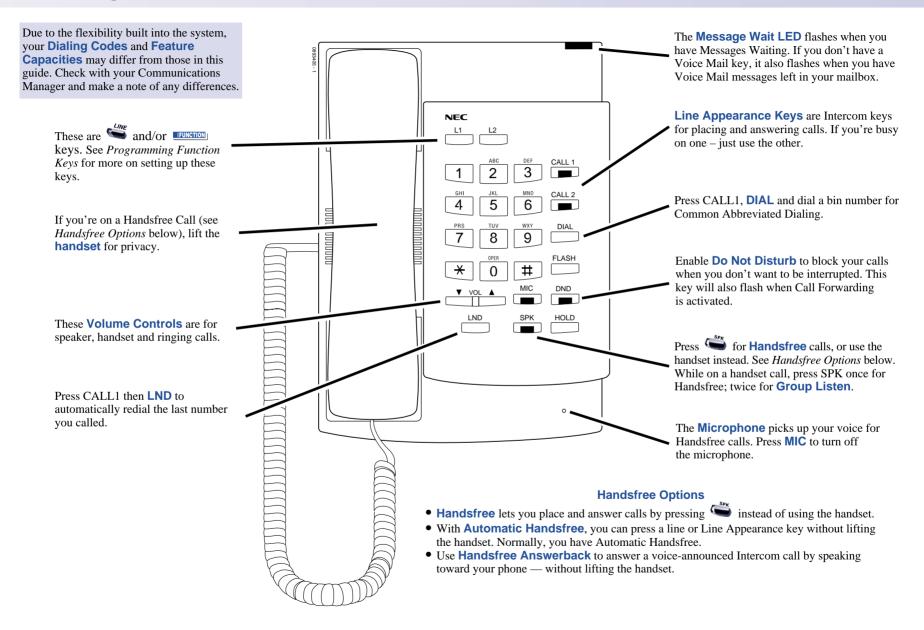
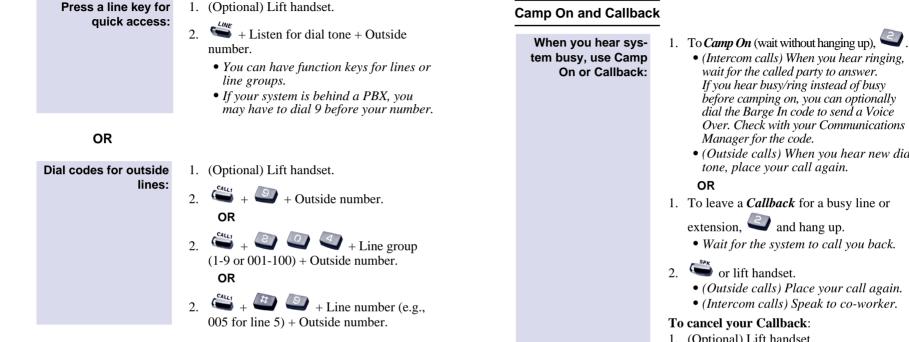
Using Your Telephone



Placing Calls

Placing an Outside Call . . .



Calling a Co-Worker . . .

Dial using the Intercom:

- 1. (Optional) Lift handset.
 - For one-touch calling, press a Call Coverage or Hotline function key instead of going on to step 2.

2

+ Co-worker's extension number.

- Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialing 1 changes mode.
- For your Voice Mailbox, dial *8.
- For **Paging**, dial *****1 + 0 for All Call or *1 + 01-64 for zones.

If your call doesn't go through ...

Message Wait LED)

doesn't answer:

when your co-worker

To answer a Message

Waiting left for you:

If vou hear busy/ring instead of busy before camping on, you can optionally dial the Barge In code to send a Voice Over. Check with your Communications • (Outside calls) When you hear new dial tone, place your call again. 1. To leave a *Callback* for a busy line or extension, *and* hang up. • Wait for the system to call you back. • (Outside calls) Place your call again. • (Intercom calls) Speak to co-worker. 1. (Optional) Lift handset. $\overset{cautr}{\longrightarrow}$ + $\overset{cautr}{\longrightarrow}$ + Hang up. 2 Message Waiting (Direct Messaging) 1. Do not hang up + \checkmark . Leave a Message Waiting (flashing

- Your co-worker's Message Wait LED flashes fast. Your MW LED is lit.
- With Voice Mail. dial 8 to leave a message in your co-worker's mailbox.

• To cancel Messages Waiting (those you *left and those left for you): CALL1* + 873.

Answering Calls

Answering Outside Calls ...

Listen for two rings and look for a flashing line key:

- or lift handset.
- Press line or loop key if not connected.

Answering Intercom Calls . . .

- Listen for beep:
- 1. Speak toward your phone.
 - You can lift the handset for privacy.
 - If you hear one long ring instead, press SPK or lift handset to answer.
 - CALL1 + 823 makes incoming Intercom calls ring your phone. CALL1 + 821 makes them voice-announce.

Picking up calls not ringing your phone . . .

2

1.

2

If a call is ringing over the Page after hours:

- 1. \bigcirc or lift handset.

When a call is ringing a co-worker's phone:

- or lift handset.
- You can press a Group Call Pickup or Call Coverage function key instead of step 2.

+ Co-worker's extension.

Have a telephone meeting (Conference) . . .

Use Conference to have a telephone meeting:

- 1. Place/answer call + $\overset{Hous}{\frown}$ + $\overset{III}{\frown}$.
- 2. Place/answer next call + \bigcirc .
 - Repeat this step to add more parties. You may be able to have up to 32 callers.
- 3. After adding all parties, press 💭 again to begin the Conference.

Quick Reference for Other Features

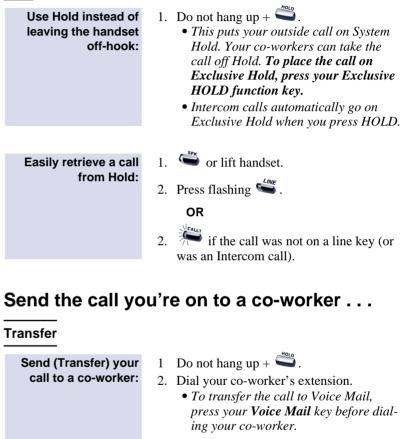
Do Not Disturb:	DND + 1 to block your outside calls OR 2 to block Paging, Intercom calls, Call Forwards and transferred outside calls OR 3 to block all calls OR 4 to block Call Forwards OR 0 to cancel.
Memo Dial:	While on a call, store a number for easy recalling: Memo Dial function key + Number to store + Memo Dial key to save. To dial number: Memo Dial key + Line key.
Meet Me Conference:	<i>To set up a telephone meeting:</i> While on a call, HOLD +#1 + Page party and announce zone + HOLD <u>twice</u> when co-worker answers. <i>To join:</i> CALL1 + 864 + Announced zone.
Park and Page: (Your Communications Manager can tell you if you can use this feature.)	To have your phone greet your callers and Page you: CALL1 + $*$ 47 + Record Personal Greeting + $#$ + 7 + Record Page + $#$ + Dial Page zone (e.g., 801 + 1 for zone 1) + 2 (All) or 3 (CO) + CALL1 to hang up. To cancel: CALL1 + $*$ 47 + 3. To pick up: CALL1 + $*$ * + Announced extension .
Personal Greeting:	To have your phone greet callers and forward your calls: CALL1 + * 47 + Record Personal Greeting + # + 2 (Busy/No Answer), 4 (Immediate) or 6 (No Answer) + Extension to receive calls + 2 (All) or 3 (CO) + CALL1 to hang up. To cancel: CALL1 + * 47 + 3.
Repeat Redial:	To automatically redial your outside call if it's not answered: Place outside call + Repeat Redial function key (or DIAL + LND) + Hang up + Lift handset when call goes through. To cancel: CALL1 + DIAL + LND or press Repeat Redial key.
Time:	CALL1 + 828 + 2 digits for hour (24 hour format) + 2 digits for minutes + SPK to hang up.

Programming Function Keys - General	
	: CALL1 + 851 + Key + Code + Optional Data. Enter 10 for Call Forwarding Immediate. Enter 11 for Call Forwarding Busy. Enter 12 for Call Forwarding No Answer. Enter 13 for Call Forwarding Busy/No Answer. Enter 14 for Call Forwarding Both Ring. Enter 15 for Call Forwarding Follow Me. Enter 16 for Call Forwarding to extension (same as dialing * 2) Enter 17 for Selectable Display Messaging, Call Forwarding Off Premise, Personal Greeting/Park & Page (same as dialing * 4).
Conference:	Enter 07 if you want a Conference key.
Hold:	For Exclusive Hold, enter 45 .
Hotline:	Enter 01 + Partner's extension + HOLD .
Memo Dial:	Enter 31.
Save Number Dialed:	Enter 30 .
Repeat Redial:	Enter 29.
Voice Mail:	Enter 77 + Your extension #.
Page:	Internal: 21 + Zone (1-64) or 22 (All Call). External: 19 + Zone (0-8). Combined: 20 for (Internal and External All Call).
Programming Function Keys - Appearance	
To program	: CALL1 + 852 + Key + Code + Optional Data.
Line and Loop Keys:	Enter *01 + line number (001-200). Enter *05 + 0 (Incoming), 1 (Outgoing) or 2 (Both) + 001-100 (Incoming Trunk Group) or 000 (for ARS) + 001-100 (Outgoing Trunk Group) or 000 (for ARS).
Park	Enter * 04 + Orbit number (01-64).

Handling Your Calls

Your call can wait at your phone . . .

Hold



OR

(Hotline).



NEC America, Inc., Corporate Networks Group 4 Forest Parkway, Shelton, CT 06484 TEL: 203-926-5400 FAX: 203-929-0535 cng.nec.com

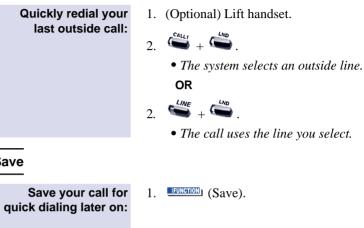
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Placing Calls Quickly

Automatically redial calls . . .

Last Number Redial



Save

Then redial your saved number: 2

- 1. (Optional) Lift handset.
- + **IFUNCTION** (Save).
 - The system selects an outside line. OR
- + [FUNCTION] (Save). 2
 - The call uses the line you select.

Park a call in orbit

- Park a call in orbit so a co-worker can pick it
- 1. Do not hang up.
 - 💷 + Park Orbit.
 - Park Orbits are 1-64. For Personal Park. dial 857 instead of #6.
- 3. Page your co-worker to pick up the call. • For **Paging**, dial *****1 + 0 for All Call
 - or *1 + 1-64 for zones.
- 4. Hang up.

Or pick up a call a coworker parked for you:

- 1. (Optional) Lift handset for privacy.
 - + Park Orbit.
 - For Personal Park, dial 857 (if Parked at your phone) or ****** + Extension.

Forward (reroute) your calls to a co-worker ...

While at your desk, forward your calls to a co-worker, Voice Mail or off-premise:

- Calli + 🗶 🕘
- *To forward off-premise:* *46 + *Line* access code (e.g., 9) + Number + HOLD. To cancel: *46 + HOLD + Hang up.
- 2. Dial Call Forwarding condition:
 - 1 = Personal Answering Machine Emulation (then skip to step 4)
 - 2 = Busy or not answered
 - 3 = Follow Me
 - 4 =Immediate
 - 6 = Not answered
 - 7 = Immediate with both ringing (not for Voice Mail)
 - 0 = Cancel
- 3. Dial destination extension, Voice Mail master number or press Voice Mail key.
- 4. Dial Call Forwarding type:
 - 2 = All calls
 - 3 =Outside calls only
 - 4 = Intercom calls only
 - DND flashes slowly. A voice prompt may remind you that your calls are forwarded.

2. up:

2

Quickly dial co-workers and outside calls . . .

Abbreviated Dialing (Speed Dial)

- To dial your stored Abbreviated Dialing number:
- 1. (Optional) Lift handset.

2. (a) + (a) + (b) + (



• You may also have function keys for Abbreviated Dialing.

NEC



2-Button Telephone Quick Reference Guide

