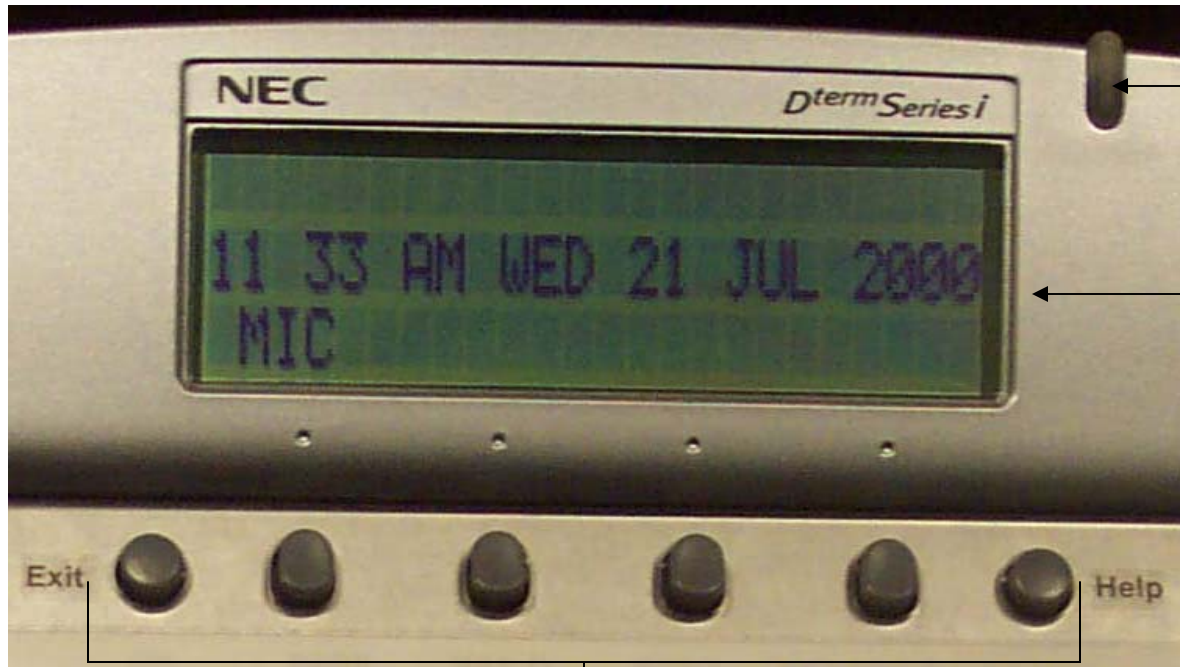


NEC Series i

Multiline Phone Training



16 Button Display Phone



Msg Notification Light

3 Line Display Screen

- Caller ID
- Date and Time
- Soft keys

Soft Keys

- Associated with the last line in the Display Screen
- Depends on the STATUS of the phone
(Idle State - 1st key is MIC)
- Exit and Help buttons

Programmable Keys Keypad & Additional Keys





- Recall Terminates the existing call and provides fresh internal dial tone.
- Conf Used for 3 party conference calls.
- Redial Scrolls through last 5 numbers dialed.
* dials the number
- Answer N/A
- Speaker Used to go off hook for hands free dialing and speaker calls.



- Transfer Moves calls to other extensions
- Hold Places a call on hold
- Feature Accesses set-up functions
- Mic Turns microphone on and off to mute hands free conversations
- Directory N/A
- Message Speed dial of 7071 (voicemail)



Adjust Key – changes the volume of the handset, speaker, ringer; changes the contrast of the display screen.

Microphone

Making A Call

To Place an Outside Call

- Go off hook
- (Local) Dial 9 + telephone number
- (LD) Dial 9 + 1, (area code), telephone number

To Place an Internal Call

- Go off hook
- Dial the four-digit extension



Using the Phone

To Transfer

- With call in progress
- Press **Transfer** key
- Dial destination extension
- Announce call
- Hang up to connect
(Press Transfer to cancel)

Conference Call

- With call in progress
- Press **Transfer** key
- Dial number (internal or external), wait for answer
- Press **Conf** key to combine all parties

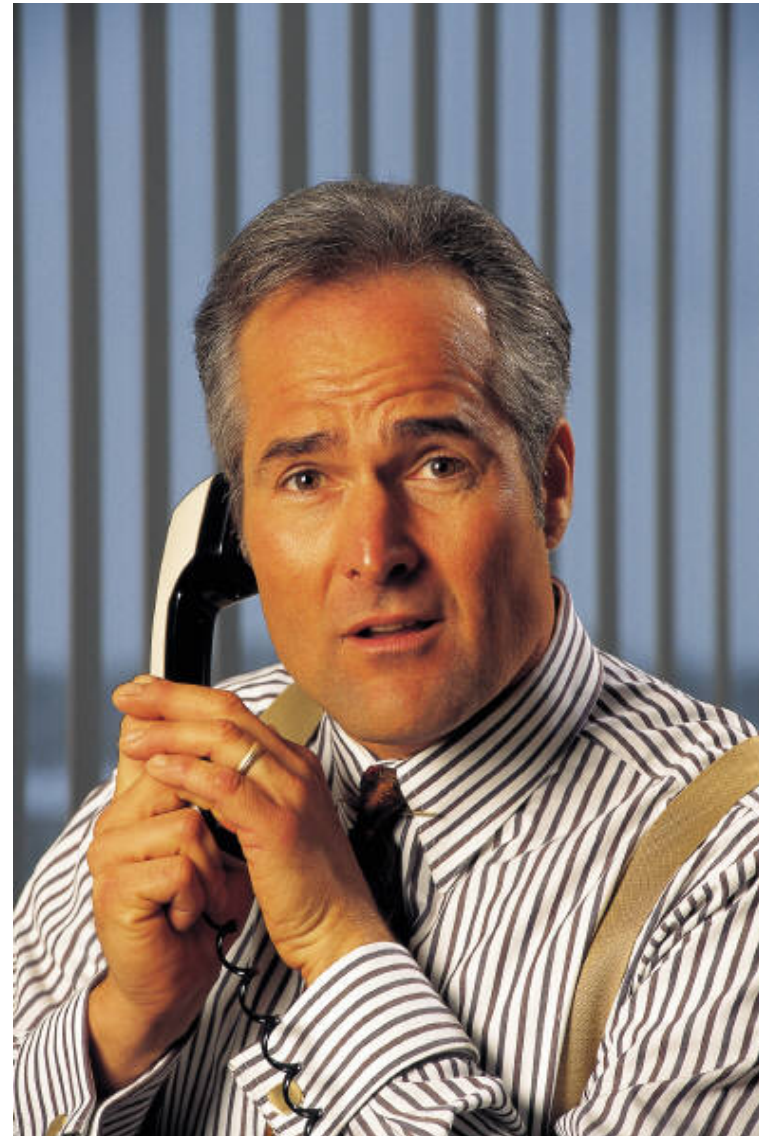
Using the Phone

To Hold

- With call in progress
- Press **Hold** key
- To retrieve, press the flashing key

Exclusive Hold

- With call in progress
- Press **Hold** key twice
- Call can only be retrieved at the station that placed the call on hold



Redial & Call Pickup

Last Number Redial

- Go off hook
- Press **Redial** to scroll through the last 5 calls
- Press * when the desired number appears

Pick Up Direct

- Go off hook
- Dial # 4 and the extension of ringing telephone

Programming Button Speed Dials

Programming a One Touch Speed Dial

- Press **Feature**
- Press the button to be programmed
- Dial 9 plus the external number
OR
- Dial the four-digit extension
- Press **Feature** to save

Note: This also works for programming the Message key

To access a One Touch Speed Dial

- Press the button

Ring Tone and Volume

To Change Ringer Style

- Press **Feature** key
- Dial 3 to make the phone ring
- Press **3** to scroll through 10 ring tones
- Press **Feature** to save the desired ring tone

To Change Ringer Volume

- Press **Feature** key
- Dial 3 to make the phone ring
- Press Up / Down arrows to adjust ring volume
- Press **Feature** key to save the desired ring volume

Call Forwarding Set

SET Call Forward All Calls

- Go off hook
- Dial # **2**
- Dial the destination extension (7071 = voicemail)
- Hang up at confirmation

SET Call Forward Busy / No Answer

- Go off hook
- Dial # **3**
- Dial the destination extension (7071 = voicemail)
- Hang up at confirmation

Call Forwarding Cancel

CANCEL Call Forward All Calls

- Go off hook
- Dial * 2
- Hang up at confirmation tone

CANCEL Call Forward Busy / No Answer

- Lift Handset
- Dial * 3
- Hang up at confirmation tone