

NEC INSTRUCTIONS

Broker (Consultation) Call

To consult with a second party during a call:

1. Press the **TRF Transfer** button.
2. Dial the extension number or '8' and the number.
3. Talk with the second party.

To reconnect with original party:

1. Press the **TRF Transfer** button.

Callback (Camp-on)

This is only for campus only extensions.

To camp on to a busy extension:

1. Listen for busy signal.
2. Press **CALLBACK** button.
3. Listen for service set tone and hang up.

To cancel the callback (camp-on):

1. Get dial tone.
2. Press **CALLBACK** button. Hang up.

Call Forwarding

Call forwarding is completed in two steps. Incoming external calls (from off campus) and incoming internal calls (from extensions on campus) must be done separately. External calls may be forwarded to a different extension numbers than the internal calls, if desired. If you wish, you may forward external calls only or internal calls only.

To **forward incoming external** calls to another extension.

1. Press SPKR button or lift the handset.
 2. Get dial tone on the line to be forwarded.
 3. Dial * 1.
 4. Dial number of extension to receive your calls. Hang up.
- To **cancel** call forwarding from **incoming external** calls on your extension.
1. Press SPKR button or lift the handset.
 2. Get dial tone on the line that is forwarded.
 3. Dial # 1.
 4. Hear the confirmation tone. Hang up.

To **forward incoming internal** calls to another extension.

1. Press SPKR button or lift the handset.
 2. Get dial tone on the line to be forwarded.
 3. Dial * 2.
 4. Dial number of extension to receive your calls. Hang up.
- To **cancel** call forwarding from **income internal** calls on your extension.
1. Press SPKR button or lift the handset.
 2. Get dial tone on the line that is forwarded.
 3. Dial # 2.
 4. Hear the confirmation tone. Hang up.

Call Pick-Up (This feature has limited capabilities)

Answering a call ringing on any extension in your pick-up group (The call that you are answering must originate from the switchroom you are assigned to; in some instances, calls may not be accessed using this command.)

1. Get dial tone.
2. Press the **Pick-up** key.
3. Receive call.

If you are on your telephone line and wish to answer a ringing call from a multiple line telephone set:

1. Ask your party to hold and depress the ringing telephone line on your phone set.

Conference Call

You may join two other parties (internal or external) with yourself on a conference call.

To set up a conference call (after getting the first party on the line):

1. Press **TRF Transfer** button.
2. **Dial** the next number (external or internal – it does not matter.)
3. Inform the party that this is a conference call.
4. Press the **CNF** button.

To reconnect to the call if you make a mistake:

1. Press **TRF Transfer** button.

Changing the ringing tone of you NEC Phone.

1. Get dial tone.
2. Press **Feature** key. Press **3**. The next tone is selected.
3. Hang up.

Changing the transmission/receiving voice volume of your NEC Phone.

1. Get dial tone.
2. Press **Feature** key. Press **4**, the transmit volume increases.
3. Press **Feature** key. Press **4** again, the transmit volume returns to normal.
4. Hang up.

Hold

To place a call on hold:

1. Press the hold button.

To retrieve a call on hold:

1. Lift handset.
2. Press the held line.

Automatic recall will give a visual and audible signal for any call on hold longer than two minutes.

Intercom Calling

Dial Intercom (must be part of a pre-assigned group):

1. Press **DICM** key.
2. Get dial tone.
3. Dial desired intercom number.

To answer DICM:

1. DICM led flashes.
2. Press **DICM** key.
3. Lift handset.

Last Number Redial

1. Press **Redial**. You will receive dial tone.
2. Continue to press the **Redial** key until desired number is displayed.
(Past 5 dialed numbers will be displayed.)
3. Press *. The number will automatically be redialed.

Save and Repeat

With save and repeat, you can ask the system to save a phone number you have dialed.

To save a number:

1. Get dial tone.
2. Dial the number. (Can be internal or external.)
3. Press **S&R** (Save and Repeat) button. Button will be red.

To repeat the number:

1. Get dial tone.
2. Press **S&R** (Save and Repeat) button.
3. Phone number will automatically dial. The red light will go off.

If saved number is busy or no answer, press the S&R button again before hanging up.

The number is saved for one time use only.

Speakerphone

To use the speakerphone key, the microphone button needs to be red. The microphone light is below the “Up and Down” arrow key. If this light is not red, follow these instructions:

1. Under the display at the top of the phone, press the second triangle key from the right. On the display, you will see the word “MIC” shown. This button controls the MIC light below the “Up and Down” arrow key.
2. Look under the “Up and Down” arrow key. The MIC button should now be red.

If you try to use the speakerphone feature and the MIC button is not red, your speakerphone will not function properly. If the MIC button is not red, you will be able to hear the caller but the caller will not be able to hear you.

Transfer

Transferring a call to another extension.

1. Press the **TRF Transfer** button.
2. Dial extension number.
3. Announce caller (optional).
4. Hang up.

To retrieve the transferred call, before you hang-up the receiver, simply press the **TRF Transfer** key again.

Up and down arrow key (located on bottom right of telephone set)

This key has different functions depending on how the telephone is being used.

If the phone is not being used:

1. Press the up and down arrow key to darken or lighten the display.

If the phone is ringing:

1. Press the up and down arrow key to increase or decrease the ringing of the telephone call.

If you are talking on the phone:

1. Press the up and down arrow key to increase or decrease the volume of the person you are speaking with.