NEC

i-Series

## Multibutton Telephone
Quick Reference Guide

Using Your Telephone

Due to the flexibility built into the system, your **Dialing Codes** and **Feature Capacities** may differ from those in this guide. Check with your communications manager and make a note of any differences.

The **Soft Keys** provide quick and easy access to features - just follow the menu on the display (not available on all models).

The **A**
featur
option
your c

These **Volume Controls** are for ringing calls (not available on all models).

Low   High
Medium
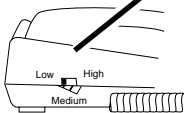
If you're on a Handsfree Call (see *Handsfree Options* below), lift the **handset** for privacy.

MW flashes when you have Messages Waiting. If you don't have a Voice Mail key, it also flashes when you have Voice Mail messages left in your mailbox.

Press CALL1 then **LND** to automatically redial the last number you called. Press CALL1, **DIAL** and dial a bin number for Common Abbreviated Dialing.

While on a call, press **CONF** to set up a Conference. This key may be TRF on some models.

These **Volume Controls** are for speaker and handset. For phones without the volume switch, this also controls the volume for ringing calls.

92700 - 15

CLEAR

CHECK

1
7
13
19

MW

FLASH

CONF
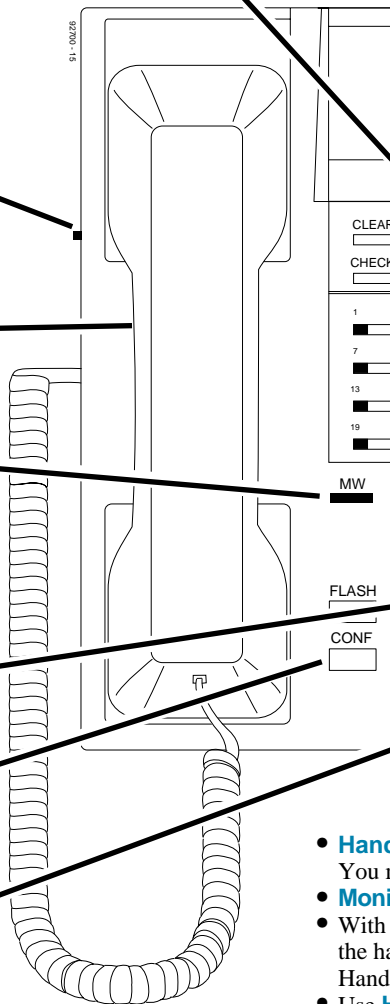
- **Hand**
  You
- **Moni**
- With
  the ha
  Hand
- Use **H**
  towar

Alphanumeric Display helps you use res and tells you about your calls. With nal Caller ID, a ringing line may show caller's number and name.
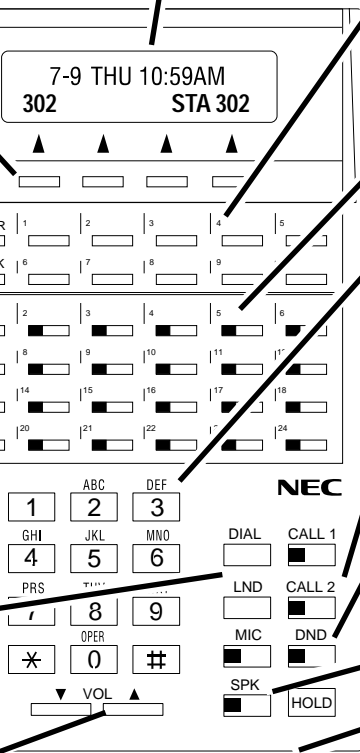
Press a **One-Touch Key** for one-button contact with co-workers and outside callers, or when using certain features. Ask your communications manager.

```
7-9 THU 10:59AM
302              STA 302
```

These are `LINE` and/or `FUNCTION` keys. See *Programming Function Keys* for more on setting up these keys.

Dial **D** (3) to select a call from a list of names. See *Directory Dialing* for more.

Line Appearance Keys are Intercom keys for placing and answering calls. If you're busy on one – just use the other.

Enable **Do Not Disturb** to block your calls when you don't want to be interrupted. This key will also flash when Call Forwarding is activated.

Press `SPK` for **Handsfree** calls, or use the handset instead. See *Handsfree Options* below. While on a handset call, press SPK once for Handsfree; twice for **Group Listen**.

The **Microphone** picks up your voice for Handsfree calls. Press **MIC** to turn off the microphone.

Handsfree Options

dsfree lets you place and answer calls by pressing `SPK` instead of using the handset. must have a speakerphone to have Handsfree.

itor lets you place a call without lifting the handset, but you must lift the handset to speak.

Automatic Handsfree, you can press a line or Line Appearance key without lifting andset. You may have to lift the handset to speak, depending on whether you have sfree or Monitor. Normally, you have Automatic Handsfree.

**Handsfree Answerback** to answer a voice-announced Intercom call by speaking rd your phone — without lifting the handset.

Placing Calls

Placing an Outside Call . . .

**Press a line key for quick access:**

1. (Optional) Lift handset.

2. [LINE] + Listen for dial tone + Outside number.

   - *You can have function keys for lines or line groups.*
   - *If your system is behind a PBX, you may have to dial 9 before your number.*

OR

Dial codes for outside lines:

1. (Optional) Lift handset.

2. [CALL1] + [9 WXYZ] + Outside number.

   OR

2. [CALL1] + [8 TUV] [0 OPER] [4 GHI] + Line group (1-9, 01-99 or 001-128) + Outside number.

   OR

2. [CALL1] + [#] [9 WXYZ] + Line number (e.g., 05 or 005 for line 5) + Outside number.

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. [CALL1] + Co-worker's extension number.
   - *Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear two beeps, begin speaking. Dialing 1 changes mode.*
   - *For your **Voice Mailbox**, dial ✳8.*
   - *For **Paging**, dial ✳1 + 0 for All Call or ✳1 + 1-64 for zones.*

If your call doesn't go through . . .

Camp On and Callback

When you hear system busy, use Camp On or Callback:

1. ²ᴬᴮᶜ to *Camp On* (wait without hanging up).
   - *(Intercom calls) When you hear ringing, wait for the called party to answer.*
     If you hear busy/ring instead of busy before camping on, you can optionally dial 6 to send a Voice Over.
   - *(Outside calls) When you hear new dial tone, place your call again.*

   OR

1. ²ᴬᴮᶜ and hang up to leave a *Callback* for a free line or extension.
   - *Wait for the system to call you back.*

2. 🔲ˢᴾᴷ or lift handset.
   - *(Outside calls) Place your call again.*
   - *(Intercom calls) Speak to co-worker.*

To cancel your Callback:

1. (Optional) Lift handset.

2. 🔲ᶜᴬᴸᴸ¹ + 8ᵀᵁⱽ 7ᴾᑫᴿˢ 0ᴼᴾᴱᴿ + Hang up.

Message Waiting (Direct Messaging)

Leave a Message Waiting (flashing MW key) when your co-worker doesn't answer:

1. Do not hang up + 0ᴼᴾᴱᴿ.
   - *Your co-worker's MW flashes fast. Your MW is lit.*
   - *With Voice Mail, dial 8 to leave a message in your co-worker's mailbox.*

To answer a Message Waiting left for you:

1. 🔲ᶜᴬᴸᴸ¹ + ＊ 0ᴼᴾᴱᴿ.
   - *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:

1. ⬛ᴿᴷ or lift handset.
   - *Press line or loop key if not connected.*

Answering Intercom Calls . . .

Listen for two short beeps:

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 . . .

If a call is ringing over the Page after hours:

1. ⬛ᴿᴷ or lift handset.
2. ⬛ᶜᴬᴸᴸ¹ + ♯ ⃞ Ⓞᴼᴾᴱᴿ.

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

1. ⬛ᴿᴷ or lift handset.
   - *You can press a Group Call Pickup or Call Coverage function key instead of step 2.*
2. ✳ ✳ + Co-worker's extension.

Have a telephone meeting (Conference) . . .

Use Conference to have a telephone meeting:

1. Place/answer call + ⬛ᶜᴼᴺᶠ.
2. Place/answer next call + ⬛ᶜᴼᴺᶠ.
   - *Repeat this step to add more parties. You may be able to have up to 32 callers.*
3. After adding all parties, press ⬛ᶜᴼᴺᶠ again to begin the Conference.

Handling Your Calls

Your call can wait at your phone . . .

Hold

Use Hold instead of leaving the handset off-hook:

1. Do not hang up + [HOLD].
   - *This puts your outside call on System Hold. Your co-workers can take the call off Hold. **To place the call on Exclusive Hold, press your Exclusive HOLD function key.***
   - *Intercom calls automatically go on Exclusive Hold when you press HOLD.*

Easily retrieve a call from Hold:

1. [SPK] or lift handset.

2. Press flashing [LINE].

   OR

2. [CALL1] if the call was not on a line key (or was an Intercom call).

Send the call you're on to a co-worker . . .

Transfer

Send (Transfer) your call to a co-worker:

1. Do not hang up + [HOLD].
2. Dial your co-worker's extension.
   - *You can press a One-Touch key instead of dialing your co-worker.*
   - *To transfer the call to Voice Mail, press your **Voice Mail** key before dialing your co-worker.*

   OR

3. [FUNCTION] (Hotline).

Park a call in orbit

**Park a call in orbit so a co-worker can pick it up:**

1. Do not hang up.
2. `HOLD` + `# 6` + 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 co-worker parked for you:

1. (Optional) Lift handset for privacy.
2. `CALL1` + `✶ 6` + 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:

1. `CALL1` + `✶ 2`.
   - *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.
   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.*

Placing Calls Quickly

Automatically redial calls . . .

Last Number Redial

Quickly redial your last outside call:

1. (Optional) Lift handset.

2. ⬜CALL1 + ⬜LND.

   • *The system selects an outside line.*

   OR

2. ▬LINE + ⬜LND.

   • *The call uses the line you select.*

Save

Save your call for quick dialing later on:

1. ▬FUNCTION (Save).

Then redial your saved number:

1. (Optional) Lift handset.

2. ⬜CALL1 + ▬FUNCTION (Save).

   • *The system selects an outside line.*

   OR

2. ▬LINE + ▬FUNCTION (Save).

   • *The call uses the line you select.*

## Quickly dial co-workers and outside calls . . .

One-Touch Calling

Use One-Touch Keys to save time calling co-workers:

1. (Optional) Lift handset + ⬜1-TOUCH.

   • *You can have One-Touch Keys for Direct Station Selection, Personal Speed Dial (outside calls) or feature codes. See Programming One-Touch Keys.*

Abbreviated Dialing (Speed Dial)

Store Common or Group Abbreviated Dialing numbers:

1. (Optional) Lift handset.

2. ⬜ CALL1 + 8 TUV 5 JKL 3 DEF (for Common).

   OR

2. ⬜ CALL1 + 8 TUV 5 JKL 4 GHI (for Group).

3. Dial Abbreviated Dialing bin number.

   • *Ask your communications manager for your bin numbers.*

4. Dial phone number to store + HOLD.

   • *The number can be up to 24 digits, using 0-9, # and ✳. Press MIC to enter a pause.*

5. Enter the name for stored number + HOLD.

   • *See Entering Names below.*

To dial your stored Abbreviated Dialing number:

1. (Optional) Lift handset.

2. ⬜ CALL1 + # 2 ABC + Bin (for common).

   OR

2. ⬜ CALL1 + # 4 GHI + Bin (for group).

   • *You may also have function keys for Abbreviated Dialing.*

Entering Names

When entering names, use One-Touch Keys to enter letters. For example, press One-Touch Key 1 once for A, twice for B, three times for C, and four times for D.

1 = A - D 2 = E - H 3 = I - L	4 = M - P 5 = Q - T 6 = U - Z	7 = Hyphen 8 = Space 9 = Symbols	10 = Punctuation

• Use the dial pad digits to enter 1-9, # and ✳.

• CONF deletes entries.

• CHECK saves the One-Touch entry after you select it. (You don't have to press CHECK after dial pad entries.)

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.

Name Storing: **CALL1** + **800** + Name (See Abbr. Dialing) + **HOLD**.

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: *To set up a telephone meeting:* While on a call, **CONF** + **Page** party and announce zone + **CONF** twice when co-worker answers. *To join:* **CALL1** + **864** + Announced **zone**.

Park and Page: *To have your phone greet your callers and Page you:* **CALL1** + ✳ **47** + Record Personal Greeting + **#** + **7** + Record

(Your communications manager can tell you if you can use this feature.) 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:* **DIAL** + **LND** or press **Repeat Redial** key.

Time/Date: **CALL1** + **828** + time/date password (usually 0000) + 2 digits for year + 2 digits for month + 2 digits for day + day of week (0=Sunday, 6=Saturday) + 2 digits for hour (24 hour format) + 2 digits for minutes + **CALL1** to hang up.

Directory Dialing

At your display telephone, select a co-worker or outside call from a list of names (rather than dialing the phone number):

1. **3** or **FUNCTION** (Directory Dialing).
2. Dial Directory Dialing type:
   2 (C) = Common Abbreviated Dialing.
   3 (D) = Group Abbreviated Dialing.
   7 (P) = Your One-Touch Keys (1-10).
   9 (X) = Co-worker's extension numbers.
3. Dial letter/number range for the party you want to call (e.g., dial 2 for A, B, C or 2).
4. Dial the digit for the letter/number selected above (e.g., 1 for A, 2 for B).
5. Press volume ▲ or ▼ to scroll through the list.
6. **CALL1** or lift handset to place call.

Programming One-Touch Keys

To program: CALL1 + 855 + Key + Number + HOLD + Name (see *Entering Names* under *Abbreviated Dialing*) + HOLD.

DSS:	Enter **Co-worker's extension number** + **SPK** to hang up.
Personal Speed Dial:	Enter **9** + **Outside number** or Enter **804** + **Line group number** (1-9, 01-99 or 001-128) + **Outside number** or Enter **#9** + **Line number** (e.g., 05 or 005) + **Outside number** + **SPK** to hang up.
Service Codes:	Enter **Service Code** + **SPK** to hang up. For example, you can make a Save Number Clear key by entering 885.

Programming Function Keys

To program: CALL1 + 851 + Key + Code + Optional Data.

Call Forwarding:	Enter **1080** for Call Forwarding to extension or Voice Mail (the same as dialing $*$ **2**). Enter **1081** for Selectable Display Messaging, Call Forwarding Off Premise and Personal Greeting/Park and Page (the same as dialing $*$ **4**).
Conference:	Enter **1016** if you want a Conference key.
Directory Dialing:	Enter **1082**.
Hold:	For Exclusive Hold, enter **1044**.
Hotline:	Enter **1058** + Partner's extension.
Line and Loop Keys:	Enter **0001 - 0192** for lines, **0000** to undefine. Enter **1078** + **0** (Incoming), **1** (Outgoing) or **2** (Both) + **001-128** (Trunk Group) or **000** (for ARS).
Memo Dial:	Enter **1015**.
Save Number Dialed:	Enter **1014**.
Repeat Redial:	Enter **1075**.
Voice Mail:	Method A[1]: Enter **1059**. Method B[1]: Enter **1059** + Your extension number. [1] Check with your communications manager.
Park:	Enter **1033 + Orbit number** (1-64).
Page:	Enter **1006** + **Zone** (1-64) for Internal. Enter **1004** + **Zone** (1-8) for External. Enter **1005** for Combined (External and Internal) All Call.