



NEC SERIES E USER GUIDE



PLACING OUTSIDE CALLS

- Lift handset or depress SPEAKER key
- Dial 9
- Dial desired telephone number

PLACING INTERNAL CALLS

- Lift handset or depress SPEAKER key
- Dial internal extension

RECEIVING INCOMING CALLS

- Lift handset or Depress SPEAKER key
- Depress flashing line
- NOTE: If the call is coming directly to your extension, flashing line does not need to be pressed

CALL HOLD

- Depress HOLD key
- Replace handset

RECONNECT HELD LINE

- Lift handset
- Depress flashing line of held call
- NOTE: If your held call goes unanswered, after 45 seconds, your call will automatically recall you.

CALL TRANSFER

- Depress TRANSFER key; receive dial tone
- Dial extension number
- Replace handset
- NOTE: If you wish to privately announce transfer:

- Follow steps above
- Wait until the called party answers
- Announce the call then hang up
- To cancel the transfer, depress TRANSFER key again and you will automatically be reconnected with your original party.

CONFERENCE CALL

- Place original party on hold by depressing TRANSFER key; receive interrupted dial tone
- Dial second party (internal or external)
- When second party answers, depress CONF key

GROUP CALL PICK-UP

- Lift handset
- Depress PICK-UP key or dial *4
- You are automatically connected to incoming call ringing at station in your PICK-UP group

DO NOT DISTURB (DND)-SEND ALL CALLS TO VOICEMAIL

- Press DND key to activate or cancel
- NOTE: The DND key is a lit toggle switch. DND is ON when the button is lit red. When DND is ON, your phone will not ring and calls will be sent immediately to voicemail.

CALL FORWARD – ALL CALLS

- Lift handset
- Depress CALL FWD key or dial *3
- Wait for stutter dial tone
- Dial the extension number where calls are to forward
- Wait for set tone and/or FORWARD SET to appear in your display
- Replace handset

For additional assistance, please contact Reed's Telecommunication office at extension 7555.

CANCEL CALL FORWARD – ALL CALLS

- Lift handset
- Depress CALL FWD key or dial **3
- Wait for dial tone
- Replace handset

RECALL

- To receive new dial tone without hanging up, Depress RECALL key

LAST NUMBER REDIAL

- Depress REDIAL repeatedly until desired phone number appears
- (the last 5 completed calls are stored)
- Then press the * key
- The phone number selected will be automatically redialed

TO PROGRAM ONE-TOUCH KEYS

- Press FEATURE key
- Press desired SPEED DIAL key
- Enter telephone number
- Press FEATURE key to save

SOFT KEYS

- MIC: Pressing this key will activate or deactivate the microphone
- HELP: press help key then desired soft key for helpful information about that key
- EXIT: press to exit help
- PICK: You are automatically connected to incoming call ringing at station in your PICK-UP group

FEATURE KEYS

- FEATURE+1 key – turn microphone on and off
- FEATURE+2 key – adjust handset receiver volume
- FEATURE+3 key – adjust ringer tone by pressing 3 repeatedly to toggle through the 4 available tones