

# Telephone User Guide

## NEC – DTERM SERIES E

### For NEC 2400 PBX

<b>Internal Calls</b> .....	<b>Dial the 4 digit extension number</b>
<b>Local Calls</b> .....	<b>Dial 9 + number</b>
<b>Long Distance</b> .....	<b>Dial 9 + 1 + area code + number</b>
<b><u>SPKR BUTTON</u></b> Allows you to have a conversation, without lifting handset  <i>*Use with Caution</i>	<b><u>LAST NUMBER REDIAL</u></b> <i>Your last 2 numbers can be dialed automatically</i> 1. Press <b>REDIAL</b> , last number dialed is displayed 2. Press <b>REDIAL</b> , until desired number is displayed 3. Press the * key and the number is dialed
<b><u>HOLD</u></b> 1. You have a caller on the line 2. Press <b>HOLD</b> (See flashing line) 3. To return to call press into the flashing line to reconnect caller  NOTE: If you leave the call on hold too long, the system will remind you with a recalling ring	<b><u>EXCLUSIVE HOLD</u></b> <i>Can be retrieved only from your set</i> 1. You have a caller on the line 2. Press <b>HOLD</b> key twice 3. Return to caller . . . press the flashing line  <i>*Caution: pressing the hold too hard will place the call on Exclusive Hold</i>
<b><u>TRANSFER</u></b> <i>Transfer one line to another</i> 1. You have caller on the line 2. Press <b>TRF</b> (transfer), hear stutter-dial tone 3. Dial extension number, wait for answer 4. Announce call privately, hang up 5. If unable to transfer because busy, no answer or dialing error, press <b>TRF</b> again to return to caller  Note: If Voice Mail answers and you want to disconnect, press *0	<b><u>CONFERENCE CALL</u></b> <i>Allows three parties on the line</i> 1. You have caller on line 2. Press <b>TRF</b> , hear stutter-dial tone 3. Dial the number to be added (internal/external) 4. Press <b>CONF</b> to join all three parties  Note: If you are the only internal party and you hang up, the conference call will end.
<b><u>CALL FORWARD ALL CALLS</u></b> 1. Get Dial Tone 2. Dial *3 or press <b>FWD</b> (forward) key 3. Enter suitable extension, <b>FWD</b> light will stay on 4. To cancel, lift handset, press <b>FWD</b> key, or **3	<b><u>CALL FORWARD NO ANSWER</u></b> 1. Get Dial tone 2. Dial *6, or press <b>FWD NA</b> 3. Enter extension, <b>FWD NA</b> light will stay on 4. To cancel, lift handset, press <b>FWD NA</b> key, or **6
<b><u>CALL FORWARD BUSY</u></b> 1. Get Dial tone 2. Dial *8, or press <b>FWD BY</b> 3. Enter extension, <b>FWD BY</b> light will stay on 4. To cancel, lift handset, press <b>FWD BY</b> key, or **8	<b><u>VOICE CALL</u></b> 1. Dial extension number 2. When ringing starts, press <b>VOICE</b> 3. Speak to user on other end  Note: When receiving a voice call, there is no need

# Nec Dterm Series E Phone Manual

**J Rink**



**Nec Dterm Series E Phone Manual:**  
*Commerce Business Daily ,1998-11*

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