

Using Your Telephone

22-Button Display Telephone Shown

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

The **Alphanumeric Display** helps you use features and tells you about your calls. It may also show your caller's name and number.

Soft Keys simplify using your phone. To guide you through your features, the Soft Key functions automatically change to help you handle calls. See the *Soft Key Glossary* for more.

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

With IntraMail Call Screening . . .

- **MW** flashes while IntraMail records your caller's message. See the *Feature Handbook* for more.

With Message Waiting . . .

- **MW** flashes when you have Messages Waiting. Press **ICM + MW** to answer.

Press a line key then **LND** to automatically redial the last outside number you called.

The **Volume Controls** are for speaker and handset. They also control the volume for ringing calls and pages. While on-hook, these keys are for **Contrast Control** (not available on Super Display).

The Ring/Message Lamp:

- Flashes slow (green) while a call rings your phone.
- Blinks (green) if you have new (unanswered) Caller ID calls.
- Flashes fast (red) if you have new Voice Mail messages or unanswered Message Waiting.

Press **Bin Key** 1-10 for Personal Speed Dial bins 701-710. Press **DIAL + Bin Key** 1-10 for Personal Speed Dial bins 711-720.

These are **LINE** and/or **FUNCTION** keys. Your key assignments may be different than shown — ask your communications manager.

If you are an attendant . . .

- Key 11 is a Night Key to put your system in the night mode.
- Key 12 (on 22-button telephone) or key 24 (on 34-button telephone) is an Operator Call Key for your incoming Intercom calls.

Press **ICM** to place an Intercom call.

Enable **Do Not Disturb** to block your calls when you don't want to be interrupted.

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

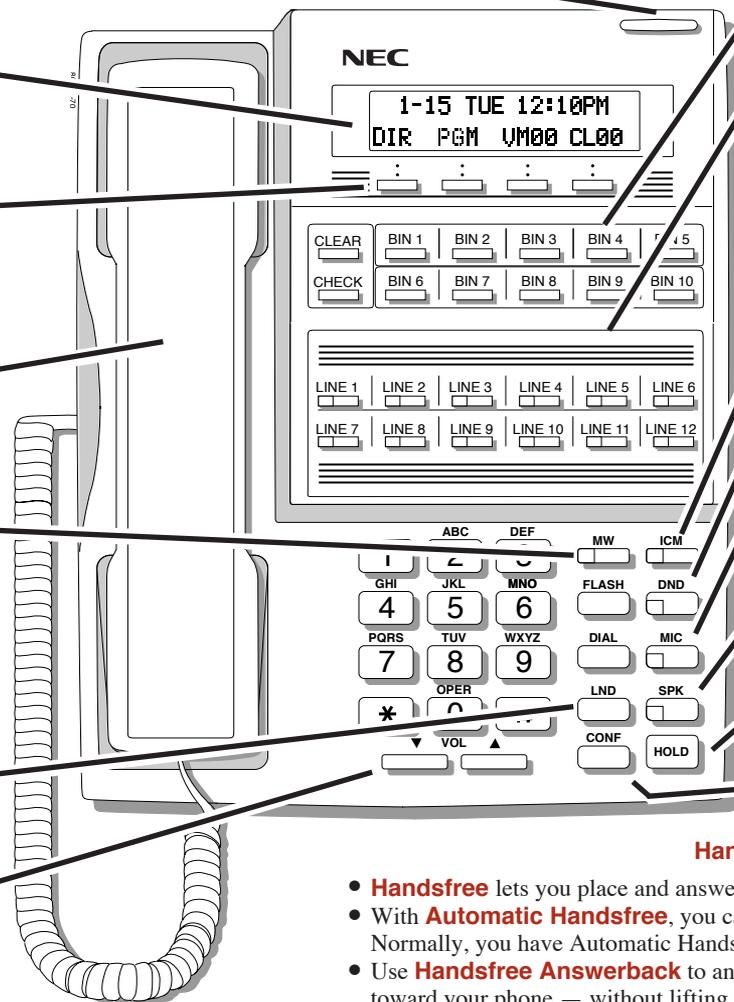
Press **SPK** for **Handsfree** calls. See *Handsfree Options* below. While on a handset call, press **SPK** twice (do not hang up) for **Group Listen**.

While on a call, press **HOLD** to put the call on Hold. While idle, press **HOLD** to turn Background Music on and off (if installed).

While on a call, press **CONF** to set up a Conference.

Handsfree Options

- **Handsfree** lets you place and answer calls by pressing  instead of using the handset.
- With **Automatic Handsfree**, you can press a line key without lifting the handset. Normally, you have Automatic Handsfree.
- Use **Handsfree Answerback** to answer a voice-announced Intercom call by speaking toward your phone — without lifting the handset.



Placing Calls

Placing an Outside Call . . .

Press a line/loop key for quick access:

1. (Optional) Lift handset.
2. **LINE** + Wait for dial tone + Dial number.
 - *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. **ICM** + **1** + Line number (e.g., 01) + Dial outside number.
- OR
2. **ICM** + **9** + (Optional) Line group (0-8) + Dial outside number.
- OR
2. **ICM** + **†** + **9** + Line number (e.g., 01) + Dial outside number.

To quickly redial your last outside call:

1. Press **LINE** + **LND** for last number.
- OR
1. Press **LND**.
 - *Press **VOL ▲** or **VOL ▼** to scroll through the last 5 numbers you dialed.*
 2. Press **DIAL**.

Calling a Co-Worker . . .

Dial using the Intercom:

1. (Optional) Lift handset.
 - *For one-touch calling, press a Call Coverage or Hotline function key.*
2. Press **ICM**.
 - *For your Voice Mailbox: Press **MW** (then lift handset if not already lifted in step 1).*
 - *For Paging: Dial * 1 + Zone (1-7, 0 = all call).*
3. Dial co-worker's extension number.
 - *If you hear ringing, wait for an answer. If you hear two beeps, begin speaking (or dial 1 to have call ring).*

If your call doesn't go through . . .

Camp On and Callback

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

1. Dial **2** (to wait without hanging up).
 - *(Intercom calls) When you hear ringing, wait for the called party to answer.*
 - *(Outside calls) When you hear new dial tone, place your call again.*
- OR
1. Dial **2** 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.*

Message Waiting (If you don't have Voice Mail)

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

1. Do not hang up + **MW**.
 - *Your co-worker's **MW** flashes fast.*
 - *With Voice Mail, pressing **MW** leaves a message in your co-worker's mailbox.*

To answer a Message Waiting left for you:

1. (Optional) Lift handset.
2. Press **ICM** + **MW**.
 - *If the extension you call does not answer, is busy, or in DND, the system cancels Message Waiting.*

To review your Messages Waiting and then select a message for a return call:

1. Do not lift the handset.
2. Press **MW**.
 - *Press **MW** repeatedly until the extension you want to call displays.*
3. Press **ICM** + **MW** to return the call.

Answering Calls

Answering Outside Calls . . .

If you hear ringing and see a flashing line key:

1. Press flashing **LINE** or loop key.
OR
1. Lift handset or .
 - Press line/loop key if not connected.

Answering Intercom Calls . . .

If you hear two short beeps:

1. Speak toward your phone or lift the handset.
 - Dialing **#VA + R + SPK** makes incoming Intercom calls ring your phone.
 - Dialing **#VA + V + SPK** makes incoming Intercom calls voice-announce your phone.

If you hear one long ring instead:

1. Lift handset or .

Picking up calls not ringing your phone . . .

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

1.  or lift handset.
 - You can press a Group Call Pickup or Call Coverage key instead — then skip step 2.
2.   + Co-worker's extension.
 - To pick up a call ringing a phone in your Pickup Group (if you don't have a Group Call Pickup key), dial ***#** for Group Call Pickup instead.

Have a telephone meeting (Conference) . . .

Use Conference to have a telephone meeting:

1. Place/answer call + .
2. Place/answer next call + .
 - Repeat this step to add more parties.
 - If you hear error tone, you cannot add additional parties.

Quick Reference for Other Features

Call Forwarding Off Premise:	Press ICM + Dial *33 + Press NUM soft key + Dial outside line (e.g., 1) or line group (e.g., 90-98) + HOLD + Dial outside number + HOLD + 2 to forward all calls or 8 to forward just outside calls.
Dial Number Preview:	Do not lift handset + Dial * + Dial outside number + Press line key to dial the displayed number.
Do Not Disturb:	<i>To activate:</i> Press DND + DND option (1-3). 1 blocks incoming trunk calls 2 blocks incoming Intercom calls 3 blocks all incoming calls <i>To cancel:</i> Press DND + 0 .
Group Listen:	<i>To initiate:</i> While on a handset call, press SPK twice (do not hang up). <i>To switch Group Listen to Handsfree:</i> Press SPK twice + hang up. <i>To cancel:</i> Do not hang up + Press SPK . <i>To hang up:</i> Press SPK + hang up.
Meet Me Conference:	<i>To set up a telephone meeting:</i> Make a Page announcing the Conference + Do not hang up + ICM + Dial #11 or #12 . <i>To join the Conference:</i> ICM + Dial #11 or #12 . (If you wait too long to dial, you may not be able to join the meeting.)
Microphone Mute:	<i>To activate:</i> Press MIC (key on) to mute the microphone. <i>To cancel:</i> Press MIC (key off).

Directory Dialing

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

(Check with your communications manager before using this feature.)

1. **D**.
2. Dial Directory Dialing type:
I = Co-worker's extensions.
C = System Speed Dial.
P = Personal Speed Dial.
3. Dial the first letter of the desired name (e.g., dial 4 if the first letter begins with G, H or I).
OR
Press **VOL ▲** or **VOL ▼** to scroll alphabetically through the selected directory. To call the displayed name, just press **DIAL**.
4. Look at your phone's display and dial the digit for the letter you want to call (e.g., if the name in step 3 began with G, dial 1).
5. Press **VOL ▲** or **VOL ▼** to scroll through all the names that begin with the letter you selected.
6. Press **DIAL** to have the system dial your call.



Handling Your Calls

Your call can wait at your phone . . .

Hold

Use System Hold instead of leaving the handset off-hook:

- Do not hang up + **HOLD**.
 - Your co-workers can retrieve your System Hold calls. **To place the call on Exclusive Hold, press HOLD twice.**
 - Intercom calls automatically go on Exclusive Hold when you press **HOLD**.

Easily retrieve a call from Hold:

- SPK**  or lift handset.
- Press flashing **LINE**, OR
- HOLD** if the call was not on a line/loop key (or was an Intercom call).
 - You may be able to press **ICM + *4 + line number (e.g., 01)** to pick up a call on Hold at a co-worker's phone.

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

Transfer

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

- ICM**  + Dial your co-worker's extension.
 - To transfer the call to Voice Mail, press **MW** after dialing your co-worker.
 - To transfer directly to a co-worker's mailbox, press **MW** then dial the extension.

OR

- FUNCTION** (Hotline or Call Coverage).

Park a call in orbit

Park your current call in a system orbit so your co-workers can pick it up:

- ICM**  + *****  + System Park Orbit (60-69).
 - If you hear busy, press **ICM** and try another orbit.
 - To Page before hanging up, dial *** 1** and the zone number (1-7, 0 for all call).
- Hang up.

User Programmable Features

To program a feature, press # and the feature's code. For example, to enable incoming Paging, press # and dial **V PY**, then **SPK** to hang up. By default, Call Forwarding Clear All, System Speed Dial, and Time and Date are only available to the attendant.

Feature	Mnemonic	Numeric	Operation
Call Forwarding Clear All	#CC	#22	#CC + Y to clear (cancel) forwarding or N to exit without clearing + SPK to hang up.
Headset Mode	#HS	#47	#HS + Y to enable or N to disable + SPK to exit.
Hotline	#HL	#45	#HL + Press flashing Hotline key + Enter extension for new Hotline partner + HOLD + Program another Hotline key or SPK to exit.
Off Hook Signaling	#OHS	#647	#OHS + Select mode (C=Outside line, I=ICM, D=Hotline) + Select option (see below) + SPK to exit. <i>Outside line options:</i> C=Camp On tone, O=Off Hook Ringing, 0 = None <i>Intercom options:</i> C=Camp On, V=Voice Over, 0=None <i>Hotline Options:</i> C=Camp On, V=Voice Over, 0=None.
Paging (Incoming)	#VP	#87	#VP + Y to enable or N to disable + SPK to exit.
Prime Line Assignment	#PLA	#752	#PLA + Press one of your flashing programmable keys or ICM + SPK to exit.
Programmable Function Key Assignments	#KP	#57	#KP + Press key you want to program + HOLD + ICM + Press VOL ▲ or VOL ▼ to select key option + HOLD + (Enter any additional data if required ¹ + HOLD) + Press VOL ▲ or VOL ▼ to select another key to program, or CONF + SPK to exit. ¹ To set up a Night (System Mode System) key, press CLEAR instead of entering additional data.
Programmable Function Key Ringing	#RAC	#722	<i>Call Coverage Keys:</i> #RAC + Call Coverage Key repeatedly to select ringing mode + SPK to exit. Call Coverage Keys flash as follows: Lamp only=On red, Immediate ring=On green, Delay ring=Fast flash green.
	#RAL	#725	<i>Outside Line Keys:</i> #RAL + Line Key repeatedly to select ringing mode + SPK to exit. Line keys flash as follows: Lamp only=On red, Immediate ring=On green, Delay ring=Fast flash green, Night ring=Slow flash green.
	#RAP	#727	<i>Group Call Pickup Keys:</i> #RAP + Group Call Pickup Key repeatedly to select ringing mode + SPK to exit. Group Call Pickup Keys flash as follows: Lamp only=On red, Immediate ring=On green, Delay ring=Fast flash green.
Programmable Idle Menu Soft Keys (Super Display)	#SM	#76	Press the soft key you want to program (or press Vol ▲ or Vol ▼ to scroll through the keys) + HOLD + ICM + Vol ▲ or Vol ▼ to select key option + HOLD + CONF + SPK to exit.
Ringing Line Preference	#RLP	#757	#RLP + Y to enable or N to disable + SPK to exit.
Speed Dial, Personal	#SP	#77	#SP + Press bin key (for bins 701-710) or DIAL then bin key (for bins 711-720) + HOLD + Dial outside line (e.g., 1), Line group (e.g., 90-98), or ICM for Intercom feature + HOLD + Number to store + HOLD twice + Name + HOLD + Press another bin key or SPK to exit.
Speed Dial, System	#SP	#77	#SP + Dial System Speed Dial bin number (e.g., 200) + HOLD + Dial outside line (e.g., 1), Line group (e.g., 90-98), or ICM for Intercom feature + HOLD + Number to store + HOLD twice + Name + HOLD + Dial another System Speed Dial bin or SPK to exit.
System Program Access	#**	#**	#** + Enter programming password.
Time and Date	#TD	#83	#TD + Enter time in 24-hour clock using hours (2 digits), minutes (2 digits) and seconds (2 digits) + HOLD + Enter date using month (2 digits), day (2 digits) and year (4 digits) + HOLD + SPK to exit.
Intercom Voice Announce (for incoming Intercom calls)	#VA	#82	#VA + V for voice announce or R for ring + SPK to exit.

NEC

NEC Unified Solutions, Inc.
4 Forest Parkway, Shelton, CT 06484
TEL: 203-926-5400 FAX: 203-929-0535
www.necunifiedsolutions.com

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Placing Calls Quickly

Park a call in orbit (Cont'd)

To retrieve a call from system orbit:

1.  or lift handset.
2.  +  + System Park Orbit (60-69).

Park a call at a co-worker's extension:

1. Do not hang up.
2.  +   + Extension (e.g., 300).
 - *To Page before hanging up, dial * 1 and the zone number (1-7, 0 for all call).*
3. Hang up.

To retrieve a call parked at a co-worker's extension:

1. (Optional) Lift handset for privacy.
2.  +   + Extension (e.g., 300).

Forward (reroute) your calls to a co-worker . . .

While at your desk or out of the office, forward your calls to a co-worker or Voice Mail:

1. (Optional) Lift handset for privacy.
2.  +   .
3. Dial Call Forwarding type:
 - 0** = Cancel forwarding
 - 2** = Busy/No Answer
 - 4** = Immediate
 - 6** = No Answer
4. Dial destination extension (or 0 for your operator).
OR
4. Press **MW** or dial the Voice Mail master extension number to forward to Voice Mail.
5. Dial  to forward all calls.
OR
5. Dial  to forward just outside calls.

Quickly dial co-workers and outside calls . . .

Speed Dial

To store Personal Speed Dial numbers (Intercom codes or outside numbers):

1.   .
2. Dial Personal bin number (701-720).
OR
2. Press bin key (for bins 701-710), or **DIAL** + bin key (for bins 711-720).
3. .
4. Dial the line number (e.g., 1 for line 1) the system will use for your stored number.
OR
4. Dial the line group number (e.g., 90-98 for line groups 0-8) the system will use for your stored number.
OR
4. Press **ICM** if storing Intercom codes.
5. .
6. Enter the number to store + .
- *You can enter up to 16 digits, using 0-9, # and *. Press **MIC** to insert a pause; **FLASH** to insert a Flash.*
7.  + Enter a name for your Speed Dial number.
 - *Refer to Name Programming at the bottom of the next page.*
8. .
9. Repeat from step 2 to program another Personal Speed Dial number.
OR
9.  to exit.

Speed Dial (Cont'd)

For one-touch access to your stored Speed Dial numbers:

1. Press **Bin Key** for Personal Speed Dial bins 1-10, or press **DIAL** plus **BIN KEY** for Personal Speed Dial bins 11-20.
OR

Press Programmable Function Key assigned to Personal or System Speed Dial bin.

To dial a stored System or Personal Speed Dial number:

1. (Optional) Lift handset for privacy.
2.  + .
3. Dial Personal Speed Dial bin number (701-720).

OR

Dial System Speed Dial bin number (normally 200-299).

Name Programming									
Press a key the indicated number of times for desired character									
Key	1 Time	2 Times	3 Times	4 Times	5 Times	6 Times	7 Times	8 Times	9 Times
1	&	-	/	'	!				
2	A	B	C	a	b	c	2		
3	D	E	F	d	e	f	3		
4	G	H	I	g	h	i	4		
5	J	K	L	j	k	l	5		
6	M	N	O	m	n	o	6		
7	P	Q	R	S	p	q	r	s	7
8	T	U	V	t	u	v	8		
9	W	X	Y	Z	w	x	y	z	9
0	space	:	0						
#	Not used								
*	Not used								
After selecting a letter, press a key for another letter or wait 2 seconds for the cursor to automatically advance.									
Additional Name Programming Options									
HOLD	Save name. In system programming, HOLD saves and exits name programming.								
CONF	Exit name programming without saving name.								
VOL Up	Scroll the cursor to the left.								
VOL Dn	Scroll the cursor to the right.								
MW	Put the cursor after the last entry.								
LND	Delete the character under the cursor.								
FLASH	Delete the character to the right of the cursor.								
CLEAR	Clear the entire entry.								
CHECK	Restore the previous entry.								

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DS1000/2000

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