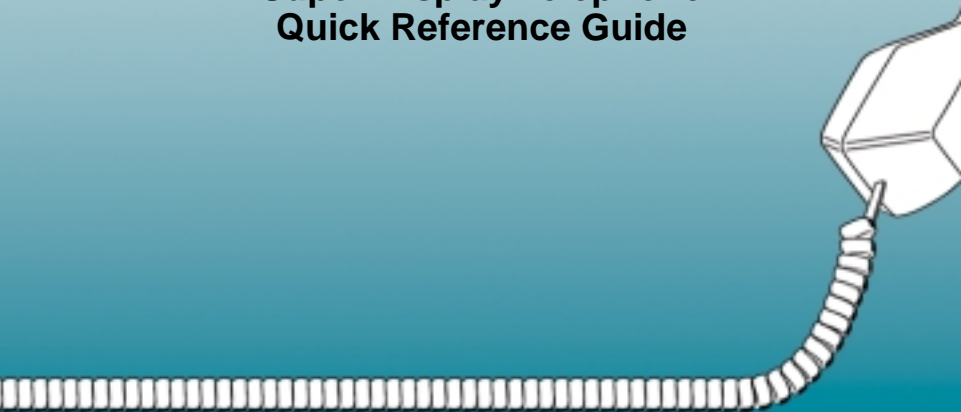# NEC

i-Series

**Super Display Telephone
Quick Reference Guide**

Using Your Telephone

The **Alphanumeric Display** helps you use features and tells you about your calls. With optional Caller ID, a ringing line may show your caller's number and name.

Due to the flexibility built into **Codes** and **Feature Capacit** in this guide. Check with your and make a note of any differer

These **Volume Controls** are for ringing calls (not available on all models).
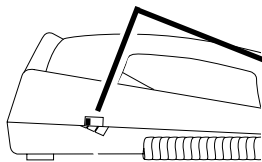
If you're on a Handsfree Call (see *Handsfree Options* below), lift the **handset** for privacy.

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** or **CONF** to set up a Conference. This key may be TRF on some models.

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

CHECK

MW

FLASH

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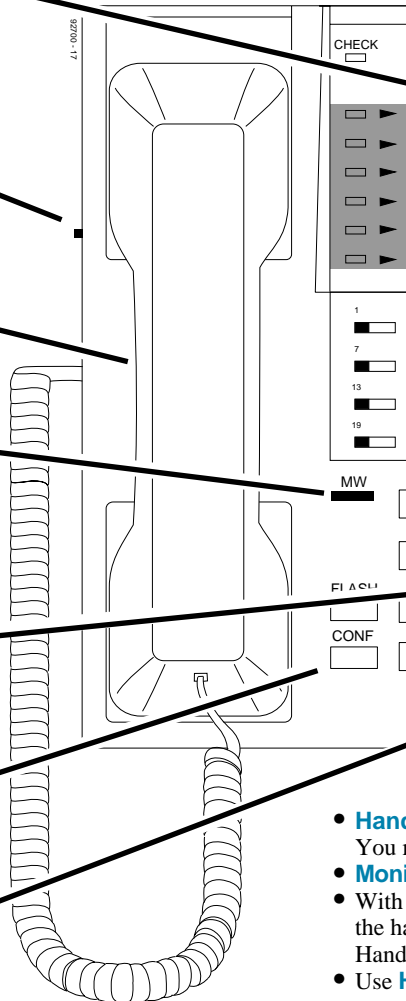
- **Hand**
  You
- **Moni**
- With the ha
  Hand
- Use **H**
  towar

the system, your **Dialing**
ities may differ from those
communications manager
nces.

Soft Keys simplify using your phone. To guide you through your features, the Soft Key functions automatically change to help you handle calls. In this guide, the `Reverse Type` represents Soft Key functions.
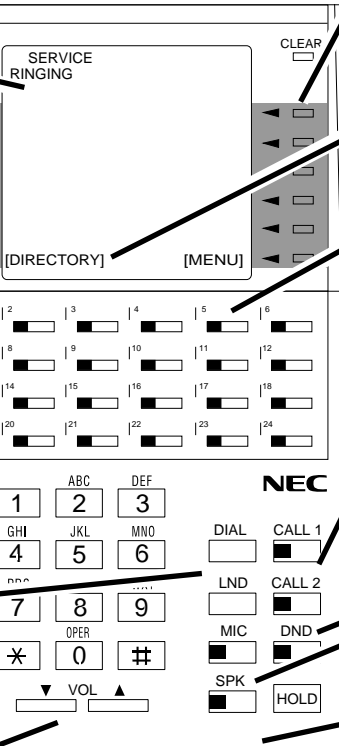
While your phone is idle, the Soft Keys are normal **One Touch Keys**.

Press `DIRECTORY` to select a call from a list of names. See *Directory Dialing* for more.

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

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** when you don't want to be interrupted.

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.

SERVICE
RINGING
CLEAR

[DIRECTORY]   [MENU]

2	3	4	5	6
8	9	10	11	12
14	15	16	17	18
20	21	22	23	24

NEC

	ABC	DEF
1	2	3
GHI	JKL	MNO
4	5	6
PRS		
7	8	9
✳	OPER 0	#

▼ VOL ▲

DIAL   CALL 1
LND   CALL 2
MIC   DND
SPK   HOLD

Handsfree Options

dsfree lets you place and answer calls by pressing `SPK` instead of using the handset.
   ust 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
   ndset. 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
   d 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]** + Outside number.

   OR

2. **[CALL1]** + **[8]** **[O]** **[4]** + Line group (1-9, 01-99 or 001-128) + Outside number.

   OR

2. **[CALL1]** + **[#]** **[9]** + 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. Press* **RING** *or* **VOICE** *to change mode.*
   - *For your **Voice Mailbox**, dial *8.*
   - *For **Paging**, press* **MENU** + **IN PAGE** *or* **EX PAGE** + *Press displayed page zone or 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. `CAMP ON` 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. `CAMP ON` 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,* `MENU` + `CLEAR MENU` + `CLEAR CALLBACK` + *Choose ALL, ICM or LINE.*

Message Waiting (Direct Messaging)

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

1. Do not hang up + `MSG WAIT`.
   - *Your co-worker's MW flashes fast. Your MW is lit.*
   - *With Voice Mail,* `VOICE MSG` *to leave a message in your co-worker's mailbox.*

To answer a Message Waiting left for you:

1. `MSG WAIT ANSWER` + `MSG WAIT` + `CALL`.
   - *To cancel Messages Waiting,* `MENU` + `CLEAR MENU` + `CLEAR MESSAGE WAIT` + *Choose All, SENT or RECEIVED.*

Answering Calls

Answering Outside Calls . . .

Listen for two rings and look for a flashing line key:

1. 🔲 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.*
   - *To change the way incoming Intercom calls ring your phone,* **MENU** + **PGM/SAVE** + **INTERCOM ANSWER** + *Choose one of the following: Signal Call, Voice Call, 2nd Signal Call, or 2nd Voice Call.*

Picking up calls not ringing your phone . . .

If a call is ringing over the Page after hours:

1. 🔲 or lift handset.
2. 🔲 CALL1 + 🔲 # 🔲 O .

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

1. 🔲 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 + **CONFERENCE** + Place/answer call + **SET**.
2. Add another call + **SET**.
   - *Repeat this step to add more parties. You may be able to have up to 32 callers.*
3. **BEGIN CONFERENCE** when you are done adding parties.

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

1. [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.
   - *To **Page**, `MENU` + `IN PAGE` or `EX PAGE` + Press displayed page zone or 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 or Voice Mail:

1. `MENU` + `PGM/SAVE` + `CALL FWD` + Call Forwarding condition:
   `1: Answer machine`, `2: Busy/no answer`,
   `3:Follow Me`, `4: Immediate`, `6: No answer`,
   `7: Both Ring`, (not for Voice Mail)
   0 = Cancel
2. `STA nnn`.
   OR
   Dial destination extension, Voice Mail master number or press Voice Mail key.
3. Enter the Call Forwarding type:
   `2: All calls`, `3: CO calls only`, `4: Intercom 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. `MENU` + `SAVED DIAL`.

Then redial your saved number:

1. (Optional) Lift handset.

2. `MENU` + `ICM MENU` + `SAVED DIAL`.
   - *The system selects an outside line.*

   OR

2. `LINE` + `MENU` + `SAVED DIAL`.
   - *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. `MENU` + `PGM/SAVE` + `ABB DIAL`.
3. `ABB: SYSTEM` (for Common) or `ABB: GROUP` (for Group).
4. Dial Abbreviated Dialing bin number.
   - *Ask your communications manager for your bin numbers.*
5. Dial phone number to store + `SAVE`.
   - *The number can be up to 24 digits, using 0-9, # and ✱. Press MIC to enter a pause.*
6. Enter the name for stored number + `SAVE`.
   - *See Entering Names below.*

To dial your stored Abbreviated Dialing number:

1. (Optional) Lift handset.
2. `MENU` + `ABB: COMMON MENU` or `ABB: GROUP MENU`.
3. **1-TOUCH** ☐ for the first letter, then **1-TOUCH** ☐ for name to outdial.
   - *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	4 = M - P	7 = Hyphen	
2 = E - H	5 = Q - T	8 = Space	10 = Punctuation
3 = I - L	6 = U - Z	9 = Symbols	

- 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: *To set:* **MENU** + **PGM/SAVE** + **DND** + **SET** +

DND EXTERNAL to block your outside calls.

DND INTERCOM to block Paging, Intercom calls, Call Forwards and transferred outside calls.

DND ALL to block all calls.

DND CALL FWD to block Call Forwards.

To cancel: **MENU** + **PGM/SAVE** + **DND** + **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** <u>twice</u> when co-worker answers.
To join: **CALL1** + **864** + Announced **zone**.

Park and Page: *To have your phone greet your callers and Page you:*
MENU + **PGM/SAVE** + **CALL FWD DEV** + **7** + Record Greeting + **#** + **7** + Record Page + **#** + the page zone key (**INT #_** , **COMB #_** , or **EXT #_**) + **CALL1** to hang up.
To cancel: **CANCEL CALL-FWD**.
To pick up: **CALL1** + ✳ ✳ + Announced **extension**.

Personal Greeting: *To have your phone greet your callers and forward your calls:*
MENU + **PGM/SAVE** + **CALL FWD DEV** + **7** + Record Greeting + **#** + **2:BUSY/NO ANSWER** , **4:IMMEDIATE** or **6:NO ANSWER** + Ext. to receive calls + **2** (All) or **3** (CO) + **CALL1** to hang up.
To cancel: **CANCEL CALL-FWD**.

Repeat Redial: *To automatically redial your outside call if it's not answered:*
Place CO call + **MENU** + **REPEAT DIAL** + **SPK** to hang up + Lift handset when call goes through.
To cancel: When idle, **CANCEL REPEAT DIAL**.

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. **DIRECTORY** + 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.
2. Dial letter/number range for the party you want to call (e.g., dial 2 for A, B, C or 2).
3. Dial the digit for the letter/number selected above (e.g., 1 for A, 2 for B).
4. Press volume ▲ or ▼ to scroll through the list.
5. **CALL1** or lift handset to place call.

Programming Function Keys

To program: MENU + PGM/SAVE + FCTN KEY + Key + 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.
Hold:	For Exclusive Hold, enter **1044**.
Hotline:	Enter **1058** + Partner's extension.
Line and Loop Keys:	Enter **0001 - 0192** for lines 1-192, **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** (1-9 or 01-32) for Internal. Enter **1004** + **Zone** (1-8) for external. Enter **1005** for External All Call.

Programming One-Touch Keys

To program: MENU + PGM/SAVE + ONE TOUCH +
Key + Data + SAVE + Name + SAVE .

DSS:	Enter **Co-worker's extension number**.
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**.
Service Codes:	Enter **Service Code**. For example, you can make a Save Number Clear key by entering 885.

NEC

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