

## NEC Phone Instructions

Dterm Series E

To Place an Outside Call

1. Lift handset or depress SPKR button
2. Dial 6
3. Dial phone number

To Answer an Incoming Call Lift handset or depress SPKR button (ensure MIC is lit)

To Program One Touch Speed Dial Buttons

1. Leave handset in cradle
2. Depress FEATURE button
3. Depress Speed Dial button to be programmed
4. Dial number to be programmed. If this is an outside number, program 6 before the outside number
5. Depress FEATURE button

To Transfer a Call With call in progress:

1. Depress TRF button; receive interrupted dial tone
2. Dial four digit internal destination extension number
3. Announce call
4. Hang up to complete transfer

*Note: To retrieve caller before you hang up, depress TRF button*

To Transfer By Using Directory Dialer With Call in Progress

1. Depress DIR button
2. Enter from two to sixteen characters of the last name of the person to be called
3. Depress #
4. If name in the display is correct, press # to accept and dial
5. If displayed name is not the desired name:
  - o Depress 8 to move to the previous matching name,
  - o Depress 2 to move to the next matching name,
  - or
  - Depress 0 followed by more letters and a # to research the database

*Note: This directory can be used to transfer or conference a call*

6. Depress # to dial desired extension number
7. Announce call to receiving party

8. Hang up to complete transfer or depress CNF to conference

#### Conference With 1st call in progress

1. Depress TRF button; receive interrupted dial tone
2. Dial 2nd party, announce conference
3. Depress CNF button

Three way connection is established

#### To Transfer a Caller to a Voice Mailbox

1. Depress TRF button; receive interrupted dial tone
2. Dial 2299; you will hear a general message
3. Dial 4 digit voice mailbox number
4. Hang up

#### To Retrieve a Caller from a Voice Mailbox DURING a Transfer

1. Depress 999# to disconnect the voice mail
2. Depress TRF button from Multi Line phones to retrieve caller  
or  
Depress HOOK SWITCH from Single Line phones to retrieve caller

#### To Originate a Call Using Directory Dialer

1. Depress DIR button
2. Enter from two to sixteen characters of the last name of the person to be called
3. Depress #
4. If name in the display is correct, press # to accept and dial
5. If displayed name is not desired name;
  - o Depress 8 to move to the previous matching name,
  - o Depress 2 to move to the next matching name,  
or  
Depress 0 followed by more letters and a # to research the database

*Note: This directory can be used to transfer or conference a call.*