

Thank you for buying our product. We work very hard to bring you quality media. Our products are encrypted to avoid unauthorized reproduction. You can still view and print any page you like.

Blue Cargo LLC is the sole copyright owner of this product. If you purchased this from anyone other than Blue Cargo LLC, Please send me an email at: bluecargollc@hotmail.com.

bluecargollc@hotmail.com

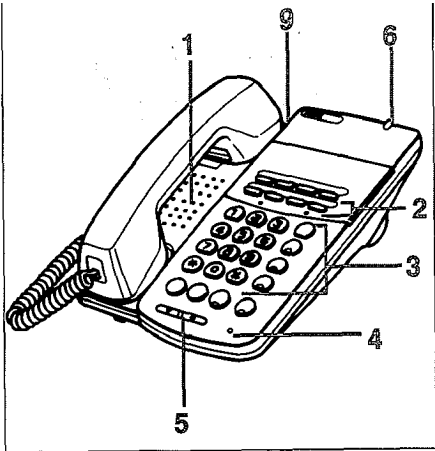


Multiline Telephone
User Guide

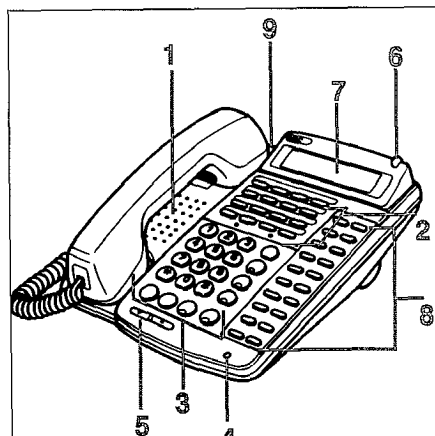
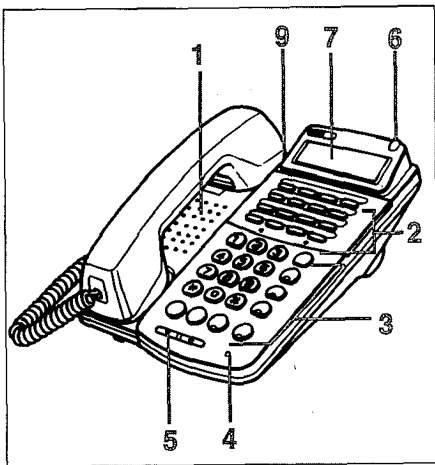


NEC

LEVEL I



1. Speaker
2. Line Keys/Feature Access Keys
3. Dialpad/Dedicated Function Keys
4. Microphone
5. Volume Control
6. Large LED
7. Alphanumeric Display
8. One Touch Keys
9. Hookswitch



GENERAL INFORMATION



The following should be considered when reviewing this User Guide:

- ▶ All operational instructions assume Prime Line Pickup is assigned to internal dial tone, Ringing Line Preference is assigned to all telephones and only a single tenant has been assigned in the system.
- ▶ All access codes listed are standard; some may vary based on system assignment.
- ▶ Access to many features is based on system assignments. Not all features may be available from your telephone.
- ▶ Telephones equipped with displays will provide useful call processing information such as digits dialed, recall indications, feature confirmation, *etc.*

LED INDICATIONS

FUNCTION	LAMP STATUS
CO LINE KEYS: Incoming Call Held Call - Your Telephone Held Call - Other Telephone Call in Progress: Your Telephone Other Telephone Hold/Transfer Recall	Rapid Flashing Red Flashing Green Flashing Red Steady Green Steady Red Intermittent Flashing Green
LARGE LED: Incoming CO/PBX Call Incoming Internal Call Voice Mail Message	Rapid Flashing Green Rapid Flashing Red Slow Flashing Red
FUNCTION KEY: DND Set Call Forward Set Callback Request	Intermittent Flashing Red Intermittent Flashing Red Flashing Red
ICM LED: Incoming Call Call in Progress Held Call	Flashing Red Steady Red Slow Flashing Red CNF LED
FEATURE ACCESS KEYS: In Use DND or Call Forward Special Mode - FNC Activity (<i>i.e.</i> programming, feature access)	Steady Red Steady Red Slow Flashing Red

Table of Contents

Pages 2 & 3▶

- General Information
- Answering Calls

Pages 4 & 5▶

- Placing Calls
- Microphone Control
- Handset Transmit Control
- Speakerphone Calls
- Holding Calls

Pages 6 & 7▶

- Transferring Calls
- Call Pickup
- Station Busy/No Answer Options

Pages 8 & 9▶

- CO/PBX Dialing Options

Pages 10 & 11▶

- Conference
- Paging
- Call Forward All Calls
- Call Forward Busy/No Answer
- Do Not Disturb

Pages 12 & 13▶

- Volume Control
- Background Music Control
- Programming

Quick Entry Guide and Quick Reference Guide

ANSWERING CALLS

RINGING CALLS

- ▶ Lift handset
- ▶ Converse

NOTE: If additional incoming CO calls are received, the **ANS** key **LED** will flash. Pressing the **ANS** key places the current call on Non-Exclusive Hold and connects you to the next call. Press the flashing **Line Key** to return to the original call.

VOICE ANNOUNCE CALLS

- ▶ Ensure **MIC** LED is lit
- ▶ Adjust **SPKR** volume (▼ or ▲) as needed
- ▶ Respond handsfree

NOTE: The handset may be used at any time during the conversation.

CAMP-ON (CALL WAITING)

Receive camp-on tone while on another call:

- ▶ Replace handset or press **DROP** to disconnect present call
- OR** Press **HOLD** and press the **Hookswitch** to converse with second party

PLACING CALLS



INTERNAL CALLS

- ▶ Lift handset
- ▶ Dial station number or "0" for the attendant
- OR** Press **Feature Access Key** or **One Touch Key** programmed for Direct Station Selection
- ▶ Voice announce after tone burst or wait for ringing call to be answered

NOTE: When calling a multiline telephone, dialing "1" after the station number will change ringing to voice or voice to ringing.

OUTSIDE CALLS

- ▶ Lift handset
- ▶ Press idle **Outside Line Key**
- ▶ Dial telephone number
- ▶ Converse

NOTE: Depending on system programming, it may be necessary to dial a trunk access code i.e. 9 before dialing the telephone number.

LAST CO/PBX NUMBER REDIAL

- ▶ Lift handset
- ▶ Press **LNR/SPD**
- ▶ Dial Last Number Redial code *
- ▶ Converse

STATION/SYSTEM SPEED DIAL

- ▶ Lift handset
- ▶ Press **LNR/SPD** and dial Speed Dial Memory location:
 - ▷ Station Speed Dial **00~19**
 - ▷ System Speed Dial **20~99**
- OR** Press **Feature Access Key** or **One Touch Key** programmed for Station Speed Dial
- ▶ Converse

TRUNK QUEUING

After dialing trunk access code or pressing a busy **Line Key** and receiving trunk busy indication:

- ▶ Dial Trunk Queue set code **64**
- ▶ Replace handset

NOTE: When line is available, your telephone will ring; lift handset and place call.

MICROPHONE CONTROL

- ▶ Press **FNC**
- ▶ Dial MIC On/Off code **1**

NOTE 1: Lit **MIC LED** indicates MIC on.

NOTE 2: **MIC ON/OFF** key may be assigned to a **Feature Access Key** or **One Touch Key**.

HANDSET TRANSMIT CONTROL



With an outside call in progress:

- ▶ Press **FNC**
- ▶ Dial Handset Transmit On/Off code **2**

SPEAKERPHONE CALLS

- ▶ Press **SPKR**; LED lights
- ▶ Ensure **MIC LED** is lit
- ▶ Place internal or outside call
- ▶ Converse
- ▶ Press **SPKR** to disconnect call

NOTE: The handset may be used at any time during the conversation. To resume handsfree operation or to monitor a call, press **SPKR** (LED lights) and replace handset.

HOLDING CALLS

NON-EXCLUSIVE HOLD

With a call in progress:

- ▶ Press **HOLD**

EXCLUSIVE HOLD

With a call in progress:

- ▶ Press **FNC**
- ▶ Press **HOLD**

NOTE 1: To retrieve a held call, press the flashing **Line Key** or **CNF** key (internal calls).

NOTE 2: Calls on Non-Exclusive Hold can be retrieved from any multiline telephone with the held line appearance.

NOTE 3: After a preprogrammed time, the held CO/PBX call will recall to the originating station and can be retrieved by pressing the held **Line Key**.

TRANSFERRING CALLS

.....

USING MANUAL DIAL

With an outside call in progress:

- ▶ Press **TRF**
- ▶ Dial station number
- ▶ Wait for answer
- ▶ Press **TRF**
- ▶ Replace handset

USING DIRECT STATION SELECTION (DSS)

With an outside call in progress:

- ▶ Press programmed **DSS**
- ▶ Wait for answer
- ▶ Press **TRF**
- ▶ Replace handset

NOTE 1: When transferring CO/PBX calls, it is not necessary to wait for the called party to answer.

NOTE 2: If the called station is busy, press **TRF** and replace handset to initiate a camp-on. An unanswered camp-on or ring transferred call will recall after a preprogrammed time interval.

NOTE 3: To return to the original party, press flashing **Line Key**.

NOTE 4: A **Feature Access Key** or **One Touch Key** may be assigned for **DSS**.

USING INTERNAL LINE

With an outside call in progress:

- ▶ Press **HOLD**
- ▶ Dial station number
- OR** Press programmed **DSS**
- ▶ Announce call indicating which **Line Key** is being transferred
- ▶ Replace handset

NOTE 1: Multiline telephone users can pick up a held **Line Key** at their convenience.

NOTE 2: This operation is not applicable when transferring to a Single Line Telephone.

CALL PICKUP

.....

- ▶ Lift handset
- ▶ Dial Call Pickup code
 - ▷ All Calls **6#**
 - ▷ Same Tenant **6***
- ▶ Converse

STATION BUSY/NO ANSWER OPTIONS

.....

AUTOMATIC CALLBACK

SET

When calling a busy multiline telephone:

- ▶ Dial Automatic Callback code 0
- ▶ Replace handset

ANSWER

When both telephones are idle originating telephone rings:

- ▶ Lift handset
- ▶ Call is placed automatically

CALLBACK REQUEST

SET

When calling a busy or unanswered multiline telephone:

- ▶ Dial Callback Request code #
- ▶ Replace handset

ANSWER

Receive display and/or **FNC LED** indication:

- ▶ Lift handset
- ▶ Dial #; request originator is automatically called
- ▶ Repeat above procedure to respond to additional messages

NOTE: Callback Requests are automatically canceled once the originating station is called.

TONE OVERRIDE

SET

When calling a busy multiline telephone:

- ▶ Dial Tone Override code * to send tone
- ▶ Wait for signalled party to answer

ANSWER

With a call in progress:

- ▶ Receive tone override signal*
- ▶ Press **HOLD**
- ▶ Converse with second party

**If handsfree, a visual indication only (*) will be provided on the telephone's display.*

STATION BUSY/NO ANSWER OPTIONS (Continued)

VOICE OVER ORIGINATOR

When calling a busy multiline telephone:

- ▶ Press **FNC**
- ▶ Dial *****
- ▶ Voice Announce

ANSWER

- ▶ Receive Voice Over signal
- ▶ Press **HOLD**
- ▶ Converse with second party
- ▶ Press **ANS** key to switch between parties

STEP CALL

When calling a busy telephone:

- ▶ Dial **1** to advance to the next station number in that 10's group

CO/PBX DIALING OPTIONS

SAVE & REPEAT

SAVE

With an originating outside call in progress:

- ▶ Press **FNC**
- ▶ Dial **#**; called number is stored
- ▶ Replace handset

REPEAT

- ▶ Lift handset
- ▶ Press **LNR/SPD**
- ▶ Dial **#**; call is placed

CO/PBX DIALING OPTIONS (Continued)



STORE & REPEAT

STORE

With an originating outside call in progress:

- ▶ Press **FNC**
- ▶ Dial *****
- ▶ Dial number to be stored
- ▶ Press **FNC**
- ▶ Complete conversation and replace handset

REPEAT

- ▶ Lift handset
- ▶ Press **LNR/SPD**
- ▶ Dial **#**; call is placed

NOTE: Store & Repeat and Save & Repeat features cannot be used simultaneously.

AUTOMATIC REDIAL

After originating a busy or unanswered outside call on the handset:

- ▶ Press **SPKR**
- ▶ Replace handset
- ▶ Press **FNC**
- ▶ Press **LNR/SPD**
- ▶ Call is repeatedly dialed until answered, canceled or the maximum number of redial attempts is reached
- ▶ Lift handset when the called party answers

NOTE 1: Press **SPKR** to cancel Automatic Redial.

NOTE 2: System programming determines waiting time and number of redial attempts.



CONFERENCE

.....

With a call in progress:

- ▶ Press **CNF**
- ▶ Place second call (internal or external)
- ▶ Announce conference
- ▶ Press **CNF** to establish conference

NOTE 1: Repeat above procedure to add an additional party. (Maximum 2 outside parties.)

*NOTE 2: An unsupervised conference may be established by placing a conference call on Hold by pressing the **CNF** key. The parties on Hold may continue to converse in private. Press flashing **CNF** to return to the conference.*

PRIVACY RELEASE

With an outside call in progress:

- ▶ Press **FNC**
- ▶ Dial Privacy Release code 7

*NOTE: Once privacy is released, another multiline telephone with the same outside line appearance can enter the conversation by pressing the appropriate **Line Key**.*

PAGING

.....

- ▶ Lift handset
- ▶ Dial Paging code:

Internal

- ▷ All Zones 70
- ▷ Zone A 71
- ▷ Zone B 72
- ▷ Zone C 73
- ▷ All Call 77

OR

External

- ▷ External Paging 75

- ▶ Page
- ▶ Wait for Meet-Me Answer or replace handset

MEET-ME ANSWER

- ▶ Lift handset
- ▶ Dial Meet-Me Answer code:
 - ▷ Internal 7*
 - ▷ External 7#
- ▶ Converse

CALL FORWARD ALL CALLS (CF/A)

SET

- ▶ Press **FNC**
- ▶ Dial Call Forward All code **61**
- ▶ Dial destination station number
- ▶ Press **FNC**

CANCEL

- ▶ Press **FNC**
- ▶ Dial Call Forward All code **61**
- ▶ Press **FNC**

NOTE 1: The **FNC LED** will flash intermittently when your telephone is in Call Forward/DND.

NOTE 2: While set, Call Forward All will override Call Forward Busy/No Answer settings.

NOTE 3: If Call Forward All and Do Not Disturb are both set, the feature set last is activated.

NOTE 4: When Call Forward All is set and assigned to a **One Touch Key** or **Feature Access Key**, status is provided via Busy Lamp Field (BLF).

CALL FORWARD BUSY/NO ANSWER (B/NA)

SET

- ▶ Press **FNC**
- ▶ Dial Call Forward B/NA code **62**
- ▶ Dial destination station number
- ▶ Press **FNC**

CANCEL

- ▶ Press **FNC**
- ▶ Dial Call Forward B/NA code **62**
- ▶ Press **FNC**

NOTE 1: The **FNC LED** will flash intermittently when your telephone is in Call Forward.

NOTE 2: While set, Call Forward All will override Call Forward Busy/No Answer settings.

NOTE 3: When Call Forward B/NA is set and assigned to a **One Touch Key** or **Feature Access Key**, status is provided via Busy Lamp Field (BLF).

DO NOT DISTURB

SET/CANCEL

- ▶ Press **FNC**
- ▶ Dial DND code **60**
- ▶ Press **FNC**

NOTE 1: The **FNC LED** will flash intermittently when your telephone is in Do Not Disturb.

NOTE 2: If Call Forward All and Do Not Disturb are both set, the feature set last is activated.

NOTE 3: When Do Not Disturb is set and assigned to a **One Touch Key** or **Feature Access Key**, status is provided via Busy Lamp Field (BLF).

VOLUME CONTROL

.....

OFF-HOOK RINGING

VOLUME

- ▶ Lift handset
- ▶ Dial **60**
- ▶ Dial Off-Hook Ringing Volume code **1**
- ▶ Press ▼ or ▲ to set level
- ▶ Replace handset

NOTE 1: Press ▼ or ▲ during audible telephone activity (i.e. handset or speaker conversation) to temporarily adjust volume to desired level.

NOTE 2: When the telephone is idle, ▼ or ▲ is used to adjust display contrast.

RINGING VOLUME

- ▶ Press **SPKR**
- ▶ Dial **60**
- ▶ Dial Ringing Volume code **1**
- ▶ Press ▼ or ▲ to set level
- ▶ Press **SPKR**

BACKGROUND MUSIC (BGM) CONTROL

.....

- ▶ Press **FNC**
- ▶ Dial BGM On/Off code **93**
- ▶ Press **FNC**

PROGRAMMING

.....

RESETTING FNC LED

- ▶ Press **FNC**
- ▶ Dial **99**
- ▶ Press **FNC**

NOTE: Resetting the FNC LED will cancel Call Forward, Do Not Disturb and Callback Request settings.

STATION SPEED DIAL - DIAL ACCESS

- ▶ Press **FNC**
- ▶ Press **LNR/SPD**
- ▶ Dial Speed Dial Memory location **00~19**
- ▶ Dial trunk access code **i.e. 9** (if necessary)
- ▶ Dial telephone number to be stored (24 digits maximum)
- ▶ Press **FNC**

NOTE: Press LNR/SPD to insert a pause or RECALL to store a hookflash.

**QUICK ENTRY GUIDE FOR PROGRAMMING
FEATURE ACCESS KEYS AND ONE TOUCH KEYS**

FEATURE	PRESS
Microphone On/Off	# > 1
Call Forward All - Set	# > 61 > Dial Destination
Call Forward All - Cancel	# > 61
Call Forward Busy/No Answer - Set	# > 62 > Dial Destination
Call Forward Busy/No Answer - Cancel	# > 62
Do Not Disturb - Set/Cancel	# > 60
Save & Repeat - Set	# > #
Store & Repeat - Set	# > *
Save/Store & Repeat - Repeat	# > #
Internal Paging All Zone	1 > 70
External Paging All Zone	1 > 75
Paging Meet-Me (Internal)	1 > 7*
Call Pickup - All Calls	1 > 6#
Facsimile Connection	1 > 694

NOTE: Other features may be programmed in addition to those listed above.

QUICK REFERENCE GUIDE

OUTSIDE CALLING

Outside Call	Dial 9 > Dial Telephone Number
Last CO/PBX Number Redial	LNR/SPD > Dial *
Speed Dial	LNR/SPD > Dial 00~99
Save/Store & Repeat - Access	LNR/SPD > Dial #
Trunk Queue	Receive Trunk Busy Indication > Dial 64
Automatic Redial	Receive Busy > SPKR > FNC > LNR/SPD

INTERNAL CALLING

Station Call	Dial Station Number or DSS key
Automatic Callback	Reach Busy Station > Dial 0
Callback Request	Reach Busy/No Answer Station > Dial #
Tone Override	Reach Busy Station > Dial *

WITH A CALL IN PROGRESS

Hold	HOLD
Exclusive Hold	FNC > HOLD
Transfer	TRF > Dial Station Number > TRF
Conference	CNF > Place 2nd Call > CNF
Save & Repeat - Save	FNC > Dial #
Store & Repeat - Store	FNC > Dial * > Dial Number to Store > FNC
Handset Transmit Control	FNC > Dial 2

FROM THE INTERNAL LINE

Internal Paging	Dial 70, 71, 72, 73 or 77 > Page
External Paging	Dial 75 > Page
Call Pickup - All	Dial 6#

FROM AN IDLE TELEPHONE

Microphone Control	FNC > Dial 1
Call Forward All	SET: FNC > Dial 61 > Dial Destination Station > FNC CANCEL: FNC > Dial 61 > FNC
Call Forward Busy/No Answer	SET: FNC > Dial 62 > Dial Destination Station > FNC CANCEL: FNC > Dial 62 > FNC
Do Not Disturb	FNC > Dial 60 > FNC
Background Music	FNC > Dial 93 > FNC
FNC LED Reset	FNC > Dial 99 > FNC

PROGRAMMING (continued)

.....

FEATURE ACCESS KEYS

SPEED DIAL (OUTSIDE NUMBERS)

- ▶ Press **FNC**
- ▶ Press **LNR/SPD**
- ▶ Press **Feature Access Key** to be programmed
- ▶ Dial **0**
- ▶ Dial Speed Dial Memory location **00~99**
- ▶ Press **FNC**

DSS/BLF (INTERNAL) AND FEATURE ACCESS

- ▶ Press **FNC**
- ▶ Press **LNR/SPD**
- ▶ Press **Feature Access Key** to be programmed
- ▶ Dial **1** and station number to be stored
- OR** Dial feature access code to be stored as indicated in the **Quick Entry Guide**
- ▶ Press **FNC**

NOTE 1: Press **LNR/SPD** to insert a pause and **RECALL** to insert a hookflash.

NOTE 2: Busy Lamp Field status indication will be provided on keys programmed for **DSS**.

ONE TOUCH KEYS

SPEED DIAL (OUTSIDE NUMBERS)

- ▶ Press **FNC**
- ▶ Press **LNR/SPD**
- ▶ Press **One Touch Key** to be programmed
- ▶ Dial **0**
- ▶ Dial Speed Dial Memory location **00~99**
- ▶ Press **FNC**

DSS/BLF (INTERNAL) AND FEATURE ACCESS

- ▶ Press **FNC**
- ▶ Press **LNR/SPD**
- ▶ Press **One Touch Key** to be programmed
- ▶ Dial **1** and station number to be stored
- OR** Dial feature access code to be stored as indicated in the **Quick Entry Guide**
- ▶ Press **FNC**

NOTE 1: Press **LNR/SPD** to insert a pause and **RECALL** to insert a hookflash.

NOTE 2: Busy Lamp Field status indication will be provided on keys programmed for **DSS**.