

NEAX™ 2000IVS

DTERM®  
SERIES E  
Telephones

.....  
USER GUIDE

NEAX  
DTERM  
SERIES E

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## TABLE OF CONTENTS

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KEYS AND LAMPS	2		
SOFT KEYS	4		
TERMINAL SETUP WITH FEATURE KEY	7		
TO ORIGINATE AN OUTSIDE CALL	9		
TO ORIGINATE AN INTERNAL CALL	9		
OUTSIDE LINE APPEARANCE	10		
TO ORIGINATE A CALL USING ONE-TOUCH BUTTONS	10		
AUTOMATIC IDLE RETURN	11		
TO ORIGINATE A CALL USING SPEED CALLING (INDIVIDUAL STATION)	12		
ACCOUNT CODE	12		
FORCED ACCOUNT CODE	13		
AUTHORIZATION CODE	13		
VOICE FIRST/TONE FIRST	13		
ORIGINATING A VOICE CALL	14		
TO ANSWER A VOICE CALL HANDS FREE	14		
AUTOMATIC INTERCOM	15		
MANUAL INTERCOM	15		
DIAL INTERCOM	16		
TO PLACE A CALL ON HOLD	17		
TO PLACE A CALL ON EXCLUSIVE HOLD	18		
TO TRANSFER A CALL	19		
CONFERENCE	19		
TO ESTABLISH A BROKER CALL	20		
CALL BACK (STATION)	20		
TO ANSWER A CAMPED-ON CALL	21		
		TO SET CAMP-ON (TRANSFER METHOD)	21
		CAMP-ON (CALL WAITING METHOD)	22
		CALL PARK (SYSTEM)	23
		CALL PICK-UP (GROUP)	24
		CALL PICK-UP (DIRECT)	24
		OUTGOING LINE QUEUEING	25
		TIMED QUEUEING	25
		EXECUTIVE OVERRIDE	26
		LAST NUMBER REDIAL	26
		CALL FORWARDING – ALL CALLS	27
		CALL FORWARDING – BUSY	28
		CALL FORWARDING – NO ANSWER	29
		CALL FORWARDING – DESTINATION	30
		TO SAVE AND REPEAT A NUMBER	30
		INTERNAL ZONE PAGING WITH MEET-ME	31
		BOSS/SECRETARY CALLING	32
		BOSS/SECRETARY OVERRIDE	33
		DO NOT DISTURB	34
		TIME REMINDER	34
		PRIVACY RELEASE	35
		RETURN MESSAGE SCHEDULE	36
		NAME DISPLAY	37
		INDEX	38
		QUICK REFERENCE GUIDE	40

## KEYS AND LAMPS

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### FUNCTION KEYS

#### Answer

When LED on this key is lit, press key to answer a waiting call.

#### Conf (Conference)

Press key to establish a three-way conversation. LED on key lights when key is active.

#### Feature

Used to activate terminal setup functions and to program One-Touch Speed Dial/Feature Keys.

#### Hold

Press key to place an internal or external call on hold.

#### Redial

Press key to activate Last Number Call redial and Speed Calling.

#### Recall

Press key to terminate established call and reseize internal dial tone.

#### Speaker

Controls the built-in speaker which can be used for Hands Free dialing/monitoring. LED on key lights when key is active.

#### Transfer

Allows the station user to transfer established calls to another station, without attendant assistance.



Used to adjust LCD contrast, speaker/receiver volume, and ringer volume.

- ◆ LCD Contrast:  
Press ▲ or ▼ key while idle.
- ◆ Speaker/Receiver Volume:  
Press ▲ or ▼ key during conversation.
- ◆ Ringer Volume:  
Press ▲ or ▼ key during ringing.

## PROGRAMMABLE KEYS

*These are examples of D<sup>TM</sup> features available by pressing the programmable keys. Keys must be programmed by the telephone system administrator.*

AICM (Automatic Intercom)  
Press key to activate Automatic Intercom.

CB (Call Back)  
Press key to activate.

DICM (Dial Intercom)  
Press key to activate Dial Intercom.

DND (Do Not Disturb)  
Press key to activate or cancel Privacy feature.

FD-A (Call Forwarding – All Calls)  
Press key to activate, verify, or cancel Call Forwarding All Calls feature.

FD-B (Call Forwarding – Busy)  
Press key to activate, verify, or cancel Call Forwarding – Busy feature.

FD-N (Call Forwarding – No Answer)  
Press key to activate, verify, or cancel Call Forwarding – No Answer feature.

FD-DS (Call Forwarding – Destination Set)  
Press key to activate Call Forwarding Destination.

#### FD-DC (Forward Destination – Cancel)

Press key to deactivate Call Forwarding Destination.

#### MICM (Manual Intercom)

Press key to activate Manual Intercom.

#### S&R (Save and Repeat)

Press key to store a number or redial a stored number.

#### SECONDARY APPEARANCE (Subline)

An extension key, other than the primary extension.

### **SOFT KEYS (FACTORY ASSIGNED FEATURES)**

#### Headset

Press the Soft Key below "Headset" to activate or deactivate Headset operation.

#### Mic (Microphone)

Press the Soft Key below "Mic" to activate or deactivate the Microphone. The Mic LED will illuminate when Mic is on.

#### Help

Press the Help Key. Press desired Soft Key for helpful information about that key.

#### Exit

Press the Exit Key to exit the Help program.

#### OHROFF (Off Hook Ringing Off)

It will disable ringing on this telephone while you use it.

## OHR-ON (Off Hook Ringing On)

It will allow ringing on this telephone while in use.

\*NOTE 1: Off Hook Ring feature does not work when in hands free mode

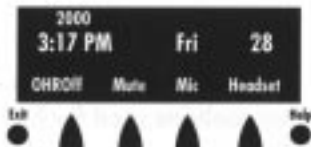
\*NOTE 2: Soft Key availability dependent upon system program

\*NOTE 3: Display telephone only

On Hook State  
(Telephone is idle)



Off Hook State  
(Telephone is in use)



## TO USE SOFT KEYS

Four soft keys are indicated in the LCD according to the status of the Multiline Terminal.

- ◆ Press the SCROLL (>>>>) key to scroll the display to show the desired key if there are other functions available.
- ◆ Press a desired key under the indicated 4 Soft Keys on the LCD.
- ◆ The service feature of the pressed Soft Key is operated.

## TO USE THE HELP KEY

- ◆ Press the HELP key and Soft Key.
- ◆ Explanation of the pressed Soft Key is indicated on the LCD.
- ◆ Press the EXIT key to leave HELP.

## LAMPS

### Call Indicator Lamp

Lamp at top corner of D<sup>term</sup> flashes when a call terminates to the terminal. Lamp lights steadily when a message has been left.

### LCD

Liquid Crystal Diode (LCD) display provides D<sup>term</sup> activity information plus date, time and Soft Key operation.

### LED

Some function keys have a built-in Light Emitting Diode (LED) that lights or flashes according to the activity of that function key.

### MIC Lamp

Lamp displays the status of the built-in microphone used for hands free operation.



## FEATURE KEY ACTIVITIES

**Feature + 1** = Turns microphone on or off.

**Feature + 3** = Selects ringer tone.

**Feature + 4** = Adjusts transmission level.

**Feature + 0** = Activates ringer. (dependent on System Programming)

## TERMINAL SETUP WITH THE FEATURE KEY

.....

### MICROPHONE ON/OFF

The MIC lamp shows the status of the built-in microphone.

*To change microphone status:*

- ◆ Press **Feature** and **1** to turn the microphone from on to off, or from off to on.

### TO SELECT RINGER TONE

The D<sup>sm</sup> Series E has 3 kinds of ringer tones that you can select.

- ◆ Press **Feature** and **3**. The LCD displays the selected tone number (n=1 ~ 3).



TONE NO.	FREQUENCY (Hz)	MODULATION (Hz)
1	480/606	16
2	480/606	8
3	1285/1024	16

## TO ADJUST RINGER TONE

NOTE: Access to feature is based on data assignment.

- ◆ Press **Feature** and **0**. Ringer activates.



- ◆ Press **3**.  
The LCD displays the selected tone number (n=1~3).



- ◆ Press **3**. Next tone is selected.

## TO PRESET RINGER VOLUME

NOTE: Access to feature is based on data assignment.

- ◆ Press **Feature** and **0**. Ringer activates.
- ◆ Press **▲** or **▼** Key.  
Ringer volume decreases or increases.
- ◆ Press **Feature** Key to stop ringing.

## TO ADJUST TRANSMISSION/RECEIVING VOLUME (DURING VALID CALL)

- ◆ Press **Feature** and **4**. The Transmit Volume increases.
- ◆ Press **Feature** and **4** again. Transmit Volume returns to normal.
- ◆ Press **▲** or **▼**. Receive Volume decreases or increases.

## TO ORIGINATE AN OUTSIDE CALL VIA EXTENSION LINE KEY

.....

- ◆ Lift handset or press **Speaker** key, receive extension dial tone.
- ◆ Dial the outside line access code, e.g. 9.
- ◆ Dial desired telephone number.
- ◆ Use handset or MIC to converse.

## TO ORIGINATE AN INTERNAL CALL

.....

- ◆ Lift handset or press **Speaker** key.
- ◆ Receive extension dial tone.
- ◆ Dial desired station number.
- ◆ Use handset or MIC to converse.

## OUTSIDE LINE APPEARANCE

.....

### TO ORIGINATE

- ◆ Press the **Outside Line Appearance** key.
- ◆ Lift handset or press **Speaker**, receive Outside Line or distant PBX dial tone.
- ◆ Dial the desired number.

### TO ANSWER

- ◆ Press the flashing **Line Appearance** key (ringing and flashing LED alert user to incoming call).
- ◆ Lift handset or press **Speaker**.
- ◆ Speak with incoming party.

## TO ORIGINATE A CALL USING ONE-TOUCH BUTTONS

.....

NOTE: With DTP-32D

- ◆ Press desired **Speed Call** button, or press **Speaker** and **Speed Call**.

### TO PROGRAM

NOTE: Available only on D™ stations with speed calling keys.

- ◆ Press **Conf** button. **Conf** flashes.
- ◆ Press desired **One-Touch** button, **Speaker** button LED lights steady.
- ◆ Enter desired station number, feature code or outside access code and telephone number. Display indicates digits dialed.

- ◆ Press **Conf** again to save the entry.



## TO VERIFY

- ◆ Press **Conf** button.
- ◆ Press desired **One Touch** button.
- ◆ Display indicates digits programmed.

NOTE : When a station number is programmed on a one touch button, the associated LED will light when that station is in use. (Available for 32D terminals only.)

## AUTOMATIC IDLE RETURN

.....

- ◆ Press **Speaker** key. Receive dial tone.
- ◆ Dial desired number.
- OR –
- ◆ Press **One Touch** key.
- ◆ When called party answers, converse.
- ◆ When called party hangs up, your D<sup>ctm</sup> automatically returns to idle.

## TO ORIGINATE A CALL USING SPEED CALLING (INDIVIDUAL STATION)



- ◆ Press the **Redial** button.
- ◆ Enter via dial pad the desired speed calling number (00-99).

NOTE: Access to feature is based on data assignment.

*Access to features is based on system assignments.*

## ACCOUNT CODE



### TO ENTER

- ◆ Lift handset or press **Speaker**, receive dial tone.
- ◆ Enter feature access code, receive service set tone.
- ◆ Enter Account Code (up to 10 digits).
- ◆ Receive dial tone and dial desired number.

### TO ENTER ACCOUNT CODE AFTER AUTHORIZATION CODE

- ◆ Lift handset or press **Speaker**, receive dial tone.
- ◆ Enter feature access code for Authorization Code, receive service set tone.
- ◆ Enter Authorization Code, receive second service set tone.
- ◆ Enter Account Code, receive dial tone, and dial desired number.

## FORCED ACCOUNT CODE

.....

- ◆ Lift handset or press **Speaker**, receive dial tone.
- ◆ Enter feature access code, receive service set tone.
- ◆ Enter Forced Account Code (up to 10 digits), receive dial tone.

## AUTHORIZATION CODE

.....

### TO ENTER WITHOUT ACCOUNT CODE

- ◆ Lift handset or press **Speaker**, receive dial tone.
- ◆ Enter feature access code, receive service set tone.
- ◆ Enter Authorization Code (up to 10 digits).
- ◆ Receive dial tone, dial desired number.

## VOICE FIRST/TONE FIRST

.....

Allows incoming station calls to your D<sup>TM</sup> to either ring or go to voice announcement.

- ◆ Press **Speaker**. Receive dial tone.
- ◆ Dial Voice/Tone access code, LED display shows current mode receive feature dial tone.



- ◆ Press \*, LED display shows mode change, receive feature set tone.

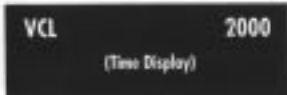


NOTE : Each time \* is pressed, you alternate between TONE and VOICE.

## ORIGINATING A VOICE CALL

.....

- ◆ Lift handset.
- ◆ Dial desired station number.
- ◆ Press **Voice Key** or press 1.
- ◆ Speak to called party.



## TO ANSWER A VOICE CALL HANDS FREE

.....

- ◆ Receive incoming Voice Call.
- ◆ Press **MIC Line** key or **Feature** and 1. Mic LED lights.
- ◆ Respond hands-free.

NOTE: If privacy is required, lift handset.



## AUTOMATIC INTERCOM

---

NOTE: Access to feature is based on data assignment.

### TO INITIATE

- ◆ Lift handset or press **Speaker** key.
- ◆ Press **AICM** key.
- ◆ Tone burst is sent.



### TO ANSWER

- ◆ **AICM** key lights green indicating an incoming intercom call.
- ◆ Voice Call alert tone is heard.
- ◆ Press **AICM**, lift handset or press **Speaker**.



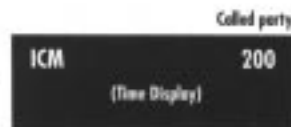
## MANUAL INTERCOM

---

NOTE: Access to feature is based on data assignment.

### TO INITIATE

- ◆ Life handset or press **Speaker**, press **MICM** key, tone burst is sent.
- ◆ Each press of **MICM** key sends tone burst.



### TO ANSWER

- ◆ **MICM** key flashes, indicating an incoming call. Tone burst is heard.



- ◆ Press **MICM**.
- ◆ Lift handset or press **Speaker**, LED lights solid green.
- ◆ If called station is engaged in a non-intercom call, the station may press **MICM** after placing original caller on hold (with **Hold** key).

## DIAL INTERCOM



NOTE: Access to feature is based on data assignment.

### TO INITIATE

- ◆ Lift handset or press **Speaker** key.
- ◆ Press **DICM** key.
- ◆ Dial desired single digit intercom station number (0-9). Tone burst is sent. (Press **1** to change to ring tone signal).

### TO ANSWER

- ◆ **DICM** LED lights solid green, indicating an incoming intercom call. Tone burst or ring tone is heard.
- ◆ Press **DICM**.
- ◆ Lift handset or press **Speaker**. LCD shows solid green.

## TO PLACE A CALL ON HOLD

- ◆ Press **Hold**.  
Held line wink flashes.



NOTE: If held line appears on other D<sup>TM</sup> stations, the associated LED flashes red slowly.

## TO RETRIEVE

- ◆ Lift handset or press **Speaker**.
- ◆ Press held line. Use handset to converse.

NOTE: Any station with this line appearance can retrieve the call.

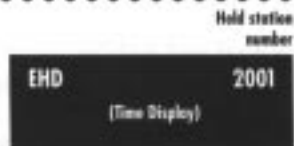
## IF UNANSWERED

- ◆ After preprogrammed time, Automatic Recall is initiated.
- ◆ Visual and audible signal (rapid flash and ring burst) is sent to station that placed call on hold.

NOTE 2: Hold shows as a flashing green LED on your phone. The same line on other phones shows as a flashing red LED. **Recall** shows as a flashing green LED on your phone and flashing red LED on other phones with the same line.

## TO PLACE A CALL ON EXCLUSIVE HOLD

- ◆ Press **Hold** twice. Line appearance indicates interrupted wink.



NOTE: If held line appears on other D<sup>SM</sup> stations, LED remains steadily lit red.

### TO RETRIEVE

- ◆ Lift handset or press **Speaker**.
- ◆ Press held line. Use handset to converse.

NOTE: Only D<sup>SM</sup> that set Exclusive Hold option can retrieve the call.

### IF UNANSWERED

- ◆ After preprogrammed time, Automatic Recall is initiated.
- ◆ Visual and audible signal (rapid flash and ring burst) is sent to station which placed call on Exclusive Hold. **Recall** shows as a flashing green LED on your phone, and solid red on other phones with same line.

NOTE: Exclusive Hold excludes any other phone from picking up your held call. Exclusive Hold shows as a flashing green LED on your phone. The same line on other phones appears as a solid red LED.

## TO TRANSFER A CALL

.....

- ◆ After conversing, ask party to hold.

- ◆ Press **Transfer**.  
Receive interrupted dial tone.



- ◆ Dial destination station's extension, hang up or wait for answer.



## CONFERENCE

.....

- ◆ With call in progress, ask party to hold.

- ◆ Press **Transfer**, receive interrupted dial tone.

- ◆ Dial desired number.

- ◆ After call is answered, press **Conf**, **Conf** LED lights.

- ◆ Three-way conference is established.



- ◆ If one party hangs up, other two remain connected. **Conf** LED goes out.

## TO ESTABLISH A BROKER CALL

.....

- ◆ While engaged in a call and wishing to consult a third party, press **Transfer**. Caller is automatically placed on hold.
- ◆ Dial desired party to consult.
- ◆ Press **Transfer** to return to original caller. Third party is automatically placed on hold.
- ◆ Repeated depression of the **Transfer** button allows you to alternate between calls.

NOTE: The display indicates connected station or outside line at any given time.

## CALL BACK (STATION)

.....

- ◆ Lift handset or press **Speaker**.
- ◆ Dial desired station number and receive busy tone or ring back tone.
- ◆ Press **Call Back** or dial **2** and receive service set tone.
- ◆ Restore handset.
- ◆ When busy station becomes idle or the station that did not answer initiates or answers a call or accesses a feature and then becomes idle, the setting station is alerted by ring and flashing LED.

## TO ANSWER A CAMPED-ON CALL

.....

- ◆ While engaged in a call, receive the camp-on indication (one short tone burst). **Answer** LED flashes.
- ◆ Press **Answer**. Call in progress is placed on hold.
- ◆ Connection to camped-on call is established.
- ◆ Press **Answer** to return to original call. Camped-on call is placed on hold.
- ◆ Repeated depression of the **Answer** button allows you to alternate between calls. Display indicates connected station or trunk at any given time.



## TO SET CAMP-ON (TRANSFER METHOD)

.....

- ◆ With call in progress, ask party to hold. Depress **Transfer** button, feature dial tone is heard.
- ◆ Dial desired station number and receive busy tone.
- ◆ Dial **4** and receive service set tone. Camp-on tone (2 tone bursts) is sent to busy station.
- ◆ Restore handset.

## CAMP-ON (CALL WAITING METHOD)

.....

Example: Station 2000 is in conversation with 2008. Station 2001 dials 2000, receives busy. Station 2001 can notify station 2000 that call is waiting.

### TO ACTIVATE CALL WAITING (STATION 2001)

◆ Station 2001 press **Speaker**. Receive dial tone.

◆ Dial 2000 and receive busy.



◆ Press Transfer receive feature dial tone.



◆ Dial Camp-on (call waiting) access code.

### TO ANSWER CALL WAITING (STATION 2000)

◆ Hear burst of tone. LCD display indicates **CW** and **Answer** button flashes.



◆ 2000 presses **Answer** button and converses with station 2001.

NOTE: Station 2000 can alternate between the two parties by pressing **Answer** button.



## CALL PARK (SYSTEM)

.....

### TO PARK A CALL FROM TERMINAL WITH LCD

- ◆ While connected to a station or trunk, press **Transfer** and dial the Call Park access code, or press **Call Park** key. Display shows HLD=(part location number nn=00-19).



### TO PARK A CALL FROM TERMINAL WITHOUT LCD

- ◆ With a call in progress, press **Transfer** and dial the Call Park access code or press **Call Park** key.
- ◆ Dial Call Park location number (00-19) and receive service set tone. (If park location is busy, dial the next location number.)
- ◆ Restore handset.

### TO RETRIEVE A PARKED CALL

- ◆ Dial Call Park local retrieval code and parked call location number (00-19).
- ◆ Station user is connected to parked call.

## CALL PICK-UP (GROUP)

.....

NOTE: Access to feature is based on data assignment.

### WHEN EXTENSION WITHIN YOUR PICK-UP GROUP RINGS

- ◆ Lift handset.
- ◆ Press **Call Pick-Up** or dial Call Pick-up access code (may be stored on one-touch speed calling key).
- ◆ Connection to calling party is established.

	Called station	Calling party
PCK	2000	2001
(Time Display)		

## CALL PICK-UP (DIRECT)

.....

- ◆ Lift handset.
- ◆ Press **Call Pick-up Direct**. Lift handset. Key or dial Call Pick-up Direct access code (may be stored on one-touch key).
- ◆ Dial extension number to be picked up.
- ◆ Connection to calling party is established.

	Called station	Calling party
PCK	2000	2001
(Time Display)		

## OUTSIDE LINE QUEUING (FROM EXTENSION DIAL TONE)

.....

### IF OUTSIDE LINE IS BUSY

- ◆ Press **Speaker** of lift handset dial outgoing access code (e.g.9).
- ◆ Receive Busy indication. Press **Call Back** key. Call is placed in queue for next available **Outside Line**.
- ◆ Replace handset.
- ◆ When **Outside Line** is available, setting station is alerted by ringing and flashing red LED.
- ◆ Press **Speaker** or lift handset. Dial tone is heard. Dial desired number. (No outgoing access code needed.)



## TIMED QUEUING (OUTSIDE LINE ONLY)

.....

- ◆ Press **Speaker**, receive dial tone.
- ◆ Dial **Outside Line** access code and desired number.
- ◆ Receive busy tone or ring no answer from distant end.
- ◆ Press **Call Back** key, LED flashes, leave speaker on.
- ◆ The desired number is automatically redialed.
- ◆ Pick up handset and converse.

NOTE: When station is in Timed Queue mode callers receive busy indication.

## EXECUTIVE OVERRIDE

.....

### IF CALLED STATION IS BUSY

- ◆ Press **Override** key and converse.

	Override Station	Overridden
OVR	2000 (Time Display)	2001

NOTE: Interrupted parties receive warning tone.

## REDIAL (LAST NUMBER REDIAL)

.....

### TO REDIAL THE LAST NUMBER DIALED

- ◆ Press **Redial**.  
Receive special dial tone.

REDIAL [ # ] / SPEED [ \_ ]-1  
2001

Last Number Dialed

- ◆ Press#. The last number dialed will be redialed and displayed.

REDIAL [ # ] / SPEED [ \_ ]-2  
2003

Number Before Last

NOTE: Each time the **Redial** key is pressed the numbers dialed for the last five calls are displayed sequentially.

# CALL FORWARDING – ALL CALLS

.....

## TO SET

- ◆ Press **Speaker**. Receive extension dial tone.
- ◆ Press **FD-A** or dial Call Forwarding access code. Receive special dial tone.
- ◆ Dial destination station or external telephone number. Wait for service set tone.

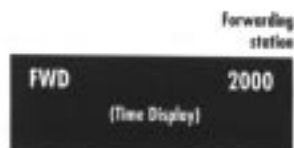
◆ **FWD LED** lights (at your station if **FD-A** key was used).

- ◆ Press **Speaker**. Call Forwarding for all calls is set.



## TO VERIFY (WITH DISPLAY D<sup>TRM</sup>)

- ◆ Press **Speaker**. Receive extension dial tone.
- ◆ Press **FD-A** or dial Call Forward – All access code.
- ◆ Display indicates destination number of call forward.



## TO CANCEL

- ◆ Press **Speaker**. Receive extension dial tone. Press **FD-A** plus \* or dial Call Forwarding cancel code. Receive service set tone. LED goes out at your station.
- ◆ Press **Speaker**.



# CALL FORWARDING – BUSY

.....

## TO SET

- ◆ Press **Speaker**. Receive extension dial tone.
- ◆ Press **FD-B** or dial Call Forwarding – Busy access code. Receive special dial tone.
- ◆ Dial destination station or external telephone number. Wait for service set tone.
- ◆ **FD-B** LED lights (at your station if **FD-B** key was used).
- ◆ Press **Speaker**.  
Call Forwarding – Busy is set.



SET 2000  
(Time Display)

## TO VERIFY (WITH DISPLAY D<sup>TRM</sup>)

- ◆ Press **Speaker**. Receive extension Dial Tone.
- ◆ Press **FD-B** or dial Call Forwarding – Busy access code.
- ◆ Display indicates destination number of call forward.



Destination station  
SET 2000  
(Time Display)

## TO CANCEL

- ◆ Press **Speaker**. Receive extension dial tone.
- ◆ Press **FD-B** plus \* or dial Call Forwarding – Busy cancel code. Receive service set tone. LED goes out at your station.
- ◆ Press **Speaker**. Call Forwarding is cancelled.



CNCL 2000  
(Time Display)

## CALL FORWARDING – NO ANSWER

.....

### TO SET

- ◆ Press **Speaker**. Receive extension dial tone.
- ◆ Press **FD-N** or dial Call Forwarding – No Answer access code. Receive special dial tone.
- ◆ Dial destination station or external telephone number. Wait for service set tone.
- ◆ **FD-A** LED lights (at your station if **FD-N** key was used).
- ◆ Press **Speaker**.  
Call Forwarding – No Answer is set.



### TO VERIFY (WITH DISPLAY D<sup>TERM</sup>)

- ◆ Press **Speaker**. Receive extension dial tone.
- ◆ Press **FD-N** or dial Call Forwarding – No Answer access code.
- ◆ Display indicates destination number of call forward.

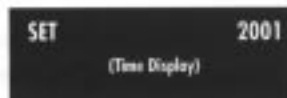


NOTE 1: Call Forwarding for Busy and No Answer may be combined depending upon system programming.

## CALL FORWARDING – DESTINATION

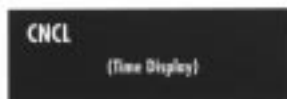
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- ◆ Press **Speaker**. Receive dial tone.
- ◆ Press **FD-DS** or dial Call Forwarding – Destination access code. Receive special dial tone.
- ◆ Dial station number to be forwarded to this line. Wait for service set tone



### TO CANCEL

- ◆ Press **Speaker**. Receive dial tone.
- ◆ Press **FD-DC** or dial Call Forwarding – Destination cancel code.
- ◆ Dial station number to cancel.



## TO SAVE AND REPEAT A NUMBER

.....

### TO SAVE

- ◆ Press **Speaker**.
- ◆ Dial desired telephone number.
- ◆ Press **S & R**. Dialed number is now stored. **S & R** LED lights.

### TO REPEAT

- ◆ Press **Speaker**.
- ◆ Press **S & R**. **D<sup>term</sup>** automatically redials the programmed number.
- ◆ **S & R** automatically cancelled. LED goes out.

NOTE: If saved number is busy or no answer is received, to save it again, press **S & R** before hanging up.



## INTERNAL ZONE PAGING WITH MEET-ME PAGE

.....

This allows a system user to page over built-in speaker of D<sup>mm</sup> terminal within the assigned zone or all zones.

Example: Station A can page Station B. When Station B dials answer code, they are connected.

### TO PAGE (STATION A)

- ◆ Lift Handset.  
Receive dial tone.
- ◆ Dial Internal Paging access code for the desired zone or all zones or press key assigned for desired zone or all zones.
- ◆ Page Station B.
- ◆ Remain off hook.



### TO ANSWER (STATION B)

- ◆ Station B dials Meet-Me answer code, and they are immediately connected.



NOTE: Access to feature is based on data assignment.

## BOSS/SECRETARY CALLING

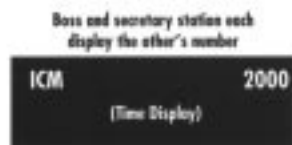
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### SECRETARY

- ◆ Lift handset, press boss' ringing line. Ask calling party to hold.



- ◆ Press boss' line again. Voice Call is automatically established.



- ◆ Announce the call to the boss.

### IF BOSS ACCEPTS CALL

- ◆ Secretary replaces handset.
- ◆ Boss lifts handset, presses flashing line.

### IF BOSS REFUSES CALL

- ◆ Secretary presses **Transfer** key to return to calling party.

NOTE: Access to feature is based on data assignment.

## BOSS/SECRETARY OVERRIDE

.....

Example: Station 2000 is boss, Station 2001 is secretary. Boss is connected to 2003. Incoming call on Outside line connects to secretary, but is intended for boss.

### SECRETARY

- ◆ Lift handset to answer Outside line, ask caller to hold.



- ◆ Press Boss' line. Outside line is placed on hold, Boss hears burst of tone and Boss' **Answer** key flashes.

### BOSS

- ◆ Hears burst of tone, **Answer** key flashes. LCD display indicates:



### Option 1

- ◆ Boss presses **Answer** and converses with secretary. Outside line is placed on hold.
- ◆ Secretary hangs up. Boss is connected to Outside line.
- ◆ Boss can alternate between the two parties by pressing **Answer**.

### Option 2

- ◆ Boss does not respond to burst of tone, secretary presses **Transfer** key.
- ◆ Secretary is connected to Outside line.

### Option 3

- ◆ Boss presses **Answer** and converses with Secretary. Outside line is placed on hold.
- ◆ Secretary is return to Outside line.

## DO NOT DISTURB

---

- ◆ Press **Speaker**  
Receive dial tone.

**SET**  
(Time Display)

- ◆ Press **DND** or dial  
**DND** access code. LED lights.

### To CANCEL

- ◆ Press **Speaker**  
Receive dial tone.

**CNCL**  
(Time Display)

- ◆ Press **DND**. LED goes out.

## TIMED REMINDER

---

Example: Station 2000 wants to be reminded of a 9:00 a.m. meeting.

### To SET

- ◆ Press **Speaker**.

- ◆ Press **Timed Reminder**  
key or dial **Timed**  
**Reminder** access code.

**SET** 0900  
(Time Display)

- ◆ Dial the desired  
reminder time in  
military format,  
receive set tone.

**TIME**  
(Time Display)

At 9:00 a.m. on the same day you will receive a reminder call. Upon answering you will hear music source if available.

## TO CANCEL

- ◆ Press **Speaker**. Receive dial tone.
- ◆ Press **Timed Reminder** key and # or dial Timed Reminder access code.
- ◆ Receive set tone.
- ◆ Press **Speaker** key.

CHCL

(Time Display)

## PRIVACY RELEASE

.....

Example: D<sup>™</sup> Station B is engaged in a conversation, and allows D<sup>™</sup> Station A to enter the call in progress.

- ◆ Station 2000, while engaged in conversation, presses **Conf** key. **Conf** key flashes.
- ◆ Station 2001 lifts handset or presses **Speaker**.
- ◆ Station 2001 presses the line appearance of Station 2000.
- ◆ A three-way conference is established.

## RETURN MESSAGE SCHEDULE

---

NOTE: With Display D<sup>sm</sup>

Allows station user to register a return schedule when leaving the office and have the schedule display on the calling D<sup>sm</sup> LCD.

### TO SET

- ◆ Station **Speaker**. Receive dial tone.
- ◆ Dial Return Schedule access code.
- ◆ Dial the number corresponding to desired message.

DIAL	MESSAGE	
0	IN:BACK	HH:MM
1	OUT:BACK	HH:MM
2	AWAY:BACK	MM:DD
3	VACATION	MM:DD

- ◆ If 0 or 1: dial desired military time.

IN:BACK 0900  
(Time Display)

- ◆ If 2 or 3: dial month and day.  
Example:  
June 24=0624.

AWAY:BACK 0900  
(Time Display)

- ◆ Receive dial tone.
- ◆ Press **Speaker**.

### TO CANCEL

- ◆ Press **Speaker**.  
Receive dial tone.

CNCL  
(Time Display)

- ◆ Dial Return Message schedule cancel code.
- ◆ Receive set tone.
- ◆ Press **Speaker**.

NOTE: Access to feature is based on data assignment.

## NAME DISPLAY

NOTE: Display D™

A name with up to 8 characters can be entered to display the name on other D™ telephones when making a call.

- ◆ Press **Speaker** Receive dial tone.
- ◆ Dial the Name Assignment access code and receive special dial tone.
- ◆ Using the keypad, depress the key with the desired letter to display the first letter on the key. The display will indicate the numerical designation. Subsequent depressions will advance through the letters on that key. The following TABLE can be used as a guide to indicate the key and the number of depressions required to display numbers, letters, spaces and periods.

		DIAL PAD KEY											
		1	2	3	4	5	6	7	8	9	0	*	#
1	1												
2	1	.	A	D	G	J	M	P	T	W		.	#
3	1	.	B	E	H	K	N	Q	U	X		.	#
4	1	.	C	F	I	L	O	R	V	Y		.	#
5	1	.						S	Z			.	#

- ◆ When the desired letter is displayed, depression of the **Transfer** key will change the letter to a lower case letter (default is upper case). Depress the **Hold** key to enter that letter and advance to the next entry.
- ◆ Repeat the previous two steps until the desired name is displayed and entered.
- ◆ Press **Speaker**.



For example, to enter "Paul":

7	7	HOLD	2	2	TRF	HOLD
8	8	8	TRF	HOLD		
5	5	5	5	TRF	HOLD	

# INDEX

<b>A</b>	
Account Code	13
Answering a Camped-on Call	21
Answering a Voice Call Hands Free	15
Automatic Idle Return	12
Authorization Code	13
Automatic Intercom	15
<b>B</b>	
Boss/Secretary Calling	32
Boss/Secretary Override	33
Broker Call, Establishing	20
<b>C</b>	
Call Back (Station)	20
Call Forwarding – All Calls	27
Call Forwarding – Busy	28
Call Forwarding – Destination	30
Call Forwarding – No Answer	29
Call Park (System)	23
Call Pick-up (Direct)	24
Call Pick-up (Group)	24
Call Transfer	19
Camped-on Call, Answering	21
Camped-on Call, Waiting	22
Camped-on Call, Setting	21
Conference	19
<b>D</b>	
Dial Intercom	16
Do Not Disturb	34
<b>E</b>	
Establishing a Broker Call	20
Exclusive Hold	18
Executive Override	26
<b>F</b>	
Forced Account Code	13
<b>H</b>	
Hold	17



**I**

Internal Call Origination	10
Internal Zone Paging with Meet-Me	31

**L**

Last Number Redial	26
--------------------	----

**M**

Manual Intercom	16
Meet-me Page	31

**N**

Number Save and Repeat	30
------------------------	----

**O**

Originating a Call Using Speed Calling (Individual)	12
Originating a Call Using One-touch Buttons	11
Outside Call Origination	9
Outside Line Appearance	10
Outside Line Queuing	25

**P**

Privacy Release	35
-----------------	----

**R**

Return Message Schedule	36
-------------------------	----

**S**

Saving and Repeating a Number	30
Soft Key	5

**T**

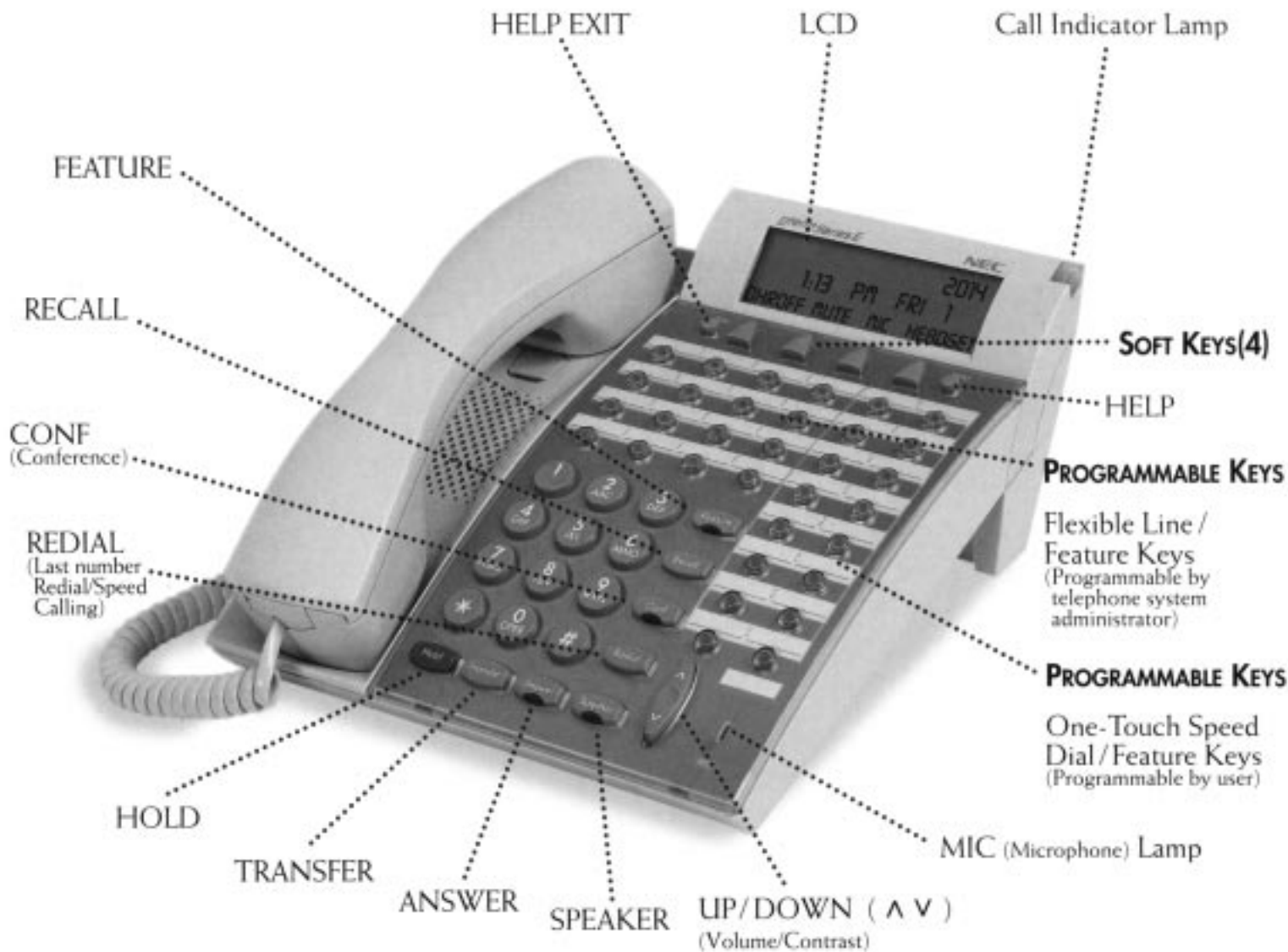
Terminal Setup Functions	8
Timed Reminder	34
Timed Queuing	25
Transferring A Call	19

**V**

Voice Call	14
Voice Call Hands Free, Answering	15
Voice First/Tone First	14

# QUICK REFERENCE GUIDE

FEATURE ACCESS CODE (FACTORY ASSIGNED)		
9	OUTSIDE LINE	
*1	QUELING - OUTGOING LINE	SET
#1	CALL BACK	CANCEL
*5	CALL FORWARDING - ALL CALLS	ENTRY
#5		CANCEL
*6	CALL FORWARDING - NO ANSWER/BUSY LINE	ENTRY
#6		CANCEL
*7	CALL FORWARDING - DESTINATION	ENTRY
#7		CANCEL
*8	DO NOT DISTURB	SET
#8		CANCEL
**	LAST NUMBER REDIAL	
*#	ACCOUNT CODE	ENTRY
#*	STATION SPEED DIALING	ORIGINATE
##	SYSTEM SPEED DIALING	ORIGINATE
0	OPERATOR CALL	
11	CALL HOLD	
50	INTERNAL ZONE PAGING GROUP 0	
51	GROUP 1	
52	GROUP 2	PAGE
53	GROUP 3	
54	GROUP 4	
55	INTERNAL ZONE PAGING GROUP 0	
56	GROUP 1	
57	GROUP 2	ANSWER
58	GROUP 3	
59	GROUP 4	
5*	TIME REMINDER/AUTOMATIC WAKE UP	SET
5#		CANCEL
60	VOICE/TONE TOGGLE	
62	STATION NAME ASSIGNMENT	
6#	CALL PARK SYSTEM RETRIEVE	
6*	CALL PARK SYSTEM SET	
72	NIGHT PICKUP	
73	CALL PICKUP-DIRECT	/
74	CALL PICKUP-GROUP	
75	CALL PICKUP-DESIGNATED	GROUP
7*	STATION SPEED DIALING	ENTRY
7#		CANCEL



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