

NEC

PHONE HOW TO GUIDE:

HOLD - The red HOLD button allows you to put a call on hold.

Press **HOLD** once and the other person hears music. The light under the line you are using will begin blinking green.

To return to the call, lift your handset and press the button under the blinking green light on your telephone.

The call on hold will ring back in 2 minutes and 30 seconds.

TRANSFERS (TRF)

TRANSFER The TRF button allows you to transfer a call to another telephone.

- Press **TRF**. You will hear the special dial tone.
- Dial the number where you want the call to go. You will hear a ring or busy signal.
- Announce the call. The caller is still on "hold" and cannot hear your conversation.
- After you announce the call, hang up. The callers are automatically connected.
- If the number you call is busy or there is no answer, press **TRF** to go back to the caller.

SPEAKER (SPKR) - Allows you to dial or monitor a call without lifting your handset. The SPKR light will be lit red. This telephone is a speakerphone.

To use your telephone as a speakerphone:

Press **FNC** or **Feature + 5**.

Press **FNC** or **Feature +1**. Your MIC light must be lit red.

To make a call, press **SPKR** (the red light shows the speaker is on). You may dial a number, talk, or monitor a call without lifting your handset.

To hang up, press the **SPKR** button off. This shuts off the speaker capability and the red speaker light goes out.

If you leave your **SPKR** button on and don't do anything, you will soon hear a reorder tone to alert you. If enough time passes, a loud sound will alert you.

CONFERENCE (CNF) - The CNF button allows you to set up a three-party conversation. The three people may be either on or off campus.

First, make or receive a call.

Press **TRF** (Transfer). You will hear the special dial tone. Then call the third party.

When the third party answers, press **CNF**. All three parties are automatically connected. The red CNF light will stay on until one person hangs up.

NOTE: If the conference call includes a long distance number, you must dial it first.

SPEED DIAL (SPD) - This feature allows you to call a number you have preprogrammed in a SPD button.

To program a SPD button

- Leave the handset in its cradle and the SPKR button off.
- Press the **FNC** or **Feature** button, then press the desired SPD button.
- Enter the desired telephone number.
- Press the **FNC** or **Feature** button again to store the number in the desired SPD button.

To use a SPD button

- Leave your handset in its cradle and the SPKR button off.
- Press the desired **SPD** button you programmed. The telephone number is automatically dialed. You will hear ringing or a busy signal.
- Use your speakerphone or lift the handset to talk.

For more information or concerns
Call 567-7777 or ims.uthscsa.edu

