Preface

This manual explains the basic operation on your NEC telephone.
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The following lists the precautions that you must observe to ensure the correct use of this product, and to prevent damage to property or injury to yourself and bystanders.

**WARNING:** Indicates that ignoring this warning could result in serious injury or even death.

**CAUTION:** Indicates that ignoring this caution could lead to injury or damage to property.

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**WARNING**

Do not put any object containing liquid, such as a vase or flowerpot, or any small metallic object on or near this product. The entry of liquid or a foreign object into this product could result in fire, electric shock, or failure.

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**CAUTION**

Persons other than installation or maintenance personnel should never open the cover of the main unit. Touching the inside of the unit presents a serious risk of electric shock or injury.

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**NOTES**

- Avoid using your telephone near a TV, radio, or in a strong magnetic field. Doing so could damage the unit.
- Avoid using your telephone near a device that generates high-frequency noise such as a high-frequency sewing machine or electric welding machine. Doing so could damage the unit.

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**Cleaning the telephone**

Wipe the telephone with a soft dry cloth. If the dirt is difficult to remove, wipe it off with a soft cloth moistened with diluted neutral dishwashing detergent and squeezed tightly. Never use alcohol, benzine, thinner, or other chemicals or chemical cloths.
Using Each keys

Here, explanations are given by taking an IP multi-line telephone with 24 keys as an example.

Display
See the next page.

Large lamp
This lamp flashes when a trunk or intercom call is received. If a new message is received for your voice mail box when the optional Voice Mail feature is activated, the lamp also flashes.

Exit key
Use the Exit key to interrupt the soft key operation.

Soft keys
Use the soft keys for operations such as selecting an item on the display when checking the call history, finding a destination registered with its speed dial number, or setting functions.

Help key
Use the Help key to display the function you have registered for a function key.

Function keys (with lamps)
Use a function key to call a trunk line. You can also register a Telephone number or extension number to a function key so that you can call that number with one-touch operation. Similarly, you can assign a function to a key, allowing you to perform that function with one-touch operation.

Recall key (with a lamp)
Press the Recall key to disconnect a trunk call without replacing the handset or to use the Call Waiting Service.

Transfer key (with a lamp)
Press the Transfer key to transfer a call to another person.

Clear key (with a lamp)
Use the Clear key while operating the menu when you want to return to the previous state by one.

Menu key
Use the Menu key to display the local menu of the telephone.

Enter key
Use the Enter key to display the short-cut menu and determine the selected item in the menu.

Recall key (with a lamp)
Press the Recall key to disconnect a trunk call without replacing the handset or to use the Call Waiting Service.

Feature key (with a lamp)
Press the Feature key to set functions.

Speaker key (with a lamp)
Press the Speaker key to make a hands-free call without lifting the handset.

Menu key
Use the Menu key to display the local menu of the telephone.

Enter key
Use the Enter key to display the short-cut menu and determine the selected item in the menu.

Up/Down keys (volume)
Use the volume keys to control the volume of the person with whom you are talking, as well as the ringing volume. These keys are also used to control the display contrast.

Right key (Directory the telephone book)
Use the Right key to display the screen of the center telephone book, speed dial - common, speed dial - group or directory the extension.

Microphone lamp
This lamp remains on while the microphone is active.
Keys and Display Indication on the Telephone

The information that appears on the display differs depending on the operation being performed with the multi-line telephone and IP phone, as follows. The item may differ slightly from the actual display.

The Information displayed initially appears in Japanese.
- The following examples show that they will appear so after the display is changed to English version.
- Note that the initial display will change depending on the settings made when the telephone is installed.
- The display indication displays of the following is an example of Digital multi-line telephone.

The IP Phone has two display modes.

Multi-line telephone can’t choose the display mode.
- To change the display modes of IP phone set up during installation. For details, contact your distributor.

By displaying pop-up screen, you can use the IP Phone (Portal mode) as multi-line telephone.
Keys and Display Indication on the Telephone

● Displaying Pop-up screen

1 The telephone is idle.

2 Press the second soft key from the left.
   Pop-up screen displayed.

● Close to pop-up screen

1 Displaying the pop-up screen.

2 Press Exit key.
## Keys and Display Indication on the Telephone

### Idle

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>📲 VM 🔄</td>
<td>2— 1 WED 2:10PM</td>
<td>100</td>
<td>List Dir ICM Prog</td>
</tr>
</tbody>
</table>

- **A**: icon
- **B**: Date, Day of the week, Time
- **C**: Extension number, name
- **D**: Soft key menu

### Placing a trunk call

- **Number of the trunk line in use**: Line 001
- **Destination telephone number**: 01234567

### Placing an extension call

- **Calling indication**: 5—1 WED 2:10PM
- **Destination extension number or user name**: ナイサン 120
- **S/V STEP MSG**: ↓

### Intercom call in progress

- **Talking indication**: 5—1 WED 2:10PM
- **Destination extension number or user name**: ナイサン 120
- **CONF**: ↓

### Trunk call in progress

- **Number of the trunk line in use**: Line 001
- **Talking duration**: 05:30
- **Destination telephone number**: 01234567
- **RPT REC CONF**
Controlling the Volume and Display Contrast

Controlling the volume

- **Loud**
- **Soft**

Volume keys

**Controlling the handset volume**

If the person you are talking with is either too loud or hard to hear, you can control the volume. When the call is disconnected, the volume is returned to the level as it was.

**Press the volume keys as needed while you are talking over the telephone.**

**Controlling the speaker volume**

You can control the speaker volume. The volume can be adjusted to one of 14 levels.

**Press the volume keys as needed while using the telephone for making a hands-free call.**

**Controlling the ringing volume**

You can control the volume of the ringing tone. The volume can be adjusted to one of 13 levels.

**Press the volume keys as needed while the telephone is ringing.**

**Controlling the off-hook signaling volume**

You can control the volume of the off-hook signaling that you will hear if the called party is busy.

**Lift the handset and press 9 3 7.**

**Press the volume keys as needed while you hear the off-hook signaling.**

Controlling the ringing volume changes as well as controlling the off-hook signaling volume.

Controlling the contrast

- **Dark**
- **Light**

Volume keys

**Controlling the display contrast**

You can control the display contrast while the telephone is idle. (multi-line telephone only)

**Press the volume keys as needed while checking to see how the display changes.**

**Control the display contrast while the telephone is idle.**

If you try to adjust the display contrast while the telephone is off-hook or ringing, you will actually adjust the handset or ringing volume.

Adjusting the angle of the telephone

You can adjust the telephone to an easy-to-use angle. To do so, adjust the tilt leg on the bottom of the telephone.

- **Pulling the tilt leg up for a higher angle**

- **Pushing the tilt leg down for a lower angle**
Removing the panel

1. Slightly insert a pointed stick or something into the gap on the right side of the panel.
2. Lift the panel slightly.
3. Remove the designation sheet.

2. Fit the panel on the telephone in accordance with the keys on the telephone and press down the four corners of the panel until it clicks.

If the panel appears scratched
Depending on how light strikes the panel, you may notice scratch-like streaks around the holes in the panel. These streaks are formed in the plastic molding process and have no effect on the structure or function of the panel. You can continue to use the panel normally.

What is the designation sheet?
The designation sheet is provided to allow you to write the likes of the name of a function assigned to a key, name of a destination telephone number, and other information to make the telephone easy to use. For details, contact your distributor.

Mounting the panel

1. Place the designation sheet on the telephone so that the keys pass through the holes in the sheet.

Mounting the speed dial number card (separately available)

1. Insert the holder into the slot on the back of the telephone.
2. Mount the speed dial number card on the holder.
Placing and Answering a Call

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- Placing an Extension
  <Intercom Call>  · 13
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- Answering an Intercom Call  · 15
Placing a Trunk Call

What this function does

Press a Line key or the Call key without lifting the handset. You will hear a dial tone. You can then dial the destination telephone number to place a trunk call.

What you can do with this function

The dialed number is displayed, so that you can confirm that you have dialed correctly. You can also place a trunk call by lifting the handset and then pressing a Line key.

Pressing the Call key and placing a call

In the case of portal mode, please display pop-up screen on first. Please refer to "Displaying Pop-up screen".

1. **Press** Call.  
The Call lamp goes on in green and you hear a dial tone from the speaker.

2. **Dial the destination telephone number.**

3. **Lift the handset.**  
Wait for the outside party to answer.

Pressing a Line key and placing a call

1. **Press** (Line key).  
A Line key lamp goes on in green and you hear the dial tone from the speaker.

2. **Dial the destination telephone number.**

3. **Lift the handset.**  
Wait for the outside party to answer.
Placing an Extension
Intercom Call

What this function does
You can talk to a user on another extension from your extension. Intercom Call does not incur any telephone charges.

What you can do with this function
You can place an intercom call by lifting the handset and then dialing the desired extension number. There is no need to press the Speaker key.

Operation

1. Press Speaker.
The Speaker lamp goes on in red and you hear the dial tone.

2. Dial the destination extension number.

3. Lift the handset.
Wait for the called person to answer.
Answering a Trunk Call

What this function does
Upon receiving an incoming call from outside, you can answer by either pressing the flashing Line key or the Answer key.

What you can do with this function
You can also answer an incoming call by lifting the handset and then pressing the Answer or Line key.

Answering a trunk call by pressing the Answer key

1. **A trunk call is received.**
   You hear the trunk call ringing tone, and both the large lamp and Answer lamp flash red.

2. **Press Answer.**

3. **Lift the handset.**
   Talk to the person who is calling you.

Answering a trunk call by pressing the Line key

1. **A trunk call is received.**
   You hear the trunk call ringing tone, and both the large lamp and a Line key lamp flash red.

2. **Press Line key.**

3. **Lift the handset.**
   Talk to the person who is calling you.
Answering an Intercom Call

What this function does

When the large lamp flashes red and you hear the intercom call ringing tone, the telephone is receiving an intercom call. Lift the handset and talk to the person who is calling you.

What you can do with this function

The extension name of the person calling you is displayed as you hear the ringing tone. You can check which user is placing the call before answering.

Answering a call

1. An intercom call is received.
   You hear the intercom call ringing tone and the large lamp flashes red.

2. Lift the handset.

   Talk to the person who is calling you.
Holding and Transferring a Call

- Having the Person Calling You Hold the Line  < Hold >  · 18
- Transferring a Call  < Transfer >  · 19
Having the Person Calling You Hold the Line

Hold

What this function does

If you want to have the person who has called you hold the line, you can have the telephone hold the call while playing a melody to the person who is waiting. While the music on hold tone is being played, the person who has called you cannot hear you. If a call is held for 90 seconds (initial setting), the telephone emits the long-hold attention tone to remind you that a call is still being held.

What you can do with this function

This function is also useful when you transfer a call to another person.

Transferring a call → See the next page.

Holding a call

1. **You are on the conversation.**
2. **Press**. The person on the other end hears the music on hold tone and a Line key lamp flashes green. In the case of an intercom call, the Feature key lamp flashes green.
3. **Replace the handset.**

The call is now held.

Resuming a call

1. **Lift the handset.**
2. **Press** (Line key) (flashing green). In the case of an intercom call being held, press the Feature key.

Talk to the person who is calling you.
Transferring a Call

What this function does
You can hold an incoming call and transfer it to another extension.

What you can do with this function
When the person wanted on the telephone is physically close to you, tell him or her directly and have them pick up the call.
If the person wanted on the telephone is elsewhere in the building, call him or her on their extension, tell them that they have an incoming call, and have them pick up the call.

Transferring a call to a person close to you

Example: A transfers a trunk call to B after directly giving him or her a message.

1. A is on the conversation.
2. Press Hold. The Line key lamp flashes green. The person making the call hears the music on hold tone and the call is held.
3. Replace the handset.
4. Tell B the number of the trunk line on hold.
5. B lifts the handset.
6. Press (Line key) (flashing red). B presses the key as instructed by A. The Line key lamp changes to green.
   B talks to the person making the call.
Transferring a Call < Transfer >

Transferring a call to a person in another part of the building

Example: A transfers a trunk call to C using an extension

1 A is on the conversation.

2 Press hold. The Line key lamp flashes green. The person making the call hears the music on hold tone and the call is held.

3 Dial the extension number of C.

4 Give C a message with an intercom call. A gives C a message. C holds the line.

5 A Press Transfer. The call on hold is automatically transferred to C's line.

C talks to the person making the call.

To transfer a call without pressing the Transfer key
The installer can set up the telephone during installation so that a call is transferred when you replace the handset, eliminating the need to press the transfer key.
Using the Telephone More Conveniently

- Redialing the Last Telephone Number Dialed
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- Pre-dialing, Then Placing a Call
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- Making a Call without lifting the Handset
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- One-Touch Operation ········ 31

- Having a Conference over the Telephone
  <Conference> · 34

- Commercially available single-line telephone
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Redialing the Last Telephone Number Dialed

What this function does

The telephone stores the last telephone number that you dialed. Subsequently, it is easy to redial that number.

What you can do with this function

This function is useful when the desired line is busy, when you have to disconnect a call before finishing, or if you forget to say something.

Redialing

In the case of portal mode, please display pop-up screen on first. Please refer to "Displaying Pop-up screen".

1 Press \( \text{Redial} \).

2 Lift the handset.
A call is initiated to the last telephone number that you dialed.

Wait for the outside party to answer.
Pre-dialing, Then Placing a Call

Preset Dial

What this function does

When placing a trunk call, you can pre-dial the destination telephone number first, check the number on the display, and then initiate the call.

What you can do with this function

This function can help prevent the misdialing of long telephone numbers.

Placing a call

In the case of portal mode, please display pop-up screen on first. Please refer to "Displaying Pop-up screen".

1. Pre-dial the destination telephone number.
2. Check the number on the display.
3. Press \[ \text{Call} \] or \[ \text{Line key} \].
4. Lift the handset.

Wait for the called person to answer.
Preparing a hands-free call

In the case of portal mode, please display pop-up screen on first. Please refer to "Displaying Pop-up screen".

1. **Press** Feature.
   The Feature lamp goes on in red.

2. **Press** 1.
   The microphone lamp goes on in red.

The telephone is now ready to be used for a hands-free call.

To cancel the hands-free call function
Perform the above steps again. The microphone lamp goes off and the hands-free call function is canceled.

What this function does
You can make a call without lifting the handset, using the telephone’s speaker and microphone.

What you can do with this function
You can talk over the telephone while continuing to work, or several people around the telephone can participate in a conversation.
Making a Call without lifting the Handset < Hands-free Call >

Placing a hands-free call

In the case of portal mode, please display pop-up screen on first. Please refer to "Displaying Pop-up screen".

1 **Press** Call.  
   For an intercom call, press the Speaker key.

2 **Dial the destination telephone number.**
   Wait for the called person to answer.

Answering a hands-free call

1 **A call is received.**

2 **Press** Answer.  
   You can also press the called Line key to answer the call.  
   For an intercom call, press the Speaker key.

   **Talk to the person who is calling you.**

   **For a hands-free call**
   - In noisy locations or those that are prone to echo, use the handset.
   - Try to stay about 50 cm from the front of the telephone whenever possible.
   - The two parties should speak alternately. If both you and the person you have called try to speak together, both speakers will be canceled, and neither end will hear the other.
   - Do not raise the speaker volume excessively to hear the voice of the called person.
Automatically Redialing until the Outside Party Answers

Repeat Dial

What this function does
If the desired line is busy or the outside party does not answer, you can use this function to redial automatically any number of times at fixed intervals until the outside party answers.

What you can do with this function
Use this function to outside party whose line is often busy or to save yourself a lot of redialing.

Setting the repeat dial function

1. Desired line is busy.
2. Press Feature.
3. Press (Redial).
The telephone number dialed is displayed.
4. Replace the handset.
The telephone number is redialed three times at intervals of about 60 seconds. The called number is allowed to ring for about 30 seconds.

When the outside party answers the call, lift the handset.

If the outside party still does not answer
If the outside party still does not answer after his or her number has been redialed three times, the repeat dial function is automatically canceled.

To cancel the repeat dial function
Do either of the following:
• While the telephone is idle, press the Feature key, and then the left of Up/Down key (Redial).
• Lift the handset and then replace it as the telephone is automatically redialing.

If you want to change the number of times to redial or the redial interval
These features are set up during installation. For details, contact your distributor.
Usage of the service

1. Make a call to access the service.
2. Press #.
3. Dial the number you want to send.
4. Replace the handset.
   When the call is disconnected, the DTMF tone send function is canceled.

To send DTMF at any time that call
These features are set up during installation. For details, contact your distributor.

What this function does
If you use a dial pulse-type line (DP) but want to use a touch-tone telephone service, you can use your telephone to send DTMF tones.

What you can do with this function
Use this function to allow you to access a touch-tone telephone service like those listed below:
- Telephone banking service
- Ticket reservation service

Using Touch-Tone Telephone Services
Pulse to Tone Conversion
Placing a Call with a Speed Dial Number

What this function does

You can register the name and telephone number of a person that you call frequently. Then, to call that person, you simply have to press the corresponding speed dial number.

What you can do with this function

Speed dial numbers are divided into the following types:

- **Speed dial - personal (900 to 919)**
  This type of speed dial number can be registered for individual extensions. The user of an extension can register and delete speed dial numbers. The system administrator can also register and delete numbers for all extensions.

- **Speed dial - common (000 to 899)**
  This type of speed dial number is commonly used by all extensions. This type of speed dial number should be registered and deleted only by the system administrator.

Placing a call

In the case of portal mode, please display pop-up screen on first. Please refer to "Displaying Pop-up screen".

1. Press **(Redial)**.
2. Dial a speed dial number.
   The registered telephone number and name are displayed.
3. Lift the handset.
   Wait for the outside party to answer.

If you forget a registered speed dial number

Press the “Dir” soft key. The Directory Menu appears. Follow the instructions displayed on the menu.

To assign separate groups of speed dial numbers to individual departments

The “speed dial - group” function is provided to allow the system administrator to assign specific groups of speed dial numbers to different departments. This type of speed dial number should be registered and deleted only by the system administrator.

For details, contact your distributor.
Placing a Call with a Speed Dial Number  < Speed Dial >

**Less than 100 use of speed dial number**
If the following setting is done, decreasing the number of digits of speed dial numbers becomes possible.

- Speed dial-personal (80 to 99)
- Speed dial-common (00 to 79)

These features are set up during installation. For details, contact your distributor.

**More than 1000 use of speed dial number**
The installer can set up the telephone during installation so that speed dial can be selected with 4 digits (0000 to 9999). For details, contact your distributor.

If you change the number of digits from 000 - 999 to 0000 - 9999 after you started to use speed dial function, 3 digits parts also will be changed to 4 digits. (Example: 010 changes to 0010.)
Placing a Call with a Speed Dial Number < Speed Dial >

Registering a speed dial number

The speed dial - personal function, which allows the users of individual extensions to register their own speed dial numbers, is explained below.

Number of speed dial numbers that can be registered: 20
Available speed dial numbers: 900 to 919

Example: Registers the telephone number and name of a person to speed dial number 900.

1. Press \( \text{Speaker} \).
2. Press \( \text{0} \text{0} \text{4} \).
   String *04 is assigned for registering a speed dial number.
3. Press \( \text{9} \text{0} \text{0} \).
4. Enter the telephone number of the person to be called.
   To register an extension number following the telephone number, press the Transfer key (pause) after entering the telephone number, and then enter the extension number (for additional dial-in).
   If you do not want to register a name, go to step 7.
5. Press \( \text{Hold} \).
6. Enter the name of the person.
   Entering Characters → Page 39.
7. Press \( \text{Hold} \).
8. Press \( \text{Speaker} \).

This completes the registration.

To check the result
In the case of portal mode, please display pop-up screen on first. Please refer to "Displaying Pop-up screen". Press the Help key, the left of Up/Down key (Redial) orderly, and then press the speed dial key that you want to check.

To delete the result
Press the Speaker key, *04 orderly, and then press the speed dial key that you want to delete. After checking the result, press Exit key and then Speaker Key.
One-Touch Operation

Placing a call

1. **Press (function key).**
   Press a function key to which a number has been registered.

2. **Lift the handset.**
   Wait for the called person to answer.

What this function does

You can register a telephone number, extension number, or function to a function key to enable one-touch operation.

What you can do with this function

The following numbers can be registered to function keys:
- Telephone numbers (up to 24 digits)
- Extension numbers
- Mail box numbers for voice mail
- Speed dial numbers
- Service codes
Registering a telephone number

1. Press ।.

2. Press ⑨ ① ⑦.

3. Press the function key to which you want to register a telephone number.

4. Press ⑨ ①.
   Number 01 is the function code for one-touch operation.

5. Press ⑥.
   Number 0 is for seizing a trunk line.

6. Enter the telephone number of the person to be called.
   To register an extension number following the telephone number, press the Transfer key (pause) after entering the telephone number, and then enter the extension number.

7. Press ।.

8. Press ।.

This completes the registration.
**Registering an extension number**

1. **Press [Speaker].**
2. **Press 9 1 7.**
3. **Press (function key).**
   Press the function key to which you want to register an extension number.
4. **Press 0 1.**
   Number 01 is the function code for one-touch operation.
5. **Enter the extension number you want to register.**
6. **Press Hold.**
7. **Press [Speaker].**

This completes the registration.

**To check the result**
Press the Help key, and then the function key for which you want to check the registration.
Having a conference

To allow internal users to participate in a conference

Suppose that you want user C to participate in a conference with A and B.

1. A presses Soft key of “CONF”. B hears the music on hold tone.

2. A dials C’s extension number.

3. C answers the call. A asks C to participate in the conference.

4. A presses Soft key of “SET”.

5. A presses Soft key of “BEGIN”. C joins the conference and the three persons can talk with one another.

What this function does

Up to 32 persons can talk to one another over the telephone at the same time.

What you can do with this function

A conference call allows extension user, as well as those on business trips, to participate in a meeting over the telephone and thus save travel time.

To ask another internal user to participate in the conference

Following step 4, repeat step 2 and subsequent steps above.
To allow outside parties to participate in the conference

Suppose that A and B, both are extension user, want to invite D, who is outside party, to participate in the conference.

1. A presses Soft key of “CONF”. B hears the music on hold tone.
2. A presses .
3. A dials D’s telephone number.
4. D answers the call. A asks D to participate in the conference.
5. A presses Soft key of “SET”.
6. A presses Soft key of “BEGIN”.

D joins the conference and the three persons can talk with one another.

To ask another outside party to participate in the conference Following step 5, repeat step 2 and subsequent steps above.

The person speaking over the trunk line will seem quieter than extension user.

In the above example, when B and D talk to each other over a trunk line, the voices of B and D are quieter than that of A. This is not a failure.
Operating a single-line telephone

What this function does

A commercially available single-line telephone can be connected to this system (such things as an option unit are required). Single-line telephones have no function keys. Therefore, they require that you perform slightly different operations.

Operating a single-line telephone

● Placing a trunk call

1. Lift the handset.

2. Press \( \textcircled{0} \).
   You hear the trunk call dial tone.
   Number 0 is for seizing a trunk line.

3. Dial the destination telephone number.
   Wait for the outside party to answer.

● Placing an extension call

1. Lift the handset.

2. Dial the destination extension number.
   Wait for the called person to answer.
Commercially available single-line telephone

- **Answering a trunk call**

  1. A trunk call is received.
  2. Lift the handset.

  Talk to the person who is calling you.

  If the telephone does not ring
  You cannot answer a trunk call just by lifting the handset. For details, contact your distributor.

- **Answering an intercom call**

  1. An intercom call is received.
  2. Lift the handset.

  Talk to the person who is calling you.

- **Holding a call**

  1. You are on the conversation.
  2. Quickly press and then release the hook switch.

  If your telephone has a hook key, press that key.

  The call is now held.

  Quickly press and then release the hook switch.
  If you hold down the hook switch too long, the call will be disconnected.

  In the hold status
  To prevent a call from being left on hold:
  • After the handset is replaced, the telephone will ring until the hold status is released.
Commercially available single-line telephone  < Single-Line Telephone >

● Resuming a call on hold

1. A call is held.

2. Quickly press and then release the hook switch.
   If your telephone has a hook key, press that key.

   Talk to the person who is calling you.

● Transferring a call

Example: A transfers a trunk call to B using an extension.

1. A is on the conversation.

2. Quickly press and then release the hook switch.
   If your telephone has a hook key, press that key.

3. Dial the extension number of B.

4. Give B a message with the intercom call.
   A gives B a message.
   B holds the line.

5. A replaces the handset.
   The call on hold is automatically transferred to B’s line.

   B talks to the person making the call.

Quickly press and then release the hook switch.
If you hold down the hook switch too long, the call will be disconnected.
Appendix

- Turning Off a Lamp That Is On or Flashing .......................... 40
- Entering Characters .................... 41
If the lamp of the Feature or Large lamp is on or flashing, you can turn the lamp off as follows.

### Feature lamp

#### When the lamp goes on in red

<table>
<thead>
<tr>
<th>Function or status assigned</th>
<th>How to turn off the lamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Feature key was pressed immediately before the lamp turned on.</td>
<td>Press Feature.</td>
</tr>
</tbody>
</table>

In the case of portal mode, please display pop-up screen on first. Please refer to "Displaying Pop-up screen".

#### When the lamp is flashing green

<table>
<thead>
<tr>
<th>Function or status assigned</th>
<th>How to turn off the lamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>An intercom call is held.</td>
<td>Feature</td>
</tr>
</tbody>
</table>

### Large lamp

#### When the lamp is flashing

<table>
<thead>
<tr>
<th>Function or status assigned</th>
<th>How to turn off the lamp</th>
</tr>
</thead>
</table>
| When the lamp flashes green  | Do either of the following:  
| The message waiting function is active. | • Answer the message.  
|                                 | • Ask the person who set the message waiting function to cancel it. |

When the lamp flashes green at long intervals

A new message is recorded in the mail box for voice mail.

(When the voice mail option is being used. Note that the lamp flashed will change depending on the settings made when the telephone is installed.)

Listen to the message.

---

**If you cannot find the cause**

If you cannot turn a lamp off with the method listed above, or if you have any other questions, contact your distributor.
When registering a speed dial number, you can enter name of the person by using keys of the digital multi-line telephone.

- Press the dial key corresponding to the character you want to enter, as many times as required.
- If you pass the character you want to enter, continue pressing the key until the desired character appears again.
- If you want to enter the same character repeatedly as in “IIDA” shown in the example, enter the first character, and then press the .
- You can enter up to 12 one-byte characters for the other party’s name.
- If you want to delete an entered character, press or . Then, the character on the cursor or the one just in front of the character is deleted.
- For examples of characters displayed when Keypad are pressed, refer to “Character input table” on the next page.

**Example: Entering “N IIDA”**

```
Recall once ➔ 6 twice ➔ # twice ➔ 4 three times ➔ # once ➔ 4 three times ➔ 3 once ➔ 2 once ➔ Hold
Switches to alphanumeric input.
N Blank (space) I Fixing I D A Enter
```

### Character input mode and display
The character input mode changes as follows whenever the Recall key is pressed.

- KANA input mode
- Alphanumeric input mode
Entering Characters

Character input table

When you want to switch the character input mode, press recall.

- **KANA input mode**

<table>
<thead>
<tr>
<th>Dial key</th>
<th>Number of times the dial key is pressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>アイウエオアイウエオ</td>
</tr>
<tr>
<td>2</td>
<td>カキクケコ</td>
</tr>
<tr>
<td>3</td>
<td>サシスセソ</td>
</tr>
<tr>
<td>4</td>
<td>タチツトッ</td>
</tr>
<tr>
<td>5</td>
<td>ナニヌネノ</td>
</tr>
<tr>
<td>6</td>
<td>ハヒフヘホ</td>
</tr>
<tr>
<td>7</td>
<td>マミムメモ</td>
</tr>
<tr>
<td>8</td>
<td>ヤユヨユヨヨ</td>
</tr>
<tr>
<td>9</td>
<td>ラリルレロ</td>
</tr>
<tr>
<td>0</td>
<td>ワヲン</td>
</tr>
<tr>
<td>4</td>
<td>“ ” 一 。 「 ’ 、・</td>
</tr>
<tr>
<td>#</td>
<td>Blank (space)</td>
</tr>
</tbody>
</table>
## Alphanumeric input mode

<table>
<thead>
<tr>
<th>Dial key</th>
<th>Number of times the dial key is pressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 @ [ ¥ ] ^ _ ' {</td>
</tr>
<tr>
<td>2</td>
<td>A B C a b c 2 Returns to “A”.</td>
</tr>
<tr>
<td>3</td>
<td>D E F d e f 3 Returns to “D”.</td>
</tr>
<tr>
<td>4</td>
<td>G H I g h i 4 Returns to “G”.</td>
</tr>
<tr>
<td>5</td>
<td>J K L j k l 5 Returns to “J”.</td>
</tr>
<tr>
<td>6</td>
<td>M N O m n o 6 Returns to “M”.</td>
</tr>
<tr>
<td>7</td>
<td>P Q R S p q r s 7 Returns to “P”.</td>
</tr>
<tr>
<td>8</td>
<td>T U V t u v 8 Returns to “T”.</td>
</tr>
<tr>
<td>9</td>
<td>W X Y Z w x y z 9 Returns to “W”.</td>
</tr>
<tr>
<td>0</td>
<td>0 ! ” # $ % &amp; ’ ( ) Returns to “0”.</td>
</tr>
<tr>
<td>#</td>
<td>* + , - . / : ; &lt; = &gt; ? Returns to “#”.</td>
</tr>
</tbody>
</table>

“→”,”←” is not correctly displayed.