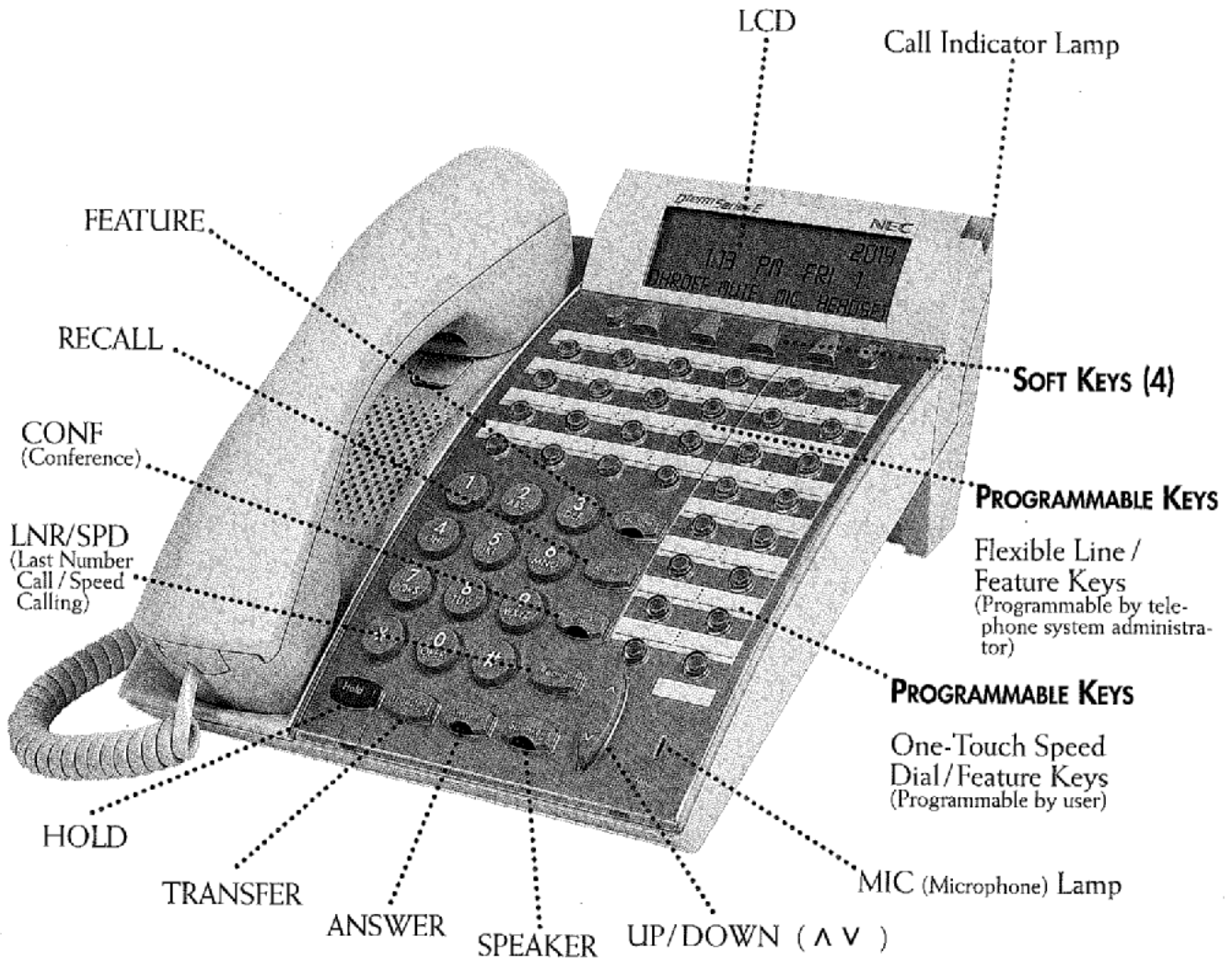




**LAKE COUNTY**  
FLORIDA

# NEC E Series—Multi-line Phone

Telecommunications 343-9897 or [telecommunications@lakecountyfl.gov](mailto:telecommunications@lakecountyfl.gov)  
[phones.lakecountyfl.gov](http://phones.lakecountyfl.gov)



## Outgoing Call

**To place an outgoing call lift the handset or press the speaker key and dial 8**

### Call Forward Busy/No Answer

**Forwards UN-ANSWERED or a BUSY station to another station.**

- To Set:** Lift handset and receive dial tone  
Depress **FWD-BUSY** key and receive tone  
Dial desired station number  
Receive set tone then replace handset  
**FWD-BUSY** key lights
- To Cancel:** Lift handset and receive dial tone  
Depress **FWD-BUSY** key and press the \* key  
**FWD-BUSY** lamp is no longer lit



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## Call Forward All

**Forwards ALL calls to another station**

- To **Set**: Lift handset and receive dial tone  
Depress **FWD-ALL** key and receive tone  
Dial desired station number  
Receive set tone then replace handset  
**FWD-ALL** key lights
- To **Cancel**: Lift handset and receive dial tone  
Depress **FWD-ALL** key and press \* key  
**FWD-ALL** lamp is no longer lit

## Callback

**Call automatically completed when busy station idles**

- To **Set**: Encounter a Busy tone  
Depress **Callback** key and receive set tone  
Then replace handset
- To **Cancel**: Lift handset  
Depress **Callback** key  
Then replace handset

## Call Pickup

**Allows station to intercept calls to another station within the same pickup group**

- Lift handset and receive dial tone  
Depress **PICK-UP** key and receive the incoming call

## Conference

**Allows addition of third party to conversation**

- Ask original party to hold  
Depress **TRANSFER** button and receive dial tone  
Dial desired number  
Announce conference  
Depress **CONF** button

## Hold

**Permits user to place a call on hold**

- To place: Ask party to hold  
Depress **Hold** button  
Hang up handset
- To retrieve: Lift handset  
Depress held line  
Resume conversation

For Exclusive Hold - Depress **HOLD** twice. Held line will flash on your station only

## Last Number Redial

**Redials one of the last 5 numbers dialed**

- Press **REDIAL** button until desired number is displayed  
Press \* to dial  
Chosen number is automatically dialed



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## Microphone (MIC)

**Feature required to allow handsfree conversation or Voice Call Feature**

To set **MIC** On: Press the **Mic** key  
LED on MIC turns on  
Microphone is ready to use on speaker call

To set **MIC** Off: Press the **Mic** key  
LED on MIC turns off  
Microphone is now deactivated

## Speaker

**User can dial or monitor a call without lifting handset**

To dial a call handsfree: Depress the **Speaker** key  
Receive dial tone  
Dial desired number  
When party answers, lift handset to resume conversation

To monitor a call handsfree: Depress **Speaker** key place handset back on phone  
Lift handset to resume conversation

## Transfer

**Allows stations to transfer calls to another station**

Depress **TRANSFER** button and receive dial tone  
Dial desired station number  
Called party answers  
Announce transfer and replace handset

## Speed Dial

**Automatically dial frequently used numbers**

To program one-touch key: Depress **Feature** button  
Depress desired key to be assigned  
One-touch keys are any key not already labeled  
Dial desired number  
Depress **Feature** again

**Examples:** To set button to call a station— Follow the steps above and enter the 4 digit station  
To set for phone number— Follow the steps and enter an **8** and then the phone #

Using one-touch key: Lift handset or Depress the desired key