

Using Your Single Line Telephone

Due to the flexibility built into the system, your **Dialing Codes and Feature Capabilities** may differ from those in this guide. Check with your communications manager and make a note of any differences.



NEC Analog Single Line Telephone is displayed here. This guide shows general analog phone procedures. Refer to the user guide included with your specific analog phone for details on additional key functions.

Placing Calls

Placing an Outside Call . . .

Dial codes for outside lines:

1. Lift handset.
 - Listen for dial tone.
 2. **[9]** + Outside number.
 - When behind a PBX, you may have to dial another 9 before your number.
- OR
2. **[8]** **[0]** **[4]** + Line group number (1-9 or 001-200) + Outside number.
 - When behind a PBX, you may have to dial 9 before your number.
- OR
2. **[#]** **[9]** + Line number (e.g., 005 for line 5) + Outside number.
 - When behind a PBX, you may have to dial 9 before your number.

Calling a Co-Worker, Voice Mail and Paging . . .

Dial using the Intercom:

1. Lift handset.
 2. Dial co-worker's extension number.
 - Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear two beeps, begin speaking. Dialing 1 changes mode.
- OR
2. For Paging, dial **[*]** **[1]** + 0 for All Call or 1-64 for zones.
- OR
2. To call your mailbox, dial **[*]** **[8]**.

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VM Jensen



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Table of Contents Nec Office Phone Manual

1. Understanding the eBook Nec Office Phone Manual
 - The Rise of Digital Reading Nec Office Phone Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Nec Office Phone Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Nec Office Phone Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Nec Office Phone Manual
 - Personalized Recommendations
 - Nec Office Phone Manual User Reviews and Ratings
 - Nec Office Phone Manual and Bestseller Lists
5. Accessing Nec Office Phone Manual Free and Paid eBooks

- Nec Office Phone Manual Public Domain eBooks
- Nec Office Phone Manual eBook Subscription Services
- Nec Office Phone Manual Budget-Friendly Options
- 6. Navigating Nec Office Phone Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Nec Office Phone Manual Compatibility with Devices
 - Nec Office Phone Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Nec Office Phone Manual
 - Highlighting and Note-Taking Nec Office Phone Manual
 - Interactive Elements Nec Office Phone Manual
- 8. Staying Engaged with Nec Office Phone Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Nec Office Phone Manual
- 9. Balancing eBooks and Physical Books Nec Office Phone Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Nec Office Phone Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Nec Office Phone Manual
 - Setting Reading Goals Nec Office Phone Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Nec Office Phone Manual
 - Fact-Checking eBook Content of Nec Office Phone Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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