MULTI LINE STATION FEATURES –
NEC D-Term Series i 8 Button Sets!
How Fordham IT Staff Manage It.

To Place A Call:
Internal: Pick up Handset. Dial 4 digit extension /or/ steering digit + extension
Outside: Pick up Handset. Dial 9, 1 and number

To Place A Call On Hold: Press HOLD key.

To Pick Up A Call: Lift Handset /OR/ press Speaker.

To End A Call: Hang up handset /OR/ press Speaker key.

For Fresh Dial Tone: After ending call, press Recall key.

To Transfer a Call: Press Transfer key, dial extension, wait for second party to pick up, announce call (optional), hang up.

To Conference Call: (Up to 2+you) Make or receive first call, press Transfer key, dial 4 digit extension /OR/ 9+Number, press Conference.

To Access Voice Mail: Pick up Handset /OR/ Speaker, dial x7000, enter Password, listen to messages.
Speed Dial:

**Personal List**

**To Program:** Press Directory key, press ENTRY soft key, press NAME soft key, enter the NAME, press the SET soft key, press Number SOFT key, dial Number (9 + 1 + Area Code + Number), press SET soft key. To check entry: Press Directory key, use Up/Down SOFT key to view, check 2 digit #.

**To Use:** Press Redial, enter the selected 2–DIGIT CODE.

**SpeedDial Key**

**To Program:** Press Conference Key, press KEY to be programmed, dial Number (9 + 1 + Area Code + Number), press Conference Key again.

**To Use:** Pick up handset, press Speed-Dial Key.

**Last # Redial:** (Last 5 numbers) Lift Handset /OR/ press Redial, press * or # for last number. For second to last number (and so on), press Redial, Redial, press * or #.

**To Forward Calls:** Pick up Handset /OR/ Speaker, press FWD key, dial the 4 digit extension to be forwarded to, (wait 4 seconds) listen for set tone, hang up.

Pick up Handset /OR/ Speaker press FWD key press *

**Intercom:** To use, lift Handset, press Intercom key, dial 1 digit intercom number. Called party will hear ring. To answer, press Intercom key.

**To Change Ring Tone:** Press Feature 3, then 3 again until the desired tone is heard, press Feature to set.

**To Change Ringer Volume:** Press Feature 0, press the Up/Down key, then Feature to set.

**To Change Receiver Volume:** (During call) Press Feature 4, press the Up/Down key, then Feature to set.
MULTI LINE STATION FEATURES –
NEC D-Term Series i 16 Button Sets!
How Fordham IT Staff Manage It.

To Place A Call:
Internal: Pick up Handset. Dial 4 digit extension /or/ steering digit + extension
Outside: Pick up Handset. Dial 9, 1 and number

To Place A Call On Hold: Press HOLD key.

To Pick Up A Call: Lift Handset /OR/ press Speaker.

To End A Call: Hang up handset /OR/ press Speaker key.

For Fresh Dial Tone: After ending call, press Recall key.

To Transfer a Call: Press Transfer key, dial extension, wait for second party to pick up, announce call (optional), hang up.

To Conference Call: (Up to 2+you) Make or receive first call, press Transfer key, dial 4 digit extension /OR/ 9+Number, press Conference.

To Access Voice Mail: Pick up Handset /OR/ Speaker, dial x7000, enter Password, listen to messages.
**Speed Dial:**

*Personal List*  
**To Program:** Press **Directory** key, press **ENTRY soft** key, press **NAME soft** key, enter the **NAME**, press the **SET soft** key, press **Number SOFT** key, dial **Number** (9 + 1 + Area Code + Number), press **SET soft** key. To check entry: Press **Directory** key, use **Up/Down SOFT key** to view, check 2 digit #.  
**To Use:** Press **Redial**, enter the selected 2 –DIGIT CODE.

*SpeedDial Key*  
**To Program:** Press **Conference Key**, press **KEY** to be programmed, dial **Number** (9 + 1 + Area Code + Number), press **Conference Key** again.  
**To Use:** Pick up handset, press **Speed-Dial Key**.

*Last # Redial:*  
(Last 5 numbers) Lift **Handset /OR/ press Redial**, press * or # for last number. For second to last number (and so on), press **Redial, Redial**, press * or #.

**To Forward Calls:** Pick up **Handset /OR/ Speaker**, press **FWD key**, dial the **4 digit extension** to be forwarded to, (wait 4 seconds) listen for set tone, hang up.  
Pick up **Handset /OR/ Speaker** press **FWD key** press *

*Intercom:*  
To use, lift **Handset**, press **Intercom key**, dial 1 digit **intercom** number. Called party will hear ring. To answer, press **Intercom key**.

**To Change Ring Tone:** Press **Feature 3**, then 3 again until the desired tone is heard, press **Feature** to set.  
**To Change Ringer Volume:** Press **Feature 0**, press the **Up/Down key**, then **Feature** to set.  
**To Change Receiver Volume:** (During call) Press **Feature 4**, press the **Up/Down key**, then **Feature** to set.
POLYCOM SPEAKERPHONE FEATURES!
How Fordham IT Staff Manage It.

To Place A Call:
Internal: Press On/Off key. Dial 4 digit extension /or/ steering digit + extension
Outside: Press On/Off key. Dial 9, 1 and number

To Place A Call On Hold: Press soft HOLD key.

To Pick Up A Call: Press On/Off key.

To End A Call: Press On/Off key.

To Transfer a Call: Press Flash key, dial extension, wait for second party to pick up, announce call (optional), press On/Off.

To Conference Call: (Up to 2+you) Make or receive first call, press Flash key, dial 4 digit extension /OR/ 9+Number, press Flash key again.

To Access Voice Mail: Press On/Off, dial x7000, enter Password, listen to messages.