



LAKE COUNTY
FLORIDA

NEC i Series—Multi-line Phone

Telecommunications 343-9897 or telecommunications@lakecountyfl.gov
phones.lakecountyfl.gov



Outgoing Call

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

Call Forward No Answer

Forwards UN-ANSWERED phones

- To Set:** Lift handset and receive dial tone
Depress **FWD-No Answer** or dial * 0 key and receive tone
Dial desired station number
Receive set tone then replace handset
FWD-No Answer key lights (If you have a button configured for that)
- To Cancel:** Lift handset and receive dial tone
Depress **FWD-No Answer** key or dial # 0
FWD-No Answer lamp is no longer lit



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Call Forward Busy

Forwards Busy phones

- To Set:** Lift handset and receive dial tone
Depress **FWD-Busy** or **dial * 3** key and receive tone
Dial desired station number
Receive set tone then replace handset
FWD-Busy key lights (If you have a button configured for that)
- To Cancel:** Lift handset and receive dial tone
Depress **FWD-Busy** key or **dial # 3**
FWD-Busy lamp is no longer lit

Call Forward ALL

Forwards ALL calls to another station

- To Set:** Lift handset and receive dial tone
Depress **FWD-ALL** or **dial * 7** key and receive tone
Dial desired station number
Receive set tone then replace handset
FWD-ALL key lights (If you have a button configured for that)
- To Cancel:** Lift handset and receive dial tone
Depress **FWD-ALL** key or **dial # 7**
FWD-ALL lamp is no longer lit

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** or **dial *4** 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 the handset
- To retrieve:** Lift the handset
Depress the held line (blinking line button)
Resume conversation



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Last Number Redial

Redials one of the last 5 numbers dialed

Press **Redial** button until desired number is displayed
Press the * key to dial the number
Chosen number is automatically dialed

Microphone (MIC)

Turns the telephone microphone on or off

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

To set **MIC** off: Press the **Mic** key
The LED on the **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