

## FEATURE KEYS

**Feature 1** = Turns microphone on or off.

**Feature 3** = Selects ringer tone.

**CALL FORWARDING** – Used to forward ALL of your calls to go to another extension or an outside line. Press the **FWD-ALL** key followed by the extension you wish the call to go to. Remember to press 9 first if forwarding to an outside number.

If there is no **FWD-ALL** key, press \* 2 instead.

Then, enter the extension or the outside phone number.

**To cancel** – Obtain dial tone, press **FWD-ALL** key, "forward cancel" will appear in your display. For phones without the **FWD-ALL** key, press **FEATURE # 2**.

## SOFT KEYS

The four soft keys are the oval shaped buttons located below the LCD. Each key will activate the feature that they point to in the display.

Press the **SCROLL (>>>>>)** key to scroll to the desired key if there are other functions available.

Press a desired key under the indicated 4 Soft Keys on the Display.

The service feature of the pressed Soft Key is operated.

**MIC** - Used to activate or deactivate the Microphone. The MIC light will illuminate when MIC is on.

**DIRECTORY** - For future software release. Does not apply to Washoe County system.

**LCD CONTRAST** - Press up or down key while idle.

**SPEAKER / RECEIVER VOLUME** - Press up or down key while phone is ringing.



## Hug High School

**NEC 2000 IPS  
D TERM ITR**

### TELEPHONE USER GUIDE

Provided by

**Exp@nets**