

Scope: Here are some helpful points to help you navigate the NEC phones

A. To place an outside call

1. Lift handset or press **SPK** key
2. dial 9
3. dial the number

B. To answer a ringing phone

- Lift handset (DUH!)
- or
- Press **SPK** key

C. To call another extension

1. Lift handset
2. press **SPK** key
3. dial 4 digit extension number (ext. #'s are the same)

D. Put a caller on hold for your phone only

- Press the **HOLD** key. **CAP** key will flash.

E. To retrieve a caller on hold

- Press the flashing **CAP** key

F. To make an unscreened "Cold" transfer

1. Press **Transfer** key
2. Dial extension number
3. Hang up

G. To make a screened "Warm" transfer

1. Press **Transfer** key
2. Dial extension number
3. Wait for party to answer
4. Announce call
5. Hang up

H. To park a call

1. Press an available **Park** key
2. Let the caller know they have a call on that Park Number, "Hugo, you have a call on Park 1"

I. To make a conference call

1. Establish first call
2. Press **CONF** in display
3. Dial 2nd number
4. Press **ADD**
5. Press **Begin** on display

J. To use a wired headset

1. Press the **Headset** key to make or receive calls
2. Press the **Headset** key to hang up.

K. To group listen

- While speaking to your caller press the **SPKR** button *twice*. Now the outside caller can be heard on the speaker, but you are still talking on the handset. Co-workers can hear the caller.

L. Mute

1. When on a call lift the handset
2. press the **MIC** key
3. when it *flashes* the handset is *muted*
4. Press **MIC** key to return it to normal

M. Use the microphone with speakerphone

- If the "MIC" light is lit, the microphone is on.

N. Last number redial

1. Do not lift handset
2. Press the **REDIAL** button on the cursor key
3. Press the **up/down** cursor key to search the desired number
4. Press **#** or **SPK** to make the call.

O. Caller id (this will happen when your phone service is upgraded)

- When your phone rings with a direct or transferred call, your display will show Caller ID information. You can review your most recent received calls by pressing **MENU**. Use the cursor key to cycle through your options. History is first on the list. Use the soft keys as indicated

P. Call Forwarding

1. Press **Speaker** key
2. Press 741

3. Press 1
4. Press the Extension or Outside number that will receive the calls
5. Press **Speaker** key

Q. Cancel Call Forwarding

1. Press **Speaker** key
2. Press 741
3. Press 0
4. Press **Speaker** key
5. Press **Speaker** key again
6. Press 743
7. Press 1
8. Press 2000
9. Press **Speaker** key

R. Forward a voicemail message

1. Press more and more again while listening to the message. This can be found in the display's buttons
2. Press **Redir** button
3. Dial **2**
4. Enter the last name keys or the **##** to change the extension number
5. Press **1** to confirm
6. Press ***** to send or follow the prompts to comment on the message
7. Dial 2 for only 1 person
8. To delete the message press **Del** below the display menu

S. Record a conversation

1. Be on an outside call
2. Press the 1st button on the 2nd row
3. When done hit done or hang up and the recording will be sent to your voicemail.
4. Check your voicemail

T. Programming unused buttons as extensions

1. Dial **Speaker** key
2. Press 751
3. Press the button to program
4. Dial 01
5. Dial desired extension number or dial 9 and an outside number if you wish to program an outside call.
6. press **HOLD** to save this new button

U. Check your voice mail from outside the company

1. Dial the main phone number
2. Dial 9 and your extension during the recording

3. Enter your security code

V. Voice mail setup

1. Press the button below "**VMsg**" on display
2. Enter default security code 0000
3. Answer system prompts
4. When the system informs you that your mailbox is set up, press '1' to confirm settings

W. Voice mail use

1. To Check Messages via the Phone
2. Press **VMsg** button to log on
3. Press '4' to check new messages
4. Follow instructions / press '1' for yes or '2' for no to respond or use the soft keys below the display to move quickly through messages. (see figure 2)

X. To send a message to another subscriber

1. Press **VMsg** button to log on
2. Press '5' to send a message
3. Dial the subscriber's extension number
4. Follow any additional prompts
5. Record your message after the beep.

Y. Page all desktop handsets

1. Lift handset
2. Press 701
3. Enter 0 for all zones
4. Make your announcement

Z. To cancel all your Messages Waiting:

Includes inbound and outbound messages

1. Press the Speaker key.
2. Dial 773.
3. Hang up.

AA. To Camp-On a busy extension:

1. Call the busy extension.
2. Dial # or press the Camp-On key (Program 15-07 or SC 751: 35).
3. Do not hang up.

BB. To cancel a Camp-On request:

1. Hang up.
2. At a multiline terminal, press Speaker and dial 770 or At the single line telephone, lift the handset and dial 770.

CC. To enable and disable Do Not Disturb

1. Lift the handset or press the speaker button
2. Press 747
3. To enable DND press 3
4. To disable DND press 0



Buttons to help you get through voice mail messages.

For	Press
Menu options	3
Slow down playback*	4
Adjust volume	5
Speed up playback*	6
Rewind	7
Pause	8
Fast forward	9

Figure One

Soft keys help you navigate features listed above. You can do the same stuff in different ways.

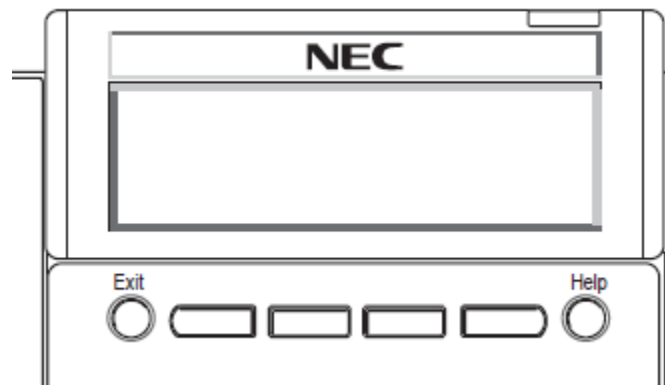


Figure Two

