

<b>Receiving Calls</b> <i>Call Pick Up</i>	A call ringing at your extension	➤ Lift the receiver or press Speaker Converse
	Answering your ringing phone from another phone	➤ When you hear your phone ringing, lift the receiver or press Speaker ➤ Dial ** followed by your extension number
<b>Calling out</b>	To another phone in the office	➤ Lift the receiver or press Speaker ➤ Dial the extension number <b>Note: this activates the speaker on the telephone you are calling, press RING to make the telephone ring.</b>
	Out of the office	➤ Lift the receiver or press Speaker ➤ Dial 9 and the number you are calling
	Last Number Redial	➤ Press Redial, Press # ➤ Press Soft-key arrows to see last 10 #'s
	Using the system or Station speed dial	➤ Lift the receiver or press Speaker ➤ Press the <b>Redial</b> button ➤ Enter the 3 digit code assigned to the number you are calling (000 – 999) <b>OR</b> ➤ Press the button under the display that has DIR , then <b>SYS (System) or STA (Station)</b> ➤ Press the <b>arrows</b> to scroll between the names of the items in the list. ➤ When you see the name you wish to call press DIAL
<b>Speaker</b>	➤ To turn you micro-phone on/off, press MIC	
<b>Receiver Volume</b>	➤ While on a call press the up/down key	
<b>Change Contrast</b>	➤ While phone is idle press the up/down arrow button beside speaker ➤ Note: if you have back ground music on shut it off to adjust contrast	
<b>Back ground music On/Off</b>	➤ Speaker ➤ Dial 725, Speaker	
<b>RESET MW</b>	➤ Speaker, dial 773	
<b>Language</b>	➤ Sprk dial 678, English 01, French 03, etc	
<b>Ringing Volume</b>	➤ Press MENU key, ➤ Press 3 – TOOL – Ring volumne	
<b>Change ring tone</b>	➤ Speaker, Dial 720 ➤ Dial 1 for intercom ring, or 2 for Trunk ringing ➤ Dial codes 1 thru 8 for different choices, press speaker to save	
<b>Change displayed name</b>	➤ Speaker ➤ Dial 700, enter the extension number ➤ Enter the name, press HOLD, speaker	
<b>Transfer Calls</b>	➤ With call in progress, press Transfer ➤ Dial the station Number ➤ Stay on the line to announce the call (optional), Hang up	

<b>Conference Call</b>	Add an Internal call ➤ While on a call, press Conf. (see display) ➤ Call the extension you wish to add, ➤ Press Add, Join to add the first caller	Add an External Call ➤ With a call in progress, press Conf. ➤ Dial 9 and the number you are calling, when they answer ➤ Press Add, Join to add the first caller
<b>PAGE</b>	All NEC sets only: Lift Receiver : Press ICM, InPg Group 1 <b>OR</b> dial 7011	(External speakers) Press <b>Intercom</b> Enter the Zone Code : #00 All Zones, #01 School Interior, #02 Outside, #03 Elementary, #06 Junior,
<b>One Set</b>	➤ Lift receiver, Dial the extension number, <b>NOTE: this activates the speaker, to make the phone ring press Ring</b>	
<b>Call forward your extension to another NEC phone:</b>	Set: Press Speaker ➤ Dial 741 1 ➤ Enter forward to extension ➤ Press Speaker <b>OR</b> Press Call Forward button	To remove: Press Speaker ➤ Dial 741 0 ➤ Press Speaker <b>OR</b> press the call forward button
<b>Forward Busy/No Answer (to Voice Mail)</b>	Set: Press Speaker ➤ Dial 744 1 ➤ Enter forward to extension ➤ Press Speaker	To remove: Press Speaker ➤ Dial 744 0 ➤ Press Speaker
<b>Do not Disturb</b>	Set: Leave receiver down ➤ Press PROG ➤ Press DND, SET, ALL <b>OR</b> press Do Not Disturb button	Remove: Leave receiver down ➤ Press PROG ➤ Press DND, CNCL <b>OR</b> press Do Not Disturb button
<b>Leave a message for another employee</b>	➤ Dial the station number ➤ Press 8 ➤ Leave your message <b>Note:</b> To bypass listening to the complete greeting press *	
<b>Program Personal Speed Dial (RECEIVER DOWN)</b>	➤ Speaker ➤ Press: <b>755</b> ➤ Dial Speed Dial memory Location 0 through 9 ➤ Dial Trunk Access Code: 9 Dial the number to store ➤ Press HOLD ( <i>enter the name</i> ) Press: HOLD, speaker	
<b>Program Feature access Keys or Buttons</b>	FEATURES ➤ Speaker ➤ Dial 751 ➤ Press Button you want to program ➤ Dial the code from list ➤ Press Speaker	Internal OR External Numbers ➤ Speaker ➤ Dial 751 ➤ Press Button you want to program ➤ Dial 01 ➤ Dial ext, <b>OR</b> 9 and the number you are storing ➤ Press HOLD, Speaker
<b>To program Names in Speed Dial:</b>		
➤ Press the digit that has the desired letter on it. Eg: for N, press 6 twice ➤ The codes will automatically advance to the next space but if you need two letters that are on the same number press the # button to advance to the next character. ⇒ Eg: for CAT: press 222 ( C ),# 2(A) 8 (T) Press FEATURE if an error is made to back up a space		



## Line Keys/Programmable Function Keys

To Program a Line key as a Programmable Function Key:

1. Press the **Speaker** key.
2. Dial Service Code **751**.
3. Press the **Line Key** to be programmed.
4. Dial the code for the desired feature plus additional data if required.
5. Press **Speaker** to hang up.

**Note:** Service Code 00 will erase the function from the key.

**Note:** In some cases, the **Hold** key needs to be pressed before pressing the **Speaker** key. \*

# # = Accepts an entry (only required if two letters on the same key are needed - ex: TOM). Pressing # again = Space. Conf Clears the character entry one character at a time (used when entering the Name). Exit Clears all the entries from the point of the flashing cursor and to the right (used when entering the Number, this clears both the number and name).

<b>00</b>	Not Defined
<b>01</b>	DSS / One-Touch Extension number or any numbers (up to 24 digits). Press HOLD to write.
<b>02</b>	Microphone Key (ON/OFF)
<b>03</b>	DND Key
<b>04</b>	BGM (ON/OFF)
<b>05</b>	Headset
<b>06</b>	Transfer Key
<b>07</b>	Conference Key
<b>09</b>	Day/Night Mode Switch Mode number (1~8)
<b>10</b>	Call Forward - Immediate
<b>11</b>	Call Forward - Busy
<b>12</b>	Call Forward - No Answer
<b>13</b>	Call Forward - Busy/No Answer
<b>14</b>	Call Forward - Both Ring
<b>18</b>	Text Message Setup Message Numbers (01~20)
<b>19</b>	External Group Paging External Paging # (1~8)
<b>20</b>	External All Call Paging
<b>21</b>	Internal Group Paging Number (01 – 64)
<b>22</b>	Internal All Call Paging
<b>24</b>	Call Pickup
<b>25</b>	Call Pickup for Another Group
<b>26</b>	Call Pickup for Specified Group Call Pickup Group Number
<b>27</b>	Speed Dial -Common/ Private Speed Dial Number
<b>28</b>	Speed Dial - Group Speed Dial number (Group)
<b>29</b>	Repeat Redial
<b>30</b>	Saved Number Redial
<b>48</b>	Voice Over Extension Number
<b>78</b>	Conversation Record

**Change Time**

- Press Speaker
- On keypad dial 728
- Enter 2 digits for hour (24 hour clock)
- Enter 2 digits for minutes
- Press Speaker

**Change Date:**

- Speaker #\*#\*
- 12345678      Transfer
- Dial 10
- Press Select (soft Key)
- Dial 03 for date - change if you need to or press Transfer to advance, should go to 04 next for day
- Press +1 or -1 to change day if needed
- Press Transfer
- Press Answer 3 times
- Press speaker

**Programming System Speed Dial**

- Press Speaker
- On Keypad dial 753
- Dial code 000 to 999
- Dial the telephone number you are storing
- Press HOLD
- Enter the name
- Press HOLD
- Press Speaker

Code	Number	Name
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