

<b>Receiving Calls</b> <i>Call Pick Up</i>	A call ringing at your extension	➤ Lift the receiver or press Speaker 1. 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>Transferring calls to an external number, MUST HAVE TELUS Call Transfer</b>	➤ While on a call press RECALL, You will hear dial tone ➤ Dial the number you want to transfer to ➤ When the phone begins to ring you can hang up or stay on the line to announce the transfer ➤ Press RECALL – this sets up a 3 way call ➤ Hang up to remove yourself from the call and leave the 2 callers connected Note: if you reach a busy or are unable to complete the transfer press RECALL slowly twice to return to the original call	

<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: To bypass listening to the complete greeting press *</b>	
<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>	<b>FEATURES</b> ➤ Speaker ➤ Dial 751 ➤ Press Button you want to program ➤ Dial the code from list ➤ Press Speaker	<b>Internal OR External Numbers</b> ➤ 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



## 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