NEC
NEAX TELEPHONE QUICK REFERENCE

DIAL OUT:
➤ Lift handset, (or press **SPEAKER** key) dial 9

INTERCOM CALLS
➤ Lift handset, (or press **SPEAKER**)
➤ Dial extension number

TRANSFER A CALL
➤ With active call press **TRANSFER** Key
➤ Dial extension (OR a pre-programmed key)
➤ Announce call (optional),
➤ hang up for transfer to go through

PARK A CALL:
➤ With active call press **PARK SET** key;
(system will assign call to a park zone, which will show on your display ex: 01)
➤ Intercom or Page employee and announce the parked call
To Retrieve Call: Press **PARK RETRV** key and dial code where call was parked ex: 01

LAST NUMBER REDIAL
➤ Press **REDIAL** key repeatedly to review last 5 numbers dialed:
➤ Press **#** for system to dial number on display

CONFERENCE CALLS
➤ With active call, press **TRANSFER** key
➤ Dial 9 for another line, make 2nd call (or dial an extension number)
➤ Press **CONF** key

CALL FORWARD (IF APPLICABLE)
➤ Press **SPEAKER** key
➤ Press **CALL FWD** key
➤ Enter   (if all calls to go straight to your mailbox) OR enter another
person's ext OR enter 9 plus a telephone number for calls to go off premise:
NOTE: this takes 2 outside lines when in effect
➤ Press **SPEAKER**
To Cancel: press speaker then **CALL FWD** Key then *****, press speaker

DO NOT DISTURB (IF APPLICABLE)
- ➢ Press **SPEAKER**
- ➢ Press **DND** key
- ➢ Press **SPEAKER**

ONE-TOUCH KEY PROGRAMMING
- ➢ Press **CONF** key
- ➢ Press key to be programmed
- ➢ Enter an ext number (OR 9 then a telephone number)
- ➢ Press **CONF** key

Note: when a one touch key is programmed it takes one of the station bin numbers from the 00-19 allowed in station speed dial

STATION SPEED DIAL PROGRAMMING
- ➢ Press **STA** soft key
- ➢ Press **UP** soft key to choose a bin 00-19
- ➢ Press **ENTRY** soft key, then **NUMBER** soft key
- ➢ Enter **9** plus the desired number, then press **SET**
- ➢ To add a name: follow step 1&2, then press **ENTRY**, then **NAME**: spell out name (#after each letter), press **SET**

USING STATION SPEED DIAL
- ➢ Press **REDIAL** then a code (00-19)
- ➢ OR press **STA**, use **UP** and **DWN** to scroll, lift handset when desired speed dial is displayed

RING TONE
- ➢ Press **FEATURE** key then **3**
- ➢ Press **3** repeatedly to hear/set different ring tones

RING VOLUME
- ➢ Press **FEATURE** key then **0**
- ➢ Use arrow keys to adjust volume
- ➢ Press **FEATURE** key when done

MICROPHONE MUTE:
- ➢ Press **MIC** key on/off