



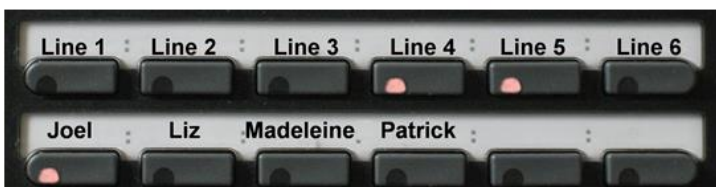
Handset Layout

Soft Touch Keys

The NEC handsets have menus that can be accessed by Pressing the buttons below the LCD screen. There are 4 soft Touch keys that change depending on the mode you are in.



Line Keys / DSS Keys



The top line is programmed as "Line Keys" they shows lines 4 & 5 are in use. The bottom line is programmed as Direct Station Select (DSS) keys in this example Joel's extension is Busy.

Navigation / Scroll Keys

Used for:

- Speed dials.
- Inbound call register.
- Outbound call register.
- Volume control.



Making Outside Calls

- Lift handset.
- Dial 0.
- Dial telephone number.

Put a call on Hold

- Press the Hold key during a call.
- Outside calls will flash on the Line key.
- Press the flashing key to retrieve the held call.

Transferring a Call

Without DSS keys

Method 1. (Blind transfer)

- Press the Transfer Key during a call.
- Dial the required extension number.
- Hang up to send the call through.

Method 2 (Announced transferred)

- Press the Transfer Key during a call.
- Dial the required extension number.
- Wait for answer, announce the call.
- Hang up to send the call through.
- Or select green flashing line if called party does not Want to take the call.

With DSS keys

Method 1 (Blind transfer)

- Press the DSS key during a call.
- Hang up to send the call through.

Method 2 (Announced transferred)

- Press the DSS key during a call.
- Wait for answer, announce the call.
- Hang up to send the call through.
- Or select green flashing line if called party does not Want to take the call.

Call Pick Up

To answer another handset that is ringing.

- Lift handset.
- Dial * #.

Conference

How to make a conference call (more than one call):

While on first call press;

- Conf. (Soft touch key)
- Dial extension or 0 then number.
- Add. (Soft touch key)
- Begin. (Soft touch key)

Repeat for more (up the number of telephone lines you have)

How to make a group listen call (where a group can listen)

- While on a call quickly press Speaker twice.

Do Not Disturb

Set

Press DND
Dial 3.

Cancel

Press DND
Dial 0.

Call Forward

All calls

Press Speaker.
Dial 741.
Dial 1
Dial extension number
Press Speaker.

Cancel

Press Speaker.
Dial 741.
Dial 0
Press Speaker.

Busy / No Answer

Press Speaker.
Dial 744.
Dial 1
Dial extension number
Press Speaker.

Cancel

Press Speaker.
Dial 744.
Dial 0
Press Speaker.

Voicemail

To set the call forward to your personal Voicemail, replace the extension number with the voicemail pilot number, this may vary but it is usually 3999.

Offsite diversion

For off site diversion replace extension number with 0 followed by the telephone number.
(May need system administrator to allow this feature)

Redial

- For the last dialed number press Scroll Right. Lift the handset to make the call.
- For the last 10 dialed numbers press the Scroll Right key then press Scroll down until the number is found. Lift the handset to make the call.

Incoming Call History

- Press Scroll left where both answered and missed **direct** calls will be displayed.
- Press Scroll down to find the desired number.
- Lift the handset to make the call.

Accessing Speed Dial

- Press the Down Nav Button
- Press the Scroll up. (Phone Book)
- Keep scrolling up to find desired contact. (alphabetical)
- Lift handset to make the call.
(While scrolling you may enter the first few characters of the name to speed the search.)

Adjust handset caller volume

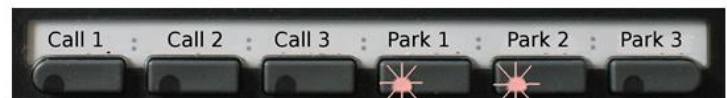
While on a call press either the Nav Up or Nav Down key.

Adjust handset ringer volume

While the phone is ringing press either the Nav Up or Nav Down key.

Parking Calls

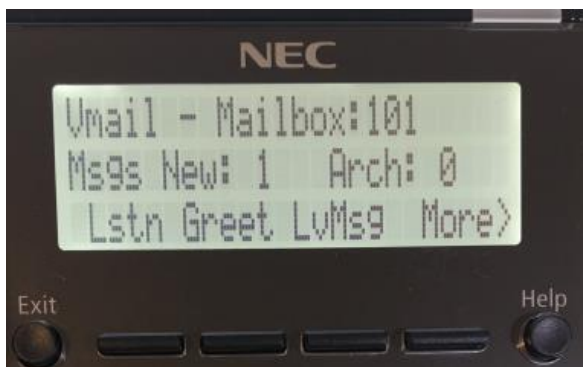
Your phone system may have more telephone lines than can be put on your handset, so you may have to use *Park* keys. If this is the case your *Hold* key is for exclusive Hold & *Park* keys are placing calls on hold for other stations to answer. Calls will only flash on the Park key until they have been answered.



Voice Mail

Set personal Voicemail Greeting

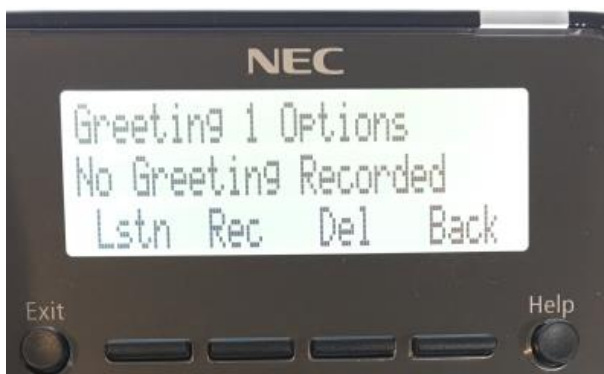
Dial *8 from your handset.



Press the soft touch key Greet.



Press the soft touch key Gr1.



Press the soft touch key Rec & press # when you are done.

Accessing your messages

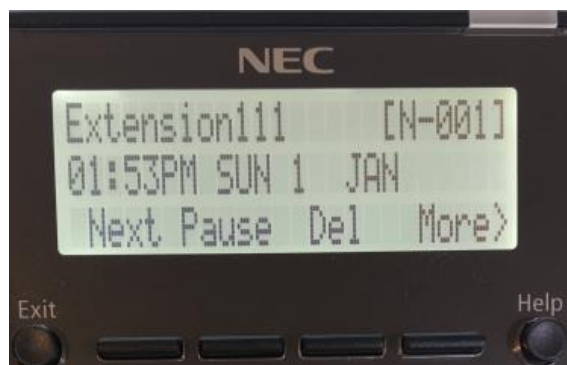
When a message is waiting the red light will flash on the top right side of the handset.



Press the soft touch key **VM:xx** to access the messages.



Press the soft touch key **Lstn** to play message.



Press the soft touch key **Del** to delete the message, other options like rewind / Re-direct / Call / Replay / Fast Forward are found under the **More** Soft touch key

Change Time

- Press Speaker
- 728 hh mm
- Speaker

Change Station Name

- Press Speaker
- Dial 700
- Enter extension number
- Press Hold
- Enter name (refer to table bellow)
- Hold

Press # to move curser to right

Program a one touch key (internal)

- Press Speaker and dial 751
- Press the key you wish to program
- Dial 01
- Dial extension number
- Press Hold
- Press Speaker

Transferring Calls From Cordless

To transfer a call from an analogue device such as a cordless it needs to support a feature called "hook flash". This is a button on the handset labeled as either Talk, Flash or Recall

- While on a call, Press Hook flash button (to hold call)
- Dial Extension number or dial "0" then a phone number.
- Wait for called party to pick up
- Hang up (this will complete the transfer)
- If called party doesn't answer, Press Hook flash to retrieve first call back.

Program a one touch key (external)

- Press Speaker and dial 751
- Press the key you wish to program
- Dial 01
- Dial 0 followed by the phone number
- Press Hold
- Press Speaker

	Number of pressing the Key												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	1	@	[¥]	^	_	'	{		}	→	←
2	A	B	C	a	b	c	2						
3	D	E	F	d	e	f	3						
4	G	H	I	g	h	i	4						
5	J	K	L	j	k	l	5						
6	M	N	O	m	n	o	6						
7	P	Q	R	S	p	q	r	s	7				
8	T	U	V	t	u	v	8						
9	W	X	Y	Z	w	x	y	z	9				
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