


Feature or Option	How to use:	
Receiving Calls Call Pick Up	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 67 followed by your extension number
Calling out	To another phone in the office	➤ Lift the receiver or press Speaker ➤ Dial the extension number Note: this activates the speaker on the telephone you are calling, press 1 to make the telephone ring.
	Out of the office	➤ Lift the receiver or press Speaker ➤ Dial 9 and the number you are calling
	Last Number Redial	➤ Press Redial, Press *
	Using the system or Station speed dial	➤ Lift the receiver or press Speaker ➤ Press the Redial button ➤ Enter the 2 digit code assigned to the number you are calling (00 – 99) OR ➤ Press the triangle button under the display that has SYS (System) or STA (Station) ➤ Press the Up or Down buttons to scroll between the names of the items in the list. ➤ When you see the name you wish to call Lift the receiver or press Speaker
Speaker	➤ To turn you micro-phone on/off, press Feature 1	
Receiver Volume	➤ While on a call, ➤ Adjust using the oblong arrow button beside Speaker	
Change Contrast	➤ While phone is idle press the oblong arrow button beside speaker ➤ Note: if you have back ground music on shut it off to adjust contrast	
Back ground music On/Off	➤ Press Feature ➤ Dial 26	
Ringing Volume Control	➤ Press Speaker ➤ Dial 601 - Adjust using the oblong arrow button beside Speaker ➤ Press Speaker to set	
Transfer Calls	➤ With call in progress, press Transfer ➤ Dial the station Number ➤ Stay on the line to announce the call (optional), Hang up	
Transferring calls to an external number, Using TELUS Transfer	➤ 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	

Feature	How to use	
Conference Call	Add an Internal call	Add an External Call
	➤ With a call in progress, press Conf. ➤ Call the extension you wish to add, ➤ Press Conf to add the first caller	➤ With a call in progress, press Conf. ➤ Dial 9 and the number you are calling, when they answer ➤ Press Conf to add the first caller
PAGE One Set	Lift Receiver : Dial 51(all sets only)	Dial 55 (External speaker only) Dial 59 –(All sets & speakers)
	➤ Lift receiver, Dial the extension number, NOTE: this activates the speaker, to make the phone ring dial 1 after the extension number	
Call forward your extension to another NEC phone:	Set: Leave receiver down ➤ Press Feature ➤ Dial 60 ➤ Enter forward to extension ➤ Press Feature	To remove: Leave receiver down ➤ Leave receiver down ➤ Press Feature ➤ Dial 69 ➤ Press Feature
Do not Disturb	Set: Leave receiver down ➤ Press Feature ➤ Dial 60 ➤ Press Feature	Remove: Leave receiver down ➤ Press Feature ➤ Dial 69 ➤ Press Feature
Leave a message for another employee	➤ Dial the station number ➤ Press 7 ➤ Leave your message Note: To bypass listening to the complete greeting press *	
Program Personal Speed Dial (RECEIVER DOWN)	➤ Press: Feature , ➤ Press: Redial ➤ Dial Speed Dial memory Location 80 – 99 ➤ Dial Trunk Access Code: 9 Dial the number to store ➤ Press HOLD (if entering the name) Press: Feature	
Program Feature access Keys or Buttons	Outside Numbers	Internal Numbers
	➤ Press Feature ➤ Press Redial ➤ Press Button you want to program ➤ Dial 0 9 the number you are storing ➤ Press Feature	➤ Press Feature ➤ Press Redial ➤ Press Button you want to program ➤ Dial 1, Dial Extension Or Feature code to store ➤ Press Feature
To program Names in Speed Dial:		
➤ 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 Conf if an error is made to back up a space		
		
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