

NEC PHONE INSTRUCTIONS
SUFFOLK UNIVERSITY

PLACING AN OUTSIDE CALL

- Dial 9 plus desired number. Be sure to include 1+ area code when necessary.

HANDSFREE DIALING (SPEAKER PHONE)

- Press SPEAKER- Adjust volume
- Dial desired number
- Press speaker to disconnect

NOTE: Be sure your MIC is turned on.

HOLD

- Press HOLD button. Line will flash.
- To retrieve, press flashing button.

TRANSFER (WITH CALL IN PROGRESS)

- Press TRANSFER button. Caller is put on hold
- Dial appropriate extension number
- Announce the call and hang up

NOTE: If extension is busy or the person does not want to take the call, press TRANSFER to get the call back.

CONFERENCE CALL

- With call in progress, press TRANSFER
- Dial second party, announce conference
- Press (Conf) button for 3-way Conference

PROGRAMMING ONE TOUCH SPEED DIAL

- Press FEATURE button
- Press desired one-touch button
- Enter desired telephone number or extension. (Display will show number entered)
- Press FEATURE button, number is saved

TO DIAL A ONE TOUCH NUMBER

- Press the desired one touch button

REDIAL KEY

The redial key stores the last 5 numbers dialed

- Keep pressing REDIAL until the display shows the number you want to redial.
- Once displayed, press the “*” sign, number is dialed

INTERCOM

To Call - Hit Intercom key (ICM) + desired Intercom number

To Answer – With MIC on just respond or Lift handset

FEATURE BUTTON

Feature + 1 = turns MIC on and off

Feature + 2 = adjusts handset volume

Feature + 3 = changes ring tone

FORWARD LINE TO EXTERNAL NUMBER (USING YOUR DESK PHONE)

Press *2 then 12 digit number. For example: 916172221111 (press 91 and 10 digit phone number)

To cancel, press #2