



NEC



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How To Tips Telephone & Voice Mail

To Make an Outgoing Call

Pick up the handset or press Speaker
Dial 9 + the number you wish to call

To Transfer a Call to a Co-Worker

Press the Transfer button
Dial the 3-digit extension number or press the appropriate key
Hang Up

To Transfer a Call to a Co-Workers Voice Mail

Press the Transfer button
Press VMsg in your display
Dial the 3-digit extension number or press the appropriate key
Hang Up

To Transfer a Call to a Cell Phone

Press the Transfer button
Dial 9+ the number you wish to transfer to
Wait for the call to start ringing or an answer to announce the call
Hang Up

To Set Up your Voice Mail

Press the VMsg key in your display
Press Greet
Press G1 (Greeting 1), G2 (Greeting 2), G3 (Greeting 3) for the greeting to be active
Press REC to record your greeting
Press # when finished recording
Press Back, Press More, Press RcNm, and follow prompts to record a name
Press Back, Press More, Press Setup to set up a security code

To Set Up a Conference Call

Place or answer first call
Press CONF in display
Place or answer your second call
Press Add
Press Begin

Pick Up a Call

To pick up another phone that is ringing: Press ** then extension # that's ringing.

