

HOW TO USE YOUR NEC MAX PLUS CONFERENCE PHONE

CONFERENCE CALLS:

Press the ON/OFF button
Dial 9 + telephone number
Press Flash + # sign + 1
Dial 9 + telephone number
Press Flash + Flash to connect all parties.

OUTSIDE CALLS:

Placing: Press the ON/OFF button + Dial 9 + Dial number
Answering: Press ON/OFF button

INTERCOM CALLS:

Placing: Press the ON/OFF button + extension number
Answering: Press ON/OFF button

TRANSFER:

Transferring an outside call: FLASH + extension + Press the ON/OFF button
Transferring an outside call to voice mail: FLASH + 600 + extension + Press the ON/OFF button

PARK:

To Park a call: Press FLASH + #60 + Park Orbit 1, 2 or 3
To Pick up a Parked call: Press ON/OFF button + *60 + Park Orbit 1, 2 or 3
To conference in a Parked call: Press FLASH # + 1 + *60 + Park Orbit 1, 2 or 3

PAGING:

To make a Page: Press ON/OFF button + Dial *11
Press ON/OFF button to hang up