

Mississippi School of the Arts

NEC IP Phone System

- **Answer Call** – Lift Handset or Press SPEAKER (Make sure MIC light is on)
- **Placing Calls (Internal)** – Press one touch button or dial extension
- **Placing Calls (External)** – Lift handset – Dial 9 + Number
- **Hold** – Press HOLD button
- **Transfer** – With call in progress – Press TRANSFER – Dial EXTENSION – Wait for answer or hang up
- **Quick Transfer to VM** – With call in progress – Press TRANSFER – Dial EXTENSION – PRESS 8 – Hang up (Call will be transferred directly to VM)
- **Page (Button)** – Press PAGE button and dial access code
- **Park a call (Park Orbits)** – With call in progress – Press open PARK button (Park 1 or 2)
- **Retrieve Parked call (Park Orbits)** – Press RED Park 1 or Park 2 button
- **CONFERENCE** – With call in progress – Press CONF (softkey) – Dial number (Internal or 9+ for external) – When party answers, let them know they are joining a conf – Press ADD. To add additional parties... repeat steps. When ready to join all parties together PRESS BEGIN
- **Adjust ring volume** – Press SPEAKER – Dial 729 – Use up/down buttons to adjust – Press SPEAKER
- **Change Ring Tones** – Press SPEAKER – Dial 720 – Select “1” for Internal or “2” for External
- **Last Number REDIAL** – Press REDIAL (repeat to scroll) Lift handset to place call
- **Caller ID** – Press LIST – Press CID – Use arrows to scroll
- **Call pick up (all)** – Lift handset – DIAL 769
- **Call pick up (Direct)** – Lift handset – PRESS * * – Then dial specific extension
- **Call forward all** – Press SPEAKER – DIAL 741 – PRESS 1 – DIAL destination (Internal extension or 9+outside number – Press SPEAKER
- **Call forward all cancel** – Press SPEAKER – DIAL 741 – PRESS 0 – Press SPEAKER
- **Call forward busy no answer** – Press SPEAKER – DIAL 744 – PRESS 1 – DIAL destination (VM Pilot 100) – Press SPEAKER
- **Call forward busy no answer cancel** – Press SPEAKER – DIAL 744 – PRESS 0 – Press SPEAKER
- **Call forward all (VIRTUAL)** – Press SPEAKER – Dial 790 – Press 1 – Dial Virtual – Dial destination – Press SPEAKER
- **Call forward all Cancel (VIRTUAL)** – Press SPEAKER – Dial 790 – Press 0 – Dial Virtual – Press SPEAKER
- **Message light cancel** – Press SPEAKER – Dial 773 – Press SPEAKER
- **Voice/Tone** – Press SPEAKER – Dial 723 (Signaling/Ring) or SPEAKER 721 (Voice) – Press Speaker
- **Set Time** – Press SPEAKER – Dial 728 – Enter 2 digits for hour (24 hr clock) – Enter 2 digits for minutes – Press SPEAKER