



NEC Conference Max Quick Reference Guide

Place an Outside Call	Press ON/OFF Dial 9 for outside dial tone Dial telephone number
Place a Inside Call	Press ON/OFF Dial Extension Number
Call Hold	While on call Press FLASH key Dial 849 Press ON/OFF
Return to Call on Hold	Press ON/OFF Key Dial 859 to return to call
Call Park	While on call Press FLASH Key Dial #6 and Park Orbit 1 – 3 If you hear a busy tone, the orbit is busy Try another orbit number
Pickup a Call from Park	Press ON/OFF Dial *6 and Park Orbit call is on 1 - 3
Last Number Dialed	Press ON/OFF Dial # 5
Transfer a Call	While on the call Press FLASH Key Dial Co-workers extension Press ON/OFF to hang up & complete transfer
Conference Call	Establish Intercom or Outside Call Press FLASH Key Dial #1 Dial Extension Number or Press 9+ Outside Number When call is answered Press FLASH Key Dial #1 Make another call or Press FLASH Key a second time to start Conference



All Call Page

Press **ON/OFF**
Dial ***1 + 0**
Make Paging announcement
Press **ON/OFF** to hang up

Accessing Common Speed Dial

Press **ON/OFF**
Dial **#2** + Bin Number of Speed Dial

Do Not Disturb

Press **ON/OFF**
Dial **847**
Dial DND Option Code
0 = Cancel
1 = Outside Calls Only
3 = All Calls