# **NEC Conference Max**

# Audio Conferencing

# **PROGRAMMING OPTIONS**

### To Access the Programming Menus

Press and hold  $\bigcirc$  until  $\rightarrow$  appears on the LCD screen. Then press the key that corresponds with the desired menu option and follow the instructions below.

Menu Option	Кеу	Programming
Ringer Melody	1	Press 🐼. The current melody selection flashes. Press 1-5 to select a new melody. Press 🐼 to save selection.
Dialing Mode	2	Press 😧. The current dialing selection flashes. Press 1 for tone, 2 for pulse. Press 😧 to save selection.
Flash Duration	3	Press $\textcircled{0}$ . The current duration flashes. Press 1-5 to select duration. 1 = 600ms, 2 = 300ms, 3 = 150ms, 4 = 100ms, 5 = 80ms. Press $\textcircled{0}$ to save selection.
Local Number*	4	Press ( . Enter the phone number that you want to appear on the LCD screen when the phone is in standby. Press (
Conference*	5	Press 😧 . Enter the phone number that you want the Conference key to dial. Press 😧 to save the number.
Service*	6	Press 😧 . Enter the phone number that you want the 0 key to dial. Press 📿 to save the number.
Country	7	Press . Press the number key that corresponds with the desired country. 1 = US/Canada/China/Japan/Mexico/Singapore, 2 = Europe CTR 21, 3 = Australia, 4 = S. Africa, 5 = Brazil, 6 = New Zealand 7 = South Korea. Press . to save the country setting.
	ess CLEAR on hout saving ch	ce to return to the previous menu level or hold to exit Programming mode anges.

CAUTION: Read the Safety Information in the user manual.

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# **CONFERENCE PHONE SETUP**

## To Connect NEC Conference Max

1. Connect the Cat. 5 cable from the Link Out jack on the base unit to the Link In jack on the conferencing pod.



- 2. Connect the base unit to the telephone jack using the RJ-11 telephone cable.
- 3. Connect the power cord to the base unit and plug the power cord into an electrical outlet.

### To Connect Additional Units



- 1. Connect the 12' Cat. 5 cable to the Link Out jack on the first phone and the Link In jack on the second phone.
- 2. Continue linking up to three additional NEC Conference Max phones in the same fashion. A total of four units may be connected.

# Guide

III KEYPAD FUNCTIONS				
Кеу	Function			
ON / OFF	Press to activate the phone and access the dial tone. Press again to hang up the phone and return to Standby mode.			
	Press to dial stored numbers. Press and hold for two seconds to enter the Phonebook Edit mode.			
REDIAL PROG.	Press once to dial the last number called. Press and hold for two seconds to enter Program mode.			
CONFERENCE	Press to dial your conferencing services provider. This feature must be programmed.			
FLASH	Press to enable call forwarding, call waiting, or three-way calling (if supported by your telephone service).			
	Press once to clear the last digit entered or press and hold to clear all numbers. Press to exit Program mode.			
VOLUME	Press while on a call to adjust call volume. Press while phone is ringing or in Standby mode to adjust ringer volume.			
МИТЕ	Press once to mute microphones during a call. Press again to unmute. Press once during ringing to mute the ringer.			

# **LCD DISPLAY**

# m.

Phone • Flashes •	s phone is in use when phone is ringing when microphones are	-≫ Program	<ul> <li>Illuminates when phone is in Program or Phonebook Edit mode</li> <li>Displays when ringer is turned</li> </ul>
· ·	when microphones are	*	Displays when ringer is turned
Mute muted		Ringer Off	off
Phonebook • Indicates	s Phonebook mode	<b>⊲</b> Scroll	<ul> <li>Appears when more than 18 digits are entered</li> </ul>

# **USING THE PHONE**

#### To Make a Call

1. Press the **ON/OFF** key to activate the phone. You will hear a dial tone.



The phone icon appears when the phone is active.

- 2. Dial the number as you would on a standard phone. The number appears in *number, press and hold the 1 key.* on the LCD screen.
- A You can also predial the number while in Standby mode and press the ON/OFF key to connect the call. To add a pause to the number you

are predialing, press and hold the pound (#) key.

#### To Answer a Call

- Press the ON/OFF key.
- When there is an incoming call, the phone rings (unless the ringer is turned off) and the phone LEDs and phone icon on the LCD screen flash.

#### To End a Call

• Press the ON/OFF key.

#### To Adjust Ringer Volume

- While the phone is ringing, press VOLUME UP or VOLUME DOWN.
- While the phone is inactive, press VOLUME UP or VOLUME DOWN. The ringer melody will play once at the new level.

## To Turn the Ringer On/Off (In Standby)

• Press and hold the star key (\*).



## To Access Your Conferencing Service

• Press the CONFERENCE key. This feature must be programmed before use.

# To Store a Number in the Phonebook

1. Enter the number while phone is in standby (inactive) mode.

To add a pause to the phone number, press and hold the pound (#) key. To add a dash to the phone

- To add a space to the phone number, press and hold the star key (\*).
- 2. Press and hold the **PHONEBOOK** key until the Phonebook and Program icons appear.



The Phonebook and Program icons.

- 3. Assign a Phonebook location (0-9) by pressing the corresponding number key.
- 4. Press PHONEBOOK again to save the entry. You will hear a confirmation tone.
- 5. To exit Phonebook Edit mode before saving the entry, press CLEAR.

### To Make a Call Using the Phonebook

- 1. Press the PHONEBOOK key.
- 2. Press the number (0-9) that corresponds with the stored phone number you want to dial. The number will be displayed on the LCD screen.
- 3. Press the ON/OFF key to dial the number.