Tel-Comm Services

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Make the Connection with Tel-Comm Services

NEC Phone Systems

Transfer Caller Directly to a Voice Mailbox

1. Answer the call.
2. Press Transfer key (near lower right of phone). This will put the caller on hold.
3. Press VM key.
4. Select a direct station key to send the caller to that mailbox.
5. Hang up.
6. The caller immediately hears the voicemail greeting. This does not ring the user's phone.

Transfer Caller to Another User in the Office

1. Answer the call.
2. Press HOLD.
3. Select a direct station key of the user in your office to receive the call.
4. Announce the call. (Voice Announce is on. Say "John Smith is on Line 1.")
5. Hang up.
6. The other user must press Line 1 to take the caller off HOLD.