

*Telephone User Guide*  
*NEC Series 3 – 16 Button Sets*  
*For 2400 PBX*

All functions are listed alphabetically and similar functions are grouped together.

<p><b><i>Call Back – Set</i></b> If you have a Call Back button and you encounter a busy signal on an internal call:</p> <ul style="list-style-type: none"><li>• Press CB button, receive set tone</li><li>• Replace handset</li></ul> <p><b>NOTE: When busy station becomes idle, your telephone will ring.</b></p> <ul style="list-style-type: none"><li>• Lift handset (the extension number will be automatically re-dialed for you)</li></ul> <p><b><i>Call Back – Cancel</i></b></p> <ul style="list-style-type: none"><li>• Lift handset or speaker</li><li>• Press CB button</li><li>• Replace handset</li></ul> <p><b><i>Call Forward (All Calls) – To Activate</i></b></p> <ul style="list-style-type: none"><li>• Lift handset, press CFA button (or dial *3), receive interrupted dial tone</li><li>• Dial extension number where calls are to forward, receive set tone</li><li>• Replace handset</li></ul> <p><b><i>Call Forward (All Calls) – To Cancel</i></b></p> <ul style="list-style-type: none"><li>• Lift handset</li><li>• Press CFA plus (or dial **3), receive set tone</li></ul> <p><b><i>Call Forward (Busy) – To Activate</i></b></p> <ul style="list-style-type: none"><li>• Lift handset, press CFB button (or dial *8), receive interrupted dial tone</li><li>• Dial extension number where calls are to forward, receive set tone</li><li>• Replace handset</li></ul> <p><b><i>Call Forward (Busy) – To Cancel</i></b></p> <ul style="list-style-type: none"><li>• Lift handset, press CFB plus * (or dial **8), receive set tone</li></ul> <p><b><i>Call Forward (No answer) – To Activate</i></b></p> <ul style="list-style-type: none"><li>• Lift handset, press CFNA (or dial *6), receive interrupted dial tone</li><li>• Dial extension number where calls are to forward, receive set tone</li><li>• Replace handset</li></ul>	<p><b><i>Call Forward (No Answer) – To Cancel</i></b></p> <ul style="list-style-type: none"><li>• Lift handset, press CFNA plus (or dial **6), receive set tone</li></ul> <p><b><i>Call Park</i></b></p> <ul style="list-style-type: none"><li>• Press TRF button, original party will be placed on hold and you will receive interrupted dial tone</li><li>• Dial **2 (party is parked at your station)</li></ul> <p><b><i>Call Park Retrieval</i></b> To retrieve the parked call from another station:</p> <ul style="list-style-type: none"><li>• Lift handset at remote location</li><li>• Dial *2 and station number where call was parked</li><li>• Parked call is connected to your station</li></ul> <p><b><i>Call Pickup</i></b> (Must be in a pre-designated pickup group)</p> <ul style="list-style-type: none"><li>• Lift handset, press Pickup button or dial *4</li><li>• You will be connected to the ringing incoming call</li></ul> <p><b><i>Conference Call</i></b></p> <ul style="list-style-type: none"><li>• Receive or place call</li><li>• Press TRF button</li><li>• Dial second party (internal or external)</li><li>• When second party answers, press CNF button</li></ul> <p><b><i>DICM Button – Dial Intercom</i></b> (only on some phones) To initiate:</p> <ul style="list-style-type: none"><li>• Lift handset</li><li>• Depress DICM button</li><li>• Dial desired intercom station number</li></ul> <p>To answer:</p> <ul style="list-style-type: none"><li>• DICM LED flashes indicating intercom call</li><li>• Depress DICM</li><li>• Lift Handset</li></ul> <p style="text-align: right;">(over)</p>
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### ***Hold Calls***

- Press HOLD, light will flash on held line
- To retrieve, lift handset and press flashing line key

### ***Hold Calls – Exclusive***

- Press HOLD button twice. Held line will flash on your set. It will be a steady light on other phones where your line appears. Only you are able to retrieve call from hold at your extension

### ***Incoming Calls – Receiving***

- Lift Handset
  - Depress flashing line key
- Note: If call is on Prime line, flashing line does not need to be pressed

### ***Internal Calls – Placing***

(Lane County, City of Eugene, State Counts, LCOG, LTD)

- Lift handset
- Dial desired four-digit number

### ***Outside Calls – Placing***

- Lift handset
- Dial 9
- Dial desired number

### ***Redial Button (LNR/SPD)***

- Lift handset, press LNR/SPD button, then \*
- The last dialed number will be re-dialed
- If the dialed number displayed is not the desired number, press the LNR/SPD button until the desired number is displayed. You may do this for the last five numbers dialed.
- When the desired number is displayed, press \*. The number will be re-dialed.

### ***Recall***

To retrieve new dial tone without hanging up;

- Depress RECALL button

### ***Speed Dial***

#### **To Program:**

- Press FNC
- Press desired speed call storage button
- Dial number
- Press FNC button

### ***Speed Dial (continued)***

#### **To verify:**

- Do not lift handset
- Press FNC button
- Press speed call storage dial button
- The stored number will be displayed

#### **To place a call on speed dial button**

- Lift handset
- Press speed call button where number is stored

### ***Transferring Calls***

- Answering incoming call
  - Press TRF button, receive interrupted dial tone, dial extension number, hang up
- NOTE: To announce the call transfer, wait until the called party answers, announce call, and replace handset.**
- If unable to complete transfer, Press TRF key again and you will be connected with your original call. If voice mail is activated dial 0\*. Voice mail will turn off and automatically return original call to you.

### ***Voice Button***

- Lift handset
- Dial desired extension number
- Depress VOICE button
- Announce through called station speaker

### ***Other features:***

#### ***Arrow Keys***

These buttons have several functions:

- With handset down, they adjust the brightness on the display
- With SPKR button pressed, they adjust volume of speaker.
- With handset lifted, they adjust the volume of incoming speech.
- When phone is ringing, they adjust the ringing volume. Leave handset down while adjusting ring.

#### ***Function Button – Function Button activates:***

- FNC + 1 = Turns MIC on or off
- FNC + 2 = Adjusts handset receiver volume
- FNC + 3 = Selects ringer tone (4 different tones)
- FNC + 4 = Adjusts transmission & receiving vol.
- FNC + 5 = Activates hands-free operation
- FNC + 6 = Deactivates hands-free operation
- FNC + 7 = Turns red lamp on or off for incoming call notification

