

Telephone User Guide

NEC – DTERM SERIES E

For NEC 2400 PBX

Internal Calls.....	Dial the 4 digit extension number
Local Calls	Dial 9 + number
Long Distance	Dial 9 + 1 + area code + number
<p><u>SPKR BUTTON</u> Allows you to have a conversation, without lifting handset</p> <p>*Use with Caution</p>	<p><u>LAST NUMBER REDIAL</u> <i>Your last 5 numbers can be dialed automatically</i></p> <ol style="list-style-type: none"> 1. Press REDIAL, last number dialed is displayed 2. Press REDIAL until desired number is displayed 3. Press the * key and the number is dialed
<p><u>HOLD</u></p> <ol style="list-style-type: none"> 1. You have a caller on the line 2. Press HOLD (See flashing line) 3. To return to call press into the flashing line to reconnect caller <p>NOTE: If you leave the call on hold too long, the system will remind you with a recall ring</p>	<p><u>EXCLUSIVE HOLD</u> <i>Can be retrieved only from your set</i></p> <ol style="list-style-type: none"> 1. You have a caller on the line 2. Press HOLD key twice 3. Return to caller . . . press the flashing line <p>*Caution: pressing the hold too hard will place the call on Exclusive Hold</p>
<p><u>TRANSFER</u> <i>Transfer one line to another</i></p> <ol style="list-style-type: none"> 1. You have caller on the line 2. Press TRF (transfer), hear stutter dial tone 3. Dial extension number, wait for answer 4. Announce call privately, hang up 5. If unable to transfer because busy, no answer or dialing error, press TRF again to return to caller <p>Note: If Voice Mail answers and you want to disconnect, press *0</p>	<p><u>CONFERENCE CALL</u> <i>Allows three parties on the line</i></p> <ol style="list-style-type: none"> 1. You have caller on line 2. Press TRF, hear stutter dial tone 3. Dial the number to be added (internal/external) 4. Press CONF to join all three parties <p>Note: If you are the only internal party and you hang up, the conference call will end.</p>
<p><u>CALL FORWARD ALL CALLS</u></p> <ol style="list-style-type: none"> 1. Get Dial Tone 2. Dial *3 or press FWD (forward) key 3. Enter suitable extension, FWD light will stay on 4. To cancel, lift handset, press FWD key, or **3 	<p><u>CALL FORWARD NO ANSWER</u></p> <ol style="list-style-type: none"> 1. Get Dial tone 2. Dial *6, or press FWD NA 3. Enter extension, FWD NA light will stay on 4. To cancel, lift handset, press FWD NA key, or **6
<p><u>CALL FORWARD BUSY</u></p> <ol style="list-style-type: none"> 1. Get Dial tone 2. Dial *8, or press FWD BY 3. Enter extension, FWD BY light will stay on 4. To cancel, lift handset, press FWD BY key, or **8 	<p><u>VOICE CALL</u></p> <ol style="list-style-type: none"> 1. Dial extension number 2. When ringing starts, press VOICE 3. Speak to user on other end <p>Note: When receiving a voice call, there is no need</p>

	to pick up handset
<p><u>SAVE & REPEAT (S&R)</u> <i>Save a number, to be dialed later</i></p> <p>1. Dial outside number, receive answer, busy or not answer 2. Press S&R, light is on</p> <p><i>To dial saved number</i></p> <p>1. Lift handset 2. Press S&R</p>	<p><u>UP/DOWN ARROW KEYS ▲ ▼</u></p> <p>LCD Contrast – Press up or down arrow while idle</p> <p>Speaker/Receiver volume – Press up or down arrow during conversation</p> <p>Ringer Volume – Press up or down key during ringing</p>
<p><u>PICKUP</u> <i>Answers any ringing ext. in your group</i></p> <p>1. Hear ringing extension in group 2. Get dial tone, press PICKUP or *4 3. Caller is automatically on line</p>	<p><u>DIRECTED CALL PICKUP</u> <i>Answers a specific ringing ext. anywhere</i></p> <p>1. Hear ringing extension number 2. Get dial tone, Dial #4 plus ringing ext. 3. Caller automatically on line</p>
<p><u>STATION SPEED DIAL</u></p> <p>To store a number</p> <p>1. Do Not Lift Handset 2. Press FEATURE button 3. Press desired Speed Call Button where number is to be stored 4. Dial number to be stored (include 9) 5. Press FEATURE again, display shows SPD SET</p> <p>To use stored number</p> <p>1. Lift handset or press speaker 2. Press Bin Button</p>	<p><u>CALL PARK</u> <i>Hold a call that can be picked up anywhere</i></p> <p>To Park a Call</p> <p>1. While call on the line, press TRF*2 2. Hear confirmation tone</p> <p>To Retrieve at another extension</p> <p>1. Get dial tone 2. Dial #2 plus the ext you set park 3. Caller is on line</p> <p>To Retrieve at same set</p> <p>1. Get dial tone 2. Dial **2</p>
<p><u>FEATURE BUTTON</u></p> <p>FEATURE + 1 = Turns MIC on and off FEATURE + 2 = Adjusts handset receiver volume FEATURE + 3 = Selects ringing tone (4 Choices) FEATURE + 4 = Transmission/receiving volume FEATURE + 5 = Activates Handsfree Operation FEATURE + 6 = Deactivates Handsfree Operation</p>	<p><u>SOFT KEYS</u></p> <p>Headset – Press to activate Headset Operation Mic – To Activate or Deactivate Microphone Help – Press Help and the Soft key for information Exit – Press to exit Help Program OHROFF & OHRON – Turns off and on Ringing of other extension on set (while on the phone) MUTE – Use to mute Handset, Headset or Speaker</p>

