



NEAX 2400 DTERM SERIES i TELEPHONE QUICK REFERENCE GUIDE

RECEIVING A CALL:

Press ringing line to answer the following calls:

Outside Call.....Fast Ring Signal
Internal Call.....Normal Ring Signal

PLACING A CALL:

- Local Outside Call: Dial “9” followed by the desired number.
- Long Distance Calls will be handled as they are currently with your authorization codes required to complete the call.
- Internal Call: Dial the 4 digit extension number.

UP / DOWN ARROWS:

- LCD Contrast: Press Δ or ∇ key while phone is idle.
- Speaker / Handset Volume: Press Δ or ∇ key during conversation.
- Ringer Volume: Press Δ or ∇ key during ring cycle.

FEATURE KEY ACTIVITIES:

Feature + 1 = Turns microphone on or off.

Feature + 3 = Selects ringer tone.

Feature + 4 = Adjusts transmission/receiving volume

SPEAKER PHONE:

When using the speaker to answer or place a call, you must first activate your microphone by pressing the “MIC” key. The “MIC” light indicator will light red and “MIC” will flash on the display.

TRANSFERRING A CALL:

Press **Transfer**, hear interrupted dial tone, dial station number to receive call, hear ringing or converse and hang up to complete the transfer. (Pressing **Transfer** a second time before the transferred call is answered will cancel the Transfer function and return the caller to the party that originally answered the call.)

CONFERENCE CALLING:

With a call in progress, (internal or outside), press **Transfer**, dial a station number or the desired outside number for the third party, wait for third party to answer, inform them of the conference call, press **Conf** and a three-way conference is established. The associated **Conf** lights and **CNF** will appear in the display.

CALL HOLD:

- Standard Hold: Press **HOLD** once, associated LED flashes green, replace handset. Anyone with this line appearance may pick up the call.
- Hold Retrieval: Lift handset and press desired (green) flashing line key.

REDIAL:

REDIAL will display the last 5 numbers that you called.
Press **REDIAL** button until desired number is displayed, then press * to place the call.

CALL FORWARDING:

- **All Calls** Redirects all of your calls to another extension or voicemail.
To Set: Lift handset, press **FWD-A** key, and dial the extension that calls are to be directed to.
To Cancel: Lift handset, press the **FWD-A** key.
- **Busy/No Answer** Redirects your calls to another extension or voicemail when your extension is busy or when it is not answered.
To Set: Lift handset, press **FWD-B/NA** key, and dial the extension that calls are to be directed to.
To Cancel: Lift handset, press the **FWD-B/NA** key.

RECALL:

This key is used to disconnect a call in progress and receive immediate dial tone in order to place a new call. If you will be placing an outside call, remember to dial 9 first.

MESSAGE:

The **MESSAGE** key acts as a speed dial to the VoiceMail System extension 6245 (MAIL).

SOFT KEYS:

The following features have been programmed and will appear in the display. Pressing the soft keys located directly below the display activates these features. When activated, the display will *flash* as a reminder that the feature is activated.

MUTE - Deactivates either the speaker or handset.

VOICE CALL - Allows a call to be placed to another user's built in speaker. When calling another extension, you may press your **VOICE** soft key to activate the speaker on the called extension. You will hear a tone burst which will also be heard by the called party. After the tone, you may speak and your voice will be heard on the called party's speaker.

HEADSET - This key allows you to go on-hook and off-hook when used with a headset

CALL PICKUP (GROUP) - To answer an incoming call within your call pickup group, lift your handset and press the "PICK" soft key.

CALLBACK - When calling a busy extension, press your "**CB**" soft key, then hang up. When the called extension becomes idle, you will receive a call back automatically.

DIRECTORY:

The **DIRECTORY** key is used for system speed dial numbers. The University is not currently using system speed dial numbers.

TO PROGRAM SPEED DIAL NUMBERS ON UNUSED BUTTONS:

Buttons that do not have a line appearance or feature assigned to it may be programmed as one touch speed dial numbers.

- Press the **Feature** key and the button will light.
- Press the button you want programmed as a speed dial.
- Dial the number to be programmed. *Remember, if you are programming an outside number, dial 9 before the number.*
- Press the **Feature** key to save your entry.

To place a call using a speed dial button, press the button where you stored the number. Your speaker will be activated and the number will be dialed automatically.

*Note: As a security precaution, do **not** store your LD authorization code as a speed dial.*