

NEC 2400
MULTI-BUTTON REFERENCE

MICROPHONE:

DEPRESS **MIC** KEY OR **FEATURE (FNC)** AND **DIAL 1**

MIC

VOLUME:

RINGER VOLUME DEPRESS **UP** AND **DOWN ARROWS** WHILE PHONE IS RINGING

SPEAKER VOLUME DEPRESS **UP** AND **DOWN ARROWS** WHILE ON THE SPEAKERPHONE

HANDSET VOLUME DEPRESS **UP** AND **DOWN ARROWS** WITH CALL IN PROGRESS

CONTRAST DEPRESS **UP** AND **DOWN ARROWS** WHEN PHONE IS IDLE

VOLUME

EXTERNAL CALL:

LIFT HANDSET

DIAL **9 + NUMBER**

EXTERNAL CALL

TRANSFERRING CALLS:

PRESS **TRANSFER (TRF)** (This automatically puts the caller on hold)

DIAL EXTENSION NUMBER

ANNOUNCE CALL OR HANG UP

TRANSFER

CONFERENCE CALL: (3 PARTY)

WITH FIRST CALL IN PROGRESS

PRESS **TRANSFER (TRF)** (This automatically puts the caller on hold)

DIAL THE EXT. NUMBER OR DIAL **9** PLUS TELEPHONE NUMBER

PRESS **CONF (CNF)** TO JOIN ALL PARTIES

CONFERENCE

HOLD:

PRESS **HOLD**

Call can be retrieved from any station with the same line appearance by depressing the line key

HOLD

LAST NUMBER REDIAL:

LIFT HANDSET

PRESS **REDIAL (LNR/SPD)** UNTIL DESIRED NUMBER IS DISPLAYED (System saves last 5 numbers dialed)

PRESS ***** TO DIAL

REDIAL

CALL FORWARD ALL: SET

LIFT HANDSET

PRESS ***11**

PLUS EXTENSION TO RECEIVE YOUR CALLS

RECEIVE CONFIRMATION TONE

HANGUP

CANCEL:

LIFT HANDSET

PRESS **#11**

HANGUP

CALL FWD ALL

CALL FORWARD BUSY: SET
LIFT HANDSET
PRESS *22
PLUS EXTENSION TO RECEIVE YOUR CALLS
RECEIVE CONFIRMATION TONE
HANGUP

CANCEL:
LIFT HANDSET
PRESS #22
HANGUP

CALL FWD BUSY

CALL FORWARD NO ANSWER: SET
LIFT HANDSET
PRESS *77
PLUS EXTENSION TO RECEIVE YOUR CALLS
RECEIVE CONFIRMATION TONE
HANGUP

CANCEL:
LIFT HANDSET
PRESS #77
HANGUP

CALL FWD NA

PICK UP (GROUP):
WHILE TELEPHONE IN YOUR GROUP IS RINGING
LIFT HANDSET
DIAL *55

GROUP PICK UP

PICK UP (DIRECT):
WHILE TELEPHONE IS RINGING
LIFT HANDSET
DIAL *44 PLUS EXT. NUMBER OF RINGING PHONE

DIRECT PICK UP

SPEED DIAL:
WITH HANDSET DOWN
PRESS **FEATURE (FNC)** (FEATURE BUTTON WILL ILLUMINATE)
PRESS **BUTTON** TO BE PROGRAMMED
DIAL THE EXT. NUMBER OR DIAL 9 PLUS TELEPHONE NUMBER TO BE PROGRAMMED
PRESS **FEATURE (FNC)** TO SET (FEATURE LIGHT WILL GO OUT)

SPEED DIAL

TO ACCESS VOICE MAIL
PRESS 1777 KEY

VOICE MAIL