

NEC 2400  
SINGLE LINE REFERENCE

**TIME & DATE:**

**PRESS OPTIONS**

PRESS DOWN ARROW ONCE (Display shows Set Time/Date)

PRESS **SAVE** (Display shows time and date)

USE UP AND DOWN KEYS TO ADJUST THE FLASHING TIME & DATE

USE LEFT AND RIGHT ARROWS TO MOVE TO THE NEXT FIELD

TO CHANGE THE AM/PM INDICATOR, ADJUST THE TIME AHEAD 12 HOURS

**IF PHONE IS UNPLUGGED YOU WILL LOSE THE TIME & DATE**

**TIME & DATE**

**RINGER VOLUME:**

LOCATED ON THE BACK OF THE TELEPHONE

CAN BE SET TO BE OFF, LOW HIGH

**RINGER VOLUME**

**CALLERS LIST:**

PRESS **CALLERS** KEY (The display show the most recent caller record)

PRESS UP AND DOWN TO SCROLL THROUGH THE LIST

PRESS **CALLERS** TO LEAVE THE CALLERS LIST

**IF PHONE IS UNPLUGGED YOU WILL LOSE THE CALLERS IN THE LIST**

**CALLERS LIST**

**EXTERNAL CALL:**

LIFT HANDSET

DIAL 9 + NUMBER

**EXTERNAL CALL**

**TRANSFERRING CALLS:**

PRESS **FLASH** (This automatically puts the caller on hold)

DIAL EXTENSION NUMBER

ANNOUNCE CALL OR HANG UP TO CONNECT

**TRANSFER**

**CONFERENCE CALL: (3 PARTY)**

WITH FIRST CALL IN PROGRESS

PRESS **FLASH** (This automatically puts the caller on hold)

DIAL THE EXT. NUMBER OR DIAL 9 PLUS TELEPHONE NUMBER

PRESS **FLASH** 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:**

PRESS **REDIAL**  
LIFT HANDSET OR PRESS **DIAL**

**REDIAL****PICK UP (GROUP):**

WHILE TELEPHONE IN YOUR GROUP IS RINGING  
LIFT HANDSET, PRESS **\*55**

**PICK UP GROUP****PICK UP (DIRECT):**

WHILE TELEPHONE IS RINGING  
LIFT HANDSET, DIAL **\*44**, PLUS EXT. NUMBER OF RINGING PHONE

**PICK UP DIRECT****CALL FORWARD ALL SET:**

LIFT HANDSET  
PRESS **\*11**  
DIAL THE EXT. NUMBER TO RECEIVE YOUR CALLS  
RECEIVE CONFIRMATION TONE  
HANGUP

**CANCEL:**

LIFT HANDSET  
PRESS **#11**  
RECEIVE CONFIRMATION TONE  
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****DIRECTORY: (20 SPEED DIALS)**

PRESS **DIRECTORY** (The screen displays directory record 1)  
PRESS **SAVE** (The screen prompts you to enter the number)  
ENTER THE TELEPHONE **NUMBER**  
PRESS **SAVE** (The screen prompts you to enter the name you wish to save)  
ENTER THE NAME USING THE DIAL PAD  
PRESS **SAVE**

**DIRECTORY****MEMORY KEYS: (14 ONE TOUCH SPEED DIALS)**

PRESS THE ONE TOUCH KEY TO PROGRAM  
PRESS **SAVE** (The screen prompts you to enter the number)  
ENTER THE TELEPHONE **NUMBER**  
PRESS **SAVE** (The screen prompts you to enter the name you wish to save)  
ENTER THE NAME USING THE DIAL PAD  
PRESS **SAVE**

**MEMORY KEYS**