

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
<u>SPKR BUTTON</u> Allows you to have a conversation, without lifting handset <i>*Use with Caution</i>	<u>LAST NUMBER REDIAL</u> <i>Your last 2 numbers can be dialed automatically</i> 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
<u>HOLD</u> 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 NOTE: If you leave the call on hold too long, the system will remind you with a recalling ring	<u>EXCLUSIVE HOLD</u> <i>Can be retrieved only from your set</i> 1. You have a caller on the line 2. Press HOLD key twice 3. Return to caller . . . press the flashing line <i>*Caution: pressing the hold too hard will place the call on Exclusive Hold</i>
<u>TRANSFER</u> <i>Transfer one line to another</i> 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 Note: If Voice Mail answers and you want to disconnect, press *0	<u>CONFERENCE CALL</u> <i>Allows three parties on the line</i> 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 Note: If you are the only internal party and you hang up, the conference call will end.
<u>CALL FORWARD ALL CALLS</u> 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	<u>CALL FORWARD NO ANSWER</u> 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
<u>CALL FORWARD BUSY</u> 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	<u>VOICE CALL</u> 1. Dial extension number 2. When ringing starts, press VOICE 3. Speak to user on other end Note: When receiving a voice call, there is no need

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JS Bruner



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conceptions of life on earth because of their size diversity abundance and mobility the presence of muscles and mobility is one of the primary characteristics of the animal kingdom

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capture what the email is about a congratulations name is a good place to start you could also opt to include their new title like say hello to our new team supervisor name

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