SOUTHWESTERN UNIVERSITY
Residence Halls Telephone User Guide

NEC NEAX 2400 Telephone Series i
QUICK REFERENCE GUIDE

RECEIVING A CALL:

Lift handset and depress ringing line key to answer the following calls:

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

You may also answer by pressing SPEAKER. Note: MIC (microphone) must be turned on (LED will be red) for the caller to hear your voice.

PLACING A CALL:

• Internal Call: Dial 4 digit extension number.
• Local Outside Call: Dial “9” followed by the desired number.
• Long Distance Calls will require an authorization code.

UP / DOWN ARROWS:

• LCD Contrast: Press ∆ or ∇ key while phone is idle.
• Speaker / Receiver Volume: Press ∆ or ∇ key during conversation.
• Ringer Volume: Press ∆ or ∇ key during ring cycle.

FEATURE KEY ACTIVITIES:

Feature + 3 = Selects ringer tone. Press FEATURE key, Press “3” on the keypad to scroll through the ringer tones. Press * to select the desired ringer tone.

TRANSFERRING A CALL:

Press TRANSFER, hear interrupted dial tone, dial station number, when party answers, announce the call and hang up to complete the transfer. If the party refuses the call, press TRANSFER a second time to cancel the Transfer function and return you to the original calling party.

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. If the third party’s voicemail answers, you may press RECALL to drop the voicemail and then TRANSFER to return to the party who is holding for the conference.

For assistance call x. 4357
CALL HOLD:

- Standard Hold: Press HOLD once, associated LED flashes green, replace handset.
- Hold Retrieval: Lift handset and depress desired (green) flashing line key.

LAST NUMBER REDIAL:

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

RECALL:

RECALL key is used to disconnect a call in progress and receive immediate dial tone to place a call to another party. If you will be placing an outside call, remember to dial “9” first.

SOFT KEYS are the keys directly beneath the LCD display screen on your telephone. The function of each soft key changes depending on the status of your telephone. To activate a feature using a soft key, press the soft key underneath the feature code displayed in the LCD.

CALL FORWARDING: (Soft Key)

All Call - Redirects all of your calls to another extension or voicemail.
To Set: Lift handset, press FDA key, dial the extension to which all calls will be directed.
To Cancel: Lift handset, press FDA key then *.

DND: (Soft Key)
You may place your phone in Do Not Disturb by pressing the DND soft key. Press DND soft key again to deactivate.

TO PROGRAM SPEED DIAL NUMBERS ON UNUSED BUTTONS

1. Press the FEATURE key, the button will light. Press the button to be programmed. 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.

2. 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.

3. To change a number programmed on a button, repeat Step 1.

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