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KEYS AND LAMPS

FUNCTION KEYS

ANS (Answer)
When LED on this key is lighted, press key to answer a waiting call.

CNF (Conference)
Press key to establish a three-way conversation. LED on key lights when key is active.

FNC (Function)
Used to activate terminal setup functions and to program One-Touch Speed Dial/Feature Keys.

HOLD
Press key to place an internal or external call on hold.

LNR/SPD
(Last Number Call/Speed Calling)
Press key to activate Last Number Call redial and Speed Calling.

RECALL
Press key to terminate established call and reseize internal dial tone.

SPKR (Speaker)
Controls the built-in speaker which can be used for Hands Free dialing/monitoring. LED on key lights when key is active.

TRF (Transfer)
Allows the station user to transfer established calls to another station, without attendant assistance.
UP/DOWN (▲▼)
Used to adjust LCD contrast, speaker/receiver volume, and ringer volume.

- LCD Contrast:
  Press ▲ or ▼ key while idle.

- Speaker/Receiver Volume:
  Press ▲ or ▼ key during conversation.

- Ringer Volume:
  Press ▲ or ▼ key during ringing.

PROGRAMMABLE KEYS

These are examples of D™ features available by pressing the programmable keys. Some features may be programmed by the user. Others must be programmed by the telephone system administrator.

AICM
Press key to activate Automatic Intercom.

DICM
Press key to activate Dial Intercom.

DND (Do Not Disturb)
Press key to activate or cancel Privacy feature.

DTX
Press key to transfer a call from a voice line to the data line.

FWD
Press key to activate or cancel Call Forwarding - All Calls feature.
FWD-BY
Press key to activate, verify, or cancel Call Forwarding - Busy feature.

FWD-NA
Press key to activate, verify, or cancel Call Forwarding - No Answer feature.

MICM
Press key to activate Manual Intercom.

MSG (Message)
Press key to leave message indication at station in no answer or busy condition.

MW-SET
Press key to leave message waiting indication on boss’ station from secretary’s station.

MW-CANCEL
Press key to cancel message waiting indication on boss’ station from secretary’s station.

P-RLS
Press key to release Privacy feature.

S&R (Save and Repeat)
Press key to store a number or redial a stored number.

SIG
Press key to cause chime at predetermined station.

SUBLINE APPEARANCE
A programmable extra extension key. Press key to see status of extra extension.
LAMPS

Call Indicator Lamp
Lamp at top of $D_{\text{term}}$ flashes when a call terminates to the terminal. Lamp lights steadily when a message has been left.

LCD
Liquid Crystal Diode (LCD) display provides $D_{\text{term}}$ activity information plus date and time.

LED
Some function keys have a built-in Light Emitting Diode (LED) that lights or flashes according to the activity of that function key.

MIC (Microphone) Lamp
Lamp displays the status of the built-in microphone used for hands free operation.

FUNCTION KEY ACTIVITIES

FNC + 1 = Turns microphone on or off.

FNC + 2 = Adjusts handset receiver volume.

FNC + 3 = Selects ringer tone.

FNC + 4 = Adjusts transmission/receiving volume.

FNC + 5 = Activates hands-free operation.

FNC + 6 = Deactivates hands-free operation.

FNC + 7 = Turns call indicator lamp on or off for incoming call notification. (If turned off, this lamp will still light to indicate message waiting.)
TERMINAL SETUP FUNCTIONS

MICROPHONE ON/OFF
The MIC lamp shows the status of the built-in microphone.

To change microphone status:
- Press FNC and 1 to turn the microphone from on to off, or from off to on.

TO ADJUST INITIAL RECEIVING VOLUME
Handset receiver volume can be changed.

To change the handset receiver volume:
- Press FNC and 2.
  The LCD displays the current volume.

- Press FNC and 2
  to alternate between Small and Large volume.

TO SELECT RINGER TONE
The D series III has 4 kinds of ringer tones that you can select.

- Press FNC and 3.
  The LCD displays the selected tone number (n=1~4).

<table>
<thead>
<tr>
<th>TONE NO.</th>
<th>FREQUENCY (Hz)</th>
<th>MODULATION (Hz)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>480/606</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>480/606</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>1285/1024</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>600/700</td>
<td>16</td>
</tr>
</tbody>
</table>
TO ADJUST TRANSMISSION/RECEIVING VOLUME

Handset volume can be changed permanently.

♦ Press FNC and 4. The LCD displays the current volume.

♦ Press FNC and 4. again to alternate between Small and Large volume.

TO ACTIVATE HANDS-FREE

To set hands-free on:
♦ Press FNC and 5. The LCD displays:

HANDBS FREE ON
(Time display)

To set hands-free off:
♦ Press FNC and 6. The LCD displays:

HANDBS FREE OFF
(Time display)

CALL INDICATOR LAMP ON/OFF

The user can choose to turn the call indicator lamp either on or off during ringing.

♦ Press FNC and 7. The LCD displays:

INDICATOR ON
(Time display)

INDICATOR OFF
(Time display)

NOTE: The call indicator lamp lights when used as a Message Waiting Lamp, even when it is turned off by the above operation.
TO ORIGINATE AN OUTSIDE CALL

- Lift handset or press SPKR key, receive dial tone.
- Dial the Central Office access code, e.g. 9.
- Dial desired telephone number.
- Use handset or MIC to converse. Display indicates:

<table>
<thead>
<tr>
<th>Elapsed time</th>
<th>Trunk type</th>
<th>Trunk number</th>
</tr>
</thead>
<tbody>
<tr>
<td>15:39</td>
<td>WATS</td>
<td>3</td>
</tr>
</tbody>
</table>

(Time display)

TO ORIGINATE AN INTERNAL CALL

- Lift handset or press SPKR key.
- Receive dial tone.
- Dial desired station number. Display indicates digits dialed.
- Use handset or MIC to converse.
TRUNK LINE APPEARANCE

TO ORIGINATE
• Press the TRUNK LINE APPEARANCE feature key.
• Lift handset or press SPKR, receive Central Office or distant PBX dial tone.
• Dial the destination.

TO ANSWER
• Press the TRUNK LINE APPEARANCE feature key (ringing and flashing LED alert user to incoming call).
• Lift handset or press SPKR
• Speak with incoming party.

TO ORIGI NATE A CALL USING SPEED CALLING (ONE-TOUCH BUTTONS)

• Press desired SPEED CALL button, or press SPKR and SPEED CALL.

TO PROGRAM
(Available only on Dterm stations with speed calling keys.)
• Press FNC button.
• Press desired SPEED CALL button.
• Enter desired telephone number or feature code on the keypad. Display indicates digits dialed.
• Press FNC again to save the number.
TO VERIFY

- Press FNC button.
- Press desired SPEED CALL button.
- Display indicates digits programmed.

NOTE 1: To program a hookswitch for transfer or feature activation, press RECALL key as first digit (1 displays on LCD).

NOTE 2: To program a pause, press RECALL key as any digit other than the first digit (~ displays on LCD).

NOTE 3: To program a Voice Call, press TRF key after dialing station number (V displays on LCD).

NOTE 4: Speed calling for feature access:
Speed call keys may be used as feature keys by storing the NEAX2400 feature access codes. The features may be programmed on a system basis by the PBX engineer.

Access codes may be stored in conjunction with telephone numbers. For example, one button can be programmed by the user to transfer to a certain extension.

TO ORIGINATE A CALL USING SPEED CALLING (INDIVIDUAL/GROUP)

- Press the LNR/SPD button.
- Press the desired speed calling number.
ACCOUNT CODE

TO ENTER

♦ Lift handset or press SPKR, receive dial tone.
♦ Enter feature access code, receive service set tone.
♦ Enter Account Code (up to 10 digits).
♦ Receive dial tone and dial desired number.

TO ENTER ACCOUNT CODE AFTER AUTHORIZATION CODE

♦ Lift handset or press SPKR, receive dial tone.
♦ Enter feature access code for Authorization Code, receive service set tone.
♦ Enter Authorization Code, receive second service set tone.
♦ Enter Account Code, receive dial tone, and dial desired number.

NOTE: Authorization and Account Codes may be up to 15 digits combined.

FORCED ACCOUNT CODE

♦ Lift handset or press SPKR, receive dial tone.
♦ Enter feature access code, receive service set tone.
♦ Enter Forced Account Code (up to 10 digits), receive dial tone.

AUTHORIZATION CODE

TO ENTER WITHOUT ACCOUNT CODE

♦ Lift handset or press SPKR, receive dial tone.
♦ Enter feature access code, receive service set tone.
♦ Enter Authorization Code (up to 10 digits).
♦ Receive dial tone, dial desired number.
- OR -

- Lift handset, receive dial tone.
- Dial desired number.
- If an Authorization Code is required, caller hears special dial tone.
- Enter Authorization Code, or call will be denied.

NOTE: This option is available only if system is programmed with Least Cost Routing.

TO ENTER WITH ACCOUNT CODE (SEE ABOVE)

Service set tone is optional depending upon system programming.

NOTE: If a 16- or 24-button display terminal is used, the display indicates all of the digits dialed.

VOICE CALL

- Lift handset.
- Dial desired station number.
- Press VOICE.
- Speak to called party.

NOTE 1: A Voice Call may be programmed on a one-touch speed key by pressing SPEED DIAL button, dialing the extension, and pressing the TRF key (V displays if programming on an LCD Display D*mm, Save by pressing SPEED DIAL again).

NOTE 2: If called party is on their line when a Voice Call is attempted, calling station's display indicates:

NOTE 3: A voice call is restricted if called party's station is not a D*mm. Display indicates:
TO ANSWER A VOICE CALL HANDS FREE

- Receive incoming Voice Call.
- Press MIC feature key or FNC and 1. MIC LED lights.
- Respond hands-free.

NOTE: If privacy is required, lift handset.

AUTOMATIC INTERCOM

TO INITIATE

- Lift handset or press SPKR key.
- Press AICM key.
- Hear ringback tone.

TO ANSWER

- AICM key flashes red indicating an incoming intercom call.
- Press AICM, lift handset or press SPKR. LED lights solid green.
- If called station is engaged in a non-intercom call, the station may press AICM after placing original caller on hold (with HOLD key).

TO BRIDGE INTO AN AUTOMATIC INTERCOM CALL

NOTE: Bridging is an optional feature.

- Press the AICM key, lift handset or press SPKR.
- A three-party conference is established.

NOTE: Pressing AICM on a station with one intercom button connects that station to one pre-defined extension.
MANUAL INTERCOM

TO INITIATE

- Press MICM, lift handset or press SPKR, ringback tone is heard.
- Press the SIG key if it is desired for the called station to hear ringing.

TO ANSWER

- MICM key flashes, indicating an incoming call. Ring tone may also be heard.
- Press MICM.
- Lift handset or press SPKR, LED lights solid green.

- If called station is engaged in a non-intercom call, the station may press MICM after placing original caller on hold (with HOLD key).

TO BRIDGE INTO A MANUAL INTERCOM CALL

NOTE: Bridging is an optional feature.

- Press MICM, lift handset or press SPKR.
- A three-party conference is established.

NOTE 1: The SIG key signals the corresponding station when speaking over the intercom path is unnecessary.

NOTE 2: Two-button Manual Intercom provides one button for signaling and one for talking. A separate signaling button can be used in many ways for the secretary to alert a boss or visa versa.
DIAL INTERCOM

TO INITIATE

◆ Lift handset or press SPKR key.
◆ Press DICM key.
◆ Dial desired intercom station number. Receive ringback tone.

TO ANSWER

◆ DICM LED flashes, indicating an incoming intercom call.
◆ Press DICM.
◆ Lift handset or press SPKR. LCD shows solid green.

◆ If called station is engaged in a non-intercom call, the station may press DICM after placing the original call on hold (with the HOLD key).

TO BRIDGE INTO A DIAL INTERCOM CALL

NOTE: Bridging is an optional feature.

◆ Press the DICM key, lift handset or press SPKR.
◆ A three-party conference is established.

NOTE: Dial intercom provides a Dial Intercom group where each member of the group may be called by a 1- or 2-digit number without using their prime lines.
TO PLACE A CALL ON HOLD

- Press HOLD. Held line wink flashes.

NOTE: If held line appears on other D^EM stations, the associated LED flashes red slowly.

TO RETRIEVE

- Lift handset or press SPKR.

- Press held line. Use handset to converse.

NOTE: Any station with this line appearance can retrieve the call.

IF UNANSWERED

- After preprogrammed time, Automatic Recall is initiated.

- Visual and audible signal (rapid flash and ring burst) is sent to station that placed call on hold.

NOTE 1: A transfer or conference call may be placed on hold depending on software level of the NEAX2400 IMS.

NOTE 2: Hold shows as a flashing green LED on your phone. The same line on other phones shows as a flashing red LED. RECALL shows as a flashing green LED on your phone and flashing red LED on other phones with the same line.

TO PLACE A CALL ON EXCLUSIVE HOLD

- Press HOLD twice. Line appearance indicates interrupted wink.

NOTE: If held line appears on other D^EM station, LED remains steadily lit red.
**TO RETRIEVE**

- Lift handset or press **SPKR**.
- Press held line. Use handset to converse.
  
  NOTE: Only **Dx** that set Exclusive Hold option can retrieve the call.

**IF UNANSWERED**

- After preprogrammed time, Automatic Recall is initiated.
- Visual and audible signal (rapid flash and ring burst) is sent to station which placed call on Exclusive Hold. **RECALL** shows as a flashing green LED on your phone, and solid red on other phones with same line.

  NOTE: Exclusive Hold excludes any other phone from picking up your held call. Exclusive Hold shows as a flashing green LED on your phone. The same line on other phones appears as a solid red LED.

**TO TRANSFER A CALL**

- After conversing, ask party to hold.
- Press **TRF**. Receive interrupted dial tone.

  - **Dial destination station's extension, hang up or wait for answer.**

  - **If transferring party hangs up, that station's number appears in the center of recipient's display.**

  
  ```
  XFR 200 WATS 3
  (Time display)
  ```

  ```
  XFR 2001
  (Time display)
  ```

  ```
  XFR
  (Time display)
  ```

  ```
  Transferred station or trunk number
  ```

  ```
  Transferring station
  ```
CONFERENCE

- With call in progress, ask party to hold.
- Press TRF, receive interrupted dial tone.
- Dial desired number.
- After call is answered, press CNF. CNF LED lights.
- Three-way conference is established.
- If one party hangs up, other two remain connected. CNF LED goes out.

TO ESTABLISH A BROKER CALL

- While engaged in a call and wishing to consult a third party, press TRF. Caller is automatically placed on hold.
- Dial desired party to consult.
- Press TRF to return to original caller. Third party is automatically placed on hold.
- By repeating these steps, it is possible to alternate between calls.

NOTE: The display indicates connected station or trunk at any given time.
TO ANSWER A CAMPED-ON CALL

(FROM THE ATTENDANT)

- While engaged in a call, receive the camp-on indication (one short tone burst). ANSWER LED flashes.
- Press ANS. Call in progress is placed on hold.
- Connection to camped-on call is established.
- Press ANS to return to original call. Camped-on call is placed on hold.
- By repeating these steps, it is possible to alternate between calls. Display indicates connected station or trunk at any given time.

CALL WAITING - ORIGINATING

TO PROGRAM CALL WAITING KEY (ON ONE-TOUCH SPEED CALLING KEY)

- Press FNC.
- Press desired one-touch speed key.
- Press RECALL. 1 appears on LCD (See Note).
- Dial Call Waiting feature access code.
- Press FNC.

NOTE: To program a hook switch for transfer or feature activation, press RECALL as first digit. 1 displays on LCD.
**To activate call waiting — originating**

- Dial desired station number, receive busy tone.
- Press **CALL WAITING**.
- Receive special ringback tone.
- Call Waiting tone is sent to busy station.

- **Or** —

- Lift handset or press **SPKR**.
- Dial Call Waiting access code, receive dial tone.
- Dial busy station.

**To answer a waiting call**

- Call Waiting tone is heard.
- Press **ANS**.
- Waiting call is automatically connected. Original party is placed on hold.
- By repeatedly pressing **ANS**, it is possible to alternate between calls. Display indicates connected station or trunk at any given time.

**To disconnect**

- Press **RECALL**. Station user is automatically connected to original party.
CALL PARK

TO PROGRAM CALL PARK KEY
(ON ONE-TOUCH SPEED CALLING KEY)

◆ Press FNC.
◆ Press one-touch speed key.
◆ Press RECALL. 1 displays on LCD.
◆ Dial Call Park access code.
◆ Press FNC again.

TO PARK A CALL

◆ While connected to a station or trunk, press TRF and dial the Call Park access code, or press CALL PARK.

TO RETRIEVE A PARKED CALL FROM ORIGINATING STATION

◆ Dial Call Park local retrieval code.
◆ Station user is connected to parked call.

TO RETRIEVE A PARKED CALL FROM A REMOTE STATION

◆ Dial Call Park remote retrieval code and the station number from which the call was parked.
◆ Station user is connected to remotely parked call.
CALL PICK-UP (GROUP)

WHEN STATION WITHIN PICK-UP GROUP RINGS

- Lift handset.
- Press CALL PICK-UP or dial Call Pick-up access code (may be stored on one-touch speed calling key).
- Connection to calling party is established.
- If currently on a call, press TRF and dial Call Pick-up access code. The original party is placed on hold.

<table>
<thead>
<tr>
<th>Called station</th>
<th>Calling party</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCK 2000</td>
<td>WATS 3</td>
</tr>
</tbody>
</table>

CALL PICK-UP (DIRECT)

TO PROGRAM PICK-UP DIRECT KEY (ONE-TOUCH SPEED KEY)

- Press FNC.
- Press one-touch speed key.
- Dial Direct Call Pick-up access code.
- Press FNC again.

WHEN A STATION WITHIN THE SYSTEM RINGS

- Lift handset, receive dial tone.
- Press PICK-DIRECT and dial the station number to be picked up.
- OR -

- Dial Direct Call Pick-up access code and the station number to be picked up.
- Connection to calling party is established.
- If busy, original call must be placed on hold before new call can be picked up.

<table>
<thead>
<tr>
<th>Called station</th>
<th>Calling party</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCK</td>
<td>2000</td>
</tr>
<tr>
<td>WATS</td>
<td>3</td>
</tr>
</tbody>
</table>

(Time display)

- When trunk is available, setting station is alerted by ringing and flashing red LED.
- Press SPKR or lift handset. Dial tone is heard or number is automatically dialed if NEAX2400 IMS is programmed with Least Cost Routing.

OFF-HOOK TRUNK QUEUING

- Press SPKR, receive dial tone.
- Dial Off-hook Queuing access code.
- Dial desired telephone number. Encounter a trunk busy condition.
- Station user receives service set tone and leaves speaker on.
- The desired number is automatically dialed when a trunk becomes available.

OUTGOING TRUNK QUEUING

IF TRUNK BUSY

- Receive Trunk Busy indication. Press CALL BACK. Call is placed in queue for next available trunk.

| OGQ SET | (Time display) |
EXECUTIVE OVERRIDE

IF CALLED STATION IS BUSY

♦ Press OVERRIDE.

♦ Interrupted parties receive warning tone.

♦ Three-way conference is initiated.

♦ CNF LED lights.

NOTE: Override may be programmed by the NEAX2400 IMS engineer for one of the Programmable Line/Feature keys, or may be programmed by the user on a one-touch speed calling key by storing the Recall and Override access code.

LAST NUMBER REDIAL

TO RECALL THE LAST NUMBER DIALED

♦ Press LNR/SPD.
Receive dial tone.

♦ Press *. Outside or internal station is automatically redialed.

♦ When party has answered, lift handset to converse.
CALL FORWARDING – ALL CALLS

TO SET

♦ Press SPKR. Receive dial tone.

♦ If setting for another station, press SUBLINE APPEARANCE.

♦ Press FWD or dial Call Forwarding access code. Receive special dial tone.

♦ Dial destination station or external telephone number. Receive service set tone.

♦ FWD LED lights (at your station or at the D\textsuperscript{term} of the subline station you are setting).

♦ Press SPKR. Call Forwarding for all calls is set.

TO VERIFY (WITH 16-OR 24-BUTTON D\textsuperscript{TERM})

♦ Press FWD.

♦ Display indicates the station number calls are forwarded to.

NOTE: If recipient station is a 16- or 24-button D\textsuperscript{TERM}, LCD displays:

FWD

2000

(Time display)

TO CANCEL

♦ Press SPKR. Receive dial tone. If cancelling for another station, press SUBLINE APPEARANCE.

♦ Press FWD or dial Call Forwarding cancel code. Receive service set tone. LED goes out at your station (or the D\textsuperscript{term} of the subline station).

♦ Press SPKR. Call Forwarding is cancelled.
CALL FORWARDING - BUSY

TO SET

◆ Press SPKR. Receive dial tone.

◆ If setting for another station, press SUBLINE APPEARANCE.

◆ Press FWD-BY or dial Call Forwarding - Busy access code. Receive special dial tone.

◆ Dial destination station or external telephone number. Receive service set tone.

◆ FWD LED lights (at your station or at the D*erm of the subline station you are setting).

◆ Press SPKR. Call Forwarding - Busy is set.

TO VERIFY (WITH 16- OR 24-BUTTON D*ERM)

◆ Press FWD-BY.

◆ Display indicates the station number calls are forwarded to.

NOTE: If recipient station is a 16- or 24-button D*erm, LCD displays:

<table>
<thead>
<tr>
<th>Forwarding station</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWD</td>
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(Time display)

TO CANCEL

◆ Press SPKR. Receive dial tone. If cancelling for another station, press SUBLINE APPEARANCE.

◆ Press FWD-BY or dial Call Forwarding - Busy cancel code. Receive service set tone. LED goes out at your station (or the D*erm of the subline station).

◆ Press SPKR. Call Forwarding is cancelled.
CALL FORWARDING – NO ANSWER

TO SET
◆ Press SPKR. Receive dial tone.
◆ If setting for another station, press SUBLINE APPEARANCE
◆ Press FWD-NA or dial Call Forwarding – No Answer access code. Receive special dial tone.
◆ Dial destination station or external telephone number. Receive service set tone.
◆ FWD LED lights (at your station or at the Dext of the subline station you are setting).
◆ Press SPKR.
   FWD SET
   Call Forwarding – No Answer is set.

TO VERIFY
◆ If verifying for another station, press SUBLINE APPEARANCE while idle.
◆ Press FWD-NA.
◆ Display indicates the station number calls are forwarded to.

NOTE 1: If recipient station is a 16- or 24-button Dext, LCD displays:

```
+--------+-------+
| FWD    | 2000  |
+--------+-------+
        (Time display)
```

NOTE 2: Call Forwarding for Busy and No Answer may be combined depending upon system programming.
TO CANCEL

◆ Press **SPKR**. Receive dial tone. If cancelling for another station, press **SUBLINE APPEARANCE**.

◆ Press **FWD-NA** or dial **Call Forwarding**
  - No Answer cancel code. Receive service set tone. LED goes out at your station (or the D**term** of the subline station).

◆ Press **SPKR**. **Call Forwarding**
  - No Answer is cancelled.

CALL BACK

IF CALLED STATION IS BUSY

◆ Press **CALL BACK**. Receive service set tone.

- OR -

◆ Press **FLASH** key and enter Call Back access code.

◆ When both parties become idle, calling party's phone rings. Calling party would go off hook and hear ring back tone. The called station would then be ringing.

◆ Lift handset.

◆ The called party's phone rings.

◆ Connection is established when the called party answers.

**NOTE:** Call Back may be programmed by the PBX Engineer on a Programmable Line/Feature Key or by the user on a one-touch speed calling key.
TO SAVE AND REPEAT A NUMBER

TO SAVE
◆ Press SPKR.
◆ Dial desired telephone number.
◆ Press S & R. Dialed number is now stored. S & R LED lights.

OR
◆ Receive internal call.
◆ Press S & R. Number is stored in memory.
◆ S & R LED lights.

TO VERIFY (FOR 16- OR 24-BUTTON D^{TERM})
◆ While idle, press S & R.
◆ Display indicates digits stored.

TO REPEAT
◆ Press SPKR.
◆ Press S & R. D^{term} automatically redials the programmed number.
◆ S & R automatically cancelled. LED goes out.

NOTE: If saved number is busy or no answer is received, to save it again, press S & R again before hanging up.

TO LEAVE A MESSAGE

◆ Press SPKR. Receive dial tone.
◆ Dial desired station number. Encounter no answer or busy condition.
TO ANSWER A MESSAGE

TO DISPLAY

- MSG LED is lit. Station is idle.
- Press MSG.
- Press MSG again to display additional messages in order received.

TO RESPOND

- While displaying desired message, press SPKR
- Press MSG. Station which left message is automatically redialed.
- Message is erased.
**TO ERASE**

- To erase a message without returning the call, press **MSG** to display desired message.

- Dial # while message displays. Message is erased.

**NOTE 1:** If using an 8-button DTMF, messages cannot be displayed. User must press **MSG** while off-hook to return call.

**NOTE 2:** If station that left message is busy, callback or **MSG** may be set. If station that left message does not answer, **MSG** may be set, notifying originating party that a message return was attempted.

---

**MEET-ME PAGE**

Example: Station A can page Station B. When Station B dials answer code, they are connected.

**TO PAGE (STATION A)**

- Dial Paging access code, receive continuous ringback for one second.

- Page Station B.

- Remain off hook or hang up.

**TO ANSWER (STATION B)**

*If Station A remains off hook:*

- Station B dials Paging answer code, and they are immediately connected.
If Station A hung up:
- Station B dials paging answer code, and Station A D*P rings.
- When Station A goes off-hook, they are connected.

PAGING TRANSFER

Example: Station A receives an important call for Station B who is not at a desk. Station A can page Station B. When Station B dials the Paging answer code, Station A can announce the call and transfer it to Station B.

Station A Paging
- Ask calling party to hold.
- Press TRF. Receive interrupted dial tone.
- Dial Paging access code. Receive continuous ringback for one second.
- Page Station B.
- Remain off-hook or hang up.

To answer (Station B)

If Station A remained off hook:
- Station B dials Paging answer code, and is connected with Station A. Station A announces call.
- Station A hangs up. Station B and the calling party are connected.
If Station A hung up:
- Station B dials
  Paging answer code.
  Station A D-term rings.
- Station A picks up
  and announces call.
- Station A hangs up.
  Station B and the calling
  party are connected.

- OR -

(Dependent on System Programming)
- Station B dials
  Paging answer
  code, and is
  immediately
  connected to
  the calling party.

BOSS/SECRETARY
TRANSFER

SECRETARY
- Lift handset, press
  boss' ringing line. Ask
  calling party to hold.

- Press boss' line
  again. Voice Call
  is automatically
  established.

- Announce the call to the boss.

IF BOSS ACCEPTS CALL
- Secretary replaces handset.
- Boss lifts handset, presses flashing line.
IF BOSS REFUSES CALL

- Secretary presses boss' line to return to calling party.

BOSS/SECRETARY - MW LAMP CONTROL

TO SET MW AT BOSS' STATION

With caller on the line:
- Lift handset or press SPKR.
- Press boss' ringing line. Ask calling party to hold.
- Press MW-SET line/feature key. No service set tone is heard.

Boss sees MW on 16DC and 24DS display D, and can call secretary to receive message.

Without caller on the line:
- After taking message, press RECALL and receive dial tone.

NOTE: The secretary can hang up after taking a message, and set a message lamp at any time by going off-hook on the boss' subline and pressing the MW-SET key.

TO CANCEL AT BOSS' STATION

Without caller on the line:
- Lift handset or press SPKR. Receive dial tone.
- Press Boss' line appearance.
TO PROGRAM BOSS/SECRETARY OVERRIDE KEY

- Press FNC.
- Press a Speed Calling key.
- Dial Boss/Secretary Override access code.
- Press RECALL - displays on LCD.
- Dial boss' station number.
- Press FNC again.

SECRETARY

- Lift handset to answer Trunk B, ask caller to hold.
- Press CALL HOLD feature key or TRF and dial call hold access code. Receive dial tone.
- Press BOSS/SEC OVERRIDE. Receive ringback tone.
**Boss**

- Hear 3 bursts of tone. LCD display indicates:

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<th>2001</th>
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<tr>
<td>(Time display)</td>
<td></td>
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**Option 1**

- Boss presses **ANS** and converses with secretary. Trunk A is placed on hold.
- Secretary hangs up. Boss is connected to Trunk B.
- Boss can alternate between the two parties by pressing **ANS**.

**Option 2**

- Boss presses **ANS** and converses with secretary. Trunk A is placed on hold.
- Boss presses station 2001 key and converses with Trunk B. Boss presses **ANS** to reconnect to Trunk A.
- Secretary hears reorder tone, hangs up.
- Boss can alternate between the two parties by pressing **ANS**.

**Option 3**

- If boss does not respond to 3 bursts of tone, secretary presses **RECALL**.
- Secretary is connected to Trunk B.

**Option 4**

- Boss presses **ANS** and converses with Secretary. Trunk A is placed on hold.
- Boss denies call, presses **TRF** to return to Trunk A.
- Secretary is returned to Trunk B.

**NOTE:** If boss has 16- or 24-button display terminal, display always indicates the connected station or trunk at any given time.
DO NOT DISTURB

WHILE IDLE (ON HOOK)

◆ Press DND. LED lights.

TO CANCEL

◆ Press DND. LED goes out.

NOTE: DND must be programmed by the PBX engineer on a programmable feature key.

PRIVACY

WHILE OFF-HOOK

◆ Press DND. LED lights.

TO CANCEL

◆ Privacy feature prevents interruptions for the duration of the call.

NOTE: DND must be programmable in the PBX.

TO CANCEL

◆ Press DND. LED goes out.

OR

◆ Replace handset. Privacy feature is automatically cancelled.

NOTE: DND must be programmed by the PBX engineer on a programmable feature key.
PRIVACY RELEASE

Example: Dterm Station B is engaged in a conversation, and allows Dterm Station A to enter the call in progress.

- Station B, while engaged in conversation, presses P-RLS key. Lamp flashes.
- Station A lifts handset or presses SPKR.
- Station A presses the line appearance of Station B.
- Warning tone is sent to the interrupted parties (optional).
- A three-way conference is established.

NOTE: Station A may also be a single-line station as long as it appears on the Station B Dterm.

--- OR ---

Example: Dterm Station A requests entrance into Station B's call in progress.

- Station A lifts handset or presses SPKR.
- Station A presses the line appearance of Station B.
- Station B LCD indicates:
  - WAIT P-RLS?
  - (Time display)
  - P-RLS?
  - (Time display)
- Station B may allow Station A to enter the conversation by pressing P-RLS.
- Warning tone is sent to the interrupted parties (optional).
- A three-way conference is established.

NOTE 1: Station A can be a single-line station if it appears on the Station B Dterm.

NOTE 2: Up to six parties can break into a two-party conversation (additional hardware required).
DATA FEATURES

DATA FEATURES (INTERNAL)

To send data to an internal station when no voice communication is taking place:

- Originating station presses DATA.
  Lamp flashes.

- Dial receiving station's data extension.

- Receiving station presses DATA.

NOTE: If receiving station is programmed for Auto Answer, disregard this step.

- Data connection is established, lamp lights steadily.

To disconnect from data call, either station presses DATA.

NOTE 1: If called data party is busy, display indicates:

**RLS** **D** **DTE** **XXXX**
(Time display)

NOTE 2: If called data party is restricted, display indicates:

**BSY** **D** **DTE** **XXXX**
(Time display)

TO ACTIVATE SIMULTANEOUS VOICE/DATA TRANSMISSION

- To send data to the same station already involved in voice conversation, originating station presses DTX.
• Receiving station presses **DATA**.

    **NOTE:** If receiving station is programmed for Auto Answer, disregard this step.

• Data connection is established.

• Voice conversation can be terminated by either station without affecting data connection.

• To disconnect from data connection, either station can press **DATA**.

    **TO SEND DATA TO A STATION WHILE INVOLVED IN A VOICE CONNECTION WITH ANOTHER STATION**

• Originating station presses **DATA** and dials the data port number of the receiving station.

• Receiving station presses **DATA**.

    **NOTE:** If receiving station is programmed for Auto Answer, disregard this step.

• Data connection is established while voice conversation continues. Voice conversation can be disconnected without affecting data connection.

• To disconnect from data connection, either station can press **DATA** at any time.

    **TO PLACE A DATA HOTLINE CALL**

• Press **DATA**, LED flashes.

• When the called station answers, the **DATA** LED lights steadily.
TO RELEASE FROM A DATA HOTLINE CALL

- Press **DATA**. LED goes out.

DATA FEATURES (EXTERNAL)

*Internal party originates a data call via modem pooling:*

- Internal station user initiates a voice call to an external party.
- External party switches over from voice to modem, or modem carrier tone is heard immediately.
- After hearing modem carrier tone, press **DTX**. **DATA** and **DTX** lamps light. Service set tone is heard.
- Called data terminal answers.
- Data connection is established. **DATA** and **DTX** lamps light. Replace handset.

**OR**

- Press **DATA**.
- Dial external party.
- Called data terminal answers and **NEAX2400 IMS** recognizes carrier (No **DTX** key needed).
- Data connection is established.

**NOTE:** Since this is a data call initially, the station user does not have to lift handset or listen for modem tones.
INTERNAL PARTY RECEIVES A DATA CALL

- Station's data port will ring. DATA lamp flashes.

- Press DATA to answer.

   NOTE: If receiving station is programmed for Auto Answer, disregard this step.

- Data connection is established.

TO RELEASE FROM A MODEM CALL

- Press DATA. LED goes out.

    RLS  D  DDD3
    (Time display)

KEYBOARD DIALING (INTERNAL)

TO SEND DATA TO AN INTERNAL STATION WHEN NO VOICE COMMUNICATION IS TAKING PLACE (ASYNCHRONOUS)

- Type **DM CALL <CR>** from keyboard of data terminal.

- **DM CALL READY** displays on the data terminal screen.

- Type **DIAL-XXX <CR>** (where XXX is the called data station number).

- **CALLING** displays on the terminal screen.

- **OPEN** displays when the called station answers.

- Data connection is established.

   NOTE: Called party answers by pressing DATA if not programmed to Auto-Answer.
**TO RELEASE FROM DATA CALL**

- Type `<ESC> DM <CR>`.
- **ACK** displays on the terminal screen.
- Type **RLS**.
- **RELEASED** displays on the data terminal screen.

**NOTE**: If using keyboard dialing, the **DATA** key cannot be used to disconnect from a data call.

**TO ORIGINATE A DATA HOTLINE CALL**

- Type **DM CALL <CR>** on the data terminal keyboard.
- **CALLING** displays on the terminal screen.
- **OPEN** displays when the called data station answers.
- Data connection is established.

**NOTE**: Called party answers by pressing **DATA** unless programmed to Auto-Answer.

**TO RELEASE FROM A DATA HOTLINE CALL**

- Type `<ESC> DM <CR>` on the keyboard.
- **ACK** displays on the screen.
- Type **RLS <CR>**.
- **RELEASED** displays on the terminal screen.

**NOTE 1**: If using keyboard dialing, the **DATA** key cannot be used to disconnect from a data call.

**NOTE 2**: `<CR>` = Carriage Return key, `<ESC>` = Escape key.

**NOTE 3**: The Hayes AT command set is not available in place of the NEC DM command set shown above. Please ask an NEC representative for a copy of the Hayes AT Command Manual. With the AT command set, speed, profile, parity, etc. may be set via commands from the terminal.
KEYBOARD DIALING (EXTERNAL)

TO INITIATE AN EXTERNAL CALL VIA MODEM POOLING

◆ Type **DM CALL <CR>** from keyboard of data terminal.

◆ **DM CALL READY** appears on the data terminal screen.

◆ Type distant data terminal's phone number. A modem is automatically selected.

◆ **OPEN** displays when the called station answers.

◆ Data connection is established.

TO RELEASE FROM AN EXTERNAL DATA CALL

◆ Type **<ESC> DM <CR>**.

◆ **ACK** appears on the terminal screen.

◆ Type **RLS <CR>**.

TO RECEIVE A MODEM CALL

◆ The remote caller has dialed the number and an incoming modem was automatically selected. Caller hears ringback tone.

◆ **INCOM** displays on the terminal screen and data port rings.

◆ Press **DATA** key to answer.

NOTE: If receiving station is programmed for Auto Answer, disregard this step.

◆ **WAITING** displays until remote terminal's **READY** response arrives.

◆ **OPEN** displays when data connection is established.
TO RELEASE FROM EXTERNAL DATA CALL

♦ Type <ESC> DM <CR> on the keyboard.

♦ ACK displays on the screen.

♦ Type RLS <CR>.

♦ RELEASED displays on the terminal screen.

NOTE 1: If using keyboard dialing, the DATA key cannot be used to disconnect from a data call.

NOTE 2: <CR> = Carriage Return key.
        <ESC> = Escape key.
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<td>Call Forwarding - All Calls</td>
</tr>
<tr>
<td>Call Forwarding - Busy</td>
</tr>
<tr>
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</tr>
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