

NEAX 2400 QUICK REFERENCE		
TO CALL A STATION	TO MAKE AN OUTSIDE CALL	SINGLE LINE FEATURES
Lift receiver	Lift receiver	HOLD
Dial extension number	Dial 9 plus telephone number	Hookswitch * 7
		To retrieve: Hookswitch
TO MAKE A LONG DISTANCE CALL	HOLD	TRANSFER
Lift receiver	With caller on the line depress "HOLD"	Hookswitch
Dial 9 Plus 1 area code and number	To retrieve press button under flashing	Dial extension number
TRANSFER	CONFERENCE CALL	Hang up or Hookswitch
With caller on the line press Transfer	With caller on the line press: Transfer	for conference call
Dial extension number	Dial extension or outside number	
Announce and hang up	When 3rd. party answers press Conf	
CALL FORWARD SET	CALL FORWARD CANCEL	CALL FORWARD: SET
Lift receiver	Lift receiver	Lift receiver
Depress "FORWARD" button	Depress "FORWARD"	FWD ALL CALL: * 0
Dial extension you want phone forward to		FWD BUSY: * 1
FWDALL CALL (FWDA)	FWDALL CALL (FWDA)	FWDNO-ANSWER: * 2
FWDBUSY (FWD BY)	FWDBY (FWD BY)	Dial code + extension #
FWDNO-ANSWER (FWD NA)	FWDNA (FWD NA)	
		CANCEL
MSG SET	MSG DISPLAY	Lift receiver
Dial desired station encounter busy or No-Answer	To Display Press MSG	FWD ALL CALL: # 0
Press MSG Button	Press MSG to display additional messages	FWD BUSY: # 1
		FWDNO-ANSWER: # 2
MSG RESPOND		
To respond: Press SPEAKER while msg is displaying		
To erase: Press # while msg is displaying (Msg erased)		
SPEED DIAL & ONE TOUCH BUTTONS		
To Program:	To Dial:	
Depress Feature button	Lift receiver	
Depress desired speed dial button	Press desired speed dial button	
Dial number desired		
Depress Feature button	LAST NUMBER DIALED	* *
SPD SET (WILL DISPLAY)	Press REDIAL key until the number you want appears – Press * - System holds last 5 numbers	
S&R SOFT KEY	VOICE CALL SOFT KEY	
After dialing desired number	Lift receiver	
Press S&R (number is now stored)	Dial desired station number	
To Dial Press S&R Soft Key	Dial desired station number	
	Press VOICE Soft Key	SINGLE LINE FEATURES
CALL BACK SET SOFT KEY	CALL PICK UP GROUP SOFT KEY	CALL PICK UP
If called station is busy, Press CALL BACK Soft Key	If you hear a telephone ringing in your group:	Dial * 3
Receive service set tone	Depress "PICK" Soft Key	
When both parties are available calling party's phone rings, the called station would then ring		CALL BACK SET
		Hookswitch *4
		CALL BACK Cancel #4
FEATURE KEY ACTIVITIES FOR MULTILINE SETS		
Feature + 1	Turns microphone on / off	
Feature + 2	ADJUSTS HANDSET RECEIVER CONTROL	
Feature + 3	SELECTS RINGER TONES	
Feature + 4	ADJUST TRANSMISSION / RECEIVING VOLUME	
Feature + 5	ACTIVATES HANDS FREE OPERATION	
Feature + 6	DEACTIVATES HANDS FREE OPERATION	
Arrows	CONTROLS VOLUME (HANDSET, SPEAKER, RINGING)	