

NEAX2400 IPX TELEPHONE SYSTEM QUICK REFERENCE GUIDE

Customizing A Telephone:

Microphone On/Off:

Press **feature, 1** to toggle between on and off.

Display Contrast:

While phone is idle, the up & down arrows will adjust the display contrast.

Ringing Type and Volume:

Press **feature, 3** (to activate the ringing)

Press **3** to toggle between the ringing types (3 types)

Press **feature** when complete

Handset or Speaker Volume:

Adjust either volume with the up & down arrow while in use.

Intercom Calls to another station:

When you dial another extension, their phone will ring.

To change the call to Voice, press the soft key labeled **Voice**

This will put you through on the speaker phone of the called party

Programming One Touch Keys

From an idle phone:

To Set: Press **feature, desired key, number** (either extension number or 9 and telephone number), **feature**.

To Verify: Press **feature, key** – display will show programmed number

Programming Station Speed Dials

Press **speaker, ##, location (0-9), 9, phone number**

You will have to wait a few seconds, then your display will say **Speed Set**

Answering Incoming Calls:

Standard:

When the phone rings, pick up the handset or press the speaker key.

Placing Calls:

Internal: Dial the **extension number**.

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OR

Press **One Touch Key**

External: Dial **9**, then the **telephone number**.

OR

Press **One Touch Key**

Speed Dials: Press **redial**, **station speed dial location**

Conference Calls:

With one call in progress (internal or external)

Press **transfer** (puts the call on hold)

Place the second call (internal or external)

Once the second call is established, press **conf.** to bring the original call into the conversation.

To drop out of the conference call, simply hang up.

Redial:

Last Number: Press **redial**, *

Transferring Calls:

Blind Transfer:

Press **transfer**, **extension number**, & hang up.

Screened Transfer:

Press **transfer**, **extension number**

Announce call

Release Call: hang up

Recall Call: Press **recall**, **transfer**

Placing Calls On Hold:

Standard Hold:

Hold: Press **hold button**

Retrieve: Press the flashing key

NOTE: Call can be retrieved from any phone

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Exclusive Hold:

Hold: Press **hold button** twice

Retrieve: Press the flashing key

NOTE: Call can only be retrieved from the phone that put it on hold

Call Forwarding:

For all of the following, get on the line you would like to forward, then:

Call Forward All:

Set: Press *, **5, destination, speaker**

Cancel: Press #, **5, speaker**

Call Forward Busy:

Set: Press *, **6, destination, speaker**

Cancel: Press #, **6, speaker**

Call Forward No Answer:

Set: Press *, **7, destination, speaker**

Cancel: Press #, **7, speaker**

Standard destinations for call forward busy and no answer on main and secondary extensions:

Main: Busy: secondary extension

No Answer: voice mail

Secondary: Busy: voice mail

No Answer: voice mail

Do Not Disturb (DND):

By placing your phone in DND mode, your phone will not ring, all calls will follow the call forward busy setting, and your phone will not receive pages.

Set: Press **DND soft key**

Cancel: Press **DND soft key**