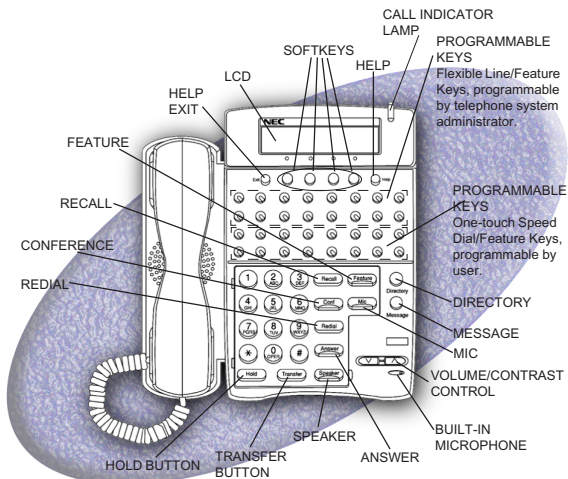# NEC

NEAX 2400 IPX
Dterm Series i/Dterm IP
Digital Extension Reference Guide

This booklet is provided with your NEC telephone, compliments of NEC Business Solutions, as a guide to the features available with the NEAX ECP (Enterprise Communication Platform).

CALL INDICATOR LAMP

PROGRAMMABLE KEYS
Flexible Line/Feature Keys, programmable by telephone system administrator.

SOFTKEYS

HELP

LCD

HELP EXIT

FEATURE

RECALL

CONFERENCE

REDIAL

PROGRAMMABLE KEYS
One-touch Speed Dial/Feature Keys, programmable by user.

DIRECTORY

MESSAGE

MIC

VOLUME/CONTRAST CONTROL

BUILT-IN MICROPHONE

HOLD BUTTON

TRANSFER BUTTON

SPEAKER

ANSWER

Dterm Series i/Dterm IP
Terminal and Call Outs

GENERAL FEATURES

My Extension Number is: _____

To Make an Internal Call

♦ Dial the required extension number.

To Make an Outgoing Call

♦ Dial [____] for outside line access.
♦ Dial the required number.

To Call the Operator

♦ Dial [____].

Last Number Redial/Stack Dial

To redial any of the last 5 numbers you have dialled internally or externally:

♦ Press **Redial** repeatedly until the desired number is displayed.
♦ Press **#** to dial the selected number.

*Whenever an operation states "lift handset", you can press Speaker instead for handsfree operation.

Hold

To place a call on hold:

♦ Press **Hold** – held line flashes.

To retrieve the held call:

♦ Lift handset*.

♦ Press flashing line.

*Note: For exclusive hold – press **Hold** twice.*

To Transfer a Call

♦ Whilst on a call press **Transfer**.

♦ Dial the extension number and announce the call.

♦ If call is accepted, hang up or extension hangs up and call is returned.

♦ If extension is busy or unanswered press **Transfer** to return to call.

†Always dial ⬚ to make an external call

Conference Call

To establish a 3-way conversation:

♦ Whilst on a call press **Transfer**.

♦ Dial extension or external number†.

♦ When called party answers, press **Conf** for a 3-way conversation.

Note: At most, two parties can be on an external line. Any party may hang up to exit conference.

Message Key

One touch access to Voice Mail System:

To Program
♦ Press **Feature** key.
♦ Press **Message** key.
♦ Enter Voice Mail System extension number.
♦ Press **Feature** key.

To Use
♦ Press Message Key.
♦ Dterm will automatically connect to Voice Mail System.

Directory Key

*To allow access to system speed dial numbers:*

To Use
♦ Lift handset.
♦ Press **Directory** key.
♦ Enter number for required speed idal number.
♦ System will now automatically dial.

Note: System speed feature needs to be enabled by the administrator.

SOFTKEYS FEATURES

To Use Soft keys

Softkeys are indicated in the LCD according to the status of the Multiline Terminal (telephone).

♦ Press the >>> (Scroll) key to scroll the display until the desired feature appears.

♦ Press the Softkey under the indicated feature on the LCD.

♦ The service feature of the pressed Softkey is activated.

Help/Exit

♦ Press the **Help** key repeatedly until the desired feature displays.

♦ Press **Exit** key to exit the help program.

Call Hold

Hold one call and make a second:

♦ Press Softkey below **"C HLD"**.

♦ Dial extension or external number[†].

♦ Press **"C HLD"** to swap between the calls.

♦ When finished with one call, hang up and second call will ring back.

Call Forward All

Forwards all calls immediately.

SET:

♦ Lift handset*.
♦ Press the Softkey below "**FD A**".
♦ Dial extension or external number† to which your calls are to be forwarded.

CANCEL:

♦ Lift handset*.
♦ Press the Softkey below "**FD A**".

Call Forward No Answer

Forwards only after 4 - 6 rings.

SET:

♦ Lift handset*.
♦ Press the Softkey below "**FD N**".
♦ Dial extension or external number† to which your calls are to be forwarded.

CANCEL:

♦ Lift handset*.
♦ Press the Softkey below "**FD N**".

Call Forward Busy

Forwards when extension is busy.

SET:
- ♦ Lift handset*.
- ♦ Press the Softkey below "**FD B**".
- ♦ Dial extension or external number† to which your calls are to be forwarded.

CANCEL:
- ♦ Lift handset*.
- ♦ Press the Softkey below "**FD B**".

Group Call Pick Up

To answer another ringing extension in your group:
- ♦ Lift handset*.
- ♦ Press the Softkey below "**PICK**".

Voice Call

To speak over the intercom to other Dterm telephones:
- ♦ Dial desired extension number.
- ♦ Press the Softkey below "**VOICE**".
- ♦ Speak over Intercom.

Save & Repeat

To save a dialled number for later use.

SAVE:
- ♦ Lift handset.
- ♦ Dial desired telephone number.
- ♦ Press the Soft Key below **"S & R"**.

REPEAT:
- ♦ Lift handset.
- ♦ Press the Soft Key below **"S & R"**, and the number is redialled.

Call Wait – Extension

If you dial a busy extension.

SET:
- ♦ Press Softkey below "**CW**".
- ♦ Your call is now camped on.

RECEIVE:
- ♦ Press **Answer**.
- ♦ Second call is now connected.
- ♦ You can now swap between calls by pressing **Answer**.
- ♦ When finished with one call, hang up and second call will ring back.

Call Back

If you dial a busy extension:

SET:
- ♦ Press Softkey below "**CB**".
- ♦ Hang up.
  You may originate or receive calls during this waiting period.
  When both extensions are free, your phone will ring.
- ♦ Lift handset* and the previous busy extension will ring.

CANCEL:
- ♦ Lift handset*.
- ♦ Press Softkey below "**CB**".
- ♦ Hang up.

Logged Out IP Station – Call Destination

Forwards all calls immediately, when Dterm IP is in Logout status.

SET:
- ♦ Lift handset*.
- ♦ Press the Softkey below "**FD L**".
- ♦ Dial extension number, or external number† to which your calls are to be forwarded.

CANCEL:
- ♦ Lift handset*.
- ♦ Press the Softkey below "**FD L**".

PROGRAMMABLE KEYS FEATURES

Call Forward All

Forwards all calls immediately.

SET:

- ♦ Lift handset*.
- ♦ Press **Fwd All** or dial [   ].
- ♦ Dial extension or external number† to which your calls are to be forwarded.
- ♦ Hang up.

CANCEL:

- ♦ Lift handset*.
- ♦ Press **Fwd All** or dial [   ].
- ♦ Hang up.

Call Forward No Answer

Forwards calls after 4 to 6 rings.

SET:

- ♦ Lift handset*.
- ♦ Press **Fwd Nans** or dial [   ].
- ♦ Dial extension or external number† to which your calls are to be forwarded.
- ♦ Hang up.

CANCEL:

- ♦ Lift handset *.
- ♦ Press **Fwd Nans** or dial [   ].
- ♦ Hang up.

Call Forward Busy

Forwards calls only when your extension is busy.

SET:

- ♦ Lift handset*.
- ♦ Press **Fwd Busy** or dial ⬚.
- ♦ Dial extension or external number† your calls are to be forwarded.
- ♦ Hang up.

CANCEL:

- ♦ Lift handset*.
- ♦ Press **Fwd Busy** or dial ⬚.
- ♦ Hang up.

Call Back

If you dial a busy extension:

- ♦ Press **Call Back** or dial ⬚.
- ♦ You may originate or receive calls during this waiting period.
- ♦ When both extensions are free, your phone will ring.
- ♦ Lift handset and the previous busy extension will ring.

CANCEL:

- ♦ Lift handset*.
- ♦ Press **Call Back** or dial ⬚.
- ♦ Hang up.

Group Call Pick Up

To answer another extension in your group:

♦ Lift handset*.
♦ Press **Pick** or dial [   ].

Direct Call Pick Up

To answer a specific extension in your group or another:

♦ Lift handset*.
♦ Dial [   ] plus extension number of ringing phone.

Call Waiting – Operator

To hold one call and answer a second call waiting:

♦ Whilst on a call, hear call waiting tone (one short tone).
♦ Press **Answer**.
♦ Second call is now connected.
♦ You can now swap between calls by pressing **Answer**.
♦ When finished with one call, hang up and second call will ring back.

Manager/Secretary Transfer

Secretary:

♦ Lift handset and press Manager's ringing line.
♦ Ask the caller to wait.
♦ Press Manager's line again; Intercom is activated.
♦ Announce call to Manager.

Manager:

♦ If call is accepted – Secretary replaces handset; Manager presses flashing line and lifts handset.
♦ If call is refused – Secretary presses Transfer to return to the caller.

Call Park

♦ Ask existing party to hold & press **TRF**.
♦ Enter ⬚.
♦ Call now parked.

Call can be retrieved from any telephone by:

♦ Lift handset*.
♦ Dial ⬚ and extension where call parked from.
♦ If retrieving from own handset dial ⬚.

Message

To Leave a Message:

♦ Lift handset & dial extension.
♦ Receive no answer to busy signal.
♦ Press **MSG**.

To Display Message:

♦ Press **MSG**.
♦ Re-press MSG to display additional messages.

To Respond:

♦ While displaying additional messages press **SPKR**.
♦ Press **MSG** to dial extension which left message.
♦ Message erased.

To Cancel:

- ♦ Press **MSG** to display desired message.
- ♦ Dial **#** while message on display.

Save & Repeat

SAVE:

- ♦ Lift handset*.
- ♦ Dial desired telephone number.
- ♦ Press **S&R**.

REPEAT:

- ♦ Lift handset*.
- ♦ Press **S&R** and number saved is redialled.

Voicecall

To speak over the intercom to other Dterm telephones only:

- ♦ List handset*.
- ♦ Dial extension.
- ♦ Press **Voice** or speak over intercom.
- ♦ Hang up to disconnect.

System Speed Dial

- ♦ Lift handset*.
- ♦ Dial Access code [   ].
- ♦ Enter 2/3 digit abbreviated code e.g._____070.

Night Answer

From any phone:

♦ Lift handset*.
♦ Dial ☐.
♦ Caller is connected.

UNIQUE Dterm FEATURES

Speed Calling (One Touch Buttons)

To program (do not lift handset):

♦ Press **Feature**.
♦ Press desired Speed Call button.
♦ Enter extension or external number†.
♦ Press **Feature** again to save.

To verify:

♦ Press **Feature** button.
♦ Press desired Speed Call button.

To make a call:

♦ Press desired Speed Call button for hands free dialling, or lift handset* and press desired Speed Call.

Note: To change number, override with new number.

To Store Numbers In Memory

To store number:
- ♦ List handset.
- ♦ Enter ☐☐☐☐
- ♦ Enter memory number† 0 - 9.
- ♦ Enter number† to be stored.
- ♦ Wait for SPD SET to display.
- ♦ Replace handset.

To access number:
- ♦ Press **Redial**.
- ♦ Enter memory number† 0 - 9.

MIC (Microphone)

To enable hands free conversation:

SET:
- ♦ Press the **MIC** key.

CANCEL:
- ♦ Press the **MIC** key.

Note: The MIC LED will illuminate when MIC is on.

Lamps

Call Indicator Lamp
A lamp at the top corner of the Dterm flashes when a call is presented to the handset. The lamp remains lit when a message has been left.

LCD (Liquid Crystal Display)
The LCD provides visual Dterm activity plus the date, time and Softkey detail.

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

MIC (Microphone)
Lamp displays the status of the built-in microphone used for hands free operation to the activity of that function key.

Display

To adjust the Display:
Press the ∧ or ∨ key up or down while the phone is idle.

Speaker/Receiver Volume

Adjust Speaker/Receiver Volume:
Press the ∧ or ∨ key up or down during conversation.

Ringer Volume

Adjust Ringer Volume:
Press ∧ or ∨ key up or down during ringing.

Feature Key Activities

Feature + **0** Side Tone ON/OFF.
Feature + **1** Turns MIC ON/OFF.
Feature + **2** Adjusts handset receiver volume.

Feature + **3**	Selects from 4 ring tones (repeat key "**3**" to select tone).
Feature + **4**	Adjusts transmission/receiving volume.
Feature + **5**	Activates hands free operation.
Feature + **6**	Deactivates hands free operation.
Feature + **7**	Turns call indicator lamp ON/OFF. (If turned OFF, this lamp will still light to indicate message waiting.)

Function Keys

Recall
Press this key to terminate current call and re-seize dial tone.

Feature
Used to activate Dterm setup functions and to program Speed Dial/Feature keys.

Conf (Conference)
Press this key to establish a 3-way conversation. LED on key lights when key is active.

Redial
Press this key to activate Last Number Redial, Stack Dial and Speed Calling.

Speaker
Controls the built-in speaker, which can be used for hands free dialling/monitoring LED on key lights when key is active.

Answer
When the LED is flashing, press the key to answer a call waiting.

Transfer
Allows the user to transfer a call.

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

Power Save Mode

After a predetermined time, this feature dims the LCD and Line Keys.

(Not applicable to Dterm IP.)

NOTES:

SYSTEM INFORMATION

Main Number: _____

Main Fax Number: _____

Indial Number: _____

Voice Mail Pilot: _____

Voice Mail Indial: _____

System Manager: _____

SPECIAL NOTE:
DATA port of DTR-2DT terminal is for
MODEM connections only.

NOTE: Refer to your detailed user guide (ND-91712)
for advanced features.
The material contained herein is subject to change
without prior notice at the sole discretion of
NEC Business Solutions Ltd.