NEAX™ 2000 IVS/IPS

DTERM® SERIES E TELEPHONES

USER GUIDE

DTERM SERIES E TELEPHONES

HELP EXIT

FEATURE

LCD

Call Indicator lamp

RECALL

CONF
(Conference)

HELP

REDIAL
(Last Number
Redial/Speed
Calling)

Soft Keys (4)

HOLD

Programmable Keys

One-Touch Speed
Dial/Feature Keys

TRANSFER

ANSWER

MIC

Programmable Keys

Flexible Line/Feature Keys
Feature Keys

SPEAKER

UP DOWN

Volume
Contrast

TABLE OF CONTENTS

KEYS AND LAMPS
Function Keys

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

Transfer
Allows the station user to transfer established calls to another station, without attendant assistance.

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

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

Redial
Press key to activate redial feature. Press redial and scroll back through numbers that have been dialed. Until the desired number is displayed. Press the * key to activate dialing.

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

Recall
Press key to terminate established call and resieze internal dial tone.

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

UP/DOWN
Used to adjust LCD contrast, speaker/receiver volume, and ringer volume.

- **LCD Contrast:**
  Press up or down key while idle.

- **Speaker/Receiver Volume:**
  Press up or down key during conversation.

- **Ringer Volume:**
  Press up or down key during ringing.

Programmable Keys

These are examples of Dterm® features available by pressing the programmable keys. Some features may be programmed by the user. Keys must be programmed by the telephone system administrator.

AICM
Press key to activate Automatic Intercom.

CB (Call Back)
Press key to activate.

DICM
Press key to activate Dial Intercom.

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

FD-A (Call Forwarding- All Calls)
Press key to activate or cancel Call Forwarding - All Calls feature.

FD-B (Call Forwarding- Busy)
Press key to activate, verify, or cancel Call Forwarding - Busy feature.

FD-N (Call Fowarding- No Answer)
Press key to activate, verify, or cancel Call Forwarding - No Answer feature.

FD-DS (Call Fowarding- Destination Set)
Press key to activate, Call Forwarding - Destination.

FD-DC (Call Fowarding- Destination Cancel)
Press key to deactivate, Call Forwarding - Destination.

MICM
Press key to activate Manual Intercom.

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

SECONDARY APPEARANCE (Sub line)
A programmable extra extension key, other than Primary extension. Press key to see status of extra extension.

Soft Keys (Factory Assigned Features)

Headset
Press the Soft Key below "Headset" to activate or deactivate Headset operation.

MIC (Microphone)
Press the Soft key below "Mic" to activate or de-activate Headset operation. The Mic LED will illuminate when Mic is on.

Help
Press the Help Key. Press desired Soft Key for helpful information about that key.

Exit
Press the Exit Key to exit the Help program.

OHROFF (Off Hook Ringing Off)
It will disable ringing on this phone while in use.

OHR-ON (Off Hook Ringing On)
It will allow ringing on this telephone while in use.

On Hook State
(Telephone is idle)
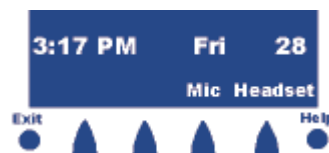
Off Hook State
(Telephone is in use)

To Use Soft Keys
Four soft keys are indicated in the LCD According to the status of the Multiline Terminal.

- ♦ Press the SCROLL (>>>>) key to scroll the desired key if there are other functions available.

- ♦ Press a desired key under the indicated 4 Soft Keys on the LCD.

- ♦ The service feature of the pressed Soft Key is operated.

To Use The Help Key

- ♦ Press the HELP key and the Soft Key.

- ♦ Explanation of the pressed Soft Key is indicated on the LCD.

- ♦ Press the EXIT key to leave Help.

Lamps

Call Indicator Lamp
Lamp at top corner of D^{term} Display 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^{term} activity information plus date, time and Soft Key operation.

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.

Feature Key Activities

Feature + 1 = Turns microphone on or off.
Feature + 3 = Selects ringer tone.
Feature + 4 = Adjusts transmission/receiving volume.
Feature + 0 = Activates ringer. (dependent on Systems Programming.)

TERMINAL SETUP WITH THE FEATURE KEY

Microphone On/Off

The MIC lamp shows the status of the built-in microphone.

To change microphone status:

- Press Soft Key associated with the MIC Display or press **Feature** and **1**.

To select ringer tone
The Dterm Series E has 3 ringer tones that you can select.

RINGER TONE   n

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

Tone No.	Frequency/Modulation
1	480+606Hz, 16Hz Modulating Signal
2	480+606Hz, 8Hz Modulating Signal
3	1285+1024Hz, 16Hz Modulating Signal

To adjust ringer tone
NOTE: Access to feature is based on data assignment.

- Press Feature and 0. Ringer activates.

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

- Press 3. Next tone is selected.

RINGER TONE   n

RINGER TONE   n

To preset ringer volume
NOTE: Access to feature is based on data assignment.

- Press Feature and 0. Ringer activates.

- Press ▼ down or ▲ up Key. Ringer volume decreases or increases.

- Press Feature Key to stop ringing.

To adjust transmission/receiving volume (During valid call)

- Press Feature and 4. The Transmit Volume increases.

- Press Feature and 4 again. Transmit Volume returns to normal.

- Press ▼ down or ▲ up. Receive Volume decreases or increases.

TO ORIGINATE AN OUTSIDE CALL VIA EXTENSION LINE KEY

- Lift handset or press Speaker key, receive dial tone.

- Dial the Central Office access code, e.g. 9.

- Dial desired telephone number.

- Use handset or MIC to converse.

TO ORIGINATE AN INTERNAL CALL

- Lift handset or press Speaker key.

- Receive dial tone.

- Dial desired station number.

- Use handset or MIC to converse.

OUTSIDE LINE APPEARANCE

To originate:

- Press the OUTSIDE LINE APPEARANCE feature key.

- Lift handset or press Speaker, receive Central Office or distant PBX dial tone.

- Dial the destination.

To Answer:

- Press the LINE APPEARANCE feature key (ringing and flashing LED alert user to incoming call.)

- Lift handset or press Speaker.

- Speak with incoming party.

TO ORIGINATE A CALL USING ONE-TOUCH BUTTONS

> NOTE: With DTP-32D

- Press desired Speed Call button, or press Speaker and Speed Call.

  To program:

  NOTE: Available only on Dterm stations with speed calling keys.)

- Press Conf button. Conf flashes

- Press desired One-Touch button, Speaker button LED lights steady.

> **SET**
> (Time Display)

- Enter desired station number, feature code or outside access code and telephone number. Display indicates digits dialed.

- Press Conf again to save the number.

  To verify:

- Press Conf button.

- Press desired One Touch button.

- Display indicates digits programmed.

  NOTE: *When a station number is programmed on a one touch button, the associated LED Light will light when that station is in use. (Available for 32D terminals only).*

AUTOMATIC IDLE RETURN

- Press Speaker key. Receive dial tone.

- Dial desired number.

  -- OR --

- Press One Touch key.

- When called party answers, converse.

- When called party hangs up, your D^{term} automatically returns to idle.

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

- Press the Redial button.

- Enter via dial pad the desired speed calling number (00-99).

  NOTE: *Access to feature is based on data assignment.*

ACCOUNT CODE

To Enter:

- Lift handset or press Speaker, 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 Speaker, 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.

FORCED ACCOUNT CODE

- Lift handset or press Speaker, 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 Speaker, receive dial tone.

- Enter feature access code, receive service set tone.

- Enter Authorization Code (up to 10 digits).

- Receive dial tone, dial desired number.

VOICE FIRST/TONE FIRST

- Allows incoming station calls to your D^{term} to either ring or go to voice announcement.

VOICE
(Time Display)

- Press Speaker. Receive dial tone.

- Dial Voice/Tone access code, LED display shows current mode receives feature dial tone.

- Press *, LED display shows mode change, receive feature set tone.

NOTE: Each time * is pressed, you alternate between TONE and VOICE.

TONE
(Time Display)

ORIGINATING A VOICE CALL

- Lift handset.

- Dial desired station number.

- Press Voice key or press 1.

- Speak to called party.

VCL	2000
(Time Display)	

TO ANSWER A VOICE CALL HANDS FREE

- Receive incoming Voice Call.

- Press MIC Key. LED lights.

- Respond hands-free.

    NOTE: If privacy is required, lift handset.

AUTOMATIC INTERCOM

NOTE: Access to feature is based on data assignment.

To initiate:

- Lift handset or press Speaker key.

- Press AICM key.

- Tone burst is sent.

Called party

ICM	2001
(Time Display)	

To answer

- AICM key flashes green indicating an incoming intercom call.

- Voice Call alert tone is heard.

- Press AICM, lift handset or press Speaker. LED lights solid green.

Calling party

ICM	201
(Time Display)	

MANUAL INTERCOM

To initiate:

Called party
ICM   200
(Time Display)

- Lift handset or press Speaker, press MICM, ring back tone is heard.

- Each press of MICM key sends tone bursts.

To answer

Calling party
ICM   201
(Time Display)

- MICM key flashes, indicating an incoming call. Ring tone may also be heard.

- Press MICM.

- Lift handset or press Speaker, 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).

DIAL INTERCOM

To initiate:

- Lift handset or press Speaker key.

- Press DICM key.

- Dial desired intercom station number (0-9). Tone burst is sent. (Press 1 to change to ring tone signal.

To answer

- DICM LED flashes, indicating an incoming intercom call. Tone burst or ring tone is heard.

- Press DICM.

- Lift handset or press Speaker. LCD shows solid green.

DIAL BY NAME USING SYSTEM SPEED DIALING

To initiate:

- Press the SYS soft key.

- Enter up to the first four characters of a name using the keypad.

- Press the UP or DOWN key to start the search.

- The name and the number are shown on the LCD. If more than one name matches the letters entered, scroll through the matches with the UP or DOWN soft key.

- If no matches are founds, the first System Speed Dial buffer will be displayed.

- Press the Speaker key, or selecting a Line/Trunk key to dial the selected number.

TO PLACE A CALL ON HOLD

- Press Hold. Held line wink flashes.

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

  To retrieve:

- Lift handset or press Speaker.

- 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: 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 Dterm stations, LED remains steadily lit red.
  To retrieve

- Lift handset or press Speaker.

- Press held line. Use handset to converse.

  NOTE: Only Dterm 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 PLACE A CALL ON REMOTE HOLD

To initiate:

- While in conversation with Station/Trunk Party

- Press the TRANSFER key. Receive interrupted dial tone

- Dial destination station's extension.

- Receive ring back tone.

- Press the Hold key. (Call is placed on hold at the destinations station's extension)

- Hang up.

To retrieve at destination:

- Lift handset or press Speaker.

- Press line on hold. Use handset to converse.

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

To retrieve from phone without destination line appearance:

- Lift handset or press Speaker

- Dial Access Code for Direct Call Pick-Up

- Dial destination station's extension

- Use handset to converse

TO TRANSFER A CALL

- After conversing, ask party to hold.

- Press Transfer key. Receive interrupted dial tone.

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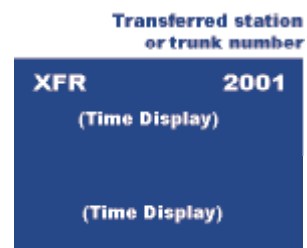
CONFERENCE

- With call in progress, ask party to hold.

- Press Transfer, receive interrupted dial tone.

- Dial desired number.

- After call is answered, press Conf. Conf LED lights.

- Three-way conference is established.

- If one party hangs up, other two remain connected. Conf LED goes out.

TO ESTABLISH A BROKER CALL

- While engaged in a call and wishing to consult a third party, press Transfer. Caller is automatically placed on hold.

- Dial desired party to consult.

- Press Transfer to return to original caller. Third party is automatically placed on hold.

- Repeated depression of the Transfer button allows you to alternate between calls.

    NOTE: The display indicates connected station or trunk at any given time.

CALL BACK (STATION)

- Lift handset or press Speaker.

- Dial desired station number and receive busy tone or ring back tone.

- Press Call Back or dial 2 and receive service set tone.

- Restore handset.

- When busy station becomes idle or the station that did not answer initiates or answers a call or accesses a feature and then becomes idle, the setting station is alerted by ring and flashing LED.

TO ANSWER A CAMPED-ON CALL

- While engaged in a call, receive the camp-on indication (one short tone burst). Answer LED flashes.

- Press Answer. Call in progress is placed on hold.

- Connection to camped-on call is established.

- Press Answer to return to original call. Camped-on call is placed on hold.

- Repeated depression of the Answer button allows you to alternate between calls. Display indicates connected station or trunk at any given time.

TO SET CAMP-ON (TRANSFER METHOD)

- With call in progress, ask party to hold. Depress Transfer button, feature dial tone is heard.

- Dial desired station number and receive busy tone.

- Dial 4 and receive service set tone. Camp-on tone (2 tone bursts) is sent to busy station.

- Restore handset.

CAMP-ON (CALL WAITING METHOD)

Example: Station 2000 is in conversation with 2008. Station 2001 dials 2000, receives busy. Station 2001 can notify station 2000 that call is waiting.

To activate call waiting (Station 2001):

- Station 2001 press Speaker. Receive dial tone.

- Dial 2000 and receive busy.

- Press Transfer receive feature dial tone.

- Dial Camp-on (call waiting) access code.

To answer call waiting (Station 2000):

- Hear burst of tone. LCD display indicates CW and Answer button flashes.

- 2000 presses Answer button and converses with station 2001.

  NOTE: Station 2000 can alternate between the two parties by pressing Answer button.

CALL PARK (SYSTEM)

To Park a Call From Terminal With LCD:

- While connected to a station or trunk, press Transfer and dial the Call Park access code, or press Call Park key. Display shows HLD= (part location number nn=00-19).

  #### To park a call from terminal without LCD:

- While call in progress, press Transfer and dial the Call Park access code, or press CALL PARK.

Dial Call Park location number (00-19) and receive service set tone. (If park location is busy, dial the next location number.)
Restore handset.

To retrieve a parked call:

- Dial Call Park local retrieval code and parked call location number (00-19).

- Station user is connected to parked call.

CALL PICKUP (GROUP)

When station within pickup group rings:

* Lift handset.

* Press CALL PICKUP or dial Call Pickup access code
  (may be stored on-one-touch speed calling key).

* Connection to calling party is established.

	Called station	Calling party
PCK	2000	2001
(Time Display)		

CALL PICKUP (DIRECT)

* Lift handset.

* Press Call Pickup Direct. Lift handset. Key or dial Call Pickup
  Direct access code (may be stored on one-touch key).

* Dial extension number to be picked up.

* Connection to calling party is established.

	Called station	Calling party
PCK	2000	2001
(Time Display)		

OUTSIDE LINE QUEUING
(FROM EXTENSION DIAL TONE)

If outside line is busy

* Press Speaker of lift handset dial outgoing access code (e.g.9).

* Receive Busy indication. Press Call Back key. Call is placed in
  queue for next available Outside Line.

* Replace handset.

* When Outside Line is available, setting station is alerted by ringing and flashing red LED.

* Press Speaker or lift handset. Dial tone is heard. Dial desired number. (No outgoing
  access code needed.)

SET
(Time Display)

TIMED QUEUING (OUTSIDE LINE ONLY)

* Press Speaker, receive dial tone.

* Dial Outside Line access code and desired number.

* Receive busy tone or ring no answer from distant end.

* Press Call Back key, LED flashes, leave speaker on.

* The desired number is automatically redialed.

* Pick up handset and converse.

  NOTE: When station is in Timed Queue mode callers receive busy indication.

EXECUTIVE OVERRIDE

If called station is busy:

- Press OVERRIDE key and converse.

  NOTE: *Interrupted parties receive warning tone.*

```
Override
Station    Overridden

OVR    2000    2001

(Time Display)
```

LAST NUMBER REDIAL

To recall the last number dialed:

- Press Redial. Receive special dial tone.

- Press #. The number dialed will be redialed and displayed.

  NOTE: Each time the Redial key is pressed the numbers dialed for the last five calls are displayed sequentially.

```
REDIAL[#]/SPEED[ ]-1
                2001
REDIAL[#]/SPEED[ ]-1
                2001

Last Number Dialed
```

CID CALL BACK

To search, call back, or erase a Calling Number using soft-keys:

- Lift the handset or press Speaker key.
- Press MESSAGE key.
- Press Search soft key to search for desired number.
- Press CB soft key to call back desired number.
- Press Erase soft key to erase desired number.

To search, call back, or erase a Calling Number without usingsoft-keys:

- Lift the handset or press Speaker key.
- Press MESSAGE key.
- Dial 1 to search for desired number.
- Dial 2 to call back desired number.
- Dial 3 to erase desired number.

CALL FORWARDING-ALL CALLS

To Set:

- Press Speaker. Receive dial tone.

- Press F-A 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 if FD-A key was used).

- Press Speaker. Call Forwarding for all calls is set.

To verify (with 16 or 32-button Dterm):

- Press Speaker. Receive extension dial tone.

- Press FD-A or dial Call Forward-All access code.

- Display indicates the station number calls are forwarded to.

NOTE: If recipient station is a 16- or 32-button Dterm, LCD displays:

To cancel:

- Press Speaker. Receive dial tone. Press FD-A plus * or dial Call Forwarding cancel code. Receive service set tone. LED goes out at your station (or the Dterm of the sub line station).

- Press Speaker.

CALL FORWARDING BUSY

To set:

- Press Speaker. Receive dial tone.

- Press FD-B or dial Call Forwarding Busy access code. Receive special dial tone.

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

- FD-B LED lights (at your station or at the Dterm of the sub line station you are setting).

- Press Speaker. Call Forwarding Busy is set.

To verify (with Display Phone):):

- Press Speaker. Receive dial tone.

Press FD-B or dial Call Forwarding Busy access code.

- Display indicates the station number calls are forwarded to.

    NOTE: If recipient station is a 16 or 32-button Dterm, LCD displays:

To cancel:

- Press Speaker. Receive dial tone.

- Press FD-B plus * or dial Call Forwarding Busy cancel code. Receive service set tone. LED goes out at your station.

- Press Speaker. Call Forwarding is canceled.

CALL FORWARDING -NO ANSWER

To set:

- Press Speaker. Receive dial tone.

- Press FD-N or dial Call Forwarding No Answer access
code. Receive special dial tone.

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

- FD-N LED lights (at your station if FD-N key was used).

- Press Speaker. Call Forwarding No Answer is set.

To verify:

- Press Speaker. Receive extension dial tone.

- Press FD-N or dial Call Forwarding-No Answer access code.

- Display indicates destination number of call forward.

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

CALL FORWARDING DESTINATION

To set:

`SET          2000`
`(Time Display)`

- Press Speaker. Receive dial tone.

- Press FD-DS or dial Call Forwarding Destination access code. Receive special dial tone.

- Dial station number to be forwarded to this line. Wait for service set tone.

To cancel:

`CNCL`
`(Time Display)`

- Press Speaker. Receive dial tone.

- Press FD-DC or dial Call Forwarding Destination cancel code.

- Dial station number to cancel.

- Press Speaker. Call Forwarding Destination is canceled.

TO SAVE AND REPEAT A NUMBER

To save

- Press Speaker.

- Dial desired telephone number.

- Press S & R. Dialed number is now stored. S & R LED lights.

To repeat

- Press Speaker.

- Press S & R. D^{term} automatically redials the programmed number.

- S & R automatically canceled. LED goes out.

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

INTERNAL ZONE PAGING WITH MEET-ME PAGE

This allows a system user to page over built-in speaker of D^{term} terminal within the assigned zone or all zones.

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

To page (Station A)

- Lift Handset. Receive dial tone.

- Dial Internal Paging access code for the desired zone or all zones or press key assigned for desired zone or all zones.

- Page Station B.

- Remain off hook.

To answer (Station B)

- Station B dials Meet-Me answer code, and they are immediately connected.

    NOTE: Access to feature is based on data assignment.

BOSS/SECRETARY CALLING

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 Transfer key to return to calling party.

    NOTE: Access to feature is based on data assignment.

BOSS/SECRETARY OVERRIDE

Example: Station 2000 is boss, Station 2001 is secretary. Boss is connected to 2003. Incoming call on Outside line connects to secretary, but is intended for boss.

Boss' station number
CW   2000
(Time Display)

Secretary

- Lift handset to answer Outside line, ask caller to hold.

- Press Boss' line. Outside line is placed on hold, Boss hears burst of tone and Boss' Answer key flashes.

Secretary's station number
CW   2001
(Time Display)

Boss

- Hears burst of tone, Answer key flashes. LCD display indicates:

  Option 1

- Boss presses Answer and converses with secretary. Outside line is placed on hold.

- Secretary hangs up. Boss is connected to Outside line.

- Boss can alternate between the two parties by pressing Answer.

  Option 2

- Boss does not respond to burst of tone, secretary presses Transfer key.

- Secretary is connected to Outside line.

  Option 3

- Boss presses Answer and converses with Secretary. Outside line is placed on hold.

- Secretary is return to Outside line.

DO NOT DISTURB

- Press Speaker Receive dial tone.

- Press DND or dial DND access code. LED lights.
  To cancel

- Press Speaker Receive dial tone.

- Press DND. LED goes out.

SET
(Time Display)

CNCL
(Time Display)

TIMED REMINDER

Example: Station 2000 wants to be reminded of a 9:00 a.m. meeting.

To set

- Press Speaker.

- Press Timed Reminder key or dial Timed Reminder access code.

- Dial the desired reminder time in military format, receive set tone.
  At 9:00 a.m. on the same day you will receive a reminder call. Upon answering you will hear music source if available.
  To cancel

- Press Speaker. Receive dial tone.

- Press Timed Reminder key and # or dial Timed Reminder access code.

- Receive set tone.

- Press Speaker key.

| SET | 0900 |
| (Time Display) | |

| TIME | |
| (Time Display) | |

| CNCL | |
| (Time Display) | |

PRIVACY RELEASE

Example: D [term] Station B is engaged in a conversation, and allows D[term] Station A to enter the call in progress.

- Station 2000, while engaged in conversation, presses Conf key. Conf key flashes.

- Station 2001 lifts handset or presses Speaker.

- Station 2001 presses the line appearance of Station 2000.

- A three-way conference is established.

RETURN MESSAGE SCHEDULE

NOTE: With Display D^{term}
Allows station user to register a return schedule when leaving the office and have the schedule display on the calling D^{term} LCD.

To set

- Station Speaker. Receive dial tone.

- Dial Return Schedule access code.

- Dial the number corresponding to desired message.

Dial	Message	
0	IN:BACK	HH:MM
1	OUT:BACK	HH:MM
2	AWAY:BACK	MM:DD
3	VACATION	MM:DD

- If 0 or 1: dial desired military time.

- If 2 or 3: dial month and day.
  Example: June 24=0624.

- Receive dial tone.

- Press Speaker.

To cancel

- Press Speaker. Receive dial tone.

- Dial Return Message schedule cancel code.

- Receive set tone.

- Press Speaker.

NOTE: Access to feature is based on data assignment.

NAME DISPLAY

NOTE: Display D^{term}

A name with up to 8 characters can be entered to display the name on other D^{term} telephones when making a call.

- Press Speaker Receive dial tone.

- Dial the Name Assignment access code and receive special dial tone.

- Using the keypad, depress the key with the desired letter to display the first letter on the key. The display will indicate the numerical designation. Subsequent depressions will advance through the letters on that key. The following TABLE can be used as a guide to indicate the key and the number of depressions required to display numbers, letters, spaces and periods.

- When the desired letter is displayed, depression of the Transfer key will change the letter to a lower case letter (default is upper case). Depress the Hold key to enter that letter and advance to the next entry.

- Repeat the previous two steps until the desired name is displayed and entered.

- Press Speaker.

    For example, to enter "Paul":

QUICK REFERENCE GUIDE

Outside Line		**9**
Queuing-Outside Line **Call Back**	**Set** **Cancel**	*** 1** **# 1**
Call Forwarding-All Calls	**Entry** **Cancel**	*** 5** **# 5**
Call Forwarding-No Answer/Busy Line	**Entry** **Cancel**	*** 6** **# 6**
Call Forwarding-Destination	**Entry** **Cancel**	*** 7** **# 7**
Do Not Disturb	**Set** **Cancel**	*** 8** **# 8**
Last Number Redial		*** ***
Account Code	**Entry**	*** #**
Station Speed Dialing	**Originate**	**# ***
System Speed Dialing	**Originate**	**# #**
Operator Call		**0**
Call Hold		**11**
Internal Zone Paging Group 0 **Group 1** **Group 2** **Group 3** **Group 4**	**Page**	**50** **51** **52** **53** **54**

Internal Zone Paging Group 0 **Group 1** **Group 2** **Group 3** **Group 4**	**Answer**	**55** **56** **57** **58** **59**
Time Reminder/Automatic Wake up	**Set** **Cancel**	**5 *** **5 #**
Voice/Tone Toggle **Station Name Assignment**		**60** **62**
Call Park System Retrieve **Call Park System Set**		**6 #** **6 ***
Night Pickup		**72**
Call Pickup-Direct		**73**
Call Pickup-Group		**74**
Call Pickup-Designated	**Group**	**75**
Station Speed Dialing	**Entry** **Cancel**	**7 *** **7 #**