NEAX®2400IPX
Internet Protocol eXchange

DTERM®
SERIES i
DTERM®
IP

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USER GUIDE

NEC

TABLE OF CONTENTS

KEYS AND LAMPS

●●●●●●●●●●●●●●●●●●●●●●●●●●●●●

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."

DICM

Press key to activate "Dial Intercom."

DND (Do Not Disturb)

Press key to activate or cancel "Privacy" feature.

FWD

Press key to activate or cancel "Call Forwarding – All Calls" feature.

FWD-BY

Press key to activate, verify or cancel "Call Forwarding – Busy Line" feature.

FWD-NA

Press key to activate, verify or cancel "Call Forwarding – Don't 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.

MULTILINE APPEARANCE

A programmable extra extension key. Press this key to see status of extra extension.

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.

LAMPS

Call Indicator Lamp

Lamp at top of Dterm 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 Dterm activity information plus date, time and Soft Key operation.

LED

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

FUNCTION KEY ACTIVITIES

Feature + **1** = Turns microphone on or off.

Feature + **2** = Adjusts handset receiver volume.

Feature + **3** = Selects ringer 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 or off for incoming call notification. (If turned off, this lamp will still light to indicate message waiting.)

Feature + **8** = Turns Dynamic Dial Pad on or off.

SOFT KEYS

● ●●

The Soft Keys on the Dterm® Series i/Dterm IP provide a set of functions on the LCD that adapts to the changing state of the telephone. While default Soft Key settings are provided, desired functions can be assigned to individual stations as required. The Soft Keys, at the bottom of the LCD, can display the blinking names of available functions, names of user-assigned functions and names of functions assigned by a specific Soft Key pattern. The Soft Keys displayed can vary, depending on the state of the phone and/or when the Next/Previous button is pressed.

Note: Soft Key functionality is optional and may not be available on your Dterm Series i/Dterm IP telephone.

```
                        4051
7:35 AM  MON  18  JUL  2002
     MIC   DND          >>>
```
Exit   Help

Exit Key

Press the **Exit** key to exit the Help program.

Help Key

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

MIC (Microphone)

Press the Soft Key below "MIC" to activate or deactivate the Microphone. LED on Mic key will illuminate when Mic is on.

DND (Do Not Disturb)

Press the Soft Key to allow denying access to the station line for incoming calls.

DEFAULT FUNCTION DISPLAYS FOR EACH STATUS

Default Soft Key settings are provided corresponding to particular functions. Different Soft Key settings are displayed at the bottom of the LCD depending on the state of the call, as shown below.

Different patterns of Soft Key settings can be registered for individual call states and assigned to individual terminals as required.

IDLE

```
              (Time Display)
         MIC   DND          >>>
```

DIAL TONE/
DIALING

(1)
```
              (Time Display)
      MIC   PICK   FDA   >>>
```

(2)
```
              (Time Display)
      FDN   FDB          >>>
```

RINGING

```
            (Time Display)
    MIC  VOICE          >>>
```

BUSY

(1)
```
    BUSY               2000
            (Time Display)
    MIC   CB    CW      >>>
```

(2)
```
    BUSY               2000
            (Time Display)
    S&R                >>>
```

CONNECTION

```
                       2000
            (Time Display)
    MIC   DND          >>>
```

CONSULTATION
HOLD

```
    TRANSFER           2000
            (Time Display)
    MIC   CONF         >>>
```
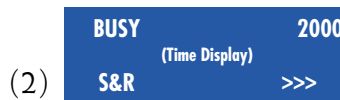
SOFT KEY FEATURES

When the Soft Key corresponding to a desired function name is operated, the selected function name starts to blink on the LCD. The blinking display of available functions takes precedence over the display of functions specified by the Soft Key pattern.

FDB (Call Forwarding – Busy)

Permits a call to a busy station to be immediately forwarded to a predesignated station.

FDA (Call Forwarding – All Calls)

Permits all calls destined for a particular station to be routed to another station regardless of the busy or idle status of the called station.

FDL (Logged Out IP Station – Call Destination)

Enables a system to transfer the call to appropriate station when Dterm whose Logged Out IP Station – Call Destination has already been registered is in logout status.

E-OVR (Executive Override)

Enables selected station users, upon encountering a busy condition at an internal station, to bridge into the busy connection.

CW (Call Waiting)

Enables a busy station to receive a second incoming call. A camp-on indication tone is sent to the busy station, and the user can use a switchhook flash to answer the second call.

CB (Call Back)

Provides the ability for a calling station to set a CALL BACK. The calling station will be rung as soon as the busy station becomes available.

S&R (Save and Repeat)

Allows a station to save a specific dialed number and then redial that number later.

MWSET (Message Waiting – Set)

Allows a station to set a Message Waiting indication or lamp.

HOLD (Call Hold)

Permits a station user to hold a call in progress and to return to the previously held call.

MWOFF (Message Waiting – Cancel)

Allows a station to cancel a Message Waiting indication or lamp.

PICK (Call Pickup – Group)

Permits a station user to answer any call directed to other lines in the user's preset Call Pickup Group.

CONF (Three-way Calling)

Enables a station user to establish a three-way conference by connecting an additional party to an already existing conversation.

VOICE (Voice Call)

Enables the user to make a call to the called party's built-in speaker. If the called party's MIC is on, the called party can converse hands-free.

S-SPD (Speed Calling – System)

Allows a station user to call certain frequently dialed numbers using fewer digits (abbreviated call codes) than would normally be required.

CAS (CAS – Switch Hook Flash)

Allows the user to send a switchhook flash while on an outside trunk.

UCDBO (UCD Busy Out)

Allows a station user to block UCD calls and to cancel Busy Out.

FLASH (Flash)

Provides the station with a switchhook flash.

FDN (Call Forward – No Answer)

Permits a call to an unanswered station to be forwarded to a predesignated station if the called station does not answer within a predetermined period of time.

C-RPT (ISDN Malicious Call Trace)

Allows the user to initiate a Call Trace on ISDN calls only.

G-SPD (Speed Calling – Group)

Allows a station user to share a set of common Speed Calling numbers with other station users in the group.

P-RLS (Privacy Release)

Allows another station to depress a busy line button and enter the conversation of a station already engaged in communication.

DND (Do Not Disturb)

Allows a station user to deny access to the station line for incoming calls.

MIC (Microphone On/Off)

Allows the user to turn the microphone on and off for use with the speakerphone.

BPAGE (Button Page)

Allows the user to assign two functions to each feature or speed key and to toggle between pages.

HSET (Headset)

Allows the user to go off- and on-hook when using the headset.

RLS (Release Key)

Allows the user to release the current call when using the headset, without waiting for the party to hang up.

SIG (Manual Signaling)

Permits station users to send a one-second ring to a predetermined station. If the signaled station is ringing from another call, the manual intercom signal will interrupt that ringing.

CKEEP (Eight-Party Conference Retrain)

Allows all outside parties to stay on a conference when all internal parties hang up.

SCALL (Serial Call)

Allows the user to set Serial Call for the caller before extending the call, allowing the caller to receive an announcement at the end of the call guiding the caller to dial the next number and subsequent numbers.

IZP (Internal Zone Paging)

Allows a user to make a voice call through the speakers of the designated group.

IDCHG (Call ID Change Display)

Allows the user to toggle between standard display and an alternate display.

GPICK (Call Pickup – Group Enhancement)

Allows the user to answer any ringing station within the user's expanded call pickup group.

CHCNF (Call Hold – Conference)

Allows a station user to establish a conference connection by adding a third party, who is held on another line, to the existing two-party connection.

RMUTE (Ringer Mute)

Allows a station user to mute or recover station ringing.

>>> (Display Function Next Page)

Allows the user to scroll to the next display screen.

<<< (Display Function Previous Page)

Allows the user to scroll to the previous display screen.

TERMINAL SETUP WITH THE UP/DOWN KEY

● ●

Note: Not Displayed for Dterm 65/Dterm Series III and Dterm 75/Dterm Series E mode.
Dterm Series III/Dterm Series E : North America
Dterm 65/Dterm 75 : Australia, Asia, Latin America, Middle East, Russia

TO ADJUST THE HANDSET RECEIVER VOLUME

◆ Press the ▲ or ▼ key in the off-hook status or engaged in a call.

LCD display for North America, Latin America, Asia, Middle East and Russia.

HANDSET ■ ■ ■ ■ ---------------

LCD display for Australia.

HANDSET ■ ■ ■ ■ ■ ■ ------------

TO ADJUST THE SPEAKER VOLUME

◆ Press the ▲ or▼ key during speakerphone operation or engaged in a call.

SPEAKER ▪▪▪▪▪▪▪▪▪▪▪▪▪ ---

TO ADJUST RINGER TONE

◆ Press the ▲ or▼ key during ringing.

RING ▪▪▪▪▪▪▪▪ ··········

TO ADJUST LCD CONTRAST

◆ Press the ▲ or▼ key in the on-hook status.

LCD ▪▪▪▪▪ ···············

TERMINAL SETUP WITH THE FEATURE KEY

●●●●●●●●●●●●●●●●●●●●●●●●●

MICROPHONE ON/OFF

LED on Mic key 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 ADJUST INITIAL RECEIVING VOLUME

Handset receiver volume can be changed.

To change the handset receiver volume:
◆ Press **Feature** and **2**. The LCD displays the current volume status.

RCV VOL.   **SMALL**
          (Time Display)

◆ Press **Feature** and **2** to alternate between Large and Small volume.

RCV VOL.	LARGE
(Time Display)	

TO SELECT RINGER TONE

The Dterm Series i/Dterm IP has nine kinds of ringer tones that you can select.

◆ Press **Feature** and **3**. The LCD displays the selected tone number (n=1 ~ 9).

RINGER TONE	n
(Time Display)	

Note: Tone number 5~9 may not be available in all feature packages.

TONE NO.	FREQUENCY (HZ)	MODULATION (HZ)
1	520/660Hz	16Hz
2	520/660Hz	8Hz
3	1100/1400Hz	16Hz
4	660/760Hz	16Hz
5	MELODY 1	
6	MELODY 2	
7	MELODY 3	
8	MELODY 4	
9	MELODY 5	

TO ADJUST TRANSMISSION/ RECEIVING VOLUME

Handset volume can be changed.

◆ Press **Feature** and **4**. The LCD displays the current volume.

T/R VOL.	SMALL
(Time Display)	

◆ Press **Feature** and **4** again to alternate between Small and Large volume.

T/R VOL.	LARGE
(Time Display)	

TO ACTIVATE HANDS-FREE

To set hands-free on:

◆ Press **Feature** and **5**. The LCD displays:

HANDS FREE	ON
(Time Display)	

To set hands-free off:

◆ Press **Feature** and **6**. The LCD displays:

HANDS 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 **Feature** and **7**. The LCD displays:

Direct Dial Pad	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.

DYNAMIC DIAL PAD ON/OFF

The user can originate a call at first hand without lifting handset or pressing **Speaker** key.

◆ Press **Feature** and **8**. The LCD displays:

> **Direct Dial Pad**   **ON**
> (Time Display)

> **Direct Dial Pad**   **OFF**
> (Time Display)

Note: When this feature is ON, the user may initiate a call by immediately dialing the number and the station will go hands-free off-hook automatically.

LOGIN/LOGOUT (IP ENABLED DTERM/ DTERM IP ONLY)

TO LOGIN

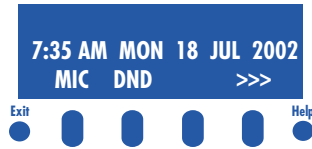When login mode is activated, following procedure is required.

◆ Enter login code and press **SET** key. (The station number is used as the Login code.)

> **LOGIN:**   **2000**
> **PASSWD:**
> **CANCEL**   **BK**   **SET**   **OK**
> Exit   Help

◆ Enter the password and press **OK** key.

> **LOGIN:**   **2000**
> **PASSWD:**   *****
> **CANCEL**   **BK**   **SET**   **OK**
> Exit   Help

◆ If the login code
is accepted,
display changes
to normal
idle status.

```
7:35 AM  MON  18  JUL  2002
   MIC   DND              >>>
Exit                          Help
```

TO LOGOUT

◆ Press the
preassigned
logout button
on the terminal.
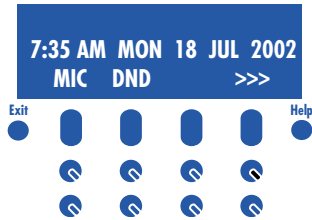
Note 1: This
location is
an example.

Note 2: Logout button is assigned by data
setting at the PBX.

```
7:35 AM  MON  18  JUL  2002
   MIC   DND              >>>
Exit                          Help
```

◆ "LOGOUT?" is
displayed on
the LCD of
the terminal.

```
7:35 AM  MON  18  JUL  2002
   MIC   DND              >>>
Exit                          Help
```

◆ Press the
Logout button
on the terminal
again.

```
          LOGOUT ?
7:35 AM  MON  18  JUL  2002
   L-OUT                 >>>
Exit                          Help
```
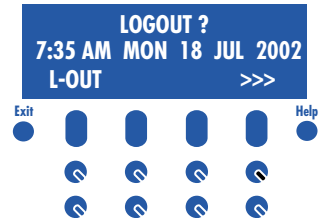
TO ORIGINATE AN OUTSIDE CALL

●●●●●●●●●●●●●●●●●●●●●●●●●●●●

◆ 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.

◆ Display indicates:

Elapsed time	Trunk type	Trunk number
15:39	DDD	3
	(Time Display)	

TO ORIGINATE AN INTERNAL CALL

●●●●●●●●●●●●●●●●●●●●●●●●●●●●

◆ Lift handset or press **Speaker** key.

◆ Receive dial tone.

◆ Dial desired station number. Display indicates digits dialed.

◆ Use handset or MIC to converse.

MULTILINE APPEARANCE

TO ORIGINATE

◆ Press the **MULTILINE APPEARANCE** feature key.

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

◆ Dial the destination.

TO ANSWER

◆ Press the **MULTILINE 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 SPEED CALLING (ONE-TOUCH BUTTONS)

◆ Press the desired **Speed Call** button, or press **Speaker** and **Speed Call**.

TO PROGRAM

Note: Available only on Dterm stations with speed calling keys.

◆ Press **Feature** button.

◆ Press desired **Speed Call** button.

SPEED SET
(Time Display)

◆ Enter desired telephone number or feature code on the keypad. Display indicates digits dialed.

◆ Press **Feature** again to save the number.

TO VERIFY (WITH DTERM 8D/16D/32D)

◆ Press **Feature** button.

◆ Press desired **Speed Dial** button.

◆ Display indicates digits programmed.

 Note 1: To program a hook switch for transfer or
 feature activation, press **Recall** key as first digit.
 (! displays on LCD.)

 Note 2: To program a pause, press the **Recall** key as
 any digit other than the first digit. (– displays on LCD.)

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

 Note 4: Speed calling for feature access:
 Speed call keys may use a feature key by storing the
 NEAX2400 IPX feature access code. The feature 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 **Redial** button.

◆ Press the desired
 speed calling
 number.

> **LNR[*]/SPD[_ _]   -X**
> **XXXXXX**

TO ORIGINATE A CALL USING SPEED CALLING – SYSTEM

· ·

TO PROGRAM SPEED CALLING – SYSTEM KEY (ON ONE-TOUCH SPEED CALLING KEY)

◆ Press **Feature** key.

◆ Press desired one-touch speed key. The LCD displays previously stored digits.

> **SPEED SET**
> (Time Display)

◆ Dial the "Speed Calling – System" access code and the abbreviated call code.

◆ Press **Feature** again.

TO OPERATE FROM THE SPEED CALLING – SYSTEM KEY

◆ Press the **"Speed Calling – System"** key.

> XXXX
> (Time Display)

◆ If the Dterm does not have the "Speed Calling – System" key, dial the "Speed Calling – System" access code, then the abbreviated call code.

TO OPERATE FROM THE DIRECTORY KEY

◆ Press the **Directory** key.

> XXXX
> (Time Display)

◆ Dial the abbreviated call code (maximum of 4 digits).

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.

> Note: Authorization and Account Codes may be up to 20 digits combined.

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.

— 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 32-button display terminal is used,
> the display indicates all of the digits dialed.

VOICE CALL

●●●●●●●●●●●●●●●●●●●●●●●●●●

- ◆ Lift handset.

- ◆ Dial desired station number.

- ◆ Press **Voice**.

VOICE	**2000**
	(Time Display)

- ◆ Speak to called party.

USING THE SOFT KEY

- ◆ Lift handset.

- ◆ Dial desired station number; **VOICE** Soft Key appears while station is ringing.

		2000
	(Time Display)	
MIC	**VOICE**	**>>>**

- ◆ Press **VOICE** Soft Key. 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 **Transfer** key. (**V** displays if programming on an LCD Display Dterm. 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:

VOICE BUSY
(Time Display)

Note 3: A voice call is restricted if called party's station is not a Dterm. Display indicates:

VOICE REST
(Time Display)

TO ANSWER A VOICE CALL HANDS-FREE

●●●●●●●●●●●●●●●●●●●●●●●●●

◆ Receive incoming Voice Call.

◆ Press the **MIC** Soft Key or **Mic.** LED lights.

◆ Respond hands-free.

Calling station

VOICE	2001
(Time Display)	

NOTE: If privacy is required, lift handset.

AUTOMATIC INTERCOM

●●●●●●●●●●●●●●●●●●●●●●●●●

TO INITIATE

◆ Lift handset or press **Speaker** key.

◆ Press the **AICM** key.

◆ Hear ringback tone.

Called party

ICM	2
(Time Display)	
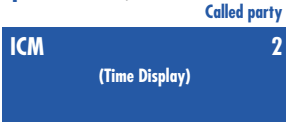
TO ANSWER

◆ **AICM** key flashes red indicating an incoming intercom call.

Calling party

ICM	1
(Time Display)	

◆ Press **AICM**, lift handset or press **Speaker**. 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 **Speaker**.

◆ A three-party conference is established.

CONF
        (Time Display)

MANUAL INTERCOM

••••••••••••••••••••••••••

TO INITIATE

◆ Press **MICM**, lift handset or press **Speaker**, ringback tone is heard.

Called party

ICM   2
        (Time Display)

◆ 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.

Calling party

ICM   1
        (Time Display)

◆ 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).

TO BRIDGE INTO A MANUAL INTERCOM CALL

Note: Bridging is an optional feature.

◆ Press **MICM**, lift handset or press **Speaker**.

Overriding party

```
OVERRIDE          1
    (Time Display)
```

◆ A three-party conference is established.

```
CONF
    (Time Display)
```

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 signalling and one for talking. A separate signalling button can be used in many ways for the secretary to alert a boss, or vice versa.

DIAL INTERCOM

•••••••••••••••••••••••••••

TO INITIATE

◆ Lift handset or press the **Speaker** key.

◆ Press **DICM** key.

Called party

```
ICM               2
    (Time Display)
```

◆ Dial desired intercom station number. Receive ringback tone.

TO ANSWER

◆ **DICM** LED flashes, indicating an incoming intercom call.

Calling party

```
ICM               2
    (Time Display)
```

◆ Press **DICM**.

◆ Lift handset or press **Speaker**. 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 **Speaker**.

Overriding party

OVERRIDE	3
(Time Display)	

◆ A three-party conference is established.

CONF	
(Time Display)	

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.

Held station number

HOLD	2001
(Time Display)	

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

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.

Held station number

E_HOLD	2001
(Time Display)	

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 the 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 TRANSFER A CALL

● ●

◆ After conversing, ask party to hold.

◆ Press **Transfer**. Receive interrupted dial tone.

TRANSFER	
	(Time Display)

Transferred station
or trunk number

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

TRANSFER	2001
	(Time Display)

Transferring station

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

TRANSFER 2000	DDD 3
	(Time Display)

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.

CONF	
	(Time Display)

◆ Three-way conference is established.

USING THE SOFT KEY

◆ With a call in progress, press **Transfer** and dial
desired number.

◆ After call is
answered, press
CONF Soft Key.

CONF	
	(Time Display)
MIC	**>>>**

◆ 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.

◆ 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 **Answer**. Call in progress is placed on hold.

Trunk type		Trunk number
CAMP ON	DDD	**3**
	(Time Display)	

◆ Connection to camped-on call is established.

◆ Press **Answer** 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 **Feature**.

◆ Press desired one-touch speed key.

◆ Press Recall. ! appears on LCD. (See Note.)

◆ Dial "Call Waiting" feature access code.

◆ Press **Feature**.

> Note: To program a hook switch for transfer or feature activation, press Recall as first digit. ! displays on LCD.

TO ACTIVATE CALL WAITING – ORIGINATING

◆ Dial desired station number, receive busy tone.

◆ Press **CALL WAITING**.

Called station number

C WAIT	2000
(Time Display)	

◆ Receive special ringback tone.

◆ Call waiting tone is sent to busy station.

– OR –

◆ Lift handset or press **Speaker**.

◆ Dial "Call Waiting" access code, receive dial tone.

C WAIT	
(Time Display)	

◆ Dial busy station.

C WAIT SET	2000
(Time Display)	

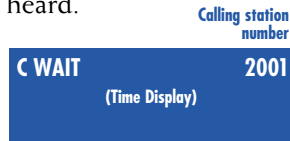## USING THE SOFT KEY

◆ Dial desired station and receive busy tone.

◆ Press **CW** Soft Key receive call waiting ringback tone.

Called station number

```
C WAIT SET          2000
        (Time Display)
MIC                  >>>
```

TO ANSWER A WAITING CALL

◆ Call Waiting Tone is heard.

◆ Press **Answer**.

Calling station number

```
C WAIT              2001
        (Time Display)
```

◆ Waiting call is automatically connected. Original party is placed on hold.

◆ By repeatedly pressing **Answer**, it is possible to alternate between calls. Display indicates connected station or trunk at any given time.

USING THE SOFT KEY

◆ Hear burst of tone. Display indicates **"C WAIT"** and **Answer** button flashes.

Calling station number

```
C WAIT              2001
        (Time Display)
MIC                  >>>
```

◆ Press **Answer**, receive call waiting tone.

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 **Feature**.

◆ Press one-touch speed key.

◆ Press Recall. ! displays on LCD.

◆ Dial "Call Park" access code.

◆ Press **Feature** again.

TO PARK A CALL

◆ While connected to a station or trunk **CALL PARK**.

Parked station or trunk

CALLPARK SET	DDD 3
(Time Display)	

TO RETRIEVE A PARKED CALL FROM ORIGINATING STATION

◆ Dial "Call Park" local retrieval code.

◆ Station user is connected to parked call.

Elapsed time

10:01	DDD 2
(Time Display)	

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.

Station that parked the call

2000	DDD 2
(Time Display)	

CALL PICK-UP (GROUP)

●●●●●●●●●●●●●●●●●●●●●●●●●●●●

WHEN A 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 **Transfer** and dial "Call Pick-up" access code. The original party is placed on hold.

	Called station	Calling party
PICK UP	**2000 DDD**	**3**
	(Time Display)	

USING THE SOFT KEY

◆ Lift handset and press **PICK** Soft Key.

◆ Connection to calling party is established.

	Called station	Calling party
PICK UP	**2000**	**2001**
	(Time Display)	
MIC		**>>>**

CALL PICK-UP (DIRECT)

●●●●●●●●●●●●●●●●●●●●●●●●●●●●

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

◆ Press **Feature**.

◆ Press one-touch speed key.

◆ Dial "Direct Call Pick-up" access code.

◆ Press **Feature** 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.

	Called station	Calling party
PICK UP	**2000 DDD**	**3**
	(Time Display)	

◆ If busy, original call must be placed on hold before new call can be picked up.

OUTGOING TRUNK QUEUING

•••••••••••••••••••••••••••

IF TRUNK BUSY

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

OG-Q SET
(Time Display)

◆ When trunk is available, setting station is alerted by ringing and flashing red LED.

◆ Press **Speaker** or lift handset. Dial tone is heard or number is automatically dialed if NEAX2400 IPX is programmed with Least Cost Routing.

OFF-HOOK TRUNK QUEUING

●●●●●●●●●●●●●●●●●●●●●●●●●●

- ◆ Press **Speaker**, 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.

EXECUTIVE OVERRIDE

●●●●●●●●●●●●●●●●●●●●●●●●●●

IF CALLED STATION IS BUSY

- ◆ Press **OVERRIDE**.

- ◆ Interrupted parties receive warning tone.

  Overridden station

OVERRIDE	**2001**
	(Time Display)

- ◆ Three-way conference is initiated.

- ◆ **Conf** LED lights.

CONF
(Time Display)

Using the Soft Key

◆ Press **E-OVR** Soft Key.

◆ Interrupted parties
receive warning
tone and three-way
conference is initiated.

OVERRIDE	2001
(Time Display)	
MIC	>>>

Note: Override may be programmed by the
NEAX2400 IPX 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 **Redial**. Last number dialed is displayed.

◆ Press **Redial** key until desired number is
displayed. Up to 5 previously dialed numbers.

◆ Press **#** or **✳** (Note)
The number on
the display is
automatically redialed.

LNR[# or ✳]/SPD[_ _]	-X
	XXXXXX

◆ When party has answered, lift handset or
speak hands-free.

Note: A-law Countries: #
μ-law Countries: ✳

CALL FORWARDING – ALL CALLS

●●●●●●●●●●●●●●●●●●●●●●●●●●●●

TO SET

◆ Press **Speaker**. Receive dial tone.

◆ If setting for another station, press **MULTILINE APPEARANCE**.

◆ Press **FWD** or dial "Call Forwarding – All Calls" 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 Dterm of the multiline station you are setting).

◆ Press **Speaker.**
Call Forwarding – All Calls is set.

	Forwarding station
FORWARD SET	**2000**
(Time Display)	

USING THE SOFT KEY

◆ Press **FDA** Soft Key. Receive special tone.

◆ Dial destination; wait for service set tone.

◆ "FORWARD SET" is displayed, Call Forwarding for all calls is set.

FORWARD SET	
(Time Display)	
MIC	**>>>**

TO VERIFY (WITH DTERM 8D/16D/32D)

◆ Press **FWD**.

◆ Display indicates the station number calls are forwarded to.

Note 1: If recipient station is a Dterm 8D/16D/32D, LCD displays:

	Forwarding station
FORWARD	**2000**
(Time Display)	
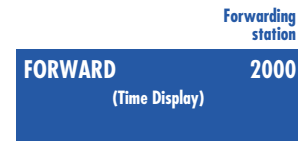
Note 2: With Soft Key operation, **FDB** flashes on the display.

To cancel

◆ Press **Speaker**. Receive dial tone. If cancelling for another station, press **MULTILINE APPEARANCE**.

◆ Press **FWD** or dial "Call Forwarding – All Calls" cancel

> **FORWARD CANCEL**
> (Time Display)

code. Receive service set tone. LED goes out at your station (or the Dterm of the multiline station).

◆ Press **Speaker**. Call Forwarding – All Calls is cancelled.

Using the Soft Key

◆ Press **FDA** Soft Key.

◆ Receive service set tone and "FORWARD CANCEL" is displayed.

> **FORWARD CANCEL**
> (Time Display)
> MIC   >>>

CALL FORWARDING – BUSY LINE

••••••••••••••••••••••••••••

To set

◆ Press **Speaker**. Receive dial tone.

◆ If setting for another station, press **MULTILINE APPEARANCE**.

◆ Press **FWD-BY** or dial "Call Forwarding – Busy Line" 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 Dterm of the multiline station you are setting).

◆ Press **Speaker**. Call Forwarding – Busy Line is set.

> **FORWARD SET**
> (Time Display)

Using the Soft Key

◆ Press **FDB** Soft Key. Receive special dial tone.

◆ Dial destination; wait for service set tone.

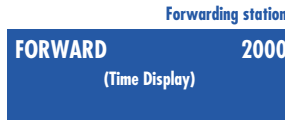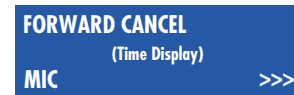◆ "FORWARD SET" is displayed; Call Forwarding – Busy Line is set.

> **FORWARD SET**
> (Time Display)
> **MIC** **>>>**

To verify (with Dterm 8D/16D/32D)

◆ Press **FWD-BY**.

◆ Display indicates the station number calls are forwarded to.

Note 1: If recipient station is a Dterm 8D/16D/32D, LCD displays:

> **Forwarding station**
> **FORWARD** **2000**
> (Time Display)

Note 2: With Soft Key operation, **FDB** flashes on the display.

To cancel

◆ Press **Speaker**. Receive dial tone. If canceling for another station, press **MULTILINE APPEARANCE**.

◆ Press **FWD-BY** or dial "Call Forwarding – Busy Line" cancel code. Receive service set tone. LED goes out at your station (or the Dterm of the multiline station).

> **FORWARD CANCEL**
> (Time Display)

◆ Press **Speaker**. Call Forwarding – Busy Line is cancelled.

Using the Soft Key

◆ Press **FDB** Soft Key.

◆ Receive service set tone and "FORWARD CANCEL" is displayed.

> **FORWARD CANCEL**
> (Time Display)
> **MIC** **>>>**

CALL FORWARDING – DON'T ANSWER

●●●●●●●●●●●●●●●●●●●●●●●●●●

To set

◆ Press **Speaker**. Receive dial tone.

◆ If setting for another station, press **MULTILINE APPEARANCE**.

◆ Press **FWD-NA** or dial "Call Forwarding – Don't 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 Dterm of the multiline station you are setting).

◆ Press Speaker. Call Forwarding – Don't Answer is set.

> **Forwarding station**
> **FORWARD SET**   **2000**
> **(Time Display)**

Using the Soft Key

◆ Press **FDN** Soft Key. Receive special dial tone.

◆ Dial destination; wait for service set tone.

◆ "FORWARD SET" is displayed; Call Forwarding – Don't Answer is set.

> **FORWARD SET**
> **(Time Display)**
> **MIC**   **>>>**

To verify (with Dterm 8D/16D/32D)

◆ If verifying for another station, press **MULTILINE APPEARANCE** while idle.

◆ Press **FWD-NA**.

◆ Display indicates the station number calls are forwarded to.

Note 1: If recipient station is a Dterm 8D/16D/32D, LCD displays:

Forwarding station

FORWARD   **2000**
(Time Display)
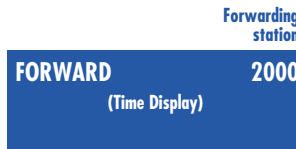
Note 2: Call Forwarding for Busy Line and Don't Answer may be combined depending upon system programming.

Note 3: With Soft Key operation, FDB flashes on the display.

TO CANCEL

◆ Press **Speaker**. Receive dial tone. If cancelling for another station, press **MULTILINE APPEARANCE**.

◆ Press **FWD-NA** or dial "Call Forwarding – Don't Answer" cancel code. Receive service set tone. LED goes out at your station (or the Dterm of the multiline station).

FORWARD CANCEL
(Time Display)

◆ Press **Speaker**. Call Forwarding – Don't Answer is cancelled.

LOGGED OUT IP STATION – CALL DESTINATION

●●●●●●●●●●●●●●●●●●●●●●●●●●●●

To set

◆ Lift handset or press **Speaker** key.

◆ Dial "Logged Out IP Station – Call Destination" access code.

◆ Dial destination station number; receive service set tone.

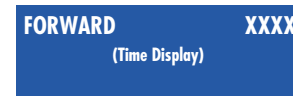◆ Replace handset or press **Speaker** key. Logged Out IP Station – Call Destination is set.

> **FORWARD SET**   **XXXX**
> **(Time Display)**

Using the Soft Key

◆ Press **FDL** Soft Key; receive special Dial Tone.

◆ Dial destination station number.

◆ Receive service set tone; "FORWARD SET" is displayed.

> **FORWARD SET**   **XXXX**
> **(Time Display)**
> **MIC**   **>>>**

To verify (with Dterm 8D/16D/32D)

◆ Press "Logged Out IP Station – Call Destination" feature key lighting red or press **FDL**.

◆ Display indicates the station number calls are forwarded.

> **FORWARD**   **XXXX**
> **(Time Display)**

Note: With Soft Key Operation, FDL flashes on the display.

To cancel

◆ Lift handset or press **Speaker** key; receive Dial Tone.

◆ Dial "Logged Out IP Station – Call Destination" cancel code; receive service set tone.

◆ Replace handset or press **Speaker** key. Logged Out IP Station – Call Destination is canceled.

> **FORWARD CANCEL**
> (Time Display)

Using the Soft Key

◆ Lift handset or press **Speaker** key; receive Dial Tone.

◆ Press **FDL** Soft Key; receive service set tone.

◆ Dial destination station number; receive service set tone.

◆ "Logged Out IP Station – Call Destination" lamp goes off and FDL indication disappears on the LCD.

> **FORWARD CANCEL**
> (Time Display)
> **MIC**   **>>>**

CALL BACK

●●●●●●●●●●●●●●●●●●●●●●●●●●●●●

IF CALLED STATION IS BUSY

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

> **Called party**
> **CALLBACK SET   2000**
>   **(Time Display)**

– OR –

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

> **Called party**
> **CALLBACK   2000**
>   **(Time Display)**

◆ 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.

◆ Connection is
established when
the called party
answers.

> **Called party**
> **CALLBACK   2001**
>   **(Time Display)**

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.

USING THE SOFT KEY

◆ Press **CB** Soft Key and receive service set tone.

◆ "CALLBACK SET"
is displayed and the
CB Soft Key
flashes on the
display.

> **CALLBACK SET**
>   **(Time Display)**
> **MIC   >>>**

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.

– OR –

◆ Receive internal call.

◆ Press **S&R**. Number is stored in memory.

◆ S&R LED lights.

USING THE SOFT KEY

◆ Press **S&R**. Number is stored in memory.

◆ S&R LED lights.

TO VERIFY (WITH DTERM 8D/16D/32D)

◆ While idle, press **S&R**.

◆ Display indicates digits sorted.

TO REPEAT

◆ Press **Speaker**.

◆ Press **S&R**. Dterm 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** again before hanging up.

USING THE SOFT KEY

◆ Press flashing **S&R** Soft Key. Stored number is automatically redialed. "S&R" disappears from display.

TO LEAVE A MESSAGE

● ●

◆ Press **Speaker**. Receive dial tone.

◆ Dial desired station number. Encounter no answer or busy condition.

◆ Press **MSG**. Message is sent to called Dterm.

◆ Called station MSG LED lights.

Called station

MESSAGE SET	2001
(Time Display)	

Note 1: Up to four messages can be stored in Dterm memory.

Note 2: If a fifth message is attempted, reorder tone is heard and display indicates:

MESSAGE BUSY
(Time Display)

Note 3: If station is not equipped to receive messages, reorder tone is heard and display indicates:

MESSAGE REST
(Time Display)

TO ANSWER A MESSAGE

●●●●●●●●●●●●●●●●●●●●●●●●●

TO DISPLAY

◆ MSG LED is lit. Station is idle.

◆ Press **MSG**.

◆ Re-press **MSG** to
display additional
messages in order
received.

**Calling
station**

MSG 2001	**12:28PM**
(Time Display)	

TO RESPOND

◆ While displaying desired message, press
Speaker.

◆ 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 **#** or **✳** while
message displays.
Message is erased.

MESSAGE CANCEL
(Time Display)

Note: 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.

VOICE MAIL SYSTEM

To set

◆ Press **Feature** key.

◆ Press **Message** key.

◆ Dial desired "Voice Mail System" access code.

◆ Press **Feature** again.

> **SPEED SET**
> (Time Display)

To originate

◆ Press **Message** key.

◆ Hear ringback tone.

MEET-ME PAGING

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.

> Trunk number
> **PAGING** 3
> (Time Display)

◆ 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.

> **PAGING**   **3**
> (Time Display)

If Station A hangs up:

◆ Station B dials "Paging" answer code, and Station A Dterm rings.

◆ When Station A goes off-hook, they are connected.

> Note: Paging function can not be supported with Dterm IP adapter and Dterm IP.

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 **Transfer**. Receive interrupted dial tone.

> Calling trunk number
> **TRANSFER**   **DDD 3**
> (Time Display)

◆ 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.

Stations A and B each display the other's number

TRANSFER	**XXXX**
(Time Display)	

◆ Station A hangs up. Station B and the calling party are connected.

	DDD 3
(Time Display)	

If Station A hangs up:

◆ Station B dials "Paging" answer code. Station A Dterm rings.

Stations A and B each display the other's number, flashing

TRANSFER	**DDD 3**
(Time Display)	

◆ Station A picks up and announces call.

◆ Station A hangs up. Station B and the calling party are connected.

Calling trunk number

	DDD 3
(Time Display)	

– OR –

(Dependent on System Programming.)

◆ Station B dials "Paging" answer code, and is immediately connected to the calling party.

PAGING	**DDD 3**
(Time Display)	

BOSS/SECRETARY TRANSFER

●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●

SECRETARY

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

Calling party

> DDD 3
> (Time Display)

◆ Press boss' line again. "Voice Call" is automatically established.

◆ Announce the call to the boss.

Boss and secretary station each display the other's number

> ICM   XXXX
> (Time Display)

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 **Speaker**.

◆ Press boss' ringing line. Ask calling party to hold.

◆ Press the **MW-SET** line/feature key. No service set tone is heard.

> **MW SET**
> (Time Display)

Boss sees MW on display and can call secretary to receive message.

Without caller on the line:

◆ After taking message, press **Recall** and receive dial tone.

◆ Press the **MW-SET** line/feature key. Receive service set tone.

> **MW SET**
> (Time Display)

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' multiline and pressing the **MW-SET** key.

TO CANCEL AT BOSS' STATION

Without caller on the line:

◆ Lift handset or press **Speaker**. Receive dial tone.

◆ Press Boss' line appearance.

◆ Press **MW-CANCEL** line/feature key. Receive service set tone.

MW	CANCEL
(Time Display)	

With caller on line

◆ While engaged in conversation on boss' multiline,

MW	CANCEL
(Time Display)	

press **MW-CANCEL** key. No service set tone is heard.

BOSS/SECRETARY OVERRIDE

• •

Example: Station 2000 is boss, Station 2001 is secretary. Boss is connected to Trunk A. Incoming call on Trunk B connects to secretary, but is intended for boss.

TO PROGRAM BOSS/SECRETARY OVERRIDE KEY

◆ Press **Feature**.

◆ Press a Speed Calling key.

◆ Dial "Boss/Secretary Override" access code.

◆ Press **Recall**. "–" displays on LCD.

◆ Dial boss' station number.

◆ Press **Feature** again.

SECRETARY

◆ Lift handset to answer Trunk B, ask caller to hold.

◆ Press **CALL HOLD** feature key or **Transfer** and dial call hold access code. Receive dial tone.

◆ Press **BOSS/SEC OVERRIDE**. Receive ringback tone.

Boss' station number

C WAIT	2000
(Time Display)	

BOSS

◆ Hear 3 bursts of tone. LCD display indicates:

Secretary's station number

C WAIT	2001
(Time Display)	

Option 1

◆ Boss presses **Answer** 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 **Answer**.

Option 2

◆ Boss presses **Answer** and converses with secretary. Trunk A is placed on hold.

◆ Boss presses station 2001 key and converses with Trunk B. Boss presses **Answer** to reconnect to Trunk A.

◆ Secretary hears reorder tone, hangs up.

◆ Boss can alternate between the two parties by pressing **Answer**.

Option 3

◆ If boss does not respond to 3 bursts of tone, secretary presses **Recall**.

◆ Secretary is connected to Trunk B.

◆ Boss presses **Answer** and converses with Secretary. Trunk A is placed on hold.

◆ Boss denies call, presses **Transfer** to return to Trunk A.

◆ Secretary is returned to Trunk B.

Note: If boss has 8/16/32 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.

> **DND SET**
> (Time Display)

Note: With Soft Key operation, "DND" flashes when set.

TO CANCEL

◆ Press **DND**. LED goes out.

> **DND CANCEL**
> (Time Display)

USING THE SOFT KEY

◆ Press flashing **DND** Soft Key.

> **DND CANCEL**
>
> **MIC DND**   >>>

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

PRIVACY

●●●●●●●●●●●●●●●●●●●●●●●●●●

WHILE OFF-HOOK

◆ Press **DND**.
LED lights.

> **PRIVACY SET**
> (Time Display)

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

USING THE SOFT KEY

◆ Press flashing **DND**
Soft Key. "DND"
flashes when set.

> **PRIVACY SET**
> (Time Display)
> MIC   >>>

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

TO CANCEL

◆ Press **DND**.
LED goes out.

> **PRIVACY CANCEL**
> (Time Display)
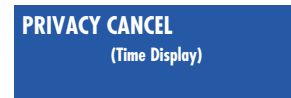
– OR –

◆ Replace handset. Privacy feature is
automatically canceled.

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

USING THE SOFT KEY

◆ Press flashing **DND**
Soft Key.

> **PRIVACY CANCEL**
> (Time Display)
> MIC DND   >>>

PRIVACY RELEASE

•••••••••••••••••••••••••••

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

◆ Station A lifts handset or presses **Speaker**.

◆ Station A presses the line appearance of Station B.

◆ Warning tone is sent to the interrupted parties (optional).

◆ A three-way conference is established.

CONF
(Time Display)

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 **Speaker**.

◆ Station A presses the line appearance of Station B.

WAIT P-RLS?
(Time Display)

◆ Station B LCD indicates:

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.

CONF
(Time Display)

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).

INDEX

● ●

LCD DISPLAYS

•••••••••••••••••••••••••••••

15:39　　DDD　　　　X

Time elapsed, trunk type and number for outside call. Time elapsed for parked call.

XXX　　　DDD　　　　X

Parked call retrieved from a remote station, showing the number of the station that parked the call.

C

CALLBACK　　　　　XXXX

Call Back is activated, showing called or calling number.

CALLBACK SET　　　XXXX

Call Back set for busy called station.

CALLPARK SET　　　X

Incoming call is parked.

CAMP ON　DDD　　　X

Camped on call placed on hold.

CONF

Three-party conference established.

Conference for Executive Override.

Conference for Privacy Release.

C WAIT   XXXX

OR

C WAIT SET   XXXX

Call Waiting tone sent to or received at busy station show in called or calling number.

Call received on boss' station from secretary's station.

D

DND SET/CANCEL

Do Not Disturb set or canceled.

Direct Dial Pad ON/OFF.

Dynamic Dial Pad status.

E

E-HOLD   XXXX

Station placed on Exclusive Hold.

F

FORWARD   XXXX

Station displays forwarding destination.

Call Forwarding – All Calls.

Call Forwarding – Busy Line.

Call Forwarding – Don't Answer.

Logged Out IP Station – Call Destination.

FORWARD SET/CANCEL

Call Forwarding set or canceled.

Call Forwarding – All Calls.

Call Forwarding – Busy Line.

Call Forwarding – Don't Answer.

Logged Out IP Station – Call Destination.

H

HANDS-FREE   ON/OFF

Hands-free status.

HOLD   XXXX

Station placed on hold.

I

ICM   X

Intercom call with called or calling party number.

Automatic Intercom.

Manual Intercom.

Dial Intercom.

Boss Secretary Transfer.

INDICATOR O/OFF

Indicator Lamp status.

L

LNR[*]/SPD[_]-N

Prompt for last number called or Speed Calling number.

Stack Dial.

LOGIN

The IP Enabled Dterm becomes operational when the user enters "Login Code" and "Password."

LOGOUT

Press preassigned Logout button to logout.

M

MSG XXXX HH:MMPM

Message waiting (calling station and time of message).

MESSAGE BUSY

Called station message memory Busy – cannot store addition messages.

MESSAGE CANCEL

Message erased.

MESSAGE REST

Called Station message receipt restricted – not equipped to receive messages.

MESSAGE SET   XXXX

Message indication left and busy called station.

MW SET/CANCEL

Message Waiting set or canceled on boss' station from secretary's station.

O

OG-Q SET

Outgoing Trunk Queue – call placed in queue for next available outgoing trunk.

OVERRIDE   X

Overriding intercom call through bridging.

Automatic Intercom.

Dial Intercom.

Manual Intercom.

OVERRIDE   XXXX

Executive Override.

P

PICK UP   XXXX   X

Call Pickup of station within group showing called and calling stations.

PAGING   X

OR

PAGING   DDD   X

Ready to page station, page waiting or page call connection.

P-RLS SET

Privacy Release set.

P-RLS ?

Prompt requesting privacy release for incoming call.

PRIVACY SET/CANCEL

Privacy set or canceled.

R

RCV VOL. SMALL/LARGE

Receiver Volume status.

RINGER TONE   X

Ready for Ringer tone selection.

S

SPEED SET

Speed Calling number saved in memory.

T

TRANSFER

Ready to transfer a call.

TRANSFER   XXXX

Transferred station or trunk number.

Page Call Transfer.

TRANSFER XXXX   X

Transferring station number.

TRANSFER   3

Transferring page call to another station.

T/R VOL. SMALL/LARGE

Transmission Receiving Volume status.

V

VOICE   XXXX

Voice Call showing called or calling station number.

VOICE BUSY/REST

Voice Call station called is busy or restricted.

W

WAIT P-RLS?

Prompt when requesting privacy release at
another station.

FACE LAYOUT

●●●●●●●●●●●●●●●●●●●●●●●●●●

1 CALL INDICATOR LAMP

Lamp at top corner of Dterm Display flashes when a call terminates to the terminal. Lamp lights steadily when a message has been left.

2 LCD(NOTE1)

Liquid Crystal Diode (LCD) display provides Dterm activity information plus date, time and Soft Key Operation. The LCD display has 24-character, 3-line capability.

3 EXIT

The user can escape from the Help key mode by pressing this key.

4 SOFT KEYS

Any feature shown at the bottom of the LCD display is available. The appropriate feature key is displayed on the screen according to the call handling process.

5 HELP

Explanations of the Soft Keys can be called up on the LCD display by pressing this key.

6 PROGRAMMABLE KEYS

[Programmable by telephone system administrator (Flexible Line/Feature Keys)]
• Station line access
• Trunk line access
• Feature access
[Programmable by user (Flexible Line/One-Touch Speed Dial)]
<Flexible Line>
• Station line access

• Trunk line access
• Feature access
<One-Touch Speed Dial> (Note 2)
• Any feature can be assigned.
• Direct station selection
• Station speed dial

7 RECALL

Press key to terminate established call and return to the internal dial tone.

8 FEATURE

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

9 DIRECTORY (NOTE 3)

Press key to activate speed calling – system feature.

10 MESSAGE (NOTE 3)

Press key to access the voice mail system.

11 MIC

Press key to respond hands free. LED on this key lights during speakerphone operation.

12 CONF

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

13 LNR/SPD (LAST NUMBER CALL/SPEED CALLING)

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 ✽ or # (Note 4) key to activate dialing.

14 MICROPHONE

Built-in microphone is used for hands free operation with speakerphone.

15 UP/DOWN

(▼ DOWN ▲ UP)
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.

16 ANSWER

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

17 SPEAKER

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

18 TRANSFER

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

19 HOLD

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

20 DTERM IP ADAPTER

Dterm IP adapter can be attached to Dterm Series i 8D/16D/32D terminals. It supports the same telephony service as the original Dterm terminal.

Note 1: Not applicable for Dterm 8.

Note 2: Not applicable for Dterm 8/8D/16D.

Note 3: Not available for Dterm 65/Dterm Series III and Dterm 75/Dterm Series E mode.
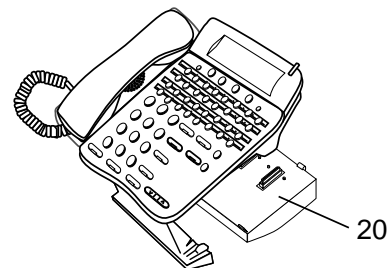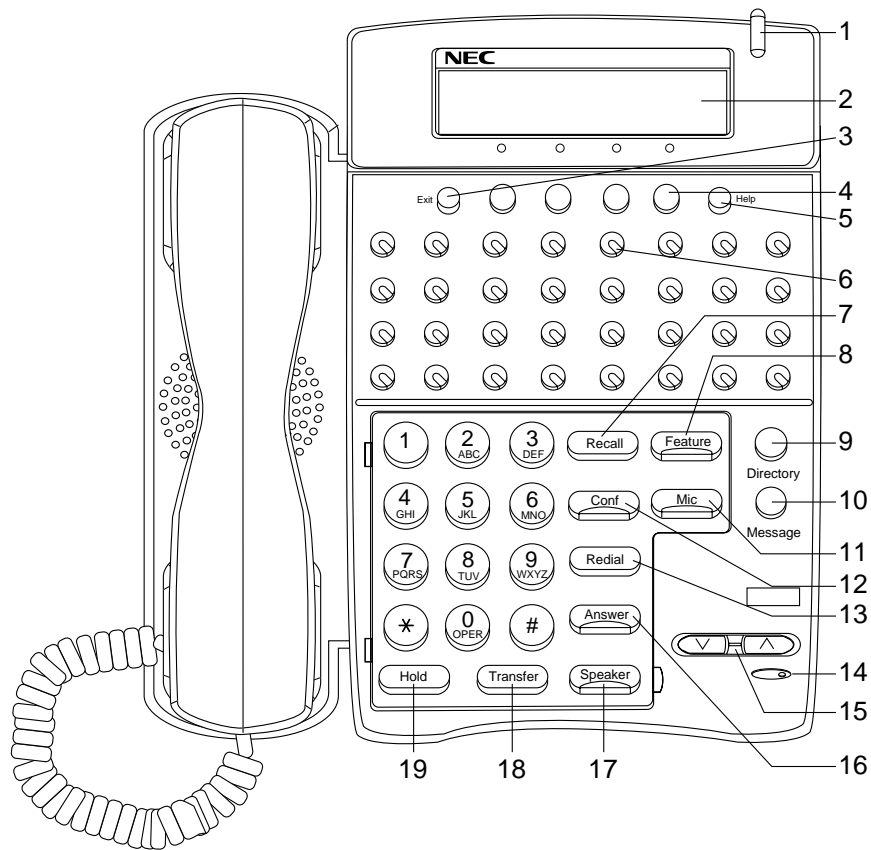Dterm Series III/Dterm Series E: North America
Dterm 65/Dterm 75: Australia, Asia, Latin America, Middle East, Russia

Note 4:   A-law Countries: #
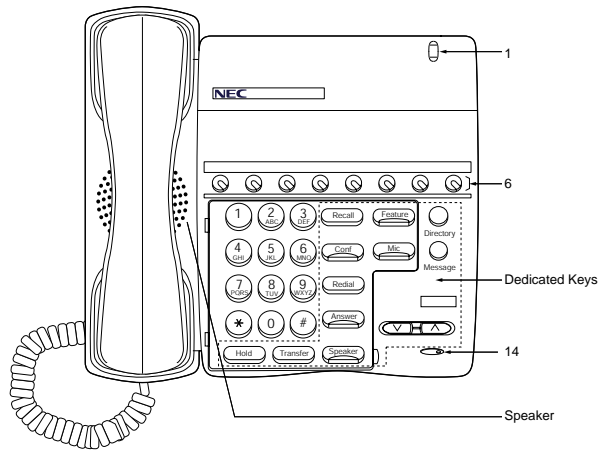   μ-law Countries: ✻
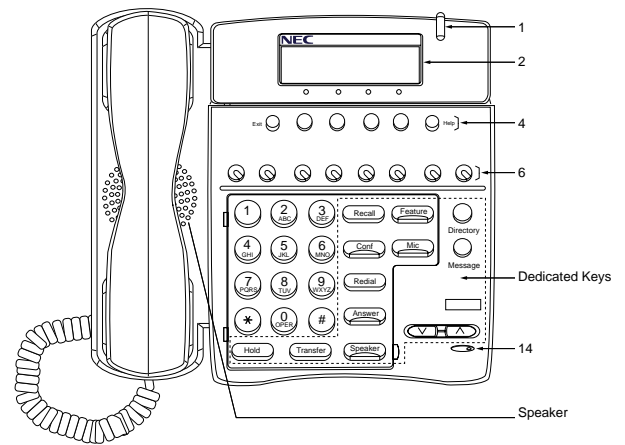   (USA uses μ-law)

DTERM16D (16-LINE WITH DISPLAY)

Dedicated Keys

Speaker
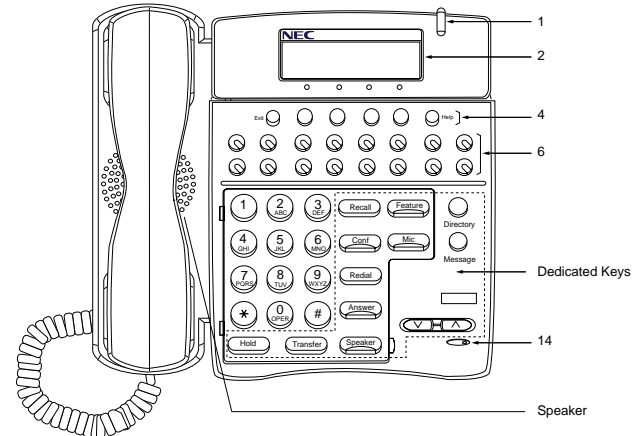
DTERM 32D (32-LINE WITH DISPLAY)

DTERM8 (8-LINE NON DISPLAY)

DTERM8D (8-LINE WITH DISPLAY)

For more information contact:

FPO BAR CODE

188301

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