

Dterm Series II

USER GUIDE

DEDICATED FUNCTION KEYS AND LAMPS

ANS (Answer)

Not used with our system

HOLD

Places an external or internal call on hold.

CNF (conference)

Allows simple access to a three-way conversation.

TRF (Transfer)

Allows user to transfer a caller to another station.

RECALL

Used to terminate call and get a fresh dial tone.

SPKR (Speaker)

Enables the optional built-in speaker for hands-free dialing/monitoring.

MIC (Microphone)

Used for hands-free answer back if phone is equipped with a speaker-chip.

LINE/FUNCTION KEYS

TO PLACE A CALL ON HOLD

- Depress **HOLD** once, held line will flash.

TO RETRIEVE:

- Depress held line on any phone with that line, use handset to converse

EXCLUSIVE HOLD

- Depress **HOLD** twice and call can only be retrieved from your phone.

TO TRANSFER A CALL

- After conversing
- Depress TRF and receive interrupted dial tone.
- Dial destination station's extension, hang up or wait for answer.

CONFERENCE

- Call first party, ask party to hold
- Press **TRF** and receive interrupted dial tone.
- Call second party
- After call is answered, depress **CNF**.
- Three-way conference is established.

SPEED CALLING

TO PROGRAM:

- Leave handset on the cradle of the phone. (Do not pick up the receiver)
- Depress desired **SPEED CALL** button.
- Input the number with the keypad.
- Depress **SPEED CALL** button again to save, **SPD SET** will appear on display.

TO VERIFY:

- Depress **SPEED CALL** button display will indicate stored number.

TO USE:

- Lift handset or depress **SPKR** button.
- Depress desired **SPEED CALL** button.

* The following features are available on your phone. Call Customer Service at 7-1111 for initial programming.

LAST NUMBER REDIAL

- Depress **LAST #** and the number you last dialed is automatically redialed.
- If your Dterm has a display you can display the last number dialed by pressing **LAST #** with the handset down.

CALL PICK – UP

- Depress **CPU** button.
- Connection to calling party will be established.

- Phone #'s in **CALL PICK-UP** group must be programmed in advance.

SAVE AND REPEAT

- Dial desired phone number.
- If line is busy or party does not answer, depress **S&R** (Number is now saved)
- Depress **S&R** when you desire to recall party

CALL BACK

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- Depress **CALL BACK** receive service set tone.
- When both parties become idle, calling party's phone will ring.
- Lift handset.
- Called party's phone will ring.
- Connection established when called party answers.

CALL FORWARDING – ALL CALLS

TO SET:

- Depress **FWD** and receive special tone.
- Dial destination number and receive set tone.
- **FWD LED** lights at your station and **FWD SET** will appear on display.

TO VERIFY ON A PHONE WITH A DISPLAY:

- Depress **FWD** with handset down.
- Forwarded number is indicated on the display.

TO CANCEL:

- Lift handset and depress **FWD**.

VOICE CALL

- Lift handset.
- Dial desired number.
- Depress **VOICE**.
- Announce to called station's speaker.

TO LEAVE A MESSAGE

IF THE CAMPUS NUMBER YOU DIAL IS BUSY OR DOES NOT ANSWER

- Depress **MSG** button and **MSG LED** will light on the call station phone.
- The phone you dial must have a **MSG** button for this feature to work.

TO ANSWER A MESSAGE

TO DISPLAY:

- **MSG LED** is lit station is idle.
- Depress the **MSG** button and calling station will show on Dterm display.
- Depress the **MSG** button again to cycle through messages.
- Up to four messages will be stored in phone.

TO ANSWER:

- While desired messages is displayed press **SPKR**.
- Depress **MSG** and calling station is automatically called.
- Message is erased.

CALL FORWARD – BUSY/NO ANSWER

* This feature does not require pre-programming.

- Depress **#3** and the last five digits of the telephone you want it to go to. (Example: **#3 25626** goes to voice mail)
- Depress **#4** and the last five digits of the phone you want it to go to.
- Dial destination number and receive a set tone.

TO CANCEL:

- Lift handset and depress ***3** (Busy) ***4** (No answer)