

# Dterm Series III Information/Instructions

## Function Keys

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

TRF (Transfer) - Allows the station user to transfer established calls to another station.

ANS (Answer) - When LED on this key is lighted, press key to answer a waiting call. (Not applicable.)

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

LNR/SPD (Last Number Called/Speed Calling) - Press key to activate Last Number Called redial and Speed Calling.

CNF (Conference) - Press key to establish a three-way conversation. LED on key lights when key is active. (See page 3)

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

RECALL - Press key to terminate established call and regain internal dial tone.

Up/Down Arrows - Used to adjust LCD contrast, speaker/receiver volume, and ringer volume.

-- LCD Contrast: Press up/down arrow key while idle.

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

-- Ringer Volume: Press up/down arrow key during ringing.

## Lamps

Call Indicator Lamp - Lamp at top corner of Dterm display flashes when a call transfers to the terminal.

Lamp lights steadily when a message has been left.

LCD - Liquid Crystal Diode (LCD) display provides Dterm activity information plus date and time.

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.

## Terminal Setup Functions

Microphone On/Off - The MIC lamp shows the status of the built-in microphone. To change microphone status: Press FNC and 1 to turn the microphone from on to off, or from off to on.

To Adjust Initial Receiving Volume - To change the handset receiver to volume: Press FNC and 2. The LCD displays the current volume. Press FNC and 2 to alternate between Small and Large volume.

To Select Ringer Tone - The Dterm has 4 kinds of ringer tones that you can select. Press FNC and 3 to alternate between 4 kinds of rings. The LCD displays the selected tone (number 1~4).

To Adjust Transmission/Receiving Volume - Press FNC and 4. The LCD displays the current volume. Press FNC and 4 again to alternate between small and large volume.

Call Indicator Lamp On/Off - The user can choose to turn the call indicator lamp either on or off during ringing. Press FNC and 7.

### **To Originate An Outside Call**

1. Lift handset or press SPKR key, receive dial tone.
2. Dial 9. (There is not need to wait for dial tone.)
3. Dial desired telephone number.
4. Use handset or MIC to converse.

### **To Originate A Call Using Speed Calling (One-Touch Buttons)**

Press desired Speed Call button, or press SPKR and Speed Call Button.

To program:

1. Press FNC button.
2. Press desired Speed Call button.
3. Enter desired telephone number or feature code on the keypad. Display indicates digits dialed.
4. Press FNC again to save the number.

To verify:

1. Press FNC button.
2. Press desired Speed Call button.
3. Display indicates digits programmed.

(Note 1: To program a hookswitch for transfer or feature activation, press Recall key as first digit.)

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

### **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:

1. Lift handset or press SPKR.
2. Press held line. Use handset to converse. (Note: Any station with this line appearance can retrieve this call.)

If unanswered:

1. After preprogrammed time, Automatic Recall is initiated.
2. 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 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 indicated interrupted wink. (Note: If held line appears on other Dterm stations, LED remains steadily lit red.)

To retrieve:

1. Lift handset or press SPKR
2. Press held line. Use handset to converse. (Note: Only Dterm that set Exclusive Hold option can retrieve the call.)

If unanswered:

1. After preprogrammed time, Automatic Recall is initiated.
2. Visual and audible signal (rapid flash and ring burst) is sent to the station that placed the call on hold. (Note: Hold shows as a flashing green LED on your phone. The same line on other phones shows a flashing red LED. Recall shows a flashing green LED on your phone and flashing red LED on other phones with the same line.)

### **To Transfer A Call**

1. After conversing, ask party to hold.
2. Press TRF. Receive interrupted dial tone.
3. Dial destination station's extension, hang up or wait for answer.
4. If transferring party hangs up, that station's number appears in the center of recipient's display.

### **Conference**

1. With internal call in progress, ask party to hold.
2. Press TRF, receive interrupted dial tone.
3. Dial desired internal number.
4. After call is answered, press CNF. CNF LED lights.
5. Three-way conference is established.
6. If one party hangs up, other two remain connected. CNF LED goes out.

### **To Establish A Broker Call**

1. While engaged in a call and wishing to consult a third party, press TRF. Caller is automatically placed on hold.
2. Dial desired party to consult.
3. Press TRF to return to original caller. Third party is automatically placed on hold.
4. By repeating these steps, it is possible to alternate between calls. (Note: The display indicates connected station or trunk at any given time.)

### **Last Number Redial**

1. Press LNR/SPD. Receive dial tone.
2. Press \*. Outside or internal station is automatically redialed.
3. When party has answered, lift handset to converse.

### **Boss/Secretary Transfer**

Secretary

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

2. Press boss' line again. Voice Call is automatically established.
3. Announce the call to the boss.

#### If Boss Accepts Call

1. Secretary replaces handset.
2. Boss lifts handset, presses flashing line.

#### If Boss Refuses Call

1. Secretary presses boss' line to return to calling party.

### **Programmable Keys**

These are examples of Dterm features available by pressing the programmable keys. A telecom technician can program these features only after a Telecommunications Service Request is submitted.

#### **FWD (Call Forwarding -- All Calls)**

To Set:

1. Press SPKR. Receive dial tone.
2. Press FWD. Receive special dial tone.
3. Dial 1010 for voicemail or internal telephone number.
4. FWD LED lights.
5. Press SPKR. Call Forwarding for all calls is set.

To verify:

1. Press FWD.
2. Display indicates the station number calls are forwarded to.

To cancel:

1. Press SPKR. Receive dial tone.
2. Press FWD. Receive service set tone. LED goes out at your station.
3. Press SPKR. Call Forwarding is cancelled.

#### **FWD-DA (Call Forwarding -- Don't Answer)**

To set:

1. Press SPKR. Receive dial tone.
2. Press FWD-DA. Receive special dial tone.
3. Dial 1010 for voicemail or internal telephone number.
4. FWD-DA LED lights.
5. Press SPKR. Call Forwarding -- Don't Answer is set.

To verify:

1. Press FWD-DA.
2. Display indicates the station number calls are forwarded to.

To cancel:

1. Press SPKR. Receive dial tone.
2. Press FWD-DA. Receive service set tone. LED goes out at your station.
3. Press SPKR. Call Forwarding -- Don't Answer is cancelled.

### **MSG (Message)**

Press key to leave message indication at station in no answer or busy condition.

To Leave a Message:

1. Press SPKR. Receive dial tone.
2. Dial desired station number. Encounter no answer or busy condition.
3. Press MSG. Message is sent to called Dterm.
4. Called station MSG LED lights.

To Answer a Message:

1. MSG LED is lit. Station is idle.
2. Press MSG.
3. Press MSG again to display additional messages in order received.

To respond:

1. While displaying desired message, press Speaker.
2. Press MSG. Station which left message is automatically redialed.
3. Message is erased.

To Erase a message without returning the call:

1. Press MSG to display desired message.
2. Dial # while message displays. Message is erased.

### **Call Pickup**

When station within pick-up group rings.

1. Lift handset.
2. Press Pick-up button.
3. Connection to calling party is established.

### **Call Back**

1. Press Call Back. Receive service set tone.
2. 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.
3. Lift handset.
4. The called party's phone rings.
5. Connection is established when the called party answers.

## **Voice Call**

1. Lift handset.
2. Dial desired station number.
3. Press VOICE.
4. Speak to called party.

(Note 1: If called party is on their line when a Voice Call is attempted, calling station's display indicates: VCL BSY. Note 2: A voice call is restricted if called party's station is not a Dterm. Display indicates: VCL RST.)

To Answer a Voice Call Hands Free:

1. Receive incoming Voice Call.
2. Press MIC soft key. LED lights on.
3. Respond hands free.

## **S&R (Save and Repeat)**

To save:

1. Press Speaker.
2. Dial desired telephone number.
3. Press S&R. Dialed number is now stored in memory. S&R LED lights on.

OR

1. Receive internal call.
2. Press S&R. Number is stored in memory.
3. S&R LED lights on.

To verify:

1. While idle, press S&R.
2. Display indicates digits stored.

To repeat:

1. Press Speaker.
2. Press S&R. Dterm automatically redials the programmed number.
3. S&R automatically cancelled. LED light goes out.

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