Dterm Series E 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.

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 -- Press key to establish a three-way conversation.

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

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

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.

Soft Keys

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

OHROFF (Off Hook Ringing Off) -- Go off-hook or press Speaker key, then press soft key below "OHROFF" to disable ringing on secondary and trunk line appearances on this telephone while in use.

OHRON (Off Hook Ringing On) -- Go off-hook or press Speaker key, then press soft key below "OHRON" to allow ringing on secondary and trunk line appearances on this telephone while in use.

Mute -- Go off-hook or press Speaker key, then press soft key below Mute. Mute will flash and voice path is eliminated to the handset, headset or speaker.

MIC -- Press the soft key below "MIC" to activate or deactivate the microphone.

Headset -- Press the soft key below "Headset" to activate headset operation if you have a headset.

Help -- Press the Help key. Press desired soft key for helpful information about that key.

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 Feature 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 Feature and 2. The LCD displays the current volume. Press Feature 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 Feature and 3 to alternate between 4 kinds of rings. The LCD displays the selected tone (number 1~4).

To Adjust Transmission/Receiving Volume - Press Feature and 4. The LCD displays the current volume. Press Feature 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 Feature 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 Feature button.
2. Press desired Speed Call button.
3. Enter desired telephone number or feature code on the keypad. Display indicates digits dialed.
4. Press Feature again to save the number.

To verify:
1. Press Feature 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 Transfer, receive interrupted dial tone.
3. Dial desired internal number.
4. After call is answered, press Conf. Conf LED lights.
5. Three-way conference is established.
6. If one party hangs up, other two remain connected. Conf LED goes out.

To Establish A Broker Call
1. While engaged in a call and wishing to consult a third party, press Transfer. Caller is automatically placed on hold.
2. Dial desired party to consult.

3. Press Transfer 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 Redial. Last number dialed is displayed.

2. Press *. Outside or internal station is automatically redialed.

3. When party has answered, life handset or speak hands free.

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 Speaker.. 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 Speaker. 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 Speaker. Receive dial tone.

2. Press FWD. Receive service set tone. LED goes out at your station.

3. Press Speaker. Call Forwarding is cancelled.

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

To set:

1. Press Speaker. 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 Speaker. 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 Speaker. Receive dial tone.

2. Press FWD-DA. Receive service set tone. LED goes out at your station.

3. Press Speaker. Call Forwarding -- Don't Answer is cancelled.

MSG (Message)

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