

# **Dterm Series E**

## **User Guide**

## **DTERM SERIES E**

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## MIC

Press the Soft Key below “Mic” to activate or deactivate the Microphone. 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)

Go off-hook or press Speaker Key, then press the Soft Key below “OHROFF” to disable ringing on secondary and trunk line appearance 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.

## **LAMPS**

### 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.

### LCD

Liquid Crystal Diode (LCD) display provides Dterm 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 + 2 = Adjusts handset receiver volume.

Feature + 3 = Selects ringer tone.

Feature + 4 = Adjust 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.)

## 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 **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. **RCV VOL. SMALL**
- Press **Feature** and **2** to alternate between Small (low) and Large (high) volume. **RCV VOL. LARGE**

### TO SELECT RINGER TONE

The Dterm Series E has 4 kinds of ringer tones that you can select from.

- Press **Feature** and **3**. The LCD displays the selected tone number (n=1-4). **RINGER TONE n**

STONE NO.	FREQUENCY (Hz)	MODULATION (Hz)
1	480/606	16
2	480/606	8
3	1285/1024	16
4	600/700	16

### TO ADJUST TRANSMISSION/RECEIVING VOLUME

Handset volume can be changed permanently.

- Press **Feature** and **4**. The LCD displays the current volume. **T/R VOL. SMALL**
- Press **Feature** and **4** again to alternate between Small (low) and Large (high) volume. **T/R VOL. LARGE**

### TO ACTIVATE HANDS-FREE

To set hands-free on:

- Press **Feature** and **5**. The LCD displays **HANDS-FREE ON**

To set hands-free off:

- Press **Feature** and **6**. The LCD displays **HANDS-FREE OFF**

### CAL 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 **INDICATOR ON** or **INDICATOR OFF**

**NOTE:** The call indicator lamp lights when used as a Message Waiting Lamp, even when it is turned off by the above operation.

### TO ORIGINATE AN OUTSIDE CALL

- Lift handset or press **Speaker** key to receive a 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	TIE	3

#### 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.

### TRUNK LINE APPEARANCE

#### TO ORIGINATE

- Press the **Trunk Line Appearance** feature key.
- Lift handset or press **Speaker**, receive Central Office or distant PBX dial tone.
- Dial the destination.

#### TO ANSWER

- Press the **Trunk 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 SPEED CALLING (ONE-TOUCH BUTTONS)

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

#### TO PROGRAM

(Available only on Dterm stations with speed calling keys).

- Press **Feature** button.
- Press desired **Speed Call** button.
- Enter desired telephone number or feature code on the keypad. Display indicates digits dialed.
- Press **Feature** again to save the number. **SPD SET**

#### TO VERIFY

- 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 **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 key may be used as feature keys by storing the NEAX2400 feature access codes. The features 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.

LNR [ * ] / SPD [ - ] XXXX
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- Press the desired speed calling number.

## TO PLACE A CALL ON HOLD

- Press **Hold**. Held line wink flashes.

	Held Station Number
HLD	2001

**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 back to the station that placed a call on hold.

**NOTE:** 1 A transfer call or conference call may be placed on hold depending on software level of the [NEAX@\\$00](#) IMS.

**NOTE:** 2 Hold shows 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 sets 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 the station in which the call was placed on Exclusive Hold. **Recall** shows as a flashing green LED on your phone, and solid red on other phones with the same line.

**NOTE:** Exclusive Hold excludes any other phone from picking up your held on call Exclusive Hold shows as a flashing LED on your phone. The same line on other phones appears as a solid red LED.

## TO TRANSFER A CALL

- After conversing, ask the party to hold.
  - Press **Transfer**. Receive interrupted dial tone. XFR
- Transferred station  
Or Trunk number
- Dial destination station's extension, hang up or wait for an answer. XFR 2001

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

Transferring station  
XFR 200 WATS 3

## 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. CNF
- 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.