NEC Dterm Series E/I Telephones

Dedicated Function Keys and Lamps

- **UP/DOWN:** Modifies LCD contrast, speaker/receiver volume, and ringer volume.
- **HOLD:** Places an internal or external call on Hold.
- **TRF (TRANSFER):** Allows the station user to transfer established calls to another station without attendant assistance.
- **ANS (ANSWER):** Answers a call waiting.
- **SPKR (SPEAKER):** Controls the built-in speaker, which can be used for Hands-free dialing and Hands-free answer back.
- **LNR/SPD (LAST NUMBER REDIAL/SPEED DIAL):** Activates Last Number Redial and/or Individual Speed Dial.
- **CNF(CONFERENCE):** Establishes a three-way conversation.
- **FNC (FUNCTION):** Accesses various telephone features. See details below.
- **RECALL (RELEASE):** Terminates an established call and re-seizes internal dial tone.
- **MIC LAMP:** Displays the status of the built-in microphone.
- **CORNER LAMP:** Flashes to indicate an incoming call to the telephone and lights solid when a message has been left in Voice Mail.

FEATURES

MICROPHONE ON/OFF

DESCRIPTION: Controls the status of the built-in microphone for hands-free speakerphone. This can be done while engaged in a conversation.

TO CHANGE MICROPHONE STATUS:

1. Depress the **FEATURE** key.
2. Depress the digit "1" on the touch-tone pad.
3. If the microphone is on, this will turn it off. If the microphone is off, this will turn it on.

4. The status of the microphone will be indicated b the **MIC** light.

ADJUST INITIAL RECEIVING VOLUME (Temporary)

DESCRIPTION: Enables the user to adjust the volume received through the handset while engaged in a conversation.

1. Depress the **FEATURE** key.
2. Depress the digit "2" on the touch-tone pad.
3. The **LCD** will display the default volume status.

TO CHANGE THE STATUS:

1. Depress the **FEATURE** key again.
2. Depress the digit "2" on the touch-tone pad.
3. **LARGE** indicates higher volume
4. **SMALL** indicates lower volume.
5. **Note**: Once the call is terminated, If the volume was adjusted for **LARGE,** it will revert back to **SMALL**, which is the default setting.

ADJUST TRANSMISSION/RECEIVING VOLUME (Permanent)

DESCRIPTION: This will adjust the volume heard through the handset permanently, or until the user resets the volume. This can be done while engaged in a conversation.

1. Depress the **FEATURE** key.
2. Depress the digit "4" on the touch-tone pad.
3. The LCD displays the current volume setting.

TO CHANGE THE VOLUME:

1. Depress the **FEATURE** key.
2. Depress the digit "4" on the touchtone pad.
3. This allows the user to alternate between **SMALL** and **LARGE** volume.

RINGER TONE

DESCRIPTION: Controls the ON/OFF status of the built-in microphone for hands-free answerback. Hands-free may be turned ON or OFF while engaged in a conversation.

TO ACTIVATE HANDS-FREE MODE:

1. Depress the **FEATURE** key.
2. Depress the digit "5" on the touch-tone pad.
3. **LCD** displays current status.

TO CANCEL HANDS-FREE MODE:

1. Depress the **FEATURE** key.
2. Depress the digit "6" on the touch-tone pad.
3. **LCD** displays current status.

To Originate an External Call

1. Depress **SPEAKER** or lift handset; receive dial tone.
2. Dial the Office Access Code 9.
3. Dial desired external telephone number.

To Originate an Internal Call

1. Depress SPKR or lift handset; receive dial tone.
2. Dial desired station number.

Call Back

DESCRIPTION: This feature provides the ability for a calling station which has dialed a busy station to dial a Call Back code. When Call Back has been set, the calling station will be rung as soon as the busy station becomes available, providing the calling station is also free.

IF CALLED STATION IS BUSY:

1. Depress CALL BK* key; receive service set tone.
2. When called party becomes idle, calling party's telephone party's telephone rings.

(CALL BACK occurs when both are idle)

TO ANSWER CALL BACK:

1. ‑‑Depress SPKR or lift handset.
2. ‑‑Then called party's phone rings.
3. ‑‑Connection is established when called party answers.

TO CANCEL:

1. ‑‑Depress SPKR or lift handset; receive dial tone.
2. ‑‑Depress CALL BK key; receive service set tone: LED goes out.
3. ‑‑Depress SPKR or hang‑up, Call Back is canceled.

NOTE: If Call Back ringing occurs and is not answered within 30 seconds, ringing will stop and the Call Back feature will be automatically canceled.

Call Forward (All Calls)

DESCRIPTION: This feature 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. Activation and cancellation may be accomplished by the individual station user.

TO SET:

1. Depress SPKR or lift handset; receive dial tone.

If setting for another station, depress SUBLINE APPEARANCE.

1. Depress FWD key; receive special dial tone.
2. Dial destination station; receive service set tone.
3. FWD LED lights (at your station or the Dterm of the subline station for which you are setting Call Forward‑‑All Calls).
4. Depress SPKR or hang‑up; Call Forward &8212; All Calls is set.

TO VERIFY (WITH A DISPLAY DTERM):

1. If verifying for another station, depress SUBLINE APPEARANCE while idle.
2. Depress the FWD key.
3. Display indicates the station number to which calls are forwarded.

TO CANCEL:

1. Depress SPKR or lift handset; receive dial tone. If canceling for another station, depress SUBLINE APPEARANCE.
2. Depress FWD key; receive service set tone; LED goes out at your station or the Dterm of the subline station (if canceling for another).
3. Depress SPKR or hang-up, Call Forward-All Calls is canceled.

NOTE: When a Call Forward-All Calls is set from Station A to Station B, if Station B is busy, and Station A is called, Station A will continue to ring.

To Place a Call on Hold

DESCRIPTION: This feature permits any station user to HOLD a call in progress by depressing the RED hold key.

1. Depress HOLD key; held line will wink flash.

TO RETRIEVE:

1. Depress SPKR or lift handset.
2. Depress held line.

IF UNANSWERED:

1. After two minutes elapses, automatic recall is initiated.
2. Visual and Audible signal (rapid flash and ring burst) will be sent to the station which placed call on hold.

NOTE: Hold will show as a flashing green LED on your telephone. The same line on other telephones will show as a flashing red LED. Recall will also show as a flashing green LED on your telephone and a flashing red LED on other telephones with the same line.

To Place a Call on Exclusive Hold

DESCRIPTION: This feature permits a user to put a call on hold on their telephone which prevents retrieval from any other telephone.

1. Depress HOLD key twice; line appearance indicates interrupted wink.

TO RETRIEVE:

1. Depress SPKR or lift handset.
2. Depress held line.

NOTE: Only the Dterm which set Exclusive Hold, can retrieve the call.

IF UNANSWERED:

1. After two minutes elapse, automatic recall is initiated.
2. Visual and Audible signal (rapid flash and ring burst) will be sent to the station which placed call on exclusive hold.

NOTE: Exclusive Hold excludes any other telephone from picking up your held call. Exclusive Hold will show as a flashing green LED on your telephone. The same line on other telephones will appear as a solid red LED. Recall will also show as a flashing green LED on your telephone and a solid red LED on other telephones with the same line.

Call Pick Up (Group)

DESCRIPTION: This feature permits a station user to answer any call directed to another line/extension in their present Pick-Up Group simply by depressing a key or dialing an access code.

STATION WITHIN PICK-UP GROUP RINGS:

1. --Depress SPKR or lift handset; receive dial tone.
2. --Depress PICK key or dial PICK UP Group access code *6.
3. --Connection to calling party is established.
4. --If engaged in a call:
    1. Depress TRF and depress PICK key. The original party will be placed on hold
    OR,
    2. Original call can be placed on hold with hold button, seize a second line, depress the PICK key.

NOTE: A call may be picked up from any subline appearance.

Call Pick-Up (Directed)

DESCRIPTION: The feature permits a station user to answer any call directed to another line/extension even if that telephone is not in their Pick-Up Group by simply dialing a code followed by the extension number of the ringing telephone.

A STATION WITHIN THE SYSTEM RINGS:

1. Depress SPKR or lift handset; receive dial tone.
2. Dial PICK-UP DIRECED access code #6 and dial the station number to be picked up.

If engaged in a call:

1. Depress TRF and dial Call Pick-Up Directed Access Code #6 and dial the station number to be picked up. The original party will be placed on hold
   OR
2. Original call can be placed on hold, seize a second line, depress PICK feature key or dial CALL PICK-UP Access Code #6 and dial the station to be picked up.

Call Transfer

DESCRIPTION: This feature permits a station user to Transfer an Incoming or outgoing call to another station within the system without attendant assistance. These transferred calls may be internal or external.

1. After conversing, ask party to hold.
2. Depress TRF; receive interrupted dial tone.
3. Dial destination station's extension, hang up or wait and announce the call before the transfer is completed.
4. If transferring party hangs up, that station's number appears in the center of the recipient's display.

NOTE: To reconnect to your party after encountering a busy or no answer condition, depress TRF a second time and the caller will return.

Call Waiting

DESCRIPTION: This feature permits a busy station to receive a second incoming call. A Call Waiting tone is sent to the busy station.

ACTIVE CALL WAITING:

1. Upon encountering a busy extension.
2. Depress CW key.
3. Busy signal becomes a ring back tone; busy extension hears a call waiting tone.

RECEIVING A CALL WAITING:

1. While engaged in a call.
2. Call waiting tone is heard.
3. Depress ANS key.
4. Call Waiting call is automatically connected; original party is placed on hold.

NOTE: By depressing the ANS key, a station can alternate between the original call and the second party. The display will indicate connected station or trunk at any given time.

TO DISCONNECT:

1. Depress RECALL key or wait for caller to disconnect; station user will automatically be connected to holding party.

Conference

To initiate a conference call consisting of more than three and up to eight phone numbers, please schedule through B&G at x7465.

Consultation Hold

DESCRIPTION: This feature permits a station user to hold any call while speaking to another person.

1. After conversing, ask party to hold.
2. Depress TRF, receive interrupted dial tone.
3. Dial destination station's extension.
4. Consult privately.
5. Allow consulted party to disconnect.
6. Original call will automatically be re-connected.

Last Number Redial

DESCRIPTION: This feature permits a user to recall the last telephone number or extension number dialed.

--Depress SPKR or lift handset; receive dial tone.

--Depress LNR/SPD key and a star (*) or dial Access Code *9.

--Last number called, either external or internal is automatically redialed.

--To display the stored digits, stay on-hook and depress LNR/SPD.

One-Touch Keys (Speed Dial)

DESCRIPTION: This permits a station user to program a One-Touch Speed Call key. *This function is only available with phones with One-Touch Speed Call keys.

TO PROGRAM:

--Depress FNC/FEATURE key.

--Depress the desired ONE-TOUCH SPEED CALL key.

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

TO VERIFY:

--Depress FNC/FEATURE key.

--Depress desired ONE-TOUCH SPEED CALL key.

--Display indicates digits dialed.

TO USE:

--Depress SPKR or lift handset; receive dial tone.

--Depress desired ONE-TOUCH SPEED CALL key.

--Number or feature is automatically activated.

NOTES:

1) To program a hookswitch for transfer or feature activation, depress RECALL key as first digit. ("!" will be displayed on LCD.)

2) To program a pause, depress RECALL key as any digit other than the first digit. ("-" will be displayed on LCD).

3) To program a VOICE CALL, depress TRF key after dialing station number. ("V" will be displayed on LCD).

Speed call keys for feature access:

Speed dial keys may be used as feature keys by storing feature access codes. Access codes may be stored in conjunction with telephone numbers. For example, one key can be programmed by the user to transfer to a certain extension.

Save and Repeat

DESCRIPTION: This feature permits a user to save a specific number, either internal or external, for one time use only.

TO SAVE:

--Depress SPKR or lift handset; receive dial tone.

--Dial desired telephone number.

--Encounter a busy condition or a no answer.

--Depress S&R; dialed number is now stored.

--S&R LED light.

TO VERIFY:

--While idle; depress S&R.

--Display indicates digits stored.

TO DIAL THE SAVED NUMBER:

--Depress SPKR or lift handset; receive dial tone

--Depress S&R; the stored number will automatically be dialed.

--S&R automatically canceled; LED goes out.

NOTE: If Save and Repeat number is busy or no answer is received, to save it again, depress S&R again before going back on hook. It is not necessary to erase a saved number in order to save another. The second number replaces the first.