

KEYS AND LAMPS

SPEAKER: Controls the built in speaker, which can be used for Hands Free dialing/monitoring. LED on key lights when key is active. **MIC** needs to be on in order to talk back hands free.

HOLD: press key to place a call on hold on your phone.

RECALL: Press key to terminate call and obtain immediate dial tone.

REDIAL: [Last number/Speed calling] Press REDIAL key and * to redial last number called.

TRANSFER: Allows the station user to transfer established calls to another station.

CONF: [Conference] this will establish a three-way conversation. LED on key lights when key is active.

FEATURE: used to activate telephone set up functions.

MESSAGE: Press with the handset down to go into your Voice Mail box. Then use the **SOFT KEYS** to move through your mail box.

DIRECTORY: Used to scroll through the Caller ID list.

*****NOTE:** Remember the default Voice Mail password is **0327**.

FUNCTIONS

ONE TOUCH KEYS

FWD ALL Sends your calls to another station

- Press **FWD** or Speaker 41
- Dial the number you want your calls to go to
- Listen for set tone, then hang up

TO CANCEL FWD ALL

- Press **FWD** or Speaker 42
- Listen for set tone, then hang up

FWD BUSY / NO ANSWER

- Speaker 43 sets (**Speaker 43 3000** to Voice Mail)
- Speaker #44 cancels

HOW TO USE YOUR DTERM SET

To call outside the office:

Dial 9 followed by the number.

To call a one touch speed button number:

Press the appropriate one touch button.

To transfer a call:

Press TRANSFER key or 1 Touch key (Skip next step)

Dial the extension number

You may either announce the call or hang up

For Offsite Transfers:

Press TRANSFER key

Dial **9 + number**

When connected Press **Feature Transfer**

Quick Transfer to Voice Mail

Press Transfer key or 1 Touch Key

Dial Ext + 7

Hang Up

To establish a 3- Way conference call

While talking to first party

Press **CONF** key

Dial second party

Press **CONF** key

All three people are together.

TO PROGRAM 1-TOUCH SPEED DIAL KEYS

Press the **FEATURE REDIAL** key then the **ONE TOUCH KEY**

Press **1** Dial the station number **OR DIAL 9** Plus the number

EXAMPLE

FEATURE REDIAL - ONE TOUCH KEY - 1 - (Ext or Access Code) - FEATURE

CHECKING VOICE MAIL OFF SITE

Dial into the Office when the Voice Mail answers at any time dial **9 + EXT**.



Dterm Series I User Manual

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