

## Dterm Series I User Manual

### 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.

**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.

### FUNCTIONS

#### ONE TOUCH KEYS

**FWD ALL** Sends your calls to another station

- Press **FWD** or Speaker 741 then option 1
- 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 741 then option 0 to cancel
- Listen for set tone, then hang up

#### FWD BUSY / NO ANSWER

- Speaker 744 sets (**Speaker 744, option 1 then 3000** to set calls to ring into personal Voice Mail box)
- Speaker 744 then option 0 cancels

#### 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 then One Touch key or  
Dial the extension number  
You may either announce the call or hang up

#### For Offsite Transfers:

Press **TRANSFER** key  
Dial **9 + number**  
When connected **Hangup**

#### Quick Transfer to Voice Mail

Press Transfer key + One Touch Key or  
Press Transfer key + Ext. number  
Dial 8  
Hang Up

#### To establish a 3- Way conference call

While talking to first party  
Press **CONF** key  
Dial second party  
Press **CONF, CONF** key  
All three people are together.

#### TO PROGRAM ONE-TOUCH SPEED DIAL KEYS

Press the **Speaker** key then Dial Service Code **751**, Press the **Button** to be programmed,  
Dial **01** Dial the station number **0R DIAL 9** Plus the number,  
Then press **Hold, Speaker**

#### CHECKING VOICE MAIL OFF SITE

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



## HOW TO USE YOUR DTERM SET