LOGGING IN AND LOGGING OUT

If prompted to login to the DTERM IP phone:

- Enter login code and press Set key.
  (The station number is used as the Login code.)
- Enter the password and press OK key.
  (The station number is used as the password.)
- If the login code is accepted, display changes to normal idle status.

To logout of the DTERM IP phone:

- Press the pre-assigned logout button on the terminal.
- "LOGOUT?" is displayed on the LCD of the terminal.
- Press the logout button on the terminal again.

KEYS AND LAMPS

HOLD Press key to place an internal or external call on hold.

TRANSFER Allows the station user to transfer established calls to another station, without attendant assistance.

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 the key to activate redial feature. Press the redial button and scroll back through numbers that have been dialed, till the desired number is displayed. Press the * key to activate dialing.
CONFERENCE  Press key to establish a three-way conversation LED on key lights when key is active.

RECALL  Press key to terminate established call and to re-seize internal dial tone.

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

PROGRAMMABLE FEATURE KEYS

The keys in rows just below the visual display panel provide one-touch access to incoming calls and a range of calling functions. The function keys include: (PICK-UP); (FWD NA); (FWD ALL); (FWD BUSY); (VOICE); (S & R); (SHIFT); along with a key for your phone line (called the primary line) and any number of other lines to which you have direct access (line appearance).

VOICE CALL  This feature allows you to speak directly through the handset into another instruments speaker. It is a one-way intercom

(VOICE)

TO MAKE A VOICE CALL  1) Lift your handset and dial the extension.
2) Then press the VOICE button. Four "pings" will be heard on the telephone being called
3) The person you are calling must have the MIC button on to speak to you without lifting the handset. The handset maybe used at anytime.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FORWARD ALL</strong></td>
<td>This feature allows your calls to be sent to a pre-programmed destination.</td>
</tr>
<tr>
<td><strong>TO FORWARD ALL CALLS</strong></td>
<td>TO SET: at dial tone depress FWDALL KEY; dial desired station; display will indicate FWD SET.</td>
</tr>
<tr>
<td><strong>TO CANCEL</strong>: at dial tone depress FWDALL KEY; display will indicate FWD CNCL.</td>
<td></td>
</tr>
<tr>
<td><strong>TO FORWARD CALLS IF BUSY</strong></td>
<td>TO SET: at dial tone depress FWD-BY KEY; dial desired station; display will indicate FWD SET.</td>
</tr>
<tr>
<td><strong>TO CANCEL</strong>: at dial tone depress FWD-BY KEY; display will indicate FWD CNCL.</td>
<td></td>
</tr>
<tr>
<td><strong>TO FORWARD CALLS IF NO ANSWER</strong></td>
<td>TO SET: at dial tone depress FWD-NA KEY; dial desired station number; display will indicate FWD SET.</td>
</tr>
<tr>
<td><strong>TO CANCEL</strong>: at dial tone depress FWD-NA KEY; display will indicate FWD CNCL.</td>
<td></td>
</tr>
<tr>
<td><strong>CALL PICK-UP(GROUP)</strong></td>
<td>This feature allows you to answer lines ringing that do not appear on your phone.</td>
</tr>
<tr>
<td><strong>PICK-UP</strong></td>
<td>Lift handset; depress PICK UP KEY; connection to calling party is established. If the phone is not in the call pick up group depress *8 plus the extension number ringing that you wish to pick up. Connection</td>
</tr>
</tbody>
</table>
to the calling party is established.

*NOTE: A call pick-up group consists of up to twenty numbers in a group and allows one group per phone number.

**CALLBACK**

When a busy signal is received after dialing a campus number, this feature allows your Dterm phone to notify you and automatically complete the call when the line is free.

After receiving a busy signal from an extension; depress CALL BACK KEY; hang up; calls can be placed and received. When the busy extension becomes free, your phone will ring; display will indicate CALL BACK. - to cancel call back: at dial tone depress CALL BACK KEY.

**SPEED DIALING FEATURE KEYS**

The keys in the vertical rows above or beside the number keypad allow you to program frequently-used phone numbers and functions into the Dterm's memory. You can then dial the numbers or engage the features by pressing a single key. The Shift allows you to establish 16 additional SPEED DIALING buttons for a total of 32. By pressing the Shift button you are turning the page to 16 extra unused SPEED DIALING buttons.

**TO PLACE A CALL** Press desired Speed Dial Key or press
USING SPEED DIAL

Speaker and Speed Call. The call will automatically be dialed without lifting the handset or pressing speaker.

TO PROGRAM

Press Feature button.
Press desired Speed Dial Key.
Enter desired telephone number or feature code on the keypad. Display indicates digits dialed.
Press Feature again to save the number.
SPEED SET will show on the LCD Display.

TO VERIFY

Press Feature button.
Press desired Speed Dial key.
Display indicates digits programmed.

NOTE: 1 To program a hook switch for transfer feature activation, press Recall key as first digit "1" displays on LCD

SOFT KEYS - Located just under the display

OHR (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.

RMUTE
This feature which is located on the top row, 2nd triangular button, MUTES the ringer so that the phone will not ring for any calls. This will give you a feature similar to the do not disturb function.
**MIC**  
Press the MIC, which is located on the top row to activate or deactivate the microphone. The MIC LED light will illuminate when MIC is on.

**HEADSET**  
Press the Soft Key below "HSET" to activate Headset operation. The primary extension LED will illuminate when headset is on.

**MUTE**  
Press the Soft key below "MUTE" to mute the microphone in the handset.

**HELP**  
Press the HELP key, which is located on the top row, 5th triangular button, for helpful information regarding keys located on the top of your 16 button telephone.

**EXIT**  
Press the Exit Key to exit the Help program.

**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 Soft Key associated with the MIC Display or press Feature and 1, or press the “MIC” key.

**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.

**TO SELECT RINGER TONE**
The Dterm IP phone has 4 kinds of ringer tones that you can select from.

Press Feature and 3. The LCD displays the selected tone number.

**TO ADJUST TRANSMISSION/RECEIVING**
Handset volume can be changed permanently.
VOLUME

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

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. 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.
**USING THE IP Dterm**

**TO ORIGINATE AN OUTSIDE CALL**
Lift handset or press Speaker key to receive a dial tone.
Dial 9 and wait for outside dial tone.
Dial desired telephone number.
Use handset or MIC to converse.

**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.

**TO ANSWER**
Press the Line Appearance key (ringing and flashing LED alert user to incoming call).
Lift handset or press Speaker.
Speak with incoming party.

**TO PLACE A CALL ON HOLD**
Press Hold. Held line flashes.

NOTE: If held line appears on other Dterm stations, the associated LED flashes red slowly.

**TO RETRIEVE FROM HOLD**
Lift handset or press Speaker.
Press held line. Use handset to converse.

NOTE: Any station with this line appearance can retrieve the call.
NOTE: 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 A CALL FROM EXCLUSIVE HOLD

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. Dial destination station’s extension, hang up or wait for an answer.

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

**CONFERENCE**

3-WAY CALLING:
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.

4-8 PARTICIPANTS:
Conference calls for more than three and up to eight participants can be accomplished through the Vanderbilt
Operators, (0). Prior notice is helpful in setting up large conference calls through the Vanderbilt Operators.

TO ESTABLISH A CONSULTATION 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.

CALL PARK

CALL PARK - allows you to "PARK" a call until you retrieve it from your own or another telephone. Example: I receive a call and must go to the file room to look up some information. I "PARK" the call, get the information needed and retrieve the "parked" call on the telephone in the file room.

TO PARK A CALL

Press TRANSFER # 6. Your display will show "PRK SET" and the number and you will hear the service set tone. Hang up.

TO RETRIEVE THE CALL FROM THE ORIGINAL

Lift the handset and press # 6. You are automatically reconnected with your caller and your display will show "PRK"
TO RETRIEVE THE CALL FROM ANOTHER TELEPHONE

Lift the handset and press *65 and the extension number of the telephone where you "parked" the call. You are automatically reconnected with the caller and your display will show "PRK" and the number.

A "parked" call must be retrieved. If the call is not retrieved, it will ring back to the original extension.

NOTE: 1) To program a pause press Recall key as any digit other than the first digit (- displays on LCD)

NOTE: 2) To program a Voice Call, press Transfer key after dialing station number (V displays on LCD)

NOTE: 3) 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.

TERMS

OFF HOOK OFF HOOK means you lift the handset and
receive dial tone. A green light will indicate the line is in use.

**FLASH**

FLASH is a programmed button on your phone. You can program features such as Call Back, Message, or Voice.

**ACCESS CODE**

An ACCESS CODE is a two button code that lets you use certain features on the Telephone.

**HUNT GROUP**

A HUNT GROUP allows a call to be directed to an idle station in a prearranged group when the called station is busy.

**PICK-UP GROUP**

A PICK-UP GROUP feature allows you to answer calls directed to other telephones in a programmed group by simply dialing an access code or by pressing a PICK-UP button.

**TONES**

Each telephone has five different tones. You will be able to hear those tones through the handset or speaker if you press the SPEAKER button.

**DIAL TONE**

DIAL TONE is the steady tone you hear before you make a call.

**BUSY SIGNAL**

BUSY SIGNAL is a pulsing tone that indicates you dialed a number that is being used.

**REORDER TONE**

REORDER TONE is a fast busy signal. This
means that an unassigned number was dialed, a service feature was denied or your handset was off the hook.

**SPECIAL DIAL TONE**

*SPECIAL DIAL TONE* is a higher pitched signal. This means you may proceed to use a feature

**SERVICE SET TONE**

*SERVICE SET TONE* is a high steady tone that tells you a feature was set or canceled