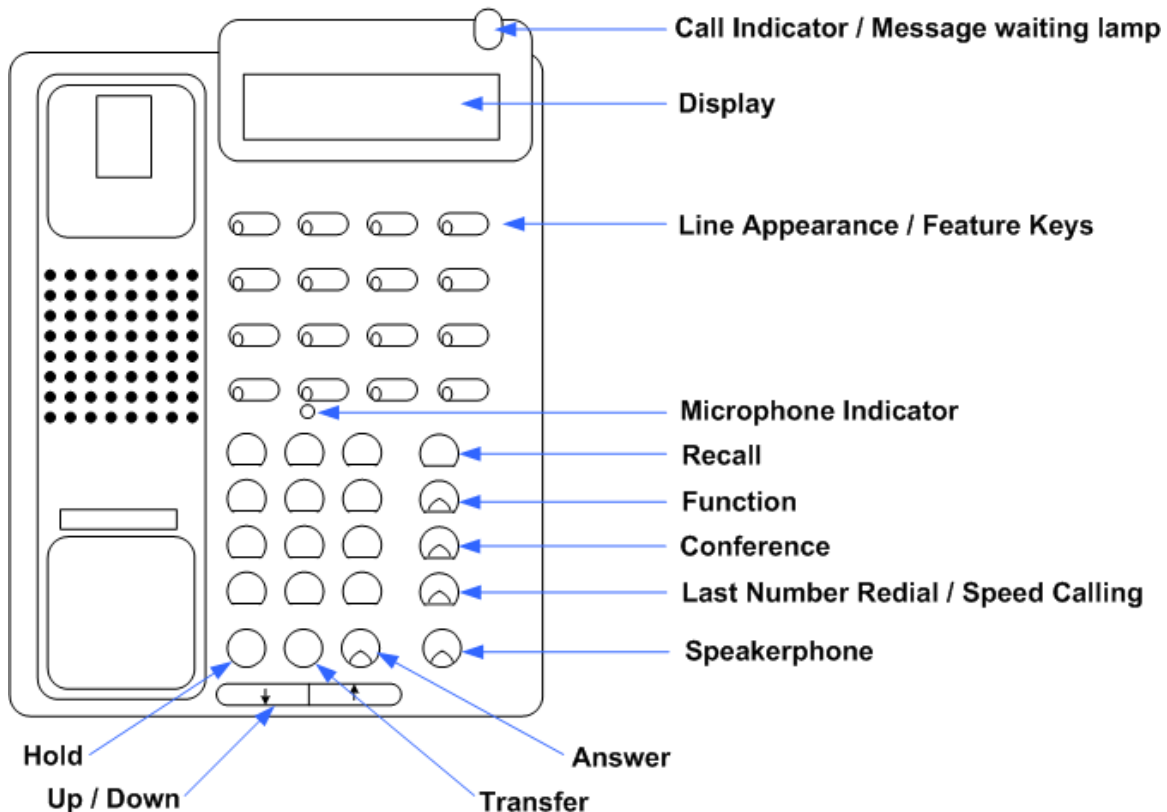


Dterm III 16DC



THE BASIC KEYS ON YOUR PHONE

SPEAKER (SPKR)

Press key to use as a speakerphone. The light on the key is lit when active. (Note: Make sure your Microphone Indicator is lit, or the other person won't be able to hear you! Turn the MIC on/off by pressing FNC and then 1.)

HOLD

Press key to place caller on hold. The light for the "Line Appearance" (telephone number) key you were using will begin to double-flash green. The system will ring you back in a minute or so to remind you there is someone on hold. Retrieve the caller by pressing the flashing Line Appearance key.

Once you put a caller on hold, any DTerm with your "Line Appearance" can pick up the caller by pressing your Line Appearance, which will be double-flashing red on their phone. This is handy if you need to go to another room that has a Dterm with your Line

Appearance. You can retrieve the call by selecting your Line Appearance on the other phone.

If you do not want another Dterm with your Line Appearance to be able to retrieve a caller you need to put on hold, press HOLD twice. This sets "Exclusive Hold" and the lighted Line Appearance on other DTerms will be solid red and they can not pick up the caller you have on hold. The Line Appearance on your phone will still double-flash green and the caller on hold can be retrieved only from your DTerm.

TRANSFER (TRF)

Press key to place caller on hold and receive "second dialtone" allowing you to dial the number you want to transfer the caller to.

There are two types of transfers: "Unsupervised" and "Supervised". An Unsupervised Transfer is when you hang up after dialing the number to transfer the caller to. The caller then hears the hold music stop and the other line ringing.

A Supervised Transfer is when you stay on the line and announce the caller to the person you are attempting to transfer the caller to. The caller hears hold music until you hang up, and at that point, the caller is connected to the person you announced them to.

If the person you are attempting to transfer the caller can't take the call, you press TRANSFER again. The caller hears the hold music stop and is reconnected with you.

If the person you were attempting to transfer the caller to never hangs up, they now hear the hold music and you have established what is called a "Broker Call". Using TRANSFER will allow you to toggle back and forth between the two for as long as needed. Your display will show you what number you are currently connected to.

CONFERENCE (CNF)

After you have placed a caller on hold using the TRANSFER (not hold) key, you can dial a second number and when they answer, press the CONFERENCE key and the three of you will be connected together.

ANSWER (ANS)

Your phone is set for "Prime Line Pickup", meaning your actual phone number (Line Appearance number one) will always be selected when you go "off-hook" (pick up the handset or press SPEAKER). You can then answer any Line Appearance ringing (or flashing to indicate ringing, rather than on hold) on your phone by pressing its Line Appearance key.

The ANSWER key eliminates having to hunt for the flashing light. If one is ringing and flashing, just go off-hook and press ANSWER. If more than one is ringing, it will select the first in line as laid out on your Line Appearance keys.

LAST NUMBER REDIAL / SPEED CALLING (LNR/SPD)

Press key to go off-hook and view last number dialed. By continually pressing the LNR/SPD key, you can scroll through the last five numbers you've dialed. When you get to the one you want press the "star" key and the phone will redial the number.

RECALL

"Recalls" dialtone. Press the RECALL key if you've made a mistake dialing, the person you were talking to hangs up and you need to make another call, etc. Saves you having to hang up and start all over. (Note: If you press RECALL when you're in the middle of a call, you will hang up on the other person!)

If you have someone on your Prime Line (actual phone number) on hold, you can not recall dialtone using the RECALL key. You can get dialtone by selecting a Line Appearance that is not in use.

If you have put someone on a Line Appearance other than your Prime Line on hold from on your phone, you can recall dialtone by pressing your Prime Line key or another Line Appearance key that is not in use.

(Note: If you have put someone on a Line Appearance other than your Prime Line on "Exclusive Hold" from your phone, you have locked out the phone whose Prime Line is the associated Line Appearance on your phone from using their Prime Line until you take care of the caller you've put on Exclusive Hold on their line!)

UP / DOWN ARROWS

Used to adjust :

- LCD Contrast: Press up/down arrow key while phone is idle.
- Speaker/Receiver Volume: Press up/down arrow key during conversation.
- Ringer Volume: Press up/down arrow key during ringing. (Note: If you need to keep a caller on hold for an extended period and don't want to be hear the ringing reminder, you can use the "down" key to reduce the Ringer Volume. When you are able to get back to the caller, remember to bring the Ringer Volume back up using the "up" key before taking them off hold... otherwise you may forget to turn your Ringer Volume back up and you won't hear any ringing on your next call!)

FUNCTION (FNC)

This key is used to activate terminal setup functions and to program unused Line Appearance / Feature Keys as One-Touch Speed Dial keys.

To activate Terminal Setup Functions:

Microphone On/Off - The MIC lamp shows the status of the built-in microphone. To change microphone status: Press FNC and 1 to turn the microphone from on to off, or from off to on.

To Adjust Initial Receiving Volume - To change the handset receiver volume: Press FNC and 2. The DISPLAY shows the current volume. Press FNC and 2 to alternate between Small and Large volume. When you're satisfied with a choice, do nothing and the selection on the DISPLAY will go out and you're set.

To Select Ringer Tone - The Dterm has 4 kinds of ringer tones. Press FNC and 3 and the LCD displays the current tone (number 1~4). Press 3 again to scroll through the 4 tones. When you're satisfied with a choice, do nothing and the selection on the DISPLAY will go out and you're set. (Note: The ringer tone is set for all Line Appearances on your phone; you can not have different tones for different Line Appearances on a single phone.)

To Adjust Transmission/Receiving Volume - Press FNC and 4. The LCD displays the current volume. Press FNC and 4 again to alternate between small and large volume.

To Activate "Hands-Free" Operation - Press FNC and 5. In this mode, when another DTerm dials your number and presses their Line Appearance / Feature Key programmed as an INTERCOM button, they can activate your speakerphone without you having to touch anything. When you are a member of a Paging Group, your speakerphone will activate when another in your group presses their PAGE button.

To Deactivate "Hands-Free" Operation - Press FNC and 6. In this mode, when another DTerm dials your number and presses their Line Appearance / Feature Key programmed as an INTERCOM button, they can not activate your speakerphone, they will continue to hear your phone ringing until you answer with either the handset, headset or speaker. If you are a member of a Paging Group, your speakerphone will not activate when another in your group presses their PAGE button.

Call Indicator Lamp On/Off - You can choose if you want the call indicator lamp to flash during ringing. (Note: This does not affect your light turning on for Voicemail Messages Waiting.) Press FNC and 7.

To program unused Line Appearance / Feature Keys as One-Touch Speed Dial keys:

1. Press FNC button.
2. Press desired Speed Call button.
3. Enter desired telephone number or feature code on the keypad. Display indicates digits dialed. (To program a "flash", press Recall key as first digit. To program a "pause", press Recall key as any digit other than the first digit.)
4. Press FNC again to save the number.

To verify:

1. Press FNC button.
2. Press desired Speed Call button.
3. Display indicates digits programmed.

To make a call using One-Touch Speed Dial keys you've programmed:

Using handset: Pick up handset and press desired Speed Call key.

Using speakerphone: Press desired Speed Call key. Speakerphone activates and dials number.

EXAMPLES OF LINE APPEARANCE / FEATURE KEYS THAT CAN BE PROGRAMMED BY TELECOMMUNICATIONS

CALLER ID

When a call comes in the number is “captured” and this key will light. You can press the lit key and scroll through up to 3 missed calls using your display. Stored numbers can be deleted by pressing the “#” key while being viewed.

FWD-ALL

Takes the place of having to dial #2 to set all calls to forward to another number and dialing *2 to cancel. In addition, when your phone is forwarded the light on this key is lit to remind you the feature is activated.

FWD-DA

Takes the place of having to dial #6 to set calls to forward to another number after 4-5 rings and dialing *6 to cancel. In addition, when your phone is forwarded the light on this key is lit to remind you the feature is activated.

FWD-BY

Takes the place of having to dial #3 to set calls to forward to another number when your phone is busy and dialing *3 to cancel. In addition, when your phone is forwarded the light on this key is lit to remind you the feature is activated.

CALL BACK

Takes the place of dialing #1 to have the phone ring you back when you get a busy signal calling someone on campus or can't get an outside line.

DO NOT DISTURB

Used to make your line busy to others rather than leaving your phone off-hook. Also useful to silence the ringing reminder when you have to keep someone on hold for an extended time. The key lights to let you know the feature is activated.

INTERCOM

Used to dial another DTerm and if their line is not busy. Press this key and you will activate their speakerphone without them having to touch anything. Requires other phones to have FNC 5 (Allow Hands-Free Operation) active.

PAGE

Paging Groups can be set up so pressing one button will activate all speakerphones in a group of DTerms and flash their Prime Lines. The person you need to talk to can pick up the handset of any DTerm in the group, press it's flashing Prime Line and you will be connected. Requires other phones to have FNC 5 (Allow Hands-Free Operation) active.