DTERM®
SERIES III
Telephones
· · · · · · · · · · · · · · · · · · ·
USER GUIDE

NEC

TABLE OF CONTENTS

KEYS AND LAMPS

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FUNCTION KEYS

ANS (Answer)

When LED on this key is lighted, press key to answer a waiting call.

CNF (Conference)

Press key to establish a three-way conversation. LED on key lights when key is active.

FNC (Function)

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

HOLD

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

LNR/SPD
(Last Number Call/Speed Calling)

Press key to activate Last Number Call redial and Speed Calling.

RECALL

Press key to terminate established call and reseize internal dial tone.

SPKR (Speaker)

Controls the built-in speaker which can be used for Hands Free dialing/monitoring. LED on key lights when key is active.

TRF (Transfer)

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

UP/DOWN (▲▼)

Used to adjust LCD contrast, speaker/receiver volume, and ringer volume.

◆ LCD Contrast:
Press ▲ or ▼ key while idle.

◆ Speaker/Receiver Volume:
Press ▲ or ▼ key during conversation.

◆ Ringer Volume:
Press ▲ or ▼ key during ringing.

PROGRAMMABLE KEYS

These are examples of D^{term*} features available by pressing the programmable keys. Some features may be programmed by the user. Others must be programmed by the telephone system administrator.

AICM

Press key to activate Automatic Intercom.

DICM

Press key to activate Dial Intercom.

DND (Do Not Disturb)

Press key to activate or cancel Privacy feature.

DTX

Press key to transfer a call from a voice line to the data line.

FWD

Press key to activate or cancel Call Forwarding - All Calls feature.

FWD-BY

Press key to activate, verify, or cancel Call Forwarding - Busy feature.

FWD-NA

Press key to activate, verify, or cancel Call Forwarding - No Answer feature.

MICM

Press key to activate Manual Intercom.

MSG (Message)

Press key to leave message indication at station in no answer or busy condition.

MW-SET

Press key to leave message waiting indication on boss' station from secretary's station.

MW-CANCEL

Press key to cancel message waiting indication on boss' station from secretary's station.

P-RLS

Press key to release Privacy feature.

S&R (Save and Repeat)

Press key to store a number or redial a stored number.

SIG

Press key to cause chime at predetermined station.

SUBLINE APPEARANCE

A programmable extra extension key. Press key to see status of extra extension.

LAMPS

Call Indicator Lamp

Lamp at top of D^{term} flashes when a call terminates to the terminal. Lamp lights steadily when a message has been left.

LCD

Liquid Crystal Diode (LCD) display provides D^{term} activity information plus date and time.

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.

FUNCTION KEY ACTIVITIES

FNC + 1 = Turns microphone on or off.

FNC + 2 = Adjusts handset receiver volume.

FNC + 3 = Selects ringer tone.

FNC + 4 = Adjusts transmission/receiving volume.

FNC + 5 = Activates hands-free operation.

FNC + 6 = Deactivates hands-free operation.

FNC + 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 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

Handset receiver volume can be changed.

To change the handset receiver volume:

◆ Press **FNC** and **2**.
The LCD displays
the current volume.

RCV VOL.	SMALL
(Time display)	
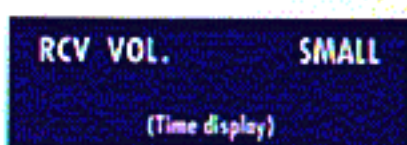
◆ Press **FNC** and **2**
to alternate between
Small and Large
volume.

RCV VOL.	LARGE
(Time display)	
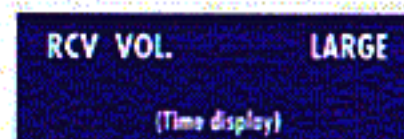
TO SELECT RINGER TONE

The D^{xm} Series III has 4 kinds of ringer tones that you can select.

◆ Press **FNC** and **3**.
The LCD displays
the selected tone
number ($n=1 \sim 4$).

RINGER TONE	n
(Time display)	
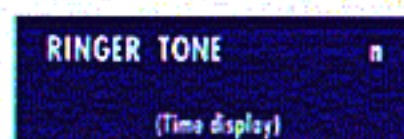
TONE NO.	FREQUENCY (Hz)	MODULATION (Hz)
1	480/606	16
2	480/606	8
3	1285/1024	16
4	600/700	16

TO ADJUST TRANSMISSION/RECEIVING VOLUME

Handset volume can be changed permanently.

◆ Press **FNC** and **4**.
The LCD displays
the current volume.

T/R VOL.	SMALL
(Time display)	

◆ Press **FNC** and **4**.
again to alternate
between Small and
Large volume.

T/R VOL.	LARGE
(Time display)	

TO ACTIVATE HANDS-FREE

To set hands-free on:

◆ Press **FNC** and **5**.
The LCD displays:

HANDS FREE	ON
(Time display)	

To set hands-free off:

◆ Press **FNC** and **6**.
The LCD displays:

HANDS FREE	OFF
(Time display)	

CALL INDICATOR LAMP ON/OFF

The user can choose to turn the call indicator
lamp either on or off during ringing.

◆ Press **FNC** and **7**.
The LCD displays:

INDICATOR	ON
(Time display)	

INDICATOR	OFF
(Time display)	

NOTE: The call indicator lamp lights when used as
a Message Waiting Lamp, even when it is turned off
by the above operation.

TO ORIGINATE AN OUTSIDE CALL

●●●●●●●●●●●●●●●●●●●●

- ◆ Lift handset or press **SPKR** key, receive dial tone.

- ◆ Dial the Central Office access code, e.g. 9.

- ◆ Dial desired telephone number.

- ◆ Use handset or MIC to converse. Display indicates:

Elapsed time	Trunk type	Trunk number
15:39	WATS	3

(Time display)

TO ORIGINATE AN INTERNAL CALL

●●●●●●●●●●●●●●●●●●●●

- ◆ Lift handset or press **SPKR** key.

- ◆ Receive dial tone.

- ◆ Dial desired station number. Display indicates digits dialed.

- ◆ Use handset or MIC to converse.

TRUNK LINE APPEARANCE

● ●

To ORIGINATE

◆ Press the **TRUNK LINE APPEARANCE** feature key.

◆ Lift handset or press **SPKR**, receive Central Office or distant PBX dial tone.

◆ Dial the destination.

To ANSWER

◆ Press the **TRUNK LINE APPEARANCE** feature key (ringing and flashing LED alert user to incoming call).

◆ Lift handset or press **SPKR**

◆ Speak with incoming party.

TO ORIGINATE A CALL USING SPEED CALLING (ONE-TOUCH BUTTONS)

● ●

◆ Press desired **SPEED CALL** button, or press **SPKR** and **SPEED CALL**.

To PROGRAM

(Available only on D^{term} stations with speed calling keys.)

◆ Press **FNC** button.

◆ Press desired **SPEED CALL** button.

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

◆ Press **FNC** again to save the number.

SPD SET
(Time display)

To VERIFY

◆ Press **FNC** button.

◆ Press desired **SPEED CALL** button.

◆ Display indicates digits programmed.

> NOTE 1: To program a hookswitch for transfer or feature activation, press **RECALL** key as first digit (**!** displays on LCD).

> NOTE 2: To program a pause, press **RECALL** key as any digit other than the first digit (**−** displays on LCD).

> NOTE 3: To program a Voice Call, press **TRF** key after dialing station number (**V** displays on LCD).

> NOTE 4: Speed calling for feature access: Speed call keys 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.

TO ORIGINATE A CALL USING SPEED CALLING (INDIVIDUAL/GROUP)

● ●

◆ Press the **LNR/SPD** button.

```
LNR [ * ]       /     SPD [___]

                (Time display)
```

◆ Press the desired speed calling number.
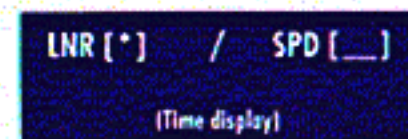
ACCOUNT CODE

TO ENTER

◆ Lift handset or press **SPKR**, receive dial tone.

◆ Enter feature access code, receive service set tone.

◆ Enter Account Code (up to 10 digits).

◆ Receive dial tone and dial desired number.

TO ENTER ACCOUNT CODE AFTER AUTHORIZATION CODE

◆ Lift handset or press **SPKR**, receive dial tone.

◆ Enter feature access code for Authorization Code, receive service set tone.

◆ Enter Authorization Code, receive second service set tone.

◆ Enter Account Code, receive dial tone, and dial desired number.

  NOTE: Authorization and Account Codes may be up to 15 digits combined.

FORCED ACCOUNT CODE

◆ Lift handset or press **SPKR**, receive dial tone.

◆ Enter feature access code, receive service set tone.

◆ Enter Forced Account Code (up to 10 digits), receive dial tone.

AUTHORIZATION CODE

TO ENTER WITHOUT ACCOUNT CODE

◆ Lift handset or press **SPKR**, receive dial tone.

◆ Enter feature access code, receive service set tone.

◆ Enter Authorization Code (up to 10 digits).

◆ Receive dial tone, dial desired number.

– OR –

◆ Lift handset, receive dial tone.

◆ Dial desired number.

◆ If an Authorization Code is required, caller hears special dial tone.

◆ Enter Authorization Code, or call will be denied.

> NOTE: This option is available only if system is programmed with Least Cost Routing.

TO ENTER WITH ACCOUNT CODE (SEE ABOVE)

Service set tone is optional depending upon system programming.

> NOTE: If a 16- or 24-button display terminal is used, the display indicates all of the digits dialed.

VOICE CALL

•••••••••••••••••••••••••••••••••

◆ Lift handset.

◆ Dial desired station number.

◆ Press **VOICE**.

◆ Speak to called party.

VCL	2000
	(Time display)

> NOTE 1: A Voice Call may be programmed on a one-touch speed key by pressing **SPEED DIAL** button, dialing the extension, and pressing the **TRF** key (**V** displays if programming on an LCD Display D^term. Save by pressing **SPEED DIAL** again).

> NOTE 2: If called party is on their line when a Voice Call is attempted, calling station's display indicates:

VCL BSY	
	(Time display)

> NOTE 3: A voice call is restricted if called party's station is not a D^term. Display indicates:

VCL RST	
	(Time display)

TO ANSWER A VOICE CALL HANDS FREE

• •

◆ Receive incoming
Voice Call.

	Calling station
VCL	2001
	(Time display)

◆ Press **MIC** feature
key or **FNC** and **1**.
MIC LED lights.

◆ Respond hands-free.

NOTE: If privacy is required, lift handset.

AUTOMATIC INTERCOM

• •

TO INITIATE

◆ Lift handset or press **SPKR** key.

◆ Press **AICM** key.

	Called party
ICM	2
	(Time display)

◆ Hear ringback tone.

TO ANSWER

◆ **AICM** key flashes red
indicating an incom-
ing intercom call.

	Calling party
ICM	1
	(Time display)

◆ Press **AICM**, lift handset or press **SPKR**.
LED lights solid green.

◆ If called station is engaged in a non-intercom
call, the station may press **AICM** after placing
original caller on hold (with **HOLD** key).

TO BRIDGE INTO AN AUTOMATIC INTERCOM CALL

NOTE: Bridging is an optional feature.

◆ Press the **AICM** key,
lift handset or
press **SPKR**.

	Overriding party
OVR	1
	(Time display)

◆ A three-party
conference is
established.

CNF	
	(Time display)

NOTE: Pressing **AICM** on a station with one intercom
button connects that station to one pre-defined extension.

MANUAL INTERCOM

To initiate

◆ Press **MICM**, lift
handset or press
SPKR, ringback
tone is heard.

	Called party
ICM	2
(Time display)	

◆ Press the **SIG** key if it is desired
for the called station to hear ringing.

To answer

◆ **MICM** key flashes,
indicating an incom-
ing call. Ring tone
may also be heard.

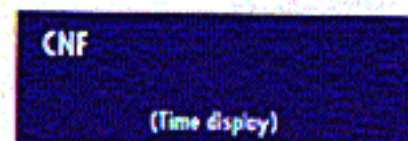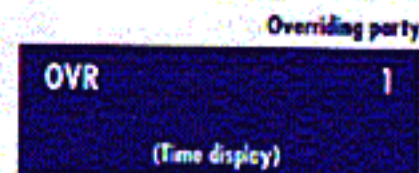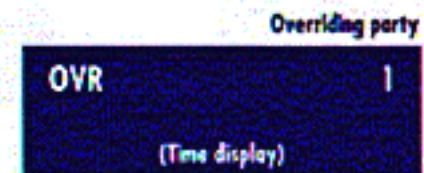|	Calling party
ICM	1
(Time display)	

◆ Press **MICM**.

◆ Lift handset or press **SPKR**, LED lights
solid green.

◆ If called station is engaged in a non-intercom
call, the station may press **MICM** after placing
original caller on hold (with **HOLD** key).

To bridge into a manual intercom call

NOTE: Bridging is an optional feature.

◆ Press **MICM**,
lift handset or
press **SPKR**.

	Overriding party
OVR	1
(Time display)	

◆ A three-party
conference is
established.

CNF	
(Time display)	

NOTE 1: The **SIG** key signals the corresponding
station when speaking over the intercom path
is unnecessary.

NOTE 2: Two-button Manual Intercom provides
one button for signaling and one for talking.
A separate signaling button can be used in many
ways for the secretary to alert a boss or visa versa.

DIAL INTERCOM

• •

TO INITIATE

◆ Lift handset or press **SPKR** key.

◆ Press **DICM** key.

◆ Dial desired intercom station number. Receive ringback tone.

```
                              Called party
 ICM                   2

         (Time display)
```

TO ANSWER

◆ **DICM** LED flashes, indicating an incoming intercom call.

◆ Press **DICM**.
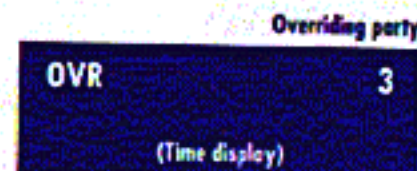
◆ Lift handset or press **SPKR**. LCD shows solid green.

◆ If called station is engaged in a non-intercom call, the station may press **DICM** after placing the original call on hold (with the **HOLD** key).

```
                              Calling party
 ICM                   2

         (Time display)
```

TO BRIDGE INTO A DIAL INTERCOM CALL

NOTE: Bridging is an optional feature.

◆ Press the **DICM** key, lift handset or press **SPKR**.

```
                              Overriding party
 OVR                   3

         (Time display)
```

◆ A three-party conference is established.

```
 CNF

         (Time display)
```

NOTE: Dial intercom provides a Dial Intercom group where each member of the group may be called by a 1- or 2-digit number without using their prime lines.

TO PLACE A CALL ON HOLD

● ●

◆ Press **HOLD**. Held line wink flashes.

	Held station number
HLD	2001
(Time display)	

NOTE: If held line appears on other D[term] stations, the associated LED flashes red slowly.

TO RETRIEVE

◆ Lift handset or press **SPKR**.

◆ Press held line. Use handset to converse.

NOTE: Any station with this line appearance 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 station that placed call on hold.

NOTE 1: A transfer or conference call may be placed on hold depending on software level of the NEAX2400 IMS.

NOTE 2: Hold shows as 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.

	Held station number
EHD	2001
(Time display)	

NOTE: If held line appears on other D[term] station, LED remains steadily lit red.

TO RETRIEVE

◆ Lift handset or press **SPKR**.

◆ Press held line. Use handset to converse.

> NOTE: Only D[rem] that set 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 station which placed call on Exclusive Hold. **RECALL** shows as a flashing green LED on your phone, and solid red on other phones with same line.

> NOTE: Exclusive Hold excludes any other phone from picking up your held call. Exclusive Hold shows as a flashing green LED on your phone. The same line on other phones appears as a solid red LED.

TO TRANSFER A CALL

● ●

◆ After conversing, ask party to hold.

◆ Press **TRF**.
Receive interrupted dial tone.

XFR	
	(Time display)

◆ Dial destination station's extension, hang up or wait for answer.

Transferred station or trunk number

XFR	2001
	(Time display)

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

Transferring station

XFR	200	WATS 3
	(Time display)	

CONFERENCE

●●●●●●●●●●●●●●●●●●●●●●●●●

◆ With call in progress, ask party to hold.

◆ Press **TRF**, receive interrupted dial tone.

◆ Dial desired number.

◆ After call is answered, press **CNF**.
CNF LED lights.

◆ Three-way confer-
ence is established.

CNF
(Time display)

◆ If one party hangs up, other two remain
connected. **CNF** LED goes out.

TO ESTABLISH A BROKER CALL

●●●●●●●●●●●●●●●●●●●●●●●●●

◆ While engaged in a call and wishing to
consult a third party, press **TRF**. Caller
is automatically placed on hold.

◆ Dial desired party to consult.

◆ Press **TRF** 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.

TO ANSWER
A CAMPED-ON CALL

• • • • • • • • • • • • • • • • • • • •

(FROM THE ATTENDANT)

◆ While engaged in a call, receive the camp-on indication (one short tone burst). **ANSWER** LED flashes.

◆ Press **ANS**. Call in progress is placed on hold.

◆ Connection to camped-on call is established.

◆ Press **ANS** to return to original call. Camped-on call is placed on hold.

Trunk type	Trunk number
CMP WATS	3
(Time display)	

◆ By repeating these steps, it is possible to alternate between calls. Display indicates connected station or trunk at any given time.

CALL WAITING –
ORIGINATING

• • • • • • • • • • • • • • • • • • • •

TO PROGRAM CALL WAITING KEY
(ON ONE-TOUCH SPEED CALLING KEY)

◆ Press **FNC**.

◆ Press desired one-touch speed key.

◆ Press **RECALL**. ! appears on LCD (See Note).

◆ Dial Call Waiting feature access code.

◆ Press **FNC**.

NOTE: To program a hook switch for transfer or feature activation, press **RECALL** as first digit. ! displays on LCD.

TO ACTIVATE CALL WAITING – ORIGINATING

◆ Dial desired station number, receive busy tone.

◆ Press **CALL WAITING**.

◆ Receive special ringback tone.

◆ Call Waiting tone is sent to busy station.

Called station number

```
CW                    2000

        (Time display)
```

– OR –

◆ Lift handset or press **SPKR**.

◆ Dial Call Waiting access code, receive dial tone.

```
CW

        (Time display)
```

◆ Dial busy station.

```
CW  SET               2000

        (Time display)
```

TO ANSWER A WAITING CALL

◆ Call Waiting tone is heard.

◆ Press **ANS**.

◆ Waiting call is automatically connected. Original party is placed on hold.

Calling station number

```
CW                    2001

        (Time display)
```

◆ By repeatedly pressing **ANS**, it is possible to alternate between calls. Display indicates connected station or trunk at any given time.

TO DISCONNECT

◆ Press **RECALL**. Station user is automatically connected to original party.

CALL PARK

• •

TO PROGRAM CALL PARK KEY (ON ONE-TOUCH SPEED CALLING KEY)

◆ Press **FNC**.

◆ Press one-touch speed key.

◆ Press **RECALL**. I displays on LCD.

◆ Dial Call Park access code.

◆ Press **FNC** again.

TO PARK A CALL

◆ While connected to a station or trunk, press **TRF** and dial the Call Park access code, or press **CALL PARK**.

Parked station or trunk

PRK SET	WATS 3
(Time display)	

TO RETRIEVE A PARKED CALL FROM ORIGINATING STATION

◆ Dial Call Park local retrieval code.

◆ Station user is connected to parked call.

Elapsed time

10:01	WATS 2
(Time display)	

TO RETRIEVE A PARKED CALL FROM A REMOTE STATION

◆ Dial Call Park remote retrieval code and the station number from which the call was parked.

◆ Station user is connected to remotely parked call.

Station that parked the call

2000	WATS 2
(Time display)	

CALL PICK-UP (GROUP)

WHEN STATION WITHIN PICK-UP GROUP RINGS

◆ Lift handset.

◆ Press **CALL PICK-UP** or dial Call Pick-up access code (may be stored on one-touch speed calling key).

◆ Connection to calling party is established.

◆ If currently on a call, press **TRF** and dial Call Pick-up access code. The original party is placed on hold.

Called station		Calling party
PCK 2000	WATS	3
	[Time display]	

CALL PICK-UP (DIRECT)

TO PROGRAM PICK-UP DIRECT KEY (ONE-TOUCH SPEED KEY)

◆ Press **FNC**.

◆ Press one-touch speed key.

◆ Dial Direct Call Pick-up access code.

◆ Press **FNC** again.

WHEN A STATION WITHIN THE SYSTEM RINGS

◆ Lift handset, receive dial tone.

◆ Press **PICK-DIRECT** and dial the station number to be picked up.

– OR –

◆ Dial Direct Call Pick-up access code and the station number to be picked up.

◆ Connection to calling party is established.

◆ If busy, original call must be placed on hold before new call can be picked up.

```
         Called        Calling
         station       party

 PCK   2000    WATS           3

             (Time display)
```

OUTGOING TRUNK QUEUING

• •

IF TRUNK BUSY

◆ Receive Trunk Busy indication. Press **CALL BACK**. Call is placed in queue for next available trunk.

```
 OGQ  SET

             (Time display)
```

◆ When trunk is available, setting station is alerted by ringing and flashing red LED.

◆ Press **SPKR** or lift handset. Dial tone is heard or number is automatically dialed if NEAX2400 IMS is programmed with Least Cost Routing.

OFF-HOOK TRUNK QUEUING

• •

◆ Press **SPKR**, receive dial tone.

◆ Dial Off-hook Queuing access code.

◆ Dial desired telephone number. Encounter a trunk busy condition.

◆ Station user receives service set tone and leaves speaker on.

◆ The desired number is automatically dialed when a trunk becomes available.

EXECUTIVE OVERRIDE

● ●

IF CALLED STATION IS BUSY

◆ Press **OVERRIDE**.

◆ Interrupted parties receive warning tone.

Overridden station

OVR	2001
(Time display)	

◆ Three-way conference is initiated.

CNF	
(Time display)	

◆ **CNF** LED lights.

NOTE: Override may be programmed by the NEAX2400 IMS engineer for one of the Programmable Line/Feature keys, or may be programmed by the user on a one-touch speed calling key by storing the Recall and Override access code.

LAST NUMBER REDIAL

● ●

TO RECALL THE LAST NUMBER DIALED

◆ Press **LNR/SPD**. Receive dial tone.

LNR [*]	/	SPD [__]
	(Time display)	

◆ Press *. Outside or internal station is automatically redialed.

◆ When party has answered, lift handset to converse.

CALL FORWARDING – ALL CALLS

To set

◆ Press **SPKR**. Receive dial tone.

◆ If setting for another station, press **SUBLINE APPEARANCE**.

◆ Press **FWD** or dial Call Forwarding access code. Receive special dial tone.

◆ Dial destination station or external telephone number. Receive service set tone.

◆ **FWD** LED lights (at your station or at the D^{term} of the subline station you are setting).

◆ Press **SPKR**. Call Forwarding for all calls is set.
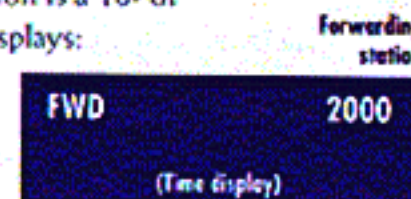
> **FWD SET**
>
> (Time display)

To verify (with 16- or 24-button D^{term})

◆ Press **FWD**.

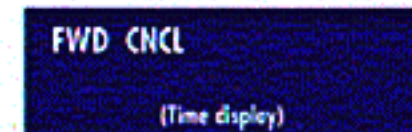◆ Display indicates the station number calls are forwarded to.

> NOTE: If recipient station is a 16- or 24-button D^{term}, LCD displays:

> Forwarding station
>
> **FWD**   2000
>
> (Time display)

To cancel

◆ Press **SPKR**. Receive dial tone. If cancelling for another station, press **SUBLINE APPEARANCE**.

◆ Press **FWD** or dial Call Forwarding cancel code. Receive service set tone. LED goes out at your station (or the D^{term} of the subline station).

> **FWD CNL**
>
> (Time display)

◆ Press **SPKR**. Call Forwarding is cancelled.
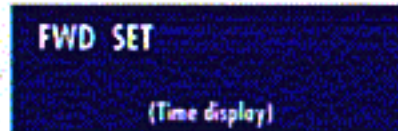
CALL FORWARDING – BUSY

To SET

◆ Press **SPKR**. Receive dial tone.

◆ If setting for another station, press **SUBLINE APPEARANCE**.

◆ Press **FWD-BY** or dial Call Forwarding – Busy access code. Receive special dial tone.

◆ Dial destination station or external telephone number. Receive service set tone.

◆ **FWD** LED lights (at your station or at the D^{term} of the subline station you are setting).

◆ Press **SPKR**. Call Forwarding – Busy is set.

```
FWD  SET

              (Time display)
```

To VERIFY (WITH 16- OR 24-BUTTON D^{TERM})

◆ Press **FWD-BY**.

◆ Display indicates the station number calls are forwarded to.

NOTE: If recipient station is a 16- or 24-button D^{term}, LCD displays:

Forwarding station

```
FWD                    2000

              (Time display)
```

To CANCEL

◆ Press **SPKR**. Receive dial tone. If cancelling for another station, press **SUBLINE APPEARANCE**.

◆ Press **FWD-BY** or dial Call Forwarding – Busy cancel code. Receive service set tone. LED goes out at your station (or the D^{term} of the subline station).

```
FWD  CNCL

              (Time display)
```

◆ Press **SPKR**. Call Forwarding is cancelled.

CALL FORWARDING – NO ANSWER

• •

TO SET

◆ Press **SPKR**. Receive dial tone.

◆ If setting for another station, press **SUBLINE APPEARANCE**

◆ Press **FWD-NA** or dial Call Forwarding – No Answer access code. Receive special dial tone.

◆ Dial destination station or external telephone number. Receive service set tone.

◆ **FWD** LED lights (at your station or at the D^{term} of the subline station you are setting).

◆ Press **SPKR**.
Call Forwarding –
No Answer is set.

FWD SET
(Time display)

TO VERIFY

◆ If verifying for another station, press **SUBLINE APPEARANCE** while idle.

◆ Press **FWD-NA**.

◆ Display indicates the station number calls are forwarded to.

NOTE 1: If recipient station is a 16- or 24-button D^{term}, LCD displays:

Forwarding station

FWD	2000
	(Time display)

NOTE 2: Call Forwarding for Busy and No Answer may be combined depending upon system programming.

To CANCEL

◆ Press **SPKR**. Receive dial tone. If cancelling for another station, press **SUBLINE APPEARANCE**.

◆ Press **FWD-NA** or dial Call Forwarding – No Answer cancel code. Receive service set tone. LED goes out at your station (or the D^{term} of the subline station).

```
FWD CNCL

        (Time display)
```

◆ Press **SPKR**. Call Forwarding – No Answer is cancelled.

CALL BACK

• •

IF CALLED STATION IS BUSY

◆ Press **CALL BACK**. Receive service set tone.

```
                    Called party
CB SET          2000

        (Time display)
```

- OR -

◆ Press **FLASH** key and enter Call Back access code.

◆ When both parties become idle, calling party's phone rings. Calling party would go off hook and hear ring back tone. The called station would then be ringing.

```
                    Called party
CB              2000

        (Time display)
```

```
                    Calling party
CB              2001

        (Time display)
```

◆ Lift handset.

◆ The called party's phone rings.

◆ Connection is established when the called party answers.

NOTE: Call Back may be programmed by the PBX Engineer on a Programmable Line/Feature Key or by the user on a one-touch speed calling key.

TO SAVE AND REPEAT
A NUMBER

TO SAVE

◆ Press **SPKR**.

◆ Dial desired telephone number.

◆ Press **S & R**. Dialed number is now stored. **S & R** LED lights.

– OR –

◆ Receive internal call.

◆ Press **S & R**. Number is stored in memory.

◆ **S & R** LED lights.

TO VERIFY (FOR 16- OR 24-BUTTON D^{TERM})

◆ While idle, press **S & R**.

◆ Display indicates digits stored.

TO REPEAT

◆ Press **SPKR**.

◆ Press **S & R**. D^{term} automatically redials the programmed number.

◆ **S & R** automatically cancelled. LED goes out.

NOTE: If saved number is busy or no answer is received, to save it again, press **S & R** again before hanging up.

TO LEAVE A MESSAGE

◆ Press **SPKR**. Receive dial tone.

◆ Dial desired station number. Encounter no answer or busy condition.

- Press **MSG**. Message is sent to called D^term

```
Called station
MSG  SET              2001

                (Time display)
```

- Called station **MSG** LED lights.

NOTE 1: Up to four messages can be stored in D^term memory.

NOTE 2: If a fifth message is attempted, reorder tone is heard and display indicates:

```
MSG  BSY

                (Time display)
```

NOTE 3: If station is not equipped to receive messages, reorder tone is heard and display indicates:

```
MSG  RST

                (Time display)
```

TO ANSWER A MESSAGE

TO DISPLAY

- **MSG** LED is lit. Station is idle.

- Press **MSG**.

- Press **MSG** again to display additional messages in order received.

```
Calling station
MSG   2001        12:28PM

                (Time display)
```

TO RESPOND

- While displaying desired message, press **SPKR**

- Press **MSG**. Station which left message is automatically redialed.

- Message is erased.

To Erase

◆ To erase a message without returning the call, press **MSG** to display desired message.

◆ Dial **#** while message displays. Message is erased.

> MSG CNCL
>
>   (Time display)

NOTE 1: If using an 8-button D^{term}, messages cannot be displayed. User must press **MSG** while off-hook to return call.

NOTE 2: If station that left message is busy, callback or **MSG** may be set. If station that left message does not answer, **MSG** may be set, notifying originating party that a message return was attempted.

MEET-ME PAGE

• •

Example: Station A can page Station B. When Station B dials answer code, they are connected.

To Page (Station A)

◆ Dial Paging access code, receive continuous ringback for one second.

> **Trunk number**
>
> PG   3
>
>   (Time display)

◆ Page Station B.

◆ Remain off hook or hang up.

To Answer (Station B)

If Station A remains off hook:

◆ Station B dials Paging answer code, and they are immediately connected.

> PG   3
>
>   (Time display)

If Station A hung up:

◆ Station B dials paging answer code, and Station A D^term rings.

◆ When Station A goes off-hook, they are connected.

PAGING TRANSFER

•••••••••••••••••••••••••

Example: Station A receives an important call for Station B who is not at a desk. Station A can page Station B. When Station B dials the Paging answer code, Station A can announce the call and transfer it to Station B.
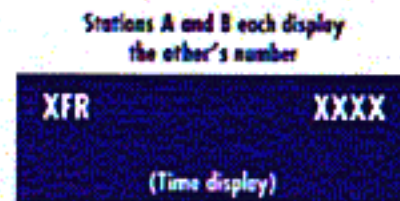
Calling trunk number

XFR	WATS 3
(Time display)	
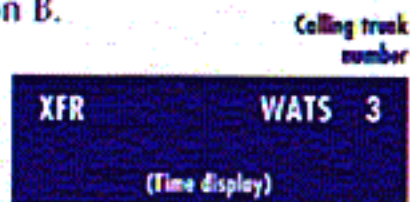
STATION A PAGING

◆ Ask calling party to hold.

◆ Press **TRF**. Receive interrupted dial tone.

◆ Dial Paging access code. Receive continuous ringback for one second.

◆ Page Station B.

◆ Remain off-hook or hang up.

TO ANSWER (STATION B)

If Station A remained off hook:

◆ Station B dials Paging answer code, and is connected with Station A. Station A announces call.

Stations A and B each display the other's number

XFR	XXXX
(Time display)	

◆ Station A hangs up. Station B and the calling party are connected.

WATS 3
(Time display)

If Station A hung up:

◆ Station B dials
Paging answer code.
Station A D^{term} rings.

XFR	WATS 3
(Time display)	

◆ Station A picks up
and announces call.

Calling trunk number

	WATS 3
(Time display)	

◆ Station A hangs up.
Station B and the calling
party are connected.

– OR –

(Dependent on System Programming)

◆ Station B dials
Paging answer
code, and is
immediately
connected to
the calling party.

PG	WATS 3
(Time display)	

BOSS/SECRETARY TRANSFER

● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

SECRETARY

◆ Lift handset, press
boss' ringing line. Ask
calling party to hold.

Calling party

	WATS 3
(Time display)	

◆ Press boss' line
again. Voice Call
is automatically
established.

**Boss and secretary station each
display the other's number**

ICM	XXXX
(Time display)	

◆ Announce the call to the boss.

IF BOSS ACCEPTS CALL

◆ Secretary replaces handset.

◆ Boss lifts handset, presses flashing line.

IF BOSS REFUSES CALL

◆ Secretary presses boss' line to return to calling party.

BOSS/SECRETARY – MW LAMP CONTROL

• •

TO SET MW AT BOSS' STATION

With caller on the line:

◆ Lift handset or press **SPKR**.

◆ Press boss' ringing line. Ask calling party to hold.

◆ Press **MW-SET** line/feature key. No service set tone is heard.

```
MW  SET

              (Time display)
```

Boss sees **MW** on 16DC and 24DS display D^ictm and can call secretary to receive message.

Without caller on the line:

◆ After taking message, press **RECALL** and receive dial tone.

◆ Press **MW-SET** line/feature key. Receive service set tone.

```
MW  SET

              (Time display)
```

NOTE: The secretary can hang up after taking a message, and set a message lamp at any time by going off-hook on the boss' subline and pressing the **MW-SET** key.

TO CANCEL AT BOSS' STATION

Without caller on the line:

◆ Lift handset or press **SPKR**. Receive dial tone.

◆ Press Boss' line appearance.

◆ Press **MW-CANCEL** line/feature key. Receive service set tone.

MW CNCL
(Time display)

With caller on line:

◆ While engaged in conversation on boss' subline, press **MW-CANCEL** key. No service set tone is heard.

MW CNCL
(Time display)

BOSS/SECRETARY OVERRIDE

• •

Example: Station 2000 is boss, Station 2001 is secretary. Boss is connected to Trunk A. Incoming call on Trunk B connects to secretary, but is intended for boss.

TO PROGRAM BOSS/SECRETARY OVERRIDE KEY

◆ Press **FNC**.

◆ Press a Speed Calling key.

◆ Dial Boss/Secretary Override access code.

◆ Press **RECALL** - displays on LCD.

◆ Dial boss' station number.

◆ Press **FNC** again.

SECRETARY

◆ Lift handset to answer Trunk B, ask caller to hold.

◆ Press **CALL HOLD** feature key or **TRF** and dial call hold access code. Receive dial tone.

◆ Press **BOSS/SEC OVERRIDE**. Receive ringback tone.

Boss' station number

CW		2000
	(Time display)	

Boss

◆ Hear 3 bursts of tone. **LCD** display indicates:

	Secretary's station number
CW	2001
	(Time display)

Option 1

◆ Boss presses **ANS** and converses with secretary. Trunk A is placed on hold.

◆ Secretary hangs up. Boss is connected to Trunk B.

◆ Boss can alternate between the two parties by pressing **ANS**.

Option 2

◆ Boss presses **ANS** and converses with secretary. Trunk A is placed on hold.

◆ Boss presses station 2001 key and converses with Trunk B. Boss presses **ANS** to reconnect to Trunk A.

◆ Secretary hears reorder tone, hangs up.

◆ Boss can alternate between the two parties by pressing **ANS**.

Option 3

◆ If boss does not respond to 3 bursts of tone, secretary presses **RECALL**.

◆ Secretary is connected to Trunk B.

Option 4

◆ Boss presses **ANS** and converses with Secretary. Trunk A is placed on hold.

◆ Boss denies call, presses **TRF** to return to Trunk A.

◆ Secretary is returned to Trunk B.

NOTE: If boss has 16- or 24-button display terminal, display always indicates the connected station or trunk at any given time.

DO NOT DISTURB

●●●●●●●●●●●●●●●●●●●●●●●●●●●

WHILE IDLE (ON HOOK)

◆ Press **DND**.
LED lights.

> **DND SET**
>
> (Time display)

TO CANCEL

◆ Press **DND**.
LED goes out.

> **DND CNCL**
>
> (Time display)

NOTE: **DND** must be
programmed by the
PBX engineer on a pro-
grammable feature key.

PRIVACY

●●●●●●●●●●●●●●●●●●●●●●●●●●●

WHILE OFF-HOOK

◆ Press **DND**.
LED lights.

> **PRV SET**
>
> (Time display)

◆ Privacy feature
prevents interruptions
for the duration of the call.

TO CANCEL

◆ Press **DND**. LED
goes out.

> **PRV CNCL**
>
> (Time display)

– OR –
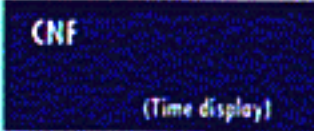
◆ Replace handset. Privacy feature
is automatically cancelled.

NOTE: **DND** must be programmed by the
PBX engineer on a programmable feature key.

PRIVACY RELEASE

• •
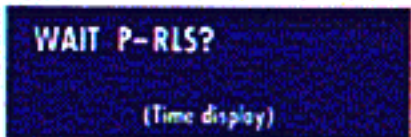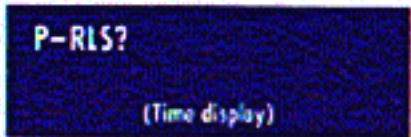
Example: D^{term} Station B is engaged in a conversation, and allows D^{term} Station A to enter the call in progress.

◆ Station B, while engaged in conver-sation, presses P-RLS key. Lamp flashes.

> **P-RLS SET**
>
> (Time display)

◆ Station A lifts handset or presses SPKR.

◆ Station A presses the line appearance of Station B.

◆ Warning tone is sent to the interrupted parties (optional).

◆ A three-way confer-ence is established.

> **CNF**
>
> (Time display)

NOTE: Station A may also be a single-line station as long as it appears on the Station B D^{term}.

– OR –

Example: D^{term} Station A requests entrance into Station B's call in progress.

◆ Station A lifts handset or presses SPKR.

◆ Station A presses the line appearance of Station B.

> **WAIT P-RLS?**
>
> (Time display)

◆ Station B LCD indicates:

> **P-RLS?**
>
> (Time display)

◆ Station B may allow Station A to enter the conversation by pressing P-RLS.

◆ Warning tone is sent to the interrupted parties (optional).

◆ A three-way confer-ence is established.

> **CNF**
>
> (Time display)

NOTE 1: Station A can be a single-line station if it appears on the Station B D^{term}.

NOTE 2: Up to six parties can break into a two-party conversation (additional hardware required).

DATA FEATURES

• •

DATA FEATURES (INTERNAL)

To send data to an internal station when no voice communication is taking place:

◆ Originating station presses **DATA**. Lamp flashes.

Calling and called party's displays show each other's number

```
D      DTE         XXXX
          (Time display)
```

◆ Dial receiving station's data extension.

◆ Receiving station presses **DATA**.

   NOTE: If receiving station is programmed for Auto Answer, disregard this step.

◆ Data connection is established, lamp lights steadily.

```
RDY  D YYY        XXXX
          (Time display)
```

◆ To disconnect from data call, either station presses **DATA**.

```
RLS    D DTE        XXXX
          (Time display)
```

NOTE 1: If called data party is busy, display indicates:

```
BSY    D DTE        XXXX
          (Time display)
```

NOTE 2: If called data party is restricted, display indicates:

```
RLS    D DTE        XXXX
          (Time display)
```

TO ACTIVATE SIMULTANEOUS VOICE/DATA TRANSMISSION

◆ To send data to the same station already involved in voice conversation, originating station presses **DTX**.

```
D      DTE         XXXX
          (Time display)
```

◆ Receiving station presses **DATA**.

   NOTE: If receiving station is programmed for Auto
   Answer, disregard this step.

◆ Data connection
is established.

RDY	D YYY	XXXX
	(Time display)	

◆ Voice conversation
can be terminated by either station without
affecting data connection.

◆ To disconnect from
data connection,
either station can
press **DATA**.

RLS	D DTE	XXXX
	(Time display)	

TO SEND DATA TO A STATION WHILE INVOLVED IN A VOICE CONNECTION WITH ANOTHER STATION

◆ Originating station
presses **DATA** and
dials the data port
number of the
receiving station.

D	DTE	XXXX
	(Time display)	

◆ Receiving station presses **DATA**.

   NOTE: If receiving station is programmed for Auto
   Answer, disregard this step.

◆ Data connection is
established while
voice conversation
continues. Voice
conversation can be disconnected without
affecting data connection.

RDY	D DTE	XXXX
	(Time display)	

◆ To disconnect from
data connection,
either station can
press **DATA** at any time.

RLS	D DTE	XXXX
	(Time display)	

TO PLACE A DATA HOTLINE CALL

◆ Press **DATA**,
LED flashes.

D	DTE	XXXX
	(Time display)	

◆ When the called
station answers,
the **DATA** LED
lights steadily.

RDY	D DTE	XXXX
	(Time display)	

To release from a data hotline call

- Press **DATA**.
  LED goes out.

```
RLS     D DTE      XXXX

              (Time display)
```

Data features (external)

Internal party originates a data call via modem pooling:

- Internal station user initiates a voice call to an external party.

- External party switches over from voice to modem, or modem carrier tone is heard immediately.

- After hearing modem carrier tone, press **DTX**. **DATA** and **DTX** lamps light. Service set tone is heard.

```
WAIT    D        WATS  3

              (Time display)
```

- Called data terminal answers.

- Data connection is established. **DATA** and **DTX** lamps light. Replace handset.

```
RDY      D         WATS  3

              (Time display)
```

– OR –

- Press **DATA**.

- Dial external party.

- Called data termi-
  nal answers and
  NEAX2400 IMS
  recognizes carrier
  (No **DTX** key needed).

```
WAIT    D        WATS  3

              (Time display)
```

- Data connection
  is established.

```
RDY      D         WATS  3

              (Time display)
```

NOTE: Since this is a data call initially, the station user does not have to lift handset or listen for modem tones.

INTERNAL PARTY RECEIVES A DATA CALL

◆ Station's data port will ring. **DATA** lamp flashes.

```
D                        DDD3

              (Time display)
```

◆ Press **DATA** to answer.

NOTE: If receiving station is programmed for Auto Answer, disregard this step.

◆ Data connection is established.

```
RDY      D               DDD3

              (Time display)
```

TO RELEASE FROM A MODEM CALL

◆ Press **DATA**. LED goes out.

```
RLS      D               DDD3

              (Time display)
```

KEYBOARD DIALING (INTERNAL)

● ●

TO SEND DATA TO AN INTERNAL STATION WHEN NO VOICE COMMUNICATION IS TAKING PLACE (ASYNCHRONOUS)

◆ Type **DM CALL <CR>** from keyboard of data terminal.

◆ **DM CALL READY** displays on the data terminal screen.

◆ Type **DIAL-XXX <CR>** (where XXX is the called data station number).

◆ **CALLING** displays on the terminal screen.

◆ **OPEN** displays when the called station answers.

◆ Data connection is established.

NOTE: Called party answers by pressing **DATA** if not programmed to Auto-Answer.

To release from data call

◆ Type **<ESC> DM <CR>**.

◆ **ACK** displays on the terminal screen.

◆ Type **RLS**.

◆ **RELEASED** displays on the data terminal screen.

NOTE: If using keyboard dialing, the **DATA** key cannot be used to disconnect from a data call.

To originate a data hotline call

◆ Type **DM CALL <CR>** on the data terminal keyboard.

◆ **CALLING** displays on the terminal screen.

◆ **OPEN** displays when the called data station answers.

◆ Data connection is established.

NOTE: Called party answers by pressing **DATA** unless programmed to Auto-Answer.

To release from a data hotline call

◆ Type **<ESC> DM <CR>** on the keyboard.

◆ **ACK** displays on the screen.

◆ Type **RLS <CR>**.

◆ **RELEASED** displays on the terminal screen.

NOTE 1: If using keyboard dialing, the **DATA** key cannot be used to disconnect from a data call.

NOTE 2: **<CR>** = Carriage Return key. **<ESC>** = Escape key.

NOTE 3: The Hayes AT command set is not available in place of the NEC DM command set shown above. Please ask an NEC representative for a copy of the Hayes AT Command Manual. With the AT command set, speed, profile, parity, etc. may be set via commands from the terminal.

KEYBOARD DIALING (EXTERNAL)

• •

TO INITIATE AN EXTERNAL CALL VIA MODEM POOLING

◆ Type **DM CALL <CR>** from keyboard of data terminal.

◆ **DM CALL READY** appears on the data terminal screen.

◆ Type distant data terminal's phone number. A modem is automatically selected.

◆ **OPEN** displays when the called station answers.

◆ Data connection is established.

TO RELEASE FROM AN EXTERNAL DATA CALL

◆ Type **<ESC> DM <CR>**.

◆ **ACK** appears on the terminal screen.

◆ Type **RLS <CR>**.

TO RECEIVE A MODEM CALL

◆ The remote caller has dialed the number and an incoming modem was automatically selected. Caller hears ringback tone.

◆ **INCOM** displays on the terminal screen and data port rings.

◆ Press **DATA** key to answer.

   NOTE: If receiving station is programmed for Auto Answer, disregard this step.

◆ **WAITING** displays until remote terminal's **READY** response arrives.

◆ **OPEN** displays when data connection is established.

To RELEASE FROM EXTERNAL DATA CALL

◆ Type **<ESC> DM <CR>** on the keyboard.

◆ **ACK** displays on the screen.

◆ Type **RLS <CR>**.

◆ **RELEASED** displays on the terminal screen.

> NOTE 1: If using keyboard dialing, the **DATA** key cannot be used to disconnect from a data call.

> NOTE 2: **<CR>** = Carriage Return key.
> **<ESC>** = Escape key.

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• •

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• •

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MIC (Microphone) Lamp

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CNF (Conference)

LNR/SPD (Last Number Call / Speed Calling)

HOLD

UP/DOWN (▲▼)

TRF (Transfer)

ANS (Answer)

SPKR (Speaker)

LCD

Call Indicator Lamp

PROGRAMMABLE KEYS

Flexible Line / Feature Keys (Programmable by telephone system administrator)

PROGRAMMABLE KEYS

One-Touch Speed Dial / Feature Keys (Programmable by user)

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