

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.

SPEAKER - Controls the built in speaker, which can be used for Hands Free dialing/monitoring. Lights on key illuminates when key is active.

ANSWER - When light on this key is lit, press key to answer a waiting call. Does not apply with this system.

REDIAL- Press key to activate redial feature. Press redial and scroll back through the last 5 numbers that have been dialed until the desired number is displayed. Press the * key to activate dialing.

CONF- Press key to establish a three-way conversation. Light on key illuminates when key is active. See instructions on reverse.

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

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

MESSAGE- One touch speed dial to voicemail.

HOW TO USE YOUR DTERM SET

To dial an outside number:

Lift the handset, Press **9** followed by the number.
OR you may use the Hands free dialing
With handset down, Press **9** followed by the number.

To place a call on hold:

Press **HOLD** and set receiver down.

To retrieve the call on hold:

Press the flashing line key that the call is on.

Transfer a call:

Ask the party to please hold while their call is transferred
Press the **TRANSFER** key
Listen for stutter tone
Dial the extension number
You may either announce the call or hang up
[If the extension is busy or does not answer
Press **TRANSFER** to go back to the original caller]

To establish a 3-Way conference call:

While talking to first party, press **TRANSFER** key
Dial second party
Announce to second party that you are establishing a conference call
Press **CONF** key
All three people are connected together

To program a speed dial:

Press the **CONF** key
Press the speed dial key you wish to program
Dial in the full number to be on speed dial
Press **CONF** key to save