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KEYS AND LAMPS

FUNCTION KEYS

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.

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

Speaker

Redial
Press key to activate redial feature. Press redial and scroll back through 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. LED on key lights when key is active.

Recall
Press key to terminate established call and seize internal dial tone.

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

DATA
Press key to send or receive data calls, or to disconnect from a data call.

DICM
Press key to activate Dial Intercom.

DND (Do Not Disturb)
Press key to activate or cancel Privacy feature.

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.
SOFT KEYS

On Hook State
(Telephone is idle)

Off Hook State
(Telephone is in use)

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

Mic
Press the Soft Key below "Mic" to activate or deactivate the Microphone. The Mic LED will illuminate when Mic is on.

Help
Press the Help Key. Press desired Soft Key for helpful information about that key.

Exit
Press the Exit Key to exit the Help program.

OHROFF (Off Hook Ringing Off)
Go off-hook or press Speaker Key, then press Soft Key below "OHROFF" to disable ringing on secondary and trunk line appearances on this telephone while in use.

OHR-ON (Off Hook Ringing On)
Go off-hook or press Speaker Key, then press Soft Key below "OHR-ON" to allow ringing on secondary and trunk line appearances on this telephone while in use.

MUTE
Go off-hook or press Speaker Key, then press Soft Key below "MUTE". MUTE will flash and Voice Path is eliminated to the handset, headset or speaker.
**LAMPS**

**Call Indicator Lamp**
Lamp at top corner of D*term* 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 D*term* 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.

**FEATURE KEY ACTIVITIES**

**Feature + 1** = Turns microphone on or off.

**Feature + 2** = Adjusts handset receiver volume.

**Feature + 3** = Selects ringer tone.

**Feature + 4** = Adjusts 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 a voice mail.)
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.

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.
- Press Feature and 2 to alternate between Small and Large volume.

TO SELECT RINGER TONE

The D™ Series E has 4 kinds of ringer tones that you can select.

- Press Feature and 3. The LCD displays the selected tone number (n=1 ~ 4).

<table>
<thead>
<tr>
<th>Tone No.</th>
<th>Frequency (Hz)</th>
<th>Modulation (Hz)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>480/606</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>480/606</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>1285/1024</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>600/700</td>
<td>16</td>
</tr>
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</table>
TO ADJUST TRANSMISSION/RECEIVING VOLUME

Handset volume can be changed permanently.

- Press Feature and 4. The LCD displays the current volume.

- Press Feature and 4 again to alternate between Small and Large volume.

TO ACTIVATE HANDS-FREE

To set hands-free on:
- Press Feature and 5. The LCD displays:

To set hands-free off:
- Press Feature and 6. The LCD displays:

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:

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 Speaker 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:

<table>
<thead>
<tr>
<th>Elapsed time</th>
<th>Trunk type</th>
<th>Trunk number</th>
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<tr>
<td>15:39</td>
<td>WATS</td>
<td>3</td>
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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.
TRUNK LINE APPEARANCE

TO ORIGIATE

- Press the TRUNK LINE APPEARANCE feature key.
- Lift handset or press Speaker, 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).

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

- Press desired Speed Call button, or press Speaker and Speed Call.

TO PROGRAM

(Available only on Dterm stations with speed calling keys.)

- Press Feature button.
- Press desired Speed Call button.
- Enter desired telephone number or feature code on the keypad. Display indicates digits dialed.
TO VERIFY

- Press Feature button.
- Press desired Speed Dial 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 Transfer 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
  Redial button.
- Press the desired speed calling number.
ACCOUNT CODE

TO ENTER

- Lift handset or press **Speaker**, 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 **Speaker**, receive dial tone.
- Enter feature access code for Authorization Code, receive service set tone.

FORCED ACCOUNT CODE

- Lift handset or press **Speaker**, 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 **Speaker**, receive dial tone.
- Enter feature access code, receive service set tone.
- **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.

**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 Transfer key (V displays if programming on an LCD Display D<sub>nm</sub>. 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:

**NOTE 3:** A voice call is restricted if called party's station is not a D<sub>nm</sub>. Display indicates:
TO ANSWER A VOICE CALL HANDS FREE

- Receive incoming Voice Call.
- Press MIC Soft Key. LED lights.
- Respond hands-free.

NOTE: If privacy is required, lift handset.

AUTOMATIC INTERCOM

TO INITIATE

TO ANSWER

- AICM key flashes red indicating an incoming intercom call.
- Press AICM, lift handset or press Speaker. 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 Speaker.
MANUAL INTERCOM

TO INITIATE

♦ Press MICM, lift handset or press Speaker, ringback tone is heard.

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

TO ANSWER

♦ MICM key flashes, indicating an incoming call. Ring tone may also be heard.

♦ Press MICM.

♦ Lift handset or press Speaker, 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 Speaker.

♦ A three-party conference is established.

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 Speaker key.
- Press DICM key.
- Dial desired intercom station number. Receive ringback tone.

TO ANSWER

- DICM LED flashes, indicating an incoming intercom call.
- Press DICM.
- Lift handset or press Speaker. LCD shows

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).

TO BRIDGE INTO A DIAL INTERCOM CALL

NOTE: Bridging is an optional feature.

- Press the DICM key, lift handset or press Speaker.
- A three-party conference is established.
TO PLACE A CALL ON HOLD

- Press Hold.
  Held line wink flashes.

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

TO RETRIEVE

- Lift handset or press Speaker.
- 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 [MS].

  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.

  NOTE: If held line appears on other Dterm stations, LED remains steadily lit red.
TO RETRIEVE

- Lift handset or press Speaker.
- Press held line. Use handset to converse.

NOTE: Only Dn 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

TO TRANSFER A CALL

- After conversing, ask party to hold.
- Press Transfer. Receive interrupted dial tone.

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

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

- 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.
- Three-way conference is established.
- If one party hangs up, other two remain connected. Conf LED goes out.

TO ESTABLISH A BROKER 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.
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 Answer. Call in progress is placed on hold.

◆ Connection to camped-on call is established.

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

CALL WAITING – ORIGINATING

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

◆ Press Feature.

◆ Press desired one-touch speed key.

◆ Press Recall. ! appears on LCD (See Note).

◆ Dial Call Waiting feature access code.

◆ Press Feature.

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.

OR

- Lift handset or press Speaker.
- Dial Call Waiting access code, receive dial tone.
- Dial busy station.

TO ANSWER A WAITING CALL

- Call Waiting tone is heard.
- Press Answer.
- Waiting call is automatically connected. Original party is placed on hold.
- By repeatedly pressing Answer, 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 Feature.
- Press one-touch speed key.
- Press Recall. ! displays on LCD.
- Dial Call Park access code.
- Press Feature again.

TO PARK A CALL

- While connected to a station or trunk, press Transfer and dial remote station number.

TO RETRIEVE A PARKED CALL FROM ORIGINATING STATION

- Dial Call Park local retrieval code.
- Station user is connected to parked call.

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.
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 Transfer and dial Call Pick-up access code. The original party is placed on hold.

CALL PICK-UP (DIRECT)

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

- Press Feature.
- Press one-touch speed key.
- Dial Direct Call Pick-up access code.
- Press Feature 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.

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

Press Speaker 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 Speaker, receive dial tone.
- Dial Off-hook Queuing access code.
- Dial desired telephone number. Encounter a trunk busy condition.
EXECUTIVE OVERRIDE

IF CALLED STATION IS BUSY

- Press OVERRIDE.
- Interrupted parties receive warning tone.
- Three-way conference is initiated.
- Conf 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 Redial.
  Last number dialed is displayed.
- Press Redial key until desired number is displayed. Up to 5 previously dialed numbers.
- Press *. The number on the display is automatically redialed.
- When party has answered, lift handset or speak handsfree.
CALL FORWARDING - ALL CALLS

TO SET

- Press Speaker. 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<sub>term</sub> of the subline station you are setting).

TO VERIFY (WITH 16- OR 32-BUTTON D<sub>TERM</sub>)

- Press FWD.

- Display indicates the station number calls are forwarded to.

NOTE: If recipient station is a 16- or 32-button D<sub>term</sub>, LCD displays:

TO CANCEL

- Press Speaker. Receive dial tone. If cancelling for another station, press SUBLINE APPEARANCE.

- Press FWD or dial Call Forwarding cancel code. Receive...
CALL FORWARDING – BUSY

TO SET

- Press **Speaker**. 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 Dterm of the subline station you are setting).

- Press **Speaker**. Call Forwarding – Busy is set.

TO VERIFY (WITH DISPLAY PHONE)

- Press **FWD-BY**.

- Display indicates the station number calls are forwarded to.

  NOTE: If recipient station is a 16- or 32-button Dterm, LCD displays:

  ![Forwarding station](image)

TO CANCEL

- Press **Speaker**. 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 Dterm of the subline station).

- Press **Speaker**. Call Forwarding is cancelled.
CALL FORWARDING – NO ANSWER

To set

- Press Speaker. 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 Dterm of the subline station you are setting).

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 32-button Dterm, LCD displays:

```
FWD 2000
```

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

- Press **Speaker**. 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^x^ of the subline station).

- Press **Speaker**. Call Forwarding
  - No Answer is cancelled.

---

**CALL BACK**

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

---

**IF CALLED STATION IS BUSY**

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

---

- 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.

- 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 Speaker.
- 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 REPEAT

- Press Speaker.
- Press S & R. D^®m 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 Speaker. Receive dial tone.
- Dial desired station number. Encounter no answer or busy condition.
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.

TO RESPOND

- While displaying desired message, press Speaker.

- 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.

NOTE 1: If using an 8-button DCRM, 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.
- Page Station B.
- Remain off hook or hang up.

To Answer (Station B)

If Station A hangs off hook, Station B will hear full ring.

Trunk number
If Station A hung up:
◆ Station B dials paging answer code, and Station A Dterm 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.

Station A paging
◆ Ask calling party to hold.
◆ Press Transfer. 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.
◆ Station A hangs up. Station B and the calling party are connected.
If Station A hung up:
- Station B dials Paging answer code. Station A D'term rings.
- Station A picks up and announces call.
- 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

BOSS/SECRETARY TRANSFER

SECRETARY
- Lift handset, press boss' ringing line. Ask calling party to hold.
- Press boss' line again. Voice Call is automatically established.
- Announce the call to the boss.

IF BOSS ACCEPTS CALL
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 Speaker.
- Press boss’ ringing line. Ask calling party to hold.
- Press MW-SET line/feature key. No service set tone is heard.

Boss sees MW on display D™ and can call secretary to receive message.

Without caller on the line:
- After taking message, press RECALL and receive dial tone.

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’ sub-line and pressing the MW-SET key.

TO CANCEL AT BOSS’ STATION

Without caller on the line:
- Lift handset or press Speaker. Receive dial tone.
- Press Boss’ line appearance.
To program BOSS / SECRETARY OVERRIDE KEY

- Press Feature.
- Press a Speed Calling key.
- Dial Boss/Secretary Override access code.
- Press RECALL - displays on LCD.
- Dial boss' station number.
- Press Feature again.

SECRETARY

- Lift handset to answer Trunk B, ask caller to hold.
- Press CALL HOLD feature key or Transfer and dial extension.

BOSS / SECRETARY OVERRIDE

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

- Hear 3 bursts of tone. LCD display indicates:

**Option 1**
- Boss presses Answer 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 Answer.

**Option 2**
- Boss presses Answer and converses with secretary. Trunk A is placed on hold.
- Boss presses station 2001 key and converses with Trunk B. Boss presses Answer to reconnect to Trunk A.
- Secretary hears reorder tone, hangs up.
- Boss can alternate between the two parties by pressing Answer.

**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 Answer and converses with Secretary. Trunk A is placed on hold.
- Boss denies call, presses Transfer to return to Trunk A.
- Secretary is returned to Trunk B.

**NOTE:** If boss has 16- or 32-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.

### TO CANCEL
- Press **DND**. LED goes out.

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

**PRIVACY**

### WHILE OFF-HOOK
- Press **DND**. LED lights.

### TO CANCEL
- Privacy feature prevents interruptions for the duration of the call.

### OR
- Replace handset. Privacy feature
Example: Dterm Station B is engaged in a conversation, and allows Dterm Station A to enter the call in progress.

- Station B, while engaged in conversation, presses P-RLS key. Lamp flashes.
- Station A lifts handset or presses Speaker.
- Station A presses the line appearance of Station B.
- Warning tone is sent to the interrupted parties (optional).
- A three-way conference is established.

NOTE: Station A may also be a single-line station as long as it appears on the Station B Dterm.

- Or -

Example: Dterm Station A requests entrance into Station B’s call in progress.

- Station A lifts handset or presses Speaker.
- Station A presses the line appearance of Station B.
- Station B LCD indicates:
- 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 conference is established.

NOTE 1: Station A can be a single-line station if it appears on the Station B Dterm.

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