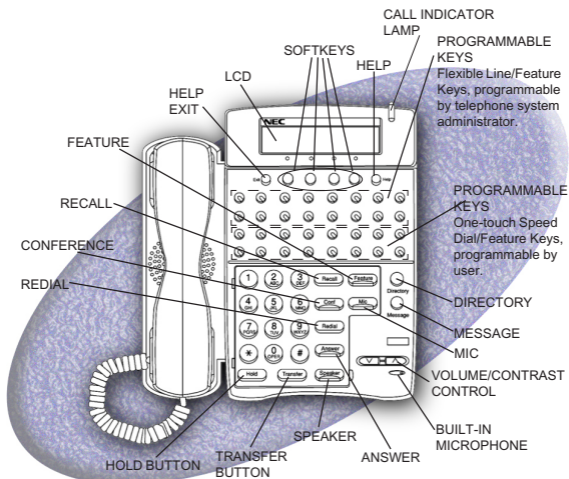


NEC

NEAX 2400 IPX Dterm Series i/Dterm IP Digital Extension Reference Guide

This booklet is provided with your NEC telephone, compliments of NEC Business Solutions, as a guide to the features available with the NEAX ECP (Enterprise Communication Platform).



Dterm Series i/Dterm IP Terminal and Call Outs

GENERAL FEATURES

My Extension Number is: _____

To Make an Internal Call

- ◆ Dial the required extension number.

To Make an Outgoing Call

- ◆ Dial for outside line access.
- ◆ Dial the required number.

To Call the Operator

- ◆ Dial .

Last Number Redial/Stack Dial

To redial any of the last 5 numbers you have dialled internally or externally:

- ◆ Press **Redial** repeatedly until the desired number is displayed.
- ◆ Press **#** to dial the selected number.

Whenever an operation states "lift handset", you can press **Speaker instead for handsfree operation.*

Hold

To place a call on hold:

- ◆ Press **Hold** – held line flashes.

To retrieve the held call:

- ◆ Lift handset*.
- ◆ Press flashing line.

Note: For exclusive hold – press **Hold** twice.

To Transfer a Call

- ◆ Whilst on a call press **Transfer**.
- ◆ Dial the extension number and announce the call.
- ◆ If call is accepted, hang up or extension hangs up and call is returned.
- ◆ If extension is busy or unanswered press **Transfer** to return to call.

†Always dial to make an external call

Conference Call

To establish a 3-way conversation:

- ◆ Whilst on a call press **Transfer**.
- ◆ Dial extension or external number†.
- ◆ When called party answers, press **Conf** for a 3-way conversation.

Note: At most, two parties can be on an external line.

Any party may hang up to exit conference.

Message Key

One touch access to Voice Mail System:

To Program

- ◆ Press **Feature** key.
- ◆ Press **Message** key.
- ◆ Enter Voice Mail System extension number.
- ◆ Press **Feature** key.

To Use

- ◆ Press Message Key.
- ◆ Dterm will automatically connect to Voice Mail System.

Directory Key

To allow access to system speed dial numbers:

To Use


- ◆ Lift handset.
- ◆ Press **Directory** key.
- ◆ Enter number for required speed idal number.
- ◆ System will now automatically dial.

Note: *System speed feature needs to be enabled by the administrator.*

SOFTKEYS FEATURES

To Use Soft keys

Softkeys are indicated in the LCD according to the status of the Multiline Terminal (telephone).

- ◆ Press the  (Scroll) key to scroll the display until the desired feature appears.
- ◆ Press the Softkey under the indicated feature on the LCD.
- ◆ The service feature of the pressed Softkey is activated.

Help/Exit

- ◆ Press the **Help** key repeatedly until the desired feature displays.
- ◆ Press **Exit** key to exit the help program.

Call Hold

Hold one call and make a second:

- ◆ Press Softkey below “**C HLD**”.
- ◆ Dial extension or external number†.
- ◆ Press “**C HLD**” to swap between the calls.
- ◆ When finished with one call, hang up and second call will ring back.

Call Forward All

Forwards all calls immediately.

SET:

- ◆ Lift handset*.
- ◆ Press the Softkey below “**FD A**”.
- ◆ Dial extension or external number[†] to which your calls are to be forwarded.

CANCEL:

- ◆ Lift handset*.
- ◆ Press the Softkey below “**FD A**”.

Call Forward No Answer

Forwards only after 4 - 6 rings.

SET:

- ◆ Lift handset*.
- ◆ Press the Softkey below “**FD N**”.
- ◆ Dial extension or external number[†] to which your calls are to be forwarded.

CANCEL:

- ◆ Lift handset*.
- ◆ Press the Softkey below “**FD N**”.

Call Forward Busy

Forwards when extension is busy.

SET:

- ◆ Lift handset*.
- ◆ Press the Softkey below **"FD B"**.
- ◆ Dial extension or external number† to which your calls are to be forwarded.

CANCEL:

- ◆ Lift handset*.
- ◆ Press the Softkey below **"FD B"**.

Group Call Pick Up

To answer another ringing extension in your group:

- ◆ Lift handset*.
- ◆ Press the Softkey below **"PICK"**.

Voice Call

To speak over the intercom to other Dterm telephones:

- ◆ Dial desired extension number.
- ◆ Press the Softkey below **"VOICE"**.
- ◆ Speak over Intercom.

Save & Repeat

To save a dialled number for later use.

SAVE:

- ◆ Lift handset.
- ◆ Dial desired telephone number.
- ◆ Press the Soft Key below **"S & R"**

REPEAT:

- ◆ Lift handset.
- ◆ Press the Soft Key below “**S & R**”, and the number is redialled.

Call Wait – Extension

If you dial a busy extension.

SET:

- ◆ Press Softkey below “**CW**”.
- ◆ Your call is now camped on.

RECEIVE:

- ◆ Press **Answer**.
- ◆ Second call is now connected.
- ◆ You can now swap between calls by pressing **Answer**.
- ◆ When finished with one call, hang up and second call will ring back.

Call Back

If you dial a busy extension:

SET:

- ◆ Press Softkey below “**CB**”.
- ◆ Hang up.
You may originate or receive calls during this waiting period.
When both extensions are free, your phone will ring.
- ◆ Lift handset* and the previous busy extension will ring.

CANCEL:

- ◆ Lift handset*.
- ◆ Press Softkey below “**CB**”.
- ◆ Hang up.

Logged Out IP Station – Call Destination

Forwards all calls immediately, when Dterm IP is in Logout status.

SET:

- ◆ Lift handset*.
- ◆ Press the Softkey below “**FD L**”.
- ◆ Dial extension number, or external number† to which your calls are to be forwarded.

CANCEL:

- ◆ Lift handset*.
- ◆ Press the Softkey below “**FD L**”.

PROGRAMMABLE KEYS FEATURES

Call Forward All

Forwards all calls immediately.

SET:

- ◆ Lift handset*.
- ◆ Press **Fwd All** or dial .
- ◆ Dial extension or external number[†] to which your calls are to be forwarded.
- ◆ Hang up.

CANCEL:

- ◆ Lift handset*.
- ◆ Press **Fwd All** or dial .
- ◆ Hang up.

Call Forward No Answer

Forwards calls after 4 to 6 rings.

SET:

- ◆ Lift handset*.
- ◆ Press **Fwd Nans** or dial .
- ◆ Dial extension or external number[†] to which your calls are to be forwarded.
- ◆ Hang up.

CANCEL:

- ◆ Lift handset*.
- ◆ Press **Fwd Nans** or dial .
- ◆ Hang up.

Call Forward Busy

Forwards calls only when your extension is busy.

SET:

- ◆ Lift handset*.
- ◆ Press **Fwd Busy** or dial .
- ◆ Dial extension or external number† your calls are to be forwarded.
- ◆ Hang up.

CANCEL:

- ◆ Lift handset*.
- ◆ Press **Fwd Busy** or dial .
- ◆ Hang up.

Call Back

If you dial a busy extension:

- ◆ Press **Call Back** or dial .
- ◆ You may originate or receive calls during this waiting period.
- ◆ When both extensions are free, your phone will ring.
- ◆ Lift handset and the previous busy extension will ring.

CANCEL:

- ◆ Lift handset*.
- ◆ Press **Call Back** or dial .
- ◆ Hang up.

Group Call Pick Up

To answer another extension in your group:

- ◆ Lift handset*.
- ◆ Press **Pick** or dial .

Direct Call Pick Up

To answer a specific extension in your group or another:

- ◆ Lift handset*.
- ◆ Dial plus extension number of ringing phone.

Call Waiting – Operator

To hold one call and answer a second call waiting:

- ◆ Whilst on a call, hear call waiting tone (one short tone).
- ◆ Press **Answer**.
- ◆ Second call is now connected.
- ◆ You can now swap between calls by pressing **Answer**.
- ◆ When finished with one call, hang up and second call will ring back.

Manager/Secretary Transfer

Secretary:

- ◆ Lift handset and press Manager's ringing line.
- ◆ Ask the caller to wait.
- ◆ Press Manager's line again; Intercom is activated.
- ◆ Announce call to Manager.

Manager:

- ◆ If call is accepted – Secretary replaces handset; Manager presses flashing line and lifts handset.
- ◆ If call is refused – Secretary presses Transfer to return to the caller.

Call Park

- ◆ Ask existing party to hold & press **TRF**.
- ◆ Enter .
- ◆ Call now parked.

Call can be retrieved from any telephone by:

- ◆ Lift handset*.
- ◆ Dial and extension where call parked from.
- ◆ If retrieving from own handset dial .

Message

To Leave a Message:

- ◆ Lift handset & dial extension.
- ◆ Receive no answer to busy signal.
- ◆ Press **MSG**.

To Display Message:

- ◆ Press **MSG**.
- ◆ Re-press **MSG** to display additional messages.

To Respond:

- ◆ While displaying additional messages press **SPKR**.
- ◆ Press **MSG** to dial extension which left message.
- ◆ Message erased.

To Cancel:

- ◆ Press **MSG** to display desired message.
- ◆ Dial # while message on display.

Save & Repeat

SAVE:

- ◆ Lift handset*.
- ◆ Dial desired telephone number.
- ◆ Press **S&R**.

REPEAT:

- ◆ Lift handset*.
- ◆ Press **S&R** and number saved is redialled.

Voicecall

To speak over the intercom to other Dterm telephones only:

- ◆ Lift handset*.
- ◆ Dial extension.
- ◆ Press **Voice** or speak over intercom.
- ◆ Hang up to disconnect.

System Speed Dial

- ◆ Lift handset*.
- ◆ Dial Access code .
- ◆ Enter 2/3 digit abbreviated code e.g. _____070.

Night Answer

From any phone:

- ◆ Lift handset*.
- ◆ Dial .
- ◆ Caller is connected.

UNIQUE Dterm FEATURES

Speed Calling (One Touch Buttons)

To program (do not lift handset):

- ◆ Press **Feature**.
- ◆ Press desired Speed Call button.
- ◆ Enter extension or external number†.
- ◆ Press **Feature** again to save.

To verify:

- ◆ Press **Feature** button.
- ◆ Press desired Speed Call button.

To make a call:

- ◆ Press desired Speed Call button for hands free dialling, or lift handset* and press desired Speed Call.

***Note:** To change number, override with new number.*

To Store Numbers In Memory

To store number:

- ◆ List handset.
- ◆ Enter
- ◆ Enter memory number† 0 - 9.
- ◆ Enter number‡ to be stored.
- ◆ Wait for SPD SET to display.
- ◆ Replace handset.

To access number:

- ◆ Press **Redial**.
- ◆ Enter memory number† 0 - 9.

MIC (Microphone)

To enable hands free conversation:

SET:

- ◆ Press the **MIC** key.

CANCEL:

- ◆ Press the **MIC** key.

Note: The MIC LED will illuminate when MIC is on.

Lamps

Call Indicator Lamp

A lamp at the top corner of the Dterm flashes when a call is presented to the handset. The lamp remains lit when a message has been left.

LCD (Liquid Crystal Display)

The LCD provides visual Dterm activity plus the date, time and Softkey detail.

LED (Light Emitting Diode)

Some function keys have a built-in LED that lights or flashes according to the activity of that function key.

MIC (Microphone)

Lamp displays the status of the built-in microphone used for hands free operation to the activity of that function key.

Display

To adjust the Display:

Press the **▲** or **▼** key up or down while the phone is idle.

Speaker/Receiver Volume

Adjust Speaker/Receiver Volume:

Press the **▲** or **▼** key up or down during conversation.

Ringer Volume

Adjust Ringer Volume:

Press **▲** or **▼** key up or down during ringing.

Feature Key Activities

Feature + 0 Side Tone ON/OFF.

Feature + 1 Turns MIC ON/OFF.

Feature + 2 Adjusts handset receiver volume.

- Feature + 3** Selects from 4 ring tones (repeat key “3” to select 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/OFF. (If turned OFF, this lamp will still light to indicate message waiting.)

Function Keys

Recall

Press this key to terminate current call and re-seize dial tone.

Feature

Used to activate Dterm setup functions and to program Speed Dial/Feature keys.

Conf (Conference)

Press this key to establish a 3-way conversation. LED on key lights when key is active.

Redial

Press this key to activate Last Number Redial, Stack Dial and Speed Calling.

Speaker

Controls the built-in speaker, which can be used for hands free dialling/monitoring LED on key lights when key is active.

Answer

When the LED is flashing, press the key to answer a call waiting.

Transfer

Allows the user to transfer a call.

Hold

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

Power Save Mode

After a predetermined time, this feature dims the LCD and Line Keys.

(Not applicable to Dterm IP.)

NOTES:

SYSTEM INFORMATION

Main Number: _____

Main Fax Number: _____

Indial Number: _____

Voice Mail Pilot: _____

Voice Mail Indial: _____

System Manager: _____

SPECIAL NOTE:

DATA port of DTR-2DT terminal is for
MODEM connections only.

NOTE: Refer to your detailed user guide (ND-91712)
for advanced features.

The material contained herein is subject to change
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