

### Voice Call

This feature allows you “intercom” another station user, provided that the called station is idle at time of voice call.

1. Dial extension or press programmed one-touch, immediately followed dialing “##.”
2. After voice call announce beep, make your announcement.

***Please remember to practice discretion when using this feature, so as NOT to be disruptive.***

### Voice Mail Access

- From your phone, dial “7820.”
- From another phone:
- Access voice mail. When asked for your security code, dial “\*2#.” At the company greeting, enter your personal ID (9 + your mailbox number).
- From outside the system, dial “630-844-7820.” At system greeting, enter your personal ID.



### Call Forward All

This feature allows for users to automatically direct all incoming calls to another number.

To set:

1. Select extension to forward. Press line key for selected extension and pick up handset .
2. Then dial “#1.”
3. Enter destination.
  - If to vmail, dial “7820.”
  - If to an outside number, dial “9” first.
  - If to an extension, dial extension.

FWD ALL key lamp lights red when active.

To cancel:

1. Select extension from which to cancel forwarding. Press line key for selected extension and pick up handset .
2. Then dial “#2.”

LED for key goes out when cancelled.

### Call Pickup - Group

To answer a ringing phone within your call pickup group using your phone, pick up handset and dial “#3.”

### Call Pickup - Direct

To answer a specific ringing extension using your phone, pick up handset and dial “#4” followed by extension of ringing phone.

### Notes

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## Dterm Series i 2-Button Phone User Guide

## Placing Calls

1. Pick up handset or press <SPEAKER>.
2. Dial number (remember to press "9" first for external numbers.)

## Answering Calls

- Pick up handset or press <SPEAKER>.
- (If answering a line, other than your primary ext, press the flashing line key first.)

## Conference

1. While call is in progress, press <TRANSFER>.
2. Dial number of 3<sup>rd</sup> party.
3. After called party answers, press <CONF> to join all 3.

## Up/Down

- While station is idle: LCD contrast.
- While on a call: adjusts volume.
- While phone is ringing: ring volume.

## Hold

While on the call, press <HOLD>.  
To retrieve held call, press the flashing line key.

## Transfer

1. While on the call, press this key followed by desired ext.
2. Remain on the line to announce the call ("screened transfer"), or hang up to complete transfer.  
If you have misdialed or no one answers, and would like to return to the caller, press <TRANSFER> again.  
If voice mail answers, and you would like to return to the caller, press "\*\*\*."

## Feature

<FEATURE> + 3: Scroll through & set ring tone.  
Press "3" to scroll & <FEATURE> to set.

## Message Waiting Indicator Lamp

Lights red to indicate a message left in voice mail.

## Recall

Pressing this key recalls dial tone to your station.

## Last Number Redial

1. Lift handset.
2. Press <REDIAL> followed by "\*" to redial last number dialed from phone.

## Speaker

<SPEAKER> key lights red when active.

## MIC

Turns Speaker MIC on & off.  
LED lights red when MIC is active.

To MUTE voice transmission from your speaker, turn your MIC off. Other party will not be able to hear you but you will be able to hear them.

