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Microphone On/Off

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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 select ringer tone

The Dterm Series E has 3 kinds of ringer tones that you can select.

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

Tone No.	Frequency (Hz)	Modulation (Hz)
1	480/606	16
2	480/606	8
3	1285/1024	16

To adjust ringer tone

NOTE: Access to feature is based on data assignment.

- Press **Feature** and **0**. Ringer activates.
- Press **3**. The LCD displays the selected tone number (n=1~3).
- Press **3**. Next tone is selected.

To preset ringer volume

NOTE: Access to feature is based on data assignment.

- Press **Feature** and **0**. Ringer activates.
- Press down or up Key. Ringer volume decreases or increases.
- Press **Feature** Key to stop ringing.

To adjust transmission/receiving volume (During valid call)

- Press **Feature** and **4**. The Transmit Volume increases.
- Press **Feature** and **4** again. Transmit Volume returns to normal.
- Press down or up. Receive Volume decreases or increases.

Function Keys

Programmable Keys

Soft Keys

Lamps

Feature Key Activities

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

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

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 resume 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 up or down key while idle.

Speaker/Receiver Volume:

Press up or down key during conversation.

Ringer Volume:

Press up or down key during ringing.

Programmable Keys

These are examples of Dterm® features available by pressing the programmable keys. Some features may be programmed by the user. Keys must be programmed by the telephone system administrator.

AICM

Press key to activate Automatic Intercom.

CB (Call Back)

Press key to activate.

DICM

Press key to activate Dial Intercom.

DND (Do Not Disturb)

Press key to activate or cancel Privacy feature.

FD-A (Call Forwarding- All Calls)

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

FD-B (Call Forwarding- Busy)

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

FD-N (Call Forwarding- No Answer)

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

FD-DS (Call Forwarding- Destination Set)

Press key to activate, Call Forwarding - Destination.

FD-DC (Call Forwarding- Destination Cancel)

Press key to deactivate, Call Forwarding - Destination.

MICM

Press key to activate Manual Intercom.

S&R (Save and Repeat)

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

SECONDARY APPEARANCE (Sub line)

A programmable extra extension key, other than Primary extension.
Press key to see status of extra extension.



Soft Keys (Factory Assigned Features)

Headset

Press the Soft Key below "Headset" to activate or deactivate Headset operation.

Mic (Microphone)

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)

It will disable ringing on this phone while in use.

OHR-ON (Off Hook Ringing On)

It will allow ringing on this telephone while in use.

On Hook State

(Telephone is idle)

Off Hook State

(Telephone is in use)

To Use Soft Keys

Four soft keys are indicated in the LCD According to the status of the Multiline Terminal.

- Press the SCROLL (>>>>) key to scroll the desired key if there are other functions available.
- Press a desired key under the indicated 4 Soft Keys on the LCD.
- The service feature of the pressed Soft Key is operated.

To Use The Help Key

- Press the HELP key and the Soft Key.
- Explanation of the pressed Soft Key is indicated on the LCD.
- Press the EXIT key to leave Help.

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 used for hands free operation.

Feature Key Activities

Feature + 1 = Turns microphone on or off.

Feature + 3 = Selects ringer tone.

Feature + 4 = Adjusts transmission/receiving volume.

Feature + 0 = Activates ringer. (dependent on Systems Programming.)

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TO ORIGINATE AN OUTSIDE CALL VIA EXTENSION LINE KEY

- 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.

TO ORIGINATE AN INTERNAL CALL

- Lift handset or press **Speaker** key.
- Receive dial tone.
- Dial desired station number.
- Use handset or MIC to converse.

OUTSIDE LINE APPEARANCE

To originate:

- Press the **OUTSIDE LINE APPEARANCE** feature key.
- Lift handset or press **Speaker**, receive Central Office or distant PBX dial tone.
- Dial the destination.

To Answer:

- Press the **LINE APPEARANCE** feature key (ringing and flashing LED alert user to incoming call.)
- Lift handset or press **Speaker**.
- Speak with incoming party.

TO ORIGINATE A CALL USING ONE-TOUCH BUTTONS

NOTE: With DTP-32D

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

To program:

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

- Press **Conf** button. **Conf** flashes
- Press desired **One-Touch** button, **Speaker** button LED lights steady.
- Enter desired station number, feature code or outside access code and telephone number. Display indicates digits dialed.
- Press **Conf** again to save the number.

To verify:

- Press **Conf** button.
- Press desired **One Touch** button.
- Display indicates digits programmed.

NOTE: When a station number is programmed on a one touch button, the associated LED Light will light when that station is in use. (Available for 32D terminals only).

AUTOMATIC IDLE RETURN

- Press **Speaker** key. Receive dial tone.
- Dial desired number.

Or

- Press **One Touch** key.
- When called party answers, converse.
- When called party hangs up, your D^{term} automatically returns to idle.

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

- Press the **Redial** button.
- Enter via dial pad the desired speed calling number (00-99).

NOTE: Access to feature is based on data assignment.

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.
- Enter Authorization Code, receive second service set tone.
- Enter Account Code, receive dial tone, and dial desired number.

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.
- Enter Authorization Code (up to 10 digits).
- Receive dial tone, dial desired number.

[Voice First/Tone First](#)

[Answer Hands Free](#)

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[Place A Call On Hold](#)

[Place A Call On Exclusive Hold](#)

[Transfer A Call](#)

[Originating a Voice Call](#)

VOICE FIRST/TONE FIRST

- Allows incoming station calls to your D^{term} to either ring or go to voice announcement.
- Press [Speaker](#). Receive dial tone.
- Dial Voice/Tone access code, LED display shows current mode receive feature dial tone.
- Press [*](#), LED display shows mode change, receive feature set tone.

NOTE : Each time [*](#) is pressed, you alternate between TONE and VOICE.

ORIGINATING A VOICE CALL

- Lift handset.
- Dial desired station number.
- Press [Voice](#) key or press 1.
- Speak to called party.

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

NOTE: Access to feature is based on data assignment.

To initiate:

- Lift handset or press **Speaker** key.
- Press **AICM** key.
- Tone burst is sent.

To answer

- **AICM** key flashes green indicating an incoming intercom call.
- Voice Call alert tone is heard.
- Press **AICM**, lift handset or press **Speaker**. LED lights solid green.

MANUAL INTERCOM

To initiate:

- Lift handset or press **Speaker**, press **MICM**, ring back tone is heard.
- Each press of **MICM** key sends tone bursts.

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).

DIAL INTERCOM

To initiate:

- Lift handset or press **Speaker** key.
- Press **DICM** key.
- Dial desired intercom station number (0-9). Tone burst is sent. (Press **1** to change to ring tone signal).

To answer

- **DICM** LED flashes, indicating an incoming intercom call. Tone burst or ring tone is heard.
- Press **DICM**.
- Lift handset or press **Speaker**. LCD shows solid green.

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:** 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 Dterm 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 **Transfer**. Receive interrupted dial tone.
- Dial destination station's extension, hang up or wait for answer.

[Conference Call](#)

[Establish A Broker Call](#)

[Call Park \(System\)](#)

[Setting Camp-on \(Transfer Method\)](#)

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[Answer A Camped-On Call](#)

[Outside Line Queuing \(From Ext. Dial Tone\)](#)

[Camp-on \(Call Waiting\)](#)

[Timed Queuing \(Outside Line Only\)](#)

[Call-Pickup \(Direct\)](#)

[Call Pickup \(Group\)](#)

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.
- Repeated depression of the [Transfer](#) button allows you to alternate between calls.

NOTE: The display indicates connected station or trunk at any given time.

CALL BACK (STATION)

- Lift handset or press [Speaker](#).
- Dial desired station number and receive busy tone or ring back tone.
- Press [Call Back](#) or dial 2 and receive service set tone.
- Restore handset.
- When busy station becomes idle or the station that did not answer initiates or answers a call or accesses a feature and then becomes idle, the setting station is alerted by ring and flashing LED.

TO ANSWER A CAMPED-ON CALL

- 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.
- Repeated depression of the [Answer](#) button allows you to alternate between calls. Display indicates connected station or trunk at any given time.

TO SET CAMP-ON (TRANSFER METHOD)

- With call in progress, ask party to hold. Depress [Transfer](#) button, feature dial tone is heard.
- Dial desired station number and receive busy tone.
- Dial 4 and receive service set tone. Camp-on tone (2 tone bursts) is sent to busy station.
- Restore handset.

CAMP-ON (CALL WAITING METHOD)

Example: Station 2000 is in conversation with 2008. Station 2001 dials 2000, receives busy. Station 2001 can notify station 2000 that call is waiting.

To activate call waiting (Station 2001):

- Station 2001 press [Speaker](#). Receive dial tone.
- Dial 2000 and receive busy.

- Press Transfer receive feature dial tone.
- Dial Camp-on (call waiting) access code.

To answer call waiting (Station 2000):

- Hear burst of tone. LCD display indicates **CW** and **Answer** button flashes.
- 2000 presses **Answer** button and converses with station 2001.

NOTE: Station 2000 can alternate between the two parties by pressing **Answer** button.

CALL PARK (SYSTEM)

To Park a Call From Terminal With LCD:

- While connected to a station or trunk, press **Transfer** and dial the Call Park access code, or press **Call Park** key. Display shows HLD= (part location number nn=00-19).

To park a call from terminal without LCD:

- While call in progress, press **Transfer** and dial the Call Park access code, or press **CALL PARK**.

Dial Call Park location number (00-19) and receive service set tone. (If park location is busy, dial the next location number.)

Restore handset.

To retrieve a parked call:

- Dial Call Park local retrieval code and parked call location number (00-19).
- Station user is connected to parked call.

CALL PICKUP (GROUP)

When station within pickup group rings:

- Lift handset.
- Press **CALL PICKUP** or dial Call Pickup access code (may be stored on-one-touch speed calling key).
- Connection to calling party is established.

CALL PICKUP (DIRECT)

- Lift handset.
- Press **Call Pickup Direct**. Lift handset. Key or dial Call Pickup Direct access code (may be stored on one-touch key).
- Dial extension number to be picked up.
- Connection to calling party is established.

OUTSIDE LINE QUEUING (FROM EXTENSION DIAL TONE)

If outside line is busy

- Press **Speaker** of lift handset dial outgoing access code (e.g.9).
- Receive Busy indication. Press **Call Back** key. Call is placed in queue for next available **Outside Line**.
- Replace handset.
- When **Outside Line** is available, setting station is alerted by ringing and flashing red LED.
- Press **Speaker** or lift handset. Dial tone is heard. Dial desired number. (No outgoing access code needed.)

TIMED QUEUING (OUTSIDE LINE ONLY)

- Press **Speaker**, receive dial tone.
- Dial **Outside Line** access code and desired number.
- Receive busy tone or ring no answer from distant end.
- Press **Call Back** key, LED flashes, leave speaker on.
- The desired number is automatically redialed.
- Pick up handset and converse.

NOTE: When station is in Timed Queue mode callers receive busy indication.

EXECUTIVE OVERRIDE

If called station is busy:

- Press **OVERRIDE** key and converse.

NOTE: Interrupted parties receive warning tone.

[Last Number Redial](#)

[Call Forwarding-All Calls](#)

[Call Forwarding-Busy](#)

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LAST NUMBER REDIAL

To recall the last number dialed:

- Press [Redial](#). Receive special dial tone.
- Press <#>. The number dialed will be redialed and displayed.

NOTE: Each time the Redial key is pressed the numbers dialed for the last five calls are displayed sequentially.

CALL FORWARDING-ALL CALLS

To Set:

- Press [Speaker](#). Receive dial tone.
- Press [F-A](#) 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 if [FD-A](#) key was used).
- Press [Speaker](#). Call Forwarding for all calls is set.

To verify (with 16 or 32-button Dterm):

- Press [Speaker](#). Receive extension dial tone.

Press [FD-A](#) or dial Call Forward-All access code.

- Display indicates the station number calls are forwarded to.

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

To cancel:

- Press [Speaker](#). Receive dial tone. Press [FD-A](#) plus [*](#) or dial Call Forwarding cancel code. Receive service set tone. LED goes out at your station (or the Dterm of the sub line station).
- Press [Speaker](#).

CALL FORWARDING BUSY

To set:

- Press **Speaker**. Receive dial tone.
- Press **FD-B** or dial Call Forwarding Busy access code. Receive special dial tone.
- Dial destination station or external telephone number. Receive service set tone.
- **FD-B** LED lights (at your station or at the Dterm of the sub line station you are setting).
- Press **Speaker**. Call Forwarding Busy is set.

To verify (with Display Phone):

- Press **Speaker**. Receive dial tone.

Press **FD-B** or dial Call Forwarding Busy access code.

- Display indicates the station number calls are forwarded to.

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

To cancel:

- Press **Speaker**. Receive dial tone.
- Press **FD-B** plus * or dial Call Forwarding Busy cancel code. Receive service set tone. LED goes out at your station.
- Press **Speaker**. Call Forwarding is canceled.

CALL FORWARDING -NO ANSWER

To set:

- Press **Speaker**. Receive dial tone.
- Press **FD-N** or dial Call Forwarding No Answer access code. Receive special dial tone.
- Dial destination station or external telephone number. Receive service set tone.
- **FD-A** LED lights (at your station if **FD-N** key was used).
- Press **Speaker**. Call Forwarding No Answer is set.

To verify:

- Press **Speaker**. Receive extension dial tone.

- Press **FD-N** or dial Call Forwarding-No Answer access code.
- Display indicates destination number of call forward.

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

CALL FORWARDING DESTINATION

- Press **Speaker**. Receive dial tone.
- Press **FD-DS** or dial Call Forwarding Destination access code. Receive special dial tone.
- Dial station number to be forwarded to this line. Wait for service set tone.

To cancel

- Press **Speaker**. Receive dial tone.
- Press **FD-DC** or dial Call Forwarding Destination cancel code.
- Dial station number to cancel.
- Press **Speaker**. Call Forwarding Destination is canceled.

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.

To repeat

- Press **Speaker**.
- Press **S & R**. D^{term} automatically redials the programmed number.
- **S & R** automatically canceled. LED goes out.

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

INTERNAL ZONE PAGING WITH MEET-ME PAGE

This allows a system user to page over built-in speaker of D^{term} terminal within the assigned zone or all zones.

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

To page (Station A)

- Lift Handset. Receive dial tone.
- Dial Internal Paging access code for the desired zone or all zones or press key assigned for desired zone or all zones.
- Page Station B.
- Remain off hook.

To answer (Station B)

- Station B dials Meet-Me answer code, and they are immediately connected.

NOTE: Access to feature is based on data assignment.

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[Do Not Disturb](#)

[Boss/Secretary Override](#)

[Timed Reminder](#)

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BOSS/SECRETARY CALLING

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

- Secretary replaces handset.
- Boss lifts handset, presses flashing line.

If boss refuses call

- Secretary presses [Transfer](#) key to return to calling party.

NOTE: Access to feature is based on data assignment.

BOSS/SECRETARY OVERRIDE

Example: Station 2000 is boss, Station 2001 is secretary. Boss is connected to 2003. Incoming call on Outside line connects to secretary, but is intended for boss.

Secretary

- Lift handset to answer Outside line, ask caller to hold.
- Press Boss' line. Outside line is placed on hold, Boss hears burst of tone and Boss' [Answer](#) key flashes.

Boss

- Hears burst of tone, [Answer](#) key flashes. [LCD](#) display indicates:

Option 1

- Boss presses [Answer](#) and converses with secretary. Outside line is placed on hold.

- Secretary hangs up. Boss is connected to Outside line.
- Boss can alternate between the two parties by pressing **Answer**.

Option 2

- Boss does not respond to burst of tone, secretary presses **Transfer** key.
- Secretary is connected to Outside line.

Option 3

- Boss presses **Answer** and converses with Secretary. Outside line is placed on hold.
- Secretary is return to Outside line.

DO NOT DISTURB

- Press **Speaker** Receive dial tone.
- Press **DND** or dial **DND** access code. LED lights.

To cancel

- Press **Speaker** Receive dial tone.
- Press **DND**. LED goes out.

TIMED REMINDER

Example: Station 2000 wants to be reminded of a 9:00 a.m. meeting.

To set

- Press **Speaker**.
- Press **Timed Reminder** key or dial Timed Reminder access code.
- Dial the desired reminder time in military format, receive set tone.

At 9:00 a.m. on the same day you will receive a reminder call. Upon answering you will hear music source if available.

- **To cancel**
- Press **Speaker**. Receive dial tone.
- Press **Timed Reminder** key and # or dial Timed Reminder access code.
- Receive set tone.
- Press **Speaker** 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 2000, while engaged in conversation, presses **Conf** key. **Conf** key flashes.
- Station 2001 lifts handset or presses **Speaker**.
- Station 2001 presses the line appearance of Station 2000.
- A three-way conference is established.

RETURN MESSAGE SCHEDULE

NOTE: With Display D^{term}

Allows station user to register a return schedule when leaving the office and have the schedule display on the calling D^{term} LCD.

To set

- Station **Speaker**. Receive dial tone.
- Dial Return Schedule access code.
- Dial the number corresponding to desired message.

Dial	Message	
0	IN:BACK	HH:MM
1	OUT:BACK	HH:MM
2	AWAY:BACK	MM:DD
3	VACATION	MM:DD

- If 0 or 1: dial desired military time.
- If 2 or 3: dial month and day.
Example: June 24=0624.
- Receive dial tone.
- Press **Speaker**.

To cancel

- Press **Speaker**. Receive dial tone.
- Dial Return Message schedule cancel code.
- Receive set tone.
- Press **Speaker**.

NOTE : Access to feature is based on data assignment.

NAME DISPLAY

NOTE: Display D^{term}

A name with up to 8 characters can be entered to display the name on other D^{term} telephones when making a call.

- Press **Speaker** Receive dial tone.
- Dial the Name Assignment access code and receive special dial tone.
- Using the keypad, depress the key with the desired letter to display the first letter on the key. The display will indicate the numerical designation. Subsequent depressions will advance through the letters on that key. The following TABLE can be used as a guide to indicate the key and the number of depressions required to display numbers, letters, spaces and periods.

		DIAL PAD KEY											
		1	2	3	4	5	6	7	8	9	0	*	#
1	1	1	3	3	4	5	6	7	8	9	0	*	#
2	.	A	D	G	J	M	P	T	W			*	#
3	.	B	E	H	K	N	Q	U	X			*	#
4	.	C	F	I	L	O	R	V	Y			*	#
5	.						S		Z			*	#

- When the desired letter is displayed, depression of the **Transfer** key will change the letter to a lower case letter (default is upper case). Depress the **Hold** key to enter that letter and advance to the next entry.
- Repeat the previous two steps until the desired name is displayed and entered.
- Press **Speaker**.

7	7	HOLD	2	2	TRF	HOLD
8	8	8	TRF	HOLD		
5	5	5	5	TRF	HOLD	

For example, to enter "Paul":

Outside Line		9
Queuing-Outside Line Call Back	Set Cancel	* 1 # 1
Call Forwarding-All Calls	Entry Cancel	* 5 # 5
Call Forwarding-No Answer/Busy Line	Entry Cancel	* 6 # 6
Call Forwarding-Destination	Entry Cancel	* 7 # 7
Do Not Disturb	Set Cancel	* 8 # 8
Last Number Redial		* *
Account Code	Entry	* #
Station Speed Dialing	Originate	# *
System Speed Dialing	Originate	# #
Operator Call		0
Call Hold		11
Internal Zone Paging Group 0 Group 1 Group 2 Group 3 Group 4	Page	50 51 52 53 54

Internal Zone Paging Group 0	Answer	55
Group 1		56
Group 2		57
Group 3		58
Group 4		59
Time Reminder/Automatic Wake up	Set Cancel	5 * 5 #
Voice/Tone Toggle		60
Station Name Assignment		62
Call Park System Retrieve		6 #
Call Park System Set		6 *
Night Pickup		72
Call Pickup-Direct		73
Call Pickup-Group		74
Call Pickup-Designated	Group	75
Station Speed Dialing	Entry Cancel	7 * 7 #

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