

SOFT KEYS

Help

Press the **Help** key repeatedly to display available features. Press the soft key below the feature to get a detailed description of its function.

- Press the soft key below the <<< and >>> symbols to move forward and backward through the help information
- Press the **Exit** key to exit the help program

S&R: To save a dialed number for later use

SAVE:

- Lift handset
- Dial desired telephone number
- Press the **S&R** soft key
- Continue with the call as normal

REPEAT SAVED NUMBER:

- Lift handset
- Press the flashing **S&R** soft key to redial the saved number
- Number is deleted after one use and **S&R** is no longer displayed

RMUTE: To turn telephone ringer on or off

- Press the **RMUTE** soft key to turn the ringer off
- Press flashing **RMUTE** soft key to turn ringer on

FWDA: To temporarily redirect your incoming calls to another extension:

TO SET:

- Lift handset
- Press the **FWDA** soft key
- Dial 5-digit extension to forward calls to

TO CANCEL:

- Lift handset
- Press the flashing **FWDA** soft key

PICK: To answer a ringing extension in your group

- Lift handset
- Press the **PICK** soft key

MUTE: To turn off/on the microphone in the telephone's handset or speaker

- While on a call, press the **MUTE** soft key to toggle the microphone off and on
- Flashing **MUTE** is displayed when Mute is active

TO_VM: To send calling party directly to voice mail or to go directly to a user's voice mail when calling them (to skip their greeting)

- While phone is ringing press the **TO_VM** soft key to send the caller directly to your voice mail
- While calling another user press the **TO_VM** soft key to go directly to the user's voice mail

OTHER FEATURES

Ringtone

Press **Feature + 3**

Press **3** repeatedly to change tones
Press **Feature** during desired tone to select it

Volume

Use up/down arrows (∧ and ∨) to adjust **ringer** volume (while phone is ringing), **handset** volume (while on a call), or **speaker** volume (while speaker is activated)

Display Contrast

Use up/down arrows (∧ and ∨) while phone is not in use to change display contrast

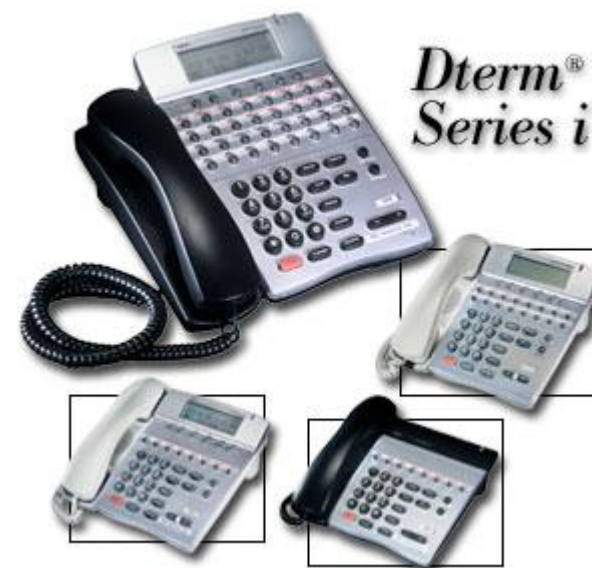
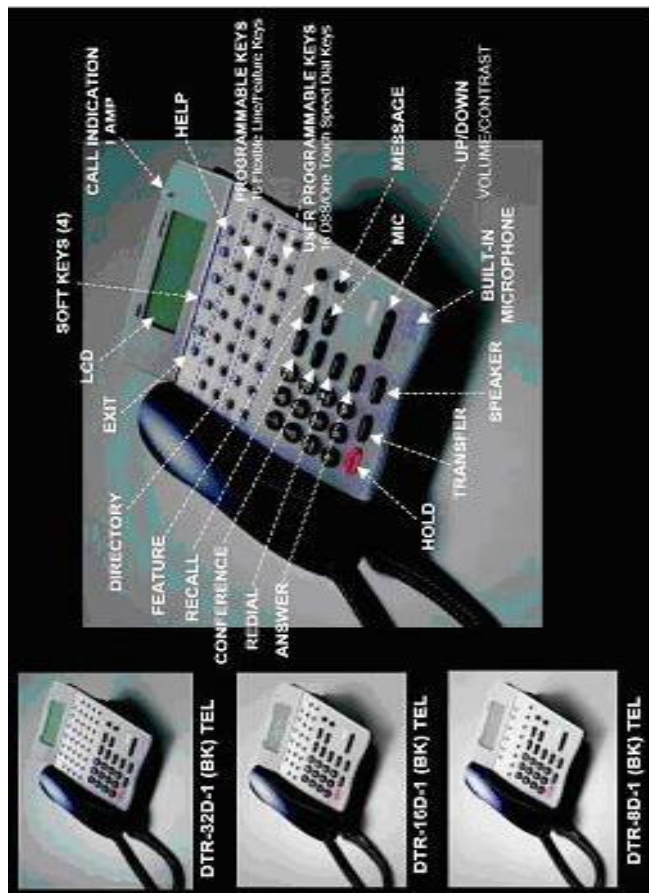
Indicator Lamp

Press **Feature + 7** to turn call indicator lamp on or off
Lamp still lights for messages

ITHACA



Telephone Guide



PLACING CALLS

Within the system: Dial **5-digit** extension

Outside the system: Dial **9** + telephone number

MESSAGE WAITING LAMP

The indicator light located on the top of the display panel will light when you have new voice mail

MESSAGE BUTTON

Press the **MESSAGE** button to access your voice mail

HOLD

To place a call on hold so that it can be retrieved from other phones with that line:

Press **HOLD** once

To place a call on hold so that it can only be retrieved from that phone:

Press **HOLD** twice

To retrieve the call from hold:

Lift handset *or* press **SPEAKER**

Press the flashing line key

TRANSFER

To transfer a call to another extension:

Press **TRANSFER**

Dial **5-digit** extension

Wait to announce the call or hang up when dialed extension starts ringing

To cancel the transfer and return to the original caller:

Press **TRANSFER**

CONFERENCE

To establish a conference call (3 parties):

Answer or place a call

Press **TRANSFER**

Dial the party to be added (Announce conference)

Press **CONF**

If added party is busy or does not answer:

Press **TRANSFER**

You are now on with the original caller only

CALL FORWARD ALL

To temporarily redirect your incoming calls to another extension:

Lift handset *or* press **SPEAKER**

Press **FWDA** soft key

Dial **5-digit** extension to forward calls to (Listen for confirmation tone)

All calls are forwarded

Press **SPEAKER** or hang up

FWDA (flashing) is displayed

To cancel forwarding:

Lift handset *or* press **SPEAKER**

Press **FWDA** soft key

(Listen for confirmation tone)

FORWARD CANCEL is displayed

Press **SPEAKER** or hang up

SPEAKER PHONE

To answer or make a call without lifting handset:

Press **SPEAKER**

You will hear a dial tone or the person calling **MIC** must be on to respond without lifting handset (*MIC button will show a red light*)

To mute a call while using the speaker:

Press the **MIC** button to turn off the speaker

You can now hear the caller but the caller cannot hear you (*red light on MIC button will be off*)

CALL PICK UP

To answer any ringing phone in your Call Pick Up group:

Lift handset *or* press **SPEAKER**

Press **PICK** soft key

You are connected to the incoming call (the **first** incoming call if more than one line is ringing)

To answer a specific ringing phone (if more than one is ringing):

Lift handset *or* press **SPEAKER**

Press **#**, then **3**

Dial the specific **5-digit** ringing extension

You are connected to the incoming call

LAST NUMBER REDIAL

Lift handset *or* press **SPEAKER**

Press **#**, then **7**

RECENT REDIAL

Lift handset *or* press **SPEAKER**

Press **REDIAL** until the number you want is displayed (up to 5 recent numbers are stored)

Press *****

Number is redialed

SPEED DIAL BUTTONS

(See diagrams below for green/round programmable buttons)

To Program:

Press **FEATURE**

Press button to be programmed

(*One of the green/round buttons pictured*) Dial telephone number (include the "9" for outside calls)

Press **FEATURE**

SPEED SET is displayed

To Use:

Lift handset *or* press **SPEAKER**

Press programmed **Speed Dial** key

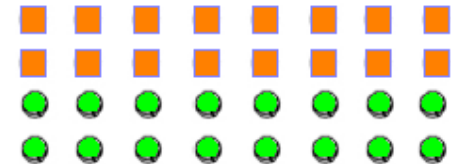
16 Button Phone Key Layout



Orange square = Line or Feature Key

Green circle = User Programmable Speed Dials

32 Button Phone Key Layout



Orange square = Line or Feature Key

Green circle = User Programmable Speed Dials

NOTE: Items in red are new features of this Dterm Series i telephone.