

This card is provided with your NEC telephone, compliments of
NEC Australia as a guide to the features available of the NEAX PABX.

My Extension Number is:

To Make an Internal Call

- * Dial the required extension number.

To Make an Outgoing Call

- * Dial '0' and listen for the public exchange dial tone.
- * Dial the required number.

To Call the Operator

- * Dial '9'.

Last Number Redial/Stack Dial

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

- * Lift handset and press LNR/SPD to select.
- * Press # to dial the selected number.

Hold

To Place a call on hold

- * Press HOLD - held line flashes.

To Retrieve call

- * Lift handset.
- * Press flashing line.

NOTE:

For exclusive hold - press HOLD twice.

Call Hold

To hold one call and make a second call

- * Press CALL HOLD.
- * Dial an internal number or '0' + external number.
- * When finished with call hang up and original call will ring back.

NOTE:

Press CALL HOLD to swap between the two calls.

To Transfer the Call

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

Conference Call

- * To establish a 3 way conversation.
- * Whilst on a call, press TRF button.
- * Dial extension number or '0' + external number.
- * When called party answers, press CNF to establish a 3 way conversation.

NOTE:

Any party may exit conference by hanging up.

NOTE:

Refer to your detailed user guide for advanced features. AD-25180801

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Additional Features

Call Forward All

Forwards all calls immediately.

SET.

- * Lift handset.
- * Press FWD ALL or dial
- * Dial extension number or '0' + external number your calls are to be forwarded to.

CANCEL

- * Lift handset.
- * Press FWD ALL then * or dial

Call Forward No Answer

Forwards only after 4-6 rings.

SET.

- * Lift handset.
- * Press FWD NANS or dial
- * Dial extension number or '0' + external number your calls are to be forwarded to.

CANCEL

- * Lift handset.
- * Press FWD NANS then * or dial

Call Forward Busy

Forwards only when your extension is busy.

SET.

- * Lift handset.
- * Press FWD BSY or dial
- * Dial extension number or '0' + external number your calls are to be forwarded to.

CANCEL

- * Lift handset.
- * Press FWD BSY then * or dial

NOTE:

Internal and external calls may be forwarded to different destinations.
Refer to your detailed user guide.

Call Back

If you dial a busy extension:

- * Press CALL BACK or dial
- * 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 other extension will ring.

CANCEL

- * Lift handset.
- * Press CALL BACK or dial

Group Call Pick Up

To answer another ringing extension in your group:

- * Lift handset and press PICK UP or dial

Direct Call Pick Up

To answer a specific extension in any area:

- * Lift handset and dial plus extension number of ringing phone.

To Answer a Call Waiting

To hold a call and answer a second call waiting:

- * Whilst on a call, hear call waiting tone (one short tone).
- * Press ANS or dial
- * Second call is now connected.
- * When you have finished with second call, hang up.
- * Phone will now ring back with original call.

NOTE:

Press ANS or TRF to swap between the two calls.

Manager/Secretary Transfer

Secretary

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

Manager

If call is accepted- Secretary replaces handset. Manager lifts handset, presses flashing line.

If call is refused- Secretary presses TRF to return to the caller.

Call Park

- * Ask existing party to hold & press TRF.
- * Enter call park set code
- * Note the park number 00-19.

Call can be retrieved from any telephone by:

- * Lift handset.
- * Dial call park retrieve code and park number 00-19.

Save & Repeat

To Save

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

To Repeat

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

Voicecall

To speak over the intercom to other DTERM telephones only.

- * Dial extension.
- * Press VOICE button.
- * Speak over intercom.
- * Replace handset to disconnect.

Message

To Leave a message

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

To Display Message

- * Lift handset.
- * Dial and **1** to scroll. **2** to ring extension displayed. **3** to cancel message without ringing.

To Respond

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

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.

Hypercore D^{term}

Speed Calling (One Touch Buttons)

To Program (Do not lift handset)

- * Press CNF button.
- * Press desired Speed Call button
Enter extension number or
'0' + external number.
- * Press CNF again to save.

To Verify

- * Press CNF button.
- * Press desired Speed Call button.

To Make a Call

- * Press desired Speed Call button.
- * To change number, override with
new number.

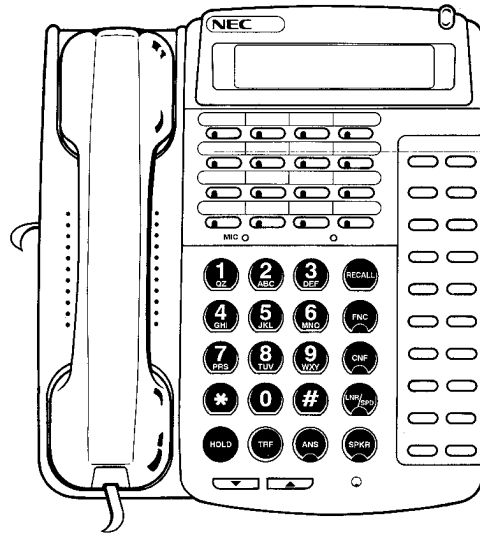
To Store Numbers in Memory

To Store Number

- * Do NOT Lift handset.
- * Press FNC.
- * Press LNR/SPD and memory
number 00-19.
- * Enter number to be stored -
include '0' if external.
- * Press FNC.

To Access Number

- * Press LNR/SPD.
- * Enter memory number 00-19.



Lamps

Call Indicator Lamp

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

LCD (Liquid Crystal Display)

The LCD display provides visual information of the Dterm activity plus date and time display.

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

Lamp displays the status of the built in microphone used for hands free operation.

Unique D^{term} Features

Display

To adjust the Display:
Press the ▼ or ▲ key while the phone is idle.

Speaker/Receiver Volume

To adjust the Speaker/Receiver Volume:
Press the ▼ or ▲ key during conversation.

Ringer Volume

To adjust the Ringer Volume:
Press the ▼ or ▲ key during ringing.

Function Key Activities

FNC + 0 - Adjusts ringer volume.
FNC + 1 - Turns MIC on or off.
FNC + 3 - Selects ring tone.
(Repeat '3' to select tone).

Function Keys

RECALL

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

FNC (Function)

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

CNF (Conference)

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

LNR/SPD (Last Number Call/ Stack Dial/Speed Calling)

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

SPKR (Speaker)

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

ANS (Answer)

When the LED on this key is lit, press the key to answer a waiting call.

TRF (Transfer)

Allows the extension user to transfer a call or make a second call.

HOLD

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

NOTES
