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.**

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.

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.

Notes
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Dterm Series i
2-Button Phone User Guide
### 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.

### Conference

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

### 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.

### 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 misdialled 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 “***.”

### Up/Down

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

### 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.)

### Message Waiting Indicator Lamp