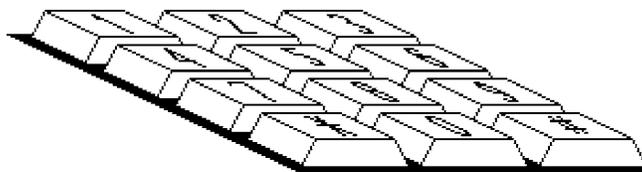# BTS

BUSINESS TELEPHONE SYSTEMS
311 West Valley Avenue
Birmingham, Alabama 35209

NEAX 1000
Integrated Voice Server

Dterm Series E
Telephone
User Guide

(ALL TRUNKS BUSY)
Dial 9 Dial number; HEAR IMMEDIATE BUSY TONE; Dial 2. When a trunk is
available telephone will ring; lift the handset.

CALL HOLD
1. Depress the **HOLD** Key.

To Retrieve:
1. Depress the flashing line key
This call **CANNOT** Be retrieved from any other telephone unless line appearance
is set on both telephones.

CALL TRANSFER
1. With a call in progress depress the
Transfer key; dial the station number
and hang up.

CALL PARK
1. Depress **Park** Key or Press **Transfer**
and dial *4
2. Read Park location in display (00-19)
Hang Up
3. Lift handset; Depress Page Key,
Announce Call Park Location.

To Retrieve:
1. Depress **Pick-Up or dial #4**
2. Dial location code

DIRECTED CALL PICK-UP
Directed: Dial *2 + extension number

CONFERENCE
With first call in progress; depress **Transfer;**
dial second party (outside or inside)
Depress **CONF** key.

CALL VOICE MAIL
Press Voice Mail Key or dial voice mail extension.

CALL FORWARD BNA
SET:
Dial Call Forward BNA set code *6
Dial destination.   Hang up

CANCEL:
Dial cancel code   # 6.

SPEED DIAL
(1) PROGRAM:
Depress **Feature**; Depress **Redial** dial
memory ID code (00-19); dial 9 ; dial number to be stored; Depress **Feature.**

(2) PROGRAM TO A KEY:
Depress **CONF**; Depress key to be programmed; dial 9 ; dial number to be stored;
Depress **CONF**

PLACING A SPEED DIAL CALL

(1) Lift handset and/or Depress
Redial; dial memory ID code
(00-19)
(2) Lift handset and Depress
Programmed key.

Last Number Redial
1. Depress **Redial** Key; dial **# or dial ****

Volume Control
SPEAKER OR HANDSET
1. Lift handset or Depress **Speaker** Key;
Depress Up/Down Arrow.

RINGER - While Idle:
1. Depress **Feature** Key; Dial 0 ; Depress
Up/Down Arrow.

RINGER - While Ringing:
1. Depress Up/Down Arrow.

Contrast Control
1. While telephone is Idle; Depress Up/
Down Arrow

Quick Reference
Feature Codes

Trunk Access	9
Call Voice Mail-	Voice Mail Key
Call Forward BNA - On	*6
Call Forward BNA - Off	#6
Last Number Redial	Redial #
Call Park Set	Park or *4
(Location 00-19)	
Call Park Retrieve	Pick-Up or #4
(Location 00-19)	
Call Hold	Hold
Directed Call Pick-Up	*2 + Ext.
Speed Dial	Redial
(Location 00-19)	
Paging	Page Key
Do Not Disturb	DND or *8
Off	DND or #8