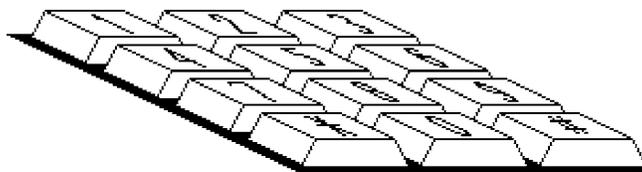


BTS

BUSINESS TELEPHONE SYSTEMS
311 West Valley Avenue
Birmingham, Alabama 35209

NEAX 2400
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 (Location 00-19)	Park or *4
Call Park Retrieve (Location 00-19)	Pick-Up or #4
Call Hold	Hold
Directed Call Pick-Up	*2 + Ext.
Speed Dial (Location 00-19)	Redial
Paging	Page Key
Do Not Disturb Off	DND or *8 DND or #8