



DTL/ITL-2E



DTZ-2E

### Call Indicator Lamps

Lamp at top corner of handset flashes when a call terminates to the terminal. Lamp light flashes when a message has been left.

### Programmable Keys

These keys can be programmed as either Flexible Line key, Programmable Feature key or One-Touch Speed Dial key.

### Recall

Press this key to send a hook flash to the CO you are currently on. Depending on the CO, it may put the caller on hold with Telco or hang up.

### Feature

Used to activate terminal setup functions and to program One-Touch keys.

Feature + 1 – Turns microphone On/Off.

### Redial

Press key to activate redial feature.

## FUNCTION KEYS

### Conf

Press this key to establish a three way conference. LED on key lights when active.

### Answer

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

### Mic

Press key to respond hands free. LED on this key lights up during speakerphone operation.

### Message

Press the **Message** key to access the voice mail system or press the key to leave Message Waiting.

### Toggle Up/Down

Use the  $\wedge$  Up or  $\vee$  keys to adjust speaker/receiver volume and ringer volume.

- Press  $\wedge$  Up or  $\vee$  Down while idle to adjust speaker/receiver volume.
- Press  $\wedge$  Up or  $\vee$  Down while ringing to adjust ring volume.

### Directory

Press key to activate speed calling – system feature (Future).

### Speaker

Controls built-in speaker, which can be used for Hands Free Dialing/Monitoring. LED on key lights when key is active.

### Transfer

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

### Hold

Press this key to put a call on hold.

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## 2 Button Digital & IP Reference Sheet

### MAKE A CALL

- Lift the Handset or press **Speaker**.
- Dial the required number  
(For external calls, dial **9** first).

### LAST NUMBER REDIAL

- Press **REDIAL** button and **#** to initiate call.

### HOLD

Ask the caller to please hold:

- Press the **Hold** key – held key flashes.
- You may replace handset if you wish.

To retrieve a call:

- Lift the handset.
- Press the flashing line.

### NOTE:

For exclusive hold – press **Feature + Hold**.

### TRANSFER

With a call in progress:

- Press the **Transfer** key.
- Dial an extension or external number and announce the call (optional).
- Replace the handset.

### NOTE:

If the called extension is busy or does not answer, press **Transfer** to return to your caller. If the extension does not accept the call, ask them to hang up and your call is returned.

### CONFERENCE

With a call in progress (internal or external)

- Press the **Conf** key.
- Dial an internal or external number.
- When the third party answers, press **Conf** key twice.
- A three way conference is now established.

### NOTE:

Any party may exit the conference by hanging up. The two parties will remain connected, as long as one of the remaining parties is internal.

### ANSWER A SECOND CALL

Answer Hold allows a multiline terminal user to press the flashing Answer Key to answer an incoming ringing call or a Camp-On call. When the multiline terminal user is already answering a call, the first call is automatically placed on hold.

- Receive a CO/DID/DIL incoming ring, the Answer key flashes.
- Press **Answer** to access the new call, the Answer LED goes out and the original call is put on hold.
- If additional calls are received, press **Answer** to place the current call on hold and connect to the next call as long as Call Appearance Keys and/or CO line keys are available.

### CALLBACK

If you dial a busy extension:

- Dial # and hang up.
- Replace the handset.

During this time you may make and receive calls.

- When both extensions are free, your phone will ring.
- Lift the handset or press **Speaker** and the other extension will ring.

**To Cancel:**

- Lift the handset or press **Speaker** and dial **770**.

### CALL FORWARD – ALL

Forwards all calls immediately.

**To Set:**

- Lift the handset or press **Speaker**.
- Dial **Call Forward All** Access code **741**.
- Press **1** to set.
- Dial the destination number.
- Replace the handset.

**To Cancel:**

- Lift the handset or press **Speaker**.
- Dial **Call Forward All** Access code **741**.
- Dial **0** to cancel.

### CALL FORWARD NO ANSWER

Forwards calls only after 4 – 6 rings.

**To Set:**

- Lift the handset or press **Speaker**.
- Dial **Call Forward No Answer** Access code **743**.
- Press **1** to set.
- Dial the destination number.
- Replace the handset.

**To Cancel:**

- Lift the handset or press **Speaker**.
- Dial **Call Forward No Answer** Access code **743**.
- Press **0** to cancel.

### CALL FORWARD BUSY

Forwards calls when your extension is busy.

**To Set:**

- Lift the handset or press **Speaker**.
- Dial **Call Forward Busy** Access code **742**.
- Press **1** to set.
- Dial the destination number.
- Replace the handset.

**To Cancel:**

- Lift the handset or press **Speaker**.
- Dial **Call Forward Busy** Access code **742**.
- Press **0** to cancel.

### CALL PICK UP

**To answer a ringing extension in your group:**

- Lift the handset or press **Speaker**.
- Dial **\*#**.

**For ringing extensions not in your group:**

- Lift the handset or press **Speaker**.
- Dial Access code **768** plus ringing extension number.

### PROGRAMMING SYSTEM SPEED NUMBERS

**To store a Speed Dial Number (display telephones only):**

- Press **Speaker**.
- Dial access code **753** (for system).

**NOTE:**

Initially there are 1000 System Speed Dialing codes.

- Dial telephone number to be stored (maximum of 24 digits).
- Press **Hold**.
- Enter Speed Dialing storage location.
- Press **Speaker** to hang up.

**To dial a System Speed Dial number:**

- Go Off-hook.
- Press **Redial**.
- Dial the System Speed Dialing storage code.

### PROGRAMMING STATION SPEED NUMBERS

**To store a Station Speed Dialing number:**

- Press **Speaker**.
- Dial access code **755**.
- Dial the Station Speed Dial buffer number to be programmed (0~9).
- Dial telephone number to be stored (maximum of 24 digits).
- Press **Hold**.
- If desired, enter name using dial pad.
- Press **Hold**.
- Press **Speaker** to hang up.

**To dial a Station Speed Dialing number:**

- Press **Speaker**.
- Dial **#7**.
- Dial the Station Speed Dial buffer number (0~9).

### MESSAGE KEY

**To leave a Message Waiting:**

- Call busy or unanswered extension.
- Dial **0**.
- Hang up.

**To cancel the Message Waiting you have left at a specific extension:**

- At the multiline terminal, press **Speaker**.
- Dial **771**.
- Dial the number of the extension you do not want to have your messages.
- Hang up.

**To access your messages:**

- Press **Speaker**.
- Press the **Message** key.

### SPEAKER/RECEIVER VOLUME

**To adjust the Speaker/Receiver volume:**

Press  $\wedge$  Up or  $\vee$  Down button up or down during conversation.

### RINGER VOLUME

**To adjust the Ringing volume:**

Press  $\wedge$  Up or  $\vee$  Down button up or down during ringing.