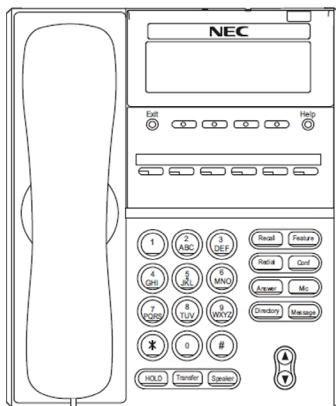**DTL-6DE**

ITL-6DE

DTZ-6DE

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.
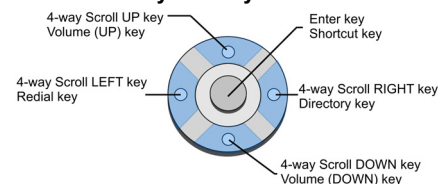
Feature

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

Feature + 1 - Turns microphone On/Off.

IP Terminal Layout Only

4-way Scroll UP key / Volume (UP) key
Enter key / Shortcut key
4-way Scroll LEFT key / Redial key
4-way Scroll RIGHT key / Directory key
4-way Scroll DOWN key / Volume (DOWN) key

Redial key (offered on Digital terminal)

Press this key to activate the redial feature.

Conf (offered on Digital terminal)

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 (offered on Digital terminal)

Press this key to access the voicemail system or press the key to leave Message Waiting.

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6 Button Digital & IP Reference Sheet

Speaker

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

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

- ❑ Press $\bigwedge$ Up or $\bigvee$ Down while idle to adjust speaker/receiver volume.

- ❑ Press $\bigwedge$ Up or $\bigvee$ Down while ringing to adjust ring volume.

Directory key (offered on Digital terminal)

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

Transfer

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

Hold

Press this key to put a call on hold.

Help

Explanations of Programmable Keys can be called up on the LCD by pressing the **Help** key then pressing a programmable key.

Exit

The user can exit from the Menu or Help mode by pressing this key.

- ❑ Lift the Handset or press **Speaker**.

- ❑ Dial the required number

(For external calls, dial **9** first).

(Offered on IP terminal)

- ❑ Without lifting the handset, press **Redial** button.

- ❑ Press **Redial** to scroll to the required number

- ❑ Press **#** or **Speaker** to initiate the call.

(Offered on Digital terminal)

- ❑ Press **#** or **Speaker** to initiate the call.

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**.

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 the **flashing line** to return to your caller. If the extension does not accept the call, ask them to hang up and your call is returned or press the flashing line to return to your caller.

NDA-31616
Issue 1.0

CONFERENCE

(Offered on Digital terminal)

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.

(Offered on IP terminal)

- ❑ Press the **Conf** soft key.
- ❑ Dial an internal or external number.
- ❑ When the third party answers, press the **ADD** soft key.
- ❑ Press **Begin** softkey to begin the Conference.
- ❑ 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 and the other extension will ring.

To Cancel:

- ❑ Lift the handset and dial access code **770**.

CALL FORWARD – ALL

Forwards all calls immediately.

To Set:

- ❑ Lift the handset, dial the Call Forward All Access code **741**.
- ❑ Dial **1** to set.
- ❑ Dial the destination number.
- ❑ Replace the handset.

To Cancel:

- ❑ Lift the handset and dial **741**.
- ❑ Dial **0** to cancel.
- ❑ Replace the handset.

CALL FORWARD NO ANSWER

Forwards calls only after 4 - 6 rings.

To Set:

- ❑ Lift the handset, dial the Call Forward No Answer Access code **743**.
- ❑ Dial **1** to set.
- ❑ Dial the destination number.
- ❑ Replace the handset.

To Cancel:

- ❑ Lift the handset and dial **743**.
- ❑ Dial 0 to cancel.
- ❑ Replace the handset.

CALL FORWARD BUSY

Forwards calls when your extension is busy.

To Set:

- ❑ Lift the handset and dial **742**.
- ❑ Dial **1** to set.
- ❑ Dial the destination number.
- ❑ Replace the handset.

To Cancel:

- ❑ Lift the handset and dial **742**.
- ❑ Dial 0 to cancel.
- ❑ Replace the handset.

LOGIN/LOGOUT

For IP phones only:

To Login:

- ❑ Enter Login code and press **SET** soft key.
- ❑ Enter password and press **OK** soft key.

To Logout:

- ❑ Press **LOGOUT** key (display will show LOGOUT?).
- ❑ Press **LOGOUT** key again and wait a few seconds for handset to logout.

CALL PICK UP

To answer a ringing extension in your group:

- ❑ Lift the handset and dial **✱#**.

For ringing extensions not in your group:

- ❑ Lift the handset and dial access code **768** plus ringing extension number.

VOICECALL

Allows a user to intercom other digital handsets.

- ❑ Lift the handset and dial the extension number.
- ❑ Press **VOICE** soft key and speak over the intercom.

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.
- ❑ If desired, enter name using dial pad.
- ❑ 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 Message Waiting:

❏ Call busy or unanswered extension.

❏ Press the **Message Waiting** key.

❏ Hang up.

To cancel Message Waiting you have left a specific extension:

❏ Lift the handset and dial access code **771**.

❏ Dial the extension number you do not want to have your messages.

❏ Hang up.

To access your messages:

❏ Press the **Message (MW)** key. To call press the **Call** key, to cancel press the **Cncl** Key.

SPEAKER/RECEIVER VOLUME

To adjust the Speaker/Receiver volume:

For Digital Terminal:

Press **Up** or **Down** button during conversation.

For IP Terminal:

Press the **Cursor** button up or down during conversation.

RINGER VOLUME

To adjust the Ringing volume:

For Digital Terminal:

Press **Up** or **Down** button during ringing.

For IP Terminal:

Press the **Cursor** button up or down during ringing.