

Instructions for HPL Digital Phone

KEYS AND LAMPS

- 1 2 3 4 5 6 7 8 9 0 * # • 1 2 3 4 5 6 7 8

FUNCTION KEYS

ANS (Answer)

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

CNF (Conference)

Press key to establish a three-way conversation. LED on key lights when key is active.

FNC (Function)

Used to activate terminal setup functions and to program One-Touch Speed Dial/Feature Keys.

HOLD

Press key to place an internal or external call on hold.

LNR/SPD

(Last Number Call/Speed Calling)

Press key to activate Last Number Call redial and Speed Calling.

RECALL

Press key to terminate established call and reselect internal dial tone.

SPKR (Speaker)

Controls the built-in speaker which can be used for Hands Free dialing/monitoring. LED on key lights when key is active.

TRF (Transfer)

Allows the station user to transfer established calls to another station, without attendant assistance.

UP/DOWN (▲▼)

Used to adjust LCD contrast, speaker/receiver volume, and ringer volume.

◆ LCD Contrast:

Press ▲ or ▼ key while idle.

◆ Speaker/Receiver Volume:

Press A or ▼ key during conversation!

◆ Ringer Volume:

Press A or ▼ key during ringing.

FUNCTION KEY ACTIVITIES

FNC + 1 = Turns microphone on or off.

FNC + 2 = Adjusts handset receiver volume.

FNC + 3 = Selects ringer tone.

FNC + 4 = Adjusts transmission/receiving volume.



LAMPS

Call Indicator Lamp

Lamp at top of D^{term} flashes when a call terminates to the terminal. Lamp lights steadily when a message has been left.

LCD

Liquid Crystal Diode (LCD) display provides D^{term} activity information plus date and time.

LED

Some function keys have a built-in Light Emitting Diode (LED) that lights or flashes according to the activity of that function key.

MIC (Microphone) Lamp

Lamp displays the status of the built-in microphone used for hands free operation.

TERMINAL SETUP FUNCTIONS

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MICROPHONE ON /OFF

The MIC lamp shows the status of the built-in microphone.

To change microphone status:

- ◆ Press **FNC** and 1 to turn the microphone from on to off, or from off to on.

TO ADJUST INITIAL RECEIVING VOLUME

Handset receiver volume can be changed.

To change the handset receiver *volume*:

- ◆ Press **FNC** and 2.
The LCD displays the current volume.



- ◆ Press **FNC** and 2 to alternate between Small and Large volume.



TO SELECT RINGER TONE

The D^{term} Series III has 4 kinds of ringer tones that you can select.

- ◆ Press **FNC** and 3.
The LCD displays the selected tone number (n=1~4).



TONE No.	FREQUENCY (Hz)	MODULATION (Hz)
1	480/606	16
2	480/606	8
3	1285/1024	16
4	600/700	16

TO PLACE A CALL ON HOLD

- ◆ Press **HOLD**.
Held line wink
flashes.



NOTE: If held line appears on the other D^{term} stations, the associated LED flashes red slowly.

TO RETRIEVE

- ◆ Lift handset or press **SPKR**.
- ◆ Press held line. Use handset to converse.

NOTE: Any station with this line appearance can retrieve the call.

IF UNANSWERED

- ◆ After preprogrammed time, Automatic Recall is initiated.

- ◆ Visual and audible signal (rapid flash and ring burst) is sent to station that placed call on hold

NOTE 1: A transfer or conference call may be placed on hold depending on software level of the NEAX2400 IMS.

NOTE 2: Hold shows as a flashing green LED on your phone. The same line on other phones shows as a flashing red LED. **RECALL** shows as a flashing green LED on your phone and flashing red LED on other phones with the same line.

TO ORIGINATE A CALL USING SPEED CALLING (ONE-TOUCH BUTTONS)

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- ◆ Press desired **SPEED CALL** button, or press **SPKR** and **SPEED CALL**.

TO PROGRAM

(Available only on D^{trm} stations with speed calling keys.)

- ◆ Press **FNC** button.
- ◆ Press desired **SPEED CALL** button.
- ◆ Enter desired telephone number or feature code on the keypad. Display indicates digits dialed.
- ◆ Press **FNC** again to save the number.

SPD SET
(Time display)

TO ANSWER A VOICE CALL HANDS FREE

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- ◆ Receive incoming Voice Call.

Calling station
VCL 2001
(Time display)

- ◆ Press **MIC** feature key or **FNC** and **1**. **MIC** LED lights.
- ◆ Respond hands-free.

NOTE: If privacy is required, lift handset.

TO TRANSFER A CALL

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- ◆ After conversing, ask party to hold.

- ◆ Press **TRF**. Receive interrupted dial tone.

XFR
(Time display)

- ◆ Dial destination station's extension, hang up or wait for answer.

Transferred station or trunk number
XFR 2001
(Time display)

- ◆ If transferring party hangs up, that station's number appears in the center of recipient's display.

Transferring station
XFR 200 WATS 3
(Time display)

CONFERENCE

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- ◆ With call in progress, ask party to hold.

- ◆ Press **TRF**, receive interrupted dial tone.

- ◆ Dial desired number.

- ◆ After call is answered, press **CNF**. **CNF** LED lights.

- ◆ Three-way conference is established.

CNF
(Time display)

- ◆ If one party hangs up, other two remain connected. **CNF** LED goes out.

LAST NUMBER REDIAL

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TO RECALL THE LAST NUMBER DIALED

- ◆ Press **LNR/SPD**. Receive dial tone.

LNR [*] / SPD []
(Time display)

- ◆ Press *****. Outside or internal station is automatically redialed.

- ◆ When party has answered, lift handset to converse.