DT300/DT700 Series Terminals

SV8300 USER’S GUIDE

NEC Unified Solutions, Inc.
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1. INTRODUCTION

- **General**
  This guide explains how to operate DT300/DT700 Series terminals.

CHAPTER 1 INTRODUCTION
Explains the configuration of this guide and contains the following information.
- Face layout of DT Series
- Keys and Parts of DT Series
- Icon Display
- Menu List

CHAPTER 2 TERMINAL SETUP
Explains the terminal settings from DT Series.

CHAPTER 3 BASIC OPERATION
Explains the basic operation of DT Series.

CHAPTER 4 FEATURE OPERATION
Explains operating procedures for various Telephony Server features.
• Face Layout

DT310/710 (2-Button without LCD)

DT310/710 (6-Button with LCD)
DT330/DT730 (12-Button with LCD)

Note: Security button is equipped on DT730 only.

DT330/DT730 (24-Button with LCD)

Note: Security button is equipped on DT730 only.
DT330/DT730 (32-Button with LCD)

Note: Security button is equipped on DT730 only.

DT330/DT730 (DES1 Less 8-Button)

Note: Security button is equipped on DT730 only.
• Keys And Parts

DT310/DT710
(2-Button without LCD)

(1) Call Indicator Lamp
Lamp at top corner of DT Series Display flashes when a call terminates to the terminal. Lamp lights steadily when a message has been left.

(2) Programmable Keys
These keys can be programmed as Flexible Line key/Programmable Feature Key by Telephony Server Administrator. When Telephony Server Administrator sets “One-Touch Speed Dial key” on the programmable keys, users can assign any numbers (ex. Telephone number, etc.) to the key (up to 24 digits).

* For the assignment of the keys, confirm to the Telephony Server Administrator.

(3) Recall
Press key to finish the call and hear the dial tone.

(4) Feature
Used to activate any features as terminal setup functions, etc. and to program One-Touch Speed Dial Keys.

(5) Redial
(Last Number Call, Speed Calling-Station/Group) Press key to activate redial feature. Press redial and scroll back through numbers that have been dialed.

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

(7) Answer
When LED on this key is lit, press key to answer a waiting call.

(8) Mic
Press key to respond hands free. LED on this key lights during speakerphone operation.
(9) **Message**

Press key to access the voice mail system.

(10) **Up/Down**

( DOWN UP)

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

- **LCD Contrast:**
  Press ( ) or ( ) key while idle.

- **Speaker/Receiver Volume:**
  Press ( ) or ( ) key during conversation.

- **Ringer Volume:**
  Press ( ) or ( ) key during ringing.

(11) **Directory**

Press key to activate speed calling - system feature.

(12) **Speaker**

Controls the built-in speaker which can be used for Hands Free dialing/monitoring.

LED on key lights when key is active.

(13) **Transfer**

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

(14) **Hold**

Press this key to place an internal or external call on hold.
DT330/DT730
(24-Button with LCD)

(1) Security Button (DT730 only)
The user can prevent information leakage from terminal by simple operation.

(2) Call Indicator Lamp
Lamp at top corner of DT Series Display flashes when a call terminates to the terminal. Lamp lights steadily when a message has been left.

(3) LCD (Note 1)
LCD (Liquid Crystal Display) provides DT Series activity information plus data, time and Soft Key Operation.

The LCD on DT310/DT710 has 24-character, 3-line capability.

The LCD on DT330/DT730 has 24-character, 4-line capability. Top line is used exclusively for the status icons.

(4) Exit
The user can exit from the Help key mode by pressing this key.
(5) **Soft Keys**
Any feature shown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.

(6) **Help**
Explanations of the Soft Keys can be called up on the LCD by pressing this key.

(7) **Programmable Keys**
These keys can be programmed as Flexible Line key/Programmable Feature Key by Telephony Server Administrator.

When Telephony Server Administrator sets “One-Touch Speed Dial key” on the programmable keys, users can assign any numbers (ex. Telephone number, etc.) to the key (up to 24 digits).

* For the assignment of the keys, confirm to the Telephony Server Administrator.

(8) **Recall**
Press key to finish the call and hear the dial tone.

(9) **Feature**
Used to activate any features as terminal setup functions, etc. and to program One-Touch Speed Dial Keys.

(10) **Answer**
When LED on this key is lit, press key to answer a waiting call.

(11) **Mic**
Press key to respond hands free. LED on this key lights during speakerphone operation.

(12) **Menu**
From this key, the user can access to the functions not normally used (such as terminal settings, downloads and access to XML applications) easily.

(13) **Cursor**
By using this Key, DT Series user can access to various features with simple operation.

Two lines of menu items can be displayed at a time. Use "Up" or "Down" key to scroll the item.
Note: DT310/710 (2-Button without LCD) does not have the Cursor Key.

(14) Enter

DT330/DT730 Series has Shortcut Menu for frequently-used features. The user can access to Shortcut Menu by pressing Enter Key.

Note: DT310/710 Series does not support the Shortcut Menu.

Shortcut Menu includes the following features.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Missed Call</td>
<td>Access to history of Missed Call.</td>
</tr>
<tr>
<td>3. IM</td>
<td>Not supported.</td>
</tr>
<tr>
<td>4. Presence</td>
<td>Not supported.</td>
</tr>
<tr>
<td>5. Bluetooth</td>
<td>Not supported.</td>
</tr>
</tbody>
</table>

Note 2: A-law Countries [Australia, Russia, Latin America, UK, Middle near East, other Asian nations]: # µ-law Countries [North America, Japan, Hong Kong, Taiwan]: *

(15) Redial

(Last Number Call, Speed Calling-Station/Group) Press key to activate redial feature. Press redial and scroll back through numbers that have been dialed. When the desired number is displayed, press the or # (Note 2) key to activate dialing.

(16) Speaker

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

(17) Transfer

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

(18) Hold

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

Note 1: Not equipped on DTL-2E-I/ITL-2E-I.
DT330/DT730
(DESI Less 8-Button with LCD)

(1) Security Button (DT730 only)
The user can prevent information leakage from terminal by simple operation.

(2) Call Indicator Lamp
Lamp at top corner of DT Series Display flashes when a call terminates to the terminal. Lamp lights steadily when a message has been left.

(3) LCD (Note 1)
LCD (Liquid Crystal Display) provides DT Series activity information plus data, time and Soft Key Operation.

The LCD on DT310/DT710 has 24-character, 3-line capability.

4:26 PM TUE 12 FEB 2008
MIC VOICE >>>

The LCD on DT330/730 has 24-character, 4-line capability. Top line is used exclusively for the status icons.

4:26 PM TUE 12 FEB 2008
MIC VOICE >>>

(4) Exit
The user can exit from the Help key mode by pressing this key.
(5) **Soft Keys**
Any feature shown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.

(6) **Help**
Explanations of the Soft Keys can be called up on the LCD by pressing this key.

(7) **8LD Display**

32 (8 keys x 4 pages) additional programmable keys are provided. They can be programmed as Flexible Line/Programmable feature key by Telephony Server Administrator, similar to existing programmable keys. When Telephony Server Administrator sets “One-Touch Speed Dial key” on the programmable keys, users can assign any numbers (ex. Telephone number, etc.) to the key (up to 8 digits).

* Maximum 8 characters can be displayed.

** The users can change the name displayed on the LCD. For the operating procedure, refer to To Register Name On One-Touch Speed Dial key.

*** For the assignment of the keys, confirm to the Telephony Server Administrator.

(a) **Icon**
Status of the Line key such as Call termination, Call Hold or Busy, and setting on the Feature key are shown as Icons.

<table>
<thead>
<tr>
<th>User’s Status</th>
<th>Icon</th>
<th>Flashing Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idle</td>
<td></td>
<td>Blink Note</td>
</tr>
<tr>
<td>Call Hold (Individual Hold on Call Park Group)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclusive Call Hold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall (Individual Hold/Exclusive Call Hold/Call Transfer/ Individual Hold on Call Park Group)</td>
<td></td>
<td>Blink Note</td>
</tr>
<tr>
<td>During Conversation (Individual Use)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(b) Feature Key Information
Feature Key Information displays the followings.

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
<th>Maximum digits to be displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Key</td>
<td>- Name and Number information</td>
<td>Up to 8 digits.</td>
</tr>
<tr>
<td>Feature Key</td>
<td>- Feature Name</td>
<td>Up to 8 digits.</td>
</tr>
<tr>
<td>One-Touch Speed Dial Key</td>
<td>- Speed Dial Name Information - Number Information</td>
<td>Up to 6 digits.</td>
</tr>
</tbody>
</table>

(c) Page Icon
8LD display has four pages (8 Programmable Feature keys per page). Page Icon Key indicates currently displayed page. The user can switch the Feature Key display from page 1 to 4 by using the Page Switching Key.

(8) Programmable Keys
These keys can be programmed as Flexible Line Key/Programmable Feature Key by Telephony Server Administrator. When Telephony Server Administrator sets “Speed Dial key” on the programmable keys, users can assign any numbers (ex. Telephone
number, etc.) to the key (up to 24 digits).

* For the assignment of the keys, confirm to the Telephony Server Administrator.

Following picture shows LCD indication of Programmable keys.

![Programmable keys](image1)

Appropriate icons are displayed according to the using feature. These displays cannot be changed by user.

Following pictures shows each LCD indication when Speed Dial key is set to Programmable key. Following picture shows the indication of each status.

![Speed Dial key](image2)

When Station line/Trunk line are assigned.

![Station line/Trunk line](image3)

No icons are displayed.

* Users can register name on each Speed Dial key. For the procedures, refer to To Register Name On Speed Dial key. When any features using feature access code are assigned.

![Feature access code](image4)

Icons turn black.

* Users can register name on each One-Touch Speed Dial key. For the procedures, refer to To Register Name On Speed Dial key.

(9) Scroll Key
This key is used to turn over the page of 8LD display.

(10) Recall
Press key to finish the call and hear the dial tone.

(11) Feature
Used to activate any features as terminal setup functions, etc. and to program Speed Dial Keys.
(12) **Answer**
When LED on this key is lit, press key to answer a waiting call.

(13) **Mic**
Press key to respond hands free. LED on this key lights during speakerphone operation.

(14) **Menu**
From this key, the user can access to the functions not normally used easily.

(15) **Cursor**
By using this Key, DT Series user can access to various features with simple operation.

Two lines of menu items can be displayed at a time. Use "Up" or "Down" key to scroll the item.

Note: DT310/710 (2-Button without LCD) does not have the Cursor Key.

(16) **Enter**
DT330/DT730 Series has Shortcut Menu for frequently-used features. The user can access to Shortcut Menu by pressing **Enter** Key.

Note: DT310/710 Series does not support the Shortcut Menu.
Shortcut Menu includes the following features.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Missed Call</td>
<td>Access to history of Missed Call</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>3. IM</td>
<td>Not supported.</td>
</tr>
<tr>
<td>4. Presence</td>
<td>Not supported.</td>
</tr>
<tr>
<td>5. Bluetooth</td>
<td>Not supported.</td>
</tr>
</tbody>
</table>

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

(18) **Transfer**
Allows the station user to transfer established calls to another station, without attendant assistance.

(19) **Hold**
Press this key to place an internal or external call on hold.
• ICON DISPLAY

The LCD of DT730 Series displays Desktop Icons which provide notification when events (such as missed call and voice mail) occur.

Note: DT310/DT330/DT710 Series does not support the icon display.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missed Call</td>
<td>![Missed Call Icon]</td>
<td>This icon appears when there is a missed call. Once the user has checked the missed call, this icon will disappear.</td>
</tr>
<tr>
<td>Voice Mail</td>
<td>![Voice Mail Icon]</td>
<td>This icon provides notification of incoming Voice Mail. Once the user has checked the mail, this icon will disappear.</td>
</tr>
<tr>
<td>Instant Message (Note1)</td>
<td>![Instant Message Icon]</td>
<td>This icon appears when the terminal receives a new instant message. Once the user has checked the message, this icon will disappear.</td>
</tr>
<tr>
<td>Presence (Note1)</td>
<td>![Presence Icon]</td>
<td>This icon indicates the terminal's presence status.</td>
</tr>
<tr>
<td>Security</td>
<td>![Security Icon]</td>
<td>This icon appears when the Security Key is pressed and the terminal in Security mode</td>
</tr>
<tr>
<td>Bluetooth (Note1)</td>
<td>![Bluetooth Icon]</td>
<td>This icon appears when any peripheral equipment is connected via Bluetooth.</td>
</tr>
<tr>
<td>Cursor</td>
<td>![Cursor Icon]</td>
<td>This icon indicates the currently available direction of the Cursor Key.</td>
</tr>
</tbody>
</table>

Note 1: Currently unavailable.
**Menu List**
From the Menu List, the user can use various application features such as Directory and Call History.

**To Display Menu List**
- Press the **Menu** Key. The Menu List is displayed in LCD. Use Cursor Key to select desired Menu Item.

<table>
<thead>
<tr>
<th>No.</th>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Call History</td>
<td>To view Call History. For details, see Chapter 7 CALL HISTORY OPERATION.</td>
</tr>
<tr>
<td>2</td>
<td>Directory</td>
<td>To use Directory function. For details, see Chapter 6. DIRECTORY OPERATION.</td>
</tr>
</tbody>
</table>
| 3   | Tool            | - Uses when accessing external XML server. For details, please contact the system administrator.  
- Uses when sending/receiving Instant Message. *(Note1)* |
| 4   | Call Function   | Currently Not Used (grayed out).                                             |
| 5   | Setting         | To set up the terminal such as ringing volume control, LCD display setting and download of Music on Hold. |
| 6   | Presence        | Currently Not Used (grayed out).                                             |
| #   | Favorite        | By registering frequently-used features as favorite, the user can these features with simple operation. |
| 0   | Terminal Config | This item is used for Configuration setting of DT Series.                    |

*Note 1: Operation for Instant Message (IM) is currently unavailable.*

**Simple Operation By Menu Key and Cursor Key**
By using Menu Key and Cursor Key, DT Series user can access to Call History, Directory and terminal settings with simple operation.

As an example, the following shows the operations how to access to Directory menu.
2. TERMINAL SETUP

This chapter describes operating procedures for terminal settings by the UP/Down Key and Feature Keys.

Various terminal settings such as display, sounds, password, and language are also available from Menu Key. For detailed information on terminal settings from Menu Key, see SV7000 IP Peripheral Guide.

Terminal Setup with the Up/Down Key

To Adjust Handset Receiver Volume
Press the Up/Down key in the off-hook status or during the call.

To Adjust Speaker Volume
Press the Up/Down key during speakerphone operation or during the call.

To Adjust Ringer Tone
Press the Up/Down key during ringing.

To Adjust LCD Contrast
Press the Up/Down key in the on-hook status.

Note: When the terminal is connected with 16LD ADM, 16 degrees of LCD contrast are available (8 degrees in terminal side and 2 degrees in ADM itself). (In Expansion mode only, Link motion)
**Terminal Setup with the Feature Key**

**Microphone On/Off**
LED on Mic key shows the status of the built-in microphone.

- Press Soft Key associated with the MIC Display or press **Feature** and **1**.

**To Adjust Initial Receiving Volume**
Handset receiver volume can be changed.

**To Change Handset Receiver Volume**

- Press **Feature** and **2**. The LCD displays the current volume status.

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

---

**To Select Ringer Tone**
DT Series has 10 kinds of ringer tones that you can select.

- Press **Feature** and **3**. The LCD displays the selected tone number (n=1 ~ 14).

<table>
<thead>
<tr>
<th>TONE No.</th>
<th>Frequency (Hz)</th>
<th>Modulation (Hz)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>520/660</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>520/660</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>1100/1400</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>660/760</td>
<td>16</td>
</tr>
<tr>
<td>5</td>
<td>Melody 1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Melody 2</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Melody 3</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Melody 4</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Melody 5</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Melody 6</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Melody 7</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Melody 8</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Melody 9</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Melody 10</td>
<td></td>
</tr>
</tbody>
</table>
To Adjust Transmission/Receiving Volume
Handset volume can be changed.

☐ Press Feature and 4. The LCD displays the current volume.

☐ Press Feature and 4 again to alternate between Small and Large volume.
3. BASIC OPERATION

Login (DT700 Series Only)

When login mode is activated, following procedure is required.

☐ Enter login code and press Set Soft key.
   (The station number is used as the Login code.)

   ![Login: 2000, Passwd: ****, Cancel BK Set OK]

☐ Enter the password and press OK Soft key.

☐ If the login code is accepted, display changes to normal idle status.

Logout (DT700 Series Only)

☐ Press the pre-assigned Logout Feature Key on the terminal.

Note: This location is an example.

Note: Logout button is assigned by data setting at the ECP (Enterprise Communication Platform).

☐ “LOGOUT?” is displayed on the LCD of the terminal.

☐ Press the Logout Feature Key on the terminal again.
**To Originate an Outside Call**

- Lift handset or press **Speaker** key, receive dial tone.
- Dial the Central Office access code, e.g. 9.
- Dial desired telephone number.
- Use handset or MIC to start a conversation.
  
  Display indicates:

<table>
<thead>
<tr>
<th>Elapsed time</th>
<th>Trunk type</th>
<th>Trunk number</th>
</tr>
</thead>
<tbody>
<tr>
<td>15:39</td>
<td>DDD</td>
<td>3</td>
</tr>
<tr>
<td>4:26 PM</td>
<td>TUE 13 APR</td>
<td>APR 2004</td>
</tr>
</tbody>
</table>

**To Originate an Internal Call**

- Lift handset or press **Speaker** key.
- Receive dial tone.
- Dial desired station number. Display indicates digits dialed.
- Use handset or MIC to converse.

**Multiline Appearance**

**To Originate a Call**

- Press the **MULTILINE APPEARANCE** feature key.
- Lift handset or press **Speaker**. Dial the Central Office access code (i.e.9).
- Dial the desired number.

**To Answer a Call**

- Press the **MULTILINE APPEARANCE** feature key (ringing and flashing LED alert user to incoming call).
- Lift handset or press **Speaker**.
- Speak with incoming party.
To Originate an Outside Call

Press **Hold**. Held line wink flashes.

**Held station number**

<table>
<thead>
<tr>
<th>HOLD</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM</td>
<td>TUE 13</td>
</tr>
</tbody>
</table>

**Note**: If held line appears on other DT Series stations, the associated LED flashes red slowly.

**To Retrieve**

- Lift handset or press **Speaker** key.
- 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**: 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 Place a Call on Exclusive Hold

☐ Press Hold twice. Line appearance indicates interrupted wink.

<table>
<thead>
<tr>
<th>Held station number</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-HOLD</td>
</tr>
<tr>
<td>2001</td>
</tr>
<tr>
<td>4:26 PM</td>
</tr>
<tr>
<td>TUE 13</td>
</tr>
<tr>
<td>APR 2008</td>
</tr>
</tbody>
</table>

Note: If held line appears on other DT Series stations, LED remains steadily lit red.

To Retrieve

☐ Lift handset or press Speaker.
☐ Press held line. Use handset to converse.

Note: Only the DT Series that set Exclusive Hold option 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 which placed call on Exclusive Hold. Recall shows as a flashing green LED on your phone, and solid red on other phones with same line.

Note: Exclusive Hold excludes any other phone from picking up your held call. Exclusive Hold shows as a flashing green LED on your phone. The same line on other phones appears as a solid red LED.
To Transfer a Call

☐ After conversing, ask party to hold. Press Transfer. Receive interrupted dial tone.

☐ Dial destination station’s extension, hang up or wait for answer.

☐ If transferring party hangs up, that station’s number appears in the center of recipient’s display.

Transferring station

DDD 3
4:26 PM  TUE 13  APR 2008
4. FEATURE OPERATION

To Originate a Call Using Speed Calling (One-touch Speed Calling keys)

☐ Press the desired Speed Calling key, or press Speaker and Speed Calling key.

To program (Available only on DT Series with One-Touch Speed Calling key.)

☐ Press Feature button.
☐ Press desired Speed Calling key.
☐ Enter desired telephone number or feature access code on the keypad.
   Display indicates the digits dialed.
☐ Press Feature again to save the number.

SET
4:26 PM TUE 12 FEB 2008

To verify
☐ Press Feature button.
☐ Press desired One-Touch Speed Calling key.
☐ Display indicates digits programmed.
LCD Indication of 8LD Display

Press the desired One-Touch Speed Calling key and originate a call. Registered name will be displayed as follows. For the key to which no name information is registered, the character “SPD” will be displayed.

![Image showing registered names]

When registering Name Information of One-touch Speed Calling, the user can use uppercase alphabetic, uppercase European or lowercase European characters.

The following tables show available characters for One-Touch Speed Calling keys.

### • Alphabetic character (Uppercase)

<table>
<thead>
<tr>
<th>Digit Code</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>0</th>
<th>*</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character</td>
<td></td>
<td>A</td>
<td>D</td>
<td>G</td>
<td>J</td>
<td>M</td>
<td>P</td>
<td>T</td>
<td>W</td>
<td>0</td>
<td>*</td>
<td>#</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>E</td>
<td>H</td>
<td>K</td>
<td>N</td>
<td>Q</td>
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28
To Originate a Call Using Speed Calling (-Station/Group)

☐ Press the Redial button.
  Press the desired speed calling number.

To Originate a Call Using Speed Calling – System

To program Speed Calling – System key (on one-touch speed calling key)

☐ Press Feature key.
☐ Press desired One-Touch Speed Calling key. The LCD displays previously stored digits.
☐ Dial the “Speed Calling – System” access code and the abbreviated call code.
☐ Press Feature again.

To operate from the Speed Calling – System key

☐ Press the “Speed Calling – System” key.

☐ If the DT Series does not have the “Speed Calling – System” key, dial the “Speed Calling – System” access code, then the abbreviated call code.

To operate from the Directory key

☐ Press the Directory key.
☐ Dial the abbreviated call code (maximum of 8 digits).
**Account Code**

**To Enter**
- Lift handset or press Speaker key, receive dial tone.
- Enter feature access code, receive service set tone.
- Enter Account Code (up to 16 digits).
- Receive dial tone and dial desired number.

**To Enter Account Code After Authorization Code:**
- Lift handset or press Speaker key, receive dial tone.
- Enter feature access code for Authorization Code, receive service set tone.
- Enter Authorization Code, receive second service set tone.
- Enter Account Code, receive dial tone, and dial desired number.

**Forced Account Code**
- Lift handset or press Speaker key, receive dial tone.
- Enter feature access code, receive service set tone.
- Enter Forced Account Code (up to 16 digits), receive dial tone.

**Authorization Code**

**To Enter Without Account Code:**
- Lift handset or press Speaker key, receive dial tone.
- Enter feature access code, receive service set tone.
- Enter Authorization Code (up to 16 digits).
- Receive dial tone, dial desired number.

**Voice First/Tone First**
Allows incoming station calls to your Dterm to either ring or go to voice announcement.

- Press Speaker key. Receive dial tone.
- Dial Voice/Tone access code, LED display shows current mode receives feature dial tone.

**NOTE:** Each time * is pressed, you alternate between TONE and VOICE.
**Originating a Voice Call**

- Lift handset.
- Dial desired station number.
- Press Voice key or press 1.

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<tr>
<th>VCL</th>
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<td>4:26 PM TUE 12 FEB 2008</td>
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</table>

- Speak to called party.

**To Answer a Voice Call Hands Free**

- Receive incoming Voice Call.
- Press MIC Key. LED lights.
- Respond hands-free.

**NOTE:** If privacy is required, lift handset.

**Automatic Intercom**

**NOTE:** Access to feature is based on data assignment.

**To initiate**

- Lift handset or press **Speaker** key.
- Press the **AICM** key.
- Tone Burst is sent.

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<tr>
<th>Called party</th>
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<tr>
<td>ICM</td>
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**To answer:**

- **AICM** key flashes green indicating an incoming intercom call.

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<td>ICM</td>
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</table>

- Voice Call alert tone is heard.
- Press **AICM** key, lift handset or press **Speaker** key. LED lights solid green.
**Manual Intercom**

**To Initiate:**
- Lift handset or press **Speaker** key, press **MICM** key, ring back tone is heard.

 Called party

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- Each press of **MICM** key sends tone bursts.

**To Answer:**
**MICM** key flashes, indicating an incoming call. Ring tone may also be heard.

  Calling party

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<th>ICM</th>
<th>2001</th>
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<td>4:26 PM TUE 12 FEB 2008</td>
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</table>

- Press **MICM** key.
- Lift handset or press **Speaker** key, LED lights solid green.
- If called station is engaged in a non-intercom call, the station may press **MICM** key after placing original caller on hold (with **Hold** key).

**Dial Intercom**

**To Initiate:**
- Lift handset or press **Speaker** key.
- Press **DICM** key.
- Dial desired intercom station number (0-9). Tone burst is sent. (Press 1 to change to ring tone signal.

**To Answer:**
- **DICM** LED flashes, indicating an incoming intercom call. Tone burst or ring tone is heard.
- Press **DICM** key.
- Lift handset or press **Speaker**. LCD shows solid green.

**Dial By Name Using System Speed Dialing**

**To Initiate:**
- Press the **SYS** soft key.
- Enter up to the first four characters of a name using the keypad.
- Press the **UP** or **DOWN** key to start the search.
- The name and the number are shown on the LCD. If more than one name matches the letters entered, scroll through the matches with the **UP** or **DOWN** soft key.
- If no matches are founds, the first System Speed Dial buffer will be displayed.
- Press the **Speaker** key, or selecting a **Line/Trunk** key to dial the selected number.
Dial By Name Using Station Speed Dialing

To Initiate:
- Press the Directory key.
- Enter up to the first four characters of a name using the keypad.
- Press the UP or DOWN key to start the search.
- The name and the number are shown on the LCD. If more than one name matches the letters entered, scroll through the matches with the UP or DOWN soft key.
- If no matches are founds, the first System Speed Dial buffer will be displayed.
- Press the Speaker key, or selecting a Line/Trunk key to dial the selected number.

To Save A Name & Number to Station Speed Dialing

To register Name & Number:
- Press the Directory key
- Press the UP or DOWN key to select buffer to be programmed
- Press the Feature Key
  Using the key pad enter the name
- Press the Feature Key
  Using the key pad enter the number

NOTE: When entering an outside number you must include the Trunk Access Code (i.e., 9) followed by area code and number. For a name the first 7 characters plus * for names longer than 8 characters and the * plus last 7 digits of a number longer than 8 digits. Example: Name display programmed is ABCDEFGHI button will show ABCDEFG*. Number display programmed is 123456789 button will show *3456789.

To Transfer A Call

- After conversing, ask party to hold.
- Press Transfer key. Receive interrupted dial tone.

To Place A Call On Hold

- Press Hold key. Held line wink flashes.

NOTE: If held line appears on other stations, the associated LED flashes red slowly.

To Retrieve:
- Lift handset or press Speaker key.
- 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: 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 Place A Call On Exclusive Hold
☐ Press Hold key twice. Line appearance indicates interrupted wink.

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<th>Held Station Number</th>
<th>EHD</th>
<th>2001</th>
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<tbody>
<tr>
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<td>4:26 PM TUE</td>
<td>12 FEB 2008</td>
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NOTE: If held line appears on other stations, LED remains steadily lit red.

To Retrieve:
☐ Lift handset or press Speaker key.
☐ Press held line. Use handset to converse.

NOTE: Only phone that set Exclusive Hold option 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 which placed call on Exclusive Hold. Recall shows as a flashing green LED on your phone, and solid red on other phones with same line.

NOTE: Exclusive Hold excludes any other phone from picking up your held call. Exclusive Hold shows as a flashing green LED on your phone. The same line on other phones appears as a solid red LED.

To Place A Call On Remote Hold

To Initiate:
While in conversation with Station/Trunk Party
☐ Press the Transfer key. Receive interrupted dial tone
☐ Dial destination station’s extension.
☐ Receive ring back tone.
☐ Press the Hold key. (Call is placed on hold at the destinations station’s extension)
☐ Hang up.
To Retrieve At Destination:
- Lift handset or press Speaker key.
- Press line on hold. Use handset to converse.

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

To retrieve From Phone Without Destination Line Appearance:
- Lift handset or press Speaker key
- Dial Access Code for Direct Call Pick-Up
- Dial destination station’s extension
- Use handset to converse

### Conference

**Option 1**
- With call in progress, ask party to hold.
- Press **Transfer** key, receive interrupted dial tone.
- Dial desired number.
- After call is answered, press **Conf** key. **Conf** LED lights.
- Three-way conference is established.

<table>
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<tr>
<th>CNF</th>
<th>2000</th>
<th>2001</th>
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<tbody>
<tr>
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- If one party hangs up, other two remain connected. **Conf** LED goes out.

**Option 2**
- With call in progress and third party on hold on another Line/Trunk key.
- Press **Conf** key, **Conf** LED flashes.
- Press Held Line/Trunk key, **Conf** LED lights.
- Three-way conference is established.

**NOTE:** Access to Option 2 is based on software revision and data assignment.

To Establish A Broker Call
- While engaged in a call and wishing to consult a third party, press **Transfer**. Caller is automatically placed on hold.
- Dial desired party to consult.
- Press **Transfer** to return to original caller. Third party is automatically placed on hold.
- Repeated depression of the **Transfer** button allows you to alternate between calls.

**NOTE:** The display indicates connected station or trunk at any given time.
Call Back (Station)

☐ Lift handset or press Speaker.
☐ Dial desired station number and receive busy tone or ring back tone.
☐ Press Call Back or dial 2 and receive service set tone.
☐ Restore handset.
☐ When busy station becomes idle or the station that did not answer initiates or answers a call or accesses a feature and then becomes idle, the setting station is alerted by ring and flashing LED.

To Answer A Camped-On Call

☐ While engaged in a call, receive the camp-on indication (one short tone burst). Answer LED flashes.

To Set Camp-On (Transfer Method)

☐ With call in progress, ask party to hold. Depress Transfer button, feature dial tone is heard.
☐ Dial desired station number and receive busy tone.
☐ Dial 4 and receive service set tone. Camp-on tone (2 tone bursts) is sent to busy station.
☐ Restore handset.

Camp-On (Call Waiting Method)

Example: Station 2000 is in conversation with 2008. Station 2001 dials 2000, receives busy. Station 2001 can notify station 2000 that call is waiting.

To Activate Call Waiting
(Station 2001)

☐ Dial 2000 and receive busy.

To Answer A Camped-On Call

☐ Press Answer key. Call in progress is placed on hold. Connection to camped-on call is established.
☐ Press Answer key to return to original call. Camped-on call is placed on hold.
☐ Repeated depression of the Answer key allows you to alternate between calls. Display indicates connected station or trunk at any given time.

To Set Camp-On (Call Waiting Method)

Example: Station 2000 is in conversation with 2008. Station 2001 dials 2000, receives busy. Station 2001 can notify station 2000 that call is waiting.

To Activate Call Waiting
(Station 2001)

☐ Dial 2000 and receive busy.

To Answer A Camped-On Call

☐ Press Answer key. Call in progress is placed on hold. Connection to camped-on call is established.
☐ Press Answer key to return to original call. Camped-on call is placed on hold.
☐ Repeated depression of the Answer key allows you to alternate between calls. Display indicates connected station or trunk at any given time.
To Answer Call Waiting  
(Station 2000)
□ Hear burst of tone. LCD display indicates CW and Answer button flashes.

Called station number

| CW SET | 2000 | 4:26 PM TUE 12 FEB 2008 |


CW 2001 4:26 PM TUE 12 FEB 2008

NOTE: Station 2000 can alternate between the two parties by pressing Answer button.

Call Park (System)

To Park A Call From Terminal With LCD
□ While connected to a station or trunk, press Transfer key and dial the Call Park access code, or press Call Park key. Display shows HLD=(park location number nn=00-19).

Parked station or trunk

| HLD=nn | 2000 | 4:26 PM TUE 12 FEB 2008 |

□ Call Park (System)

To Park A Call From Terminal Without LCD
□ While call in progress, press Transfer key and dial the Call Park access code, or press Call Park key.
□ Dial Call Park location number (00-19) and receive service set tone. (If park location is busy, dial the next location number.)
□ Restore handset.

To Retrieve A Parked Call
□ Dial Call Park local retrieval code and parked call location number (00-19).
□ Station user is connected to parked call.

Call Pickup (Group)

When Station Within Pickup Group Rings
□ Lift handset.
□ Press Call Pickup key or dial Call Pickup access code (may be stored on-one-touch speed calling key).

Called                  Calling  
station                   party

| PCK | 2000 | 2001 | 4:26 PM TUE 12 FEB 2008 |

□ Connection to calling party is established.
**Call Pickup (Direct)**

- Lift handset.
- Press Call Pickup Direct key or dial Call Pickup Direct access code (may be stored on one-touch key).

<table>
<thead>
<tr>
<th>Called station</th>
<th>Calling party</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCK 2000</td>
<td>2001</td>
</tr>
<tr>
<td>4:26 PM TUE 12 FEB 2008</td>
<td></td>
</tr>
</tbody>
</table>

- Dial extension number to be picked up.
- Connection to calling party is established.

**Outside Line Queuing (From Extension Dial Tone)**

**If Outside Line Is Busy**

- Press Speaker key or lift handset dial outgoing access code (e.g. 9).

| SET | 4:26 PM TUE 12 FEB 2008 |

- Receive a Busy indication. Press Call Back key. Call is placed in queue for next available Outside Line.
- Replace handset.
- When Outside Line is available, setting station is alerted by ringing and flashing red LED.
- Press Speaker key or lift handset. Dial tone is heard. Dial desired number. (No outgoing access code needed.)

**Timed Queuing (Outside Line Only)**

- Press Speaker key, receive dial tone.
- Dial Outside Line access code and desired number.
- Receive busy tone or ring no answer from distant end.
- Press Call Back key, LED flashes, leave speaker on.
- The desired number is automatically be redialed.
- Pick up handset and converse.

**NOTE:** When station is in Timed Queue mode callers receive busy indication.

**Executive Override**

**If Called Station Is Busy**

- Press Override key and converse.

<table>
<thead>
<tr>
<th>OVR</th>
<th>2000</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4:26 PM TUE 12 FEB 2008</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Interrupted parties receive a warning tone.
**Last Number Redial**

To Recall The Last Number Dialed

- Press Redial key. Receive special dial tone.

<table>
<thead>
<tr>
<th>REDIAL[#]/SPEED[ ]</th>
<th>-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td></td>
</tr>
</tbody>
</table>

- Press #. The number dialed will be redialed and displayed.

<table>
<thead>
<tr>
<th>REDIAL[#]/SPEED[ ]</th>
<th>-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Each time the Redial key is pressed the numbers dialed for the last five calls are displayed sequentially.

**CID Call Back**

To Search, Call Back, or Erase A Calling Number

Without Using Soft-keys:

- Lift the handset or press Speaker key.
- Press Message key.
- Dial 1 to search for desired number.
- Dial 2 to call back desired number.
- Dial 3 to erase desired number.

**Call Redirect**

To Redirect With Calling Party Information

- While in the CID mode press CRD key.
- Call is transferred to a pre-assigned destination station.

To Redirect Without Calling Party Information:

- Press CRD key.
- Press incoming line key or line key on hold.
- Call is transferred to a pre-assigned destination station.

**NOTE:** See CID Display; Access to feature is based on data assignment.
**CID Call Display**

**To Display Calling Party Information:**
- Press CID key, CID lamp lights.
- Calling Party Information is displayed.

**To Redisplay Calling Party Information:**
- While on a call press CID key to recall the Calling Party Information.
- Calling Party Information is displayed.

**Call Forwarding-All Calls**

**To Set**
- Press Speaker key. Receive dial tone.
- Press FD-A key or dial Call Forward-All access code. Receive special dial tone.
- Dial destination station or outside telephone number. Receive service set tone.
- FD-A LED lights (at your station if FD-A key was used).
- Press Speaker key. Call Forwarding for all calls is set.

**To verify (with multi-line phone)**
- Press Speaker key. Receive extension dial tone.
- Press FD-A key or dial Call Forward-All access code.
- Display indicates the station number calls are forwarded to.

<table>
<thead>
<tr>
<th>FWD</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM TUE 12 FEB 2008</td>
<td></td>
</tr>
</tbody>
</table>

**To Cancel**
- Press Speaker key. Receive dial tone.

<table>
<thead>
<tr>
<th>CNCL</th>
<th>4:26 PM TUE 12 FEB 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM TUE 12 FEB 2008</td>
<td></td>
</tr>
</tbody>
</table>

- Press FD-A key plus * or dial Call Forward-All cancel code. Receive service set tone. LED goes out at your station (or the phone of the sub line station).
- Press Speaker key.
Call Forwarding-Busy

To Set
- Press **Speaker** key. Receive dial tone.
- Press **FD-B** key or dial Call Forward Busy access code. Receive special dial tone.
- Dial destination station or external telephone number. Receive service set tone.
- **FD-B** LED lights (at your station or at the phone of the sub line station you are setting).
- Press **Speaker** key. Call Forward Busy is set.

<table>
<thead>
<tr>
<th>SET</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM TUE 12 FEB 2008</td>
<td></td>
</tr>
</tbody>
</table>

To Verify (with Display Phone):
- Press **Speaker** key. Receive dial tone.
- Press **FD-B** or dial Call Forward Busy access code.
- Display indicates the station number calls are forwarded to.

<table>
<thead>
<tr>
<th>SET</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM TUE 12 FEB 2008</td>
<td></td>
</tr>
</tbody>
</table>

To Cancel
- Press **Speaker** key. Receive dial tone.
- Press **FD-B** key plus * or dial Call Forward Busy cancel code. Receive service set tone. LED goes out at your station.

<table>
<thead>
<tr>
<th>CNCL</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM TUE 12 FEB 2008</td>
<td></td>
</tr>
</tbody>
</table>

- Press **Speaker** key. Call Forwarding is canceled.

Call Forwarding-No Answer

To Set
- Press **Speaker** key. Receive dial tone.
- Press **FD-N** key or dial Call Forward No Answer access code. Receive special dial tone.
- Dial destination station or external telephone number. Receive service set tone.
- **FD-N** LED lights (at your station if **FD-N** key was used).
- Press **Speaker** key. Call Forward No Answer is set.

<table>
<thead>
<tr>
<th>SET</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM TUE 12 FEB 2008</td>
<td></td>
</tr>
</tbody>
</table>
To Verify
☐ Press Speaker key. Receive extension dial tone.
☐ Press FD-N key or dial Call Forward-No Answer access code.
☐ Display indicates destination number of call forward.

| FWD          | 2000  
|--------------|-------
| 4:26 PM TUE 12 FEB 2008 |

NOTE: Call Forwarding for Busy and No Answer may be combined depending upon system programming.

To Cancel
☐ Press Speaker key. Receive dial tone.
☐ Press FD-DC key or dial Call Forward Destination cancel code.

| CNCL         | 4:26 PM TUE 12 FEB 2008 |

☐ Dial station number to cancel.
☐ Press Speaker key. Call Forward Destination is canceled.

To Save And Repeat A Number

To Save
☐ Press Speaker key.
☐ Dial desired telephone number.
☐ Press S & R key. Dialed number is now stored. S & R LED lights.

To Repeat
☐ Press Speaker key.
☐ Press S & R key. Phone automatically redials the programmed number.
☐ S & R automatically canceled. LED goes out.

NOTE: If saved number is busy or no answer is received, to save it again, press S & R key before hanging up.
**Internal Zone Paging with Meet-Me Page**

This allows a system user to page over built-in speaker of multi-line phone within the assigned zone or all zones.

*Example:* Station A can page Station B. When Station B dials answer code, they are connected.

**To Page (Station A)**
- Dial Internal Paging access code for the desired zone or all zones or press key assigned for desired zone or all zones.

```
PAGING
4:26 PM TUE 12 FEB 2008
```

- Page Station B.
- Remain off hook.

**To Answer (Station B)**
- Station B dials Meet-Me answer code, and they are immediately connected.

```
Paging station
2000
4:26 PM TUE 12 FEB 2008
```

**NOTE:** Access to this feature is based on data assignment.

---

**Boss/Secretary Calling**

**Secretary**
- Lift handset, press boss’ ringing line. Ask calling party to hold.

```
Calling party
2001
4:26 PM TUE 12 FEB 2008
```

- Press boss’ line again. Voice Call is established to boss’ extension.
- Announce the call to the boss.

**If Boss Accepts Call**
- Secretary replaces handset.

```
Boss and Secretary station each display the other’s number
2000
4:26 PM TUE 12 FEB 2008
```

- Boss lifts handset, presses flashing line.

**If Boss Refuses Call**
- Secretary presses Transfer key to return to calling party.

**NOTE:** Access to this feature is based on data assignment.
**Boss/Secretary Override**

Example: Station 2000 is boss, Station 2001 is secretary. Boss is connected to 2003. Incoming call on Outside line connects to secretary, but is intended for boss.

**Secretary**
- Lift handset to answer Outside line, ask caller to hold.

**Boss**
- Hears burst of tone, Answer key flashes. LCD display indicates:

<table>
<thead>
<tr>
<th>CW</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM</td>
<td>TUE 12 FEB 2008</td>
</tr>
</tbody>
</table>

- Press Boss’ line. Outside line is placed on hold; Boss hears burst of tone and Boss’ Answer key flashes.

**Option 1**
- Boss presses Answer and converses with secretary. Outside line is placed on hold.
- Secretary hangs up. Boss is connected to Outside line.
- Boss can alternate between the two parties by pressing Answer key.

**Option 2**
- Boss does not respond to burst of tone, secretary presses Transfer key.
- Secretary is connected to the Outside line.

**Option 3**
- Boss presses Answer and converses with Secretary. Outside line is placed on hold.
- Secretary is returned to Outside line.
- Boss can alternate between the two parties by pressing Answer.
**Do Not Disturb**

- Press **Speaker** key, Receive dial tone.
- Press **DND** key or dial DND access code.

<table>
<thead>
<tr>
<th>SET</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM TUE 12 FEB 2008</td>
</tr>
</tbody>
</table>

**To Cancel**

- Press **Speaker** key, Receive dial tone.
- Press **DND** key or dial **DND** cancel code.

<table>
<thead>
<tr>
<th>CNCL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM TUE 12 FEB 2008</td>
</tr>
</tbody>
</table>

**NOTE:** When key is used the LED will light when DND is active.

**Timed Reminder**

*Example:* Station 2000 wants to be reminded of a 9:00 a.m. meeting.

**To Set**

- Press **Speaker** key.

<table>
<thead>
<tr>
<th>SET</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900</td>
</tr>
<tr>
<td>4:26 PM TUE 12 FEB 2008</td>
</tr>
</tbody>
</table>
Privacy Release

Example: D term Station B is engaged in a conversation, and allows Dterm Station A to enter the call in progress.

☐ Station 2000, while engaged in conversation, presses Conf key. Conf key flashes.
☐ Station 2001 lifts handset or presses Speaker key.
☐ Station 2001 presses the line appearance of Station 2000.
☐ A three-way conference is established.

Return Message Schedule

NOTE: With Display phone, this feature allows station user to register a return schedule when leaving the office and have the schedule display on the calling phone LCD.

To Set
☐ Station Speaker. Receive dial tone.
☐ Dial Return Schedule access code.
☐ Dial the number corresponding to desired message.

<table>
<thead>
<tr>
<th>Dial</th>
<th>Message</th>
<th>Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>IN:BACK</td>
<td>HH:MM</td>
</tr>
<tr>
<td>1</td>
<td>OUT:BACK</td>
<td>HH:MM</td>
</tr>
<tr>
<td>2</td>
<td>AWAY:BACK</td>
<td>MM:DD</td>
</tr>
<tr>
<td>3</td>
<td>VACATION</td>
<td>MM:DD</td>
</tr>
</tbody>
</table>

☐ If 0 or 1: dial desired military time.

<table>
<thead>
<tr>
<th>Phone Line</th>
<th>Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN:BACK 0900</td>
<td>4:26 PM TUE 12 FEB 2008</td>
</tr>
</tbody>
</table>

☐ If 2 or 3: dial month and day.
Example: June 24=0624.

<table>
<thead>
<tr>
<th>Phone Line</th>
<th>Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWAY:BACK 0900</td>
<td>4:26 PM TUE 12 FEB 2008</td>
</tr>
</tbody>
</table>

☐ Receive dial tone.
☐ Press Speaker key.

To Cancel
☐ Press Speaker key, Receive dial tone.
☐ Dial Return Message schedule cancel code.

<table>
<thead>
<tr>
<th>Phone Line</th>
<th>Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNCL</td>
<td>4:26 PM TUE 12 FEB 2008</td>
</tr>
</tbody>
</table>

☐ Receive set tone.
☐ Press Speaker key.

NOTE: Access to feature is based on data assignment.
**Name Display**

**NOTE:** Requires Display Phone

A name with up to 16 characters can be entered to display the name on other Dterm telephones when making a call.

- Press **Speaker** key. Receive dial tone.
- Dial the Name Assignment access code and receive special dial tone.
- Using the keypad, depress the key with the desired letter to display the first letter on the key. The display will indicate the numerical designation. Subsequent depressions will advance through the letters on that key. The Dial Pad Key Table below can be used as a guide to indicate the key and the number of depressions required to display numbers, letters, spaces and periods.

When the desired letter is displayed, depression of the Transfer key will change the letter to a lower case letter (default is upper case). Depress the Hold key to enter that letter and advance to the next entry.

- Repeat the previous two steps until the desired name is displayed and entered.
- Press Speaker key.

For example, to enter "Paul":

```
7 7 HOLD 2 2 TRF HOLD
8 8 8 TRF HOLD
5 5 5 5 TRF HOLD
```

**NOTE:** When adding/changing/deleting name display for an extension that appears on a key of a 16LD phone a reset of the 16 LD phone is required and can be accomplished by an unplug/plug-in of the phone. For the 16LD phone using one of the line keys as speed dial will only display 8 characters; For a name the first 7 characters plus * for names longer than 8 characters and the * plus last 7 digits of a number longer than 8 digits.

**Example:** Name display programmed is ABCDEFGHI button will show ABCDEFG*. Number display programmed is 123456789 button will show *3456789.
**Whisper Page**

**To Initiate**

*Option 1*
- Lift handset or press Speaker key.
- Dial desired station number.
- Receive Busy Tone press Transfer key.
- Dial Whisper Page access code or press Whisper Page Feature Key.
- Tone is heard, Listen to conversation and speak to station only.

*Option 2*
- Lift handset or press **Speaker** key.
- Dial Whisper Page access code or press Whisper Page Feature Key.
- Receive Feature dial tone.
- Dial Desired station number.
- Tone is heard, Listen to conversation and speak to station only.

**To Answer**
- Press Answer key. Call in progress is placed on hold.
- Hold tone source is not transmitted and to the original party.
- Calling station and called station can privately speak.
- Press Answer key to return to original call.

**NOTE:** Access to feature is based on data assignment.

---

**System Clock Setup By Station Dialing**

- Press **Speaker** key or lift handset, Receive dial tone.
- Press **System Clock Setup** Key or feature access code.
- Dial new time in 24 hr format using 6 digits (HHMMSS).
- Receive service set tone, replace handset or press **Speaker** key.

**NOTE:** Access to feature is based on data assignment.

---

**Day/Night Mode Change By Station Dialing**

- Press **Speaker** key or lift handset, Receive dial tone.
- Press Day/Night Mode Key or feature access code.
- Dial 1 for Day/2 for Night/3 for Mode-A or 4 for Mode-B.
- Replace handset or press **Speaker** key.

**NOTE:** Access to feature is based on data assignment. If a key is used lamp indication will be:
- Night Mode =Red lamp on
- Mode-A =Red lamp flashing (60 ipm)
- Mode-B =Red lamp flashing (120 ipm)
To Change Security Password

☐ Press Menu Key
☐ Display reads:

[Menu]                                         1/3
[1] History
[3] Tool
[4] Call Function
[5] Setting
[6] Presence
[#] Favorite
[0] Config

☐ Using Up/Down arrows scroll down to [5]
☐ Press [5] for setting, then OK

[Setting]                                         1/1
[1] User Setting
[2] Download
[3] Data backup/Restore

Press [1] for user setting, then OK

☐ Using Up/Down arrows scroll down to [4]
☐ Press [4] for change password, the OK
Enter default password 0000
Press set, then enter New Password
Press set, then enter the new password again
Press set

Press OK
Display reads:

Press [2] for directory

Programming of station speed dial memory is required in the PBX. Access/operation is the same.
History Operation

- Press HIST (History) Soft Key

- Display reads:

- Press OG (To view Outgoing calls) or Press IC (To view Incoming Calls)

*Programming required in the PBX*
**Quick Reference Guide**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Code 1</th>
<th>Code 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Line</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Queuing-Outside Line</td>
<td>*1</td>
<td>#1</td>
</tr>
<tr>
<td>Call Back</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call Forwarding-All Calls</td>
<td>Entry</td>
<td>*5</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>#5</td>
</tr>
<tr>
<td>Call Forwarding-No Answer/Busy Line</td>
<td>Entry</td>
<td>*6</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>#6</td>
</tr>
<tr>
<td>Call Forwarding-Destination</td>
<td>Entry</td>
<td>*7</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>#7</td>
</tr>
<tr>
<td>Do Not Disturb</td>
<td>Set</td>
<td>*8</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>#8</td>
</tr>
<tr>
<td>Last Number Redial</td>
<td></td>
<td>**</td>
</tr>
<tr>
<td>Account Code</td>
<td>Entry</td>
<td>*#</td>
</tr>
<tr>
<td>Station Speed Dialing</td>
<td>Originate</td>
<td>#*</td>
</tr>
<tr>
<td>System Speed Dialing</td>
<td>Originate</td>
<td>##</td>
</tr>
<tr>
<td>Operator Call</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Call Hold</td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

**Internal Zone Paging Group 0**
- Group 1
- Group 2
- Group 3
- Group 4

**Page**
- Page 50
- Page 51
- Page 52
- Page 53
- Page 54

**Answer**
- Page 55
- Page 56
- Page 57
- Page 58
- Page 59

**Set**
- Page 5 *
- Page 5 #

**Voice/Tone Toggle**
- Page 60
- Page 62

**Call Park System Retrieve**
- Page 6 #
- Page 6 *

**Call Park System Set**
- Page 60

**Night Pickup**
- Page 72

**Call Pickup-Direct**
- Page 73

**Call Pickup-Group**
- Page 74

**Call Pickup-Designated**
- Group 75

<table>
<thead>
<tr>
<th>Feature</th>
<th>Code 1</th>
<th>Code 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reminder/Automatic Wake up</td>
<td>Set</td>
<td>5 *</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>5 #</td>
</tr>
<tr>
<td>Station Speed Dialing</td>
<td>Entry</td>
<td>7 *</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>7 #</td>
</tr>
</tbody>
</table>

**NOTE:** Above table references factory default settings. Settings may vary on a per system basis.