KEYS AND PARTS

- KEYS AND PARTS ON DTL-8LD-1

Here, explanations are given by taking DTL-8LD-1 as an example.

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

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

(3) Exit
To exit from the Menu or Help mode and go back to the time display.

(4) 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.

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

(6) 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.

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

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

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

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

(11) Menu
To access the local menu of DT310/DT330, such as Call History, Directory or Terminal Setting.

(12) Cursor
By using this key, DT Series user can access to various features with simple operation.

Details on Cursor key

(a) Volume (UP) key
(b) Redial key
(c) Directory key
(d) Enter Key

(a) Up/Down
(\(\downarrow\) DOWN \(\uparrow\) UP)
Used to adjust LCD contrast, speaker/receiver volume, and ringer volume.
- LCD Contrast:
  Press (\(\downarrow\)) or (\(\uparrow\)) key while idle.
- Speaker/Receiver Volume:
  Press (\(\downarrow\)) or (\(\uparrow\)) key during conversation.
- Ringer Volume:
  Press (\(\downarrow\)) or (\(\uparrow\)) key during ringing.

(b) 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 \(\times\) or \# key to activate dialing.

Note: A-law Countries [Australia, Russia, Latin America, UK, Middle near East, other Asian nations]: \#  
\(\mu\)-law Countries [North America, Japan, Hong Kong, Taiwan]: \(\times\)
(d) Enter

DT330 Series has shortcut menu for frequently-used features. Use this key to display the shortcut menu (see SHORTCUT MENU) and determine the selected item in the menu.

Also, this key is used as cursor-movement key on the Menu screen.

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP</td>
<td>Move the highlighted area one line up the screen.</td>
</tr>
<tr>
<td>DOWN</td>
<td>Move the highlighted area one line down the screen.</td>
</tr>
<tr>
<td>LEFT</td>
<td>Go back to the previous screen.</td>
</tr>
<tr>
<td>RIGHT</td>
<td>Go to the screen that corresponds to the highlighted menu item.</td>
</tr>
<tr>
<td>Enter</td>
<td>Go to the screen that corresponds to the highlighted menu item.</td>
</tr>
</tbody>
</table>

(13) Hold

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

(14) Transfer

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

(15) Speaker

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

* All TDM enabled versions are half duplex hands-free mode.
**Up/Down** (only for DTL-2E-1 and DTL-6DE-1)

DOWN UP

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

- **LCD Contrast:** Press (DOWN) or (UP) key while idle.
- **Speaker/Receiver Volume:** Press (DOWN) or (UP) key during conversation.
- **Ringer Volume:** Press (DOWN) or (UP) key during ringing.

**Directory** (only for DTL-2E-1 and DTL-6DE-1)

Press key to activate speed calling system feature.

**8LD Display** (only for DTL-8LD-1)

32 (8 keys x 4 pages) additional programmable keys (Flexible Line/Programmable Feature key) are provided. Also, information set to each programmable key is displayed on 8LD display. For setting of the programmable key, contact 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 (see **TO ORIGINATE A CALL USING SPEED CALLING (ONE-TOUCH SPEED CALLING KEYS)** and **TO REGISTER NAME ON ONE-TOUCH SPEED CALLING KEY**).

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

**User’s Status**

<table>
<thead>
<tr>
<th>User’s Status</th>
<th>Icon</th>
<th>Flashing Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idle</td>
<td>No Icon</td>
<td></td>
</tr>
</tbody>
</table>

(a) **Icon**

Status information on the Line key such as Call termination, Call Hold or Busy can be indicated as following Icons.
### User's Status

<table>
<thead>
<tr>
<th>Icon</th>
<th>Flashing Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Blink Icon" /></td>
<td>Blink (The icon will blink per one second cycle.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User's Status</th>
<th>Icon</th>
<th>Flashing Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Call Hold (Individual Hold/Individual Hold on Call Park Group)</td>
<td><img src="image" alt="Blink Icon" /></td>
<td>Blink (The icon will blink per one second cycle.)</td>
</tr>
<tr>
<td>• Call Hold (Other Party Hold/Other Party Hold on Call Park Group)</td>
<td><img src="image" alt="Blink Icon" /></td>
<td>Blink (The icon will blink per one second cycle.)</td>
</tr>
<tr>
<td>• Recall (Individual Hold/Exclusive Call Hold/Call Transfer/Individual Hold on Call Park Group)</td>
<td><img src="image" alt="Blink Icon" /></td>
<td>Blink (The icon will blink per one second cycle.)</td>
</tr>
<tr>
<td>• Recall (Other Party Hold/Other Party Hold on Call Park Group)</td>
<td><img src="image" alt="Blink Icon" /></td>
<td>Blink (The icon will blink per one second cycle.)</td>
</tr>
<tr>
<td>• Incoming Call</td>
<td><img src="image" alt="Steady Lit Icon" /></td>
<td>Steady Lit</td>
</tr>
<tr>
<td>• During Conversation (Individual Use)</td>
<td><img src="image" alt="Steady Lit Icon" /></td>
<td>Steady Lit</td>
</tr>
<tr>
<td>• Call Transfer</td>
<td><img src="image" alt="Steady Lit Icon" /></td>
<td>Steady Lit</td>
</tr>
<tr>
<td>• Conference</td>
<td><img src="image" alt="Steady Lit Icon" /></td>
<td>Steady Lit</td>
</tr>
<tr>
<td>• During Conversation (Other Party Use)</td>
<td><img src="image" alt="Steady Lit Icon" /></td>
<td>Steady Lit</td>
</tr>
<tr>
<td>• Active Feature (Under a setting of feature key like a “Call Forwarding”)</td>
<td><img src="image" alt="Steady Lit Icon" /></td>
<td>Steady Lit</td>
</tr>
</tbody>
</table>

### Feature Key

**Feature Key**

<table>
<thead>
<tr>
<th>Feature Name</th>
<th>6 digits</th>
</tr>
</thead>
</table>

### (c) Page Icon

8LD display has four pages (8 programmable keys per page). Page Icon key indicates currently displayed page. The user can switch the programmable key display from page 1 to 4 by using Scroll key.

<table>
<thead>
<tr>
<th>1</th>
<th>Programmable Key 1-8</th>
<th>Black background indicates currently displayed page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Programmable Key 9-16</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Programmable Key 17-24</td>
<td>Flashing indicates page with event happening.</td>
</tr>
<tr>
<td>4</td>
<td>Programmable Key 17-24</td>
<td></td>
</tr>
</tbody>
</table>

### Note:

The icon flashes during events such as call termination to a line key or call back.

### (b) Programmable Key Information

Programmable Key Information displays the following.

<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>8 digits</td>
</tr>
<tr>
<td>One-Touch Speed Dial Key</td>
<td>- Speed Dial Name Information - Number Information</td>
<td>8 digits</td>
</tr>
</tbody>
</table>
Example: Page Turning by Scroll Key

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

The following shows each LCD indication when One-Touch Speed Dial key is set to Programmable key.

When Station line/Trunk line are assigned.

No icons are displayed.

* Users can register name on each One-Touch Speed Dial key. For the procedures, see TO REGISTER NAME ON ONE-TOUCH SPEED CALLING KEY.

When any features using feature access code are assigned.

Icons turn black.

* Users can register name on each One-Touch Speed Dial key. For the procedures, see TO REGISTER NAME ON ONE-TOUCH SPEED CALLING KEY.

Note: For example, when an incoming call is terminated to a line key on Page 3 while Page 1 is being displayed on the screen, the screen is not automatically switched from Page 1 to Page 3. The user must display Page 3 manually and then answer the incoming call.

The following shows LCD indication of Programmable keys.
(3) **Scroll Key**
This key is used to turn over the page of 8LD display.

**MENU KEY**

From the **Menu** Key, the user can use various application features such as Directory and Call History.

**To Display Menu List**

Press **Menu** key while indicating the current time on LCD. The Menu List is displayed in LCD. Use Cursor Key to select desired Menu Item.

---

**Main Menu for DT330 Series**

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call History</td>
<td>To view Call History. For details, see 6.1FOR DT330 SERIES in chapter 6 Call History Operation.</td>
</tr>
<tr>
<td>Directory</td>
<td>To use Phonebook function. For details, see PHONEBOOK in chapter 5.</td>
</tr>
<tr>
<td>Settings</td>
<td>To set up the terminal such as ringing volume control, LCD display setting and download of Music on Hold. For details, see SETUP WITH MENU KEY FOR DT300 SERIES.</td>
</tr>
</tbody>
</table>

**Note:** DTL-6DE-1/DTL-2E-1 does not have Menu key.

---

**Note:** Unavailable Menu items are grayed out.

**SIMPLE OPERATION BY MENU KEY AND CURSOR KEY**

By using **Menu** key and **scroll 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.
ICON DISPLAY

The LCD of DT330 Series displays Desktop Icons which provide notification when events (such as missed call and voice mail) occur.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missed Call</td>
<td>✅</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>✅</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>Cursor</td>
<td>✅</td>
<td>This icon indicates the currently available direction of the Cursor key.</td>
</tr>
</tbody>
</table>

Note: DT310 Series does not support the Shortcut Menu.

Shortcut Menu includes the following features.

Shortcut Menu for DT330 Series

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Missed Calls</td>
<td>Access to history of Missed Call.</td>
</tr>
<tr>
<td>2 Voice Mail</td>
<td>Access to history of incoming Voice Mail.</td>
</tr>
<tr>
<td>3 Bluetooth</td>
<td>Currently Not Used (grayed out).</td>
</tr>
</tbody>
</table>
PROGRAMMABLE FEATURE KEYS

These are examples of DT Series features available by pressing the programmable keys. Some features using feature access code may be programmed by the user. Others must be programmed by the telephone system administrator.

**AICM:**
Press key to activate “Automatic Intercom”.

**DICM:**
Press key to activate “Dial Intercom”.

**DND (Do Not Disturb):**
Press key to activate or cancel “Privacy” feature.

**FDA:**
Press key to activate or cancel “Call Forwarding - All Calls” feature.

**FDN:**
Press key to activate, verify or cancel “Call Forwarding – Busy Line” feature.

**SPD:**
One Touch Speed Calling.
SOFT KEYS

The Soft Keys on the DT Series provide a set of functions on the LCD that adapts to the changing state of the telephone. While default Soft Key settings are provided, desired functions can be assigned to individual stations as required. The Soft Keys, at the bottom of the LCD, can display the names of available functions, names of user-assigned functions and names of functions assigned by a specific Soft Key pattern. Displayed Soft Keys can vary, depending on the state of the phone and/or when the Next/Previous button is pressed.

Note: Soft Key function is available for the terminals with LCD.

Exit Key
Press to exit from the Menu or Help mode and go back to the time display.

Help Key
Press the Help Key, then desired Soft Key for helpful information about that key.

MIC (Microphone)
Press the Soft Key below "MIC" to activate or deactivate the Microphone. LED on Mic key will illuminate when Mic is on.

Default Displays for Each Status

Default Soft Key settings are provided corresponding to particular functions. Different Soft Key settings are displayed at the bottom of the LCD depending on the status, as shown below.

Different patterns of Soft Key settings can be registered for individual call status and assigned to individual terminals as required.

IDLE

DIAL TONE/DIALING

RINGING
The following shows the default display patterns of main features.

**PICK (Call Pickup – Group)**
Permits a station user to answer any calls directed to other lines in the user’s preset Call Pickup Group.

**CONF (Three-way Calling)**
Enables a station user to establish a three-way conference by connecting an additional party to an already existing conversation.

**VOICE (Voice Call)**
Enables the user to make a call to the called party’s built-in speaker. If the called party’s MIC is on, the called party can converse on hands-free.

**MIC (Microphone On/Off)**
Allows the user to turn the microphone on and off for use with the speakerphone.

**HSET (Headset)**
Allows the user to go off-and-on-hook when using the headset.

**RLS (Release Key)**
Allows the user to release the current call when using the headset, without waiting for the party to hang up.

---

**Soft Key Features**

When the Soft Key corresponding to a desired feature name is operated, the selected feature name starts to blink on the LCD. The blinking display of available features takes precedence over the display of features specified by the Soft Key pattern.

**Note:** The Soft Keys can be programmed in System Data to blink, remain steady, have no indication, or display a character when either in use or idle.
MWSET (Message Waiting - Set)
Allows a station to set a Message Waiting indication or lamp.

HOLD (Call Hold)
Permits a station user to hold a call in progress and to return to the previously held call.

MWOFF (Message Waiting Cancel)
Allows a station to cancel a Message Waiting indication or lamp.

FDB (Call Forwarding Busy Line)
Permits a call to a busy station to be immediately forwarded to a predesigned station.

FDA (Call Forwarding All Calls)
Permits all calls designated for a particular station to be routed to another station regardless of the busy or idle status of the called station.

FDL (Logged Out IP Station Call Destination)
Enables a system to transfer the call to appropriate station when Dterm whose LOGGED OUT IP STATION CALL DESTINATION has already been registered is in logout status.

S-SPD (Speed Calling System)
Allows a station user to call certain frequently dialed numbers using fewer digits (abbreviated call codes) than would normally be required.

CAS (CAS Switch Hook Flash)
Allows the user to send a switchhook flash while on an outside trunk.

UCDBO (UCD Busy Out)
Allows a station user to block UCD calls and to cancel Busy Out.

FLASH (FLASH)
Provides the station with a switchhook flash.

FNA (Call Forwarding No Answer)
Permits a call to an unanswered station to be forwarded to a predesignated station if the called station does not answer within a predetermined period of time.

S-REP (ISDN Malicious Call Trace)
Allows the user to initiate a Call Trace on ISDN calls only.

G-SPD (Speed Calling Group)
Allows a station user to share a set of common Speed Calling numbers with other station users in the group.

P-RLS (Privacy Release)
Allows another station to depress a busy line button and enter the conversation of a station already in communication.

DND (Do Not Disturb)
Allows a station user to deny access to the station line for incoming calls.

EOVR (Executive Override)
Enables selected stations users, upon encountering a busy condition at an internal station, to bridge into the call.

PAGE (Button Page)
Allows the user to toggle between pages when two numbers are registered on One-Touch Speed Calling key.

CW (Call Waiting)
Enables a busy station to receive a second incoming call.
A camp-on indication tone is sent to the busy station, and the user can use a switchhook flash to answer the second call.

**CB (Call Back)**
Provides the ability for a calling station to set a CALL BACK. The calling station will be rung as soon as the busy station becomes available.

**SIG (Manual Signaling)**
Permits station users to send a one-second ring to a predetermined station. If the signaled station is ringing from another call, the manual intercom signal will interrupt that ringing.

**CKEEP (Eight-Party Conference Retrain)**
Allows all outside parties to stay on a conference when all internal parties hang up.

**SCALL (Serial Call)**
Allows the user to set Serial Call for the caller before extending the call, allowing the caller to receive an announcement at the end of the call guiding the caller to dial the next number and subsequent numbers.

**IZP (Internal Zone Paging)**
Allows a user to make a voice call through the speakers of the designated group.

**IDCHG (Call ID Change Display)**
Allows the user to toggle between standard display and an alternate display.

**GPICK (Call Pickup-Group Enhancement)**
Allows the user to answer any ringing station within the user's expanded call pickup group.

**CHCNF (Call Hold-Conference)**
Allows a station user to establish a conference connection by adding a third party, who is held on another line to an existing two-party connection.

**VISIT (Survivable Remote MGC)**
Allows a station to indicate a status: when a user is in a remote office, VISIT will be blinking. After recovering the main office, VISIT will return to light.

**RMUTE (Ringer Mute)**
Allows a station user to mute or recover station ringing.
SETUP WITH UP/DOWN KEY

• TO ADJUST HANDSET RECEIVER VOLUME  DT300 Series
Press Up/Down ( or ) key in the off-hook status or during the call.

LCD indication for North America, Latin America, Asia, Middle East and Russia

HANDSET

LCD indication for Australia

HANDSET

• TO ADJUST SPEAKER VOLUME  DT300 Series
Press Up/Down ( or ) key during speakerphone operation or during the call.

SPEAKER

• TO ADJUST RINGER TONE

DT300 Series
Press Up/Down ( or ) key during ringing.

RING

• TO ADJUST LCD CONTRAST

DT300 Series
Press Up/Down ( or ) key in the on-hook status.

LCD
SETUP WITH FEATURE KEY

- **MICROPHONE ON/OFF** [DT300 Series]
  LED on [Mic] key shows the status of the built-in microphone.

- **TO CHANGE HANDSET RECEIVER VOLUME** [DT300 Series]
  Handset receiver volume can be changed.

- **TO SELECT RINGER TONE** [DT300 Series]
  DT Series has 10 kinds of ringer tones that you can select.

  □ Press Feature and 3 key. The LCD displays the selected tone number (n=1 ~ 17).

  ![RINGER TONE](image)

<table>
<thead>
<tr>
<th>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>
</tbody>
</table>

Note: Tone number 5, 6, 8~10 (Melody 1, 2, 4~6) will sound continuously.
• TO ADJUST TRANSMISSION/RECEIVING VOLUME  
DT300 Series

Handset volume can be changed.

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

T/R VOL. SMALL
4:26 PM TUE 13 APR 2004

Press Feature and 4 key again to alternate between Small and Large volume.

T/R VOL. LARGE
4:26 PM TUE 13 APR 2004

• TO ACTIVATE HANDS-FREE  
DT300 Series

To set hands-free on:
Press Feature and 5 key. The LCD displays:

HANDS FREE ON
4:26 PM TUE 13 APR 2004

To Set Hands-Free Off:
Press Feature and 6 key. The LCD displays:

• CALL INDICATOR LAMP ON/OFF  
DT300 Series

The user can choose to turn the call indicator lamp either on or off during ringing.

Press Feature and 7 key. The LCD displays:

INDICATOR ON
4:26 PM TUE 13 APR 2004

INDICATOR OFF
4:26 PM TUE 13 APR 2004

Note: The call indicator lamp lights when used as a Message Waiting Lamp, even when it is turned off by the above operation.

• DYNAMIC DIAL PAD ON/OFF  
DT300 Series

The user can originate a call at first hand without lifting handset or pressing Speaker key.

Press Feature and 8 key. The LCD displays:
Note: When this feature is ON, the user may initiate a call by immediately dialing the number and the station will go hands-free off-hook automatically. Please note when the features on the following pages are used in conjunction with Dynamic Dial Pad, that the user does not have to press the Speaker key or lift the handset to receive dial tone.
SETUP WITH MENU KEY FOR DT300 SERIES

• TO CHANGE RINGER TONE VOLUME

The procedure below shows how to change the volume of ringer tone.

While indicating the current time on LCD, press Menu key to open the Menu screen.

Select 3 Setting and then press Enter, Right-cursor or OK soft key. (or press 3 key.)

Select 1 Ring Volume and then press Enter, Right-cursor or OK soft key. (or press 1 key.)

Ring Volume can be set in 13 levels (0 - 12). Adjust the ringer tone volume by using key and then press Enter or OK soft key.

Turn the volume up.

Turn the volume down.
• TO ENABLE/DISABLE OFF-HOOK RINGING

The procedure below shows how to

While indicating the current time on LCD, press Menu key to open the Menu screen.

Select 3 Setting and then press (Enter), (Right-cursor) or OK soft key. (or press 3 key.)

To disable/enable the off-hook ringing, select 1 Disable or 2 Enable. Then, press (Enter) or OK soft key.

Note: Default setting is 2 Enable.

Note: The currently enabled item is highlighted.
• TO ENABLE/DISABLE BACKLIGHT

The following explains how to enable/disable the backlights of LCD and digit keys.

The backlights illuminate (for approximately 10 seconds) when the user presses any key or lift the handset.

☐ While indicating the current time on LCD, press Menu key to open the Menu screen.

Select 3 Setting and then press Enter, (Right-cursor) or OK soft key. (or press 3 key.)

☐ Select Back Light and then press Enter, (Right-cursor) or OK soft key. (or press 3 key.)

☐ After making a selection, press Enter or OK soft key.

[Settings]
1 Ring Volume
2 Offhook Ring
3 Back Light
4 Headset Ring
5 Peripherals

☐ Make a selection from the following list.

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Disable</td>
<td>Backlights of LCD and digit keys are disabled.</td>
</tr>
<tr>
<td>2 Enable</td>
<td>Backlights of LCD and digit keys are enabled.</td>
</tr>
</tbody>
</table>

Note: Default setting is 2 Enable.

Note: The currently enabled item is highlighted.
• TO SET RINGING OF HEADSET

The procedure below shows how to enable/disable the ringing of headset.

- While indicating the current time on LCD, press Menu key to open the Menu screen.

- Select 3 Setting and then press (Enter), (Right-cursor) or OK soft key. (or press 3 key.)

- Select 4 Headset Ring and then press (Enter), (Right-cursor) or OK soft key. (or press 4 key.)

To disable/enable the ringing of headset, select 1 Disable or 2 Enable. Then, press (Enter) or OK soft key.

Note: Default setting is 1 Disable.
Note: The currently enabled item is highlighted.
TO ORIGINATE AN OUTSIDE CALL

DT300 Series

☐ 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</td>
<td>APR 2004</td>
</tr>
</tbody>
</table>

TO ORIGINATE AN INTERNAL CALL

DT300 Series

☐ 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

DT300 Series

To Originate a Call

☐ Press the MULTILINE APPEARANCE feature key.
☐ Lift handset or press Speaker key. 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 key.
☐ Speak with incoming party.
TO HOLD A CALL

☐ Press **HOLD** key. Held line wink flashes.

<table>
<thead>
<tr>
<th>Held station number</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOLD</td>
</tr>
<tr>
<td>2001</td>
</tr>
<tr>
<td>4:26 PM TUE 13 APR 2004</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** key 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 TUE 13 APR 2004</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** key.
☐ 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** key. Receive interrupted dial tone.

☐ Dial destination station’s extension, hang up or wait for answer.
TO ORIGINATE A CALL USING SPEED CALLING (ONE-TOUCH SPEED CALLING KEYS)  DT300 Series

Press the desired **One-Touch Speed Calling** key, or press **Speaker** key and **One-Touch Speed Calling** key.

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

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

**Display indicates digits programmed.**

**Note:** To program a hook switch for transfer or feature activation, press **Recall** key as first digit. (! displays on LCD.)

**Note:** To program a pause, press the **Recall** key as any digit other than the first digit. (- displays on LCD.)

**Note:** To program a Voice Call, press **Transfer** key after dialing station number. (V displays on LCD.)

To Verify
- Press **Feature** key.
- Press desired **One-Touch Speed Calling** key.
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.

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>CHARACTER</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>1</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>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>E</td>
<td>H</td>
<td>K</td>
<td>N</td>
<td>Q</td>
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<td>3</td>
<td>C</td>
<td>F</td>
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<td>L</td>
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<td>g</td>
<td>j</td>
<td>m</td>
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<td></td>
</tr>
</tbody>
</table>

**EUROPEAN CHARACTER (UPPERCASE)**

<table>
<thead>
<tr>
<th>CHARACTER</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>1</td>
<td>A</td>
<td>D</td>
<td>G</td>
<td>J</td>
<td>M</td>
<td>F</td>
<td>W</td>
<td>0</td>
<td>*</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>E</td>
<td>H</td>
<td>I</td>
<td>N</td>
<td>X</td>
<td>Y</td>
<td>@</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>F</td>
<td>I</td>
<td>L</td>
<td>O</td>
<td>R</td>
<td>V</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The shaded area indicates the characters which cannot be entered.
TO REGISTER NAME ON ONE-TOUCH SPEED CALLING KEY

DT300
(Available for 8LD Display terminal.)

- Press NAME button.
- Press desired One-Touch Speed Calling key.
- Enter desired name on the keypad. Display indicates the name entered.
- Press SET to save the name.

Note:
- The shaded area indicates the characters which cannot be entered.
- To delete the entry, press DEL or BK key and delete each one character.
- To delete the whole setting, press CLEAR key and back to idle status.
**Note:** If a 4-, 8-, 16- or 32-button display terminal is used, the display indicates all of the digits dialed.

**VOICE CALL**

- **DT300 Series**

☐ Lift handset.

☐ Dial desired station number; **VOICE** Soft Key appears while station is ringing.

☐ Press **VOICE** Soft Key. Speak to called party.

**Note:** If called party is on their line when a Voice Call is attempted, calling station's display indicates:

**VOICE BUSY**

4:26 PM      TUE 13   APR 2004

**Note:** A Voice Call may be programmed on a **One-Touch Speed Calling** key by pressing **One-Touch Speed Calling** key, dialing the extension, and pressing the **Transfer** key. (V displays if programming on an DT Series with LCD. Save by pressing **One-Touch Speed Calling** key.)

**Note:** A voice call is restricted if called party's station is not a DT Series. Display indicates:

**VOICE REST**

4:26 PM      TUE 13   APR 2004

**TO ANSWER A VOICE CALL HANDS FREE**

- **DT300 Series**

☐ Receive incoming Voice Call.

☐ Press the **MIC** Soft Key or **Mic** key. LED lights.

☐ Respond hands-free.
Calling station

VOICE 2001
4:26 PM TUE 13 APR 2004

Note: If privacy is required, lift handset.

AUTOMATIC INTERCOM

To Initiate
- Lift handset
- Press Speaker key.
- Press AICM key.
- Hear ringback tone.

To Answer
- AICM key flashes red indicating an incoming intercom call.
- Press AICM, lift handset or press Speaker key. LED lights solid green.
- If called station is engaged in a non-intercom call, the station may press AICM after placing original caller on hold (with HOLD key).

To Bridge Into An Automatic Intercom Call
- Note: Bridging is an optional feature.
- Press the AICM key, lift handset or press Speaker key.
- A three-party conference is established.
CONFERENCE DT300 Series

Using Soft Key

☐ With a call in progress, press Transfer key and dial desired number.
☐ After call is answered, press CONF Soft Key. Three-way conference is established.

☐ If one party hang up, other two remain connected. Conf LED goes out.

To Establish a Broker Call

DT330/310

While engaged in a call and wishing to consult a third party, press Transfer key. Caller is automatically placed on hold.

Dial desired party to consult.

Press Transfer key to return to original caller. Third party is automatically placed on hold.

By repeating these steps, it is possible to alternate between calls.

Note: Display indicates connected station or trunk at any given time.

To Answer a Camped-on Call

DT330/310

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

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.

By repeating these steps, it is possible to alternate between calls. Display indicates connected station or trunk at any given time.
CALL PICK-UP (GROUP) DT300 Series

CALL PICK-UP (DIRECT) DT300/310

Using Soft Key

☐ Lift handset and press PICK Soft Key.
☐ Connection to calling party is established.

To Program Pick-Up Direct Key (One-Touch Speed Calling Key)

☐ Press Feature key.
☐ Press One-Touch Speed Calling key.
☐ Dial "Direct Call Pick-up" access code.
☐ Press Feature key again.

When A Station Within System Rings
Lift handset, receive dial tone.
Press PICK DIRECT and dial the station number to be picked up.
- Or -
Dial "Direct Call Pick-up" access code and the station number to be picked up.
Connection to calling party is established.
If busy, original call must be placed on hold before new call can be connected.

<table>
<thead>
<tr>
<th>Called station</th>
<th>Calling party</th>
</tr>
</thead>
<tbody>
<tr>
<td>PICK UP 2000</td>
<td>2001</td>
</tr>
<tr>
<td>4:26 PM TUE 13 APR 2004</td>
<td>MIC &gt;&gt;&gt;</td>
</tr>
</tbody>
</table>

PICK UP 2000
4:26 PM TUE 13 APR 2004
MIC >>>

PICK UP 3000
4:26 PM TUE 13 APR 2004
MIC >>>

PICK UP 3001
4:26 PM TUE 13 APR 2004
MIC >>>
Note: Override may be programmed by the Telephony Server Admin. for one of the Programmable feature keys, or may be programmed by the user on a One-Touch Speed Calling key by storing the Recall and Override access code.

CALL FORWARDING - ALL CALLS

DT300 Series

To Set

☐ Press Speaker key. Receive dial tone.
☐ If setting for another station, press MULTILINE APPEARANCE.
☐ Press FDA or dial “Call Forwarding - All Calls” access code. Receive special dial tone.
☐ Dial destination station or external telephone number. Receive service set tone.
☐ FDA LED lights (at your station or at the DT Series of the multiline station you are setting).
☐ Press Speaker key. Call Forwarding - All Calls is set.

LAST NUMBER REDIAL

DT300 Series

To Recall Last Number Dialed

☐ Press Redial key. Last number dialed is displayed.

LNR[# or  *]/SPD[    ] ,Å XXXXXX

☐ Press Redial key until desired number is displayed. Up to 5 previously dialed numbers.
☐ Press # or *. The number on the display is automatically redialed.
☐ When party has answered, lift handset or speak hands-free.

Note: A-law Countries [Australia, Russia, Latin America, UK, Middle near East, other Asian nations]: #
μ-law Countries [North America, Japan, Hong Kong, Taiwan]: *
To Verify (Only For Terminal With LCD)

☐ Press FDA.
☐ Display indicates the station number calls are forwarded to.

![Forwarding station]

Forwarding station

FORWARD 2000
4:26 PM TUE 13 APR 2004

Note: With Soft Key operation, FDB flashes on the display.

To Cancel

☐ Press Speaker key. Receive dial tone. If canceling for another station, press MULTILINE APPEARANCE.
☐ Press FDA or dial “Call Forwarding - All Calls” cancel code. Receive service set tone. LED goes out at your station (or the DT Series of the multiline station).
☐ Press speaker key. Call Forwarding - All Calls is cancelled.

![Forward cancel]

FORWARD CANCEL
4:26 PM TUE 13 APR 2004
Using Soft Key

- Press **FDB** Soft Key. Receive special dial tone.
- Dial destination; wait for service set tone.
- "**FORWARD SET**" is displayed. Call Forwarding - Busy Line is set.

To Verify (Only For Terminal With LCD)

- Press **FWD-BY**. Display indicates the station number calls are forwarded to.

Forwarding station

**FORWARD** 2000

4:26 PM    TUE 13   APR 2004

Note: With Soft Key operation, **FDB** flashes on the display.

To Cancel

- Press **Speaker** key. Receive dial tone. If canceling for another station, press **MULTILINE APPEARANCE**.
- Press **FDN** or dial “Call Forwarding - Busy Line” cancel code. Receive service set tone. LED goes out at your station (or the DT Series of the multiline station).
- Press **Speaker** key. Call Forwarding - Busy Line is cancelled.

**FORWARD CANCEL**

4:26 PM    TUE 13   APR 2004

MIC   >>>

CALL FORWARDING - DON’T ANSWER **DT300 Series**

To Set

- Press **Speaker** key. Receive dial tone.
- If setting for another station, press **MULTILINE APPEARANCE**.
- Press **FDN** or dial “Call Forwarding - Don’t Answer” access code. Receive special dial tone.
- Dial destination station or external telephone number. Receive service set tone.
- **FDN** LED lights (at your station or at the DT
Series of the multiline station you are setting).

☐ Press Speaker key. Call Forwarding - Don't Answer is set.

Forwarding station

FORWARD SET 2000
4:26 PM TUE 13 APR 2004

Note: Call Forwarding for Busy Line and Don't Answer may be combined depending upon system programming.

Note: With Soft Key operation, FDB flashes on the display.

To Cancel

☐ Press Speaker key. Receive dial tone. If canceling for another station, press MULTILINE APPEARANCE.

☐ Press FDN or dial "Call Forwarding - Don't Answer" cancel code. Receive service set tone. LED goes out at your station (or the DT Series of the multiline station).

☐ Press Speaker key. Call Forwarding - Don't Answer is cancelled.

Forwarding station

FORWARD CANCEL 2000
4:26 PM TUE 13 APR 2004

To Verify (Only For Terminal With LCD)

☐ If verifying for another station, press MULTILINE APPEARANCE while idle.

☐ Press FDN.

☐ Display indicates the station number calls are forwarded to.
TO VIEW CALL HISTORY DT300

• To VIEW DATA OF INCOMING CALL/OUTGOING CALL

STEP 1: While indicating the current time on LCD, press \[Menu\] key to open the Menu screen.

Note: This feature is DT330 Series. The following are examples of LCD displays of DT330 Series.

DT330 Series

STEP 2: Select \[Call History\] and then press \(\text{Enter}\), \(\text{Right-cursor}\) or OK soft key (or press an appropriate digit key). In this example, \[Incoming Calls\] is selected.

STEP 3: Select a kind of calls and then press \(\text{Enter}\), \(\text{Right-cursor}\) or OK soft key (or press an appropriate digit key). In this example, \[Incoming Calls\] is selected.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming Calls</td>
<td>To view the history of incoming calls.</td>
</tr>
<tr>
<td>Outgoing Calls</td>
<td>To view the history of outgoing calls.</td>
</tr>
</tbody>
</table>

[Call History]

1. Incoming Calls: 3
2. Outgoing Calls: 7

Del Back OK

Indicate the number of calls

STEP 4: The history data of the last received call is displayed. If name information of the caller exists, the name is displayed as follows:

[Incoming Calls]

01. 4 OCT 13:17
Ken Kobus
Del Back OK

STEP 5: To view the telephone number of the caller,

Note: There are two types of incoming call: Answered Call and Missed Call. When history data of missed calls is displayed on the screen, \(\text{Missed Call}\) appears on the top line of the screen.
press \( \text{Right-cursor} \).

**Note:** If two or more records exist, use \( \text{key} \) to display the next/former records (or pressing an appropriate digit key). For example, press “0” key to display the tenth record.

**Note:** If no history data is saved, "No data" will be displayed on LCD.

**Note:** To go back to name display, press \( \text{key} \). For the telephone without the cursor key, switching between "name" and "telephone number" cannot be performed.

**Note:** To go back to former menu (STEP 3), press \( \text{Back} \) soft key.

**Note:** If the telephone number of the caller is not received (due to Caller ID blocking, public phone or out of area, etc.), “Private” is displayed on LCD.

**TO VIEW DATA OF MISSED CALL ONLY**

**STEP 1:** While indicating the current time on LCD, press \( \text{key} \) to open Icon Menu (Shortcut Menu) screen.

**STEP 2:** Select \( \text{Missed Calls} \) and then press \( \text{key} \) (or press \( \text{key} \)).

**STEP 3:** The history data of the last received call is displayed. If name information of the caller exists, the name is displayed as follows:

**Note:** When voice mail service is not used, “ \( \text{Voice Mail} \) ” is displayed instead of “\( \text{Voice Mail} \)".

**Note:** indicate that the telephone has received a missed call.

**Note:** indicate that the telephone has received a voice mail.
Note: If two or more records exist, use key to display the next/former records (or pressing an appropriate digit key). For example, press “0” key to display the tenth record.

Note: To go back to former menu (STEP 3), press Back soft key.

Note: If the telephone number of the caller is not received (due to Caller ID blocking, public phone or out of area, etc.), “Private” is displayed on LCD.

TO MAKE A CALL FROM CALL HISTORY DT300

STEP 1: Display the call history data of the target telephone number (see TO VIEW CALL HISTORY). The following is an example when the history data of an incoming call is displayed.

[Incoming Calls]  
01. 4 OCT 13:17  
Ken Kobus  
Del Back OK

STEP 2: Press (Enter) key while the history data for the target telephone number is displayed on LCD.

Note: While the history data is displayed, the user cannot make a call by dialing a telephone number.

Note: If a dialing error occurs, the following error message appears.

Dialing Error

Back
TO DELETE ALL DATA

STEP 1: On the Menu screen, select Call History and then press Enter, Right-cursor or OK soft key. (or press 1 key.)

STEP 2: Select a kind of calls and then press Enter, Right-cursor or OK soft key (or press an appropriate digit key). In this example, Incoming Calls is selected.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming Calls</td>
<td>To delete all the history data of incoming calls.</td>
</tr>
<tr>
<td>Outgoing Calls</td>
<td>To delete all the history data of outgoing calls.</td>
</tr>
</tbody>
</table>

Note: To cancel the data deletion, press or Back soft key.

STEP 3: Press Del soft key. The display changes as follows:

[Incoming Calls]
Delete All

Back OK

STEP 4: Press Enter or OK soft key to delete all the history data of selected call type.

TO DELETE A SPECIFIC DATA

STEP 1: Display the call history data which you want to delete (see TO VIEW CALL HISTORY). The following is an example when the history data of an incoming call is displayed.

[Incoming Calls]
01. 4 OCT 13:17
Ken Kobus
Del Back OK

STEP 2: Press Del soft key. The display changes as follows:
[Incoming Calls]  
Delete One  

Back  OK

Note: To cancel the data deletion, press or Back soft key.

STEP 3: Press (Enter) or OK soft key to delete the selected history data.