UNIVERGE SV8300
DT310/DT330/DT710/DT730

USER GUIDE

NEC Australia Pty Ltd
October 2008
LIABILITY DISCLAIMER

NEC shall not be liable for any direct, indirect, consequential or incidental damages about the use of this equipment, manual or any related materials.

The information in this technical manual is advisory in nature and is subject to change. NEC may make improvements and changes in the products described in this manual without notice.

Changes is periodically made to the information in the new editions. Efforts have been made to ensure that the contents of this manual are correct. Should you find any error, NEC welcomes your comments to improve our communications. Please contact NEC on 1800 036 136.

Contents of this manual are subject to change without prior notice at the discretion of NEC Australia Pty Ltd.

This document has been prepared for the use of employees and customers of NEC Australia Pty Ltd and may not be reproduced without prior written approval of NEC Australia Pty Ltd.
# TABLE OF CONTENTS

1. INTRODUCTION
   - General ........................................................................................................... 1
   - Face Layout .................................................................................................... 2
   - Keys And Parts ............................................................................................... 5
   - Icon Display .................................................................................................... 15
   - Menu List ......................................................................................................... 16
   - Simple Operation by Menu Key and Cursor Key ........................................... 16

2. TERMINAL SETUP
   - Terminal Setup With the Up/Down Key ....................................................... 17
   - Terminal Setup With the Feature Key ......................................................... 17

3. BASIC OPERATION
   - Login (DT700 Series Only) ........................................................................... 19
   - Logout (DT700 Series Only) .......................................................................... 19
   - To Originate an Outside Call ........................................................................ 20
   - To Originate an Internal Call ....................................................................... 20
   - Multiline Appearance ..................................................................................... 20
   - To Place Call on Hold ................................................................................... 21
   - To Place a Call on Exclusive Hold ............................................................... 21
   - To Transfer a Call .......................................................................................... 22
# TABLE OF CONTENTS

## 4. FEATURE OPERATION

<table>
<thead>
<tr>
<th>Feature</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed Numbers Storage and Access To Store Numbers using</td>
<td></td>
</tr>
<tr>
<td>(One-touch Speed Keys)</td>
<td>23</td>
</tr>
<tr>
<td>To Store Numbers &amp; Enter Name using STA (Station) Soft Keys</td>
<td>23</td>
</tr>
<tr>
<td>To Store Numbers &amp; Enter Name using Menu Button</td>
<td>24</td>
</tr>
<tr>
<td>Account Code</td>
<td>25</td>
</tr>
<tr>
<td>Forced Account Code</td>
<td>25</td>
</tr>
<tr>
<td>Authorization Code</td>
<td>26</td>
</tr>
<tr>
<td>Voice First/Tone First</td>
<td>26</td>
</tr>
<tr>
<td>Originating a Voice Call</td>
<td>26</td>
</tr>
<tr>
<td>Answer a Voice Call Hands Free</td>
<td>26</td>
</tr>
<tr>
<td>Automatic Intercom</td>
<td>27</td>
</tr>
<tr>
<td>Manual Intercom</td>
<td>27</td>
</tr>
<tr>
<td>Dial Intercom</td>
<td>28</td>
</tr>
<tr>
<td>Conference</td>
<td>28</td>
</tr>
<tr>
<td>To Establish a Broker Call</td>
<td>28</td>
</tr>
<tr>
<td>Call Back (Station)</td>
<td>28</td>
</tr>
<tr>
<td>To Answer a Camped-On Call</td>
<td>29</td>
</tr>
<tr>
<td>To Set a Camp-On (Transfer Method)</td>
<td>29</td>
</tr>
<tr>
<td>Camp-On (Call Waiting Method)</td>
<td>29</td>
</tr>
<tr>
<td>Call Park (System)</td>
<td>30</td>
</tr>
<tr>
<td>Call Pickup (Group)</td>
<td>30</td>
</tr>
<tr>
<td>Call Pickup (Direct)</td>
<td>31</td>
</tr>
<tr>
<td>Outside Line Queuing (From Extension Dial Tone)</td>
<td>31</td>
</tr>
<tr>
<td>Timed Queuing (Outside Line Only)</td>
<td>31</td>
</tr>
<tr>
<td>Executive Override</td>
<td>31</td>
</tr>
<tr>
<td>Last Number Redial</td>
<td>32</td>
</tr>
<tr>
<td>Call Forwarding - All Calls</td>
<td>32</td>
</tr>
<tr>
<td>Call Forwarding - Busy</td>
<td>33</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Call Forwarding - No Answer</td>
<td>33</td>
</tr>
<tr>
<td>Call Forwarding Destination</td>
<td>34</td>
</tr>
<tr>
<td>To Save and Repeat a Number</td>
<td>34</td>
</tr>
<tr>
<td>Internal Zone Paging with Meet-Me Page</td>
<td>34</td>
</tr>
<tr>
<td>Boss/Secretary Calling</td>
<td>35</td>
</tr>
<tr>
<td>Boss/Secretary Override</td>
<td>36</td>
</tr>
<tr>
<td>Do Not Disturb</td>
<td>36</td>
</tr>
<tr>
<td>Return Message Schedule</td>
<td>37</td>
</tr>
<tr>
<td>Name Display (Administrator)</td>
<td>38</td>
</tr>
<tr>
<td>Whisper Page</td>
<td>39</td>
</tr>
<tr>
<td>System Clock Setup By Station Dialing (Administrator)</td>
<td>39</td>
</tr>
<tr>
<td>Day/Night Mode Change By Station Dialing (Administrator)</td>
<td>39</td>
</tr>
<tr>
<td>To Change Security Password (DT700 only)</td>
<td>40</td>
</tr>
<tr>
<td>Directory Operation</td>
<td>41</td>
</tr>
<tr>
<td>History Operation</td>
<td>42</td>
</tr>
<tr>
<td>Quick Reference Guide</td>
<td>43</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

General

This guide explains how to operate DT Series (DT310/DT710/DT330/DT730) under the following headings.

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 operating procedures for terminal settings of the 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)
DT310 (6-Button with LCD)

DT330/DT730 (24-Button with LCD)

Note: Security button is equipped on DT730 only.

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

Note: Security button is equipped on DT730 only.

DT330/DT730 (DESI 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 the Telephony Server Administrator.

When the 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 with 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.

#### (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**
( \( \lor \) DOWN \( \land \) UP)
Used to adjust speaker/receiver volume, and ringer volume.
- **Speaker/Receiver Volume:**
  Press (\( \lor \)) or (\( \land \)) key during conversation.
- **Ringer Volume:**
  Press (\( \lor \)) or (\( \land \)) key during ringing.

(11) **Directory**
Press key to activate speed calling - system feature. (PROGRAMMABLE)

(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 lock the terminal preventing unauthorized use.

(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 date, 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 the 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 with 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 to the item.
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>Future.</td>
</tr>
</tbody>
</table>

(15) Redial
(14) 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 # 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.
1. **Security Button (DT730 only)**
   The user can lock the terminal preventing unauthorized use.

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

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

   **Example:**
   
   15:39 AM MON 18 JUL 2007
   MIC VOICE >>>>

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

   **Example:**
   
   15:39 AM MON 18 JUL 2007
   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 the Telephony Server Administrator, similar to existing programmable keys. When the 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.

** For the assignment of the keys, confirm with 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></td>
</tr>
<tr>
<td>• Call Hold (Individual Hold on Call Park Group)</td>
<td></td>
<td>Blink Note</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</td>
<td>Speed Dial Name Information</td>
<td>Up to 8 digits.</td>
</tr>
<tr>
<td>Dial Key</td>
<td>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.

<table>
<thead>
<tr>
<th>Page 1</th>
<th>Rachel 1</th>
<th>Flashing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feature Key 1</td>
<td>Ben 2</td>
<td>FDA</td>
</tr>
<tr>
<td>Feature Key 2</td>
<td>Hannah 3</td>
<td>FDN</td>
</tr>
<tr>
<td>Feature Key 3</td>
<td>Paul 4</td>
<td></td>
</tr>
</tbody>
</table>

(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.

(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 the functions not normally used easily.

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

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

For DT330 Series, two lines of menu items can be displayed at a time. For DT730 Series, three lines of menu items can be displayed at a time. The following figure show the menu screen for DT 730 Series. 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.

(17) **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 # key to activate dialing.
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>Future.</td>
</tr>
</tbody>
</table>

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

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

(20) 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>📞</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>Instant Message (Note1)</td>
<td>📬</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>🗣️</td>
<td>This icon indicates the terminal’s presence status.</td>
</tr>
<tr>
<td>Encryption (Note1)</td>
<td>🔒</td>
<td>This icon appears when using RTP Encryption feature.</td>
</tr>
<tr>
<td>Bluetooth (Note1)</td>
<td>🔍</td>
<td>This icon appears when any peripheral equipment is connected via Bluetooth.</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 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.</td>
</tr>
<tr>
<td>2</td>
<td>Directory</td>
<td>To use Directory function.</td>
</tr>
<tr>
<td>3</td>
<td>Tool</td>
<td>- Uses when accessing external XML server. For details, please contact the system administrator.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Uses when sending/receiving Instant Message. (Note1)</td>
</tr>
<tr>
<td>4</td>
<td>Call Function</td>
<td>Currently Not Used (grayed out).</td>
</tr>
<tr>
<td>5</td>
<td>Setting</td>
<td>To set up the terminal such as ringing volume control, LCD display setting and download of Music on Hold.</td>
</tr>
<tr>
<td>6</td>
<td>Presence</td>
<td>Currently Not Used (grayed out).</td>
</tr>
<tr>
<td>#</td>
<td>Favorite</td>
<td>By registering frequently-used features as favorite, the user can access these features with simple operation.</td>
</tr>
<tr>
<td>0</td>
<td>Terminal Config</td>
<td>This item is used for Configuration setting of DT Series.</td>
</tr>
</tbody>
</table>

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

Note: Unavailable Menu items are grayed out.
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.

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.

Note: The 2-Button Handset does not have a display.

Terminal Setup With the Feature Key

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

To Access on the 6/24/32 Button DT310/DT330/DT710/DT730
- Either press MIC Key, or press Feature and 1 or press Soft Key associated with MIC.

To Access on the 2 Button DT310
- Either press MIC Key, or press Feature and 1.
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 a selection of 10 ringer tones.

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

Press 3 each time you wish to scroll through the next tone.

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.)

<table>
<thead>
<tr>
<th>Login</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passwd</td>
<td>*****</td>
</tr>
<tr>
<td>Cancel</td>
<td>BK</td>
</tr>
</tbody>
</table>

- Enter the password and press **OK** Soft key.

<table>
<thead>
<tr>
<th>Login</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passwd</td>
<td>*****</td>
</tr>
<tr>
<td>Cancel</td>
<td>BK</td>
</tr>
</tbody>
</table>

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

15:39 AM MON 18 JUL 2007
MIC DND >>>

### Logout (DT700 Series Only)

- Lift handset or press **Speaker**.
- Press the preassigned **Logout** Feature key or Soft key on the terminal.

**Note:** Logout button is assigned by the system administrator.

15:39 AM MON 18 JUL 2007
MIC DND >>>

- Press the **Logout** Feature key or Soft key on the terminal again.

**Note:** It may take a few seconds for the handset to Logout.

15:39 AM MON 18 JUL 2007
L-OUT >>>
**To Originate an Outside Call**
- Lift handset or press Speaker key, receive dial tone.
- Dial the Central Office access code, e.g. 0.
- Dial telephone number.
- 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 2004</td>
<td></td>
</tr>
</tbody>
</table>

**To Originate an Internal Call**
- Lift handset or press Speaker key.
- Receive dial tone.
- Dial station number. Display indicates digits dialed.

---

**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. 0).
- Dial the 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 Place Call on Hold
☐ Press Hold. Held line wink flashes.

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.

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.

The display returns to the User Setting screen. Press Back Soft Key.
4. **Feature Operation**

**Speed Numbers Storage and Access**

*To Store Numbers using (One-touch Speed Keys)*

(Not available on 2 Button Terminal)

**To Program**
- Press **Feature** button.
- Press an available **One-Touch 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.

**To Access**
- Press desired **One-Touch Speed Calling** key or
  - Press **Speaker** and **One-Touch Speed Calling** key
to call number.

**To Verify**
- Press **Feature** button.
- Press desired **One-Touch Speed Calling** key.
- Display indicates digits programmed.

**To Store Numbers & Enter Name using STA (Station) Soft Keys**

(Not available on 2 Button Terminal)

**To Program**
- Press **STA** Soft Key.
- Press **ENTRY** Soft Key.
  - Select **NAME** Soft Key and enter name using keypad.
- Press **Set** Soft Key.
  - Select **NUMBER** Soft Key and enter number using keypad.
- Press **Set** Soft Key.
  - Press **OK** Soft Key then press **Exit** button to return to general display.

**To Modify**
Store numbers as above and override with new numbers.
To Access
- Press **STA** Soft Key.
- Press **Next** or **Prev** Soft Key until you reach desired number.
- Lift handset or press **Speaker**.

**To Store Numbers & Enter Name using Menu Button**
(Not available on 2 Button Terminal)

To Program
- Press **Menu** button.
- Scroll down using **Cursor** until the Directory option is highlighted then press the **OK** Soft Key.
- Select **Personal** option and press the **OK** Soft Key.
- Press **ENTRY** Soft Key.
- Select **NAME** Soft Key and enter name using key pad.
- Press **Set** Soft Key.
- Select **NUMBER** Soft Key and enter number using key pad.
- Press **Set** Soft Key.
- Press **OK** Soft Key then press **Exit** button to return to general display.

To Access
- Press **Menu** button.
- Select **Directory** option and press the **OK** Soft Key.
- Select **Personal** option and press the **OK** Soft Key.
- Press **Next** or **Prev** Soft Key until you reach desired number.
- Lift handset or press **Speaker**.

**To Delete or Modify (STA or Menu)**
Either override existing entry with new details or select the **DEL** (delete) option if applicable.

**To Access System Speed Numbers**
(Company Directory)

**Option 1** (Available for all terminals)
- Lift handset or press **Speaker**.
- Dial Speed Dialing Access Code. Enter Abbreviated Access Call Code (e.g. 001).

**Option 2** (Not available on 2 Button Terminal)
- Press **SYS** Soft Key.
- Either press **Next** or **Prev** Soft Key until you reach desired number and lift handset or press **Speaker**.
- Enter up to the first four characters of a name using the key pad.
- Press the **Next** or **Prev** Soft Key until you reach your desired number and lift handset or press **Speaker**.

**Note:** Station and Menu Storage buffer is allocated by the system administrator.
• 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>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
<td>K</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>N</td>
<td>O</td>
<td>P</td>
<td>Q</td>
<td>R</td>
<td>S</td>
<td>T</td>
<td>U</td>
<td>V</td>
<td>W</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>Z</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account Code

To enter
☐ Lift handset or press Speaker, receive dial tone.
☐ Enter feature access code, receive service set tone.
☐ Enter “Account Code” (up to 16 digits). (Note)
☐ Receive dial tone and dial desired number.

To enter account code after authorization code
☐ Lift handset or press Speaker, receive dial tone.
☐ Enter “Account Code”, receive dial tone, and dial desired number.

Note: Authorization and Account Codes may be up to 20 digits combined (or 34 digits combined).

Forced Account Code

☐ Lift handset or press Speaker, receive dial tone.
☐ Enter feature access code, receive service set tone.
☐ Enter “Forced Account Code” (up to 10 digits), receive dial tone.
Authorization Code

To enter without account code
☐ Lift handset or press Speaker, 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.

☐ Press *, LED display shows mode change, receive feature set tone.

Note: Each time * is pressed, you alternate between TONE and VOICE.

Originating a Voice Call

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

☐ Speak to called party.

Answer a Voice Call Hands Free

☐ Receive incoming Voice Call.
☐ Press the 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.

**To answer**
- **AICM** key flashes green indicating an incoming intercom call.
- Voice Call alert tone is heard.
- Press **AICM**, lift handset or press **Speaker**. LED lights solid green.

---

**Manual Intercom**

**To initiate**
- Lift handset or press **Speaker**, press **MICM**, ringback tone is heard.

**Called party**

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

- 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**

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

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

**To initiate**
- Lift handset or press the **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**.
- Lift handset or press **Speaker**. LCD shows solid green.

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

**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.
- By repeating these steps, it is possible 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 access code 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.

<table>
<thead>
<tr>
<th>CNF</th>
<th>2000</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:26 PM</td>
<td>TUE 12 FEB 2008</td>
<td></td>
</tr>
</tbody>
</table>
To Answer a Camped-On Call

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

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

Camp-On (Call Waiting Method)

An extension you have dialed is busy and you wish to wait on.

To Activate Call Waiting

Press Transfer key. Either dial Call Waiting access code or press the CW Soft key. The busy extension will be notified, by a double tone, the flashing Answer key, or if the phone has a display they will also see ‘Call Waiting’.

To Set a 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.

Outside Line Type

Outside Line Number

CMP WATS 3
4:26 PM TUE 12 FEB 2008

BUSY 2000
4:26 PM TUE 12 FEB 2008
To Answer Call Waiting

Busy extension asks current call to ‘hold the line’ and presses Answer key.
To alternate between calls press Answer key.
When finished with one party, hang up and your telephone will recall with the other party.

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).
Restore handset.

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 access code and parked call location number (00-19).
Station users 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 station
Calling party

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).

- 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. 0).
- Press Call Pickup Direct key or dial Call Pickup Direct access code (may be stored on one-touch key).
- 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.

**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 redialed.
- Pick up handset and converse.

**Executive Override**

**If Called Station is Busy**

- Press Override key and converse.

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

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

**To Recall the Last Number Dialed**

- Press **Redial**. Receive special dial tone.

  REDIAL[#/SPEED[ ] −1

  | 2001

  Last number dialed

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

  REDIAL[#/SPEED[ ] −1

  | 2001

  Last number dialed

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

**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.

**To Cancel**

- Press **Speaker** key. Receive dial tone.
- Press **FD-A** key plus * or dial Call Forward - All cancel code. Receive serve 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. Receive dial tone.
☐ Press FDB 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. Call Forward Busy is set.

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.

To Cancel

☐ Press Speaker. 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.

Press Speaker. Call Forwarding is cancelled.

Call Forwarding - No Answer

To Set

☐ Press Speaker. Receive dial tone.
☐ Press FD-N 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.

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.

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

To Set
- Press Speaker key. Receive dial tone.
- Press FD-DS key or dial Call Forward Destination access code. Receive special dial tone.
  
```
SET  2000
4:26 PM  TUE 12  FEB 2008
```
- Dial station number to be forwarded to this line. Wait for service set tone.

To Cancel
- Press Speaker. 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 cancelled.

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.
- 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 again before hanging up.

Internal Zone Paging with Meet-Me Page

This allows a system user to page over built-in speaker or 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 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

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 automatically 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

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 bursts of tone, Answer key flashes. LCD display indicates:

  Boss' station number

  **CW 2000**

  4:26 PM TUE 12 FEB 2008

- Boss can alternate between the two parties by pressing Answer.

**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.

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

**Note:** When key is used the LED will light when DND is active.
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>Time Format</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.
- If 2 or 3: dial month and day. Example: June 24=0624.

To Cancel
- Press Speaker key, receive dial tone.
- Dial Return message schedule cancel code.

CNCL
4:26 PM   TUE 12 FEB 2008

Note: Access to feature is based on data assignment.
Name Display (Administrator)

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 set 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, 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”.

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 (Administrator)

- 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 (Administrator)

- 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 (DT700 only)

- Press Menu Key
- Display reads:

  ![Menu](https://via.placeholder.com/150)

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

  ![Menu](https://via.placeholder.com/150)

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

- Press [1] for User Setting, then OK

  ![User Setting](https://via.placeholder.com/150)

  - [1] Incoming Call
  - [2] Talk
  - [3] Display
  - [5] Security
  - [6] Peripherals
  - [0] Setting Reset

  ![User Setting](https://via.placeholder.com/150)

- Using Up/Down arrows scroll down to [4]
- Press [4] for change password, then OK

  ![User Setting](https://via.placeholder.com/150)
Enter default password 0000
Press Set, then enter New Password
Press Set, then enter the new password again
Press Set

Press OK
Display reads:

Directory Operation
This allows the user to access and program station speed dials

Press Menu key
Display reads:


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

☐ Press **HIST** (History) Soft Key

![History Display](Image)

☐ Display reads:

![Call History Display](Image)

☐ Press **OG** (to view Outgoing calls) or press **IC** (to view Incoming calls)

Programming is required in the PBX.
### Quick Reference Guide

<table>
<thead>
<tr>
<th>Feature</th>
<th>Code</th>
<th>Access/Cancel</th>
<th>#/##</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Code</td>
<td>Entry</td>
<td>* #</td>
<td></td>
</tr>
<tr>
<td>Assignment of Name Display</td>
<td></td>
<td># 8</td>
<td></td>
</tr>
<tr>
<td>Automatic Call Back</td>
<td>Access</td>
<td>* 0</td>
<td></td>
</tr>
<tr>
<td>Call Forwarding – All Calls</td>
<td>Access</td>
<td>* 1</td>
<td></td>
</tr>
<tr>
<td>Call Forwarding – Busy</td>
<td>Access</td>
<td>* 3</td>
<td></td>
</tr>
<tr>
<td>Call Forwarding – Destination</td>
<td>Entry</td>
<td>* 4</td>
<td></td>
</tr>
<tr>
<td>Call Forwarding – No Answer/Busy Line</td>
<td>Entry</td>
<td>* 2</td>
<td></td>
</tr>
<tr>
<td>Call Hold</td>
<td></td>
<td>* 7</td>
<td></td>
</tr>
<tr>
<td>Call Pickup – Designated</td>
<td>Group</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Call Pickup Direct</td>
<td></td>
<td># #</td>
<td></td>
</tr>
<tr>
<td>Call Pickup – Group</td>
<td></td>
<td>* *</td>
<td></td>
</tr>
<tr>
<td>Do Not Disturb/Return Schedule</td>
<td>Cancel</td>
<td># 5</td>
<td></td>
</tr>
<tr>
<td>Internal Zone Paging Group 0</td>
<td>Page</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Group 1</td>
<td></td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Group 2</td>
<td></td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Group 3</td>
<td></td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>Group 4</td>
<td></td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>Internal Zone Paging Group 0</td>
<td>Answer</td>
<td>55</td>
<td></td>
</tr>
<tr>
<td>Group 1</td>
<td></td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>Group 2</td>
<td></td>
<td>57</td>
<td></td>
</tr>
<tr>
<td>Group 3</td>
<td></td>
<td>58</td>
<td></td>
</tr>
<tr>
<td>Group 4</td>
<td></td>
<td>59</td>
<td></td>
</tr>
<tr>
<td>Last Number Redial</td>
<td></td>
<td># 9</td>
<td></td>
</tr>
<tr>
<td>Message Waiting Lamp</td>
<td>Access</td>
<td># * 8</td>
<td></td>
</tr>
<tr>
<td>Message Waiting Lamp/Reminder</td>
<td>Search</td>
<td>* 9</td>
<td></td>
</tr>
<tr>
<td>Operator Call</td>
<td></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Outside Line</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Return Schedule</td>
<td>Access</td>
<td>* 5</td>
<td></td>
</tr>
<tr>
<td>Station Speed Dialing</td>
<td>Originate</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>System Speed Dialing</td>
<td>Originate</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>UCD Busy Out</td>
<td>Access</td>
<td>* 6</td>
<td></td>
</tr>
<tr>
<td>Voice Recording Memory Card Access</td>
<td>Record</td>
<td># * 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replay</td>
<td># * 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delete</td>
<td># * 2</td>
<td></td>
</tr>
</tbody>
</table>