

**(1) Security Button (DT730 only)**

The user can prevent information leakage from terminal by simple operation.

**(2) Call Indicator Lamp**

On the SV8100, this lamp flashes fast when a call terminates to the terminal and flashes slower when a message has been left.

**(3) LCD (Note 1)**

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

**(4) Exit**

The user can exit from a screen mode by pressing this key.

**(5) Softkeys**

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**

The user can press this key followed by a programmable key to check what Line or Programmable Feature is programmed on the key.

**(7) Programmable Keys**

These keys can be programmed as Flexible Line key/Programmable Feature Key by the Telephony Server Administrator. For the SV8100, the programmable keys can be set by Web/PCPro and the user can also set them.

**(8) Recall**

Press key to finish an outside call and hear the dial tone.

**(9) Feature**

Used to activate any features as terminal setup functions.

**(10) Answer**

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

**(11) Mic**

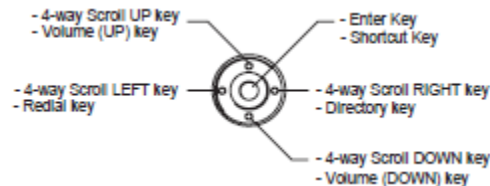
Press this key to respond hands free.

**(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 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.

**Menu of DT330**



**Menu of DT730**

**(14) Enter**

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

**(15) Redial**

(Last Number Call, Speed Calling-Station/Group) Press key to activate redial feature. Press redial and scroll back through numbers that have been dialed. When the desired number is displayed, press the # 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. DT310 supports half duplex handsfree. DT330 supports half/full duplex handsfree.

**(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.

## ANSWERING CALLS

### Ringing Calls

1. Lift the handset. Or press the **Incoming** Button
2. Start conversation.

### Answering Outside Calls Using the Answer Key

1. Receive outside call.
2. Press the **Answer** key.
3. Talk with the incoming calling party.
4. When additional outside calls are received, press the **Answer** key to place the current call on hold and connect the multiline terminal user to the next call

## PLACING CALLS

### Internal Calls

1. Lift the handset.
2. Dial a station number or 0 (for attendant).
3. Voice announce after the tone burst, or wait for the ringing call to be answered.

### Outside Calls

1. Lift the handset.
2. Dial the trunk access code (i.e. 9). –OR Press an idle Programmable Outside Line key.
3. Dial the telephone number.
4. Converse.

### Last Number Redial

1. Without lifting the handset, press the **Redial** key.
2. To redial the last number, press **#**. –OR Search for the desired number from the Redial List by pressing the **List Softkey** and then the **Redial Softkey**.
3. Press the **Up Arrow/Down Arrow** or **VOLUME UP/ VOLUME DOWN** keys to search for the desired number.
4. Lift the handset or press **Speaker** to place the call.

### Speed Dial – System/Group/Station

To dial a Station Speed Dial number:

1. Press the **Speaker** key.
2. Dial **#7**
3. Dial the Station Speed Dial buffer number (0–9):  
1 = Station Speed Dial buffer 1  
2 = Station Speed Dial buffer 2  
:  
:  
0 = Station Speed Dial buffer 10

To dial a System Speed Dialing number:

1. Press the **Speaker** key.
2. Press the **Redial** key.
3. Dial the Station Speed Dial buffer number (Default: 000–999).

To dial a Group Speed Dialing number:

1. Press the **Speaker** key
2. Press the **Redial** key.
3. Dial the Group Speed Dial buffer number ( none at default).

## MICROPHONE CONTROL

1. Press the **MIC** key.
2. A lit **MIC** LED indicates that the **MIC** is on.

## SPEAKERPHONE CALLS

1. Press the **Speaker** key and the Speaker LED lights.
2. Ensure that the **MIC** LED is lit.
3. Place an internal or outside call.
4. Converse.
5. Press the **Speaker** key to disconnect the call.

**Note:** *The handset may be used at any time during the conversation. To resume handsfree operation or to monitor a call, press the **Speaker** key (the Speaker LED lights) and replace the handset.*

## GROUP LISTEN

To initiate Group Listen:

1. Place or answer a call using the handset.
2. Press the **Speaker** key twice (do not hang up).

**Note 1:** *The Speaker LED flashes.*

**Note 2:** *You can talk to the caller through the handset. Your coworkers hear your caller's voice over your telephone's speaker.*

**Note 3:** *When you press the **Speaker** key once, you turn your Speakerphone on. The second press turns on Group Listen. Pressing the **Speaker** key a third time cancels the Group Listen feature.*

## HOLDING CALLS

With a call in progress:

1. Press **Hold**.

**Note 1:** *To retrieve a held call, press the flashing **Line** key or **ICM** key (Internal calls).*

**Note 2:** *Calls on System Hold can be retrieved from any multiline terminal with the held line appearance.*

**Note 3:** *After a preprogrammed time, the held call will recall to the originating station.*

## TRANSFERRING CALLS

1. Press the **Transfer** key.
2. Dial the station number.
3. Announce the call (optional).
4. Replace the handset.

**Note 1:** *If the called station is busy, replace the handset to initiate a camp-on. Unanswered camp-on calls and unscreened transfers will recall to the transferring station.*

**Note 2:** *To return to the original party, press the flashing **Line** key or **Conf** key.*

**Note 3:** *A Programmable Function Key may be assigned for DSS.*

**Note 4:** *To transfer a call directly to a personal voice mailbox, dial 8 after dialing the station number.*

## CONFERENCE

1. Establish an intercom or trunk call.
2. Press the **Conf Softkey** or the **Conference** key (Service Code 751:07).
3. Dial the extension you want to add.  
–OR Access an outside call.

**Note:** *To get the outside call, you can either press a **Line** key or dial a trunk/trunk group access code.*

4. When the called party answers, press the **Conference** key twice.

## CALL PARK – SYSTEM

To Park a call in a system orbit:

**Note:** *You can Park intercom or trunk calls.*

1. Press the **Park** key (Service Code 752: \*04 + orbit).

**Note:** *The Park key LED lights.*

2. Use Paging to announce the call.

3. Press the **Speaker** key to hang up.

**Note:** *If not picked up, the call will recall you.*

-OR-

1. Press the **Transfer** key.

2. Dial **#6** and the Park orbit (01–64).

**Note:** *If you hear a busy tone, the orbit is busy. Try another orbit.*

3. Use Paging to announce the call.

4. Press the **Speaker** key to hang up.

**Note:** *If not picked up, the call will recall you.*

## DIALING OPTIONS

### Caller ID

#### Answer

Receive incoming ringing or a transferred outside call:

1. Review the telephone display for the calling party's name or number.

2. Answer the call accordingly.

#### Temporary Memory

1. Press the **Call History** key (Service Code 751:08) or press the **LIST** Softkey and CID.

**Note:** *The last addition to the list is displayed.*

2. Press the **Arrow Down** Softkey to scroll through the list of numbers in memory.

3. Press the **DEL** Softkey to delete the entry and scroll to the next entry.

4. The **Call History** key will remain on as long as entries remain in memory.

5. To place a call back to a number in the temporary memory list, with the number to be dialed displayed, press a Line or the **Speaker** key.

**Note:** *The outgoing call is placed.*

## CALL PICKUP

### Group Call Pickup

To answer a call ringing another telephone in your Pickup Group:

1. Pick up the handset or press the **Speaker** key.

2. Press the **Group Call Pickup** key (Service Code 751:24).

-OR-

Dial **756** or **\*#**.

**Note:** *Service Code \*# can pick up any call in the group, plus any Ring Group calls. Service Code 756 cannot pick up Ring Group calls*

### Directed Call Pickup

To use Directed Call Pickup to intercept a call to a coworker's extension:

1. Pick up the handset or press the **Speaker** key.

2. Dial **\*\***.

3. Dial the number of extension whose call you want to intercept.

## PAGING

To make an Internal Page announcement:

1. Press the **Speaker** key or lift the handset.

2. Dial **701** and the Paging Zone number (0–9 or 00–64).

**Note:** *Dialing 0 or 00 calls All Call Internal Paging.*

3. Dial **\*1** and the Combined Paging Group code 1–8 or 0 (for Internal/External All Call).

4. Make an announcement.

5. Press the **Speaker** key to hang up.

To Page an External Zone:

1. Press the **Speaker** key or pick up the handset.

2. Dial **703** and the External Paging Zone code (1–8 or 0 for All Call).

3. Make the announcement.

## CALL FORWARDING

### All Calls (CF/A)

To set Call Forward – Immediate at a forwarding station:

1. Pick up the handset or press the **Speaker** key.

2. Dial the **Call Forward – Immediate Service Code** (default: 741).

3. Dial **1** (Set)

4. Dial the destination extension or off-premise Number preceded by a 9.

5. Press the **Speaker** key or hang up.

To cancel Call Forward – Immediate at a forwarding station:

1. Pick up the handset or press the **Speaker** key.

2. Dial the **Call Forward – Immediate Service Code** (default: 741).

3. Dial **0**. (cancel)

4. Press the **Speaker** key or hang up.

### Call Forwarding Busy/No Answer (B/NA)

To set Call Forward – Busy/No Answer at a forwarding station:

1. Pick up the handset or press the **Speaker** key.

2. Dial the **Call Forward– Busy/No Answer Service Code** (default: 744).

3. Dial **1** (Set)

4. Dial the destination extension or off-premise Number preceded by a 9.

5. Press the **Speaker** key or hang up.

To cancel Call Forward – Busy/No Answer at a forwarding station:

1. Pick up the handset or press the **Speaker** key.

2. Dial the **Call Forward– Busy/No Answer Service Code** (default: 744).

3. Dial **0**. (cancel)

4. Press the **Speaker** key or hang up.

# TELEPHONE BOOK OPERATION

## Add New Data

STEP 1: Press **Menu** key. The menu screen is displayed in LCD.

STEP 2: Select **2. Directory** by using Cursor Key, Digit Key (2) or Softkey. (DT7XX menu shown)

STEP 3: Select **1. REGIST** by using Cursor Key, Digit Key (1) or Softkey.

STEP 4: Select Name or Telephone Number by using Alpha or Num Softkey to toggle between the two.

STEP 5: Enter a name or telephone number to be registered in the directory using the dial pad.

STEP 6: After entering the name or telephone, press the **Hold** key.

STEP 7: The following list appears. Select a desired group by entering a number.

STEP 8: Enter the telephone number as indicated in the display and press the **Hold** key.

STEP 9: Enter a desired Memory ID.

STEP 10: After entering the Memory ID, the display goes back to the main directory screen. Press exit to go back to the main screen.

## Find Registered Data

STEP 1: Press **Menu** Key. The menu screen is displayed in the LCD. (DT7XX menu shown)

STEP 2: Select **2. Search** by using Cursor Key, Digit Key (1) or Softkey.

STEP 3: Select **MENU** to search.

**Note:** The display will show No TELBK Data if there are no entries to review.

STEP 4: Select a search method from the following list.

Search Method	Description
1. Name	Search data from the name list registered in the directory.
2. Group	Display the lists registered to each group (01~20 groups).
3. Tel Number	Search data from the telephone number list registered in the directory.
4. Memory ID	Search data from the memory number registered in the directory.

STEP 5: The following is an example when NAME, GRP, NUM, and MEM are selected as a search.

## Make a Call From Directory

STEP 1: Display the detailed data for a target party (see [Find Registered Data](#)).

STEP 2: Lift handset, press the **Speaker** key or press the **Dial** Softkey while displaying the detailed data for target party on LCD.

**Note:** If multiple telephone numbers are assigned into a target party, a call is made to the first telephone number.

## Delete All Directory Data

STEP 1: Display the main directory screen

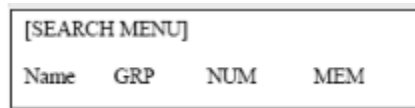
STEP 2: To delete all the registered data, press the **Enter** Key or **4:** Softkey to delete all the data.

STEP 3: After 4-digit password is entered, display asks if you want to delete all the Directory data. To delete, press **Yes**.

## Delete Specific Directory Data

STEP 1: Display the detailed data for a target party (see [Find Registered Data](#)).

STEP 2: Press **Menu** Key. The display changes as follows:



Select a search method to be deleted. Select one by using the Cursor key or Softkey.

STEP 3: Select 1

STEP 4: Press the DEL Softkey to delete the appropriate Directory data.

STEP 5: After the appropriate Directory data is deleted, the following display appears:



STEP 6: The following confirmation message appears.

