UNIVERGE SV9300

UNIVERGE DT930/DT920(8LCX) USER'S GUIDE

Before using this product and document, please read the following document carefully.
Also, please keep this document to the place where you can see any time.

Safety Precautions and Regulatory Notices for DT Series (GVT-034084-001)

The latest version of document can be downloaded from the following URL
https://mind.bcom.nec.co.jp/customernet/safety-info/table_t.html

IMPORTANT NOTICE

LIABILITY DISCLAIMER

PREFACE

This manual describes operating procedures of UNIVERGE IP Phone DT930 / DT920(8LCX) Multiline Terminal to be connected to UNIVERGE SV9300 communication server.

OUTLINE OF THIS MANUAL

This manual consists of;

INTRODUCTION

Please read through this chapter before use for your understanding and proper use of this product.

TERMINAL SETUP

This chapter describes the operations to be performed on the Menu Screen, such as speaker volume control and LCD contrast adjustment.

FEATURE OPERATION

This chapter describes the operating procedures of service features such as make a call, answer an incoming call, set call transfer or call hold.

APPENDIX

This chapter describes the supplemental information of this manual.

ABOUT THE MARKS USED IN THIS MANUAL

The following table shows the meaning of the marks used in this manual.

MARK	DESCRIPTION
	CAUTION: The works that a user cannot perform by himself, some dangers that may cause damages to the terminal and other cautions are described.
	TIP: Useful tips when using this terminal are described.

TERMS IN THIS MANUAL

The following table shows the terms described in this manual.

TERMS	DESCRIPTION
Dial Tone	You will hear the dial tone from handset when you lift up the hand set. If you press speaker key, you will hear the dial tone from speaker.
Special Dial Tone	If you press the transfer key while you are in conversation with calling party, you will hear the special dial tone.
Ringback Tone	When you dial an extension number, you will hear the ringback tone.

CONTENTS

INTRODUCTION

FACE LAYOUT

[ITK-24CG-1 TEL] 24CG

[ITK-8TCGX-1 TEL] Touch Panel
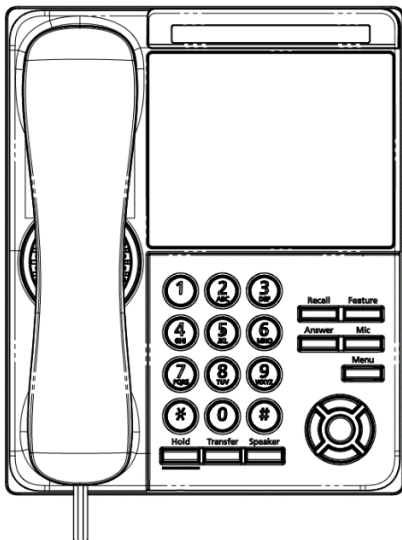
[ITK-8LCX-1 TEL] Self-Labeling
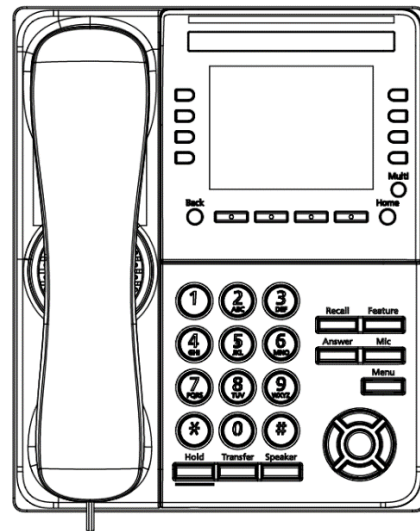
SPECIFICATIONS

24CG

ITEM	ITK-24CG-1/ ITK-24CG-1A / ITK-24CG-1P / ITK-24CG-1U
LCD	4.3 inch TFT, with back light
LCD color	Color (16,194,277 colors)
Programmable line/feature key	24 keys
Fixed feature key	13 keys (with Menu key and Cursor key)
Soft key	4 keys
Back light	LCD and digit key (lit for 10 seconds when operating)
Phonebook (Terminal)	1,000 records per terminal
Phonebook (System)	System : Max 30,000 records per system Personal : Max 1,000 records per terminal
Call history (System)	Outgoing Call: Max 60 records per terminal Incoming Call: Max 60 records per terminal
XML browser	Available
Handsfree	Available (Full duplex), Wideband support
Headset	Available (HW510 (A10) / HW251N (A10) / WT100 (APN-91) / Voyager Legend CS (APN-91) / W710(APD-80) / W710(APN-91)
Speaker	-
LAN interface	2-port, 10BASE-T/100BASE-TX/1000BASE-T, Full-duplex/Half-duplex, Auto Negotiation/Fixed (Except 1000BASE-T)
Voice CODEC	G.711 (μ-law, A-law), G.729a, G.722
IP address setting	Sets via DHCP server/Sets Statically
QoS	ToS (IP Precedence、Diffserv)
VLAN	Tag VLAN (IEEE802.1Q/p)、LLDP-MED、DHCP
Security	IEEE802.1x authentication (EAP-MD5, EAP-TLS), IEEE802.1x authentication support (EAPoL Forwarding) on the PC port via switch at a high hierarchy level, SIP&RTP Encryption, HTTPS (Web Programming/Download), VPN (L2TP/IPsec (IPv4))
Power supply	Central Power Supply = IEEE802.3at Type1 (IEEE802.3af compatible) Local Power Supply = AC adapter (Option)
Power consumption	Max : About 4.2W、Standby : About 2.2W (without optional connection)
Download	Boot & Program / Config /Ringing Tone / Music on Hold/ Phonebook / Phonebook list / Wallpaper / Voice confirmation tone
Adapter and Accessory (Option)	Ancillary Device Adapter (ADA) Wall Mount unit (WM) / Line Key Unit (8LK) / Directory Card /60 button DSS/ Numbered Keypad
Dimension (W × D × H)	About 181(W) × About 254(D) × About 152(H)
Weight	About 1.0Kg
Environmental	Temperature range = 0 to 40 ℃ (Ambient temperature range = -20 to 60 ℃) Humidity = 10 to 90% RH (non condensing)

8TCGX(Touch Panel) / 8LCX(Self-Labeling)

Item	ITK-8TCGX-1 / ITK-32TCG-1A / ITK-32TCG-1P / ITK-32TCG-1U / ITK-8TCGX-1U	ITK-8LCX-1 / ITK-32LCG-1A / ITK-32LCG-1P / ITK-32LCG-1U / ITK-8LCG-1U / ITK-8LCX-1U
LCD	4.3 inch TFT, Touch Panel	3.5 inch TFT
LCD color	Color (16,194,277 colors)	Color (16,777,216 colors)
Programmable line/feature key	8/16/32 keys on Touch Panel	8 keys
Fixed feature key	13 keys (with Menu key and Cursor key)	
Soft key	4 keys on Touch Panel	4 keys
Back light	LCD and digit key (lit for 10 seconds when operating)	LCD
Phonebook (Terminal)	1,000 records per terminal	
Phonebook (System)	System : Max 30,000 records per system Personal : Max 1,000 records per terminal	
Call history (System)	Outgoing Call: Max 60 records per terminal Incoming Call: Max 60 records per terminal	
XML browser	Available	
Handsfree	Available (Full duplex), Wideband support	
Headset	Available (HW510 (A10) / HW251N (A10) / W710 (APD-80) / Voyager 5200 / Voyager Legend / Voyager Edge / Jabra Talk 45)	Available (HW510 (A10) / HW251N (A10) / W710 (APD-80)
Speaker	Available (Jabra Speak 810)	-
LAN interface	2-port, 10BASE-T/100BASE-TX/1000BASE-T, Full-duplex/Half-duplex, Auto Negotiation/Fixed (Except 1000BASE-T)	
Voice CODEC	G.711 (μ-law, A-law), G.729a, G.722	
IP address setting	Sets via DHCP server/Sets Statically	
QoS	ToS (IP Precedence、Diffserv)	
VLAN	Tag VLAN (IEEE802.1Q/p)、LLDP-MED、DHCP	
Security	IEEE802.1x authentication (EAP-MD5, EAP-TLS), IEEE802.1x authentication support (EAPoL Forwarding) on the PC port via switch at a high hierarchy level, SIP&RTP Encryption, HTTPS (Web Programming/Download), VPN (L2TP/IPsec (IPv4))	
Power supply	Central Power Supply = IEEE802.3at Type1 (IEEE802.3af compatible) Local Power Supply = AC adapter (Option)	Central Power Supply = IEEE802.3at Type1 (IEEE802.3af compatible)
Power consumption	Max : About 4.8W、Standby : About 2.3W (without optional connection)	Max : About 3.75W、Standby : About 2.0W (without optional connection)
Download	Boot & Program / Config /Ringing Tone / Music on Hold/ Phonebook / Phonebook list / Voice confirmation tone	Boot & Program / Config /Ringing Tone / Music on Hold/ Phonebook / Phonebook list / Wallpaper / Voice confirmation tone
Adapter and Accessory (Option)	Wall Mount unit (WM) / 60 button DSS/ Numbered Keypad	Wall Mount unit (WM) / Numbered Keypad
Dimension (W × D × H)	About 181(W) × About 243(D) × About 133(H)	About 181(W) × About 243(D) × About 133(H)
Weight	About 0.9Kg	About 0.9Kg
Environmental	Temperature range = 0 to 40 ℃ (Ambient temperature range = -20 to 60 ℃) Humidity = 10 to 90% RH (non condensing)	

KEYS AND PARTS

This section explains keys and parts of terminal.

ITK-24CG-1 TEL (24CG)
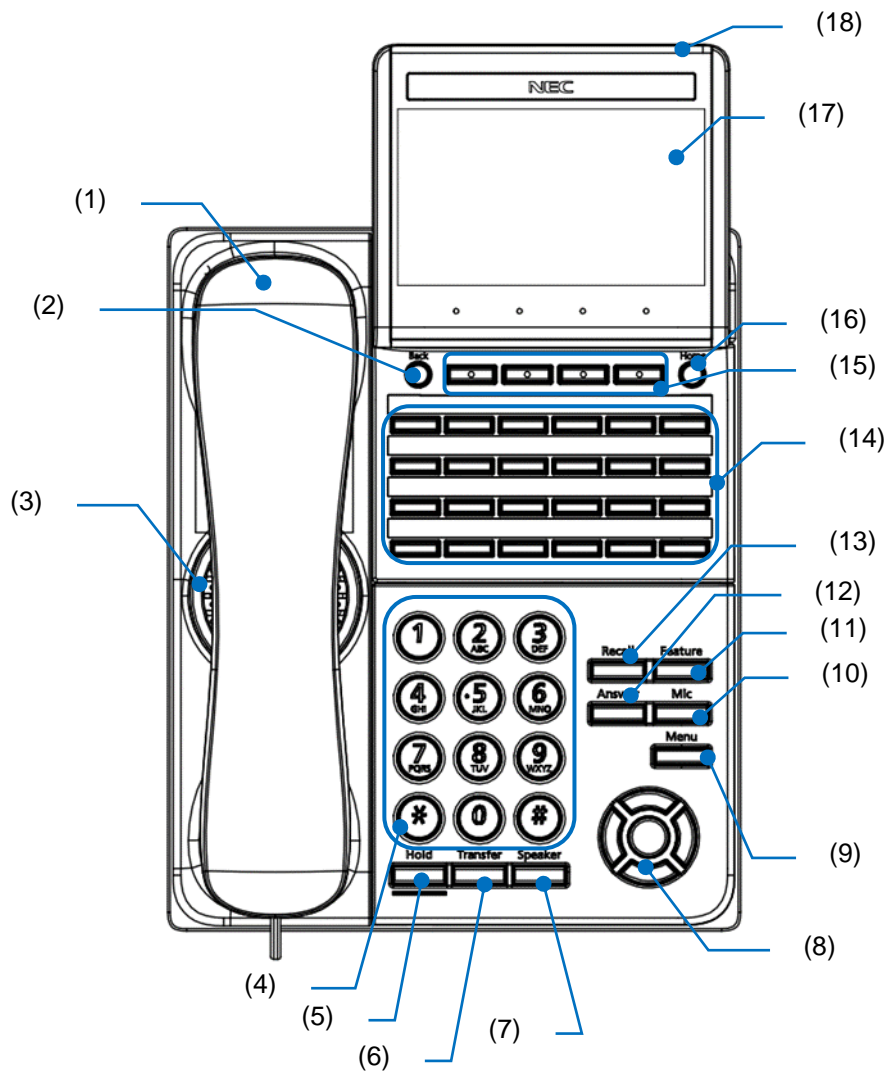
ITK-8LCX-1 TEL (Self-Labeling)
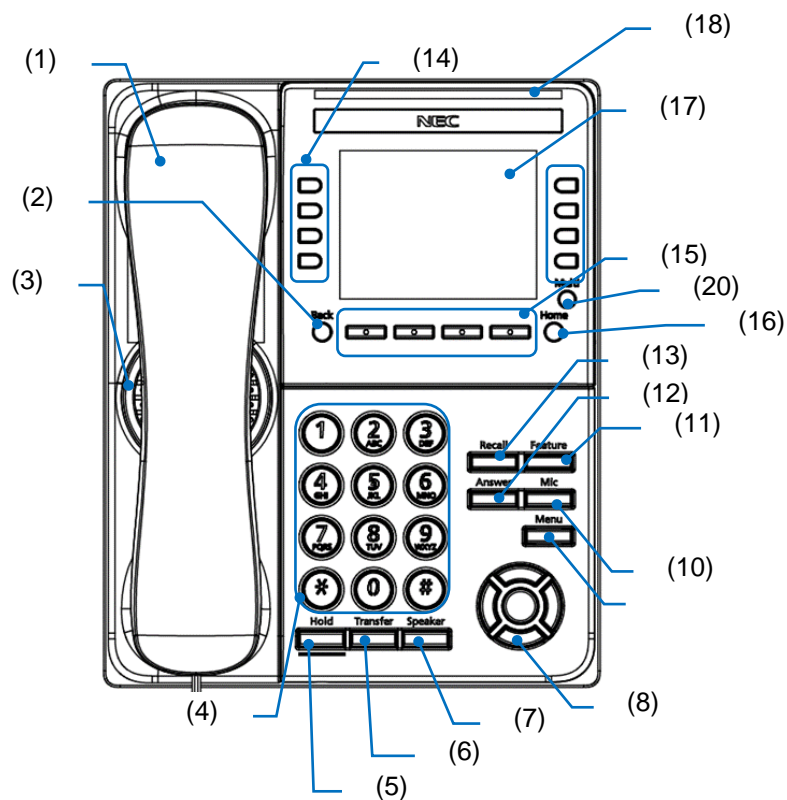
ITK-8TCGX-1 TEL (Touch Panel)
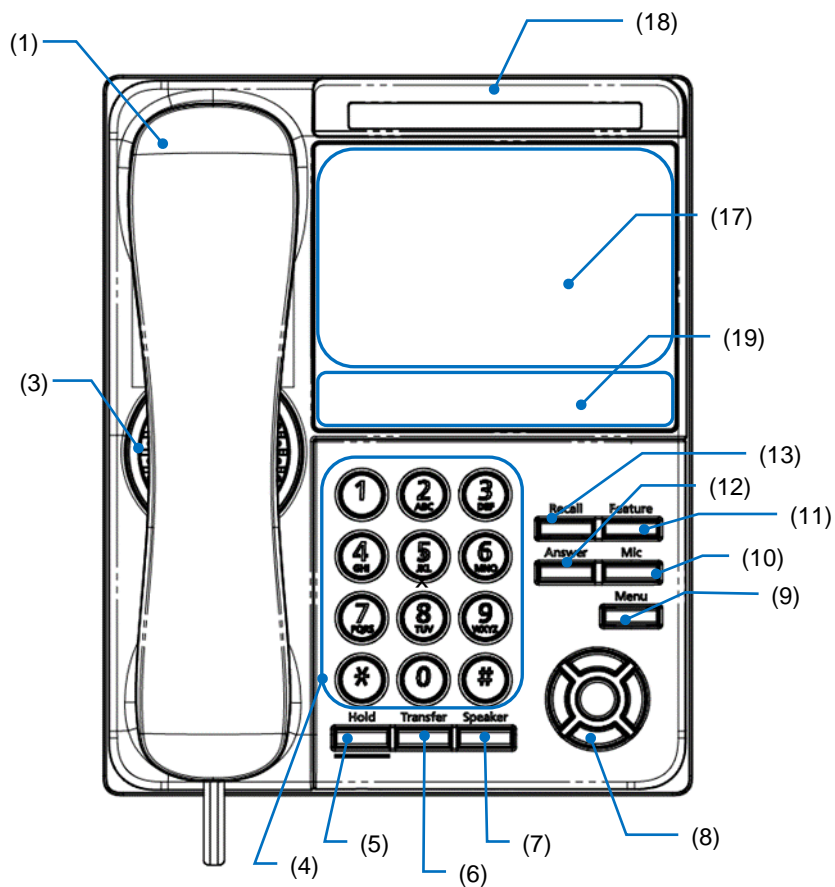
Touch button area

NO.	NAME	FUNCTION
(1)	Handset	Used for sending/receiving voice.
(2)	Back key	To return previous window.
(3)	Speaker	Originating a call with handsfree.
(4)	Dial keypad	Dial the called party number or feature access code.
(5)	Hold key	To place a call on hold.
(6)	Transfer key	Allows the terminal user to transfer established calls to another terminal, without attendant assistance.
(7)	Speaker key (with light)	To control the built-in speaker which can be used for handsfree dialing or monitoring.
(8)	Cursor key	**Enter key** To determine the selected item in the menu. Also, this key is used as cursor-movement key on the local menu of the terminal. This terminal has Shortcut Menu for frequently-used features. Use this key to display the Shortcut Menu (Note: For only classic mode) **Volume (UP/DOWN) key** Used to adjust speaker/receiver volume, and ringer volume. **Right key (Directory)** Press this key to open the Directory menu. (Note: For only classic mode) **Left key (Redial)** Press this key to activate Redial feature. Press Redial and scroll back through numbers that have been dialed. When the desired number is displayed, press $\circledast$ or $\#$ to activate dialing. (Note: For only classic mode)
(9)	Menu key	To access the menu of terminal.
(10)	Mic key	To respond handsfree. LED lights during speakerphone operation.

NO.	NAME	FUNCTION
(11)	Feature key (with light)	To activate features such as terminal setup and to program One-Touch Speed Calling keys.
(12)	Answer key (with light)	When LED on this key is lit, press this key to answer the incoming call.
(13)	Recall key	To finish a call and hear the dial tone to make an another call.
(14)	Programmable keys (with light)	These keys can be programmed as Flexible line key/Programmable feature key by system administrator.
(15)	Soft keys	To select the feature which is shown at the bottom of the LCD. The appropriate feature key is displayed on the screen according to the call handling process.
(16)	Home key	To go back to the Home window.
(17)	LCD	To display date or dialed number etc.
(18)	Call Indicator Lamp	The lamp at the top of display flashes when a call terminates to the terminal. Also, when you use VOICE MAIL, the lamp lights when a message has been left.
(19)	Touch Button Area	This area composed of 3 buttons; (2), (16), (20).
(20)	Multi key	To display application switch screen.

OUTLINE

This section explains about the outline of a telephone.

STARTING OF A TELEPHONE

The telephone displays the screen that is set as the home screen. The home screen can be set to either the Favorite screen/Call screen/Line screen. In addition, when the home URL has been set, the telephone displays the screen obtained from the URL.
For details, please refer to "SCREEN WHEN THE PHONE STARTS".

FAVORITE SCREEN

You can make calls easily by using registered shortcuts of extensions or outside lines.
When the dial button is pressed or an incoming call is received, Call screen is automatically displayed for telephone operations.

> You can also manually return to the Favorite screen and continue the operation. In this case, however, the hold button cannot be used, so switch to Call screen when operating the phone.

Following explains about each display area.
(This figure is the example when shortcuts are registered.)

Display Example for DT930 (24CG)
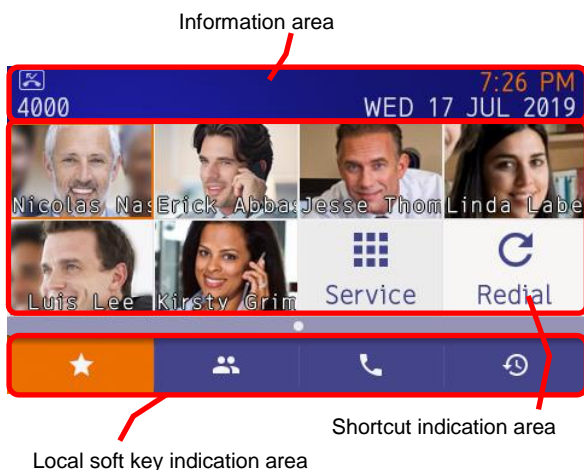
Information area

Shortcut indication area

Local soft key indication area

Display Example for DT930 (Touch Panel model)

Information area

Shortcut indication area

Local soft key indication area
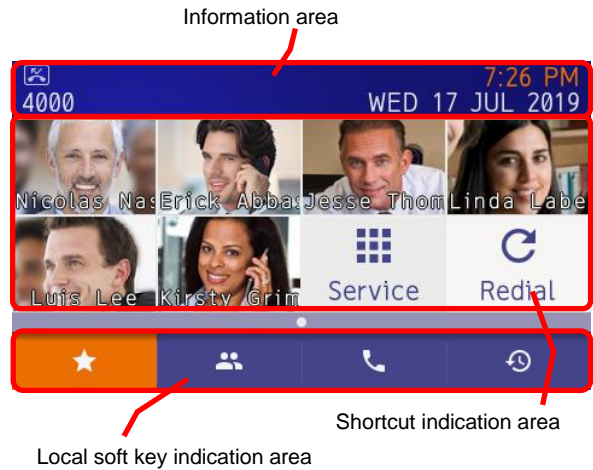
Display Example for DT920 (Self Labeling model)

Information area

Local soft key indication area

Shortcut indication area
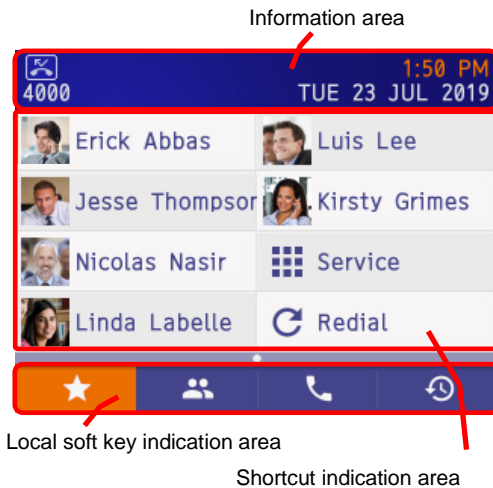
INFORMATION AREA

Following explains about items of information area.

Status icon

Clock and calendar

Ext no. / Ext name
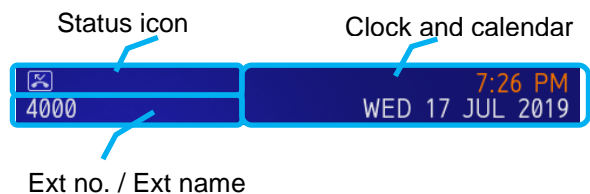
STATUS ICON

When there was new voice mail message or missed call, an icon is shown to an icon information area.
The meaning of the indicated icon is as follows.

Icon	The icon name	The explanation
	Missed Call	This icon appears when there is a missed call. Once you check the missed call, this icon will disappear.
	Voice Mail arrival	This icon provides notification of incoming Voice Mail. Once you check the mail, this icon will disappear.
	Encryption	This icon appears when the conversation is encrypted.
	Power save	This icon appears when the terminal is in the power save mode.
	Headset	This icon appears when the headset is in use.
	Bluetooth® (Only 8TCGX)	This icon appears when the Bluetooth mode is enabled. For details refer to "TO SET Bluetooth DEVICE".

Power save icon

Power save mode is set by the initial system settings. For details, please contact the system administrator.

EXT NO. /EXT NAME

"Ext no." is the extension number assigned to the terminal.
If the Phonebook is downloaded, "Ext name" is displayed from the Phonebook.
"Ext no." and "Ext name." are indicated alternately every 2 seconds.

```
                              7:26 PM
4000                WED 17 JUL 2019
```

indicate alternately every 2 seconds

```
                              7:27 PM
Linda Labelle       WED 17 JUL 2019
```
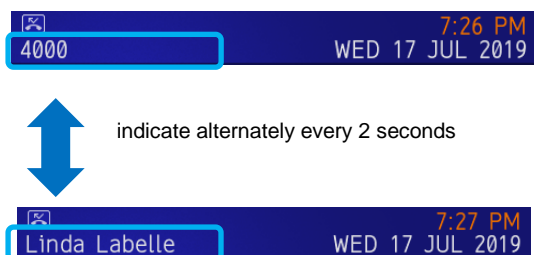
If Ext name or no. is overflow from the indication area, the overflowed text will be cut off.

CLOCK AND CALENDER

This area consists of a calendar and clock.
The default display format follows setting of the system.
It is possible to change the format by user settings.
Please refer to "TO SET CALANDER FORMAT".

LOCAL SOFTKEY INDICATION

The following local soft keys are indicated.

Soft key 1 (Favorite screen)   Soft key 3 (Call screen)

Soft key 2 (Phone book screen)   Soft key 4 (History screen)
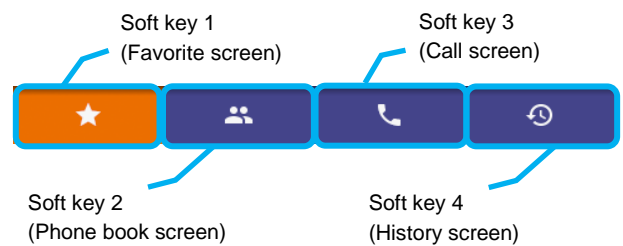
In local soft key indication area, the screen which is being indicated is highlighted (color is orange). For example, soft key 1 is highlighted when the Favorite screen is displayed.

- Local soft key 1 (Favorite screen)
  Go to the Favorite screen.

- Local soft key 2 (Phone book screen)
  Go to personal phone book or a system phone book.

- Local soft key 3 (Call screen)
  Go to the Call screen. Use this feature when you make a call or access to the system service etc.

- Local soft key 4 (History screen)
  Go to incoming and outgoing history screen.

CALL SCREEN

This screen is displayed by pressing local soft key 3 (Call screen).

When pressing a digit key or a function key, or incoming call arrival, this screen is displayed.

You can make a call, talk, and use system service from this screen. Please refer to "SYSTEM" about operation on this screen. About system service operation, please refer to "FEATURE OPERATION".

Display Example for DT930 (24CG)
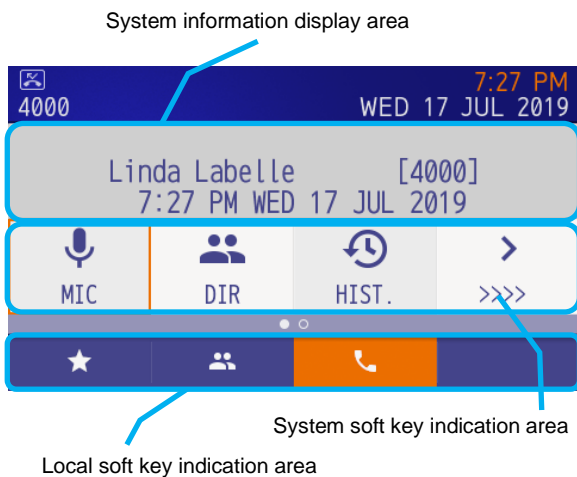
System information display area

System soft key indication area

Local soft key indication area

Display Example for DT930 (Touch Panel model)

System information display area

System soft key indication area

Local soft key indication area

Display Example for DT920 (Self Labeling model)

System information display area
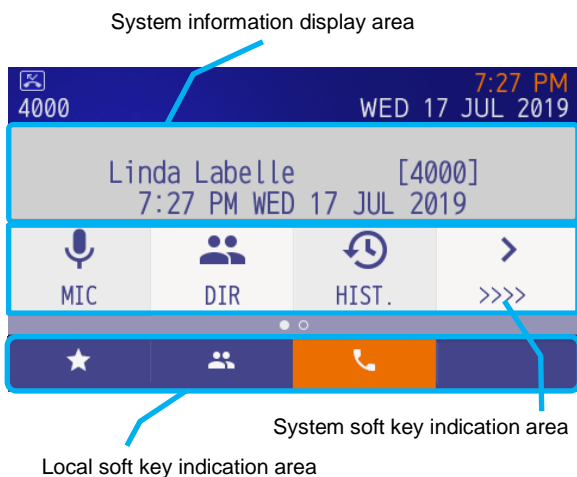
System soft key indication area

Local soft key indication area
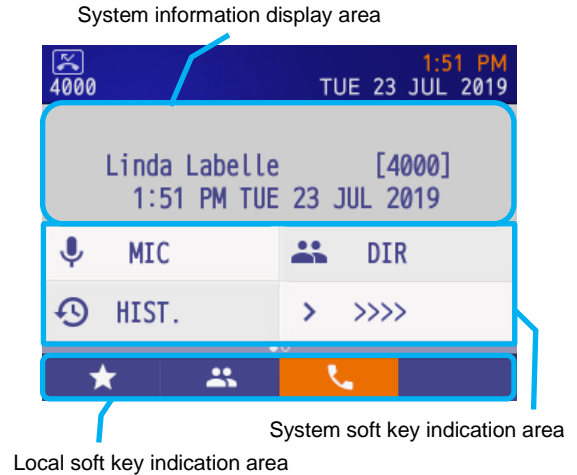
For DT930 (Touch Panel model) and DT920 (Self Labeling model), the orange colored focus is not indicated on system soft key area.

SYSTEM INFORMATION AREA

A character information from a system is indicated.

SYSTEM SOFT KEY AREA

The soft keys that are provided by the system are displayed in this area. It cannot be selected by pressing local soft key.

How to select system soft key

■**DT930 (24CG)**

Move to orange colored focus by using the cursor key and press the enter key.

■**DT930 (Touch Panel model)**

Tap the system soft key. Only when the item is selected, the orange focus is displayed for about 1 second.

■**DT920 (Self Labeling model)**

Press programmable key located side of each soft key.
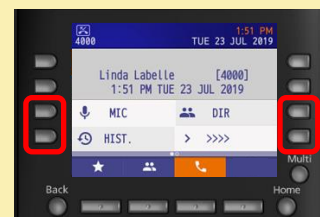
LOCAL SOFTKEY AREA

The soft keys that are provided by the terminal are displayed in this area. It is possible to go to the Favorite screen, Phone book screen and History screen (same operation as the Favorite screen).

> About Local soft key 2 (Phone book screen), if this feature is not available by initial settings, icon is not displayed. For details, please contact administrator.

TO START CALL SCREEN

The method of displaying Call screen is as follows. When a screen other than the Call / Line screen is displayed and the Call screen is activated with "Auto Close" method (marked with O in the following table), Call screen is automatically closed by on-hooking or abandoning the call and the screen return to the original screen.

For details, see "TO CLOSE CALL SCREEN AUTOMATICALLY".

Operations	Auto Close
When pressing local soft key that is assigned Call screen.	
When the terminal receives an incoming call (If the line key is assigned, Line screen is displayed.).	○
When you lift the handset.	○
When the terminal receives instructions from XML application server.	○
When a pop-up button on the XML application is pressed.	
When the terminal receives instructions from a system.	

> Call screen may not be displayed even if the line key on option devices (8LK/16LK/60 button DSS) is pressed. Press local soft key 3 (Call screen) and then press the line key.

TO CLOSE CALL SCREEN AUTOMATICALLY

When Call screen is displayed with the "Auto Close" method, the screen returns to the original screen by on-hooking or abandoning the call. However, Call screen is not closed automatically in the following cases.

- When a menu button is pressed and XML application is selected by the application change screen during displaying Call screen.
- When the terminal receives instructions from an XML application server.
- When a soft key other than soft key 3 is pressed while Call screen is displayed to switch to another screen.

> When Call screen is set as a home screen, Call screen cannot be closed even if Help/Home button is pressed (tapped).

LINE SCREEN

This screen shows the line key information registered in system.

On Touch Panel model, the line key status is displayed with the line key lamp icon.

The system information display area on the line screen displays the second to third lines of information displayed on the call screen.

⚠️	■The line screen is available for DT930 (Touch Panel model), DT920 (Self Labeling model) only.
	■Double height character display is not available on the system information display area.

Count lines on the call screen
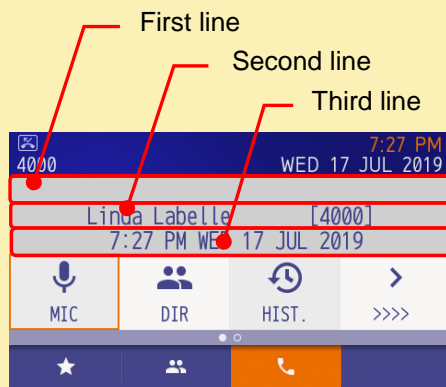
First line
Second line
Third line

Display Example for DT930 (Touch Panel model)

System information display area

Line key name
Line key icon
Line key lamp icon

Display Example for DT920 (Self Labeling model)

Programmable key   Programmable key
System information display area

Line key icon   Line key name
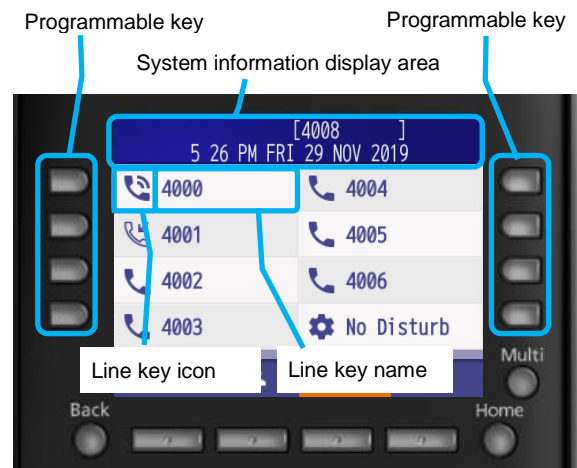
The line key status can be distinguished by line key lamp (on/off/flash) or line key lamp icon display. The following table shows the line key lamp/lamp icon indications by each terminal status.

Line key lamp	Line key lamp icon	Example of terminal status
OFF	Not displayed	Idle state
Green Steady	▬ (green)	During an Outgoing Set/Cancel DND
Red Flashing	▨ (red)	Incoming call is arriving
Green Flashing	▬ (green)	Holding a call
Green Flashing	▬ (green)	Exclusive hold
Red Steady	▬ (red)	The other terminal is talking on line The other terminal sets exclusive hold
Red Flashing	▬ (red)	The other terminal is holding a call
Green Flashing	▨ (green)	Recall from held call after the predetermined time

⚠️	For items with two line key lamp icons in the above table, these icons will be displayed alternately every 0.5 seconds while the terminal status is continued.

The line screen can be switched from the call screen.

If there are multiple pages of line screen are assigned, it is possible to switch the pages.

The call screen is displayed by moving to out of the pages direction from the first page or the last page, or press local soft key 3 (Call screen).

Line key page1

Call screen ⟷ Line key pages 2~4
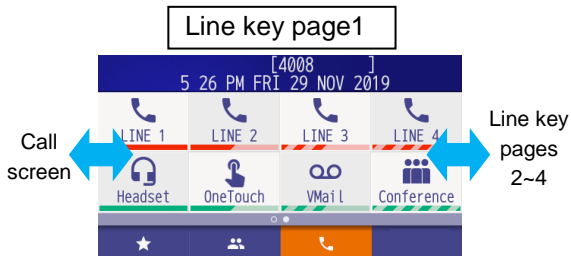
Please refer to "MULTI LINE APPEARANCE" about operation of other extensions assigned on the line screen.

How to Move to next line key page

■DT930(Touch Panel model):

　　Swipe or Cursor operation.

■DT920(Self Labeling model):

　　Cursor operation.

■Line keys are assigned during initial settings. For details, please contact the system administrator.

■The number of line key pages depends on the usage environment. For details, please contact the system administrator.

PHONE BOOK

There are two types of Phonebooks are available.

One is the "Personal Phonebook" which is saved in the each terminal.

The other is "System Phonebook" which is saved in the telephony server system.

To use the Personal Phonebook, press the local soft key 2 (Phone book screen) at the Favorite screen or call screen.

The "Personal Phonebook" is required system setting at initial installation. For details, please contact the system administrator.

It is possible to search or call to a person registered in the Phonebook.

Display Example of "Personal Phonebook"

Please refer to "PERSONAL PHONE BOOK" about operating procedure for detail.

Display Example of "System Phonebook"

Please refer to "SYSTEM PHONE BOOK" about operating procedure for detail.

CALL HISTORY

Outgoing calls and Incoming calls are displayed.
To display the history, press the local soft key 4
(History screen) at the Favorite screen or select
system soft key (HIST.) at the call screen.
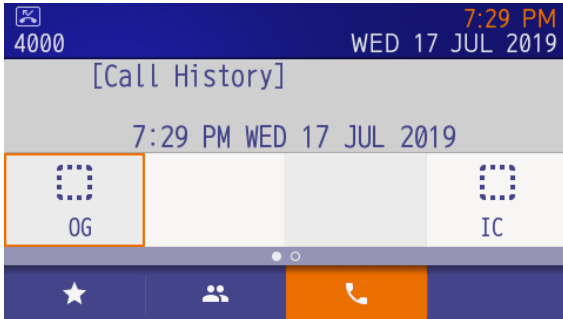
Please refer to "CALL HISTORY" about operating
procedure for detail.

MENU

By the menu button and press local soft key 4
(Settings), it is possible to access to the various
terminal setting menu.
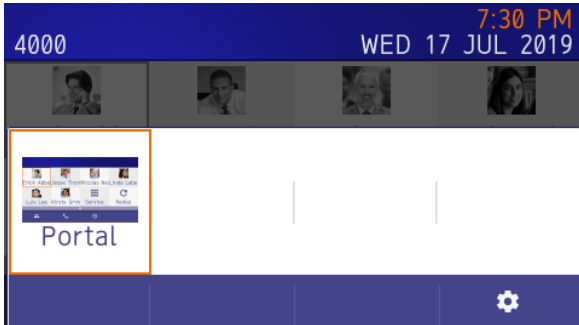
Please refer to "TERMINAL SETUP" about the
setting menu for detail.

INSTALLATION PROCEDURE

ATTACHING OR REMOVING FACEPLATE AND DESI PRINTER SHEET

REMOVING FACEPLATE AND DESI PRINTER SHEET

Remove DESI Printer Sheet with following ways.

1. **Use the small notch at the lower right corner of the terminal to lift the Faceplate up.**

2. **Remove the Faceplate.**

3. **Remove the DESI Printer Sheet.**
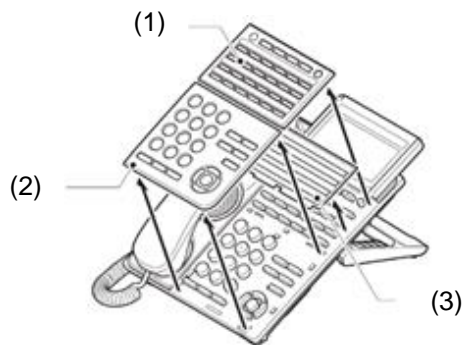
(1) Line Key Panel
(2) Face Plate
(3) DESI Printer Sheet

ATTACHING FACEPLATE AND DESI PRINTER SHEET

1. **After replacing the DESI Printer Sheet on the terminal, attach the Faceplate.**

2. **At each corner, press the locking pin back into place.**
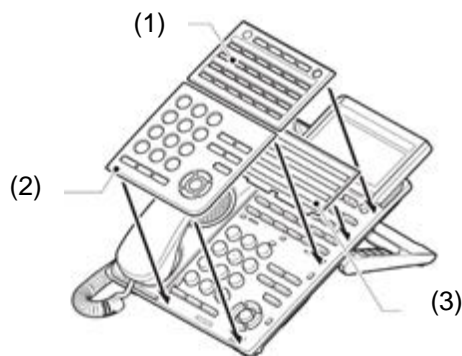
(1) Line Key Panel
(2) Face Plate
(3) DESI Printer Sheet

!	Please attach the Faceplate securely. If not, the terminal will not operate properly because a key is possibly being pushed by the Faceplate.

ADJUSTING ANGLE OF TILT LEGS

The height can be adjusted by moving the legs attached to the bottom of the terminal.
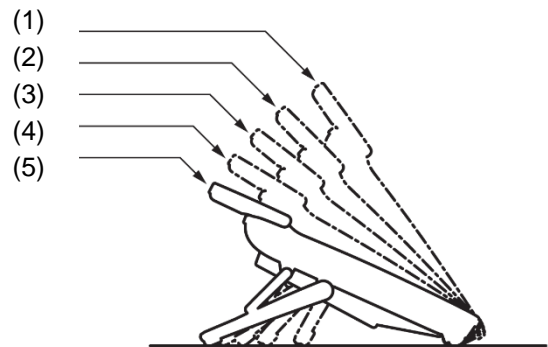
(1) First Position
(2) Second Position
(3) Third Position
(4) Forth Position
(5) Fifth Position

RAISING TILT LEGS

1. **Turn the terminal over (key side down).**

2. **Raise Tilt Legs to desired height.**

Tilt Leg

3. **Turn the terminal over (key side up).**

15
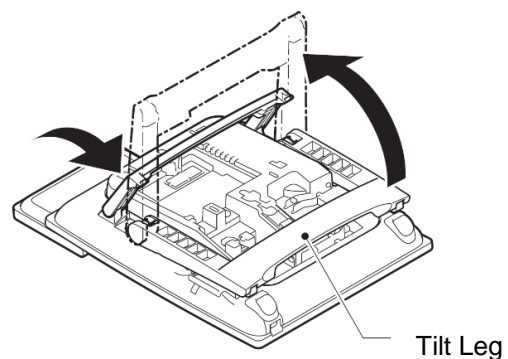
LOWERING TILT LEGS

1. **Turn the terminal over (key side down).**

2. **Lower Tilt Legs to desired height.**
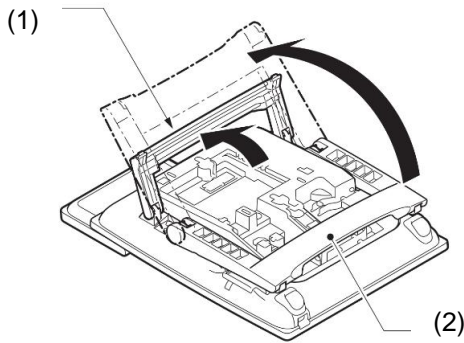
(1) Stopper
(2) Tilt Legs

3. **Turn the terminal over (key side up).**

CONNECTING LAN CABLE

> ILPA-R UNIT is required when PoE Hub supports NEC Proprietary Protocol (The ILPA-R UNIT converts IEEE802.3af to NEC Proprietary Protocol). When ILPA-R UNIT is used, 1000BASE-T is not available.
>
> For details, please contact the system administrator.

Connect LAN cable to the terminal following steps.

1. **Connect LAN cable to LAN cable connector (LAN (=)) of the terminal.**

2. **Press the LAN cable into the groove.**
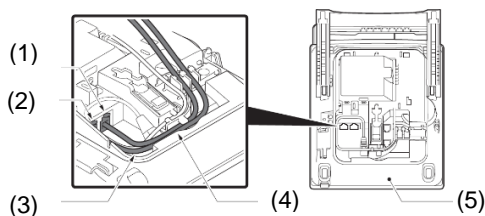
(1) LAN Cable connector for PC (PC Port)
(2) LAN Cable connector for the premises
(3) LAN Cable
(4) Groove
(5) Terminal

> When you connect the LAN cable to a PC, connect the LAN cable to the terminal's PC port and the PC.

ATTACHING DIRECTORY CARD

The Directory Card can be used to record often dialed numbers or other important information.

> Directory Card is optional.

1. **Attach the Directory Card to the Directory Card Holder.**

2. **Take the protective sheet off from the plastic cover.**

> The surface of the plastic cover is put out.

3. **Push the Directory Card Holder into the grooves on the terminal until they snap into place.**
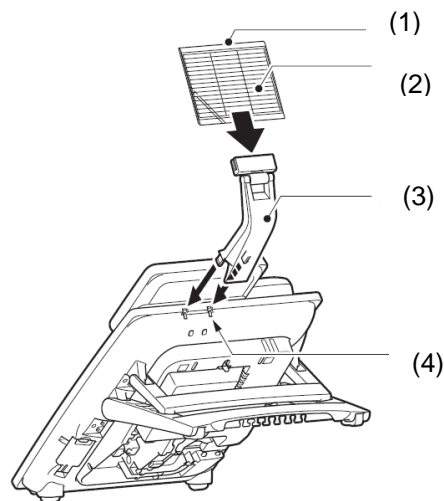
(1) Plastic Cover
(2) Directory Card
(3) Directory Card Holder
(4) Grooves

	Refer to the HEADSET OPERATION.

CONNECTING HEADSET

For DT900 series, 3 types of headset are available; wired headset, EHS headset, and Bluetooth® headset (DT930 Touch Panel model only). Following explains about connecting wired headset and EHS headset cable. About Bluetooth® headset connecting, please refer to "TO SET Bluetooth DEVICE".

CONNECTING HEADSET WITH TERMINAL

According to the following procedure, Headset is connected to HEADSET Connector which is located bottom of terminal.

	For the headset that is supported, please contact the NEC's dealer or NEC.

	The headset which can be connected to the terminal is "HW510 (A10)/HW251N (A10) (manufactured by Plantronics)".

HOW TO CONNECT HEADSET

1. **Plug the modular plug of headset into the HEADSET connector on the bottom of terminal.**
2. **Fit the headset cord into the groove to be fixed.**
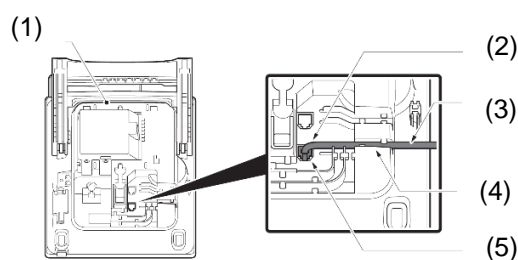
(1) Terminal
(2) Modular Plug
(3) Cord
(4) Groove Modular Plug
(5) HEADSET connector

TERMINAL SETUP

■ While you set up terminal, the "soft key" means local soft key.

■ If the Back / Exit button is pressed while the terminal setting menu is displayed, Favorite screen is displayed regardless of the home screen settings.

ADJUSTING VOLUMES

Display Example while adjusting volumes level.

Volume Type
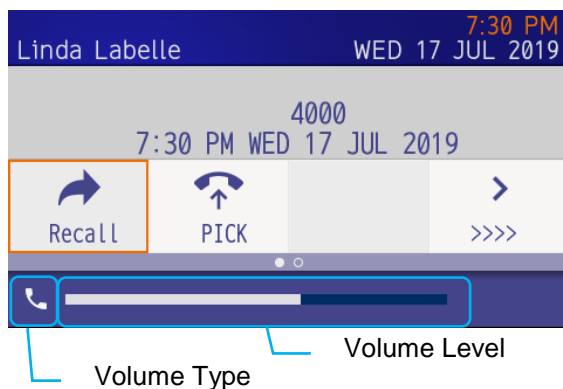
Volume Level

TO ADJUST HANDSET RECEIVER VOLUME

It is possible to adjust the volume level of the handset receiver during a call in progress using handset.
Press Up /Down key in the offhook status or during a call when using the handset.

TO ADJUST SPEAKER VOLUME

It is possible to adjust the volume level of the speaker during a call in progress using speaker.
Press Up /Down key during speakerphone operation or during a call using the speaker.

TO ADJUST RINGER TONE

It is possible to adjust the volume level of the ringer tone during incoming call arrival.
Press Up /Down key during ringing.

TO SET RINGER TONE

This section explains how to set a ringer tone

WHEN DISTINCTIVE RINGING PATTERNS TO DISTINGUISH INTERNAL AND EXTERNAL INCOMING CALLS ARE PROVIDED

Leave the setting of "Ring Tone" to " Automatic" (default setting).

Use each default ringer tone for both external and internal incoming calls.

Ringing pattern is programmable on a system basis. For details, please contact the system administrator.

WHEN DISTINCTIVE RINGING PATTERNS TO DISTINGUISH INTERNAL AND EXTERNAL INCOMING CALLS IS NOT PROVIDED

You can set ringer tone from "Settings". The following explains how to set.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 1 Incoming Call"**

4. **Select " 3 Ring Tone".**

5. **Select " 2 Internal Call".**

Do not select " 1 External Call".

Ringing Tone which has been selected in " 2 Internal Call" will be applied to both external and internal incoming calls.

6. **Select desired tone type.**

N O.	ITEM	FREQUENCY (Hz)		REMARKS
		1st	2nd	
0	Automatic	-	-	-
1	Tone Type 1	520	660	16Hz modulation
2	Tone Type 2	520	660	8Hz modulation
3	Tone Type 3	1400	1100	Door Phone
4	Tone Type 4	1100	1100	No modulation
5	Tone Type 5	540	540	No modulation
6	Tone Type 6	1100	1400	16Hz modulation

N O.	ITEM	FREQUENCY (Hz)		REMARKS
		1st	2nd	
7	Tone Type 7	660	760	16Hz modulation
8	Tone Type 8	1100	1100	Envelope
9	Tone Type 9	-	-	Door Phone Melody
10	Tone Type 10	-	-	Melody 1
11	Tone Type 11	-	-	Melody 2
12	Tone Type 12	-	-	Melody 3
13	Tone Type 13	-	-	Melody 4
14	Tone Type 14	-	-	Melody 5
15	Music Ring 1	-	-	C-Major Scale Ringtone
16	Music Ring 2	-	-	Pachelbel's Canon
17	Music Ring 3	-	-	Turkish March

TO SET RINGING OF HEADSET

Following explains how to enable/disable the ringing of headset.

> This feature is required both terminal and system setting at initial installation. For details, please contact the system administrator.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 1 Incoming Call"**

4. **Select " 2 Headset Ring".**

5. **Select whether to ring the headset ringer.**

> Tone Type 1 to Tone Type 8:
> In the preview function, each ringer tone sounds continuously. However when " 0 Automatic" is selected, each ringer pattern of internal and external incoming calls is determined by the initial system settings. For details, please contact the system administrator.

> When selecting " 0 Automatic", the preview function will not operate. Setting by Feature key and become effective.

> The "Music Ring 1/2/3" have been downloaded at factory to terminal firmware 2.1.0.0 or later. When you use ring tone music source other than "Music Ring 1/2/3", please download other music file.
>
> For the procedure of downloading a ringer tone file, please refer to "TO DOWNLOAD A FILE".

TO SET ILLUMINATION PATTERN

FOR CALL INDICATOR LAMP

Following explains how to set the illumination pattern (color of Call Indicator Lamp).

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 1 Incoming Call"**

4. **Select " 4 Illumination".**

5. **Select " 1 External Call" or " 2 Internal Call".**

6. **Select a desired illumination pattern.**

TO ENABLE/DISABLE RTP ALARM

Following explains how to enable/disable RTP Alarm. The RTP Alarm tone allows the terminal user to be notified that the voice packet is not received in a certain period of time because of the network delay etc.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 2 Talk"**

4. **Select " 1 RTP Alarm".**

5. **Select whether to ring the RTP Alarm.**

If the " 0 Automatic" is selected, this feature is activated in accordance with the system data setting. If it is not specified by the system data this feature is in effect (RTP Alarm = 'ON'). For details, please contact the system administrator.

TO ENABLE/DISABLE DTMF TONE

Following explains how to set whether DTMF tone is played when the other party telephone pressed a button during a call,

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 2 Talk"**

4. **Select " 2 DTMF Tone".**

5. **Select whether DTMF tone is played.**

If the " 0 Automatic" is selected, this feature is activated in accordance with the system data setting. If it is not specified by the system data this feature is in effect (DTMF TONE = 'ON'). For details, please contact the system administrator.

When selecting " Download", the Music on Hold file must be downloaded in advance. If there is no downloaded file, you hear no tone in the preview function (in actual operating conditions, "Minuet" is automatically applied). Refer to "TO DOWNLOAD A FILE", for the procedure of downloading the Music on Hold file.

TO SET KEY TOUCH TONE

Following explains how to set Key Touch Tone. Key Touch Tone is a tone generated when the digit keys are pressed while terminal is offhook.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 2 Talk"**

4. **Select " 3 Key Touch Tone".**

5. **Select desired mode of Key Touch Tone.**

If the " 0 Automatic" is selected, this feature is activated in accordance with the system data setting. For details, please contact the system administrator.

TO SET MUSC ON HOLD

Following explains how to set Music on Hold to be heard by terminal user oneself

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 2 Talk"**

4. **Select " 4 Hold Music".**

5. **Select desired Music on Hold.**

TO SET PREFIX

Following explains how to set the prefix number.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 2 Talk"**

4. **Select " 5 Prefix".**

5. **Select to number of prefix to register.**

6. **Input the prefix number.**

Up to 10 digits can be registered as a prefix number.

TO SET CALENDAR FORMAT

Following explains how to set the calendar format for display indicate.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 1 Calendar format".**

5. **Select " 1 Calendar format".**

6. **Select a desired calendar format.**

No.	Calendar	12 hour clock
1	Type1	MON 3 JUN 2019 3:13 PM
2	Type2	3 JUN MON 3:13 PM
3	Type3	JUN 3 MON 3:13 PM
4	Type4	6- 3 MON 3:13 PM
5	Type5	MON 3 JUN 3:13 PM

No.	Calendar	24 hour clock
1	Type1	MON 3 JUN 2019 15:13
2	Type2	3 JUN MON 15:13
3	Type3	JUN 3 MON 15:13
4	Type4	6- 3 MON 15:13
5	Type5	MON 3 JUN 15:13

TO SET TIME FORMAT

Following explains how to set the time format for display indicate.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 1 Calendar format".**

5. **Select " 2 Time format".**

6. **Select a 12 hour or 24 hour indicate.**

> If the " 0 Automatic" is selected, Indication depends on the system data setting. For details, please contact the system administrator.

TO ENABLE/DISABLE VOLUME LEVEL DISPLAY

Determines whether or not to display the following volume levels: handset receiver volume, speaker volume, ringer tone volume and LCD contrast volume.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 2 Local Volume".**

5. **Select whether to display the volume level.**

> If it is set to " 0 Automatic", the " 2 Enable" is applied.

TO SET SCREEN SAVER

To set whether starting the Screen Saver when the terminal is idle for a certain period of time.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 3 Screen Saver".**

5. **Select " 1 Screen Saver Mode".**

6. **Select whether to Enable/Disable the Screen Saver.**

7. **Select " 2 Wait Time".**

8. **Enter the Wait Time.**

> This terminal has a screen saver enabled by default. If you disabled the screen saver and the same screen is displayed for a long time, an afterimage may appear on the display, but this is not a malfunction. The afterimage is gradually eliminated by changing the screen display. However, if the same screen is displayed for too long, the afterimage will not disappear, so keep the screen saver enabled.

TO SET BRIGHTNESS OF LCD BACK LIGHT

Following explains how to set the brightness of the LCD back light.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 4 Back Light".**

5. **Select a desired brightness.**

> The lighting time of back light is set by system data setting at initial installation (initial setting is 10 seconds). For details, please contact the system administrator

TO ENABLE/DISABLE LCD BACKLIGHT FADE CONTROL

Following explains how to set Backlight Fade Control. When you set Backlight Fade Control as "Enable", LCD is smoothly turned On/Off.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 6 Advanced".**
   (When GUI mode is classic, menu number is 7.)

5. **Select " 2 Backlight Fade Control".**
   (When GUI mode is classic, menu number is 5.)

6. **Select whether to turn On/Off the LCD smoothly.**

TO CHANGE FONT SIZE

Following explains how to change the font size displayed on the LCD.

> This function is available when GUI mode is classic.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 5 Font Size".**

5. **Select Font Size.**

TO SET A LANGUAGE

Following explains how to set a language displayed on the LCD. Here you can select the language for calendar (month / day) on home screen and menu.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 5 Language" .**
   (when GUI mode is Classic, select 6)

5. **Select language.**

> The language is set by system data setting at initial installation. Therefore, it is not required to change the language on the terminal from default setting (0 Automatic). For details, please contact the system administrator.

TO SELECT WALLPAPER

Following explains how to set wallpaper.

> This function is available when GUI mode is classic.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 7 Advanced".**

5. **Select " 1 Wallpaper".**

6. **Select How to display the wallpaper.**

> When selecting " 2 Download", the wallpaper file must be downloaded in advance. If there is no downloaded file, the " 1 Default" wallpaper is effected. For the procedure of downloading a wallpaper file, please refer to "TO DOWNLOAD A FILE".

TO SET FONT COLORS

Following explains how to set the character color displayed on the LCD.

> This function is available when GUI mode is classic.

> This setting is applied to the "1-3" line of LCD 4-Line Display. (The Soft key characters are not applied.)

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 7 Advanced".**

5. **Select " 2 Font Color".**

6. **Select a desired color.**

NO.	ITEM	RGB VALUE
1	Color1	0x000000
2	Color2	0x000071
3	Color3	0x0000F2
4	Color4	0x007500
5	Color5	0x007571
6	Color6	0x00F200
7	Color7	0x00F2F2
8	Color8	0x710000
9	Color9	0x710071
10	Color10	0x717500
11	Color11	0x717571
12	Color12	0xa0a0a0
13	Color13	0xF20000
14	Color14	0xF200F2
15	Color15	0xF2F200
16	Color16	0xF2F2F2

TO SET TURN OFF DISPLAY

The Turn Off Display works after the terminal is idle for a certain period of time. Following explains how to set Turn Off Display.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display"**

4. **Select " 6 Advanced".**
   (When GUI mode is classic, menu number is 7.)

5. **Select " 1 Turn Off Display".**
   (When GUI mode is classic, menu number is 4.)

6. **Select " 1 Turn Off Display Mode".**

7. **Select whether to launch Turn Off Display.**

When " 3 App priority" is selected, the Screen Saver works by the external application. The LCD will turn off when the terminal receives the instruction to turn off LCD from the external application while Screen Saver is running.

It is possible to set the Screen Saver as the external application. For details, please contact the system administrator.

8. **Select " 2 Wait Time".**

9. **Enter the Wait time.**

The [Wait Time] is ineffective when [Turn Off Mode] has been set as " 3 App priority" and the terminal does not receive the instruction to turn off the display from the external application.

TO CHANGE GUI MODE
Following explains how to change the GUI mode.

DT930 (Touch Panel model) is not available to select classic mode.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display".**

4. **Select " 6 Advanced".**
(When GUI mode is classic, menu number is 7.)

5. **Select " 3 GUI Mode".**
(Menu number depends on the terminal type.)

6. **Select desired mode.**

No.	GUI MODE
0	Automatic
1	Classic

Following shows example display when GUI mode is classic.

If the " 0 Automatic" is selected, this feature is activated in accordance with the system data setting. For details, please contact the system administrator.

TO CHANGE THEME

Following explains how to change theme color of the screen.

 When GUI mode is classic, this function is not available.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display".**

4. **Select " 7 Portal Mode Settings".**

5. **Select " 2 Change Theme".**

6. **Select desired theme.**

   Following shows example display when theme is Black.
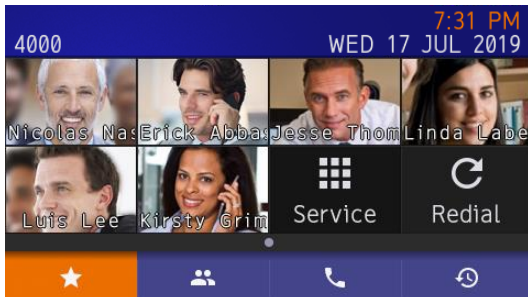
TO ENABLE/DISABLE ANIMATION

Following explains how to set whether to enable animation when the screen change.

 Animation is available for DT930 (Touch Panel model)

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 3 Display".**

4. **Select " 7 Portal Mode Settings".**

5. **Select " 3 Animation".**

6. **Select whether to enable animation.**

SCREEN WHEN THE PHONE STARTS

The screen when the phone starts or home key is pressed depends on settings. This section explains the settings related to the screen display.

TO SET HOME SCREEN

Following explains how to set a screen that will be displayed when the phone has started up or is pressed home key.

 When GUI mode is classic, this function is not available.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings"**

3. **Select " 3 Display"**

4. **Select " 7 Portal Mode Settings"**

5. **Select " 4 Home Screen Setting"**

6. **Select a desired screen**

The default setting is "0 Automatic". If the "0 Automatic" is selected, this feature is activated in accordance with the system data setting.

REGISTER A HOME URL

Screen display is not only set by "Home screen settings", but you can set the phone to access XML application right after start up by register an address information of the application as a home URL. This section explains how to display menu screen and an example of screen display when the phone starts.

XML application also can be used by register to the Favorite screen as a shortcut of the service. For registering shortcut or using shortcut, please refer to "TO REGISTER SHORTCUT" or "TO USE THE SHORTCUT".

In addition, shortcuts of the service can be used when address information has been registered as the service. For details, please contact your administrator.

The register of the home URL is performed at the initial setting stage. For detail, please contact your administrator.

START UP THE PHONE

The phone automatically access the home URL, and displays the received XML application.

The following XML application image is different depends on the using application.

Press the menu button to display the menu screen. The screen that is displayed as the portal icon in that time is the XML application screen that registered as the home URL.

"Portal" is usually displayed as an application name registered by external application.

When the home URL has registered, the screen of home URL is displayed instead of the favorite screen by press the local soft key 1. Therefore, the favorite screen cannot be displayed.

The effects of the home settings when there is the home URL registration are as follows:

■Set to "Automatic"

The screen obtained from the home URL is displayed.

■Set to "Favorite screen"

The screen obtained from the home URL is displayed.

■Set to "Call screen"

The call screen is displayed.

■Set to "Line screen"

The line screen is displayed.

TO CHANGE PASSWORD

Following explains how to change an existing password. The password is used for the following occasions.

- To lock/unlock the terminal.
- To reset the terminal settings

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 4 Change Password".**

4. **Enter the old password.**

The initial password is "0000". When changing the password for the first time, enter "0000" as the old password. In order to ensure the security and avoid the unauthorized use, please be sure to change the password at the time of initial use. The password shall be difficult to guess from a third party. And it shall be changed regularly to keep security level.

5. **Enter the new password.**

Up to 32 digits can be set as a password.

6. **Enter the new password again.**

7. **Press Soft key (OK).**

The password entry completes successfully.
- When the password entry in failure, the error message is displayed.

When a password has been forgotten, please contact the system administrator.

TO SET USABILITY

Following explains how to set the Pop-up operation of Home key.

This function is available when GUI mode is classic.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 6 Usability"**

4. **Select " 1 Help Key Mode".**

5. **Select a desired mode of Home key.**

TO RESET TERMINAL SETTINGS

Following explains how to clear the personal data of the terminal.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 1 User Settings".**

3. **Select " 0 Setting Reset"**

4. **Enter the password.**

5. **Select a desired mode of Home key.**

- When the password entry in failure, the error message is displayed. In that case, press Enter key or Soft key (OK) and retry the password entry

When a password has been forgotten, please contact the system administrator.

TO DOWNLOAD A FILE

You can download files for Music on Hold, Ringer Tone and Wallpaper. When downloading these files, the terminal needs to be connected to the network that has FTP, TFTP or HTTPS server.

For details on the FTP/TFTP/HTTPS service, please contact the system administrator.

1. **Display the Menu screen, and select "Settings"**

2. **Select " 2 Download".**

3. **Select " 3 Protocol"**

4. **Select Protocol type of the server which stores the download file.**

5. **According to FTP, TFTP or HTTPS that you selected in the [Protocol] screen, proceed to the following steps.**

   • When " 1 FTP" is selected here, goto 6
   • When " 2 TFTP" is selected here, goto 12
   • When " 3 HTTPS" is selected here, goto 6

6. **Select " 4 Account Settings".**

7. **Select " 1 User ID"**

8. **Enter a User ID with digit keys.**

	Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

9. **Select " 3 Folder"**

10. **Enter the folder name where the download file is stored.**

	Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

11. **Press Left key or Soft key (Back).**

12. **Select " 2 Download Address"**

13. **Enter an IP address/address (URI) of the FTP/TFTP/HTTPS server which stores the download file.**

   Enter the IP address of FTP/TFTP/HTTPS server with digit keys. Use Asterisk key for separator of IP address.

To enter the address (URI) of FTP/TFTP/HTTPS, press Soft key (IP/URI) to switch the display to the URI input screen.
   • Press Soft Key (IP/URI).
   • By using the Dial keys, enter the address (URI) of the server where the files are stored.

	Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

   • After entering address (URI), press or Soft key (OK).

	The IP address input screen can be switched to URI input screen by the Soft key (IP/URI). • Press Soft Key (IP/URI) • Press Soft Key (IP/URI) again to go back to the IP address input screen.

14. **Select " 1 Download Files"**

15. **Select a file to be downloaded.**

   According to the selected item in the [Download Files], proceed to the following steps below.
   • Select " 1 Hold Music" and go to 17.
   • Select " 2 Ring Tone" and go to 16.
   • Select " 3 Directory" and go to 17.
   • Select " 4 Wallpaper" and go to 17.

	Directory file cannot be downloaded.

	Wallpaper download is for only classic mode.

16. **Select between Music Ring 1-3.**

17. **Enter the file name with digit keys.**

   The default file name is displayed.
   • Press Soft key (BK) once to delete the default file name.
   • Enter the file name that is downloaded.

Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

Up to 64 characters can be entered as a file name.

To download Directory:
• Select " 1 Directory" and enter the file name.
• To download Directory List:
• Select " 2 Directory List" and enter the file name.

When the directory list download finish, directories that you can download are displayed. Select the desired one, download will start.

18. **Press Soft key (Exec).**

Downloading is started.

19. **Press Soft key (Exit).**

Downloading is started.

When the downloading process ends in failure, "Downloading Failed!" is displayed on the LCD. Check to see the following points and retry download.

If the retry of downloading fails many times, the terminal may be in failure. For details, please contact the system administrator.

Other than above conditions, if "Download Failed!" or "Upload Failed!" is displayed, please contact the system administrator.

CHECK POINTS	ACTIONS
Check whether the download file is placed in the folder of the server or not.	Place the download file in the specified folder of the server.
Check if the file name you entered is match with that stored in FTP/TFTP/HTTPS server.	Enter the correct file name which is stored in FTP/TFTP/HTTPS server.
Check whether IP address/address (URI) of FTP/TFTP/HTTPS server is correct or not.	Set the proper IP address/address(URI) of FTP/TFTP/HTTPS server.
Check whether the power to FTP/TFTP/HTTPS server and network equipment is ON or not.	Turn on the power.
Check whether the LAN cable is connected securely.	Reconnect the cable securely.

TO BACK UP OR RESTORE THE SETTING DATA OF TERMINAL

This section explains how to make a backup of the setting data which has been entered in the terminal to FTP/TFTP/HTTPS server. The data in FTP/TFTP/HTTPS server can be also restored to the terminal.

> When downloading these files, the terminal needs to be connected to the network that has FTP, TFTP or HTTPS server.
>
> For details about FTP/TFTP/HTTPS service, please contact the system administrator

TO BACK UP THE SETTING DATA OF TERMINAL

1. **Display the Menu screen, and select "Settings"**

2. **Select " 3 Data Backup/Restore".**

3. **Select " 4 Protocol"**

4. **Select a Protocol type of the server which stores the Backup file.**

5. **According to the selection in [Protocol] screen, proceed to the following steps below.**

6. **Display the Menu screen, and select "Settings"**
   - When " 1 FTP" is selected here, goto 6
   - When " 2 TFTP" is selected here, goto 12
   - When " 3 HTTPS" is selected here, goto 6

7. **Select " 5 Account Settings"**

8. **Select " 1 User ID"**

9. **Enter a User ID with digit keys.**

   > Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

10. **Select " 2 Password"**

11. **Enter a password with digit keys.**

    > Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

12. **Select " 3 Folder"**

13. **Enter the folder name where the download file is stored.**

    > Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

    - Enter the name of the folder where the files are stored in the server (including path from root directory to the folder that stored backup file).

14. **Press Left key or Soft key (Back).**

15. **Select " 3 Server Address"**

16. **Enter the IP address of FTP/TFTP/HTTPS server with digit keys.**

    Use Asterisk key for separator of IP address.

    To enter the address (URI) of FTP/TFTP/HTTPS, press Soft key (IP/URI) to switch the display to the URI input screen.
    - Press Soft Key (IP/URI).
    - By using the Dial keys, enter the address (URI) of the server where the files are stored.

    > Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

CHECK POINTS	ACTIONS
Check whether IP address/address (URI) of FTP/TFTP/HTTPS server is correct or not.	Set the proper IP address/address (URI) of FTP/TFTP/HTTPS server.
Check whether the power to FTP/TFTP/HTTPS server and network equipment is ON or not.	Turn on the power.
Check whether the LAN cable is connected securely.	Reconnect the cable securely.

The IP address input screen can be switched to URI input screen by the Soft key (IP/URI).

- Press Soft Key (IP/URI)
- Press Soft Key (IP/URI) again to go back to the IP address input screen.

17. **Select " 1 Data Backup"**

18. **Enter the file name by digit keys.**

The default name is displayed.
- Press Soft key (BK) once to delete the default file name.
- Enter the file name that is Backup.

Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

Up to 64 characters can be entered as a file name.

When you send to the server the date from a terminal, it is possible to select the file format with encryption. Press Soft Key (Enc) to send the file with encryption.

Press Soft key (No Enc) to send the file without encryption.

Do not change the extension of backup file. The setting data of the terminal can only be backed up as a (.tgz) / (.tgz.ef) file.

19. **Press Soft key (Exec).**

A Backup is started.

20. **Press Soft key (Exit).**

The display goes back to the [Backup/Restore] screen.

When the backup process ends in failure, "Upload Failed!" is displayed on the LCD. Check to see the following points and retry backup.

If the retry of uploading fails many times, the terminal may be in failure. For details, please contact the system administrator.

Other than above conditions, if "Download Failed!" or "Upload Failed!" is displayed, please contact the system administrator.

TO RESTORE THE SETTING DATA OF TERMINAL

1. **Display the Menu screen, and select "Settings"**

2. **Select " 3 Data Backup/Restore".**

3. **Select " 4 Protocol"**

4. **Select a Protocol type of the server which stores the Backup file.**

5. **According to the selection in [Protocol] screen, proceed to the following steps below.**

   - When " 1 FTP" is selected here, goto 6
   - When " 2 TFTP" is selected here, goto 12
   - When " 3 HTTPS" is selected here, goto 6

6. **Select " 5 Account Settings"**

7. **Select " 1 User ID"**

8. **Enter a User ID with digit keys.**

Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

9. **Select " 2 Password"**

10. **Enter a password with digit keys.**

Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

11. **Select " 3 Folder"**

12. **Enter the folder name where the backup file is stored.**

Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

- Enter the name of the folder where the files are stored on the server (including path from root directory to the folder that stored backup file).

13. **Press Left key or Soft key (Back).**

14. **Select " 3 Server Address"**

15. **Enter the IP address of FTP/TFTP/HTTPS server with digit keys.**

Use Asterisk key for separator of IP address.

To enter the address (URI) of FTP/TFTP/HTTPS, press Soft key (IP/URI) to switch the display to the URI input screen.
- Press Soft Key (IP/URI).
- By using the Dial keys, enter the address (URI) of the server where the files are stored.

Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

The IP address input screen can be switched to URI input screen by the Soft key (IP/URI).

- Press Soft Key (IP/URI)
- Press Soft Key (IP/URI) again to go back to the IP address input screen.

16. **Select " 2 Data Restore"**

17. **Enter the file name by digit keys.**

The default name is displayed.
- Press Soft key (BK) once to delete the default file name.
- Enter the file name that backed up in the TO BACKUP THE SETTING DATA OF TERMINAL.

Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

Up to 64 characters can be entered as a file name.

When you send to a terminal the date from the server, it is possible to select the file format with encryption. Press Soft Key (Enc) to send the file with encryption.

Press Soft key (No Enc) to send the file without encryption.

Do not change the extension of backup file. The setting data of the terminal can only be backed up as a (.tgz) / (.tgz.ef) file.

18. **Press Soft key (Exec).**

Downloading is started.

19. **Press Soft key (Exit).**

The display goes back to the [Backup/Restore] screen.

When the backup process ends in failure, "Download Failed!" is displayed on the LCD. Check to see the following points and retry backup.

CHECK POINTS	ACTIONS
Check whether the download file is placed in the folder of the server or not.	Place the download file in the specified folder of the server.
Check if the file name you entered is match with that stored in FTP/TFTP/HTTPS server.	Enter the correct file name which is stored in FTP/TFTP/HTTPS server.
Is a download file a terminal data file of the same model?	Terminal data of the different model can't be downloaded. Please download terminal data of the same model.
Check whether IP address/address (URI) of FTP/TFTP/HTTPS server is correct or not.	Set the proper IP address/address (URI) of FTP/TFTP/HTTPS server.

CHECK POINTS	ACTIONS
Check whether the power to FTP/TFTP/HTTPS server and network equipment is ON or not.	Turn on the power.
Check whether the LAN cable is connected securely.	Reconnect the cable securely.

If the retry of downloading fails many times, the terminal may be in failure. For details, please contact the system administrator.

Other than above conditions, if "Download Failed!" or "Upload Failed!" is displayed, please contact the system administrator.

TO SET Bluetooth® DEVICE

Following items are available.

Equipment	Product Name
Headset	Voyager 5200
	Voyager Legend
	Voyager Edge
	Jabra Talk 45
Speaker	Jabra Speak 810

Bluetooth® device is available for DT930 (Touch Panel model).

Please contact dealer about available Bluetooth® devices. If you do not use the recommended device, there may be a case that it cannot connect with terminal or operate properly.

Please keep the distance between the terminal and a Bluetooth® device within 30 meters.

A maximum of 16 Bluetooth® devices can be installed on the same floor (approximately 10 square meters)

At first, to enable the terminal to be connected with Bluetooth device.

TO ENABLE Bluetooth® function

1. **Display the Menu screen, and select "Settings"**

2. **Select " 6 Option Device".**

3. **Select " 1 Bluetooth"**

4. **Select " 1 Bluetooth Mode"**

5. **Select " 2 Enable"**

PAIRING AND CONNECTING

1. **Display the Menu screen, and select "Settings"**

2. **Select " 6 Option Device".**

3. **Select " 1 Bluetooth"**

4. **Select " 2 Pairing"**

5. **Select " 1 Inquiry"**

While searching the Bluetooth device, display shows as follows.

Inquiry...	0 Device
↺	⊗

6. **Select device to pair.**

Display example of inquiry list.

Inquiry Result	3 Device
Jabra Talk 45	
PLT V5200 Series	
PLT_Legend	
	✓
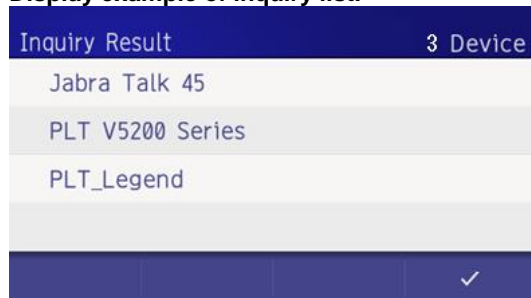
You can pair only one device.

If you want to pair new device, delete the paired device from option menu at pairing list screen at first.

One Bluetooth® headset cannot be paired to 2 terminals.

Multi point service is not supported.

When the Bluetooth connection between Jabra Speak 810 and the terminal is lost due to following, Jabra Speak 810 does not automatically reconnect to the paired terminal. In this case, please execute pair from settings again.

・From turn off to turn on Jabra Speak 810

・From turn off to turn on the Bluetooth® module of the terminal

・Reboot the terminal

You can check the connecting status of Bluetooth device with following status icons.

Icon	Name	Description
※	Bluetooth® Connecting	The condition of connecting a terminal and Bluetooth® device
※	Bluetooth® not connected	The condition of pairing a terminal and Bluetooth® device but not connected
※	Bluetooth® Error	Bluetooth® module in the terminal have error. Please contact administrator.

In case of temporarily disconnection between terminal and Bluetooth® device by switch off or Bluetooth® mode off, Bluetooth® device reconnect to the terminal when terminal switch on or Bluetooth® mode on.
Example using Voyager5200:
You can reconnect by press talk button. Whether the device connect, please check pairing list.

TO CHECK THE PAIRING DEVICE AND DISSCONNECT

1. **Display the Menu screen, and select "Settings"**

2. **Select " 6 Option Device".**

3. **Select " 1 Bluetooth"**

4. **Select " 2 Pairing"**

5. **Select " 2 Pairing List"**

6. **Check the connecting device.**

" ◎ "indicates that Bluetooth device is connecting. If the device is not connected, " ◎" is not displayed.

Pairing List

◎ PLT V5200 Series

↩   ...   ✓

TO DISPLAY Bluetooth® MODULE INFORMATION

1. **Display the Menu screen, and select "Settings"**

2. **Select " 6 Option Device".**

3. **Select " 1 Bluetooth"**

4. **Select " 4 Bluetooth Information"**

   Displayed information as follows.
   • Device name
   • Device address
   • Firmware version
   • Core version
   • HFP(AG) version
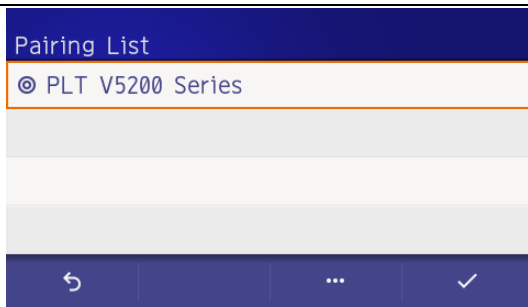
7. **If you want to disconnect the device,**

   • Press local softkey 3 (Option).

Option Menu

❶ Disconnect

❷ Delete

✓
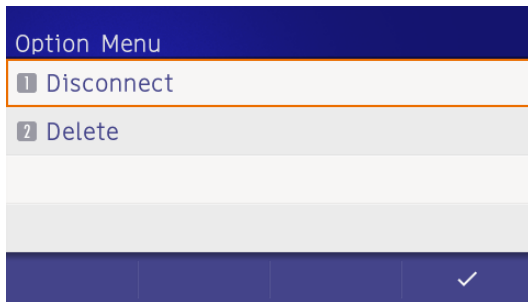
8. **Select " 1 Disconnect"**

> 🖉 You can switch to connect and disconnect the device easily by tapping the device name at procedure *5*.

TO CHANGE INQUIRY TIME

1. **Display the Menu screen, and select "Settings"**

2. **Select " 6 Option Device".**

3. **Select " 1 Bluetooth"**

4. **Select " 3 Additional setting"**

5. **Select " 1 Inquiry Time"**

6. **Select desired inquiry time.**

OPERATION

FAVORITE

FAVORITE SCREEN

On the favorite screen, short cut icons that you registered are displayed.
You can make calls easily by using registered numbers which are frequently used. Also it is possible to access services that is provided from external server quickly.

The following 4 kinds of shortcuts are available. And up to 8 shortcuts can be registered.

- The contact person which is registered in Personal Phonebook
- Telephone number which is frequently dialed (up to 16 digits)
- The service menu button provided by XML application
- Redial button

> You can use the service shortcut when an address information that is provided from external server is registered. For detail, please contact your administrator.

Shortcut icon   Shortcut name

Unregistered shortcut icon
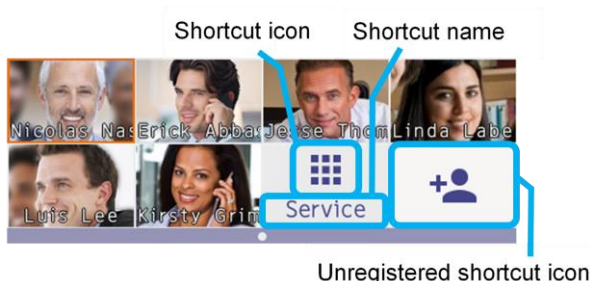
> There are three types of shortcut display.
>
> **■Small Photo & Name**
>
> Displays the photo registered in the contact in a small size, and displays the shortcut name below the photo.
>
> **■Photo & Name**
>
> Displays the photo registered in the contact in a large size, and displays the shortcut name over the photo.
>
> **■Photo Only**
>
> Displays the photo registered in the contact in a large size. Shortcut name is not displayed.
>
> For the setting method, refer to "TO CHANGE SHORTCUT DISPLAY".

HOW TO SELECT A SHORTCUT

DT930 (24CG)

Use the cursor keys to move orange focus to a desired shortcut and press the enter key.

An orange frame indicates the location of the focus.
It can be moved to left, right, up or down by cursor operation.

DT930 (Touch Panel model)

Tap the shortcut. Only when the item is selected, the orange focus is displayed for about 1 second.

DT920 (Self Labeling model)

Press programmable key on the sides of screen.

SHORTCUT ICON

Following icon is displayed for each short cut.

- Contact person: The picture registered in personal phonebook.
  (When no image is registered, default icon is displayed.)
- Telephone number: The icon picture selected at the time of short cut registration

- Service Menu:

- Service 1~4:

- Redial:

- Unregistered shortcut:

SHORTCUT NAME

Following name is displayed for each short cut.

- Contact person: The name registered in personal phonebook.
- Telephone number: The name input at the time of short cut registration
- Service Menu: "Service" is displayed.
- Service 1~4: The name selected at the shortcut registration.
- Unregistered shortcut: Shortcut name is not indicated.

A short cut name is indicated approximately 10 characters. It depends on character string. When exceeding the width of the indication area, right end of characters string are cut, and it's indicated.

TO REGISTER SHORTCUT

Following explains how to register a shortcut.
For example, in case of registration of the telephone number which is frequently used.

1. **Select unregistered shortcut.**

   Select the unregistered shortcut to register the dial number.
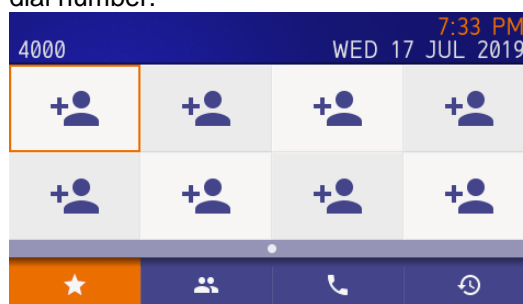
	HOW TO SELECT A SHORTCUT

■ DT930 (24CG)

Use the cursor keys to move orange focus to a desired shortcut and press the enter key.

■DT930 (Touch Panel model)

Tap the shortcut. Only when the item is selected, the orange focus is displayed for about 1 second.

■DT920 (Self Labeling model)

Press programmable key on the sides of screen.

2. **Select "2 Dial".**

3. **Input a desired number.**

From 1 up to 16 digit characters can be registered.

> ### Shortcut
> Input the phone number.
> Input more than 1 digit.
>
> 1

After a second, input character and selected icon is indicated.

> 4000   7:48 PM
>   WED 17 JUL 2019
> Alarm

4. **Input a desired shortcut name.**

> ### Shortcut
> Input the shortcut name.
>
> A
>
> Aa1

5. **Select desired shortcut icon.**

> ### Shortcut
> Select a shortcut icon.

6. **Registered shortcut is displayed.**

> ### Shortcut
> The shortcut was updated.

TO USE THE SHORTCUT

Following explains how to use a shortcut.
For example, in case of making call of the Contact person which is registered in the terminal phone book.
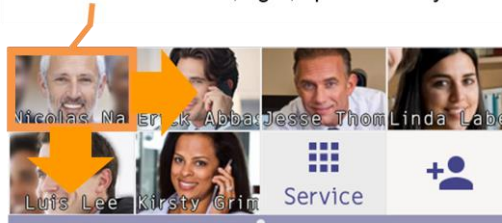
1. **Select registered shortcut.**
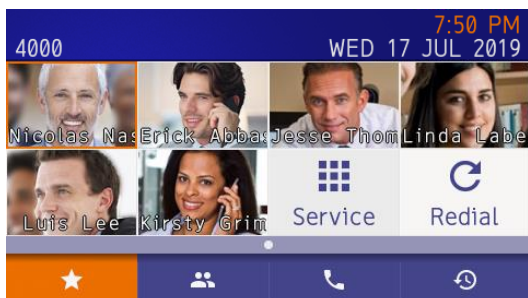
HOW TO SELECT A SHORTCUT

■ **DT930 (24CG)**
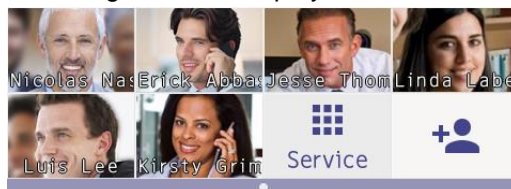Use the cursor keys to move orange focus to a desired shortcut and press the enter key.
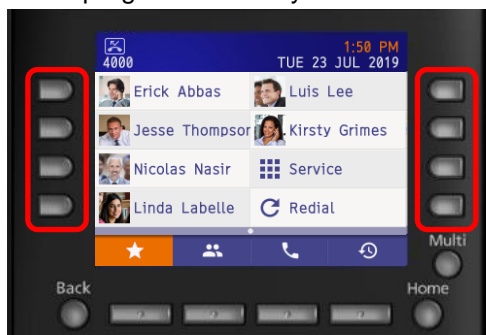
■ **DT930 (Touch Panel model)**
Tap the shortcut. Only when the item is selected, the orange focus is displayed for about 1 second.

■ **DT920 (Self-Labeling model)**
Press programmable key on the sides of screen.

2. **Display profile screen.**

Profile screen is displayed. It is possible to make a call to the person by pressing local soft key 2. You can also call by picking handset up, pressing speaker key, or Enter key.
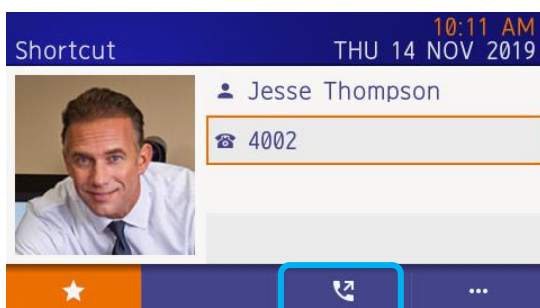
Please make sure the dial number is focused, and make call.

When number is not focused, you cannot make call.

To add and send a prefix.

Press soft key 3 ··· (Option) on the profile screen.

Select "1 Prefix" .
About prefix number setting, please refer to "TO SET PREFIX"
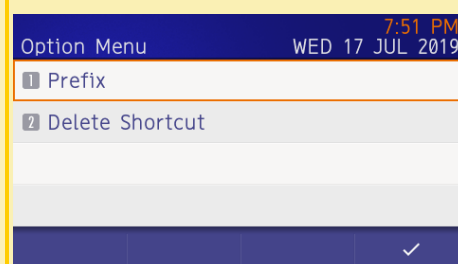
Select the prefix number that you would like to add.
Press local soft key 4.

You can call the number with prefix.
It is also possible to call by picking handset up, pressing speaker key, or Enter key.
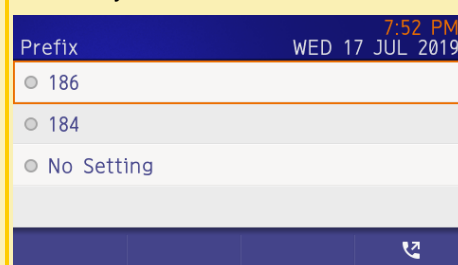
<table>
<tr><td>✎</td><td>

Using the Service menu shortcut

When a service menu shortcut is selected, screen display is different depending number of registered service.

■**When there are multiple services**

When a service menu shortcut is selected, screen displays service list that has registered.

■**When there is only one service**

When a service menu shortcut is selected, screen transition to the registered service directly.

</td></tr>
</table>

3. **Calling screen is displayed.**
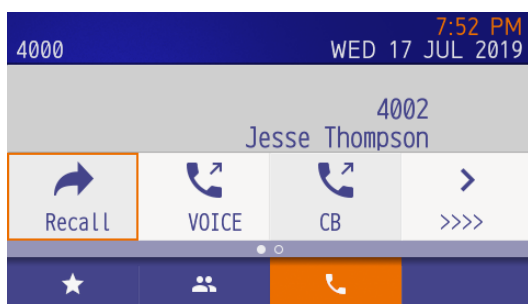
When talking with calling party starts, following screen is displayed.
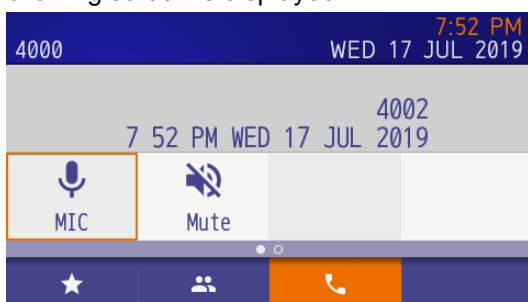
4. **End the Call.**

To end call by replace the handset or pressing speaker key.

<table>
<tr><td>❗</td><td>

In case of using dial shortcut

If the feature code is registered as a shortcut, press speaker key or pick up handset to make a call from the shortcut.

Enter key or speaker key is not available.

</td></tr>
</table>

TO EDIT THE SHORTCUT

You can edit the registered shortcut information.

<table>
<tr><td>❗</td><td>

■In this function, the information can only be edited that is set at the shortcut registration. You can replace the contact on the edit screen of a contact person shortcut, but cannot edit the contact information. For edit the contact information, please refer to "TO EDIT DATA".

Also, the shortcut types cannot be edited using this method. To change the shortcut type, delete the shortcut and register again. For register or delete shortcut, refer to "TO REGISTER SHORTCUT" or "TO DELETE SHORTCUT".

■The Redial shortcut cannot be edited.

</td></tr>
</table>

1. **Select a registered shortcut**

Select a registered shortcut by long press (long tap).

<table>
<tr><td>✎</td><td>

HOW TO SELECT BY LONG PRESS

■**DT930 (24CG)**

Use the cursor keys to move orange focus to a desired shortcut and long press the enter key.

■**DT930 (Touch Panel model)**

Long press the shortcut. Only when the item is selected, the orange focus is displayed for about 1 second.

■**DT920 (Self Labeling model)**

Long press programmable key on the sides of screen.

</td></tr>
</table>

2. **Select "Edit shortcut"**

The option menu is displayed, select "Edit shortcut".

3. **Select data**

Data select screen is displayed. Select data that needs to be edited.

4. **Edit the data**

Edit the registered information, and press enter or the local soft key 4.

5. **The information is refreshed**

If editing is completed, the following screen is displayed, and the screen returns to the Favorite screen after a second.

Shortcut

The shortcut was updated.
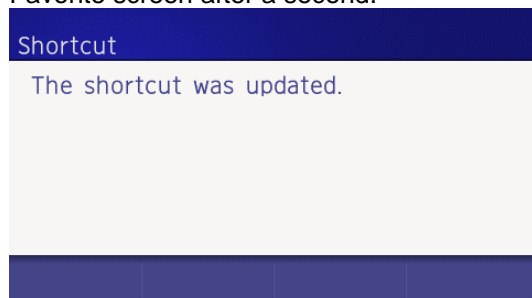
TO DELETE SHORTCUT

There are 2 ways to delete shortcuts. One is from a registered favorite screen, the other is from user settings. From the user menu, it is possible to delete some shortcuts, or all shortcuts from user settings.

FROM A REGISTERED SHORTCUT

Following explains how to delete shortcut one by one. For example, following is a case of deletion of Phonebook user shortcut or dial number shortcut.

1. **Select registered shortcut.**
Select a registered shortcut by long press (long tap).

	HOW TO SELECT BY LONG PRESS
	■ **DT930 (24CG)**
	Use the cursor keys to move orange focus to a desired shortcut and long press the enter key.
	■**DT930 (Touch Panel model)**
	Long press the shortcut. Only when the item is selected, the orange focus is displayed for about 1 second.
	■**DT920 (Self Labeling model)**
	Long press programmable key on the sides of screen.

2. **Select " 2 Delete shortcut".**
The option menu is displayed, select "Delete shortcut".

3. **Confirm the deletion.**

Press Enter or local soft key 4.

Delete Shortcut

Want to delete shortcut?
Contacts data will remain.

❌   🗑
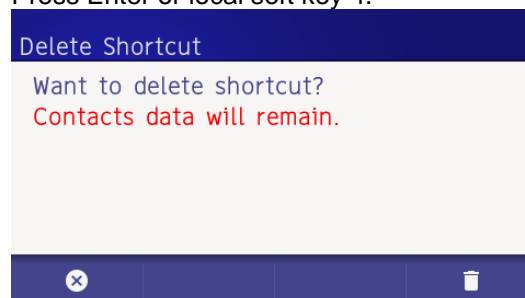
4. **Short cut is deleted from favorite screen.**

When shortcut deletion succeeds, the following message is indicated.

Delete Shortcut

The shortcut was deleted.
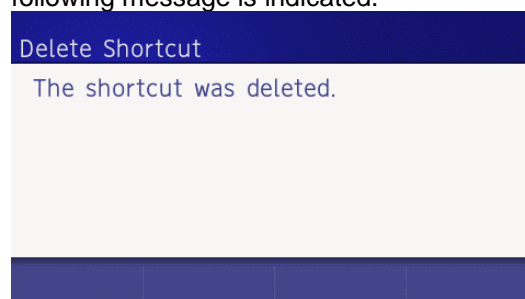
After a second, favorite screen is displayed.

DELETE FROM USER SETTINGS

1. **Display the Menu screen, and select "Settings"**

4000   7:26 PM
                   WED 17 JUL 2019

Portal

⚙
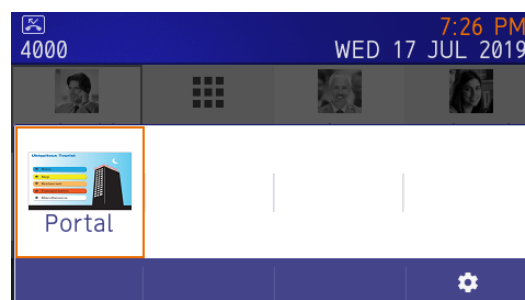
2. **Display delete shortcut menu.**

- Select " 1 User settings".
- Select " 3 Display"
- Select " 7 Portal Mode Setting".
- Select " 1 Delete Shortcut".

3. **Select shortcut to delete.**

| 🖉 | **HOW TO SELECT A SHORTCUT** |

■ **DT930 (24CG)**

Use the cursor keys to move orange focus to a desired shortcut and press the enter key.

■ **DT930 (Touch Panel model)**

Tap the shortcut. Only when the item is selected, the orange focus is displayed for about 1 second.

■ **DT920 (Self Labeling model)**

Press programmable key on the sides of screen.

| 🖉 | **To delete all shortcuts** |

Select option with soft key 3.

Select " 1 Delete All"

Confirm the all delete.

If you cancel, press back key.

---

4. **Short cut is deleted from favorite screen.**

When shortcut deletion succeeded, following message is indicated.
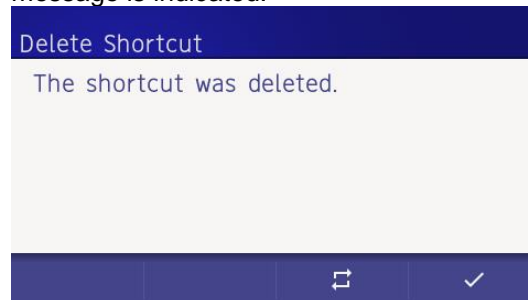
5. **If you would like to delete shortcut more, press soft key 3. Then, It is displayed operation 3.**

TO CHANGE SHORTCUT DISPLAY

Following explains how to change the display for the shortcuts on the favorite screen.

1. **Display the Menu screen, and select "Settings"**
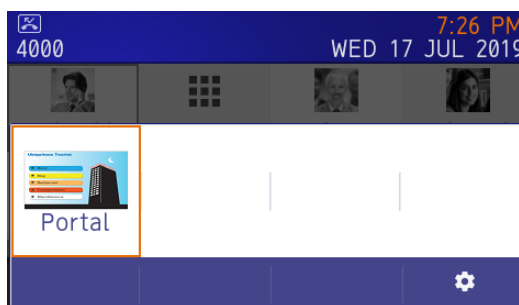
2. **Display Shortcut Photo & Name**

- Select " 1 User settings".
- Select " 3 Display"
- Select " 7 Portal Mode Setting".
- Select " 5 Shortcut Photo & Name.

3. **Select a desired display method**

| 🖉 | The default setting is " 2 Photo & Name". |

SYSTEM

Call screen is displayed when you make a call, receiving an incoming call, or using system service. You can use system soft key instead of dialing feature number. Available key is displayed according to the terminal status.

> ⚠️ Display patterns or name of system soft key are set at initial installation. For details, please contact the system administrator.

System soft key icon
System soft key name

HOW TO SELECT A SYSTEM SOFT KEY

DT930 (24CG)

Use the cursor keys to move orange focus to a desired system soft key and press the enter key.
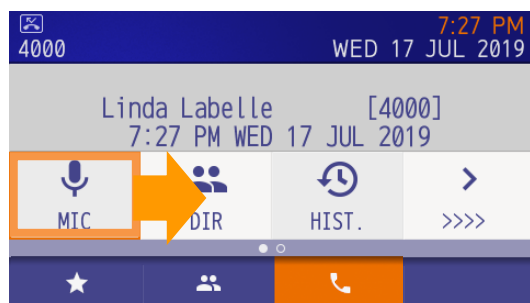
DT930 (Touch Panel model)

Tap the system soft key. Only when the item is selected, the orange focus is displayed for about 1 second.

DT920 (Self Labeling model)

Press programmable key on the sides of screen.

> ✏️ To display next system soft key page, select ">>>>".
> If there is no next page, ">>>>" is not indicated.

> ⚠️ Up and down cursor key are used for adjustment volume on this screen. It is not available for selecting system soft key.
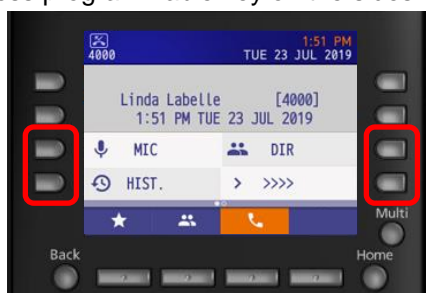
SAMPLE DISPLAY

Soft keys provide a set of functions on the LCD according to the changing state of the terminal.

IDLE STATUS:
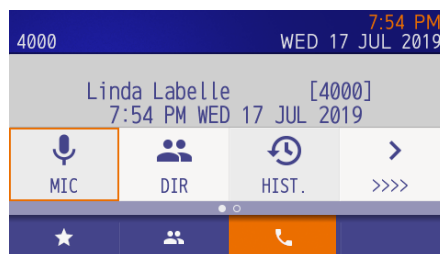
HEARING DIAL TONE/DIALING:
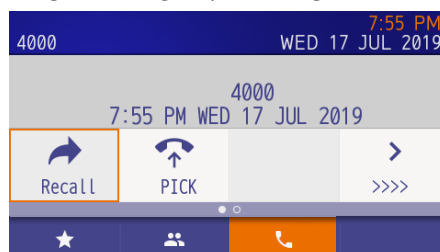
Push system soft key (>>>>):
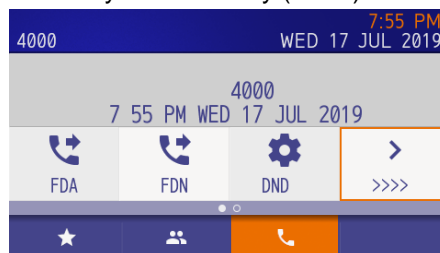
CALL IS TERMINATED AND RINGING:

| 7:55 PM |
| 4000 WED 17 JUL 2019 |
| 4002 |
| Jesse Thompson |
| Recall | VOICE | CB | >>>> |

CALLED PARTY IS BUSY

| 7:56 PM |
| Linda Labelle WED 17 JUL 2019 |
| BUSY 4002 |
| Jesse Thompson |
| CB | CW | >>>> |

CALL IS IN PROGRESS

| 7:56 PM |
| Linda Labelle WED 17 JUL 2019 |
| 4002 |
| Jesse Thompson |
| MIC | Mute | |

CALL IS ON HOLD

| 7:56 PM |
| 4000 WED 17 JUL 2019 |
| HOLD 4002 |
| Jesse Thompson |
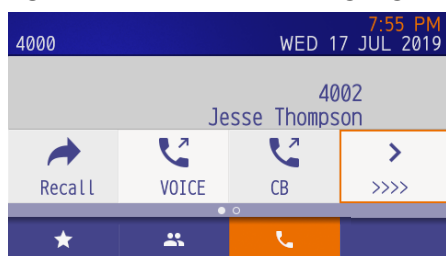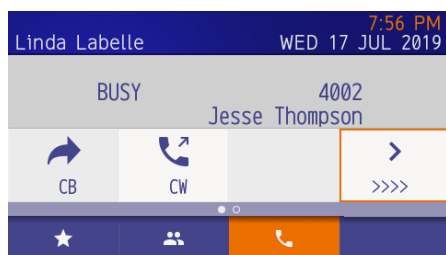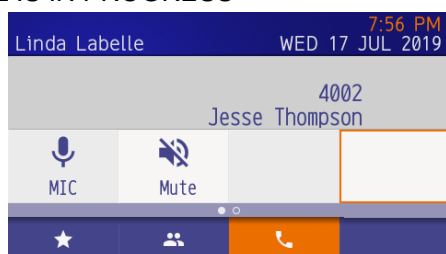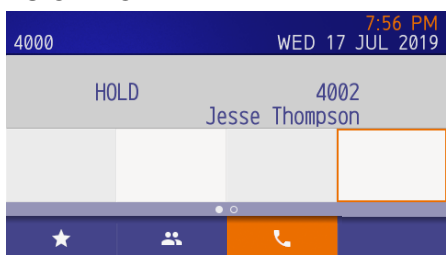
SOFT KEY FEATURES

The following table describes features supported by Soft key.

DISPLAY	FEATURE	DISCRIPTION
MIC	Microphone On/Off	To turn the microphone on and off for handsfree calling.
DIR	Dial By Name	To search for a desired number in system directory by name.
HIST.	Call History	To display outgoing and incoming call history. By using Call History data, it is possible to make a call or register to the system directory.

DISPLAY	FEATURE	DISCRIPTION
PICK	Call Pickup – Group	To answer the call directed to another station within Call Pickup -Group.
FDA	Call Forwarding – All calls	Regardless of the busy or idle status, the incoming call is forwarded to the other terminal.
FDN	Call Forwarding No Answer/Busy	The incoming call is forwarded to the other terminal when the terminal is busy or no answer for predetermined time.
DND	Do Not Disturb	To restrict incoming calls to the terminal. It is possible to make a call during Do Not Disturb is set
CB	Call Back	To set automatic Call Back when a busy or no answer condition is encountered. When the called terminal becomes available, the terminal that set the Call Back is called.
CW	Call Waiting – Set	When the caller encounters busy, the caller can request to answer the call with burst tone. The called party can answer the call by placing the original call on hold
VOICE	Voice Call	To alert incoming call by caller's own voice instead of ring tone.
CONF	Conference – Three/Four Party	During two parties connection, to add another party to make a conference call.
Recall	Recall	To finish a call and hear the dial tone to make an another call.

HOW TO USE SYSTEM SOFT KEYS

This section provides some sample operations of features using system soft keys.

SETTING DO NOT DISTURB

1. **Press Speaker key, press Soft key (>>>>) and press Soft key (DND).**

"SET" is displayed.

CANCELLING DO NOT DISTURB

1. **Press Soft key (DND).**

"CANCEL" is displayed.

SETTING CALL FORWARDING – BUSY LINE

1. **Press the Soft key (>>>>) repeatedly until display shows "FDN".**

2. **Press Soft key (FDN).**

Speaker key lamp light red.

3. **Dial the station number to be transferred.**

4. **After 4 seconds, return back to the idle screen automatically. (or Press Speaker Key)**

Speaker key lamp goes off.

CANCELING CALL FORWARDING – BUSY LINE

1. **While setting Call Forwarding - Busy Line.**

2. **Press the Soft key (>>>>) repeatedly until display shows "FDN".**

3. **Press Soft key (FDN).**

Speaker key lamp lights red.

4. **Press " * ".**

5. **After 4 seconds, return back to the idle screen automatically. (or Press Speaker Key)**

Speaker key lamp goes off.

PHONEBOOK

You can use the personal phonebook and system phonebook.

It is possible to search and display the person registered in the phonebook, or make call.

| ! | This feature is required system data setting at initial installation. For details, please contact the system administrator. |

PERSONAL PHONE BOOK

Personal phone book data is saved in the telephone.

Up to 1,000 data can be registered in the personal phone book. You can add the new data, edit, or delete it.

| ✎ | ■ When an incoming call comes in while operating the phonebook, you can automatically switch to Call screen and operate the phone. After the call ends, put the handset to return to the phonebook screen. For details, refer to "TO CLOSE CALL SCREEN AUTOMATICALLY".
■ To perform phone operations other than making calls from the phonebook, switch to Call screen. The hold button cannot be used on the personal phone book screen. |

Following explains how to use a personal phone book.

1. **Press local soft key 2 (Phonebook) at Favorite screen or Call screen.**

2. **Select " 1 Personal " .**

| ! | When the phonebook screen is displayed, you cannot make a call by pressing dial number. |

The personal phone book list is displayed.

Favorite   Phone book   Call   Option
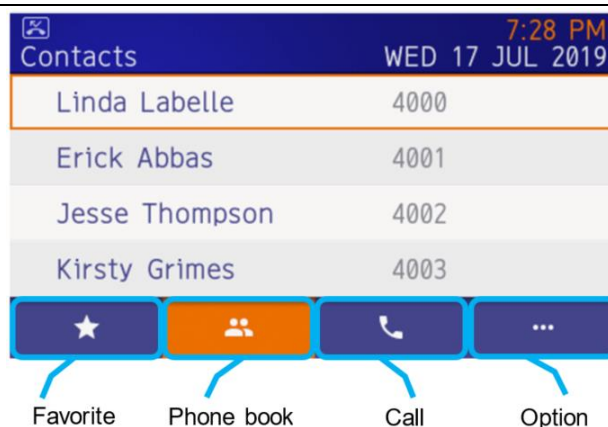
TO SEARCH PERSON

1. **Press local soft key 4 (Option) on the list display.**

2. **Select " 1 Search" on the option menu**

3. **Input the name to search.**

   Input the name by pressing the dial key and Enter key.
   You can search without entering all of the names you want to search.

| ✎ | The number of name character is up to 32. Refer to the "HOW TO INPUT CHARACTERS" about how to input character. |

| ✎ | ■When you search by the phone number, press local soft key 2 [8] (Switching search item).
■On the personal phone book list, search screen can be displayed by press a digit key as well. |

4. **Select the person you desired from search result.**

   You can see the detail information on the profile screen.
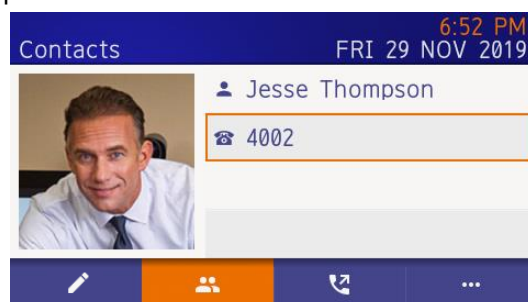
   The following table shows the information displayed on the profile screen.

47

Icon	Data	Description
	Name	Display the personal name
	Company name	Display the company name
	Telephone number 1-4	Display the telephone number can be registered up to 4 numbers. When the number which category is assigned, the category icon is indicated.
Gr	Group	Display the registered group name.

Category icons are as follows.

Category	Icon
Company	
Cell phone	
Voice mail	
Home	
Others	etc
No Category	

TO MAKE A CALL

Following explains how to make a call from the personal phonebook. You can call using phonebook without pushing dial button.

When the phonebook screen is displayed, you cannot make a call by pressing a dial number.

FROM SEARCH RESULT

1. Refer to "TO SEARCH PERSON" and display search result.

2. Select a destination and make a call.

   Focus on the person to call and press speaker button or off-hook to make a call. When two or more telephone number is registered, a call is made to the priority number.

   When the priority number is not set, a call is made to the lower registered number.

FROM PROFILE SCREEN

1. Select a destination from the phonebook list.

   When two or more telephone number is registered, priority number is focused on the profile screen at first.

2. Select a number and make a call.

   Focus on the person to call and press Enter key or soft key 3 "Make call".

   When the priority number is not set, a call is made to the lower registered number.

TO CALL WITH PREFIX

Following explains how to make call with prefix number.

Refer to the "TO SET PREFIX" about setting of prefix number.

Prefix number is up to 10 digits (available number: 0-9, #, *).

Up to 32 digits can be dialed including the prefix.

1. Refer to "TO SEARCH PERSON" and display search result.

   You can also make a call with the following steps when the profile screen is displayed.

2. Select a calling person and press local soft key 1 (Option).

   Focus on the person to call and press soft key 1 (Option)

3. Select " 1 Prefix"

4. Select desired prefix number and make call.

TO EDIT DATA

1. **Refer to "TO SEARCH PERSON" and display search result.**

2. **Press local soft key 1 (Option) with focused data.**

3. **Select " 3 Edit".**

4. **Select item to edit.**

   Focus on the item to edit and press Enter key or local soft key 4. It becomes the edit mode.

   > 🖉 The number of name character is up to 32.Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

5. **When you finish to edit data, press local soft key 2 (Save).**

TO REGISTER

1. **Press local soft key 1 (Option) at phone book list screen.**

2. **Select " 2 Add".**

   Following screen is displayed.

   Personal data

   Contacts

   Save   OK
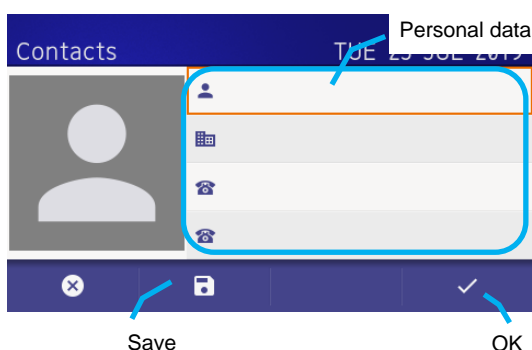
   > 🖉 If 1000 records are already registered in phone book list, error message is indicated. Press Enter key and return the previous screen. Delete the unnecessary data.

3. **Input the data.**

   Focus on the data to input and press Enter key or local soft key 4.

The following personal data can be registered.

Icon	Data	Description
👤	Name	Personal name
🏢	Company name	Company name
☎	Telephone number 1-4	Up to 4 telephone numbers can be registered. When the number category is assigned, the category icon is indicated.
Gr	Group	Display the registered group name.

> ❗ When the new entry is made from the terminal, the photo data cannot be registered.

> 🖉 The number of name character is up to 32.Please refer to "HOW TO INPUT CHARACTERS" for how to enter the character.

> 🖉 Group name can be changed. Refer to the "TO CHANGE GROUP NAME".

> 🖉 Refer to the "TO SET RINGER TONE" for the detail about ringer tone .

4. **Save the data.**

   After the input data, press soft key 2 "Save".

ABOUT INPUT TELEPHONE NUMBER

1. **Input the number.**

2. **Select category.**

   Category icons are as follows

Category	Icon
Company	🏢
Cell Phone	📱
Voice Mail	📭
Home	🏠

Category	Icon
Etc	etc
No Category	☎

3. **Set the priority flag.**

   Set the priority for the number used for making call at search result screen.
   If you want to set priority for the telephone number, select "Enable".

   When the priority is not set to the telephone, the call is made to the lower registration telephone number.

TO CHANGE GROUP NAME

1. **Press local soft key 1 (Option) at phone book screen.**

2. **Select " 4 Group Settings".**

3. **Select the group to change name.**

4. **Select " 1 Name".**

5. **Input the group name.**

   Up to 32 digits can be registered for each dial number.

6. **Confirm the changed group name.**

   Group menu is indicated again.

TO DELETE

1. **Refer to "TO SEARCH PERSON" and display search result.**

2. **Press local soft key 1 (Option) with focused data.**

3. **Select " 5 Delete"**

If you select " 6 Delete All", it is possible to delete all data in the personal phonebook.

4. **Press local soft key 4 or Enter key at confirm window.**

   If you want to cancel, press local soft key 1.

5. **Delete message is displayed.**

SYSTEM PHONE BOOK

Following explains the operation of system phonebook, "common/personal directory service". This feature is a common/personal directory service which is supported by UNIVERGE SV9300 communication server. This feature allows a terminal user to search desired party by name. After searching the called party, the user can originate a call to that party.

The feature is set to the terminal by system data setting at initial installation. For details, please contact the system administrator.

The dialed numbers of common directory are set by system data setting at initial installation, For details, please contact the system administrator.

TO START SYSTEM PHONEBOOK

There are 2 operations to start System Phonebook.

● FROM LOCAL SOFT KEY

1. **Press local soft key 2 (Phonebook) at favorite screen.**

   In case that Personal phonebook is set,
   Personal phonebook is displayed.
   For details, please contact the system administrator.

● FROM CALL SCREEN

1. **Press local soft key 3 (System screen).**

   Call screen is displayed.

2. **Select system soft key (DIR).**

   Displayed following phonebook screen.

   ```
   Linda Labelle          11:34 AM
                   TUE 23 JUL 2019
        [Directory Search]
          NAME :

     [  ]     [  ]     [  ]     [  ]
    (ABC)    ENTRY    Common   Person
              ● ○
      ★        👥        📞
   ```

TO SEARCH PERSON

Following explains how to search the person registered in common/personal directory. After search, you can make call.

1. **Refer to "TO START SYSTEM PHONEBOOK" and display the search screen.**

2. **Enter the characters of the name to search.**

   ```
                          11:35 AM
   4000            TUE 23 JUL 2019
        [Directory Search]
          NAME :        SMIT

     [  ]     [  ]     [  ]     [  ]
    (ABC)     BK     Common   Person
              ● ○
      ★        👥        📞
   ```

   ✏️ Up to 4 characters can be entered for keyword searching.

   ✏️ Please refer to "HOW TO INPUT CHARACTERS (SYSTEM) " for how to enter the character.

3. **Select the directory database. (Common or Personal directory)**

4. **Search result is displayed.**

   ```
                          11:36 AM
   4000            TUE 23 JUL 2019
        [Personal Directory]
          3:        JAMES SMITH
                          4010
     [  ]     [  ]     [  ]     [  ]
    Back     ENTRY    ↑Prev    ↓Next
              ● ○
      ★        👥        📞
   ```
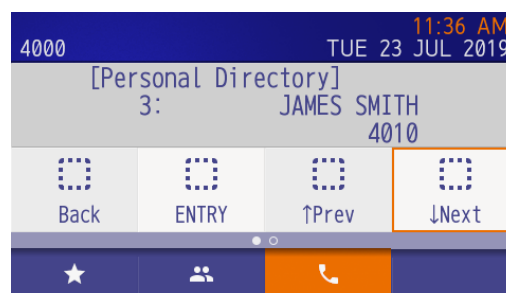
   ✏️ When pressing Soft key (↑Prev) or Soft key (↓Next) without entering the keyword, the registered dial number or name is displayed on the LCD in order.

TO CALL

1. **Refer to "TO SEARCH PERSON" and display the person information to call.**

2. **Press Speaker key or Enter key to make a call.**

   You will receive a dial tone.
   Speaker key lamp lights red.
   Line key lamp lights green.

3. **Lift the handset to start a conversation.**

   Speaker key lamp goes off.

```
                                   11:37 AM
4000                     TUE 23 JUL 2019

                             4010
          11:37 AM TUE 23 JUL 2019

  Recall      VOICE        CB        >>>>
    ★          ..          ☎
```
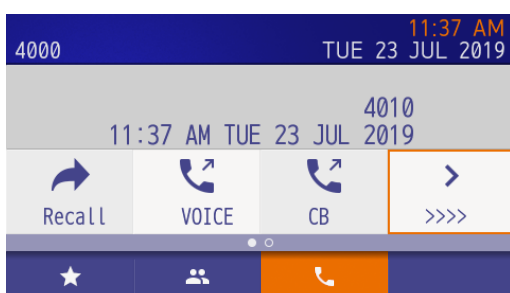
TO REGISTER

Following explains how to register the called party into the personal directory.

1. **Refer to "TO START SYSTEM PHONEBOOK" and display the search screen.**

2. **Press Personal.**

3. **Search the vacant area of directory.**

   Press up/down key or system soft key (↑ Prev) or (↓ Next).

4. **Register the information of the called party.**

   Press system soft key (ENTRY).

5. **Press system soft key (NAME) and then input the name.**

```
                                   11:37 AM
4000                     TUE 23 JUL 2019
          [Personal Directory]
              4:

   NAME      NUMBER       DEL        OK
    ★          ..          ☎
```

6. **Input the name data.**

```
                                   11:38 AM
4000                     TUE 23 JUL 2019
          [Personal Directory]
           NAME :            JAMES

   (ABC)     CANCEL        BK        SET
    ★          ..          ☎
```
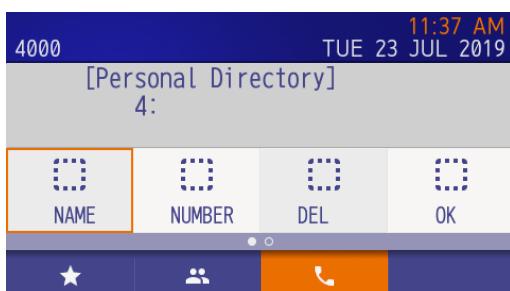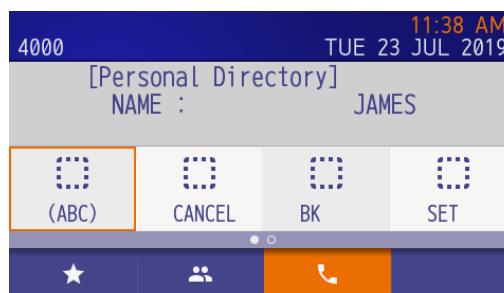
🖊 Up to 16 characters can be entered for each name.

🖊 Please refer to "CHARACTER CODE TABLE" for the character that can be entered.

🖊 When returning to the previous screen, press up key or system soft key (CANCEL).

🖊 When erasing a character, press left key or soft key (BK).

7. **After input the name data, Press system soft key (SET).**

8. **Press system soft key (NUMBER) to register the dial number.**
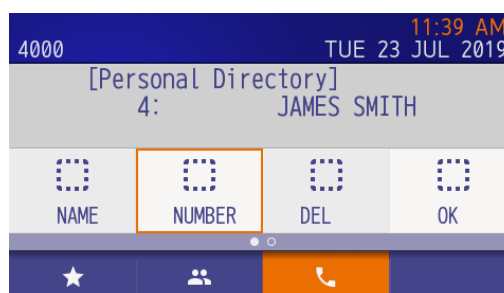
```
                                   11:39 AM
4000                     TUE 23 JUL 2019
          [Personal Directory]
              4:         JAMES SMITH

   NAME      NUMBER       DEL        OK
    ★          ..          ☎
```

🖊 Up to 30 digits can be registered for each dial number. (access code: up to 4 digits, called number: up to 26 digits)

9. After input the number data, Press system soft key (SET).

```
                              11:39 AM
4000              TUE 23 JUL 2019
      [Personal Directory]
       NUMBER :           4010
                    JAMES SMITH

        CANCEL      BK       SET

          ★        👥        📞
```
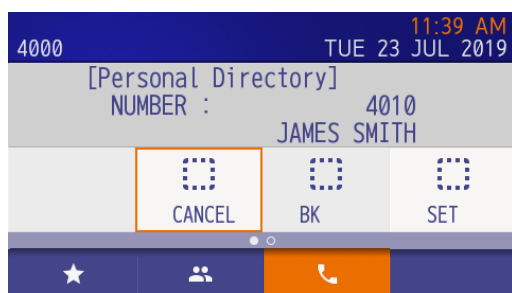
✏️ If it is not necessary to register the dial number just press Enter or system soft key (SET) without entering the dial number.

✏️ When returning to the previous screen, press up key or system soft key (CANCEL).

✏️ When erasing a character, press left or soft key (BK).

10. After complete the input data, press system soft key (OK).

```
                              11:40 AM
4000              TUE 23 JUL 2019
      [Personal Directory]
        4:          JAMES SMITH
                            4010

   NAME    NUMBER    DEL      OK

          ★        👥        📞
```
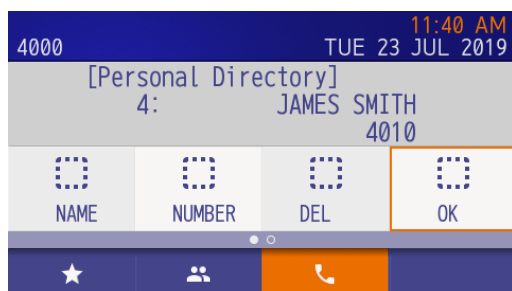
11. Press Back key.

Return back to the idle screen.

```
                              11:40 AM
4000              TUE 23 JUL 2019

     Linda Labelle      [4000]
      11 40 AM TUE 23 JUL 2019

    🎤        👥        🕐        >
   MIC       DIR      HIST.    >>>>

          ★        👥        📞
```
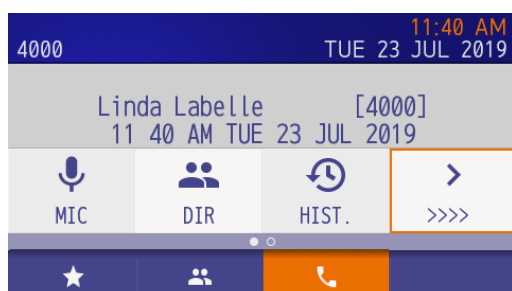
TO EDIT

Following explains how to edit the registered data.

1. **Refer to "TO SEARCH PERSON" and display the person information to edit.**

2. **Press system soft key "ENTRY".**

You will receive a dial tone.
Speaker key lamp lights red.
Line key lamp lights green.

3. **Edit the data you want change.**

✏️ Refer to "TO REGISTER" procedure *4.*- about how to input the data.

CALL HISTORY

This feature records information such as numbers you have dialed or ones received from other parties. And also it allows a terminal user to make a call using the recorded data.

	The history data of incoming and outgoing calls are recorded in the system memory. They are not recorded in the terminal.

	The outgoing call history can store up to 60 records per terminal. If the number of registered records exceeds 60, the oldest stored number is deleted and the new number is stored.

	This feature is by the system. Use the system soft key to operate. To select item, use the cursor key and Enter key.

TO START HISTORY

There are 2 operations to start history.

● FROM LOCAL SOFT KEY

1. **Press local soft key 4 (History screen) at favorite screen.**

● FROM CALL SCREEN

2. **Press local soft key 3 (System screen).**

3. **Select system soft key (HIST).**

Displayed following history screen.
Speaker lamp lights red.

```
                               11:41 AM
4000                  TUE 23 JUL 2019
       [Call History]
       Linda Labelle        [4000]
       11 41 AM TUE 23 JUL 2019
        [ ]                    [ ]
        OG                      IC
             ★    👥    📞
```
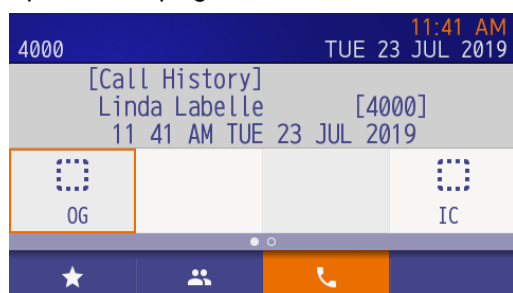
TO DISPLAY HISTORY DATA

1. **Select "Outgoing" or "Incoming".**

   Press the system soft key (OG) / (IC) that you desired.
   Last call is displayed.

```
                                11:41 AM
Linda Labelle         TUE 23 JUL 2019
       [Outgoing Calls]       01
       23 JUL 11:37
                             4010
     [ ]      [ ]      [ ]      [ ]
     <<<<    Redial   ↑Prev   ↓Next
             ★    👥    📞
```
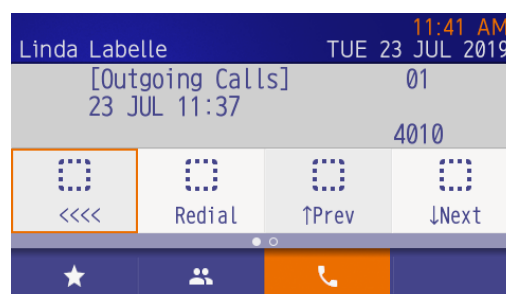
2. **Display the target data.**

   Press up/down key or system soft key (↑Prev) / (↓Next)

```
                                11:41 AM
4000                  TUE 23 JUL 2019
       [Outgoing Calls]       02
       18 JUL 16:42  Jesse Thompson
                             4002
     [ ]      [ ]      [ ]      [ ]
     <<<<    Redial   ↑Prev   ↓Next
             ★    👥    📞
```
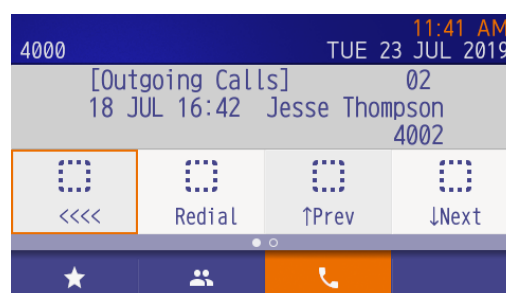
TO CALL

You can make call using history data.

1. **Refer to "<u>TO DISPLAY HISTORY DATA</u>" and display the data to call.**

2. **To Make call, use one of following operation**
   - Pick handset up and press system soft key (Redial)
   - Press system soft key (Redial) and press speaker key.
   You can make call the person of history data.

TO DELETE

You can make call using history data.

1. **Refer to "<u>TO DISPLAY HISTORY DATA</u>" and display the data to call.**

2. **Press system soft key (<<<<).**

3. **Press system soft key (Del).**

> ```
> 4000                      11:42 AM
>                  TUE 23 JUL 2019
>     [Outgoing Calls]        02
>     18 JUL 16:42  Jesse Thompson
>                           4002
> ```
> ```
> <<<<     Del     Entry    DelAll
> ```
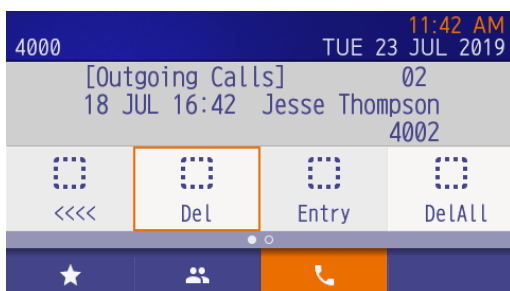
4. **After the deleting data, Press speaker key to end operation.**

   Speaker key lamp goes off.

TO REGISTER

You can register the telephone number to the system phonebook from call history.

1. **Refer to "TO DISPLAY HISTORY DATA" and display the data to call.**

2. **Press system soft key (<<<<).**

3. **Press system soft key (ENTRY).**

> ```
> 4000                      11:42 AM
>                  TUE 23 JUL 2019
>     [Outgoing Calls]        06
>     5 JUL 10:17
>                           4001
> ```
> ```
> <<<<     Del     Entry    DelAll
> ```
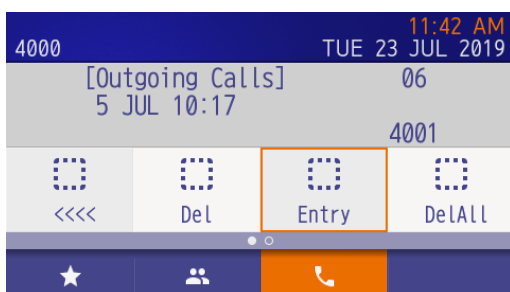
4. **Displayed the message for completion.**

> ```
> 4000                      11:43 AM
>                  TUE 23 JUL 2019
>     [Outgoing Calls]        06
>     Registered  = Person    2
>                           4001
> ```
> ```
> <<<<    Redial   ↑Prev    ↓Next
> ```
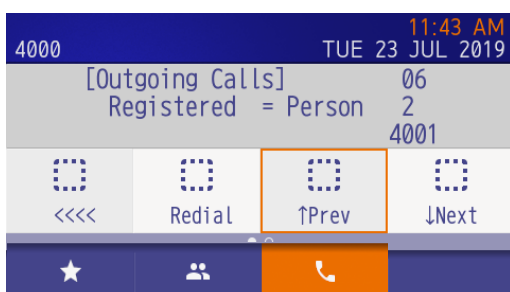
HOW TO INPUT CHARACTERS

The characters that can be input very depending on the menu.

Example: Password input screen,

The input mode of "Password screen" is as follows.
- "Number"
- "English Character (capital letter)"
- "English Character (lowercase)"

> 🖊 [1], [A] or [a] is shown above the input area.

The following shows the characters that can be input for each menu.

TERMINAL PASSOWORD INPUT

Input mode "[1] Number" can be selected. The other input mode is not available.

USER ID, PASSWORD (FTP/HTTPS SERVER), THE FOLDER NAME, FILE NAME AND ADDRESS (URI) INPUT

Input mode "[A] English Character (capital letter)", "[a] English Character (lowercase)" and "[1] Number" can be selected.

> 🖊 The initial setting is "[A] English Character (capital letter)".

> 🖊 When " * " is pressed, input mode is changed.
> Input mode switches over by pressing the " * " repeatedly, and also it can be switched by press local soft key 3 if there is "Aa1". ("[A] English Character (capital letter)" → "[a] English Character (lowercase)" → "[1] number" → "[A] English Character (capital letter)").

IP ADDRESS INPUT

Input mode "1 number" can be selected. The other input mode is not available. When is pressed, move to the next input part.

MULTI WINDOWS

This terminal can use multiple XML applications at the same time. Maximum four applications can be run simultaneously, including Phone Screen and other application that is registered in Home URL.

SWITCHING XML APPLICATIONS

You can use this screen to switch windows to display. The running XML application window is displayed in application switch screen. To switch window, select the running service icon and XML application is displayed.

> ✎ ■ If the XML application is not set, the most recently used XML application (favorite, phonebook, terminal settings) that the phone has by default is displayed.
>
> ■ When the phonebook is displayed, the title of the phonebook is displayed.
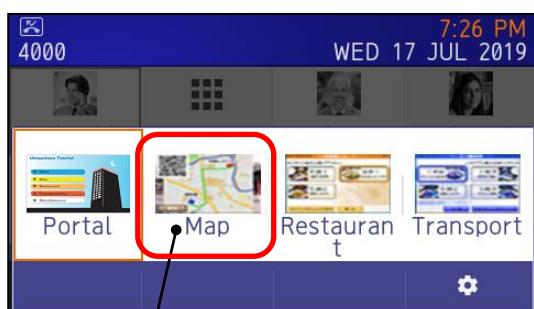
Select the XML application service icon to display.

> ✎ To end the XML application, press back key. After close the application, other running applications are stuffed left and indicated.

Usually, application switch window after phone boot, only a portal icon is displayed.

Display when the Home URL is set.

When XML application is started newly, a XML application window icon is shown to the right side of the portal icon.
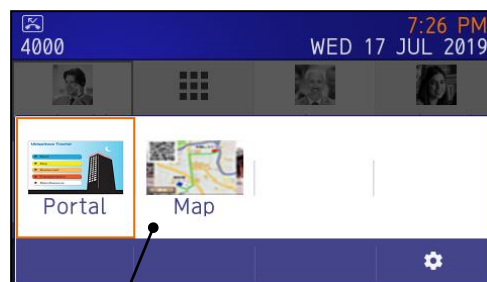
New started application icon

Up to 4 XML applications included portal can be started.

On the application switch window, application is indicated in turn from the left.
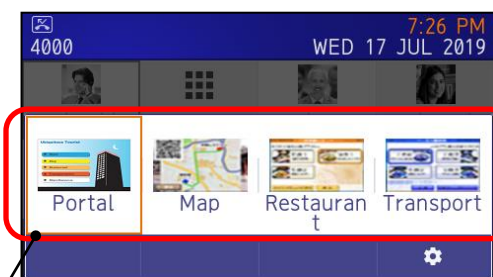
Displayed 4 XML App. icons at most.

> ✎ When having started the same XML application more than one times, display icon is only one. After first starting XML, the icon which is already displayed is used.

IN CASE OF STARTING 5TH APPLICATION

Up to 4 XML applications included portal can be started.

If 4 applications are already started, when you start the 5th window, Error message is indicated to close any one of application.

While error message is indicated, application is not available.

Following error message is indicated.

Press "Next"
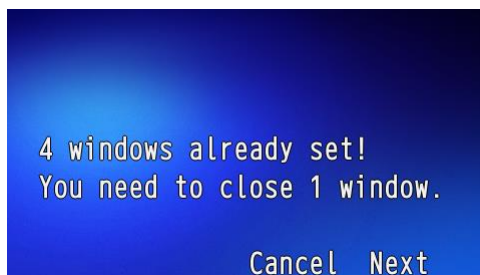
| | After error message is indicated, if you do not operate 10 seconds, starting new application is canceled. |

Close application screen is displayed.

XML service icon except for portal icon is displayed. New application can be started by selecting close application.
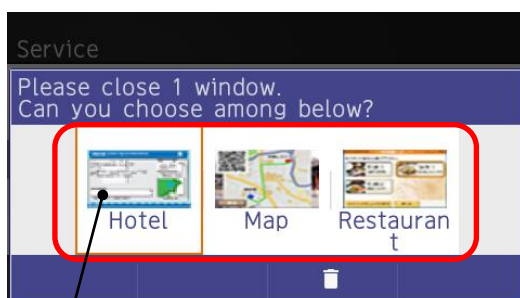
XML application icons except for portal

After returned the application switch screen, closed application icon is eliminated and new one's icon is displayed most on the right side.
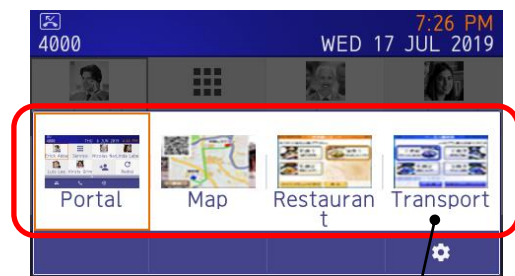
New started application icon

ABOUT UPDATE XML ICON

XML service icon is the shrinkage image of application.

When there is instruction to display service icon newly from application, "NEW" icon is indicated. When the application update, "UPDATE" icon is indicated.
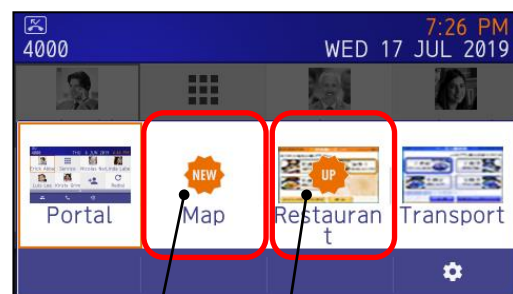
NEW icon

UPDATE icon

| | "NEW" and "UPDATE" icons flash every one second. |

FEATURE OPERATION

This chapter describes how to login/logout, how to input characters and how to make a call/hold, etc.

LOGIN/LOGOUT

TO LOGIN

When login mode is activated, the terminal prompts for Login ID and Password. When the terminal starts up with displaying the below screen, the Login Mode is activated.

```
Login ID :          _
Password :

Cancel  Back   Set   OK
```

1. **The terminal is starting up with Login Mode.**

2. **Enter Login ID.**

> 🖉 As initial setting, enter the extension number as Login ID.

> 🖉 Up to 16 characters can be entered for Login ID.

- After entering Login ID, press Soft key (Set).

3. **Enter a password.**

> 🖉 As initial setting, enter the extension number as password.

> 🖉 From 4 to 10 characters can be entered password displayed in "*".

- After entering Login ID, press Soft key (OK).

4. **If the Login ID and Password are accepted, display changes to normal idle status.**

The terminal becomes available.

> 🖉 If you enter the wrong ID and/or password, normal screen is not displayed and return to [Login] screen.
>
> In this case enter the correct "Login ID" and "Password

> ❗ Depends on settings, other than the Favorite screen might be displayed. For details, please refer to "SCREEN WHEN THE PHONE STARTS".

TO LOGOUT

The terminal which is operated with Login Mode can log out. Logout operation is as follows.

1. **Press Speaker key**

You will receive a dial tone.
Speaker key lamp lights red.

2. **Press Logout feature key.**

> ❗ Logout feature key can be set by means of system data setting. For details, please contact the system administrator.

> 🖉 After Logout feature key is pressed, the terminal is logged out within 10 seconds.

MAKING A CALL

This section explains Preset Dialing. Before making a call, the terminal user can verify the dialed number displayed on the LCD. When a wrong number is entered, the user can correct the number before originating the call.

TO MAKE AN EXTERNAL CALL

Following explains how to make an external call.

1. **Dial a desired number after dial the Central Office access code.**

2. **Press Speaker key**

   Originate a call
   Speaker key lamp lights red.

TO MAKE AN INTERNAL CALL

Following explains how to make an external call.

1. **Dial a desired number.**

2. **Press Speaker key.**

   Originate a call
   Speaker key lamp lights red.

ANWERING A CALL

This section explains how to answer a call with Answer key.

TO ANSWER AN EXTERNAL CALL

1. **While hearing a ringing tone,**

   Call Indicator Lamp lights red.
   Line key lamp lights red.

2. **Press Answer key.**

   Call Indicator Lamp goes off.
   Speaker key lamp lights red.
   Line key lamp lights green.

3. **Lift the handset to answer the call.**

It is possible to answer a call by pressing Line key that is flashing instead of Answer key.

It is possible to answer a call by lifting handset and then pressing Answer key or Line key.

TO ANSWER AN INTERNAL CALL

Following explains how to make an external call.

1. **While hearing a ringing tone,**

   Call Indicator Lamp lights red.
   Line key lamp lights red.

2. **Press Answerer key.**

   Call Indicator Lamp goes off.
   Speaker key lamp lights red.
   Line key lamp lights green.

3. **Lift the handset to answer the call.**

HOLDING A CALL (USING CALL HOLD)

This feature allows a terminal user to hold a call in progress by pressing the Call Hold key. This line can then be used for originating another call or returning to a previously held call.

TO HOLD

Following explains how to hold a call in progress.

1. **While a call in progress,**

Line key that is used during a call lights green.
Line key on the other terminals lights red.

2. **Press Hold key.**

The person on the other end hears the Music on Hold.
Line key that is placed on hold flashes green.
Line keys on the other terminals flash red.

3. **Replace the handset or make a new call.**

TO RETRIEVE THE HELD CALL

Following explains how to retrieve the held call.

1. **While holding a call,**

Line key that is placed on hold flashes green.

2. **Press Line key that is placed on hold.**

Line key lamp lights green.

3. **Lift the handset and return to the held call.**

It is possible to retrieve a call on hold from another terminal that has the same Line key flashing red.

IF UNANSWERED

After predetermined time, Automatic Recall is initiated and the user hears Automatic Recall ringer tone. Default time is one minute.

Starting time to ring Automatic Recall is set by system data setting at initial installation. For details, please contact the system administrator

HOLDING A CALL (USING EXCLUSIVE CALL HOLD)

This feature allows a terminal user to place a call on Hold and to exclude all other station users from retrieving the held call.

TO HOLD

Following explains to hold the call in progress.

1. **While a call in progress,**

Line key that is used during a call lights green.
Line key on the other terminals lights red.

2. **Press feature key.**

Feature key lamp lights red.

3. **Press Hold key.**

Line key that is placed on hold flashes green.
Line key on the other terminals lights red.
Feature key lamp goes off.

4. **Replace the handset.**

TO RETRIEVE THE HELD CALL

Following explains how to retrieve the held call.

1. **While holding a call,**

   Line key that is placed on hold flashes green.

2. **Press Line key that is placed on hold.**

   Line key lamp that was placed on hold lights green.
   Line key on the other terminals lights red.

3. **Lift the handset and return to the held call.**

   Only the terminal that set Exclusive Hold may retrieve the held call.

IF UNANSWERED

After predetermined time, Automatic Recall is initiated and the user hears Automatic Recall ringer tone. Default time is one minute.

Starting time to ring Automatic Recall is set by system data setting at initial installation. For details, please contact the system administrator

TRANSFER A CALL

TO TRANSFER A CALL (WITH ANNOUNCEMENT)

This feature allows a terminal user to transfer incoming or outgoing calls to another terminal within the system.

INITIATE TRANSFER (BY EX.200)

1. **Call in progress.**

   Line key lamp lights green.

2. **Press Transfer key.**

   You will receive a special dial tone.
   Calling party is placed on hold.

3. **Dial the destination extension number.**

   You will receive a dial tone.
   The dialed extension number is displayed with flash.

4. **Destination extension answers transferred call.**

   - After the answer, announce the call is transferred.

5. **Replace the handset.**

   Line key lamp goes off.
   A call is transferred.

ANSWER TO A TRANSFERRED CALL (BY EX.210)

1. **Ringing is heard.**

   Call Indicator Lamp flashes.
   Line key lamp flashes red.
   The extension number that initiates call transfer is displayed on the LCD.

2. **Lift the handset to start a conversation with the extension (200).**

   Call Indicator Lamp goes off
   Line key lamp lights green.

3. **Start conversation with transferred party.**

   - Extension (200) replaces the handset.

TO TRANSFER A CALL (WITHOUT ANNOUNCEMENT)

After dialing the transfer destination number, it is possible to replace a handset before answering the destination party. When the transfer destination party lifts the handset, it is automatically connected with transferred party. The phone number of transferred party is displayed on the destination terminal.

INITIATE TRANSFER (BY EX.200)

1. **Call in progress.**

   Line key lamp lights green.

2. **Press Transfer key.**

   You will receive a special dial tone.
   Calling party is placed on hold.

3. **Dial the destination extension number.**

   You will receive a dial tone.
   The dialed extension number is displayed with flash.

4. **Replace the handset.**

   Line key lamp goes off.
   A call is transferred.

ANSWER TO A TRANSFERRED CALL (BY EX.210)

1. **Ringing is heard.**

   Call Indicator Lamp flashes.
   Line key lamp flashes red.
   The extension number that initiates call transfer is displayed on the LCD.

2. **Lift the handset to start a conversation with the extension (200).**

   Call Indicator Lamp goes off
   Line key lamp lights green.

> When the destination party does not answer within the predetermined time, a recall is made to the terminal that initiates call transfer. When recall is received, the destination number is displayed on the LCD.

LAST NUMBER REDIAL

It is possible to search and redial the phone number up to 60 calls previously dialed.

1. **Press Left key or Soft key(OG) after press Soft key (HIST).**

   Speaker key lamp lights red.
   Line key lamp lights green.

2. **Press Soft key (↑Prev) or Soft key (↓Next) to find desired number and press "#" key.**

   The number on LCD is automatically redialed.

3. **When party has answered, lift the handset.**

   Speaker key lamp goes off.

ONE-TOUCH SPEED CALLING KEYS

This feature allows a terminal user to dial frequently-called numbers by pressing a One-touch key assigned for Station Speed Dialing.

> Up to 32 digits can be registered for each dial number.

> The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO PROGRAM

Following explains how to register phone number to a One-touch Speed Calling key.

1. **Press Feature key.**

   Feature key lamp lights red.

2. **Press One-touch Speed Calling key.**

   Feature key lamp flashes red.
   Speaker key lamp lights red.

3. **Dial desired number.**

   Feature key lamp lights red.

4. **Press Feature key.**

   Feature key lamp goes off.
   Speaker key lamp goes off.

| | If you dial a wrong number, you will need to start again from the beginning. |

| | To register a pause, press * or # between any digits. (It is required system data setting at initial installation.) The pause cannot be registered as a first digit. |

| | When a phone number has been already registered in One-touch key, that number is displayed on the LCD.

The previous number will be cleared when you register a new number. |

TO VERIFY

Following explains how to confirm the registered number in the One-touch Speed Calling key.

1. **Press Feature key.**

   Feature key lamp lights red.

2. **Press a desired One-touch Speed Calling key.**

   Feature key lamp flashes red.
   Speaker key lamp lights red.
   The registered number is displayed on LCD.

3. **Press Speaker key.**

   Feature key lamp goes off.
   Speaker key lamp goes off.

TO MAKE A CALL

Following explains how to make a call with One-touch Speed Calling key.

1. **Press One-touch Speed Calling key.**

   Speaker key lamp lights red.
   The desired number is automatically dialed.

2. **When party has answered, lift the handset.**

   Speaker key lamp goes off.

STATION SPEED DIALING

This feature allows a terminal user to dial long-digit or frequently-called numbers by pressing feature key and abbreviated code.

TO REGISTER FOR STATION SPEED DIALING

| | The feature is set to the terminal by system data setting at initial installation. For details, please contact the system administrator. |

1. **Press Feature key.**

   Feature key lamp lights red.

2. **Press Redial key.**

   You will receive a special dial tone.
   Feature key lamp flashes red.
   Speaker key lamp lights red.

3. **Dial desired abbreviated code.**

   Example: "09" is entered.

4. **Press "9" that is access code.**

   You will receive a confirmation tone.

5. **Dial the desired number.**

6. **Press Feature key.**

   Feature key lamp goes off.
   Speaker key lamp goes off.

TO MAKE A CALL USING STATION SPEED DIALING

1. **Press Redial key.**

   Speaker key lamp lights red.

2. **Dial abbreviated code.**

3. **The phone number is automatically dialed.**

4. **Lift the handset.**

   Speaker key lamp goes off.

ORIGINATING A VOICE CALL

Instead of ringing, this feature informs the incoming call by voice.

> This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Press Speaker key.**

    You will receive a dial tone.
    Speaker key lamp lights red.
    Line key lamp lights green.

2. **Dial extension number.**

    You will receive a ring back tone.

3. **Press Soft key (VOICE) or Voice Call feature key.**

4. **Lift the handset and announce an incoming call by voice to called party.**

    Speaker key lamp goes off.

5. **5. Start conversation after called party answered.**

> "VOICE" is displayed on the LCD of called party.

THREE/FOUR-PARTY CONFERENCE

This feature provides a terminal user the ability to add-on another party to a call already in progress.

> This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. **While extension A (200) and extension B (201) are engaged in a Two-party connection.**

    Example: Add the ext. C to conversation.

2. **Extension A presses Transfer key.**

    Ext. A will receive a special dial tone.
    Ext. B will receive a Music on Hold.

3. **Extension A dials the number of Extension C (210).**

4. **Extension C answers the transfer call.**

5. **Extension A presses Soft key (CONF) or Three/Four-Party Conference feature key.**

VOICE MAIL

This section explains how to access to the Voice Mail System.

1. **Press Voice mail access key.**

    Voice Mail System answers.
    Example: Number "5205" is Voice Mail System.

> For details of Voice Mail operations, please refer to the User Guides of Voice Mail System

PRESET ANSWER

It is possible to respond by simply lifting up the handset of the terminal as usual telephone.

TO SET PRESET ANSWER

1. **While Answer key lamp goes off.**

2. **Press Feature key.**

    Feature key lamp lights red.

3. **Press Answer key.**

    Feature key lamp goes off.
    Answer key lamp lights red.

ANSWER TO A CALL WITH PRESET ANSWER

1. **Ringing and the Call Indicator Lamp flashing.**

2. **Lift the handset.**

    Call Indicator Lamp goes off.

TO CANCEL

1. **While Answer key lamp lights red,**

2. **Press Feature key.**

    Feature key lamp lights red.

3. **Press Answer key.**

Feature key lamp goes off.
Answer key lamp goes off.

RECEIVING A VOICE FROM SPEAKER

It is possible to change the terminal to "listen-only" during the call in progress. You can hear the caller's voice from the speaker on the terminal with putting the handset on the hook.

TO RECEIVING A VOICE FROM SPEAKER

1. **Call in progress.**

2. **Press Speaker key.**

Speaker key lamp lights red.

3. **Replace the handset.**

You can hear the voice of calling party from the speaker.

TO RESTART TALKING

1. **Receiving a voice from the speaker.**

2. **Lift the handset.**

Speaker key lamp goes off.

TALKING HANDSFREE

Dialing or answering a call is possible without lifting the handset.

TO SET HANDSFREE

1. **Press Mic key or Soft key (MIC).**

Mic key lamp lights red.

TO CANCEL

1. **Press Mic key or Soft key (MIC).**

Mic key lamp goes off.

TO MAKE A CALL WITH HANDS FREE

1. **Mic key lamp is going off.**

2. **Press Speaker key.**

Speaker key lamp lights red.
Line key lamp lights green.

3. **Dial desired number.**

4. **The called party answers.**

- Press Mic key or Soft key (MIC).
  Mic key lamp lights red.
- Talk toward the mic.

TO ANSWER A CALL WITH HANDS FREE

1. **The Call Indicator Lamp flashing.**

Line key lamp flashes red.

2. **Press Speaker key.**

Speaker key lamp lights red.
Line key lamp lights green.

3. **Talk toward the mic.**

	When you make a call handsfree, please note the following items.

- Avoid using in a place where there is a lot of echo or noise.
- The Microphone is located at the front of the terminal. It should be no further away than 50 cm.
- When talking handsfree, be aware of the volume level as to not disturb people close to you.
- Talk alternately with the other party. The voice may be interrupted if both party talk at the same time.

CALL PICKUP - GROUP

This feature permits a terminal user to answer any calls directed to other extensions in their preset pickup group.

	This feature is set by system data setting at initial installation. For details, please contact the system administrator.

This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Ringing terminal in your Call Pickup - Group.**

2. **Press Speaker key.**

    Speaker key lamp lights red.
    Line key lamp lights green.

3. **Press Soft key (PICK) or Call Pickup - Group feature key.**

4. **Start conversation with calling party.**

CALL PICKUP - DIRECT
This feature permits a terminal user to pickup a call to any other terminal in the system.

This feature is set by system data setting at initial installation. For details, please contact the system administrator.

This feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Press Speaker key.**

    Speaker key lamp lights red.
    Line key lamp lights green.

2. **Press Call Pickup - Direct feature key.**

    Speaker key lamp lights red.
    Line key lamp lights green.

3. **Dial the extension number of ringing terminal.**

4. **Start conversation with calling party.**

MULTILINE APPEARANCE
This feature allows you to accommodate the lines (another terminal number) other than My Line on the Programmable line/feature keys.
When accommodating another terminal number on the Programmable line/feature key, the user can answer the call routed to another by pressing the key that is assigned.

This feature is set by system data setting at initial installation. For details, please contact the system administrator.

TO ANSWER A CALL

1. **A call is terminated to the terminal whose terminal number is accommodated to the Multiline Appearance feature key.**

    Call Indicator Lamp flashes.
    Multiline key lamp flashes red.

2. **Press Multiline Appearance feature key.**

    Call Indicator Lamp goes off.
    Speaker key lamp lights red.
    Multiline key lamp lights green.

3. **Lift the handset to start a conversation.**

    Speaker key lamp goes off.

When you press a feature key with a call in progress, the call will be disconnected.

DND (DO NOT DISTURB)

This feature restricts incoming calls to a terminal.

> This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO SET DND

1. **Press Speaker key.**

Call Indicator Lamp goes off.
Speaker key lamp lights red.
Line key lamp lights green.

2. **Press Soft key (>>>>) when Soft key is used.**

3. **Press Soft key (DND) or DND feature key.**

4. **Press Speaker key**

Speaker key lamp goes off.
Line key lamp goes off.

TO CANCEL

1. **Press Speaker key.**

Call Indicator Lamp goes off.
Speaker key lamp lights red.
Line key lamp lights green.

2. **Press Soft key (>>>>) when Soft key is used.**

3. **Press Soft key (DND) or DND feature key.**

4. **Press Speaker key**

Speaker key lamp goes off.
Line key lamp goes off.

SAVE AND REPEAT A NUMBER

This feature allows a terminal to save a specific dialed number and then redial that number.

> This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

> Up to three Save and Repeat feature keys can be assigned per terminal.

TO SET SAVE AND REPEAT

1. **Dial the desired number and press Soft key (S&R) or Save and Repeat feature key**

HOW TO DIAL BY SAVE AND REPEAT

1. **Press Speaker key.**

You will receive a dial tone.
Speaker key lamp lights red.
Line key lamp lights green.

2. **Press Save and Repeat feature key.**

The terminal automatically redials the programmed number.
Example: "201" is programmed number.

3. **Lift the handset to start a conversation.**

Speaker key lamp goes off.

> Redialing the same number is possible until new number is registered by this feature.

TRUNK QUEUING - OUTGOING

This feature allows a terminal user, upon encountering a busy signal on a trunk, to set a call and enter a first-in, first-out queue. As soon as an outgoing trunk becomes available, terminals in the queue will be called back on a first-in, first-out basis.

> ⚠ This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO SET TRUNK QUEUING –OUTGOING

> ⚠ This feature is available only for the terminal that is set by system data setting at initial installation

1. **Press Speaker key and dial the outgoing access code.**

   Speaker key lamp lights red.
   Line key lamp lights red.
   The lines are all busy status.
   You will receive a busy tone.

2. **Press Soft key (CB) or Trunk Queuing - Outgoing feature key.**

   You will receive a service set tone.
   Outgoing feature key lamp lights red.

3. **Press Speaker key.**

   Speaker key lamp goes off.
   Wait until the outgoing line is available

WHEN TRUNK IS AVAILABLE

1. **Ringing of external incoming call is heard.**

   Call Indicator Lamp flashes red.
   Line key lamp flashes green.

2. **Lift the handset or press Speaker key.**

   Outgoing feature key lamp goes off.
   Call Indicator Lamp goes off.
   Line key lamp lights green.

3. **Dial the desired number.**

TO CANCEL

> ⚠ This feature is available only for the terminal that is set by system data setting at initial installation. This feature cannot be canceled by Soft key.

1. **Lift the handset.**

   Line key lamp lights red.

2. **Press Trunk Queuing – Outgoing feature key.**

   You will receive a service set tone.
   Trunk Queuing – Outgoing feature is cancelled.
   Outgoing feature key lamp goes off.

3. **Replace the handset.**

   Line key lamp goes off.

CALL BACK

This feature allows a calling party to set an automatic Call Back when a busy or no answer condition is encountered. When the busy terminal becomes idle, the terminal that set the Call Back will be called.

> ⚠ This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO SET CALL BACK

> ⚠ This feature is available only for the terminal that is set by system data setting at initial installation.

1. **The called party extension is busy or no answer.**

   You will receive a busy tone.
   Line key lamp lights green.

2. **Press Soft key (CB) or Call Back feature key.**

   You will receive a service set tone.

3. **Replace the handset.**

   Wait Call Back.
   Line key lamp goes off.

WHEN THE BUSY TERMINAL BECOMES IDLE

1. **The terminal which has set Call Back is alerted by ring.**

When busy terminal becomes idle or the terminal that did not answer initiates or answers a call or accesses a feature and then becomes idle, the setting terminal is alerted by ring.
Call Indicator Lamp flashes.
Line key lamp flashes green.

2. **Lift the handset.**

The extension number that was busy/no answer is automatically dialed.
Line key lamp lights green.

TO CANCEL

> This feature is available only for the terminal that is set by system data setting at initial installation. This feature cannot be canceled by Soft key.

1. **While the terminal is set Call Back feature,**

Call Back feature key lamp lights red.

2. **Press Speaker key.**

You will receive a dial tone.
Speaker key lamp lights red.
Line key lamp lights green.

3. **Press Call Back feature key.**

You will receive a service set tone.
Call Back feature key lamp goes off.

4. **Press Speaker key.**

Speaker key lamp goes off.
Line key lamp goes off.

TIMED QUEUING (OUTSIDE LINE ONLY)

When a user originates an outgoing trunk call and the called party is busy or does not answer, the caller can set the Timed Queuing. When this feature is set, the trunk seizure is repeated and the number is dialed again after a predetermined time interval.

> The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Press Speaker key.**

You will receive a dial tone.
Speaker key lamp lights red.

2. **Dial Outside Line access code.**

3. **Dial desired number.**

You will receive a busy tone or a ring no answer from distant end.

4. **Press Call Back feature key.**

Line key lamp flashes green.

5. **Leave speaker on.**

The desired number is automatically redialed.

6. **Start conversation with called party.**

> Busy tone is sent to the calling party when the call is made to the extension that is in Timed Queue mode.

TO MAKE/ANSWER A CALL DURING CALL IN PROGRESS

This feature permits a user to hold a call in progress by pressing the Call Hold feature key. This line can then be used for originating another call or answering another incoming call. After finishing another call and replace the handset, the original held call rings back.

> It is required that the dedicated feature key other than fixed feature key (Hold) shall be set by system data setting at initial installation. For details, please contact the system administrator.

1. **While call in progress,**

The Line key lamp lights green.

2. **Press call hold feature key.**

Call hold feature key lamp doesn't light.
The called party will receive a hold tone.

3. **To make a call to another party or answer the incoming call.**

Replace the handset after finishing a call.

4. **The original call rings back.**

Call Indicator Lamp flashes red.
Line key lamp flashes green.

5. **Lift the handset to restart a conversation.**

Line key lamp lights green.

STATION HUNTING

When a busy terminal which is assigned Station Hunting pilot number is called, this feature permits the incoming call to be routed to another terminal within the hunt group.

> The terminal that is set the Station Hunting feature and the pilot number are set by system data setting at initial installation. For details, please contact the system administrator.

> You cannot set Call Back, Call Waiting, or Executive Override to the pilot number of the hunt group.

1. **Lift the handset.**

Line key lamp lights green.

2. **Dial the desired number.**

- If the pilot number is busy, the call is routed to another terminal within the hunting group.

3. **Start conversation with called party.**

STEP CALL

This feature allows the terminal user, after calling a busy terminal, to call an idle terminal by simply dialing an additional digit.

> The feature is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Lift the handset.**

Line key lamp lights green.

2. **Dial the extension number.**

You will receive a busy tone.

3. **Dial the last digit (0-9) of another terminal.**

> It is possible to select the last digit of the extension number from 0-9 arbitrarily.

CALL WAITING

This feature allows a terminal to camp itself on to a busy terminal.

> This feature is available only for the terminal that is set by system data setting at initial installation. For details, please contact the system administrator.

TO ACTIVATE CALL WAITING

1. **Receive a busy tone.**

2. **Press Transfer key.**

3. **Press Soft key (CW)**

You will receive a special ringback tone.

TO ANSWER CALL WAITING

1. **Call in progress.**

2. **Call Waiting feature is set.**

Answer key lamp flashes red.
You will receive a Call Waiting tone (three tone bursts).

3. **Press Answer key.**

The original party is placed on hold and connected to another party who initiates Call Waiting feature.

4. **Press Answer key again.**

Return to the original party and another party is placed on hold. (It is possible to change the connection as many times.)

EXECUTIVE OVERRIDE

This feature allows selected users to override a busy condition on a called terminal.

| ! | The feature key is set by system data setting at initial installation. For details, please contact the system administrator. |
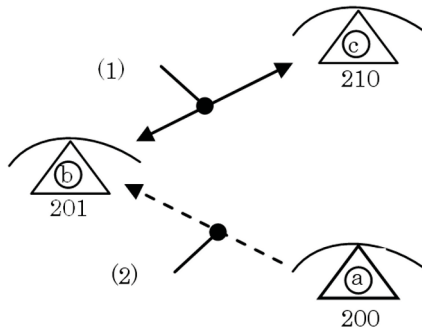
(1) Call in progress.
(2) Override

The terminal "b" is talking with the terminal "c", and the terminal "a" is going to override the connection.

1. **Terminal "a" dials 201. (The called party is a call in progress.)**

   You will receive a busy tone.

2. **Press Executive Override featurekey.**

   You will receive a warning tone.
   • Talking three parties.

CALL FORWARDING - BUSY LINE

This feature permits a call to a busy extension to be routed to a designated terminal.

TO SET CALL FORWARDING- BUSY LINE

| ! | This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator. |

1. **Press the Soft key (>>>>) repeatedly until display shows "FDN" when Soft key is used.**

2. **Press Soft key (FDN) or Call Forwarding - Busy Line feature key.**

3. **Dial the desired target terminal number.**

4. **After 4 second, return back to the idle screen automatically. (or Press Speaker key)**

   Speaker key lamp goes off.
   Line key lamp goes off.

TO VERIFY

1. **Press Soft key (FDN) or Call Forwarding - Busy Line feature key**

   The terminal number of the forwarding destination is displayed on the LCD.

TO CANCEL

1. **While being set the Call Forwarding - Busy Line,**

2. **Press the Soft key (>>>>) repeatedly until display shows "FDN" when Soft key is used.**

3. **Press Soft key (FDN) or Call Forwarding - Busy Line feature key.**

4. **Press "* " key.**

5. **After 4 second, return back to the idle screen automatically. (or Press Speaker key)**

   Speaker key lamp goes off.
   Line key lamp goes off.

CALL FORWARDING – NO ANSWER

When a call is placed to a terminal that does not answer, this feature forwards the call to another terminal.

TO SET CALL FORWARDING - NO ANSWER

> The Soft key that is used as Call Forwarding - No Answer is same as Call Forwarding - Busy Line (Soft key (FDN))

> This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Press the Soft key (>>>>) repeatedly until display shows "FDN" when Soft key is used.**

2. **Press Soft key (FDN) or Call Forwarding - No Answer feature key.**

3. **Dial the desired target terminal number.**

4. **After 4 second, return back to the idle screen automatically. (or Press Speaker key)**

   Speaker key lamp goes off.
   Line key lamp goes off.

TO VERIFY

1. **Press Soft key (FDN) or Call Forwarding - No Answer feature key.**

   The terminal number of the forwarding destination is displayed on the LCD.

TO CANCEL

1. **While being set the Call Forwarding - No Answer,**

2. **Press the Soft key (>>>>) repeatedly until display shows "FDN" when Soft key is used.**

3. **Press Soft key (FDN) or Call Forwarding - No Answer feature key.**

4. **Press"* " key .**

5. **After 4 second, return back to the idle screen automatically. (or Press Speaker key)**

   Speaker key lamp goes off.
   Line key lamp goes off.

CALL FORWARDING – ALL CALLS

This feature allows all calls directed to a particular extension to be rerouted to an alternate destination, regardless of the busy or idle status of the extension.

TO SET CALL FORWARDING - ALL CALLS

> This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Press the Soft key (>>>>) repeatedly until display shows "FDA" when Soft key is used.**

2. **Press Soft key (FDA) or Call Forwarding - All Calls feature key.**

3. **Dial the desired target terminal number.**

4. **After 4 second, return back to the idle screen automatically. (or Press Speaker key)**

   Speaker key lamp goes off.
   Line key lamp goes off.

TO VERIFY

1. **Press Soft key (FDA) or Call Forwarding - All Calls feature key.**

   The terminal number of the forwarding destination is displayed on the LCD.

TO CANCEL

1. **While being set the Call Forwarding - All Calls,**

2. **Press the Soft key (>>>>) repeatedly until display shows "FDA" when Soft key is used.**

3. **Press Soft key (FDA) or Call Forwarding - All Calls feature key.**

4. **Press "* " key .**

5. **After 4 second, return back to the idle screen automatically. (or Press Speaker key)**

   Speaker key lamp goes off.
   Line key lamp goes off.

CALL FORWARDING - DESTINATION

This feature allows a station user to set Call Forwarding - All Calls from another station within the system.

> The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO SET CALL FORWARDING - DESTINATION

1. **Dial Call Forwarding – Destination feature access code or press Call Forwarding - Destination feature key.**

   You will receive a special dial tone.

2. **Dial station number to be forwarded to this line.**

   Wait for service set tone.

TO CANCEL CALL FORWARDING - DESTINATION

1. **Dial Call Forwarding – Destination Cancel feature access code or press Call Forwarding – Destination Cancel feature key.**

2. **Dial station number to cancel.**

3. **After 4 second, return back to the idle screen automatically. (or Press Speaker key)**

   Call Forwarding - Destination is cancelled.

CID (CALLER ID) CALL DISPLAY

Without answering incoming calls or held calls that terminate to the Line keys of a terminal, the calling party's information can be confirmed by the indications on the LCD.

> The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO DISPLAY CALLING PARTY INFORMATION

1. **Press CID Call Display feature key.**

   Line key lamp lights red.
   Calling Party information is displayed.

TO REDISPLAY CALLING PARTY INFORMATION

1. **While on a call press CID Call Display feature key to recall the Calling Party Information.**

   Calling Party information is displayed.

VOICE FIRST/TONE FIRST

This feature allows incoming calls to your terminal to either ring or go to voice announcement.

> ! The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO SET VOICE FIRST/TONE FIRST MODE

1. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.

2. **Dial Voice First/Tone First access code or press Voice First/Tone First feature key.**

   LCD shows current mode.
   You will receive a feature dial tone.

3. **Dial any single digit ("0" – "9").**

   Voice First mode is switched to Tone First mode (or vice versa).
   You will receive a feature set tone.

4. **Press Speaker key.**

   Speaker key lamp goes off.

5. **5. The called party can reply.**

WHEN A CALLED TERMINAL HAS BEEN SET TO VOICE FIRST

1. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.
   Line key lamp lights green.

2. **Dial extension number.**

   Wait for voice page alert tone.

3. **Speak to the called party.**

4. **Dial "1 " .**

   The called party's extension will ring.

WHEN A CALLED TERMINAL HAS BEEN SET TO TONE FIRST

1. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.
   Line key lamp lights green.

2. **Dial extension number.**

   The called party's extension will ring.

3. **Dial "1 ".**

   Wait for voice page alert tone.

4. **Start conversation with called party.**

5. **The called party can reply.**

ANSWER A VOICE CALL HANDSFREE

This feature allows the terminal user to answer a Voice Call without lifting the handset.

1. **You will receive an incoming Voice Call.**

2. **Press Mic Key.**

   Mic key lamp lights red.

3. **Respond to call handsfree.**

AUTOMATIC INTERCOM

Automatic Intercom provides a path for voice announcement calls between two terminals using a Line key. Private conversations can be held. The Busy/Idle status of the associated the terminal is displayed on the Automatic Intercom feature key LED.

> The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO INITIATE

1. **Press Speaker key.**

You will receive a dial tone.
Speaker key lamp lights red.

2. **Press Automatic Intercom feature key.**

The called terminal receives a tone burst.

TO ANSWER

1. **While hearing ringing tone,**

Automatic Intercom feature key lamp flashes green.
Voice Call alert tone is heard.

2. **Press Automatic Intercom feature key.**

Automatic Intercom feature key lamp lights green.

3. **Press Speaker key.**

Speaker key lamp lights red.

MANUAL INTERCOM

The Manual Intercom groups have up to six terminals sharing a common signal path. Users can call other members of the Manual Intercom group by pressing a Manual Intercom feature key; each press sends a tone burst over the speakers of all the terminals in the group. When another user answers the call a speech path is activated.

> The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO INITIATE

1. **Press Speaker key.**

You will receive a dial tone.
Speaker key lamp lights red. →

2. **Press Manual Intercom feature key.**

You will receive a ringback tone.

3. **Each press of Manual Intercom feature key sends tone bursts.**

TO ANSWER

1. **While hearing ringing tone,**

Manual Intercom feature key lamp flashes green.
You may receive a ring tone.

2. **Press Manual Intercom feature key.**

Manual Intercom feature key lamp lights green.

3. **Press Speaker key.**

Speaker key lamp lights red.

4. **If called terminal is engaged in a non-intercom call, the terminal may press Manual Intercom feature key after placing original caller on hold (with Hold key).**

DIAL INTERCOM

Dial Intercom comprises up to 10 terminals that can call each other using a dedicated Dial Intercom feature key with abbreviated dialing. Dial Intercom calls can be voice announce with ringing calls.

> ! The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO INITIATE

1. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.

2. **Press Dial Intercom feature key.**

   Dial Intercom feature key lamp lights green.

3. **Dial desired intercom terminal number ("0"- "9").**

4. **Press "1".**

   Change to ring tone signal.
   Tone burst is sent.

TO ANSWER

1. **While hearing ringing tone,**

   Dial Intercom feature key lamp flashes green.
   Tone burst or ring tone is heard.

2. **Press Dial Intercom feature key.**

   Dial Intercom feature key lamp lights green.

3. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.

INTERNAL ZONE PAGING WITH MEET-ME PAGE

This feature allows terminal users to page over the built-in speakers of the terminals within the assigned zone or all zones.

> ! The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO PAGE (TERMINAL A)

The terminal A pages the terminal B.

1. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.

2. **Dial Internal Paging access code fordesired zone or all zones or press Internal Paging feature key assigned for desired zone or all zones.**

3. **Page the terminal B.**

TO ANSWER (TERMINAL B)

1. **Dial Meet-Me Answer access code.**

   They are immediately connected.

BOSS/SECRETARY CALLING

A secretary with a terminal can use an appearance of the boss' extension to screen calls for that extension, and announce and/or transfer calls to that extension. Additionally, the secretary can call the boss during a busy condition and can send a message waiting indication to the boss' terminal.

> The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO CALL BOSS FROM SECRETARY

1. **Lift the handset.**

   You will receive a dial tone.
   Speaker key lamp lights red.

2. **Press boss' ringing line and ask calling party to hold.**

3. **Press boss' line again.**

   Voice Call is automatically established to boss' extension.

4. **Announce the call to the boss.**

IF BOSS ACCEPTS CALL

1. **Secretary replaces the handset.**

   Boss and secretary extension each display the other's number.

2. **Boss lifts the handset or presses flashing line to answer the call.**

IF BOSS REFUSES CALL

1. **Secretary presses Transfer key to return to calling party**

TIMED REMINDER

This feature allows the system to be programmed to automatically call terminals at specified times. Upon answering, the terminal is connected to a recorded announcement or music source.

> The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO SET

1. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.

2. **Set Timed Reminder.**

   Dial Timed Reminder feature access code or press Timed Reminder feature key. You will receive a feature dial tone.

3. **Dial the desired reminder time in military format.**

   You will receive service set tone.

4. **Press Speaker key.**

   Speaker key lamp goes off.

PRIVACY RELEASE

A terminal is engaged in a conversation, and allows another terminal to enter the call in progress.

> The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Press Soft key (CONF) or Conference feature key.**

   Line key lamp lights green.

2. **Another terminal with the same line appearance presses that Line key.**

3. **A three-way conference is established.**

RETURN MESSAGE SCHEDULE

This feature allows terminal user to register a return schedule when leaving the office and have the schedule display on the calling terminal LCD.

> The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO SET

1. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.

2. **Dial Return Message Schedule access code or press Return Message Schedule feature key.**

3. **Dial the number corresponding to desired message.**

   Message Patterns

DIAL	MESSAGE
0	IN: BACK HH: MM
1	OUT: BACK HH: MM
2	AWAY: BACK MM: DD
3	VACATION MM: DD

- Press "0" or "1" and dial desired time.

- Press "2" or "3" and dial the month and date (Example: for June, 8, enter "0608")

4. **Press Speaker key.**

   Speaker key lamp goes off.
   Return Message Schedule is registered.

TO CANCEL

1. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.

2. **Dial Return Message Schedule cancel code.**

3. **Press Speaker key.**

   Speaker key lamp goes off.

WHISPER PAGE

This feature allows a secretary to interrupt the boss in a private way. By pressing a feature key or dialing an access code, the secretary terminal can interrupt the conversation between the boss and another party. When the conversation is interrupted, the boss can hear the secretary but the other party is unaware of the voice override.

> The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO SET

Whisper Page has two kinds of operations.

PATTERN 1

1. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.

2. **Dial desired extension number.**

   You will receive a busy tone.

3. **Press Transfer key.**

4. **Dial Whisper Page access code or press Whisper Page feature key.**

   You will receive a service set tone.

5. **Listen to conversation and speak to boss terminal only.**

PATTERN 2

1. **Press Speaker key.**

   You will receive a dial tone.
   Speaker key lamp lights red.

2. **Dial Whisper Page access code or press Whisper Page feature key.**

   You will receive a feature dial tone.

3. **Dial desired extension number.**

   You will receive a service set tone

TO ANSWER

1. **Press Answer key.**

Call in progress is placed on hold.
A hold tone is not transmitted to the other party of the original call.
Calling terminal and called terminal can privately speak.
Answer key lamp lights red.

2. **Press Answer key.**

Answer key lamp goes off.
Return to original call.

SYSTEM CLOCK SETUP BY STATION DIALING

This feature enables a terminal user to adjust the system clock.

> The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Press Speaker key.**

You will receive a dial tone.
Speaker key lamp lights red.

2. **Dial System Clock Setup access code or press System Clock Setup feature key.**

You will receive a feature dial tone.

3. **Dial new time in 24 hr. format using 6 digits (HHMMSS).**

You will receive a service set tone.

4. **Press Speaker key.**

Speaker key lamp goes off.

DAY/NIGHT MODE CHANGE BY STATION DIALING

This feature allows selected terminals to activate a change from day mode to night mode by dialing a special code.

> The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Press Speaker key.**

You will receive a dial tone.
Speaker key lamp lights red.

2. **Dial Day/Night Mode Change access code or press Day/Night Mode Change feature key.**

3. **Press "1" –"4" and set in various mode.**

- Press 1 for DAY mode.
- Press 2 for NIGHT mode.
- Press 3 for MODE-A mode.
- Press 4 for MODE-B mode.

4. **Press Speaker key.**

Speaker key lamp goes off.

> If a programmable 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)

SECURITY MODE

By pressing the Security button, "Security Mode" is activated to prevent the unauthorized access to the menu setting or telephony services provided from the system.

!	Security mode is available for DT930 only.

!	When the system administrator invalidates the Security Mode, this feature cannot be used. For details, please contact the system administrator.

!	If incorrect password is entered three times consecutively, the terminal locks up, and any key operation will be disabled for 10 minutes. And the number of failed passwords entry and terminal lock up time are set by system data setting at initial installation. For details, please contact the system administrator.

!	While the terminal is locked, key becomes disabled. Also, any features provided by the system, such as call origination or call answering, cannot be performed.

!	Even when the terminal is reset for any reasons (such as power-off, etc.) while the terminal is placed in Security Mode, the lock is not released. For the way for resetting Security Mode, please contact the system administrator.

TO LOCK OR UNLOCK SECURITY MODE

TO LOCK THE TERMINAL

1. **Press Security button on the terminal.**

2. **The following message is displayed on LCD. Press or Soft key (OK).**

Security Lock?

Cancel   OK

3. **The terminal is in Security Mode.**

Security lamp lights red.
The Screen Saver will be activated.

TO UNLOCK THE TERMINAL

1. **Press any key while the Screen Saver is activated.**

The password entry screen is displayed on the LCD.

Security lock will be released.
Please input a password.

Cancel   BK   OK
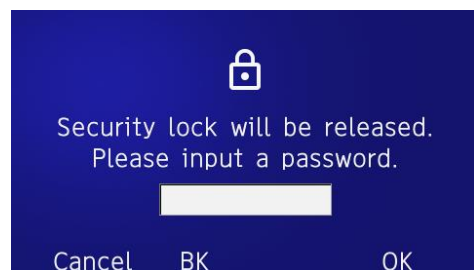
2. **Enter the password, and press or Soft key (OK).**

!	To cancel the Security Mode, the "terminal password" is required. The default password to release a security lock is "0000". Be sure to change the default password before placing the terminal in Security Mode. For details, please refer to "TO CHANGE PASSWORD".

✎	When the password entry ends in failure, the following error message is displayed.

Password Error.
Retry?
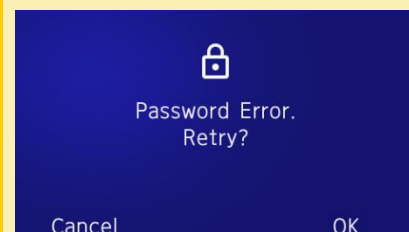
Cancel   OK

- Security Mode is continued by pressing Soft key (Cancel).
- Password retry screen is displayed again when or Soft key (OK) is pressed.

- After a third attempt (if incorrect password is entered three times consecutively), the following error message is displayed.

Incorrect security code password entered.

OK
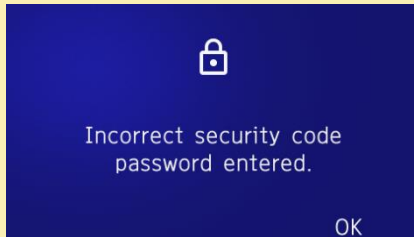
- Security Mode is continued by pressing or Soft key (OK).
- After 10 minutes later and press any key, the password entry screen is displayed.

EMERGENCY CALL

It is required to cancel the Security Mode before making a call. But the emergency call is allowed without canceling the Security Mode. Maximum 3 emergency numbers can be registered by system data setting at initial installation.

This feature is not available when "Security Mode" is not activated or no emergency number is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Security lamp lights red and "Security Lock" is displayed.**

2. **Lift the handset.**

   "Dial Emergency Number Only." is displayed.

Dial Emergency Number Only.

Unlock

When you press Speaker key, password entry screen is displayed. The emergency call screen is displayed by lifting the handset.

Emergency call cannot be made with Speaker key.

3. **Dial the emergency number.**

   Example: Dial "911"

Maximum 3 emergency numbers are set by system data setting at initial installation. For details, please contact the system administrator.

The user can make a call to only the predetermined number. When numbers other than the predetermined emergency number are dialed, the following message appears.

Invalid dial.

90
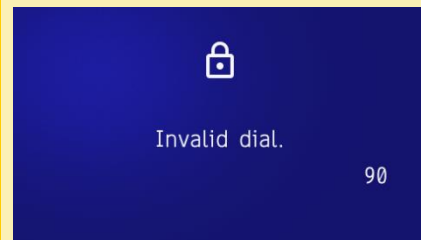
After a few seconds, the display goes back to emergency call screen.

4. **The call is originated to the dialed emergency number.**

   You will receive a ring back tone.

5. **After a conversation, replace the handset.**

After making a call to emergency number, security lock is released, since there is a case the terminal receives a call back from the emergency number. The security lock will be set after 60 minutes from releasing Security Mode.

DOUBLE HEIGHT CHARACTERS ON LCD

One of the four lines in the LCD can be displayed in double height size. While one line is being displayed in double height size, one of the other lines disappears. By pressing the programmable feature key which has been assigned to "Enlarge Line↓" or "Enlarge Line↑" (hereinafter, called as Enlarge Line↓/Enlarge Line↑ key), the display can be changed.

> The feature keys are set by system data setting at initial installation. For details, please contact the system administrator.

TO CHANGE OF THE TARGET LINE TO BE DISPLAYED IN DOUBLE HIGH SIZE

By pressing the Enlarge Line↓/Enlarging Line↑ key, the target line is changed.

Normal Indication
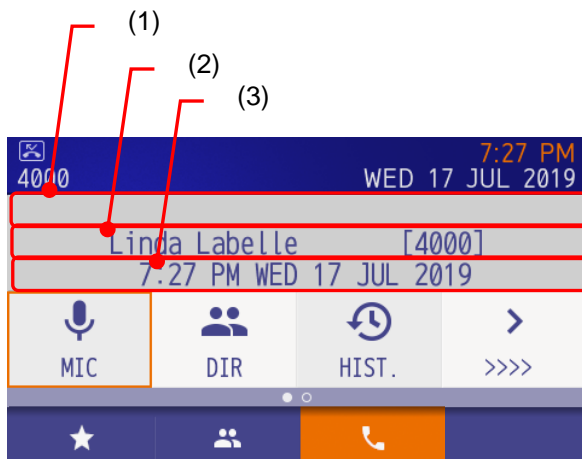
(1) First line
(2) Second line
(3) Third line

When the second line is displayed in double height size;

When the third line is displayed in double height size;
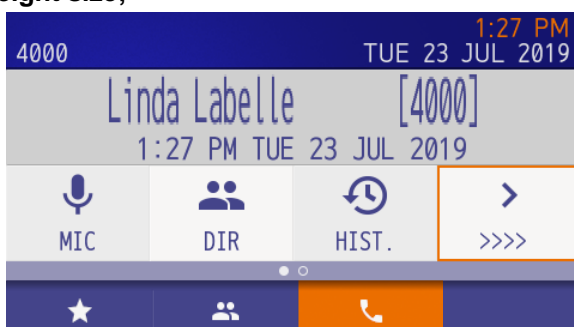
HEADSET OPERATION

The table below shows supported headsets and headset cables for the terminal.

Headset	Supported Cable
HW510/HW251N	A10
WT100 Voyager Legend CS	APN-91
W710	APD80
Voyager 5200 / Voyager Legend / Voyager Edge / Jabra Talk 45	- (Bluetooth®)

> Headset key must be programmed in advance. For the programming of Headset key, contact the system administrator.

TERMINAL OPERATION USING THE HEADSET

The following procedure explains how to operate a terminal using the headset. While using the headset, the operations equivalent to answering and ending a call are available by pressing the Headset key.

To Originate a Call

1. **Press the Headset key, and the Headset key lights red.**

2. **Line key lights green and dial tone is received.**

3. **Dial a desired telephone number, after the target party answers the call, you can start a conversation.**

4. **Press Headset key to finish the call, and the Headset key turns off.**

To Answer Call

1. **Press the Headset key while the ringing tone is on, and the Headset key lights red.**

2. **Press the flashing line key to start a conversation with calling party. Depending on the setting at the installation stage, you can answer the call by pressing Answer key instead of line key.**

3. **Press Headset key to finish the call, and the Headset key turns off.**

> To switch to headset mode, press Headset key during a conversation.

ADJUSTING HEADSET RINGER TONE VOLUME

You can adjust the ringer tone volume for a headset in idle/busy status.

> The ringer tone can be sent to the headset by terminal Menu settings.
> For the details, refer to "TO SET RINGING OF HEADSET".

> A ringer tone volume can be adjusted only for a wired
> headset connected to the terminal headset connector

> A ringer tone volume in busy status cannot be changed when the ringer tone is set to come from both the speaker and the headset. For details, contact the system administrator.

To Adjust the Ringer Tone Volume in Idle Status

1. **Press the Headset key while in idle status to switch from headset mode to handset mode, and the Headset key lamp turns off.**

2. **Receives as a call from another line.**

3. **Press Up/Down cursor key while a ringer tone is on.**

For Ringer Tone Volume in Busy Status

If other lines are accommodated in the telephone as a subline, and when an incoming call is terminated to the subline while a call in progress with headset, the ring tone volume is lower than usual.

> When you receive another call during a call with the headset, the ringer tone volume for other lines in headset mode can be set to the same level as the normal two-way call. For details, contact the system administrator.

HOW TO USE THE WIRELESS HEADSET

When using Wireless Headset (WT100 (APN-91)/Voyager Legend CS (APN-91) (manufactured by Plantronics)), you can answer a call, have a conversation, or disconnect the call. This section explains the terminal operation using Wireless Headset.

	The Headset key of Wireless Headset must be programmed in advance. For the programming of Headset key, contact the system administrator.

	For details on how to connect a telephone and Wireless Headset, see the manual attached to the Wireless Headset.

To Answer a Call

1. **Press the Call control key of the Wireless Headset while the terminal is ringing, and the Headset key lights red. Depending on the setting at the installation stage, you can answer the call by pressing Answer key or Headset key instead of Call control key.**

2. **Press Call control key to finish the call, and the Headset key turns off.**

	Even if a wired/EHS headset is available, it cannot be used when a Bluetooth® headset is connected.

HOW TO USE Bluetooth® HEADSET

When using Bluetooth® headset, you can answer a call, have a conversation, or disconnect the call with hooking operations. This section explains the terminal operation using Bluetooth® Headset.

	If the Headset key of Bluetooth® is programmed in advance, you can also answer the call by pressing Headset key. For the programming of Headset key, contact the system administrator.

	For details on how to connect a telephone and Wireless Headset, see "TO SET Bluetooth DEVICE" and the manual attached to the Wireless

Headset.

To Answer a Call

1. **Press the Call control key of the Bluetooth® Headset while the terminal is ringing, and the Headset key lights red. Depending on the setting at the installation stage, you can answer the call by pressing Answer key or Headset key instead of Call control key.**

2. **Press Call control key to finish the call, and the Headset key turns off.**

	In case of using Bluetooth® Headset
	■ In the Voyager series, audio response "Answer", "Ignore" is not supported. To answer, press talking button of Bluetooth® headset.
	■ You can answer the call only while ringing.
	■ In the Voyager series, long press on talking button of headset performs the DND. Only ringing of Bluetooth® will be stop, not terminal-side. This DND status is not synchronized with the terminal.
	■ Pressing mute button while talking make the terminal mute. End call make the mute OFF. This mute status is not synchronized with the terminal.
	■ While the terminal is idle status, pressing talking button twice will be enabled "Last Number Redial" feature in some of the available Bluetooth® headsets. But this feature is not supported in this system. Making call is not available.
	■ Because of characteristic of wireless, ringing start or talking start will delay.
	■ In environments with many Bluetooth devices, it may be difficult to find the Headset to be used. Make the Headset to be used searchable (pairing status) first, and then perform a search on the terminal.

■Depends on the around environment, or distance with Bluetooth supported devices, Sound skips (sounds are interrupted) or noise may occur.

■It is recommended to adjust the reception volume of the Headset with the volume button on the Headset side, and use the default volume on the terminal side (except Jabra Talk 45).

■ When using the Jabra Talk 45, the reception volume sounds louder compared to the handset. Please note that when switching the audio output from the handset to the Jabra Talk 45.

■In Voyager5200, a voice announcement ("Answering Call.") is played when an incoming call is answered. This may delay the start of the call, so you can stop the voice announcement with the Plantronics Hub application. The Plantronics Hub application may be downloaded from URL below and installed on the PC.

URL:
https://www.plantronics.com/us/en/support/downloads-apps

About radio interference

If radio interference occurred, wireless connection of the Bluetooth® headset may be unstable (such as disconnection, noise in a call, or hang up a call). For that reason, when there are the same 2.4GHz radio products (Wi-Fi access point, other Bluetooth® devices, microwaves, etc.), keep the distance between the Bluetooth® headset and the other devices 5 meters or more.
In addition, DTZ-24BT uses a higher radio wave output method (Class 1: 100mW) than general Bluetooth® headsets. The closer the Bluetooth® headset and the DTZ-24BT, the wireless connection of the Bluetooth® headset may be unstable (such as disconnection, noise in a call, or hang up a call) because of the radio interference.

Both of them are used while moving, the effects of radio interference is unavoidable even if the installation distance is limited. Please make sure not mix Bluetooth® headset and DTZ-24BT on the same floor.

How to switch enable/disable the voice announcement in the available Bluetooth® headset made by Jabra, please refer to the web site of each product.

APPENDIX A. MENU LIST

This chapter shows the Setting Menu List.

Menu Item				Description	Default Value
User Setting				Select this option to configure the user setting of DT930.	–
	Incoming Call			Select this option to set up for incoming calls.	–
		Offhook Ring		Select this option to specify whether to use the Off-hook ringing.	Enable
		Headset Ring		Select this option to specify whether to use the headset ringing.	Disable
		Ring Tone		Select a ringer tone for External Call and Internal Call. (Automatic / Tone Type 1~14 / Download 1~3)	Automatic (Tone Type 1)
		Illumination		Select this option to set the illumination pattern for External Call and Internal Call. (Automatic / Disable / Red / Green / Blue / Yellow / Purple Light Blue / White / Rotation)	Automatic (Red)
	Talk			Select this option to set up for telephone conversation.	–
		RTP Alarm		Select this option to specify whether to use the RTP alarm.	Automatic
		DTMF Tone		Select this option to specify whether to use the DTMF tone.	Automatic
		Key Touch Tone		Select this option to set the key touch tone generated when the digit keys are pressed while the telephone is off-hook.	Automatic (Tone)
		Hold Music		Select a Music on Hold to be heard by DT930 user.	Default
		Prefix		Select this option to register a Prefix number.	–
	Display			Select this option to set up for the LCD display.	–
		Calendar Format		Set calendar display format and time display format.	–
			Calendar	Select this option to change the display order of date, day of the week, and year. (This feature does not work even if it is set.)	Automatic
			Time Format	Choose between 12-hour or 24-hour clock format. (This feature works in 12-hour clock format even if it is set.)	Automatic (12-hour)
		Local Volume		Specify whether to display the following volume levels: handset receiver volume, speaker volume, ringer tone volume and LCD contrast.	Automatic (Enable)
		Screen Saver		Select this option to set up Screen Saver related data.	–
			Screen Saver	Select this option to specify whether to use a Screen Saver.	Enable
			Wait Time	Select this option to specify the Wait Time to launch a Screen	30 min
		Back Light		Select this option to set the brightness of the backlight. 1. Level 1 (Bright) ~ 4. Level 4 (Dark)	Level 2
		Font Size		Select this option to change the font size displayed on the LCD. Note: This menu is displayed when GUI mode is classic.	Standard
		Language		Select this option to select a language to be displayed on an	Automatic
		Advanced		Select this option to set up for the following additional data.	–
			Wallpaper	Select this option to specify the Home Screen background. Note: This menu is displayed when GUI mode is classic.	Default
			Font Color	Select this option to specify the font color for the Time Display/Feature Information Display area. Note: This menu is displayed when GUI mode is classic.	Color 16

Menu Item				Description	Default Value
		Turn Off Display		Select this option to specify the data when turning off the display automatically.	–
			Turn Off Display	Select this option to set up for Turn Off Display Mode. (Disable/Enable/App Priority)	App Priority
			Wait Time	Select this option to specify the time until turning off the display. (1-999 min.)	180 min
		Backlight Fade Control		Select this option to specify whether Backlight Fade Control is in service, when turning on/off the backlight of the LCD.	Enable
		Home Frame		Select this option to set home frame. Note: This menu is only for Self-Labeling terminal.	Enable
		GUI Mode		Select this option to set up for GUI mode.	Automatic
	Portal Mode			Select this option to set up for the following about Portal mode.	–
		Delete		Select this option to delete shortcut.	–
		Change		Select this option to set up for Display theme	White Theme
			White	Select this option to set theme to White	–
			Black	Select this option to set theme to Black	–
		Animation		Select this option to set up for animation enable/disable	Disable
		Home Screen		Select this option to set up for the home screen.	Automatic
			Automatic	Follows system setting or registered home URL.	–
			Favorite	Select this option to set the Favorite screen as the Home screen.	–
			Call	Select this option to set the Call screen as the Home screen.	–
			Line	Select this option to set the Line screen as the Home screen. (It is not displayed on the DT930 (24CG).)	–
		Shortcut Photo & Name		Select this option to set the shortcut display.	Photo & Name
			Small Photo & Name	Displays the photo registered in the contact in a small size, and displays the shortcut name below the photo.	–
			Photo & Name	Displays the photo registered in the contact in a large size, and displays the shortcut name over the photo.	–
			Photo Only	Displays the photo registered in the contact in a large size. The name is not displayed.	–
	Change Password			Select this option to change the password to lock/unlock the	0000
	Option Device			Select this option to setup the usage of the peripheral	–
		Bluetooth		Set Bluetooth	–
			Bluetooth	Select this option to specify whether Bluetooth is available.	Disable
			Pairing	Select this option to pair with the Bluetooth handset.	–
			Additional	Select this option to set inquiry time.	30 sec
			Bluetooth Information	Select this option to show Bluetooth information.	–
Usability				Select this option to set up for the operation of the Home key while Pop- up window is displayed.	–
	Help Key Mode			Select this option to set up for Help Key Mode (1 SubMenu/2 Popup Window).	SubMenu
Setting Reset				Select this option to reset the telephone settings.	–

Menu Item			Description	Default Value
Download			Set the data required when downloading a file.	–
	Download Files		Select this option to download files for Music on Hold, ringer tone, Directory and Wallpaper.	–
		Hold Music	Select this option to download a file for Music on Hold.	MOH.wav
		Ring Tone	Select this option to download files for ringer tones (Download 1	–
		Music Ring 1	Select this option to download a file for ringer tone (Download 1).	Melody1.wav
		Music Ring 2	Select this option to download a file for ringer tone (Download 2).	Melody2.wav
		Music Ring 3	Select this option to download a file for ringer tone (Download 3).	Melody3.wav
		Directory	Select this option to download the directory files.	Directory.csv
	Download Address		Select this option to enter an IP address of the FTP/TFTP/HTTPS server.	0.0.0.0
	Protocol		Select this option to specify a protocol of the server (either FTP or TFTP or HTTPS).	FTP
	Account Settings		Select this option to set necessary data when using FTP or HTTPS service.	–
		User ID	Select this option to enter a user ID for downloading via FTP or HTTPS server.	–
		Password	Select this option to enter a password for downloading via FTP or HTTPS server.	–
		Folder	Select this option to specify the directory where the downloaded file is stored.	–
Data Backup/Restore			Select this option to set the data required for a file	–
	Data Backup		Select this option to specify the file name to be backed up.	PersonalData.tg
	Data Restore		Select this option to specify the file name to be restored.	PersonalData.tg
	Server Address		Select this option to enter an IP address of the FTP/TFTP/HTTPS server.	0.0.0.0
	Protocol		Select this option to select a protocol of the server (either FTP, TFTP or HTTPS).	FTP
	Account Settings		Select this option to set necessary data when using FTP or HTTPS server.	–
		User ID	Select this option to enter a user ID for the data backup via FTP or HTTPS server.	–
		Password	Select this option to enter a password for data backup via FTP or HTTPS server.	–
		Folder	Select this option to specify the destination directory of FTP or HTTPS server.	–

APPENDIX B. INPUT CHARACTERS

HOW TO INPUT CHARACTERS (SYSTEM)

SYSTEM/STATION SPEED DIALING FEATURE

Press the dial key to display the character. The character will be changed by repeatedly pressing the dial. After displaying the desired character, press "#" or right cursor key.
Example: When inputting with "MARY SMITH",

6# 2# 777# 999# 0# 7777# 6# 444# 8# 44#
M A R   Y   S   M I   T H
The following two input mode can be specified.

- ABC: English input mode.
- NUM: Number input mode.

Input mode switches over by pressing "*" repeatedly, and also it can be switched by press local soft key 3 if there is "Aa1" ("ABC" → "abc" → "NUM").

🖉	• Up to **4** characters can be entered for keyword searching. • Up to **16** characters can be registered for each name. • Up to **30** digits can be registered for each dial number. (access code: up to **4** digits, called number: up to **26** digits) • The default setting is English input mode. • Please refer to CHARACTER CODE TABLE for the character that can be entered.

CHARACTER CODE TABLE FOR COMMON/PERSONAL DIRECTORY SERVICE

INPUT	DIAL	1	2	3	4	5	6	7	8	9	10
ABC	①										
ABC	②	A	B	C	a	b	c				
ABC	③	D	E	F	d	e	f				
ABC	④	G	H	I	g	h	i				
ABC	⑤	J	K	L	j	k	l				
ABC	⑥	M	N	O	m	n	o				
ABC	⑦	P	Q	R	S	p	q	r	s		
ABC	⑧	T	U	V	t	u	v				
ABC	⑨	W	X	Y	Z	w	x	y	z		
ABC	⓪	SP	-	_	'	&	@	.	,	:	;
NUM	①	1									
NUM	②	2									
NUM	③	3									
NUM	④	4									
NUM	⑤	5									
NUM	⑥	6									
NUM	⑦	7									
NUM	⑧	8									
NUM	⑨	9									
NUM	⓪	0									

INPUT (1 - 10): Showing number of times pressing the key. SP: Showing blank space.

CHARACTER CODE TABLE FOR MENU CONTENTS
PASSWORD INPUT

INPUT	DIAL	1	2	3	4	5	6	7	8	9	10
1	①	1									
1	②	2									
1	③	3									
1	④	4									
1	⑤	5									
1	⑥	6									
1	⑦	7									
1	⑧	8									
1	⑨	9									
1	⓪	0									
1	⊛	*									
1	＃	#									

INPUT (1 - 10): Showing number of times pressing the key.

SP: Showing blank space.

When inputting password characters, "*" are displayed on the screen.

INPUT THE USER ID, PASSWORD (FTP/HTTPS SERVER), FOLDER NAME, FILE NAME, ADDRESS (URI)

INPUT	DIAL	1 16	2 17	3 18	4 19	5 20	6 21	7 22	8 23	9 24	10 25	11 26	12 27	13 28	14 29	15
A	①	.	,	\	1	?	!	@	:	;						
A	②	A	B	C	2											
A	③	D	E	F	3											
A	④	G	H	I	4											
A	⑤	J	K	L	5											
A	⑥	M	N	O	6											
A	⑦	P	Q	R	S	7										
A	⑧	T	U	V	8											
A	⑨	W	X	Y	Z	9										
A	⓪	SP	0													
A	#	* ?	# _	. +	/ -	: =	~ [	!]	@ {	$ }	% <	^ >	& ,	(;	) \	'
a	①	.	,	\	1	?	!	@	:	;						
a	②	a	b	c	2											
a	③	d	e	f	3											
a	④	g	h	i	4											
a	⑤	j	k	l	5											
a	⑥	m	n	o	6											
a	⑦	p	q	r	s	7										
a	⑧	t	u	v	8											
a	⑨	w	x	y	z	9										
a	⓪	SP	0													
a	#	* ?	# _	. +	/ -	: =	~ [	!]	@ {	$ }	% <	^ >	& ,	(;	) \	'

INPUT	DIAL	1 / 16	2 / 17	3 / 18	4 / 19	5 / 20	6 / 21	7 / 22	8 / 23	9 / 24	10 / 25	11 / 26	12 / 27	13 / 28	14 / 29	15
1	①	1														
1	②	2														
1	③	3														
1	④	4														
1	⑤	5														
1	⑥	6														
1	⑦	7														
1	⑧	8														
1	⑨	9														
1	⓪	0														
1	#	*	#	.	@	/	(	)	,	-	_	:	'	~	&	\

INPUT (1 – 29): Showing number of times pressing the key.

SP: Showing blank space.

Input mode switches over by pressing the repeatedly.
("English Character (capital letter)" → "English Character (lowercase)" → "number" → "English Character (capital letter)").

When inputting password characters, "*" are displayed on the screen.

INPUT THE IP ADDRESS

INPUT	DIAL	1	2	3	4	5	6	7	8	9	10
1	①	1									
1	②	2									
1	③	3									
1	④	4									
1	⑤	5									
1	⑥	6									
1	⑦	7									
1	⑧	8									
1	⑨	9									
1	⓪	0									
1	✳	(1)									
1	#										

INPUT (1 - 10): Showing number of times pressing the key.

(1) For separator of IP address.