DT700 Phone User Manual
For UNIVERGE Sphericall and iS3000-SIP@Net Platforms
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NOTICES

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OVERVIEW

DT700 SERIES PHONES

PLATFORM COMPATIBILITY

The various models of DT700 SIP phones can be used on various communication server platforms, including the following:

- NSIP (NECi) firmware on the Univerge platforms
- Sphericall platform (equipped with Open SIP firmware)
- iS3000-SIP@Net platform (equipped with Open SIP firmware)

This manual describes the general functionality of DT700 phones running on a platform equipped with Open SIP firmware and either the Sphericall or iS3000-SIP@Net platform.

For general information on using the DT700 phone, see the Quick Reference Guide for the specific DT700 phone model.

For information on functionality specific to the Sphericall platform, see Appendix A, “Sphericall System Features.”

For information on the functionality specific to the iS3000-SIP@Net platform, see Appendix B, “iS3000-SIP@Net System Features.”

DT700 LINEUP

This section describes the currently supported lineup of DT700 phones:

Note: For supported languages and other system requirements, please refer to the System Requirements document.

<table>
<thead>
<tr>
<th>Phone Name</th>
<th>Phone Model</th>
<th>Phone Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT710</td>
<td>ITL-2E (IP Economy)</td>
<td>• 2 programmable keys</td>
</tr>
</tbody>
</table>
| DT710      | ITL-6DE (IP Economy) | • 6 programmable keys  
|            |                   | • Cursor pad            |
|            |                   | • LCD display           |
DT700 KEYS AND PARTS

The following diagrams and tables show the keys and parts that are available on DT700 phones.
ITL-32D (DT730 SERIES) PHONE LAYOUT AND PARTS

Figure 1.1  ITL-32D (DT730 Series) Phone Layout
Table 1.1  ITL-32D (DT730 Series) Keys and Parts

1  Call Indicator Lamp  The Call Indicator Lamp at top corner of the display flashes when a call is offered to the phone. Also, if you have Voice Mail service, the Lamp lights steadily when a message has been left.

2  LCD  The LCD (Liquid Crystal Display) provides call status activity information plus date, time and Soft Key operation.

3  Exit key  This key allows you to exit from the Menu or Help mode and go back to the telephone main screen.

4  Soft Keys  The Soft Keys show the available features for your current activity. Any feature shown at the bottom of the LCD is available. The appropriate key is displayed on the screen according to the call handling process.

5  Help key  Press the Help key and then press a Soft Key to display information about that Soft Key.

6  Programmable Keys  The first programmable key is reserved as the Line Key. Line Keys allow the user to select which line to operate on. Any programmable keys not used as Line Keys can be programmed as Speed Dial Keys by the user or system administrator. Numbers up to 24 digits can be assigned to Speed Dial Keys. The numbers may be a telephone number or star/hash codes.
For more information on Speed Dial Key numbering, see “Speed Dial Key Numbering” on page 5-110.

7  Recall key  **Sphericall Systems:** Press this key to get a dial tone. If you are currently on a call, the current call will be placed on hold and a new call will be started.
**iS3000-SIP@Net Platforms:** See the Hold key.

8  Feature key  This key displays a set of menu options that provide additional capabilities, such as speed dial key programming.

9  Answer key  Press this key to answer an incoming call. If you have a headset attached to the phone, the audio will go through the headset. If you do not have a headset attached to the phone, the audio will go through the speaker on the phone. When LED on this key is lit, press key to answer a waiting call.

10  Mic key  Press key to mute the microphone. The LED on this key flashes when the microphone is muted. Press the key again to un-mute the microphone.

11  Menu key  Press this key to access the features and settings provided on the local telephone menu, such as Call History, Personal Directory or User Settings.

12  Hold key  Press this key to place a call on hold.

13  Transfer key  Press this key to transfer a call.
14 Speaker key Controls the built-in speaker which can be used for Hands Free dialing and conversations. The LED on this key lights when key is active.

15 Cursor pad Use this key to navigate to various features.

16 Programmable Keys Additional Programmable line keys. Programmable Key numbering starts with Key 25 at the top and to key number 32 for the ITL-32D phone.

**ITL-24D (DT730 SERIES) PHONE LAYOUT AND PARTS**

*Figure 1.2 ITL-24D (DT730 Series)*
Table 1.2  ITL-24D (DT730 Series) Keys and Parts

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Call Indicator Lamp</td>
</tr>
<tr>
<td>2</td>
<td>LCD</td>
</tr>
<tr>
<td>3</td>
<td>Exit key</td>
</tr>
<tr>
<td>4</td>
<td>Soft Keys</td>
</tr>
<tr>
<td>5</td>
<td>Help key</td>
</tr>
<tr>
<td>6</td>
<td>Programmable Keys</td>
</tr>
<tr>
<td>7</td>
<td>Recall key</td>
</tr>
<tr>
<td>8</td>
<td>Feature key</td>
</tr>
<tr>
<td>9</td>
<td>Answer key</td>
</tr>
<tr>
<td>10</td>
<td>Mic key</td>
</tr>
<tr>
<td>11</td>
<td>Menu key</td>
</tr>
<tr>
<td>12</td>
<td>Hold key</td>
</tr>
<tr>
<td>13</td>
<td>Transfer key</td>
</tr>
</tbody>
</table>
**ITL-12D (DT730 SERIES) PHONE LAYOUT AND PARTS**

**Figure 1.3** ITL-12D (DT730 Series)

14 Speaker key Controls the built-in speaker which can be used for Hands Free dialing and conversations. The LED on this key lights when key is active.

15 Cursor pad Use this key to navigate to various features.
### ITL-12D (DT730 Series) Keys and Parts

<table>
<thead>
<tr>
<th>Number</th>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Call Indicator Lamp</td>
<td>The Call Indicator Lamp at top corner of the display flashes when a call is offered to the phone. Also, if you have Voice Mail service, the Lamp lights steadily when a message has been left.</td>
</tr>
<tr>
<td>2</td>
<td>LCD</td>
<td>The LCD (Liquid Crystal Display) provides call status activity information plus date, time and Soft Key operation.</td>
</tr>
<tr>
<td>3</td>
<td>Exit key</td>
<td>This key allows you to exit from the Menu or Help mode and go back to the telephone main screen.</td>
</tr>
<tr>
<td>4</td>
<td>Soft Keys</td>
<td>The Soft Keys show the available features for your current activity. Any feature shown at the bottom of the LCD is available. The appropriate key is displayed on the screen according to the call handling process.</td>
</tr>
<tr>
<td>5</td>
<td>Help key</td>
<td>Press the Help key and then press a Soft Key to display information about that Soft Key.</td>
</tr>
<tr>
<td>6</td>
<td>Programmable Keys</td>
<td>The first programmable key is reserved as the Line Key. Line Keys allow the user to select which line to operate on. Any programmable keys not used as Line Keys can be programmed as Speed Dial Keys by the user or system administrator. Numbers up to 24 digits can be assigned to Speed Dial Keys. The numbers may be a telephone number or star/hash codes. For more information on Speed Dial Key numbering, see “Speed Dial Key Numbering” on page 5-110.</td>
</tr>
<tr>
<td>7</td>
<td>Recall key</td>
<td><strong>Sphericall Systems</strong>: Press this key to get a dial tone. If you are currently on a call, the current call will be placed on hold and a new call will be started. <strong>IS3000-SIP@Net Platforms</strong>: See the Hold key.</td>
</tr>
<tr>
<td>8</td>
<td>Feature key</td>
<td>This key displays a set of menu options that provide additional capabilities, such as speed dial key programming.</td>
</tr>
<tr>
<td>9</td>
<td>Answer key</td>
<td>Press this key to answer an incoming call. If you have a headset attached to the phone, the audio will go through the headset. If you do not have a headset attached to the phone, the audio will go through the speaker on the phone. When LED on this key is lit, press key to answer a waiting call.</td>
</tr>
<tr>
<td>10</td>
<td>Mic key</td>
<td>Press key to mute the microphone. The LED on this key flashes when the microphone is muted. Press the key again to un-mute the microphone.</td>
</tr>
<tr>
<td>11</td>
<td>Menu key</td>
<td>Press this key to access the features and settings provided on the local telephone menu, such as Call History, Personal Directory or User Settings.</td>
</tr>
<tr>
<td>12</td>
<td>Hold key</td>
<td>Press this key to place a call on hold.</td>
</tr>
<tr>
<td>13</td>
<td>Transfer key</td>
<td>Press this key to transfer a call.</td>
</tr>
</tbody>
</table>
14 Speaker key Controls the built-in speaker which can be used for Hands Free dialing and conversations. The LED on this key lights when key is active.

15 Cursor pad Use this key to navigate to various features.
### ITL-6DE (DT710 Series) Keys and Parts

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Call Indicator Lamp</td>
<td>The Call Indicator Lamp at top corner of the display flashes when a call is offered to the phone. Also, if you have Voice Mail service, the Lamp lights steadily when a message has been left.</td>
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<tr>
<td>2</td>
<td>LCD</td>
<td>The LCD (Liquid Crystal Display) provides call status activity information plus date, time and Soft Key operation.</td>
</tr>
<tr>
<td>3</td>
<td>Exit key</td>
<td>This key allows you to exit from the Menu or Help mode and go back to the telephone main screen.</td>
</tr>
<tr>
<td>4</td>
<td>Soft Keys</td>
<td>The Soft Keys show the available features for your current activity. Any feature shown at the bottom of the LCD is available. The appropriate key is displayed on the screen according to the call handling process.</td>
</tr>
<tr>
<td>5</td>
<td>Help key</td>
<td>Press the Help key and then press a Soft Key to display information about that Soft Key.</td>
</tr>
<tr>
<td>6</td>
<td>Programmable Keys</td>
<td>The first programmable key is reserved as the Line Key. Line Keys allow the user to select which line to operate on. Any programmable keys not used as Line Keys can be programmed as Speed Dial Keys by the user or system administrator. Numbers up to 24 digits can be assigned to Speed Dial Keys. The numbers may be a telephone number or star/hash codes. For more information on Speed Dial Key numbering, see “Speed Dial Key Numbering” on page 5-110.</td>
</tr>
<tr>
<td>7</td>
<td>Recall key</td>
<td><strong>Sphericall Systems</strong>: Press this key to get a dial tone. If you are currently on a call, the current call will be placed on hold and a new call will be started. <strong>iS3000-SIP@Net Platforms</strong>: See the Hold key.</td>
</tr>
<tr>
<td>8</td>
<td>Feature key</td>
<td>This key displays a set of menu options that provide additional capabilities, such as speed dial key programming.</td>
</tr>
<tr>
<td>9</td>
<td>Answer key</td>
<td>Press this key to answer an incoming call. If you have a headset attached to the phone, the audio will go through the headset. If you do not have a headset attached to the phone, the audio will go through the speaker on the phone. When LED on this key is lit, press key to answer a waiting call.</td>
</tr>
<tr>
<td>10</td>
<td>Mic key</td>
<td>Press key to mute the microphone. The LED on this key flashes when the microphone is muted. Press the key again to un-mute the microphone.</td>
</tr>
<tr>
<td>11</td>
<td>Menu key</td>
<td>Press this key to access the features and settings provided on the local telephone menu, such as Call History, Personal Directory or User Settings.</td>
</tr>
<tr>
<td>12</td>
<td>Hold key</td>
<td>Press this key to place a call on hold.</td>
</tr>
<tr>
<td>13</td>
<td>Transfer key</td>
<td>Press this key to transfer a call.</td>
</tr>
</tbody>
</table>
### Speaker key
Controls the built-in speaker which can be used for Hands Free dialing and conversations. The LED on this key lights when key is active.

### Cursor pad
Use this key to navigate to various features.

## ITL-2E (DT710 SERIES) PHONE LAYOUT AND PARTS

**Figure 1.5** ITL-2E (DT710 Series) Phone Layout

<table>
<thead>
<tr>
<th>Number</th>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Speaker key</td>
<td>Controls the built-in speaker which can be used for Hands Free dialing and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>conversations. The LED on this key lights when key is active.</td>
</tr>
<tr>
<td>2</td>
<td>Cursor pad</td>
<td>Use this key to navigate to various features.</td>
</tr>
<tr>
<td>3-10</td>
<td>Buttons</td>
<td>Numeric and function buttons for various phone functions.</td>
</tr>
<tr>
<td>11-14</td>
<td>Other keys</td>
<td>Additional function keys such as hold, speaker, etc.</td>
</tr>
</tbody>
</table>
### Table 1.5 ITL-2E (DT710 Series) Keys and Parts

<table>
<thead>
<tr>
<th>No.</th>
<th>Key Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Call Indicator Lamp</td>
<td>The Call Indicator Lamp at top corner of the display flashes when a call is offered to the phone. Also, if you have Voice Mail service, the Lamp lights steadily when a message has been left.</td>
</tr>
<tr>
<td>2</td>
<td>Programmable Key</td>
<td>The first programmable key is reserved as the Line Key. Line Keys allow the user to select which line to operate on. Any programmable keys not used as Line Keys can be programmed as Speed Dial Keys by the user or system administrator. Numbers up to 24 digits can be assigned to Speed Dial Keys. The numbers may be a telephone number or star/hash codes.</td>
</tr>
</tbody>
</table>
| 3   | Recall key                       | **Sphericall Systems:** Press this key to get a dial tone. If you are currently on a call, the current call will be placed on hold and a new call will be started.  
**iS3000-SIP@Net Platforms:** See the Hold key. |
| 4   | Feature key                      | This key displays a set of menu options that provide additional capabilities, such as speed dial key programming.                                                                                           |
| 5   | Redial Key                       | Press this key to redial the last number that was dialed.                                                                                                                                                  |
| 6   | Conf Key                         | Press key to establish a 3-way conference call. The LED on this key lights when the key is active.                                                                                                         |
| 7   | Answer key                       | Press this key to answer an incoming call. The audio will go through the speaker on the phone. When LED on this key is lit, press key to answer a waiting call.                                                  |
| 8   | Mic key                          | Press key to mute the microphone. The LED on this key flashes when the microphone is muted. Press the key again to un-mute the microphone.                                                             |
| 9   | Message Key                      | Press key to access the voice mail system.                                                                                                                                                                |
| 10  | Directory Key                    | This key is not currently supported.                                                                                                                                                                      |
| 11  | Hold key                         | Press this key to place a call on hold.                                                                                                                                                                   |
| 12  | Transfer key                     | Press this key to transfer a call.                                                                                                                                                                        |
| 13  | Speaker key                      | Controls the built-in speaker which can be used for Hands Free dialing and conversations. The LED on this key lights when key is active.                                                               |
| 14  | Up/Down Key                      | Used to adjust various volume levels.  
- Handset, Speaker and Headset volume:  
  Press (UP) or (DOWN) key during conversation.  
- Soft Ring Volume:  
  Press (UP) or (DOWN) key while Soft Ring is playing.  
  **Soft Ring is only available on iS3000-SIP@Net platforms.**  
  Contact your system administrator to determine if Soft Ring is available on your system. |
CURSOR PAD

Figure 1.6  Cursor pad

(1) Up/Down Keys  Used to adjust various volume levels.
   - Handset, Speaker and Headset volume: Press (UP) or (DOWN) key during conversation.
   - Soft Ring Volume: Press (UP) or (DOWN) key while Soft Ring is playing.
     Soft Ring is only available on iS3000-SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.

(2) Redial Key  Pressing this key redials the last number dialed.

(3) Directory Key  Pressing this key opens the Personal Directory menu.

(4) Enter Key  When in the menu screens, go to the screen corresponding to the highlighted menu item.

They keys on the cursor pad are also used as cursor-movement keys on the Menu screen.

- Up  Move the highlighted area one line up the screen.
- Down  Move the highlighted area one line down the screen.
- Left  Go back to the previous screen.
- Right  Go to the screen which corresponds to the highlighted menu item.
- Enter  Go to the screen which corresponds to the highlighted menu item.
ICON DISPLAY

The LCD on the DT700 displays desktop icons which provide notification when events, such as missed calls and voice mail, occur.

Figure 1.7 DT730 (ITL-12D, ITL-24D, ITL-32D) Icon Display

![DT730 Icon Display](image)

Figure 1.8 DT710 (ITL-6DE) Icon Display

![DT710 Icon Display](image)

Table 1.6 Icons

<table>
<thead>
<tr>
<th>Feature</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
<td>📞</td>
<td>Indicates the DT700 is currently registered with a SIP server.</td>
</tr>
<tr>
<td>Unregistered</td>
<td>📞 📞</td>
<td>Indicates the DT700 is currently not registered with any SIP servers. This may indicate a problem connecting to the SIP server.</td>
</tr>
<tr>
<td>Network Cable Unplugged</td>
<td>📞 📞</td>
<td>Indicates a problem with the phone’s connection to the network. The problem may be with the network cable or the LAN port your phone is connected to. Check both ends of the network cable that you use to connect your phone to the network for loose connections. Try using another network cable to connect your phone to the network, or try connecting to another active LAN port on the network.</td>
</tr>
<tr>
<td>Dialing</td>
<td>📞</td>
<td>This icon appears when you are dialing a number. If you have Call Pickup on your system, this icon also appears when you are in Pickup mode. Call Pickup is only available on Sphericall systems.</td>
</tr>
<tr>
<td>Feature</td>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>Ringing (Incoming)</td>
<td><img src="image1" alt="Ring" /></td>
<td>Indicates an incoming telephone call.</td>
</tr>
<tr>
<td>Ringing (Outgoing)</td>
<td><img src="image2" alt="Ring" /></td>
<td>Indicates that the number you have dialed is ringing. This icon only displays for numbers that are monitored by the system, such as internal numbers.</td>
</tr>
<tr>
<td>Active Call</td>
<td><img src="image3" alt="Active" /></td>
<td>Indicates you are currently on a call.</td>
</tr>
<tr>
<td>Missed Call</td>
<td><img src="image4" alt="Missed" /></td>
<td>Appears when there is a missed call. Once you check the missed call log in the Call History information, this icon disappears.</td>
</tr>
<tr>
<td>Voice mail</td>
<td><img src="image5" alt="Voice mail" /></td>
<td>Provides notification of incoming voice mail. Once the user has checked the voice mail, this icon disappears.</td>
</tr>
<tr>
<td>Hold</td>
<td><img src="image6" alt="Hold" /></td>
<td>Indicates that the current call is on hold</td>
</tr>
<tr>
<td>Call Count</td>
<td><img src="image7" alt="Call count" /></td>
<td>The first number shows which call has the focus, and the second number shows the total number of calls.</td>
</tr>
<tr>
<td>Page Count</td>
<td><img src="image8" alt="Page count" /></td>
<td>The first number shows the page you are currently on, and the second number shows the total number of pages in the current menu.</td>
</tr>
<tr>
<td>Cursor</td>
<td><img src="image9" alt="Cursor" /></td>
<td>Display of the cursor pad keys (up, down, left, and right) that can be used to navigate the menus from the current cursor position.</td>
</tr>
<tr>
<td>Transfer/Conference Call</td>
<td><img src="image10" alt="Transfer/Conference Call" /></td>
<td>Transfer the primary call to a secondary call. OR Initiate a 3-party conference call.</td>
</tr>
<tr>
<td>Transfer/Conference Ringing</td>
<td><img src="image11" alt="Transfer/Conference Ringing" /></td>
<td>Indicates that the number you have dialed for the Transfer or Conference is ringing. This icon only displays for calls that are monitored by the system, such as internal calls.</td>
</tr>
<tr>
<td>Transfer/Conference Shuttle (Primary Call)</td>
<td><img src="image12" alt="Transfer/Conference Shuttle (Primary Call)" /></td>
<td>Focus is on the primary call.</td>
</tr>
<tr>
<td>Transfer/Conference Shuttle (Secondary Call)</td>
<td><img src="image13" alt="Transfer/Conference Shuttle (Secondary Call)" /></td>
<td>Focus is on the secondary call.</td>
</tr>
</tbody>
</table>
Volume Display Icons

When you adjust the volume levels on your phone of the handset using the Up and Down keys on the cursor pad, there is an icon that indicates the volume level you are adjusting.
Figure 1.9  Volume Adjustment Display

Table 1.7  Volume Display Icons

<table>
<thead>
<tr>
<th>Feature</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handset Ringing Volume</td>
<td></td>
<td>Shows the ringing volume of the handset for incoming calls.</td>
</tr>
<tr>
<td>(Sphericall Systems)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soft Ring Volume</td>
<td></td>
<td>Shows the soft ring volume of the handset for incoming calls.</td>
</tr>
<tr>
<td>(iS3000-SIP@Net Platforms)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headset Ringing Volume</td>
<td></td>
<td>Shows the ringing volume of the headset for incoming calls.</td>
</tr>
<tr>
<td>Handset or Headset Call Volume</td>
<td></td>
<td>Shows the volume level of the handset or headset when you are on a call.</td>
</tr>
<tr>
<td>Speaker Call Volume</td>
<td></td>
<td>Shows the volume level of the speaker while you are on a call.</td>
</tr>
</tbody>
</table>

MENU KEY
From the Menu key, you can use various application features such as Personal Directory, Call History and User Settings.

Figure 1.10  Menu Key

To display the Menu List using the Menu Key

- Press the Menu key while the current time displays on the LCD screen. The Menu List is displayed on the LCD. Use the keys on the Cursor Pad to select the desired Menu Item.
OPERATION BY MENUS AND CURSOR PAD

You can use the menus on the phone in combination with the cursor pad to access Call History, Personal Directory and terminal settings quickly and easily.

For example, the following operations show alternate ways to access the Personal Directory:

![Menu Items](image-url)
SOFT KEYS, EXIT AND HELP KEYS

Soft Keys

The Soft Keys on the DT700 phones provide a set of functions on the LCD that adapts to the changing state of the phone. The Soft Keys, at the bottom of the LCD, can display the names of available functions, names of user-assigned functions and names of functions assigned by a specific Soft Key pattern. Displayed Soft Keys can vary, depending on the state of the phone and your network settings.

Note: Soft Key functionality is only available for phones with LCD displays.
NewCall - Generate dial tone for a call.

Voicemail - Automatically dials the voice mail extension on your system. *This feature may not be available on all systems.*

DND - Do Not Disturb. Silences the phone from ringing. *This feature may not be available on all systems.*

Pickup - Answer calls to other users in your Pickup group from your phone. *This feature may not be available on all systems.*

EndCall - Terminates the current call.

Conference/Conf - Initiates/completes a conference.

Resume - Take the call off Hold status.

Dial - Dials the number.

Delete - Delete the last digit entered (backspace).

Reject - Transfers call to your Voice Mail or forwarding conditions.

>>> More - Press this to see additional Soft Keys for the current screen.

↑ Up/↓ Down - Use the up and down arrow keys to navigate through the menus.

Exit - Leaves current menu without saving any changes.

Select - Selects the highlighted option.

Cancel - Exit the current screen/options without changing any settings.

OK - Press this after you have finished making changes or your selection.

Save - Press this to save the changes you have made to the Personal Directory or Speed Dial.

Delete - In the Call History, Personal Directory and Speed Dial screens, press this Soft Key to delete the currently highlighted information.
**Options** - In the Call History menus, press this Soft Key to view the options for the entry, including dialing and Personal Directory options.

**Note:** Not all Soft Keys may be available on your system. For details on the Soft Keys on your system, contact your system administrator.

**Exit and Help Keys**

Press the Exit key to exit the Menu screens and return to main phone screen.

**Figure 1.16** Exit Key

You can use the Help key to view information about the Soft Keys that are displayed on your phone.

1. Press the Help key.

**Figure 1.17** Help key

2. Press the Soft Key for which you want to see Help information.

**Figure 1.18** Press a Soft Key for Additional Help

3. You can use the ↑ Up and ↓ Down Soft Keys or the ▲ Up/▼ Down keys on the cursor pad to scroll through the help information, if needed.
Figure 1.19  Delete Soft Key Help screen

<table>
<thead>
<tr>
<th>[Help]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press the Delete Soft Key to delete the last digit entered.</td>
</tr>
<tr>
<td>Exit</td>
</tr>
</tbody>
</table>

4 Press the Exit Soft Key to return to the previous screen.

Note: Help screens may not be available for all the Soft Keys on your phone.

Optional Equipment

Programmable Key Module

The DT700 phones support an optional Programmable Key Module. The following table lists the Programmable Key Modules that are supported by the DT700 series of phones:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Model</th>
<th>Programmable Key Module Support?</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT710</td>
<td>ITL-2E</td>
<td>No</td>
<td>8LK-L</td>
</tr>
<tr>
<td>DT710</td>
<td>ITL-6DE</td>
<td>No</td>
<td>8LK-L</td>
</tr>
<tr>
<td>DT730</td>
<td>ITL-12D</td>
<td>Yes</td>
<td>8LK-L</td>
</tr>
<tr>
<td>DT730</td>
<td>ITL-24D</td>
<td>Yes</td>
<td>8LK-L</td>
</tr>
<tr>
<td>DT730</td>
<td>ITL-32D</td>
<td>Factory Installed</td>
<td>8LK-L</td>
</tr>
</tbody>
</table>

Gigabit Ethernet Adapter

The DT700 phones support an optional Gigabit Ethernet adapter that cradles the DT700 and features two Gigabit ports and one 10 Mbps / 100 Mbps port. The DT700's Ethernet port connects to the GBA-L's 10 Mbps / 100 Mbps port.
The following table lists the Gigabit Ethernet adapters that are supported by the DT700:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Model</th>
<th>Gigabit Ethernet Adapter Support?</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT710</td>
<td>ITL-2E</td>
<td>Yes</td>
<td>GBA-L</td>
</tr>
<tr>
<td>DT710</td>
<td>ITL-6DE</td>
<td>Yes</td>
<td>GBA-L</td>
</tr>
<tr>
<td>DT730</td>
<td>ITL-12D</td>
<td>Yes</td>
<td>GBA-L</td>
</tr>
<tr>
<td>DT730</td>
<td>ITL-24D</td>
<td>Yes</td>
<td>GBA-L</td>
</tr>
<tr>
<td>DT730</td>
<td>ITL-32D</td>
<td>Yes</td>
<td>GBA-L</td>
</tr>
</tbody>
</table>
INSTALLATION

BEFORE YOU BEGIN

- Remove the phone from its packaging and inspect the phone for any damages.
- Verify that a station/account has been created for the user and DT700 phone.
- These steps only outline the setup of the equipment and connection of the phone to the network. For information on configuring a DT700 phone for connection to the network, contact your system administrator.
- Read through the installation procedures and assemble any equipment required to install the phone (10 BASE-T/100 BASE-T/TX LAN cable, power adapter, tapered rod, screwdrivers, etc.).

ADJUSTING ANGLE OF TILT LEG

The angle of the tilt leg can be adjusted in four levels.

![Tilt Levels](image)

To raise tilt leg

1. Turn the phone upside down.
2. Adjust the tilt leg in the direction of the arrow until you hear it click.
To lower tilt leg

1. Turn the phone upside down.
2. While lifting the center of the stopper, adjust the tilt leg in the direction of the arrow until you hear it click.

To remove tilt leg

1. Turn the phone upside down.
2. Lower the tilt leg to first level.
3. Remove the indicated portions (a and b) of the stopper from grooves (A and B) on the tilt leg and then widen the tilt leg.
4 While pushing the two hooks, slide the tilt leg downward. Remove the tilt leg from the terminal.

To attach tilt leg

1 Turn the phone upside down.
2 Align the hooks (c through h) of the tilt leg over the appropriate slots (C through H) of the phone.
3 Slide the tilt leg upward until the hooks (c and b) click into place.
4 Fit the indicated portions (a and b) of the stopper into grooves (A and B) on the tilt leg.

**CONNECTING THE PHONE**

**To attach the handset**

1. Insert the coiled cord plug into the HANDSET connector on the back of the phone, until you hear a click.
2. Thread the coiled cord through the groove, as shown in the figure below.
To connect LAN cable to the phone

You will need a 10 BASE-T/100 BASE-T/TX LAN cable (Straight) to connect the phone to your network.

1. Connect the 10 BASE-T/100 BASE-T/TX LAN cable to the LAN port on the DT700 phone and to an open port on a device such as a Hub or PoE (Power Over Ethernet) switch on the local area network.

2. Thread the LAN cable through the groove on the back of the phone.

3. If you have not connected the DT700 phone to a PoE jack, connect the AC/DC adapter to the phone as shown below to supply power to the Power Over Ethernet phone.
To connect a headset (Optional)

**Note:** There is no connector for a headset on the DT710 (ITL-2E) phone.

1. Connect the headset to the phone:
   a. Insert the headset cord plug into the HEADSET connector on the back of the phone, until you hear a click.
   b. Thread the cord through the groove, as shown in the figure below.

To connect a computer (Optional)

You can connect a computer to the network through the phone using a LAN cable if there are a limited number of available ports on your local area network.

**Note:** If a device that is connected through the PC port on the back of the phone is having connection issues, contact your system administrator to verify that the PC port is enabled on the phone.

1. Insert the LAN cable into PC connector on the back of the phone, until you hear a click.
**Figure 2.12** LAN Cable Connection

1. Thread the LAN cable through the groove on the back of the phone.

**Figure 2.13** LAN Cable Connection

2. Lead the LAN cable out through the groove on the tilt leg, as shown in the figure below.

**Figure 2.14** LAN Cable Connection

### Installing a Directory Card (Optional)

A directory card (also known as an abbreviated dialing table) can be attached to the phone. The directory card can be used to record often dialed numbers or other important information. Directory cards are available as options.

1. **Remove the protective sheet from the cover.**
2. **Attach the cover to the directory card, and then attach it to the directory card holder.**
**Note:** To remove the directory card, pinch the two sides of the directory card holder inward, until the tabs release, and pull the holder out of the grooves.

**Figure 2.15** Directory Card Connection

![Directory Card Connection](image)

**INSTALLING/REMOVING LINE KEY CARD (OPTIONAL)**

**To remove Line Key Panel/ Button Panel**

1. Carefully insert a tapered rod or a standard screwdriver between the right side of the Line Key Panel and the base of the phone to loosen the panel.
2. Lift out the line key panel and to remove it from the phone.
3. If you also need to remove the Button Panel, repeat steps 1 and 2 with the Button Panel on the phone.
4. Remove the Line Key Card.

**Figure 2.16** Line Key Card Removal

![Line Key Card Removal](image)
To install Line Key Card

1. Align the holes in the Line Key Card with the buttons on the phone.
2. Align the holes in the Line Key Panel with the Line Key buttons on the phone, and then push the four corners of the panel until the panel clicks into place.
3. If you need to replace the Button Panel, align the holes in the Button Panel with the telephone keypad buttons on the phone, and then push the four corners of the panel until the panel clicks into place.

Figure 2.17 Line Key Card Install

WALL MOUNTING (OPTIONAL)

A separate wall mount unit is used to mount the phone to the wall. This unit connects to the back of the phone

CAUTION! BE CAREFUL NOT TO DROP THE PHONE WHILE MOUNTING IT ON THE WALL. IT CAN CAUSE INJURY.

CAUTION! MAKE SURE THE PHONE IS FIRMLY MOUNTED ON THE WALL TO PREVENT THE PHONE FROM FALLING OUT. IT CAN CAUSE INJURY.
Wall Mounting Clearance Requirements

The phone should be mounted to allow for the following clearances for the phone with the DT730 (ITL-24D) shown as an example.

Figure 2.18 Wall Mounting Clearance Diagram

To mount the phone on the wall

1. Remove the handset from the handset cradle.
2. Remove the hanger piece from the handset cradle, flip it over and then turn it upside down, and then insert it into the hanger slot until the hanger clicks.
3 Turn the phone upside down, and flatten the tilt leg and stopper, or remove the tilt leg (see “To remove tilt leg” on page 2-26).

4 Attach the wall mount to the wall directory or the wall plate.
When attaching the wall mount unit directly to the wall:

5 Secure the wall mount unit with the six screws (included with the phone) or hang the wall mount unit on the wall with two screws, inserted into the wall.

6 Attach wall mount unit to posts on the wall plate as shown in the figure below.

7 Insert the four tabs on the wall mount unit in the tab slots on the back of the phone.
8 Tuck the excess cord into the wall mount unit.

Figure 2.22 Wall Mount Install
This chapter describes how to customize your DT700 phone.

**Note:** The DT710 (ITL-6DE) phone has a smaller screen display than is shown in the examples in this section. You may have to scroll using the cursor pad and soft keys to see all available options.

The following symbols represent the DT700’s directional cursor pad and key pad:

<table>
<thead>
<tr>
<th>User actions/Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digit key</td>
</tr>
<tr>
<td>4-way scroll BACK key (Redial key)</td>
</tr>
<tr>
<td>4-way scroll FORWARD key (Directory key)</td>
</tr>
<tr>
<td>4-way scroll UP key (Volume UP key)</td>
</tr>
<tr>
<td>4-way scroll DOWN key (Volume DOWN key)</td>
</tr>
<tr>
<td>ENTER key (center button on cursor pad)</td>
</tr>
</tbody>
</table>

**DT710 ITL-6DE ECONOMY PHONE DISPLAY**

The DT710 ITL-6DE LCD area shows three lines of information, while the DT730 phones (ITL-12D, ITL-24D and ITL-32D) are capable of showing five lines of information. Most screen examples in this guide are for DT730 phones.

**Figure 3.1** Main Menu Display for ITL-6DE

<table>
<thead>
<tr>
<th>1 Personal Directory</th>
<th>2 Call History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The ↑ Up and ↓ Down Soft Keys on the phone indicate to the user when there are more options than displayed on the LCD screen.

**Figure 3.2** ↑ Up and ↓ Down Soft Keys on Change or Select Monitor Menu Display for DT710 ITL-6DE Phones
BASIC SETUP WITH THE CURSOR PAD OR UP/DOWN KEYS

For the DT710 (ITL-2E) phone, you can use the up/down keys on your phone to adjust the volume settings.

Figure 3.3  DT710 (ITL-2E) Up/Down Keys

For all other phones, use the up/down keys on the cursor pad.

Figure 3.4  DT710 (ITL-6DE) and DT730 (ITL-12D, ITL-24D and ITL-32D) Cursor Pad Up/Down Keys

To adjust the handset ringing volume (Sphericall Systems)

- Press the Up/Down key on the Cursor pad while off-hook.
  You must press the Up/Down key multiple times and cannot press and hold to adjust the volume.

Figure 3.5  Adjust Handset ringing volume

To adjust the Soft Ring volume (iS3000-SIP@Net Platforms)

- Press the Up/Down key on the Cursor pad while off-hook.
  You must press the Up/Down key multiple times and cannot press and hold to adjust the volume.
**Figure 3.6** Adjust Soft Ring volume

To adjust the headset ringing volume

- Press the \(\uparrow\) Up/\(\downarrow\) Down key on the Cursor pad while off-hook. You must press the \(\uparrow\) Up/\(\downarrow\) Down key multiple times and cannot press and hold to adjust the volume.

**Figure 3.7** Adjust Headset ringing volume

To adjust the call volume (handset or headset)

- Press the \(\uparrow\) Up/\(\downarrow\) Down key on the Cursor pad during call operation. You must press the \(\uparrow\) Up/\(\downarrow\) Down key multiple times and cannot press and hold to adjust the volume.

**Figure 3.8** Adjust Handset or Headset call volume

To adjust the call volume (speaker)

- Press the \(\uparrow\) Up/\(\downarrow\) Down key on the Cursor pad during speaker phone operation. You must press the \(\uparrow\) Up/\(\downarrow\) Down key multiple times and cannot press and hold to adjust the volume.

**Figure 3.9** Adjust Speaker call volume
BASIC SETUP WITH THE MENUS AND CURSOR PAD

The Menu Key and cursor pad on the DT710 (ITL-6DE) and DT730 (ITL-12D, ITL-24D and ITL-32D) phones lets you access additional settings and features for your phone.

To adjust the LCD contrast

1. Press the Menu key.
2. Select 3 User Settings.
3. Select 4 LCD Contrast.
4. Use the + and - Soft Keys to adjust the LCD contrast.
5. Press Enter on the cursor pad or the OK Soft Key to accept the setting.

You can also press the Cancel Soft Key to exit without making any changes.
To change the LCD Backlight Timeout

You can adjust the timeout of the LCD backlight on your phone. You can specify a value between 0 (None) to 255 seconds.

1. Press the Menu key.
2. Select 3 User Settings.

![Phone main menu](image1)

3. Select 5 LCD Backlight Timeout.

![LCD Backlight Timeout settings](image2)

4. The default backlight timeout, in seconds, for your system is shown. To change the timeout, press the Delete Soft Key and use the telephone keypad to enter new backlight timeout.

![Set Backlight Timeout](image3)

5. Press Enter • on the cursor pad or the OK Soft Key to accept the setting.

You can also press the Cancel Soft Key to exit without making any changes.

Note: Setting the Backlight Timeout to 0 (zero) disables the timeout, and the LCD Backlight will remain lit at all times.

To enable an external headset

Note: There is no connector for a headset on the ITL-2E phones.

1. Connect the headset to the phone:
   a. Insert the headset cord plug into the HEADSET connector on the back of the phone, until you hear a click.
   b. Thread the cord through the groove, as shown in the figure below.
2 Press the Menu key on the phone.
3 Select 3 User Settings.

4 Select 1 Headset.

5 Select 1 Enable/Disable.

6 Select 2 Enable.
**Figure 3.21** Enable Headset

<table>
<thead>
<tr>
<th>Headset</th>
<th>1/1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Disable</td>
<td></td>
</tr>
<tr>
<td>2. Enable</td>
<td></td>
</tr>
</tbody>
</table>

1. Press Enter on the cursor pad or the OK Soft Key to accept the setting. You can also press the Cancel Soft Key to exit without making any changes.

**To set external headset ringing**

You can set your phone to ring only through your external headset. The phone will not ring from the telephone speaker when you have it set to ring to the headset.

1. Press the Menu key.
2. Select 3 User Settings.

**Figure 3.22** Phone main menu

<table>
<thead>
<tr>
<th>Menu</th>
<th>1/2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personal Directory</td>
<td></td>
</tr>
<tr>
<td>2. Call History</td>
<td></td>
</tr>
<tr>
<td>3. User Settings</td>
<td></td>
</tr>
<tr>
<td>4. Admin Settings</td>
<td></td>
</tr>
</tbody>
</table>

3. Select 1 Headset.

**Figure 3.23** Select Headset options

<table>
<thead>
<tr>
<th>User Settings</th>
<th>1/2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Headset</td>
<td></td>
</tr>
<tr>
<td>2. Language</td>
<td></td>
</tr>
<tr>
<td>3. Date/Time</td>
<td></td>
</tr>
<tr>
<td>4. LCD Contrast</td>
<td></td>
</tr>
</tbody>
</table>

4. Select 2 Ringing.

**Figure 3.24** Headset ringing options

<table>
<thead>
<tr>
<th>Headset</th>
<th>1/1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Enable/Disable</td>
<td></td>
</tr>
<tr>
<td>2. Ringing</td>
<td></td>
</tr>
</tbody>
</table>

5. To enable headset ringing, select 2 Enable.
Enable Headset ringing

6 Press Enter on the cursor pad or the OK Soft Key to accept the setting. You can also press the Cancel Soft Key to exit without making any changes.

Note: The setting defaults to 1 Disable.

To set the Date Format

Determines whether time is displayed with a 12-hour or 24-hour clock format.

1 Press the Menu key.
2 Select 3 User Settings.
3 Select 3 Date/Time.
4 Select 1 Date Format.
5. Select the desired date format. Then press Enter ● on the cursor pad or the OK Soft Key to accept the setting.
   You can also press the Cancel Soft Key to exit without making any changes.

Table 3.1  Date Formats

<table>
<thead>
<tr>
<th>No.</th>
<th>Menu Items</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mon, Jan 1</td>
<td>Selects Mon, Jan 1 date format</td>
</tr>
<tr>
<td>2</td>
<td>Mon, 1 Jan</td>
<td>Selects Mon, 1 Jan date format</td>
</tr>
<tr>
<td>3</td>
<td>Jan 1, Mon</td>
<td>Selects Jan 1, Mon date format</td>
</tr>
<tr>
<td>4</td>
<td>1 Jan, Mon</td>
<td>Selects 1 Jan, Mon date format</td>
</tr>
<tr>
<td>5</td>
<td>YYYY/MM/DD</td>
<td>Selects YYYY/MM/DD date format</td>
</tr>
<tr>
<td>6</td>
<td>MM/DD/YYYY</td>
<td>Selects MM/DD/YYYY date format</td>
</tr>
<tr>
<td>7</td>
<td>DD/MM/YYYY</td>
<td>Selects DD/MM/YYYY date format</td>
</tr>
</tbody>
</table>

Note: The setting that highlighted is the setting that is currently enabled.

To set the Time Format

Determines whether time is displayed with a 12-hour or 24-hour clock format.

1. Press the Menu key.
2. Select 3 User Settings.
   
   Figure 3.29  Phone main menu

   ![Menu menu](image)

<table>
<thead>
<tr>
<th>[Menu] 1/2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>Exit</td>
</tr>
</tbody>
</table>

3. Select 3 Date/Time.
   
   Figure 3.30  Select Date and Time options

   ![User Settings menu](image)

<table>
<thead>
<tr>
<th>[User Settings] 1/2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

4. Select 2 Time Format.
Figure 3.31  Select Time format

5  Select 1 12 Hour or 2 24 Hour. Then press Enter on the cursor pad or the OK Soft Key to accept the setting.
You can also press the Cancel Soft Key to exit without making any changes.

Figure 3.32  Select Time options

Note:  The setting that highlighted is the setting that is currently enabled.

To change the Display Language
1  Press the Menu key.
2  Select 3 User Settings.

Figure 3.33  Phone main menu

3  Select 2 Language.

Figure 3.34  Select Language options

4  Select the desired language and press Enter on the cursor pad or the OK Soft Key to accept the setting.
The new menu screens will now display in the language you have selected. You do not need to restart the phone to change the language.

You can also press the Cancel Soft Key to exit without making any changes.

**Note:** The default language on the phone is English (Internal).

**To edit the Dial Preference**

You can set your phone to prompt you to confirm the number when dialing Personal Directory, Speed Dial, or Call History entries. For example, if you dial external numbers from your Call History often, you can set your dial preferences to edit before dialing so you can enter the outside line access code when your phone dials. If you dial mostly internal numbers or use Personal Directory entries that have the outside line access code already programmed into the number, you can set the dial preference so the telephone numbers dial directly.

**Note:** The Dial Preference you select is applied to both the Call History and Personal Directory/Speed Dials.

1. **Press the Menu key.**
2. **Select 3 User Settings.**

**Figure 3.35** Phone main menu

```
[Menu] 1/2 
1 Personal Directory
2 Call History
3 User Settings
4 Admin Settings

↑ ↓ Exit Select
```

3. **Select 6 Edit Before Dialing.**

**Figure 3.36** Edit Dial Preference

```
[User Settings] 2/2 
5 LCD Backlight Timeout
6 Edit Before Dialing

↑ ↓ Exit Select
```

4. **Select your dialing preference.**

**Figure 3.37** Dial Preference options

```
[Edit Before Dialing] 1/1 
1 Disable
2 Enable

↑ ↓ Cancel OK
```
Basic Setup with the Menus and Cursor Pad

- **1** Disable: When dialing Personal Directory or Call History entries, you will be prompted to edit/confirm the number before the phone dials.
- **2** Enable: When dialing from the Personal Directory or Call History, numbers will be dialed as they appear in the Personal Directory or Call History. If your system requires an outside line access code, you may not be able to dial entries using the Call History.

5 Press Enter on the cursor pad or the OK Soft Key to accept the setting.

You can also press the Cancel Soft Key to exit without making any changes.

**Note:** For more information on the Personal Directory and Speed Dials, see Chapter 5, “Advanced Phone Features.”

To restart your phone

1 Press the Menu key.

2 Select **5** Reboot Phone.

![Figure 3.38 Main menu screen](image)

3 Press the OK Soft Key or Enter key on the cursor pad to restart the phone.

![Figure 3.39 Confirm Reboot](image)

You will not have a dial tone on the phone or be able to make calls until the phone restarts and re-registers on the network.

**Note:** If you cannot restart the phone using the Menus if your phone is locked up, unplug the phone from power and the network for ten seconds, then reconnect the telephone to your network and power to perform a restart.

**VIEWING PHONE SETTINGS**

If you are having problems with your phone, you may want to view the hardware version, firmware version, or network information for your phone.

**Note:** You cannot change these settings on your phone. To change any of these settings, contact your system administrator.
To view the phone settings

1. Press the Menu key.
2. Select 6 Status.

![Status options]

3. Select 1 Terminal Information to view the hardware and firmware information for your phone, or select 2 Network Information to view the network information for your phone, or select 3 SIP Information to view the settings for your phone and SIP account on the network.
4. Use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll through the phone settings.

To view the firmware information for your phone

1. Press the Menu key.
2. Select 6 Status.
3. Select 1 Terminal Information.
4. Use the cursor pad or Up/Down Soft Keys to scroll to the Firmware Version screen.

![Firmware version]

5. Press the Exit Soft Key to return to the Status menu.

Note: You cannot change these settings on your phone. To change any of these settings, contact your system administrator.

If you need to upgrade to the latest firmware version available for your phone on your network, restart your phone.

To view the IP address of your phone

If you are having problems with your phone and you are troubleshooting problems with your phone, you may need to know the IP Address of your phone.

1. Press the Menu key.
2. Select 6 Status.
3. Select 2 Network Information.
Basic Settings/Configuration

Basic Setup with the Menus and Cursor Pad

Figure 3.42 Select Network Information

<table>
<thead>
<tr>
<th>Status</th>
<th>1/1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Terminal information</td>
</tr>
<tr>
<td>2</td>
<td>Network information</td>
</tr>
<tr>
<td>3</td>
<td>SIP information</td>
</tr>
</tbody>
</table>

4 Use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll to the IP Address screen.

Figure 3.43 IP Address

<table>
<thead>
<tr>
<th>Network Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP Address</td>
</tr>
<tr>
<td>192.168.1.1</td>
</tr>
</tbody>
</table>

5 Press the Exit Soft Key to return to the Status menu.

Note: You cannot change these settings on your phone. To change any of these settings, contact your system administrator.

To view the maximum numbers of calls you can handle on your phone

The maximum number of calls you can handle concurrently is determined by your system administrator, but you can view the maximum number of calls that are allowed concurrent on your phone from the Status menu.

1 Press the Menu key.
2 Select 6 Status.
3 Select 3 SIP Information.

Figure 3.44 Select SIP Information

4 Use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll to the Max Calls screen.
Figure 3.45 MaxCalls

5 Press the Exit Soft Key to return to the Status menu.

Note: You cannot change these settings on your phone. To change any of these settings, contact your system administrator.
These procedures encompass both the economy and value phones in the DT700 series lineup. The DT710 (ITL-2E) phone, however, does not have Soft Keys.

Note: The DT710 (ITL-6DE) phone has a smaller screen display than is shown in the examples in this section. You may have to scroll using the cursor pad and soft keys to see all available options.

The following symbols represent the DT700’s directional cursor pad and key pad:

<table>
<thead>
<tr>
<th>User actions/Keys</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digit key</td>
<td>Select corresponding menu item</td>
</tr>
<tr>
<td>4-way scroll BACK key</td>
<td>Return to User Settings menu</td>
</tr>
<tr>
<td>(Redial key)</td>
<td></td>
</tr>
<tr>
<td>4-way scroll FORWARD key</td>
<td>Select highlighted menu item</td>
</tr>
<tr>
<td>(Directory key)</td>
<td></td>
</tr>
<tr>
<td>4-way scroll UP key</td>
<td>Move to previous menu item</td>
</tr>
<tr>
<td>(Volume UP key)</td>
<td></td>
</tr>
<tr>
<td>4-way scroll DOWN key</td>
<td>Move to next menu item</td>
</tr>
<tr>
<td>(Volume DOWN key)</td>
<td></td>
</tr>
<tr>
<td>ENTER key</td>
<td>Select highlighted menu item</td>
</tr>
<tr>
<td>(center button on cursor pad)</td>
<td></td>
</tr>
</tbody>
</table>

Note: The Soft Keys are buttons that change function depending on the situation. Each Soft Key’s current function is displayed on the LCD screen above the button on the phone.

Figure 4.1 DT730 Soft Keys (ITL-12D, ITL-24D, ITL-32D)
DT700 Basic Call Operation

DT710 ITL-6DE ECONOMY PHONE DISPLAY
The DT710 ITL-6DE LCD area shows three lines of information, while the DT730 phones (ITL-12D, ITL-24D and ITL-32D) are capable of showing five lines of information. Most screen examples in this guide are for DT730 phones.

Main Menu Display for ITL-6DE
- Personal Directory
- Call History

The ↑ Up and ↓ Down Soft Keys on the phone indicate to the user when there are more options than displayed on the LCD screen.

DT700 BASIC CALL OPERATION

ANSWERING CALLS

Incoming Call Display

To answer an incoming call
- Using the handset:
Lift the telephone handset.

- **Using the speaker:**
  Press the Speaker key.
- **Using a headset:**
  Press the Answer key.
- **If you are in the Personal Directory, Call History or Menu screens:**
  Press the Line Key to view the caller information, then use one of the methods listed above to answer the call.

  **Note:** If you are changing any settings on your phone or adding a Personal Directory or Speed Dial entry, your changes will be discarded and not saved if you press the Line Key to view the incoming call.

**To reject an incoming call**

- **Press the Reject Soft Key.**

  ![Reject Soft Key](image)

  The call will be routed to your voice mail box (if enabled on your system) or routed in accordance with your defined forwarding conditions.

**INCOMING CALL RINGING TONES**

Different ring tones can be used to distinguish between internal, external ringing, and auto answer (intercom-call) ring back ringing. The cadences of the ring tones are established through configuration parameters. For more information about the incoming call ringing tones for your system, contact your system administrator.

**Note:** Soft Ring is only valid for iS3000-SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.

**PLACING CALLS**

**EXTERNAL CALLS**

**To place an external call**

Calls made to numbers that are outside of your system usually require an outside line access code.

1. Lift the handset, press the Speaker key, or press the NewCall Soft Key to receive dial tone.
BASIC PHONE OPERATION

DT700 Basic Call Operation

Figure 4.7 NewCall Soft Key

2. Enter the outside line access code using the keypad (8, for example) if required, then enter the telephone number of the outside party. You can use the Delete Soft Key to go delete the last digit (backspace).

Figure 4.8 Enter number (external call)

3. Press the Dial Soft Key to initiate the call, or wait a few seconds for the call to be automatically dialed.

Figure 4.9 Dial Soft Key

The call proceeds to the dialed party.

Note: You can also dial the number, then lift the telephone handset or press the Headset Soft Key to initiate a call.

INTERNAL CALLS

To place an internal call

1. Lift the handset, press the Speaker key, or press the NewCall Soft Key to receive dial tone.
2 Enter the internal extension number.
   You can use the Delete Soft Key to go delete the last digit (backspace).

3 Press the Dial Soft Key to initiate the call, or wait a few seconds for the call to be automatically dialed.

The call proceeds to the dialed party.

Note: You can also dial the number, then lift the telephone handset or press the Headset Soft Key to initiate a call.

CALL DURATION

DT710 (ITL-6DE) phone

Call duration is displayed in MM:SS format for the first hour of a call, and then HH:MM format for the remainder of the call.
DT730 (ITL-12D, ITL-24D, ITL-32D) phones

Call duration is displayed in HH:MM:SS format.

**Figure 4.14** Call timer for DT730 (ITL-12D, ITL-24D and ITL-32D) phones

### ENDING A CALL

To end a phone call, hang up the phone handset or press the EndCall Soft Key.

**Figure 4.15** EndCall Soft Key

### REDIALING A NUMBER

To redial the last number that was dialed from the phone, press the Redial key.

**Figure 4.16** Redial Key for DT710 (ITL-2E) phones
HOLD/RESUME A CALL

To hold/resume a call

1. While on a call, press the Hold key to place the call on hold.

   Figure 4.18 Hold Key

   If the SIP server supports music-on-hold, the other party hears music-on-hold.

2. To resume the held call, press the Hold key, or press the Resume Soft Key.

   Figure 4.19 Call on Hold and Resume Soft Key

- DT710 (ITL-6DE) Phones: Hold duration is displayed in MM:SS format for the first hour, and then HH:MM for the remainder of the call. The maximum duration is 99:59:59.

Note: During a held call, you can dial another party by pressing the NewCall Soft Key, which provides dial tone.

If you have problems reconnecting to a call after it is put on hold, press the EndCall Soft Key to terminate the call.

USING A HEADSET TO MAKE AND RECEIVE CALLS

If you have a headset attached to your phone and your phone has been configured for the headset (see “To enable an external headset” on page 3-41), you can either use the telephone handset or your headset when you make and receive calls.
Note: You cannot attach a headset to DT710 (ITL-2E) phones.

To make calls with your headset

If you are using a headset, it is assumed that the telephone handset is in the on-hook position when you are making calls.

1. Press the Speaker key or the NewCall Soft Key to receive dial tone.
2. Enter the telephone number.
3. Press the Dial Soft Key to initiate the call, or wait a few seconds for the call to be automatically dialed.
   
   Note: You can also dial the number, then press the Headset Soft Key to initiate a call.

4. A Headset icon displays on the LCD along with the call information.

   Figure 4.20 Headset icon and Headset Soft Key

   ![Headset icon and Headset Soft Key](image)

5. If you want to transfer the call to your telephone handset, pick up the telephone handset to continue the call. If you want to transfer back to the headset, press the Headset Soft Key, then place the telephone handset back on-hook.

   Note: While you are on a call, if you press the Headset Soft Key while the telephone handset is on-hook, your call will be dropped. Make sure you pick up the telephone handset to continue your call before you press the Headset Soft Key.

To answer calls with your headset

If you are using a headset, it is assumed that the telephone handset is in the on-hook position when you are answering calls.

1. While the telephone is ringing, press the Answer key.

   Figure 4.21 Answer key

   ![Answer key](image)

2. A Headset icon displays on the LCD along with the call information.

   Figure 4.22 Headset icon and Headset Soft Key

   ![Headset icon and Headset Soft Key](image)
If you want to transfer the call to your telephone handset, lift up the telephone handset to continue the call. If you want to transfer back to the headset, press the Headset Soft Key, the place the telephone handset back on-hook.

**Note:** While you are on a call, if you press the Headset Soft Key while the telephone handset is on-hook, your call will be dropped. Make sure you pick up the telephone handset to continue your call before you press the Headset Soft Key.

**To transfer the current call to your headset**

1. While on a call using the telephone handset, press the Headset Soft Key to transfer the call to your headset, then place the telephone handset back on-hook.

![Headset icon and Headset Soft Key](image)

2. A Headset icon displays on the LCD. If you want to transfer the call to your telephone handset, pick up the telephone handset again.

**Note:** While you are on a call, if you press the Headset Soft Key while the telephone handset is on-hook, your call will be dropped. Make sure you pick up the telephone handset to continue your call before you press the Headset Soft Key.

**CALL WAITING/CONCURRENT CALLS**

**Note:** The call waiting feature and maximum number of concurrent calls you can receive is determined by your system administrator.

If you have call waiting on your phone line, you will hear a tone in your handset and the call indicator lamp flashes when another call on the line is waiting for consultation.

**To answer the other incoming call (Call Waiting)**

1. You will hear a tone that indicates you have another call. Also, the Call Indicator Lamp on the phone will flash.

2. Do one of the following:
   - **To review the caller information before answering the call:** Press the Line Key, and then press the Answer key to take the call, or press the Reject Soft Key to reject the call.
   - **To answer the call without reviewing the caller information:** Press the Answer key.
**Call Waiting/Concurrent Calls**

1. Press the Hold key to place the current call on hold, then press the NewCall Soft Key to get dial tone.

2. Enter the phone number you want to call.

3. When you have completed the call, press the EndCall Soft Key to end the call and return to your original call.

4. Press the Hold key or the Resume Soft Key to resume the original call.

**To place a second call (Concurrent call)**

If it is enabled by your system administrator, you can place a new call while you are on another call. They will be treated like two separate phone calls and you cannot switch between phone calls. See “Conference Shuttle” on page 4-65 for instructions on how to place a second call where you can still switch between the two calls.

For information on conference two calls, see “Conferencing Calls” on page 4-63.
3 Press the Dial Soft Key to initiate the call, or wait a few seconds for the call to be automatically dialed.

The call proceeds to the dialed party.

4 When you have completed the call, press the EndCall Soft Key or press the switch hook to end the call and return to your original call.

5 Press the Hold key or the Resume Soft Key to resume the original call.

**CONCURRENT CALL SHUTTLE**

**To switch between calls**

Using the Shuttle Soft Key, you can switch between two concurrent calls.

- Press the Shuttle Soft Key to switch between the calls.

**CALL TRANSFERRING AND CONFERENCING**

**CONFERENCING CALLS**

The DT700 phones support 3 party conferencing.

**To conference two calls**

1 While on a call, press the Conf key, or press the Conf or Conference Soft Key.
Call Transferring and Conferencing

**Figure 4.32** Conf Soft Key on DT710 (ITL-6DE) phone

![Conf Soft Key on DT710 (ITL-6DE) phone](image)

**Figure 4.33** Conference Soft Key on DT730 (ITL-12D, ITL-24D, and ITL-32D) phones

![Conference Soft Key on DT730 (ITL-12D, ITL-24D, and ITL-32D) phones](image)

2 Use the key pad to dial the telephone number of the party to be joined in the conference.

3 Press the Dial Soft Key to initiate the call, or wait a few seconds for the call to be automatically dialed.
   a. If you decide not to complete the conference, the new call can be terminated by pressing the EndCall Soft Key.

4 Press the Conf key, or press the Conference Soft Key after the other party has answered their phone to complete the conference.

**Figure 4.34** Conference Calls

![Conference Calls](image)

**HOLD/RESUME CONFERENCE CALL**

To hold/resume a conference call

1 While on a conference call, press the Hold key, or press the Hold Soft Key to put the call on hold. The other parties in the conference call will hear music on hold.

**Figure 4.35** Conference on hold

![Conference on hold](image)

2 To resume the conference call, press the Hold key, or press the Resume Soft Key.
To call another party while on a conference call

**Note:** This feature may not be available on all systems. For more information, contact your system administrator.

1. While on a conference call, press the Hold key, or press the Hold Soft Key to put the call on hold. The other parties in the conference call will hear music on hold.
2. Press the NewCall Soft Key to start a new phone call.

**Figure 4.36** Start a new call

3. Use the key pad to dial the telephone number of the party to be joined in the conference.
4. Press the Dial Soft Key to initiate the call, or wait a few seconds for the call to be automatically dialed.

**Note:** This call is treated as a separate phone call and cannot be added to any 3-party conference call that is in progress.

**CONFERENCE SPLIT**

To split a conference call

1. Start a 3-way conference call with two other parties.
2. Press the Split Soft Key to split the conference into two separate calls.

**Figure 4.37** Split Soft Key

Each party is now treated as a separate phone call.

**Note:** After you have split a conference, you cannot rejoin the calls in a conference without having one party hang up so you can start a new 3-way conference call.

**CONFERENCE SHUTTLE**

The Conference Shuttle feature allows you to switch between two separate phone calls, putting one on hold while you are on the other call, before you join the calls in a conference.
**Call Transferring and Conferencing**

**Note:** You cannot shuttle between calls after you have joined two calls in a conference call.

**To switch between two calls**

1. While on a call, press the Conf key, or press the Conf or Conference Soft Key.

   ![Figure 4.38 Conf key on DT710 (ITL-2E) phone](image)

2. Use the key pad to dial the telephone number of the party to be joined in the conference.

3. Press the Dial Soft Key to initiate the call, or wait a few seconds for the call to be automatically dialed.

4. After you have connected to the second call, press the Shuttle Soft Key to switch between calls without joining them in a conference.

   ![Figure 4.40 Conference Soft Key on DT730 (ITL-12D, ITL-24D, and ITL-32D) phones](image)

5. To join the two calls into a conference, press the Conference Soft Key.

   ![Figure 4.41 Shuttle Soft Key](image)

   The LCD will display the information for call you are currently on.

   **Note:** After you have joined two calls in a conference call, you can no longer use conference shuttle since the calls are now in one single conference call.
TRANSFERRING CALLS

Attended transfer
An Attended Transfer is when you consult with the other party before transferring the call. You connect the two callers, and you are then disconnected from the call.

1 While on a call, press the Transfer key.

This puts the current call on hold so you can start to transfer the call.

2 Use the key pad to dial the telephone number to which the call is to be transferred.

3 Press the Dial Soft Key, or wait a few seconds for the call to be automatically dialed.

4 After the other party answers the call, you can speak to that person before you transfer the call.

5 Press the Transfer button to transfer the original call to the new party. You will be disconnected from both calls.

Blind transfer
A blind transfer is when the call transfers immediately to the dialing extension without waiting to see if the extension is picked up.

If the other caller does not answer or rejects the call, the call is routed to voice mail or according to forwarding conditions. If there is no voice mail or forwarding conditions set for the line you transfer to, the call will continue to ring.

1 While on a call, press the Transfer key.

This puts the current call on hold so you can start to transfer the call.

2 Press the Blind Soft, then use the key pad to dial the telephone number to which the call is to be transferred.
3. Press the Dial Soft Key, or wait a few seconds for the call to be automatically dialed.
4. The call is immediately transferred when the number is dialed. You will be disconnected from both callers.

If your system administrator has enabled forwarding to external numbers, you may be able to transfer calls to external numbers. You will be disconnected from both calls when your phone dials the external number.

Unattended transfer

An Unattended Transfer can be done if you want to do a blind transfer where you do not wait to see if the other caller answers the call, but you did not use the Blind Soft Key.

If the other caller does not answer or rejects the call, the call is routed to voice mail or according to forwarding conditions. If there is no voice mail or forwarding conditions set for the line you transfer to, the call will continue to ring.

1. While on a call, press the Transfer key.
2. Use the key pad to dial the telephone number to which the call is to be transferred.
3. Press the Transfer key or hang up the telephone handset. You will be disconnected from both calls.

TRANSFER SHUTTLE

If you are doing an attended transfer and you are connected to both parties, you can shuttle between the two calls before you transfer the calling party to the other party.
To shuttle between calls during an Attended Transfer

1. While connected to both parties, press the Shuttle Soft Key.

You will be connected to the original caller. To continue to switch between the two callers, press the Shuttle Soft Key.

You can also press the Conference Soft Key to connect both callers to you in a three party conference call.

SWITCH FROM A TRANSFER TO A CONFERENCE CALL

If you start a transfer, you have the ability to start a conference call between the two parties you can connected to in addition to the ability to transfer the call.

To switch from transferring calls to a conference call

1. While on a call, press the Transfer key.
2. Use the key pad to dial the telephone number of the party to be transferred, then press Dial Soft Key, or wait a few seconds for the call to be automatically dialed.
3. To make this a conference call between yourself and the other two parties, press the Conf key, or press the Conf or Conference Soft Key.
Figure 4.51 Conference Soft Key on DT730 (ITL-12D, ITL-24D, and ITL-32D) phones

The call will continue as a 3-party conference call.

Figure 4.52 3-Party Conference Call

TRANSFER SPLIT

To split calls into two calls when transferring (Transfer split)

A Transfer Split can be done when you have started a transfer and then want to keep each call as a separate call. After you split the calls, you will not be able to continue a transfer between the two callers.

1 While on a call, press the Transfer key.

Figure 4.53 Transfer Key

2 Use the key pad to dial the telephone number of the party to be transferred, then press Dial Soft Key, or wait a few seconds for the call to be automatically dialed.

3 Press the Split Soft Key to split the transferred call into two separate calls.

Figure 4.54 Split Call
You will stay connected to each party, but each will be treated as a separate phone call.
You can use the Shuttle Soft Key to switch between calls.

ADVANCED MESSAGING FEATURES

MESSAGE WAITING
The DT700 phones have a call indicator lamp at the right top corner of the unit that lights steadily when a voice message has been left. An icon also displays on call status screens.

VOICE MAIL
Note: This feature may not be available on all systems.
To access the voice mail box for your system from the DT700 phone, do one of the following.

DT710 (ITL-2E) phone
- Press the Message key on your phone.

DT710 (ITL-6DE) and D730 (ITL-12D, ITL-24D and ITL-32D) phones
- Press the Voicemail Soft Key.
Figure 4.57  Voicemail Soft Key

Figure 4.58  Voicemail Soft Key from Call screen
ADVANCED PHONE FEATURES

These procedures outline some of the advanced features available on the economy and value phones in the DT700 series lineup. Depending on the model of your phone and the configuration of your system, not all features may be available on your phone.

**Note:** The DT710 (ITL-6DE) phone has a smaller screen display than is shown in the examples in this section. You may have to scroll using the cursor pad and soft keys to see all available options.

The following symbols represent the DT700’s directional cursor pad and key pad:

<table>
<thead>
<tr>
<th>User actions/Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digit key</td>
</tr>
<tr>
<td>4-way scroll BACK key</td>
</tr>
<tr>
<td>(Redial key)</td>
</tr>
<tr>
<td>4-way scroll FORWARD key</td>
</tr>
<tr>
<td>(Directory key)</td>
</tr>
<tr>
<td>4-way scroll UP key</td>
</tr>
<tr>
<td>(Volume UP key)</td>
</tr>
<tr>
<td>4-way scroll DOWN key</td>
</tr>
<tr>
<td>(Volume DOWN key)</td>
</tr>
<tr>
<td>ENTER key</td>
</tr>
<tr>
<td>(center button on cursor pad)</td>
</tr>
</tbody>
</table>

**Note:** The Soft Keys are buttons that change function depending on the situation. Each Soft Key’s current function is displayed on the LCD screen above the button on the phone.

**Figure 5.1** DT730 (ITL-12D, ITL-24D, ITL-32D) Soft Keys

![Soft Keys Image]
ADVANCED PHONE FEATURES

The Help key

**Figure 5.2** DT710 (ITL-6DE) Soft Keys

**Soft Keys**

**DT710 ITL-6DE ECONOMY PHONE DISPLAY**

The DT710 ITL-6DE LCD area shows three lines of information, while the DT730 phones (ITL-12D, ITL-24D and ITL-32D) are capable of showing five lines of information. Most screen examples in this guide are for DT730 phones.

**Figure 5.3** Main Menu Display for ITL-6DE

<table>
<thead>
<tr>
<th>Personal Directory</th>
<th>Call History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The ↑ Up and ↓ Down Soft Keys on the phone indicate to the user when there are more options than displayed on the LCD screen.

**Figure 5.4** ↑ Up and ↓ Down Soft Keys on Change or Select Monitor Menu Display for DT710 ITL-6DE Phones

**THE HELP KEY**

**Note:** This feature is not available on DT710 (ITL-2E) model phones.

**Using the Help key**

You can use the Help key to view information about the Soft Keys that are displayed on your phone.

1. Press the Help key.
The Menu Key

The Menu Key and cursor pad on the DT710 (ITL-6DE) and DT730 (ITL-12D, ITL-24D and ITL-32D) phones lets you access additional settings and features for your phone.
CALL HISTORY

Note: These feature are not available on DT710 (ITL-2E) model phones.

You can view information about Missed Calls, Placed Calls and Received Calls on your telephone. The LCD screen displays the phone number, date and time for each call.

Note: Call History information is not saved locally on the phone. All Call History information is deleted when you restart your phone.

ACCESSING THE CALL HISTORY

You can use the Menu Key or the Cursor Pad to access the Call History information on your phone.

Access Call History using the Menu Key

1. Press the Menu key.
2. Select 2 Call History.

Access Call History using the Cursor Pad

1. Press the Directory key (right cursor pad key).

Access Call History using the Cursor Pad
2 Select 2 Call History.

**Figure 5.11** Call History from the Cursor Pad

```
Directory  1/1
[ ]
1 Personal Directory
2 Call History

↑ Exit Select
```

**CALL HISTORY AND PERSONAL DIRECTORY ENTRIES**

When the DT700 receives a call, it will search the Personal Directory for the calling party number. If a matching entry is found, the DT700 will display the name specified in the entry in the Call History.

**Figure 5.12** Call History- Name from the Personal Directory Display

```
Missed Calls  1/1
[ ]
Fri, May 14 01:39pm
Cell Phone (+18475559876)
Fri, May 14 01:07pm
Wroblewski, Victoria (646)

↑ Exit Options
```

**Note:** Call information must match the Personal Directory entry’s Number information exactly as it is entered in the Personal Directory for it to show up as a match. For example, if you have any outside access codes or star/hash code information in a Personal Directory number, the incoming call display won’t recognize the incoming phone number as an exact match to the Personal Directory.

**MISSED CALLS**

An icon appears in the Icon Display when received calls are not answered.

**Figure 5.13** Missed Call icon

To view Missed Calls

1 Press the Menu key.
2 Select 2 Call History.
**ADVANCED PHONE FEATURES**

*Call History*

**Figure 5.14** Call History

3 Select **1** Missed Calls.

**Figure 5.15** Missed Calls

4 Use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll through the missed call information.

The phone stores call information the most recent 50 calls, displaying the newest entries first. If you have a Personal Directory entry matches a number in your Call History, the name from the Personal Directory is shown.

**Figure 5.16** Missed Call Information Example

5 Press the Exit Soft Key to return to the Call History menu.

**RECEIVED CALLS**

To view Received Calls

1 Press the Menu key.

2 Select **2** Call History.
Call History

3 Select 2 Received Calls.

4 Use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll through the received call information.

The phone stores call information the most recent 50 calls, displaying the newest entries first. For multiple phone calls from the same telephone number, the most recent time and date information for that number is shown. If you have a Personal Directory entry matches a number in your Call History, the name from the Personal Directory is shown.

5 Press the Exit Soft Key to return to the Call History menu.

PLACED CALLS

To view Placed Calls

1 Press the Menu key.

2 Select 2 Call History.
ADVANCED PHONE FEATURES

Call History

Figure 5.20 Call History

![Menu] 1/2

1 Personal Directory
2 Call History
3 User Settings
4 Admin Settings

↑ ↓ Exit Select

3 Select 3 Placed Calls.

Figure 5.21 Placed Calls

![Call History] 1/1

1 Missed Calls
2 Received Calls
3 Placed Calls
4 Delete

↑ ↓ Exit Select

4 Use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll through the missed call information.

Figure 5.22 Placed Call Information

Placed Calls 5/6

Thu, Apr 22 11:47am
Wroblewski, Victoris (346)
Thu, Apr 22 11:21am
(819475551234)

↑ ↓ Exit Options

The phone stores call information the most recent 50 calls, displaying the newest entries first. For multiple phone calls from the same telephone number, the most recent time and date information for that number is shown. If you have a Personal Directory entry matches a number in your Call History, the name from the Personal Directory is shown.

5 Press the Exit Soft Key to return to the Call History menu.

DIALING NUMBERS FROM THE CALL HISTORY

To dial an internal number from the Call History using the handset

1 Press the Menu key.
2 Select 2 Call History.
3 Select either 1 Missed Calls, 2 Received Calls, or 3 Placed Calls to view a call history list.
4 Use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll to the number you want to call.
To dial the call directly, lift the telephone handset or press the Speaker key to initiate the call.

**To dial an external number from the Call History**

1. Press the Menu key.
2. Select **2** Call History.
3. Select either **1** Missed Calls, **2** Received Calls, or **3** Placed Calls to view a call history list.
4. Use the cursor pad or the Up and Down Soft Keys to scroll to the number you want to call.
5. Press the Options Soft Key or press Enter on the cursor pad.

**Figure 5.23** Options Soft Key

6. Select **1** Dial.

**Figure 5.24** Call History Options

7. If prompted, press the OK Soft Key. You can also use the Delete Soft Key and cursor pad to enter a different number than is shown on the LCD.

If calls cannot be dialed directly from the Call History, you may need to add an outside access code to the number before it is dialed, if required by your system.

**Figure 5.25** Dial the number from the Call History

The phone dials the telephone number.

**Note:** To change the options about being prompted to confirm the number before your phone dials external numbers, see “To edit the Dial Preference” on page 3-47.
ADD CALL HISTORY INFORMATION TO THE PERSONAL DIRECTORY

Note: For more information on the Personal Directory, see “The Personal Directory” on page 5-88.

To add a Call History entry to the Personal Directory

1. Press the Menu key.
2. Select 2 Call History.
3. Select either 1 Missed Calls, 2 Received Calls, or 3 Placed Calls to view a call history list.
4. Use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll to the number you want to delete.
5. Press the Options Soft Key.
7. Review the information. To change any of the fields in the entry, use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll to the field, then press the More Soft Key and then the Edit Soft Key to edit that field.

1 Name
Up to 24 characters may be entered for the name.
• Press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

• To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.

• To add a space to an entry, press #.

• To enter special characters, press the 1 key.
  For a list of special characters, see “Speed Dial and Personal Directory Character Sets” on page 5-145.

• To move the cursor position in the LCD screen, use the right and left cursor pad keys.

2 Number
Up to 24 characters may be entered for the number. Only digits, “*” and “#” may be entered.

• To move the cursor position in the LCD screen, use the right and left cursor pad keys.

• You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

3 Speed Dial
Speed Dial entries can be internal or external numbers.

Note: For more information on Speed Dial Keys, see “Speed Dial and Programmable Keys” on page 5-108.

The number of available Speed Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 5-110.

• You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

4 Monitor
If you have set a Speed Dial for the entry, you can set Monitor settings for the entry.

Note: Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.

Valid options for monitoring are:

• 1 None - Do not monitor presence state changes for this Speed Dial Key

• 2 Visual - Presence state is shown visually using the LED on the Speed Dial Key when a Speed Dial is assigned to the entry, and a Presence icon is shown in the Personal Directory.

• 3 Visual and Soft Ring - Presence state is shown visually using the LED on the Speed Dial Key when a Speed Dial is assigned to the entry, and a Presence icon is shown in the Personal Directory. When a call is ringing on the monitored terminal, play a soft ring tone.

Note: Option 3 Visual and Soft Ring is only valid for iS3000-SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.
If you have Visual Monitor Settings for an entry in the Personal Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Personal Directory.

**Table 5.1** Monitor Presence Icons in the Personal Directory

<table>
<thead>
<tr>
<th>Presence</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>🔄</td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has an Available presence.</td>
</tr>
<tr>
<td>Busy</td>
<td>🔄</td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has a Busy presence.</td>
</tr>
<tr>
<td>Offline</td>
<td>No icon</td>
<td>In the Personal Directory, there is no icon shown when the presence is Offline.</td>
</tr>
</tbody>
</table>

If you have Visual monitor settings for a Speed Dial entry, the presence (Available, Busy or Offline) of the line is shown by the LED Color.

**Table 5.2** Monitor Presence LED Colors for Speed Dial Keys

<table>
<thead>
<tr>
<th>Presence</th>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Green</td>
<td>User is online and available.</td>
</tr>
<tr>
<td>Busy</td>
<td>Red</td>
<td>User is online, but user line is in use or the presence for the line is set to Busy.</td>
</tr>
<tr>
<td>Offline</td>
<td>LED is not lit</td>
<td>User is offline or set to appear offline.</td>
</tr>
</tbody>
</table>

8 Press the Save Soft Key to save the entry.

The phone will confirm that the entry was added to the Personal Directory.

**Note:** If the Call History entry is already in your Personal Directory, you can edit the entry information. For information on editing a Personal Directory entry, see “Adding or Editing a Personal Directory Entry” on page 5-95.

**Figure 5.29** Confirm Personal Directory Addition

```
[Confirmation]
Entry Updated Successfully
```
9 Press Enter on the cursor pad or the OK Soft Key to return to the Personal Directory, or press the Exit key to return to the main phone screen.

DELETE CALL HISTORY INFORMATION

Note: Call History information is not saved permanently on the phone, it is only stored on your phone until the phone restarts. All previous Call History information is deleted when you restart your phone.

To delete a specific entry from the Call History

1 Press the Menu key.
2 Select Call History.
3 Select either Missed Calls, Received Calls, or Placed Calls to view a call history list.
4 Use the cursor pad or the Up and Down Soft Keys to scroll to the number you want to delete.
5 Press the Options Soft Key.

Figure 5.30 Options Soft Key

6 Select Delete.

Figure 5.31 Delete Call History Entry

The call information is deleted from the call history.

7 Press Enter on the cursor pad or the OK Soft Key to return to the Call History menu, or press the Exit key to return to the main phone screen.
ADVANCED PHONE FEATURES
Call History

To delete Call History for all Missed, Received or Placed Calls

1 Press the Menu key.
2 Select 2 Call History.
3 Select 4 Delete.

Figure 5.33 Delete Call History Information

4 Select either 1 Delete Missed Calls, 2 Delete Received Calls, or 3 Delete Placed Calls.

Figure 5.34 Delete Call Options

The call information is deleted from the call history.

5 Press Enter or on the cursor pad or the OK Soft Key to return to the Call History menu, or press the Exit key to return to the main phone screen.

Figure 5.35 Call History Deleted

To delete all Call History information

1 Press the Menu key.
2 Select 2 Call History.

Figure 5.36 Call History

3 Select 4 Delete.

Figure 5.37 Delete Calls

4 Select 4 Delete All Calls.

Figure 5.38 Delete All Call Information

Figure 5.39 Calls Deleted

All information for the Missed, Outgoing and Incoming Call Histories is deleted.

5 Press Enter • on the cursor pad or the OK Soft Key to return to the Call History screen, or press the Exit key to return to the main phone screen.
THE PERSONAL DIRECTORY

The DT710 ITL-6DE (IP Economy), DT730 ITL-12D (IP Value), DT730 ITL-24D (IP Value), and DT730 ITL-32D (IP Value) model phones have a Personal Directory that is saved locally on the telephone. The Personal Directory can contain entries that are created by your system administrator in addition to your own personal entries.

The DT710 ITL-6DE (IP Economy), DT730 ITL-12D (IP Value), DT730 ITL-24D (IP Value), and DT730 ITL-32D (IP Value) model phones support up to 200 entries in a Personal Directory. This includes any Personal Directory entries that are configured by your system administrator.

VIEWING THE PERSONAL DIRECTORY AND ENTRY DETAILS

Cursor Pad movement in the Personal Directory

When viewing the Personal Directory, use the cursor pad for the following movements through the screens:

- **Up**: Move the highlighted area one line up the screen.
- **Down**: Move the highlighted area one line down the screen.
- **Left/Page Back**: From the first Personal Directory page: Go back to the previous screen. All other Personal Directory pages: Go to the previous page of Personal Directory entries.
- **Page Forward**: Go to the next page of Personal Directory entries.
- **Select**: View Personal Directory entry information.

To view the Personal Directory

1. Do one of the following:

   **Using the Menu Key**:
   a. Press the Menu key.
   b. Select 1 Personal Directory.
ADVANCED PHONE FEATURES
The Personal Directory

Figure 5.40  Main Menu Display

Using the cursor pad:

a. Press the Directory key (right cursor pad key).

b. Select 1 Personal Directory.

2 Use the Up and Down Soft Keys or the Up/Down keys on the cursor pad to scroll through the Personal Directory.

3 Press the More Soft Key twice and then press the Exit Soft Key, or press the Exit key to return to the main phone screen.

Figure 5.41  Directory Key from the Cursor Pad

Figure 5.42  Directory Entries Menu Display

Figure 5.43  Exit Soft Key
To view a specific Personal Directory entry

1. While in the Personal Directory, scroll to the entry you want to view and do one of the following:
   - Press Enter on the cursor pad.
   - Or
   - Press the More Soft Key twice and then the Detail Soft Key to view the details for that entry.

This displays the name and number for the entry, along with the Speed Dial and Monitor settings.

Press the Exit Soft Key to exit details screen and return to the Personal Directory.
Presence Monitor Settings and the Personal Directory

If you have Visual Monitor Settings for an entry in the Personal Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Personal Directory.

Table 5.3  Monitor Presence Icons in the Personal Directory

<table>
<thead>
<tr>
<th>Presence</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>🐦</td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has an Available presence.</td>
</tr>
<tr>
<td>Busy</td>
<td>📡</td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has a Busy presence.</td>
</tr>
<tr>
<td>Offline</td>
<td>No icon</td>
<td>In the Personal Directory, there is no icon shown when the presence is Offline.</td>
</tr>
</tbody>
</table>
ADVANCED PHONE FEATURES
The Personal Directory

Figure 5.49 Presence Icons in the Personal Directory

Incoming Call Display and the Personal Directory

When the DT700 receives an incoming call, it will search the Personal Directory for the calling party number. If a matching entry is found, the DT700 will display the name specified in the entry.

Figure 5.50 Incoming Call - Name from the Personal Directory Display

Note: Incoming call information must match the Personal Directory entry’s Number information exactly as it is entered in the Personal Directory for it to show up as a match when you receive an incoming call. For example, if you have any outside access codes or star/hash code information in a Personal Directory number, the incoming call display won’t recognize the incoming phone number as an exact match to the Personal Directory.

SEARCHING FOR AN ENTRY IN THE PERSONAL DIRECTORY

To search the Personal Directory

1. Press the Menu key.
2. Select Personal Directory.
3. Press the Search Soft Key.
4 Use the telephone keypad to enter the appropriate characters to search the personal directory, then press the Search Soft Key.

4 Use the telephone keypad to enter the appropriate characters to search the personal directory, then press the Search Soft Key.

4 Use the telephone keypad to enter the appropriate characters to search the personal directory, then press the Search Soft Key.

4 Use the telephone keypad to enter the appropriate characters to search the personal directory, then press the Search Soft Key.

4 Use the telephone keypad to enter the appropriate characters to search the personal directory, then press the Search Soft Key.

Figure 5.51 Search Soft Key

- Press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.
- To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.
- To add a space to an entry, press #.
- To enter special characters, press the 1 key.
- For a list of special characters, see “Speed Dial and Personal Directory Character Sets” on page 5-145.
- To move the cursor position in the LCD screen, use the right and left cursor pad keys.

5 The search results are displayed.

Figure 5.53 Directory Entry Results Menu Display

If no matches are found in the Personal Directory, then “Name not found” is displayed.
DIALING FROM THE PERSONAL DIRECTORY

To dial a number from the Personal Directory

1. Press the Menu key.
3. Use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll to the entry you want to dial.
4. Do one of the following:

   To dial the number directly:
   - Lift the telephone handset, or press the Speaker key or press Enter on the cursor pad.

   The number will be dialed exactly as it is entered in the Personal Directory. If you are dialing an outside number, you may need to enter an outside access code before the call can be dialed successfully.

   If you hear a fast busy signal after trying to dial the number directly, you may need to edit the number before dialing so you can add the outside access code to the number.

   To edit the number before dialing:
   a. Press the More Soft Key twice, and then the Detail Soft Key.

   b. Press the Dial Soft Key, or Enter on the cursor pad.
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Figure 5.56  Edit Personal Directory Entry

<table>
<thead>
<tr>
<th>Entry</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Home</td>
</tr>
<tr>
<td>Number</td>
<td>818475551234</td>
</tr>
<tr>
<td>Speed Dail</td>
<td>None</td>
</tr>
<tr>
<td>Monitor</td>
<td>None</td>
</tr>
</tbody>
</table>

- Enter the new number as needed, and press the OK Soft Key or press Enter on the cursor pad. You can also use the Delete Soft Key and cursor pad to enter a different number than is shown on the LCD.

If you are dialing an external number and the outside access code is not programmed into the Personal Directory entry, you may need to add the outside access code to the number before it is dialed, depending on the configuration of your system.

Figure 5.57  Dial the number from the Personal Directory

The phone dials the telephone number.

**Note:** To change the dialing preferences for dialing numbers from the Personal Directory, see “To edit the Dial Preference” on page 3-47.

**ADDING OR EDITING A PERSONAL DIRECTORY ENTRY**

Once a Personal Directory Entry is selected, the Personal Directory Entry menu may be used to delete, edit or dial the entry.

You can also add information from the Call History to the personal directory. For more information on adding Call History entries to the Personal Directory, “Add Call History Information to the Personal Directory” on page 5-82.

**Duplicate Entries in the Personal Directory**

Entries are uniquely defined by the combination of number and name. For the purpose of uniquely defining an entry, the name is case insensitive.

Multiple entries with the same number and different names are allowed, and multiple entries with the same name and different numbers are allowed. Multiple entries with the same name and same number are not allowed. An error is displayed if you create an entry with the same name and same number as an existing entry.
To add an entry to the Personal Directory

1. Press the Menu key.
2. Select \( \text{1} \) Personal Directory.
3. Press the More Soft Key, and then the Add Soft Key.

To enter the name:

4. Use the telephone keypad to enter the name and press Enter on the cursor pad or the OK Soft Key.

Up to 24 characters may be entered for the name.

- Press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.
- To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.
- To add a space to an entry, press #.
- To enter special characters, press the 1 key.
  For a list of special characters, see “Speed Dial and Personal Directory Character Sets” on page 5-145.
- To move the cursor position in the LCD screen, use the right and left cursor pad keys.
ADVANCED PHONE FEATURES

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5 Use the telephone keypad to enter a phone number for the entry and press Enter on the cursor pad or the OK Soft Key.

Figure 5.61  Enter Telephone Number

Enter Telephone Number

<table>
<thead>
<tr>
<th>Enter Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>81847551234</td>
<td></td>
</tr>
</tbody>
</table>

Up to 24 characters may be entered for the number. Only digits, "*" and ";" may be entered.

• To move the cursor position in the LCD screen, use the right and left cursor pad keys.
• You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

6 Use the telephone keypad to enter a Speed Dial number (if desired) for the entry and press Enter on the cursor pad or the OK Soft Key.

Note: For more information on Speed Dial Keys, see “Speed Dial and Programmable Keys” on page 5-108.

Speed Dial entries can be internal or external numbers.

Figure 5.62  Select Speed Dial Number

Enter Speed Dial Key

<table>
<thead>
<tr>
<th>Enter Speed Dial Key</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The number of available Speed Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 5-110.

• You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

7 If you have assigned a Speed Dial to the entry, you can select the monitor settings for this entry and press Enter on the cursor pad or the OK Soft Key.

Note: Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.
Valid options for monitoring are:

1. **None** - Do not monitor presence state changes for this Speed Dial Key
2. **Visual** - Presence state is shown visually using the LED on the Speed Dial Key when a Speed Dial is assigned to the entry, and a Presence icon is shown in the Personal Directory.
3. **Visual and Soft Ring** - Presence state is shown visually using the LED on the Speed Dial Key when a Speed Dial is assigned to the entry, and a Presence icon is shown in the Personal Directory. When a call is ringing on the monitored terminal, play a soft ring tone.

**Note:** Option **3 Visual and Soft Ring** is only valid for iS3000-SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.

If you have Visual Monitor Settings for an entry in the Personal Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Personal Directory.

<table>
<thead>
<tr>
<th>Presence</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>![Available Icon]</td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has an Available presence.</td>
</tr>
<tr>
<td>Busy</td>
<td>![Busy Icon]</td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has a Busy presence.</td>
</tr>
<tr>
<td>Offline</td>
<td>No icon</td>
<td>In the Personal Directory, there is no icon shown when the presence is Offline.</td>
</tr>
</tbody>
</table>

If you have Visual monitor settings for a Speed Dial entry, the presence (Available, Busy or Offline) of the line is shown by the LED Color.

<table>
<thead>
<tr>
<th>Presence</th>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Green</td>
<td>User is online and available.</td>
</tr>
<tr>
<td>Busy</td>
<td>Red</td>
<td>User is online, but user line is in use or the presence for the line is set to Busy.</td>
</tr>
</tbody>
</table>
You can also press the Cancel Soft Key to return to the previous screen.

8 Review the Personal Directory entry. If you want to change any of the information, use the cursor pad or the ↑ Up and ↓ Down Soft Keys to scroll to that item, then press the More Soft Key and then press the Edit Soft Key.

9 Press the Save Soft Key to save your changes.

Figure 5.64 Save Soft Key

<table>
<thead>
<tr>
<th>Presence</th>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offline</td>
<td>LED is not lit</td>
<td>User is offline or set to appear offline.</td>
</tr>
</tbody>
</table>

10 Press Enter • on the cursor pad or the OK Soft Key to return to the Personal Directory, or press the Exit key to return to the main phone screen.

Figure 5.65 Confirm Addition to Personal Directory

Entries are uniquely defined by the combination of number and name. For the purpose of uniquely defining an entry, the name is case insensitive.

Multiple entries with the same number and different names are allowed, and multiple entries with the same name and different numbers are allowed. Multiple entries with the same name and same number are not allowed. An error is displayed if you create an entry with the same name and same number as an existing entry.

Figure 5.66 Directory Duplicate Not Allowed Menu Display
If the Speed Dial number for a new Personal Directory entry is already used for another entry, you will see an error when you try to save the Personal Directory entry. Press the OK Soft Key, then select [3] Speed Dial and press the More Soft Key and then the Edit Soft Key to edit the Speed Dial number before trying to save the entry again.

**Figure 5.67**  Speed Dial In Use Menu Display

<table>
<thead>
<tr>
<th>Error</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed Dial Key Already in Use</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** For more information on Speed Dial Keys, see “Speed Dial and Programmable Keys” on page 5-108.

**To edit a Personal Directory entry**

1. Press the Menu key.
3. Use the ↑ Up and ↓ Down Soft Keys or the ▲ Up/▼ Down keys on the cursor pad to scroll to the entry you want to edit.
4. Press the More Soft Key and then the Edit Soft Key.

**Figure 5.68**  More and Edit Soft Keys

5. Do one of the following:

**Use the Telephone Keypad**

a. Use the telephone keypad to select the number of the field you want to edit.

**Use the Soft Keys**

a. Use the ↑ Up and ↓ Down Soft Keys to scroll to the field you want to edit.
   
b. Press the More Soft Key and then the Edit Soft Key to edit the field.
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Figure 5.69  More and Edit Soft Keys

Use the Cursor Pad
a. Use the Up and Down keys on the Cursor pad to scroll to the field you want to edit.
b. Press Enter on the cursor pad to edit the field.

6  Edit the desired field(s).

1  Name
a. To edit the name, use the telephone keypad and cursor pad. Use the left cursor key on the cursor pad to backspace, and then press the Delete Soft Key to delete the character that is before the cursor.
Or
To delete the entire name entry, press the Delete Soft Key.

Figure 5.70  Edit name

Up to 24 characters may be entered for the name.
• Press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.
• To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.
• To add a space to an entry, press #.
• To enter special characters, press the 1 key. For a list of special characters, see “Speed Dial and Personal Directory Character Sets” on page 5-145.
• To move the cursor position in the LCD screen, use the right and left cursor pad keys.

b. Press Enter on the cursor pad or the OK Soft Key.

2  Number
a. To delete the entire number entry, press the Delete Soft Key.
Or
To edit the entry, use the left cursor key on the cursor pad to backspace, and then press the Delete Soft Key to delete the number that is before the cursor. Use the telephone keypad to edit the number.

*Figure 5.71 Edit Number*

Up to 24 characters may be entered for the number. Only digits, "*" and "#" may be entered.

- To move the cursor position in the LCD screen, use the right and left cursor pad keys.
- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

b. Press Enter on the cursor pad or the OK Soft Key.

3 Speed Dial

**Note:** For more information on Speed Dial Keys, see “Speed Dial and Programmable Keys” on page 5-108.

a. To delete the speed dial, press the Delete Soft Key.
   
   Or
   
   To edit the speed dial, use the left cursor key on the cursor pad to backspace, and then press the Delete Soft Key to delete the number that is before the cursor. Use the telephone keypad to edit the number.

*Figure 5.72 Edit Speed Dial*

The number of available Speed Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 5-110.

- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

b. Press Enter on the cursor pad or the OK Soft Key.

4 Monitor

**Note:** Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.
a. If you have a Speed Dial number assigned for this entry or are adding a Speed Dial number for the entry, you can select the monitor status you want for the entry.

**Figure 5.73**  Edit Monitor

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Visual</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Visual and Soft Ring</td>
<td></td>
</tr>
</tbody>
</table>

Valid options for monitoring are:

- 1 None - Do not monitor presence state changes for this Speed Dial Key
- 2 Visual - Presence state is shown visually using the LED on the Speed Dial Key when a Speed Dial is assigned to the entry, and a Presence icon is shown in the Personal Directory.
- 3 Visual and Soft Ring - Presence state is shown visually using the LED on the Speed Dial Key when a Speed Dial is assigned to the entry, and a Presence icon is shown in the Personal Directory. When a call is ringing on the monitored terminal, play a soft ring tone.

**Note:** Option 3 Visual and Soft Ring is only valid for iS3000-SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.

If you have Visual Monitor Settings for an entry in the Personal Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Personal Directory.

**Table 5.6**  Monitor Presence Icons in the Personal Directory

<table>
<thead>
<tr>
<th>Presence</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td><img src="image" alt="icon" /></td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has an Available presence.</td>
</tr>
<tr>
<td>Busy</td>
<td><img src="image" alt="icon" /></td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has a Busy presence.</td>
</tr>
<tr>
<td>Offline</td>
<td>No icon</td>
<td>In the Personal Directory, there is no icon shown when the presence is Offline.</td>
</tr>
</tbody>
</table>

If you have Visual monitor settings for a Speed Dial entry, the presence (Available, Busy or Offline) of the line is shown by the LED Color.
Table 5.7  Monitor Presence LED Colors for Speed Dial Keys

<table>
<thead>
<tr>
<th>Presence</th>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Green</td>
<td>User is online and available.</td>
</tr>
<tr>
<td>Busy</td>
<td>Red</td>
<td>User is online, but user line is in use or the presence for the line is set to Busy,</td>
</tr>
<tr>
<td>Offline</td>
<td>LED is not lit</td>
<td>User is offline or set to appear offline.</td>
</tr>
</tbody>
</table>

b. Press Enter ▼ on the cursor pad or the OK Soft Key.

7 Press the Save Soft Key to save the entry information.

Figure 5.74  Save Soft Key

Note: For entries that are set as read-only by your system administrator, an error is displayed and the entry is not changed.

Entries are uniquely defined by the combination of number and name. For the purpose of uniquely defining an entry, the name is case insensitive.

Multiple entries with the same number and different names are allowed, and multiple entries with the same name and different numbers are allowed. Multiple entries with the same name and same number are not allowed. An error is displayed if you create an entry with the same name and same number as an existing entry.

Figure 5.75  Directory Duplicate Not Allowed Menu Display

If the Speed Dial number for a new Personal Directory entry is already used for another entry, you will see an error when you try to save the Personal Directory entry. Press the OK Soft Key, then select 3 Speed Dial to edit the Speed Dial number before trying to save the entry again.
ADVANCED PHONE FEATURES
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Figure 5.76 Speed Dial In Use Menu Display

<table>
<thead>
<tr>
<th>Error</th>
<th>Speed Dial Key Already in Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: For more information on Speed Dial Keys, see “Speed Dial and Programmable Keys” on page 5-108.

Figure 5.77 Edit Entry Successful

<table>
<thead>
<tr>
<th>Confirmation</th>
<th>Entry Updated Successfully</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 5.78 More and Delete Soft Keys

DELETING A PERSONAL DIRECTORY ENTRY

Deleting Personal Directory entries will also delete any Speed Dial Key information that is saved with the Personal Directory Entry. To remove an entry from the Personal Directory and still keep it as a Speed Dial entry, see “To remove Personal Directory entry information but keep Speed Dial Key information” on page 5-106.

To delete a Personal Directory entry

1. Press the Menu key.
2. Select 1 Personal Directory.
3. Use the cursor pad or the Up and Down Soft Keys to scroll to the entry you want to delete.
4. Press the More Soft Key and then the Delete Soft Key.
5 Press the Enter button on the cursor pad or the OK Soft Key to confirm.

Figure 5.79 Delete Entry Confirm

The entry will be deleted from your Personal Directory, and if there is a Speed Dial Key associated with the entry, it is also deleted.

6 Press Enter button on the cursor pad or the OK Soft Key to return to the Personal Directory.

Figure 5.80 Delete Entry Complete Menu Display

Note: For Personal Directory entries that are set as read-only by your system administrator, an error is displayed and the entry is not deleted.

**To remove Personal Directory entry information but keep Speed Dial Key information**

Note: For more information on Speed Dial, see “Speed Dial and Programmable Keys” on page 5-108.

1 Press the Feature key. The Feature key LED lights a steady red.

Figure 5.81 Feature Key

2 Press the Speed Dial Key that you want to edit. The programmable key LED flashes, and the Speed Dial information for the key is shown.

Figure 5.82 Programmable Key LED

3 Press the Edit Soft Key.
**Figure 5.83** Edit Soft Key

<table>
<thead>
<tr>
<th>Speed Dial Key Entry</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Lab</td>
</tr>
<tr>
<td>Number</td>
<td>346</td>
</tr>
<tr>
<td>Speed Dial</td>
<td>5</td>
</tr>
<tr>
<td>Monitor</td>
<td>Visual</td>
</tr>
<tr>
<td>Delete</td>
<td>Edit</td>
</tr>
</tbody>
</table>

4. Select the 5 Directory Entry.

5. Select 1 Do Not Show in Directory, and press the OK Soft Key.

**Figure 5.84** Remove Directory Entry

<table>
<thead>
<tr>
<th>Directory Entry</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Do Not Show in Directory</td>
<td></td>
</tr>
<tr>
<td>2 Show in Directory</td>
<td></td>
</tr>
<tr>
<td>3 Existing Directory</td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td>Down</td>
</tr>
</tbody>
</table>

6. Press the More Soft Key, then press the Save Soft Key to save your changes.

**Figure 5.85** Save Soft Key

<table>
<thead>
<tr>
<th>Edit</th>
<th>1/1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Name: Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Number: 346</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Speed Dial: 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Monitor: Visual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Directory Entry: No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Down</td>
<td>Edit</td>
<td>Exit</td>
</tr>
</tbody>
</table>

**Figure 5.86** Edit Confirmation

<table>
<thead>
<tr>
<th>Confirmation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Updated Successfully</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>
SPEED DIAL AND PROGRAMMABLE KEYS

PROGRAMMABLE KEY MANAGEMENT

DT710 (ITL-2E) PROGRAMMABLE KEY
The DT710 (ITL-2E) economy telephone has only 1 programmable key. The key on the left is the Line Key. The key on the right is a programmable key can be used as a Speed Dial Key. This Speed Dial Key can only be programmed by your system administrator.

Figure 5.87 DT710 (ITL-2E) Programmable Key

DT710 (ITL-6DE) AND DT730 (ITL-12D, ITL-24D, AND ITL-32D) PROGRAMMABLE KEYS
The DT710 (ITL-6DE) and DT730 (ITL-12D, ITL-24D and ITL-32D) phones have multiple Programmable Keys, but in all cases, the key on the upper left represents the Line Key, and all other keys can be programmed as Speed Dial Keys.
OPTIMAL PROGRAMMABLE KEY MODULE
The DT700 phones support an optional Programmable Key Module.

The following table lists the Programmable Key Modules that are supported by the DT700 series of phones:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Model</th>
<th>Programmable Key Module Support?</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT710</td>
<td>ITL-2E</td>
<td>No</td>
<td>8LK-L</td>
</tr>
<tr>
<td>DT710</td>
<td>ITL-6DE</td>
<td>No</td>
<td>8LK-L</td>
</tr>
<tr>
<td>DT730</td>
<td>ITL-12D</td>
<td>Yes</td>
<td>8LK-L</td>
</tr>
<tr>
<td>DT730</td>
<td>ITL-24D</td>
<td>Yes</td>
<td>8LK-L</td>
</tr>
<tr>
<td>DT730</td>
<td>ITL-32D</td>
<td>Factory Installed</td>
<td>8LK-L</td>
</tr>
</tbody>
</table>

SPEED DIAL KEY CONFIGURATION
Speed Dial Keys can be configured on the available Programmable Keys on your phone. Speed Dial Keys allow you to use a single key to dial an internal extension (such as a Help Desk), an external telephone number or a star/hash code.
ADVANCED PHONE FEATURES
Speed Dial and Programmable Keys

DT710 (ITL-2E) SPEED DIAL CONFIGURATION
In the case of the ITL-2E there are is only one Programmable Key. The key on the left is the Line Key and the key on the right is the programmable Speed Dial Key. The Speed Dial Key is programmed by your system administrator.

DT710 (ITL-6DE) AND DT730 (ITL-12D, ITL-24D AND ITL-32D) SPEED DIAL CONFIGURATION
All programmable keys not used as Line Keys can be configured as Speed Dial Keys. Each Speed Dial Key can be configured with a number and optional name. The number may be a star code.

Note: The programmed digits associated with the Speed Dial Key are dialed “as is” by the DT700 and are not be subject to parsing or control by the DT700 local Digit Map. The SIP server interprets the digits. This allows for arbitrary dial strings (including star codes) to be defined as a Speed Dial.

Speed Dial Key Numbering
Speed Dial Key numbering starts at number 2 with the first Programmable Key on the DT700 phone. If that Programmable Key is not programmed as a Line Key, it can be programmed as Speed Dial Key number 2. If the first available Programmable Key is programmed as a Line Key, then the next available programmable key can be programmed as Speed Dial Key number 3, etc.

For details on the Speed Dial Key numbering for each phone, see the examples below.

Figure 5.89 DT730 (ITL-32D) Speed Dial Key Numbering
**Presence Monitor Settings and Speed Dial Keys**

If you have Visual monitor settings for a Speed Dial entry, the presence (Available, Busy or Offline) of the line is shown by the LED Color.
Table 5.8  Monitor Presence LED Colors for Speed Dial Keys

<table>
<thead>
<tr>
<th>Presence</th>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Green</td>
<td>User is online and available.</td>
</tr>
<tr>
<td>Busy</td>
<td>Red</td>
<td>User is online, but user line is in use or the presence for the line is set to Busy.</td>
</tr>
<tr>
<td>Offline</td>
<td>LED is not lit</td>
<td>User is offline or set to appear offline.</td>
</tr>
</tbody>
</table>

Duplicate Entries in Speed Dials

Entries are uniquely defined by the combination of number and name. For the purpose of uniquely defining an entry, the name is case insensitive.

Multiple entries with the same number and different names are allowed, and multiple entries with the same name and different numbers are allowed. Multiple entries with the same name and same number are not allowed. An error is displayed if you create an entry with the same name and same number as an existing entry.

Figure 5.93  Directory Duplicate Not Allowed Menu Display

Using the Feature Key

The Feature key on the telephone is used to program Speed Dial Keys.

Figure 5.94  Feature Key

Pressing the Feature key starts the programmable mode on your phone. After you press the Feature key, you will see a Speed Dial help screen.

Figure 5.95  Speed Dial Help screen
You can still answer incoming calls while your phone is in the programmable mode using the telephone handset or by pressing the Speaker or Answer key on your telephone. You phone will exit the programmable mode when you answer the call or press the Line Key to view the caller information.

To exit the programmable mode, press the Exit soft key.

**To view Speed Dial Key information for Programmed Speed Dial Keys**

1. Press the Feature key. The Feature key LED lights a steady red.

![Feature Key](Image)

2. Press the programmable key that you want to view. The programmable key LED flashes.

![Programmable Key LED](Image)

3. If the Speed Dial Key has been programmed, the information displays, including the name for the Speed Dial, the number, and any monitor settings for the Speed Dial.

![Programmed Speed Dial display](Image)

If the key is not programmed as a Speed Dial Key, you will be prompted to program the Speed Dial Key.

4. Press the Exit Soft Key.

![Exit Soft Key](Image)

5. Do one of the following:
   - To return to the main phone screen without making any changes to the entry, press the Exit Soft Key or the Feature Key.
   - To view the information for another Speed Dial key, press that Speed Dial key. If the key is not programmed as a Speed Dial Key, you will be prompted to program the Speed Dial Key.
SPEED DIAL KEY OPERATION

When you press a Speed Dial Key, the number configured for that Speed Dial Key is dialed.

If you need to edit the number before dialing, you can use the Dial Soft Key to allow edit the number before dialing if you have Edit Before Dialing Enabled on the phone. This allows you to add a prefix to the number (such as an outside service or access code) before dialing.

**To originate a call from Speed Dial Keys**

**Using the handset**
- Lift the handset and press the desired Speed Dial Key.
  - Or
- Press the Feature Key, then press the Speed Dial Key to view the Speed Dial details, then lift the handset.

**Using the speaker**
- Press the Speaker Key, then press desired Speed Dial Key.
  - Or
- Press the Feature Key, then press the Speed Dial Key to view the Speed Dial details, then press the Speaker Key.

**Using a headset**
- Press the desired Speed Dial Key.
  - Or
- Press the Feature Key, then press the Speed Dial Key to view the Speed Dial details, then press the Dial Soft Key.

**Note:** Speed Dials are dialed as they are programmed into the phone. If you get a fast busy signal when you attempt to dial using a Speed Dial Key, you may need to program an outside line access code into the Speed Dial number.

**To edit the number before dialing**
1. Press the Feature Key, and then press the desired Speed Dial Key.
2. Press the Dial Soft Key.
Use the Cursor Pad and phone keypad to edit the number as needed, then press the OK Soft Key.

Note: Any changes made to the number are only used for dialing one time. They are not saved in the selected Speed Dial Key configuration.

Note: To change the options about being prompted to confirm the number before your phone dials external numbers, see “To edit the Dial Preference” on page 3-47.

**SPEED DIAL KEY PROGRAMMING EXAMPLES**

Speed Dial Keys can be programmed in two ways:

- Using the Feature Key
- Added from the Personal Directory

When you program a Speed Dial Key using the Feature Key, you can select to also add the entry to the Personal Directory or to not add the entry to the Personal Directory. If an entry is not added to the Personal Directory, it will not show up when you view or search the Personal Directory. For example, if you are programming a Speed Dial entry for a star or hash code, you may not want to add the entry to your Personal Directory.

You can also program the Speed Dial Key information when you are adding a Personal Directory Entry. By default, the entry is saved to the Personal Directory.

**SPEED DIAL KEYS WITHOUT PERSONAL DIRECTORY ENTRIES**

To program a Speed Dial that does not also show up in your Personal Directory, use the Feature Key to program the Speed Dial.
**To add a Programmable Key/Speed Dial Key without a Personal Directory entry**

1. Press the Feature key. The Feature key LED lights a steady red.

   ![Feature Key](image)

2. Press the programmable key that you want to set as a Speed Dial Key. The programmable key LED flashes.

   ![Programmable Key LED](image)

   **Note:** If the Speed Dial has already been programmed, the name and number information displays. You will need to press the Exit Soft Key and select another programmable key.

3. Use the telephone keypad to enter the name and press Enter on the cursor pad or the OK Soft Key.

   ![Speed Dial Name Screen](image)

   Up to 24 characters may be entered for the name.
   - Press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.
   - To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.
   - To add a space to an entry, press #.
   - To enter special characters, press the 1 key.
     For a list of special characters, see "Speed Dial and Personal Directory Character Sets" on page 5-145.
   - To move the cursor position in the LCD screen, use the right and left cursor pad keys.

4. Use the telephone keypad to enter a phone number for the entry and press Enter on the cursor pad or the OK Soft Key.
ADVANCED PHONE FEATURES
Speed Dial and Programmable Keys

**Figure 5.106** Enter Telephone Number

Up to 24 characters may be entered for the number. Only digits, "*" and "#" may be entered.

- To move the cursor position in the LCD screen, use the right and left cursor pad keys.
- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

5 To use the Programmable Key you originally pressed for the Speed Dial, press Enter on the cursor pad or the OK Soft Key.
Or
If you want to use a different Programmable Key for the Speed Dial, use the telephone keypad to enter the other Programmable Key number and press Enter on the cursor pad or the OK Soft Key.

**Figure 5.107** Select Speed Dial Number

The number of available Speed Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 5-110.

6 Select the monitor settings for this speed dial, then press Enter on the cursor pad or the OK Soft Key.

Note: Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.

**Figure 5.108** Monitor Settings

Valid options for monitoring are:
- None - Do not monitor presence state changes for this Speed Dial Key
ADVANCED PHONE FEATURES
Speed Dial and Programmable Keys

- **Visual** - Presence state is shown visually using the LED on the Speed Dial Key, and a Presence icon is shown in the Personal Directory.

- **Visual and Soft Ring** - Presence state is shown visually using the LED on the Speed Dial Key, and a Presence icon is shown in the Personal Directory. When a call is ringing on the monitored terminal, play a soft ring tone.

**Note:** Option **Visual and Soft Ring** is only valid for iS3000-SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.

If you have Visual Monitor Settings for an entry in the Personal Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Personal Directory.

<table>
<thead>
<tr>
<th>Presence</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td><img src="image" alt="Available Icon" /></td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has an Available presence.</td>
</tr>
<tr>
<td>Busy</td>
<td><img src="image" alt="Busy Icon" /></td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has a Busy presence.</td>
</tr>
<tr>
<td>Offline</td>
<td>No icon</td>
<td>In the Personal Directory, there is no icon shown when the presence is Offline.</td>
</tr>
</tbody>
</table>

You can also press the Cancel Soft Key to return to the previous screen.

7 **Select** [ ] **Do Not Show in Directory** and press the OK Soft Key.

**Figure 5.109** Do Not Show in Directory

You can also press the Cancel Soft Key to return to the previous screen.

8 **Press the Save Soft Key** to save the entry.
ADVANCED PHONE FEATURES

Speed Dial and Programmable Keys

Figure 5.110 Save Soft Key

If the Speed Dial number is already used for another entry, you will see an error when you try to save the entry.

Figure 5.111 Speed Dial In Use Menu Display

To change the Speed Dial Key number for the entry, select Speed Dial and enter a new Speed Dial Key number.

A confirmation displays, telling you the speed dial has been updated. Press Enter on the cursor pad or the OK Soft Key.

Figure 5.112 Speed Dial Edit Confirmation

To return to the main phone screen, press the Exit Soft Key or the Feature key.

Figure 5.113 Exit Soft Key

SPEED DIAL KEYS WITH PERSONAL DIRECTORY ENTRIES

To program a Speed Dial Key that will also show up in your Personal Directory, you can define the Speed Dial Key number when you are setting up the Personal
Directory entry, or set it up using the Feature Key and select to show the entry in the Personal Directory.

The Speed Dial information will be listed in the Personal Directory similar to all other Personal Directory entries, and you can also view the entry information using the Feature Key.

**To add a Programmable Key as a Speed Dial Key with a Personal Directory entry using the Feature Key**

1. Press the Feature key. The Feature key LED lights a steady red.

   ![Feature Key](image)

2. Press the programmable key that you want to set as a Speed Dial Key. The programmable key LED flashes.

   ![Programmable Key LED](image)

   **Note:** If the Speed Dial has already been programmed, the name and number information displays. You will need to press the Exit Soft Key and select another programmable key.

3. Use the telephone keypad to enter the name and press Enter on the cursor pad or the OK Soft Key.

   ![Speed Dial Name Screen](image)

   Up to 24 characters may be entered for the name.
   - Press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.
   - To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.
   - To add a space to an entry, press #.
   - To enter special characters, press the 1 key.
     For a list of special characters, see "Speed Dial and Personal Directory Character Sets" on page 5-145.
   - To move the cursor position in the LCD screen, use the right and left cursor pad keys.

4. Use the telephone keypad to enter a phone number for the entry and press Enter on the cursor pad or the OK Soft Key.
ADVANCED PHONE FEATURES
Speed Dial and Programmable Keys

Figure 5.117 Enter Telephone Number

Up to 24 characters may be entered for the number. Only digits, “*” and “#” may be entered.

- To move the cursor position in the LCD screen, use the right and left cursor pad keys.
- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

5 To use the Programmable Key you originally pressed for the Speed Dial, press Enter ● on the cursor pad or the OK Soft Key.
Or
If you want to use a different Programmable Key for the Speed Dial, use the telephone keypad to enter the other Programmable Key number and press Enter ● on the cursor pad or the OK Soft Key.

Figure 5.118 Select Speed Dial Number

The number of available Speed Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 5-110.

6 Select the monitor settings for this speed dial, then press Enter ● on the cursor pad or the OK Soft Key.

Note: Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.

Figure 5.119 Monitor Settings

Valid options for monitoring are:

- 1 None - Do not monitor presence state changes for this Speed Dial Key
• **Visual** - Presence state is shown visually using the LED on the Speed Dial Key, and a Presence icon is shown in the Personal Directory.

• **Visual and Soft Ring** - Presence state is shown visually using the LED on the Speed Dial Key, and a Presence icon is shown in the Personal Directory. When a call is ringing on the monitored terminal, play a soft ring tone.

**Note:** Option 3 Visual and Soft Ring is only valid for iS3000-SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.

If you have Visual Monitor Settings for an entry in the Personal Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Personal Directory.

**Table 5.10** Monitor Presence Icons in the Personal Directory

<table>
<thead>
<tr>
<th>Presence</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td><img src="image" alt="Available Icon" /></td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has an Available presence.</td>
</tr>
<tr>
<td>Busy</td>
<td><img src="image" alt="Busy Icon" /></td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has a Busy presence.</td>
</tr>
<tr>
<td>Offline</td>
<td>No icon</td>
<td>In the Personal Directory, there is no icon shown when the presence is Offline.</td>
</tr>
</tbody>
</table>

You can also press the Cancel Soft Key to return to the previous screen.

7 **Select 2 Show in Directory and press the OK Soft Key.**

**Figure 5.120** Show in Directory

You can also press the Cancel Soft Key to return to the previous screen.

8 **Press the Save Soft Key to save your changes.**
**Figure 5.121** Save Soft Key

If the Speed Dial number is already used for another entry, you will see an error when you try to save the entry.

**Figure 5.122** Speed Dial In Use Menu Display

To change the Speed Dial Key number for the entry, select **3** Speed Dial and enter a new Speed Dial Key number.

9 A confirmation displays, telling you the speed dial has been updated. Press Enter • on the cursor pad or the OK Soft Key.

**Figure 5.123** Speed Dial Edit Confirmation

10 To return to the main phone screen, press the Exit Soft Key or the Feature Key.

**Figure 5.124** Exit Soft Key

---

**To add a Programmable Key as a Speed Dial Key with a Personal Directory Entry from the Personal Directory**

1. Press the Menu key.
2 Select 1 Personal Directory.
3 Press the More Soft Key, and then the Add Soft Key.

Figure 5.125 More Soft and Add Soft Keys

<table>
<thead>
<tr>
<th>Directory Entries</th>
<th>1/2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellular 8184755659/676</td>
<td></td>
</tr>
<tr>
<td>Home 8184755651234</td>
<td></td>
</tr>
<tr>
<td>Lab 346</td>
<td></td>
</tr>
<tr>
<td>Lab 2371</td>
<td></td>
</tr>
</tbody>
</table>

4 Use the telephone keypad to enter the name and press Enter  on the cursor pad or the OK Soft Key.

Figure 5.126 Personal Directory Name Screen

Up to 24 characters may be entered for the name.

- Press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.
- To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.
- To add a space to an entry, press #.
- To enter special characters, press the 1 key.
  For a list of special characters, see “Speed Dial and Personal Directory Character Sets” on page 5-145.
- To move the cursor position in the LCD screen, use the right and left cursor pad keys.

5 Use the telephone keypad to enter a phone number for the entry and press Enter  on the cursor pad or the OK Soft Key.

Figure 5.127 Enter Telephone Number
Up to 24 characters may be entered for the number. Only digits, "*" and "#" may be entered.

- To move the cursor position in the LCD screen, use the right and left cursor pad keys.
- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

6 Use the telephone keypad to enter a Speed Dial number for the entry and press Enter on the cursor pad or the OK Soft Key.

Speed Dial entries can be internal or external numbers.

**Figure 5.128 Select Speed Dial Number**

<table>
<thead>
<tr>
<th>Enter Speed Dial Key</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

The number of available Speed Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 5-110.

- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

7 Select the monitor settings for this entry and press Enter on the cursor pad or the OK Soft Key.

**Note:** Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.

**Figure 5.129 Monitor Settings**

<table>
<thead>
<tr>
<th>Select Monitor</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 None</td>
<td></td>
</tr>
<tr>
<td>2 Visual</td>
<td></td>
</tr>
<tr>
<td>3 Visual and Soft Ring</td>
<td></td>
</tr>
</tbody>
</table>

Valid options for monitoring are:

- **1** None - Do not monitor presence state changes for this Speed Dial Key
- **2** Visual - Presence state is shown visually using the LED on the Speed Dial Key, and a Presence icon is shown in the Personal Directory.
- **3** Visual and Soft Ring - Presence state is shown visually using the LED on the Speed Dial Key, and a Presence icon is shown in the Personal Directory. When a call is ringing on the monitored terminal, play a soft ring tone.

**Note:** Option **3** Visual and Soft Ring is only valid for iS3000-SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.
If you have Visual Monitor Settings for an entry in the Personal Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Personal Directory.

**Table 5.11** Monitor Presence Icons in the Personal Directory

<table>
<thead>
<tr>
<th>Presence</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>![Icon]</td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has an Available presence.</td>
</tr>
<tr>
<td>Busy</td>
<td>![Icon]</td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has a Busy presence.</td>
</tr>
<tr>
<td>Offline</td>
<td>No icon</td>
<td>In the Personal Directory, there is no icon shown when the presence is Offline.</td>
</tr>
</tbody>
</table>

If you have Visual monitor settings for a Speed Dial entry, the presence (Available, Busy or Offline) of the line is shown by the LED Color.

**Table 5.12** Monitor Presence LED Colors for Speed Dial Keys

<table>
<thead>
<tr>
<th>Presence</th>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Green</td>
<td>User is online and available.</td>
</tr>
<tr>
<td>Busy</td>
<td>Red</td>
<td>User is online, but user line is in use or the presence for the line is set to Busy.</td>
</tr>
<tr>
<td>Offline</td>
<td>LED is not lit</td>
<td>User is offline or set to appear offline.</td>
</tr>
</tbody>
</table>

You can also press the Cancel Soft Key to return to the previous screen.

8 **Press the Save Soft Key to save your changes.**

**Figure 5.130** Save Soft Key

9 Press Enter • on the cursor pad or the OK Soft Key to return to the Personal Directory, or press the Exit key to return to the main phone screen.
Entries are uniquely defined by the combination of number and name. For the purpose of uniquely defining an entry, the name is case insensitive.

Multiple entries with the same number and different names are allowed, and multiple entries with the same name and different numbers are allowed. Multiple entries with the same name and same number are not allowed. An error is displayed if you create an entry with the same name and same number as an existing entry.

To change the name or number, select 1 Name or 2 Number to edit the field before trying to save the entry again.

If the Speed Dial number for a new Personal Directory entry is already used for another entry, you will see an error when you try to save the Personal Directory entry. Select 3 Speed Dial to edit the Speed Dial number before trying to save the entry again.

To add a Speed Dial Key to an existing Personal Directory entry

1. Press the Menu key.
2. Select 1 Personal Directory.
3. Press the More Soft Key, and then the Edit Soft Key.
4 Select **3** Speed Dial.

5 Use the telephone keypad to enter a Speed Dial number for the entry and press Enter on the cursor pad or the OK Soft Key.

Speed Dial entries can be internal or external numbers.

The number of available Speed Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 5-110.

- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

6 Select the monitor settings for this entry and press Enter on the cursor pad or the OK Soft Key.

Note: Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.

Valid options for monitoring are:

- **1** None - Do not monitor presence state changes for this Speed Dial Key
- **2** Visual - Presence state is shown visually using the LED on the Speed Dial Key, and a Presence icon is shown in the Personal Directory.
- **3** Visual and Soft Ring - Presence state is shown visually using the LED on the Speed Dial Key, and a Presence icon is shown in the Personal Directory. When a call is ringing on the monitored terminal, play a soft ring tone.
**ADVANCED PHONE FEATURES**  
*Speed Dial and Programmable Keys*

**Note:** Option 3 Visual and Soft Ring is only valid for iS3000-SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.

If you have Visual Monitor Settings for an entry in the Personal Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Personal Directory.

**Table 5.13** Monitor Presence Icons in the Personal Directory

<table>
<thead>
<tr>
<th>Presence</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td><img src="image" alt="Icon" /></td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has an Available presence.</td>
</tr>
<tr>
<td>Busy</td>
<td><img src="image" alt="Icon" /></td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has a Busy presence.</td>
</tr>
<tr>
<td>Offline</td>
<td><img src="image" alt="Icon" /></td>
<td>In the Personal Directory, there is no icon shown when the presence is Offline.</td>
</tr>
</tbody>
</table>

If you have Visual monitor settings for a Speed Dial entry, the presence (Available, Busy or Offline) of the line is shown by the LED Color.

**Table 5.14** Monitor Presence LED Colors for Speed Dial Keys

<table>
<thead>
<tr>
<th>Presence</th>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Green</td>
<td>User is online and available.</td>
</tr>
<tr>
<td>Busy</td>
<td>Red</td>
<td>User is online, but user line is in use or the presence for the line is set to Busy.</td>
</tr>
<tr>
<td>Offline</td>
<td>LED is not lit</td>
<td>User is offline or set to appear offline.</td>
</tr>
</tbody>
</table>

You can also press the Cancel Soft Key to return to the previous screen.

7 **Press the Save Soft Key to save your changes.**

**Figure 5.137** Save Soft Key
8 Press Enter ✔ on the cursor pad or the OK Soft Key to return to the Personal Directory, or press the Exit key to return to the main phone screen.

Figure 5.138 Confirm Addition to Personal Directory

![Confirmation]

Entry Updated Successfully

OK

Entries are uniquely defined by the combination of number and name. For the purpose of uniquely defining an entry, the name is case insensitive. Multiple entries with the same number and different names are allowed, and multiple entries with the same name and different numbers are allowed. Multiple entries with the same name and same number are not allowed. An error is displayed if you create an entry with the same name and same number as an existing entry.

Figure 5.139 Directory Duplicate Not Allowed Menu Display

![Error]

Duplicate Entry Not Allowed

OK

To change the name or number, select 1 Name or 2 Number to edit the field before trying to save the entry again.

If the Speed Dial number for a new Personal Directory entry is already used for another entry, you will see an error when you try to save the Personal Directory entry. Select 3 Speed Dial to edit the Speed Dial number before trying to save the entry again.

Figure 5.140 Speed Dial In Use Menu Display

![Error]

Speed Dial Key Already in Use

OK

**STAR/HASH CODES USAGE WITH SPEED DIAL KEYS**

You can program Speed Dial Keys with star/hash codes in addition to internal and external telephone numbers. For example, you can set up a Speed Dial Key that uses the Forwarding Star Code to forward all calls to a number. To activate the star code sequence, you would then only need to press the Speed Dial Key.

**Note:** For details on the star/hash code available for your system, contact your system administrator.
To configure a Programmable Key as a Speed Dial Key for a star/hash code

1. Press the Feature key. The Feature key LED lights a steady red.

   ![Feature Key](image)

   **Figure 5.141** Feature Key

2. Press the programmable key that you want to set as a Speed Dial Key. The programmable key LED flashes.

   ![Programmable Key LED](image)

   **Figure 5.142** Programmable Key LED

   **Note:** If the Speed Dial has already been programmed, the name and number information displays. You will need to edit the speed dial information, or add the new information to a different Speed Dial Key. To edit the Speed Dial Key, see “Editing Speed Dial Keys” on page 5-134.

3. Use the telephone keypad to enter a name for the Speed Dial and press Enter on the cursor pad or the OK Soft Key.

   ![Speed Dial Name Screen](image)

   **Figure 5.143** Speed Dial Name Screen

   Up to 24 characters may be entered for the name.
   - Press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.
   - To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.
   - To add a space to an entry, press #.
   - To enter special characters, press the 1 key. For a list of special characters, see “Speed Dial and Personal Directory Character Sets” on page 5-145.
   - To move the cursor position in the LCD screen, use the right and left cursor pad keys.

4. Use the telephone keypad to enter the star code or hash code, including any outside access code and additional digits, for the entry and press Enter on the cursor pad or the OK Soft Key.

   Example: Enter *72818475559876 to set up a Speed Dial that forwards to the external telephone number 1-847-555-9876.
   Forwarding star code: *72
   +
   Outside Access Code (if required): 8
External telephone number: 1-847-555-9876

\*72818475559876

**Figure 5.144** Enter Forwarding Star Code

Up to 24 characters may be entered for the number. Only digits, "+" and "#" may be entered.

- To move the cursor position in the LCD screen, use the right and left cursor pad keys.
- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.
- Use the \* and # keys on the telephone keypad to enter those characters.

5 Use the telephone keypad to enter a Speed Dial number for the entry and press Enter on the cursor pad or the OK Soft Key.

Speed Dial entries can be internal or external numbers.

**Figure 5.145** Select Speed Dial Number

The number of available Speed Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 5-110.

- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

6 Since you can only set presence monitoring for a Speed Dial that is an internal line, select None, then press Enter on the cursor pad or the OK Soft Key.

**Figure 5.146** Monitor Settings
You can also press the Cancel Soft Key to return to the previous screen.

7 For a star or hash code sequence, you probably do not want the entry to show up in your Personal Directory. Select 1 Do Not Show in Directory and press the OK Soft Key.

Figure 5.147 Do Not Show in Directory

You can also press the Cancel Soft Key to return to the previous screen.

8 Press the Save Soft Key to save your changes.

Figure 5.148 Save Soft Key

If the Speed Dial number for a new Personal Directory entry is already used for another entry, you will see an error when you try to save the Personal Directory entry. Select 3 Speed Dial to edit the Speed Dial number before trying to save the entry again.

Figure 5.149 Speed Dial In Use Menu Display

9 A confirmation displays, telling you the speed dial has been updated. Press Enter on the cursor pad or the OK Soft Key.

Figure 5.150 Speed Dial Edit Confirmation
ADVANCED PHONE FEATURES
Speed Dial and Programmable Keys

To return to the main phone screen, press the Exit Soft Key or the Feature Key.

Once the Speed Dial Key is configured with the star code, press the Speed Dial Key to dial the star code sequence.

EDITING SPEED DIAL KEYS
You can edit Speed Dial Key settings using the Feature Key if they are set up as just Speed Dial entries, or Speed Dial entries with associated Personal Directory entries.

To edit a Speed Dial Key

1. Press the Feature key. The Feature key LED lights a steady red.

2. Press the Speed Dial Key that you want to edit. The programmable key LED flashes, and the Speed Dial information for the key is shown.

3. Press the Edit Soft Key.

4. Do one of the following:

   Use the Telephone Keypad
   a. Use the telephone keypad to select the number of the field you want to edit.
Use the Soft Keys

a. Use the Up and Down Soft Keys to scroll to the field you want to edit.

b. Press the More Soft Key and then the Edit Soft Key to edit the field.

Figure 5.155 More and Edit Soft Keys

Use the Cursor Pad

a. Use the Up and Down keys on the Cursor pad to scroll to the field you want to edit.

b. Press Enter on the cursor pad to edit the field.

5 Edit the desired field(s).

1 Name

a. To edit the name, use the telephone keypad and cursor pad. Use the left cursor key on the cursor pad to backspace, and then press the Delete Soft Key to delete the character that is before the cursor.

Or

To delete the entire name entry, press the Delete Soft Key.

Figure 5.156 Edit Name

Up to 24 characters may be entered for the name.

- Press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

- To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.

- To add a space to an entry, press #.

- To enter special characters, press the 1 key.

  For a list of special characters, see “Speed Dial and Personal Directory Character Sets” on page 5-145.

- To move the cursor position in the LCD screen, use the right and left cursor pad keys.
b. Press Enter on the cursor pad or the OK Soft Key.

2 Number

a. To delete the entire number entry, press the Delete Soft Key.
Or
To edit the entry, use the left cursor key on the cursor pad to backspace, and then press the Delete Soft Key to delete the number that is before the cursor. Use the telephone keypad to edit the number.

Figure 5.157 Edit Telephone Number

Up to 24 characters may be entered for the number. Only digits, "*" and "+" may be entered.

- To move the cursor position in the LCD screen, use the right and left cursor pad keys.
- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

b. Press Enter on the cursor pad or the OK Soft Key.

3 Speed Dial

a. To delete the speed dial, press the Delete Soft Key.
Or
To edit the speed dial, use the left cursor key on the cursor pad to backspace, and then press the Delete Soft Key to delete the number that is before the cursor. Use the telephone keypad to edit the number.

Figure 5.158 Edit Speed Dial Number

The number of available Speed Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 5-110.

- You can also press the Delete Soft Key to delete the last character entered, or press the Cancel Soft Key to return to the previous screen.

b. Press Enter on the cursor pad or the OK Soft Key.
Monitor

Note: Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.

a. Select the monitor settings for this entry.

Figure 5.159 Edit Monitor Settings

Note: Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.

Valid options for monitoring are:

- **1** None - Do not monitor presence state changes for this Speed Dial Key
- **2** Visual - Presence state is shown visually using the LED on the Speed Dial Key, and a Presence icon is shown in the Personal Directory for entries that also have an associated Personal Directory entry.
- **3** Visual and Soft Ring - Presence state is shown visually using the LED on the Speed Dial Key, and a Presence icon is shown in the Personal Directory for entries that also have an associated Personal Directory entry. When a call is ringing on the monitored terminal, play a soft ring tone.

Note: Option **3** Visual and Soft Ring is only valid for iS3000-SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.

If you have Visual Monitor Settings for an entry in the Personal Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Personal Directory.

Table 5.15 Monitor Presence Icons in the Personal Directory

<table>
<thead>
<tr>
<th>Presence</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>![Icon]</td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has an Available presence.</td>
</tr>
<tr>
<td>Busy</td>
<td>![Icon]</td>
<td>In the Personal Directory, this icon is shown when a monitored Speed Dial entry has a Busy presence.</td>
</tr>
<tr>
<td>Offline</td>
<td>No icon</td>
<td>In the Personal Directory, there is no icon shown when the presence is Offline.</td>
</tr>
</tbody>
</table>

If you have Visual monitor settings for a Speed Dial entry, the presence (Available, Busy or Offline) of the line is shown by the LED Color.
### Table 5.16 Monitor Presence LED Colors for Speed Dial Keys

<table>
<thead>
<tr>
<th>Presence</th>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Green</td>
<td>User is online and available.</td>
</tr>
<tr>
<td>Busy</td>
<td>Red</td>
<td>User is online, but user line is in use or the presence for the line is set to Busy,</td>
</tr>
<tr>
<td>Offline</td>
<td>LED is not lit</td>
<td>User is offline or set to appear offline.</td>
</tr>
</tbody>
</table>

b. Press Enter on the cursor pad or the OK Soft Key.

#### Directory Entry Settings

a. Select the Directory Entry Settings for this entry.

**Figure 5.160 Directory Entry settings**

Valid options are:
- 1. Do Not Show in Directory: This information is saved as a Speed Dial Key only and the entry is not saved to the Personal Directory.
- 2. Show in Directory: This information is saved to the Personal Directory in addition to the saved Speed Dial key. When you browse the Personal Directory, there will be an entry for this information.

b. Press Enter on the cursor pad or the OK Soft Key.

6. Press the Save Soft Key to save the entry information.

**Figure 5.161 Save Soft Key**

**Note:** For entries that are set as read-only by your system administrator, an error is displayed and the entry is not changed.
Entries are uniquely defined by the combination of number and name. For the purpose of uniquely defining an entry, the name is case insensitive. Multiple entries with the same number and different names are allowed, and multiple entries with the same name and different numbers are allowed. Multiple entries with the same name and same number are not allowed. An error is displayed if you create an entry with the same name and same number as an existing entry.

**Figure 5.162** Directory Duplicate Not Allowed Menu Display

![Duplicate Entry Not Allowed](image1)

If the Speed Dial number for a new Personal Directory entry is already used for another entry, you will see an error when you try to save the Personal Directory entry. Press the OK Soft Key, then select 3 Speed Dial to edit the Speed Dial number before trying to save the entry again.

**Figure 5.163** Speed Dial In Use Menu Display

![Speed Dial Key Already in Use](image2)

7 A confirmation displays, telling you the speed dial has been updated. Press Enter on the cursor pad or the OK Soft Key.

**Figure 5.164** Speed Dial Edit Confirmation

![Entry Updated Successfully](image3)

8 Do one of the following:

- To edit more Speed Dial Keys, press the Speed Dial Key for that entry and repeat steps 3 through 7.
- To return to the main phone screen, press the Exit Soft Key or the Feature Key.
DELETING SPEED DIAL KEYS

A Speed Dial entry can be just a Speed Dial key, or it can be a Personal Directory entry that is assigned to a Speed Dial Key. You can delete just the Speed Dial entry or the entire Speed Dial and Personal Directory entry.

**Speed Dials associated with Personal Directory Entries:**
- Delete just the Speed Dial information from a Personal Directory entry
- Delete the entire Speed Dial and Personal Directory entry

**Speed Dials that are not associated with Personal Directory entries:**
- Delete the Speed Dial entry

If you are unsure if a Speed Dial is associated with a Personal Directory entry, check the Personal Directory for the entry information. If you do not find the Speed Dial entry information in the Personal Directory, that Speed Dial is not associated with a Personal Directory entry.

**To delete the Speed Dial information ONLY from a Personal Directory Entry**

For Personal Directory entries that have an assigned Speed Dial, you can delete the Speed Dial parameter for the entry using the Feature Key, and keep the rest of the entry in the Personal Directory.

**Note:** Pressing the Delete Soft Key in the Speed Dial Key Entry screen will delete the entire Speed Dial and Personal Directory entry. **Do not** use the Delete Soft Key in the Speed Dial Key Entry screen if you want to keep the Personal Directory entry information for a Speed Dial.

1. Press the Feature key. The Feature key LED lights a steady red.

2. Press the Speed Dial Key that you want to delete. The programmable key LED flashes, and the Speed Dial information for the key is shown.
3 Press the Edit Soft Key.

4 Select Speed Dial.

5 Press the Delete Soft Key to delete the Speed Dial Key number and then press the OK Soft Key.

6 Press the Save Soft Key to save the entry.

The entry will be deleted as a Speed Dial, but the Personal Directory information will not be deleted.

7 Press Enter on the cursor pad or the OK Soft Key.
Figure 5.171 Speed Dial Edit Confirmation

Note: For Speed Dial entries that are set as read-only by your system administrator, an error is displayed and the entry is not deleted.

8 Do one of the following:
  • To delete more Speed Dial entries, press the Speed Dial Key for that entry and repeat steps 3 through 7.
  • To return to the main phone screen, press the Exit Soft Key or the Feature Key.

Figure 5.172 Exit Soft Key

If you go to the Personal Directory, you will still see the name and number as an entry, but if you view the details for the entry, you will see that the Speed Dial has been deleted and the Monitor setting is now “None.”

Figure 5.173 Personal Directory Entry detail

To delete an entire Speed Dial and Personal Directory entry

1 Press the Menu key.
2 Select Personal Directory.
3 Use the cursor pad or the Up and Down Soft Keys to scroll to the entry you want to delete.
4 Press the More Soft Key and then the Delete Soft Key.
5 Press the Enter ‡ on the cursor pad or the OK Soft Key to confirm.

Figure 5.175 Delete Entry Confirm

![Delete Entry Confirm]

The entry will be deleted from your Personal Directory.

6 Press Enter ‡ on the cursor pad or the OK Soft Key to return to the Personal Directory.

Figure 5.176 Delete Entry Complete Menu Display

![Delete Entry Complete Menu Display]

**Note:** For Directory entries that are set as read-only by your system administrator, an error is displayed and the entry is not deleted.

If you go to the Personal Directory, you will still see that the entire entry has been deleted.

Figure 5.177 Personal Directory detail

![Personal Directory detail]
To delete a Speed Dial only entry

For Speed Dial entries that do not have a Personal Directory entry, you can delete the Speed Dial entry.

1. Press the Feature key. The Feature key LED lights a steady red.

   ![Feature Key](image)

2. Press the Speed Dial Key that you want to delete. The programmable key LED flashes, and the Speed Dial information for the key is shown.

   ![Programmable Key LED](image)

3. Press the Delete Soft Key.

   ![Delete Soft Key](image)

4. Press the Enter on the cursor pad or the OK Soft Key to confirm.

   ![Delete Entry Confirm](image)

The entry will be deleted as a Speed Dial.

5. Press Enter on the cursor pad or the OK Soft Key.

   ![Delete Entry Complete Menu Display](image)

Note: For Speed Dial entries that are set as read-only by your system administrator, an error is displayed and the entry is not deleted.
6. Do one of the following:
   - To delete more Speed Dial entries, press the Speed Dial Key for that entry and repeat steps 3 through 5.
   - To return to the main phone screen, press the Exit Soft Key or the Feature Key.

Figure 5.183 Exit Soft Key

SPEED DIAL AND PERSONAL DIRECTORY CHARACTER SETS

The following tables show the character sets (uppercase, lowercase) and numeric that are available on your DT700 phone.

ALPHABETIC CHARACTERS

When entering the name, you can enter uppercase and lowercase standard and European characters. The keypad is in upper case entry mode upon entering the screen. You can switch between upper and lower case character sets by pressing the * key. An icon in the title bar will show which entry mode (uppercase, lowercase or numeric) set is selected. The following tables show the available characters.

Table 5.17 Uppercase Alphabetic Character Set

<table>
<thead>
<tr>
<th>Uppercase Characters</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>0</th>
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<tbody>
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</tbody>
</table>
### Lowercase Alphabetic Character Set

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<th>7</th>
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</tr>
</tbody>
</table>

### NUMERIC CHARACTER SET

When in numeric character entry mode, you can use the numbered keys on the phone to enter numbers, and the [ # ] key to enter special characters.
You can switch between character sets by pressing the * key.

**Note:** The full numeric character set is only available when you are in a field that also allows alphabetic input. If you are not in a field that allows for alphabetic input, the only special characters you can enter are * and #.

<table>
<thead>
<tr>
<th>Numeric Characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>----</td>
</tr>
<tr>
<td>&quot;*&quot;</td>
</tr>
</tbody>
</table>

| Table 5.19 | Numeric Character Set |

<table>
<thead>
<tr>
<th>Feature</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keypad in first letter uppercase entry mode</td>
<td>![abc][Abc]</td>
</tr>
<tr>
<td>Keypad in all uppercase entry mode</td>
<td>![ABC][ABC]</td>
</tr>
<tr>
<td>Keypad in all lowercase entry mode</td>
<td>![abc][abc]</td>
</tr>
<tr>
<td>Keypad in numeric entry mode</td>
<td>![1][1]</td>
</tr>
</tbody>
</table>
ADVANCED PHONE FEATURES

Speed Dial and Personal Directory Character Sets
**PHONE TROUBLESHOOTING**

**USING THE HELP KEY**

You can use the Help key to view information about the Soft Keys that are displayed on your phone.

1. **Press the Help key.**

   ![Help key](image)

2. **Press the Soft Key for which you want to see Help information.**

   ![Press a Soft Key for Additional Help](image)

3. **You can use the ↑ Up and ↓ Down Soft Keys or the ▲ Up/▼ Down keys on the cursor pad to scroll through the help information, if needed.**

   ![Delete Soft Key Help screen](image)
**PHONE TROUBLESHOOTING**

**Basic Troubleshooting**

4  Press the Exit Soft Key to return to the previous screen.

*Note:* Help screens may not be available for all the Soft Keys on your phone.

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**BASIC TROUBLESHOOTING**

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**To check common problems**

If you are having problems with your DT700 phone, check the following common problems:

1. If your phone has an LCD display, check for any icons that indicate a problem registering or connecting to the network.

   ![Registered Phone](image1)

   ![Unregistered Phone](image2)

   ![Network Cable Unplugged](image3)

   If your phone is not registered on the network or indicates the network cable is unplugged, try plugging your phone into another active LAN port on the local area network.

2. Check both ends of the network cable that you use to connect your phone to the network for loose connections. Try using another network cable to connect your phone to the network.

3. Contact your system administrator to verify that there are no problems with your local network. If you are having problems with your computer network, it may impact the function of your phone.

4. If you cannot make outside calls, contact your system administrator to verify that there is not a problem with outside telephone service.

5. Verify that the phone is receiving power.
   a. If the phone is plugged into a PoE (Power Over Ethernet) jack, check that the network connector is firmly plugged into the jack. If possible, try plugging your phone into another PoE jack on your network.
   b. If the phone uses a power cord, verify that the power cord is firmly plugged into the AC outlet. If possible, try plugging the power cord into another AC outlet.

6. Restart the phone. This not only restarts the phone, it downloads the latest firmware for your phone, which may solve your problems. To restart the phone:
   a. Press the Menu key.
   b. Select **5** Reboot.
c. Press the OK Soft Key or  Enter key on the cursor pad to restart the phone.

Figure 6.7  Reboot Phone Display

Note: If you cannot restart the phone using the Menus if your phone is locked up, unplug the phone from power and the network for ten seconds, then reconnect the telephone to your network and power to perform a restart.

7 If you are still having problems with your phone, contact your system administrator.

NETWORK CONNECTIONS

My phone cannot register on the network
If you see a screen that reads “Searching DHCP...” and/or the Unregistered phone icon on your phone, and you cannot get a dial tone on your phone, there may be a problem with the phone’s connection to the network.

Figure 6.8  Unregistered Phone and Searching for DHCP server

The Unregistered phone icon indicates that the phone has not successfully connected to the network. It is normal to see this icon momentarily after your phone resets, but if you still see this icon several minutes after a phone reset, there may be a problem with your phone or the connection to the network.

Contact your system administrator to troubleshoot the problem your phone is having in connecting to the network.

My phone indicates that the network cable is unplugged
If you see the icon that indicates the network cable is unplugged, there is a problem with the connection to the network.

Figure 6.9  Network Cable Unplugged
PHONE TROUBLESHOOTING

Power

Note: This icon will only display if you have an AC/DC adapter connected to the phone. A phone with a Power Over Ethernet (PoE) connection will power off when the network cable is unplugged.

Check both ends of the network cable that you use to connect your phone to the network for loose connections. Also, you can try using another network cable to connect your phone to the network and/or try connecting to a different active LAN port on the network.

My phone cannot reconnect to the network after a local settings change

If any administrative settings on your phone have been changed locally using the phone, those changes will override any system-wide configuration settings. Your administrator may need to do one of the following:

• Manually log on to the phone to access the Admin Settings options, and set the IP addresses (such as the IP Address, Subnet Mask, Default Gateway, DNS, Boot Server Address, SNTP Server Address and Syslog Server Address) in the Network Settings to “0.0.0.0”. This will reset the values on the phone to use the default values as specified by DHCP or in the configuration files on the network.

• Perform a Data Clear of the Terminal Data on the phone to restore the administrative settings on your phone. For information on doing a Data Clear of the Terminal Data, see the DT700 Administrator Guide.

Note: A Data Clear of the Terminal data resets ALL administrative settings but does not delete any Personal Directory or Speed Dial information that the user has entered on their phone.

I cannot connect to the network through the PC port on the back of the phone

1 Verify that your phone is connected to the network and working properly.

If there are problems with the connection between your phone and the network, any device that tries to connect through the phone will also have problems. Contact your system administrator to resolve any network connection problems.

2 If your phone is connected to the network and working but you cannot connect a network device through the PC port on the back of the phone, contact your system administrator.

The PC port connection on your phone may not be enabled, or there may be problems with the device’s network connection settings. Your system administrator will need to check the settings for the phone.

POWER

• What type of power does my phone use?

Take a look at the back of your phone. If you only see a cable running from the back of your phone to a network jack, your phone uses a PoE connection.

If your phone also has a power cord attached to the back of the phone, your phone uses a power supply.
The phone does not power up (Power Over Ethernet (PoE))

1. Check that the network connector is firmly plugged in to both the phone and the network jack.
2. If possible, try plugging your phone into another PoE jack on your network.
3. The problem may be with the network cord. Try a new network cord.
4. If you are still having problems with your phone, contact your system administrator.

The phone does not power up (Power supply)

1. Verify that the power supply is firmly plugged into the AC outlet. If possible, try plugging the power supply into another AC outlet.
2. The problem may be with the power cord. Try a new power cord.
3. If possible, try plugging the phone into a PoE jack on your network.
4. If you are still having problems with your phone, contact your system administrator.

CALLING

If your phone has an LCD display, check that your phone is recognized as registered on the network. Your phone must be registered on the network to make calls.

Figure 6.10 Registered Phone

Figure 6.11 Unregistered Phone

If you phone is not registered on the network, try plugging your phone into another open port on the local area network.

The phone does not have a dial tone

1. If you need an outside access code to get to an outside line, you may not hear the outside dial tone until you press the outside access code.
2. Verify that the phone is receiving power.
3. Press the Menu key, then go to [6] Status, [2] Network Information and verify that the phone has an IP address, Subnet Mask, Default Gateway, and DNS Server listed. If any of this information is missing, there may be a problem with your connection to the network. Contact your system administrator.
4. Restart the phone:
   a. Press the Menu key.
   c. Press the OK Soft Key or Enter key on the cursor pad to restart the phone.
Note: If you cannot restart the phone using the Menus if your phone is locked up, unplug the phone from power and the network for ten seconds, then reconnect the telephone to your network and power to perform a restart.

5 If you are still having problems with your phone, contact your system administrator.

The phone cannot make any calls

1 If you are using a headset, try using the phone handset to make a telephone call. If the phone works while using the handset but not your headset, replace the headset you have attached to the phone.

2 Press the Menu key, then go to 6 Status, 2 Network Information and verify that the phone has an IP address, Subnet Mask, Default Gateway, and DNS Server listed. If any of this information is missing, there may be a problem with your connection to the network. Contact your system administrator.

3 Restart the phone:
   a. Press the Menu key.
   b. Select 5 Reboot.
   c. Press the OK Soft Key or Enter key on the cursor pad to restart the phone.

   Note: If you cannot restart the phone using the Menus if your phone is locked up, unplug the phone from power and the network for ten seconds, then reconnect the telephone to your network and power to perform a restart.

4 If you are still having problems with your phone, contact your system administrator.

The phone cannot make any external calls

1 In your network requires and outside access code to reach an outside telephone line, make sure you enter that as the first number when you are dialing an outside line.

2 Verify that your network is not having problems accessing outside telephone service.

3 Contact your system administrator to verify that your account is authorized to call external numbers.

4 Press the Menu key, then go to 6 Status, 2 Network Information and verify that the phone has an IP address, Subnet Mask, Default Gateway, and DNS Server listed. If any of this information is missing, there may be a problem with your connection to the network. Contact your system administrator.

5 Restart the phone:
   a. Press the Menu key.
   b. Select 5 Reboot.
   c. Press the OK Soft Key or Enter key on the cursor pad to restart the phone.

   Note: If you cannot restart the phone using the Menus if your phone is locked up, unplug the phone from power and the network for ten seconds, then reconnect the telephone to your network and power to perform a restart.

6 If you are still having problems with your phone, contact your system administrator.

A Speed Dial/Personal Directory entry is not working correctly

- For any speed dial or Personal Directory numbers that are configured to call an outside/external telephone number, verify that you have to outside calling code programmed at the start of the number entry, and that your account is authorized to call external numbers.
Telephone numbers from the Personal Directory or Call History are not dialing correctly

The Dial Preference settings on your phone determine whether or not the phone dials numbers directly from the Personal Directory or Call History, or if you are allowed to edit the numbers before they are dialed. If you are trying to dial from the Call History and numbers require an outside access code, you may want to set your Dial Preferences so you can edit numbers before they are dialed. If you only use Personal Directory entries that are programmed with the outside access code, you can set your phone so you do not need to confirm when a number is dialed.

1 Press the Menu key.
2 Select 3 User Settings.

Figure 6.12 Phone main menu

```
[Menu]  1/2
1 Personal Directory
2 Call History
3 User Settings
4 Admin Settings
↑ ↓ Exit Select
```

3 Select 5 Edit Before Dialing.

Figure 6.13 Edit Dial Preference

```
[User Settings]  2/2
5 LCD Backlight Timeout
6 Edit Before Dialing
↑ ↓ Exit Select
```

4 Select your dialing preference.

Figure 6.14 Dial Preference options

```
[Edit Before Dialing]  [] 1/1
1 Disable
2 Enable
↑ ↓ Cancel OK
```

- 1 Disable: When dialing Personal Directory or Call History entries, you will be prompted to edit/confirm the number before the phone dials.
- 2 Enable: When dialing from the Personal Directory or Call History, numbers will be dialed as they appear in the Personal Directory or Call History. If your system requires an outside line access code, you may not be able to dial entries using the Call History.

5 Press Enter on the cursor pad or the OK Soft Key to accept the setting.
You can also press the Cancel Soft Key to exit without making any changes.

**The phone does not ring**

1. **Turn up the ringer volume.**
   a. Press the ↑ key on the cursor pad while it is in the on-hook status to turn up the ringer volume.
   b. If you do not hear ringer tone, contact your system administrator.

2. **Check that you do not have the phone set to ring only on a headset.**
   a. Press the Menu Key.
   b. Select 3 User Settings.
   c. Select 1 Headset, 2 Ringing, and then 1 Disable to disable headset ringing.
   d. Press the OK Soft Key or ● Enter key on the cursor pad.
   e. Place a call to the phone to test for a ring tone.

3. **Verify that DND (Do Not Disturb) is not enabled on the phone. Contact your system administrator to determine if this feature is available on your system.**

![Figure 6.15 Do Not Disturb Set from DND Soft Key](image)

To disable DND, press the DND Soft Key. You should also any desktop application for your phone (if available) to verify that DND is not enabled through the application.

To disable DND using star codes, dial *79 from the phone.

4. **Restart the phone:**
   a. Press the Menu key.
   b. Select 5 Reboot.
   c. Press the OK Soft Key or ● Enter key on the cursor pad to restart the phone.

   **Note:** If you cannot restart the phone using the Menus if your phone is locked up, unplug the phone from power and the network for ten seconds, then reconnect the telephone to your network and power to perform a restart.

5. **If you are still having problems with your phone, contact your system administrator.**

**I cannot reconnect to a call on Hold/The call does not terminate**

If you put a call on hold and then have a problem trying to un-hold or reconnect to a call during a conference or transfer, the caller may have dropped. This can happen if the other caller has had an interruption with their network connection.

In most cases, the call will time out and the call will terminate automatically. In cases where the call is not automatically terminated, press the EndCall Soft Key to terminate the call.
If you are in the process of transferring a call or in a conference, press the Split Soft Key to split the calls, then use the Shuttle Soft Key to switch to the dropped call, and press the EndCall Soft Key to terminate that call.

**PHONE KEYPAD**

*The dial pad and/or buttons are not working*

1. Verify that the phone is receiving power.
2. Place a call to the telephone line from another working phone, and monitor your phone for any changes to the display. If your phone is not responding at all, there may be a problem with the phone hardware. Contact your system administrator.
3. Restart the phone:
   a. Press the Menu key.
   b. Select **5** Reboot.
   c. Press the OK Soft Key or Enter key on the cursor pad to restart the phone.

   **Note:** If you cannot restart the phone using the Menus if your phone is locked up, unplug the phone from power and the network for ten seconds, then reconnect the telephone to your network and power to perform a restart.

*I want to enter specific characters or letters in Speed Dials and Personal Directory Entries*

By default, when you enter the Name section when entering information for a Speed Dial or Personal Directory entry, the telephone keypad is in uppercase mode.

You can switch between upper and lower case character sets by pressing the * key.

The phone displays the character entry mode it is currently using in the Icon Display area.

**Table 6.1** Character entry mode Icon Displays

<table>
<thead>
<tr>
<th>Feature</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keypad in first letter uppercase entry mode</td>
<td>![ABC]</td>
</tr>
<tr>
<td>Keypad in all uppercase entry mode</td>
<td>![ABC]</td>
</tr>
</tbody>
</table>
Phone Soft Keys

<table>
<thead>
<tr>
<th>Feature</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keypad in all lowercase entry mode</td>
<td>[abc] [abc]</td>
</tr>
<tr>
<td>Keypad in numeric entry mode</td>
<td>[1]</td>
</tr>
</tbody>
</table>

For more information on the character sets, see “Speed Dial and Personal Directory Character Sets” on page 5-145.

**PHONE SOFT KEYS**

**The phone Soft Keys are not working**

1. Verify that the phone is receiving power.
2. Some Soft Keys may not be available on your model of phone, or may be restricted by your system administrator. Contact your system administrator to determine which features are available for your system.
3. Restart the phone:
   a. Press the Menu key.
   b. Select 5 Reboot.
   c. Press the OK Soft Key or Enter key on the cursor pad to restart the phone.
   **Note:** If you cannot restart the phone using the Menus if your phone is locked up, unplug the phone from power and the network for ten seconds, then reconnect the telephone to your network and power to perform a restart.
4. If you are still having problems with your phone, contact your system administrator.

**I cannot see a particular Soft Key on my phone**

1. If the More Soft Key appears on the LCD, press the Soft Key to see additional Soft Keys for your screen.

   **Figure 6.17** More Soft Key

2. Some Soft Keys may not be available on your model of phone, or may be restricted by your system administrator. Contact your system administrator to determine which features are available for your system.
3. Restart the phone:
   a. Press the Menu key.
b. Select 5 Reboot.
c. Press the OK Soft Key or Enter key on the cursor pad to restart the phone.

Note: If you cannot restart the phone using the Menus if your phone is locked up, unplug the phone from power and the network for ten seconds, then reconnect the telephone to your network and power to perform a restart.

4 If you are still having problems with your phone, contact your system administrator.

LCD SCREEN/DISPLAY

The LCD is too light or dark

- Press the Menu key and select 3 User Settings, 4 LCD Contrast, then use the Soft Keys to adjust the LCD contrast.

I want to adjust the time the LCD stays lit

You can adjust the timeout of the LCD backlight on your phone. You can specify a value between 0 (None) to 255 seconds.

1 Press the Menu key.
2 Select 3 User Settings.

Figure 6.18 Phone main menu

![Phone main menu]

3 Select 5 LCD Backlight Timeout.

Figure 6.19 LCD Backlight Timeout settings

![LCD Backlight Timeout settings]

4 The default backlight timeout, in seconds, for your system is shown. To change the timeout, press the Delete Soft Key and use the telephone keypad to enter new backlight timeout.
5 Press Enter on the cursor pad or the OK Soft Key to accept the setting. You can also press the Cancel Soft Key to exit without making any changes.

**Note:** Setting the Backlight Timeout to 0 (zero) disables the timeout, and the LCD Backlight will remain lit at all times.

### I need to reset the language on my phone

The language on your phone may reset to either the default for your system or the default for the phone (English) when you restart the phone, depending on the configuration of your system.

1 Press the Menu key.
2 Select 3 User Settings.
3 Select 2 Language.
4 Select the desired language and press Enter on the cursor pad or the OK Soft Key to accept the setting.

The new menu screens will now display in the language you have selected. You do not need to restart the phone to change the language.

You can also press the Cancel Soft Key to exit without making any changes.

**Note:** The default language on the phone is English (Internal).
The Call History information on my phone is gone

Call History information (Missed, Received and Placed Calls) is deleted when the phone is restarted. If you did not reboot your phone, your phone may have been restarted by your system administrator to update the phone firmware or implement other system changes.

The name shown on the LCD of my phone is wrong

The name that shows up on the main screen of your phone is configured by your system administrator. If the name shown on your phone is incorrect, contact your system administrator.

AUDIO

There is no audio to my handset

1. Verify that the headset is firmly plugged into the HANDSET jack on the back of the telephone.

   Figure 6.23 Handset Connection

2. Make sure the switch hook is working correctly when you lift the headset.

3. Make sure the Speaker key on the telephone is not on. The LED on the Speaker key is green when the Speaker is active. When the Speaker is active, there is no audio to your telephone handset.

   Figure 6.24 Speaker is on

4. Make sure you do not have a headset enabled for the phone. If the headset is enabled, you will see a Headset icon and Soft Key when you are phone calls.
There is no audio to my headset

1. Verify that the headset is firmly plugged into the HEADSET jack on the back of the telephone.

2. Make sure the handset for your telephone is on-hook.

3. Make sure the headset is enabled. You should see the Headset icon on the LCD when you dial or answer a call if the headset is enabled.

4. If you do not see a Headset Soft Key, verify that the Headset is enabled for your phone:
   a. Press the Menu key.
   b. Select User Settings.
   c. Select Headset
   d. Select Enable/Disable.
   e. Select Enable and press the OK Soft Key or Enter key on the cursor pad.
5. Try the telephone handset to verify if the problem is with the headset. If you can hear audio through the telephone handset, try another known-working headset with the phone.

6. If you are still having problems with your phone, contact your system administrator.

**Audio quality**

If you are having issues with the audio quality on your phone, there may be a problem with your connection to the network. Contact your system administrator.
PHONE TROUBLESHOOTING

Audio
SPHERICALL SYSTEM FEATURES

CALL PICKUP
If your system administrator has made you part of a pickup group, you can answer calls to other users in your pickup group from your phone.

To pick up a call on a DT710 (ITL-2E) phone
- Depending on the type of call you want to pick up, do one of the following when a call arrives:
  - To pick up a call from your Pickup group, dial *92.
  - To pick up a call from a specific extension, dial *93 + the extension (example: *93346).
    You will connect to the call.

To pick up a call on DT710 (ITL-6DE) and DT730 (ITL-12D, ITL-24D and ITL-32D) phones
1 When a new call arrives, press the Pickup Soft Key.

Figure A.1 Pickup Soft Key

![Figure A.1]

2 Depending on the type of call you want to pick up, do one of the following:

To answer a call ringing on a specific extension:
- Press the Extn Soft Key.

Figure A.2 Extn Soft Key

![Figure A.2]

- Enter the number of the extension you want to pick up.
To answer a call from a Pickup Zone:

a. Press the Zone Soft Key.
b. Enter the zone number from which you want to pick up the call.
c. Press the Pickup Soft Key.
d. You will connect to the call.

To answer a call from your Pickup Group:

a. Press the Group Soft Key.
b. You will connect to the call.

To exit the Pickup options:

a. Press the Cancel Soft Key.

![Figure A.7](image1.png)

Cancel Soft Key

<table>
<thead>
<tr>
<th>Fri, Apr 23 12:06 PM</th>
</tr>
</thead>
</table>

Select Pickup mode

- Extr
- Zone
- Group
- Cancel

a. You will return to the main display screen.

The call displays as being connected to the picked up calling party of the ringing extension.

**DO NOT DISTURB (DND)**

The Do Not Disturb (DND) function lets you temporarily suspend the ringing of your phone. If you have a Sphericall Voice mail account, all calls will be sent directly to your voice mail. If you do not have a Sphericall Voice mail account, all callers will hear a fast busy signal when they call your telephone number.

**To enable Do Not Disturb (DND)**

1. **Press the DND Soft Key on your phone or dial *78 on the telephone keypad.**

![Figure A.8](image2.png)

Do Not Disturb Soft Key

<table>
<thead>
<tr>
<th>Thu, Apr 22 08:45 AM</th>
</tr>
</thead>
</table>

Victoria J. Wroblewski

<table>
<thead>
<tr>
<th>NewCall</th>
<th>DND</th>
<th>Voicemail</th>
<th>Pickup</th>
</tr>
</thead>
</table>

The Icon Display will indicate that the phone is set to Do Not Disturb and all incoming phone calls will be sent to voice mail or hear a fast busy signal.

![Figure A.9](image3.png)

Do Not Disturb

<table>
<thead>
<tr>
<th>Fri, Apr 23 11:50 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, May 19 10:25 AM</td>
</tr>
</tbody>
</table>

Victoria J. Wroblewski

<table>
<thead>
<tr>
<th>NewCall</th>
<th>DND</th>
<th>Voicemail</th>
<th>Pickup</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NewCall</th>
<th>DND</th>
<th>Voicemail</th>
<th>Pickup</th>
</tr>
</thead>
</table>
To disable Do Not Disturb (DND)

1. Press the DND Soft Key on your phone again or dial *79 on the telephone keypad. The Icon Display will return to normal and all incoming call functions will resume.

SPHERICALL VOICE MAIL

DT710 (ITL-2E) phone

1. Press the Message key on your phone.

   Figure A.10 Message key

2. When prompted, enter your extension, followed by the # key.
3. When prompted, enter your password, followed by the # key.

DT710 (ITL-6DE) and DT730 (ITL-12D, ITL-24D and ITL-32D) phones

1. Press the Voicemail Soft Key.

   Figure A.11 Voicemail Soft Key

   Figure A.12 Voicemail Soft Key from Call screen

2. When prompted, enter your extension, followed by the # key.
3. When prompted, enter your password, followed by the # key.

SPHERICALL TELEPHONE SET STAR CODE COMMANDS

You can use several star code commands directly from a telephone set on a Sphericall system. Use the following star code commands to set features and perform functions from any telephone.
**Note:** Not all star codes may be enabled for your system or your model of DT700 phone.

### Table A.1 Sphericall System Star Code Commands

<table>
<thead>
<tr>
<th>Action</th>
<th>SIP Star Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blind Transfer</td>
<td>Hold + *96 + extension + dial</td>
<td>Completes a blind transfer to another extension.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> A confirmation tone will sound after applying this star code command.</td>
</tr>
<tr>
<td>Cancel Call Waiting</td>
<td>Not available</td>
<td>Cancels call waiting for the call being placed</td>
</tr>
<tr>
<td>Call Forwarding Setup</td>
<td>*72 + number</td>
<td>Activates the station number to which all calls are to be forwarded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The number can be an extension on the phone system or an outside telephone number with the appropriate outside service (i.e. 8 +1 (857) 5551234 varies by region).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If the number is not already on the call forwarding setup, it will be added and enabled.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Only a single, handset-entered forwarding number is entered at a time. Calls may be forwarded to multiple numbers (example: *72 + extension, hang up; *72 + another extension, hang up).</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> A confirmation tone will sound after applying this star code command.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Calls can be forwarded to one or more internal addresses, or one or more external addresses.</td>
</tr>
<tr>
<td>Call Forwarding Deactivation</td>
<td>*73</td>
<td>Clears the telephone unit’s call forwarding conditions. Once this star code is invoked, you must add any appropriate forwarding conditions back to the extension. Any existing forwarding conditions that were set by the phone application will still remain in effect.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> A confirmation tone will sound after applying this star code command.</td>
</tr>
<tr>
<td>Transfer Directly to Voice Mail</td>
<td>Hold + *74 + extension + dial</td>
<td>Telephone sets can transfer a party directly to another voice mailbox.</td>
</tr>
<tr>
<td>Call detail information sent to call detail record</td>
<td>*75 + Password (client-assigned account code) + *</td>
<td>The phone system sends call detail information to the call detail record.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Codes are custom assigned by the phone system administrator.</td>
</tr>
<tr>
<td>Intercom from non-intercom phone to intercom enabled phone</td>
<td>*76 + extension</td>
<td>Callers without intercom can enter this star code to intercom a phone equipped with intercom.</td>
</tr>
<tr>
<td>Directed Park</td>
<td>With a call connected: Hold *94 + extension + dial</td>
<td>Places a call to a specific station, giving the user the ability to return to that station to retrieve the call.</td>
</tr>
<tr>
<td>Do Not Disturb Activation</td>
<td>*78</td>
<td>Activates Do Not Disturb for all calls bound to this extension. When Do Not Disturb is activated, the station is not alerted to any calls. Forwarding and/or Coverage behaves as usual.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> A confirmation tone will sound after applying this star code command.</td>
</tr>
<tr>
<td>Action</td>
<td>SIP Star Code</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Do Not Disturb Deactivation</td>
<td>*79</td>
<td>De-activates Do Not Disturb for all calls to this extension. <strong>Note:</strong> A confirmation tone will sound after applying this star code command.</td>
</tr>
<tr>
<td>Drop Last Call</td>
<td>*77 Note: Can't be used to drop a conference party because three party conferences are not supported for SIP phones. Can drop previous call.</td>
<td>Drops the last active call before the FLASH operation. If used during a conference call, the last caller who was added to the conference is dropped from that conference call. <strong>Note:</strong> A confirmation tone will sound after applying this star code command. <strong>Note:</strong> Only available with specific phones. Ask your administrator.</td>
</tr>
<tr>
<td>Pickup</td>
<td>*93 + extension</td>
<td>Retrieves a ringing call or an on-hold call at the entered extension.</td>
</tr>
<tr>
<td>Group Pickup</td>
<td>*92</td>
<td>Retrieves a ringing call from anywhere within the predefined Group Pickup area.</td>
</tr>
<tr>
<td>Park</td>
<td>Hold + *8 + the number of the park zone as announced (by operator) + dial</td>
<td>Places a call into a park zone, or an address/area where calls can be retrieved from any telephone on a phone system.</td>
</tr>
<tr>
<td>Unpark</td>
<td>*91 + the number of the park zone as announced (by operator)</td>
<td>Retrieves a call from the park zone extension entered. If there is more than one call in the zone, it will take the oldest call in the zone.</td>
</tr>
<tr>
<td>Paging</td>
<td>Number determined by your phone system administrator.</td>
<td>Contact your system administrator for information regarding your organization’s paging system.</td>
</tr>
</tbody>
</table>
PROGRAMMABLE KEYS / SPEED DIAL KEYS

The Programmable Keys / Speed Dial keys can be pre-programmed with an internal telephone number (of colleague’s) of which the status can be monitored by means of the LEDs. This Status Monitoring can only be done for internal numbers.

When the LED is:
• OFF: The telephone is idle.
• FLASHING: The telephone is ringing.
• ON: The telephone is busy.

It is also possible to program a dedicated function/feature under the Programmable Keys / Speed Dial keys.

Function Activation / De-Activation and Status Monitoring can be done for the following functions:
• Follow me
• Automatic Ring Back
• Call Forwarding on Busy Extension
• Night Extension absence/presence
• Executive/Secretary absence/presence
• Group absence/presence
• Don't disturb
• Call Pickup

Pressing the key activates the function: The corresponding LED is switched ON.
Pressing the key once more de-activates the function: The LED is switched OFF.

Example

One of the Programmable Keys / Speed Dial keys can be programmed with the Do Not Disturb (DND) function. When activated, indialling parties will fall back to an operator.
Press the speed dial key, programmed with the DND function (LED is ON), or dial the “activate prefix”.
Press the speed dial key once more (LED is OFF), or dial the “cancel prefix”, to cancel DND.
Ask your system administrator for more details.
IS3000-SIP@NET PREFIXES

The IS3000-SIP@Net prefixes to activate or de-activate the various features are different per customer's configuration. Ask your System Administrator for those prefixes.
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This product includes cryptographic software written by Eric Young (eay@cryptsoft.com). This product includes software written by Tim Hudson (tjh@cryptsoft.com).

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**GETTEXT**

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AUDIO CODING LICENSES

For audio coding, this product uses ITU-T G.722.1 and ITU-T G.722.1 Annex C, licensed from Polycom.

NOTICE TO THE USER

The terminal described in this manual is intended to be connected to a wired 10/100 T-Base local area network (LAN) by means of the cable that comes with the product.

To take advantage of all features of this terminal, connection to a system supporting Sphericall or IS3000-SIP@Net from NEC is recommended.

For an overview of the supported features, refer to the detailed documentation that comes with the system and this terminal, contact your local NEC representative or the support desk of NEC Unified Solutions.

IMPORTANT SAFETY INFORMATION

This terminal can be powered by means of an external AC/DC adapter or by means of an IEEE802.3af compatible power source that allows powering of the terminal via the same cable that connects the terminal to the wired local area network.
USE OF AN EXTERNAL AC ADAPTER

Only use the AC adapter that comes with this terminal. Plug the AC/DC adapter in a wall outlet socket. It is recommended that the AC/DC adapter is located near the equipment for easy access/removal of the adapter. After power has been applied, the terminal will start operating.

USE OF AN IEEE802.3AF POWER SUPPLY

This terminal is compliant with IEEE 802.3af Class 1. If the Local Area Network supports powering of the terminal by means of the IEEE802.3af standard, an external AC/DC adapter is not needed. In this case it is sufficient to connect the terminal to the 10/100 T-base wall socket by means of the cable that comes with the product. After network power has been applied, the terminal will start operating.

DECLARATION OF CONFORMITY

ČESKY
“NEC Unified Solutions” tímto prohlašuje, že tento “DT700” je ve shodě se základními požadavky a dalšími příslušnými ustanoveními směrnice 1999/5/ES.
http://www.nec-unified.com/doc

DANSK
Undertegnede “NEC Unified Solutions” erklærer herved, at følgende udstyr “DT700” overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF.
http://www.nec-unified.com/doc

DEUTSCH
http://www.nec-unified.com/doc
EESTI
Käesolevaga kinnitab “NEC Unified Solutions” seadme “DT700” vastavust direktiivi 1999/5/EÜ põhinõuetele ja nimetatud direktiivist tulenevatele teistele asjakohastele sätetele.

http://www.nec-unified.com/doc

ENGLISH
Hereby, “NEC Unified Solutions”, declares that this “DT700” is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

http://www.nec-unified.com/doc

ESPÁÑOL
Por medio de la presente “NEC Unified Solutions” declara que el “DT700” cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.

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ΕΛΛΗΝΙΚΗ
ΜΕ ΤΗΝ ΠΑΡΟΥΣΑ Η NEC ΕΝΟΠΟΙΗΜΕΝΕΣ ΛΥΣΕΙΣ ΔΗΛΩΝΕΙ ΟΤΙ “DT700” ΣΥΜΜΟΡΦΩΝΕΤΑΙ ΠΡΟΣ ΤΙΣ ΟΥΣΙΩΔΕΙΣ ΑΠΑΙΤΗΣΕΙΣ ΚΑΙ ΤΙΣ ΛΟΙΠΕΣ ΣΧΕΤΙΚΕΣ ΔΙΑΤΑΞΕΙΣ ΤΗΣ ΟΔΗΓΙΑΣ 1999/5/ΕΚ.

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FRANÇAIS
Par la présente “NEC Unified Solutions” déclare que l'appareil “DT700” est conforme aux exigences essentielles et aux autres dispositions pertinentes de la directive 1999/5/CE.

http://www.nec-unified.com/doc

ÍSLENSKA
Hér með lýsir “NEC Unified Solutions” yfir því að “DT700” er í samræmi við grunnkröfur og aðrar kröfur, sem gerðar eru í tilskipun 1999/5/EC.

http://www.nec-unified.com/doc

ITALIANO
Con la presente “NEC Unified Solutions” dichiara che questo “DT700” è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.

http://www.nec-unified.com/doc

LATVISKI
Ar šo “NEC Unified Solutions” deklarē, ka “DT700” atbilst Direktīvas 1999/5/EK būtiskajām prasībām un citiem ar to saistītajiem noteikumiem.
NOTICES
Declaration of Conformity

http://www.nec-unified.com/doc

LIETUVIŲ
http://www.nec-unified.com/doc

MALTI
Hawnhekk, “NEC Unified Solutions”, jiddikjara li dan “DT700” jikkonforma mal-ħtiġijiet essenzjali u ma provvedimenti oħraj relevanti li hemm fid-Dirrettiva 1999/5/EC.
http://www.nec-unified.com/doc

MAGYAR
Alulírott, “NEC Unified Solutions” nyilatkozom, hogy a “DT700” megfelel a vonatkozó alapvető követelményeknek és az 1999/5/EC irányelv egyéb előírásainak.
http://www.nec-unified.com/doc

NEDERLANDS
Hierbij verklaart “NEC Unified Solutions” dat het toestel “DT700” in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EC.
http://www.nec-unified.com/doc

NORSK
“NEC Unified Solutions” erklærer herved at utstyret “DT700” er i samsvar med de grunnleggende krav og øvrige relevante krav i direktd 1999/5/EF.
http://www.nec-unified.com/doc

POLSKI
Niniejszym, “NEC Unified Solutions” deklaruje, ze “DT700” jest zgodny z wymaganiami i innymi warunkami Dyrektywy 1999/5/EC.
http://www.nec-unified.com/doc

PORTUGUÊS
“NEC Unified Solutions” declara que este “DT700” está conforme com os requisitos essenciais e outras disposições da Directiva 1999/5/CE.
http://www.nec-unified.com/doc

SLOVENSKO
“NEC Unified Solutions” izjavlja, da je ta “DT700” v skladu z bistvenimi zahtevami in ostalimi relevantnimi določili direktive 1999/5/ES.
http://www.nec-unified.com/doc
SLOVENSKY
"NEC Unified Solutions" týmto vyhlasuje, že "DT700" splňa základné požiadavky a všetky príslušné ustanovenia Smernice 1999/5/ES.
http://www.nec-unified.com/doc

SUOMI
"NEC Unified Solutions" vakuuttaa tätä että "DT700" tyyppinen laite on direktiivin 1999/5/EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.
http://www.nec-unified.com/doc

SVENSKA
Härmed intygar "NEC Unified Solutions" att denna "DT700" står I överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.
http://www.nec-unified.com/doc

WE EE PRODUCT DISPOSAL INFORMATION

PRODUCT DISPOSAL INFORMATION (UK)

FOR COUNTRIES IN THE EUROPEAN UNION
The symbol depicted here has been affixed to your product in order to inform you that electrical and electronic products should not be disposed of as municipal waste.

Electrical and electronic products including the cables, plugs and accessories should be disposed of separately in order to allow proper treatment, recovery and recycling. These products should be taken to a designated facility where the best available treatment, recovery and recycling techniques are available. Separate disposal has significant advantages: valuable materials can be re-used and it prevents the dispersion of unwanted substances into the municipal waste stream. This contributes to the protection of human health and the environment.

Please be informed that a fine may be imposed for illegal disposal of electrical and electronic products via the general municipal waste stream.

In order to facilitate separate disposal and environmentally sound recycling arrangements have been made for local collection and recycling. In case your electrical and electronic products need to be disposed of please refer to your supplier or the contractual agreements that your company has made upon acquisition of these products.

At www.nec-unified.com/weee you can find information about separate disposal and environmentally sound recycling.
FOR COUNTRIES OUTSIDE THE EUROPEAN UNION
Disposal of electrical and electronic products in countries outside the European Union should be done in line with the local regulations. If no arrangement has been made with your supplier, please contact the local authorities for further information.

INFORMATIONEN ZUR PRODUKTBESEITIGUNG (DE)

Für Länder in der Europäischen Union
Das abgebildete Diagram soll deutlich machen, dass elektrische und elektronisch Produkte nicht im normalen Hausabfall entsorgt werden dürfen.


Bitte beachten Sie, dass das illegale Beseitigen von elektrischen und elektronischen Geräten im normalen Hausmüll, eine Strafe nach sich ziehen kann.

Um bei der separaten Beseitigung von elektrischen und elektronischen Produkten behilflich zu sein und um ein umweltfreundliches Recycling zu ermöglichen, hat NEC Unified Solutions in allen Mitgliedsstaaten der Europäischen Union Vereinbarungen getroffen, die ein lokales Einsammeln und Recycling ermöglichen.


Für Länder außerhalb der Europäischen Union
Bei der Entsorgung von elektrischen und elektronischen Geräten in Ländern außerhalb der Europäischen Union beachten Sie bitte lokal geltende Vorschriften. Im Falle fehlender Vereinbarungen zwischen Ihrem Lieferanten und NEC Unified Solutions wenden Sie sich bitte an lokale Behörden für weitere Informationen.
PRODUKT BORTSKAFFELSENS INFORMATION (DA)

FOR LANDE I DEN EUROPÆISKE UNION

Det her viste symbol er anbragt på produktet for at informere om, at affald af elektrisk og elektronisk udstyr ikke må bortskaffes sammen med usorteret kommunalt affald.

Elektrisk og elektronisk udstyr inklusive kabler, stik og tilbehør skal bortskaffes separat for at få den rette behandling, genindvinding og genanvendelse. Disse produkter skal bringes til en dertil egnet facilitet, hvor den bedst muligt forbeholdes behandlings, genindvinding og genanvendelses teknik er til rådighed. Separat bortskaffelse har betydelige fordele: Den forhinder spredning af uønskede substanser i den kommunale affaldsstrøm, og er således medvirkende til at beskytte miljøet og mennesker mod sundhedsfare.

Vær venligst opmærksom på, at man kan blive pålagt en bøde ved ulovlig bortskaffelse af elektrisk og elektronisk udstyr, sammen med usorteret husholdningsaffald.

For at sikre separat bortskaffelse og miljømæssig fornuftig genbrug, er der lavet arrangementer til lokal indsamling og genanvendelse. I det tilfælde dine elektriske og elektroniske produkter skal bortskaffes, så referer venligst til din leverandør eller den kontraktlige overenskomst din virksomhed har teget i forbindelse med erhvervelse af disse produkter.

På www.nec-unified.com/weee findes information om separat bortskaffelse og miljømæssig fornuftig genbrug.

FOR LANDE UDENFOR DEN EUROPÆISKE UNION

Bortskaffelse af elektriske og elektroniske produkter i lande udenfor den Europæiske Union, skal ske i overensstemmelse med lokale regulativer. Hvis der ikke er lavet nogen aftale med din leverandør, så kontakt venligst den lokale myndighed for mere information.

INFORMACIÓN SOBRE ELIMINACIÓN DE PRODUCTOS (ES)

PARA PAÍSES PERTENECIENTES A LA UNIÓN EUROPEA

La imagen representada aquí ha sido adherida al producto para informarle que los dispositivos eléctricos y electrónicos no deben ser nunca eliminados como basura convencional.

Los productos eléctricos y electrónicos, incluyendo cables, enchufes y accesorios, deben ser eliminados separadamente de forma que puedan recibir el tratamiento adecuado para su destrucción o reciclaje y deben ser depositados en las instalaciones designadas para ello. La selección de residuos tiene ventajas significativas: los materiales útiles pueden ser reciclados y se previene la dispersión de sustancias no deseadas en la cadena de reciclaje municipal, lo cual contribuye a la protección de la salud humana y del medio ambiente.

Le informamos que la eliminación de residuos de productos eléctricos o electrónicos a través del sistema municipal de recogida de basuras puede acarrear multas.
Para poder facilitar la recolección de residuos y su posterior reciclaje, se ha llegado a acuerdos para la recolección y reciclaje local en todos los países miembros de la Unión Europea. En caso de que deba deshacerse de alguno de sus productos eléctricos o electrónicos le rogamos compruebe los acuerdos contractuales que su compañía ha hecho en el momento de la adquisición de dichos productos. Puede encontrar toda la información acerca de la recolección de residuos y su posterior reciclaje en la dirección www.nec-unified.com/weee.

PARA PAÍSES NO PERTENECIENTES A LA UNIÓN EUROPEA
La eliminación de productos eléctricos o electrónicos en países no pertenecientes a la Unión Europea debe ser realizada de acuerdo a la normativa local. Si no existe ningún acuerdo con NEC Unified Solutions o con su distribuidor local, le rogamos contacte con las autoridades locales para obtener más información.

INFORMATION SUR L’ENLEVEMENT DU PRODUIT (FR)

POUR LES PAYS DE LA COMMUNAUTÉ EUROPÉENNE
Le symbole ci-contre est placé sur votre produit pour vous informer de ne jamais jeter parmi les déchets municipaux les produits électriques et électroniques.

Les produits électriques et électroniques incluant les câbles, fiches et autres accessoires devraient être jetés séparément afin de permettre son propre traitement, récupération et recyclage. Ces produits seront emporté vers un établissement désigné, qui dispose des meilleures techniques pour le traitement, récupération et le recyclage. Le tri des déchets a des avantages significatifs: les matériaux coûteux peuvent être recyclés, on évite ainsi la dispersion de substances indésirables dans les systèmes de déchets municipaux. Tout cela contribue au respect de la santé et de l’environnement.

Soyez informé qu’une amende peut être imposée pour dépôt illégal des produits électriques et électroniques par le section générale des déchets municipaux.

Pour vous faciliter le tri des déchets dans le cadre du respect de l’environnement, des dispositions ont été prises pour la collecte locale et le recyclage. Dans le cas où vos produits électriques et électroniques doivent être enlevés, vous êtes priés de consulter votre fournisseur ou le contrat relatif à l’acquisition de ces produits.

Vous pourrez trouver des informations quant au tri sélectif et au recyclage sur www.nec-unified.com/weee.

POUR LES PAYS EN DEHORS DE LA COMMUNAUTÉ EUROPÉENNE
L’enlèvement des déchets électriques et électroniques doit être fait selon les règles locales en vigueur. S’il n’y a pas d’arrangement avec NEC ou votre fournisseur, vous êtes prié de contacter les autorités locales.
INFORMAZIONE PER LO SMALTIMENTO DEI PRODOTTI (IT)

PER LE NAZIONI NELL’UNIONE EUROPEA
Il simbolo qui rappresentato è stato apposto sul vostro prodotto per potervi informare che i prodotti elettrici ed elettronici non dovrebbero essere depositati nel generico bidone immondizie.
Prodotti elettrici ed elettronici, inclusi cavi, connettori ed accessori dovranno essere depositati separatamente in modo da trattarli secondo il loro corretto recupero e riciclaggio. Questi prodotti dovranno essere portati in specifiche zone dove saranno disponibili appropriati servizi di trattamento, recupero e riciclaggio. La raccolta separata presenta importanti vantaggi: previene l’involontaria dispersione di sostanze nelle acque correnti, con il risultato di contribuire alla protezione della salute dell’uomo e dell’ambiente.
Per vostra informazione, potrebbe essere imposta una multa dal gestore delle acque interne in caso di raccolta illegale di prodotti elettrici ed elettronici.
Con l’intento di facilitare la raccolta differenziata ed il sano riciclo ambientale, sono state predisposte apposite regole locali. Nel caso in cui i vostri apparati elettrici ed elettronici debbano essere smaltiti, fate riferimento al vostro fornitore o agli accordi contrattuali che la vostra azienda ha stipulato durante l’acquisto di tali prodotti.
Sul sito www.nec-unified.com/weee potete trovare tutte le informazioni necessarie sulla raccolta differenziata ed il sano riciclo ambientale.

PER LE NAZIONI FUORI DALL’UNIONE EUROPEA
Disposizioni riguardanti materiale elettrico ed elettronico nelle nazioni al di fuori dell’Unione Europea devono essere in accordo con le regole locali. Nel caso in cui non siano stati presi accordi con il vostro fornitore, potete contattare le autorità locali per maggiori informazioni.

INFORMATIE OVER AFVAL VAN PRODUCTEN (NL)

VOOR LIDSTATEN VAN DE EUROPESE UNIE
Het afgebeelde symbool is op uw product aangebracht om u te informeren dat afval van elektrische en elektronische producten niet bij het huisvuil mag terechtkomen.
Elektrische en elektronische producten, inclusief aansluitkabels, stekkers en accessoires moeten apart worden ingezameld zodat dit afval op een verantwoorde manier kan worden verwerkt. Deze producten moeten worden ingeleverd bij speciale inzamelpunten waar milieu verantwoorde recycle technieken worden toegepast. Aparte inzameling heeft grote voordelen: waardevolle materialen kunnen worden hergebruikt en het voorkomt de verspreiding van ongewenste stoffen in het milieu. Dit draagt direct bij aan de bescherming van mens en milieu.
Let op: het ontdoen van afval van elektrische en elektronische producten via het huisvuil kan worden bestraft met een boete.
Voor de milieuvriendelijke inzameling en verwerking van elektrische en elektronische producten zijn afspraken gemaakt met afvalverwerkings-bedrijven. Raadpleeg hier voor uw leverancier of lees de contractuele afspraken na die met uw bedrijf zijn gemaakt bij aankoop van het product.


**VOOR LANDEN BUITEN DE EUROPESE UNIE**

Afval van elektrische en elektronische producten in landen buiten de Europese Unie moet worden behandeld in overeenstemming met de lokale wetgeving. Indien geen regeling overeengekomen is met uw leverancier, neem dan contact op met de locale autoriteiten voor meer informatie.

**INFORMAÇÃO DE ELIMINAÇÃO DE PRODUTOS (PT)**

**PARA PAÍSES DA UNIÃO EUROPEIA**

O símbolo aqui apresentado foi afixado no seu produto para o informar que produtos eléctricos e electrónicos não devem ser eliminados como lixo municipal.

Os produtos eléctricos e electrónicos incluindo cabos, fichas e acessórios devem ser separados do lixo normal para permitir o seu tratamento adequado, recuperação e reciclagem. Estes produtos devem ser enviados para instalações especiais para serem tratados da melhor maneira possível, e recuperados e reciclados com as técnicas disponíveis. A eliminação por triagem tem vantagens significativas: evita a dispersão de substâncias não desejadas no fluxo de lixo municipal contribuindo assim para a protecção da saúde humana e do ambiente.

Por favor tenha em consideração que a eliminação ilegal de produtos eléctricos e electrónicos no fluxo de lixo municipal está sujeita a multa.

De modo a facilitar a eliminação selectiva e a reciclagem ambiental, foram criadas estruturas para a recolha local e reciclagem. No caso de produtos eléctricos e electrónicos que necessitem de ser eliminados, por favor consulte o seu fornecedor ou as condições contratuais estabelecidas a quando da aquisição desses produtos.

Em www.nec-unified.com/weee pode encontrar informação sobre eliminação selectiva e reciclagem ambiental.

**PARA PAÍSES FORA DA UNIÃO EUROPEIA**

A eliminação de produtos eléctricos e electrónicos em países fora da união europeia deve ser feita de acordo com as normas locais. Caso não exista um acordo com o seu fornecedor, por favor contacte as autoridades locais para mais informação.
AVFALLSINFORMATION (SV)

UNION FÖR LÄNDER INOM DEN EUROPEISKA UNIONEN

Er produkt har blivit märkt med symbolen avbildad till vänster för att informera er om att elektriska och elektroniska produkter aldrig får kasseras bland hushållsavfall.

Elektriska och elektroniska produkter inklusive kablar, stickkontakter och tillbehör skall sopsorteras så att kassering, återvinning och återanvändning kan ske på vederbörligt sätt. Dessa produkter skall återföras till avsedd inrättning där bästa möjliga teknik för återanvändning och återvinning finns tillgänglig. Sopsortering har väsentliga fördelar: det förebygger spridning av oönskade ämnen i den kommunala avfallshanteringingen och som ett resultat av detta bidrar sopsortering till att skydda människors hälsa och miljön.

Notera att olaglig avfallshantering via den allmänna kommunala avfallshanteringingen kan innebära utdömande av böter.

För att underlätta sopsortering och miljövänlig återvinning har åtgärder vidtagits för lokal insamling och återvinning. I de fall era elektriska eller elektroniska produkter måste kasseras, hänvisas ni till de överenskommelser som ert företag tecknat då dessa produkter förvärvats.


FÖR LÄNDER UTANFÖR DEN EUROPEISKA UNIONEN

Avfallshantering av elektriska och elektroniska produkter i länder utanför den Europeiska Unionen skall ske i enlighet med de lokala föreskrifterna. Om inget avtal är tecknat med den egna leverantören, vänligen kontakta den lokala myndigheten för vidare instruktioner.
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