

UNIVERGE SV9300

UNIVERGE Digital Phone DT410/DT430 USER'S GUIDE

IMPORTANT NOTICE

LIABILITY DISCLAIMER

NEC Corporation reserves the right to change the specifications, functions, or features, at any time, without notice.

NEC Corporation has prepared this document for use by its employees and customers. The information contained herein is the property of NEC Corporation and shall not be reproduced without prior written approval from NEC Corporation. All brand names and product names on this document are trademarks or registered trademarks of their respective companies.

Copyright 2014

NEC Corporation

NOTICE

Note that when converting this document from its original format to other file, some minor font and format changes may occur. When viewing and printing this document, we cannot guarantee that your specific PC or printer will support all of the fonts or graphics. Therefore, when you view the document, fonts may be substituted and your individual printer may not have the capability to print the document correctly.

PREFACE

This manual describes operating procedures of UNIVERGE Digital Phone DT410/DT430 Multiline Terminal to be connected to UNIVERGE SV9300 communication server.

OUTLINE OF THIS MANUAL

This manual consists of;

INTRODUCTION

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

TERMINAL SETUP

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

FEATURE OPERATION

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

DIAL BY NAME

This chapter describes how to use directory service.

APPENDIX

This chapter describes the supplemental information of this manual.

ABOUT THE MARKS USED IN THIS MANUAL

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

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

TERMS IN THIS MANUAL

The following table shows the terms described in this manual.

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

CONTENTS

IMPORTANT NOTICE.....i
 LIABILITY DISCLAIMER.....i
 NOTICE.....i
 PREFACE.....ii
 OUTLINE OF THIS MANUAL.....ii
 ABOUT THE MARKS USED IN THIS MANUAL.....ii
 TERMS IN THIS MANUAL.....ii
 CONTENTS.....iv



INTRODUCTION.....1

ABOUT TERMINAL.....1
 INSTALLATION PROCEDURE.....8
 CONNECTING HEADSET.....14
 WALL MOUNTING.....15
 ABOUT SCREENS.....20

TERMINAL SETUP.....26

ADJUSTING VOLUMES.....26
 TO USE HEADSET.....28

FEATURE OPERATION.....29

MAKING A CALL.....29
 ANSWERING A CALL.....29
 HOLDING A CALL (USING CALL HOLD).....30
 HOLDING A CALL (USING EXCLUSIVE CALL HOLD).....31
 TRANSFER A CALL.....32
 LAST NUMBER REDIAL.....34
 ONE-TOUCH SPEED CALLING KEYS.....35
 SPEED CALLING - STATION.....36
 ORIGINATING A VOICE CALL.....37
 THREE/FOUR-PARTY CONFERENCE.....38
 VOICE MAIL.....39
 PRESET ANSWER.....39
 RECEIVING A VOICE FROM SPEAKER.....40
 TALKING HANDSFREE.....40
 CALL PICKUP - GROUP.....41
 CALL PICKUP - DIRECT.....42

MULTILINE APPEARANCE.....	42
DND (DO NOT DISTURB).....	43
SAVE AND REPEAT A NUMBER.....	44
TRUNK QUEUING - OUTGOING.....	45
CALL BACK.....	46
TIMED QUEUING (OUTSIDE LINE ONLY).....	48
TO MAKE/ANSWER A CALL DURING CALL IN PROGRESS.....	48
STATION HUNTING.....	49
STEP CALL.....	50
CALL WAITING.....	50
EXECUTIVE OVERRIDE.....	51
CALL FORWARDING - BUSY LINE.....	52
CALL FORWARDING - NO ANSWER.....	53
CALL FORWARDING - ALL CALLS	54
CALL FORWARDING - DESTINATION.....	55
CID (CALLER ID) CALL DISPLAY.....	56
VOICE FIRST/TONE FIRST.....	56
ANSWER A VOICE CALL HANDSFREE.....	58
AUTOMATIC INTERCOM.....	58
MANUAL INTERCOM.....	59
DIAL INTERCOM.....	60
INTERNAL ZONE PAGING WITH MEET-ME PAGE.....	61
BOSS/SECRETARY CALLING.....	61
TIMED REMINDER.....	62
PRIVACY RELEASE.....	63
RETURN MESSAGE SCHEDULE.....	63
WHISPER PAGE.....	64
SYSTEM CLOCK SETUP BY STATION DIALING.....	66
DAY/NIGHT MODE CHANGE BY STATION DIALING.....	66
CALL HISTORY.....	67
DOUBLE HEIGHT CHARACTERS ON LCD.....	72
TO SET REVERSING CONTRAST ON LCD.....	73
DIAL BY NAME.....	74
TO MAKE A CALL USING DIAL BY NAME.....	74
TO REGISTER PERSONAL DIRECTORY.....	75
APPENDIX A MENU LIST.....	77
MENU.....	77
APPENDIX B INPUT CHARACTERS.....	79

HOW TO INPUT CHARACTERS.....79

TABLE OF INPUT CHARACTERS.....79

APPENDIX C PAIRING WITH SMART DEVICE.....81

 GENERAL DESCRIPTION.....81

APPENDIX D TO SET BCA OPTION UNIT.....88

 TO ENABLE/DISABLE AUTO CONNECTION.....88

 TO SET CONNECTION CYCLE.....90

 TO SET INTERRUPT RINGING.....90

 TO SET SMART DEVICE TYPE.....91

 TO SET AUTO PATH SWITCH.....92

INTRODUCTION

ABOUT TERMINAL

FACE LAYOUT

TERMINAL	LAYOUT
DTZ-24D-3(BK) TEL (DT430)	
DTZ-12D-3(BK) TEL (DT430)	

TERMINAL	LAYOUT
<p>DTZ-8LD-3(BK) TEL (DT430)</p>	 <p>The image shows the NEC DT430 terminal. It features a large handset on the left, a top LCD screen, a set of function buttons (Exit, Hold, Help), a second LCD screen, and a numeric keypad. The keypad includes buttons for Recall, Feature, Answer, Mic, Menu, and Hold. The bottom row of the keypad has buttons for Transfer and Speaker.</p>
<p>DTZ-6DE-3(BK)TEL (DT410)</p>	 <p>The image shows the NEC DT410 terminal. It features a large handset on the left, a top LCD screen, a set of function buttons (Exit, Hold, Help), a numeric keypad, and a bottom LCD screen. The keypad includes buttons for Recall, Feature, Redial, Conf, Answer, Mic, Directory, and Message. The bottom row of the keypad has buttons for Hold, Transfer, and Speaker.</p>
<p>DTZ-2E-3(BK)TEL (DT410)</p>	 <p>The image shows the NEC DT410 terminal. It features a large handset on the left, a top LCD screen, a set of function buttons (Exit, Hold, Help), a numeric keypad, and a bottom LCD screen. The keypad includes buttons for Recall, Feature, Redial, Conf, Answer, Mic, Directory, and Message. The bottom row of the keypad has buttons for Hold, Transfer, and Speaker.</p>

TERMINAL	LAYOUT
DTZ-24D-3(WH) TEL (DT430)	 <p>The image shows the front view of the NEC DTZ-24D-3(WH) terminal. It features a silver handset on the left. The main unit has a large green LCD screen at the top. Below the screen is a row of function buttons including 'Exit', 'Help', 'Recall', and 'Feature'. A numeric keypad is located below that, with buttons for digits 1-9, *, 0, and #. To the right of the keypad are buttons for 'Answer', 'Mic', and 'Menu'. At the bottom of the keypad area are 'Hold', 'Transfer', and 'Speaker' buttons. A circular navigation pad is positioned to the right of the keypad.</p>
DTZ-12D-3(WH) TEL (DT430)	 <p>The image shows the front view of the NEC DTZ-12D-3(WH) terminal. It features a silver handset on the left. The main unit has a large green LCD screen at the top. Below the screen is a row of function buttons including 'Exit', 'Help', 'Recall', and 'Feature'. A numeric keypad is located below that, with buttons for digits 1-9, *, 0, and #. To the right of the keypad are buttons for 'Answer', 'Mic', and 'Menu'. At the bottom of the keypad area are 'Hold', 'Transfer', and 'Speaker' buttons. A circular navigation pad is positioned to the right of the keypad.</p>
DTZ-8LD-3(WH) TEL (DT430)	 <p>The image shows the front view of the NEC DTZ-8LD-3(WH) terminal. It features a silver handset on the left. The main unit has a large green LCD screen at the top. Below the screen is a row of function buttons including 'Exit', 'Help', 'Recall', and 'Feature'. A numeric keypad is located below that, with buttons for digits 1-9, *, 0, and #. To the right of the keypad are buttons for 'Answer', 'Mic', and 'Menu'. At the bottom of the keypad area are 'Hold', 'Transfer', and 'Speaker' buttons. A circular navigation pad is positioned to the right of the keypad.</p>

SPECIFICATIONS

ITEMS	CONTENTS
LCD	3.8 inch FSTN (DTZ-8LD: with back light)
LCD color	B/W mode
Programmable line/feature key	2/6/8/12/24 keys
Fixed feature key	13 keys (with Menu key and Cursor key)
Back light	LCD and digit key (lit for 10 seconds when operating)
Soft key	4 keys
Directory	30,000 records per system
Call history	Outgoing Call: 60 records (Fixed) per terminal Incoming Call: Max 60 records per terminal
Handsfree	Available (Full-duplex)
Headset	Available
Power consumption	About 2.0 W (without optional connection)
Adapter and Accessory (Optional)	ADA (Recording Adapter) APR (Analog port adapter with Ringer) BHA (Bluetooth Hub Adapter) BCA (Bluetooth Connection Adapter) 8 Line Key Unit
Dimension (W×D×H)	DTZ-24D/12D: About 182 (W) × About 258 (D) × About 109 (H) [mm]
Weight	About 1.2 [kg]
Environmental	Temperature range = 0 to 40 °C (Ambient temperature range = -20 to 60 °C) Humidity = 10 to 90% RH (non condensing)



The back light lighting time can be changed by means of system data setting. For details, please contact the system administrator.



The maximum number of directory entries registered per terminal is set by means of system data setting. For details, please contact the system administrator.



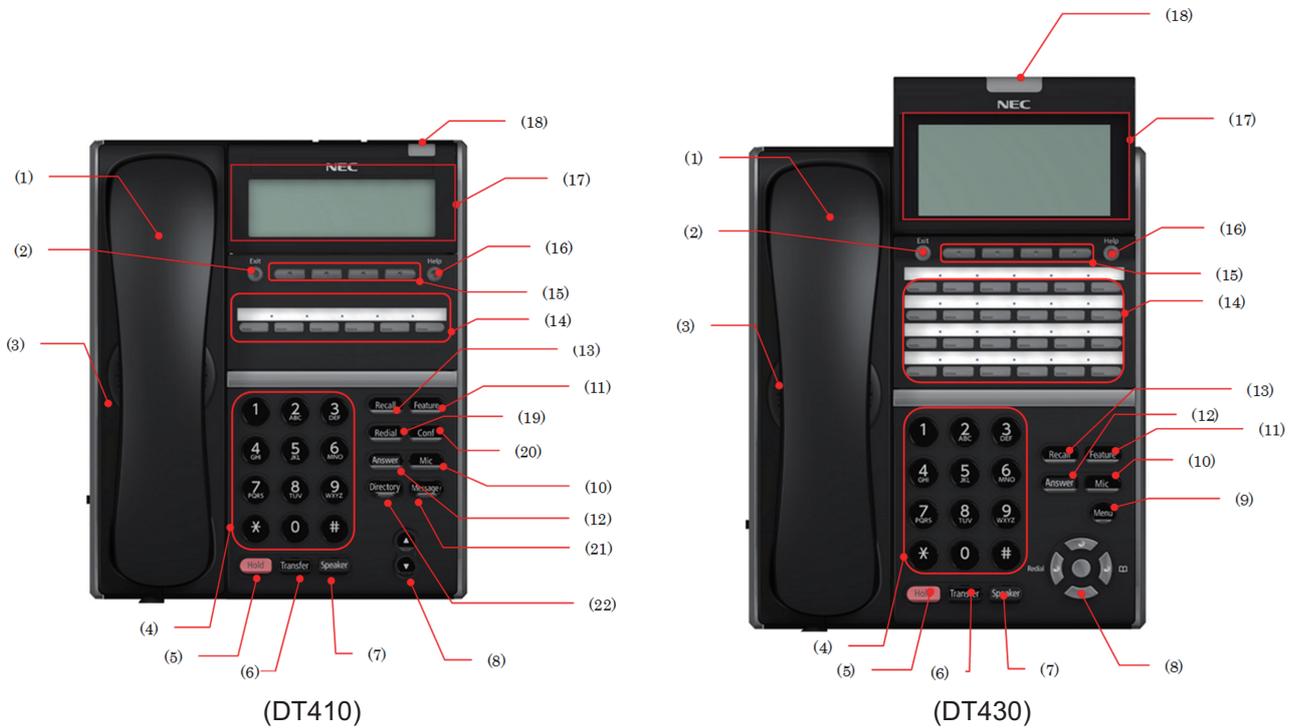
The line up of above adapters and accessories may vary depending on country or market. For details, please contact the NEC's dealer or NEC.



BLUETOOTH is a trademark owned by Bluetooth SIG, Inc, USA.

KEYS AND PARTS

This section explains keys and parts of terminal.



NO.	NAME	FUNCTION
(1)	Handset	Used for sending/receiving voice.
(2)	 Exit key	To exit the Menu or Help mode and go back to the time display.
(3)	Speaker	Originating a call with handsfree.
(4)	Dial keypad	Dial the called party number or feature access code.
(5)	 Hold key	To place a call on hold.
(6)	 Transfer key	Allows the terminal user to transfer established calls to another terminal, without attendant assistance.
(7)	 Speaker key (with light)	To control the built-in speaker which can be used for handsfree dialing or monitoring.

NO.	NAME	FUNCTION
(8)	 Cursor key (For DT430) /  Up/Down key (For DT410)	<p>[For Cursor key]</p> <p>Enter key This terminal has Shortcut Menu for frequently-used features. Use this key to display the Shortcut Menu and determine the selected item in the menu. Also, this key is used as cursor-movement key on the local menu of the terminal.</p> <p>Volume (UP/DOWN) key Used to adjust LCD contrast, speaker/receiver volume, and ringer volume.</p> <p>Right key (Directory) Press this key to open the Directory menu.</p> <p>Left key (Redial) Press this key to activate Redial feature. Press Redial and scroll back through numbers that have been dialed. When the desired number is displayed, press  or  to activate dialing.</p> <p>[For Up/Down key] Used to adjust LCD contrast, speaker/receiver volume, and ringer volume.</p>
(9)	 Menu key	To access the menu of terminal.
(10)	 Mic key (with light)	To respond handsfree. LED lights during speakerphone operation.
(11)	 Feature key (with light)	To activate features such as terminal setup and to program One-Touch Speed Calling keys.
(12)	 Answer key (with light)	When LED on this key is lit, press this key to answer the incoming call.
(13)	 Recall key	To finish a call and hear the dial tone to make an another call.
(14)	 Programmable keys (with light)	These keys can be programmed as Flexible line key/Programmable feature key by system administrator.
(15)	 Soft keys	The feature name is shown at the bottom of the LCD. The appropriate feature key is displayed on the screen according to the call handling process.
(16)	 Help key	To call up explanations of the Soft keys on the LCD.
(17)	LCD	To display date or dialed number etc.
(18)	Call Indicator Lamp	The lamp at the top corner of display flashes when a call terminates to the terminal. Also, when you use "VOICE MAIL" on page 39 , the lamp lights when a message has been left.
(19)	 Redial	The last number called is memorized automatically,so without dialing the last number called again,it can send any number of times.
(20)	 Conf	Press key to establish a three-way conversation. LED on key lights when key is active.
(21)	 Message	Press key to access the voice mail system.

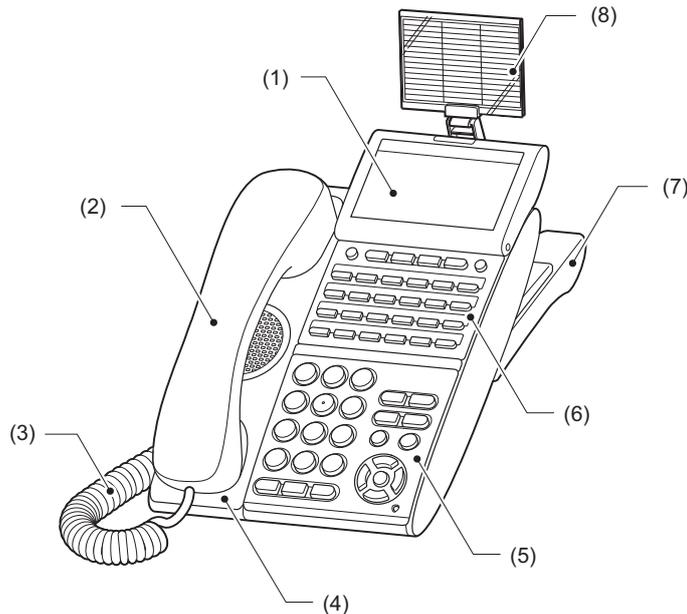
NO.	NAME	FUNCTION
(22)	 Directory	Press key to activate speed calling - system feature.



(Redial, Message and Directory)

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

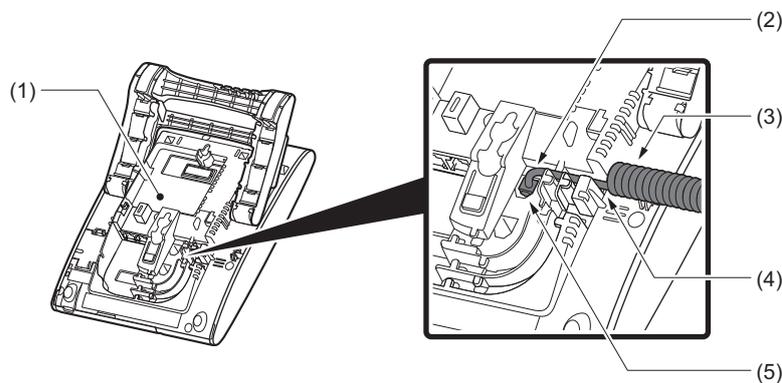
INSTALLATION PROCEDURE



- (1) LCD
- (2) Handset
- (3) Curl Cord
- (4) Handset Cradle
- (5) Numbered Keypad Panel
- (6) DESI Printer Sheet / Line Key Panel
- (7) Tilt Legs
- (8) Directory Card

ATTACHING HANDSET

1. Insert the modular jack of curled code into the [HANDSET] connector on the backside of the terminal until “click” is heard.
2. Fit the curled cord into the groove to be fixed.



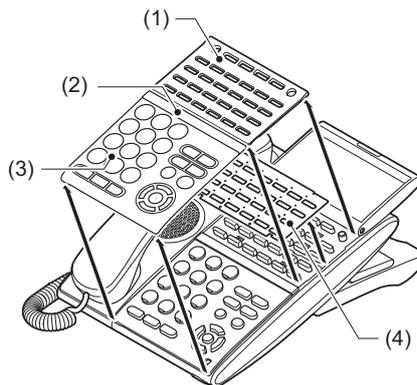
- (1) Terminal
- (2) Modular Jack
- (3) Curl Cord
- (4) Groove
- (5) [HANDSET] Connector

ATTACHING OR REMOVING FACEPLATE AND DESI PRINTER SHEET

REMOVING FACEPLATE AND DESI PRINTER SHEET

Remove DESI Printer Sheet with following ways.

- 1. Use the small notch at the lower right corner of the terminal to lift the Faceplate up.**
- 2. Remove the Faceplate.**
- 3. Remove the DESI Printer Sheet.**

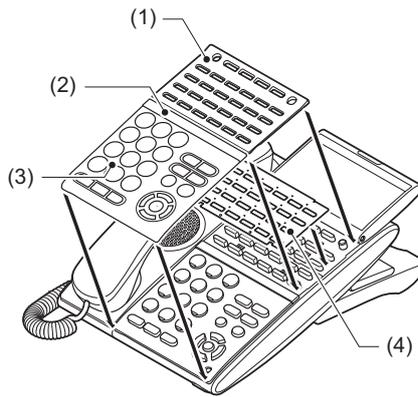


- (1) Line Key Panel
- (2) Center Bar
- (3) Face Plate
- (4) DESI Printer Sheet

ATTACHING FACEPLATE AND DESI PRINTER SHEET

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

2. At each corner, press the locking pin back into place.

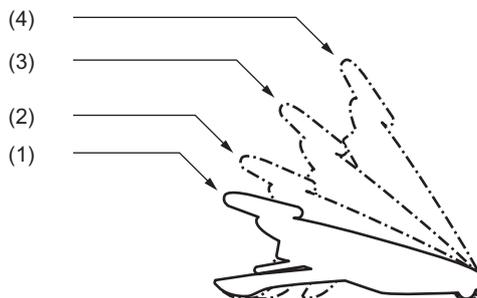


- (1) Line Key Panel
- (2) Center Bar
- (3) Face Plate
- (4) DESI Printer Sheet

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

ADJUSTING ANGLE OF TILT LEGS

The height can be adjusted by moving the legs attached to the bottom of the terminal.

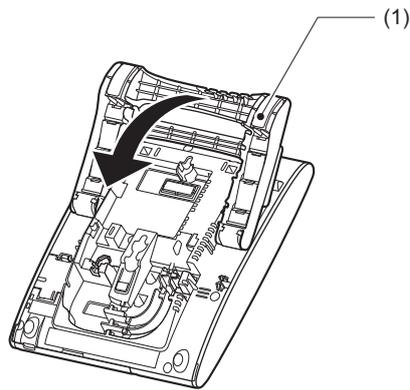


- (1) First Position
- (2) Second Position
- (3) Third Position
- (4) Forth Position

RAISING TILT LEGS

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

2. Raise Tilt Legs to desired height.

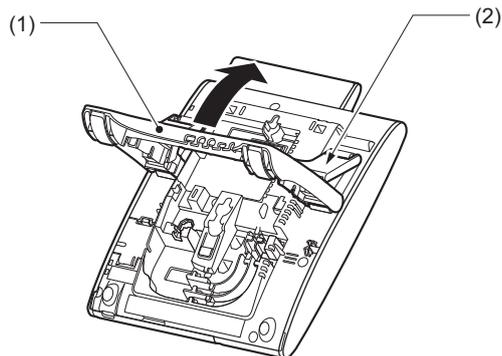


(1) Tilt Legs

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

LOWERING TILT LEGS

1. Turn the terminal over (key side down).
2. Lower Tilt Legs to desired height.

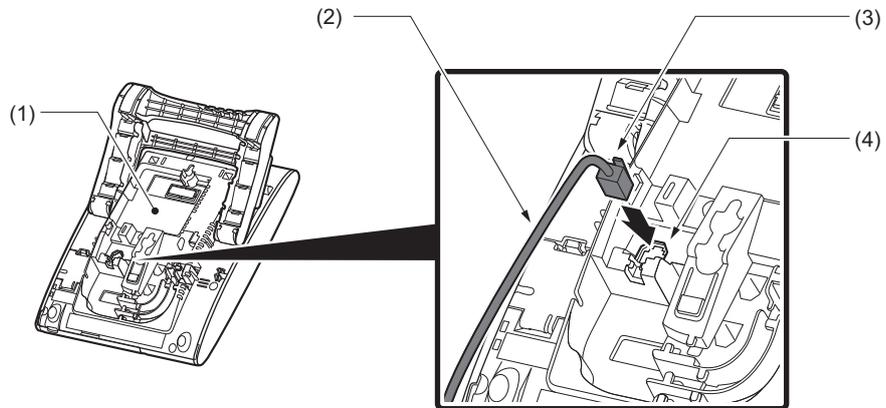


(1) Tilt Legs
(2) Stopper

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

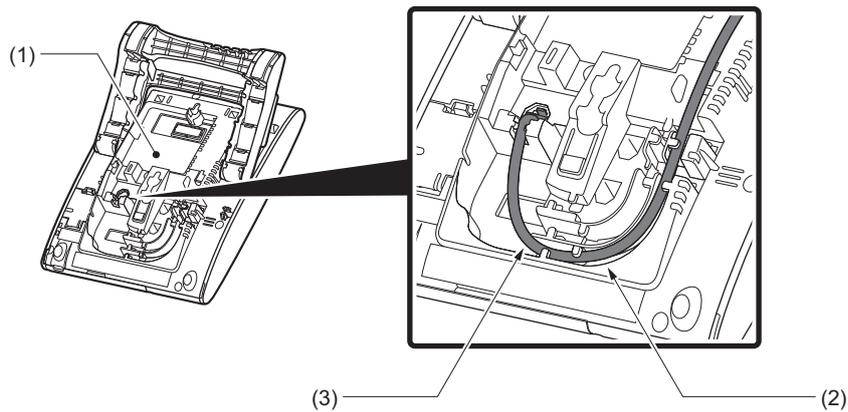
CONNECTING LINE CORD

1. Plug the modular plug of line cord into the LINE connector on the bottom of terminal.



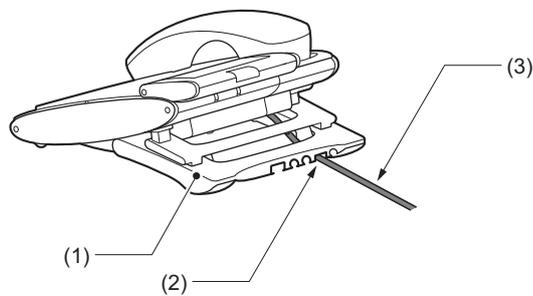
- (1) Terminal
- (2) Line Cord
- (3) Modular Plug
- (4) Line Connector

2. Fit the line cord into the groove to be fixed.



- (1) Terminal
- (2) Groove
- (3) Line Cord

3. Press the line cord into the groove.



- (1) Tilt Legs
- (2) Groove
- (3) Line Cord

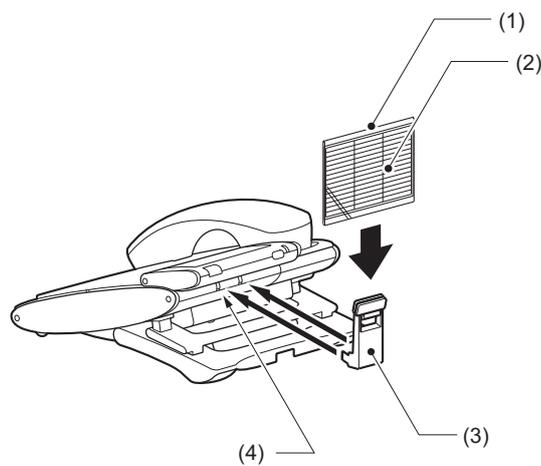
ATTACHING DIRECTORY CARD

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



Directory Card (VAL DIRECTORY CARD UNIT) is optional.

- 1. Attach the Directory Card to the Directory Card Holder.**
- 2. Take the protective sheet off from the plastic cover.**
The surface of the plastic cover is put out.
- 3. Push the Directory Card Holder into the grooves on the terminal until they snap into place.**



- (1) Plastic Cover
- (2) Directory Card
- (3) Directory Card Holder
- (4) Grooves

CONNECTING HEADSET

CONNECTING HEADSET WITH TERMINAL

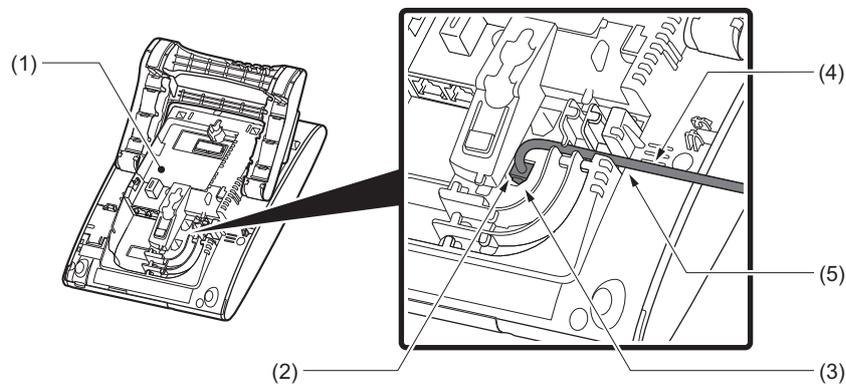
According to the following procedure, Headset is connected to HEADSET Connector which is located bottom of terminal.



For the headset that is available to connect with terminal, please contact the NEC's dealer or NEC.

HOW TO CONNECT HEADSET

1. Plug the modular plug of headset into the HEADSET connector on the bottom of terminal.
2. Fit the headset cord into the groove to be fixed.



- (1) Terminal
- (2) HEADSET connector
- (3) Modular Plug
- (4) Cord
- (5) Groove



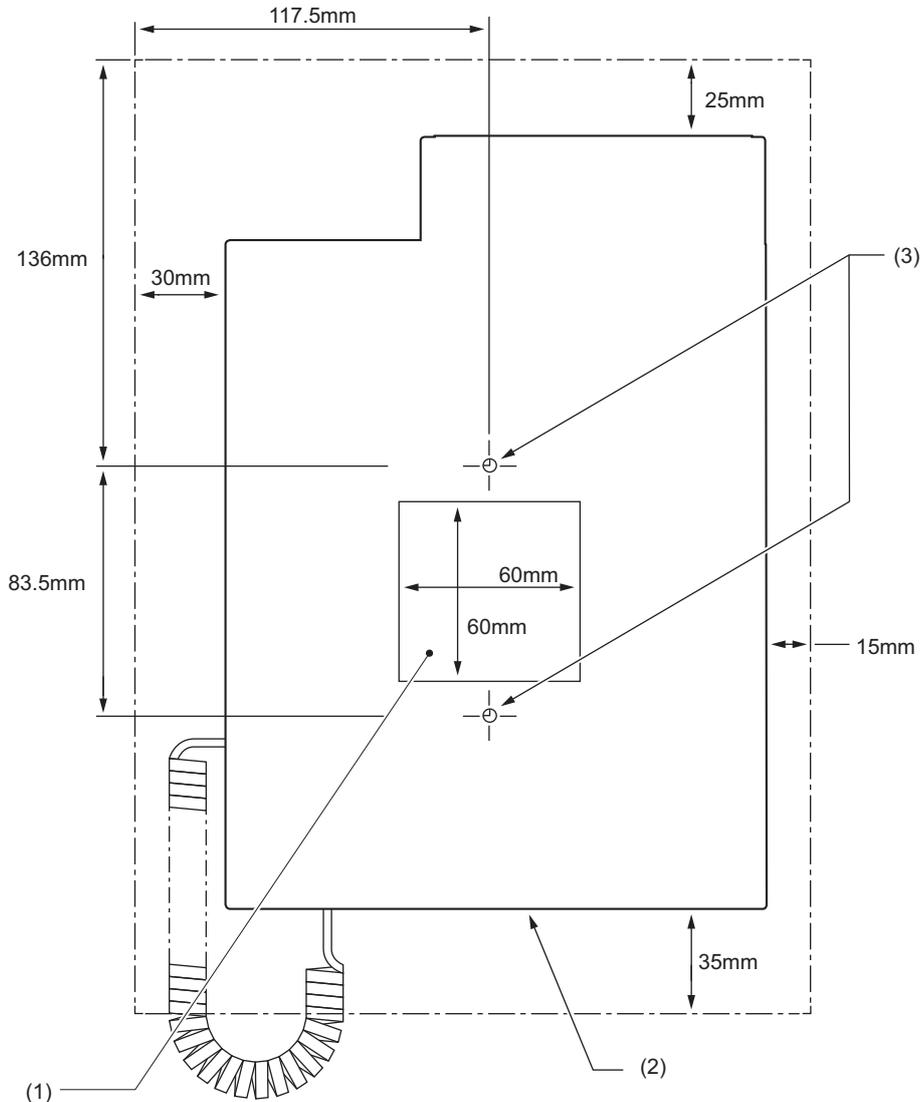
Refer to the "TO MAKE A CALL USING HEADSET" on page 28.

WALL MOUNTING

Wall mounting of the terminal is installed with optional Wall Mount Unit.

REQUIRED SPACE

Use the template shown in following figure for required spacing before drilling.



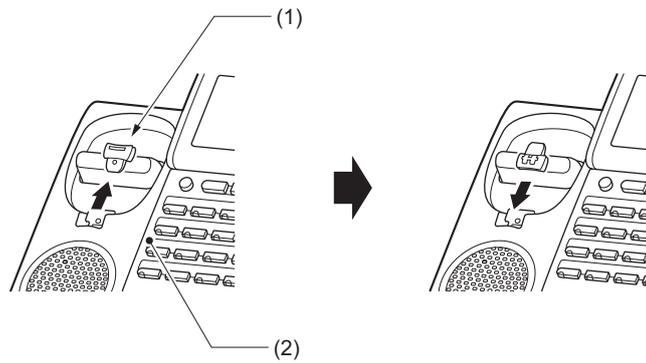
- (1) Cutout for WM-L UNIT
- (2) Outline of Terminal
- (3) Screw Holes for WM-L UNIT

HOW TO MOUNT UNIT

This section shows the installation procedure for wall mounting.

1. Turn terminal over (key side down).

2. Remove the hanger hook from the terminal, and then reverse it and reinsert it to the terminal.



- (1) Hanger Hook
- (2) Terminal

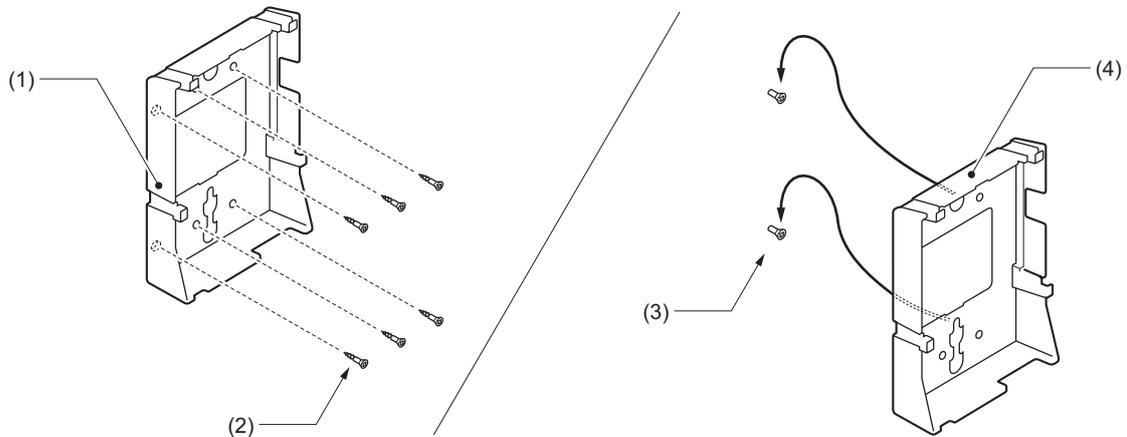
3. Turn the terminal over, and then spread the Tilt Legs.

4. Install the WM-L UNIT on the wall or on the wall plate.

Select the one of the following procedures.

- Mount Terminal on Wall using WM-L UNIT

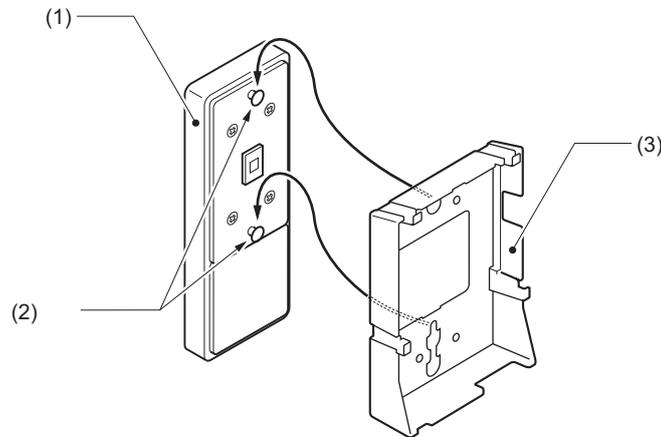
Attach the WM-L UNIT to the wall using six screws or using two wall mounted screws.



- (1) WM-L UNIT
- (2) Screws (Attached parts)
- (3) Screws (Local supply)
- (4) WM-L UNIT

- Mount Terminal on Wall Plate using WM-L UNIT

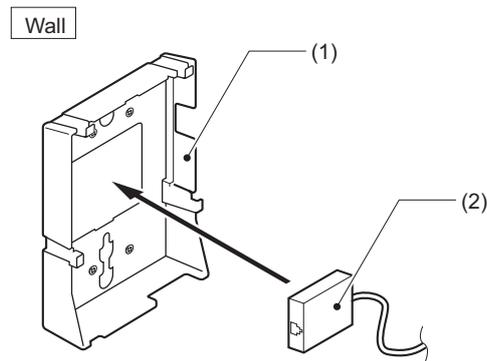
Locate the screw holes on the base and hang the cover over the screws on the wall plate.



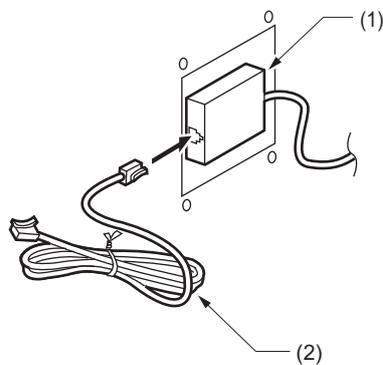
- (1) Wall Plate
- (2) Screws
- (3) WM-L UNIT

5. Mount the Modular Rosette at the WM-L UNIT hole space.

If the modular rosette is not used, proceed to the following step6.



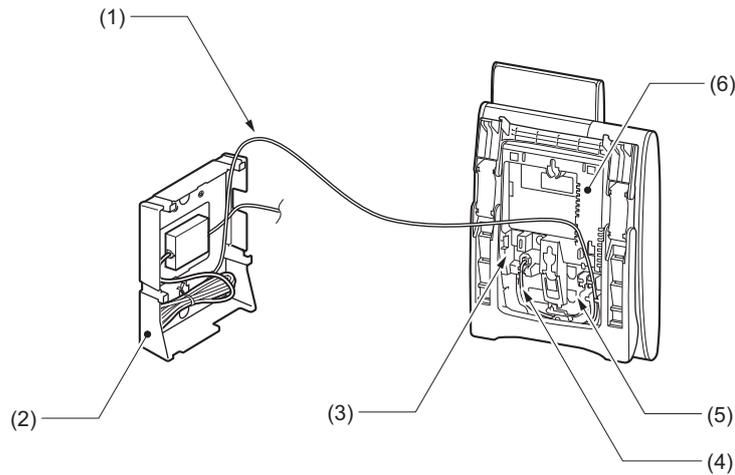
- (1) WM-L UNIT
- (2) Modular Rosette

6. Plug the modular plug of line cord into the connector of the modular rosette.

- (1) Modular Rosette
- (2) Line Cord

7. Put the remaining line cord at the bottom of WM-L UNIT. And plug the modular plug of line cord into the LINE connector on the terminal.

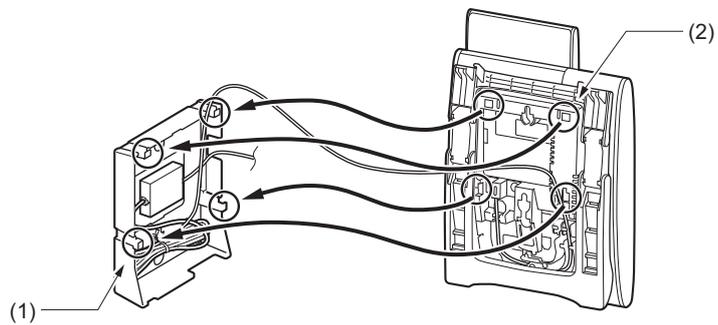
8. Fit the line cord into the groove to be fixed.



- (1) Line Cord
- (2) ML-L UNIT
- (3) Line Connector
- (4) Modular Plug
- (5) Groove
- (6) Terminal

9. Align the four cutouts on the bottom of the terminal with the tabs on the WM-L UNIT.

Put the remaining line cord into the WM-I UNIT.



- (1) Cutouts on WM-L UNIT
- (2) Cutouts on terminal

ABOUT SCREENS

PHONE SCREEN AND MENU SCREEN

The terminal displays two types of screen.

When making/receiving a call, Phone Screen is displayed.

(The following shows an example of shows example of Phone Screen when the terminal is idle status.)

```

MARY SMITH           [4001]
 11:00 AM SUN  1     2014
MIC   DIR   HIST.  >>>>
    
```

Press  key to display the Menu Screen.

```

[Menu]                               1/2  ⏮⏭
1  Call History
2  Directory
                                Back  OK
    
```

MENU SCREEN

By pressing  key, you can use various application features such as History etc.

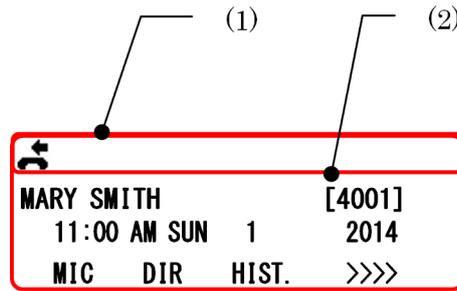
ICON	DESCRIPTION
Call History	To view Call History; the history data stored in the system memory (refer to “CALL HISTORY” on page 67), such as the histories of missed calls, dialed numbers and received calls.
Directory	To use Directory features; the common and personal directory data are registered in the system. (For details, refer to “DIAL BY NAME” on page 74)  For details, please contact the system administrator.
Setting	This menu is used for user settings of the terminal such as incoming call and display.
Shortcut	The LCD displays icons when there are missed calls or new Voice Mails.

PHONE SCREEN

The Phone screen is displayed after starting up the terminal.



Patterns of name and extension number to be displayed are set at initial installation. For details, please contact the system administrator.



- (1) Status Icon Display
- (2) LCD 3-Line Display (Bottom Line: Soft key)

STATUS ICON DISPLAY

The LCD displays icons in the icon information area when there are missed calls or new Voice Mails etc. You can check the status at a glance and access the services quickly. The following icons are displayed:

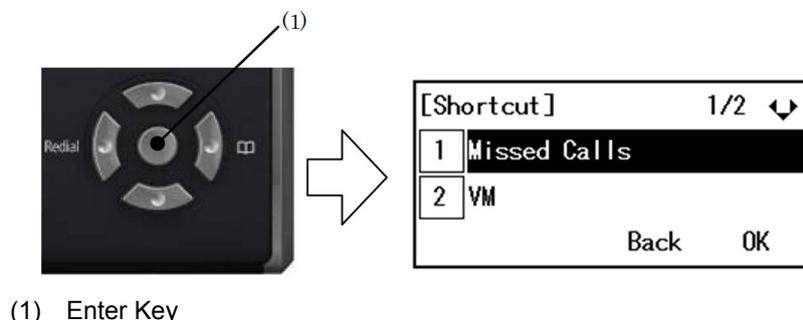
ICON	DESCRIPTION
 Missed Call	This icon appears when there is a missed call. Once you check the missed call, this icon will disappear.
 Cursor	This icon indicates the currently available direction of the cursor. This icon is displayed in the Menu Screen.
 Voice Mail	This icon provides notification of incoming Voice Mail. Once you check the mail, this icon will disappear.
 Bluetooth Connection	This icon appears, when a Bluetooth Connection Adapter(BCA) or Bluetooth Headset Adapter(BHA) is connected with the terminal.

LCD 3-LINE DISPLAY

Displays LCD information sent from the system. (Extension number, calendar, time, soft key etc.)

SHORTCUT MENU

The LCD displays icons when there are missed calls or new Voice Mails. You can open Shortcut Menu by pressing . You can also check missed calls or access the new Voice Mails from [Shortcut Menu].



(1) Enter Key



The menu items that are not supported are grayed out.

FEATURE	DESCRIPTION
Missed Calls	Display history of Missed Calls. The icon disappears after checking the history.  The number of calls of each history displayed in the Shortcut Menu will be the number of at that point. While the Shortcut Menu is displayed, the number of calls is not updated even if it is increased.
Voice Mail	Access to the Voice Mail System and retrieved message.
BCA Option	Set the function of BCA option unit. (Bluetooth Connection Adapter)

SOFT KEYS

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



Patterns and names of Soft keys to be displayed are set at initial installation. For details, please contact the system administrator.

EXAMPLE OF SOFT KEY FOR EACH STATUS

The Soft keys appear corresponding to the services that are available depending on the state of the terminal. The following is an example display of the Soft key that corresponds to the state of the terminal.

- IDLE STATUS

```

MARY SMITH           [200]
11:00 AM SUN  1 JUN 2014
MIC    DIR    HIST.  >>>>

```

- HEARING DIAL TONE/DIALING

```

                200
11:00 AM SUN  1 JUN 2014
Recall  PICK           >>>>

```

Push Soft key (>>>>)

```

                200
11:00 AM SUN  1 JUN 2014
FDA     FDN     DND   >>>>

```

- CALL IS TERMINATED AND RINGING

```

                                201
11:00 AM SUN  1 JUN 2014
Recall  VOICE   CB    >>>>

```

- CALLED PARTY IS BUSY

```

BUSY                201
11:00 AM SUN  1 JUN 2014
CB      CW                >>>>

```

- CALL IS IN PROGRESS

```

                201
11:00 AM SUN  1 JUN 2014
MIC      Mute

```

- CALL IS ON HOLD

```

HOLD                201
11:00 AM SUN  1 JUN 2014

```

SOFT KEY FEATURES

The following table describes features supported by Soft key. Also, service description is displayed on the screen by  key.

DISPLAY	FEATURE	DESCRIPTION
MIC	Microphone On/Off	To turn the microphone on and off for handsfree calling.
DIR	Dial By Name	To search for a desired number in system directory by name.
HIST.	Call History	To display outgoing and incoming call history. By using Call History data, it is possible to make a call or register to the system directory.
PICK	Call Pickup - Group	To answer the call directed to another station within Call Pickup - Group.
FDA	Call Forwarding - All Calls	Regardless of the busy or idle status, the incoming call is forwarded to the other terminal.
FDN	Call Forwarding - No Answer/Busy	The incoming call is forwarded to the other terminal when the terminal is busy or no answer for predetermined time.
DND	Do Not Disturb	To restrict incoming calls to the terminal. It is possible to make a call during Do Not Disturb is set.
CB	Call Back	To set automatic Call Back when a busy or no answer condition is encountered. When the called terminal becomes available, the terminal that set the Call Back is called.
CW	Call Waiting - Set	When the caller encounters busy, the caller can request to answer the call with burst tone. The called party can answer the call by placing the original call on hold.
VOICE	Voice Call	To alert incoming call by caller's own voice instead of ring tone.
CONF	Conference - Three/Four Party	During two parties connection, to add another party to make a conference call.

DISPLAY	FEATURE	DESCRIPTION
Recall	Recall	To finish a call and hear the dial tone to make an another call.

HOW TO USE SOFT KEYS

This section provides some sample operations of features using Soft keys.

SETTING DO NOT DISTURB

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

```

                200
11:00 AM SUN  1 JUN 2014
FDA   FDN   DND   >>>>

```

“SET” is displayed.

```

SET
11:00 AM SUN  1 JUN 2014

```

CANCELLING DO NOT DISTURB

1. Press Soft key (DND).

```

                200
11:00 AM SUN  1 JUN 2014
FDA   FDN   DND   >>>>

```

“CANCEL” is displayed.

```

CANCEL
11:00 AM SUN  1 JUN 2014

```

SETTING CALL FORWARDING - BUSY LINE

1. Press the Soft key (>>>>) repeatedly until display shows “FDN”.

```

MARY SMITH           [200]
11:00 AM SUN  1 JUN 2014
FDA   FDN           >>>>

```

2. Press Soft key (FDN).

Speaker key lamp light red → 

```
[CF-Busy/No Answer]
Forward to :          _
11:00 AM SUN  1 JUN 2014
Recall  PICK                >>>>
```

3. Dial the station number to be transferred.

```
[CF-Busy/No Answer]
SET                      201
11:00 AM SUN  1 JUN 2014
```

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

Speaker key lamp goes off. → 

CANCELING CALL FORWARDING - BUSY LINE

1. While setting Call Forwarding - Busy Line.

2. Press the Soft key (>>>>) repeatedly until display shows “FDN”.

```
MARY SMITH              [200]
11:00 AM SUN  1 JUN 2014
FDA    FDN                >>>>
```

3. Press Soft key (FDN).

Speaker key lamp lights red. → 

4. Press (*).

```
[CF-Busy/No Answer]
CANCEL
11:00 AM SUN  1 JUN 2014
```

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

Speaker key lamp goes off. → 

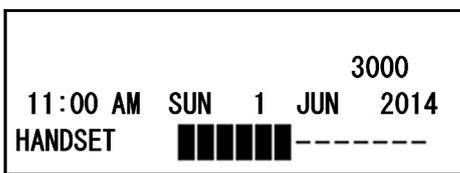
TERMINAL SETUP

ADJUSTING VOLUMES

TO ADJUST HANDSET RECEIVER VOLUME

It is possible to adjust the volume level of handset receiver during a call in progress using handset.

Press (Up) or (Down) in the offhook status or during a call using the handset.

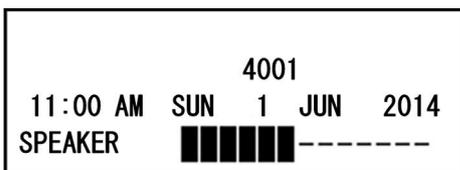


After replacing the handset, the receiver volume returns to the original level.

TO ADJUST SPEAKER VOLUME

It is possible to adjust the volume level of speaker during a call in progress using speaker.

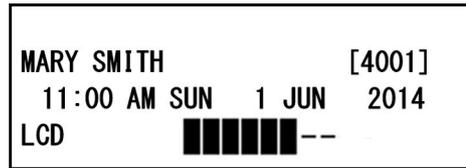
Press (Up) or (Down) during speakerphone operation or during a call using the speaker.



TO ADJUST LCD CONTRAST

It is possible to adjust the LCD contrast when the terminal is in idle status.

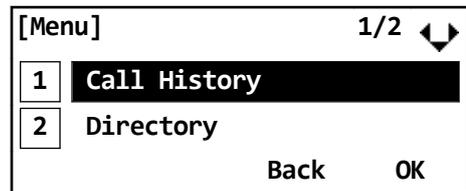
Press (Up) or (Down) when the terminal is not used or ringing, etc.



TO ADJUST RINGER TONE

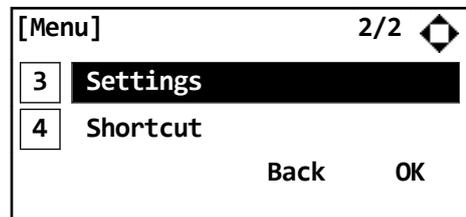
It is possible to adjust the volume level of ringer tone during incoming call arrival.

1. Press key to display the Menu Screen.



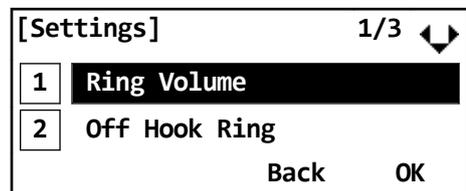
2. Select Settings.

- Highlight an item by using , and press , , or Soft key (OK).
- Press .



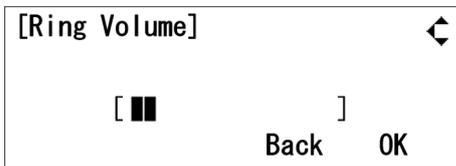
3. Select Ring Volume.

- Highlight an item by using , and press , , or Soft key (OK).
- Press .



4. Adjust the volume level of ringer tone.

- Press (Up) or (Down).



TO ENABLE/DISABLE LCD BACK LIGHT

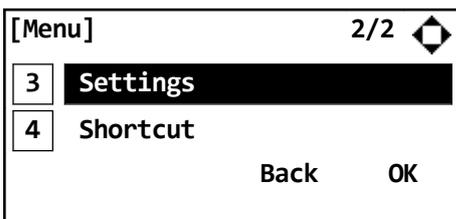
Following explains how to set the brightness of the LCD back light.

1. Press key to display the Menu Screen.



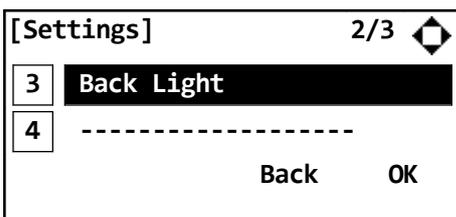
2. Select “ Setting”.

- Highlight an item by using , and press , , or Soft key (OK).
- Press .



3. Select “ Back Light”.

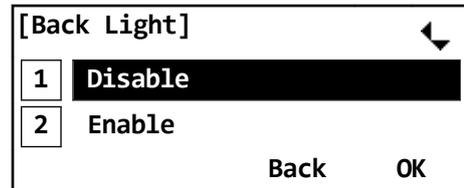
- Highlight an item by using , and press , , or Soft key (OK).
- Press .



4. Select whether to turn On/Off of the LCD Back Light.

Select one of the following operations.

- Highlight an item by using , and press , , or Soft key (OK).
- Press or , and press or Soft key (OK).



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

TO USE HEADSET

TO MAKE/ANSWER A CALL WITH HEADSET

By using optional headset, it is possible to originate or respond to call. During using a headset, the onhook/offhook operation can be made by Headset/Handset feature key.



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

3. **Press Headset/Handset feature key once again, after finishing a call.**

Headset/Handset feature key lamp goes off.



Line key lamp lights off. → 



During a call in progress using handset, you can switch to the headset by pressing the Headset/Handset feature key.

It is possible to answer a call by pressing line key after pressing the Headset/Handset feature key. Also you can answer a call by pressing Answer key after pressing the Headset/Handset feature key. For details, please contact the system administrator.

TO MAKE A CALL USING HEADSET

While placing the handset on the terminal, make a call using the headset.

1. **Press Headset/Handset feature key.**

Headset/Handset feature key lamp lights red.



Line key lamp lights green. → 

2. **Dial a desired number.**
3. **Start conversation after called party answered.**
4. **Press Headset/Handset feature key once again, after finishing a call.**

Headset/Handset feature key lamp goes off.



Line key lamp lights off. → 

TO ANSWER A CALL USING HEADSET

While placing the handset on the terminal, answer a call using the headset.

1. **While hearing a ringing tone, press Headset/Handset feature key Headset/Handset.**

feature key lamp lights red. → 

2. **Start conversation with calling party.**

FEATURE OPERATION

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

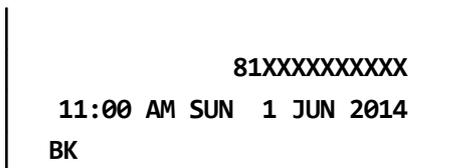
MAKING A CALL

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

TO MAKE AN EXTERNAL CALL

Following explains how to make an external call.

- Dial a desired number after dial the Central Office access code, e.g.**  



- Press Speaker key.**

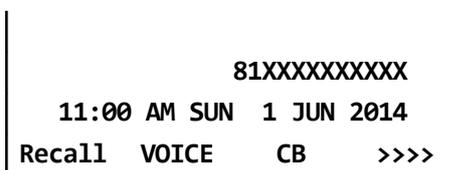
Originate a call.

Speaker key lamp lights red. → 

TO MAKE AN INTERNAL CALL

Following explains how to make an internal call.

- Dial a desired number.**



- Press Speaker key.**

Originate a call.

Speaker key lamp lights red. → 

ANSWERING A CALL

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

TO ANSWER AN EXTERNAL CALL

- While hearing a ringing tone,**

Call Indicator Lamp lights red.

Answer key lamp lights red. → 

Line key lamp lights red. → 

- Press Answer key.**

Call Indicator Lamp goes off.

Answer key lamp lights green. → 

Speaker key lamp lights red. → 

Line key lamp lights green. → 

- Lift the handset to answer the call.**



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



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

TO ANSWER AN INTERNAL CALL

- While hearing a ringing tone,**

Call Indicator Lamp lights red.

Answer key lamp lights red. → 

Line key lamp lights red. → 

- Press Answer key.**

Call Indicator Lamp goes off.

Answer key lamp lights green. → 

Speaker key lamp lights red. → 

Line key lamp lights green. → 

3. Lift the handset to answer the call.

201
11:00 AM SUN 1 JUN 2014
MIC

HOLDING A CALL (USING CALL HOLD)

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

TO HOLD

Following explains how to hold a call in progress.

1. While a call in progress,

Line key that is used during a call lights green.



Line key on the other terminals lights red. →



201
11:00 AM SUN 1 JUN 2014
MIC Mute

2. Press Hold key.

The person on the other end hears the Music on Hold.

Line key that is placed on hold flashes green.



Line keys on the other terminals flash red. →



201
11:00 AM SUN 1 JUN 2014
HOLD

3. Replace the handset or make a new call.

TO RETRIEVE THE HELD CALL

Following explains how to retrieve the held call.

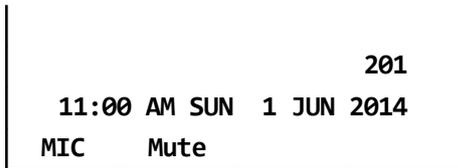
1. While holding a call,

Line key that is placed on hold flashes green.



2. Press Line key that is placed on hold.

Line key lamp lights green. → 



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

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

IF UNANSWERED



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



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

HOLDING A CALL (USING EXCLUSIVE CALL HOLD)

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

TO HOLD

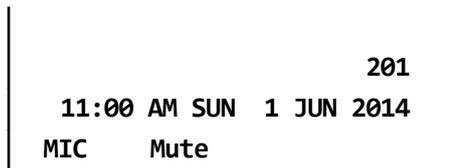
Following explains to hold the call in progress.

1. While a call in progress,

Line key that is used during a call lights green.



Line key on the other terminals lights red. →



2. Press feature key.

Feature key lamp lights red. → 

3. Press Hold key.

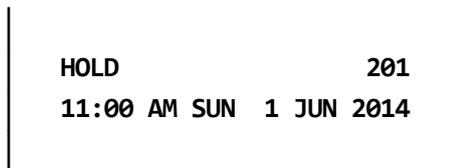
Line key that is placed on hold flashes green.



Line key on the other terminals lights red. →



Feature key lamp goes off. → 



4. Replace the handset.

TO RETRIEVE THE HELD CALL

Following explains how to retrieve the held call.

1. While holding a call.

Line key that is placed on hold flashes green.



Line key on the other terminals lights red. →

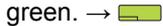


```

HOLD                201
11:00 AM SUN  1 JUN 2014
    
```

2. Press Line key that is placed in hold.

Line key lamp that was placed on hold lights green. →



Line key on the other terminals lights red. →



```

                201
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```

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

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

IF UNANSWERED



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



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

TRANSFER A CALL

TO TRANSFER A CALL (WITH ANNOUNCEMENT)

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

INITIATE TRANSFER (BY EX. 200)

1. Call in progress.

Line key lamp lights green. →



2. Press Transfer key.

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

```

0:00:05           26-255XX
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```

3. Dial the destination extension number.

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

```

                210
11:00 AM SUN  1 JUN 2014
Recall VOICE           >>>>
    
```

4. Destination extension answers transferred call.

- After the answer, announce the call is transferred.

```

11:00 AM SUN  1 JUN 2014
S&R      PICK           >>>>
    
```

5. Replace the handset.

Line key lamp goes off. →



A call is transferred.

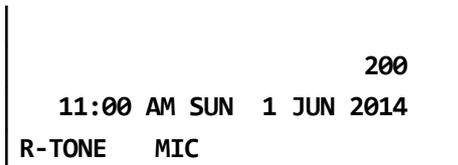
ANSWER TO A TRANSFERRED CALL (BY EX. 210)

1. Ringing is heard.

Call Indicator Lamp flashes.

Line key lamp flashes red. → 

The extension number that initiates call transfer is displayed on the LCD.



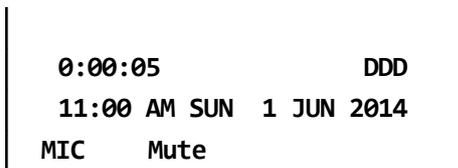
2. Lift the handset to start a conversation with the extension (200).

Call Indicator Lamp goes off.

Line key lamp lights green. → 

3. Start conversation with transferred party.

- Extension (200) replaces the handset.



2. Press Transfer key.

You will receive a special dial tone.

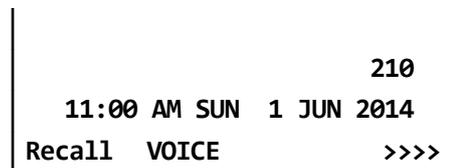
Calling party is placed on hold.



3. Dial the destination extension number.

You will receive a dial tone.

The dialed extension number is displayed with flash.



4. Replace the handset.

Line key lamp goes off. → 

A call is transferred.

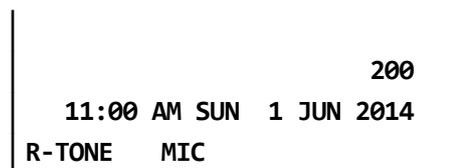
ANSWER TO A TRANSFERRED CALL (BY EX. 210)

1. Ringing is heard.

Call Indicator Lamp flashes.

Line key lamp flashes red. → 

The extension number that initiates call transfer is displayed on the LCD.



TO TRANSFER A CALL (WITHOUT ANNOUNCEMENT)

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

INITIATE TRANSFER (BY EX. 200)

1. Call in progress.

Line key lamp lights green. → 

2. Lift the handset and start conversation with transferred party.

Call Indicator Lamp goes off.
Line key lamp lights green. → 

```

0:00:05          DDD
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```



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

```

RECALL      210      DDD
11:00 AM SUN  1 JUN 2014
MIC      DIR      HIST.  >>>>
    
```

LAST NUMBER REDIAL

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

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

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

```

[Outgoing Calls]      01
  1 JUN 11:00      JOHN SMITH
                    81XXXXXXXXXX
<<<<  Redial  ↑Prev  ↓Next
    
```

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

The number on LCD is automatically redialed.

```

                    81XXXXXXXXXX
                    11:00 AM SUN  1 JUN 2014
Recall VOICE  CB      >>>>
    
```

3. When party has answered, lift the handset.

Speaker key lamp goes off. → 

```

0:00:05          26-255XX
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```

ONE-TOUCH SPEED CALLING KEYS

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

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

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

TO PROGRAM

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

- 1. Press Feature key.**
Feature key lamp lights red. → 
- 2. Press One-touch Speed Calling key.**
Feature key lamp flashes red. → 
Speaker key lamp lights red. → 
- 3. Dial a desired number.**

```

      81XXXXXXXXXX
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

- 4. Press Feature key.**
Feature key lamp goes off. → 
Speaker key lamp goes off. → 

```

SET
11:00 AM SUN  1 JUN 2014
MIC   DIR   HIST.  >>>>
    
```

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

 To register a pause, press  between any digits. The pause can not be registered as a first digit.

 When a phone number has been already registered in One-touch key, that number is displayed on the LCD. The previous number will be cleared when you register a new number.

TO VERIFY

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

- 1. Press Feature key.**
Feature key lamp lights red. → 
- 2. Press a desired One-touch Speed Calling key.**

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

```

      00:81XXXXXXXXXX
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

- 3. Press Speaker key.**
Feature key lamp goes off. → 
Speaker key lamp goes off. → 

TO MAKE A CALL

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

- 1. Press One-touch Speed Calling key.**
Speaker key lamp lights red. → 
The desired number is automatically dialed.

```

      81XXXXXXXXXX
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

- 2. When party has answered, lift the handset.**
Speaker key lamp goes off. → 

```

0:00:05      81XXXXXXXXXX
11:00 AM SUN  1 JUN 2014
MIC   Mute
    
```

SPEED CALLING - STATION

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

TO REGISTER FOR SPEED CALLING - STATION



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



The abbreviated code for Speed Calling key is set by system data setting at initial installation. For details, please contact the system administrator.

1. Press Feature key.

Feature key lamp lights red. → 

2. Press  (Redial).

You will receive a special dial tone.

Feature key lamp flashes red. → 

Speaker key lamp lights red. → 

```

SPEED
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

3. Dial desired abbreviated code.

Example : "09" is entered.

```

                                09:
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

4. Press  that is access code.

You will receive a confirmation tone.

```

                                9
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

5. Dial the desired number.

```

                                81XXXXXXXXXX
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

6. Press Feature key.

Feature key lamp goes off. → 

Speaker key lamp goes off. → 

TO MAKE A CALL USING SPEED CALLING - STATION

1. Press  (Redial).

Speaker key lamp lights red. → 

```

[Outgoing Calls]          01
 1 JUN 11:00          JOHN SMITH
                                81XXXXXXXXXX
<<<<  Redial  ↑Prev  ↓Next
    
```

2. Dial abbreviated code.

Example : "09" is entered.

```

                                09
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

3. The phone number is automatically dialed.

```

                                81XXXXXXXXXX
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

4. Lift the handset.

Speaker key lamp goes off. → 

```

0:00:05          81XXXXXXXXXX
11:00 AM SUN  1 JUN 2014
MIC  Mute
    
```

ORIGINATING A VOICE CALL



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

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



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

1. Press Speaker key.

You will receive a dial tone.

Speaker key lamp lights red. →

Line key lamp lights green. →

```

                200
    11:00 AM SUN 1 JUN 2014
    Recall PICK                >>>>
    
```

2. Dial extension number.

You will receive a ring back tone.

```

                201
    11:00 AM SUN 1 JUN 2014
    Recall VOICE CB            >>>>
    
```

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

```

    VOICE CALL                201
    11:00 AM SUN 1 JUN 2014
    Recall VOICE CB            >>>>
    
```

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

Speaker key lamp goes off. →

5. Start conversation after called party answered.

```

                201
    11:00 AM SUN 1 JUN 2014
    MIC Mute
    
```

THREE/FOUR-PARTY CONFERENCE

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



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

5. Extension A presses Soft key (CONF) or Three/Four-Party Conference feature key.

CONF	201	201
11:00 AM SUN	1 JUN 2014	
MIC	Mute	

1. While extension A (200) and extension B (201) are engaged in a Two-party connection.

Example: Add the ext. C to conversation.

	201
11:00 AM SUN	1 JUN 2014
MIC	Mute

2. Extension A presses Transfer key.

Ext. A will receive a special dial tone.
Ext. B will receive a Music on Hold.

11:00 AM SUN	1 JUN 2014
--------------	------------

3. Extension A dials the number of Extension C (210).

	210
11:00 AM SUN	1 JUN 2014
Recall VOICE	>>>>

4. Extension C answers the transfer call.

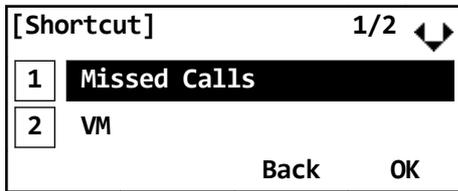
	210
11:00 AM SUN	1 JUN 2014
MIC	CONF Recall

VOICE MAIL

This section explains how to access to the Voice Mail System.

1. Press .

The [Shortcut Menu] is displayed on the LCD.



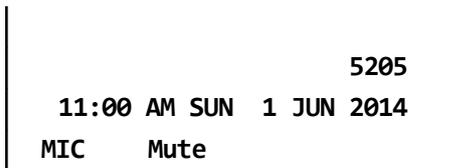
2. Select “ Voice Mail”.

Select one of the following operations.

- Highlight an item by using , and press , , or Soft key (OK).
- Press .

Voice Mail System answers.

Example: Number “5205” is Voice Mail System.



 For details of Voice Mail operations, please refer to the User Guides of Voice Mail System.

PRESET ANSWER

It is possible to respond by simply lifting up the handset of the terminal as usual telephone.

TO SET PRESET ANSWER

1. While Answer key lamp goes off →



2. Press Feature key.

Feature key lamp lights red. → 

3. Press Answer key.

Feature key lamp goes off. → 

Answer key lamp lights red. → 

ANSWER TO A CALL WITH PRESET ANSWER

1. Ringing and the Call Indicator Lamp flashing.

2. Lift the handset.

Call Indicator Lamp goes off.

TO CANCEL

1. While Answer key lamp lights red →



2. Press Feature key.

Feature key lamp lights red. → 

3. Press Answer key.

Feature key lamp goes off. → 

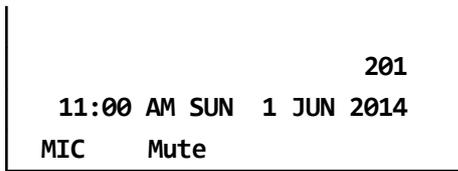
Answer key lamp goes off. → 

RECEIVING A VOICE FROM SPEAKER

It is possible to change the terminal to “listen-only” during the call in progress. You can hear the caller's voice from the speaker on the terminal with putting the handset on the hook.

TO RECEIVING A VOICE FROM SPEAKER

1. Call in progress.



2. Press Speaker key.

Speaker key lamp lights red. →

3. Replace the handset.

You can hear the voice of calling party from the speaker.

TO RESTART TALKING

1. Receiving a voice from the speaker.
2. Lift the handset.

Speaker key lamp goes off. →

TALKING HANDSFREE

Dialing or answering a call is possible without lifting the handset.

TO SET HANDSFREE

1. Press Mic key or Soft key (MIC).

Mic key lamp lights red. →

TO CANCEL

1. Press Mic key or Soft key (MIC).

Mic key lamp goes off. →

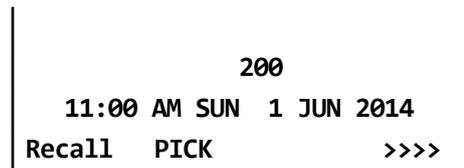
TO MAKE A CALL WITH HANDSFREE

1. Mic key lamp is going off. →

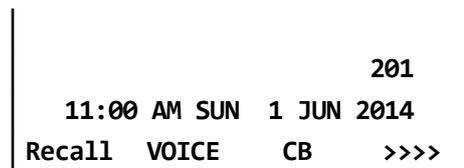
2. Press Speaker key.

Speaker key lamp lights red. →

Line key lamp lights green. →



3. Dial desired number.

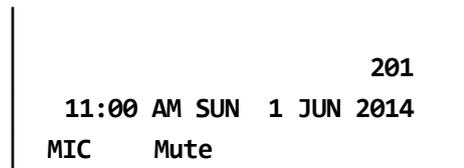


4. The called party answers.

- Press Mic key or Soft key (MIC).

Mic key lamp lights red. →

- Talk toward the mic.



TO ANSWER A CALL WITH HANDSFREE

1. The Call Indicator Lamp flashing.

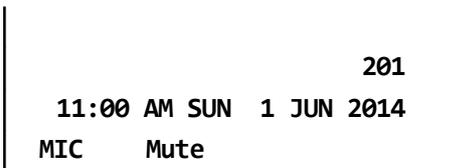
Line key lamp flashes red. → 

2. Press Speaker key.

Speaker key lamp lights red. → 

Line key lamp lights green. → 

3. Talk toward the mic.



When you make a call handsfree, please note the following items.

- Avoid using in a place where there is a lot of echo or noise.
- The Microphone is located at the front of the terminal. It should be no further away than 50 CM.
- When talking handsfree be aware of the volume level as to not disturb people close to you.
- Talk alternately with the other party. The voice may be interrupted if both parties talk at the same time.

CALL PICKUP - GROUP

This feature permits a terminal user to answer any calls directed to other extensions in their preset pickup group.



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



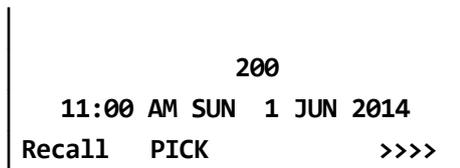
This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

1. Ringing terminal in your Call Pickup - Group.

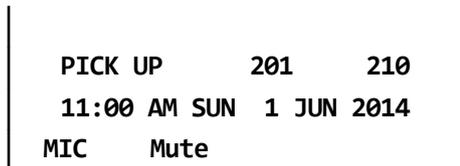
2. Press Speaker key.

Speaker key lamp lights red. → 

Line key lamp lights green. → 



3. Press Soft key (PICK) or Call Pickup - Group feature key.



4. Start conversation with calling party.

CALL PICKUP - DIRECT

This feature permits a terminal user to pickup a call to any other terminal in the system.



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



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

1. Press Speaker key.

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

```

                200
    11:00 AM SUN 1 JUN 2014
    Recall PICK                >>>>
    
```

2. Press Call Pickup - Direct feature key.

```

    11:00 AM SUN 1 JUN 2014
    Recall PICK                >>>>
    
```

3. Dial the extension number of ringing terminal.

```

    PICK UP      210      201
    11:00 AM SUN 1 JUN 2014
    MIC      Mute
    
```

4. Start conversation with calling party.

MULTILINE APPEARANCE

This feature allows you to accommodate the lines (another terminal number) other than My Line on the Programmable line/feature keys. When accommodating another terminal number on the Programmable line/feature key, the user can answer the call routed to another by pressing the key that is assigned.



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

TO ANSWER A CALL

1. A call is terminated to the terminal whose terminal number is accommodated to the Multiline Appearance feature key.

Call Indicator Lamp flashes.

Multiline key lamp flashes red. → 

2. Press Multiline Appearance feature key.

Call Indicator Lamp goes off.

Speaker key lamp lights red. → 
 Multiline key lamp lights green. → 

3. Lift the handset to start a conversation.

Speaker key lamp goes off. → 

```

                201
    11:00 AM SUN 1 JUN 2014
    MIC      Mute
    
```



When you press a feature key with a call in progress, the call will be disconnected.

DND (DO NOT DISTURB)

This feature restricts incoming calls to a terminal.



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

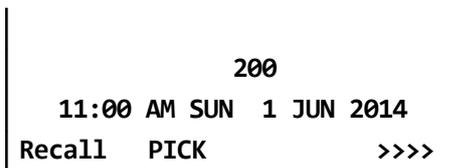
TO SET DND

1. Press Speaker key.

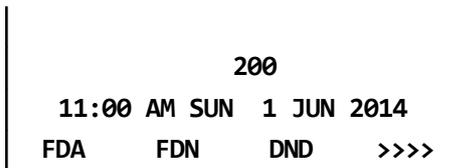
Call Indicator Lamp goes off.

Speaker key lamp lights red. →

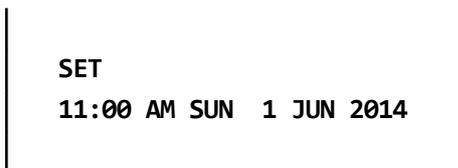
Line key lamp lights green. →



2. Press Soft key (>>>>) when Soft key is used.



3. Press Soft key (DND) or DND feature key.



4. Press Speaker key.

Speaker key lamp goes off. →

Line key lamp goes off. →

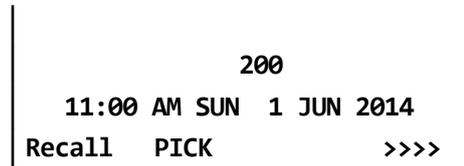
TO CANCEL

1. Press Speaker key.

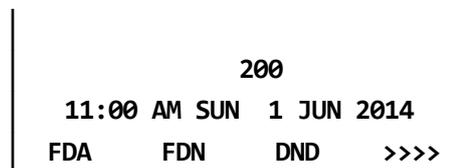
Call Indicator Lamp goes off.

Speaker key lamp lights red. →

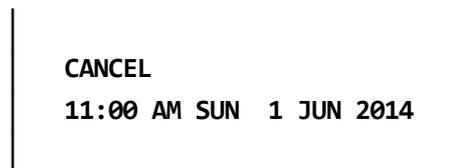
Line key lamp lights green. →



2. Press Soft key (>>>>) when Soft key is used.



3. Press Soft key (DND) or DND feature key.



4. Press Speaker key.

Speaker key lamp goes off. →

Line key lamp goes off. →

SAVE AND REPEAT A NUMBER

This feature allows a terminal to save a specific dialed number and then redial that number.



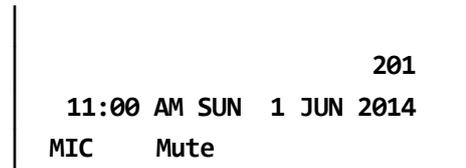
This feature is set by Soft key or feature key. The feature key is set by system data setting at initial installation. For details, please contact the system administrator.



Up to three Save and Repeat feature keys can be assigned per terminal.

- Lift the handset to start a conversation.

Speaker key lamp goes off. → 



Redialing the same number is possible until new number is registered by this feature.

TO SET SAVE AND REPEAT

- Dial the desired number and press Soft key (S&R) or Save and Repeat feature key.

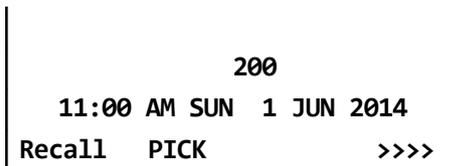
HOW TO DIAL BY SAVE AND REPEAT

- Press Speaker key.

You will receive a dial tone.

Speaker key lamp lights red. → 

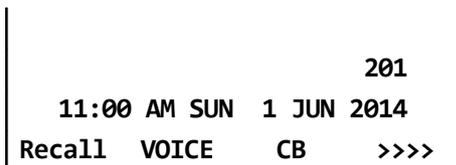
Line key lamp lights green. → 



- Save and Repeat feature key.

The terminal automatically redials the programmed number.

Example: "201" is programmed number.



TRUNK QUEUING - OUTGOING

This feature allows a terminal user, upon encountering a busy signal on a trunk, to set a call and enter a first-in, first-out queue. As soon as an outgoing trunk becomes available, terminals in the queue will be called back on a first-in, first-out basis.



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

TO SET TRUNK QUEUING – OUTGOING



This feature is available only for the terminal that is set by system data setting at initial installation.

1. **Press Speaker key and dial the outgoing access code.**

Speaker key lamp lights red. → 
 Line key lamp lights red. → 
 The lines are all busy status.
 You will receive a busy tone.

BUSY	26-255XX
11:00 AM SUN	1 JUN 2014
CB	

2. **Press Soft key (CB) or Trunk Queuing - Outgoing feature key.**

You will receive a service set tone.
 Outgoing feature key lamp lights red. → 

3. **Press Speaker key.**

Speaker key lamp goes off. → 
 Wait until the outgoing line is available.

SET	26-255XX
11:00 AM SUN	1 JUN 2014

WHEN TRUNK IS AVAILABLE

1. **Ringing of external incoming call is heard.**

Call Indicator Lamp flashes red.

Line key lamp flashes red. → 

CALL BACK	26-255XX
11:00 AM SUN	1 JUN 2014
Recall PICK	>>>>

2. **Lift the handset or press Speaker key.**

Outgoing feature key lamp goes off. → 

Call Indicator Lamp goes off.

Line key lamp lights green. → 

3. **Dial the desired number.**

	81XXXXXXXXXX
11:00 AM SUN	1 JUN 2014
Recall VOICE CB	>>>>

TO CANCEL



This feature is available only for the terminal that is set by system data setting at initial installation.

1. **Lift the handset.**

Line key lamp lights red. → 

	200
11:00 AM SUN	1 JUN 2014
Recall PICK	>>>>

2. Press Trunk Queuing – Outgoing feature key.

You will receive a service set tone.
 Trunk Queuing – Outgoing feature is cancelled.
 Outgoing feature key lamp goes off. → 



3. Replace the handset.

Line key lamp goes off. → 

CALL BACK

This feature allows a calling party to set an automatic Call Back when a busy or no answer condition is encountered. When the busy terminal becomes idle, the terminal that set the Call Back will be called.



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

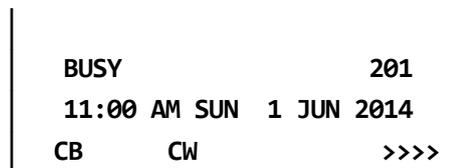
TO SET CALL BACK



This feature is available only for the terminal that is set by system data setting at initial installation.

1. The called party extension is busy or no answer.

You will receive a busy tone.
 Line key lamp lights green. → 



2. Press Soft key (CB) or Call Back feature key.

You will receive a service set tone.



3. Replace the handset.

Wait Call Back.
 Line key lamp goes off. → 

WHEN THE BUSY TERMINAL BECOMES IDLE

1. The terminal which has set Call Back is alerted by ring.

When busy terminal becomes idle or the terminal that did not answer initiates or answers a call or accesses a feature and then becomes idle, the setting terminal is alerted by ring.

Call Indicator Lamp flashes.

Line key lamp flashes green. → 

```
CALL BACK          201
11:00 AM SUN  1 JUN 2014
MIC   DIR   HIST.  >>>>
```

2. Lift the handset.

The extension number that was busy/no answer is automatically dialed.

Line key lamp lights green. → 

```
CALL BACK          201
11:00 AM SUN  1 JUN 2014
Recall VOICE   CB   >>>>
```

3. Press Call Back feature key.

You will receive a service set tone.

Call Back feature key lamp goes off. → 

```
CANCEL
11:00 AM SUN  1 JUN 2014
```

4. Press Speaker key.

Speaker key lamp goes off. → 

Line key lamp goes off. → 

TO CANCEL



This feature is available only for the terminal that is set by system data setting at initial installation.

1. While the terminal is set Call Back feature,

Call Back feature key lamp lights red. →



2. Press Speaker key.

You will receive a dial tone.

Speaker key lamp lights red. → 

Line key lamp lights green. → 

```
          200
11:00 AM SUN  1 JUN 2014
Recall PICK           >>>>
```

TIMED QUEUING (OUTSIDE LINE ONLY)

When a user originates an outgoing trunk call and the called party is busy or does not answer, the caller can set the Timed Queuing. When this feature is set, the trunk seizure is repeated and the number is dialed again after a predetermined time interval.

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

1. Press Speaker key.

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

```

                200
11:00 AM SUN  1 JUN 2014
Recall  PICK                >>>>
    
```

2. Dial Outside Line access code.

```

                                8
11:00 AM SUN  1 JUN 2014
Recall  PICK                >>>>
    
```

3. Dial desired number.

You will receive a busy tone or a ring no answer from distant end.

```

BUSY                81XXXXXXXXXX
11:00 AM SUN  1 JUN 2014
CB
    
```

4. Press Call Back feature key.

Line key lamp is flashing green. → 

5. Leave speaker on.

The desired number is automatically redialed.

6. Start conversation with called party.

 Busy tone is sent to the calling party when the call is made to the extension that is in Timed Queue mode.

TO MAKE/ANSWER A CALL DURING CALL IN PROGRESS

This feature permits a user to hold a call in progress by pressing the Call Hold feature key. This line can then be used for originating another call or answering another incoming call. After finishing another call and replace the handset, the original held call rings back.

 It is required that the dedicated feature key other than fixed feature key (Hold) shall be set by system data setting at initial installation. For details, please contact the system administrator.

1. While call in progress,

The Line key lamp lights green. → 

2. Press call hold feature key.

Call hold feature key lamp doesn't light. → 
The called party will receive a hold tone.

```

0:00:05                26-255XX
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```

3. To make a call to another party or answer the incoming call.

Replace the handset after finishing a call.

4. The original call rings back.

Call Indicator Lamp flashes red.

Line key lamp flashes red. → 

```

RECALL                26-255XX
11:00 AM SUN  1 JUN 2014
MIC      DIR  HIST.    >>>>
    
```

5. Lift the handset to restart a conversation.

Line key lamp lights green. → 

```

0:00:05          26-255XX
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```

STATION HUNTING

When a busy terminal which is assigned Station Hunting pilot number is called, this feature permits the incoming call to be routed to another terminal within the hunt group.



The terminal that is set the Station Hunting feature and the pilot number are set by system data setting at initial installation. For details, please contact the system administrator.



You cannot set Call Back, Call Waiting, or Executive Override to the pilot number of the hunt group.

1. Lift the handset.

Line key lamp lights green. → 

```

                200
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

2. Dial the desired number.

- If the pilot number is busy, the call is routed to another terminal within the hunting group.

```

                201
11:00 AM SUN  1 JUN 2014
Recall  VOICE  CB    >>>>
    
```

3. Start conversation with called party.

```

                201
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```

STEP CALL

This feature allows the terminal user, after calling a busy terminal, to call an idle terminal by simply dialing an additional digit.



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

1. Lift the handset.

Line key lamp lights green. →

```

BUSY                201
11:00 AM SUN  1 JUN 2014
CB      CW          >>>>
    
```

2. Dial the extension number.

You will receive a busy tone.

3. Dial the last digit (0-9) of another terminal.

Example: Dial "2".

```

                202
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```



It is possible to select the last digit of the extension number from 0-9 arbitrarily.

CALL WAITING

This feature allows a terminal to camp itself on to a busy terminal.



This feature is available only for the terminal that is set by system data setting at initial installation. For details, please contact the system administrator.

TO ACTIVATE CALL WAITING

1. Receive a busy tone.

```

BUSY                201
11:00 AM SUN  1 JUN 2014
CB      CW          >>>>
    
```

2. Press Transfer key.

3. Press Soft key (CW).

You will receive a special ringback tone.

```

CW SET                201
11:00 AM SUN  1 JUN 2014
Recall VOICE  CB     >>>>
    
```

TO ANSWER CALL WAITING

1. Call in progress.

```

                210
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```

2. Call Waiting feature is set.

Answer key lamp flashes red. →

You will receive a Call Waiting tone (three tone bursts).

```

CALL WAITING        201
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```

3. Press Answer key.

The original party is placed on hold and connected to another party who initiates Call Waiting feature.

4. Press Answer key again.

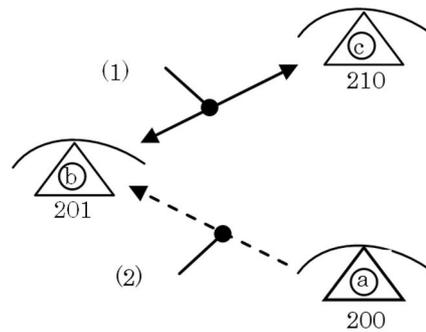
Return to the original party and another party is placed on hold. (It is possible to change the connection as many times.)

EXECUTIVE OVERRIDE

This feature allows selected users to override a busy condition on a called terminal.



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



(1) Call in progress.

(2) Override.

The terminal “b” is talking with the terminal “c”, and the terminal “a” is going to override the connection.

1. Terminal “a” dials 201. (The called party is a call in progress.)

You will receive a busy tone.

```

BUSY                201
11:00 AM SUN  1 JUN 2014
CB      CW                >>>>
    
```

2. Press Executive Override feature key. →

You will receive a warning tone.

- Talking three parties.

```

OVER RIDE    210    201
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```

CALL FORWARDING - BUSY LINE

This feature permits a call to a busy extension to be routed to a designated terminal.

TO SET CALL FORWARDING - BUSY LINE

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

1. Press the Soft key (>>>>) repeatedly until display shows "FDN" when Soft key is used.

```

MARY SMITH           [200]
11:00 AM SUN  1 JUN 2014
FDA      FDN                >>>>
    
```

2. Press Soft key (FDN) or Call Forwarding - Busy Line feature key.

```

[CF-Busy/No Answer]
Forward to :           _
11:00 AM SUN  1 JUN 2014
Recall  PICK                >>>>
    
```

3. Dial the desired target terminal number.

```

[CF-Busy/No Answer]
SET                      201
11:00 AM SUN  1 JUN 2014
    
```

4. After 4 second, return back to the idle screen automatically. (or Press Speaker key)

Speaker key lamp goes off. → 

Line key lamp goes off. → 

TO VERIFY

1. Press Soft key (FDN) or Call Forwarding - Busy Line feature key

The terminal number of the forwarding destination is displayed on the LCD.

TO CANCEL

1. While being set the Call Forwarding - Busy Line,
2. Press the Soft key (>>>>) repeatedly until display shows "FDN" when Soft key is used.

```

MARY SMITH           [200]
11:00 AM SUN  1 JUN 2014
FDA      FDN                >>>>
    
```

3. Press Soft key (FDN) or Call Forwarding - Busy Line feature key.

```

[CF-Busy/No Answer]
Forward to :           201
11:00 AM SUN  1 JUN 2014
Recall  PICK                >>>>
    
```

4. Press .

```

[CF-Busy/No Answer]
CANCEL
11:00 AM SUN  1 JUN 2014
    
```

5. After 4 second, return back to the idle screen automatically. (or Press Speaker key)

Speaker key lamp goes off. → 

Line key lamp goes off. → 

CALL FORWARDING - NO ANSWER

When a call is placed to a terminal that does not answer, this feature forwards the call to another terminal.

TO SET CALL FORWARDING - NO ANSWER



The Soft key that is used as Call Forwarding - No Answer is same as Call Forwarding - Busy Line (Soft key (FDN)).



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

1. Press the Soft key (>>>>) repeatedly until display shows "FDN" when Soft key is used.

```

MARY SMITH           [200]
11:00 AM SUN  1 JUN 2014
FDA      FDN          >>>>
    
```

2. Press Soft key (FDN) or Call Forwarding - No Answer feature key.

```

[CF-Busy/No Answer]
Forward to :          -
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

3. Dial the desired target terminal number.

```

[CF-Busy/No Answer]
SET                201
11:00 AM SUN  1 JUN 2014
    
```

4. After 4 second, return back to the idle screen automatically. (or Press Speaker key)

Speaker key lamp goes off. →

Line key lamp goes off. →

TO VERIFY

1. Press Soft key (FDN) or Call Forwarding - No Answer feature key.

The terminal number of the forwarding destination is displayed on the LCD.

TO CANCEL

1. While being set the Call Forwarding - No Answer,
2. Press the Soft key (>>>>) repeatedly until display shows "FDN" when Soft key is used.

```

MARY SMITH           [200]
11:00 AM SUN  1 JUN 2014
FDA      FDN          >>>>
    
```

3. Press Soft key (FDN) or Call Forwarding - No Answer feature key.

```

[CF-Busy/No Answer]
Forward to :          201
11:00 AM SUN  1 JUN 2014
Recall  PICK          >>>>
    
```

4. Press .

```

[CF-Busy/No Answer]
CANCEL
11:00 AM SUN  1 JUN 2014
    
```

5. After 4 second, return back to the idle screen automatically. (or Press Speaker key)

Speaker key lamp goes off. →

Line key lamp goes off. →

CALL FORWARDING - ALL CALLS

This feature allows all calls directed to a particular extension to be rerouted to an alternate destination, regardless of the busy or idle status of the extension.

TO SET CALL FORWARDING - ALL CALLS



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

1. Press the Soft key (>>>>) repeatedly until display shows "FDA" when Soft key is used.

```

MARY SMITH           [200]
11:00 AM SUN  1 JUN 2014
FDA      FDN           >>>>
```

2. Press Soft key (FDA) or Call Forwarding - All Calls feature key.

```

[CF-All Calls]
Forward to :           _
11:00 AM SUN  1 JUN 2014
Recall  PICK           >>>>
```

3. Dial the desired target terminal number.

```

[CF-All Calls]
SET                   201
11:00 AM SUN  1 JUN 2014
```

4. After 4 second, return back to the idle screen automatically. (or Press Speaker key)

Speaker key lamp goes off. → 

Line key lamp goes off. → 

TO VERIFY

1. Press Soft key (FDA) or Call Forwarding - All Calls feature key.

The terminal number of the forwarding destination is displayed on the LCD.

TO CANCEL

1. While being set the Call Forwarding - All Calls,
2. Press the Soft key (>>>>) repeatedly until display shows "FDA" when Soft key is used.

```

MARY SMITH           [200]
11:00 AM SUN  1 JUN 2014
FDA      FDN           >>>>
```

3. Press Soft key (FDA) or Call Forwarding - All Calls feature key.

```

[CF-All Calls]
Forward to :           201
11:00 AM SUN  1 JUN 2014
Recall  PICK           >>>>
```

4. Press .

```

[CF-All Calls]
CANCEL
11:00 AM SUN  1 JUN 2014
```

5. After 4 second, return back to the idle screen automatically. (or Press Speaker key)

Speaker key lamp goes off. → 

Line key lamp goes off. → 

CID (CALLER ID) CALL DISPLAY

Without answering incoming calls or held calls that terminate to the Line keys of a terminal, the calling party's information can be confirmed by the indications on the LCD.

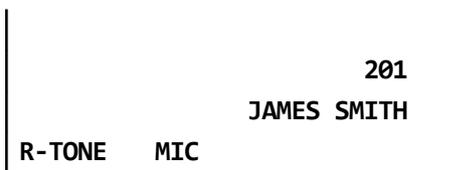


The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO DISPLAY CALLING PARTY INFORMATION

1. **Press CID Call Display feature key.**

Line key lamp lights red. → 
 Calling Party information is displayed.



TO REDISPLAY CALLING PARTY INFORMATION

1. **While on a call press CID Call Display feature key to recall the Calling Party Information.**

Calling Party information is displayed.

VOICE FIRST/TONE FIRST

This feature allows incoming calls to your terminal to either ring or go to voice announcement.

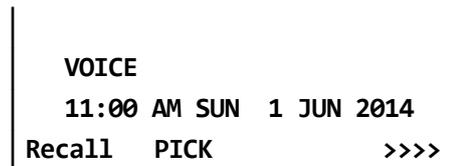


The feature access code/feature key is set by system data setting at initial installation. For details, please contact the system administrator.

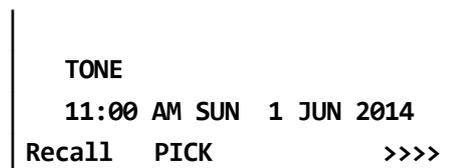
TO SET VOICE FIRST/TONE FIRST MODE

1. **Press Speaker key.**
 You will receive a dial tone.
 Speaker key lamp lights red. → 
2. **Dial Voice First/Tone First access code or press Voice First/Tone First feature key.**

LCD shows current mode.
 You will receive a feature dial tone.



3. **Dial any single digit (0 - 9).**
 Voice First mode is switched to Tone First mode (or vice versa).
 You will receive a feature set tone.



4. **Press Speaker key.**
 Speaker key lamp goes off. → 
5. **The called party can reply.**

WHEN A CALLED TERMINAL HAS BEEN SET TO VOICE FIRST

1. Press Speaker key.

You will receive a dial tone.

Speaker key lamp lights red. → 

Line key lamp lights green. → 

2. Dial extension number.

Wait for voice page alert tone.

VOICE CALL	200
11:00 AM SUN	1 JUN 2014
R-TONE	MIC

3. Speak to the called party.

4. Dial 7.

The called party's extension will ring.

	200
11:00 AM SUN	1 JUN 2014
R-TONE	MIC

3. Dial 7.

Wait for voice page alert tone.

VOICE CALL	200
11:00 AM SUN	1 JUN 2014
R-TONE	MIC

4. Start conversation with called party.

5. The called party can reply.

WHEN A CALLED TERMINAL HAS BEEN SET TO TONE FIRST

1. Press Speaker key.

You will receive a dial tone.

Speaker key lamp lights red. → 

Line key lamp lights green. → 

2. Dial extension number.

The called party's extension will ring.

	200
11:00 AM SUN	1 JUN 2014
R-TONE	MIC

ANSWER A VOICE CALL HANDSFREE

This feature allows the terminal user to answer a Voice Call without lifting the handset.

- You will receive an incoming Voice Call.**

```

VOICE CALL                200
11:00 AM SUN  1 JUN 2014
R-TONE  MIC
    
```

- Press Mic Key.**

Mic key lamp lights red. → 

- Respond to call handsfree.**

```

                                201
11:00 AM SUN  1 JUN 2014
MIC  Mute
    
```

AUTOMATIC INTERCOM

Automatic Intercom provides a path for voice announcement calls between two terminals using a Line key. Private conversations can be held. The Busy/Idle status of the associated the terminal is displayed on the Automatic Intercom feature key LED.



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

TO INITIATE

- Press Speaker key.**

You will receive a dial tone.

Speaker key lamp lights red. → 

- Press Automatic Intercom feature key.**

The called terminal receives a tone burst.

```

ICM                201
11:00 AM SUN  1 JUN 2014
MIC  DIR  HIST.  >>>>
    
```

TO ANSWER

- While hearing ringing tone,**

Automatic Intercom feature key lamp flashes green. → 

Voice Call alert tone is heard.

```

ICM                200
11:00 AM SUN  1 JUN 2014
MIC  DIR  HIST.  >>>>
    
```

- Press Automatic Intercom feature key.**

Automatic Intercom feature key lamp lights green. → 

- Press Speaker key.**

Speaker key lamp lights red. → 

MANUAL INTERCOM

The Manual Intercom groups have up to six terminals sharing a common signal path. Users can call other members of the Manual Intercom group by pressing a Manual Intercom feature key; each press sends a tone burst over the speakers of all the terminals in the group. When another user answers the call a speech path is activated.



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

4. If called terminal is engaged in a non-intercom call, the terminal may press Manual Intercom feature key after placing original caller on hold (with Hold key).

TO INITIATE

1. **Press Speaker key.**

You will receive a dial tone.

Speaker key lamp lights red. → 

2. **Press Manual Intercom feature key.**

You will receive a ringback tone.

ICM	201
11:00 AM SUN	1 JUN 2014
MIC DIR HIST.	>>>>

3. **Each press of Manual Intercom feature key sends tone bursts.**

TO ANSWER

1. **While hearing ringing tone,**

Manual Intercom feature key lamp flashes

green. → 

You may receive a ring tone.

ICM	200
11:00 AM SUN	1 JUN 2014
MIC DIR HIST.	>>>>

2. **Press Manual Intercom feature key.**

Manual Intercom feature key lamp lights

green. → 

3. **Press Speaker key.**

Speaker key lamp lights red. → 

DIAL INTERCOM

Dial Intercom comprises up to 10 terminals that can call each other using a dedicated Dial Intercom feature key with abbreviated dialing. Dial Intercom calls can be voice announce with ringing calls.



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

3. Press Speaker key.

You will receive a dial tone.

Speaker key lamp lights red. → 

TO INITIATE

1. Press Speaker key.

You will receive a dial tone.

Speaker key lamp lights red. → 

2. Press Dial Intercom feature key.

Dial Intercom feature key lamp lights green.



ICM	200
11:00 AM SUN 1 JUN 2014	
Recall PICK	>>>>

3. Dial desired intercom terminal number (0 - 9).

4. Press 1.

Change to ring tone signal.

Tone burst is sent.

TO ANSWER

1. While hearing ringing tone,

Dial Intercom feature key lamp flashes green.



Tone burst or ring tone is heard.

ICM	201
11:00 AM SUN 1 JUN 2014	
MIC DIR HIST.	>>>>

2. Press Dial Intercom feature key.

Dial Intercom feature key lamp lights green.



INTERNAL ZONE PAGING WITH MEET-ME PAGE

This feature allows terminal users to page over the built-in speakers of the terminals within the assigned zone or all zones.



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

TO PAGE (TERMINAL A)

The terminal A pages the terminal B.

- 1. Press Speaker key.**
You will receive a dial tone.
Speaker key lamp lights red. → 
- 2. Dial Internal Paging access code for desired zone or all zones or press Internal Paging feature key assigned for desired zone or all zones.**

```
PAGING
11:00 AM SUN 1 JUN 2014
Recall PICK >>>>
```

- 3. Page the terminal B.**

TO ANSWER (TERMINAL B)

- 1. Dial Meet-Me Answer access code.**
They are immediately connected.

```
200
11:00 AM SUN 1 JUN 2014
MIC Mute
```

BOSS/SECRETARY CALLING

A secretary with a terminal can use an appearance of the boss' extension to screen calls for that extension, and announce and/or transfer calls to that extension. Additionally, the secretary can call the boss during a busy condition and can send a message waiting indication to the boss' terminal.



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

TO CALL BOSS FROM SECRETARY

- 1. Lift the handset.**
You will receive a dial tone.
Speaker key lamp lights red. → 
- 2. Press boss' ringing line and ask calling party to hold.**

```
201
11:00 AM SUN 1 JUN 2014
MIC Mute
```

- 3. Press boss' line again.**
Voice Call is automatically established to boss' extension.
- 4. Announce the call to the boss.**

IF BOSS ACCEPTS CALL

- 1. Secretary replaces the handset.**
Boss and secretary extension each display the other's number.

```
ICM 201
11:00 AM SUN 1 JUN 2014
MIC Mute
```

- 2. Boss lifts the handset or presses flashing line to answer the call.**

IF BOSS REFUSES CALL

1. **Secretary presses Transfer key to return to calling party.**

TIMED REMINDER

This feature allows the system to be programmed to automatically call terminals at specified times. Upon answering, the terminal is connected to a recorded announcement or music source.



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

TO SET

1. **Press Speaker key.**

You will receive a dial tone.

Speaker key lamp lights red. → 

2. **Set Timed Reminder.**

Dial Timed Reminder feature access code or press Timed Reminder feature key.

You will receive a feature dial tone.

```

11:00 AM SUN  1 JUN 2014
Recall  PICK                >>>>

```

3. **Dial the desired reminder time in military format.**

You will receive service set tone.

```

SET                0900
11:00 AM SUN  1 JUN 2014

```

4. **Press Speaker key.**

Speaker key lamp goes off. → 

PRIVACY RELEASE

A terminal is engaged in a conversation, and allows another terminal to enter the call in progress.



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

1. **Press Soft key (CONF) or Conference feature key.**

Line key lamp lights green. →

			201
11:00	AM	SUN	1 JUN 2014
MIC	CONF	Recall	

2. **Another terminal with the same line appearance presses that Line key.**

CONF	201	301
		Mary
MIC	Mute	

3. **A three-way conference is established.**

CONF	201	301	
11:00	AM	SUN	1 JUN 2014
MIC	Mute		

RETURN MESSAGE SCHEDULE

This feature allows terminal user to register a return schedule when leaving the office and have the schedule display on the calling terminal LCD.



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

TO SET

1. **Press Speaker key.**

You will receive a dial tone.

Speaker key lamp lights red. →

2. **Dial Return Message Schedule access code or press Return Message Schedule feature key.**

11:00	AM	SUN	1 JUN 2014
Recall	PICK		>>>>

- Dial the number corresponding to desired message.

Message Patterns

DIAL	MESSAGE
0	IN: BACK HH: MM
1	OUT: BACK HH: MM
2	AWAY: BACK MM: DD
3	VACATION MM: DD

- Press 0 or 1 and dial desired time.

```

IN:BACK
11:00 AM SUN  1 JUN 2014
Recall  PICK           >>>>
    
```

- Press 2 or 3 and dial the month and date (Example: for June, 8, enter "0608").

```

AWAY:BACK
11:00 AM SUN  1 JUN 2014
Recall  PICK           >>>>
    
```

- Press Speaker key.

Speaker key lamp goes off. → 
Return Message Schedule is registered.

TO CANCEL

- Press Speaker key.

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

- Dial Return Message Schedule cancel code.

- Press Speaker key.

Speaker key lamp goes off. → 

WHISPER PAGE

This feature allows a secretary to interrupt the boss in a private way. By pressing a feature key or dialing an access code, the secretary terminal can interrupt the conversation between the boss and another party. When the conversation is interrupted, the boss can hear the secretary but the other party is unaware of the voice override.



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

TO SET

Whisper Page has two kinds of operations.

PATTERN 1

- Press Speaker key.

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

- Dial desired extension number.

You will receive a busy tone.

```

BUSY                201
11:00 AM SUN  1 JUN 2014
CB      CW           >>>>
    
```

- Press Transfer key.

```

11:00 AM SUN  1 JUN 2014
CB      CW           >>>>
    
```

- Dial Whisper Page access code or press Whisper Page feature key.

You will receive a service set tone.

```

                201
11:00 AM SUN  1 JUN 2014
Recall  VOICE  CB   >>>>
    
```

- Listen to conversation and speak to boss terminal only.

```

CALL WAITING          201
11:00 AM SUN  1 JUN 2014
MIC    CONF  Recall
    
```

PATTERN 2

- Press Speaker key.**
 You will receive a dial tone.
 Speaker key lamp lights red. → 
- Dial Whisper Page access code or press Whisper Page feature key.**
 You will receive a feature dial tone.

```

11:00 AM SUN  1 JUN 2014
CB      CW          >>>>
    
```

- Dial desired extension number.**
 You will receive a service set tone.

```

                                201
11:00 AM SUN  1 JUN 2014
Recall VOICE  CB    >>>>
    
```

- Listen to conversation and speak to called terminal only.

```

CALL WAITING          201
11:00 AM SUN  1 JUN 2014
MIC    CONF  Recall
    
```

TO ANSWER

- Press Answer key.**
 Call in progress is placed on hold.
 A hold tone is not transmitted to the other party of the original call.
 Calling terminal and called terminal can privately speak.
 Answer key lamp lights red. → 

```

CW                      201
11:00 AM SUN  1 JUN 2014
MIC      Mute
    
```

- Press Answer key.**
 Answer key lamp goes off. → 
 Return to original call.

```

CW                      201
11:00 AM SUN  1 JUN 2014
MIC    CONF  Recall
    
```

SYSTEM CLOCK SETUP BY STATION DIALING

This feature enables a terminal user to adjust the system clock.



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

1. Press Speaker key.

You will receive a dial tone.

Speaker key lamp lights red. → 

2. Dial System Clock Setup access code or press System Clock Setup feature key.

You will receive a feature dial tone.

```

11:00 AM SUN  1 JUN 2014
Recall  PICK           >>>>
    
```

3. Dial new time in 24 hr. format using 6 digits (HHMMSS).

You will receive a service set tone.

```

110000
    
```

4. Press Speaker key.

Speaker key lamp goes off. → 

DAY/NIGHT MODE CHANGE BY STATION DIALING

This feature allows selected terminals to activate a change from day mode to night mode by dialing a special code.



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

1. Press Speaker key.

You will receive a dial tone.

Speaker key lamp lights red. → 

2. Dial Day/Night Mode Change access code or press Day/Night Mode Change feature key.

```

                                DAY
11:00 AM SUN  1 JUN 2014
Recall  PICK           >>>>
    
```

3. Press ① - ④ and set in various mode.

- Press ① for DAY mode.

```

SET
11:00 AM SUN  1 JUN 2014
    
```

- Press ② for NIGHT mode.

```

SET                NIGHT
11:00 AM SUN  1 JUN 2014
    
```

- Press ③ for MODE-A mode.

```

SET                MODE-A
11:00 AM SUN  1 JUN 2014
    
```

- Press ④ for MODE-B mode.

```

SET                MODE-B
11:00 AM SUN  1 JUN 2014
    
```

4. Press Speaker key.

Speaker key lamp goes off. → 



If a programmable key is used the lamp indication will be as follows:

- Night Mode = Red lamp on
- Mode-A = Red lamp flashing (60 ipm)
- Mode-B = Red lamp flashing (120 ipm)

CALL HISTORY

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



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

OUTGOING CALL HISTORY



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

TO VIEW CALL HISTORY

There are following two ways to display outgoing call history.

DISPLAYING OUTGOING CALL HISTORY BY PRESSING SOFT KEY (HIST.)

1. Press Soft key (HIST.).

Speaker key lamp lights red. → 

```

[Call History]
MARY SMITH           [200]
11:00 AM SUN  1 JUN 2014
OG                      IC
    
```

2. Press Soft key (OG).

The history of the last outgoing call is displayed.

```

[Outgoing Calls]           01
  1 JUN 11:00  JAMES SMITH
                               201
<<<<  Redial  ↑Prev  ↓Next
    
```

3. Display the target outgoing call history.

Select one of the following operations.

- Press .
- Press Soft key (↑Prev) or Soft key (↓Next).

[Outgoing Calls]	02
1 JUN 10:00 JOHN JOHNSON	
	210
<<<< Redial ↑Prev ↓Next	

4. Display the target outgoing call history.

Select one of the following operations.

- Press .
- Press Soft key (↑Prev) or Soft key (↓Next).

[Outgoing Calls]	02
1 JUN 10:00 JOHN JOHNSON	
	210
<<<< Redial ↑Prev ↓Next	

DISPLAYING OUTGOING CALL HISTORY FROM THE MENU

1. Press  key to display the Menu Screen.

[Menu]	1/2	
1	Call History	
2	Directory	
	Back	OK

2. Select “History”.

Highlight an item by using , and press



Speaker key lamp lights red. → 

[Call History]	
MARY SMITH	[200]
11:00 AM SUN 1 JUN 2014	
OG	IC

3. Press Soft key (OG).

The history of the last outgoing call is displayed.

[Outgoing Calls]	01
1 JUN 11:00 JAMES SMITH	
	201
<<<< Redial ↑Prev ↓Next	

TO MAKE A CALL FROM OUTGOING CALL HISTORY

You can make a call using the outgoing call history.

1. Refer to “TO VIEW CALL HISTORY” on page 67 and display the outgoing call history of the number you want to call.

[Outgoing Calls]	01
1 JUN 11:00 JAMES SMITH	
	201
<<<< Redial ↑Prev ↓Next	

2. Make a call.

Select one of the following operations.

- Lift the handset and press Soft key (Redial).
- Press Soft key (Redial) to make a handsfree call.

Make a call to the target party in the outgoing call history.

TO DELETE OUTGOING CALL HISTORY

Following explains how to delete one outgoing call history data.

1. Refer to “TO VIEW CALL HISTORY” on page 67 and display the outgoing call history of the number you want to delete.

[Outgoing Calls]	01
1 JUN 11:00 JAMES SMITH	
	201
<<<< Redial ↑Prev ↓Next	

2. Display the outgoing call history of the number you want to delete.

Select one of the following operations.

- Press .
- Press Soft key (↑Prev) or Soft key (↓Next).

[Outgoing Calls]	02
1 JUN 10:00 JOHN JOHNSON	
	210
<<<< Redial ↑Prev ↓Next	

2. Display the outgoing call history of the number you want to register.

Select one of the following operations.

- Press .
- Press Soft key (↑Prev) or Soft key (↓Next).

[Outgoing Calls]	02
1 JUN 10:00 JOHN JOHNSON	
	210
<<<< Redial ↑Prev ↓Next	

3. Press  or Soft key (<<<<).

[Outgoing Calls]	02
1 JUN 10:00 JOHN JOHNSON	
	210
<<<< Del Entry DelAll	

3. Press  or Soft key (<<<<).

[Outgoing Calls]	02
1 JUN 10:00 JOHN JOHNSON	
	210
<<<< Del Entry DelAll	

4. Press Soft key (Del).

5. To end the operation after deleting the outgoing call history, press Speaker key.

Speaker key lamp goes off. → 

4. Press Soft key (Entry).

[Outgoing Calls]	02
Registered = Person02	
	210
<<<< Redial ↑Prev ↓Next	

ADD OUTGOING CALL HISTORY TO STATION SPEED DIAL

Following explains how to register an outgoing call history data to station speed dial.

1. Referring to “TO VIEW CALL HISTORY” on page 67 and display the outgoing call history of the number you want to register.

[Outgoing Calls]	01
1 JUN 11:00 JAMES SMITH	
	201
<<<< Redial ↑Prev ↓Next	

INCOMING CALL HISTORY



Incoming call history can store up to 60 records of external or internal incoming calls. If the number of registered records exceeds 60, the oldest stored number is deleted and the new number is stored.

TO VIEW INCOMING CALL HISTORY

There are following two ways to display incoming call history.

DISPLAYING INCOMING CALL HISTORY BY PRESSING SOFT KEY (HIST.)

1. Press Soft key (HIST.).

Speaker key lamp lights red. → 

[Call History]	
MARY SMITH	[200]
11:00 AM SUN	1 JUN 2014
OG	IC

2. Press Soft key (IC).

The history of the last incoming call is displayed.

[Incoming Calls]	01
1 JUN 11:00	JAMES SMITH
	201
<<<<	CB ↑Prev ↓Next

3. Display the target incoming call history.

Select one of the following operations.

- Press .
- Press Soft key (↑Prev) or Soft key (↓Next).

DISPLAYING INCOMING CALL HISTORY FROM THE MENU

1. Press  key to display the Menu Screen.

[Menu]	1/2	
1	Call History	
2	Directory	
	Back	OK

2. Select “History”.

Highlight an item by using , and press



Speaker key lamp lights red. → 

[Call History]	
MARY SMITH	[200]
11:00 AM SUN	1 JUN 2014
OG	IC

3. Press Soft key (IC).

The history of the last incoming call is displayed.

[Incoming Calls]	01
1 JUN 11:00	JAMES SMITH
	201
<<<<	CB ↑Prev ↓Next

4. Display the target incoming call history.

Select one of the following operations.

- Press .
- Press Soft key (↑Prev) or Soft key (↓Next).

TO MAKE A CALL FROM INCOMING CALL HISTORY

You can make a call using the incoming call history.

1. Refer to “TO VIEW INCOMING CALL HISTORY” on page 70 and display the incoming call history of the number you want to call.

[Incoming Calls]	01
1 JUN 11:00	JAMES SMITH
	201
<<<<	CB ↑Prev ↓Next

2. Make a call.

Select one of the following operations.

- Lift the handset and press Soft key (CB).
- Press Soft key (CB) to make a handsfree call.

Make a call to the target party in the incoming call history.

TO DELETE INCOMING CALL HISTORY

Following explains how to delete one incoming call history data.

1. Refer to **“TO VIEW INCOMING CALL HISTORY” on page 70** and display the incoming call history of the number you want to delete.

[Incoming Calls]	01
1 JUN 11:00 JAMES SMITH	
	201
<<<< CB ↑Prev ↓Next	

2. Display the incoming call history of the number you want to delete.

Select one of the following operations.

- Press .
- Press Soft key (↑Prev) or Soft key (↓Next).

[Incoming Calls]	02
1 JUN 10:00 JOHN JOHNSON	
	210
<<<< CB ↑Prev ↓Next	

3. Press  or Soft key (<<<<).

[Incoming Calls]	02
1 JUN 10:00 JOHN JOHNSON	
	210
<<<< Del Entry DelAll	

4. Press Soft key (Del).

5. To end the operation after deleting the incoming call history, press Speaker key.

Speaker key lamp goes off. → 

ADD INCOMING CALL HISTORY TO STATION SPEED DIAL

Following explains how to register an incoming call history data to station speed dial.

1. Refer to **“TO VIEW INCOMING CALL HISTORY” on page 70** and display the incoming call history of the number you want to register.

[Incoming Calls]	01
01: 6/1 10:00	
	201
<<<< CB ↑Prev ↓Next	

2. Display the incoming call history of the number you want to register.

Select one of the following operations.

- Press .
- Press Soft key (↑Prev) or Soft key (↓Next).

[Incoming Calls]	02
02: 6/1 10:00	
	210
<<<< CB ↑Prev ↓Next	

3. Press  or Soft key (<<<<).

[Incoming Calls]	02
02: 6/1 10:00	
	210
<<<< Del Entry DelAll	

4. Press Soft key (Entry).

[Incoming Calls]	02
Registered = Person 01	
	210
<<<< CB ↑Prev ↓Next	

DOUBLE HEIGHT CHARACTERS ON LCD

One of the four lines in the LCD can be displayed in double height size. While one line is being displayed in double height size, one of the other lines disappears. By pressing the programmable feature key which has been assigned to “Enlarge Line↓” or “Enlarge Line↑” (hereinafter, called as Enlarge Line↓/Enlarge Line↑ key), the display can be changed.

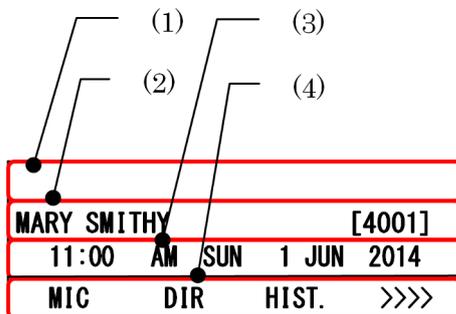


The feature keys are set by system data setting at initial installation. For details, please contact the system administrator.

TO CHANGE OF THE TARGET LINE TO BE DISPLAYED IN DOUBLE HEIGHT SIZE

By pressing the Enlarge Line↓/Enlarging Line↑ key, the target line is changed.

Normal indication

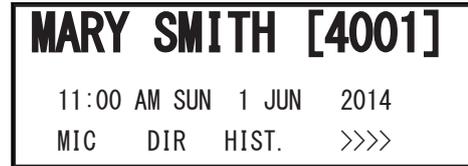


- (1) The first line
- (2) The second line
- (3) The third line
- (4) The fourth line

When the first line is displayed in double height size,



When the second line is displayed in double height size,



When the third line is displayed in double height size,



When the fourth line is displayed in double height size,



TO SET REVERSING CONTRAST ON LCD

This feature allows the LCD display to reverse the contrast black-and-white.

TO SET REVERSING CONTRAST FROM NORMAL SCREEN

Following explains how to reverse the LCD contrast.

1. While displaying the normal screen,



2. Press Reverse Contrast feature key.

The LCD contrast is changed (from white to black).

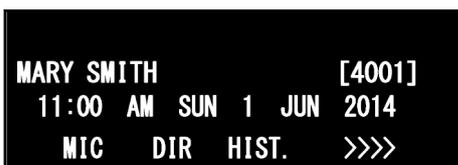


The feature key is set by system data setting at initial installation. For details, please contact the system administrator.

TO SET REVERSING CONTRAST FROM REVERSE SCREEN

Following explains how to reset the LCD contrast.

1. While displaying the reverse screen,



2. Press Reverse Contrast feature key.

The display is changed normal screen.



DIAL BY NAME

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

-  The feature is set to the terminal by system data setting at initial installation. For details, please contact the system administrator.
-  The maximum number of directory registered per terminal is set by means of system data setting. For details, please contact the system administrator.
-  The dialed numbers of common directory are set by system data setting at initial installation. For details, please contact the system administrator.

TO MAKE A CALL USING DIAL BY NAME

1. **Display the search screen.**
 - When using the Speed Calling – System, press Soft key (DIR).
 - When using the Speed Calling – Station,
 - Press  (Searching for Directory).
 - Press  key to display the Menu Screen and select “Directory”.

```

MARY SMITH           [200]
11:00 AM SUN  1 JUN 2014
MIC    DIR    HIST.  >>>>
  
```

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

-  Up to **4** characters can be entered for keyword searching.
-  Please refer to **“APPENDIX B INPUT CHARACTERS”** on page 79 for how to enter the character.

```

[Dial by Name]
NAME  :           SMIT
(ABC) ENTRY  Common Person
  
```

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

Press Softkey (Common) or Soft key (Person)

- Display example of when you pressed Soft key (Common)

```

[Dial by Name]
NAME  :           SMIT
(ABC) ENTRY  Common Person
  
```

- Display example of when you pressed Soft key (Person)

```

[Station Speed Dialing]
03:
Back  ENTRY  ↑Prev  ↓Next
  
```

-  When pressing Soft key (↑Prev) or Soft key (↓Next) without entering the keyword, the registered dial number or name is displayed on the LCD in order.

4. **Press Speaker key or  to make a call.**

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

```

81XXXXXXXXXX
JAMES SMITH
Recall PICK           >>>>
  
```

5. Lift the handset to start a conversation.

Speaker key lamp goes off. → 

```

0:00:05          DDD
11:00 AM SUN  1 JUN 2014
MIC      Mute

```

TO REGISTER PERSONAL DIRECTORY

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

1. Press Soft key (DIR).

```

MARY SMITH          [200]
11:00 AM SUN  1 JUN 2014
MIC      DIR      HIST.  >>>>

```

2. Press Personal Soft key.

```

Station Speed Dialing
00:          JAMES SMITH
                81XXXXXXXXXX
Back  ENTRY  ↑Prev  ↓Next

```

3. Search the vacant area of directory.

Select one of the following operations.

- Press .
- Press Soft key (↑Prev) or Soft key (↓Next).

```

[Station Speed Dialing]
03:
Back  ENTRY  ↑Prev  ↓Next

```

4. Register the information of the called party.

Press  or Soft key (ENTRY).

```

[Station Speed Dialing]
03:
NAME  NUMBER  DEL  OK

```

5. Press  or Soft key (NAME) and then register the name.

 Up to **16** characters can be registered for each name.

 Please refer to ["TABLE OF INPUT CHARACTERS"](#) on page 79 for the character that can be entered.

 When returning to the previous screen, press  or Soft key (CANCEL).

 When erasing a character, press  Soft key (BK).

6. Press  or Soft key (SET).

[Station Speed Dialing]			
NAME	:		SMIT
(ABC)	CANCEL	BK	SET

7. Press  or Soft key (SET) to register the dial number.

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

8. Press  or Soft key (SET).

[Station Speed Dialing]			
NUMBER	:		201
			SMIT
CANCEL	BK	SET	

 If it is not necessary to register the dial number just press  or Soft key (SET) without entering the dial number.

 When returning to the previous screen, press  or Soft key (CANCEL).

 When erasing a character, press  or Soft key (BK).

9. Press  or Soft key (OK).

[Station Speed Dialing]			
03:			SMIT
			201
NAME	NUMBER	DEL	OK

10. Press  key.

Return back to the idle screen.

MARY SMITH	[200]
11:00 AM SUN	1 JUN 2014
MIC	DIR HIST. >>>>

APPENDIX A MENU LIST

This chapter shows the Terminal Menu List.



This manual does not describe menus that are displayed in grayout on the LCD.
It is not possible to set the menus that are displayed in grayout.

MENU

Press  key to display the Menu Screen.

MENU ITEM	DESCRIPTION
Call History	Select this option to view the Call History data.
Directory	Select this option to view the directory data that is registered in the system (station dial).
Settings	Select this option to make the setting of the terminal.
SHORTCUT	Select this option to check calls, access the new Voice Mails or set the Bluetooth connection of BCA (Bluetooth Connection Adapter) option unit.

HISTORY

When you select the “History” in the menu, the same screen which appears by pressing Soft key (HIST.) in idle screen is displayed.

DIRECTORY

When you select the “Directory” in the menu, the same screen which appears by pressing  or Soft key (DIR) in idle screen is displayed.

SETTING

It is possible to set and manage the Ring Volume or Back Light.

MENU ITEM	DESCRIPTION	DEFAULT VALUE
Ring Volume	Select this option to set BCA (Bluetooth Connection Adapter) option.	8
Off Hook Ring	Select this option to specify whether to use the Offhook Ringing.	Enable
Back Light	Select this option to specify whether to use the back light.	Enable
Peripherals	The Bluetooth connection of BCA (Bluetooth Connection Adapter) option unit.	

SHORTCUT

You can open Shortcut by pressing .

MENU ITEM	DESCRIPTION
Missed Calls	Display history of Missed Calls. The icon disappears after checking the history.
VM	Access to the Voice Mail System and retrieved message.
BCA Option	Set the functions of BCA option unit. (Bluetooth Connection Adapter)

APPENDIX B INPUT CHARACTERS

HOW TO INPUT CHARACTERS

SYSTEM/STATION SPEED DIALING FEATURE

Press the dial key to display the character. The character will be changed by repeatedly pressing the dial. After displaying the desired character, press  or .

Example: When inputting with “MARY SMITH”,

6# 2# 777# 999# 0# 7777# 6# 444# 8# 44#
M A R Y S M I T H

The following two input mode can be specified.

- ABC: English input mode.
- NUM: Number input mode.

Input mode switches over by pressing the Soft key repeatedly (“ABC” → “NUM” → “ABC”).

-  Up to **4** characters can be entered for keyword searching.
-  Up to **16** characters can be registered for each name.
-  Up to **30** digits can be registered for each dial number.
(access code: up to **4** digits, called number: up to **26** digits)
-  The default setting is English input mode.
-  Please refer to [“TABLE OF INPUT CHARACTERS” on page 79](#) for the character that can be entered.

TABLE OF INPUT CHARACTERS

CHARACTER CODE TABLE FOR COMMON/PERSONAL DIRECTORY SERVICE

INPUT	DIAL	1	2	3	4	5	6	7	8	9	10
ABC	①										
ABC	②	A	B	C	a	b	c				
ABC	③	D	E	F	d	e	f				
ABC	④	G	H	I	g	h	i				

APPENDIX B INPUT CHARACTERS

INPUT	DIAL	1	2	3	4	5	6	7	8	9	10
ABC	⑤	J	K	L	j	k	l				
ABC	⑥	M	N	O	m	n	o				
ABC	⑦	P	Q	R	S	p	q	r	s		
ABC	⑧	T	U	V	t	u	v				
ABC	⑨	W	X	Y	Z	w	x	y	z		
ABC	⑩	SP	-	_	'	&	@	.	,	:	;
NUM	①	1									
NUM	②	2									
NUM	③	3									
NUM	④	4									
NUM	⑤	5									
NUM	⑥	6									
NUM	⑦	7									
NUM	⑧	8									
NUM	⑨	9									
NUM	⑩	0									

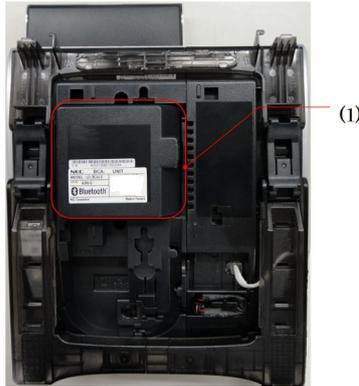


INPUT (1 - 10): Showing number of times pressing the key.
 SP: Showing blank space.

APPENDIX C PAIRING WITH SMART DEVICE

GENERAL DESCRIPTION

Bluetooth Connection Adapter (BCA) is an option unit which is mounted at the bottom of the terminal. It provides a connection path between the terminal and smart device through Bluetooth interface. With this BCA option, you can use terminal handset for the incoming call to the smart device. Also, it offers hands free conversation by using microphone and speaker of the terminal. If there is a sound source such as music in the smart device, it is possible to listen to the sound from the speaker of the terminal.

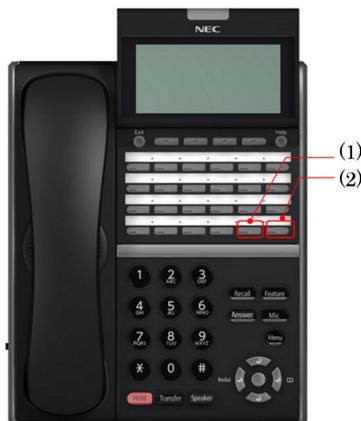


(1) BCA Option UNIT

BCA option unit provides two operation modes as follows.

- Wired Telephone Mode
The terminal operates as an extension of communication server. The terminal starts operation with this mode after starting up the communication server.
- Mobile Phone Mode
The terminal is connected with smart device via Bluetooth. When there is an incoming call to the smart device, it is possible to answer by lifting up the handset of the terminal.

Feature Keys



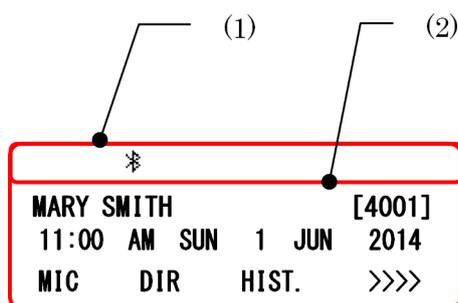
NO.	KEY/LAMP	FUNCTION
(1)	Connect Key (Red/Green)	Pairing the BCA and smart device. And control the BCA.

NO.	KEY/LAMP	FUNCTION
(2)	Path Key (Orange/Green)	Switch over the Wired Telephone Mode or Mobile Phone Mode. And changing the smart device type.

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

PHONE SCREEN AND STATUS ICON

The following is an example display of Phone Screen and Status Icon.



- (1) Status Icon Display
- (2) LCD 3-Line Display (Bottom Line:Soft key)

STATUS ICON DISPLAY

The LCD displays icon in the icon information area when BCA option unit is used.

ICON	DESCRIPTION
	This icon appears when BCA option is mounted on the terminal and connected with Smart Device through Bluetooth.

LCD 3-LINE DISPLAY

Displays LCD information sent from the communication server.

USING BLUETOOTH FUNCTION

In order to use the BCA feature, please make sure your smart device is designed to operate on HFP (Hands-Free Profile), A2DP (Advanced Audio Distribution Profile) and AVRCP (Audio/Video Remote Control Profile). Also, to make a Bluetooth connection using the terminal with BCA, the terminal must be connected with the communication server.

The status of Bluetooth function and connection status of the smart device can monitor by Connect key lamp. The following table shows the lamp indication of each connection status.

Lamp Indication	Function/Connection Status
Off	Bluetooth function is not activated.
Red lamp on	Bluetooth function is activated.
Red and green lamp lights with one second interval	Terminal and BCA option unit is in pairing mode with smart device.
Green lamp on	Terminal and BCA option is connected to smart device through Bluetooth.

Lamp Indication	Function/Connection Status
Green lamp flashing	Smart device have a conversation without via Bluetooth.

HOW TO PAIR TERMINAL AND SMART DEVICE

In order to use the smart device with the terminal, it is required to pair the terminal/BCA option unit with smart device.



When the pairing information of the multiple smart devices is stored in the terminal, the pairing is made to the smart device that is connected last with higher priority.

1. **Confirm the Bluetooth function is off. (Connect key lamp is off.)** →
2. **Long-Press the Connect key more than 8 seconds. Then, pairing mode is activated.**



Keep pressing the Connect key until it flashes red and green alternately, although it will light red after 3 seconds.

3. **To activate the scan and pair the terminal from the smart device.**



Please refer to the manual of the smart device for how to scan and pair the terminal.



The Bluetooth function will be activated automatically, if you do not make any operation to the smart device for 120 seconds, after the pairing mode is started.

ENABLE BLUETOOTH FUNCTION

1. **Long-press the Connect key more than 3 seconds, when Bluetooth function is off. (Connect key is off.)** →
2. **Connect key lights red, and Bluetooth function is activated.** →



After starting-up the terminal, Bluetooth function is activated automatically.



After the Bluetooth function is started, the smart device that has been connected last is connected through Bluetooth to the terminal.

DISABLE BLUETOOTH FUNCTION

1. **During the Connect key lamp lights red, long-press the Connect key more than 3 seconds.**

2. **Connect key lamp goes off and Bluetooth function will be disabled.** → 



It is not possible to disable the Bluetooth function when the terminal and smart device is in processing of pairing connection.

CONNECT WITH SMART DEVICE

The terminal can be connected with smart device which has completed pairing, automatically or manually. Only the smart device that has been connected last can be connected through Bluetooth to the terminal.

AUTOMATIC CONNECTION

1. **Confirm the Bluetooth function is on. (Connect key lamp lights red.)** → 
2. **Place the smart device that has been connected last through Bluetooth near the terminal. (Effective range of Bluetooth radio interface is within 10 meter from the terminal approximately.)**
3. **The terminal is connected to the smart device through Bluetooth automatically.**

MANUAL CONNECTION

1. **Confirm the Bluetooth function is on. (Connect key lamp lights red.)** → 
2. **Press Connect Key. (Less than 3 seconds)**
3. **The terminal is connected to the smart device through Bluetooth.**

SWITCH TERMINAL'S HANDSET TO SMART DEVICE

When you converse with caller using terminal handset, you can switch to the smart device and continue the conversation without disconnecting the call.

1. **When you are in conversation with caller through mobile phone network, press Connect key. (Less than 2.5 seconds)**
2. **Converse with caller using smart device.**



If you press Connect key once again, you can return to the terminal handset and continue conversation.

SWITCH THE MODE OF TERMINAL

When the terminal is connected with smart device though Bluetooth, the terminal mode can be switched by pressing the Path key. (Wired Telephone Mode/ Mobile Phone Mode)

The status of the terminal mode switched by the Path key lamp is as follows.

MODE	LAMP COLOR	LAMP INDICATION (Flashing interval is shown in seconds)	TERMINAL STAUS
Wired Telephone Mode	Orange	Lighting	Smart device is idle or not be connected.
		Flashing (0.25 ON-0.25 OFF)	Smart device is playing music.

MODE	LAMP COLOR	LAMP INDICATION (Flashing interval is shown in seconds)	TERMINAL STAUS
Wired Telephone Mode	Orange	Flashing (0.125 ON-0.125 OFF-0.125 ON-0.625 OFF)	Smart device is receiving an incoming call.
		Flashing (0.5 ON-0.5 OFF)	Smart device is originating a call or talking.
		Flashing (0.125 ON-0.125 OFF)	Talking with smart device.
Mobile Phone Mode	Green	Lighting	Smart device is idle or ringing by communication server.
		Flashing (0.125 ON-0.125 OFF)	Smart device is talking with the caller through communication server.

SWITCH THE MODE OF TERMINAL (WIRED TELEPHONE MODE/ MOBILE PHONE MODE)

1. Press Path key when the smart device is idle or receiving an incoming call.
2. The mode is changed. (Wired Telephone mode or Mobile Phone mode)

TO SET SMART DEVICE TYPE BY PATH KEY

This section explains how to set the type of smart device to be connected to the terminal by using Path key. The following smart device types can be set to the terminal.

- Type1: iPhone, iPad
- Type2: Other Smart Device

1. Long press Path key, when the terminal is idle.
2. After the smart device type is set, confirmation beep is heard as follows.

Type1

Once (iPhone, iPad)

Type2

Twice (Other Smart Device)



For the detail of the smart device vender and model that has been verified the proper operation, please contact the system administrator.



iPhone and iPad are registered trademarks of Apple Inc.

TO ANSWER A CALL USING BCA OPTION

The terminal can receive an incoming call from both communication server and smart device.

TO ANSWER A CALL FROM COMMUNICATION SERVER

- 1. While hearing a ringing tone.**
 Call Indicator Lamp lights.
 Answer key Lamp lights red. → 
 Line key lamp lights red. → 
- 2. Confirm the Path key lamp is off or lights orange.**
 (The terminal is in Wired Telephone mode)
- 3. Lift the handset start conversation with calling party.**

 It is possible to answer a call by pressing speaker key for hands free conversation.
 When the terminal is Wired Telephone mode and if the incoming calls are received from both communication server and smart device at the same time, the call from communication server is answered by lifting handset or pressing speaker key.

 When the terminal is in Mobile Phone mode, the Path key lamp is lighting green. In this case, you can answer to an incoming call by pressing Path key to change to the Wired Telephone mode prior to lift the handset.

When an incoming call is received, the Call Indicator Lamp flashes as follows.

LAMP INDICATION	TERMINAL STATUS
Flashing Red	Receiving an incoming call from communication server to the terminal.  According to the system setting, the lamp will be flashing in another color. For details, please contact the system administrator.
Flashing Blue	Receiving an incoming call from mobile network to the smart device.
Flashing Red and Blue	Receiving an incoming call to both the terminal and smart device at the same time.

TO MAKE A CALL

If you make a call through communication server, confirm both Connect Key and Path key are lighting green. And then dial the desired number. For details, refer to [“MAKING A CALL” on page 29](#).

 The terminal is not possible to make a call to mobile phone network through the smart device.

TO ANSWER A CALL TO THE SMART DEVICE BY USING TERMINAL HANDSET

- 1. An incoming call is terminated to the smart device.**

2. **Confirm both Connect key and Path key are lighting green.**
3. **Lift the handset to answer the call.**
4. **Start conversation with calling party.**

TO MUTE A MIC

During conversation with hands free (using microphone and speaker of the terminal), it is possible to mute the microphone with the following steps.

1. **Press Soft key (MUTE).**
The microphone is muted.
The calling party's voice can be heard from the speaker.
2. **Press Soft key (MUTE) once again.**
The microphone becomes available.

PLAY MUSIC BY USING TERMINAL SPEAKER

When the terminal and smart device is connected through Bluetooth, it is possible to play music which is stored in smart device by using terminal speaker.

PLAY MUSIC

1. **Play music of smart device.**
Refer to the users' manual of smart device for how to play music.
2. **When the terminal handset is onhook, Speaker lamp lights red.** → 
The music is heard from terminal speaker automatically.
3. **Adjust the volume level by using  key.**



If you lift the handset during playing music by using terminal speaker, the music will be heard from handset receiver. And after you replace the handset, the music play is stopped.

STOP THE MUSIC PLAY FROM SPEAKER

1. **Press Speaker key.**
Speaker key lamp goes off. → 
2. **The music play from speaker is stopped.**



If you press the Speaker key once again, the music is played from the terminal speaker.



If the sound is small or distorted, please adjust the volume on smart device.

After stopping the music play from terminal speaker, the music keeps playing on smart device. If you want to stop the music, please stop it on smart device.

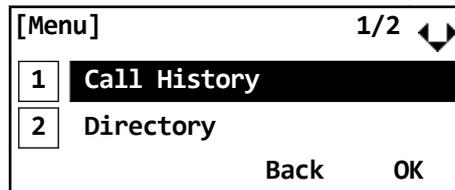
APPENDIX D TO SET BCA OPTION UNIT

This section explains how to set BCA option unit. (Bluetooth Connection Adapter)

TO ENABLE/DISABLE AUTO CONNECTION

Auto Connection is the function to connect the terminal with smart device through Bluetooth using BCA option unit. The connection is initiated with predetermined interval by BCA option unit. And the connection will be made if you place the smart device that has been connected last through Bluetooth near the terminal. (Effective range of Bluetooth radio interface is within 10 meter from the terminal approximately.)

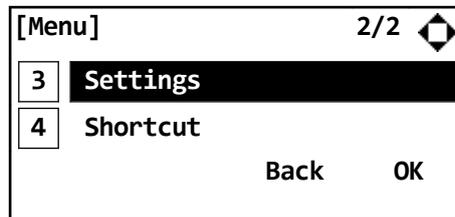
1. Press  key to display the Menu Screen.



2. Select " settings".

Select one of the following operations.

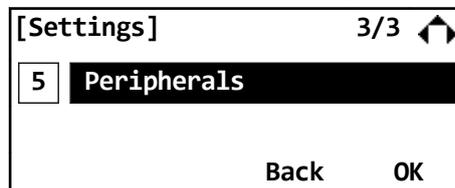
- Highlight an item by using , and press , , or Soft key (OK).
- Press .



3. Select " Peripherals".

Select one of the following operations.

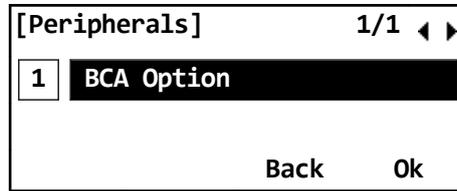
- Highlight an item by using , and press , , or Soft key (OK).
- Press .



4. Select "1 BCA Option".

Select one of the following operations.

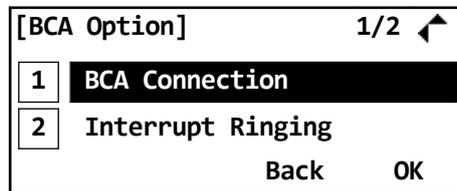
- Press ,  or Soft key (OK).
- Press .



5. Select "1 BCA Connection Settings".

Select one of the following operations.

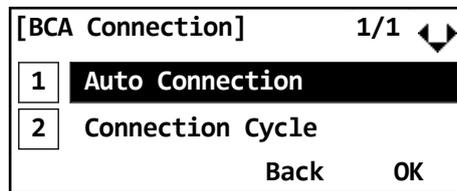
- Highlight an item by using , and press ,  or Soft key (OK).
- Press .



6. Select "1 Auto Connection".

Select one of the following operations.

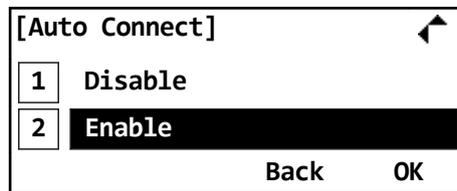
- Press ,  or Soft key (OK).
- Press .



7. Select Enable or Disable of Auto Connection.

Select one of the following operations.

- Highlight an item by using , and press ,  or Soft key (OK).
- Press  or .



TO SET CONNECTION CYCLE

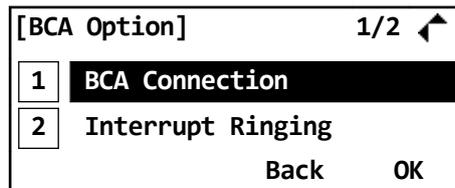
Connection Cycle is the interval of time to initiate the connection to the smart device through Bluetooth.

1. Refer to **“TO ENABLE/DISABLE AUTO CONNECTION” on page 88** and display BCA option.

2. Select **"1 BCA Connection Settings"**.

Select one of the following operations.

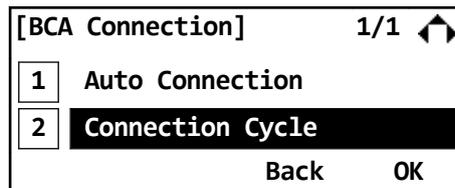
- Press or Soft key (OK).
- Press **(1)**.



3. Select **"2 Connection Cycle"**.

Select one of the following operations.

- Highlight an item by using , and press , or Soft key (OK).
- Press **(2)**.



4. Select the interval of time.

Select one of the following operations.

- Highlight an item by using , and press , or Soft key (OK).
- Press **(1) - (4)**, and press or Soft key (OK).

TO SET INTERRUPT RINGING

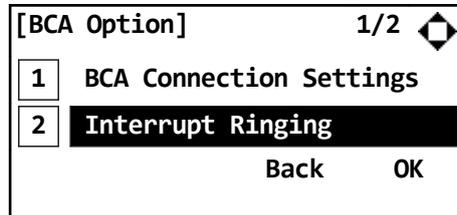
Using BCA option, it is possible to receive a call from communication server as an extension. Also it is possible to receive a call to a smart device from mobile phone network. If you are in conversation with one side, the interrupt ringing will alerts you when there is an incoming call from another side.

1. Refer to **“TO ENABLE/DISABLE AUTO CONNECTION” on page 88** and display BCA option.

2. Select "[2] Interrupt Ringing".

Select one of the following operations.

- Highlight an item by using , and press ,  or Soft key (OK).
- Press .



3. Select Enable or Disable of Interrupt Ringing.

Select one of the following operations.

- Highlight an item by using , and press ,  or Soft key (OK).
- Press  or .

TO SET SMART DEVICE TYPE

Set the type of smart device to be connected to the terminal.

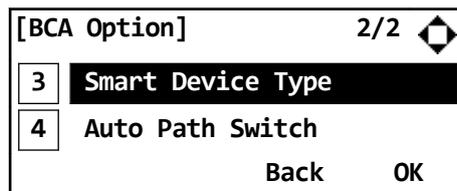
- Type1: iPhone, iPad
- Type2: Other Smart Device

1. Refer to "TO ENABLE/DISABLE AUTO CONNECTION" on page 88 and display BCA option.

2. Select "[3] Smart Device Type".

Select one of the following operations.

- Highlight an item by using , and press ,  or Soft key (OK).
- Press .

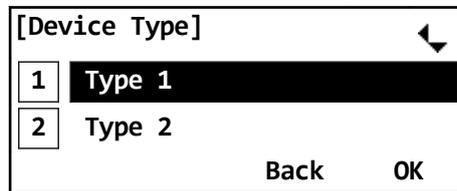


3. Select the type of smart device.

Select one of the following operations.

- Highlight an item by using , and press ,  or Soft key (OK).
- Press (1) or (2).

(Type1: iPhone, iPad / Type2: Other Smart Device)



 For the detail of the smart device vender and model that has been verified the proper operation, please contact the system administrator.

 iPhone and iPad are registered trademarks of Apple Inc.

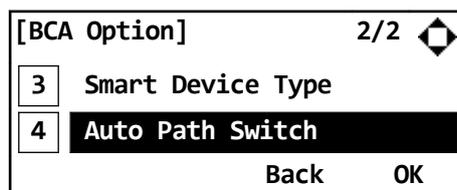
TO SET AUTO PATH SWITCH

1. Refer to “TO ENABLE/DISABLE AUTO CONNECTION” on page 88 and display BCA option.

2. Select "4 Auto Path Switch".

Select one of the following operations.

- Highlight an item by using , and press ,  or Soft key (OK).
- Press (4).



3. Select the type of smart device.

Select one of the following operations.

- Highlight an item by using , and press ,  or Soft key (OK).
- Press (1) or (2).



**UNIVERGE SV9300/UNIVERGE Digital Phone DT410/DT430
USER'S GUIDE**

NWA-088674-001

July, 2014 Issue 1.0

NEC Corporation

©2014 NEC Corporation