DT310/DT330/DT710/DT730
USER GUIDE

General
This guide explains how to operate DT Series (DT310/DT710/DT330/DT730) under the following headings.
CHAPTER 1 INTRODUCTION
Explains the configuration of this guide and contains the following information.
• Face layout of DT Series
• Keys and Parts of DT Series
• Icon Display
• Menu List
CHAPTER 2 TERMINAL SETUP
Explains the operating procedures for terminal settings of the DT Series.
CHAPTER 3 BASIC OPERATION
Explains the basic operation of DT Series.
CHAPTER 4 FEATURE OPERATION
DT330/DT730
(24-button with LCD)
(2) Call Indicator Lamp
Lamp at top corner of DT Series Display flashes when a call terminates to the terminal. Lamp lights steadily when a message has been left.
(3) LCD (Note 1)
LCD (Liquid Crystal Display) provides DT Series activity information plus data, time and Soft Key Operation.
(4) Exit
The user can exit from the Help key mode by
(5) Soft Keys
Any feature shown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.
(6) Help
Explanations of the Soft Keys can be called up on the LCD by pressing this key.
(7) Programmable Keys
These keys can be programmed as Flexible Line key/Programmable Feature Key by Telephony Server Administrator.
When Telephony Server Administrator sets "One-Touch Speed Dial key" on the programmable keys, users can assign any numbers (ex. Telephone number, etc.) to the key (up to 24 digits).
* For the assignment of the keys, confirm to the Telephony Server Administrator.
** When two telephone numbers are assigned on

A side and B side of "One-Touch Speed Dial key", user can switch the side by **PAGE** key (Soft key).

(8) Recall
Press key to finish the call and hear the dial tone.

(9) Feature
Used to activate any features as terminal setup functions, etc. and to program One-Touch Speed Dial Keys.

(10)Answer
When LED on this key is lit, press key to answer a waiting call.

(11) Mic
Press key to respond hands free. LED on this key lights during speakerphone operation.

(12) Menu
From this key, the user can access to the functions not normally used (such as terminal settings, downloads and access to XML applications) easily.

(13) Cursor
By using this Key, DT Series user can access to various features with simple operation.
Two lines of menu items can be displayed at a time. Use "Up" or "Down" key to scroll to the item.
- Enter Key
- Shortcut Key
- 4-way Scroll DOWN key
- 4-way Scroll RIGHT key
- Directory key
- 4-way Scroll UP key
- 4-way Scroll LEFT key
- Redial key
- Volume (UP) key
- Volume (DOWN) key

9

(14)Enter
DT330/DT730 Series has Shortcut Menu for frequently-used features. The user can access to Shortcut Menu by pressing **Enter** Key.
Shortcut Menu includes the following features.
1. Missed Call Access to history of Missed Call.
2. Voice Mail Access to history of incoming Voice Mail.
3. IM Not supported.
4. Presence Not supported.
5. Bluetooth Not supported.

(15)Redial
(Last Number Call, Speed Calling-Station/Group)
Press key to activate redial feature. Press redial and scroll back through numbers that have been

dialed.
When the desired number is displayed,
press the or **# (Note 2)** key to activate dialing.
(16)Speaker
Controls the built-in speaker which can be used for
Hands Free dialing/monitoring.
LED on key lights when key is active.
(17)Transfer
Allows the station user to transfer established calls
to another station, without attendant assistance.
(18)Hold
Press this key to place an internal or external call
on hold.

Menu List

From the Menu List, the user can use various
application features such as Directory and Call History.
To Display Menu List
Press Key. The Menu List is displayed in
LCD. Use Cursor Key to select desired Menu Item.
Note 1: *Operation for Instant Message (IM) is*
currently unavailable.
Note: *Unavailable Menu items are grayed out.*

Simple Operation by Menu Key and Cursor Key

By using Menu Key and Cursor Key, DT Series user
can have access to Call History, Directory and terminal
settings with simple operation.
As an example, the following shows the operations how
to access to Directory menu.

1 Call History To view Call History.
2 Directory To use Directory function.
3 Tool
- Uses when accessing external XML
server. For details, please contact the
system administrator.
- Uses when sending/receiving Instant
Message. (**Note1**)
4 Call Function Currently Not Used (grayed out).
5 Setting
To set up the terminal such as ringing
volume control, LCD display setting and
download of Music on Hold.
6 Presence Currently Not Used (grayed out).
Favorite

By registering frequently-used features as favorite, the user can access these features with simple operation.

TERMINAL SETUP

This chapter describes operating procedures for terminal settings by the **UP/DOWN** Key and **Feature** Keys.

Various terminal settings such as display, sounds, password, and language are also available from **Menu** Key. For detailed information on terminal settings from Menu Key, see IP Peripheral Equipment Guide.

Terminal Setup With the Up/Down Key

To Adjust Handset Receiver Volume
Press the Up/Down key in the off-hook status or during the call.

To Adjust Speaker Volume
Press the Up/Down key during speakerphone operation or during the call.

To Adjust Ringer Tone
Press the Up/Down key during ringing.

To Adjust LCD Contrast
Press the Up/Down key in the on-hook status.

Terminal Setup With the Feature Key

Microphone On/Off
LED on Mic key shows the status of the built-in microphone.
Press Soft Key associated with the MIC Display or press **Feature** and **1**.

To Adjust Initial Receiving Volume
Handset receiver volume can be changed.

To Change Handset Receiver Volume
Press **Feature** and **2**. The LCD displays the current volume status.
Press **Feature** and **2** to alternate between Large and Small volume.

To Select Ringer Tone
DT Series has 10 kinds of ringer tones that you can select.
Press **Feature** and **3**. The LCD displays the selected tone number (n=1 ~ 14).

TONE No. Frequency (Hz) Modulation (Hz)
1 520/660 16
2 520/660 8
3 1100/1400 16

4 660/760 16
5 Melody 1
6 Melody 2
7 Melody 3
8 Melody 4
9 Melody 5
10 Melody 6
11 Melody 7
12 Melody 8
13 Melody 9
14 Melody 10
RINGER TONE
To Adjust Transmission/Receiving Volume
Handset volume can be changed.
Press **Feature** and **4**. The LCD displays the current volume.
Press **Feature** and **4** again to alternate between Small and Large volume.

BASIC OPERATION

To Originate an Outside Call
Lift handset or press **Speaker** key, receive dial tone.
Dial the Central Office access code, e.g. **9**.
Dial desired telephone number.
Use handset or MIC to start a conversation.
Display indicates:

To Originate an Internal Call
Lift handset or press **Speaker** key.
Receive dial tone.
Dial desired station number. Display indicates digits dialed.
Use handset or MIC to converse.
To Answer a Call
Lift handset or press **Speaker**.
Speak with incoming party.

To Place a Call on Hold
Press **Hold**. Line appearance indicates interrupted wink.
To Retrieve
Lift handset or press **Speaker**.
Press held line. Use handset to converse.

To Transfer a Call
After conversing, ask party to hold.
Press **Transfer**. Receive interrupted dial tone.
Dial destination station's extension, hang up or wait for answer.
If transferring party hangs up, that station's number appears in the center of recipient's display.

The display returns to the User Setting screen.

FEATURE OPERATION

To Originate a Call Using Speed Calling (One-touch Speed Calling keys)

Press the desired **Speed Calling** key, or press **Speaker** and **One-Touch Speed Calling** key.

To program

(Available only on DT Series with **Speed Calling** key.)

Press **Feature** button.

Press desired **One-Touch Speed Calling** key.

Enter desired telephone number or feature access code on the keypad.

Display indicates the digits dialed.

Press **Feature** again to save the number.

To verify

Press **Feature** button.

Press desired **One-Touch Speed Calling** key.

Display indicates digits programmed.

To Originate a Call Using Speed Calling (System)

To program Speed Calling – System key (on one-touch speed calling key)

Press **Feature** key.

Press desired **One-Touch Speed Calling** key. The LCD displays previously stored digits.

Dial the "Speed Calling – System" access code and the abbreviated call code.

Press **Feature** again.

To operate from the Speed Calling – System key

Press the "Speed Calling – System" key.

If the DT Series does not have the "Speed Calling – System" key, dial the "Speed Calling – System" access code, then the abbreviated call code.

Voice First/Tone First

Allows incoming station calls to your Dterm to either ring or go to voice announcement.

Press Speaker key. Receive dial tone.

Dial Voice/Tone access code, LED display shows current mode receives feature dial tone.

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

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

Originating a Voice Call

Lift handset.

Dial desired station number.

Press **Voice** or press 1.
Speak to called party.

Answer a Voice Call Hands Free
Receive incoming Voice Call.
Press the **MIC** Key. LED lights.
Respond hands-free.

Dial By Name Using System Speed Dialing
To initiate
Press the **SYS** soft key.
Enter up to the first four characters of a name using the keypad.
Press the **UP** or **DOWN** key to start the search.
The name and the number are shown on the LCD.
If more than one name matches the letters entered, scroll through the matches with the **UP** or **DOWN** soft key.
If no matches are found, the first System Speed Dial buffer will be displayed.
Press the **Speaker** key, or select a **Line/Trunk** key to dial the selected number
Called party

Dial By Name Using Station Speed Dialing
To initiate
Press the **Directory** key.
Enter up to the first four characters of a name using the keypad.
Press the **UP** or **DOWN** key to start the search.
The name and the number are shown on the LCD.
If more than one name matches the letters entered, scroll through the matches with the **UP** or **DOWN** soft key.
If no matches are found, the first System Speed Dial buffer will be displayed.
Press the **Speaker** key, or select a **Line/Trun**k key to dial the selected number

To Save a Name & Number to Station Speed Dialing
To register Name & Number
Press the **Directory** key.
Press the **UP** or **DOWN** key to select buffer to be programmed.
Press the **Feature** key.
Using the key pad enter the name.
Press the **Feature** key.
Using the key pad enter the number.
Note: *When entering an outside number you must include the Trunk access Code (i.e., 9) followed by area code and number. For a*

*name the first 7 characters plus * for names
longer than 8 characters and the * plus last 7
digits of a number longer than 8 digits.
Example: Name display programmed is
ABCDEFGHI button will show ABCDEFG*.
Number display programmed is 123456789
button will show *3456789.*
35

Conference

Option 1
With call in progress, ask party to hold.
Press **Transfer**, receive interrupted dial tone.
Dial desired number.
After call is answered, press **Conf** key. **Conf** LED
lights.
Three-way conference is established.
If one party hangs up, other two remain connected.
Conf LED goes out.
Option 2
With call in progress and third party on hold on
another Line/Trunk key.
Press **Conf** key, **Conf** LED flashes.
Press Held Line/Trunk key, **Conf** LED lights.
Three-way conference is established.
Note: *Access to Option 2 is based on software
revision and data assignment.*

To Establish a Broker Call

While engaged in a call and wishing to consult a
third party, press **Transfer**. Caller is automatically
placed on hold.
Dial desired party to consult.
Press **Transfer** to return to original caller. Third
party is automatically placed on hold.
By repeating these steps, it is possible to alternate
between calls.
Note: *The display indicates connected station or
trunk at any given time.*

Call Pickup (Group)

When Station Within Pickup Group Rings
Lift handset.
Press **Call Pickup** key or dial Call Pickup access
code (may be stored on-one-touch speed calling
key).
Connection to calling party is established.

Call Pickup (Direct)

Lift handset.
Press Call Pickup Direct key or dial Call Pickup
Direct access code (may be stored on one-touch
key).
Dial extension number to be picked up.

Connection to calling party is established.

Last Number Redial

To Recall the Last Number Dialed
Press **Redial**. Receive special dial tone.
Press **#.** The number dialed will be redialed and displayed.
Note: *Each time the Redial key is pressed the numbers dialed for the last five calls are displayed sequentially.*

CID Call Back

To Search, Call Back, or Erase A Calling Number Using Soft-keys.
Lift the handset or press **Speaker** key.
Press **Message** key.
Press **Search** soft key to search for desired number.
Press **CB** soft key to call back desired number.
Press **Erase** soft key to erase desired number.
To Search, Call Back, or Erase A Calling Number Without Using Soft-keys.
Lift the handset or press **Speaker** key.
Press **Message** key.
Dial **1** to search for desired number.
Dial **2** to call back desired number.
Dial **3** to erase desired number.

CID Call Display

To Display Calling Party Information:
Press **CID** key, CID lamp lights.
Calling Party information is displayed.
To Redisplay Calling Party Information:
While on a call press **CID** key to recall the Calling Party Information.
Calling Party information is displayed.

Call Forwarding - All Calls

To Set
Press **Speaker** key. Receive dial tone.
Press **FD-A** key or dial Call Forward-All access code. Receive special dial tone.
Dial destination station or outside telephone number. Receive service set tone
FD-A LED lights (at your station if FD-A key was used).
Press **Speaker** key. Call Forwarding for all calls is set.
To Verify (With Multi-line Phone)
Press **Speaker** key. Receive extension dial tone.
Press **FD-A** key or dial Call Forward-All access code.
Display indicates the station number calls are forwarded to.

To Cancel

Press Speaker key. Receive dial tone.
Press **FD-A** key plus * or dial Call Forward - All cancel code. Receive serve set tone. LED goes out at your station (or the phone of the sub line station).
Press **Speaker** key.
Forwarding
station

Call Forwarding - Busy

To Set

Press **Speaker**. Receive dial tone.
Press **FDB** key or dial Call Forward Busy access code. Receive special dial tone.
Dial destination station or external telephone number. Receive service set tone.
FD-B LED lights (at your station or at the phone of the sub line station you are setting).
Press **Speaker**. Call Forward Busy is set.

To Verify (with Display Phone)

Press **Speaker** key. Receive dial tone.
Press **FD-B** or dial Call Forward Busy access code.
Display indicates the station number calls are forwarded to.

To Cancel

Press **Speaker**. Receive dial tone.
Press **FD-B** key plus * or dial Call Forward Busy cancel code. Receive service set tone. LED goes out at your station.
Press **Speaker**. Call Forwarding is cancelled.

Call Forwarding - No Answer

To Set

Press **Speaker**. Receive dial tone.
Press **FD-N** or dial Call Forward No Answer access code. Receive special dial tone.
Dial destination station or external telephone number. Receive service set tone.
FD-N LED lights (at your station if FD-N key was used).
Press **Speaker** key. Call Forward No Answer is set.

To Verify

Press **Speaker** key. Receive extension dial tone.
Press **FD-N** key or dial Call Forward No Answer access code.
Display indicates destination number of call forward.

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

Call Forwarding Destination

To Set

Press **Speaker** key. Receive dial tone.
Press **FD-DS** key or dial Call Forward Destination access code. Receive special dial tone.
Dial station number to be forwarded to this line.
Wait for service set tone.
To Cancel
Press **Speaker**. Receive dial tone.
Press **FD-DC** key or dial Call Forward Destination cancel code.
Dial station number to cancel.
Press **Speaker** key. Call Forward Destination is cancelled.
Forwarding
station

To Save and Repeat a Number

To Save
Press **Speaker**.key.
Dial desired telephone number.
Press **S&R** key. Dialed number is now stored. **S&R** LED lights.
To Repeat
Press **Speaker**.
Press **S&R** ke**y**. Phone automatically redials the programmed number.
S&R automatically canceled. LED goes out.
Note: *If saved number is busy or no answer is received, to save it again, press **S&R** key again before hanging up.*

Do Not Disturb

Press **Speaker** key, Receive dial tone.
Press **DND** key or dial DND access code.
To Cancel
Press **Speaker key, Receive dial tone.**
Press **DND** key or dial DND cancel code.
Note: When key is used the LED will light when DND is active.

Privacy Release

Example: DTerm Station B is engaged in a conversation, and allows DTerm Station A to enter the call in progress.
Station 2000, while engaged in conversations, presses **Conf** key. **Conf** key flashes.
Station 2001 lifts handset or presses **Speaker** key.
Station 2001 presses the line appearance of Station 2000.
A three-way conference is established.

Name Display

Note: *Requires Display Phone*
A name with up to 16 characters can be entered to display the name on other Dterm telephones when

making a call.

Press **Speaker** key. Receive set tone.

Dial the Name Assignment access code and receive special dial tone.

Using the keypad, depress the key with the desired letter to display the first letter on the key. The display will indicate the numerical designation. Subsequent depressions will advance through the letters on that key. The Dial Pad Key Table below can be used as a guide to indicate the key and the number of depressions required to display, letters, spaces and periods.

When the desired letter is displayed, depression of the Transfer key will change the letter to a lower case letter (default is upper case). Depress the Hold key to enter that letter and advance to the next entry.

Repeat the previous two steps until the desired name is displayed and entered.

Press Speaker key.

For example, to enter "Paul".

Note: *When adding/changing/deleting name display for an extension that appears on a key of a 16LD phone a reset of the 16 LD phone is required and can be accomplished by an unplug/plug-in of the phone. For the 16LD phone using one of the line keys as speed dial will only display 8 characters; For a name the first 7 characters plus * for names longer than 8 characters and the * plus last 7 digits of a number longer than 8 digits.*

Example: name display programmed is ABCDEFGHI button will show ABCDEFG*. Number display programmed is 123456789 button will show *3456789.

50

Whisper Page

To Initiate

Option 1

Lift handset or press **Speaker** key.

Dial desired station number.

Receive Busy Tone press **Transfer** key.

Dial Whisper Page access code or press Whisper Page Feature Key.

Tone is heard, Listen to conversation and speak to station only.

Option 2

Lift handset or press **Speaker** key.

Dial Whisper Page access code or press Whisper Page Feature Key.

Receive Feature dial tone.

Dial desired station number.

Tone is heard, Listen to conversation and speak to station only.

To Answer

Press **Answer** key. Call in progress is placed on hold.

Hold tone source is not transmitted and to the original party.

Calling station and called station can privately speak.

Press Answer key to return to original call.

Note: *Access to feature is based on data assignment.*

System Clock Setup By Station Dialing

Press **Speaker** key or lift handset. Receive dial tone.

Press **System Clock Setup** key or feature access code.

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

Receive service set tone, replace handset or press **Speaker** key.

Note: *Access to feature is based on data assignment.*

Directory Operation

This allows the user to access and program station speed dials

Press **Menu** key

Display reads:

Press **[2]** for Directory

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

History Operation

Press **HIST** (History) Soft Key

Display reads:

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

Programming is required in the PBX.

VOICEMAIL

To access voicemail from your phone:

Lift handset or press SPEAKER for dial tone. Press " Message key "
The voicemail system will prompt you to enter your security code

To access voicemail from someone else's phone within the building:

Lift handset or press SPEAKER for dial tone. Press " Message key "

Dial * 2 # (you will hear " Thank You for calling …)
Dial 9 + your extension number
The voicemail system will prompt you to enter your security code

To access voicemail from outside the Building;

Dial main telephone number
Once main greeting starts , dial 9 + your extension number
The voicemail system will prompt you to enter your security code

Transferring a Call Directly into Voicemail

If the person has just a voicemail box, no telephone:
Press transfer
Enter their voicemail box virtual number
Hang Up

If the person has a telephone

Enter the extension number **followed by 9**
Hang up

After listening to a message from a guest room phone press

1   To save Message
2   To delete Message
3   Repeat message

Hotel/Motel Front Desk Instrument

Check In
1.)Press Check In/Check Out key
2.) Dial Room #
3.) Press Set key
4.) Press Release key
5.) Check In is set and is sent to Hotel Printer.

Check Out
1.)Press Check In/Check Out key
2.) Dial Room #
3.) Press Reset key
4.) Press Release key
5.) Check Out is set and is sent to Hotel Printer.

Do Not Disturb Set/Reset

1.) Press Do Not Disturb key
2.) Dial Room #
3.) Press Set key to Set or Reset key
4.) Press Release key
5.) Do Not Disturb is set/reset and is sent to Hotel Printer.

Room Cutoff Set/Reset
1.) Press Room Cutoff key
2.) Dial Room #
3.) Press Set key or Reset key
4.) Press Release key
5.) Room Cutoff is set/reset and is sent to Hotel Printer.

Message Waiting Set/Reset
1.)Press Message Waiting key
2.) Dial Room #
3.) Press Set key or Reset key
4.) Press Release key
5.) Message Waiting is set/reset and is sent to Hotel Printer.

Wake Up Set
1.)Press Wake Up key
2.) Dial Room #
3.) Press Set key
4.) Dial setting time in 24 hour clock format (1300 = 1:00 pm)
5.) Press Set key
6.) Press Release key
7.) Wake Up is set and is sent to Hotel Printer.

Wake Up Cancel
1.)Press Wake Up key
2.) Dial Room #
3.) Press Reset key
6.) Press Release key
7.) Wake Up is canceled and is sent to Hotel Printer.

To activate Room Status
1. Press the Room Status function button.
2. Dial the desired room #.
3. Press the **SET** key. The features that are activated at the station will be indicated by the LED lighting at the
applicable feature function button and the LCD will display **:** unless Automatic Wake Up is set, in
which case the set time will be displayed. In addition (to the right of the display) the Room Status number
is displayed.
4. Press the **RLS** key to exit feature activation.
To activate Print Out
1. Press the Print Out function button.
2. Press the applicable function button for which a Print Out is desired. If Room Status is selected, a code

must be dialed to select which room condition is to be printed. If a code is not entered all room conditions
will be printed.
3. Press the **SET** key.
4. Press the **RLS** key to exit feature activation.

4. When Check Out is done, the following functions are set or cleared:
• DND - cleared
• Message Wait - cleared
• Room Cutoff - set
• Automatic Wake Up - cleared
5. Room Status Codes are totally flexible, and the user determines the meaning for each code. The system will
print the maid ID or station number (if other than guest room) that set the specific code. Up to eight codes