KEYS AND PARTS

• KEYS AND PARTS ON DT400

This subsection explains keys and parts of DT Series taking DTZ-32D-3 as an example.

(1) Call Indicator Lamp
   Lamp at the top corner of DT Series Display flashes when a call terminates to the terminal. Also, when using Voice Mail service, the Lamp lights when a message has been left.

(2) LCD
   LCD (Liquid Crystal Display) provides DT Series activity information plus date, time and Soft Key Operation.

(3) Exit
   To exit Menu or Help mode and go back to the time display.

(4) 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.

(5) Help
   Explanations of the Soft Keys can be called up on the LCD by pressing this key.

(6) Programmable Keys

These keys can be programmed as Flexible Line key/Programmable Feature Key by Telephony Server Administrator.
When Telephony Server Administrator sets "OneTouch Speed Dial key" on the programmable keys, you can assign any numbers (ex. Telephone number, etc.) to the key (up to 32 digits).

* For the assignment of the keys, contact your Telephony Server Administrator.

(7) Recall

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

(8) Feature

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

(9)Answer

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

(10) Mic

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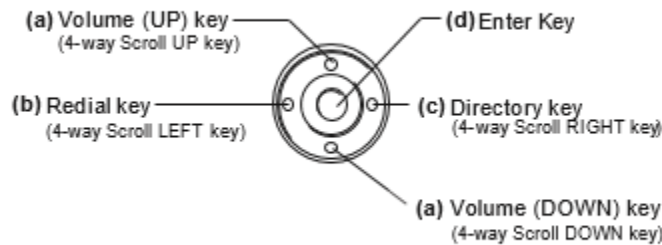
(11) Menu

To access the local menu of DT400 Series, such as Call History, Directory or Terminal Setting.

(12) Cursor

By using this key, DT Series user can access to various features with simple operation.

Details on Cursor key

(a) Up/Down

($\vee$ DOWN $\wedge$ UP)
Used to adjust LCD contrast, speaker/receiver volume, and ringer volume.
- LCD Contrast:
  Press ($\vee$) or ($\wedge$) key while idle.
- Speaker/Receiver Volume:
  Press ($\vee$) or ($\wedge$) key during conversation.
- Ringer Volume:
 Press ($\vee$) or ($\wedge$) key during ringing.

(b) 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 # key to activate dialing.

(c) Directory

Pressing this key opens Directory menu. For details on Directory service, see next section.

(d) Enter

DT400 Series 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 Menu screen.

	Up	Move the highlighted area one line up the screen.
	Down	Move the highlighted area one line down the screen.
	Left	Go back to the previous screen.
	Right	Go to the screen which corresponds to the directory phone book.
	Enter	Go to the screen which corresponds to the highlighted menu item.

(13)Speaker

Controls the built-in speaker which can be used for Hands Free dialing/monitoring.
LED on key lights when key is active. * DT400 support for full duplex hands-free mode. DT400 are half duplex hands-free mode.

(14)Transfer

Allows the station user to transfer established calls to another station, without attendant assistance.

(15)Hold

Press this key to place an internal or external call on hold

DIRECTORY

There are two types of Phonebook features: Local Phonebook and System Phonebook.

System Phonebook
N/A on JMU Campus.

Local Phonebook
Local Phonebook is used on a station basis. Up to 100 entries are available per station. You can make entries with key operation from the telephone. Up to 32 digits can be registered for each dial number. Up to 24 characters can be registered for each name.
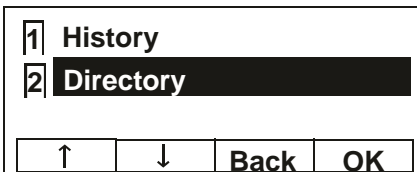
• LOCAL PHONEBOOK

To Add New Data

Example:
DT Series Station A registers "JMU" as new name and its Telephone Number.

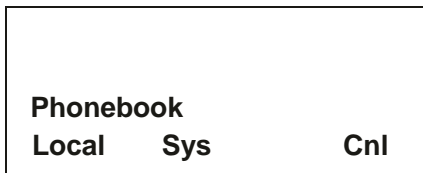STEP 1: PRESS ⊚(**Directory**) key while Station is in Idle state.

- OR -
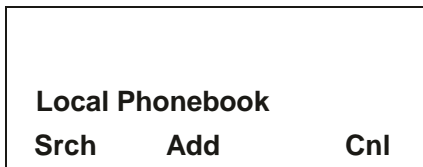
Press ⬭Menu key to display the Menu screen.
On the Menu screen, select **2** **Directory**.

```
┌─────────────────────────────────┐
│ 1  History                      │
│ 2  Directory                    │
│                                 │
│   ↑       ↓     Back   OK       │
└─────────────────────────────────┘
```

STEP 2: Press **Local** soft key.

```
┌─────────────────────────────────┐
│                                 │
│                                 │
│   Phonebook                     │
│   Local    Sys        Cnl       │
└─────────────────────────────────┘
```

STEP 3: Local Phonebook screen appears. Press **Add** soft key.

```
┌─────────────────────────────────┐
│                                 │
│                                 │
│    Local Phonebook              │
│   Srch     Add        Cnl       │
└─────────────────────────────────┘
```

STEP 4: Enter a name using the key pad (character chart below) and then press ⊚ or **OK** soft key.

Ex. To enter "JMU":
Press 5 key once to enter "J".
Press 6 key once to enter "M".
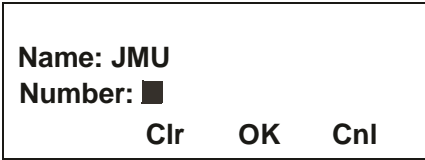Press 8 key twice to enter "U".

```
┌─────────────────────────────────┐
│                                 │
│   Add name:                     │
│   JMU█                          │
│    →     Clr    OK    >>>       │
└─────────────────────────────────┘
```
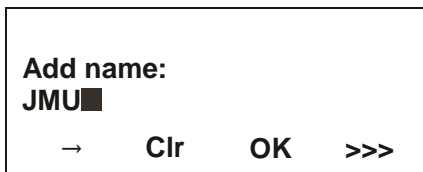
Note: If ">>>" soft Key is pressed on the above screen, the following soft keys appear. **Eu-s/Eu-l** soft key shifts characters between uppercase and lowercase.

    (Lower-case character)
    (Upper-case character)

<<< **-Eu-l**		**Cnl**

Note: To delete an entered character, press [dial key] or **Clr** soft key.

Name: JMU   **Number:** ■   **Clr**   **OK**   **Cnl**

Note: To move the cursor one space to the right, press [dial key] key or "→" soft key once

STEP 5: Enter the telephone number by using digit keys and press [dial key] or **OK** soft key.

Note: To delete an entered digit, press [dial key] or **Clr** soft key.

Entry added!
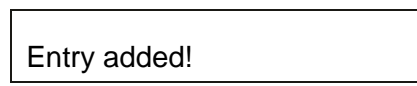
STEP 6: "JMU" and its telephone number has been added into Local Phonebook. Two seconds later, the display returns to Local Phonebook screen.

To Search For Name

Example: To Find "JMU TELECOM".

STEP 1: While Local Phonebook screen is displayed, press **Srch** soft key. (If no data is registered in Local Phonebook, the message "Local phone book empty" appears.)

```
┌─────────────────────────────────┐
│                                 │
│   Local Phone book              │
│   Srch     Add        Cnl       │
└─────────────────────────────────┘
```

STEP 2: Name Entry screen appears

```
┌─────────────────────────────────┐
│   Name:                         │
│   ■                             │
│    →        Clr    OK    >>>    │
└─────────────────────────────────┘
```

STEP 3: Enter a name or press **OK** to scroll through all names in phone book.

(in this example, "JMU" is entered) and then press ⊙ or **OK** soft key. (If no appropriate data exists, the message "Entry not found!" appears.)

```
┌─────────────────────────────────┐
│   Name:                         │
│   JMU ■                         │
│    →        Clr    OK    >>>    │
└─────────────────────────────────┘
```

Note: If ">>>" soft Key is pressed on the above screen, the following soft keys appear. Pressing ⊙ or **Eu-s/Eu-l** soft key shifts characters between uppercase and lowercase.

(Lower-case character)

```
┌─────────────────────────────────┐
│   <<<    -Eu-s          Cnl     │
└─────────────────────────────────┘
```

(Upper-case character)

```
┌─────────────────────────────────┐
│   <<<    -Eu-l          Cnl     │
└─────────────────────────────────┘
```

Note: To delete an entered character, press ⊙ or **Clr**

```
┌─────────────────────────────────┐
│   Name: JMU                     │
│   Number: XXXXXXX               │
│    More   Prfx   Cnl    >>>     │
└─────────────────────────────────┘
```

Note : More soft key appears in Phonebook data screen when the number of characters (name) or digits soft key.(telephone number) are exceeding displayable limit (Up to 17 characters or digits can be displayed at a time). If the name or telephone number exceeds the displayable limit, press or **More** soft key to display the last 17 characters/digits of the name/ telephone number.

STEP 4: A result of the search is displayed. Press
 or **UP/DOWN** soft key to scroll the result.

```
Name: JMU
JMU FOOTBALL
 UP    DOWN     OK   Cnl
```

STEP 5: When "JMU TELECOM" appears,
press or **OK** soft key.

```
Name: JMU
JMU TELECOM
 UP    DOWN     OK   Cnl
```

STEP 6: The registered data for "JMU TELECOM" appears.

```
Name: JMU TELECOM
Number: 86471
 More    Prfx    Cnl    >>>
```

From this screen, you can **make a call** by going off-hook or **pressing** Speaker **key**.

To Edit An Entry

Example:
 To Modify Name "Home" to "House" and Telephone Number "0123456789" to "0123456712".

 STEP 1: Press **>>>** soft key while the target Phonebook data is displayed.

```
Name: Home
Number: 0123456789
          Prfx     Cnl     >>>
```

STEP 2: Press **EDIT** soft key.

```
Name: Home
Number: 0123456789
<<<      EDIT      DEL
```

STEP 3: The following name edit screen appears.

```
Edit Name:
Home■
    →      Clr     OK      >>>
```

STEP 4: Press ⊙ or **Clr** soft key two times to erase "me".

STEP 5: Enter "use" by using digit keys. After the modification has completed, press ⊙ or **OK** soft key.

⑧   Press key twice to enter "u".
⑦   Press key four times to enter "s".
③   Press key twice to enter "e".

```
Edit Name:
House■
    →      Clr     OK      >>>
```

Note: If ">>>" soft Key is pressed on the above screen, the following soft keys appear. Pressing ⊙ or **Eu-s**/**Eu-l** soft key shifts characters between uppercase and lowercase.

(Lower-case character)
```
<<<   -Eu-s          Cnl
```
(Upper-case character)
```
<<<   -Eu-l          Cnl
```

Note: To delete an entered character, press ⊙ or **Clr** soft key.

Note: To move the cursor one space to the right, press ⊙ key or "→" soft key once.

STEP 6: The following number edit screen appears.

STEP 7: Press ⊙ or **Clr** soft key twice to erase "89".

```
Name: House
Number: 01234567█
         Clr    OK    Cnl
```

STEP 8: Enter "12" by pressing digit keys and then press ⊙ or **OK** soft key.

```
Name: House
Number: 0123456712
         Clr    OK    Cnl
```

STEP 9: The data modification has completed. Two seconds later, the display returns to Local Phonebook
screen.

```
Entry edited!
```

To Delete A Record

STEP 1: Press **>>>** soft key while the target Phonebook data is displayed.

```
Name: JMU Bookstore
Number: 86121
            Prfx    Cnl    >>>
```

STEP 2: Press **DEL** soft key.

```
Name: JMU Bookstore

 Number: Number: 86121

<<< EDIT DEL
```

STEP 3: Press ⊙ or **OK** soft key to delete the currently displaying data.

```
Name: JMU Bookstore
Delete this entry?
              OK      Cnl
```

STEP 4: The data deletion has completed. Two seconds later, the display returns to Name Entry screen.

```
Entry deleted!
```

To Add A Prefix To Telephone Number

The procedure shown below is available in Local Phonebook.

Example:

To add a prefix "1540" in front of telephone number "487XXXX"

STEP 1: Press **Prfx** Soft Key while the target Phone-book data is displayed

STEP 2: Enter a prefix (In this example, "1540" is entered) by using digit keys and press⊚ or **OK** Soft Key.

```
Prefix Number Input
Number: 1540█
            Clr      OK     Cnl
```

STEP 3: The prefix is added in front of the telephone number. Once the prefix is added, **Prfx** Soft Key will disappear.

```
Name: JMU TELECOM
Number: 1540487XXXX
Cnl
```

Available Characters In Local Phonebook

LOWERCASE CHARACTER

Digit Code	1	2	3	4	5	6	7	8	9	0	*	#
Character	.	a	d	g	j	m	p	t	w	SP	*	#
	,	b	e	h	k	n	q	u	x	0		
	:	c	f	i	l	o	r	v	y			
	!	à	è	ì	5	ñ	s	ù	z			
	?	á	é	í		ò	β	ú	9			
	:	â	ê	î		ó	7	û				
	\	ä	ë	ï		ô		ü				
	"	å	3	4		õ		8				
	@	æ				ö						
	1	ç				6						
		2										

UPPERCASE CHARACTER

Digit Code	1	2	3	4	5	6	7	8	9	0	*	#
Character	.	A	D	G	J	M	P	T	W	SP	*	#
	,	B	E	H	K	N	Q	U	X	0		
	:	C	F	I	L	O	R	V	Y			
	!	À	È	Ì	5	Ñ	S	Ù	Z			
	?	Á	É	Í		Ò	β	Ú	9			
	-	Â	Ê	Î		Ó	7	Û				
	+	Ã	Ë	Ï		Ô		Ü				
	%	Ä	3	4		Õ		8				
	&	Å				Ö						
	/	Æ				Œ						
	(	Ç				Ø						
	)	2				6						
	=											
	¿											
	¡											
	1											

SP: Blank Space