# User Guide DT400, 410, 420 and 430

Cordless Telephones for MD110





Welcome to the User Guide for the DT400, DT410, DT420, and DT430 cordless telephones in the Ericsson Enterprise business communication system.

It is a state-of-the-art business communications system. Its alliance of features and facilities effectively improves communications for virtually any kind of organization.

To take full advantage of these advanced features and facilities there is a line of telephones, designed for ease of use in every situation.

Your telephone is menu driven. By use of the Scroll keys and the C and OK keys you get access to frequently used functions and numbers, see section "Description".

Some markets use differing codes for some functions. In this guide, all functions are described using the most common code for every specific function. As a note the markets and their differing code is shown.

The User Guide describes the facilities of the Ericsson Enterprise communication system and the telephones as they are programmed at delivery from the factory. There may be some differences in the way your system is programmed. Please consult your system administrator if you need further information.

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EN/LZT 103 08 R1B

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# **Important**

#### SIM card

Your telephone has a removable SIM card (Subscriber Identity Module) to store your settings. This means that you can move your SIM card from one telephone to another and keep all your settings.

#### Guidelines

Consider these suggestions and guidelines to keep your telephone in good shape and working properly.

#### Intrinsic safety

The DT430 telephone is specified as a telephone with intrinsic safety. The other three telephones, DT400, DT410, and DT420, are not specified as telephones with intrinsic safety, so do not use these telephones in areas with a danger of explosion.

#### Battery handling

The battery contains environmental polluting material. If defect, return it to a collecting point.

#### Cleaning

Clean your telephone only with a soft, water dampened cloth. Using soap or any other cleaning materials may discolour or damage the telephone.

#### **Treatment**

Do not expose your telephone to direct sunlight for long periods. Keep the telephone away from excessive heat and moisture.

#### Description Lamp Alarm kev Ringing (flashing), error Only DT420 and DT430. (steady light). Personal alarm to alarm central. Press twice within Earpiece two seconds to activate the alarm. Keep pressed to make an alarm test. Volume Up Off hook: raise earpiece volume. Mute kev Microphone, ringer and warning on/off, see Volume Down sections "During Calls" and Off hook: lower earpiece System A "Audible Signals". volume. 123 Display (3 rows) Menu / OK kev Display at rest. "System A" Enter a menu. Accept menu choices. is the network name and "123" is your extension Control key (up) number Scroll up through menus, messages or name list. C kev Cancel a menu option. Control key (down) Delete latest entered digit Scroll down through menus. or letter. messages or name list. Long press exits the menu (back to idle). R-key Put call on hold (inquiry). take call off hold. See Hook kev section "During Calls". Switch on. Enter a pause (long press) Off/On hook. in on-hook dial mode or Answer/End a call. when entering numbers in the Phone book Loudspeaker key Loudspeaker on/off. When on, the microphone Keypad is switched off. Battery See section "Battery and 1 / Space Charger". Space, hyphen etc. in text mode Microphone Charging connectors See section "Battery and Charger".

#### Trembler

As an option the DT400, DT410 and DT420 telephones can be equipped with a trembler to signal incoming calls.

## Display description

The display gives you visual feedback on all actions that you perform, and also textual warnings. The upper two rows are text rows (12 possible characters in each row), showing menus that you can access, names and numbers that you edit or dial, your telephone id etc. The lower row displays different states, visualized by icons. For more information see section "Display Information".



## Text row signs and texts

#### Diversion indicator

When displayed before a name or number it indicates that the telephone is diverted to another extension.

## A Non-movement alarm

Indicates that alarm is enabled (steady) or alarm will be sent in 5 seconds (flashing) unless the telephone is moved or a key is pressed.

#### P Pause

Indicates that a pause is programmed in the telephone number.

#### System connection messages

System A

Indicates the connected system. A maximum of four systems can be connected (A–D).

No System

Your telephone is out of range for any system.

No Access

Your telephone has contact with a system, calling is not allowed.

#### Icon row signs

Ringer off

On when the ringer is switched off.

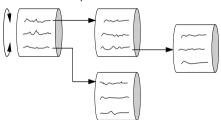
Message
On when messages are received.

Call
On when your telephone is off hook and flashes during ringing.

Battery charging indicator
Flashing when the battery is low.

#### Menus

Your cordless telephone is menu-driven. Each menu forms a loop.



To enter a menu (example):



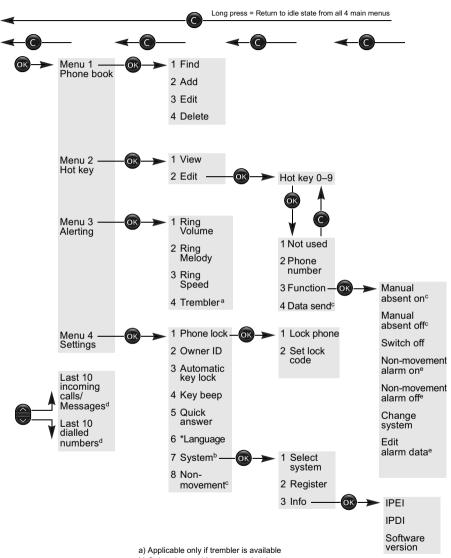
Press when the desired menu is reached

If you want to cancel a menu option:

Press shortly to exit the selected menu or

Press and hold to return to idle state

#### Menu structure



- b) Only to be used by system administrator
- c) Applicable only if non-movement alarm is available
- d) Applicable only if entries are available
- e) Only DT420 and DT430

# Switching On/Off

#### Switch on



Press until the display shows Switch on?



#### Press before the display turns blank

If your telephone does not switch on or the battery icon starts flashing, the battery is low. Charge the battery, see section "Battery and Charger".

Note: If the message No System or No Access is displayed you cannot make or answer calls. See section "Troubleshooting".

#### Switch off

A hot key must be programmed as the Switch off key before your telephone can be switched off. See section "Abbreviated Numbers – Hot keys (individual abbreviated numbers)".

# (0-9) Press the programmed hot key until the display shows

Please wait

After a few seconds the telephone switches off.

# Free Seating (optional)

The free seating function is used for persons who have an office extension number but no telephone set of their own. For example, flexible office workers, persons mostly outside the office, etc. As a free seating user and working from the office, you logon to any free telephone set that temporarily will be assigned with your extension number and your system authorities.

To log on:



Press



Enter the authorization code and press





Enter your telephone number and press



Wait for the call icon to appear in the display



#### Press to finish the procedure

The display shows your telephone number.

To log off:

#11#



**Press** 

6

Wait for the call icon to appear in the display



#### Press to finish the procedure

**Note:** An earlier version of the free seating function use other procedures: To log on, press \* 1 0 \* extension No. #. To log off, press # 1 0 #.

# **Incoming Calls**

#### Answer calls

A ringing signal indicates an incoming call and the warning light flashes quickly. The ringing type tells you whether the call is an internal, external or call back call and the display indicates an incoming call.

#### Display example:





#### Press to answer

If the telephone rings at an inconvenient moment:



#### Press the Mute key to suppress ringing for the moment

**Note:** Calls can be answered at any time, no matter if you are programming, or keying in a number etc.



#### Press to end the call

#### For another extension

You can answer a call to another telephone. When the telephone rings and there is nobody to answer the call:



# Call the ringing extension and press Busy tone.

Press

Note: France - press 4; Sweden - press 6

# **Outgoing Calls**

#### Make calls

How to make internal and external calls.

#### Internal calls



Dial the extension number and press

#### External calls

**0** Dial the digit or digits to get an external line





Dial the external number and press

To insert a pause if you have to wait for dial tone:



**Keep pressed until** P **is shown in the display** Your telephone will go off hook and dial the number.

#### Off hook dialling

If you prefer to dial a number off hook:



Press

Dial tone.



Dial the number

#### To end calls



#### Press

#### Note:

- Correct a wrong entry by pressing the C key.
- If you decide not to make the call while keying in the number, press C repeatedly until the idle menu is shown.
- If you receive a call while keying in the number, simply press the Hook key to answer.
- You can make your calls faster by using call-by-name.

#### Last external number redial

When you initiate an external call the system automatically stores all the dialled digits, irrespective of whether the call was successful or not.



#### Press to redial the saved number

The last external number is automatically redialled.

Note: Sweden and Finland – press ★ ★ 0 Hook key.

#### Redial number from "Last 10 dialled numbers" list

The last ten dialled numbers are memorised by your telephone. You can redial one of these numbers by selecting the number from the "Last 10 dialled numbers" list.

#### To find and redial a number



#### Press repeatedly until you find the required number

The latest dialled number is shown first. To return to an already shown number, use the Scroll up key. To leave the list, press the C key until you are back to idle display.

When the wanted number is shown:



#### Press to redial the number



#### Press to end the call

Note: The list will be cleared if the power of your telephone is lost (e.g. if you switch off the telephone). If the list is empty the display shows Redial empty.

#### Call number from "Last 10 unanswered calls" list

Your telephone keeps a list of the calls you have not answered (if supported by the network). Whenever there are entries in the list, you can view or call back a number from the list. If the message icon is shown in the display, there are one or more new numbers added since the last time you entered the list. When the telephone is switched off, the list is erased.

#### To call a number



#### Press the Control up key

The last caller's number is displayed.





Scroll to find the number you want to call back and press



Press to end the call

# **During Calls**

## Mute microphone

To mute the microphone during an ongoing conversation:



Press the Mute key shortly, to turn the microphone off The display shows Muted when the microphone is off.



Press the Mute key again, to turn the microphone back on

# Loudspeaker

Your telephone has a loudspeaker that allows you to loud listening to e.g. messages, recorded voice informations, etc.



#### Press to switch the loudspeaker on

The microphone is switched off while listening. The speech volume is always set to the lovest level. Use the volume keys to adjust the level.



#### Press again to switch the loudspeaker off

**Note:** The loudspeaker is always switched off when you end the call.

# Inquiry

You have a speech connection and want to make an inquiry to an internal or external party.



#### Press

Dial tone



#### Call the second party

The first party is put on hold. When the other party answers you can switch between the calls (refer back), transfer the call, create a conference or end the call.



#### Press to end the inquiry call

The second party is disconnected.





#### Press to return to the first party

#### Refer back

# 2 Press to refer back to the other party

The party you talked to is put on hold, the other party is connected.

Note: Sweden - press R to refer back to the other party.

#### **Transfer**

You want to transfer an ongoing call.



#### Press

Dial tone.



Call the second party



#### Press before or after answer

The ongoing call is transferred.

**Note:** If you have put more than one call on hold the last call that was put on hold will be transferred. If the dialled extension is busy or transfer is not allowed, your telephone will ring again.

#### Conference

With this procedure you can include up to seven parties in a conference. Only the conference leader can admit participants. During the conference a tone will be heard every 15th second.

You have an ongoing conversation and want to establish a telephone conference. You will become the conference leader.



#### Press

Dial tone.



#### Call the second party

Wait for answer.

3 Press to establish a conference

Repeat the procedure to add more conference members



Press to leave the conference

#### On hold

You can temporarily put the ongoing call on hold. Calls put on hold can be resumed on your own telephone or another.



#### Press

Dial tone.



Press

#### To resume the call



#### Press within 30 seconds

If not resumed within 30 seconds you will be called back.

An unanswered external call will be re-routed to the operator after another 30 seconds.

#### To resume on another extension



Call the extension where the call was put on hold and press Busy tone.

8 Press

Note: France - press 4; Sweden - press 6.

# Dialling during a connected call

When calling interactive tele-services, e.g. telephone banks, you need to use Dual Tone Multi Frequency (DTMF) signals. If your exchange is not already programmed to automatically convert your entered digits into DTMF signals, you need to activate the function during the call.

During an ongoing call:



#### Press and dial the required digits

#### Note:

- Finland press 1 and dial the required digits.
- You can also press the \* key until a T is shown in the display.

# When You Receive Busy Tone

## Busy extension or external line

If you call an extension and receive a busy tone or get no answer or all external lines are busy, you can use these methods:

#### Automatic callback, extension

If a called extension is busy or there is no answer:

#### 6 Press

Note: France, Sweden and Finland - press 5.



#### Press to finish the procedure

You are called back (recall ringing signal) when the ongoing call is finished or the next time a new call is finished. You have to answer within eight seconds, otherwise the callback service is cancelled.



#### Press when you are called back

The system calls the extension.

**Note:** Callbacks can be activated on several extensions at the same time.

#### Automatic callback, external line

If all external lines are busy when the Hook-key is pressed after dialling the digit or digits to get a line and the external number (Onhook dialling):

#### 6 # Press

#### Note:

- France, Sweden and Finland press 5#.
- If you were dialling Offhook (the Hook-key was pressed before the digit or digits to get a line), you are required to add the external number now.



#### Press to finish the procedure

When an external line becomes free you will be called back (special ringing signal). You have to answer within eight seconds otherwise the callback service is cancelled.



#### Press when you are called back

The system calls the external number.

**Note:** Only one callback can be activated on a busy external line.

## Cancel any single callback



#### Press and dial the extension number

**Note:** To cancel a single callback on a specific external line, dial the digit or digits to get a line instead of the extension number.



#### Press



Wait for the call icon to appear in the display



Press to finish the procedure

#### Cancel all callbacks

# 37 # 🜈



Press

6

Wait for the call icon to appear in the display



Press to finish the procedure

#### Activate call waiting

If you urgently wish to contact a busy extension or a busy external line, you can notify it by a call waiting signal.

#### 5 Press

Note: France and Finland - press 6; Sweden - press 4.

# Keep your telephone off-hook

When the called extension or the external line becomes free, it will be called automatically.

**Note:** The call waiting function might be blocked for use on your extension (programmed by system administrator). If call waiting is not allowed you will continue to receive a busy tone.

## Intrusion on a busy extension

You can intrude on an ongoing call on a busy extension.

## 4 Press

Note: France and Sweden - press 8.

Before the intrusion is executed a warning tone is sent to the parties in the ongoing call. A three party call is established and a warning tone is heard

**Note:** The intrusion function might be blocked for use on your extension (programmed by system administrator). If intrusion is not allowed you will continue to receive a busy tone.

# Call Forwarding

#### Internal follow-me

All calls to your extension are diverted to an extension of your choice (within the private network). During follow-me the display shows a after your number. On the next row the answering position number is shown. You will also hear a special dial tone that indicates that your line has follow-me. You can still make calls as usual.

#### Order

\* 2 1 \* •••

Press and dial the answering position number

Note: U.K. - press \*2\* and number.



Press



Wait for the call icon to appear in the display



Press to finish the procedure

Display example:

4736 > 4321

#### Cancel

# 2 1 # 🕝



Press

Note: U.K. - press #2# Hook key.



Wait for the call icon to appear in the display



Press to finish the procedure

#### External follow-me

If external follow-me is allowed you can have all calls to your extension diverted to an external number of your choice. During follow-me the display shows a > after your number. You will also hear a special dial tone that indicates that your line has follow-me. You can still make calls as usual.

#### Order

**\*22**#

Press



Dial the digit or digits to get a line and the external number





Press



Wait for the call icon to appear in the display



Press to finish the procedure

Display example:

4736 >

Cancel

# 2 2 # Press



Wait for the call icon to appear in the display

Press to finish the procedure

# **Bypass diversion**

If bypass diversion is allowed from your extension, you can bypass an activated diversion/follow-me on a specific extension.

\* 6 0 \* Press

Dial the extension number

Press and wait for answer

#### Personal number

With this function you can be reached on your normal office telephone number even if you are in another room, out of the office, at home, etc.

Depending on the functionality of your office exchange, you have either one individual single search profile (standard) or you can choose between five individual search profiles (optional). A search profile can be designed to fit the situation, i.e. In the office, On travel, At home, etc. Both internal or external telephone numbers can be used in a profile.

On your request, the search profiles are programmed or modified by the system administrator. See section "To design and order your search profiles".

When the function is activated, incoming calls are transferred to different telephones or back-up services in your decided order. If an answering position in the profile is busy, the call can be transferred to another predefined position in the profile, i.e. voice mail or a colleague. You can activate the function from your own office telephone, or when out of the office by using the Direct Inward System Access function (DISA).

**Note:** If the operator is included in the activated profile as an answering position, always inform the operator if you are absent. Use the absence information function or call the operator. If voice mail is included in the activated profile, always update your greeting with absence information.

# To activate or change to another profile from your office telephone

\*10\* Press

(1-5) Dial the search profile digit

# 🕜 Press

Wait for the call icon to appear in the display

Press to finish the procedure

## To cancel from your office telephone

# 10# Press

Press

Wait for the call icon to appear in the display

Press to finish the procedure

# To activate or change to another profile from an external telephone

The external telephone must be of push button type provided with hash (#) and star (\*) keys or a mobile telephone adapted for dial tone pulses (DTMF).

Call the DISA function at your office Dial tone.

\*75\* Press

Enter the authorization code and press

Dial your own extension number and press
Dial tone.

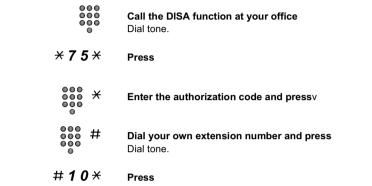
\*10\* Press

Dial your own extension number, press and dial the search profile digit

Press and end the call

#### To cancel from an external telephone

The external telephone must be of push button type provided with hash (#) and star (\*) keys or a mobile telephone adapted for dial tone pulses (DTMF).



#

Dial your own extension number, press and replace handset

## To design and order your search profiles

The search profiles are installed or changed by the system administrator. In order to set up your profiles, copy the setting form, fill in your new or changed profiles and give it to your system administrator.

**Note:** If personal screen call server is connected to your system, you can edit the profiles via your Intranet. See instructions for the server!

## Important notes when designing your search profiles:

- Avoid a ringing time longer than 45 seconds for your profiles Usually the caller hangs up after 3-6 ringing signals. If you need a longer ringing time, the maximum time is 60 sec.
- Consider the time you need to react and answer on each answering position in your profiles

You might need up to 15 seconds to react and answer on a desk or cordless telephone and 20-25 seconds for a mobile telephone.

 There must be an answering position at the end of every profile (voice mail or operator/secretary)

If not, calls might end up unanswered.

- Consider what should happen when you are busy on a telephone The available options are:
  - Diversion to Voice mail
- · Diversion to the operator
- If an answering machine, a FAX or other answering service is used as an early answering position, it might interrupt the searching Disconnect the answering service, or design the ringing times so they do not affect the searching.
- If your system admits just one single personal profile, design the profile only with your 2-3 most frequently used positions
   If you add more numbers, there is a risk that the caller hangs up before a late position is called.
- If your system admits 1-5 personal profiles, design the different profiles to fit your most used positions

Make sure you use as few answering positions as possible for each profile. Profile examples:

In office

At home

On travel

· Absent/not reachable

#### Example:

How to fill in your setting form for search profiles:

#### Profile 1 In office

Search order	Type of telephone or answering position*	Telephone number	Ringing time (seconds)
1	Desk	1234	10
2	Cordless	5234	15
3	Voice Mail		

<sup>\*</sup> Examples: Desk, Cordless, Mobile, External, Voice Mail, Operator, etc.

#### Profile 2 At home

Search order	Type of telephone or answering position*	Telephone number	Ringing time (seconds)
1	External	222222	20
2	Mobile	0706666666	25
3	Voice Mail		

# Setting form for search profiles

Name: Telephone No:			Department: Account:			
	Profile 1					
	Search order	Type of telephone or answering position*	Telephone number	Ringing time (seconds)		
	1					
	2					
	3					
	4					
	* Examples	s: Desk, Cordless, Mobile, E.	xternal, Voice Mail, Operato	or, etc.		
	Profile	2				
	Search order	Type of telephone or answering position*	Telephone number	Ringing time (seconds)		
	1					
	2					
	3					
	4					
	Profile 3					
	Search order	Type of telephone or answering position*	Telephone number	Ringing time (seconds)		
	1					
	2					
	3					
	4					
	Profile 4					
	Search order	Type of telephone or answering position*	Telephone number	Ringing time (seconds)		
	1					
	2					
	3					
	4					
	Profile 5					
	Search order	Type of telephone or answering position*	Telephone number	Ringing time (seconds)		
	1					
	2		1			
	3					

# Internal Messages

## Manual message waiting (MMW)

If the called extension does not answer you can initiate a message waiting indication on that extension (if this function is allowed).

#### Order MMW to another extension

\* 3 1 \* •••

Press and dial the extension number

# 🕝

Press

6

Wait for the call icon to appear in the display



Press to finish the procedure

The message is sent to the called extension.

#### Cancel MMW to another extension

#31#

Press and dial the extension number



**Press** 

C

Wait for the call icon to appear in the display



Press to finish the procedure

#### To listen to received messages

When your telephone beeps and the message symbol is shown in the display:



Press the Control up key and select Speech unmead: 3 The digit shows the number of messages stored.



Press to call the number that requested message waiting

# **Text Messages**

Short text messages can be sent to your teleohone. The last ten received messages are stored in a buffer.

**Note:** This function is only available on the newer versions of the telephone exchange.

#### Receive a message

Your telephone beeps, the trembler is activated (if available), the lamp flashes for some seconds and the message symbol is shown in the display. The text message is displayed for one minute, then it is stored in the message buffer.

Display example:





#### Press to accept a message

The message stored in the message buffer.

#### To find a stored message



Press the Control up key repeatedly to select the message Use the Scroll down key to return to a previous shown message.

## Manual control of a message longer than 24 characters

A message longer than 24 characters is automatically scrolled part by part. If you want to scroll the long message manually:



Press to scroll the message text manually

Press to return to automatic scrolling

Note: You can also press the OK key to return.

#### To delete a message

Press the Control up key repeatedly to select the message
Use the Scroll down key to return to a previous shown message.



The shown message is deleted.

#### Manual absent

To be activated when you are unable to receive messages. The message system will keep track of if you can be reached or not.

Two Hot keys must be programmed for this function, one to activate and another to deactivate. To program Hot keys, see section "Abbreviated Numbers – Hot keys (individual abbreviated numbers)".

To activate:

(0-9) Press until Manual absent on is displayed

To deactivate:

**0–9)** Press until Manual absent off is displayed

# Voice Mail

## Integrated voice mail (optional)

This function allows you to leave a voice message to the caller when you are unable to answer calls, e.g. when out of office, in a meeting, etc. Then the caller can leave a message in your mailbox. When back in office you can enter your mailbox and listen to received messages. You can choose to divert all incoming calls to your mailbox, calls when there is no answer, or calls when your telephone is busy.

When you enter your mailbox, you will hear recorded instructions how to handle listening, recording, storing and deleting messages, and how to change your security code.

#### To activate and deactivate your mailbox

See section "Call Forwarding – Internal follow-me" (function code 21). Use the number to the voice mail system as the "answering position number".

# To enter your mailbox when there is a new message



The message icon is shown in the display. The voice mail ringer tone sounds when a new message is received.



Press the Control up and select Speech unnead: x (x=number of received messages).



**Press** 

If you are asked to enter your security code:



Enter your security code

Code at delivery = your extension number.

#### To enter your mailbox in general

When you want to listen to saved messages, change your security code or change your greeting.



Enter the number to the voice mail system and press

If you are asked to enter your security code:



Enter your security code

Code at delivery = your extension number.





Enter the number to the voice mail system and press

If you are asked to enter your security code:

# Press



Enter the mailbox number

Normally the office extension number of the person served.

If you are asked to enter a security code:



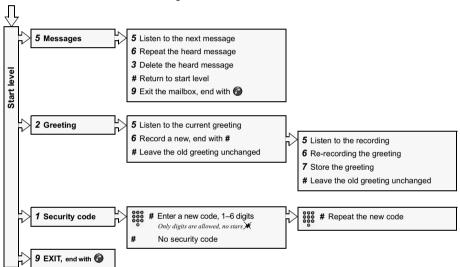
Enter the security code of the person served

#### To handle the mailbox

Recorded information on the line informs about the number of new and stored messages. If you have too many messages stored, you will first be asked to delete saved messages.

Recorded instructions ask you to press different digits in order to listen to caller's messages, record your own greetings, change your password or exit your mailbox, etc.

The following diagram gives an overview of the mailbox system and the digits to be used.



# Information

## Absence information (optional)

To be used during absence to inform callers about the reason and time or date of your return. If you are authorized, you can also enter absence information on another extension from your own extension.

#### Order

Example: Back on September 15th (=0915).

# \* 2 3 \* (0-9)

#### Press and enter the absence code

**Note:** The absence codes consist of one digit which depends on the system connected to the exchange. Contact your system administrator regarding your available absence codes.

# **\*0915**

#### Press and enter the date (MMDD) or time (HHMM) of your return

**Note:** If no return time or date is needed, this step can be excluded.



**Press** 



Wait for the call icon to appear in the display



Press to finish the procedure

Display example:

4736 TRIP 15 Sep

#### Cancel

# 2 3 # 🕝



Press

Wait for the call icon to appear in the display

Press to finish the procedure

The programmed information is erased.

#### Order for another extension

\* 2 3 0 \* Press

Dial the extension number and press

(0-9)

Enter the absence code

**\*0915** 

Press and enter the date or time of the other person's return

Note: If no return time or date is needed, this step can be excluded.



Press

Wait for the call icon to appear in the display

When the display on the other person's extension shows the reason, and if entered, time or date of return:

Press to finish the procedure

### Cancel for another extension

# 2 3 0 ×

Press





Dial the extension number and press

C

### Wait for the call icon to appear in the display

**Note:** If the special dial tone is received, the authorization code for the other extension is required. Add the code and press # before pressing the Hook key.



Press to finish the procedure

### **Abbreviated Numbers**

#### Common abbreviated numbers

By using abbreviated numbers, you can make calls simply by pressing a few keys. The common abbreviated numbers consist of 1–5 digits and are stored in the exchange (by the system administrator).





Dial the common abbreviated number and press

### Call-by-name

You can store frequently used numbers in the built-in phone book. To store, see section "Phone Book".

To call:



#### Press

Menu 1 Phone book is displayed.



#### Press

1 Find is displayed.



#### Press

Find: is displayed.



# Press repeatedly the key with the initial letter of the name until the letter is shown

If you have a lot of names starting with the same letter repeat the procedure to add the second, third, etc. letter of the name.

To correct a wrong entry, press the C key.





Press and scroll to find the name

When the name has been found:



#### Press

The number is dialled.



Press to end the call

### Hot keys (individual abbreviated numbers)

You can program up to ten frequently used numbers, function codes or specific menu functions on the digit keys 0–9 and use them as so called Hot keys. A long press on a key will dial the programmed number/code or activate/deactivate the requested function.

#### To use

(0-9)

Press until the programmed number or requested function is displayed

### To program or edit



#### Press

Menu 1 Phone book is displayed.





Select Menu 2 Hot key and press 1 View is displayed.





Select 2 Edit and press Hot key 0-9 is displayed.





#### Select the required Hot key 0-9 and press

- 1 Not used is displayed for free keys.
- 2 Phone number is displayed for keys with a programmed telephone number or function code.
- 3 Function is displayed for keys with a programmed menu function.
- 4 Data send is displayed for keys programmed with a digit code to be included and sent in an short message (SMS).





### Select the required menu and press

If 1 Not used is selected:



#### Press to cancel the current programming

If 2 Phone number is selected:



### Enter the number or function code and press

Use the C key for corrections.

If 3 Function is selected:





#### Select the required function and press

If 4 Data send is selected:





### Enter the digit code and press

Use the C key for corrections.

## Phone Book

You can create a personal directory with up to 75 names, which you can edit and erase. A maximum of 16 characters is available per name and 21 digits for its number. To use the names and numbers of the phone book to make calls, see section "Abbreviated Numbers – Call-by-name".

#### **Enter names**

Use the keypad to enter letters and characters. Press a key once for the first letter or character, twice for the second, three times for the third, etc. The most common letters are printed above each key on the telephone. All the available letters and characters are shown in the following table:

Key	Characters											
	1	2	3	4	5	6	7	8	9	10	11	12
1	Space	-	?	!	,		:	и		(	)	1
2	Α	В	С	Å	Ä	Æ	À	Á	Â	Ã	Ç	2
3	D	Е	F	È	É	Ê	Ë	3				
4	G	Н	I	Ϊ	Ì	Î	ĺ	4				
5	J	K	L	5								
6	М	N	0	Ñ	Ö	Ø	Ò	Ó	Ô	Õ	6	
7	Р	Q	R	S	ß	7						
8	Т	U	V	Ü	Ù	Ú	Û	8				
9	W	Х	Υ	Z	Ý	9						
0	0	+	&	@	/	\$	%	£	€	\	±	1/2
#	#	*	<	=	>	۸	_	٥	Ч	ż	-	
*	*											

Example (to write SMITH):

OK Press

Menu 1 Phone book is displayed.

OK Press

1 Find is displayed.

Select 2 Add and press
Name: is displayed.

7777 Press for S

6 Press for M

4 4 4 Press for I

8 Press for T

44 Press for H

As this is an example:

Press until 2 Add is shown in the display

Press and hold to return to idle state

#### Add a name

OK Press

Menu 1 Phone book is displayed.

Pres

1 Find is displayed.

Select 2 Add and press Name: is displayed.

Enter the name and press No.: is displayed.

Enter the number and press

### Edit a name or number



#### Press

Menu 1 Phone book is displayed.



#### Press

1 Find is displayed.





Select 3 Edit and press

Find: is displayed.





Enter the first letters of the name and press





Scroll to find the name and press



Press repeatedly to get to the editing position

The passed letters are removed.



Enter new letters and press

No .: is displayed.



Press repeatedly to get to the editing position

The passed letters are removed.



#### Enter new digits and press

**Note:** If no editing is necessary press the OK key to proceed. If you press the C key by mistake, you have to re-enter the removed characters and press the OK key before you proceed.

### **Delete names and numbers**



#### Press

Menu 1 Phone book is displayed.



#### Press

1 Find is displayed.





Select 4 Delete and press

Find: is displayed.



Enter the first letters of the name and press





Scroll to find the name and press

The name and number is deleted.

# **Group Facilities**

### Call pick-up group

People working in a team can have their telephones programmed by the system administrator to form call pick-up groups.

In a call pick-up group, any member can answer any individual call to group members.

\* 8 # **6** 

#### Press to answer

#### Note:

- Sweden and Finland press \*0# Hook key.
- One call pick-up group can serve as an alternative to another group. Calls to the alternative group can only be answered when there are no calls to your own group.

### Common bell group

Calls are signalled on a common bell.

\*8#



#### Press to answer

Note: Sweden and Finland – press **X0**<sup>#</sup> Hook key.

### **Group hunting**

As a member of a group of extensions that is called by a common number, you can temporarily leave the group:

### To leave the group

\* 2 1 \* •••

Press and dial your own extension number

Note: U.K. – press **×2×** and number.

Press

Wait for the call icon to appear in the display



Press to finish the procedure

### To re-enter the group

# 2 1 #



Press

Note: U.K. - press #2# Hook key.

Wait for the call icon to appear in the display



Press to finish the procedure

### Other Useful Facilities

### Account code (optional)

This function is used to charge a call to an account number or to prevent unauthorised calls from your telephone. The account code can have 1 to 15 digits.

\* 6 1 \*

Press

Note: Norway and Finland - press \*71\*.

#

Enter account code and press

Dial tone.

000

Dial the digit or digits to get a line and the external number

### Ongoing external call

When used to charge a call it is also possible to connect an ongoing external call to an account code.

During the call:



Press to put the ongoing call on hold

Dial tone.

\* 6 1 \*

Press

Note: Norway and Finland - press \*71\*.

#

Enter account code and press

Dial tone.

R

Press to resume the call that was put on hold

### Night service

When the exchange is in night service mode, all your incoming calls to the operator are transferred to a selected extension or group of extensions. The exchange is equipped with four different night service modes:

- Common night service
   All incoming calls to the operator are transferred to one specific extension. Answer the call in the normal way.
- Individual night service
   Selected external calls to the operator are transferred to one
   specific extension. Answer the call in the normal way.
- Universal night service
   All incoming calls to the operator are transferred to a universal signalling device, e.g. the common bell. Answer the call as described in section "Group Facilities Common bell group".
- Flexible night service
   This function permits you to order an external line and connect it directly to your telephone. Ask your operator for the external line numbers.

### Order flexible night service



Press and dial the digit or digits to get a line



Press and dial the external line number



**Press** 



Wait for the call icon to appear in the display



Press to finish the procedure

### Cancel flexible night service

#84#

Press



Press

Wait for the call icon to appear in the display



Press to finish the procedure

### General cancellation

The following features can be simultaneously cancelled:

- · Callback (all callbacks are cancelled).
- · Internal and External follow-me.
- · Manual message waiting/Message diversion.
- · Flexible night service.

Order

#001#



Press



Wait for the call icon to appear in the display



Press to finish the procedure

#### Alarm extension

An extension can be programmed by the system administrator as an alarm extension. A call to an alarm extension obtains automatic intrusion if the extension is busy. Up to seven calling parties may be connected at the same time.

### **Emergency state**

In the event of an emergency the operator can switch the exchange into emergency state, during which only pre-programmed extensions are permitted to make calls.

### Malicious call tracing

If you are disturbed by malicious external incoming calls, you can request a number tracing from the network provider.

You can invoke tracing during or after an ongoing conversation. The external line can be held for a limited period of time.

#### Order

During an ongoing conversation:



#### Press

Dial tone.

#### **\*39**#

#### Press

The system acknowledges with different tones whether the tracing request was accepted or rejected.

### Direct Inward System Access, DISA (optional)

If you are assigned to use this function and you are working externally, you can call your office and get access to an external line in order to make business calls. The business call will be charged your office extension number or an account number. You will just be charged for the call to the office.

The external telephone must be of push button type provided with hash (#) and star (\*) keys or a mobile telephone adapted for dial tone pulses (DTMF).

After a completed DISA call you must hang up before a new DISA call can be made.

Depending on the type of authorization code and if an account code is used, different procedures must be used:

# With common authorization code 000 000 000 Call the DISA function at your office Dial tone. \*72\* Press Enter the authorization code and press Dial tone. Dial the external number With individual authorization code Call the DISA function at your office Dial tone. \*75\* Press Enter the authorization code and press Dial your own extension number and press Dial tone. Dial the external number

# Paging (optional)

Persons equipped with a wireless paging receiver or assigned to a lamp signal, can be paged from a telephone set. Depending on the type of paging system it is possible to send digit messages or voice messages to the paged person.

Paging can also be initiated and answered during an ongoing call. Make an Inquiry call and proceed according to the appropriate procedure for the type of connected paging system. You can then either return to the ongoing call or transfer the paging call to the person that was put on hold. If this person is an external subscriber, your exchange must be programmed for this function.

If you receive a congestion tone when paging, this indicates that the paged person has his paging receiver in the charging rack and is probably out of the office.

# Paging receivers without a display and paging via lamp signals

When there is no answer or a busy tone, keep the telephone off hook:

7 Press

Wait for an answer with the telephone off hook.

If you want to start paging without calling the person:

\* 8 1 \* Press

Dial the extension number and press

Wait for an answer with the telephone off hook.

### Paging receivers with a display

When there is no answer or a busy tone, keep the telephone off hook:



#### Press

Wait for the paged person to call back.

If you want to start paging without calling the person:

\* 8 1 ×

Press





Dial the extension number and press

Wait for the acknowledgement tone.



#### Press

Wait for the paged person to call back.

If you want to send a digit message code:

\* 8 1 \*

Press

→ • • • •

Dial the extension number and press





Dial the message code (1–10 digits) and press

Wait for the acknowledgement tone.



#### Press

If expected, wait for the paged person to call back.

### Paging receivers with voice message

When there is no answer or a busy tone, keep the telephone off hook:

7 Press

Leave your message after the tone. Just before the predetermined speech time is ended, a warning tone will be heard.

If you want to start paging without calling the person:

\* 8 1 \* Press

\*\*\* # **\*** 

#### Dial the extension number and press

Leave your message after the tone. Just before the predetermined speech time is ended, a warning tone will be heard.

### Alarm paging

\* 8 1 0 \*

Press

#

**Dial the extension number and press** Wait for the acknowledgement tone.



Press

\* 8 1 0 \*

Press

000 →

Dial the extension number and press

If you want to send an alarm message code:

Dial the message code (1-5 digits) and press

Wait for the acknowledgement tone.

**Press** 

### To acknowledge an alarm

You must acknowledge the alarm to be terminated:

# 8 2 0 \* Press

Dial your own extension number and press

Wait for the call icon to appear in the display

Press to finish the procedure

To acknowledge an alarm for another extension:

Press

Dial the other extension number and press

Dial your own extension number and press

Wait for the call icon to appear in the display

Press to finish the procedure

# **Authority**

#### Do not disturb

Switch off your telephone. The caller will receive a special tone indicating that you are not available.

If you need to make calls, you can switch off the ringing signal. Press the Mute key until the ringer off icon is shown in the display. To switch on the ringing signal, press the Mute key again until the ringer off icon disappears.

### Authorization code, common (optional)

If you are assigned to use a common authorization code (1 to 7 digits) you can temporarily change any used telephone within the exchange to the authority level connected to this code. You can use the code for one call only or you can open the telephone for some calls and lock it when leaving the telephone.

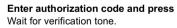
### To use for a single call

\* 7 2 \*

**Press** 









Dial the digit or digits to get a line and the external number

### Temporary unlock of an extension for a number of calls

# 73×

Press

#

Enter authorization code and press Wait for verification tone.



Press to finish the procedure

To lock an extension

\* 7 3 \*

₹ Pres



Enter authorization code and press

Wait for verification tone.



Press to finish the procedure

### Authorization code, individual (optional)

If you are assigned to an individual authorization code (1 to 7 digits, assigned to your own extension) you can lock your own extension to a common authority level, e.g. when out of the office. You can also temporarily change any other used telephone within the exchange to the same authority level as you have on your own telephone.

The individual code can be changed from your own extension.

To lock your telephone

**\*76**\*

Press





**Enter authorization code and press** Wait for verification tone.



Press to finish the procedure

# To make calls with your authority level when your telephone is locked

\*75\*

Press

\$\$\$ #

Enter authorization code and press

Wait for verification tone.

000

Dial the digit or digits to get a line and the external number

#### To unlock your telephone

#76 ×

Press

#

Enter authorization code and press

Wait for verification tone.



Press to finish the procedure

### To assign your own authority level to another telephone

\*75\*

Press

Enter authorization code and press

#

Dial your own extension number and press

Wait for verification tone.

000

Dial the digit or digits to get a line and the external number

### To change your individual authority code

\* 7 4 \* Press

\*

Enter old authorization code and press

# @

Dial new authorization code and press

Wait for verification tone.

Press to finish the procedure

## Settings and Alerting

#### Phone lock

### To lock the phone

To protect the telephone against use by another person:



#### Press

Menu 1 Phone book is displayed.





#### Select Menu 4 Settings and press

1 Phone lock is displayed.



#### Press

1 Lock phone is displayed.



#### Press

Code: is displayed.



#### Enter the code and press

Phone locked is shown temporarily.

Note: The code is chosen the very first time the telephone is going to be locked. Then the code can be changed from time to time. See section "Change lock code". If you have forgotten the code, the SIM-card in the telephone has to be re-programmed by the system administrator before you can use the telephone again.

### To unlock the phone



#### Enter the code

The idle display is shown and the telephone is unlocked.

### Change lock code

A code is chosen the very first time the telephone is going to be locked. Then the code can be changed from time to time.

To change the phone lock code:



#### Press

Menu 1 Phone book is displayed.





Select Menu 4 Settings and press

1 Phone lock is displayed.



#### Press

1 Lock phone is displayed.





Select 2 Set lock code and press





Enter the current code and press Code: is displayed.



Enter the new code (4 digits) and press

The code is changed.

#### Owner ID

On the second row of the idle display you can write e.g. your name for easier identification of your telephone, maximum 12 characters. If you write a short name, both the name and the telephone number is shown, a longer name will remove the number.

#### To write or edit



#### Press

Menu 1 Phone book is displayed.





**Select** Menu 4 Settings **and press** 1 Phone lock is displayed.





Select 2 Owner ID and press The current text is displayed.



Press repeatedly to remove the required characters





#### Enter new characters and press

**Note:** If you want to remove the current name and no new name is to be added, remove all the characters and press the OK key.

### Manual key lock

To protect the keypad against accidental key pressing.



#### Press to lock

Key locked Unlock R\* is temporarily displayed.



#### Press to unlock

The keypad is unlocked and you can make calls or enter the menu.

### Automatic key lock

To protect the key pad against accidental key pressing. When activated, the keys are automatically locked about 20 seconds after the telephone has been used.

#### To lock or unlock



#### Press

Menu 1 Phone book is displayed.





Select Menu 4 Settings and press 1 Phone lock is displayed.





Select3 Automatic key lock and press





#### Select the required setting and press

When Yes is selected, Key locked Unlock R\* is temporarily displayed after about 20 seconds and you cannot make calls accidentally. You can only answer incoming calls.

#### To use when locked

When any key is pressed Key locked Unlock R\* is displayed.



The display returns to idle and the telephone is temporarily unlocked.

### Make your call or enter the menu

### Key beep

The key beep is the acknowledgement sound when a key is pressed, can be enabled or disabled:

#### To activate or deactivate



#### Press

Menu 1 Phone book is displayed.





 $\textbf{Select} \, \texttt{Menu 4 Settings} \, \textbf{and press}$ 

1 Phone lock is displayed.





Select 4 Key beep and press

The current setting, On or Off, is displayed.





Select the required setting and press

#### **Quick answer**

If your telephone rings while it is placed in the charger, calls can be answered without pressing the hook key (by removing it from the charger).

#### To activate or deactivate



#### Droce

Menu 1 Phone book is displayed.





Select Menu 4 Settings and press







**Select** 5 Quick answer and press The current setting, Yes or No, is displayed.





Select the required setting and press

### Language

The default language is English.

To change to another language:



#### )rocc

Menu 1 Phone book is displayed.





Select Menu 4 Settings and press

1 Phone lock is displayed.





**Select** 6 \*Language and press The current language is displayed.



Scroll until you find the required language



#### Press to confirm

The new language is selected.

**Note:** To update the chosen language with the language of the exchange, the telephone must be switched Off and On once. However, if the chosen language is not supported by your exchange, you will continue to receive some of the information in English.

### **System**

The System menu is only to be used by the system administrator.

#### Non-movement alarm

If the telephone has not been moved within a predetermined time (to be set by the system administrator), the telephone will activate an alarm call. 5 seconds before the alarm is activated, a warning signal is heard and the  $\bar{H}$  icon is flashing in the display.

**Note:** This function is only available on the DT420 (optional) and DT430 telephone, and on the newer versions of the telephone exchange.

#### To activate or deactivate



#### Press

Menu 1 Phone book is displayed.





Select Menu 4 Settings and press

1 Phone lock is displayed.





Select 8 Non-movement and press

The current setting, On or Off, is displayed.





#### Select the required setting and press

If  $\text{Ve}_\Xi$  is selected, the  $\Pi$  icon is displayed, indicating the alarm function is operational.

**Note:** The alarm function is temporarily disabled when the telephone is placed in the charger.

#### To cancel an alarm call while the warning signal is heard

Move the telephone or press any key

### Earpiece volume

Use the volume keys to change the volume of the earpiece during a call.



Press to change the volume

### Ringing signal volume

Your telephone has five volume levels: Very high, High, Medium, Low and Very low.

### To set the ringing signal volume



#### Press

Menu 1 Phone book is displayed.





Select Menu 3 Alerting and press

1 Ring volume is displayed.



#### Press

The current signal volume is heard and displayed.



#### Select the required volume

The signal is heard and displayed for each volume.



#### Press to confirm

The new volume is selected.

### Ringing melody

You can choose one of ten melodies to signal incoming calls.

### To set the ringing melody



#### Press

Menu 1 Phone book is displayed.





**Select** Menu 3 Alerting and press 1 Ring volume is displayed.





Select 2 Ring melody and press

The current melody (if you already use a melody) or one of the melodies is heard and the corresponding number 1–10 is displayed.





Select the required melody 1-10 and press

The new melody is selected.

### Ringing speed for signal and melody

The ringing signal and melody can be adjusted in seven speeds, numbered 1 to 7 (1 = very slow, 7 = very fast).

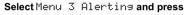
#### To set the ringing speed



#### Press

Menu 1 Phone book is displayed.





1 Ring volume is displayed.



Select 3 Ring speed and press

The current setting 1-7 is heard and displayed.





#### Select the required setting and press

The new speed is selected.

#### Trembler

Trembler is signalling in parallel with the ringing signal and light. To be used, for example when you are in a noicy area where the normal ringing signal cannot be heard.

**Note:** Trembler is only available on the DT420 (optional) and DT430 telephone.

#### To activate or deactivate



#### **Press**

Menu 1 Phone book is displayed.





**Select** Menu 3 Alenting **and press** 1 Ring volume is displayed.





Select 4 Trembler and press

The current setting, On or Off, is displayed.





Select the required setting and press

# Audible Signals

The following different tones and signals are sent from the exchange to your telephone.

### Tone characteristics

The tones shown in this section are the most used tones worldwide. Many markets use a differing tone for one or more situations. If you get a tone that is not describeb or you cannot identify, ask your system administrator.

Dial tone	
Special dial tone	
Ringing tone or Queue tone	every 4th second
Busy tone	
Congestion tone	
Number unobtainable tone	
Call waiting tone	
Intrusion tone	
Conference tone	every 15th second (to all parties)
Verfication tone	
Warning tone, expensive route	

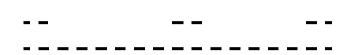
### Ringing signals

Three different ringing signals inform you about the type of the incoming call. The signals shown in this section are the most used signals worldwide. Many markets use a differing signal for one or more situations. If you get a signal that is not described or you cannot identify, ask your system administrator.

### Internal ringing signal

External ringing signal

Recall signal (automatic callback reminder)



**Note:** If you use a melody for the external or recall ringing signal, the melody will be repeated in the same way as for internal calls.

### No ringing

Incoming calls are indicated by the call icon on the display and warning light. To be used, e.g.when you do not want to be disturbed but want to make outgoing calls.

#### To activate



Press and hold the Mute key until the ringer off icon is shown in the display

#### To deactivate



Press and hold the Mute key until the ringer off icon disappears

# **Display Information**

The display gives you feedback information such as traffic state and connected telephone numbers.

The following display examples show the different states of your telephone.

### Idle telephone

Depending on the state and setting of your telephone, different information can be shown.

#### Normal:

System A SMITH 4321

"System A" is the programmed name of your network. On the second row is your name (if available) and extension number.

Note: If the name is long, only the name will be displayed.

Personal number profile activated:

4328 Profile 1

The middle line shows the activated profile.

#### Follow-me activated:

```
4328 >
4444
```

The display shows your own extension number 4328 diverted to extension number 4444.

# **Outgoing call**

### Normal outgoing call:

When you make an outgoing call both the traffic state and the dialled number or name are displayed:

SMITH



When the call is answered:



#### Diverted call:

If the dialled number is diverted, the diversion information is shown. For example, the display shows the dialled number 3333 (Smith) diverted to 4444 (Brown):



When the call is answered, only the number of the answering position is displayed:



# Incoming call

#### Normal incoming call:

If available, the number or the name of the caller is displayed. The examples show an incoming call:



When you have answered the call, the caller's number is moved to the right of the display.

#### Diverted call:

A diversion indicator before the number or name informs that the call is diverted to your telephone. For example, the display shows that number 3333 (Smith) was dialled, but the call was diverted to you:



When you have answered the call, the display shows only the caller's number.

#### A personal number profile is activated:

The first row shows the number or name of the caller. The second row shows the diversion indicator before your number or name:



When you have answered the call, the display shows only the caller's number.

# **Battery and Charger**

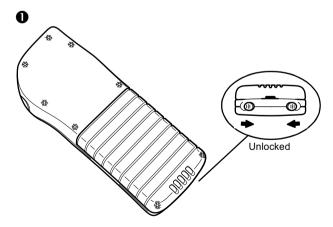
This chapter describes the battery and the charger. Your telephone is supplied with a high capacity nickel metal hydride (NiMH) battery.

**Note:** Because the status of a newly received battery is uncertain, always charge it to ensure that you have sufficient talk and standby time.

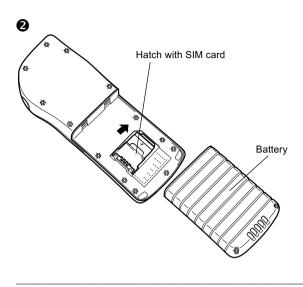
## Removing the battery

To remove the battery, use the two plastic ribbed plates at the short side of the portable.

### Pull the plates towards the middle of the telephone

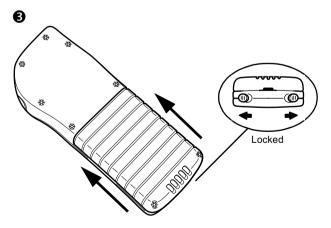


**Note:** The battery for the DT430 telephone is fastened by screws.



# Attaching the battery

Press the battery firmly and pull the plates from the middle and out



## Charging the battery

When the battery requires charging, you will hear a warning sound every minute and the battery icon is flashing. After a while the warning sound is heard more frequently and finally the telephone is switched off.

See section "Battery performance" for information on charging time.

Place the telephone in the charger as shown in the figure below The telephone switches on automatically and the charging process will start automatically, indicated by a red lamp on the charger. When charging is complete, the lamp switches to green light.



#### Note:

- The charger can charge a stand alone battery (removed from the telephone), i.e. you can charge one battery while using another.
- If the battery is completely flat it can take a few minutes before the red light on the charger is lit.
- If the standby time for your telephone becomes too low, you should replace the battery.
- Only use the charger that is delivered with your portable to charge the battery.

# **Battery performance**

The table below indicates the performance.

Talk time	Standby time	Charge time
(hours)	(hours)	(minutes)
10	100	60

# Troubleshooting

This section contains information on how to solve common operational problems, and warnings you may receive.

Go through the following lists if you encounter any problems. If this checklist does not solve the problem, contact your system administrator. If others have similar problems, there may be a system error.

Fault	Probable cause	Action or comments	
The telephone does not switch on	The battery is low	Charge the battery	
No display	The battery is low or the telephone is defective	Charge the battery or contact system administrator	
No ringing	The Ringer off icon is on or the telephone is defective	Off icon on= Turn on the ringing signal	
Battery icon flashes	The battery is low or the telephone is defective	Charge the battery	
Call icon is switched off after 2 seconds	The battery is low or the telephone is defective	Charge the battery or contact system administrator	
Lamp shows steady light	The telephone is defective	Contact system administrator	

Display shows	Probable cause	Action or comments	
Wrong SIM card	The SIM card is not compatible with the software version of the telephone	Contact system administrator	
SIM missina	The SIM card is missing	Insert the SIM card or contact system administrator	
Phone locked	The telephone is locked	Enter the required 4 digit lock code. If forgotten, contact system administrator	
Key locked Unlock R*	The key pad is locked	Press R key followed by star key	
No System	Cannot connect to the network, the telephone is not registered or out of range	Contact system administrator	
Phonebook full	The memory is full, you cannot add new names	Delete a name	

Troubleshooting

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