# User Guide
# DT570

## Cordless Telephone for MD110

**ERICSSON** ≋

Welcome to the User Guide for the DT570 cordless telephone in the Ericsson Enterprise business communication system MD110.

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 YES and NO 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.

# Table of Contents

# Important

## IPEI code

Your telephone has an International Portable part Equipment Identity (IPEI) code. This code is used by your system administrator to enable network subscription. Furthermore you may need the IPEI code to unlock your telephone if you have forgotten the lock code (PIN code).

To find the IPEI of your telephone:

$\ast \# 0 6 \#$     **Press (in idle position)**
The IPEI code is displayed.

> **Note:** *If you have locked your telephone and have forgotten the lock code, it is impossible to read the IPEI code. Therefore, write down the IPEI code but keep the code secret to prevent misuse of your telephone.*

# Guidelines

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

## *Intrinsic safety*

The DT570 telephone is not specified as intrinsically safe, so do not use it 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

**Antenna**

**Earpiece**

**Volume Up**
Off hook: raise earpiece volume.

**Volume Down**
Off hook: lower earpiece volume.

**Display (3 rows)**
See section "Description – Display description".

**Clear / Mute key**
Cancel a menu option. Delete latest entered digit or letter (long press deletes the whole line). Microphone on/off, see section "During Calls".

**YES / Hook off / R-key**
Answer a call. Accept menu choices. Put a call on hold (inquiry), take call off hold.

**1 / Space**
Space, hyphen etc. in text mode.

**Microphone**

**Lamp**
Slow green flash = Connected to network.

Fast green flash = Incoming call.

Steady green = Connected to charger.

Slow red flash = Low battery warning.

*When DT570 is switched off:*
Steady red = Charging ongoing.

Steady green = Charging completed.

**Control key (down)**
Scroll down through menus or lists.

**Control key (up)**
Scroll up through menus or lists.

**On-Off / NO / Hook on**
Switch on/off. Cancel menu choices. End a call. Suppress ringing for the moment.

**Keypad**

**Battery**
See section "Battery and Charger".

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NETWORK
12-May-01
14:18

**Headset connector**
See section "Installation".

**Charging connector**
See section "Installation".

DT570

# Display description

The display gives you visual feedback on all actions that you perform, and also textual warnings. There are three rows with 12 characters on each row. Icons are used to visualize some statuses, such as signal strength, ringer off and message. For more information see section "Display Information".

```
   NETWORK
  12-May-01
  14:18
```

## *Icons and texts*

**Menu pointer**
Shows a menu that can be accessed by pressing YES.

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

**Number or name is too long for the display**
There are more digits or letters to the left.

**Indicator for common names in phone book**
Cannot be edited or reset.

**Pause**
Indicates that a pause is programmed in the telephone number.

**Signal strength**
On when your telephone is connected to the system. The bars indicate reception quality. Four bars indicate optimal reception.

**Ringer off**
On when the ringer is suppressed or switched off.

**Key sign**
On when the telephone is automatically locked.

**Message**
On when messages are received.

**Missed call indicator**
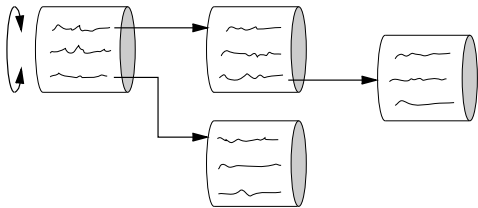On when there are new unanswered entries in the Missed calls list.

**Battery charging indicator**
Indicates the amount of talk and stand-by time left. Flashes sequently during charging and is on when charging is completed.

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## Menus

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

_To enter a menu (example):_

**Scroll up or down through the menus**

**Press when the desired menu is reached**

If you want to cancel a menu option:

**Press shortly to exit the selected menu**

**or**

**Press to return to idle state**

## Menu structure

CLEAR (Return to idle state)

NO          NO

On and Off hook

**Phone book** — YES →
- Name recall
- Missed calls
- Dialled numbers
- Answered calls
- Erase
- Edit
- Store
- Position recall

**Mail** — YES →
- Page
- Other
- Text
- Voice

**Keylock On?***

**Clock** — YES →
- Clock mode
- Date mode

**Settings** — YES →
- Ring level
- Master reset
- Own line
- Language
- Greeting
- Answering mode
- Call info
- Light
- Key sound
- Keylock
- Mail Alert
- EditMelody
- Ring type
- Ear volume

**Access*** — YES →
- Phone lock

**Networks*** — YES →
- Select net
- New search
- Edit list
- Search mode

**Divert**

**Info** — YES →
- Last call*
- Tot calls

Off hook

**Special functions** — YES →
- Goto DTMF
- Send tones
- Send pause

* Only available On hook

# Switching On/Off

## Switch on

**Press until the display lights up or you hear a beep**
If your telephone does not switch on or the lamp starts flashing red, the battery is low. Charge the battery, see section "Battery and Charger".

> **Note:** *If the message* Searching *or* No access *is displayed you cannot make or answer calls. See section "Troubleshooting".*

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## Switch off

**Press until the display turns blank or you hear a beep**
Your portable is switched off.

> **Note:** *During calls, you cannot switch off your telephone.*

# 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 working 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:

✳ **1 1** ✳     **Press**

✳     **Enter the authorization code and press**

#     **Enter your telephone number and press**

    **Wait for the call timer to start in the display**

    **Press to finish the procedure**
The display shows your telephone number.

To log off:

# **1 1** #     **Press**

    **Wait for the call timer to start 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 (green light). 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:*

```
          4736
```

**Press to answer**

If the telephone rings at an inconvenient moment:

**Press 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.

*8* **Press**

> **Note:** *France – press 4; Sweden – press 6*

## Answering mode when headset is used

When a headset is attached to your telephone, you can set the phone for automatic answering after one ringing signal, or you can answer a call by pressing any key (exept the NO key).

**Select** Settings **and press**

**Select** Answering mode **and press**
The current setting is displayed.

**Select** Auto **or** Any key **and press**

**Select** On **or** Off **and press**

# Outgoing Calls

## Make calls

How to make internal and external calls.

**Note:**
- *Correct a wrong entry by pressing CLEAR.*
- *If you decide not to make the call while keying in the number, press CLEAR and hold until the idle menu is shown.*
- *If you receive a call while keying in the number, simply press YES to answer.*
- *You can make your calls faster by using call-by-name.*

### *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**

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# 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 YES.*

## Redial number from Dialled numbers list

The last 15 dialled numbers are memorised by your telephone. You can redial one of these numbers by selecting the number from the Dialled numbers list.

### To find and redial a number

**Press**

**Press repeatedly until you find the required number**
To leave the list, press the NO key twice.

When the wanted number is shown:

**Press to redial the number**

**Press to end the call**

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## Call number from Missed calls list or Answered calls list

If supported by the network your telephone keeps a list of the five last unanswered calls and a list of the five last answered calls. You can view or call back a number from the lists. If the missed call icon is shown in the display, there are one or more new numbers added since the last time you entered this list.

### To call a number

**Select** Phone book **and press**

**Select** Missed calls **or** Answered calls **and press**

**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 and hold**
The microphone is switched off while you press the key.

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## 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.

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## 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 YES 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.*

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## 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**.*

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## 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:

*9* **Press and dial the required digits**

> **Note:** *Finland – press **1** and dial the required digits.*

# 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 YES 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 YES 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*

**# 3 7 ✱**   **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 timer to start in the display**

**Press to finish the procedure**

### Cancel all callbacks

**# 3 7 #**   **Press**

**Wait for the call timer to start 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**
YES

**Wait for the call timer to start in the display**

📞  **Press to finish the procedure**
NO

Display example:

```
4736 >
4321
      14:18
```

### Cancel

**# 2 1 #**      **Press**

> **Note:** *U.K. – press **#2#** YES key.*

**Wait for the call timer to start in the display**

    **Press to finish the procedure**

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## 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

**✳ 2 2 #**    **Press**

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

**#**      **Press**

**Wait for the call timer to start in the display**

    **Press to finish the procedure**

Display example:

```
4736 >

     14:18
```

*Cancel*

**# 2 2 #**     **Press**

**Press**

**Wait for the call timer to start 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**

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## 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

✷ **1 0** ✷     **Press**

**(1–5)**     **Dial the search profile digit**

#   🔵     **Press**

    **Wait for** Executed **to appear in the display**

🔴     **Press to finish the procedure**

### To cancel from your office telephone

# **1 0** #     **Press**

🔵     **Press**

    **Wait for** Executed **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).0

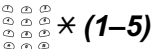**Call the DISA function at your office**
Dial tone.

✶ **7 5** ✶    **Press**

**Enter the authorization code and press** ✶

**Dial your own extension number and press** #
Dial tone.

✶ **1 0** ✶    **Press**

✶ **(1–5)**    **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).

**Call the DISA function at your office**
Dial tone.

✶ **7 5** ✶    **Press**

**Enter the authorization code and press** ✶

**Dial your own extension number and press** #
Dial tone.

# **1 0** ✶    **Press**
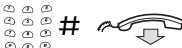
#    **Dial your own extension number, press and replace handset**

### 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 | | |

*\* 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:...........................................................     Department:.................................
Telephone No: ..............................................     Account: .......................................

### Profile 1     *..........................*

| Search order | Type of telephone or answering position* | Telephone number | Ringing time (seconds) |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

*\* Examples: Desk, Cordless, Mobile, External, Voice Mail, Operator, 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 | | | |
| 3 | | | |
| 4 | | | |

# 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**

&#35;   **Press**

**Wait for the call timer to start in the display**

**Press to finish the procedure**
The message is sent to the called extension.

### Cancel MMW to another extension

&#35; *3 1* ✳   **Press and dial the extension number**

&#35;   **Press**

**Wait for the call timer to start in the display**

**Press to finish the procedure**

### To listen to received messages
When your telephone beeps and the message symbol is flashing in the display:

**Select** Mail **and press**

**Select** Voice (3) **and press**
The digit shows the number of received messages.

**Press to call the number that requested message waiting**

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## Text messages
Short text messages can be sent to your telephone. 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 and the lamp flashes red. The text message is displayed for one minute, then it is stored in the message buffer and the message symbol is shown in the display.

Display example:

```
      New
Don't
forget        ▶
```

The arrow in the display means that there is more text to read.

**Press repeatedly to scroll through the message**
When you have scrolled through the message, Erase? is displayed.

**Press to erase the message**

**or**

**Press to store the message**
The message is stored in the message buffer.

### *Read a stored message*

**Select** Mail **and press**

**Select** Page (3) **and press**
The digit shows the number of stored messages.

**Select the required message and press**

**Press repeatedly until** Erase? **is displayed**

**Press to erase the message**

**or**

**Press to keep the message stored**

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

**Select** Mail **and press**

**Select** Voice (3) **and press**
The digit shows the 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.

### *To enter someone else's mailbox*

**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.

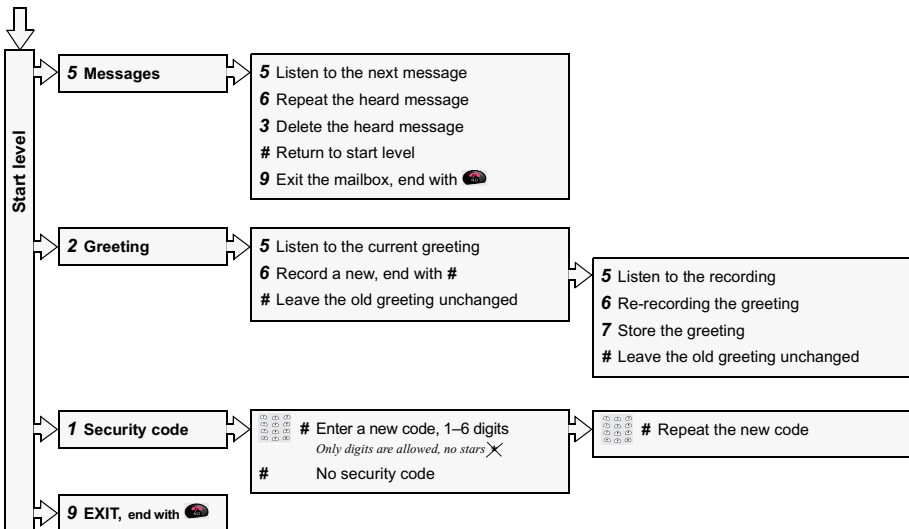If you are asked to enter a security code:

**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.

**Start level**

**5 Messages**
- **5** Listen to the next message
- **6** Repeat the heard message
- **3** Delete the heard message
- **#** Return to start level
- **9** Exit the mailbox, end with ☎

**2 Greeting**
- **5** Listen to the current greeting
- **6** Record a new, end with **#**
- **#** Leave the old greeting unchanged

- **5** Listen to the recording
- **6** Re-recording the greeting
- **7** Store the greeting
- **#** Leave the old greeting unchanged

**1 Security code**
- **#** Enter a new code, 1–6 digits
  *Only digits are allowed, no stars* ✕
- **#** No security code

- **#** Repeat the new code

**9 EXIT, end with ☎**

# 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.*

**✳ 0 9 1 5**   **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 timer to start in the display**

**Press to finish the procedure**

Display example:

```
4736 TRIP
15 Sep
```

### Cancel

# 2 3 #     **Press**

**Wait for the call timer to start 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**

✳ 0 9 1 5   **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 timer to start 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**

**Wait for the call timer to start 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 YES 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**

_____

## Individual abbreviated numbers (speed dialling)

You can program up to nine frequently used telephone numbers in your phone book on the digit keys 1-9 and use them as individual abbreviated numbers.

> **Note:** *If your exchange uses single-digit extension number, e.g. 9 to call the operator, you have two alternatives. Either dial single-digit numbers by pressing the Scroll up and YES keys before the number, or do not program that digit key with an abbreviated number.*
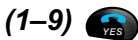
**(1–9)**  **Dial the relevant digit and press**
The display shows the name (if programmed), the position (= dialled digit) and the number.

> **Note:** *If the number shown is not the required number, scroll up or down until the requested number is shown. The Scroll key has to be pressed before the display shows* `Call?`*, then you have to press NO twice and start from the beginning again.*

**Press**
To program, change key (position), edit, and delete name or number, see section "Phone Book".

**Press to end the call**

## Call-by-name

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

To call:

**Select** Phone book **and press**

*(2–9)* **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 CLEAR.

**Press and scroll to find the name**

When the name has been found:

**Press**
The number is dialled.

**Press to end the call**

_____

## Quick call-by-name

*(2–9)* **Press the key with the initial letter of the name until a name is shown**

To step to the next initial letters:

**Press the key immediately again, shortly once, or for the 2nd next letter, shortly twice**

**Scroll to find the name**

When the name has been found:

**Press**
The number is dialled.

**Press to end the call**

*Example:*
To call Bob (Anita, Bill and Bob are programmed in the phone book).

**2** **Press and keep pressed**
A is shown in the display.

**2** **Press again, shortly**
B is shown in the display.

**Press**
Bill is shown in the display.

**Press**
Bob is shown in the display.

**Press to call Bob**
_____

## Speed dialling of function procedures

You can easily store and use frequently used function procedures, i.e. procedures starting with ✳ or #.

> **Note:** *The function procedures are stored in the built-in phone book, see section "Phone Book – Add a name".*

To use:

**Select** Divert **and press**
The phone book is automatically activated with numbers starting with ✳ or #.

**(2–9)** **Press repeatedly the key with the initial letter of the procedure name until the letter is shown**

To correct a wrong entry, press CLEAR.

**Press and scroll to find the requested procedure**

When the procedure has been found:

**If required, add number, time or date, etc. and press** #

**Press**

**Wait for the call timer to start in the display or** Executed **to appear in the display**

**Press to end the call**

# Phone Book

Your telephone can hold a maximum of 1100 telephone numbers. 1000 of the numbers are reserved for your company phone book (numbers marked with ¤) and cannot be edited by you.

You can create a personal directory with up to 100 names, which you can edit and erase. A maximum of 16 characters is available per name and 36 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 | 13 | 14 | 15 | 16 | 17 |
| 1 | space | - | ? | ! | , | . | : | ; | " | ' | < | = | > | ( | ) | 1 | |
| 2 | A | B | C | À | Ä | Æ | à | Ç | 2 | Γ | | | | | | | |
| 3 | D | E | F | è | É | 3 | Δ | Φ | | | | | | | | | |
| 4 | G | H | I | Ì | 4 | | | | | | | | | | | | |
| 5 | J | K | L | 5 | Λ | | | | | | | | | | | | |
| 6 | M | N | O | Ñ | Ö | Ø | ò | 6 | | | | | | | | | |
| 7 | P | Q | R | S | ß | 7 | Π | Σ | | | | | | | | | |
| 8 | T | U | V | Ü | ù | 8 | | | | | | | | | | | |
| 9 | W | X | Y | Z | 9 | | | | | | | | | | | | |
| 0 | + | & | @ | / | ¤ | % | $ | £ | ¥ | § | ¿ | ¡ | 0 | Θ | Ξ | Ψ | Ω |
| # | # | * | | | | | | | | | | | | | | | |

✳ **Press to switch a written character to lower case**
The characters will be lower case until this key is pressed again.

When the required charcter is displayed, wait for the cursor to move automatically.

To correct:

CLEAR **Press**
The written character is cancelled and the correct character can be written.

*Example (to write Smith):*

| | |
|---|---|
| **Select** Phone book **and press** | Name recall is displayed. |

**7 7 7 7**   **Press for S**

**6**   **Press for m**

**4 4 4**   **Press for i**

**8**   **Press for t**

**4 4**   **Press for h**

As this is an example:

**Press to return to idle state**

_____

## Add a name

> **Note:** *This procedure is also used to store function procedures.*

**Select** Phone book **and press**

**Select** Store **and press**
Store, the next free position number and Name: are displayed.

**Enter the name and press**
Enter no: is displayed. If you are storing a function procedure, enter the function name, e.g. Meeting.

**Enter the number**

> **Note:** *For procedures that include dialling a number, time, date, etc., only store the first part of the procedure before the variable information, e.g. for Meeting, store ✳23✳3✳.*

If you accept the promted position:

**Press to store**

If you want to store the name on another position:

**Press and enter the required position number**

**Press to store**

_____

## Add a number from the telephone memory lists

**Select** Phone book **and press**

**Select** Missed calls,Dialled number **or** Answered calls **and press**

**Select number and press**

**Select** Store **and press**

**Enter the name**

**Press to store**

_____

## Edit a name, number or position

**Select** Phone book **and press**

**Select** Edit **and press**

**Select** Position **or** Name **and press**

**Enter the position number or name and press**
The position, name and number are displayed on different rows.

To edit:

**Press to move the cursor to the next row**
(Only when the cursor is at the end of a row.)

**Press to move the cursor within the chosen row**

**Press to remove the character to the left of the cursor**

**Press to enter new letters or digits**

**Press to store**

_____

## Erase a name

**Select** Phone book **and press**

**Select** Erase **and press**

**Enter a position number and press**
The position and name are displayed.

**Scroll to find the required name**

When the name is found:

**Press to erase**

# 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.
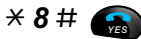
✱ 8 # 📞 **Press to answer**

> **Note:**
> - *Sweden and Finland – press ✱0# YES 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.
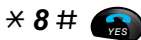
✱ 8 # 📞 **Press to answer**

> **Note:** *Sweden and Finland – press ✱0# YES 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 timer to start in the display**

**Press to finish the procedure**

### *To re-enter the group*

**# 2 1 #**

**Press**

> **Note:** *U.K. – press* #**2**# *YES key.*

**Wait for the call timer to start 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.

⌨    **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.

▶ ☎    **Press to resume the call that was put on hold**

# Call statistics

Your telephone stores the duration of the last call, the duration of all outgoing calls, and the duration of all calls (incoming and outgoing calls).

**Select** Info **and press**
The duration of the last call is displayed. Depending on the setting in the call info menu (see below), either the total duration of outgoing calls, or the total duration of both incoming and outcoming calls (All) is displayed.

**Select** Last call **to show the duration of the last call**

### To set type of total calls

**Select** Settings **and press**

**Select** Call info **and press**

**Select** Time:Outg **or** Time: All **and press**

### To reset total call timer

**Select** Info **and press**
The duration for the selected call type (outgoing or all) is displayed.

**Press to reset the total call time meter**

> **Note:** *Only the selected type of total call timer is reset, i.e. to reset the other call timer, this type has to be selected first.*

## 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*

**✳ 8 4 ✳**    **Press and dial the digit or digits to get a line**

**✳**    **Press and dial the external line number**

**#** **YES**    **Press**

**Wait for the call timer to start in the display**

**NO**    **Press to finish the procedure**

### *Cancel flexible night service*

**# 8 4 #** **YES**    **Press**

**Wait for** Executed **to appear in the display**

**NO**    **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*

**# 0 0 1 #**  **Press**

**Wait for** Executed **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.

**✳ 3 9 #**    **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*

**Call the DISA function at your office**
Dial tone.

**✳ 7 2 ✳**    **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.

� *7 5* ✱    **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:

**7**  **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:

*81*  **Press**

⌗  📞 YES  **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

*810*  **Press**

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

📞 NO  **Press**

If you want to send an alarm message code:

*810*  **Press**

*  **Dial the extension number and press**

⌗  📞 YES  **Dial the message code (1-5 digits) and press**
Wait for the acknowledgement tone.

📞 NO  **Press**

### *To acknowledge an alarm*

You must acknowledge the alarm to be terminated:

$\star$ **820** $\star$　　**Press**

**#** 　**YES**　　**Dial your own extension number and press**

**Wait for** Executed **to appear in the display**

**NO**　　**Press to finish the procedure**

To acknowledge an alarm for another extension:

$\star$ **820** $\star$　　**Press**

$\star$　　**Dial the other extension number and press**

**#** 　**YES**　　**Dial your own extension number and press**

**Wait for** Executed **to appear in the display**

**NO**　　**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**

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

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

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

# 7 3 *     **Press**

# **#**   *(YES)*     **Enter authorization code and press**
Wait for verification tone.

*(NO)*     **Press to finish the procedure**

### *To lock an extension*

* 7 3 *     **Press**

**#**   *(YES)*     **Enter authorization code and press**
Wait for verification tone.

*(NO)*     **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*

* 7 6 *     **Press**

**#**   *(YES)*     **Enter authorization code and press**
Wait for verification tone.

*(NO)*     **Press to finish the procedure**

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

$\ast$ **7 5** $\ast$    **Press**

\# **YES**    **Enter authorization code and press**
Wait for verification tone.

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

### To unlock your telephone

\# **7 6** $\ast$    **Press**

\# **YES**    **Enter authorization code and press**
Wait for verification tone.

**NO**    **Press to finish the procedure**

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

$\ast$ **7 5** $\ast$    **Press**

$\ast$    **Enter authorization code and press**

\# **YES**    **Dial your own extension number and press**
Wait for verification tone.

   **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

## Phone lock

You can lock your telephone to prevent use by another person. When
the telephone is locked you have to enter a lock code followed by
YES to switch on the telephone.

### *To lock or unlock your telephone*

**Select** Access **and press**
Phone lock and the current setting is displayed.

**Press**

**Select** Full lock **or** Unlocked **and press**
Enter lock code is displayed.

**Enter the code and press**
The new setting is shown temporarily.

> **Note:** *The default code is "0000". The code can be changed,
> see section "Change lock code". If you have forgotten the
> code, the IPEI code has to be used by your system
> administrator to unlock your telephone.*

### *Change lock code*

To change the phone lock code:

**Select** Access **and press**
Phone lock and the current setting is displayed.

**Select** Change code **and press**
Enter old code is displayed.

**Enter the old code and press**

**Enter the new code (3-8 digits) and press**

**Enter the new code again and press**
New code is shown temporarily.

_____

## Greeting

When you switch on your telephone the greeting text is displayed.
You can enter a new greeting text or edit the written text. You can also
turn the greeting on or off.

### *To write or edit*

**Select** Settings **and press**

**Select** Greeting **and press**
The current text is displayed (if available).

**Select** New text **and press**

**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 YES key.*

### *To turn on or off*

**Select** Settings **and press**

**Select** Greeting **and press**

**Select** On **or** Off **and press**

## Manual key lock

To protect the keypad against accidental key pressing.

**Select** Keylock On? **and press to lock**
The key icon is 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*

**Select** Settings **and press**

**Select** Keylock **and press**
The current setting Auto or Manual is displayed.

**Select the required setting and press**
When Auto is selected, the key icon is displayed after about
20 seconds and you cannot make calls accidentally. You can only
answer incoming calls. When Manual is selected, see section
"Manual key lock" to activate the key lock.

### *To use when locked*

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

**Make your call or enter the menu**

# Key sound

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

## *To activate or deactivate*

**Select** Settings **and press**

**Select** Key sound **and press**
The current setting, Click, Tone or Silent is displayed.

**Select the required setting and press**

_____

# Language

The default language is English. To change to another language:

**Select** Settings **and press**

**Select** 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.*

## Earpiece volume

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

**Press to change the volume**

> **Note:** *If you want to adjust the earpiece volume in idle state, select the Settings menu and the Ear volume menu. Adjust the volume with the Volume or Scroll keys.*

————————————————————————————————————

## Display light

There are three choices for the display light:

• Automatically turned off 10 seconds after the last key press
• Off
• On all the time

**Select** Settings **and press**

**Select** Light **and press**
The current setting is displayed.

**Select the required setting and press**

————————————————————————————————————

## Time and Date

When the portable is in stand-by mode the current time and date can be displayed (if this feature is supported by the network). The time is automatically retrieved from the system, and you can set how the time should be displayed (time mode). You can also decide how the date should be displayed (date mode). As default, no date is shown.

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

### Time mode

To set the time mode:

**Select** Clock **and press**
Clock mode and the current setting is displayed.

**Select** Clock mode **and press**

**Select** 24 hours **or** AM/PM

**Press to confirm**

### Date mode

To set the date mode:

**Select** Clock **and press**

**Select** Date mode **and press**

**Select requested way to show date or** Off

**Press to confirm**

_____

## Own line settings

The own line settings are only required if one or more of the following situations are applicable:

• If you want to make calls in different networks using the phone book.
• If you want to store international phone numbers in the phone book with a + for the international access code.
• If internal numbers are stored in the phone book as complete phone numbers with at least the PBX prefix.

Please contact your system administrator if you need this feature.

## Master reset

You can reset your telephone to the default values. All settings will be reset (including all phonebook entries).

**Select** Settings **and press**

**Select** Master reset **and press**

**Enter the telephone lock code and press**
Please wait followed by RESET are temporarily displayed.
> **Note:** *The default code is "0000". The code can be changed, see section "Change lock code". If you have forgotten the code, the IPEI code has to be used by your system administrator to unlock your telephone.*

# Audible Adjustments

## Ringing signal volume

Your telephone has six volume levels, a ringer off mode (silent ringing) and a step-by-step mode. When the ringer off mode is selected, the ringer off icon is displayed, and an icoming call is signalled by a fast flashing lamp and display information.

When step-by-step mode is selected, the two first signals will sound at the lowest level, then the volume will increase step-by-step to the highest level.

To set the ringing signal volume:

**Select** Settings **and press**

**Select** Ring level **and press**
The current signal volume or setting is displayed.

**Select the required volume**
The level is displayed (0=off). When you increase the volume the signal is also heard. The step-by-step mode is selected by pressing the Control up/right key repeatedly until Step is displayed.

**Press to confirm**
The new volume or setting is selected.

## Ring type

You can set the ringer tone for the different types of incoming calls, i.e internal, external and callback calls. You can choose between Low, Medium, High, Mix or ten predefined melodies to signal the calls.

You can also program and select your own melodies, see section "Program and edit own ringing melody".

### *Set ringing melody*

**Select** Settings **and press**

**Select** Ring type **and press**

**Select the required call type and press**
The current signal or melody is displayed.

**Select the required signal or melody and press**
The new signal or melody is selected.

_____

## Program and edit own ringing melody

You can program your own melody to be used as a ringing signal. The telephone can handle tones over two octaves.

**Select** Settings **and press**

**Select** EditMelody **and press**
If there is a melody programmed, the notes are displayed.

**Use the keypad to edit your melody**
See "programming options".

**Press to listen to your melody**
Ready? is displayed. If you are not satisfied, press NO to continue editing.

**Press to save your melody**

## *Programming options*

The keypad is used to enter notes, pauses, etc.

This is how the keys are used:

*1*c  *2*d  *3*e
*4*f  *5*g  *6*a
*7*b  *8*+c *9*+d

**Press to insert notes (1-9)**

> **Note:** *A short press gives a short note, a long press gives a long tone (displayed by a capital letter), +c and +d means the higher octave.*

✳ **Press to insert a short pause**
Repeat to get a longer pause.

*0* **Press to get a higher octave for the inserted note**
A + is shown in front of the note to indicate the higher octave.

# **Press to increase or decrease the pitch for the inserted note**
Press once for sharp pitch, twice for flat pitch and three times to get the normal pitch. # is shown in front of the note for the sharp pitch, and ⌐ for the flat pitch.

CLEAR **Press to remove the note to the left of the cursor**
Keep pressed to remove all the notes.

**Press to move the cursor**
_____

# Mail alert

You can set a tone or a click to signal a new incoming mail. If you do not want to be disturbed by incoming mails, you can also turn the mail alert off.

**Select** Settings **and press**

**Select** Mail Alert **and press**
The current setting is displayed.

**Select the required setting and press**

# Audible Signals

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

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## 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 described 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.*

# 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:*

```
SMITH  4321
     14:18
```
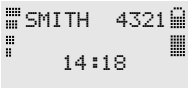
On the first row is your name (if available) and extension number, (instead of your name, the network name can be displayed). On the second row the actual date can be shown, see section "Settings – Time and Date". As default date is not shown. On the third row the actual time is shown.

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

*Personal number profile activated:*

```
          4328
Profile 1
     14:18
```
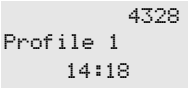
The middle line shows the activated profile.

*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:

```
Calling
        3333

   14:18
```
```
Calling
SMITH

      14:18
```

When the call is answered:

```
        3333

   14:18
```

*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):

```
        4444
>       3333

   14:18
```
```
           BROWN
>          SMITH

      14:18
```

When the call is answered, only the number of the answeringposition is displayed:

```
        4444

   14:18
```

# Incoming call

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

```
          3333                    SMITH
```

When you have answered the call, a displayed name is replaced by the caller's number.

*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:

```
          4444                    BROWN
>         3333                    >SMITH
```

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:

```
          5432                    NELSON
>         3333                    >SMITH
```

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

# Battery and Charger

## Connecting the battery

Your portable is supplied with a slim nickel metal hydride (NiMH) battery.

> **Note:** *A long beep at regular intervals is audible when the battery is low, and the lamp on top of the phone shows a slowly flashing red light.*

**Attach the battery to the portable as shown below**
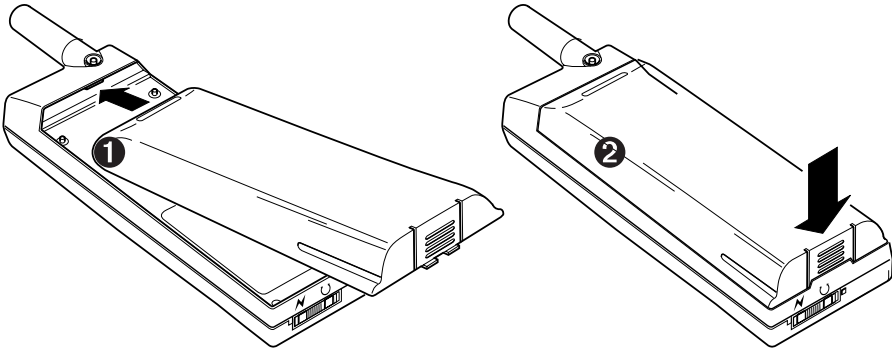


> **Note:** *Because the status of a newly received battery is uncertain, always charge it to ensure that you have sufficient talk and standby time.*

# Charging the battery

When the battery requires charging, you will hear a warning sound and the display will indicate it. Regarding charge time, see &&"Battery performance".

> **Note:** *You can charge the battery at any time. There is no need to wait until the battery is completely discharged.*

**Connect the portable to the charger as shown in the figure below**
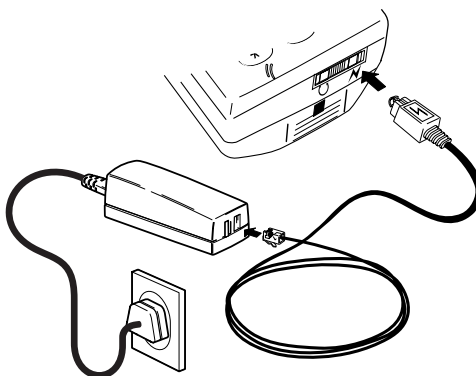


The charging process will start automatically, indicated by a green light on the charger. If the phone is turned off during charging, the lamp on the top turns red, and the battery icon flashes sequentially.

**Leave the portable connected to the charger until the battery is fully charged**
It takes approximately one hour to fully charge the standard battery, see "Battery performance". During charging, you can use the portable as usual. When the charging process is complete, the lamp on the top of the portable turns green, and the battery icon is completely filled.

**Disconnect the charger**

> **Note:**
> - *Do not connect your phone to the charger without a battery.*
> - *If the standby time for your DT570 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 DT570 is equipped with a Slim Nickel Metal Hydride (NiMH) battery as a standard. The portable can be equipped with three types of NiMH batteries. The table below shows the performance of the different battery types:

| | Talk time (hours) | Standby time (hours) | Charge time (minutes) |
|---|---|---|---|
| **Slim battery** NM6050 NiMH 500mAH | 9 | 40 | 60 |
| **Ultra Slim Battery** NM6065 NiMH 800mAH | 15 | 70 | 80 |
| **High Performance** Battery NM6120 1200mAh | 22 | 100 | 155 |

# Removing and changing the battery

Rechargeable batteries have a limited lifespan. If the stand-by time for the DT570 becomes too short, you should replace the battery. Please contact your system administrator for more information.

**Press to turn your portable off**

> **Note:** *Always make sure that your phone is turned off before disconnecting the battery.*

**Remove the battery as shown below**
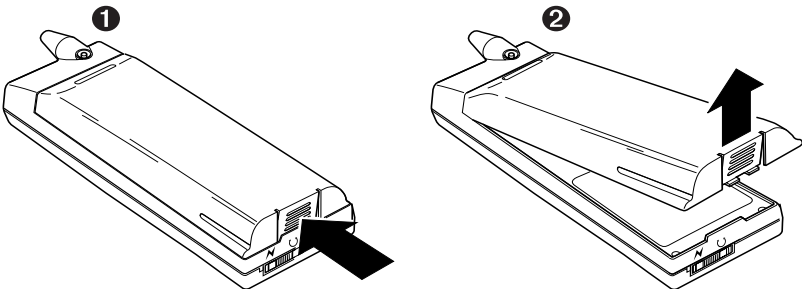
## Optional accessories

You can customize your Ericsson telephone to meet your own needs. All of the following accessories are optional and can be purchased at your local Ericsson store.

Available accessories for your portable:

- Ultra Slim Battery NM6065, NiMH 800mAh
- High Performance Battery NM6120, 1200mAh
- Desktop charger
- DS600 Docking station
- Portable handsfree headset
- Headset profile
- Leather business carrying case
- Hip case
- Security clip
- Vibrator silent call alert
- Magnetic phone holder

# 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 comment |
|---|---|---|
| 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 |
| Signal strength icon off | Out of cover area or the telephone is defective | Enter cover area or contact system administrator |
| Lamp flashes red | The battery is low | Charge the battery |
| Call is switched off after 2 seconds | The telephone is defective | Contact system administrator |
| Lamp flashes slow | Indicates a warning | Check display messages to locate the fault |
| Lamp shows steady light | The telephone is defective | Contact system administrator |

| Display shows | Probable cause | Action or comments |
|---|---|---|
| `Searching` or `No network` | Cannot connet to the network | Contact system administrator |
| `No access` | The network is in range but no access rights | Contact system administrator |
| `Enter lock code` | The telephone is locked | Enter the required lock code. If forgotten, contact system administrator |
| `Keylock Enter <- YES to unlock` | The keypad is locked | Pres Control down key followed by YES key |
| `STORE Name:` | The phone book memory is full, you cannot add new names | Delete a name |
| `Battery low` | The battery is low | Charge battery |

# Index

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This requires a true understanding of how
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