UNIVERGE SV9300

UNIVERGE IP Phone DT830G(DG)/DT830 USER'S GUIDE

Before using this product and document, please read the following document carefully.
Also, please keep this document to the place where you can see any time.

- UNIVERGE SV9300/SV9500 Safety Precautions and Regulatory Notices
  for DT800/DT400 Series (GVT-034084-001)

The latest version of document can be downloaded from the following URL
https://mind.bcom.nec.co.jp/customernet/safety-info/table_t.html

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PREFACE

This manual describes operating procedures of UNIVERGE IP Phone DT830(DG)/DT830 Multiline Terminal to be connected to UNIVERGE SV9300 communication server.

OUTLINE OF THIS MANUAL

This manual consists of;

INTRODUCTION

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

TERMINAL SETUP

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

FEATURE OPERATION

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

DIAL BY NAME

This chapter describes how to use directory service.

APPENDIX

This chapter describes the supplemental information of this manual.

ABOUT THE MARKS USED IN THIS MANUAL

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

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

TERMS IN THIS MANUAL

The following table shows the terms described in this manual.

TERMS	DESCRIPTION
Dial Tone	You will hear the dial tone from handset when you hang up the hand set. If you press speaker key, you will hear the dial tone from speaker.

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

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INTRODUCTION

ABOUT TERMINAL

FACE LAYOUT

TERMINAL	LAYOUT
ITZ-8LDG-3P(WH) TEL ITZ-8LDG-3P(WH) TEL for China	
ITZ-12D-3P(WH) TEL ITZ-12D-3P(WH) TEL for China	

TERMINAL	LAYOUT
ITZ-12DG-3P(WH) TEL ITZ-12DG-3P(WH) TEL for China	
ITZ-24D-3P(WH) TEL ITZ-24D-3P(WH) TEL for China	
ITZ-8LDG-3P(BK) TEL ITZ-8LDG-3P(BK) TEL for China	

TERMINAL	LAYOUT
ITZ-12D-3P(BK) TEL ITZ-12D-3P(BK) TEL for China	
ITZ-12DG-3P(BK) TEL ITZ-12DG-3P(BK) TEL for China	
ITZ-24D-3P(BK) TEL ITZ-24D-3P(BK) TEL for China	

SPECIFICATIONS

ITEMS	CONTENTS
LCD	3.8 inch FSTN, with back light
LCD color	Gray scale (8 scales)

ITEMS	CONTENTS
Programmable line/feature key	8/12/24 keys (12/24 keys DT830G(DG))
Fixed feature key	13 keys (with Menu key and Cursor key)
Back light	LCD and digit key (lit for 10 seconds when operating)
Soft key	4 keys
Directory	Max 30,000 records per system
Call history	Outgoing Call: Max 60 records per terminal Incoming Call: Max 60 records per terminal
XML browser	Available
Handsfree	Available (Full duplex)
Headset	Available (HW510 (A10)/HW251N (A10)/WT100 (APN-91)/W710 (APD-80)/Voyager Legend CS (APN-91): option)
USB interface	USB HOST 1-port (USB 2.0, 5 V/500 mA) (USB interface : ITZ-12DG-3(BK)TEL) USB over current detection: About 500 mA or more
LAN interface	2-port, 10BASE-T/100BASE-TX/1000BASE-T, Full-duplex/Half-duplex, Auto Negotiation/Fixed (Except 1000BASE-T) (1000BASE-T : ITZ-12DG-3(BK)TEL,ITZ-8LDG-3(BK)TEL)
Voice CODEC	G.711 (μlaw, A-law), G.729a, G.722
IP address setting	Sets via DHCP server/Sets Statically
QoS	ToS (IP Precedence, Diffserv)
VLAN	Tag VLAN (IEEE802.1Q/p), LLDP-MED, DHCP
Security	IEEE802.1x authentication (EAP-MD5, EAP-TLS), IEEE802.1x authentication support (EAPoL Forwarding) on the PC port via switch at a high hierarchy level, SIP&RTP Encryption, HTTPS (Web Programming/Download), VPN (L2TP/IPsec (IPv4))
Power supply	Central Power Supply = IEEE802.3at Type1 (IEEE802.3af compatible) Local Power Supply = AC adapter (option)
Power consumption	ITZ-12DG: About 4.9 W, ITZ-24D: About 3.9 W, ITZ-12D: About 3.9 W, ITZ-8LDG: About 4.4 W
Download	Ringing Tone / Music on Hold
Adapter and Accessory (option)	Ancillary Device Adapter (ADA) / Bluetooth Connection Adapter (BCA) / Wall Mount unit (WM) / Line Key Unit (8LK) / Color Side panel / Directory Card
Dimension (W × D × H)	ITZ-12D, ITZ-12DG, ITZ-24D: About 182 (W) × About 258 (D) × About 109 (H) [mm] ITZ-8LDG: About 182 (W) × About 258 (D) × About 112 (H) [mm]
Weight	About 1.3 [kg]
Environmental	Temperature range = 0 to 40 ℃ (Ambient temperature range = -20 to 60 ℃) Humidity = 10 to 90% RH (non condensing)

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

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

When 1000BASE-T is used, it is not available to select "Fixed". LAN interface configuration is set at installation. For details, please contact the system administrator.

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

When a PoE (Power over Ethernet) HUB supports NEC Proprietary Protocol is used for central power supply, ILPA-R UNIT, which is an adapter for converting IEEE802.3af to NEC Proprietary Protocol is needed. When ILPA-R UNIT is used, 1000BASE-T is not available. For details, please contact the system administrator.

For details of terminal firmware version, please contact the system administrator.

EHS Cable (APD-80), EAP-TLS and VPN (L2TP/IPsec (IPv4)) are supported for terminal firmware 5.0.0.0 or later.
For details of terminal firmware version, please contact the system administrator.

The authentication protocol on Web Programming is supported TLS 1.2 only for terminal firmware 5.2.0.0. or later.
For detail of terminal firmware version, please contact the system administrator.

VPN (L2TP/IPsec (IPv4)) is not supported for the ITZ-12D-3P TEL for China/ITZ-24D-3P TEL for China/ITZ-8LDG-3P TEL for China/ITZ-12DG-3P TEL for China.

EHS Cable (APD-80) is not supported in ITZ-12DG .

The VLAN function by DHCP and File Download by HTTPS are supported for terminal firmware 5.1.0.0 or later. For details of terminal firmware version,please contact the system administrator.

KEYS AND PARTS

This section explains keys and parts of terminal.

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

| NO.	NAME	FUNCTION
(8)	Cursor key	**Enter key** This terminal has Shortcut Menu for frequently-used features. Use this key to display the Shortcut Menu and determine the selected item in the menu. Also, this key is used as cursor-movement key on the local menu of the terminal. **Volume (UP/DOWN) key** Used to adjust speaker/receiver volume, and ringer volume. **Right key (Directory)** Press this key to open the Directory menu. **Left key (Redial)** Press this key to activate Redial feature. Press Redial and scroll back through numbers that have been dialed. When the desired number is displayed, press ⊛ or ⌗ to activate dialing.
(9)	Menu key	To access the menu of terminal.
(10)	Mic key (with light)	To respond handsfree. LED lights during speakerphone operation.
(11)	Feature key (with light)	To activate features such as terminal setup and to program One-Touch Speed Calling keys.
(12)	Answer key (with light)	When LED on this key is lit, press this key to answer the incoming call.
(13)	Recall key	To finish a call and hear the dial tone to make an another call.
(14)	Programmable keys (with light)	These keys can be programmed as Flexible line key/Programmable feature key by system administrator.
(15)	Soft keys	The feature name is shown at the bottom of the LCD. The appropriate feature key is displayed on the screen according to the call handling process.
(16)	Help key	To call up explanations of the Soft keys on the LCD.
(17)	USB Port (Back)	To connect USB Device for charging etc.
(18)	LCD	To display date or dialed number etc.
(19)	Call Indicator Lamp	The lamp at the top corner of display flashes when a call terminates to the terminal. Also, when you use VOICE MAIL, the lamp lights when a message has been left.

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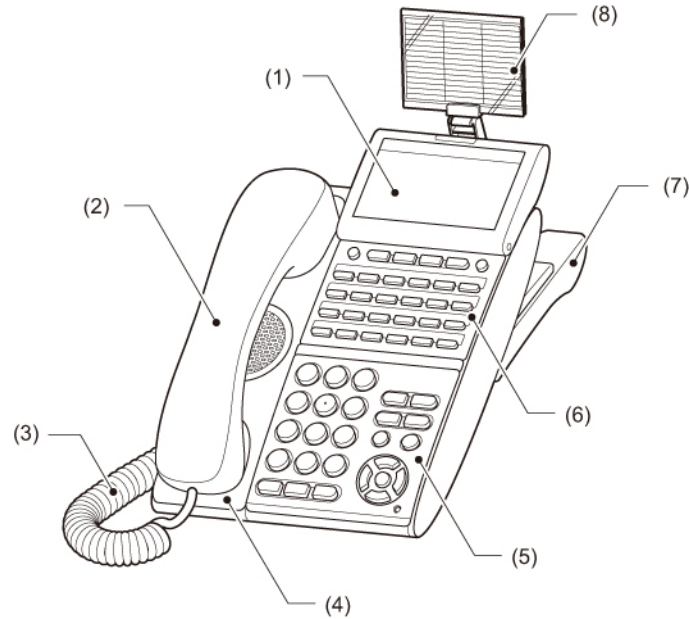
(1) LCD
(2) Handset
(3) Curl Cord
(4) Handset Cradle
(5) Numbered Keypad Panel
(6) DESI Printer Sheet / Line Key Panel
(7) Tilt Legs
(8) Directory Card
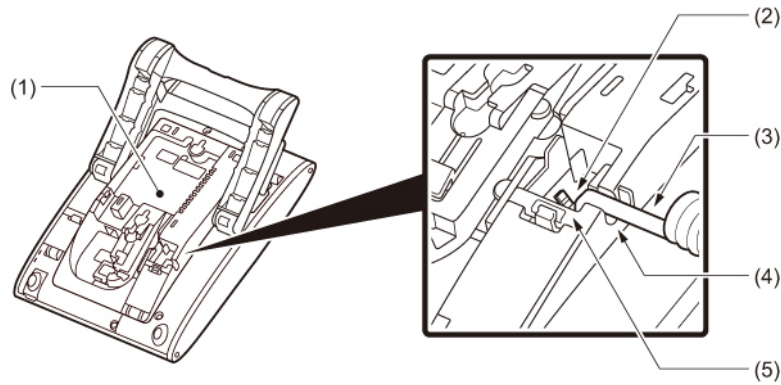
ATTACHING HANDSET

1. **Insert the modular jack of curled code into the [HANDSET] connector on the backside of the terminal until "click" is heard.**

2. **Fit the curled cord into the groove to be fixed.**
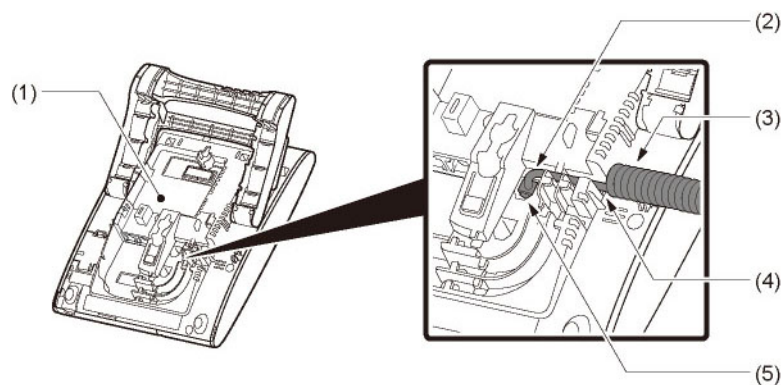
(1) Terminal
(2) Modular Jack
(3) Curl Cord
(4) Groove
(5) [HANDSET] Connector

(ITZ-24D, ITZ-12D, ITZ-8LDG, ITZ-8LD)

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

(ITZ-12DG, ITZ-24DG)
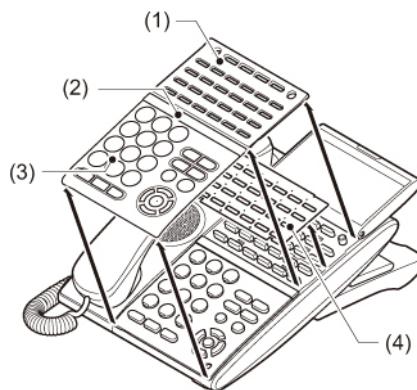
ATTACHING OR REMOVING FACEPLATE AND DESI PRINTER SHEET

REMOVING FACEPLATE AND DESI PRINTER SHEET

Remove DESI Printer Sheet with following ways.

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

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

ATTACHING FACEPLATE AND DESI PRINTER SHEET

1. **After replacing the DESI Printer Sheet on the terminal, attach the Faceplate.**
2. **At each corner, press the locking pin back into place.**
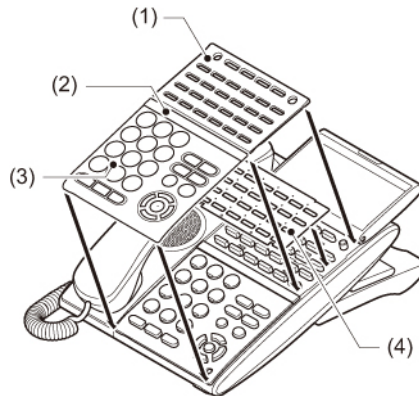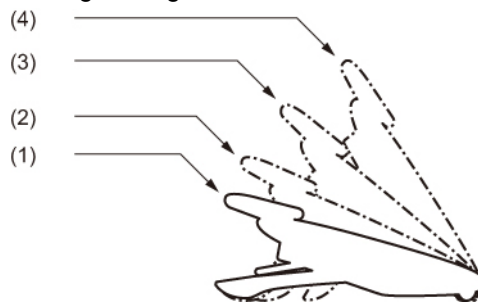

(1) Line Key Panel
(2) Center Bar
(3) Face Plate
(4) DESI Printer Sheet

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

ADJUSTING ANGLE OF TILT LEGS

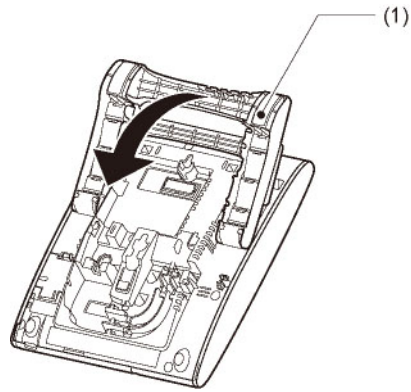The height can be adjusted by moving the legs attached to the bottom of the terminal.

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

RAISING TILT LEGS

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

(1) Tilt Legs

(ITZ-24D, ITZ-12D, ITZ-8LDG, ITZ-8LD)
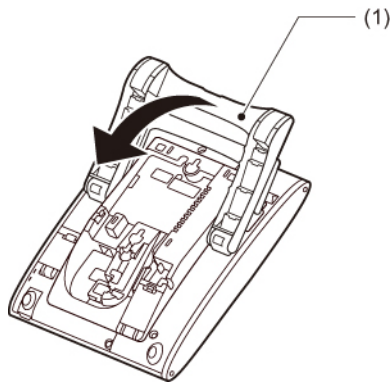
(1) Tilt Legs

(ITZ-12DG, ITZ-24DG)

3. **Turn the terminal over (key side up).**
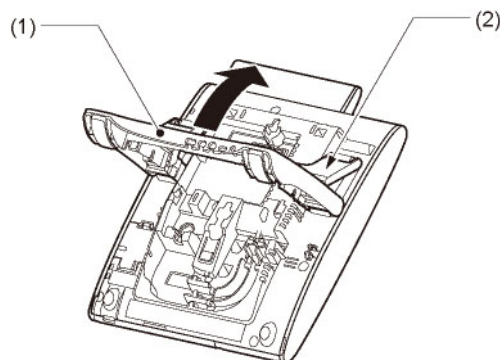
LOWERING TILT LEGS

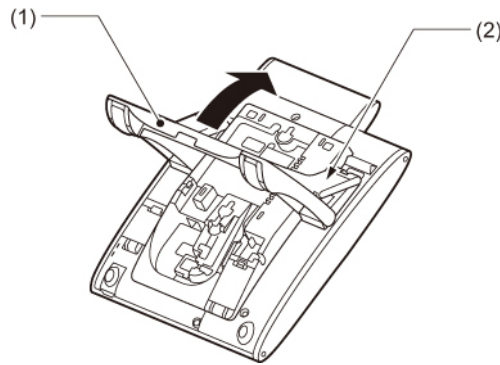*1.* **Turn the terminal over (key side down).**
2. **Lower Tilt Legs to desired height.**

(1) Tilt Legs
(2) Stopper

(ITZ-24D, ITZ-12D, ITZ-8LDG, ITZ-8LD)

(1)   Tilt Legs
(2)   Stopper

<div align="center">(ITZ-12DG, ITZ-24DG)</div>

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

CONNECTING LAN CABLE

Connect LAN cable to the terminal following steps.

> **!** ILPA-R UNIT is required when PoE Hub supports NEC Proprietary Protocol (The ILPA-R UNIT converts IEEE802.3af to NEC Proprietary Protocol). When ILPA-R UNIT is used, 1000BASE-T is not available.
> For details, please contact the system administrator.

1.   **Plug the power cable into the AC adapter connector when power is supplied with AC adapter. This step is not required when PoE hub is used.**

2.   **Press the cable into the grooved cutout gently.**
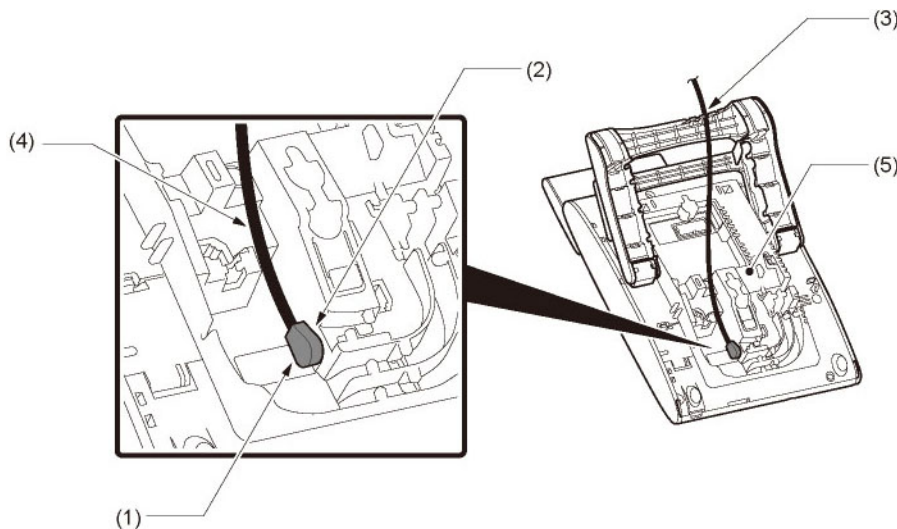
(1)   DC Cable Plug
(2)   AC Adapter connector
(3)   Groove
(4)   Attached DC Cable
(5)   Terminal

<div align="center">(ITZ-24D, ITZ-12D, ITZ-8LDG, ITZ-8LD)</div>
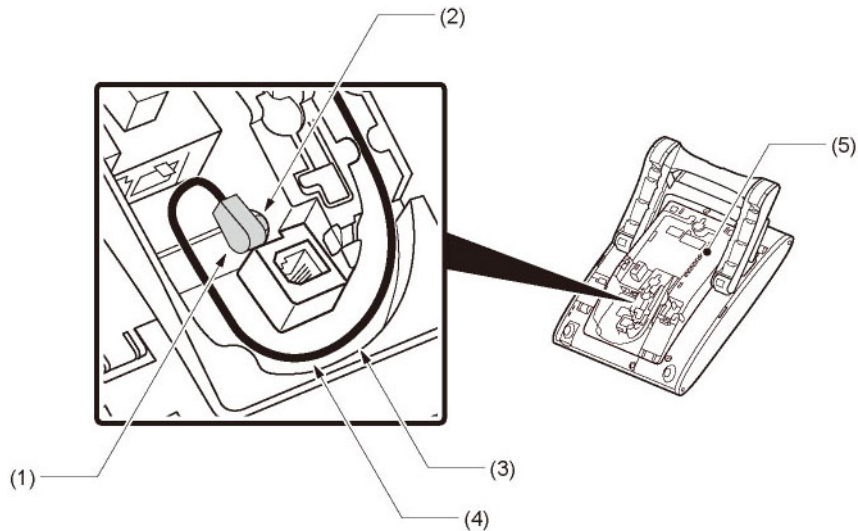
(1) DC Cable Plug
(2) AC Adapter connector
(3) Groove
(4) Attached DC Cable
(5) Terminal

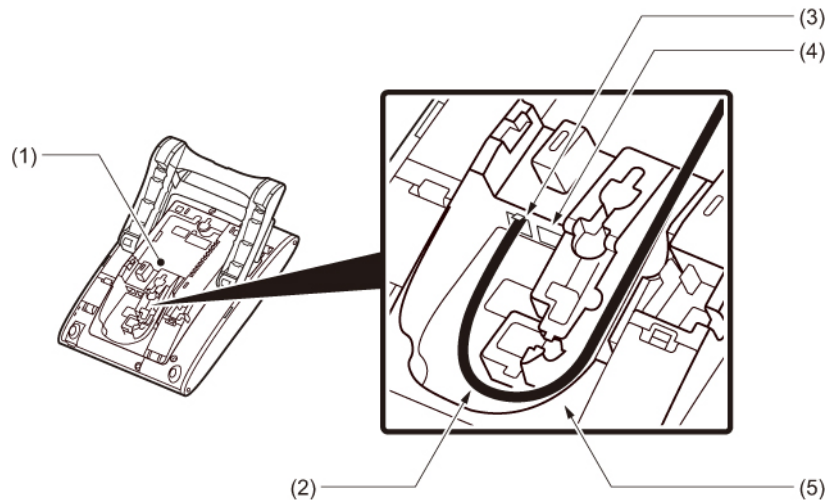(ITZ-12DG, ITZ-24DG)

3. **Connect LAN cable to LAN cable connector (LAN (=)) of the terminal.**

4. **Press the LAN cable into the groove.**
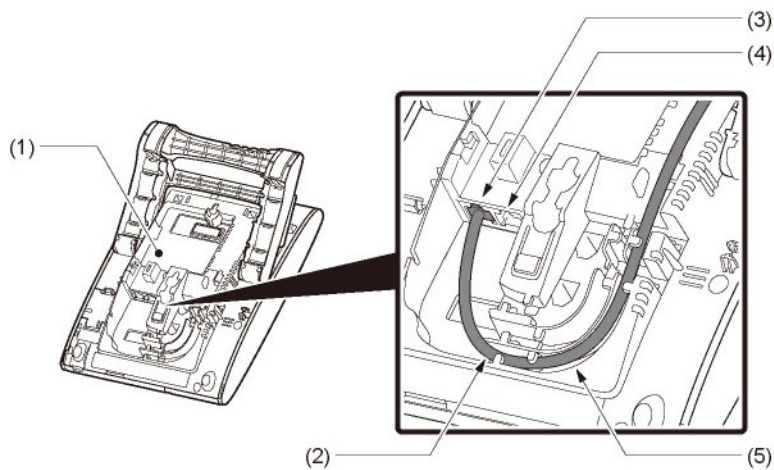
(1) Terminal
(2) LAN Cable
(3) LAN Cable connector for the premises
(4) LAN Cable connector for PC (PC Port)
(5) Groove

(ITZ-24D, ITZ-12D, ITZ-8LDG, ITZ-8LD)

(1) Terminal
(2) LAN Cable
(3) LAN Cable connector for the premises
(4) LAN Cable connector for PC (PC Port)
(5) Groove

(ITZ-12DG, ITZ-24DG)

✎	When disconnecting the AC adapter, disconnect it after removing the LAN cable.

✎	When you connect the LAN cable to a PC, connect the LAN cable to the terminal's PC port and the PC.

ATTACHING DIRECTORY CARD

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

✎	Directory Card is option.

1. **Attach the Directory Card to the Directory Card Holder.**
2. **Take the protective sheet off from the plastic cover.**

    The surface of the plastic cover is put out.

3. **Push the Directory Card Holder into the grooves on the terminal until they snap into place.**
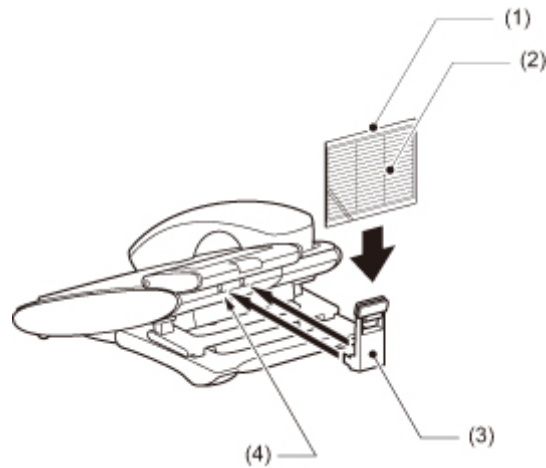
(1)   Plastic Cover
(2)   Directory Card
(3)   Directory Card Holder
(4)   Grooves

CONNECTING HEADSET

CONNECTING HEADSET WITH TERMINAL

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

	For the headset that is supported, please contact the NEC's dealer or NEC.

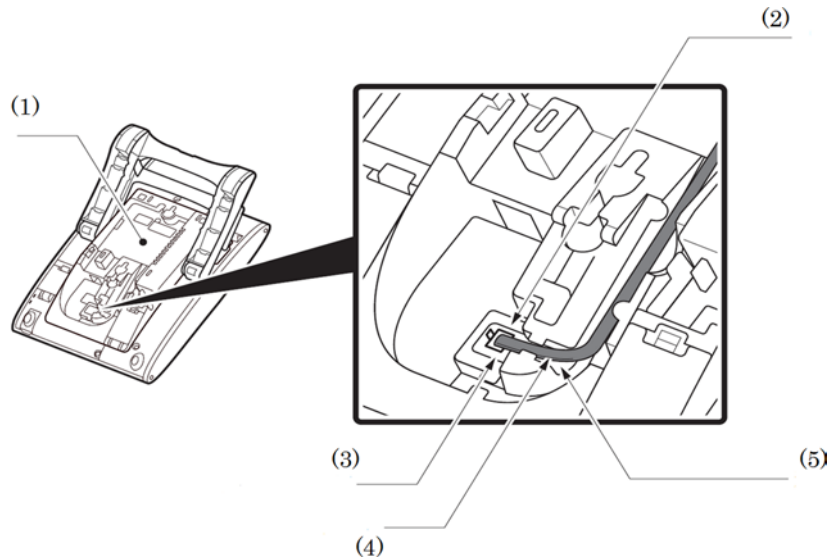|	The headset which can be connected to the telephone is "HW510 (A10)/HW251N (A10)".

HOW TO CONNECT HEADSET

1. **Plug the modular plug of headset into the HEADSET connector on the bottom of terminal.**
2. **Fit the headset cord into the groove to be fixed.**
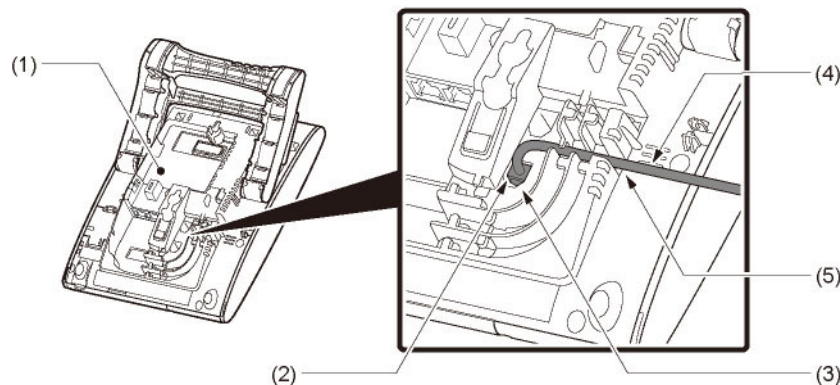
(1) Terminal
(2) HEADSET connector
(3) Modular Plug
(4) Cord
(5) Groove

<div align="center">(ITZ-24D, ITZ-12D, ITZ-8LDG, ITZ-8LD)</div>

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

<div align="center">(ITZ-12DG, ITZ-24DG)</div>
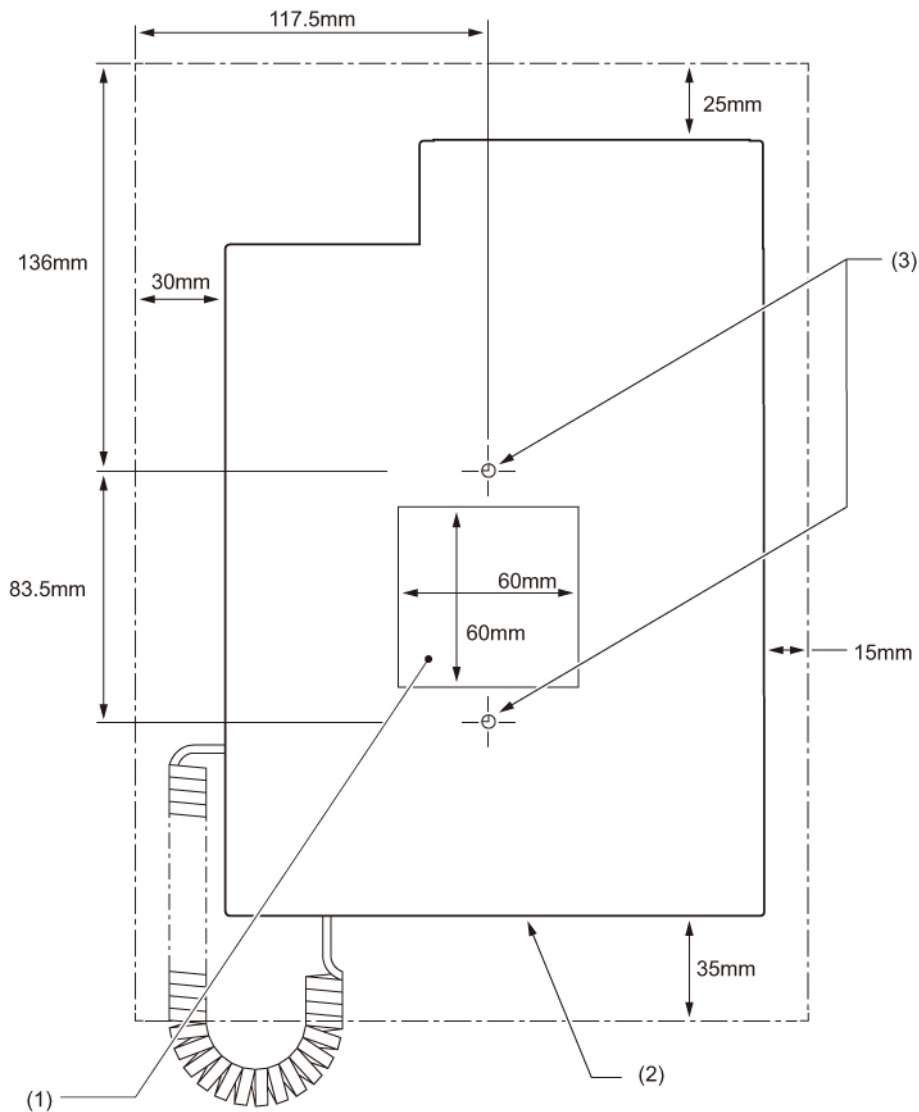
> 🖉 Refer to the TO MAKE A CALL USING HEADSET.

WALL MOUNTING

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

REQUIRED SPACE

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

(1)   Cutout for Wall Mount Unit
(2)   Outline of Terminal
(3)   Screw Holes for Wall Mount Unit

HOW TO MOUNT UNIT

This section shows the installation procedure for wall mounting.

1.   **Turn terminal over (key side down).**
2.   **Remove the hanger hook from the terminal, and then reverse it and reinsert it to the terminal.**
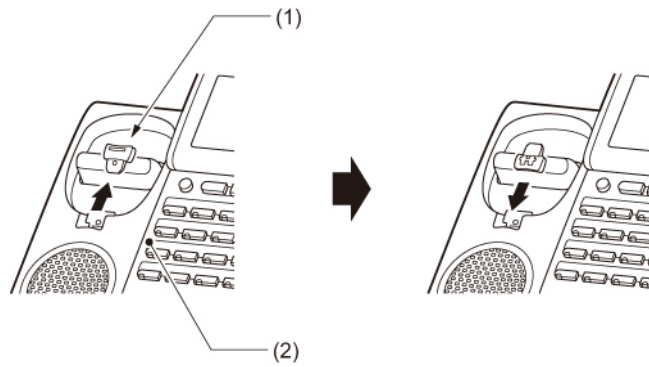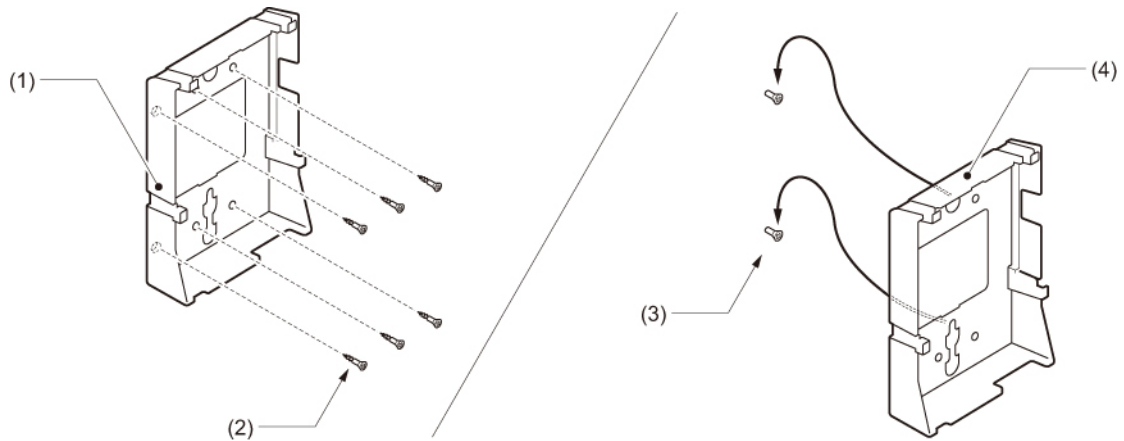
    (1)   Hanger Hook
    (2)   Terminal

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

4. **Install the Wall Mount Unit on the wall or on the wall plate.**

Select the one of the following procedures.

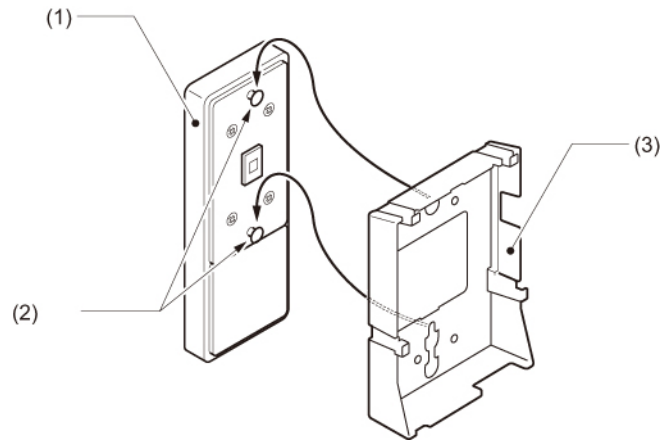• Mount Terminal on Wall using Wall Mount Unit

Attach the Wall Mount Unit to the wall using six screws or using two wall mounted screws.

    (1)   Wall Mount Unit
    (2)   Screws (Attached parts)
    (3)   Screws (Local supply)
    (4)   Wall Mount Unit

• Mount Terminal on Wall Plate using Wall Mount Unit

Locate the screw holes on the base and hang the cover over the screws on the wall plate.
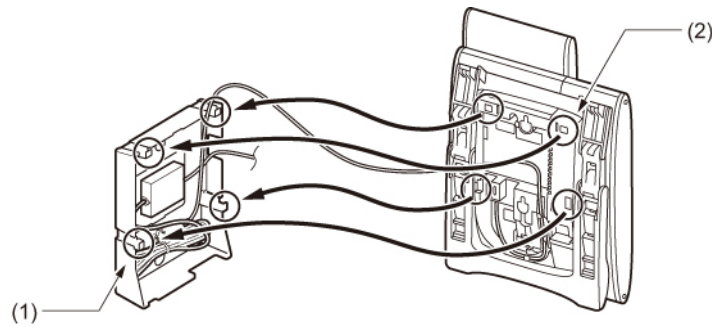
    (1)   Wall Plate
    (2)   Screws
    (3)   Wall Mount Unit

5. **Connect the LAN Cable.**

   Refer to CONNECTING LAN CABLE.

6. **Align the four cutouts on the bottom of the terminal with the tabs on the Wall Mount Unit.**

   Plug one end of the line cord into the wall receptacle.

    (1)   Tabs
    (2)   Cutouts

ABOUT SCREENS

STARTING OF TERMINAL SCREEN

The screen displayed after starting up the terminal varies depending on whether URL of the external XML application is registered or not. This section provides sample screen displays for both cases and explains how to start up the Menu Screen.

> **The External Application**
> The URL of external application server is registered at the initial installation. For details, please contact the system administrator.

STARTING UP TERMINAL (WHEN EXTERNAL APPLICATION IS REGISTERED)

1. **The terminal automatically accesses Home URL and displays the received XML application as Home Screen.**

The following XML application screen is a sample. The actual screen that is displayed on your terminal may vary depending on the application you use.
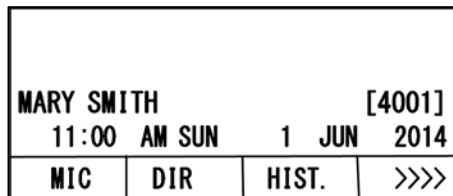

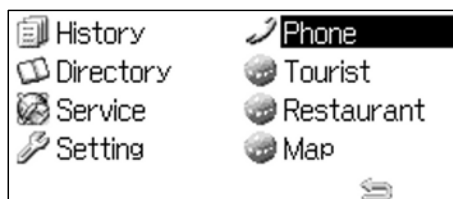2. **Press ⊜ key to display the Menu Screen.**

STARTING UP TERMINAL (WHEN EXTERNAL APPLICATION IS NOT REGISTERED)

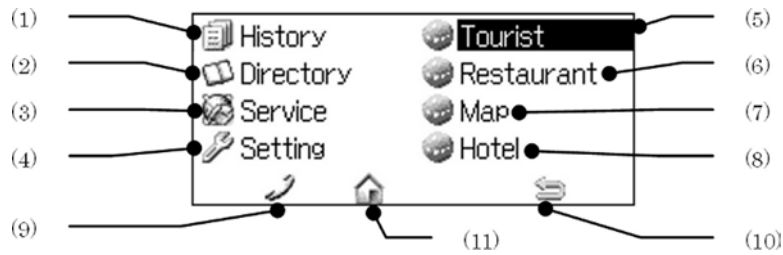1. **When the terminal starting up, it displays the Phone Screen.**

2. **Press ⊜ key to display the Menu Screen.**

MENU SCREEN

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

NO.	ICON	DESCRIPTION
(1)	History	To view Call History; the history data stored in the system memory (refer to CALL HISTORY), such as the histories of missed calls, dialed numbers and received calls.
(2)	Directory	To use Directory features; there are two types of directory features. **Dial By Name** It is controlled by the system. For details, refer to DIAL BY NAME (DIRECTORY SEARCH). **Corporate Directory** It is controlled by the external XML server. ❗ For details, please contact the system administrator.
(3)	Service	XML application screen registered in the Service URL is displayed. When the Service URL is not registered, service icon is not displayed. ❗ The URL of external XML application server is registered at the initial installation. For details, please contact the system administrator.
(4)	Setting	This menu is used for user settings of the terminal such as incoming call and display. Also, it is possible to download the sound (Ringer Tone and Music on Hold). For details, refer to TERMINAL SETUP. An image file can't be downloaded.
(5)	XML Application with registered in Home URL/Phone Screen	When the Home URL is registered, a screen icon of XML application which is registered as the Home URL and the application name are displayed. When the Home URL is not registered, the Phone Screen icon is displayed. ❗ The URL of external XML application server is registered at the initial installation. For details, please contact the system administrator.
(6)	XML application 1	You can launch up to four XML applications at a time. The icons of the running applications are displayed on the Menu Screen. For details, refer to MULTI-WINDOWS SERVICE.
(7)	XML application 2	You can launch up to four XML applications at a time. The icons of the running applications are displayed on the Menu Screen. For details, refer to MULTI-WINDOWS SERVICE.
(8)	XML application 3	You can launch up to four XML applications at a time. The icons of the running applications are displayed on the Menu Screen. For details, refer to MULTI-WINDOWS SERVICE.

| NO.	ICON	DESCRIPTION
(9)	Phone Icon	When you select the phone icon, a Pop-up Window is displayed on an XML application screen. For details, refer to POP-UP WINDOW SERVICE. When XML application is registered in the Home URL, the phone icon is displayed. When a Home URL is not registered, the phone icon is not displayed.
(10)	Back Icon	When you select the back icon, you can go back to the previous screen.
(11)	Home URL Icon	XML application screen registered in the Home URL is displayed. When the Home URL is not registered, Home URL icon is not displayed. The URL of external XML application server is registered at the initial installation. For details, please contact the system administrator.

PHONE SCREEN

The Phone screen is displayed after starting up the terminal.

The screen displayed after starting up the terminal varies depending on whether URL of the external XML application is registered or not. And this is set at initial installation. For details, please contact the system administrator.

Patterns of name and extension number to be displayed are set at initial installation. For details, please contact the system administrator.
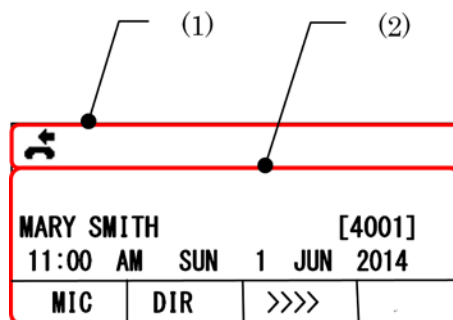
(1) Status Icon Display
(2) LCD 4-Line Display (Bottom Line: Soft key)

STATUS ICON DISPLAY

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

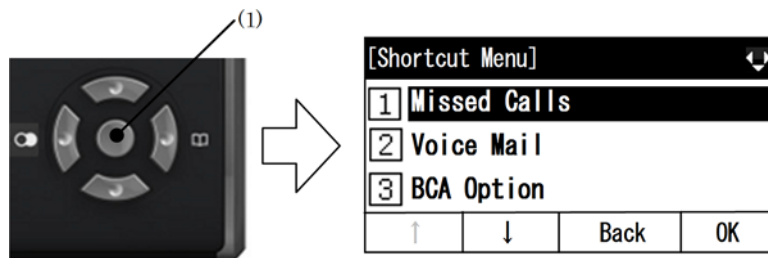| ICON	DESCRIPTION
Missed Call	This icon appears when there is a missed call. Once you check the missed call, this icon will disappear.
Cursor	This icon indicates the currently available direction of the cursor. This icon is displayed in the Menu Screen.
VM Voice Mail	This icon provides notification of incoming Voice Mail. Once you check the mail, this icon will disappear.

ICON	DESCRIPTION
RTP ⊙⊷ Encryption	This icon appears when the conversation is encrypted.
⟜ USB USB Connection	This icon appears when an USB Device is connected to the terminal.
✎ USB USB Caution	This icon appears if an USB Device is in abnormal condition. This icon and "USB connection icon" are displayed alternately at one-second intervals.
🔆 Bluetooth Connection	This icon appears,when a Bluetooth Connection Adapter (BCA) is connected with the terminal.

LCD 4-LINE DISPLAY

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

SHORTCUT MENU

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

(1) Enter Key

✎	The menu items that are not supported are grayed out.

FEATURE	DESCRIPTION
Missed Calls	Display history of Missed Calls. The icon disappears after checking the history. ✎ The number of calls displayed for call history will not be updated while the Menu is displayed.
Voice Mail	Access to the Voice Mail System and retrieved message.
BCA Option	Set the function of BCA option unit. (Bluetooth Connection Adapter)

SOFT KEYS

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

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

EXAMPLE OF SOFT KEY FOR EACH STATUS

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

- IDLE STATUS

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

- HEARING DIAL TONE/DIALING

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

Push Soft key (>>>>)

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

- CALL IS TERMINATED AND RINGING

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

- CALLED PARTY IS BUSY

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

- CALL IS IN PROGRESS

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

- CALL IS ON HOLD

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

SOFT KEY FEATURES

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

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

HOW TO USE SOFT KEYS

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

SETTING DO NOT DISTURB

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

```
              200
    11:00 AM SUN  1 JUN 2014
  ┌──────┬──────┬──────┬──────┐
  │ FDA  │ FDN  │ DND  │ >>>> │
  └──────┴──────┴──────┴──────┘
```

"SET" is displayed.

```
    SET
    11:00 AM SUN  1 JUN 2014
  ┌──────┬──────┬──────┬──────┐
  │      │      │      │      │
  └──────┴──────┴──────┴──────┘
```

CANCELLING DO NOT DISTURB

1. **Press Soft key (DND).**

```
                    200
      11:00 AM SUN  1 JUN 2014
    ┌──────┬──────┬──────┬──────┐
    │ FDA  │ FDN  │ DND  │ >>>> │
    └──────┴──────┴──────┴──────┘
```

"CANCEL" is displayed.

```
      CANCEL
      11:00 AM SUN  1 JUN 2014
    ┌──────┬──────┬──────┬──────┐
    │      │      │      │      │
    └──────┴──────┴──────┴──────┘
```

SETTING CALL FORWARDING – BUSY LINE

1. **Press the Soft key (>>>>) repeatedly until display shows "FDN".**

```
      MARY SMITH        [200]
      11:00 AM SUN  1 JUN 2014
    ┌──────┬──────┬──────┬──────┐
    │ FDA  │ FDN  │      │ >>>> │
    └──────┴──────┴──────┴──────┘
```

2. **Press Soft key (FDN).**

Speaker key lamp light red → [Speaker]

```
    [CF-Busy/No Answer]
      Forward to :          _
      11:00 AM SUN  1 JUN 2014
    ┌──────┬──────┬──────┬──────┐
    │Recall│ PICK │      │ >>>> │
    └──────┴──────┴──────┴──────┘
```

3. **Dial the station number to be transferred.**

```
    [CF-Busy/No Answer]
      SET                 201
      11:00 AM SUN  1 JUN 2014
    ┌──────┬──────┬──────┬──────┐
    │      │      │      │      │
    └──────┴──────┴──────┴──────┘
```

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

Speaker key lamp goes off. → [Speaker]

CANCELING CALL FORWARDING – BUSY LINE

1. **While setting Call Forwarding - Busy Line.**

2. **Press the Soft key (>>>>) repeatedly until display shows "FDN".**

```
┌─────────────────────────────┐
│                             │
│  MARY SMITH          [200]  │
│  11:00 AM SUN  1 JUN 2014   │
├──────┬──────┬──────┬────────┤
│ FDA  │ FDN  │      │  >>>>  │
└──────┴──────┴──────┴────────┘
```

3. **Press Soft key (FDN).**

Speaker key lamp lights red. → ⬤ Speaker

4. **Press ✳.**

```
┌─────────────────────────────┐
│ [CF-Busy/No Answer]         │
│   CANCEL                    │
│   11:00 AM SUN  1 JUN 2014  │
├──────┬──────┬──────┬────────┤
│      │      │      │        │
└──────┴──────┴──────┴────────┘
```

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

Speaker key lamp goes off. → ⬤ Speaker

MULTI-WINDOWS SERVICE

This terminal can use multiple XML applications at the same time. Maximum four applications can be run simultaneously, including Phone Screen and other application that is registered in Home URL.

SWITCHING XML APPLICATIONS

You can use this screen to switch windows to display.

1. **Press ⓜ key to display the Menu Screen.**

The XML applications that have been running are displayed on the Menu Screen.
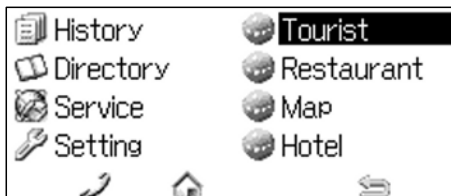
2. **Select the application in the Menu Screen.**

It is possible to display each XML application.

🖉 This XML application screen is sample.

EXITING XML APPLICATIONS

1. **Press ⊚ key, while displaying the XML application on the screen.**

   If you exit the XML application, other applications running on the Menu Screen will be displayed in aligned at the top.

   ```
   📋 History        🌐 Tourist
   📖 Directory      🌐 Restaurant
   🌐 Service        🌐 Hotel
   🔧 Setting
         ╯    🏠              ⇦
   ```

LAUNCHING THE FIFTH APPLICATION

You can launch up to four XML applications. If you try to launch a fifth application, an error message to ask you to exit one of the currently running applications is displayed. While this error message is displayed, you cannot execute any operations on XML applications.

1. **Four XML applications have already launched.**

   ```
   📋 History        🌐 Tourist
   📖 Directory      🌐 Restaurant
   🌐 Service        🌐 Map
   🔧 Setting        🌐 Hotel
         ╯    🏠              ⇦
   ```

2. **Try to launch a fifth application.**

   An error message to ask you to exit one of the currently running applications is displayed.
   - Press Soft key (Next).

   ```
   4 windows already set!
   You need to close 1 window.


                     Cancel  Next
   ```
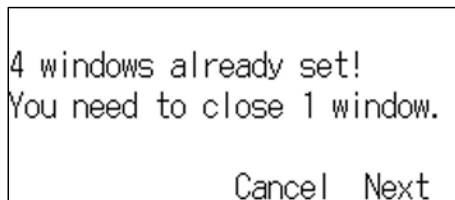
   > 🖊 If you do not operate anything for 10 seconds after an error message is displayed, the trial of launching the new application is automatically canceled.

3. **Select an application to exit and press Soft key (🗑).**

   ```
   Please close 1 window.
   🌐 Restaurant
   🌐 Map
   🌐 Hotel
                        🗑      ⇦
   ```
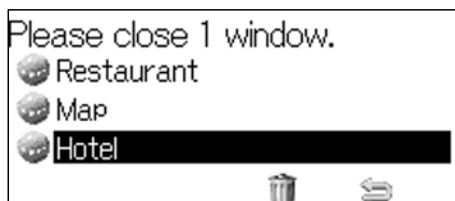
   Now you can launch a new application.
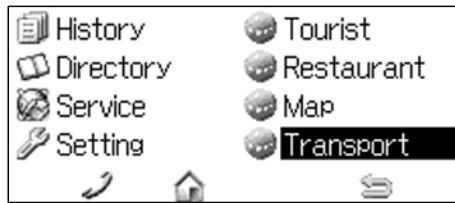
ICON DISPLAY AT XML APPLICATION UPDATE

The same application icon ( ) is displayed on the Menu Screen for all XML applications. The icon is shown for the XML applications that are not displayed on the Menu Screen even once. And the

icon is displayed for the XML applications that have some updated screen information.
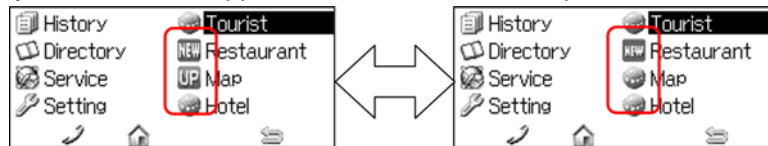
 and flash every second.

(is replaced and is replaced .)

POP-UP WINDOW SERVICE

If there is an incoming call while the terminal is displaying an XML application, the applications are suspended and confirming incoming call status is possible.

LAUNCHING A POP-UP WINDOW

There are several ways to display a Pop-up Window as follows.

A procedure how to display a Pop-up Window is set at installation. For details, please contact the system administrator.

- By pressing Phone icon on the Menu Screen.
- When there is an incoming call to the phone.
- By going offhook. (Lifting the handset, etc.)
- When receiving a request from the XML application server.
- By pressing "Pop-up" on an XML application.
- When receiving a Pop-up instruction from the system.
- By pressing ◎ key on the Menu Screen.

If the previous page of the Menu Screen is the default Home Screen, the Phone icon of the Menu Screen will not be displayed. In this state, when receiving an incoming call or lifting the handset, the Home Screen is displayed.

If ◎ key is used as Pop-up Window, the terminal setting is required. Refer to TO SET USABILITY.

Example of Operating XML applications when ◎key is used as Pop-up Window

The explanation of operating when there is incoming call while using XML applications is as follows.

1. **XML applications are being launched.**

   Call Indicator Lamp lights red.

   Line key lamp flashes red. →

   Answer key lamp lights red. →

2. **Press ◎ key.**

   Phone Screen is pop up and confirming the calling number is possible.
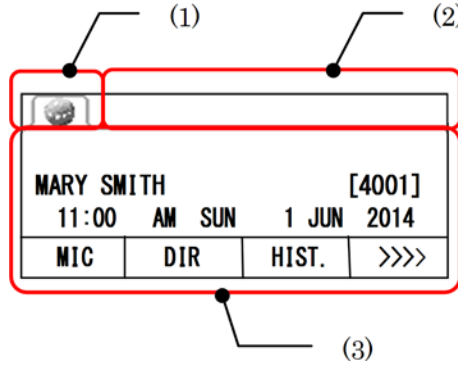
   (1) Application Tab
   (2) Status Icon Display
   (3) LCD 4-Line Display

   Select one of the following operations.

   • Lift the handset.
   • Press key to display the Menu Screen.

EXITING A POP-UP WINDOW

There are several ways to close a Pop-up Window as follows.

• Press key to choice the XML application while displaying a Pop-up Window.
• The ringing is stopped.
• The terminal goes on-hook.
• XML application server directs to do so.

TERMINAL SETUP

ADJUSTING VOLUMES

TO ADJUST HANDSET RECEIVER VOLUME

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

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

```
                           3000
  11:00 AM  SUN   1  JUN   2014
HANDSET      ██████-------
```
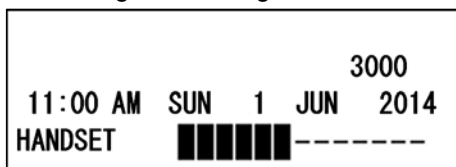
> ✎ After replacing the handset, the receiver volume returns to the original level.

TO ADJUST SPEAKER VOLUME

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

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

```
                    4001
  11:00 AM  SUN   1  JUN   2014
SPEAKER      ██████-------
```
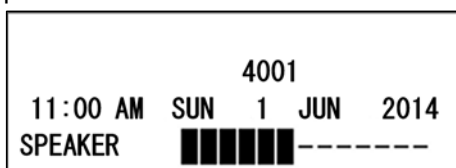
TO ADJUST RINGER TONE

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

Press ⊙ (Up) or ⊙ (Down) during ringing.

```
  11:00 AM  SUN   1  JUN   2014
RING         ██████-------
```
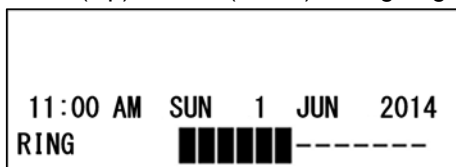
TO ADJUST LCD CONTRAST

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

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

```
MARY SMITH              [4001]
  11:00 AM SUN   1 JUN   2014
LCD              ██████--
```
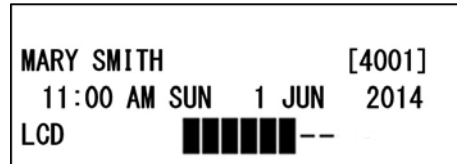
TO SET RINGING OF HEADSET

Following explains how to enable/disable the ringing of headset.

> ❗ This feature is required both terminal and system setting at initial installation. For details, please contact the system administrator.

1. **Press ⌨ key to display the Menu Screen.**

2. **Select "Setting".**

   Highlight an item by using ⊙, and press ⊙.

   ```
   📄 History        ✎ Phone
   📖 Directory
   🌐 Service
   🔑 Setting
                        🖨
   ```

3. **Select "① User Setting".**

   Select one of the following operations.

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

   ```
   [Setting]              1/ 1↵
   ① User Setting
   ② Download
   ③ Data Backup/Restore
      ↑     ↓    Menu    OK
   ```

4. **Select "① Incoming Call".**

Select one of the following operations.

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

```
[User Setting]        1/ 3↵
① Incoming Call
② Talk
③ Display
     ↑   │   ↓  │ Back │  OK
```
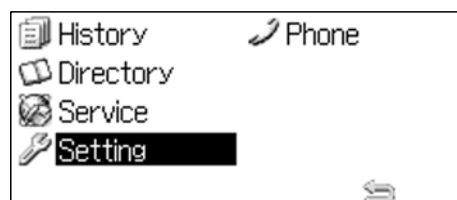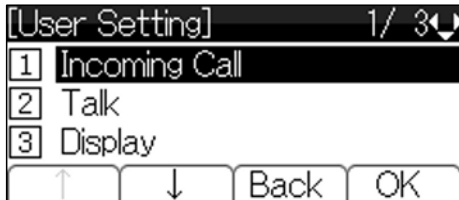
*5.* **Select "③ Headset Ring".**

Select one of the following operations.

- Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).
- Press ③.

```
[Incoming Call]       1/ 2◆
① Ring Volume
② Offhook Ring
③ Headset Ring
     ↑   │   ↓  │ Back │  OK
```

6. **Select whether to ring the headset ringer.**

Select one of the following operations.

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

```
[Headset Ring]  [ ]   1/ 1↵
○① Disable
○② Enable
     ↑   │   ↓  │ Back │  OK
```
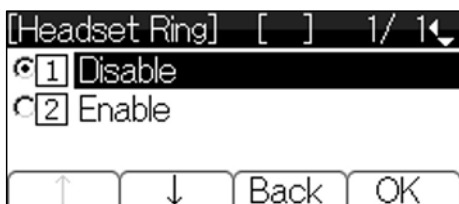
TO SET RINGER TONE

This section explains how to set a ringer tone.

WHEN DISTINCTIVE RINGING PATTERNS TO

DISTINGUISH INTERNAL AND EXTERNAL INCOMING CALLS IS PROVIDED

Leave the setting of "Ring Tone" to "⓪ Automatic" (default setting).

> ❗ Use each default ringer tone for both external and internal incoming calls. Ringing pattern is programmable on a system basis. For details, please contact the system administrator.

WHEN DISTINCTIVE RINGING PATTERNS TO DISTINGUISH INTERNAL AND EXTERNAL INCOMING CALLS IS NOT PROVIDED

You can set ringer tone from "Setting". The following explains how to set.

1. **Press 🔘 key to display the Menu Screen.**

2. **Select "Setting".**

Highlight an item by using 🔘, and press 🔘.

```
📋 History        🖊 Phone
📖 Directory
📠 Service
🔧 Setting
                        🖨
```

3. **Select "① User Setting".**

Select one of the following operations.

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

```
[Setting]             1/ 1↵
① User Setting
② Download
③ Data Backup/Restore
     ↑   │   ↓  │ Menu │  OK
```

4. **Select "1 Incoming Call".**

Select one of the following operations.

• Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

• Press ①.

```
[User Setting]        1/ 3↵
1 Incoming Call
2 Talk
3 Display
    ↑    │   ↓   │ Back │ OK
```
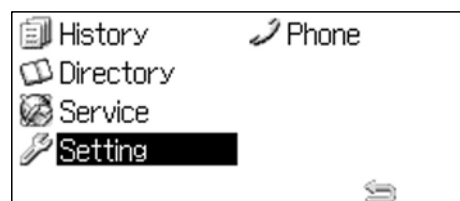
5. **Select "4 Ring Tone".**

Select one of the following operations.

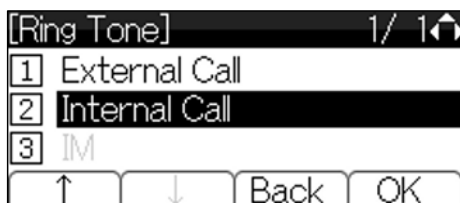• Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

• Press ④.

```
[Incoming Call]       2/ 2↕
4 Ring Tone
5 Illumination
6 Headset Ring Volume
    ↑    │   ↓   │ Back │ OK
```
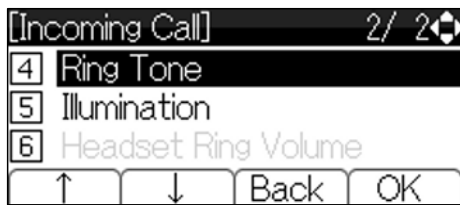
6. **Select "2 Internal Call".**

Select one of the following operations.

• Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

• Press ②.

⚠ Do not select "1 External Call".

✎ Ringing Tone which has been selected in "2 Internal Call" will be applied to both external and internal incoming calls.

```
[Ring Tone]           1/ 1↕
1 External Call
2 Internal Call
3 IM
    ↑    │   ↓   │ Back │ OK
```
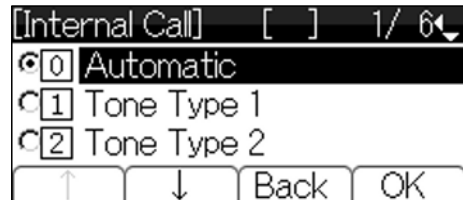
7. **Select a desired tone type.**

You can preview the designated ringer tone.
Select one of the following operations.

• Highlight an item by using ⊙, and press ⊙ or Soft key (OK).

• Press ⓪ - ⑨, and press ⊙ or Soft key (OK).

```
[Internal Call]    [ ]   1/ 6↵
○0 Automatic
○1 Tone Type 1
○2 Tone Type 2
    ↑    │   ↓   │ Back │ OK
```

NO.	MENU ITEM	FREQUENCY (Hz) 1st	FREQUENCY (Hz) 2nd	REMARKS
0	Automatic	-	-	-
1	Tone Type 1	520	660	16Hz modulation
2	Tone Type 2	520	660	8Hz modulation
3	Tone Type 3	1400	1100	Door Phone
4	Tone Type 4	1100	1100	No modulation
5	Tone Type 5	540	540	No modulation
6	Tone Type 6	1100	1400	16Hz modulation
7	Tone Type 7	660	760	16Hz modulation
8	Tone Type 8	1100	1100	Envelope
9	Tone Type 9	-	-	Door Phone Melody

N O.	MENU ITEM	FREQUENCY (Hz) 1st	FREQUENCY (Hz) 2nd	REMARKS
10	Tone Type 10	-	-	Melody 1
11	Tone Type 11	-	-	Melody 2
12	Tone Type 12	-	-	Melody 3
13	Tone Type 13	-	-	Melody 4
14	Tone Type 14	-	-	Melody 5
15	Music Ring 1	-	-	C-Major Scale Ringtone
16	Music Ring 2	-	-	Kanon
17	Music Ring 3	-	-	Turkish March

Tone Type 1 to Tone Type 8:
In the preview function, each ringer tone sounds continuously. However when " 0 Automatic" is selected, each ringer pattern of internal and external incoming calls is determined by the initial system settings. For details, please contact the system administrator.

When selecting " 0 Automatic", the preview function will not operate. Setting by Feature key and ③ become effective.

The "Music Ring 1/2/3" have been downloaded at factory to terminal firmware 5.1.0.0 or later. When you use ring tone music source other than "Music Ring 1/2/3", please download other music file.
For the procedure of downloading a ringer tone file, please refer to TO DOWNLOAD A FILE.

TO SET ILLUMINATION PATTERN FOR CALL INDICATOR LAMP

Following explains how to set the illumination pattern (color of Call Indicator Lamp).

1. **Press (Menu) key to display the Menu Screen.**

2. **Select "Setting".**

   Highlight an item by using ⊙, and press ⊙.

   ```
   History          Phone
   Directory
   Service
   Setting
   ```

3. **Select " 1 User Setting".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

   • Press ①.

   ```
   [Setting]            1/ 1
   1 User Setting
   2 Download
   3 Data Backup/Restore
   ↑   ↓   Menu   OK
   ```

4. **Select " 1 Incoming Call".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

   • Press ①.

   ```
   [User Setting]       1/ 3
   1 Incoming Call
   2 Talk
   3 Display
   ↑   ↓   Back   OK
   ```
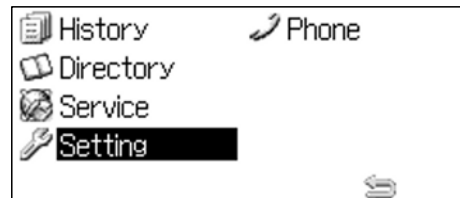
5. **Select "5 Illumination".**

   Select one of the following operations.

   • Highlight an item by using 🎮, and press 🎮, 🎮 or Soft key (OK).

   • Press ⑤.

   ```
   [Incoming Call]        2/ 2
   4 Ring Tone
   5 Illumination
   6 Headset Ring Volume
   ↑    ↓    Back   OK
   ```

6. **Select "1 External Call" or "2 Internal Call".**

   Select one of the following operations.

   • Highlight an item by using 🎮, and press 🎮, 🎮 or Soft key (OK).

   • Press ① or ②.

   ```
   [Illumination]         1/ 1
   1 External Call
   2 Internal Call
   3 IM
   ↑    ↓    Back   OK
   ```
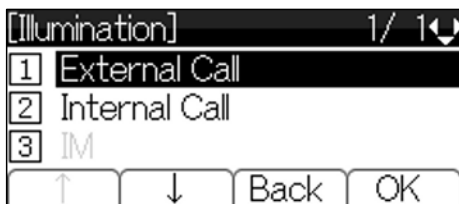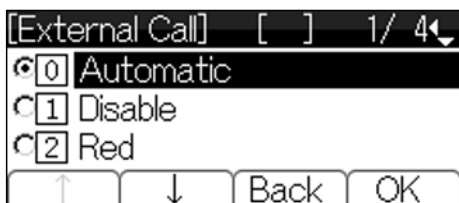
7. **Select a desired illumination pattern.**

   You can preview the designated illumination pattern.
   Select one of the following operations.

   • Highlight an item by using 🎮, and press 🎮 or Soft key (OK).

   • Press ⓪ - ⑨, and press 🎮 or Soft key (OK).

   ```
   [External Call]   [ ]   1/ 4
   ⊙0 Automatic
   ○1 Disable
   ○2 Red
   ↑    ↓    Back   OK
   ```
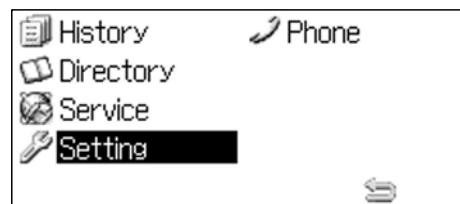
TO ENABLE/DISABLE RTP ALARM

Following explains how to enable/disable RTP Alarm. The RTP Alarm tone allows the terminal user to be notified that the voice packet is not received in a certain period of time because of the network delay etc.

1. **Press 🔘 key to display the Menu Screen.**

2. **Select "Setting".**

   Highlight an item by using 🎮, and press 🎮.

   ```
   📋 History       📞 Phone
   📖 Directory
   📠 Service
   🔧 Setting
   ```

3. **Select "1 User Setting".**

   Select one of the following operations.

   • Highlight an item by using 🎮, and press 🎮, 🎮 or Soft key (OK).

   • Press ①.

   ```
   [Setting]              1/ 1
   1 User Setting
   2 Download
   3 Data Backup/Restore
   ↑    ↓    Menu   OK
   ```

4. **Select "2 Talk".**

   Select one of the following operations.

   • Highlight an item by using 🎮, and press 🎮, 🎮 or Soft key (OK).

   • Press ②.

   ```
   [User Setting]         1/ 3
   1 Incoming Call
   2 Talk
   3 Display
   ↑    ↓    Back   OK
   ```

5. **Select "1 RTP Alarm".**

Select one of the following operations.

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

[Talk]   1/ 2↵
① RTP Alarm
② DTMF Tone
③ Key Touch Tone
| ↑ | ↓ | Back | OK |

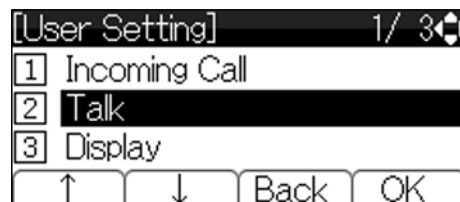6. **Select whether to ring the RTP Alarm.**

Select one of the following operations.

- Highlight an item by using ⊙, and press ⊙ or Soft key (OK).
- Press ⓪ - ②, and press ⊙ or Soft key (OK).

[RTP Alarm]   [ ]   1/ 1↵
⊙⓪ Automatic
○① Disable
○② Enable
| ↑ | ↓ | Back | OK |

!   If the "⓪ Automatic" is selected, this feature is activated in accordance with the system data setting. If it is not specified by the system data this feature is in effect (RTP Alarm = 'ON'). For details, please contact the system administrator.

TO SET KEY TOUCH TONE

Following explains how to set Key Touch Tone. Key Touch Tone is a tone generated when the digit keys are pressed while terminal is offhook.

1. **Press (Menu) key to display the Menu Screen.**

2. **Select "Setting".**

Highlight an item by using ⊙, and press ⊙.

📖 History   📞 Phone
📖 Directory
📠 Service
🔧 Setting
                              ⤺

3. **Select "① User Setting".**

Select one of the following operations.

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

[Setting]   1/ 1↵
① User Setting
② Download
③ Data Backup/Restore
| ↑ | ↓ | Menu | OK |

4. **Select "② Talk".**
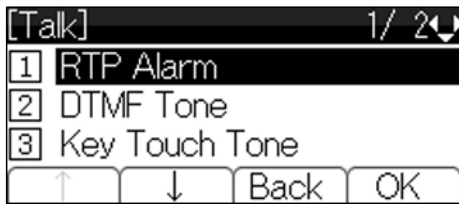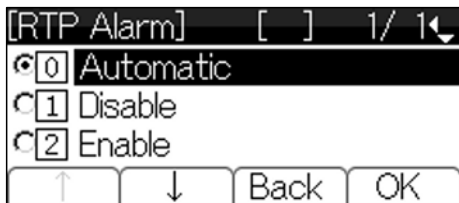
Select one of the following operations.

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

[User Setting]   1/ 3↔
① Incoming Call
② Talk
③ Display
| ↑ | ↓ | Back | OK |
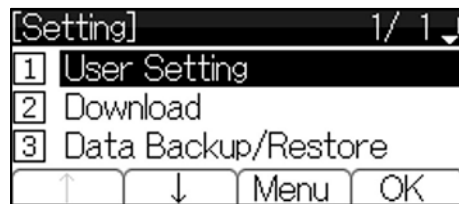
5. **Select "③ Key Touch Tone".**

Select one of the following operations.

- Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).
- Press ③.

[Talk]   1/ 2↔
① RTP Alarm
② DTMF Tone
③ Key Touch Tone
| ↑ | ↓ | Back | OK |

6. **Select desired mode of Key Touch Tone.**
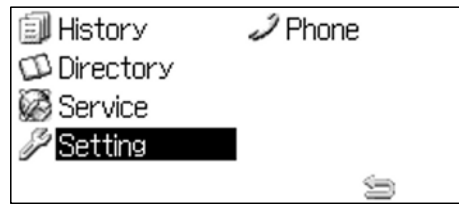
Select one of the following operations.

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

- Press ⓪ - ③, and press ⊙ or Soft key (OK).

```
[KeyTouchTone][  ]   1/ 2
⊙0 Automatic
C1 Disable
C2 Tone
   ↑   |   ↓   | Back |  OK
```
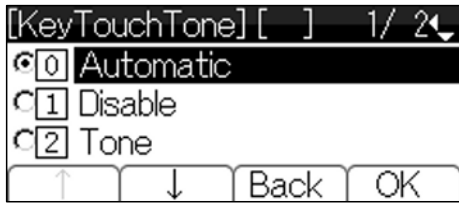
> ✏️ If the "⓪ Automatic" is selected, this feature is activated in accordance with the system data setting. For details, please contact the system administrator.

TO SET MUSIC ON HOLD

Following explains how to set Music on Hold to be heard by terminal user oneself.

1. **Press ⓶ key to display the Menu Screen.**

2. **Select "Setting".**

   Highlight an item by using ⊙, and press ⊙.

```
📋 History      📞 Phone
📖 Directory
🗺 Service
🔧 Setting
                      ⇆
```

3. **Select "① User Setting".**

   Select one of the following operations.

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

```
[Setting]            1/ 1
1 User Setting
2 Download
3 Data Backup/Restore
   ↑   |   ↓   | Menu |  OK
```

4. **Select "② Talk".**

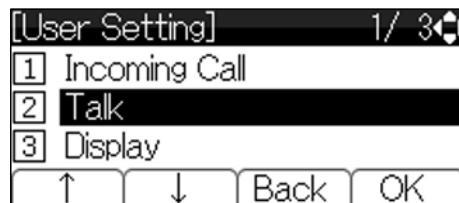   Select one of the following operations.

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

```
[User Setting]       1/ 3
1 Incoming Call
2 Talk
3 Display
   ↑   |   ↓   | Back |  OK
```
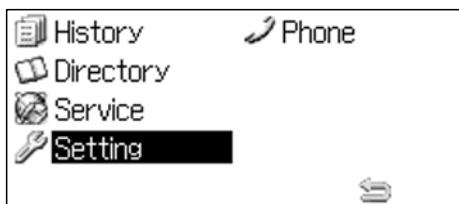
5. **Select "④ Hold Music".**

   Select one of the following operations.

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

```
[Talk]               2/ 2
4 Hold Music
5 Prefix
   ↑   |   ↓   | Back |  OK
```
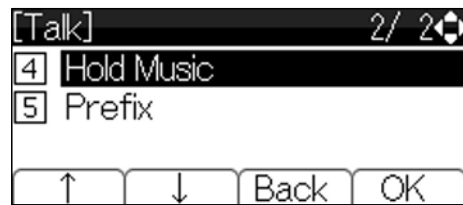
6. **Select a desired Music on Hold.**

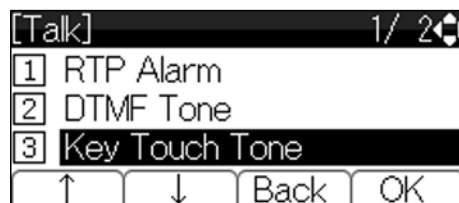   Select one of the following operations.

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

```
[Hold Music]   [  ]  1/ 1
⊙1 Default
C2 Download
   ↑   |   ↓   | Back |  OK
```
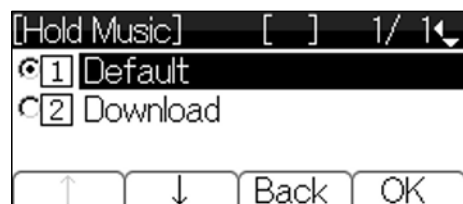
> ✏️ When selecting "② Download", the Music on Hold file must be downloaded in advance. If there is no downloaded file, you hear no tone in the preview function (in actual operating conditions, "Minuet" is automatically applied).
> Refer to TO DOWNLOAD A FILE, for the procedure of downloading the Music on Hold file.

TO ENABLE/DISABLE VOLUME LEVEL DISPLAY

Determines whether or not to display the following volume levels: handset receiver volume, speaker volume, ringer tone volume and LCD contrast volume.

1. **Press ⊙ key to display the Menu Screen.**

2. **Select "Setting".**

   Highlight an item by using ⊙, and press ⊙.

   ```
   ▤ History        ✎ Phone
   ▢ Directory
   ▧ Service
   ⚲ Setting
                          ⮐
   ```

3. **Select " 1 User Setting".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

   • Press ①.

   ```
   [Setting]              1/ 1⮐
   1 User Setting
   2 Download
   3 Data Backup/Restore
      ↑      ↓    Menu   OK
   ```

4. **Select " 3 Display".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

   • Press ③.

   ```
   [User Setting]         1/ 3◆
   1 Incoming Call
   2 Talk
   3 Display
      ↑      ↓    Back   OK
   ```
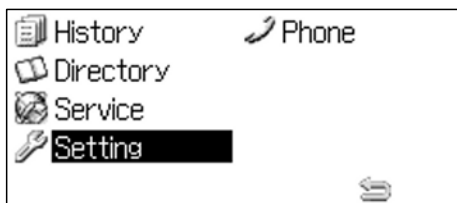
5. **Select " 2 Local Volume".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

   • Press ②.

   ```
   [Display]              1/ 3◆
   1 Calendar Format
   2 Local Volume
   3 Screen Saver
      ↑      ↓    Back   OK
   ```
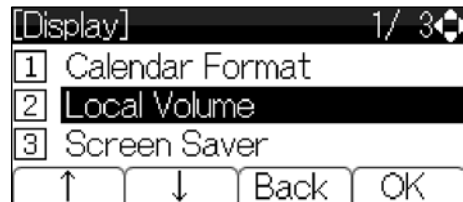
6. **Select whether to display the volume level.**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙ or Soft key (OK).

   • Press ⓪ - ②, and press ⊙ or Soft key (OK).

   ```
   [Local Volume]  [ ]    1/ 1⮐
   ⦿0 Automatic
   ○1 Disable
   ○2 Enable
      ↑      ↓    Back   OK
   ```
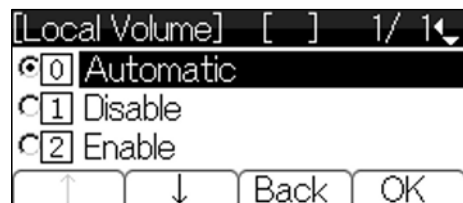
   ✎ If it is set to " 0 Automatic", the " 2 Enable" is applied.

TO SET SCREEN SAVER

To set whether starting the Screen Saver when the terminal is idle for a certain period of time.

1. **Press ⊙ key to display the Menu Screen.**

2. **Select "Setting".**

Highlight an item by using , and press .

```
History          Phone
Directory
Service
Setting
```

3. **Select " 1 User Setting".**

Select one of the following operations.

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

• Press ①.

```
[Setting]              1/ 1
1 User Setting
2 Download
3 Data Backup/Restore
    ↑      ↓    Menu   OK
```

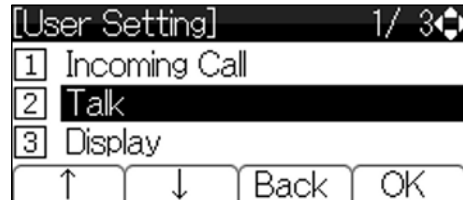*4.* **Select " 3 Display".**

Select one of the following operations.

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

• Press ③.

```
[User Setting]         1/ 3
1 Incoming Call
2 Talk
3 Display
    ↑      ↓    Back    OK
```
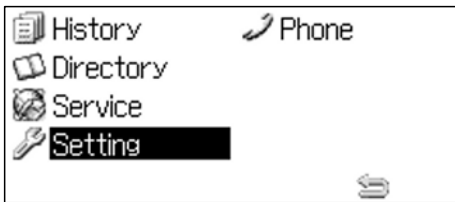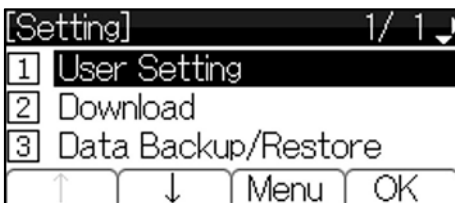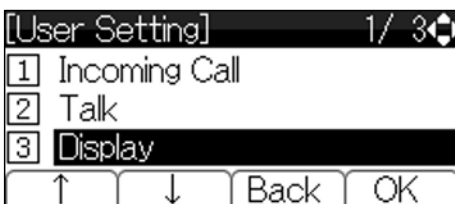
5. **Select " 3 Screen Saver".**

Select one of the following operations.

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

• Press ③.

```
[Display]              1/ 3
1 Calendar Format
2 Local Volume
3 Screen Saver
    ↑      ↓    Back    OK
```
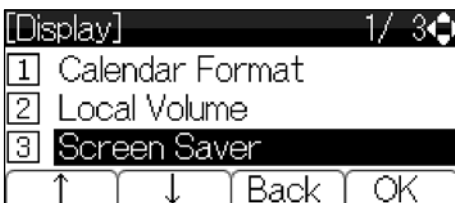
6. **Select " 1 Screen Saver Mode".**

Select one of the following operations.

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

• Press ①.

```
[Screen Saver]         1/ 1
1 Screen Saver Mode
2 Wait Time
    ↑      ↓    Back    OK
```
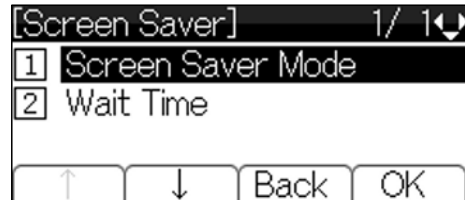
7. **Select whether to launch up the Screen Saver.**

Select one of the following operations.

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

• Press ① or ②, and press or Soft key (OK).

```
[Screen Saver] [  ]    1/ 1
1 Disable
2 Enable
    ↑      ↓    Back    OK
```
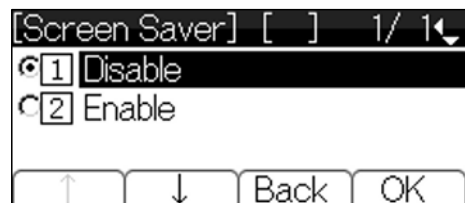
The display goes back to the [Screen Saver] screen.

8. **Select " 2 Wait Time".**

Select one of the following operations.

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

• Press ②.

```
[Screen Saver]         1/ 1
1 Screen Saver Mode
2 Wait Time
    ↑      ↓    Back    OK
```

9. **Enter the Wait Time.**

After entering the Wait Time by digit key, press 🔘 or Soft key (OK).

```
[Wait Time]            1  ◀▶
Input wait time.
1-999(min)
                      |120|
  BK    |    | Back | OK
```
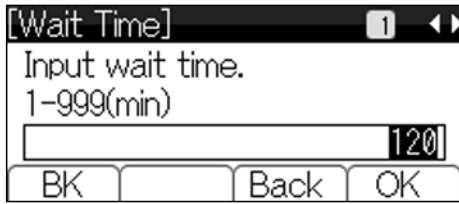
The display goes back to the [Screen Saver] screen.

TO ENABLE/DISABLE LCD BACK LIGHT

Following explains how to turn On/Off of the LCD Back light.

1. **Press 🔘 key to display the Menu Screen.**

2. **Select "Setting".**

Highlight an item by using 🔘, and press 🔘.

```
📋 History      🖊 Phone
📖 Directory
🛠 Service
🔧 Setting
                    🖨
```

3. **Select " 1 User Setting".**

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).

• Press ①.

```
[Setting]              1/ 1↵
1 User Setting
2 Download
3 Data Backup/Restore
   ↑   |   ↓  | Menu | OK
```

4. **Select " 3 Display".**

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).

• Press ③.

```
[User Setting]         1/ 3↕
1 Incoming Call
2 Talk
3 Display
   ↑   |   ↓  | Back | OK
```
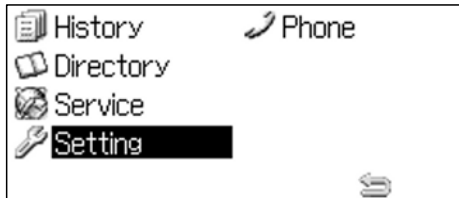
5. **Select " 4 Back Light".**

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).

• Press ④.

```
[Display]              2/ 3↕
4 Back Light
5 Font Size
6 Language
   ↑   |   ↓  | Back | OK
```

6. **Select whether to turn On/Off of the LCD Back light.**

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘 or Soft key (OK).

• Press ① or ②, and press 🔘 or Soft key (OK).

```
[Back Light]    [ ]    1/ 1↵
C 1 Disable
⊙ 2 Enable
   ↑   |   ↓  | Back | OK
```
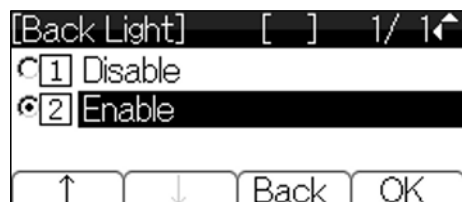
❗	The lighting time of back light is set by system data setting at initial installation. (The initial setting is 10 seconds.) For details, please contact the system administrator.

TO ENABLE/DISABLE LCD BACKLIGHT FADE CONTROL

Following explains how to set Backlight Fade

Control. When you set Backlight Fade Control as
"Enable", LCD is smoothly turned On/Off.

1. **Press ⊙ key to display the Menu Screen.**
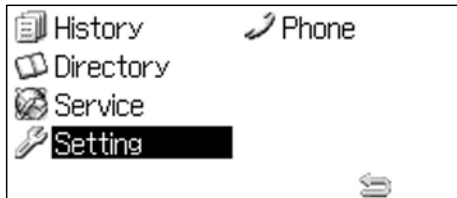
2. **Select "Setting".**

   Highlight an item by using ⊙, and press
   ⊙.

   ```
   [History]        ✎ Phone
   📖 Directory
   📁 Service
   🔧 Setting
                           ⤸
   ```

3. **Select "[1] User Setting".**

   Select one of the following operations.

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

   ```
   [Setting]            1/ 1⤸
   [1] User Setting
   [2] Download
   [3] Data Backup/Restore
        ↑      ↓    Menu    OK
   ```

4. **Select "[3] Display".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and
   press ⊙, ⊙ or Soft key (OK).
   • Press ③.

   ```
   [User Setting]       1/ 3◀▶
   [1] Incoming Call
   [2] Talk
   [3] Display
        ↑      ↓    Back    OK
   ```
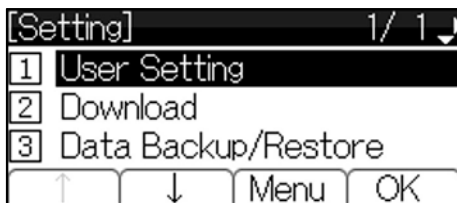
5. **Select "[7] Advanced".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and
   press ⊙, ⊙ or Soft key (OK).
   • Press ⑦.

   ```
   [Display]            3/ 3▲
   [7] Advanced
        ↑      ↓    Back    OK
   ```
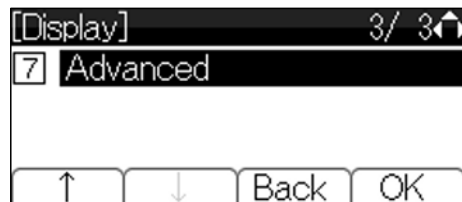
6. **Select "[1] Backlight Fade Control".**

   Select one of the following operations.

   • Press ⊙, ⊙ or Soft key (OK).
   • Press ①.

   ```
   [Advanced]           1/ 1◀▶
   [1] Backlight Fade Control
        ↑      ↓    Back    OK
   ```

7. **Select whether to turn On/Off the
   LCD smoothly.**

   Select one of the following operations.

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

   ```
   [Fade Control]  [ ]   1/ 1⤸
   ◉[1] Disable
   ○[2] Enable
        ↑      ↓    Back    OK
   ```
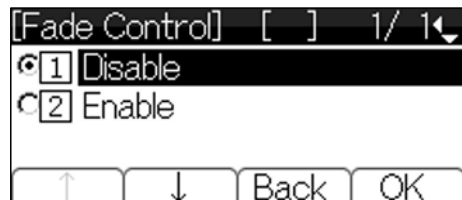
TO CHANGE FONT SIZE

Following explains how to change the Font Size
displayed on the LCD.

1. **Press ⊙ key to display the Menu Screen.**
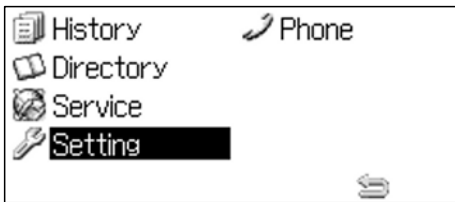
2. **Select "Setting".**

Highlight an item by using [icon], and press [icon].

```
📃 History      ✎ Phone
🎴 Directory
🗺 Service
🔧 Setting
                        ⤺
```

3. **Select " 1 User Setting".**

Select one of the following operations.

• Highlight an item by using [icon], and press [icon], [icon] or Soft key (OK).

• Press ①.

```
[Setting]              1/ 1⤵
 1  User Setting
 2  Download
 3  Data Backup/Restore
      ↑       ↓    Menu   OK
```

4. **Select " 3 Display".**

Select one of the following operations.

• Highlight an item by using [icon], and press [icon], [icon] or Soft key (OK).

• Press ③.

```
[User Setting]         1/ 3◆
 1  Incoming Call
 2  Talk
 3  Display
      ↑       ↓    Back    OK
```

5. **Select " 5 Font Size".**

Select one of the following operations.

• Highlight an item by using [icon], and press [icon], [icon] or Soft key (OK).

• Press ⑤.

```
[Display]              2/ 3◆
 4  Back Light
 5  Font Size
 6  Language
      ↑       ↓    Back    OK
```
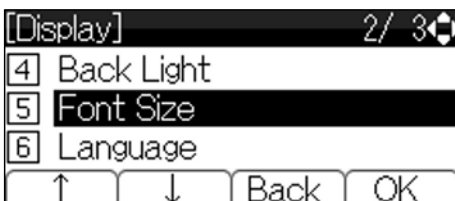
6. **Select "Font Size".**

Select one of the following operations.

• Highlight an item by using [icon], and press [icon] or Soft key (OK).

• Press ① or ②, and press [icon] or Soft key (OK).

```
[Font Size]    [ ]    1/ 1⤵
⊙ 1  Standard
○ 2  Small

      ↑       ↓    Back    OK
```
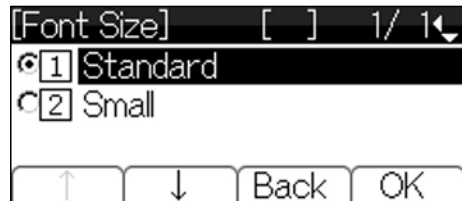
TO SET A LANGUAGE

⚠ The language is set by system data setting at initial installation. Therefore, it is not required to change the language on the terminal from default setting (0 Automatic). For details, please contact the system administrator.

TO CHANGE PASSWORD

Following explains how to change an existing password. The password is used for the following occasions.

- To lock/unlock the terminal.
- To reset the terminal settings.

1. **Press 📱 key to display the Menu Screen.**
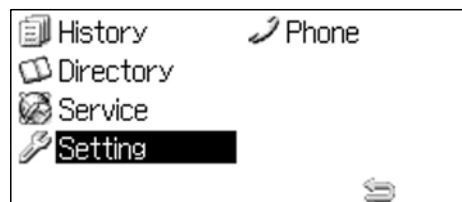
2. **Select "Setting".**

Highlight an item by using [icon], and press [icon].

```
📃 History      ✎ Phone
🎴 Directory
🗺 Service
🔧 Setting
                        ⤺
```

3. **Select "1 User Setting".**

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).

• Press ①.

```
[Setting]              1/ 1↵
 1  User Setting
 2  Download
 3  Data Backup/Restore
   ↑   ↓   Menu   OK
```
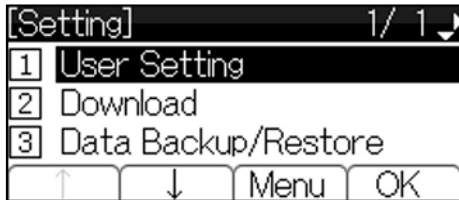
4. **Select "4 Change Password".**

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).

• Press ④.

```
[User Setting]         2/ 3◆
 4  Change Password
 5  Security
 6  Peripherals
   ↑   ↓   Back   OK
```

5. **Enter the old password.**

After entering the old password, press 🔘 or Soft key (Set).

```
[Change Password 1    1/ 1↕
Old Pass
New Pass
Retry Pass
  BK   Set  Cancel  OK
```

🖉 The initial password is "0000". When changing the password for the first time, enter "0000" as the old password.
In order to ensure the security and avoid the unauthorized use, please be sure to change the password at the time of initial use. The password shall be difficult to guess from a third party. And it shall be changed regularly to keep security level.

6. **Enter the new password.**

After entering the new password, press

🔘 or Soft key (Set).

```
[Change Password 1    1/ 1↕
Old Pass      ****
New Pass
Retry Pass
  BK   Set  Cancel  OK
```
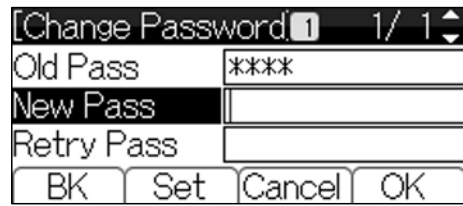
🖉 Up to **32** digits can be set as a password.

7. **Enter the new password again.**

```
[Change Password 1    1/ 1↕
Old Pass      ****
New Pass      ****
Retry Pass
  BK   Set  Cancel  OK
```
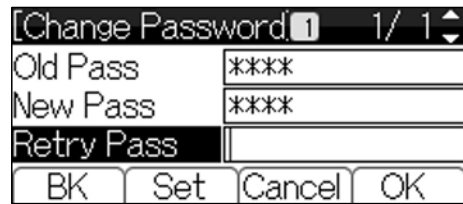
8. **Press 🔘 or Soft key (OK).**

The password entry completes successfully.

```
[Password]
Complete.



                        OK
```
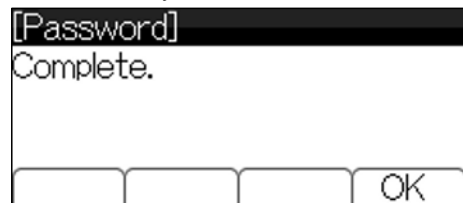
• When the password entry in failure, the following error message is displayed. In that case, press 🔘 or Soft key (OK) and retry the password entry.

```
[Password]
Password Error.



                        OK
```

❗ When a password has been forgotten, please contact the system administrator.

	When the password expires, the following screen is displayed.

```
Password Expired!
Please change your password.

                          OK
```
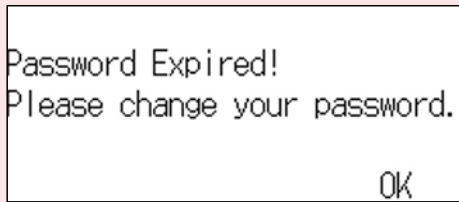
Please change the password when the screen above is displayed. For details, please contact the system administrator.

TO SET USABILITY

Following explains how to set the Pop-up operation of ◎ key.

1. **Press ⊕ key to display the Menu Screen.**

2. **Select "Setting".**

Highlight an item by using 🔘, and press 🔘.

```
📄 History      ✐ Phone
📖 Directory
📠 Service
🔧 Setting
                          ⬑
```

3. **Select "1 User Setting".**

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).

• Press ①.

```
[Setting]              1/ 1⬎
1 User Setting
2 Download
3 Data Backup/Restore
   ↑      ↓    Menu   OK
```
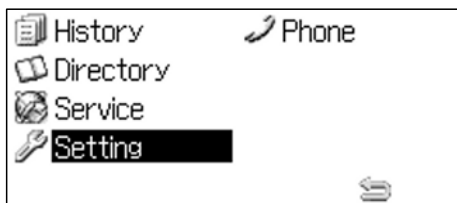
4. **Select "7 Usability".**

Select one of the following operations.

• Highlight an item by using 🔘, and

press 🔘, 🔘 or Soft key (OK).

• Press ⑦.

```
[User Setting]         3/ 3◆
7 Usability
0 Setting Reset

   ↑      ↓    Back   OK
```

5. **Select "1 Help Key Mode".**

Select one of the following operations.

• Press 🔘, 🔘 or Soft key (OK).

• Press ①.

```
[Usability]            1/ 1◀▶
1 Help Key Mode


   ↑      ↓    Back   OK
```

6. **Select a desired mode of ◎ key.**

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘 or Soft key (OK).

• Press ① or ②, and press 🔘 or Soft key (OK).

```
[Help Key Mode] [  ]   1/ 1⬎
○ 1 SubMenu
○ 2 Popup Window

   ↑      ↓    Back   OK
```

TO RESET TERMINAL SETTINGS

Following explains how to clear the personal data of the terminal.

1. **Press ⊕ key to display the Menu Screen.**

2. **Select "Setting".**

Highlight an item by using 🔘, and press
🔘 .

```
📋 History        ✐ Phone
📖 Directory
📱 Service
🔧 Setting
                         ⮐
```

3. **Select " 1 User Setting".**

Select one of the following operations.

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

```
[Setting]              1/ 1⮐
1 User Setting
2 Download
3 Data Backup/Restore
   ↑       ↓    Menu   OK
```
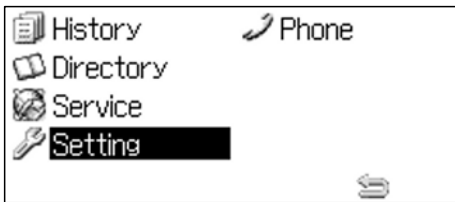
4. **Select " 0 Setting Reset".**

Select one of the following operations.

• Highlight an item by using 🔘, and
press 🔘, 🔘 or Soft key (OK).
• Press ⓪.

```
[User Setting]         3/ 3⬆
7 Usability
0 Setting Reset
   ↑       ↓    Back   OK
```
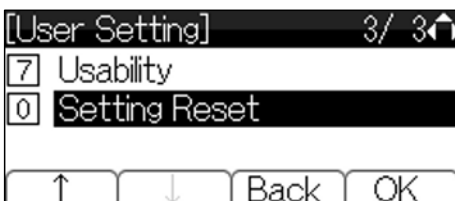
5. **Enter the password.**

• After entering the password, press 🔘
or Soft key (OK).

```
[Setting Reset]          1
Input a password.

[                    ]
  BK         Back   OK
```

6. **Press 🔘 or Soft key (OK).**

```
[Setting Reset]           ◀
Are you sure?

              Back   OK
```

Setting of a terminal has returned to
defaults.
• When the password entry ends in
failure, the following error message is
displayed. In that case, press 🔘 or Soft
key (OK) and retry the password entry.

```
[Setting Reset]
Password Error.

                    OK
```

> ❗ When a password has been forgotten,
> please contact the system
> administrator.

TO DOWNLOAD A FILE

You can download files for Music on Hold and
Ringer Tone. When downloading these files, the
terminal needs to be connected to the network
that has FTP, TFTP or HTTPS server.

> ❗ HTTPS protocol is supported for
> terminal firmware 5.1.0.0 or later.
> For details of terminal firmware version,
> please contact the system
> administrator.

> ❗ For details on the FTP/TFTP/HTTPS
> service, please contact the system
> administrator.

1. **Press 🔘 key to display the Menu
Screen.**

2. **Select "Setting".**

Highlight an item by using ⊙, and press ⊙.

```
📖 History        ✎ Phone
📖 Directory
🌐 Service
🔧 Setting
                          ⮌
```
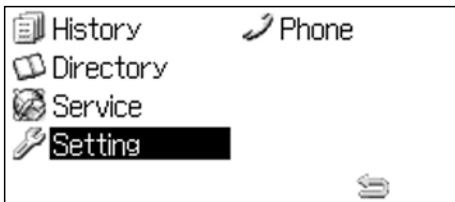
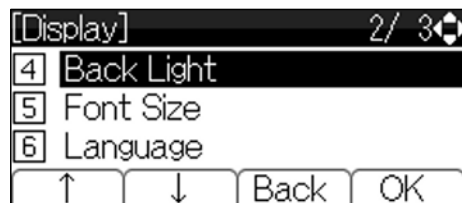*3.* **Select "[2] Download".**

Select one of the following operations.

• Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

• Press ②.

```
[Setting]             1/ 1
[1] User Setting
[2] Download
[3] Data Backup/Restore
   ↑      ↓    Menu   OK
```

4. **Select "[3] Protocol".**

Select one of the following operations.

• Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

• Press ③.

```
[Download Menu]       1/ 2
[1] Download Files
[2] Download Address
[3] Protocol
   ↑      ↓    Back   OK
```

5. **Select a protocol type of the server which stores the download file.**

Select one of the following operations.

• Highlight an item by using ⊙, and press ⊙ or Soft key (OK).

• Press ①, ② or ③, and press ⊙ or Soft key (OK).

```
[Protocol]      [ ]   1/ 1⮌
⊙[1] FTP
○[2] TFTP
○[3] HTTPS
   ↑      ↓    Back   OK
```
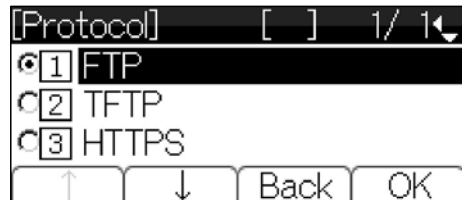
The display goes back to the [Download Menu] screen.

6. **According to FTP, TFTP or HTTPS that you selected in the [Protocol] screen, proceed to the following steps.**

• When "[1] FTP" is selected here, go to 7

• When "[2] TFTP" is selected here, go to 15

• When "[3] HTTPS" is selected here, go to 7

7. **Select "[4] Account Settings".**

Select one of the following operations.

• Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

• Press ④.

```
[Download Menu]       2/ 2
[4] Account Settings

   ↑      ↓    Back   OK
```

8. **Select "[1] User ID".**

Select one of the following operations.

• Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

• Press ①.

```
[Account Settings]       ⮌
[1] User ID
[2] Password
[3] Folder
   ↑      ↓    Back   OK
```

9. **Enter a User ID with digit keys.**

> Please refer to INPUT CHARACTERS for how to enter the character.

```
[User ID]                    A
Input a user ID.

[_____]
  BK          Back    OK
```

- Enter a User ID by pressing digit keys, and press ⊙ or Soft key (OK).
  The display goes back to the [Account Settings] screen.

10. **Select "[2] Password".**

Select one of the following operations.

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

```
[Account Settings]          ◆
[1] User ID
[2] Password
[3] Folder
   ↑      ↓     Back    OK
```

11. **Enter a password with digit keys.**

> Please refer to INPUT CHARACTERS for how to enter the character.

```
[Password]                   A
Input a password.

[_____]
  BK          Back    OK
```

- Enter a password by pressing digit keys, and press ⊙ or Soft key (OK).
  The display goes back to the [Account Settings] screen.

12. **Select "[3] Folder".**

Select one of the following operations.

- Highlight an item by using ⊙, and

press ⊙, ⊙ or Soft key (OK).
- Press ③.

```
[Account Settings]          ◆
[1] User ID
[2] Password
[3] Folder
   ↑      ↓     Back    OK
```

13. **Enter the folder name where the download file is stored.**

> Please refer to INPUT CHARACTERS for how to enter the character.

```
[Folder]                     A
Input a folder name.

[_____]
  BK          Back    OK
```

- Enter the name of the folder where the files are stored in the server (including path from root directory to the folder that stored backup file).
- Press ⊙ or Soft key (OK).
  The display goes back to the [Account Settings] screen.

14. **Press ⊙ or Soft key (Back).**

```
[Account Settings]          ◆
[1] User ID
[2] Password
[3] Folder
   ↑      ↓     Back    OK
```
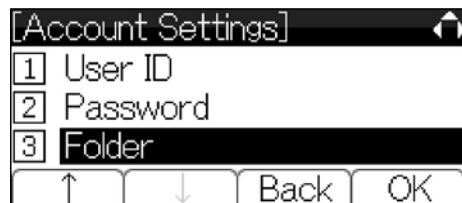
15. Select "2 Download Address".

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).

• Press ②.

```
[Download Menu]      1/ 2◈
1 Download Files
2 Download Address
3 Protocol
   ↑   |   ↓   | Back |  OK
```

16. Enter an IP address/address (URI) of the FTP/TFTP/HTTPS server which stores the download file.

Enter the IP address of FTP/TFTP/HTTPS server with digit keys. Use ✳ for separator of IP address.

```
[Download Address]   1 ◀▶
'✳'For'.'
   [0].  [0].  [0].  [0]
  BK | IP/URI | Back |  OK
```

• After entering an IP address, press 🔘 or Soft key (OK).

The display goes back to the [Download Menu] screen.

To enter the address (URI) of FTP/TFTP/HTTPS, press Soft key (IP/URI) to switch the display to the URI input screen.

• Press Soft Key (IP/URI).
• By using the Dial keys, enter the address (URI) of the server where the files are stored.

```
[Download Address]    A
'✳'For'.'
  [_____]
  BK | IP/URI | Back |  OK
```

✏️ Please refer to INPUT CHARACTERS for how to enter the character.

• After entering addres (URI), press 🔘 or Soft key (OK).

The display goes back to the [Download Menu] screen.

⚠️ The IP address input screen can be switched to URI input screen by the Soft key (IP/URI).

```
[Download Address]   1 ◀▶
'✳'For'.'
   [0].  [0].  [0].  [0]
  BK | IP/URI | Back |  OK
```

● Press Soft Key (IP/URI)

```
[Download Address]    A
'✳'For'.'
  [_____]
  BK | IP/URI | Back |  OK
```

● Press Soft Key (IP/URI) again to go back to the IP address input screen.

17. Select "1 Download Files".

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).

• Press ①.

```
[Download Menu]      1/ 2◈
1 Download Files
2 Download Address
3 Protocol
   ↑   |   ↓   | Back |  OK
```
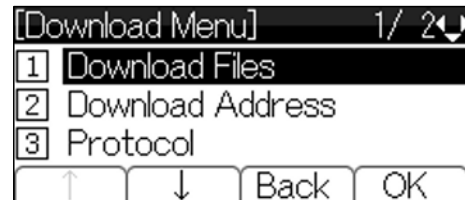
18. Select a file to be downloaded.

Select one of the following operations.

• Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).

• Press ① or ②.

```
[Download Files]     1/ 1◈
1 Hold Music
2 Ring Tone
3 Directory
   ↑   |   ↓   | Back |  OK
```
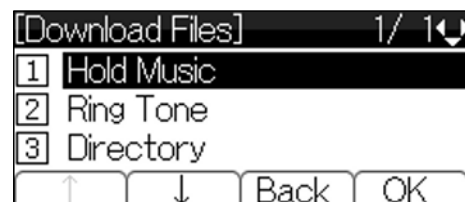
According to the selected item in the [Download Files], proceed to the following

steps below.

- Select "1 Hold Music" and go to 20.
- Select "2 Ring Tone" and go to 19.

 Directory file cannot be downloaded.

19. **Select between Music Ring 1-3.**

   Select one of the following operations.

   - Highlight an item by using , and press , or Soft key (OK).
   - Press ① - ③.
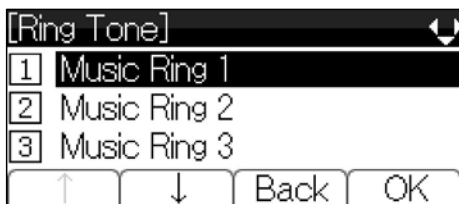
20. **Enter the file name with digit keys.**

   The default file name is displayed.
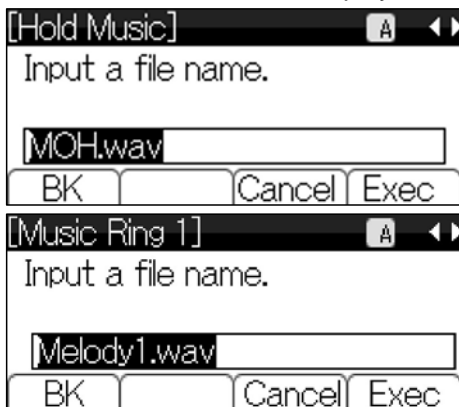
   - Press Soft key (BK) once to delete the default file name.
   - Enter the file name that is downloaded.

    Please refer to INPUT CHARACTERS for how to enter the character.

    Up to **20** characters can be entered as a file name.

21. **Press Soft key (Exec).**

   Downloading is started.
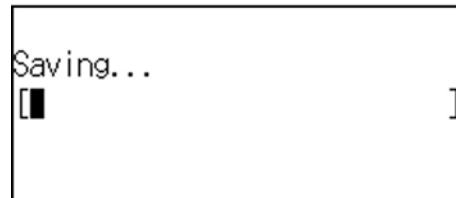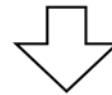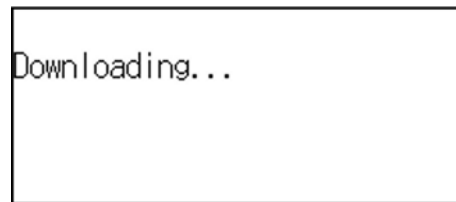
   After the downloading process is complete, the display changes as follows.
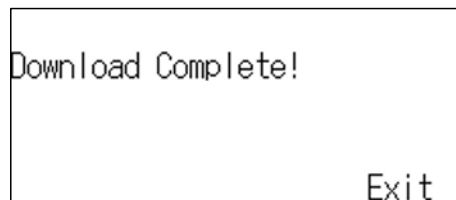
22. **Press Soft key (Exit).**

   The display goes back to the [Download Menu] screen.

    When the downloading process ends in failure, "Downloading Failed!" is displayed on the LCD. Check to see the following points and retry download.

CHECK POINTS	ACTIONS
Check whether the download file is placed in the folder of the server or not.	Place the download file in the specified folder of the server.
Check if the file name you entered is match with that stored in FTP/TFTP/HTTPS server.	Enter the correct file name which is stored in FTP/TFTP/HTTPS server.
Check whether IP address/address (URI) of FTP/TFTP/HTTPS server is correct or not.	Set the proper IP address/address (URI) of FTP/TFTP/HTTPS server.

CHECK POINTS	ACTIONS
Check whether the power to FTP/TFTP/HTTPS server and network equipment is ON or not.	Turn on the power.
Check whether the LAN cable is connected securely.	Reconnect the cable securely.

> If the retry of downloading fails many times, the terminal may be in failure. For details, please contact the system administrator.

> Other than above conditions, if "Download Failed!" or "Upload Failed!" is displayed, please contact the system administrator.

TO BACKUP OR RESTORE THE SETTING DATA OF TERMINAL

This section explains how to make a backup of the setting data which has been entered in the terminal to FTP/TFTP/HTTPS server. The data in FTP/TFTP/HTTPS server can be also restored to the terminal.

> When downloading these files, the terminal needs to be connected to the network that has FTP, TFTP or HTTPS server.
> For details about FTP/TFTP/HTTPS service, please contact the system administrator.

> HTTPS protocol is supported for terminal firmware 5.1.0.0 or later. For details of terminal firmware version, please contact the system administrator.

TO BACKUP THE SETTING DATA OF TERMINAL

1. **Press ⌨ key to display the Menu Screen.**

2. **Select "Setting".**

   Highlight an item by using 🎮, and press 🎮.

   ```
   📑 History      📞 Phone
   📇 Directory
   🗂 Service
   🔑 Setting
                        ↩
   ```

3. **Select " 3 Data Backup/Restore".**

   Select one of the following operations.

   • Highlight an item by using 🎮, and press 🎮, 🎮 or Soft key (OK).
   • Press ③.

   ```
   [Setting]           1/ 1↕
   1 User Setting
   2 Download
   3 Data Backup/Restore
   ┌─↑─┬─↓─┬─Menu─┬─OK─┐
   ```

4. **Select " 4 Protocol".**

   Select one of the following operations.

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

   ```
   [Backup/Restore]    2/ 2↔
   4 Protocol
   5 Account Settings
   ┌─↑─┬─↓─┬─Back─┬─OK─┐
   ```

5. **Select a Protocol type of the server which stores the Backup file.**

   Select one of the following operations.

   • Highlight an item by using 🎮, and press 🎮 or Soft key (OK).

• Press ①, ② or ③, and press ⊙ or Soft key (OK).

```
[Protocol]        [ ]   1/ 1↲
⦿1 FTP
○2 TFTP
○3 HTTPS
┌────┬────┬────┬────┐
│ ↑  │ ↓  │Back│ OK │
└────┴────┴────┴────┘
```

The display goes back to the [Backup/Restore] screen.

6. **According to the selection in [Protocol] screen, proceed to the following steps below.**

   • When "1 FTP" is selected here, go to 7.

   • When "2 TFTP" is selected here, go to 15.

   • When "3 HTTPS" is selected here, go to 7

7. **Select "5 Account Settings".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

   • Press ⑤.

```
[Backup/Restore]      2/ 2↕
4 Protocol
5 Account Settings
┌────┬────┬────┬────┐
│ ↑  │ ↓  │Back│ OK │
└────┴────┴────┴────┘
```

8. **Select "1 User ID".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

   • Press ①.

```
[Account Settings]      ↕
1 User ID
2 Password
3 Folder
┌────┬────┬────┬────┐
│ ↑  │ ↓  │Back│ OK │
└────┴────┴────┴────┘
```

9. **Enter a User ID with digit keys.**

📝 Please refer to INPUT CHARACTERS for how to enter the character.

```
[User ID]              Ⓐ
Input a user ID.

┌──────────────────┐
│                  │
└──────────────────┘
┌────┬────┬────┬────┐
│ BK │    │Back│ OK │
└────┴────┴────┴────┘
```

• Enter a User ID with digit keys, and press ⊙ or Soft key (OK).
   The display goes back to the [Account Settings] screen.

10. **Select "2 Password".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

   • Press ②.

```
[Account Settings]      ↕
1 User ID
2 Password
3 Folder
┌────┬────┬────┬────┐
│ ↑  │ ↓  │Back│ OK │
└────┴────┴────┴────┘
```

11. **Enter a password with digit keys.**

📝 Please refer to INPUT CHARACTERS for how to enter the character.

```
[Password]             Ⓐ
Input a password.

┌──────────────────┐
│                  │
└──────────────────┘
┌────┬────┬────┬────┐
│ BK │    │Back│ OK │
└────┴────┴────┴────┘
```

• Enter a password with digit keys, and press ⊙ or Soft key (OK).
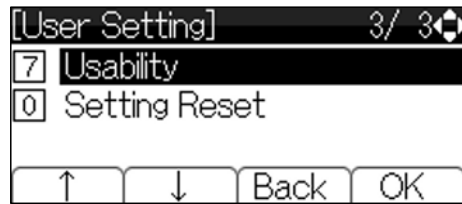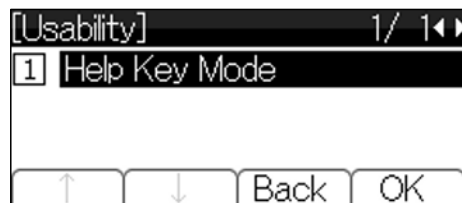   The display goes back to the [Account Settings] screen.

12. **Select "3 Folder".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

   • Press ③.

   ```
   [Account Settings]        ↕
   1 User ID
   2 Password
   3 Folder
   ↑  |  ↓  | Back |  OK
   ```

13. **Enter the folder name where the upload file is stored.**

   🖉 Please refer to INPUT CHARACTERS for how to enter the character.

   ```
   [Folder]                  A
   Input a folder name.

   [                       ]
   BK  |     | Back |  OK
   ```

   • Enter the name of the folder where the files are stored in the server (including path from root directory to the folder that stored backup file).

   • Press ⊙ or Soft key (OK).
   The display goes back to the [Account Settings] screen.

14. **Press ⊙ or Soft key (Back).**

   ```
   [Account Settings]        ↕
   1 User ID
   2 Password
   3 Folder
   ↑  |  ↓  | Back |  OK
   ```

15. **Select "3 Server Address".**

   Select one of the following operations.
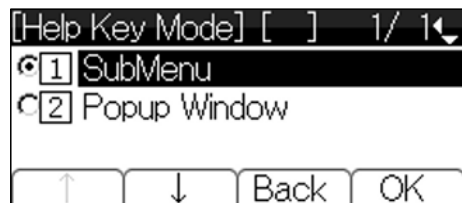
   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

   • Press ③.

   ```
   [Backup/Restore]      1/ 2↕
   1 Data Backup
   2 Data Restore
   3 Server Address
   ↑  |  ↓  | Back |  OK
   ```

16. **Enter the IP address of FTP/TFTP/HTTPS server with digit keys.**

   Use ✱ for separator of IP address.

   ```
   [Server Address]       1 ◀▶
   '✱' For '.'

   [ 0 ].[ 0 ].[ 0 ].[ 0 ]
   BK  |IP/URI| Back |  OK
   ```

   • After entering an IP address, press ⊙ or Soft key (OK).
   The display goes back to the [Backup/Restore] screen.
   To enter the address (URI) of FTP/TFTP/HTTPS, press Soft key (IP/URI) to switch the display to the URI input screen.

   • Press Soft Key (IP/URI).

   • By using the Dial keys, enter the address (URI) of the server where the files are stored.

   ```
   [Download Address]        A
   '✱' For '.'

   [                       ]
   BK  |IP/URI| Back |  OK
   ```

   🖉 Please refer to INPUT CHARACTERS for how to enter the character.

   • After entering addres (URI), press ⊙ or Soft key (OK).
   The display goes back to the [Backup/Restore] screen.

The IP address input screen can be switched to URI input screen by the Soft key (IP/URI).

[Download Address] 1 ◀▶
'⋇For'
█ . 0 . 0 . 0
BK | IP/URI | Back | OK

- Press Soft Key (IP/URI)

[Download Address] A
'⋇For'

BK | IP/URI | Back | OK

- Press Soft Key (IP/URI) again to go back to the IP address input screen.

17. **Select "1 Data Backup".**

Select one of the following operations.

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

[Backup/Restore] 1/ 2↵
1 Data Backup
2 Data Restore
3 Server Address
↑ | ↓ | Back | OK

18. **Enter the file name by digit keys.**

The default file name is displayed.

[Data Backup] A ◀▶
Input a file name.

PersonalData.tgz
BK | Enc | Cancel | Exec

- Press Soft key (BK) once to delete the default file name.
- Enter the file name that is Backup.

Please refer to INPUT CHARACTERS for how to enter the character.

Up to **20** characters can be entered as a file name.

When you send to the server the date from a terminal,it is possible to select the file format with encryption.
Press Soft Key (Enc) to send the file with encryption.

[Data Backup] A ◀▶
Input a file name.

PersonalData.tgz
BK | Enc | Cancel | Exec

Press Soft Key (No Enc) to send the file without encryption.

[Data Backup] A ◀▶
Input an encrypted
file name.
PersonalData.tgz.ef
BK | NoEnc | Cancel | Exec

Do not change the extension of backup file. The setting data of the terminal can only be backed up as a (.tgz) / (.tgz.ef) file.

19. **Press Soft key (Exec).**

A Backup is started.

Uploading...
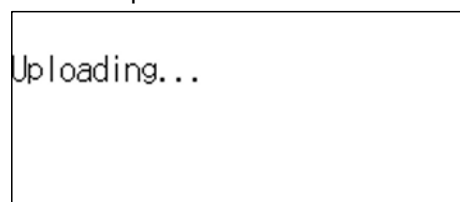
A backup is completed.

Upload Complete!
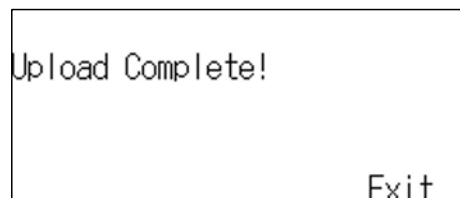
Exit

20. **Press Soft key (Exit).**

The display goes back to the [Backup/Restore] screen.

When the backup process ends in failure, "Upload Failed!" is displayed on the LCD. Check to see the following points and retry backup.

CHECK POINTS	ACTIONS
Check whether IP address/address (URI) of FTP/TFTP/HTTPS server is correct or not.	Set the proper IP address/address (URI) of FTP/TFTP/HTTPS server.
Check whether the power to FTP/TFTP/HTTPS server and network equipment are ON or not.	Turn on the power.
Check whether the LAN cable is connected securely.	Reconnect the cable securely.

If the retry of uploading fails many times, the terminal may be in failure. For details, please contact the system administrator.

Other than above conditions, if "Download Failed!" or "Upload Failed!" is displayed, please contact the system administrator.

TO RESTORE THE SETTING DATA OF TERMINAL

1. **Press key to display the Menu Screen.**

2. **Select "Setting".**

   Highlight an item by using , and press .

3. **Select " 3 Data Backup/Restore".**

   Select one of the following operations.

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

   • Press ③ .

4. **Select " 4 Protocol".**

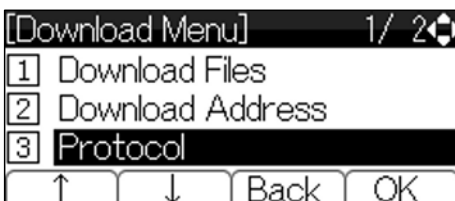   Select one of the following operations.

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

   • Press ④ .

5. **Select a Protocol type of the server which stores the Backup file.**

   Select one of the following operations.

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

   • Press ① , ② or ③ , and press or Soft key (OK).

   The display goes back to the [Backup/Restore] screen.

6. **According to the selection in [Protocol] screen, proceed to the following steps below.**

   • When " 1 FTP" is selected here, go to 7

- When "[2] TFTP" is selected here, go to 15
- When "[3] HTTPS" is selected here, go to 7

7. **Select "[5] Account Settings".**

Select one of the following operations.

- Highlight an item by using (symbol), and press (symbol), (symbol) or Soft key (OK).
- Press (5).

```
[Backup/Restore]        2/ 2
4  Protocol
5  Account Settings

     ↑        ↓      Back    OK
```

8. **Select "[1] User ID".**

Select one of the following operations.

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

```
[Account Settings]
1  User ID
2  Password
3  Folder
     ↑        ↓      Back    OK
```

9. **Enter a User ID with digit keys.**

> Please refer to INPUT CHARACTERS for how to enter the character.

```
[User ID]                A
Input a user ID.


BK              Back    OK
```

- Enter a User ID by pressing digit keys, and press (symbol) or Soft key (OK).
  The display goes back to the [Account Settings] screen.

10. **Select "[2] Password".**

Select one of the following operations.

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

```
[Account Settings]
1  User ID
2  Password
3  Folder
     ↑        ↓      Back    OK
```

11. **Enter a password with digit keys.**

> Please refer to INPUT CHARACTERS for how to enter the character.

```
[Password]               A
Input a password.


BK              Back    OK
```

- Enter a password by pressing digit keys, and press (symbol) or Soft key (OK).
  The display goes back to the [Account Settings] screen.

12. **Select "[3] Folder".**

Select one of the following operations.

- Highlight an item by using (symbol), and press (symbol), (symbol) or Soft key (OK).
- Press (3).

```
[Account Settings]
1  User ID
2  Password
3  Folder
     ↑        ↓      Back    OK
```

13. **Enter the folder name where the backup file is stored.**

Please refer to INPUT CHARACTERS for how to enter the character.

```
[Folder]                    A
Input a folder name.

[                          ]
  BK           Back    OK
```
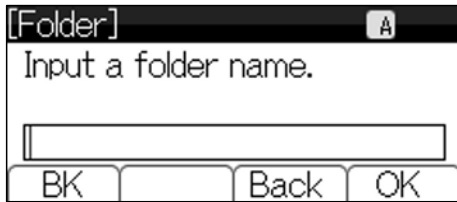
• Enter the name of the folder where the files are stored on the server (including path from root directory to the folder that stored backup file).

• Press ⊙ or Soft key (OK).
   The display goes back to the [Account Settings] screen.

14. **Press ⊙ or Soft key (Back).**

```
[Account Settings]         ⬍
1  User ID
2  Password
3  Folder
   ↑      ↓    Back    OK
```

15. **Select "3 Server Address".**

Select one of the following operations.

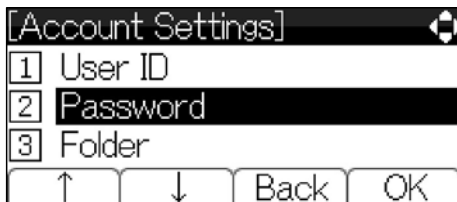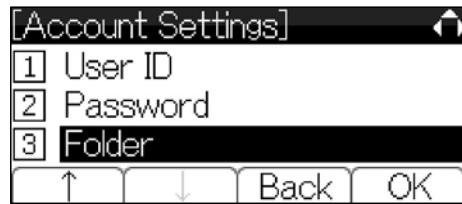• Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).

• Press ③.

```
[Backup/Restore]    1/ 2 ⬍
1  Data Backup
2  Data Restore
3  Server Address
   ↑      ↓    Back    OK
```

16. **Enter the IP address of FTP/TFTP/HTTPS server with digit keys.**

Use ⊛ for separator of IP address.

```
[Server Address]     1  ◀▶
'*' For'.

[ 0 ]. [ 0 ]. [ 0 ]. [ 0 ]
  BK  IP/URI  Back    OK
```

• After entering an IP address, press ⊙ or Soft key (OK).
The display goes back to the [Backup/Restore] screen.
To enter the address (URI) of FTP/TFTP/HTTPS, press Soft key (IP/URI) to switch the display to the URI input screen.

• Press Soft Key (IP/URI).
• By using the Dial keys, enter the address (URI) of the server where the files are stored.

```
[Download Address]         A
'*' For'.

[                          ]
  BK  IP/URI  Back    OK
```

Please refer to INPUT CHARACTERS for how to enter the character.

• After entering addres (URI), press ⊙ or Soft key (OK).
The display goes back to the [Backup/Restore] screen.

> The IP address input screen can be switched to URI input screen by the Soft key (IP/URI).

```
[Download Address]      1  ◄►
'✶ For'.'


   0  .  0  .  0  .  0
  BK  │IP/URI│ Back │  OK
```

- Press Soft Key (IP/URI)

```
[Download Address]      A
'✶ For'.'


  ┌─────────────────────┐
  └─────────────────────┘
  BK  │IP/URI│ Back │  OK
```

- Press Soft Key (IP/URI) again to go back to the IP address input screen.

17. **Select " 2 Data Restore".**

   Select one of the following operations.

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

```
[Backup/Restore]      1/ 2◄►
 1  Data Backup
 2  Data Restore
 3  Server Address
    ↑    │   ↓   │ Back │  OK
```

18. **Enter the file name with digit keys.**

   The default file name is displayed.

```
[Data Restore]         A  ◄►
Input a file name.


 PersonalData.tgz
  BK  │ Enc  │Cancel│ Exec
```
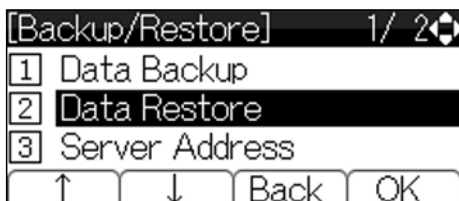
   - Press Soft key (BK) once to delete the default file name.
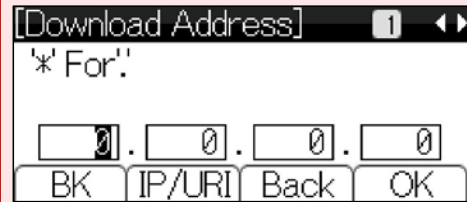   - Enter the file name that backed up in the TO BACKUP THE SETTING DATA OF TERMINAL.

   ✏️ Please refer to INPUT CHARACTERS for how to enter the character.

> ✏️ Up to **20** characters can be entered as a file name.

> When you send to a terminal the date from the server, it is possible to select the file format with encryption.
> Press Soft Key (Enc) to send the file with encryption.

```
[Data Restore]         A  ◄►
Input a file name.


 PersonalData.tgz
  BK  │ Enc  │Cancel│ Exec
```

> Press Soft Key (No Enc) to send the file without encryption.

```
[Data Restore]         A  ◄►
Input an encrypted
file name.
 PersonalData.tgz.ef
  BK  │NoEnc │Cancel│ Exec
```

> Do not change the extension of backup file. The setting data of the terminal can only be downloading (restoring) as a (.tgz) / (.tgz.ef) file.

19. **Press Soft key (Exec).**

   Downloading is started.

```
Downloading...



```

⇩

```
Saving...
[█                     ]


```

   After the downloading process is complete, the display changes as follows.

```
Download Complete!


                        Exit
```
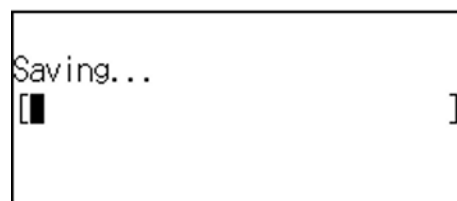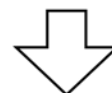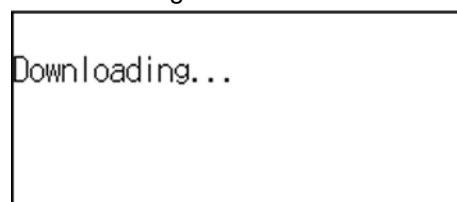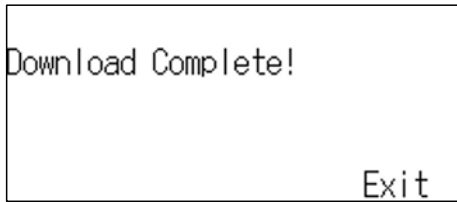
20. **Press Soft key (Exit).**

The display goes back to the [Backup/Restore] screen.

🖉 When the downloading process ends in failure, "Download Failed!" is displayed on the LCD. Check to see the following points and retry download.

CHECK POINTS	ACTIONS
Check whether the download file is placed in the folder of the server or not.	Place the download file in the specified folder of the server.
Check if the file name you entered is match with that stored in FTP/TFTP/HTTPS server.	Enter the correct file name which is stored in FTP/TFTP/HTTPS server.
Is a download file a terminal data file of the same model?	Terminal data of the different model (for example terminal data of DT750) can't be downloaded. Please download terminal data of the same model.
Check whether IP address/address (URI)of FTP/TFTP/HTTPS server is correct or not.	Set the proper IP address/address (URI)of FTP/TFTP/HTTPS server.
Check whether the power to FTP/TFTP/HTTPS server and network equipment are ON or not.	Turn on the power.
Check whether the LAN cable is connected securely.	Reconnect the cable securely.

❗ If the retry of downloading fails many times, the terminal may be in failure. For details, please contact the system administrator.

❗ Other than above conditions, if "Download Failed!" or "Upload Failed!" is displayed, please contact the system administrator.

TO USE HEADSET

TO MAKE/ANSWER A CALL WITH HEADSET

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

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

TO MAKE A CALL USING HEADSET

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

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

Headset/Handset feature key lamp lights red. → 🟥
Line key lamp lights green. → 🟩

2. **Dial a desired number.**

3. **Start conversation after called party answered.**

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

Headset/Handset feature key lamp goes off. → ⬜
Line key lamp lights off. → ⬜

TO ANSWER A CALL USING HEADSET

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

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

   feature key lamp lights red. → ▬▬

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

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

   Headset/Handset feature key lamp goes off. → ▭
   Line key lamp lights off. → ▭

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

As initial setting, enter the extension number as password.

From 4 to 10 characters can be entered for a password. The entered password is displayed in "*".

FEATURE OPERATION

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

• After entering a password, press Soft key (OK).

```
Login ID :          200
Password :          ****

Cancel  BK     Set    OK
```
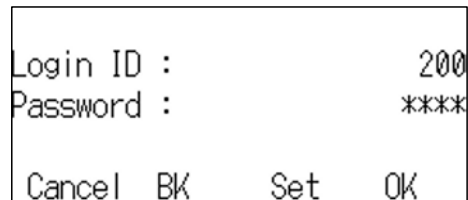
4. **If the Login ID and Password are accepted, display changes to normal idle status.**

LOGIN/LOGOUT

TO LOGIN

When login mode is activated, the terminal prompts for Login ID and Password.
When the terminal starts up with displaying the below screen, the Login Mode is activated.

The terminal becomes available.

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

1. **The terminal is starting up with Login Mode.**

```
Login ID :            _
Password :

Cancel  BK     Set    OK
```
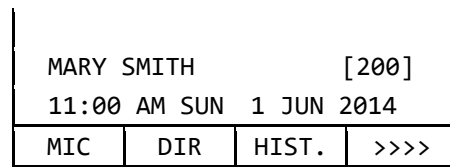
If you enter the wrong ID and/or password, normal screen is not displayed and return to [Login] screen. In this case enter the correct "Login ID" and "Password"

2. **Enter Login ID.**

For example, the extension number 200 is pressed.

As initial setting, enter the extension number as Login ID.

TO LOGOUT

The terminal which is operated with Login Mode can log out. Logout operation is as follows.

Up to 16 characters can be entered for Login ID.

1. **Press Speaker key.**

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

• After entering Login ID, press Soft key (Set).

2. **Press Logout feature key.**

```
Login ID :          200
Password :

Cancel  BK     Set    OK
```

Logout feature key can be set by means of system data setting. For details, please contact the system administrator.

3. **Enter a password.**

| After Logout feature key is pressed, the terminal is logged out within 10 seconds. |

MAKING A CALL

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

TO MAKE AN EXTERNAL CALL

Following explains how to make an external call.

1. **Dial a desired number after dial the Central Office access code, e.g. ⑧ ①.**

```
                81XXXXXXXXXX
   11:00 AM SUN  1 JUN 2014
    BK
```

2. **Press Speaker key.**

   Originate a call.
   Speaker key lamp lights red. → [Speaker]

TO MAKE AN INTERNAL CALL

Following explains how to make an internal call.

1. **Dial a desired number.**

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

2. **Press Speaker key.**

   Originate a call.
   Speaker key lamp lights red. → [Speaker]

ANSWERING A CALL

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

TO ANSWER AN EXTERNAL CALL

1. **While hearing a ringing tone,**

   Call Indicator Lamp lights red.
   Answer key lamp lights red. → [Answer]
   Line key lamp lights red. → ▬

2. **Press Answer key.**

   Call Indicator Lamp goes off.
   Answer key lamp lights green. → [Answer]
   Speaker key lamp lights red. → [Speaker]
   Line key lamp lights green. → ▬

3. **Lift the handset to answer the call.**

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

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

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

TO ANSWER AN INTERNAL CALL

1. **While hearing a ringing tone,**

   Call Indicator Lamp lights red.
   Answer key lamp lights red. → [Answer]
   Line key lamp lights red. → ▬

2. **Press Answer key.**

   Call Indicator Lamp goes off.
   Answer key lamp lights green. → [Answer]
   Speaker key lamp lights red. → [Speaker]
   Line key lamp lights green. → ▬

3. **Lift the handset to answer the call.**

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

HOLDING A CALL (USING CALL HOLD)

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

TO HOLD

Following explains how to hold a call in progress.

1. **While a call in progress,**

Line key that is used during a call lights green. →

Line key on the other terminals lights red. →

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

2. **Press Hold key.**

The person on the other end hears the Music on Hold.
Line key that is placed on hold flashes green. →

Line keys on the other terminals flash red. →

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

```

3. **Replace the handset or make a new**

call.

TO RETRIEVE THE HELD CALL

Following explains how to retrieve the held call.

1. **While holding a call,**

Line key that is placed on hold flashes green. →

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

```

2. **Press Line key that is placed on hold.**

Line key lamp lights green. →

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

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

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

IF UNANSWERED

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

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

HOLDING A CALL (USING EXCLUSIVE CALL HOLD)

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

TO HOLD

Following explains to hold the call in progress.

1. **While a call in progress,**

   Line key that is used during a call lights green. →

   Line key on the other terminals lights red. →

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

2. **Press feature key.**

   Feature key lamp lights red. → Feature

3. **Press Hold key.**

   Line key that is placed on hold flashes green. →

   Line key on the other terminals lights red. →

   Feature key lamp goes off. → Feature

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

4. **Replace the handset.**

TO RETRIEVE THE HELD CALL

Following explains how to retrieve the held call.

1. **While holding a call.**

   Line key that is placed on hold flashes green. →

Line key on the other terminals lights red. →

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

2. **Press Line key that is placed in hold.**

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

   Line key on the other terminals lights red. →

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

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

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

IF UNANSWERED

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

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

TRANSFER A CALL

TO TRANSFER A CALL (WITH ANNOUNCEMENT)

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

INITIATE TRANSFER (BY EX. 200)

1. **Call in progress.**

   Line key lamp lights green. → 🟩

2. **Press Transfer key.**

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

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

3. **Dial the destination extension number.**

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

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

4. **Destination extension answers transferred call.**

   • After the answer, announce the call is transferred.

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

5. **Replace the handset.**

   Line key lamp goes off. → ⬜
   A call is transferred.

ANSWER TO A TRANSFERRED CALL (BY EX. 210)

1. **Ringing is heard.**

   Call Indicator Lamp flashes.

   Line key lamp flashes red. → 🟥
   The extension number that initiates call transfer is displayed on the LCD.

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

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

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

3. **Start conversation with transferred party.**

   • Extension (200) replaces the handset.

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

TO TRANSFER A CALL (WITHOUT ANNOUNCEMENT)

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

INITIATE TRANSFER (BY EX. 200)

1. **Call in progress.**

   Line key lamp lights green. → 🟩

2. **Press Transfer key.**

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

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

3. **Dial the destination extension number.**

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

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

4. **Replace the handset.**

   Line key lamp goes off. → ⬚
   A call is transferred.

ANSWER TO A TRANSFERRED CALL (BY EX. 210)

1. **Ringing is heard.**

   Call Indicator Lamp flashes.

   Line key lamp flashes red. → 🔴
   The extension number that initiates call transfer is displayed on the LCD.

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

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

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

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

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

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

LAST NUMBER REDIAL

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

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

   Speaker key lamp lights red. → [Speaker]
   Line key lamp lights green. → 🟩

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

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

   The number on LCD is automatically redialed.

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

3. **When party has answered, lift the handset.**

Speaker key lamp goes off. → Speaker

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

ONE-TOUCH SPEED CALLING KEYS

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

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

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

TO PROGRAM

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

1. **Press Feature key.**

Feature key lamp lights red. → Feature

2. **Press One-touch Speed Calling key.**

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

3. **Dial a desired number.**

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

4. **Press Feature key.**

Feature key lamp goes off. → Feature
Speaker key lamp goes off. → Speaker

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

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

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

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

TO VERIFY

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

1. **Press Feature key.**

Feature key lamp lights red. → Feature

2. **Press a desired One-touch Speed Calling key.**

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

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

3. **Press Speaker key.**

Feature key lamp goes off. → Feature
Speaker key lamp goes off. → Speaker

TO MAKE A CALL

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

1. **Press One-touch Speed Calling key.**

   Speaker key lamp lights red. → 🔴(Speaker)
   The desired number is automatically dialed.

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

2. **When party has answered, lift the handset.**

   Speaker key lamp goes off. → (Speaker)

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

STATION SPEED DIALING

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

TO REGISTER FOR STATION SPEED DIALING

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

1. **Press Feature key.**

   Feature key lamp lights red. → (Feature)

2. **Press 🔘 (Redial).**

   You will receive a special dial tone.
   Feature key lamp flashes red. → (Feature)
   Speaker key lamp lights red. → 🔴(Speaker)

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

3. **Dial desired abbreviated code.**

   Example: "09" is entered.

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

4. **Press ⑨ that is access code.**

   You will receive a confirmation tone.

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

5. **Dial the desired number.**

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

6. **Press Feature key.**

   Feature key lamp goes off. → (Feature)
   Speaker key lamp goes off. → (Speaker)

TO MAKE A CALL USING STATION SPEED DIALING

1. **Press 🔘 (Redial).**

   Speaker key lamp lights red. → 🔴(Speaker)

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

2. **Dial abbreviated code.**

   Example: "09" is entered.

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

3. **The phone number is automatically dialed.**

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

4. **Lift the handset.**

   Speaker key lamp goes off. → [Speaker]

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

ORIGINATING A VOICE CALL

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

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

1. **Press Speaker key.**

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

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

2. **Dial extension number.**

   You will receive a ring back tone.

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

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

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

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

   Speaker key lamp goes off. → [Speaker]

5. **Start conversation after called party answered.**

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

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

THREE/FOUR-PARTY CONFERENCE

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

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

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

   Example: Add the ext. C to conversation.

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

2. **Extension A presses Transfer key.**

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

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

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

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

4. **Extension C answers the transfer call.**

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

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

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

VOICE MAIL

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

1. **Press .**

   The [Shortcut Menu] is displayed on the LCD.

   ```
   [Shortcut Menu]
   1  Missed Calls
   2  Voice Mail
   3  BCA Option
        ↑      ↓      Back    OK
   ```

2. **Select "2 Voice Mail".**

   Select one of the following operations.

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

   Voice Mail System answers.
   Example: Number "5205" is Voice Mail System.

   ```
                        5205
        11:00 AM SUN  1 JUN 2014
    MIC     Mute
   ```

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

PRESET ANSWER

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

TO SET PRESET ANSWER

1. **While Answer key lamp goes off →**

Answer ,

2. **Press Feature key.**

   Feature key lamp lights red. → Feature

3. **Press Answer key.**

   Feature key lamp goes off. → Feature
   Answer key lamp lights red. → Answer

ANSWER TO A CALL WITH PRESET ANSWER

1. **Ringing and the Call Indicator Lamp flashing.**
2. **Lift the handset.**

   Call Indicator Lamp goes off.

TO CANCEL

1. **While Answer key lamp lights red →** Answer ,
2. **Press Feature key.**

   Feature key lamp lights red. → Feature

3. **Press Answer key.**

   Feature key lamp goes off. → Feature
   Answer key lamp goes off. → Answer

RECEIVING A VOICE FROM SPEAKER

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

TO RECEIVING A VOICE FROM SPEAKER

1. **Call in progress.**

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

2. **Press Speaker key.**

   Speaker key lamp lights red. → Speaker

3. **Replace the handset.**

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

TO RESTART TALKING

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

   Speaker key lamp goes off. → Speaker

TALKING HANDSFREE

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

TO SET HANDSFREE

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

   Mic key lamp lights red. → Mic

TO CANCEL

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

   Mic key lamp goes off. → Mic

TO MAKE A CALL WITH HANDSFREE

1. **Mic key lamp is going off. →** Mic
2. **Press Speaker key.**

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

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

3. **Dial desired number.**

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

4. **The called party answers.**

   • Press Mic key or Soft key (MIC).
   Mic key lamp lights red. → Mic
   • Talk toward the mic.

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

TO ANSWER A CALL WITH HANDSFREE

1. **The Call Indicator Lamp flashing.**

   Line key lamp flashes red. →

2. **Press Speaker key.**

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

3. **Talk toward the mic.**

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

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

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

CALL PICKUP - GROUP

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

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

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

1. **Ringing terminal in your Call Pickup - Group.**

2. **Press Speaker key.**

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

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

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

```
┌─────────────────────────────────────┐
│                                      │
│   PICK UP      201     210           │
│   11:00 AM SUN  1 JUN 2014           │
├────────┬────────┬────────┬──────────┤
│  MIC   │  Mute  │        │          │
└────────┴────────┴────────┴──────────┘
```

4. **Start conversation with calling party.**

CALL PICKUP - DIRECT

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

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

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

1. **Press Speaker key.**

Speaker key lamp lights red. → [Speaker]
Line key lamp lights green. → ▭

```
┌─────────────────────────────────────┐
│                                      │
│             200                      │
│   11:00 AM SUN  1 JUN 2014           │
├────────┬────────┬────────┬──────────┤
│ Recall │  PICK  │        │  >>>>    │
└────────┴────────┴────────┴──────────┘
```

2. **Press Call Pickup - Direct feature key.**

```
┌─────────────────────────────────────┐
│                                      │
│                                      │
│   11:00 AM SUN  1 JUN 2014           │
├────────┬────────┬────────┬──────────┤
│ Recall │  PICK  │        │  >>>>    │
└────────┴────────┴────────┴──────────┘
```

3. **Dial the extension number of ringing terminal.**

```
┌─────────────────────────────────────┐
│                                      │
│   PICK UP      210     201           │
│   11:00 AM SUN  1 JUN 2014           │
├────────┬────────┬────────┬──────────┤
│  MIC   │  Mute  │        │          │
└────────┴────────┴────────┴──────────┘
```

4. **Start conversation with calling party.**

MULTILINE APPEARANCE

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

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

TO ANSWER A CALL

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

Call Indicator Lamp flashes.

Multiline key lamp flashes red. → ▬

2. **Press Multiline Appearance feature key.**

Call Indicator Lamp goes off.

Speaker key lamp lights red. → [Speaker]
Multiline key lamp lights green. → ▭

3. **Lift the handset to start a conversation.**

Speaker key lamp goes off. → [Speaker]

```
┌─────────────────────────────────────┐
│                                      │
│             201                      │
│   11:00 AM SUN  1 JUN 2014           │
├────────┬────────┬────────┬──────────┤
│  MIC   │  Mute  │        │          │
└────────┴────────┴────────┴──────────┘
```

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

DND (DO NOT DISTURB)

This feature restricts incoming calls to a terminal.

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

TO SET DND

1. **Press Speaker key.**

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

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

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

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

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

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

4. **Press Speaker key.**

   Speaker key lamp goes off. →

Line key lamp goes off. →

TO CANCEL

1. **Press Speaker key.**

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

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

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

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

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

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

4. **Press Speaker key.**

   Speaker key lamp goes off. →
   Line key lamp goes off. →

SAVE AND REPEAT A NUMBER

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

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

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

TO SET SAVE AND REPEAT

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

HOW TO DIAL BY SAVE AND REPEAT

1. **Press Speaker key.**

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

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

2. **Save and Repeat feature key.**

    The terminal automatically redials the programmed number.
    Example: "201" is programmed number.

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

3. **Lift the handset to start a conversation.**

    Speaker key lamp goes off. → `Speaker`

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

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

TRUNK QUEUING - OUTGOING

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

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

TO SET TRUNK QUEUING – OUTGOING

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

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

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

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

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

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

3. **Press Speaker key.**

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

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

```

WHEN TRUNK IS AVAILABLE

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

Call Indicator Lamp flashes red.

Line key lamp flashes green. →

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

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

Outgoing feature key lamp goes off. →

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

3. **Dial the desired number.**

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

TO CANCEL

This feature is available only for the terminal that is set by system data setting at initial installation. This feature cannot be canceled by Soft key.

1. **Lift the handset.**

Line key lamp lights red. →

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

2. **Press Trunk Queuing – Outgoing feature key.**

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

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

```

3. **Replace the handset.**

Line key lamp goes off. →

CALL BACK

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

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

TO SET CALL BACK

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

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

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

   ```
   ┌────────────────────────────┐
   │                            │
   │  BUSY              201     │
   │  11:00 AM SUN  1 JUN 2014  │
   ├──────┬──────┬──────┬──────┤
   │  CB  │  CW  │      │ >>>> │
   └──────┴──────┴──────┴──────┘
   ```

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

   You will receive a service set tone.

   ```
   ┌────────────────────────────┐
   │                            │
   │  SET               201     │
   │  11:00 AM SUN  1 JUN 2014  │
   ├──────┬──────┬──────┬──────┤
   │      │      │      │      │
   └──────┴──────┴──────┴──────┘
   ```

3. **Replace the handset.**

   Wait Call Back.
   Line key lamp goes off. →

WHEN THE BUSY TERMINAL BECOMES IDLE

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

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

   Line key lamp flashes green. →

   ```
   ┌────────────────────────────┐
   │                            │
   │  CALL BACK         201     │
   │  11:00 AM SUN  1 JUN 2014  │
   ├──────┬──────┬──────┬──────┤
   │ MIC  │ DIR  │ HIST.│ >>>> │
   └──────┴──────┴──────┴──────┘
   ```

2. **Lift the handset.**

   The extension number that was busy/no answer is automatically dialed.
   Line key lamp lights green. →

   ```
   ┌────────────────────────────┐
   │                            │
   │  CALL BACK         201     │
   │  11:00 AM SUN  1 JUN 2014  │
   ├──────┬──────┬──────┬──────┤
   │Recall│ VOICE│  CB  │ >>>> │
   └──────┴──────┴──────┴──────┘
   ```

TO CANCEL

> This feature is available only for the terminal that is set by system data setting at initial installation. This feature cannot be canceled by Soft key.

1. **While the terminal is set Call Back feature,**

   Call Back feature key lamp lights red. →

2. **Press Speaker key.**

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

   ```
   ┌────────────────────────────┐
   │                            │
   │            200             │
   │  11:00 AM SUN  1 JUN 2014  │
   ├──────┬──────┬──────┬──────┤
   │Recall│ PICK │      │ >>>> │
   └──────┴──────┴──────┴──────┘
   ```

3. **Press Call Back feature key.**

   You will receive a service set tone.
   Call Back feature key lamp goes off. →

   ```
   ┌────────────────────────────┐
   │                            │
   │  CANCEL                    │
   │  11:00 AM SUN  1 JUN 2014  │
   ├──────┬──────┬──────┬──────┤
   │      │      │      │      │
   └──────┴──────┴──────┴──────┘
   ```

4. **Press Speaker key.**

   Speaker key lamp goes off. →
   Line key lamp goes off. →

TIMED QUEUING (OUTSIDE LINE ONLY)

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

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

1. **Press Speaker key.**

   You will receive a dial tone.

   Speaker key lamp lights red. → (Speaker)

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

2. **Dial Outside Line access code.**

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

3. **Dial desired number.**

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

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

4. **Press Call Back feature key.**

   Line key lamp flashes green. →

5. **Leave speaker on.**

   The desired number is automatically redialed.

6. **Start conversation with called party.**

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

TO MAKE/ANSWER A CALL DURING CALL IN PROGRESS

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

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

1. **While call in progress,**

   The Line key lamp lights green. →

2. **Press call hold feature key.**

   Call hold feature key lamp doesn't light. →

   The called party will receive a hold tone.

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

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

   Replace the handset after finishing a call.

4. **The original call rings back.**

   Call Indicator Lamp flashes red.

   Line key lamp flashes green. →

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

5. **Lift the handset to restart a conversation.**

   Line key lamp lights green. →

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

STATION HUNTING

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

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

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

1. **Lift the handset.**

   Line key lamp lights green. →

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

2. **Dial the desired number.**

   • If the pilot number is busy, the call is

routed to another terminal within the hunting group.

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

3. **Start conversation with called party.**

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

STEP CALL

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

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

1. **Lift the handset.**

   Line key lamp lights green. →

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

2. **Dial the extension number.**

   You will receive a busy tone.

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

   Example: Dial "2".

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

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

CALL WAITING

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

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

TO ACTIVATE CALL WAITING

1. **Receive a busy tone.**

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

2. **Press Transfer key.**
3. **Press Soft key (CW).**

   You will receive a special ringback tone.

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

TO ANSWER CALL WAITING

1. **Call in progress.**

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

2. **Call Waiting feature is set.**

Answer key lamp flashes red. → 🔴Answer
You will receive a Call Waiting tone (three tone bursts).

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

3. **Press Answer key.**

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

4. **Press Answer key again.**

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

EXECUTIVE OVERRIDE

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

❗	The feature key is set by system data setting at initial installation. For details, please contact the system administrator.
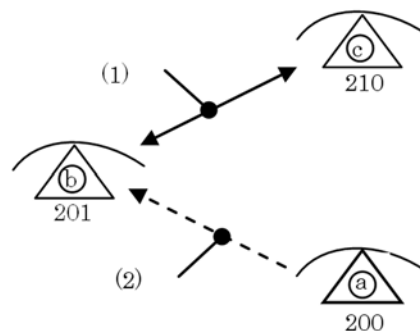
The terminal "b" is talking with the terminal "c", and the terminal "a" is going to override the connection.
   (1) Call in progress.
   (2) Override.

1. **Terminal "a" dials 201. (The called party is a call in progress.)**

   You will receive a busy tone.

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

2. **Press Executive Override feature key.** → ⬜

   You will receive a warning tone.
   • Talking three parties.

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

CALL FORWARDING - BUSY LINE

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

TO SET CALL FORWARDING - BUSY LINE

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

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

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

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

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

3. **Dial the desired target terminal number.**

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

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

   Speaker key lamp goes off. → (Speaker)
   Line key lamp goes off. → ⬜

TO VERIFY

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

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

TO CANCEL

1. **While being set the Call Forwarding - Busy Line,**

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

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

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

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

4. **Press ✳.**

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

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

Speaker key lamp goes off. → Speaker
Line key lamp goes off. → ▭

CALL FORWARDING - NO ANSWER

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

TO SET CALL FORWARDING - NO ANSWER

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

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

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

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

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

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

3. **Dial the desired target terminal number.**

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

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

Speaker key lamp goes off. → Speaker
Line key lamp goes off. → ▭

TO VERIFY

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

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

TO CANCEL

1. **While being set the Call Forwarding - No Answer,**

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

```
┌─────────────────────────────────────┐
│                                      │
│   MARY SMITH         [200]           │
│   11:00 AM SUN  1 JUN 2014           │
├─────────┬─────────┬────────┬─────────┤
│   FDA   │   FDN   │        │  >>>>   │
└─────────┴─────────┴────────┴─────────┘
```

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

```
┌─────────────────────────────────────┐
│ [CF-Busy/No Answer]                  │
│   Forward to :          201          │
│   11:00 AM SUN  1 JUN 2014           │
├─────────┬─────────┬────────┬─────────┤
│ Recall  │  PICK   │        │  >>>>   │
└─────────┴─────────┴────────┴─────────┘
```

4. **Press ✳.**

```
┌─────────────────────────────────────┐
│ [CF-Busy/No Answer]                  │
│   CANCEL                             │
│   11:00 AM SUN  1 JUN 2014           │
├─────────┬─────────┬────────┬─────────┤
│         │         │        │         │
└─────────┴─────────┴────────┴─────────┘
```

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

Speaker key lamp goes off. → Speaker
Line key lamp goes off. → ▭

CALL FORWARDING - ALL CALLS

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

TO SET CALL FORWARDING - ALL CALLS

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

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

```
┌─────────────────────────────────────┐
│                                      │
│   MARY SMITH         [200]           │
│   11:00 AM SUN  1 JUN 2014           │
├─────────┬─────────┬────────┬─────────┤
│   FDA   │   FDN   │        │  >>>>   │
└─────────┴─────────┴────────┴─────────┘
```

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

```
┌─────────────────────────────────────┐
│ [CF-All Calls]                       │
│   Forward to :            _          │
│   11:00 AM SUN  1 JUN 2014           │
├─────────┬─────────┬────────┬─────────┤
│ Recall  │  PICK   │        │  >>>>   │
└─────────┴─────────┴────────┴─────────┘
```

3. **Dial the desired target terminal number.**

```
┌─────────────────────────────────────┐
│ [CF-All Calls]                       │
│   SET                  201           │
│   11:00 AM SUN  1 JUN 2014           │
├─────────┬─────────┬────────┬─────────┤
│         │         │        │         │
└─────────┴─────────┴────────┴─────────┘
```

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

Speaker key lamp goes off. → Speaker
Line key lamp goes off. → ▭

TO VERIFY

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

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

TO CANCEL

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

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

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

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

4. **Press ✳.**

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

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

Speaker key lamp goes off. → (Speaker)
Line key lamp goes off. → ▭

CALL FORWARDING - DESTINATION

This feature allows a station user to set Call Forwarding - All Calls from another station within the system.

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

TO SET CALL FORWARDING - DESTINATION

1. **Dial Call Forwarding - Destination feature access code or press Call Forwarding - Destination feature key.**

   You will receive a special dial tone.

```
[CF-I'm here]
  SET               201
  11:00 AM SUN  1 JUN 2014
```

2. **Dial station number to be forwarded to this line.**

   Wait for service set tone.

TO CANCEL CALL FORWARDING - DESTINATION

1. **Dial Call Forwarding - Destination Cancel feature access code or press Call Forwarding - Destination Cancel feature key.**

```
[CF-I'm here]
  CANCEL            201
  11:00 AM SUN  1 JUN 2014
```

2. **Dial station number to cancel.**
3. **After 4 second, return back to the idle screen automatically. (or Press Speaker key)**

   Call Forwarding - Destination is cancelled.

CID (CALLER ID) CALL DISPLAY

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

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

TO DISPLAY CALLING PARTY INFORMATION

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

Line key lamp lights red. → ▬▬

Calling Party information is displayed.

```
                         201
            JAMES SMITH
R-TONE    MIC
```

TO REDISPLAY CALLING PARTY INFORMATION

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

Calling Party information is displayed.

VOICE FIRST/TONE FIRST

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

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

TO SET VOICE FIRST/TONE FIRST MODE

1. **Press Speaker key.**

You will receive a dial tone.

Speaker key lamp lights red. → (Speaker)

2. **Dial Voice First/Tone First access code or press Voice First/Tone First**

feature key.

LCD shows current mode.

You will receive a feature dial tone.

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

3. **Dial any single digit (⓪ - ⑨).**

Voice First mode is switched to Tone First mode (or vice versa).

You will receive a feature set tone.

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

4. **Press Speaker key.**

Speaker key lamp goes off. → (Speaker)

5. **The called party can reply.**

WHEN A CALLED TERMINAL HAS BEEN SET TO VOICE FIRST

1. **Press Speaker key.**

You will receive a dial tone.

Speaker key lamp lights red. → (Speaker)

Line key lamp lights green. → ▬▬

2. **Dial extension number.**

Wait for voice page alert tone.

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

3. **Speak to the called party.**

4. **Dial ①.**

The called party's extension will ring.

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

WHEN A CALLED TERMINAL HAS BEEN SET TO TONE FIRST

1. **Press Speaker key.**

You will receive a dial tone.

Speaker key lamp lights red. → [Speaker]
Line key lamp lights green. → ▭

2. **Dial extension number.**

The called party's extension will ring.

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

3. **Dial ①.**

Wait for voice page alert tone.

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

4. **Start conversation with called party.**
5. **The called party can reply.**

ANSWER A VOICE CALL HANDSFREE

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

1. **You will receive an incoming Voice Call.**

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

2. **Press Mic Key.**

Mic key lamp lights red. → [Mic]

3. **Respond to call handsfree.**

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

AUTOMATIC INTERCOM

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

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

TO INITIATE

1. **Press Speaker key.**

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

2. **Press Automatic Intercom feature key.**

The called terminal receives a tone burst.

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

TO ANSWER

1. **While hearing ringing tone,**

Automatic Intercom feature key lamp

flashes green. →
Voice Call alert tone is heard.

```
┌─────────────────────────┐
│ ICM              200    │
│ 11:00 AM SUN  1 JUN 2014│
├──────┬──────┬──────┬────┤
│ MIC  │ DIR  │ HIST.│>>>>│
└──────┴──────┴──────┴────┘
```

2. **Press Automatic Intercom feature key.**

Automatic Intercom feature key lamp
lights green. →

3. **Press Speaker key.**

Speaker key lamp lights red. →

MANUAL INTERCOM

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

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

TO INITIATE

1. **Press Speaker key.**

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

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

You will receive a ringback tone.

```
┌─────────────────────────┐
│ ICM              201    │
│ 11:00 AM SUN  1 JUN 2014│
├──────┬──────┬──────┬────┤
│ MIC  │ DIR  │ HIST.│>>>>│
└──────┴──────┴──────┴────┘
```

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

TO ANSWER

1. **While hearing ringing tone,**

Manual Intercom feature key lamp flashes

green. →
You may receive a ring tone.

```
┌─────────────────────────┐
│ ICM              200    │
│ 11:00 AM SUN  1 JUN 2014│
├──────┬──────┬──────┬────┤
│ MIC  │ DIR  │ HIST.│>>>>│
└──────┴──────┴──────┴────┘
```

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

Manual Intercom feature key lamp lights
green. →

3. **Press Speaker key.**

Speaker key lamp lights red. →

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

DIAL INTERCOM

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

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

TO INITIATE

1. **Press Speaker key.**

You will receive a dial tone.

Speaker key lamp lights red. → `Speaker`

2. **Press Dial Intercom feature key.**

Dial Intercom feature key lamp lights green. →

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

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

4. **Press 1 .**

Change to ring tone signal.
Tone burst is sent.

TO ANSWER

1. **While hearing ringing tone,**

Dial Intercom feature key lamp flashes green. →

Tone burst or ring tone is heard.

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

2. **Press Dial Intercom feature key.**

Dial Intercom feature key lamp lights green. →

3. **Press Speaker key.**

You will receive a dial tone.

Speaker key lamp lights red. → `Speaker`

INTERNAL ZONE PAGING WITH MEET-ME PAGE

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

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

TO PAGE (TERMINAL A)

The terminal A pages the terminal B.

1. **Press Speaker key.**

You will receive a dial tone.

Speaker key lamp lights red. → `Speaker`

2. **Dial Internal Paging access code for desired zone or all zones or press Internal Paging feature key assigned for desired zone or all zones.**

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

3. **Page the terminal B.**

TO ANSWER (TERMINAL B)

1. **Dial Meet-Me Answer access code.**

They are immediately connected.

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

BOSS/SECRETARY CALLING

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

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

TO CALL BOSS FROM SECRETARY

1. **Lift the handset.**

   You will receive a dial tone.

   Speaker key lamp lights red. → Speaker

2. **Press boss' ringing line and ask calling party to hold.**

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

3. **Press boss' line again.**

   Voice Call is automatically established to boss' extension.

4. **Announce the call to the boss.**

IF BOSS ACCEPTS CALL

1. **Secretary replaces the handset.**

   Boss and secretary extension each display the other's number.

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

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

IF BOSS REFUSES CALL

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

TIMED REMINDER

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

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

TO SET

1. **Press Speaker key.**

   You will receive a dial tone.

   Speaker key lamp lights red. → Speaker

2. **Set Timed Reminder.**

   Dial Timed Reminder feature access code or press Timed Reminder feature key. You will receive a feature dial tone.

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

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

> You will receive service set tone.

```
  SET              0900
  11:00 AM SUN  1 JUN 2014
```

4. **Press Speaker key.**

> Speaker key lamp goes off. → [Speaker]

PRIVACY RELEASE

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

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

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

> Line key lamp lights green. → 🟩

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

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

```
  CONF      201      301
                     Mary
  MIC  | Mute |
```

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

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

RETURN MESSAGE SCHEDULE

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

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

TO SET

1. **Press Speaker key.**

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

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

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

3. **Dial the number corresponding to desired message.**

Message Patterns

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

• Press ⓪ or ① and dial desired time.

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

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

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

4. **Press Speaker key.**

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

TO CANCEL

1. **Press Speaker key.**

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

2. **Dial Return Message Schedule cancel code.**

3. **Press Speaker key.**

Speaker key lamp goes off. → [Speaker]

WHISPER PAGE

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

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

TO SET

Whisper Page has two kinds of operations.

PATTERN 1

1. **Press Speaker key.**

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

2. **Dial desired extension number.**

You will receive a busy tone.

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

3. **Press Transfer key.**

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

4. **Dial Whisper Page access code or press Whisper Page feature key.**

You will receive a service set tone.

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

5. **Listen to conversation and speak to boss terminal only.**

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

PATTERN 2

1. **Press Speaker key.**

   You will receive a dial tone.

   Speaker key lamp lights red. → [Speaker]

2. **Dial Whisper Page access code or press Whisper Page feature key.**

   You will receive a feature dial tone.

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

3. **Dial desired extension number.**

   You will receive a service set tone.

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

4. **Listen to conversation and speak to called terminal only.**

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

TO ANSWER

1. **Press Answer key.**

   Call in progress is placed on hold.
   A hold tone is not transmitted to the other party of the original call.
   Calling terminal and called terminal can privately speak.

   Answer key lamp lights red. → [Answer]

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

2. **Press Answer key.**

   Answer key lamp goes off. → [Answer]
   Return to original call.

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

SYSTEM CLOCK SETUP BY STATION DIALING

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

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

1. **Press Speaker key.**

   You will receive a dial tone.

   Speaker key lamp lights red. → [Speaker]

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

   You will receive a feature dial tone.

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

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

   You will receive a service set tone.

   ```
   
   
                    110000
                        │      │
   ```

4. **Press Speaker key.**

   Speaker key lamp goes off. → [Speaker]

DAY/NIGHT MODE CHANGE BY STATION DIALING

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

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

1. **Press Speaker key.**

    You will receive a dial tone.

    Speaker key lamp lights red. → [Speaker]

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

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

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

    • Press ① for DAY mode.

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

    • Press ② for NIGHT mode.

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

    • Press ③ for MODE-A mode.

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

    • Press ④ for MODE-B mode.

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

4. **Press Speaker key.**

    Speaker key lamp goes off. → [Speaker]

!	If a programmable key is used lamp indication will be, • Night Mode = Red lamp on • Mode-A = Red lamp flashing (60 ipm) • Mode-B = Red lamp flashing (120 ipm)

SECURITY MODE

By pressing the Security button, "Security Mode" is activated to prevent the unauthorized access to the menu setting or telephony services provided from the system.

!	When the system administrator invalidates the Security Mode, this feature cannot be used. For details, please contact the system administrator.
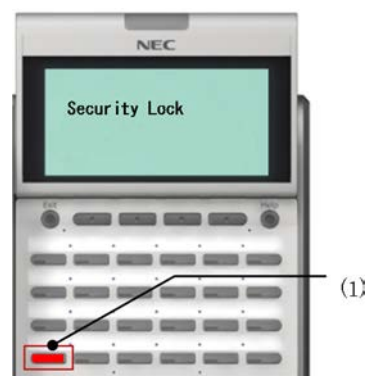
(1)   Security button.

If incorrect password is entered three times consecutively, the terminal locks up, and any key operation will be disabled for 10 minutes. And the number of failed passwords entry and terminal lock up time are set by system data setting at initial installation. For details, please contact the system administrator.

While the terminal is locked, Menu key becomes disabled. Also, any features provided by the system, such as call origination or call answering, cannot be performed.

Even when the terminal is reset for any reasons (such as power-off, etc.) while the terminal is placed in Security Mode, the lock is not released. For the way for resetting Security Mode, please contact the system administrator.

TO LOCK OR UNLOCK SECURITY MODE

TO LOCK THE TERMINAL

1. **Press Security button on the terminal.**
2. **The following message is displayed on LCD. Press [icon] or Soft key (OK).**

```
Security Lock?

              Cancel   OK
```

3. **The terminal is in Security Mode.**

   Security lamp lights red.
   The Screen Saver will be activated.

TO UNLOCK THE TERMINAL

1. **Press any key while the Screen Saver is activated.**

   The password entry screen is displayed

on the LCD.

```
Security lock will be released.
   Please input a password.

   [          ]

BK        Cancel   OK
```
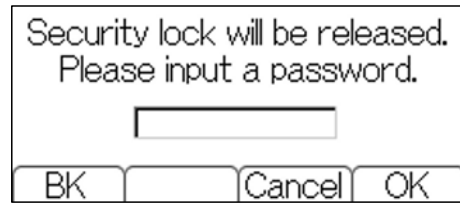
2. **Enter the password, and press [icon] or Soft key (OK).**

To cancel the Security Mode, the "terminal password" is required. The default password to release a security lock is "0000". Be sure to change the default password before placing the terminal in Security Mode.
For details, please refer to TO CHANGE PASSWORD.

3. **Security lamp goes off.**

   Security Mode is canceled.

- When the password entry ends in failure, the following error message is displayed.

```
Password Error.
    Retry?

          Cancel   OK
```
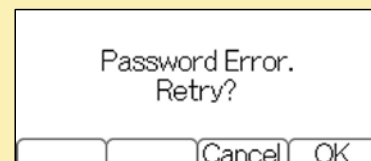
- Security Mode is continued by pressing Soft key (Cancel).
- Password retry screen is displayed again when [icon] or Soft key (OK) is pressed.
- After a third attempt (if incorrect password is entered three times consecutively), the following error message is displayed.

```
Incorrect security code
   password entered.

                   OK
```
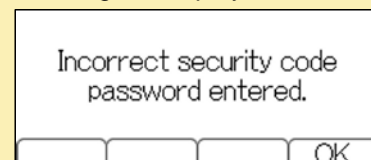
- Security Mode is continued by pressing [icon] or Soft key (OK).
- After 10 minutes later and press any key, the password entry screen is displayed.

EMERGENCY CALL

It is required to cancel the Security Mode before making a call. But the emergency call is allowed without canceling the Security Mode. Maximum 3 emergency numbers can be registered by system data setting at initial installation.

> ❗ This feature is not available when "Security Mode" is not activated or no emergency number is set by system data setting at initial installation. For details, please contact the system administrator.

1. **Security lamp lights red and "Security Lock" is displayed.**

    (1)   Security button.

2. **Lift the handset.**

"Dial Emergency Number Only." is displayed.
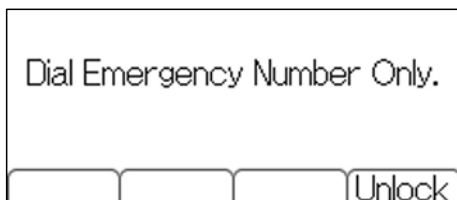
> ✏️ When you press Speaker key, password entry screen is displayed. The emergency call screen is displayed by lifting the handset.

> ❗ Emergency call cannot be made with Speaker key.

3. **Dial the emergency number.**

Example: Dial "911".
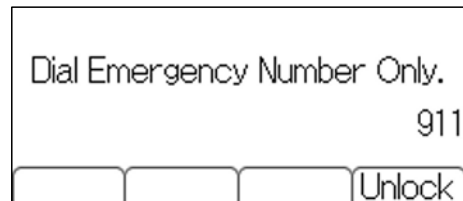
> ❗ Maximum 3 emergency numbers are set by system data setting at initial installation. For details, please contact the system administrator.

> ✏️ The user can make a call to only the predetermined number. When numbers other than the predetermined emergency number are dialed, the following message appears.
>
>
>
> After a few seconds, the display goes back to emergency call screen.
>
>
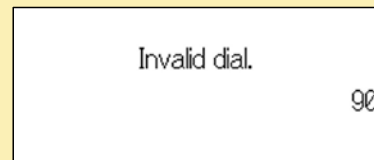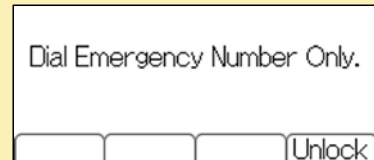
4. **The call is originated to the dialed emergency number.**

You will receive a ring back tone.
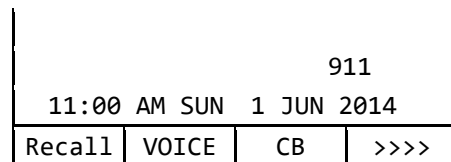
5. **After a conversation, replace the handset.**

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

CALL HISTORY

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

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

OUTGOING CALL HISTORY

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

TO VIEW CALL HISTORY

There are following way to display outgoing call history.

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

1. **Press Soft key (HIST.).**

   Speaker key lamp lights red. → 〔Speaker〕

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

2. **Press Soft key (OG).**

   The history of the last outgoing call is displayed.

3. **Display the target outgoing call history.**

   Select one of the following operations.
   - Press 🔘.
   - Press Soft key (↑Prev) or Soft key (↓Next).

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

DISPLAYING OUTGOING CALL HISTORY FROM THE MENU

1. **Press 〔Menu〕 key to display the Menu Screen.**

```
📖 History      🎵 Phone
📖 Directory
📖 Service
🔑 Setting
                      📖
```

2. **Select "History".**

   Highlight an item by using 🔘, and press 🔘.

   Speaker key lamp lights red. → 〔Speaker〕

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

3. **Press Soft key (OG).**

The history of the last outgoing call is displayed.

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

4. **Display the target outgoing call history.**

Select one of the following operations.
- Press ⬡.
- Press Soft key (↑Prev) or Soft key (↓Next).

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

TO MAKE A CALL FROM OUTGOING CALL HISTORY

You can make a call using the outgoing call history.

1. **Refer to TO VIEW CALL HISTORY and display the outgoing call history of the number you want to call.**

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

2. **Make a call.**

Select one of the following operations.
- Lift the handset and press Soft key (Redial).
- Press Soft key (Redial) to make a handsfree call.

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

TO DELETE OUTGOING CALL HISTORY

Following explains how to delete one outgoing call history data.

1. **Refer to TO VIEW CALL HISTORY and display the outgoing call history of the number you want to delete.**

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

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

Select one of the following operations.
- Press ⬡.
- Press Soft key (↑Prev) or Soft key (↓Next).

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

3. **Press ⬡ or Soft key (<<<<).**

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

4. **Press Soft key (Del).**

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

Speaker key lamp goes off. → [Speaker]

ADD OUTGOING CALL HISTORY TO STATION SPEED DIALING

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

1. **Referring to TO VIEW CALL HISTORY and display the outgoing call history of the number you want to register.**

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

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

Select one of the following operations.

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

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

3. **Press 📷 or Soft key (<<<<).**

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

4. **Press Soft key (Entry).**

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

INCOMING CALL HISTORY

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

TO VIEW INCOMING CALL HISTORY

There are following way to display incoming call history.

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

1. **Press Soft key (HIST.).**

Speaker key lamp lights red. → 🔴Speaker

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

2. **Press Soft key (IC).**

The history of the last incoming call is displayed.

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

3. **Display the target incoming call history.**

Select one of the following operations.

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

DISPLAYING INCOMING CALL HISTORY FROM THE MENU

1. **Press 🔘 key to display the Menu Screen.**

```
📋History      📞Phone
📖Directory
📠Service
🔧Setting
                    ↩
```

2. **Select "History".**

Highlight an item by using 🔘, and press 🔘.

Speaker key lamp lights red. → Speaker

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

3. **Press Soft key (IC).**

The history of the last incoming call is displayed.

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

4. **Display the target incoming call history.**

Select one of the following operations.

• Press 🔘.
• Press Soft key (↑Prev) or Soft key (↓Next).

TO MAKE A CALL FROM INCOMING CALL HISTORY

You can make a call using the incoming call history.

1. **Refer to TO VIEW INCOMING CALL HISTORY and display the incoming call history of the number you want to call.**

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

2. **Make a call.**

Select one of the following operations.
• Lift the handset and press Soft key (CB).

• Press Soft key (CB) to make a handsfree call.
Make a call to the target party in the incoming call history.

TO DELETE INCOMING CALL HISTORY

Following explains how to delete one incoming call history data.

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

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

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

Select one of the following operations.
• Press 🔘.
• Press Soft key (↑Prev) or Soft key (↓Next).

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

3. **Press 🔘 or Soft key (<<<<).**

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

4. **Press Soft key (Del).**

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

Speaker key lamp goes off. → Speaker

ADD INCOMING CALL HISTORY TO STATION SPEED DIALING

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

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

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

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

   Select one of the following operations.
   • Press 🎛.
   • Press Soft key (↑Prev) or Soft key (↓Next).

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

3. **Press 🎛 or Soft key (<<<<).**

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

4. **Press Soft key (Entry).**

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

DOUBLE HEIGHT CHARACTERS ON LCD

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

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

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

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

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

When the first line is displayed in double height size;

```
┌─────────────────────────────────┐
│                                 │
│                                 │
│ MARY SMITH            [4001]    │
│  MIC │ DIR │ HIST. │  >>>>       │
└─────────────────────────────────┘
```

When the second line is displayed in double height size;

```
┌─────────────────────────────────┐
│                                 │
│ MARY  SMITH  [4001]             │
│                                 │
│ 11:00  AM  SUN  1  JUN  2014    │
│  MIC │ DIR │ HIST. │  >>>>       │
└─────────────────────────────────┘
```

When the third line is displayed in double height size;

```
┌─────────────────────────────────┐
│ MARY SMITH            [4001]    │
│                                 │
│ 11:00 AM SUN 1 JUN 2014         │
│  MIC │ DIR │ HIST. │  >>>>       │
└─────────────────────────────────┘
```

When the fourth line is displayed in double height size;

```
┌─────────────────────────────────┐
│ MARY SMITH            [4001]    │
│ 11:00  AM  SUN  1  JUN  2014    │
│                                 │
│ MIC   DIR   HIST.   >>>>        │
└─────────────────────────────────┘
```

TO SET REVERSING CONTRAST ON LCD

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

TO SET REVERSING CONTRAST FROM NORMAL SCREEN

Following explains how to reverse the LCD contrast.

1. **While displaying the normal screen,**

```
┌─────────────────────────────────┐
│                                 │
│ MARY SMITH            [4001]    │
│  11:00  AM SUN   1  JUN  2014   │
│  MIC │ DIR │ HIST. │  >>>>       │
└─────────────────────────────────┘
```

2. **Press Reverse Contrast feature key.**

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

```
┌─────────────────────────────────┐
│                                 │
│ MARY SMITH            [4001]    │
│  11:00  AM SUN   1  JUN  2014   │
│  MIC │ DIR │ HIST. │  >>>>       │
└─────────────────────────────────┘
```

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

TO SET REVERSING CONTRAST FROM REVERSE SCREEN

Following explains how to reset the LCD contrast.

1. **While displaying the reverse screen,**

```
┌─────────────────────────────────┐
│                                 │
│ MARY SMITH            [4001]    │
│  11:00  AM SUN   1  JUN  2014   │
│  MIC │ DIR │ HIST. │  >>>>       │
└─────────────────────────────────┘
```

2. **Press Reverse Contrast feature key.**

The display is changed normal screen.

```
┌─────────────────────────────┐
│                             │
│                             │
│ MARY SMITH          [4001]  │
│   11:00  AM SUN   1  JUN  2014 │
│ ┌──────┬──────┬──────┬──────┐ │
│ │ MIC  │ DIR  │ HIST.│ >>>> │ │
│ └──────┴──────┴──────┴──────┘ │
└─────────────────────────────┘
```

DIAL BY NAME (DIRECTORY SEARCH)

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

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

> The dialed numbers of common directory are set by system data setting at initial installation. For details, please contact the system administrator.

TO MAKE A CALL USING DIAL BY NAME (DIRECTORY SEARCH)

1. **Display the search screen.**

   • When using the System Speed Dialing, press Soft key (DIR).
   • When using the Station Speed Dialing,
     • Press ⌖ (Searching for Directory).
     • Press ⌂ key to display the Menu Screen and select "Directory".

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

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

> Up to **4** characters can be entered for keyword searching.

> Please refer to INPUT CHARACTERS for how to enter the character.

```
[Directory Search]
  NAME  :           SMIT

| (ABC) | ENTRY | Common | Person |
```

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

   Press Softkey (Common) or Soft key (Person)
   • Display example of when you pressed Soft key (Common)

```
[Directory Search]
  NAME  :           SMIT

| (ABC) | ENTRY | Common | Person |
```

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

```
[Personal Directory]
   03:

| Back | ENTRY | ↑Prev | ↓Next |
```

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

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

   You will receive a dial tone.

   Speaker key lamp lights red. → (Speaker)
   Line key lamp lights green. → 🟩

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

5. **Lift the handset to start a conversation.**

   Speaker key lamp goes off. → (Speaker)

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

TO REGISTER PERSONAL DIRECTORY

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

1. **Press Soft key (DIR).**

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

2. **Press Personal Soft key.**

   ```
   [Personal Directory]
     00:      JAMES SMITH
                  81XXXXXXXXXX
    Back  | ENTRY | ↑Prev | ↓Next
   ```

3. **Search the vacant area of directory.**

   Select one of the following operations.
   - Press ⬡.
   - Press Soft key (↑Prev) or Soft key

(↓Next).

   ```
   [Personal Directory]
      03:


    Back  | ENTRY | ↑Prev | ↓Next
   ```

4. **Register the information of the called party.**

   Press ⬡ or Soft key (ENTRY).

   ```
   [Personal Directory]
      03:


    NAME  | NUMBER |  DEL  |  OK
   ```

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

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

   📝 Please refer to TABLE OF INPUT CHARACTERS for the character that can be entered.

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

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

6. **Press ⬡ or Soft key (SET).**

   ```
   [Personal Directory]
     NAME  :           SMIT

    (ABC) | CANCEL |  BK  |  SET
   ```

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

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

8. **Press ⊙ or Soft key (SET).**

```
[Personal Directory]
  NUMBER  :            201
                      SMIT
```
	CANCEL	BK	SET

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

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

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

9. **Press ⊙ or Soft key (OK).**

```
[Personal Directory]
   03:            SMIT
                  201
```
NAME	NUMBER	DEL	OK

10. **Press ⊙ key.**

Return back to the idle screen.

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

APPENDIX A MENU LIST

This chapter shows the Terminal Menu List.

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

MENU

Press Menu key to display the Menu Screen.

MENU ITEM	DESCRIPTION
History	Select this option to view the Call History data.
Directory	Select this option to view the directory data that is registered in the system (station dial).
Service	Select this option to display the XML application screen that is registered in the service URL. Service URL is set by system data setting at initial installation. For details, contact the system administrator.
Setting	Select this option to make the user setting of the terminal.

HISTORY

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

DIRECTORY

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

SERVICE

By registering the service URL and selecting "Service", service screen is displayed. When selecting "Service", the XML application that is registered in the service URL is launched.

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

SETTING

It is possible to set and manage the terminal setting data.

USER SETTING

Select this option to configure the user setting.

MENU ITEM			DESCRIPTION	DEFAULT VALUE
Incoming Call			Select this option to set up for incoming calls. (Refer to INCOMING CALL.)	-
Talk			Select this option to set up for conversation. (Refer to TALK.)	-
Display			Select this option to set up for the LCD. (Refer to DISPLAY.)	-
Change Password			Select this option to change the password to lock/unlock the terminal.	0000
Security			Setting Security.	Disable
	VPN		Setting of VPN Security.	Disable
		IP address (PC)	IP address of the PC connected to PC port when VPN is effective. For using VPN by the PC connected to PC port, set the IP address of VPN terminal to the default gateway of PC. For details, please contact the system administrator.	Disable
Peripherals			Select this option to setup the usage of the peripheral equipment.	-
	USB Memory		Select this option when removing a USB memory from the terminal.	-
	BCA Option		The Bluetooth connection of BCA (Bluetooth Connection Adapter) option unit.	-
Usability			Select this option to set up for the Usability.	-
	Help Key Mode		Select this option to set up for $\overset{Help}{\circledcirc}$ key. SubMenu/Popup Window	SubMenu
Setting Reset			Select this option to reset the terminal settings.	-

INCOMING CALL

MENU ITEM	DESCRIPTION	DEFAULT VALUE
Offhook Ring	Select this option to specify whether to use the Offhook Ringing.	Enable
Headset Ring	Select this option to specify whether to use the headset ringing.	Disable
Ring Tone	Select a ringer tone for External Call and Internal Call.	Automatic
Illumination	Select this option to set the illumination pattern for External Call and Internal Call.	Automatic

TALK

MENU ITEM	DESCRIPTION	DEFAULT VALUE
RTP Alarm	Select this option to specify whether to use the RTP Alarm.	Automatic
DTMF Tone	Select this option to specify whether to use the DTMF tone. (This feature does not work even if it is set.)	Automatic

MENU ITEM	DESCRIPTION	DEFAULT VALUE
Key Touch Tone	Select this option to set the key touch tone generated when the digit keys are pressed while the terminal is offhook.	Automatic
Hold Music	Select a Music on Hold to be heard by the terminal user.	Default
Prefix	Select this option to register a Prefix number. (This feature does not work even if it is set.)	-

DISPLAY

MENU ITEM		DESCRIPTION	DEFAULT VALUE
Calendar Format		Select this option to change calendar and time display. (This feature does not work even if it is set. This feature is set by system data setting at initial installation.)	-
	Calendar Format	Select this option to change the display order of date, day of the week, and year. (This feature does not work even if it is set.)	Automatic
	Time Format	Choose between 12-hour or 24-hour clock format. (This feature works in 12-hour clock format even if it is set.)	Automatic (12-hour Indication)
Local Volume		Specify whether to display the volume levels.	Automatic (Enable)
Screen Saver		Select this option to set up Screen Saver related data.	-
	Screen Saver Mode	Select this option to specify whether to use a Screen Saver.	Disable
	Wait Time	Select this option to specify the wait time to launch a Screen Saver.	120 minutes
Back Light		Select this option to specify whether to use the back light.	Enable
Font Size		Select this option to change the font size displayed on the LCD.	Standard
Language		Select this option to select a language to be displayed on the LCD.	Automatic
Advanced		Select this option to set up for the following additional data.	-
	Backlight Fade Control	Select this option to specify whether Backlight Fade Control is in service, when turning On/Off the back light of the LCD.	Enable

DOWNLOAD

Set the data required when downloading a file.

MENU ITEM		DESCRIPTION	DEFAULT VALUE
Download Files		Select this option to download files or to set the data required when downloading a file.	-
	Hold Music	Select this option to download a file for Music on Hold.	MOH.wav
	Ring Tone	Select this option to download files for ringer tones.	-

MENU ITEM		DESCRIPTION	DEFAULT VALUE
	Music Ring 1	Select this option to download a file for ringer tone (Music Ring 1).	Melody1.wav
	Music Ring 2	Select this option to download a file for ringer tone (Music Ring 2).	Melody2.wav
	Music Ring 3	Select this option to download a file for ringer tone (Music Ring 3).	Melody3.wav
	Directory	Select this option to download the directory files. (Directory file cannot be downloaded.)	Directory.csv
Download Address		Select this option to enter an IP address/address (URI)of the FTP/TFTP/HTTPS server.	0.0.0.0
Protocol		Select this option to specify a protocol of the server (either FTP, TFTP or HTTPS).	FTP
Account Settings		Select this option to set necessary data when using FTP/HTTPS service.	-
	User ID	Select this option to enter a user ID for downloading via server.	-
	Password	Select this option to enter a password for downloading via server.	-
	Folder	Select this option to specify the directory where the downloaded file is stored.	-

DATA BACKUP/RESTORE

Select this option to set the data required for a file backup/restore.

MENU ITEM		DESCRIPTION	DEFAULT VALUE
Data Backup		Select this option to specify the file name to be backed up.	PersonalData.tgz
Data Restore		Select this option to specify the file name to be restored.	PersonalData.tgz
Server Address		Select this option to enter an IP address/address (URI) of the FTP/TFTP/HTTPS server.	0.0.0.0
Protocol		Select this option to select a protocol of the server (either FTP, TFTP or HTTPS).	FTP
Account Settings		Select this option to set necessary data when using FTP/HTTPS service.	-
	User ID	Select this option to enter a user ID for downloading via server.	-
	Password	Select this option to enter a password for downloading via server.	-
	Folder	Select this option to specify the directory where the downloaded file is stored.	-

APPENDIX B INPUT CHARACTERS

HOW TO INPUT CHARACTERS

SYSTEM/STATION SPEED DIALING FEATURE

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

Example: When inputting with "MARY SMITH",

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

The following two input mode can be specified.

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

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

✏	Up to **4** characters can be entered for keyword searching.

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

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

✏	The default setting is English input mode.

✏	Please refer to TABLE OF INPUT CHARACTERS for the character that can be entered.

MENU CONTENTS (PASSWORD INPUT)

The characters that can be input vary depending on the menu.
Example: Password input screen.

(1)   Input Mode

The input mode of "Password input screen" is as follows.

- : "Number"

- : "English Character (capital letter)"

- : "English Character (lowercase)"

 , or is shown on the first line of the LCD.

The following shows the characters that can be input for each menu.

TERMINAL PASSWORD INPUT

Input mode " Number" can be selected. The other input mode is not available.

USER ID, PASSWORD (FTP/HTTPS SERVER), THE FOLDER NAME, FILE NAME AND ADDRESS (URI) INPUT

Input mode " English Character (capital letter)", " English Character (lowercase)" and " Number" can be selected.

 The initial setting is " English Character (capital letter)".

 When ✳ is pressed, input mode is changed.

Input mode switches over by pressing the ✳ repeatedly. (" English Character (capital letter)"→" English Character (lowercase)"→" number"→" English Character (capital letter)").

IP ADDRESS INPUT

Input mode " number" can be selected. The other input mode is not available. When ✳ is pressed, move to the next input part.

TABLE OF INPUT CHARACTERS

CHARACTER CODE TABLE FOR COMMON/PERSONAL DIRECTORY SERVICE

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

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

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

CHARACTER CODE TABLE FOR MENU CONTENTS

PASSWORD INPUT

INPUT	DIAL	1	2	3	4	5	6	7	8	9	10
1	①	1									
1	②	2									
1	③	3									
1	④	4									
1	⑤	5									
1	⑥	6									
1	⑦	7									
1	⑧	8									

INPUT	DIAL	1	2	3	4	5	6	7	8	9	10
1	9	9									
1	0	0									
1	*	*									
1	#	#									

> INPUT (1 - 10): Showing number of times pressing the key.

> SP: Showing blank space.

> When inputting password characters, "*" are displayed on the screen.

INPUT THE USER ID, PASSWORD (FTP/HTTPS SERVER), FOLDER NAME, FILE NAME, ADDRESS (URI)

INPUT	DIAL	1 16	2 17	3 18	4 19	5 20	6 21	7 22	8 23	9 24	10 25	11 26	12 27	13 28	14 29	15
A	1	.	,	\	1	?	!	@	:	;						
A	2	A	B	C	2											
A	3	D	E	F	3											
A	4	G	H	I	4											
A	5	J	K	L	5											
A	6	M	N	O	6											
A	7	P	Q	R	S	7										
A	8	T	U	V	8											
A	9	W	X	Y	Z	9										
A	0	SP	0													
A	#	* ?	# _	. +	/ -	: =	~ [	!]	@ {	$ }	% <	^ >	& ,	(;	) \	'

INPUT	DIAL	1 / 16	2 / 17	3 / 18	4 / 19	5 / 20	6 / 21	7 / 22	8 / 23	9 / 24	10 / 25	11 / 26	12 / 27	13 / 28	14 / 29	15
[a]	①	.	,	\	1	?	!	@	:	;						
[a]	②	a	b	c	2											
[a]	③	d	e	f	3											
[a]	④	g	h	i	4											
[a]	⑤	j	k	l	5											
[a]	⑥	m	n	o	6											
[a]	⑦	p	q	r	s	7										
[a]	⑧	t	u	v	8											
[a]	⑨	w	x	y	z	9										
[a]	⓪	SP	0													
[a]	#	* ?	# _	. +	/ -	: =	~ [	!]	@ {	$ }	% <	^ >	& ,	(;	) \	'
[1]	①	1														
[1]	②	2														
[1]	③	3														
[1]	④	4														
[1]	⑤	5														
[1]	⑥	6														
[1]	⑦	7														
[1]	⑧	8														
[1]	⑨	9														
[1]	⓪	0														
[1]	#	*	#	.	@	/	(	)	,	-	_	:	'	~	&	\

INPUT (1 – 29): Showing number of times pressing the key.

SP: Showing blank space.

Input mode switches over by pressing the ✳ repeatedly. ("[A] English Character (capital letter)"→"[a] English Character (lowercase)"→"[1] number"→"[A] English Character (capital letter)").

When inputting password characters, "*" are displayed on the screen.

INPUT THE IP ADDRESS

INPUT	DIAL	1	2	3	4	5	6	7	8	9	10
1	①	1									
1	②	2									
1	③	3									
1	④	4									
1	⑤	5									
1	⑥	6									
1	⑦	7									
1	⑧	8									
1	⑨	9									
1	⓪	0									
1	✳	(1)									
1	#										

(1) For separator of IP address.

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

APPENDIX C USB PORT

One USB Port is mounted on this terminal. With this port, it is possible to charge the USB Devices.

> ⚠ There may be a case that the USB Device does not work even if it meets the specifications described in this manual.

    (1)   Backside of the terminal
    (2)   USB Port

TO CONNECT A USB DEVICE

1. **Open the USB Port Cover.**

2. **Insert a USB Device connector into the USB Port.**
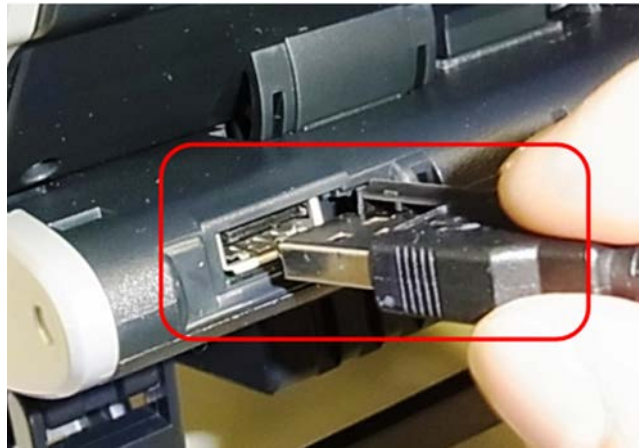
> Be sure the orientation of the plug, and push the USB Device until it stops.

3.   **The USB Device is now connected.**

> Before connecting USB Devices, connect the terminal to the system.

> Confirm that the connected USB Device is correctly recognized. Procedure to verify it depends on the type of the USB Device. For details, refer to the users' manuals of the USB Device.

> This terminal has over current detection function for USB Device. For details, refer to ABOUT TERMINAL.

> When an over current is detected, the icon indicating abnormal condition of USB Device will appear on the LCD. For details, refer to DISPLAY WHEN A USB DEVICE IS CONNECTED.

DISPLAY WHEN A USB DEVICE IS CONNECTED

When a USB Device is connected, the USB connection is displayed in "Status Icon Display".

When an over current of USB Device is detected, [USB] and [USB] will appear alternately at intervals of one second.

> ⚠️ If an over current is detected, power supply to the USB Port is stopped. To restart power supply, remove the USB Device and resetting the terminal according to the following procedure.
> - Disconnect and reconnect the LAN cable when the terminal receives the power supply from the PoE Hub.
> - After removing the LAN cable, disconnect and reconnect the AC adapter cable when the AC adapter is used.
>
> When the LAN cable is removed or connected, be careful not to confuse the cable from the PC side and the LAN.

For details about the display, refer to STARTING UP TERMINAL (WHEN EXTERNAL APPLICATION IS NOT REGISTERED).

TO TAKE THE USB PORT COVER OFF

The USB Port Cover can be removed.

1. **Open the USB Port Cover.**

2. **Pick up the USB Port Cover and pull it while sliding it to the left.**

If the USB Port Cover is pulled upward, the connection part may be cut off.

3.   **Now the USB Port Cover is took off.**
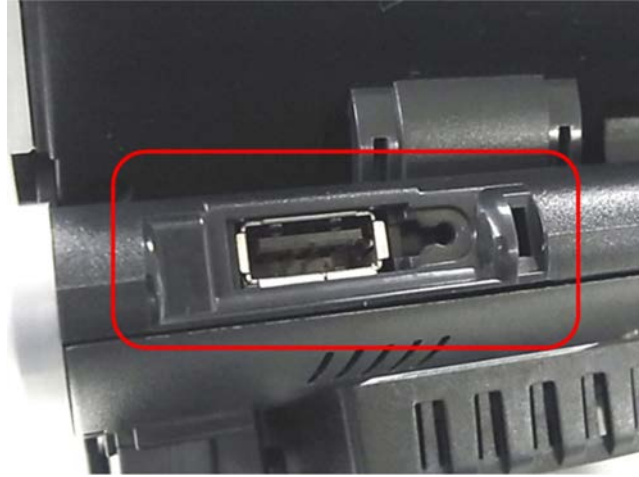
Do not lose the removed USB Port Cover.

TO REMOVE USB DEVICE

Following explains how to remove a connected USB Device safely.

1.   **Press ⊜ key to display the Menu Screen.**

2.   **Select "Setting".**

Highlight an item by using ⊙, and press ⊙.

3.   **Select "① User Setting".**

Select one of the following operations.

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

4. **Select "☐6☐ Peripherals".**

   Select one of the following operations.

   - Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).
   - Press ⑥.

```
[User Setting]           2/ 3◆
4 Change Password
5 Security
6 Peripherals
   ↑       ↓     Back    OK
```
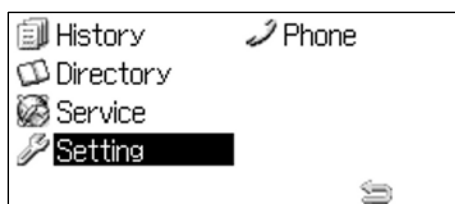
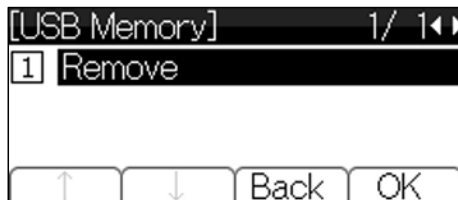5. **Select "☐1☐ USB Memory".**

   Select one of the following operations.
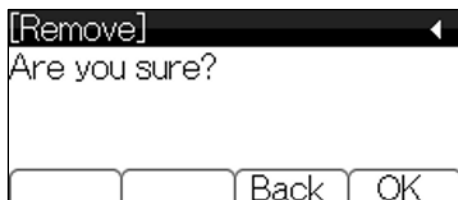
   - Press 🔘, 🔘 or Soft key (OK).
   - Press ①.

```
[Peripherals]           1/ 1◀▶
1 USB Memory

   ↑       ↓     Back    OK
```
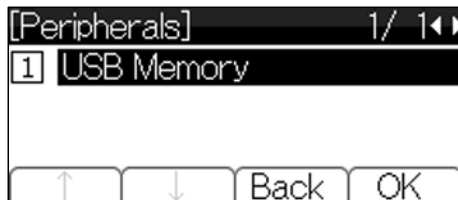
6. **Select "☐1☐ Remove".**

   Select one of the following operations.

   - Press 🔘, 🔘 or Soft key (OK).
   - Press ①.

```
[USB Memory]            1/ 1◀▶
1 Remove

   ↑       ↓     Back    OK
```

7. **Press 🔘 or Soft key (OK).**

```
[Remove]                    ◀
Are you sure?

              Back    OK
```
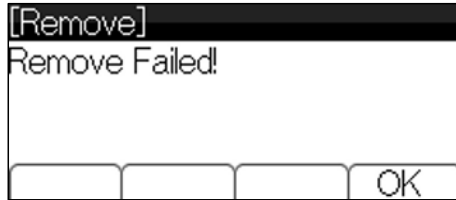
> ⚠ Do not turn off the terminal power before removing the USB Device.
> Otherwise, the USB Device may be damaged.

8. **Press 🔘 or Soft key (OK).**

   The USB Device is now removed.

```
[Remove]
Remove Complete!


                              OK
```

• If removing a USB Device failed, the following message will appear. In that case, press
or Soft key (OK) and try it again.

```
[Remove]
Remove Failed!


                              OK
```

APPENDIX D PAIRING WITH SMART DEVICE

GENERAL DESCRIPTION

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

> ⚠ Bluetooth® is a registered trademark owned by Bluetooth SIG, Inc. and licensed to NEC Corporation.
>
> **❈ Bluetooth**®

(1)   BCA Option UNIT

BCA option unit provides two operation modes as follows.

• Wired Telephone Mode

The terminal operates as an extension of communication server. The terminal starts operation with this mode after starting up the communication server.

• Mobile Phone Mode

The terminal is connected with smart device via Bluetooth.

When there is an incoming call to the smart device, it is possible to answer by lifting up the handset of the terminal.

Feature Keys

NO.	KEY/LAMP	FUNCTION
(1)	Connect Key (Red/Green)	Pairing the BCA and smart device. And control the BCA.
(2)	Path Key (Orange/Green)	Switch over the Wired Telephone Mode or Mobile Phone Mode. And changing the smart device type.

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

PHONE SCREEN AND STATUS ICON

The following is an example display of Phone Screen and Status Icon.
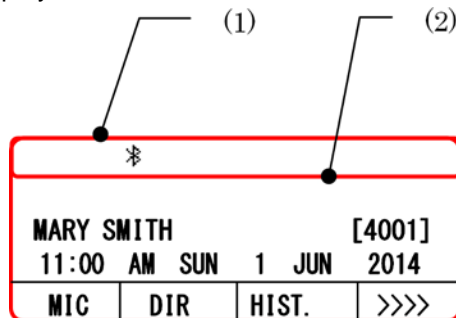
    (1)   Status Icon Display
    (2)   LCD 3-Line Display (Bottom Line:Soft key)

STATUS ICON DISPLAY

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

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

LCD 3-LINE DISPLAY

Displays LCD information sent from the communication server.

USING BLUETOOTH FUNCTION

In order to use the BCA feature, please make sure your smart device is designed to operate on HFP (Hands-Free Profile), A2DP (Advanced Audio Distribution Profile) and AVRCP (Audio/Video Remote Control Profile).

Also, to make a Bluetooth connection using the terminal with BCA, the terminal must be connected with the communication server.

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

Lamp Indication	Function/Connection Status
Off	Bluetooth function is not activated.
Red lamp on	Bluetooth function is activated.
Red and green lamp lights with one second interval	Terminal and BCA option unit is in pairing mode with smart device.
Green lamp on	Terminal and BCA option is connected to smart device through Bluetooth.
Green lamp flashing	Smart device have a conversation without via Bluetooth.

HOW TO PAIR TERMINAL AND SMART DEVICE

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

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

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

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

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

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

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

ENABLE BLUETOOTH FUNCTION

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

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

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

DISABLE BLUETOOTH FUNCTION

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

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

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

CONNECT WITH SMART DEVICE

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

AUTOMATIC CONNECTION

1. **Confirm the Bluetooth function is on. (Connect key lamp lights red.)** → 🟥

2. **Place the smart device that has been connected last through Bluetooth near the terminal. (Effective range of Bluetooth radio interface is within 10 meter from the terminal approximately.)**

3. **The terminal is connected to the smart device through Bluetooth automatically.**

MANUAL CONNECTION

1. **Confirm the Bluetooth function is on. (Connect key lamp lights red.)** → 🟥

2. **Press Connect Key. (Less than 3 seconds)**

3. **The terminal is connected to the smart device through Bluetooth.**

SWITCH TERMINAL'S HANDSET TO SMART DEVICE

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

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

2. **Converse with caller using smart device.**

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

SWITCH THE MODE OF TERMINAL

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

MODE	LAMP COLOR	LAMP INDICATION (Flashing interval is shown in seconds)	TERMINAL STAUS
Wired Telephone Mode	Orange	Lighting	Smart device is idle or not be connected.
		Flashing (0.25 ON-0.25 OFF)	Smart device is playing music.
Wired Telephone Mode	Orange	Flashing (0.125 ON-0.125 OFF-0.125 ON-0.625 OFF)	Smart device is receiving an incoming call.
		Flashing (0.5 ON-0.5 OFF)	Smart device is originating a call or talking.
		Flashing (0.125 ON-0.125 OFF)	Talking with smart device.
Mobile Phone Mode	Green	Lighting	Smart device is idle or ringing by communication server.
		Flashing (0.125 ON-0.125 OFF)	Smart device is talking with the caller through communication server.

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

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

TO SET SMART DEVICE TYPE BY PATH KEY

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

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

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

Type1
   Once (iPhone, iPad)
Type2
   Twice (Other Smart Device)

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

> iPhone and iPad are registered trademarks of Apple Inc.

TO ANSWER A CALL USING BCA OPTION

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

TO ANSWER A CALL FROM COMMUNICATION SERVER

1. **While hearing a ringing tone.**

   Call Indicator Lamp lights.
   Answer key Lamp lights red. → [Answer]
   Line key lamp lights red. →

2. **Confirm the Path key lamp is off or lights orange.**

   (The terminal is in Wired Telephone mode)

3. **Lift the handset start conversation with calling party.**

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

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

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

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

TO MAKE A CALL

If you make a call through communication server, confirm both Connect Key and Path key are lighting green. And then dial the desired number. For details, refer to MAKING A CALL.

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

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

1. **An incoming call is terminated to the smart device.**
2. **Confirm both Connect key and Path key are lighting green.**
3. **Lift the handset to answer the call.**
4. **Start conversation with calling party.**

TO MUTE A MIC

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

1. **Press Soft key (MUTE).**

   The microphone is muted.
   The calling party's voice can be heard from the speaker.

2. **Press Soft key (MUTE) once again.**

   The microphone becomes available.

PLAY MUSIC BY USING TERMINAL SPEAKER

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

PLAY MUSIC

1. **Play music of smart device.**

   Refer to the users' manual of smart device for how to play music.

2. **When the terminal handset is onhook, Speaker lamp lights red.** → Speaker

   The music is heard from terminal speaker automatically.

3. **Adjust the volume level by using** key.

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

STOP THE MUSIC PLAY FROM SPEAKER

1. **Press Speaker key.**

   Speaker key lamp goes off. → Speaker

2. **The music play from speaker is stopped.**

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

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

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

APPENDIX E TO SET BCA OPTION UNIT

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

TO ENABLE/DISABLE AUTO CONNECTION

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

1. **Press ⊙ key to display the Menu Screen.**
2. **Select "setting".**

   Highlight an item by using, ⊙, and press ⊙.
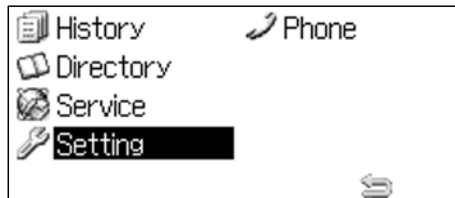
3. **Select "[1] User Setting".**

   Select one of the following operations.

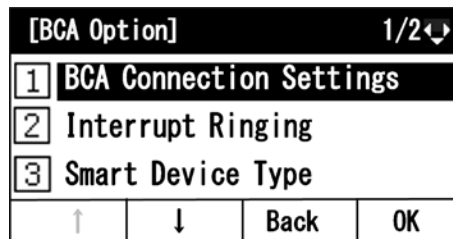   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).
   • Press ①.

4. **Select "[6] Peripherals".**

   Select one of the following operations.

   • Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).
   • Press ⑥.
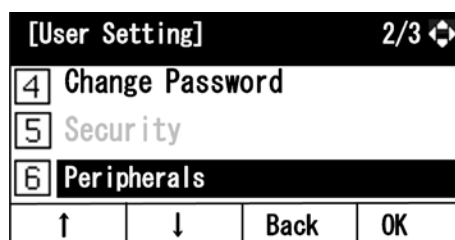
5. **Select "2 BCA Option".**

   Select one of the following operations.
   - Highlight an item by using 🎛, and press 🎛, 🎛 or Soft key (OK).
   - Press ②.

   ```
   [Peripherals]              1/1 ⌂
   1  USB Memory
   2  BCA Option

         ↑        ↓      Back    OK
   ```

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

   Select one of the following operations.
   - Press 🎛, 🎛 or Soft key (OK).
   - Press ①.

   ```
   [BCA Option]               1/2 ⟳
   1  BCA Connection Settings
   2  Interrupt Ringing
   3  Smart Device Type
         ↑        ↓      Back    OK
   ```
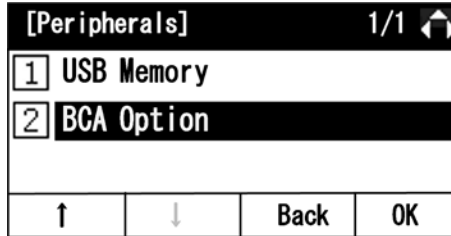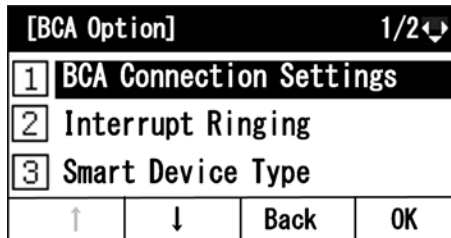
7. **Select "1 Auto Connection".**

   Select one of the following operations.
   - Press 🎛, 🎛 or Soft key (OK).
   - Press ①.

   ```
   [BCA Connection]           1/1 ⟳
   1  Auto Connection
   2  Connection Cycle

         ↑        ↓      Back    OK
   ```
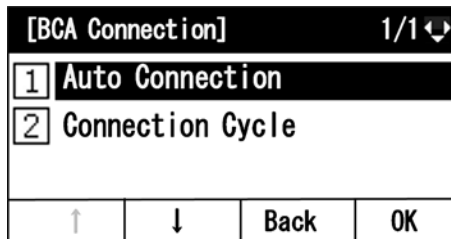
8. **Select Enable or Disable of Auto Connection.**

   Select one of the following operations.
   - Highlight an item by using 🎛, and press 🎛, 🎛 or Soft key (OK).
   - Press ① or ②.

```
[Auto Connect]      [  ]    1/1↵
○1  Disable
◉2  Enable


    ↑    │    ↓   │  戻る  │  確定
```

TO SET CONNECTION CYCLE

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

1. **Refer to TO ENABLE/DISABLE AUTO CONNECTION and display BCA option.**

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

   Select one of the following operations.
   - Press ⊙, ⊙ or Soft key (OK).
   - Press ①.

```
[BCA Option]              1/2↴
1 BCA Connection Settings
2 Interrupt Ringing
3 Smart Device Type
    ↑    │    ↓   │  Back  │  OK
```

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

   Select one of the following operations.
   - Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).
   - Press ②.

```
[BCA Connection]          1/1↕
1 Auto Connection
2 Connection Cycle


    ↑    │    ↓   │  Back  │  OK
```
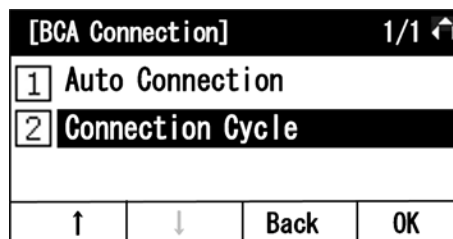
4. **Select the interval of time.**

   Select one of the following operations.
   - Highlight an item by using ⊙, and press ⊙, ⊙ or Soft key (OK).
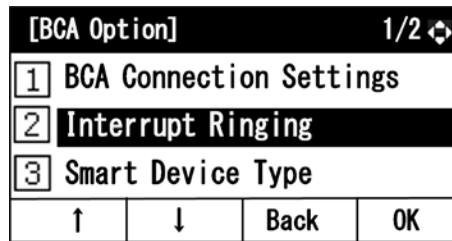   - Press ① - ④, and press ⊙ or Soft key (OK).

TO SET INTERRUPT RINGING

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

1. **Refer to TO ENABLE/DISABLE AUTO CONNECTION and display BCA option.**

2. **Select " 2 Interrupt Ringing".**

   Select one of the following operations.

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

```
[BCA Option]                1/2 ◊
 1  BCA Connection Settings
 2  Interrupt Ringing
 3  Smart Device Type
     ↑    |    ↓    |  Back  |   OK
```

3. **Select Enable or Disable of Interrupt Ringing.**

   Select one of the following operations.

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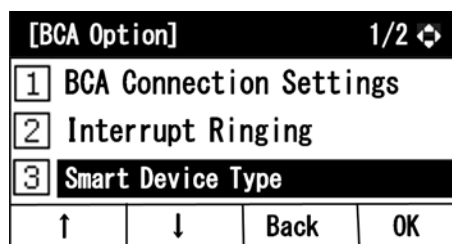   - Press ① or ②.

TO SET SMART DEVICE TYPE

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

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

1. **Refer to TO ENABLE/DISABLE AUTO CONNECTION and display BCA option.**

2. **Select " 3 Smart Device Type".**

   Select one of the following operations.

   - Highlight an item by using 🔘, and press 🔘, 🔘 or Soft key (OK).
   - Press ③.

```
[BCA Option]                1/2 ◊
 1  BCA Connection Settings
 2  Interrupt Ringing
 3  Smart Device Type
     ↑    |    ↓    |  Back  |   OK
```
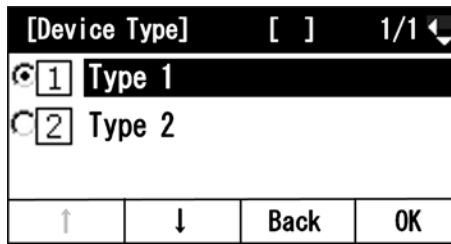
3. **Select the type of smart device.**

   Select one of the following operations.

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

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

```
[Device Type]        [ ]    1/1 ⤶
⊙1  Type 1
○2  Type 2

      ↑          ↓      Back     OK
```

📝 For the detail of the smart device vender and model that has been verified the proper operation, please contact the system administrator.
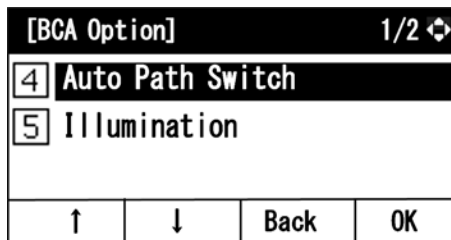
📝 iPhone and iPad are registered trademarks of Apple Inc.

TO SET AUTO PATH SWITCH

1. **Refer to TO ENABLE/DISABLE AUTO CONNECTION and display BCA option.**
2. **Select " 4 Auto Path Switch".**

   Select one of the following operations.

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

```
[BCA Option]            1/2 ✛
4  Auto Path Switch
5  Illumination

      ↑          ↓      Back     OK
```

3. **Select the type of smart device.**

   Select one of the following operations.

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

```
[Path Switch]        [ ]    1/1 ↵
○1  Disable
⊙2  Enable

      ↑          ↓      Back     OK
```