

User Guide

DT368

CORDLESS TELEPHONE FOR MD110 PBX



ERICSSON 

CORDLESS TELEPHONE DT368 FOR MD110 PBX

Valid for exchanges ASB 501 04 release R7 or later.

USER GUIDE

EN/LZT 102 2851 R1A

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Welcome to the User Guide for the DT368 cordless phone in the Ericsson enterprise business communication system.

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

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

Your phone is menu driven. By use of the scroll keys   and the YES and NO you get access to frequently used functions and numbers. Step-by-step instructions in the display assist your actions on the phone.

The User Guide describes the facilities of the Ericsson enterprise communication system and the DT368 phone as it is programmed at delivery from the factory. There may be some differences in the way your system is programmed. Please consult your system administrator if you need further information.

IPEI CODE

Your telephone has an International Portable part Equipment Identity (IPEI) code. This code is needed for your system administrator to enable network subscription.

Furthermore you may need the IPEI code to unblock your telephone if an incorrect PIN code has been entered three times (=telephone is blocked).

To find the IPEI of your phone:



Select Info and press



Select ShowIPEI and press

The IPEI number is displayed.

Note: Once the phone is blocked it is impossible to read the IPEI code in the phone. Therefore, write down the IPEI code but keep the code secret to prevent misuse of your phone.

GUIDELINES

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

Intrinsic safety

The telephone is not specified as intrinsically safe, so do not use it in areas with a danger of explosion.

Battery handling

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

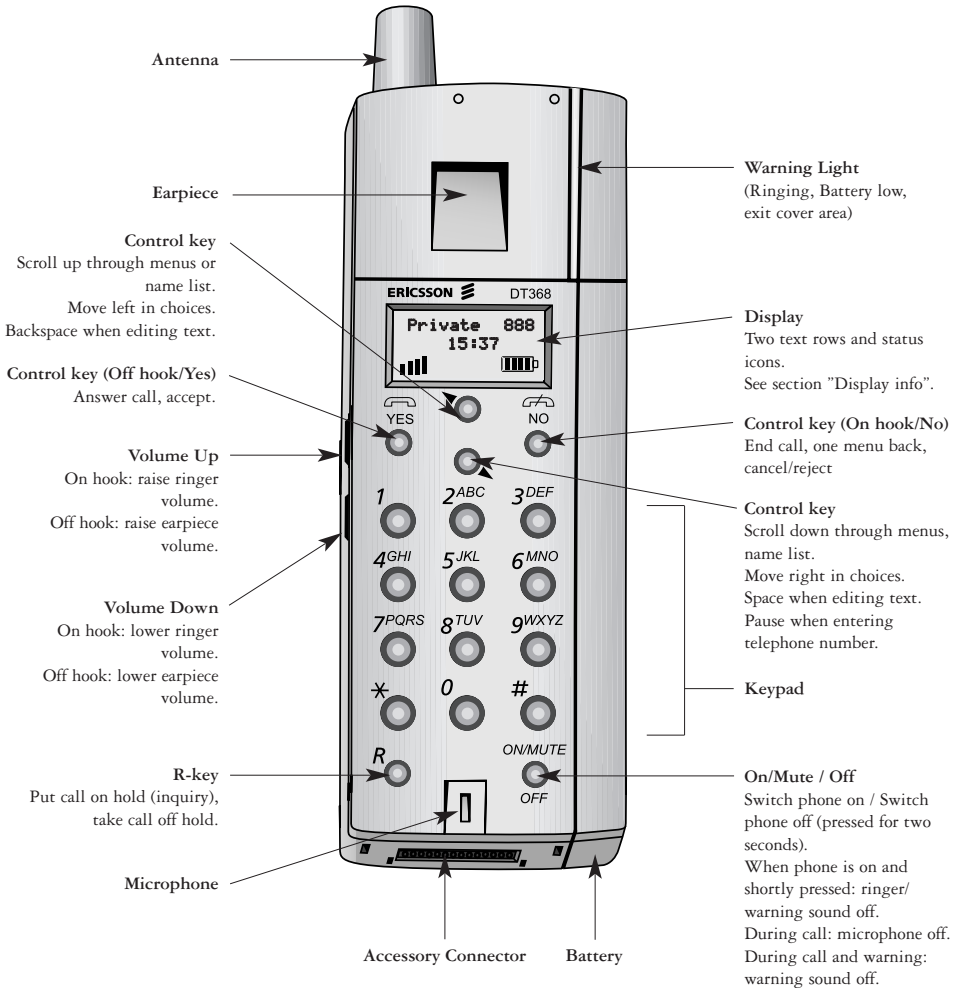
Cleaning

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

Treatment

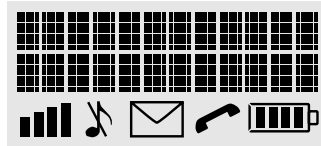
Do not expose your telephone to direct sunlight for long periods. Keep the telephone away from excessive heat and moisture.

DESCRIPTION



Display info

The display gives you visual feedback on all actions that you perform, and also textual warnings. The upper two rows are text rows (12 possible characters in each row), showing menus that you can access, names and numbers that you edit or dial, your phone id etc. The lower row displays different statuses, visualised by icons.



Text row signs



Menu pointer

Shows the menu that can be accessed by pressing YES.



Key sign

Indicates that the name displayed is part of the fixed phone book and cannot be edited.



Number too long for display

There are more digits to the left.



Dash

Indicates that a pause is programmed in the telephone number.



Ringer Melody

Is an option you can choose from the Ringer Tones menu, to compose your own Ringing Melody. In other menus it marks a phone number as already called.



Exclamation Mark

Marks an unread entry in an entry list.

(continued)

DESCRIPTION (continued)

Icon row signs



Signal strength

On when your telephone is locked to the system. The bars indicate reception quality. Four bars indicate optimal reception.



Ringer off

On when the ringer is suppressed or switched off.



Message

Message received.



Call

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

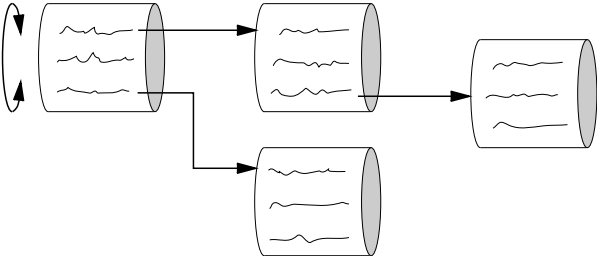






Battery charging indicator

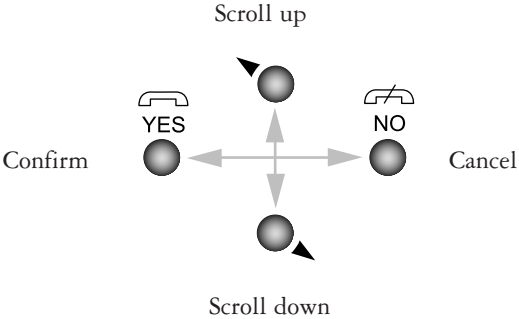
The battery cells are flashing sequentially when the battery is being charged and is on when charging is completed. Indicates the amount of talk and standby time left.

Display menu

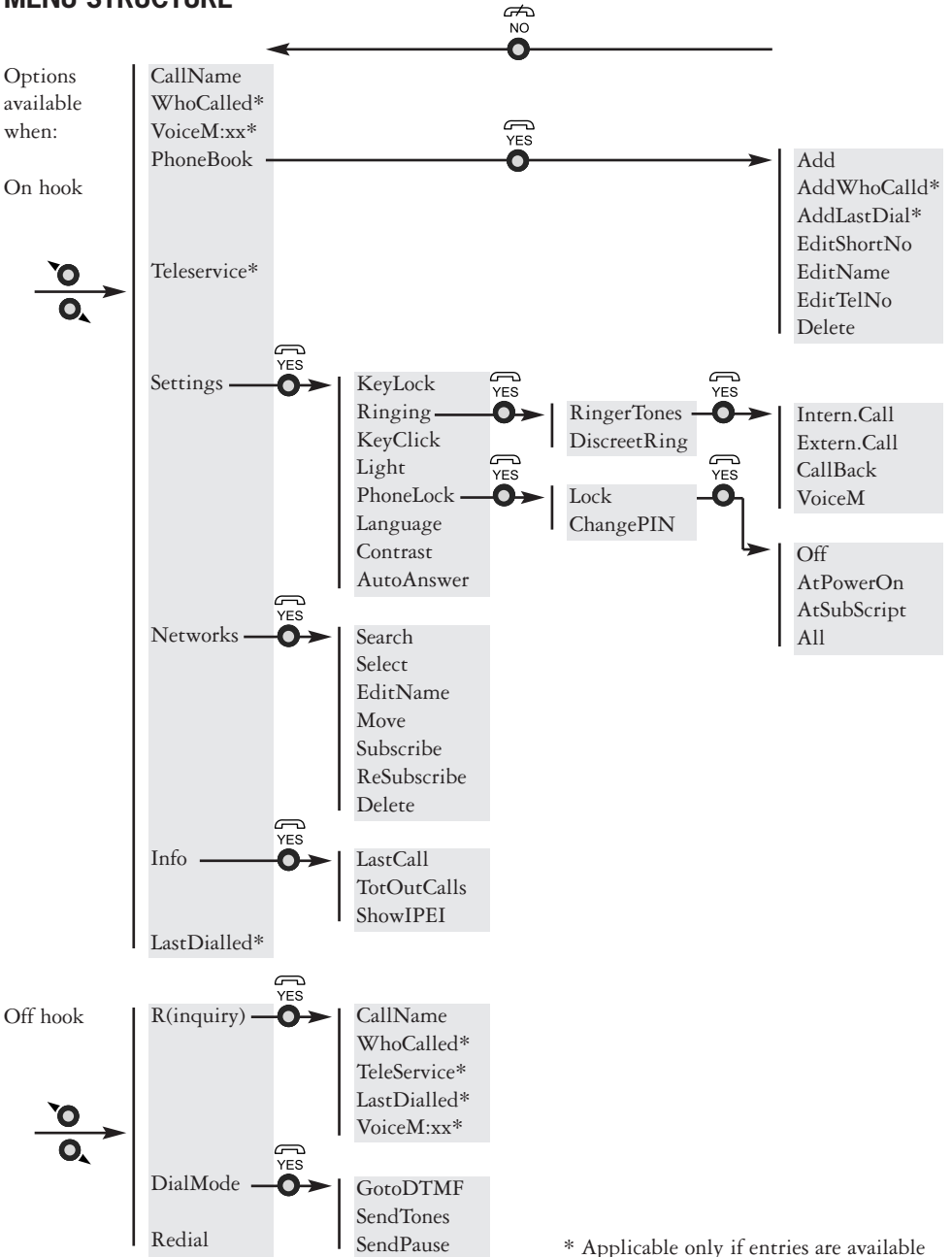
Your cordless phone is menu-driven. Each menu forms a loop.



You can activate the menus pressing the keys  or  and scroll through the menu structure using , , YES and NO to reach the desired option.



MENU STRUCTURE



SWITCHING ON/OFF

Switch on



Press until the display lights up

If your telephone does not switch on or the battery icon starts flashing, the battery is low. Charge the battery. While charging, you can use your telephone normally.

*Note: If the signal strength icon is off and the message **NoAccess** is displayed you cannot make or answer calls. See section "Troubleshooting".*

Switch off



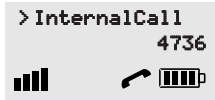
Press until the display turns blank

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

ANSWER CALLS

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

Display example:



Press to answer

If the telephone rings at an inconvenient moment:



Press to suppress ringing for the moment

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

End the call



Press

For another extension

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



Call the ringing extension and press

Busy tone.

8 Press

Automatic answering

When a headset is attached to your telephone, you can set the phone for automatic answering. At an incoming call you will hear a beep in the headset and the ringer sounds. After the signalling the phone goes off hook.



Select Settings and press



Select AutoAnswer and press

The current setting, **On** or **Off** flashes on the display.



Select On or Off and press

MAKE CALLS

How to make internal and external calls:

Internal calls



Dial the extension number and press

External calls



0

Dial the digit or digits to get an external line



Dial the external number and press



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

Your telephone will go off hook and dial the number. On the display the duration of the call is shown.

Off hook dialling

If you prefer to dial a number off hook:



Press

Dial tone.



Dial the number

To end calls



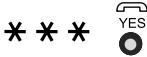
Press

Notes:

- Correct a wrong entry by pressing the up key.
- If you decide not to make the call while keying in the number, press NO to stop.
- If you receive a call while keying in the number, simply press YES to answer.
- You can make your calls faster by using abbreviated numbers or call-by-name.

LAST EXTERNAL NUMBER REDIAL

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



Press to redial the saved number

The last external number is automatically redialled.

REDIAL NUMBER FROM LastDialled LIST

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



Select LastDialled



Scroll, select number and confirm

A number marked with a ! means a new number. You can store numbers permanently by adding them to your phone book. See section “Phone book”.

Note: The LastDialled list will be cleared if the power of your telephone is lost (e.g. if you remove the battery).

CALL NUMBER FROM WhoCalled LIST

Your phone keeps a list of people who have called you (if supported by the network). Whenever there are entries in the list, you can view or call back a number with the WhoCalled option. If an exclamation mark is added in the display (WhoCalled!), there are one or more new numbers added since the last time you entered the WhoCalled list.

When the phone is switched off, the WhoCalled list is erased.

Numbers in the WhoCalled list can be added to your Phone Book, see section "Phone Book".

To call



Select WhoCalled and press

The last caller's number is displayed. If the number is in your Phone Book, the associated name is displayed instead.



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



Press to end the call

MUTE MICROPHONE

To mute the microphone during an ongoing conversation:



Press and hold

The caller will not hear what is being said in your room.

or



Press shortly, to turn the microphone off

Short beeps confirm that the microphone is off.



Press again, to turn the microphone back on

MUTE WARNING SIGNAL

If a warning sounds during an ongoing call, e.g. when the battery runs low, you can turn off the signal temporarily.



Press shortly

Note: Do not press longer than two seconds, otherwise you will turn off the phone.

Note: When a warning occurs during a call and you want to mute the microphone, the first press always mutes the warning sound. The second press mutes the microphone.

INQUIRY

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

R Press

Dial tone.



Call the second party

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

R Press to end the inquiry call

The second party is disconnected.



Press to return to the first party

Refer back

2 Press to refer back to the other party

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

Inquiry via the PhoneBook

If you don't know the number by heart, you can make an inquiry to a second party in the Phone Book during a call.



Select R(inquiry) and press



Select CallName and press

(name)





Enter the first letters of the name and press





Scroll to find the name and press

The first party is put on hold and the second party is dialled. When the second party answers, you can switch between the calls (refer back), transfer the calls, create a conference and end one of the calls.

- R** **Press to end the inquiry call**
The second party is disconnected.
-   **Press to return to the first party**

TRANSFER

You want to transfer an ongoing call.


- R** **Press**
Dial tone.
-  **Call the second party**
-  **Press before or after answer**
The ongoing call is transferred.


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

CONFERENCE

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

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

- R** **Press**
Dial tone.
-  **3** **Call the second party and press to establish a conference**

Repeat the procedure to add more conference members.
-  **Press to leave the conference**

ON HOLD

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

R Press
Dial tone.



Press

To resume the call



Press within 30 seconds

If not resumed within 30 seconds you will be called back.
An unanswered external call will be re-routed to the operator after another 30 seconds.

To resume on another extension



Call the extension where the call was put on hold and press

Busy tone.

8 Press

DIALLING DURING A CONNECTED CALL

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

During an ongoing call:

9



Press and dial the required digits

BUSY EXTENSION OR EXTERNAL LINE

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

Automatic Callback, extension

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

6 Press



Press to finish procedure

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



Press when you are called back

The system calls the extension.

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

Automatic Callback, external line

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

6 # Press

Note: If you were dialling Offbook (YES was pressed before the digit or digits to get a line), you are required to add the external number now.



Press to finish procedure

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



Press when you are called back

The system calls the external number.

(continued)

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

BUSY EXTENSION OR EXTERNAL LINE (continued)

Cancel any single Callback

3 7 *



Press and dial extension number

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

#



Press



Wait for call icon to stop flashing.



Press to finish procedure

Cancel all Callbacks

3 7



Press



Wait for call icon to stop flashing.



Press to finish procedure

Call waiting

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

5

Press

Keep your telephone off-hook. When the called extension or the external line becomes free, it will be called automatically.

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

Intrusion on a busy extension

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


4 Press

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

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

Intrusion on a busy external line

You can intrude on an ongoing call on a busy external line.

* 4 4 * 

Press and dial individual external line number

Press and dial the digit or digits to get a line

Busy tone.

4 Press

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

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


INTERNAL FOLLOW-ME

All calls to your extension are diverted to an extension of your choice (within the private network). During follow-me you will hear a special dial tone that indicates that your line has follow-me. You can still make calls as usual.

Order

*** 2 1 ***  **Press and dial the answering position number**


 **Press**

 Wait for call icon to stop flashing.

 **Press to finish procedure**

Cancel

2 1 #  **Press**


 Wait for call icon to stop flashing.

 **Press to finish procedure**


EXTERNAL FOLLOW-ME

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

Order

*** 2 2 #**  **Press and dial the digit or digits to get a line and the external number**


 **Press**

 Wait for call icon to stop flashing.

 **Press to finish procedure**

Cancel


2 2 #  **Press**

 Wait for call icon to stop flashing.

 **Press to finish procedure**

BYPASS DIVERSION

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

*** 6 0 ***  **Press and dial the extension number**

 **Press and wait for answer**

PERSONAL NUMBER

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

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

On your request, the search profiles are programmed or modified by the system administrator.

When the function is activated, incoming calls are transferred to different telephones or back-up services in your decided order. If an answering position in the profile is busy, the call can be transferred to another predefined position in the profile, i.e. voice mail or a colleague.

You can activate the function from your own office telephone or when out of the office, by using the Direct Inward System Access function (DISA).

To activate or change to another profile from your office telephone

*** 1 0 *** Press

(1-5) Dial the search profile digit

 YES


Press

Wait for the display to show the chosen search profile digit.

 NO


Press to finish procedure

To cancel from your office telephone

1 0 #  **Press**



Wait for call icon to stop flashing.



Press to finish procedure

To activate or change to another profile from an external telephone

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



Call the DISA function at your office

Dial tone.

    **Press**



Enter the authorization code and press



Dial your own extension number and press

Dial tone.

    **Press**



Dial your own extension number and press

(1-5) Dial the search profile digit



Press and end the call

(continued)

PERSONAL NUMBER (continued)

To cancel from an external telephone

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



Call the DISA function at your office

Dial tone.



Press



Enter the authorization code and press



Dial your own extension number and press

Dial tone.



Press



Dial your own extension number and press




End the call


MANUAL MESSAGE WAITING (MMW)

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

Order MMW to another extension


*** 3 1 ***  **Press and dial extension number**

 **Press**


 Wait for call icon to stop flashing.

 **Press to finish procedure**
The message symbol lights up on the called extension.

Cancel MMW to another extension

3 1 *  **Press and dial extension number**

 **Press**

 Wait for call icon to stop flashing.

 **Press to finish procedure**

(continued)

MANUAL MESSAGE WAITING (MMW) (continued)

To listen to received messages

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



Select VoiceM:3

The digit shows the number of messages stored.



Press to call your mailbox

Proceed according to the directions from your mailbox.

INTEGRATED VOICE MAIL

(Optional)

This function allows you to leave a voice message to the caller when you are unable to answer calls, e.g. when out of office, in a meeting, etc. Then the caller can leave a message in your mailbox. When back in office you can enter your mailbox and listen to received messages.

You can choose to divert all incoming calls to your mailbox, or calls at no answer, or calls when your telephone is busy.

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

To activate and deactivate your mailbox

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

To enter your mailbox when there is a new message



The message icon is shown in the display and the voice mail ringer tone sounds (long intervals).



Select VoiceM:xx and press
(xx=number of received messages).

If you are asked to enter your security code:



Enter your security code
(code at delivery = your extension number).

(continued)

INTEGRATED VOICE MAIL (continued)

To enter your mailbox in general

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



Enter the number to the voice mail system and press

If you are asked to enter your security code:



Enter your security code

(code at delivery = your extension number).

To enter someone else's mailbox



Enter the number to the voice mail system and press

If you are asked to enter your security code:

Press



Enter the mailbox number

(normally the office extension number of the person served)

If you are asked to enter a security code:



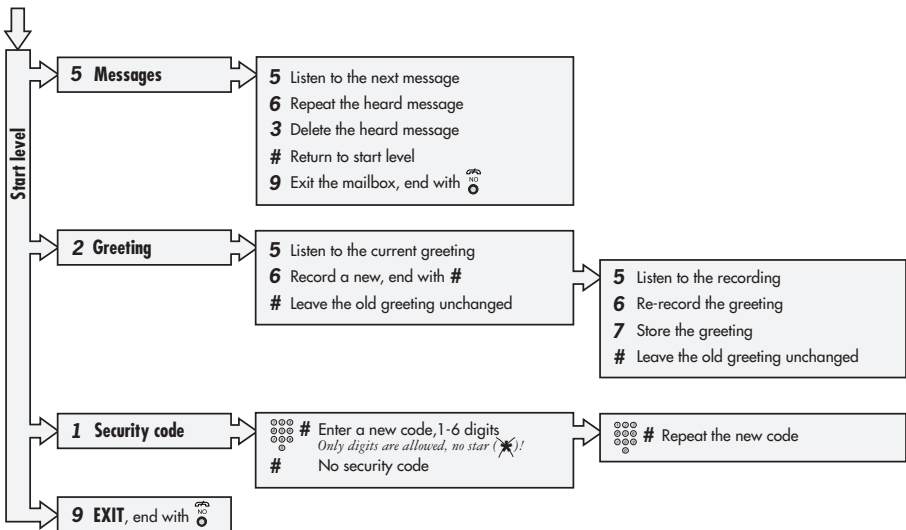
Enter the security code of the person served

To handle the mailbox

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

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

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



ABSENCE INFORMATION (Optional)

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

Order

Example:

Back on September 15th (=0915).

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

Press and enter the absence code

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

*** 0 9 1 5**

Press and enter the date or time of your return

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



Press



Wait for call icon to stop flashing.



Press to finish procedure

Cancel



Press



Wait for call icon to stop flashing.



Press

The programmed information is erased.

Order for another extension

*** 2 3 0 *** Press



***** Dial the extension number and press

(0-9) Enter the absence code

*** 0 9 1 5** Press and enter the date or time of the other person's return



Press



Wait for call icon to stop flashing.

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



Press to finish procedure

Cancel for another extension

2 3 0 * Press



Dial the extension number and press



Wait for call icon to stop flashing.

Note: If the special dial tone is received, the authorization code for the other extension is required. Add the code and press # before pressing NO.



Press to finish procedure

COMMON ABBREVIATED NUMBERS

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

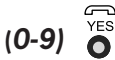


Dial the common abbreviated number and press

INDIVIDUAL ABBREVIATED NUMBERS

You can program up to ten frequently used telephone numbers in your Phone Book on the digit keys 0-9 and use them as individual abbreviated numbers.

Note: If your exchange uses single-digit extension number, e.g. 9 to call the operator, you have two alternatives. Either dial single-digit numbers by pressing the YES key before the number, or do not program that digit key with an abbreviated number.



Dial the relevant digit and press

The display shows the name (if programmed), the dialled digit and the number.

Note: If the number shown is not the required number, scroll up or down until the requested number is shown.



Press

To program, change key, edit, and delete name or number, see section "Phone book".

CALL-BY-NAME



Select CallName and press

(0-9)

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

To correct:



Press

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



Press and scroll to find the name

When the name has been found:



Press

The number of the name is dialled.



Press to end the call

QUICK CALL-BY-NAME

(0-9) Press the key with the initial letter of the name until a name is shown

To step to the next initial letters:

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



Scroll to find the name

When the name has been found:



Press

The number of the name is dialled.



Press to end the call

Example:

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

2 Press and keep pressed

Anita is shown in the display.

2 Press again, shortly

Bill is shown in the display.



Press

Bob is shown in the display.



Press to call Bob

PHONE BOOK

Your telephone is equipped with a fixed phone book (a pre-programmed directory for up to 1000 names) that is useful to people in your organisation. These names are marked with a key-sign when displayed, to indicate that you cannot edit or delete them.

Your system administrator is responsible for the definition of the fixed phone book. The fixed phone book is often the same as your organisations general telephone directory.

In addition, you can create a personal directory with up to 100 names, which you can edit and erase.

The two directories are merged and alphabetically sorted in a name list.

To use the names and numbers of the phone book to make calls, see sections “Abbreviated numbers”, “Call-by-name” and “Quick call-by-name”.

(continued)

PHONE BOOK
(continued)

Enter names

Use the keypad to enter letters and characters. Press a key once for the first letter or character, twice for the second, three times for the third, etc.

The most common letters are printed above each key on the telephone. All the available letters and characters are shown in the following table:

| Key | Number of times you need to press the key to enter characters | | | | | | | | | | | |
|-----|---|---|---|---|---|----|---|---|---|-----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 | Space | - | ? | ! | , | . | : | “ | ‘ | () | | 1 |
| 2 | A | B | C | Å | Ä | Æ | À | Ç | 2 | | | |
| 3 | D | E | F | È | É | 3 | | | | | | |
| 4 | G | H | I | Ì | 4 | | | | | | | |
| 5 | J | K | L | 5 | | | | | | | | |
| 6 | M | N | O | Ñ | Ö | Ø | Ò | 6 | | | | |
| 7 | P | Q | R | S | ß | 7 | | | | | | |
| 8 | T | U | V | Ü | Ù | 8 | | | | | | |
| 9 | W | X | Y | Z | 9 | | | | | | | |
| 0 | 0 | + | & | @ | / | \$ | % | £ | | | | |
| # | # | * | | | | | | | | | | |

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

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

To correct:



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

Example:

  **Select PhoneBook and press**
Add is displayed.

 **Press**
EnterName is displayed.


7 7 7 7 To write *Smith*:
Press for S

6 * **Press for m**

4 4 4 **Press for i**

8 8 **Press for t**


4 4 **Press for h**

 As this is an example:
Press to cancel Add

Add a name or program an abbreviated number

  **Select PhoneBook and press**

  **Select Add and press**

(name)  **Enter the name and press**

  **Enter the number and press**

  **Select a digit and press**
Note: If no digit is required, select the hyphen (-).

 **Press**

(continued)

PHONE BOOK (continued)

Add a name from WhoCalled or LastDialled lists



Select **PhoneBook** and press



Select **AddWhoCalled** or **AddLastDial** and press



Scroll to find the required number and press



If it is necessary to edit the number:

Press repeatedly to delete digits, dial the correct digits and press

(name)



Enter the name and press

Note for WhoCalled list: If necessary, edit the name.



Select an abbreviated number key and press

Note: If no key is required, select the bypben (-).



Press

Change abbreviated number key



Select PhoneBook and press



Select EditShortNo and press

(name)



Enter the first letters of the name and press



Scroll to find the name and press

The display shows the free digits.



Select a new digit and press

Note: Select the hyphen (-) to cancel the short number key assignment.



Press

(continued)

PHONE BOOK (continued)

Edit name or number



Select **PhoneBook** and press



Select **EditName** or **EditTelNo** and press

(name)



Enter the first letters of the name and press



Scroll to find the name and press

The display shows the free digits.



Remove letters or digits (from the end)



Enter new letters or digits and press



Press

Delete names and numbers



Select **PhoneBook** and press



Select **Delete** and press

(name)



Enter the first letters of the name and press



Scroll to find the name and press

The name and number are deleted.



Press

CALL PICK-UP GROUP

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

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



Press to answer

Note: One Call Pick-up group can serve as an alternative to another group. Calls to the alternative group can only be answered when there are no calls to your own group.

COMMON BELL GROUP

Calls are signalled on a common bell.



Press to answer

GROUP HUNTING

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

* 2 1 *



Press and dial your own extension number

#

Press



Wait for call icon to stop flashing.

NO

Press to finish procedure

To re-enter the group

2 1

Press



Wait for call icon to stop flashing.

NO

Press to finish procedure

ACCOUNT CODE (Optional)

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

*** 6 1 ***

Press



Enter account code and press

Dial tone.



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

Ongoing external call

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

During the call:

R

Press to put the ongoing call on hold

Dial tone.

*** 6 1 ***

Press



Enter account code and press

Dial tone.

R

Press to resume the call that was put on hold

NIGHT SERVICE

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

Common night service

All incoming calls to the operator are transferred to one specific extension. Answer the call in the normal way.

Individual night service

Selected external calls to the operator are transferred to one specific extension. Answer the call in the normal way.

Universal night service

All incoming calls to the operator are transferred to a universal signalling device, e.g. the common bell. Answer the call as described in section Common bell group.

Flexible night service


This function permits you to order an external line and connect it directly to your telephone. Ask your operator for the external line numbers.

Order flexible night service

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


*****  **Press and dial external line number**

 **Press**

 Wait for call icon to stop flashing.

 **Press to finish procedure**

Cancel flexible night service

8 4 #  **Press and dial your own extension number**



Press



Wait for call icon to stop flashing.



Press to finish procedure

GENERAL CANCELLATION

The following features can be simultaneously cancelled:

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

Order

0 0 1 #  **Press**



Wait for call icon to stop flashing.



Press to finish procedure

ALARM EXTENSION

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

EMERGENCY STATE

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

MALICIOUS CALL TRACING, MCT

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

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

Order

During an ongoing conversation:

R Press
Dial tone.

*** 3 9 # Press**
The system acknowledges with different tones whether the MCT request was accepted or rejected.

DIRECT INWARD SYSTEM ACCESS (DISA)

(Optional)

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

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

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

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

With common authorization code



Call the DISA function at your office
Dial tone.



Press



Enter the authorization code and press
Dial tone.



Dial the external number

With individual authorization code



Call the DISA function at your office
Dial tone.



Press



Enter the authorization code and press



Dial your own extension number and press
Dial tone.



Dial the external number

PAGING (Optional)

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

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

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

Paging receivers without a display and paging via lamp signals

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

7 Press

Wait for an answer with the telephone off hook.

If you want to start paging without calling the person:

*** 8 1 * Press**



Dial the extension number and press

Wait for an answer with the telephone off hook.

Paging receivers with a display

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



Press

Wait for the paged person to call back.

If you want to start paging without calling the person:

*** 8 1 ***

Press



Dial the extension number and press

Wait for the acknowledgement tone.



Press

Wait for the paged person to call back.

If you want to send a digit message code:

*** 8 1 ***

Press



Dial the extension number and press



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

Wait for the acknowledgement tone.



Press

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

(continued)

PAGING

(continued)

Paging receivers with voice message

When you receive no answer or a busy tone, keep the telephone off hook:

7 Press

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

If you want to start paging without calling the person:

*** 8 1 *** Press



Dial the extension number and press

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

Alarm paging

*** 8 1 0 *** Press



Dial the extension number and press

Wait for the acknowledgement tone.



Press

If you want to send an alarm message code:

*** 8 1 0 *** Press



Dial the extension number and press



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

Wait for the acknowledgement tone.



Press

To acknowledge an alarm

You must acknowledge the alarm to be terminated:

*** 8 2 0 ***

Press



Dial your own extension number and press



Wait for call icon to stop flashing.



Press to finish procedure

To acknowledge an alarm for another extension:

*** 8 2 0 ***

Press



Dial the other extension number and press



Dial your own extension number and press



Wait for call icon to stop flashing.




Press to finish procedure




GROUP DO NOT DISTURB

If your extension is defined as a master extension (programmed by system administrator), you can mark a group of extensions as Group do not disturb. The group can be bypassed by you.



Order

- * 2 8 ***  **Press and dial group number**
- #**  **Press**
Wait for special dial tone.
-  **Press to finish procedure**

Cancel

- # 2 8 ***  **Press and dial group number**
- #**  **Press**
Wait for call icon to stop flashing.
-  **Press to finish procedure**

Bypass

- * 6 0 ***  **Press and dial extension number**
- #**  **Press**
The call is made to the specified extension in the group.

DO NOT DISTURB

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

If you need to make calls, you can switch off the ringing signal. Press the Volume-down-key until the Ringer off icon is shown in the display. The ringing signal is switched on again when you adjust the level back to normal.

**AUTHORIZATION CODE, COMMON
(Optional)**

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

To use for a single call

*** 7 2 *** Press



Enter authorization code and press
Wait for verification tone.



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

Temporary unlock an extension for a number of calls

*** 7 3 *** Press



Enter authorization code and press
Wait for verification tone.



Press to finish procedure

(continued)

AUTHORIZATION CODE, COMMON (continued)

To lock an extension

7 3 * Press



Enter authorization code and press

Wait for verification tone.



Press to finish procedure

AUTHORIZATION CODE, INDIVIDUAL (Optional)

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

The individual code can be changed from your own extension.

To lock your telephone

7 6 * Press



Enter authorization code and press

Wait for verification tone.



Press to finish procedure

To unlock your telephone

*** 7 6 *** Press



Enter authorization code and press

Wait for verification tone.



Press to finish procedure

To assign your own authority level to another telephone

*** 7 5 *** Press



Enter authorization code and press



Dial your own extension number and press

Wait for verification tone.



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

To change your individual authority code

7 4 * Press



Enter old authorization code and press



Dial new authorization code and press

Wait for verification tone.



Press to finish procedure

KEY LOCK

To protect the key pad against accidental key pressing:



Select Settings and press



Select KeyLock and press

KeyLock is displayed and you cannot make calls accidentally, you can only answer incoming calls.

To unlock

When KeyLock is displayed:



Press

UnLock? is displayed.



Press to switch off the key lock

KEY CLICK

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



Select Settings and press



Select KeyClick and press

The current setting, On or Off, flashes on the display.



Select the required setting and press

DISPLAY LIGHT

The display illumination is automatically switched on when a key is pressed. The illumination can be enabled or disabled:



Select Settings and press



Select Light and press

The current setting, Auto or Off, flashes on the display.



Select the required setting and press

PHONE LOCK

To protect the telephone against use by another person:



Select Settings and press



Select PhoneLock and press



Select Lock and press



Select:

- **Off** to switch all locks off
- **AtPowerOn** to prevent using the telephone without the PIN code
- **AtSubscribt** to prevent editing network subscriptions
- **All** to prevent both using the phone and editing network subscriptions



Press to confirm your choice

When the telephone is locked, **EnterPIN** is displayed.

To use the telephone:



Enter the PIN code and press

Note: If an incorrect PIN code is entered three times, the telephone will be blocked. To unlock a blocked phone, see section “Unlock a blocked telephone”.

CHANGE PIN CODE

The default PIN code is 0000. The code can be changed from time to time. To change:



Select Settings and press



Select PhoneLock and press



Select ChangePIN and press
EnterOldPIN is displayed.



Enter the old PIN code and press
EnterNewPIN is displayed.



Enter the new PIN code

The new code can consist of 4 to 12 digits.



Press



Enter the new PIN code again and press

NewPIN is displayed for two seconds. The PIN code is changed.

UNLOCK A BLOCKED TELEPHONE

Your phone will be blocked if an incorrect PIN code is entered three times (the display shows **PINBlocked Unblock?**).

To unlock a blocked telephone, the IPEI code and a new PIN code must be entered:



Press
EnterCode is displayed.



Enter the IPEI code
EnterNewPIN is displayed.



Enter a new PIN code
The new code can consist of 4 to 12 digits.



Press



Enter the new PIN code again and press
NewPIN is displayed for two seconds. The PIN code is changed.

LANGUAGE

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



Select Settings and press



Select Language and press



Scroll until you find the required language



Press to confirm

Note: To update the chosen language with the language of the exchange, the telephone must be switched Off and On once.

DISPLAY CONTRAST

The display has eight contrast levels to make the display easier to read.



Select Settings and press



Select Contrast and press
SetContrast is displayed.



Adjust the contrast

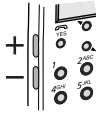
A beep is heard when the maximum or minimum contrast is reached.



Press to confirm

EARPIECE VOLUME

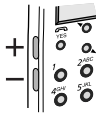
Use the volume keys to change the volume of the earpiece during a call.



Press to change the volume

RINGING SIGNAL VOLUME

Use the volume keys to adjust the ringing signal volume when the telephone is idle or ringing. Adjusted volume is stored.









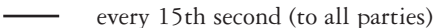




Press to change the volume

Note: At the lowest level the ringing signal is switched off. This is indicated by the Ringer off icon on the display. Incoming call is indicated by the Off hook icon and the warning light.




TONE CHARACTERISTICS

The following different tones and signals are sent from the exchange to your handset or loudspeaker.

| | |
|--------------------------------------|---|
| Dial tone |  |
| Special dial tone |  |
| Ringling tone or Queue tone |  |
| Busy tone |  |
| Congestion tone |  |
| Number unobtainable tone |  |
| Call waiting tone |  |
| Intrusion tone |  |
| Conference tone |  |
| Verification tone |  |
| Warning tone, expensive route |  |

RINGING SIGNALS

Three different ringing signals inform you about the type of the incoming call.

| | |
|---|--|
| Internal ringing signal |  |
| External ringing signal |  |
| Recall signal (automatic callback reminder) |  |

(continued)

RINGING SIGNALS (continued)

Ringer tones and melodies

You can change the ringer tone for the different types of calls.



Select Settings and press



Select Ringing and press




Select RingingTones and press



Select type of call and press

InternalCall, Extern.Call, CallBack or VoiceM is displayed.



Select sound 1, 2, 3 or 4, or select  for a melody

Press a volume key to listen to a sound or the melody.



Press to confirm your choice

If a melody was selected:



Press once again

DISCREET RINGING

The first three ringing signals will ring at the lowest audible volume level. To be used, e.g. if you are in a conference and you expect an important call.



Select Settings and press



Select Ringing and press



Select DiscreetRng and press

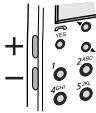
The current setting, **On** or **Off**, flashes on the display.



Select the required setting and press

NO RINGING

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



Press the volume down key until the Ringer off icon is shown

To turn on the ringing signal, press the Volume up key to wanted level.

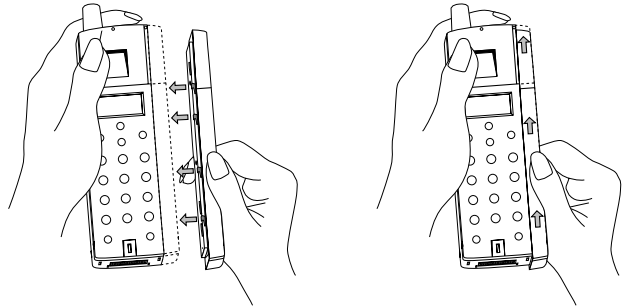
BATTERY

The battery is of type NiMH and can be charged at any time.

Operating time: 10/50 hours (talk/stand-by)

Charging time: 90 minutes or less

Attach the battery to the telephone as shown in the figure.



Remove the battery in the opposite order.

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

BATTERY CHARGING

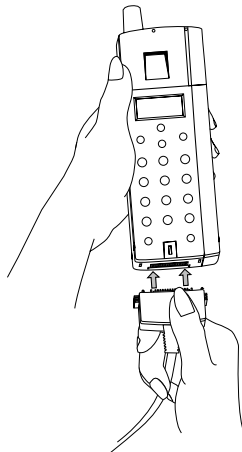
When the battery is low, you will hear a warning sound and the display shows **Battery low!**.

To charge the battery with the separate charger (optional accessory):

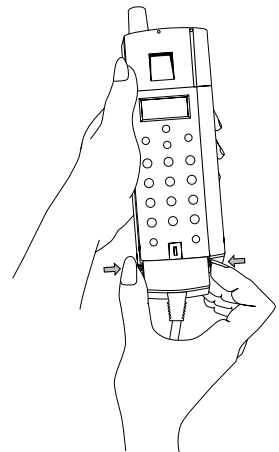
Connect the adaptor to the mains socket and the charger as shown in the figure below

The charging process will start automatically, indicated by a fast flashing battery icon. When charging is complete, the icon stops flashing. While charging, you can use your telephone normally.

Note: Do not connect your telephone to the charger without a battery.



Connect the
Basic Charger

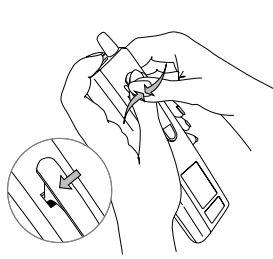


Disconnect the
Basic Charger

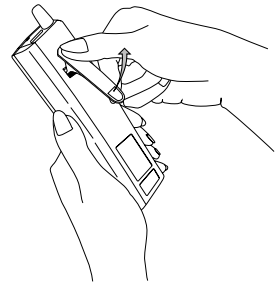
Note: You can remove the connector from your telephone at any time. If you wish, you can leave the adaptor in the mains socket when you remove the connector. Use the self adhesive cable clamp to tie the adaptor cable.

CLIP ON AND UNCLIP

Clip on and unclip the clip to/from the back of the telephone as shown in the figure.



Clip on



Unclip

*Note: Do not put your fingers on the display when you press.
Do not unclip too often, because this may wear out the fastening.*

TROUBLESHOOTING

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

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

| Fault | Probable cause | Action or comment |
|---|--|---|
| No display | The battery is low or the telephone is defective | Charge the battery |
| Display shows: Connect battery | The battery is not properly fitted or there is a defective battery | Check the battery or contact the system administrator |
| No ringing | The Ringer off icon is on or the telephone is defective | Off icon on= Adjust the volume |
| Signal strength icon off | Out of coverage area or the system or telephone is defective | Enter coverage area or contact the system administrator |
| Battery icon flashes slowly | The battery is low | Charge the battery |
| Call icon is switched off after 2 seconds | The telephone is defective | Contact the system administrator |

(continued)

TROUBLESHOOTING (continued)

| Display Shows | Probable cause | Action or comment |
|--------------------|---|--|
| PhoneBook empty | No names stored in the phone book | Add names |
| Memory full | The memory is full, you cannot add names | Delete a name |
| EnterXXX | IPEI code or PIN code is missing | Enter the required IPEI or PIN |
| KeyLock | The key pad is blocked | Press YES twice or unlock |
| NoAccess | The network is in range, but no access rights | Re-subscribe |
| NoSystem | Can not connect to the network | Re-subscribe or contact the system administrator |
| PINBlocked Unblock | The phone is blocked, i.e. the wrong PIN code entered three times | Press YES and enter the IPEI code |

| | Page | | Page |
|--|------|--|------|
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