DT710 (ITL-6DE) PHONE

FOR 3C SYSTEM PLATFORMS

PLACING CALLS

The Selection or icon in the display indicates that the terminal is currently not registered with any server and you cannot make any calls.

The icon indicates that the network cable is disconnected. You cannot make any calls.

The icon indicates that the terminal is successfully registered with a server.

To place calls:
1. Lift the handset, press the Speaker key, or press the NewCall softkey to receive dial tone.
2. Enter the telephone number of the person you want to call, including an outside access code (for external calls).
3. Press the Dial softkey to initiate the call, or wait a few seconds for the call to be automatically dialed.
4. When the dialed party answers, use the handset, headset or MIC to start the conversation.

ANSWERING CALLS

- **Using the handset:** Lift the telephone handset.
- **Using the speaker:** Press the Speaker key.
- **Using a headset:** Press the Answer key.
- **If you are in the Personal Directory, Call History or Menu screens:** Press the Line Key to view the caller information, then use the handset, speaker or headset to answer the call.

PHONE FEATURES

1. **Hold** - Places current call on hold.
   - To resume the held call, press the Hold key, or press the Resume Soft Key.
   - During a held call, you can dial another party by pressing the New Call Soft Key, which provides dial tone.
   - On hold duration is displayed in MM:SS format for the first hour of the call, and then HH:MM format for the remainder of the call. The maximum duration is 99:59:59.
2. **Transfer** - Initiates/completes a transfer.
3. **Speaker** - Full-duplex speaker phone capability. The LED lights when the speaker is active.
5. **Feature** - This key displays a set of menu options that provide additional capabilities such as Speed Dial key programming and Microbrowser applications.
6. **Answer** - Press this key to answer a incoming call.
7. **Mic** - Press key to mute the microphone. The LED on this key flashes when the microphone is muted. Press the key again to un-mute the microphone.
8. **Menu** - Accesses user settings and information local to the phone.

9. **Cursor Pad** - Use this key to access various features with simple operation.
   - **Redial** - Pressing this key re-dials the last number dialed.
   - **Directory** - Pressing this key opens Personal Directory menu.
   - **Up/Down**: Used to adjust ringer volume and call volume.
     - **Handset, Headset and Speaker call volume**: Press (UP) or (DOWN) key during conversation.
     - **Ringer Volume**: Press (UP) or (DOWN) key while ring tone is playing.
     - **Soft Ring Volume**: Press (UP) or (DOWN) key while Soft Ring is playing.
   - **Enter**: Press to select the highlighted menu item.
   - **Cursor Pad Within Menu Screens**:
     - **Up** - Move the highlighted area one line up the screen.
     - **Down** - Move the highlighted area one line down the screen.
     - **Left** - Go back to the previous screen.
     - **Right** - Go to the screen which corresponds to the highlighted menu item.
     - **Enter** - Go to the screen which corresponds to the highlighted menu item.

10. **Line Key** - This LED is lit when you have a dial tone or are on a telephone call. For concurrent calls, press this LED to switch the focus between calls.

11. **Programmable Keys/Speed Dial Keys** - Programmable keys can be Speed Dial Keys. Press a key to automatically dial the speed dial number or star code.

12. **Softkeys** - The softkeys show the available features for your current activity. Any feature shown at the bottom of the LCD is available.

13. **Exit** - This key allows you to exit from the Menu or Help mode and go back to the telephone main screen.

14. **Help** - Press this key to display information about the softkeys that are in the current LCD display.

15. **LCD** - Displays call information and options, Menu information and softkeys.

16. **Call Indicator Lamp** -
   - **Flashing**: A flashing light indicates an incoming call.
   - **Solid**: A solid light indicates you have new voice mail, and the voice mail icon 📜 is shown on the LCD.

### SOFTKEYS

Softkeys are buttons that change function depending on the situation. Their current function is highlighted immediately above the button on the LCD screen.

- **NewCall** - Generates dial tone for a call.
- **Voicemail** - Automatically dials the voice mail extension on your system. *This feature may not be available on all systems.*
- **Pickup** - Answers calls to other users in your Pickup group from your phone. *This feature may not be available on all systems.*
- **EndCall** - Terminates the current call.
- **Conference/Conf** - Initiates/completes a conference.
- **Resume** - Takes the call off Hold status.
- **Dial** - Dials the number.
- **Delete** - Deletes the last digit entered (backspace).
- **Reject** - Transfers call to your Voice Mail or forwarding conditions.

### BASIC SETTINGS

- **To adjust ringer volume (handset or headset)** Press the up/down ▲▼ cursor key while on-hook.
- **To adjust call volume (handset or headset)**: Press the up/down ▲▼ cursor key in the off-hook status or during a call.
- **To adjust speaker volume** Press the up/down ▲▼ cursor key during speaker phone operation, or during a call that is being played on the speaker.
- **To adjust LCD contrast** Press the Menu key and select 3 User Settings, 5 LCD Settings, 1 LCD Contrast, then use the softkeys to adjust the LCD contrast.
- **To adjust LCD Backlight Timeout** Press the Menu key and select 3 User Settings, 5 LCD Settings, 2 LCD Backlight Timeout, then use the telephone keypad to enter a new backlight timeout (in seconds) and press the OK softkey.

### CALL HISTORY

You can view information about Missed Calls, Received Calls and Placed Calls on your telephone.

The phone stores call information for the most recent 50 calls, displaying the newest entries first. For multiple phone calls from the same telephone number, the most recent time and date information for that number is shown. If you have a Personal Directory entry that matches a number in your Call History, the name from the Personal Directory is shown.

The 📞 or 📧 icon indicates a missed call. This icon disappears after you check the Call History.

To view Missed Calls:
1. Press the Menu key.
2. Select Call History.
3. Select Missed Calls.
4. Use the Up and Down softkeys or the Up/Down keys on the cursor pad to scroll through the missed call information.

To view Received Calls:
1. Press the Menu key.
2. Select Call History.
3. Select Received Calls.
4. Use the Up and Down softkeys or the Up/Down keys on the cursor pad to scroll through the received call information.

To view Placed Calls:
1. Press the Menu key.
2. Select Call History.
3. Select Placed Calls.
4. Use the Up and Down softkeys or the Up/Down keys on the cursor pad to scroll through the placed call information.

CALL WAITING/CONCURRENT CALLS

Note: The call waiting feature and maximum number of concurrent calls you can receive is determined by your system administrator.

If you have call waiting on your phone line, you will hear a tone in your handset and the call indicator lamp flashes when another call on the line is waiting for consultation.

To answer the other incoming call (Call Waiting):
1. You will hear a tone that indicates you have another call. Also, the Call Indicator Lamp on the phone will blink.
2. Do one of the following:
   • To review the caller information before answering the call: Press the Line Key, and then press the Answer key to take the call, or press the Reject softkey to reject the call.
   • To answer the call without reviewing the caller information: Press the Answer key.
3. When you have completed the call, press the End Call softkey to end the call and return to your original call.
4. Press the Resume softkey to resume the original call.

To place a second call (Concurrent call):
If it is enabled by your system administrator, you can place a new call while you are on another call. They will be treated like two separate phone calls and you cannot switch between phone calls.
1. Do one of the following:
   • Press the Hold key to place the current call on hold, then press the New Call softkey to get dial tone.
If you are establishing a conference call and want to hang up on the person you are calling, press the EndCall softkey. If you hang up the telephone handset or press the Speaker key while the phone for the third party is still ringing, the other two parties will be connected in a blind transfer call.

Note: Do not hang up the telephone handset or press the Speaker key unless you want the two calls to be connected in a blind transfer call. You can hang up the telephone handset or press the Speaker key after you connect with all the callers.

CALL PICKUP

To pick up a call:
1. When a new call arrives, press the Pickup softkey.
2. Depending on the type of call you want to pick up, do one of the following:
   - To answer a call ringing on a specific extension:
     1. Press the Extn softkey.
     2. Enter the number of the extension you want to pick up.
     3. Press the Pickup softkey.
   - To answer a call from a Pickup Zone:
     1. Press the Zone softkey.
     2. Enter the zone number from which you want to pick up the call.
     3. Press the Pickup softkey.
   - To answer a call from your Pickup Group:
     1. Press the Group softkey.

DND (DO NOT DISTURB)

To start Do Not Disturb (DND), press the DND softkey on your phone. The  or  icon is shown.

To end Do Not Disturb (DND), press the DND softkey on your phone a second time.

THE PERSONAL DIRECTORY

To access the Personal Directory using the Menu Key:
1. Press the Menu key.
2. Select 1 Personal Directory.
4. Select 1 Personal Directory.

Do one of the following, depending on your system:

- If there is not a Corporate Directory on your system:
  1. Press the Directory key (right cursor pad key).
  2. Select 1 Personal Directory.

- If there is a Corporate Directory on your system:
  1. Press the Directory key (right cursor pad key).
  2. Select 1 Directory.

Using the Personal Directory:

Use the Up and Down softkeys or the Up/Down keys on the cursor pad to scroll through the Personal Directory, and use the softkeys to Add, Edit and Delete entries.

To view a specific Personal Directory entry:
1. Use the Up and Down softkeys or the Up/Down keys on the cursor pad to scroll through the Personal Directory.
2. Press the More softkey twice and then the Detail softkey to view the details for that entry. This displays the name and number for the entry, along with the Speed Dial and Monitor settings.
3. Press the Exit softkey to exit details screen and return to the Personal Directory.

To add a Personal Directory entry:
1. Press the Menu key.
2. Select 1 Personal Directory.
3. Press the More softkey, and then the Add softkey.
4. Use the keypad to enter a name for the Speed Dial key, then press Enter on the cursor pad or the OK softkey. Use the key to switch between uppercase and lowercase keypad entry mode.
5. Use the telephone keypad to enter a phone number for the entry and press Enter on the cursor pad or the OK softkey.
6. Use the telephone keypad to enter a Speed Dial number (if desired) for the entry and press Enter on the cursor pad or the OK softkey.

Note: Only digits, “*” and “#” are accepted as numerical input in a Speed Dial.

7. If you have set a Speed Dial Key number for this entry, set the monitor settings for this entry and press Enter on the cursor pad or the OK softkey.
8. Press the Save softkey to save your changes.

To access the Personal Directory using the cursor pad:
THE CORPORATE DIRECTORY
If it is enabled on your system, you can access a Corporate Directory.

To access the Corporate Directory using the Menu Key:
1. Press the Menu key.

To access the Corporate Directory using the cursor pad:
1. Press the Directory key (right cursor pad key).

Using the Corporate Directory:
Use the ↑ Up and ↓ Down softkeys or the ▲ Up/▼ Down keys on the cursor pad to scroll through the Corporate Directory. Use the softkeys to Search entries and Dial from the Corporate Directory.

SPEED DIAL KEYS

To configure a Programmable Key as a Speed Dial Key:
1. When the phone is in idle state, press the Feature key.
2. If required, press the Program softkey to enter Programming Mode.
3. Press the desired Speed Dial Key. The Speed Dial Key LED flashes.
Note: For Speed Dial Keys that have already been configured, the Speed Dial information is shown.
4. Use the keypad to enter a name for the Speed Dial, then press Enter on the cursor pad or the OK softkey. Use the “*” key to switch between uppercase and lowercase keypad entry mode.
5. Use the telephone keypad to enter a phone number for the entry and press Enter on the cursor pad or the OK softkey.
6. Enter on the cursor pad or the OK softkey to use this Speed Dial number, or use the keypad to edit the number.
Note: Only digits, “*” and “#” are accepted as numerical input in a Speed Dial.
7. Select the monitor settings for the Speed Dial, press Enter on the cursor pad or the OK softkey.
Note: Option 3 Visual and Soft Ring is not applicable to the 3C system.
8. Select Show in Directory if you want to also add this entry to your Personal Directory, and press Enter on the cursor pad or the OK softkey.
9. Press the Save softkey to save the Speed Dial information.
10. Press the Exit softkey to exit the Speed Dial Programming mode.

To originate a call from a Speed Dial Key:
• Press the desired Speed Dial Key.
   Or
   Lift the handset and press the desired Speed Dial Key.
   Or
   Press the Speaker key and press the desired Speed Dial Key.

PRESENCE MONITORING

Monitor Presence Icons in the Directories

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Key</td>
<td>Registered</td>
<td>📞</td>
</tr>
<tr>
<td></td>
<td>Unregistered</td>
<td>📞</td>
</tr>
<tr>
<td>Speed Dial Key</td>
<td>Not Available</td>
<td>📞</td>
</tr>
<tr>
<td></td>
<td>(No Monitoring)</td>
<td>📞</td>
</tr>
<tr>
<td>BLF</td>
<td>Idle</td>
<td>📞</td>
</tr>
<tr>
<td></td>
<td>Ringing (SIP@Net)</td>
<td>📞</td>
</tr>
<tr>
<td></td>
<td>Ringing (3C system)</td>
<td>📞</td>
</tr>
<tr>
<td></td>
<td>Subscription Failed</td>
<td>📞</td>
</tr>
<tr>
<td></td>
<td>Online</td>
<td>📞</td>
</tr>
<tr>
<td></td>
<td>On the Phone</td>
<td>📞</td>
</tr>
<tr>
<td></td>
<td>Held</td>
<td>📞</td>
</tr>
<tr>
<td></td>
<td>Busy</td>
<td>📞</td>
</tr>
</tbody>
</table>
Monitor Presence LED Colors for Speed Dial Keys

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>LED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Key</td>
<td>Registered</td>
<td>LED is not lit</td>
</tr>
<tr>
<td></td>
<td>Unregistered</td>
<td>LED is not lit</td>
</tr>
<tr>
<td>Speed Dial Key (No Monitoring)</td>
<td>Not Available</td>
<td>LED is not lit</td>
</tr>
<tr>
<td>BLF</td>
<td>Idle</td>
<td>LED is not lit</td>
</tr>
<tr>
<td></td>
<td>Ringing (SIP@Net)</td>
<td>Blinking Red</td>
</tr>
<tr>
<td></td>
<td>Ringing (3C system)</td>
<td>Blinking Green</td>
</tr>
<tr>
<td></td>
<td>Subscription Failed</td>
<td>LED is not lit</td>
</tr>
<tr>
<td></td>
<td>Online</td>
<td>Green</td>
</tr>
<tr>
<td></td>
<td>On the Phone</td>
<td>Red</td>
</tr>
<tr>
<td></td>
<td>Held</td>
<td>Blinking Red</td>
</tr>
<tr>
<td></td>
<td>Busy</td>
<td>Red</td>
</tr>
</tbody>
</table>

**USING THE HELP KEY**

You can use the Help key to view information about the softkeys that are displayed on your phone.

1. Press the Help key.

2. Press the softkey you want to see Help information for. You can use the Up and Down softkeys or the Up/Down keys on the cursor pad to scroll through the help information, if needed.

3. Press the Exit softkey to return to the previous screen.

*Help screens may not be available for all the softkeys on your phone.*