THE PERSONAL DIRECTORY

The DT710 ITL-6DE (IP Economy), DT730 ITL-8LD (DESI-Less), DT730 ITL-12D (IP Value), DT730 ITL-24D (IP Value), and DT730 ITL-32D (IP Value) model phones have a Personal Directory that is saved locally on the telephone. The Personal Directory can contain entries that are created by your system administrator in addition to your own personal entries.

The phones support up to 200 entries in a Personal Directory. This includes any Personal Directory entries that are configured by your system administrator.

ACCESSING THE PERSONAL DIRECTORY AND ENTRY DETAILS

Cursor Pad movement in the Personal Directory

When viewing a Directory, use the cursor pad for the following movements through the screens:

- **Up**: Move the highlighted area one line up the screen.
- **Down**: Move the highlighted area one line down the screen.
- **Left/Page Back**: From the first Directory page: Go back to the previous screen. All other Directory pages: Go to the previous page of Directory entries.
- **Page Forward**: Go to the next page of Directory entries.
- **Select**: View Directory entry information.

To access the Personal Directory

1. Do one of the following:

   **Using the Menu Key - System Without Corporate Directory**
   a. Press the Menu key.
   b. Select **1** Personal Directory.

   **Using the Menu Key - System With Corporate Directory**
   a. Press the Menu key.
   b. Select **1** Directory.
   c. Select **1** Personal Directory.
CALL HISTORY, AND THE CORPORATE AND PERSONAL DIRECTORIES

The Personal Directory

Figure 11.40 Main Menu Display

<table>
<thead>
<tr>
<th>Directory</th>
<th>1/1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Personal Directory</td>
</tr>
<tr>
<td>2</td>
<td>Corporate Directory</td>
</tr>
</tbody>
</table>

Using the cursor pad - System Without Corporate Directory

a. Press the Directory key (right cursor pad key).

Figure 11.41 Directory Key from the Cursor Pad

b. Select 1 Personal Directory.

Using the cursor pad - System With Corporate Directory

a. Press the Directory key (right cursor pad key).

Figure 11.42 Directory Key from the Cursor Pad

b. Select 1 Directory.

c. Select 1 Personal Directory.

Figure 11.43 Directory Entries Menu Display
CALL HISTORY, AND THE CORPORATE AND PERSONAL DIRECTORIES

The Personal Directory

2 Use the ↑ Up and ↓ Down softkeys or the ▲ Up▼ Down keys on the cursor pad to scroll through the Personal Directory.

3 Press the More softkey twice and then press the Exit softkey, or press the Exit key to return to the main phone screen.

Figure 11.44 Exit softkey

Figure 11.45 Exit Key

To view a specific Personal Directory entry

1 While in the Personal Directory, scroll to the entry you want to view and do one of the following:
   • Press Enter ● on the cursor pad.
   Or
   • Press the More softkey twice and then the Detail softkey to view the details for that entry.

Figure 11.46 Detail softkey

This displays the name and number for the entry, along with the Speed Dial and Monitor settings.
The Personal Directory

Press the Exit softkey to exit details screen and return to the Personal Directory.

Presence Monitor Settings and the Personal Directory

If you have Visual Monitor Settings for an entry in the Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Directory.

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Key</td>
<td>Registered</td>
<td><img src="icon" alt="Telephone" /></td>
</tr>
<tr>
<td></td>
<td>Unregistered</td>
<td><img src="icon" alt="Telephone" /></td>
</tr>
<tr>
<td>Speed Dial Key</td>
<td>Not Available</td>
<td><img src="icon" alt="Grid" /></td>
</tr>
<tr>
<td>(No Monitoring)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Presence Icons in the Personal Directory

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLF</td>
<td>Idle</td>
<td><img src="image" alt="Avatar Icon" /></td>
</tr>
<tr>
<td></td>
<td>Ringing (SIP@Net)</td>
<td><img src="image" alt="Ringing Icon" /></td>
</tr>
<tr>
<td></td>
<td>Ringing (3C system)</td>
<td><img src="image" alt="Ringing Icon" /></td>
</tr>
<tr>
<td></td>
<td>Subscription Failed</td>
<td><img src="image" alt="Subscription Icon" /></td>
</tr>
<tr>
<td></td>
<td>Online (3C system)</td>
<td><img src="image" alt="Online Icon" /></td>
</tr>
<tr>
<td></td>
<td>(Phone is Online)</td>
<td><img src="image" alt="Online Icon" /></td>
</tr>
<tr>
<td></td>
<td>On the Phone</td>
<td><img src="image" alt="Phone Busy Icon" /></td>
</tr>
<tr>
<td></td>
<td>(Phone is in use)</td>
<td><img src="image" alt="Phone Busy Icon" /></td>
</tr>
<tr>
<td></td>
<td>Held (3C system)</td>
<td><img src="image" alt="Held Icon" /></td>
</tr>
<tr>
<td></td>
<td>Busy</td>
<td><img src="image" alt="Busy Icon" /></td>
</tr>
</tbody>
</table>

**Figure 11.50** Presence Icons in the Personal Directory

---

**Incoming Call Display and the Personal Directory**

When the DT700 receives an incoming call, it will search the Personal Directory for the calling party number. If a matching entry is found, the DT700 will display the name specified in the entry.

**Figure 11.51** Incoming Call - Name from the Personal Directory Display

---

**Note:** Incoming call information must match the Personal Directory entry’s Number information exactly as it is entered in the Personal Directory for it to show up as a match when you receive an incoming call. For example, if you have any outside access codes or star/hash code information in a Personal Directory number, the incoming call display won’t recognize the incoming phone number as an exact match to the Personal Directory.
SEARCHING FOR AN ENTRY IN THE PERSONAL DIRECTORY

To search the Personal Directory

1. Press the Menu key or cursor pad to access the Personal Directory.
2. Press the Search softkey.

Figure 11.52 Search softkey

![Search softkey](image)

3. Use the telephone keypad to enter the appropriate characters to search the personal directory, then press the Search softkey.

Figure 11.53 Search Menu Display

![Search Menu Display](image)

Up to 24 characters may be entered for the name.

- Press the Delete softkey to delete the last character entered, or press the Cancel softkey to return to the previous screen.
- To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.
- To add a space to an entry, press #.
- To enter special characters, press the 1 key.
  For a list of special characters, see “Speed Dial and Personal Directory Character Sets” in the DT700 Phone User Guide.
- To move the cursor position in the LCD screen, use the right and left cursor pad keys.

4. The search results are displayed.
CALL HISTORY, AND THE CORPORATE AND PERSONAL DIRECTORIES

The Personal Directory

Figure 11.54 Directory Entry Results Menu Display

<table>
<thead>
<tr>
<th>Directory Entries</th>
<th>1/1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab 345</td>
<td></td>
</tr>
<tr>
<td>Lab 2371</td>
<td></td>
</tr>
</tbody>
</table>

If no matches are found in the Personal Directory, then “Name not found” is displayed.

Figure 11.55 Directory Entry Not Found

<table>
<thead>
<tr>
<th>Directory Entries</th>
<th>Name not found.</th>
</tr>
</thead>
</table>

DIALING FROM THE PERSONAL DIRECTORY

To dial a number from the Personal Directory

1. Press the Menu key or cursor pad to access the Personal Directory.
2. Use the cursor pad or the ↑ Up and ↓ Down softkeys to scroll to the entry you want to dial.
3. Do one of the following:

   To dial the number directly:
   - Lift the telephone handset, or press the Speaker key or press Enter on the cursor pad.
   The number will be dialed exactly as it is entered in the Personal Directory. If you are dialing an outside number, you may need to enter an outside access code before the call can be dialed successfully.
   If you hear a fast busy signal after trying to dial the number directly, you may need to edit the number before dialing so you can add the outside access code to the number.

   To edit the number before dialing:
   a. Press the More softkey twice, and then the Detail softkey.
CALL HISTORY, AND THE CORPORATE AND PERSONAL DIRECTORIES

The Personal Directory

Figure 11.56 More and Detail softkeys

<table>
<thead>
<tr>
<th>Directory Entries</th>
<th>1/2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellular 812475559876</td>
<td></td>
</tr>
<tr>
<td>Home 812475551234</td>
<td></td>
</tr>
<tr>
<td>Lab 346</td>
<td></td>
</tr>
<tr>
<td>Lab 2371</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Edit</td>
</tr>
<tr>
<td>Search</td>
<td>&gt;&gt;&gt;</td>
</tr>
</tbody>
</table>

b. Press the Dial softkey, or Enter ⊗ on the cursor pad.

Figure 11.57 Edit Personal Directory Entry

<table>
<thead>
<tr>
<th>Entry</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Home</td>
</tr>
<tr>
<td>Number</td>
<td>812475551234</td>
</tr>
<tr>
<td>Speed Dial</td>
<td></td>
</tr>
<tr>
<td>Monitor</td>
<td>None</td>
</tr>
<tr>
<td>Delete</td>
<td>Edit</td>
</tr>
</tbody>
</table>

c. Edit the number as needed, and press the OK softkey or press Enter ⊗ on the cursor pad. You can also use the Delete softkey and cursor pad to enter a different number than is shown on the LCD.

If you are dialing an external number and the outside access code is not programmed into the Personal Directory entry, you may need to add the outside access code to the number before it is dialed, depending on the configuration of your system.

Figure 11.58 Dial the number from the Personal Directory

The phone dials the telephone number.

Note: To change the dialing preferences for dialing numbers from the Personal Directory, see “To edit the Dial Preference” on page 4-77.

ADDING OR EDITING A PERSONAL DIRECTORY ENTRY

Once a Personal Directory Entry is selected, the Personal Directory Entry menu may be used to delete, edit or dial the entry.

You can also add information from the Call History to the personal directory. For more information on adding Call History entries to the Personal Directory, “Add Call History Information to the Personal Directory” on page 11-262.
Duplicate Entries in the Personal Directory

Entries are uniquely defined by the combination of number and name. For the purpose of uniquely defining an entry, the name is case insensitive.

Multiple entries with the same number and different names are allowed, and multiple entries with the same name and different numbers are allowed. Multiple entries with the same name and same number are not allowed. An error is displayed if you create an entry with the same name and same number as an existing entry.

Figure 11.59 Directory Duplicate Not Allowed Menu Display

To add an entry to the Personal Directory

1. Press the Menu key or cursor pad to access the Personal Directory.
2. Press the More softkey, and then the Add softkey.

Figure 11.60 More Soft and Add softkeys

3. Use the telephone keypad to enter the name and press Enter on the cursor pad or the OK softkey.

Figure 11.61 Personal Directory Name Screen

Up to 24 characters may be entered for the name.

- Press the Delete softkey to delete the last character entered, or press the Cancel softkey to return to the previous screen.
- To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.
- To add a space to an entry, press #.
• To enter special characters, press the 1 key. For a list of special characters, see “Speed Dial and Personal Directory Character Sets” in the DT700 Phone User Guide.
• To move the cursor position in the LCD screen, use the right and left cursor pad keys.

4 Use the telephone keypad to enter a phone number for the entry and press Enter on the cursor pad or the OK softkey.

Figure 11.62 Enter Telephone Number

```
[Enter Number] [1] ▲

81847551234 ▼

Delete Cancel OK
```

Up to 24 characters may be entered for the number. Only digits, "*" and "#" may be entered.
• To move the cursor position in the LCD screen, use the right and left cursor pad keys.
• You can also press the Delete softkey to delete the last character entered, or press the Cancel softkey to return to the previous screen.

5

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: For more information on Speed Dial Keys, see “Speed Dial and Programmable Keys” on page 8-124.

Speed Dial entries can be internal or external numbers.

Figure 11.63 Select Speed Dial Number

```
[Enter Speed Dial Key] [1]

Delete Cancel OK
```

The number of available Speed Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 8-128.
• You can also press the Delete softkey to delete the last character entered, or press the Cancel softkey to return to the previous screen.

7 If you have assigned a Speed Dial to the entry, you can select the monitor settings for this entry and press Enter on the cursor pad or the OK softkey.

Note: Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.
Valid options for monitoring are:

- **1** None - Do not monitor presence state changes for this Speed Dial Key
- **2** Visual - Presence state is shown visually using the LED on the Speed Dial Key when a Speed Dial is assigned to the entry, and a Presence icon is shown in the Personal Directory and on the DESI-Less display of the ITL-8LD phone.
- **3** Visual and Soft Ring - Presence state is shown visually using the LED on the Speed Dial Key when a Speed Dial is assigned to the entry, and a Presence icon is shown in the Personal Directory and on the DESI-Less display of the ITL-8LD phone. When a call is ringing on the monitored terminal, play a soft ring tone.

**Note:** Option **3** Visual and Soft Ring is only valid for SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.

If you have Visual Monitor Settings for an entry in the Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Directory.

**Table 11.4** Monitor Presence Icons

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Key</td>
<td>Registered</td>
<td><img src="image1.png" alt="Icon" /></td>
</tr>
<tr>
<td>Line Key</td>
<td>Unregistered</td>
<td><img src="image2.png" alt="Icon" /></td>
</tr>
<tr>
<td>Speed Dial Key (No Monitoring)</td>
<td>Not Available</td>
<td><img src="image3.png" alt="Icon" /></td>
</tr>
</tbody>
</table>
If you have Visual monitor settings for a Speed Dial entry, the presence (Available, Busy or Offline) of the line is shown by the LED Color.

### Table 11.5: Monitor Presence LED Colors for Speed Dial Keys

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLF</td>
<td>Idle</td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td></td>
<td>Ringing (SIP@Net)</td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td></td>
<td>Ringing (3C system)</td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td></td>
<td>Subscription Failed</td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td>Online (3C system)</td>
<td>(Phone is Online)</td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td>On the Phone (Phone is in use)</td>
<td><img src="image" alt="Icon" /></td>
<td></td>
</tr>
<tr>
<td>Held (3C system)</td>
<td></td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td>Busy</td>
<td></td>
<td><img src="image" alt="Icon" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Programmable Key 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</td>
<td>Not Available</td>
<td>LED is not lit</td>
</tr>
<tr>
<td>(No Monitoring)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Personal Directory

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Programmable Key LED</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLF</td>
<td>Idle</td>
<td>LED is not lit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ringing (SIP@Net)</td>
<td>Blinking Red</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ringing (3C system)</td>
<td>Blinking Green</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subscription Failed</td>
<td>LED is not lit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online (3C system)</td>
<td>Green</td>
<td></td>
</tr>
<tr>
<td>(Phone is Online)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On the Phone</td>
<td>Red</td>
<td></td>
</tr>
<tr>
<td>(Phone is in use)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Held (3C system)</td>
<td>Blinking Red</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busy</td>
<td>Red</td>
<td></td>
</tr>
</tbody>
</table>

Note: DT700 phones do not publish presence information. Depending on other phones on your system and any phone application software that you use, you may see different LED behavior for different presence states.

You can also press the Cancel softkey to return to the previous screen.

8 Review the Personal Directory entry. If you want to change any of the information, use the cursor pad or the ↑ Up and ↓ Down softkeys to scroll to that item, then press the More softkey and then press the Edit softkey.

9 Press the Save softkey to save your changes.

Figure 11.65 Save softkey

10 Press Enter • on the cursor pad or the OK softkey to return to the Personal Directory, or press the Exit key to return to the main phone screen.
Entries are uniquely defined by the combination of number and name. For the purpose of uniquely defining an entry, the name is case insensitive. Multiple entries with the same number and different names are allowed, and multiple entries with the same name and different numbers are allowed. Multiple entries with the same name and same number are not allowed. An error is displayed if you create an entry with the same name and same number as an existing entry.

If the Speed Dial number for a new Personal Directory entry is already used for another entry, you will see an error when you try to save the Personal Directory entry. Press the OK softkey, then select Speed Dial and press the More softkey and then the Edit softkey to edit the Speed Dial number before trying to save the entry again.

**Note:** For more information on Speed Dial Keys, see “Speed Dial and Programmable Keys” on page 8-124.

**To edit a Personal Directory entry**

1. Press the Menu key or cursor pad to access the Personal Directory.
2. Use the Up and Down softkeys or the Up/Down keys on the cursor pad to scroll to the entry you want to edit.
3. Press the More softkey and then the Edit softkey.
Figure 11.69 More and Edit softkeys

<table>
<thead>
<tr>
<th>Directory Entries</th>
<th>1/2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellular 818.475.559876</td>
<td></td>
</tr>
<tr>
<td>Home 818.475.551234</td>
<td></td>
</tr>
<tr>
<td>Lab 346</td>
<td></td>
</tr>
<tr>
<td>Lab 2 371</td>
<td></td>
</tr>
</tbody>
</table>

↑ Add ↓ Edit Delete

1. Do one of the following:

**Use the Telephone Keypad**

a. Use the telephone keypad to select the number of the field you want to edit.

**Use the softkeys**

a. Use the ↑ Up and ↓ Down softkeys to scroll to the field you want to edit.

b. Press the More softkey and then the Edit softkey to edit the field.

Figure 11.70 More and Edit softkeys

<table>
<thead>
<tr>
<th>Edit</th>
<th>1/1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Home</td>
<td></td>
</tr>
<tr>
<td>Number: 818.475.551234</td>
<td></td>
</tr>
<tr>
<td>Speed Dial:</td>
<td></td>
</tr>
<tr>
<td>Monitor: None</td>
<td></td>
</tr>
</tbody>
</table>

↑ Down Save Edit Exit

**Use the Cursor Pad**

a. Use the ↑ Up and ↓ Down keys on the Cursor pad to scroll to the field you want to edit.

b. Press Enter on the cursor pad to edit the field.

5. Edit the desired field(s).

**1 Name**

a. To edit the name, use the telephone keypad and cursor pad. Use the left cursor key on the cursor pad to backspace, and then press the Delete softkey to delete the character that is before the cursor.

Or

To delete the entire name entry, press the Delete softkey.
Figure 11.71 Edit name

Up to 24 characters may be entered for the name.

- Press the Delete softkey to delete the last character entered, or press the Cancel softkey to return to the previous screen.
- To switch between first letter uppercase, all uppercase, all lowercase and numbers for keypad entry, press the * key on the keypad.
- To add a space to an entry, press #.
- To enter special characters, press the 1 key. For a list of special characters, see “Speed Dial and Personal Directory Character Sets” in the DT700 Phone User Guide.
- To move the cursor position in the LCD screen, use the right and left cursor pad keys.

b. Press Enter on the cursor pad or the OK softkey.

Number

a. To delete the entire number entry, press the Delete softkey.

Or

To edit the entry, use the left cursor key on the cursor pad to backspace, and then press the Delete softkey to delete the number that is before the cursor. Use the telephone keypad to edit the number.

Figure 11.72 Edit Number

Up to 24 characters may be entered for the number. Only digits, "*" and "#" may be entered.

- To move the cursor position in the LCD screen, use the right and left cursor pad keys.
- You can also press the Delete softkey to delete the last character entered, or press the Cancel softkey to return to the previous screen.

b. Press Enter on the cursor pad or the OK softkey.
3 Speed Dial

Note: For more information on Speed Dial Keys, see “Speed Dial and Programmable Keys” on page 8-124.

a. To delete the speed dial, press the Delete softkey.
   Or
   To edit the speed dial, use the left cursor key on the cursor pad to backspace, and then press the Delete softkey to delete the number that is before the cursor. Use the telephone keypad to edit the number.

Figure 11.73 Edit Speed Dial

The number of available Sped Dial Keys and their associated numbers depend on your model of DT700 phone. For more information on the valid Speed Dial Keys for the specific phone models, see “Speed Dial Key Numbering” on page 8-128.

b. You can also press the Delete softkey to delete the last character entered, or press the Cancel softkey to return to the previous screen.

b. Press Enter on the cursor pad or the OK softkey.

4 Monitor

Note: Monitoring can only be done on other lines that are internal to your system. You cannot monitor external or outside lines.

a. If you have a Speed Dial number assigned for this entry or are adding a Speed Dial number for the entry, you can select the monitor status you want for the entry.

Figure 11.74 Edit Monitor

Valid options for monitoring are:

- 1 None - Do not monitor presence state changes for this Speed Dial Key
- 2 Visual - Presence state is shown visually using the LED on the Speed Dial Key when a Speed Dial is assigned to the entry, and a Presence icon is shown in the Personal Directory and on the DESI-Less display of the ITL-8LD phone.
- 3 Visual and Soft Ring - Presence state is shown visually using the LED on the Speed Dial Key when a Speed Dial is assigned to the entry, and a Presence icon is shown in the Personal Directory and on the DESI-Less display of the ITL-8LD phone. When a call is ringing on the monitored terminal, play a soft ring tone.
Note: Option 3 Visual and Soft Ring is only valid for SIP@Net platforms. Contact your system administrator to determine if Soft Ring is available on your system.

If you have Visual Monitor Settings for an entry in the Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Directory.

Table 11.6 Monitor Presence Icons

<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>(No Monitoring)</td>
<td></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 (3C system) (Phone is Online)</td>
<td>☑</td>
</tr>
<tr>
<td></td>
<td>On the Phone (Phone is in use)</td>
<td>☑</td>
</tr>
<tr>
<td></td>
<td>Held (3C system)</td>
<td>☑</td>
</tr>
<tr>
<td></td>
<td>Busy</td>
<td>☑</td>
</tr>
</tbody>
</table>

If you have Visual monitor settings for a Speed Dial entry, the presence (Available, Busy or Offline) of the line is shown by the LED Color.

Table 11.7 Monitor Presence LED Colors for Speed Dial Keys

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Programmable Key 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</td>
<td>Not Available</td>
<td>LED is not lit ☑</td>
</tr>
<tr>
<td>(No Monitoring)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### The Personal Directory

**Note:** DT700 phones do not publish presence information. Depending on other phones on your system and any phone application software that you use, you may see different LED behavior for different presence states.

1. **Press Enter** on the cursor pad or the OK softkey.
2. **Press the Save softkey to save the entry information.**

   ![Figure 11.75 Save softkey](image)

   **Note:** For entries that are set as read-only by your system administrator, an error is displayed and the entry is not changed.

   Entries are uniquely defined by the combination of number and name. For the purpose of uniquely defining an entry, the name is case insensitive.

   Multiple entries with the same number and different names are allowed, and multiple entries with the same name and different numbers are allowed. Multiple entries with different...
the same name and same number are not allowed. An error is displayed if you create an entry with the same name and same number as an existing entry.

**Figure 11.76** Directory Duplicate Not Allowed Menu Display

![Error]

Duplicate Entry Not Allowed

If the Speed Dial number for a new Personal Directory entry is already used for another entry, you will see an error when you try to save the Personal Directory entry. Press the OK softkey, then select 3 Speed Dial to edit the Speed Dial number before trying to save the entry again.

**Figure 11.77** Speed Dial In Use Menu Display

![Error]

Speed Dial Key Already in Use

**Note:** For more information on Speed Dial Keys, see “Speed Dial and Programmable Keys” on page 8-124.

7 A confirmation displays, telling you that the entry has been updated. Press Enter on the cursor pad or the OK softkey.

**Figure 11.78** Edit Entry Successful

![Confirmation]

Entry Updated Successfully

---

**DELETING A PERSONAL DIRECTORY ENTRY**

Deleting Personal Directory entries will also delete any Speed Dial Key information that is saved with the Personal Directory Entry. To remove an entry from the Personal Directory and still keep it as a Speed Dial entry, see “To remove Personal Directory entry information but keep Speed Dial Key information” on page 11-290.

**To delete a Personal Directory entry**

1 Press the Menu key or cursor pad to access the Personal Directory.
2 Use the cursor pad or the \( \uparrow \) Up and \( \downarrow \) Down softkeys to scroll to the entry you want to delete.

3 Press the More softkey and then the Delete softkey.

![Figure 11.79 More and Delete softkeys](image)

4 Press the Enter \( \bullet \) on the cursor pad or the OK softkey to confirm.

![Figure 11.80 Delete Entry Confirm](image)

The entry will be deleted from your Personal Directory, and if there is a Speed Dial Key associated with the entry, it is also deleted.

5 Press Enter \( \bullet \) on the cursor pad or the OK softkey to return to the Personal Directory.

![Figure 11.81 Delete Entry Complete Menu Display](image)

**Note:** For Personal Directory entries that are set as read-only by your system administrator, an error is displayed and the entry is not deleted.

**To remove Personal Directory entry information but keep Speed Dial Key information**

**Note:** For more information on Speed Dial Keys, see the appropriate Programmable Keys chapter for your phone configuration.

1 Press the Feature key. The Feature key LED lights a steady red.

![Figure 11.82 Feature Key](image)


2. Press the Speed Dial Key that you want to edit. The programmable key LED flashes, and the Speed Dial information for the key is shown.

Figure 11.83 Programmable Key LED

3. Press the Edit softkey.

Figure 11.84 Edit softkey

4. Select the [ ] Directory Entry.

5. Select [ ] Do Not Show in Directory, and press the OK softkey.

Figure 11.85 Remove Directory Entry

6. Press the More softkey, then press the Save softkey to save your changes.

Figure 11.86 Save softkey

Figure 11.87 Edit Confirmation
THE CORPORATE DIRECTORY

If it is enabled on your system, you can search a Corporate Directory.
The Corporate Directory can be a list of users for your location or for your entire company, depending on the configuration by your system administrator.

VIEWING THE CORPORATE DIRECTORY AND ENTRY DETAILS

To access the Corporate Directory

1. Do one of the following:

   Using the Menu Key:
   a. Press the Menu key.
   b. Select 1 Directory.
   c. Select 2 Corporate Directory.

   **Figure 11.88** Main Menu Display

   ![Main Menu Display](image)

   Using the cursor pad:
   a. Press the Directory key (right cursor pad key).

   **Figure 11.89** Directory Key from the Cursor Pad

   ![Directory Key from the Cursor Pad](image)

   b. Select 1 Directory.
   c. Select 2 Corporate Directory.
CALL HISTORY, AND THE CORPORATE AND PERSONAL DIRECTORIES

The Corporate Directory

Figure 11.90 Directory Entries Menu Display

2 Enter your search criteria and press the OK softkey.
   To edit your search criteria, use the < Left/ > Right keys on the cursor pad and the
   Delete softkey.
   To cancel the search, press the Back softkey to return to the Directory menu, or the
   Exit softkey to exit to the main call screen.

3 Use the ↑ Up and ↓ Down softkeys or the ▲ Up/▼ Down keys on the cursor pad to
   scroll through the Corporate Directory search entries.

4 Press the Exit softkey, or press the Exit key to return to the main phone screen.

Figure 11.91 Exit Key

To dial a number from the Corporate Directory

• Press the Dial softkey.
   If you are dialing an external number and the outside access code is not programmed
   into the Corporate Directory entry, you may need to add the outside access code to
   the number before it is dialed, depending on the configuration of your system.

Figure 11.92 Dial the number from the Personal Directory

The phone dials the telephone number.
Note: To change the dialing preferences for dialing numbers from the Personal Directory, see “To edit the Dial Preference” on page 4-77.

Presence Monitor Settings and the Corporate Directory

If you have Visual Monitor Settings for an entry in the Directory that also has an assigned Speed Dial, the presence (Available, Busy or Offline) of the line is shown in the Directory.

Table 11.8 Monitor Presence Icons

<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 (No Monitoring)</td>
<td>Not Available</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>
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<tr>
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<td>Subscription Failed</td>
<td>📠</td>
</tr>
<tr>
<td></td>
<td>Online (3C system) (Phone is Online)</td>
<td>📠</td>
</tr>
<tr>
<td></td>
<td>On the Phone (Phone is in use)</td>
<td>📠</td>
</tr>
<tr>
<td></td>
<td>Held (3C system)</td>
<td>📠</td>
</tr>
<tr>
<td></td>
<td>Busy</td>
<td>📠</td>
</tr>
</tbody>
</table>

Figure 11.93 Presence Icons in the Corporate Directory

[Directory Entries] 1/2

Cellular 819475559676
Home 818475551284
Lab 346
Lab 2 371
↑  ↓  Search  >>>
Add  Edit  Delete  >>>
Detail  Exit  >>>

Available
Busy