



INDeX

DT3/4/5 User Guide

- = *One of the Soft Keys alongside the display*

Note - DT4's are not fully handsfree

To Make a Call - External

Lift handset, dial 9 then number. For handsfree, simply press 9, then tel number.

Last Number Redial

Press **REDIAL** button, this will dial the last external number.

To Make a Call - Internal

Lift handset, dial extension. For internal handsfree, dial extn, upon answer either lift handset or speak towards the phone.

Internal INDeX Directory

Press **•INDEX**, you will be asked to enter 1st letter of name. Press the relevant key (i.e. ABC). This will display all the internal names (extensions), you then have the option to:

- **CALL** **SKIP** •
- **NAME** **BLANK** •

CALL will dial the number for you. **NAME** will show you who you are calling. **SKIP** allows you to skip forward 10 names at once. **BLANK** (will not have anything in it) allows you to move through the names one by one (use the right & the left soft key).

External INDeX Directory

This will enable you to search for the external speed dials that have been programmed on your main system. To search for these numbers, press **SPEED DIAL** and then **INDeX** and the display.

To Answer a Call

Lift handset or press **ANSWER/RELEASE** if you want to talk handsfree.

To Transfer a Call

With the call in progress, press **HOLD**, dial extn, either replace handset or wait to announce call, press **ANSWER/RELEASE** or replace handset. If it's not accepted, press **HOLD** to retrieve call.

Dial-a-Head

To check if an extn is **free** or **busy** (whilst talking to the caller who needs to be transferred), dial extn no. The display will show '**FREE**' or '**BUSY**'.

FREE = Extn is free, press **HOLD**, announce call, replace handset or press **ANSWER/RELEASE**.

BUSY = Extn is busy, advise caller, take message, replace handset or press **ANSWER/RELEASE** to put the caller through.

To Park a Call

During a call, press **•PARK**. This enables you to make a call out, whilst holding the first call.

To Retrieve a Parked Call

On the display will be a line no (i.e. 700), press the soft key next to that line number or you may go to any other extension and dial the line number.

To Mute Calls

With call in progress, press **MUTE**. This will mute both handset and microphone (independently). Press mute again to return to the call.

To Set a Callback

Callback is a feature that notifies you when a busy extension becomes free. Dial an extn no, if busy tone or no answer, press **•CALLBACK** then replace handset and wait. When the extn becomes free, your phone will ring.

To Leave a Message

Dial extension, press **•MESSAGE**, replace the handset. A maximum of 5 messages can be left on a phone.

To Answer/Cancel

To reply to the message, press **•CALL**.
To cancel the message, press **•CANCEL**.

To Camp onto a Busy Extn

Dial extn, if busy tone, press **•CAMP ON** and wait for reply. The other extn will have a "call waiting" signal on the screen.

Conference Calls

Establish 1st call (internal or external). Press **HOLD**, dial extension number or 9 + external number. Once answered, press **•CONF**, repeat that sequence to bring in other parties.

To Pick up Another Phone**DO NOT LIFT HANDSET**

When you hear it ringing, press **•PICKUP** on your display and then lift the handset (you have to be in a pickup group).

If more than one phone is ringing, press **•NEXT** until you find the extn you want to answer the call for.

To Set Up Diverts

Press **PROGRAM** then **DIVERT**, enter password (0000), you will then see the following :

• **ALL** **DONE** •
 • **ON BUSY** **NO ANS** •

Press the divert you want to program (1 of the 3).
Enter the extn no you want to divert your calls to, then
press • **DONE** and **PROGRAM** to quit.

To Divert your Phone

If you have programmed Divert **ALL** :
To switch on, press the **DIVERT** key.
To switch off, press the **GROUP** key.
(**ON BUSY** and **NO ANS** are always active).


Earpiece Volume

To adjust your earpiece volume whilst in conversation
press • **VOLUME**.
On the display, you will see :

• ----- ① •

Use the right & left soft key (•) either side of the
screen and you will increase/decrease the volume.
When happy, press •**DONE**.

Speaker Volume

This is the same as the earpiece volume, but the
display will show  instead of ① :

•**TONE** • **DONE**

• -----  •

Press the • on the left or right to increase/decrease
volume. •**DONE**, then **PROGRAM**.

DSS Keys

These can be both Extensions and Speed Dials.

To Program as Extensions

Press **PROGRAM** then the **DSS** button you want to
program, enter passcode (0000), then enter the extn
you want to program under that key and press **DONE**.
Select the next key, enter new extn no and • **DONE**.
Once finished, press **PROGRAM** to exit.

To Program As Speed Dials

Press **PROGRAM**, then **SPEED DIAL**, enter passcode
(0000), select the DSS key you want to program.

Enter 9 + tel number and press **•DONE**.
Select the next key, 9 + tel number, **• DONE**.
Once finished, press **PROGRAM** to exit.

**To call internally
using the DSS**

Press the key you've programmed.

**To call externally
using the DSS**

Press **SPEED DIAL** and then the key you've
programmed.

**To Access System
Speed Dials**

Press **SPEED DIAL** and then the required code
(**100-899**) and (**9000-9999**).

Ringer Volumes and Controls

Ringer Volume

Press **PROGRAM** and then **• RINGER**, enter
passcode (0000), select **• VOLUME**, you will then
see in the display :

●-----))) ●

Use the right or the left soft key (●) to increase or
decrease the volume.

Once finished, press **•DONE**, then **PROGRAM**.

Ringer Sound

Press **PROGRAM**, **• RINGER**, passcode (0000) and
•SOUND, you will then see in the display :

●-----))) ●

Use the right or the left soft key (●) to increase or
decrease the volume of your ring.

Once finished, press **• DONE**, then **PROGRAM**.

Scroll

If a ● appears next to the **SCROLL** key, this means
there is another menu(s).
Simply press **SCROLL** to view it/them.