



## DT310 / DT710 6-Button with LCD Quick Reference Card

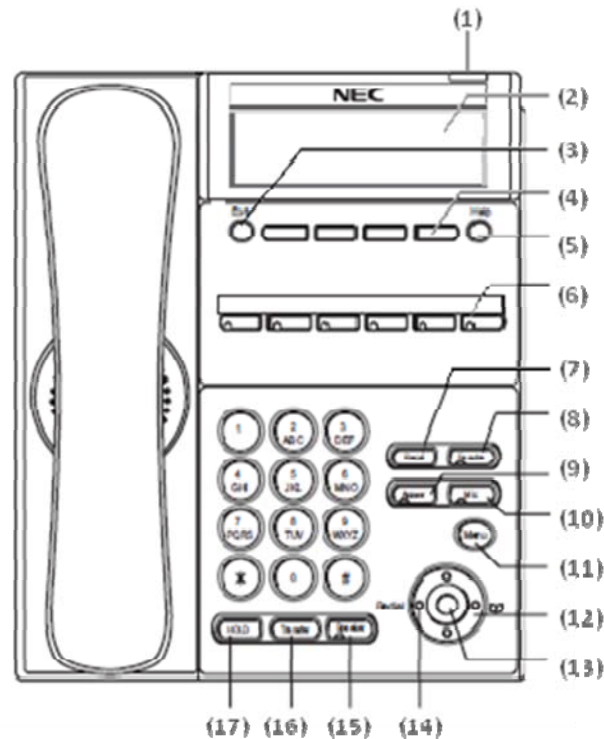
for DT310 / DT710 phones controlled by the

### SV8100 Communication Server

Some of the features described in this Quick Reference Guide might require additional programming in the Communication Server. For detailed information please consult the comprehensive User Guide available at: [www.nec-unified.com](http://www.nec-unified.com).

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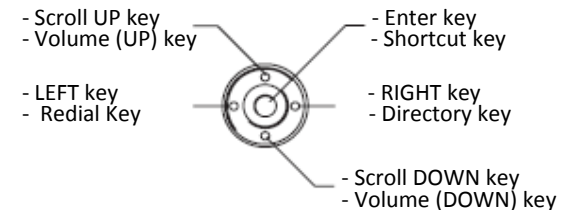
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1. **Call Indicator Lamp** - This lamp flashes when a call terminates to the terminal and lights steadily when a message is available.
2. **LCD** - Displays call information and options, Menu information and soft keys.
3. **Exit** - This key allows you to exit from the Menu or Help mode and go back to the main screen.
4. **Soft Keys** The Soft Keys show the available features for your current activity. Any feature shown at the bottom of the LCD is available.
5. **Help** - Press this key to display information about the Soft Keys that are in the current LCD display.
6. **Programmable Keys** - These can be additional Line Keys or Feature Keys. Press a key to get dial

tone for that line, or to execute the programmed feature code.

7. **Recall** - Press key to finish the call and hear the dial tone.
8. **Feature** - Used to activate any features and to program One-Touch Speed Dial Keys.
9. **Answer** - When the LED is ON, press the key to answer a waiting call.
10. **Mic** - Press this key to mute the microphone: the LED is OFF. Press the key again to un-mute the microphone. Be aware that this key is only for the hands-free microphone and does not have any effect on the headset.
11. **Menu** - Press this key to access the functions which are used now and then (such as terminal settings).
12. **Cursor Key** - Use this key to access various features with simple operation.



13. **Enter Key** - Shortcut Menu for frequently-used features or confirmation of a selected menu item.
14. **Redial Key** - Press key to activate redial feature.
15. **Speaker** - Controls the built-in speaker which can be used for Hands Free dialing/monitoring.
16. **Transfer** - Allows the station user to transfer established calls to another station.
17. **Hold** - Places current call on hold. To resume the held call, press the Line Key. During a held call, you can dial another party by selecting a New Flexible Line Key which provides dial tone.

## BASIC SETTINGS

### To adjust handset volume

Press the Scroll UP / DOWN key in the off-hook status or during a call.

### To adjust speaker volume

Press the Scroll UP / DOWN key during speaker phone operation, or during a call that is being played on the speaker.

### To adjust ring tone volume

Press the Scroll UP / DOWN key during ringing.

### To adjust LCD contrast

Press the Scroll UP / DOWN key when in idle mode to adjust the LCD contrast.

## MAKING CALLS

1. Lift the handset or press the Speaker key to receive dial tone.
2. Enter the telephone number of the required party.

## CONFERENCE CALLS

1. While on a call, press the CONF soft key.
2. Dial desired number.
3. After call is answered, press the ADD Soft key
4. To begin conference, press the BEGIN soft key
5. Three-way conference is established.

## TRANSFERRING CALLS

1. While on a call press the Transfer key.
2. Dial destination telephone, hang up or wait for answer.

## CALL HISTORY

### To view information about Outgoing Calls (REDIAL) and Incoming Calls (CID) on your telephone

1. Press the LIST soft key.
2. Press the REDIAL Soft Key to view Outgoing Calls or the CID Soft Key to view Incoming Calls
3. Press the UP/DOWN keys to go through the list.

## DIRECTORY DIALLING

1. Press DIR Soft Key.
2. Press Soft Key for Directory Dialling type:  
ABB = Common Abbreviated Dialling.  
EXT. = Co-worker's extension numbers.  
STA. = Personal abdiads (1-10).  
TelBK = Telephone book data.
3. Dial letter/number range for the party you want to call (e.g., dial 2 for A, B, C or 2).
4. Press the Down Arrow Soft Key to jump to that section.
5. Press Up or Down Arrow Soft Key to scroll through the list.
6. Press SPEAKER key or lift handset to place call or press DIAL soft key

## FUNCTION KEYS

One or more Programmable Keys can be pre-programmed with a dedicated function or a telephone number.

Ask your system administrator for more details.

### Function

Ask your system administrator for more details.

## STANDARD FEATURE CODES

The following list of feature codes might require additional programming in the Communication Server. Please contact your system administrator for more details.

9	Outside Number
810	Break In / Executive override
850	Call Back set
850	Start Call Waiting
848	Call Forwarding-All Calls set
8480	Call Forwarding-All Calls cancel
843	Call Forwarding-Busy set
8430	Call Forwarding-Busy cancel
845	Call Forwarding-Don't Answer set
8450	Call Forwarding-Don't Answer cancel
844	Call Forwarding (No answer & Busy) set
8440	Call Forwarding (No answer & Busy) cancel
870	Call Back cancel
847	Do Not Disturb set
8470	Do Not Disturb cancel
841	Message Waiting Lamp Control set
871	Message Waiting Lamp Control cancel