

# *business*phone

...it's your business



*User's Guide*

BUSINESSPHONE 250  
BUSINESSPHONE 50

Portable Telephones  
DT400 / DT410 / DT420 / DT430

BUSINESSPHONE 250 / BUSINESSPHONE 50 - VERSION 5.0  
PORTABLE TELEPHONE DT400 / DT410 / DT420 / DT430

USER'S GUIDE

EN/LZTBS 102 242 R1A

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This is my opinion on the  
BusinessPhone 250 / BusinessPhone 50  
DT400 / DT410 / DT420 / DT430  
Portable Telephone User's Guide, article  
number EN/LZTBS 102 242 R1A:

Name.....

Position .....

Company.....

Address .....

City.....

Postcode ..... Country .....

.....[E]

Fax.....

Email.....

Size and format:

**Instructions:**

### Symbols and illustrations:

Description of functions:

## Quick reference guide:

I have found some errors/ I suggest these improvements:

Page

Please feel free to add pages if you need more space!

Welcome to the User's Guide for the following portable telephones from Ericsson:  
DT400, DT410, DT420 and DT430 in the BusinessPhone 250 / BusinessPhone 50 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.

During calls the opposite party's name or number is indicated in the display. Only a selected number of display images, however, are shown in the User's Guide for your reference.

*Note: The features described in this user's guide are related to version 5.0 of the BusinessPhone 250 / BusinessPhone 50 system, some features described might not work in earlier version of the system.*

Some features described in this user's guide might be protected by a hardware dongle that has to be bought separately.

The portable telephones are DECT-SMS (CTM FP-2) business cordless telephones and they comply to the GAP (Generic Access Profiles), ensuring that they are compatible with and connectable to DECT products from different manufacturers.

Your organizations premises is covered by a number of cells which forms the coverage area. You can make and answer calls anywhere within this area, outside the area you will lose contact with the system.

Company coverage



To get the most from your portable telephone and this User's guide, we recommend to read the "Important", "Description", "Incoming/Outgoing calls" and "Installation" sections first.

The User's Guide describes the facilities of the BusinessPhone system and the portable telephones with a factory defaults programming. There may be some differences in the way your phone is programmed. Please consult your system administrator if you need further information.

**CE 0344 X**

*This Portable Telephone complies with the requirements of the following European Council Directives:  
91/263/EEC concerning telecommunications terminal equipment  
73/ 23/EEC concerning electrical safety  
89/336/EEC concerning electromagnetic compatibility*

Portable DT400 / DT410 / DT420 / DT 430  
BusinessPhone 250 / BusinessPhone 50

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**IMPORTANT  
GENERAL**

This section describes the information that is important to know before you use the portable phone and the functions described.

*Note: This User's guide describes the supported BusinessPhone 250/50 functions together with the most commonly used telephone specific functions. All telephone specific functions are listed in the menu structure.*

---

**PREPARING FOR USE**

Before using your portable the first time you have to charge and connect the battery, see section "Installation".

*Note: Place the portable in the charger and charge it for at least one hour before using it the first time.*

---

**GUIDELINES**

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

---

**Intrinsic safety**

The portables DT400, DT410 and DT420 are IP54 classified, which means that they are not specified as intrinsically safe. Do not use them in hazardous areas.

Only the DT430 is designed for environments requiring intrinsically safe equipment and therefore IP64 and EX-classified.

---

**Battery handling**

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

*Note: Only use the charger that is delivered with your portable to charge the battery.*

**(continued)**

### **GUIDELINES** **(continued)**

#### **Cleaning**

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

---

#### **Treatment**

Although the portable telephones are resistant to water spray, dust and soil, you should handle your phone always with care. Do not expose the portables to direct sunlight for long periods and keep your phone away from excessive heat.



## DESCRIPTION GENERAL

This section gives you a short description of your portable telephone, how to switch on/off your portable and how to answer and make calls.

## DESCRIPTION DT400 / DT410 DT420 / DT430



### 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 owner id etc.

The lower row displays different states, visualized by icons.

#### The display



#### Texts in the display

**System A**

##### System indication

The portable is in contact with System A. It is also possible for the system to be named another letter, depending on your system settings.

**No System**

##### Out of coverage

The portable is not in contact with any system. Please ask your system administrator to log on the portable.

## Display icons



### Call / “Off hook”

Appears when your portable is off hook and flashes during ringing.



### Low battery

An attention beep is heard and the “Low battery” icon is displayed when it is time to charge the battery.



### New message

Indicates that a new message has been received. (DT 400 only voice messages). The symbol will remain until you look at the message and press OK.



### Ringer off

Ringing signal muted or microphone off. High priority messages will override this setting.



### Text mode

Indicates that you can type both numbers and letters.

***Note:** The following feature is only available for the DT420 and DT430 telephones. To use this feature with the DT420, the telephone must be equipped with an optional device.*



### Non-movement alarm on

Indicates that the Non-movement alarm is set.



### Non-movement alarm activated

The icon starts to flash and you hear a warning signal if you have not moved within 30 seconds. If you do not reset the alarm within 5 seconds, an alarm message is sent and the display shows “**Non-movement**”.

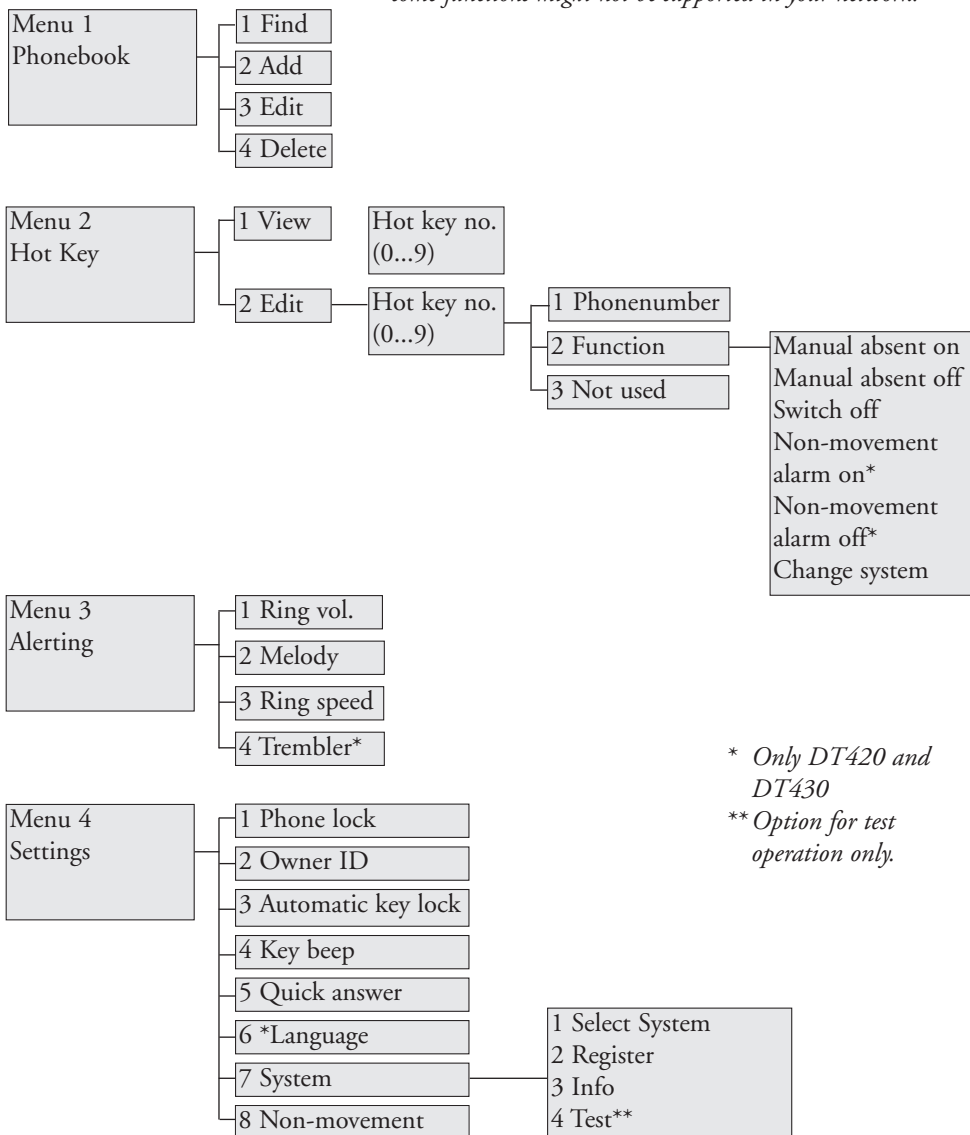
## Additional display features

Depending on which network you are connected to, additional display features are available. Ask your system administrator if you require additional display features.

## MENU STRUCTURE

The available portable specific telephone and network functions can be accessed via the menus. Use the OK key to enter the menu mode and confirm the setting. With the Scroll key you can browse within each menu. To exit a menu, press C.

*Note: Since the portables can be used in several networks, some functions might not be supported in your network.*



\* Only DT420 and DT430

\*\* Option for test operation only.

## SWITCHING ON/OFF THE PORTABLE

### Switch on



#### Press until the display lights up

If the portable does not switch on or the battery icon is displayed, the battery is low. Charge the battery.

The display shows:

Switch on?



#### Press OK to confirm

Now you can use your portable.

*Note: If the message No System is displayed you cannot make or answer calls.*

---

### Switch off

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

The Switch off function has to be programmed as a Hot key, see section “Edit a Hot key”.

If you already programmed a Hot key:



#### Press and hold the Hot key

The display shows:

Please wait

After a few seconds, the display turns blank.  
Now your portable is switched off.

### INCOMING CALLS GENERAL

A ringing signal and the flashing red LED indicate an incoming call.

### ANSWER CALLS

The first row of the display shows the caller's number and the last row shows the call icon:



#### **Press to answer**

If the number is in the phone book, the name is shown instead.

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

### Mute ringing signal

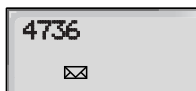


If the portable rings at an inconvenient moment:

#### **Press the mute button on the right side of the phone to suppress the ringing**

Now only the red LED will indicate an incoming call.

If you did not answer a call, the text message icon will appear in the display:



The caller will receive no answer.



**Press the “Arrow up” Scroll key to view the phone number of the caller**

The display shows the caller's phone number:

4736

A rectangular box representing a phone display. It has a light gray background and a black border. The number '4736' is displayed in a black, pixelated font in the top-left corner.

**Press to exit**

**or**



**Press to dial the displayed number and call back the caller**

---

## End the call



**Press**

The display shows the duration of the call:

Time = 01:22

A rectangular box representing a phone display. It has a light gray background and a black border. The text 'Time = 01:22' is displayed in a black, pixelated font in the top-left corner.

## OUTGOING CALLS GENERAL

Sometimes you make a call but the person is not available. These functions will help you in your attempts to establish contact with the called party.

You can also make a call via the phone book, see section “Phone book”.

## MAKE CALLS



Internal and external calls.

### Enter the telephone number and press

The number may be any of the following:

- an extension number,
- an external number, where 0 is the digit for external call access.




To insert a pause if you have to wait for dial tone (on hook).

The dialled number is shown in the display. Your portable will go off hook and establish the connection.



### Press to end the call

#### Notes:

- Correct a wrong entry by pressing the C-key.
- If you decide not to make the call while keying in the number, press “C” to stop.
- If you receive a call while keying in the number, simply press  to answer.
- You can make your calls faster by programming Hot keys with frequently used numbers.

## Off Hook

If you prefer to dial a number off hook:



### Press

Dial tone.



### Key your number on-line

*Note: When dialling this way, the C-key cannot be used to erase digits.*



## REDIAL NUMBER FROM LAST DIALLED LIST

The last ten dialled numbers are memorized by your portable. You can redial one of these numbers by selecting the number from the redial list.



### Press the “Arrow down” Scroll key until the desired number is displayed

You can store numbers permanently by adding them to your phone book, see section “Phone book”.



### Press to redial

The display will show the dialled number.

*Note: The list of last dialled numbers will be cleared if the power of your portable is lost.*

## Delete all numbers

If you want to delete all numbers in the redial list:



### Press to scroll to the last position

The display shows:

'OK'  
deletes all



### Press to delete all redial numbers

## AUTOMATIC CALL-BACK

You call an extension and receive busy tone or get no answer.



### Press

Verification tone.



### Press

You are called back if the extension finishes the ongoing call or the next time the extension finishes a new call. You have to answer within eight seconds otherwise the call-back service is cancelled.

### BUSY EXTENSION

You call an extension and receive busy tone.

---

#### Camp-on

You can notify a busy extension of your call by a muted ringing call (if this function is allowed).

4

#### Press to camp on

Keep the handset off hook. When the called extension replaces the handset, it will be called automatically.

*Note: If you receive the busy tone again, the desired extension does not allow camp-on.*

---

#### Intrusion

You can intrude on an ongoing call on a busy extension (if this function is allowed).

8

#### Press to intrude

Intrusion tone is heard and a three-party call is established. When the called extension replaces the handset and you keep off hook, the called extension will be recalled automatically.

*Note: If you still hear the busy tone, then your extension does not have the authority to intrude or the desired extension is protected against intrusion.*

DURING CALLS  
GENERAL

The BusinessPhone 250 / BusinessPhone 50 system allows you to handle calls in many different ways. You can make an inquiry, transfer the call, create a conference, mute the microphone and ringer or put the call on hold to perform other tasks.

INQUIRY

During an ongoing conversation you like to make an inquiry to an internal or external party.



**Press**

The first call is put on hold.



**Call the third party**

When the third party answers, you can switch between the calls, create a conference and end one of the calls.

Refer back

You can switch between the connected parties:



**Switch between calls**



**Press to terminate**

The ongoing call is terminated. The other call is connected.

*Note: Sometimes the "R"-key must be pressed twice. Whether you can put internal calls on hold or transfer calls to external lines depends on your PBX. Consult your system administrator.*

### TRANSFER

You have an ongoing internal or external conversation and you want to transfer an ongoing call.



#### Press



#### Call the third party

You can transfer the call before answer or wait for answer.

*Note: Make sure, that you are connected to the desired party. Please read the notes and warnings in section “Useful hints”.*



#### Press

The call is transferred.

---

### Transfer to a busy extension

You can even transfer calls to busy extensions. The other party will hear a muted signal (camp-on), and the call will be extended, as soon as the ongoing call is terminated (if camp-on is allowed).

---

### Call-back

You are called back, if you have transferred an external call and the other extension has not answered the call within a certain time. Your telephone will ring again.

## CONFERENCE

You have a conversation and you want to establish a telephone conference.



### Press

Dial tone.



### Call the third party



### Press to establish a three party conference

Now you have established a three party conference. To mark the conference, all conference members will hear a periodical conference tone.

### Repeat the procedure to include other persons to the conference

In this way, you can include up to six parties in a conversation. How many of them can be external callers depends on the programming of the system.



### End the call to leave the conference

## LOUDSPEAKER MODE

During a call, you can set the volume of the earpiece to maximum with pressing just one key. Then use the volume buttons to increase or decrease the volume to a suitable level.

This function is extremely useful in situations when you need to follow instructions over the phone while having your portable clipped on.



### Press to change to loudspeaker mode

The volume of the earpiece is set to maximum and the microphone is muted.



### Press again to return to normal mode

The volume of the earpiece is set to normal and the microphone is turned on again.

### MUTE MICROPHONE

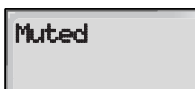


To mute the microphone during an ongoing conversation:

**Press the mute button at the right side of the telephone to turn the microphone off**

The microphone is disconnected and the caller will not hear an ongoing conversation or environmental noises.

The display shows:



**Press again to turn the microphone on**

***Note:** It is advised to use this feature instead of putting a call on hold. A call on hold may be diverted to your operator, directly or after some time.*

---

### MUTE RINGER OR WARNING

If the portable rings or a warning sounds at an inconvenient moment, e.g. when the battery runs low, you will be warned by a battery low sound (4 short beeps).



**Press shortly to mute the ringing or warning for the moment**

The Ringer off icon turns on to indicate that ringing is suppressed.

***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.*

CALL FORWARDING  
GENERAL

When you are not available to take calls or decide to answer your calls on another extension, it is useful to forward your calls to an alternate answering position. If you urgently need to talk to someone who has forwarded his calls, the system is also equipped with a bypass function.

Depending on the type of diversion you are also able to record your personal greeting, see section “Personal greeting”.

*Note: You can still make calls as usual.*

Diversion on no reply

If you are not available to answer incoming calls (internal or external), your system administrator can program your portable to automatically divert calls to a programmed diversion address (default time: 15 seconds).

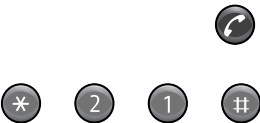
Diversion on busy

If your portable is busy and you receive an incoming call (internal or external), your system administrator can program your portable to automatically divert the call to a programmed diversion address.

FIXED DIVERSION

This function directs your calls to a pre-programmed answering position (e.g. secretary).

Activate fixed diversion

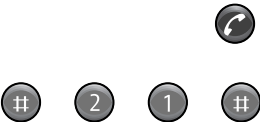


Press

Dial

Special dial tone. All calls to your extension are directed to a pre-programmed address.

Cancel diversion



Press

Dial

Special dial tone.

### INDIVIDUAL DIVERSION

This feature gives you the possibility to divert your calls to internal and external positions, e.g. to any directory number, a colleague's extension, an external number or a common abbreviated number (e.g. your car telephone).

*Note: In order to prevent misuse, individual external diversion can be blocked for your extension, see section "Security".*

#### Program and activate internal diversion

Divert your calls to an internal position.



**Press**



**Dial**



**Enter the new diversion address and press**

Verification tone. You can make outgoing calls as usual. A special dial tone reminds you that "Call forwarding" is active.

*Note: An individual internal diversion cannot be activated if an individual external diversion is already activated.*

#### Cancel internal diversion



**Press**



**Dial**

Individual diversion is cancelled.



## Program and activate a new external diversion address

To set a new individual external diversion address:



**Press**



**Dial**



**Dial the digit(s) for external call access and enter the new external diversion address**

A maximum of 24 digits.



**Press to activate the individual diversion**

Verification tone.

*Note: Individual external diversion can also be used via the DISA function, see section “Other useful facilities”.*

## Cancel external diversion



**Press**



**Dial**

*Note: The programmed diversion address is not removed from the memory, the diversion is just inactive.*

## Re-activate external diversion

Divert your calls to an external position:



**Press**



**Dial to activate the programmed external diversion**



**Press**

You can make outgoing calls as usual. A special dial tone reminds you that “Call forwarding” is active.

### FOLLOW ME

If your portable is not available, you can still answer your calls by forwarding them to where you are. To activate Follow me, “Individual Diversion” must be active on your telephone.

#### Activate Follow me

*Note: This procedure has to be executed from the telephone the calls are diverted to.*



**Press**



**Dial**



**Dial your number and press**



**Dial the new number to where incoming calls should be diverted**



**Press**

Special dial tone.

#### Cancel Follow me

Follow me and individual diversion can also be cancelled from the answering position.



**Press**



**Dial**



**Dial your number**



**Press to cancel Follow me**

Dial tone.

## BYPASS CALL FORWARDING

Bypass call forwarding me makes it possible to call a specific extension, even if call forwarding is activated on this extension.



**Press**



**Dial**



**Dial the extension number**



**Press**

You will be connected to the specified extension, regardless of which type of call forwarding the called extension has activated.

## INFORMATION GENERAL

If you are not in the office for a certain period of time (e.g. meeting, vacation, lunch, illness), this feature allows you to inform your callers why you are absent.

*Note: When you have activated a diversion with a personal greeting, callers will receive this greeting instead of your activated absence information.*

You can inform your callers with:

### 1) Pre-defined texts

Enter the reason for your absence and the date and time of your return. Internal callers receive the information on the display (or as spoken information to callers without display phone). External callers will be routed to the operator who also has access to your absent info.

### 2) Voice information

Record a voice message and name your absent information. Internal callers will hear the information via the handset or the loudspeaker. External callers will be routed to the operator who also has access to your absent info.

## ENTER INFORMATION

To store text or voice information.



**Press**



**Dial to enter the information mode**



**Select "Pre-defined text" or "Voice information"**

## Voice information



**Press**



**Dial to enter the information mode**



**Press and speak**



**Press to play-back and listen to your recording**



**Press and speak to re-record**



**Press to send**

Information active.

*Note: You can dial your own extension number if you want to check your information.*

**(continued)**

ENTER INFORMATION  
(continued)

Pre-defined texts

See table below.



Enter "Code" and



Enter "Completing info"

	Code	Completing info
Time of return	1	hour (00-23) minute (00-59)
Date of return	2	month (01-12) day (01-31)
Lunch	3	back at, hour minute
Meeting	4	back at, hour minute
Vacation	5	back, month day
Illness	6	back, month day



Press to enter the information

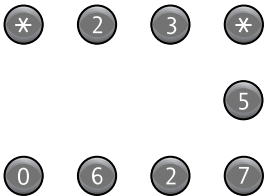
Verification tone. Internal callers receive the information on the display (or as spoken information to callers without display phone).

Pre-defined texts  
Example:

*Vacation, back June 27*



Press



If you do not know the time of return, just press #.  
Information active.

## SAVE INFORMATION

When the information is active:



**Press**



**Dial**



**Press**

Verification tone. Information is passive and stored for later use.

## Use saved information

When the information is switched off:



**Press**



**Dial**



**Press to activate saved info**

Verification tone. Information is active.

*Note: You can edit a Hot key to activate or deactivate the information, see sections “Edit a Hot key” and “Manual absent”.*

## ERASE INFORMATION



**Press**



**Dial to erase info**

Verification tone.

### INTERNAL MESSAGES

#### GENERAL

You can send a call-back or a voice message when you call an extension and receive busy tone or get no answer. The BusinessPhone 250/50 system is also equipped with a dictaphone function.

---

#### SEND MESSAGE

You call an extension and receive the busy tone or no answer.

Two possibilities exist:

##### 1) Call-back message

##### 2) Voice message

See also section "Mailbox System".

---

#### Call-back



**Press to send a "call me" message**

---

#### Voice

If you want, you can send a voice message instead:



**Press and speak**



**Press to play-back**



**Press and speak to re-record**



**Press to send**



## CHECK AND STORE RECEIVED MESSAGES

A received message is indicated with a message icon (envelope) in the display (a special dial tone can also be used to indicate a waiting message, if programmed). In addition you can see the number of queued messages in the display.

Received messages are divided into following three categories:

- New messages (not heard or read)
- Heard/Read messages
- Stored messages

*Note: Messages are deleted from the system after a certain time. The time depends on which category the message belongs to. Please ask your system administrator regarding this.*

## Call me and voice messages



**Press**



**Dial**

You can check and store your received messages. Up to 20 messages can be stored.

Voice messages will be heard via the handset. “Call me” messages will call the sender automatically (these messages cannot be stored).

*Note: Depending on the configuration, you might be asked for your password before you can retrieve your messages. See section “Security”.*

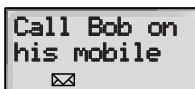
### TEXT MESSAGES

*Note: This feature is only available for the DT410, DT420 and DT430 telephones.*

With your portable you can receive important messages of up to 128 alphanumeric characters. The last 10 messages are stored for quick reviewing, so you need not miss a message.

When you receive a new message, a message tone sounds and the “New message” icon appears in the display.

The text message is displayed for one minute:



After 60 seconds, the display changes to normal and the message is stored in the memory. The new message icon is still displayed to remind you that you have a new message:



#### **Press the “Arrow up” Scroll key to view the stored text messages**

Continue to press the key to scroll between the messages.



#### **Press to accept the message**

This will cause the New message icon to disappear.

*Note: If you scroll through unaccepted messages, they are automatically accepted and the New message icon disappears.*



#### **Press to delete the message**

If you want to delete all numbers in the message list:



#### **Scroll to the last position**

The display shows:



'OK'  
deletes all  
messages



**Press to delete all messages**

---

## MANUAL ABSENT

*Note: This feature is only available for the DT410, DT420 and DT430 telephones.*

Activate manual absent if you cannot receive any messages. The system will then receive an absent notice, and keeps track of if you can be reached or not.

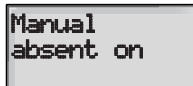
This function has to be programmed as a Hot key. Set one Hot key as “Manual absent on” and another as “Manual absent off”. How to program a Hot key, see section “Edit a Hot key”.

### Activate



**Press and hold the pre-programmed Hot key**

The display shows:



Manual  
absent on

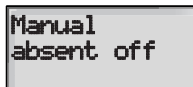
---

### Deactivate



**Press and hold the pre-programmed Hot key**

The display shows:



Manual  
absent off

### DICTAPHONE FUNCTION

If you want to record and retrieve personal voice messages you can use the dictaphone function. A dictaphone message is treated as a normal message. How to retrieve dictaphone messages, see section “Check and store received messages”.

---

#### Record message

To start the recording:



**Press**



#### **Dial and record your message**

The maximum recording time is four minutes and 15 seconds.

Select options below:



**Press to play-back**



**Press and speak to re-record**



**Go “on hook” to stop recording and save the message**

## MAILBOX SYSTEM GENERAL

While you are away from the office, callers can leave messages in your individual mailbox. You are also able to record your personal greeting, see section “Personal greeting”.

## INDIVIDUAL MAILBOX SYSTEM

If you are not in the office, you can give the service to the caller to leave a message in your mailbox.

### Activate

Divert your extension to the mailbox system.



**Press**



**Dial**



**Dial the number to the mailbox system**

Ask the system administrator for your defined mailbox number.



**Press**

Special dial tone.

### Deactivate



**Press**



**Dial**

(continued)

## INDIVIDUAL MAILBOX SYSTEM (continued)

### Retrieve messages internally

When the message icon appears in the display.



**Press**



**Dial**

See section “Check and store received messages”.

---

### Retrieve messages externally

To retrieve your messages from an external position:

**Lift the handset**



**Dial your company’s telephone number**



**Dial the number to the mailbox system**

During the procedure you will be asked for your extension number and your password.

PERSONAL  
GREETING

Depending on the type of diversion you want to activate, you can leave three different personal greetings to the caller. The diversion state can be on no reply, on busy or an activated individual diversion.



Dial



Press

During this procedure you will be asked for your extension number. Depending on the system configuration you may be asked for a password, too.



Press to configure your personal greeting



Enter diversion code

Select an option below and follow the voice announcements.

Type of diversion	Code
Diversion greeting on busy	1
Diversion greeting on no reply	2
Individual diversion greeting	3



Press to store the recorded greeting

When you activate the diversion, the recorded greeting is played to the next caller.



Press to end

*Note: When you have activated a diversion with a personal greeting, callers will receive this greeting instead of your activated absence information.*

### HOT KEYS GENERAL

A Hot key is one of the ordinary number keys 0 to 9. By using the Hot keys, you can make calls or activate a function by simply pressing and holding just one key.

Up to 10 of your personal most frequently used internal and external numbers or even functions can be assigned for single key activation with a hot key. The hot key programming is stored on the SIM card of your telephone.

---

### DIAL WITH A HOT KEY



#### **Press and hold the pre-programmed Hot key**

A number between 0 and 9. The display shows the pre-programmed number. The number is dialled and the connection will be established automatically.

If you want to cancel the dialling:



#### **Press to cancel**

### ACTIVATE A FUNCTION WITH A HOT KEY



#### **Press and hold the pre-programmed Hot key**

A number between 0 and 9. The pre-set function will be activated.

---



## PROGRAM A HOT KEY WITH A PHONE NUMBER

How to program phone numbers on the Hot keys 0 to 9.



**Press to enter the menu**

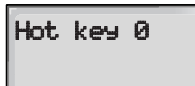


**Select “2 Hot key” and press**



**Select “2 Edit” and press**

The display shows:



**Select an empty key position**

Use the scroll keys to select a Hot key (0-9).



**Press**



**Select “1 Phone number” and press**



**Enter the phone number**

*Notes:*

- If you program an external number, you have to enter the prefix digit for external lines (e.g. “0”).
- You can also store codes that contain \* or #. For example, if you have to wait for the dial tone, enter \*.”



**Press**

*Note:* You can leave the menu any time without accepting the changes by pressing the C-key.



**Press to exit the menu**

### CANCEL ONE SPECIFIC HOT KEY NUMBER



**Press to enter the menu**

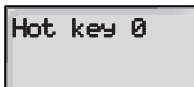


**Select “2 Hot key” and press**



**Select “2 Edit” and press**

The display shows:



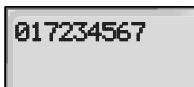
**Select the programmed Hot key**

Use the scroll keys to select a Hot key (0-9), that programming is no longer needed.



**Press**

The display shows the programmed phone number:



**Press to delete the phone number**

Now you can enter a new phone number or exit the menu by pressing C.



**Press to exit the menu**

## EDIT A HOT KEY

How to program a Hot key with a function:



**Press to enter the menu**



**Select “2 Hot key” and press**



**Select “2 Edit” and press**

The display shows:

Hot key 0



**Select an empty key position**

Use the scroll keys to select a Hot key (0-9).



**Press**



**Select “2 Function” and press**



**Choose one of the following options for the selected Hot key:**

Manual absent on

Manual absent off

Switch off

Non-movement alarm on

Non-movement alarm off

Change system



**Press to confirm**



**Press to exit the menu**

*Note: You can leave the menu any time without accepting the changes by pressing the C-key.*

### VIEW HOT KEYS

To check the current configuration, you can easily view the already programmed Hot keys:



**Press to enter the menu**



**Select “2 Hot key” and press**



**Select “1 View” and press**



**Select a key position and press**

The display shows the programmed phone number or function, for example:

Switch off



**Press to exit the menu**

### SET HOT KEY TO NOT USED

If you do not need a function or a phone number any longer, you can set the Hot key to “Not used.”

**Enter the “2 Hot key / 2 Edit” menu**



**Select the Hot key and press**



**Select “3 Not used” and press**



**Press to exit the menu**

## GROUP FACILITIES

### GENERAL

When you are working together in a team the following group facilities can be very useful.

### GROUP HUNTING

Your telephone can be included in one or several hunt groups. In a hunt group all members are represented with one common directory number. 16 hunt groups can be programmed, each containing 1 to 20 members. A member can be either an extension number, an operator console or a fictive number. Please ask your system administrator if you require this function.

*Note: The number of cordless extensions in a hunt group is limited to eight (including tandem configurations).*

Incoming calls to the hunt group are directed to free extensions in the group. The hunt order within the group can be changed to suit your needs. If no one answers an incoming call before the programmed time, the call is forwarded to the programmed answering position (e. g. operator).

*Note: If all members in a hunt group are busy, the call-back or intrusion functions are not available, however the camp-on function can still be used.*

### Log in

Before you can answer group hunting calls, you must log in.

To log in to one hunt group:



**Press**



**Dial**



**Dial the hunt group code**

Please ask your system administrator for the configured number.



**Press**

**(continued)**

### GROUP HUNTING (continued)

To log in to all hunt groups:



**Press**



**Dial**



**Press**

---

### Answer calls

Answer group hunting calls in the normal way.

---

### Log out

To log out from one hunt group:



**Press**



**Dial**



**Dial the hunt group code**

Please ask your system administrator for the configured number.



**Press**

*Note: If you are logged in to more than one huntgroup and log out from one of them, the display will show a special message.*

To log out from all hunt groups:



**Press**



**Dial**



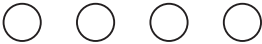
**Press**

## GROUP CALL PICK UP

In a pick up group, any member can answer any individual call to group members. You answer a call to a group member by dialling a special answering number. Please ask your system administrator for the configured number.



**Press**



### **Dial the group call pick up code**

Ask your system administrator for the group call pick up code.

## COMMON BELL

The common bell facility allows all extensions of the system (operator included) to pick up the call from an extension that has been predefined as a common bell extension.



**Press**



### **Dial the common bell pick up code**

Ask your system administrator for the common bell pick up code.

If two or more extensions simultaneously attempt to answer a call from the common bell extension, only the first extension will pick it up. The other extensions will receive the "number unobtainable" tone. This will also happen if you dial the common bell pick up code and there are no calls waiting at the common bell extension.

### OTHER USEFUL FACILITIES GENERAL

By using these facilities your productivity will be increased, e.g. you can set reminders for important meetings, place the costs for external calls on separate accounts and much more...

### REMINDER

The phone can be set to remind you at any time within the next 24 hours (multiple settings are allowed).



**Press**



**Dial**



**Dial reminder time and press**

(00-23) hour + (00-59) minute. When the time is reached your phone rings with recall signal.

*Note: If you receive busy tone, your extension does not have the authority to set a reminder.*

### Cancel reminder



**Press**



**Dial to cancel all settings**

### ACCOUNT NUMBER

You can place costs for external calls on a selected account number (up to 15 digits).



**Press**



**Press**



**Enter account number and press**

Internal dial tone, make the external call.



## DOORPHONE

The doorphone is used to monitor the admission to your company, i.e you can open the doorlock from your phone.

### Answering door-phone calls



#### Press

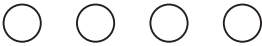
You will be in speech connection with the calling party.

### Opening of the doorlock



#### Press

After you have answered the doorphone, you can open the door making an inquiry to the door-opener's directory number



#### Dial the door-opener's directory number

Please ask your system administrator for the number.

## TANDEM CONFIGURATION

The tandem configuration is a unit, consisting of two telephones using the same directory number. One of the telephones is defined as the "Primary" and the other one as the "Secondary".

This function enhances the communication for users that, for example, have a wired phone on their desk (the "primary telephone") and need to be mobile within their company's building with their own portable (the "secondary telephone"). Basically the tandem configuration works as follows:

### To activate the tandem configuration



#### Press



#### Dial to log on the secondary telephone

For incoming calls:

- Both telephones are treated as 1 single extension.

For outgoing calls:

- Both telephones are treated as 2 separate extensions.

(continued)

### TANDEM CONFIGURATION (continued)

To deactivate the  
tandem configuration



**Press**



**Dial to log off the secondary telephone**

For incoming calls:

- The “secondary” telephone cannot be called and the “primary” telephone works as a normal “stand-alone” telephone.

For outgoing calls:

- Both telephones are treated as 2 separate extensions.

---

**Transferring a call  
between the members  
of a tandem unit**



**Press**



**Dial own directory number**



**Press**

---

### AUTOMATED ATTENDANT

The Automated Attendant facility sends voice instructions to external and internal callers, informing them of all possible options they can choose. Voice instructions lead the callers step by step to the desired destination.



**Press**



**Dial the automated attendant directory number**

Please ask your system administrator for the Automated Attendant directory number.

## DIRECT INWARD SYSTEM ACCESS (DISA)

If you are working externally and you have the need to make business calls, call your company and use the company PBX to build up an external call to the desired party. You just pay the costs for the phone call to your company. The other costs will automatically be placed on your extension number or on a special project.

*Note: To activate this function, you have to set a password. Which code to use and how to change it, see section “Select password”.*

You can also divert calls from your office extension to your external position, see section “Call forwarding”.

During the procedure you will be prompted for your password. See last page for a card to remember these specific numbers.

### Go “off hook” and dial the public number of your company



#### followed by the DISA number

Please ask the system administrator for the defined DISA number.



#### Dial the external number

or

#### Use the external diversion function

Procedure, see section “Call forwarding”.

*Note: If you program a new diversion address, remember to reset it when you return to your office.*

### NETWORKING

Networking is the connection of several premises within a company. The connection can be set up via leased lines, public lines, Local Area Network (LAN) or Wide Area Network (WAN). Ask your system administrator about details regarding networking.

### IP CALLS

IP calls are internal calls sent via an internal data network (LAN or WAN) and the transfer of data and voice is made on the same line. If you are connected to an internal data network the IP connection is made automatically. To minimize the traffic on the network the speech quality is decreased.

If the speech quality is not acceptable you can disconnect the IP call and switch to a non-IP call (alternative network). The switch from the IP net to the non-IP net is made during the call, so the call does not have to be disconnected.

If you want to switch to a non-IP net during the call:



**Press**



**Dial**

During the procedure the other party is put on hold. When the procedure is ready you will receive a special ringing tone and the call is resumed in the non-IP net.

***Note:** A switch to a non-IP call can only be performed if the original call is an IP call, otherwise you will receive a blocking tone.*

## LOCK THE KEYPAD

You can lock your keypad to avoid accidental activation or dialling a number by mistake. The following procedure describes the manual lock, but it is recommended to always have the automatic lock on.

How to set the Automatic key lock, see section “Settings”.

---

### To lock the keypad manually



**Press**

When you press a key, the display will show:

A rectangular box representing a phone display. It contains two lines of text: "Key locked" on the top line and "Unlock R\*" on the bottom line.

---

### To unlock the keypad

The following combination is always used to unlock the keypad, no matter if the phone was locked manually or automatically with the Automatic key lock feature:



**Press**

The keypad is unlocked. Now you can make calls as usual.

### ALARM

*Note: The alarm feature is only available for the DT420 and DT430 telephones.*

When you work alone and at risk, your personal safety is important. For situations like this, the DT 420 and DT430 telephones are equipped with a red alarm button on top. When you are in trouble, just press the Alarm button to summon help by sending a preset message to the alarm central, which distributes it (requires an external alarmserver).

---

### PERSONAL ALARM

#### Activate

**Press the red alarm button twice within 2 seconds**

The display shows:



You will hear a short, soft tone. An alarm is sent to the alarm central. After that, the telephone returns to standby mode.

*Note: You can always trigger the alarm, even when you are speaking, editing your settings or while the phone is locked.*

---

#### Cancel



**Press to cancel the personal alarm**

---

### TEST ALARM

**Press and hold the red alarm button**

The display shows:



**Press to cancel**

---

## NON-MOVEMENT ALARM

*Note: This feature is only available for the DT430. The DT420 can be fitted with an optional Non-movement alarm.*

If you have not moved within 30 seconds and are unable to raise an alarm yourself, a sensor inside the phone will alert the operator.

To use this feature, you have to activate the Non-movement alarm feature first. You can do this via the display menu or by programming the function as a Hot key, see “Edit a Hot key”.

### Activate Non-movement alarm



**Press to enter the menu**



**Select “4 Settings” and press**



**Select “8 Non-movement” and press**

The display shows:



*Note: If the Non-movement alarm is already turned on, the display will show “On” instead of “Off”. If you want to keep the alarm on, just press C to exit the menu without changes.*



**Select “On” and press**

The Non-movement alarm is set.

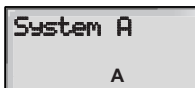


**Press to exit the menu**

(continued)

### NON-MOVEMENT ALARM (continued)

The display shows a small “A” in the last row. This indicates that the Non-movement alarm is set:



*Note: It is recommended to program two Hot keys to activate and deactivate the Non-movement alarm. How to program a Hot key, see section “Edit a Hot key”.*

---

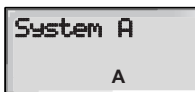
### Cancel Non-movement alarm

The alarm will go off when you have not moved within 30 seconds. Five seconds before the alarm is activated a warning signal sounds and the “A” icon starts to flash.

If it is not a case of emergency, you can cancel the non-movement alarm within this time.

### Move the telephone or press any key to cancel the alarm

The display returns to normal state:



The “A” icon on the display indicates that the non-movement alarm is still in operation.



**Send****Non-movement alarm**

If the alarm has not been reset during the warning signal period, the alarm is sent to the alarm central. No further action will be necessary.

The display will show:



---

**Deactivate****Non-movement alarm**

To deactivate the Non-movement alarm, you have to program a Hot key first, see section “Hot keys”.



**Press the pre-programmed Hot key to deactivate the alarm feature**

### PHONE LOCK

You can protect your portable from being used by unauthorized persons by locking it. the lock is manually activated.

*Note: To use this feature, you have to select a lock code first.*

### SELECT LOCK CODE

If you have not entered a code before and want to set the code for the first time:



**Press to enter the menu**



**Select “4 Settings” and press**

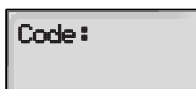


**Select “1 Phone lock” and press**



**Select “2 Set lock code” and press**

The second row of the display is empty:



**Enter a lock code**

The code may consist of 1 to 4 digits (no characters).



**Press to confirm**

The lock code is set.



**Press to exit the menu**

## CHANGE LOCK CODE

For security reasons, it is recommended to change the lock code from time to time:



**Press to enter the menu**



**Select “4 Settings” and press**



**Select “1 Phone lock” and press**



**Select “2 Set lock code” and press**

The display shows:



**Enter the actual lock code**



**Press to confirm**

The display changes to:



**Enter the new lock code (1 to 4 digits)**



**Press to confirm**

The new lock code is set.



**Press to exit the menu**

*Note: If you cannot remember the lock code, please contact your system administrator.*

### LOCK PHONE

*Note: To use this feature, you have to select a lock code first.*



**Press to enter the menu**



**Select “4 Settings” and press**

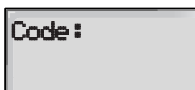


**Select “1 Phone lock” and press**



**Select “1 Lock Phone” and press**

The display shows:



**Enter your code (1 to 4 digits)**



**Press to confirm**

Now your portable is locked. If you press a key, the display will show:



To use your portable, you'll have to enter the lock code, see “Unlock phone”

## UNLOCK PHONE

If the phone was locked, the display will show:



**Enter the pre-set lock code (1 to 4 digits)**

*Note: The entered digits will not appear on the display.*

The portable is unlocked and you can make calls as usual.

## LEAST COST ROUTING GENERAL

Least Cost Routing (LCR) automatically selects the cheapest way to establish the connection to the desired external number. Please ask your system administrator if this function is installed in your system.

## LEAST COST ROUTING

If the extension has been configured to use LCR, each external call will be analysed and the cheapest way will be selected.

### Use least cost routing



**Press**



**Dial the digit(s) for external call access and the external number**

The usual way of making an outgoing external call.

### Calling least cost routing

If LCR has been installed in your system, but your extension is not configured to use it automatically, you also have the opportunity to get the cheapest connection by dialling the LCR code before you dial an external number.



**Press**



**Dial the LCR code**

Please ask your system administrator for the LCR code.



**Dial the digit(s) for external call access and the external number**

## PHONE BOOK GENERAL

Your portable is equipped with a personal phone book where you can make up to 75 entries (names and numbers). The phone book entries are stored in the SIM card in your portable.

### Notes:

- It is not possible to download a pre-programmed phone book to the portable.
- Phone book numbers have a maximum of 24 digits.
- Phone book names have a maximum of 16 characters.
- An indication that the phone book is full, means that you have to delete an entry before you can add a new one.

## USE THE PHONE BOOK

Access the names and numbers of the phone book.



**Select "1 Phone Book"**



**Press**



**Use the Scroll key to select the required option**

## MAKE A CALL VIA THE PHONE BOOK

When you have accessed the phone book:



**Access "1 Find" and press**

The display shows:



**(continued)**

## MAKE A CALL VIA THE PHONE BOOK (continued)



**Press the key which has the first letter of the name you are looking for**

How to write text, see section “Write text”.



**Press to confirm**

The first name beginning with that letter is displayed.



**Scroll up or down until you find the name and press**

The number is dialled.

## ADD A NAME OR A NUMBER TO THE PHONE BOOK

When you have accessed the phone book:



**Access “2 Add” and press**



**Enter a name and press**

A name may have up to 16 characters.

How to write text, see section “Write text”.

The display changes to:



**Enter the telephone number and press**

The name and number are stored in the phone book.



**Press to exit the menu**



## CHANGE A NAME OR A NUMBER IN THE PHONE BOOK

When you have accessed the phone book:

*Note: If you only want to change a name or a number press "OK" instead of "C" to proceed, otherwise all changes will be cancelled.*



**Access "3 Edit" and press**



**Enter the first letter of the name and press**

How to write text, see section "Write text".



**Scroll up or down until you find the name and press**

The display shows the name, for example "Smith":



**Press to erase the name**



**Enter the new name and press**

Now the display shows the associated number:



**Press to erase the number**



**Enter the new number and press**



**Press to exit the menu**

### DELETE A NAME OR A NUMBER FROM THE PHONE BOOK

When you have accessed the phone book:



**Access "4 Delete" and press**

Name :
abc



**Enter the first letter of the name and press**

How to write text, see section "Write text".



**Scroll up or down until you find the entry**



**Press to delete the name and number**



**Press to exit the menu**

## WRITE TEXT

The characters that you can enter, are written above each key. Use the keypad to write text. Below is explained how to write text when you add a new name in the phone book menu.



### Access "2 Add"

The portable changes to text entry mode automatically.

**Name :**  
 abc

*Example:*



### Press a digit

1 time	result	J
2 times	result	K
3 times	result	L
4 times	result	5



### Press to confirm your edit



### Press to exit the menu

## Control keys

While entering a name or a number you can use the following keys for control and navigation:



### Press to add a dial tone pause



### Press to enter a space



### Press to correct a wrong entry

(continued)

WRITE TEXT  
(continued)

Special characters

See the table below how to find a special character.

Number of keypresses

Key	1	2	3	4	5	6
1	-	.	:	1		
2	A	B	C	Å	Ä	2
3	D	E	F	3		
4	G	H	I	4		
5	J	K	L	5		
6	M	N	O	6		
7	P	Q	R	S	7	
8	T	U	V	8		
9	W	X	Y	Z	9	
0	0					
#		#				

*Note: Depending on the selected menu language, other characters might be available, which means that the character order differ from the table above.*

Example special  
characters:



To enter Å press 2 (five times)

1 time	result	A	4 times	result	Å
2 times	result	B	5 times	result	Ä
3 times	result	C			



Press to confirm your edit



Press to exit the menu

## SETTINGS GENERAL

In order to satisfy your personal needs, the portable is equipped with a number of setting options. This section describes how to customize your telephone. All of the following functions are accessed via the menu “Settings”.

The menu structure at the beginning of this user’s guide will give you an overview of the available functions.

### OWNER ID

With this function, you can program your personal Owner ID. The Owner ID may consist of up to 12 alphanumeric characters.

#### Enter Owner ID



**Press to access the menu mode**

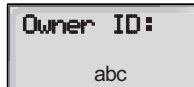


**Select “4 Settings” and press**



**Select “2 Owner ID” and press**

The display shows:



#### Enter your Owner ID

The portable changes to text entry mode automatically. How to write text, see section “Write text”.

For example, you would like to enter your name:



**Press to confirm**



**Press to exit the menu**

The display returns to normal state and shows the entered Owner ID.

### AUTOMATIC KEY LOCK

You can set the keypad to lock after 20 seconds after the last usage.



**Press to enter the menu**



**Select “4 Settings” and press**



**Select “3 Automatic key lock” and press**



**Scroll to choose between “Yes” and “No” and press**



**Press to exit the menu**

The automatic lock will be activated after 20 seconds.

To use your portable again:



**Press to unlock**

The portable is unlocked and you can make calls as usual.

---

### KEY BEEP

Use this feature to set if you want every keystroke to be confirmed with a short tone or not:



**Press to enter the menu**



**Select “4 Settings” and press**



**Select “4 Key beep” and press**



**Scroll to choose between “Yes” and “No” and press**



**Press to exit the menu**

Depending on the previous setting, the key beep will be turned on or off.

## QUICK ANSWER

When this function is activated, you can answer incoming calls by simply taking the portable out of the desktop charger. You do not need to press the Call key.



**Press to enter the menu**



**Select “4 Settings” and press**



**Select “5 Quick Answer” and press**



**Scroll to choose between “Yes” and “No” and press**



**Press to exit the menu**

## LANGUAGE

The display messages are available in ten languages: English, Spanish, French, Italian, Dutch, Norwegian, Suomi, Swedish, Danish and German. Select your preferred language options in the “**Settings/Language**” menu.

### Select language



**Press to enter the menu**



**Select “4 Settings” and press**



**Select “6\* Language” and press**



**Scroll up or down to select a language and press**



**Press to exit the menu**

## SYSTEM

Use this menu to select a system and view all telephone related information.

*Note: How to register to the system is described at the beginning of this guide. The options “Test” and “Register” may only be performed by the system administrator and are described in a separate documentation.*

## SELECT SYSTEM

When you have registered to more than one system, you can manually select to which system to connect.



**Press to enter the menu**



**Select “4 Settings” and press**



**Select “7 System” and press**

The display changes to:



**Press**

The display shows:



**Press**



**Scroll up or down to select an available system**

You can connect to up to four different PBX systems with your portable, normally named “A”, “B”, “C” and “D”.

*Note: The normal setting though is “Auto”. This setting makes the portable automatically look and connect to a system.*



**Press to exit the menu**

Your portable is now connected to the selected system.



*Note: If you are often moving between systems, it might be convenient to change system quickly. Therefore you can set the “Change system” function as a Hot key. This way you are connected to the next available system with pressing just one key. How to edit a Hot key with a function, see section “Hot keys”.*

## INFO

The menu “Info” shows general information about your portable and your network connection.

To view the information:



**Press to enter the menu**



**Select “4 Settings” and press**



**Select “7 System” and press**



**Select “3 Info” and press**



**Scroll and press to view information about:**

### IPEI

The unique global GAP registration number for the portable.

### IPDI

The unique global GAP registration number for the SIM card.

### Software version

Here you can see which version of the portable software you have. The actual version is 01.07.

*Note: You cannot alter these settings.*

**AUDIBLE  
ADJUSTMENTS**

In order to satisfy your personal needs, your portable is equipped with many options to set and adjust a personal volume, ringing signal and ring melody. In addition to this there is a trembler, if your system has that option.

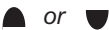
**VOLUME CONTROL**

Use the volume keys to adjust the volume in the earpiece. See section "Description" for the location of volume controls.

To turn the microphone, ringer and warning sound on or off during a call, see section "During calls".

**Earpiece volume**

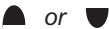
When you are making a call, the volume keys affect the earpiece volume. This is useful when e.g. you enter a machinery room. The earpiece volume can be set to 10 different levels.



**Press the volume controls to adjust the earpiece volume during a call**

**Ringer volume**

There are 5 ringer levels. You can set the ringer volume when the telephone is in idle state or via the "Alerting" menu.



**Press the volume controls to adjust the ringer volume in standby mode**

or



**Press to enter the menu**



**Select "3 Alerting" and press**



**Select "1 Ring vol." and press**

The portable will play a tone.



**Set the ringer volume and press**

Choose between very low, low, medium, high or very high.



**Press to confirm and exit the menu**

## Turn off ringer permanently

You can also turn the ringer off permanently.

When the phone is on hook:



**Press and hold the mute button on the right side of the phone**

The ringer off icon is displayed:



Now only the red LED will indicate an incoming call.

***Note:** High priority messages will override this setting. This action will also mute messages signals for the DT410, DT420 and DT430 telephones.*



**Press and hold to turn the ringer on again**

The ringer off icon disappears.

## MELODY

You can choose between ten different ring melodies for your portable.

To set the ring melody:



**Press to enter the menu**



**Select “3 Alerting” and press**



**Select “2 Melody” and press**

The telephone will play a melody.



**Set the ring melody and press**



**Press to exit the menu**

### RING SPEED

This feature allows you to choose between seven ring speeds for each melody.

To set the ring speed:



**Press to enter the menu**



**Select “3 Alerting” and press**



**Select “3 Ring speed” and press**

The telephone will play a signal.



**Set the ring speed and press**



**Press to exit the menu**

---

### TREMBLER

The trembler is a vibration alarm and can be ordered as a factory featured option to your portable.

If your portable is equipped with a trembler, you can set the vibration alarm instead of the ringing signal to indicate incoming calls and messages:



**Press to enter the menu**



**Select “3 Alerting” and press**



**Select “4 Trembler” and press**



**Scroll to choose between “Yes” and “No” and press**
















**Press to exit the menu**

A call will now be indicated by both the trembler and the audio signal. If you want only the trembler to indicate calls, you have to mute the ringing signal first.

TONES AND SIGNALS

Tones are audible in the handset. Ringing signals are emitted from the phone.

<b>Dial tone</b> (System ready to accept digits)		
<b>Special dial tone</b> (System ready to accept digits, active diversion on telephone)		
<b>Ringing tone</b> (Ringing signal to called party)		-repeated after 4 s
<b>Special ringing tone</b> (Ringing signal to line 2)		-repeated after 4 s
<b>Busy tone</b> (Called party is busy)		
<b>Number unobtainable tone</b> (Called number not accessible or vacant)		
<b>Blocking tone</b> (Call cannot be executed due to congestion or called party blocked)		
<b>Verification tone</b> (Verification that ordered function is accessed)		
<b>Intrusion tone</b> (Sent to all parties during intrusion)		
<b>Conference tone</b> (Sent to all participants in a conference)		-repeated after 15 s
<b>Internal ringing signal</b>		-repeated after 4 s
<b>External ringing signal</b>		-repeated after 4 s
<b>Automatic call-back signal</b>		

*Note: The tones and ringing signals in this guide refer to the standard system but may vary between countries.*

## INSTALLATION GENERAL

This chapter describes how to connect and charge the battery of your portable.

*Note: If you are using the DT430 or another phone that was equipped with an intrinsically safe battery for EX-classification, you need to loosen the screws at the back of the phone, see “DT430” in this section.*

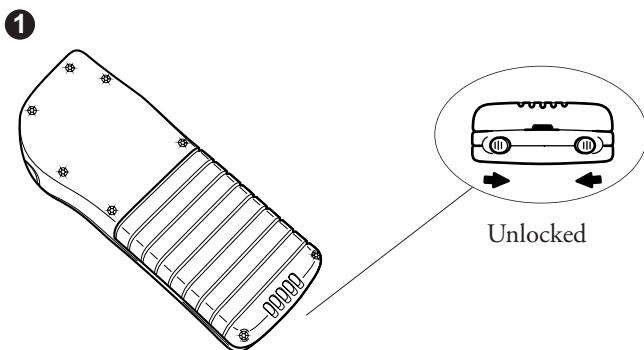
### DT400 / DT410 / DT420

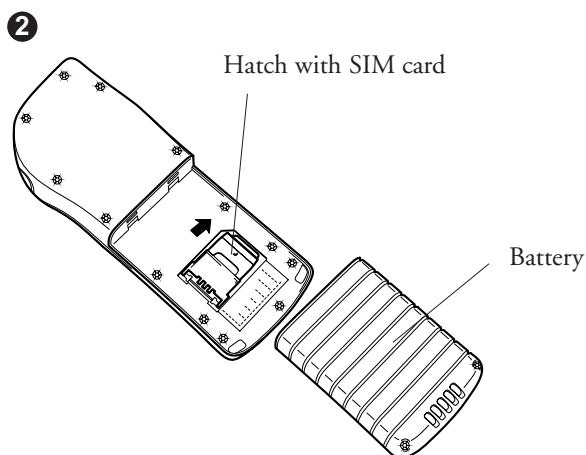
The DT400, DT 410 and DT420 are supplied with a high capacity nickel metal hydride (NiMH) battery. If you have more than one battery available, you charge only the battery.

### Removing the battery

To remove the battery, use the two plastic ribbed plates at the short side of the portable.

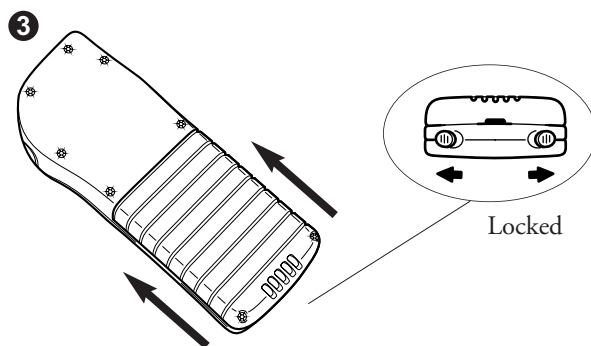
**Pull the plates towards the middle of the telephone**





## Fitting the battery

**Press the battery firmly and pull the plates from the middle and out**



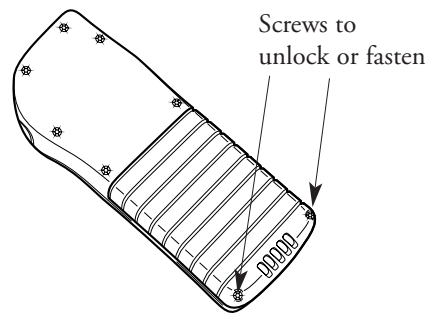
DT430

The DT430 telephone is designed for usage in rough environments. This portable is safe to use in explosion risk environments (EX-classification) and therefore is equipped with a special battery.

Removing and fitting the battery for intrinsically safe phones

To remove and fit the battery, you have to use the screws at the back of your phone, as shown below. You do not have to use the ordinary plates to release and fasten the battery.

Use the screws on the back of the battery



Battery performance

All portables are supplied with a high capacity nickel metal hydride (NiMH) battery.

The table below indicates the performance.

	<i>Talk time (hours)</i>	<i>Standby time (hours)</i>	<i>Charge time (minutes)</i>
High capacity NiMH battery:	10	100	60



## CHARGING THE BATTERY

When the battery requires charging, you will hear an attention beep and the display will show the “Low battery” icon.

### Place the portable in the desktop charger as shown in the figure below

The charging process will start automatically, indicated by a red light on the charger. It takes approximately one hour to fully charge the battery.



The handset is fully operational while stored in the desktop charger. If you have another battery, you can also place just the battery alone in the desktop charger.

When charging is complete, the charger light will turn green.

#### *Notes:*

- Do not connect your portable to the charger without a battery.
- If the battery is completely flat it can take a few minutes before the red light on the charger is lit.
- If the standby time for your portable becomes too low, you should replace the battery.
- Only use the charger that is delivered with your portable to charge the battery.
- It is normal for the battery to get slightly warm while charging.

### SIM CARD

All your personal settings in the handset are programmed and stored in the Subscriber Identity Module (SIM) card.

The SIM card provides you with personal mobility as you can easily move it to another portable telephone, enabling you to receive calls, make calls and keep all your personal settings such as phone book, identity and alert signal.

---

### Changing the SIM Card

*Note: Change the SIM Card only in an environment without static electricity.*

#### Remove the battery

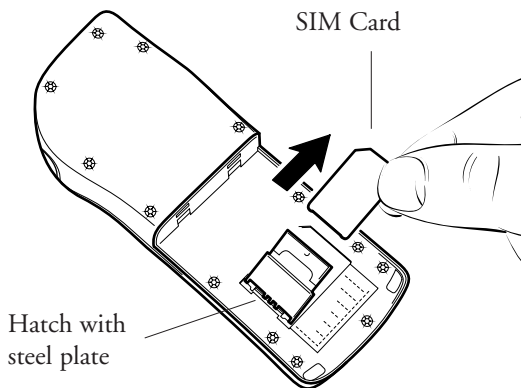
See section “Removing and fitting the battery”. The SIM card is placed under the battery unit in a hatch in the middle.

#### Move the steel plate forward to open the hatch

You see the labels “OPEN” and “LOCK” on the steel plate. Push the steel plate carefully in one of the directions.

#### Lift the hatch and remove the SIM card

Now you can place it in another portable.



#### Press the hatch and move the steel plate forward to lock

#### Fit the battery

See section “Removing and fitting the battery”.

## OPTIONAL ACCESSORIES

You can customize your Ericsson telephone to meet your own needs. All of the following accessories are optional and can be purchased at your local Ericsson contact or.

Available accessories for your portable:

- desktop charger
- battery pack NiMH with headset connector
- headsets for hands-free communication
- headset with hearing protection for noisy environments
- belt clip, hinge type
- belt clip, click-on type
- leather case
- security chain

***Note:** If you require EX-classification for intrinsically safe usage in explosive environments, you cannot use a headset or the headset special battery.*

## GLOSSARY

### ABBREVIATED NUMBER DIALLING

Initiating a call to a pre-programmed number by dialling a code or pressing a key. Short numbers can be: 1. *Common, which means that all extensions can use them.* 2. *Individual, which means that they are programmed and used by each extension separately (10 numbers).* See section "Abbreviated numbers".

### ACCOUNT NUMBER

To place costs for external calls on a selected account number (up to 15 digits). See section "Other useful facilities".

### AUTOMATED ATTENDANT

A facility which sends voice instructions to internal and external callers, providing all options which can be chosen. Voice instructions lead the caller to the desired destination. See section "Other useful facilities".

### CALL-BACK

An indication to a busy extension, to inform the person that you want to speak to him/her. See sections "Internal messages" and "Outgoing calls".

### CAMP ON

To place (queue) a call to a busy extension. See section "Outgoing calls".

### DIRECTORY NUMBER

Numbers with 1-8 digits which are assigned to extensions or external lines or as common abbreviated numbers.

### DIRECT INWARD SYSTEM ACCESS (DISA)

If you are working externally, the DISA function enables you to make external calls (long distance) via the company PBX. You only pay for the call to your company. See section "Other useful facilities".

### DIVERSION

Incoming calls to an extension are diverted to another directory number (extension, common abbreviated number or the operator). There are three possibilities: 1. *Direct, which means that all calls to an extension are forwarded directly.* 2. *On no reply, which means that a call is forwarded if it is not answered within a certain time.* 3. *On busy, which means that a call is forwarded if the extension is busy.* See section "Call forwarding".

### DIVERSION BYPASS

This is useful for letting urgent calls through to an extension where diversion is active. See section "Call forwarding".

### EXTENSION

All telephones connected to the PBX have a unique internal number (up to 8 digits). If your telephone is equipped with a display, you can see your number.

### HOT KEY

A hot key is a pre-programmed key. With just pressing and holding the key, a pre-programmed phone number will be dialled or function will be executed. See "Abbreviated numbers" and "Settings".

### INFORMATION

Internal callers are informed about absence and time of return. External callers are diverted to the operator, where the same information is available. Information can be of two kinds: 1. *Pre-programmed text information.* 2. *Voice information.*

### INTRUSION

To intrude on an ongoing call when a requested extension is busy. See section "Outgoing calls".

### IP CALL

Internal call sent via an internal data network (LAN or WAN).

<b>ISDN</b>	Integrated Services Digital Network. Provides your system with supplementary services from the public net.
<b>LEAST COST ROUTING</b>	A function that automatically selects the cheapest way to connect your external call (not necessarily the shortest distance). See section "Least cost routing".
<b>LOCK CODE</b>	A four-digit code needed to lock your portable to prevent misuse. See "Security".
<b>MAILBOX</b>	The mailbox system controls the messages that are left for or sent by you when you are absent. See section "Mailbox system".
<b>MESSAGE</b>	A message can be sent to any extension. This is useful when you receive the busy tone or get no answer. There are two kinds of message: 1. <i>"Call me" message</i> . 2. <i>Voice message</i> . See section "Internal messages".
<b>MUTE</b>	To switch the microphone temporarily off. See section "During calls".
<b>PASSWORD</b>	A four-digit code needed to retrieve messages from the mailbox system. Please ask your system administrator for your password.
<b>PBX</b>	Public Branch Exchange. Your telephone switching system (e.g. BusinessPhone 250).
<b>PRE-DEFINED TEXT</b>	Pre-programmed absent information. See section "Information".
<b>THIRD PARTY</b>	A third connection (person), which can be included in an ongoing two person conversation. The connection can be internal or external. See section "During calls".
<b>TIE LINE</b>	An external line from the private network.
<b>TRANSFER</b>	During an internal or external ongoing call you can make an inquiry and then transfer the call to another party (internal or external). See section "During calls" and "Useful hints".
<b>TRUNK LINE</b>	A trunk line is the same as an external line. Can be either digital or analogue.

## CONNECTIONS BETWEEN EXTERNAL LINES

With your BusinessPhone PBX, you can establish an external call diversion or a conference with more than one external party or transfer an external call to another external destination (e.g. a mobile phone). These features are very useful for everyday business life.

*Note: When these features are used, your BusinessPhone will occupy at least two external lines.*

However, there may be disadvantages in connecting to several external lines. We would therefore like to draw your attention to the following:

- **Please do not transfer external calls to an external mailbox, to information systems or to external parties before they have answered**
- **Try to avoid diverting calls to third parties before they have answered**
- **If you are connected to two external lines, cancel one call by pressing the "R"-key and the "1"-key**

If the external parties are not persons (mailbox, automated information or attendant systems, etc.), connections on external lines can last a long time, which can be costly. Moreover, such calls may occupy two of your system's external lines. You can restrict connections between the external lines by re-programming your system. Please ask your system administrator or contact our service centre for more information.

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## ANSWER CALLS

Answer:



Suppress ringing:



*Mute button on the right side of the phone*

## MAKE CALLS

Normal calls:



*(Extension no.)*



or



*(External no.)*



Hot key 0-9

(pre-programmed):



From last dialled or  
who called list:



## YOU GET BUSY TONE OR NO ANSWER

Automatic call-back:



*(Go "off hook" when called back)*

Camp on:



*(Keep handset off hook)*

Intrusion:



## INQUIRY

Ongoing conversation:



*(Call 3rd party)*

## CONFERENCE

Ongoing conversation:



*(Call 3rd party)*



*(To establish)*

*(End the call to leave)*

## TRANSFER

Transfer a call:



*(Call 3rd party)*



*(before or after answer)*

## REMINDER

Reminder (24 hours):



*(Reminder time)*



Cancel reminder:



## ACCOUNT NUMBER

Costs on a selected account no.:



*(Account number)*



## VOLUME CONTROL

Earpiece volume (during call):



*(Left side of the phone)*

## MESSAGES

"Call me":



Voice:



*Speak*

Play-back:



Re-record:



*Speak*

Send:



Receive messages:



## CALL FORWARDING

Fixed diversion:



Individual internal diversion:



*(New no.)*



Cancel internal diversion:



Follow me, re-direct from  
answering extension:



*(Own no.)*



*(New no.)*



Cancel from answ. extension:



*(Own no.)*



Bypass call forwarding:



*(Extension no.)*



## INFORMATION

Enter information (pre-text):



*(Select "info code" from list below)*



*(Enter "completing info")*



info code    completing info

Time of return	1.	hour (00-23)	minute (00-59)
Date of return	2.	month (01-12)	day (01-31)
Lunch	3.	back at, hour	minute
Meeting	4.	back at, hour	minute
Vacation	5.	back, month	day
Illness	6.	back, month	day

## IMPORTANT NUMBERS

<i>Number</i>	<i>Function</i>
.....	Account number 1
.....	Account number 2
.....	Automated attendant
.....	Common bell
.....	Direct inward system access (DISA)
.....	Doorphone
.....	External line number 1
.....	External line number 2
.....	Group call pick-up
.....	Individual mailbox number
.....	Least cost routing
.....	Password
.....	Tie line number 1
.....	Tie line number 2

<i>Number</i>	<i>Function</i>
.....	Answer calls on another extension
.....	Automatic call-back
.....	Call waiting
.....	Camp-on
.....	Intrusion

0

1

2

3

4

5

6

7

8

9





## QUICK REFERENCE GUIDE


### ANSWER CALLS



Answer: 

Suppress ringing:  *Mute button on the right side of the phone*

### MAKE CALLS

Normal calls:  (Extension no.)   
or  
 (External no.) 

Hot key 0-9 (pre-programmed): 

From last dialled or who called list:  

### YOU GET BUSY TONE OR NO ANSWER

Automatic call-back:   *(Go "off hook" when called back)*





Camp on:  *(Keep handset off hook)*

Intrusion: 

### INQUIRY

Ongoing conversation:   *(Call 3rd party)*








### CONFERENCE






Ongoing conversation:   *(Call 3rd party)*  
  *(To establish)*  
*(End the call to leave)*

### TRANSFER




Transfer a call:   *(Call 3rd party)*  
 *(before or after answer)*

### REMINDER

Reminder (24 hours):       
 (Reminder time) 

Cancel reminder:     

### ACCOUNT NUMBER

Costs on a selected account no.:      
 (Account number) 

### VOLUME CONTROL

Earpiece volume (during call):  or  *(Left side of the phone)*

### MESSAGES

"Call me":  

Voice:   *Speak*






Play-back: 








Re-record:  *Speak*






Send: 










Receive messages:     








### CALL FORWARDING








Fixed diversion:     

Individual internal diversion:       
 (New no.) 









Cancel internal diversion:     

Follow me, re-direct from answering extension:       
 (Own no.)   
 (New no.) 

Cancel from answ. extension:       
 (Own no.) 

Bypass call forwarding:       
 (Extension no.) 

### INFORMATION

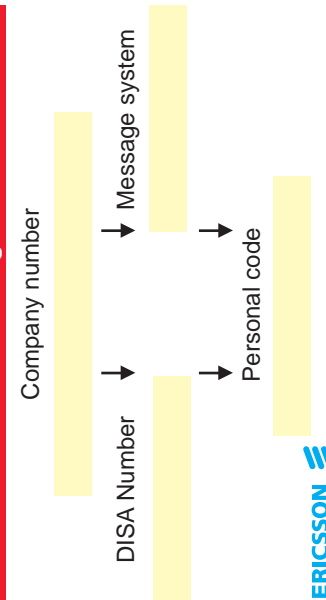
Enter information (pre-text):       
 *(Select "info code" from list below)*  
 *(Enter "completing info")* 

	info code	completing info
Time of return	1.	hour (00-23) minute (00-59)
Date of return	2.	month (01-12) day (01-31)
Lunch	3.	back at, hour minute
Meeting	4.	back at, hour minute
Vacation	5.	back, month day
Illness	6.	back, month day

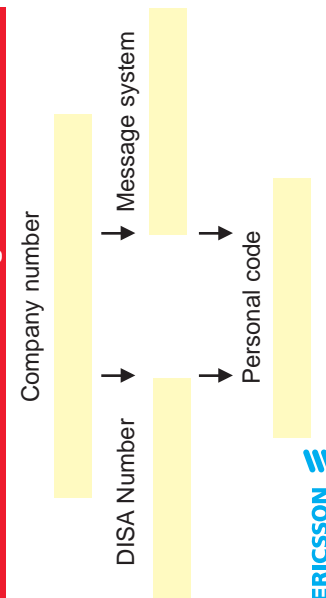
## QUICK REFERENCE CARD

These cards are used for DISA and to check messages.

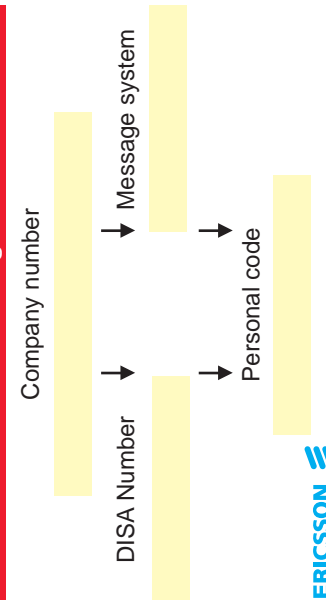
### DISA and Message check:



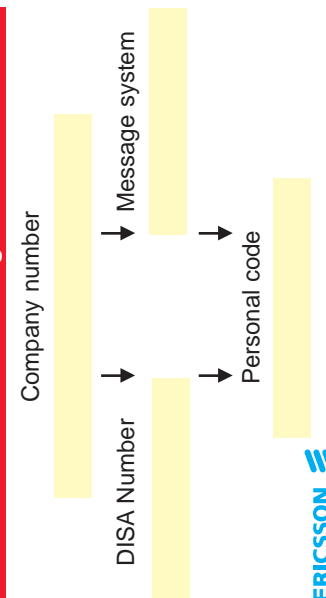
### DISA and Message check:



### DISA and Message check:



### DISA and Message check:



## QUICK REFERENCE CARD

### *Communication is our business*

Ericsson is the leading communications supplier, combining innovation in mobility and Internet in creating the new era of mobile Internet. Ericsson provides total solutions covering everything from systems and applications to mobile phones and other communications tools. With more than 100,000 employees in 140 countries, Ericsson simplifies communications for customers all over the world.

Ericsson's Information on Demand Database can be addressed at:  
<http://www.ericsson.com>

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<http://www.ericsson.co.uk>

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#### Special account numbers for business calls:

1	Project name	Account number
2		
3		
4		

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#### Special account numbers for business calls:

1	Project name	Account number
2		
3		
4		

This is a part of EN/LZTBS 102 242 R1A

#### Special account numbers for business calls:

1	Project name	Account number
2		
3		
4		

This is a part of EN/LZTBS 102 242 R1A

#### Special account numbers for business calls:

1	Project name	Account number
2		
3		
4		

This is a part of EN/LZTBS 102 242 R1A