businessphone
...it's your business

User's Guide

BUSINESSPHONE 250
BUSINESSPHONE 50

Portable Telephones
DT310 / DT360 / DT368

ERICSSON

BUSINESSPHONE 250 / BUSINESSPHONE 50
PORTABLE TELEPHONES DT310 / DT360 / DT368

USER'S GUIDE EN/LZTBS 102 124 R1B

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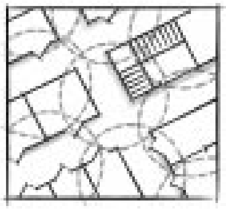
Welcome to the User´s Guide for the following portable telephones from Ericsson: DT310, DT360 and the DT368 in the BusinessPhone 250 / BusinessPhone 50 system.

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.

The portable telephones are DECT (Digital Enhanced Cordless Telephony) business cordless telephones. Your organisations 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” and ”Basics” 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

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 DT310 / DT360 / DT368
BusinessPhone 250 / BusinessPhone 50

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GUIDELINES

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

Intrinsic safety

The portable is not specified as intrinsically safe, so do not use it in hazardous areas.

Battery handling

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

Cleaning

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

Treatment

Do not expose the portable to direct sunlight for long periods. Keep the portable away from excessive heat and moisture.

HOW TO USE THIS MANUAL

Find out which portable telephone you have, and then read the related ”Basics” section. This will give you a good basic understanding about the specific portable you are using.

Note: To see which portable telephone you have, see your portable above the right display corner.

The following sections describe the BusinessPhone functions for all three portable telephones, which means that the keys differ between the telephones.

Therefore, if the function procedure is the same on all three telephones, the DT368 keys are displayed to describe the function. See example below.

Example :

The ”ON/MUTE”-key is different on all three telephone types. It is displayed with the DT368-key.

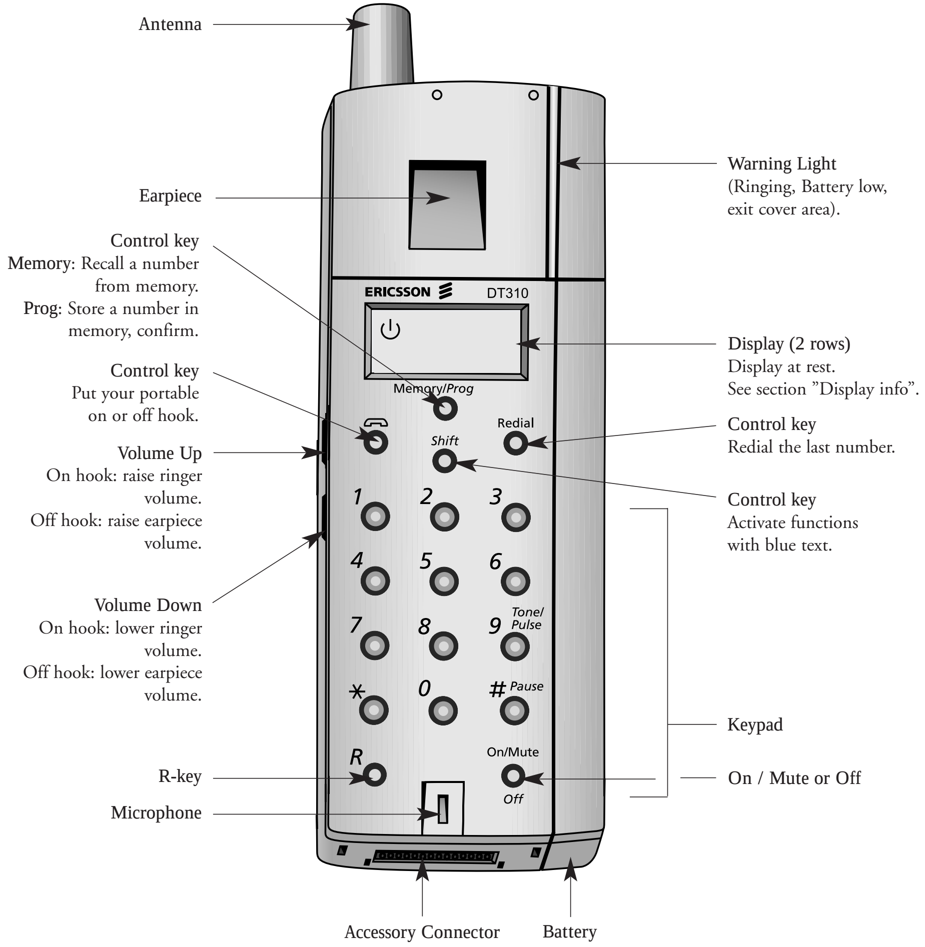
Press shortly to mute the ringing or warning for the moment

DESCRIPTION DT310 GENERAL

This section gives you a short description of your DT310 portable telephone, how to switch on/off your portable and how to answer and make calls.

Note: To see which portable telephone you have, see your portable above the right display corner.

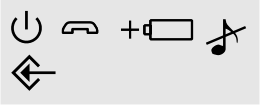
DESCRIPTION PORTABLE DT310


Antenna
Earpiece
Control key
Memory: Recall a number from memory.
Prog: Store a number in memory, confirm.
Control key
Put your portable on or off hook.
Volume Up
On hook: raise ringer volume.
Off hook: raise earpiece volume.
Volume Down
On hook: lower ringer volume.
Off hook: lower earpiece volume.
R-key
Microphone
Warning Light
(Ringing, Battery low, exit cover area).
Display (2 rows)
Display at rest.
See section ”Display info”.
Control key
Redial the last number.
Control key
Activate functions with blue text.
Keypad
On / Mute or Off
Accessory Connector
Battery
ERICSSON
DT310
Memory/Prog
Redial
Shift
1
2
3
4
5
6
7
8
9
Tone/
Pulse
*
0
#
Pause
R
On/Mute
Off

Display info

The display gives you visual feedback on the current status by showing different statuses, visualised by icons.

The DT310 display



Display icons

⏻

Standby
On when your portable is locked to the system and flashes when you are outside the coverage area.

☎ 1 2 3

Call
On when your portable is off hook and flashes during ringing.

+🔋

Battery
Flashes fast when the battery is low or being charged and is on when charging is completed.

🔕

Ringer off
On when the ringer is suppressed or switched off.

⇐

Program
Flashes when you have to choose a short number key and is on when entering a telephone number.

SWITCHING ON/OFF THE PORTABLE

Switch on the DT310

On/Mute ● *Off*

Press until the display lights up
If the portable does not switch on or the battery icon starts flashing, the battery is low. Charge the battery. While charging, you can use your portable normally.

Switch off the DT310

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

Shift ●

Press

On/Mute ● *Off*

Press
The display turns blank and your portable is switched off.

ANSWER CALLS

A ringing signal indicates an incoming call. The ringing type tells you whether the call is an internal, external or call back call.

Press to answer

If the portable rings at an inconvenient moment:

On/Mute
Off

Press to suppress the ringing for the moment

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

End the call

Press

MAKE CALLS

How to make internal and external calls.

Press
Dial tone. The call icon shows that the portable is off hook.

Enter the telephone number

Shift
Pause

To insert a pause if you have to wait for dial tone.

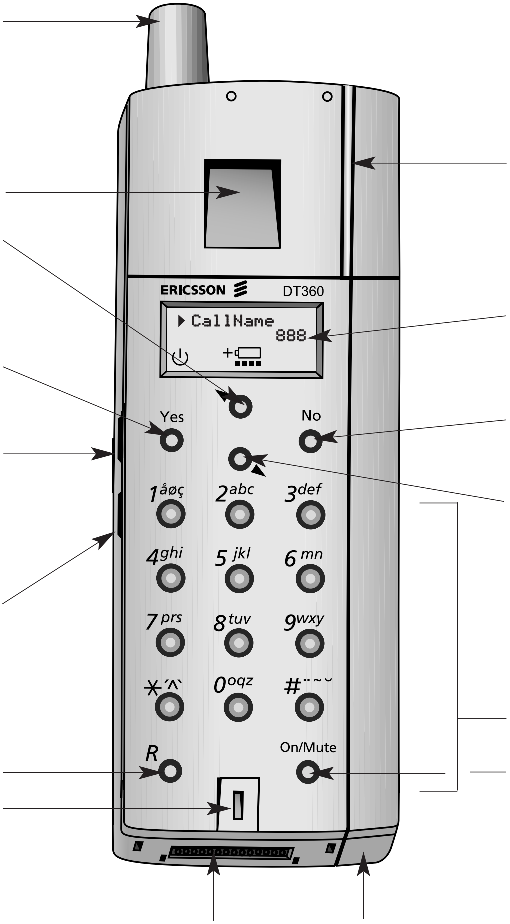
Press to end the call
Note: If you receive a call while keying in the number, simply press hook to answer. You can make your calls faster by using abbreviated numbers.

DESCRIPTION DT360 GENERAL

This section gives you a short description of your DT360 portable telephone, how to switch on/off your portable and how to answer and make calls.

Note: To see which portable telephone you have, see your portable above the right display corner.

DESCRIPTION PORTABLE DT360



Antenna

Earpiece

Control key
Scroll up through menus or name list.
Move left in choices.
Backspace when editing text.

Control key
Answer call/end call, access menu, accept.

Volume Up
On hook: raise ringer volume.
Off hook: raise earpiece volume.

Volume Down
On hook: lower ringer volume.
Off hook: lower earpiece volume.

R-key

Microphone

Warning Light
(Ringing, Battery low, exit cover area)

Display (3 rows)
Display at rest, 888 is (your) extension number.
See section ”Display info”.

Control key
Return to main menu, cancel/reject

Control key
Scroll down through menus, name list.
Move right in choices.
Space when editing text.
Pause when entering telephone number.

Keypad

On / Mute

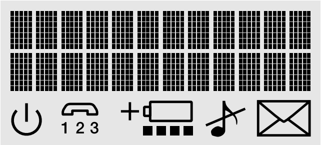
Accessory Connector

Battery

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 phone id etc.
The lower row displays different statuses, visualised by icons.

The DT360 display



Signs in the text rows

Menu pointer
Shows the menu that can be accessed by pressing yes.

🔑 **Key sign**
▶ Indicates that the name displayed is part of the fixed phone book and cannot be edited.

< **Number too long for display**
There are more digits to the left.

– **Dash**
Indicates that a pause is programmed in the telephone number.

🔔 **Ringer Melody**
Is an option you can choose from the Ringer Tones menu, to compose your own Ringing Melody. In other menus it marks a phone number as already called.

! **Exclamation Mark**
Marks an unread entry in an entry list.

(continued)

DESCRIPTION PORTABLE DT360 (continued)

Display icons

⏻ **Standby**
On when your portable is locked to the system and flashes when you are outside the coverage area.

☎ 1 2 3 **Call**
On when your portable is off hook and flashes during dialling and ringing.

♪ **Ringer off**
On when the ringer is suppressed or switched off.

✉ **Message**
Message received. Only available if your portable supports “message waiting” or “page messaging”.

+▭ ■■■■ **Battery gauge**
Flashes fast when the battery is being charged and is on when charging is completed. Indicates the amount of talk and standby time left:

■ ■ ■ ■	100% left
■ ■ ■	75% left
■ ■	50% left
■	25% left

Additional display features

Depending on which portable you have and which network you are connected to, additional display features are available. For example displaying of date, time and the number of an incoming call.

Ask your system administrator if you require additional display features.

SWITCHING ON/OFF THE PORTABLE

Switch on the DT360

On/Mute

Press until the display lights up
If the portable does not switch on or the battery icon starts flashing, the battery is low. Charge the battery. While charging, you can use your portable normally.

Note: If the signal strength icon is off and the message ” NoSystem ” is displayed you cannot make or answer calls.

Switch off the DT360

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

Press until ”PowerOff ” is selected

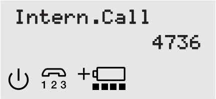
Yes

Press
The display turns blank and your portable is switched off.

ANSWER CALLS

A ringing signal indicates an incoming call. The ringing type tells you whether the call is an internal, external or call back call and the display indicates an incoming call.

Display example:



```
Intern.Call
          4736
```

Yes

Press to answer

If the portable rings at an inconvenient moment:

On/Mute

Press to suppress the ringing for the moment

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

End the call

Yes

Press

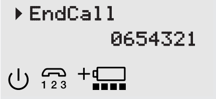
MAKE CALLS

How to make internal and external calls.

Enter the telephone number and press

To insert a pause if you have to wait for dial tone.

Your portable will go off hook and dial the number. On the display ” EndCall ” is shown, this being your next choice.



▸EndCall
0654321

Press to end the call

Note:

- *Correct a wrong entry by pressing the up key.*
- *If you decide not to make the call while keying in the number, press ”no” to stop.*
- *If you receive a call while keying in the number, simply press yes to answer.*
- *You can make your calls faster by using abbreviated numbers or dial-by-name.*

Off Hook

If you prefer to dial a number off hook:

Press until ”OffHook ” is selected

Press to confirm
Dial tone.

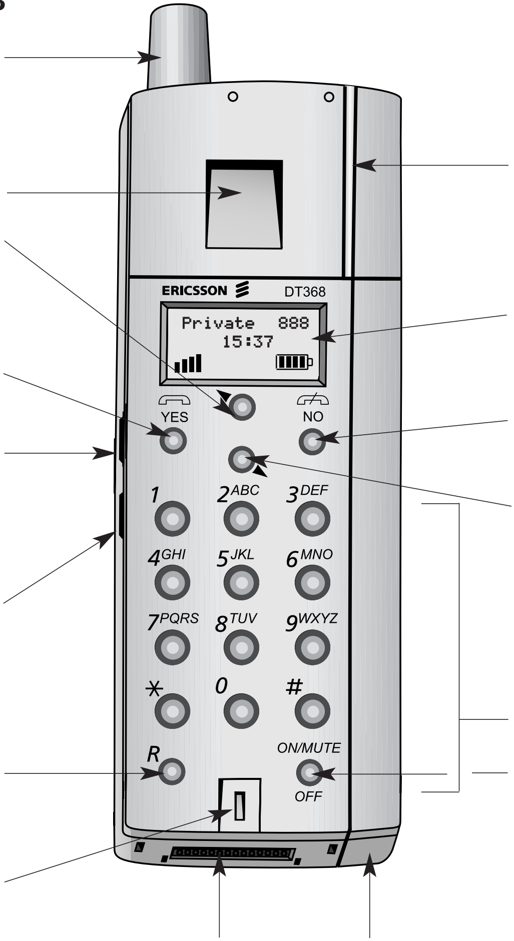
Key your number on-line

DESCRIPTION DT368 GENERAL

This section gives you a short description of your DT368 portable telephone, how to switch on/off your portable and how to answer and make calls.

Note: To see which portable telephone you have, see your portable above the right display corner.

DESCRIPTION PORTABLE DT368



Antenna

Earpiece

Control key
Scroll up through menus or name list.
Move left in choices.
Backspace when editing text.

Control key (Off hook/Yes)
Answer call, accept.

Volume Up
On hook: raise ringer volume.
Off hook: raise earpiece volume.

Volume Down
On hook: lower ringer volume.
Off hook: lower earpiece volume.

R-key
Put call on hold (inquiry), take call off hold.

Microphone

Warning Light
(Ringing, Battery low, exit cover area)

Display (3 rows)
Display at rest, 888 is (your) extension number.
See section ”Display info”.

Control key (On hook/No)
End call, one menu back, cancel/reject

Control key
Scroll down through menus, name list.
Move right in choices.
Space when editing text.
Pause when entering telephone number.

Keypad

On/Mute / Off
Switch phone on / Switch phone off (pressed for two seconds).
When phone is on and shortly pressed: ringer/ warning sound off.
During call: microphone off.
During call and warning: warning sound off.

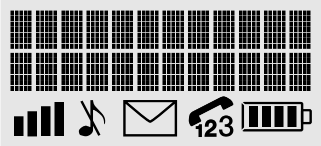
Accessory Connector

Battery

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 phone id etc.
The lower row displays different statuses, visualised by icons.

The DT368 display



Signs in the text rows

▶ **Menu pointer**
Shows the menu that can be accessed by pressing yes.

🔑 **Key sign**
Indicates that the name displayed is part of the fixed phone book and cannot be edited.

< **Number too long for display**
There are more digits to the left.

– **Dash**
Indicates that a pause is programmed in the telephone number.

🔔 **Ringer Melody**
Is an option you can choose from the Ringer Tones menu, to compose your own Ringing Melody. In other menus it marks a phone number as already called.

! **Exclamation Mark**
Marks an unread entry in an entry list.

(continued)

DESCRIPTION PORTABLE DT368 (continued)

Display icons

📶

Signal strength

On when your portable is locked to the system. The bars indicate reception quality. Four bars indicate optimal reception.

♪

Ringer off

On when the ringer is suppressed or switched off.

✉

Message

Message received. Only available if your portable supports “message waiting” or “page messaging”.

☎ 123

Call

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

🔋

Battery gauge

The battery cells are flashing sequentially when the battery is being charged and is on when charging is completed. Indicates the amount of talk and standby time left.

`Battery low!` Charge battery

When the icon is flashing the battery is low. Four squares indicate a fully charged battery.

Additional display features

Depending on which portable you have and which network you are connected to, additional display features are available. For example displaying of date, time and the number of an incoming call.

Ask your system administrator if you require additional display features.

SWITCHING ON/OFF THE PORTABLE

Switch on the DT368

Press until the display lights up
If the portable does not switch on or the battery icon starts flashing, the battery is low. Charge the battery. While charging, you can use your portable normally.

Note: If the signal strength icon is off and the message " NoSystem *" is displayed you cannot make or answer calls.*

Switch off the DT368

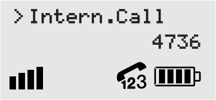
Note: During calls, you cannot switch off your telephone.

Press
The display turns blank and your portable is switched off.

ANSWER CALLS

A ringing signal indicates an incoming call. The ringing type tells you whether the call is an internal, external or call back call and the display indicates an incoming call.

Display example:



```
>Intern.Call
        4736
```

YES

Press to answer

If the portable rings at an inconvenient moment:

ON/MUTE
OFF

Press to suppress the ringing for the moment

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

End the call

NO

Press

MAKE CALLS

How to make internal and external calls.

YES

Enter the telephone number and press

To insert a pause if you have to wait for dial tone.

Your portable will go off hook and dial the number. On the display the duration time of the call is shown.

NO

Press to end the call

Note:

- *Correct a wrong entry by pressing the up key.*
- *If you decide not to make the call while keying in the number, press ”no” to stop.*
- *If you receive a call while keying in the number, simply press yes to answer.*
- *You can make your calls faster by using abbreviated numbers or dial-by-name.*

Off Hook

If you prefer to dial a number off hook:

YES

Press
Dial tone.

Key your number on-line

OUTGOING CALLS GENERAL

Sometimes you make a call but the person isn´t available. These functions will help you in your attempts to establish contact with the called party.

LAST EXTERNAL NUMBER REDIAL

When you initiate an external call the system automatically stores all the dialled digits, irrespective of whether the call was successful or not.

✱ ✱ ✱

Press to redial the saved number

REDIAL NUMBER FROM LAST DIALLED LIST

Note: This chapter only applies to the DT360 and DT368 telephones.

The last ten (twenty on the DT368) dialled numbers are memorised by your portable. You can redial one of these numbers by selecting the number from the Last Dialled list.

YES

Access ”`LastDialled`”

► LastDialled

YES

Scroll, select number and confirm

A number marked with “!” means new number. You can store numbers permanently by adding them to your phone book, see section ”Phonebook”.

Note: The Last Dialled list will be cleared if the power of your portable is lost.

AUTOMATIC CALL-BACK

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

5 JKL

Press and go ”on hook”

Verification tone. 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 GHI

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 TUV

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

This BusinessPhone 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, change the dial mode or put the call on hold to perform other tasks.

TRANSFER AND INQUIRY

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

R

Press to put the current call on hold
Dial tone.

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".

R

Press to return to your caller

or

Go "on hook" to transfer the call

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 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.

Inquiry via the phone book on DT360 and DT368

If you don’t know the number by heart, you can make an inquiry to a second party in the phone book during a call.

Access ”R(inquiry)”

► R(inquiry)

Access ”CallName” and search for second party

► CallName

Confirm name when found
The portable puts the call on hold and dials the second party.

Press to return to your caller
Note: When the second party answers, you can switch between the calls.

or

Go ”on hook” to transfer the call

CONFERENCE

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

R

Press
Dial tone.

Call the third party

R 3DEF

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

MUTE MICROPHONE

To mute the microphone, during an ongoing conversation:

ON/MUTE OFF

Press and hold
The caller will not hear the conversation in your room.

or

ON/MUTE OFF

Press shortly, to turn the microphone off
Short pulse sounds confirm that the microphone is off.

ON/MUTE OFF

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 for DT368: If you mute a warning sound, do not press longer than two seconds, otherwise you will turn off the phone.

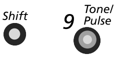
When a warning occurs during a call and you want to mute the microphone, the first press always mutes the warning sound. The second press mutes the microphone.

DIAL MODE

When calling interactive tele services, you must press certain keys (post dial) to give your response. If your portable uses tone dialling (DTMF) to make the call, just press the keys requested by the tele service. If your portable uses pulse-dialling, you must manually change to tones, after the call is established:

Note: After you end the call, dialling is always reset to the default method.

Change to tones on DT310



Press to switch to tones

Press any key to respond

Some services do not work on standard DTMF tones. They require ring tones.

(continued)

DIAL MODE (continued)

Change to tones on DT360 and DT368

YES

Access ”DialMode”

► DialMode

Select ”Switch” or ”GotoDTMF”

YES

Press to confirm the change to tones

Press any key to respond

Some services do not work on standard DTMF tones. They require ring tones. If so:

YES

Access ”SendTones”

► SendTones

Send a dial tone pause on DT368

If you want to send a dial tone pause when the phone is off hook, you can use ”Dial Mode - SendPause”.

YES

Select ”SendPause” and press to confirm
A ”-” is displayed and the dial tone pause is sent.

If you are entering a phone number on hook:

Press to enter a dial tone pause

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.

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).

The system administrator determines if all calls or only external/internal calls are to be diverted.

Activate fixed diversion

* 2ABC 1 #

Dial
Special dial tone.

Cancel diversion

2ABC 1

Dial
Special dial tone.

INDIVIDUAL DIVERSION

This feature gives you the possibility to divert your calls to any directory number, e. g. to a colleague's extension or a common abbreviated number (e. g. your car telephone). Depending on the programming, external calls can also be diverted to an external diversion address (or otherwise to the operator).

Activate individual diversion

* 2ABC 1 *

Dial

#

Enter the new diversion address and press

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

Cancel diversion

2ABC 1

Dial

Special dial tone.

FOLLOW ME

To activate Follow me, ”Individual Diversion” must be active on your telephone.

Activate Follow me

* 2ABC 1 *

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.

2ABC 1 *

Dial

#

Dial your number and press
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.

* 6MNO 0 *

Dial

#

Dial the extension number and press
You will be connected to the specified extension, no matter if it has activated fixed diversion, individual diversion or follow me.

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. External callers will be routed to the operator who also has access to your absent info.

Note: This will not work, if the voice information is used as a personal greeting for your individual mailbox.

You can inform your callers with:

1) Pre-defined texts

Enter the reason for your absence and the date and time of your return.

2) Voice information

Record a voice message and name your absent information.

ENTER INFORMATION

To store text or voice information.

* 2ABC 3DEF *

Dial to enter the information mode

Select ”Pre-defined text” or ”Voice information”

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

* 2ABC 3DEF *

5JKL

0 6MNO 2ABC 7PQRS

#

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

(continued)

ENTER INFORMATION (continued)

Voice information

* 2ABC 3DEF *	**Dial to enter the information mode**
9WXYZ	**Press and speak**
*	**Press to play-back and listen to your recording**
9WXYZ	**Press and speak to re-record**
#	**Press to send** Information active.

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.

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

SAVE INFORMATION

When the information is active:

* 2ABC 3DEF *	**Dial**
#	**Press** Verification tone. Information is passive and stored for later use.

Use saved information

When the information is switched off:

* 2ABC 3DEF *	**Dial**
#	**Press to activate saved info** Verification tone. Information is active.

ERASE INFORMATION

# 2ABC 3DEF #	**Dial to erase info** Verification tone.

INTERNAL MESSAGES GENERAL

When you call an internal number and receive busy tone or get no answer, you can send a message to that extension.

Two possibilities exist:

1) Call-back message

2) Voice message
(see also chapter ”Mailbox System“)

SEND MESSAGE

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

Call-back

9WXYZ # **Press to send a ”call me” message**

Voice

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

9WXYZ 9WXYZ **Press and speak**

* **Press to play-back**

9WXYZ **Press and speak to re-record**

Press to send

RECEIVE MESSAGE

When you receive a special dial tone, either a diversion is activated or a message is waiting.

* 5JKL 9WXYZ #

Press
”Call me” message will call the sender immediately.
Voice messages will be heard.

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

MAILBOX SYSTEM GENERAL

While you are away from the office, callers can leave messages in your individual or in a common mailbox. You are also able to record your personal greeting.

The difference between your individual mailbox and a common one is that a common mailbox can be used for more than one user.

INDIVIDUAL MAILBOX SYSTEM

Callers are able to leave messages in your individual mailbox.

Activate

Divert your extension to the mailbox system.

* 2ABC 1 *

Dial

○ ○ ○ ○

Dial the number to the mailbox system
Ask the system administrator for your defined mailbox number.

#

Press
Special dial tone.

Deactivate

2ABC 1

Dial
Special dial tone.

Retrieve messages internally

When you lift the handset and receive a special dial tone, either a diversion is activated or a message is waiting.

* 5JKL 9WXYZ # **Press**

Retrieve messages - externally

To retrieve your messages from an external position:

Go ”off hook”

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 personal code.

PERSONAL GREETING

When you have diverted your extension to the individual mailbox system, you can leave a personal greeting to the caller.

1) Enter the information

Pre-defined texts or voice information. How to enter information, see section ”Enter information”.

2) Activate diversion to the mailbox system

How to activate, see section ”Individual mailbox system”.

ABBREVIATED NUMBERS GENERAL

By using abbreviated numbers, you can make calls simply by pressing a few keys.

Frequently used external numbers are stored as ”common abbreviated numbers” in the exchange.

Up to 10 ”individual abbreviated numbers” (your personal most frequently used external numbers) can be stored and used on the keys ”∗∗0” to ”∗∗9”.

COMMON ABBREVIATED NUMBERS

External numbers are stored centrally in your BusinessPhone system. Common abbreviated numbers have a maximum of 4 digits and can be dialled from every extension that has the authority to do so.

○ ○ ○ ○

Dial the common abbreviated number
Please refer to your telephone directory.
See section ”Phone book”.

INDIVIDUAL ABBREVIATED NUMBERS

You can program and activate your most frequently used external numbers on the keys 0 to 9.

* *

Press

○

Enter the abbreviated number
A number between 0 and 9. Verification tone.

Program individual abbreviated number

How to program external numbers on the keys 0 to 9.

* 5JKL 1 *	**Enter programming mode**
○ *	**Select an abbreviated number between 0 and 9 and press**
#	**Dial the number and press** The number can consist of up to 24 digits. Press * if you have to wait for dial tone. Verification tone.

Cancel one specific individual abbreviated number

# 5JKL 1 *	**Dial**
○ #	**Select an abbreviated number between 0 and 9 and press** Verification tone.

Cancel all individual abbreviated numbers

# 5JKL 1 #	**Dial** Verification tone.

DIAL-BY-NAME

Note: This section only applies to the DT360 and DT368 telephones.

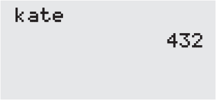
You can call someone by pressing the first character(s) of a name and then scroll through the name list to search for the name and number.

Example:

Call “kim” (ext. no. 123):

5 JKL

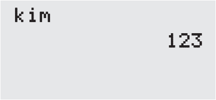
Press and hold until the display shows the first name beginning with “k”



```
kate
                 432
```

Note: Display is only principal.

Scroll up or down the name list until you find “kim”



```
kim
                 123
```

Note: Display is only principal.

YES

Confirm and Kim’s number will be dialled

Note: With this method you cannot correct key presses.

Call Name menu

You can also call someone by accessing the Call Name menu.

Access ”`CallName`”

► CallName

5 JKL YES

Press to confirm

The display shows the first name beginning with a “k”.

Scroll up or down the name list until you find “kim”

or

5 JKL 4 GHI 6 MNO YES

Key more characters or the full name in the second step and press

YES

Confirm and Kim’s number will be dialled

Note: This method allows you to correct key presses.

How to write text, see section ”Phone book”.

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 a hunt group, where all members are represented with one common directory number.

Incoming calls to the hunt group, follow the same procedure as calls to normal directory numbers, then the call is directed to free extensions in the group. The hunt order within the group can be changed to suit your needs.

Only one group hunting call can be handled at a time, i.e. a second incoming group hunting call cannot be presented on your other line. However you can still receive group hunting calls to your extension number, if you are busy with a normal call

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.

16 hunt groups can be programmed, each containing 1 to 20 members. A hunt group member can be either an extension number, an operator console or a fictive number.

To answer incoming group hunting calls:

YES

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.

○ ○ ○ ○

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.

○ ○ ○ ○

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

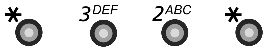
If two or more extensions simultaneously attempt to answer a call from the common bell extension, only the first extension will pick it up. The other extensions will receive the ”number unobtainable” tone. This will also happen if you dial the common bell pick up code and there are no calls waiting at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

OTHER USEFUL FACILITIES GENERAL

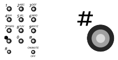
By using these facilities your productivity will be increased, e.g. you can set reminders for important meetings, place the costs for external calls on separate accounts and much more...

REMINDER

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



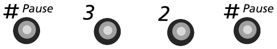
Press



Dial 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.

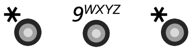
Cancel reminder



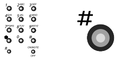
Press to cancel all settings

ACCOUNT NUMBER

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



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

☎ YES ●

Press
You will be in speech connection with the calling party.

Opening of the doorlock

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

R ●

Press

○ ○ ○ ○

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 ”master” and the other one as the ”slave”.

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

To activate the tandem configuration

* 2ABC 8TUV #

Press to log on the slave 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

# 2ABC 8TUV #

Press to log off the slave telephone

For incoming calls:

- The ”Slave” telephone cannot be called and the ”Master” 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

R

Press

Dial own directory number

Go ”on hook” to transfer the call

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.

○ ○ ○ ○

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.

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.

During the procedure you will be prompted for your personal code. Which code to use and how to change it, see section "Select Personal Code".

See last page for a card to remember these specific numbers.

SECURITY GENERAL

You can block your extension in order to prevent unauthorized use of your telephone, e.g if your external calls are placed on a specific account number.

BLOCK EXTENSION

* 7PQRS 2ABC #

Dial to block your extension
Verification tone, your extension is blocked.

Un-block extension

7PQRS 2ABC *

Dial to re-open

#

Dial your personal code and press to re-open
Verification tone, your extension is open for use.

SELECT PERSONAL CODE

You can use your four-digit code for blocking your phone from unauthorized use or for making external calls from any blocked extension.

#	**Press**
* 7PQRS 2ABC *	**Dial to select a new code**
○ ○ ○ ○	**Dial your present code**
*	**Press** The default personal code is ”0000”
○ ○ ○ ○	**Dial your new code**
#	**Press** Verification tone.

BYPASS BLOCKED EXTENSION

In order to make a call, you can temporarily bypass a blocked extension. You can make one call from the extension.

Bypass own extension

* 7PQRS 2ABC * **Dial**

○ ○ ○ ○ **Dial your personal code**

# **Press**
Dial tone. You can make one call from the extension.

Bypass another extension

This makes it possible to make a call on another, blocked extension, by using your authority code.

* 7PQRS 2ABC * **Dial**

○ ○ ○ ○ **Dial your personal code**

* **Press**

○ ○ ○ ○ **Dial your extension number**

# **Press**
Dial tone. You can make one call from the extension.

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

0 ●

Dial the digit(s) for external calls and 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.

○ ○ ○ ○

Dial the LCR code

Please ask your system administrator for the LCR code.

0 ●

Dial the digit(s) for external calls and external number

PHONE BOOK GENERAL

Note: This chapter only applies to the DT360 and DT368 telephones.

Your portable is equipped with a fixed phone book (a pre-programmed directory for up to 1000 names) that is useful to people in your organisation. These names are marked with a key-sign when displayed, to indicate that you cannot edit or delete them.

Your system administrator is responsible for the definition of the fixed phone book. The fixed phone book is often the same as your organisations general telephone directory.

In addition, you can create a personal directory with up to 100 names, which you can edit and erase.

The two directories are merged and alphabetically sorted in a name list.

ACCESS THE PHONE BOOK

To access the names and numbers of the phone book.

YES

Access "CallName"

► CallName

WHO CALLED LIST

Note: This section only applies to the DT368 and DT360 telephones.

Your phone keeps a list of people who have called you (if supported by the network). Whenever there are entries in the who called list, you can view or call back the numbers with the ”WhoCalled” option. Each entry in the list is displayed with a number in the upper left corner of the display.
When you switch off the phone, the who called list is erased.

Note: An exclamation mark (!) after an entry number means that you have not read that entry yet. A bell icon means that you have already called that caller, irrespective whether you have had contact or not.

Call back callers

YES

Access ”WhoCalled”

► WhoCalled

A list of numbers is displayed. If the number is in the phone book, the name is shown instead.

Scroll up or down the name list until you find the number you want to call back

YES

Press to dial the number

WRITE TEXT

The characters that you can enter, are written above each key. Use the keypad to write text, e.g. when you are sending a text message. Below is explained how to write text in the Add menu.

Yes Yes

Access ”Add” (DT360 only)

or

YES YES

Access ”Add” (DT368 only)
The portable changes to text entry mode automatically.

► Add

Example :

5JKL

Press a digit

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

*Note for DT360: Characters å, ø and ç are at key 1. Other European characters are composed by pressing * or #, followed by the relevant key. The ‘æ’ and ‘ß’ are not included.*

Note for DT368: Key ”1” is reserved for national characters. The ‘æ’ and ‘ß’ are not included.

Press to enter a space

YES

Press to confirm your edit and exit the menu

Example : DT310

To enter ü press # followed by 8
Key 8 has to be pressed only once here, because the portable recognises invalid combinations with “t” and “v”.

Press to confirm your edit and exit the menu

Example : DT368

To enter ü press * followed by 8 (four times)

1 time	result	t
2 times	result	u
3 times	result	v
4 times	result	ü

Press to confirm your edit and exit the menu

ADJUSTMENTS GENERAL

The BusinessPhone 50/250 system is equipped to set and adjust a personal volume.

VOLUME CONTROL

Use the volume keys to adjust the volume in the earpiece or the volume of the ringer. The volume keys have an auto repeat function. Location of volume controls, see section ”Description”.

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 or a computer room. The earpiece volume can be set to 10 different levels.

▲ or ▼ **To adjust the earpiece volume during a call**

Ringer Volume

When the portable is at rest or ringing, the volume keys affect the ringer level. Each time you press the key, you will hear a short ring burst so that you can verify the new volume immediately. There are 7 ringer levels. At the lowest level, the ringer is shut off.

▲ or ▼ **To adjust the ringer volume**

INSTALLATION GENERAL

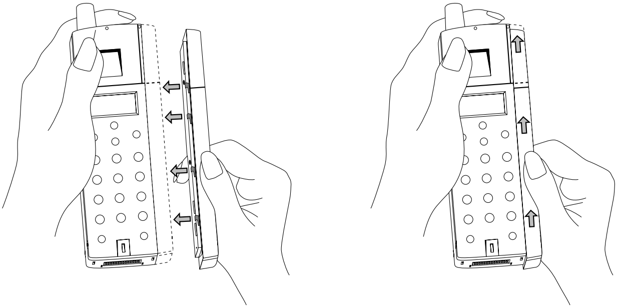
This chapter describes the batteries (how to connect and charge) and how to connect the clip to the back of your portable.

BATTERIES

Your portable is supplied with either a standard battery or an optional, high capacity battery.

Connecting the Battery

Attach the battery to the portable as shown in the figure below.



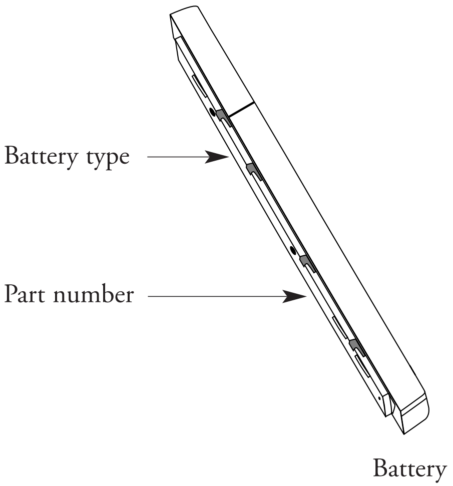
Note: Because the status of a newly received battery is uncertain, always charge it to ensure that you have sufficient talk and standby time.

(continued)

BATTERIES (continued)

Battery description

On the surface that connects to the portable you can see which battery you have, see the figure below.



The table below indicates the difference in performance.

	Talk time (hours)	*Standby time (hours)*	*Charge time (minutes)*
High capacity for DT310, DT360	9	45	90
High capacity for DT368	10	50	90

Note: The batteries for the DT310 and DT360 phones are compatible with the DT368, but may give lower talk- and standby times.

Basic charger

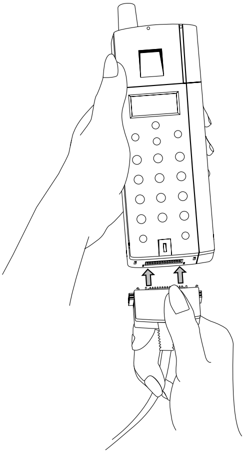
When the battery requires charging, you will hear a warning sound and the display will indicate it. Use the charger that is delivered with your portable to charge the battery. Regarding charge time, see section ”Battery description”.

Note: For the DT368 the basic charger must be purchased separately.

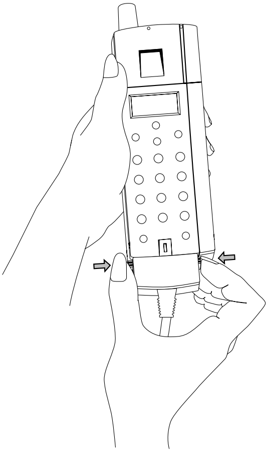
To charge the battery:

Connect the adaptor to the mains socket and the charger as shown in the figure below
The charging process will start automatically, indicated by a fast flashing battery icon. When charging is complete, the icon stops flashing. While charging, you can use your portable normally.

Note: Do not connect your portable to the charger without a battery.



Connect the
Basic charger

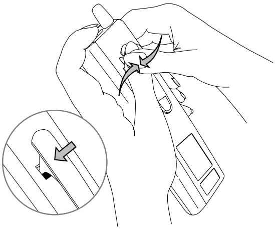


Disconnect the
Basic charger

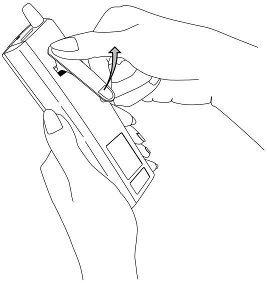
Note: You can remove the connector from your portable at any time. If you wish, you can leave the adaptor in the mains socket when you remove the connector. Use the self adhesive cable clamp to tie the adaptor cable.

CONNECTING THE CLIP

Connect/disconnect the clip to the back of the portable as shown in the figure below.



Clip connection



Clip disconnection

Note: Do not put your fingers on the display when you press. You can remove the clip, but don't do this too often, because this may wear out the fastening.

TROUBLE SHOOTING GENERAL

This section contains information on how to solve common operational problems, and warnings you may receive.

TROUBLE SHOOTING

Go through the following lists if you encounter any problems. If this checklist does not solve the problem, contact your system administrator. If others have similar problems, there may be a system error.

Fault check list

Fault
- Probable cause
  - Action & Comment

No display
- Battery low or portable defect
  - Charge battery

Display shows program and battery icon (DT310)
Display shows ”Connect battery” (DT360 and DT368)
- Battery not properly fit or defect
  - Check battery or contact system administrator

No ringing
- Ringer off icon on or portable defect
  - Off icon on=Adjust volume

Standby icon flashes (DT310 and DT360)
Signal strength icon off (DT368)
- Out of coverage area, system or portable defect
  - Enter coverage area or contact system administrator

Battery icon flashes slowly
- Battery low
  - Charge battery

Call icon and/or program icon on for 2 seconds (DT310)
Call icon on for 2 seconds (DT360 and DT368)
- Portable defect
  - Contact system administrator

(continued)

TROUBLE SHOOTING (continued)

Battery icon on
- Charging complete, charger still connected
  - Disconnect the charger

“PhoneBook empty”
- No names stored in the phone book
  - Add names

“MemoryFull”
- Memory full, you can not add names
  - Delete a name

“EnterXXX” (DT368) (where XXX=IPEI, PIN or UPI)
- IPEI code, PIN code or UPI number missing
  - Enter required IPEI, PIN or UPI

“KeyLock” (DT368)
- The key pad is locked
  - Press ”Yes” twice to unlock

“NoAccess” (DT368 & DT360)
- Network in range, but no access rights
  - Select another network or resubscribe

“NoSystem” (DT368 & DT360)
- Cannot connect to selected network
  - Select another network, subscribe or contact system administrator

“PINBlocked Unblock” (DT368)
- Phone blocked, wrong PIN code entered three times
  - Press ”Yes” and enter IPEI code

Contact your system administrator if one of these error messages is displayed:
- SystemList Error
- BuzzerData Error
- FixedPhone-bookError
- UserData Error
- UserPhone-bookError
- Error xx (where xx=any number)

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”.
DIAL-BY-NAME	Initiation of a call by operating a single key. Internal numbers (or common abbreviated numbers) can be stored on each extension. See section ”Abbreviated numbers”.
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 (upto 8 digits). If your telephone is equipped with a display, you can see your number.
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”.

(continued)

GLOSSARY (continued)

ISDN	Integrated Services Digital Network. Provides your system with supplementary services from the public net.
LEAST COST ROUTING	A function that automatically selects the cheapest way to connect your external call (not necessarily the shortest distance). See section ”Least cost routing”.
MAILBOX	The mailbox system controls the messages that are left for or sent by you when you are absent. See section ”Mailbox system”.
MESSAGE	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.”Call me” message. 2. Voice message.* See section ”Internal messages”.
MUTE MICROPHONE	To switch the microphone temporarily off. See section ”During calls”.
PBX	Public Branch Exchange. Your telephone switching system (e.g. BusinessPhone 250).
PERSONAL CODE	A four-digit code needed to e.g. block your extension and retrieve messages from the mailbox system. You can set your own personal code. See section ”Security”.
PRE-DEFINED TEXT	Pre-programmed absent information. See section ”Information”.
THIRD PARTY	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”.
TIE LINE	An external line from the private network.
TRANSFER	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”.
TRUNK LINE	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 center for more information.

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QUICK REFERENCE GUIDE - DT310

ANSWER CALLS

Answer: On/Mute Off

Suppress ringing: Shift On/Mute Off

MAKE CALLS

Normal calls: ☎ *(Dial tone)*
⌨ *(Internal or external no.)*

Common abbreviated number: ☎ ⌨ *(Abbreviated no.)*

Individual abbreviated number: ☎ * * ○
(Abbreviated no. 0-9)

Last external number redial: ☎ * * *

YOU GET BUSY TONE OR NO ANSWER

Automatic call-back: 5 ☎
(Go "off hook" when called back)

Camp on: 4 *(Keep handset off hook)*

Intrusion: 8

INQUIRY

Ongoing conversation: R ⌨ *(Call 3rd party)*

CONFERENCE

Ongoing conversation: R ⌨ *(Call 3rd party)*
R 3 *(To establish)*
☎ *(To leave)*

TRANSFER

Transfer a call: R ⌨ *(Call 3rd party)*
☎ *(Before or after answer)*

REMINDER

Reminder (24 hours): * 3 2 *
⌨ *(Reminder time)* # Pause

Cancel reminder: # Pause 3 2 # Pause

VOLUME CONTROL

Earpiece volume (during call): ▲ or ▼

Ringer volume (at rest/ringing): ▲ or ▼

ACCOUNT NUMBER

Costs on a selected account no.: * 9 Tone/Pulse *
⌨ *(Account number)* # Pause

MESSAGES

"Call me": 9 Tone/Pulse # Pause

Voice: 9 Tone/Pulse 9 Tone/Pulse *Speak*

Play-back: *

Re-record: 9 Tone/Pulse *Speak*

Send: # Pause

Receive messages: * 5 9 Tone/Pulse # Pause

CALL FORWARDING

Fixed diversion: * 2 1 # Pause

Individual diversion: * 2 1 *
⌨ *(New no.)* # Pause

Cancel diversion: # Pause 2 1 # Pause

Follow me, re-direct from answering extension: * 2 1 *
⌨ *(Own no.)* *
⌨ *(New no.)* # Pause

Cancel from answ. extension: # Pause 2 1 *
⌨ *(Own no.)* # Pause

Bypass call forwarding: * 6 0 *
⌨ *(Extension no.)* # Pause

INFORMATION

Enter information (pre-text): * 2 3 *
○ *(Select "info code" from list below)*
⌨ *(Enter "completing info")* # Pause

	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 GUIDE - DT360 AND DT368

ANSWER CALLS

Answer: YES

Suppress ringing: ON/MUTE OFF

MAKE CALLS

Normal calls: ⌨ *(Internal or external no.)* YES

Common abbreviated number: ⌨ *(Abbreviated no.)* YES

Individual abbreviated number: * * ○ YES
(Abbreviated no. 0-9)

Last external number redial: * * * YES

YOU GET BUSY TONE OR NO ANSWER

Automatic call-back: 5JKL *(Go "on hook")*
(Go "off hook" when called back)

Camp on: 4GHI *(Keep handset off hook)*

Intrusion: 8TUV

INQUIRY

Ongoing conversation: R ⌨ *(Call 3rd party)*

CONFERENCE

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

TRANSFER

Transfer a call: R ⌨ *(Call 3rd party)*
(Go "on hook" before or after answer)

REMINDER

Reminder (24 hours): * 3DEF 2ABC *
⌨ *(Reminder time)* #

Cancel reminder: # 3DEF 2ABC #

VOLUME CONTROL

Earpiece volume (during call): ▲ or ▼

Ringer volume (at rest/ringing): ▲ or ▼

ACCOUNT NUMBER

Costs on a selected account no.: * 9WXYZ *
⌨ *(Account number)* #

MESSAGES

"Call me": 9WXYZ #

Voice: 9WXYZ 9WXYZ *Speak*

Play-back: *

Re-record: 9WXYZ *Speak*

Send: #

Receive messages: * 5JKL 9WXYZ #

CALL FORWARDING

Fixed diversion: * 2ABC 1 #

Individual diversion: * 2ABC 1 *
⌨ *(New no.)* #

Cancel diversion: # 2ABC 1 #

Follow me, re-direct from answering extension: * 2ABC 1 *
⌨ *(Own no.)* *
⌨ *(New no.)* #

Cancel from answ. extension: # 2ABC 1 *
⌨ *(Own no.)* #

Bypass call forwarding: * 6MNO 0 *
⌨ *(Extension no.)* #

INFORMATION

Enter information (pre-text): * 2ABC 3DEF *
○ *(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

BusinessPhone 250 / BusinessPhone 50
Portable DT310 / DT360 / DT368

QUICK REFERENCE CARD

These cards are used for DISA and to check messages.

DISA and Message check:

Company number

DISA Number → → Message system

→ Personal code →

ERICSSON

DISA and Message check:

Company number

DISA Number → → Message system

→ Personal code →

ERICSSON

DISA and Message check:

Company number

DISA Number → → Message system

→ Personal code →

ERICSSON

DISA and Message check:

Company number

DISA Number → → Message system

→ Personal code →

ERICSSON

Special account numbers for business calls:

	Project name		Account number
1		→	
2		→	
3		→	
4		→	

*business*phone
...it's your business

This is a part of EN/LZTBS 102 124 R1B

Special account numbers for business calls:

	Project name		Account number
1		→	
2		→	
3		→	
4		→	

*business*phone
...it's your business

This is a part of EN/LZTBS 102 124 R1B

Special account numbers for business calls:

	Project name		Account number
1		→	
2		→	
3		→	
4		→	

*business*phone
...it's your business

This is a part of EN/LZTBS 102 124 R1B

Special account numbers for business calls:

	Project name		Account number
1		→	
2		→	
3		→	
4		→	

*business*phone
...it's your business

This is a part of EN/LZTBS 102 124 R1B

BusinessPhone DT310 / DT360 / DT368 Portable Telephones

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Ericsson is the leading provider in the new telecoms world, with communications solutions that combine telecom and datacom technologies with the freedom of mobility for the user. With more than 100,000 employees in 140 countries, Ericsson simplifies communications for its customers - network operators, service providers, enterprises and consumers - the world over.

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