

# SL2100 DT920 (ITK-8LCX-1) Reference Sheet



DT920 (ITK-8LCX-1)

## FUNCTION KEYS

### Call Indicator Lamp

This lamp flashes fast when a call is ringing, or flashes slower when a message has been left.

### Alphanumeric Display

The LCD has 3 lines, 24 characters with backlight.

### Back

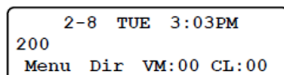
Back out of any screen and return the display to "Time and Date".

### Home Key

Explanations of Programmable Keys can be displayed on the LCD by pressing the **Home** key quickly plus a programmable key.

### Soft Keys

The Soft Keys show the available features for your current activity. Any feature shown at the bottom of the LCD is available.



### Programmable Function Keys

Flexible Line keys or Feature keys assigned by the System Administrator.

### Recall Key

Press key to finish an outside call and hear the dial tone. (Flash)

### Transfer Key

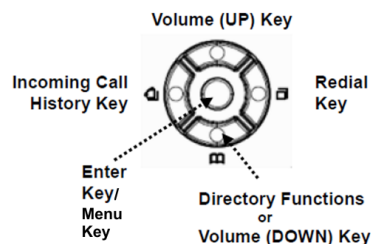
Allows the extension user to transfer established calls to another extension.

### MIC Key

When MIC LED is on, Microphone is on. When LED is off, Microphone is muted. LED must be on for handsfree response. MIC key also works for handset.

### Cursor Key

Access various features with simple operation.



### Speaker

Controls built-in speaker, which can be used for Hands Free Dialing/Monitoring. LED on key lights when key is active.

### Hold

Press this key to place an internal or external call on hold.

## MAKE A CALL

- Lift the Handset or press **Speaker**.
  - Dial the required number.
- (For external calls, dial 9 first)

### NOTE:

The access codes are default only, and may have been changed for your system.

## LAST NUMBER REDIAL

- Without lifting handset, press the **REDIAL** button.
- Press the Cursor key left/right to search the required number.
- Press the **Speaker** key or lift the handset to initiate the call.

## HOLD

Ask the caller to please hold:

- Press the **Hold** key – held key flashes.
- You may replace handset if you wish.

To retrieve a call:

- Lift the handset.
- Press the flashing line.

### NOTE:

For exclusive hold – press a function key that is programmed as Type 45 exclusive hold.

## VOICE CALL

Allows a user to intercom other terminals.

- Lift the handset and dial extension number.
- Press **Voice** soft key and speak over the intercom.

## TRANSFER

With a call in progress:

- Press the **Transfer** key.
- Dial an extension or external number and announce the call (optional).
- Replace the handset.

### NOTE:

If the called extension is busy or does not answer, press the **Flashing key** to return to your caller. If the extension does not accept the call, ask them to hang up and your call is returned.

## CONFERENCE

With a call in progress (internal or external)

- Press the **Conf** soft key.
- Dial an internal or external number.
- When the third party answers, press the **Add** soft key.
- Press the **Begin** soft key to begin the Conference.
- A three way conference is now established.

### NOTE:

Any party may exit the conference by hanging up. The two parties will remain connected, as long as one of the remaining parties is internal.

## ANSWER A SECOND CALL

To answer a second call while speaking to the first caller:

- Receive a CO/DID/DIL incoming ring, the line key or Loop Key will flash,
- Place your current caller on hold,
- Press the flashing **CO Line Key** or flashing **Loop Key** to answer the second call.

## CALLBACK

If you dial a busy extension:

- Dial # and hang up.
- Replace the handset.

During this time you may make and receive calls.

- When both extensions are free, your phone will ring.
- Lift the handset and the other extension will ring.

**To Cancel:**

- Lift the handset and dial access code **770**.

**NOTE:**

The access codes are default only, and may have been changed for your system.

**CALL FORWARD – ALL**

Forwards all calls immediately.

**To Set:**

- Lift the handset and dial the Call Forward All Access code **741**.
- Dial **1** to set.
- Dial the destination number.
- Replace the handset.

**To Cancel:**

- Lift the handset and dial **741**.
- Dial **0** to cancel.
- Replace the handset

**NOTE:**

The access codes are default only, and may have been changed for your system.

**CALL FORWARD NO ANSWER**

Forwards calls only after the call forward no answer timer expires.

**To Set:**

- Lift the handset and dial the Call Forward No Access code **743**.
- Dial **1** to set.
- Dial the destination number.
- Replace the handset.

**To Cancel:**

- Lift the handset and dial **743**.
- Dial **0** to cancel.
- Replace the handset.

**NOTE:**

The access codes are default only, and may have been changed for your system.

**CALL FORWARD BUSY**

Forwards calls when your extension is busy.

**To Set:**

- Lift the handset dial **742**.
- Dial **1** to set.
- Dial the destination number.
- Replace the handset.

**To Cancel:**

- Lift the handset and dial **742**.
- Dial **0** to cancel.
- Replace the handset.

**NOTE:**

The access codes are default only, and may have been changed for your system.

**CALL PICK UP**

**To answer a ringing extension in your group:**

- Lift the handset and dial **\*#**.

**OR**

**For answering ringing extensions not in your group:**

- Lift the handset, dial **\*\*** plus ringing extension number.

**NOTE:**

The access codes are default only, and may have been changed for your system.

**PROGRAMMING SPEED NUMBERS**

**To store a Speed Dial number (display telephones only):**

- Press **Speaker**.
- Dial **753** (for system).
- Dial the speed dial bin (000 ~ 899).

**NOTE:**

Bins 000 ~ 899 are assigned by default and these values can be changed via system programming.

- Dial telephone number you want to store (up to 24 digits).
- Press **Hold**.
- If desired, enter name using dial pad.

- Press **Hold**.

- Press **Speaker** to hang up.

**To dial a System Speed Dial number:**

- Without lifting the handset, press the **Directory** key (Bottom Cursor key).
- Press the **Cursor** button up or down to search for the required number.
- Go Off-hook to dial.

**NOTE:**

The access codes are default only, and may have been changed for your system.

**SPEAKER/RECEIVER VOLUME**

**To adjust the Speaker/Receiver volume:**

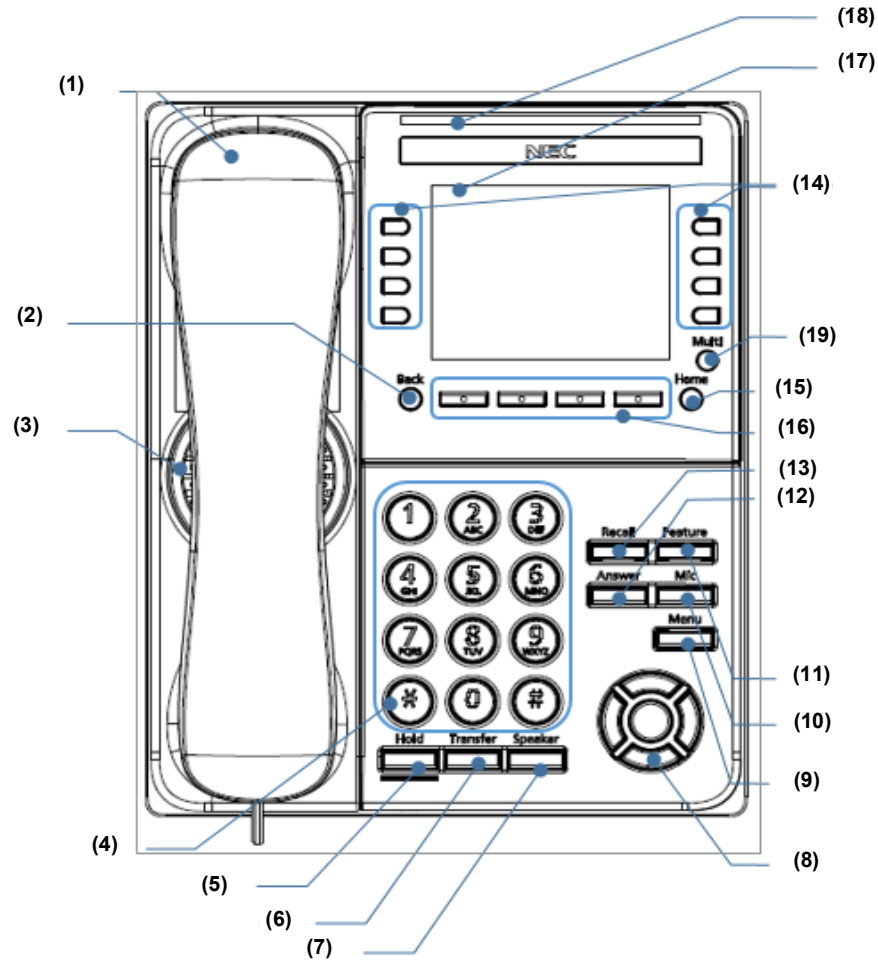
Press the **Cursor** button up or down during conversation.

**RINGER VOLUME**

**To adjust the ringer volume:**

Press the **Cursor** button up or down during ringing.

## Keys and Parts



No.	Name	Function
(1)	Handset	Used to send/receive voice.
(2)	Back Key	To return to previous window.
(3)	Speaker	To originate a call handsfree.
(4)	Dial Keypad	To dial the called party number or feature access code.
(5)	Hold key	To place a call on hold.
(6)	Transfer key	Allows the terminal user to transfer established calls to another terminal, without attendant assistance.
(7)	Speaker Key (with light)	To control the built-in speaker which can be used for handsfree dialing or monitoring.
(8)	Cursor Key	To enter a selected item after navigating the menu. This key is also used to display the shortcut menu for frequently used features. (Note: Only for Classic Mode.) <b>Volume (UP/DOWN) Key</b> To adjust speaker/receiver volume and ringer volume while off-hook. To display the directory (DIR) by pressing the down key while on-hook. <b>Right Key (Directory)</b> To access Last Number Redial. (Note: Only for Classic Mode.) <b>Left Key (Redial)</b> To display the Call History. (Note: Only for Classic Mode.)
(9)	Menu Key	To access the menu of the terminal. Only "Phone" and "Settings" icons function. Directory and History are not supported from this page and are accessed from the Cursor button.
(10)	Mic Key	When MIC LED is on, Microphone is on. When LED is off, Microphone is muted. LED must be on for handsfree response. MIC key also works for handset.
(11)	Feature Key (with light)	To activate features such as terminal setup and to program One-Touch Speed Calling keys.
(12)	Answer Key (with light)	To answer the incoming call, when LED on this key is lit.
(13)	Recall Key	To finish a call and hear the dial tone to make an another call (same as Flash Key).
(14)	Programmable Keys (with light)	These keys can be programmed as Flexible line key/Programmable feature key by system administrator.
(15)	Home Key	To display the Utility menu or check the status of programmable keys press and hold this button. To check the status of a programmable key, press this button <b>quickly</b> .
(16)	Soft keys	The feature name is shown at the bottom of the LCD. The appropriate feature key is displayed on the screen according to the call handling process.
(17)	LCD	To display date or dialed number, etc.
(18)	Call Indicator Lamp	The large LED at the top of the terminal flashes when receiving an incoming call. It also flashes indicating a voice mail message has been received.
(19)	Multi Key	To display the application switch screen and scroll to additional pages.