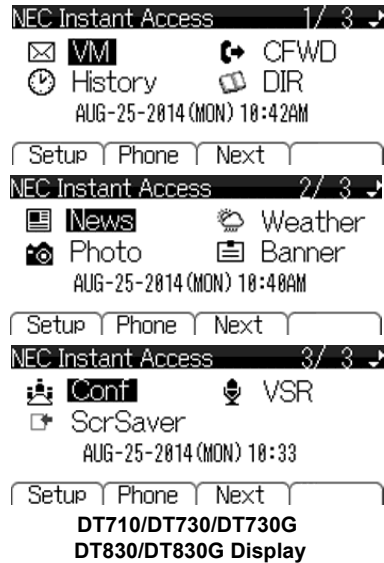


This reference sheet provides the terminal user with step-by-step instructions for the features supported in the Instant Access application.

The following screens allow access to the XML icons:



User Notes:

Settings are lost if terminal loses power, settings must be reapplied.

The **Help** key will not function while the terminal is displaying the **Instant Access** applications.

The **Exit** key is a quick link back to the **Instant Access** application (main) screen.

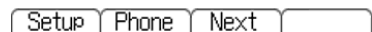
In order for VoiceMail and Call Forward to function, the user must preprogram these settings under the softkey labeled **Config**.

FEATURE ACCESS

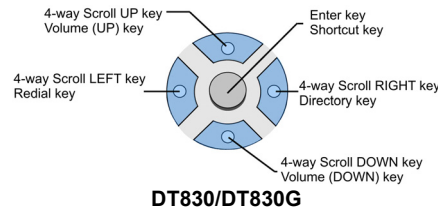
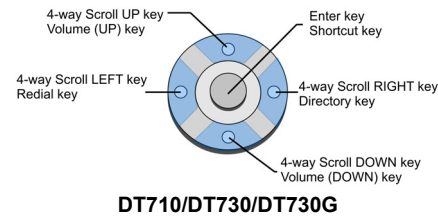
A variety of options are provided to the user when navigating the XML application.

Softkeys

Any softkey shown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.



Cursor Key



The Cursor key allows the user to move the cursor to the **Left**, **Right**, **Up** or **Down**. The center button functions as an Enter key.

Help

Explanations of Programmable Keys can be called up on the LCD by pressing and holding the Help key plus a programmable key.

Exit

The user can exit from the Menu or Help mode by pressing this key.

VOICE MAIL

When activated, provides quick access to voice mail service.

To activate VM feature:

(until set up, VM icon has no affect)

1. Select **Setup** softkey.
2. Select **IAA Config**.
3. Select **Phone Config**.
4. Select **Voice Mail**.
5. Enter **Extension Number**.
6. Select **Submit** softkey.
7. Select **Exit** to return to main screen.



UNIVERGE® SV8100/SV8300 UNIVERGE® SV9100/SV9300



DT710

DT730

DT730G (ITL-12DG-3)

DT830

DT830G (ITZ-8LDG/ITZ-12DG-3)

XML

Instant Access Reference Sheet

CALL FORWARD

SV8300 only.

Set and disable Call Forward settings.

To set up CFWD features:

Call Forward All Call

Call Forward No Answer

Call Forward Busy

1. Select the **CFWD** icon.
2. Identify Call Forward type and select **Set**.
3. Enter number to be **forwarded to** (i.e., cell phone, home phone).
4. Select **Submit**.
5. Select **OK**.
6. Select **Exit** to return to main screen.

Cancel:

Will suspend selected feature keeping forward to number in memory.

To delete number:

1. Select **Set**.
2. Select **Del** softkey.
3. Select **Submit** softkey.
4. Select **OK**.
5. Select **Exit** to return to main screen.

SPEED DIAL

SV8100 only.

Set Speed Dial numbers.

To activate SPD features:

1. Select **Setup** softkey.
2. Select **IAA Config**.
3. Select **Phone Config**.

4. Select **Speed Dial**.
5. Enter **SD Number**.
6. Select **Submit** softkey.
7. Select **Exit** to return to main screen.

NOTE: A single speed dial number is supported.

CALL HISTORY

View, call from, store or delete all or individual call history records.

Select the **History** icon.

To View Call History:

1. Using the softkey select **Redial** or **CID**.
2. Use the Cursor to display next and previous records.

NOTE: LIST END is displayed if no data is saved.

To Make a call from Call History:

1. Display the call history data of desired telephone number.
2. Lift the handset, press the **Speaker** button.

To Store Call History Data to Speed Dial:

1. Display the call history data of desired telephone number
2. Select the **Store** softkey.
3. Select:

STA to store in Speed Dial bin
SPD to store in system Speed dial bin.
TELBK to store in telephone book.

To Delete Call History Data:

1. Display the call history data of desired telephone number.
2. Select **One** to delete a single call or **All** to delete all call history.

DIRECTORY

Access personal call directory stored in the terminal to view or modify contacts. Also, used to place calls.

Select the **DIR** icon.



To add:

1. Select **REGIST**.
2. Select **Name** or **Telephone Number**.
3. Using the Numbered Keypad, enter a name or telephone number.
4. Press the **Hold** button.
5. Select the desired **Group**.
6. Enter the telephone number indicated in the display, press the **Hold** button.
7. Enter a **Memory ID**.
Screen returns to main directory.
8. Press **Exit** to return to main screen.

To Find Registered Data:

1. Select **SEARCH**.

NOTE: NO TELBK DATA is displayed if no entries exist.

2. Press the **Menu** button.
3. Select a search method.

To Make a Call From Directory:

1. Display the detailed data of target party.
2. Lift the handset, press the **Speaker** button or **Dial** softkey.

To Delete All Directory:

1. Select the **DIR** icon.
2. Select **DeleteAll** softkey.
3. Enter 4-digit password, select **Yes**.

To Delete Specific Directory Data:

1. Display the detailed data of target party.
2. Press the **Menu** button.
3. Select the desired data entry.
4. Select **DEL** softkey.

NEWS

Allows the user to see RSS News in topics provided. Users can subscribe to preferred news services and setup desired RSS URL.

Select the **News** icon. The News Topic screen is displayed.



To exit the News application, select the **Exit** button, or select the **Exit** softkey.

To view the next screen or return to the previous screen, select the **Next Page** or **Previous Page** softkey.

To Subscribe:

1. Select **Next Page**.



2. Select **Subscribe**.
3. Select a topic (i.e., Latest News & Headlines).
4. Choose the preferred **RSS feed**.



5. Press the **Select** softkey. Display will return to topics screen. If desired, continue to subscribe to other news topics

Or

Select **Back** then **OK** softkey to return to the Topics page.

NOTE: Screen returns to the Home page in 10 seconds if only Back is pressed.

Or

Press **Exit** button to return to Home page.

To view selected News:

1. Select a topic (i.e., Latest News & Headlines).
2. Using the cursor, select the desired news topic.
3. Press **Enter** button on cursor key.

The News title display page automatically advances to the next story every 30 seconds.

NOTE: From the Latest News & Headlines banner, **Topic**, **Business**, **Entertainment** and **Sports** sections can be accessed using the right/left cursor key.

4. Select the **Detail** softkey or the cursor **Enter** key to show more detail (Yahoo! feed only).

To send News URL by Email:

1. From the news detail page, select **Email** softkey. An Email confirmation screen is displayed.
 2. Select the **Send** softkey.
- NOTE:** This must be set up by the user, refer to the Instant Access User Guide.
3. Open the Email from the IAA server.
 4. Click the URL link to view the news item.

WEATHER

Allows the user to view weather conditions at two separate locations. Forecast information is available for the current and next three days.

Select the **Weather** icon. The Weather screen is displayed.



To set up Weather features:

1. Select the **Setup** softkey, or from the Home screen go to **Config>IAA Config>Application Config>Weather**.



2. Using the cursor, select **Celsius** or **Fahrenheit** in the Degrees field.
3. In the Language field, select **English** or **Japanese**.
4. In the City 1 field, enter a **city name**, **zip code** or **airport code**.
In the City 2 field, enter a **city name**, **zip code** or **airport code**.
5. To save, select **Submit** softkey.

To view Weather:

From the home screen, select the **Weather** icon.

NOTE: To view alternate location, press the softkey showing the other location name.

NOTE: Local time is displayed at top of screen.

PHOTO ALBUM

Allows the user to upload photos to the server or, download photos to the terminal for display. Also, modify frequency of photo change.



Select the **Photo** icon.

Select Photo source.

Server Photo

Photos from server displayed.

Server Photo with clock A

Adds date and time in lower corner.

USB Port

(ITL-12DG-3 only).

The USB port is used for the charging of smartphone devices only. Tablets are not supported.

BANNER SETTING

Allows the user to setup a greeting for local display or, display a greeting on a terminal.

Select the **Banner** icon. 

To set title:


Using the Numbered Keypad, enter **Title** to be displayed on title bar.

The **0** key enters a space.

The **#** key enters special characters *****, **#**, **.**, **@**, **/**, **(**, **)**, **-**, **_**, **:**, **'**, **~**, **&**, ****,

CONFERENCE

Allows user to set up or join a conference.

Select the **Conf** icon. 

To Setup:

1. Highlight a **Not Set** conference Bridge.
2. Press **Select** softkey.
3. Enter **Name** of Conference.
4. Enter **Number** of Conference.
5. Enter **Pin #1** (if required).
6. Enter **Pin #2** (if required).
7. Select **OK**.
8. Conference information is displayed.


To Join:

1. Input data using steps above.
2. Press **Dial softkey** to join conference

VSR


Use VSR to record calls.

Set up record function:

1. Select **Setup** softkey. 
2. Select **1 IAA Config**.
3. Select **1 Phone Config**.
4. Select **4 VSR**.
5. Using the Cursor Key, change VSR mode to **Enable** (Disable is default).
6. Using the Numbered Keypad, enter the **Server Name** or **IP Address**.
The ***** key enters a space.
The **#** key enters special characters *****, **#**, **.**, **@**, **/**, **(**, **)**, **-**, **_**, **:**, **'**, **~**, **&**, ****,
7. Select **OK** softkey.

8. Press **Exit** button to return to main screen.
9. Select the **VSR** icon
Use VSR icons to Record, Pause or Stop recording calls.

SCREEN SAVER

Allows user to manually enable the screen saver function. 

To activate the Screen Saver feature:

1. Select **Setup** softkey.
2. Select **Terminal User Config**.
3. Select **User Setting**.
4. Select **Display**.
5. Select **Screen Saver**.
6. Select **Screen Saver Mode**.
7. Select **Enable** (default is Disable).
8. Select **OK** softkey.
9. Select **Wait Time**.
10. Input time (amount of idle time before screen saver activates).
11. Select **OK** softkey.
12. Select **Exit** to return to main screen.

NOTE: Lifting handset or pressing any key will suspend the Screen Saver.

To Disable:

1. Select **Setup** softkey.
2. Select **Terminal User Config**.
3. Select **User Setting**.
4. Select **Display**.
5. Select **Screen Saver**.
6. Select **Screen Saver Mode**.
7. Select **Disable**.
8. Select **OK** softkey.
9. Select **Exit** to return to main screen.

UCE SETTINGS

SV8300 only.

Allows the user to access existing UCE server databases.

1. Select **Setup** softkey.
2. Select **1 IAA Config**.
3. Select **Phone Config**.
4. Select **3 UCE**.

5. Using the Cursor Pad, change UCE mode to **Enable** (Disable is default).
6. Using the Numbered Keypad, enter the **Server Name** or **IP Address**.

The ***** key enters a space.

The **#** key enters special characters *****, **#**, **.**, **@**, **/**, **(**, **)**, **-**, **_**, **:**, **'**, **~**, **&**, ****,

7. Select **OK** softkey.
8. Press **Exit** button to return to main screen.
9. Select the **History** icon
OR
Select the **DIR** icon.
10. After a few moments, the DT730 will access the UCE database.