

# TELEPHONE USER GUIDE

## NEC DT800 SERIES

### Desi-less phone



### 12-button phone



### 6-button phones



## TELEPHONE LAYOUT

- |                        |                      |              |
|------------------------|----------------------|--------------|
| 1. HANDSET             | 7. PROGRAMMABLE KEYS | 13. CURSOR   |
| 2. CALL INDICATOR LAMP | 8. RECALL:           | 14. ENTER    |
| 3. LCD DISPLAY         | 9. FEATURE           | 15. REDIAL   |
| 4. EXIT                | 10. ANSWER           | 16. SPEAKER  |
| 5. SOFT KEYS           | 11. MIC              | 17. TRANSFER |
| 6. HELP                | 12. MENU             | 18. HOLD     |

# TELEPHONE LAYOUT & BUTTON DESCRIPTION

## 1. HANDSET

## 2. CALL INDICATOR LAMP

- Flashes for incoming calls
- Lamp lights steadily when a voicemail message has been left

## 3. LCD DISPLAY: Provides activity information plus data, time, date, and soft key information

## 4. EXIT: Press to exit from the **Help** key mode

## 5. SOFT KEYS: The appropriate feature key is displayed on the bottom of the display screen and will change according to the call action.

### SOFT KEY - WHEN IDLE

#### PBOOK (LOCAL OR SYSTEM DIRECTORY)

- Press **PBook** soft key while phone is idle.
- Press **Local** or **Sys** soft key (takes you to appropriate directory listing)
- Enter a name by “dialing” the letters
- Scroll to highlight your choice
- Press **OK** soft key to dial

### SOFT KEY - WHEN DIAL TONE

#### FDA (CALL FORWARD ALL CALLS)

- To set:** Receive dial tone and press **FDA** soft key. Dial extension (**8000** for voicemail) and hang up.
- To cancel:** Receive dial tone and press **FDA** soft key.

#### S&R (SAVE AND REPEAT)

- Press the **S&R** soft key to save a dialed number and redial it later by pressing the **S&R** soft key.

#### PICK

- Group Pick:** Press **Pick** soft key to answer calls programmed within a pick group.
- Pick Direct:** Lift handset to receive dial tone. Press **Pick Direct** and dial the extension number to be picked up.

### SOFT KEY - WHEN TRANSFER

#### CONFERENCE CALL (3-PARTY CONFERENCE CALL)

- Press **Transfer** to place the original party on hold
- Dial the second number and wait until second party answers
- Press **CONF** soft key. If one party hangs up, the

other two remain connected. Use **Speaker** and **Mic** for hands-free conversation.

## 6. HELP: Press this key for explanation of the soft keys.

## 7. PROGRAMMABLE KEYS: These are one-touch speed dials for user personalization.

## 8. RECALL: Press key to terminate a call and receive new dial tone.

## 9. FEATURE: Used to activate setup functions and to program touch keys

## 10. ANSWER: Press to answer a call on **Speaker**. **Mic** must be on for hands-free conversation.

## 11. MIC: Press to respond hands-free and use with **Speaker** for hands-free conversation.

## 12. MENU: To access functions not normally used such as call history, directory, settings (ring volume, off ring hook, back light, headset, peripherals)

## 13. CURSOR: Use these keys to access various features

- Top: 4-way scroll **UP** key and **Volume (UP)** key
- Right: 4-way scroll **RIGHT** key; takes you to **Station Speed Dial**
- Bottom: 4-way scroll **DOWN** key and **Volume (DOWN)** key
- Left: 4-way scroll **LEFT** key and **Redial** key

## 14. ENTER: The shortcut menu to access Missed Calls “1” or Voicemail “2”

## 15. REDIAL: Press key and scroll through numbers that have been dialed. Saves up to five previously dialed numbers. When desired number is displayed, press “\*” to activate dialing.

## 16. SPEAKER: Controls the built-in speaker for hands-free dialing. **Mic** is built-in microphone used for hands-free operation with **Speaker**.

## 17. TRANSFER: Press **Transfer** while connected to the first caller. Dial the number you are transferring call to and hang up to connect.

## 18. HOLD: Press to place an internal or external call on hold.

# FEATURES

## DIALING PROCEDURES

### INTERNAL EXTENSION

Dial four digit extension

### RECEPTIONIST / OPERATOR

Dial 0

### LOCAL NUMBER

Dial 88 + 10 digit local number

### TOLL-FREE NUMBER

Dial 88 + 1 + toll free number

### LONG DISTANCE (DOMESTIC)

Dial 88 + 1 + area code + number + authorization code (if applicable)

## VOICEMAIL ACCESS

**FOR INITIAL SET-UP** Refer to phone emails or check with your school office for the default security code. Once entered, the system will prompt you to set up your own security code and personalized voicemail

### INTERNALLY

#### CLASSROOM PHONES-

Press the Voicemail Button on the far right under the phone's screen. Wait to hear the auto attendant and then press the # key. 3. Upon request, enter your voicemail extension and follow the prompts.

#### OFFICE PHONES-

Dial **8000** (or) press the the **Enter** key (14) then press "2" on the dial pad

-From your own extension: Enter security code

-From any other extension (if prompted for security code, press **\*#extension number**): Dial **#extension number**, your extension then enter security code.

### EXTERNALLY

Dial **484.266.4444**, press #, your extension then the security code.

## PAGING

To page, lift the handset and dial the paging access code. Speak into the handset and hang up when finished paging.

## STATION SPEED DIAL

### TO STORE A STATION SPEED DIAL NUMBER

-Press the **Feature** button, then press the **Blank Line** key, then enter the desired number by pressing the digits on the **Dial Pad**, and then press the **Feature** button.

-The **LCD Display** will display the **SPD Set**.

-**Note:** For *internal numbers*, enter the desired **4-digit number**; for *external numbers*, enter the access code of "88" followed by the **10-digit (local)** or **11-digit (long distance)** number.

-To dial the number being programmed press the desired programmed **Blank Line** key and it will dial the desired **Speed Dial** number.

## NAMING A SPEED DIAL

- Press the Feature button, then press the Name soft key.

- Press the line key being labeled

- Use the key pad to enter the label

## DIRECTORY

### TO SEARCH A NAME IN THE DIRECTORY

-Press **Menu** and select option **2**

-Use **Cursor** keys to select speed dial number

Visit [www2.optusinc.com/youtube](http://www2.optusinc.com/youtube) for training videos

**P:** 877.892.4900 | **W:** [optusinc.com](http://optusinc.com)