



TELEPHONE END USER GUIDE

NEC DT800 SERIES



WEST CHESTER AREA
SCHOOL DISTRICT

NEC DT800

Options:

6-button phone

12-button phone

Desi-less phone



Desi-Less Phone



12-Button Phone



6-Button Phone

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.

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

INTERNALLY: Dial **8000** (or) press the the **Enter** key (14) then press “**2**” on the dial pad

- From your own extension: Enter security code
(consult school office for the initial password needed to set up your voicemail)
- 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.

FEATURES

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

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