NEC DT430 Phone - Key Location Overview

- **Soft Keys**: control the menu items above; menus change depending on context.
  - **Mute**: mute handset or headset mic; (a * means that it is muted & the other caller can’t hear you)
  - **CONF**: connect 2 calls for a 3-way conference
  - **PICK**: pick up any ringing line in your local call group
  - **FDA**: Forward all calls to an extension or voicemail
  - **IDCHG**: ID Exchange – toggle between seeing a full phone number or full name when caller ID is enabled
  - **REDIR**: redirect incoming call to your Voicemail

- **Exit the Menu**: Press to exit the menu or lose your changes.

- **Speakerphone Mic**: Mic is On when LED is Lit / Muted when LED is Off

- **Answer**: Press ANSWER to pick up the currently ringing line. When LED is lit, allows you to automatically answer any ringing line; (see pg 2 for instr)

- **Transfer**: With caller on the line press TRANSFER, then Dial an extension or press a Speed Dial; Remain on the line to announce the call – or – hang up to release call from your phone.

- **Caller ID Lamp**: Flashes for incoming calls & lights up when there’s a Voicemail

- **Recall**: Press to restore dial tone if an error in dialing has occurred

- **Feature**: used to turn specific features of the phone on/off; (see pg 2 for instr)

- **Hold**: Press to place call on hold; Press active line to pick up call

- **Note**: you need to Scroll to screen 1 of the programmable keys and press the line where the active line is flashing to pick up the call.

- **Handset**: Missed Call Icon & VM notification will show here

- **Scroll through the pages of programmable keys**: You may need to scroll to see all available programmable keys.

- **Menu**: access features such as Call History, Directory and Telephone Settings

- **Cursor keys**: multitasking keys allow for navigation as well as shortcuts to menu options and phone settings depending on context

- **LCD**: Displays the current date, time, soft key options and caller ID information.

- **Help**: Press help, then a soft key to learn what it does (answer displays on LCD)

- **Programmable Keys**: Additional Lines you answer & Speed Dial Keys (4 pages of 8 keys)
HOW TO USE YOUR TELEPHONE

USING YOUR TELEPHONE

PLACE OUTSIDE CALL
- Lift the HANDSET or press SPEAKER.
- Dial 9 and then the phone number.

PLACE INTERNAL CALL
- Lift the HANDSET or press SPEAKER.
- Dial the desired 4 digit extension number.

ANSWER A CALL
Lift the HANDSET or press SPEAKER key.

PLACE A CALL ON HOLD
- Press Hold key once to place caller on hold; press hold key twice to place caller on exclusive hold (‘e-hold’ – only your phone can pick up the call)
- To take call off hold, press the active line
Note 1: you will may need to press the Scroll button to view screen 1 of the programmable keys and press the line where the active line is flashing to pick up the call.

TRANSFER A CALL
- With call in progress, press TRANSFER.
- Dial an extension or press a speed dial.
- Remain on the line to announce the call –or- hang up to release call from your phone.

TRANSFER A CALL DIRECTLY INTO VOICEMAIL
- With call in progress, press TRANSFER and dial 4000.
- When you hear the main Voicemail System menu, dial the desired extension and press #.
- Hang up; the caller is now connected to the dialed individual’s Voicemail.

CONFERENCE CALL (3-WAY)
- With your first call in progress, press TRANSFER.
- Dial the second phone number.
- When the second party answers, press the CONF soft key to connect all callers.

CALL FORWARD ALL CALLS (FWD ALL)
TO SET:
- Press SPEAKER and press the FDA soft key.
- Dial the telephone number.
- After a pause the LCD will show SET.
- Press SPEAKER to go back on hook.
- The FDA soft key will show a * to indicate it is active.

TO CANCEL:
- Press SPEAKER and press the FDA soft key.
- Dial * to cancel. (CANCEL will display in LCD.)
- Press SPEAKER to go back on hook.

SOFTWARE YOUR TELEPHONE

MUTE YOUR HANDSET OR HEADSET
Press the MUTE soft key; you will see an * when line is muted.

AUTOMATICALLY ANSWER ANY RINGING LINE
- Press FEATURE + ANSWER to automatically answer any ringing line on your telephone. (ANSWER will remain lit).
- Press FEATURE + ANSWER again to disable.

DIAL A NUMBER FROM THE MISSED CALLS LIST
- Press the Center Cursor (ENTER) button twice to access the missed calls list.
- Use the UP and DOWN cursor keys to scroll through the list.
- Press the “OK” soft key to dial desired number or press EXIT to exit menu.

PROGRAMMING A SPEED DIAL

- Press FEATURES.
- Press the “Speed Call” key you would like to program.
- Enter the phone number exactly as you would dial it.
- Press FEATURE again to save.
Note 1: You can’t delete a speed dial, but you can program a new phone number over it.
Note 2: You can program any key as a speed dial that isn’t already programmed for use. (These Keys are identifiable by the display reading “SPEED CALL”)

PROGRAMMING A NAME FOR A SPEED DIAL

- Press the NAME soft key.
- Use the number pad to enter in the letters in the name.
- There are 3 levels of menu options, accessed by scrolling with the >>> key
   - Use the -> to move the cursor to the right to input double letters
   - –Eu-l = Capital letters, -Eu-s = small letters – press this softkey to toggle between the two options.
- Scroll to the 3” screen and press the SET soft key to save the name. Top LCD will display “Speed Set.”

CREATE LOCAL PHONE DIRECTORY
Your phone can store up to 100 additional names and phone numbers. If you wish to add Local Phone Directory Numbers:
- Press MENU, DIRECTORY, LOCAL, then ADD
- Use the number pad to enter in the letters in the name, then press OK (see menu descriptions above)
- Enter the phone number and press OK. Top LCD will display “Entry added!”

CHANGING YOUR RINGTONE

- Press the FEATURE key + 3, the current ring tone will be heard.
- Continue pressing 3 to scroll through the ring tones.
- When desired ring tone is heard press the FEATURE key to set.

USING THE CURSOR KEYS

ENTER KEY
Press this key to access Missed Calls and Voice Mail.

UP/DOWN ARROWS
Up/Down arrows on the Cursor Key will allow you to do the following:
- Change the contrast of the LCD while the phone is idle.
- Change the ringer volume while the phone is ringing.
- Control the volume of the person speaking during conversation.

LEFT ARROW/REDIAL
- Press LEFT ARROW/REDIAL on the Cursor Key. (Last phone number dialed will appear in the LCD.)
- Press LEFT ARROW/REDIAL to toggle through the phone numbers.
- When the number you want to call is displayed in the LCD, press the * key to activate dialing.
Note: Your phone will store the last 10 phone calls.

RIGHT ARROW/DIRECTORY
- Press RIGHT ARROW/DIRECTORY on the Cursor Key. (LOCAL) & SYSTEM will appear in the LCD.
- You can select which phonebook you’d like to access.

NEC DT430 Multi-Line Phone QuickGuide

For additional instructions please visit http://www.oxy.edu/its/services/telecommunications
ADJUSTING YOUR NEC DT430 TELEPHONE

The angle of the tilt leg can be adjusted in four levels.

Fourth Level
Third Level
Second Level
First Level

• TO RAISE TILT LEG

STEP 1: Turn the telephone set upside down.
STEP 2: Adjust the tilt leg in the direction of the arrow until you hear it click.

• TO LOWER TILT LEG

STEP 1: Turn the telephone set upside down.
STEP 2: While lifting the center of the stopper, adjust the tilt leg in the direction of the arrow until you hear it click.