

# NEC DT430 Phone - Key Location Overview

**Missed Call Icon & VM notification** will show here



**Call Indicator Lamp:** Flashes for incoming calls & lights up when there's a Voicemail

**Soft Keys:** control the menu items above; menus change depending on context.

- **MUTE:** mute the phone or headset mic (you will see an \* when phone is muted)
- **NAME:** used to program names for speed dial keys
- **REDIR:** send a call directly to your voicemail
- **IDCHG:** ID Exchange – caller ID function that toggles between displaying full name / truncated number and full number / truncated name.
- **CONF:** connect callers for a 3-way conference.

**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)

**Scroll** through the pages of programmable keys

**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)

**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)

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

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

**Exit the Menu**

**Handset**

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

**Note:** you may 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.

**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.

**Speaker phone** (Mic must be ON / LIT to be heard)

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



# 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.

### 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 **FEATURE**.
- 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<sup>rd</sup> 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:

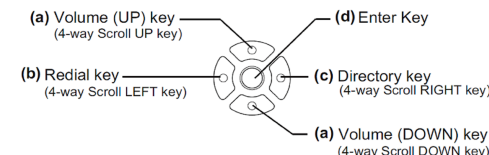
- Press MENU, DIRECTORY, LOCAL, then ADD
- Use the number pad to enter in the letters in the name, then press OK (see menu descriptions above)
- Enter the phone number and press OK. Top LCD will display "Entry added!"

### 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

### Details on Cursor key



### ENTER KEY

Press this key to access Missed Calls and Voice Mail.

*Note: You will need to program the extension for Voicemail shortcut in order to use it; to do so: press Feature, press the center cursor key, dial 4000, and press Feature again. "Speed set" will show in the top LCD panel.*

### 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>