**NEC DT430 Phone - Key Location Overview**

**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.

**Exit the Menu**

**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)

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

**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)

**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.

**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

**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

**Exit the Menu**

**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.

**Handset**

**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.

**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

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

**Exit the Menu**

**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.
**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

**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.

**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.

**TRANSFER A CALL DIRECTLY INTO VOICEMAIL**
- Lift the HANDSET or press SPEAKER.
- Press the desired 4 digit extension number.
- When the second party answers, press the * switch button to view screen 1 of the programmable keys and press the line where the active line is flashing to pick up the call.

**TO CANCEL:**
- Answer a call
- Place internal call

**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 + ANSWER to automatically answer 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.

**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.

**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.

**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.