

Chester Upland High School - Getting Started Guide - NEC Telephone Sets

ANSWER A CALL

To answer a call use one of the following options:

- Lift the handset.
- Press the flashing **Line** key.
- Press the **Answer** key.

PLACE A CALL

To make an internal call:

- Lift the handset. **-OR-** Press the **Speaker** key.
- Dial the station number for the person you want to call.

To make an external call:

- Lift the handset. **-OR-** Press the **Speaker** key.
- Dial the telephone number (you may need to dial an access code such as "9" first).

To make a call using the Dynamic Dial Pad:

- Enter the telephone number. The LED on the Speaker key lights and you hear dial tone.
- The number is dialed and displayed on the LCD Display.

To make a call using Preset Dial (DT 330 710 and 730):

- Enter the telephone number. The number is displayed on the LCD Display.
- Lift the handset. **-OR-** Press the **Speaker** key.

END A CALL

To end a call:

- Hang up the handset. **-OR-** If using the Speaker, press the **Speaker** key.

REDIAL

To redial the last number that you called:

- Without lifting the handset, press the **Redial** key. The last dialed number is displayed. **-OR-** Press the **Redial** key up to five times to display the last five calls.
- Select the call you want to dial.
- Press the **#** or ***** key. The number on the display is automatically dialed.
- Lift the handset when the called party answers. **-OR-** Press the Speaker key.

HOLD

To place a call on hold:

- Press the **Hold** button. The indicator for the line will flash.

To take a call off hold:

- Press the held **Line** key.

TRANSFER

- To transfer an active call:
- Press the **Transfer** key.
- Dial the station number where the call should go.
- When the party answers, announce the call (optional).
- Hang up the handset.

To return to the original caller if the line is busy or no answer:

- Press the **Transfer** key.

VOICE MAIL TRANSFER

To transfer a caller directly into a voice mailbox:

- Press Transfer and dial 4100.

As soon as the voice mail system answers:

- Press #.
- Dial the mailbox number you want to transfer the caller into.
- Press # and hang up.

CONFERENCE CALL

To establish a three-party conference call:

While on an active call, press the **Transfer** key. The call is placed on hold.

Dial the next party.

When the call is answered, press the **Conf** key or **Conf** soft key.

All parties are connected.

To end the conference call:

- Hang up the handset. **Note:** If one party hangs up, the other two parties will remain connected.

CALL FORWARD To forward your calls to another phone in your system:

- Press the **Speaker** key.
- Press the **FDA** key. ~~-OR-~~ Press the **FWD** soft key.
- Enter the number to forward calls to, wait for confirmation tone.
- Press the **Speaker** key. Calls are forwarded.

To cancel call forwarding:

- Press the **Speaker** key.
- Press the **FDA** key. ~~-OR-~~ Press the **FWD** soft key.
- Press the **Speaker** key. Forwarding is cancelled.

ONE TOUCH SPEED CALLING

To program keys for one touch speed call dialing:

- Without lifting the handset, press the **Feature** key.
- Press a blank **One Touch** key.
- Enter the number to be programmed on the One Touch key (up to 25 digits).
- Press the **Feature** key to save the number.

To make a call using a One Touch key:

- Lift the handset.
- Press the **One Touch** key for the number you want to call.

To verify what is programmed on a One Touch key:

- Without lifting the handset, press the **Feature** key.
- Press the **One Touch** key you want to check.
- The display shows what number is programmed on the key.

PERSONAL SPEED CALL

To Set:

- Lift Handset or press Speaker. Receive Dial Tone.
- Enter Speed Calling programming code #5.
- Enter Speed Call code, 0-9.
- Enter the telephone number to be called, include 9 if calling out of the school district.
- "Speed Set" will appear in the display indicating Speed Call is saved.

To Use:

- Press Redial key.
- Enter Speed Call code, 0-9.

Call Park

To Park:

- Press Transfer and dial *9.

To Retrieve:

- Lift handset or press Speaker.
- Press #9 plus the 4 digit extension of the phone where the call was parked.

SYSTEM CALL HISTORY

To view Call History (up to the last 20 records):

- Press the **iCall** soft key. -OR- Press the **Call History Feature** key. -OR- Press the **Menu** key and select **1** for History and press **OK**.
- The record for the last call received is displayed. Press the **Up** or **Down** arrow soft keys to view additional records.

To make a call while viewing a record:

- Go off hook. -OR- Press the **Speaker** key to originate a call.

To add a prefix before dialing:

- While viewing the record, press the **>>>** soft key.
- Press the **Pref** soft key.
- Enter the prefix numbers and press the **OK** soft key.
- Go off hook. -OR- Press the **Speaker** key to originate a call.

To delete an entry:

- While viewing the record, press the **>>>** soft key.
- Press the **DEL** soft key.
- Press the **END** soft key to exit.

TELEPHONE SET CALL HISTORY (DT 330 and DT 730)

To view Call History (10 records on the DT330 and 50 records on the DT730):

- Press the **Menu** key.
- Select **1** for History.
- Press the **OK** soft key. -OR- Press the **Enter** key.
- Select the Call Log you want to view:

Incoming or Outgoing (DT330) **Note:** To view Missed calls on the DT330, press the **Enter** key and select **1** for Missed Calls. Missed, Placed, or Incoming (DT730)

- Press the **OK** soft key. -OR- Press the **Enter** key.
- The record of the last call is displayed. Press the **Up** or **Down** arrow or cursor keys to view additional records.

To make a call from a call record:

- Press the **Enter** key. -OR- Press the **Menu** key (DT730), select **1** and press the **OK** soft key.