

Telephone Basics

PRIME LINE:

The Prime Line is the extension number of the telephone. When you lift the handset, the Prime Line will light up **GREEN**. In addition, on display telephones the extension number will appear in the display.

MESSAGE WAITING LIGHT:

Located in the upper right corner of your telephone. It will light **RED** when you have one or more new Voicemail messages. You will also see a **VM** icon appear on your LCD display.

RINGER TONE:

Controls the ringing tone on the telephone.

- **FEATURE** + **3** changes the ringer tone. You can choose from 10 ring tones.

RECALL:

This feature is used to **RECALL** dial tone on your *D-term* telephone (place a new call).

SPEAKER

The **SPEAKER** button allows for hands free conversation.

MIC LAMP:

Located in the **MIC** button of the phone. This displays the status of the built-in microphone used for hands free operation.

- Pressing the **MIC** button turns the MIC lamp ON/OFF.

MUTE

The **MUTE** soft key allows you to control the microphone, turning it on and off. While on a call, press **MUTE** soft key. **MUTE** will begin flashing to alert you that it is on

VOICE CALL:

Allows you to make an announcement over the speaker of another phone.

- Dial the desired extension and press the **VOICE** soft key. You will hear a series of beeps before the speaker is activated.

HEADSET:

The **HSET** soft key allows you to activate your headset

Telephone Basics

VOLUME CONTROL:

Located on the top and bottom indentations on the "CURSOR" key

- To raise the volume on your phone while on a call, press the top indentation on your "CURSOR" key.
- To lower the volume, press the bottom indentation on your "CURSOR" key.

SOFT KEYS:

The buttons located directly below the LCD display. They control various telephone features. Soft keys change according to your phones status.

TO PLACE AN INTERNAL TELEPHONE CALL:

- Lift handset or press **SPEAKER** to receive dial tone.
- Dial the extension number.

TO PLACE AN EXTERNAL TELEPHONE CALL:

- Lift handset or press **SPEAKER** to receive dial tone.
- Dial **8** for outside line access, and then dial the telephone number.

MESSAGE: Allows user to access Voice Mail.

- Press **Message** key to access.

Telephone Features

CALL PICKUP:

Allows you to answer a call ringing into another phone in your pick up group.

- While call is ringing into a phone in your group. Lift your handset and Press **PICKUP** that call will be answered on your phone.

FORWARD ALL: Allows you to send all of your PRIME LINE calls to a specific extension.

TO SET:

- Press **SPEAKER** button or lift handset.
- Press **FORWARD** button. You will hear stutter dial tone.
- Dial the desired destination extension number. You will receive confirmation tone and your **FORWARD** Button will flash.

TO CANCEL:

- Press **SPEAKER** button.
- Press **FORWARD** plus * You will receive confirmation tone.

Telephone Features (continued)

TRANSFER:

- With call in progress, press **TRANSFER** button. You will hear a stutter dial tone.
- Dial the extension number and wait for answer.
- **Announce call**, then hang up to complete the transfer.

NOTE 1: If you need to retrieve the call, press the **TRANSFER** button again & you will have the original caller back.

NOTE 2: If you transfer call and it goes to voicemail, and you need to retrieve it, while voicemail greeting is playing, press *** to cancel transfer and retrieve the call.

CONFERENCE CALL (3-way):

- While a call is in progress, press the **TRANSFER** button. You will hear stutter dial tone.
- Dial the desired number. Remember to first dial **8** if it is an outside number.
- After call is answered, press **CONF** soft key and all three parties will be connected.

JOIN:

Allows you to add a held call to an active call, creating a 3 way conference call. While engaged in a call, press the **JOIN** button followed by the button where the call you wish to join is holding. You will now be engaged in a 3-way conference call.

PARK:

Allows you to place a call on "system hold" to be picked up from another phone. With an active call on the line, press **PARK** button. Your display will show HLD = (park location number 00-19) **REMEMBER THIS PARK LOCATION**

RETRIEVE A PARKED CALL:

- Press **PARK** button followed by the park location
- You will now be connected to the call.

Telephone Features (continued)

HOLD:

Press the **HOLD** button once to place the caller on hold. Press the appropriate (flashing) line key to return to the caller.

EXCLUSIVE HOLD:

Press the **HOLD** button twice to place the caller on Exclusive Hold. Only the station that set the Exclusive Hold can retrieve the call. To retrieve call, press the appropriate (flashing) key.

ONE-TOUCH AUTO DIAL: This feature will allow you to program your **ONE-TOUCH** buttons for internal or external telephone numbers.

TO SET:

- Press **FEATURE** button.
- Press desired **ONE-TOUCH** button.
- Dial the number and press **FEATURE** again. For outside numbers, include a **8** for outside line access.

TO VERIFY:

- Press **FEATURE** button.
- Press desired **ONE-TOUCH** button. Display indicates digits programmed.

TO USE:

- Press programmed **ONE-TOUCH** button to make a call.

LAST NUMBER REDIAL:

Press the **REDIAL** button, then * (star).

- Press the **REDIAL** button located on the left of your **CURSOR**. Display will show the last number called.
- Continue to press the **REDIAL** button. This will scroll through the last **5** numbers called.
- When you reach the number you want, press the * (star) key to dial.

MALICIOUS TRACE:

Allows you to log the incoming call information for the technician to access.

Press the **TRACE** button – the incoming call information will be logged for future review. Please call Telecommunications at 687-3881 for further information.

Telephone Features (continued)

CALL REDIRECT:

Redirects a ringing call directly into your voicemail box

- Press the **REDIRECT** button – the incoming call will stop ringing and go directly into voicemail

HISTORY:

Allows you to review your call history (Incoming logs the last 10 calls, Outgoing logs the last 10 calls)

- Press the **MENU** key
- Select History by pressing 1
- Scroll to the history you wish to access by using your "CURSOR" key. OR press the corresponding number.

DIRECTORY:

TO REGISTER NAME & NUMBER

- Press the **MENU** key.
- Select **DIRECTORY**
- Press 1 to select **REGIST**
- Select Name or Telephone number by using the **ALPHA** or **NUM** soft keys to toggle between the two
- Enter a name or telephone number to be registered using the dial pad.
- After entering the name or number, press the **Hold** key. A list of **GROUP** numbers will appear on display.
- Select a Group number by pressing corresponding digit
- Enter the number you wish to register.
Note: Remember to enter the 8 if outside number
- Enter the memory ID (0-299).

PLACE A CALL FROM DIRECTORY

- Press the **MENU** key.
- Select **DIRECTORY**
- Select **SEARCH**
- Select your search option (NAME, GRP, NUM, MEM) and enter required data
- Enter search data
- When desired number appears on display, lift handset, press speaker or press **DIAL** soft key to place call

NEC DT-330 TELEPHONE USER GUIDE

