

NEC DT700/800

QUICK START GUIDE



1. CALL INDICATOR LAMP
2. LCD
3. EXIT
4. SOFT KEYS
5. HELP
6. PROGRAMMABLE KEYS
7. RECALL
8. FEATURE
9. ANSWER
10. MIC
11. MENU
12. SILVER WHEEL (CURSOR KEY)
13. SPEAKER
14. TRANSFER
15. HOLD

ANSWERING A CALL

Simply lift the handset and give your name/department when you answer.

MAKING A CALL

- Internal Calls: Lift the handset and enter the 6 digit extension number (these calls are free of charge)
- External Calls: Lift the handset – dial 9 – followed by the number (these calls are charged to your billing manager)

TRANSFERRING A CALL

- Ask the caller to hold
- Press the transfer button
- Dial the extension number
- Wait for answer – advise extension you are transferring call over to them – Hang Up
- If no reply press transfer button to speak with the caller and advise

RMUTE

When stationary on your LCD panel your phone ringer is ON. If it is flashing then the ringer is OFF. To switch between states, simply press the RMUTE soft key.

SILVER WHEEL (CURSOR KEY)

Up/down notch allows you to adjust the ringer volume, the speaker volume and the brightness of the LCD. The right side of the wheel allows you to enter numbers into your phone book list and the left side gives options to turn on your Mic or Call Forward on your phone.

EMERGENCY CALLS

All phones, with the exception of lift phones, can dial (9) 999 for the emergency services.

To call University Security, dial **2222**
Lift phones automatically dial 2222

CALL FORWARD YOUR TELEPHONE

- To another University of Edinburgh handset, dial *21 and then the 6 digit extension
- To remove the call forward press #21
- To call forward to your mobile, dial *219 followed by the mobile number, again use #21 to remove
- To call forward directly to your voicemail, dial *21517000, then #21 to remove

PICK UP GROUP (PUG)

If your extension is in a pick up group, dial *89 to pick up your colleague's phone
Note: You can only be in 1 pick up group.
For more information, please contact Telephone Operations.

HEADSETS

Headsets are only compatible with NEC 12 & 24 key handsets.

- The headset plugs into the headset port on the underside of the telephone.
- To use a headset, the Mic feature must be turned on at all times.
- To use the hands-free feature, press the Answer button. If hands-free is enabled, the red lamp on the button will be lit.

If you have a 6 key handset and require a headset, then you should upgrade to a 12 key telephone.

NOTE: A cost will be applied for upgrades.

FINDING YOUR EXTENSION

If you lift your phone's receiver, your 6-digit extension will display on the right hand side of the LCD panel. Alternatively, dial 0 and a switchboard operator will be able to tell you the number from which you're calling.

PROGRAMMABLE KEYS

Keys can be programmed for speed dial and key light notification.

NOTE: The 1st key is your line number, so programming of keys start at key 2 onwards.

VOICEMAIL

To activate/deactivate a voicemail account, contact Telephone Operations.

iCall / History

If iCall on the LCD is flashing, you have missed a call. To check the number:

- Press the soft key directly underneath and the number will display. You can scroll using the up/down arrows for other numbers that have called your extension.
- Press Exit button to clear your screen

CALLING THE SWITCHBOARD

The University's telephone switchboard is open from 9am to 5pm on weekdays throughout the year, excluding the Christmas break. The switchboard answers incoming calls to the main University number 0131 650 1000 and connects the caller to the appropriate department. When calling from within the University, you can reach the switchboard by dialling 0.

WHAT IS 0131 651 7112?

If you receive a call from this number, it means someone from within the University of Edinburgh has tried to contact you, though unfortunately we will be unable to tell you who has called. This number is used in order to present an identifiable number to the recipient, as a call coming from a withheld number is often viewed with caution.

SECURITY BUTTON (12 & 24 KEY UNITS ONLY)

This is located on the top left of the LCD panel, opposite the call indicator lamp. You can prevent unauthorised access and information leakage from your terminal by using this feature. To unlock your phone, you will be prompted for a password. Contact Telephone Operations for further information regarding this feature.



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