NEC DTerm Series 80

TELEPHONE USER GUIDE

COMTECH
COMMUNICATIONS SYSTEMS

I P K II

To Place an Outgoing Call *Page 6*

- Lift handset or press **Speaker**
- Dial "9" or press a Line Key.

To Place an Intercom Call *Page 9*

- Lift handset or press **Speaker.**
- Dial Extension number or One-Touch key.
- For privacy press "1" after the Extension or One-Touch key to make phone ring.

To Place a Call on Hold *Page 10*

- With the caller on the line, press **Hold.**

Call Transfer *Page 10*

- While call is in progress, press **Transfer**
- Dial Extension, press One-Touch key or dial **9 + number** for off-site transfer
- Announce call, if desired, hang up

Microphone Key *Page 9*

- Indicates whether calling party can hear you

Answer Key *Page 5*

- While you are on a call, press **Answer** the current caller on hold and automatically connect to the incoming call.
- This does not work on PRI or T-1.

Redial Key *Page 19*

- Press **Redial** until desired number appears in the display, then lift the handset.

Group Listening *Page 9*

- While on a handset call press **Speaker** twice. The conversation is now heard over the speaker.

Conference Calling *Page 11*

- While call is in progress, press **Conf.**
- Dial number of 3rd party.
- Receive answer, then press **Conf** twice.
- Repeat to add more parties.

Call Park *Page 12*

- While call is in progress, press **Transfer** then press **Park** and dial zone **01** to **64.**
- Page party with zone that you parked call.
- To pick up the call, lift the handset and press **Pick Up** and dial zone (**01** to **64**) that was announced.

Paging *Page 22*

- Lift handset and press **Page** or
- Lift handset and dial following codes
- Internal All   **7010**
- External All   **7030**
- Internal and External All   ***10**

Do Not Disturb

- Press **DND** or lift handset & dial **747**
- Dial **3** to block all calls.
- Dial **0** to cancel.

Call Forward *Page 24*

- Press **Call Fwd** or dial **741**
- Dial **1**, then dial extension or **9** + phone number for off-premise, then hang up.
- To cancel, press **Call Fwd** or dial **741**
- Dial **0**

Program DSS Buttons *Page 36*
- Lift handset and dial **751**
- Press key to be programmed.
- Dial **01** + extension, **Hold** twice.
- Dial **00** to clear key.

Soft Keys.

The 4 gray buttons just below the LCD screen are called soft keys. These buttons can be used for a variety of things.

List If you press the **List** button, you can next press the softkey under **Redial** to see a list of the last ten numbers you dialed. When you see the number you want to redial, press the Speaker button or pick up the handset. Also, you can see **CID** (Caller ID) to scroll through recent calls if you have the caller ID feature.

Dir (Directory). Here you can scroll through: **SYS** (System Speed Dial), **SPDg** Group Speed Dial, **STA** (Your speed dial), and **EXT**, which lists the phones by, name in alphabetical order. Press the exit button at the upper left to go back to the main screen. You may need to press it more than once.

ICM (Intercom) button takes you to: **InPg** (Internal Paging) Press 1 for Zone 1 etc. **ExPg** takes you to external paging speakers if you have them. **P/U** is to use Call Pickup that is to answer a ringing call within your department or area. You can also press the down arrow to get to a second screen showing **Barg** (Barge-In) that lets you barge into the paging speakers for an emergency.

Prog (Programming) lets you set up features on your phone: (a) **Cfwd** (Call Forward). After you press that button, you get a choice of **All** (forwards all your calls) **Both** (Forwards your calls to your cell phone, but keeps ringing at your phone as well). (Requires tech programming to use this.) **Busy** (Forwards your calls when you are on the phone). Press the down arrow to see **N/A** (Call Forward – No Answer) sends calls elsewhere when you don't answer. **B/NA** is typically used for voice mail. Sends calls to voice mail when you are on the phone OR you don't answer in 3-4 rings. **Flw** (Call Forward – Follow Me) sends your calls to a phone that you are located at now.

Prog (Programming) – **DND** (Do Not Disturb). If you press **SET**, you can set Do Not Disturb for: **Ext** (external calls) **Icm** (Intercom calls) **All** (All Calls) or **Cfw** to (Incoming calls that are forwarded to you). Wait a few seconds for DND and DND cancel to take effect.

Prog (Programming) – **STA.** (Station Speed Dial). This is where you can program your personal speed dial numbers. Enter a speed dial buffer number first (1-10), then program in the number to be dialed. Include a 9 typically. Press Speaker when finished. You cannot get calls while you are programming.

Prog (Programming) Use the down arrow to get to **SYS.** This is where you can program system speed dial numbers that can be used by everyone. Press SYS. Screen will say **SET SYS.** Enter a buffer number (100-999). Start with 100 typically. Enter the number (including a 9 typically). Press **Hold** to write to memory. Then enter the name on the keypad. Hit the **2** key twice for B etc. Press **Hold** to write when finished. Press **Speaker** when finished. You cannot get calls while you are programming.

Prog (Programming) **Fctn** (Function Programming). Use this area to program buttons on your phone. For example, to program a button to transfer calls to another phone: Press **Fctn**, then press the button you want to program. Then dial **01** (code for programming one touch buttons). Then press **Hold** to write, then dial the extension number of the phone you want to be able to see status and transfer calls to. Press **Hold** again to write the number. Press **Speaker** to exit. Other codes you might use: 05=Headset 20=external paging 21=internal zone paging (Groups 01-64). Internal all call =22.

Prog (Programming) **ALM**. **ALM1** will ring your phone one time to remind you of an appointment or meeting etc. Enter the time in military time. **ALM2** will ring your phone *EVERY DAY* at that time.

Step by Step Guide to Setting Up Your Voice Mailbox

- Dial **300** or press **Message** key to access voicemail.
- Follow the system prompts by answering, **1** for Yes and **2** for No.
- You must complete the entire tutorial.

The system will ask you to enter 1 to confirm your mailbox settings

Accessing Your Voicemail From Outside

- Dial _____
- When the system answers dial **9** + your extension number (i.e. 120)
- The system will prompt you for your password, if you have one
- All of the feature codes are the same as on-site.

Shortcuts

Reply	3 4
Check the next message	3 5
Delete	3 6
Archive for 14 days max	3 7
Hear when the message was sent	3 8
Redirect/Forward	3 9
Save as new (new messages only)	3 0
Always Log Off	* * *

After entering your personal ID and security code

Check new messages	4
Review old messages	6
Change setup options	7
Switch personal greetings	7 4 5
Change your standard greeting	7 4 6
Change your alternate greeting	7 4 7
Change your busy greeting	7 4 8
Change your security code	7 7 4
Add a message group	7 5 4
Edit a message group	7 5 5
Change your recorded name	7 7 5
Change message delivery options	7 6 5