

# NEC DT400 User Guide

## Face Layout Keys and Parts



### (1) Handset

#### (2) Exit

Used to exit from the Menu or Help mode and go back to the time display.

#### (3) Speaker

#### (4) Keypad

#### (5) Hold

Press this key to place an internal or external call on hold.

#### (6) Transfer

Used to transfer established calls to another extension or external phone number.

#### (19) Indicator Light

Illuminates when there is a new message in your voice mail account.

#### (18) LCD Screen

Liquid Crystal Display shows activity information plus date, time and soft key features.

#### (17) Side Panel

#### (16) Help

Explains soft key features.

#### (15) Soft keys

Soft keys correspond to the features shown at the bottom of the LCD screen. Soft key features change depending on the state of the phone (e.g. Idle, Call-In Progress, Ringing).

#### (14) Programmable Keys

These keys can be programmed as a feature or an additional extension. Contact Bard Telecom department for a list of available programmable features or to have extensions added to your phone.

#### (13) Recall

If you make a mistake while dialing, press "Recall" to clear dialed-digits and start over.

#### (12) Answer

Illuminates when there is an incoming call.

#### (11) Feature

Used to activate any feature as well as to program One-Touch Speed Dial Keys.

#### (10) Mic

Toggles microphone on/off for hands free operation. LED illuminated indicates microphone is on, LED extinguished indicates microphone is muted.

#### (9) Menu

Grants access to the local menu and features such as Call History and Directory.

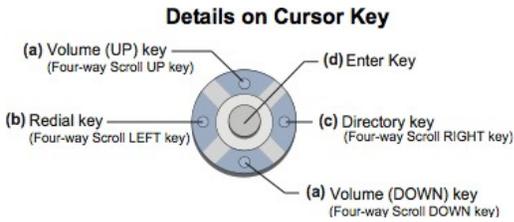
#### (8) Cursor Wheel

Serves multiple functions depending on what state the phone is in. See 'Cursor Wheel' section below for details.

#### (7) Speaker

Press key to use hands-free. LED on this key illuminates during speakerphone operation.

## Cursor Wheel



LCD contrast, while phone is idle.

Call volume while on a call.

Ring volume while the phone is ringing.

## Calling Procedures

### Placing a Call

#### Placing an outbound call (local)

Lift handset or press  key  
Dial 9 + number

#### Placing an outbound call (long distance)

Lift handset or press  key  
Dial 9 + 1 + area code + number

#### Placing an internal call (4-digit dialing)

Lift handset or press  key  
Dial 4-digit extension

#### Accessing Voice Mail Account from Office Phone

Lift handset or press  key  
Dial x7600  
Enter Pass Code when prompted

#### Accessing Voice Mail Account Remotely

Dial (845)758-7600  
After hearing the main Bard college greeting, press 9 and your 4-digit extension  
Enter Pass Code when prompted

#### Last Number Redial

Press  key until desired number is displayed. Up to the 5 previously dialed numbers will display  
Press \* to redial the phone number displayed

## Placing a call when another call is active (using another line)

1. Place first call on hold
2. Select available line extension and place call
3. To return to first call, press blinking light

## Call Logs

### View Call History

1. Press  key to open the **Menu** screen
2. Select **History** and then press  (**Enter**)
3. Press Up/Down  to select **Incoming Calls** or **Outgoing Calls** and then press  (**Enter**)
4. Press Up/Down  to scroll through individual call records
  - a. Use 'Del' soft key to delete displayed record
  - b. Use 'OK' soft key to dial displayed record
  - c. Use 'Back' soft key to go back to previous menu
5. Press Exit key from any menu screen to exit

## Answering a call

### Answer with speakerphone

Make sure the **MIC** button is lit, and then press the  key to respond hands free  
To mute a call, press the **MIC** key (this function only works while hands free)

## Switching between calls

1. Place call on hold
2. Answer second call
3. Press blinking light to return to first call

## Popular Features

### Speed dial

#### Assign speed dial numbers to phone buttons

1. Press  key
2. Press desired one-touch speed dial key
3. Enter desired telephone number using keypad (e.g. 7600, 9 758-xxxx, 9 1 212 555-xxxx)
4. Press  key again to save the number. LCD Display will show "Speed Set".

## Place a call using speed dial

Press desired speed dial key

## Call Hold

### Place a call on hold

Press  key, line on hold will flash while on hold

## Remove call from hold

Lift handset or press  key. Select flashing line that is on hold

## Transferring calls

### Blind Transfer

1. Press  key
2. Dial extension or external phone number you wish to transfer call to
3. Press  key or hang up handset

### Supervised Transfer

1. Press  key
2. Dial extension or external phone number you wish to transfer call to
3. Ask called-party if they wish to have call transferred to them
  - a. If called-party agrees, Press  key or hang up handset
  - b. If called-party does not agree, Press  key to toggle back to original caller

## Conferencing

### Initiating a conference call

1. With call in progress, ask party to hold and press 
2. Dial desired number
3. After call is answered, press  soft key (located underneath LCD display)
4. All 3 parties will be joined

**NOTE** - Each phone can conference call up to 3 people. If one person hangs up, the other recipients remain on the call.

## Call Forwarding

### CFW No-Answer (Four unanswered rings)

To Set:

1. Press  key or lift handset
2. Press \* 7
3. Dial destination number (e.g. 7600, 9 758-xxxx, 9 1 212-555-xxxx)
4. You will hear a confirmation tone when forwarding is set
5. Press  key or hang up handset

To Cancel Current Settings:

1. Press  key or lift handset
2. Press # 7
3. You will hear a confirmation tone when forwarding has been cancelled
4. Press  key or hang up handset

### CFW Busy (When your line is in use)

To Set:

1. Press  key or lift handset
2. Press \* 1

3. Dial destination number (e.g. 7600, 9 758-xxxx, 9 1 212-555-xxxx)
4. You will hear a confirmation tone when forwarding is set
5. Press  key or hang up handset

To Cancel Current Settings:

1. Press  key or lift handset
2. Press # 1
3. You will hear a confirmation tone when forwarding has been cancelled
4. Press  key or hang up handset

### CFW All-Calls (Forward all calls to a different phone)

To Set:

6. Press  key or lift handset
7. Press \* 2
8. Dial destination number (e.g. 7600, 9 758-xxxx, 9 1 212-555-xxxx)
9. You will hear a confirmation tone when forwarding is set
10. Press  key or hang up handset

To Cancel Current Settings:

5. Press  key or lift handset
6. Press # 2
7. You will hear a confirmation tone when forwarding has been cancelled
8. Press  key or hang up handset

## Call and Line Icons

### Explanation of Call and Line Icons

Feature	Icon	Description
Missed Call		This icon appears when there is a missed call. Once the user has checked the missed call, this icon will disappear.
Voice Mail		This icon provides notification of incoming Voice Mail. Once the user has checked the mail, this icon will disappear.
Cursor		This icon indicates the currently available direction of the Cursor key.

User's Status	Icon	Flashing Pattern
• Call Hold (Individual Hold/Individual Hold on Call Park Group)		Blink (The icon will blink per one second cycle.)
• Call Hold (Other Party Hold/Other Party Hold on Call Park Group)		
• Recall (Individual Hold/Exclusive Call Hold/Call Transfer/Individual Hold on Call Park Group)		
• Recall (Other Party Hold/Other Party Hold on Call Park Group)		
• Incoming Call		Steady Lit
• During Conversation (Individual Use)		
• Call Transfer		
• During Conversation (Other Party Use)		
• Active Feature (Under a setting of feature key like a "Call Forwarding")		

	<b>UP</b>	Move the highlighted area one line up the screen.
	<b>DOWN</b>	Move the highlighted area one line down the screen.
	<b>LEFT</b>	Go back to the previous screen.
	<b>RIGHT</b>	Go to the screen corresponds to the highlighted menu item.
	<b>Enter</b>	Go to the screen corresponds to the highlighted menu item.