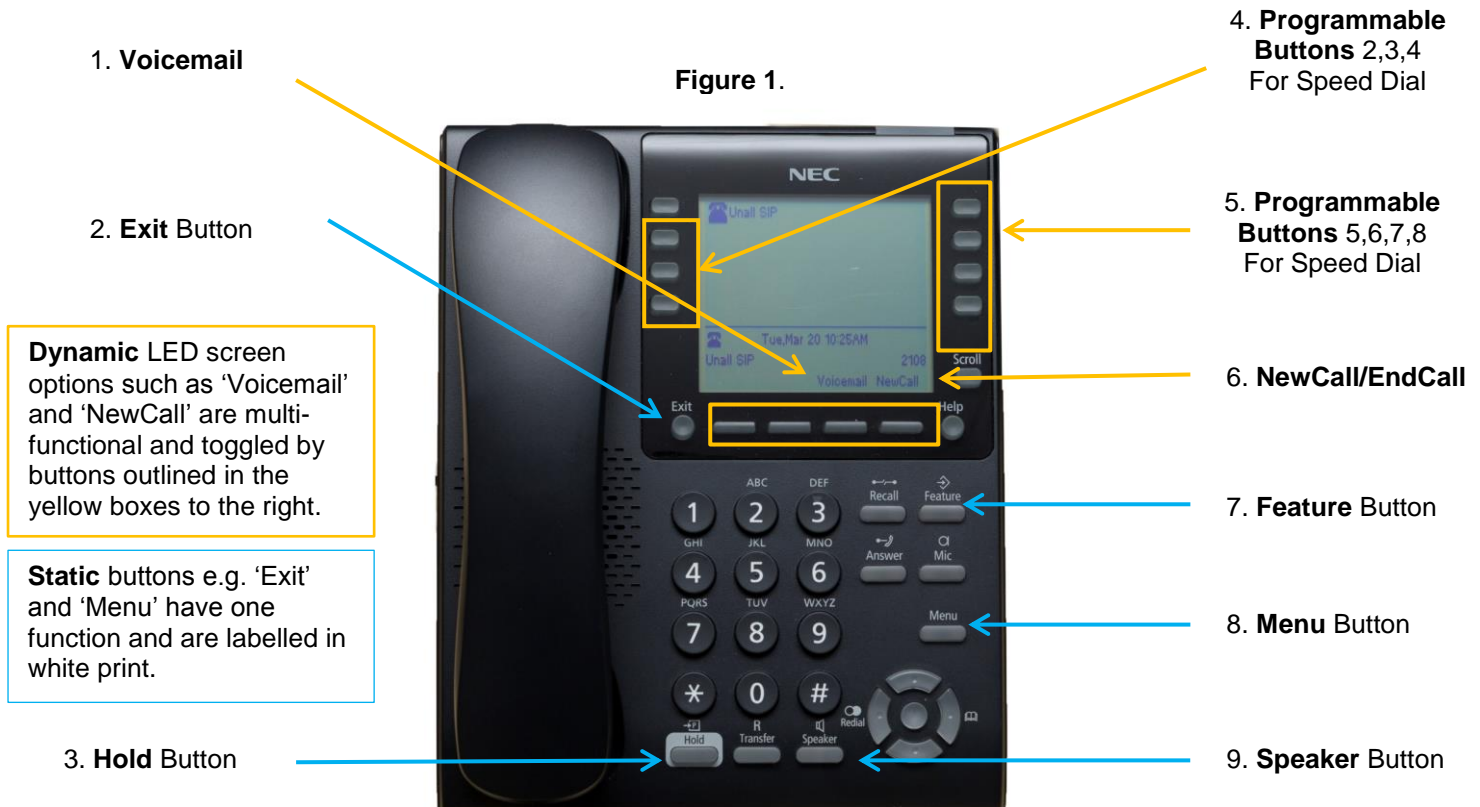


## SIP Handsets NEC DT800 - Features quick reference



### Initialise a call

- Receiver:** lift the receiver to answer or start dialling to make a call (or to take call off speaker at any time).
- Speaker:** dial number and then press the dynamic button 'Dial' (bottom left when numbers inputted).
- Speaker:** press static button 'Speaker' then dial number.

### Voicemail

Press this button to automatically dial the voicemail server. The receiver can be left in place to use the speaker whilst doing this.

### Call Transfer

- Press the **'Transfer'** button and wait for dial tone before dialling extension. The transfer can be completed without the dialled extension being answered. Complete transfer by replacing the receiver or pressing the 'Transfer' button again.
- If you need to retrieve the original call use dynamic buttons **'End call'**, then **'Resume'** (bottom right of LED screen).

### Call Pick up

To use the **group pick up** feature dial \*84 or if a **speed dial** button has been assigned to the extension that is ringing, press this speed button to pick up the call (replicating \*84).

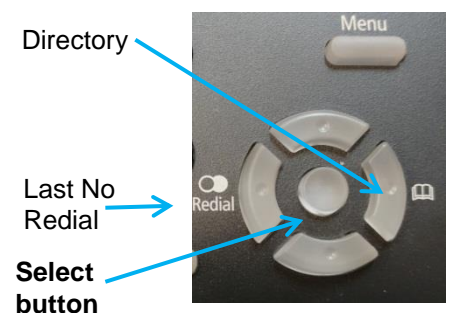
### Menu

Pressing the **'Menu'** button enables access to the following options that are displayed on LED screen (to **exit** press 'Menu' again):

- Personal Directory
- Call History
- User settings – ring tone, display brightness, clear user settings etc
- Admin Settings (PIN protected Administrator system configuration)
- Reboot Phone (see below for instructions)
- Status – information is displayed

To select an option either press the corresponding number on the keypad or navigate using the **'Select Wheel'** and **'Select button'**.

### Select Wheel



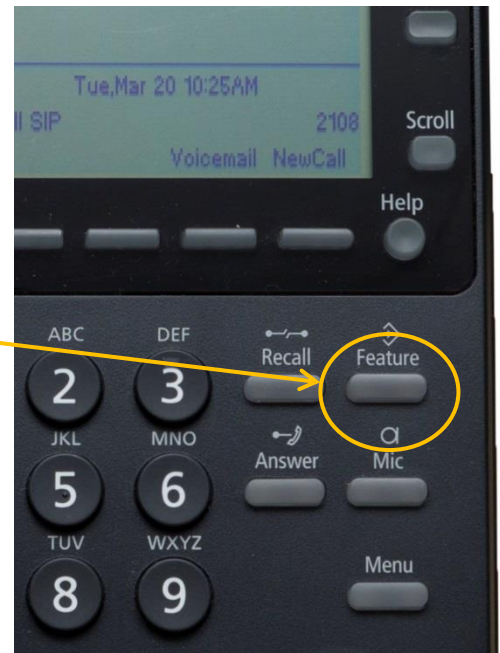
\*If you forget or lose your passcode it can be reset to the default by an administrator, please email: [telephones@essex.ac.uk](mailto:telephones@essex.ac.uk)

## Assigning Speed Dial Programmable Buttons

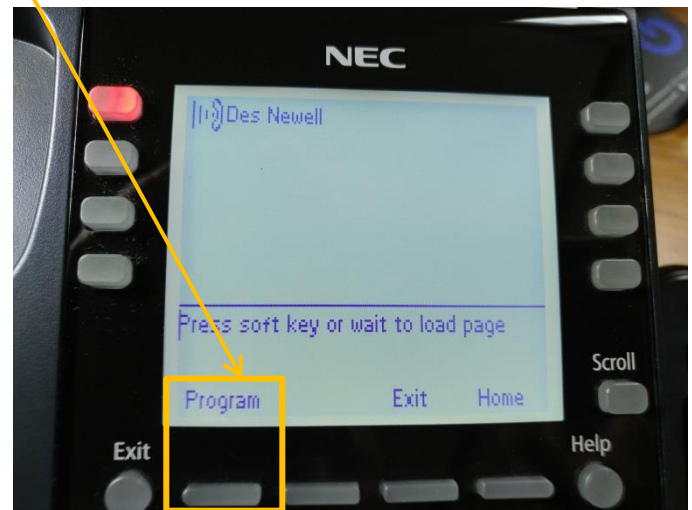
Speed dial functions can be used with buttons 2 – 8 (see **Figure 1**, button 1 already assigned to phone). To program a button use a combination of fixed button keys and dynamic screen keys.

1. Press the **'Feature'** button to access the programming function for the programmable buttons..
2. Press **'Program'** button (within 3 seconds, otherwise just press 'Feature' again).
3. Press the programmable button you require for the Speed dial (see **Figure 1**. Nos. 4 & 5 above for location)
4. Using the alpha-numeric dialling buttons, enter the details (name and number) you wish to save as instructed on the screen. When finished select **'OK'** to move to the next step.
5. **Monitor preference** - a lamp and/or audible signal can be set to indicate if the extension assigned to the button is in use or ringing (to answer press the button).
6. **Directory Entry** - allows the assigned number to be stored on the telephone's searchable directory

**Figure 2.**



**Figure 3.**



## Reboot Phone

Rebooting a telephone will enable the latest configuration files to be loaded onto the device. If the DT800 appears to be **malfunctioning** please select:

Menu > 5 > OK

After rebooting please report any further problems to Telephone Services at [telephones@essex.ac.uk](mailto:telephones@essex.ac.uk)