SIP Handsets NEC DT700 - Initial set up

Before using the NEC DT700 SIP telephone for the first time, please read this entire document before handling the telephone.
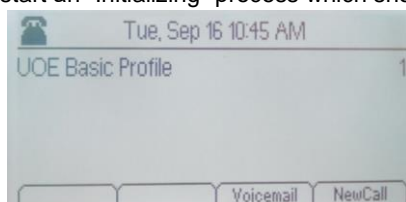
Introduction

Soft buttons

Soft Button "Dial"

"End Call" Soft Button

Speaker Button

The DT700 connects to the data network, sharing the same infrastructure as PCs and printers. Unlike these devices the DT700 has to be connected to a specific socket that is Power over Ethernet (PoE) enabled.

Once connected the DT700 will automatically start an "Initializing" process which should end with this screen display:

In this state the telephone can be used to make internal calls only, e.g. for emergency purposes dial 2222. It cannot be contacted from another telephone.

Confirming Dial Tone

- Press Speaker button to confirm dial tone - this puts the telephone in "Off-Hook" mode.
- Press Speaker button again to stop the dial tone and place the telephone in "On-Hook" mode.

Login / Logout

A temporary 6-digit passcode is created for you when your extension number is first assigned.

To log onto any SIP phone, follow these steps:
1. Leave the handset in place
2. Press *93 [Passcode] [Extn number]
3. Press the soft button labelled [Dial] – you will hear dial tone
4. Press the soft button labelled [EndCall]

When logging onto a SIP phone the extension profile is pulled to that device from wherever it was previously, leaving the other device in its default state.

To unilaterally log off a phone, replace the * for # and follow the same steps.

Please confirm you have successfully logged on and off and have made a note of your details for future reference.

Changing a Passcode

The temporary passcode should be changed as soon as possible.

Steps	Instruction	Example changing the passcode for extn **5987** from the current code [**123456**] to the new code [**628937**]
1.	Press : *40 then the current 6-digit passcode	Press : *40 123456
2.	Press : the soft button below the word [Dial]	Press : [Dial] [hear dial tone]
3.	Press : the new 6-digit dial code; listen for dial tone	Press : 628937 [hear dial tone]
4.	Press : the new 6-digit dial code; listen for dial tone	Press : 628937 [hear dial tone]
5.	Press : the 4-digit extension number; listen for dial tone	Press : 5987 [hear dial tone]
6.	Press : the soft button below the word [EndCall]	Press : [EndCall]

NB
- There is not much room for hesitation and the system will time out if a button is not correctly pressed.
- The system will not accept obvious digit sequences e.g.123456.
- Please confirm you have recorded your new passcode for future reference.

If you forget or lose your passcode it can be reset to the default by an administrator, please email: help@essex.ac.uk or submit a JIRA ticket here