

## FUNCTION BUTTONS



**Hold** - Press this button to put a call on hold

**Transfer** - Allows the extension user to transfer or make a second call

**Speaker** - Controls built-in speaker, which can be used for Handsfree Dialling. LED on button lights when button is active.

**Recall** - Press this button to terminate current call and reseed dial tone.

**Feature** - Used to activate and program Functions on the Handset.

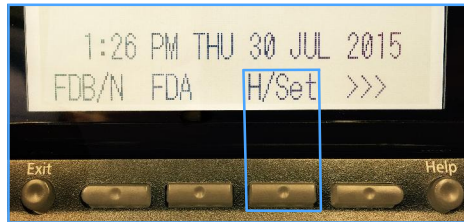
- Feature + One-Touch Speed Dial Button in order to Program Speed Dial numbers.
- Feature +8 Direct dial capability - On/Off. Handset will automatically go off-hook when number is dialled.

**Answer** - When the LED on this button is flashing, press the button to answer a waiting call.

**Mic** - This button will toggle the Microphone on and off. The microphone is required to be on for handsfree operation.

**Menu** - From this button, the user may access additional functions such as Call History and Directory.

## SOFT KEYS



**Soft Keys** - These keys activate the options which appear above them on the LCD screen, as depicted above.

**Help** - Explanations of the Soft Keys can be called up on the LCD Screen by pressing the Help button and a Soft Key.

**Exit** - The user can exit from the Menu or Help mode by pressing the Exit button.

## SHORTCUT MENU & CURSOR

The shortcut menu can be accessed by pressing the Enter button (d) as shown in the diagram at the bottom of page 1. To set the Voice Mail number (51122) in the Shortcut Menu:

- Leave handpiece down - Press the FEATURE button.
- Press the Enter button.
- Enter the Voice Mail ext 51122.
- Press FEATURE button to save.

To use:

- Do not lift handpiece.
- Press the Enter button.
- Select (2) Voicemail and press Enter button to dial the voice mail pilot number.

## DISPLAY

To adjust the display brightness press the Cursor button up or down while the phone is idle.



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## Quick Reference User Guide

### NEC MODEL DT830G IP TELEPHONE

24 Button/Handsfree IP Handset/1GB Data Port

For assistance contact the Telephone Helpline on Extension 51000



## MAKE A CALL

- Lift Handpiece or Press Speaker.
- Dial the Required Number.  
(For external calls, dial '0' first)

## HOLD

Ask Caller to Please Hold:

- Press HOLD button – line will flash.  
(You may replace handpiece if you wish).

To Retrieve Call:

- Lift handpiece.
- Press flashing Line

## TRANSFER

With a call in progress:

- Press TRANSFER button.
- Dial extension or external number and announce the call (optional).
- Replace handpiece.

NOTE: If the called extension is busy or does not answer, press TRANSFER again to return to your original caller. If the person does not accept the call, ask them to hang up and your call is returned. If the call goes to voicemail, press \*\* to retrieve from voicemail.

## CONFERENCE

With a call in progress (internal or external)

- Press TRANSFER button.
- Dial internal or external number to be added.
- When the third party answers, press CONF Soft key.
- A three way conference will be established.

## VOICE-CALL

Allows user to intercom other Digital and Handsfree IP handset.

- Lift handpiece and dial extension number.
- Press VOICE Soft key and speak over the intercom.

## CALL FORWARD ALL

Forwards all calls immediately.

To Set:

- Lift Handpiece and press FWD ALL button or Dial Access code \*1
- Dial destination number.
- Replace Handpiece.
- FWD ALL button will be lit.

To Cancel:

- Lift handpiece and press FWD ALL button, or dial Access Code #1.
- FWD ALL button light will go out.

NOTE: To check call forward for either FWD ALL and FWD NANS press the corresponding lit button without lifting handpiece and the call forward extension will be displayed on the screen.

## CALL FORWARD BUSY/ NO ANSWER

Forwards calls when your extension is busy or no answer.

To Set:

- Lift Handpiece and press FWD NANS button or Dial Access code \*2
- Dial destination number.
- Replace Handpiece.
- FWD NANS button will be lit.

To Cancel:

- Lift handpiece and press FWD NANS button, or dial Access Code #2
- FWD NANS button light will go out.

## VOICEMAIL

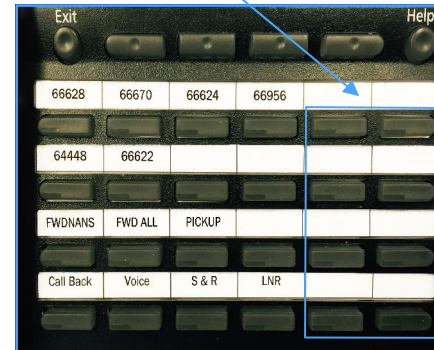
A Voicemail account is required for this service to work, further information can be found under 'Phones' at [www.its.uq.edu.au](http://www.its.uq.edu.au) or by contacting the telephone helpline on extension 51000. Place a Call FWD NANS to the Voicemail System pilot number 51122 in order to invoke answerphone mode. To retrieve messages lift handpiece and dial 51122, then enter your password.

## PROGRAMMING SPEED DIALS (One-Touch Buttons)

The DT830G IP handset has 8 available buttons to program as One-Touch Speed Dial Buttons.

To Store Numbers using One-Touch Buttons:

- Press Feature button (as shown on the diagram on page 4 which is located under the **Function Buttons** heading)
- Press an available One-Touch Speed Dialling Button as shown below in the highlighted area:



- Enter either the extension number or external number including '0' for an outside Line to be programmed.
- Press Feature button again.

To Access

- Either lift the handpiece and Press desired One-Touch Speed Dialling Button or press the One-Touch Speed Dialling Button and the handsfree function will initiate.

NOTE:

Remove the face plate to label the number that has been programmed.

## LAST NUMBER REDIAL

- Without lifting handpiece, press REDIAL button.
- Press Redial on the left hand side of the Cursor button to search for required number.
- Press # to initiate call.

## CALLBACK

If you dial a busy extension:

- Press CALL BACK (CB) soft Key or C/BACK button.
- Replace Handpiece.
- During this time you may make and receive calls. When both extensions are free, your phone will ring.
- Lift handpiece or press Speaker and the other extension will ring.

To Cancel:

- Lift handpiece and press CALL BACK (CB) soft key or C/BACK button.

## CALL PICK UP

To answer a ringing extension in your Call Pickup group:

Lift handpiece and press Pickup feature button or the "PICK" Soft key. Access Code \*4 can also be used to pickup a call. For this to work you must have a programmed Call Pickup Group.

Call Pickup Direct:

For answering ringing extensions not in your group:

- Lift handpiece, dial Access Code #4 plus ringing extension number.

## RINGER VOLUME

To adjust the Ringing Volume:

Press the Cursor button up or down whilst dialling or being dialled.