## Using Your DECT Wireless Telephone

Due to the flexibility built into the system, your Dialing Codes and Feature Capacities may differ from those in this guide. Check with your communications manager and make a note of any differences.


## Placing Calls

## Placing an Outside Call . . .



1. Press $\square$.

- Listen for dial tone.
- To preview the number first, press after step 2 instead of pressing it first.

2. 

wxy 9 + Outside number.

- When behind a PBX, you may have to dial another 9 before your number.
OR

2. 

 (1-9 or 001-200) + Outside number.

- When behind a PBX, you may have to dial 9 before your number.
OR

2. 

 + Line number (e.g., 005 for line 5) + Outside number.

- When behind a PBX, you may have to dial 9 before your number.

Calling a Co-Worker, Voice Mail and Paging . . .
Dial using the
Intercom:

1. Press

2. Dial co-worker's extension number.

- Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear two beeps, begin speaking. Dialing 1 changes mode.
OR

2. For Paging, dial
 +0 for All Cal or 1-64 for zones. OR
3. To call your mailbox, dial the *8.

## Answering Calls

## If your call doesn't go through ...

## Camp On and Callback

When you hear system busy, use Camp On or Callback:

1. 2

- (Intercom calls) If you hear two beeps, you can speak. If you hear busy/ring, dial 6 to send a Voice Over.
- (Outside calls) When you hear new dial tone, place your call again.
OR

1. $\square$ and hang up to leave a Callback for a free line or extension.

- Wait for the system to call you back.

2. Press when the system rings you back.

- (Outside calls) Place your call again.
- (Intercom calls) Speak to co-worker.

To cancel your Callback:

1. Press

2. Tuv 8 Prs 7 OPRE + Hang up.

## Message Waiting (Direct Messaging)

| Leave a Message | 1. Do not hang up + <br> Waiting when your co- Your co-worker's $M W$ flashes fast. |
| ---: | ---: |
| worker doesn't answer: |  |$\quad$| To answer a Message |
| ---: |
| Waiting left for you: | | 1. Press |
| ---: |
| $\bullet$ To cancel all your messages (those you |
| left and those left for you), dial 873 . |

Waiting when your coworker doesn't answer:

To answer a Message Waiting left for you:

- To cancel all your messages (those you left and those left for you), dial 873.


## Answering Outside Calls

Listen for ringing:<br>1. Press

$\square$

## Answering Intercom Calls

$\qquad$
Listen for ringing:

1. Press to speak.

## Picking up calls not ringing your phone . . .

If a call is ringing
Paging after hours:

When a call is ringing
a co-worker's phone:

## Using Park and Page . . .

1. Press $\longrightarrow$.
2. $\#+{ }^{\text {opera}} \mathbf{0}$.
3. Press $\longrightarrow$.
4. $* *$ Co-worker's extension.

Use Park and Page to be paged for calls while away from your desk:

## Answer a Park and

 Page Call: Greeting.
3. $\#+$ PRS 7 Record the Page. For Personal Greeting only, press \# then 2 (Busy/No Answer), 4 (Immediate), or 6 (No Answer) + extension to receive calls +2 (All) or $3(\mathrm{CO})$ and hang up.
4. \# + Dial the Page Zone (e.g. $801+1$ ).
5. Press $\square$ (All calls) or $\square$ (CO calls).
To Cancel: Press the Off-Hook key +
*47 3 + Press the On-Hook key.

1. Press $\longrightarrow$.
2. 

 + Announced extension.

## Handling Your Calls

## Have a telephone meeting (Conference) . . .

Use Conference to have a telephone meeting:

1. Place or answer call $+R+\# \quad 1$
2. Place/answer next call $+\mathbf{R}_{+}$


- You may have up to 32 callers. Your software determines if there is any restriction on the number of outside parties. Repeat this step to add more parties.

3. After adding all parties, $\mathbf{R}$ twice to set up the Conference.

## If you don't want to be disturbed . . .

Put your telephone in
Do Not Disturb (DND):

## Turn your handset off:

Turn your handset on:

1. Press

2. 


3. Dial the DND option code (0-4).

- $1=$ Blocks outside calls

2 = Blocks Paging, Intercom calls, Call Forwards and Transferred outside calls.
$3=$ Blocks all calls
4 = Blocks Call Forwards
$0=$ Cancels DND

1. Press OK for 3 seconds. The phone will beep and the display will go blank when the phone is off.
2. Press

When the handset is on, $((\stackrel{\rightharpoonup}{*}))$ is shown in the lower left corner of the display if the handset has been subscribed to a system.

## Your call can wait at your phone . .

## Hold

Use Hold instead of leaving the handset off-hook:

Easily retrieve a call from Hold:

1. Do not hang up $+\mathbf{R}+$ Do not hang up.

- This puts your call on Exclusive Hold.
- To place the call on Group Hold (so only those in your Department can pick up the call), dial 832 after pressing R .
- Intercom calls automatically go on Exclusive Hold when you press $\mathbf{R}$

1. Press $R$

- To retrieve a call from Group Hold, dial 862 instead of pressing



## Transferring your calls . . .

## Transfer

Send (Transfer) your call to a co-worker:

1. $\mathbf{R}+$ Dial your co-worker's extension.

- To transfer the call to a co-worker's mailbox, dial *8 before their extension.

2. (Optional) Announce the call when your co-worker answers.
3. Press $\longrightarrow$.

## Handling Your Calls (cont'd)

Tones you may hear . . .

Error (fast busy) tone: This means you made a mistake in placing a call or using a feature. Hang up and start over.
$\begin{aligned} & \text { Stutter dial tone: When you lift the handset: Your phone is forwarded. } \\ & \text { When using features: Your option has been accepted. }\end{aligned}$

## Entering Names . . .

The dial pad digits are used for writing the name to be placed in the Phone Book. For example, press the digit 2 key once for $A$, twice for B, three times for $C$, etc.

The arrow keys can be used to move the cursor left or right. The left arrow key can also be used for deleting a character by holding it down for 1 second.
Pressing a new key or pausing for more than 1 second automatically moves the cursor to the next position.

| Key |  |
| :---: | :---: |
| 1 | 在めA@ |
| 2 | ABC@ÄȦȦȦ2 |
| 3 | DEF3 |
| 4 | G HIİİ4 |
| 5 | JKL5 |
| 6 | M N O ÖOO6 |
| 7 | P Q R S B 7 |
| 8 | TUVÜÚU் Û 8 |
| 9 | W X Y Z 9 |
| 0 | Space., _- + ? ! 0 |
| * |  |
| \# | Upper/lower-case |

## NEC

NEC America, Inc., Corporate Networks Group 4 Forest Parkway, Shelton, CT 06484 TEL: 203-926-5400 FAX: 203-929-0535 cng.nec.com

## Park a call in orbit . . .

Park a call in orbit so a co-worker can pick it

Or pick up a call a coworker parked for you:

1. Do not hang up.
2. Park a call in a System Orbit

R
 + Park Orbit.

- Park Orbits are 01-64.

Park a call at your extension with Personal Park

```
Tuv8 Mvo6 PRS}
```

3. Page your co-worker to pick up the call.

- For Paging, dial $\because 1+0$ for All Call or $\mathfrak{K}^{1} 1+1-64$ for zones.

4. Hang up.
5. Press

For a Call Parked in a System Orbit
2. $\square$ + Park Orbit.

- Park Orbits are 01-64. OR
For a Call Parked in a Personal Park Orbit When Parked at a co-worker's phone . . .

2. $\square$ + Announced extension. OR
When Parked at your phone . . .
TUV 8 Mno 6 PRS. 7 .

## Forward your ca While at your desk, forward your calls to a co-worker or Voice Mail:

## Save

Save your call for quick dialing later on:

## Quickly redial your

 saved number:1. While on a call, $R$ Tuv 8 1) Jk 5.
2. Press


- When redialing, the system selects an outside line for you. To clear a saved number: Press
 +885 .

Quickly dial co-workers and outside calls . . .
Common and Group Abbreviated Dialing (Speed Dial)


To dial your stored Abbreviated Dialing numbers:

3. Dial Abbreviated Dialing bin number.

- Ask your Communications Manager for your bin numbers.

4. Dial phone number to store $+\mathbf{R}$.

- The number can be up to 24 digits, using 0-9, \# and $*$.

1. Press $\longrightarrow$.
2. \# $\#$ ABC 2 Bin (for Common).
3. \# ${ }^{\text {GHIH }}+\mathrm{Bin}$ (for Group).


To dial a number from the Telephone Book:

1. While idle, dial the number to be stored.
2. Press $>+\mathrm{OK}$
3. Enter the name associated with the number + OK

Up to 80 numbers with name can be stored in the Telephone Book. A name is required with each number. A "Memory Full" message indicates that a number must be deleted before making another entry.

1. Press
2. Use the

## $>$

 number to be called or press the first letter in the name using digits 1-9.3. Press to place the call.

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