



NEC, IPK II
Quick Start Users Guide
for the
DTH-32D, 16D and 8D
Multiline Telephones


Installed by

Certified Alarm Co.
(256) 383-1225


See the full *Multiline Telephone Users Guide* for complete instructions
Download from www.certified-alarm.com or the User Guide CD

Volume/Contrast Adjustments


To adjust Ring Volume

- When phone is ringing. (internal or external)
- Press  to adjust ring volume up or down

To adjust Handset or Speakerphone Volume

- When on a call, (Handset or Speakerphone)
- Press  to adjust caller's volume up or down.

To Adjust the Display Contrast

- With phone not in use.
- Press  to adjust the display from light to dark

Answering Calls

To answer Internal calls

- When phone beeps, lift the handset or answer hands free.
- The **Mic** lamp must be **on** for callers to hear you hands free

To Answer External calls

- When phone rings, lift the handset or press the **Speaker** button to answer hands free
- The **Mic** lamp must be **on** for callers to hear you hands free

Making Calls

To place Internal calls

- Press the **DSS** button of the person you wish to call, lift the handset or talk hands free
- Lift the Handset or press speaker and dial the 3-Digit **Extension Number**.
- Soft keys allow options, Toggle **Ring/Voice**, **MW** (turn message waiting lamp on), or **Vmsg** (leave Voice mail Message)

To Place External Calls

- Press the idle **line** key and dial the **Telephone Number**, lift the **Handset** or talk hands free.
- Lift the **Handset** or press **Speaker**, dial "9" and the **Telephone Number**.

Transferring Calls

To transfer a call to another extension

- With the call in progress, press the **DSS** button for the extension you want to transfer to.
- Or press the **Transfer** button and dial the 3-digit **Extension Number** to want to transfer to.
- You may announce the caller
- To return to the original party, press the flashing **line** key or **Conf** key
- **Hang-up** the handset to complete the transfer.

To transfer directly to Voicemail

- With the call in progress,
- Press the **DSS** button for the extension.
- Or press **Transfer**, Dial the 3-digit **Extension Number**
- Dial **8**
- **Hang-up** the handset to complete the transfer

Placing Callers on Hold

To Place a caller on Hold

- With the call in progress, press the **Hold** button
- To return to the call (from your extension or any other extension) press the blinking **line** key that the caller is on.
- Calls will recall to your extension if not answered within the preprogrammed time limit.

To place caller on exclusive hold

- With the call in progress, press the **Feature** and **Hold** buttons.
- To return to the call (from your extension only) press the blinking **line** key that the caller is on.
- Calls will recall to your extension if not answered within the preprogrammed time limit.

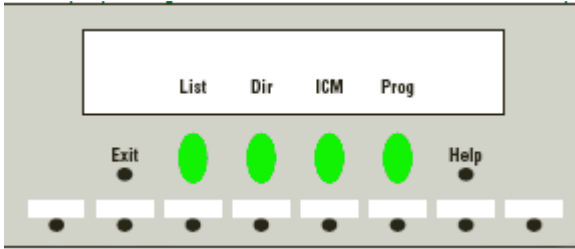
Conference Calls

To make a conference call

- With the first call in progress, press the **Conference** key.
- Dial the second party (internal or external)
- Press the **Conference** key
- Add the third/fourth party (internal or external) Pressing the **Conference** key after each one
- Press the **Begin** soft key or the **Conference** key to connect all parties together

Soft keys

The soft keys are the **buttons** below the display, The display changes to reflect the current use of the key



Redial/Caller ID Buffer

Last number redial

- Press the **Redial** key, last number is displayed
- Press the **#** key, lift the **Handset** or press **Speaker** to dial the number

List of the last 10 Dialed Numbers or Caller ID Numbers to your phone

- Press the **List** soft key
- Select the **Redial** or **CID** soft key
- Use the **up/down arrow** soft key to scroll through the stored numbers
- From the Dialed list, Press the **#** key, lift the **Handset**, or press **Speaker** to dial the displayed number.

Paging

Paging to Phones or External Paging Speakers

- Lift the handset and press the **InPg** Soft key to page the internal phones. Or the **ExPg** Soft key to page the external paging speakers.
- Dial the internal **Group Number** or the external **Zone Number**. (see administrator for numbers)
- **Speak** into the handset.
- **Hang-up** the handset

Directed Call Pickup

To answer a ringing co-workers phone

- Lift the **handset** or press **Speaker**
- Dial * *
- Dial the 3-Digit **Extension Number** of the co-workers phone you want to answer.

DND

To set DND

- Press the **Prog** soft key.
- Press the **DND** soft key
- Press the **Set** soft key
- Select the **Ext** soft key for External calls, **Icm** for internal calls or **All** for both external or internal calls
- With DND set, the selected calls will be answered by voicemail.

To Cancel DND

- Press the **Prog** soft key.
- Press the **DND** soft key
- Press the **Cncl** soft key to cancel DND

Call Forward

To set Call Forwarding

- Press the **Prog** soft key
- Press the **Cfwd** soft key
- Select **All**, **Both**, **NA**, **B/NA** or **Flw** soft key (use the arrow key to scroll)
- Select the **Set** soft key
- Dial the **Destination Number** and press **Speaker**

To Cancel Call Forwarding

- Press the **Prog** soft Key
- Press the **Cfwd** soft key
- Select **All**, **Both**, **NA**, **B/NA** or **Flw** soft key (use the arrow key to scroll)
- Select the **CNCL** soft key to cancel

To turn Background Music on or off:

To Hear Music from your phone (if equipped)

- Press the **Speaker** button
- Dial **725** (toggles On or Off)
- Press the **Speaker** button to quit

To turn the message lamp off:

To turn the callback message lamp off.

- Press the **Exit** button
- Press the **MW** soft key.
- Press **All** soft key

To Store/Dial System Speed Dial Numbers (Available System wide)

To Store System Speed Dial Numbers

- Press the **Prog** soft key
- Press the **down arrow** soft key
- Press the **SYS** soft key
- Dial the bin number (**001-999**) to program
- Dial **9** and the **Phone Number**
- Press the **Hold** button (hear beep/beep/beep tone)
- Enter the **Name** using the keypad
- Press the **Hold** button to save (hear beep/beep/beep tone)
- Press the **Speaker** button to quit

To dial the System Speed Dial Numbers

- Press the **Dir** soft key
- Press the **SYS** soft key
- Use the **up/down arrow** soft keys to scroll through the numbers
- Or enter the first letters of the name and use the **up/down arrow** soft keys to scroll through the numbers
- Press the **Dial** soft key to dial the displayed number

To Program DSS/One Touch Keys

DSS (Direct Station Select) or One Touch Buttons

- Press the **Prog** soft key
- Press the **arrow down** soft key
- Press the **Fctn** soft key
- Press the **Button** to be programmed.
- Dial **01**
- Dial the 3-Digit **Extension Number** to call or dial **9** and the outside **Phone Number**. (**000** erases the button)
- Press the **Hold** button,(hear beep/beep/beep tone)
- Select another button, dial 01, Number, Hold or
- Press the **Speaker** button to quit
- DESI lite software (Free) and DESI labels are available from Certified to re-label your phone.

Setting the Clock

To set the Clock, for Daylight Saving Time Changes

- Press the **Speaker** button (from Administrators Phone only)
- Dial **728 + Time**, (4-Digits in 24hr. format 0830=8:30 AM, 1645=4:45PM)
- Press the **Speaker** button to quit

To Store/Dial the Station Speed Dial Numbers (Available at the individual station only)

To Store Station Speed Dial Numbers

- Press the **Prog** soft key
- Press the **STA** soft key
- Dial the bin number (**0-9**) to program
- Dial **9** and the **Phone Number**
- Press the **Hold** button (hear beep/beep/beep tone)
- Enter the **Name** using the keypad
- Press the **Hold** button to save (hear beep/beep/beep tone)
- Press the **Speaker** button to quit

To dial the Station Speed Dial Numbers

- Press the **Dir** soft key
- Press the **STA** soft key
- Use the **up/down arrow** soft keys to scroll through the numbers
- Or enter the first letters of the name and use the **up/down arrow** soft keys to scroll through the numbers
- Press the **Dial** soft key to dial the displayed number

To Program CO Line Keys

To Program the outside line buttons

- Press the **Speaker** button
- Dial **752**
- Press the **Button** to be programmed
- Dial ***01**
- Dial the CO Line Number **001-200** (hear beep/beep/beep tone) (**000** erases the button)
- Press the **Speaker** button to quit
- DESI lite software (Free) and DESI labels are available from Certified to re-label your phone.

Program Station Names

To change the phone users name

- Press the **Speaker** button
- Dial **700**
- Dial the 3-digit **Extension Number** to change
- Enter the **Name** using the keypad
- Press the **Hold** button to save (hear beep/beep/beep tone)
- Press the **Speaker** button to quit