



# VALLEY COMMUNICATIONS SYSTEMS, INC.

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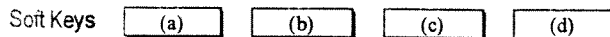
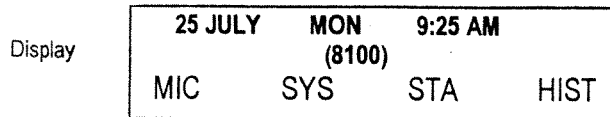
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## HADDAM KILLINGWORTH REGIONAL SCHOOL DISTRICT #17

### NEC SV8300 TELEPHONE SYSTEM with ITL Telephones (Series DT330)

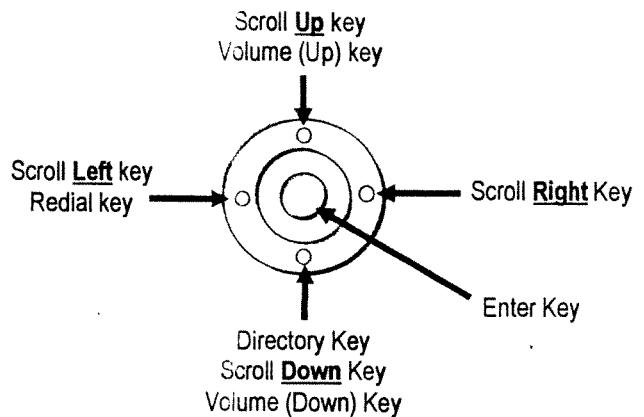
#### 1) TO USE LCD FEATURES

1. Press the Soft Key Button to access Features  
See **UP (↑)** or **Down (↓)** for Scrolling in LCD  
Lift handset for: Caller ID return /SYS, STA Speed Dialing



- (a) **MIC** – ON / OFF to be heard using speakerphone (Mute)
- (a) **SYS** – Common speed dial Directory
- (b) **STA** – Personal speed dial Directory
- (c) **HIST** – Call Log of IN / OUT calling (Outgoing is active)

#### 2) CURSOR FEATURE ACCESS



#### 3) TO USE TELEPHONE HANDS FREE

1. Press **SPEAKER** (make sure **MIC** is lit so caller will hear you)  
Press **MIC On/Off** in display or **FEATURE + 1**

#### 4) VOICE ANNOUNCE (You hear talking through SPEAKER)

1. Ensure **MIC** is lit (Feature + 1)
2. **Respond Hands Free**

#### 5) TO PLACE A CALL

##### Outside

1. Lift handset or press **SPEAKER**
2. Dial Trunk Access Code "9"
3. Dial telephone number

##### Internal

1. Lift handset or press **SPEAKER** button
  2. Dial **Extension** number or press pre-programmed button
- System allows you to Pre-Dial, **Lift Handset** or Press **SPEAKER**

#### 6) ANSWERING A RINGING CALL

##### Outside (Look in display - Caller I.D. shows at 2nd ring)

1. Lift the handset or press **SPEAKER**, you are connected to caller

##### Internal (Look in display, you will see callers Ext. number)

1. Lift handset or press **SPEAKER**, you are connected to caller

#### 7) TO PLACE A CALL ON HOLD

1. Press **HOLD** button

#### 9) TO ANSWER OFF-HOOK SIGNALING (2nd CALL)

1. Press the **HOLD** key (puts 1st call on **HOLD**)
2. Press the flashing **LINE** key to answer 2nd call.

#### 8) TO RETRIEVE CALL ON HOLD

1. Press **Flashing Line** key or **TRANSFER** button

Press **HOLD** key again to return to the 1st call (puts 2nd call on **HOLD**)  
Pressing **HOLD** will continue to toggle between calls

#### 10) TRANSFER A CALL\*\*

1. Press **TRANSFER** Button
  2. Dial **Extension** Number (or Press Programmed Button)
  3. Announce Call
  4. Hang up
- \*Note If receiving busy or no answer, press **Flashing line** key - to return to caller before their voicemail answers

#### 11) TO TRANSFER A CALL DIRECTLY TO VOICEMAIL

1. Press **TRANSFER** Button
2. Dial **Extension** Number + 9
3. Hang Up!

#### TO ANSWER ANOTHER RINGING EXTENSION:

1. Lift Handset
2. Dial **73** + Ext. number

**12) TO PARK A CALL****With a call in progress:**

1. Press Transfer
2. Press Call Park
3. Look in Display for Park Location – 00~19
4. Hang Up!

**13) TO RETRIEVE PARKED CALL - UNPARK**

1. Go to any system phone and Press Park Answer
2. Enter Park Location that was given to you –
3. You will then be connected to the caller!

**14) LAST NUMBER REDIAL**

1. Press LEFT Cursor
2. Press \* (star) (Will redial last number called)

**15) TO SEARCH FOR A SPECIFIC NUMBER**

Press the HIST Function Key (In Display)  
 Press **OG** and arrow up (↑) or down (↓) (In Display)  
 Lift **HANDSET** or Press **SPEAKER** to place the call

**16) CONFERENCE CALLING****With initial call in progress:**

1. Press **TRANSFER** button
2. Dial 2<sup>nd</sup> Party (internal ext or 9 + no.)- announce the conf. call
3. Press **CONF** in display

**CONFERENCE NOTES:**

1. If conference is an internal ext. and you receive a busy signal, press **TRANSFER** to return to 1<sup>st</sup> caller.
2. If conference is an outside party and you receive a busy signal, press **RECALL & TRANSFER** to return to first call.
3. If conference call is answered by voicemail, press **CAN** (cancel) in display.
4. To "back out" of CONFERENCE, hang up - remaining parties are still "live"

**17) TO PROGRAM FEATURE KEYS: (One Touch Keys)****DO NOT LIFT HANDSET**

1. Press **FEATURE** button
2. Press the **Button (Line Key)** to be programmed
3. Dial **Ext. number** or **feature code** or **9 + outside number**
4. Press **FEATURE** button

**18) TO USE PREPROGRAMMED ONE TOUCH BUTTONS-**

1. Press Preprogrammed one touch key to place call  
OR
2. TO **TRANSFER** to another extension Preprogrammed –  
With Initial caller on -Press one touch button-announce caller  
Hang up !

**19) VOLUME CONTROL AND RING TONES**

To adjust **Ringer** Volume: Press **FEATURE + 0** Use cursor Up or Down to adjust volume  
 To adjust **Speaker** Volume: Press **CURSOR** or **ARROWS - UP** or **DOWN** while using Speaker  
 To adjust **Handset** Volume: Press **CURSOR** or **ARROWS - UP** or **DOWN** while using Handset  
 To adjust **Contrast** on a Display: Press **CURSOR** or **ARROWS - UP** or **DOWN** AT **IDLE** PHONE

**To Change Ring Pitch :**

Press **FEATURE + 3** , Continue to press 3 to test all ring patterns, Press **FEATURE** to select pattern

**NOTES:**