



Digital Telephony Information Guide

Purpose

This guide will help you navigate your calls in terms of calls made, calls received, private address book to flag your private numbers. Users and Managers can sign into the DT-Comms web page with Staff number and your network password.

Steps for saving Private Numbers

When you want to dial private numbers in the app you use 88, but you can save all your Private numbers in your Private Address book

1. Sign into the <https://dt-comms.nwu.ac.za>.
2. Click on the Tariffs Icon, Phone Directory, Personal, New.
3. Fill in the Phone number and Description
4. Save

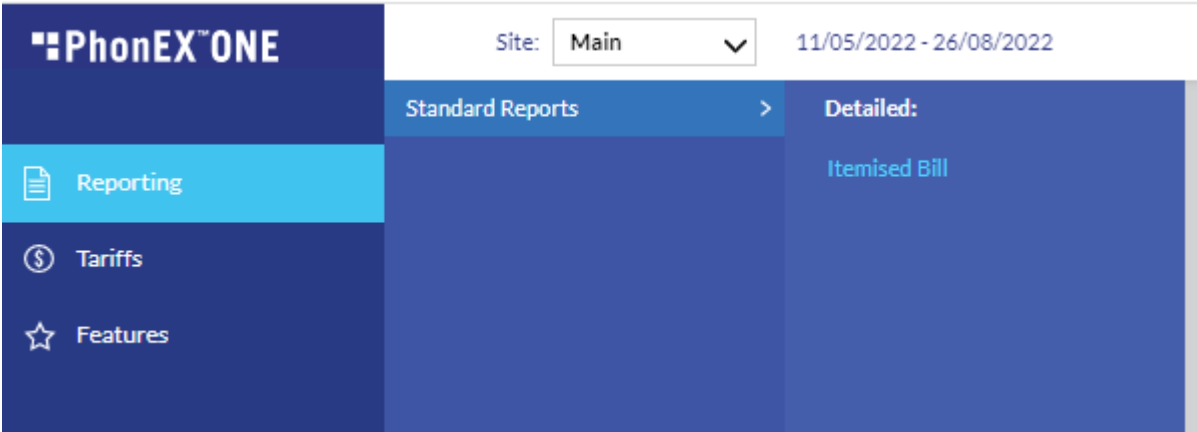
Steps for checking your Itemized Bill

If you want to see all the calls you made and received.

1. Sign into the <https://dt-comms.nwu.ac.za>.
2. Click on Reporting, Standard Reports Itemized Bill.
3. Select the date Range From and To field with drop down Calendar, or select Last Days, Weeks or Months.
4. Type in your Employee number
5. Select the Call Type, Business Personal or Both
6. Click on generate.
7. Call Type – here is a summary of the type of calls you will see on your bill.

- OP - Outgoing Private
- I -Incoming
- O - Outgoing
- L - Internal
- OC – Outgoing Conference Call
- IC – Incoming Conference Call
- IX – Incoming Transferred
- IF – Incoming Forwarded

Example of Screen



If you have any problems, please log a Support Ticket at support.nwu.ac.za, or visit our Training Videos.