![Comdial DX logo]

Cordless Phone
for DX-80 and DX-120 Systems

User Guide

VERTICAL

DX Cordless Phone
User Guide

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-Notice-

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FCC COMPLIANCE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna

• Increase the separation between the equipment and receiver

• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected

• Consult the dealer or an experienced radio/TV technician for help

SECTION 1 - INTRODUCTION

OVERVIEW

Thank you for choosing the DX-80/120 Cordless phone! We'd like to recommend that you read this guide thoroughly to familiarize yourself with all of the great features provided on your new phone.
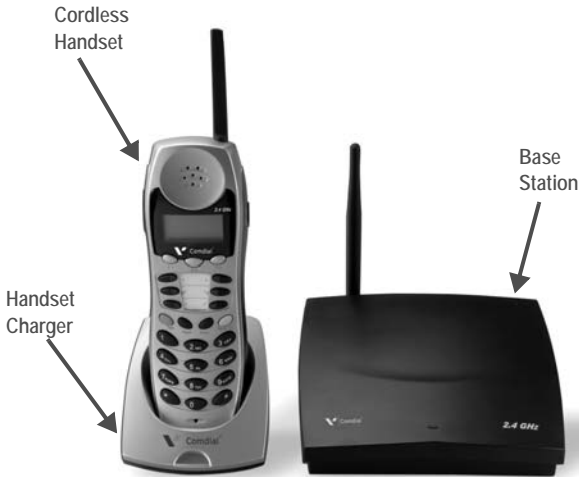
- **Cordless Handset**
  Used to dial and handle all your calls.

- **Handset Charger**
  Recharges the battery. When not in use, the handset should be placed into the charger.

- **Base Station**
  Allows the handset to "communicate" with a DX-80/120 (via radio waves) in order to place and receive calls.

  IMPORTANT!
  The base station and handset must be within 600 meters (1968.5 feet) line of site from each other in order to work properly. This distance can be decreased depending on the type of building structure material that may exist between the base station and handset. Therefore if you have problems with reception, try moving your base station or adjusting the position of your handset.

HANDSET BUTTONS

There are several buttons on the handset. Some of these are located on the front for basic use and programming; others are located on the sides. Review this section to familiarize yourself with the various buttons, their location, as well as their functionality.

BUTTONS ON THE FRONT OF THE HANDSET

The DX-80/120 Cordless handset includes the following buttons.

- **F1, F2, and F3 Softkeys**
  These are keys that can be programmed/ customized to perform a variety of functions (see "Function Key Programming" on page 17).

- **Talk**
  This button is used when placing and receiving calls (see Sections 3 and 4 of this guide).

- **Trans (Transfer)**
  This key is used to lock the keys and to transfer calls (see "Key Lock Mode Status" on page 12 and "Transferring Calls" on page 61).

- **6 Programmable - Flexible Feature Buttons**
  You can set these buttons to perform a variety of features such as DND and Call Forward (see "Programming Buttons & Codes" on page 32).

- **Hold**
  This button is used to put a call on hold (see "Placing Calls on Hold" on page 59). It is also used when programming the phone, and placing conference calls (see "Creating Conference Calls" on page 51).

Buttons on the Front of the Handset (continued)

- **Function**
  Use this button for programming your phone (see "Function Key Programming" on page 17)

- **Dial Pad**
  Of course, these buttons are used to place phone calls. In addition, the various numbered keys on the keypad are used for many of the features and functions available on the DX-80/120 Cordless phone. These various features and functions are described throughout this guide.

ADDITIONAL KEYS ON THE HANDSET AND FEATURES

Besides the keys found on the front of the handset, there are keys located on each side of it.

- **Volume Up and Down**
  Use these controls to turn the volume up on the "ear piece" (i.e., allowing you to control how loud you hear the other person on the other end of the line).

  Volume Up and Down

  Headset Jack

  Speaker

- **Headset**
  You can plug in a compatible headset into the handset to allow you to use the phone in a "hands-free" mode while still keeping the conversation private (vs. using the speaker mode).

- **Speaker**
  Press this button to activate/deactivate the Speaker (hands-free) mode.

USING THE DISPLAY

Your DX-80/120 Cordless phone includes a three-line LCD.

- The first line of the display contains time and date information.

- The second line of the display contains the phone number of the party to whom you are speaking.

- The third line of the display contains caller ID information, if available.

USING A HEADSET

To use a headset on the DX-80/120 Cordless phone, simply plug the headset into the headset jack on the left side of the handset; the phone automatically switches to headset mode. To leave the headset mode and return function to the handset, unplug the headset from the headset jack.

⚠ **IMPORTANT!**
Do not program "Headset Mode" onto a feature button.

POSITIONING YOUR PHONE

You should adjust the position of the DX-80/120 Cordless Phone on your desk or table to suit your individual needs, and maximize the performance of the sound activated features if you are using the speakerphone function. When using your DX-80/120 Cordless Phone, the microphone and loudspeaker are farther from you than when you use a handset. Some speakerphone positioning tips to consider include:

- For the microphone to best detect your voice, speak within three feet of it and face the DX-80/120 Cordless Phone.

- Background noise may prevent the sound-activated switches from operating properly. Avoid placing the DX-80/120 Cordless Phone where it will detect sounds from keyboards, printers, paging systems, or other equipment.

- Place the phone on a hard surface and away from table edges. Do not place the phone in corners or enclosures. Do not let obstructions come between you and the microphone.

Also remember, as with any piece of electronic equipment, your telephone may be damaged by contact with liquids. Please try to place the phone in an area that is free from the danger of spills.

REGISTERING YOUR PHONE

Registration programming allows you to register the handset to the base unit after it has been installed by your system installer.

1) Be sure the handset you are registering is close to the base (within a maximum of three feet).

To enter the Registration Mode:

2) Turn off (up) dip switch 1.

3) Turn on (down) dip switches 2 and 3.
   - *The down position is on, the up position is off.*

4) Power on the base unit.
   - *After 5 seconds the system enters the registration mode.*
   - *The LED on the base flashes quickly when the base is in registration mode.*

   NOTE
   If the handset has not been registered, the LCD displays a message requesting that you "Please Register".

5) Press and hold the F1 soft key on the handset for a minimume of 2 seconds to enter the System Programming mode.
   - *Once you are in System Programming mode, the following appears on the display:*

   > >LANGUAGE
   > REGISTRATION

6) Press the *F1* (up) or *F2* (down) soft key to select the registration mode and display the following:

   > >REGISTRATION
   > DE-REGISTER

7) Press *F3* (OK) key to enter registration mode and display the following:

   > >REGISTRATION
   > NO?

8) Press the *F1* or *F2* key to display the following:

   > >REGISTRATION
   > YES?

Registering Your Phone (continued on next page)

- 5 -

Registering Your Phone (continued)

9) Press *F3* (OK) to confirm that you want to register this phone and display the following:

```
>REGISTERING
 PLEASE WAIT!
```

NOTE

Please be patient as the phone goes through the registration process. It only takes a few moments.

• *When registration has been successfully completed the LCD displays the following:*

```
>REGISTERING
 HANDSET #1
```

• *If the registration fails, the LCD displays the following:*

```
  >FAILED!
 TRY AGAIN!
```

• *If registration fails, go back to Step 6.*

NOTE

• *Up to two line cords can be used to connect two digital station ports from the KSU to the two jacks on the base.*

• *If the handset ID is #1 this means the handset is connected to Line #1.*

• *If the handset ID is #2 this means the handset is connected to line #2.*

10) Turn on (down) dip switch 1 re-enter the normal mode.
   • *After 30 seconds, the system goes back to normal mode.*
   • *The LED on the base flashes normally when the unit enters normal mode.*

NOTE

If DIP switches are still set in the registration mode (switch 1 off, switches 2 and 3 on), the unit is not operational except for registration during the first 30 seconds when re-powering on the unit.

11) Remove, then replace the power from the base to re-power the base on (i.e., reset the base).

Registering Your Phone (continued on next page)

Registering Your Phone (continued)

DE-REGISTRATION

Whether you want to de-register both handsets or remove one handset only, you can de-register the handsets from the base unit. However, you must move the handset unit close to the base to receive the de-registration command from base unit. After de-registration, the handset unit no longer links with the base.

There are 2 ways to de-register the handset unit:

• using the base only

• using the base and the handset

> ⚠ **IMPORTANT!**
> *When deregistering using either method, the system must be in idle mode. After using either method, you must remove the power from the base and re-power on the base.*

De-Register Using the Base Only
You can use the base to de-register all registered handsets or only specific handsets.

To de-register all handsets:

1) Turn off (up) dip switches 1 and 2.

2) Turn on (down) dip switch 3.
   • *After 5 seconds, the system de-registers all the handsets.*
   • *Now, go to step 3 below.*

To de-register Handset #1:

1) Turn off (up) dip switch 3.

2) Turn on (down) dip switches 1 and 2.
   • *After five seconds, the system de-registers handset #1.*
   • *Now, go to step 3 below.*

To de-register Handset #2:

1) Turn off (up) dip switches 2 and 3.

2) Turn on (down) dip switch 1.
   • *After five seconds, the system de-registers handset #2.*
   • *Now, go to step 3 below.*

De-registering Your Phone (continued)

After the handset(s) has been de-registered:

3) Turn off (up) all dip switch on the base to return the phone to normal mode.
   • *The LED on the base flashes normally when the unit returns to normal mode.*

De-Register Using the Base and Handset

This process will de-register only the specific handset you use to complete the steps below.

With base is in the idle/standby mode:

1) Press and hold the *F1* soft key on the handset for a minimum of 2 seconds to enter System Programming Mode.

2) Use corresponding soft key to select DE-REGISTER.

3) Press *F3* (OK) to enter the mode.

4) Press either *F1* or *F2* to scroll to YES?.

5) Press *F3* (OK) to confirm.
   • DE-REGISTERING *will appear on the display during this process.*
   • *When de-registration is successfully completed, "*DE-REGISTERED*" will be momentarily displayed, then "*PLEASE REGISTER*" will appear.*
   • *If the de-registration fails after about 20-30 seconds, "*FAILED*" will appear on the display.*

De-registering Your Phone (continued on next page)

De-registering Your Phone (continued)

6) Remove, then replace the power from the base to re-power the base on (i.e., reset the base).

> **IMPORTANT!**
> **Using the handset only:**
> • *If the base cannot link to the handset, the handset still de-registers.*
> • *If the base de-registers the handset and the handset does not receive the de-registration command from the base, the handset still links with the base unit, however, it cannot use the system.*
>
> **Using the handset and the base:**
> • *The base does not need to enter the de-registration mode.*
> • *You must move the handset unit near the base to receive the de-registration command from base unit.*
> • *Only one handset can de-register from the base at a time.*

STATUS INDICATORS

The cordless handset provides information about the following statuses.

- Low Battery
- Out of Range
- No Link to Base
- Ring/Vibrator
- Sleep Mode
- Key Lock Mode
- Power On/Off
- No Link to KSU

Status Indicators (continued)

LOW BATTERY POWER STATUS

The handset displays the battery power status icon on the upper right corner of the LCD. If the battery power is too low to work, the phone also displays a LOW BATTERY warning on the LCD before the battery is out of power completely.

<div align="center">LOW BATTERY</div>

When the battery power is too low, and the handset is not in the standby mode, the phone flashes the icon at the cadence of 0.5 sec on-and-off repeatedly.

NOTE
The phone does not flash the icon when the handset is in standby mode. If the handset is in the talk mode, the unit also sounds a warning beep every 15 seconds.

OUT OF RANGE STATUS

If the handset is in the talk mode and the user travels too far from the base, the handset displays OUT OF RANGE and generates a warning beep every 5 seconds.

<div align="center">OUT OF RANGE</div>

The user must move closer to the base, or the call will be dropped within 30 seconds.

Status Indicators (continued)

NO LINK TO BASE STATUS

If the handset is too far from the base, or if the power of the base unit is removed for aproximately 30 seconds, the handset displays NO LINK TO BASE to indicate that the handset cannot link with the base. Since the handset is not receiving any information from the base station, the second and third rows on the display are blank.

<div align="center">NO LINK TO BASE</div>

The user must get closer to the base, or check the base power status. The user can also try to re-register the handset to check the registration status.

RING AND VIBRATOR STATUS

• If you set the status to Ring mode only, the phone displays the ring (🔔) icon only on the LCD.

• If you set the status to Vibrator mode only, the phone displays the vibrator (▮) icon only on the LCD.

• If you set the status to Ring and Vibrator mode, the phone displays both the ring and vibrator icons on the LCD.

<div align="center">((🔔))   ▮</div>
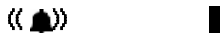
SLEEP MODE STATUS

For power saving issues, the handset enters sleep mode automatically when there is no special event in the system. The display will be blank except for the handset extension number.

The user can simply press any key to wake up the unit. The handset automatically wakes up if it receives any special information from base.

> **NOTE**
> *If the handset in sleep mode, the LEDs are not turned on.*

Status Indicators (continued on next page)

Status Indicators (continued)

KEY LOCK MODE STATUS

If you press and hold the *Trans* key for just over two seconds, the handset enters key lock/unlock mode.

When the handset is in the key unlock mode (normal mode) and you hold the *Trans* key for a few seconds, the unit enters the lock mode.

The LCD displays the following message for three seconds to indicate how to unlock the phone:

LONG KEY PRESS
[TRANSFER]
TO UNLOCK

After three seconds, the LCD goes back to being locked (ς)and changes the LCD display to the following:

((▲))   ς ▮

When the handset is in the key lock mode, and you press and hold the *Trans* key, the LCD displays the following message for three seconds:

TO UNLOCK?
PRESS [F3]

If you press the *F3* key within three seconds, the handset unlocks.

POWER ON/OFF MODE STATUS

When the handset is on, press the *Hold* key for a few seconds to turn the phone off. The LCD displays POWER OFF for three seconds before turning completely off.

When the handset is off, press the *Hold* key for a few seconds to turn the handset back on. The LCD displays POWER ON for three seconds as it comes back up.

NO LINK TO KSU STATUS

After powering on the handset, the handset links with the base station within approximately one minute. If the base cannot link to the KSU, the handset displays the following:

NO LINK TO KSU

SECTION 2 - PROGRAMMING

The DX-80/120 Cordless phone provides two methods for programming features:

- **System Programming**
  Mode used to program the cordless-specific features of the phone.

- **Function Key programming**
  Used to program the remaining (non-system) features. This set of features is identical to those that can be programmed using the DET phone.

SYSTEM PROGRAMMING MODE

You can easily program the wireless features on your DX-80/120 Cordless by using the programming mode. When you enter the System Programming Mode, all soft keys are changed to the following function keys:

- *F1* **key: UP**

- *F2* **key: DOWN**

- *F3* **key: OK**

- *Hold* **key:EXIT**

ACCESSING THE SYSTEM PROGRAMMING MODE

1) Press and hold *F1* for a minimum of two seconds.

Once in programming mode:

2) Press either *F1* (Up) or *F2* (Down) until the setting you want to change appears.
   - *The setting that is selected will have a "⟩" next to it on the left.*

3) Press the *F3* button to see the values set for the feature.

SYSTEM SETTINGS

Use the information below to set/use various System Settings.

- **Display Language**
- **Volume Control**
- **Background Music**
- **Do Not Disturb**

CHANGING DISPLAY LANGUAGE

You can program the first line of your wireless display in one of three different languages choices: English, French, and Spanish. The default language is English.

NOTE
The second and third row of the display appears in whatever language is set in the system programming for the KSU.

1) Press and hold the *F1* key for a minimum two seconds to enter the System Programming mode.
   - *The* Language *option is displayed.*

2) Press the OK soft key to display the current setting (English is the default).

3) Press the *F1* or *F2* key to scroll through the language choices (French, Spanish, English).

When the language you want to use displays:

4) Press *F3*.
   - *The phone sounds a confirmation beep. The display responds with the selected language and* OK! *(e.g.,* FRENCH OK!*).*
   - *After three seconds, the LCD returns to the previous option screen:*

<div align="center">LANGUAGE</div>

System Settings (continued)

CONTROLLING VOLUME SETTINGS

The DX-80/120 Cordless phone is equipped with a volume control that you can use to adjust the various volume settings of the telephone. You can adjust the following volumes:

- **Background Music**
- **Ringing**
- **Handset**
- **Speaker**
  (includes speakerphone and page announcement volume)
- **Headset**

Volume Up and Down

You can adjust the volume for each function while that function is in use. You can adjust ringer volume while the telephone is idle.

Press the up or down arrows as necessary.
- *The volume for this function is now set and is retained for any future use of this mode.*

SETTING BACKGROUND MUSIC

You can activate either of the two music channels to monitor music at your extension (an external music source is required.)

While your extension is idle:

Press *7 + 7 + 1* for Music Channel 1.

Press *7 + 7 + 2* for Music Channel 2.

HINT
Use the volume setting instructions above to set the volume of Background Music.

To tun off background music:

Enter the same number again.

System Settings (continued)

DO NOT DISTURB

DND blocks all outside line and intercom call ringing. You can activate DND while your telephone is idle or busy. Some extensions with a higher Class Of Service may override the active DND condition.

When you have activated DND, the phone sounds a special intercom (stutter) reminder tone when you lift the handset or use the speakerphone. If you have assigned a button on your cordless phone specifically for DND, that button lights whenever you activate the feature.

While your extension is idle:

1) Press *Func + 4* to activate the Do Not Disturb feature.
   - DO NOT DISTURB *appears on the display.*

   NOTE
   When the display reverts back to idle condition, the DND shows in the bottom row of the display.

To cancel DND:

2) Press *Func + 4* a second time to deactivate the Do Not Disturb feature and momentarily display "DND DELETE".

   NOTE
   When the display reverts back to idle condition, the DND disappears from the bottom row of the display.

FUNCTION KEY PROGRAMMING

You can use the *Func* key on your DX Cordless phone to control the following features.

- **Alarm Clock Feature**
- **Automatic Hold**
- **Automatic Line Selection**
- **Busy Ring Options**
- **Call Forwarding Options**
- **Personal Speed Dials**
- **Reverting to Default Settings**

USING THE ALARM CLOCK FEATURE

You may activate your own private alarm on your telephone to remind you of special appointments, events, etc. When the alarm activates, you your cordless phone rings.

After the alarm rings for a certain amount of time, the phone automatically cancels it. You may program the alarm to operate a single time, or repeatedly every 24 hours (sounding the alarm at the same time everyday).

SETTING THE ALARM CLOCK

1) Press *Func + 9 + 2* to display the current time.

2) Press the chg soft key to enter a new alarm alert time.

3) Enter the alarm time in "HHMM" 24-hour format
   (HH = hr, MM = min.).

4) Press the save soft key.

5) Select one for a one-time alarm or always for repeated alarm.

   To deactivate the alarm clock feature:

1) Press *Func + 9 + 2*.

2) Press the del soft key to turn off the alarm alert time.

Using the Alarm Clock Feature (continued)

TURNING THE ALARM OFF
When the alarm sounds, the following appears on the display:

ALARM REACHED
ack

Press the *ack* soft key to stop the alarm.

OR

Wait for it to stop automatically.

USING AUTOMATIC HOLD
If you are on a call and you press an outside line button, the Automatic Hold feature automatically places the current call on hold.

EXAMPLE
If you are currently on a call on line 1 and you press line 2, the call on line 1 is placed on Exclusive Hold automatically.

Similarly, if you are currently on an intercom call with another DX-80/120 system extension and you press an outside line button, the intercom call is placed on Exclusive hold.

With Automatic Hold, you do not need to press the Hold button unless you want to place a call on System Hold.

SETTING AUTOMATIC HOLD

Press *Func + 9 + 4.*
• *You then hear confirmation tone and "AUTO HOLD ALLOW" appears on the display.*
• *The extension returns to an idle state.*

To deactivate Automatic Hold:

Press *Func + 9 + 4.*
• *You then hear confirmation tone and "AUTO HOLD DENY" appears on the display.*
• *The extension returns to an idle state.*

Function Key Programming (continued)

U<small>SING</small> A<small>UTOMATIC</small> L<small>INE</small> S<small>ELECTION</small>

This feature allows you to access a specific outside line or intercom automatically when you lift the handset or press the speakerphone button.

1) Press *Func + 9 + 5* to display the current setting (e.g., ICM = Intercom).

2) Press the 𝗂𝖼𝗆 soft key to select Intercom.

3) Press 𝖢𝖮 to select a specific outside line.

4) Enter the outside line directory number.

> **HINT**
> *Contact your System Administrator for information about the directory numbers in use on your system.*

5) Press 𝗌𝖺𝗏𝖾.

6) Press 𝖢𝖮 𝗀𝗉 to select a specific outside line group.

7) Enter the valid outside line group directory number (see *HINT* above).

8) Press 𝗌𝖺𝗏𝖾.

U<small>SING</small> <small>THE</small> B<small>USY</small> R<small>ING</small> O<small>PTIONS</small>

Your phone rings at the lowest volume setting if a call comes in while you are on the line. You can eliminate this low (busy) ring entirely if you prefer.

ACTIVATING BUSY RING

> Press *Func + # + 2* to set Busy Ring and display:

<p align="center">BUSY RING ALLOW</p>

> *To Deactivate Busy Ring:*

> Press *Func + # + 2* to cancel Busy Ring and display:

<p align="center">BUSY RING DENY</p>

Function Key Programming (continued)

USING CALL FORWARDING OPTIONS

The DX-80/120 provides many choices for forwarding your calls:

- **All**
  Forward all of your calls,

- **Busy**
  Forward your calls when your telephone is *busy*.

- **Follow Me**
  Forward calls at your extension to the extension where you are currently working (conference room, associate's office, etc.)

- **Follow Preset**
  Invoke call forward at your extension so that it can be changed from another extension.

- **No Answer**
  Forward your calls for *no answer* conditions.

- **External**
  Forward calls transferred to your extension to a different telephone number.

  > **NOTE**
  > *To use this feature, your System Administrator must enable it in database administration.)*

Forward Conditions

You can also set forward conditions for each call forward type:

- Intercom (internal) calls only.

- Intercom and outside line (including transferred outside lines) calls.

- Outside line (CO Line) calls only.

Using Call Forward Options (continued)

SETTING CALL FORWARD OPTIONS

All

1) Press *Func + 2* or the feature button designated as CALL FWD (if available) to display:

<div align="center">

CALL FORWARD

all   busy   next
</div>

2) Press the all soft key to display:

<div align="center">

ALL FWD. __

bksp   save   chg
</div>

3) Enter the extension number to which you want to forward calls.

4) Press save to display:

<div align="center">

ALL FWD. 123

co   icm/co   icm
</div>

5) Select the type of calls you want to forward:
   - ***co*** = *outside line incoming or transferred calls*
   - ***icm/co*** = *both intercom and outside line calls*
   - ***icm*** = *intercom calls only*

Once you select the setting:

You will hear a confirmation tone, your extension will return to idle and FWD appears in the middle of the bottom row.

Setting Call Forward Options (continued)

Busy

1) Press *Func + 2* or the feature button designated as CALL
    FWD (if available) to display:

    <div align="center">

    CALL FORWARD

    all   busy   next

    </div>

2) Press the **busy** soft key to display:

    <div align="center">

    BUSY FWD. __

    bksp   save   chg

    </div>

3) Enter the extension number to which you want to
    forward calls.

4) Press **save** to display:

    <div align="center">

    BUSY FWD. 123

    co   icm/co   icm

    </div>

5) Select the type of busy calls you want to forward.
    - ***co*** = *outside line incoming or transferred calls*
    - ***icm/co*** = *both intercom and outside line calls*
    - ***icm*** = *intercom calls only*

Once you select the setting:

You will hear a confirmation tone, your extension will return to idle
and **FWD** appears in the middle of the bottom row.

Setting Call Forward Options (continued)

No Answer

  1) Press *Func + 2* or the feature button designated as CALL FWD (if available) to display:

<div align="center">

CALL FORWARD

all   busy   next
</div>

  2) Press the next soft key to display:

<div align="center">

CALL FORWARD __

n_ans   ext   follow
</div>

  3) Press n_ans to display:

<div align="center">

NO_ANS FWD. __

bksp   save   chg
</div>

  4) Enter the extension number to which you want to forward calls.

  5) Press *save* to display:

<div align="center">

NO_ANS FWD. 123

co   icm/co   icm
</div>

  6) Select the type of busy calls you want to forward.
- ***co*** = *outside line incoming or transferred calls*
- ***icm/co*** = *both intercom and outside line calls*
- ***icm*** = *intercom calls only*

Once you select the setting:

You will hear a confirmation tone, your extension will return to idle, and FWD appears in the middle of the bottom row.

Setting Call Forward Options (continued)

External

1) Press *Func + 2* or the feature button designated as CALL
FWD (if available) to display:

CALL FORWARD
all   busy   next

2) Press the next soft key to display:

CALL FORWARD   __
n_ans   ext   follow

3) Press ext to display:

-
bksp   save   chg

4) Enter the telephone number (cell phone, other office, etc.) to
which you want to forward your calls.

5) Press save. to store the setting.

Once you save the setting:

You will hear a confirmation tone, then the telephone number to
which outside line transfers will be routed will briefly appear. Your
extension will thenreturn to idle, and FWD appears in the middle of
the bottom row.

Setting Call Forward Options (continued)

Follow Me Here (From Another Extension To This Extension)

1) Press *Func + 2* or the feature button designated as CALL FWD (if available) to display:

CALL FORWARD

all   busy   next

2) Press the next soft key to display:

CALL FORWARD   __

n_ans   ext   follow

3) Press follow to display:

FOLLOW ME

preset   remote

4) Press remote to display:

REMOTE SELECTION

del   set

5) Press set to display:

FOLLOW FM   _

bksp   save   chg

6) Enter the extension number from which you want calls forwarded.

7) Press save to display:

FOLLOW FM   123

co   icm/co   icm

8) Select the type of busy calls you want to forward.
   - ***co*** = *outside line incoming or transferred calls*
   - ***icm/co*** = *both intercom and outside line calls*
   - ***icm*** = *intercom calls only*

Once you select the setting:
   - *The following appears on the display:*

PSWD : _

bksp   save   change

Follow Me Here (continued)

9) Enter the password of the extension from which you want to forward the call.

10) Press *save to store the setting*

Once you save the setting:

You will hear a confirmation tone, your extension will thenreturn to idle, and FORWARD FROM 123 appears in the middle of the bottom row.

Follow Me There (From This Extension To Another Extension)

1) Press *Func + 2* or the feature button designated as CALL FWD (if available) to display:

<div align="center">

CALL FORWARD

all   busy   next

</div>

2) Press the next soft key to display:

<div align="center">

CALL FORWARD   __

n_ans   ext   follow

</div>

3) Press follow to display:

<div align="center">

FOLLOW ME

preset   remote

</div>

4) Press the preset soft key to display:

<div align="center">

FOLLOW TO   _

bksp   save   chg

</div>

5) Enter the extension number from which you want to forward calls.

Follow Me There (continued)

6) Press **save** to display:

<div align="center">

FOLLOW FM 123

co   icm/co   icm

</div>

7) Select the type of busy calls you want to forward.
    • ***co*** = *outside line incoming or transferred calls*
    • ***icm/co*** = *both intercom and outside line calls*
    • ***icm*** = *intercom calls only*

Once you select the setting:

You will hear a confirmation tone, your extension will thenreturn to idle, and FORWARD FROM 123 appears in the middle of the bottom row.

DELETING AN EXISTING CALL FORWARD

1) Press **FWD** softkey to display the first active mode of forward.

EXAMPLE:

<div align="center">

BUSY FWD 123

del   more

</div>

2) Press **del** to delete the currently displayed Call Forward setting.

AND/OR

3) Press **more** to view other active call forwards settings.

When you see the setting you want to delete:

4)   Press **del** to delete the currently displayed Call Forward setting.

Setting Call Forward Options (continued)

SETTING UP PERSONAL SPEED DIALS

Speed Dialing allows you to store frequently dialed numbers. There are 20 speed dial locations (bins) for most extensions, and 200 system speed bins that are shared by all extensions.

1) Press *Func + 1*.

2) Enter the location of the bin at which you want to store this number (470-489).
   • *These are the default locations for the personal speed dial numbers.*

3) Press show to display the current contents of the speed dail bin you specified in step 2.

4) Press chg.

5) Enter the telephone number you want to store.

> **HINT**
> *Use Pauses (Func + 7 + 0), Flash (Func + 3) and Pulse To Tone Conversion (*) codes as necessary. If you are unsure whether you need these codes, see your System Administrator.*

6) Press save to store the phone number you just entered in the location you specified.
   • *Repeat the steps above to program any other personal speed dial numbers as needed.*

When you have entered all the Speed Dial Numbers:

7) Press *Talk* twice to exit.

DIAL PAD TOUCH TONES

Dial Pad Confirmation is the tone you hear to confirm that you have pressed a button on the Dial Pad. This mode remains set unless you disable it.

DISABLING TOUCH TONE.

While the telephone is idle:

Press *Func + # + 1*.
• *The phone sounds a confirmation tone and the display indicates the current status (*TOUCH TONE ON *or* TOUCH TONE OFF*).*

DISTINCTIVE RINGING

You may choose one of eight distinctive ring tones for your extension to help identify when your extension is ringing. This feature can be especially helpful in open office areas where several phones may ring simulatneously.

1) Press *Func + # + 7.*
   - *The phone sounds the current tone, and displays the setting number.*

<div align="center">

RING TYPE   :1

chg

</div>

2) Press chg until you hear the tone you want.

3) Press *Talk* twice to exit.

CHECKING FEATURE SETTINGS ON YOUR EXTENSION

You can easily review the current settings of features on your telephone.

Press *Func + # + 8* and review the following features and settings:

- ***LNR (last number redial)*** = empty
- ***SNR*** = No Saved Number
- ***Memo*** = No Saved Number
- ***Telephone Lock*** = No
- ***Auto Hold*** = No
- ***Page Receive*** = Yes
- ***Busy Ring*** = Yes
- ***Hotline to*** = NULL
- ***Position***
- ***Tenant Group***
- ***Pickup Group***
- ***Paging Group***

- ***Day COS = 0***
- ***Eve COS = 0***
- ***Monitor COS = 5***
- ***Warning Tone = No***
- ***Drop Call Out = No***
- ***Drop Call In = No***
- ***Intrusion Active = Yes***
- ***Intrusion Accept = Yes***
- ***Intrusion Tone*** = Yes
- ***ECF Operation*** = No
- ***SMDR Output*** = Yes
- ***ICM Mode*** = VC-HF/PR/TN

Displaying Current Feature Settings for Your Wireless Phone

From an idle wireless phone:

1) Press *Func + # + 8* to display contents of LNR (Last Number Redial).

2) Use the next soft key to advance through all of the various extension features.

REVERTING TO DEFAULT SETTINGS

You can clear all active modes at your extension (Call Forward, Do Not Disturb, etc.) and return your extension settings to the factory default.

1) Press *Func + 6 + 9*. The display shows the following screen to confirm.

> DEFAULT SET
>
> go

2) Press go to clear the custom settings.
   - *You hear a confirmation tone when the operation is complete.*

CHANGING YOUR EXTENSION PASSWORD

All extensions of the DX-80/120 system have an associated User Password.   Passwords are used to use Phone Lock, Call Forward Remote, and Attendant features. Your password length is from four to eight characters and is determined in system programming. For more details on password length, see your System Administrator.

To change your extension password, perform the following steps.

1) Press *Func + 9 + 7* to display:

> PSWD :_
>
> bksp   show   chg

2) Enter the current password.

3) Press the show soft key to display:

> LOCK PHONE
>
> pswd   yes   no

4) Press pswd to display:

> N PSWD :_
>
> bksp   save   chg

5) Enter the new password.

6) Press the save soft key to store the new password.

PROGRAMMING BUTTONS & CODES

You DX-80/120 Cordless phone has six programmable Flexible Feature Buttons. You can store any system feature code on any available Feature Button for one-button operation.

Certain programmed feature buttons light when activated (DND, Call Forward, DSS/BLF, etc.), while others such as Call Pick-Up, Background Music, Last Number Redial, do not.

NOTE
Unlike Vertical digital phones that have red/green LEDs, the cordless phones have red LEDs only.

Features are separated into two distinct categories for programming onto Flexible Buttons: Directory Numbers or Feature Codes.

NOTE
Before you begin to program a feature code, you must know the feature code sequence you want to program to this button.

If you do not know this sequence, first use Feature/ Directory Number Lookup (Looking Up Feature Numbers (continued)) to locate the feature and code you want to program.

PROGRAMMING FEATURE BUTTONS

While the phone is idle:

1) Press *Func + # + 3* to enter the Feature Key programming mode and display:

> PRESS FTR KEY

2) Press the Flexible Feature Button that you want to program.
   • *The current programming displays:*

> F98 _
> show   chg

3) Press the **chg** soft key to display:

> SELECT FUNCTION
> dir   feat

Programming Feature Buttons (continued)

4) Press **dir** to assign a directory number to this button and display:

<div align="center">

DIR NUMBER: _

bksp   save   chg
</div>

5) Enter the appropriate directory number.

6) Press **save** *to store the setting.*

> **HINT**
> *If you make a mistake, use bksp and chg to re-enter the number.*

7) Continue programming other Flexible Feature Buttons.

<div align="center">

AND/OR
</div>

8) Lift/replace the handset to exit this programming.

PROGRAMMING FEATURE CODES

While the phone is idle:

1) Press *Func* + *#* + *3* to enter the Feature Key programming mode and display:

<div align="center">

PRESS FTR KEY
</div>

2) Press the Flexible Feature Button that you want to program. The current programming displays:

<div align="center">

F98 __

show   chg
</div>

3) Press the **chg** soft key to display:

<div align="center">

SELECT FUNCTION

dir   feat
</div>

Programming Feature Buttons (continued)

4) Press **feat** at the Select Function display.

<div align="center">

FTR CODE: _

bksp   save   chg
</div>

5) Press the *Func* button.

6) Enter the feature code you want to program to this button (e.g., *Func + 6 + #* for CID table review).

7) Press **save** *to store the setting*.

> **HINT**
> *If you make a mistake, use bksp and chg to re-enter the number.*

8) Continue programming other Feature Codes.

<div align="center">

AND/OR
</div>

9) Lift/replace the handset to exit this programming.

LOOKING UP FEATURE NUMBERS

Use Feature/Directory Number Lookup to find the directory number, Feature Codes, and Suffix Codes required to operate system features.

While the phone is idle:

1) Press *Func + # + 5* to display:

<div align="center">

DIR#/CODE LOOKUP

dir   ftr   suffix
</div>

To find a system Directory Number:

2) Press the **dir** soft key.

<div align="center">

OR
</div>

To find a system Feature Access Code:

Press the **ftr** softkey.
• *The features are listed abbreviated and alphabetically.*

<div align="center">

OR
</div>

Looking Up Feature Numbers (continued)

To find a Suffix Code:

Press the suffix softkey.
- *The list displays digits dialed after system resource directory numbers.*

3) Use the back and next buttons to move through the display categories.

4) Press *HOLD* button to return to a previous menu level.

5) Press the *Talk* button twice to exit Feature/Directory Number Lookup.

RESETTING FLEXIBLE FEATURE BUTTONS TO DEFAULT

You can use this feature to reset ***all*** Flexible Feature buttons to their factory settings.

IMPORTANT!
Remember, this function resets ALL feature buttons, so be sure this is what you want to do before performing this process.

While the phone is idle:

1) Press *Func + # + 5 + 8* to display the password prompt:

PSWD : _

bksp   show   chg

2) Enter your password

3) Press the show soft key.
- *The display asks you to confirm that you want to reset all flexible feature keys.*

FTR KEY RESET

go

4) Press go to reset all of your feature buttons.
- *A confirmation tone will sound when the buttons have been reset.*

HIDDEN CODES

The Hidden Code feature allows you to store a four-digit code so you can dial it by pressing only one button. This feature is typically used to store a password for the voice mail mailbox.

EXAMPLE
When you hear the prompt to enter your password, press your Hidden Code button instead of having to your entire password.

NOTE
The Hidden Code must be stored on a Flexible Feature button.

While the telephone is idle:

1) *Press Func + # + 3 to* access Flexible Feature Button Programming.

2) Press the feature button you want to use to store with your Hidden Code.

<div align="center">

AVAILABLE KEY

chg
</div>

3) Press the chg to display:

<div align="center">

SELECT FUNCTION

dir   feat
</div>

4) Press feat to display:

<div align="center">

FTR CODE:_

bksp   save   chg
</div>

5) Press the four-digit code you want to store
(e.g., *Func + 6 + 1*).

6) Press save.

7) Press *Talk* to exit Flexible Feature Button Programming.

USING THE HOT KEY

Hot Key is the automatic operation of dial pad keys while the telephone is idle. That is, if the telephone is idle and you press a dial pad key, that button operation is processed as the first command of others that follow (like the remainder of an extension number). You can also disable the Hot Key.

ENABLING THE HOT KEY

While the telephone is idle:

1) *Press Func + # + 6.*
   • *The display momentarily shows the new feature status:*

   HOT KEY ENABLED

DISABLING A HOT KEY

While the telephone is idle:

1) *Press Func + # + 6.*
   • *The display momentarily shows the new feature status:*

   HOT KEY DISABLED

HOTLINE SPEED DIALING

Hotline allows you to access an extension or Speed Dial Directory number simply by lifting the handset. This feature is especially useful for elevator phones and applications that dictate a specific destination for system extensions.

While the telephone is idle:

1) Press *Func + 9 + * * to display:

   HOTLINE TO: NULL
                    chg

2) Press chg to display:

   HOTLINE TO: _
   bksp   save   chg

Hotline Speed Dialing (continued)

3) Enter the speed dial directory number or extension number to which you want to connect this extension when the handset is lifted.

4) Press save to display:

<div align="center">

HOTLINE TO: 123

immediate   delay

</div>

5) Select if this destination is to be immediate or delayed.

If you selected immediate:

You will hear a confirmation tone.

Now, skip to step 7.

OR

If you selected delay:

The display will show:

<div align="center">

DELAY TIME: 1

chg

</div>

6) Press chg to select the delay time you want to use (in seconds).

7) Press *Talk* twice to exit.

USING STATUS MESSAGES

You can use a display message to inform other users of the current status of your extension. There are six programmed messages and one custom message that you can use. Whenever another user calls an extension with an active Status message, the system displays the message at the calling extension.

SELECTING/CREATING A STATUS MESSAGE

> ***While the extension is idle***

1) Press *Func + 9 + 0* to display the first message choice.

<div align="center">

EMPTY

store   next   chg

</div>

2) Press next until the pre-programmed message you want to use displays.

> ***When you see the message you want to use:***

3) Press store *to select it, then go to step 7.*

> ***OR***

> ***To enter a custom message:***

4) Press chg.

5) Use the alpha-numeric charts (shown on pages 40 through 42) and dial-pad to create the message.

6) Press save when you are done.

7) Press *Talk* twice to exit.

Selecting/Creating a Status Message (continued)

ALPHA-NUMERIC CHARTS FOR
CREATING CUSTOM MESSAGES

LOWERCASE LETTERS

Use the letters associated with the number keys to spell out a name or word using lower case letters; for example, press the 5 key and the * key for the letter "k."

	Press the associated Number Key					
Number Key	1 time for...	2 times for...	3 times for...	4 times for...	then	then
2	a	b	c			
3	d	e	f	**press ***	**press #**
4	g	h	i			
5	j	k	l			
6	m	n	o			
7	p	q	r	s		
8	t	u	v			
9	w	x	y	z		

NOTE
The # button acts as an enter key. You must press it after each character you enter to save that character in the position. You can also use # to enter a space.

EXAMPLE:
To enter "mary", enter the following keystrokes:
6*#2*#777*#999*#

Alpha-Numeric Charts (continued on next page)

Alpha-Numeric Charts (continued)

UPPERCASE LETTERS
You can also use capital letters if you wish. Use the following table when entering a capital letter.

Press the associated Number Key					
Number Key	1 time for...	2 times for...	3 times for...	4 times for...	then
2	A	B	C		
3	D	E	F		press #
4	G	H	I		
5	J	K	L		
6	M	N	O		
7	P	Q	R	S	
8	T	U	V		
9	W	X	Y	Z	

NOTE
The # button acts as an enter key. You must press it after each character you enter to save that character in the position. You can also use # to enter a space.

EXAMPLE:
To enter "Mary", enter the following keystrokes.
6#2*#777*#999*#

Alpha-Numeric Charts (continued)

NUMERALS

If you wish to use numerals, refer to the following table.

First	Then Number Key	then	for...
	1		1
press ✱	2	press #	2
	3		3
	4		4
	5		5
	6		6
	7		7
	8		8
	9		9

NOTE
The # button acts as an enter key. You must press it after each character you enter to save that character in the position. You can also use # to enter a space.

EXAMPLE:
To enter "1846", enter the following keystrokes.
*1#*8#*4#*6#

DEACTIVATING A STATUS MESSAGE

While the phone is idle:

1) Press *Func* + *✱* + *9* + *0* deactive a status message and momentarily to display:

STATUS MSG DEL
store   next   chg

ALLOWING/DENYING PAGING

You can block one-way page announcements at your extension by dialing the Page Deny code. The Page Allow/Deny feature does not affect enabled Background Music.

While the phone is idle:

1) Press *Func + # + 9* to display:

<p align="center">PAGING DENY</p>

2) Press *Func + # + 9* again to enable page announcements at your extension and display:

<p align="center">PAGING ACCEPT</p>

INSERTING A PAUSE IN OUTGOING CALLS (SPEED DIALS)

You can use Pause Insertion to generate an intentional delay in dialing on outgoing outside line calls. You can store a pause or a combination of pauses in the Speed Dial bins to allow timed access to special services while allowing you to monitor the progress of the call.

When storing numbers in speed dial:

Press *Func + 7 + 0* to insert a pause.
• *A pause appears as "P" on the display.*

LOCKING/UNLOCKING YOUR PHONE

Use this feature to prevent anyone from making unauthorized outside line calls from your extension. This feature code is also used to program your private, four-digit extension password.

LOCKING THE PHONE

While the phone is idle:

1) Press *Func + 9 + 7* to display:

> PSWD   :_
>
> bksp   show   chg

2) Enter the current password (the factory default is *0000*).

3) Press show to display:

> LOCK PHONE
>
> pswd   yes   no

4) Press yes to lock the phone and display:

> PHONE LOCKED

 • *No outside line calls can be made from your extension.*

UNLOCKING THE PHONE

Follow steps 1 though 3 for locking the phone as shown above, then at step 4:

4) Press show to display:

> LOCK PHONE
>
> pswd   yes   no

5) Press no to lock the phone and display:

> PHONE UNLOCKED

 • *Outside line calls can now be made from your extension.*

SECTION 3 - MAKING CALLS

USING THE SPEAKERPHONE

To make a call using the hands-free speakerphone of the DX-80/120 phone:

   1) Press *Speaker* without lifting the handset from the cradle.

> **HINT**
> *When dialing an internal number, you can dial the extension or press the DSS button to automatically activate the speaker phone without pressing Speaker.*

   2) Press *Talk* twice to disconnect/hang up.

SWITCHING BETWEEN THE HANDSET AND SPEAKERPHONE

You can switch between the handset and speaker any time before or during a call.

   Switch from handset to speakerphone:

   1) Press Speaker.

   2) Hang up the handset.

   Switch from speakerphone to handset:

   Pick up the handset.

MAKING OUTSIDE CALLS

You can access the CO lines (outside lines) in several different ways. In some cases you may want to dial the specific outside line or outside line group, but in most cases, you can simply press the outside line button.

   1) Press the outside line button of an idle (unlit) outside line.

   When you hear dial tone:

   2) Dial the telephone number.

   3) Hang up to end the call.

   OR

   Press *Talk* twice to hang up if you are using speakerphone.

MAKING INTERCOM (INTERNAL) CALLS

1) Dial the extension number.

    OR

    Press the (pre-programmed) DSS button of the extension that you want to call.

HINT
To call the attendant (operator), press 0.
- *Also remember that while 0 is the default for the attendant, your System Administrator may have changed it.*

USING CALL BACK

Call Back has two options:

- **CO**
  This allows you to reserve a busy outside line.

- **Extension**
  You can use this to automatically call back an extension that is busy (see page 48).

CALL BACK – CO LINE

This feature allows you to queue a busy outside line and reserve that outside line for use when it becomes available. This feature eliminates the need for you to observe the line status continually for availability. You may have only one Call Back active at any time.

If all the outside access lines are busy (solid red LED):

1) Press one of the outside line or outside line group buttons.

    OR

Call Back - CO Line (continued)

*If you dial an outside line access group
and hear a busy tone:*

The following is displayed:

<div align="center">

CO LN BUSY XXX

cbck

</div>

Press the cbck soft key or dial # on the dial pad.

Once you have completed step 1:

The phone sounds a confirmation tone and the following is displayed:

<div align="center">

CBCK TO LINE XXX

</div>

• *After a few moments, the display returns to an idle state.*

*When the specified outside line
(or an outside line in the same outside line group) becomes
available:*

The phone sounds fast ringing at your extension and displays:

<div align="center">

CBCK TO LINE XXX

reply   del

</div>

2) Press reply to connect to the available outside line and dial as usual.

<div align="center">

OR

</div>

Press del to delete the outside line callback.

CALL BACK – EXTENSION

When you call an extension that is busy, in Do Not Disturb (DND), or idle, you can use this feature to queue your call so that the system places the call again as soon as the extension is available (for busy or DND extensions) or the extension user returns (for idle extensions).

If the extension you are calling is in Tone Ringing Mode and unavailable:
The following is displayed:

> EXT XXX
> cbck   msg

If the extension you are calling is busy:
You will hear a busy tone and the following is displayed:

> EXT XXX BUSY
> cbck   msg   next

1) Press cbck to sound a confirmation tone and the display:

> CBCK TO EXT XXX

- *Your extension returns to idle status.*

When the Call Back begins
(because the called extension is now available):
Your extension rings a special Call Back alert ring for 30 seconds, and displays:

> ECALL BACK TO EXT XXX
>   reply   del

2) Lift the handset and wait for the called party to answer.

> ### OR

Press reply to activate the Call Back.

CANCEL ALL ACTIVE CALL BACKS

You can cancel any active call backs prior to receiving Call Back Alert ringing.

> Press *Func* + # + #.

USING SPEED DIAL NUMBERS

This feature provides one- or two-button speed dialing using programmable buttons at which you have previously stored numbers.

When using speed dialing, you have the choice to either select a specific outside line you want to use, or to let the system automatically select the outside line.

To select the outside line yourself:

1) Press the outside line number you want to use/

      OR

Dial the outside line directory number.

2) Press *Func + 1*.

3) Dial the location of the speed dial that you want to use.

To let the system select the outside line:

1) Dial the location of the speed dial that you want to use.
   - *The system uses the last outside line that you used, or any outside line in the same line group.*

HINT

Contact your System Administrators for details about lines, groups, and directories used on your system.

AUTOMATIC REDIALING

You can use Automatic Redial (AR) to dial the last number you dialed. The system automatically dials the number and then waits for a predetermined time for the call to be answered. If the call is not answered during this time, the system hangs up and then tries the call again. The number of attempts the phone will make is determined in the system programming.

> ***When you place a call and receive a busy signal:***

1) Hang up.

2) Press *Func + 7 + 8* to immediately redial the last number you dialed.

LAST NUMBER REDIAL

The Last Number Redial (LNR) feature automatically dials the last number dialed from your telephone; LNR retains 16 digits for each extension. You may either choose a specific outside line by first pressing that outside line button, or you may allow the system to automatically select the line.

To select the outside line yourself:

1) Press an outside line button.

2) Press *Func + 8.*

> ### OR

> ***To let the system choose the outside line:***

> Press *Func + 8.*

CREATING CONFERENCE CALLS

The system can accommodate eight, four-member (party) conferences simultaneously. Conferences can include a maximum of three outside lines, and any number of extensions, to a maximum of four conference members.

One inside key telephone station is the controller of the conference and constitutes one conference member. Before a conference can be established with four members, a three-member conference must be established first.

A Supervised Conference is a conference in which at least one member is an extension of the DX-80/120 system. The DX-80/120 extension that establishes a conference is the conference controller, and may add and/or delete members of the conference at any time. The conference controller also has the privilege of establishing an Unsupervised Conference.

An Unsupervised Conference is a conference in which only callers on outside lines are members. All members are therefore outside of the premises and connected together using the DX-80/120 conference resource. An unsupervised conference may be re-joined by the initiating DX-80/120 extension. However, that extension maintains control of the conference even though it is unsupervised.

As the creator of a conference call, you have the ability to release a participant from the call at any time (see "Conference Controller Privileges" on page 53).

ESTABLISHING A SUPERVISED CONFERENCE CALL

Use this method if you are going to be one of the participants of the conference call. You will be counted as one of the parties so you can add two other members for a three-party conference or three other members for a four-party conference.

To establish a three-party conference:

1) Answer or place the first call (internal or external).

2) Press *Hold*.

3) Place the second call (internal or external).

4) Press the feature button programmed as *Conference*.
   • *The system joins the connections together.*

5) Hang up to end the conference.

Establishing a Supervised Conference Call (continued on next page)

   ### To establish a four-party conference:

   Establish a three party conference (see steps 1 through 5 shown on the previous page).

6) Press *Hold*.

7) Place the third call (internal or external).

8) Press the *Conference* button.
   • *The system joins the connections together.*
   • *You are the controller of the conference and count as one of the four parties.*

9) Hang up to end the conference.

ESTABLISHING AN UNSUPERVISED CONFERENCE

You can create a conference call with up to three participants, then leave them to conduct the conference without you. You can always rejoin the conference as long as the participants are still in the conference.

   Establish a conference with two or three outside lines (see steps 1 through 5 shown on the previous page).

6) Press *Func + 7 + 7.*

7) Hang up to leave the conference unsupervised.
   • *The system establishes the unsupervised conference and returns your extension to idle.*

   ### To rejoin an unsupervised conference:

   Press *Func + 7 + 7 to rejoin* the unsupervised conference.

CONFERENCE CONTROLLER PRIVILEGES

As a conference controller, you can force the release of a conference member or establish a private connection with a conference member.

RELEASING A CONFERENCE MEMBER

> *While participating in a conference:*
> The following appears on the display:

> XXX XXX XXX
>
> forced   private

1) Press forced to display:

> PRESS DIR#
>
> exit

2) Dial the directory number (outside line number or extension number) you want to release.

> ### OR

> Press the outside line button or DSS button of the outside line/extension you want to release.)
> • *The system disconnects that conference member and rejoins you in conference with the remaining members.*

> ### OR

> Press exit to end the operation and return to the conference.

Conference Controller Privileges (continued)

ESTABLISH A PRIVATE CONNECTION WITH ONE CONFERENCE MEMBER

While participating in a conference:
The following appears on the display:

> XXX XXX XXX
>
> forced   private

1) Press private to display:

> PRESS DIR#

2) Dial the directory number (outside line number or extension number) to which you want to privately connect.

> ### OR

> Press the outside line button or DSS button of the outside line/extension to which you want to privately connect.
> - *The system then removes that conference party from the conference and connects them to you.*

Re-establish the conference with all members:

3) Press the *Conference* button to end the private connection and rejoin the conference.

> ### OR

> Disconnect the current connection, then press *Hold* to rejoin the multiple participant conference.

You can answer incoming calls on your cordless phone by pressing either the *Talk* button or the *Speaker* button. If you press the *Speaker* button, the handset is in hands-free mode. To end a call in hands free mode you must press the *Talk* button twice.

During a call you can switch the handset back and forth between hands-free and talk mode by pressing the *Speaker* button.

CALLER ID

The DX system can receive Caller ID data from the telephone company on all outside lines, and displays this data on the LCD.

NOTE

Caller ID is a telephone company feature that requires a Caller ID (CID) service subscription from the telephone company.

If your System Administrator has not arranged for this telephone company service, your DX system will not be able to provide Caller ID data. Contact your System Administrator for details.

When you answer an outside line with CID data:

You can use the left LCD soft key to toggle the displayed data between the name and the number received.

EXAMPLE

- *The callers name appears this way:*

  LINE 5   00:44
  JAMES SCOTT

- *The callers number appears this way:*

  LINE 5   00:44
  8135551212

1) Press the softkey on the left to view the caller's number.

2) Press the softkey on the right to view the caller's name.

RETRIEVING CALLER ID INFORMATION

The system stores Caller ID information for one hundred calls in the CID table. You can review all call data, dial a stored number, or delete call data.

Each logged call has three screens that you can view: Name, Number, Time and Date.

While the phone is idle:

1) Press *Func + 6 + # to access* the CID Table.

2) Enter the password.

3) Press the show soft key to display:

> CID CALL TABLE
> USE VOL +/- KEYS

4) Use the *VOL* key (up and down) to scroll through the Caller ID Table.

> **HINT**
> • *Press Up to review the list from the most recent.*
> • *Press Down to review the list from the oldest recorded.*

When you find the call for which you are looking:

> JOHNSON BILL
> dial   more   del

5) Press more to scroll the various screens that contain other information about this caller (i.e., name, number, and time/date of call).

> 8135551212
> dial   more   del
> _____
>
>   9/19   4:32 PM
>   dial   more   del

6) Press dial to dial a logged call.

> **OR**

Press del to delete a logged call.

PICKING UP CALLS IN YOUR GROUP

You may answer calls ringing at another extension using the Call Pick Up Group feature.

When you hear another extension in your pickup group ringing:

Press ✱ *to answer the call.*

OR

When you hear an extension in another pickup group ringing:

Dial that Pick Up Group number to answer the ringing call.

SCREENING/MONITORING INCOMING CALLS (ANSWERING MACHINE EMULATION)

This feature mimics the call-screening feature of an answering machine. When your voice mailbox answers a call, you can screen ("secretly" listen to) the caller leaving the message.

This option is available for only a few seconds after your voice mailbox has answered the call.

NOTE
Not all systems offer this feature as it requires and optional voice mail system.

If your System Administrator has not arranged for this option, your DX system will not be able to provide the ability to screen calls (i.e., Answering Machine Emulation). Contact your System Administrator for details.

When your voice mailbox answers a caller:
The system sounds an alert tone, and flashes the feature button programmed for voice mail (if applicable) at a fast rate.

1) Press the flashing Voice Mail button.
   • *The button LED will flash at a slower rate, and the following is displayed:*

   MONITOR VM CALL

   yes   no

2) Press *yes* to monitor call.
   • *The LED of the voice mail button lights steady.*

Screening/Monitoring Incoming Calls (continued)

- *You will hear the caller leaving the message and the following is displayed:*

<div align="center">

MONITORING

answer　　　exit

</div>

3) Press answer to immediately connect to the caller and remove them from the voice mailbox.
   - *The voice mail button LED goes out.*

> ### OR

Press exit to leave (ignore) the caller in the voice mailbox to finish recording their message.
   - *Your extension returns to the idle status.*

SECTION 5 - HANDLING CALLS

PLACING CALLS ON HOLD

There are several features available to you when putting a call on hold:

- System Hold
- Exclusive Hold
- Hold Reminder
- Holding Call Answer

SYSTEM HOLD

You may place any outside line on System Hold by pressing the *Hold* button.

EXCLUSIVE HOLD

You can place a call on hold at your extension only. The held line appears in use at other extensions.

> ***While connected to a call on an outside line:***

1) Press *Func + Hold*.

2) Press Hold to retrieve the call.

HOLD REMINDER

The system provides a programmable timer to remind you, after a certain length of time, that you have left a call on System or Exclusive Hold. When Hold Reminder is enabled, the phone sounds one ring tone repeated each time the hold time expires.

HOLDING CALL ANSWER

Holding Call Answer allows you to place a call on hold and retrieve calls from hold by simply pressing the *Hold* button. When multiple calls are holding at an extension, Holding Call Answer accesses the outside line that has been holding the longest while placing the current call on hold.

Holding Call Answer works for all outside lines regardless of the extension outside line button programming. It is possible to handle calls that do not appear (no button) at an extension via Holding Call Answer.

When one or multiple calls are holding at your extension:

1) Press *Hold* to connect to the call that has been on hold the longest.

2) Press *Hold* again to place this call on hold again.

3) Press *Hold* a third time to answer the next-oldest held call.

   Repeat as required for any calls on hold at your extension.

NOTE

• *If you are using the handset (talk mode) when you put the call on hold, and you retrieve the call from hold within one minute, the system returns the call to you in Talk mode.*

   If you retrieve the call from hold after one minute, the system returns the call to you in speakerphone mode. To convert to talk mode again, simply press the Speaker button.

• *If you are using the speakerphone mode and you retrieve a call from hold, the system always returns the call to you in speakerphone mode.*

TRANSFERRING CALLS

Transfer is used to deliver calls from your extension to another extension. You can make a supervised transfer or an unsupervised transfer. During supervised transfers, you wait for the called party to answer the phone, then announce the call. In unsupervised transfers, you hang up before the called party answers.

MAKING AN UNSUPERVISED TRANSFER

Transfer a call without making an announcement to the destination number.

> *While connected to a call (outside line or intercom extension):*

1) Press *Trans*.

2) Dial the destination number where you want to transfer this call (extension, UCD Group, Virtual Number, etc.).

> **NOTE**
> *If your phone has a button that has been programmed to a dial specific extension, you can use that button.*

3) Hang up to complete the transfer without waiting for the destination number to answer.

MAKING A SUPERVISED TRANSFER

You can announce the transfer to the party to whom you are transferring the call before the transfer actually occurs.

> *While connected to a call (outside line or intercom extension):*

1) Press *Trans*.

2) Dial the destination number where you want to transfer this call (extension, UCD Group, Virtual Number, etc.).

> **NOTE**
> *If your phone has a button that has been programmed to a dial specific extension, you can use that button.*

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Making a Supervised Transfer (continued on next page)

3) Wait for the destination number to answer.

> **HINT**
> *If the destination number doesn't answer, you can wait for voice mail (if applicable) answers or you can press Trans to end the transfer process and connect back to the caller. You can then take a message or try another transfer using the steps shown here.*

When the destination number answers:

4) Announce the call.

5) Hang up to complete the transfer.

TRANSFER AND ANSWER CALL

If you are the process of transferring a call and another call rings in, you can use this feature to simultaneously complete the transfer and answer the ringing call.

> **NOTE**
> *This option requires that a feature button has been specially programmed on your phone. Contact your System Administrator for more information.*

While on an outside line call and another call is ringing:

1) Press the programmed Transfer feature button.

2) Dial the destination intercom extension number.
    • *If the extension has a programmed DSS button, you can press that.*

3) Press the programmed transfer feature button to complete the transfer and answer the ringing call.

PARKING CALLS

The Call Park / Call Park Answer features allow you to "park" a call at any extension. It is also used to retrieve a parked call from any extension.

> ***While connected to an outside line call:***

1) Press *Func + 7 + 3.*

   ### OR

   Press the feature button assigned as CALL PARK (if applicable).

2) Dial the extension number at which you want to park the call.

   ### OR

3) Press its DSS button (if applicable).
   • *The system parks the outside line call at the extension you specified.*

4) Hang up the phone or proceed with other system functions.

RETRIEVING A PARKED CALL

> ***While the phone is idle:***

1) Press *Func + 7 + 3.*

   ### OR

   Press the feature button assigned as CALL PARK (if applicable).

2) Dial the extension number at which the call is parked

   ### OR

3) Press its DSS button (if applicable).
   • *The system connects you to the call.*

PAGING

The DX system provides two ways to place a page:

- **All Page (heard by all users on the system)**
- **Zone Page (heard by a specific group of users)**

Page announcements are heard over extension speakers.

While in the idle condition.

1) Lift the handset.

To make a Zone Page:

2) Dial the Zone Page access code for the group of users you want to page.
   - *Contact your System Administrator for the list of zones and access codes programmed for your system.*

OR

To make All Page:

Press the feature button designated as ALL PAGE (if available).
- *If you do not have an assigned feature button, dial the All Call Page access code 400. The phone sounds the Page Alert Tone.*

3) Make the announcement.

4) Hang up when finished.

RESPONDING TO A PAGE (MEET ME PAGING)

Upon hearing a page announcement (internal or external), you can dial a single-digit Meet Me Page code from any telephone and be connected to the person paging.

The DX Cordless phone enhances this high-use feature by providing a one-button access to the operation. At any DX Cordless extension, you may dial # to answer a page announcement.

While a page is currently in progress, the telephone displays the following:

<p align="center">STA XX PAGE</p>

Press *#*, or *Func* + *5* + *9* to connect to the paging party and display:

<p align="center">EXT XXX TALK</p>

SENDING MESSAGES

A busy or unattended cordless phone may be notified of a call attempt via one of the DX system Messaging features. The display shows messages waiting and provides prompts to assist you in responding to the messages.

A message may be sent and received in several forms:

- A Call Me Message
- A customized text message
- A preprogrammed text message (six available)
- A Voice Mail Message.

SENDING A QUICK "CALL-ME" MESSAGE

You can send a text message requesting a call back (i.e., "call me") to someone's phone while they are away or on another call.

If you place a call to an extension and get no answer or hear a busy signal the following appears on the display:

> CALLING STA XXX
>
> cbck   msg   next

      OR

> STA XXX BUSY
>
> cbck   msg   next

1) Press msg to display:

> MESSAGE TYPE
>
> call me   preprog

2) Press call me to send the message to the destination extension.
   - *The phone sounds a confirmation tone and the message is left at the called extension.*
   - *Your extension returns to idle after briefly displaying the following:*

> MSG TO EXT XXX

SENDING OTHER TEXT MESSAGES

In addition to the "Call Me" text message that you can send to someone who is on or away from their phone, you can send a pre-programmed message (from the existing list) or create a custom message.

If you place a call to an extension and get no answer or hear a busy signal the following appears on the display:

> CALLING STA XXX
> cbck   msg   next

OR

> STA XXX BUSY
> cbck   msg   next

1) Press msg to display:

> MESSAGE TYPE
> call me   preprog

2) Press preprog to display:

> EMPTY
> send   next   chg

SENDING A PRE-PROGRAMMED MESSAGE

Follow steps 1 and 2 above.

3) Press next until the appropriate message is displayed.

4) Press the softkey that corresponds to the message you want to send it to the destination extension.

OR

Sending Other Text Messages (continued on next page)

Sending Other Text Messages (continued)

SENDING A CUSTOMIZED MESSAGE
If you don't see a pre-programmed message you want to send, you
can create one of your own.

Follow steps 1 and 2 as shown on the previous page.

3) Press chg to display:

<p style="text-align:center">bksp   save   chg</p>

4) Use the alpha-numeric charts (shown on pages 69 through
71) and dial-pad to create the message.

When you are finished entering your message:

5) Press *save* to send the message to the called extension.

Sending a Customized Message (continued)

ALPHA-NUMERIC CHARTS FOR CREATING CUSTOM MESSAGES

LOWERCASE LETTERS

Use the letters associated with the number keys to spell out a name or word using lower case letters; for example, press the 5 key and the * key for the letter "k".

Press the associated Number Key						
Number Key	1 time for...	2 times for...	3 times for...	4 times for...	then	then
2	a	b	c		press ✱	press #
3	d	e	f			
4	g	h	i			
5	j	k	l			
6	m	n	o			
7	p	q	r	s		
8	t	u	v			
9	w	x	y	z		

NOTE
The # button acts as an enter key. You must press it after each character you enter to save that character in the position. You can also use # to enter a space.

EXAMPLE:
To enter "mary", enter the following keystrokes:
6*#2*#777*#999*#

Alpha-Numeric Charts (continued on next page)

Alpha-Numeric Charts (continued)

UPPERCASE LETTERS
You can also use capital letters if you wish. Use the following table when entering a capital letter.

Press the associated Number Key					
Number Key	1 time for...	2 times for...	3 times for...	4 times for...	then
2	A	B	C		press #
3	D	E	F		
4	G	H	I		
5	J	K	L		
6	M	N	O		
7	P	Q	R	S	
8	T	U	V		
9	W	X	Y	Z	

NOTE
The # button acts as an enter key. You must press it after each character you enter to save that character in the position. You can also use # to enter a space.

EXAMPLE:
To enter "Mary", enter the following keystrokes.
6#2*#777*#999*#

Alpha-Numeric Charts (continued on next page)

Alpha-Numeric Charts (continued)

NUMERALS

If you wish to use numerals, refer to the following table.

First	Then Number Key	then	for...
	1		1
press ✱	2	press #	2
	3		3
	4		4
	5		5
	6		6
	7		7
	8		8
	9		9

NOTE
The # button acts as an enter key. You must press it after each character you enter to save that character in the position. You can also use # to enter a space.

EXAMPLE:
To enter "1846", enter the following keystrokes.
*1#*8#*4#*6#

CANCELING A SENT TEXT
OR "CALL ME" MESSAGE

You can cancel a text or call me message that you previously sent to another extension.

1) Press *Func + * + 9 + 6* to display:

> DEL MW_TO xxx
>
> bksp   save   chg

2) Enter the extension number at which you left the message.

3) Press save to delete the message and display:

> DEL MW_TO 123
>
> bksp   save   chg

SENDING A VOICE MESSAGE

NOTE
This feature is only available if the Voice Mail option has been installed on the DX system. Please contact your System Administrator for details.

If you place a call to an extension and get no answer or hear a busy signal the following appears on the display:

> CALLING STA XXX
>
> cbck   msg   next

OR

> STA XXX BUSY
>
> cbck   msg   next

1) Press msg to display:

> MESSAGE TYPE
>
> callme   vmsg   prep

2) Press vmmsg to access the voice mail system.

ANSWERING A MESSAGE

Your telephone display indicates when you have a message waiting.

MW FROM EXT xxx
more   reply   del

If a Text Message was sent, your display changes as follows:

MW FROM EXT xxx
more   show   del

You can do any of the following:
- Press more to review other messages left at your extension.
- Press show to display Text Messages.
- Press reply to call back the extension that left a Call Me message.
- Press del to delete the displayed message.

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