

**COMDIAL**

**The Rising Star™**

**DX - 80™**  
**Digital**  
**Executive**  
**Telephone**

User Guide



**DX - 8 0**

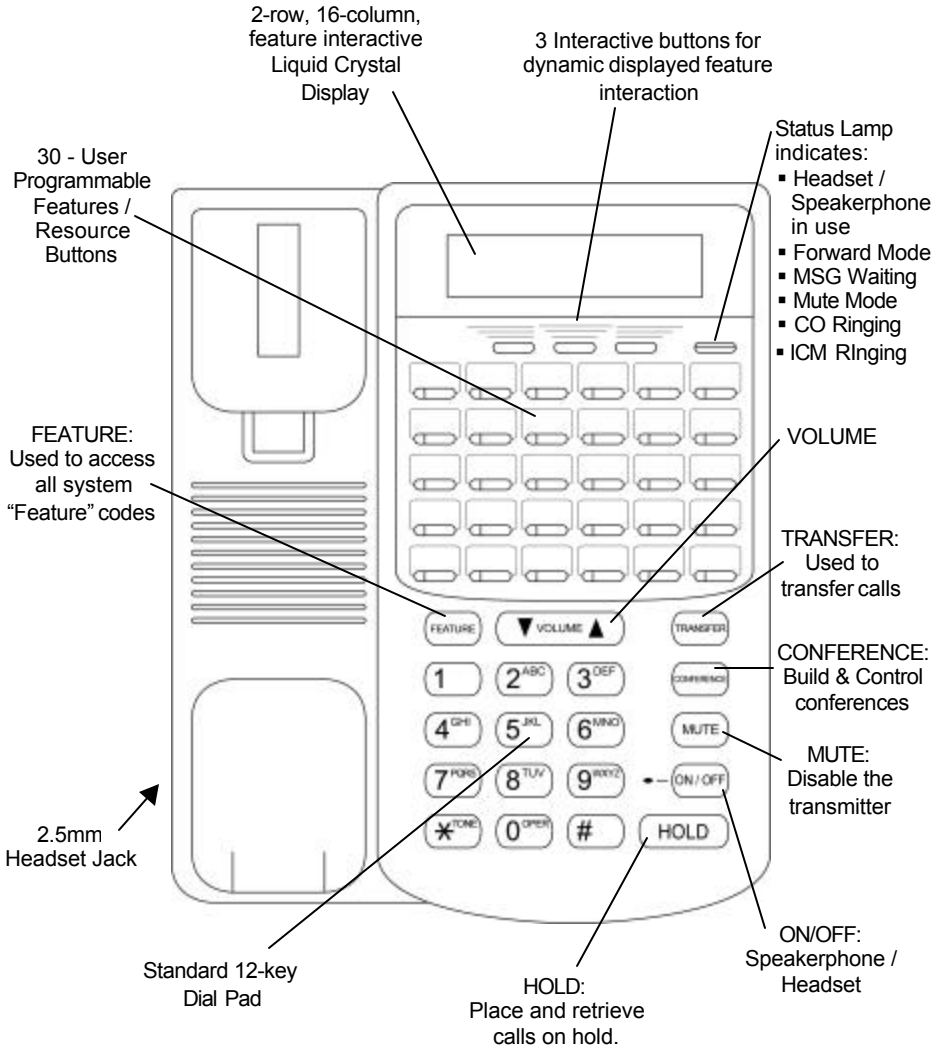
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







## 7260-00 Digital Executive Telephone





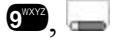
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# Making a Call

## Outgoing Call (CO/Outside Line)



Access to CO Lines (outside lines) is possible via several methods. In some cases you may want to dial the specific outside line (lines **7** **4** **0** – **7** **5** **5**) or outside line group (**9** **8** **0** – **8** **0** **6**), but in most cases, you can simply press the outside line button .


1. Press the outside line button  of an idle outside line (LED not lit). If the handset is still on-hook, the speakerphone  LED will light.
2. When you hear dial tone, dial the telephone number.
3. Hang up to end the call. (Press  if you are using speakerphone to hang up.)

## Intercom Call (to an extension)



Dial the extension number. (Speakerphone activates automatically.) Lift the handset for a private call.

**Or...**

Press the DSS button  of the extension that you want to call.

## Account Code – Making a Call Using Account Code



If you want a call to be associated with a specific account in the detailed records output from the DX-80 system (SMDR), you must enter an account code prior to making the call. The account code length is predetermined and programmed to be from 2 to 8 digits.

### Operation

1. Dial the Account Code access number **7** **9**.
2. Enter a valid account code. (The DX-80 system will automatically access an idle outside line.)
3. Dial the telephone number.




## Automatic Redial



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



## Operation

1. When you place a call and receive a busy signal, hang up.
2. Press   .


---

## Call Operator/Attendant





The extension that is programmed as the Attendant may receive multiple internal calls via the programmed Operator Code. The Operator Code is “0” at default.

## Operation

To call the attendant (operator), press .


---

## Conference, Meet Me

 – 

Conference is used to join telephone connections together. Meet Me Conference simplifies the setup process by assigning eight separate conference locations that are joined by dialing the location number. (4 parties maximum each.) Callers can be transferred easily to these locations. Users may simply dial the location number. Outside parties can join the conference via the automated attendant simply by dialing the location number at the auto attendant greeting.

## Operation – Transfer a Caller to a Meet Me Conference

1. While connected to another extension or outside line, press .
2. Dial the Meet Me Conference destination for this call (390-397).
3. Hang up to complete the transfer.

## Operation – Join a Meet Me Conference

1. Dial the Meet Me Conference destination to join (390-397).
2. Hang up when finished.

## Operation – Join a Meet Me Conference from the Auto Attendant

1. When the automated attendant answers, dial the Meet Me Conference destination to join (390-397).
2. Hang up when finished.

# Conference, Supervised/Unsupervised

The system can accommodate eight, 4-member (party) conferences simultaneously. Conferences can include a maximum of 3 outside lines and any number of extensions to a maximum of 4 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 4 members, a 3-member conference must be established first.

## Supervised/Unsupervised

A Supervised Conference is a conference in which at least one member is an extension of the DX-80 system. The DX-80 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 conference resource. An unsupervised conference may be re-joined by the initiating DX-80 extension, however, since that extension maintains control of the conference even though it is unsupervised.

### Operation – 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 **CONFERENCE** button. The connections are joined together.
5. Hang up to end the Conference.

### Operation – Establish a Four-party Conference

1. First establish a three party conference (per above).
2. Press **HOLD**.
3. Place the third call (internal or external).
4. Press the **CONFERENCE** button. The connections are joined together. (Four parties include the initiator {Controller} of the conference.)
5. Hang up to end the Conference.

## Operation – Establish an Unsupervised Conference

1. First establish a conference (per above) with two or three outside lines.
2. Press **FEATURE 7PORS 7PORS**. The Unsupervised Conference is established and your extension is returned to idle.

## Operation – Rejoin an Unsupervised Conference

1. Press **FEATURE 7PORS 7PORS**.
2. Your extension is rejoined to the conference connection.

## Operation – Force Release a Conference Member (Conference Controller only)

1. While engaged in a conference the display shows:

```
XXX XXX XXX
Private forced
```

2. Press [forced].

```
PRESS DIR#
exit
```

3. Press [exit] to abort the operation and return to the conference.

**Or...**

3. Dial the directory number (outside line number or Extension number) to release. (You may also simply press the outside line button or DSS button of the outside line/extension to be released.)
4. That conference member is disconnected and you are rejoined in conference with the remaining members.
5. Hang up to end the Conference.

## Operation – Private Connection with a Conference Member (Conference Controller only)

1. While engaged in a conference the display shows:


```
XXX XXX XXX
Private forced
```

2. Press [private]


```
PRESS DIR#
exit
```

3. Press [exit] to abort the operation and return to the conference.

**Or...**

3. Dial the directory number (outside line number or Extension number) to connect. (You may also simply press the outside line button or DSS button of the outside line/extension to be connected.)
4. That conference party is removed from the conference and connected to you.
5. You may re-establish the conference with all members by pressing the  button.

**Or...**

5. Hang up on the current connection and rejoin the remaining member(s) by pressing .
6. Hang up to end the conference/connection.

---

## Direct Inward System Access (DISA) (Optional)

This optional feature allows you to remotely access system resources such as System Speed Dial, outside line Access, and Intercom dialing.

DISA can be accessed via the Automated Attendant (AAM required) as well as by dedicated DISA lines.

### Operation

1. Call into the DX-80 system from some remote location.
2. When the Automated Attendant answers, press 9 to access DISA.

**Or...**

2. If the dialed number is a DISA line only, the line will automatically answer.
3. DISA dial tone is heard (stutter dial tone).
4. Dial an extension number, Hunt Group number, or the Operator code. Ring-back tone is heard until the call is answered.

**Or to access a DX-80 outside line...**

1. Dial “#” + Extension Password + Extension Number + “#” to access a system outside line to dial out.
2. Dial an outside line Group number, or speed dial location number to place an outgoing call.
3. Hang up when finished.

---

## Last Number Redial

FEATURE **8** TUV

The Last Number Redial (LNR) feature automatically dials the last number dialed from your telephone. The LNR retains sixteen (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 line to be selected automatically by the LNR feature.

### Operation – Choose an Outside Line First

1. Press an outside line button.
2. Press **FEATURE 8 TUV**.

### Operation – Automatically Select an Outside Line

1. Press **FEATURE 8 TUV**.

---

## Off Hook Voice Announce with Hands-free Answerback

Off-Hook Voice Announce (OHVA) allows you to announce your call over the speaker of a busy extension.

To receive an OHVA call, the called extension must be using the handset. An OHVA call can be rejected easily if the call in progress should not be interrupted.

### Operation – Placing an OHVA to Another Extension

1. Call the busy extension.

```
EXT XXX    BUSY
cbck ns9 next
```

2. Press [next]. The bottom row options change as follows:

```
camp voic
```

3. Press [voic]. The OHVA call is established over the called extension speakerphone.

```
OHVA EXT XXX
```

### Operation – Receiving an OHVA Call

1. While on a call using the handset, you receive an OHVA call:

```
EXT XXX    OHVA
reject
```

2. Respond to the OHVA caller using the telephone speakerphone (no buttons to press) or press [reject] to end the OHVA call.

---

## On Hook Dialing

You can make outgoing calls from your digital speakerphone without lifting the handset, and you can monitor the dialing status through the built-in speaker. The button lamp is lit when you are making a call.

### Operation

1. Without lifting the handset, dial any extension number. (Hot Key must be enabled in the phone system programming.)

Or...

2. Without lifting the handset, press any outside line button and dial.
3. When Hot Key is disabled, press the ON/OFF button or press an idle outside line button. Then dial without lifting the handset.

---

## Paging



You can make a public announcement to all extension users or to a portion of users. The DX-80 system provides both all-call (heard by all users) and page zone (heard by a specific group of users) paging that you access by dialing special codes. Page announcements are heard over extension speakers.

### Operation

1. While in the idle condition – lift the handset.
2. Dial the Zone Page access code (extensions) **4 0 1** – **4 0 8**, external page **7 7 7** for the group of users you want to page, or to page all users, press the feature button designated as ALL PAGE (if available) or dial the All Call Page access code **4 0 0**.
3. You hear the Page Alert Tone.
4. Make paging announcement.
5. Hang up when finished.

---

## Saved Number Redial



Saved Number Redial is normally used whenever you want to retain a telephone number to be dialed later. The same feature code is used to Save a Dialed Number (SDN) and to dial the saved number – Saved Number Redial (SNR).

## Operation – SDN

1. After you've placed an outside line call for which you want to store the number, press **FEATURE 5 JKL 1**.
2. The dialed number is stored in the Saved Number memory.

## Operation – SNR

1. When the telephone is idle, press the feature button designated as REDIAL (if available) or press **FEATURE 5 JKL 1**.
2. The stored number is dialed.

---

## Speed Dial

**Extension** **4**<sup>GHI</sup> **7**<sup>PQRS</sup> **0**<sup>OPER</sup> – **4**<sup>GHI</sup> **8**<sup>TUV</sup> **9**<sup>WXYZ</sup>,  
**System** **5**<sup>JKL</sup> **0**<sup>OPER</sup> **0**<sup>OPER</sup> – **6**<sup>MNO</sup> **9**<sup>WXYZ</sup> **9**<sup>WXYZ</sup>

Speed Dialing allows you to store frequently dialed numbers. There are 20 speed “bins” for most extensions and 200 system speed bins that may be shared by all extensions.

## Operation – Setup

1. Press **FEATURE 1**.
2. Dial the Speed Dial location number (**4**<sup>GHI</sup> **7**<sup>PQRS</sup> **0**<sup>OPER</sup> – **4**<sup>GHI</sup> **8**<sup>TUV</sup> **9**<sup>WXYZ</sup>).
3. Press [**show**]. The current contents are displayed.
4. Press [**chg**].
5. Input the number you want to store, including Pauses (**FEATURE 7** **0**<sup>OPER</sup>), Flash (**FEATURE 3** **DEF**) and Pulse To Tone Conversion (**\*ONE**) codes.
6. Press [**save**]. That number is stored in this speed dial location.
7. Continue programming speed dial locations from step 2 above or hang-up (press **ON / OFF** twice) to exit.

## Operation – Use – System Selects the Outside Line Automatically

1. Dial the Speed Dial location number (**4**<sup>GHI</sup> **7**<sup>PQRS</sup> **0**<sup>OPER</sup> – **4**<sup>GHI</sup> **8**<sup>TUV</sup> **9**<sup>WXYZ</sup>, **5**<sup>JKL</sup> **0**<sup>OPER</sup> **0**<sup>OPER</sup> – **6**<sup>MNO</sup> **9**<sup>WXYZ</sup> **9**<sup>WXYZ</sup>).
2. That speed dial number is dialed on the last outside line that you used or any outside line in the same outside line group.

## Operation – Use – You Select the Outside Line to Use

1. Press the desired outside line button (or dial the outside line directory number 740-755).
2. Press **FEATURE 1**.

3. Dial the Speed Dial location number (4<sup>GH</sup> 7<sup>QRS</sup> 0<sup>OPER</sup> – 4<sup>GH</sup> 8<sup>TUV</sup> 9<sup>WXYZ</sup>, 5<sup>JKL</sup> 0<sup>OPER</sup> 0<sup>OPER</sup> – 6<sup>MNO</sup> 9<sup>WXYZ</sup> 9<sup>WXYZ</sup>).

## In-Progress Features

### Answering Machine Emulation (Listen/Pick Up)

Answering Machine Emulation requires the optional DX-80 Small Office (Voice Mail System). This feature mimics the call-screening feature of an answering machine. Whenever your voice mailbox answers a call, the DX-80 allows you to screen the caller leaving the message. This option is available for only a few seconds after your voice mailbox has answered the call.

#### Operation

- When an extension user voice mailbox answers a caller, you'll hear an alert tone. The feature button programmed for Voice Mail (FEATURE 6<sup>MNO</sup> 4<sup>GH</sup>) will flash green at a fast rate.
- Press the flashing Voice Mail button. The button LED will now flash green at a slower rate.
- The display shows:

```
MONITOR UM CALL
yes           no
```

- Press [**yes**] to monitor call. The LED of the voice mail button will light steady green. At this time you are monitoring the caller and message in progress.
- Or... press [**no**] to exit this mode and abandon monitoring.
- If you select [**yes**], the display shows:

```
MONITORING
answer      exit
```

- Press [**answer**] to be connected to the caller and remove him from the voice mailbox. The voice mail button LED will extinguish.
- Press [**exit**] to leave the caller in the voice mailbox to record her message and to return your extension to idle status.

### Call Back – CO Line

[cbck]

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.

## Operation

1. Press a busy (solid red LED) outside line or outside line group button, or dial an outside line access group number (9, 800-806, 740 – 755).
2. You will hear busy tone and the display will read:

```
CO LN BUSY    XXX  
cbck
```

3. Press [cbck] Interactive Soft Button or Dial [#] on the dial pad.
4. You will hear a confirmation tone and the display will read:

```
CBCK TO LINE  XXX
```

5. A few moments later, the display will return to an idle state.
6. When the selected outside line, or an outside line in the selected outside line group, becomes available, you will hear fast ringing at the extension and the display will read:

```
CBCK TO LINE XXX  
reply del
```

7. Press [reply] to be connected to the available outside line and dial as usual or
8. Press [del] to delete the outside line callback.

---

## Call Back – Extension

[cbck]

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 it will be placed as soon as the extension is available (for busy or DND extensions) or the extension user returns (for idle extensions). When you send a Call Back to a busy extension, the Call Back process will begin when the busy extension hangs up. When you send a Call Back to an idle extension, the Call Back process will begin once the user performs an operation at that extension and then hangs up.

## Operation

1. Dial the extension number of the busy extension.
2. If the extension you are calling is in Tone Ringing Mode, the display shows:

```
EXT XXX  
cbck ns9
```

3. If the extension you are calling is busy, the display shows:

```
EXT XXX  BUSY
cbck  msg  next
```

4. Press [cbck]
5. You will hear a confirmation tone and the display will read


```
CBCK TO EXT  XXX
```

6. Your extension will return to idle status.

### To Answer a Call Back:

1. When the Call Back begins (called extension is now available), your extension will ring a special Call Back alert ring for 30 seconds and the display shows:

```
CALL BACK TO  XXX
reply         del
```

- 1.1. Lift the handset or press 

Or...

- 1.2. Press [reply] to activate the Call Back.


### To cancel all active Call Backs prior to receiving Call Back Alert ringing:

1. Press 


---

## Call Park / Call Park Answer



This feature allows you to “park” a call at any extension. It is also used to retrieve a parked call from any extension. You park and retrieve calls by dialing the Call Park code () followed by the extension number where the call is to be/has been parked.

### Operation – Park Call

1. While connected to an outside line call, press  or press the feature button designated as CALL PARK (if available).
2. Dial the extension number where this call is to be parked, or press the DSS button of the extension where this call is to be parked.
3. The outside line call is parked at that extension.
4. Hang up the phone or proceed with other system functions.

## Operation – Call Park Answer

1. While the phone is idle, press **FEATURE 7 PARK 3 DEF** or press the feature button designated as CALL PARK (if available).
2. Dial the extension number where this call is to be parked, or press the DSS button of the extension where this call is parked.
3. You are connected to the call.

---

## Call Pick Up – Group



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

### Operation

When you hear another extension in your pickup group ringing, press **\*TONE**.

**Or...**

When you hear an extension in another pickup group ringing, dial that Pick Up Group number (440-447).

---

## Camp On – Extension

[**CAMP**]

Camp On privately alerts the user of a busy extension that another extension is attempting a call. When you initiate a Camp On, the user at the busy extension hears a Camp-On alert tone. The party currently speaking with the busy extension does not hear the tone.

### Operation

1. Call a busy extension. The display shows:

```
EXT 102    BUSY
cbck ms9  next
```

2. Press [**next**]. The bottom line on the display changes to:

```
camp voice intru
```

3. Press [**CAMP**]. The user of the busy extension hears the Camp On alert tone and the display shows:

```
CAMP ON EXT 103
```

4. When the busy extension goes on hook or places the current call on hold, the extension rings.

---

## Do Not Disturb – One Time

FEATURE 4 GHF

DND – One Time allows you to block outside line ringing (Transfer or direct) while engaged in a call already. The advantage of DND – One Time is that you don't have to remember to deactivate DND. It will automatically disable at the conclusion of the current call.

### Operation

1. While you are connected on a call (outside line or Intercom), someone transfers an outside line to your extension and it rings. To cancel ringing for this call, press the feature button designated as DO NOT DISTURB (if available) or press **FEATURE 4 GHF**.
2. Do Not Disturb – One Time is activated.
3. DND will deactivate when the current call is disconnected.

---

## Do Not Disturb – Override

DND – Override allows you to override the DND condition at another extension. This feature should be used with some discretion since the extension in DND has invoked the feature for that purpose.

### Operation – Calling an Extension in DND

1. Place intercom call to the extension in DND. You will hear DND tone and the display indicates the condition of the called extension:

```
EXT 103    DND
          override
```

2. Press [override].
3. The called extension begins to ring.

---

## Flash – CO Line

FEATURE 3 DEF

Flash – CO Line is used with servicing telephone company features like Centrex<sup>®</sup> and Call Waiting. Flash – CO Line is used to generate a hook-switch signal to the telephone company to invoke the feature.

### Operation

While connected to an outside line, press **FEATURE 3 DEF**.

---

## Forced Intercom Call Forward

FEATURE 4 GHF

You can immediately forward tone ringing intercom calls to the attendant by pressing the DND button.

## Operation

1. When your telephone is set to Tone Ring and another station is calling you, the display shows:

STA xx CALLING

2. Press . The display shows:

DO NOT DISTURB

3. The ring is discontinued and the call is sent to the programmed attendant.
4. Your extension remains in Do Not Disturb until deactivated.

---


## Forced Intercom Tone Ring

When you initiate an intercom call, you can use Forced Intercom Tone Ringing to cause the called telephone to ring. After a Voice Announce connection has been established to an extension, you may change the alert signal at that extension from Voice Announce to Tone Ring.


## Operation

1. Establish an intercom call to an extension in Voice Announce mode (Hands-free or Private). Your telephone will display:

VOICE CALL xx  
ms9


2. Press  to change the alert signal at the called extension from Voice Announce to Tone Ringing. Your telephone will display:

CALLING STA 10  
cbck ms9

3. A Tone Ringing alert signal is sent and continues at the called extension until it is answered.
4. If your call remains unanswered, you may dial  again to return to Voice Call Announce mode.

---

## Hold, Common (System) & I-Hold Indication

You may place any outside line on System Hold by pressing the  button. When you place a line on System Hold, the green lamp for that line will flash at the I-Hold rate. I-Hold Indication allows you to distinguish easily between a call you placed on hold at your telephone and calls placed on hold at other telephones. The green lamp indicates that this is your holding

line. The same system hold line will flash the red lamp at all other extensions.

## Operation

1. While on a line, the green lamp for that line is I-Use flashing (double wink rate).
2. Press **HOLD**. The green lamp now flashes at a slow rate and the call is placed on System Hold.

---

## Hold – Exclusive

**FEATURE** **HOLD**

When using the feature button and the hold button together, you may place an outside call on private/exclusive hold. The held line will appear in use at other extensions.

## Operation

While connected on an outside line, press **FEATURE** and then press **HOLD**.

---

## Hold Reminder

The system provides a programmable timer to remind you that a call has been left on System or Exclusive Hold. When Hold Reminder is enabled, you will hear one ring tone repeated each time the selected time expires.

---

## Holding Call Answer – Select

**HOLD**

Holding Call Answer allows you to place 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 will access 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.

## Operation

1. When one or multiple calls are holding at your extension, press **HOLD**.
2. The oldest holding call is connected.
3. Press **HOLD** again to place this call on hold.
4. Press **HOLD** again to answer the next oldest holding call.
5. Repeat as required for any calls on hold at your extension.

---

## Intrusion - Extension/CO Line

Intrusion allows the initiator to enter into an existing conversation when the initiator has been given the privilege to do so via Extension programming ("Intrusion Active" = Y). This feature can be very effective for service observing and any time that forced entry into a conversation on an outside line or at another extension may be required.

Intrusion can be invoked both on a busy outside line and to a busy extension.

### Operation

1. Press the busy outside line button or dial a busy extension number.
  - 1.1. Call to a busy extension, the display shows:

```
EXT XXX    BUSY
cbck msg  next
```

Press [next].

```
camp voic intru
```

- 1.2. Access a busy outside line, the display shows:

```
CO LN BUSY  XXX
cbck      intru
```

2. Press [intru]. You are joined into the existing conversation.
3. Hang up to end the connection.

---

## Meet Me Page

FEATURE 5<sup>JKL</sup> 9<sup>WXYZ</sup>, #

Any page announcement (internal or external) may be answered by the "Meet Me" code. Upon hearing a page announcement, you can dial the Meet Me Page code from any telephone and be connected to the person paging.

The Digital Speakerphone operation enhances this high-use feature by providing a one-button access to the operation. Any DX-80 digital extension may dial the single digit # to answer a page announcement.

### Operation

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

```
STA    xx    PAGE
```

2. Press **#** or **FEATURE 5 JKL 9 WXYZ**. The display shows:

EXT XXX TALK

---

## Memo Pad

**FEATURE 5 JKL \* TONE**

Memo Pad is a quick access notebook for jotting down a telephone number. If someone you are speaking with on the telephone tells you a phone number, the Memo Pad feature allows you to take the number quickly without finding a piece of paper and pencil.

### Operation – Taking the Memo

1. While connected to an outside line in a conversation, press the feature button designated as MEMO PAD (if available) or press **FEATURE 5 JKL \* TONE**.

...  
bksp save ch9

2. Using the dial-pad, input the number to be stored and then press [save].
3. You hear a confirmation tone and the display returns to the outside line connected status.

### Operation – Dialing the Number Stored in Your Memo Pad

1. While the telephone is idle, press **FEATURE 5 JKL \* TONE**.
  - 1.1. Or press the outside line desired to place this call and then press **FEATURE 5 JKL \* TONE**.

...  
bksp save ch9

2. The call is placed.
3. Hang up to end the call.

---

## Messaging – Call Me, Text or Voice

**FEATURE 9 WXYZ 6 MNO**

A busy or unattended Digital Speakerphone may be notified of a call attempt via one of the DX-80 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

## Operation – Sending a “Call Me” Message Waiting

1. You place a call to an extension and get no answer or busy...

```
CALLING STA xxx
cbck msg
```

```
STA:xxx BUSY
cbck msg next
```

2. Press [msg].

```
MESSAGE TYPE
call me preprog
```

3. Press [call me]. You hear a confirmation tone and the message is left at the called extension. Your extension returns to idle after briefly displaying:

```
MSG TO EXT XXX
```

## Operation – Sending a “Text” Message

1. You place a call to an extension and get no answer or busy...

```
CALLING STA xxx
cbck msg
```

```
STA:xxx BUSY
cbck msg next
```

2. Press [msg].

```
MESSAGE TYPE
call me preprog
```

3. Press [preprog]. You are prompted to select the message:

```
EMPTY
send next ch9
```

4. Select the text message to send:
  - 4.1. To select from the preprogrammed list of text messages to send, press [next] until the appropriate message is displayed.

**Or...**

4.2. Press [chg] to input a custom message.

```

bksp save chg
  
```

4.3. Use the table below and dial pad keys to input the message.

		1 Press	2 Presses	3 Presses	4 Presses	5 Presses	6 Presses	7 Presses	8 Presses
1	Type 0	Æ	Œ	Œ	Œ	À	Á	Ä	Ü
	Type 1	Ç	Ä	Ö	Ñ	Ä	Ä	Ç	ı
	Type 2	Ö	É	É	È	À	Ù	Ç	Ñ
	Type 3	Ç	Ö	É	Ñ	Ö	Š	Š	ř
	Type 4	Ä	É	Ó	Ú	Ú			
	Type 5	Ł	Ź	Ź	Ź				
	Type 6	à	Á	ä	Ä	ö	Ö		
	Type 7	ü	Ü	ä	Ä	ö	Ö		
2 <sup>nd</sup>		A	B	C					
3 <sup>rd</sup>		D	E	F					
4 <sup>th</sup>		G	H	I					
5 <sup>th</sup>		J	K	L					
6 <sup>th</sup>		M	N	O					
7 <sup>th</sup>		P	Q	R	S				
8 <sup>th</sup>		T	U	V					
9 <sup>th</sup>		W	X	Y	Z				

Number + \*<sup>TONES</sup> = lower case letter

				1 Press + *	1	
2 <sup>nd</sup>	a	b	c	* <sup>TONES</sup> 2	2	
3 <sup>rd</sup>	d	e	f	* <sup>TONES</sup> 3	3	
4 <sup>th</sup>	g	h	i	* <sup>TONES</sup> 4	4	
5 <sup>th</sup>	j	k	l	* <sup>TONES</sup> 5	5	
6 <sup>th</sup>	m	n	o	* <sup>TONES</sup> 6	6	
7 <sup>th</sup>	p	q	r	s	* <sup>TONES</sup> 7	7
8 <sup>th</sup>	t	u	v		* <sup>TONES</sup> 8	8
9 <sup>th</sup>	w	x	y	z	* <sup>TONES</sup> 9	9
				* <sup>TONES</sup> 0	0	
Lower case letters					Numbers	

- 4.4. Press # to advance to the next character position or to enter a space.
- 4.5. Then press [save].
5. Press [send] to send the message to the called extension.

### Operation – Sending a Voice Message (voice mail system required)

1. You place a call to an extension and get no answer or busy...

```

CALLING STA xxx
cbck ms9
  
```

```

STAxxx BUSY
cbck ms9 next
  
```

2. Press [ms9]. When the DX-80 Voice Mail system is equipped, the options in the display change to add this option.

```

MESSAGE TYPE
callme vms9 prep
  
```

3. Press [msg]. The connection is diverted immediately to the DX-80 Voice Mail system.

## Operation – Answering a Message

1. Your telephone display indicates the Message Waiting:

```
MW FROM EXT XXX
more reply del
```

### If a Text Message was sent:

```
MW FROM EXT XXX
more show del
```

2. If [more] is displayed, press it to review other messages left at your extension.
3. Press [show] to display Text Messages.
4. Press [reply] to call back the extension that left a Call Me message.
5. Press [del] to delete the displayed message.

## Operation – Canceling a Text Message or Call Me Message (that you sent)

1. Press **FEATURE \* 9 6**.

```
DEL MLT0 :XXX
bksp save ch9
```

2. Input the extension number where the message was left. Then press [save].

```
DEL MLT0 XXX
```

3. The message is deleted.
4. Press [msg].

```
MESSAGE TYPE
call me Preprog
```

---

## Monitor – Extension/Outside Line

The DX-80 system allows users to monitor conversations at other extensions for the purposes of service observance. Monitoring of busy extensions and outside lines is possible only at extensions with a Monitor Class of Service that has priority over the Monitor Class of Service of the extension to be monitored.

Since this feature is very similar to Intrusion, it is possible to “shift” between these two features when Monitor has been invoked.

## LEGAL NOTICE:

**This feature may violate privacy laws if used in a manner that is inconsistent with requirements of these laws. Manufacturer assumes no responsibility with regard to the use of this feature. It is provided for the virtue of ethical use only. YOU are responsible to use this feature appropriately considering all applicable laws.**

### Operation

1. Place a call to a busy extension or press a busy outside line button.

```
CO LN BUSY 742
cbck      monit
```

2. Press [monit]. The audio connection at the busy outside line is connected to your extension. Also, at this time, the MUTE function at your telephone is automatically activated, making the monitor condition as unintrusive as possible. The display indicates the internal extension that is being monitored.

```
MONITOR EXT XXX
          intru
```

3. You may press [intru] or MUTE to intrude on the conversation.


---

## Mute




Whenever a private conversation is required inside the office, Mute can be invoked to prohibit the telephone-connected party from listening in. Press the Mute button during a conversation to cancel the microphone whenever necessary.

### Operation

1. While connected to any call, press the  button. The display momentarily shows:

```
MUTE ACTIVE
```

2. Press  again to cancel. The display momentarily shows:

```
MUTE INACTIVE
```

---

## Off Hook Voice Announce with Hands-free Answerback

With Off-Hook Voice Announce (OHVA), you can receive a voice announcement from a DX-80 system extension while your telephone is busy. OHVA uses the speakerphone circuit to accommodate a second conversation path to your telephone. (To receive an OHVA call you must be using the handset for the call in progress.) An OHVA call can be rejected easily if the call in progress should not be interrupted.

### Operation – Placing an OHVA to Another Extension

1. Call the busy extension.

```
EXT XXX    BUSY
cbck ms9 next
```

2. Press [next]. The bottom row options change as follows:

```
camp voic
```

3. Press [voic]. The OHVA call is established over the called extension speakerphone.

```
OHVA EXT XXX
```

### Operation – Receiving an OHVA Call

1. While on a call using the handset, you receive an OHVA call:

```
EXT XXX    OHVA
reject
```

2. Respond to the OHVA caller using the telephone speakerphone or press [reject] to end the OHVA call.

---

## Pulse to DTMF Conversion



When the system is connected to Dial Pulse (rotary) outgoing outside lines, you may manually force the system to output DTMF tones for access to special services. For example, if the DX-80 is connected to rotary outside lines because of equipment limitations in your area, you may need to switch to Touch Tone<sup>®</sup> mode (DTMF) when connected to automated services like bank-by-phone, etc.

### Operation

1. Access an outside line (Signaling Type = Pulse) and dial any number.
2. After the pulse dialing has ended and the connection is made, press



- All digits dialed after this code will be sent in tone dialing format.

---

## Release Key

FEATURE **5** <sup>JKL</sup> **2** <sup>ABC</sup>

You can use the Release Key to cancel or complete any current action. The Release Key can speed call processing by allowing you to complete a call transfer or end a call without hanging up the handset.

---

## Saved Number Redial

FEATURE **5** <sup>JKL</sup> **1**

Saved Number Redial is normally used whenever you want to retain a telephone number to be dialed later. The same feature code is used to save a number dialed (Save Dialed Number) and to dial the saved number (Saved Number Redial). Once stored, the saved number will be recalled when you dial the SNR code, regardless of what feature operations or numbers have been dialed at your telephone since you stored the number.

### Operation – SDN

- After you place an outside line call, press **FEATURE 5** <sup>JKL</sup> **1**.
- The dialed number is stored in the Saved Number memory.

### Operation – SNR

- When the telephone is idle, press **FEATURE 5** <sup>JKL</sup> **1**.
- The stored number is dialed.

---

## Transfer

Transfer is used to deliver calls from your extension to another extension.

### Operation – Unsupervised

- While connected to a call (outside line or intercom extension):
  - Press **TRANSFER**.
  - Dial the destination directory number where this call is to be transferred (extension, UCD Group, Virtual Number, etc.)

**OR...**

- If your phone has buttons that have been programmed to dial specific extensions, press the appropriate button.
- Hang up to complete the transfer.

### Operation –Supervised

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

1.1. Press the  button.

1.2. Dial the extension destination directory number where this call is to be transferred.

**OR...**

1. If your phone has buttons that have been programmed to dial specific extensions, press the appropriate button.
2. Wait for the called extension to answer the intercom call. Announce the transfer.
3. Hang up to complete the transfer.

---

## Transfer and Answer Call

FEATURE **6** MNO **8** TUV


Transfer and Answer is a convenience feature that speeds the process of completing a transfer and answering a ringing call by making the operation possible by one button. (This feature must be used from a feature button that has been designated for the purpose.)

If you are the process of transferring a call and another call rings in, you can press the Transfer/Answer button to complete the transfer and answer the ringing call at the same time.

### Operation – Setup

1. Program an available Feature Button for the Transfer/Answer code operation. (Reference Flexible Feature Button Programming)

### Operation – Use

1. While on an outside line call and another call is ringing, initiate the transfer process.
  - 1.1. Press the  button.
  - 1.2. Dial the destination intercom extension number.

**OR...**

1. Press the DSS button of the destination extension number.
2. Press the Transfer/Answer button. The transfer is completed and the ringing call is answered.

---

## Setup

---

### Alarm Clock – Extension

FEATURE **9** WXYZ **2** ABC

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

hear tone ringing. After the alarm rings, it is automatically canceled. You may program the alarm to operate one time or repeatedly. When programmed for always, the alarm will sound at the same time everyday.

## Operation - Activate

1. Press **FEATURE 9 WXY2 2 ABC**. The current time displays (NULL=none).
2. Press **[chg]** to enter a new alarm alert time.
3. Enter new time in "HHMM" 24-hour format (HH = hr, MM = min.)
4. Press **[save]**
5. Select **[one]**, for a one-time alarm or **[always]** for repeated.

## Operation - Notification

1. Alarm sounds and the display shows:

ALARM REACHED  
ack

2. Press **[ack]** button to stop the alarm or wait for it to stop. (The display will remain until **[ack]** is pressed.)

## Operation - Deactivate

1. Press **FEATURE 9 WXY2 2 ABC**. The current time displays (NULL=none).
2. Press **[del]**.

---

## Automatic Hold

**FEATURE 9 WXY2 4 GHI**

If you are on a call and you press an outside line button, Automatic Hold will automatically place the current call on hold. For instance, if you are currently on a call on line 1 and you press line 2, the call on line 1 will be placed on Exclusive Hold automatically. Similarly, if you are currently on an intercom call with another DX-80 extension and you press an outside line button, the intercom call will be placed on Exclusive hold. You do not need to press Hold unless you want to place a call on System Hold.

## Operation – Setup

1. Press **FEATURE 9 WXY2 4 GHI**.
2. You hear confirmation tone and the display shows:

AUTO HOLD ALLOW

3. The extension returns to an idle state.



## Operation – Enable Auto Hold

1. While connected to an intercom or outside line call (you must have dialed a number or answered a call), press another outside line button.
2. The current connection is placed on hold and the next connection is established.

## Operation – Cancel

1. Press **FEATURE 9** **WXYZ 4**.
2. You hear confirmation tone and the display shows:

AUTO HOLD DENY

3. The extension returns to an idle state.

---

## Automatic Selection (CO/Intercom)

**FEATURE 9** **WXYZ 5** **JKL**

This feature allows you to access a specific outside line or intercom (ICM) automatically when you lift the handset or press the **ON / OFF** speakerphone button.

## Operation – Setup

1. Press **FEATURE 9** **WXYZ 5** **JKL**. Current selection displays. (“ICM” = Intercom).
2. Press [**i.c.m.**] to select Intercom.
3. Press [**c.o.**] to select a specific outside line.
4. Input the outside line Directory Number (740–755 = 1–16).
5. Press [**s.a.v.e.**].
6. Press [**c.o. g.p.**] to select a specific outside line Group.
7. Input the valid outside line Group Directory Number (9 for outside line Group 1, 800 for outside line Group 2... 806 for outside line Group 8).
8. Press [**s.a.v.e.**].

## Operation – Use

1. Lift the handset to access the line you selected.

---



## Background Music (BGM)


**7** **PORS 7** **PORS 1** / **7** **PORS 7** **PORS 2** **ABC**

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

## Operation

While the extension is idle, input the music channel you want to monitor:

  **1** for Music Channel 1

  **2** for Music Channel 2 (Input the same number again to cancel.)

---

## Busy Ring Allow/Deny

 **#** 

Your phone will ring at the lowest volume setting whenever it is busy. You can eliminate this low (busy) ring entirely if you prefer.

### Operation – Cancel (deny) Busy Ring

Press  **#** . The display shows:

BUSY RING DENY

### Operation – Activate (allow) Busy Ring

Press  **#** . The display shows:

BUSY RING ALLOW

---

## Call Forward - Extension

 **2** 

There are 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. (This feature must be enabled for your extension in database administration.)

Forward conditions may be set as follows for each call forward type:

- Intercom calls only.
- Intercom and outside line (including transferred outside lines) calls.
- Outside line (CO Line) calls only.

# Operation – Setup

## All Call Forward

1. Press **FEATURE 2<sup>ABC</sup>** or the feature button designated as CALL FWD (if available). The display shows:

```
CALL FORWARD
all busy next
```

2. Press [**all**]. The display shows:

```
ALL FWD.      _
bksp save ch9
```

3. Input the extension number to which calls are to be forwarded.
4. Press [**save**]. The display shows:

```
ALL FWD      XXX
co icm/co icm
```

5. Select the type of calls to forward.
  - 5.1. **co** = outside line incoming or transferred calls
  - 5.2. **icm/co** = both intercom and outside line calls
  - 5.3. **icm** = intercom calls only.
6. You hear a confirmation tone and the extension returns to idle. The Status Lamp is lit green and the display shows **FWD** in the middle of the bottom row.

## Busy Call Forward

1. Press **FEATURE 2<sup>ABC</sup>** or the feature button designated as CALL FWD (if available). The display shows:

```
CALL FORWARD
all busy next
```

2. Press [**busy**]. The display shows:

```
BUSY FWD.     _
bksp save ch9
```

3. Input the extension number to which calls are to be forwarded.
4. Press [**save**]. The display shows:

```
BUSY FWD      XXX
co icm/co icm
```

5. Select desired type of calls to forward.
  - 5.1. **co** = outside line incoming or transferred calls

5.2. icm/co = both intercom and outside line calls

5.3. icm = intercom calls only.

6. You hear a confirmation tone and the extension returns to idle. The Status Lamp is lit green and the display shows **FWD** in the middle of the bottom row.

### No Answer Call Forward

1. Press **FEATURE 2<sup>ABC</sup>** or the feature button designated as CALL FWD (if available). The display shows:

```
CALL FORWARD
all busy next
```

2. Press [next]. The display shows:

```
CALL FORWARD
n_lans ext follow
```

3. Press [n\_lans]. The display shows:

```
NOLANS FWD. _
bksp save ch9
```

4. Input the extension number to which calls are to be forwarded.

5. Press [save]. The display shows:

```
NOLANS FWD. XXX
co icm/co icm
```

6. Select the type of calls to forward.

6.1. co = outside line incoming or transferred calls

6.2. icm/co = both intercom and outside line calls

6.3. icm = intercom calls only.

7. You hear a confirmation tone and the extension returns to idle. The Status Lamp is lit green and the display shows **FWD** in the middle of the bottom row.

### External Call Forward

1. Press **FEATURE 2<sup>ABC</sup>** or the feature button designated as CALL FWD (if available). The display shows:

```
CALL FORWARD
all busy next
```

2. Press [next]. The display shows:

```
CALL FORWARD
n_lans ext follow
```

3. Press [ext]. The display shows:

```
bksp save ch9
```

4. Input the telephone number (cell phone, other office, etc.) where calls are to be forwarded.
5. Press [save].
6. You hear a confirmation tone and the display briefly shows the telephone number where outside line transfers will be routed. The extension returns to idle, the Status Lamp is lit green, and the display shows FWD in the middle of the bottom row.

### Follow Call Forward

1. Press **FEATURE 2 ABC** or the feature button designated as CALL FWD (if available). The display shows:

```
CALL FORWARD  
all busy next
```

2. Press [next]. The display shows:

```
CALL FORWARD  
nans ext follow
```

3. Press [follow]. The display shows:

```
FOLLOW ME  
Preset remote
```

### Follow Me (from another extension to this extension)

1. Press **FEATURE 2 ABC** or the feature button designated as CALL FWD (if available). The display shows:

```
CALL FORWARD  
all busy next
```

2. Press [remote]. The display shows:

```
REMOTE SELECTION  
del set
```

3. Press [set]. The display shows:

```
FOLLOW FM _  
bksp save ch9
```

4. Input the extension number where calls are to be forwarded from.

5. Press [save]. The display shows:


```
FOLLOW FM   XXX
co icm/co icm
```

6. Select the type of calls to forward.
  - 6.1. co = outside line incoming or transferred calls
  - 6.2. icm/co = both intercom and outside line calls
  - 6.3. icm = intercom calls only.
7. The display shows:

```
PSWD   : _
bksp save ch9
```

8. Input the password of the extension from which the calls will be forwarded.
9. Press [save]. You hear a confirmation tone and the extension returns to idle. The display shows FORWARD FROM XXX.

### **Follow Me (from this extension to another extension)**

1. Press  or the feature button designated as CALL FWD (if available). The display shows:

```
CALL FORWARD
all busy next
```

2. Press [Preset]. The display shows:

```
FOLLOW TO   _
bksp save ch9
```

3. Input the extension number from which calls will be forwarded.
4. Press [save]. The display shows:

```
FOLLOW FM   XXX
co icm/co icm
```

5. Select the type of calls to forward.
  - 5.1. co = outside line incoming or transferred calls
  - 5.2. icm/co = both intercom and outside line calls
  - 5.3. icm = intercom calls only.
6. You hear a confirmation tone and the extension returns to idle. The display shows FORWARD FROM XXX.

### **Operation – Delete Forward**

1. Press the middle Interactive Soft Button (under the FWD in the display).

2. Each active mode of forward will be displayed, e.g.:

```
BUSY FWD.   XXX
del more
```

3. If you want to delete this forward, press [del]. Otherwise...
4. Press [more] for other active forward settings.

---

## Caller ID (Standard on all CO Lines)

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

The DX-80 system will receive Type 1 Caller ID data from the telephone company on all outside lines and will display this data on the LCD.

### Operation – Options at a Digital Speakerphone

1. When an outside line with CID data has been answered, the left LCD Interactive button can be used to toggle the displayed data between Name received and Number received. An example follows:

```
LINE 5      00:44
JAMES SCOTT
```

2. Press the Left Interactive button to view the telephone number:

```
LINE 5      00:44
8135551401
```

3. Press the Left Interactive button to return to the name display.

---

## Caller Identification Table – Callback


FEATURE 6 MNO #

Caller ID information for one hundred calls is stored in a CID Table. You can review all call data, dial a stored number, or delete call data.

### Operation

1. While the extension is idle (no active calls), press the CID Table code **FEATURE 6 MNO #**.
2. Input the attendant extension password.
3. Press [show]. The display shows:

```
CID CALL TABLE
USE VOL +/- KEYS
```

4. Use the  bar (up and down) to go through the Caller ID Table. Up reviews the list from the most recent. Down reviews the list from the oldest recorded.

- 4.1. Each logged call has three screens that may be viewed: Name, Number, Time and Date.

- 4.1.1. Press [more] to view the screens.

```
JOHNSON BILL
dial more del
```

```
8135551401
dial more del
```

```
9/19 4:32 PM
dial more del
```

- 4.1.2. Press [del] to delete a logged call.

- 4.1.3. Press [dial] to dial a logged call.


---

## Default Set

FEATURE **6** MNO **9** XXYZ

Use Default Set to clear all active modes at your extension (Call Forward, Do Not Disturb, etc.)

### Operation

1. Press .
2. The display shows the following screen to confirm the intention:

```
DEFAULT SET
90
```

3. Press [90] to invoke the operation.
4. You hear a confirmation tone and the operation is complete.


---

## Dial Pad Confirmation/Touch Tone

FEATURE **#** **1**

Dial Pad Confirmation is the tone you hear to confirm that you have pressed a button on the Dial Pad. Touch tone can be disabled.

### Operation

While the telephone is idle, press . You hear a confirmation tone and the display indicates the current status.



TOUCH TONE ON  
TOUCH TONE OFF

---

## Distinctive Ringing – Extension

FEATURE # 7 PORS

You may choose one of eight Distinctive Ringing tones for your extension to help identify when your extension is ringing.

### Operation

1. Press the Distinctive Ringing code **FEATURE # 7 PORS**.
2. You hear the current Tone and the setting displays.

```
RING TYPE      : 1  
                ch9
```

3. Press [**ch9**] until you hear the tone you want and it displays.

---

## Do Not Disturb

FEATURE 4 GH1

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, you will hear special intercom (stutter) reminder tone when you lift the handset or use the speakerphone. If you have assigned a button on your digital speakerphone specifically for DND, that button will light whenever you activate the feature.

### Operation – Set DND

1. While your extension is idle (no other call activity), press **# 4 GH1**.
2. Do Not Disturb is activated, and the display momentarily shows:

```
DO NOT DISTURB
```

3. When the display reverts back to idle condition, the set condition shows in the bottom row of the display:

```
SEP 25 MON 10:25  
EXT DND 103
```

### Operation – Cancel DND

1. While your extension is idle (no other call activity), press **# 4 GH1**.
2. Do Not Disturb is deactivated, and the display momentarily shows:

```
DND DELETE
```

- When the display reverts back to idle condition, the “DND” is removed from the display.

---

## Extension Feature Status Check

FEATURE # 8 TUV

To find out the current condition of features on your telephone, press

FEATURE # 8 TUV and review the following features:

- |                           |                           |
|---------------------------|---------------------------|
| a) LNR = empty            | m) Day COS = 0            |
| b) SNR = No Saved Number  | n) Eve COS = 0            |
| c) Memo = No Saved Number | o) Monitor COS = 5        |
| d) Telephone Lock = No    | p) Warning Tone = No      |
| e) Auto Hold = No         | q) Drop Call Out = No     |
| f) Page Receive = Yes     | r) Drop Call In = No      |
| g) Busy Ring = Yes        | s) Intrusion Active = Yes |
| h) Hotline to = NULL      | t) Intrusion Accept = Yes |
| i) Position               | u) Intrusion Tone = Yes   |
| j) Tenant Group           | v) ECF Operation = No     |
| k) Pickup Group           | w) SMDR Output = Yes      |
| l) Paging Group           | x) ICM Mode = VC-HF/PR/TN |

## Operation

- The telephone must be idle.
- Press FEATURE # 8 TUV.
- The display shows the contents of LNR (Last Number Redial).
- Use the right Interactive button [next.] to advance through all of the various extension features.

---

## Extension Password

FEATURE 9 WXYZ 7 PORS

All extensions of the DX-80 system have an associated User Password. Passwords are used to facilitate Phone Lock, Call Forward Remote and Attendant features. Password length is from four to eight characters and is determined in system programming.

## Operation – Change Your Extension Password

- Press FEATURE 9 WXYZ 7 PORS.

```
PSWD : _  
bksp show ch9
```

2. Input the current password and then press [show].

```
LOCK PHONE
PSWD yes no
```

3. Press [Fswd].

```
N PSWD : _
bksp save ch9
```

4. Input the new password and then press [save].

---

## Feature Key Reset

FEATURE **5** <sup>JKL</sup> **8** <sup>TUV</sup>

This feature is used to reset all Flexible Feature buttons to factory settings.

### Operation

1. While the extension is idle (no call activity), press **FEATURE 5 JKL 8 TUV**. The display prompts for the password:

```
PSWD : _
bksp show ch9
```

2. Enter the extension password and then press [show]. The display prompts for confirmation:

```
FTR KEY RESET
90
```

3. Press [90]. The operation is complete and you hear a confirmation tone.

---

## Feature/Directory Number Lookup

FEATURE **#** **5** <sup>JKL</sup>

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

### Operation

1. While the telephone is idle (no call activity), press **FEATURE # 5 JKL**. The display shows:

```
DIR#/CODE LOOKUP
dir ftr suffix
```

- 1.1. To find a system Directory Number, press [dir].
- 1.2. To find a system Feature Access Code, press [ftr]. Features are listed abbreviated and alphabetically. (Note: Codes are input by first pressing the **FEATURE** button.)

- 1.3. To find a Suffix Code, press [suffix]. The list displays digits dialed after system resource directory numbers.
2. Use the [back] and [next] buttons to move through the display categories.
3. Use **HOLD** to return to a previous menu level.
4. Press the **ON / OFF** button twice to exit Feature/Directory Number Lookup.

---

## Flexible Feature Button Programming

**FEATURE # 3 DEF**

Digital Speakerphones have thirty dual-colored Flexible (Programmable) Feature Buttons. You can store any system feature code on any available Feature Button for one-button operation. Certain programmed feature buttons will light when activated (DND, Call Forward, DSS/BLF, etc.), while others such as Call Pick-Up, Background Music, Last Number Redial, do not.

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

### Operation

1. While the phone is idle, press **FEATURE # 3 DEF**. The display indicates that you are in Feature Key programming mode by prompting you to press a key:

```
PRESS FTR KEY
```

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

```
F98_____
      show ch9
```

3. Press [ch9].

```
SELECT FUNCTION
dir feat
```

4. To program the button, you must know the code type. Use Feature/Directory Number Lookup to locate the feature and code you want to program.

- 4.1. To program a directory number, press [dir].

```
DIR NUMBER :_
      bksp save ch9
```

- 4.1.1. Input the appropriate directory number and then press [save]. If you make a mistake, use [bksp] and [ch9] to re-enter the number.

4.2. To program a feature code, press [ftr].

FTR CODE: \_  
bksp save ch9

4.2.1. Press the  button.


4.2.2. Input the feature code   (for CID Table review) and then press [save].



5. Continue programming other Flexible Feature Buttons or lift/replace the handset to exit this programming.

---



## Headset Mode

All Digital Speakerphones have a standard 2.5 millimeter headset jack. When Headset Mode is selected (either by pressing a preprogrammed headset feature key or dialing the Headset Mode code), the  button is used to activate/deactivate the headset.





When you press the  button, Headset Mode active and the extension status changes to an off-hook condition. When you press the  button again, the extension status returns to idle, disconnecting any call in progress.

### Operation – Activate Headset Mode

1. While the telephone is idle, press    or press the Flexible Feature button designated as HEADSET MODE (if available). The display indicates the new status:




HEADSET ENABLED

### Operation – Deactivate Headset Mode




1. While the telephone is idle, press     or press the Flexible Feature button programmed with the Headset Mode code. The display indicates the new status:

HEADSET DISABLED

### Operation – Use the Headset to Place a Call

1. While the telephone is idle, press , a DSS button, or outside line button. The  button LED flashes to indicate that the headset is active. You hear Intercom dial tone, outside line dial tone, or Intercom ring-back tone, depending on the function invoked.
2. Press  again to disconnect the current call.

## Operation – Use the Headset to Answer a Call

1. While the telephone is ringing, press . The  button LED flashes to indicate that the headset is active. The ringing call is answered and connected to the headset.
2. Press  again to disconnect the current call.




---

## Hidden Codes

FEATURE  

The Hidden Code feature allows you to store a four-digit code so you can dial it by pressing only one button. (To operate, the Hidden Code must be stored on a Flexible Feature button.) This feature is typically used to store a password for the voice mail mailbox.

### Operation – Storing a Code

1. While the telephone is idle, access Flexible Feature Button Programming (, , ) and then press the feature button to be stored with your Hidden Code.





```
AVAILABLE KEY
          ch9
```

2. Press [ch9].

```
SELECT FUNCTION
dir feat
```

3. Press [feat].

```
FTR CODE: _
bksp save ch9
```

4. Press , ,  + {the four-digit code to store}.
5. Press [save].
6. Press  to exit Flexible Feature Button Programming.

### Operation – Using the Hidden Code

1. Access the voice mail system (either the DX-80 Voice or an external voice mail system) by pressing the feature button designated as VOICE MAIL (if available).
2. When you hear the prompt to enter your password, press the Hidden Code button.

---

## Hot Key Enable/Disable

FEATURE # 6 MNO

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 (1 2 ABC 3 DEF 4 GHI 5 JKL 6 MNO 7 PQRS 8 TUV 9 WXYZ 0 OPER # \* ONE), that button operation is processed as the first command of others that will follow (like the remainder of an extension number). Hot Key can be disabled.

### Operation – Disable

While the telephone is idle, press FEATURE # 6 MNO. The display will momentarily show the feature status invoked:

HOT KEY DISABLED

### Operation – Enable

While the telephone is idle, press FEATURE # 6 MNO. The display will momentarily show the feature status invoked:

HOT KEY ENABLED

---

## Hotline

FEATURE 9 WXYZ \* ONE

Hotline allows the user 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 extension(s) of the system.

### Operation – Setup

1. While the telephone is idle, press FEATURE 9 WXYZ \* ONE.

HOTLINE TO : NULL  
chg

2. Press [chg].

HOTLINE TO : \_  
bksp save chg

3. Input the speed dial directory number or extension number to which this extension is to be connected when the handset is lifted. Then press [save].

HOTLINE TO : xxx  
immediate delay

4. Select if this destination is to be immediate or delayed.

- 4.1. If you select [immediate], you hear a confirmation tone and the function is invoked.
- 4.2. If you select [delay]:

DELAY TIME       : 1  
                          chg

- 4.2.1. Press [chg] until the appropriate delay time (in seconds) displays.

## Operation – Invoke Hotline

1. While the telephone is idle, lift the handset. A call is placed to the selected destination either immediately or after the delay time.
2. Hang up to complete the call.

## Intercom Mode Selection

FEATURE **9** **8** TUV

A Digital speakerphone has the benefit of receiving intercom calls in three ways:

- Voice Announce Hands-free reply mode
- Voice Announce Privacy mode
- Tone Ringing mode

The Status Lamp and Feature button (if programmed) will indicate:

Mode	Button Lamp	Momentary Display Confirmation	Confirmation Tone Heard	Status Bar (when intercom call is received)
Voice Announce – Handsfree	Green lamp	VA-HF MODE	single burst tone	Solid Red lamp
Voice Announce – Private	Red lamp	VA-PRIVACY MODE	single burst tone	Slow Flashing Red lamp
Tone Ring Mode	No lamp lit	TONE RING MODE	single burst tone	Fast Flashing Green lamp

## Operation – Setup

1. While your extension is idle, press **FEATURE 9 8 TUV**. You hear a confirmation tone and the display indicates the new mode set:

VA-PRIVACY MODE

VA-HF MODE

TONE RING MODE


2. Press **FEATURE 9 8 TUV** again to advance through each of the available modes.




## Operation – Receiving a Call in VA-HF Mode

When your extension is idle, you will be alerted of intercom calls by one tone burst. The voice connection is then established immediately and you may respond to the calling extension without lifting the handset.

## Operation – Receiving a Call in VA-Privacy Mode

1. When your extension is idle, you will be alerted of an intercom call by one tone burst. The voice connection is then established immediately with the Mute function activated at your extension. You hear the calling extension voice announcement over the speaker, but the microphone in your telephone is disabled.
2. You can:
  - 2.1. Lift the handset to speak confidentially with the caller.
  - 2.2. Press the  button to deactivate the Mute feature and speak with the caller hands-free (using speakerphone mode).

## Operation – Receiving a Call in Tone Mode

1. When your extension is idle, you will be alerted of an intercom call by a double-burst tone which is repeated until you respond or until the call follows a Call Forward route.
2. You can:
  - 2.1. Lift the handset to speak confidentially with the caller.
  - 2.2. Press the  button to activate the speakerphone and speak with the caller using the speakerphone.



---

## Messaging – Status Text



You can invoke 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 digital speakerphone user calls an extension with an active Status message, the message is displayed at the calling extension.

### Operation – Setup

1. The extension must be idle.
2. Press  . The display shows the first message choice (custom):

```
EMPTY
store next ch9
```

- 2.1. To input a custom message, press [ch9] and then use the alpha-numeric chart and dial-pad to write the message.:

		1 Press	2 Presses	3 Presses	4 Presses	5 Presses	6 Presses	7 Presses	8 Presses
Type 0	Æ	Œ	Œ	À	Á	Ä	Ü		
Type 1	Ç	Ä	Ö	Ñ	Á	Ä	Ç	Ì	
Type 2	Ò	É	É	È	À	Ü	Ç	Ñ	
Type 3	Ç	È	É	Ñ	Ö	È	Š	Ŧ	
Type 4	Á	É	Ó	Ü	Ü				
Type 5	Ł	Ž	Ŕ	Ŕ					
Type 6	à	á	ä	ä	ö	ö			
Type 7	ü	ü	ä	ä	ö	ö			
2 <sup>ND</sup>	A	B	C						
3 <sup>RD</sup>	D	E	F						
4 <sup>TH</sup>	G	H	I						
5 <sup>TH</sup>	J	K	L						
6 <sup>TH</sup>	M	N	O						
7 <sup>TH</sup>	P	Q	R	S					
8 <sup>TH</sup>	T	U	V						
9 <sup>TH</sup>	W	X	Y	Z					

Number + \*<sup>TONES</sup> = lower case letter

				* <sup>1</sup> 1	1	
2 <sup>ND</sup>	a	b	c	* <sup>2</sup> 2	2	
3 <sup>RD</sup>	d	e	f	* <sup>3</sup> 3	3	
4 <sup>TH</sup>	g	h	i	* <sup>4</sup> 4	4	
5 <sup>TH</sup>	j	k	l	* <sup>5</sup> 5	5	
6 <sup>TH</sup>	m	n	o	* <sup>6</sup> 6	6	
7 <sup>TH</sup>	p	q	r	s	* <sup>7</sup> 7	7
8 <sup>TH</sup>	t	u	v		* <sup>8</sup> 8	8
9 <sup>TH</sup>	w	x	y	z	* <sup>9</sup> 9	9
				* <sup>0</sup> 0	0	

Lower case letters      Numbers

- 2.2. Press # to advance to the next character position or to enter a space.
- 2.3. Press [save].
- 2.4. Otherwise, press [next] until the appropriate **pre-programmed message** displays.
3. To activate the message, press [store].

## Operation – Deactivate

1. The extension must be idle.
2. Press FEATURE \*<sup>9</sup> WXYZ <sup>0</sup> OPER. The display shows:  
STATUS MSG DEL
3. The telephone returns to idle.

## Night Service Mode / Activate

FEATURE <sup>6</sup> MNO <sup>3</sup> DEF

Business situations such as after-hours operation may require different ringing patterns than those during normal business operations. The system can be placed into Evening Mode as one of the available Service Modes. This mode of operation allows outside line ringing, dialing characteristics and various other features to be adjusted for special handling during these times.

Any extension may manually switch the system service from day to night mode, or vice-versa, using the Attendant Administration (with the correct

password). The attendant extension can set the system mode of operation using the Evening Mode code or a feature button programmed with the code for simple one-button operation.

## Operation – Change Service Mode

1. At the attendant extension:
  - 1.1. Press the button programmed with the Service Mode feature code.

**Or enter the feature code...**

- 1.2. Press **FEATURE 6 MNO 3 DEF**.

PSWD : \_

- 1.3. Input the attendant extension password.
2. The Service Mode is advanced to the next mode.
3. Repeat until the appropriate mode of service displays.

---

## Page Allow/Deny

**FEATURE # 9 WXYZ**

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.

## Operation – Setup

1. When the extension is idle, press **FEATURE # 9 WXYZ**.

PAGING DENY

2. Press **FEATURE # 9 WXYZ** again to enable page announcements at your extension.

PAGING ACCEPT

---

## Pause/Pause Insertion

Pause Insertion is used 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.

A pause will appear as “P” on the display.

## Operation

When storing numbers in speed dial, use the feature code **FEATURE 7 PORS 0 OFFER** to insert a pause.

---

## Phone Lock/Unlock

FEATURE 9 (WXYZ) 7 (PQRS)

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.

### Operation – Lock Your Phone

1. Press **FEATURE 9 (WXYZ) 7 (PQRS)**.

```
PSWD : _  
bksp show ch9
```

2. Input the current password (factory “9999” for ext. 101, “0000” for all others) and then press [show].

```
LOCK PHONE  
Pswd yes no
```

3. Press [yes].

```
PHONE LOCKED
```

4. No outside line calls can be made at this extension.

### Operation – Unlock Your Phone

1. Press **FEATURE 9 (WXYZ) 7 (PQRS)**.

```
PSWD : _  
bksp show ch9
```

2. Input the current password and then press [show].

```
LOCK PHONE  
Pswd yes no
```

3. Press [no].

```
PHONE UNLOCKED
```

4. Outside line calls can now be made at this extension.

---



## Speakerphone

ON/OFF




The Digital Executive Telephones of the DX-80 system are all equipped with a high-quality, half-duplex speakerphone. This feature makes it possible to place hands-free (conference room style) calls. (Speakerphone is disabled when Headset Mode is enabled.)

### Operation – Placing a Call

1. Press an idle outside line button or dial an intercom number.

2. The  button LED lights immediately and the speakerphone is active.
3. Press  to hang up the call. (Or lift the handset to convert the call from a hands-free speakerphone connection to a private handset connection.)

## Operation – Answering a Call

1. While your phone is ringing, press the  button.
2. The  button LED lights immediately and the speakerphone is active.
3. Press  to hang up the call. (Or lift the handset to convert the call from a hands-free speakerphone connection to a private handset connection.)

## Status Lamp

Each Digital Speakerphone is equipped with a dual colored LED Status Lamp to assist the user in recognizing the extension status. The Status Lamp will give these visual indications:

Flash Rate	Priority	Red Lamp	Green Lamp
Fast	1	Incoming outside line Ringing	Incoming Intercom Ringing
Slow	2	Mute	Message Waiting
Steady	3	Speakerphone/Headset in use	Call Forward active


## Volume Control

The DX-80 digital speakerphone is equipped with a volume control that you can use to adjust the various volume settings of the telephone. The following function volumes can be adjusted:

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

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

## Operation

While the function is active, press the  UP or DOWN as necessary. The volume for this function is now set and will be retained for any future use of this mode.

