COMDIAL®

**DX-80™
Analog
Station
User's Guide**

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Making a Call: Analog Ports (Single Line Telephones)

Outgoing Call (CO Line)   **9**
> Dial CO Line code (other codes may be applicable)
> Listen for CO Line dial tone; then dial the telephone number.

Intercom Call with Auto Selection Active   **101-156**
> Go Off-hook (CO dial tone heard)
> Hook flash (listen for intercom dial tone
> Dial the extension

Intercom Call with Auto Selection Not Active   **101-156**
> Listen for dial tone and dial the extension number

Call Brokering (handling two calls)   **{Flash} + 2**
> While connected on a call, press {FLASH} (hookswitch flash).
> Dial CO line code, wait for dial tone, and dial second numbers.
> To switch back to the first call, press {FLASH} then dial 2
> To disconnect the current call, press {FLASH} then dial 1

Account Code   **79**
> Dial 79+valid account code, wait for dial tone.

Call Operator/Attendant   **0**
> Dial 0

Conference (3 party max)   **{FLASH} + 3**
> While on a call-press {FLASH} (hookflash).
> Make a second call.
> Press {FLASH}, then dial 3

Conference, Meet Me (4 party max)   **390-397**
> **Operation-Transfer a caller to a Meet Me Conference**
> —While connected to another extension or CO line, momentarily press the
>   hookswitch (or press the FLASH) button.
> —Wait for dial tone, then dial the Meet Me Conference (390-397)
> —Hang up to complete the transfer
> **Operation-Join a Meet Me Conference**
> —Dial the Meet Me Conference destination to join (390-397)

Last Number Redial   **#8**
> Dial #8

Paging   **400, 401-408, or 777**

    Dial the Page access code 400, 401-408, or 777

Speed Dial   **Extension 470-489**
                                                   System 500-699

    Setup
    Dial #1 + speed # bin (470-489) + number to dial
    Press FLASH (hookswitch flash).
    Operation-Use
    Dial the Speed Dial bin (470-489 or 500-699)

Setup: Analog Ports

Alarm - Extension   **#92**

    Operation - Activate
    Dial #92 + hhmm (24hr format), + 1 for once, or 2 for repeated daily.
    Operation - Cancel
    Dial #*92

Automatic Selection/Prime Line

    Setting Auto Selection To a Specific Line
    Go Off-Hook
    Dial #951 + Line Group Directory Number (9, or 800-806)
    Confirmation Tone Heard
    Go On-Hook
    Setting Auto Selection For a Specific Line Group
    Dial #951 + Line Group Directory Number (9, or 800-806)
    Confirmation Tone Heard
    Go On-Hook
    Cancelling Auto Selection
    Go Off-Hook
    Hook Flash (receive intercom dial tone)
    Dial #950 (confirmation tone heard)
    Go On-Hook

Call Forward - Extension #2

Operation - Activate

Call Forward may be activated for the following types of calls
1=CO calls only, 2=CO and Intercom calls, or
3= Intercom calls only

Immediate Forward: Dial #22 + ext number+type of call to forward
Forward on Busy: Dial #21 + ext number+type of call to forward
Forward on No Answer: Dial #24 + ext number+type of call to forward
(1,2, or 3) + T_1+T_2. T_1 and T_2 are time settings. T_1 is the amount of time
(in seconds), that the first call to your extension following inactivity, will
ring before forwarding. T_2 is the amount of time (in seconds) that subse-
quent calls will ring before forwarding.

Follow Me Forward: From the new location, dial #23 + Your ext # + type
of call to forward (1, 2, or 3) +your extension password.
Follow To Forward: From your extension, dial #25 + ext # + type of call to
forward (1, 2, or 3).

Operation - Cancel Forward

Cancel Immediate Forward: dial #*22
Cancel Busy Forward: dial #*21
Cancel No Answer Forward: dial #*24
Cancel Follow Me Forward: dial #*23
Cancel Follow To Forward: dial #*25

Do Not Disturb #4

Dial #4. Repeat to clear

Extension Password #97

Dial #97 + old password (default=0000) + new password

Hotline #9*

Operation - Setup

Dial #9* + ext # or speed bin # + 0-9 (delay time). Whenever the telephone
is taken off-hook, this destination is called.

Operation - Cancel

Lift the handset, momentarily press the hookswitch (FLASH), then dial #*9*

Phone Lock/Unlock #97

Dial #97 + extension password + # for lock or * for unlock.

Reset DND and Call Forward #69

Dial #69. DND and Call Forward modes are cancelled.

Call Back - CO Line/Extension   **#**

When you try to access an outside line or extension and get a busy tone, dial #

Call Park Answer   **#73**

Dial #73 + extension number where call is parked

Call Pickup   **6, *, or 440 -447**

Extension (Direct) Call Pickup:

Dial ringing extension number + 6

Group Call Pickup:

Dial *

or....

dial the group number of the ringing extension (440-447).

Camp On-Extension   **4**

When you call a busy extension, dial 4, and wait for them to answer.

Flash - CO Line   **#3**

While connected to a CO line, momentarily press the hook switch (FLASH), then dial #3.

Forced Intercom Tone Ring   *****

When you call an extension that is in Voice Announce mode and wish to tone ring that extension, dial *.

Hold   {FLASH}

Place a call on hold:

While on a call, press {FLASH} (hookswitch flash).

Hang up. The line is placed on System (Common) hold.

Retrieve a call on hold:

Press {FLASH} (hookswitch flash).

Intrusion - Extension/CO Line   8

When you dial an extension that is busy, dial 8.

Meet Me Page   # or #59

While a page is currently in progress, dial # or #59.

Messaging - Call Me   #96

Set:

When you have called an extension and wish to leave a message, press #96.

Cancel:

Dial #*96, then the extension number where your message was previously left.

Monitor - Extension/CO Line {Privacy Alert}

When you dial an extension that is busy, dial 1. (Reference applicable laws when using this feature.)

OHVA - Extension

When you call a busy extension, dial 0 and talk over their speaker.

Pulse to DTMF Conversion

After a dial pulse (rotary dial) call is made on a CO line, press *. Any digits dialed following the * will be sent in DTMF (tone) mode.

Tone Ring Forced

When a digital speakerphone in Voice Announce mode is called, you can change the alert to tone by pressing *.

Transfer

While connected on a call (CO line or intercom extension), press {FLASH} (hookflash).

Listen for dial tone, then dial the destination where this call is to be transferred (extension, UCD Group, Virtual Number, etc.) To screen the transfer, wait for the called extension to answer.

Hang up to complete the transfer.

Notes:

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