

## Cordless Phone User Guide



# **DX-80 Cordless Phone**

## **User Guide**

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-Notice-

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# DX-80 Cordless User Guide

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## **IMPORTANT INFORMATION**

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

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**Revision History**

<b>Version</b>	<b>Changes</b>	<b>Date</b>
01	Initial Release	4/19/05
02	Rebranding	11/22/05

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# Introduction

This manual describes how to use the DX-80 Cordless phone.

This manual is intended to provide:

- basic knowledge of the functions and features of the DX-80 Cordless phone user interface.
- step-by-step procedures for processing calls and controlling individual extension settings.

## Audience Description

This manual is intended for persons who use DX-80 Cordless phones on a day-to-day basis.

You should:

- read this manual in normal reading sequence before first using the DX-80 Cordless phone User Interface.
- refer to this manual as necessary while modifying your telephone settings.

## Related Publications

This manual refers you to related publications, when appropriate, for additional information.

## Conventions Used in this Manual

Many of the procedures require you to enter settings or to choose from a list of variables. To signify when you are to act upon an item, parameter, button, etc. we italicize the name of the item being acted upon. For example, the following sentences instruct you to press a specific key on your keyboard.

- Press *Enter*.
- Press *Esc*.
- Press *Page Up* or *Page Down*.

## Introduction

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- Press and hold the *Shift* and *Ctrl* keys simultaneously.

In contrast, the following sentence instructs you to type in a required response; notice the word “Enter” when used in this way is not italicized because you are not pushing a specific key name.

- Enter the value you want to use for this feature.

Similarly, when you select a button or LCD menu option, we italicize the name of the button/menu item because you are required to take the action of choosing it, even though the item may not appear in italics on the endpoint or display.

- Use the arrow keys to highlight *Programming* and press *Enter*.

At other times in the manual, we discuss prompts that the system displays to you. In these cases, we enclose the exact wording of the prompt in quotation marks to signify that the system is, in essence, speaking to you.

- The system prompts, “Enter your password now.”

If the system is actually playing a recording aloud, we enclose the exact wording of the prompt in quotation marks and italics to signify that the system is in actually speaking to you.

- The system says, “*You have no more new messages.*”

Italics and quotes are also of course used in their normal contexts, that is, for emphasis and to identify what words are spoken.

- This is called a *hot transfer*, that is, the system transfers the call without ringing the extension.

There are times when this manual instructs you to enter a number from within a range of numbers. In this instance, we use the “~” character to indicate the range. For example, *05-01-1~3-001~100* tells you to enter:

- 05
- 01
- a 1, 2, or 3,
- a three-digit number that falls in the 001 to 100 range.

# **1. OVERVIEW**

Congratulations and thank you for choosing the Vertical Comdial DX-80 cordless phone. Your new telephone is supported by a communication system with a wealth of built-in, standard features. This manual serves as a helpful guide for using these various features.



## 1.1 Handset Buttons

The 7265-HS handset includes the following buttons.







## 1.2 Using the Display

Your DX-80 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.

## 1.3 Using a Headset

To use a headset on the DX-80 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. *Note: Do not program a feature button with headset mode.*

## 1.4 Positioning Your Phone

You should adjust the position of the DX-80 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 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 Cordless Phone .
- Background noise may prevent the sound-activated switches from operating properly. Avoid placing the DX-80 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.

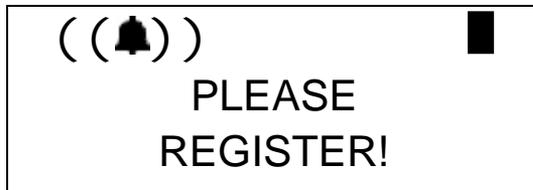
## 1.5 Registering Your Phone

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

1. Power ON the base unit and enter the registration mode on the base unit.
2. Make sure the handset is in the registration mode.
3. Move the handset close to the base.
4. The system automatically registers the handset and assigns the handset ID.

### 1.5.1 REGISTRATION

1. Power on the base unit and enter the registration mode on the base unit.
2. Turn off the dip switch1 and turn on dip switches 2 and 3.  
*Note: The down position is on, the up position is off. After 5 seconds the system enters the registration mode.*  
*Note: The LED on the base flashes quickly when the base is in registration mode.*
3. If the handset has not been registered, the LCD displays the following message.



You can also press and hold the F1 soft key for just over 2 seconds to enter the System Programming mode.

4. Once you are in System Programming mode, the LCD displays the following.



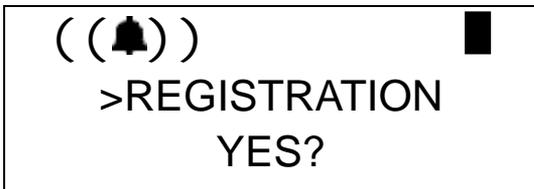
5. Press the *F1* (up) or *F2* (down) soft key to select the registration mode.



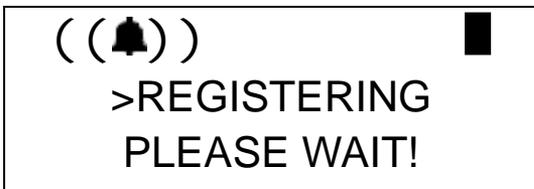
6. Press *F3* (OK) key to enter registration mode.



7. Press the *F1* or *F2* key to select the *YES?*.



8. Press *F3* (OK) to confirm that you want to register this phone.



9. Move the handset close to the base. The system starts to register with the base unit.

If the registration operation is successful, the LCD displays the following.



*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.

If the registration fails, the LCD displays the following.



(To try again, begin again at step 4.)

10. Next, change dip switch 1 to re-enter the normal mode.

*Note:*

- The LED on the base flashes normally when the unit enters normal mode.
- 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. After 30 seconds, the system goes back to normal mode.

## **1.5.2 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.

### **1.5.2.1 Using the Base Only**

1. To de-register all handsets, turn off dip switches 1 and 2, and turn on dip switch 3. After 5 seconds, the system de-registers all the handsets.
2. To de-register Handset #1, turn off dip switch 3, and turn on dip switches 1 and 2. After five seconds, the system de-registers handset #1.
3. To de-register Handset #2, turn off dip switches 2 and 3, and turn on dip switch 1. After five seconds, the system de-registers handset #2.
4. Finally, change the dip switch on the base to normal mode (all switches off). The LED on the base flashes normally when the unit returns to normal mode.

### **1.5.2.2 Using the Base and Handset**

1. The base is in the idle mode.
2. While the handset is in standby, press and hold the *F1* soft key for just over 2 seconds to enter System Programming Mode. Then use the up or down soft key to select DE-REGISTER.



3. Press *F3* (OK) to enter the mode. Then press either *F1* or *F2* to scroll to *YES?*.



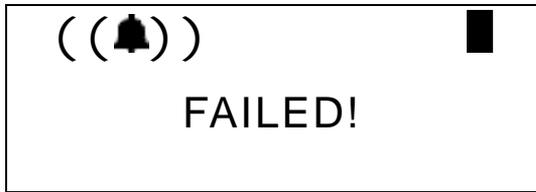
4. Press *F3* (OK) to confirm. The display responds as follows.



If the de-registration is successful, the LCD displays the following.



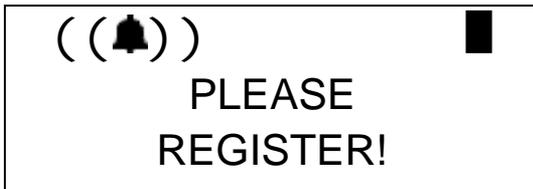
If the de-registration fails after about 20-30 seconds, the LCD displays.



***Notes:***

- 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.
- 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.

After de-registration, the handset LCD displays.



# 1.6 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

## 1.6.1 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.



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.

## **1.6.2 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.



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

## **1.6.3 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 approximately 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.



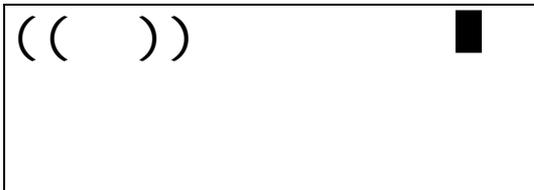
The user must get closer to the base, or check the base power status. The user can also try to re-register the handset to check the registration status.

### 1.6.4 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.

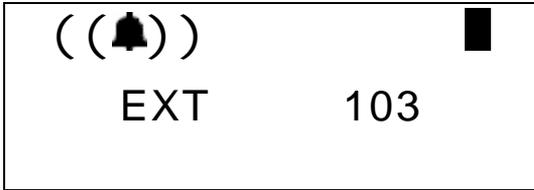


If you set the status to Ring and Vibrator mode, the phone displays both the ring and vibrator icons on the LCD.



### 1.6.5 SLEEP MODE STATUS

For power saving issues, the handset enters sleep mode automatically when there is no special event in the system. The second row of the LCD (Time and Date) is blank, while the third row continues to display 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.

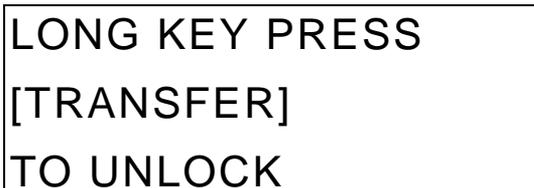
*Note: If the handset in sleep mode, the LEDs are not turned on.*

### 1.6.6 KEY LOCK MODE STATUS

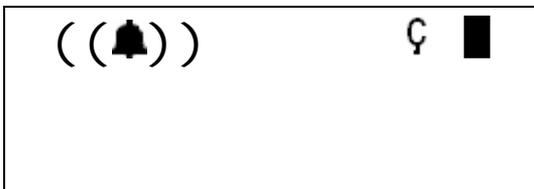
If you press and hold the *Trans* key for just over two seconds, the handset enters key lock/unlock mode.

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.

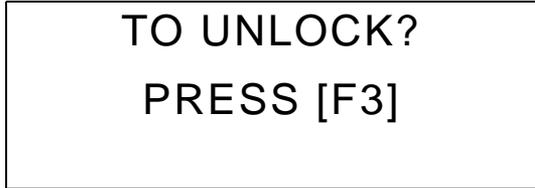
The LCD displays the following message for three seconds to indicate how to unlock the phone:



After three seconds, the LCD goes back to being locked and changes the LCD display to the following.



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.

### 1.6.7 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.



POWER OFF

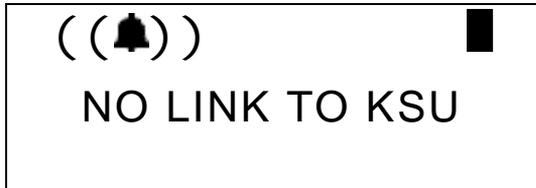
When the handset is off, press the *Hold* key for a few seconds to turn the handset back on. The LCD displays POWER ON for three seconds as it comes back up.



POWER ON

### **1.6.8 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.



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## 2. PROGRAMMING YOUR PHONE

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

- Using the System Programming Mode to program the cordless-specific features of the phone.
- Function Key programming to program the remaining features. This set of features is identical to those that can be programmed using the DET phone.

### 2.1 System Programming Mode

You can easily program the wireless features on your DX-80 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

To enter the System Programming Mode, press and hold *F1* for over two seconds. Once in programming mode 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. Once the correct parameter is selected press the *F3* button to see the actual values.

The following table lists the wireless settings and their values.

Item	Note (*: Default Value)
LANGUAGE	ENGLISH *, FRENCH, SPANISH
REGISTRATION	

DE-REGISTER

VIBRATION

RING \*, VIBRATOR, RING  
and VIBRATOR

AUTO PICK UP

RECEIVER\*, HANDSFREE,  
DISABLE

RELEASE CALL

RESET HANDSET

1. In the standby mode, press and hold the *F1* key for over two seconds to enter the System Programming mode. The LCD responds by displaying the first configurable item on the list.

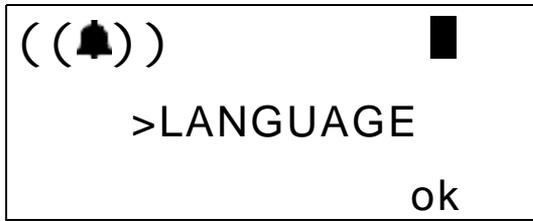


2. Press *F1* (Down) or *F2* (Up) button to cycle through the menu choices. For more information on the specific choice see the following sections.

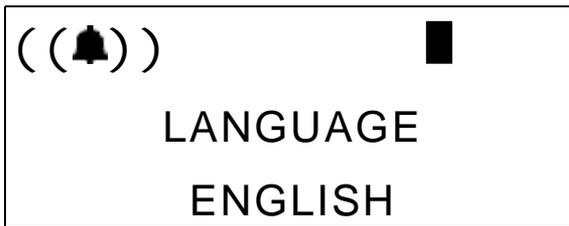
### 2.1.1 CHANGING DISPLAY LANGUAGE

You can program the first line of your wireless display in one of three different languages choices: English, French, and Spanish. The default 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 just over two seconds to enter the System Programming mode. The LCD responds with the following.



2. Press the *ok* soft key to enter the change mode. The display responds with the following.



3. Press the *F1* or *F2* key to step through the language choices.



4. When the language you want to use displays, press *F3*. The phone sounds a confirmation beep. The display responds with the following.



5. After three seconds, the LCD returns to the upper level.



### 2.1.2 CONTROLLING VOLUME SETTINGS

The DX-80 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

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

To change the volume, 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.



### **2.1.3 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, enter the music channel you want to monitor:

- Press  $7 + 7 + 1$  for Music Channel 1.
- Press  $7 + 7 + 2$  for Music Channel 2.

Enter the same number again to turn off background music.

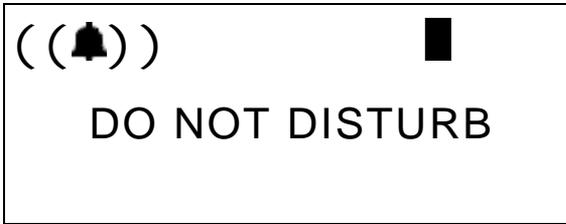
### **2.1.4 DO NOT DISTURB**

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.

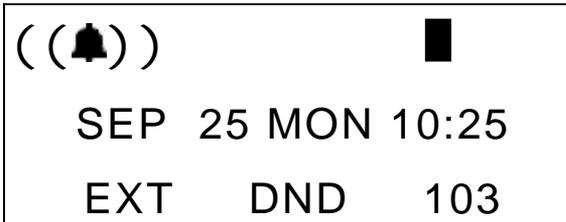
When you have activated DND, the phone sounds a special intercom (stutter) reminder tone when you lift the handset or use the speakerphone. If you have assigned a button on your cordless phone specifically for DND, that button lights whenever you activate the feature.

To set DND, perform the following steps.

1. While your extension is idle, press *Func* + 4. Do Not Disturb activates, and the display momentarily shows the following.



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

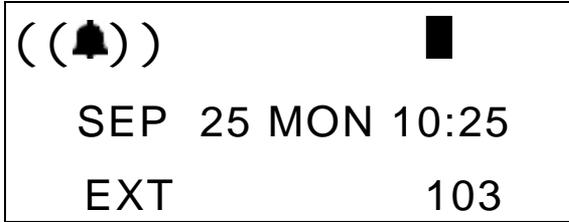


To cancel DND, perform the following steps.

1. While your extension is idle, press *Func + 4*. Do Not Disturb deactivates, and the display momentarily shows the following.



2. When the display reverts back to idle condition, the DND condition is removed from the bottom row of the display.



## 2.2 Function Key Programming

You can use the *Func* key on your DX-80 Cordless phone to control many of the DX-80 features.

### 2.2.1 SETTING 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, your cordless phone produces tone ringing. 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).

When the alarm sounds, the display shows the following.



Press the *ack* soft key to stop the alarm, or wait for it to stop automatically.

To activate the alarm clock feature, perform the following steps.

1. Press *Func* + 9 + 2. The current time displays (NULL=none).
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, perform the following steps.

1. Press *Func* + 9 + 2. The current time displays (NULL=none).
2. Press the *del* soft key to turn off the alarm alert time.

### 2.2.2 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. For instance, 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 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.

To activate Automatic Hold, press *Func* + 9 + 4. You then hear confirmation tone and the display shows the following.



The extension returns to an idle state.

To deactivate Automatic Hold, press *Func* + 9 + 4. You then hear confirmation tone and the display shows the following.



The extension returns to an idle state.

### 2.2.3 USING AUTOMATIC LINE SELECTION

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

To set up automatic line selection, perform the following steps.

1. Press *Func* + 9 + 5. The current selection displays (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 (740–755 = 1–16).
5. Press *save*.
6. Press *co gp* to select a specific outside line group.
7. Enter 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 *save*.

### 2.2.4 SETTING YOUR BUSY RING OPTIONS

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.

To cancel (deny) a Busy Ring, press *Func* + # + 2. The display shows the following.



If you have Busy Ring turned off and want to turn it on again, press *Func* + # + 2. The display shows the following.



### 2.2.5 SETTING YOUR CALL FORWARDING OPTIONS

The DX-80 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. (To use this feature, your System Administrator must enable it in database administration.)

You can 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.

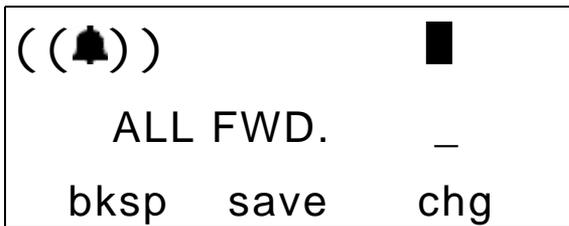
To set up your call forward options, perform the following steps.

### 2.2.5.1 All

1. Press *Func* + 2 or the feature button designated as CALL FWD (if available). The display responds as follows.



2. Press the *all* soft key. The display responds as follows.



3. Enter the extension number to which you want to forward calls.
4. Press *save*. The display responds as follows.



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.
6. You hear a confirmation tone and your extension returns to idle. The display shows *FWD* in the middle of the bottom row.

### 2.2.5.2 Busy

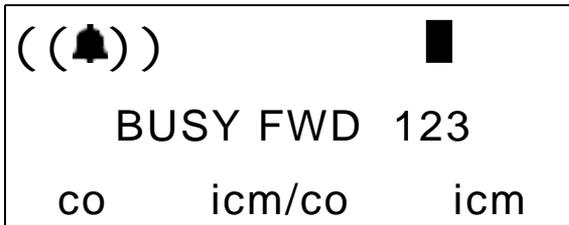
1. Press *Func* + 2 or the feature button designated as CALL FWD (if available). The display responds as follows.



2. Press the *busy* soft key. The display responds as follows.



3. Enter the extension number to which you want to forward calls.
4. Press *save*. The display responds as follows.



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.
6. You hear a confirmation tone and your extension returns to idle. The display shows *FWD* in the middle of the bottom row.

### 2.2.5.3 No Answer

1. Press *Func* + 2 or the feature button designated as CALL FWD (if available). The display responds as follows.

```
((🔔)) [ ]
CALL FORWARD
all      busy      next
```

2. Press the *next* soft key. The display responds as follows.

```
((🔔)) [ ]
CALL FORWARD _
n_ans   ext   follow
```

3. Press *n\_ans*. The display responds as follows.

```
((🔔)) [ ]
NO_ANS FWD. _
bksp    save    chg
```

4. Enter the extension number to which you want to forward calls.  
5. Press *save*. The display responds as follows.

```
((🔔)) [ ]
NO_ANS FWD. 123
co        icm/co    icm
```

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.
7. You hear a confirmation tone and your extension returns to idle. The display shows *FWD* in the middle of the bottom row.

#### 2.2.5.4 External

1. Press *Func* + 2 or the feature button designated as CALL FWD (if available). The display responds as follows.



2. Press the *next* soft key. The display responds as follows.



3. Press *ext*. The display responds as follows.



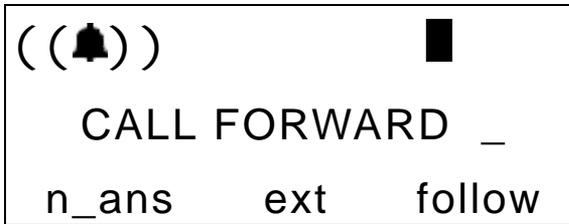
4. Enter the telephone number (cell phone, other office, etc.) where you want to forward your calls.
5. Press *save*.
6. You hear a confirmation tone and the display briefly shows the telephone number where outside line transfers will be routed. Your extension returns to idle and the display shows *FWD* in the middle of the bottom row.

### 2.2.5.5 Follow Me Here (From Another Extension To This Extension)

1. Press *Func* + 2 or the feature button designated as CALL FWD (if available). The display responds as follows.



2. Press the *next* soft key. The display responds as follows.



3. Press *follow*. The display responds as follows.



4. Press *remote*. The display responds as follows.



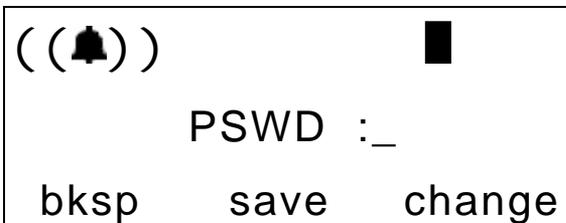
5. Press *set*. The display responds as follows.



6. Enter the extension number from where you want calls forwarded.
7. Press *save*. The display responds as follows.



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.
9. The display display responds as follows.



10. Enter the password of the extension from which you want to forward the call.
11. Press *save*. You hear a confirmation tone and your extension returns to idle. The display shows *FORWARD FROM 123* in the middle of the bottom row.

### 2.2.5.6 Follow Me There (From This Extension To Another Extension)

1. Press *Func* + 2 or the feature button designated as CALL FWD (if available). The display responds as follows.



2. Press the *preset* soft key. The display responds as follows.



3. Enter the extension number from which you want to forward calls.
4. Press *save*. The display responds as follows.



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.
6. You hear a confirmation tone and your extension returns to idle. The display shows *FORWARD FROM 123* in the middle of the bottom row.

### 2.2.5.7 Deleting an Existing Call Forward

1. Press the middle soft key (under the *FWD* in the display).
2. The first active mode of forward is displayed, for example as follows.



3. If you want to delete this forward, press *del*. To view other active call forwards, select *more*.

### 2.2.6 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.

To program a speed dial number, perform the following steps.

1. Press *Func + 1*.
2. Enter the location of the bin where you want to store this number (470-489). These are the default locations for the personal speed dial numbers.
3. Press *show*. The system displays the current contents of the speed dial bin you specified.
4. Press *chg*.
5. Enter the telephone number you want to store, using 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*. The system then stores the phone number you just entered in the location you specified.

7. In the same manner, program any other personal speed dial numbers you desire. When you are finished, press *Talk* twice to exit.

## 2.2.7 CLEARING CUSTOM PHONE SETTINGS AND 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.



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

## 2.2.8 DIAL PAD TOUCH TONES

Dial Pad Confirmation is the tone you hear to confirm that you have pressed a button on the Dial Pad. You can disable this touch tone. To do so, 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*).

### 2.2.9 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 simultaneously.

1. Press the Distinctive Ringing code *Func + # + 7*. The phone sounds the current tone, and displays the setting number.



2. Press the *chg* soft key until you hear the tone you want and it displays.

### 2.2.10 CHECKING FEATURE SETTINGS FOR YOUR EXTENSION

To find out the current condition of features on your telephone, press *Func + # + 8* and review the following features:

- LNR = 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.

To display the current feature settings for your wireless phone, perform the following steps.

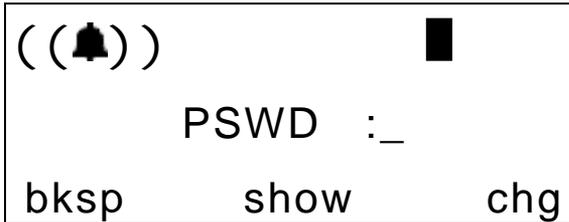
1. The telephone must be idle.
2. Press *Func* + # + 8. The display shows the contents of LNR (Last Number Redial).
3. Use the *next* soft key to advance through all of the various extension features.

### **2.2.11 CHANGING YOUR EXTENSION PASSWORD**

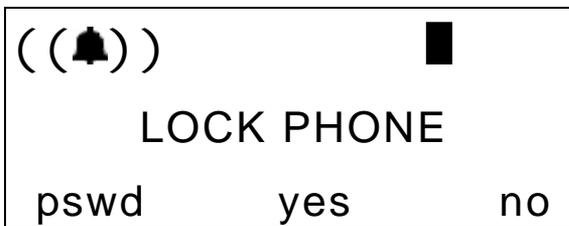
All extensions of the DX-80 system have an associated User Password. Passwords are used to use Phone Lock, Call Forward Remote, and Attendant features. Your password length is from four to eight characters and is determined in system programming. For more details on password length, see your System Administrator.

To change your extension password, perform the following steps.

1. Press *Func* + 9 + 7. The display responds as follows.



2. Enter the current password and then press the *show* soft key. The display responds as follows.



3. Press *pswd*. The display responds as follows.



4. Enter the new password and then press the *save* soft key.

## 2.2.12 PROGRAMMING FEATURE BUTTONS

You DX-80 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.

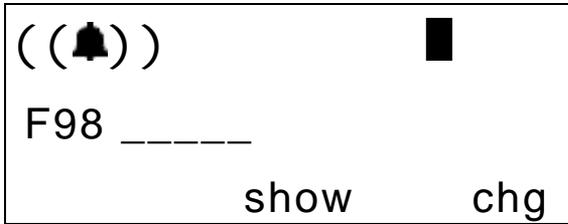
Features are separated into two distinct categories for programming onto Flexible Buttons: Directory Numbers or Feature Codes. **Note:** *Before you begin to program a feature code, you must know the feature code sequence you want to program to this button. If you do not know this sequence, first use Feature/Directory Number Lookup (Section 2.2.13, Looking Up Feature Numbers) to locate the feature and code you want to program.*

1. While the phone is idle, press *Func + # + 3*. The display responds as follows.



You are now in Feature Key programming mode.

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



3. Press the *chg* soft key. The display responds as follows.



4. To assign a directory number to this button, press *dir*. The display responds as follows.



- Enter the appropriate directory number and then press *save*. If you make a mistake, use *bksp* and *chg* to re-enter the number.
5. Or, to program a feature code, press *feat* at the Select Function display.



6. Press the *Func* button., enter the feature code you want to program to this button (for example, *Func* + 6 + # for CID table review). Then press *save*.
7. Continue programming other Flexible Feature Buttons or lift/replace the handset to exit this programming.

### 2.2.13 LOOKING UP FEATURE NUMBERS

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

1. While the extension is idle (no call activity), press *Func* + # + 5. The display responds as follows.



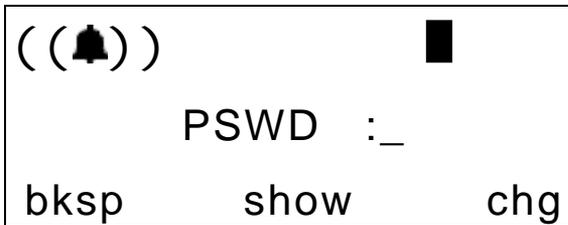
- To find a system Directory Number, press the *dir* soft key.
  - To find a system Feature Access Code, press *ftr*. Features are listed abbreviated and alphabetically.
  - To find a Suffix Code, press *suffix*. The list displays digits dialed after system resource directory numbers.
2. Use the *back* and *next* buttons to move through the display categories.

3. Use the *Hold* button to return to a previous menu level.
4. Press the *Talk* button twice to exit Feature/Directory Number Lookup.

### 2.2.14 RESETTING FLEXIBLE FEATURE BUTTONS TO DEFAULT

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

1. While the extension is idle (no call activity), press *Func + 5 + 8*. The display prompts you to enter your extension password.



2. Enter your password and then press the *show* soft key. The display asks you to confirm that you want to reset all flexible feature keys.



3. Press *go*. The system then resets all of your feature buttons and sounds a confirmation tone.

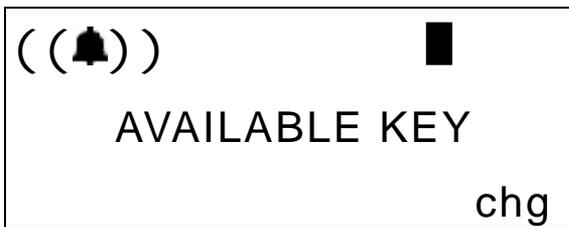
## 2.2.15 HIDDEN CODES

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.

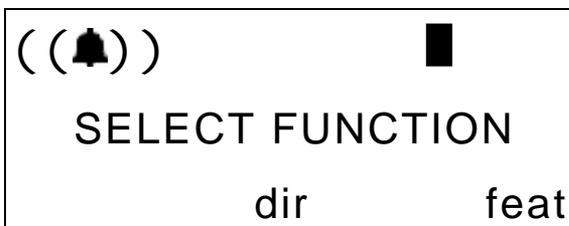
When you hear the prompt to enter your password, press your Hidden Code button.

To store a code, perform the following steps.

1. While the telephone is idle, access Flexible Feature Button Programming (*Func* + # + 3) and then press the feature button you want to store with your Hidden Code.



2. Press *chg*.



3. Press *feat*.



4. Press the four-digit code you want to store (for example, *Func* + 6 + 1).
5. Press *save*.
6. Press *Talk* to exit Flexible Feature Button Programming.

### 2.2.16 HOT KEYS

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.

To enable hot key, while the telephone is idle, press *Func* + # + 6. The display momentarily shows the feature status.



To disable hot key, while the telephone is idle, press *Func* + # + 6. The display momentarily shows the feature status.



### 2.2.17 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.

To set up hotline speed dialing, perform the following steps.

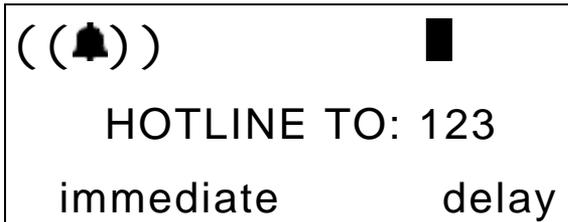
1. While the telephone is idle, press *Func* + 9 + \*. The display responds as follows.



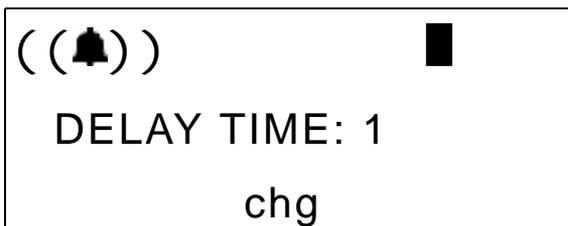
1. Press *chg*. The display responds as follows.



2. Enter the speed dial directory number or extension number to which you want to connect this extension when the handset is lifted. Then press *save*. The display responds as follows.



3. Select if this destination is to be *immediate* or *delayed*.  
If you select *immediate*, the system plays a confirmation tone.
4. If you select *delay*, the display responds as follows.



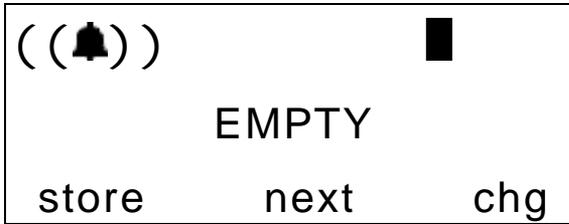
5. Press *chg* to select the delay time you want to use (in seconds).

### 2.2.18 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.

To set up a status message, perform the following steps.

1. While the extension is idle, press *Func + 9 + 0*. The display shows the first message choice (custom).



2. Press *next* until the pre-programmed message you want to use displays. To activate the message, press *store*.
3. To enter a custom message, press *chg* and then use the alpha-numeric chart and dial-pad to write the message. Press *save* when you are done.

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.”

Number Key	1 * press	2 * presses	3 * presses	4 * presses	then
2	a	b	c		
3	d	e	f		
4	g	h	i		<b>press</b>
5	j	k	l		<b>#</b>
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.

So for example to enter “mary”, enter the following keystrokes.

6\*#2\*#777\*#999\*#

## Programming Your Phone

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

<b>Number</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
<b>Key</b>	<b>press</b>	<b>presses</b>	<b>presses</b>	<b>presses</b>	<b>then</b>
2	A	B	C		
3	D	E	F		
4	G	H	I		<b>press</b>
5	J	K	L		<b>#</b>
6	M	N	O		
7	P	Q	R	S	
8	T	U	V		
9	W	X	Y	Z	

So for example to enter “Mary”, enter the following keystrokes.

6#2\*#777\*#999\*#

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

<b>First</b>	<b>Then</b>		<b>To Get</b>
<b>Press</b>	<b>Number</b>	<b>then</b>	
	<b>Key</b>		
*	1		1
*	2		2
*	3		3
*	4	<b>press</b>	4
*	5	<b>#</b>	5
*	6		6
*	7		7
*	8		8
*	9		9

So for example to enter “1846”, enter the following keystrokes.

\*1#\*8#\*4#\*6#

To deactivate a status message, while your extension is idle, press *Func* + \* + 9 + 0. The display responds as follows, and your telephone returns to idle.



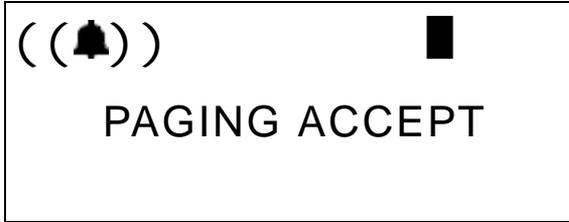
## 2.2.19 ENABLING/DISABLING PAGING AT YOUR EXTENSION

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.

1. When the extension is idle, press *Func* + # + 9. The display responds as follows.



2. Press *Func* + # + 9 again to enable page announcements at your extension.



### 2.2.20 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.

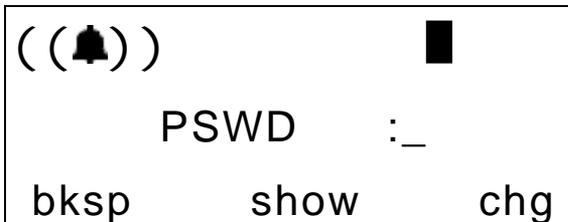
A pause appears as “P” on the display. When storing numbers in speed dial, use the feature code *Func* + 7 + 0 to insert a pause.

### 2.2.21 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.

To lock your phone perform the following steps.

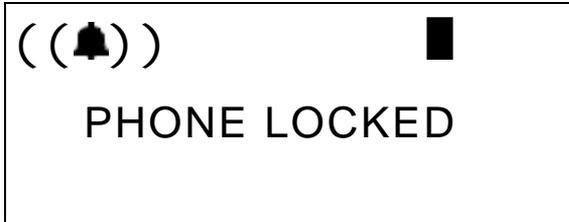
1. Press *Func* + 9 + 7. The display responds as follows.



2. Enter the current password (the factory default is 0000) and then press *show*. The display responds as follows.



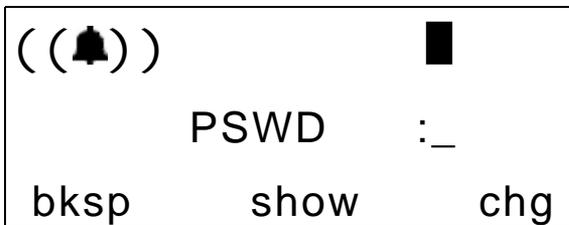
3. Press *yes*. The display responds as follows.



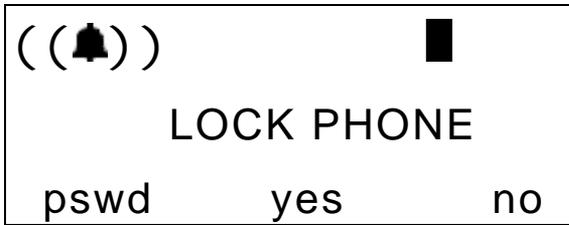
4. No outside line calls can be made at your extension.

To unlock your phone perform the following steps.

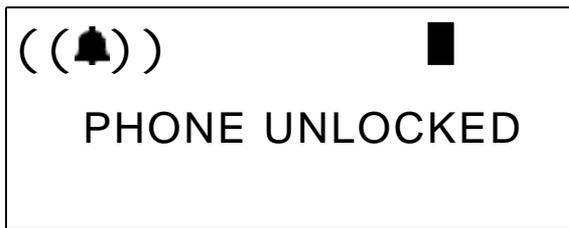
1. Press *Func* + 9 + 7. The display responds as follows.



2. Enter the current password and then press *show*. The display responds as follows.



3. Press *no*. The display responds as follows.



4. You can now make outside line calls at your extension.

## 3. MAKING CALLS

### 3.1 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 (lines 740 - 756) or outside line group (9, 800-806), 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).
2. When you hear dial tone, dial the telephone number.
3. Hang up to end the call. (Press *Talk* twice if you are using speakerphone to hang up.)

### 3.2 Making Intercom (Internal) Calls

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.

To call the attendant (operator), press *0*. This is the default (your System Administrator may have changed it).

### 3.3 Using the Speakerphone

To make a call using the hands-free speakerphone of the DX-80 Wireless phone, simply press *Speaker* without lifting the handset from the cradle. To hang up, press *Talk* twice.

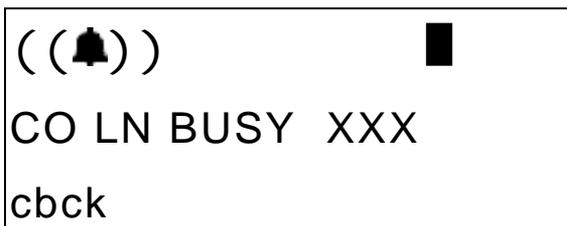
## 3.4 Using Call Back

### 3.4.1 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.

To queue a CO line for call back, perform the following steps.

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. The phone sounds a busy tone and the display reads as follows.



3. Press the *cbck* soft key or dial # on the dial pad.
4. The phone sounds a confirmation tone and the display reads as follows.



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. The display reads as follows.



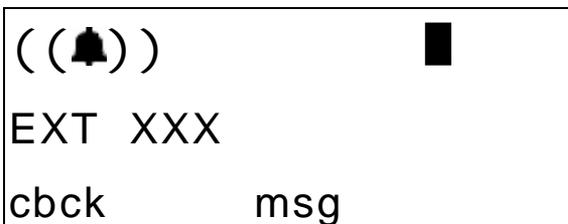
- Press *reply* to connect to the available outside line and dial as usual, or press *del* to delete the outside line callback.

### 3.4.2 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 it 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 begins when the busy extension hangs up. When you send a Call Back to an idle extension, the Call Back process begins once the other user performs an operation at that extension and then hangs up.

- Dial the extension number of the busy extension.
- If the extension you are calling is in Tone Ringing Mode, the display shows the following.



## Making Calls

---

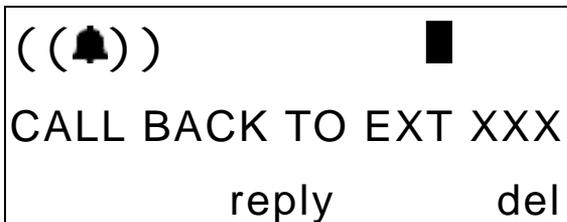
If the extension you are calling is busy, the display shows the following.



3. Press *cbck*. The phone sounds a confirmation tone and the display reads as follows.



4. Your extension returns to idle status.
5. When the Call Back begins (because the called extension is now available), your extension rings a special Call Back alert ring for 30 seconds. The display shows the following.



6. Lift the handset or press *reply* to activate the Call Back.

To cancel all active Call Backs prior to receiving Call Back Alert ringing, press *Func* + # + #.

## 3.5 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, perform the following steps.

1. Press the outside line number you want to use or dial the outside line directory number (740-755).
2. Press *Func* + 1.
3. Dial the location of the speed dial that you want to use (470-489, or 500-699).

To let the system select the outside line, simply dial the location of the speed dial that you want to use (500-699). The system uses the last outside line that you used, or any outside line in the same line group.

## 3.6 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.

To use Automatic Redial, when you place a call and receive a busy signal, hang up. Then press *Func* + 7 + 8.

### 3.7 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 choose an outside line first, press an outside line button. Then press *Func* + 8.

To let the system choose the outside line, simply press *Func* + 8.

### 3.8 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 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, that extension maintains control of the conference even though it is unsupervised.

To establish a three-party conference, perform the following steps.

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.

To establish a four-party conference, perform the following steps.

1. First establish a three party conference.
2. Press *Hold*.
3. Place the third call (internal or external).
4. Press the feature button programmed as *Conference*. The system joins the connections together. You are the controller of the conference and count as one of the four parties.
5. Hang up to end the conference.

To establish an unsupervised conference, first establish a conference with two or three outside lines. Then press *Func + 7 + 7*. The system establishes the unsupervised conference and returns your extension to idle.

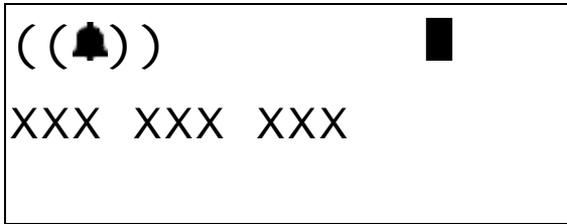
To rejoin an unsupervised conference, press *Func + 7 + 7*. The system rejoins your extension to the unsupervised conference.

### **3.8.1 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.

To **force the release of a conference member**, perform the following steps.

1. While engaged in a conference the display appears as follows.



2. Press *forced*. The display responds as follows.



3. Press *exit* to abort the operation and return to the conference.

Or...

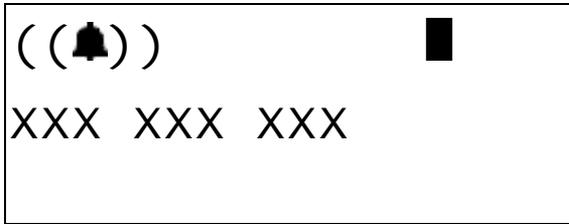
Dial the directory number (outside line number or extension number) you want to release. (You may also simply press the outside line button or DSS button of the outside line/extension you want to release.)

The system disconnects that conference member and rejoins you in conference with the remaining members.

4. Hang up when you are ready to end the conference.

To **establish a private connection with one conference member**, perform the following steps.

1. While engaged in a conference the display appears as follows.



2. Press *private*. The display responds as follows.



3. Dial the directory number (outside line number or extension number) to which you want to privately connect. (You may also simply 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.
4. You may re-establish the conference with all members by pressing the *Conference* button.  
Or...  
Hang up on the current connection and rejoin the remaining members by pressing *Hold*.
5. Hang up to end the conference/connection.

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## 4. ANSWERING CALLS

### 4.1 Answering Calls

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. *Note: The first time you press the Talk button the phone goes from hands-free to talk mode.* To end a call in talk mode just press the *Talk* button.

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

### 4.2 Caller ID

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

The DX-80 system receives Type 1 Caller ID data from the telephone company on all outside lines, and displays this data on the LCD.

1. When you answer an outside line with CID data, you can use the left LCD soft key to toggle the displayed data between *Name received* and *Number received*. For example:



2. Press the left soft key to view the telephone number.



3. Press the left soft key to return to the name display.

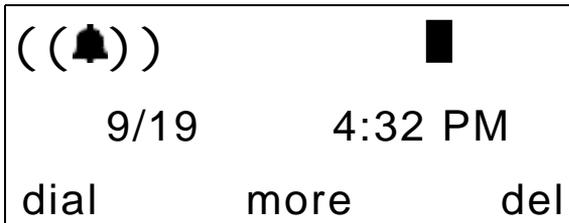
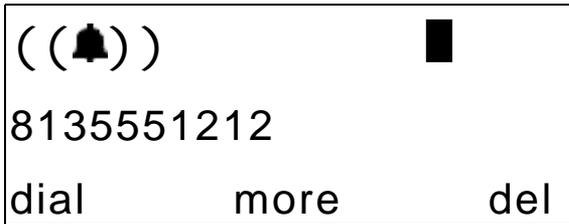
### 4.3 Retrieving Caller ID Information

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.

1. While the extension is idle (no active calls), press the CID Table code *Func + 6 + #*.
2. Enter the attendant extension password.
3. Press the *show* soft key. The display responds as follows.



4. Use the *VOL* bar (up and down) to go through the Caller ID Table. Press *Up* to review the list from the most recent. Press *Down* to review the list from the oldest recorded.  
Each logged call has three screens that you can view: Name, Number, Time and Date.
5. Press *more* to view the screens.



6. Press *del* to delete a logged call.
7. Press *dial* to dial a logged call.

## 4.4 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 \*.

Or...

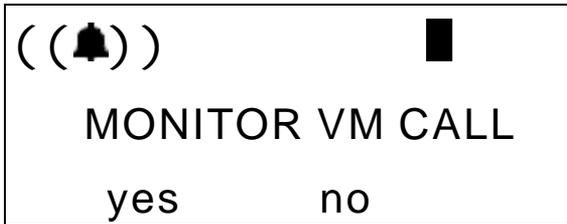
When you hear an extension in another pickup group ringing, dial that Pick Up Group number (440-447).

### 4.5 Answering Machine Emulation (Screening Incoming Calls)

Answering Machine Emulation requires the optional DX-80 Small Office (Voice Mail System).

This feature mimics the call-screening feature of an answering machine. When 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.

1. 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.
2. Press the flashing Voice Mail button. The button LED now flashes at a slower rate. The display responds as follows.



3. Press *yes* to monitor call. The LED of the voice mail button lights steady. At this time you are monitoring the caller and message in progress. The display responds as follows.



4. Press *answer* to connect to the caller and remove them from the voice mailbox. The voice mail button LED extinguishes.
5. Press *exit* to leave the caller in the voice mailbox to record their message. Your extension returns to the idle status.

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## 5. PROCESSING CALLS

### 5.1 Placing Calls on Hold

#### 5.1.1 SYSTEM HOLD

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

#### 5.1.2 HOLD – EXCLUSIVE

By using the Function button and the hold button together, you can place an outside call on private/exclusive hold. The held line appears in use at other extensions. To do this, while connected on an outside line, press *Func + Hold*.

#### 5.1.3 HOLD REMINDER

The system provides a programmable timer to remind you 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.

#### 5.1.4 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.

1. When one or multiple calls are holding at your extension, press *Hold*. The system connects you to the oldest held call.
2. Press *Hold* again to place this call on hold.
3. Press *Hold* again to answer the next-oldest held call.
4. 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.*

## 5.2 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 announce the transfer to the party to whom you are transferring the call before the transfer occurs. In unsupervised transfers, you transfer the call without making an announcement.

### 5.2.1 MAKING SUPERVISED AND UNSUPERVISED TRANSFERS

To make an unsupervised transfer, while connected to a call (outside line or intercom extension), press *Trans*. 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.* Then hang up to complete the transfer.

To make an unsupervised transfer, while connected to a call (outside line or intercom extension), press *Trans*. Dial the destination number where you want to transfer the 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.* Wait for the extension to answer your call, and then announce the transfer. Hang up to complete the transfer.

## **5.2.2 TRANSFER AND ANSWER CALL**

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 pushing one button. (This feature must be used from a feature button that has been programmed by your System Administrator.)

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

1. While on an outside line call and another call is ringing, begin the transfer process.
2. Press the programmed transfer feature button.
3. Dial the destination intercom extension number or its DSS button if applicable.
4. Press the programmed transfer feature button. The system completes the transfer and answers the ringing call.

### 5.3 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. You park and retrieve calls by dialing the Call Park code (*Func + 7 + 3*) followed by the extension number.

To park a call, perform the following steps.

1. While connected to an outside line call, press *Func + 7 + 3*, or press the feature button assigned as CALL PARK (if available).
2. Dial the extension number where you want to park this call, or press its DSS button (if applicable).

The system parks the outside line call at the extension you specified.

3. Hang up the phone or proceed with other system functions.

To pick up a parked call, perform the following steps.

1. While the phone is idle, press *Func + 7 + 3*, or press the feature button designated as CALL PARK (if available).
2. Dial the extension number where the call is parked, or press its DSS button (if applicable).
3. The system connects you to the call.

## **5.4 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.

1. While in the idle condition, lift the handset.
2. Dial the Zone Page access code (extensions) 401 - 408 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). 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 your paging announcement.
4. Hang up when finished.

## **5.5 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-80 Cordless phone enhances this high-use feature by providing a one-button access to the operation. At any DX-80 Cordless extension, you may dial # to answer a page announcement.

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



2. Press #, or *Func* + 5 + 9. The display changes to the following.



3. You are now connected to the paging party.

## 5.6 Sending Messages

A busy or unattended cordless phone 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.

## 5.6.1 SENDING A CALL ME MESSAGE

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

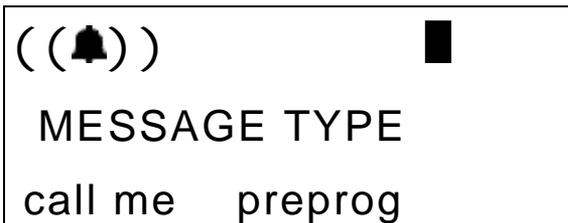


((🔔)) ■  
CALLING STA XXX  
cbck msg



((🔔)) ■  
STAXXX BUSY  
cbck msg next

2. Press *msg*. The display responds as follows.



((🔔)) ■  
MESSAGE TYPE  
call me preprog

3. Press *call me*. 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
```

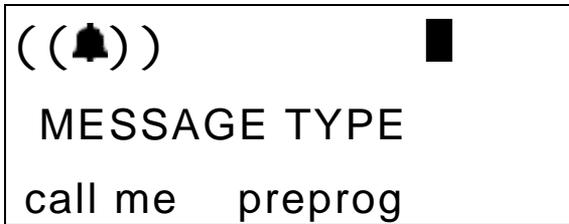
### 5.6.2 SENDING A TEXT MESSAGE

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

```
((🔔))      ■  
CALLING STA XXX  
cbck      msg
```

```
((🔔))      ■  
STAXXX BUSY  
cbck      msg      next
```

2. Press *msg*. The display responds as follows.



3. Press *preprog*. Select the text message you want to send.



4. To select from the preprogrammed list of text messages to send, press *next* until the appropriate message is displayed. Or, press *chg* to enter a custom message.



Use the following table and dial pad keys to enter the message. When you are finished entering your message, press *save* to send the message to the called extension.

## Processing Calls

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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.”

<b>Number Key</b>	<b>1 * press</b>	<b>2 * presses</b>	<b>3 * presses</b>	<b>4 * presses</b>	<b>then</b>
2	a	b	c		
3	d	e	f		
4	g	h	i		<b>press</b>
5	j	k	l		<b>#</b>
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.*

So for example to enter “mary”, enter the following keystrokes.

6\*#2\*#777\*#999\*#

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

Number Key	1 press	2 presses	3 presses	4 presses	then
2	A	B	C		
3	D	E	F		
4	G	H	I		<b>press</b>
5	J	K	L		<b>#</b>
6	M	N	O		
7	P	Q	R	S	
8	T	U	V		
9	W	X	Y	Z	

So for example to enter “Mary”, enter the following keystrokes.

6#2\*#777\*#999\*#

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

First Press	Then Number Key	then	To Get
*	1		1
*	2		2
*	3		3
*	4	<b>press</b>	4
*	5	<b>#</b>	5
*	6		6
*	7		7
*	8		8
*	9		9

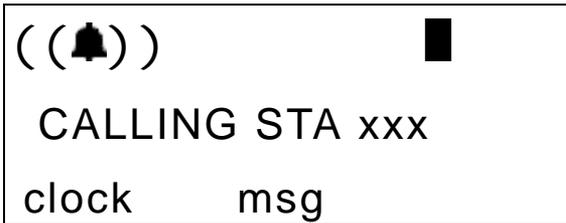
So for example to enter “1846”, enter the following keystrokes.

\*1#\*8#\*4#\*6#

### 5.6.3 SENDING A VOICE MESSAGE

*Note:* The DX-80 voice mail system is required for this option.

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



2. Press the *msg* soft key. The display changes as follows (assuming your system is equipped with DX-80 Voice Mail).



3. Press *msg*. The system immediately sends you to the DX-80 Voice Mail.

## 5.6.4 ANSWERING A MESSAGE

1. Your telephone display indicates when you have a message waiting.



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

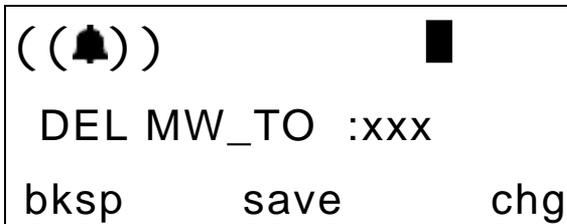


- Press *more* to review other messages left at your extension.
- Press *show* to display Text Messages.
- Press *reply* to call back the extension that left a Call Me message.
- Press *del* to delete the displayed message.

### 5.6.5 CANCELING A SENT TEXT MESSAGE OR CALL ME MESSAGE

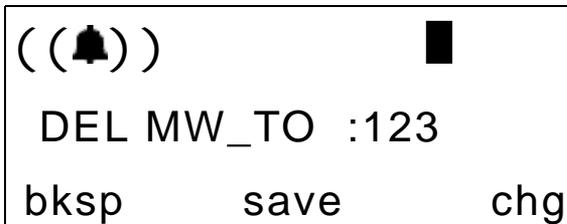
You can cancel a text or call me message that you previously sent to another extension.

1. Press *Func* + \* + 9 + 6. The display responds as follows.



The screenshot shows a rectangular display area with a black border. At the top left, there is a bell icon inside two parentheses: ((🔔)). To the right of this is a solid black square. Below this, the text 'DEL MW\_TO :xxx' is displayed. At the bottom, there are three options: 'bksp', 'save', and 'chg', each separated by a wide space.

2. Enter the extension number where you left the message. Then press *save*.



The screenshot shows a rectangular display area with a black border. At the top left, there is a bell icon inside two parentheses: ((🔔)). To the right of this is a solid black square. Below this, the text 'DEL MW\_TO :123' is displayed. At the bottom, there are three options: 'bksp', 'save', and 'chg', each separated by a wide space.

3. The system deletes the message. Press *msg*.



The screenshot shows a rectangular display area with a black border. At the top left, there is a bell icon inside two parentheses: ((🔔)). To the right of this is a solid black square. Below this, the text 'MESSAGE TYPE' is displayed. At the bottom, there are two options: 'callme' and 'preprog', each separated by a wide space.

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