DX120 Phone Guide 'Cheat Sheet'

Lights: Solid Red- In use at another phone. Flashing Red- On hold at another phone.
         Solid Green- In use at your phone. Flashing Green- On hold at your phone.

Answering Calls:
   -   Lift handset & begin speaking
   (Or to answer over the speaker, depress flashing line button & begin speaking).

Making Outside Calls:
   -   Lift handset
   -   Dial number you are calling.
   (Or to make call over the speaker, depress line button then dial number you are calling).

Making Intercom Calls:
   - Depress the preprogrammed button for the person you wish to call.

Placing calls on Hold:
   -   Depress the Hold button.
   -   To retrieve the held call - press the line button that the call is on.

Transferring Calls: (within your office) While on the call,
   -   Depress the Transfer button
   -   Depress the button for the person that your transferring the call to
   -   Hang up (or you can announce the call and then hang up).

Transferring Calls directly into someone's voice mailbox: While on the call,
   -   Depress the Voice Mail button and wait for start of greeting
   -   Depress the button for the person that the call is for
   -   Hang up.

Conferencing Calls: While on the call
   -   Depress the Hold Button
   -   Depress a line button (if conferencing in an intercom call – just press their button)
   -   Dial the number you want to conference in (skip if conferencing an intercom call)
   -   Depress the Conference button to connect all 3 parties.
You can make conference calls that involve up to 4 calls (including yourself).
*Note: if you are conferencing outside calls & intercom calls, the intercom calls must be added last.

All Page:
   -   Lift Handset
   -   Depress the All Page button
   -   Make Announcement, Hang up.

DX120 Voice Mail Guide 'Cheat Sheet'

Mail Box Numbers: Are the same as your intercom numbers

Message Notification: When you have voice mail messages, the voice mail button & the status lamp (top, far right lamp) will flash and your display will indicate how many new messages you have (i.e. 3 MSG).

Accessing Your Voice Mail Box: (from your phone)
> -Depress the VoiceMail button
> -When prompted, Enter your Password

Accessing Your Voice Mail Box: (from outside of the office, after hours)
> -Call your main number
> -When voice mail answers, press # (pound)
> -When prompted, Enter your Mailbox Number
> -When prompted, Enter your Password

To Retrieve Messages:
> -Access your voice mailbox
> -From the main menu, Press 1 'To listen to your messages'
> -Then Press 1 to listen to new messages, or press 2 to listen to saved messages.

To leave someone a voice mail message:
> -Access your mailbox
> -From the main menu, Press 2 to 'Send a Message'
> -Follow prompts to enter person's mailbox number
> -After their greeting plays, leave your message

Key Prompts:
0 = Pauses Message (0 again starts playback of message)   **1** = Replays Message
8 = Rewinds Message for 8 seconds   **9** = Fast Forwards Message for 8 seconds
2 = Saves Message   **3** = Saves Message as New   **4** = Deletes Message
61 = Forwards a copy of Message to another Mail Box

Directory:

101 -	106 -	111 -
102 -	107 -	112 -
103 -	108 -	113 -
104 -	109 -	114 -
105 -	110 -	115 -