



## **DX80 TELEPHONE SYSTEM CHEAT SHEET**

### **Answer a call:**

While phone is ringing lift handset or press the On/Off button to answer.

### **Place an outside call:**

Lift handset and dial 9 or press an available line key.

### **Place an internal call:**

Lift handset and dial extension number, or press the DSS (Direct Station Selection) key for the appropriate user.

### **Transfer a call:**

With the caller on the line press the Transfer key and dial the extension number that the call is to be transferred to, announce the call and hang up. (the caller will not hear the announcement)

### **Call Hold:**

With the caller on the line press the hold key.

### **Call Hold Retrieve:**

Press the appropriate line key.

### **Call Park:**

Press available Park button..

### **Call Park Retrieve:**

Go to any phone on the system and press the appropriate park key.

### **Do Not Disturb (DND):**

Press the DND button, to deactivate press DND again

### **Paging:**

Press All Call Page and make announcement. (to avoid excessive noise the hook switch should be depressed before placing the handset back in the cradle).

### **Redial:**

Lift the handset and press Redial or simply press redial to use the speakerphone.

### **Conference Call:**

With the caller on the line press Hold, access another line (dial 9 or press key) dial number to be added press Conference key to join parties.

### **Storing Speed Dial:**

Press Feature 1, enter bin number (470-489), press Show, Press Change, dial the phone number you want to store, Press Save. Press On/Off twice to exit.

### **Placing a Speed Dial Call:**

Dial the speed dial bin number (470-489)