

NEC DSX Telephone Training

Over View:

**Telephone Buttons, Speed Dial, Call Forwarding,
Conference Calls, Voice Mail,
Setting Date & Time**

NEC DSX

Storing Speed Dial Numbers

To store a Speed Dial number at a keyset:

Menu + 71 (for Personal)

Enter the Speed Dial location. **01-20 Select** the displayed Speed Dial location.

>> Scroll forward through the Speed Dial type choices till you get to **Group** Select the displayed **90**

by pressing **Next** Now dial the 10 digit telephone number. Then press **Next ->** to enter Speed Dial name. See Sheet.

After entering the name via the handout press **Save** to save the speed dial. Press the **Speaker** to exit programming.

Speed dials 01-10 now correspond to the 10 buttons above the line appearances. Label accordingly and use.

Call Forwarding Off Premises

To set up Call Forwarding Off Premises at a keyset:

Menu + 60 Call Forwarding sub-menus

Select to enter the Call Forwarding setup mode.

Edit to set up your Call Forwarding options. Select the Call Forwarding Type and enter the options.

Off Premise Speed Dial

Reroute your calls off premise using a number stored in your Personal Speed Dial.

1. Push **Select** then **<<** or **>>** to choose the Personal Speed Dial number.
2. Push **Next**.
3. Push **All** to forward all calls, or **Line** to forward just outside calls.
4. Push **Save** to save your setup or **Cancel** to quit without saving.

Conference

Using Conference

To set up a Conference:

1. Establish an Intercom or outside call.
2. Press **CONF**.
 - a) You hear Intercom dial tone.
 - b) Your caller hears Music on Hold (if installed) while they wait for you to set up the Conference.
3. Do one of the following:
 - a) Dial extension you want to add.
 - b) Place or answer an outside call.
 - c) Retrieve a call from Park Orbit.
4. Press **CONF** to set up the Conference.
 - a) If you cannot add additional parties to your Conference, you have exceeded the system's Conference limit.
5. Repeat steps 2-4 to add additional parties to your Conference. You can also do one of the following.
 - a) To optionally place a Conference on Hold, press **HOLD**.
 - b) To reinstate the Conference on Hold, press **CONF**
6. To exit the Conference, hang up.
 - a) The remaining parties can continue their conversation uninterrupted.
 - b) If you were in Conference with two outside lines, this may set up a Tandem Calls / Unsupervised Conference.

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Voice Mail Using the Basic Voice Mail Features

To log into your mailbox from your own phone, do one of the following:

1. Press **V-MAIL**.
2. Push **V-Mail xx (VM:xx)**.
 - a) The **xx** is the number of new messages in your mailbox.

To log into your mailbox from a co-worker's phone:

1. Press **INTERCOM** and dial **700**.
 - a) **700** is the voice mail "master number."
2. Dial **your own** extension number.

From outside, to log onto your mailbox:

1. After calling your company's Automated Attendant, (main number) dial **#** (for remote logon).
2. Dial **your own** extension number.

To log onto your mailbox while listening to your own greeting:

1. Wait for your greeting to start.
2. Dial **#** to stop the greeting.
3. Dial **#** and **your own** extension number, and then follow the voice prompts.

From outside, to go right into your co-worker's mailbox:

1. After calling your company's Automated Attendant, dial ***** (for quick message).
2. Dial **your co-worker's** extension number.

To Transfer your call to a co-worker's mailbox:

1. Do not hang up.
2. Press **TRANSFER**.
3. Press **V-MAIL**.
4. Dial your co-worker's extension number.
 - a) To check if your co-worker is at their desk before sending the call to their mailbox, dial their extension number **before** pressing **V-MAIL**.
5. Hang up.

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Voice Mail

Basic Setup of Voice Mail Box

To log into your mailbox from your own phone, do one of the following:

1. Press **V-MAIL**.
 2. Dial 0 (Main Menu of Features)
 3. Listen to your messages Dial 5
 4. Record your Greeting Dial 4
 5. Record your Name Dial 76
- Mail Box Options Dial 67**
1. To change your security code Dial 7
 2. To Set Notifications Dial 6
 3. To Turn (On/Off) Auto time stamp Dial 28

Administer Main Greeting

At Extension 301 (Reception)

Log into your mailbox from your own phone, do one of the following:

1. Press **V-MAIL**.
 2. Dial 0 (Main Menu of Features)
 3. Dial 72(System administrator functions)
 4. Dial 4 (Instructions Menu Messages)
- Enter Mail Box Number 801**
1. Dial 5 to Listen to Main Greeting before recording.
 2. Dial 7 to Record Main Greeting
 3. Dial 3 to Erase Main Greeting

Setting the System Time & Date

To set the time for your DSX Version 3 System:

1. Go to extension 301.
2. Keyset: Push **Menu + 01**.
Enter the time (HH:MM:SS, 24-hour clock).
3. Push **Save**.

To set the date for your DSX Version 3 System:

1. Go to extension 301.
2. Keyset: Push **Menu + 02**.
Enter the date (DD/MM/YYYY).
3. Push **Save**.