



Comdial® DX-120

Analog Port Codes & Operation User Guide



DX-120™ Analog Port Codes and Operation

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 101–204

Go off-hook (CO dial tone heard)
Hook flash (listen for intercom dial tone)
Dial the extension

Intercom Call with Auto Selection Not Active 101–204

Listen for dial tone and dial the extension number.

Call Brokering (handling two calls) {FLASH} + 2

While connected on a call press {FLASH} (hook-switch flash).
Dial CO Line code, wait for dial tone, and then dial second number.
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 7 9 + 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} (hook-switch flash).
Make a second call.
Press {FLASH} (hook-switch 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 hook-switch (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, 777
Dial the Page access code (400-408, then 777).

Speed Dial **Extension** 470–489,
System 500–699

Setup

Dial # , then 1, then 470-489 (speed # bin), input telephone #.
Press FLASH (hook-switch flash).

Operation – Use

Dial the Speed Dial bin (470-489, 500-699).

Alarm - Extension #92

Operation – Activate

Dial #, then 9, then 2, hhmm (24hr format), then 1 for once, or 2 to have it repeated daily.

Operation – Cancel

Dial the sequence: # * 9 2 .

Automatic Selection/Prime Line

Setting Auto Selection To a Specific Line

Go Off-Hook#951, 800-839

Dial the sequence # 9 5 1, then Line Directory Number (800-839)

Confirmation Tone Heard

Go On-Hook

Setting Auto Selection For a Specific Line Group

#951, 9 or 740–746

Go Off-Hook

Dial the sequence # **9 5 1** then Line Group Directory Number (9, or 740-746)

Confirmation Tone Heard

Go On-Hook

Cancelling Auto Selection

#950

Go Off-Hook

Hook Flash (receive intercom dial tone)

Dial # 9 5 0-(confirmation tone heard)

Go On-Hook

Call Forward - Extension

#2

Operation – Activate

Call Forward may be invoked for several operation modes. Each mode may also be invoked: 1 = CO calls only, 2 = CO and Intercom calls, 3 = Intercom calls only.

Immediate Forward: dial # 2 2, (ext #), 1 / 2 / 3 option.

Busy Forward: dial #21, (ext #), 1 / 2 / 3 option.

No Answer Forward: dial # 2 4, (ext #), 1 / 2 / 3 option, t^1 , t^2 .

($t^1 + t^2$ are time settings. t^1 is - time the first call to your extension following inactivity at your extension will ring before forwarding. t^2 is the time all calls after the first to your extension will ring before forwarding.)

Follow Me Forward: dial # 2 3, (your ext #), 1 / 2 / 3 option, your extension password. (Calls to your extension will ring at this ext.)

Follow To Forward: Dial # 2 5, (ext #), 1 / 2 / 3 option.

Operation – Cancel Forward

Cancel Immediate Forward: dial # * 2 2.

Cancel Busy Forward: dial dial # * 2 1.

Cancel No Answer Forward: dial dial # * 2 4.

Cancel Follow Me Forward: dial dial # * 2 3.

Cancel Follow To Forward: dial dial # * 2 5.

Do Not Disturb

#4

Dial # 4. Repeat to clear.

Extension Password

#97

Dial # 9 7, password (0 0 0 0 - zeros set at factory), then input new password.

Hotline

#9*

Operation – Setup

Dial # 9 *, ext # or speed bin #, 0–9 (0–9 seconds delay).

Whenever the telephone is taken off-hook, this destination is called.

Operation – Cancel

Lift the handset, momentarily press the hook switch (FLASH), then dial # * 9 *.

Phone Lock/Unlock

#97

Dial # 9 7, extension password, then # for lock or * unlock.

Reset DND and Call Forward

#69*

Dial # 6 9 * and wait for the confirmation tone to cancel DND and Call Forward modes.

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 # 7 3 + extension number where call is parked.	
Call Pick Up	*, 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} (hook-switch flash). Hang up. The line is placed on System (Common) hold.	
Retrieve a call on hold:	
Press {FLASH} (hook-switch flash).	
Intrusion - Extension/CO Line	8
When you dial an extension that is busy, dial 8.	
Meet Me Page	#59
While a page is currently in progress, dial #, then 59.	

Set:

When you have called an extension and wish to leave a message, press # 9 6.

Cancel:

Dial # * 9 6, then the ext number of where your message was previously left.

Monitor - Extension/CO Line {Privacy Alert!}

1

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

OHVA – Extension

0

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

Pulse to DTMF Conversion

*

After a Dial Pulse (rotary) 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 ring by pressing *.

Transfer

While connected on a call (CO Line or intercom extension), press {FLASH} (hook switch flash).

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.

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