

NEC DSX Instructions



Check Voice Mail

- 1) Press V-MAIL
- 2) Press the button under Lstn on the screen
- 3) The options while listening to the messages
 - a. Next to skip message
 - b. Rpt to repeat message
 - c. Erase to erase message
 - i. These option appear on the screen. Hit the button below the words to use features.

Transfer Messages into You Are Listing to Into another Mailbox

- 1) While listening to message dial 63
- 2) Press the button under the word Skip
- 3) Enter the mailbox number to send the message to
- 4) Press the button under the word Send to send the message to the other mailbox

To Transfer Outside Caller into a Mailbox

- 1) With caller on a call press the Transfer Button
- 2) Press the V-Mail Button
- 3) Either press the persons 3 digit Extension or their one touch button on your phone.
- 4) Hang up

To Make a Conference Call

To make a conference call with you and 2 outside callers

- 1) Make or receive the 1st call
- 2) Press the CONF button
- 3) Make another outside call
- 4) Press Conference Button and it will complete the call

To make a conference call with 2 inside parties and one outside caller

- 1) Make or receive the 1st call
- 2) Press the Conf button
- 3) Dial the Intercom number of the person you want to add
- 4) The other inside party must pick up the handset to complete transfer
- 5) Press Conference button

To Change Your Main Greeting

- 1) Press V-Mail
- 2) Press 72 to enter Admin Options
- 3) Press the button under Instr
- 4) Enter 801 for your day greeting
- 5) Press the button under Rec to record the greeting
- 6) Hang up when done

To change Personal Greeting

- 1) Press V-MAIL Button
- 2) Press the button under the word greet
- 3) Press the button under the word Gr1
- 4) Press the button under the word Rec to record the greeting
- 5) Hang up when done

To Set a Different Greeting to Play (Example : Holiday Greeting, Out to Lunch)

- 1) Press V-MAIL Button
- 2) Press the button under the word greet
- 3) Press the button under the word Gr1, Gr2, Gr3 to select the greeting to be played
- 4) Press 2 to make the greeting active