Cheat Sheet for SBX IP 320

Voice Mail

Password Registration;
Press up then press 1,4,Next,Ok.
(Default password is station number)
Enter Default (Current) Password then press HOLD/SAVE.
Now enter new Password then press HOLD/SAVE.

Recording Your Name;
Lift the handset.
Press TRANS/PGM.
Press 6,*
At the prompt/tone press #
Record your name.
Press HOLD/SAVE to complete and save recording.

Recording Your Greeting;
Lift the handset.
Press TRANS/PGM.
Press 6,1
At the prompt/tone press #
Record your name.
Press HOLD/SAVE to complete and save recording.

Access Voice Mail From Outside Office;
Dial main number.
At main greeting press 8 (or V for Voice Mail).
At the prompt enter your extension number.
Enter your password, then press #.
Follow the prompts.

Cheat Sheet for SBX IP 320

Speed Dials / Flex Buttons

To Program Station Speed Dials;
Press up then press 3
Enter SPD BIN number (000-099)
Dial 1+area code then the 7 digit number
Press HOLD/SAVE to complete.
At this time you may enter a name for the bin# you are programing.
Using the letters on the keypad.
Press HOLD/SAVE to complete.

To Erase Station Speed Dial Bin;
Press up then press 3
Enter SPD BIN number (000-099)
Press DELETE soft key.

To Program a Speed Dial Button;
Press TRANS/PGM then press button to program.
Press SPEED button dial the SPD BIN number(000-099)
Press HOLD/SAVE to complete.

Flex Button Programing;
Press TRANS/PGM then press button to program.
Press TRANS/PGM again dial feature code.
Press HOLD/SAVE to complete.

Cheat Sheet for SBX IP 320

Forwarding Your Phone

To Forward Your Phone;
Press SPEAKER.
Press FWD to access the Forward settings.
Enter the Forward type and the destination.(0-9)

0= Follow Me Forward. (In office to another extension.)
1= Unconditional Forward. (In office to another extension.)
2= Busy Forward. (In office to another extension.)
3= No Ans Forward. (In office to another extension.)
4= Busy and No Ans Forward. (In office to another extension.)
5= Unconditional Forward To Off Net. (Outside Number Destination.)
6= No Ans Forward To Off Net. (Outside Number Destination.)
7= N/A
8= Unconditional Forward To Off Net Assigned Line.
9= No Ans Forward. (Outside Number Destination.)

To Forward Your Phone To An Outside Number; ex, Home, Cell...
Press SPEAKER.
Press FWD to access the Forward settings.
Press 5 for unconditional Forward To Off Net.
Enter the SPD-BIN that corresponds to the number to which you want your calls to go to. (see Speed Dials)
(A confirmation tone will sound, and the DND LED will begin to flash.)

Cheat Sheet for SBX IP 320

Attendant Features Station 100

Recording Main Greeting;
Press TRANS/PGM,0,6
Enter SYS NUM 001
At the prompt/tone press #
Record the Attendant Greeting
Press HOLD/SAVE to complete and save recording.

To Program System Speed Dials;
Press up then press 3
Enter SPD BIN number (2000-2499)
Dial 1+area code then the 7 digit number
Press HOLD/SAVE to complete.

Set Time / Date;
Press TRANS/PGM,0,4,1
Enter date and time ex.(MM/DD/YY).
Press HOLD/SAVE.
Enter time ex.(HH:MM).
Press HOLD/SAVE.