PROGRAMMING

Autodials

- 1. Press ITCM * * 1.
- 2. Press a programmable button (memory location).
- 3. Select line button or line group (1 4) for an outside number, or ITCM for a feature code.
- Dial number or feature code to be stored (up to 16 digits).
 - Digits 0-9, *, # can be stored.
 - · Hookflash can be stored by pressing TAP.
 - · Pause can be stored by pressing HOLD.
- Press TRANS/CONF and repeat steps 2-4 to program another autodial button, or press MNTR (SPKR) to quit.
- 6. Log secondary stored numbers in directory.

Station Speed Dial

- 1. Press ITCM * * 2.
- 2. Press programmed keypad digit (0-9).
- 3. Repeat steps 3 through 6 as detailed above.

DSS

- 1. Press ITCM * * 3.
- 2. Press programmable button.
- 3 Dial extension.
- 4. Repeat 2 and 3 as required.
- 5 Press MNTR (SPKR) to quit.

Auto-Redial

- 1. Press ITCM * * 1.
- 2. Press programmable button.
- 3. Press #.
- 4. Press MNTR (SPKR) to quit.

Response Messaging

- 1. Press ITCM * * 1.
- 2. Press a programmable button.
- 3 Press 5.
- 4. Dial message location number (0-9).
- 5. Press MNTR (SPKR) to quit.

SECONDARY MEMORY DIRECTORY		
		

PERSONAL SPEED DIAL BUTTONS

4)	(2ABC)	(2.
1 /	(Zabc)	(3 "
		<u> </u>

Lgнı)	(5 JKL)	(SMN
		<u> </u>



-X-)	(OPR)	(#)
$\sim \sim 1$		\ '' \

PERSONAL	SPEED DIAL
1	6
2	7
3	8
4	9
5	0

FEATUR	RE ACCESS C	ODES
Feature	To turn on	To turn off
Attendant	ITCM 0	
Automatic Callback	ITCM Ext. * 6	ITCM#6
Background Music	ITCM * 1	ITCM#1
Call Forwarding All Calls Personal	ITCM * 5 ITCM * 0 5	ITCM#5 ITCM#05
Call Pickup Directed Group	ITCM * 4 + Ringing extension ITCM # 4	
Call Waiting	ITCM Ext. * 0 1	Hang up
Executive Override	ITCM Ext. * 03	
LCD Messaging	ITCM * 0 2, 0-9 MNTR (SPKR)	ITCM#02
Line Group 1 Line Group 2 Line Group 3 Line Group 4	ITCM 9 ITCM 81 ITCM 82 ITCM 83	
Line Group Queue	ITCM (Group Code) * 8	iTCM#8
Message Waiting	ITCM * 3	#3
Night Answer	ITCM 80	
Paging: Zone 1 Paging Zone 2 Paging Zone 3 Paging All-Call Paging Meet-me Paging	ITCM 84 ITCM 85 ITCM 86 ITCM 87 ITCM 88	
Personal Ring Tones	ITCM * * 4 + 1 (Tone 1) ITCM * * 4 + 2 (Tone 2) ITCM * * 4 + 3 (Tone 3) ITCM * * 4 + 4 (Tone 4)	
Response Messaging	Programmed Button	
Station-to-station Messaging	ITCM Ext. * 7	ITCM # 7, Ext.
System Speed Dialing	* 01-99	
Voice Announce Blocked	Programmed button or ITCM * 2	ITCM#2

CONDIAL Charlottesville, Virginia 22906-7266

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ExecuTech 2000 Telephone System

Station User's Guide

This user's guide is applicable for the following telephone models:

6600E-xx Rev. D and later 6614E-xx Rev. C and later 6614T-xx Rev. I and later 6620E-xx Rev. D and later 6620T-xx Rev. I and later 6700S-xx All Revs. 6702X-xx All Revs. 6706X-xx All Revs. 6714X-xx All Revs.

COMDIAL

ANSWERING CALLS

Standard

- Lift handset.
- Press flashing line or ITCM button
- Talk.

Speakerphone

- · Press flashing line or ITCM button.
- Talk.

Station with Ringing Line Preference

With calls ringing at this station,

- Lift handset.
- Talk.

Call Pickup - Directed

- Press ITCM * 4.
- Dial station number (of ringing station).

Call Pickup - Group

Press ITCM # 4.

MAKING CALLS

Standard

- Lift handset.
- · Select line or ITCM button.
- · Dial number or press autodial button.
- Talk.

Speakerphone

- · Press line or ITCM button.
- Dial number or press autodial button.
- Talk.

Voice Announce

- Lift handset.
- Press DSS (or press ITCM and dial station number).
- · Make announcement.

Line Group Access

- · Lift handset.
- · Press ITCM.
- · Press Group Access Code:
 - Group 1
 - 81 Group 2
 - 82 Group 3
 - 83 Group 4
- Dial telephone number.

Station Speed Dial

While station is idle.

Press keypad digit 0 - 9 (see directory).

System Speed Dial

While station is idle.

 Press * and two digit memory location (see attendant for system speed dial list).

Last Number Redial

While station is idle.

Press #.

Auto-Redial

While station is idle.

· Press assigned auto-redial button (refer to programming instructions on back of this page).

TRANSFERRING LINE CALLS

Screened Transfer

- Press TRANS/CONF.
- · Press DSS (or press ITCM and dial station number).
- When intercom party answers, announce
- · Hang up handset.

Unscreened Transfer

- Press TRANS/CONF.
- Press DSS (or press ITCM and dial station number).
- Hang up.

CONFERENCING

Multiline conference (2 external parties, 1 internal party)

To set up,

- Establish first outside call and press TRANS/CONF.
- · Establish second outside call and press TRANS/CONF.
- Talk.

Add-on conference (1 external party, 2 internal parties)

- Establish outside call
- Press TRANS/CONF.
- · Dial extension number of intercom party or press DSS.
- · Wait for answer.
- · Press TRANS/CONF (a three-way connection is established).

Three-Way Conference (three intercom parties)

To set up,

- · Establish first intercom call.
- Press TRANS/CONF.
- Establish second intercom call
- Press TRANS/CONF. Conference is active.

To remain active with one conferee,

Stay on line when one party hangs up.

HOLD

To set.

- While on line, press HOLD for regular HOLD.
- . While on line, press HOLD + HOLD for exclusive HOLD.

To retrieve, press flashing line button.

Direct Station Hold

(Park a call to a station)

To set.

- · While on line, press ITCM (outside call placed on hold).
- Press * 90 + extension number for station to receive park.

To retrieve from the park receiving extension, press # 90.

Call Park

To set.

- While on line, press ITCM.
- Press *.
- Select a park zone (91 99).

To retrieve (from any station).

- Press ITCM.
- Press #.
- Select a park zone (91 99).

PAGING

Zone

To originate,

- · Lift handset.
- Press ITCM + zone number (84, 85, 86).
- Make announcement.
- · Stay on page (if waiting for answer back).

All-Call

To originate,

- · Lift handset.
- Press ITCM + 87.
- Make announcement.
- Stay on page (if waiting for answer back).

Meet-Me Page (Answerback of Page)

- · Lift handset (of nearest station).
- Press ITCM + 88.
- Talk.

External

- · Lift handset.
- Dial assigned page access code.

-or-

Press page button.