

**Autodials**

1. Press **ITCM**.
2. Press **TRANS/CONF**.
3. Press programmable button (memory location).
4. Select line button, or line group (1 - 4), or **ITCM**.
5. Dial number or feature code to be stored (up to 16 digits).

NOTE: • Digits 0-9, \*, # can be stored.

- Hookflash can be stored by pressing **TAP**.
- Pause can be stored by pressing **HOLD**.

6. Press **TRANS/CONF** and repeat steps 3-5 to program another programmable button or press **MNTR (SPKR)** to quit.
7. Log stored numbers on telephone index card.

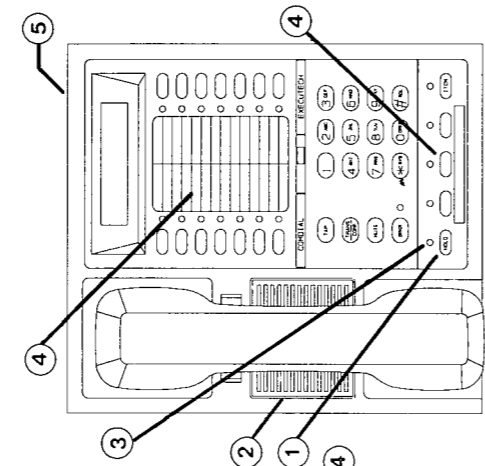
**Station Speed Dial**

1. Press **ITCM**.
2. Press **TRANS/CONF**.
3. Press a programmable keypad digit (0 through 9).
4. Repeat steps 4 through 6 as detailed above for autodials.

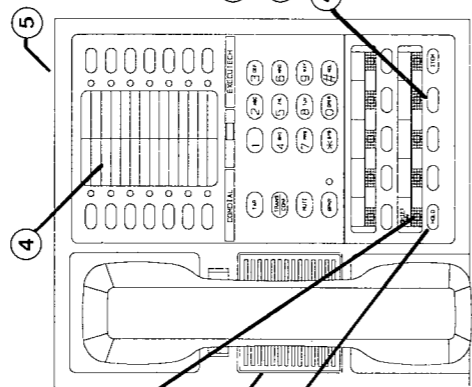
**DSS**

1. Press **ITCM 85**.
2. Press programmable button.
3. Dial extension.
4. Repeat 2 and 3 as required
5. Press **MNTR (SPKR)** to quit.

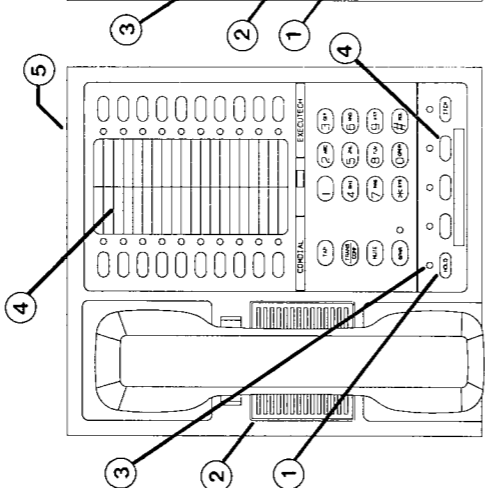
- ① Hold/Shift Button
- ② Speaker
- ③ Message Waiting Light
- ④ Programmable Buttons
- ⑤ Ringer Volume Control



5x14 LCD Speakerphone (6600E)



10x14 Image - Multiline Telephone (6614E, 6614T)



5x20 Image - Multiline Telephones (6620E, 6620T)

Typical ExecuTech Multiline Telephones

FEATURE		DIALING CODE	
All Call Page		ITCM 50	
Attendant Calling		ITCM 010 or 0	
Automatic Call Back	Activate	88	
	Cancel	87	
Automatic Redial		# #	
Background Music	On	ITCM 45	
	Off	ITCM 46	
Call Forward	Set	ITCM 54 Ext	
	Cancel	ITCM 55	
Call Messaging Light	Activate	86	
	Cancel	ITCM 43 Ext	
Call Messaging Display	Msg. 1	ITCM 56 1	
	Msg. 2	ITCM 56 2	
	Msg. 3-10 (if avail.)	ITCM 56 3-10	
	Cancel	ITCM 56	
Call Park	Park Call	Orbit 1	ITCM 61
		Orbit 2	ITCM 62
		Orbit 3	ITCM 63
		Orbit 4	ITCM 64
	Pickup Call	Orbit 1	ITCM 71
		Orbit 2	ITCM 72
		Orbit 3	ITCM 73
		Orbit 4	ITCM 74
Call Pickup		ITCM 49 Ext	
Call Waiting Tone	Send	89	
	Cancel	Hang Up	
Do Not Disturb	Set	MNTR (SPKR)	
	Cancel	MNTR (SPKR)	
Executive/Attendant Override		77	
Line Group Access	Group 1	ITCM 9	
	Group 2	ITCM 82	
	Group 3	ITCM 83	
	Group 4	ITCM 84	
Meet Me Answer (Paging)		ITCM 44	
Message Waiting	Set	ITCM 42 Ext	
	Cancel from Idle	ITCM 43 Ext	
	Cancel On Line	HOLD	
	Retrieve Message	ITCM HOLD	
Night Transfer	On	ITCM #	
	Off	ITCM #	
Personal Ring	Tone 1	ITCM 66	
	Tone 2	ITCM 67	
	Tone 3	ITCM 68	
	Tone 4	ITCM 69	
Pulse/Tone Switching		# (during dialing)	
Redial (Last number dialed)		#	
Saved Number Redial (Press SAVE to store)		HOLD SAVE	
Speed Dial	Station	1-0	
	System	* 10-59	
Trunk Queuing	Direct Appearance	HOLD + Line But.	
	Group Appearance	ITCM (group) 88	
	Cancel	ITCM 87	
Voice Signalling Block	On	ITCM 47	
	Off	ITCM 48	
Zone Page	Zone 1	ITCM 51	
	Zone 2	ITCM 52	
	Zone 3	ITCM 53	

—COMV6-015

**COMDIAL**

Charlottesville, Virginia 22906-7266

# ExecuTech II 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.

## 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** and dial **49**.
- Dial station number (of ringing station).

## 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:

<b>9</b>	Group 1
<b>82</b>	Group 2
<b>83</b>	Group 3
<b>84</b>	Group 4
- Dial telephone number.

### Station Speed Dial

While station is idle,

- Press keypad digit **0 - 9** (reference telephone index card).

### 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 **##**.

## HOLD

To set,

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

To retrieve,

- Press flashing button.

### Call Park

To set,

- While on line, press **ITCM**.
- Select a park zone (**61 - 64**).

To retrieve (from any station),

- Press **ITCM**.
- Select a park zone (**71 - 74**).

## TRANSFERRING LINE CALLS

### Screened Transfer

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

### 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).

## PAGING

### Zone

To originate,

- Lift handset.
- Press **ITCM + zone number** (**51, 52, or 53**).
- Make announcement.
- Stay on page (if waiting for answerback).

### All-Call

To originate,

- Lift handset.
- Press **ITCM 50**.
- Make announcement.
- Stay on page (if waiting for answerback).

### Meet Me Page

(Answerback of Page)

- Lift handset (of nearest station).
- Press **ITCM 44**.
- Talk.

### External

- Lift handset.
- Dial assigned page access code.

-OR-

- Press page button.