STATION SPEED DIAL RECORD **PROGRAMMING** Auto Dials _____ 1. Press ITCM * * 1 2. Press Auto dial softkey (memory location). 2 _____ 3. Select line key, line group (1 - 4), or ITCM. 3 _____ 4. Dial number to be stored (up to 15 digits for Model XE System and 16 digits for Model 4 2000 System). 5 _____ NOTE: • Digits 0-9, *, # can be stored Hookflash can be stored by pressing TAP. · Pause can be stored by pressing HOLD. 7 ______ 5a. Press T/C (TRANS/CONF) and repeat steps 8 _____ 2-4 to program another autodial softkey. -or-9 5b. Press SPKR to quit. 6. Log all stored numbers on back of this user quide. **AUTO DIAL RECORD** Station Speed Dial 1. Press ITCM * * 2. 2. Press a softkey keypad digit (0 through 9). 3. Repeat steps 3 through 6 as detailed above (Auto Dials). DSS 1. Press ITCM * * 3. 2. Press softkey. 3 Dial extension. 4. Repeat 2 and 3 as required 0 _____ 5 Press SPKR to quit. AUTO REDIAL KEY

1. Press ITCM * * 1.

3. Press #.

2. Press desired softkey.

4. Press SPKR to quit.

FEATURE ACCESS CODES

Attendant = ITCM 0 Background Music = ITCM *1 (ON) #1 (OFF) Voice Announce Blocked = ITCM #2 (OFF) *2 (ON) Call Pickup-Directed = ITCM *4 + Ringing ext. Call Pickup-System (group) = ITCM Personal Ring Tones = + 2 (Tone 2) + 3 (Tone 3) + 4 (Tone 4)

MODEL XE SYSTEM ONLY

Zone 1 Paging = ITCM 4
Zone 2 Paging = ITCM 5
Zone 3 Paging = ITCM 6
All Call Paging = ITCM 7

MODEL 2000 SYSTEM ONLY

Primary Trunk Group 1 Secondary Trunk Group 2 = ITCM Secondary Trunk Group 3 = ITCM Secondary Trunk Group 4 = ITCM Message Waiting = ITCM *3 (ON) #3 (OFF) Automatic Call Back = ITCM #6 (OFF) LCD Messaging #7 (OFF) = ITCM *7 (ON) Line Goup Queue = HOLD + Line Key Trunk Group Queue = ITCM *8 (ON) #8 (OFF) Night Answer = ITCM Zone 1 Paging = ITCM Zone 2 Paging = ITCM Zone 3 Paging = ITCM Meet-Me Paging = ITCM All Call Paging = ITCM Call Waiting = ITCM ***01** (ON) **#01** (OFF) Station-to-Station Messaging = ITCM *02 (ON) #02 (OFF) Call Forwarding - All Calls = ITCM ***5** (ON) #5 (OFF)

COMDIAL

ExecuTech Model XE And Model 2000 Telephone Systems

Station User's Guide

COMDIAL

= ITCM

Charlottesville, Virginia 22906-7266



Call Forward - Personal

3CA 70-115.02 9/89

*05 (ON) #05 (OFF)

ANSWERING CALLS

Standard

- Lift handset.
- Press flashing LINE or ITCM key
- · Talk.

Speakerphone

- Press flashing LINE or ITCM key.
- Talk.

Station with Ringing Line Preference

With calls ringing at this station.

- Lift handset.
- Talk.

Call Pickup - Directed

- · ITCM.
- *** 4**.
- Station number (of ringing station).

Call Pickup - System (Group)

- · ITCM.
- #4.

MAKING CALLS

Standard

- Lift handset.
- Select LINE or ITCM key.
- Dial number or press auto dial key.
- · Talk.

Speakerphone

- Press LINE or ITCM key.
- · Dial number or press auto dial key.
- Talk.

NOTE: Selecting Autodial/Speed Dial/or DSS eliminates need for: select LINE or ITCM + dial no.

Voice Announce

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

Line Group Access (Model System 2000 Only)

- · Lift handset
- Press ITCM

9

- Press Group Access Code:
 - Group 1
 - 34 Group 2
 - 85 Group 3
 - 86 Group 4
- Dial telephone number

Station Speed Dial

While station is idle.

• Press keypad digit **0** - **9** (see Number Record on back of this page).

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 key (refer to programming instructions on back of this page).

TRANSFERRING LINE CALLS

Screened Transfer

- Press T/C (TRANS/CONF).
- Press DSS (or dial intercom party station number).

When intercom party answers,

· Hang up handset (or speaker off).

Unscreened Transfer

- Press T/C (TRANS/CONF).
- Press DSS.
- Hang up.

CONFERENCING

Multiline conference (2 external parties, 1 internal party)

To set up,

- Establish first outside call and press T/C (TRANS/CONF).
- Establish second outside call and press T/C (TRANS/CONF).
- Talk.

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

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

HOLD

To set,

- While on line, press HOLD (regular HOLD).
- While on line, press **HOLD** + **HOLD** (exclusive HOLD).

To retrieve

Press flashing held LINE key.

Direct Station Hold (Model 2000 System Only)

(Park a call to a station)

To set,

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

To retrieve

• From the park receiving extension, press #90.

Call Park (Model 2000 System Only)

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.

Model 2000 System	XE Syste
84 (Zone 1)	4
85 (Zone 2)	5
86 (Zone 3)	6

- Make announcement
- Stay on page (if waiting for answerback)

All Call

To originate,

- Lift handset
- Press ITCM, 87 (Model 2000 System),
 7 (Model XE System)
- Make announcement
- Stay on page (if waiting for answerback)

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 key.