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FEATURE ACCESS CODES

| 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 # 0 5 |
| Call Pickup Directed Group | ITCM * 4 + Ringing extension ITCM # 4 | |
| Call Waiting | ITCM Ext. * 0 1 | Hang up |
| Executive Override | ITCM Ext. * 0 3 | |
| LCD Messaging | ITCM * 0 2, 0-9 MNTR (SPKR) | ITCM # 0 2 |
| 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 |

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

Charlottesville, Virginia 22906-7266

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:

| | |
|----|---------|
| 9 | 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 call.
- 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.

