PROGRAMMING

Autodials

1. Press **ITCM ✳ ✳ 1**.
2. Press a programmable button (memory location).
3. Select line button, line group (1 - 4), or ITCM.
4. 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**.

5a. Press **TRANS/CONF** and repeat steps 2-4 to program another autodial button.

-or-

5b. Press **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 **SPKR** to quit.

Auto Redial

1. Press **ITCM ✳ ✳ 1**.
2. Press programmable button.
3. Press **#**.
4. Press **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 **SPKR** to quit.

SECONDARY MEMORY DIRECTORY

	‹

PERSONAL SPEED DIAL BUTTONS

(1) (2 ABC) (3 DEF)
(4 GHI) (5 JKL) (6 MNO)
(7 PRS) (8 TUV) (9 WXY)
(✳) (0 OPR) (#)

PERSONAL SPEED DIAL

	1		6
	2		7
	3		8
	4		9
	5		0

FEATURE ACCESS CODES

To turn a feature off, precede the code with ITCM.

Attendant = **ITCM 0**		
Automatic Callback = **ITCM Ext. ✳6** (ON)	**#6** (OFF)	
Background Music = **ITCM ✳1** (ON)	**#1** (OFF)	
Call Forwarding - All Calls = **ITCM ✳5** (ON)	**#5** (OFF)	
Call Forwarding - Personal = **ITCM ✳05** (ON)	**#05** (OFF)	
Call Pickup-Directed = **ITCM ✳4** + Ringing ext.		
Call Pickup-Group = **ITCM #4**		
Call Waiting = **ITCM Ext. ✳01** (ON)	**Hang up** (OFF)	
Executive Override = **ITCM Ext. ✳ 3**		
LCD Messaging = **ITCM ✳02 (0-9)** (ON)	**#02** (OFF)	

Line Group 1 =	**ITCM**	**9**
Line Group 2 =	**ITCM**	**81**
Line Group 3 =	**ITCM**	**82**
Line Group 4 =	**ITCM**	**83**

Line Group Queue =	**ITCM**	**(Group Code) ✳8** (ON)
		#8 (OFF)
Message Waiting =	**ITCM**	**✳3** (ON) **# 3** (OFF)
Night Transfer = **ITCM 80**		

Paging:

Zone 1 Paging =	**ITCM**	**84**
Zone 2 Paging =	**ITCM**	**85**
Zone 3 Paging =	**ITCM**	**86**
All Call Paging =	**ITCM**	**87**
Meet-Me Paging =	**ITCM**	**88**
External Page =	**ITCM**	**89**

Personal Ring Tones = **ITCM**	**✳ ✳ 4**	**+ 1** (Tone 1)
		+ 2 (Tone 2)
		+ 3 (Tone 3)
		+ 4 (Tone 4)
Station-to-Station Messaging = **ITCM**		**Ext. ✳ 7** (ON)
		# 7, Ext. (OFF)
System Speed Dialing =		**✳ 01-99**
Voice Announce Blocked =		Programmed button **or**
ITCM		**✳ 2** (ON) **#2** (OFF)

ExecuTech 2000 Telephone Systems

Quick Reference Guide

COMDIAL

Charlottesville, Virginia 22906-7266

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

- ITCM.
- * 4.
- Station number (f ringing station).

Call Pickup - System (Group)

- 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.

  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

- 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 dial intercom party station number).

When intercom party answers,

- Hang up handset (or speaker off).

Unscreened Transfer

- Press TRANS/CONF.
- Press DSS.
- 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 ITCM 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 (regular HOLD).
- While on line, press HOLD + HOLD (exclusive HOLD).

To retrieve, press flashing held 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.