

PROGRAMMING

Personal Speed Dials

1. Press **ITCM * * 1**.
2. Press a programmable button (memory code location).
3. Select line button or dial line group 01 - 16.
4. Dial number 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**.
5. 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.

DSS and Feature Codes

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

Response Messaging

1. Press **ITCM * * 6**.
2. Press a programmable button.
3. Dial message location number (01-30).
4. Press #.
5. Press **MNTR (SPKR)** to quit.

Personal Speed Dial Numbers (Upper Button Grouping)

1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

Personal Speed Dial Number (Keypad Buttons)

0		5	
1		6	
2		7	
3		8	
4		9	

Personal Speed Dial Numbers (Lower Button Grouping)

1		6	
2		7	
3		8	
4		9	
5		10	

FEATURE ACCESS CODES

All-Call Page		ITCM 70
Attendant Calling		ITCM 0
Automatic Callback/ Call Waiting	Active Cancel	ITCM * 6 ITCM # 6
Automatic Redialing		Programming Button
Background Music	On Off	ITCM * 11 or 12 ITCM # 1
Call Forward	Personal Cancel All Calls RNA-All Calls RNA-Personal Cancel	ITCM * 51 Ext. ITCM # 5 ITCM * 52 Ext. * 54 * 53 ITCM # 5
Call Park	Orbit 91-99 Pick Up	ITCM * (91-99) ITCM # (91-99)
Call Pickup	Directed Group	ITCM * 4 Ext. ITCM # 4
Executive Override		ITCM * 03
Hold	Manual Exclusive	HOLD HOLD, HOLD
LCD Messaging	Set	ITCM * 02 Message #
Line Group Access	Group 1 Group 2 Group 3 Group 4 Group 5 Group 6 Group 7 Group 8 Group 9 Group 10 Group 11	ITCM 9 ITCM 80 ITCM 81 ITCM 82 ITCM 83 ITCM 84 ITCM 85 ITCM 86 ITCM 87 ITCM 88 ITCM 89
Meet-Me Answer Page		ITCM 78
Message Waiting	Set Cancel	ITCM * 3 Ext. ITCM # 3 Ext.
Night Transfer (Attendant Only)	On Off	ITCM * # 0 * 03 1 ITCM * # 0 * 03 2
Paging	All Call Zone 2-8	ITCM 70 ITCM 71-77
Personal Ringing Tones Service Observing Speed Dial	Set Cancel Station System	ITCM * * 4 (1-4) ITCM # 03 Ext. 1-0 * 100 * 299
Redial	On	#
Line Pickup- From Any Station (Zone Pick up)	Zone 1 Zone 2 Zone 3 Zone 4 All Zone	ITCM 65 ITCM 66 ITCM 67 ITCM 68 ITCM 69
Voice Announce Block	On Off	ITCM * 2 ITCM # 2

COMDIAL

DXP Digital Communications Systems

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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**.
- Dial Group Access Code:
 - 9 = Group 1
 - 81-89 = Groups 2-11
- Dial telephone number.

Personal Speed Dial

While station is idle,

- Press keypad digit **0 - 9** (see directory).

System Speed Dial

While station is idle,

- Press ***** and one, two, or three digits as required by system programming (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.

TRANSFERRING LINE CALLS

Screened Transfer

- Press **TRANS/CONF**.
- Press **DSS** (or press **ITCM** and dial station number).
- When intercom number 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 personal intercom number of party or press **DSS**.
- Wait for answer.
- Press **TRANS/CONF** (a three-way connection is established).

Five-Party Conference (up to five parties - either intercom numbers or lines)

To set up,

- Establish first call.
- Press **TRANS/CONF**.
- Establish second call.
- Press **TRANS/CONF**. Conference is active.
- Repeat above steps for up to four parties plus your station.

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 or **TAP**.

Hold Queuing

Place multiple calls on hold by pressing **HOLD** after taking each call.

To retrieve,

- Press line button or **HOLD** to scroll held calls (on LCD display).
- Press **TAP** to retrieve displayed call.

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 (**71, 72, 73, 74, 75, 76, 77**).
- Make announcement.
- Stay on page (if waiting for answer back).

All-Call (If programmed)

To originate,

- Lift handset.
- Press **ITCM + 70**.
- Make announcement.
- Stay on page (if waiting for answer back).

Meet-Me Page (Answerback of Page)

- Lift handset (of nearest station).
- Press **ITCM + 78**.
- Talk.

External

- Lift handset.
- Dial assigned page access code.

-Or-

- Press page button.

NOTE: External page is assigned to one of the eight page zones.