

COMDIAL

ExecuTech System 2000

LCD User's Guide

GCA 70-118.01

11/89

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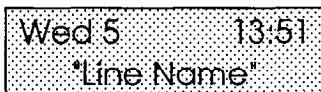
ANSWERING CALLS

Outside Calls . . .

Calls appear at keys that have actual line assignments.

- Press line key of ringing line (line key with flashing light).

Display:



Wed 5 13:51
"Line Name"

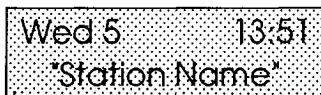
- Lift handset.

NOTE: If a prime line is assigned and is ringing, or if the telephone can answer any ringing line (ringing line preference enabled), do not press the line key of the ringing line.

Intercom Calls . . .

To answer a voice call,

Display:



Wed 5 13:51
"Station Name"

- Speak toward the telephone.
- Lift handset if privacy is desired.

NOTE: Voice calling can be blocked. See the discussion titled, *Voice Announce Blocking* for details.

To answer a tone call,

- Lift handset to talk.

Call Pickup . . .

DIRECT

To answer a call that is ringing at another telephone,

- Lift handset.
- Press (ITCM) .
- Dial (* 4^{GM}) .
- Dial extension number of ringing telephone.

Display:



Wed 15 13:51
Station Name

GROUP

To answer a call that is ringing within your group,

- Lift handset.
- Press (ITCM) .
- Dial (# 4^{GM}) .

Display:



Wed 15 13:51
Station Name

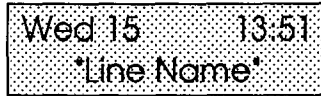
- Talk.

Trunk Answer From Any Station . . .

When the attendant station has enabled the night transfer (of ringing) feature (denoted by a flashing ITCM light at stations 10 and 12), an outside call can be answered from any station in the system.

- Hear ringing (loud ringer, night transfer station, etc.).
- Press **(ITCM)**.
- Dial **8^{TUV}** **0^{OPR}**.

Display:



- Answer call.

Handsfree Answerback (HFAB) . . .

While a station is busy on a call, an off-hook voice announcement may be received either as a non-secure off-hook voice announcement (OHVA) or as a secure off-hook voice announcement (SOHVA). An OHVA announcement is sounded through the speaker of a paired console or the station on certain model multiline keysets. A SOHVA announcement is only sounded through the handset receiver of certain model multiline keysets.

To respond to an OHVA announcement,

- Hear alerting tone (five quick tone bursts) and announcement sounded from console speaker.
- Speak toward microphone opening in console to reply.

NOTE: While the distant party cannot be prevented from hearing the announcement, the user can press and hold MUTE key to prevent distant party from hearing the response.

Continued on next page . . .

Handsfree Answerback (HFAB) **(continued) . . .**

To respond to a SOHVA announcement,

- Hear tone alert and announcement in handset receiver. Distant party cannot hear announcement.
- Respond in a verbal manner: Press and hold **MUTE** and reply by speaking into handset transmitter. Distant party cannot hear response.
- Respond in a non-verbal manner: Press pre-programmed softkey to cause a set message to appear in display of a announcing station (if it is an LCD speakerphone). This action also disconnects the announcing station.

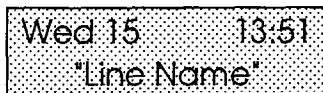
MAKING CALLS

Outside Line . . .

LINE KEY SELECT

- Press line key to select line.

Display:



NOTE: *Selecting a line is not necessary if:*

- *A priority line has been assigned to a telephone (prime line feature enabled),*

The telephone automatically picks an idle line for use when the handset is lifted (idle line preference feature enabled).

- Listen for dial tone.
- Dial number.

When party answers,

- Lift handset.

To end call,

- Hang up handset.

Continued on next page . . .

Outside Line (continued) . . .

TRUNK GROUP ACCESS

If the system provides trunk groups,

- Press (ITCM).
- Dial trunk group access code

	LINE TYPE
9 = main trunk group	_____
81 = secondary trunk group 1	_____
82 = secondary trunk group 2	_____
83 = secondary trunk group 3	_____

- Listen for dial tone.
- Dial number.

TRUNK GROUP QUEUING

A station can be placed in a queue to await the availability of a trunk group if all trunks in the group are busy.

- Press (ITCM).
- Dial trunk group access code (9, 81, 82, 83).
- Hear busy tone.
- Dial (* 8^{trv}) and hang up. When trunk group is free, station will ring.
- Lift handset, hear trunk dial tone, and place call.

To cancel queuing,

- Press (ITCM).
- Dial (# 8^{trv}), and hang up.

Intercom . . .

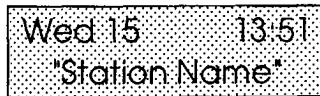
Intercom calls may be manually dialed or they may be automatically dialed using a pre-programmed Direct Station Selection (DSS) key.

VOICE CALLING

To voice call an intercom station,

- Lift handset.
- Press **ITCM**.
- Dial extension number. (To call system operator, dial **0**.)

Display:



Wed 15 13:51
"Station Name"

- Speak to called party.

To voice call a DSS number,

- Lift handset.
- Press softkey that is programmed for desired station.
- Speak to called party.

NOTE: *The outside line is automatically placed on hold when a DSS key is pressed or when the ITCM key is pressed prior to manually dialing an intercom extension number.*

Continued on next page . . .

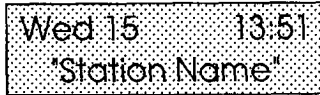
Intercom (continued) . . .

TONE CALLING

To tone call an intercom station,

- Lift handset.
- Press **(ITCM)**.
- Dial extension number.

Display:



Wed 15 13:51
"Station Name"

- Press **(ITCM)** again. Called telephone will ring.

NOTE: Some systems may be programmed to tone signal as the first option. Pressing ITCM a second time is not necessary in this case.

To tone call a DSS number,

- Lift handset.
- Press softkey that has been pre-programmed for desired station.
- Press **(ITCM)**. When intercom party answers, two-way conversation can take place.

NOTE: The lights (LEDs) adjacent to softkeys indicate status of DSS telephones: **DARK** indicates idle telephone. **STEADY-ON** indicates telephone in use. **FLASHING** indicates station is ringing.

Off-Hook Voice Announce . . .

To make a voice announcement to another station that is off-hook or busy on a call,

- Make intercom call.
- Hear OHVA warning tone (five quick tone bursts), and make announcement. (If busy tone is heard, announcement cannot be made.)
- Wait on line for reply. If announcing from an LCD speakerphone, called station may send non-verbal reply for display. As non-verbal message is displayed, station is disconnected.

NOTE: The announcement may be received as an off-hook voice announcement (OHVA) or as a secure off-hook voice announcement (SOHVA). The method in which the announcement is received is not controlled by the caller. Rather, it is dependent upon the type of equipment being used at the called station and class of service programming. A multiline telephone and DB32S-xx console combination can receive an OHVA announcement but cannot receive a SOHVA one. Certain multiline telephones are equipped to receive announcements in a SOHVA manner without need of the companion console. If this telephone is being operated with the handset lifted, the announcement will be received in an SOHVA manner. If it is being operated in a handsfree manner, the announcement will not be received.

Speed Dialing . . .

To dial **station speed dial** numbers,

- Reference Speed Dial Index Card.
- Dial a keypad digit (**0 through 9**) for desired personal speed dial number.

-OR-

If on line listening to dial tone,

- Press **(HOLD)**.
- Dial a desired keypad digit (**0 through 9**).

To dial **system speed dial** numbers,

- Reference System Speed Dial List.
- Press **(*)**.
- Dial the memory location digits (**01 through 99**) for desired system speed dial number.

-OR-

If on line listening to dial tone,

- Press **(HOLD)**.
- Dial **(*)** plus the memory location digits (**01 through 99**) for desired system speed dial numbers.

Automatic Dialing . . .

To automatically dial numbers,

- Press pre-programmed softkey for desired number.

If desired softkey is programmed on second level (under DSS key),

- Press **(HOLD)** and then press desired softkey.

Automatic Redialing . . .

To **activate** automatic redial,

- Press softkey pre-programmed for that purpose
- Number will be dialed once a minute for ten minutes.

If call is answered,

- Take control by lifting handset.

If called station is busy,

- Press auto redial softkey to begin redial cycle immediately. (Auto redial LED lights.)

To **cancel** automatic redial,

- Press auto redial key, lift and replace handset, or press any station key. (Auto Redial light goes out.)

NOTE: Any user originated station activity during automatic redial will cancel the feature.

Last Number Redial . . .

The last number previously dialed can be automatically redialed with a one or two-key action.

- Press **#**. (If on line listening to dial tone, press **HOLD** then press **#**.)
- Listen for ringing or busy tone.
 - Ringing tone: When party answers, pick up handset.
- Busy tone: Press **SPKR** to disconnect.

Display shows last line used and number dialed.

Continued on next page . . .

Saved Number Redial . . .

The first 16 digits of the last manually dialed number can be saved for later redial.

To **save** the number,

- Press softkey pre-programmed for this purpose.

To **dial** a saved number,

- Lift handset. Listen for dial tone.
- Press **(HOLD)** then press pre-programmed softkey.

Extended Dual Tone Multiple Frequency (DTMF)

The length of the DTMF tone can be extended from the standard length to a pre-programmed longer length for accessing answering machines, banking computers, etc. that require DTMF tones longer than 80 msec. in length.

To extend tone length,

- Take station off-hook (lift handset or press **(SPKR)**).
- Press line key if line is not automatically selected.
- Wait 10 seconds, and dial number. System will generate long DTMF dial tones.

-OR-

- Immediately press **(HOLD)** then press line key to set system to generate long DTMF dial tones.

To alternate between long tone and standard tone length during a call,

- Press **(HOLD)** then press line key.

HOLDING CALLS

Manual Hold . . .

To place call on hold while on line,

- Press **HOLD**.

Exclusive Hold . . .

(Only your telephone can retrieve held call.)

- Press **HOLD** twice.

To retrieve held call,

- Press line key with flashing light.

-OR-

- Press **HOLD** if station does not have line appearance.

Hold Recall Feature . . .

After a preprogrammed length of time, a call placed on hold will automatically ring back to the telephone which placed it on hold. If the call is on exclusive hold, it will revert to manual hold after the hold recall time period. The call can then be retrieved by anyone with that line appearance.

Direct Station Hold . . .

To place a call on direct hold (park a call to a station),

- While on line, press (ITCM) (outside call placed on hold).
- Dial (*)(9^{WXY})(0^{OPR}) plus extension number to receive park.
- If parked line appears on park receiving station, line flashes at normal hold rate.

To retrieve a held call,

- From the hold receiving extension, dial (#)(9^{WXY})(0^{OPR}) .

To cancel a held call from station which placed call on hold,

- Dial (*)(4^{OW}) plus extension number of the holding station.

Call Park . . .

To park a call in one of nine orbits,

- While on line, press (ITCM).
- Dial (*).
- Dial a park zone access code (91 through 99).

To retrieve a parked call,


- From any station, press (ITCM) .
- Dial (#) .
- Dial the park zone access code (91 through 99).

NOTE: If your telephone has direct call park zone appearances, simply press the desired zone button and the line automatically parks. The park lamp illuminates indicating park condition. Press the same park button to retrieve. Parked calls can also be retrieved as mentioned above.

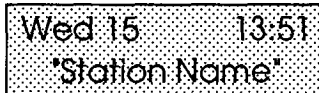
TRANSFERRING OUTSIDE CALLS


Screened Transfer . . .

To conduct a screened transfer to another station in the system,

- Answer outside call. (Do not press hold.)
- Press  . (Call is placed on hold automatically.)
- Dial extension number of party to be transferred to (or press DSS key for one-key intercom calling).

Display:




- When intercom party answers, announce call.
- Press  .
- Hang up handset.

If the called party is busy or does not answer,

- Press  to retrieve call.


Unscreened Transfer . . .

To transfer a call unscreened to another station in the system,

- Answer outside call. (Do not press hold.)
- Press . (Call is placed on hold automatically.)
- Dial extension number of party to be transferred to (or press DSS key for one-key intercom calling).
- Hang up handset.



NOTE: *If transferred line call is not answered after predetermined number of rings, call will ring at originating telephone.*

To answer recall of transferred call,

- Press .

Multiline Conference . . . *(2 external parties, 1 internal party)*


To set up a multiline conference,

- Establish first outside call. (Do not press hold.)
- Press . (Outside call is placed on hold automatically.)
- Establish second outside call. (Do not press hold.)
- Press . Conference is established.



To remain active in conference with one conferee,

- Stay on line when one party hangs up.

To drop out of established conference,

- Dial  and hang up.



Add-On Conference . . . *(1 external party, 2 internal parties)*

- Establish outside call. (Do not press hold.)
- Press . (Outside call placed on hold automatically).
- Dial extension number of intercom party.
- Wait for answer (announce conference intention).
- Press . (A three-way connection is established).

NOTE: *Second internal station must either lift handset or press intercom to acknowledge conversation. Otherwise conference will not work.*

Three Party Internal Conference . . .

To set up a three party internal conference,

- Establish first internal call. (Do not press hold.)
- Press  . (Internal call placed on hold automatically.)
- Establish second internal call. (Do not press hold.)
- Press  . Conference is established.

To drop one conferee and remain active in conference with other conferee,

- Stay on line when one party hangs up.

NOTE: *Conference transmission levels are not compensated and are dependent upon the quality of the external lines.*

MESSAGING

Message Waiting Control . . .

The message waiting light at any telephone can be turned on by the central message desk (usually the attendant station) to alert the telephone user that a message awaits pick up.

To turn on MW light,

- Press (ITCM).
- Dial (* 3^{DEF}).
- Dial extension number of station to be alerted. (The MW light of called station will flash.)

To turn off MW light,

- Press (ITCM).
- Dial (# 3^{DEF}).
- Dial extension number of station that was alerted. (The MW light of called station will turn off.)

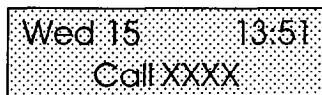
To turn off MW light while delivering message,

- Press (ITCM).

To retrieve **message** at an alerted station,

- Observe display.

Display:



Wed 15 13:51
Call XXXX

XXXX = Name of party that left message.

- Lift handset.
- Press (ITCM) (HOLD).
- Connection to message desk is automatic.

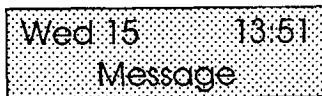
LCD MESSAGING

System supplied messages can be set at a station to be displayed on a calling LCD speakerphone. These messages will identify the current location of the normal telephone user and the expected return time.

To turn on message,

- Press (ITCM).
- Dial * 0^{OPR} 2^{ABC}.

Display:



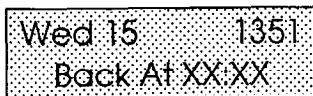
Wed 15 13:51
Message

- Reference the message list.
- Dial the desired message code number (0 through 9).

NOTE: The default messages of "BACK AT" and "CALL" may be provided for use:

- If "BACK AT" is provided as message 1, then dial return time in twelve-hour format after dialing message access code 1.

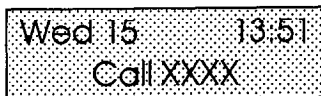
Display:



Wed 15 13:51
Back At XX:XX

- If "CALL" is provided as message 2, dial the number to be called after dialing message access code 2.

Display:



Wed 15 13:51
Call XXXX

X = maximum of 11 digits.

Continued on next page . . .

LCD Messaging (continued) . . .

To turn off message,

- Press (ITCM).
- Dial (#) (0^{OPR}) (2^{ABC}).

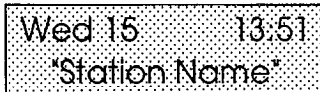
Station-To-Station Messaging . . .

When a station-to-station call is attempted and the called station rings without answer, the calling station may choose to leave a message indication at the called station. If the called station has busy lamp appearance of the calling station, use of this messaging feature will activate the lamp. If the called station does not have busy lamp appearance of the calling station, use of this feature will result in immediate transfer, of the calling station, to the central message desk. The Central Message desk will take the message and light the message waiting lamp of the original called station.

To activate messaging,

- Make intercom call and hear ring-back tone.

Display:



"Station Name" of called station.

- Dial (*) (7^{PRG}). BLF light at called station turns on.

NOTE: If called station does not have Busy Lamp Field appearance of your station, pressing * 7 results in immediate transfer to a central message desk.

Continued on next page . . .

Station-To-Station Messaging *(continued) . . .*

To **cancel** messaging,

- Press **(ITCM)**.
- Dial **(#)** **(7_{PRB})**.
- Dial extension number of station at which message call-back indication was left.
- Hang up.

To **answer** messaging,

- Press **(DSS)** associated with lighted BLF light.

PROGRAMMING

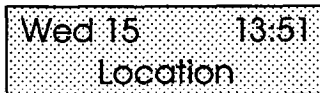
Autodial Programming . . .

Autodial numbers can be programmed at any softkey locations that do not have a line assigned to them. They can also be programmed as a secondary function at every DSS/BLF memory location. Typical autodial numbers are: frequently dialed telephone numbers or extension numbers, or frequently used host system or key system feature codes. When programming an autodial number, first decide over which line the call must be made. Then, determine the digits which normally have to be manually dialed to reach the called party or feature. This line selection and digit sequence will be stored as an autodial for later one or two-key access. If line pre-selection is not programmed, the system will automatically pick the prime line assigned to the telephone (if enabled), or pick the last used line at that station and place the call over that selection.

To program autodial numbers,

- Press (ITCM).
- Dial (*)(*1).

Display:

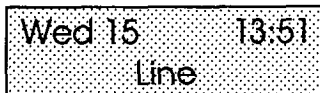


Wed 15 13:51
Location

- Press desired softkey. (Listen for fast tone bursts.)

NOTE: If desired softkey is also assigned as DSS/BLF, press (SHFT) plus softkey.

Display:



Wed 15 13:51
Line

- Press specific line key, or keypad 1 - 4 for trunk groups, or (ITCM) to store circuit pre-selection.

Continued on next page . . .

Autodial Programming (continued) . . .

- If no circuit pre-selection is desired, dial **0^{OPR}**.

Display:



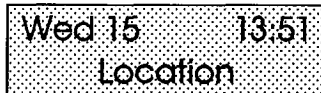
Wed 15 13:51
Number

- Dial the number sequence to be stored. (Up to sixteen digits can be stored. Valid digits include **0^{OPR}** - **9^{WXY}**, *****, and **#**.)
 - To store a pause if required, press **HOLD**.
 - To store a hookflash if required, press **TAP**.

To store another number,

- Press **TRANS CONF**.

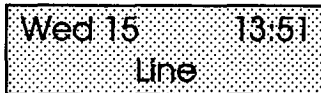
Display:



Wed 15 13:51
Location

- Press next softkey.

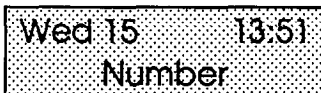
Display:



Wed 15 13:51
Line

- Make line pre-selection if desired.

Display:



Wed 15 13:51
Number

Autodial Programming (continued) . . .

- Dial number for storage.
- Repeat this procedure until all desired numbers are stored.

To end autodial programming,

- Press **SPKR**.

NOTE: Label designation strip with autodial assignments.

Station Speed Dial Programming . . .

Station speed dial numbers stored by a station user will be accessed by that station user, ONLY. The storage locations are keypad digits 0 through 9 on the station. Before attempting to program, decide on the following items: (1) The number or feature to be stored, (2) which storage location will be used (0 - 9), (3) the line that the call will go over (individual line or intercom).

To program numbers,

- Press (ITCM) (*)(*)(2^{ABC}) .

Display:

Wed 15	13:51
Location	

- Dial a memory location (0 through 9).

Display:

Wed 15	13:51
Line	

- Select line, or keypad 1 - 4 for trunk groups.
Options are:
 - Specific line key
 - Keypad 1 for Trunk Group 1
 - Keypad 2 for Trunk Group 2
 - Keypad 3 for Trunk Group 3
 - Keypad 4 for Trunk Group 4
 - Keypad 0 for prime line or last line used
 - ITCM for feature access

Continued on next page . . .

Station Speed Dial Programming (continued) . . .

- Dial the number sequence to be stored. (Up to sixteen digits can be stored. Valid digits include

0_{OPR} - 9_{WXYZ}, #, and *.)

- To store a pause if required, press HOLD.
- To store a hookflash if required, press TAP.
- Example: Store a telephone number under location 0_{OPR}. The number is (804)555-2222.

Program as follows:

ITCM * * 2_{ABC} 0_{OPR} Line Key
 1 8_{TUV} 0_{OPR} 4_{GH} 5_{JKL} 5_{JKL} 5_{JKL}
 2_{ABC} 2_{ABC} 2_{ABC} 2_{ABC}

PROGRAMMING

To store another number,

- Press TRANS CONF.

Display:

Wed 15 13:51
Location

- Press next speed dial location.

Display:


Wed 15 13:51
Line

Continued on next page . . .

Station Speed Dial Programming **(continued) . . .**

- Make line pre-selection if desired.
- Dial number for storage.
- Repeat this procedure until all desired numbers are stored.

To end station speed dial programming,

- Press .

Direct Station Selection/Busy Lamp Field (DSS/BLF) Programming . . .

One-key intercom calling with visual indication of telephone status can be programmed at softkeys not assigned to lines.

To program DSS,

- Press **ITCM** .
- Dial ***** ***** **3^{DEF}** .
- Press softkey to be programmed as DSS key.
- Dial extension number.
- Repeat last two steps for all desired extension numbers.

To end DSS programming,

- Press **SPKR** .

NOTE: An autodial number can also be programmed as a secondary function at every DSS/BLF memory location. See Automatic Dialing instructions for programming details.

NOTE: Label buttons for DSS/BLF assignments.

* * | AUT BOY #

Programming Automatic Redial Key . . .

The system will allow the last previously dialed number to be automatically and repeatedly redialed for approximately ten minutes. A softkey must be programmed to provide this feature.

To program a softkey for use as an automatic redial key,

- Press **ITCM**.
- Dial *** * 1**.
- Press desired softkey.
- Press **#**.
- Press **SPKR**.

NOTE: Label button as Auto Redial key.

Programming Secure Off-Hook Voice Announce Key . . .

The system will allow a station user to make a non-verbal response to a secure off-hook voice announcement. This response will provide a pre-programmed message for display at the calling station if it is an LCD speakerphone.

To assign softkey for non-verbal one-key response,

- Dial *** * 1**.
- Press softkey of choice.
- Dial **5^{ML}**.
- Dial a message location number (**0 through 9**).

NOTE: This is a pre-programmed message made available for use by attendant programming.

- Press **SPKR** to end.

MISCELLANEOUS FEATURES

Personal Ringing Tones . . .

A station user can select one of four different ringing tones for use at a station.

To select one of four different tones for ring signals,

- Press **(ITCM)** .
- Dial **(*)** **(*)** **(4^{GHI})** .
- Dial **(1)** , **(2^{ABC})** , **(3^{DEF})** , or **(4^{GHI})**
(selects tones 1, 2, 3, or 4)

<u>TONE</u>	<u>FREQUENCY PAIR</u>	<u>WARBLE RATE</u>
TONE 1	509/610 Hz	10 Hz
TONE 2	763/1016 Hz	10 Hz
TONE 3	509/610 Hz	19 Hz
TONE 4	763/1016 Hz	19Hz

Voice Announce Blocking . . .

A station can be arranged to prevent voice signalled intercom calls and paging announcements from sounding through the station speaker.

To block voice calls,

- Press **(ITCM)** .
- Dial **(*)** **(2^{ABC})** .

To un-block voice calls,

- Press **(ITCM)** .
- Dial **(#)** **(2^{ABC})** .

Line Monitoring . . .

To activate while on a call,

- Press **SPKR**. (Light will turn on.)
- Hang up handset.

NOTE: If a distant party places the call on hold, the station user can monitor in a handsfree manner until the distant party returns, and then lift the station handset to resume the call.

To cancel,

- Lift handset to resume conversation
- **-OR-**
- Press **SPKR** to disconnect. Speaker light will turn off.

Recall/Flash . . .

FLASH

PBX, CENTREX and custom calling services may require this feature.

If a system has been configured for flash,

- Press **TAP** to generate a timed flash signal.

RECALL

This feature provides a line call disconnect and fresh dial tone for next call.

If a system has been configured for recall,

- Press **TAP** to disconnect current call and receive a new dial tone for another call.

NOTE: A system can be configured for either flash or recall but not for both.

Paging . . .

EXTERNAL PAGING (Requires external paging unit)

- Lift handset.
- Press line key dedicated to paging

-OR-

- Press softkey pre-programmed for paging access or dial paging access number.

Display:

Wed 15 13:51
Paging

- Make announcement.
- Hang up.

ALL-CALL AND ZONE PAGING

To page,

- Lift handset.
- Press **(ITCM)**.
- Dial zon number - (**8^{TUV}** **4^{GHI}**, **8^{TUV}** **5^{JKL}**
8^{TUV} **6^{MNO}**, or **8^{TUV}** **7^{PRS}** for all-call).

Display:

Wed 15 13:51
Zone Page *X*

-OR-

Wed 15 13:51
All Call Page

Continued on next page . . .

Paging (continued) . . .

- Make announcement, stay on line if waiting for answerback.

-OR-

- Hang up handset.

MEET-ME PAGE (Answerback of Page)

An all-call or zone page can be answered from any station in the system.

Lift handset of nearest station,

- Press (ITCM).
- Dial 8^{TUV} 8^{TUV}.

Display:



Station Name = Station originating page.

Do Not Disturb . . .

To silence a station ringer and appear busy to intercom calls,

- Press softkey pre-programmed for this purpose. (Associated light will turn on.)

Display:

A rectangular display area with a dotted background. The text is arranged in two lines: the top line shows 'Wed 15' on the left and '13:51' on the right; the bottom line shows 'Do Not Disturb' centered.

NOTE: The calling party will hear two quick tone bursts every three seconds. The feature cannot be overridden by the calling party.

To cancel,

- Press softkey again. (Associated light will turn off.)

Mute/Handsfree Answer Inhibit . . .

To prevent distant party from hearing while handset is lifted,

- Press and hold **MUTE**. (Light will flutter.)

To resume two-way conversation,

- Release **MUTE**. (Light will turn off.)

To inhibit handsfree answer of intercom calls,

- Press and latch **MUTE**. (Light will flutter.)

To enable handsfree answer of intercom calls,

- Press and release **MUTE**. (Light will turn off.)

Display:

A rectangular display area with a dotted background. The text is arranged in two lines: the top line shows 'Wed 15' on the left and '13:51' on the right; the bottom line shows 'Mute' centered.

Call Waiting . . .

A call waiting tone can be sent to a busy station while the calling station waits on line for an answer.

To **activate** call waiting,

- Make intercom call and receive busy signal.
- Dial ***** **0^{OPR}** **1** . (Called party hears tone.)
- Remain on line, waiting for called station response.

To **cancel**,

- Hang up handset.

To **answer a call waiting**,

- Hear short tone burst in handset receiver.
- Complete present call, and hang up. Waiting call will begin ringing.
- Lift handset to answer.

NOTE: *The originating and receiving stations will receive three tone bursts as confirmation of call waiting.*

Call Forwarding . . .

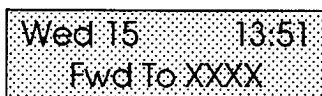
A station user can designate another station to be the recipient of just the intercom calls and prime line calls that are directed to the user's station or the recipient of all calls that are directed to the user's station.

CALL FORWARD - PERSONAL

To **forward intercom** calls and **prime** line to another telephone,

- Press (ITCM) .
- Dial (* (0^{OPR}) (5^{JKL}) .
- Dial extension number of telephone to which calls are to be forwarded.

Display:



Wed 15 13:51
Fwd To XXXX

XXXX = Station name or number

To **cancel intercom** call and **prime** line forwarding,

- Press (ITCM) .
- Dial (# (0^{OPR}) (5^{JKL}) .

Continued on next page . . .

Call Forwarding (continued) . . .

CALL FORWARD - ALL

To forward all calls to another telephone,

- Press (ITCM).
- Dial (* 5^{ML}).
- Dial extension number of station to which calls are to be forwarded.

Display:



XXXX = Station name or number.

To cancel all-call forwarding

- Press (ITCM).
- Dial (# 5^{ML}).

NOTE: For each intercom call received during call forward, a ring reminder (short tone burst) will be heard at the called station to remind the user that calls are being forwarded.

Pulse/Tone Switching . . .

If the local telephone service is pulse (rotary) but tone generation is required during the call, convert to tone while dialing:

- Press (#) at point in dialing sequence where conversion to tone is required. (System will switch back to pulse dialing when call is ended.)

NOTE: Pulse/Tone switching can be programmed into softkeys by pressing (#) during autodial or speed dial number storage.

Background Music . . .

Music must be supplied by the system before it can be turned on at a telephone.

To turn music on,

- Press **(ITCM)** .
- Dial **(*) (1)** . (Speaker light will turn on.)
- Adjust loudness of music with call monitor speaker volume control.

To turn music off,

- Press **(ITCM)** .
- Dial **(#) (1)** . (Speaker light will turn off.)

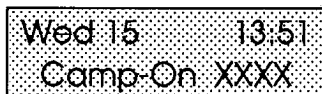
NOTE: Background music automatically turns off during calls.

Automatic Call-Back . . .

To arrange for the system to call back when a busy telephone becomes idle,

- Make intercom call. Hear busy signal.
- Dial **(*) (6^{IND})**.

Display:



Wed 15 13:51
Camp-On XXXX

XXXX = Station name or number.

- Hang up. Calling telephone will receive five unique tone bursts when called telephone becomes idle.

Continued on next page . . .

Automatic Call-Back (continued) . . .

To answer call-back ring,

- Lift handset. Called telephone will ring.

NOTE: Call-back is cancelled if handset is not lifted.

To cancel automatic call back before it rings,

- Press **ITCM**.
- Dial **# 6^{MHO}**.
- Hang up.

Ringer Volume Control . . .

Every station is equipped with an individual ringer volume control. Set the ringer control lever to **OFF**, **LOW** or **HIGH** volume as desired.

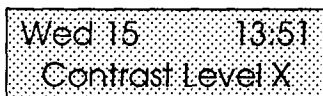
Display Intensity Adjustment

The intensity (brightness and contrast) of the display can be adjusted to a desired operating level any time while the telephone is idle and on-hook.

To do so,

- Press and hold the **MUTE** key. The automatic adjusting cycle will begin in approximately 5 seconds.

Display:



X = 1 through 7

- Release the **MUTE** key when the intensity is at the desired level.

SPEAKERPHONE OPERATION

The optional speakerphone can exercise the previously described features in a handsfree manner. Handsfree calling and call answering is as described below.

To **place** a call,

- Press line or **ITCM**.
- Dial number or press softkey.
- When party answers, speak toward the telephone.

To **answer** a call,

- Press line key.
- Speak toward the telephone.

To **end** a call,

- Press **SPKR**.

To **switch from speakerphone to handset**,

- Lift handset.

To **switch from handset to speakerphone**,

- Press **SPKR**.
- Hang up handset.

FEATURE		EXECUTECH MULTILINE TELEPHONES	SINGLE-LINE KEYSETS
All Call Page		ITCM #7	87
Attendant Calling		ITCM 0	0
Automatic Redialing		Programmed Softkey	n/a
Background Music	On	ITCM # 1	n/a
	Off	ITCM # 1	n/a
Automatic Call Back	Activate	ITCM, Ext., *, 6	Ext., * 6
	Cancel	ITCM # 6	# 6
Station-to-Station Messaging	Activate	ITCM, Ext., * 7	Ext., * 7
	Cancel	ITCM, # 7, Ext.	* 7, Ext.
LCD Messaging	Set	ITCM * 02 (1 - 0)	* 02 (1 - 0)
	Cancel	ITCM # 02	# 02
Call Forward	Personal	ITCM * 05, Ext.	* 05, Ext.
	Cancel	ITCM # 05	# 05
	All Calls	ITCM * 5, Ext.	* 5, Ext.
	Cancel	ITCM # 5	# 5
Call Park	Park Pick Up	Orbit 91 - 99	ITCM * (91 - 99)
			HOLD (Flash) * (91 - 99)
Call Pickup	Pick Up	ITCM # (91 - 99)	# (91 - 99)
		Directed	ITCM, * 4, Ext.
Call Waiting Tone	Group	ITCM #4	#4
		Send	ITCM, Ext., * 01
Do Not Disturb	Cancel	Hang up	Hang up
		Set	Programmed Softkey
Executive Override	Cancel	n/a	n/a
		Programmed Softkey	n/a
		ITCM, Ext., * 03	Ext., * 03

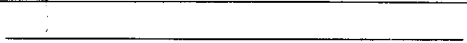

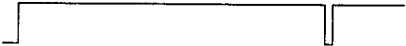
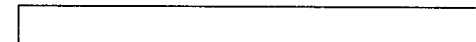


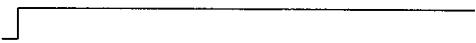


**NUMBERING
PLAN**

Handsfree Answer Inhibit	Set	MUTE	n/a
	Cancel	MUTE	n/a
Hold	Manual	HOLD	HOLD
	Exclusive	HOLD, HOLD	HOLD, HOLD
	Direct	ITCM * 90, Ext.	* 90, Ext.
	Direct Hold Pickup	ITCM # 90	# 90
Trunk Answer From Any Station		ITCM 80	80
Trunk Group Access	Group 1	ITCM 9	9
	Group 2	ITCM 81	81
	Group 3	ITCM 82	82
	Group 4	ITCM 83	83
Meet Me Answer (Paging)		ITCM 88	88
Message Waiting	Set	ITCM, * 3, Ext.	* 3, Ext.
	Cancel From Idle	ITCM, # 3, Ext.	# 3, Ext.
	Cancel On Line	ITCM	n/a
	Retrieve Message	ITCM, HOLD	HOLD
Night Transfer (Attendant Station Only)	On	ITCM * # 03 (A1)	n/a
	Off	ITCM * # 03 (A1)	n/a
Personal Ringing Tones	Set Tone 1 - 4	ITCM * * 4 (1 - 4)	n/a
Pulse/Tone Switching		#	#
Trunk Queuing	Enable	ITCM(Group code) * 8	(Group code) * 8
	Cancel	ITCM # 8	# 8
Saved Number Redial	Use	HOLD, Progr. Softkey	n/a
	Store	Programmed Softkey	n/a
Service Observing (On-hook)		ITCM # 03, Ext.	n/a
Speed Dial	Station	1-0	Trunk code, SHIFT, 1-0
	System	* 01-99	Trunk code, SHIFT, * 01-99
Redial (Last number dialed)		#	Trunk code, SHIFT, #
Voice Announce Block	On	ITCM * 2	n/a
	Off	ITCM # 2	n/a
Zone Page	Zone 1	ITCM 84	84
	Zone 2	ITCM 85	85
	Zone 3	ITCM 86	86

The following pages illustrate lights and ring tones associated with station operation. Values shown are nominal and typical and may vary somewhat from station to station.

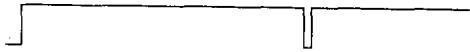
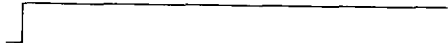


LINE SELECT LIGHTS

Multiline Keysets

Idle	Steady off	
Ringing	Continuous flash (560 msec. on - 560 msec. off)	
In use-your station	Steady on with wink off (2.3 sec. on - 70 msec. off)	
In use-other station	Steady on	
On hold-your station	Winking with repetitive off periods (winking rate - 560 msec. off)	
On hold-other station	Continuous winking (490 msec. on - 70 msec. off)	
Exclusive hold	Steady on	
Held call timeout your station	Flutter with repetitive off periods (flutter rate - 560 msec. off)	
Held call timeout other station	Continuous flutter (70 msec. on - 70 msec. off)	





INTERCOM LIGHT

Multiline Keysets





In use-your station	Steady on with wink off (2.3 sec. on - 70 msec. off)	
All links busy	Steady on	
Auto redial active Messaging display	Continuous flutter (70 msec. on - 70 msec. off)	
Night mode - Station 10 and 12	Flutter with repetitive off periods (flutter rate - 560 msec. off)	

MESSAGE WAITING LIGHT

Multiline Keysets

Message Waiting	Continuous flash (560 msec. on - 560 msec. off)	
Singleline Keyset		
On hold - your station	Continuous winking (490 msec. - 70 msec. off)	
Held call timeout - your station		
Ringling	Continuous flash (560 msec. on - 560 msec. off)	
Message waiting	Continuous flutter (70 msec. on - 70 msec. off)	




BLF LIGHT

Call messaging	Continuous flutter (70 msec. on - 70 msec. off)	
DSS station idle	Steady off	
DSS station busy on outside line or intercom line	Steady on	
DSS station in do not disturb mode.		



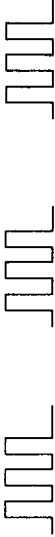


CALL INDICATORS

SPEAKER LIGHT

Multiline Keysets

On line and speaker on (mike also on if speakerphone)	Steady on	
Do not disturb mode		
Background music on		
Mute -OR- Handsfree answer inhibit	Continuous flutter (70 msec. on - 70 msec. off)	
Active line plus Mute	Flutter with repetitive on periods (flutter rate - 560 msec. on)	

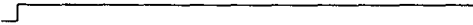



SYSTEM RINGING PATTERNS

CO/PBX Line Ring	Host system ring cadence	RING CADENCE DEPENDENT UPON HOST SYSTEM
Intercom Tone Signalling	Two 150 msec. tone bursts sounded every four seconds	
Voice Signalling alert	One 215 msec. tone burst	
Timed hold recall at station that put call on hold	Three 150 msec. tone bursts sounded at the end of each timeout period	
Call back alert	One 80 msec. tone burst followed by three 150 msec. tone bursts and one 80 msec. tone burst	
Call forward alert	One 80 msec. tone burst	

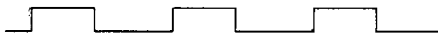




CALL INDICATORS

INTERCOM CALL PROGRESS TONES

(Heard through handset receiver or over monitor speaker)

Dial Tone	Continuous on	
Called station ring-back	One sec. on and 3 sec. off.	
Base level program entry	80 msec. tone burst sounded once	
System speed dial entry confirmation		
Night transfer active confirmation		
Memory dial intercom, line, group and/or recall selection confirmed		
All-call page selection confirmed		
PA station port/line port selection confirmed		
Error tone - incorrect entry	500 msec. tone burst sounded three times	

INTERCOM CALL PROGRESS TONES - continued

Busy tone		
Override feature not allowed	500 msec. tone bursts sounded continuously	
Night transfer feature not allowed		
Called station in do-not-disturb mode	140 msec. tone burst sounded twice every sec.	
Call-back busy feature on	320 msec. tone burst sounded once	
System is awaiting memory dial number or key mapping entry after location is specified	80 msec. tone bursts sounded continuously	
Override feature on - warning tone	80 msec tone bursts sounded for 1.5 sec.	

NOTES

GLOSSARY OF TERMS

A

- Access denied:** Access to particular lines can be denied at certain stations through programming.
- Add-on conference:** Two stations, while operating in a private mode, can join an outside call.
- All-call and zone paging:** Multiline station can receive voice announcements through the telephone speaker.
- All intercom links busy:** When all intercom paths are busy, the intercom light turns on steady.
- Area paging:** Dialing an access code or pressing a dedicated line key can provide access to an external paging amplifier when available.
- Automatic abandon hold release:** If the distant party abandons a hold condition, the system will automatically return the line to service.
- Automatic hold transfer to intercom:** If the intercom is selected while on an outside line, the outside line is automatically placed on hold.
- Automatic pause insertion:** When storing a number for later redial a pause is automatically stored whenever the user waits between digits.
- Automatic dialing:** Memory keys can be programmed to store numbers for automatic dialing purposes.
- Automatic privacy:** A line can be made private or non-private through class of service programming.
- Automatic redial:** The last number previously dialed can be automatically redialed by the telephone. Redial occurs once a minute for ten minutes or until answered.
- Auxiliary equipment interface:** A non-key system telephone or data device can be connected ahead of the system and share certain lines with it.
- Auxiliary station ringer interface:** A system can be arranged to provide external signalling whenever a particular station rings.

B

- Background music:** System provided background music can be turned on and off at individual multiline telephones.
- Battery backup interface:** The system can be connected to an external battery to allow operation during an AC power failure.

C

Call announce with handsfree answerback: An internal speaker at each telephone provides call-announce capability over the intercom link.

Call forward: User can designate another telephone to receive intercom calls normally directed to the user's telephone.

Call messaging: This feature allows a station user to light a personal message lamp at an unattended station or transfer to a message center using the call messaging access code.

Call pickup: A call can be answered at one telephone when it is ringing at another telephone.

Call transfer: Outside calls can be transferred from one station to another.

Central message desk: Any station can be assigned control of message waiting lights and deliver messages to and from all other stations in the system.

Calling station identification: If a calling station is programmed into the busy lamp field (BLF) of a called station, the BLF light will flash to identify the calling station at the called station.

Common audible interface: A system can be arranged to provide external signalling whenever an incoming line rings.

D

Delayed and direct ringing: Ringing assignments are programmed to be either immediate or delayed for certain lines at certain stations.

Direct Station Selection/Busy Lamp Field (DSS/BLF): One-key intercom calling with visual indication of telephone status.

Do not disturb: Incoming call ringing and intercom calling are disabled.

Dynamic line key: System temporarily assigns a normally unassigned line to an idle line key for certain call handling operations.

E

Exclusive hold: Only the telephone placing call on hold can retrieve it.

F

Flash/Recall: A station key can provide either access to host system calling features or dial tone recall depending upon system requirements.

I

Idle line preference: With this feature, going off-hook automatically selects an idle line for use.

L

LCD messaging: Standard and special purpose messages can be set on the display and sent to a calling telephone display.

Line monitoring: Monitoring of dialing and call progress with the handset on-hook.

Last number redial: The last number previously dialed can be automatically redialed.

Line groups: System arrangement which groups certain lines together in up to four different groups. This feature allows lines to be accessed by dialing line group codes.

Line preselection: A line can be manually selected before lifting the handset for handsfree dialing.

M

Manual hold: Pressing a station hold key will place and active outside call on hold.

Message waiting: A light can be activated at a telephone by a central message desk telephone to indicate that a message awaits pick-up.

Music on hold: Music is provided to outside lines that are placed on hold if a music source is connected to the system.

Mute: A user's voice can be blocked to the distant party during a call.

N

Night transfer (of ringing): The normal ringing of incoming lines can be transferred to a particular station or stations by attendant action for off-hour answering.

O

Off-hook voice announce: Allows voice announce call to a busy station.

On-hook dialing: Manual or automatic dialing can be performed with lifting the station handset.

Originating denied: The ability to originate calls on certain lines at individual stations is programmable.

P

Personal ringing tones: A multiline station can be arranged to ring in one of four distinctive tones.

Prime line: A line designated to a particular telephone and automatically selected when that telephone is taken off-hook.

Privacy release: A line can be programmed to be non-private at a particular station while remaining private at all other stations.

Pulse/Tone switching: A switch between pulse (rotary dial signals) and tone (dual tone multiple frequency signals) signalling can be effected.

R

Ringing line preference: When so programmed, taking a station off-hook automatically connects it to any outside line which happens to be ringing at the station.

S

Screened transfer: Transferred call is identified before transfer is made.

Secure off-hook voice announce: Allows private announcement through handset of busy station without detection by other party. Private announcement reply can be made by voice or display messaging.

Softkeys: Each station is equipped with a group of keys which can be individually user programmed for automatic dialing numbers, host system dialing codes or other special purpose dialing requirements.

Station speed dialing: A personal list of numbers can be programmed for automatic dialing by a user.

Station-to-station messaging: The busy lamp field light for a calling telephone can be turned on at a called telephone to serve as a call-back signal.

Subdued ringing: When a station is busy on an outside call, any additional ringing will be at a subdued level.

System speed dialing: A special system-wide list of numbers are available for automatic dialing by all users.

T

Timed hold recall: After a call has been on hold for a programmed length of time, it will re-ring the station that placed it on hold.

Toll restriction: The dialing of certain numbers at individual stations can be prohibited through programming.

Tone or voice signalling Intercom: An intercom call can be tone signalled or voice announced.

U

Unscreened transfer: Call is transferred to another telephone without first being identified to it.

V

Voice signal blocking: A station can be set to block voice calls sent to it over the speaker.

SPEED DIAL INDEX

SYSTEM SPEED DIAL

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08		18		28	
09		19		29	
10		20		30	

PERSONAL SPEED DIAL

0		5	
1		6	
2		7	
3		8	
4		9	

SPEED DIAL
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