

To turn on message,

- Lift handset.
- Dial * 02.
- Dial message code number (0 - 9).

To turn off message,

- Lift handset.
- Dial # 02.

STATION-TO-STATION MESSAGING

Station must have BLF appearance at another station.

To activate station messaging,

- Make intercom call and hear ring-back tone.
- Dial * 7. BLF light at called station turns on.

To cancel,

Lift handset.

- Press # 7.
- Dial extension number of station at which message call-back indication was left.

RECALL/FLASH

FLASH

If your system has been configured for flash,

- Press TAP to generate a timed flash signal while on line.

RECALL

If your system has been configured for recall,

- Press RECALL (TAP) to disconnect as if you had hung up.

PAGING

EXTERNAL PAGING

- Lift handset. Listen for dial tone.
- Dial code.
- Make announcement.

ALL-CALL AND ZONE PAGING

To page,

- Lift handset. Listen for dial tone.
- Dial zone number - (84, 85, 86, or 87 for all-call).
- Make announcement. Hang up handset or wait for an answer.

MEET-ME PAGE

To answer all call or zone paging from any station,

- Lift handset.
- Dial 88. Meet paging party on line.

PULSE/TONE SWITCHING

If the local telephone service is pulse (rotary), convert to tone while dialing as follows:

- Press # at point in dialing sequence where conversion to tone is required.

NOTE: Pulse/Tone switching can be programmed into memory keys by pressing # during number storage.

CALL FORWARD

To forward intercom calls to another telephone,

- Lift handset.
- Dial * 05.
- Dial extension number of telephone to which calls are to be forwarded.

To cancel intercom call forward,

- Lift handset.
- Dial # 05.

To forward all calls to another telephone,

- Dial * 5.
- Dial extension number of station to which calls are to be forwarded.

To cancel all call forward,

- Lift handset
- Dial # 5.

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.

AUTOMATIC CALL-BACK

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

- Make intercom call. Hear busy signal.
- Dial * 6.
- Hang up (Calling station will ring. Call-back is cancelled if handset is not lifted).

To answer call-back ring,

- Lift handset (Called station will ring. Call-back is cancelled if handset is not lifted).

To cancel automatic call back,

- Lift handset. Listen for dial tone.
- Dial # 6.
- Hang up.

CALL WAITING

To activate call waiting,

- Make intercom call and receive busy signal.
- Dial * 0 1. (Called party hears tone.)
- Wait on line for an answer.

To cancel call waiting,

- Hang up handset.

To answer a call waiting tone,

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

COMDIAL

ExecuTech Model 2000

Telephone System

Single-Line Station

User's Guide

COMDIAL

Charlottesville, Virginia 22906-7266

Printed in USA

GCA 70-130.01

11/89

- 60406-057

This user guide is applicable for the following single line telephones:
Model 6701-xx all mfg. codes
Model 6579-xx all mfg. codes

ANSWERING CALLS

ANSWERING A CALL

- Lift handset.

CALL PICKUP

To answer a call that is ringing at a particular station,

- Lift handset.
- Dial * 4 plus extension number of ringing telephone.

To answer a call that is ringing at any station in group,

- Lift handset.
- Dial # 4.

TRUNK ANSWER (Night Mode)

- Hear ringing (loud ringer, night transfer station, etc.).
- Lift handset.
- Dial 80.
- Answer call.

MAKING CALLS

INTERCOM CALLING

- Lift handset, and listen for intercom dial tone.

Dial station number.

OUTSIDE CALLING

To access a trunk group,

- Lift handset. Listen for dial tone.
- Dial trunk group access code.
9 = group 1
81 = group 2
82 = group 3
83 = group 4

- Listen for outside dial tone.
- Dial number.

To queue for a busy trunk group,

- Lift handset. Listen for dial tone.
- Dial trunk group access code (9, 81, 82, or 83).
- Hear busy tone.
- Dial * 8.
- Hang up.

To answer queuing ring-back,

- Lift handset. Hear dial tone for line.

To cancel queuing,

- Lift handset. Hear dial tone.
- Dial # 8.
- Hang up.

While on an outside call, access intercom features as follows:

- Press HOLD TAP.
- Dial feature code.
- Press TAP to return to outside call

OFF-HOOK VOICE ANNOUNCE

To make a voice announcement to a station that is equipped for voice announce capability,

- Make intercom call.
- Hear short tone burst at idle station, and make announcement. Wait on line for reply.
-OR-
- Hear OHVA warning tone (five quick tone bursts) at busy station, and make announcement. Be brief as station is busy on call. Wait on line for reply.
- If busy tone is heard, announcement cannot be made.

SPEED DIALING

To dial personal speed dial numbers,

- Lift handset. Listen for dial tone.
- Dial trunk access code. Listen for dial tone.
- Press SHIFT (HOLD key).
- Press desired dial key 1-0. Call will dial automatically.

To dial system speed dial numbers,

- Lift handset. Listen for dial tone.
- Dial trunk access code. Listen for dial tone.
- Press SHIFT (HOLD key) *.
- Dial desired code (10-99).

To program personal speed dial numbers,

- Lift handset. Listen for dial tone.
- Dial * * 2.
- Dial memory location (1-0) followed by 0.
- Dial number sequence to be stored (up to 16 digits). (Dial 1-0, #, and *).
- To store a pause, press HOLD.
- To store a flash, press TAP.
- Hang up.

- Repeat procedure for each speed dial number.

LAST NUMBER REDIAL

- Lift handset. Listen for dial tone.
- Dial trunk group access (9, 81, 82, or 83).
- Press SHIFT (HOLD key) #.

HOLDING CALLS

MANUAL HOLD

- Press HOLD.

To return to call on hold,

- Lift handset.
- Press TAP.

EXCLUSIVE HOLD

- Press HOLD twice.

HOLD RECALL FEATURE

After a preprogrammed length of time, a call placed on hold will automatically ring back.

CALL PARK

To park a call,

- Press HOLD.
- Press TAP.
- Dial *.
- Dial park orbit access code (91 - 99). If chosen orbit is busy, dial alternative orbit number.
- Hang up handset.
- Use paging feature to announce call and park orbit access code if necessary.

NOTE: If call is not retrieved within a programmable limit, it reverts to the parking station as a standard held call.

To retrieve parked call,

- Hear announcement.
- Pick-up handset.
- Dial #.
- Dial park orbit access code (91 - 99).
- Answer call.

TRANSFERRING OUTSIDE CALLS

SCREENED TRANSFER

- Answer outside call.
- Press HOLD. (Call is placed on hold).
- Press TAP.
- Dial station number.
- Upon answer, announce the call.
- Hang up the handset. (Call is transferred).
If busy or no answer,
- Press TAP. Return to outside call.

UNSCREENED TRANSFER

- Answer outside call.
- Press HOLD. (Call is placed on hold).
- Press TAP.
- Dial station number.
- Hang up handset. Call will re-ring if not answered within a preprogrammed time).
- If busy or no answer,
- Press TAP. Return to outside call.

CONFERENCING

To conference between one outside party and one intercom party,

- Answer outside call.
- Press HOLD. (Call is placed on hold).
- Press TAP.
- Dial station number of conferee.
- When party answers, announce conference and press TAP (Three-way conference is established).

MESSAGING

MESSAGE WAITING CONTROL

To retrieve a message,

- Observe flashing MW light.
- Lift handset.
- Press HOLD. Connection to message desk is automatic.

LCD MESSAGING

System supplied messages can be set at a station to be displayed by a calling LCD speakerphone