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COMDIAL

**Executech
User's
Guide**

COMDIAL

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THE OPTIONAL FEATURES

Speakerphone operation

Placing a call

- Press line key.
- Dial number or press memory key.
- When party answers, speak toward the set.

Answering a call

- Press line key.
- Speak toward the set.

Ending a call

- Press **MONITOR**.

Switching from handset to speakerphone

- Press **MONITOR**.
- Hang up handset.

Switching from speaker-phone to handset

- Lift handset.

BLF station operation

- Lights (LEDs) adjacent to memory keys 1-14 indicate statuses of stations always available through standard intercom calling (fixed DSS feature).
 - Stations 10-17 for Model 308
 - Stations 12-25 for Models 616 & 816
- Statuses are: dark = idle
steady-on = busy.

Note: On Model 824, the LEDs will only indicate statuses of stations manually programmed at memory keys. Program memory keys for DSS operation (using DSS programming procedure) to enable LEDs, then use programmed DSS for status aided intercom calling. Automatic dialing is not available when memory keys are programmed for DSS.

For this operation ...

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THE BASICS

Placing a call

On hook

- Press line key. Listen for dial tone.
- Dial number.
- Lift handset, when party answers.
- Hang up handset to end call.

Off hook

- Lift handset.
- Press line key. (This step is not necessary if a line has been assigned to you—a prime line.)
- Listen for dial tone.
- Dial number.
- Hang up handset to end call.

Answering a call

- Press line key. (This step is not necessary if you have a prime line or if your phone answers any ringing line.)
- Lift handset.

Placing a call on hold

Manual hold

(Any station can retrieve held call.)

- Press **HOLD**.
- To return to call on hold, press flashing line key.

Exclusive hold

(Only your station can retrieve held call.)

- Press **HOLD** twice.

Note: Hold Recall—A call placed on hold will

Mute

To prevent other party from hearing

- Press and hold down **MUTE**.
- Release **MUTE** to resume two-way conversation.

Pulse/tone switching

If your telephone service is pulse (rotary) and you must convert to tone after selecting a line or while dialing

- Press **##**. (System will switch back to pulse dialing when call is terminated.)

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

- Press **ITCM**.
- Dial station number.
- Repeat last four steps for all stations.
- Press **MONITOR**.

Voice Signalling DSS

- Lift handset.
- Press memory key (1-14).
- Voice announce.

Note: If you are transferring a call, the outside line is automatically placed on hold when a memory key is pressed.

Tone Signalling DSS

- Press memory key (1-14).
- Press **ITCM**.
- When station answers, lift handset.

Night transfer

To activate

(from station 10 only)

- Press **ITCM**. Listen for tone.
- Press **##**. Tone will stop.

To cancel

- Repeat the two steps above.

Do not disturb

To silence your ringer and appear busy to intercom calls

- Press **MONITOR**.

To cancel

- Press **MONITOR** again.

automatically ring at the station which placed it on hold after a programmed period of time. If the call is on exclusive hold, the call will revert to manual hold after the initial period.

Placing intercom calls

Voice signalling

- Lift handset.
- Press **ITCM**.
- Press a memory key (or dial extension number). To call system operator, dial 0.
- Voice announce.

Tone signalling

- Press **ITCM**.
- Press memory key (or dial extension number).
- Press **ITCM** again.
- When party answers, lift handset to talk.

Note: Some systems may be programmed to tone signal as the first option. In that case the first set of instructions applies to tone signalling, the second to voice signalling.

Answering intercom calls

(caller controls the signalling)

To answer a voice-signalled intercom call

- Speak toward the set.
- Lift handset if privacy desired.

To answer a tone-signalled intercom call

- Lift handset to talk.

Transferring outside calls

If the line on which the call appears is shared by you and the station to receive the call

- Press **ITCM**. (Call is placed on hold automatically.)
- Press a memory key (or dial extension number).
- Voice announce the call and line number.
- Hang up handset.

If station does not share line appearance

- Press **ITCM**. (Call is placed on hold automatically.)
- Press a memory key (or dial extension number).
- Voice announce the call and ask station to lift handset.
- Press **RECALL**. (Station immediately has the call.)

To return to outside call.

- (busy or no answer)
- Press flashing line key.

Conference calls

Multiline conference

(2 external, 1 internal parties)

Note: Conference transmission levels are not compensated and connections of parties must be supervised by one inside party.

- Establish first outside call and press **HOLD**.
- Establish second outside call.
- Press and hold down line key for second call.

Area paging

(requires external paging unit)

One-button access

(Paging unit connects to Key Service Unit line port.)

- Press line key dedicated to paging.
- Lift handset. (Dial area code if required.)
- Make announcement.

Two-button access

(Paging unit connects to Key Service Unit station port.)

- Press **ITCM**.
- Lift handset.
- Press a memory key (or dial 2-digit access code).
- Make announcement.

All call and zone paging

(available on most models)

- Press **ITCM** and lift handset.
- Dial zone number (4,5, or 6—7 for All Call).
- Make announcement.

Direct station selection (DSS)

One-button intercom calling

(recommended for attendant answering stations)

To program DSS numbers

- Press **ITCM**. Listen for tone.
- Press **SAVE**. Tone will stop.
- Press memory key (1-14).

- Repeat the last four steps for each number to be stored.
- Press **MONITOR** to end programming.

To dial numbers

(from any station)

- Press **XI** and then the dial key. (If on line, listening to dial tone, press **shift** key, **XI** and then the desired dial key 1-0.)

Line monitoring

To activate while on a call

- Press **MONITOR**.
- Hang up handset.

Note: If a party places you on hold, you can monitor until his return, then lift handset.

To cancel

- Lift handset to resume conversation or press **MONITOR** to disconnect.

Recall/Tap

- If your system has been configured for Tap, press **RECALL** to generate a timed "Flash" for accessing PBX, Centrex and custom calling services.
- If your system has been configured for Recall, press **RECALL** to disconnect, as if you had hung up, and obtain a new dial tone for another call.

Note: System can be configured for Recall or Tap, but not both.

- Press line key for first call.
- Release both line keys. (Conference is established.)

Add-on conference

(1 external, 2 internal parties)

- Establish outside call.
- Press **ITCM** (outside call placed on hold).
- Press a memory key (or dial extension number).
- Ask intercom party to lift his handset, and to press and hold down the held line key.
- Press and hold down the line key of held outside call.
- Release line key when conference is established.

THE FEATURES

Redialing

Last number redial

- Press **#**. (If on line, listening to dial tone, press **shift** key and then **#**.)

Saved number redial

(saving a number just dialed)

- Press **SAVE**, during or after the call.

To dial the saved number

- Press **shift** key and then **SAVE**.

Automatic redial

- When busy tone is heard, press **auto redial** key and hang up. (Station will redial number once a minute for 10 minutes.)
- To cancel, press **auto redial** key again.
- When ringing tone is heard, lift handset.

Automatic dialing

To program numbers

- Press **ITCM**. Listen for tone.
- Press **SAVE**. Tone will stop.
- Press desired memory key.
- If a specific line is to be used, press the line key. (Otherwise, system will pick prime line or last line used.)
- Manually dial number to be stored. (up to 15 digits)

If required as part of number:

- Dial # and/or *
- Press **HOLD** to store pause.
- Press **RECALL** to store hookswitch flash.

- Repeat the last four steps for each number to be stored.
- Press **MONITOR** to end programming.

To automatically dial numbers

- Press memory key.
- When party answers, lift handset.

Station speed dialing

To program numbers

- Follow same steps given for Automatic Dialing using the dial keys 1-0 as memory locations.

To speed dial numbers

- Press desired dial key 1-0. (If on line, listening to dial tone, press **shift** key and then desired dial key 1-0.)

System speed dialing

To program numbers

(Program from station 10.)

- Press **ITCM**. Listen for tone.
- Press **XI**. Tone will stop.
- Press **SAVE**.
- Press desired dial key 1-0.
- If a specific line is to be used, press the line key. (Otherwise, system will pick prime line or last line used.)
- Manually dial number to be stored. (up to 31 digits)

If required as part of number:

- Dial # and/or *
- Press **HOLD** to store pause.
- Press **RECALL** to store hookswitch flash.