

Personal Ring Tones =

ITCM * * 4 + 1 (Tone 1)
 + 2 (Tone 2)
 + 3 (Tone 3)
 + 4 (Tone 4)

PROGRAMMING

Auto Dials

1. Press **ITCM * * 1**.
2. Press Auto dial softkey.
3. Select line or ITCM choice (optional).
4. Dial number to be stored (up to 15 digits).

NOTE:

- Digits 0-9 can be stored
- Hookflash can be stored by pressing **TAP**.
- Intercom can be stored by pressing **ITCM**.
- Pause can be stored by pressing **HOLD**.

5a. Press **T/C** and repeat steps 2-4.

-or-

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

6. Log all stored numbers on back of this user guide.

Station Speed Dial

1. Press **ITCM * * 2**.
2. Press a softkey keypad digit (0 through 9).
3. Repeat steps 3 through 6 as detailed above (Auto Dials).

DSS

1. Press **ITCM * * 3**.
2. Press softkey.
3. Dial extension.
4. Repeat 2 and 3 as required
5. Press **SPKR** to quit.

AUTO REDIAL KEY

1. Press **ITCM * * 1**.
2. Press desired softkey.
3. Press **#**.
4. Press **SPKR** to quit.

STATION SPEED DIAL RECORD

0	_____
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____

AUTO DIAL RECORD

○	_____	○
○	_____	○
○	_____	○
○	_____	○
○	_____	○
○	_____	○
○	_____	○
○	_____	○
○	_____	○
○	_____	○

COMDIAL

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COMDIAL

ExecuTech Model XE/XL Key System

User's Guide

—COMUG 7350

ANSWERING CALLS

Standard

- Lift handset.
- Press flashing **LINE** or **ITCM** key
- Talk.

Speakerphone

- Press flashing **LINE** or **ITCM** key.
- Talk.

Station with Ringing Line Preference

With calls ringing at this station,

- Lift handset.
- Talk.

Call Pickup - Direct

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

Call Pickup - System

- **ITCM**.
- # **4**.

MAKING CALLS

Standard

- Lift handset.
- Select **LINE** or **ITCM** key.
- Dial number or press auto dial key.
- Talk.

Speakerphone

- Press **LINE** or **ITCM** key.
- Dial number or press auto dial key.
- 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.

Station Speed Dial

While station is idle,

- Press keypad digit **0 - 9** (see Number Record on back of this page).

System Speed Dial

While station is idle,

- Press * and two digit memory location (see attendant for list).

Last Number Redial

While station is idle,

- Press #.

Auto Redial

While station is idle,

- Press assigned Auto Redial key (refer to programming instructions on back of this page).

TRANSFERRING/CONFERENCING

Transferring Line Call

- Press **T/C**.
- Press **DSS** (or dial intercom party station number).

When intercom party answers,

- Announce call and line number.
- Hang up handset (or speaker off).

Conferencing

Multiline conference (2 external parties, 1 internal party)

To set up,

- Establish first outside call and press **T/C**.
- Establish second outside call and press **T/C**.

To drop one conferee and remain active with other conferee,

- Press **HOLD**. Both lines placed on hold.
- Press **LINE** key of party to be dropped.
- Press and release hookswitch.
- Press **LINE** key of party to be retained.
- Resume conversation.

Add-on conference (1 external party, 2 internal parties)

- Establish outside call.
- Press **ITCM** (outside call placed on hold automatically).
- Dial extension number of intercom party.
- Wait for answer.
- Press **T/C** (a three-way connection is established).

HOLD

Set

- While on line, press **HOLD** (regular **HOLD**).
- While on line, press **HOLD + HOLD** (exclusive **HOLD**).

Retrieve

- Press flashing held **LINE** key.

FEATURE ACCESS CODES

Call Attendant	=	ITCM	0
Background Music	=	ITCM	*1 (ON) #1 (OFF)
Voice Announce Blocked	=	ITCM	*2 (ON) #2 (OFF)
Call Pickup-Directed	=	ITCM	*4 + Ringing ext.
Call Pickup-System	=	ITCM	#4
Zone 1 Paging	=	ITCM	4
Zone 2 Paging	=	ITCM	5
Zone 3 Paging	=	ITCM	6
All Call Paging	=	ITCM	7