

Using The Message Waiting Light

The message waiting light at any telephone can be turned on from another telephone to alert a user that a message awaits pickup.

To turn on MW light,

- lift handset and listen for intercom dial tone (or FLASH for intercom dial tone if on outside line),
- dial * 3,
- dial extension number of station to be alerted. (The MW light of called station will blink on and off.)

To turn off MW light,

- lift handset and listen for intercom dial tone (or FLASH for intercom dial tone if on outside line),
- dial # 3,

- dial extension number of station that was alerted. (The MW light of called station will turn off.)

To turn off MW light while delivering a message (only available to single-line proprietary telephones),

- press HOLD.

To receive message when your MW light is on (only available to single-line proprietary telephones),

- observe the blinking MW light,
- lift handset and listen for intercom dial tone (or FLASH for intercom dial tone if on outside line),
- press HOLD. (Connection to user who deposited the message is automatically completed.)

Making Page Calls

(Only Available To Single-Line Proprietary Telephones)

To make an all-call or zone page through the station loudspeakers,

- lift handset and listen for intercom dial tone (or FLASH for intercom dial tone if on outside line),
- dial paging number - (4 for zone 1, 5 for zone 2, 6 for zone 3, or 7 for all-call),
- make announcement,
- hang up handset.

Switching Between Pulse And Tone Dialing

(Only Available To Single-Line Proprietary Telephones)

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

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

NOTE: You can store Pulse/Tone switching at a speed dial location by pressing # during number storage.

Programming The Station Speed Dial

You can store station speed dial numbers for later redial at keypad digits 0 through 9. Before attempting to program, decide on the following items: (1) the number or feature code dialing sequence to be stored, (2) which storage location will be used (0 - 9).

CAUTION

The Federal Communications Commission (FCC) requires that when you program emergency numbers and/or when you make test calls to emergency numbers that you take the following steps:

Remain on the line and briefly explain to the dispatcher the reason for the call.

Perform such activities in the off-peak hours; such as early morning or late evenings.

To program speed dial numbers,

- lift handset and listen for intercom dial tone (or FLASH for intercom dial tone if on outside line),
- dial * * 2,
- dial a storage location (0 through 9).
- dial the number sequence to be stored. (Up to 15 digits can be stored with valid digits including 0 - 9, #, and *.)

To store a pause if required, press HOLD at the required point in the number storage.

To store a FLASH if required, perform a FLASH at the required point in the number storage sequence.

Example: Storing a telephone number under location 0. The sample number is 1(804)555-2222. Program it as follows:
*, *, 2, 0, 1, 8, 0, 4, 5, 5, 5, 2, 2, 2, 2.

- hang up handset to end number storage,
- repeat the entire procedure until all desired numbers are stored.

COMDIAL

ExecuTech XE Key System

Industry-Standard Telephone and Single-Line Proprietary Telephone

User's Guide

— COMU6 049

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Charlottesville, VA 22906-7266

Introduction

You telephone system supports two different types of single-line telephones. It supports a single-line proprietary telephone at every station port except port 10, and it supports an industry-standard telephone on station ports 26 and 28. The same system features are available at both of these telephone types; however, the method that you use to exercise the features differs slightly on the different telephone types.

In most installations, your installer will program your system to provide an intercom dial tone when you lift the handset on your single-line telephone. This arrangement is known as "prime intercom". The installer may, however, program the system to provide outside line dial tone to your telephone instead. This arrangement is known as "prime line automatic" and "idle line preference". This user's guide is written for telephones with "prime intercom". This means that you can dial intercom numbers and system feature codes as soon as you lift the handset. If the installer has programmed the system to provide outside line dial tone to your telephone, you must obtain intercom dial tone before you can dial the various feature codes.

On single-line proprietary telephones, you obtain intercom dial tone by pressing the TAP button. On industry-standard telephones you obtain intercom dial tone by pressing and releasing the hookswitch. This TAP button or hookswitch actuation is commonly known as performing a flash operation. When you perform a flash operation at your single-line telephone, the system causes intercom dial tone to sound. If you first dial some digits before flashing to obtain intercom dial tone, the system places the outside line on hold; however, if you flash your telephone to obtain intercom dial tone as soon as you lift its handset without first dialing any digits, the system drops the outside line.

NOTE: The system **will not** recognize a hookswitch flash from a single-line proprietary telephone. You **must** press the TAP button on this telephone for any system feature requiring a flash for access. In contrast, on an industry-standard telephone, **flashing the hookswitch is the standard means of signalling**. However, some industry-standard telephones also provide a TAP button. If your telephone provides a TAP button, you **must** press it instead of actuating the hookswitch when you need to flash for an intercom feature.

Answering Calls Ringing At Your Telephone

To answer a call that is ringing at your telephone,

- hear ringing and lift handset to talk.
Answering Calls Ringing At Another Telephone
- lift handset and listen for intercom dial tone (or FLASH for intercom dial tone if on outside line),
- dial * 4,
- dial extension number of ringing telephone.

To answer a call that is ringing at a specific telephone,

- lift handset and listen for intercom dial tone (or FLASH for intercom dial tone if on outside line),
- dial # 4,

Making Calls

Making Outside Calls

To make an outside call, prime line and idle line preference must be in effect.

Make the outside call per the following procedure:

- lift handset and listen for outside dial tone,
- Dial number.
- To end call,**
- hang up handset.

Making Intercom Calls

To make an intercom call with prime intercom in effect,

- lift handset and listen for intercom dial tone,
- dial extension number. (To call system operator, dial 0.)
- speak to called party.

To make an intercom call with prime line and idle line preference in effect,

- lift handset and listen for outside dial tone,
- FLASH for intercom dial tone,
- dial extension number.

Using The Speed Dial

To dial station speed dial numbers,

- lift handset and listen for intercom dial tone (or FLASH for intercom dial tone if on outside line),
- FLASH for feature access - dial tone will stop,
- Press keypad digit 0 - 9 for desired personal speed dial number.

To dial system speed dial numbers,

- Press *.

- Press keypad digits 01 - 30 for desired system speed dial number.

Using The Last Number Redial

To automatically redial the last number previously dialed,

- lift handset and listen for intercom dial tone (or FLASH for intercom dial tone if on outside line),
- FLASH for the feature - dial tone will stop,
- Dial # to redial the last dialed number.

Using Extended DTMF

(Only Available To Single-Line Proprietary Telephones)

When the prime line and idle line preference are in effect, the length of the DTMF tone can be extended from the standard length to a pre-programmed longer length.

To extend tone length,

- lift handset,
- wait 10 seconds, and dial number (system will then generate long DTMF tones when dialing).
-or-
- immediately press HOLD then press TAP to set the system to generate long DTMF tones without waiting for delay conversion.

To alternate between long length and standard length DTMF tones during a call,

- Press HOLD then press TAP for line.

Holding Calls

Setting A Manual Hold At A Single-Line Proprietary Telephone

To place call on hold,

- press HOLD,
- hang up handset (call goes on hold and recalls after short programmed delay).

To retrieve held call,

- lift handset (if call has recalled),
-OR-
- lift handset, press TAP (if call has not recalled).

Setting A Manual Hold At An Industry-Standard Telephone

- press FLASH.

• leave handset off hook (call goes on hold, intercom tone times out, and station appears busy to other system stations, call does not enter hold recall mode).

-OR-

- hang handset up. (call goes into hold recall mode, and telephone immediately sounds hold recall ring)

To retrieve held call if off hook,

- press FLASH.

To retrieve held call if on hook,

- lift handset.

Transferring Outside Calls

Making A Screened Transfer

To transfer an outside call to another station in the system,

- answer outside call,
- FLASH (outside call is placed on hold and intercom dial tone sounds),
- dial extension number of party to be transferred to
- when intercom party answers announce call and line number,
- hang up handset.

If the called party is busy or does not answer,

- FLASH to retrieve the call.

Making An Unscreened Transfer

To transfer an outside call to another station in the system,

- answer outside call,
- FLASH (outside call is placed on hold and intercom dial tone sounds),
- dial extension number of party to be transferred to,
- hang up handset.

NOTE: If the station that is to receive an unscreened transfer is busy, the transferred call will camp-on at the station. The call will automatically ring the station when it becomes idle. If a transferred call is not answered after a preprogrammed time, it will ring back to the transferring station.

To answer recall of transferred call,

- lift handset.

Making Conference Calls

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

To set up an add-on conference when prime line and idle line preference are in effect,

- establish outside call,
- FLASH (outside call placed on hold and intercom dial tone sounds).
- dial extension number of intercom party.
- wait for answer,
- FLASH (a three-way connection of two system telephones and one outside line is established).