

HOLD

To set,

- For regular HOLD, press HOLD while on line.
- For exclusive HOLD, press HOLD + HOLD while on line.

To retrieve,

- Press flashing line button.

TRANSFERRING OUTSIDE CALLS

Screened Transfer

- Answer call.
- Press TRANS/CONF.
- Press DSS button (or dial station number)
- When party answers, announce call.
- Hang up handset (or turn speaker off).

Unscreened Transfer

- Answer call.
- Press TRANS/CONF.
- Press DSS button (or dial station number).
- Hang up.

If called party is busy or does not answer, the call will ring back to the transferring station. To answer,

- Press TAP button or flashing line button to retrieve call.

PAGING

Zone

To originate,

- Lift handset.
- Press ITCM, then zone number
 - Zone 1 = ITCM 4
 - Zone 2 = ITCM 5
 - Zone 3 = ITCM 6.
- Make announcement.

All-Call

To originate,

- Lift handset.
- Press ITCM, then 7.
- Make announcement.

External

- Lift handset.
- Dial assigned page access code, or
- Press page button.
- Make announcement.

FEATURE/ACCESS CODES

Attendant = ITCM 0

Automatic Redial = Programmed button

Background Music = ITCM * 1 (ON) ITCM # 1 (OFF)

Call Pickup - Directed = ITCM * 4 + Ringing ext.

Call Pickup - Group = ITCM # 4

Do Not Disturb = SPKR (set) SPKR (cancel)

Handsfree Answer Inhibit = MUTE (set) MUTE (cancel)

Message Waiting = ITCM * 3 (ON) ITCM # 3 (OFF)
ITCM HOLD (retrieve)

Paging:

Zone 1 Paging = ITCM 4
Zone 2 Paging = ITCM 5
Zone 3 Paging = ITCM 6
All-Call Paging = ITCM 7

Personal Ring Tones = ITCM * * 4 + 1 (Tone 1)
+ 2 (Tone 2)
+ 3 (Tone 3)
+ 4 (Tone 4)

Pulse/Tone Switching = # (during dialing)

Redial (last number dialed) = #, or HOLD # (when on line)

Station Speed Dialing = 0-9, or HOLD 0-9 (when on line)

System Speed Dialing = * 01-30 or

HOLD * 01-30 (when on line)

Voice Announce Blocked =

Programmed button or

ITCM * 2 (ON) ITCM # 2 (OFF)

This user's guide is applicable for the following telephone models:

6702X-xx	6614E-xx
6706X-xx	6614T-xx
6714X-xx	6620E-xx
6600E-xx	6620T-xx

COMDIAL

ExecuTech XE

Key Systems

User's Guide

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PROGRAMMING

Autodials

To store outside numbers,

1. Press **ITCM** * * 1.
2. Press a programmable button. Hear fast tone.
3. Either:
 - Select a line by pressing a line button, or
 - If you want to use the assigned prime line or the last line you used, just go on to Step 4 without pressing a button here.
4. Dial number to be stored (up to 15 digits).
 - Digits 0-9, *, # can be stored.
 - Hookflash can be stored by pressing **TAP**.
 - Pause can be stored by pressing **HOLD**.
5. Press **TRANS/CONF** (on some XE models, this is **T/C**) and repeat steps 2-4 to program another autodial button, or press **SPKR** or **MNTR** to quit.
6. Write programmed numbers on designation strip.

To store feature codes,

1. Press **ITCM** * * 1.
2. Press a programmable button.
3. Enter the codes for the feature.
4. Press **TRANS/CONF** and repeat steps 2 and 3 to program another code, or press **MNTR** to quit.
5. Write programmed features on designation strip.

Station Speed Dial

1. Press **ITCM** * * 2.
2. Press keypad button (0-9) for storage location.
3. Repeat steps 3 through 5 as detailed above for autodials.

DSS (extension numbers)

1. Press **ITCM** * * 3.
2. Press programmable button.
3. Dial extension.
4. Repeat 2 and 3 as required.
5. Press **SPKR** or **MNTR** to quit.

NOTE: To program an autodial on a DSS secondary level, use the above instructions for **Autodials**.

Auto-Redial

1. Press **ITCM** * * 1.
2. Press programmable button.
3. Press #.
4. Press **SPKR** to quit.

Auto-Save

1. Press blank programmable button while on line.
2. Can be stored over a previously used auto-save location (will overwrite previously stored number).

ANSWERING CALLS

Standard

- Lift handset. Press flashing line or **ITCM** button.
- Talk.

Speakerphone

- Press flashing line or **ITCM** button.
- Talk.

Station with Ringing Line Preference

With calls ringing at this station,

- Lift handset.
- Talk.

Call Pickup - Directed

- Press **ITCM** * 4.
- Dial station number (of ringing station).
- Talk.

Call Pickup - System

- Press **ITCM** # 4.
- Talk.

Off-Hook Voice Announce

- Hear OHVA tone burst from console speaker.
- Respond by speaking toward console.

Secure Off-Hook Voice Announce*

- Hear SOHVA tone burst and announcement in handset receiver.
- Press **MUTE**; respond to announcement.

*SOHVA is available on the following telephones:

6714X-xx All revs.	6600E-xx Rev. B and later
6614E-xx Rev. D and later	6614T-xx Rev. C and later
6620E-xx Rev. D and later	6620T-xx Rev. I and later

CONFERENCING

Multiline conference (2 external parties, 1 internal)

To set up,

- Establish first outside call and press **TRANS/CONF**.
- Establish second outside call and press **TRANS/CONF**.
- Talk.

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

- Establish outside call and press **TRANS/CONF**.
- Press **DSS** or dial station number.
- Wait for answer.
- Press **TRANS/CONF** (a three-way connection is established).

MAKING CALLS

Standard

- Lift handset. Press line or **ITCM** button.
- Dial number or press autodial button. (**HOLD** plus autodial button for second level numbers.)
- Talk.

Speakerphone

- Press line or **ITCM** button.
- Dial number or press autodial button.
- Talk.

Voice Announce

- Lift handset. Press **DSS** button (or press **ITCM** and dial station number).
- Make announcement.

Station Speed Dial

While station is idle,

- Press keypad digit 0-9 (see directory in tray).

System Speed Dial

While station is idle,

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

Last Number Redial

While station is idle,

- Press #.

Auto-Redial

While station is idle,

- Press assigned auto-redial button (refer to programming instructions in this guide.)

Auto-Save

- Press line button to select line.
- Press auto-save button. Number is automatically dialed.

Off-Hook Voice Announce and Secure Off-Hook Voice Announce*

- Lift handset.
- Make intercom call.
- Hear warning tone and make announcement.
- Wait on line for reply.

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6614E-xx Rev. D and later	6614T-xx Rev. C and later
6620E-xx Rev. D and later	6620T-xx Rev. I and later