

# PROGRAMMING

## Autodials

### To store numbers,

1. Press **ITCM \* \* 1**.
2. Press a programmable button (memory location). Hear fast tone.
3. Select line (press button) or select line group 1-4 (dial 9, 81, 82, or 83), or select prime line or last line used (dial 0).
4. Dial number to be stored (up to 16 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** and repeat steps 2-4 to program another autodial button, or press **SPKR** or **MNTR** to quit.
6. Write programmed numbers on telephone designation strip.

### To store feature codes,

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

**NOTE:**The telephone system allows only one autodial number at a programmable button; however, you can store an autodial number or feature code at a second level at the DSS locations using the above procedures. Record these stored second level autodial numbers and feature codes in the telephone slide-out tray.

## Station Speed Dial

1. Press **ITCM \* \* 2**.
2. Press keypad button (0-9) for storage location.
3. Repeat steps 3 through 6 as detailed above for autodials.

## DSS

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

## Auto-Redial

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

## Response Messaging

1. Press **ITCM \* \* 1**.
2. Press a programmable button.
3. Press 5.
4. Dial message location number (0-9).
5. Press **MNTR** or **SPKR** to quit.

## Secure Off-Hook Voice Announce

1. Press **ITCM \* \* 1**.
2. Press desired programmable button.
3. Dial 8.
4. Press **MNTR** or **SPKR** to quit.

SECONDARY MEMORY DIRECTORY			
	A		I
	B		J
	C		K
	D		L
	E		M
	F		N
	G		O
	H		P
PERSONAL SPEED DIAL PP010-000			
	1		6
	2		7
	3		8
	4		9
	5		0

After storing numbers under DSS buttons (secondary memory locations), write the number and name on the directory line that relates to the button.

## FEATURE ACCESS CODES

FEATURE	To turn on . . .	To turn off . . .
Account code	Programmable button	
Assist	Programmed button	
Attendant	ITCM 0	
Automatic Callback	ITCM Ext. * 6	ITCM # 6
Background Music	ITCM * 1	ITCM # 1
Call Forwarding: All Calls	ITCM * 5	ITCM # 5
Personal	ITCM * 05	ITCM # 05
Call Pickup: Directed Group	ITCM * 4 plus Ringing Ext. ITCM # 4	
Call Waiting	ITCM Ext. * 01	Hang up
Executive Override	ITCM Ext. * 03	
LCD Messaging	ITCM * 02, 0-9, MNTR or SPKR	ITCM # 02
Line Group 1	ITCM 9	
Line Group 2	ITCM 81	
Line Group 3	ITCM 82	
Line Group 4	ITCM 83	
Line Group Queue	ITCM (grp. code) * 8	ITCM # 8
Message Waiting	ITCM * 3, Ext.	ITCM # 3, Ext.
Night Answer	ITCM 80	
Paging: Zone 1 paging	ITCM 84	
Zone 2 paging	ITCM 85	
Zone 3 paging	ITCM 86	
All-Call paging	ITCM 87	
Meet-me paging	ITCM 88	
External page	ITCM 89	
Personal Ring Tones	ITCM * * 4 + 1 (tone 1) ITCM * * 4 + 2 (tone 2) ITCM * * 4 + 3 (tone 3) ITCM * * 4 + 4 (tone 4)	
Response Messaging	Programmable button	
SOHVA Originate	Programmable button	
Station-to-Station Messaging	ITCM Ext. * 7	ITCM # 7, Ext.
System Speed Dialing	* 01-99	
Voice Announce Blocked	Programmed button or ITCM * 2	ITCM # 2

**COMDIAL**

Charlottesville, VA 22906-7266

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# DIGITECH

## Digital Telephone System

## Station User Guide

COMDIAL

COM06-045

## 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).

### Call Pickup - Group

- Press ITCM # 4.

## MAKING CALLS

### Standard

- Lift handset.
- Select line or ITCM button.
- Dial number or press autodial button.
- Talk.

### Speakerphone

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

### Voice Announce

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

### Auto-Redial

While station is idle and handset is on-hook,

- Press assigned auto-redial button (refer to programming instructions on back of this page).

### Line Group Access

- Lift handset.
- Press ITCM.
- Press Group Access Code:

9	Group 1
81	Group 2
82	Group 3
83	Group 4

- Dial telephone number.

### Station Speed Dial

While station is idle and handset is on-hook,

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

### System Speed Dial

While station is idle and handset is on-hook,

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

### Autodial

While station is idle,

- Press programmed button.

**NOTE:** If the button is programmed on a second level under a DSS button, press **HOLD** and then press the programmed button.

### Last Number Redial

While station is idle and handset is on-hook,

- Press #.

### Secure Off-Hook Voice Announce

With SOHVA Button

1. Make intercom call and hear busy signal.
2. Press **SOHVA** button and hear tone bursts.
3. Deliver message.

Without SOHVA button

1. Make intercom call and hear tone bursts.
2. Deliver message

## TRANSFERRING LINE CALLS

### Screened Transfer

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

### Unscreened Transfer

- Press **TRANS/CONF**.
- Press **DSS** (or dial number).
- Hang up.

## CONFERENCING

### Five-Party Conferencing

This is any combination of inside stations and outside lines.

To set up,

- Make first call and press **TRANS/CONF**.
- Make next call and press **TRANS/CONF** to establish conference.
- Repeat steps above to add up to two more parties. Talk.

**NOTE:** When setting up a conference call with outside lines and inside stations, you must call the outside lines first.

To continue conversation with last conferee after three outside lines have dropped out of conference,

- Press the line button of the remaining party.

To drop outside lines from the conference,

- Press **HOLD** to put all lines on **HOLD** before the caller hangs up. Not doing this will result in a tone sounding in the handset receiver, interrupting the remaining conferees.
- To retrieve lines from **HOLD** and bring them back into the conference, repeat steps above for setting up conference.

### Unsupervised Conferencing

You can drop out of a conference call when there are two outside lines in conference. To do this,

- Dial # and hang up.

## 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.

### Direct Station Hold

This is parking a call to a station.

To set,

- While on line, press **ITCM** (outside call placed on hold).
- Press \* 90 plus extension number for station to receive park.

### Direct Station Hold (continued)

To retrieve from the park receiving extension,

- Press # 90.

To cancel,

- Dial \* 4 plus extension number of the station holding the call.

### Call Park

To set,

- While on line, press **ITCM**.
- Press \*.
- Select a park zone (91-99).

To retrieve (from any station),

- Press **ITCM**.
- Press #.
- Select a park zone (91-99).

## PAGING

### Zone

To originate,

- Lift handset.
- Press **ITCM** + zone number (84, 85, 86).
- Make announcement.
- Stay on page (if waiting for answer back).

### All-Call

To originate,

- Lift handset.
- Press **ITCM + 87**.
- Make announcement.
- Stay on page (if waiting for answer back).

### Meet-Me Page (Answerback of Page)

- Lift handset (of nearest station).
- Press **ITCM + 88**.
- Talk.

### External

- Lift handset.
- Dial assigned page access code.

-OR-

- Press page button.