

PROGRAMMING

Autodials

1. Press **ITCM * * 1**.
2. Press a programmable button (memory location).
3. Select line button, line group (1 - 4), or ITCM.
4. Dial number or feature code to be stored (up to 16 digits).

- NOTE:
- Digits 0-9, *, # can be stored.
 - Hookflash can be stored by pressing **TAP**.
 - Pause can be stored by pressing **HOLD**.

- 5a. Press **TRANS/CONF** and repeat steps 2-4 to program another autodial button.

-or-

- 5b. Press **SPKR** to quit.
6. Log secondary stored numbers in directory.

Station Speed Dial

1. Press **ITCM * * 2**.
2. Press programmed keypad digit (0-9).
3. Repeat steps 3 through 6 as detailed above.

DSS

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

Auto Redial

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

DIRECTORY

Secondary Memory Buttons

A	B	C	D	E	F	G	H
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I	J	K	L	M	N	O	P
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal Speed Dial Buttons

1	2 ^{ABC}	3 ^{DEF}
4 ^{GHI}	5 ^{JKL}	6 ^{MNO}
7 ^{PRS}	8 ^{TUV}	9 ^{WXY}
0 ^{OPR}		

SECONDARY MEMORY DIRECTORY			
	A		I
	B		J
	C		K
	D		L
	E		M
	F		N
	G		O
	H		P
PERSONAL SPEED DIAL			
	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

To turn a feature off, precede the code with ITCM.

Attendant =	ITCM 0
Automatic Callback =	ITCM Ext. *6 (ON) #6 (OFF)
Background Music =	ITCM *1 (ON) #1 (OFF)
Call Forwarding - All Calls =	ITCM *5 (ON) #5 (OFF)
Call Forwarding - Personal =	ITCM *05 (ON) #05 (OFF)
Call Pickup-Directed =	ITCM *4 + Ringing ext.
Call Pickup-Group =	ITCM #4
Call Waiting =	ITCM Ext. *01 (ON) Hang up (OFF)
Executive Override =	ITCM Ext. * 3
LCD Messaging =	ITCM *02 (0-9) (ON) #02 (OFF)
Line Group 1 =	ITCM 9
Line Group 2 =	ITCM 81
Line Group 3 =	ITCM 82
Line Group 4 =	ITCM 83
Line Group Queue=	ITCM (Group Code) *8 (ON) #8 (OFF)
Message Waiting=	ITCM *3 (ON) # 3 (OFF)
Night Transfer=	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) + 2 (Tone 2) + 3 (Tone 3) + 4 (Tone 4)
Station-to-Station Messaging=	ITCM Ext. * 7 (ON) # 7, Ext. (OFF)
System Speed Dialing=	* 01-99
Voice Announce Blocked=	Programmed button or ITCM * 2 (ON) #2 (OFF)

Comdial Express

Telephone Systems

Quick Reference Guide

COMDIAL

Charlottesville, Virginia 22906-7266

COMUG-053

GCA 70-141.03
3/90

COMDIAL

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

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

Call Pickup - System (Group)

- **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.

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.

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,

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

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 on back of this page).

TRANSFERRING LINE CALLS

Screened Transfer

- Press **TRANS/CONF**.
- Press **DSS** (or dial intercom party station number).

When intercom party answers,

- Hang up handset (or speaker off).

Unscreened Transfer

- Press **TRANS/CONF**.
- Press **DSS**.
- Hang up.

CONFERENCING

Multiline conference (2 external parties, 1 internal party)

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 parties)

- Establish outside call.
- Press **TRANS/CONF**.
- Dial extension number of **ITCM** party or press **DSS**.
- Wait for answer.
- Press **TRANS/CONF** (a three-way connection is established).

Three-Way Conference (three intercom parties)

To set up,

- Establish first intercom call.
- Press **TRANS/CONF**.
- Establish second intercom call.
- Press **TRANS/CONF**. Conference is active.

To remain active with one conferee,

- Stay on line when one party hangs up.

HOLD

To set,

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

To retrieve, press flashing held **LINE** button.

Direct Station Hold

(Park a call to a station)

To set,

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

To retrieve from the park receiving extension, press # 90.

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.