## CAPNET 2420/2410
## DIGITAL TELEPHONE
## QUICK REFERENCE GUIDE

### FIXED FEATURE KEYS

**SPEAKER -** a depression of "**SPEAKER**" button to activate and a second depression of "**SPEAKER**" button to exit speaker mode.

**MUTE** - allows the user to mute their voice from being heard by another party by depressing the "**MUTE**" button and a second depression of the "**MUTE**" button enable the other party to hear you.

**VOLUME CONTROL BUTTON -** used to adjust speaker, handset, headset, or ringer volume

**EXIT -** Returns you to the first page of the Home screen

**ARROW KEYS -** used to move between screen pages

**MESSAGE LAMP /MESSAGE KEY-**The lamp is lit when voicemail message arrives and the Key will dial Voice Mail

**HEADSET BUTTON -** activates headset-lights while in use

**DROP** – allows user to drop call and restore dial tone

### PLACING A CALL

**Internal** -   Hear dial tone
             Dial 5 digit extension number

**External** – Hear dial tone
             Dial *99 and number
             Long distance - *99 and 1, area code and number
             for    all calls outside your area code

### HOLD

Press **HOLD** button
_____
**Retrieve Call:**
 Press Call Appearance button

### TRANSFER

Press **Transfer** button
Hear dial tone
Dial extension or *99 - plus number
Announce call or wait for first ring
Press **Transfer** button
_____
**To Cancel:**
Press call appearance button next to flashing lamp
Reconnected to held call

### CONFERENCE

**Join up to 6 Parties including yourself.**
Dial first party, announce conference
Press **Conference**
Hear dial tone
Dial next party, when party answers
Press **Conference**
Repeat steps to add parties
_____
To drop a 3$^{rd}$ party, busy or a no answer
Press Drop button

### SPEED DIALING (SpDial)

**Allows faster dialing of extension or outside numbers. 104 entries allowed for the 2420 and 48 for the 2410. To Program:**
Press **SpDial** key
Press **Add** (the **Edit Name** screen appears)
To enter name, use the **\***Dial pad (up to 13 characters)
To enter number, press button to left of "number"
Enter number to be stored, as it would be dialed
(up to 24 digits for both 2420/2410)
Press **Save**                    **or**
Press **Cancel** To continue without saving
Repeat steps to add more entries
**To Make a Call:**
Press **SpDial**
Press softkey next to entry to be dialed

 \*In order to spell out the name, use the appropriate buttons. If you want a different letter, press the key until the letter appears. If there are two letters on the same key, use the arrow keys above the dial pad to move to the next space and then choose the next letter. You can use the **Case** key to change upper to lower case. You can use the **Space** key to insert a space between first and last name.

### OPTIONS KEY

Press **Options** button
Options available are:
Ring Pattern, Screen Contrast, Log Setup, Visual Ring, Self

Display Mode, Erase All, and Language

To Select any Option
Press the associated feature button

Examples:
**Ring Pattern**: (to choose a different ring sound)
Press **Ring Options** feature button
Press **Save**
Use arrow keys to scroll through 8 Ring Patterns
**Visual Ring :**( for flashing lamp on incoming calls)
Press **Visual Ring** feature button (allowing the lamp at top

Telephone to flash
**Press** key to change **from YES or NO (default is yes)**
Press **Save**
**Log Setup:** (If you wish to see calls received from outside

Calls you make)
Press **Log Setup** feature button
Choose from **Answered, Unanswered or Outgoing**
Press feature button to the right -Choose from **YES OR NO**
Press **Save**

### LOG

Allows user to log**: Answered (incoming), Unanswered (incoming), Outgoing and Bridged (if condition exists)- Logs 48 calls for 2410 and 100 calls for 2420**
Press **Log** button
Choose action of **Call, Delete, Save or Done**
Examples:
**To Call**
Press button to right of number displayed
Press **Call** (dials number)
To Save to **SpDial** list
Press **Save**
Enter name
Press **Save**

**ABBREVIATED DIAL (AD)**

**Stores numbers for one touch dialing**

**In addition to Speed dial (Sp Dial) mentioned on the first page and you may be given Abbreviated Dial(labeled AD) buttons.  These are the program instructions.**

Press **Abr Prog**
Press **AD**

Display will show:

**CHANGE NUMBER?**
        **YES=1, NO=2**
Press **1 (Yes)**
**ENTER PHONE NUMBER**
Press **# key**
Hear confirmation tone
**NUMBER SAVED**

**CHANGE LABEL?**
        **YES=1, NO=2**
Press **1 (Yes)**

You can store up to 5 letters in the label.
In order to spell out the name, the user presses the appropriate buttons on keypad.  If you want a different letter on a button, press until the letter appears.  If the next letter is on the same button, press * between letters, then press the button until it appears.
To advance to the next letter Press *
When finished Press #

The Display will show:
        **PRESS BUTTON TO PROGRAM**

If there are more buttons to program
Start from -
"Press **AD"**
And follow the above instructions
If there are no more buttons to program
Hang up by pressing your **Speaker** button

(Note – The label does not appear on the display until
            you hang up).

**AUTODIAL (SD)**

Store numbers for one touch dialing
Hear dial tone
**Press Abr Program button or dial *83**
Press **SD** (autodial) button to be programmed
Dial number to be stored  **(You can store up to 12  digits)**
Press same **SD** button **OR** Press **#,** hear confirmation tone
Number is stored, hang up

To Label Buttons (8 characters can be stored)
Press **Label**
Press **Edit**
Press **SD** button to label
 In order to spell out the name, the user presses the appropriate buttons on keypad.  If you want a different letter on same button, press until the letter appears. If your next letter is on the same button press ► key.
Press ► key to enter next letter
Press **Backspace**  key to delete letters one at a time or Press **Clear** key to clear all
Press **Space** key to add space between letters
Press **Save**
Press **Exit**

To Make a Call After Programming:
Press button where number is stored

**CALL PICKUP**

**To pick up another call**
Hear dial tone
Press **Call Pickup, CPU, Pickup, PU** button (**or*19**)
You are connected to caller
**Directed Call Pickup** –Hear dial tone, Press **\*45** and **extension number** to pick up.

**CALL FORWARD FOLLOW ME**

Redirects calls to another extension
Hear dial tone
Press **Call Forward Follow Me** button (**or *06**)
Hear second dial tone
Dial extension number
Hear   confirmation tone, hang up
_____
**To** Cancel:
Hear dial tone
Press **Call Forward Follow Me** button (**or *20**)
Hear confirmation tone, hang up

Sends calls to a predesignated number

**SEND ALL CALLS**

Press **Send All Calls or SAC** button (**or* 03**)
_____
To Cancel:
Press **Send All Calls or SAC** button (**or*86**)

**QUESTIONS?**

**Call OFT Upstate Technical Assistance Center at extension 6-4000 Option 3 for additional user information. For repair call 6-4000 Option 1**