

CAPNET QUICK REFERENCE GUIDE 6408D+, 6416D+ AND 6424D+ USING THE SOFT KEYS AND OTHER FIXED FEATURES/BUTTONS

The 12 soft keys are located directly below the display. The control keys are labeled **Menu**, **Exit**, **Prev**, and **Next**. There are three separate softkey feature screens. Each of these screens allow you to select from four different features.

In order to activate any of these features, the user must depress the **Menu** button and the corresponding round softkey button for that feature. An arrow appears above the feature name if the feature is active.

Menu – gives you the listing of features on your softkeys

Exit - exits you out of the listing of features and returns you to the time and date screen.

Prev – allows the user to move back a screen

Next – allows the user to move ahead a screen

FIXED FEATURES

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.

HOLD – to place a call on hold, depress the hold button, to retrieve call, press the call appearance button.

REDIAL - to redial your last number dialed, depress “**REDIAL**” button.

TRANSFER - depress “**TRANSFER**” button, hear dial tone, dial number, announce call, depress “**TRANSFER**” button.

CONFERENCE - user can join up to 6 parties including yourself. Dial first party, announce conference, press, hear dial tone, dial next party, when party answers, press conference. Repeat steps to add parties.

RING SELECTION - (eight selections) While on hook, press “**CONF**”, continue to press “**CONF**” until your selection is heard. To save ring, **do not** press “**CONF**”, you will hear 2 more rings, followed by two rising tones.

VOLUME CONTROL RINGER - with handset in place, press “**CONF**”, Press volume up  or volume down  button. You will hear ring and then rising tone.

SPEAKER VOLUME - Press volume bar  up or down  while in use.

HANDSET RECEIVER LEVEL - Press volume bar  up or down  while in use.

This feature is to Program the Abvd Dial buttons. The program button must be located in the softkey Menu to program the AD's.

This feature is to be used with the **Conference** button. This is used to disconnect a busy, no answer or voice mail so it won't be added to the conference call.

BTNVU

To view information on any button on your set

Press **Menu**
Press **BtnVu**
Press **Call Appearance or any button**

CALL FORWARD

Redirects calls to another extension
Press **Menu**
Press **Call Forward (Cfrwd)**
Dial extension where calls are to be sent, hang up

To Cancel:
Press **Menu**
Press **Call Forward (Cfrwd)**

SEND ALL CALLS

Sends calls to a predestinated number
Press **Menu**
Press **Send all Calls/SAC** button

To Cancel:
Press **Menu**
Press **Send all Calls/SAC** button

ABBREVIATED DIAL (AD)

Stores numbers for one touch dialing
Press **Menu**
Press **PROG softkey or other Program button**
Press **Menu**
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 **Menu**
And follow the above instructions

If there are no more buttons to program
Hang up

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

QUESTIONS?

**Please call OFT Education and Training for more information
at 6-1445**

or

**OFT Telecommunications Help Desk at
518-486-4000 or 1-888-784-4647**

CAPNET DIGITAL TELEPHONE (EXCEPT 7406) QUICK REFERENCE GUIDE

FIXED FEATURES

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.

RING SELECTION - (eight selections) While on hook, press “**CONF**”, continue to press “**CONF**” until your selection is heard. To save ring, **do not** press “**CONF**”, you will hear 2 more rings, followed by two rising tones.

Internal - Hear dial tone
Dial 5 digit extension number

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

Press **HOLD** button

Retrieve Call:
Press Call Appearance button

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

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 3rd party, busy or a no answer
Press Drop button

Calls you back when line is busy or no answer.
While listening to busy signal or a no answer
(BUTTON ALWAYS REQUIRED)
Press **Auto CallBack or ACB** button
Hear confirmation tone
Hang up

When both parties are idle or free, you will be called
Lift handset
Press **Auto CallBack or ACB** button

Call is placed

To Cancel:
Hear dial tone, press **Auto CallBack or ACB** button
Hang up

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 you want 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

CALL FORWARD BUSY DON'T ANSWER

Redirects calls to another extension on a busy or a no answer.
Press **Call Forward Busy/Don't Ans** button (or *05)
Hear second dial tone
Dial extension number
Hear confirmation tone, hang up

To Cancel:
Hear dial tone
Press **Call Forward Busy/Don't Ans** button (or *20)
Hear confirmation tone, hang up

SEND ALL CALLS

Sends calls to a predesignated number

Press **Send All Calls or SAC** button (or* 03)

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

ABBREVIATED DIAL

Store numbers for one touch dialing ,You can store up to 16 digits
Hear dial tone
Press **Program** button (or *83)
Press AD button to be programmed
Dial number to be stored
Press same AD button **OR** Press #, hear confirmation tone
Number is stored, hang up

To Make a Call After Programming:
Hear dial tone
Press AD button where number is stored

SPEED CALLING

Allows faster dialing of extension or outside numbers
To Program Personal List:
Hear dial tone, Press **Program** (or *83)
Hear dial tone, Press **1**, (for list number 1)
Press Speed Code
Lists of 10 use 1 thru 9 and 0 (0=10)
Lists of 10 or more require 2 digits (1 thru 9 = 01 thru 09)
Dial number to be stored (up to 24 digits)
Press #, Hear confirmation tone

To Make a Call:
Hear dial tone, Press *81 and Speed Code #

SPEED CALLING GROUP LIST

To Program a Group List:
(A control station programs for a group of users including themselves. Obtain group list number from your agency representative.)

Hear dial tone, Press *84
Hear dial tone, Enter a **4 digit group list number**
(ex. 20 becomes 0020.)
Press 2 digit Speed Code (ex. 01, 02 etc.)
Dial number to be stored (up to 24 digits)
Press #, Hear confirmation tone.

To Make a Call:
Hear dial tone, Press *82 and Speed Code #

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