

CAPNET DIGITAL USER GUIDE 6402

PLACING A CALL

Internal - Hear dial tone
Dial 5 digit extension number

External - Hear dial tone
Dial *99 and number within your own area code
Long Distance - 9 and 1, area code and number for all calls outside your area code.

HOLD

Press **HOLD** button

Retrieve Call:
Press **Switchhook**

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 **Switchhook**
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 3rd party, busy or a no answer
Press **Switchhook**
You return to original party

AUTOMATIC CALL BACK

Calls you back when line is busy or no answer.
While listening to busy signal or a no answer
Press **Feature**
Press **Auto CallBack entry number (1-9 and 0 or *or #)**
Hear confirmation tone
Hang up

When both parties are idle or free, you will be called
Lift handset
Call is placed

To Cancel:
Press **Feature**
Press **Auto CallBack entry number (1-9 and 0 or *or #)**
Hear confirmation tone
Hang up

ABBREVIATED DIAL

Store numbers for one touch dialing
Press **Feature**
Press **Program Entry Number (1-9 and 0 or *or #)**
Or dial ***83**
Press **Feature**
Press **Autodial Entry Number (1-9 and 0 or *or #)**
Dial number to be stored
Press #, Hang up

To Make a Call After Programming:
Hear dial tone
Press **Feature**
Press **Autodial Entry Number (1-9 and 0 or *or #)**

CALL PICKUP

To pick up another call
Hear dial tone
Press **Feature**
Press **Call Pickup entry number (1-9 and 0 or *or #)**
Or dial ***19**
You are connected to caller

To Pick up a call while on a current call:
Press **Switchhook**
Press **Feature**
Press **Call Pickup entry number (1-9 and 0 or *or #)**
Or dial ***19**

To alternate between calls:
Press **Switchhook once** connected to original caller

CALL FORWARD BUSY DON'T ANSWER

Redirects calls to another extension on a busy or a no answer.
Hear dial tone
Press **Feature**
Press **Call Forward Busy/Don't Ans Entry Number (1-9 and 0 or * or #) (or *05)**
Hear second dial tone
Dial extension number
Hear confirmation tone, hang up

To Cancel:
Hear dial tone
Press **Feature**
Press **Call Forward Busy/Don't Ans Entry Number (1-9 and 0 or * or #) (or *20)**

CALL FORWARD FOLLOW ME

Redirects calls to another extension
Hear dial tone
Press **Feature**
Press **Call Forward Entry Number (1-9 and 0 or * or #) (or *06)**
Hear second dial tone
Dial extension number
Hear confirmation tone, hang up

To Cancel:
Hear dial tone
Press **Feature**
Press **Call Forward Entry Number (1-9 and 0 or * or #) (or *20)**
Hear confirmation tone, hang up

SPEED CALLING PERSONAL LIST

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 #**

SEND ALL CALLS

Sends calls to a predestinated number
Hear dial tone, Press **Feature**
Press **Send All Calls (1-9 and 0 or *or #) (or *03)**
To Cancel:
Hear dial tone, Press **Feature**
Press **Send All Calls (1-9 and 0 or *or #) (or *86)**