

CAPNET DIGITAL TELEPHONE QUICK REFERENCE GUIDE 7406

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 enables the other party to hear you.

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

AUTOMATIC CALL BACK

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 on hook, 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

CALL PICKUP

To pick up another call

Hear dial tone
Press **Call Pickup, CPU, Pickup, PU** button
You are connected to caller

Directed Call Pickup—Hear dial tone, Press *45 and extension number to pick up.

SEND ALL CALLS

Sends calls to a predestinated number
Press **Send All Calls or SAC** button (or *03)

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

CALL FORWARD FOLLOW ME

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 DONT 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

ABBREVIATED DIALING

Store numbers for one touch dialing, can store up to 16 digits
To store on top of Split Button:

Hear dial tone
Press **Program** button (or *83)
Press **Shift/Select** button,
Press **AD** button to be programmed
Dial number to be stored
Press the # sign **OR**
Press **same AD** button again, hear confirmation tone
Number is stored, hang up

To store on bottom of button:

Hear dial tone
Press **Program** button (or *83)
Press AD button to be programmed
Dial number to be stored
Press AD button again, hear confirmation tone
Number is stored, hang up

To Make a Call After Programming:

On top of button:

Hear dial tone, Press **Shift/Select** button
Press AD button where number is stored

On bottom of button:

Hear dial tone, Press AD button
Number will be dialed

SPEED CALLING PERSONAL LIST

Allows faster dialing of extension or outside numbers

To Program Personal List:

Hear dial tone, Press *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)

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 #

QUESTIONS?

Call Education and Training at extension 6-1445 for more information.

OFT Telecommunications Help Desk 486-4000