

**CAPNET  
DIGITAL TELEPHONE  
QUICK REFERENCE GUIDE**  
6408D+, 6416D+, 6416D+M, 6424D+, 6424D+M  
(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 allows 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 you to move back a screen
- Next** Allows you 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 you to mute your 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.
- 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** Join up to six parties including yourself. Dial first party, announce conference, press **CONF**, hear dial tone, dial next party, when party answers, press **CONF**. Repeat steps to add parties.
- RING SELECTION** (8 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 two more rings, followed by two rising tones.
- VOLUME CONTROL RINGER** With handset in place, press **CONF**. Press volume up or volume down button  

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 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.

**PROGRAM** *This feature is to Program the Abvd Dial buttons.*  
The program button must be located in the softkey Menu or another button on the face of the telephone, to program the AD's.

**DROP** *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**

*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

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

**SEND ALL CALLS**

*Sends calls to a predesignated number.*

- Press **Menu**
- Press **Send All Calls/SAC** button

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- 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 # sign  
Hear confirmation tone  
**NUMBER SAVED**

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

You can store up to five 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 # sign

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 by turning off the speaker)

**QUESTIONS?**

Call OFT Telephony Voice Support and Education unit at extension **6-1445** for more information  
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** - (8 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 two more rings, followed by two rising tones.

### 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

**To 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<sup>rd</sup> 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 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

### 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

### 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.**  
Hear dial tone  
Press **Program** button (or \*83)  
Press AD button to be programmed  
Dial number to be stored (**You can store up to 16 digits**)  
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 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 #

## QUESTIONS?

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