

# 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?

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**