

NYC/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 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 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.

PROGRAM

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

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 or numbers in the label.

In order to spell out the name, the user presses appropriate buttons on keypad. If you want a different letter or number 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?

**CIO/OFT Upstate Technical Assistance Center -1-888-784-4647-
Option 3 or for Repair-1-888-784-4647-Option 1**