

Using Your Phone



KEY/BUTTONS:

The following buttons (or keys) are located above the number keypad on your phone.

SPEAKER - Controls the built in speaker, which can be used for Handset Free dialing/monitoring. LED on key lights when active.

MUTE- This will turn your microphone on and off. The MUTE button will be lit when enabled. The light must be off in order for your voice to be heard while on speaker phone.

HOLD - Depress key to place a call on hold. The line will flash green.

REDIAL- Press REDIAL to dial the last number dialed.

TRANSFER - Allows the station user to transfer established calls to another station.

CONF (Conference)- You may establish a six-party conversation (you and 5 other people).

SOFT KEYS:

The soft keys are the round buttons located below the display. There are 8 keys at the top of the phone. The top 4 keys will activate the feature that they point to in the display. The

bottom 4 keys are:

MENU- Gives you access to different features.

EXIT- Use this feature to leave Display Mode.

PREV- Back-up while in Menu mode

NEXT- scrolls you forward while in menu mode.

FEATURES:

Below is an explanation of the features that your phone has:

DIR - Soft key. The directory listing allows you to search for the extension of another user in your location by keying in the user's last name at the dial pad.

PROG - Soft key. Enter programming mode.

ABBREVIATED DIAL- Soft key. (a.k.a. Speed Dial) These are displayed as AD# on the soft keys. To Program:

- Press **Menu, Program, Menu,**
- Select **AD#3** or 4, or press **Next** to get to AD#5-8 or Next again to get to AD#9-12.
- **Change number?** Yes=1, No=2, enter number and press # to save (remember to put '9' if dialing outside number).
- **Change Label?** Yes=1, No=2. Your keypad is now an alpha keypad. Enter label and press # to save. Hang up to update display.
- **To Dial:** Press **Menu, Next,** then press the key that was programmed. Number is dialed automatically.

AUTO DIAL - (a.k.a. Speed Dial) These are the open or blank keys below your phone number. These are normally located on buttons d,e,f,g, and h.

- Press Menu
- Press **Prog**
- Press the blank key to be programmed, enter the number, and press the # key to save it.
- Remember to put the '9' if dialing an outside number.
- **To Dial:** Press key that was programmed. The number is dialed automatically.

GMBox: (button l). Not all of the phones have this feature. If your phone has this, when the button lights green it means that your department line has voice mail.

CALL FORWARD: (button j) If you would like ALL of your calls to go to another extension, press this key followed by the extension you wish the call to go to. You will hear three short burst of tone to indicate activation. To Cancel – Obtain dial tone, press Call Fwd, you will hear three short bursts of tone, indicating cancellation.

ICOM (button k) - Press this button and the last two digits of the person in your area (only) to dial them directly.

SAC - Send All Calls - (button l) - When activated, all of your calls (except priority calls) will go directly to voice mail. Press to activate or de-activate.

CALL DISPLAY- (button m) To place a call to the name shown on the display. While the name is shown, press the Call Display button, the number will be dialed automatically.

AUDIX - (button n) One Touch speed dial to voice mail.

DROP - (button o) Allows you to drop the last person added to a conference call.

HdSET - (button p) Press Headset button to switch between headset and handset operation.

USING YOUR '6416D+M' PHONE SET:

You have a model 6416D+M phone. It is a 16 button phone with a Display and Speaker phone.

CALLING WITHIN THE DISTRICT:
Dial the 5 digit extension (AC, CC, FC, SCE)

TO CALL AN OUTSIDE OFFICE:
Dial **9** followed by the number.

PLACING A CALL ON HOLD:

Press **HOLD** and hang up.

RETRIEVING A CALL ON HOLD:

Press the flashing line key that the call is on.

TRANSFERRING A CALL:

Ask the party to please hold while their call is transferred. Press **Trnsfr** key. You will hear dial tone. Dial the extension number. You may either hang up or press transfer again. Your display will show **transfer completed**. If the extension is busy or does not answer, press the flashing line to go back to the original caller.

CONFERENCE CALLING:

- While talking to first party, press **Conf** key (dial tone).
- Dial the number of the new party (person 2) and wait for an answer.
- When you want to add person #2, press **Conf** again. All 3 of you are connected.
- Repeat Steps 1 through 3 for additional conference connections.

Join two separate lines and establish a conference call.

- While on the line, press the conference button.
- Answer second ringing line. Announce conference
- Press the Conf key.
- You will all be connected.

DROP - To drop the last person added to conference call. Press the Drop button. (You can only drop the last person added to the conference.)

SELECTING A DIFFERENT RING PATTERN:

This feature allows you to choose your own personalized ringing pattern for your telephone from **8** different patterns.

- Do not pick up your handset. Press Conf. Continue to press the Conf button to cycle through all eight ringing patterns.
- To save the pattern you have chosen, do not press Conf anymore. You will hear two more rings to confirm your new ringing pattern is set.

