



### Line Diagram of the 6408D+

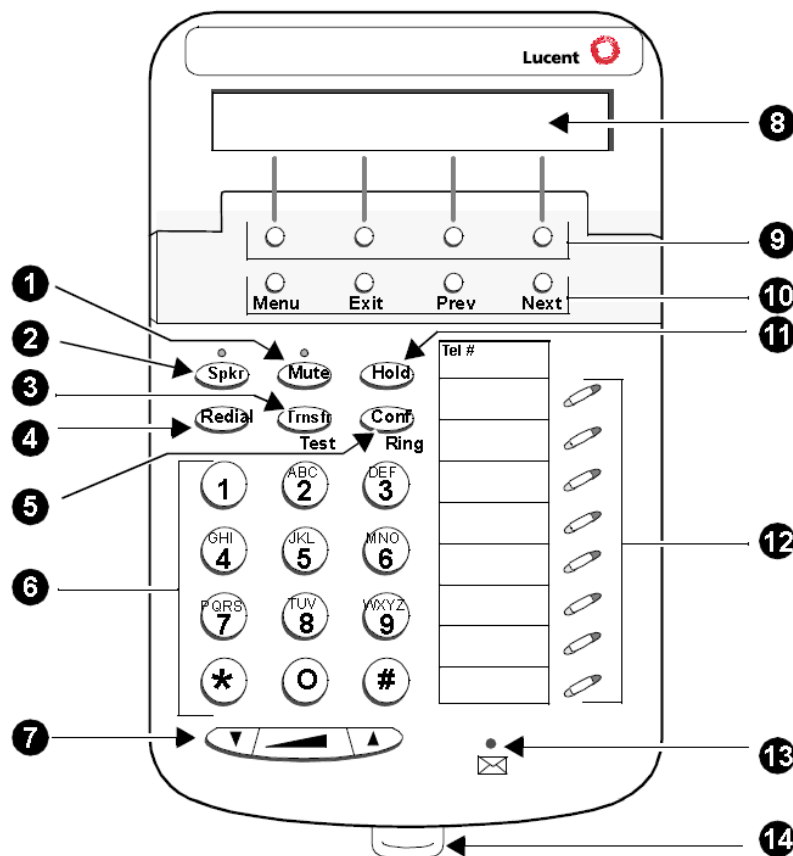



Figure 1

The following features correspond to the numbers in Figure 1.

1) Mute button	8) Display — available only on the 6408D+, 6416D+ and 6416D+M, and the 6424D+ and 6424D+M
2) Speaker button	9) Softkeys
3) Transfer/Test button	10) Display control buttons
4) Redial button	11) Hold button
5) Conf/Ring button	12) Call appearance/feature buttons
6) Dial pad	13) Message light — labeled 
7) Volume control button	14) Tray handle



## Hold

Allows user to place a caller on hold.

### **To Activate:**

Press red **Hold** button (call appearance light flashes fast when the call is on hold).

### **To Cancel:**

Press the flashing call appearance button to access the call.

## Transfer

Allows user to redirect calls to appropriate extension.

### **To Use:**

1. With first caller on the line, press the **Trnsfr** button. The call is automatically put on hold.
2. Listen for dial tone. Dial desired number and introduce caller.
3. Press **Trnsfr** button.

## Conference

Allows user to connect with two to five additional parties.

### **To Use:**

1. Establish call with first party (receive or place).
2. Press **Conf** button.
3. Place call to second person.
4. Once the second person answers, press the **Conf** button again.
5. Repeat for each additional party.

## Send All Calls (SAC)

Allows calls to go directly to coverage without ringing at the extension.

### **To Activate:**

Press **Send Calls** or **SAC** button (light comes on) or dial **\*3**.

### **To Cancel:**

Press **Send Calls** or **SAC** again (light goes off) or dial **#3**.

## Priority Calling

Allows user to dial an extension without the call following the coverage path.

### **To Use:**

Dial **\*1** and the extension you wish to reach

## Speakerphone

Allows user to have a conversation or access voice mail without picking up the handset.

**To Use:** Press **Spkr** (hear dial tone). Dial desired number or use automatic dial button. You can also just begin dialing while the handset is on hook.

## Select Ring

Allows user to choose one of eight personalized ring patterns.

### **To Use:**

1. While on-hook, press **Conf** button. The current ringing pattern will be heard.
2. Continue to press and release the **Conf** button to cycle through the ring patterns.
3. To use the ringing pattern currently being played, do not press **Conf** again. You will hear the selected ringing pattern two more times, then two beeps confirming this is the ring pattern you chose.

## Call Forward

Allows user to redirect calls to an alternate number on or off campus.

### **To Activate:**

1. Pick up handset and dial **\*2** or press the **Call-Forward** button if equipped. (Hear dial tone)
2. Dial campus extension or **\*9** and local number. (Hear confirmation tone - 3 beeps)
3. Calls normally answered at that extension will now ring at the alternate number.

### **To Cancel:**

1. Get dial tone and dial **#2** or press the **Call-Forward** button if equipped.
2. Calls will ring at the original extension.

## Speed Dial (also known as Automatic Dialing or Auto Dial)

Allows user to dial fewer digits for frequently called numbers.

### **To Program:**

Pick up handset, dial **\*0**.  
Press the AD button to be programmed.  
Dial number to be stored (include **\*9** if off campus).  
Press button to be programmed again.  
Repeat step 1 – 4 for each number.

### **To Use:**

Pick up hand set.  
Press desired abbreviated dialing button.

## Call Pick-Up

Allows user to answer a ringing phone from another extension. Extensions must be programmed into the same call pick-up group by Telecom.

### **To Use:**

When you hear a phone ringing, get dial tone and dial **#4** or press the call pick-up (**CPU**) button

## Test

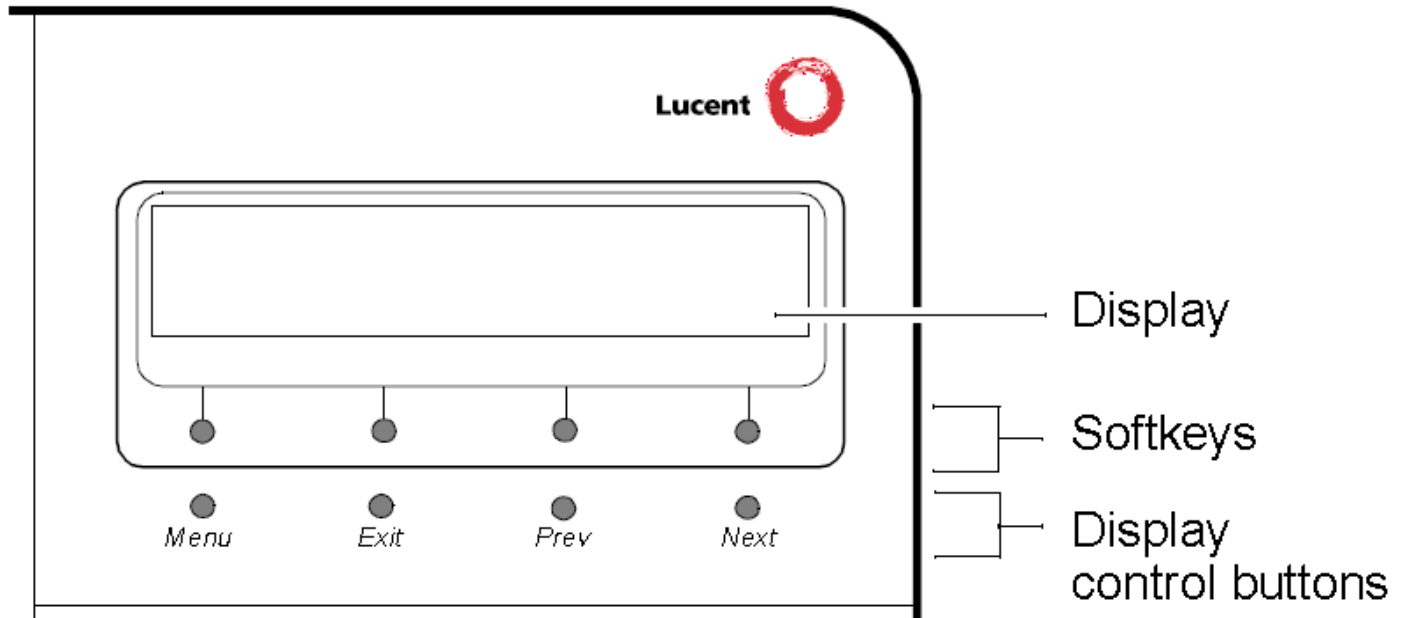
The Test feature allows you to test the lights and display on your telephone

### **To Use:**

1. While on-hook, press and hold down **Trnsfr** .  
Lights go on in columns, and if there is a display on the telephone, all the display segments fill in.
2. To end test, release .  
Lights return to normal operation.

## Using the Soft Keys

### Menu Items (For Sets with a Display)



The **Menu** button will display additional features you can use.

#### **To Use:**

Press the **Menu** button and either **Next** or **Prev**. Select the menu item you wish to utilize.

#### **First Screen:**

**Drop** – Drops the call and returns dial tone or drops the last person added to a conference call.

**Inspect** - Allows user to display the extension number and name for an incoming call while on an active call.

**Timer** – Measures elapsed time for a call.

**BtnVu** – *Stored Number/View* – Select this menu item and press the autodial button. It will display the number programmed on that button. Press exit to end.

#### **Second Screen:**





**Date-Time** – Displays current date and time.

#### **To Cancel:**




Press **Exit** to return to main screen.

## Tones and their Meanings

**Ringin** Tones are produced by in Incoming Call







Ringin Tones		Meanin
Rings		
	1 ring	A call from another extension.
	2 rings	A call from outside or from the attendant
	3 rings	A priority call from another extension, or from an Automatic Callback call you placed.
	ring-ping (half-ring)	A call redirected from your telephone to another because Send All Calls or Call Forwarding All Calls is active.

**Feedback** Tones are those which you hear through the headset, speaker, or headset (If equipped)

Feedback Tones		Meanin
Tones		
	busy	A low-pitched tone repeated 60 times a minute; indicates the number dialed is in use.
	call waiting ringback	A ringback tone with lower-pitched signal at the end; indicates the extension call is busy, and the called party has been given a call waiting tone. If you hear this tone, you may wish to activate Automatic Callback
	confirmation	Three short bursts of tone; indicates a feature activation or cancellation has been accepted.

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## Feedback Tones *(continued)*

Tones	Meaning
 coverage	One short burst of tone; indicates your call will be sent to another extension to be answered by a covering user.
 dial	A continuous tone; indicates dialing can begin.
 intercept/ time-out	An alternating high and low tone; indicates a dialing error, a denial of the service requested, or a failure to dial within a preset interval (usually 10 seconds) after listing the handset or dialing the previous digit.
 recall dial	Three short bursts of tone followed by a steady dial tone; indicates the feature request has been accepted and dialing can begin.
 reorder	A fast busy tone repeated 120 times a minute; indicates all trunks are busy.
 ringback	A low-pitched tone repeated 15 times a minute; indicates the number dialed is being rung.

Line and Feature Button Lights

Line and Feature Button Lights		
Light		Meaning
■	Steady red	The line you are using or will use when you lift the handset or press the Speaker button.
■	Steady green	The line is in use, or the feature programmed on this button is on.
☀	Blinking green	You have put a call on hold on this line button.