The 6416D+ has 16 call appearance/feature buttons, a 2-line by 24 character display, and a two-way speakerphone. The phone can also be wall mountable.

The 6416D+ supports a headset.
Line Diagram of the 6416D+

Figure 1

The following features correspond to the numbers in Figure 1.

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

**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 handset.
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.

**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.

**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

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

**Ringing Tones** are produced by an incoming call.

### Ringing Tones

<table>
<thead>
<tr>
<th>Rings</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ring</td>
<td>A call from another extension.</td>
</tr>
<tr>
<td>2 rings</td>
<td>A call from outside or from the attendant.</td>
</tr>
<tr>
<td>3 rings</td>
<td>A priority call from another extension, or from an Automatic Callback call you placed.</td>
</tr>
<tr>
<td>ring-ping (half-ring)</td>
<td>A call redirected from your telephone to another because Send All Calls or Call Forwarding All Calls is active.</td>
</tr>
</tbody>
</table>

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

### Feedback Tones

<table>
<thead>
<tr>
<th>Tones</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>busy</td>
<td>A low-pitched tone repeated 60 times a minute; indicates the number dialed is in use.</td>
</tr>
<tr>
<td>call waiting ringback</td>
<td>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.</td>
</tr>
<tr>
<td>confirmation</td>
<td>Three short bursts of tone; indicates a feature activation or cancellation has been accepted.</td>
</tr>
</tbody>
</table>

*continued on next page*
## Feedback Tones *(continued)*

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

<table>
<thead>
<tr>
<th>Light</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The line you are using or will use when you lift the handset or press the Speaker button.</td>
</tr>
<tr>
<td>Steady green</td>
<td>The line is in use, or the feature programmed on this button is on.</td>
</tr>
<tr>
<td>Blinking green</td>
<td>You have put a call on hold on this line button.</td>
</tr>
</tbody>
</table>