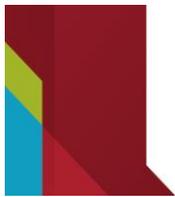# The 6424D+ Users Guide and Quick Reference

The **6424D+** has 24 call appearance/feature buttons, a 2-line by 24 character display, and a two-way speakerphone. The phone can also be wall mountable

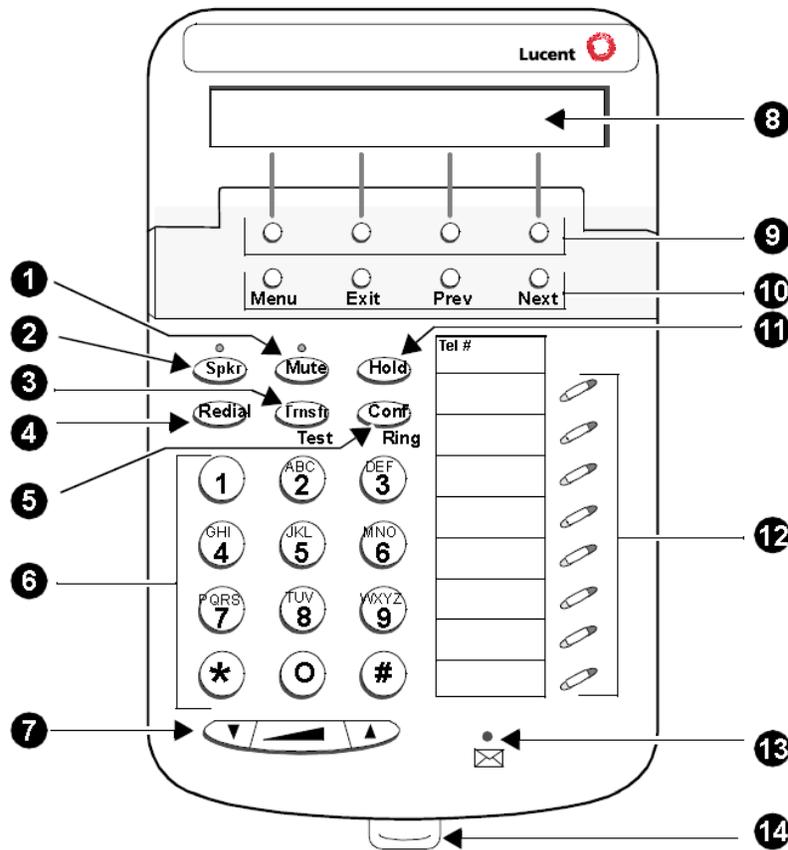The **6424D+** supports a headset

Line Diagram of the 6424D+

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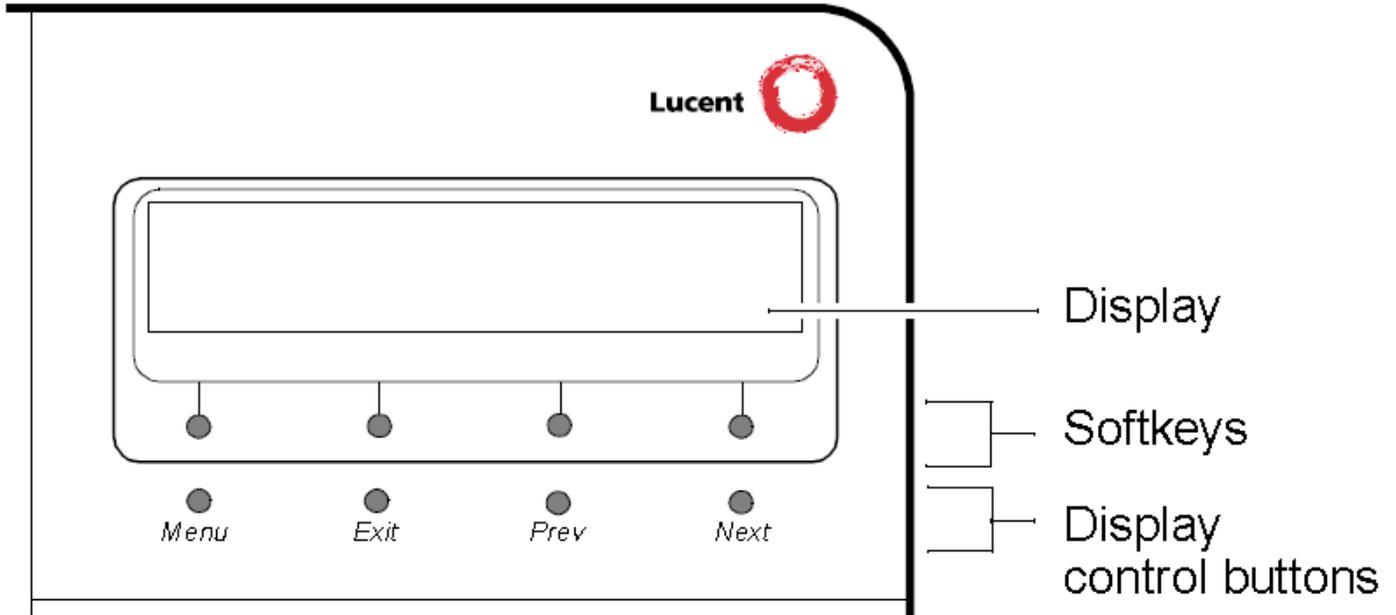The Test feature allows you to test the lights and display on your telephone

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

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 in Incoming Call

Ringing Tones		
Rings		**Meaning**
▬▬▬	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		
Tones		Meaning
▬ ▬ ▬	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.

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.