
Information Technology Services



6408D/6416D/
6424D Voice Terminals

ALERTING RINGS

Single Ring - A call from an on-campus extension.

Double Ring - A call from off-campus or operator.

Triple Ring - Priority call or automatic callback call.

CALL PROGRESSTONES

Confirmation - Three short tones confirm that the command you entered has been performed.

Coverage - A single tone indicates that your call is covering to another extension.

Intercept - Alternating high and low tones indicate a dialing error or denial of the command you entered.

Recall Dial Tone - Three short tones followed by dial tone indicate that the command you entered has been performed and that you may begin dialing.

CALL APPEARANCE BUTTONS

The upper left hand button will show your extension number. This is where your incoming and outgoing calls will appear. The system will automatically save the last available appearance for transfer, conference, and making outgoing calls.

LIGHTS

Red - Indicates the line you will be on when you lift the receiver-this light should always be on.

Green - Indicates what is happening on a call:

- BLINKING-Incoming Call
- FLUTTERING-Call on Hold

Message light - Indicates you have a voice mail message.

USING THE DISPLAY BUTTONS

The four display control buttons are (from left to right):

Menu Press menu for first screen

Exit Press exit to return to display

Prev Press previous for previous screen

Next Press next for next screen

SPEAKERPHONE

To place or answer a call without lifting the handset, press SPKR.

Adjust the speakerphone volume if necessary. To raise the volume, press the right half of the volume control labeled \triangle . To lower the volume press the left half of the volume control labeled ∇ . If you have a display, it shows volume levels 1-8.

To change from the speakerphone to the handset, pick up the handset and talk.

To change from the handset to the speakerphone, press SPKR and hang up the handset.

TEST - Press to test lights, ringers and display on telephone.

MUTE - Press MUTE to suppress your end of a conversation. Red light indicates MUTE is activated.

SELECTING A PERSONAL RING

While on-hook, press CONF.

Current ringing pattern plays every three seconds.

Continue to press CONF to cycle through all eight patterns.

If you want to save the pattern currently being played, do not press CONF again.

You will hear a confirmation tone and your new ringing pattern is set.

AUTO DIAL BUTTON

- Listen for dial tone
- Press PROGRAM or *0
- Press auto dial button to program
- Enter up to 20 digits
- Press auto dial button again
- Listen for confirmation tone

AUTOMATIC CALLBACK

To activate on busy or unanswered call.

- Press AUTOMATIC CALLBACK
- Listen for confirmation tone (when line is free or handset has been picked up, your telephone will ring with a triple ring.)

CALL FORWARD

To activate:

- Listen for dial tone
- Press CALL FORWARD or *2 + campus number or 8+ off-campus number
- Listen for confirmation tone and hang up (Forwarding off-campus must have departmental approval.)

To deactivate:

- Listen for dial tone
- Press CALL FORWARD or #2

CALL PARK

To park a call at your extension (for retrieval from any campus extension)

To activate:

- Press CALL PARK or transfer *6 transfer and hang up

To retrieve:

- Listen for dial tone
- Dial #6 and extension where call is parked

CALL PICKUP

Use Call Pickup to answer another telephone in your call pick-up group.

- Listen for dial tone
- Press CALL PICKUP or #4

CONFERENCE CALLS or icon

To place a conference call for up to six parties:

- Ask party to hold
- Press CONFERENCE

