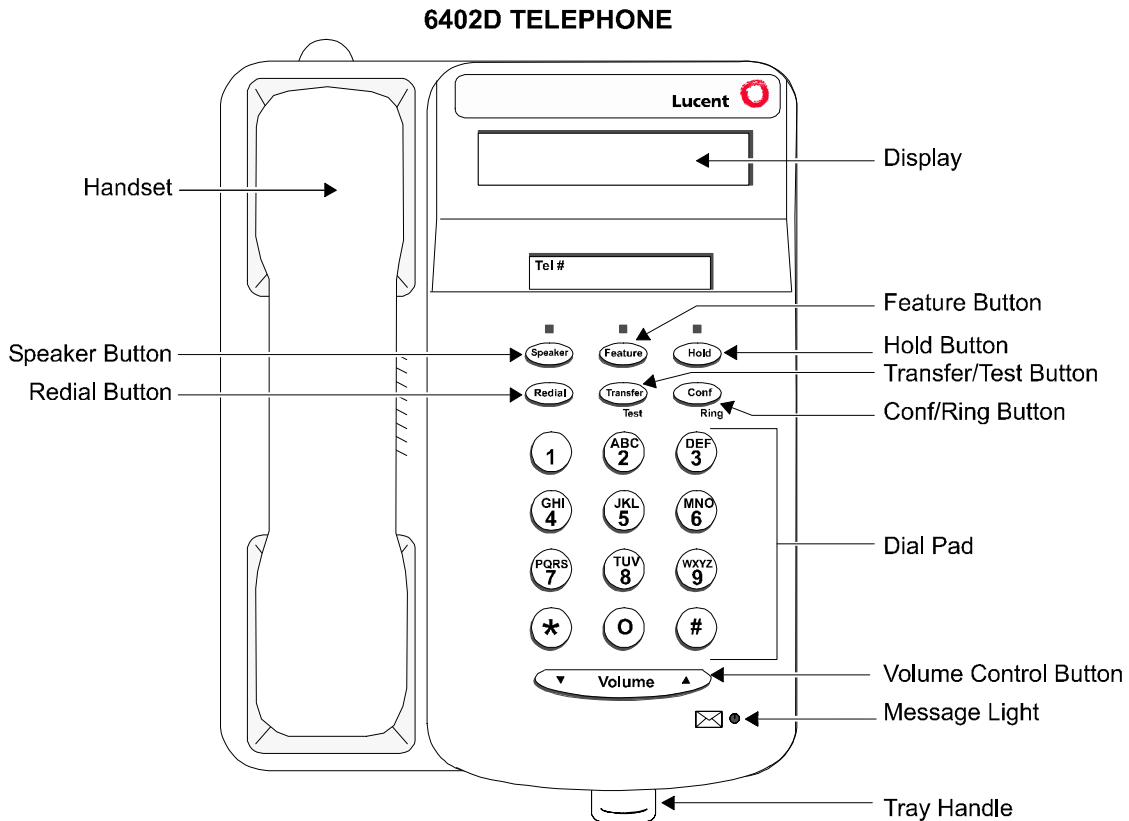


About Your Telephone

The 6402D is a single-line telephone with conventional touch-tone dialing and a 16-character display.

To familiarize yourself with the buttons and features on your telephone, refer to the figure below and then read the callout explanations for the buttons and features.



Conf/Ring Button

For setting up conference calls. (Use this feature while off-hook.) "Ring" is printed below <Conf> to remind you that by pressing <Conf> while on-hook, you can select a personalized ringing pattern for your telephone. You can choose from among eight possible ringing patterns.

Dial Pad

The standard 12-button pad for dialing phone numbers and accessing features. The letters "Q" and "Z" have been added to the appropriate dial pad keys for directory access, and the "5" button on your dial pad has raised bars for visually impaired users.

Display

A built-in 2-line by 16-character display.

Feature Button

A button used with the 12 dial pad keys for accessing up to 12 system features. Write the names of these features on the Feature Directory card in the tray under the base of the telephone. (When <Feature> is active, the red light next to that button is on.)

Assigned Features:

Feature 1	Voice Mail Access
Feature 2	Automatic Callback
Feature 3	Call Forwarding
Feature 4	Call Pickup
Feature 5	Send All Calls

Handset

A handset is provided for placing and answering calls. In most cases, you must lift the handset (go off-hook) before you can use a feature.

Headsets

Headsets for 6400 Series telephones allow one-touch hands-free operation. To answer a call, press <Feature> and then the dial pad key on which the Headset feature is administered. To disconnect, press <Feature> again and then the dial pad key on which the Headset feature is administered.

Headsets consist of a headpiece and modular base unit. The base unit plugs into the Handset Jack.

Hold Button

A red button for putting a call on hold. The red light next to <Hold> blinks to remind you that a call is on hold.

Message Light

A red light that goes on when a message has been left for you.

Redial Button

For redialing the last number that you dialed using the dial pad.

Speaker Button

For accessing the Speaker feature. This feature can be used for listening only. If you want to speak to the other person, you must use the handset.

Note: With the Group Listen feature, you can activate the speaker while you are using the handset, and both can be active at the same time.

Transfer/Test Button

For transferring a call to another telephone. (Use this feature while off-hook.) "Test" is printed below <Transfer> to remind you that by pressing <Transfer> while on-hook, you can test the button lights and display.

Tray Handle

Five cards are provided in the tray located under the base of every 6400 Series telephone. They contain quick reference procedures, a Feature Directory, an Access Code listing, and a list on which you can write numbers or names associated with Abbreviated Dialing personal lists, trunk codes and frequently-used extensions in your telephone system.

Volume Control Button

For adjusting the volume of:

- The speaker volume when the speaker is on
- The handset while a call is in progress (using the handset) and the speaker is off
- The ringer while the telephone is on-hook, or when the telephone is ringing and the speaker is off

Feature Finder

Call Forwarding All Calls

The Call Forwarding feature temporarily forwards all your calls to another extension or to an outside number, depending on your system.

Call Park

The Call Park feature allows you to put a call on hold at your telephone for retrieval at any extension.

Conference

The Conference feature allows you to conference up to six parties (including yourself) on a call.

Hold

The Hold feature puts a call on hold until you can return to it.

Redial

The Redial (or Last Number Dialed) feature automatically redials the last extension or outside number you dialed.

Select Ring

The Select Ring feature allows you to choose a personalized ringing pattern for your telephone from among eight different patterns.

Send All Calls

The Send All Calls temporarily sends all your calls to the extension of a person designated by your system manager to answer them when you cannot (perhaps a secretary or receptionist).

Transfer

The Transfer feature allows you to transfer a call from your telephone to another extension or outside number.

Call Forwarding All Calls

To temporarily redirect all calls:

1. Press <Feature> while off-hook, then the dial pad key on which the Call Forwarding feature is administered.
or, Dial the Call Forward code *2 while off-hook.

[dial tone]

2. Dial the extension or phone number where calls are to be sent.

[confirmation tone]

Note: Some telephones have restrictions on where calls can be forwarded (see your system manager).

3. Hang up.

- You may hear a ring-ping tone from your telephone as each call is forwarded.
-

To cancel Call Forwarding:

1. Press <Feature> while off-hook, then the dial pad key on which the Call Forwarding feature is administered.

[dial tone]

or, Dial the Call Forward Cancel code **#2** while off-hook.

[confirmation tone]

- Your calls will now ring at your own telephone.

Call Park

To park a call for retrieval from any extension:

1. Press <Transfer>.

[dial tone]

2. Dial the Call Park code ***6**.

[confirmation tone]

3. Press <Transfer> again.

- The call is parked at your extension.

4. Hang up.

To return to a call parked at your extension:

1. Dial the Answer Back code **#6**.

[dial tone]

2. Dial your own extension number.

[confirmation tone]

- You are reconnected to the call.
-

To retrieve a call parked at any extension:

1. Dial the Answer Back code **#6**.

[dial tone]

2. Dial the extension where the call is parked.

[confirmation tone]

Note: If you receive intercept tone, the parked call has been disconnected or retrieved by someone else.

Conference

To add another party to a call:

Note: Your conference call can include up to six parties, including yourself.

1. Press <Conf>.
 - The present call is put on hold.
2. Dial the number of the new party and wait for an answer.
3. When you are ready to add the new person to the conference call, press <Conf> again.
 - All parties are now connected.
4. To establish additional conference connections, repeat Steps 1 through 3.

Add the call on hold to another call to which you are connected:

1. Press <Conf>.
 - The red light next to <Hold> blinks.
2. Press and then release the switchhook.
3. Press <Conf> again.
 - All parties are now connected.

Hold

To put a call on hold:

1. Press <Hold>.
 - The red light next to <Hold> blinks.
 - The call is put on hold.

To return to the call on hold:

1. Press and then release the switchhook again.
-

To answer a new call while active on another:

1. Press <Hold>.
 - The red light next to <Hold> blinks.
 - The first call is put on hold.
2. To be connected to the incoming call, press and then release the switchhook.

Last Number Dialed (Redial)

To automatically redial the last number dialed:

1. Press <Redial> while off-hook.
 - The last number that you dialed is automatically redialed.

Note: The redialed number can be an outside number (up to 24 digits), an extension, or a trunk or feature access code.

Select Ring

To select a personalized ringing pattern:

1. Press <Conf> while on-hook.
 - The current ringing pattern plays and repeats every three seconds.
2. Continue to press (and then release) <Conf> to cycle through all eight ringing patterns.
3. If you want to save the ringing pattern currently being played, do not press <Conf> anymore. You hear the selected ringing pattern two more times, then it is automatically saved.

[confirmation tone]

- Your new ringing pattern is set.

Note: If you go off-hook, receive a call, or lose power while selecting a ringing pattern, the process is interrupted and you must start again.

Send All Calls

To send all calls (except priority calls) to coverage:

1. Press <Feature> while on-hook, then the dial pad key on which the Send All Calls feature is administered.
or, Dial the Send All Calls code ***3** while off-hook.

[confirmation tone]

Note: When a call comes to your extension, the call activity light will flash and you may hear a ring-ping tone indicating that the call has been sent to coverage.

To cancel Send All Calls:

1. Press <Feature> again while on-hook, then the dial pad key on which the Send All Calls feature is administered.
or, Dial the Send All Calls Cancel code **#3** while off-hook.

[confirmation tone]

Transfer

To send the present call to another number:

1. Press <Transfer>.
 - The present call is put on hold.
 - The red light next to <Hold> blinks.
2. Dial the number to which the call is to be transferred.
3. Remain on the line and announce the call. If the line is busy or there is no answer, press and then release the switchhook to return to the call on hold.
4. Press <Transfer> again.
 - The call is sent to the dialed number.
5. Hang up.