Quick Reference Guide (8410D)

<u>Abbreviated Dialing</u>

To program a number into a personal list:

1. On a separate sheet of paper, write down the outside numbers, extensions, and/or feature access codes you want to store as items on your personal lists(s).

2. Pick up the handset.   [dial tone]

3. Dial the Program code ***0**.   [dial tone]

4. Dial the Personal List number (1).   [dial tone]

5. Dial the list item (1, 2, 3…).   [dial tone]

6. Dial the number you want to store (up to 24 digits).
   If you are programming an outside number, be sure to include a **9**

7. 7. Press #.   [confirmation tone]

8. 8. If you want to store additional items, repeat Steps 5 through 7.

9. Hang up or press <Drop> to end programming.

To place a call using an Abbreviated Dialing list:

1. Dial the appropriate Abbreviated Dialing List code:
   List 1 **#7**

2. Dial the desired list item (1, 2, 3…).   [ring back tone]

Automatic Callback

To automatically place another call to a busy or unanswered extension:

1. Press <Menu> and then the softkey below **AutCB** during the call attempt.
   [confirmation tone]

2. Hang up.

3. Lift the handset when you hear a priority ring.

To cancel Automatic Callback:

1. Press <Menu> while on-hook, then press the softkey below **AutCB** again
   (if available on your display).
   or, Press <AutoCallBk> again while on-hook.

Call Coverage

To answer a call for a coworker for whom you are a coverage point:

1. Press the call appearance button of the incoming call when ringing begins or the green light flashes.

To leave a message for a coworker:

1. Press <Cvr CallBk> while connected to the call.   [confirmation tone]

To talk privately with a coworker after answering a redirected call:

1. Press <Transfer>.   [dial tone]

2. Press <Menu> and then the softkey below **Cnslt**
                                                  [priority ring to coworker]
   or, Dial your coworker's extension.

3. You can discuss the call privately with your coworker. If your coworker is not available, press the fluttering call appearance button to return to the call on hold.

4. Press <Transfer> again to transfer the call to your coworker, or press <Conf> to make it a 3-party call.

Call Forwarding All Calls

To temporarily redirect all calls:

1. Press <Menu> while on-hook or off-hook, then press the softkey below **CFrwd**
   or, Press <Call Fwd> while on-hook or off-hook.
   or, Dial the Call Forward code ***2** while on-hook or off-hook.

   [dial tone]

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

   [confirmation tone]

3. Hang up.

To cancel Call Forwarding:

1. Press <Menu> while on-hook, then press the softkey below **CFrwd**

   [dial tone]

   or, Press <Call Fwd> while on-hook.
   or, Dial the Call Forward Cancel code **#2** while on-hook.

   [confirmation tone]

Call Pickup

To answer a call placed to your pickup group when your phone is idle:

1. Press <Menu> and then the softkey below **CPkUp**
   or, Press <CallPickup>.
   or, Dial the Call Pickup code *7.

Conference

To add another party to a call:

1. Press <Conf>.   [dial tone]

2. Dial the number of the new party and wait for an answer.

3. You can discuss the call privately with the new party at this time. If the line is busy or there is no answer, press the fluttering call appearance button to return to the call on hold.

4. Press <Conf> again.

5. Announce the call.

6. To establish additional conference connections, repeat Steps 1 through 5.

   Note - conference calling only allows 6 simultaneous connections

---

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

1. Press <Conf>.   [dial tone]

2. Press the call appearance button of the call on hold.

3. Press <Conf> again.

4. Announce the call.

To drop the last party added to a conference call:

1. Press <Drop>.

Drop

To disconnect from a call:

1. Press <Drop>.   [dial tone]

Exit

To return to normal display:

1. Press <Exit>.

Handset Volume

To adjust the receive volume:

1. While the handset is off-hook, press the Volume control button.
   To raise the volume, press the right half of the Volume control button.
   To lower the volume, press the left half of the Volume control button.

Hold

To put a call on hold:

1. Press <Hold>.

To return to the call on hold:

1. Press the call appearance button of the call on hold.

To answer a new call while active on another:

1. Press <Hold>.

2. Press the call appearance button of the incoming call.

Last Number Dialed (Redial)

To automatically redial the last number dialed:

1. Press <Menu> while on-hook or off-hook, then press the softkey below
   Last (if available on your display).
   or, Press <LastDialed> while on-hook or off-hook.
   or, Dial the Last Number Dialed code ***9** while on-hook or off-hook.

Mute

To prevent the other party from hearing you:

1. Press <Mute>.

2. When you are ready to resume your conversation with the other person, press <Mute> again.

Ringer Volume

To adjust the ringer volume (speaker is not active):

1. To raise the volume, press the right half of the Volume control button. To lower the volume, press the left half of the Volume control button.

Select Ring

To select a personalized ringing pattern:

1. Press <Shift>.

2. Press <Hold>.

3. Continue to press (and then release) <Hold> (or press <Next> or <Prev>) to cycle through all eight ringing patterns.

4. When you hear the desired ringing pattern, press <Shift> again.
                                                    [confirmation tone]

Send All Calls

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

1. 1. Press <Menu> while on-hook, then press the softkey below **SAC**
   or, Press <Send Calls> while on-hook.
   or, Dial the Send All Calls code ***3** while on-hook.   [confirmation tone]

To cancel Send All Calls:

1. Press <Menu> while on-hook, then press the softkey below **SAC** again
   or, Press <Send Calls> again while on-hook.
   or, Dial the Send All Calls Cancel code **#3** while on-hook.

   [confirmation tone]

Speaker

To answer or place a listen-only call:

1. Press <Speaker>.

2. Place a call, or access the selected feature.

3. Adjust the speaker volume if necessary.

To change from the speaker to the handset:

1. Pick up the handset.

To change from the handset to the speaker:

1. Press <Speaker>.

To prevent the other party from hearing you:

1. Press <Mute>.
2. Press <Mute> again to resume speaking to the other person.

To end a call when using the speaker:

1. Press <Speaker>.

Speakerphone

To place or answer a call using the speakerphone:

1. Press <Speaker>.

2. Place or answer a call, or access the selected feature.

3. Adjust the speakerphone volume if necessary.

To change from the speakerphone to the handset:

1. Pick up the handset and talk.

To change from the handset to the speakerphone:

1. Press <Speaker>.

2. Hang up the handset.

To prevent the other party from hearing you:

1. Press <Mute>.
2. Press <Mute> again to resume speaking to the other person.

To end a call when using the speakerphone:

1. Press <Speaker> again to hang up.

Test

To test the lights and display:

1. Press and hold <Test> while on-hook or off-hook.

2. To end the test, release <Test>.

Timer

To view the elapsed time:

1. Press <Menu> and then the softkey below Timer (if available on your display).
    or, Press <Timer>.

2. To stop the timer and clear the display, press <Menu> and then the softkey below Timer again (if available on your display).
    or, Press <Timer> again.

Transfer

To send the present call to another number:

1. Press <Transfer>.   [dial tone]

2. Dial the number to which the call is to be transferred.
                                                    [ring back tone]

3. Remain on the line and announce the call. If the line is busy of there is no answer, return to the call on hold by pressing its call appearance button.

4. Press <Transfer> again.

5. 5. Hang up.