6416 Digital Telephone
Instruction Booklet

* 2 line x 24 character LCD that shows called party/calling party ID, date and time
* 16 programable call appearance/feature buttons
* 4 navigator keys for menu, next previousl, and exit
* Fixed feature buttons for conference, transfer, hold, speaker, mute and last number dialed
* Full duplex speakerphone/headset jack
* Built-in 2-way speakerphone, and eight personal ring options

SELECT RING
To select a personalized ringing pattern

1. While on-hook, press ⟨Conf⟩ .

2. Continue to press (and then release) ⟨Conf⟩ to hear each of the eight ringing patterns.

3. If you want to save the ringing pattern currently being played, do not
Press ⟨Conf⟩ anymore. You will hear the selected ringing pattern two more times, and then it will be
automatically saved.

LAST NUMBER DIALED

To automatically redial the last number you dialed

Press ⟨Redial⟩ .

SPEAKER or SPEAKERPHONE
Without lifting the handset, you can use the speaker to place a call or use the speakerphone to place/answer
a call, or you can use the speakerphone with any feature.

1. Press ⟨Speaker⟩.

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

3. Adjust the speakerphone volume if necessary, with the Volume Control button.

To prevent the other party from hearing you (for all sets except the 6402 and 6402D)

1. Press ⟨Mute⟩ (Red Mute light goes on.)

2. When you want to resume talking to other party, press ⟨Mute⟩ again (Red Mute Light goes off.)

TEST
To test the lights on the telephone and the display (if the telephone has a display)

1. While on-hook, press and hold down ⟨Transfer⟩ .

   Lights go on in columns and all display segments fill in.

2. To end test, release ⟨Transfer⟩ .

USING the SOFTKEYS to ACTIVATE FEATURES
Your display and softkeys allow you to access up to 12 switch-related features listed on three separate menu screens. The default features include:

First Screen: Directory (abbreviated as **Dir**), Drop (**Drop**) Internal Auto Answer (**HFAns**), and Timer (**Timer**),

CAUTION
Be aware of: **If using the HFAns (Hands Free Answering) feature, your phone does <u>not</u> ring . You will hear a tone and call comes throught via you speaker.**

Second Screen: Priority Calling (**PCall**), Automatic Callback (**AutCB**) AD Program (**Prog**), AD Pause (**Pause**).

Third Screen: Leave Word Calling (**LWC**), Ringer Off (**RngOf**), Stored Number/View (**BtnVu**), and Self-Administration (**Admin**)[*] .

CAUTION
Be aware of: **If your phone does not ring, check to see if this button is active.**

To activate one of the softkey features

1. Press the **Menu** button.
   The display shows the first softkey feature menu screen.

2. If necessary, press the **Next** button to see the second or third softkey feature menu screen.
3. Press the softkey below the feature you wish to access. For instance, to use the System Directory feature, press the softkey below **Dir**.

NOTE: When the feature is activated, after the display screen shows you the digits you are dialing (if appropriate), an arrow (▼) appears above the feature. If there is not an arrow above the feature, the feature is off.