

**6400 Series Single-line  
Telephones Quick Reference Cards  
Comcode: 108032186**

<b>CONTENTS</b>	
<b>1</b>	CONFERENCE, HOLD, and TRANSFER
<b>2</b>	SELECT RING, REDIAL, SPEAKER, and TEST
<b>3</b>	ADMINISTERED FEATURES on 6402 DIAL PAD
<b>4</b>	FEATURE ACCESS CODES
<b>5</b>	PERSONAL LIST and TRUNK CODES and FREQUENTLY USED EXTENSIONS

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## CONFERENCE

### To add another party to a call (for a total of up to 6 parties)

1. Press **Conf** .
2. Dial number of new party and wait for an answer.
3. Press **Conf** again.
4. Repeat Steps 1 through 3 for additional connections to the conference.

## HOLD

### To put a call on hold

Press **Hold** .

### To answer a new call while active on another

1. Press **Hold** .
2. On Single-line sets, press and then release the switchhook.  
On Multi-line sets, press the call appearance of the incoming call.

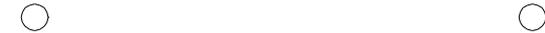
### To return to the call on hold

On Single-line sets, press and then release the switchhook.  
On Multi-line sets, press the call appearance of the call on hold.

## TRANSFER

### To send the present call to another extension or outside number

1. Press **Transfer** .
2. Dial the number where the call is to be transferred.
3. Press **Transfer** again.
4. Hang up.



## 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 (Listen-only)

Without lifting the handset, you can use the speaker to place a call or access other features. However, in order to speak to the other person, you must use the handset.

1. Press **Speaker**.
2. Place a call, or access selected feature.
3. Adjust the speakerphone volume if necessary, with the Volume Control button.

## 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**.

**FEATURES ADMINISTERED ON  
THE 6402 DIAL PAD**

<b>Dial Pad Key</b>	<b>Feature Administered on that Key</b>
1	
2	
3	
4	
5	
6	
7	
8	
9	
*	
0	
#	

### FEATURE ACCESS CODES

Feature	Code
ABBREVIATED DIALING	
List 1	
List 2	
List 3	
Program	
CALL FORWARDING	
Cancel	
CALL PARK	
Answer Back	
CALL PICKUP	
LAST NUMBER DIALED	
LEAVE WORD CALLING	
Cancel	
PRIORITY CALLING	
SEND ALL CALLS	
Cancel	

**ABBREVIATED DIALING PERSONAL LISTS**

Item No.	Pers. List 1 Names/No.	Pers. List 2 Names/No.	Pers. List 3 Names/No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
0			

TRUNK CODES		MISCELLANEOUS	
Description	Code	Description	Extension
		Message	
		Attendant	
		AUDIX	