

TELEPHONE  
FEATURES

QUICK  
REFERENCE  
GUIDE

6000, 7000,  
AND 8000  
SERIES SETS

## CALL FORWARD

### TO ACTIVATE

- Press **Call Forward** button **OR**
- Listen for dial tone and Dial \* 2 2
- Dial the extension number you are forwarding your calls to
- Hear confirmation tone (3 beeps)

### TO CANCEL

- Press **Call Forward** button **OR**
- Listen for dial tone and Dial # 2
- Hear confirmation tone (3 beeps)

## CALL PARK

### TO ACTIVATE

- While on a call, press **Transfer** button
- Dial \* 1 6
- Press **Transfer** button again


### TO RETRIEVE

- Listen for dial tone and Dial \* 7 0
- Dial originating extension number, where call is parked

## CALL PICKUP

- Press **Call Pickup** button **OR**
- Listen for dial tone and Dial # 4

## CONFERENCE

- Place or receive a call
- Press **Conference** button
- Dial telephone number or extension
- Press **Conference** button again; party is connected
- To add additional parties, up to six total, continue from  above

## DIAL INTERCOM

### TO ORIGINATE

- Press **Dial Intercom** button
- Dial the assigned 2 digit intercom number

## DROP

- Press **Drop** button; last person called is disconnected from a conference call
- Press **Drop** for new dial tone

# QUICK REFERENCE GUIDE

## 6000, 7000, AND 8000 SERIES SETS

### DIALING INSTRUCTIONS

#### TO PLACE AN EXTERNAL CALL

Dial **9** and the complete phone number

### DISTINCTIVE RINGING

Internal Calls – one burst ring

External Calls – two burst ring

Intercom Calls – one alerting beep

Ring Ping – a short ring indicating an incoming call when the **Send All Calls** or **Call Forward** feature has been activated.

### SOFT KEYS

#### (6400 & 8400 SERIES TELEPHONES ONLY)

#### TO SCROLL

- Press **Menu** button; features will be displayed
- Press **Next** ► button; to continue to review feature choices
- Press ◀ **Prev** button; to return to previously displayed features

#### TO USE

- Press **Menu** button; features will be displayed
- Press the soft key associated with the selected feature
- An arrow is displayed above the selected feature

### AD BUTTONS

#### TO PROGRAM

- Press **Program** button OR Dial \* 0 0
- Press **AD** button to be programmed
- Dial **9** and the telephone number
- Press #
- Hear confirmation tone (3 beeps)
- To continue programming repeat from ◀ above

**NOTE:** When programming gray dual feature buttons on 7406 models, press **Shift/Select** button first

#### TO USE

- Press desired **AD** button

### BUSY LAMP

- Lights when the designated extension is off hook OR
- Press **Busy Lamp** for designated extension; number will automatically be dialed

## GROUP AD LIST

- Press **Group AD List** button **OR**
- Get dial tone and Dial \* **8 8**
- Dial the assigned 2 digit code

## HOLD

- Press **Hold** button to place a call on hold
- To retrieve call, press button where light is blinking

## LAST NUMBER DIALED

- Press **Last Number Dialed** button/**Redial** button **OR**
- Set dial tone and dial # **9**

## VOLUME CONTROLS

### (6400 & 8400 Series Telephones Only)

#### RINGER VOLUME

- With the handset on hook, press **Volume ▲** or **▼** to adjust volume

#### HANDSET VOLUME


- With the handset off hook, press **Volume ▲** or **▼** to adjust volume

#### SPEAKER VOLUME

- Press **Speaker** and **Volume ▲** or **▼** to adjust volume

## PERSONAL AD LIST

### TO PROGRAM

- Lift handset; listen for dial tone
- Press **Program** button **OR**
- Lift handset; listen for dial tone and Dial \* **0 0**; dial tone will continue
- Dial the list number; **1**
- Dial the two digit code starting with **01**
- Dial **9** and the telephone number
- Dial #
- Hear confirmation (3 beeps)
- To continue programming, repeat from  above

### TO USE PERSONAL AD LIST

- Press **Personal AD List 1** button **OR**
- Get dial tone and Dial \* **7 7**
- Dial the assigned two digit code

## PRIVACY

### TO ACTIVATE

- While on a call, press **Privacy** button

### TO DE-ACTIVATE

- While on a call, press **Privacy** button again

**NOTE:** When you hang up, the **Privacy** feature will automatically be deactivated

## RING CUTOFF

### TO ACTIVATE OR CANCEL

- Press **Ring Cutoff** button

**NOTE:** When indicator is on, the feature is active

## SEND ALL CALLS

### TO ACTIVATE

- Press **Send All Calls** button, **OR**
- Get dial tone
- Dial \* 3 3
- Hear confirmation tone (3 beeps)

### TO CANCEL

- Press lit **Send All Calls** button, **OR**
- Get dial tone
- Dial # 3
- Hear confirmation tone (3 beeps)

## SPEAKER (2 Way)

### TO USE

- Press **Speaker**
- Press **Mute** to disallow the called party from hearing
- Press **Speaker** and **Volume ▲** or **▼** to adjust volume
- Press **Shift/Select** and **Speaker** to reset speaker and eliminate the flashing light (7400 and some 8400 series only)

## TRANSFER

- While on a call, press **Transfer** button  
(If busy occurs, press an available extension)
- Dial the extension number where the call is to be transferred
- When the dialed extension answers, announce call and press **Transfer** button again, **OR**
- When ringing begins, press **Transfer** button again; the call is connected
- Hang up

# QUICK REFERENCE GUIDE

## 6000, 7000, AND 8000 SERIES SETS

### FEATURE ACCESS CODES

FEATURE	CODE
Call Forward – Activate	* 2 2
Call Forward – Cancel	# 2
Call Park – Activate	* 1 6
Call Park – Retrieve	* 7 0
Call Pickup	# 4
Group AD List	* 8 8
Last Number Dialed	# 9
Leave Word Calling – Activate	* 6 6
Leave Word Calling – Cancel	# 6
Personal AD List	* 7 7
Program	* 0 0
Send All Calls – Activate	* 3 3
Send All Calls – Cancel	# 3

If you require further information or instruction, please contact Rockefeller Group Technology Solutions at 212-282-2222 or [csc@rgts.com](mailto:csc@rgts.com)



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